



Core Collection: Charter School Waitlist

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Work In Progress

Reviewed: <color #ed1c24>1st Round of Feedback Received</color>

Revision: <color #ed1c24>In Progress</color>

Reporting enrollment and waitlist data as of the last Friday in September is required for all open-enrollment charter schools and is submitted through the Charter School Waitlist Core Collection. This guide explains how to set up the system and enter the required data.

The Charter School Waitlist **due date** is October 30, 2026.



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 (School System) process.

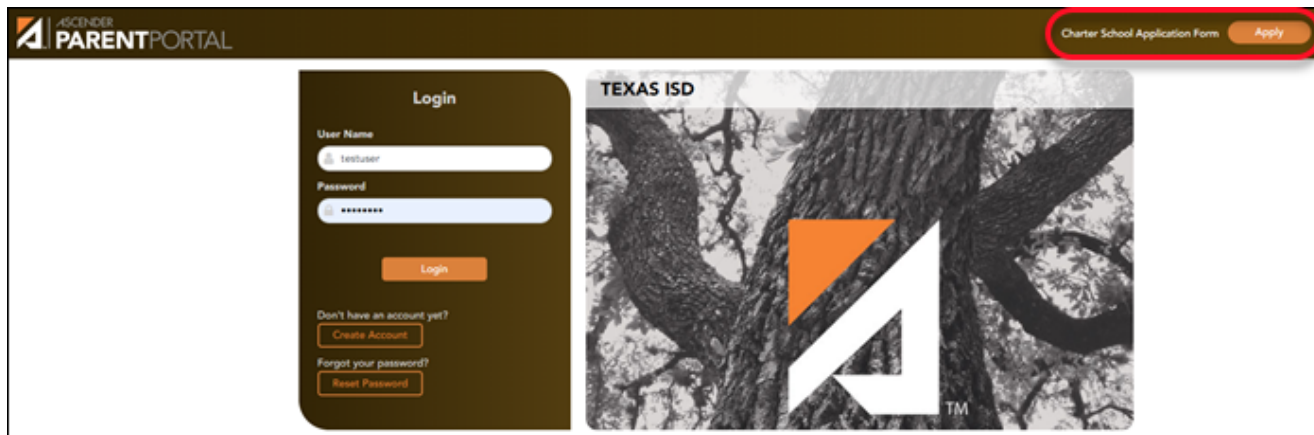
I. District Level

[Registration](#) > [Maintenance](#) > [District Profile](#) > [District Maintenance](#) > [Demographic Info](#)

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

DEMOGRAPHIC INFO		CONTROL INFO	SPECIAL ED INFO	ATTENDANCE ZONES OPTIONS	TSDS
District Name:	Texas ISD				
District County:	Texas	District Type:	Charter	Allow Waitlist on ParentPortal:	☒
District Website:	www.esc20.net		Independent Charter Private	Charter Application:	Current
District Email:				Current	
ESC Region Number:	20	ESC County District Number:		015-950	Next
Street Nbr:	714	Street Name:	Lone Star Drive		
City:	Alamo City	State:	TX	Zip Code:	47498 0979
Phone:	555 692-6024	Fax:	-		
Superintendent Name:	Jane Smith 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**.

II. Campus Level

[Registration > Maintenance > Campus Profile > Campus Information Maintenance > Demographic Info](#)

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

Campus ID:

DEMOGRAPHIC INFO **CONTROL INFO** **PRINCIPAL/COUNSELOR**

Campus Name:

Street Nbr: Street Name:

City: State: Zip Code:

Phone: Fax:

Participating Charter Admission Waitlist: ☒

Charter Enrollment Capacity:

Repeat this step for each applicable campus within the Charter School.

☐ 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**.

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

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

UID EXPORT **UID IMPORT**

Select Export Type

Ending School Year:

☐ UID Enrollment ☐ UID Assignment

☒ Charter School Waitlist

Campus ID (Blank for All):

☐ Click the **Missing CSW UID Report** button to view a report of 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 > Core Collections > 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.

These fields only display if the **District Type** field is set to *Charter* on [Registration > Maintenance > District Profile > District Maintenance > Demographic Information](#).

[Registration > Utilities > Texas Unique Student ID Processing > UID Import](#)

Create an import file updated with Charter School Waitlist students.

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

III. 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](#)).
 - [Charter School Waitlist Import Data file format](#)
- ☐ 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

STUDENT:
TEXAS UNIQUE STU ID:

DEMOGRAPHICS

Student Information

Name:

First Middle Last Gen Application Date

Sex: DOB: Campus ID: Grd Lvl Applying For: School District of Residence:

CSW Indicator: ☐ Next Year Student: ☐

Ethnicity: ☐ Race: ☐

Hispanic/Latino: ☐ White: ☐ Black/African American: ☐ Asian: ☐ American Indian/Alaskan Native: ☐ Hawaiian/Pacific Islander: ☐

Student Identification

SSN: S-Number: Texas Unique ID: Never Enrolled in TX: ☐

Additional Information

Other Child(ren) Applying: ☐ Name(s):

Other Child(ren) Attending: ☐ Name(s):

Child of Staff or Board Mbr: ☐ Name(s):

If offered AM or PM Preference: AM ☐ PM ☐ Child may qualify for free PK: ☐

Primary Guardian Information

Name:

First Last

Address:

Number Street Name Apt City State Zip

Phone Nbr: Email:

Preferred Contact:

IV. 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)		v
Grade Level (Blank for All)		v
Current or Next Year Students (C=Current,N=Next Year)		v

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

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

☐ Click **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 not an as of date parameter for this report. It is recommended to run this report the last Friday in September and save it for data verification.

V. ASCENDER DataConnect: Publish and Review Data

Use the **ASCENDER DataConnect (ADC)** tool to complete the following tasks:

- Publish the data to the Individual Operational Data Store (IODS).
- Review any Level 1 errors in ADC. ([ADC: Level 1 Errors Guide](#))
- Correct the applicable source data in ASCENDER.
- Republish the data to the Publish the data to the Individual Operational Data Store (IODS)([Quick Guide: ADC - Create New Run](#)).
- Verify in ADC that the Level 1 errors have been resolved.

For a complete list of submission rules and edits, access the TSDS Web-Enabled Data Standards (**TWEDS**) website. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (XXXX), and **Submission** (XXX) and click **Open**.



Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**.

Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.