



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.

- CourseldentificationSystem (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																			
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Parameter Description</th> <th style="width: 50%;">Value</th> </tr> </thead> <tbody> <tr> <td>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</td> <td><input type="text"/></td> </tr> <tr> <td>Pay Status Active (A), Inactive (I), or blank for ALL</td> <td><input type="text"/></td> </tr> <tr> <td>Pay Type 1-4, Exclude Subs (E), or blank for ALL</td> <td><input type="text"/></td> </tr> <tr> <td>Select Pay Campus(es), or blank for ALL</td> <td><input type="text"/></td> </tr> <tr> <td>Select Primary Campus(es), or blank for ALL</td> <td><input type="text"/></td> </tr> <tr> <td>Select Employee(s), or blank for ALL</td> <td><input type="text"/></td> </tr> <tr> <td>Select Frequency</td> <td><input type="text"/></td> </tr> </tbody> </table>				Parameter Description	Value	Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text"/>	Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text"/>	Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>	Select Pay Campus(es), or blank for ALL	<input type="text"/>	Select Primary Campus(es), or blank for ALL	<input type="text"/>	Select Employee(s), or blank for ALL	<input type="text"/>	Select Frequency	<input type="text"/>
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Select Employee(s), or blank for ALL	<input type="text"/>																		
Select Frequency	<input type="text"/>																		

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									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Emp Nbr</th> <th style="width: 40%;">Employee Name</th> <th style="width: 40%;">Pay Frequency</th> </tr> <tr> <th colspan="2">TIA Designation Cd</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center; padding: 10px;"> Total Employees for District: Nbr Active: 0 Nbr Inactive: 0 </td> </tr> </tbody> </table>			Emp Nbr	Employee Name	Pay Frequency	TIA Designation Cd			Total Employees for District: Nbr Active: 0 Nbr Inactive: 0		
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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

Report Template

 Public

Report Title

Employee Nbr
 Active Employees Only

Employee Demographic

<input checked="" type="checkbox"/> Employee Nbr → <input checked="" type="checkbox"/> Staff ID/SSN <input type="checkbox"/> Texas Unique Staff ID → <input type="checkbox"/> Address Number <input type="checkbox"/> Name Prefix → <input type="checkbox"/> Former Prefix <input checked="" type="checkbox"/> First Name → <input type="checkbox"/> Former First Name <input checked="" type="checkbox"/> Middle Name → <input type="checkbox"/> Former Middle Name <input checked="" type="checkbox"/> Last Name → <input type="checkbox"/> Former Last Name <input checked="" type="checkbox"/> Generation → <input type="checkbox"/> Former Generation <input checked="" type="checkbox"/> Sex → <input type="checkbox"/> Driver's License <input checked="" type="checkbox"/> DOB → <input type="checkbox"/> DL State 	<input type="checkbox"/> Maiden Name → <input type="checkbox"/> Phone Area Cd <input type="checkbox"/> Street/P.O. Box → <input type="checkbox"/> Phone Nbr <input type="checkbox"/> City → <input type="checkbox"/> Bus Phone Area <input type="checkbox"/> State → <input type="checkbox"/> Bus Phone Nbr <input type="checkbox"/> Zip → <input type="checkbox"/> Bus Ext <input type="checkbox"/> Zip+4 → <input type="checkbox"/> Cell Area Cd <input type="checkbox"/> Addr Country → <input type="checkbox"/> Cell Phone Nbr <input type="checkbox"/> DL Expir Date → <input type="checkbox"/> DL State 	<input type="checkbox"/> Last Change Date → <input type="checkbox"/> Emer Contact <input type="checkbox"/> Citizenship → <input type="checkbox"/> Relationship <input type="checkbox"/> Marital Stat → <input type="checkbox"/> Emer Notes <input type="checkbox"/> Other Language → <input type="checkbox"/> Emer Area Cd <input type="checkbox"/> Local Use 1 → <input type="checkbox"/> Emer Phone Nbr <input type="checkbox"/> Local Use 2 → <input type="checkbox"/> Emer Exit <input type="checkbox"/> Home Email → <input type="checkbox"/> Employee Notes 	<input checked="" type="checkbox"/> Hispanic/Latino <input checked="" type="checkbox"/> American Indian <input checked="" type="checkbox"/> Asian <input checked="" type="checkbox"/> African American <input checked="" type="checkbox"/> Pacific Islander <input checked="" type="checkbox"/> White
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Certification
 Responsibility

