



# Preparing for the TSDS Upgrade Guide



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# Preparing for the TSDS Upgrade Guide

## IN PROGRESS

### Helpful TEA TSDS Links:

<https://techdocs.ed-fi.org/display/EFDS30/Response+Codes>

<https://www.texasstudentdatasystem.org/tsds/teds/ods-upgrade-data-standards>

<https://www.texasstudentdatasystem.org/tsds/about/training-and-support/tsds-upgrade-project-training-materials>

## Registration

- [Registration](#) > [Maintenance](#) > [District Profile](#) > [District Maintenance](#) > [Demographic Info](#)

Verify the ESC County/District number is correct (it should **NOT** be the LEA number).

The District Profile > Demographic Info tab allows you to maintain the district's demographic data, such as the district's name, address, and superintendent.

| DEMOGRAPHIC INFO     | CONTROL INFO   | SPECIAL ED INFO               | ATTENDANCE ZONES OPTIONS                     | STATE REPORTING  |
|----------------------|--|-------------------------------|--|--|
| District Name:       | <input type="text" value="TEXAS ISD"/>                                 |                               |  |  |
| District County:     | <input type="text" value="TEXAS Cnty"/>                                | District Type:                | <input type="text" value="Charter"/>         | Allow Waitlist on ParentPortal: <input checked="" type="checkbox"/>            |
| District Website:    | <input type="text" value="www.esc20.net"/>                             |                               |  |  |
| District Email:      | <input type="text" value="info@esc20.net"/>                            |                               |  |  |
| ESC Region Number:   | <input type="text" value="20"/>  | ESC County District Number:   | <input type="text" value="001-905"/>         |  |
| Street Nbr:          | <input type="text" value="714"/>                                       | Street Name:                  | <input type="text" value="Lone Star Drive"/> |  |
| City:                | <input type="text" value="Alamo City"/>                                | State:                        | <input type="text" value="TX"/>              | Zip Code: <input type="text" value="47498"/> <input type="text" value="0979"/> |
| Phone:               | <input type="text" value="555"/> <input type="text" value="692-6038"/> | Fax:                          | <input type="text" value="-"/>               |  |
| Superintendent Name: | <input type="text" value="Jane"/> <input type="text" value="Smith"/>   |                               |  |  |
| Title                | First  | Middle                        | Last   | Generation   |
|                      | <input type="text" value="Jane"/>                                      | <input type="text" value=""/> | <input type="text" value="Smith"/>           | <input type="text" value=""/>  |

**NOTE:** The **District Website** and **District Email** fields are used for TSDS Dashboard extracts. This data is required for districts that use TSDS Dashboards.

**Update data:**

|                                       |  |
|---------------------------------------|--|
| <b>District Name</b>                  | (Required) Type the name of the district, up to 34 characters.   |
| <b>District County</b>                | Type the name of the county where the district is located, up to 20 characters.  |
| <b>District Type</b>                  | Indicate whether the district is independent, private, or charter.   |
| <b>Allow Waitlist on ParentPortal</b> | Select to enable the display of the Charter School Application Form <b>Apply</b> button on the ASCENDER ParentPortal Login page.<br><br>This field only displays if the <b>District Type</b> field is set to <i>Charter</i> .  |
| <b>Charter Application</b>            | Select <i>Current</i> or <i>Next</i> to indicate the Charter School Application Form school year in ASCENDER ParentPortal.<br><br>This field only displays if the <b>District Type</b> field is set to <i>Charter</i> .  |
| <b>District Website</b>               | Type the address of the district's website, up to 255 characters.<br><br><b>IMPORTANT:</b> If your district website is down when you save, you will receive an error message because the program is trying to connect to the website to validate the entry. Try again when your website is working properly. |
| <b>District Email</b>                 | Type an email address for contacting the district, up to 255 characters.   |

|  |  |
|--|--|
| <b>ESC Region Number</b>   | (Required) Type the region number for the education service center that serves the district. The field must be two digits (e.g., type 01 for ESC-1). |
| <b>ESC County District Number</b>  | Type the six-digit <b>ESC county-district number</b> (NOT the LEA number) as assigned by the Texas Education Agency (TEA).                           |
| <b>Street Nbr</b><br><b>Street Name</b><br><b>City</b><br><b>State</b><br><b>Zip Code +4</b> | Enter the address for the district, up to 60 characters.   |
| <b>Phone</b><br><b>Fax</b>   | Type the area code and phone numbers for the district.   |
| <b>Superintendent Name</b>   | Type the title, first name, middle name, and last name of the district superintendent. Select the generation code if applicable.                     |

Click **Save**.

- [Registration](#) > [Maintenance](#) > [District Profile](#) > [District Maintenance](#) > [State Reporting](#)

Verify the information entered on State Reporting is correct.

The State Reporting tab allows the user to enter data reported in the Education Organization Domain.

DEMOGRAPHIC INFO CONTROL INFO SPECIAL ED INFO ATTENDANCE ZONES OPTIONS STATE REPORTING

ASVAB: 01

Family Engagement Plan Link:

Local Education Agency Category: 02: Charter

Education Organization Category: 02: Local Education Agency

Program Evaluation Type: 01: TEA SELF-ASSESSMEN

Gifted and Talented Programs

Delete GT Program

04: Full-time inclusion

CTE Programs of Study

| Delete                   | Program Code                           |
|--------------------------|--|
| <input type="checkbox"/> | 001: Accounting and Financial Services |
| <input type="checkbox"/> | 002: Advanced Manufacturing and Machi  |
| <input type="checkbox"/> | 006: Architectural Design              |
| <input type="checkbox"/> | 007: Automotive                        |
| <input type="checkbox"/> | 009: Bio-Medical Science               |
| <input type="checkbox"/> | 011: Business Management               |
| <input type="checkbox"/> | 012: Carpentry                         |
| <input type="checkbox"/> | 013: Cosmetology and Personal Care Ser |
| <input type="checkbox"/> | 014: Public Safety                     |

+ Add



**Update data:**

|  |  |
|--|--|
| <b>ASVAB</b>                           | <p>ARMED-SERVICES-VOC-APT-BATTERY-INDICATOR-CODE (E1625) (S1) (Code table C217)</p> <p>Select the code indicating if the district or open-enrollment charter school provides students in grade levels 10-12 an opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB) test or a comparable substitute. This field is not displayed prior to 2018-2019.</p> <p><b>NOTE:</b> As of the 2019-2020 school year, the field is not mandatory at campuses that do not offer grade levels 10-12, per TEDS 2020.2.0. The field is required at campuses with grade levels 10-12.</p> |
| <b>Family Engagement Plan Link</b>     | <p>FAMILY-ENGAGEMENT-PLAN-LINK (E1583) (S3)</p> <p>Type the website address used by the LEA to provide its Family Engagement Plan.</p>   |
| <b>Local Education Agency Category</b> | <p>Select the Local Education Agency Category and the Local Education Agency Category Description for the School Year.</p>   |
| <b>Education Organization Category</b> | <p>Select the Education Organization Category and the Education Organization Category Description for the School Year.</p>   |
| <b>Program Evaluation Type</b>         | <p>PROGRAM-EVALUATION-TYPE (E1626) (Code table C216)</p> <p>Select the Program Evaluation Type that indicates the type of program evaluation tool LEAs use to report the progress of students participating in a High-Quality PK program.</p>  |

Click **Save**.



Under **Gifted and Talented Programs:**

Click **+Add** to add a record.

|   |   |
|---|---|
|  | <p><a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> |
| <p><b>GT Program</b></p>  | <p>GIFTED-TALENTED-PROGRAM-CODE (E1645) (Code table C223) indicates a gifted and talented program the LEA has established that is consistent with the state plan developed under TEC 29.123.</p> <p>Select the program code from the drop-down menu.</p>  |

Under **CTE Programs of Study**:

Click **+Add** to add a record.

|  |   |
|--|---|
|  | <p><a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> |
| <p><b>Program Code</b></p>   | <p>PROGRAM-OF-STUDY (E1643) (Code table C220) indicates a program of study the LEA offers.</p> <p>A program of study is a comprehensive, structured approach for delivering academic and career and technical education to prepare a student for postsecondary education and career success.</p> <p>Select the program code from the drop-down menu.</p>  |

Click **Save**.

- [Registration](#) > [Maintenance](#) > [District Profile](#) > [Local Program Codes](#)

Enter the Local Program to TEA PEIMS Codes.

The Local Program Codes tab allows you to maintain a table of district-level codes for local programs such as dyslexia, 504, crisis code, or any short-term programs that arise in the district. At the campus level, the codes are chosen from the codes set up on this page.

Campuses cannot select programs that do not exist on this page. Campuses use the codes to enroll students in these local programs.

You can also generate a report that allows you to see which local programs will be written to the next year record when ASDR is run.

[StudentCharacteristic Elements \(E3063\) \(Code table C344\):](#)

| <b>Descriptor</b> | <b>Description</b>                    |
|-------------------|---------------------------------------|
| 01                | At Risk                               |
| 02                | Immigrant                             |
| 03                | Migratory                             |
| 04                | Dyslexia                              |
| 06                | ECHS                                  |
| 07                | P-TECH                                |
| 08                | New Tech                              |
| 09                | IEP Continuer                         |
| 10                | Star of Texas                         |
| 11                | PK Eligible Prior Year                |
| 12                | Section 504                           |
| 13                | Intervention Strategy                 |
| 14                | Pregnancy Related Services            |
| 15                | Gifted and Talented                   |
| 16                | Adult Previous Attendance             |
| 17                | General Education Homebound           |
| 18                | Parent Request Retention              |
| 19                | Bilingual/ESL Summer School           |
| 20                | Additional Days Program Participation |
| 21                | Virtual Student Not In Membership     |
| 22                | R-PEP Participation                   |
| 23                | Dropout Recovery Program              |

IndividualGraduationCommitteeGraduateIndicator - (E1562)  
CrisisEvent - (E1054) (Code table - C178)

Save
Print Local Programs by Campus

| Delete | Program Code | Program Title                        | TEA Crisis Code          | Move Program to Next Year  | Local Program to TEA PEIMS Codes |
|--------|--------------|--------------------------------------|--------------------------|----------------------------|----------------------------------|
|        | 504          | 504                                  | <input type="checkbox"/> | <input type="checkbox"/> Y | 12: Section 504                  |
|        | ACE          | ACE AFTER SCHL PROG                  | <input type="checkbox"/> | <input type="checkbox"/> Y |                                  |
|        | ASP          | AFTER SCHOOL PROGRAM                 | <input type="checkbox"/> | <input type="checkbox"/> Y |                                  |
|        | DLP          | Dual Language                        | <input type="checkbox"/> | <input type="checkbox"/> Y |                                  |
|        | DYS          | DYSLEXIA                             | <input type="checkbox"/> | <input type="checkbox"/> Y | 04: Dyslexia                     |
|        | ECH          | EARLY COLLEGE HIGH SCHOOL            | <input type="checkbox"/> | <input type="checkbox"/> Y | 06: ECHS                         |
|        | GEH          | GENERAL ED HOMEBOUND                 | <input type="checkbox"/> | <input type="checkbox"/> Y | 17: General Education Homet      |
|        | HBS          | HOMEBOUND STUDENTS                   | <input type="checkbox"/> | <input type="checkbox"/> Y |                                  |
|        | IGC          | IGC                                  | <input type="checkbox"/> | <input type="checkbox"/> Y |                                  |
|        | MVG          | MCKINNEY-VENTO GRANT                 | <input type="checkbox"/> | <input type="checkbox"/> Y |                                  |
|        | PBT          | PANDEMIC ELECTRONIC BENEFIT TRANSFER | <input type="checkbox"/> | <input type="checkbox"/> Y |                                  |
|        | PKP          | PK4 YRS OLD PEIMS                    | <input type="checkbox"/> | <input type="checkbox"/> Y |                                  |
|        | RFT          | RF TRACKER                           | <input type="checkbox"/> | <input type="checkbox"/> Y |                                  |
|        | RTI          | INTERVENT STRAT CODE                 | <input type="checkbox"/> | <input type="checkbox"/> Y |                                  |

Add

**Update data:**

Existing codes are displayed in order by code.

