

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

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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.

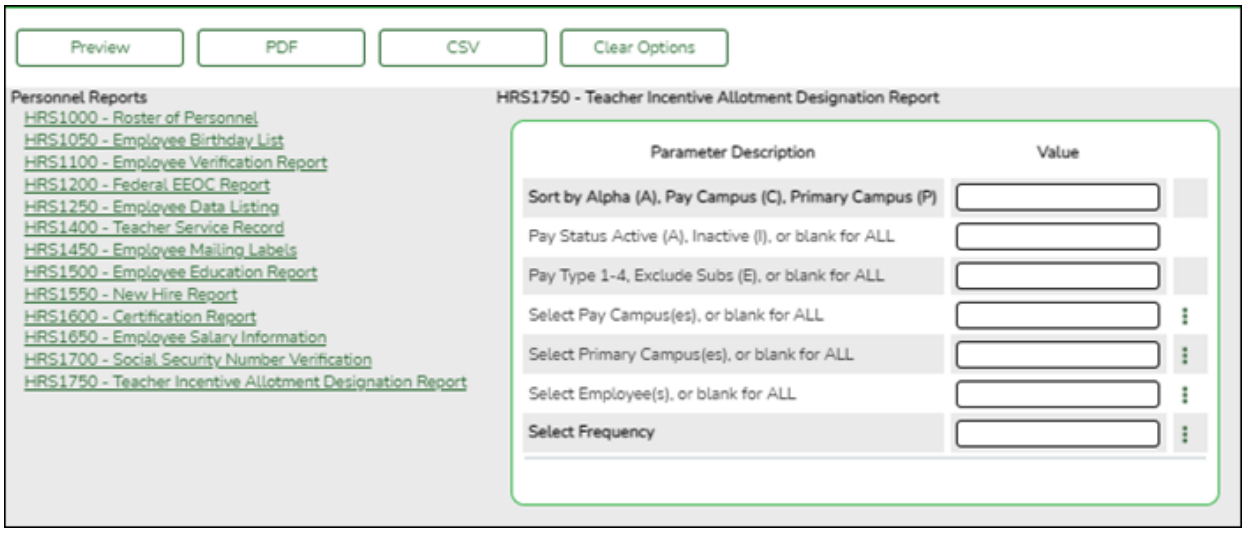
❑ COURSE-IDENTIFICATION-SYSTEM (E1089) is the system used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as “State Course Code.”**

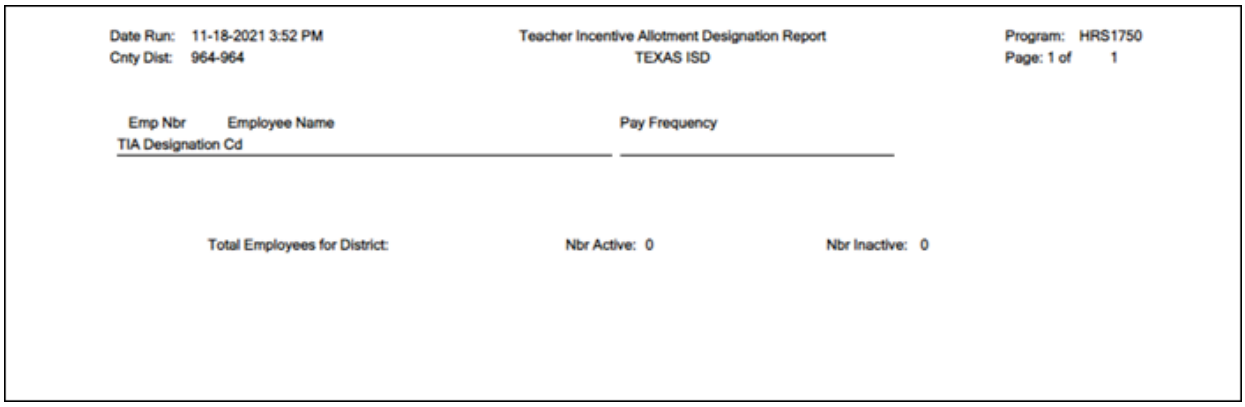
Reports

- Human Resources

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

Personnel > Reports > Personnel Reports





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

Reported Elements from Personnel Reports:

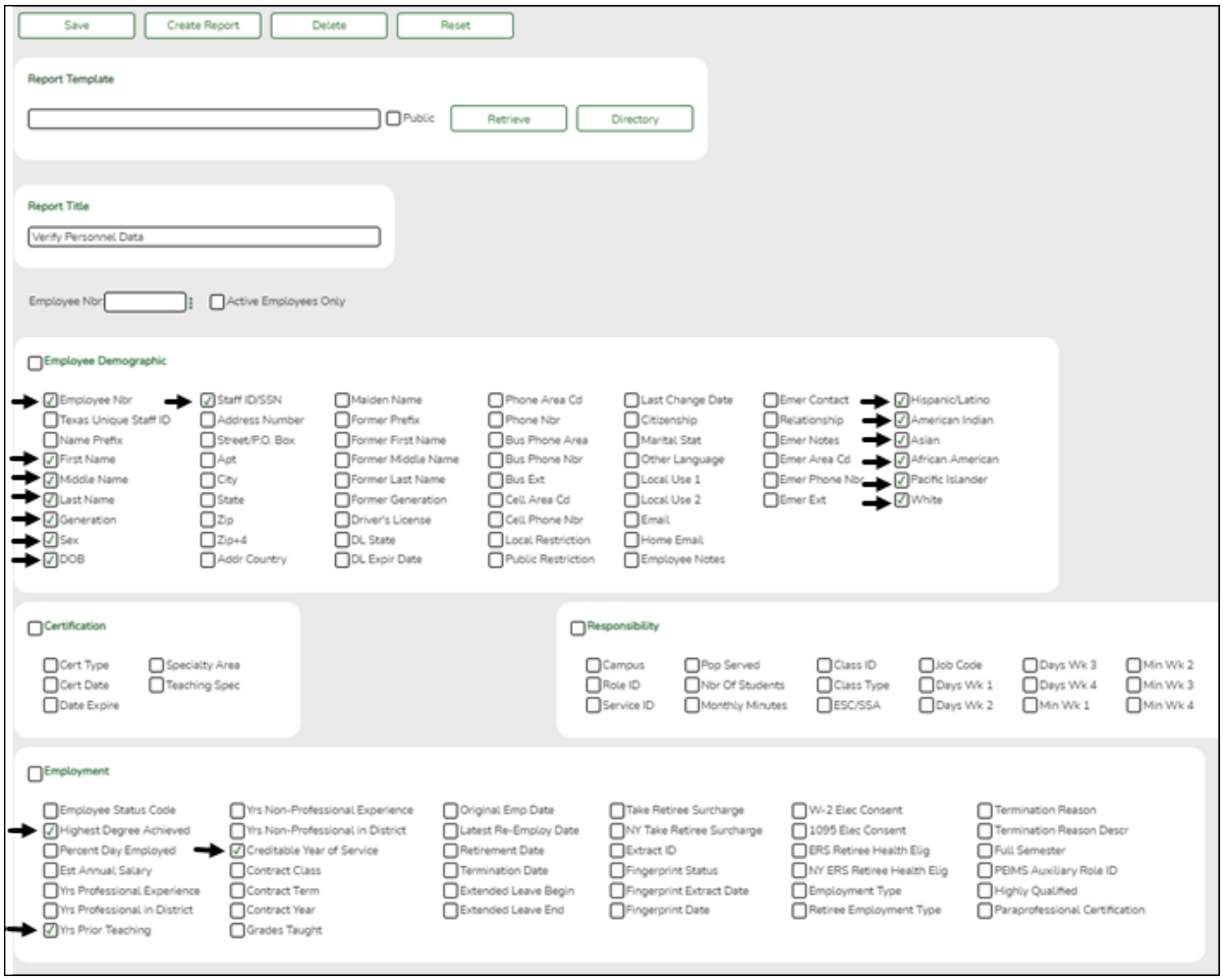
Element	Code Table	Data Element	ASCENDER Name
E1722	DC165	TEACHER-INCENTIVE-ALLOTMENT-DESIGNATION-CODE	—-

