

## TSDL CHECKLIST SUGGESTIONS

1. Assemble a list of all of your teachers
2. Obtain their Personnel Identification Code (PIC) via the Registry of Educational Personnel (REP)
3. Look at Course Catalog:
  - i. Assign a Class Type identifier
  - ii. Assign a Standard Course Code
  - iii. Use the Secondary School Course Classification System: School Codes for the Exchange of Data (also known as the NCES).
4. Review your Course Offerings for all semesters in the current school year
5. Update them with teacher PIC (plus Virtual and Mentor status)
6. Assign a Completion Code to each student's class as part of the Final Grade.

## HELPFUL HINTS

\* You need to make sure you have all of your teachers identified and cross referenced with their PIC (Personnel Identification Code).

\* You need to make sure all of the courses you offer are cross referenced with a CLASS TYPE and SUBJECT AREA CODE (a SUBJECT CONTENT CODE will be required in 2011-12)

\* In your Class Registry you pull this together so you can associate each class with the correct teacher PIC and CLASS TYPE and SUBJECT CODE. Also each class must be identified as VIRTUAL (Yes/No) and if the class is VIRTUAL, is the responsible teacher acting as a MENTOR (Yes/No)

\* Each student class must have a Final Grade, Earned Credit (if any) and COMPLETION STATUS Code

Once you have performed these tasks, your Student Information System specialists should be able to extract the necessary data according to this schema (this one is for school year 2010-2011)

<http://cepi.state.mi.us/msdsxml/2010-20112.xsd>