



Core Collection: Class Roster Winter Submission

Table of Contents

Core Collection: Class Roster Winter Submission	1
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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

Report Template

 Public

Report Title

 Verify Personnel Data

Employee Nbr Active Employees Only

Employee Demographic

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

Certification

<input type="checkbox"/> Cert Type <input type="checkbox"/> Cert Date <input type="checkbox"/> Date Expire	<input type="checkbox"/> Specialty Area <input type="checkbox"/> Teaching Spec
--	---

Responsibility

<input type="checkbox"/> Campus <input type="checkbox"/> Role ID <input type="checkbox"/> Service ID	<input type="checkbox"/> Pop Served <input type="checkbox"/> Nbr Of Students <input type="checkbox"/> Monthly Minutes	<input type="checkbox"/> Class ID <input type="checkbox"/> Class Type <input type="checkbox"/> ESC/SSA	<input type="checkbox"/> Job Code <input type="checkbox"/> Days Wk 1 <input type="checkbox"/> Days Wk 2	<input type="checkbox"/> Days Wk 3 <input type="checkbox"/> Days Wk 4 <input type="checkbox"/> Min Wk 1 <input type="checkbox"/> Min Wk 2 <input type="checkbox"/> Min Wk 3 <input type="checkbox"/> Min Wk 4
--	---	--	---	--

Employment

<input type="checkbox"/> Employee Status Code <input checked="" type="checkbox"/> Highest Degree Achieved <input type="checkbox"/> Percent Day Employed <input type="checkbox"/> Est Annual Salary <input type="checkbox"/> Yrs Professional Experience <input type="checkbox"/> Yrs Professional in District <input checked="" type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Yrs Non-Professional Experience <input type="checkbox"/> Yrs Non-Professional in District <input checked="" 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"/> Extended Leave Begin <input type="checkbox"/> Fingerprint Extract Date <input type="checkbox"/> Extended Leave End <input type="checkbox"/> Fingerprint Date	<input type="checkbox"/> W-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 list of courses in a table format. Each row represents a course with columns for Course Number, Title, Abbrev Name, Service ID, Service ID Description, Graded Crs, Nbr of Sem, Textbook ISBN, Exclude from TeacherPortal, and Sif Pcd. Below the table are several input fields and dropdown menus for filtering and setting course details.

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Sif Pcd
<input type="checkbox"/>	<input type="checkbox"/>	0610	ENGLISH GR 6	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<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"/>
<input type="checkbox"/>	<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"/>
<input type="checkbox"/>	<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"/>
<input type="checkbox"/>	<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"/>
<input type="checkbox"/>	<input type="checkbox"/>	0710	ENGLISH GR 7	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<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"/>
<input type="checkbox"/>	<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"/>
<input type="checkbox"/>	<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"/>
<input type="checkbox"/>	<input type="checkbox"/>	0714	ENGLISH GR 7ALT	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0810	ENGLISH GR 8	ELA&READ	03200530	ELA/READ8	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

Below the table are several input fields and dropdown menus for filtering and setting course details:

- Filter buttons: First, <, 1, >, Last, Rows: 39, Add.
- Search fields: >>Crs Nbr: 0610, English GR 6.
- Text input fields: Abbrev Name: ELA&READ, Service ID: 03200510, Textbook ISBN: (empty), Exclude from TeacherPortal: Incl Both(Att Grds), Self Paced: .
- Dropdown menus: Nbr Sem: 2, Crs Nbr: 0610.
- Form sections:
 - Grade Reporting:** Per Ctrl: 2, Department: (empty), Gender Restr: (empty), Required: , Elective: .
 - Course Codes and Credits:** Tot Credits: 0.0, Part Credit: , AAR: (empty), Grad Plan: (empty), Spec Cons: (empty), OnRamps: (empty).
 - Elem/Misc:** Credit Seq: 4, Credit Lvl: M, CPR: , Speech: , 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.

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 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: +

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:

Child Care Partnership

Delete Operation Number
 + Add

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 this, tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY' are visible. The 'RESPONSIBILITY' tab is active. A toolbar with buttons for 'Delete', 'Details', 'Year', 'Campus', 'Role ID', 'Service ID', 'Class ID', and 'Grade Level' is present. A large empty table area with a green border and a 'Add' button is shown. Below this, a section for 'School Year for PEIMS Codes: 2024' contains various dropdown and input fields. A 'Refresh Service ID Setting' button is also present. A 'PE Info' section at the bottom right contains four pairs of input fields for Days Wk 1-4 and Min Wk 1-4, each with a value of 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

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																																										
<table border="1"> <thead> <tr> <th>Delete</th> <th>Selected</th> <th>Job Code</th> <th>Primary</th> <th>% Assigned</th> <th>Pay Type</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Delete"/></td> <td><input type="button" value="Selected"/></td> <td>TCHR - TEACHER</td> <td><input checked="" type="checkbox"/></td> <td>100%</td> <td>Contracted employee</td> </tr> <tr> <td colspan="6">Rows: 1 of 1</td> </tr> </tbody> </table>					Delete	Selected	Job Code	Primary	% Assigned	Pay Type	<input type="button" value="Delete"/>	<input type="button" value="Selected"/>	TCHR - TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee	Rows: 1 of 1																													
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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: 017499
Name: ZAPATA, YOLANDA
Retrieve
Directory
Add

Name

Employee Nbr	017499	Name	Mrs. <input type="button" value="▼"/>	YOLANDA	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
Title	First		Middle	Last		Generation		

Work E-mail

Job Code

Highly Qualified:

Local Use

1:

2:

Instructional Staff

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

Races

Hispanic: <input type="checkbox"/>	American Indian: <input type="checkbox"/>	Asian: <input type="checkbox"/>	Black: <input type="checkbox"/>	Pacific Islander: <input type="checkbox"/>	White: <input checked="" type="checkbox"/>
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Days Employed:	0	Begin Date:	09-01-2012	
Total Years:	19	End Date:	--	
District Years:	10			
Percent of Day:	80%			
Highest Degree:	<input type="button" value="2 - Master's"/> <input type="button" value="▼"/>			

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



Back Cover