

TSDS PEIMS Summer 2019 Submission - Quick Checklist

District: _____ Anticipated Completion Date: _____

Team Members: _____

Step	✓	Completion Date	Completed By	Notes
Verify options.				
Clear previous year data.				
Verify TxEIS Student data:				
• Attendance				
• Discipline				
• Grade Reporting				
• Graduation Plan				
• Registration				
• Special Ed				
Verify TxEIS Business data:				
• Human Resources				
Extract or import data.				
Verify and update organization data.				
Check for audit red flags.				
Correct frozen data.				
Run extract reports.				
Create XML file.				