- From the **Local Program to TEA PEIMS Codes** drop-down menu, choose **20: Additional Days Program Participation**.
- Click **+Add**.

A blank row is added to the grid.

|                        |  |
|------------------------|--|
| <b>Program Code</b>    | Type the three-character code for the program.   |
| <b>Program Title</b>   | Type a description for the program, up to 40 characters.   |
| <b>TEA Crisis Code</b> | For local programs created to track students displaced by a crisis, type the corresponding crisis code, as designated by the Texas Education Commissioner: |

|  |  |
|--|--|
| <p><b>Move Program to Next Year</b></p>        | <p>Indicating how Annual Student Data Rollover (ASDR) handles local programs for the district.</p> <p>N or blank - Disable the <b>Move Program to Next Year</b> field on the <a href="#">Campus Local Program Codes</a> page. The program will be dropped when ASDR is run.</p> <p>Y - Allow the program to be moved to next year.</p> |
| <p><b>Local Program to TEA PEIMS Codes</b></p> | <p>Select the local program code.</p> <p>DATA ELEMENT: StudentCharacteristic (E3063) (Code Table C344) captures important characteristics of the student's environment or situation.</p>   |

Click **Save**.

To update a description, type over the existing description and save.

You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.

- [Registration > Maintenance > Campus Profile > Campus Information Maintenance > Demographic Info](#)

The Campus Profile > Demographic Info tab allows you to maintain campus demographic data, such as the campus name, address, and phone number.

Campus ID:

**DEMOGRAPHIC INFO**    CONTROL INFO    PRINCIPAL/COUNSELOR

Campus Name:

Street Nbr:     Street Name:

City:     State:     Zip Code:

Phone:      Fax:

Participating Charter Admission Waitlist:

Charter Enrollment Capacity:     Begin Date:      End Date:

**Update data:**

|                  |  |
|------------------|--|
| <b>Campus ID</b> | <p>The campus to which you are logged in is displayed. To view another campus or add a new campus, type the three-digit campus ID and click <b>Retrieve</b>.</p> <p>To enter a new campus, type an unused three-digit campus ID for the new campus and click <b>Retrieve</b>. The fields are cleared allowing you to enter and save data for the new campus.</p> <p>According to TEA guidelines:</p> <p>001-040 are used for high school campuses.</p> <p>041-100 are used for junior high and middle school campuses.</p> <p>101-698 are used for elementary school campuses.</p> |
|------------------|--|

Existing demographic information for the campus is displayed.

|  |  |
|--|--|
| <b>Campus Name</b>   | Type the name of the campus, up to 34 characters.      |
| <b>Street Nbr</b><br><b>Street Name</b><br><b>City</b><br><b>State</b><br><b>Zip Code +4</b> | Enter the address for the campus, up to 60 characters. |
| <b>Phone</b><br><b>Fax</b>   | Type the area code and phone numbers for the campus.   |

The following fields only display if the **District Type** field is set to *Charter* on the Registration > Maintenance > District Profile > District Information > Demographic Info tab.

|   |  |
|---|--|
| <b>Participating Charter Admission Waitlist</b> | For each charter school campus, select to indicate whether or not the campus will have a waitlist for admission.   |
| <b>Charter Enrollment Capacity</b>              | Type the maximum approved student enrollment number (up to four digits) for which the campus is able to provide instruction without exceeding staffing and facility limitations. |

|                   |  |
|-------------------|--|
| <b>Begin Date</b> | Type the begin date using the MMDDYYYY format. Or, click calendar icon to select the date from a calendar. |
| <b>End Date</b>   | Type the end date using the MMDDYYYY format. Or, click calendar icon to select the date from a calendar.   |

Click **Save**.

- [Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info](#)

The Control Info tab allows you to set up control options for the campus related to Registration and OCR.

**NOTE:** Changes made in Discipline will affect the **Nbr of Bullying Incidents** and **Nbr of Cyberbullying Incidents** totals. The **Nbr of Bullying Incidents** is calculated when PEIMS Code 61 is used and the **Nbr of Cyberbullying Incidents** is calculated when PEIMS Code 61 and the Cyber checkbox is selected.

**Update data:**

|                  |  |
|------------------|--|
| <b>Campus ID</b> | The campus to which you are logged in is displayed. To view another campus or add a new campus, type the three-digit campus ID and click <b>Retrieve</b> . |
|------------------|--|

Existing control information for the campus is displayed.

Update as needed.

|   |   |
|---|---|
| <b>Low/High Grade Level</b>             | Select the lowest and highest grade levels taught at the campus.  |
| <b>Accreditation</b>                    | Select the code for the organization(s) that accredit the campus.   |
| <b>College Board Campus Code Number</b> | Type the six-character ID used by the educational testing service to identify the campus. This applies only to high schools.  |
| <b>Default Track</b>                    | Select the attendance track you want to use as the default when enrolling students. For a new student campus with no attendance options, use 00. Business campuses can be created on <b>District Admin</b> .  |
| <b>Exclude from District Reporting</b>  | <p>Select to exclude the campus from district reports in all ASCENDER Student applications.</p> <p>This option can be used for students who are tracked in their home district for TEA reporting purposes but also need to be tracked at the district that serves them, such as through a special education program, DAEP, or JJAEP. The district that serves the students can track attendance, grades, and other data, and provide the information to the home district for TEA reporting. If this option is selected, the campus is excluded from district reports, the UID export, and PEIMS TSDS.</p> <p>Excluded campuses are excluded in the following reports, unless the report is generated specifically for that campus:</p> <p>Attendance: SAT0900, SAT0950, SAT1100, SAT1700, SAT2100, SAT2300, SAT2400, SAT2500, SAT5000, Create Attendance Report</p> <p>Discipline: SDS0100, SDS0200, SDS0300, SDS0500, SDS0700, SDS0800, SDS0900, SDS1000, SDS1100, SDS1200, SDS1300, Create Discipline Report</p> <p>Grade Reporting: SGR0110, SGR0120, SGR0130, SGR0140, SGR0200, SGR2046, SGR2060, SRG2081, SGR2091, SGR2500, SRG2550, Create Grade Reporting Report</p> <p>Health: SHS0110, SHS0295, SHS0296, SHS0297, SHS0298, Create Demo</p> <p>Registration: SDS0300, SGR1950, SRG0200, SRG0300, SRG0600, SRG1001, SRG1100, SRG1400, SRG1500, SRG1600, SRG1700, SRG1800, SRG1900, SRG2300, Create Registration Report</p> <p>Special Education: SDS0200, SEM0200, SEM0400, SEM0620, SEM0640, SEM0720, SEM0750, SEM0800, SEM0850, SEM0900, SEM0950, SEM1000, SEM1100, SEM1200, Create Special Ed CY, Create Special Ed NY</p> |
| <b>School Type</b>                      | <p>Select the code for the type of school, which is required for the TSDS Student Extractor. The drop-down list contains codes from the TSDS table DC111.</p> <p>Leave blank if the LEA is not using the Student Dashboard.</p>   |

|   |   |
|---|---|
| <b>Capped To Campus</b>                     | <p>This field is only enabled if <b>Enable Attendance Zones</b> is selected on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; District Maintenance &gt; Attendance Zones Options</a>, and is used to prevent over enrolling students at a particular campus.</p> <p>Select the campus at which a student will be enrolled if the campus you are logged onto is capped.</p> <p>For a student to be allowed to enrolled at the capped campus, the student's entry date must be later than the <b>Capped Date</b>, and that student's <b>Transfer Factor</b> must be 0 (<b>CY/NY Xfer Factor</b> on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a>).</p> |
| <b>Capped Date</b>                          | <p>If Capped To Campus is used, enter the date after which students can be enrolled at the capped campus. The date must be a valid school or working date.</p>  |
| <b>Full Day PK Waiver</b>                   | <p>Select if the campus has received an exemption from offering a full-day PK program.</p> <p>TWEDS Data Element: PK-FULL-DAY-WAIVER-INDICATOR-CODE (E1646)<br/>Code table: C088</p>  |
| <b>Additional Days Program</b>              | <p>Select if the campus offers an Additional Days Program to students in PK - 5.</p> <p>TWEDS Data Element: ADDITIONAL-DAYS-PROGRAM-INDICATOR-CODE (E1671)<br/>Code table: C088</p>   |
| <b>Participate in ELO</b>                   | <p>Select if the student participates in an Extended Learning Opportunity (ELO) program.</p>  |
| <b>Nbr of Bullying Incidents</b>            | <p>NUMBER-OF-BULLYING-INCIDENTS (E1727) indicates the number of reported incidents of bullying at each campus.</p> <p>Enter the number of Bullying incidents.</p> <p><b>NOTE:</b> Any changes made on <i>Discipline &gt; Student &gt; Maintenance</i> to student incidents will automatically update totals.</p>  |
| <b>Nbr of Cyberbullying Incidents</b>       | <p>NUMBER-OF-BULLYING-INCIDENTS (E1727) indicates the number of reported incidents of bullying at each campus.</p> <p>Enter the number of Bullying incidents.</p> <p><b>NOTE:</b> Any changes made on <i>Discipline &gt; Student &gt; Maintenance</i> to student incidents will automatically update totals.</p>  |
| <b>Office of Civil Rights (OCR) Options</b> | <p>Select applicable fields for the campus. If selected, these selections are extracted to OCR.</p> <p><b>School has Students Participating in Single-Sex Interscholastic Athletics</b> (School Part 2 &gt; Exam, Staff, and Retention &gt; ATHL-1)</p> <p><b>School has Students Enrolled in One or More Single-Sex Academic Classes</b> (School Part I &gt; COUR-12)</p> <p><b>School has Students who Receive Corporal Punishment for Disciplinary Purposes</b> (School Part 2 &gt; Discipline &gt; DISC-3)</p>  |

|   |  |
|---|--|
| <b>Campus-wide Residential Facility</b> | Select if all students at the campus are residing in a residential facility. |
|---|--|

Under **Residential Facility Options:**

Click **+Add** to add the residential facilities attended by students within the campus boundaries.

