



# charterschoolwaitlist



# Table of Contents

**Charter School Waitlist** ..... 1



# Charter School Waitlist

**Registration > Maintenance > Charter School Waitlist**

The **Demographic** tab lets you update, add or delete Charter School Waitlist 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:

<b>Student</b>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	<p>Click to select a student from the <a href="#">Directory</a>.</p>

<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>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.</p>
<b>Name*</b>	<p>This information is pulled from <i>Demo1</i>.</p> <p>Select a generation code if applicable.</p> <p>First and last name are required.</p>
<b>Application Date</b>	<p>Enter the date the application for the Charter School Waitlist was submitted. This field is required and needs to be entered in YYYYMMDD format.</p>
<b>Sex*</b>	<p>Select the student's gender.</p>
<b>DOB*</b>	<p>The student's date of birth is displayed and cannot be modified. TWEDS Data Element: BirthDate (E0006)</p>
<b>State Student ID</b>	<p>Type the student's nine-digit student ID. This ID is the student's social security number or their state-approved alternate identification number.</p>
<b>Texas Unique Student ID</b>	<p>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.</p> <p>If the student does not have a Unique ID, run the <a href="#">Process Texas Unique Student IDs (UIDs) utility</a>.</p>
<b>CSW Indicator</b>	<p>Select in order to include the student in the Charter School Waitlist Interchange.</p>
<b>Next Year Student</b>	<p>Select to indicate whether a newly added student is for next year. This column is disabled for existing students.</p>
<b>Campus ID*</b>	<p>The campus ID to which you logged on is displayed.</p>
<b>Grd Lvl Applying For</b>	<p>Select the student's grade level (7-12) during the prior school year.</p>
<b>Student Identification Nbr</b>	<p>Type in the student's six digit student identification number.</p>
<b>Last Four SSN</b>	<p>Type in the last four digits of the student's social security number.</p>
<b>Other Child Attending</b>	<p>Select if another child is enrolled in the charter school.</p>
<b>Name of Other Child</b>	<p>Enter the name of the other child enrolled in the charter school.</p>
<b>Child of Staff or Board Member</b>	<p>Select if the student is a child of staff or of a board member.</p>
<b>Name of Staff or Board Member</b>	<p>Enter the name of the staff or board member.</p>

Under **Primary Guardian Information:**

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

Click **Save**.



## Back Cover