



Core Collection: Class Roster Winter Submission

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The Class Roster Winter Submission is used to collect information used in relation to the accountability for state-mandated teacher preparation programs. Additionally, the data is used to accurately identify all the local education agencies with teachers eligible for funds under the Teacher Incentive Allotment (TIA).

Under HB 4545 (Texas Legislature, 87th Regular Session), class roster winter data will be used to ensure that a student who did not pass the STAAR test has a TIA teacher assigned the following school year.

NOTE: The Class Roster - Fall Submission was sunset. Local education agencies will no longer be required to report this submission starting in the 2024-2025 school year.

- As-Of-Date: February 28, 2025
- Submission Due Date: March 27, 2025
- Grades EE - 12

For a complete list of extract rules and edits, see
<https://tealprod.tea.state.tx.us/TWEDSAPI/23/394/0/DataComponents>



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

- Verify that all roles and users are correct in Security Administration.
- Verify Service IDs – Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0220 - Invalid Service ID

Verify Data in ASCENDER

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.

Hard-coded elements:

The following element is hard-coded in the software. Hard coded values are built into the program, are the same each time they are extracted, and cannot be changed by the user.

- CourseldentificationSystem (E3075) (Code table: C350) is the system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as “State Course Code.”**

Reports

- Personnel

- Teacher Incentive Allotment Designation codes and descriptions can be verified by running the following report:

Personnel > Reports > Personnel Reports

Preview
PDF
CSV
Clear Options

Personnel Reports

[HRS1000 - Roster of Personnel](#)

[HRS1050 - Employee Birthday List](#)

[HRS1100 - Employee Verification Report](#)

[HRS1200 - Federal EEOC Report](#)

[HRS1250 - Employee Data Listing](#)

[HRS1400 - Teacher Service Record](#)

[HRS1450 - Employee Mailing Labels](#)

[HRS1500 - Employee Education Report](#)

[HRS1550 - New Hire Report](#)

[HRS1600 - Certification Report](#)

[HRS1650 - Employee Salary Information](#)

[HRS1700 - Social Security Number Verification](#)

[HRS1750 - Teacher Incentive Allotment Designation Report](#)

HRS1750 - Teacher Incentive Allotment Designation Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>
Select Frequency	<input type="text"/>

Date Run: 11-18-2021 3:52 PM Cnty Dist: 964-964	Teacher Incentive Allotment Designation Report TEXAS ISD	Program: HRS1750 Page: 1 of 1
Emp Nbr Employee Name TIA Designation Cd		Pay Frequency
Total Employees for District:	Nbr Active: 0	Nbr Inactive: 0

The following element from the *StaffExtension* complex type are included in the Class Roster Winter submission **ONLY**:

Reported Elements from Personnel Reports:

Element	Code Table	Data Element	ASCENDER Name
E1722	C322	TeacherIncentiveAllotmentDesignation	—

NOTE: The expectation for State Reporting is if a staff member is listed as an instructor, they are teaching a course. Since these instructors do not have any sections, they do not extract.

To get them to extract, the staff member needs to be deleted from the *Grade reporting* > *Maintenance* > *Master Schedule* > *Campus Schedule* > *Instructor* tab.

Staff data can be verified by running the following report:

NOTE: For a more accurate list of active employees, run the report from Payroll > Reports > User Created Reports.

