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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 the 8.1200 release on *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 the percentage successful for each entity. This can be used as a measure in the decision whether to continue adding entities to the “extract and send” process.

NOTE: 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:

Milestone	Date	Note
Fiscal year start		
All employees updated in current year payroll		
Annual Student Data Rollover (ASDR) process		
First day of school		
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
First Level Submission		
	Education Organization Domain & Descriptor	• After the Annual Student Data Rollover (ASDR) process • Needed for Charter School Waitlist (CSW)
	School Calendar Domain	• After the Annual Student Data Rollover (ASDR) process and calendars are finalized
Second Level Submission		
	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)

Date	Domain & Entity	Note
First Level Submission		
	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)
	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
Third Level Submission		
	Student Application Domain	• Needed for Charter School Waitlist (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
Fourth Level Submission		
	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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