



## **Core Collection: Class Roster Winter Submission**



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# Core Collection: Class Roster Fall/Winter Submission

The Class Roster Fall/Winter Submissions collect organization, staff identification and demographics, class assignment, student identification and demographics, and class enrollment data.

## ☐ Fall Class Roster

- As-Of-Date: September 29, 2023
- Submission Due Date: October 19, 2023
- Grades 01 - 12

## ☐ Winter Class Roster

- As-Of-Date: February 23, 2024
- Submission Due Date: March 28, 2024
- Grades EE - 12

**NOTE:** Service ID restrictions for Summer PEIMS apply to this submission. (See PEIMS edit 30305-0004.)

### **New for 2023-2024 Class Roster Fall:**

☐ **ADDED RULE 10020-0070:** Campus data must be provided for each campus registered with the TEA as an active instructional campus serving any of the grade levels "01"- "12".

☐ **REMOVED RULE 10020-0003:** Campus data must be provided for each campus registered with the TEA as an active instructional campus.

Campus data must be reported for each campus registered with the TEA as an active instructional campus.

### **New for 2023-2024 Class Roster Winter:**

☐ **RULE:** For a student school association being reported for the Charter School Waitlist collection, ENTRY-GRADE-LEVEL-TYPE must not be blank.



**IMPORTANT:** Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

## Prerequisites

- Verify that all roles and users are correct in Security Administration.
- Verify Service IDs - Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0220 - Invalid Service ID

## I. Verify Data in ASCENDER

Verify data for each element on the following pages and reports. It is suggested that you run reports first, and then use the maintenance pages to update data where needed.

### Hard-coded elements:

The following element is hard-coded in the software. Hard coded values are built into the program, are the same each time they are extracted, and cannot be changed by the user.

☐ CourseIdentificationSystem (E3075) (Code table: C350) is the system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as “State Course Code.”**

## Reports

- [Personnel](#)

☐ Teacher Incentive Allotment Designation codes and descriptions can be verified by running the following report:

***Personnel > Reports > Personnel Reports***

Preview
PDF
CSV
Clear Options

Personnel Reports
[HRS1000 - Roster of Personnel](#)
[HRS1050 - Employee Birthday List](#)
[HRS1100 - Employee Verification Report](#)
[HRS1200 - Federal EEOC Report](#)
[HRS1250 - Employee Data Listing](#)
[HRS1400 - Teacher Service Record](#)
[HRS1450 - Employee Mailing Labels](#)
[HRS1500 - Employee Education Report](#)
[HRS1550 - New Hire Report](#)
[HRS1600 - Certification Report](#)
[HRS1650 - Employee Salary Information](#)
[HRS1700 - Social Security Number Verification](#)
[HRS1750 - Teacher Incentive Allotment Designation Report](#)

HRS1750 - Teacher Incentive Allotment Designation Report

Parameter Description
Value

Sort by Alpha (A), Pay Campus (C), Primary Campus (P)

Pay Status Active (A), Inactive (I), or blank for ALL

Pay Type 1-4, Exclude Subs (E), or blank for ALL

Select Pay Campus(es), or blank for ALL

Select Primary Campus(es), or blank for ALL

Select Employee(s), or blank for ALL

Select Frequency

Date Run: 11-18-2021 3:52 PM  
Cnty Dist: 964-964

Teacher Incentive Allotment Designation Report  
TEXAS ISD

Program: HRS1750  
Page: 1 of 1

Emp Nbr      Employee Name  
TIA Designation Cd

Pay Frequency

Total Employees for District:

Nbr Active: 0

Nbr Inactive: 0

The following element from the *StaffExtension* complex type are included in the Class Roster Winter submission **ONLY**:

### Reported Elements from Personnel Reports:

Element	Code Table	Data Element	ASCENDER Name
E1722	C322	TeacherIncentiveAllotmentDesignation	---

**NOTE:** The expectation for State Reporting is if a staff member is listed as an instructor, they are teaching a course. Since these instructors do not have any sections, they do not extract.

To get them to extract, the staff member needs to be deleted from the *Grade reporting > Maintenance > Master Schedule > Campus Schedule > Instructor* tab.

