

Core Collection: Charter School Waitlist

Table of Contents

Core Collection: Charter School Waitlist 1

Core Collection: Charter School Waitlist

Review: Completed 9/22/26
Revised: 9/21/26

Reporting enrollment and waitlist data as of the last Friday in September is required for all open-enrollment charter schools and is submitted through the Charter School Waitlist Core Collection. This guide explains how to set up the system and enter the required data.

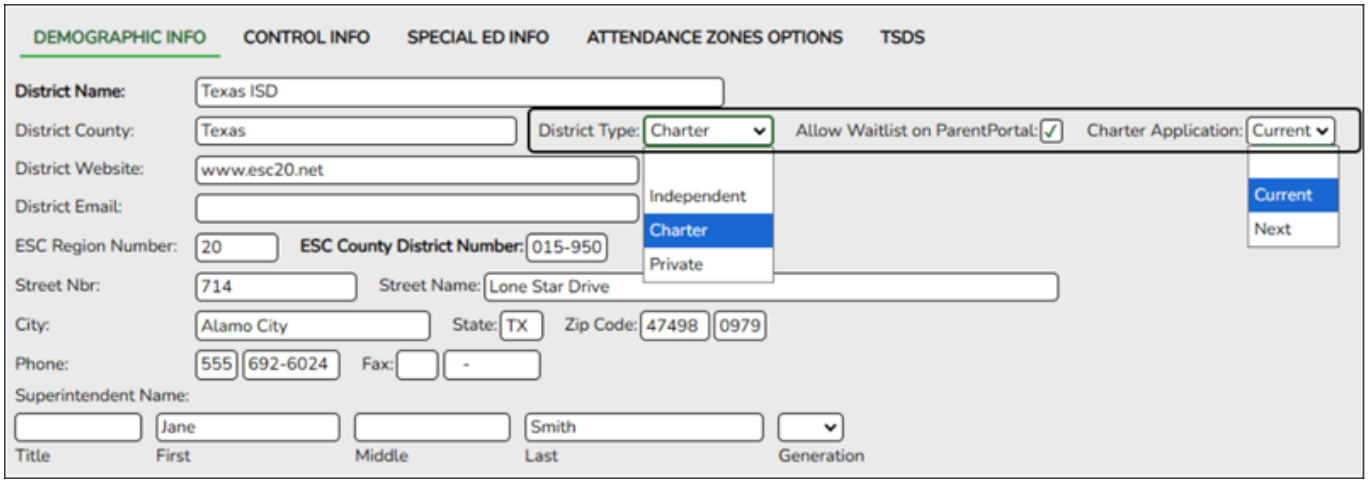
The Charter School Waitlist due date is October 30, 2026.

IMPORTANT: Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's (School System) process.

