Core Collection: Charter School Waitlist

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Reporting enrollment and waitlist data as of the last Friday in September is required for all open-enrollment charter schools and is submitted through the Charter School Waitlist Core Collection. This guide explains how to set up the system and enter the required data.

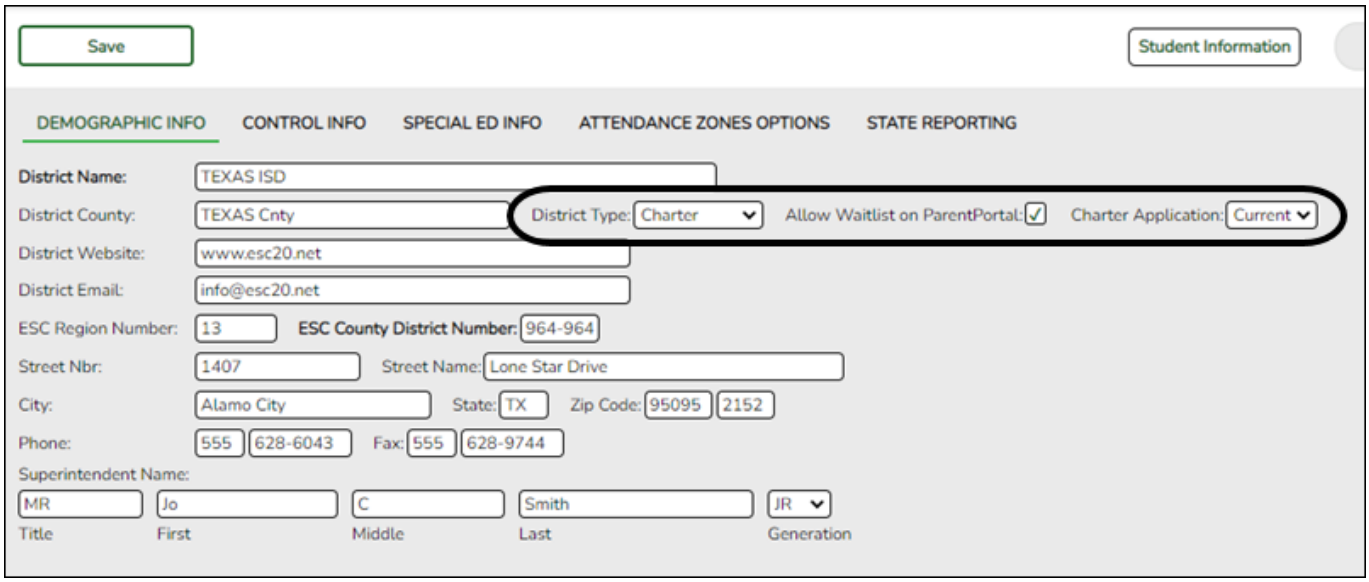
The Charter School Waitlist **due date** is October 31, 2025.

IMPORTANT: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

District Level

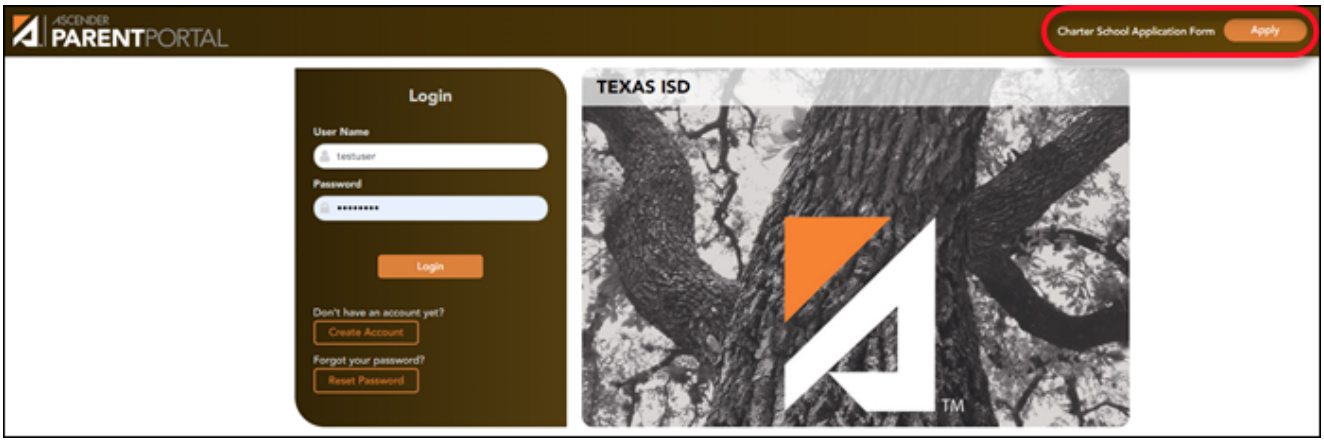
The district must set their preferences on this page. This will enable the Charter School Waitlist features.

