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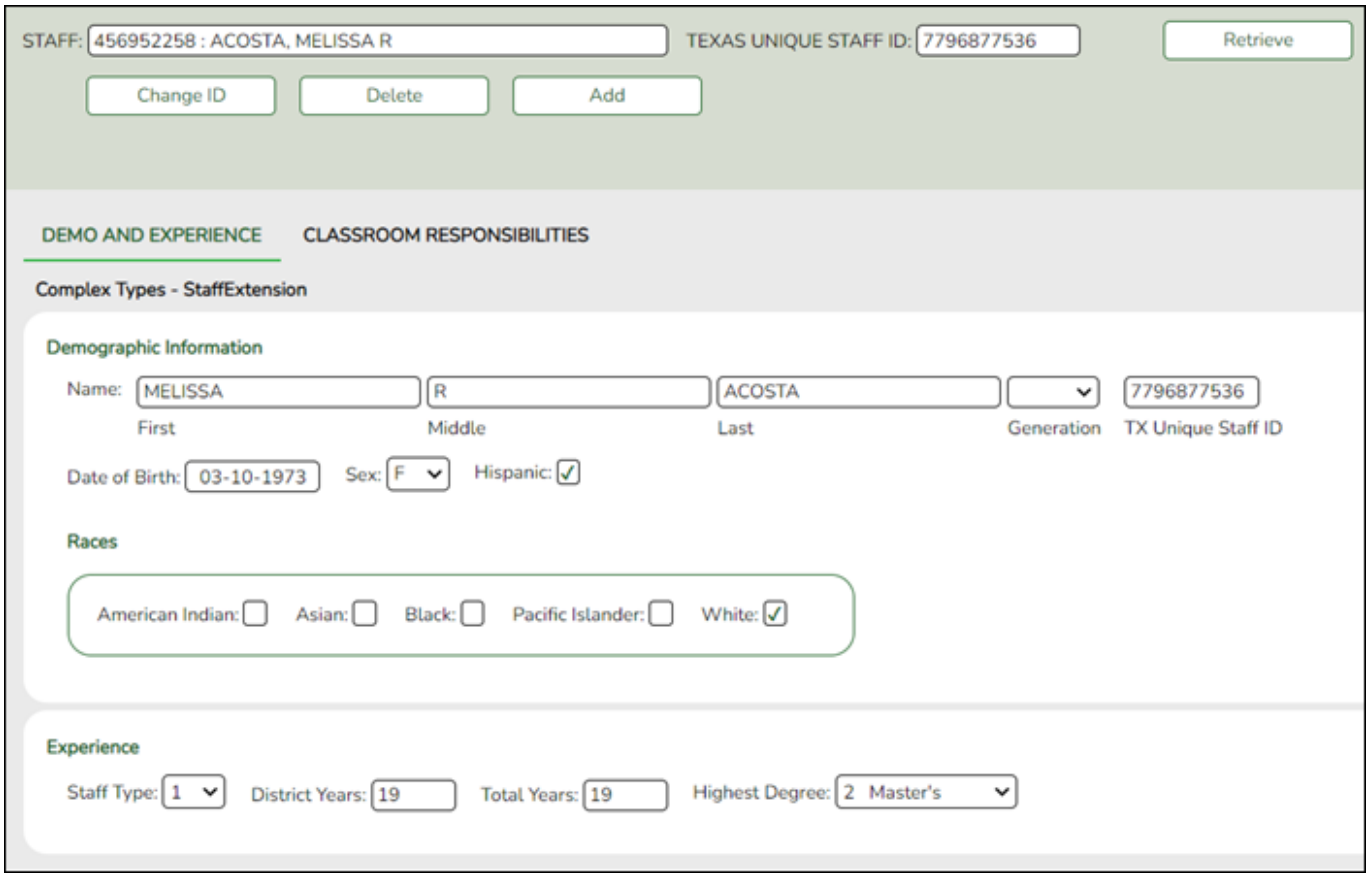


Manually add data for the *StaffExtension* and *PayrollExtension* complex type as needed.

