



Core Collection: Charter School Waitlist

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Core Collection: Charter School Waitlist

This page shows you how to enable and set up the Charter School Waitlist. It also lets you add, delete or edit students in it and create interchanges and run reports for it.

District Level

The district must set their preferences on this page. This will enable the Charter School Waitlist features.

Registration > Maintenance > District Profile > District Maintenance > Demographic Info

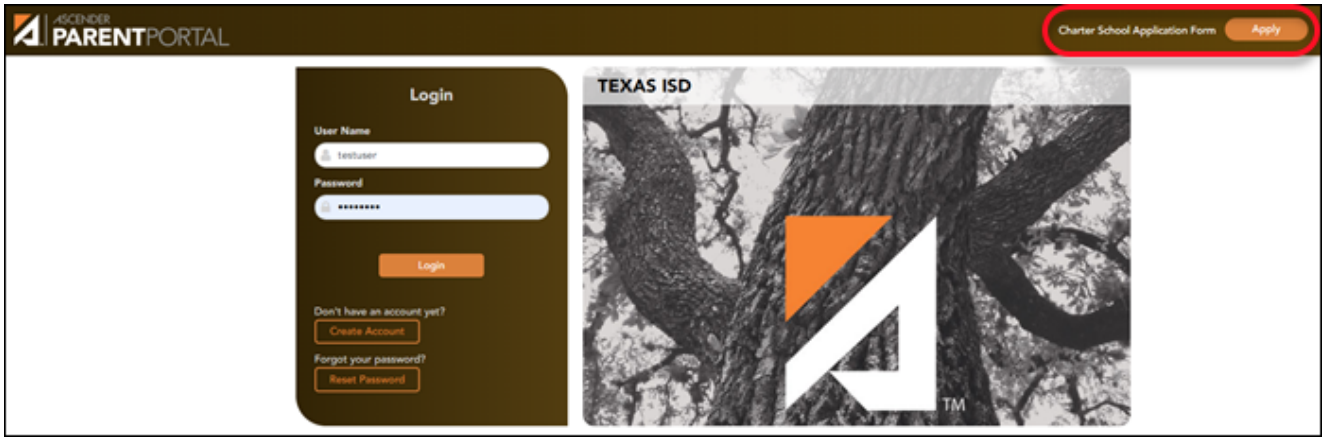
The screenshot shows a web form for district maintenance. At the top left is a 'Save' button and at the top right is a 'Student Information' button. Below these are tabs for 'DEMOGRAPHIC INFO', 'CONTROL INFO', 'SPECIAL ED INFO', 'ATTENDANCE ZONES OPTIONS', and 'STATE REPORTING'. The 'DEMOGRAPHIC INFO' tab is active. The form contains the following fields:

- District Name: TEXAS ISD
- District County: TEXAS Cnty
- District Website: www.esc20.net
- District Email: info@esc20.net
- ESC Region Number: 13
- ESC County District Number: 964-964
- Street Nbr: 1407
- Street Name: Lone Star Drive
- City: Alamo City
- State: TX
- Zip Code: 95095, 2152
- Phone: 555, 628-6043
- Fax: 555, 628-9744
- Superintendent Name: MR, Jo, C, Smith, JR
- Title: MR
- First: Jo
- Middle: C
- Last: Smith
- Generation: JR

A red circle highlights the 'District Type' dropdown menu, which is set to 'Charter', and the 'Allow Waitlist on ParentPortal' checkbox, which is checked. The 'Charter Application' dropdown is set to 'Current'.

Select **District Type** to indicate whether the district is *Independent*, *Charter*, or *Private*. Select *Charter* to enable the Charter School Waitlist features.

Select **Allow Waitlist on ParentPortal** to enable the display of the Charter School Application Form **Apply** button on the ASCENDER ParentPortal Login page. This field only displays if the **District Type** field is set to *Charter*.



Select **Charter Application** to *Current* or *Next* to indicate the Charter School Application Form school year in ASCENDER ParentPortal. This field only displays if the **District Type** field is set to *Charter*.

Click **Save**.

Campus Level

Select whether or not this campus will have a waitlist by checking or unchecking **Participating Charter Admission Waitlist**. Do this for each campus at the Charter School. Enter the enrollment capacity for the campus in the **Charter Enrollment Capacity** field.

Registration > Maintenance > Campus Profile > Campus Information Maintenance > Demographic Info

Campus ID:

DEMOGRAPHIC INFO
CONTROL INFO
PRINCIPAL/COUNSELOR

Campus Name:

Street Nbr: Street Name:

City: State: Zip Code:

Phone: Fax:

Participating Charter Admission Waitlist:

Charter Enrollment Capacity: Begin Date: End Date:

- Select **Participating Charter Admission Waitlist** for each charter school campus to indicate whether or not the campus will have a waitlist for admission.
- In the **Charter Enrollment Capacity** field, type the number (up to four digits) of students to which the charter school's campus is able to provide instruction without exceeding staffing and facility limitations and the approved charter holder's maximum enrollment.
- Click **Save**.

Create an export file of all students at the campus (or all campuses) who are missing a value for Texas Unique ID.

Registration > Utilities > Texas Unique Student ID Processing > UID Export

- Click the **Missing CSW UID Report** button to view a report of report of Charter School Waitlist students missing a Texas Unique ID . The report opens on the same page, below the fields. Click **Close CSW Report** to hide the report.
- Select **Charter School Waitlist** to create an export file of Charter School Waitlist students who are missing a value for Texas Unique id.

