



# **Core Collection: Early Childhood Data System - PK Submission (Updated 2023-2024)**



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# Core Collection: Early Childhood Data System - PK Submission (Updated 2023-2024)

The Early Childhood Data System (ECDS) collection is one of the TSDS Core Collections. This guide covers the submission of prekindergarten (PK) data. ([Kindergarten data is submitted separately.](#)) The reporting of PK program data for ECDS is mandatory for all public school districts. The reporting of private PK program data is optional.

LEAs are required to submit specific demographic, classroom link, and special program data elements for the ECDS PK collection. All elements will be submitted in the PEIMS Summer Collection.

**The ECDS PK submission is due June 27, 2024.**

**NOTE:** The assessment vendor will provide the ECDS PK assessment data directly to LEAs in TWEDS-compliant XML format. LEAs will load the assessment data files into TSDS.

[Extract Rules and Edits for 2023-2024](#)



**IMPORTANT:** Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

## Prerequisites

[Prerequisites:](#)

- Verify that all roles and users are correct in ASCENDER Security Administration.

[Terminology:](#)

- **Interchange:** A file that contains data in the correct format to be transferred to TEA.
- **Complex Type:** A grouping of Elements within an Interchange.
- **Element:** A specific unit of data that must be reported to the TEA.

## Hard-coded elements

The following values are built into the program, are the same each time they are extracted, and cannot be changed by the user:

- ORGANIZATION-CATEGORY (E1240) is the classification of the education agency according to the level of administrative and operational control granted by the state. **This is hard coded in the program as “ESC,” “LEA,” or “School” according to the county-district number.**
- STUDENT-IDENTIFICATION-SYSTEM (E1090) is the coding scheme used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a student. **This is hard coded in the program as “State” and the student’s SSN is used.**

## I. Verify ASCENDER Business Data

Verify data for each element in the ASCENDER Personnel application. **It is suggested that you run reports first, and then use the maintenance pages in the Personnel application to update data where needed.**

### Personnel

- [Personnel Reports](#)

Personnel elements can be verified by running the following reports:

***Personnel > Reports > User Created Reports***

**Report Template**

Public

**Report Title**

Employee Nbr:  :  Active Employees Only

**Employee Demographic**

|   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> Employee Nbr                     | <input checked="" type="checkbox"/> Staff ID/SSN    | <input type="checkbox"/> Maiden Name                 | <input checked="" type="checkbox"/> Phone Area Cd | <input type="checkbox"/> Last Change Date |
| <input checked="" type="checkbox"/> Texas Unique Staff ID | <input checked="" type="checkbox"/> Address Number  | <input type="checkbox"/> Former Prefix               | <input checked="" type="checkbox"/> Phone Nbr     | <input type="checkbox"/> Citizenship      |
| <input checked="" type="checkbox"/> Name Prefix           | <input checked="" type="checkbox"/> Street/P.O. Box | <input type="checkbox"/> Former First Name           | <input type="checkbox"/> Bus Phone Area           | <input type="checkbox"/> Marital Stat     |
| <input checked="" type="checkbox"/> First Name            | <input checked="" type="checkbox"/> Apt             | <input type="checkbox"/> Former Middle Name          | <input type="checkbox"/> Bus Phone Nbr            | <input type="checkbox"/> Other Language   |
| <input type="checkbox"/> Middle Name                      | <input checked="" type="checkbox"/> City            | <input type="checkbox"/> Former Last Name            | <input type="checkbox"/> Bus Ext                  | <input type="checkbox"/> Local Use 1      |
| <input checked="" type="checkbox"/> Last Name             | <input checked="" type="checkbox"/> State           | <input type="checkbox"/> Former Generation           | <input type="checkbox"/> Cell Area Cd             | <input type="checkbox"/> Local Use 2      |
| <input type="checkbox"/> Generation                       | <input checked="" type="checkbox"/> Zip             | <input checked="" type="checkbox"/> Driver's License | <input type="checkbox"/> Cell Phone Nbr           | <input type="checkbox"/> Email            |
| <input type="checkbox"/> Sex                              | <input type="checkbox"/> Zip+4                      | <input type="checkbox"/> DL State                    | <input type="checkbox"/> Local Restriction        | <input type="checkbox"/> Home Email       |

Use the User Created Report to verify staff demo data.

**Personnel > Reports > Personnel Reports > HRS1600 - Certification Report**

| Delete                           | Teaching Spec Code              | Teaching Description               | PEIMS PK Teacher Requirement                                       |
|----------------------------------|---------------------------------|------------------------------------|--|
| <input type="button" value="🗑"/> | <input type="text" value="01"/> | <input type="text" value="PK 01"/> | 01 Certification offered through an AMI or MACTE accredited center |
| <input type="button" value="🗑"/> | <input type="text" value="02"/> | <input type="text" value="PK 02"/> |  |
| <input type="button" value="🗑"/> | <input type="text" value="03"/> | <input type="text" value="PK 03"/> |  |
| <input type="button" value="🗑"/> | <input type="text" value="04"/> | <input type="text" value="PK 04"/> |  |
| <input type="button" value="🗑"/> | <input type="text" value="05"/> | <input type="text" value="PK 05"/> |  |
| <input type="button" value="🗑"/> | <input type="text" value="06"/> | <input type="text" value="PK 06"/> |  |