Cert Type
 Pop Served
 Class ID
 Job Code
 Days Wk 3
 Min Wk 2

Cert Date
 Nbr Of Students
 Class Type
 Days Wk 1
 Days Wk 4
 Min Wk 3

Date Expire
 Service ID
 ESC/SSA
 Days Wk 2
 Min Wk 1
 Min Wk 4

Employment

<input type="checkbox"/> Employee Status Code <input checked="" type="checkbox"/> Highest Degree Achieved → <input type="checkbox"/> Yrs Non-Professional Experience <input type="checkbox"/> Percent Day Employed → <input checked="" type="checkbox"/> Creditable Year of Service <input type="checkbox"/> Est Annual Salary → <input type="checkbox"/> Contract Class <input type="checkbox"/> Yrs Professional Experience → <input type="checkbox"/> Contract Term <input type="checkbox"/> Yrs Professional in District → <input type="checkbox"/> Contract Year <input checked="" type="checkbox"/> Yrs Prior Teaching → <input type="checkbox"/> Grades Taught	<input type="checkbox"/> Yrs Non-Professional in District <input type="checkbox"/> Creditable Year of Service <input type="checkbox"/> Contract Class <input type="checkbox"/> Contract Term <input type="checkbox"/> Contract Year <input type="checkbox"/> Grades Taught	<input type="checkbox"/> Original Emp Date <input type="checkbox"/> Latest Re-Employ Date <input type="checkbox"/> Retirement Date <input type="checkbox"/> Termination Date <input type="checkbox"/> Extended Leave Begin <input type="checkbox"/> Extended Leave End	<input type="checkbox"/> Take Retiree Surcharge <input type="checkbox"/> NY Take Retiree Surcharge <input type="checkbox"/> Extract ID <input type="checkbox"/> Fingerprint Status <input type="checkbox"/> Fingerprint Extract Date <input type="checkbox"/> Fingerprint Date	<input type="checkbox"/> WI-2 Elec Consent <input type="checkbox"/> 1095 Elec Consent <input type="checkbox"/> ERS Retiree Health Elig <input type="checkbox"/> NY ERS Retiree Health Elig <input type="checkbox"/> Employment Type <input type="checkbox"/> Retiree Employment Type	<input type="checkbox"/> Termination Reason <input type="checkbox"/> Termination Reason Descr <input type="checkbox"/> Full Semester <input type="checkbox"/> PEIMS Auxiliary Role ID <input type="checkbox"/> Highly Qualified <input type="checkbox"/> 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

The screenshot shows a software interface for managing courses. At the top, there are buttons for 'Save', 'Student Information', and 'School Year: 2023-2024'. Below this is a search bar with 'English' and a dropdown for 'Title'. There are buttons for 'Retrieve' and 'Stds-Based Crs Setup'. The main area is titled 'AVAILABLE COURSES' and contains a table with the following columns: Del, Details, Course Number, Title, Abbrev Name, Service ID, Service ID Description, Graded Crs, Nbr of Sem, Textbook ISBN, Exclude from TeacherPortal, and Sif Pcd. The table lists courses from 0610 to 0810, mostly English GR 6 and 7 variants. Below the table are buttons for 'First', 'Previous', 'Next', 'Last', and a page number 'Rows: 39'. To the left of the table, there are dropdowns for 'Crs Nbr' (0610), 'Title' (ENGLISH GR 6), 'Abbrev Name' (ELA&READ), 'Service ID' (03200510), 'Graded Crs' (checked), 'Nbr of Sem' (2), 'Textbook ISBN' (ELA READ 6), and 'Exclude from TeacherPortal' (Incl Both(Att Grds)). To the right, there are checkboxes for 'Self Paced' and 'Rows: 39'. On the left, there is a 'Grade Reporting' section with fields for Per Ctrl (2), Department, Gender Restr (dropdown), Required (radio buttons), and Elective (radio buttons). To the right of this are sections for 'Course Codes and Credits' (Tot Credits: 0.0, Part Credit: 0, AAR: dropdown, Grad Plan: dropdown, Spec Cons: dropdown, OnRamps: dropdown), 'Elem/Misc' (Core Crs: L, ELA Wgt: dropdown, Auto Grd: dropdown, Incl UIL Elig: dropdown, Exam/Sem Pat: 1), 'PEIMS' (CTE Hrs: dropdown, Pop Srvd: 01, Instr Sett: dropdown, Class Type: 01, Role ID: 087, Crs Seq: dropdown), and 'HR/GA' (HRoll Wgt: 1, HRoll Table: dropdown, HRoll Cd: dropdown, 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 Rstrctn	Grd Rstrctn Addl	Textbook ISBN	Pregrid Grd Rstrctn	Pregrid Addl Grd Rstr	Graded Courses	Exclude from txGradeBook
<input type="checkbox"/>	1200	ENGLISH 2	03220200	ENG 2	2	<input type="checkbox"/>					<input checked="" type="checkbox"/>		Incl Both(Att/Grds)
<input type="checkbox"/>	1300	ENGLISH 3	03220300	ENG 3	2	<input type="checkbox"/>					<input checked="" type="checkbox"/>		Incl Both(Att/Grds)
<input type="checkbox"/>	9100	ENGLISH 1 R	03220100	ENG 1	2	<input type="checkbox"/>					<input checked="" type="checkbox"/>		Incl Both(Att/Grds)
<input type="checkbox"/>	9200	ENGLISH 2 R	03220200	ENG 2	2	<input type="checkbox"/>					<input checked="" type="checkbox"/>		Incl Both(Att/Grds)
<input type="checkbox"/>	9300	ENGLISH 3 R	03220300	ENG 3	2	<input type="checkbox"/>					<input checked="" type="checkbox"/>		Incl Both(Att/Grds)
<input type="checkbox"/>	9400	ENGLISH 4 R	03220400	ENG 4	2	<input type="checkbox"/>					<input checked="" type="checkbox"/>		Incl Both(Att/Grds)

