



# **Core Collection: Class Roster Winter Submission**



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# Core Collection: Class Roster Fall/Winter Submission

The Class Roster Fall/Winter Submissions collect organization, staff identification and demographics, class assignment, student identification and demographics, and class enrollment data.

## Fall Class Roster

- As-Of-Date: September 29, 2023
- Submission Due Date: October 19, 2023
- Grades 01 - 12

## Winter Class Roster

- As-Of-Date: February 23, 2024
- Submission Due Date: March 28, 2024
- Grades EE - 12

**NOTE:** Service ID restrictions for Summer PEIMS apply to this submission. (See PEIMS edit 30305-0004.)

### **New for 2023-2024 Class Roster Fall:**

**ADDED RULE 10020-0070:** Campus data must be provided for each campus registered with the TEA as an active instructional campus serving any of the grade levels "01"- "12".

**REMOVED RULE 10020-0003:** Campus data must be provided for each campus registered with the TEA as an active instructional campus.

Campus data must be reported for each campus registered with the TEA as an active instructional campus.

### **New for 2023-2024 Class Roster Winter:**

**RULE:** For a student school association being reported for the Charter School Waitlist collection, ENTRY-GRADE-LEVEL-TYPE must not be blank.



**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.

## 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

## I. 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.

CourseIdentificationSystem (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 > HRS1750 - Teacher Incentive Allotment Designation Report***

Preview PDF CSV Clear Options

Personnel Reports HRS1750 - Teacher Incentive Allotment Designation Report

[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](#)

| 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 Teacher Incentive Allotment Designation Report Program: HRS1750  
 Cnty Dist: 964-964 TEXAS ISD Page: 1 of 1

| Emp Nbr   | Employee Name | Pay Frequency |
|---|---------------|---------------|
| TIA Designation Cd  |               |               |
| Total Employees for District: <span style="margin-left: 150px;">Nbr Active: 0</span> <span style="float: right;">Nbr Inactive: 0</span> |               |               |

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

**Reported Elements from Personnel Reports:**

| Element | Code Table | Data Element                         | ASCENDER Name |
|---------|------------|--------------------------------------|---------------|
| E1722   | C322       | TeacherIncentiveAllotmentDesignation | ---           |

**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. To get them to extract, the staff member must 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**

The screenshot shows a web-based report configuration tool. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below this is a 'Report Template' section with a text input field and a 'Public' checkbox, along with 'Retrieve' and 'Directory' buttons. The 'Report Title' section contains the text 'Verify Personnel Data'. There is an 'Employee Nbr' field and an 'Active Employees Only' checkbox. The main configuration area is divided into four sections: 'Employee Demographic', 'Certification', 'Responsibility', and 'Employment'. Each section contains a grid of checkboxes for various data points. In the 'Employee Demographic' section, the following fields are checked: Employee Nbr, Texas Unique Staff ID, First Name, Middle Name, Last Name, Generation, Sex, and DOB. Other sections like 'Certification' and 'Employment' have several other fields checked, such as 'Highest Degree Achieved', 'Creditable Year of Service', and 'Yrs Prior Teaching'.

The following elements from the *StaffExtension* complex type are included in the Class Roster 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](#)

The screenshot displays the 'AVAILABLE COURSES' section of a software interface. At the top, there is a 'Save' button and a 'Student Information' tab. Below this, a search bar contains 'English' and a 'Title' dropdown. A 'Retrieve' button and a 'Stds-Based Crs Setup' button are also present. The main area is a table with the following columns: Del, Details, Course Number, Title, Abbrev Name, Service ID, Service ID Description, Graded Crs, Nbr of Sem, Textbook ISBN, Exclude from TeacherPortal, and Sif Pod. The table lists 13 English courses from grade 6 to 8, including variations like 'H', 'GT', 'IS', '6ALT', '7H', '7GT', '7IS', and '7ALT'. Below the table, there are navigation buttons (First, 1/2, Last) and a 'Rows: 39' indicator. Underneath the table, there are several input fields for course details: 'Crs Nbr' (0610), 'Title' (ENGLISH GR 6), 'Abbrev Name' (ELA&READ), 'Service ID' (03200510), 'Service ID Description' (ELA READ 6), 'Graded Crs' (checked), 'Nbr Sem' (2), 'Textbook ISBN', 'Exclude from TeacherPortal' (Incl Both(Att Grds)), and 'Self Paced' (unchecked). There are also sections for 'Grade Reporting', 'Course Codes and Credits', 'Elem/Misc', 'PEIMS', and 'HR/GA' with various dropdowns and input fields.

