



# District Administration



# Table of Contents

**District Administration** ..... i



# District Information

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

The screenshot shows a web form for 'District Information' under the 'District Administration' menu. At the top, there is a 'Year' dropdown set to '2026', with 'Retrieve' and 'Save' buttons. Below this is a navigation bar with tabs: 'DISTRICT NAME / ADDRESS' (selected), 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT', 'FUND BALANCES', and 'FALL FINANCE TSDS DATA'. A 'Print' button is located below the navigation bar. The form contains several input fields: '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), and 'Superintendent' (Mr. Jane Smith). At the bottom, there are two input fields for 'Total Nbr School Board Requests' (0) and 'Total Cost School Board Requests' (\$0). A 'Contracted Instructional Staff' table is also present, with columns for 'Delete', 'Campus', 'Program Intent Code', and 'Nbr FTE'. The table contains one row with values: 001, 25, and 1.00. An 'Add' button is at the bottom right of the table.

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](#)

For contracted instructional staff, complete all fields under 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:    TX Unique Staff ID:

Sex:    TSDS Staff Type:

Date of Birth:

**Races**

Hispanic:    American Indian:    Asian:    Black:    Pacific Islander:    White:

Days Employed:    Begin Date:

Total Years:    End Date:

District Years:    Extract for TSDS:

Percent of Day:    Prior Teaching Years:

Highest Degree:

Be sure to select a **TSDS Staff Type** code for all non-employee staff members with a 2023 start date or later.

- Select *3 - Contracted Professional Staff* if the staff member is a Contracted Professional (instructional and non-instructional).
- Select *4 - In-District Charter Prtnr Campus Teacher* if the staff member is a teacher employed at an In-district Charter Partner Campus.