



# **Core Collection: Class Roster Fall/Winter Submission (Updated 2023-2024)**



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# Core Collection: Class Roster Fall/Winter Submission (Updated 2023-2024)

The Class Roster Fall/Winter Submissions collect organization, staff identification and demographics, class assignment, student identification and demographics, and class enrollment data.

## Fall Class Roster

- As-Of-Date: September 29, 2023
- Submission Due Date: October 19, 2023
- Grades 01 - 12

## Winter Class Roster

- As-Of-Date: February 23, 2024
- Submission Due Date: March 28, 2024
- Grades EE - 12

**NOTE:** Service ID restrictions for Summer PEIMS apply to this submission. (See PEIMS edit 30305-0004.)

### **New for 2023-2024 Class Roster Fall:**

**ADDED RULE 10020-0070:** Campus data must be provided for each campus registered with the TEA as an active instructional campus serving any of the grade levels "01"- "12".

**REMOVED RULE 10020-0003:** Campus data must be provided for each campus registered with the TEA as an active instructional campus.

Campus data must be reported for each campus registered with the TEA as an active instructional campus.

### **New for 2023-2024 Class Roster Winter:**

**RULE:** For a student school association being reported for the Charter School Waitlist collection, ENTRY-GRADE-LEVEL-TYPE must not be blank.



**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.

## Prerequisites

- Verify that all roles and users are correct in Security Administration.
- Verify Service IDs - Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0220 - Invalid Service ID

## I. Verify Data in ASCENDER

Verify data for each element on the following pages and reports. It is suggested that you run reports first, and then use the maintenance pages to update data where needed.

### Hard-coded elements:

The following elements are hard-coded in the software. Hard coded values are built into the program, are the same each time they are extracted, and cannot be changed by the user.

COURSE-IDENTIFICATION-SYSTEM (E1089) is the system used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as “State Course Code.”**

## Reports

- [Personnel](#)

Teacher Incentive Allotment Designation codes and descriptions can be verified by running the following report:

***Personnel > Reports > Personnel Reports***

Preview
PDF
CSV
Clear Options

**Personnel Reports**

- [HRS1000 - Roster of Personnel](#)
- [HRS1050 - Employee Birthday List](#)
- [HRS1100 - Employee Verification Report](#)
- [HRS1200 - Federal EEOC Report](#)
- [HRS1250 - Employee Data Listing](#)
- [HRS1400 - Teacher Service Record](#)
- [HRS1450 - Employee Mailing Labels](#)
- [HRS1500 - Employee Education Report](#)
- [HRS1550 - New Hire Report](#)
- [HRS1600 - Certification Report](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS1700 - Social Security Number Verification](#)
- [HRS1750 - Teacher Incentive Allotment Designation Report](#)

**HRS1750 - Teacher Incentive Allotment Designation Report**

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Primary Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Employee(s), or blank for ALL	<input type="text"/> ⋮
Select Frequency	<input type="text"/> ⋮

Date Run: 11-18-2021 3:52 PM  
Cnty Dist: 964-964
Teacher Incentive Allotment Designation Report  
TEXAS ISD
Program: HRS1750  
Page: 1 of 1

Emp Nbr	Employee Name	Pay Frequency
TIA Designation Cd		
Total Employees for District:                      Nbr Active: 0                      Nbr Inactive: 0		

The following element from the *StaffExtension* complex type are included in the Class Roster Winter submission **ONLY**:

**Reported Elements from Personnel Reports:**

Element	Code Table	Data Element	ASCENDER Name
E1722	DC165	TEACHER-INCENTIVE-ALLOTMENT-DESIGNATION-CODE	---

**NOTE:** The expectation for State Reporting is if a staff member is listed as an instructor, they are teaching a course. Since these instructors do not have any sections, they do not extract.  
To get them to extract, the staff member needs to be deleted from the *Grade reporting > Maintenance > Master Schedule > Campus Schedule > Instructor* tab.

