

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

Table of Contents

Core Collection: Early Childhood Data System - PK Submission (Updated 2023-2024) 1

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

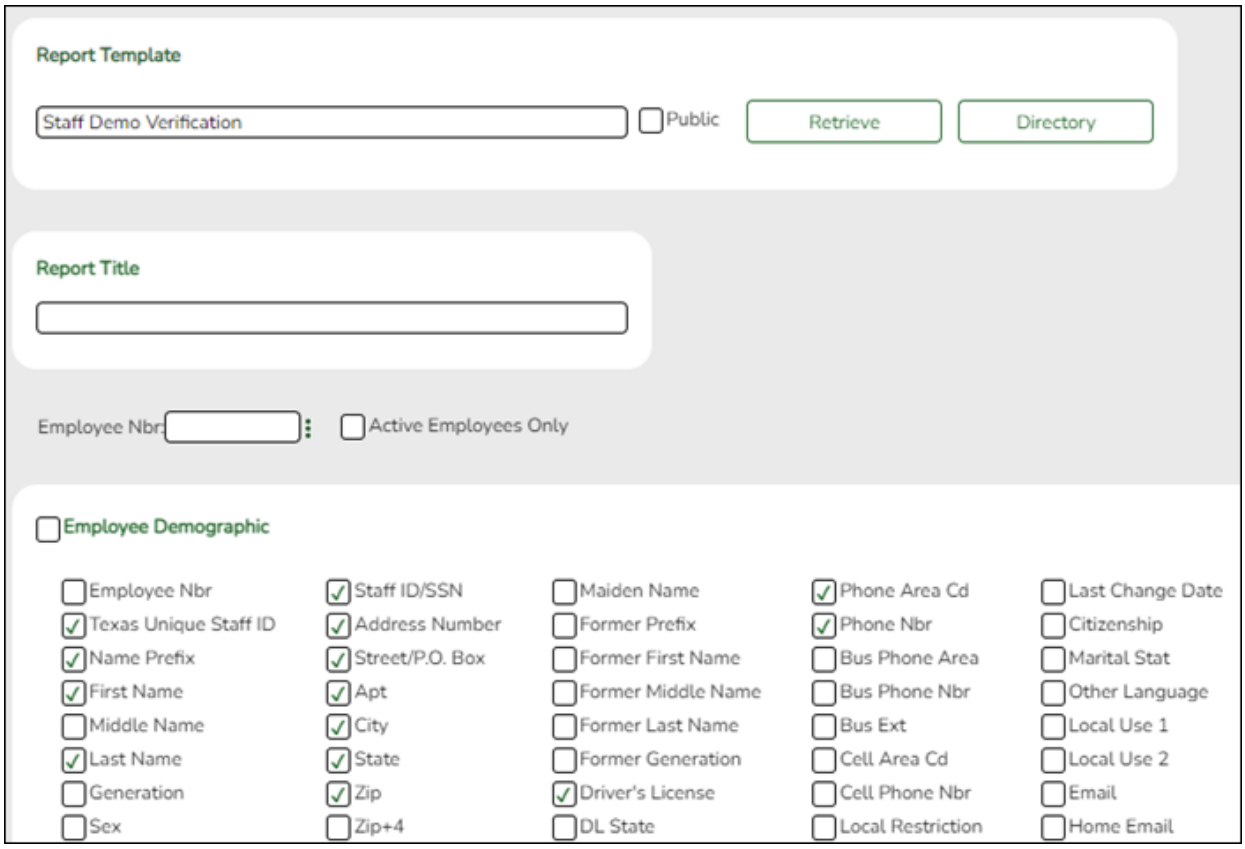
Verify data for each element in the ASCENDER Personnel application. **It is suggested that you run reports first, and then use the maintenance pages in the Personnel application to update data where needed.**

Personnel

- Personnel Reports

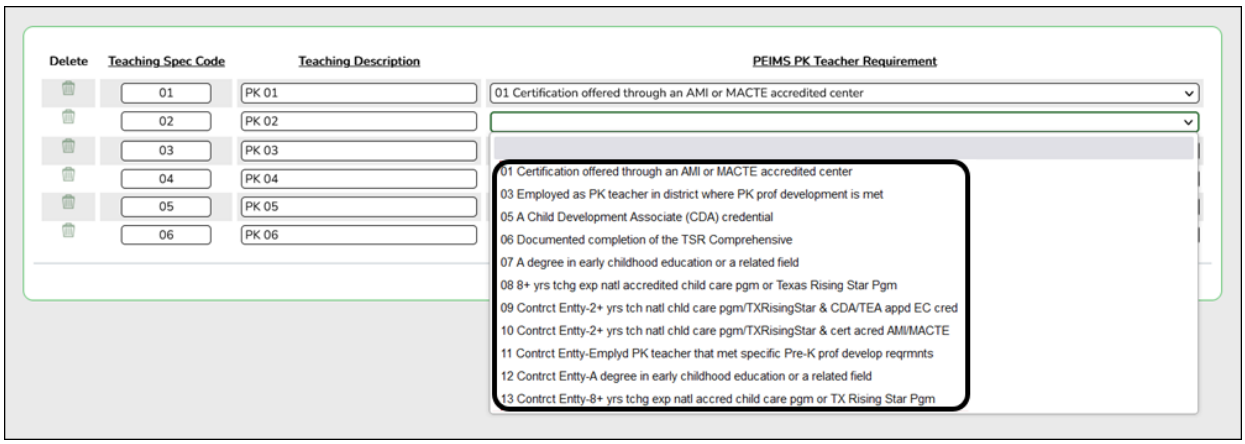
  Personnel elements can be verified by running the following reports:

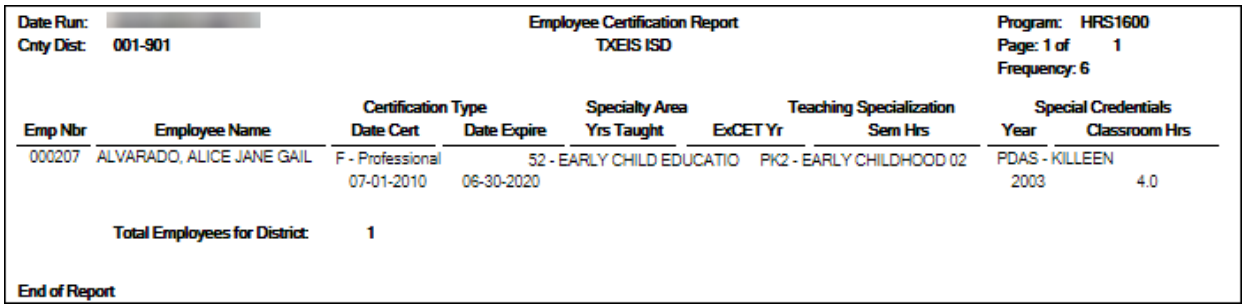
  Personnel > Reports > User Created Reports



Use the User Created Report to verify staff demo data.