☐ Staff data can be verified by running the following report:

**NOTE:** For a more accurate list of active employees, run the report from Payroll > Reports > User Created Reports.

### Personnel > Reports > User Created Reports

The screenshot displays the 'User Created Reports' configuration page. At the top are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below these are sections for 'Report Template' (with a text input and 'Public' checkbox), 'Report Title' (with a text input containing 'Verify Personnel Data'), and 'Employee Nbr' (with a text input and 'Active Employees Only' checkbox). The main section is divided into three expandable categories: 'Employee Demographic', 'Certification', and 'Employment'. Each category contains a grid of checkboxes for various data points. In the 'Employee Demographic' section, several items are checked and marked with arrows, indicating they are selected for the report. These include: Employee Nbr, Texas Unique Staff ID, First Name, Middle Name, Last Name, Generation, Sex, DOB, Staff ID/SSN, Address Number, Street/PO. Box, Apt, City, State, Zip, Zip+4, Addr Country, Maiden Name, Former Prefix, Former First Name, Former Middle Name, Former Last Name, Former Generation, Driver's License, DL State, DL Expir Date, Phone Area Cd, Phone Nbr, Bus Phone Area, Bus Phone Nbr, Bus Ext, Cell Area Cd, Cell Phone Nbr, Local Restriction, Public Restriction, Last Change Date, Citizenship, Marital Stat, Other Language, Local Use 1, Local Use 2, Email, Home Email, Employee Notes, Emer Contact, Relationship, Emer Notes, Emer Area Cd, Emer Phone Nbr, Emer Ext, Hispanic/Latino, American Indian, Asian, African American, Pacific Islander, and White. The 'Certification' section includes checkboxes for Cert Type, Specialty Area, Cert Date, Date Expire, Campus, Pop Served, Role ID, Nbr Of Students, Service ID, Monthly Minutes, Class ID, Class Type, ESC/SSA, Job Code, Days Wk 1, Days Wk 2, Days Wk 3, Days Wk 4, Min Wk 2, Min Wk 3, Min Wk 1, and Min Wk 4. The 'Employment' section includes checkboxes for Employee Status Code, Highest Degree Achieved, Percent Day Employed, Est Annual Salary, Yrs Professional Experience, Yrs Professional in District, Yrs Prior Teaching, Yrs Non-Professional Experience, Yrs Non-Professional in District, Creditable Year of Service, Contract Class, Contract Term, Contract Year, Grades Taught, Original Emp Date, Latest Re-Employ Date, Retirement Date, Termination Date, Extended Leave Begin, Extended Leave End, Take Retiree Surcharge, NY Take Retiree Surcharge, Extract ID, Fingerprint Status, Fingerprint Extract Date, Fingerprint Date, Wi-2 Elec Consent, 1095 Elec Consent, ERS Retiree Health Elig, NY ERS Retiree Health Elig, Employment Type, Retiree Employment Type, Termination Reason, Termination Reason Descr, Full Semester, PEIMS Auxiliary Role ID, Highly Qualified, and Paraprofessional Certification.

The following elements from the *StaffExtension* complex type are included in the Class Roster Fall and Winter submission:

Under **Employee Demographic**:

- **Texas Unique Staff ID**
- **First Name, Middle Name, Last Name, Generation**
- **Sex**
- **DOB**
- **Staff ID/SSN**
- **Hispanic/Latino**
- **American Indian, Asian, African American, Pacific Islander, White**



**Under Employment:**

- **Highest Degree Achieved**
- **Yrs Prior Teaching**
- **Creditable Year of Service**

- **Student**

☐ Student data can be verified by running the following reports:

For verifying data in **CLS2-100-001 Student Class Roster:**

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)**
- **Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR0000 - Student Course Enrollment Listing**
- **Registration > Reports > Registration Reports > Student > SRG0400 - Student Information Sheets**

For verifying data in **CLS2-100-002 Student Class Schedule:**

- **Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR2055 - Student Schedules**

For verifying data in **CLS2-100-003 Staff Class Assignment:**

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2550 - Teaching Assignments**
- **Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0130 - Master Sched Section and Grd Rptng Info**

For verifying data in **CLS2-100-004 Teacher Class Summary:**

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0350 - Student Counts by Teacher**

