



Updating TSDS - Quick Checklist

Table of Contents

Updating TSDS - Quick Checklist 1

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| Updating TSDS - Quick Checklist | | | |
|--|-----------------|--------------|-------|
| ✓ Step | Completion Date | Completed By | Notes |
| Registration Changes | | | |
| District Profile | | | |
| 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. | | | |
| Campus Profile | | | |
| 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. | | | |
| Student Enrollment | | | |
| Update Prior Leaver data as required. | | | |
| Grade Reporting Changes | | | |
| 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. | | | |
| Finance TSDS Crosswalks | | | |
| 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. | | | |
| Personnel Changes | | | |
| Enter all non-instructional staff responsibility records in Personnel. | | | |
| TSDS Settings in District Administration | | | |
| Exclude non-instructional campuses from TEA reporting. Business-only LEAs: Exclude all campuses from TEA reporting | | | |
| Enter TSDS Options. | | | |
| Enter TSDS Connection Information. (Key and Secret) | | | |
| Business-only LEAs: Verify the ESC County/District number is correct. (It should NOT be the LEA number.) | | | |
| Make selections on Domains & Entities as described in the ASCENDER TSDS New School Year Best Practices Guide . | | | |
| Review the Extract and Errors reports and the TSDS Level 1 Errors report (<i>this is an ongoing activity</i>). | | | |



Back Cover