I. District Level

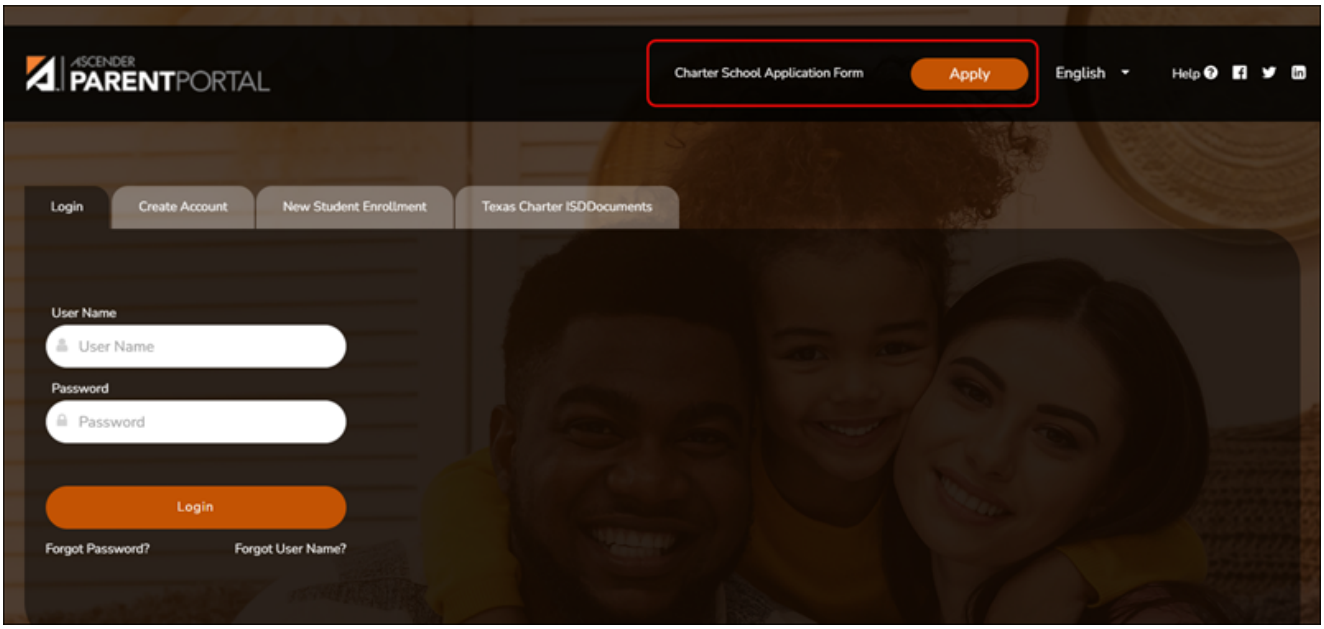
Registration > Maintenance > District Profile > District Maintenance > Demographic Info

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



❑ 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*.



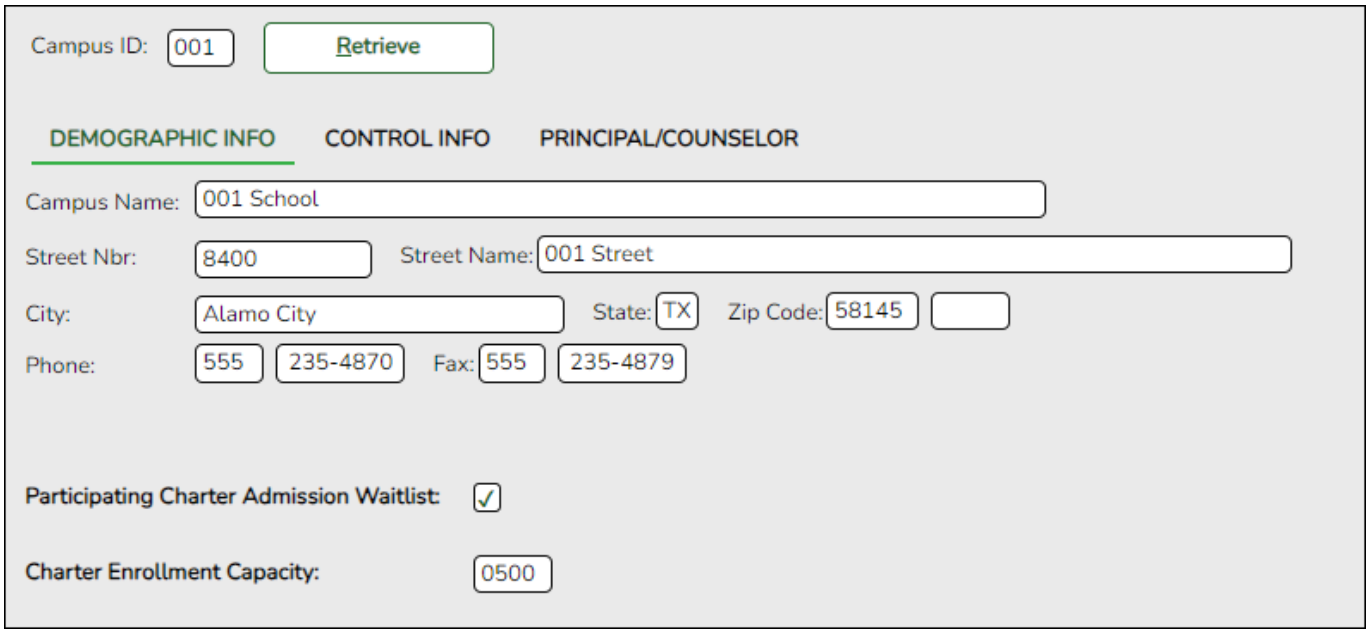
❑ Select **Charter Application** to *Current* or *Next* to indicate the Charter School Application Form school year in ASCENDER ParentPortal. This field only displays if the **District Type** field is set to *Charter*.

