



TSDS PEIMS Fall Submission Quick Checklist

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TSDS PEIMS Fall Submission - Quick Checklist**District:****Anticipated Completion Date:****Team Members:**

✓	Step	Completion Date	Completed By	Notes
	Verify Student data:			
	• Master Schedule (Grade Reporting)			
	• Graduation Plan			
	• Registration			
	• Special Ed			
	Verify Business data:			
	• District Administration			
	• Finance			
	• Payroll			
	• Personnel			
	Verify options.			
	Clear previous year data.			
	Update crosswalks.			
	Extract or import data.			
	Verify and update organization data.			
	Correct frozen data.			
	Run extract reports.			
	Create XML file.			



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