



# **tsds\_newsy\_best\_practice\_gde**



# Table of Contents

**ASCENDER TSDS New School Year Best Practice Guide ..... 1**



# ASCENDER TSDS New School Year Best Practice Guide

TSDS reporting is a structured submission that has certain domains and/or entities dependent upon others. The purpose of this guide is to assist local education agencies (LEA) and regional education service centers (RESC) with a successful experience.

## District Administration > TSDS > Domains & Entities

Three new functions are introduced with 8.1200 release at District Administration > TSDS > Domains & Entities:

- Selection of domains and entities with dependent enforcement
- Display of Send Status
- TSDS data extraction and send on demand

## Domain & Entity Selection

ASCENDER has broken down all TSDS reportable domains and extensions into four general level. Each level is dependent upon the previous level. This means that Second Level Submission > Staff Domain selection will generate an error if all First Level Submission entries are not also selected.

In addition to the level dependencies, the following dependencies will also be enforced:

- **Enrollment** domain depends on **Student Identification and Demographic > Student**
- **Student Identification and Demographics 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**

## Send Status

The Send Status button will display the number of records extracted and percentage successful for each entity. This can be used as a measure in the decision to continue adding entities to the extract and send process.

Incomplete or low success percentage entities will likely lead to errors for dependent endpoints.

**Extract & Send Functionality**

There are two ways to transmit data to TSDS - via a 6:00 pm automatic process or by clicking on the **Extract & Send** button. Both processes will utilize the selections here to determine what data to send.

**Best Practice for Sending Data**

To assist with the best schedule for your LEA, please complete the following milestones.

Gather important milestones:

- Fiscal year start:
- All employees updated in current year payroll:
- ASDR process:
- First day of school:
- First day counts process:
- No Shows process:

The following table is laid out in dependency order and the above dates can be used as a guide to complete the following schedule.

All staff and students must have a Texas Unique ID prior to beginning this process.

| <b>Updating TSDS - Quick Checklist</b>                  |                 |              |       |
|---|-----------------|--------------|-------|
| <input checked="" type="checkbox"/> Step                | Completion Date | Completed By | Notes |
| <b>Step 1: TSDS Settings in District Administration</b> |                 |              |       |
| Enter TSDS Options.                                     |                 |              |       |



## Back Cover