



# Updating TSDS - Quick Checklist



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# Preparing for the TSDS Upgrade

<b>Updating TSDS - Quick Checklist</b>			
<b>✓ Step</b>	<b>Completion Date</b>	<b>Completed By</b>	<b>Notes</b>
<b>Step 1: TSDS Settings in District Administration</b>			
Enter TSDS Options.			
Enter TSDS Connection Information. (Key and Secret)			
<b>Step 2: District Settings in Registration</b>			
Enter District Website and Email.			
Verify the ESC County/District number is correct. (It should NOT be the LEA number.)			
Verify info on the State Reporting tab is correct.			
Enter the Local Program to TEA PEIMS Codes.			
<b>Step 3: Grade Reporting changes</b>			
Update all local services IDs to be unique for each course.			
<b>Step 4: As-of Status dates</b>			
Run the SQL/Utility to update the As-of Status dates.			



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