



**demotab**



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# Student Demographic (Extended)

**State Reporting > Maintenance > Extended > Staff > Demo**

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

The *StudentExtension* complex represents a student for whom instruction and/or services are provided in an elementary, secondary, or post-secondary educational program under the jurisdiction of an LEA.

The *StudentProgramExtension* complex represents any program designed to work in conjunction with or to supplement the main academic program. Programs may provide instruction, training, services or benefits through federal, state, or local agencies. Programs may also include organized extracurricular activities for students.

[Cross reference for Demo tab:](#)

| State Reporting Field  | Element  | ASCENDER Field(s)                                  |
|--|--|--|
| <b>District Admin &gt; Maintenance &gt; Non-Employee</b>                             |  |  |
| <b>Staff Type</b>  | STAFF-TYPE-CODE (E1073) (Code table: C181)                       | Extracted as 1 unless a non-employee record exists |
| <b>Human Resources &gt; Maintenance &gt; Staff Demo &gt; Demographic Information</b> |  |  |
| <b>Name - First</b>  | FIRST-NAME (E0703)   | <b>Legal - First</b>                               |
| <b>Name - Middle</b>   | MIDDLE-NAME (E0704)  | <b>Legal - Middle</b>                              |
| <b>Name - Last</b>   | LAST-NAME (E0705)  | <b>Legal - Last</b>                                |
| <b>Generation</b>  | GENERATION-CODE (E0706) (Code table: C012)                       | <b>Legal - Generation</b>                          |
| <b>TX Unique Staff ID</b>  | TX-UNIQUE-STAFF-ID (E1524)                                       | <b>Texas Unique Staff ID</b>                       |
| <b>Date of Birth</b>   | DATE-OF-BIRTH (E0006)  | <b>DOB</b>   |
| <b>Sex</b>   | SEX-CODE (E0004) (Code table: C013)                              | <b>Sex</b>   |
| <b>Hispanic</b>  | HISPANIC-LATINO-CODE (E1064) (Code table: C088)                  | <b>Hispanic/Latino</b>                             |
| <b>Races - American Indian</b>   | AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) (Code table: C088)    |  |
| <b>Races - Asian</b>   | ASIAN-CODE (E1060) (Code table: C088)                            |  |
| <b>Races - Black</b>   | BLACK-AFRICAN-AMERICAN-CODE (E1061) (Code table: C088)           |  |
| <b>Races - Pacific Islander</b>  | NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) (Code table: C088) |  |
| <b>Races - White</b>   | WHITE-CODE (E1063) (Code table: C088)                            |  |
| <b>Human Resources &gt; Maintenance &gt; Staff Job/Pay Data &gt; Employment Info</b> |  |  |
| <b>Percent of Day</b>  | PERCENT-DAY-EMPLOYED (E0760)                                     | <b>Percent Day Employed</b>                        |

| State Reporting Field   | Element  | ASCENDER Field(s)                             |
|---|--|---|
| District Years  | YEARS-EXPERIENCE-IN-DISTRICT (E0161)                 | Years Experience - Professional - In District |
| Total Years   | TOTAL-YEARS-PROF-EXPERIENCE Years (E0130)            | Experience - Professional - Total             |
| Highest Degree  | HIGHEST-DEGREE-LEVEL-CODE (E0730) (Code table: C015) | Highest Degree                                |
| Auxiliary Role ID   | AUXILIARY-ROLE-ID PEIMS (E1594) (Code table: C213)   | Auxiliary Role ID                             |
| <b>Human Resources &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</b> |  |   |
| Days Employed   | NUMBER-DAYS-EMPLOYED (E0160)                         | Calendar/Local Info - # of Days Empld         |

## Modify a record:

### Select a student

To retrieve a student's records, select the student in one of the following ways:

|                            |  |
|----------------------------|--|
| <b>Stu ID</b>              | Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.  |
| <b>Stu Name</b>            | <p>Begin typing the student's name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name</li> <li>• Last name initial, comma, first name initial</li> </ul> <p>As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.</p> |
| <b>Texas Unique Stu ID</b> | Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.  |
| <b>Directory</b>           | Click <b>Directory</b> to select a student from the <a href="#">directory</a> .  |

☐ Click **Retrieve** to retrieve the selected student.