01 Certification offered through an AMI or MACTE accredited center

03 Employed as PK teacher in district where PK prof development is met

05 A Child Development Associate (CDA) credential

06 Documented completion of the TSR Comprehensive

07 A degree in early childhood education or a related field

08 8+ yrs tchg exp natl accredited child care pgm or Texas Rising Star Pgm

09 Conract Enty-2+ yrs tch natl child care pgm/TXRisingStar & CDA/TEA appd EC cred

10 Conract Enty-2+ yrs tch natl child care pgm/TXRisingStar & cert acrcd AMIMACTE

11 Conract Enty-Emplyd PK teacher that met specific Pre-K prof develop reqrmnts

12 Conract Enty-A degree in early childhood education or a related field

13 Conract Enty-8+ yrs tchg exp natl acrcd child care pgm or TX Rising Star Pgm

| Date Run: <input type="text"/> |                           | Employee Certification Report   |             |                              | Program: HRS1600                               |  |
|--------------------------------|---------------------------|---------------------------------|-------------|------------------------------|--|--|
| Cnty Dist: 001-901             |                           | TXEIS ISD                       |             |                              | Page: 1 of 1                                   |  |
|                                |                           |                                 |             |                              | Frequency: 6                                   |  |
| Emp Nbr                        | Employee Name             | Certification Type<br>Date Cert | Date Expire | Specialty Area<br>Yrs Taught | Teaching Specialization<br>ExCET Yr<br>Sem Hrs | Special Credentials<br>Year<br>Classroom Hrs |
| 000207                         | ALVARADO, ALICE JANE GAIL | F - Professional<br>07-01-2010  | 06-30-2020  | 52 - EARLY CHILD EDUCATIO    | PK2 - EARLY CHILDHOOD 02                       | PDAS - KILLEEN<br>2003 4.0                   |
| Total Employees for District:  |                           | 1                               |             |                              |  |  |
| End of Report                  |                           |                                 |             |                              |  |  |

HRS1600 allows you to view a list of instructors assigned to a particular teacher specialization code that is associated with the PK teacher certification requirement.

- [Personnel > Maintenance > Staff Demo > Demographic Information](#)

Employee:

DEMOGRAPHIC INFORMATION | CREDENTIALS | VERIFICATION | INSURANCE | SERVICE RECORD | RESPONSIBILITY

Staff ID/SSN: 152-17-6300 | Texas Unique Staff ID:  | Last Change:

Name

Legal:

Former:

Title | First | Middle | Last | Generation

**Reported Elements from Demographic Information:**

| Element | Code Table | Data Element       | ASCENDER Name         |
|---------|------------|--------------------|-----------------------|
| E1524   | ---        | TX-UNIQUE-STAFF-ID | Texas Unique Staff ID |
| E0703   | ---        | FIRST-NAME         | Legal - First         |
| E0705   | ---        | LAST-NAME          | Legal - Last          |

- [Personnel > Tables > Credential > Teaching Specialization](#)

| MAJOR / MINOR  | COLLEGE CODE       | CERTIFICATION TYPE   | SPECIALTY AREA   | TEACHING SPECIALIZATION | SERVICE RECORD NOTES |
|--|--------------------|----------------------|--|-------------------------|----------------------|
| <input type="button" value="Retrieve"/> <input type="button" value="Print"/> |                    |                      |  |                         |                      |
| Delete   | Teaching Spec Code | Teaching Description | PEIMS PK Teacher Requirement   |                         |                      |
|  | PK1                | EARLY CHILDHOOD 01   | 01 Certification offered through an AMI or MACTE accredited center                 |                         |                      |
|  | PK3                | EARLY CHILDHOOD 03   | 03 Employed as PK teacher in district where PK prof development is met             |                         |                      |
|  | PK5                | EARLY CHILDHOOD 05   | 05 A Child Development Associate (CDA) credential                                  |                         |                      |
|  | PK6                | EARLY CHILDHOOD 06   | 06 Documented completion of the TSR Comprehensive                                  |                         |                      |
|  | PK7                | EARLY CHILDHOOD 07   | 07 A degree in early childhood education or a related field                        |                         |                      |
|  | PK8                | EARLY CHILDHOOD 08   | 08 8+ yrs tchg exp natl accredited child care pgm or Texas Rising Star Pgm         |                         |                      |
|  | PK9                | EARLY CHILDHOOD 09   | 09 Conract Entty-2+ yrs tch natl chld care pgm/txRisingStar & CDA/TEA appd EC cred |                         |                      |
|  | P10                | EARLY CHILDHOOD 10   | 10 Conract Entty-2+ yrs tch natl chld care pgm/txRisingStar & cert acred AMI/MACTE |                         |                      |
|  | P11                | EARLY CHILDHOOD 11   | 11 Conract Entty-Emplyd PK teacher that met specific Pre-K prof develop reqrmnts   |                         |                      |
|  | P12                | EARLY CHILHOOD 12    | 12 Conract Entty-A degree in early childhood education or a related field          |                         |                      |
|  | P13                | EARLY CHILDHOOD 13   | 13 Conract Entty-8+ yrs tchg exp natl accred child care pgm or TX Rising Star Pgm  |                         |                      |
| <input type="button" value="Add"/>   |                    |                      |  |                         |                      |

**Interchange: StaffAssociationExtension**  
**Complex Type: StaffExtension**

The **PEIMS PK Teacher Requirement** field is used to indicate if a particular teaching specialization code is associated with required additional qualifications for the High Quality Prekindergarten Program.

Setting up codes for all **PEIMS PK Teacher Requirement** codes (one for each code in table C207) is recommended but not required.

- [Personnel > Maintenance > Staff Demo > Credentials](#)

| DEMOGRAPHIC INFORMATION                        | CREDENIALS             | VERIFICATION | INSURANCE         | SERVICE RECORD          | RESPONSIBILITY |          |            |         |
|--|------------------------|--------------|-------------------|-------------------------|----------------|----------|------------|---------|
| Education                                      |                        |              |                   |                         |                |          |            |         |
| Delete   | College                | Year         | Major             | Minor                   | Degree         |          |            |         |
|  | AS - ANGELO STATE UNIV | 1988         |                   |                         | 1 Bachelor's   |          |            |         |
| <input type="button" value="Refresh College"/> |                        |              |                   |                         |                |          |            |         |
| <input type="button" value="Add"/>             |                        |              |                   |                         |                |          |            |         |
| Certification                                  |                        |              |                   |                         |                |          |            |         |
| Delete   | Certification Type     | Date         | Specialty Area    | Teaching Specialization | Date Expire    | EXCET Yr | Yrs Taught | Sem Hrs |
|  | 2 Professional         | 05-13-1988   | KI - KINDER PK-KG | 01 - PK 01              | 05-01-2025     |          |            |         |
| <input type="button" value="Add"/>             |                        |              |                   |                         |                |          |            |         |

