



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: 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

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	Pay Frequency
<u>TIA Designation Cd</u>		
<div style="display: flex; justify-content: space-between;"> Total Employees for District: Nbr Active: 0 Nbr Inactive: 0 </div>		

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

The screenshot shows the 'Verify Personnel Data' report template. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below these, the 'Report Template' section has a text input field and a 'Public' checkbox, with 'Retrieve' and 'Directory' buttons. The 'Report Title' section has a text input field containing 'Verify Personnel Data'. Below this, there are fields for 'Employee Nbr' and 'Active Employees Only' checkbox. The main body of the form is divided into four sections: 'Employee Demographic', 'Certification', 'Responsibility', and 'Employment'. Each section contains a list of checkboxes for various data points. In the 'Employee Demographic' section, many checkboxes are pre-selected with checkmarks, including 'Employee Nbr', 'Texas Unique Staff ID', 'First Name', 'Middle Name', 'Last Name', 'Generation', 'Sex', 'DOB', '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', 'Relationship', 'Emer Notes', 'Emer Area Cd', 'Emer Phone Nbr', 'Emer Ext', 'Hispanic/Latino', 'American Indian', 'Asian', 'African American', 'Pacific Islander', and 'White'. The 'Certification' section includes checkboxes for 'Cert Type', 'Specialty Area', 'Cert Date', 'Date Expire', and 'Teaching Spec'. The 'Responsibility' section includes checkboxes for '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 3', 'Min Wk 4', and 'Min Wk 1'. The 'Employment' section includes checkboxes for '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', 'Yrs Non-Professional in District', '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', 'Wi-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', and '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](#)

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	Stf 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: ☒

Nbr Sem: 2 Textbook ISBN: Exclude from TeacherPortal: Incl Both(Att Grds) Self Paced: ☐

Grade Reporting

Per Crt: 2

Department:

Gender Restr: v

Required: ☐

Elective: ☐

Course Codes and Credits

Tot Credits: 0.0

Part Credit: ☐

AAR: v

Grad Plan: v

Spec Cons: v

OnRamps: ☐

Elem/Misc

Core Crs: L

ELA Wgt: v

Auto Grd: ☐

Incl UIL Elig: ☐

Exam/Sem Pat: 1

PEIMS

CTE Hrs: v

Pop Svcd: 01

Instr Sett: v

Class Type: 01

Role ID: 087

Crs Seq: v

HR/GA

HRRoll Wgt: 1

HRRoll Table: v

HRRoll Cd: v

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 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: Y

Grd Restr: + Self Paced: N Pregrid Grd Restr: + Exclude from txGradebook: Incl Both(Att/Grds)

Textbook ISBN:

Options

Excl Conflict Matrix: ☐

Can Split Opt: N

Rpt Card Grd Typ: Numeric

Grade Reporting

Per Crt: 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: ☒

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 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 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: Wks/Mnth: PK Curricula: Stu Instr: Home Room Ind: ☐

Pop Srvt: Instruct Set: Class Type: High Qual PK Prog: 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 Srvt: 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
	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 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](#)

Save Student Information

STUDENT: 300203 - ABUNDIS, CECILIA MICHAEL TEXAS UNIQUE STU ID: 2479861283 Retrieve

Comments TEA Unique ID

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/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: yLink5mFEd

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 Isd: ☐

Phone / Address

Addr/Tel Rest: Phone Nbr: 555 597-7839 Cell Ph Nbr: E-mail:

Mailing: 9807 DIVISION Alamo City TX 47575 - Duplicate

Num Street Direction Apt City State Zip

Physical: 9807 DIVISION Alamo City TX 47575 -

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: ☐

Active Cd: 1 - Active Child Find: SPPI-12: ☐

Crty Residence: 015 As of Status Last Friday October:

Reporting Excl: As of Status Last Day Enrollment:

Current / Next Year Information

Control Num: 213 Next Yr Cntrl:

Here Last Yr: ☐ 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	- -

Add

Foster Care

Delete	Descriptor	Begin Date	End Date
	0	08-16-2021	- -

Add

Military Connected

Delete	Descriptor	Begin Date	End Date
	0	08-16-2021	- -

Add

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	---	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	