



# Updating TSDS - Quick Checklist



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|--|-----------------|--------------|-------|
| ✓ Step   | Completion Date | Completed By | Notes |
| <b>Registration Changes</b>  |                 |              |       |
| <b>District Profile</b>  |                 |              |       |
| Verify the ESC County/District number is correct. (It should NOT be the LEA number.)   |                 |              |       |
| Enter District Website and Email.  |                 |              |       |
| Verify info on the State Reporting tab is correct.   |                 |              |       |
| Enter the Local Program to TEA PEIMS Codes.  |                 |              |       |
| <b>Campus Profile</b>  |                 |              |       |
| Maintain the Demographic Info tab with the campus demographic data, such as the campus name, address, and phone number.  |                 |              |       |
| Verify and enter data onto the Control Info tab that applies to each campus and ensure the Campus Low Grade Level and High Grade Level information is entered and correct. |                 |              |       |
| <b>Student Enrollment</b>  |                 |              |       |
| Update Prior Leaver data as required.  |                 |              |       |
| <b>Grade Reporting Changes</b>   |                 |              |       |
| Update all local services IDs to be unique for each course.  |                 |              |       |
| Enter instructional staff responsibility records on the campus schedule section's meeting time.  |                 |              |       |
| Update the Grade Reporting TSDS Crosswalks as appropriate.   |                 |              |       |
| <b>Finance TSDS Crosswalks</b>   |                 |              |       |
| If LEA uses ASCENDER Business, map financial data from the LEA's set of accounts to TEA's Chart of Accounts for both the current and previous file IDs.                    |                 |              |       |
| <b>Personnel Changes</b>   |                 |              |       |
| Enter all non-instructional staff responsibility records in Personnel.   |                 |              |       |
| <b>TSDS Settings in District Administration</b>  |                 |              |       |
| Exclude non-instructional campuses from TEA reporting.<br><b>Business-only LEAs:</b> Exclude all campuses from TEA reporting   |                 |              |       |
| Enter TSDS Options.  |                 |              |       |
| Enter TSDS Connection Information. (Key and Secret)  |                 |              |       |
| <b>Business-only LEAs:</b> Verify the ESC County/District number is correct. (It should NOT be the LEA number.)  |                 |              |       |
| Make selections on <b>Domains &amp; Entities</b> as described in the <a href="#">ASCENDER TSDS New School Year Best Practices Guide</a> .                                  |                 |              |       |
| Review the <b>Extract and Errors</b> reports and the <b>TSDS Level 1 Errors</b> report.  |                 |              |       |



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