



Core Collection: Early Childhood Data System - PK Submission (Updated 2023-2024)

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Core Collection: Early Childhood Data System - PK Submission (Updated 2023-2024)

The Early Childhood Data System (ECDS) collection is one of the TSDS Core Collections. This guide covers the submission of prekindergarten (PK) data. ([Kindergarten data is submitted separately.](#)) The reporting of PK program data for ECDS is mandatory for all public school districts. The reporting of private PK program data is optional.

LEAs are required to submit specific demographic, classroom link, and special program data elements for the ECDS PK collection. All elements will be submitted in the PEIMS Summer Collection.

The ECDS PK submission is due June 27, 2024.

NOTE: The assessment vendor will provide the ECDS PK assessment data directly to LEAs in TWEDS-compliant XML format. LEAs will load the assessment data files into TSDS.

[Extract Rules and Edits for 2023-2024](#)



IMPORTANT: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

Prerequisites

Prerequisites:

- Verify that all roles and users are correct in ASCENDER Security Administration.

Terminology:

- **Interchange:** A file that contains data in the correct format to be transferred to TEA.
- **Complex Type:** A grouping of Elements within an Interchange.
- **Element:** A specific unit of data that must be reported to the TEA.

Hard-coded elements

The following values are built into the program, are the same each time they are extracted, and cannot be changed by the user:

- 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 “ESC,” “LEA,” or “School” according to the county-district number.**
- STUDENT-IDENTIFICATION-SYSTEM (E1090) is the coding scheme used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a student. **This is hard coded in the program as “State” and the student’s SSN is used.**

I. Verify ASCENDER Business Data

Verify data for each element in the ASCENDER Personnel application. **It is suggested that you run reports first, and then use the maintenance pages in the Personnel application to update data where needed.**

Personnel

- [Personnel Reports](#)

Personnel elements can be verified by running the following reports:

Personnel > Reports > User Created Reports

Report Template

Staff Demo Verification ☐ Public Retrieve Directory

Report Title

Employee Nbr: ☐ Active Employees Only

☐ **Employee Demographic**

☐ Employee Nbr	☒ Staff ID/SSN	☐ Maiden Name	☒ Phone Area Cd	☐ Last Change Date
☒ Texas Unique Staff ID	☒ Address Number	☐ Former Prefix	☒ Phone Nbr	☐ Citizenship
☒ Name Prefix	☒ Street/P.O. Box	☐ Former First Name	☐ Bus Phone Area	☐ Marital Stat
☒ First Name	☒ Apt	☐ Former Middle Name	☐ Bus Phone Nbr	☐ Other Language
☐ Middle Name	☒ City	☐ Former Last Name	☐ Bus Ext	☐ Local Use 1
☒ Last Name	☒ State	☐ Former Generation	☐ Cell Area Cd	☐ Local Use 2
☐ Generation	☒ Zip	☒ Driver's License	☐ Cell Phone Nbr	☐ Email
☐ Sex	☐ Zip+4	☐ DL State	☐ Local Restriction	☐ Home Email

Use the User Created Report to verify staff demo data.

Personnel > Reports > Personnel Reports > HRS1600 - Certification Report

Delete	Teaching Spec Code	Teaching Description	PEIMS PK Teacher Requirement
	01	PK 01	01 Certification offered through an AMI or MACTE accredited center
	02	PK 02	
	03	PK 03	
	04	PK 04	
	05	PK 05	
	06	PK 06	

01 Certification offered through an AMI or MACTE accredited center

03 Employed as PK teacher in district where PK prof development is met

05 A Child Development Associate (CDA) credential

06 Documented completion of the TSR Comprehensive

07 A degree in early childhood education or a related field

08 8+ yrs tchg exp natl accredited child care pgm or Texas Rising Star Pgm

09 Contract Entity-2+ yrs tch natl child care pgm/TXRisingStar & CDA/TEA appd EC cred

10 Contract Entity-2+ yrs tch natl child care pgm/TXRisingStar & cert acrd AMI/MACTE

11 Contract Entity-Employd PK teacher that met specific Pre-K prof develop reqmnts

12 Contract Entity-A degree in early childhood education or a related field

13 Contract Entity-8+ yrs tchg exp natl accrd child care pgm or TX Rising Star Pgm

Date Run: 02-23-2021 3:10 PM		Employee Certification Report				Program: HRS1600		
Cnty Dist: 031-776		TEXAS ISD				Page: 1 of 1		
						Frequency: 6		
Emp Nbr	Employee Name	Certification Type Date Cert	Date Expire	Specialty Area Yrs Taught	Teaching Specialization ExCET Yr	Sem Hrs	Special Credentials Year	Classroom Hrs
000925	SANDS-MARTINEZ, RENEE AN	F - Professional 02-01-2017	01-31-2023		PK3 - PRE K			
000924	SANDS, RENE APRIL	F - Professional 05-16-2015	03-31-2021		PK4 - PRE K			
000964	SHIPP, ROSITA DELAINE	F - Professional 08-28-2016	06-30-2022		PK3 - PRE K			
Total Employees for District:		3						
End of Report								

HRS1600 allows you to view a list of instructors assigned to a particular teacher specialization code that is associated with the PK teacher certification requirement.