Personnel > Reports > Personnel Reports > HRS1600 - Certification Report





Date Run: [redacted]
Cnty Dist: 001-901

Employee Certification Report
TXEIS ISD

Program: HRS1600
Page: 1 of 1
Frequency: 6

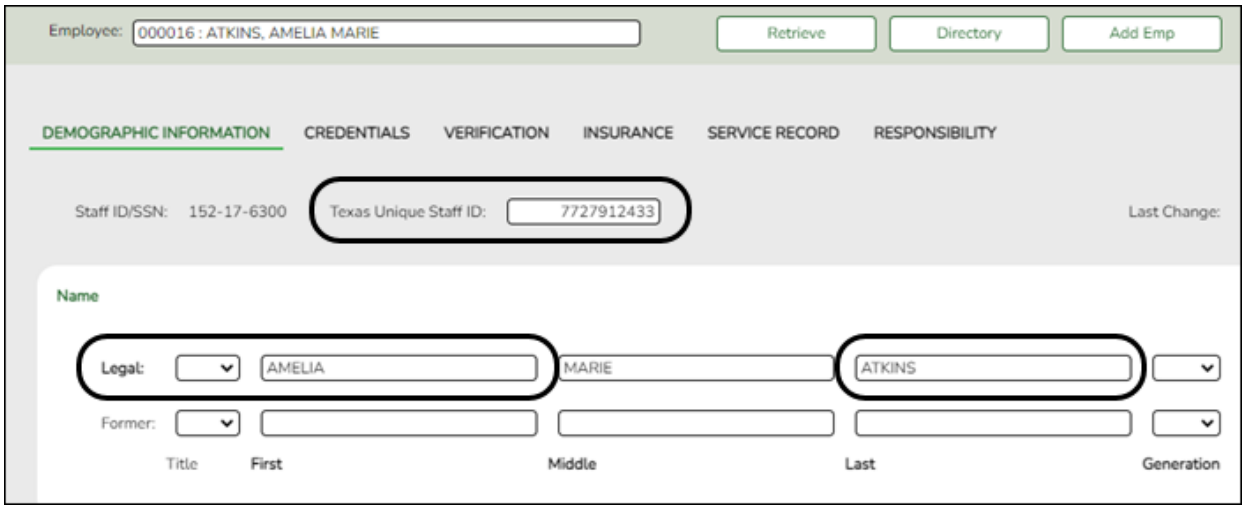
Emp Nbr	Employee Name	Certification Type Date Cert	Date Expire	Specialty Area Yrs Taught	Teaching Specialization ExCET Yr	Sem Hrs	Special Credentials Year	Classroom Hrs
000207	ALVARADO, ALICE JANE GAIL	F - Professional 07-01-2010	06-30-2020	52 - EARLY CHILD EDUCATIO	PK2 - EARLY CHILDHOOD 02		PDAS - KILLEEN 2003	4.0

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.

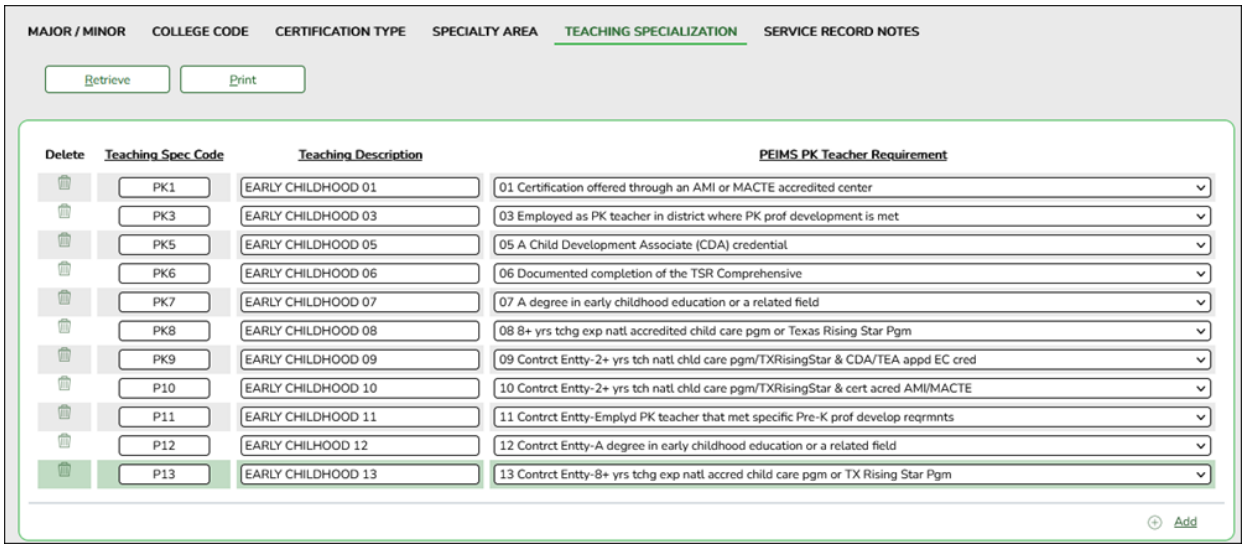
- Personnel > Maintenance > Staff Demo > Demographic Information



