



Core Collection: Class Roster Winter Submission

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

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

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

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

For a complete list of extract rules and edits, see

<https://tealprod.tea.state.tx.us/TWEDSAPI/23/394/0/DataComponents>



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

- [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	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:	Nbr Active: 0	Nbr Inactive: 0

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

Save
Create Report
Delete
Reset

Report Template

 Public Retrieve Directory

Report Title

Employee Nbr: Active Employees Only

Employee Demographic

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

Certification

<input type="checkbox"/> Cert Type	<input type="checkbox"/> Specialty Area
<input type="checkbox"/> Cert Date	<input type="checkbox"/> Teaching Spec
<input type="checkbox"/> Date Expire	

Responsibility

<input type="checkbox"/> Campus	<input type="checkbox"/> Pop Served	<input type="checkbox"/> Class ID	<input type="checkbox"/> Job Code	<input type="checkbox"/> Days Wk 3	<input type="checkbox"/> Min Wk 2
<input type="checkbox"/> Role ID	<input type="checkbox"/> Nbr Of Students	<input type="checkbox"/> Class Type	<input type="checkbox"/> Days Wk 1	<input type="checkbox"/> Days Wk 4	<input type="checkbox"/> Min Wk 3
<input type="checkbox"/> Service ID	<input type="checkbox"/> Monthly Minutes	<input type="checkbox"/> ESC/SSA	<input type="checkbox"/> Days Wk 2	<input type="checkbox"/> Min Wk 1	<input type="checkbox"/> Min Wk 4

Employment

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

The following elements from the *StaffExtension* complex type are included in the Class Roster 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 the 'AVAILABLE COURSES' interface. At the top, there is a 'Save' button and 'Student Information' with 'School Year: 2023-2024'. Below this is a search bar with 'English' entered and a 'Retrieve' button. A table lists available courses with 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 contains 10 rows of English courses from 0610 to 0810. Below the table are navigation buttons (First, 1/2, Last) and 'Rows: 39'. A detailed view for course 0610 is shown below the table, including fields for Course Number, Title, Abbrev Name, Service ID, Nbr Sem, Textbook ISBN, Exclude from TeacherPortal, and Self Paced. There are also several configuration sections: 'Grade Reporting' (Per Crt, Department, Gender Restr, Required, Elective), 'Course Codes and Credits' (Tot Credits, Part Credit, AAR, Grad Plan, Spec Cons, OnRamps, Credit Seq, Credit Lvl, CPR, Speech), 'Elem/Misc' (Core Crs, ELA Wgt, Auto Grd, Incl UIL Elig, Exam/Sem Pat), 'PEIMS' (CTE Hrs, Pop Srvd, Instr Sett, Class Type, Role ID, Crs Seq), and 'HR/GA' (HRRoll Wgt, HRRoll Table, GA Table, GA Wgt).

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

Crse Nbr: 1200 ENGLISH 2 Service ID: 03220200 Grd Crs: Y

Grd Restr: + Pregrid Grd Restr: + 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 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/Miss: 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 Cat: 01 Role Id: 087 Crs Seq:

HR/GA: HRRoll Wgt: 1 HRRoll Table: 0 HRRoll 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	Crse 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 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	---	Schoold	Camp ID Resid	