


# 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 27, 2026
- Submission Due Date: March 26, 2026
- Grades EE - 12

For a complete list of extract rules and edits, see the **TSDS Web-Enabled Data Standards**.



**IMPORTANT**: Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's (School System) 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.

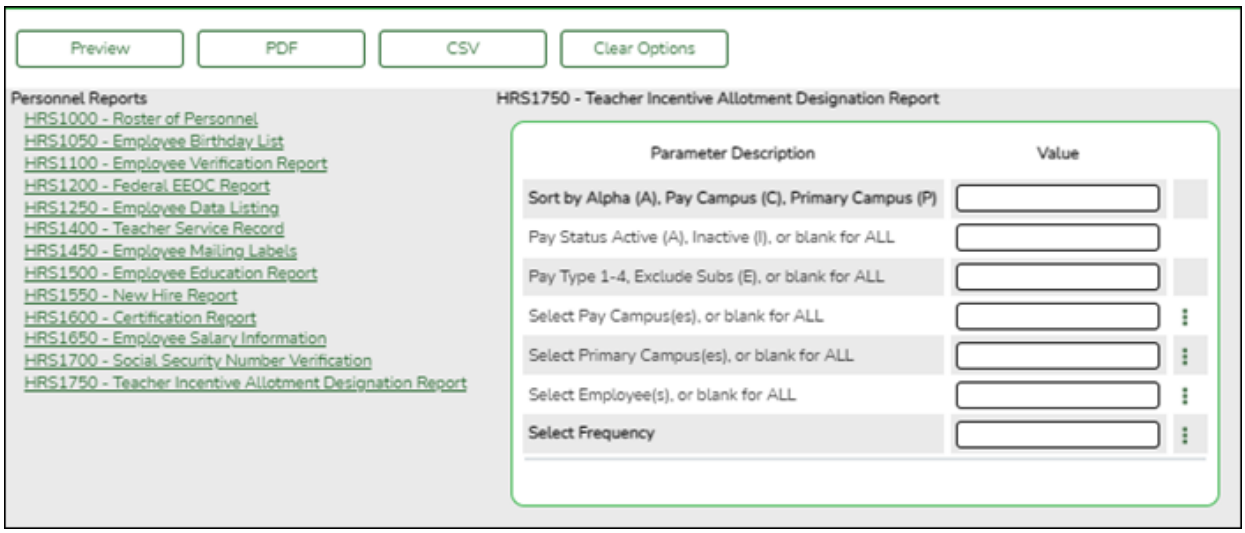
❑ CourseIdentificationSystem (E3075) (Code table: C350) is the system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as "State Course Code."**

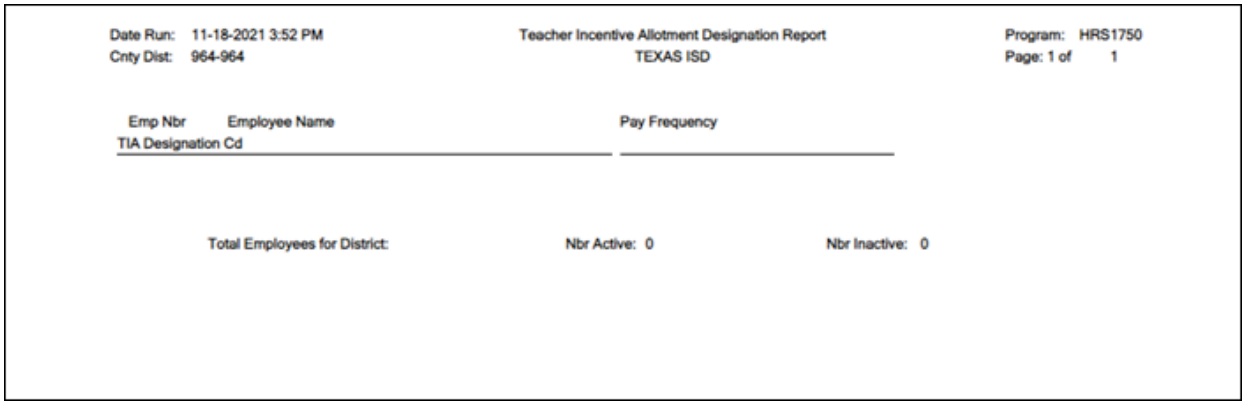
## Reports

- Personnel

❑ Teacher Incentive Allotment Designation codes and descriptions can be verified by running the following report:

***Personnel > Reports > Personnel Reports > HRS1750 - Teacher Incentive Allotment Designation Report***



The following element from the *StaffExtension* complex type are included in the Class Roster Winter submission:

**Reported Elements from Personnel Reports:**

| Element | Code Table | Data Element | ASCENDER Name |
|---|---|---|---|
| E1722 | C322 | TeacherIncentiveAllotmentDesignation | —- |