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

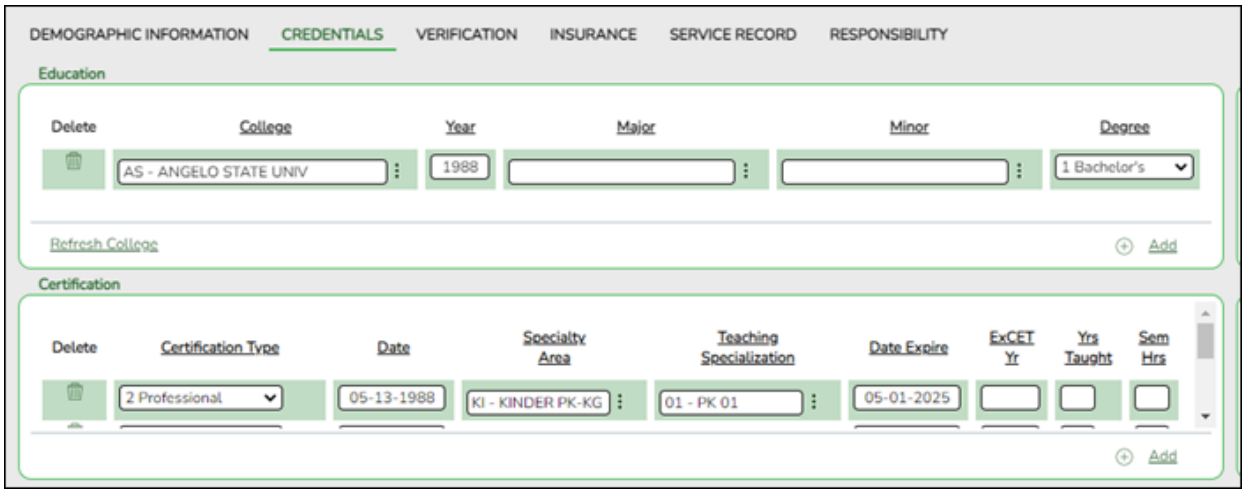


Interchange: StaffAssociationExtension
Complex Type: StaffExtension

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

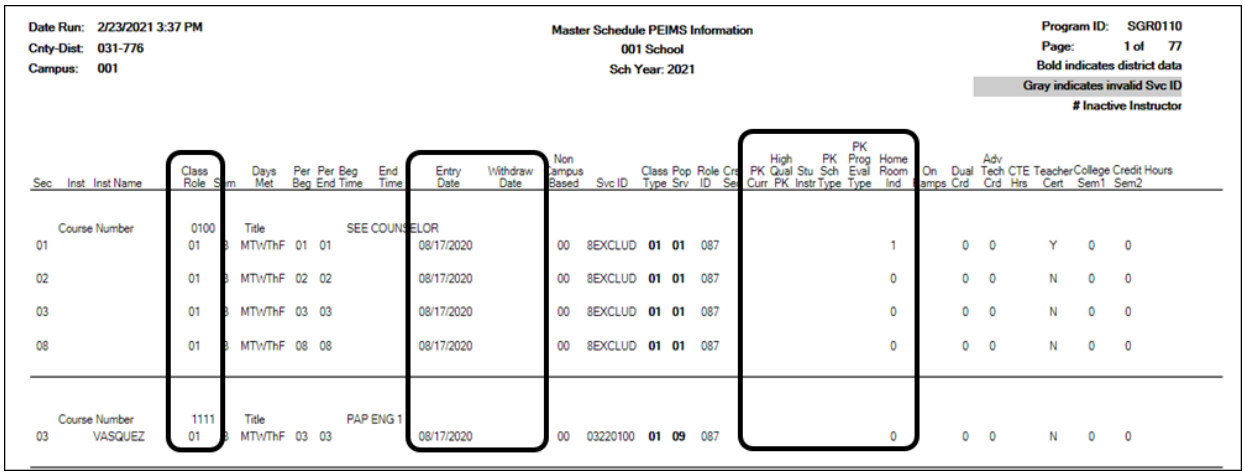
Verify data for each element in the ASCENDER Student applications. **It is suggested that you run reports first, and then use the maintenance pages in the Student applications to update data where needed.**

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 Rpting)



Date Run: 2/23/2021 3:37 PM
Cnty-Dist: 031-776
Campus: 001

Master Schedule PEIMS Information
001 School
Sch Year: 2021

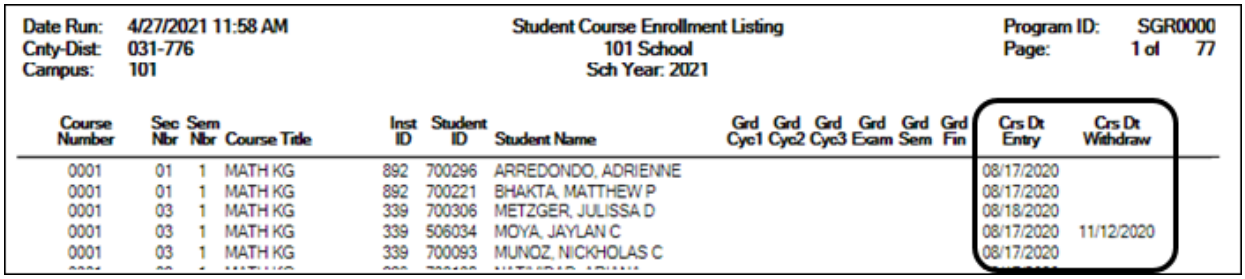
Program ID: SGR0110
Page: 1 of 77
Bold indicates district data
Gray indicates invalid Svc ID
Inactive Instructor

Sec	Inst	Inst Name	Class Role	Sem	Days Met	Per Beg	Per End	Beg Time	End Time	Entry Date	Withdraw Date	Non Campus Based	Svc ID	Class Type	Pop Srv	Role ID	Crs Sec	PK Curr	High Qual PK	Stu Instr	PK Sch Type	PK Prog Eval Type	Home Room Ind	On Campus	Dual Crd	Adv Tech Crd	CTE Hrs	Teacher Cert	College Sem1	College Sem2	Credit Hours
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
Cnty-Dist: 031-776
Campus: 101

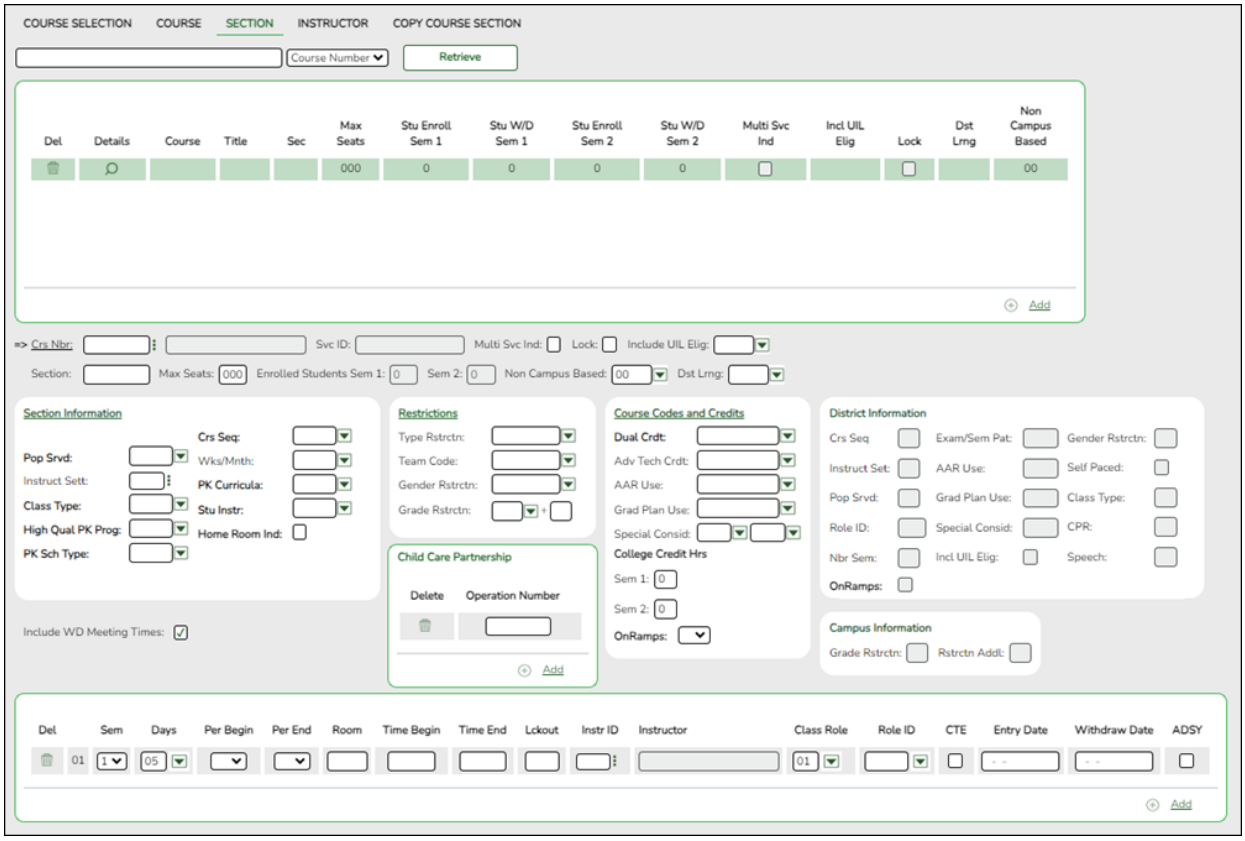
Student Course Enrollment Listing
101 School
Sch Year: 2021

