



## **Core Collection: Early Childhood Data System - KG Submission (Updated 2023-2024)**



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# Core Collection: Early Childhood Data System - KG Submission (Updated 2021-2022)

The Early Childhood Data System (ECDS) collection is one of the TSDS Core Collections. This guide covers the submission of kindergarten (KG) data. (Pre-kindergarten data is submitted separately.) The reporting of KG program data for ECDS is mandatory for all public school districts and open-enrollment charter schools that administer a test from the [Commissioner's List of Approved Kindergarten Assessment Instruments](#).

LEAs are required to submit specific demographic, classroom link, and special program data elements for the 2021-2022 ECDS KG collection. All elements will be submitted in the TSDS Core Collections.

**The ECDS KG submission is due January 27, 2022.**

**NOTE:** The assessment vendor will provide the ECDS KG assessment data directly to TEA. LEAs should contact their assessment vendor for any issues or for the specific timeframe for when their results will be provided to TEA.

[Extract Rules and Edits for 2021-2022](#)

## Prerequisites

- Verify that all roles and users are correct in ASCENDER Security Administration.
- For Student-only districts, the campus must have either entered staff information in District Administration or used the Staff Import utility in State Reporting.

## I. Verify ASCENDER Data

Verify data for each element on the following pages and reports. It is suggested that you run reports first, and then use the maintenance pages to update data where needed.

**NOTE:** ORGANIZATION-CATEGORY (E1240) is the classification of the education agency according to the level of administrative and operational control granted by the state. **This is hard coded in the program as "LEA," or "School" according to the county-district**

number.

## Business

### **Personnel > Maintenance > Staff Demo > Demographic Information**

Save

Employee: 000441 : BENNET, ELIZABETH Retrieve Directory Add Emp Documents

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: 242-49-5235 Texas Unique Staff ID: 5343261738 Last Change: 07-19-2021

Name

Legal: Legal ELIZABETH BENNET Maiden Name

Former: Title First Middle Last Generation

### **Interchange: StaffAssociationExtension Complex Type: StaffExtension**

The following elements from the *StaffExtension* complex type are included in the ECDS KG submission:

- ☐ FIRST-NAME **Legal - First** (E0703) is the employee's legal first name. Do not use an initial unless an initial is the legal first name.
- ☐ MIDDLE-NAME **Legal - Middle** (E0704) is the employee's legal middle name as shown on the identification documentation used for employment. If the employee has no middle name, the field must be blank. The middle name can be reported as blank for employees only when the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA.
- ☐ LAST-NAME **Legal - Last** (E0705) is the employee's legal last name.

### **RUN REPORT FOR VERIFYING DATA:**

Staff demo data can be verified by running the following report:

**Personnel > Reports > User Created Reports**

Save

Create Report

Delete

Reset

Report Template

STAFF DEMO VERIFICATION

☐ Public

Retrieve

Directory

Report Title

Employee Nbr: ☐ Employed Only

☐ Employee Demographic

☒ Employee Nbr

☒ Texas Unique Staff ID

☐ Name Prefix

☒ First Name

☒ Middle Name

☒ Last Name

☐ Generation

☒ Sex

☒ DOB

☒ Staff ID/SSN

☐ Address Number

☐ Street/P.O. Box

☐ Apt

☐ City

☐ State

☐ Zip

☐ Zip+4

☐ Addr Country

☐ Maiden Name

☐ Former Prefix

☐ Former First Name

☐ Former Middle Name

☐ Former Last Name

☐ Former Generation

☐ Driver's License

☐ DL State

☐ DL Expir Date

☐ Phone Area Cd

☐ Phone Nbr

☐ Bus Phone Area

☐ Bus Phone Nbr

☐ Bus Ext

☐ Cell Area Cd

☐ Cell Phone Nbr

☐ Local Restriction

☐ Public Restriction

☐ Last Change Date

☐ Citizenship

☐ Marital Stat

☐ Other Language

☐ Local Use 1

☐ Local Use 2

☐ Email

☐ Home Email

☐ Employee Notes

☐ Emer Contact

☐ Relationship

☐ Emer Notes

☐ Emer Area Cd

☐ Emer Phone Nbr

☐ Emer Ext

☐ Hispanic/Latino

☐ American Indian

☐ Asian

☐ African American

☐ Pacific Islander

☐ White

**Student****Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section**

COURSE SELECTION   COURSE   **SECTION**   INSTRUCTOR   COPY COURSE SECTION

English   Title   Retrieve

| Del | Details | Course | Title       | Sec | Max Seats | Stu Enroll Sem 1 | Stu W/D Sem 1 | Stu Enroll Sem 2 | Stu W/D Sem 2 | Multi Svc Ind            | Incl UIL Elig | Lock                     | Dst Lrng | Non Campus Based |
|-----|---------|--------|-------------|-----|-----------|------------------|---------------|------------------|---------------|--------------------------|---------------|--------------------------|----------|------------------|
|     |         | 1200   | ENGLISH 2   | 01  | 025       | 25               | 0             | 25               | 0             | <input type="checkbox"/> | Y             | <input type="checkbox"/> |          | 00               |
|     |         | 1200   | ENGLISH 2   | 08  | 025       | 28               | 0             | 28               | 0             | <input type="checkbox"/> | Y             | <input type="checkbox"/> |          | 00               |
|     |         | 1300   | ENGLISH 3   | 01  | 025       | 13               | 0             | 13               | 0             | <input type="checkbox"/> | Y             | <input type="checkbox"/> |          | 00               |
|     |         | 1300   | ENGLISH 3   | 05  | 025       | 14               | 0             | 14               | 0             | <input type="checkbox"/> | Y             | <input type="checkbox"/> |          | 00               |
|     |         | 1300   | ENGLISH 3   | 09  | 025       | 13               | 0             | 13               | 0             | <input type="checkbox"/> | Y             | <input type="checkbox"/> |          | 00               |
|     |         | 9100   | ENGLISH 1 R | 02  | 010       | 0                | 0             | 0                | 0             | <input type="checkbox"/> | N             | <input type="checkbox"/> |          | 00               |

First   1 / 2   Last   Add

Crs Nbr: 1200   ENGLISH 2   Svc ID: 03220200   Multi Svc Ind: ☐   Lock: ☐   Include UIL Elig: Y

Section: 01   Max Seats: 025   Enrolled Students Sem 1: 25   Sem 2: 25   Non Campus Based: 00   Dst Lrng:

**Section Information**

Pop Srvd: 01   Crs Seq:   Instruct Set:   Wks/Mnth:   Class Type: 01   PK Curricula:   High Qual PK Prog:   PK Sch Type:   PK Prog Eval Type:   **Home Room Ind: ☐**

**Restrictions**

Type Rstrctn:   Team Code:   Gender Rstrctn:   Grade Rstrctn:

**Course Codes and Credits**

Dual Crdt:   Adv Tech Crdt:   AAR Use:   Grad Plan Use:   Special Consid:   College Credit Hrs:   Sem 1: 0   Sem 2: 0   OnRamps:

**District Information**

Crs Seq:   Exam/Sem Pat: 1   Gender Rstrctn:   Instruct Set:   AAR Use: E   Self Paced:   Pop Srvd: 01   Grad Plan Use: ENGL   Class Type: 01   Role ID: 087   Special Consid:   CPR: N   Nbr Sem: 2   Incl UIL Elig: ☒   Speech: N   OnRamps:

**Campus Information**

Grade Rstrctn:   Rstrctn Addl:

Include WD Meeting Times: ☒

| Del | Sem | Days | Per Begin | Per End | Room | Time Begin | Time End | Lockout | Instr ID | Instructor        | Class Role | Role ID | CTE                      | Entry Date | Withdraw Date | ADSY |
|-----|-----|------|-----------|---------|------|------------|----------|---------|----------|-------------------|------------|---------|--------------------------|------------|---------------|------|
|     | 01  | 3    | 05        | 01      | 01   | 209        |          |         | 534      | GRANGER, HERMIONE | 01         | 087     | <input type="checkbox"/> | 08-09-2021 | -             |      |

Add

## Interchange: StudentEnrollmentExtension Complex Type: StudentSectionExtension

The following element from the *StudentSectionExtension* complex type is included in the ECDS KG submission:

☐ HOMEROOM-INDICATOR **Home Room Ind** (E1440) indicates if the section is the student's home room.

