



Core Collection: Charter School Waitlist

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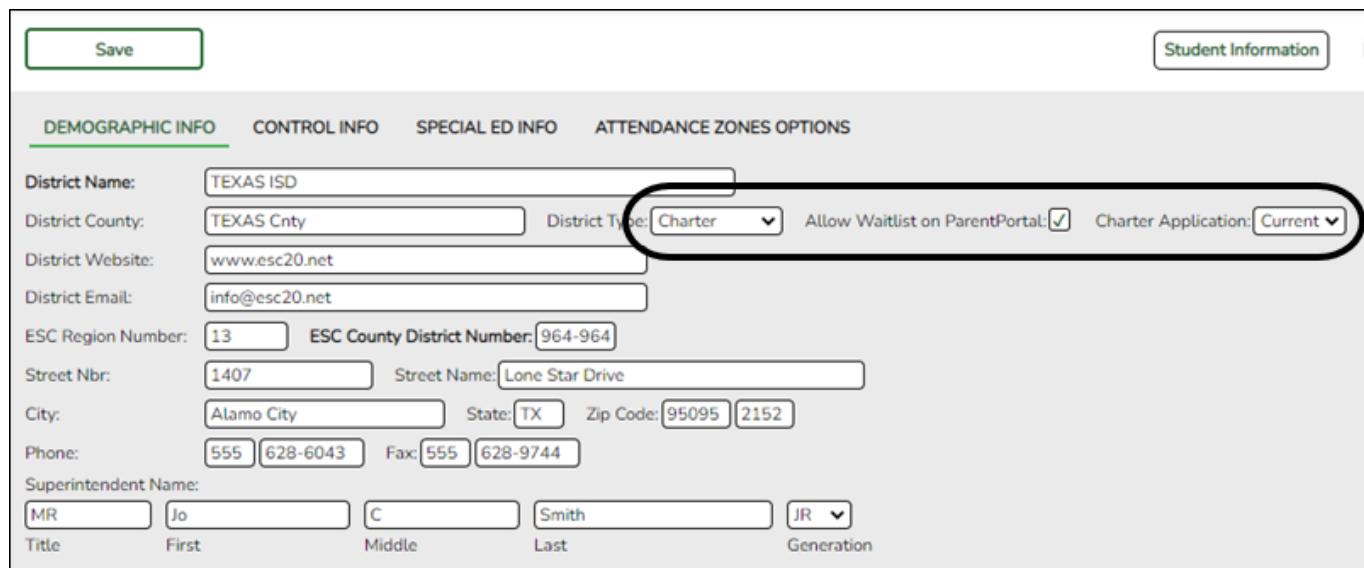
Core Collection: Charter School Waitlist

This page shows you how to enable and set up the Charter School Waitlist. It also lets you add, delete or edit students in it and create interchanges and run reports for it.

District Level

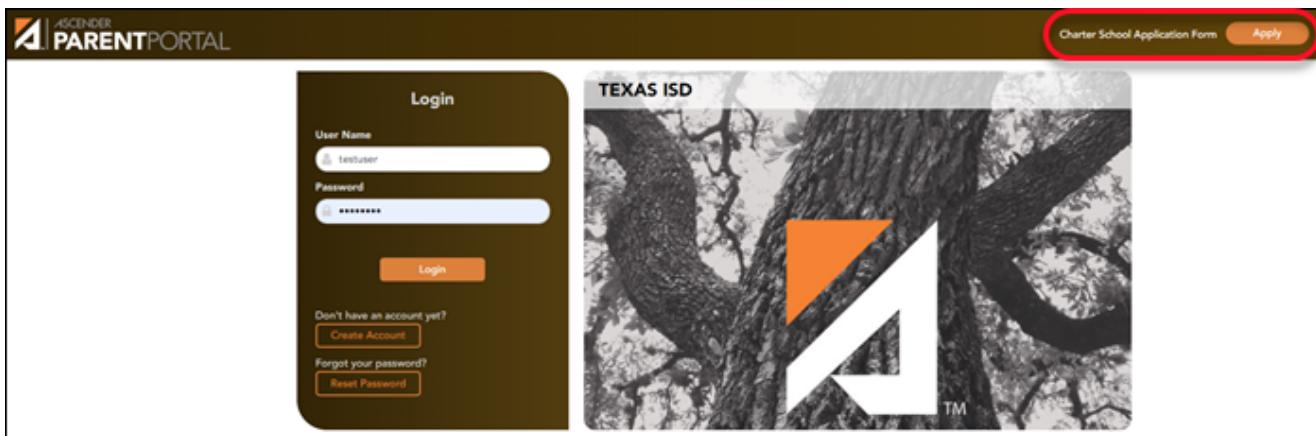
The district must set their preferences on this page. This will enable the Charter School Waitlist features.

