



# District Administration



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## District Information

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Add data for contracted instructional staff as needed.

The screenshot shows a web form for 'District Information'. At the top, there's a navigation bar with 'Tables > District Information' and 'District Administration'. Below that, a 'Year' field is set to '2026', with 'Retrieve' and 'Save' buttons. The form is divided into 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 area. The 'DISTRICT NAME / ADDRESS' section includes fields for District Name (TEXAS ISD), District County Name (TEXAS Cnty), District Type (C - Charter), District Website (www.esc20.net), and District E-mail (info@esc20.net). The 'CAMPUS NAME / ADDRESS' section includes 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), and Fax ((555) 510-8413). The 'REPORTING CONTACT' section includes Superintendent (Mr. Jane Smith) with fields for Title, First, Middle, Last, and Generation. At the bottom, there are fields for 'Total Nbr School Board Requests' (0) and 'Total Cost School Board Requests' (50). A 'Contracted Instructional Staff' table is highlighted with a red box. The table has columns for 'Delete', 'Campus', 'Program Intent Code', and 'Nbr FTE'. A single row is visible with values: a trash icon, '001', '25', and '1.00'. An 'Add' button is at the bottom right of the table.

In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

Under **Contracted Instructional Staff**, add records and complete the following fields:

- **Campus**
- **Program Intent Code**
- **Number of FTEs**

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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.