



## 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***

<a href="#">Preview</a>	<a href="#">PDF</a>	<a href="#">CSV</a>	<a href="#">Clear Options</a>																
<b>Personnel Reports</b> <a href="#">HRS1000 - Roster of Personnel</a> <a href="#">HRS1050 - Employee Birthday List</a> <a href="#">HRS1100 - Employee Verification Report</a> <a href="#">HRS1200 - Federal EEOC Report</a> <a href="#">HRS1250 - Employee Data Listing</a> <a href="#">HRS1400 - Teacher Service Record</a> <a href="#">HRS1450 - Employee Mailing Labels</a> <a href="#">HRS1500 - Employee Education Report</a> <a href="#">HRS1550 - New Hire Report</a> <a href="#">HRS1600 - Certification Report</a> <a href="#">HRS1650 - Employee Salary Information</a> <a href="#">HRS1700 - Social Security Number Verification</a> <a href="#">HRS1750 - Teacher Incentive Allotment Designation Report</a>																			
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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: 5px;"> Total Employees for District: <span style="margin-left: 20px;">Nbr Active: 0</span> <span style="margin-left: 20px;">Nbr Inactive: 0</span> </td> </tr> </tbody> </table>			Emp Nbr	Employee Name	Pay Frequency	TIA Designation Cd			Total Employees for District: <span style="margin-left: 20px;">Nbr Active: 0</span> <span style="margin-left: 20px;">Nbr Inactive: 0</span>		
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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, including English GR 6 through English GR 8.

Below the table are several input fields and dropdowns:
 

- Crse Nbr: 0610, Title: ENGLISH GR 6, Abbrev Name: ELA&READ, Service ID: 03200510, Service ID Description: ELA READ 6, Graded Crs: checked, Nbr of Sem: 2, Textbook ISBN: (empty), Exclude from TeacherPortal: Incl Both(Att Grds), Sif Pcd: checked.
- Nbr Sem: 2, Textbook ISBN: (empty), Exclude from TeacherPortal: Incl Both(Att Grds), Self Paced: checked.
- Grade Reporting: Per Ctrl: 2, Department: (empty), Gender Restr: (empty), Required: (radio button), Elective: (radio button).
- Course Codes and Credits: Tot Credits: 0.0, Credit Seq: 4, Credit Lvl: M, AAR: (empty), Grad Plan: (empty), CPR: (empty), Speech: (empty).
- Elem/Misc: Core Crs: L, ELA Wgt: (empty), Auto Grd: (empty), Incl UIL Elig: (empty), Exam/Sem Pat: 1.
- PEIMS: CTE Hrs: (empty), Pop Srvd: 01, Instr Sett: (empty), Class Type: 01, Role ID: 087, Crs Seq: (empty).
- HR/GA: HRoll Wgt: 1, HRoll Table: (empty), HRoll Cd: (empty), GA Table: R REGULAR, GA Wgt: 1.

At the bottom, there are navigation buttons: First, Previous, Next, Last, and Add. A status message 'Rows: 39' is also present.

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 Addl:

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

<b>Element</b>	<b>Code Table</b>	<b>Data Element</b>	<b>ASCENDER Name</b>	
E0266	--	SchoollId	Camp ID Resid	



## Back Cover