Program ID: SGR0000
Page: 1 of 77

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.

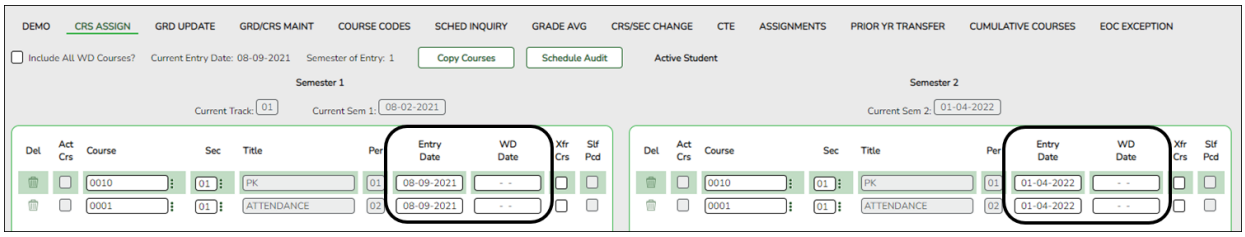
- A student can only have one home room selected. (This is a new TEA edit for 2018-2019.)
- If a student was in one homeroom from the beginning of the school year, then moved to another home room on December 1 (for example), but tested in the first home room class, the second class must not have the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

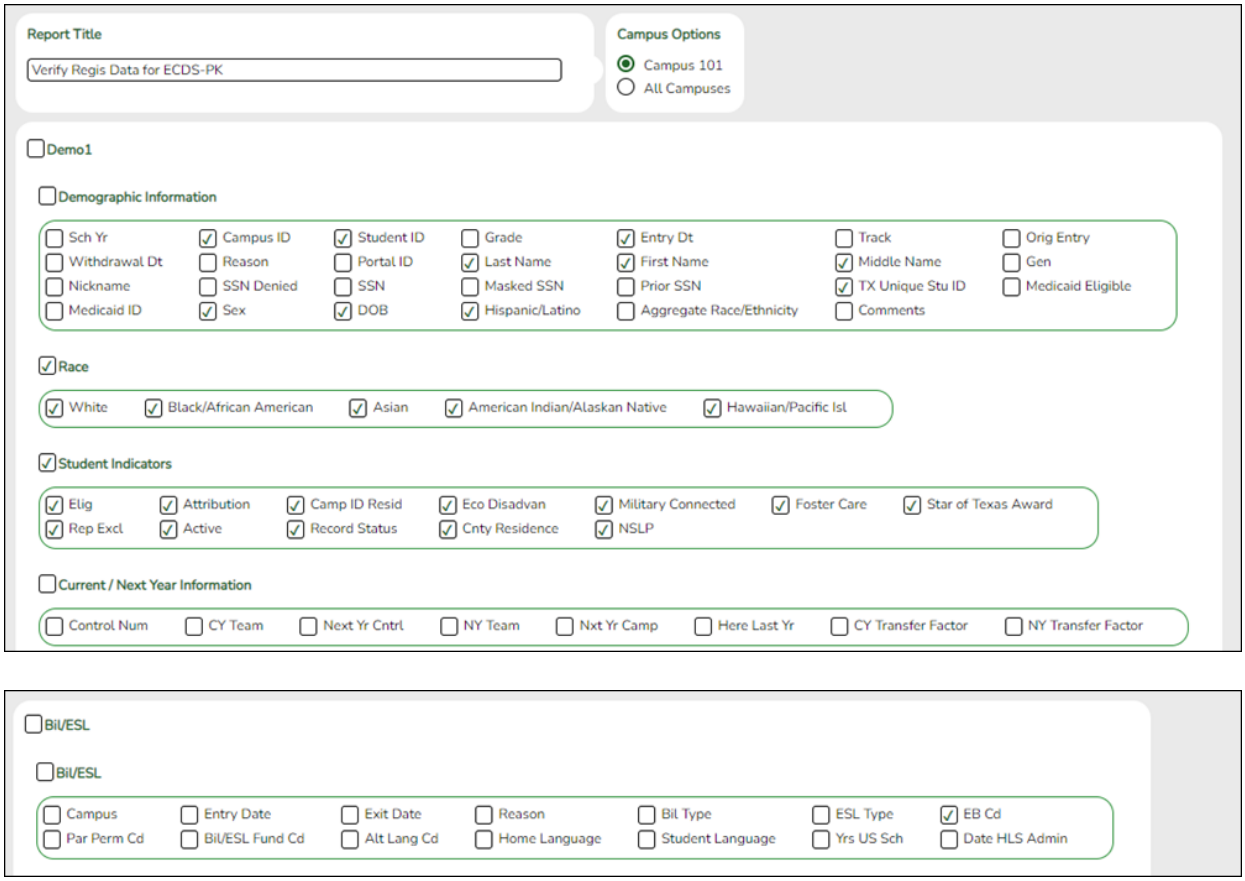
Element	Code Table	Data Element	ASCENDER Name
E1069	—-	STUDENT-BEGIN-DATE	Entry Date
E1070	—-	STUDENT-END-DATE	WD Date