The following fields are displayed below the grid.

This list populates the **Residential Facility ID** field on [Registration > Maintenance > Student Enrollment > W/R Enroll](#) for students who reside in a residential facility.

**NOTE:** These settings are campus specific. If the same facility exists on multiple campuses, the information must be entered for each campus.

|   |  |
|---|--|
| <b>County/Dist</b>  | The county-district number you are logged on to is displayed and cannot be changed.<br><br>TWEDS Data Element: DISTRICT-ID (E0212)   |
| <b>Res Fac ID</b>   | Type the six-digit residential facility ID.<br><br>TWEDS Data Element: RESIDENTIAL-FACILITY-ID (E1627)   |
| <b>Facility Name</b>  | Type the name of the residential facility, up to 60 characters.  |
| <b>Inst Day Len</b>   | The field is automatically populated with the <b>Instructional Daily Minutes</b> as entered for the default campus-track on <b>Attendance &gt; Maintenance &gt; Campus &gt; Campus Options</b> . If the number of minutes in the school day at the residential facility is different, this field can be modified.<br><br>TWEDS Data Element: RESIDENTIAL-FACILITY-STUDENT-SCHOOL-DAY-LENGTH (E1637)}   |
|  | <a href="#">Delete a facility.</a><br><br>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.<br><br>2. Click <b>Save</b> . You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b> .<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). |
|  | Click to view modify the information. The data is displayed in fields below the grid allowing you to make changes.   |

|                      |  |
|----------------------|--|
| <b>County/Dist</b>   | The county-district number you are logged on to is displayed and cannot be changed.  |
| <b>Facility Name</b> | Type the name of the residential facility, up to 60 characters.  |
| <b>Res Fac ID</b>    | Type the six-digit residential facility ID.  |
| <b>Inst Day Len</b>  | Type the number of minutes a residential facility student receives instruction based on their Individualized Education Plan (IEP). |

Click **Save**.

Under **Campus Enrollment Type**:

Click **+Add** to add the campus enrollment type.

The following fields are displayed below the grid.

**NOTE:** These settings are campus specific. If the same facility exists on multiple campuses, the information must be entered for each campus.

|                   |  |
|-------------------|--|
| <b>CEP Type</b>   | Select the type of campus where the student is enrolled.   |
| <b>Begin Date</b> | Type the begin date using the MMDDYYYY format. Or, click calendar icon to select the date from a calendar. |
| <b>End Date</b>   | Type the end date using the MMDDYYYY format. Or, click calendar icon to select the date from a calendar.   |

Under **National School Lunch Program**:

Click **+Add** to add the lunch program type.

The following fields are displayed below the grid.

**NOTE:** These settings are campus specific. If the same program exists on multiple campuses, the information must be entered for each campus.

|                  |  |
|------------------|--|
| <b>NSLP Type</b> | Select the type of lunch program in which the student is enrolled. |
|------------------|--|

|                   |  |
|-------------------|--|
| <b>Begin Date</b> | Type the begin date using the MMDDYYYY format. Or, click calendar icon to select the date from a calendar. |
| <b>End Date</b>   | Type the end date using the MMDDYYYY format. Or, click calendar icon to select the date from a calendar.   |

Click **Save**.

- [Registration > Maintenance > Student Enrollment > Demo1](#)

Information provided in this guide is limited to the TSDS Upgrade only. Additional information for Demo1 can be found on [Registration > Maintenance > Student Enrollment > Demo1](#).

#### Update data:

Under **Student Indicators**:

|   |   |
|---|---|
| <b>As of Status Last Friday October</b> | Indicate the student's status as of the last Friday in October.<br><br>This status will calculate daily (Monday-Friday) at 6:00 pm. |
| <b>As of Status Last Day Enrollment</b> | Indicate the student's status as of the last day enrollment.<br><br>Additional guidance to come at a later date.                    |

Click **Save**.

Prior Year Leaver data will be updated for the prior year on the following screens:

- **Registration > Maintenance > Student Enrollment > Demo1**  
Allow data elements to be editable for one prior year in the **Phone/Address** group box if the student is listed in the Prior Year Leaver Tracking Directory.
- **Registration > Maintenance > Student Enrollment > Demo3**  
Allow data elements to be editable for one prior year for Military Enlistment in the **Status Indicators** group box if the student is listed in the Prior Year Leaver Tracking Directory.
- **Registration > Maintenance > Student Enrollment > Contact (PY Leaver)**  
Allow data elements to be editable for one prior year for contacts who are: Priority = 1 and Guardian = 1 if the student is listed in the Prior Year Leaver Tracking Directory.
- **Registration > Maintenance > Student Enrollment > W/R Enroll**  
Allow data elements to be editable for one prior year in the **Reason** field if the student is listed in the Prior Year Leaver Tracking Directory.

## Grade Reporting

- [Grade Reporting > Maintenance > Master Schedule > District Schedule > Available Courses](#)

Update all local service IDs to be unique for each course.

For Ed-Fi TSDS reporting, **ALL** local **Service IDs** (that begin with 8) created by the district will need to be a unique value per course. The XXX value must be changed to a unique alphanumeric value.

AVAILABLE COURSES

Course Number  Retrieve

| Del                      | Details                  | Course Number | Title           | Abbrev Name | Service ID | Service ID Description | Graded Crs                          | Nbr of Sem | Textbook ISBN | Exclude from TeacherPortal | Stf Pcd                  |
|--------------------------|--------------------------|---------------|-----------------|-------------|------------|------------------------|-------------------------------------|------------|---------------|----------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 0001          | SEE COUNSELOR   | SEE COUN    | 85000XXX   | LOC.OTHER              | <input type="checkbox"/>            | 1          |               | Incl Both(Att Grds)        | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 0002          | COLLEGE MONITOR | COLLEGE     | 85000XXX   | LOC.OTHER              | <input type="checkbox"/>            | 2          |               | Incl Both(Att Grds)        | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 0020          | PK/KG LANG/COMP | ELA,K       | 02625001   | ELA_READ KG            | <input checked="" type="checkbox"/> | 2          |               | Incl Both(Att Grds)        | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 0030          | PK/KG SOC ST    | SOCST,K     | 02660009   | SOCST K                | <input checked="" type="checkbox"/> | 2          |               | Incl Both(Att Grds)        | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 0040          | PK/KG MATH      | MATH,K      | 02640005   | MATH K                 | <input checked="" type="checkbox"/> | 2          |               | Incl Both(Att Grds)        | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 0050          | PK/KG SCIENCE   | SCI, K      | 02650000   | SCI, K                 | <input checked="" type="checkbox"/> | 2          |               | Incl Both(Att Grds)        | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 0055          | PK/KG SCIENCE   | SCI, K      | 02650000   | SCI, K                 | <input checked="" type="checkbox"/> | 2          |               | Incl Both(Att Grds)        | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 0060          | PK/KG HEALTH    | HEA.KIND    | 02550020   | HEA.KIND               | <input checked="" type="checkbox"/> | 2          |               | Incl Both(Att Grds)        | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 0070          | PK/KG ART       | ART, K      | 02510001   | ART K                  | <input checked="" type="checkbox"/> | 2          |               | Incl Both(Att Grds)        | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 0080          | PK/KG MUSIC     | MUS, K      | 02520004   | MUS K                  | <input checked="" type="checkbox"/> | 2          |               | Incl Both(Att Grds)        | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 0090          | PK/KG PE        | PE, PK-K    | 02530002   | PE, K                  | <input checked="" type="checkbox"/> | 2          |               | Incl Both(Att Grds)        | <input type="checkbox"/> |

First  / 36  Rows: 1051

=> Crs Nbr:   Abbrev Name:  Service ID:  :  Graded Crs:   
 Nbr Sem:  Textbook ISBN:  Exclude from TeacherPortal:  Self Paced:

- [Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section](#)

Verify all Instructional Staff responsibility records are entered.

All Instructional Staff responsibility records **must** be entered on this screen. These are your Role ID/StaffClassification Codes 087 (Teacher), 047 (Substitute), and 033 (Pre-Kindergarten Aides).

Instructional Staff and Pre-Kindergarten Educational Aides (StaffClassification 033) are reported using the Course, CourseOffering, Section, and StaffSectionAssociation entities in the TeachingandLearningDomain.

Best Practice for Staff Reporting



- [Grade Reporting > Maintenance > Tables > TSDS Crosswalks](#)

The [Grade Reporting > Maintenance > Tables > TSDS Crosswalks](#) tab allows you to convert data in your district format to the standard TEA format for the fall.

**Update Data:**

|                       |  |
|-----------------------|--|
| <b>Crosswalk Type</b> | Select the <a href="#">crosswalk table</a> for which you want to convert data. |
|-----------------------|--|

- The selected crosswalk table is displayed. [The list can be re-sorted.](#)

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A white triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- A blank row is added to the bottom of the grid.

**Crosswalk Type:**

**042 Responsibilities - From Campus/Period to Minutes**

**043 Responsibilities - From Campus/Service ID to Minutes**

A blank row is added to the bottom of the grid.

|                |   |
|----------------|---|
| <b>Row Nbr</b> | The rows are automatically numbered.        |
| <b>From</b>    | Type the district code you want to convert. |

|           |   |
|-----------|---|
| <b>To</b> | Type the TEA format code to which you want to convert.<br>The <b>From</b> and <b>To</b> values must be different. |
|-----------|---|

- Click **+Add** to add a new row.
- Click **Save**.

---

**Crosswalk Type:**  
**044 PE Responsibilities - Campus/Crs/Sec**

This crosswalk allows you to enter the number of days and minutes in which the PE teacher provides physical education instruction each week at the campus for the four weeks in October that include the last Friday in October. This is required for all teachers of record for course-sections associated with the following physical education (PE) service IDs:

02530002  
02530003  
02530004  
02530005  
02530006  
02530007  
02530008  
02850000  
03823000  
82210XXX  
82931XXX  
83210XXX  
84200XXX  
PES00051  
PES00053  
PES00056

All districts will use this crosswalk, except for Business-only districts whose responsibility records come from Human Resources, or if PE service IDs are not used for PE courses, or if your PE service ID courses do not have students.

