

Core Collection: Class Roster Winter Submission

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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 (School System) 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.

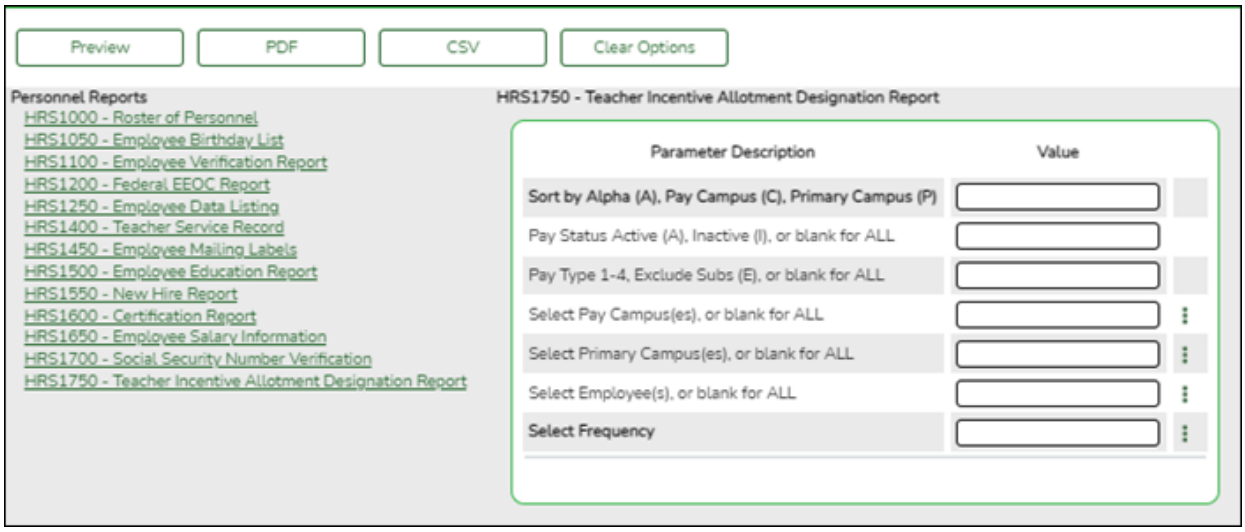
❑ CourseIdentificationSystem (E3075) (Code table: C350) is the system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as “State Course Code.”**

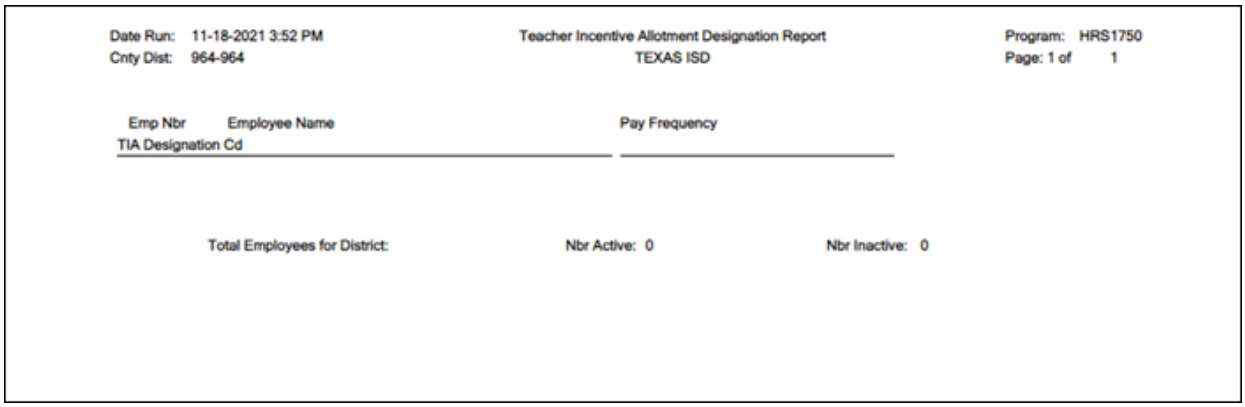
Reports

- 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





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

Reported Elements from Personnel Reports:

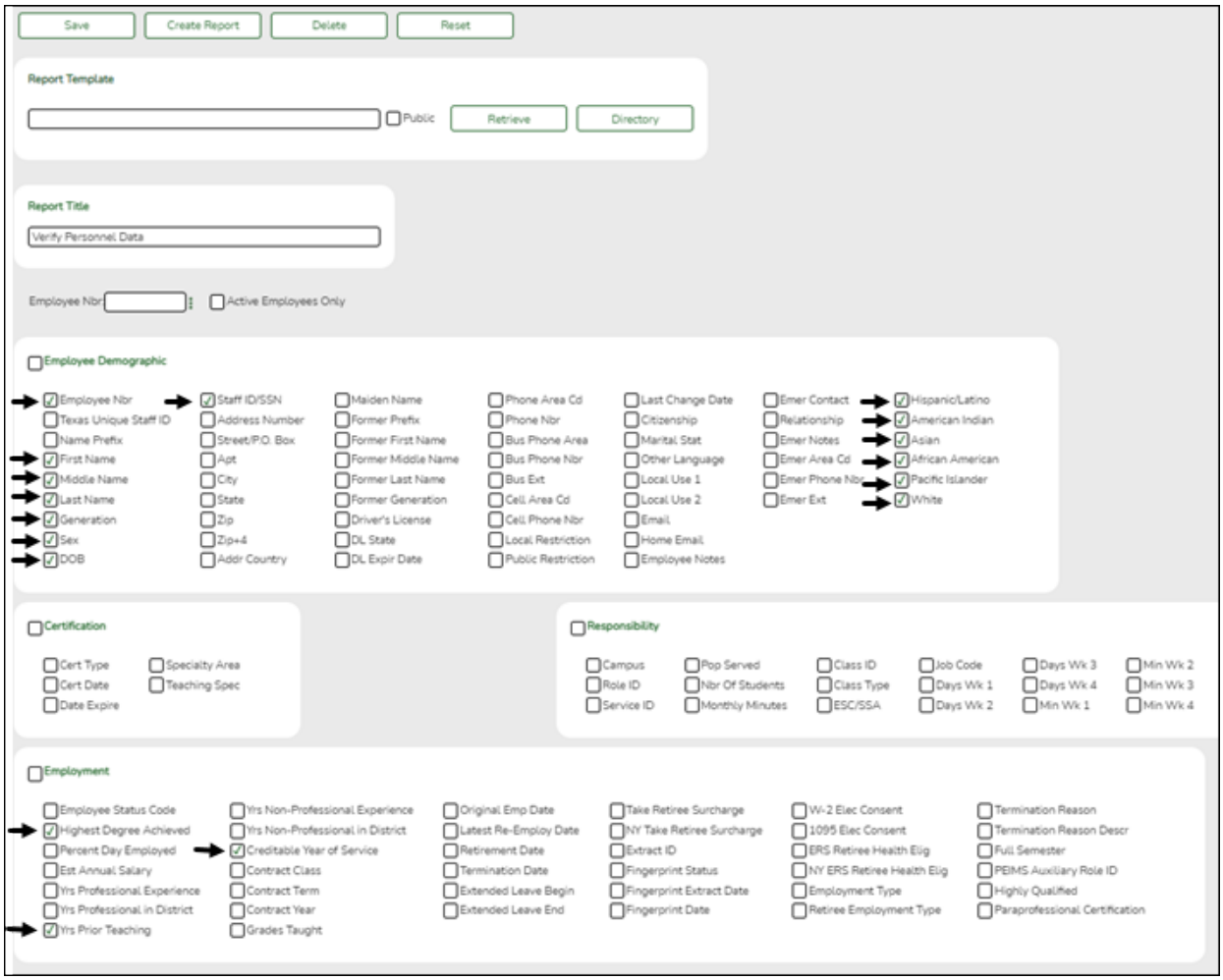
Element	Code Table	Data Element	ASCENDER Name
E1722	C322	TeacherIncentiveAllotmentDesignation	—-

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 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 Rpting 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**:

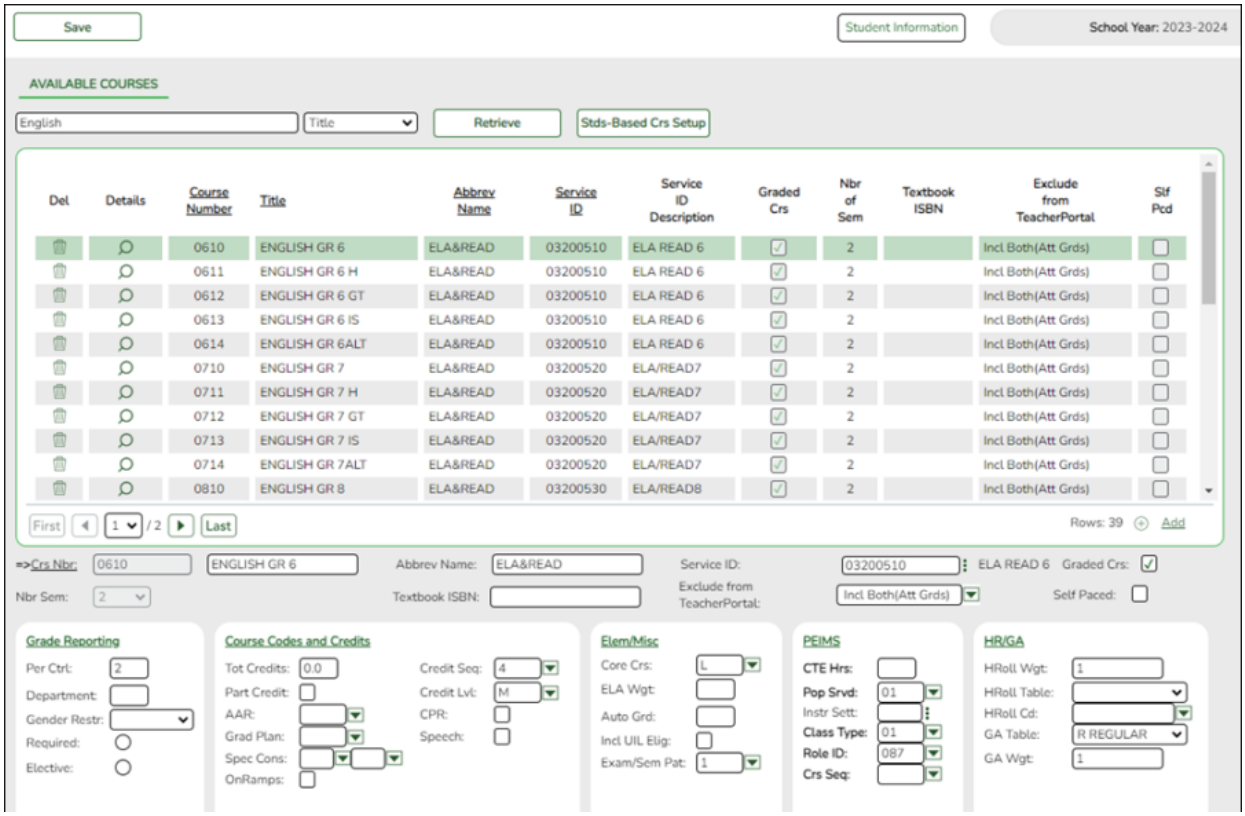
- ***Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List (Grd Rpting)***