Registration

- Registration Reports

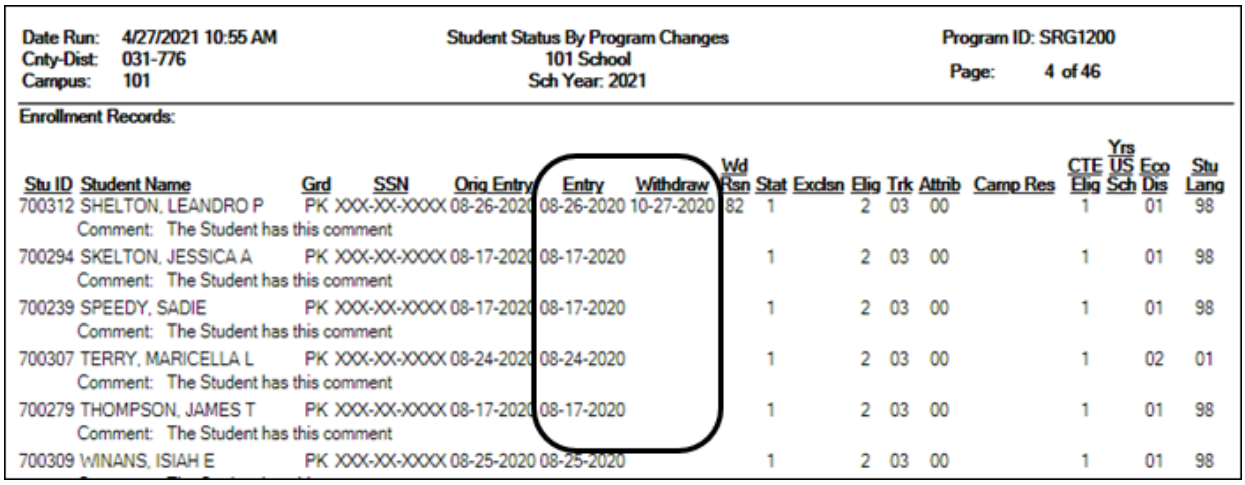
Student registration elements can be verified by running the following reports:

Registration > Reports > Create Registration Report



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
Cnty-Dist: 031-776
Campus: 101

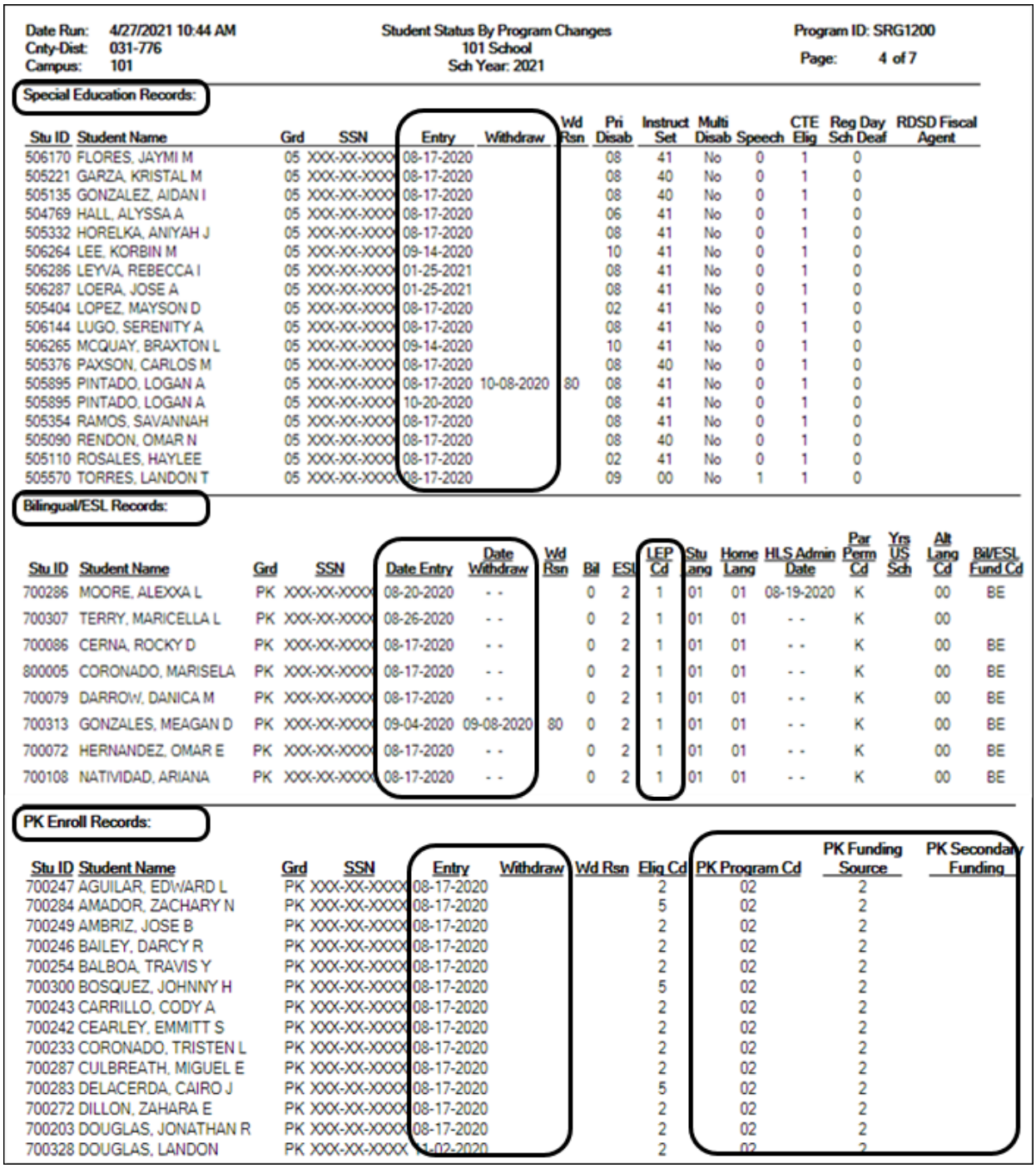
Student Status By Program Changes
101 School
Sch Year: 2021

Program ID: SRG1200
Page: 4 of 46

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
Cnty-Dist: 031-776
Campus: 101

Student Status By Program Changes
101 School
Sch Year: 2021

Program ID: SRG1200
Page: 4 of 7

Special Education Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Pri Disab	Instruct Set	Multi Disab	Speech	CTE Elig	Reg Day Sch Deaf	RDSD 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	

Bilingual/ESL Records:

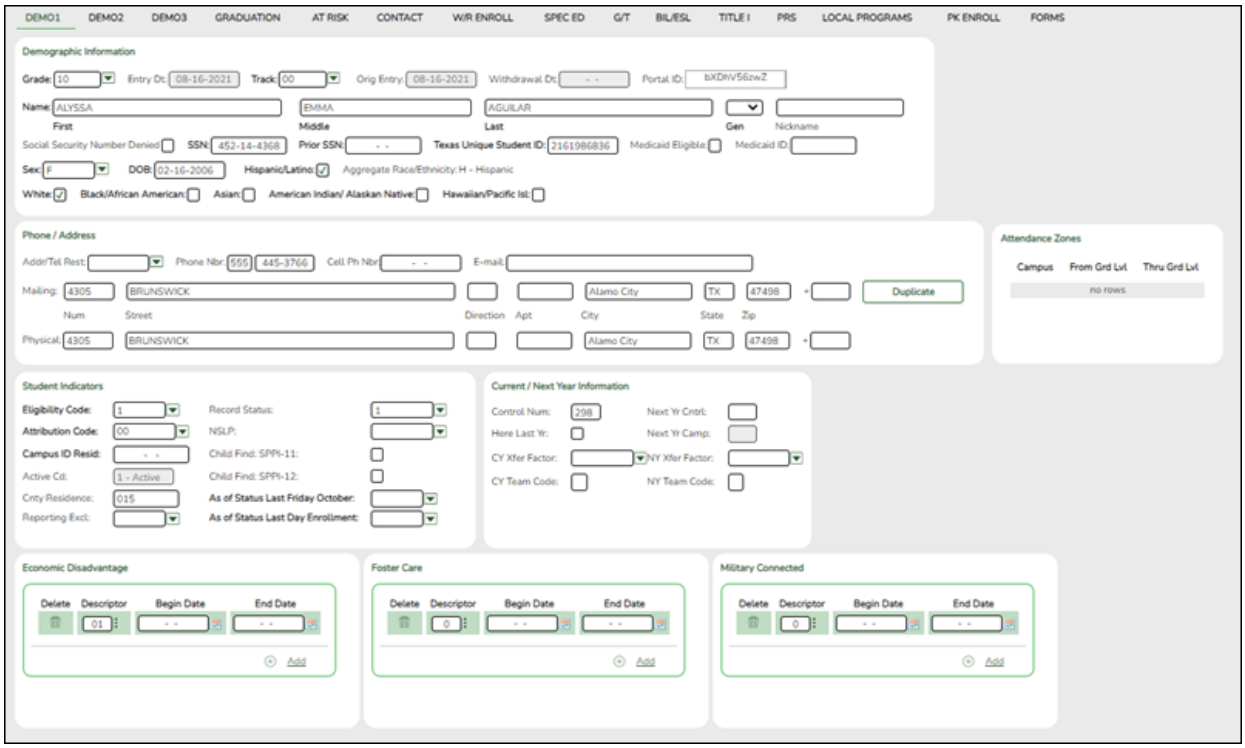
Stu ID	Student Name	Grd	SSN	Date Entry	Date Withdraw	Wd Rsn	Bil	ESL	LEP Cd	Stu Lang	Home Lang	HLS Admin Date	Par Perm Cd	Yrs US Sch	Alt Lang Cd	Bil/ESL Fund Cd
700286	MOORE, ALEXXA L	PK	XXX-XX-XXXX	08-20-2020	- -		0	2	1	01	01	08-19-2020	K		00	BE
700307	TERRY, MARICELLA L	PK	XXX-XX-XXXX	08-26-2020	- -		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

PK Enroll Records:

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.

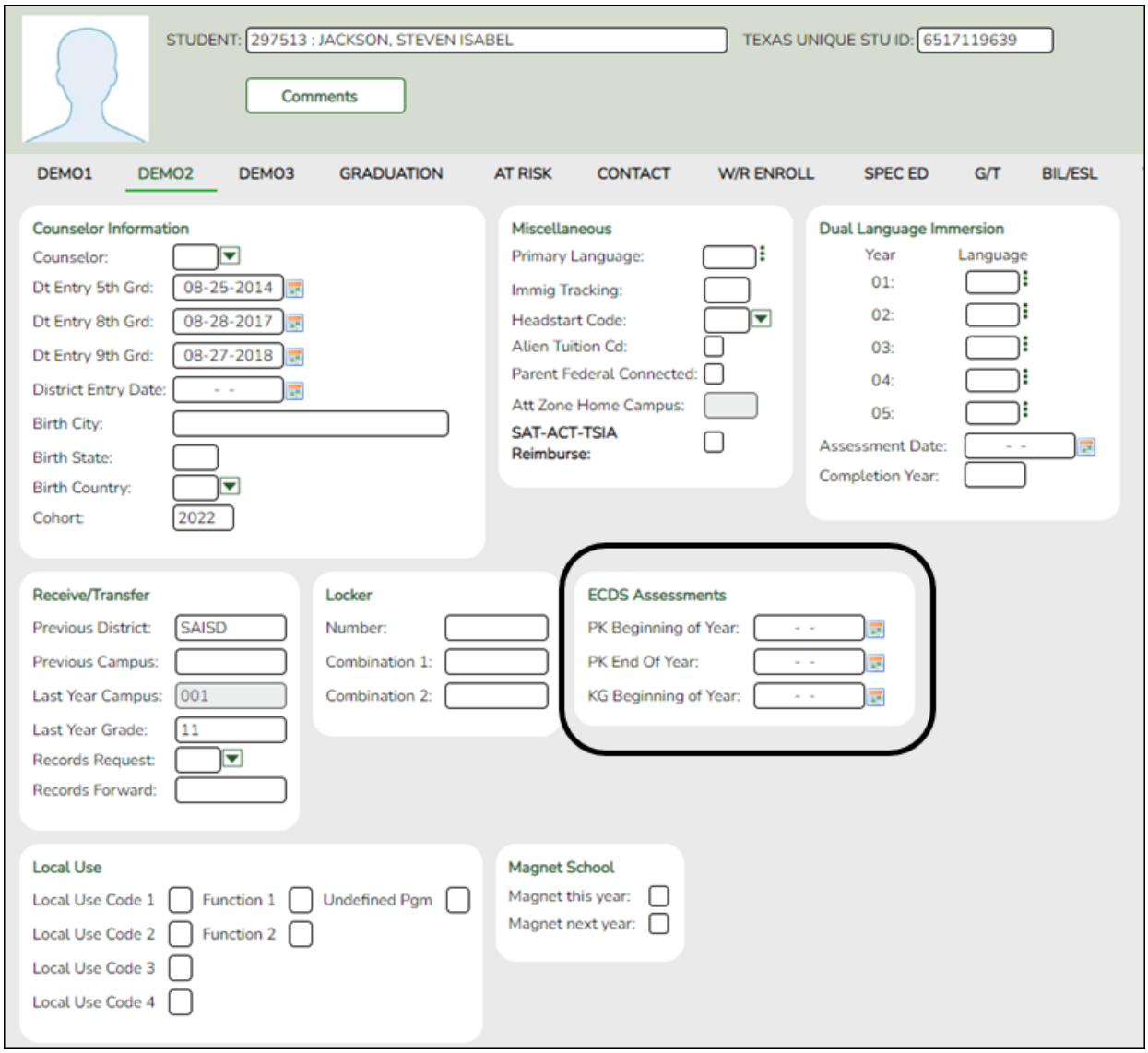
- Registration > Maintenance > Student Enrollment > Demo1



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

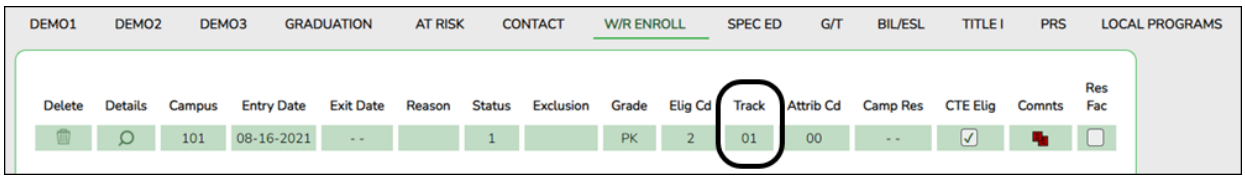
- Registration > Maintenance > Student Enrollment > Demo2



