



# District Administration



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# Position Management

[District Administration > Tables > District Information > District Name/Address](#)

The screenshot shows a web application interface for District Administration. At the top, there is a navigation bar with 'Tables > District Information' and 'District Administration'. Below this, there is a 'Year' field set to '2026' and 'Retrieve' and 'Save' buttons. The main form is titled 'DISTRICT NAME / ADDRESS' and includes several sections: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT', 'FUND BALANCES', and 'FALL FINANCE TSDS DATA'. A 'Print' button is located at the top left of the form. The form fields are as follows: District Name: TEXAS ISD; District County Name: TEXAS Cnty; District Type: C - Charter; District Website: www.esc20.net; District E-mail: info@esc20.net; ESC Region Number: 10; ESC County District Number: 057-950; Street Nbr: 13328; Street Name: Lone Star Drive; City: Alamo City; State: TX - Texas; Zip: 28178; Phone: (555) 586-0687; Fax: (555) 510-8413; Superintendent: Mr. Jane Smith; Total Nbr School Board Requests: 0; Total Cost School Board Requests: \$0. A 'Contracted Instructional Staff' table is also present, with the following data:

Delete	Campus	Program Intent Code	Nbr FTE
	001	25	1.00

a. Enter Year and Retrieve b. Add data to Contracted Instructional Staff box if applicable a. Campus b. Program Intent Code c. Number of FTEs

[District Administration > Maintenance > Non-Employee](#)

(Contracted Instructional Staff)

Maintenance > Non-Employee
District Administration

NON-EMPLOYEE    TSDS

Employee Nbr:     Name:

**Name**

Employee Nbr	001563	Name	<input type="text" value="SANDRA"/>	<input type="text"/>	<input type="text" value="SMITH"/>	<input type="text"/>
		Title	First	Middle	Last	Generation

Work E-mail

Job Code  :

Highly Qualified:

**Local Use**

1:

2:

**Instructional Staff**

SSN: <input type="text" value="555-55-5555"/>	TX Unique Staff ID: <input type="text" value="1234567890"/>
Sex: <input type="text" value="F - Female"/>	TSDS Staff Type: <input type="text" value="3 - Contracted Profe"/>
Date of Birth: <input type="text" value="07-01-1973"/>	
<b>Races</b> Hispanic: <input type="checkbox"/> American Indian: <input type="checkbox"/> Asian: <input type="checkbox"/> Black: <input checked="" type="checkbox"/> Pacific Islander: <input type="checkbox"/> White: <input type="checkbox"/>	
Days Employed: <input type="text" value="187"/>	Begin Date: <input type="text" value="08-11-2025"/>
Total Years: <input type="text" value="10"/>	End Date: <input type="text" value="05-29-2026"/>
District Years: <input type="text" value="10"/>	Extract for TSDS: <input type="checkbox"/>
Percent of Day: <input type="text" value="100%"/>	Prior Teaching Years: <input type="text" value="10"/>
Highest Degree: <input type="text" value="1 - Bachelor's"/>	

- a. First, Middle and Last Name
- b. Generation Code if applicable
- c. SSN
- d. Unique ID
- e. Sex
- f. TSDS Staff Type (3=contracted professional instructional or non-instructional; 4=Charter Partner Campus teacher)
- g. Date of Birth
- h. Ethnicity & Race
- i. Number of days employed
- j. Total Years professional experience
- k. Number of Years in District
- l. Percent of Day working
- m. Contract Begin & End Dates