The following elements from the *StaffResponsibilitiesExtension* complex type are included in the Class Roster 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](#)

Save Student Information School Year: 2021-2022

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

English Title Retrieve

| Details               | Course Number | Title       | Service ID | Service ID Description | Nbr of Sem | Self-Paced               | Grd Restrctn | Grd Restrctn Addl | Textbook ISBN | Pregrid Grd Restrctn | Pregrid Addl Grd Rstr | Graded Courses                      | Exclude from txGradeBook |
|-----------------------|---------------|-------------|------------|------------------------|------------|--------------------------|--------------|-------------------|---------------|----------------------|-----------------------|-------------------------------------|--------------------------|
| <input type="radio"/> | 1200          | ENGLISH 2   | 03220200   | ENG 2                  | 2          | <input type="checkbox"/> |              |                   |               |                      |                       | <input checked="" type="checkbox"/> | Incl Both(Att/Grds)      |
| <input type="radio"/> | 1300          | ENGLISH 3   | 03220300   | ENG 3                  | 2          | <input type="checkbox"/> |              |                   |               |                      |                       | <input checked="" type="checkbox"/> | Incl Both(Att/Grds)      |
| <input type="radio"/> | 9100          | ENGLISH 1 R | 03220100   | ENG 1                  | 2          | <input type="checkbox"/> |              |                   |               |                      |                       | <input checked="" type="checkbox"/> | Incl Both(Att/Grds)      |
| <input type="radio"/> | 9200          | ENGLISH 2 R | 03220200   | ENG 2                  | 2          | <input type="checkbox"/> |              |                   |               |                      |                       | <input checked="" type="checkbox"/> | Incl Both(Att/Grds)      |
| <input type="radio"/> | 9300          | ENGLISH 3 R | 03220300   | ENG 3                  | 2          | <input type="checkbox"/> |              |                   |               |                      |                       | <input checked="" type="checkbox"/> | Incl Both(Att/Grds)      |
| <input type="radio"/> | 9400          | ENGLISH 4 R | 03220400   | ENG 4                  | 2          | <input type="checkbox"/> |              |                   |               |                      |                       | <input checked="" type="checkbox"/> | Incl Both(Att/Grds)      |

Rows: 6

⇒Crs Nbr: 1200 ENGLISH 2 Service ID: 03220200 ENG 2 Graded Crs:

Grd Restr: +  Pregrid Grd Restr: +

Textbook ISBN: Exclude from txGradebook: Incl Both(Att/Grds)

Self Paced:  N

**Options**  
 Excl Conflict Matrix:   
 Can Split Opt:  N  
 Rpt Card Grd Typ: Numeric

**Grade Reporting**  
 Per Ctr: 2  
 Department:  
 Gender Restr:  
 Required:   
 Elective:

**Course Codes and Credits**  
 Tot Credits: 1.0 Credit Lvl: H  
 Part Credit: Y Credit Seq: 4  
 AAR Use: E CPR: N  
 Grad Plan Use: ENGL Speech: N  
 Spec Cons:

**Elem/Misc**  
 Core Crs:  
 ELA Wgt:  
 Auto Grd:  
 Incl UIL Elig: Y  
 Exam/Sem Pttm: 1  
 Skills Based:

**PEIMS**  
 CTE Hrs:  
 Pop Srvd: 01  
 Instr Sett:  
 Class Type Cd: 01  
 Role Id: 087  
 Crs Seq:

**HR/GA**  
 HRoll Wgt: 1  
 HRoll Table: 0  
 HRoll Cd:  
 GA Table: 0  
 Ga Wgt: 1

The following elements from the *CourseOffering* complex type are included in the Class Roster 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 |
|--------------------------|--------------------------|--------|---------------|-----|-----------|------------------|---------------|------------------|---------------|--------------------------|---------------|--------------------------|----------|------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 0914   | ENGLISH 4 ALT | 10  | 010       | 2                | 0             | 2                | 0             | <input type="checkbox"/> | N             | <input type="checkbox"/> |          | 00               |
| <input type="checkbox"/> | <input type="checkbox"/> | 0914   | ENGLISH 4 ALT | 11  | 010       | 5                | 2             | 5                | 1             | <input type="checkbox"/> | N             | <input type="checkbox"/> |          | 00               |
| <input type="checkbox"/> | <input type="checkbox"/> | 0914   | ENGLISH 4 ALT | 12  | 010       | 1                | 2             | 1                | 0             | <input type="checkbox"/> | N             | <input type="checkbox"/> |          | 00               |
| <input type="checkbox"/> | <input type="checkbox"/> | 0914   | ENGLISH 4 ALT | 50  | 010       | 1                | 0             | 1                | 0             | <input type="checkbox"/> | N             | <input type="checkbox"/> |          | 00               |
| <input type="checkbox"/> | <input type="checkbox"/> | 0914   | ENGLISH 4 ALT | 51  | 010       | 0                | 0             | 0                | 0             | <input type="checkbox"/> | N             | <input type="checkbox"/> |          | 00               |
| <input type="checkbox"/> | <input type="checkbox"/> | 0914   | ENGLISH 4 ALT | 60  | 010       | 0                | 1             | 0                | 0             | <input type="checkbox"/> |               | <input type="checkbox"/> |          | 00               |

First 1 / 3 Last Add

Crs Nbr: 0914 ENGLISH 4 ALT Svc ID: 03220400 Multi Svc Ind:  Lock:  Include UIL Elig: N

Section: 10 Max Seats: 010 Enrolled Students Sem 1: 2 Sem 2: 2 Non Campus Based: 00 Dst Lrng:

**Section Information**

Sped Stu Age: 00 Crs Seq:

Pop Srvd:  Wks/Mnth:

Instruct Sett:  PK Curricula:

Class Type:  Stu Instr:

High Qual PK Prog:  Home Room Ind:

PK Sch Type:

Include WD Meeting Times:

**Restrictions**

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn:

**Child Care Partnership**

Delete  Operation Number

Add

**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: 06 Grad Plan Use:  Class Type: 02

Role ID: 087 Special Consid:  CPR: N

Nbr Sem: 2 Incl UIL Elig:  Speech: N

OnRamps:

**Campus Information**

Grade Rstrctn:  Rstrctn Addl:

| 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                     |
|--------------------------|-----|------|-----------|---------|------|------------|----------|--------|----------|------------|------------|---------|--------------------------|------------|---------------|--------------------------|
| <input type="checkbox"/> | 01  | 3    | 05        | 01      | 100  |            |          |        | 145      |            | 01         | 087     | <input type="checkbox"/> | 08-12-2024 |               | <input type="checkbox"/> |

The following elements from the *SectionExtension* and *TeacherSectionAssociationExtension* and *StudentSectionAssociation* complex types are included in the Class Roster 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](#)

The screenshot shows a web-based form for a student named Cecilia Michael Abundis. The form is organized into several sections:

- Demographic Information:** Includes fields for Grade (11), Entry Dt (08-16-2021), Track (00), and Texas Unique Student ID (2479861283). Name fields are filled with CECILIA, MICHAEL, and ABUNDIS. Sex is Female (F) and DOB is 01-06-2004.
- Phone / Address:** Mailing and Physical addresses are listed as 9807 DIVISION, Alamo City, TX 47575.
- Student Indicators:** Includes Eligibility Code (1), Attribution Code (00), and Active Cd (1 - Active).
- Current / Next Year Information:** Control Num (213) and CY Xfer Factor are visible.
- Economic Disadvantage, Foster Care, and Military Connected:** Each section has a table with columns for Delete, Descriptor, Begin Date, and End Date. Each table currently contains one entry with a trash icon and an 'Add' button.

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

**Reported Elements from Demo1:**

| Element | Code Table | Data Element            | ASCENDER Name                   |       |
|---------|------------|-------------------------|---------------------------------|-------|
| E0923   | ---        | LocalStudentId          | ---                             |       |
| E1523   | ---        | StudentUniqueld         | Texas Unique Student            |       |
| E1517   | C050       | EntryGradeLevel         | Grade                           | 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   | ---        | SchoolId     | Camp ID Resid        |

## Personnel

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

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: 524-41-8920 Texas Unique Staff ID: 7123222337 Last Change: 07-19-2021

**Name**

Legal: Ms. LAVENDER BROWN

Former: Title First Middle Last Generation

**Addresses**

Mailing: Number 3500 Street/P.O. Box CHRIS KELLEY BLVD Apt 9301 City ALAMO CITY State TX Texas Zip 95095 Country