Rows: 6

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

Grade Reporting
 Per Crdt: 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 Ptnr: 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 Lmg	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 / 3

=> 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 Lmg:

Section Information

Sped Stu Age: 00 Crs Seq:
 Pop Srvd: Wks/Mnths:
 Instruct Sett: PK Curricula:
 Class Type: Stu Instr:
 High Qual PK Prog: Home Room Ind:
 PK Sch Type:

Restrictions

Type Restrctn:
 Team Code:
 Gender Restrctn:
 Grade Restrctn: +

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 Restrctn:
 Instruct Set: AAR Use: E Self Paced:
 Pop Srvd: 06 Grad Plan Use: Class Type: 02
 Role ID: 087 Special Consid: CPR:
 Nbr Sem: 2 Incl UIL Elig: Speech:
 OnRamps:

Campus Information

Grade Restrctn: Rstrctn Add:

Include WD Meeting Times:

Delete Operation Number

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 05 01 100 145 01 087 08-12-2024

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

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
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	--	Schoold	Camp ID Resid	

Personnel

- Personnel > Maintenance > Staff Demo > Demographic Information

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

The screenshot shows the 'Responsibility' tab of the District Administration software. At the top, there are buttons for 'Save', 'Employee: 000098 : ADAMS, ADAM', 'Retrieve', and 'Directory'. Below these are tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'RESPONSIBILITY' tab is active. A toolbar with buttons for 'Delete', 'Details', 'Year', 'Campus', 'Role ID', 'Service ID', 'Class ID', and 'Grade Level' is visible. A large empty text area is followed by a 'Add' button. Below this is a section for 'School Year for PEIMS Codes: 2024' with dropdown menus for 'Job Code', 'Role ID / Staff Classification', 'Staff Service', 'Pop Served', 'SPED Student Age Range', 'Campus', 'Begin Date', 'End Date', 'ESC/SSA', 'Monthly Minutes', 'Classroom Position', 'Local Course Code', 'Class ID / Section Identifier', 'Session Name', '# of Students', 'Class Type', 'Grade Level', and 'Service ID'. A 'Refresh Service ID Setting' button is also present. At the bottom left is a 'PE Info' section with four pairs of input fields for 'Days Wk 1' through 'Days Wk 4' and 'Min Wk 1' through 'Min Wk 4'.