**IMPORTANT:** Be sure **Home Room Ind** is selected for at least one class for all KG students, and that the student was enrolled in this class on the reading assessment date.

- A student can only have one home room selected.

The home room indicator identifies the instructor in the ECDS KG system who will be used in the ECDS KG reports. For each KG home room **Instructor**, verify the following on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor**:

- The instructor must not be excluded from PEIMS Reporting. Be sure **Exclude from PEIMS** is not selected.

- The instructor must have a valid **Staff ID** or **SSN**.

Use SGR0400 and SGR0900 to ensure that all students are enrolled in a specific homeroom course.

## **Interchange: StaffAssociationExtension**

### **Complex Type: TeacherSectionAssociationExtension**

The following elements from the *TeacherSectionAssociationExtension* complex type are included in the ECDS KG submission:

- ☐ CLASS-ROLE **Class Role** (E1067) indicates the role served by an instructor for a class, such as Teacher of Record, Assistant Teacher, or Support Teacher.

**NOTE:** Only Class Role 01 (Teacher of Record) will be extracted. Class Roles 02 and 03 are not reported in the ECDS KG submission. **All homeroom classes must have a Teacher of Record.**

- ☐ ASSIGNMENT-BEGIN-DATE **Entry Date** (E1065) is the date the instructor was assigned, or reassigned, to a particular course-section in the current school year. If more than one instructor is assigned to a course-section during the duration of a course-section, a record is required for each instructor that was assigned to the course-section.
- ☐ ASSIGNMENT-END-DATE **Withdraw Date** (E1066) is the last date the instructor was assigned to a particular course-section in the current school year. If a withdrawal date is not present, the last day of school will be used.

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## **RUN REPORT FOR VERIFYING DATA:**

Master schedule data can be verified by running the following reports:

***Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0110 - Master Schedule PEIMS (Grd Rptng)***

| Date Run: 2/19/2021 3:37 PM |      |           |               |     |             |            |               |             |             | Master Schedule PEIMS Information |                  |                        |         |               |            |            |            |            |                    |              |                   |                            |                     |            |  |  |
|-----------------------------|------|-----------|---------------|-----|-------------|------------|---------------|-------------|-------------|-----------------------------------|------------------|------------------------|---------|---------------|------------|------------|------------|------------|--------------------|--------------|-------------------|----------------------------|---------------------|------------|--|--|
| Cnty-Dist: 031-776          |      |           |               |     |             |            |               |             |             | 001 School                        |                  |                        |         |               |            |            |            |            |                    |              |                   |                            |                     |            |  |  |
| Campus: 001                 |      |           |               |     |             |            |               |             |             | Sch Year: 2021                    |                  |                        |         |               |            |            |            |            |                    |              |                   |                            |                     |            |  |  |
| Sec                         | Inst | Inst Name | Class<br>Role | Sem | Days<br>Met | Per<br>Beg | Per<br>End    | Beg<br>Time | End<br>Time | Entry<br>Date                     | Withdraw<br>Date | Non<br>Campus<br>Based | Svc ID  | Class<br>Type | Pop<br>Srv | Role<br>ID | Crs<br>Seq | PK<br>Curr | High<br>Qual<br>PK | Stu<br>Instr | PK<br>Sch<br>Type | PK<br>Prog<br>Eval<br>Type | Home<br>Room<br>Ind | On<br>Ramp |  |  |
| Course Number               |      |           | 0100          |     | Title       |            | SEE COUNSELOR |             |             |                                   |                  |                        |         |               |            |            |            |            |                    |              |                   |                            |                     |            |  |  |
| 01                          |      |           | 01            | 3   | MTwThF      | 01         | 01            |             |             | 08/17/2020                        |                  | 00                     | 8EXCLUD | 01            | 01         | 087        |            |            |                    |              |                   |                            |                     | 1          |  |  |
| 02                          |      |           | 01            | 3   | MTwThF      | 02         | 02            |             |             | 08/17/2020                        |                  | 00                     | 8EXCLUD | 01            | 01         | 087        |            |            |                    |              |                   |                            |                     | 0          |  |  |
| 03                          |      |           | 01            | 3   | MTwThF      | 03         | 03            |             |             | 08/17/2020                        |                  | 00                     | 8EXCLUD | 01            | 01         | 087        |            |            |                    |              |                   |                            |                     | 0          |  |  |
| 04                          |      |           | 01            | 3   | MTwThF      | 04         | 04            |             |             | 08/17/2020                        |                  | 00                     | 8EXCLUD | 01            | 01         | 087        |            |            |                    |              |                   |                            |                     | 0          |  |  |
| 06                          |      |           | 01            | 3   | MTwThF      | 06         | 06            |             |             | 08/17/2020                        |                  | 00                     | 8EXCLUD | 01            | 01         | 087        |            |            |                    |              |                   |                            |                     | 0          |  |  |
| 07                          |      |           | 01            | 3   | MTwThF      | 07         | 07            |             |             | 08/17/2020                        |                  | 00                     | 8EXCLUD | 01            | 01         | 087        |            |            |                    |              |                   |                            |                     | 0          |  |  |
| 08                          |      |           | 01            | 3   | MTwThF      | 08         | 08            |             |             | 08/17/2020                        |                  | 00                     | 8EXCLUD | 01            | 01         | 087        |            |            |                    |              |                   |                            |                     | 0          |  |  |

### Registration > Maintenance > Student Enrollment > Demo1

|                                                                                 |                                                  |                                        |                                                           |
|---------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------|-----------------------------------------------------------|
| STUDENT: 003942 : BABB, RICKELYN ANDREW                                         |                                                  | TEXAS UNIQUE STU ID: 3577856647        |                                                           |
| <input type="button" value="Comments"/>                                         |                                                  |                                        |                                                           |
| <b>DEMO1</b> DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I |                                                  |                                        |                                                           |
| <b>Demographic Information</b>                                                  |                                                  |                                        |                                                           |
| Grade: 12                                                                       | Entry Dt: 08-09-2021                             | Track: 01                              | Orig Entry: 08-09-2021                                    |
| Name: RICKELYN                                                                  |                                                  | ANDREW                                 | BABB                                                      |
| First                                                                           |                                                  | Middle                                 | Last                                                      |
| Social Security Number Denied                                                   | SSN: 574-98-3641                                 | Prior SSN: - -                         | Texas Unique Student ID: 3577856647                       |
| Sex: M                                                                          | DOB: 03-02-2004                                  | Hispanic/Latino:                       | Aggregate Race/Ethnicity: W - White                       |
| White: <input checked="" type="checkbox"/>                                      | Black/African American: <input type="checkbox"/> | Asian: <input type="checkbox"/>        | American Indian/ Alaskan Native: <input type="checkbox"/> |
| Hawaiian/Pacific Isl: <input type="checkbox"/>                                  |                                                  |                                        |                                                           |
| <b>Student Indicators</b>                                                       |                                                  | <b>Current / Next Year Information</b> |                                                           |

### Interchange: StudentExtension Complex Type: StudentExtension

The following elements from the *StudentExtension* complex type are included in the ECDS KG

submission:

- ☐ FIRST-NAME **Name - First** (E0703) is the student's legal first name. Do not use an initial unless an initial is the legal first name.
- ☐ MIDDLE-NAME **Name - Middle** (E0704) is the student's legal middle name as shown on the identification documentation used for school enrollment. If the student has no middle name, the field must be blank. The middle name can be reported as blank for students only when the student does not have a middle name on his identification documentation. Do not use text such as NONE or NA.
- ☐ LAST-NAME **Name - Last** (E0705) is the student's legal last name.
- ☐ STUDENT-ID **SSN** (E0001) is the student's SSN or state-approved alternate ID. The first character of the ID must be S or 0-8.
- ☐ SEX-CODE **Sex** (E0004) indicates the student's gender.
- ☐ DATE-OF-BIRTH **DOB** (E0006) is the month, day, and year of the student's birth.
- ☐ HISPANIC-LATINO-CODE **Hispanic/Latino** (E1064) indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ WHITE-CODE **White** (E1063) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ BLACK-AFRICAN-AMERICAN-CODE **Black/African American** (E1061) indicates a person having origins in any of the black racial groups of Africa.
- ☐ ASIAN-CODE **Asian** (E1060) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
- ☐ AMERICAN-INDIAN-ALASKA-NATIVE-CODE **American Indian/ Alaskan Native** (E1059) indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- ☐ NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE **Hawaiian/Pacific Isl** (E1062) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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## Interchange: StudentEnrollmentExtension

### Complex Type: StudentSchoolAssociationExtension

The following elements from the *StudentSchoolAssociationExtension* complex type are included in the ECDS KG submission:

- ☐ GRADE-LEVEL-CODE **Grade** (E0017) is the student's current grade level.

**RUN REPORT FOR VERIFYING DATA:**

☐ Demo1 data can be verified by running the following reports:

**Registration > Reports > Create Registration Report**

Report Template  
☐ Public TEST REPORT TEMPLATE Directory

Report Title  
DEMO 1 VERIFICATION

Campus Options  
☒ Campus 001  
☐ All Campuses

☐ Demo1

☐ Demographic Information

|                                        |                                                |                                         |                                               |                                                   |                                                 |                                            |
|----------------------------------------|------------------------------------------------|-----------------------------------------|-----------------------------------------------|---------------------------------------------------|-------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Sch Yr        | <input checked="" type="checkbox"/> Campus ID  | <input type="checkbox"/> Student ID     | <input type="checkbox"/> Grade                | <input type="checkbox"/> Entry Dt                 | <input type="checkbox"/> Track                  | <input type="checkbox"/> Orig Entry        |
| <input type="checkbox"/> Withdrawal Dt | <input type="checkbox"/> Reason                | <input type="checkbox"/> Portal ID      | <input checked="" type="checkbox"/> Last Name | <input checked="" type="checkbox"/> First Name    | <input checked="" type="checkbox"/> Middle Name | <input type="checkbox"/> Gen               |
| <input type="checkbox"/> Nickname      | <input checked="" type="checkbox"/> SSN Denied | <input type="checkbox"/> SSN            | <input type="checkbox"/> Masked SSN           | <input type="checkbox"/> Prior SSN                | <input type="checkbox"/> TX Unique Stu ID       | <input type="checkbox"/> Medicaid Eligible |
| <input type="checkbox"/> Medicaid ID   | <input checked="" type="checkbox"/> Sex        | <input checked="" type="checkbox"/> DOB | <input type="checkbox"/> Hispanic/Latino      | <input type="checkbox"/> Aggregate Race/Ethnicity | <input type="checkbox"/> Comments               |                                            |

☒ Race

☒ White
☒ Black/African American
☒ Asian
☒ American Indian/Alaskan Native
☒ Hawaiian/Pacific Isl

**Registration > Maintenance > Student Enrollment > Demo2**

ECDS Assessments

PK Beginning of Year:

PK End Of Year:

KG Beginning of Year:  10-05-2021

The date, if entered, is used by the ECDS Interchanges in State Reporting.

|                             |                                                                                          |
|-----------------------------|------------------------------------------------------------------------------------------|
| <b>KG Beginning of Year</b> | Enter the date the beginning-of-year reading assessment was administered to the student. |
|                             | <b>NOTE:</b> This field is optional and can be left blank.                               |

**Registration > Maintenance > Student Enrollment > Bil/ESL**

| DEMO1  | DEMO2   | DEMO3  | GRADUATION | AT RISK    | CONTACT | W/R ENROLL | SPEC ED  | G/T   | <u>BIL/ESL</u> | TITLE I         | PRS         | LOCAL PROGRAMS |
|--------|---------|--------|------------|------------|---------|------------|----------|-------|----------------|-----------------|-------------|----------------|
| Delete | Details | Campus | Entry Date | Exit Date  | Reason  | Bil Type   | ESL Type | EB Cd | Par Perm Cd    | Bil/ESL Fund Cd | Alt Lang Cd |                |
|        |         | 101    | 08-15-2022 | 08-31-2022 | 33      | 0          | 0        | 1     |                |                 | 00          |                |