- [Personnel > Maintenance > Staff Demo > Demographic Information](#)

Employee: 000016 : ATKINS, AMELIA MARIE Retrieve Directory Add Emp

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: 152-17-6300 Texas Unique Staff ID: 7727912433 Last Change:

Name

Legal: AMELIA MARIE ATKINS

Former:

Title First Middle Last Generation

Reported Elements from Demographic Information:

Element	Code Table	Data Element	ASCENDER Name
E1524	---	TX-UNIQUE-STAFF-ID	Texas Unique Staff ID
E0703	---	FIRST-NAME	Legal - First
E0705	---	LAST-NAME	Legal - Last

- [Personnel > Tables > Credential > Teaching Specialization](#)

MAJOR / MINOR	COLLEGE CODE	CERTIFICATION TYPE	SPECIALTY AREA	TEACHING SPECIALIZATION	SERVICE RECORD NOTES
Retrieve Print					
Delete	Teaching Spec Code	Teaching Description	PEIMS PK Teacher Requirement		
	PK1	EARLY CHILDHOOD 01	01 Certification offered through an AMI or MACTE accredited center		
	PK3	EARLY CHILDHOOD 03	03 Employed as PK teacher in district where PK prof development is met		
	PK5	EARLY CHILDHOOD 05	05 A Child Development Associate (CDA) credential		
	PK6	EARLY CHILDHOOD 06	06 Documented completion of the TSR Comprehensive		
	PK7	EARLY CHILDHOOD 07	07 A degree in early childhood education or a related field		
	PK8	EARLY CHILDHOOD 08	08 8+ yrs tchg exp natl accredited child care pgm or Texas Rising Star Pgm		
	PK9	EARLY CHILDHOOD 09	09 Contract Entty-2+ yrs tch natl chld care pgm/TXRisingStar & CDA/TEA appd EC cred		
	P10	EARLY CHILDHOOD 10	10 Contract Entty-2+ yrs tch natl chld care pgm/TXRisingStar & cert aced AMI/MACTE		
	P11	EARLY CHILDHOOD 11	11 Contract Entty-Emplyd PK teacher that met specific Pre-K prof develop reqmnts		
	P12	EARLY CHILDHOOD 12	12 Contract Entty-A degree in early childhood education or a related field		
	P13	EARLY CHILDHOOD 13	13 Contract Entty-8+ yrs tchg exp natl aced child care pgm or TX Rising Star Pgm		
+ Add					

Interchange: StaffAssociationExtension Complex Type: StaffExtension

The **PEIMS PK Teacher Requirement** field is used to indicate if a particular teaching specialization code is associated with required additional qualifications for the High Quality Prekindergarten Program.

Setting up codes for all **PEIMS PK Teacher Requirement** codes (one for each code in table C207) is recommended but not required.

- [Personnel > Maintenance > Staff Demo > Credentials](#)

DEMOGRAPHIC INFORMATION	CREDENTIALS	VERIFICATION	INSURANCE	SERVICE RECORD	RESPONSIBILITY			
Education								
Delete	College	Year	Major	Minor	Degree			
	AS - ANGELO STATE UNIV	1988			1 Bachelor's			
Refresh College + Add								
Certification								
Delete	Certification Type	Date	Specialty Area	Teaching Specialization	Date Expire	ExCET Yr	Yrs Taught	Sem Hrs
	2 Professional	05-13-1988	KI - KINDER PK-KG	01 - PK 01	05-01-2025			
+ Add								

Reported Elements from Credentials:

Element	Code Table	Data Element	ASCENDER Name
E1581	C207	PK-TEACHER-REQUIREMENT	PEIMS PK Teacher Requirement/Teaching Specialization

II. Verify ASCENDER Student Data

Verify data for each element in the ASCENDER Student applications. **It is suggested that you run reports first, and then use the maintenance pages in the Student applications to update data where needed.**

Grade Reporting

- [Grade Reporting Reports](#)

Grade Reporting elements can be verified by running the following reports:

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

Date Run: 2/23/2021 3:37 PM

Cnty-Dist: 031-776

Campus: 001

Master Schedule PEIMS Information

001 School

Sch Year: 2021

Program ID: SGR0110

Page: 1 of 77

Bold indicates district data

Gray indicates invalid Svc ID

Inactive Instructor

Sec	Inst	Inst Name	Class Role	Sem	Days Met	Per Beg	Per End	Time	Entry Date	Withdraw Date	Non Campus Based	Svc ID	Class Type	Pop Srv	Role ID	Credit	High PK Curr	Qual Stu PK	PK Sch Instr Type	PK Prog Eval Type	Home Room Ind	On Campus	Dual Crd	Adv Tech Crd	CTE Hrs	Teacher Cert	College Sem1	Credit Sem2	Hours		
Course Number			0100		Title		SEE COUNSELOR																								
01	01		01	01	MTWThF	01	01		08/17/2020		00	8EXCLUD	01	01	087						1	0	0		Y	0	0				
02	01		01	02	MTWThF	02	02		08/17/2020		00	8EXCLUD	01	01	087						0	0	0		N	0	0				
03	01		01	03	MTWThF	03	03		08/17/2020		00	8EXCLUD	01	01	087						0	0	0		N	0	0				
08	01		01	08	MTWThF	08	08		08/17/2020		00	8EXCLUD	01	01	087						0	0	0		N	0	0				
Course Number			1111		Title		PAP ENG 1																								
03	01	VASQUEZ	01	03	MTWThF	03	03		08/17/2020		00	03220100	01	09	087						0	0	0		N	0	0				

For PK course-sections, verify the instructor's **Class Role**, **Entry Date**, **Withdraw Date**, as well as **PK Curr**, **High Qual PK**, **Stu Instr**, **PK Sch Type**, **PK Prog Eval Type**, and **Home Room Ind**.

