TSDS PEIMS Extended Submission Quick Checklist
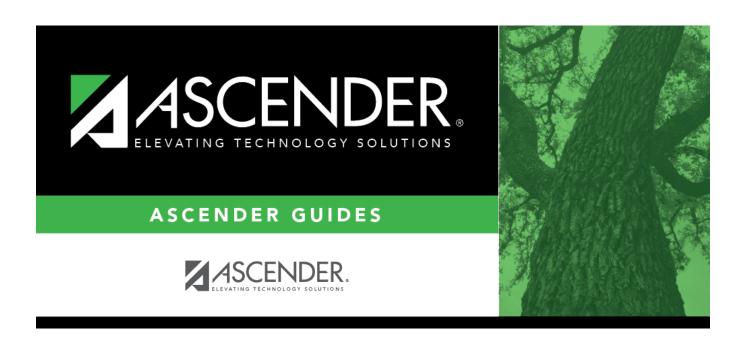
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District:			
Anticipated Completion Date:			
Team Members:			

✔	**Step**	**Completion Date**	**Completed By**	**Notes**
	Verify options.			
	Clear previous year data.			
	Verify Student data:			
	• Grade Reporting			
	• Registration			
	• Special Ed			
	Extract or import data.			
	Verify and update organization data.			
	Correct frozen data.			
	Run extract reports.			
	Create XML file.			

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