


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

# Table of Contents

**Core Collection: Class Roster Fall/Winter Submission (Updated 2023-2024)** ..... 1

# 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.

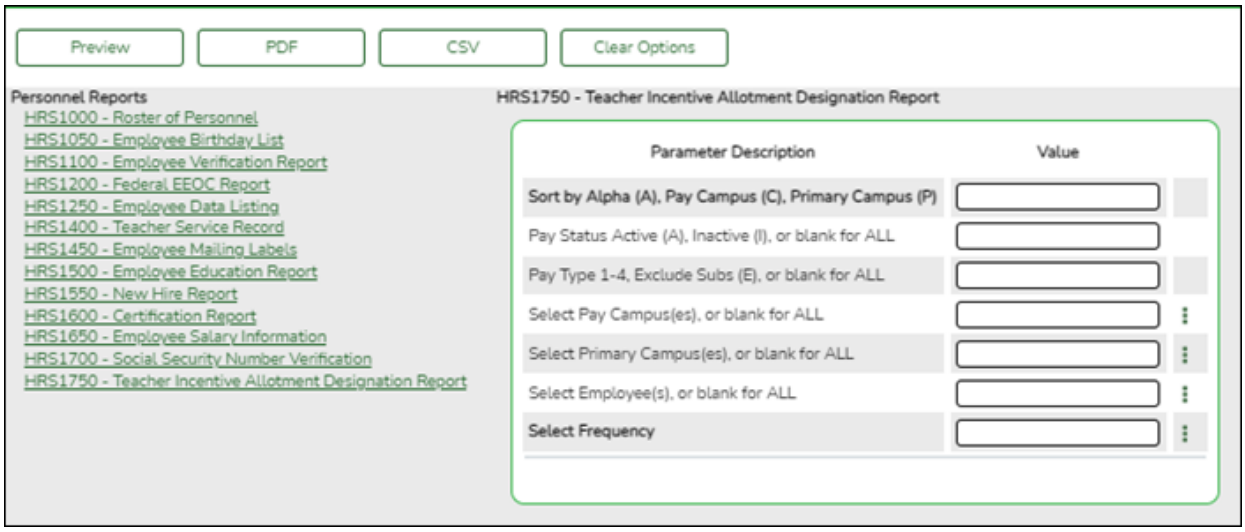
❑ COURSE-IDENTIFICATION-SYSTEM (E1089) is the system used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as “State Course Code.”**