Personnel > Reports > User Created Reports

Save Create Report Delete Reset

Report Template

Report Title

Employee Nbr: Active Employees Only

Employee Demographic

→ <input checked="" type="checkbox"/> Employee Nbr	→ <input type="checkbox"/> Staff ID/SSN	<input type="checkbox"/> Maiden Name	<input type="checkbox"/> Phone Area Cd	<input type="checkbox"/> Last Change Date	<input type="checkbox"/> Emer Contact	→ <input checked="" type="checkbox"/> Hispanic/Latino
→ <input type="checkbox"/> Texas Unique Staff ID	<input type="checkbox"/> Address Number	<input type="checkbox"/> Former Prefix	<input type="checkbox"/> Phone Nbr	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Relationship	→ <input checked="" type="checkbox"/> American Indian
<input type="checkbox"/> Name Prefix	<input type="checkbox"/> Street/P.O. Box	<input type="checkbox"/> Former First Name	<input type="checkbox"/> Bus Phone Area	<input type="checkbox"/> Marital Stat	<input type="checkbox"/> Emer Notes	→ <input checked="" type="checkbox"/> Asian
→ <input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Apt	<input type="checkbox"/> Former Middle Name	<input type="checkbox"/> Bus Phone Nbr	<input type="checkbox"/> Other Language	<input type="checkbox"/> Emer Area Cd	→ <input checked="" type="checkbox"/> African American
→ <input checked="" type="checkbox"/> Middle Name	<input type="checkbox"/> City	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Bus Ext	<input type="checkbox"/> Local Use 1	<input type="checkbox"/> Emer Phone Nbr	→ <input checked="" type="checkbox"/> Pacific Islander
→ <input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> State	<input type="checkbox"/> Former Generation	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Cell Area Cd	<input type="checkbox"/> Local Use 2	→ <input checked="" type="checkbox"/> White
→ <input checked="" type="checkbox"/> Generation	<input type="checkbox"/> Zip	<input type="checkbox"/> DL State	<input type="checkbox"/> DL Expir Date	<input type="checkbox"/> Cell Phone Nbr	<input type="checkbox"/> Email	
→ <input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Zip+4			<input type="checkbox"/> Local Restriction	<input type="checkbox"/> Home Email	
→ <input checked="" type="checkbox"/> DOB	<input type="checkbox"/> Addr Country			<input type="checkbox"/> Public Restriction	<input type="checkbox"/> Employee Notes	

Certification

Cert Type Specialty Area Teaching Spec

Responsibility

Campus Pop Served Class ID Job Code Days Wk 3 Min Wk 2

Role ID Nbr Of Students Class Type Days Wk 1 Days Wk 4 Min Wk 3

Service ID Monthly Minutes ESC/SSA Days Wk 2 Min Wk 1 Min Wk 4

Employment

→ <input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date	<input type="checkbox"/> Take Retiree Surcharge	<input type="checkbox"/> W-2 Elec Consent	<input type="checkbox"/> Termination Reason
→ <input checked="" type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date	<input type="checkbox"/> NY Take Retiree Surcharge	<input type="checkbox"/> 1095 Elec Consent	<input type="checkbox"/> Termination Reason Descr
→ <input type="checkbox"/> Percent Day Employed	→ <input checked="" type="checkbox"/> Creditable Year of Service	<input type="checkbox"/> Retirement Date	<input type="checkbox"/> Extract ID	<input type="checkbox"/> ERS Retiree Health Elig	<input type="checkbox"/> Full Semester
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Termination Date	<input type="checkbox"/> Fingerprint Status	<input type="checkbox"/> NY ERS Retiree Health Elig	<input type="checkbox"/> PEIMS Auxiliary Role ID
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Extended Leave Begin	<input type="checkbox"/> Fingerprint Extract Date	<input type="checkbox"/> Employment Type	<input type="checkbox"/> Highly Qualified
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave End	<input type="checkbox"/> Fingerprint Date	<input type="checkbox"/> Retiree Employment Type	<input type="checkbox"/> Paraprofessional Certification
→ <input checked="" type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Grades Taught				

The following elements from the *StaffExtension* complex type are included in the Class Roster Fall and Winter submission:

Under Employee Demographic:

- **Texas Unique Staff ID**
- **First Name, Middle Name, Last Name, Generation**
- **Sex**
- **DOB**
- **Staff ID/SSN**
- **Hispanic/Latino**
- **American Indian, Asian, African American, Pacific Islander, White**

Under Employment:

- **Highest Degree Achieved**
- **Yrs Prior Teaching**
- **Creditable Year of Service**

- [Student](#)

Student data can be verified by running the following reports:

For verifying data in **CLS2-100-001 Student Class Roster**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)**
- **Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR0000 - Student Course Enrollment Listing**
- **Registration > Reports > Registration Reports > Student > SRG0400 - Student Information Sheets**

For verifying data in **CLS2-100-002 Student Class Schedule**:

- **Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR2055 - Student Schedules**

For verifying data in **CLS2-100-003 Staff Class Assignment**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2550 - Teaching Assignments**
- **Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0130 - Master Sched Section and Grd Rptng Info**

For verifying data in **CLS2-100-004 Teacher Class Summary**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0350 - Student Counts by Teacher**

For verifying data in **CLS2-100-005 Staff Roster**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List (Grd Rptng)**

For verifying student demographic data:

- **Registration > Reports > Create Registration Report**

Grade Reporting

- Grade Reporting > Maintenance > Master Schedule > District Schedule

Save
Student Information
School Year: 2023-2024

AVAILABLE COURSES

English
Title
Retrieve
Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Slf Pcd
		0610	ENGLISH GR 6	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0611	ENGLISH GR 6 H	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0612	ENGLISH GR 6 GT	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0613	ENGLISH GR 6 IS	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0614	ENGLISH GR 6ALT	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0710	ENGLISH GR 7	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0711	ENGLISH GR 7 H	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0712	ENGLISH GR 7 GT	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0713	ENGLISH GR 7 IS	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0714	ENGLISH GR 7ALT	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0810	ENGLISH GR 8	ELA&READ	03200530	ELA/READ8	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

First
<
1
/ 2
>
Last

Rows: 39 Add

>>Crs Nbr: 0610	ENGLISH GR 6	Abbrev Name: ELA&READ	Service ID: 03200510	ELA READ 6	Graded Crs: <input checked="" type="checkbox"/>
Nbr Sem: 2		Textbook ISBN:		Exclude from TeacherPortal: <input checked="" type="checkbox"/>	Self Paced: <input type="checkbox"/>

Grade Reporting

Per Ctrl:

Department:

Gender Restr:

Required:

Elective:

Course Codes and Credits

Tot Credits:

Part Credit:

AAR:

Grad Plan:

Spec Cons:

OnRamps:

Credit Seq:

Credit Lvl:

CPR:

Speech:

Elem/Misc

Core Crs:

ELA Wgt:

Auto Grd:

Incl UIL Elig:

Exam/Sem Pat:

PEIMS

CTE Hrs:

Pop Srvd:

Instr Sett:

Class Type:

Role ID:

Crs Seq:

HR/GA

HRoll Wgt:

HRoll Table:

HRoll Cd:

GA Table:

GA Wgt:

The following elements from the *StaffResponsibilitiesExtension* complex type are included in the Class Roster Fall and Winter submission:

Reported Elements from Course:

Element	Code Table	Data Element	ASCENDER Name
E3071	--	CourseCode	Service ID
E0948	C135	CourseSequence	Crs Seq

- Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course

2026/02/04 13:21

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Core Collection: Class Roster Winter Submission

The following elements from the *CourseOffering* complex type are included in the Class Roster Fall and Winter submission:

Reported Elements from Course:

Element	Code Table	Data Element	ASCENDER Name
E1194	—	LocalCourseCode	Crs Nbr

- Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

1436: ENGLISH 4 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
		0914	ENGLISH 4 ALT	10	010	2	0	2	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
		0914	ENGLISH 4 ALT	11	010	5	2	5	1	<input type="checkbox"/>	N	<input type="checkbox"/>		00
		0914	ENGLISH 4 ALT	12	010	1	2	1	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
		0914	ENGLISH 4 ALT	50	010	1	0	1	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
		0914	ENGLISH 4 ALT	51	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
		0914	ENGLISH 4 ALT	60	010	0	1	0	0	<input type="checkbox"/>		<input type="checkbox"/>		00