For verifying data in **CLS2-100-005 Staff Roster:**

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List (Grd Rptng)**

For verifying student demographic data:

- **Registration > Reports > Create Registration Report**

## Grade Reporting

- [Grade Reporting > Maintenance > Master Schedule > District Schedule](#)

Save Student Information School Year: 2023-2024

AVAILABLE COURSES

English Title Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Sif Pcd
		0610	ENGLISH GR 6	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0611	ENGLISH GR 6 H	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0612	ENGLISH GR 6 GT	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0613	ENGLISH GR 6 IS	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0614	ENGLISH GR 6ALT	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0710	ENGLISH GR 7	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0711	ENGLISH GR 7 H	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0712	ENGLISH GR 7 GT	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0713	ENGLISH GR 7 IS	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0714	ENGLISH GR 7ALT	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0810	ENGLISH GR 8	ELA&READ	03200530	ELA/READ8	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

First 1 / 2 Last Rows: 39 Add

=>Crs Nbr: 0610 ENGLISH GR 6 Abbrev Name: ELA&READ Service ID: 03200510 ELA READ 6 Graded Crs: ☒  
 Nbr Sem: 2 Textbook ISBN: Exclude from TeacherPortal: Incl Both(Att Grds) Self Paced: ☐

**Grade Reporting**  
 Per Crt: 2 Department: Gender Restr: Required: Elective:

**Course Codes and Credits**  
 Tot Credits: 0.0 Part Credit: AAR: Grad Plan: Spec Cons: OnRamps: Credit Seq: 4 Credit Lvl: M CPR: Speech:

**Elem/Misc**  
 Core Crs: L ELA Wgt: Auto Grd: Incl UIL Elig: Exam/Sem Pat: 1

**PEIMS**  
 CTE Hrs: Pop Srvd: 01 Instr Sett: Class Type: 01 Role ID: 087 Crs Seq:

**HR/GA**  
 HRoll Wgt: 1 HRoll Table: HRoll Cd: GA Table: R REGULAR GA Wgt: 1

The following elements from the *StaffResponsibilitiesExtension* complex type are included in the Class Roster Fall and Winter submission:

### Reported Elements from Course:

Element	Code Table	Data Element	ASCENDER Name
E3071	---	CourseCode	Service ID
E0948	C135	CourseSequence	Crs Seq

- [Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course](#)

Save Student Information School Year: 2021-2022

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

English Title Retrieve

Details	Course Number	Title	Service ID	Service ID Description	Nbr of Sem	Self-Paced	Grd Restrtn	Grd Restrtn Addl	Textbook ISBN	Pregrid Grd Restrtn	Pregrid Addl Grd Rstr	Graded Courses	Exclude from txGradeBook
<input type="radio"/>	1200	ENGLISH 2	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	1300	ENGLISH 3	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9100	ENGLISH 1 R	03220100	ENG 1	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9200	ENGLISH 2 R	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9300	ENGLISH 3 R	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9400	ENGLISH 4 R	03220400	ENG 4	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)

Rows: 6

Crse Nbr: 1200 ENGLISH 2 Service ID: 03220200 Grd Restr: Pregrid Grd Restr: ENG 2 Graded Crs: Y

Self Paced: N Textbook ISBN: Pregrid Grd Restr: Exclude from txGradebook: Incl Both(Att/Grds)

**Options**  
 Excl Conflict Matrix: ☐  
 Can Split Opt: N  
 Rpt Card Grd Typ: Numeric

**Grade Reporting**  
 Per Crt: 2  
 Department: ☐  
 Gender Restr: ☐  
 Required: ☒  
 Elective: ☐

**Course Codes and Credits**  
 Tot Credits: 1.0 Credit Lvl: H  
 Part Credit: Y Credit Seq: 4  
 AAR Use: E CPR: N  
 Grad Plan Use: ENGL Speech: N  
 Spec Cons: ☐

**Elem/Misc**  
 Core Crs: ☐  
 ELA Wgt: ☐  
 Auto Grd: ☐  
 Incl UIL Elig: Y  
 Exam/Sem Pttm: 1  
 Skills Based: ☐

**PEIMS**  
 CTE Hrs: ☐  
 Pop Srvd: 01  
 Instr Sett: ☐  
 Class Type Cd: 01  
 Role Id: 087  
 Crs Seq: ☐

**HR/GA**  
 HRoll Wgt: 1  
 HRoll Table: 0  
 HRoll Cd: ☐  
 GA Table: 0  
 Ga Wgt: 1

The following elements from the *CourseOffering* complex type are included in the Class Roster Fall and Winter submission:

### Reported Elements from Course:

Element	Code Table	Data Element	ASCENDER Name
E1194	---	LocalCourseCode	Crs Nbr

- [Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section](#)

COURSE SELECTION   COURSE   **SECTION**   INSTRUCTOR   COPY COURSE SECTION

1436 : ENGLISH 4   Title   Retrieve

Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
		0914	ENGLISH 4 ALT	10	010	2	0	2	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
		0914	ENGLISH 4 ALT	11	010	5	2	5	1	<input type="checkbox"/>	N	<input type="checkbox"/>		00
		0914	ENGLISH 4 ALT	12	010	1	2	1	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
		0914	ENGLISH 4 ALT	50	010	1	0	1	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
		0914	ENGLISH 4 ALT	51	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
		0914	ENGLISH 4 ALT	60	010	0	1	0	0	<input type="checkbox"/>		<input type="checkbox"/>		00

First   1 / 3   Last   Add

⇒ Crs Nbr: 0914   ENGLISH 4 ALT   Svc ID: 03220400   Multi Svc Ind: ☐   Lock: ☐   Include UIL Elig: N

Section: 10   Max Seats: 010   Enrolled Students Sem 1: 2   Sem 2: 2   Non Campus Based: 00   Dst Lrng:

**Section Information**

Sped Stu Age: 00   Crs Seq:   Wks/Mnth:   PK Curricula:   Stu Instr:   Home Room Ind: ☐

Pop Srvt:   Instruct Set:   Class Type:   High Qual PK Prog:   PK Sch Type:

Include WD Meeting Times: ☒

**Restrictions**

Type Rstrctn:   Team Code:   Gender Rstrctn:   Grade Rstrctn:

**Child Care Partnership**

Delete   Operation Number   Add

**Course Codes and Credits**

Dual Crdt:   Adv Tech Crdt:   AAR Use:   Grad Plan Use:   Special Consid:   College Credit Hrs:   Sem 1: 0   Sem 2: 0   OnRamps:

**District Information**

Crs Seq   Exam/Sem Pat: 1   Gender Rstrctn:   Instruct Set:   AAR Use: E   Self Paced:   Pop Srvt: 06   Grad Plan Use:   Class Type: 02   Role ID: 087   Special Consid:   CPR: N   Nbr Sem: 2   Incl UIL Elig:   Speech: N   OnRamps:

**Campus Information**

Grade Rstrctn:   Rstrctn Addl:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
	01	3	05	01	100				145		01	087	<input type="checkbox"/>	08-12-2024		<input type="checkbox"/>

The following elements from the *SectionExtension* and *TeacherSectionAssociationExtension* and *StudentSectionAssociation* complex types are included in the Class Roster Fall and Winter submission:

### Reported Elements from Section:

Element	Code Table	Data Element	ASCENDER Name
E1194	---	LocalCourseCode	Crs Nbr
E1056	---	SectionIdentifier	Crs Nbr, Section, Sem
E1072	C182	NonCampusBasedInstruction	Non-Campus Based
E0948	C135	CourseSequence	Crs Seq
E1454	C309	ClassroomPosition	Class Role
E3010	---	BeginDate	Entry Date
E3020	---	EndDate	Withdraw Date

## Registration

- [Registration > Maintenance > Student Enrollment > Demo1](#)

Save Student Information

STUDENT: 300203 - ABUNDIS, CECILIA MICHAEL TEXAS UNIQUE STU ID: 2479861283 Retrieve

Comments TEA Unique ID

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

**Demographic Information**

Grade: 11 Entry Dt: 08-16-2021 Track: 00 Orig Entry: 08-16-2021 Withdrawal Dt: - - Portal ID: yLink5mFEd

Name: CECILIA MICHAEL ABUNDIS First Middle Last Gen Nickname

Social Security Number Denied ☐ SSN: 423-33-3460 Prior SSN: 423-33-3460 Texas Unique Student ID: 2479861283 Medicaid Eligible: ☐ Medicaid ID:

Sex: F DOB: 01-06-2004 Hispanic/Latino: ☒ Aggregate Race/Ethnicity: H - Hispanic

White: ☒ Black/African American: ☐ Asian: ☐ American Indian/ Alaskan Native: ☐ Hawaiian/Pacific Isl: ☐

**Phone / Address**

Addr/Tel Rest: Phone Nbr: 555 597-7839 Cell Ph Nbr: E-mail:

Mailing: 9807 DIVISION Alamo City TX 47575 - Duplicate

Num Street Direction Apt City State Zip

Physical: 9807 DIVISION Alamo City TX 47575 -

**Attendance Zones**

Campus From Grd Lvl Thru Grd Lvl

no rows

**Student Indicators**

Eligibility Code: 1 Record Status: 1

Attribution Code: 00 NSLP:

Campus ID Resid: - - Child Find: SPPI-11: ☐

Active Cd: 1 - Active Child Find: SPPI-12: ☐

Cnty Residence: 015 As of Status Last Friday October:

Reporting Excl: As of Status Last Day Enrollment:

**Current / Next Year Information**

Control Num: 213 Next Yr Enrt:

Here Last Yr: ☐ Next Yr Camp: ☐

CY Xfer Factor: NY Xfer Factor:

CY Team Code: NY Team Code:

**Economic Disadvantage**

Delete	Descriptor	Begin Date	End Date
	00	08-16-2021	- -

Add

**Foster Care**

Delete	Descriptor	Begin Date	End Date
	0	08-16-2021	- -

Add

**Military Connected**

Delete	Descriptor	Begin Date	End Date
	0	08-16-2021	- -

Add

The following elements from the *StudentExtension* and *StudentSchoolAssociationExtension* complex types are included in the Class Roster Fall and Winter submission:

### Reported Elements from Demo1:

Element	Code Table	Data Element	ASCENDER Name	
E0923	---	LocalStudentId	---	
E1523	---	StudentUniqueld	Texas Unique Student	
E1517	C050	EntryGradeLevel	Grade	Grade
E0703	---	FirstName	Name - First	
E0704	---	MiddleName	Name - Middle	
E0705	---	LastSurname	Name - Last	
E0001	---	StudentId	SSN	
E0004	C013	Sex	Sex	
E0006	---	BirthDate	DOB	
E1064	---	HispanicLatinoEthnicity	Hispanic/Latino	
E3050	C304	Race	White	
E3050	C304	Race	Black/African American	
E3050	C304	Race	Asian	
E3050	C304	Race	American Indian/ Alaskan Native	
E3050	C304	Race	Hawaiian/Pacific Isl	

Element	Code Table	Data Element	ASCENDER Name	
E0266	---	SchoolId	Camp ID Resid	

## Personnel

- [Personnel > Maintenance > Staff Demo > Demographic Information](#)

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: 524-41-8920 Texas Unique Staff ID: 7123222337 Last Change: 07-19-2021

**Name**

Legal: Ms. LAVENDER BROWN

Former: Title First Middle Last Generation

**Addresses**

Mailing: Number 3500 Street/P.O. Box CHRIS KELLEY BLVD. Apt. 9301 City ALAMO CITY State TX Texas Zip 95095 Country

Alternate: Address Country Delivery Name

Supplemental: Address Country Delivery Name

Travel Commute Distance: 0.0

Sex: F Female Citizenship: [checked] Driver's License: 25166546 DL State: TX Texas

DOB: 12-02-1996 Marital Stat: [ ] Deceased: [ ] DL Expir Date: 12-02-2020 Other Language: [ ]

**Ethnicity**

Hispanic/Latino [ ]

Race (check all that apply; must select at least one)

American Indian Alaskan Native [ ] Native Hawaiian Pacific Islander [ ]

Asian [ ] White [x]

Black African American [ ]

The following elements from the *StaffExtension* and *TeacherSectionAssociationExtension* complex types are included in the Class Roster Fall and Winter submission:

### Reported Elements from Demographic Information:

Element	Code Table	Data Element	ASCENDER Name
E1524	---	StaffUniqueld	Texas Unique Staff ID
E0505	---	StaffId	Staff ID/SSN
E0703	---	FirstName	Name - First
E0704	---	MiddleName	Name - Middle
E0705	---	LastSurname	Name - Last
E0706	C012	GenerationCode	Legal - Generation
E0004	C013	Sex	Sex
E0006	---	BirthDate	DOB
E1064	---	HispanicLatinoEthnicityHispanic/Latino	

Element	Code Table	Data Element	ASCENDER Name
E3050	C304	Race	American Indian Alaskan Native
E3050	C304	Race	Asian
E3050	C304	Race	Black African American
E3050	C304	Race	Hawaiian Pacific Islander
E3050	C304	Race	White

- [Personnel > Maintenance > Staff Demo > Credentials](#)

The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

### Reported Elements from Credentials:

Element	Code Table	Data Element	ASCENDER Name
E1722	C322	TeacherIncentiveAllotmentDesignation	Teacher Incentive Allotment Designation

- [Personnel > Maintenance > Staff Demo > Responsibility](#)

Save
Employee: 000098 : ADAMS, ADAM
Retrieve
Directory

DEMOGRAPHIC INFORMATION
CREDENTIALS
VERIFICATION
INSURANCE
SERVICE RECORD
RESPONSIBILITY

Delete
Details
Year
Campus
Role ID
Service ID
Class ID
Grade Level

Add

School Year for PEIMS Codes: 2024

Job Code: ▼

Role ID / Staff Classification: 087 - Teacher :

Staff Service: :

Pop Served: ▼

SPED Student Age Range: ▼

Campus: 001 001 School

Begin Date: 00-00-0000

End Date: 00-00-0000

ESC/SSA: School District Employee ▼

Monthly Minutes:

Classroom Position: 01 Teacher Of Record ▼

Local Course Code:

Class ID / Section Identifier: - - -

Session Name:

# of Students:

Class Type: ▼

Grade Level: ▼

Service ID: :

Refresh Service ID Setting

PE Info:

Days Wk 1: 0

Min Wk 1: 0

Days Wk 2: 0

Min Wk 2: 0

Days Wk 3: 0

Min Wk 3: 0

Days Wk 4: 0

Min Wk 4: 0

**NOTE:** If a person is listed as an Instructor, it is considered they are teaching a course. The instructor can be listed in **Personnel** or in **Grade Reporting**, but not in both applications. The instructor must be deleted from *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor* if they do not have any sections assigned to them.

The following elements from the *TeacherSchoolAssociation* complex type are included in the Class Roster Winter submission:

### Reported Elements from TeacherSchoolAssociation:

Element	Code Table	Data Element	ASCENDER Name
E1524	---	StaffUniqueId	Role ID/Staff Classification
E0266	---	SchoolId	Campus

- [Personnel > Maintenance > Employment Info](#)

2026/02/04 11:55

12

Core Collection: Class Roster Winter Submission



Employee: 001730 - BROWN, BELINDA Retrieve Directory

**EMPLOYMENT INFO**

Employee Status: 4 Resigned Employed

**Employment Dates**

Original Emp Date: 02-04-2003

Latest Re-Employ Date: 02-04-2003

Termination Date: 08-17-2003

Termination Reason:

Eligible for Re-hire: ☐

Percent Day Employed: 0%

**Employment Types**

Employment Type:

Sub Type:

Highly Qualified: ☐

Year Round: ☐

Extract ID: P26 CONVERSION

Highest Degree:

**Retiree Information**

Retirement Date: 00-00-0000

Retiree Employment Type:

Take Retiree Surcharge: ☐

NY Take Retiree Surcharge: ☐

**Years Experience**

--Professional-- --Non-Professional--

Total: ☐ Total: ☐

In District: 01 In District: 01

Prior Teaching: ☐

Creditable Year of Service: ☐

**Electronic Consent**

W-2:

1095:

**Service Record**

Full Semester: ☐

Grades Taught:

**Contract Information**

Class:

Term:

Year:

**Extended Leave**

Begin: 00-00-0000

End: 00-00-0000

**Fingerprint Information**

Status: B FP not needed

Extract Date: 00-00-0000

Fingerprint Date: 00-00-0000

**ERS Retiree Health**

Current Year Elig: ☐

Next Year Elig: ☐

**Auxiliary Role ID**

Delete	Auxiliary Role ID	Begin Date	End Date
<input type="checkbox"/>	<span></span>	<span></span>	<span></span>

Add

**Paraprofessional Certification**

Delete	Para Cert	Begin Date	End Date
<input type="checkbox"/>	<span></span>	<span></span>	<span></span>

Add

The following elements from the *StaffExtension* complex type are included in the Class Roster Fall and Winter submission:

### Reported Elements from Employment Info:

Element	Code Table	Data Element	ASCENDER Name
E0730	C015	HighestCompletedLevelOfEducation	Highest Degree
E1377	---	TotalYearsPriorTeachingExperience	Years Experience (Professional) - Total
E1721	---	CreditableYearOfService	Creditable Year of Service
E1073	C181	StaffType	---

- [Personnel > Utilities > Mass Update > Employee](#)

**EMPLOYEE**

**Reset**

☐ Extract ID

☐ Unemployment Eligibility (ICESA Report) Yes

☐ Take Retiree Surcharge Yes

☐ NY Take Ret Surchg Yes

☒ Employment Type

☐ Retiree Employment Type

☒ Creditable Year of Service Yes

**Update Experience**

☐ Total (Prof) Experience  Increment

If Employment Date <

☐ District (Prof) Experience

If Employment Date <

☒ District (Non-Prof) Experience

If Employment Date <

☒ Total (Non-Prof) Experience

If Employment Date <

☒ Prior Teaching Experience

If Employment Date <

Job Codes:

**Modify**

From To

Area Code

Zip Code:

The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

### Reported Elements from Employee:

Element	Code Table	Data Element	ASCENDER Name
E1721	---	CreditableYearOfService	Creditable Year of Service

## Payroll

- [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#)

**PAY INFO** **JOB INFO** DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
		TCHR - TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 ➕ Add

Primary Campus: 001 001 School  
Dept:

**Contract Info**

Pay Type: 1 Contracted employee Pay Grade: TEA Pay Step: 01 Sched: 2 Max Days: 187 Hrs Per Day: 8,000 Incr Pay Step: ☒

Total: 47,876.00 Balance: 11,968.97 # of Annual Pymts: 12 Remaining Pymts: 3 Concept: Use hourly/daily rate table

# of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 41,749.62 Calculate

Daily Rate: 256.021 = Contract Total: 47,876.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job: ☐

Pay Rate: 3,989.67 = Contract Total: 47,876.00 / # Annual Pymts: 12 Payoff Date: 07-23-2021 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig: ☐ OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: ☐ EEOC: 07 Other classrm teach

**State Info**

State Step: 01 Yrs in Career Ladder:  TRS Year: ☒ TRS Member Pos: 02 Teacher, Librarian Wholly Sep Amt: 0.00

State Min Salary: 36,964.00 = Foundation Daily Rate: 183.904 X % Assigned: 100% X # of days Empld: 187 Retiree Exception:

**Calendar/Local Info**

Calendar/Local Options:  : Begin Date: 07-27-2020 End Date: 06-11-2021 # of Days Empld: 187

Years Job Exp: ☐ Local Contract Days: 14

The following element from the *StaffExtension* complex type is included in the Class Roster Fall and Winter submission:

### Reported Elements from Job Info:

Element	Code Table	Data Element	ASCENDER Name
E1073	C181	StaffType	Pay Type

## District Administration

- [District Administration > Maintenance > Non-Employee](#)

**NON-EMPLOYEE**

Employee Nbr:  Name:

**Name**  

Employee Nbr:

Name:

Title

First

Middle

Last

Generation

Work E-mail:

Job Code:

Highly Qualified: ☐

**Local Use**  
1:   
2:

**Instructional Staff**  

SSN:   
Sex:   
Date of Birth:

TX Unique Staff ID:   
TSDS Staff Type:

**Races**  
Hispanic: ☐ American Indian: ☐ Asian: ☐ Black: ☐ Pacific Islander: ☐ White: ☒

Days Employed:   
Total Years:   
District Years:   
Percent of Day:   
Highest Degree:

Begin Date:   
End Date:

The following element from the *StaffExtension* complex type is included in the Fall and Winter Class Roster submissions:

### Reported Elements from Non-Employee:

Element	Code Table	Data Element	ASCENDER Name
E1073	C181	StaffType	TSDS Staff Type

## II. (Student-only Districts) Import Staff Data

Student-only districts must either enter staff information in District Administration or use the Staff Import utility.

