Texas Education Agency

Deployment Readiness Checklist:

LEA Data Steward

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Document History

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Deployment Readiness Checklist: LEA Data Steward

Introduction

This Deployment Readiness Checklist was specifically designed for LEA Data Stewards and contains important information to successfully deploy TSDS PEIMS and studentGPS™ Dashboards in your district or charter school. The checklist lays out step-by-step tasks across the following categories that are recommended for a successful deployment:

- Organizational Readiness
- Training Readiness
- Technical Readiness
- Support Readiness

Please note, to be successful, it is important that you work closely with other TSDS Stewards in your district or charter school to stay coordinated as some of these tasks will be done in collaboration.

Texas Student Data System (TSDS)

The Texas Student Data System (TSDS) consists of multiple components that will improve and standardize the data collection and data management process in the State of Texas, and equip educators with timely, actionable and historical student data to drive classroom and student success.

TSDS PEIMS

TSDS PEIMS leverages the benefits of the new TSDS platform through a redesign of the state-mandated PEIMS process. TSDS PEIMS collects public school data to help determine funding allocations, accountability ratings, and facilitate data reporting for state and federal initiatives.

TSDS PEIMS is designed to improve our system capacity which will reduce technology risk (including system downtime) that was present with EDIT+.

TSDS offers a new optional TSDS Client-Side Validation Tool available in the beginning of the data loading process, which will help identify data errors earlier, prior to uploading PEIMS and dashboard data to the Education Data Warehouse (EDW), ultimately enhancing data quality in the long-term.

studentGPS™ Dashboards

The studentGPS™ Dashboards gives educators a view into the whole student, providing an easy-to-understand picture of how a student is performing by combining multiple student data, such as grades, attendance, discipline, standardized test scores, program areas, and demographics, all in one place. Educators can easily see the trends and make more timely and informed decisions.

TEA Contact Information

If you have questions about this Deployment Readiness Checklist please contact your ESC TSDS Technical Champion.

Deployment Readiness Checklist: LEA Data Steward

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Organizational Readiness					
1. Attend ESC Field Coordination Network meetings with other LEA TSDS Data Stewards in your region to get updates on TSDS PEIMS and studentGPS™ Dashboards		Ongoing pre and post deployment		Y ☐ N ☐	
2. Coordinate with other TSDS Stewards (i.e., set up regular meetings with the TSDS PEIMS Steward/Coordinator and studentGPS™ Dashboards Coordinator)		Ongoing pre and post deployment		Y ☐ N ☐	
3. Where applicable, work to communicate the TSDS changes to other key stakeholders in your district or charter school (i.e., walk through the TSDS High Level End User Process Map with relevant staff so they understand the new process)		Ongoing pre and post deployment	N/A	Y ☐ N ☐	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Training Readiness					
1. Enroll in and attend "Course 1: Overview of TSDS and TSDS High Level End User Process Map"		Look for an email from your ESC regarding training dates		Y ☐ N ☐	
2. Enroll in and attend "Course 2: TSDS Client-Side Validation Tool"		Look for an email from your ESC regarding training dates		Y ☐ N ☐	
3. Enroll in and attend "Course 3: Loading Data into the ODS"		Look for an email from your ESC regarding training dates		Y ☐ N ☐	
4. Enroll in and attend "Course 4: Managing Data Loads into the TSDS PEIMS Data Mart"		Look for an email from your ESC regarding training dates		Y ☐ N ☐	
5. Enroll in and attend "Course 5: Data Loads into the Dashboard Data Mart"		Look for an email from your ESC regarding training dates		Y ☐ N ☐	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
6. Enroll in and attend "Course 6: studentGPS™ Dashboards Configuration and Administrative Tasks"		Look for an email from your ESC regarding training dates		Y ☐ N ☐	
7. Enroll in and attend "Course 7: Train-the-Trainer Best Practices and Resources"		Look for an email from your ESC regarding training dates		Y ☐ N ☐	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Technical Readiness					
1. Check to make sure that all TSDS users have an active TEAL login and password with proper TSDS configuration (TSDS PEIMS and studentGPS™ Dashboards)		Two to three months prior to deployment		Y ☐ N ☐	
2. Work with your source system vendors (SIS, HR, and Finance for TSDS PEIMS and SIS, HR, and Assessments for studentGPS™ Dashboards) to obtain the appropriate XML interchange files		Three to four months prior to deployment		Y ☐ N ☐	
3. Download the TSDS Client-Side Validation Tool via the TSDS Portal (make sure that you have the latest version each time you use the tool)		As Needed		Y ☐ N ☐	
4. Confirm that all data has been properly loaded from source system vendors (SIS, HR, and Finance for TSDS PEIMS and SIS, HR, and Assessments for studentGPS™ Dashboards) to the PEIMS Data Mart (PDM) and Dashboard Data Mart (DDM). Inform your TSDS PEIMS Steward/Coordinator and studentGPS™ Dashboards Coordinators when this data is uploaded.		One month prior to deployment		Y ☐ N ☐	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Support Readiness					
1. Understand the TSDS support structure process and communicate it to relevant LEA and campus staff that are using and supporting TSDS PEIMS and studentGPS™ Dashboards		Ongoing, pre and post deployment		Y ☐ N ☐	