**Reported Elements from Credentials:**

| Element | Code Table | Data Element           | ASCENDER Name  |
|---------|------------|------------------------|--|
| E1581   | C207       | PK-TEACHER-REQUIREMENT | PEIMS PK Teacher Requirement/Teaching Specialization |

## II. Verify ASCENDER Student Data

Verify data for each element in the ASCENDER Student applications. **It is suggested that you run reports first, and then use the maintenance pages in the Student applications to update data where needed.**

### Grade Reporting

- [Grade Reporting Reports](#)

Grade Reporting elements can be verified by running the following reports:

**Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0110 - Master Schedule PEIMS (Grd Rptng)**

| Date Run: 2/23/2021 3:37 PM |         | Master Schedule PEIMS Information |            |        |               |     |      |            |       |          |          | Program ID: SGR0110           |       |     |      |     |      |      |     |      |      |      |      |     |     |         |         |        |       |
|-----------------------------|---------|-----------------------------------|------------|--------|---------------|-----|------|------------|-------|----------|----------|-------------------------------|-------|-----|------|-----|------|------|-----|------|------|------|------|-----|-----|---------|---------|--------|-------|
| Cnty-Dist: 031-776          |         | 001 School                        |            |        |               |     |      |            |       |          |          | Page: 1 of 77                 |       |     |      |     |      |      |     |      |      |      |      |     |     |         |         |        |       |
| Campus: 001                 |         | Sch Year: 2021                    |            |        |               |     |      |            |       |          |          | Bold indicates district data  |       |     |      |     |      |      |     |      |      |      |      |     |     |         |         |        |       |
|                             |         |                                   |            |        |               |     |      |            |       |          |          | Gray indicates invalid Svc ID |       |     |      |     |      |      |     |      |      |      |      |     |     |         |         |        |       |
|                             |         |                                   |            |        |               |     |      |            |       |          |          | # Inactive Instructor         |       |     |      |     |      |      |     |      |      |      |      |     |     |         |         |        |       |
| Sec                         | Inst    | Inst Name                         | Class Role | Days   | Per           | Per | Per  | End        | Entry | Withdraw | Non      | Svc                           | Class | Pop | Role | Crt | PK   | High | PK  | PK   | Home | On   | Dual | Adv | CTE | Teacher | College | Credit | Hours |
|                             |         |                                   |            | Met    | Beg           | End | Time | Date       | Date  | Based    | ID       | Type                          | Srv   | ID  | Sec  | Cur | Qual | Stu  | Sch | Inst | Eval | Room | Ampe | Grd | Grd | Hrs     | Cert    | Sem1   | Sem2  |
| Course Number               |         | 0100                              | Title      |        | SEE COUNSELOR |     |      |            |       |          |          |                               |       |     |      |     |      |      |     |      |      |      |      |     |     |         |         |        |       |
| 01                          |         | 01                                |            | MTWThF | 01            | 01  |      | 08/17/2020 |       | 00       | 8EXCLUD  | 01                            | 01    | 087 |      |     |      |      |     |      |      | 1    |      | 0   | 0   |         | Y       | 0      | 0     |
| 02                          |         | 01                                |            | MTWThF | 02            | 02  |      | 08/17/2020 |       | 00       | 8EXCLUD  | 01                            | 01    | 087 |      |     |      |      |     |      |      | 0    |      | 0   | 0   |         | N       | 0      | 0     |
| 03                          |         | 01                                |            | MTWThF | 03            | 03  |      | 08/17/2020 |       | 00       | 8EXCLUD  | 01                            | 01    | 087 |      |     |      |      |     |      |      | 0    |      | 0   | 0   |         | N       | 0      | 0     |
| 08                          |         | 01                                |            | MTWThF | 08            | 08  |      | 08/17/2020 |       | 00       | 8EXCLUD  | 01                            | 01    | 087 |      |     |      |      |     |      |      | 0    |      | 0   | 0   |         | N       | 0      | 0     |
| Course Number               |         | 1111                              | Title      |        | PAP ENG 1     |     |      |            |       |          |          |                               |       |     |      |     |      |      |     |      |      |      |      |     |     |         |         |        |       |
| 03                          | VASQUEZ | 01                                |            | MTWThF | 03            | 03  |      | 08/17/2020 |       | 00       | 03220100 | 01                            | 09    | 087 |      |     |      |      |     |      |      | 0    |      | 0   | 0   |         | N       | 0      | 0     |

For PK course-sections, verify the instructor's **Class Role, Entry Date, Withdraw Date**, as well as **PK Curr, High Qual PK, Stu Instr, PK Sch Type, PK Prog Eval Type, and Home Room Ind**.

**Grade Reporting > Reports > Grade Reporting Reports > Student Schedules >**

### SGR0000 - Student Course Enrollment Listing

|                              |  |                                   |  |  |  |                     |  |
|------------------------------|--|-----------------------------------|--|--|--|---------------------|--|
| Date Run: 4/27/2021 11:58 AM |  | Student Course Enrollment Listing |  |  |  | Program ID: SGR0000 |  |
| Cnty-Dist: 031-776           |  | 101 School                        |  |  |  | Page: 1 of 77       |  |
| Campus: 101                  |  | Sch Year: 2021                    |  |  |  |                     |  |

| Course Number | Sec Nbr | Sem Nbr | Course Title | Inst ID | Student ID | Student Name        | Grd Cyc1 | Grd Cyc2 | Grd Cyc3 | Grd Exam | Grd Sem | Grd Fin | Crs Dt Entry | Crs Dt Withdraw |
|---------------|---------|---------|--------------|---------|------------|---------------------|----------|----------|----------|----------|---------|---------|--------------|-----------------|
| 0001          | 01      | 1       | MATH KG      | 892     | 700296     | ARREDONDO, ADRIENNE |          |          |          |          |         |         | 08/17/2020   |                 |
| 0001          | 01      | 1       | MATH KG      | 892     | 700221     | BHAKTA, MATTHEW P   |          |          |          |          |         |         | 08/17/2020   |                 |
| 0001          | 03      | 1       | MATH KG      | 339     | 700306     | METZGER, JULISSA D  |          |          |          |          |         |         | 08/18/2020   |                 |
| 0001          | 03      | 1       | MATH KG      | 339     | 506034     | MOYA, JAYLAN C      |          |          |          |          |         |         | 08/17/2020   | 11/12/2020      |
| 0001          | 03      | 1       | MATH KG      | 339     | 700093     | MUNOZ, NICKHOLAS C  |          |          |          |          |         |         | 08/17/2020   |                 |

For PK course-sections, verify the **Crs Dt Entry** and **Crs Dt Withdraw** fields for all students.

