LEASONS LEARNED & BEST PRACTICES

START EARLY

- Issue TSDS Keys, Secrets, and Categories
  - Do not delete prior-year Keys and Secrets.
  - Verify you are working in the correct school year.
  - Select the correct Claim Set.
- Verify TEAL Access
  - Confirm all required roles and privileges are assigned before submissions begin.

ESTABLISH A SUBMISSION TIMELINE

- Distribute the submission timeline to all key staff.
- Ensure essential personnel are available throughout the submission process to avoid delays.

STAY CURRENT WITH VENDOR UPDATES

- Attend vendor user group meetings and webinars.
- Stay informed of software updates, known issues, and required patches that may impact TSDS submissions.

UPDATE FLEX ATTENDANCE & SPED CODING THROUGHOUT THE YEAR

- Keep Flex Attendance and SPED coding updated every six weeks.
- Avoid waiting until the attendance submission deadline, when corrections become more difficult and time-consuming.

OBTAIN PROGRAM AREA SIGN-OFF

- Require Special Programs staff to review and sign off on TSDS reports.
- This confirms the reported data has been reviewed and validated prior to the completion of the submission.

ECDS

- Verify early that assessment data is successfully loaded into TSDS to resolve publishing issues before submission deadlines.

CTE REPORTING UPDATE

- Per the State Performance Plan Division, Office of Special Populations and Student Supports:
- Explorers are not included with Participants, Students previously reported as Explorer ("E") are now included with Participant ("5").

IMPLEMENTATION OF DATA CHECKPOINTS

- We will be establishing submission-specific data checkpoints.
- To verify that each LEA can successfully publish and submit data before the deadline.

REQUESTING EXTENSIONS CORE VS PEIMS

- Extensions for Core Collections do not have to be requested by the superintendent, they can be requested by anyone with the role of Core LEA Data Approver.
- Extensions for PEIMS Collections must be requested by the superintendent, to include all attendance submissions.

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