The *StaffExtension* complex represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. This information can be entered manually or extracted from ASCENDER Human Resources or imported from another source.

The *PayrollExtension* complex represents the sum of the financial transactions to date for employee compensation. An “employee” who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings.

❑ Under **Demographic Information**:

First Name	FIRST-NAME (E0703) Type the person's legal first name, up to 60 characters.

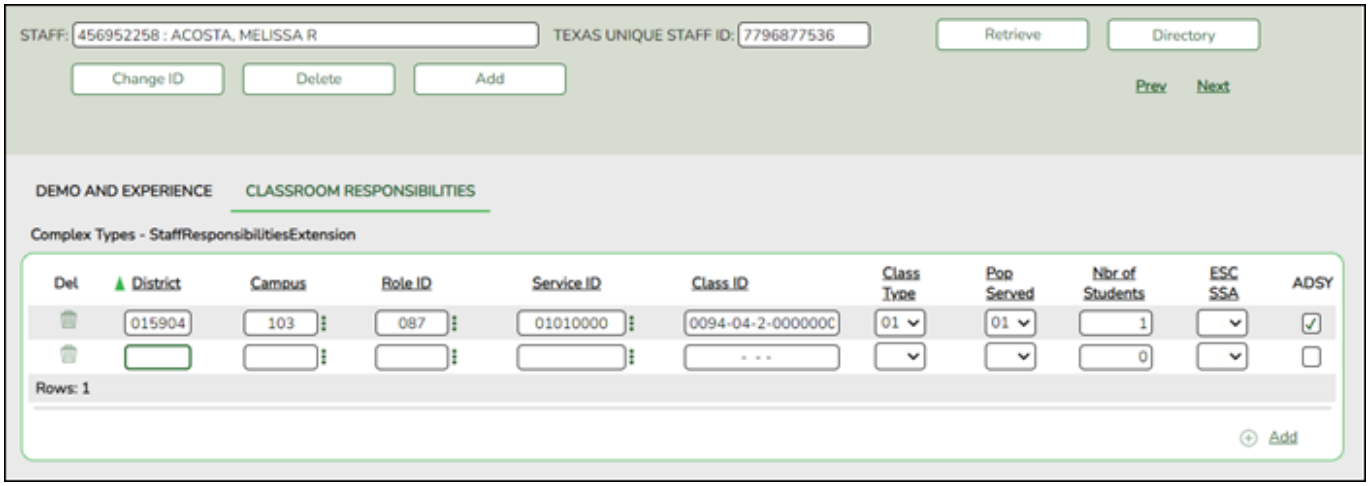
Middle Name	MIDDLE-NAME (E0704) Type the person's legal middle name, up to 60 characters.
Last Name	LAST-NAME (E0705) Type the person's legal last name, up to 60 characters.
Generation	GENERATION-CODE (E0706) Code table: C012 Select the generation suffix attached to the person's name.
TX Unique Staff ID	TX-UNIQUE-STAFF-ID (E1524) Type the employee's ten-digit unique staff ID. The ID cannot begin with zero. The Texas Unique Student ID is assigned to employees by TEA and issued to schools by the TSDS TX Unique ID application; it cannot be generated by a Local Education Agency (LEA).
Date of Birth	DATE-OF-BIRTH (E0006) Type the person's date of birth in the MMDDYYYY format.
Sex	SEX-CODE (E0004) Code table: C013 Select the person's gender.
Hispanic	HISPANIC-LATINO-CODE (E1064) Code table: C088 Select if the person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Races	Code table: C088 Select one or more races, regardless of whether the person is Hispanic/Latino:

American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).
Asian	ASIAN-CODE (E1060) Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa.
Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa.