For verifying student demographic data:

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

Grade Reporting

- Grade Reporting > Maintenance > Master Schedule > District Schedule

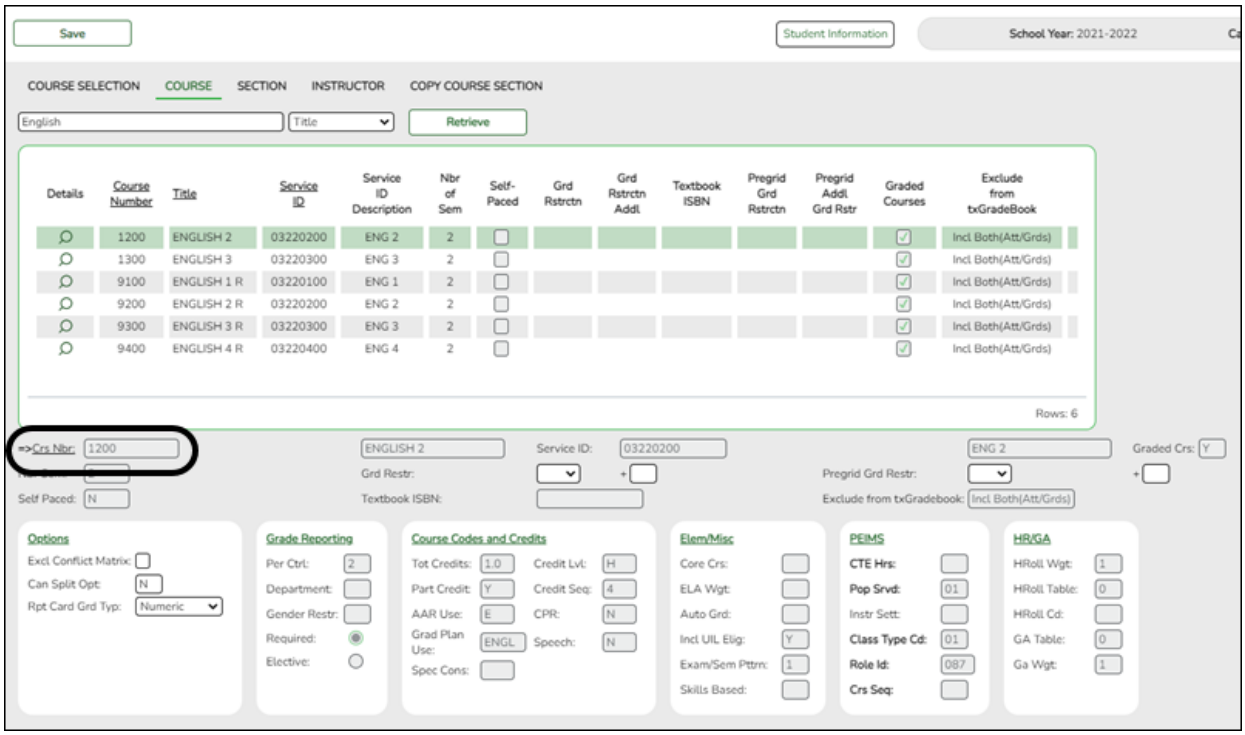


The following elements from the *StaffResponsibilitiesExtension* complex type are included in the Class Roster Winter submission:

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

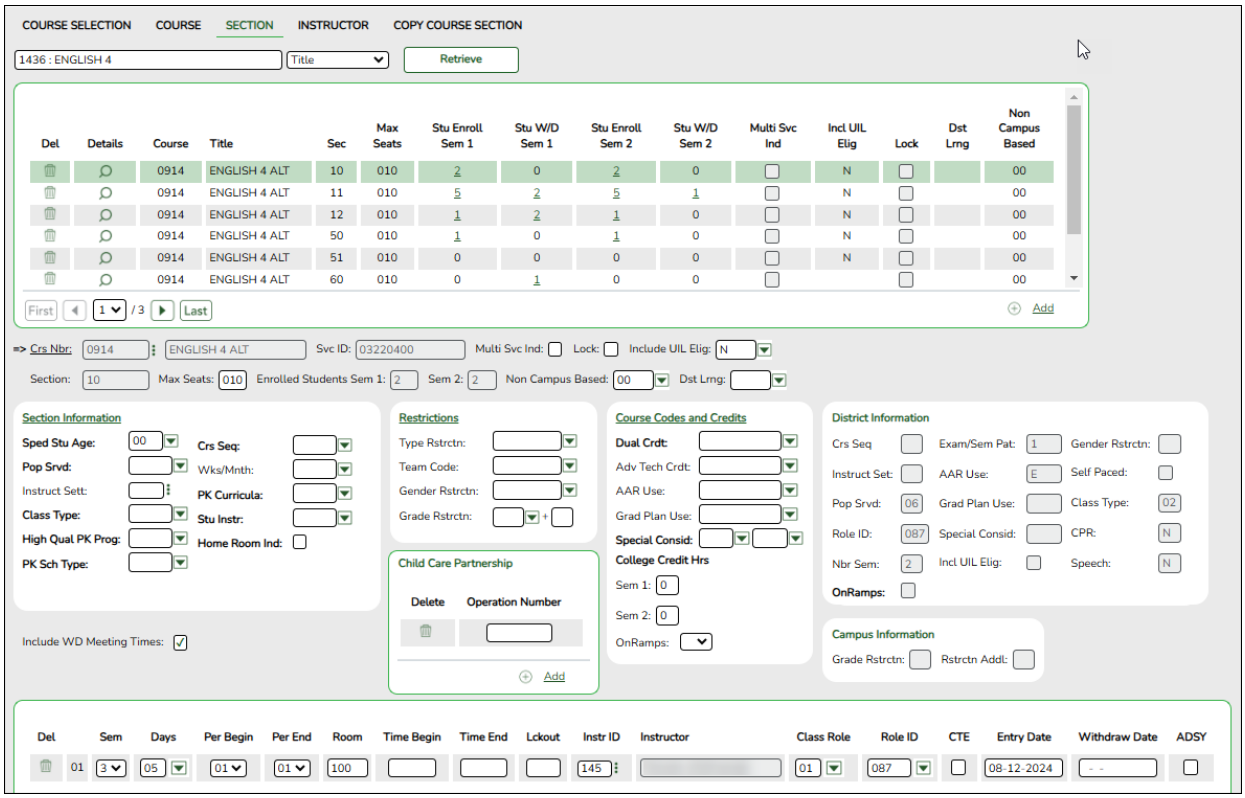


The following elements from the *CourseOffering* complex type are included in the Class Roster Winter submission:

Reported Elements from Course:

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

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



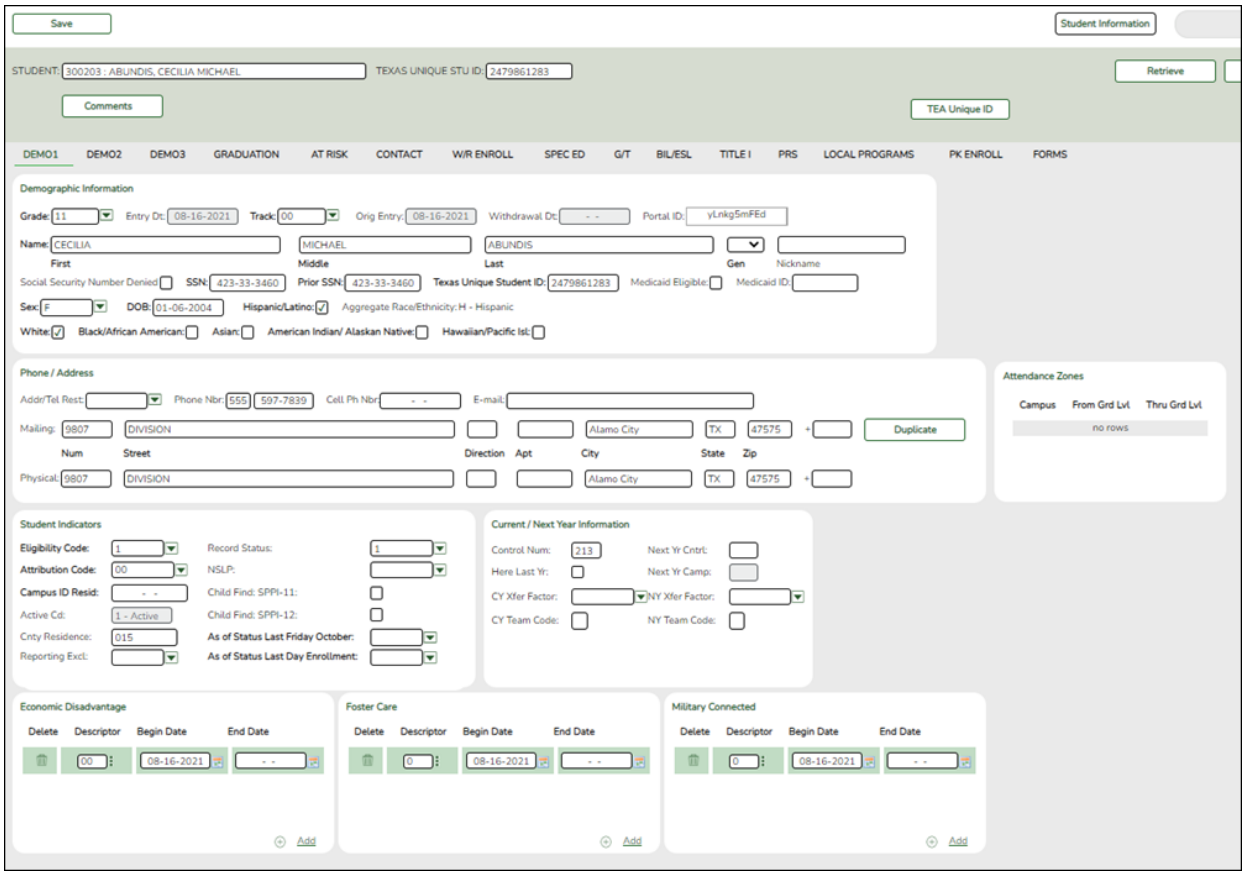
The following elements from the *SectionExtension* and *TeacherSectionAssociationExtension* and *StudentSectionAssociation* complex types are included in the Class Roster Winter submission:

