tsds_peims_fall_checklist

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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.			
II. Verify Student data:			
• Master Schedule (Grade Reporting)			
• Graduation Plan			
• Registration			
• Special Ed			
III. Verify Business data:			
• Finance			
• Human Resources			
Extract or import data.			
Verify and update organization data.			
Correct frozen data.			
Run extract reports.			
Create XML file.			

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