Staff data can be verified by running the following report:

**NOTE:** For a more accurate list of active employees, run the report from Payroll > Reports > User Created Reports.

**Personnel > Reports > User Created Reports**

The following elements from the *StaffExtension* complex type are included in the Class Roster Fall and Winter submission:

Under **Employee Demographic:**

- **Texas Unique Staff ID**
- **First Name, Middle Name, Last Name, Generation**
- **Sex**
- **DOB**
- **Staff ID/SSN**
- **Hispanic/Latino**

- **American Indian, Asian, African American, Pacific Islander, White**

Under **Employment**:

- **Highest Degree Achieved**
- **Yrs Prior Teaching**
- **Creditable Year of Service**

- **Student**

Student data can be verified by running the following reports:

For verifying data in **CLS2-100-001 Student Class Roster**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)**
- **Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR0000 - Student Course Enrollment Listing**
- **Registration > Reports > Registration Reports > Student > SRG0400 - Student Information Sheets**

For verifying data in **CLS2-100-002 Student Class Schedule**:

- **Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR2055 - Student Schedules**

For verifying data in **CLS2-100-003 Staff Class Assignment**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2550 - Teaching Assignments**
- **Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0130 - Master Sched Section and Grd Rptng Info**

For verifying data in **CLS2-100-004 Teacher Class Summary**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0350 - Student Counts by Teacher**

For verifying data in **CLS2-100-005 Staff Roster**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List (Grd Rptng)**

For verifying student demographic data:

- **Registration > Reports > Create Registration Report**

## Grade Reporting

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

The screenshot shows the 'AVAILABLE COURSES' interface. At the top, there is a 'Save' button and 'Student Information' with 'School Year: 2023-2024'. Below this is a search bar with 'English' entered and a 'Retrieve' button. A table lists available courses with columns: Del, Details, Course Number, Title, Abbrev Name, Service ID, Service ID Description, Graded Crs, Nbr of Sem, Textbook ISBN, Exclude from TeacherPortal, and Stf Pcd. The table shows courses 0610 through 0810. Below the table are navigation buttons (First, 1/2, Last) and 'Rows: 39 Add'. A detailed view for course 0610 is shown below, including fields for Course Number, Title, Abbrev Name, Service ID, Nbr Sem, Textbook ISBN, Exclude from TeacherPortal, and Self Paced. There are also several configuration sections: 'Grade Reporting' (Per Crt, Department, Gender Restr, Required, Elective), 'Course Codes and Credits' (Tot Credits, Part Credit, AAR, Grad Plan, Spec Cons, OnRamps, Credit Seq, Credit Lvl, CPR, Speech), 'Elem/Misc' (Core Crs, ELA Wgt, Auto Grd, Incl UIL Elig, Exam/Sem Pat), 'PEIMS' (CTE Hrs, Pop Srvd, Instr Sett, Class Type, Role ID, Crs Seq), and 'HR/GA' (HRRoll Wgt, HRRoll Table, HRRoll Cd, GA Table, GA Wgt).

The following elements from the *StaffResponsibilitiesExtension* complex type are included in the Class Roster Fall and Winter submission:

### Reported Elements from Course:

Element	Code Table	Data Element	ASCENDER Name
E0724	C022	SERVICE-ID	Service ID
E0747	C030	POPULATION-SERVED-CODE	Pop Srvd
E0948	C135	COURSE-SEQUENCE-CODE	Crs Seq

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

Save Student Information School Year: 2021-2022

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

English Title Retrieve

Details	Course Number	Title	Service ID	Service ID Description	Nbr of Sem	Self-Paced	Grd Restrctn	Grd Restrctn Addtl	Textbook ISBN	Pregrid Grd Restrctn	Pregrid Addtl Grd Rstr	Graded Courses	Exclude from txGradeBook
<input type="radio"/>	1200	ENGLISH 2	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	1300	ENGLISH 3	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9100	ENGLISH 1 R	03220100	ENG 1	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9200	ENGLISH 2 R	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9300	ENGLISH 3 R	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9400	ENGLISH 4 R	03220400	ENG 4	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)

