



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 student data in it.

The Charter School Waitlist **due date** is October 25, 2024.



IMPORTANT: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

District Level

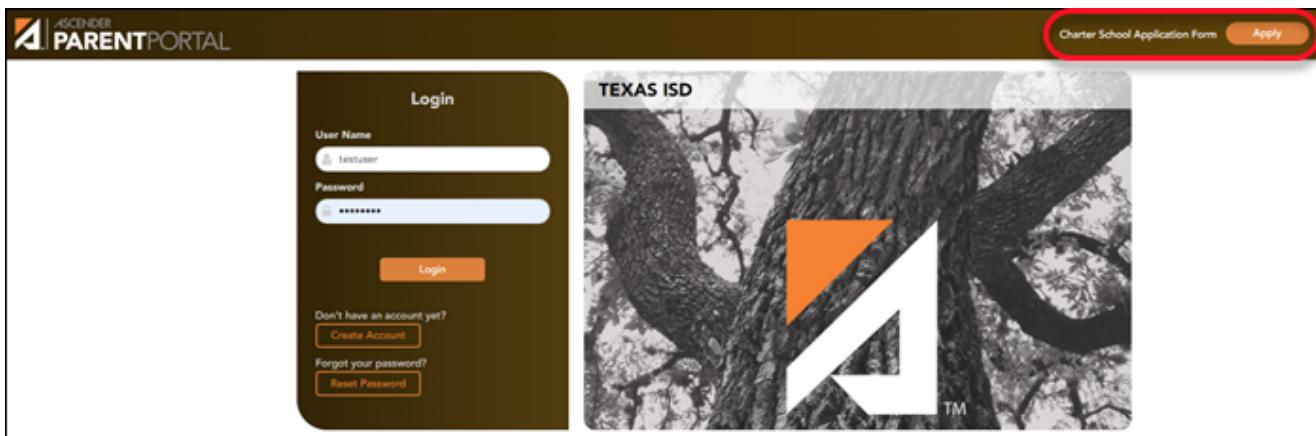
The district must set their preferences on this page. This will enable the Charter School Waitlist features.

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

Save
Student Information

DEMOGRAPHIC INFO	CONTROL INFO	SPECIAL ED INFO	ATTENDANCE ZONES OPTIONS	STATE REPORTING	
District Name:	TEXAS ISD				
District County:	TEXAS Cnty	District Type:	Charter	Allow Waitlist on ParentPortal:	<input checked="" type="checkbox"/>
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:	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">MR</div> <div style="border: 1px solid #ccc; padding: 2px;">Jo</div> <div style="border: 1px solid #ccc; padding: 2px;">C</div> <div style="border: 1px solid #ccc; padding: 2px;">Smith</div> <div style="border: 1px solid #ccc; padding: 2px;">JR</div> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> Title First Middle Last Generation </div>				

- 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:	001	Retrieve			
<table border="0"> <tr> <td>DEMOGRAPHIC INFO</td> <td>CONTROL INFO</td> <td>PRINCIPAL/COUNSELOR</td> </tr> </table>			DEMOGRAPHIC INFO	CONTROL INFO	PRINCIPAL/COUNSELOR
DEMOGRAPHIC INFO	CONTROL INFO	PRINCIPAL/COUNSELOR			
<p>Campus Name: 001 School</p> <p>Street Nbr: 8400 Street Name: 001 Street</p> <p>City: Alamo City State: TX Zip Code: 58145</p> <p>Phone: 555 235-4870 Fax: 555 235-4879</p>					
<p>Participating Charter Admission Waitlist: <input checked="" type="checkbox"/></p> <p>Charter Enrollment Capacity: 0500</p>					

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 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

The screenshot shows a data entry form for a Charter School Waitlist student. At the top, there are buttons for 'Save', 'Student Information', 'School Year: 2021-2022', and 'Campus 001'. Below these are fields for 'STUDENT' and 'TEXAS UNIQUE STU ID'. To the right are buttons for 'Retrieve', 'Directory', and 'Delete'. The main form area is divided into sections: 'DEMOGRAPHICS' and 'Primary Guardian Information'. The 'DEMOGRAPHICS' section contains fields for Name (First, Middle, Last), Sex, DOB, State Student ID, Texas Unique Student ID, Application Date, Campus ID, Grade Level Applying For, Student Identification Nbr, Last Four SSN, Other Child Attending, and Child of Staff or Board Member. The 'Primary Guardian Information' section contains fields for Name, Address (Number, Street Name, Apt, City, State, Zip), and Phone Nbr.

Report

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

[Preview](#)

[PDF](#)

[CSV](#)

[Clear Options](#)

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"/>	::

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 Plan 14 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 \(P-EBT\)](#)

Date Run: 5/23/2022 3:54 PM

Cnty-Dist: 964-964 - TEXAS ISD

Campus: 001 - 001 School

TSDS CSW ROSTER REPORT

LEA-Level Data

Charter School Waitlist

2021-2022Collection

Program ID: SRG4000

Page: 1 of 1

Enrollment Capacity:0300

of Charter Students Enrolled:215

Charter Admission Waitlist Indicator:Y

Student Name

testL JR. test

Unique ID

2178498712

Student ID

879798798

Sex

F

Date of Birth

02/05/2001

Grade Level

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 currently not an as of date parameter for this report. It is recommended to run this report on 09/27/2024 and save it for data verification.

Charter School Waitlist Data Elements

- Click on the **Data Elements** drop-down menu to see [complete information](#) for data elements including: definition, entities and domains used for CSW.

IMPORTANT: Use the [ASCENDER TSDS New School Year Best Practice Guide](#) to assist you in making selections of the domains and entities to send to TSDS.

- ApplicationDate (E3004)
- ApplicationType (E3005)
- BirthDate (E0006)
- CharterAdmissionWaitlist (E1676)
- CharterEducationalEnrollmentCapacity (E1675)
- EntryGradeLevel (E1517)
- FirstName (E0703)
- GenerationCode (E0706)
- GradeLevel (E0017)
- LastSurname (E0705)
- LocalEducationAgencyCategory (E3036)
- LocalEducationAgencyId (E0212)
- MiddleName (E0704)
- NameOfInstitution (E3037)
- NumberCharterStudentsEnrolled (E1674)
- SchoolId (E0266)
- SchoolYear (E1093)
- Sex (E0004)
- StudentId (E0001)
- StudentUId (E3079)



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