- [State Reporting > Utilities > Import Staff File](#)

## III. Create Interchanges

[State Reporting > Utilities > Create TSDS Core Collections Interchanges](#)

### Class Roster Fall

<b>Core Collection</b>	Select the submission. For the Class Roster - Fall submission, select <i>Class Roster - Fall</i> .
<b>Ending School Year</b>	(Display only) The submission year as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> is displayed.  For the 2023-2024 Class Roster - Winter submission, the field should display 2024.
<b>Campus</b>	Type a three-digit campus ID, or leave blank to create interchanges for all campuses.
<b>As-Of Date</b>	(Required) Enter the as-of date for running this utility.  The <b>As-Of Date</b> must be the last Friday in February (February 23, 2024). Data is pulled for only one semester. All courses, teachers, and student enrollments must align exactly with that date to be reported, and at least one student enrolled in that course on this date in order for a course/teacher to be reported.

The interchanges are listed according to the **Core Collection** field.

☐ Select **All TSDS Collection Interchanges** (e.g., **All TSDS Class Roster Interchanges**) to create all interchanges for the Class Roster - Fall submission.

Or, select the individual interchange you want to create.

**NOTE:** Only the Staff Association Interchange can be created for Business-only districts. A valid District ID must be entered on **State Reporting > Maintenance > Organization > County District**.

All employees who have a valid Unique Staff ID and were employed at the district on the **As-**

**of Date** are included.

<b>Selected Students</b>	The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.
<b>Selected Staff</b>	The field is enabled if you selected all interchanges or a staff-related interchange. Type or click the ellipsis to select the employees for whom you want to create an interchange. Separate multiple employees (Texas unique staff IDs) with a comma (e.g., 4732877094,2568052155). Leave blank to select all staff.

☐ Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District\_YYYY-MM-DD.HH-MM-SS.TSDS.zip*, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: *015102-2018-11-11.15-30-22.TSDS.zip*

The default name for the individual files is

*District\_Campus\_Collection\_TimeStamp\_Interchange.xml*, where:

- *District* is the six-digit county-district number
- *Campus* is the three-digit campus ID
- *Collection* is the nine-character collection (ending school year & submission)
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example:

015166\_000\_2020TSDS\_202003031420\_InterchangeEducationOrganizationExtension.xml

If errors are encountered:

1. Correct the data in ASCENDER.
2. Create the interchanges again.

## Class Roster Winter

<b>Core Collection</b>	Select the submission. For the Class Roster - Winter submission, select <i>Class Roster - Winter</i> .
<b>Ending School Year</b>	(Display only) The submission year as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> is displayed.  For the 2023-2024 Class Roster - Winter submission, the field should display 2024.
<b>Campus</b>	Type a three-digit campus ID, or leave blank to create interchanges for all campuses.
<b>As-Of Date</b>	(Required) Enter the as-of date for running this utility.  The <b>As-Of Date</b> must be the last Friday in February (February 23, 2024). Data is pulled for only one semester. All courses, teachers, and student enrollments must align exactly with that date to be reported, and at least one student enrolled in that course on this date in order for a course/teacher to be reported.

The interchanges are listed according to the **Core Collection** field.

☐ Select **All TSDS Collection Interchanges** (e.g., **All TSDS Class Roster Interchanges**) to create all interchanges for the Class Roster - Winter submission.

Or, select the individual interchange you want to create.

**NOTE:** Only the Staff Association Interchange can be created for Business-only districts. A valid District ID must be entered on **State Reporting > Maintenance > Organization > County District**.

All employees who have a valid Unique Staff ID and were employed at the district on the **As-of Date** are included.

<b>Selected Students</b>	The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.
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☐ Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District\_YYYY-MM-DD.HH-MM-SS.TSDS.zip*, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: 015102-2018-11-11.15-30-22.TSDS.zip

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Example:

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If errors are encountered:

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## Back Cover