|                    |  |
|--------------------|--|
| <b>First Name</b>  | FIRST-NAME (E0703)<br>Type the person's legal first name, up to 60 characters.   |
| <b>Middle Name</b> | MIDDLE-NAME (E0704)<br>Type the person's legal middle name, up to 60 characters. |
| <b>Last Name</b>   | LAST-NAME (E0705)<br>Type the person's legal last name, up to 60 characters.     |

|                         |  |  |                        |  |              |   |              |   |                         |   |              |   |
|-------------------------|--|--|------------------------|--|--------------|---|--------------|---|-------------------------|---|--------------|---|
| <b>Generation</b>       | GENERATION-CODE (E0706)<br>Code table: C012<br><br>Select the generation suffix attached to the person's name.   |  |                        |  |              |   |              |   |                         |   |              |   |
| <b>TX Unique Stu ID</b> | TX-UNIQUE-STUDENT-ID (E1523)<br><br>Type the student's ten-digit unique student ID. The ID cannot begin with zero.<br><br>The Texas Unique Student ID is assigned to students by TEA and issued to schools by the TSDS TX Unique ID application; it cannot be generated by a Local Education Agency (LEA).   |  |                        |  |              |   |              |   |                         |   |              |   |
| <b>Date of Birth</b>    | DATE-OF-BIRTH (E0006)<br><br>Type the person's date of birth in the MMDDYYYY format.   |  |                        |  |              |   |              |   |                         |   |              |   |
| <b>Sex</b>              | SEX-CODE (E0004)<br>Code table: C013<br><br>Select the person's gender.  |  |                        |  |              |   |              |   |                         |   |              |   |
| <b>Hispanic</b>         | HISPANIC-LATINO-CODE (E1064)<br>Code table: C088<br><br>Select if the person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.  |  |                        |  |              |   |              |   |                         |   |              |   |
| <b>Races</b>            | Code table: C088<br><br>Select one or more races, regardless of whether the person is Hispanic/Latino: <table border="1" data-bbox="327 1079 1476 1856"> <tr> <td><b>American Indian</b></td><td>           AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059)<br/><br/>           Has origins in any of the original peoples of North and South America (including Central America).         </td></tr> <tr> <td><b>Asian</b></td><td>           ASIAN-CODE (E1060)<br/><br/>           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).         </td></tr> <tr> <td><b>Black</b></td><td>           BLACK-AFRICAN-AMERICAN-CODE (E1061)<br/><br/>           Has origins in any of the black racial groups of Africa.         </td></tr> <tr> <td><b>Pacific Islander</b></td><td>           NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062)<br/><br/>           Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.         </td></tr> <tr> <td><b>White</b></td><td>           WHITE-CODE (E1063)<br/><br/>           Has origins in any of the original peoples of Europe, the Middle East, or North Africa.         </td></tr> </table> |  | <b>American Indian</b> | AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059)<br><br>Has origins in any of the original peoples of North and South America (including Central America). | <b>Asian</b> | ASIAN-CODE (E1060)<br><br>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). | <b>Black</b> | BLACK-AFRICAN-AMERICAN-CODE (E1061)<br><br>Has origins in any of the black racial groups of Africa. | <b>Pacific Islander</b> | NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062)<br><br>Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. | <b>White</b> | WHITE-CODE (E1063)<br><br>Has origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| <b>American Indian</b>  | AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059)<br><br>Has origins in any of the original peoples of North and South America (including Central America).   |  |                        |  |              |   |              |   |                         |   |              |   |
| <b>Asian</b>            | ASIAN-CODE (E1060)<br><br>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).  |  |                        |  |              |   |              |   |                         |   |              |   |
| <b>Black</b>            | BLACK-AFRICAN-AMERICAN-CODE (E1061)<br><br>Has origins in any of the black racial groups of Africa.  |  |                        |  |              |   |              |   |                         |   |              |   |
| <b>Pacific Islander</b> | NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062)<br><br>Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |  |                        |  |              |   |              |   |                         |   |              |   |
| <b>White</b>            | WHITE-CODE (E1063)<br><br>Has origins in any of the original peoples of Europe, the Middle East, or North Africa.  |  |                        |  |              |   |              |   |                         |   |              |   |

Under **Experience**:


|                       |   |
|-----------------------|---|
| <b>Days Employed</b>  | <p>NUMBER-DAYS-EMPLOYED (E0160)</p> <p>Type the actual number of at-work days within the school year that the employee is scheduled to work. Do not include holidays, weekends, or any other days the employee is not scheduled to work.</p> <p>If the employee does not work the same number of days as shown on the contract (e.g., the person does not begin work at the start of the school year), the actual number of days the employee will work must be reported.</p>   |
| <b>Total Years</b>    | <p>TOTAL-YEARS-PROF-EXPERIENCE (E0130)</p> <p>Type the number of verifiable years of creditable experience as specified in 19 TAC, chapter 153.</p>   |
| <b>District Years</b> | <p>YEARS-EXPERIENCE-IN-DISTRICT (E0161)</p> <p>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.</p>   |
| <b>Percent of Day</b> | <p>PERCENT-DAY-EMPLOYED (E0760)</p> <p>Type the percentage of a standard district work day for which the employee is hired to work. For an employee on contract, determine the percentage directly from the contract (i.e., full-time=100, half-time=050, etc).</p> <p>For a non-contract employee, determine the percentage as follows: Example: The standard work day for the district is 7 hours. The employee is hired to work for 4 hours a day. In this case, type 057 for the employee because <math>4/7 = .571</math>, which is rounded down.</p> <p>Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100. Do not look at the job, but rather the number of hours worked in relation to the standard district work day.</p> |
| <b>Highest Degree</b> | <p>HIGHEST-DEGREE-LEVEL-CODE (E0730)</p> <p>Code table: C015</p> <p>Select the highest post-secondary degree the person has earned from an accredited institution.</p>  |
| <b>Staff Type</b>     | <p>STAFF-TYPE-CODE (E1073)</p> <p>Code table: C181</p> <p>Indicate if the employee is on the district payroll or is a contracted instructional staff person.</p>  |



**Auxiliary  
Role ID**

AUXILIARY-ROLE-ID (E1594)

Code table: C213

Click  to select the capacity in which a non-exempt auxiliary employee serves. This must be reported for all employees who serve in a non-professional or non-paraprofessional role. Employees reported with an Auxiliary Role ID are reported with the base pay associated with object code 6129.

Professional and paraprofessional staff may also be reported with an Auxiliary Role ID if they serve the LEA in a non-professional or non-paraprofessional role. A classroom teacher (Role ID 087) who also drives a bus route for the school would require an Auxiliary Role ID to be reported. In this case, the employee would have at least two payroll accounting entries: one with object code 6119, and one with object code 6129.

Because there may be duplication between Role ID and Auxiliary Role ID, the district must use its discretion in determining if the employee is serving in a professional or non-professional capacity.

☐ Click **Save**.

**Add**[Add a student.](#)

Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student record in ASCENDER State Reporting, you should also update in ASCENDER (live).

|                     |  |
|---------------------|--|
| <b>State Stu ID</b> | <p>This field is required only if you are adding a new student in State Reporting. Otherwise, the ID is extracted from Registration and not editable.</p> <ul style="list-style-type: none"> <li>• The first character must start with S or 0-8.</li> <li>• The first three characters cannot be 000, 666, or 900-999.</li> <li>• The middle digits (4th and 5th digit) cannot be 00.</li> <li>• The last four digits cannot be 0000.</li> <li>• The number cannot be 123456789, 219099999, or 078051120.</li> </ul> |
|---------------------|--|

The following fields are required:

| <b>Fall</b>   | <b>Summer</b>   | <b>Extended</b>  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade Level</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Attribution Code</b></li> <li>• <b>Economic Disadvantage</b></li> <li>• <b>Homeless Status</b></li> <li>• <b>Asylee/Refugee</b></li> <li>• <b>As of Status</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Attribution Code</b></li> <li>• <b>Economic Disadvantage</b></li> <li>• <b>Homeless Status</b></li> <li>• <b>Asylee/Refugee</b></li> <li>• <b>As of Status</b></li> <li>• <b>Campus</b></li> <li>• <b>Foundation Coursework</b></li> <li>• <b>Unaccompanied Youth Status</b> (if <b>Homeless Status</b> is not 0)</li> <li>• <b>Career and Technical Ed</b></li> <li>• <b>Foster Care</b></li> <li>• <b>Military Connected</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade Level</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Foster Care</b></li> </ul> |

Click **Save**.

|                      |   |
|----------------------|---|
| <b>+Add</b>          | Add a course completion record for the student.   |
| <b>Delete</b>        | <p><a href="#">Delete all of the student's records.</a></p> <p>Click <b>Delete</b> to delete all of the student's records. A confirmation message is displayed.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>   |
| <b>Change ID</b>     | <p><a href="#">Change the student's ID.</a></p> <p>The <b>Change ID</b> button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click <b>Change ID</b>. The <b>Change Student ID</b> section is displayed at the top of the page.</p> <p>In the <b>New Student ID</b> field, type a valid social security number that you would like to change the existing ID to, and then click <b>Submit</b>.</p> <p>The <b>Change Student ID</b> dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p> |
| <b>Prev and Next</b> | <p><a href="#">Scroll through students.</a></p> <p>Once a student is retrieved, click <b>Prev</b> or <b>Next</b> to scroll to the previous or next student alphabetically.</p>  |



## Back Cover