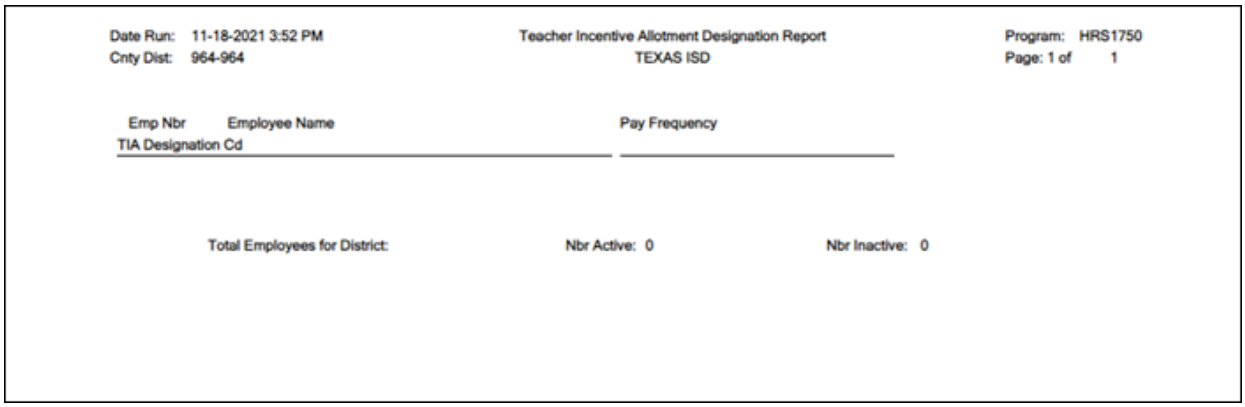
## Reports

- Personnel

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

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




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

**Reported Elements from Personnel Reports:**

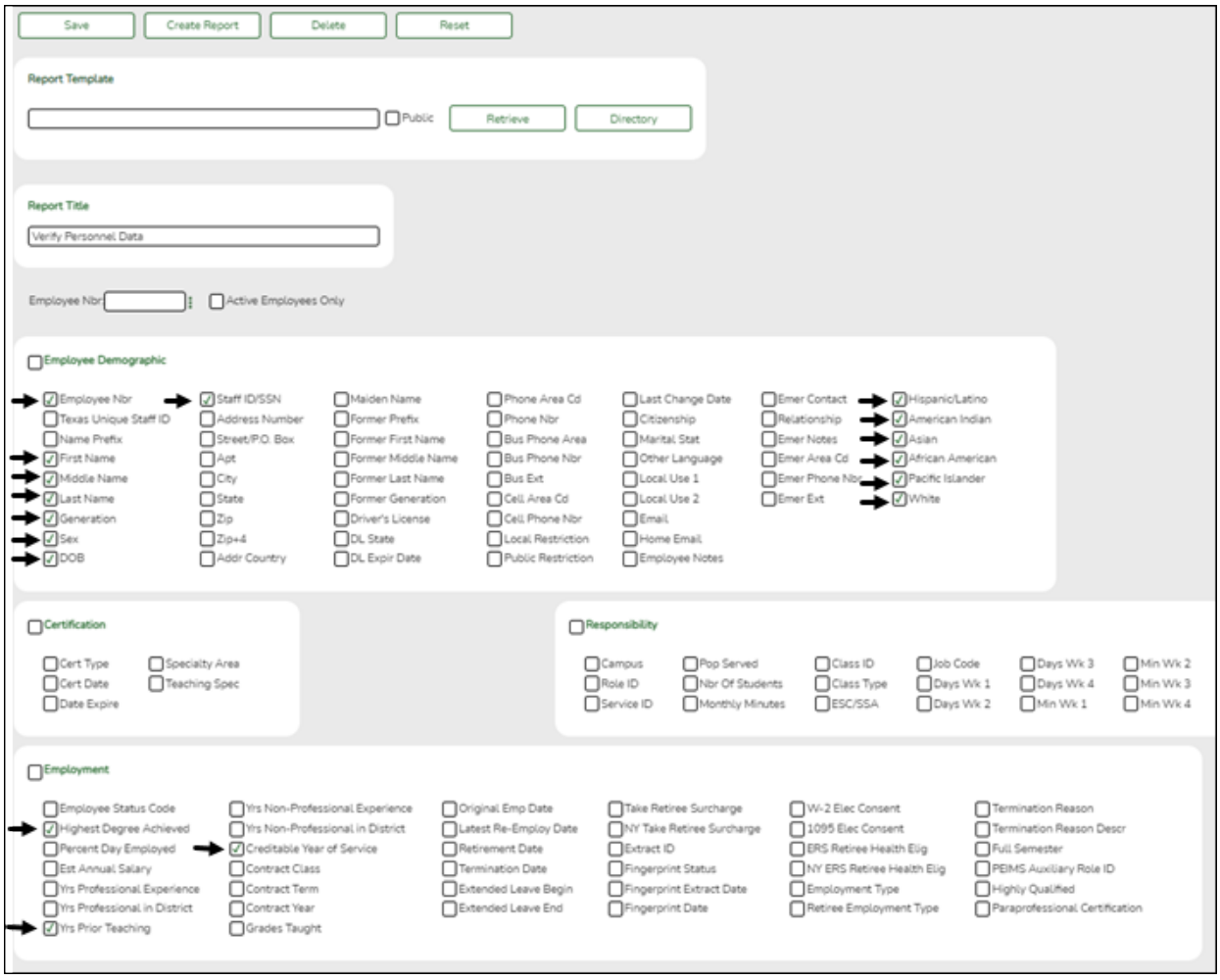
| Element | Code Table | Data Element | ASCENDER Name |
|---|---|---|---|
| E1722 | DC165 | TEACHER-INCENTIVE-ALLOTMENT-DESIGNATION-CODE | —- |

**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 Rpting 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 Rpting)***

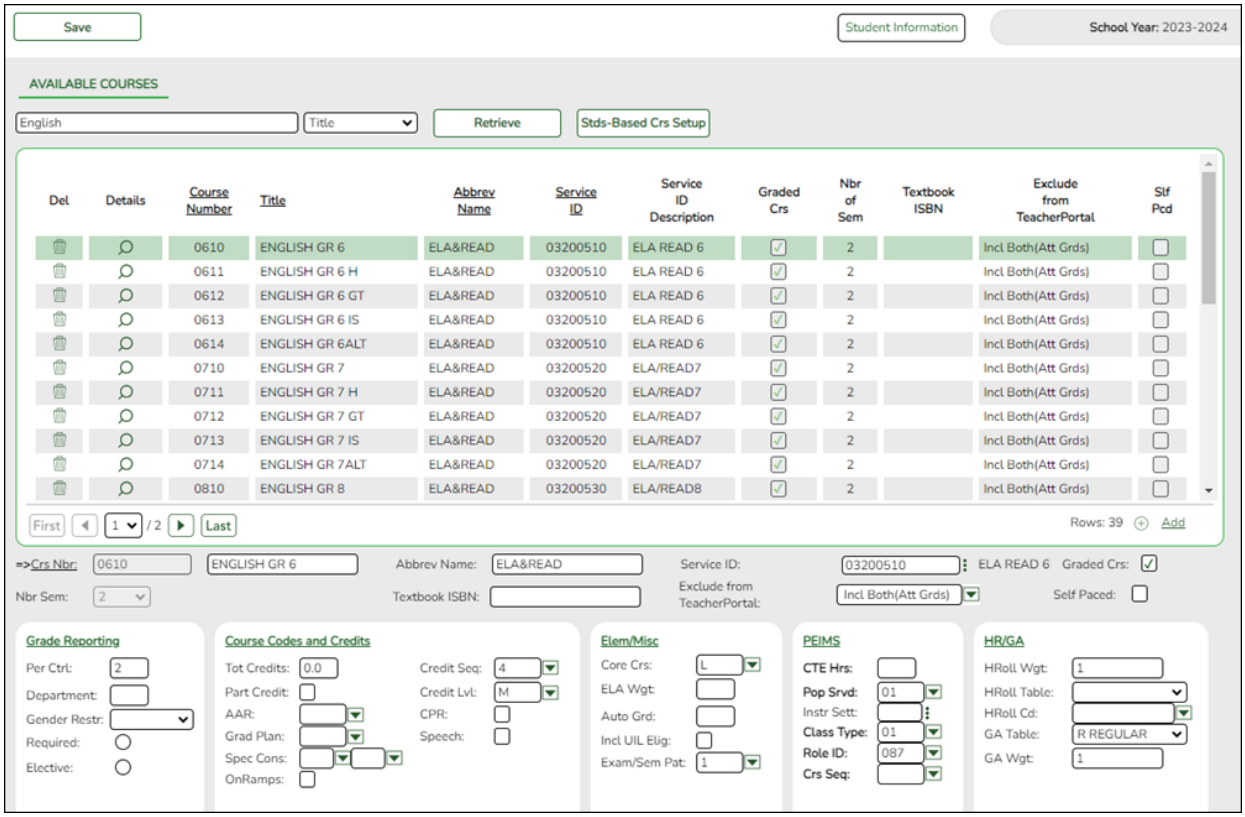
For verifying student demographic data:

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

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## Grade Reporting

- Grade Reporting > Maintenance > Master Schedule > District Schedule

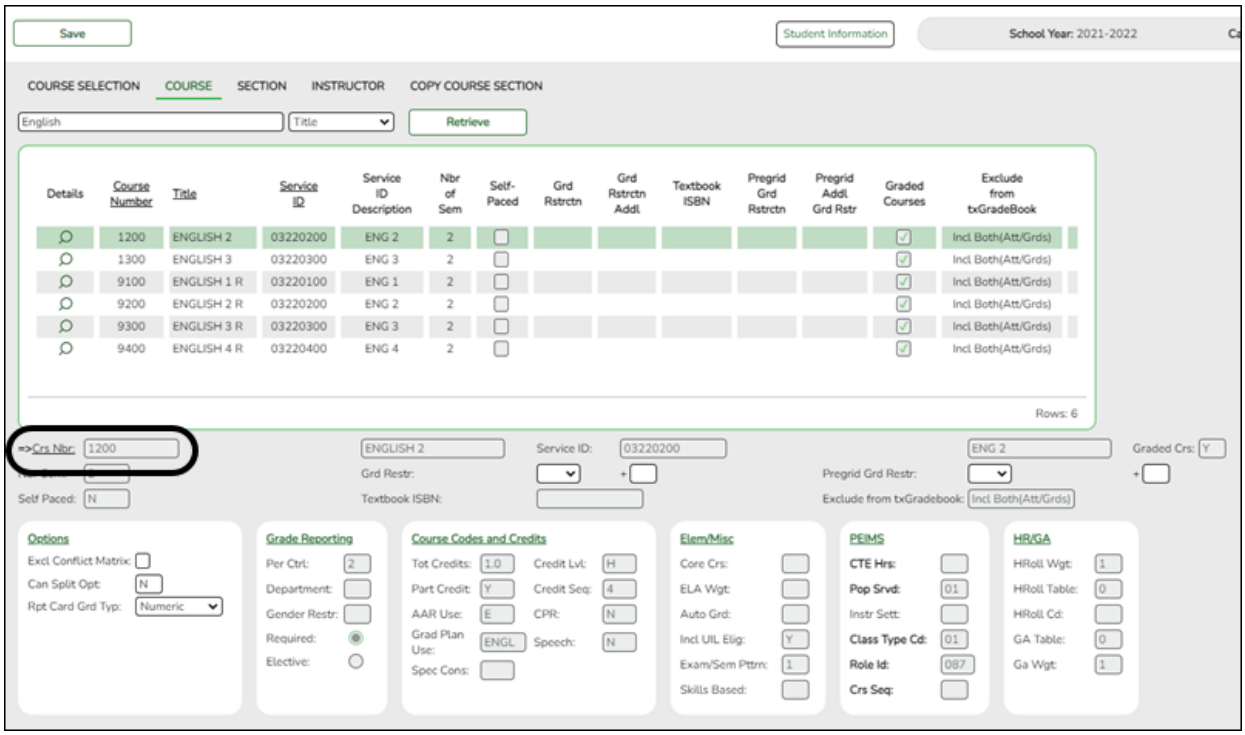



The following elements from the *StaffResponsibilitiesExtension* complex type are included in the Class Roster Fall and Winter submission:

**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

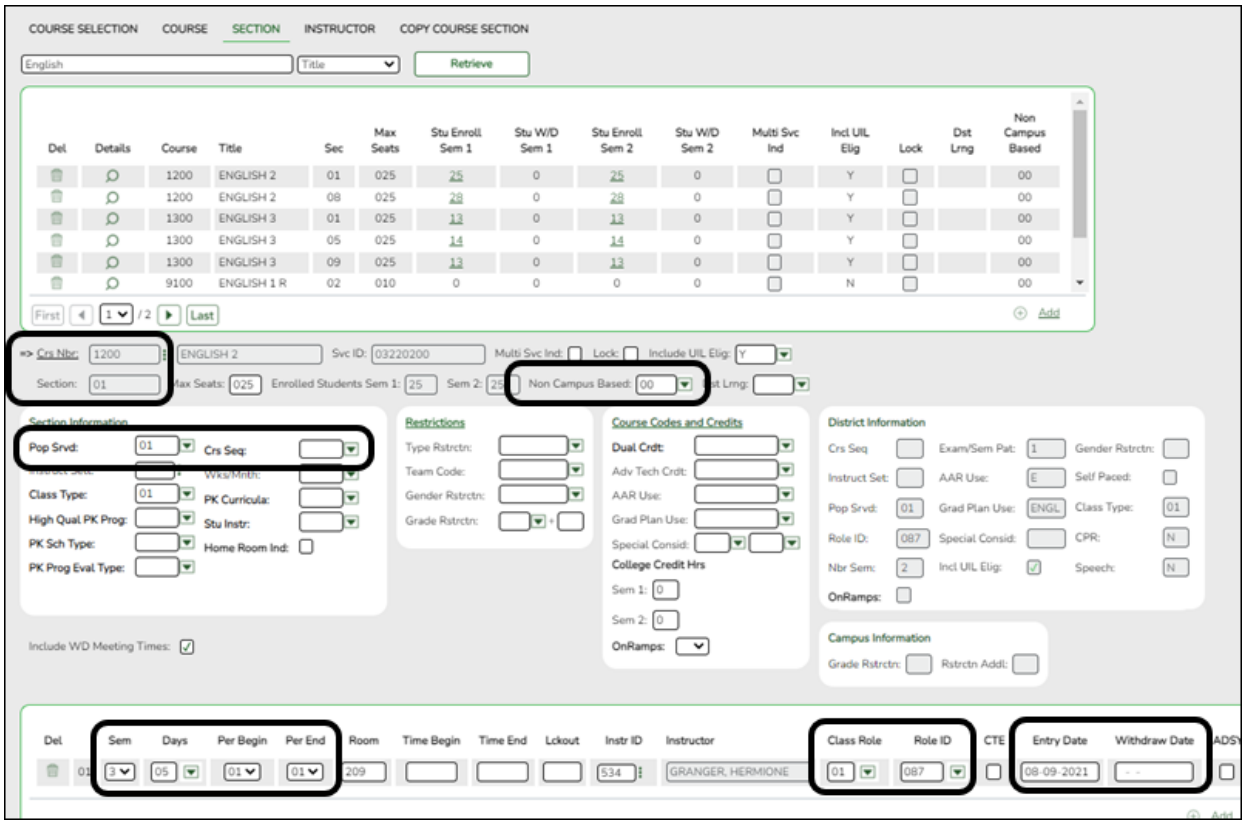



The following elements from the *CourseOffering* complex type are included in the Class Roster Fall and Winter submission:

**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



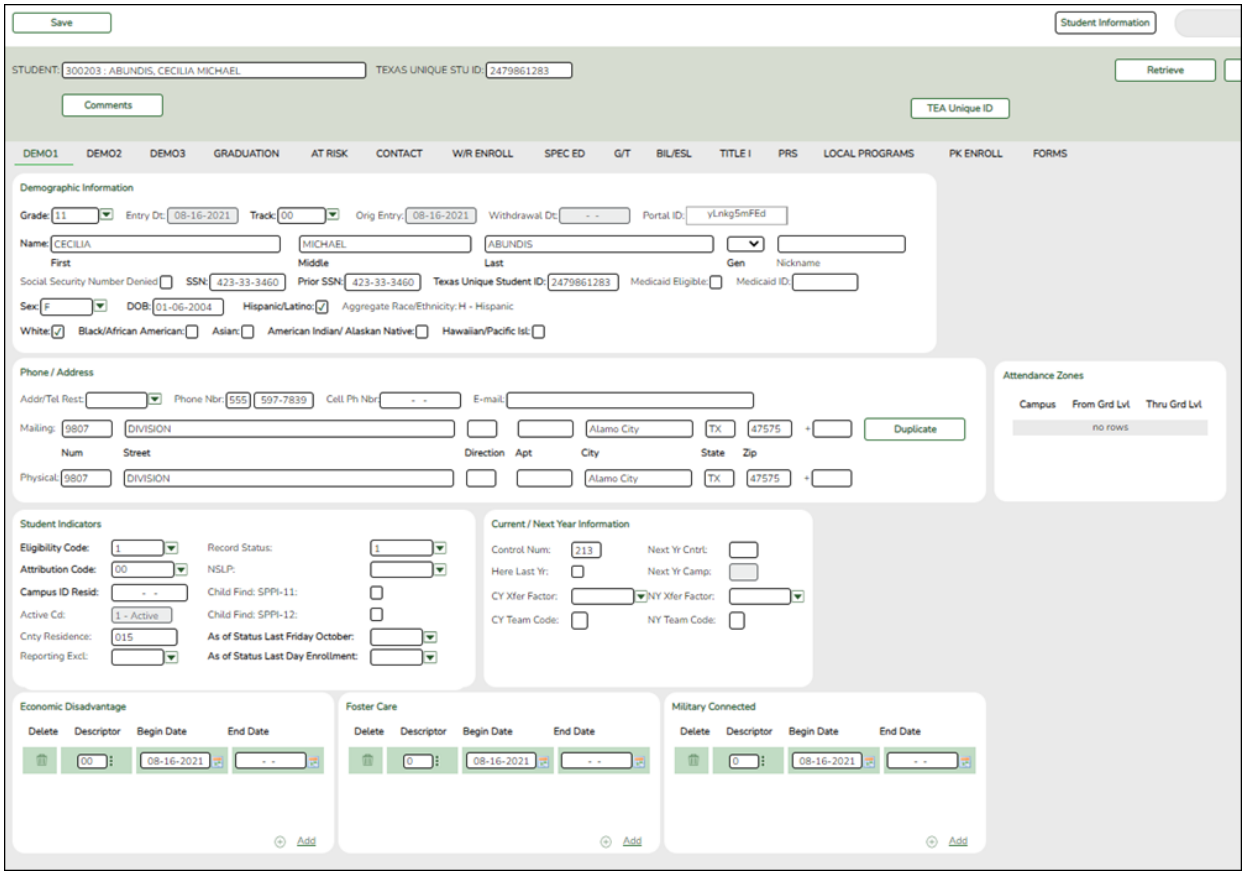

The following elements from the *SectionExtension* and *TeacherSectionAssociationExtension* and *StudentSectionAssociation* complex types are included in the Class Roster Fall and Winter submission:

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

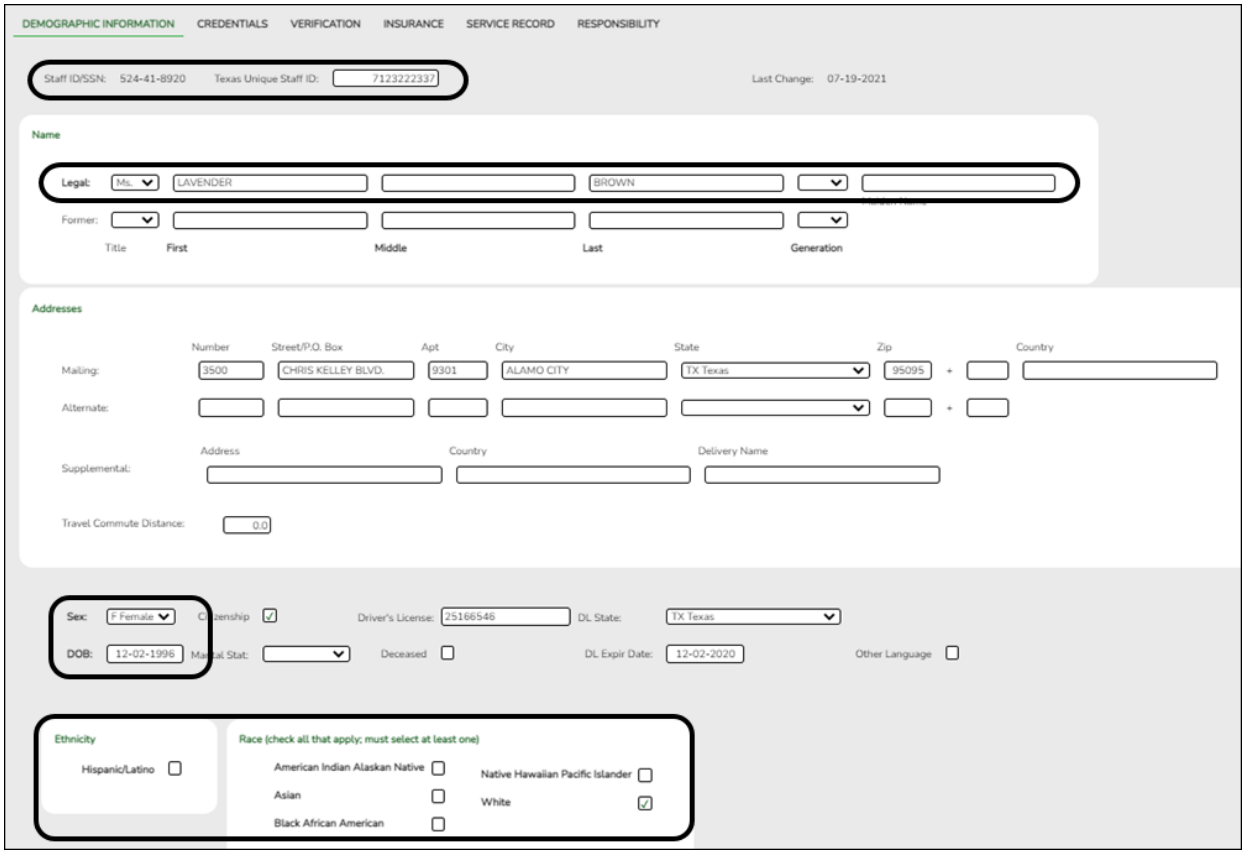
**Reported Elements from Demo1:**

| 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



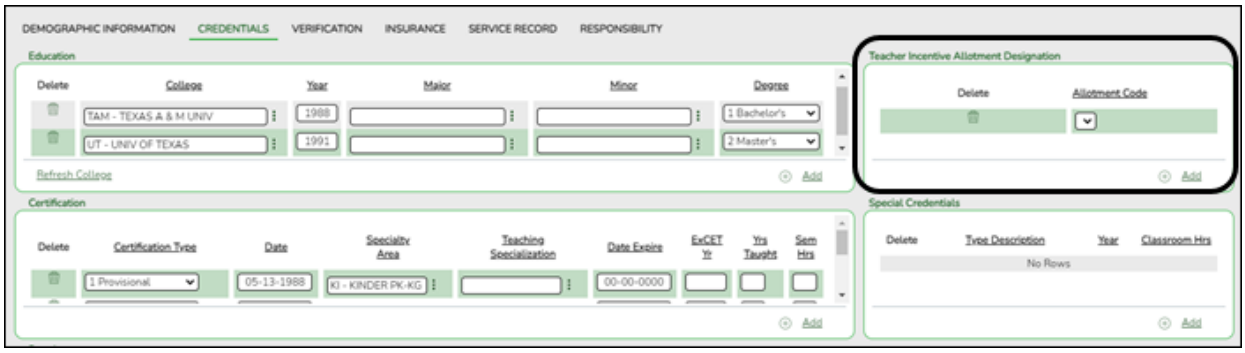

The following elements from the *StaffExtension* and *TeacherSectionAssociationExtension* complex types are included in the Class Roster Fall and Winter submission:

### 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

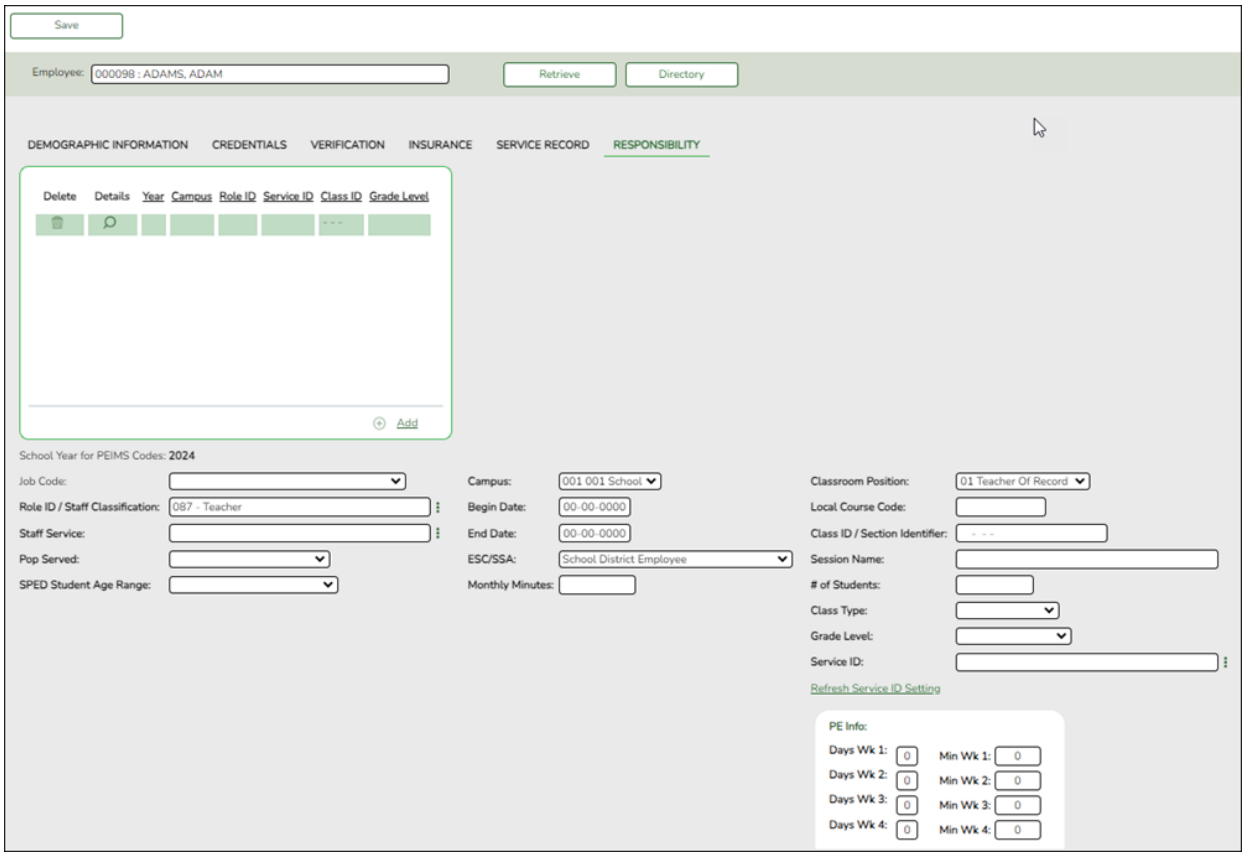



The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

**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



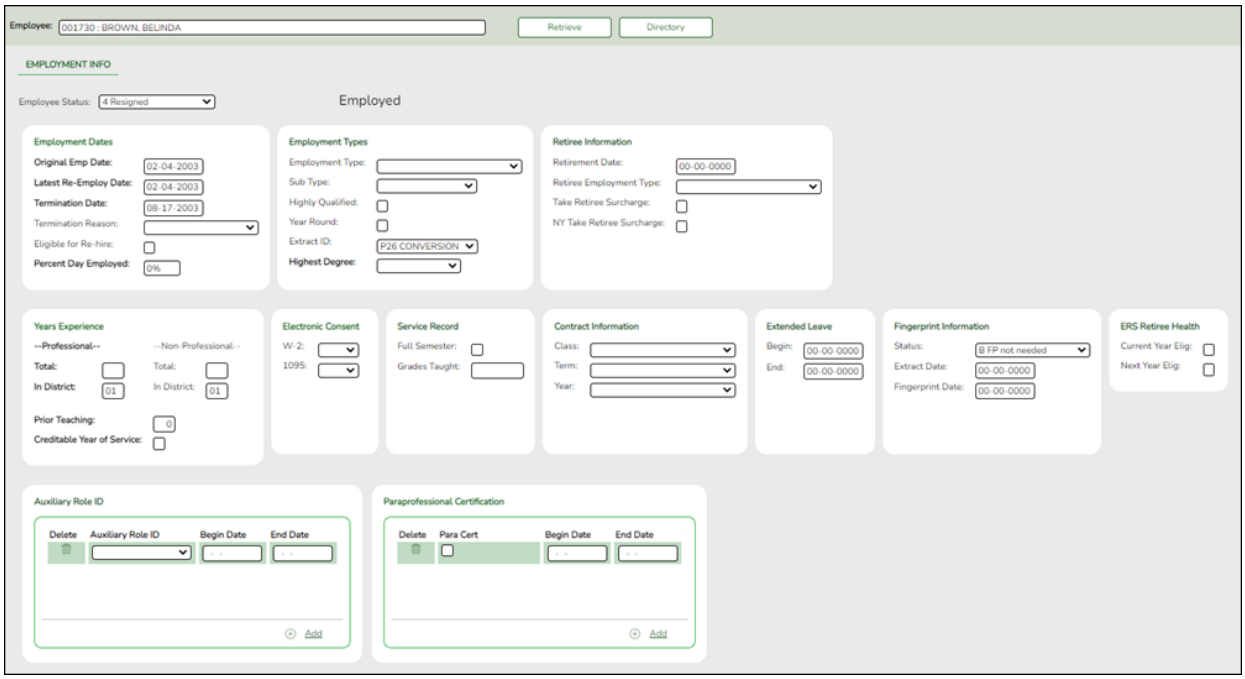

**NOTE**: If a person is listed as an Instructor, it is considered they are teaching a course. The instructor can be listed in **Personnel** or in **Grade Reporting**, but not in both applications. The instructor must be deleted from *Grade Reporting* > *Maintenance* > *Master Schedule* > *Campus Schedule*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

