



## Core Collection: Charter School Waitlist



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# Core Collection: Charter School Waitlist

This page shows you how to enable and set up the Charter School Waitlist. It also lets you add, delete or edit student data in it.

The Charter School Waitlist **due date** is October 25, 2024.



**IMPORTANT:** Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

## District Level

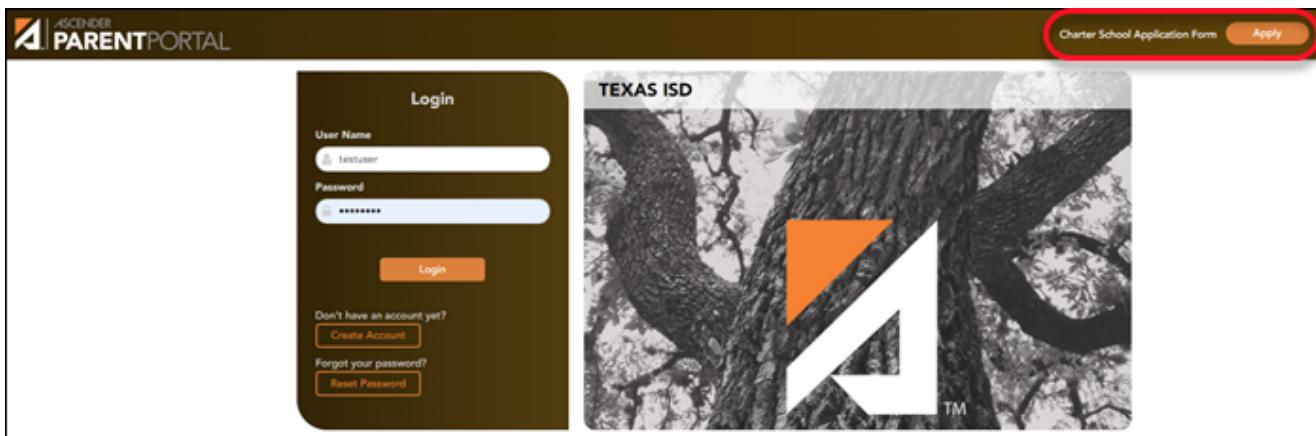
The district must set their preferences on this page. This will enable the Charter School Waitlist features.

### **Registration > Maintenance > District Profile > District Maintenance > Demographic Info**

Save
Student Information

DEMOGRAPHIC INFO	CONTROL INFO	SPECIAL ED INFO	ATTENDANCE ZONES OPTIONS											
District Name: <input type="text" value="TEXAS ISD"/>	District County: <input type="text" value="TEXAS Cnty"/>	District Website: <input type="text" value="www.esc20.net"/>	District Email: <input type="text" value="info@esc20.net"/>	District Type: <input style="border: 1px solid #4CAF50; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="text" value="Charter"/> <input checked="" type="checkbox" value="Allow Waitlist on ParentPortal"/> Allow Waitlist on ParentPortal: <input checked="" type="checkbox"/> Charter Application: <input style="border: 1px solid #4CAF50; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px;" type="text" value="Current"/>										
ESC Region Number: <input type="text" value="13"/>	ESC County District Number: <input type="text" value="964-964"/>	Street Nbr: <input type="text" value="1407"/>	Street Name: <input type="text" value="Lone Star Drive"/>											
City: <input type="text" value="Alamo City"/>	State: <input type="text" value="TX"/>	Zip Code: <input type="text" value="95095"/> <input type="text" value="2152"/>												
Phone: <input type="text" value="555"/> <input type="text" value="628-6043"/>	Fax: <input type="text" value="555"/> <input type="text" value="628-9744"/>													
Superintendent Name: <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><input type="text" value="MR"/></td> <td style="width: 20%;"><input type="text" value="Jo"/></td> <td style="width: 20%;"><input type="text" value="C"/></td> <td style="width: 20%;"><input type="text" value="Smith"/></td> <td style="width: 20%;"><input type="text" value="JR"/></td> </tr> <tr> <td>Title</td> <td>First</td> <td>Middle</td> <td>Last</td> <td>Generation</td> </tr> </table>					<input type="text" value="MR"/>	<input type="text" value="Jo"/>	<input type="text" value="C"/>	<input type="text" value="Smith"/>	<input type="text" value="JR"/>	Title	First	Middle	Last	Generation
<input type="text" value="MR"/>	<input type="text" value="Jo"/>	<input type="text" value="C"/>	<input type="text" value="Smith"/>	<input type="text" value="JR"/>										
Title	First	Middle	Last	Generation										

- Select **District Type** to indicate whether the district is *Independent*, *Charter*, or *Private*. Select *Charter* to enable the Charter School Waitlist features.
- Select **Allow Waitlist on ParentPortal** to enable the display of the Charter School Application Form **Apply** button on the ASCENDER ParentPortal Login page. This field only displays if the **District Type** field is set to *Charter*.



Select **Charter Application** to *Current* or *Next* to indicate the Charter School Application Form school year in ASCENDER ParentPortal. This field only displays if the **District Type** field is set to **Charter**.

Click **Save**.

## Campus Level

Select whether or not this campus will have a waitlist by checking or unchecking **Participating Charter Admission Waitlist**. Do this for each campus at the Charter School. Enter the enrollment capacity for the campus in the **Charter Enrollment Capacity** field.

