



## 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:** 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

## 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***

Preview	PDF	CSV	Clear Options																
<b>Personnel Reports</b> <a href="#">HRS1000 - Roster of Personnel</a> <a href="#">HRS1050 - Employee Birthday List</a> <a href="#">HRS1100 - Employee Verification Report</a> <a href="#">HRS1200 - Federal EEOC Report</a> <a href="#">HRS1250 - Employee Data Listing</a> <a href="#">HRS1400 - Teacher Service Record</a> <a href="#">HRS1450 - Employee Mailing Labels</a> <a href="#">HRS1500 - Employee Education Report</a> <a href="#">HRS1550 - New Hire Report</a> <a href="#">HRS1600 - Certification Report</a> <a href="#">HRS1650 - Employee Salary Information</a> <a href="#">HRS1700 - Social Security Number Verification</a> <a href="#">HRS1750 - Teacher Incentive Allotment Designation Report</a>	<b>HRS1750 - Teacher Incentive Allotment Designation Report</b> <table border="1"> <thead> <tr> <th>Parameter Description</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</td> <td><input type="text"/></td> </tr> <tr> <td>Pay Status Active (A), Inactive (I), or blank for ALL</td> <td><input type="text"/></td> </tr> <tr> <td>Pay Type 1-4, Exclude Subs (E), or blank for ALL</td> <td><input type="text"/></td> </tr> <tr> <td>Select Pay Campus(es), or blank for ALL</td> <td><input type="text"/></td> </tr> <tr> <td>Select Primary Campus(es), or blank for ALL</td> <td><input type="text"/></td> </tr> <tr> <td>Select Employee(s), or blank for ALL</td> <td><input type="text"/></td> </tr> <tr> <td>Select Frequency</td> <td><input type="text"/></td> </tr> </tbody> </table>			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"/>
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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									
<table border="1"> <thead> <tr> <th>Emp Nbr</th> <th>Employee Name</th> <th>Pay Frequency</th> </tr> <tr> <th colspan="2">TIA Designation Cd</th> <th></th> </tr> </thead> </table> <table> <tr> <td>Total Employees for District:</td> <td>Nbr Active: 0</td> <td>Nbr Inactive: 0</td> </tr> </table>			Emp Nbr	Employee Name	Pay Frequency	TIA Designation Cd			Total Employees for District:	Nbr Active: 0	Nbr Inactive: 0
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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**

Report Template:   Public

Report Title:

Employee Nbr:   Active Employees Only

Employee Demographic

Employee Nbr, First Name, Middle Name, Last Name, Sex, DOB are checked and highlighted with arrows pointing to them.

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

Certification

Cert Type, Cert Date, Date Expire, Specialty Area, Teaching Spec.

Responsibility

Campus, Role ID, Service ID, Pop Served, Nbr Of Students, Monthly Minutes, Class ID, Class Type, ESC/SSA, Job Code, Days Wk 1, Days Wk 2, Days Wk 3, Days Wk 4, Min Wk 1, Min Wk 2, Min Wk 3, Min Wk 4.

Employment

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

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

The screenshot shows a software interface for managing courses. At the top, there are buttons for 'Save', 'Student Information', and 'School Year: 2023-2024'. Below this is a search bar with 'English' and a dropdown for 'Title'. There are buttons for 'Retrieve' and 'Stds-Based Crs Setup'. The main area is a table titled 'AVAILABLE COURSES' 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 Slf Pcd. The table lists courses from 0610 to 0810, each with a checkbox for 'Graded Crs'. The 'Exclude from TeacherPortal' column contains 'Incl Both(Att Grds)' for most courses, except 0611, 0612, 0613, 0614, 0711, 0712, 0713, 0714, and 0810 which have 'Incl Both(Att Grds)'. The 'Slf Pcd' column has checkboxes for all courses. Below the table are buttons for 'First', 'Previous', 'Next', 'Last', and 'Add'. A status bar at the bottom right shows 'Rows: 39' and a 'Rows' dropdown. Below the table are several configuration boxes: 'Grade Reporting' (Per Ctrl: 2, Department: [dropdown], Gender Restr: [dropdown], Required: [radio], Elective: [radio]), 'Course Codes and Credits' (Tot Credits: 0.0, Part Credit: [dropdown], AAR: [dropdown], Grad Plan: [dropdown], Spec Cons: [dropdown], OnRamps: [dropdown]), 'Elem/Misc' (Core Crs: L, ELA Wgt: [dropdown], Credit Seq: 4, Credit Lvl: M, CPR: [dropdown], Speech: [dropdown], Auto Grd: [dropdown], Incl UIL Elig: [dropdown], Exam/Sem Pat: 1), 'PEIMS' (CTE Hrs: [dropdown], Pop Srvd: 01, Instr Sett: [dropdown], Class Type: 01, Role ID: 087, Crs Seq: [dropdown]), and 'HR/GA' (HRoll Wgt: 1, HRoll Table: [dropdown], HRoll Cd: [dropdown], GA Table: R REGULAR, GA Wgt: 1).

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

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 Rstrctn	Grd Rstrctn Addl	Textbook ISBN	Pregrid Grd Rstrctn	Pregrid Grd Addl Rstr	Graded Courses	Exclude from txGradeBook
<input type="checkbox"/>	1200	ENGLISH 2	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	1300	ENGLISH 3	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9100	ENGLISH 1 R	03220100	ENG 1	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9200	ENGLISH 2 R	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9300	ENGLISH 3 R	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9400	ENGLISH 4 R	03220400	ENG 4	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)

Rows: 6

»Crs Nbr:  ENGLISH 2 Service ID:  Grd Rstr:  ENG 2 Graded Crs:  +

Self Paced:  Textbook ISBN:

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

**Grade Reporting**  
Per Crdt:  Department:   
Gender Restr:  Required:  Elective:

**Course Codes and Credits**  
Tot Crdt:  Credit Lvl:  Part Credit:  Credit Seq:  AAR Use:  CPR:  Grad Plan:  Speech:  Use:  Spec Cons:

**Elem/Misc**  
Core Crs:  ELA Wgt:  CTE Hrs:  Pop Srvd:  Auto Grd:  Instr Sett:  Class Type Cd:  Incl UIL Elig:  Exam/Sem Ptnr:  Role Id:  Skills Based:  Crs Seq:

**PEIMS**  
HRoll Wgt:  HRoll Table:  HRoll Cd:   
GA Table:  Ga Wgt:

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:  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:

**Child Care Partnership**

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  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: 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
	00	08-16-2021	--

**Foster Care**

Delete	Descriptor	Begin Date	End Date
	00	08-16-2021	--

**Military Connected**

Delete	Descriptor	Begin Date	End Date
	00	08-16-2021	--

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

<b>Element</b>	<b>Code Table</b>	<b>Data Element</b>	<b>ASCENDER Name</b>	
E3050	C304	Race	Hawaiian/Pacific Isl	
E0266	--	Schoolld	Camp ID Resid	