



## **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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