



## **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
Teacher Incentive Allotment Designation Report
Program: HRS1750

Cnty Dist: 964-964
TEXAS ISD
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 screenshot shows the 'User Created Reports' interface. At the top are buttons for Save, Create Report, Delete, and Reset. Below is a 'Report Template' section with a search bar, a 'Public' checkbox, and Retrieve/Directory buttons. The 'Report Title' section contains a text input field with 'Verify Personnel Data'. The 'Employee Nbr' section has a text input field and an 'Active Employees Only' checkbox. The main area contains several groups of checkboxes:

- Employee Demographic:** Employee Nbr, Texas Unique Staff ID, Name Prefix, First Name, Middle Name, Last Name, Generation, Sex, DOB, Staff ID/SSN, Address Number, Street/P.O. Box, Apt, City, State, Zip, Zip+4, Addr Country, Maiden Name, Former Prefix, Former First Name, Former Middle Name, Former Last Name, Former Generation, Driver's License, DL State, DL Expir Date, Phone Area Cd, Phone Nbr, Bus Phone Area, Bus Phone Nbr, Bus Ext, Cell Area Cd, Cell Phone Nbr, Local Restriction, DL Expir Date, Last Change Date, Citizenship, Marital Stat, Other Language, Local Use 1, Local Use 2, Email, Home Email, Public Restriction, Emer Contact, Relationship, Emer Notes, Emer Area Cd, Emer Phone Nbr, Emer Ext, Employee Notes.
- Certification:** Cert Type, Cert Date, Date Expire, Specialty Area, Teaching Spec.
- Employment:** Employee Status Code, Highest Degree Achieved, Percent Day Employed, Est Annual Salary, Yrs Professional Experience, Yrs Professional in District, Yrs Prior Teaching, Yrs Non-Professional Experience, Yrs Non-Professional in District, Creditable Year of Service, Contract Class, Contract Term, Contract Year, Grades Taught, Original Emp Date, Latest Re-Employ Date, Retirement Date, Termination Date, Extended Leave Begin, Extended Leave End, Take Retiree Surcharge, NY Take Retiree Surcharge, Extract ID, Fingerprint Status, Fingerprint Extract Date, Fingerprint Date, Wi-2 Elec Consent, 1095 Elec Consent, ERS Retiree Health Elig, NY ERS Retiree Health Elig, Employment Type, Retiree Employment Type.
- Responsibility:** Campus, Role ID, Service ID, Pop Served, Nbr Of Students, Monthly Minutes, Class ID, Class Type, ESC/SSA, Job Code, Days Wk 1, Days Wk 2, Days Wk 3, Days Wk 4, Min Wk 1, Min Wk 2, Min Wk 3, Min Wk 4, Termination Reason, Termination Reason Desc, Full Semester, PEIMS Auxiliary Role ID, Highly Qualified, Paraprofessional Certification.

Arrows point from specific demographic fields (e.g., First Name, Middle Name, Last Name, DOB, Sex, DOB) to their corresponding checkboxes in the Responsibility section, indicating they are included in the extraction.

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***

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## **Grade Reporting**

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

## **Registration**

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

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

Comments TEA Unique ID

DEM01 DEM02 DEM03 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: yLink5mFEd

Name: CECILIA MICHAEL ABUNDIS First Middle Last Gen Nickname

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/Res:  Phone Nbr: 555 597-7839 Cell Ph Nbr: - - E-mail:

Mailing: 9807 DIVISION Num Street Direction Apt City State Zip: Alamo City TX 78575 +

Physical: 9807 DIVISION Num Street Direction Apt City State Zip: Alamo City TX 78575 +

**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:  Child Find: SPPI-12:

Active Cd: 1 - Active As of Status Last Friday October:

Cnty Residence: 015 As of Status Last Day Enrollment:

Reporting Excl:

**Current / Next Year Information**

Control Num: 213 Next Yr Cntr:

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



The screenshot shows a software interface for managing student enrollment. The top navigation bar includes tabs for DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL (which is currently selected), SPEC ED, G/T, BIL/ESL, TITLE I, PRS, GENERIC, and PK ENROLL. Below the tabs is a row of buttons: Delete, Details, Campus, Entry Date, Exit Date, Reason, Status, Exclusion, Grade, Elig Cd, Track, Attrib Cd, Camp Res, CTE Elig, Comnts, and Res Fac. The 'Entry Date' field is highlighted with a red oval and contains the value '08-17-2020'. The 'Status' field shows '1', and the 'Grade' field shows '10'. The 'Attrib Cd' field shows '01', and the 'Camp Res' field shows '00'. The 'CTE Elig' field has a checked checkbox, and the 'Res Fac' field has an unchecked checkbox.

