



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



# Table of Contents

**(IN PROGRESS) TxEIS State Reporting - Classroom Roster - Winter 2019-2020 Submission**  
..... 1



# (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.

## 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**

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 > Course](#)

The screenshot shows the 'COURSE SELECTION' interface. At the top, there are tabs for 'COURSE SELECTION', 'COURSE', 'SECTION', 'INSTRUCTOR', and 'COPY COURSE SECTION'. Below these is a search bar with 'English' and a 'Retrieve' button. The main area is a table with columns: Details, Course Number, Title, Service ID, Service ID Description, Nbr of Sem, Self-Paced, Grd Restrctn, Grd Restrctn Addl, Textbook ISBN, Pregrid Grd Restrctn, Pregrid Addl Grd Rstr, Graded Courses, and Exclude from txGradeBook. The table lists six rows of English courses. Below the table, there are input fields for 'Crs Nbr' (1200), 'Service ID' (03220200), and 'ENG 2'. There are also checkboxes for 'Self Paced', 'Graded Crs', and 'Exclude from txGradebook'. At the bottom, there are several panels for 'Options', 'Grade Reporting', 'Course Codes and Credits', 'Elem/Miss', 'PEIMS', and 'HR/GA', each containing various configuration options like 'Per Crt', 'Tot Credits', 'Credit Lvl', etc.

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](#)

## 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                |

| Element | Code Table | Data Element              | ASCENDER Name                   |
|---------|------------|---------------------------|---------------------------------|
| 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](#)

| DEM01  | DEM02   | DEM03  | 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 | Attrb Cd | Camp Res  | CTE Elig                            | Comnts | Res Fac                  |
|        |         | 001    | 08-17-2020 | --        |            | 1       |           | 10      | 1       | 01    | 00       | --        | <input checked="" type="checkbox"/> |        | <input type="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: 7123222337 Last Change: 07-19-2021

Name

Legal: Ms. LAVENDER BROWN

Former: Title First Middle Last Generation

Addresses

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

Alternate: Address Country Delivery Name

Supplemental: Address Country Delivery Name

Travel Commute Distance: 0.0

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

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

Ethnicity: Hispanic/Latino [unchecked]

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

American Indian Alaskan Native [unchecked] Native Hawaiian Pacific Islander [unchecked]

Asian [unchecked] White [checked]

Black African American [unchecked]

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 screenshot shows a web-based form for 'EMPLOYMENT INFO' for employee 001730: BROWN, BELINDA. The form is titled 'Employed' and contains several sections:

- 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, Retiree Employment Type, Take Retiree Surcharge, NY Take Retiree Surcharge.
- Years Experience:** Professional and Non-Professional totals and district counts.
- Electronic Consent:** W-2, 1095.
- Service Record:** Full Semester, Grades Taught.
- Contract Information:** Class, Term, Year.
- Extended Leave:** Begin and End dates.
- Fingerprint Information:** Status (B FP not needed), Extract Date, Fingerprint Date.
- ERS Retiree Health:** Current Year Elig, Next Year Elig.
- Auxiliary Role ID:** Table with columns for Delete, Auxiliary Role ID, Begin Date, End Date.
- Paraprofessional Certification:** Table with columns for Delete, Para Cert, Begin Date, End Date.

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 screenshot displays the 'JOB INFO' tab in the State Reporting system. It shows a table with one row for 'TCHR - TEACHER' with a primary status and 100% assignment. Below the table, the 'Contract Info' section includes fields for Pay Type (Contracted employee), Pay Grade (TEA), Pay Step (01), and Max Days (187). The 'State Info' section shows State Step (01) and TRS Member Pos (02 Teacher, Librarian). The 'Calendar/Local Info' section shows a Begin Date of 07-27-2020 and an End Date of 06-11-2021.

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

Student-only districts must either enter staff information in TxEIS District Administration or use 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.**

The screenshot shows a web interface with two buttons at the top: 'Import' (highlighted with a green border) and 'Print Report' (disabled). Below these is a file input section with the label 'File:' followed by a text box containing 'TEXASISD\_Staff\_Import\_F2024.txt' and a 'Browse' button (highlighted with a green border).

[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>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>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>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

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

Click **Import**.

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

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

### III. 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.<br>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.<br>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