NOTE: In the Student Information section on Registration > Maintenance > Charter School Waitlist > Demographics, the fields for **First and Last name, Sex, DOB, State Student ID** and **Grd Lvl Applying For** are required for the file to export.

NOTE: These fields only display if the **District Type** field is set to *Charter* on Registration > Maintenance > District Profile > District Information > Demographic Information.

Create an import file updated with Charter School Waitlist students.

Registration > Utilities > Texas Unique Student ID Processing > UID Import

- Select **Charter School Waitlist Students**.
- Click **Browse**, then click **Choose File**. Locate and Select the file.
- Click **Submit**.
- Click **Execute**.

Student Level

There are two additional options the district may use to enter the student data.

- You may use the Charter School Waitlist Import Data file format ([Data File Layout](#)).
- You may create or retrieve a record on the ([Charter School Waitlist](#)) page. This page allows you to:
 - Add Waitlist Data
 - Update Waitlist Data
 - Delete Waitlist Data

Registration > Maintenance > Core Collections > Charter School Waitlist

Report

Registration > Reports > Registration Reports > Student > SRG4000 - Charter School Waitlist Roster Report

Preview
PDF
CSV
Clear Options

Student Report Group

- [SRG0200 - Student Name Listing](#)
- [SRG0300 - Student Address Listing](#)
- [SRG0400 - Student Information Sheets](#)
- [SRG0500 - Student Birthday Listing](#)
- [SRG0700 - Student Missing Forms](#)
- [SRG0710 - Standard Forms Printing](#)
- [SRG0720 - Online Registration Forms Related Reports](#)
- [SRG0730 - Percentage of Forms Submitted per Campus](#)
- [SRG0800 - Student Registration Forms](#)
- [SRG0810 - Blank Registration Forms](#)
- [SRG1001 - Student Address Labels](#)
- [SRG1002 - Student Name Labels](#)
- [SRG1300 - Student Bus Information](#)
- [SRG1800 - Enrollment by District of Residence](#)
- [SRG2000 - Student Contact Information](#)
- [SRG2400 - Students Without a ParentPortal Account Report](#)
- [SRG2600 - Attendance Zones Invalid Addresses](#)
- [SRG3014 - State Performance Plan14 Information](#)
- [SRG4000 - Charter School Waitlist Roster Report](#)
- [SRG5000 - Special Education Language Acquisition \(SELA\) Roster Report](#)
- [SRG5010 - Child Find SPPI-11 Student Roster Report](#)
- [SRG5020 - Child Find SPPI-12 Student Roster Report](#)
- [SRG6000 - Pandemic Electronic Benefit Transfer \(P-EBT\) \(2021 Summer\)](#)
- [SRG6010 - Pandemic Electronic Benefit Transfer \(P-EBT\)](#)

SRG4000 - Charter School Waitlist Roster Report

Parameter Description	Value	List
Campus ID (Blank for All)	<input type="text"/>	⋮
Grade Level (Blank for All)	<input type="text"/>	⋮
Current or Next Year Students (C=Current,N=Next Year)	<input type="text" value="C"/>	

Date Run: 5/23/2022 3:54 PM	TSDS CSW ROSTER REPORT	Program ID: SRG4000
Cnty-Dist: 964-964 - TEXAS ISD	LEA-Level Data	Page: 1 of 1
Campus: 001 - 001 School	Charter School Waitlist 2021-2022Collection	
Enrollment Capacity:0300	# of Charter Students Enrolled:215	Charter Admission Waitlist Indicator:Y
Student Name	Unique ID	Student ID
testL JR. test	2178498712	879798798
Sex	Date of Birth	Grade Level
F	02/05/2001	11
		CSW Ind
		Y

SGR4000 was added to provide charter school waitlist roster information for state reporting purposes.

In the **Campus** field, type a three-digit campus ID, or leave blank to create a report for all campuses.

Click **Run Preview**.

NOTE: This report is only available if the **District Type** field is set to *Charter* on Registration > Maintenance > District Profile > District Maintenance > Demographic Info.

IMPORTANT: There is a currently not an as of date parameter for this report. It is recommended to run this report on 09/24/2021 and save it for data verification.

PEIMS Reporting

All districts that are District Type *Charter* need to create the Charter School Waitlist interchange.

State Reporting > Utilities > Create TSDS Core Collections Interchanges > Charter School Waitlist

Core Collection:

Ending School Year: 2022

Campus:

As-Of Date:

Charter School Waitlist

- All TSDS Charter School Waitlist Interchanges
- Education Organization Interchange
- Student Enrollment Interchange
- Student Parent Interchange

Selected Students:

NOTES:

- This option only displays if the **District Type** field is set to *Charter* on the Registration > Maintenance > District Profile > District Information > Demographic Info tab.
- If the campus is participating (i.e. the **Participating Charter Admission Waitlist** check box is selected on the Registration > Maintenance > Campus Profile > Campus Information Maintenance > Demographic Info tab) and students are on the waitlist, then all three interchanges are generated.
- If the campus is participating and there are no students on the waitlist, then only the Education Organization Interchange is generated.

In the **Core Collection** dropdown menu, select the submission type. For the Charter School Waitlist submission, select *Charter School Waitlist*.

In the **Campus** field, type a three-digit campus ID, or leave blank to create interchanges for all

campuses.

In the **As-Of-Date** field, (Required) enter the as-of date for running this utility. The As-Of Date must be the last Friday in September (September 24, 2021).

Click **Run**.



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