First / 3

=> Crs Nbr: 0914; ENGLISH 4 ALT Svc ID: 03220400 Multi Svc Ind: Lock: Include UIL Elig: Section: 10 Max Seats: 010 Enrolled Students Sem 1: 2 Sem 2: 2 Non Campus Based: 00 Dst Lrng:

Section Information

Spd Stu Age: Crs Seq:
 Pop Srvd: Wks/Mnths:
 Instruct Sett: PK Curricula:
 Class Type: Stu Instr:
 High Qual PK Prog: Home Room Ind:
 PK Sch Type:

Restrictions

Type Restrctn:
 Team Code:
 Gender Restrctn:
 Grade Restrctn:

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 Restrctn:
 Instruct Set: AAR Use: E Self Paced:
 Pop Srvd: 06 Grad Plan Use: Class Type: 02
 Role ID: 087 Special Consid: CPR:
 Nbr Sem: 2 Incl UIL Elig: Speech:
 OnRamps:

Campus Information

Grade Restrctn: Rstrctn Addl:

Include WD Meeting Times:

Delete Operation Number

Del Sem Days Per Begin Per End Room Time Begin Time End Lckout Instr ID Instructor Class Role Role ID CTE Entry Date Withdraw Date ADSY

01 3 05 01 100 145 01 087 08-12-2024

The following elements from the *SectionExtension* and *TeacherSectionAssociationExtension* and *StudentSectionAssociation* complex types are included in the Class Roster Fall and Winter submission:

Reported Elements from Section:

Element	Code Table	Data Element	ASCENDER Name
E1194	---	LocalCourseCode	Crs Nbr
E1056	---	SectionIdentifier	Crs Nbr, Section, Sem
E1072	C182	NonCampusBasedInstruction	Non-Campus Based
E0948	C135	CourseSequence	Crs Seq
E1454	C309	ClassroomPosition	Class Role
E3010	---	BeginDate	Entry Date
E3020	---	EndDate	Withdraw Date

Registration

- Registration > Maintenance > Student Enrollment > Demo1

STUDENT: 300203: ABUNDIS, CECILIA MICHAEL TEXAS UNIQUE STUD ID: 2479861283

Comments TEA Unique ID

DEM01 DEM02 DEM03 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED Q/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

Demographic Information

Grade: 11 Entry Dt: 08-16-2021 Track: 00 Orig Entry: 08-16-2021 Withdrawal Dt: -- Portal ID: yLnkg5mFEd

Name: CECILIA MICHAEL ABUNDIS First: Middle: Last: Gen: Nickname: Social Security Number Denied: SSN: 423-33-3460 Prior SSN: 423-33-3460 Texas Unique Student ID: 2479861283 Medicaid Eligible: Medicaid ID: Sex: F DOB: 01-06-2004 Hispanic/Latino: Aggregate Race/Ethnicity: H - Hispanic White: Black/African American: Asian: American Indian/ Alaskan Native: Hawaiian/Pacific Is: Physical: 9807 DIVISION

Phone / Address

Addr/Tel/Res: Phone Nbr: 555 597-7839 Cell Ph Nbr: -- E-mail: Mailing: 9807 DIVISION Num: Street: Direction: Apt: City: State: Zip: Physical: 9807 DIVISION

Attendance Zones

Campus: From Grd Lvl: Thru Grd Lvl: no rows

Student Indicators

Eligibility Code: 1 Record Status: 1 Attribution Code: 00 NSLP: Campus ID Resid: Child Find: SPPI-11: Child Find: SPPI-12: Active Cd: 1 - Active Crty Residence: 015 As of Status Last Friday October: As of Status Last Day Enrollment: Reporting Excl: CY Xfer Factor: NY Xfer Factor: CY Team Code: NY Team Code:

Current / Next Year Information

Control Num: 213 Next Yr Cntr: Next Yr Camp: CY Xfer Factor: NY Xfer Factor: CY Team Code: NY Team Code:

Economic Disadvantage

Delete Descriptor Begin Date End Date

Foster Care

Delete Descriptor Begin Date End Date

Military Connected

Delete Descriptor Begin Date End Date

The following elements from the *StudentExtension* and *StudentSchoolAssociationExtension* complex types are included in the Class Roster Fall and Winter submission:

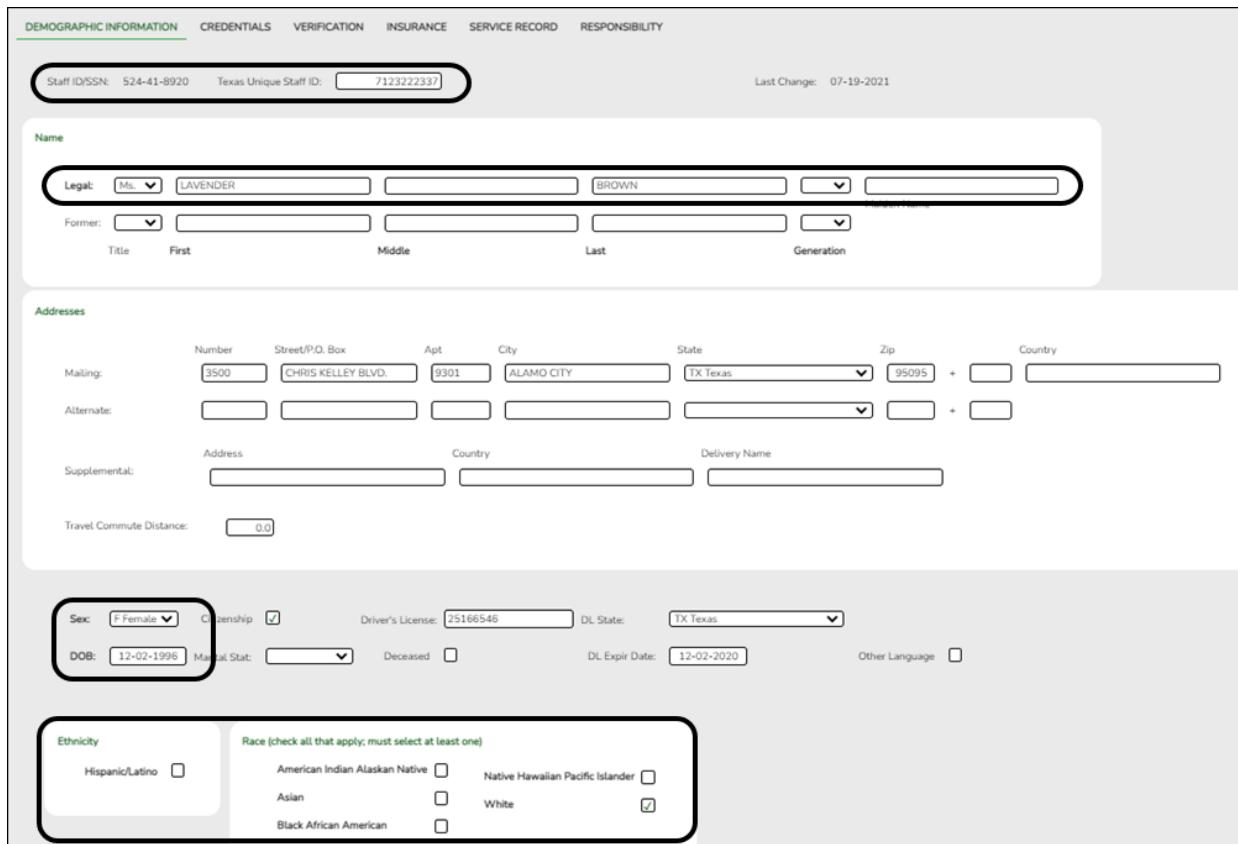
Reported Elements from Demo1:

Element	Code Table	Data Element	ASCENDER Name
E0923	--	LocalStudentId	--
E1523	--	StudentUniqueId	Texas Unique Student
E1517	C050	EntryGradeLevel	Grade
E0703	--	FirstName	Name - First
E0704	--	MiddleName	Name - Middle
E0705	--	LastSurname	Name - Last
E0001	--	StudentId	SSN
E0004	C013	Sex	Sex
E0006	--	BirthDate	DOB
E1064	--	HispanicLatinoEthnicity	Hispanic/Latino
E3050	C304	Race	White
E3050	C304	Race	Black/African American
E3050	C304	Race	Asian
E3050	C304	Race	American Indian/ Alaskan Native

Element	Code Table	Data Element	ASCENDER Name	
E3050	C304	Race	Hawaiian/Pacific Isl	
E0266	--	Schoollid	Camp ID Resid	

Personnel

- Personnel > Maintenance > Staff Demo > Demographic Information



The screenshot shows a web-based form for entering demographic information. At the top, there are tabs for DEMOGRAPHIC INFORMATION, CREDENTIALS, VERIFICATION, INSURANCE, SERVICE RECORD, and RESPONSIBILITY. The DEMOGRAPHIC INFORMATION tab is active. The form includes the following fields:

- Name:** Legal name is entered as "Ms. LAVENDER BROWN". Former name fields are empty. Title, First, Middle, Last, and Generation fields are also present.
- Addresses:** Mailing address is "3500 CHRIS KELLEY BLVD. 9301 ALAMO CITY TX Texas 95095". Alternate and supplemental address fields are empty.
- Personal Information:** Sex is "Female", Citizenship is checked, Driver's License is "25166546", DL State is "TX Texas", DOB is "12-02-1998", Marital Status is empty, Deceased is unchecked, DL Expir Date is "12-02-2020", and Other Language is unchecked.
- Ethnicity:** Hispanic/Latino is unchecked. Race options include American Indian/Alaskan Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, White, and others. "White" is checked.

The following elements from the *StaffExtension* and *TeacherSectionAssociationExtension* complex types are included in the Class Roster Fall and Winter submission:

Reported Elements from Demographic Information:

Element	Code Table	Data Element	ASCENDER Name
E1524	--	StaffUniqueID	Texas Unique Staff ID
E0505	--	StaffID	Staff ID/SSN
E0703	--	FirstName	Name - First
E0704	--	MiddleName	Name - Middle
E0705	--	LastSurname	Name - Last
E0706	C012	GenerationCode	Legal - Generation
E0004	C013	Sex	Sex

Element	Code Table	Data Element	ASCENDER Name
E0006	---	BirthDate	DOB
E1064	---	HispanicLatinoEthnicityHispanic/Latino	
E3050	C304	Race	American Indian Alaskan Native
E3050	C304	Race	Asian
E3050	C304	Race	Black African American
E3050	C304	Race	Hawaiian Pacific Islander
E3050	C304	Race	White

- Personnel > Maintenance > Staff Demo > Credentials

The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

Reported Elements from Credentials:

Element	Code Table	Data Element	ASCENDER Name
E1722	C322	TeacherIncentiveAllotmentDesignation	Teacher Incentive Allotment Designation

- Personnel > Maintenance > Staff Demo > Responsibility

NOTE: If a person is listed as an Instructor, it is considered they are teaching a course. The instructor can be listed in **Personnel** or in **Grade Reporting**, but not in both applications. The instructor must be deleted from *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor* if they do not have any sections assigned to them.

The following elements from the *TeacherSchoolAssociation* complex type are included in the Class Roster Winter submission:

Reported Elements from TeacherSchoolAssociation:

Element	Code Table	Data Element	ASCENDER Name
E1524	--	StaffUniqueID	Role ID/Staff Classification
E0266	--	SchoolID	Campus

- Personnel > Maintenance > Employment Info

The screenshot shows a complex web-based form for managing employee information. At the top, there is a search bar with the employee ID '001730 : BROWN, BELINDA' and buttons for 'Retrieve' and 'Directory'. The main area is divided into several sections:

- EMPLOYMENT INFO** (selected tab):
 - Employment Dates**: Original Emp Date: 02-04-2003, Latest Re-Employ Date: 02-04-2003, Termination Date: 08-17-2003, Termination Reason: Eligible for Re-hire: Percent Day Employed: 0%
 - Employment Types**: Employment Type: Employed, Sub Type: Highly Qualified: Year Round: Extract ID: P26 CONVERSION, Highest Degree: Employed
 - Retiree Information**: Retirement Date: 00-00-0000, Retiree Employment Type: Take Retiree Surcharge: NY Take Retiree Surcharge: 0%
- Years Experience**: --Professional-- Total: 01, In District: 01 --Non-Professional-- Total: 01, In District: 01
- Electronic Consent**: W-2: 1095, Grades Taught: 0
- Service Record**: Full Semester: 0
- Contract Information**: Class: 00-00-0000, Term: 00-00-0000, Year: 00-00-0000
- Extended Leave**: Begin: 00-00-0000, End: 00-00-0000
- Fingerprint Information**: Status: FP not needed, Extract Date: 00-00-0000, Fingerprint Date: 00-00-0000
- ERS Retiree Health**: Current Year Elig: 0, Next Year Elig: 0
- Auxiliary Role ID**: Delete, Auxiliary Role ID, Begin Date, End Date, Add
- Paraprofessional Certification**: Delete, Para Cert, Begin Date, End Date, Add

The following elements from the *StaffExtension* complex type are included in the Class Roster Fall and Winter submission:

Reported Elements from Employment Info:

Element	Code Table	Data Element	ASCENDER Name
E0730	C015	HighestCompletedLevelOfEducation	Highest Degree
E1377	--	TotalYearsPriorTeachingExperience	Years Experience (Professional) - Total
E1721	--	CreditableYearOfService	Creditable Year of Service
E1073	C181	StaffType	--

- Personnel > Utilities > Mass Update > Employee

EMPLOYEE

Reset

Extract ID

Unemployment Eligibility Yes

Take Retiree Surcharge Yes

NY Take Ret Surchg Yes

Employment Type

Retiree Employment Type

Creditable Year of Service Yes

Update Experience

Total (Prof) Experience Increment

If Employment Date <

District (Prof) Experience Increment

If Employment Date <

District (Non-Prof) Experience Increment

If Employment Date <

Total (Non-Prof) Experience Increment

If Employment Date <

Prior Teaching Experience Increment

If Employment Date <

Job Codes:

Modify

Area Code: From To

Zip Code:

Execute

The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

Reported Elements from Employee:

Element	Code Table	Data Element	ASCENDER Name
E1721	--	CreditableYearOfService	Creditable Year of Service

Payroll

- Payroll > Maintenance > Staff Job/Pay Data > Job Info

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
		TCHR - TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 [Add](#)

Contract Info

Pay Type:	1 Contracted employee	Pay Grade:	TEA	Pay Step:	01	Sched:	2	Max Days:	187	Hrs Per Day:	8.000	Incr Pay Step:	<input checked="" type="checkbox"/>
Total:	47,876.00	Balance:	11,968.97	# of Annual Pymts:	12	Remaining Pymts:	3	Concept:	Use hourly/daily rate table				
# of Months in Contract:	10	State Min Days:	187	Valid basic days in contract		Base Annual:	41,749.62	Calculate					
Daily Rate:	256.021	= Contract Total:	47,876.00	/ # of Days Empld:	187	# Days Off:	0.0	Vacant Job:	<input type="checkbox"/>				
Pay Rate:	3,989.67	= Contract Total:	47,876.00	/ # Annual Pymts:	12	Payoff Date:	07-23-2021	Wkly Hrs Sched:	<input type="checkbox"/>				
Reg Hrs Worked:	0.00	OVTM Elig:	<input type="checkbox"/>	OVTM Rate:	0.00	Hrly Rate:	0.00	Exempt Status:	<input type="checkbox"/>	EEOC:	07 Other classrm teach		

