

Updating TSDS - Quick Checklist

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✓ Step		Completion Date	Completed By	Notes		
Step 1: TSDS Settings in District Adn	ninistration					
Enter TSDS Options.						
Enter TSDS Connection Information. (K	ey and Secret)					
Business-only LEAs : Verify the ESC County/District number is correct. (It should NOT be the LEA number.)						
Exclude non-instructional campuses fro	m TEA reporting.					
Business-only LEAs : Exclude all campreporting.	ouses from TEA					
Step 2: District Settings in Registrat	on		-			
Enter District Website and Email.						
Verify the ESC County/District number is correct. (It should NOT be the LEA number.)						
Verify info on the State Reporting tab is	correct.					
Enter the Local Program to TEA PEIMS (Codes.					
Step 3: Grade Reporting Changes			<u> </u>			
Update all local services IDs to be uniq	ue for each course.					
Enter instructional staff responsibility records on the campus schedule section's meeting time.						
Update the Grade Reporting TSDS Cros appropriate.	swalks as					
Step 4: Finance TSDS Crosswalks	<u>'</u>					
If LEA uses ASCENDER Business, map f the LEA's set of accounts to TEA's Char both the current and previous file IDs.						



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