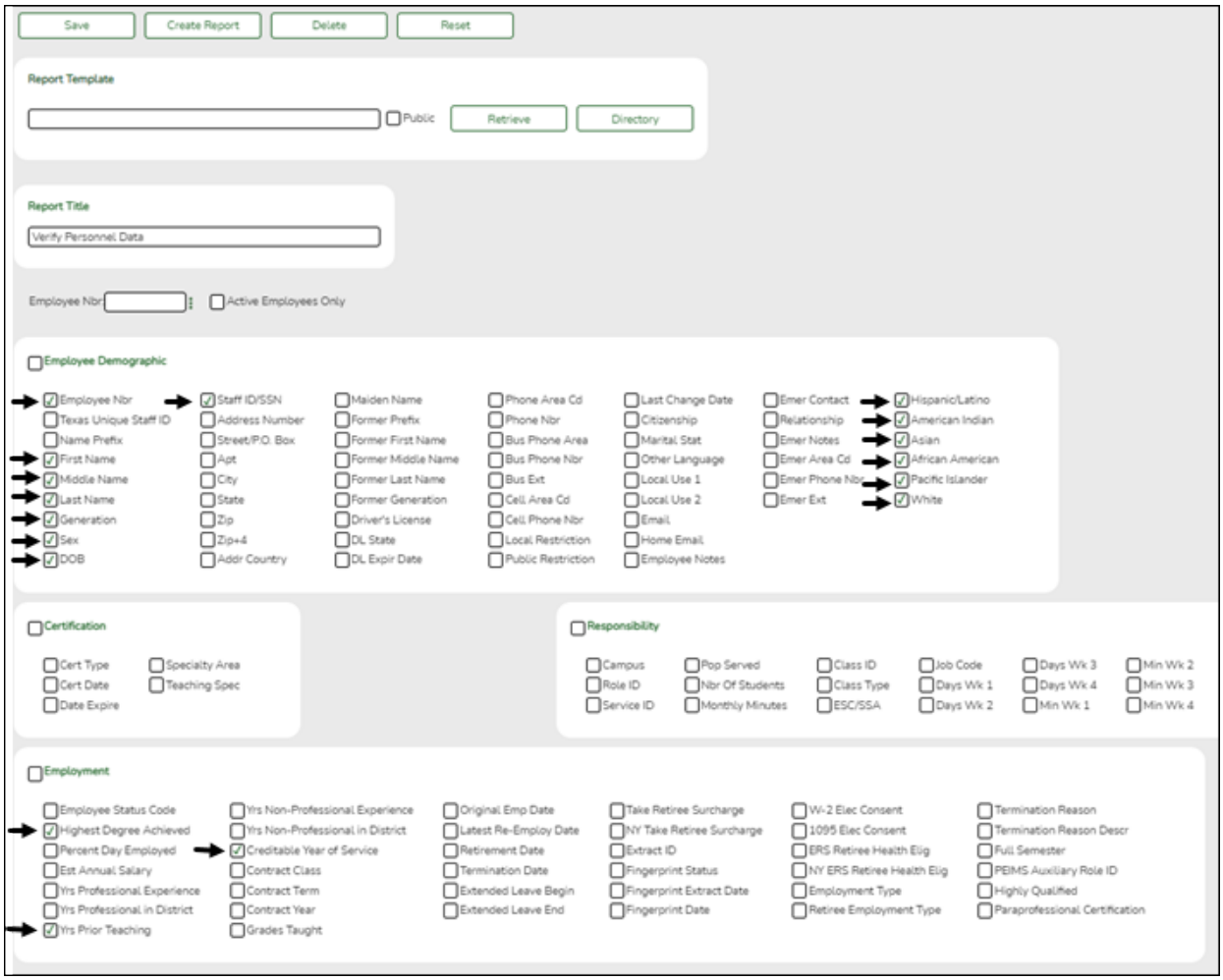
**NOTE**: If a person is listed as an Instructor, it is considered they are teaching a course. The instructor can be listed in **Personnel** or in **Grade Reporting**, but not in both applications. The instructor must be deleted from *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor* if they do not have any sections assigned to them.
To get them to extract, the staff member must be deleted from the *Grade reporting > Maintenance > Master Schedule > Campus Schedule > Instructor* tab.

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❑ 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***




The following elements from the *StaffExtension* complex type are included in the Class Roster 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 Rpting 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**:

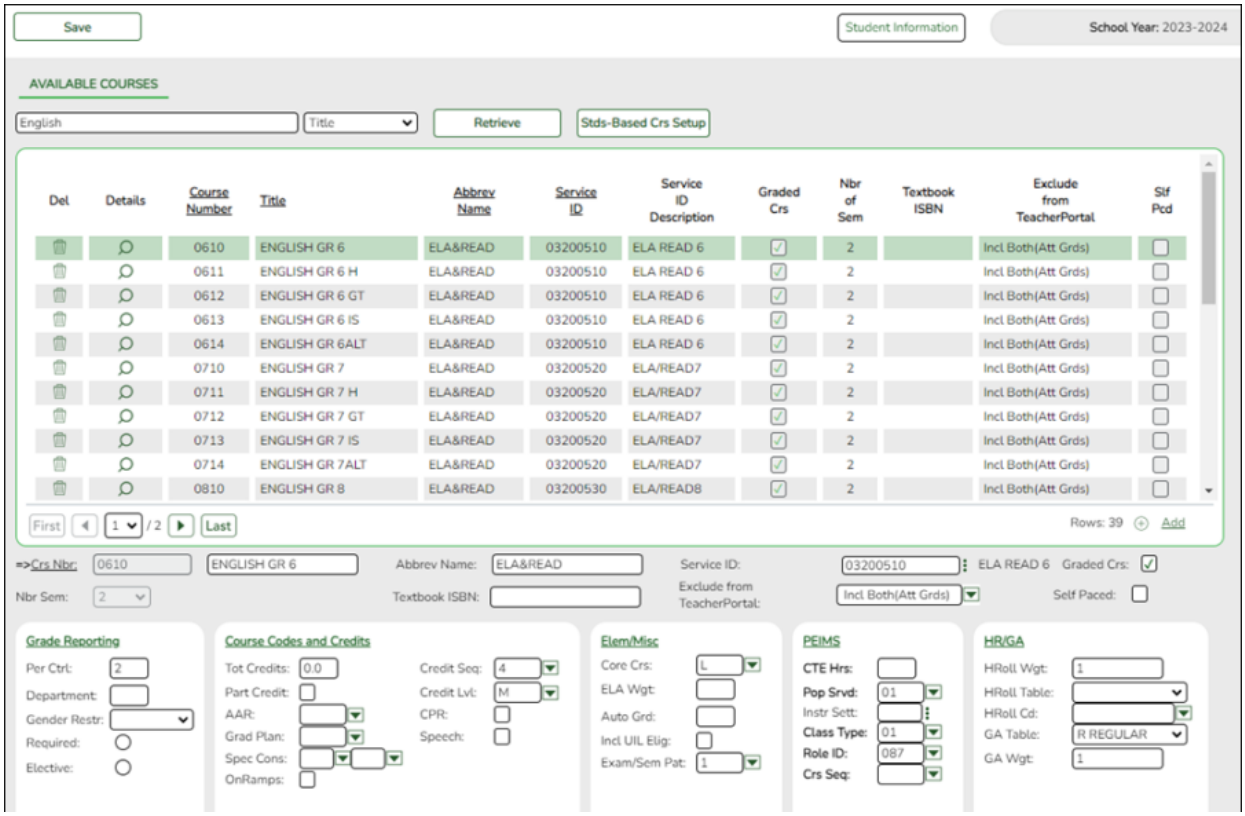
- ***Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List (Grd Rpting)***