State Info

State Step:	01	Yrs in Career Ladder:	<input type="button"/>	TRS Year:	<input checked="" type="checkbox"/>	TRS Member Pos:	02 Teacher, librarian	Wholly Sep Amt:	0.00
State Min Salary:	36,964.00	= Foundation Daily Rate:	183.904	X % Assigned:	100%	X # of days Empld:	187	Retiree Exception:	<input type="button"/>

Calendar/Local Info

Calendar/Local Options:	<input type="button"/>	Begin Date:	07-27-2020	End Date:	06-11-2021	# of Days Empld:	187
Years Job Exp:	<input type="checkbox"/>	Local Contract Days:	14				

The following element from the *StaffExtension* complex type is included in the Class Roster Fall and Winter submission:

Reported Elements from Job Info:

Element	Code Table	Data Element	ASCENDER Name
E1073	C181	StaffType	Pay Type

District Administration

- District Administration > Maintenance > Non-Employee

Save
NON-EMPLOYEE

Employee Nbr:
Name:

Name

Employee Nbr	017499	Name	<input type="text" value="Mrs."/> <input type="text" value="YOLANDA"/>	<input type="text"/>	<input type="text" value="ZAPATA"/>	<input type="button"/>
Title	First		Middle	Last	Generation	

Work E-mail

Job Code

Highly Qualified:

Local Use

1:

2:

Instructional Staff

SSN:	<input type="text" value="123-45-6789"/>	TX Unique Staff ID:	<input type="text" value="5851239854"/>
Sex:	<input type="text" value="F - Female"/>	TSDS Staff Type:	<input type="text" value="3 - Contracted Prof"/>
Date of Birth:	<input type="text" value="04-06-1969"/>		

Races

Hispanic: <input type="checkbox"/>	American Indian: <input type="checkbox"/>	Asian: <input type="checkbox"/>	Black: <input type="checkbox"/>	Pacific Islander: <input type="checkbox"/>	White: <input checked="" type="checkbox"/>
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Days Employed:	<input type="text" value="0"/>	Begin Date:	<input type="text" value="09-01-2012"/>		
Total Years:	<input type="text" value="19"/>	End Date:	<input type="text" value="--"/>		
District Years:	<input type="text" value="10"/>				
Percent of Day:	<input type="text" value="80%"/>				
Highest Degree:	<input type="text" value="2 - Master's"/>				

The following element from the *StaffExtension* complex type is included in the Fall and Winter Class Roster submissions:

Reported Elements from Non-Employee:

Element	Code Table	Data Element	ASCENDER Name
E1073	C181	StaffType	TSDS Staff Type

Class Roster Winter Data Components

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**.

The following data elements are pulled from the Education Organization, Enrollment, Staff, Student Identification and Demographics, and Teaching and Learning domains:

- BeginDate (E3010)
- BirthDate (E0006)
- ClassroomPosition (E1454)
- CourseCode (E3071)
- CourseldentificationSystem (E3075)
- CourseSequence (E0948)
- CourseTitle (E3073)
- CreditableYearOfService (E1721)
- EndDate (E3020)
- EntryDate (E3023)
- EntryGradeLevel (E1517)
- FirstName (E0703)
- GenerationCode (E0706)
- GradeLevel (E0017)
- HighestCompletedLevelOfEducation (E0730)
- HispanicLatinoEthnicity (E1064)
- IdentificationCode (E3076)
- LastSurname (E0705)
- LocalCourseCode (E1194)
- LocalEducationAgencyCategory (E3036)
- LocalEducationAgencyId (E0212)
- LocalStudentId (E0923)
- MiddleName (E0704)
- NameOfInstitution (E3037)
- NonCampusBasedInstruction (E1072)
- ProgramAssignment (E3045)
- Race (E3050)
- SchoolId (E0266)
- SectionIdentifier (E1056)
- Sex (E0004)

- StaffId (E0505)
- StaffType (E1073)
- StaffUniqueId (E1524)
- StudentId (E0001)
- StudentUniqueId (E1523)
- TeacherIncentiveAllotmentDesignation (E1722)
- TotalYearsPriorTeachingExperience (E1377)