

# TSDS PEIMS Fall 2019 Submission - Quick Checklist

District: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Team Members: \_\_\_\_\_

Step	✓	Completion Date	Completed By	Notes
Verify options.				
Clear previous year data.				
Update crosswalks.				
Verify TxEIS Student data:				
<ul style="list-style-type: none"> <li>• Master Schedule (Grade Reporting)</li> </ul>				
<ul style="list-style-type: none"> <li>• Graduation Plan</li> </ul>				
<ul style="list-style-type: none"> <li>• Registration</li> </ul>				
<ul style="list-style-type: none"> <li>• Special Ed</li> </ul>				
Verify TxEIS Business data:				
<ul style="list-style-type: none"> <li>• Finance</li> </ul>				
<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>				
Extract or import data.				
Verify and update organization data.				
Correct frozen data.				
Run extract reports.				
Create XML file.				