



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



# Table of Contents

**Core Collection: Early Childhood Data System - PK Submission (Updated 2021-2022) ..... 1**



# Core Collection: Early Childhood Data System - PK Submission (Updated 2021-2022)

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 23, 2022.**

**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 2021-2022](#)

## **NEW FOR 2021-2022:**

- CHILD-CARE-OPERATION-NUMBER (E1726) identifies the operation number of the childcare facility which participates in a partnership with a Local Education Agency.

## 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
	01	PK 01	01 Certification offered through an AMI or MACTE accredited center
	02	PK 02	
	03	PK 03	
	04	PK 04	
	05	PK 05	
	06	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 Contract Enty-2+ yrs tch natl child care pgm/TXRisingStar & CDA/TEA appd EC cred  
 10 Contract Enty-2+ yrs tch natl child care pgm/TXRisingStar & cert acred AMI/MACTE  
 11 Contract Enty-Emplyd PK teacher that met specific Pre-K prof develop reqmnts  
 12 Contract Enty-A degree in early childhood education or a related field  
 13 Contract Enty-8+ yrs tchg exp natl accred child care pgm or TX Rising Star Pgm

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

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: 000016 : ATKINS, AMELIA MARIE Retrieve Directory Add Emp

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

Staff ID/SSN: 152-17-6300 Texas Unique Staff ID: 7727912433 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

Retrieve 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-Empldy PK teacher that met specific Pre-K prof develop reqmnts
	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 accredited child care pgm or TX Rising Star Pgm

+ 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](#)

**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 Met	Per Beg	Per End Time	End Time	Entry Date	Withdraw Date	Nonampus Based	Svc ID	Class Type	Pop Srv	Role ID	Crs Svc	High Qual Curr	PK Stu PK	PK Sch Instr	PK Prog Eval Type	Home Room Ind	On Camps	Dual Crd	Adv Tech Crd	CTE Hrs	Teacher Cert	College Sem1	Credit Sem2	Hours	
Course Number			0100	Title			SEE COUNSELOR																						
01	01		01	MTWThF	01	01		08/17/2020		00	8EXCLUD	01	01	087					1		0	0			Y	0	0		
02	01		01	MTWThF	02	02		08/17/2020		00	8EXCLUD	01	01	087					0		0	0			N	0	0		
03	01		01	MTWThF	03	03		08/17/2020		00	8EXCLUD	01	01	087					0		0	0			N	0	0		
08	01		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](#)

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

Course Number  Retrieve

Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
<input type="checkbox"/>	<input type="checkbox"/>				000	0	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		00

=> Crs Nbr:  :  Svc ID:  Multi Svc Ind:  Lock:  Include UIL Elig:

Section:  Max Seats: 000 Enrolled Students Sem 1: 0 Sem 2: 0 Non Campus Based: 00 Dst Lrng:

**Section Information**

Pop Srvd:  Crs Seq:

Instruct Set:  Wks/Mnth:

Class Type:  PK Curricula:

High Qual PK Prog:  Stu Instr:

PK Sch Type:  Home Room Ind:

**Restrictions**

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn:

**Course Codes and Credits**

Dual Crdt:

Adv Tech Crdt:

AAR Use:

Grad Plan Use:

Special Consid:

College Credit Hrs

Sem 1:

Sem 2:

OnRamps:

**District Information**

Crs Seq:  Exam/Sem Pat:  Gender Rstrctn:

Instruct Set:  AAR Use:  Self Paced:

Pop Srvd:  Grad Plan Use:  Class Type:

Role ID:  Special Consid:  CPR:

Nbr Sem:  Incl UIL Elig:  Speech:

OnRamps:

Include WD Meeting Times:

**Child Care Partnership**

Delete:  Operation Number:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lkout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
<input type="checkbox"/>	01	1	05								01		<input type="checkbox"/>			<input type="checkbox"/>

**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**:

- o The instructor must not be excluded from PEIMS Reporting. Be sure **Exclude from PEIMS** is not selected.
- o 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