For verifying student demographic data:

- ***Registration > Reports > Create Registration Report***

## Grade Reporting

- Grade Reporting > Maintenance > Master Schedule > District Schedule

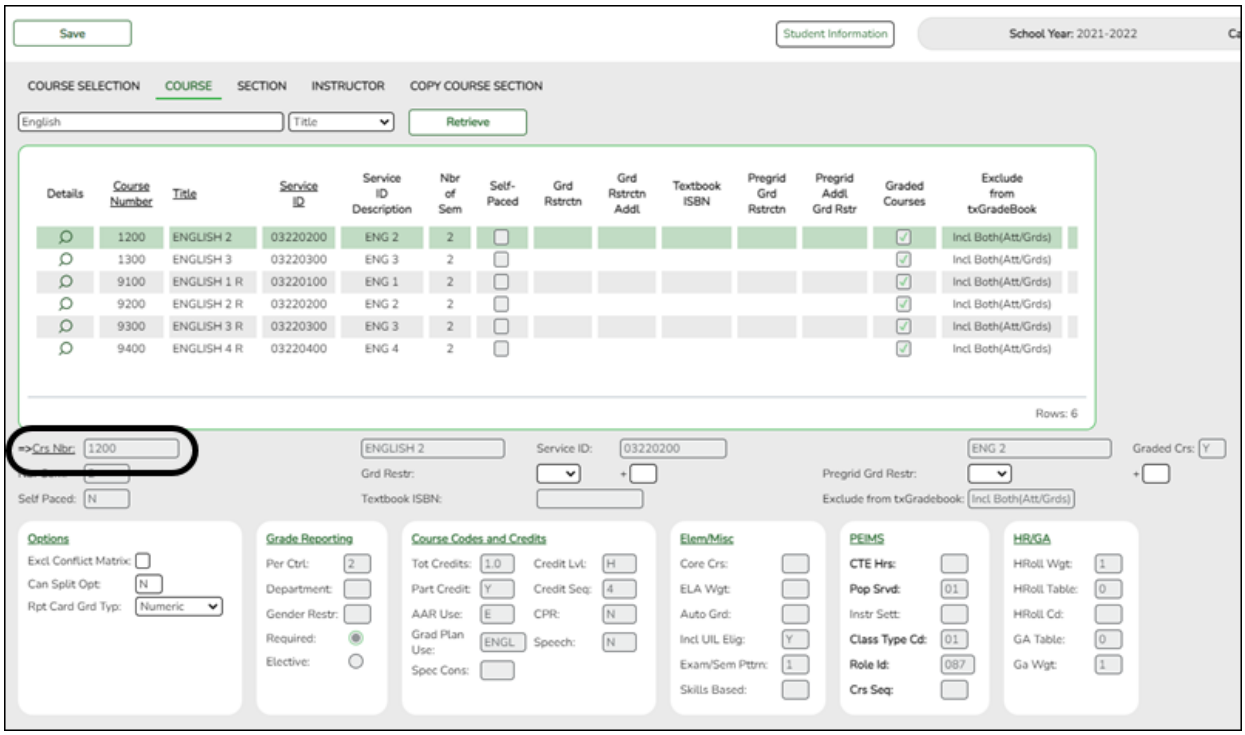



The following elements from the *StaffResponsibilitiesExtension* complex type are included in the Class Roster Winter submission:

**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

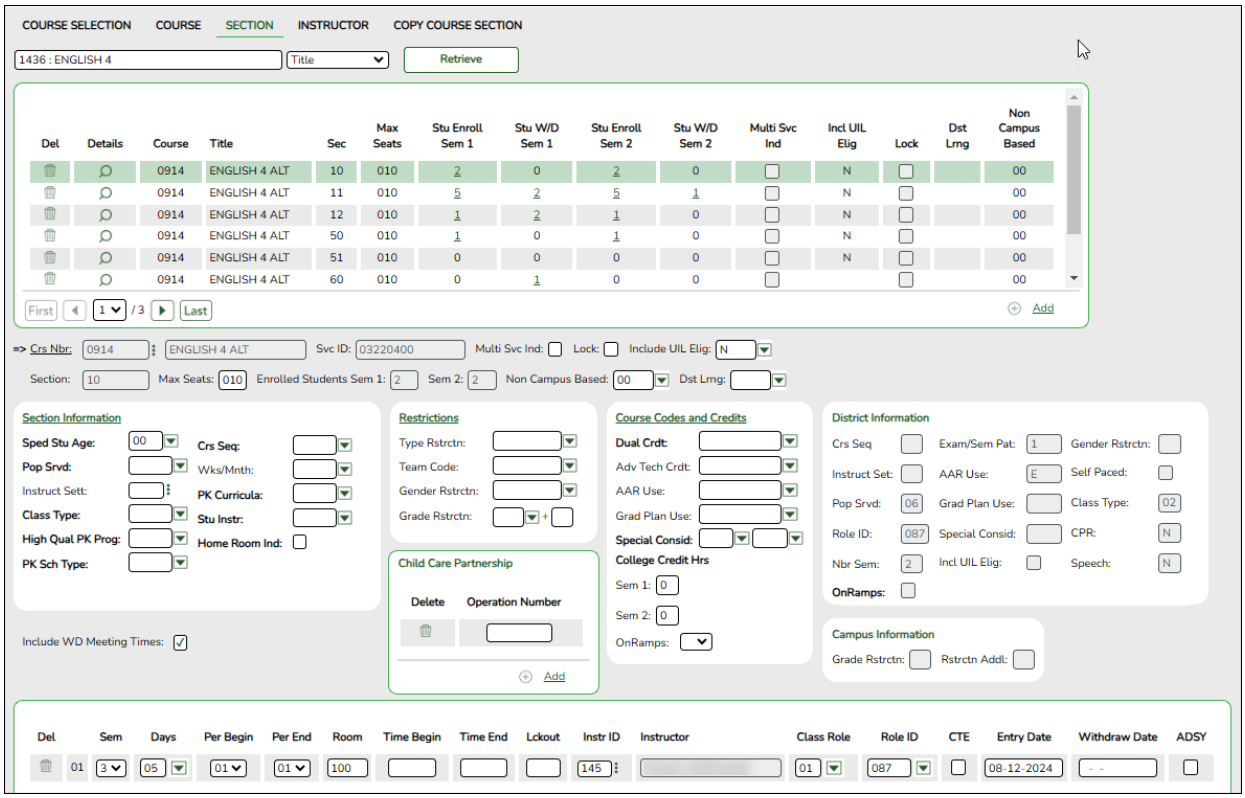



The following elements from the *CourseOffering* complex type are included in the Class Roster Winter submission:

**Reported Elements from Course:**

| Element | Code Table | Data Element | ASCENDER Name |
|---|---|---|---|
| E1194 | —- | LocalCourseCode | Crs Nbr |

- Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section



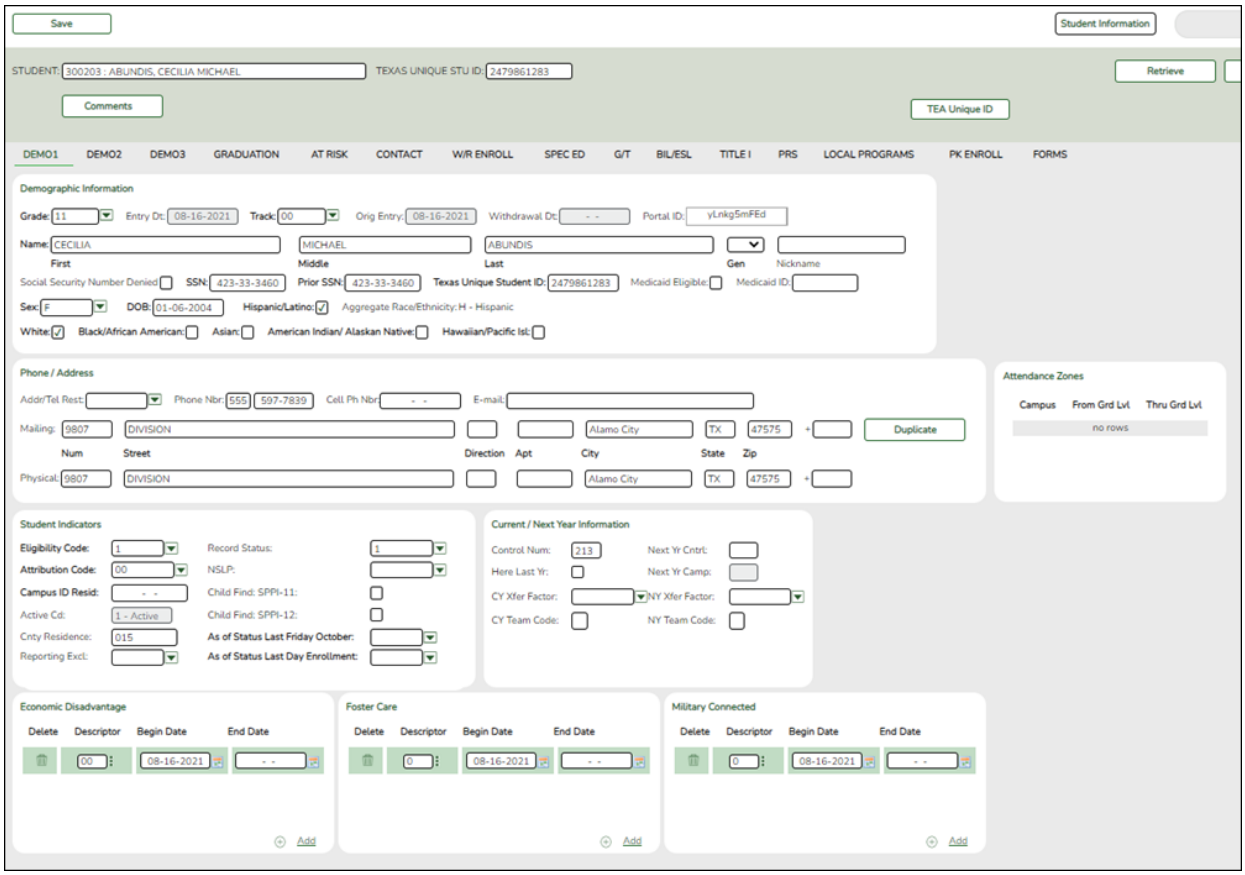

The following elements from the *SectionExtension* and *TeacherSectionAssociationExtension* and *StudentSectionAssociation* complex types are included in the Class Roster Winter submission:

**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 Winter submission:

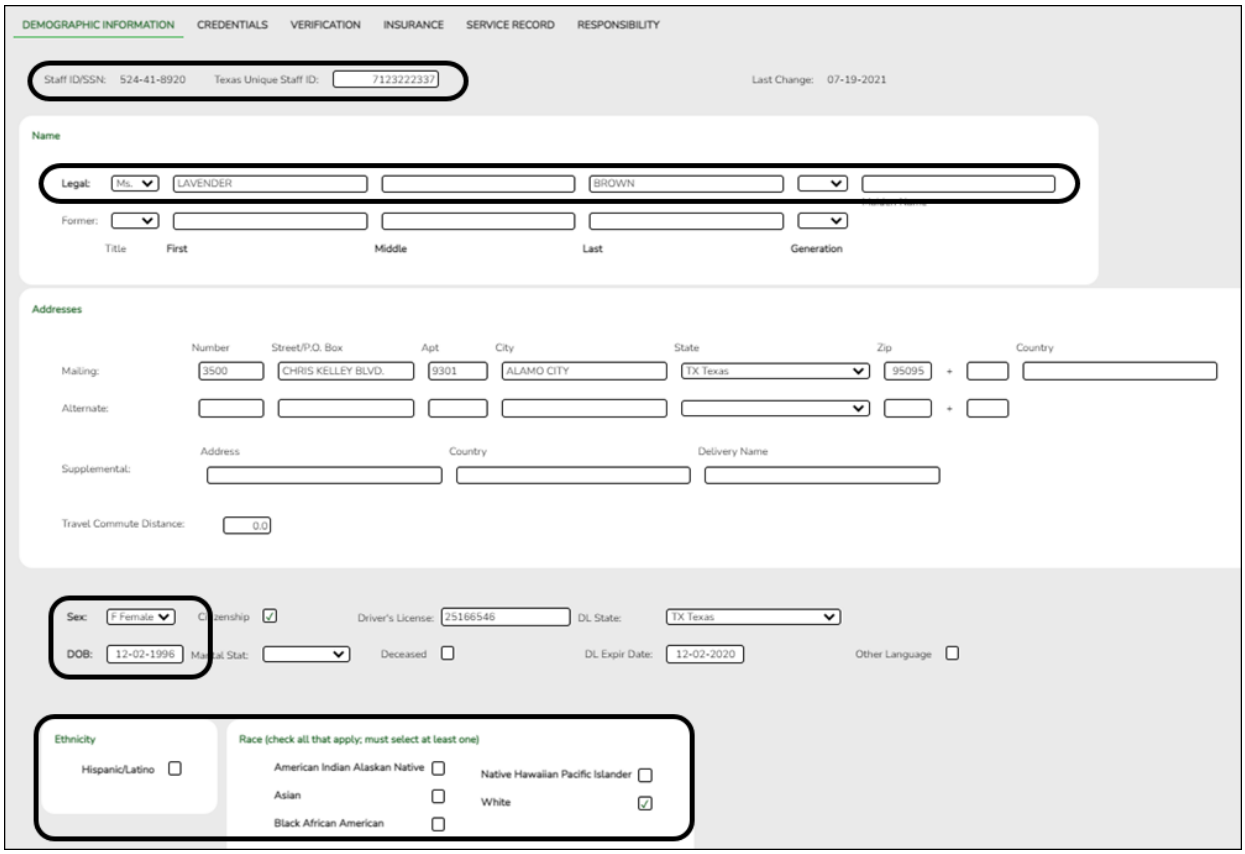
**Reported Elements from Demo1:**

| Element | Code Table | Data Element | ASCENDER Name | |
|---|---|---|---|---|
| E0923 | —- | LocalStudentId | —- | |
| E1523 | —- | StudentUniqueId | 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



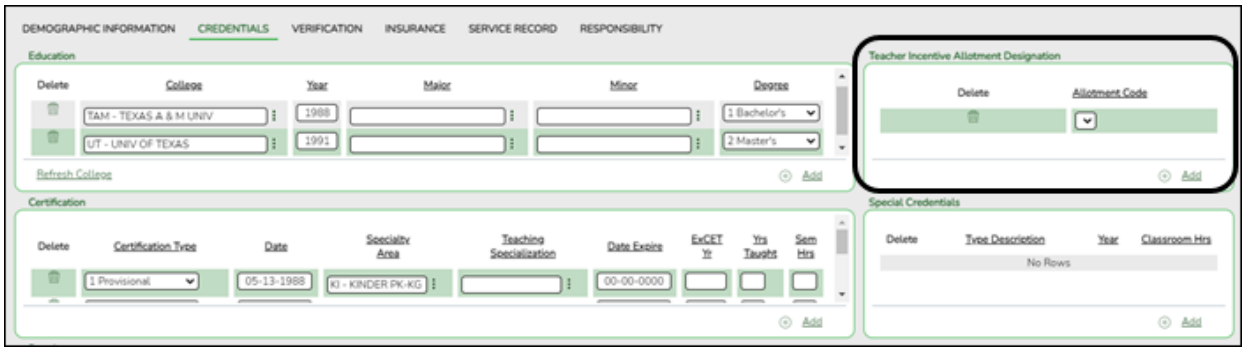

The following elements from the *StaffExtension* and *TeacherSectionAssociationExtension* complex types are included in the Class Roster Winter submission:

**Reported Elements from Demographic Information:**

| Element | Code Table | Data Element | ASCENDER Name |
|---|---|---|---|
| E1524 | —- | StaffUniqueId | 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

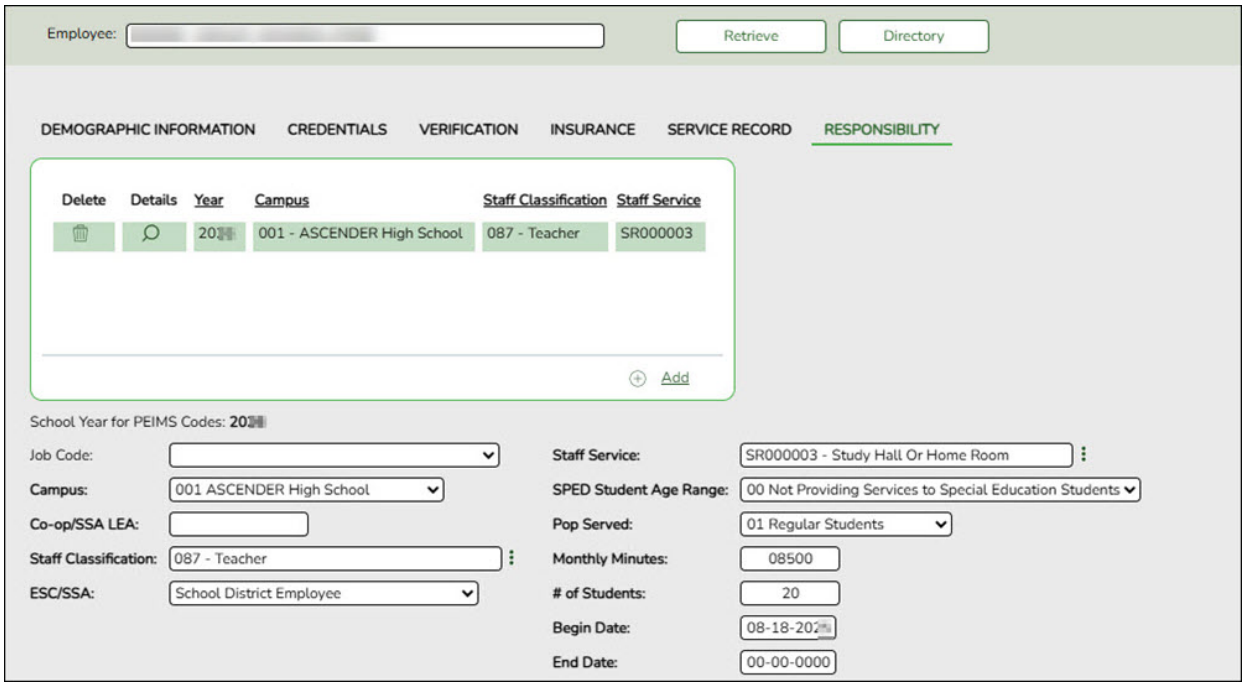



The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

**Reported Elements from Credentials:**

| Element | Code Table | Data Element | ASCENDER Name |
|---|---|---|---|
| E1722 | C322 | TeacherIncentiveAllotmentDesignation | Teacher Incentive Allotment Designation |

