



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.

NOTE: The Class Roster - Fall Submission was sunset. Local education agencies will no longer be required to report this submission starting in the 2024-2025 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

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

The screenshot shows the ASCENDER software interface. On the left, a sidebar lists various 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, and HRS1750 - Teacher Incentive Allotment Designation Report. The HRS1750 report is currently selected and shown in a configuration window on the right. The window title is "HRS1750 - Teacher Incentive Allotment Designation Report". It contains several parameter description fields with corresponding input boxes and dropdown menus. The parameters include: Sort by Alpha (A), Pay Campus (C), Primary Campus (P); Pay Status Active (A), Inactive (I), or blank for ALL; Pay Type 1-4, Exclude Subs (E), or blank for ALL; Select Pay Campus(es), or blank for ALL; Select Primary Campus(es), or blank for ALL; Select Employee(s), or blank for ALL; and Select Frequency. Each parameter has a small three-dot menu icon to its right.

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"> <thead> <tr> <th>Emp Nbr</th> <th>Employee Name</th> <th>Pay Frequency</th> </tr> <tr> <th colspan="2">TIA Designation Cd</th> <th></th> </tr> </thead> </table>		Emp Nbr	Employee Name	Pay Frequency	TIA Designation Cd		
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

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.
- 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 Crd: 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

Employee: 000098 : ADAMS, ADAM

DEMOCRATIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

School Year for PEIMS Codes: 2024

Job Code: Campus: Classroom Position:

Role ID / Staff Classification: 087 - Teacher Begin Date: 00-00-0000 Local Course Code:

Staff Service: End Date: 00-00-0000 Class ID / Section Identifier:

Pop Served: ESC/SSA: School District Employee Session Name:

SPED Student Age Range: Monthly Minutes: # of Students:

Refresh Service ID Setting

PE Info:

Days Wk 1: <input type="text" value="0"/>	Min Wk 1: <input type="text" value="0"/>
Days Wk 2: <input type="text" value="0"/>	Min Wk 2: <input type="text" value="0"/>
Days Wk 3: <input type="text" value="0"/>	Min Wk 3: <input type="text" value="0"/>
Days Wk 4: <input type="text" value="0"/>	Min Wk 4: <input type="text" value="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 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:

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																																										
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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:
Name:
Retrieve
Directory
Add

Name

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

Work E-mail

Job Code

...

Highly Qualified:

Local Use

1:

2:

Instructional Staff

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

Races

Hispanic: American Indian: Asian: Black: Pacific Islander: White:

Days Employed:	<input type="text" value="0"/>	Begin Date:	<input type="text" value="09-01-2012"/>
Total Years:	<input type="text" value="19"/>	End Date:	<input type="text" value="--"/>
District Years:	<input type="text" value="10"/>		
Percent of Day:	<input type="text" value="80%"/>		
Highest Degree:	<input type="text" value="2 - Master's"/>		

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

Class Roster Winter Data Components

Click on the [TEA drop-down menus](#) to see complete information for Class Roster Winter reporting including: Domains, Entities and Data Elements.

The following data elements are pulled from the Education Organization, Enrollment, Staff, Student Identification and Demographics, and Teaching and Learning domains:

- BeginDate E3010
- BirthDate E0006
- ClassroomPosition E1454
- CourseCode E3071
- CourseldentificationSystem E3075
- CourseSequence E0948
- CourseTitle E3073
- CreditableYearOfService E1721
- EndDate E3020
- EntryDate E3023
- EntryGradeLevel E1517
- FirstName E0703
- GenerationCode E0706
- GradeLevel E0017
- HighestCompletedLevelOfEducation E0730
- HispanicLatinoEthnicity E1064
- IdentificationCode E3076
- LastSurname E0705
- LocalCourseCode E1194
- LocalEducationAgencyCategory E3036
- LocalEducationAgencyId E0212
- LocalStudentId E0923
- MiddleName E0704
- NameOfInstitution E3037
- NonCampusBasedInstruction E1072
- ProgramAssignment E3045
- Race E3050
- SchoolId E0266
- SectionIdentifier E1056
- Sex E0004
- StaffId E0505
- StaffType E1073
- StaffUniqueId E1524
- StudentId E0001
- StudentUniqueId E1523
- TeacherIncentiveAllotmentDesignation E1722
- TotalYearsPriorTeachingExperience E1377



Back Cover