Grade Reporting > Reports > Grade Reporting Reports > Student Schedules >

SGR0000 - Student Course Enrollment Listing

Date Run: 4/27/2021 11:58 AM			Student Course Enrollment Listing								Program ID: SGR0000			
Cnty-Dist: 031-776			101 School								Page: 1 of 77			
Campus: 101			Sch Year: 2021											
Course Number	Sec Nbr	Sem Nbr	Course Title	Inst ID	Student ID	Student Name	Grd Cyc1	Grd Cyc2	Grd Cyc3	Grd Exam	Grd Sem	Grd Fin	Crs Dt Entry	Crs Dt Withdraw
0001	01	1	MATH KG	892	700296	ARREDONDO, ADRIENNE							08/17/2020	
0001	01	1	MATH KG	892	700221	BHAKTA, MATTHEW P							08/17/2020	
0001	03	1	MATH KG	339	700306	METZGER, JULISSA D							08/18/2020	
0001	03	1	MATH KG	339	506034	MOYA, JAYLAN C							08/17/2020	11/12/2020
0001	03	1	MATH KG	339	700093	MUNOZ, NICKHOLAS C							08/17/2020	

For PK course-sections, verify the **Crs Dt Entry** and **Crs Dt Withdraw** fields for all students.

- [Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section](#)

COURSE SELECTION

COURSE

SECTION

INSTRUCTOR

COPY COURSE SECTION

Course Number

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
					000	0	0	0	0	☐	☐	☐		00

Add

Crs Nbr:

Svc ID:

Multi Svc Ind:

☐

Lock:

☐

Include UIL Elig:

Section:

Max Seats:

000

Enrolled Students Sem 1:

0

Sem 2:

0

Non Campus Based:

00

Dst Lrng:

Section Information

Pop Srvd:

Instruct Set:

Class Type:

High Qual PK Prog:

☐

PK Sch Type:

Crs Seq:

Wks/Mnth:

PK Curricula:

Stu Instr:

Home Room Ind:

☐

Restrictions

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn:

Child Care Partnership

Delete:

Operation Number:

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:

☐

Gender Rstrctn:

☐

Instruct Set:

☐

AAR Use:

☐

Self Paced:

☐

Pop Srvd:

☐

Grad Plan Use:

☐

Class Type:

☐

Role ID:

☐

Special Consid:

☐

CPR:

☐

Nbr Sem:

☐

Incl UIL Elig:

☐

Speech:

☐

OnRamps:

☐

Campus Information

Grade Rstrctn:

☐

Rstrctn Addl:

Include WD Meeting Times:

☒

Add

Reported Elements from Section:

Element	Code Table	Data Element	ASCENDER Name
E1580	C088	HIGH-QUALITY-PK-PROGRAM INDICATOR	High Qual PK Prog
E1555	DC152	PK-SCHOOL-TYPE	PK Sch Type
E1579	C206	PK-CURRICULA	PK Curricula
E1558	DC153	STUDENT-INSTRUCTION	Stu Instr
E1440	---	HOMEROOM-INDICATOR	Home Room Ind
E1726	---	CHILD-CARE-OPERATION-NUMBER	Operation Number

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

- A student can only have one home room selected. (This is a new TEA edit for 2018-2019.)
- If a student was in one homeroom from the beginning of the school year, then moved to another home room on December 1 (for example), but tested in the first home room class, the second class must not have the homeroom indicator set.

The home room indicator identifies the instructor in the ECDS PK system who will be used in the ECDS PK reports. For each PK homeroom **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**.

Element	Code Table	Data Element	ASCENDER Name
E1065	---	ASSIGNMENT-BEGIN-DATE	Entry Date
E1066	---	ASSIGNMENT-END-DATE	Withdraw Date

- [Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign](#)

Reported Elements from Crs Assign:

Element	Code Table	Data Element	ASCENDER Name
E1069	---	STUDENT-BEGIN-DATE	Entry Date
E1070	---	STUDENT-END-DATE	WD Date

Registration

- [Registration Reports](#)

Student registration elements can be verified by running the following reports:

Registration > Reports > Create Registration Report

Report Title

Campus Options
☒ Campus 101
☐ All Campuses

☐ Demo1

☐ Demographic Information

☐ Sch Yr	☒ Campus ID	☒ Student ID	☐ Grade	☒ Entry Dt	☐ Track	☐ Orig Entry
☐ Withdrawal Dt	☐ Reason	☐ Portal ID	☒ Last Name	☒ First Name	☒ Middle Name	☐ Gen
☐ Nickname	☐ SSN Denied	☐ SSN	☐ Masked SSN	☐ Prior SSN	☒ TX Unique Stu ID	☐ Medicaid Eligible
☐ Medicaid ID	☒ Sex	☒ DOB	☒ Hispanic/Latino	☐ Aggregate Race/Ethnicity	☐ Comments	

☒ Race

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

☒ Student Indicators

☒ Elig	☒ Attribution	☒ Camp ID Resid	☒ Eco Disadvan	☒ Military Connected	☒ Foster Care	☒ Star of Texas Award
☒ Rep Excl	☒ Active	☒ Record Status	☒ Cnty Residence	☒ NSLP		

☐ Current / Next Year Information

☐ Control Num	☐ CY Team	☐ Next Yr Cntrl	☐ NY Team	☐ Nxt Yr Camp	☐ Here Last Yr	☐ CY Transfer Factor	☐ NY Transfer Factor
--------------------------------------	----------------------------------	--	----------------------------------	--------------------------------------	---------------------------------------	---	---

☐ Bil/ESL

☐ Bil/ESL

☐ Campus	☐ Entry Date	☐ Exit Date	☐ Reason	☐ Bil Type	☐ ESL Type	☒ EB Cd
☐ Par Perm Cd	☐ Bil/ESL Fund Cd	☐ Alt Lang Cd	☐ Home Language	☐ Student Language	☐ Yrs US Sch	☐ Date HLS Admin

Use the Create Registration Report to verify student demographic data, as well as the EB indicator.

Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Changes by Program

Date Run: 4/27/2021 10:55 AM			Student Status By Program Changes										Program ID: SRG1200				
Cnty-Dist: 031-776			101 School										Page: 4 of 46				
Campus: 101			Sch Year: 2021														
Enrollment Records:																	
Stu ID	Student Name	Grd	SSN	Orig Entry	Entry	Withdraw	Wd Rsn	Stat	Exclsn	Elig	Trk	Attrib	Camp Res	CTE Elig	Yrs US Sch	Eco Dis	Stu Lang
700312	SHELTON, LEANDRO P	PK	XXX-XX-XXXX	08-26-2020	08-26-2020	10-27-2020	82	1		2	03	00		1		01	98
Comment: The Student has this comment																	
700294	SKELTON, JESSICA A	PK	XXX-XX-XXXX	08-17-2020	08-17-2020			1		2	03	00		1		01	98
Comment: The Student has this comment																	
700239	SPEEDY, SADIE	PK	XXX-XX-XXXX	08-17-2020	08-17-2020			1		2	03	00		1		01	98
Comment: The Student has this comment																	
700307	TERRY, MARICELLA L	PK	XXX-XX-XXXX	08-24-2020	08-24-2020			1		2	03	00		1		02	01
Comment: The Student has this comment																	
700279	THOMPSON, JAMES T	PK	XXX-XX-XXXX	08-17-2020	08-17-2020			1		2	03	00		1		01	98
Comment: The Student has this comment																	
700309	WINANS, ISIAH E	PK	XXX-XX-XXXX	08-25-2020	08-25-2020			1		2	03	00		1		01	98

Set the **Print Enroll Records** parameter to Y to verify student entry and withdrawal dates.

Date Run: 4/27/2021 10:44 AM

Cnty-Dist: 031-776

Campus: 101

Student Status By Program Changes

101 School

Sch Year: 2021

Program ID: SRG1200

Page: 4 of 7

Special Education Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Pri Disab	Instruct Set	Multi Disab	Speech	CTE Elig	Reg Day Sch Deaf	RDSO Fiscal Agent
506170	FLORES, JAYMI M	05	XXX-XX-XXXX	08-17-2020			08	41	No	0	1	0	
505221	GARZA, KRISTAL M	05	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0	
505135	GONZALEZ, AIDAN I	05	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0	
504769	HALL, ALYSSA A	05	XXX-XX-XXXX	08-17-2020			06	41	No	0	1	0	
505332	HORELKA, ANIYAH J	05	XXX-XX-XXXX	08-17-2020			08	41	No	0	1	0	
506264	LEE, KORBIN M	05	XXX-XX-XXXX	09-14-2020			10	41	No	0	1	0	
506286	LEYVA, REBECCA I	05	XXX-XX-XXXX	01-25-2021			08	41	No	0	1	0	
506287	LOERA, JOSE A	05	XXX-XX-XXXX	01-25-2021			08	41	No	0	1	0	
505404	LOPEZ, MAYSON D	05	XXX-XX-XXXX	08-17-2020			02	41	No	0	1	0	
506144	LUGO, SERENITY A	05	XXX-XX-XXXX	08-17-2020			08	41	No	0	1	0	
506265	MCQUAY, BRAXTON L	05	XXX-XX-XXXX	09-14-2020			10	41	No	0	1	0	
505376	PAXSON, CARLOS M	05	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0	
505895	PINTADO, LOGAN A	05	XXX-XX-XXXX	08-17-2020	10-08-2020	80	08	41	No	0	1	0	
505895	PINTADO, LOGAN A	05	XXX-XX-XXXX	10-20-2020			08	41	No	0	1	0	
505354	RAMOS, SAVANNAH	05	XXX-XX-XXXX	08-17-2020			08	41	No	0	1	0	
505090	RENDON, OMAR N	05	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0	
505110	ROSALES, HAYLEE	05	XXX-XX-XXXX	08-17-2020			02	41	No	0	1	0	
505570	TORRES, LANDON T	05	XXX-XX-XXXX	08-17-2020			09	00	No	1	1	0	

Bilingual/ESL Records:

Stu ID	Student Name	Grd	SSN	Date Entry	Date Withdraw	Wd Rsn	Bl	ESL	LEP Cd	Stu Lang	Home Lang	HLS Admin Date	Par Perm Cd	Yrs US Sch	Alt Lang Cd	B/E/ESL Fund Cd
700286	MOORE, ALEXA L	PK	XXX-XX-XXXX	08-20-2020	- -		0	2	1	01	01	08-19-2020	K		00	BE
700307	TERRY, MARICELLA L	PK	XXX-XX-XXXX	08-26-2020	- -		0	2	1	01	01	- -	K		00	
700086	CERNA, ROCKY D	PK	XXX-XX-XXXX	08-17-2020	- -		0	2	1	01	01	- -	K		00	BE
800005	CORONADO, MARISELA	PK	XXX-XX-XXXX	08-17-2020	- -		0	2	1	01	01	- -	K		00	BE
700079	DARROW, DANICA M	PK	XXX-XX-XXXX	08-17-2020	- -		0	2	1	01	01	- -	K		00	BE
700313	GONZALES, MEAGAN D	PK	XXX-XX-XXXX	09-04-2020	09-08-2020	80	0	2	1	01	01	- -	K		00	BE
700072	HERNANDEZ, OMAR E	PK	XXX-XX-XXXX	08-17-2020	- -		0	2	1	01	01	- -	K		00	BE
700108	NATIVIDAD, ARIANA	PK	XXX-XX-XXXX	08-17-2020	- -		0	2	1	01	01	- -	K		00	BE