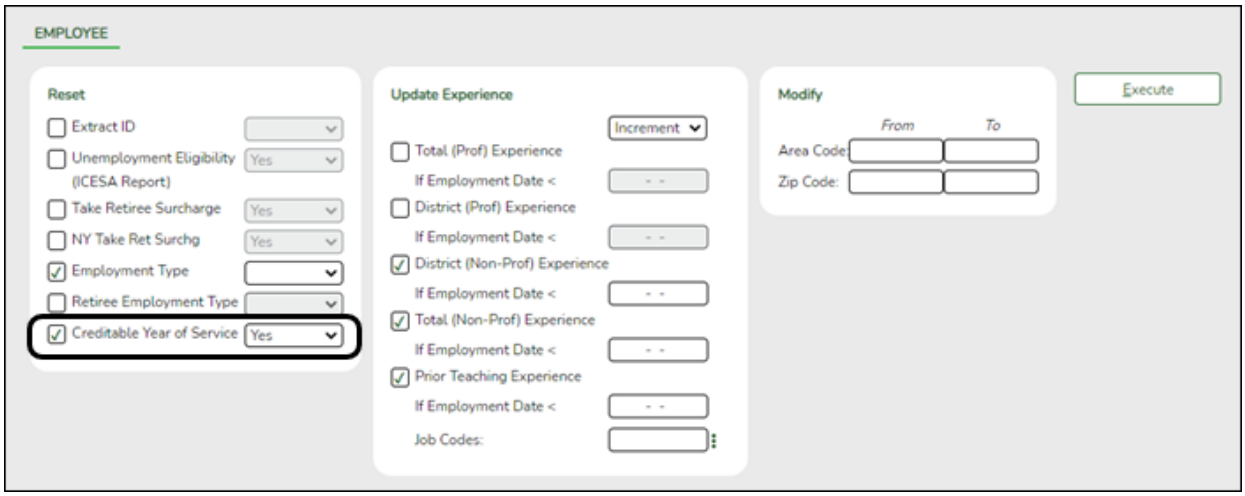



The following elements from the *StaffExtension* complex type are included in the Class Roster Fall and Winter submission:

**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



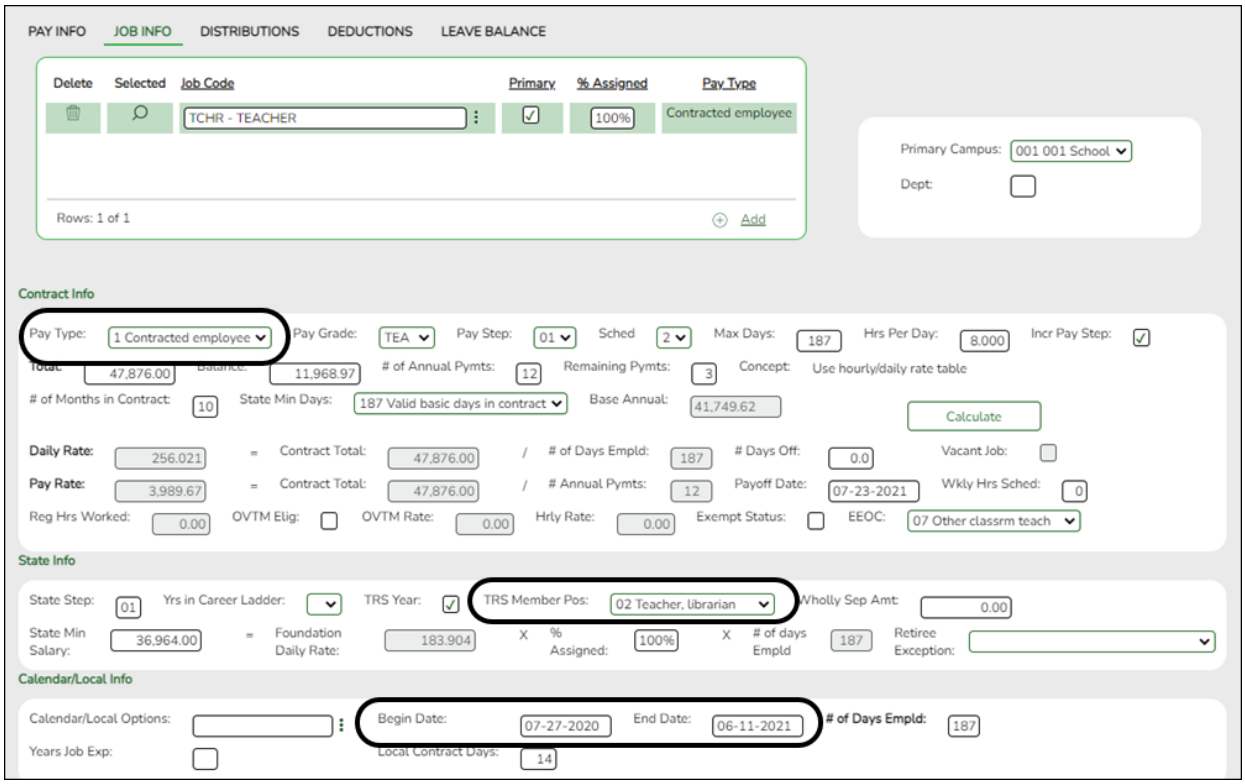

The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

**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



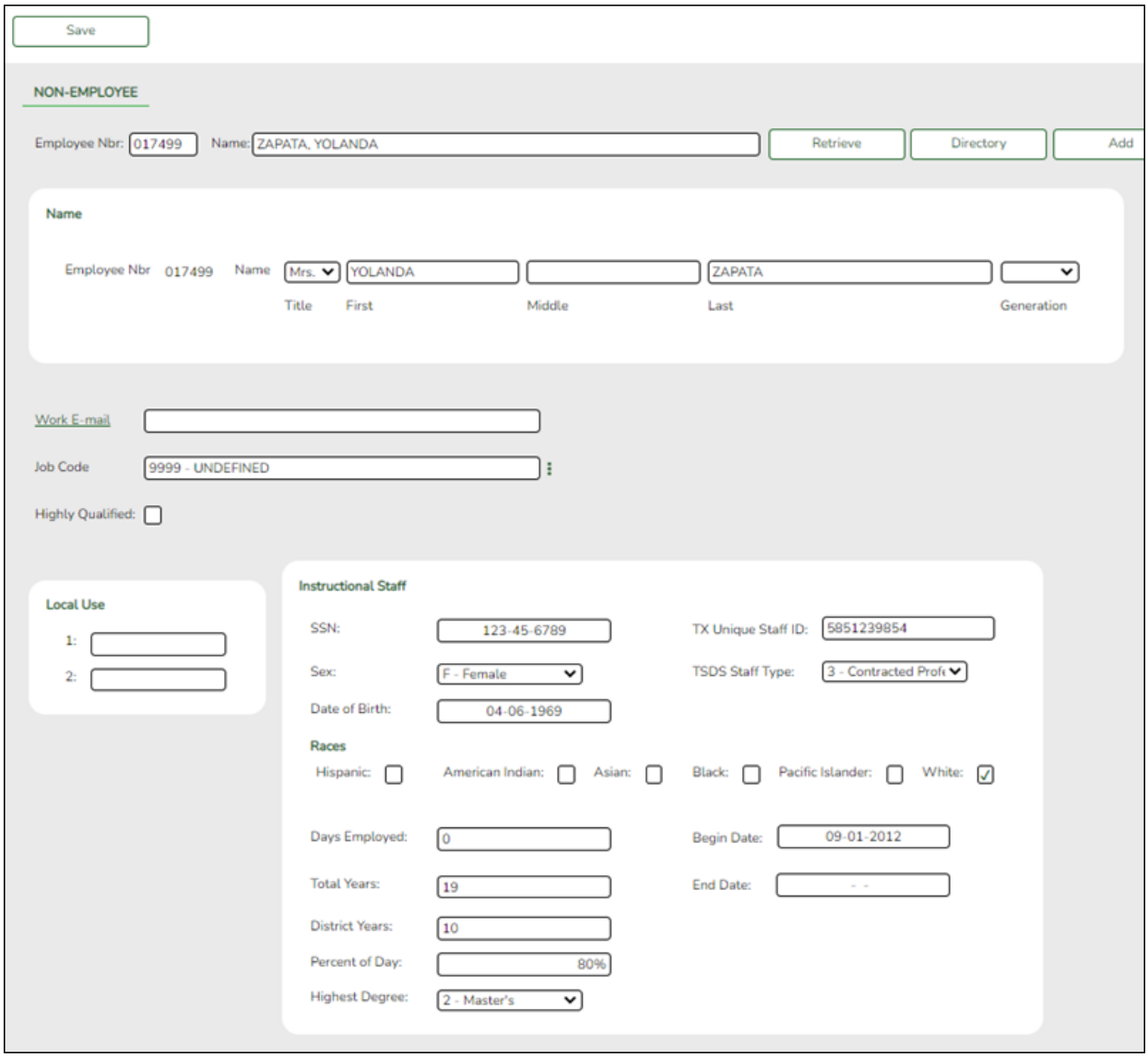

The following element from the *StaffExtension* complex type is included in the Class Roster Fall and Winter submission:

**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




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 |

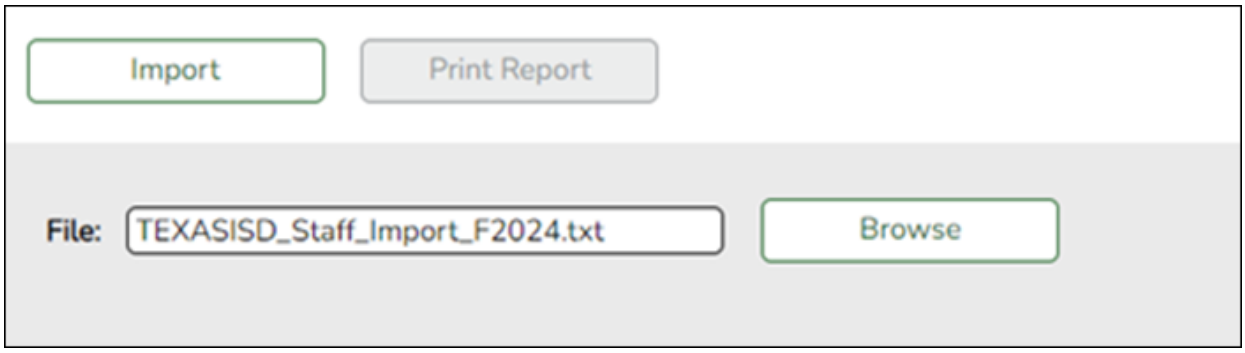
# II. (Student-only Districts) Import Staff Data

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.<br>First character must be S or 0-8.<br>First three characters must not be 000.<br>Middle characters (3rd-4th digit) must not be 00.<br>Last four characters must not be 0000.<br>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<br><br>1 = Jr<br>2 = Sr<br>3 = II<br>4 = III<br>5 = IV<br>6 = V<br>7 = VI<br>8 = VII<br>9 = VIII<br>A = I<br>B = IX<br>C = X |
| DOB | Required; format YYYYMMDD |
| Hispanic Ethnicity | One character (Y or N) |
| Race American | One character (Y or N)<br><br>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<br><br>0 = No Bachelor's<br>1 = Bachelor's<br>2 = Master's<br>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

| | |
|---|---|
| **File** | Click **Browse** 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.

| | |
|---|---|
| **Print Report** | Print the error report. If errors occurred, the line number in the file will correspond to the record that caused the error.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>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.<br>Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |

# III. Create Interchanges

State Reporting > Utilities > Create TSDS Core Collections Interchanges

## Class Roster Fall

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

| | |
|---|---|
| **As-Of Date** | (Required) Enter the as-of date for running this utility.<br>The **As-Of Date** 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. |

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.

| | |
|---|---|
| **Selected Students** | 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. |
| **Selected Staff** | 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

| | |
|---|---|
| **Core Collection** | Select the submission. For the Class Roster - Winter submission, select *Class Roster - Winter*. |
| **Ending School Year** | (Display only) The submission year as entered in the **Submission Year** field on State Reporting > Options is displayed.<br>For the 2023-2024 Class Roster - Winter submission, the field should display 2024. |
| **Campus** | Type a three-digit campus ID, or leave blank to create interchanges for all campuses. |
| **As-Of Date** | (Required) Enter the as-of date for running this utility.<br>The **As-Of Date** 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.

| | |
|---|---|
| **Selected Students** | 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. |
| **Selected Staff** | 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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# Back Cover