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

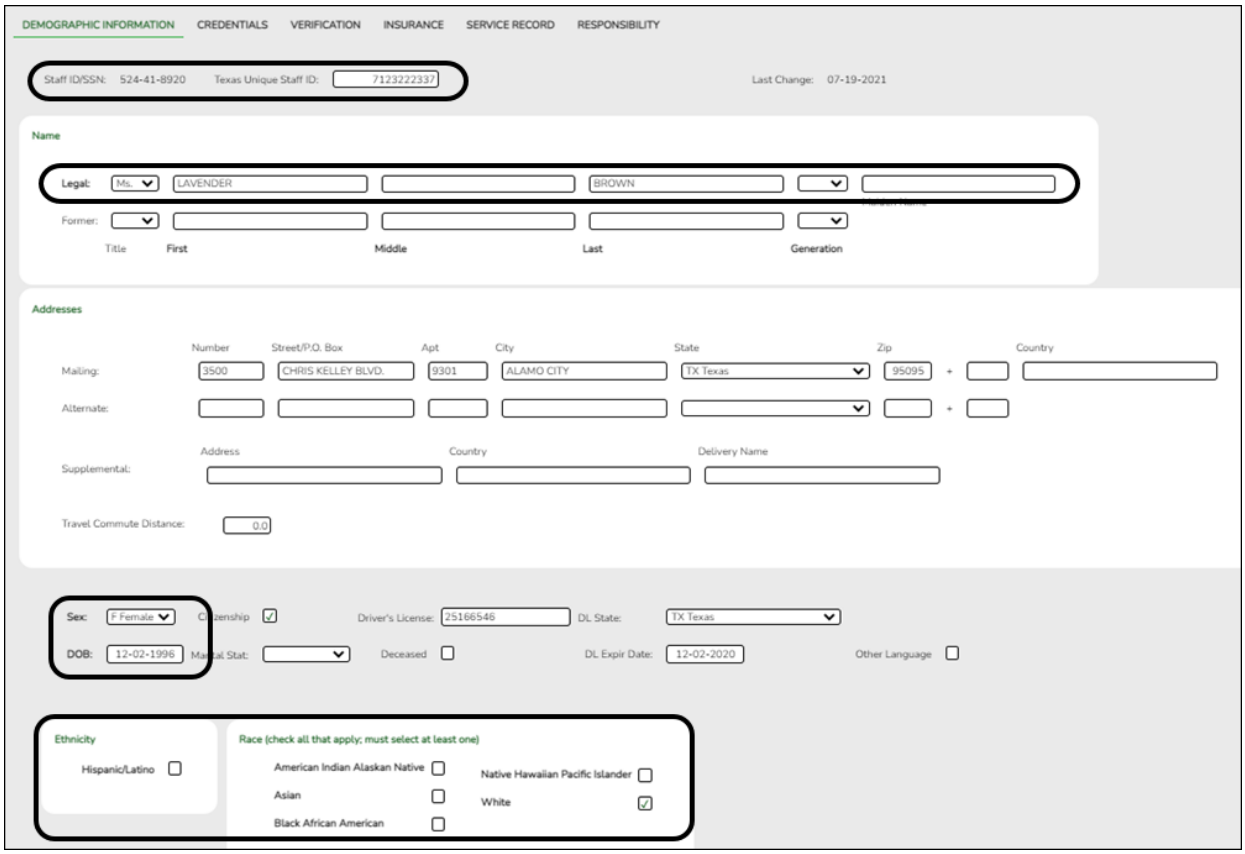
Reported Elements from Demo1:

Element	Code Table	Data Element	ASCENDER Name	
E0923	—-	LocalStudentId	—-	
E1523	—-	StudentUniqueId	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



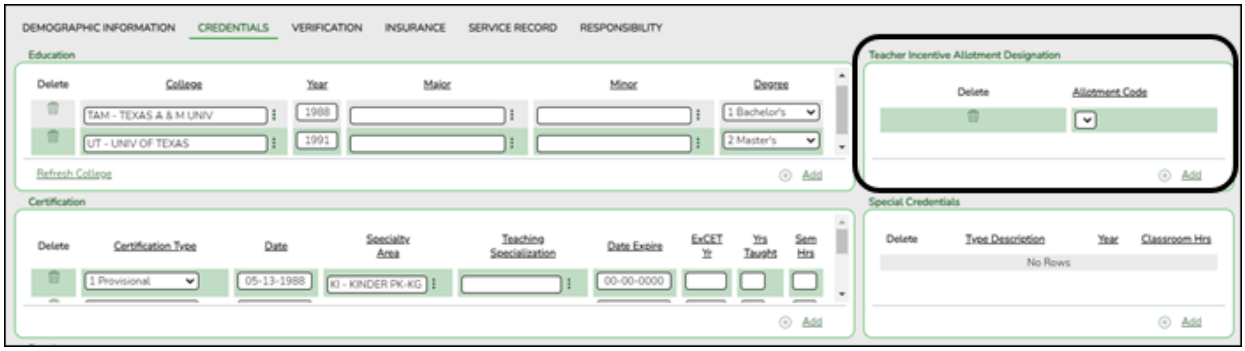
The following elements from the *StaffExtension* and *TeacherSectionAssociationExtension* complex types are included in the Class Roster Winter submission:

