



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.

NOTE: The Class Roster - Fall Submission was sunset. Local education agencies will no longer be required to report this submission starting in the 2024-2025 school year.

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

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

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
Cnty Dist: 964-964

Teacher Incentive Allotment Designation Report
TEXAS ISD

Program: HRS1750
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**

2026/07/10 19:00

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Core Collection: Class Roster Winter Submission

- [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 grade 6 to 8. Below the table are navigation buttons (First, 1/2, Last) and 'Rows: 39'. A detailed view for course 0610 (ENGLISH GR 6) is shown below the table, including fields for Course Codes and Credits, Elem/Misc, PEIMS, and HR/GA.

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: 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 | 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

Crse 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

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

01 3 05 01 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 Winter submission:

Reported Elements from Section:

| Element | Code Table | Data Element | ASCENDER Name |
|---------|------------|---------------------------|------------------------|
| E1194 | --- | LocalCourseCode | Crse Nbr |
| E1056 | --- | SectionIdentifier | Crse Nbr, Section, Sem |
| E1072 | C182 | NonCampusBasedInstruction | Non-Campus Based |
| E0948 | C135 | CourseSequence | Crse 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's information. At the top, there are fields for 'STUDENT: 300203 - ABUNDIS, CECILIA MICHAEL' and 'TEXAS UNIQUE STU ID: 2479861283'. Below this is a navigation bar with tabs like 'DEMO1', 'DEMO2', 'DEMO3', 'GRADUATION', etc. The main form is divided into several sections:

- Demographic Information:** Includes fields for Grade (11), Entry Dt (08-16-2021), Track (00), and Name (CECILIA MICHAEL ABUNDIS).
- Phone / Address:** Contains address details for Alamo City, TX, with zip code 47575.
- Student Indicators:** Features dropdown menus for Eligibility Code, Attribution Code, and Record Status.
- Current / Next Year Information:** Includes Control Num (213) and other year-related fields.
- Economic Disadvantage, Foster Care, and Military Connected:** Each section has a table with columns for Delete, Descriptor, Begin Date, and End Date.

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: F 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 | --- | StaffUniqueIId | 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 |
|--------|---------|------|----------------------------|----------------------|---------------|
| | | 2024 | 001 - ASCENDER High School | 087 - Teacher | SR000003 |

[Add](#)

School Year for PEIMS Codes: 2024

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 | --- | StaffUniqueIcd | Texas Unique Staff ID |
| E0266 | --- | SchoolIcd | 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 |

Class Roster Winter Data Components

For a complete list of submission rules and edits, access the TSDS Web-Enabled Data Standards (**TWEDS**) website. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (XXXX), and **Submission** (XXX) and click **Open**.



Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**.

Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.

The following data elements are pulled from the Education Organization, Enrollment, Staff, Student Identification and Demographics, and Teaching and Learning domains:

- BeginDate (E3010)
- BirthDate (E0006)
- ClassroomPosition (E1454)
- CourseCode (E3071)
- CourseIdentificationSystem (E3075)
- CourseSequence (E0948)
- CourseTitle (E3073)
- CreditableYearOfService (E1721)
- EndDate (E3020)
- EntryDate (E3023)
- EntryGradeLevel (E1517)
- FirstName (E0703)
- GenerationCode (E0706)
- GradeLevel (E0017)
- HighestCompletedLevelOfEducation (E0730)
- HispanicLatinoEthnicity (E1064)
- IdentificationCode (E3076)
- LastSurname (E0705)
- LocalCourseCode (E1194)
- LocalEducationAgencyCategory (E3036)
- LocalEducationAgencyId (E0212)
- LocalStudentId (E0923)
- MiddleName (E0704)
- NameOfInstitution (E3037)
- NonCampusBasedInstruction (E1072)
- ProgramAssignment (E3045)
- Race (E3050)
- SchoolId (E0266)
- SectionIdentifier (E1056)
- Sex (E0004)

- StaffId (E0505)
- StaffType (E1073)
- StaffUniqueld (E1524)
- StudentId (E0001)
- StudentUniqueld (E1523)
- TeacherIncentiveAllotmentDesignation (E1722)
- TotalYearsPriorTeachingExperience (E1377)