Reported Elements from Demo2:

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

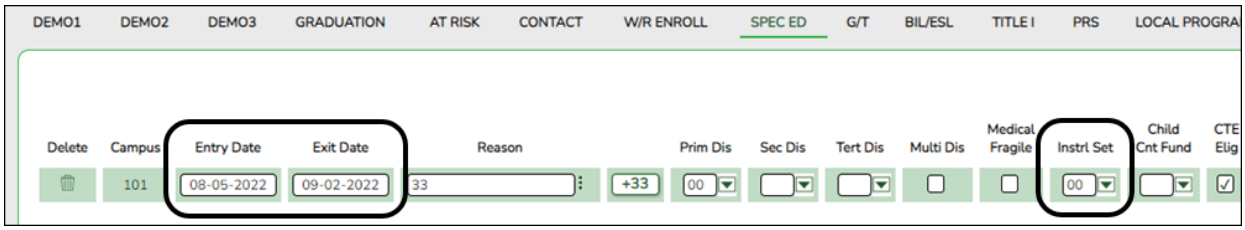
- Registration > Maintenance > Student Enrollment > W/R Enroll



Reported Elements from W/R Enroll:

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

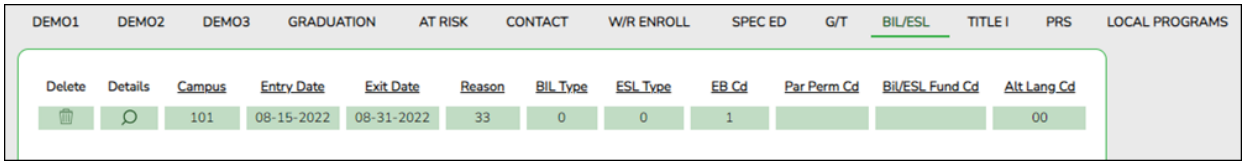
- Registration > Maintenance > Student Enrollment > SpecEd



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

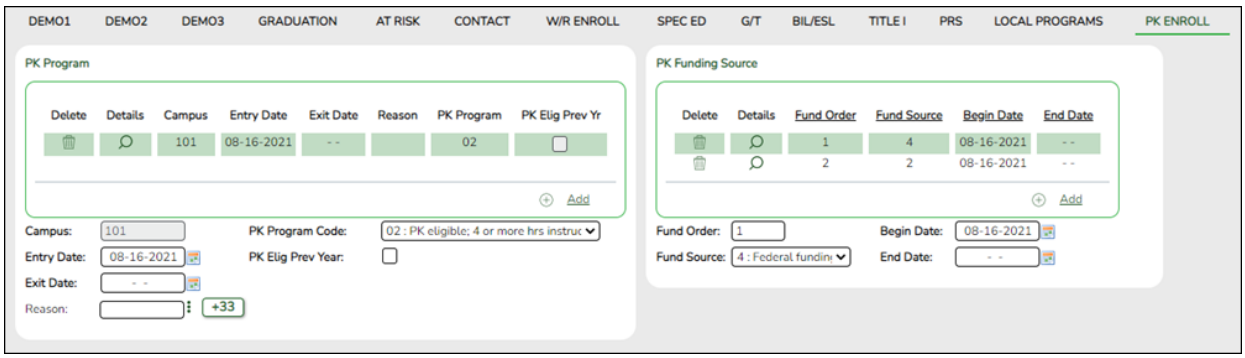


Reported Elements from Bil/ESL:

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

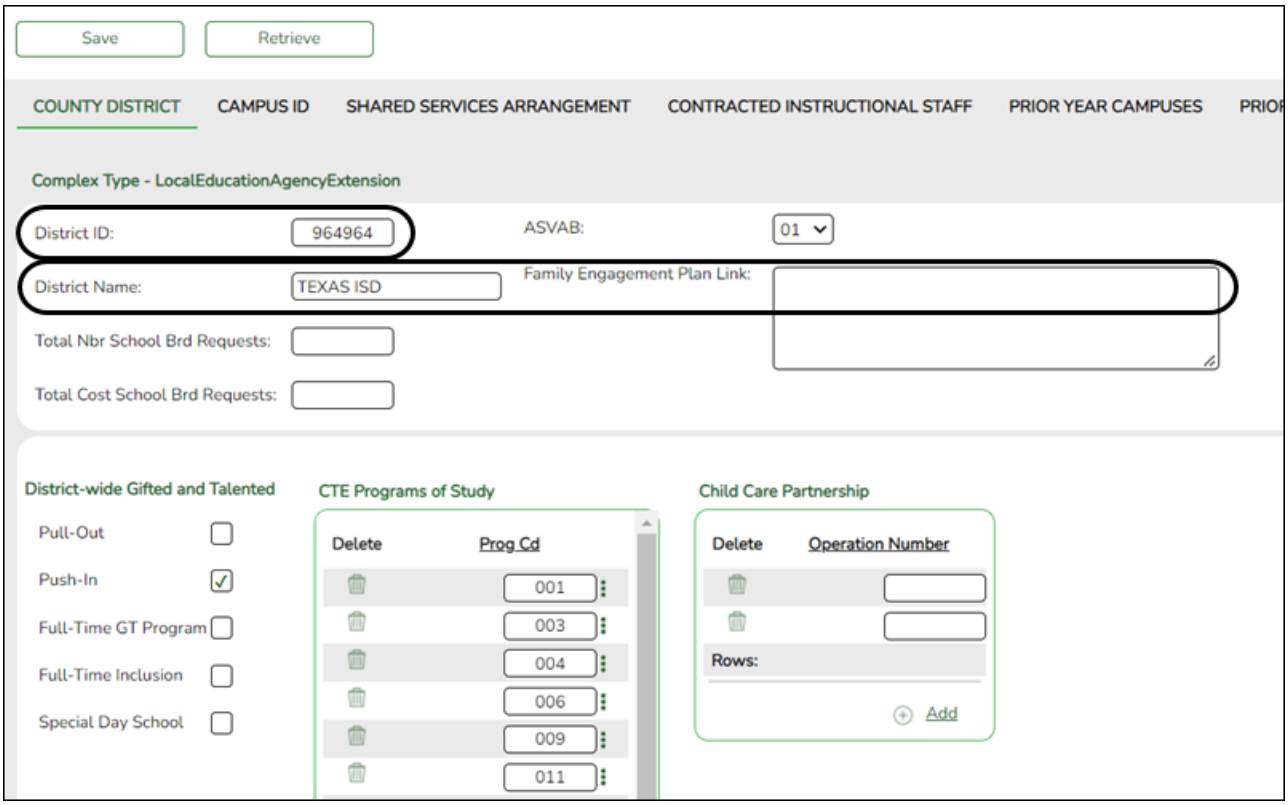
- Review the Family Plan Engagement Link and Child Care Operation Number

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.