PK Enroll Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Elig Cd	PK Program Cd	PK Funding Source	PK Secondary Funding
700247	AGUILAR, EDWARD L	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700284	AMADOR, ZACHARY N	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700249	AMBRIZ, JOSE B	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700246	BAILEY, DARCY R	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700254	BALBOA, TRAVIS Y	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700300	BOSQUEZ, JOHNNY H	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700243	CARRILLO, CODY A	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700242	CEARLEY, EMMITT S	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700233	CORONADO, TRISTEN L	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700287	CULBREATH, MIGUEL E	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700283	DELACERDA, CAIRO J	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700272	DILLON, ZAHARA E	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700203	DOUGLAS, JONATHAN R	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700328	DOUGLAS, LANDON	PK	XXX-XX-XXXX	11-02-2020			2	02	2	

Set the **Print Special Ed Records**, **Print Bilingual/ESL Records**, and **Print PK Enroll Records** parameters to Y to verify program information. These reports can be run individually.

- [Registration > Maintenance > District Profile > District Maintenance > State Reporting](#)

Student registration elements can be verified by running the following reports:

Registration > Reports > Create Registration Report

Report Title

Campus Options
☒ Campus 101
☐ All Campuses

☐ Demo1

☐ Demographic Information

☐ Sch Yr
☒ Campus ID
☒ Student ID
☐ Grade
☒ Entry Dt
☐ Track
☐ Orig Entry

☐ Withdrawal Dt
☐ Reason
☐ Portal ID
☒ Last Name
☒ First Name
☒ Middle Name
☐ Gen

☐ Nickname
☐ SSN Denied
☐ SSN
☐ Masked SSN
☐ Prior SSN
☒ TX Unique Stu ID
☐ Medicaid Eligible

☐ Medicaid ID
☒ Sex
☒ DOB
☒ Hispanic/Latino
☐ Aggregate Race/Ethnicity
☐ Comments

☒ Race

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

☒ Student Indicators

☒ Elig
☒ Attribution
☒ Camp ID Resid
☒ Eco Disadvan
☒ Military Connected
☒ Foster Care
☒ Star of Texas Award

☒ Rep Excl
☒ Active
☒ Record Status
☒ Cnty Residence
☒ NSLP

☐ Current / Next Year Information

☐ Control Num
☐ CY Team
☐ Next Yr Cntrl
☐ NY Team
☐ Nxt Yr Camp
☐ Here Last Yr
☐ CY Transfer Factor
☐ NY Transfer Factor

☐ Bi/ESL

☐ Bi/ESL

☐ Campus
☐ Entry Date
☐ Exit Date
☐ Reason
☐ Bil Type
☐ ESL Type
☒ EB Cd

☐ Par Perm Cd
☐ Bi/ESL Fund Cd
☐ Alt Lang Cd
☐ Home Language
☐ Student Language
☐ Yrs US Sch
☐ Date HLS Admin

Use the Create Registration Report to verify student demographic data, as well as the EB indicator.

Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Changes by Program

Date Run:	4/27/2021 10:55 AM	Student Status By Program Changes	Program ID: SRG1200														
Cnty-Dist:	031-776	101 School	Page: 4 of 46														
Campus:	101	Sch Year: 2021															
Enrollment Records:																	
Stu ID	Student Name	Grd	SSN	Orig Entry	Entry	Withdraw	Wd Rsn	Stat	Exclsn	Elig	Trk	Attrib	Camp Res	Yrs CTE Elig	Yrs US Sch	Eco Dis	Stu Lang
700312	SHELTON, LEANDRO P	PK	XXX-XX-XXXX	08-26-2020	08-26-2020	10-27-2020	82	1		2	03	00		1	01	98	
Comment: The Student has this comment																	
700294	SKELTON, JESSICA A	PK	XXX-XX-XXXX	08-17-2020	08-17-2020			1		2	03	00		1	01	98	
Comment: The Student has this comment																	
700239	SPEEDY, SADIE	PK	XXX-XX-XXXX	08-17-2020	08-17-2020			1		2	03	00		1	01	98	
Comment: The Student has this comment																	
700307	TERRY, MARICELLA L	PK	XXX-XX-XXXX	08-24-2020	08-24-2020			1		2	03	00		1	02	01	
Comment: The Student has this comment																	
700279	THOMPSON, JAMES T	PK	XXX-XX-XXXX	08-17-2020	08-17-2020			1		2	03	00		1	01	98	
Comment: The Student has this comment																	
700309	WINANS, ISIAH E	PK	XXX-XX-XXXX	08-25-2020	08-25-2020			1		2	03	00		1	01	98	

Set the **Print Enroll Records** parameter to Y to verify student entry and withdrawal dates.