❑ Under **Experience**:

Staff Type	STAFF-TYPE-CODE (E1073) Code table: C181 Indicate if the employee is on the district payroll or is a contracted instructional staff person.
District Years	YEARS-EXPERIENCE-IN-DISTRICT (E0161) Type the number of completed years the person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.
Total Years	TOTAL-YEARS-PROF-EXPERIENCE (E0130) Type the number of verifiable years of creditable experience as specified in 19 TAC, chapter 153.
Highest Degree	HIGHEST-DEGREE-LEVEL-CODE (E0730) Code table: C015 Select the highest post-secondary degree the person has earned from an accredited institution.

State Reporting > Maintenance > Extended > Staff > Classroom Responsibilities



Update data for the *StaffResponsibilitiesExtension* complex type as needed for services that occur inside the classroom.

The *StaffResponsibilitiesExtension* complex reflects the assignments for professional and paraprofessional staff only. Multiple records are required for persons who perform duties on more than one campus, assume more than one role, and/or perform more than one type of service. By definition, if no staff responsibility record is reported, the assumption is made that the person is an auxiliary staff member.

District	DISTRICT-ID (E0212) Type the district ID number registered with the TEA.
Campus	CAMPUS-ID (E0266) Select the campus. Click ⋮ to add or change the code for the field.
Role ID	ROLE-ID (E0721) Code table: C021 Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc. Rule 30090-0117: If **Role ID** is not 033 or 036, there must be at least one staff payroll record with a matching **Texas Unique Staff ID** where **Obj** is 6119 or 6112. Click ⋮ to add or change the code for the field.
Service ID	SERVICE-ID (E0724) Code table: C022 Select the code indicating the services supplied by the employee. Local service IDs beginning with 8 or 9 can be manually entered. If highlighted in red, the value entered is not a valid selection in the drop down. However, if the service ID matches a local service ID mask value on the table, the program will allow the value when saving the record. Click ⋮ to add or change the code for the field.
Class ID	CLASS-ID-NUMBER (E1056) Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus. The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save. When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.
Class Type	CLASS-TYPE-CODE (E1055) Code table: C179 Select the code identifying the type of class providing instruction to students in the particular class settings.
Pop Served	POPULATION-SERVED-CODE (E0747) Code table: C030 Select the student population for which the service has been designed or is intended.
Nbr of Students	NUMBER-STUDENTS-IN-CLASS (E0170) Type the number of students in membership in the class as of the reporting date.

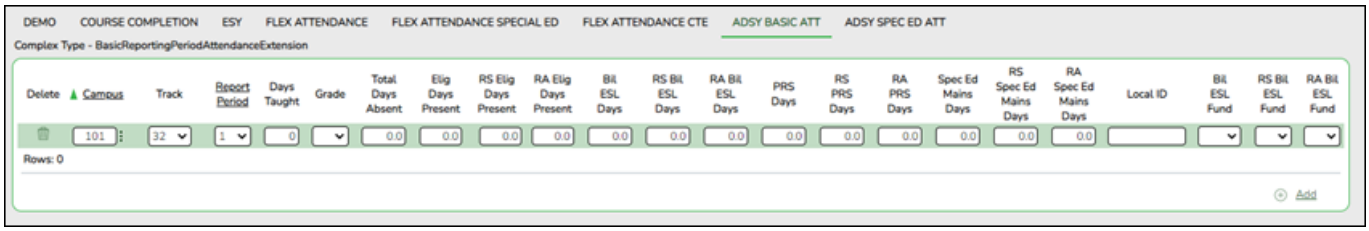
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015) Code Table: C169 Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. **This is reported by ESCs only; the field is not valid for school districts.**
ADSY	ADDITIONAL-DAYS-PROGRAM-PARTICIPATION-INDICATOR-CODE (E1672) Code table: C088 Select to indicate if an ADA eligible prekindergarten through fifth grade student participates in the additional days school year program as described in TEC Sec. 48.0051.