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

The screenshot shows the 'EMPLOYMENT INFO' section of the District Administration Employee Information Form. The 'Employee' field is set to '001730 : BROWN, BELINDA'. The 'Employee Status' dropdown is set to '4 Resigned'. The 'Employment Dates' section includes fields for 'Original Emp Date' (02-04-2003), 'Latest Re-Employ Date' (02-04-2003), 'Termination Date' (08-17-2003), 'Termination Reason' (dropdown), 'Eligible for Re-hire' (checkbox), and 'Percent Day Employed' (0%). The 'Employment Types' section includes 'Employment Type' (dropdown), 'Sub Type' (dropdown), 'Highly Qualified' (checkbox), 'Year Round' (checkbox), 'Extract ID' (dropdown set to 'P26 CONVERSION'), and 'Highest Degree' (dropdown). The 'Retiree Information' section includes 'Retirement Date' (00-00-0000), 'Retiree Employment Type' (dropdown), 'Take Retiree Surcharge' (checkbox), and 'NY Take Retiree Surcharge' (checkbox). The 'Years Experience' section shows 'Professional' and 'Non-Professional' totals of 01 each. The 'Electronic Consent' section shows 'W-2' (dropdown set to '1095'), '1095' (dropdown), and 'Grades Taught' (dropdown). The 'Service Record' section shows 'Full Semester' (checkbox). The 'Contract Information' section includes 'Class' (dropdown), 'Term' (dropdown), and 'Year' (dropdown). The 'Extended Leave' section includes 'Begin' (00-00-0000), 'End' (00-00-0000), and 'Year' (dropdown). The 'Fingerprint Information' section includes 'Status' (dropdown set to 'FP not needed'), 'Extract Date' (00-00-0000), and 'Fingerprint Date' (00-00-0000). The 'ERS Retiree Health' section includes 'Current Year Elig' (checkbox) and 'Next Year Elig' (checkbox). The 'Auxiliary Role ID' and 'Paraprofessional Certification' sections each have 'Delete' and 'Add' buttons.

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 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 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:

Execute

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](#)

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: <input checked="" type="checkbox"/>
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: <input type="checkbox"/>		
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: <input type="checkbox"/>	OVTM Rate: 0.00	Hrly Rate: 0.00	Exempt Status: <input type="checkbox"/>	EEOC: 07 Other classrm teach	<input type="checkbox"/>

State Info

State Step: 01	Yrs in Career Ladder: <input type="button" value="▼"/>	TRS Year: <input checked="" type="checkbox"/>	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: <input type="button" value="▼"/>

Calendar/Local Info

Calendar/Local Options: <input type="button" value="▼"/>	Begin Date: 07-27-2020	End Date: 06-11-2021	# of Days Empld: 187
Years Job Exp: <input type="checkbox"/>	Local Contract Days: 14		

Primary Campus: 001 001 School

Dept:

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

Save

NON-EMPLOYEE

Employee Nbr:

Name:

Retrieve
Directory
Add

Name

Employee Nbr	017499	Name	<input type="text" value="Mrs."/> <input type="text" value="YOLANDA"/> <div style="display: flex; justify-content: space-between; width: 100%;"> Title First Middle Last Generation </div>
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Work E-mail

Job Code

Highly Qualified:

Local Use

1:

2:

Instructional Staff

SSN:	<input type="text" value="123-45-6789"/>	TX Unique Staff ID:	<input type="text" value="5851239854"/>
Sex:	<input type="text" value="F - Female"/>	TSDS Staff Type:	<input type="text" value="3 - Contracted Prof"/>
Date of Birth:	<input type="text" value="04-06-1969"/>		

Races

Hispanic: American Indian: Asian: Black: Pacific Islander: White:

Days Employed:	<input type="text" value="0"/>	Begin Date:	<input type="text" value="09-01-2012"/>
Total Years:	<input type="text" value="19"/>	End Date:	<input type="text" value="--"/>
District Years:	<input type="text" value="10"/>		
Percent of Day:	<input type="text" value="80%"/>		
Highest Degree:	<input type="text" value="2 - Master's"/>		

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

Core Collection	Select the submission. For the Class Roster - Fall submission, select <i>Class Roster - Fall</i> .
Ending School Year	(Display only) The submission year as entered in the Submission Year field on State Reporting > Options is displayed. For the 2023-2024 Class Roster - Winter submission, the field should display 2024.
Campus	Type a three-digit campus ID, or leave blank to create interchanges for all campuses.
As-Of Date	(Required) Enter the as-of date for running this utility. The As-Of Date 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.

Selected Students	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.
Selected Staff	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: 015102-2018-11.15-30-22.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

Core Collection	Select the submission. For the Class Roster - Winter submission, select <i>Class Roster - Winter</i> .
Ending School Year	(Display only) The submission year as entered in the Submission Year field on State Reporting > Options is displayed. For the 2023-2024 Class Roster - Winter submission, the field should display 2024.
Campus	Type a three-digit campus ID, or leave blank to create interchanges for all campuses.
As-Of Date	(Required) Enter the as-of date for running this utility. The As-Of Date 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.

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