



# **tsds\_peims\_extended\_checklist**



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**TSDS PEIMS Extended Submission - Quick Checklist**

**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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