Rows: 6

⇒Crs Nbr: 1200 ENGLISH 2 Service ID: 03220200 ENG 2 Graded Crs:

Grd Restr: +  Pregrid Grd Restr: +

Textbook ISBN: Exclude from txGradebook: Incl Both(Att/Grds)

Options: Excl Conflict Matrix:  Can Split Opt:  Rpt Card Grd Typ: Numeric

Grade Reporting: Per Ctr: 2 Department: Gender Restr: Required:  Elective:

Course Codes and Credits: Tot Credits: 1.0 Credit Lvl: H Part Credit: Y Credit Seq: 4 AAR Use: E CPR: N Grad Plan Use: ENGL Speech: N Spec Cons:

Elem/Misc: Core Crs: ELA Wgt: Auto Grd: Incl UIL Elig: Exam/Sem Pttm: Skills Based:

PEIMS: CTE Hrs: Pop Srvd: Instr Sett: Class Type Cd: 01 Role Id: 087 Crs Seq:

HR/GA: HRoll Wgt: 1 HRoll Table: 0 HRoll Cd: GA Table: 0 GA Wgt: 1

The following elements from the *CourseOffering* complex type are included in the Class Roster Fall and Winter submission:

**Reported Elements from Course:**

Element	Code Table	Data Element	ASCENDER Name
E1194	---	LOCAL-COURSE-CODE	Crs Nbr

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

The following elements from the *SectionExtension* and *TeacherSectionAssociationExtension* and *StudentSectionAssociation* complex types are included in the Class Roster Fall and Winter submission:

**Reported Elements from Section:**

Element	Code Table	Data Element	ASCENDER Name
E1194	---	LOCAL-COURSE-CODE	Crs Nbr
E1056	---	CLASS-ID-NUMBER	Crs Nbr, Section, Sem
E1072	C182	NON-CAMPUS-BASED-INSTRUCTION-CODE	Non-Campus Based
E1362	DC091	POPULATION-SERVED	Pop Srvd
E0948	C135	COURSE-SEQUENCE-CODE	Crs Seq
E1074	---	CLASS-PERIOD	Per Begin and Per End
E1454	DC143	CLASSROOM-POSITION	Class Role
E0721	C021	ROLE-ID	Role ID
E1065	---	ASSIGNMENT-BEGIN-DATE	Entry Date
E1066	---	ASSIGNMENT-END-DATE	Withdraw Date

## Registration

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

The screenshot shows a web-based registration form for a student named Cecilia Michael Abundis. The form is divided into several sections:
 

- Demographic Information:** Includes fields for Grade (11), Entry Dt (08-16-2021), Track (00), Orig Entry (08-16-2021), Withdrawal Dt, Portal ID (yLnkg5mFEed), Name (CECILIA MICHAEL ABUNDIS), Social Security Number Denied, SSN (423-33-3460), Prior SSN (423-33-3460), Texas Unique Student ID (2479861283), Medicaid Eligible, Sex (F), DOB (01-06-2004), Hispanic/Latino (checked), and various racial/ethnicity checkboxes (White checked).
- Phone / Address:** Includes fields for Address/Tel Rest, Phone Nbr (555 597-7839), Cell Ph Nbr, E-mail, Mailing (9807 DIVISION), Physical (9807 DIVISION), and City/State/Zip (Alamo City TX 47575).
- Student Indicators:** Includes Eligibility Code (1), Record Status (1), Attribution Code (00), NSLP, Campus ID Resid, Child Find: SPPI-11, Active Cd (1 - Active), Child Find: SPPI-12, Cnty Residence (015), and Reporting Excl.
- Current / Next Year Information:** Includes Control Num (213), Next Yr Cntrl, Here Last Yr, Next Yr Camp, CY Xfer Factor, NY Xfer Factor, CY Team Code, and NY Team Code.
- Economic Disadvantage, Foster Care, and Military Connected:** Each section has a table with columns for Delete, Descriptor, Begin Date, and End Date, with one row each containing a trash icon, a code (00, 0, 0), and dates (08-16-2021).