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

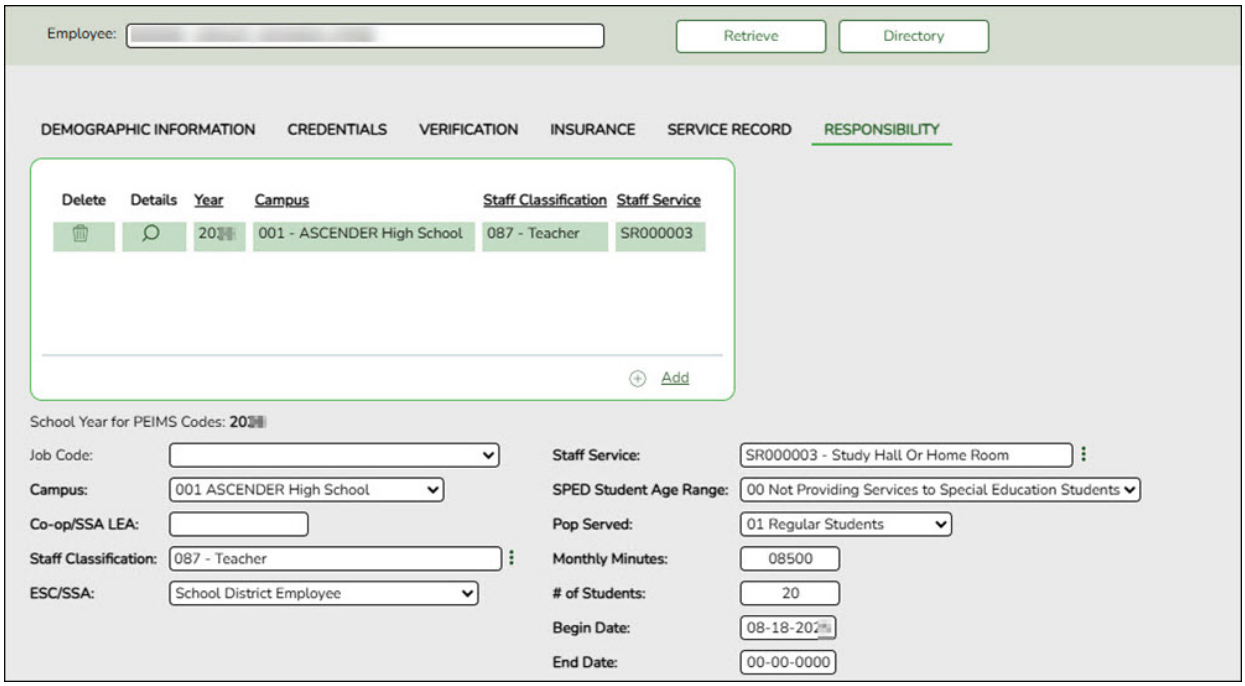


The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

Reported Elements from Credentials:

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

- Personnel > Maintenance > Staff Demo > Responsibility



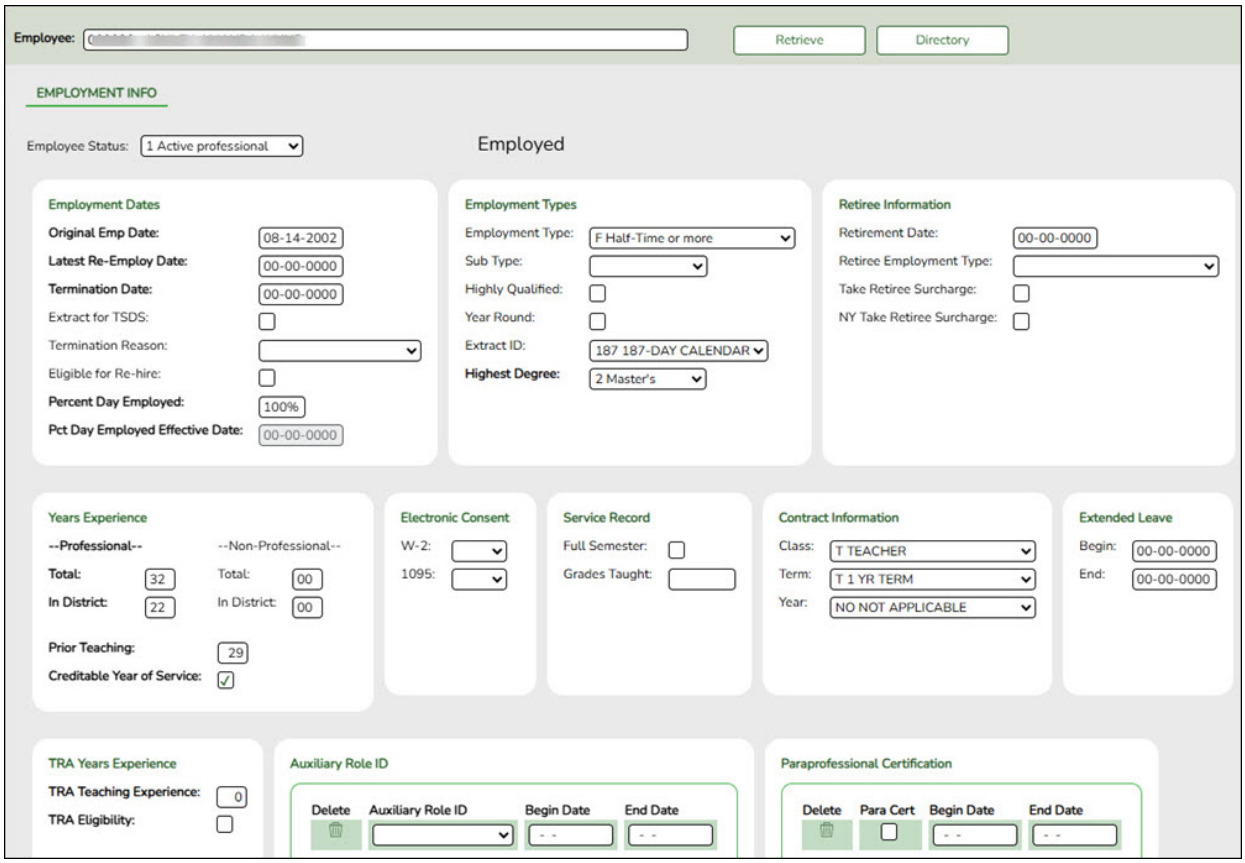
NOTE: If a person is listed as an Instructor, it is considered they are teaching a course. The instructor can be listed in **Personnel** or in **Grade Reporting**, but not in both applications. The instructor must be deleted from *Grade Reporting* > *Maintenance* > *Master Schedule* > *Campus Schedule*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

