



Core Collection: Class Roster Winter Submission

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Core Collection: Class Roster Winter Submission

The Class Roster Winter Submission is used to collect information used in relation to the accountability for state-mandated teacher preparation programs. Additionally, the data is used to accurately identify all the local education agencies with teachers eligible for funds under the Teacher Incentive Allotment (TIA).

Under HB 4545 (Texas Legislature, 87th Regular Session), class roster winter data will be used to ensure that a student who did not pass the STAAR test has a TIA teacher assigned the following school year.

- As-Of-Date: February 28, 2025
- Submission Due Date: March 27, 2025
- Grades EE - 12

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

For a complete list of extract rules and edits, see
<https://tealprod.tea.state.tx.us/TWEDSAPI/23/394/0/DataComponents>



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)	<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
TIA Designation Cd		

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

Save Create Report Delete Reset

Report Template

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

Certification

Cert Type Specialty Area Teaching Spec

Responsibility

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 Min Wk 4

Employment

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

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

AVAILABLE COURSES

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Slf 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

Grade Reporting

Per Ctrl: Department: Gender Restr: Required: Elective:

Course Codes and Credits

Tot Credits: Credit Seq: Credit Lvl: Core Crs: CTE Hrs:

Part Credit: AAR: CPR: ELA Wgt: Pop Srvd: Instr Sett: Class Type: Role ID: Crs Seq:

Grad Plan: Spec Cons: Speech: Auto Grd: Incl UIL Elig: Exam/Sem Pat: H/Roll Wgt: H/Roll Table: H/Roll Cd: GA Table: GA Wgt:

OnRamps:

Elem/Misc

Speech: Incl UIL Elig: Exam/Sem Pat: H/Roll Wgt: H/Roll Table: H/Roll Cd: GA Table: GA Wgt:

HR/GA

H/Roll Wgt: H/Roll Table: H/Roll Cd: GA Table: GA Wgt:

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

2026/02/04 10:07

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Core Collection: Class Roster Winter Submission

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 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 / 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 Lrng:

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:

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

STUDENT: 300203 : ABUNDIS, CECILIA MICHAEL TEXAS UNIQUE STUD ID: 2479861283

Comments TEA Unique ID

DEM01 DEM02 DEM03 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED Q/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: yLnkg5mFED

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 Rec: Phone Nbr: 555 597-7839 Cell Ph Nbr: -- E-mail: Mailing: 9807 DIVISION Num: Street: Direction: Apt: City: State: Zip: Physical: 9807 DIVISION Num: Street: Direction: Apt: City: State: Zip: Duplicate

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: Child Find: SPPI-12: Active Cd: 1 - Active Crty Residence: 015 As of Status Last Friday October: As of Status Last Day Enrollment: Reporting Excl: Current / Next Year Information

Control Num: 213 Next Yr Cntr: 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	--

Foster Care

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

Military Connected

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

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	--	StudentUniquelId	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	--	SchoollId	Camp ID Resid	



Back Cover