The following elements from the *StudentExtension* and *StudentSchoolAssociationExtension* complex types are included in the Class Roster Fall and Winter submission:

### Reported Elements from Demo1:

Element	Code Table	Data Element	ASCENDER Name
E0923	---	LOCAL-STUDENT-ID	---
E1523	---	TX-UNIQUE-STUDENT-ID	Texas Unique Student
E1517	DC063	ENTRY-GRADE-LEVEL-TYPE	Grade
E0703	---	FIRST-NAME	Name - First
E0704	---	MIDDLE-NAME	Name - Middle
E0705	---	LAST-NAME	Name - Last
E001	---	STUDENT-ID	SSN
E1325	DC119	SEX	Sex
E0006	---	DATE-OF-BIRTH	DOB
E1375	---	HISPANIC-LATINO-ETHNICITY	Hispanic/Latino
E1343	DC097	RACIAL-CATEGORY	White
E1343	DC097	RACIAL-CATEGORY	Black/African American

Element	Code Table	Data Element	ASCENDER Name
E1343	DC097	RACIAL-CATEGORY	Asian
E1343	DC097	RACIAL-CATEGORY	American Indian/ Alaskan Native
E1343	DC097	RACIAL-CATEGORY	Hawaiian/Pacific Isl
E0266	---	CAMPUS-ID	Camp ID Resid
E1517	DC063	ENTRY-GRADE-LEVEL-TYPE	From Grd Lvl

## Personnel

- [Personnel > Maintenance > Staff Demo > Demographic Information](#)

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: 524-41-8920 Texas Unique Staff ID: 7123222337 Last Change: 07-19-2021

**Name**

Legal: Ms. LAVENDER BROWN

Former: [ ] [ ] [ ] [ ]

Title First Middle Last Generation

**Addresses**

Mailing: Number 3500 Street/P.O. Box CHRIS KELLEY BLVD. Apt 9301 City ALAMO CITY State TX Texas Zip 95095 Country [ ]

Alternate: [ ] [ ] [ ] [ ] [ ] [ ]

Supplemental: Address [ ] Country [ ] Delivery Name [ ]

Travel Commute Distance: 0.0

Sex: Female Citizenship [ ] Driver's License: 25166546 DL State: TX Texas

DOB: 12-02-1996 Marital Stat: [ ] Deceased [ ] DL Expir Date: 12-02-2020 Other Language [ ]

**Ethnicity**

Race (check all that apply; must select at least one)

Hispanic/Latino [ ] American Indian Alaskan Native [ ] Native Hawaiian Pacific Islander [ ]

Asian [ ] White [x]

Black African American [ ]

The following elements from the *StaffExtension* and *TeacherSectionAssociationExtension* complex types are included in the Class Roster Fall and Winter submission:

### Reported Elements from Demographic Information:

Element	Code Table	Data Element	ASCENDER Name
E1524	---	TX-UNIQUE-STAFF-ID	Texas Unique Staff ID
E0505	---	STAFF-ID	Staff ID/SSN
E0703	---	FIRST-NAME	Legal - First
E0704	---	MIDDLE-NAME	Legal - Middle
E0705	---	LAST-NAME	Legal - Last

Element	Code Table	Data Element	ASCENDER Name
E1303	DC148	GENERATION-CODE-SUFFIX	Legal - Generation
E1325	DC119	SEX	Sex
E0006	DC119	DATE-OF-BIRTH	DOB
E1375	---	HISPANIC-LATINO-CODE	Hispanic/Latino
E1343	DC097	RACIAL-CATEGORY	American Indian Alaskan Native
E1343	DC097	RACIAL-CATEGORY	Asian
E1343	DC097	RACIAL-CATEGORY	Black African American
E1343	DC097	RACIAL-CATEGORY	Hawaiian Pacific Islander
E1343	DC097	RACIAL-CATEGORY	White

