



## **tsds\_newsy\_best\_practice\_gde**



## Table of Contents

<b>ASCENDER TSDS New School Year Best Practice Guide</b>	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.

Date	Domain & Entity	Note
<b>First Level Submission</b>		
	Education Organization Domain & Descriptor	<ul style="list-style-type: none"> <li>• After ASDR roll-over</li> <li>• Needed for Charter School Waitlist (CSW)</li> </ul>
	School Calendar Domain	<ul style="list-style-type: none"> <li>• After ASDR roll-over and calendars are finalized</li> </ul>
<b>Second Level Submission</b>		
	Student Identification and Demographic Domain > Student	Late August/early September after enrollment and leveling is complete (see First Day Counts and No Show process date)
	Enrollment Domain	Late August/early September after enrollment and leveling is complete (see First Day Counts and No Show process date)
	Student Identification and Demographic Domain > Parent	Late August/early September after enrollment and leveling is complete (see First Day Counts and No Show process date)

Date	Domain & Entity	Note
<b>First Level Submission</b>		
	Student Identification and Demographic Domain > StudentEducationOrganizationAssociation	Late August/early September after enrollment and leveling is complete (see First Day Counts and No Show process date)
	Student Identification and Demographic Domain > StudentParentAssociation	Once the Student and Parent entities are both complete with minimal errors, the association file can be sent.
	Staff Domain	Mid to late August when new hires are processed
<b>Third Level Submission</b>		
	Student Application Domain	<ul style="list-style-type: none"> <li>• Needed for CSW</li> </ul>
	Finance Domain	<ul style="list-style-type: none"> <li>• Mid to late September after all employees are updated with new contracts in current year</li> </ul>
	Teaching and Learning Domain > Course	<ul style="list-style-type: none"> <li>• Early September</li> </ul>
	Teaching and Learning Domain > CourseOffering	<ul style="list-style-type: none"> <li>• Early September</li> </ul>
	Teaching and Learning Domain > Section	<ul style="list-style-type: none"> <li>• Early September</li> </ul>
	Teaching and Learning Domain > StudentSectionAssociation	<ul style="list-style-type: none"> <li>• Early September</li> </ul>
	Teaching and Learning Domain > StaffSectionAssociation	<ul style="list-style-type: none"> <li>• Early September</li> </ul>
	Alternative and Supplemental Services Domain	<ul style="list-style-type: none"> <li>• Early September</li> </ul>
	Prior Year Leaver Domain	<ul style="list-style-type: none"> <li>• Early September</li> </ul>



## Back Cover