Alternate: Address Country Delivery Name

Supplemental: Address Country Delivery Name

Travel Commute Distance: 0.0

Sex: Female Citizenship:  Driver's License: 25166546 DL State: TX Texas

DOB: 12-02-1996 Marital Stat: Deceased:  DL Expir Date: 12-02-2020 Other Language:

**Ethnicity**

Race (check all that apply; must select at least one)

Hispanic/Latino:  American Indian Alaskan Native:  Native Hawaiian Pacific Islander:

Asian:  White:

Black African American:

The following elements from the *StaffExtension* and *TeacherSectionAssociationExtension* complex types are included in the Class Roster 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](#)

Employee:  Retrieve Directory

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

| Delete | Details | Year | Campus                     | Staff Classification | Staff Service |
|--------|---------|------|----------------------------|----------------------|---------------|
|        |         | 2022 | 001 - ASCENDER High School | 087 - Teacher        | SR000003      |

[Add](#)

School Year for PEIMS Codes: 2022

Job Code:

Campus:

Co-op/SSA LEA:

Staff Classification:

ESC/SSA:

Staff Service:

SPED Student Age Range:

Pop Served:

Monthly Minutes:

# of Students:

Begin Date:

End Date:

**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 | Texas Unique Staff ID |
| E0266   | ---        | SchoolId      | Campus                |

- [Personnel > Maintenance > Employment Info](#)

Employee:  Retrieve Directory

**EMPLOYMENT INFO**

Employee Status: 1 Active professional Employed

**Employment Dates**

Original Emp Date: 08-14-2002

Latest Re-Employ Date: 00-00-0000

Termination Date: 00-00-0000

Extract for TSDS:

Termination Reason:

Eligible for Re-hire:

Percent Day Employed: 100%

Pct Day Employed Effective Date: 00-00-0000

**Employment Types**

Employment Type: F Half-Time or more

Sub Type:

Highly Qualified:

Year Round:

Extract ID: 187 187-DAY CALENDAR

Highest Degree: 2 Master's

**Retiree Information**

Retirement Date: 00-00-0000

Retiree Employment Type:

Take Retiree Surcharge:

NY Take Retiree Surcharge:

**Years Experience**

--Professional--      --Non-Professional--

Total: 32      Total: 00

In District: 22      In District: 00

Prior Teaching: 29

Creditable Year of Service:

**Electronic Consent**

W-2:

1095:

**Service Record**

Full Semester:

Grades Taught:

**Contract Information**

Class: T TEACHER

Term: T 1 YR TERM

Year: NO NOT APPLICABLE

**Extended Leave**

Begin: 00-00-0000

End: 00-00-0000

**TRA Years Experience**

TRA Teaching Experience: 0

TRA Eligibility:

**Auxiliary Role ID**

| Delete                   | Auxiliary Role ID    | Begin Date | End Date |
|--------------------------|----------------------|------------|----------|
| <input type="checkbox"/> | <input type="text"/> | --         | --       |

**Paraprofessional Certification**

| Delete                   | Para Cert                | Begin Date | End Date |
|--------------------------|--------------------------|------------|----------|
| <input type="checkbox"/> | <input type="checkbox"/> | --         | --       |

The following elements from the *StaffExtension* complex type are included in the Class Roster 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 (ICESA Report) 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

If Employment Date < --

District (Non-Prof) Experience

If Employment Date < --

Total (Non-Prof) Experience

If Employment Date < --

Prior Teaching Experience

If Employment Date < --

Job Codes: ▼

**Modify** Execute

From      To

Area Code:

Zip Code:

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            |
|--------|-------------------------------------|----------------|-------------------------------------|------------|---------------------|
|        | <input checked="" type="checkbox"/> | TCHR - TEACHER | <input checked="" type="checkbox"/> | 100%       | Contracted employee |

Rows: 1 of 1 Add

Primary Campus: 001 001 School  
Dept:

**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:

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:

Pay Rate: 3,989.67 = Contract Total: 47,876.00 / # Annual Pymts: 12 Payoff Date: 07-23-2021 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status:  EEOC: 07 Other classrm teach

**State Info**

State Step: 01 Yrs in Career Ladder:  TRS Year:  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:

**Calendar/Local Info**

Calendar/Local Options:  Begin Date: 07-27-2020 End Date: 06-11-2021 # of Days Empld: 187