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



The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

**Reported Elements from Credentials:**

Element	Code Table	Data Element	ASCENDER Name
E1722	DC165	TEACHER-INCENTIVE-ALLOTMENT-DESIGNATION-CODE	Teacher Incentive Allotment Designation

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

**NOTE:** If a person is listed as an Instructor, it is considered they are teaching a course. The instructor can be listed in **Personnel** or in **Grade Reporting**, but not in both applications. The instructor must be deleted from *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor* if they do not have any sections assigned to them.

The following elements from the *TeacherSchoolAssociation* complex type are included in the Class Roster Winter submission:

**Reported Elements from TeacherSchoolAssociation:**

Element	Code Table	Data Element	ASCENDER Name
E1524	---	TX-UNIQUE-STAFF-ID	Role ID/Staff Classification
E0266	---	CAMPUS-ID	Campus

- [Personnel > Maintenance > Employment Info](#)

Employee: 001730 : BROWN, BELINDA Retrieve Directory

**EMPLOYMENT INFO**

Employee Status: 4 Resigned Employed

**Employment Dates**

Original Emp Date: 02-04-2003

Latest Re-Employ Date: 02-04-2003

Termination Date: 08-17-2003

Termination Reason:

Eligible for Re-hire:

Percent Day Employed: 0%

**Employment Types**

Employment Type:

Sub Type:

Highly Qualified:

Year Round:

Extract ID: P26 CONVERSION

Highest Degree:

**Retiree Information**

Retirement Date: 00-00-0000

Retiree Employment Type:

Take Retiree Surcharge:

NY Take Retiree Surcharge:

**Years Experience**

--Professional--    --Non-Professional--

Total:     Total:

In District: 01    In District: 01

Prior Teaching:

Creditable Year of Service:

**Electronic Consent**

W-2:

1095:

**Service Record**

Full Semester:

Grades Taught:

**Contract Information**

Class:

Term:

Year:

**Extended Leave**

Begin: 00-00-0000

End: 00-00-0000

**Fingerprint Information**

Status: B FP not needed

Extract Date: 00-00-0000

Fingerprint Date: 00-00-0000

**ERS Retiree Health**

Current Year Elig:

Next Year Elig:

**Auxiliary Role ID**

Delete	Auxiliary Role ID	Begin Date	End Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#)

**Paraprofessional Certification**

Delete	Para Cert	Begin Date	End Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#)

The following elements from the *StaffExtension* complex type are included in the Class Roster Fall and Winter submission:

**Reported Elements from Employment Info:**

Element	Code Table	Data Element	ASCENDER Name
E1460	DC077	HIGHEST-LEVEL-OF-EDUCATION-COMPLETED	Highest Degree
E1377	---	YEARS-OF-PRIOR-TEACHING-EXPERIENCE	Years Experience (Professional) - Total
E1721	C088	CREDITABLE-YEAR-OF-SERVICE-INDICATOR-CODE	Creditable Year of Service
E1073	C181	STAFF-TYPE-CODE	---

- [Personnel > Utilities > Mass Update > Employee](#)

**EMPLOYEE**

**Reset**

Extract ID ▼

Unemployment Eligibility (ICESA Report) Yes ▼

Take Retiree Surcharge Yes ▼

NY Take Ret Surchg Yes ▼

Employment Type ▼

Retiree Employment Type ▼

Creditable Year of Service Yes ▼

**Update Experience**

Total (Prof) Experience Increment ▼

If Employment Date < --

District (Prof) Experience

If Employment Date < --

District (Non-Prof) Experience

If Employment Date < --

Total (Non-Prof) Experience

If Employment Date < --

Prior Teaching Experience

If Employment Date < --

Job Codes: ▼

**Modify** Execute

From      To

Area Code:

Zip Code:

The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

**Reported Elements from Employee:**

Element	Code Table	Data Element	ASCENDER Name
E1721	C088	CREDITABLE-YEAR-OF-SERVICE-INDICATOR-CODE	Creditable Year of Service

**Payroll**

- [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#)

PAY INFO **JOB INFO** DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
	<input checked="" type="checkbox"/>	TCHR - TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 Add

Primary Campus: 001 001 School  
Dept:

**Contract Info**

Pay Type: 1 Contracted employee Pay Grade: TEA Pay Step: 01 Sched: 2 Max Days: 187 Hrs Per Day: 8,000 Incr Pay Step:

Total: 47,876.00 Balance: 11,968.97 # of Annual Pymts: 12 Remaining Pymts: 3 Concept: Use hourly/daily rate table

# of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 41,749.62 Calculate

Daily Rate: 256.021 = Contract Total: 47,876.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job:

Pay Rate: 3,989.67 = Contract Total: 47,876.00 / # Annual Pymts: 12 Payoff Date: 07-23-2021 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status:  EEOC: 07 Other classrm teach

**State Info**

State Step: 01 Yrs in Career Ladder:  TRS Year:  TRS Member Pos: 02 Teacher, Librarian Wholly Sep Amt: 0.00

State Min Salary: 36,964.00 = Foundation Daily Rate: 183.904 X % Assigned: 100% X # of days Empld: 187 Retiree Exception:

**Calendar/Local Info**

Calendar/Local Options:  Begin Date: 07-27-2020 End Date: 06-11-2021 # of Days Empld: 187

Years Job Exp:  Local Contract Days: 14

The following element from the *StaffExtension* complex type is included in the Class Roster Fall and Winter submission:

**Reported Elements from Job Info:**

Element	Code Table	Data Element	ASCENDER Name
E1073	C181	STAFF-TYPE-CODE	Pay Type

**District Administration**

- [District Administration > Maintenance > Non-Employee](#)

**NON-EMPLOYEE**

Employee Nbr:  Name:

**Name**

Employee Nbr: 017499 Name:

Title      First                      Middle                      Last                      Generation

Work E-mail:

Job Code:

Highly Qualified:

**Local Use**

1:

2:

**Instructional Staff**

SSN:  TX Unique Staff ID:

Sex:

Date of Birth:

**Races**

Hispanic:  American Indian:  Asian:  Black:  Pacific Islander:  White:

Days Employed:  Begin Date:

Total Years:  End Date:

District Years:

Percent of Day:

Highest Degree:

The following element from the *StaffExtension* complex type is included in the Fall and Winter Class Roster submissions:

**Reported Elements from Non-Employee:**

Element	Code Table	Data Element	ASCENDER Name
E1073	C181	STAFF-TYPE-CODE	TSDS Staff Type

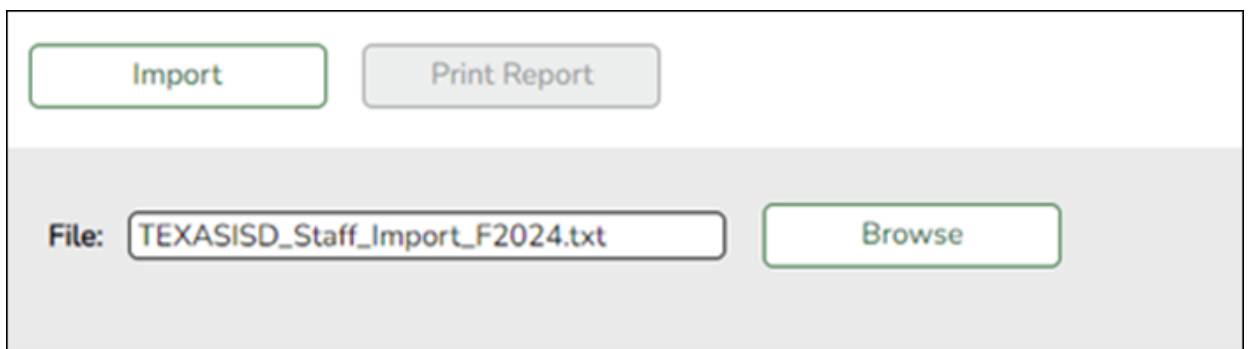
## II. (Student-only Districts) Import Staff Data

Student-only districts must either enter staff information in District Administration or use the Staff Import utility.