Registration > Maintenance > District Profile > District Maintenance > Demographic Info



The screenshot shows the 'District Maintenance - Demographic Info' page. At the top, there are 'Save' and 'Student Information' buttons. Below that, there are tabs for 'DEMOGRAPHIC INFO', 'CONTROL INFO', 'SPECIAL ED INFO', and 'ATTENDANCE ZONES OPTIONS'. The 'DEMOGRAPHIC INFO' tab is selected. The form fields include: District Name (TEXAS ISD), District County (TEXAS Cnty), District Type (Charter, circled in red), Allow Waitlist on ParentPortal (checked), Charter Application (Current), District Website (www.esc20.net), District Email (info@esc20.net), ESC Region Number (13), ESC County District Number (964-964), Street Nbr (1407), Street Name (Lone Star Drive), City (Alamo City), State (TX), Zip Code (95095, 2152), Phone (555, 628-6043), Fax (555, 628-9744), Superintendent Name (MR, Jo, C, Smith, JR), Title (First, Middle, Last, Generation).

- Select **District Type** to indicate whether the district is *Independent*, *Charter*, or *Private*. Select *Charter* to enable the Charter School Waitlist features.
- Select **Allow Waitlist on ParentPortal** to enable the display of the Charter School Application Form **Apply** button on the ASCENDER ParentPortal Login page. This field only displays if the **District Type** field is set to *Charter*.



Select **Charter Application** to *Current* or *Next* to indicate the Charter School Application Form school year in ASCENDER ParentPortal. This field only displays if the **District Type** field is set to **Charter**.

Click **Save**.

Campus Level

Select whether or not this campus will have a waitlist by checking or unchecking **Participating Charter Admission Waitlist**. Do this for each campus at the Charter School. Enter the enrollment capacity for the campus in the **Charter Enrollment Capacity** field.

Registration > Maintenance > Campus Profile > Campus Information Maintenance > Demographic Info

Save

Campus ID: Retrieve

| DEMOGRAPHIC INFO | CONTROL INFO | PRINCIPAL/COUNSELOR |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------|
| Campus Name: <input type="text" value="001 School"/> | Street Nbr: <input type="text" value="1407"/> Street Name: <input type="text" value="001 Street"/> | |
| City: <input type="text" value="Alamo City"/> | State: <input type="text" value="TX"/> | Zip Code: <input type="text" value="95095"/> |
| Phone: <input type="text" value="555"/> <input type="text" value="628-9635"/> | Fax: <input type="text" value="555"/> <input type="text" value="628-7492"/> | |
| <p>Participating Charter Admission Waitlist: <input checked="" type="checkbox"/></p> <p>Charter Enrollment Capacity: <input type="text" value="0300"/> Begin Date: <input type="text" value="08-21-2021"/> End Date: <input type="text" value="03-10-2022"/></p> | | |

- Select **Participating Charter Admission Waitlist** for each charter school campus to indicate whether or not the campus will have a waitlist for admission.
- In the **Charter Enrollment Capacity** field, type the number (up to four digits) of students to which the charter school's campus is able to provide instruction without exceeding staffing and facility limitations and the approved charter holder's maximum enrollment.
- Click **Save**.

Create an export file of all students at the campus (or all campuses) who are missing a value for Texas Unique ID.

Registration > Utilities > Texas Unique Student ID Processing > UID Export

UID EXPORT UID IMPORT

Select Export Type

Ending School Year: 2022

UID Enrollment UID Assignment
 Charter School Waitlist

Execute Missing UID Report Missing CSW UID Report

- Click the **Missing CSW UID Report** button to view a report of Charter School Waitlist students missing a Texas Unique ID. The report opens on the same page, below the fields. Click **Close CSW Report** to hide the report.
- Select **Charter School Waitlist** to create an export file of Charter School Waitlist students who are missing a value for Texas Unique id.