Manually enter ADSY attendance data for the Additional Days School Year Program as needed.

The following fields are displayed on the ADSY tabs:

Campus	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID.
Track	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) Code table: C141 Select the campus calendar track to which the student is assigned.
Report Period	REPORTING-PERIOD-INDICATOR-CODE (E0934) Code table: C130 Select the period for which the data is being reported. For Submission 4, only codes 7 and 8 are allowed.
Days Taught	NUMBER-DAYS-TAUGHT (E0935) Type the number of days of instruction offered per the school calendar during the selected **Report Period**. For Submission 4, this must be reported as 30 days.
Grade	GRADE-LEVEL-CODE (E0017) Code table: C050 Select the student's current grade level.

State Reporting > Maintenance > Extended > Student > ADSY Basic Att



Update data for the *BasicReportingPeriodAttendanceExtension* complex type as needed.

The *BasicReportingPeriodAttendanceExtension* complex represents the recording of a student's regular reporting period attendance.

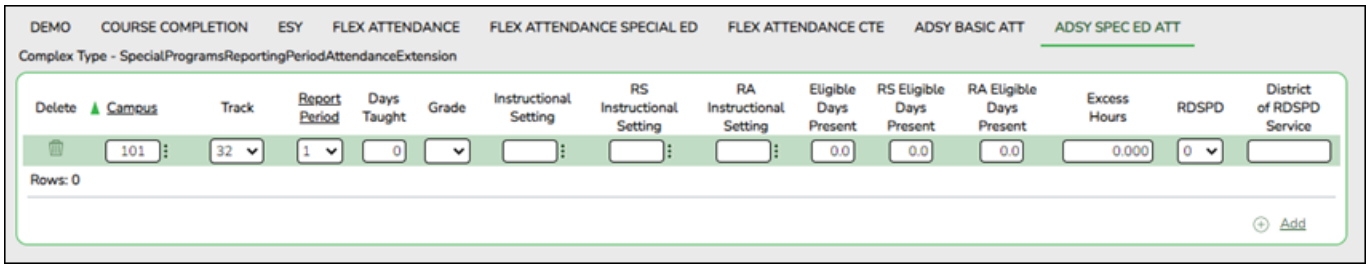
Total Days Absent	Type the number of days during the specified **Report Period** on which the student was absent, up to four digits.
Elig Days Present	Type the number of days the student was present and eligible for Foundation School Program funding during the specified **Report Period**, up to four digits.
RS Elig Days Present	Type the number of days the student was Remote Synchronous (RS) present and eligible for Foundation School Program funding during the specified **Report Period**, up to four digits.
RA Elig Days Present	Type the number of days the student was Remote Asynchronous (RA) present and eligible for Foundation School Program funding during the specified **Report Period**, up to four digits.
Bil ESL Days	FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE Bilingual (E1050) Type the total number of days the student was eligible to participate in the state-approved bilingual/ESL program during the reporting period.
RS Bil ESL Days	RA-TOTAL-ELIG-BILINGUAL/ESL-DAYS-PRESENT (E1683) Type the total number of days the student was Remote Asynchronous (RA) present and an eligible participant in the state-approved bilingual/ESL program during the specified **Report Period**.
RA Bil ESL Days	RA-TOTAL-ELIG-BILINGUAL/ESL-DAYS-PRESENT (E1683) Type the total number of days the student was Remote Asynchronous (RA) present and an eligible participant in the state-approved bilingual/ESL program during the specified **Report Period**.
PRS Days	FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE (E1048) Type the total number of days the female student was eligible for Compensatory Education Home Instruction (CEHI) and and/or pregnancy-related services (PRS) during the specified **Report Period**.
RS PRS Days	RS-TOTAL-ELIG-PREG-REL-SVCS-DAYS-PRESENT (E1686) Type the total number of days a female student was Remote Synchronous (RS) present or served through Compensatory Education Home Instruction (CEHI) and an eligible recipient of pregnancy related services during the specified **Report Period**.
RA PRS Days	RA-TOTAL-ELIG-PREG-REL-SVCS-DAYS-PRESENT (E1687) Type the total number of days a female student was Remote Asynchronous (RA) present or served through Compensatory Education Home Instruction (CEHI) and an eligible recipient of pregnancy related services during the specified **Report Period**.

