

tsds_newsy_best_practice_gde

Table of Contents

ASCENDER TSDS New School Year Best Practice Guide 1

ASCENDER TSDS New School Year Best Practice Guide

TSDS reporting is a structured submission that has certain domains and/or entities dependent upon others. The purpose of this guide is to assist local education agencies (LEA) and regional education service centers (RESC) with a successful experience.

District Administration > TSDS > Domains & Entities

Three new functions are introduced with 8.1200 release at District Administration > TSDS > Domains & Entities:

- Selection of domains and entities with dependent enforcement
- Display of Send Status
- TSDS data extraction and send on demand

Domain & Entity Selection

ASCENDER has broken down all TSDS reportable domains and extensions into four general level. Each level is dependent upon the previous level. This means that Second Level Submission > Staff Domain selection will generate an error if all First Level Submission entries are not also selected.

In addition to the level dependencies, the following dependencies will also be enforced:

- **Enrollment** domain depends on **Student Identification and Demographic > Student**
- **Student Identification and Demographics Domain > StudentEducationOrganizationAssociation** depends on **Enrollment** domain
- **Teaching and Learning > Course Offering** depends on Teaching and Learning > Course
- **Teaching and Learning > Section** depends on **Teaching and Learning > CourseOffering**
- **Teaching and Learning > StaffSectionAssociation** depends on **Teaching and Learning > Section**
- **Teaching and Learning > StudentSectionAssociation** depends on **Teaching and Learning > Section**
- **Student Attendance > StudentProgramAttendanceEvent** depends on **Alternative and Supplemental Services Domain**

Send Status

The Send Status button will display the number of records extracted and percentage successful for each entity. This can be used as a measure in the decision to continue adding entities to the extract and send process.

Incomplete or low success percentage entities will likely lead to errors for dependent endpoints.

Extract & Send Functionality

There are two ways to transmit data to TSDS – via a 6:00 pm automatic process or by clicking on the **Extract & Send** button. Both processes will utilize the selections here to determine what data to send.

Best Practice for Sending Data

To assist with the best schedule for your LEA, please complete the following milestones.

Gather important milestones:

- Fiscal year start:
- All employees updated in current year payroll:
- ASDR process:
- First day of school:
- First day counts process:
- No Shows process:

The following table is laid out in dependency order and the above dates can be used as a guide to complete the following schedule.

All staff and students must have a Texas Unique ID prior to beginning this process.

Updating TSDS - Quick Checklist				
✓	**Step**	**Completion Date**	**Completed By**	**Notes**
Step 1: TSDS Settings in District Administration				
	Enter TSDS Options.			


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Back Cover