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***

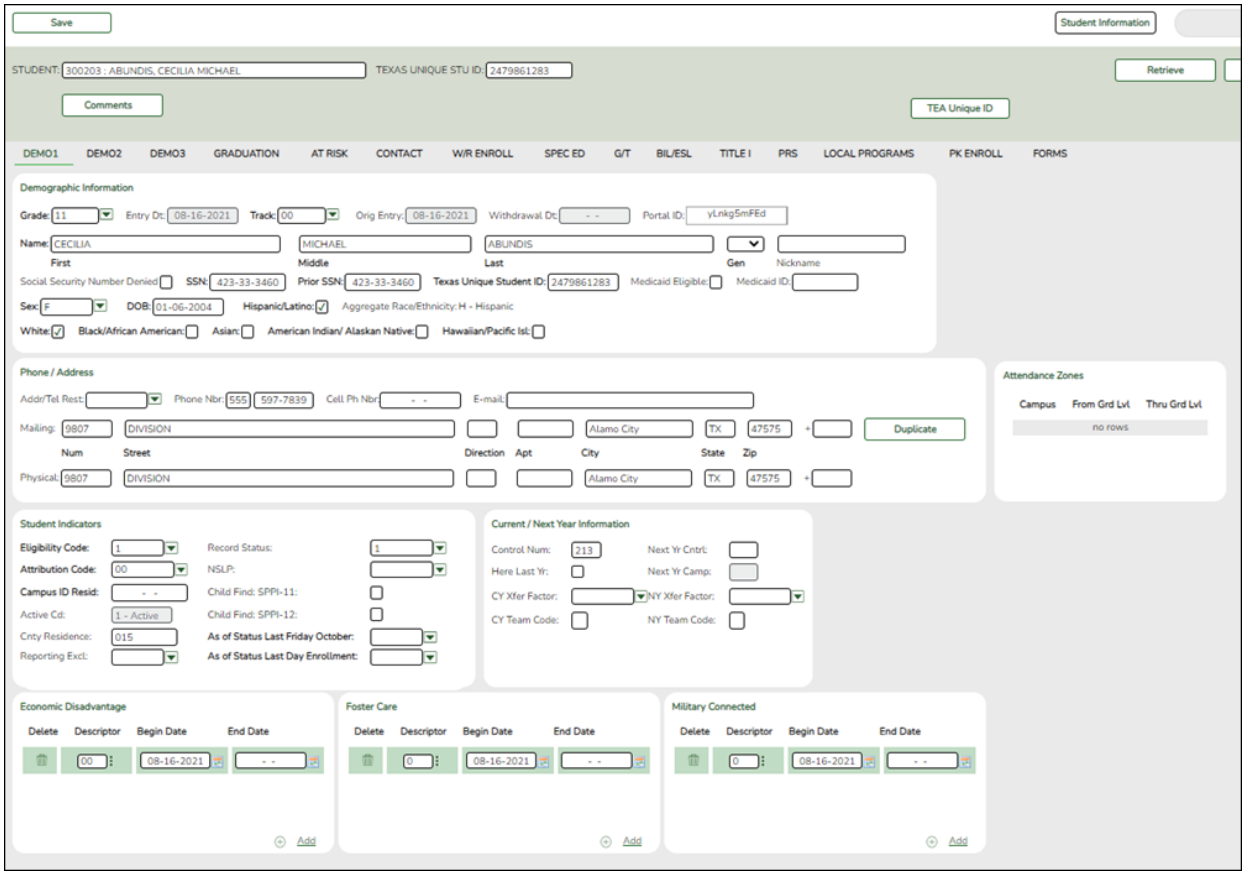
Grade Reporting

- Grade Reporting Reports

- Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section

Registration

- Registration > Maintenance > Student Enrollment > Demo1

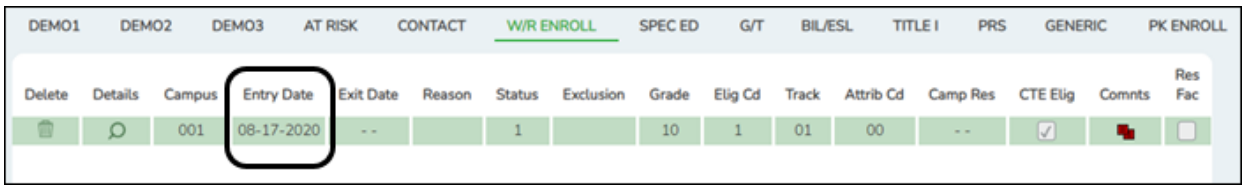


The following elements from the *StudentExtension* and *StudentSchoolAssociationExtension* complex types are included in the Class Roster Fall and Winter submission:

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
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

- Registration > Maintenance > Student Enrollment > W/R Enroll

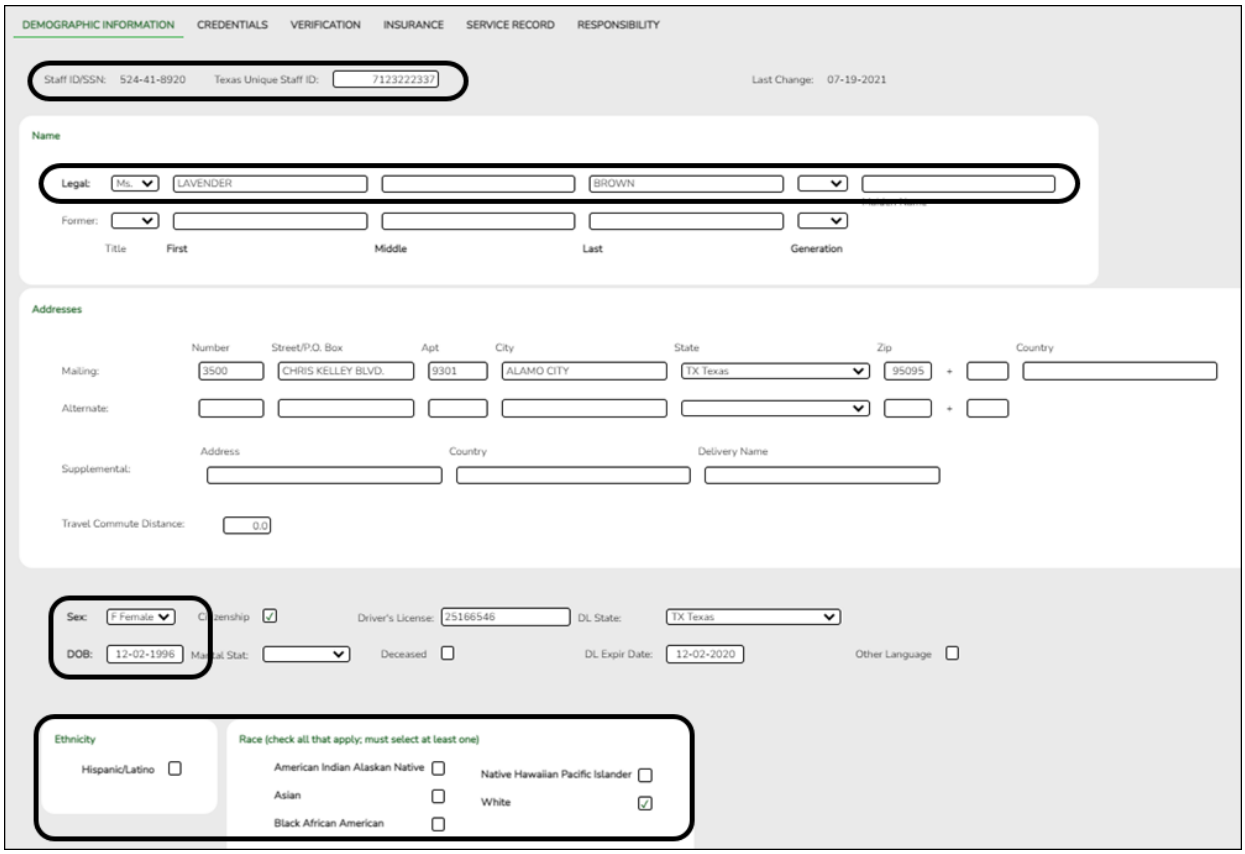


The following element from the *StudentSchoolAssociationExtension* complex type is included in the Class Roster Winter submission:

❑ 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

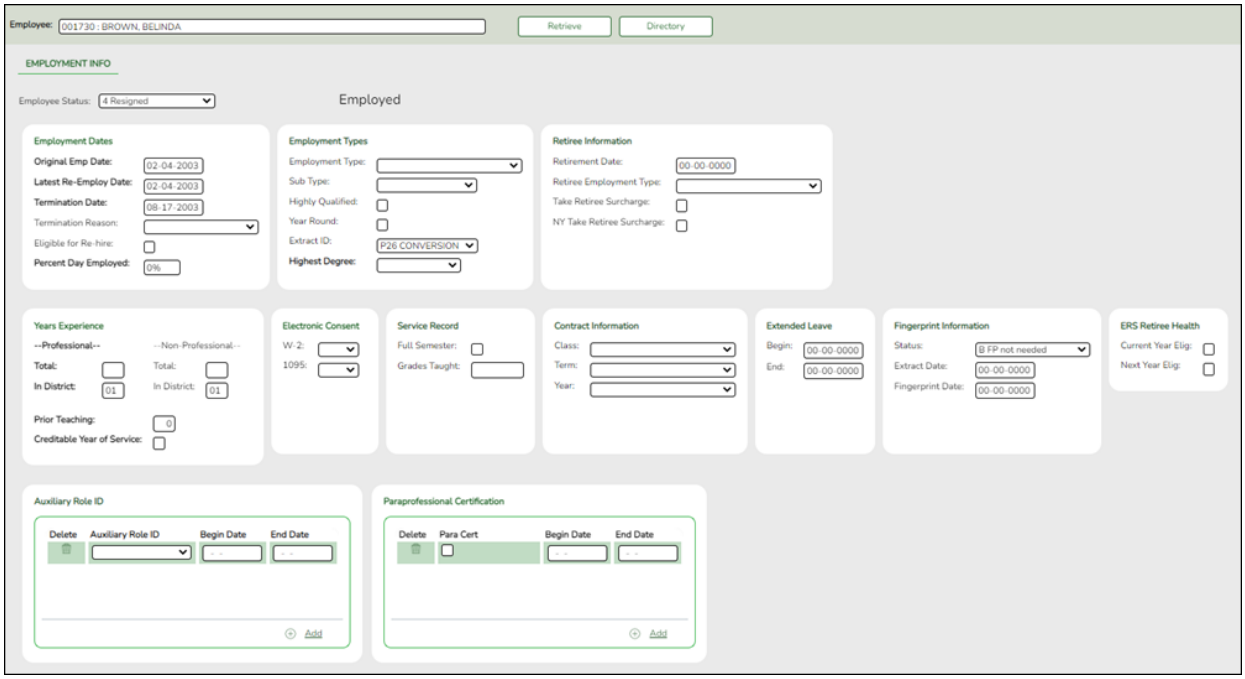


The following elements from the *StaffExtension* and *TeacherSectionAssociationExtension* complex types are included in the Class Roster Fall and Winter submission:

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

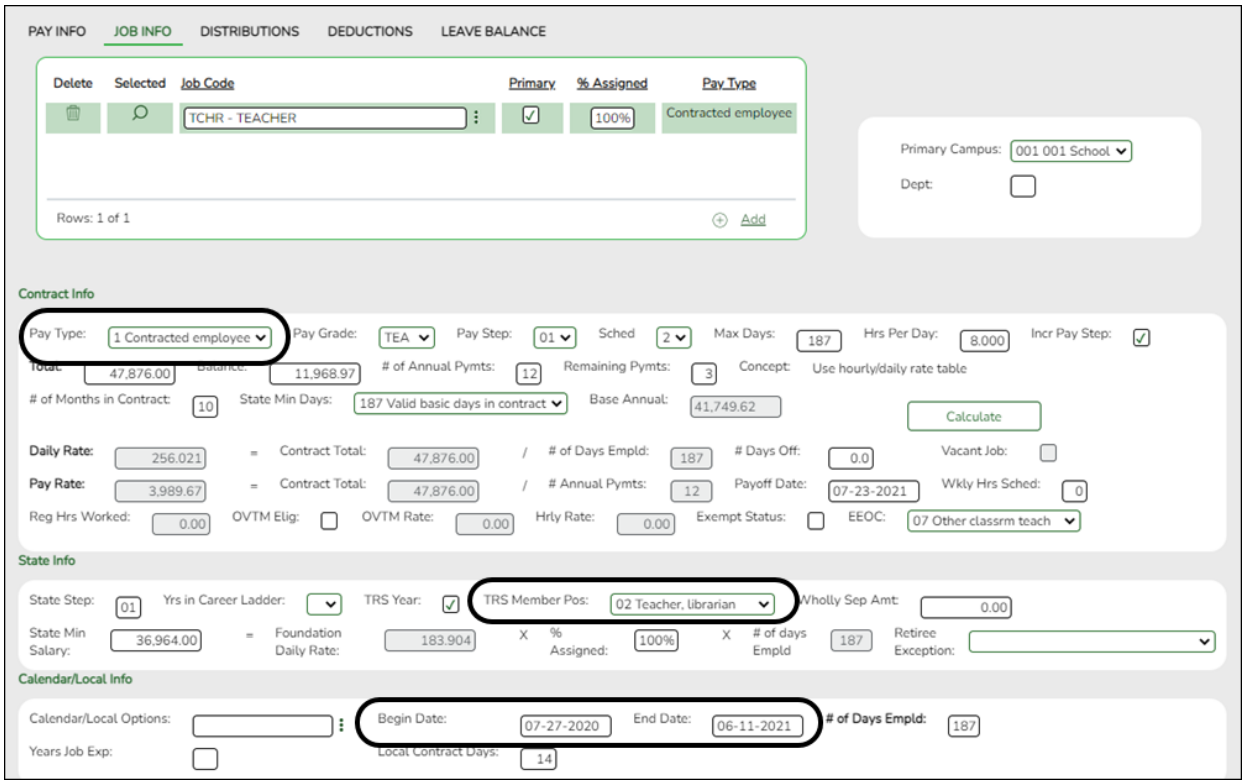


The following elements from the *StaffExtension* complex type are included in the Class Roster Fall and Winter submission:

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



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

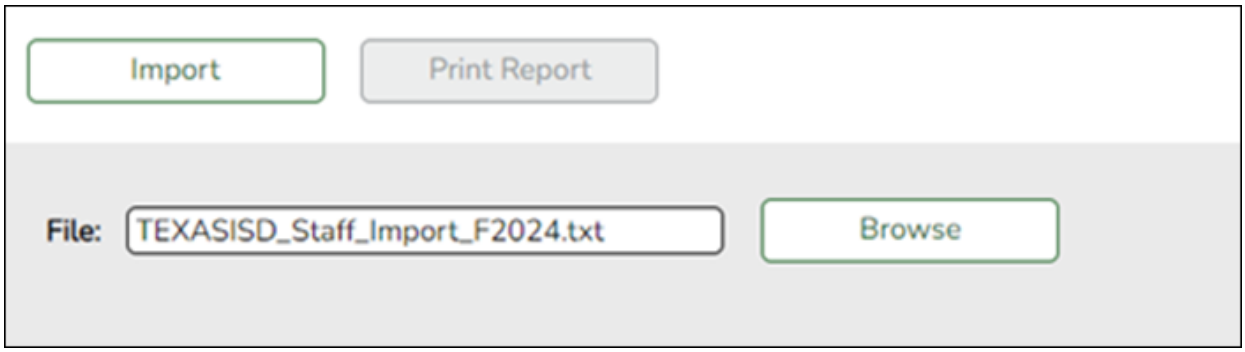
II. (Student-only Districts) Import Staff Data

For Student-only districts, the campus must have either entered staff information in District Administration or used the Staff Import utility in State Reporting.

- 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

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. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. 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 **Close Report**, **Exit**, or **Cancel** button instead.

III. Create Interchanges

State Reporting > Utilities > Create TSDS Core Collections Interchanges

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. 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. 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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