Registration > Maintenance > District Profile > District Maintenance > Demographic Info



❑ Select **District Type** to indicate whether the district is *Independent, Charter,* or *Private*. Select *Charter* to enable the Charter School Waitlist features.

❑ Select **Allow Waitlist on ParentPortal** to enable the display of the Charter School Application Form **Apply** button on the ASCENDER ParentPortal Login page. This field only displays if the **District Type** field is set to *Charter*.



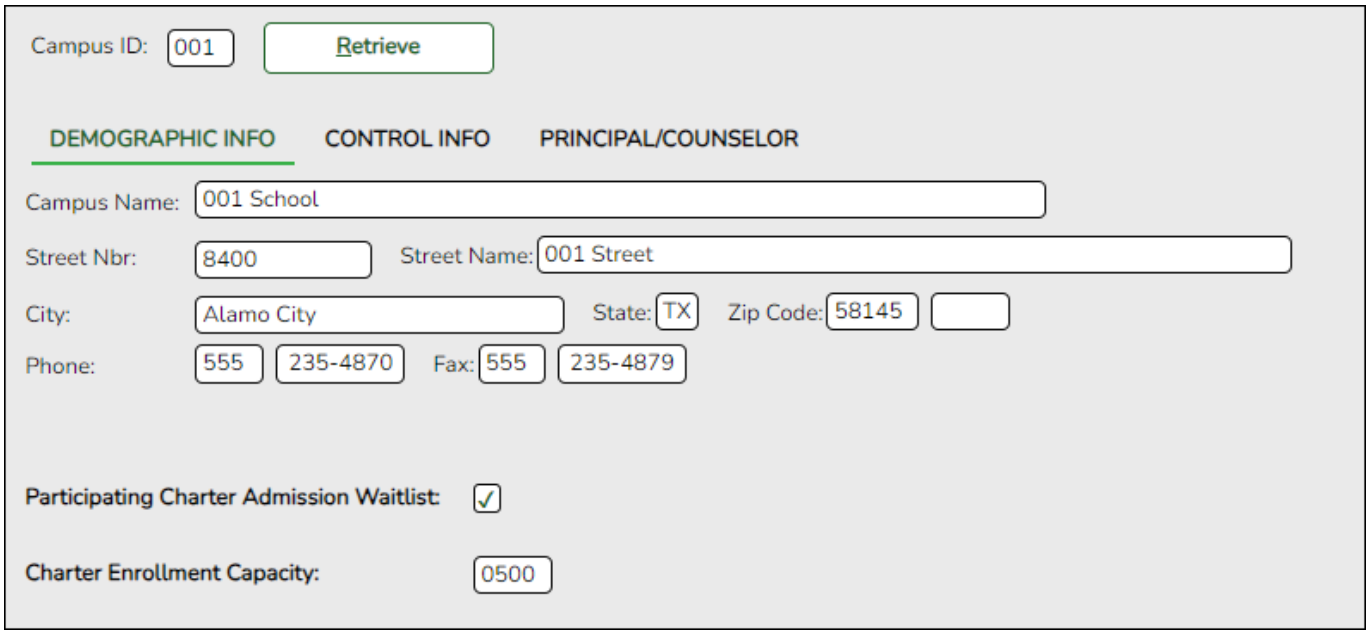
❑ Select **Charter Application** to *Current* or *Next* to indicate the Charter School Application Form school year in ASCENDER ParentPortal. This field only displays if the **District Type** field is set to *Charter*.