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

#### Reported Elements from Section:

| Element | Code Table | Data Element                      | ASCENDER Name     |
|---------|------------|-----------------------------------|-------------------|
| E1580   | C088       | HIGH-QUALITY-PK-PROGRAM INDICATOR | High Qual PK Prog |
| E1555   | DC152      | PK-SCHOOL-TYPE                    | PK Sch Type       |
| E1579   | C206       | PK-CURRICULA                      | PK Curricula      |
| E1558   | DC153      | STUDENT-INSTRUCTION               | Stu Instr         |
| E1440   | ---        | HOMEROOM-INDICATOR                | Home Room Ind     |
| E1726   | ---        | CHILD-CARE-OPERATION-NUMBER       | Operation Number  |

**IMPORTANT:** Be sure **Home Room Ind** is selected for at least one class for all PK students, and that the student was enrolled in this class on the reading assessment date.

- A student can only have one home room selected. (This is a new TEA edit for 2018-2019.)
- If a student was in one homeroom from the beginning of the school year, then moved to another home room on December 1 (for example), but tested in the first home room class, the second class must not have the homeroom indicator set.

The home room indicator identifies the instructor in the ECDS PK system who will be used in the ECDS PK reports. For each PK homeroom **Instructor**, verify the following on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor**:

- The instructor must not be excluded from PEIMS Reporting. Be sure **Exclude from PEIMS** is not selected.
- The instructor must have a valid **Staff ID** or **SSN**.

| Element | Code Table | Data Element          | ASCENDER Name |
|---------|------------|-----------------------|---------------|
| E1065   | ---        | ASSIGNMENT-BEGIN-DATE | Entry Date    |
| E1066   | ---        | ASSIGNMENT-END-DATE   | Withdraw Date |

- [Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign](#)



**Reported Elements from Crs Assign:**

| Element | Code Table | Data Element       | ASCENDER Name |
|---------|------------|--------------------|---------------|
| E1069   | ---        | STUDENT-BEGIN-DATE | Entry Date    |
| E1070   | ---        | STUDENT-END-DATE   | WD Date       |

**Registration**

- [Registration Reports](#)

Student registration elements can be verified by running the following reports:

**Registration > Reports > Create Registration Report**

**Report Title**

**Campus Options**

Campus 101

All Campuses

Demo1

Demographic Information

|  |   |  |   |   |  |  |
|--|---|--|---|---|--|--|
| <input type="checkbox"/> Sch Yr        | <input checked="" type="checkbox"/> Campus ID | <input checked="" type="checkbox"/> Student ID | <input type="checkbox"/> Grade                      | <input checked="" type="checkbox"/> Entry Dt      | <input type="checkbox"/> Track                       | <input type="checkbox"/> Orig Entry        |
| <input type="checkbox"/> Withdrawal Dt | <input type="checkbox"/> Reason               | <input type="checkbox"/> Portal ID             | <input checked="" type="checkbox"/> Last Name       | <input checked="" type="checkbox"/> First Name    | <input checked="" type="checkbox"/> Middle Name      | <input type="checkbox"/> Gen               |
| <input type="checkbox"/> Nickname      | <input type="checkbox"/> SSN Denied           | <input type="checkbox"/> SSN                   | <input type="checkbox"/> Masked SSN                 | <input type="checkbox"/> Prior SSN                | <input checked="" type="checkbox"/> TX Unique Stu ID | <input type="checkbox"/> Medicaid Eligible |
| <input type="checkbox"/> Medicaid ID   | <input checked="" type="checkbox"/> Sex       | <input checked="" type="checkbox"/> DOB        | <input checked="" type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> Aggregate Race/Ethnicity | <input type="checkbox"/> Comments                    |  |

Race

White    Black/African American    Asian    American Indian/Alaskan Native    Hawaiian/Pacific Isl

Student Indicators

Elig    Attribution    Camp ID Resid    Eco Disadvan    Military Connected    Foster Care    Star of Texas Award

Rep Excl    Active    Record Status    Cnty Residence    NSLP

Current / Next Year Information

Control Num    CY Team    Next Yr Cntrl    NY Team    Nxt Yr Camp    Here Last Yr    CY Transfer Factor    NY Transfer Factor

Bi/ESL

Bi/ESL

|                                      |   |                                      |  |   |                                     |   |
|--------------------------------------|---|--------------------------------------|--|---|-------------------------------------|---|
| <input type="checkbox"/> Campus      | <input type="checkbox"/> Entry Date     | <input type="checkbox"/> Exit Date   | <input type="checkbox"/> Reason        | <input type="checkbox"/> Bil Type         | <input type="checkbox"/> ESL Type   | <input checked="" type="checkbox"/> EB Cd |
| <input type="checkbox"/> Par Perm Cd | <input type="checkbox"/> Bi/ESL Fund Cd | <input type="checkbox"/> Alt Lang Cd | <input type="checkbox"/> Home Language | <input type="checkbox"/> Student Language | <input type="checkbox"/> Yrs US Sch | <input type="checkbox"/> Date HLS Admin   |

Use the Create Registration Report to verify student demographic data, as well as the EB indicator.

**Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Changes by Program**

| Date Run: 4/27/2021 10:55 AM |                                       | Student Status By Program Changes |             |            |            | Program ID: SRG1200 |        |      |        |      |     |        |          |          |            |         |          |    |
|------------------------------|---------------------------------------|-----------------------------------|-------------|------------|------------|---------------------|--------|------|--------|------|-----|--------|----------|----------|------------|---------|----------|----|
| Cnty-Dist: 031-776           |                                       | 101 School                        |             |            |            | Page: 4 of 46       |        |      |        |      |     |        |          |          |            |         |          |    |
| Campus: 101                  |                                       | Sch Year: 2021                    |             |            |            |                     |        |      |        |      |     |        |          |          |            |         |          |    |
| <b>Enrollment Records:</b>   |                                       |                                   |             |            |            |                     |        |      |        |      |     |        |          |          |            |         |          |    |
| Stu ID                       | Student Name                          | Grd                               | SSN         | Orig Entry | Entry      | Withdraw            | Wd Rsn | Stat | Exclsn | Elig | Trk | Attrib | Camp Res | CTE Elig | Yrs US Sch | Eco Dis | Stu Lang |    |
| 700312                       | SHELTON, LEANDRO P                    | PK                                | XXX-XX-XXXX | 08-26-2020 | 08-26-2020 | 10-27-2020          | 82     | 1    |        | 2    | 03  | 00     |          | 1        |            | 01      | 98       |    |
|                              | Comment: The Student has this comment |                                   |             |            |            |                     |        |      |        |      |     |        |          |          |            |         |          |    |
| 700294                       | SKELTON, JESSICA A                    | PK                                | XXX-XX-XXXX | 08-17-2020 | 08-17-2020 |                     |        |      | 1      |      | 2   | 03     | 00       |          | 1          |         | 01       | 98 |
|                              | Comment: The Student has this comment |                                   |             |            |            |                     |        |      |        |      |     |        |          |          |            |         |          |    |
| 700239                       | SPEEDY, SADIE                         | PK                                | XXX-XX-XXXX | 08-17-2020 | 08-17-2020 |                     |        |      | 1      |      | 2   | 03     | 00       |          | 1          |         | 01       | 98 |
|                              | Comment: The Student has this comment |                                   |             |            |            |                     |        |      |        |      |     |        |          |          |            |         |          |    |
| 700307                       | TERRY, MARICELLA L                    | PK                                | XXX-XX-XXXX | 08-24-2020 | 08-24-2020 |                     |        |      | 1      |      | 2   | 03     | 00       |          | 1          |         | 02       | 01 |
|                              | Comment: The Student has this comment |                                   |             |            |            |                     |        |      |        |      |     |        |          |          |            |         |          |    |
| 700279                       | THOMPSON, JAMES T                     | PK                                | XXX-XX-XXXX | 08-17-2020 | 08-17-2020 |                     |        |      | 1      |      | 2   | 03     | 00       |          | 1          |         | 01       | 98 |
|                              | Comment: The Student has this comment |                                   |             |            |            |                     |        |      |        |      |     |        |          |          |            |         |          |    |
| 700309                       | WINANS, ISIAH E                       | PK                                | XXX-XX-XXXX | 08-25-2020 | 08-25-2020 |                     |        |      | 1      |      | 2   | 03     | 00       |          | 1          |         | 01       | 98 |

Set the **Print Enroll Records** parameter to Y to verify student entry and withdrawal dates.

