



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 a web application interface for District Administration. At the top, there's a navigation bar with 'Tables > District Information' and 'District Administration'. Below this, there's a 'Year' field set to '2026' and buttons for 'Retrieve' and 'Save'. The main form is titled 'DISTRICT NAME / ADDRESS' and includes various input fields: 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's also a Superintendent field with a dropdown menu showing 'Mr. Jane Smith'. At the bottom, there are two input 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, showing a single row with columns for 'Delete', 'Campus', 'Program Intent Code', and 'Nbr FTE'. The values in the row are 001, 25, and 1.00. An 'Add' button is located 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.