



District Administration

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

Add data for contracted instructional staff as needed.

The screenshot shows the 'District Administration' web application interface. 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 buttons for 'Retrieve' and 'Save'. The main form is titled 'DISTRICT NAME / ADDRESS' and contains various input fields for district information, including District Name (TEXAS ISD), District County Name (TEXAS Cnty), 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), and Fax ((555) 510-8413). There is also a section for Superintendent information. At the bottom, there are two input fields for 'Total Nbr School Board Requests' (0) and 'Total Cost School Board Requests' (50). A red box highlights the 'Contracted Instructional Staff' table, which has the following structure:

Delete	Campus	Program Intent Code	Nbr FTE
	001	25	1.00

An 'Add' button is visible 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**

[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" 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"/>		
Races			
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"/>		

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.