| Date Run: 4/27/2021 10:44 AM      |                     | Student Status By Program Changes |             |            |               | Program ID: SRG1200 |           |               |                   |                      |           |                  |                   |            |             |               |
|-----------------------------------|---------------------|-----------------------------------|-------------|------------|---------------|---------------------|-----------|---------------|-------------------|----------------------|-----------|------------------|-------------------|------------|-------------|---------------|
| Cnty-Dist: 031-776                |                     | 101 School                        |             |            |               | Page: 4 of 7        |           |               |                   |                      |           |                  |                   |            |             |               |
| Campus: 101                       |                     | Sch Year: 2021                    |             |            |               |                     |           |               |                   |                      |           |                  |                   |            |             |               |
| <b>Special Education Records:</b> |                     |                                   |             |            |               |                     |           |               |                   |                      |           |                  |                   |            |             |               |
| Stu ID                            | Student Name        | Grd                               | SSN         | Entry      | Withdraw      | Wd Rsn              | Pri Disab | Instruct Set  | Multi Disab       | Speech               | CTE Elig  | Reg Day Sch Deaf | RDSO Fiscal Agent |            |             |               |
| 506170                            | FLORES, JAYMI M     | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 08        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 505221                            | GARZA, KRISTAL M    | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 08        | 40            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 505135                            | GONZALEZ, AIDAN I   | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 08        | 40            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 504769                            | HALL, ALYSSA A      | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 06        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 505332                            | HORELKA, ANIYAH J   | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 08        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 506264                            | LEE, KORBIN M       | 05                                | XXX-XX-XXXX | 09-14-2020 |               |                     | 10        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 506286                            | LEYVA, REBECCA I    | 05                                | XXX-XX-XXXX | 01-25-2021 |               |                     | 08        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 506287                            | LOERA, JOSE A       | 05                                | XXX-XX-XXXX | 01-25-2021 |               |                     | 08        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 505404                            | LOPEZ, MAYSON D     | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 02        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 506144                            | LUGO, SERENITY A    | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 08        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 506265                            | MCQUAY, BRAXTON L   | 05                                | XXX-XX-XXXX | 09-14-2020 |               |                     | 10        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 505376                            | PAXSON, CARLOS M    | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 08        | 40            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 505895                            | PINTADO, LOGAN A    | 05                                | XXX-XX-XXXX | 08-17-2020 | 10-08-2020    | 80                  | 08        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 505895                            | PINTADO, LOGAN A    | 05                                | XXX-XX-XXXX | 10-20-2020 |               |                     | 08        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 505354                            | RAMOS, SAVANNAH     | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 08        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 505090                            | RENDON, OMAR N      | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 08        | 40            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 505110                            | ROSALES, HAYLEE     | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 02        | 41            | No                | 0                    | 1         | 0                |                   |            |             |               |
| 505570                            | TORRES, LANDON T    | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 09        | 00            | No                | 1                    | 1         | 0                |                   |            |             |               |
| <b>Bilingual/ESL Records:</b>     |                     |                                   |             |            |               |                     |           |               |                   |                      |           |                  |                   |            |             |               |
| Stu ID                            | Student Name        | Grd                               | SSN         | Date Entry | Date Withdraw | Wd Rsn              | Bl        | ESL           | LEP Cd            | Stu Lang             | Home Lang | HLS Admin Date   | Par Perm Cd       | Yrs US Sch | Alt Lang Cd | B/ESL Fund Cd |
| 700286                            | MOORE, ALEXA L      | PK                                | XXX-XX-XXXX | 08-20-2020 | --            |                     | 0         | 2             | 1                 | 01                   | 01        | 08-19-2020       | K                 |            | 00          | BE            |
| 700307                            | TERRY, MARICELLA L  | PK                                | XXX-XX-XXXX | 08-26-2020 | --            |                     | 0         | 2             | 1                 | 01                   | 01        | --               | K                 |            | 00          |               |
| 700086                            | CERNA, ROCKY D      | PK                                | XXX-XX-XXXX | 08-17-2020 | --            |                     | 0         | 2             | 1                 | 01                   | 01        | --               | K                 |            | 00          | BE            |
| 800005                            | CORONADO, MARISELA  | PK                                | XXX-XX-XXXX | 08-17-2020 | --            |                     | 0         | 2             | 1                 | 01                   | 01        | --               | K                 |            | 00          | BE            |
| 700079                            | DARROW, DANICA M    | PK                                | XXX-XX-XXXX | 08-17-2020 | --            |                     | 0         | 2             | 1                 | 01                   | 01        | --               | K                 |            | 00          | BE            |
| 700313                            | GONZALES, MEAGAN D  | PK                                | XXX-XX-XXXX | 09-04-2020 | 09-08-2020    | 80                  | 0         | 2             | 1                 | 01                   | 01        | --               | K                 |            | 00          | BE            |
| 700072                            | HERNANDEZ, OMAR E   | PK                                | XXX-XX-XXXX | 08-17-2020 | --            |                     | 0         | 2             | 1                 | 01                   | 01        | --               | K                 |            | 00          | BE            |
| 700108                            | NATIVIDAD, ARIANA   | PK                                | XXX-XX-XXXX | 08-17-2020 | --            |                     | 0         | 2             | 1                 | 01                   | 01        | --               | K                 |            | 00          | BE            |
| <b>PK Enroll Records:</b>         |                     |                                   |             |            |               |                     |           |               |                   |                      |           |                  |                   |            |             |               |
| Stu ID                            | Student Name        | Grd                               | SSN         | Entry      | Withdraw      | Wd Rsn              | Elig Cd   | PK Program Cd | PK Funding Source | PK Secondary Funding |           |                  |                   |            |             |               |
| 700247                            | AGUILAR, EDWARD L   | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 2         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700284                            | AMADOR, ZACHARY N   | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 5         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700249                            | AMBRIZ, JOSE B      | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 2         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700246                            | BAILEY, DARCY R     | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 2         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700254                            | BALBOA, TRAVIS Y    | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 2         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700300                            | BOSQUEZ, JOHNNY H   | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 5         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700243                            | CARRILLO, CODY A    | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 2         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700242                            | CEARLEY, EMMITT S   | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 2         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700233                            | CORONADO, TRISTEN L | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 2         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700287                            | CULBREATH, MIGUEL E | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 2         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700283                            | DELACERDA, CAIRO J  | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 5         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700272                            | DILLON, ZAHARA E    | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 2         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700203                            | DOUGLAS, JONATHAN R | PK                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 2         | 02            | 2                 |                      |           |                  |                   |            |             |               |
| 700328                            | DOUGLAS, LANDON     | PK                                | XXX-XX-XXXX | 11-02-2020 |               |                     | 2         | 02            | 2                 |                      |           |                  |                   |            |             |               |

Set the **Print Special Ed Records**, **Print Bilingual/ESL Records**, and **Print PK Enroll Records** parameters to Y to verify program information. These reports can be run individually.

- [Registration > Maintenance > District Profile > District Maintenance > State Reporting](#)

**Reported Elements from State Reporting:**

| Element | Code Table | Data Element            | ASCENDER Name           |
|---------|------------|-------------------------|-------------------------|
| E1626   | C216       | PROGRAM-EVALUATION-TYPE | Program Evaluation Type |


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

**Reported Elements from Demo1:**

| Element | Code Table | Data Element         | ASCENDER Name           |
|---------|------------|----------------------|-------------------------|
| E0703   | ---        | FIRST-NAME           | Name - First            |
| E0704   | ---        | MIDDLE-NAME          | Name - Middle           |
| E0705   | ---        | LAST-NAME            | Name - Last             |
| E1523   | ---        | TX-UNIQUE-STUDENT-ID | Texas Unique Student ID |

| Element | Code Table | Data Element                          | ASCENDER Name                   |
|---------|------------|---------------------------------------|---------------------------------|
| E0004   | ---        | SEX-CODE                              | Sex                             |
| E0006   | ---        | DATE-OF-BIRTH                         | DOB                             |
| E1064   | ---        | HISPANIC-LATINO-CODE                  | Hispanic/Latino                 |
| E1063   | ---        | WHITE-CODE                            | White                           |
| E1061   | ---        | BLACK-AFRICAN-AMERICAN-CODE           | Black/African American          |
| E1060   | ---        | ASIAN-CODE                            | Asian                           |
| E1059   | ---        | AMERICAN-INDIAN-ALASKA-NATIVE-CODE    | American Indian/ Alaskan Native |
| E1062   | ---        | NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE | Hawaiian/Pacific Isl            |
| E0785   | C054       | ECONOMIC-DISADVANTAGE-CODE            | Eco Disadvan                    |
| E0017   | ---        | GRADE-LEVEL-CODE                      | Grade                           |

- [Registration > Maintenance > Student Enrollment > Demo2](#)



STUDENT:  TEXAS UNIQUE STU ID:

DEMO1
DEMO2
DEMO3
GRADUATION
AT RISK
CONTACT
W/R ENROLL
SPEC ED
G/T
BIL/ESL

**Counselor Information**

Counselor:

Dt Entry 5th Grd:

Dt Entry 8th Grd:

Dt Entry 9th Grd:

District Entry Date:

Birth City:

Birth State:

Birth Country:

Cohort:

**Miscellaneous**

Primary Language:

Immig Tracking:

Headstart Code:

Alien Tuition Cd:

Parent Federal Connected:

Att Zone Home Campus:

SAT-ACT-TSIA Reimburse:

**Dual Language Immersion**

| Year | Language             |
|------|----------------------|
| 01:  | <input type="text"/> |
| 02:  | <input type="text"/> |
| 03:  | <input type="text"/> |
| 04:  | <input type="text"/> |
| 05:  | <input type="text"/> |

Assessment Date:

Completion Year:

**Receive/Transfer**

Previous District:

Previous Campus:

Last Year Campus:

Last Year Grade:

Records Request:

Records Forward:

**Locker**

Number:

Combination 1:

Combination 2:

**ECDS Assessments**

PK Beginning of Year:

PK End Of Year:

KG Beginning of Year:

**Local Use**

Local Use Code 1  Function 1  Undefined Pgm

Local Use Code 2  Function 2

Local Use Code 3

Local Use Code 4

**Magnet School**

Magnet this year:

Magnet next year:

**Reported Elements from Demo2:**

| Element | Code Table | Data Element            | ASCENDER Name |
|---------|------------|-------------------------|---------------|
| E1397   | ---        | ADMINISTRATION-END-DATE | ---           |

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

| DEM01  | DEM02   | DEM03  | GRADUATION | AT RISK   | CONTACT | W/R ENROLL | SPEC ED   | G/T   | BIL/ESL | TITLE I | PRS       | LOCAL PROGRAMS |                                     |        |                          |
|--------|---------|--------|------------|-----------|---------|------------|-----------|-------|---------|---------|-----------|----------------|-------------------------------------|--------|--------------------------|
| Delete | Details | Campus | Entry Date | Exit Date | Reason  | Status     | Exclusion | Grade | Elig Cd | Track   | Attrib Cd | Camp Res       | CTE Elig                            | Comnts | Res Fac                  |
|        |         | 101    | 08-16-2021 | --        |         | 1          |           | PK    | 2       | 01      | 00        | --             | <input checked="" type="checkbox"/> |        | <input type="checkbox"/> |

**Reported Elements from W/R Enroll:**

| Element | Code Table | Data Element                       | ASCENDER Name |
|---------|------------|------------------------------------|---------------|
| E0975   | ---        | INSTRUCTIONAL-TRACK-INDICATOR-CODE | Track         |

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

| DEM01  | DEM02  | DEM03      | GRADUATION | AT RISK | CONTACT  | W/R ENROLL | SPEC ED  | G/T       | BIL/ESL                  | TITLE I    | PRS            | LOCAL PROGRA                        |
|--------|--------|------------|------------|---------|----------|------------|----------|-----------|--------------------------|------------|----------------|-------------------------------------|
| Delete | Campus | Entry Date | Exit Date  | Reason  | Prim Dis | Sec Dis    | Tert Dis | Multi Dis | Medical Fragile          | Instrl Set | Child Cnt Fund | CTE Elig                            |
|        | 101    | 08-05-2022 | 09-02-2022 | 33      | +33      | 00         |          |           | <input type="checkbox"/> | 00         |                | <input checked="" type="checkbox"/> |

**Reported Elements from SpecEd:**

| Element | Code Table | Data Element              | ASCENDER Name   |
|---------|------------|---------------------------|-----------------|
| E0794   | C088       | SPECIAL-ED-INDICATOR-CODE | Entry/Exit Date |

- [Registration > Maintenance > Student Enrollment > Bil/ESL](#)

| DEM01  | DEM02   | DEM03  | GRADUATION | AT RISK    | CONTACT | W/R ENROLL | SPEC ED  | G/T   | BIL/ESL     | TITLE I         | PRS         | LOCAL PROGRAMS |
|--------|---------|--------|------------|------------|---------|------------|----------|-------|-------------|-----------------|-------------|----------------|
| Delete | Details | Campus | Entry Date | Exit Date  | Reason  | BIL Type   | ESL Type | EB Cd | Par Perm Cd | Bil/ESL Fund Cd | Alt Lang Cd |                |
|        |         | 101    | 08-15-2022 | 08-31-2022 | 33      | 0          | 0        | 1     |             |                 | 00          |                |

**Reported Elements from Bil/ESL:**

| Element | Code Table | Data Element                      | ASCENDER Name |
|---------|------------|-----------------------------------|---------------|
| E0790   | C061       | EMERGENT-BILINGUAL-INDICATOR-CODE | EB Cd         |

**IMPORTANT:** The **EB Code** cannot be updated from the State Reporting > Maintenance > Summer > Student > Demo page. It must be correct on this tab so that it is correct in the *Student* interchange.

- [Registration > Maintenance > Student Enrollment > PK Enroll](#)

**Reported Elements from PK Enroll:**

| Element | Code Table | Data Element                     | ASCENDER Name        |
|---------|------------|----------------------------------|----------------------|
| E1078   | C185       | PK-PROGRAM-TYPE-CODE             | PK Program Code      |
| E1079   | C186       | PRIMARY-PK-FUNDING-SOURCE-CODE   | PK Funding Source    |
| E1080   | C186       | SECONDARY-PK-FUNDING-SOURCE-CODE | PK Secondary Funding |

**IMPORTANT:** The **EB Code** cannot be updated from the State Reporting > Maintenance > Summer > Student > Demo page. It must be correct on this tab so that it is correct in the *Student* interchange.

### III. Verify Data and Create XML File

- [Review the Family Plan Engagement Link and Child Care Operation Number](#)

The following Organization data is always maintained from the maintenance pages; there is no extract, unless you used the Import External File utility.

