



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.			
	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.			



Back Cover