Spec Ed Mains Days	TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E0940) Type the total number of days the student was present during the specified **Report Period** and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
RS Spec Ed Mains Days	RS-TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E1688) Type the total number of days the student was Remote Synchronous (RS) present during the specified **Report Period** and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
RA Spec Ed Mains Days	RA-TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E1689) Type the total number of days the student was Remote Asynchronous (RA) present during the specified **Report Period** and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
Res Fac Days	TOTAL-ELIG-RESIDENTIAL-FACILITY-DAYS-PRESENT (E1652) Type the total number of days the student was present and eligible for LEA services in a Residential Facility during a particular reporting period.
RS Res Fac Days	RS-TOTAL-ELIG-RESIDENTIAL-FACILITY-DAYS-PRESENT (E1684) Type the total number of days the student was Remote Synchronous (RS) present and eligible for LEA services in a Residential Facility during a particular reporting period.
RA Res Fac Days	RA-TOTAL-ELIG-RESIDENTIAL-FACILITY-DAYS-PRESENT (E1685) Type the total number of days the student was Remote Asynchronous (RA) present and eligible for LEA services in a Residential Facility during a particular reporting period.
Local ID	LOCAL-STUDENT-ID (E0923) (Optional) Type the student's local ID number as assigned by the district. This is a nine-digit number, the first three digits of which are the campus ID followed by the student ID.
Bil ESL Fund	BILINGUAL/ESL-FUNDING-CODE (E1651) Code table: C225 Indicate the language program in which the student participates during the reporting period.
RS Bil ESL Fund	RS-BILINGUAL/ESL-FUNDING-CODE (E1680) Code table: C225 Indicate the Remote Synchronous (RS) language program in which the student participates during the reporting period.
RA Bil ESL Fund	RA-BILINGUAL/ESL-FUNDING-CODE (E1681) Code table: C225 Indicate the Remote Asynchronous (RA) language program in which the student participates during the reporting period.

State Reporting > Maintenance > Extended > Student > ADSY Spec Ed Att

Update data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed.

The *SpecialProgramsReportingPeriodAttendanceExtension* complex represents the recording of attendance for a student's special programs reporting period.



Instructional Setting	INSTRUCTIONAL-SETTING-CODE (E0173) Code table: C035 Select the code for the setting used to provide instruction to student.
RS Instructional Setting	RS-INSTRUCTIONAL-SETTING-CODE (E1692) Code table: C035 Select the code for the setting used to provide Remote Synchronous (RS) instruction to student.
RA Instructional Setting	RA-INSTRUCTIONAL-SETTING-CODE (E1693) Code table: C035 Select the code for the setting used to provide Remote Asynchronous (RA) instruction to student.
Eligible Days Present	ELIGIBLE-DAYS-PRESENT-IN-INSTR-SETTING (E0944) Type the number of days the student was eligible and present in a designated instructional setting during the selected reporting period. This is calculated as the total number of days the student was enrolled in special education in a particular instructional setting minus the number of days the student was absent.
Excess Hours	EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945) Type the number of hours above the allowable six hours per day of combined CTE and special education and related services in a designated instructional setting during a particular reporting period. The Foundation School funding for LEAs is limited to six contact hours per day per student.
RDSPD	Code table: C067 Select the code indicating the student's enrollment in the regional day school program for the deaf (RDSPD).
District of RDSPD Service	Type the county-district number for the district providing RDSPD services to the student.

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