Sch Yr    Campus ID    Student ID    Grade    Entry Dt    Track    Orig Entry  
 Withdrawal Dt    Reason    Portal ID    Last Name    First Name    Middle Name    Gen  
 Nickname    SSN Denied    SSN    Masked SSN    Prior SSN    TX Unique Stu ID    Medicaid Eligible  
 Medicaid ID    Sex    DOB    Hispanic/Latino    Aggregate Race/Ethnicity    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

Campus    Entry Date    Exit Date    Reason    Bil Type    ESL Type    EB Cd  
 Par Perm Cd    Bi/ESL Fund Cd    Alt Lang Cd    Home Language    Student Language    Yrs US Sch    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

**Enrollment Records:**

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 Sch	Day Deaf	RDS Agent	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	Bil	ESL	LEP Cd	Situ Lang	Home Lang	HLS Admin Date	Par Perm Cd	Yrs US Sch	Alt Lang Cd	BW/ESL Fund Cd
700286	MOORE, ALEXXA 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 > Student Enrollment > Demo1](#)

The screenshot displays a comprehensive student registration form. At the top, there are navigation tabs for various system functions like DEMO1, DEMO2, GRADUATION, AT RISK, CONTACT, WIR ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS. The main form is divided into several sections:
 

- Demographic Information:** Includes fields for Grade (10), Entry Date (08-16-2021), Track (00), Origin (08-16-2021), Withdrawal Date, Portal ID (bXDRV56bwZ), Name (ALYSSA, EMMA, AGULAR), Social Security Number, SSN (452-14-4368), Prior SSN, Texas Unique Student ID (2161986836), Medicaid Eligible, Sex (F), DOB (02-16-2006), Hispanic/Latino (checked), and various ethnicity checkboxes (White, Black/African American, Asian, American Indian/Alaskan Native, Hawaiian/Pacific Isl).
- Phone / Address:** Contains fields for Address/Rel, Phone Nbr (555-445-3766), Cell Ph Nbr, E-mail, Mailing (4305 BRUNSWICK, Alamo City, TX, 47498), and Physical (4305 BRUNSWICK, Alamo City, TX, 47498) information, along with a Duplicate button.
- Student Indicators:** Features dropdowns for Eligibility Code (1), Record Status (1), Attribution Code (00), NSLP, Campus ID Resid, Child Find: SPP-11, Active Cd (1 - Active), Child Find: SPP-12, Crty Residence (015), and Reporting Excl.
- Current / Next Year Information:** Includes Control Num (298), Next Yr Ctrl, Here Last Yr, Next Yr Camp, CY Xfer Factor, NY Xfer Factor, CY Team Code, and NY Team Code.
- Economic Disadvantage, Foster Care, and Military Connected:** Each of these sections contains a table with columns for Delete, Descriptor, Begin Date, and End Date, and an Add button.
- Attendance Zones:** A small table with columns for Campus, From Grd Lvl, and Thru Grd Lvl, currently showing 'no rows'.

**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
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: 297513 : JACKSON, STEVEN ISABEL TEXAS UNIQUE STU ID: 6517119639

Comments

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

**Counselor Information**  
 Counselor:   
 Dt Entry 5th Grd: 08-25-2014  
 Dt Entry 8th Grd: 08-28-2017  
 Dt Entry 9th Grd: 08-27-2018  
 District Entry Date: --  
 Birth City:   
 Birth State:   
 Birth Country:   
 Cohort: 2022

**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:   
 02:   
 03:   
 04:   
 05:   
 Assessment Date: --  
 Completion Year:

**Receive/Transfer**  
 Previous District: SAISD  
 Previous Campus:   
 Last Year Campus: 001  
 Last Year Grade: 11  
 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](#)

DEMO1 DEMO2 DEMO3 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
<input type="checkbox"/>	<input type="checkbox"/>	101	08-16-2021	--		1		PK	2	01	00	--	<input checked="" type="checkbox"/>	<input 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](#)

**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](#)

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](#)

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:

**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.  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>
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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