Date Run: 4/27/2021 10:44 AM

Cnty-Dist: 031-776

Campus: 101

Student Status By Program Changes

101 School

Sch Year: 2021

Program ID: SRG1200

Page: 4 of 7

Special Education Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Pri Disab	Instruct Set	Multi Disab	Speech	CTE Elig	Reg Day Sch Deaf	RDSD Fiscal Agent
506170	FLORES, JAYMI M	05	XXX-XX-XXXX	08-17-2020			08	41	No	0	1	0	
505221	GARZA, KRISTAL M	05	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0	
505135	GONZALEZ, AIDAN I	05	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0	
504769	HALL, ALYSSA A	05	XXX-XX-XXXX	08-17-2020			06	41	No	0	1	0	
505332	HORELKA, ANIYAH J	05	XXX-XX-XXXX	08-17-2020			08	41	No	0	1	0	
506264	LEE, KORBIN M	05	XXX-XX-XXXX	09-14-2020			10	41	No	0	1	0	
506286	LEYVA, REBECCA I	05	XXX-XX-XXXX	01-25-2021			08	41	No	0	1	0	
506287	LOERA, JOSE A	05	XXX-XX-XXXX	01-25-2021			08	41	No	0	1	0	
505404	LOPEZ, MAYSON D	05	XXX-XX-XXXX	08-17-2020			02	41	No	0	1	0	
506144	LUGO, SERENITY A	05	XXX-XX-XXXX	08-17-2020			08	41	No	0	1	0	
506265	MCQUAY, BRAXTON L	05	XXX-XX-XXXX	09-14-2020			10	41	No	0	1	0	
505376	PAXSON, CARLOS M	05	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0	
505895	PINTADO, LOGAN A	05	XXX-XX-XXXX	08-17-2020	10-08-2020	80	08	41	No	0	1	0	
505895	PINTADO, LOGAN A	05	XXX-XX-XXXX	10-20-2020			08	41	No	0	1	0	
505354	RAMOS, SAVANNAH	05	XXX-XX-XXXX	08-17-2020			08	41	No	0	1	0	
505090	RENDON, OMAR N	05	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0	
505110	ROSALES, HAYLEE	05	XXX-XX-XXXX	08-17-2020			02	41	No	0	1	0	
505570	TORRES, LONDON T	05	XXX-XX-XXXX	08-17-2020			09	00	No	1	1	0	

Bilingual/ESL Records:

Stu ID	Student Name	Grd	SSN	Date Entry	Date Withdraw	Wd Rsn	Bil	ESL	LEP Cd	Stu Lang	Home Lang	HLS Admin Date	Par Perm Cd	Yrs US Sch	Alt Lang Cd	Bil/ESL Fund Cd
700286	MOORE, ALEXXA L	PK	XXX-XX-XXXX	08-20-2020	--		0	2	1	01	01	08-19-2020	K		00	BE
700307	TERRY, MARICELLA L	PK	XXX-XX-XXXX	08-26-2020	--		0	2	1	01	01	--	K		00	
700086	CERNA, ROCKY D	PK	XXX-XX-XXXX	08-17-2020	--		0	2	1	01	01	--	K		00	BE
800005	CORONADO, MARISELA	PK	XXX-XX-XXXX	08-17-2020	--		0	2	1	01	01	--	K		00	BE
700079	DARROW, DANICA M	PK	XXX-XX-XXXX	08-17-2020	--		0	2	1	01	01	--	K		00	BE
700313	GONZALES, MEAGAN D	PK	XXX-XX-XXXX	09-04-2020	09-08-2020	80	0	2	1	01	01	--	K		00	BE
700072	HERNANDEZ, OMAR E	PK	XXX-XX-XXXX	08-17-2020	--		0	2	1	01	01	--	K		00	BE
700108	NATIVIDAD, ARIANA	PK	XXX-XX-XXXX	08-17-2020	--		0	2	1	01	01	--	K		00	BE

PK Enroll Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Elig Cd	PK Program Cd	PK Funding Source	PK Secondary Funding
700247	AGUILAR, EDWARD L	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700284	AMADOR, ZACHARY N	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700249	AMBRIZ, JOSE B	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700246	BAILEY, DARCY R	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700254	BALBOA, TRAVIS Y	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700300	BOSQUEZ, JOHNNY H	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700243	CARRILLO, CODY A	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700242	CEARLEY, EMMITT S	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700233	CORONADO, TRISTEN L	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700287	CULBREATH, MIGUEL E	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700283	DELACERDA, CAIRO J	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700272	DILLON, ZAHARA E	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700203	DOUGLAS, JONATHAN R	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700328	DOUGLAS, LONDON	PK	XXX-XX-XXXX	11-02-2020			2	02	2	

Set the **Print Special Ed Records**, **Print Bilingual/ESL Records**, and **Print PK Enroll Records** parameters to Y to verify program information. These reports can be run individually.

- [Registration > Maintenance > Student Enrollment > Demo1](#)

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT WIR ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

Demographic Information

Grade: 10 Entry Dt: 08-16-2021 Track: 00 Orig Entry: 08-16-2021 Withdrawal Dt: -- Portal ID: bXDRV56zwZ

Name: ALYSSA First EMMA Middle AGULAR Last

Social Security Number Denied SSN: 452-14-4368 Prior SSN: -- Texas Unique Student ID: 2161986836 Medicaid Eligible: Medicaid ID:

Sex: F DOB: 02-16-2006 Hispanic/Latino: Aggregate Race/Ethnicity: H - Hispanic

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

Phone / Address

Addr/Tel Rest: Phone Nbr: (555) 445-3766 Cell Ph Nbr: E-mail:

Mailing: 4305 BRUNSWICK Alamo City TX 47498 Duplicate

Num Street Direction Apt City State Zip

Physical: 4305 BRUNSWICK Alamo City TX 47498

Student Indicators

Eligibility Code: 1 Record Status: 1

Attribution Code: 00 NSLP:

Campus ID Resid: Child Find: SPPI-11:

Active Cd: 1 - Active Child Find: SPPI-12:

Enry Residence: 015 As of Status Last Friday October:

Reporting Excl: As of Status Last Day Enrollment:

Current / Next Year Information

Control Num: 298 Next Yr Ctrl:

Here Last Yr: Next Yr Camp:

CY Xfer Factor: NY Xfer Factor:

CY Team Code: NY Team Code:

Economic Disadvantage

Delete	Descriptor	Begin Date	End Date
☐	01	--	--

Add

Foster Care

Delete	Descriptor	Begin Date	End Date
☐	0	--	--

Add

Military Connected

Delete	Descriptor	Begin Date	End Date
☐	0	--	--

Add

Attendance Zones

Campus	From Grd Lvl	Thru Grd Lvl
no rows		

Reported Elements from Demo1:

Element	Code Table	Data Element	ASCENDER Name
E0703	---	FIRST-NAME	Name - First
E0704	---	MIDDLE-NAME	Name - Middle
E0705	---	LAST-NAME	Name - Last
E1523	---	TX-UNIQUE-STUDENT-ID	Texas Unique Student ID
E0004	---	SEX-CODE	Sex
E0006	---	DATE-OF-BIRTH	DOB
E1064	---	HISPANIC-LATINO-CODE	Hispanic/Latino
E1063	---	WHITE-CODE	White
E1061	---	BLACK-AFRICAN-AMERICAN-CODE	Black/African American
E1060	---	ASIAN-CODE	Asian
E1059	---	AMERICAN-INDIAN-ALASKA-NATIVE-CODE	American Indian/ Alaskan Native
E1062	---	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE	Hawaiian/Pacific Isl
E0785	C054	ECONOMIC-DISADVANTAGE-CODE	Eco Disadvan
E0017	---	GRADE-LEVEL-CODE	Grade

- Registration > Maintenance > Student Enrollment > Demo2

STUDENT: 297513 : JACKSON, STEVEN ISABEL TEXAS UNIQUE STU ID: 6517119639

Comments

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL

Counselor Information

Counselor:

Dt Entry 5th Grd: 08-25-2014

Dt Entry 8th Grd: 08-28-2017

Dt Entry 9th Grd: 08-27-2018

District Entry Date: - -

Birth City:

Birth State:

Birth Country:

Cohort: 2022

Miscellaneous

Primary Language:

Immig Tracking:

Headstart Code:

Alien Tuition Cd:

Parent Federal Connected:

Att Zone Home Campus:

SAT-ACT-TSIA Reimburse:

Dual Language Immersion

Year Language

01:

02:

03:

04:

05:

Assessment Date: - -

Completion Year:

Receive/Transfer

Previous District: SAISD

Previous Campus:

Last Year Campus: 001

Last Year Grade: 11

Records Request:

Records Forward:

Locker

Number:

Combination 1:

Combination 2:

ECDS Assessments

PK Beginning of Year: - -

PK End Of Year: - -

KG Beginning of Year: - -

Local Use

Local Use Code 1 ☐ Function 1 ☐ Undefined Pgm ☐

Local Use Code 2 ☐ Function 2 ☐

Local Use Code 3 ☐

Local Use Code 4 ☐

Magnet School

Magnet this year: ☐

Magnet next year: ☐

Reported Elements from Demo2:

Element	Code Table	Data Element	ASCENDER Name
E1397	---	ADMINISTRATION-END-DATE	---

- Registration > Maintenance > Student Enrollment > W/R Enroll

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS			
Delete	Details	Campus	Entry Date	Exit Date	Reason	Status	Exclusion	Grade	Elig Cd	Track	Attrib Cd	Camp Res	CTE Elig	Comnts	Res Fac
		101	08-16-2021	--		1		PK	2	01	00	--	☒		☐

Reported Elements from W/R Enroll:

Element	Code Table	Data Element	ASCENDER Name
E0975	---	INSTRUCTIONAL-TRACK-INDICATOR-CODE	Track

- Registration > Maintenance > Student Enrollment > SpecEd

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRA
Delete	Campus	Entry Date	Exit Date	Reason	Prim Dis	Sec Dis	Tert Dis	Multi Dis	Medical Fragile	Instrl Set	Child Cnt Fund	CTE Elig
	101	08-05-2022	09-02-2022	33	+33	00				00		☒

Reported Elements from SpecEd:

Element	Code Table	Data Element	ASCENDER Name
E0794	C088	SPECIAL-ED-INDICATOR-CODE	Entry/Exit Date

- [Registration > Maintenance > Student Enrollment > Bil/ESL](#)

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	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	

Reported Elements from Bil/ESL:

Element	Code Table	Data Element	ASCENDER Name
E0790	C061	EMERGENT-BILINGUAL-INDICATOR-CODE	EB Cd

IMPORTANT: The **EB Code** cannot be updated from the State Reporting > Maintenance > Summer > Student > Demo page. It must be correct on this tab so that it is correct in the *Student* interchange.

- [Registration > Maintenance > Student Enrollment > PK Enroll](#)

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENROLL																																		
PK Program <table border="1"> <thead> <tr> <th>Delete</th> <th>Details</th> <th>Campus</th> <th>Entry Date</th> <th>Exit Date</th> <th>Reason</th> <th>PK Program</th> <th>PK Elig Prev Yr</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>101</td> <td>08-16-2021</td> <td>--</td> <td></td> <td>02</td> <td>☐</td> </tr> </tbody> </table> Add PK Funding Source <table border="1"> <thead> <tr> <th>Delete</th> <th>Details</th> <th>Fund Order</th> <th>Fund Source</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>4</td> <td>08-16-2021</td> <td>--</td> </tr> <tr> <td></td> <td></td> <td>2</td> <td>2</td> <td>08-16-2021</td> <td>--</td> </tr> </tbody> </table> Add														Delete	Details	Campus	Entry Date	Exit Date	Reason	PK Program	PK Elig Prev Yr			101	08-16-2021	--		02	☐	Delete	Details	Fund Order	Fund Source	Begin Date	End Date			1	4	08-16-2021	--			2	2	08-16-2021	--
Delete	Details	Campus	Entry Date	Exit Date	Reason	PK Program	PK Elig Prev Yr																																								
		101	08-16-2021	--		02	☐																																								
Delete	Details	Fund Order	Fund Source	Begin Date	End Date																																										
		1	4	08-16-2021	--																																										
		2	2	08-16-2021	--																																										