❑ Click **Save**.

II. Campus Level

Registration > Maintenance > Campus Profile > Campus Information Maintenance > Demographic Info

Select whether or not this campus will have a waitlist by checking or unchecking **Participating Charter Admission Waitlist**. Enter the enrollment capacity for the campus in the **Charter Enrollment Capacity** field.



Repeat this step for each applicable campus within the Charter School.

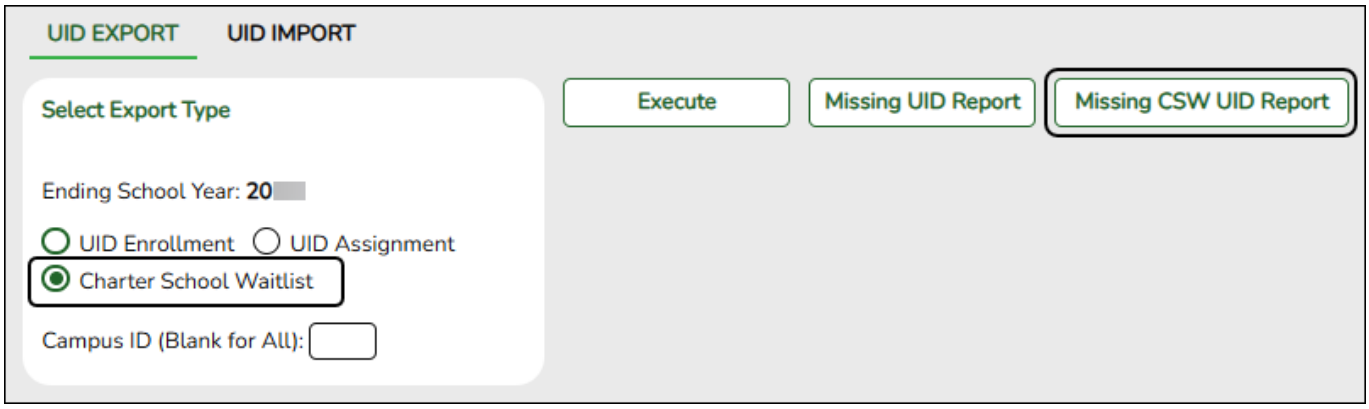
❑ Select **Participating Charter Admission Waitlist** for each charter school campus to indicate whether or not the campus will have a waitlist for admission.

❑ 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**.

Registration > Utilities > Texas Unique Student ID Processing > UID Export

Create an export file of all students at the campus (or all campuses) who are missing a value for Texas Unique ID.



❑ Click the **Missing CSW UID Report** button to view a report of 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.

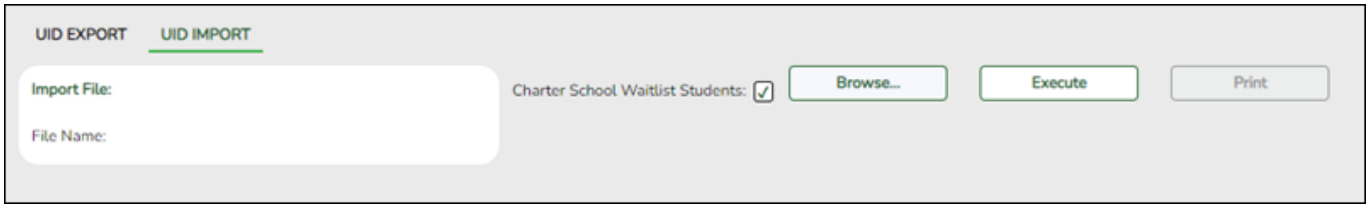
❑ Select **Charter School Waitlist** to create an export file of Charter School Waitlist students who are missing a value for Texas Unique ID.

