# TSDS PEIMS Summer Submission Quick Checklist

# Table of Contents
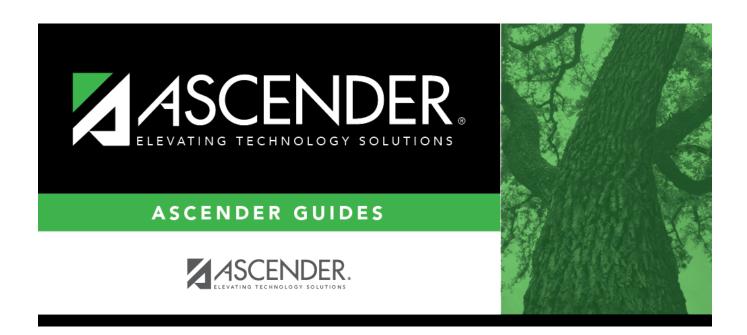
| ✔ | Step | Completion Date | Completed By | Notes |
|---|------|-----------------|--------------|-------|
| | **TSDS PEIMS Summer Submission - Quick Checklist** | | | |
| | **District:** | | | |
| | **Anticipated Completion Date:** | | | |
| | **Team Members:** | | | |
| | Verify options. | | | |
| | Clear previous year data. | | | |
| | Verify Student data: | | | |
| | • Attendance | | | |
| | • Discipline | | | |
| | • Grade Reporting | | | |
| | • Graduation Plan | | | |
| | • Registration | | | |
| | • Special Ed | | | |
| | Extract or import data. | | | |
| | Verify and update organization data. | | | |
| | Correct frozen data. | | | |
| | Run extract reports. | | | |
| | Create XML file. | | | |

# Back Cover