



tsds_peims_fall_checklist

Table of Contents

TSDS PEIMS Fall Submission - Quick Checklist				
District:				
Anticipated Completion Date:				
Team Members:				
✓	Step	Completion Date	Completed By	Notes
	Verify options.			
	Clear previous year data.			
	Update crosswalks.			
	Verify Student data:			
	• Master Schedule (Grade Reporting)			
	• Graduation Plan			
	• Registration			
	• Special Ed			
	Verify Business data:			
	• Finance			
	• Human Resources			
	Extract or import data.			
	Verify and update organization data.			
	Correct frozen data.			
	Run extract reports.			
	Create XML file.			



Back Cover