**Important:** Minutes for any holidays should be included.

**NOTE:**

These fields are not reported for employees with PE substitution responsibilities (i.e., employees with service IDs PES00000-PES00015).

Records *are* created for non-campus-based PE courses (i.e., **Non Campus Based** is greater than 00 in the campus master schedule) if the course is taught during semester 1 and at least one student is enrolled in the class.

This crosswalk is not used for Business-only districts whose responsibility records come from Personnel, or if PE service IDs are not used for PE courses, or if your PE service ID courses do not have students. All other districts should use this crosswalk.

### Create or update the crosswalk:

- In the **Crosswalk Table** field, select *044-PE Responsibilities - Campus/Crs/Sec*.
- The first time you access the page, there will be rows from the previous year displayed. Click **Delete** then click **Create** to add current year courses.

A list of course-sections associated with physical education (PE) service IDs is listed. This list is predefined and cannot be changed.

The **From** column lists course-sections in the campus-course-section format, where:

- The first three digits are the campus ID.
- The next digits are the course number, which may contain between four and eight digits.
- The last two digits are the section number.
- The course-sections are for semester 1.

- For the Teacher of Record for each course-section listed, enter the following information for the four weeks in October that include the last Friday in October:
  - In the **Day Week 1-4** fields, type the number of days in which the employee provides physical education instruction each week at the campus. Valid entries are one digit between 0-5.
  - In the **Mins Week 1-4** fields, type the number of minutes the employee provides physical education instruction each week at the campus. Valid entries are up to four digits between 0-3000.

These fields are automatically populated according to the **Days** code entered on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section** for each course-section meeting time. The program calculates the minutes in the days from the section **Time Begin/End** and sums for each meeting time the days

per week for that meeting time, then multiplies the minutes per day for that meeting time to calculate the minutes for each week.

- Click **Save**.
- Click **Print** to print the data displayed.
- If new PE responsibilities records are found the next time you access the page, the **Create** button will be replaced with the **Refresh** button. Click **Refresh** to add new records to the grid.

**NOTE:** You cannot delete data row by row. You must click **Delete** to delete all rows on the page. Then, click **Create** to populate the page with PE course-sections. Then, you can re-enter all data.

**WARNING:** If you click **Delete**, all rows are deleted.

---

### Crosswalk Type: ADP Additional Days School Year Courses









A blank row is added to the bottom of the grid.

|                |  |
|----------------|--|
| <b>Row Nbr</b> | The rows are automatically numbered.                             |
| <b>Course</b>  | Type the course code you want to convert.                        |
| <b>Campus</b>  | Type the campus number to which you want the course to transfer. |

- Click **+Add** to add a new row.
- Click **Save**.

---

### Other functions and features:

|   |   |
|---|---|
| <b>Print</b>  | <p><a href="#">Print the crosswalk report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/> Click  to go back one page.<br/> Click  to go forward one page.<br/> Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/> Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br/> Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> |
| <b>Retrieve</b>   | <p><a href="#">Retrieve data from the last save.</a></p> <p>Discard unsaved changes, and retrieve information since the last time data was saved.</p>   |
|  | <p><a href="#">Delete a row.</a></p> <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.<br/> Click <b>Save</b>. A message is displayed confirming that you want to delete the row.<br/> ◦<br/> Click <b>OK</b> to delete the row.<br/> ◦<br/> Click <b>Cancel</b> not to delete the row.</p>  |

## Finance

- [Finance > Tables > TSDS Crosswalks](#)

The Finance > TSDS Crosswalks tab allows you to map financial data (actual and budget) from your LEA's set of accounts to TEA's Chart of Accounts. These crosswalks only affect the data in the State Reporting tables and allow you to continue maintaining your data as-is in the Business system.

The TSDS Business crosswalks are associated with the logged-on file ID; therefore, LEAs can have different crosswalks per file ID.

**Modify a record:**

| Field                 | Description  |
|-----------------------|--|
| <b>Crosswalk Type</b> | Click the drop-down arrow to select the crosswalk table type for which you want to crosswalk data. |

A list of existing from and to account code elements is displayed for the selected crosswalk type. Review the list of [Finance TSDS Crosswalk Tables](#).

Click **+Add** to add a row.

|             |  |
|-------------|--|
| <b>From</b> | Based on the selected crosswalk, type the from account code element(s) to crosswalk. |
| <b>To</b>   | Based on the selected crosswalk, type the to account code element to crosswalk.      |

Click **Save**.

**Other functions and features:**

|   |   |
|---|---|
| <b>Retrieve</b>   | Discard unsaved changes, and retrieve information since the last time data was saved.   |
| <b>Print</b>  | Click to print the report. <a href="#">Review the report</a> .  |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click <b>Save</b> . |

**Personnel**

- [Personnel](#) > [Maintenance](#) > [Staff Demo](#) > [Responsibility](#)

All Non-Instructional Staff responsibility records **must** be entered on this screen. These records will use the Staffservice Code Table.

Non-Instructional Staff and Non-Pre-Kindergarten Educational Aides (StaffClassification 033) are reported using the StaffEducationOrganizationAssignmentAssociationentity in the StaffDomain.

Best Practice for Staff Reporting



## District Administration

- [District Administration > Tables > District Information > Campus Name/Address](#)

### Campus Name/Address - DA1200

#### *District Administration > Tables > District Information > Campus Name/Address*

This tab is used to record the campus demographic information such as campus number, name, address, phone number, and fax number. The table is shared between the ASCENDER Business and Student systems.

**Note:** If this tab is not selected or is set to read- on the user’s profile in Security Administration, the fields are disabled.

**Manage campus information:**

| Field       | Description  |
|-------------|--|
| <b>Year</b> | Verify that the correct school year is displayed. If not, type the four-digit school year for which you want to add or retrieve data and click <b>Retrieve</b> . |

Click to select a campus and click **Retrieve**. The campus demographic fields are displayed.

|                    |   |
|--------------------|---|
| <b>Campus ID</b>   | Type the campus ID. If an existing campus was retrieved, the campus ID is displayed. The campus ID must be numeric and cannot include alpha characters. |
| <b>Campus Name</b> | Type the campus name.   |

|                                      |  |
|--------------------------------------|--|
| <b>Street Nbr</b>                    | Type the campus street number.   |
| <b>Street Name</b>                   | Type the campus street name.   |
| <b>City</b>                          | Type the name of the city where the campus is located.   |
| <b>State</b>                         | Click  to select the two-character state code.  |
| <b>Zip</b>                           | Type the five-digit zip code and suffix.   |
| <b>Phone</b>                         | Type the campus phone number in the ###-###-#### format.   |
| <b>Fax</b>                           | Type the campus fax number in the ###-###-#### format.   |
| <b>Exclude from reporting to TEA</b> | <p>Select to exclude this campus record from TEA reporting.</p> <p><b>Note:</b> This option should be selected for all non-instructional campuses to exclude records from TSDS reporting.</p> <ul style="list-style-type: none"> <li>• If selected, the Campus Name / Address report displays <i>1</i> in the <b>Exclude Dist</b> column.</li> <li>• If unselected, the Campus Name / Address report displays <i>0</i> in the <b>Exclude Dist</b> column.</li> </ul> |

Click **Save**.

**Other functions and features:**

|                 |  |
|-----------------|--|
| <b>Retrieve</b> | Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.   |
| <b>Add</b>      | Click to add a campus. The fields are cleared allowing you to enter the campus information.  |
| <b>Delete</b>   | <p>Click to delete the selected campus. A message is displayed prompting you to confirm that you want to delete the campus.</p> <p>Click <b>Yes</b> to delete the campus.</p> <p>Click <b>No</b> to not delete the campus and return to the Campus/Name Address tab.</p>   |
| <b>Print</b>    | <p>Click to print the Campus Name/Address report. A window is displayed with the following options:</p> <p><b>Print Current Campus Name/Address Record</b> - If selected, only the campus information displayed on the tab is printed.</p> <p><b>Print All Saved Campus Name/Address Records</b> - If selected, campus information for all saved campuses is printed.</p> <p>Select the report(s) to be printed.</p> <p>Click <b>Yes</b> to continue to the selected report(s).</p> <p>Click <b>No</b> to return to the Campus Name/Address tab.</p> <p><a href="#">Review the report.</a></p> |

- [District Administration > Options > TSDS > Options](#)

**Options - DA2100**

***District Administration > Options > TSDS > Options***

This tab is used to define email distribution lists to communicate various information about TSDS extracts. For example, the TSDS extract that is automatically scheduled to run Monday-Friday at 6:00 PM will generate an error report, which will be emailed to the designated recipients on this tab.

Providing email address(es) is optional. However, if no email address is entered under **Personnel/Payroll Extract Distribution List**, reports for employees with more than 365 days employed or with zero days employed will not be emailed.

**Modify a record:**

| Field                  | Description  |
|------------------------|--|
| <b>Submission Year</b> | Type the submission year set by the Texas Education Agency (TEA) in the YYYY format. This is the ending year of the school year for which you will be submitting data (e.g., 2024-2025 school year; <b>Submission Year</b> = 2025). The submission year is edited to ensure a valid year is entered and that code table data is loaded for the year specified. |

Click **Retrieve**. The corresponding record is displayed. If a record is not available, the fields on the page are blank and you can create the applicable record.

|                                       |  |
|---------------------------------------|--|
| <b>As-of-Date</b>                     | Type the fall as-of date set by the Texas Education Agency (TEA) in the MM-DD-YYYY format. Or, click the field to select the date from a calendar. This date is used in the fall for staff extracts. |
| <b>School Start Window (SSW) Date</b> | Type the school-start window date set by TEA for the current school year in the MM-DD-YYYY format. Or, click the field to select a date from a calendar.   |

Under **Finance Extract Distribution List:**

Click **+Add** to add a row.

|              |  |
|--------------|--|
| <b>Email</b> | Type the email address to receive information about the Finance extract. The address can be a maximum of 100 characters. |
|--------------|--|

Under **Personnel/Payroll Extract Distribution List:**

Click **+Add** to add a row.

|              |  |
|--------------|--|
| <b>Email</b> | Type the email address to receive information about the Personnel/Payroll extract. The address can be a maximum of 100 characters. |
|--------------|--|


Under **TSDS Extract Errors Distribution List:**

Click **+Add** to add a row.

|              |  |
|--------------|--|
| <b>Email</b> | Type the email address to receive information about TSDS Extract Errors. The address can be a maximum of 100 characters. |
|--------------|--|

Click **Save**.

