



# **tsds\_peims\_summer\_checklist**



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| <b>TSDS PEIMS Summer Submission - Quick Checklist</b> |                        |                     |              |
|---|------------------------|---------------------|--------------|
| <b>District:</b>                                      |                        |                     |              |
| <b>Anticipated Completion Date:</b>                   |                        |                     |              |
| <b>Team Members:</b>                                  |                        |                     |              |
| <b>✓ Step</b>   | <b>Completion Date</b> | <b>Completed By</b> | <b>Notes</b> |
| 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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