- Personnel > Maintenance > Staff Demo > Responsibility



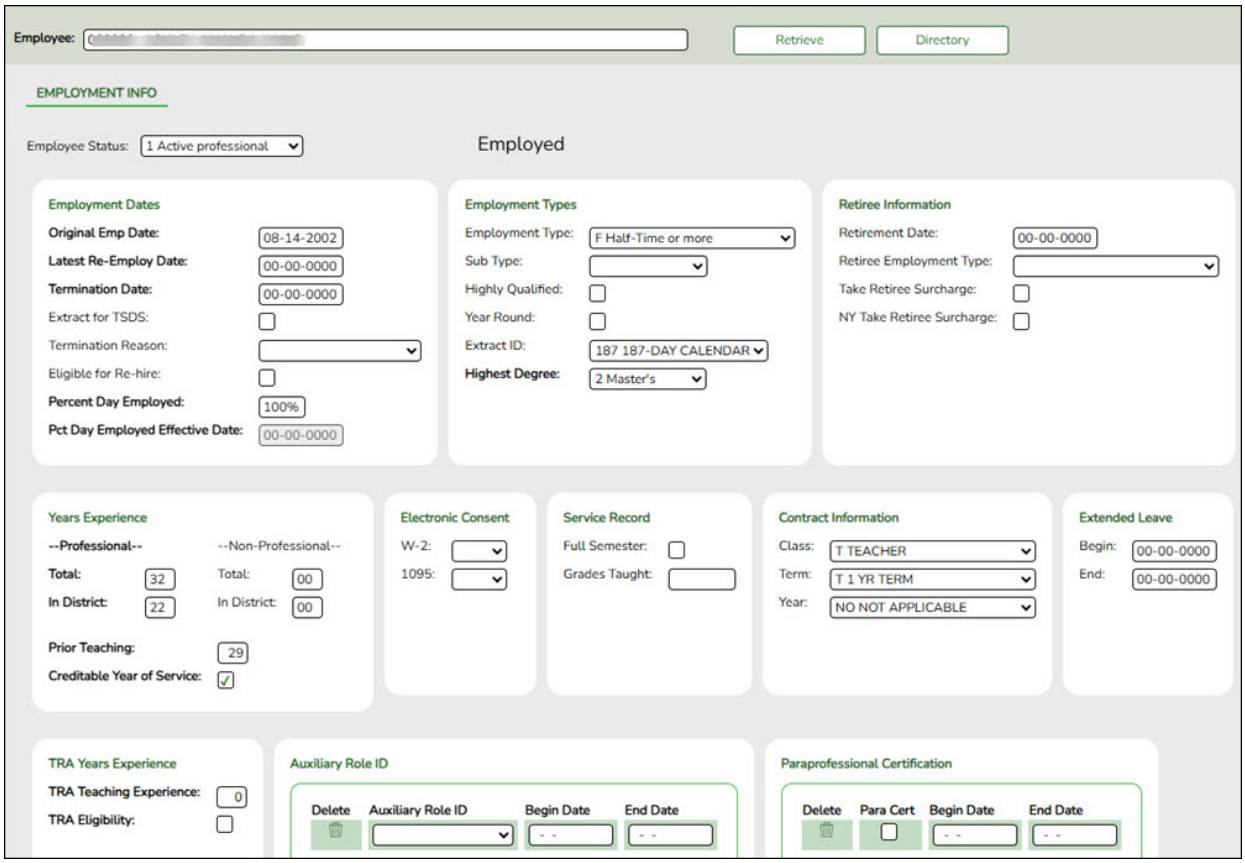

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The following elements from the *TeacherSchoolAssociation* complex type are included in the Class Roster Winter submission:

**Reported Elements from TeacherSchoolAssociation:**

| Element | Code Table | Data Element | ASCENDER Name |
|---|---|---|---|
| E1524 | —- | StaffUniqueId | Texas Unique Staff ID |
| E0266 | —- | SchoolId | Campus |