**Other functions and features:**

|   |  |
|---|--|
| <b>Retrieve</b>   | Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.   |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> .<br><br>Click <b>Cancel</b> to not delete the row. |

- [District Administration > Options > TSDS > Connection](#)

**Connection - DA2100**


***District Administration > Options > TSDS > Connection***

This tab allows you to maintain the appropriate credentials for accessing your LEA's Ed-Fi Operational Data Store (ODS), which is a secure platform used to store data from multiple systems in a central location.

You must get this information from TEA's TSDS Data Management Center (DMC). However, to obtain this information, you must first log on to the Texas Education Agency Login (TEAL) system.

**Note:** If this tab contains information, then at least one email address is required for each distribution list on the Options tab.

[Revert to a Previous Submission Year Job Aid](#)

 **Exchange clients:** When the migration flag is set to Y and the URL contains "Exchange", the **API URL**, **Key**, and **Secret** fields are disabled. If a connection to the EODS cannot be established, the fields will remain disabled and a message will be displayed referring you to contact the Exchange or your ESC for assistance.

**Modify a record:**

| Field                  | Description  |
|------------------------|--|
| <b>Submission Year</b> | Type the submission year set by the Texas Education Agency (TEA) in the YYYY format. This is the ending year of the school year for which you will be submitting data (e.g., 2024-2025 school year; <b>Submission Year</b> = 2025). The submission year is edited to ensure a valid year is entered and that code table data is loaded for the year specified. |

Click **Retrieve**.

|                |  |
|----------------|--|
| <b>API URL</b> | Type your LEA's Ed-Fi Operational Data Store (ODS) address. This field can be a maximum of 255 characters. |
|----------------|--|

|               |  |
|---------------|--|
| <b>Key</b>    | Type the key. This field can be a maximum of 50 characters.    |
| <b>Secret</b> | Type the secret. This field can be a maximum of 50 characters. |

Click **Save**.

**Other functions and features:**

|  |  |
|--|--|
| <p><b>Move to Exchange or Reset Exchange Credentials</b></p> | <p><b>Non-Exchange Clients:</b> Select the <b>Move to Exchange</b> button <u>only</u> during the <b>One Touch Onboarding</b> window to initiate the transfer of data from ASCENDER to The Exchange.</p> <p><b>NOTE:</b> Districts will be notified by their ASCENDER Manager as to when it is time to initiate the transfer. After selecting the <b>Move to Exchange</b> button, a pop-up window opens with a warning message:</p> <p>You are about to establish a connection from ASCENDER to The Exchange. This action will remove any existing connection information.</p> <p>The initial Extract and API processing may take an extended amount of time due to the extraction and processing of data. Clicking Yes confirms that you have contacted the Exchange and completed the necessary requirements for the conversion.</p> <p><b>Do NOT</b> proceed until the Data Privacy Agreement and the Exchange License Agreement have been completed with your local ESC and your local ESC has confirmed that you are ready to migrate.</p> <p>By clicking <b>Yes</b> to proceed, you acknowledge the potential risks and confirm that you have met the above requirements.</p> <hr/> <p><b>Existing Exchange Clients:</b> Select the <b>Reset Exchange Credentials</b> button to reset credentials. The client ID will stay the same and a new secret will be generated.</p> |
| <p><b>Retrieve</b></p>                                       | <p>Click to retrieve information from the last save. If you click <b>Retrieve</b>, any unsaved changes will be lost.</p>   |

- [District Administration > Options > TSDS > Domains & Entities](#)

**Domains & Entities - DA2100**

***District Administration > Options > TSDS > Domains & Entities***

This tab is used to extract and send Texas Student Data System (TSDS) data to Texas Education Agency (TEA) for Ed-Fi processing.

**IMPORTANT:** Use the [ASCENDER TSDS New School Year Best Practice Guide](#) to assist you in making selections of the domains and entities to send to TSDS.

### Submission Levels:

This tab consists of four submission levels, each including the specified domains and entities per TEA requirements. Each submission level is dependent on the prior level. For example, you must first select all **First Level Submission** domains prior to selecting and saving any **Second Level Submission** domains/entities, and so on.

- Once a domain/entity has been selected and successfully submitted and accepted by TEA, the associated checkbox remains selected and disabled for the remainder of the submission school year (**Submission Year**).
- Any changes within the submitted domain/entity will continue to be included in Ed-Fi processing for the specified submission school year.
- **It is recommended** that you **do not** select all **Submission Levels** during the same instance.

### Additional Dependencies:

**Note:** These dependencies originate from Ed-Fi/TSDS but are being separated to enhance clarity and processing efficiency.

- Enrollment Domain **depends** on Student Identification and Demographic > Student
- Student Identification and Demographic Domain > StudentEducationOrganizationAssociation **depends** on Enrollment Domain
- Teaching and Learning > Course Offering **depends** on Teaching and Learning > Course
- Teaching and Learning > Section **depends** on Teaching and Learning > CourseOffering
- Teaching and Learning > StaffSectionAssociation **depends** on Teaching and Learning > Section
- Teaching and Learning > StudentSectionAssociation **depends** on Teaching and Learning > Section
- Student Attendance > StudentProgramAttendanceEvent **depends** on Alternative and Supplemental Services Domain

### Saving and Sending Data:

After considering the above dependencies, select and save the applicable domains. The saved selections on this tab are not dependent on the logged-on user and once saved, will be used in the Extract & Send process to extract and send data to TEA.

Data transmission occurs in two ways:

| Method           | Description   |
|------------------|---|
| <b>Automatic</b> | <b>Scheduled extracts run every weekday (Monday-Friday) starting at 6:15 PM until 2 AM. At 2 AM, the overnight system backups begin. The weekend run only includes Saturday and begins at 5:30 AM until 11:30 PM.</b> |
| <b>Manual</b>    | <b>Users can initiate data transmission to TEA on demand by clicking the Extract &amp; Send button.</b>   |

**Note:** If a manual data transmission is already in progress, the scheduled extract **will not** run.

### Extract & Send Process:



The automatic nightly TSDS Extract/Send process is disabled for prior school years effective the day after the fourth Thursday in August. To generate or send data for a prior school year, use the **Extract & Send** button.

**Note:** The **Extract & Send** button is disabled if the Ed-Fi API Connection Migration flag is set to Y. This allows only API commands to process data.

The data is extracted from ASCENDER tables, transformed per TEA requirements to meet the national Ed-Fi data standard, and loaded into the ASCENDER Ed-Fi staging tables.

- If the **Extract & Send** process occurs via the automatic scheduled extract, the TSDS extract emails are generated at 6:15 AM. These emails include the TSDS Extract Error report as well as the Prior Year Actuals, Budget, and Payroll reports (as applicable), and are sent to the defined TSDS Extract Errors Distribution List on the [District Administration > Options > TSDS > Options](#) tab.
- If the Extract & Send process occurs manually via the **Extract & Send** button, the TSDS Extract Errors report is not generated and emailed; however, you can navigate to the [District Administration > Inquiry > TSDS Level 1 Errors](#) page and click **Extract Errors Reprint** to generate the TSDS Extract Errors report from the last instance of the Extract & Send process.

### Notes:

- The TSDS Extract Errors report is not cumulative and only displays errors from one day.
- The listed errors are only displayed on the error report until they are corrected.

- Data errors listed on the TSDS Extract Errors report do not necessarily mean that you will have TSDS Level 1 Errors.
- TSDS extract errors are typically data errors that require record(s) in ASCENDER to be corrected.
- If the **Extract TSDS** database column is set to 0, the Budget and Payroll extract file/PDF will not be generated and sent via email. This discontinues the emails for Budget and Payroll until after the Fiscal Year Close process is done for the current year. If the **Extract TSDS** database column is set to 1, 2 or 3, the Budget and Payroll extract/PDF will be generated and emailed as usual.

After the data extracted, transformed, and loaded into the ASCENDER Ed-Fi staging tables, the data is then transmitted in an Ed-Fi JSON file via Application Programming Interface (API) processing to an Operational Data Store (ODS) at TEA where it may or may not land successfully.

- Data errors are marked as so in the staging tables and listed in the TSDS Level 1 Error Report.
- You must research errors and correct data in ASCENDER.
- If you are unable resolve an error, contact your regional ESC consultant for further assistance.

**ASCENDER Resources:**

- [Preparing for the TSDS Upgrade Guide](#)

**Texas Education Agency (TEA) Resources:**

- [Online TWEDS](#)
- [TSDS Resources](#) - Includes a link to the official TSDS Domain Dependency chart.
- [TSDS Upgrade Project Training Materials](#)

**Retrieve a record:**

| Field                  | Description  |
|------------------------|--|
| <b>Submission Year</b> | Type the submission year set by the Texas Education Agency (TEA) in the YYYY format. This is the ending year of the school year for which you will be submitting data (e.g., 2024-2025 school year; <b>Submission Year</b> = 2025). The submission year is edited to ensure a valid year is entered and that code table data is loaded for the year specified. |

- Click **Retrieve**. The record for the specified submission year is displayed.
- Select the applicable submission levels (domains/entities).



**TIP:** Be sure to review and consider the dependencies outlined in the introduction (green box).

- Under **First Level Submission:**

|  |  |
|--|--|
| <b>Education Organization Domain &amp; Descriptors</b> | <ul style="list-style-type: none"> <li>• LocalEducationAgency</li> <li>• EducationServiceCenter</li> <li>• SSAOrgAssociationExt(TX)</li> <li>• School</li> </ul>     |
| <b>School Calendar Domain</b>                          | <ul style="list-style-type: none"> <li>• Calendar</li> <li>• CalendarDate</li> <li>• Session</li> <li>• ReportingPeriodExt(TX)</li> <li>• Grading Period*</li> </ul> |

**Exchange clients only:** An asterisk (\*) indicates a *Data Beyond TSDS Domain/Entity*. If any issues are encountered with this data, submit an Exchange ticket.

Under **Second Level Submission:**

|                                   |                          |
|-----------------------------------|--------------------------|
| <b>Student Application Domain</b> | • StudentApplication(TX) |
|-----------------------------------|--------------------------|

**Student Identification and Demographic Domain:**

|  |   |
|--|---|
| <b>Student</b>                                 |   |
| <b>Parent</b>                                  |   |
| <b>StudentParentAssociation</b>                |   |
| <b>StudentEducationOrganizationAssociation</b> |   |
| <b>Enrollment Domain</b>                       | <ul style="list-style-type: none"> <li>• StudentSchoolAssociation</li> <li>• StudentEducationOrganizationResponsibilityAssociation</li> <li>• GraduationPlan*</li> </ul>  |
| <b>Staff Domain</b>                            | <ul style="list-style-type: none"> <li>• Staff</li> <li>• StaffEducationOrganizationAssignmentAssociation</li> <li>• StaffEducationOrganizationEmploymentAssociation</li> <li>• StaffSchoolAssociation</li> </ul> |
| <b>Prior Year Leaver Domain</b>                | <ul style="list-style-type: none"> <li>• PriorYearLeaver(TX)</li> <li>• PriorYearLeaverParent</li> <li>• PriorYearLeaverStudentParentAssociation</li> </ul>   |

**Exchange clients only:** An asterisk (\*) indicates a *Data Beyond TSDS Domain/Entity*. If any issues are encountered with this data, submit an Exchange ticket.