Years Job Exp:  Local Contract Days: 14

The following element from the *StaffExtension* complex type is included in the Class Roster 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](#)

**NON-EMPLOYEE**

Employee Nbr:  Name:

**Name**

Employee Nbr:  Name:

Title      First                      Middle                      Last                      Generation

Work E-mail:

Job Code:

Highly Qualified:

**Local Use**

1:

2:

**Instructional Staff**

SSN:  TX Unique Staff ID:

Sex:

Date of Birth:

**Races**

Hispanic:  American Indian:  Asian:  Black:  Pacific Islander:  White:

Days Employed:  Begin Date:

Total Years:  End Date:

District Years:

Percent of Day:

Highest Degree:

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

**Reported Elements from Non-Employee:**

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

## II. (Student-only Districts) Import Staff Data

Student-only districts must either enter staff information in District Administration or use the Staff Import utility.

- [State Reporting > Utilities > Import Staff File](#)

## III. Create Interchanges

[State Reporting > Utilities > Create TSDS Core Collections Interchanges](#)

### Class Roster Fall

|                           |  |
|---------------------------|--|
| <b>Core Collection</b>    | Select the submission. For the Class Roster - Fall submission, select <i>Class Roster - Fall</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 the 2023-2024 Class Roster - Winter submission, the field should display 2024.  |
| <b>Campus</b>             | Type a three-digit campus ID, or leave blank to create interchanges for all campuses.  |
| <b>As-Of Date</b>         | (Required) Enter the as-of date for running this utility.<br><br>The <b>As-Of Date</b> must be the last Friday in February (February 23, 2024). Data is pulled for only one semester. All courses, teachers, and student enrollments must align exactly with that date to be reported, and at least one student enrolled in that course on this date in order for a course/teacher to be reported. |

The interchanges are listed according to the **Core Collection** field.

Select **All TSDS Collection Interchanges** (e.g., **All TSDS Class Roster Interchanges**) to create all interchanges for the Class Roster - Fall submission.

Or, select the individual interchange you want to create.

**NOTE:** Only the Staff Association Interchange can be created for Business-only districts. A valid District ID must be entered on **State Reporting > Maintenance > Organization > County District**.

All employees who have a valid Unique Staff ID and were employed at the district on the **As-of Date** are included.

|                          |  |
|--------------------------|--|
| <b>Selected Students</b> | 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. |
| <b>Selected Staff</b>    | 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.                 |

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: *015102-2018-11-11.15-30-22.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:

015166\_000\_2020TSDS\_202003031420\_InterchangeEducationOrganizationExtension.xml

If errors are encountered:

1. Correct the data in ASCENDER.
2. Create the interchanges again.

## Class Roster Winter

|                           |  |
|---------------------------|--|
| <b>Core Collection</b>    | Select the submission. For the Class Roster - Winter submission, select <i>Class Roster - Winter</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 the 2023-2024 Class Roster - Winter submission, the field should display 2024.  |
| <b>Campus</b>             | Type a three-digit campus ID, or leave blank to create interchanges for all campuses.  |
| <b>As-Of Date</b>         | (Required) Enter the as-of date for running this utility.<br><br>The <b>As-Of Date</b> must be the last Friday in February (February 23, 2024). Data is pulled for only one semester. All courses, teachers, and student enrollments must align exactly with that date to be reported, and at least one student enrolled in that course on this date in order for a course/teacher to be reported. |

The interchanges are listed according to the **Core Collection** field.

Select **All TSDS Collection Interchanges** (e.g., **All TSDS Class Roster Interchanges**) to create all interchanges for the Class Roster - Winter submission.

Or, select the individual interchange you want to create.

**NOTE:** Only the Staff Association Interchange can be created for Business-only districts. A valid District ID must be entered on **State Reporting > Maintenance > Organization > County District**.

All employees who have a valid Unique Staff ID and were employed at the district on the **As-of Date** are included.

|                          |  |
|--------------------------|--|
| <b>Selected Students</b> | 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. |
| <b>Selected Staff</b>    | 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.                 |

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: *015102-2018-11-11.15-30-22.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:

*015166\_000\_2020TSDS\_202003031420\_InterchangeEducationOrganizationExtension.xml*

If errors are encountered:

1. Correct the data in ASCENDER.
2. Create the interchanges again.