



## **tsds\_newsny\_best\_practice\_gde**



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# 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	<ul style="list-style-type: none"> <li>• Late August/early September after enrollment and leveling is complete (see First Day Counts and No Show process date)</li> </ul>
	Enrollment Domain	<ul style="list-style-type: none"> <li>• Late August/early September after enrollment and leveling is complete (see First Day Counts and No Show process date)</li> </ul>
	Student Identification and Demographic Domain > Parent	<ul style="list-style-type: none"> <li>• Late August/early September after enrollment and leveling is complete (see First Day Counts and No Show process date)</li> </ul>

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	• Needed for CSW
	Finance Domain	• Mid to late September after all employees are updated with new contracts in current year
	Teaching and Learning Domain > Course	• Early September
	Teaching and Learning Domain > CourseOffering	• Early September
	Teaching and Learning Domain > Section	• Early September
	Teaching and Learning Domain > StudentSectionAssociation	• Early September
	Teaching and Learning Domain > StaffSectionAssociation	• Early September
	Alternative and Supplemental Services Domain	• Early September
	Prior Year Leaver Domain	• Early September
<b>Fourth Level Submission</b>		
	Student Attendance Domain > StudentSchoolAssociationEvent	• Early September
	Student Attendance Domain > StudentProgramAttendanceEvent	• Early September
	Discipline Domain	• Early September
	Restraint Event	• Early September
	Student Academic Record Domain	• Early September
	Student Special Education Program Eligibility Association Domain	• Early September



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