Under **Third Level Submission:**

|                       |  |
|-----------------------|--|
| <b>Finance Domain</b> | <ul style="list-style-type: none"> <li>• PriorYearActualExt(TX)</li> <li>• BudgetExt(TX)</li> <li>• SharedServiceArrangementExt(TX)</li> <li>• PayrollExt(TX)</li> <li>• ContractedInstructionalStaffFTEExt(TX)</li> </ul> |
|-----------------------|--|

|   |  |
|---|--|
| <b>Alternative and Supplemental Services Domain</b> | <ul style="list-style-type: none"> <li>• Program</li> <li>• StudentCTEProgramAssociation</li> <li>• StudentTitle1PartAProgramAssociation</li> <li>• Student Special EducationProgramAssociation</li> <li>• StudentLanguageInstructionProgramAssociation</li> </ul> |
|---|--|

**Teaching and Learning Domain:**

|                                      |
|--------------------------------------|
| <b>Course</b>                        |
| <b>CourseOffering</b>                |
| <b>Section</b>                       |
| <b>StaffSectionAssociation</b>       |
| <b>StudentSectionAssociation</b>     |
| <b>Student Grade Domain</b> • Grade* |

**Exchange clients only:** An asterisk (\*) indicates a *Data Beyond TSDS Domain/Entity*. If any issues are encountered with this data, submit an Exchange ticket.

Under **Fourth Level Submission:**

|                                       |  |
|---------------------------------------|--|
| <b>Discipline Domain</b>              | <ul style="list-style-type: none"> <li>• DisciplineIncident</li> <li>• StudentDisciplineIncidentBehaviorAssociation</li> <li>• DisciplineAction</li> </ul> |
| <b>Restraint Event Domain</b>         | <ul style="list-style-type: none"> <li>• RestraintEvent</li> </ul>   |
| <b>Student Academic Record Domain</b> | <ul style="list-style-type: none"> <li>• StudentAcademicRecord</li> <li>• CourseTranscript</li> </ul>  |

**Student Attendance Domain:**

|   |   |
|---|---|
| <b>StudentSchoolAttendanceEvent</b>                                     |   |
| <b>StudentProgramAttendanceEvent</b>                                    | <ul style="list-style-type: none"> <li>• BasicReportingPeriodAttendance(TX)</li> <li>• SpecialProgramsReportingPeriodAttendance(TX)</li> <li>• SpecialEducationProgramReportingPeriodAttendance(TX)</li> <li>• CTEProgramReportingPeriodAttendance(TX)</li> <li>• BilingualESLProgramReportingPeriodAttendance(TX)</li> <li>• FlexibleRegularProgramReportingPeriodAttendance(TX)</li> <li>• FlexibleSpecialEducationProgramReportingPeriodAttendance(TX)</li> <li>• FlexibleCTEProgramReportingPeriodAttendance(TX)</li> <li>• FlexibleBilingualESLProgramReportingPeriodAttendance(TX)</li> <li>• ExtendedSchoolYearServicesAttendance(TX)</li> </ul> |
| <b>Student Special Education Program Eligibility Association Domain</b> | <ul style="list-style-type: none"> <li>• StudentSpecialEducationProgramEligibilityAssociation(TX)</li> </ul>  |

Click **Save**. If any errors exist on the tab, the TSDS Errors pop-up window is displayed. Review and correct the errors to continue. The selections must be successfully saved prior to clicking **Extract & Send**.

Once you are satisfied with the status of your data, click **Extract & Send** to manually start the Extract & Send process. The Extract & Send pop-up window is displayed with a warning about the effects of continuing the process.

- Click **Yes** to continue. The Extract & Send process is initiated.
    - The **Extract & Send** and **Save** buttons are disabled.
    - A message is displayed at the top of the tab indicating that the Extract & Send process is currently in progress with an as-of time/date stamp.
      - The message is displayed on the tab until the process is completed.
      - The message informs other users who access the tab that the process is in progress.
  - Click **No** to return to the Domains & Entities tab.
- Click **Send Status** to view the extract status details. Domains/entities with no data sent are excluded from this list. The Send Status pop-up window is displayed with the following details:
- **Domain**
  - **Entity**
  - **Total Nbr Records**
  - **Success** percentage
  - **Extract Start Time** - Indicates the time the extract started sending data to the staging table.
  - **Extract End Time** - Indicates the time the extract completed sending data to the staging table.
  - **Send Start Time** - Indicates the time the API started sending data to the Operational Data Store (ODS).
  - **Send End Time** - Indicates the time the API completed sending data to the Operational Data Store (ODS).
- If you have the appropriate access, you will see checkboxes for each Domain/Entity (row). You can use the extract and send buttons to extract/send data as needed. Only one Domain/Entity (row) can be selected and processed at a time.
- Click **Extract & Send** to extract data to the staging table and send data via the API to the Operational Data Store (ODS).
- Click **Extract Only** to **only** extract data to the staging table.
- Click **Send Only** to **only** send data via the API to the Operational Data Store (ODS).



Click [here](#) to see how the **Time** fields correspond to the execution of the **Extract & Send**, **Extract Only**, and **Send Only** buttons.

- Click **Cancel** to return to the Domains & Entities tab.

#### Notes:

- This information can be used as a measure in the decision to continue adding entities/domains to the Extract & Send process.
- If the success rate is lower than the recommended threshold of 90%, a warning message is displayed next to the **Send Status** button to inform users that it is not recommended to add and send additional domains/entities at this time.

- Incomplete or low success percentage entities will likely lead to errors for dependent endpoints.
- Access the [TSDS Resources](#) page and click *Domain Dependencies* to view the current TSDS Domain Dependency chart. Use the chart to troubleshoot errors.

#### Other functions and features:

|                 |   |
|-----------------|---|
| <b>Retrieve</b> | Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.  |
| <b>Reset</b>    | <p>If the last attempt to run the process takes longer than 4 hours, the <b>Reset</b> button is enabled, allowing you to restart the process. Click <b>Reset</b> to clear the attempt.</p> <p>Before restarting the process, ensure your TSDS Level 1 Errors are addressed. After doing so, you can either click <b>Extract &amp; Send</b> to manually start the process again or wait for the automatic scheduled extract (Monday-Friday at 6:00 PM) to occur.</p> |

- [District Administration > Inquiry > TSDS Level 1 Errors](#)

#### TSDS Level 1 Errors - DA4550

#### *District Administration > Inquiry > TSDS Level 1 Errors*

This page is used to view and print a listing of Level 1 errors that occurred in various domains/entities when the API interface files begin processing into the TEA database. ASCENDER does not control the content of these errors.

All TSDS Level 1 Error reports are displayed and printed in landscape orientation by default.

|                    |  |
|--------------------|--|
| <b>School Year</b> | Select a school year from the drop-down menu or select <b>ALL</b> so all available school years can be selected and included in the reports. |
|--------------------|--|

#### View and print errors:

A list of domains and entities is displayed along with the number of errors associated.

Select  next to the domains (rows) to be included in the report. If multiple domains are selected, the report prints in dependency order (Domain > Entity), which is the same order used in the Ed-Fi error log.

| Field                   | Description  |
|-------------------------|--|
| <b>Domain</b>           | Displays the Ed-Fi domain name where the error(s) occurred (e.g. Education Organization).            |
| <b>Entity</b>           | Displays the entity within the Ed-Fi domain where the error(s) occurred (e.g. LocalEducationAgency). |
| <b>Number of Errors</b> | Displays the number of errors that occurred within the entity.                                       |

Click **Print**. The report is displayed with the error details as reported by TEA. The report

includes key details for each entity within the domain; however, some endpoints may or may not be populated depending on the error.

**Note:** If included in the report, the **Action Type** column displays the expected action of the record that was sent to the Operational Data Store (ODS):

- **I** - Insert
- **U** - Update
- **D** - Delete

**TSDS Level 1 Errors Guidance**

**Application Programming Interface (API) Error Response Codes**

[API Error Response Codes Guidance](#)

**API Error Response Codes Guidance**

| HTTP Code | Example Message  | How to Fix   |
|-----------|--|--|
| 400       | Validation of 'RESOURCE' failed. FIELD is required.  | An element of the JSON that is required is missing and needs to be added. Required fields are marked with '*' in swagger <a href="https://api.ed-fi.org/v6.1/docs/swagger/index.html?urls.primaryName=Resources">https://api.ed-fi.org/v6.1/docs/swagger/index.html?urls.primaryName=Resources</a>   |
| 400       | 'RESOURCE' failed. 'RESOURCE' reference could not be resolved.   | A resource that was referenced from an entity does not yet exist: load the dependency resource first. See <a href="https://techdocs.ed-fi.org/display/ODSAPIS3V61/Resource+Dependency+Order">https://techdocs.ed-fi.org/display/ODSAPIS3V61/Resource+Dependency+Order</a>  |
| 401       | Unauthorized   | Unauthorized. The request requires authentication. The OAuth bearer token was either not provided or is invalid/expired.   |
| 403       | Authorization denied. The claim does not have any established relationships with the requested resource                      | <b>Likely Causes:</b><br>1. Your API credentials are not associated with the proper EducationOrganization or Namespace. See information under the section of this guide on "Authorization".<br>2. The API cannot tie the resource you are creating or updating to a "root" entity for which you are authorized. For example, you may be trying to update a Student, but if that student is not enrolled (via StudentSchoolAssociation) the request will fail, as the API cannot determine that your client is authorized.<br>3. When the record is person-based (e.g., Attendance, Grades, Section Associations), it usually means the Student, Staff, or Parent record is not in the ODS so the records being sent for that person cannot be created. |
| 409       | A natural key conflict occurred when attempting to create a new resource 'RESOURCE' with a duplicate key.                    | The Ed-Fi API has a natural key system alongside a standard REST ID system. This error is often protecting against the erroneous creation of a duplicate record in the API. Unique Key Violation, referential errors: particularly anything that doesn't involve people or EdOrgs.   |
| 409       | The resource (or a subordinate entity of the resource) cannot be deleted because it is a dependency of the 'RESOURCE' entity | The resource that the application is attempting to delete is referenced from another entity. Delete the other dependent entity first.  |

**TSDS Level 1 Errors**

[TSDS Level 1 Errors - Load Order](#)

