


# ASCENDER TSDS New School Year Best Practice Guide (Outdated)

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# ASCENDER TSDS New School Year Best Practice Guide

TSDS reporting is a structured submission that has certain domains and/or entities dependent upon others. The purpose of this guide is to assist local education agencies (LEA) and regional education service centers (RESC) with a successful experience.

## District Administration > TSDS > Domains & Entities

Three new functions are introduced with the 8.1200 release on *District Administration* > *TSDS* > *Domains & Entities*:

- Selection of domains and entities with dependent enforcement
- Display of Send Status
- TSDS data extraction and send on demand

### Domain & Entity Selection

ASCENDER has broken down all TSDS reportable domains and extensions into four general level. Each level is dependent upon the previous level. This means that Second Level Submission > Staff Domain selection will generate an error if all First Level Submission entries are not also selected.

In addition to the level dependencies, the following dependencies will also be enforced:

- **Enrollment** domain depends on **Student Identification and Demographic > Student**
- **Student Identification and Demographics Domain > StudentEducationOrganizationAssociation** depends on **Enrollment** domain
- **Teaching and Learning > Course Offering** depends on Teaching and Learning > Course
- **Teaching and Learning > Section** depends on **Teaching and Learning > CourseOffering**
- **Teaching and Learning > StaffSectionAssociation** depends on **Teaching and Learning > Section**
- **Teaching and Learning > StudentSectionAssociation** depends on **Teaching and Learning > Section**
- **Student Attendance > StudentProgramAttendanceEvent** depends on **Alternative and Supplemental Services Domain**

### Send Status

The **Send Status** button will display the number of records extracted and the percentage successful

for each entity. This can be used as a measure in the decision whether to continue adding entities to the “extract and send” process.
**NOTE**: Incomplete or low success percentage entities will likely lead to errors for dependent endpoints.

### Extract & Send Functionality

There are two ways to transmit data to TSDS – via a 6:00 pm automatic process or by clicking on the **Extract & Send** button. Both processes will utilize the selections here to determine what data to send.

### Best Practice for Sending Data

To assist with the best schedule for your LEA, please complete the following Milestones.

❑ Gather important Milestones:

| <100% 40% 10% 50%> | | |
|---|---|---|
| **Milestone** | **Date** | **Note** |
| Fiscal year start | | |
| All employees updated in current year payroll | | |
| Annual Student Data Rollover (ASDR) process | | |
| First day of school | | |
| No Shows process | | |

The following table is laid out in dependency order and the dates from the Milestone table can be used as a guide to complete the following schedule.

**NOTE**: All staff and students must have a Texas Unique ID prior to beginning this process.

| **Date** | **Domain & Entity** | **Note** |
|---|---|---|
| **First Level Submission** | | |
| | Education Organization Domain & Descriptor | • After the Annual Student Data Rollover (ASDR) process<br>• Needed for Charter School Waitlist (CSW) |
| | School Calendar Domain | • After the Annual Student Data Rollover (ASDR) process and calendars are finalized |
| **Second Level Submission** | | |
| | Student Identification and Demographic Domain > Student | • Late August/early September after enrollment and leveling is complete (see First Day Counts and No Show process date) |

| Date | Domain & Entity | Note |
|---|---|---|
| **First Level Submission** | | |
| | Enrollment Domain | • Late August/early September after enrollment and leveling is complete (see First Day Counts and No Show process date) |
| | Student Identification and Demographic Domain > Parent | • Late August/early September after enrollment and leveling is complete (see First Day Counts and No Show process date) |
| | Student Identification and Demographic Domain > StudentEducationOrganizationAssociation | • Late August/early September after enrollment and leveling is complete (see First Day Counts and No Show process date) |
| | Student Identification and Demographic Domain > StudentParentAssociation | • Once the Student and Parent entities are both complete with minimal errors, the association file can be sent. |
| | Staff Domain | • Mid to late August when new hires are processed |
| **Third Level Submission** | | |
| | Student Application Domain | • Needed for Charter School Waitlist (CSW) |
| | Finance Domain | • Mid to late September after all employees are updated with new contracts in current year |
| | Teaching and Learning Domain > Course | • Early September |
| | Teaching and Learning Domain > CourseOffering | • Early September |
| | Teaching and Learning Domain > Section | • Early September |
| | Teaching and Learning Domain > StudentSectionAssociation | • Early September |
| | Teaching and Learning Domain > StaffSectionAssociation | • Early September |
| | Alternative and Supplemental Services Domain | • Early September |
| | Prior Year Leaver Domain | • Early September |
| **Fourth Level Submission** | | |
| | Student Attendance Domain > StudentSchoolAssociationEvent | • Early September |
| | Student Attendance Domain > StudentProgramAttendanceEvent | • Early September |
| | Discipline Domain | • Early September |
| | Restraint Event | • Early September |
| | Student Academic Record Domain | • Early September |
| | Student Special Education Program Eligibility Association Domain | • Early September |