❑ Click **Save**.

Campus Level

Select whether or not this campus will have a waitlist by checking or unchecking **Participating Charter Admission Waitlist**. Do this for each campus at the Charter School. Enter the enrollment capacity for the campus in the **Charter Enrollment Capacity** field.

Registration > Maintenance > Campus Profile > Campus Information Maintenance > Demographic Info



❑ Select **Participating Charter Admission Waitlist** for each charter school campus to indicate whether or not the campus will have a waitlist for admission.

❑ In the **Charter Enrollment Capacity** field, type the number (up to four digits) of students to which the charter school's campus is able to provide instruction without exceeding staffing and facility limitations and the approved charter holder's maximum enrollment.

❑ Click **Save**.

Create an export file of all students at the campus (or all campuses) who are missing a value for Texas Unique ID.

Registration > Utilities > Texas Unique Student ID Processing > UID Export

❑ Click the **Missing CSW UID Report** button to view a report of report of Charter School Waitlist students missing a Texas Unique ID . The report opens on the same page, below the fields. Click **Close CSW Report** to hide the report.

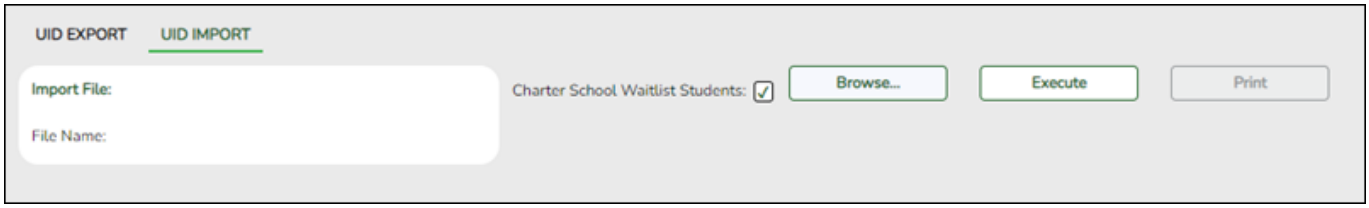
❑ Select **Charter School Waitlist** to create an export file of Charter School Waitlist students who are missing a value for Texas Unique id.

NOTE: In the Student Information section on Registration > Maintenance > Charter School Waitlist > Demographics, the fields for **First and Last name, Sex, DOB, State Student ID** and **Grd Lvl Applying For** are required for the file to export.

NOTE: These fields only display if the **District Type** field is set to *Charter* on Registration > Maintenance > District Profile > District Information > Demographic Information.

Create an import file updated with Charter School Waitlist students.

Registration > Utilities > Texas Unique Student ID Processing > UID Import



❑ Select **Charter School Waitlist Students**.

❑ Click **Browse**, then click **Choose File**. Locate and Select the file.

❑ Click **Submit**.

❑ Click **Execute**.