NOTE: In the Student Information section on *Registration > Maintenance > Core Collections > 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.

These fields only display if the **District Type** field is set to *Charter* on *Registration > Maintenance > District Profile > District Maintenance > Demographic Information*.

Registration > Utilities > Texas Unique Student ID Processing > UID Import

Create an import file updated with Charter School Waitlist students.



❑ Select **Charter School Waitlist Students**.

❑ Click **Browse**, then click **Choose File**. Locate and Select the file.

❑ Click **Submit**.

❑ Click **Execute**.

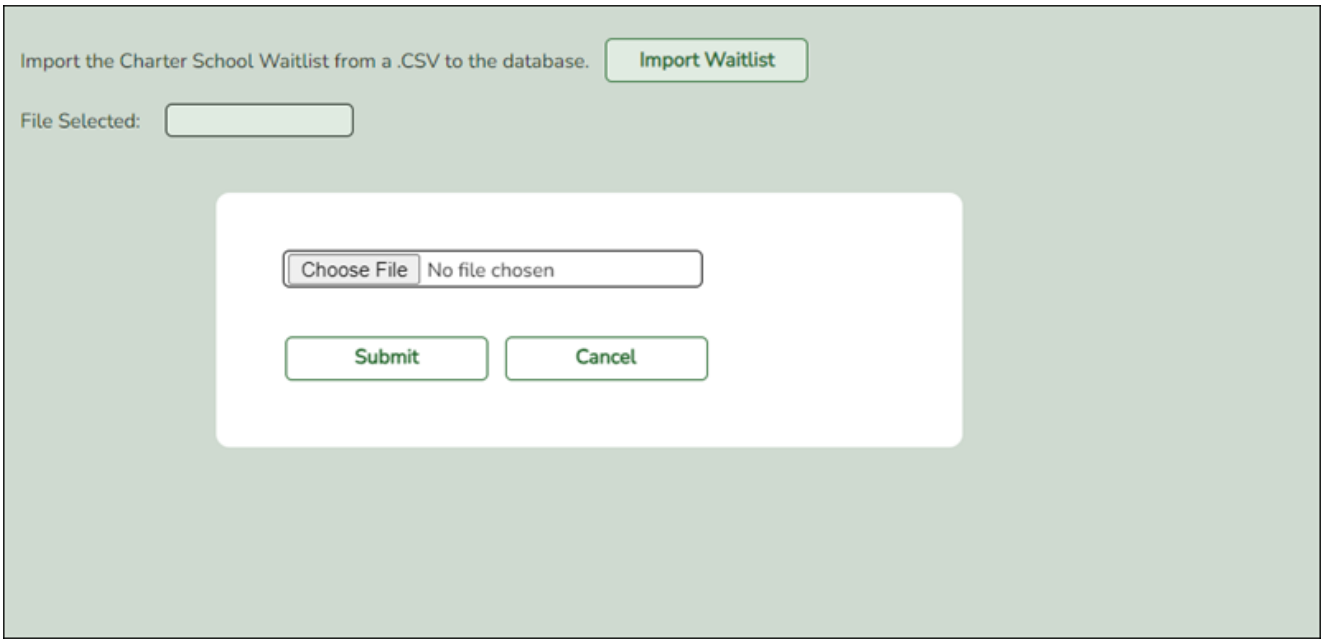
III. Student Level

There are two additional options the district may use to enter the student data.