- [State Reporting > Utilities > Import Staff File](#)

### This utility is for Student-only districts.

This utility imports basic staff demographic data to be used for the TSDS PEIMS Staff Interchange records (i.e., to join the unique staff ID with a teacher/staff record). Districts that do not use ASCENDER Business applications can import staff demographic data to be used for the TSDS Staff Interchange records. **This utility must be run before running the staff extract.**



### File layout

The utility accepts data from a comma-delimited text or CSV file (e.g., provided by a third-party business application vendor) and inserts the records into HR tables which allows you to maintain this data in the ASCENDER TSDS application.

The values must be inserted in this order:

Field	Validation
Unique staff ID	Must be ten digits.
Staff ID/SSN	Must be nine digits. Required. First character must be S or 0-8. First three characters must not be 000. Middle characters (3rd-4th digit) must not be 00. Last four characters must not be 0000. First seven characters must not be the same.
Last Name	Required
First Name	Required
Middle Name	Required
Gender	One character (M or F)

Field	Validation
Legal Generation	One character 1 = Jr 2 = Sr 3 = II 4 = III 5 = IV 6 = V 7 = VI 8 = VII 9 = VIII A = I B = IX C = X
DOB	Required; format YYYYMMDD
Hispanic Ethnicity	One character (Y or N)
Race American	One character (Y or N) At least one race indicator is required.
Race Asian	One character (Y or N)
Race Black	One character (Y or N)
Race Native Hawaiian Pacific Islander	One character (Y or N)
Race White	One character (Y or N)
Highest Degree	One character 0 = No Bachelor's 1 = Bachelor's 2 = Master's 3 = Doctorate
Prior Teach Experience	Two characters, values 0-99
Original Emp Date	Format YYYYMMDD
Term Date	Format YYYYMMDD








Example:

0133884198,422514579,Bacon,Jason,Donald,M,1,19801023,N,Y,N,N,N,Y,1,10,20150801,20200101  
0133884199,422514563,Hannover,Renee,Keen,F,1,19601024,N,Y,N,N,N,Y,1,12,20150801,20200104  
0133884189,422514549,Nimitz,Clark,Mason,M,1,19701022,N,Y,N,N,N,Y,1,15,20150801,20200105  
0133884179,422514769,Hernandez,Joe,Lee,M,1,19811028,N,Y,N,N,N,Y,1,10,20150801,20200106

<b>File</b>	Click <b>Browse</b> to locate and select the file to import.
-------------	--------------------------------------------------------------

Click **Import**.

The results of the import are displayed, including a count of records with errors, and total records read, updated, and imported.

<b>Print Report</b>	<p><a href="#">Print the error report</a>. If errors occurred, the line number in the file will correspond to the record that caused the error.</p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.          Click  to go back one page.          Click  to go forward one page.          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.          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.          Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
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### III. Create Interchanges

[State Reporting > Utilities > Create TSDS Core Collections Interchanges](#)

#### Class Roster Fall

<b>Core Collection</b>	Select the submission. For the Class Roster - Fall submission, select <i>Class Roster - Fall</i> .
<b>Ending School Year</b>	(Display only) The submission year as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> is displayed. For the 2023-2024 Class Roster - Fall submission, the field should display 2024.
<b>Campus</b>	Type a three-digit campus ID, or leave blank to create interchanges for all campuses.

