


# 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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