Option 1

Registration > Utilities > Charter School Waitlist Import

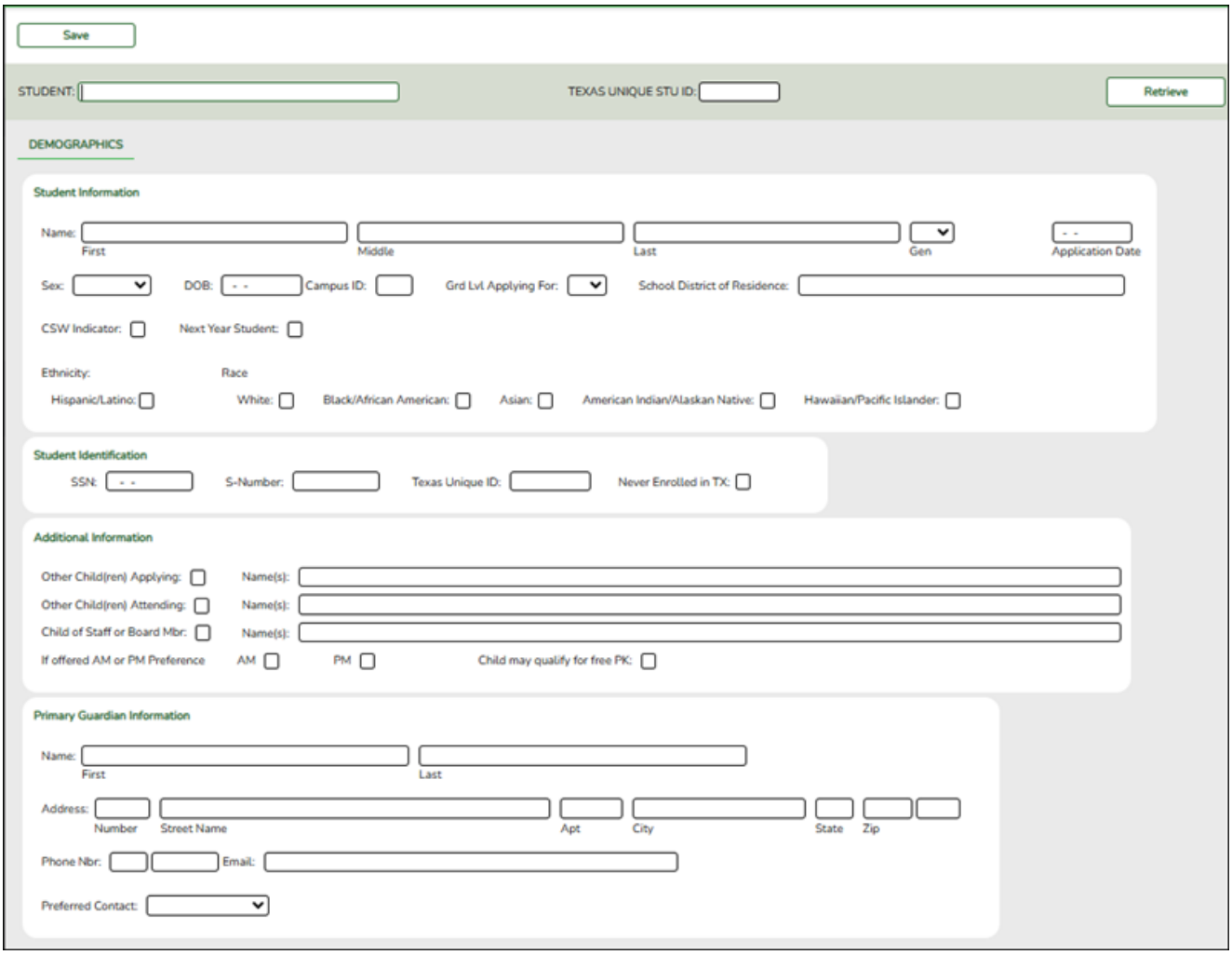
You may use the Charter School Waitlist Import Data file format (Data File Layout).



Option 2

Registration > Maintenance > Core Collections > Charter School Waitlist

You may use the Charter School Waitlist page to create or retrieve student waitlist records.



