



## TCS CERTIFICATION CHECKLIST

Please ensure the following checks have taken place prior to Certification. To access the reports log onto TCS and go to Reports.

### All LEA's:

- Be sure to input any remaining summer school course or update any incomplete courses that you now have grades for.
- Be sure to review and Process (if needed) any new files from APSEP's – some have provided summer school data or additional records.
- Review the **Exception Report Summary by Course Facility** – This report lists students who take a course at a different location than the Facility Code 1 that they are registered to in PSIS. While this is allowed, and the report does not need to be blank to certify, it can help ensure accuracy. If APSEP student data is listed it may indicate an update is needed in PSIS Registration or certain records should be excluded from TCS.
- Review the **Missing SASID Report** – Ensure that only APSEP students are left. APSEP students are identified on the report. Your LEA should contact any outplaced facilities not classified as an APSEP.
- Review the **Duplicate Records Report** – Clear any duplicate records to ensure your record counts are accurate. Certification is not available if duplicate records are present. If you have a large amount of duplicates and would like assistance please contact me.

### LEA's with a High School:

The Preliminary Next Generation Indicator Reports will be email to LEA's with a high school the first and second weeks of August. Use the data from that email as well as the reports below to verify data accuracy.

- College and Career Readiness Report** – Ensure your counts look accurate (AP, IB, Dual Enrollment, CTE Cluster, Workplace Experience). This report is one year of data that will be used to calculate Indicator 5 of the Next Generation Accountability Report.
- On-Track in Grade 9 Report** – Indicator 7 of the Next Generation Accountability Report now looks at the number of students earning a minimum of 6 credits. **This report is still based on the 5 credit requirement and will be updated in the upcoming week.**
- Arts Access Report** – If your district includes high school, ensure the number of students enrolled in an arts class is accurate. This data will be used for Indicator 12 of the Next Generation Accountability Report.
- Record/Credit Count by Student Report** – This report lists the total number of records reported for each student as well as the total credits earned by student. You can filter by Facility and sort (ascending or descending) by any of the columns. This report can help you identify students with an incorrect number of records or credits reported.
- Record/Credit Count by Subject Report** – This report lists the total number of records reported for each subject as well as the total credits earned in that subject area. You can filter by Facility and sort (ascending or descending) by any of the columns. This

report can help you identify subjects with an incorrect number of records or credits reported.

- Available Credits vs. Course Credits Earned Data Cleaning Report** - All Course Credits Earned should be less than or equal to the available credit indicated within the NCES Course Code, so this report should be blank. Please correct these records to reflect the accurate Course Credits Earned and available credit within NCES Course Code

If all of your data for this year appears correct proceed to the Certification Step:

- Have a Certified Administrator Certify the Collection.** Certification will be removed if it is not completed by someone with these credentials.

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