



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

Cnty Dist: 964-964

Teacher Incentive Allotment Designation Report

TEXAS ISD

Program: HRS1750

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

Public Retrieve Directory

Report Title

Verify Personnel Data

Employee Nbr

Active Employees Only

Employee Demographic

☒ Employee Nbr
☐ Texas Unique Staff ID
☐ Name Prefix
☒ First Name
☒ Middle Name
☒ Last Name
☒ Generation
☒ Sex
☒ DOB

☒ Staff ID/SSN
☐ Address Number
☐ Street/P.O. 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
☒ White

Certification

☐ Cert Type
☐ Cert Date
☐ Date Expire

☐ Specialty Area
☐ Teaching Spec

Responsibility

☐ Campus
☐ Role ID
☐ Service ID

☐ Pop Served
☐ Nbr Of Students
☐ Monthly Minutes

☐ Class ID
☐ Class Type
☐ ESC/SSA

☐ Job Code
☐ Days Wk 1
☐ Days Wk 2

☐ Days Wk 3
☐ Days Wk 4
☐ Min Wk 1
☐ Min Wk 2
☐ Min Wk 3
☐ Min Wk 4

Employment

☐ 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
☐ 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

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

=>Crs Nbr: 0610
Nbr Sem: 2

ENGLISH GR 6

Abbrev Name: ELA&READ

Service ID: 03200510
Exclude from TeacherPortal:

ELA READ 6

Graded Crs: ☒

Textbook ISBN:

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: 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: ☐

Crty 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: 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 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:
Campus: 001 001 School

Role ID / Staff Classification: 087 - Teacher
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](#)

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"/>			

Add

Paraprofessional Certification

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

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



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