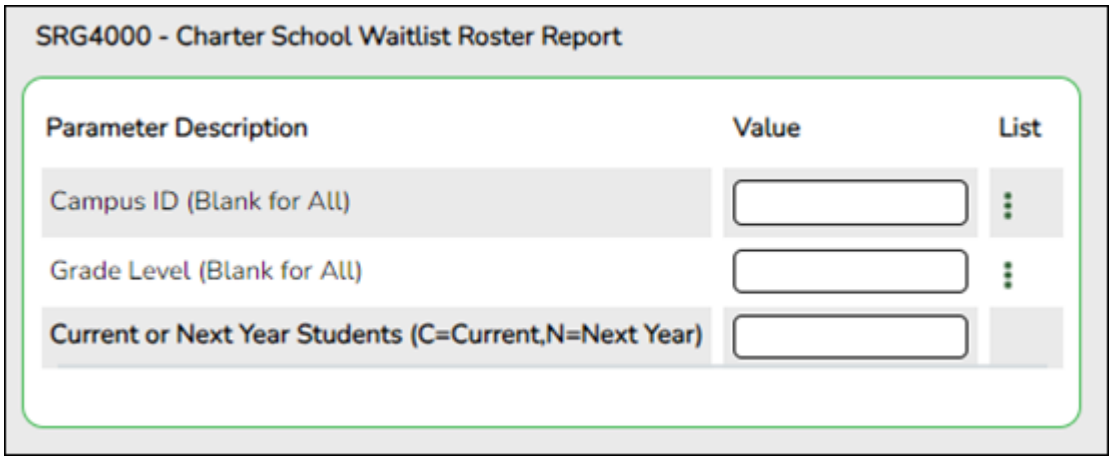
The Charter School Waitlist page allows you to:

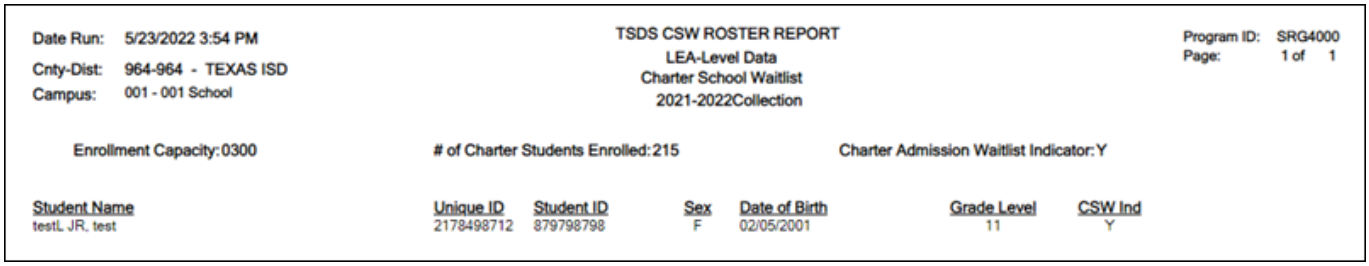
- Add Waitlist Data
- Update Waitlist Data
- Delete Waitlist Data

NOTE: To manually add a new student, begin entering the students' information in the available fields. All required fields must be completed before the record can be saved.

IV. Report

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





❑ In the **Campus** field, type a three-digit campus ID, or leave blank to create a report for all campuses.

❑ In the **Grade Level** field, type the two-character grade level, or leave blank to select all grade levels.

❑ In the **Current or Next Year Students** field, enter C to display a list of students on the waitlist for the current school year or N to display a list of students on the waitlist for the next year.

❑ Click **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 not an as of date parameter for this report. It is recommended to run this report the last Friday in September and save it for data verification.

V. ASCENDER DataConnect: Publish and Review Data

Use the **ASCENDER DataConnect (ADC)** tool to complete the following tasks:

- Publish the data to the Individual Operational Data Store (IODS).
- Review any Level 1 errors in ADC. (ADC: Level 1 Errors Guide)
- Correct the applicable source data in ASCENDER.

- Republish the data to the Publish the data to the Individual Operational Data Store (IODS)(Quick Guide: ADC - Create New Run).
- Verify in ADC that the Level 1 errors have been resolved.



For a complete list of submission rules and edits, access the TSDS Web-Enabled Data Standards **(TWEDS)** website. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (XXXX), and **Submission** (XXX) and click **Open**.

Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**.

Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.


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Back Cover