Campus: 101
 PK Program Code: 02 : PK eligible; 4 or more hrs instruc
 Entry Date: 08-16-2021
 PK Elig Prev Year: ☐
 Exit Date: --
 Reason: +33

Fund Order: 1
 Begin Date: 08-16-2021
 Fund Source: 4 : Federal funding
 End Date: --

Reported Elements from PK Enroll:

Element	Code Table	Data Element	ASCENDER Name
E1078	C185	PK-PROGRAM-TYPE-CODE	PK Program Code
E1079	C186	PRIMARY-PK-FUNDING-SOURCE-CODE	PK Funding Source
E1080	C186	SECONDARY-PK-FUNDING-SOURCE-CODE	PK Secondary Funding

IMPORTANT: The **EB Code** cannot be updated from the State Reporting > Maintenance > Summer > Student > Demo page. It must be correct on this tab so that it is correct in the *Student* interchange.

III. Verify Data and Create XML File

- [Review the Family Plan Engagement Link and Child Care Operation Number](#)

The following Organization data is always maintained from the maintenance pages; there is no extract, unless you used the Import External File utility.

NOTE: The Family Engagement Plan Link is no longer Mandatory and an incomplete tagline will no longer generate if the field is left blank.

- If not selected, you will receive a Special Warning upon submission.

State Reporting > Maintenance > Organization > County District

Save Retrieve

COUNTY DISTRICT CAMPUS ID SHARED SERVICES ARRANGEMENT CONTRACTED INSTRUCTIONAL STAFF PRIOR YEAR CAMPUSES PRIOR YEAR SSA

Complex Type - LocalEducationAgencyExtension

District ID: 964964 ASVAB: 01

District Name: TEXAS ISD Family Engagement Plan Link:

Total Nbr School Brd Requests:

Total Cost School Brd Requests:

District-wide Gifted and Talented

Pull-Out ☐

Push-In ☒

Full-Time GT Program ☐

Full-Time Inclusion ☐

Special Day School ☐

CTE Programs of Study

Delete	Prog Cd
	001
	003
	004
	006
	009
	011

Child Care Partnership

Delete	Operation Number
Rows:	
Add	

Reported Elements from County District:

Element	Code Table	Data Element	ASCENDER Name
E0212	---	DISTRICT-ID	District ID
E0213	---	DISTRICT-NAME	District Name
E1583	---	FAMILY-ENGAGEMENT-PLAN-LINK	---
E1626	C216	PROGRAM-EVALUATION-TYPE	Code this element on <i>Registration > Maintenance > District Profile > District Maintenance > State Reporting</i>

State Reporting > Maintenance > Organization > Campus ID

COUNTY DISTRICT CAMPUS ID SHARED SERVICES ARRANGEMENT CONTRACTED INSTRUCTIONAL STAFF PRIOR YEAR CAMPUSES PRIOR YEAR SSA

Complex Type - School

Del	Campus	Campus Name	Campus Enrollment Type	NSLP	PK Waiver	Bullying Incidents	Cyberbullying Incidents
	001	001 School	02 Zoned Enrollment - Transfers Accepted	03	☐	00000	00000
	002	002 School	02 Zoned Enrollment - Transfers Accepted	03	☐	00000	00000
	003	003 School	06 ISS/DAEP/JJAEP	03	☐	00000	00000
	004	004 School	05 Blended Enrollment	03	☐	00000	00000
	007	007 School	06 ISS/DAEP/JJAEP	03	☐	00000	00000
	010	010 School	07 Selective Enrollment - Special Programs	03	☐	00000	00000

Reported Elements from Campus ID:

Element	Code Table	Data Element	ASCENDER Name
E0266	---	CAMPUS-ID	Campus

Element	Code Table	Data Element	ASCENDER Name
E0267	---	CAMPUS-NAME	Campus Name

- [Create XML file.](#)

State Reporting > Utilities > Create TSDS Core Collections Interchanges

Run

Core Collection: Early Childhood Data System - PK

Ending School Year:

Campus: 101

As-Of Date: - -

Early Childhood Data System - PK

☒ All TSDS Early Childhood Data System - PK Interchanges

☒ Education Organization Interchange

☒ Master Schedule Interchange

☒ Staff Association Interchange

☒ Student Enrollment Interchange

☒ Student Parent Interchange

☒ Student Program Interchange

Selected Students:

Selected Staff:

Core Collection	Select the submission. For the ECDS PK submission, select <i>Early Childhood Data System - PK</i> .
Ending School Year	(Display only) The submission year, as entered in the Submission Year field on State Reporting > Options, is displayed. For example, for the 2020-2021 ECDS-PK submission, the field would display 2021.
Campus	Type the three-digit campus ID. Leave blank to select all campuses in the district.

As-Of Date	(Required) Enter the as-of date for running this utility. NOTES: ◦ This date is used as the staff association date as well as for determining the course-section in the master schedule. ◦ When determining which record to retrieve, the system first references the PK End Of Year date, if blank, then references the PK Beginning Of Year date. If both of those dates are blank, the entered As-of Date is used to determine which record to retrieve.
-------------------	--

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

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

Only courses with service ID 01010000 are included.

Selected Students	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. Note: The As-Of Date field must be completed in order for this field to retrieve students.
Selected Staff	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. Note: The As-Of Date field must be completed in order for this field to retrieve staff.

☐ 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: 015101-2020-05-15.15-30-22.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:

015101_000_2021TSDS_202005151420_InterchangeStudentProgramExtension.xml

NOTE: The Student Program only extracts for Special Education; therefore, not all students will be written into this interchange, which may result in a blank interchange.

☐ If errors are encountered:

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

■



Back Cover