charterschoolwaitlist

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Charter School Waitlist

Registration > Maintenance > Charter School Waitlist

The **Demographic** tab lets you update, add or delete Charter School Waitist data.

Demographics

Update data:

❑ Under **Student Information**:

Select a student

❑ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.
	The student can also be located by typing the name in one of the following formats:
	• Last name, comma, first name (smith, john)
	• Last name initial, comma, first name initial (s,j)
	• Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed.
	If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.

(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.
Name*	Type the student's first, middle, and last name. Select a generation code if applicable. Name Edits In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages. In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters. Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9. First and last name are required.
Sex*	Select the student's gender.
DOB*	The student's date of birth is displayed and cannot be modified. TWEDS Data Element: BirthDate (E0006)
State Student ID	Type the student's nine-digit student ID. This ID is the student's social security number or their state-approved alternate identification number.
Texas Unique Student ID	Type the student's ten-digit unique student ID. This ID is assigned to students by TEA and issued to schools by the TSDS TX Unique ID Application. This ID cannot be generated by an LEA and cannot begin with zero. If the student does not have a Unique ID, run the Process Texas Unique Student IDs (UIDs) utility.
CSW Indicator	Select in order to include the student in the Charter School Waitlist Interchange.
Campus ID*	The campus ID to which you logged on is displayed.
Grd Lvl Applying For	Select the student's grade level (7-12) during the prior school year.
Student Identification Nbr	Type in the student's six digit student identification number.
Last Four SSN	Type in the last four digits of the student's social security number.
Other Child Attending	Select if another child is enrolled in the charter school.
Name of Other Child	Enter the name of the other child enrolled in the charter school.

Child of Staff or Board Member	Select if the student is a child of staff or of a board member.
Name of Staff or Board Member	Enter the name of the staff or board member.

❑ Under **Primary Guardian Information**:

Name	Enter the name (first and last) of the primary guardian.
Address	Enter the address (number, street name, apartment, city, state and zip code) of the primary guardian.
Phone Nbr	Enter the phone number of the primary guardian.
Email	Enter the email address of the primary guardian.

❑ Click **Save**.

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