**NOTE:** The Family Engagement Plan Link is no longer Mandatory and an incomplete tagline will no longer generate if the field is left blank.

- If not selected, you will receive a Special Warning upon submission.

**State Reporting > Maintenance > Organization > County District**

Save Retrieve

COUNTY DISTRICT **CAMPUS ID** SHARED SERVICES ARRANGEMENT CONTRACTED INSTRUCTIONAL STAFF PRIOR YEAR CAMPUSES PRIOR YEAR SSA

Complex Type - LocalEducationAgencyExtension

District ID: 964964 ASVAB: 01

District Name: TEXAS ISD Family Engagement Plan Link:

Total Nbr School Brd Requests:

Total Cost School Brd Requests:

District-wide Gifted and Talented

Pull-Out

Push-In

Full-Time GT Program

Full-Time Inclusion

Special Day School

CTE Programs of Study

| Delete | Prog Cd |
|--------|---------|
|        | 001     |
|        | 003     |
|        | 004     |
|        | 006     |
|        | 009     |
|        | 011     |

Child Care Partnership

| Delete | Operation Number |
|--------|------------------|
|        |                  |
|        |                  |
| Rows:  |                  |
| + Add  |                  |

**Reported Elements from County District:**

| Element | Code Table | Data Element                | ASCENDER Name  |
|---------|------------|-----------------------------|--|
| E0212   | ---        | DISTRICT-ID                 | District ID  |
| E0213   | ---        | DISTRICT-NAME               | District Name  |
| E1583   | ---        | FAMILY-ENGAGEMENT-PLAN-LINK | ---  |
| E1626   | C216       | PROGRAM-EVALUATION-TYPE     | Code this element on <i>Registration &gt; Maintenance &gt; District Profile &gt; District Maintenance &gt; State Reporting</i> |

**State Reporting > Maintenance > Organization > Campus ID**

COUNTY DISTRICT **CAMPUS ID** SHARED SERVICES ARRANGEMENT CONTRACTED INSTRUCTIONAL STAFF PRIOR YEAR CAMPUSES PRIOR YEAR SSA

Complex Type - School

| Del | Campus | Campus Name | Campus Enrollment Type                     | NSLP | PK Waiver                | Bullying Incidents | Cyberbullying Incidents |
|-----|--------|-------------|--|------|--------------------------|--------------------|-------------------------|
|     | 001    | 001 School  | 02 Zoned Enrollment - Transfers Accepted   | 03   | <input type="checkbox"/> | 00000              | 00000                   |
|     | 002    | 002 School  | 02 Zoned Enrollment - Transfers Accepted   | 03   | <input type="checkbox"/> | 00000              | 00000                   |
|     | 003    | 003 School  | 06 ISS/DAEP/JJAEP                          | 03   | <input type="checkbox"/> | 00000              | 00000                   |
|     | 004    | 004 School  | 05 Blended Enrollment                      | 03   | <input type="checkbox"/> | 00000              | 00000                   |
|     | 007    | 007 School  | 06 ISS/DAEP/JJAEP                          | 03   | <input type="checkbox"/> | 00000              | 00000                   |
|     | 010    | 010 School  | 07 Selective Enrollment - Special Programs | 03   | <input type="checkbox"/> | 00000              | 00000                   |

**Reported Elements from Campus ID:**

| Element | Code Table | Data Element | ASCENDER Name |
|---------|------------|--------------|---------------|
| E0266   | ---        | CAMPUS-ID    | Campus        |

| Element | Code Table | Data Element | ASCENDER Name |
|---------|------------|--------------|---------------|
| E0267   | ---        | CAMPUS-NAME  | Campus Name   |

- [Create XML file.](#)

**State Reporting > Utilities > Create TSDS Core Collections Interchanges**

Core Collection:

Ending School Year:

Campus:

As-Of Date:

**Early Childhood Data System - PK**

- All TSDS Early Childhood Data System - PK Interchanges
- Education Organization Interchange
- Master Schedule Interchange
- Staff Association Interchange
- Student Enrollment Interchange
- Student Parent Interchange
- Student Program Interchange

Selected Students:

Selected Staff:

|                           |  |
|---------------------------|--|
| <b>Core Collection</b>    | Select the submission. For the ECDS PK submission, select <i>Early Childhood Data System - PK</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><br>For example, for the 2020-2021 ECDS-PK submission, the field would display 2021. |
| <b>Campus</b>             | Type the three-digit campus ID. Leave blank to select all campuses in the district.  |

|                   |  |
|-------------------|--|
| <b>As-Of Date</b> | <p>(Required) Enter the as-of date for running this utility.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>◦ This date is used as the staff association date as well as for determining the course-section in the master schedule.</li> <li>◦ When determining which record to retrieve, the system first references the <b>PK End Of Year</b> date, if blank, then references the <b>PK Beginning Of Year</b> date. If both of those dates are blank, the entered <b>As-of Date</b> is used to determine which record to retrieve.</li> </ul> |
|-------------------|--|

Select the following individual interchanges for the ECDS PK submission.

- All TSDS Early Childhood Data System - PK Interchanges
- Education Organization Interchange
- Master Schedule Interchange
- Staff Association Interchange
- Student Enrollment Interchange
- Student Parent Interchange
- Student Program Interchange

Only courses with service ID 01010000 are included.

|                          |   |
|--------------------------|---|
| <b>Selected Students</b> | <p>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.</p> <p><b>Note:</b> The <b>As-Of Date</b> field must be completed in order for this field to retrieve students.</p> |
| <b>Selected Staff</b>    | <p>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.</p> <p><b>Note:</b> The <b>As-Of Date</b> field must be completed in order for this field to retrieve staff.</p>                    |

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: 015101-2020-05-15.15-30-22.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:

015101\_000\_2021TSDS\_202005151420\_InterchangeStudentProgramExtension.xml

**NOTE:** The Student Program only extracts for Special Education; therefore, not all students will be written into this interchange, which may result in a blank interchange.

If errors are encountered:

1. Correct the data in ASCENDER.
2. Re-run the interchange(s).

■



## Back Cover