Student Level

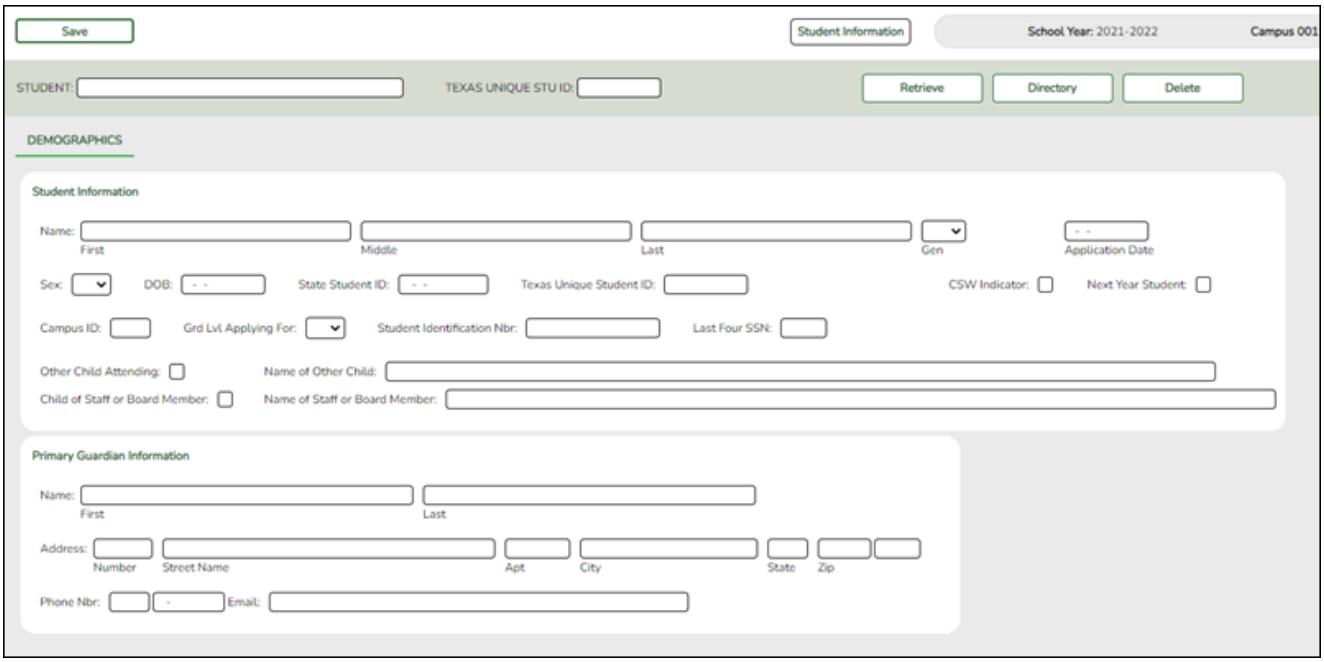
There are two additional options the district may use to enter the student data.

❑ You may use the Charter School Waitlist Import Data file format (Data File Layout).

❑ You may create or retrieve a record on the Charter School Waitlist page. This page allows you to:

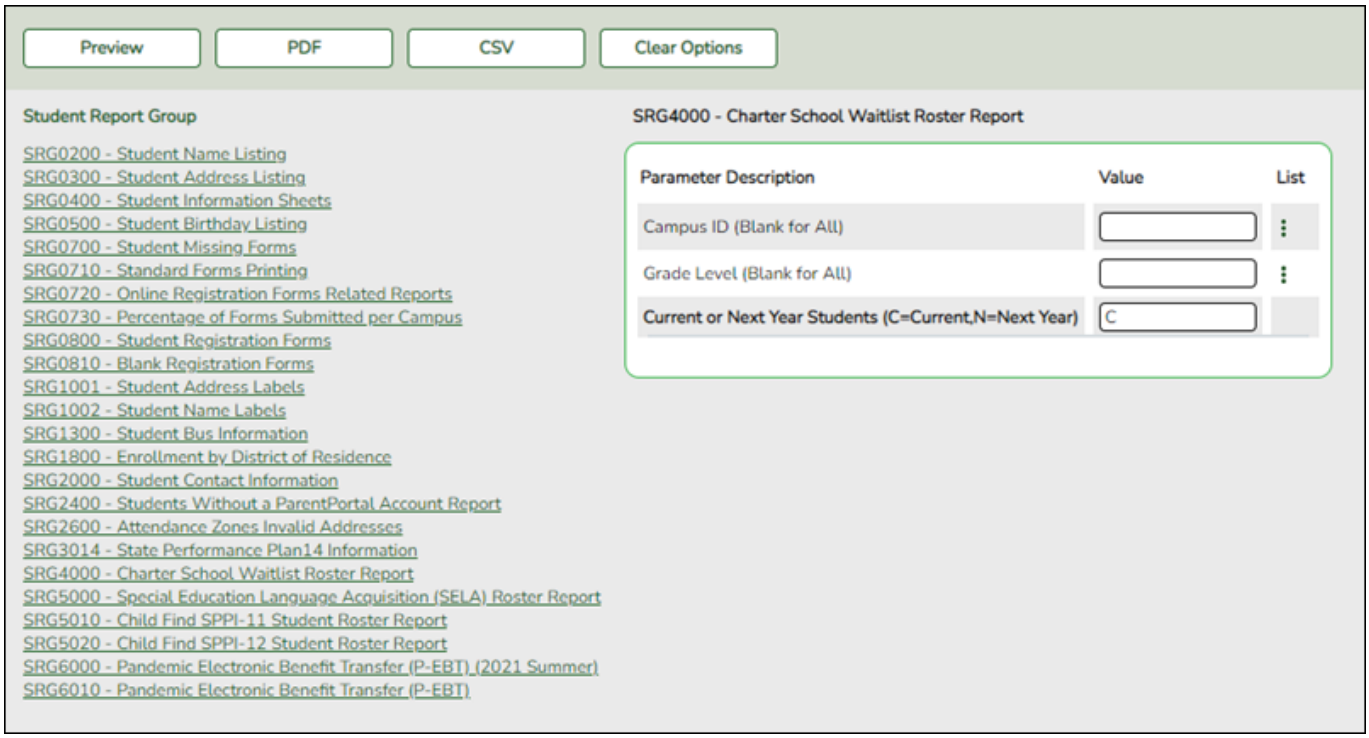
- Add Waitlist Data
- Update Waitlist Data
- Delete Waitlist Data