**Load Order**

| <b>Domain Name</b>                             | <b>Resource/Entity</b>   |
|--|--|
| Education Organization Domain                  | EducationServiceCenter<br>LocalEducationAgency<br>School<br>SSAOrgAssociationExt(TX)   |
| Student Identification and Demographics Domain | Parent<br>Student<br>StudentParentAssociation  |
| School Calendar Domain                         | Calendar<br>CalendarDate<br>Session  |
| Staff Domain                                   | Staff<br>StaffEducationOrganizationAssignmentAssociation<br>StaffEducationOrganizationEmploymentAssociation<br>StaffSchoolAssociation  |
| Enrollment Domain                              | StudentSchoolAssociation<br>StudentEducationOrganizationAssociation<br>StudentEducationOrganizationResponsibilityAssociation   |
| Restraint Event Domain Entity                  | RestraintEventExtension  |
| Finance Domain                                 | PriorYearActualExt<br>BudgetExt<br>PayrollExt<br>SharedServiceArrangementExt   |
| Discipline Domain                              | DisciplineIncident<br>StudentDisciplineIncidentAssociation<br>DisciplineAction   |
| Student Application Domain                     | StudentApplication   |
| Teaching and Learning Domain                   | CourseOffering<br>Section<br>StaffSectionAssociation<br>StudentSectionAssociation  |
| Student Academic Record Domain                 | CourseTranscript<br>StudentAcademicRecord  |
| Alternative and Supplemental Services Domain   | Program<br>StudentCTEProgramAssociation<br>StudentLanguageInstructionProgramAssociation<br>StudentSpecialEducationProgramAssociation<br>StudentTitleIPartAProgramAssociation |
| Prior Year Leaver Domain                       | PriorYearLeaver<br>PriorYearLeaverParents<br>PriorYearLeaverStudentParentAssociation   |
| Assessment Domain                              | Assessment<br>Student Assessment   |
| Student Cohort                                 | Cohort<br>StaffCohortAssociation<br>StudentCohortAssociation   |

### [TSDS Level 1 Errors - Education Organization Domain](#)

#### **Education Organization Domain**

| Resource/Entity | Error Message   | Issue                           |
|-----------------|---|---------------------------------|
| Schools         | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'School' failed.\n\tSchoolGradeLevels requires at least one object in the collection.\n."} | Check Low and High Grade Level. |

TSDS Level 1 Errors - School Calendar Domain

**School Calendar Domain**

| Resource/Entity | Error Message  | Issue  |
|-----------------|--|--|
| CalendarDate    | <b>409 CONFLICT</b><br>{message: "The value supplied for the related 'calendar' resource does not exist."}   | Calendar date does not associate with a calendar.  |
| CalendarDate    | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'CalendarDate' failed. Validation of 'Extensions' failed. CalendarDateExtension (TX): The field SchoolDayOperationalMinutes must be between 0 and 600."}                    | Review Calendar Operational Minutes.   |
| Session         | <b>400 BAD REQUEST</b><br>{message: "Validation of 'Session' failed. Unable to resolve value 'uri:/local.texas.gov/TermDescriptor#1' to an existing 'TermDescriptor' resource."}<br><br><b>NOTE:</b> May affect other domains. | The TEA-defined Claim Sets do not allow vendors to create and send local descriptor values. By default, vendors are only able to send TEA or Ed-Fi namespace values. TEA will be updating their Claim Sets to allow vendors to create and send local values.<br><br>Workaround: A user-defined Claim Set can be created in the interim to allow for local values to be created and supplied by the vendor. Users can clone the existing TEA-defined Claim Sets and modify the create, read, update, and delete rights on the descriptor resources. |

TSDS Level 1 Errors - Student Identification and Demographics Domain

**Student Identification and Demographics Domain**

| Resource/Entity          | Error Message   | Issue  |
|--------------------------|---|--|
| Parent                   | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'Parent' failed.\n\tValidation of 'ParentAddresses' failed.\n\t\tParentAddress[0]: AddressTypeDescriptorId is required.\n\t\tParentAddress[0]: PostalCode is required.\n\t\tParentAddress[0]: StreetNumberName is required}. | Street name, street number, and the parent's postal code are required fields that are missing. |
| Parent                   | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'Parent' failed.\n\tValidation of 'ParentAddresses' failed.\n\t\tParentAddress[0]: AddressTypeDescriptorId is required.\n"}.   | Parent Street name information is missing.   |
| Parent                   | <b>403 FORBIDDEN</b><br>{message: "Authorization denied. No relationships have been established between the caller's education organization id claim (194902) and the resource item's 'ParentUniqueld' value."}   | Check the ODS to see if the Parent is loaded.  |
| Parent                   | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'Parent' failed. FirstName is required."}  | Parent's first name is missing.  |
| Student                  | <b>400 BAD_REQUEST</b><br>{message: "Unable to resolve value "uri:/tea.texas.gov/AsOfStatusLastDayEnrollmentDescriptor#B" to an existing "AsOfStatusLastDayEnrollmentDescriptor" resource."}  | AsOfStatus must be 'H' or 'I'.   |
| Student                  | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'Student' failed. Unable to resolve value 'uri:/tea.texas.gov/CrisisEventDescriptor#10' to an existing 'CrisisEventDescriptor' resource."}   | Value must be valid in C178-CrisisEvent.   |
| Student                  | <b>403 FORBIDDEN</b><br>{message: "Authorization denied. No relationships have been established between the caller's education organization id claim (194902) and the resource item's 'StudentUniqueld' value."}  | ---  |
| StudentParentAssociation | <b>409 CONFLICT</b><br>{message: "Access to the resource item could not be authorized because the 'Student' was not found."}  | Student was not loaded to ODS.   |
| StudentParentAssociation | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'StudentParentAssociation' failed. Parent reference could not be resolved."}   | Parent was not loaded to ODS.  |
| StudentParentAssociation | <b>403 FORBIDDEN</b><br>{message: "Authorization denied. No relationships have been established between the caller's education organization id claim (194902) and one or more of the following properties of the resource item: 'ParentUniqueld', 'StudentUniqueld'"}}          | Parent/student are not associated together.  |
| StudentParentAssociation | <b>403 FORBIDDEN</b><br>{message: "Authorization denied. No relationships have been established between the caller's education organization id claim (194902) and the resource item's 'StudentUniqueld' value."}  | Student or parent was not loaded to ODS.   |

## TSDS Level 1 Errors - Teaching and Learning Domain

### Teaching and Learning Domain

| Resource/Entity           | Error Message   | Issue   |
|---------------------------|---|---|
| EDFI_CRS_OFFRNG_STG       | <b>409 CONFLICT</b><br>{message: "The value supplied for the related 'course' resource does not exist."}  | Course does not exist in ODS.                         |
| EDFI_CRS_OFFRNG_STG       | <b>400 BAD_REQUEST</b><br>{message: "Unable to resolve value 'uri:/tea.texas.gov/GradeLevelDescriptor#5' to an existing 'GradeLevelDescriptor' resource."}  | Grade level is missing leading 0.                     |
| EDFI_CRS_OFFRNG_STG       | <b>409 CONFLICT</b><br>{message: "The value supplied for the related 'session' resource does not exist."}   | Session does not exist in ODS.                        |
| Section                   | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'Section' failed. Validation of 'AggregateExtensions' failed. Validation of 'SectionSets (TX)' failed. SectionSet[0]: The field CTEHours must be between 1 and 3."}  | CTE Hours must be between '1' and '3'.                |
| Section                   | <b>409 CONFLICT</b><br>{message: "The value supplied for the related 'courseOffering' resource does not exist."}  | Course for section does not exist in course offering. |
| StaffSectionAssociation   | <b>403 FORBIDDEN</b><br>{message: "Authorization denied. No relationships have been established between the caller's education organization id claim (194902) and one or more of the following properties of the resource item: 'SchoolId', 'StaffUniqueld'.}   | Verify if Staff member is loaded to the ODS.          |
| StaffSectionAssociation   | <b>409 CONFLICT</b><br>{message: "The value supplied for the related 'section' resource does not exist."}   | Section does not exist in ODS.                        |
| StudentSectionAssociation | <b>409 CONFLICT</b><br>{message: "Access to the resource item could not be authorized because the 'Staff' was not found."}  | Student does not exist in ODS.                        |
| StudentSectionAssociation | <b>409 CONFLICT</b><br>{message: "The value supplied for the related 'section' resource does not exist."}   | Section does not exist in ODS.                        |
| StudentSectionAssociation | <b>403 FORBIDDEN</b><br>{message: "Authorization denied. No relationships have been established between the caller's education organization id claim (194902) and one or more of the following properties of the resource item: 'SchoolId', 'StudentUniqueld'.} | Student is not associated with School.                |

### TSDS Level 1 Errors - Staff Domain

#### Staff Domain

| Resource/Entity                                 | Error Message  | Issue   |
|---|--|---|
| Staff   | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'Staff' failed. Validation of 'StaffAddresses' failed. StaffAddress[0]: StreetNumberName property is part of the primary key and therefore its value cannot contain leading or trailing whitespace."}               | Review Staff address for leading or trailing blank space. |
| StaffEducationOrganizationEmploymentAssociation | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'StaffEducationOrganizationEmploymentAssociation' failed. Staff reference could not be resolved."}  | Verify if Staff member is loaded to the ODS.              |
| StaffEducationOrganizationEmploymentAssociation | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'StaffEducationOrganizationEmploymentAssociation' failed. Validation of 'Extensions' failed. StaffEducationOrganizationEmploymentAssociationExtension (TX): The field NumberDaysEmployed must be between 1 and 3."} | Value must be greater than 0.                             |

TSDS Level 1 Errors - Enrollment Domain

**Enrollment Domain**

| Resource/Entity                         | Error Message  | Issue   |
|---|--|---|
| StudentSchoolAssociation                | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'StudentSchoolAssociation' failed. Student reference could not be resolved."}   | Student reference does not match with School. |
| StudentSchoolAssociation                | <b>409 CONFLICT</b><br>{message: "The value supplied for the related 'calendar' resource does not exist."}   | Track does not match with calendar.           |
| StudentEducationOrganizationAssociation | <b>409 CONFLICT</b><br>{message: "Access to the resource item could not be authorized because the 'Student' was not found."}   | Student does not exist in ODS.                |
| StudentEducationOrganizationAssociation | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'StudentEducationOrganizationAssociation' failed. Unable to resolve value 'uri:/tea.texas.gov/HomelessStatusDescriptor#1' to an existing 'HomelessStatusDescriptor' resource."} | HomelessStatus value is not accepted by TEA.  |

TSDS Level 1 Errors - Student Academic Record Domain

**Student Academic Record Domain**

| Resource/Entity       | Error Message  | Issue                          |
|-----------------------|--|--------------------------------|
| StudentAcademicRecord | <b>409 CONFLICT</b><br>{message: "Access to the resource item could not be authorized because the 'Student' was not found."} | Student does not exist in ODS. |