<b>As-Of Date</b>	(Required) Enter the as-of date for running this utility. The <b>As-Of Date</b> must be the last Friday in September (September 29, 2023). Data is pulled for only one semester. All courses, teachers, and student enrollments must align exactly with that date to be reported, and at least one student enrolled in that course on this date in order for a course/teacher to be reported.
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The interchanges are listed according to the **Core Collection** field.

Select **All TSDS Collection Interchanges** (e.g., **All TSDS Class Roster Interchanges**) to create all interchanges for the Class Roster - Fall submission.

Or, select the individual interchange you want to create.

**NOTE:** Only the Staff Association Interchange can be created for Business-only districts. A valid District ID must be entered on **State Reporting > Maintenance > Organization > County District**.

All employees who have a valid Unique Staff ID and were employed at the district on the **As-of Date** are included.

<b>Selected Students</b>	The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.
<b>Selected Staff</b>	The field is enabled if you selected all interchanges or a staff-related interchange. Type or click the ellipsis to select the employees for whom you want to create an interchange. Separate multiple employees (Texas unique staff IDs) with a comma (e.g., 4732877094,2568052155). Leave blank to select all staff.

Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District\_YYYY-MM-DD.HH-MM-SS.TSDS.zip*, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: *015102-2018-11-11.15-30-22.TSDS.zip*

The default name for the individual files is

*District\_Campus\_Collection\_TimeStamp\_Interchange.xml*, where:

- *District* is the six-digit county-district number
- *Campus* is the three-digit campus ID
- *Collection* is the nine-character collection (ending school year & submission)
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example:

015166\_000\_2020TSDS\_202003031420\_InterchangeEducationOrganizationExtension.xml

If errors are encountered:

1. Correct the data in ASCENDER.
2. Create the interchanges again.

## Class Roster Winter

<b>Core Collection</b>	Select the submission. For the Class Roster - Winter submission, select <i>Class Roster - Winter</i> .
<b>Ending School Year</b>	(Display only) The submission year as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> is displayed. For the 2023-2024 Class Roster - Winter submission, the field should display 2024.
<b>Campus</b>	Type a three-digit campus ID, or leave blank to create interchanges for all campuses.
<b>As-Of Date</b>	(Required) Enter the as-of date for running this utility. The <b>As-Of Date</b> must be the last Friday in February (February 23, 2024). Data is pulled for only one semester. All courses, teachers, and student enrollments must align exactly with that date to be reported, and at least one student enrolled in that course on this date in order for a course/teacher to be reported.

The interchanges are listed according to the **Core Collection** field.

Select **All TSDS Collection Interchanges** (e.g., **All TSDS Class Roster Interchanges**) to create all interchanges for the Class Roster - Winter submission.

Or, select the individual interchange you want to create.

**NOTE:** Only the Staff Association Interchange can be created for Business-only districts. A valid District ID must be entered on **State Reporting > Maintenance > Organization > County District**.

All employees who have a valid Unique Staff ID and were employed at the district on the **As-**

**of Date** are included.

<b>Selected Students</b>	The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.
<b>Selected Staff</b>	The field is enabled if you selected all interchanges or a staff-related interchange. Type or click the ellipsis to select the employees for whom you want to create an interchange. Separate multiple employees (Texas unique staff IDs) with a comma (e.g., 4732877094,2568052155). Leave blank to select all staff.

Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District\_YYYY-MM-DD.HH-MM-SS.TSDS.zip*, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: *015102-2018-11-11.15-30-22.TSDS.zip*

The default name for the individual files is *District\_Campus\_Collection\_TimeStamp\_Interchange.xml*, where:

- *District* is the six-digit county-district number
- *Campus* is the three-digit campus ID
- *Collection* is the nine-character collection (ending school year & submission)
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example:

*015166\_000\_2020TSDS\_202003031420\_InterchangeEducationOrganizationExtension.xml*

If errors are encountered:

1. Correct the data in ASCENDER.
2. Create the interchanges again.





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