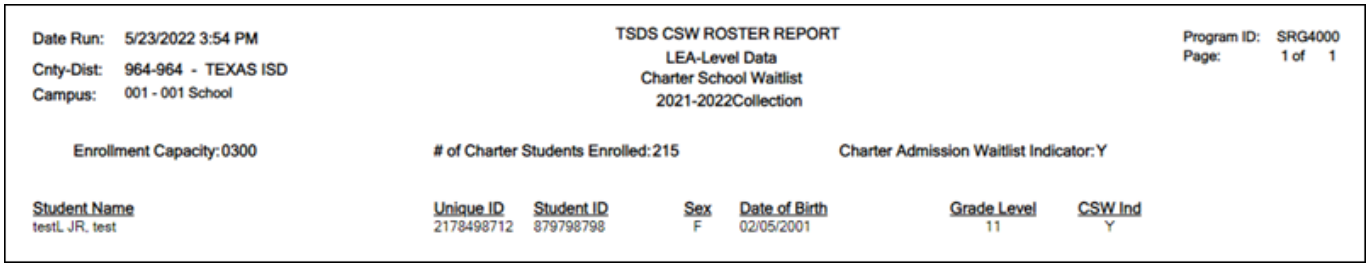
Registration > Maintenance > Core Collections > Charter School Waitlist



Report

Registration > Reports > Registration Reports > Student > SRG4000 - Charter School Waitlist Roster Report





SGR4000 was added to provide charter school waitlist roster information for state reporting purposes.

❑ In the **Campus** field, type a three-digit campus ID, or leave blank to create a report for all campuses.

❑ Click **Run Preview**.

NOTE: This report is only available if the **District Type** field is set to *Charter* on Registration > Maintenance > District Profile > District Maintenance > Demographic Info.

IMPORTANT: There is a currently not an as of date parameter for this report. It is recommended to run this report on 09/27/2024 and save it for data verification.

Charter School Waitlist Data Components

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.

❑ Click on the TEA drop-down menus to see complete information for CSW reporting including: Domains, Entities and Data Elements.

The following data elements are pulled from the Education Organization and Student Application domains:

- ApplicationDate (E3004)
- ApplicationType (E3005)
- BirthDate (E0006)
- CharterAdmissionWaitlist (E1676)
- CharterEducationalEnrollmentCapacity (E1675)
- EntryGradeLevel (E1517)
- FirstName (E0703)
- GenerationCode (E0706)
- GradeLevel (E0017)
- LastSurname (E0705)
- LocalEducationAgencyCategory (E3036)
- LocalEducationAgencyId (E0212)
- MiddleName (E0704)
- NameOfInstitution (E3037)
- NumberCharterStudentsEnrolled (E1674)
- SchoolId (E0266)
- SchoolYear (E1093)
- Sex (E0004)
- StudentId (E0001)
- StudentUId (E3079)

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