TSDS Level 1 Errors - Finance Domain

Finance Domain

| Resource/Entity                    | Error Message  | Issue   |
|------------------------------------|--|---|
| PriorYearActualExt                 | <b>400 BAD_REQUEST</b><br>{message: "Unable to resolve value 'uri:/tea.texas.gov/ProgramIntentDescriptor#32' to an existing 'ProgramIntentDescriptor' resource."}  | Program Intent value is not accepted by TEA.                  |
| PriorYearActualExt                 | <b>400 BAD_REQUEST</b><br>{message: "Unable to resolve value 'uri:/tea.texas.gov/ObjectDescriptor#3700' to an existing 'ObjectDescriptor' resource."}  | Object value is not accepted by TEA.                          |
| PayrollExt                         | <b>400 BAD_REQUEST</b><br>{message: "Unable to resolve value 'uri:/tea.texas.gov/ProgramIntentDescriptor#30' to an existing 'ObjectDescriptor' resource."}   | Program Intent value is not accepted by TEA.                  |
| PayrollExt                         | <b>403 FORBIDDEN</b><br>{message: "Authorization denied. No relationships have been established between the caller's education organization id claim (194902) and the resource item's 'StaffUniqueld' value."} | Staff member does not exist in ODS.                           |
| PayrollExt                         | <b>409 CONFLICT</b><br>{message: "Access to the resource item could not be authorized because the 'Staff' was not found."}   | Staff member does not exist in ODS.                           |
| ContractedInstructionalStaffFTEExt | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'ContractedInstructionalStaffFTEExt' failed. The field TotalContractedInstrStaffFTE must be between 0.01 and 999.99."}                                      | TotalContractedInstrStaffFTE must be between 0.01 and 999.99. |

TSDS Level 1 Errors - Alternative and Supplemental Services Domain

Alternative and Supplemental Services Domain

| Resource/Entity                              | Error Message   | Issue   |
|--|---|---|
| StudentCTEProgramAssociation                 | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'StudentCTEProgramAssociation' failed.\n\tStudent reference could not be resolved.\n."}  | Verify that the student is loaded into the ODS.     |
| StudentLanguageInstructionProgramAssociation | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'StudentLanguageInstructionProgramAssociation' failed. Student reference could not be resolved."}  | Verify that the student is loaded into the ODS.     |
| StudentSpecialEducationProgramAssociation    | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'StudentSpecialEducationProgramAssociation' failed. Student reference could not be resolved. "}  | Verify that the student is loaded into the ODS.     |
| StudentSpecialEducationProgramAssociation    | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'StudentSpecialEducationProgramAssociation' failed.\n\tUnable to resolve value 'uri:/tea.texas.gov/ToolOrAssessmentUsedDescriptor#01' to an existing 'ToolOrAssessmentUsedDescriptor' resource.\n."}           | Value must be valid in C320 - ToolOrAssessmentUsed. |
| StudentSpecialEducationProgramAssociation    | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'StudentSpecialEducationProgramAssociation' failed. Validation of 'AggregateExtensions' failed. Validation of 'StudentSpecialEducationProgramAssociationStudentResidentialFacilityAssociations (TX)' failed."} | Review Residential Facility data.                   |
| StudentTitleIPartAProgramAssociation         | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'StudentTitleIPartAProgramAssociation' failed. Student reference could not be resolved."}  | Verify that the student is loaded into the ODS.     |
| tbd  | <b>409 CONFLICT</b><br>{message: "Access to the resource item could not be authorized because the 'Student' was not found."}  | Verify that the student is loaded into the ODS.     |

TSDS Level 1 Errors - Discipline Domain

**Discipline Domain**

| Resource/Entity                      | Error Message  | Issue   |
|--------------------------------------|--|---|
| StudentDisciplineIncidentAssociation | <b>409 CONFLICT</b><br>{message: "Access to the resource item could not be authorized because the 'Student' was not found."}   | Verify that the student is loaded into the ODS.   |
| StudentDisciplineIncidentAssociation | <b>403 FORBIDDEN</b><br>{message: "Authorization denied. No relationships have been established between the caller's education organization id claim (194902) and one or more of the following properties of the resource item: 'Schoolld', 'StudentUniqueld'."} | Check if Schools are loaded, then check to see if the student with that specific, unique student ID is loaded for the specific School in the ODS. |

[TSDS Level 1 Errors - Prior Year Leaver Domain](#)

**Prior Year Leaver Domain**

| Resource/Entity   | Error Message   | Issue   |
|-------------------|---|---|
| Prior Year Leaver | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'PriorYearLeaver' failed. FirstName is required."}   | Leaver student First Name is missing.   |
| Prior Year Leaver | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'PriorYearLeaver' failed. AsOfStatusLastFridayOctoberDescriptorId is required."}   | AsOfStatusLastFridayOctoberDescriptor is a required field and that information is missing.  |
| Prior Year Leaver | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'PriorYearLeaver' failed. Unable to resolve value 'uri:/tea.texas.gov/ExitWithdrawTypeDescriptor#80' to an existing 'ExitWithdrawTypeDescriptor' resource."}   | Value must be valid in C162 - ExitWithdrawType.   |
| Prior Year Leaver | <b>400 BAD_REQUEST</b><br>{message: "The request is invalid.", "modelState": {"request. Id": ["The value 'id' is not valid for Id."], "request. BirthCity": [], "request. BirthDate": ["The value 'birthDate' is not valid for BirthDate"]}}                    | Leaver Birth City and Birth Date are required fields and are missing. Birth Date format is missing hyphen.  |
| Prior Year Leaver | <b>400 BAD_REQUEST</b><br>{message: "Validation of 'PriorYearLeaver' failed. Validation of 'PriorYearLeaverIndustryBasedCertificationSets' failed. PriorYearLeaverIndustryBasedCertificationSet[0]: PostSecondaryCertLicensureResultDescriptorId is required."} | The Result field for Industry Based Certification is missing. Change school year to prior year. If district uses the GradPlan application, go to Graduation Plan > Maintenance > Student > Individual Maintenance > PGP tab > Industry Based Certification section. If district does not use GradPlan application, go to Registration > Maintenance > Student Enrollment > Graduation tab > Industry Based Certification section. |

**Other functions and features:**

The following buttons allow you to reprint the extract reports from the last instance of TSDS Processing. These reports are not resent to the TSDS email distribution lists on the District

Administration > Options > TSDS > Options tab.

|                                   |  |
|-----------------------------------|--|
| <b>Extract Errors Reprint</b>     | Click to print the TSDS Extract Errors report. The report opens in a separate preview window and can be printed in PDF format. <a href="#">Review the report.</a>      |
| <b>Extract Prior Year Reprint</b> | Click to print the TSDS Prior Year Actuals report. The report opens in a separate preview window and can be printed in PDF format. <a href="#">Review the report.</a>  |
| <b>Extract Budget Reprint</b>     | Click to print the TSDS Budget Data Extract report. The report opens in a separate preview window and can be printed in PDF format. <a href="#">Review the report.</a> |
| <b>Extract Payroll Reprint</b>    | Click to print the TSDS Payroll Extract report. The report opens in a separate preview window and can be printed in PDF format. <a href="#">Review the report.</a>     |

## Job Aids

| Submission | Level of Error | Fatal Narrative  | Link to Job Aid                             |
|------------|----------------|--|---|
| All        | ---            | Data Not Extracting & No Level 1 Error   | Click <a href="#">here</a> to view job aid. |
| All        | ---            | At Risk: The 'At-Risk' checkbox cannot be deselected when As of Status Last Friday October Code is...  | Click <a href="#">here</a> to view job aid. |
| SELA       | L2, L3         | 40100-0204<br>40100-0205   | Click <a href="#">here</a> to view job aid. |
| Summer     | L2, L3 - Fatal | 42401-0020   | Click <a href="#">here</a> to view job aid. |
| Summer     | L2, L3 - Fatal | 42410-0016   | Click <a href="#">here</a> to view job aid. |
| All        | L1             | 400 BAD REQUEST: This request is invalid   | Click <a href="#">here</a> to view job aid. |
| All        | L1             | 400 Bad Request: Validation of 'StaffEducationOrganizationEmploymentAssociation' failed.               | Click <a href="#">here</a> to view job aid. |
| Summer     | L2, L3 - Fatal | 40110-0128   | Click <a href="#">here</a> to view job aid. |
| All        | L1             | 400 BAD REQUEST: This request is invalid   | Click <a href="#">here</a> to view job aid. |
| All        | L1             | 409 Conflict: Access to the resource item could not be authorized because the 'Student' was not found. | Click <a href="#">here</a> to view job aid. |
| Summer     | L2, L3 - Fatal | 44425-000J   | Click <a href="#">here</a> to view job aid. |
| Summer     | L2, L3 - Fatal | 40100-0232   | Click <a href="#">here</a> to view job aid. |
| Summer     | L2, L3 - Fatal | 40100-0233   | Click <a href="#">here</a> to view job aid. |

| Submission   | Level of Error | Fatal Narrative         | Link to Job Aid                             |
|--------------|----------------|-------------------------|---|
| Summer       | L2, L3 - Fatal | 40110-0228              | Click <a href="#">here</a> to view job aid. |
| Class Roster | L2, L3 - Fatal | 40110-0023              | Click <a href="#">here</a> to view job aid. |
| Class Roster | L2, L3 - Fatal | 40100-0197 & 40110-0224 | Click <a href="#">here</a> to view job aid. |
| Summer       | L2, L3 - Fatal | 40100-0254              | Click <a href="#">here</a> to view job aid. |

## Technical Information

- Extracts will run 6:00 PM, Monday - Friday.
- **DO NOT** schedule TEA TSDS Level 2 Errors for the first two weeks of the initial data submission.

### Initial Data Submission to TEA TCC hosted and managed ESCs:

- Initial extract and API start will need to be coordinated through a Technical ASD ticket.
  - Submit the Technical ASD ticket the Monday prior to the LEA's TSDS Parallel initial submission kick-off date.
  - Select the new *System Category* **TSDS Parallel Setup**.
  - List the **County/District Number** and the **Name of the LEA** participating in the TSDS Parallel Submission.
    - Only one ticket is needed for parallel LEAs starting the initial submission on the same date.
    - All LEA Names and County District Numbers need to be listed in the ticket correctly.
- The initial data extract/API will begin 3:00 AM, Saturdays.

### Self-hosted and managed ESCs:

- For guidance on how to start the extract/API, visit: <https://wiki.ascendertx.com/display/TCCTD/TSDS+Extract+processing+and+API+Submission>



## Back Cover