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: <input type="text" value="7123222337"/>						Last Change: 07-19-2021																																																	
<b>Name</b> <table border="1"> <tr> <td>Legal:</td> <td><input type="text" value="Ms."/></td> <td><input type="text" value="LAVENDER"/></td> <td><input type="text"/></td> <td><input type="text" value="BROWN"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Former:</td> <td><input type="text"/></td> </tr> <tr> <td>Title</td> <td>First</td> <td>Middle</td> <td> </td> <td>Last</td> <td> </td> <td> </td> <td> </td> <td>Generation</td> <td> </td> <td> </td> </tr> </table>											Legal:	<input type="text" value="Ms."/>	<input type="text" value="LAVENDER"/>	<input type="text"/>	<input type="text" value="BROWN"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Former:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Title	First	Middle		Last				Generation														
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<b>Addresses</b> <table border="1"> <tr> <td>Mailing:</td> <td><input type="text" value="3500"/></td> <td><input type="text" value="CHRIS KELLEY BLVD."/></td> <td><input type="text" value="9301"/></td> <td><input type="text" value="ALAMO CITY"/></td> <td><input type="text" value="TX Texas"/></td> <td><input type="text" value="79509"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Alternate:</td> <td><input type="text"/></td> </tr> <tr> <td>Supplemental:</td> <td><input type="text"/></td> <td><input type="text" value="Address"/></td> <td><input type="text" value="Country"/></td> <td><input type="text" value="Delivery Name"/></td> <td colspan="6"></td> </tr> <tr> <td>Travel Commute Distance:</td> <td colspan="10"><input type="text" value="0.0"/></td> </tr> </table>											Mailing:	<input type="text" value="3500"/>	<input type="text" value="CHRIS KELLEY BLVD."/>	<input type="text" value="9301"/>	<input type="text" value="ALAMO CITY"/>	<input type="text" value="TX Texas"/>	<input type="text" value="79509"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Alternate:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Supplemental:	<input type="text"/>	<input type="text" value="Address"/>	<input type="text" value="Country"/>	<input type="text" value="Delivery Name"/>							Travel Commute Distance:	<input type="text" value="0.0"/>										
Mailing:	<input type="text" value="3500"/>	<input type="text" value="CHRIS KELLEY BLVD."/>	<input type="text" value="9301"/>	<input type="text" value="ALAMO CITY"/>	<input type="text" value="TX Texas"/>	<input type="text" value="79509"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																													
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<table border="1"> <tr> <td>Sex:</td> <td><input type="text" value="F Female"/></td> <td><input checked="" type="checkbox"/></td> <td>Citizenship</td> <td><input checked="" type="checkbox"/></td> <td>Driver's License:</td> <td><input type="text" value="25166546"/></td> <td>DL State:</td> <td><input type="text" value="TX Texas"/></td> <td colspan="2"></td> </tr> <tr> <td>DOB:</td> <td><input type="text" value="12-02-1996"/></td> <td><input type="text" value="Marital Stat:"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td>Deceased</td> <td><input type="checkbox"/></td> <td>DL Expir Date:</td> <td><input type="text" value="12-02-2020"/></td> <td>Other Language</td> <td><input type="checkbox"/></td> </tr> </table>											Sex:	<input type="text" value="F Female"/>	<input checked="" type="checkbox"/>	Citizenship	<input checked="" type="checkbox"/>	Driver's License:	<input type="text" value="25166546"/>	DL State:	<input type="text" value="TX Texas"/>			DOB:	<input type="text" value="12-02-1996"/>	<input type="text" value="Marital Stat:"/>	<input type="text"/>	<input type="checkbox"/>	Deceased	<input type="checkbox"/>	DL Expir Date:	<input type="text" value="12-02-2020"/>	Other Language	<input type="checkbox"/>																							
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<table border="1"> <tr> <td colspan="2">Ethnicity</td> <td colspan="9">Race (check all that apply; must select at least one)</td> </tr> <tr> <td>Hispanic/Latino</td> <td><input type="checkbox"/></td> <td>American Indian Alaskan Native</td> <td><input type="checkbox"/></td> <td>Native Hawaiian Pacific Islander</td> <td><input type="checkbox"/></td> <td colspan="6"></td> </tr> <tr> <td>Asian</td> <td><input type="checkbox"/></td> <td>White</td> <td><input checked="" type="checkbox"/></td> <td colspan="7"></td> </tr> <tr> <td>Black African American</td> <td><input type="checkbox"/></td> <td colspan="9"></td> </tr> </table>											Ethnicity		Race (check all that apply; must select at least one)									Hispanic/Latino	<input type="checkbox"/>	American Indian Alaskan Native	<input type="checkbox"/>	Native Hawaiian Pacific Islander	<input type="checkbox"/>							Asian	<input type="checkbox"/>	White	<input checked="" type="checkbox"/>								Black African American	<input type="checkbox"/>									
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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

EMPLOYMENT INFO

Employee Status: 4 Resigned

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

Retire Employment Type:

Take Retiree Surcharge:

NY Take Retiree Surcharge:

Years Experience

--Professional--

Total:  In District:  01

--Non-Professional--

Total:  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

Paraprofessional Certification

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

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

Rows: 1 of 1 [Add](#)

**Contract Info**

Pay Type: <b>1 Contracted employee</b>	Pay Grade: TEA	Pay Step: 01	Sched: 2	Max Days: 187	Hrs Per Day: 8.000	Incr Pay Step: <input checked="" type="checkbox"/>
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	<a href="#">Calculate</a>			
Daily Rate: 256.021	= Contract Total: 47,876.00	/ # of Days Empld: 187	# Days Off: 0.0	Vacant Job: <input type="checkbox"/>		
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: <input type="checkbox"/>	OVTM Rate: 0.00	Hrly Rate: 0.00	Exempt Status: <input type="checkbox"/>	EEOC: 07 Other classrm teach	<input checked="" type="checkbox"/>

**State Info**

State Step: 01	Yrs in Career Ladder: <input type="button" value="▼"/>	TRS Year: <input checked="" type="checkbox"/>	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: <input type="button" value="▼"/>

**Calendar/Local Info**

Calendar/Local Options: <input type="button" value="▼"/>	Begin Date: 07-27-2020	End Date: 06-11-2021	# of Days Empld: 187
Years Job Exp: <input type="checkbox"/>	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.**

Import
Print Report

File: 
Browse

**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>Print the error report. 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: 015102-2018-11.15-30-22.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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