

tsds_peims_summer_checklist

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


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