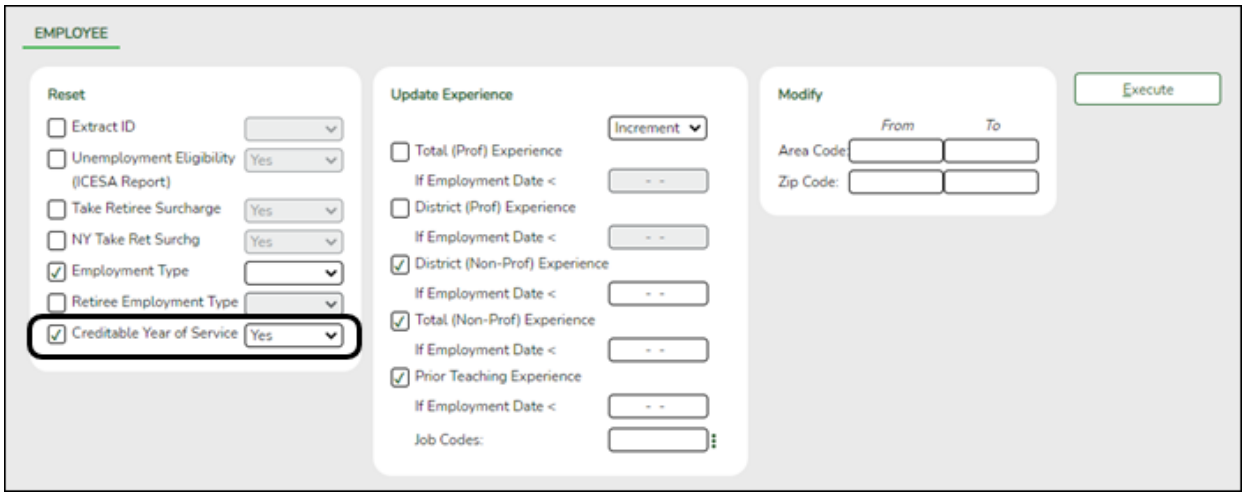


The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

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



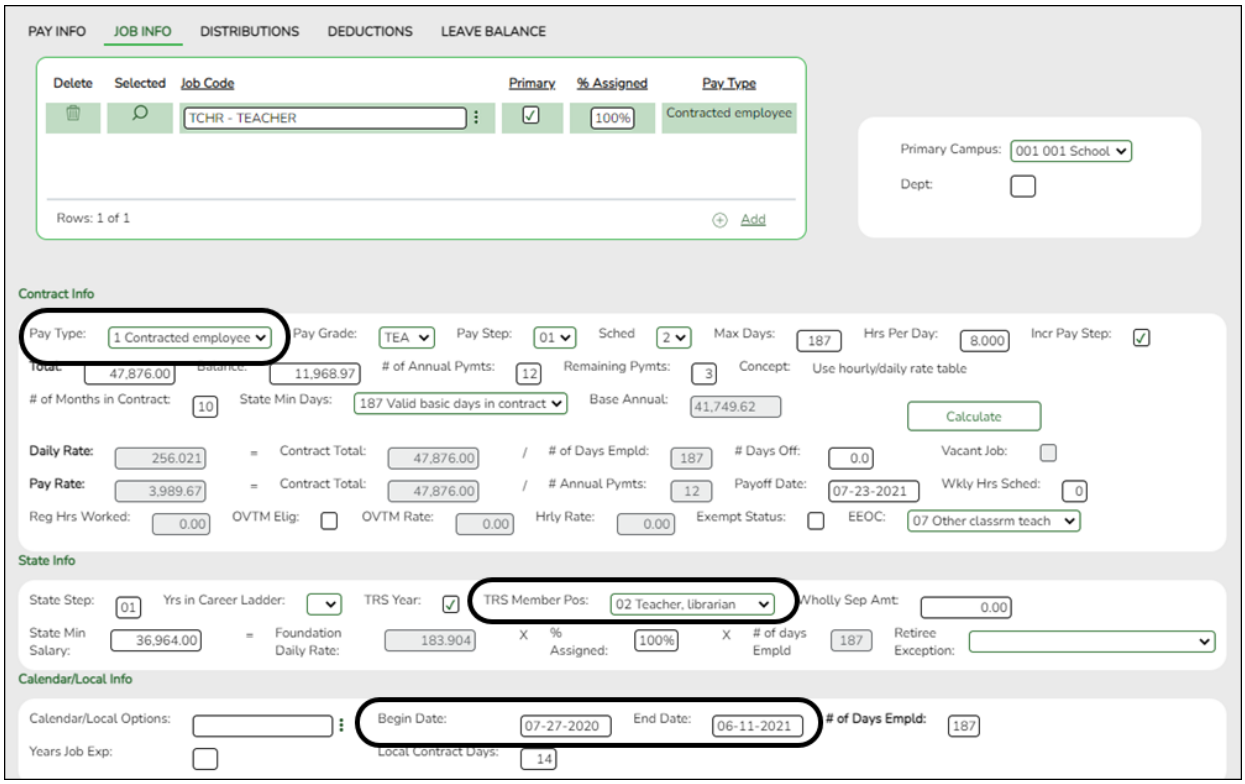
The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