- Personnel > Maintenance > Employment Info

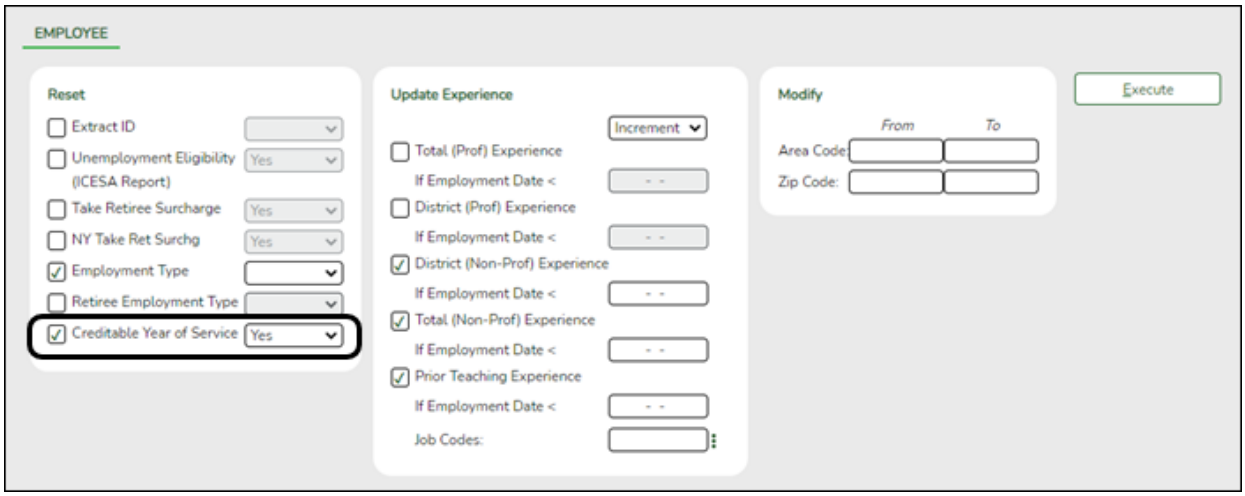



The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

**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



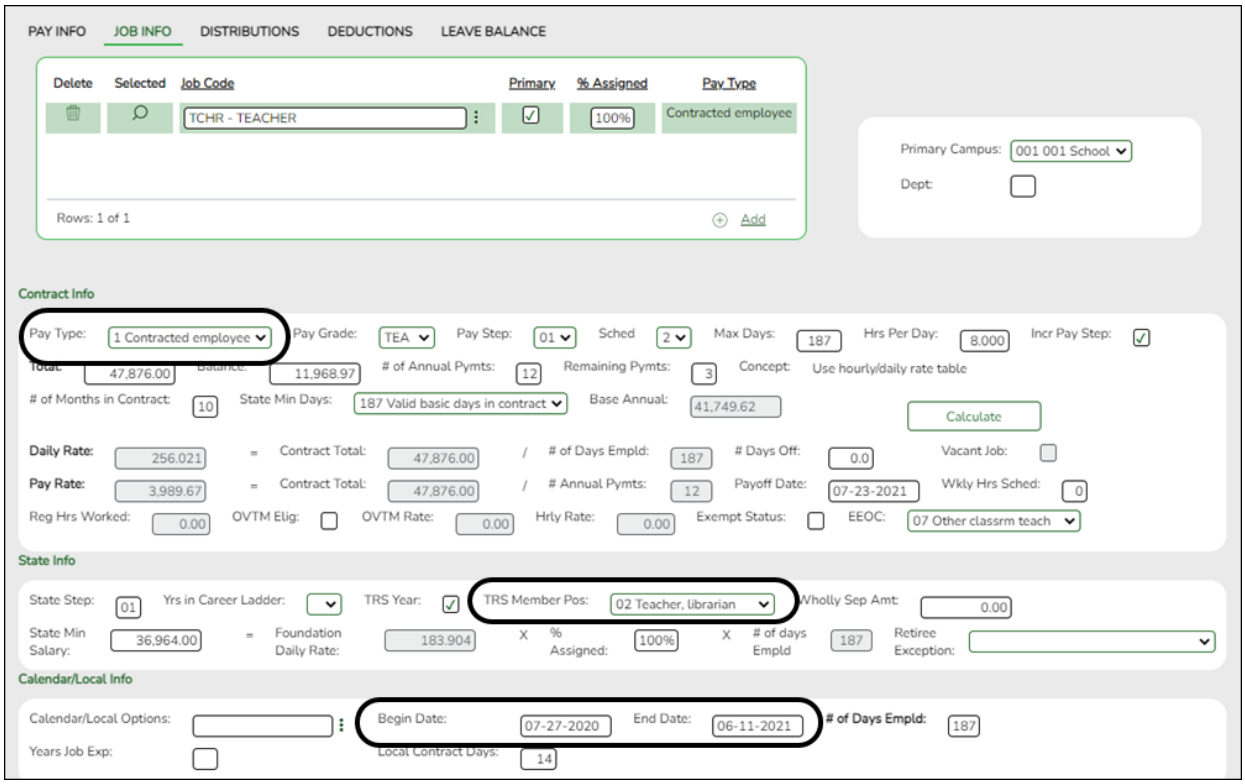

The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

**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



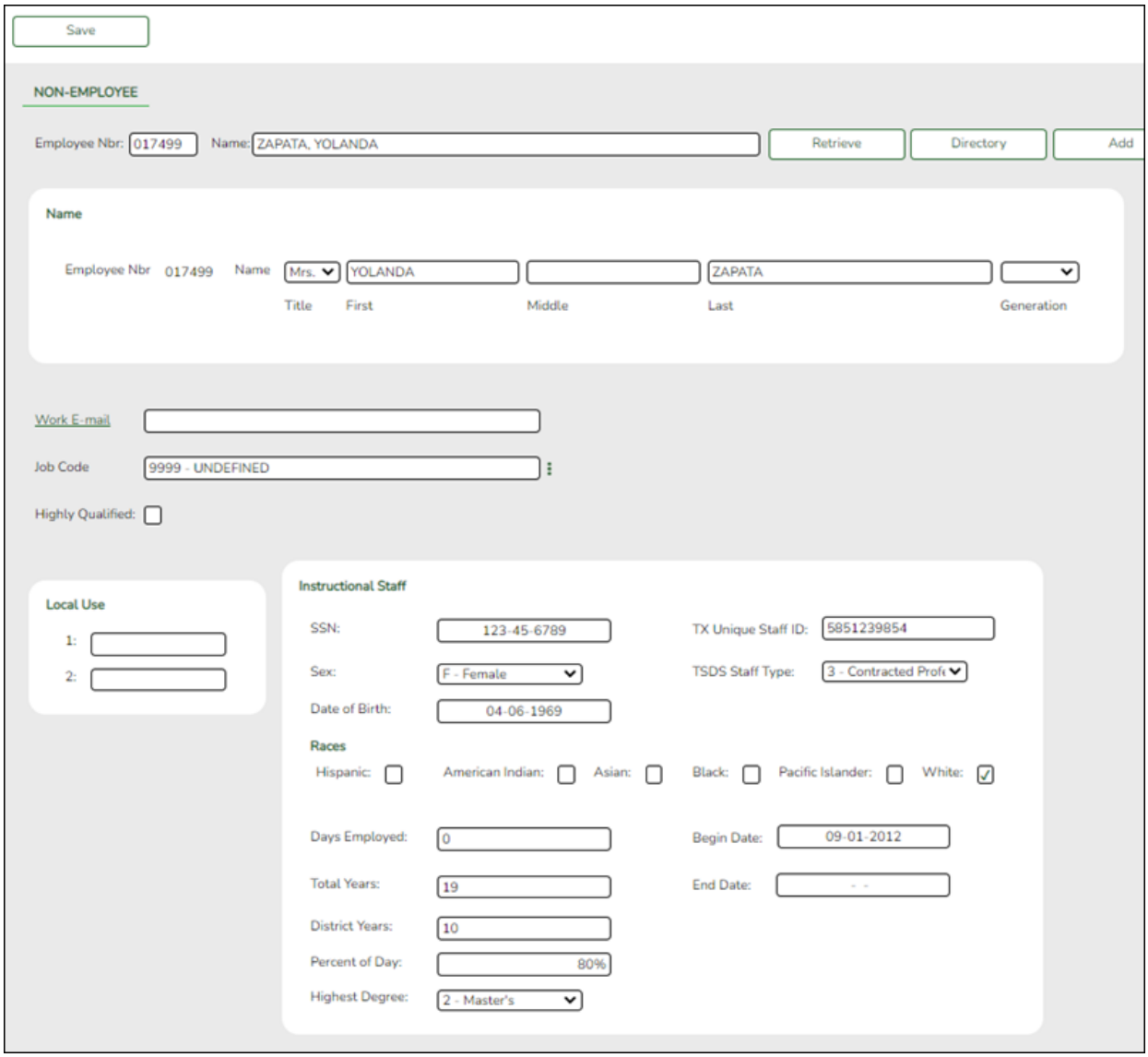

The following element from the *StaffExtension* complex type is included in the Class Roster Winter submission:

**Reported Elements from Job Info:**

| Element | Code Table | Data Element | ASCENDER Name |
|---|---|---|---|
| E1073 | C181 | StaffType | Pay Type |

## District Administration

- District Administration > Maintenance > Non-Employee




The following element from the *StaffExtension* complex type is included in the Class Roster Winter submission:

**Reported Elements from Non-Employee:**

| Element | Code Table | Data Element | ASCENDER Name |
|---|---|---|---|
| E1073 | C181 | StaffType | TSDS Staff Type |

# Class Roster Winter Data Components



For a complete list of submission rules and edits, access the TSDS Web-Enabled Data Standards **(TWEDS)** website. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (XXXX), and **Submission** (XXX) and click **Open**.

Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**.

Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.

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)
- CourseIdentificationSystem (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)


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