**Registration > Maintenance > Campus Profile > Campus Information Maintenance > Demographic Info**

Campus ID:	001	<input type="button" value="Retrieve"/>			
<table border="0"> <tr> <td><u>DEMOGRAPHIC INFO</u></td> <td><u>CONTROL INFO</u></td> <td><u>PRINCIPAL/COUNSELOR</u></td> </tr> </table>			<u>DEMOGRAPHIC INFO</u>	<u>CONTROL INFO</u>	<u>PRINCIPAL/COUNSELOR</u>
<u>DEMOGRAPHIC INFO</u>	<u>CONTROL INFO</u>	<u>PRINCIPAL/COUNSELOR</u>			
<p>Campus Name: 001 School</p>					
Street Nbr:	8400	Street Name: 001 Street			
City:	Alamo City	State: TX Zip Code: 58145			
Phone:	555	235-4870			
<p>Participating Charter Admission Waitlist: <input checked="" type="checkbox"/></p>					
<p>Charter Enrollment Capacity: 0500</p>					

Select **Participating Charter Admission Waitlist** for each charter school campus to indicate whether or not the campus will have a waitlist for admission.

In the **Charter Enrollment Capacity** field, type the number (up to four digits) of students to which the charter school's campus is able to provide instruction without exceeding staffing and facility limitations and the approved charter holder's maximum enrollment.

Click **Save**.

Create an export file of all students at the campus (or all campuses) who are missing a value for Texas Unique ID.

**Registration > Utilities > Texas Unique Student ID Processing > UID Export**

Click the **Missing CSW UID Report** button to view a report of Charter School Waitlist students missing a Texas Unique ID. The report opens on the same page, below the fields. Click **Close CSW Report** to hide the report.

Select **Charter School Waitlist** to create an export file of Charter School Waitlist students who are missing a value for Texas Unique id.

**NOTE:** In the Student Information section on Registration > Maintenance > Charter School Waitlist > Demographics, the fields for **First and Last name, Sex, DOB, State Student ID** and **Grd Lvl Applying For** are required for the file to export.

Create an import file updated with Charter School Waitlist students.

**Registration > Utilities > Texas Unique Student ID Processing > UID Import**

- Select **Charter School Waitlist Students**.
- Click **Browse**, then click **Choose File**. Locate and Select the file.
- Click **Submit**.
- Click **Execute**.

## Student Level

There are two additional options the district may use to enter the student data.

- You may use the Charter School Waitlist Import Data file format ([Data File Layout](#)).
- You may create or retrieve a record on the ([Charter School Waitlist](#)) page. This page allows you to:
  - Add Waitlist Data
  - Update Waitlist Data
  - Delete Waitlist Data

### **Registration > Maintenance > Core Collections > Charter School Waitlist**

The screenshot shows a web-based form for entering student information. At the top, there are buttons for 'Save', 'Student Information', 'School Year: 2021-2022', and 'Campus 001'. Below these are buttons for 'Retrieve', 'Directory', and 'Delete'. The form is divided into sections: 'STUDENT' (with fields for Name, Sex, DOB, etc.), 'DEMOGRAPHICS' (with fields for Campus ID, Grade Level, etc.), and 'Primary Guardian Information' (with fields for Name, Address, Phone Number, etc.). Each section contains various input fields, dropdown menus, and checkboxes.

## Report

### **Registration > Reports > Registration Reports > Student > SRG4000 - Charter School Waitlist Roster Report**

## SRG4000 - Charter School Waitlist Roster Report

Parameter Description	Value	List
Campus ID (Blank for All)	<input type="text"/>	<input type="button" value="::"/>
Grade Level (Blank for All)	<input type="text"/>	<input type="button" value="::"/>
Current or Next Year Students (C=Current,N=Next Year)	<input type="text"/>	<input type="button" value="::"/>

Date Run: 5/23/2022 3:54 PM	TSDS CSW ROSTER REPORT LEA-Level Data Charter School Waitlist 2021-2022Collection			Program ID: SRG4000 Page: 1 of 1
Cnty-Dist: 964-964 - TEXAS ISD	# of Charter Students Enrolled: 215	Charter Admission Waitlist Indicator: Y		
Campus: 001 - 001 School	Enrollment Capacity: 0300	Sex F	Date of Birth 02/05/2001	Grade Level 11
Student Name testL JR. test	Unique ID 2178498712	Student ID 879798798		CSW Ind Y

SGR4000 was added to provide charter school waitlist roster information for state reporting purposes.

- In the **Campus** field, type a three-digit campus ID, or leave blank to create a report for all campuses.
- Click **Run Preview**.

**NOTE:** This report is only available if the **District Type** field is set to *Charter* on Registration > Maintenance > District Profile > District Maintenance > Demographic Info.

**IMPORTANT:** There is currently not an as of date parameter for this report. It is recommended to run this report on 09/27/2024 and save it for data verification.

## Charter School Waitlist Data Components

**IMPORTANT:** Use the [ASCENDER TSDS New School Year Best Practice Guide](#) to assist you in making selections of the domains and entities to send to TSDS.

- Click on the [TEA drop-down menus](#) to see complete information for CSW reporting including: Domains, Entities and Data Elements.

The following data elements are pulled from the Education Organization and Student Application

domains:

- ApplicationDate (E3004)
- ApplicationType (E3005)
- BirthDate (E0006)
- CharterAdmissionWaitlist (E1676)
- CharterEducationalEnrollmentCapacity (E1675)
- EntryGradeLevel (E1517)
- FirstName (E0703)
- GenerationCode (E0706)
- GradeLevel (E0017)
- LastSurname (E0705)
- LocalEducationAgencyCategory (E3036)
- LocalEducationAgencyId (E0212)
- MiddleName (E0704)
- NameOfInstitution (E3037)
- NumberCharterStudentsEnrolled (E1674)
- SchoolId (E0266)
- SchoolYear (E1093)
- Sex (E0004)
- StudentId (E0001)
- StudentUId (E3079)