



# **ASCENDER State Reporting - Classroom Roster - Winter 2020-2021 Submission**







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# (IN PROGRESS) TxEIS State Reporting - Classroom Roster - Winter 2019-2020 Submission

The Classroom Roster Winter submission collects organization, staff identification and demographics, class assignment, student identification and demographics, and class enrollment data. **This submission is due March 19, 2020.**

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

## Prerequisites

- Verify that all roles and users are correct in TxEIS Security Administration.
- For Student-only districts, the campus must have either entered staff information in District Administration or used the Staff Import utility in State Reporting.

## I. Verify Data in TxEIS

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



- Human Resources

☐ 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

Save Create Report Delete Reset

Report Template

☐ Public Retrieve Directory

Report Title

Verify Personnel Data

Employee Nbr  ☐ Active Employees Only

☐ Employee Demographic

<input checked="" type="checkbox"/> Employee Nbr	<input checked="" type="checkbox"/> Staff ID/SSN	<input type="checkbox"/> Maiden Name	<input type="checkbox"/> Phone Area Cd	<input type="checkbox"/> Last Change Date	<input type="checkbox"/> Emer Contact	<input checked="" type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> Texas Unique Staff ID	<input type="checkbox"/> Address Number	<input type="checkbox"/> Former Prefix	<input type="checkbox"/> Phone Nbr	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Relationship	<input checked="" type="checkbox"/> American Indian
<input type="checkbox"/> Name Prefix	<input type="checkbox"/> Street/P.O. Box	<input type="checkbox"/> Former First Name	<input type="checkbox"/> Bus Phone Area	<input type="checkbox"/> Marital Stat	<input type="checkbox"/> Emer Notes	<input checked="" type="checkbox"/> Asian
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Apt	<input type="checkbox"/> Former Middle Name	<input type="checkbox"/> Bus Phone Nbr	<input type="checkbox"/> Other Language	<input type="checkbox"/> Emer Area Cd	<input checked="" type="checkbox"/> African American
<input checked="" type="checkbox"/> Middle Name	<input type="checkbox"/> City	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Bus Ext	<input type="checkbox"/> Local Use 1	<input type="checkbox"/> Emer Phone Nbr	<input checked="" type="checkbox"/> Pacific Islander
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> State	<input type="checkbox"/> Former Generation	<input type="checkbox"/> Cell Area Cd	<input type="checkbox"/> Local Use 2	<input type="checkbox"/> Emer Ext	<input checked="" type="checkbox"/> White
<input checked="" type="checkbox"/> Generation	<input type="checkbox"/> Zip	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Cell Phone Nbr	<input type="checkbox"/> Email		
<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Zip+4	<input type="checkbox"/> DL State	<input type="checkbox"/> Local Restriction	<input type="checkbox"/> Home Email		
<input checked="" type="checkbox"/> DOB	<input type="checkbox"/> Addr Country	<input type="checkbox"/> DL Expir Date	<input type="checkbox"/> Public Restriction	<input type="checkbox"/> Employee Notes		

☐ Certification

<input type="checkbox"/> Cert Type	<input type="checkbox"/> Specialty Area
<input type="checkbox"/> Cert Date	<input type="checkbox"/> Teaching Spec
<input type="checkbox"/> Date Expire	

☐ Responsibility

<input type="checkbox"/> Campus	<input type="checkbox"/> Pop Served	<input type="checkbox"/> Class ID	<input type="checkbox"/> Job Code	<input type="checkbox"/> Days Wk 3	<input type="checkbox"/> Min Wk 2
<input type="checkbox"/> Role ID	<input type="checkbox"/> Nbr Of Students	<input type="checkbox"/> Class Type	<input type="checkbox"/> Days Wk 1	<input type="checkbox"/> Days Wk 4	<input type="checkbox"/> Min Wk 3
<input type="checkbox"/> Service ID	<input type="checkbox"/> Monthly Minutes	<input type="checkbox"/> ESC/SSA	<input type="checkbox"/> Days Wk 2	<input type="checkbox"/> Min Wk 1	<input type="checkbox"/> Min Wk 4

☐ Employment

<input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date	<input type="checkbox"/> Take Retiree Surcharge	<input type="checkbox"/> W-2 Elec Consent	<input type="checkbox"/> Termination Reason
<input checked="" type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date	<input type="checkbox"/> NY Take Retiree Surcharge	<input type="checkbox"/> 1095 Elec Consent	<input type="checkbox"/> Termination Reason Descr
<input type="checkbox"/> Percent Day Employed	<input checked="" type="checkbox"/> Creditable Year of Service	<input type="checkbox"/> Retirement Date	<input type="checkbox"/> Extract ID	<input type="checkbox"/> ERS Retiree Health Elig	<input type="checkbox"/> Full Semester
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Termination Date	<input type="checkbox"/> Fingerprint Status	<input type="checkbox"/> NY ERS Retiree Health Elig	<input type="checkbox"/> PEIMS Auxiliary Role ID
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Extended Leave Begin	<input type="checkbox"/> Fingerprint Extract Date	<input type="checkbox"/> Employment Type	<input type="checkbox"/> Highly Qualified
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave End	<input type="checkbox"/> Fingerprint Date	<input type="checkbox"/> Retiree Employment Type	<input type="checkbox"/> Paraprofessional Certification
<input checked="" type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Grades Taught				

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

## **Registration**

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



Save

Student Information

STUDENT: 300203 : ABUNDIS, CECILIA MICHAEL
TEXAS UNIQUE STU ID: 2479861283

Retrieve

Comments

TEA Unique ID

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

Demographic Information
Grade: 11 Entry Dt: 08-16-2021 Track: 00 Orig Entry: 08-16-2021 Withdrawal Dt: -- Portal ID: yLnkg5mFEd
Name: CECILIA MICHAEL ABUNDIS
First Middle Last
Social Security Number Denied SSN: 423-33-3460 Prior SSN: 423-33-3460 Texas Unique Student ID: 2479861283 Medicaid Eligible: Medicaid ID:
Sex: F DOB: 01-06-2004 Hispanic/Latino: Aggregate Race/Ethnicity: H - Hispanic
White: Black/African American: Asian: American Indian/ Alaskan Native: Hawaiian/Pacific Isl:
Phone / Address
Addr/Tel Rest: Phone Nbr: 555 597-7839 Cell Ph Nbr: E-mail:
Mailing: 9807 DIVISION Alamo City TX 47575
Num Street Direction Apt City State Zip
Physical: 9807 DIVISION Alamo City TX 47575
Attendance Zones
Campus From Grd Lvl Thru Grd Lvl
no rows
Student Indicators
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:
Cntry Residence: 015 As of Status Last Friday October:
Reporting Excl: As of Status Last Day Enrollment:
Current / Next Year Information
Control Num: 213 Next Yr Cntrl:
Here Last Yr: Next Yr Camp:
CY Xfer Factor: NY Xfer Factor:
CY Team Code: NY Team Code:
Economic Disadvantage
Delete Descriptor Begin Date End Date
00 08-16-2021
Foster Care
Delete Descriptor Begin Date End Date
0 08-16-2021
Military Connected
Delete Descriptor Begin Date End Date
0 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
E1343	DC097	RACIAL-CATEGORY	Asian
E1343	DC097	RACIAL-CATEGORY	American Indian/ Alaskan Native
E1343	DC097	RACIAL-CATEGORY	Hawaiian/Pacific Isl



Element	Code Table	Data Element	ASCENDER Name
E0266	---	CAMPUS-ID	Camp ID Resid
E1517	DC063	ENTRY-GRADE-LEVEL-TYPE	From Grd Lvl

- [Registration > Maintenance > Student Enrollment > W/R Enroll](#)

DEMO1	DEMO2	DEMO3	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	GENERIC	PK ENROLL			
Delete	Details	Campus	Entry Date	Exit Date	Reason	Status	Exclusion	Grade	Elig Cd	Track	Attrib Cd	Camp Res	CTE Elig	Comnts	Res Fac
		001	08-17-2020	- -		1		10	1	01	00	- -			

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

- ☐ ENTRY-DATE **Entry Date** (E1434) is the month, day, and year on which an individual enters and begins to receive instructional services in a school.

## Human Resources

- [Human Resources > 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:

Former:

Title First Middle Last Generation

**Addresses**

Mailing: Number  Street/P.O. Box  Apt  City  State  Zip  +  Country

Alternate:       +

Supplemental: Address  Country  Delivery Name

Travel Commute Distance:

Sex:  Citizenship ☒ Driver's License:  DL State:

DOB:  Marital Stat:  Deceased ☐ DL Expir Date:  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 ☒

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
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



- Human Resources > Maintenance > Staff Job/Pay Data > 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:  
Highest Degree:

**Retiree Information**  
Retirement Date:  
Retiree Employment Type:  
Take Retiree Surcharge:  
NY Take Retiree Surcharge:

**Years Experience**  
--Professional-- --Non-Professional--  
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:  
End:

**Fingerprint Information**  
Status:  
Extract Date:  
Fingerprint Date:

**ERS Retiree Health**  
Current Year Elig:  
Next Year Elig:

**Auxiliary Role ID**  
Delete Auxiliary Role ID Begin Date End Date  
Add

**Paraprofessional Certification**  
Delete Para Cert Begin Date End Date  
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	---

- Human Resources > Maintenance > Staff Job/Pay Data > Job Info



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

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
		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

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

- [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:

**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)
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)



Field	Validation
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

**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.



<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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## IV. Create Interchanges

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

<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.





## Back Cover