



Core Collection: Charter School Waitlist

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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 31, 2025.



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 process.

District Level

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

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

The screenshot shows a web form for 'Demographic Info'. At the top left is a 'Save' button and at the top right is a 'Student Information' button. Below these are four tabs: 'DEMOGRAPHIC INFO' (selected), 'CONTROL INFO', 'SPECIAL ED INFO', and 'ATTENDANCE ZONES OPTIONS'. The form contains the following fields:
- District Name: TEXAS ISD
- District County: TEXAS Cnty
- District Website: www.esc20.net
- District Email: info@esc20.net
- ESC Region Number: 13
- ESC County District Number: 964-964
- Street Nbr: 1407
- Street Name: Lone Star Drive
- City: Alamo City
- State: TX
- Zip Code: 95095, 2152
- Phone: 555 628-6043
- Fax: 555 628-9744
- Superintendent Name: MR Jo C Smith JR
The 'District Type' dropdown menu is set to 'Charter' and is circled in black. The 'Allow Waitlist on ParentPortal' checkbox is checked, and the 'Charter Application' dropdown is set to 'Current'.

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**.

Campus Level

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

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

Campus ID:

DEMOGRAPHIC INFO CONTROL INFO PRINCIPAL/COUNSELOR

Campus Name:

Street Nbr: Street Name:

City: State: Zip Code:

Phone: Fax:

Participating Charter Admission Waitlist:

Charter Enrollment Capacity:

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**.

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

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

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 > 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.

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

Create an import file updated with Charter School Waitlist students.

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

- Select **Charter School Waitlist Students**.
- Click **Browse**, then click **Choose File**. Locate and Select the file.
- Click **Submit**.
- Click **Execute**.

Student Level

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

- You may use the Charter School Waitlist Import Data file format ([Data File Layout](#)).
- You may create or retrieve a record on the [Charter School Waitlist](#) page. This page allows you to:
 - Add Waitlist Data
 - Update Waitlist Data
 - Delete Waitlist Data

Registration > Maintenance > Core Collections > Charter School Waitlist

The screenshot shows a web-based form for entering student data. At the top, there is a 'Save' button and a 'Student Information' tab. Below the tab, there are input fields for 'STUDENT:' and 'TEXAS UNIQUE STU ID:', along with 'Retrieve', 'Directory', and 'Delete' buttons. The main form area is titled 'DEMOGRAPHICS' and contains two main sections: 'Student Information' and 'Primary Guardian Information'. The 'Student Information' section includes fields for Name (First, Middle, Last), Sex, DOB, State Student ID, Texas Unique Student ID, Campus ID, Grd Lvl Applying For, Student Identification Nbr, Last Four SSN, Other Child Attending, Name of Other Child, Child of Staff or Board Member, Name of Staff or Board Member, and Application Date. The 'Primary Guardian Information' section includes fields for Name (First, Last), Address (Number, Street Name, Apt, City, State, Zip), and Phone Nbr, Email.

Report

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

SRG4000 - Charter School Waitlist Roster Report

| Parameter Description | Value | List |
|---|----------------------|------|
| Campus ID (Blank for All) | <input type="text"/> | ⋮ |
| Grade Level (Blank for All) | <input type="text"/> | ⋮ |
| Current or Next Year Students (C=Current,N=Next Year) | <input type="text"/> | |

| | | |
|---------------------------------------|------------------------------------|--|
| Date Run: 5/23/2022 3:54 PM | TSDS CSW ROSTER REPORT | Program ID: SRG4000 |
| Cnty-Dist: 964-964 - TEXAS ISD | LEA-Level Data | Page: 1 of 1 |
| Campus: 001 - 001 School | Charter School Waitlist | |
| | 2021-2022Collection | |
| Enrollment Capacity:0300 | # of Charter Students Enrolled:215 | Charter Admission Waitlist Indicator:Y |
| <u>Student Name</u> testL JR. test | <u>Unique ID</u> 2178498712 | <u>Student ID</u> 879798798 |
| | <u>Sex</u> F | <u>Date of Birth</u> 02/05/2001 |
| | <u>Grade Level</u> 11 | <u>CSW Ind</u> Y |

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

Click **Run 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 a currently 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.

Charter School Waitlist Data Components

IMPORTANT: Use the [ASCENDER TSDS New School Year Best Practice Guide](#) to assist you in making selections of the domains and entities to send to TSDS.



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.**

The following data elements are pulled from the Education Organization and Student Application domains:

- ApplicationDate (E3004)
- ApplicationType (E3005)
- BirthDate (E0006)
- CharterAdmissionWaitlist (E1676)
- CharterEducationalEnrollmentCapacity (E1675)
- EntryGradeLevel (E1517)
- FirstName (E0703)
- GenerationCode (E0706)
- GradeLevel (E0017)
- LastSurname (E0705)
- LocalEducationAgencyCategory (E3036)
- LocalEducationAgencyId (E0212)
- LocalStudentId (E0923)
- MiddleName (E0704)
- NameOfInstitution (E3037)
- NumberCharterStudentsEnrolled (E1674)
- SchoolId (E0266)
- SchoolYear (E1093)
- Sex (E0004)
- StudentId (E0001)
- StudentUid (E3079)



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