NOTE: In the Student Information section on Registration > Maintenance > Charter School Waitlist > Demographics, the fields for **First and Last name, Sex, DOB, State Student ID** and **Grd Lvl Applying For** are required for the file to export.

NOTE: These fields only display if the **District Type** field is set to *Charter* on Registration > Maintenance > District Profile > District Information > Demographic Information.

Create an import file updated with Charter School Waitlist students.

Registration > Utilities > Texas Unique Student ID Processing > UID Import

- Select Charter School Waitlist Students.**
- Click Browse, then click Choose File.** Locate and Select the file.
- Click Submit.**
- Click Execute.**

Student Level

There are two additional options the district may use to enter the student data.

- You may use the Charter School Waitlist Import Data file format ([Data File Layout](#)).
- You may create or retrieve a record on the ([Charter School Waitlist](#)) page. This page allows you to:
 - Add Waitlist Data
 - Update Waitlist Data
 - Delete Waitlist Data

Registration > Maintenance > Charter School Waitlist

Report

Registration > Reports > Registration Reports > Student > SRG4000 - Charter School Waitlist Roster Report

SRG4000 - Charter School Waitlist Roster Report

| Parameter Description | Value | List |
|-------------------------------------------------------|-------|------|
| Campus ID (Blank for All) | 001 | ⋮ |
| Grade Level (Blank for All) | | ⋮ |
| Current or Next Year Students (C=Current,N=Next Year) | C | |

| | | | | | | |
|-----------------------------------|-------------------------------------|-----------------------------------------|-----------------|------------------------------------|--------------------------|---------------------|
| Date Run: | TSDS CSW ROSTER REPORT | Program ID: SRG4000 | | | | |
| Cnty-Dist: 031-775 - TEXAS ISD | LEA-Level Data | Page: 1 of 3 | | | | |
| Campus: 001 - 001 School | Charter School Waitlist | | | | | |
| | 2020-2021Collection | | | | | |
| Enrollment Capacity: 0432 | # of Charter Students Enrolled: 432 | Charter Admission Waitlist Indicator: Y | | | | |
| Student Name Farr, Elli | Unique ID 3975576295 | Student ID 222335544 | Sex M | Date of Birth 07/16/2007 | Grade Level 08 | CSW Ind Y |

SGR4000 was added to provide charter school waitlist roster information for state reporting purposes.

In the **Campus** field, type a three-digit campus ID, or leave blank to create a report for all campuses.

Click **Run Preview**.

NOTE: This report is only available if the **District Type** field is set to *Charter* on the Maintenance > District Profile > District Information > Demographic Info tab.

PEIMS Reporting

All districts that are District Type *Charter* need to create the Charter School Waitlist interchange.

State Reporting > Utilities > Create TSDS Core Collections Interchanges > Charter School

Waitlist

Core Collection: **Charter School Waitlist**

Ending School Year:

Campus: **001**

As-Of Date:

Charter School Waitlist

All TSDS Charter School Waitlist Interchanges

Education Organization Interchange

Student Enrollment Interchange

Student Parent Interchange

Selected Students:

NOTES:

- This option only displays if the **District Type** field is set to *Charter* on the Registration > Maintenance > District Profile > District Information > Demographic Info tab.
- If the campus is participating (i.e. the **Participating Charter Admission Waitlist** check box is selected on the Registration > Maintenance > Campus Profile > Campus Information Maintenance > Demographic Info tab) and students are on the waitlist, then all three interchanges are generated.
- If the campus is participating and there are no students on the waitlist, then only the Education Organization Interchange is generated.

- In the **Core Collection** dropdown menu, select the submission type. For the Charter School Waitlist submission, select *Charter School Waitlist*.
- In the **Campus** field, type a three-digit campus ID, or leave blank to create interchanges for all campuses.
- In the **As-Of-Date** field, (Required) enter the as-of date for running this utility. The As-Of Date must be the last Friday in September (September 24, 2021).
- Click **Run**.



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