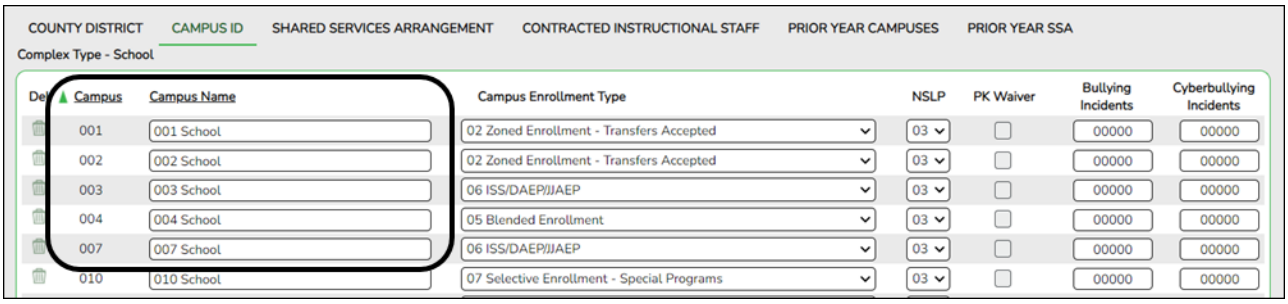
State Reporting > Maintenance > Organization > County District



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 *Registration > Maintenance > District Profile > District Maintenance > State Reporting*

State Reporting > Maintenance > Organization > Campus ID



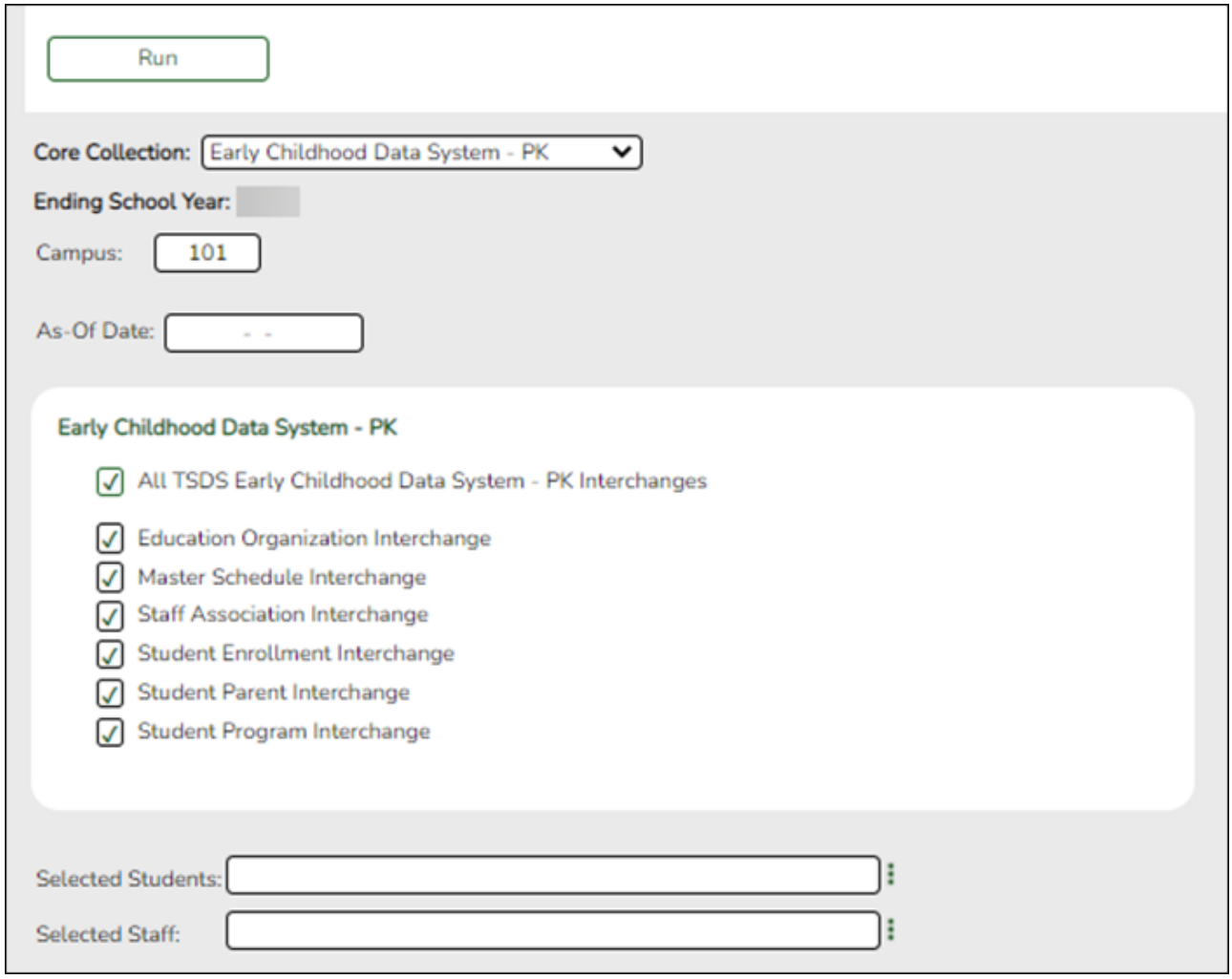
Reported Elements from Campus ID:

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	Select the submission. For the ECDS PK submission, select *Early Childhood Data System - PK*.
Ending School Year	(Display only) The submission year, as entered in the **Submission Year** field on State Reporting > Options, is displayed. For example, for the 2020-2021 ECDS-PK submission, the field would display 2021.
Campus	Type the three-digit campus ID. Leave blank to select all campuses in the district.

As-Of Date	(Required) Enter the as-of date for running this utility. **NOTES:** ∘ This date is used as the staff association date as well as for determining the course-section in the master schedule. ∘ When determining which record to retrieve, the system first references the **PK End Of Year** date, if blank, then references the **PK Beginning Of Year** date. If both of those dates are blank, the entered **As-of Date** is used to determine which record to retrieve.

❑ 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.

Selected Students	The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students. **Note**: The **As-Of Date** field must be completed in order for this field to retrieve students.
Selected Staff	The field is enabled if you selected all interchanges or a staff-related interchange. Type or click the ellipsis to select the employees for whom you want to create an interchange. Separate multiple employees (Texas unique staff IDs) with a comma (e.g., 4732877094,2568052155). Leave blank to select all staff. **Note**: The **As-Of Date** field must be completed in order for this field to retrieve staff.

❑ Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District_YYYY-MM-DD.HH-MM-SS*.TSDS.zip, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created

- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: *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).


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover