



## Updating TSDS - Quick Checklist



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**INFO TO COME:**

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✓ Step	Completion Date	Completed By	Notes
<b>Step 1: TSDS Settings in District Administration</b>			
Enter TSDS Options.			
Enter TSDS Connection Information (Key and Secret)			
<b>Step 2: District Settings in Registration</b>			
Enter District Website and Email			
Verify that 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.			
<b>Step 3: Grade Reporting changes</b>			
Update all local services IDs to be unique for each course.			
<b>Step 4: As-of Status dates</b>			
Run the SQL/Utility to update the As-of Status dates.			



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