



Core Collection: Class Roster Winter Submission

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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: 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.

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 > HRS1750 - Teacher Incentive Allotment Designation Report

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)	<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"/> ⋮

Date Run: 11-18-2021 3:52 PM Teacher Incentive Allotment Designation Report Program: HRS1750
 Cnty Dist: 964-964 TEXAS ISD Page: 1 of 1

Emp Nbr	Employee Name	Pay Frequency
<u>TIA Designation Cd</u>		
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:

Reported Elements from Personnel Reports:

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

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. To get them to extract, the staff member must 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 shows a web-based report configuration tool. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below this is the 'Report Template' section with a text input field, a 'Public' checkbox, and 'Retrieve' and 'Directory' buttons. The 'Report Title' section has a text input field containing 'Verify Personnel Data'. The 'Employee Nbr' section has a text input field and an 'Active Employees Only' checkbox. The 'Employee Demographic' section is expanded and contains a grid of checkboxes for various fields, with several checked. The 'Certification' section has checkboxes for 'Cert Type', 'Specialty Area', 'Cert Date', and 'Date Expire'. The 'Responsibility' section has checkboxes for 'Campus', 'Pop Served', 'Class ID', 'Job Code', 'Days Wk 3', 'Min Wk 2', 'Role ID', 'Nbr Of Students', 'Class Type', 'Days Wk 1', 'Days Wk 4', 'Min Wk 3', 'Service ID', 'Monthly Minutes', 'ESC/SSA', 'Days Wk 2', 'Min Wk 1', and 'Min Wk 4'. The 'Employment' section has 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', 'W-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 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 the 'AVAILABLE COURSES' interface. At the top, there is a 'Save' button and 'Student Information' with 'School Year: 2023-2024'. Below this is a search bar with 'English' entered and a 'Retrieve' button. A table lists available courses with 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 contains 13 rows of English courses from grade 6 to 8. Below the table are navigation buttons (First, 1/2, Last) and 'Rows: 39'. A detailed view for course 0610 (ENGLISH GR 6) is shown below the table, including fields for Course Number, Title, Abbrev Name, Service ID, Nbr Sem, Textbook ISBN, Exclude from TeacherPortal, and Self Paced. At the bottom, there are several configuration sections: 'Grade Reporting' (Per Crt, Department, Gender Restr, Required, Elective), 'Course Codes and Credits' (Tot Credits, Part Credit, AAR, Grad Plan, Spec Cons, OnRamps, Credit Seq, Credit Lvl, CPR, Speech), 'Elem/Misc' (Core Crs, ELA Wgt, Auto Grd, Incl UIL Elig, Exam/Sem Pat), 'PEIMS' (CTE Hrs, Pop Srvd, Instr Sett, Class Type, Role ID, Crs Seq), and 'HR/GA' (HRRoll Wgt, HRRoll Table, HRRoll Cd, GA Table, GA Wgt).

The following elements from the *StaffResponsibilitiesExtension* complex type are included in the Class Roster 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 Restrctn	Grd Restrctn Addl	Textbook ISBN	Pregrid Grd Restrctn	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

ENGLISH 2 Service ID: 03220200 Grd Crs: Y
 Grd Restr: + Pregrid Grd Restr: +
 Self Paced: Textbook ISBN: Exclude from txGradebook:

Options

Excl Conflict Matrix:

Can Split Opt:

Rpt Card Grd Typ:

Grade Reporting

Per Crt:

Department:

Gender Restr:

Required:

Elective:

Course Codes and Credits

Tot Credits: Credit Lvl:

Part Credit: Credit Seq:

AAR Use: CPR:

Grad Plan Use: Speech:

Spec Cons:

Elem/Miss

Core Crs:

ELA Wgt:

Auto Grd:

Incl UIL Elig: Y

Exam/Sem Pttm:

Skills Based:

PEIMS

CTE Hrs:

Pop Srvd:

Instr Sett:

Class Type Cat:

Role Id:

Crs Seq:

HR/IGA

HRoll Wgt:

HRoll Table:

HRoll Cd:

GA Table:

Ga Wgt:

The following elements from the *CourseOffering* complex type are included in the Class Roster 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
<input type="checkbox"/>	<input type="checkbox"/>	0914	ENGLISH 4 ALT	10	010	2	0	2	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0914	ENGLISH 4 ALT	11	010	5	2	5	1	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0914	ENGLISH 4 ALT	12	010	1	2	1	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0914	ENGLISH 4 ALT	50	010	1	0	1	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0914	ENGLISH 4 ALT	51	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	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:

Pop Srvd: Wks/Mnth:

Instruct Sett: PK Curricula:

Class Type: Stu Instr:

High Qual PK Prog: Home Room Ind:

PK Sch Type:

Restrictions

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn:

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 Srvd: 06 Grad Plan Use: Class Type: 02

Role ID: 087 Special Consid: CPR: N

Nbr Sem: 2 Incl UIL Elig: Speech: N

OnRamps:

Child Care Partnership

Delete Operation Number

Include WD Meeting Times:

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
<input type="checkbox"/>	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 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 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	--	Schoold	Camp ID Resid	



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