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



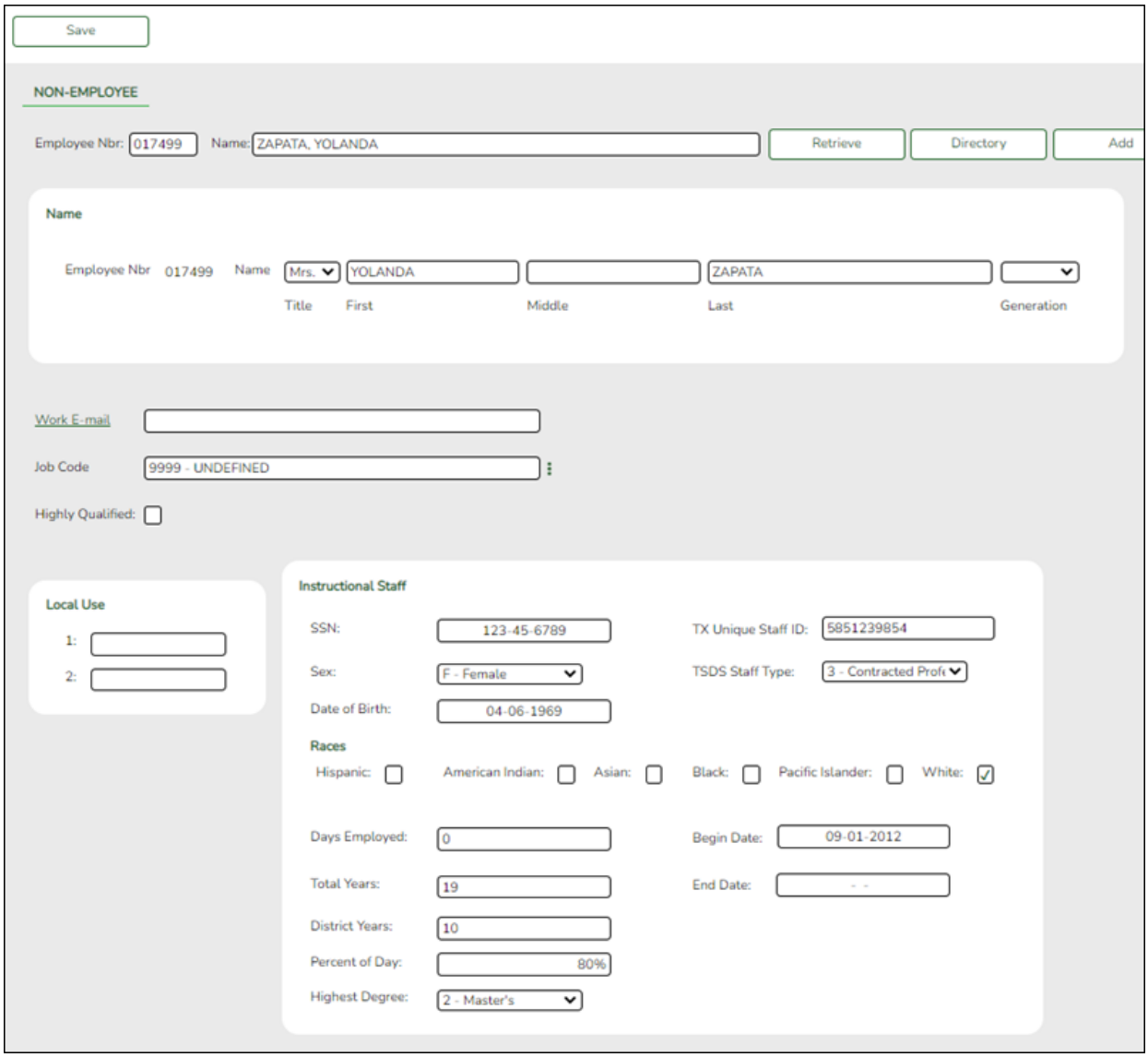
The following element from the *StaffExtension* complex type is included in the Class Roster Winter submission:

Reported Elements from Job Info:

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

District Administration

- District Administration > Maintenance > Non-Employee



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

Core Collection	Select the submission. For the Class Roster - Fall submission, select *Class Roster - Fall*.
Ending School Year	(Display only) The submission year as entered in the **Submission Year** field on State Reporting > Options is displayed. For the 2023-2024 Class Roster - Winter submission, the field should display 2024.
Campus	Type a three-digit campus ID, or leave blank to create interchanges for all campuses.
As-Of Date	(Required) Enter the as-of date for running this utility. The **As-Of Date** 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.

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.
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.

❑ 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

Core Collection	Select the submission. For the Class Roster - Winter submission, select *Class Roster - Winter*.
Ending School Year	(Display only) The submission year as entered in the **Submission Year** field on State Reporting > Options is displayed. For the 2023-2024 Class Roster - Winter submission, the field should display 2024.
Campus	Type a three-digit campus ID, or leave blank to create interchanges for all campuses.
As-Of Date	(Required) Enter the as-of date for running this utility. The **As-Of Date** 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.

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.
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.

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015166_000_2020TSDS_202003031420_InterchangeEducationOrganizationExtension.xml

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