## Interchange: StudentExtension

### Complex Type: StudentExtension

The following element from the *StudentExtension* complex type is included in the ECDS KG submission:

☐ EMERGENT-BILINGUAL-INDICATOR-CODE **EB Cd** (E0790) indicates whether the student has been identified as an emergent bilingual (EB) student/English learner (EL) by the Language Proficiency Assessment Committee (LPAC) or is non-emergent bilingual/non-English Learner (non-EL) (19 TAC §89.1220), according to criteria established in 19 TAC §89.1226.

### RUN REPORT FOR VERIFYING DATA:

☐ The EB indicator can be verified by running the following report:

### Registration > Reports > Create Registration Report

☐ Bi/ESL  
☐ Bi/ESL

☐ Campus  
☐ Par Perm Cd

☐ Entry Date  
☐ Bil/ESL Fund Cd

☐ Exit Date  
☐ Alt Lang Cd

☐ Reason  
☐ Home Language

☐ Bil Type  
☐ Student Language

☐ ESL Type  
☐ Yrs US Sch

☒ EB Cd  
☐ Create New Admin

## II. Create Interchanges

### State Reporting > Utilities > Create TSDS Core Collections Interchanges

|                           |                                                                                                                                                                                                                                            |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Collection</b>         | Select the submission. For the ECDS KG submission, select <i>Early Childhood Data System - KG</i> .                                                                                                                                        |
| <b>Ending School Year</b> | (Display only) The submission year, as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> , is displayed.<br><br>For example, for the 2022-2023 ECDS KG submission, the field would display 2023. |
| <b>Campus</b>             | Type the three-digit campus ID. Leave blank to select all campuses in the district.                                                                                                                                                        |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>As-Of Date</b> | <p>(Required) Enter the as-of date for running this utility.</p> <p><b>NOTE:</b> This date is only used as the reading assessment date if the corresponding <b>ECDS Assessment</b> date on <b>Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo2</b> is blank.</p> <p>However, this date is required regardless, because it is used as the staff association date as well as for determining the course-section in the the master schedule.</p> |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

☐ Select the following individual interchanges for the ECDS KG submission.

- All TSDS Early Childhood Data System - KG Interchanges
- Education Organization Interchange
- Master Schedule Interchange
- Staff Association Interchange
- Student Enrollment Interchange
- Student Parent Interchange

Courses with the following service IDs are included:

- 01020000
- 02520004
- 02530002
- 02540005
- 02550020
- 02560005
- 02640005
- 02650000
- 02660009
- 02670000
- 02562005
- 02625001
- 02562005 Added/New
- 02625001 Added/New

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Selected Students</b> | <p>The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.</p> <p><b>Note:</b> The <b>As-Of Date</b> field must be completed in order for this field to retrieve students.</p> |
| <b>Selected Staff</b>    | <p>The field is enabled if you selected all interchanges or a staff-related interchange. Type or click the ellipsis to select the employees for whom you want to create an interchange. Separate multiple employees (Texas unique staff IDs) with a comma (e.g., 4732877094,2568052155). Leave blank to select all staff.</p> <p><b>Note:</b> The <b>As-Of Date</b> field must be completed in order for this field to retrieve staff.</p>                    |

☐ Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District\_YYYY-MM-DD.HH-MM-SS.TSDS.zip*, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: *015102-2020-01-15.15-30-22.TSDS.zip*

The default name for the individual files is *District\_Campus\_Collection\_TimeStamp\_Interchange.xml*, where:

- *District* is the six-digit county-district number
- *Campus* is the three-digit campus ID
- *Collection* is the nine-character collection (ending school year & submission)
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example: *015102\_000\_2021TSDS\_202001151420\_InterchangeStudentProgramExtension.xml*

☐ If errors are encountered:

1. Correct the data in ASCENDER.
2. Re-run the interchange(s).



## Back Cover