



Core Collection: Class Roster Fall/Winter Submission (Updated 2023-2024)

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Core Collection: Class Roster Fall/Winter Submission (Updated 2023-2024)

The Class Roster Fall/Winter Submissions collect organization, staff identification and demographics, class assignment, student identification and demographics, and class enrollment data.

Fall Class Roster

- As-Of-Date: September 29, 2023
- Submission Due Date: October 19, 2023
- Grades 01 - 12

Winter Class Roster

- As-Of-Date: February 23, 2024
- Submission Due Date: March 28, 2024
- Grades EE - 12

NOTE: Service ID restrictions for Summer PEIMS apply to this submission. (See PEIMS edit 30305-0004.)

New for 2023-2024 Class Roster Fall:

ADDED RULE 10020-0070: Campus data must be provided for each campus registered with the TEA as an active instructional campus serving any of the grade levels "01"-“12”.

REMOVED RULE 10020-0003: Campus data must be provided for each campus registered with the TEA as an active instructional campus.

Campus data must be reported for each campus registered with the TEA as an active instructional campus.

New for 2023-2024 Class Roster Winter:

RULE: For a student school association being reported for the Charter School Waitlist collection, ENTRY-GRADE-LEVEL-TYPE must not be blank.



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

- Verify that all roles and users are correct in Security Administration.
- Verify Service IDs – Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0220 - Invalid Service ID

I. Verify Data in ASCENDER

Verify data for each element on the following pages and reports. It is suggested that you run reports first, and then use the maintenance pages to update data where needed.

Hard-coded elements:

The following elements are hard-coded in the software. Hard coded values are built into the program, are the same each time they are extracted, and cannot be changed by the user.

- COURSE-IDENTIFICATION-SYSTEM (E1089) is the system used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as “State Course Code.”**

Reports

- [Personnel](#)

- Teacher Incentive Allotment Designation codes and descriptions can be verified by running the following report:

Personnel > Reports > Personnel Reports

Preview
PDF
CSV
Clear Options

Personnel Reports

[HRS1000 - Roster of Personnel](#)

[HRS1050 - Employee Birthday List](#)

[HRS1100 - Employee Verification Report](#)

[HRS1200 - Federal EEOC Report](#)

[HRS1250 - Employee Data Listing](#)

[HRS1400 - Teacher Service Record](#)

[HRS1450 - Employee Mailing Labels](#)

[HRS1500 - Employee Education Report](#)

[HRS1550 - New Hire Report](#)

[HRS1600 - Certification Report](#)

[HRS1650 - Employee Salary Information](#)

[HRS1700 - Social Security Number Verification](#)

[HRS1750 - Teacher Incentive Allotment Designation Report](#)

HRS1750 - Teacher Incentive Allotment Designation Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>
Select Frequency	<input type="text"/>

Date Run: 11-18-2021 3:52 PM
Cnty Dist: 964-964
Teacher Incentive Allotment Designation Report
TEXAS ISD
Program: HRS1750
Page: 1 of 1

Emp Nbr
Employee Name
Pay Frequency

TIA Designation Cd

Total Employees for District:
Nbr Active: 0
Nbr Inactive: 0

The following element from the *StaffExtension* complex type are included in the Class Roster Winter submission **ONLY**:

Reported Elements from Personnel Reports:

Element	Code Table	Data Element	ASCENDER Name
E1722	DC165	TEACHER-INCENTIVE-ALLOTMENT-DESIGNATION-CODE	--

NOTE: The expectation for State Reporting is if a staff member is listed as an instructor, they are teaching a course. Since these instructors do not have any sections, they do not extract.

To get them to extract, the staff member needs to be deleted from the *Grade reporting* > *Maintenance* > *Master Schedule* > *Campus Schedule* > *Instructor* tab.

Staff data can be verified by running the following report:

NOTE: For a more accurate list of active employees, run the report from Payroll > Reports > User Created Reports.

Personnel > Reports > User Created Reports

Report Template

 Public

Report Title

Employee Nbr
 Active Employees Only

Employee Demographic

<input checked="" type="checkbox"/> Employee Nbr <input type="checkbox"/> Texas Unique Staff ID <input type="checkbox"/> Name Prefix <input checked="" type="checkbox"/> First Name <input checked="" type="checkbox"/> Middle Name <input checked="" type="checkbox"/> Last Name <input checked="" type="checkbox"/> Generation <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> DOB	<input checked="" type="checkbox"/> Staff ID/SSN <input type="checkbox"/> Address Number <input type="checkbox"/> Street/P.O. Box <input type="checkbox"/> Apt <input checked="" type="checkbox"/> City <input type="checkbox"/> State <input type="checkbox"/> Zip <input type="checkbox"/> Zip+4 <input type="checkbox"/> Addr Country	<input type="checkbox"/> Maiden Name <input type="checkbox"/> Former Prefix <input type="checkbox"/> Former First Name <input type="checkbox"/> Former Middle Name <input type="checkbox"/> Former Last Name <input type="checkbox"/> Former Generation <input type="checkbox"/> Driver's License <input type="checkbox"/> DL State <input type="checkbox"/> DL Expir Date	<input type="checkbox"/> Phone Area Cd <input type="checkbox"/> Phone Nbr <input type="checkbox"/> Bus Phone Area <input type="checkbox"/> Bus Phone Nbr <input type="checkbox"/> Bus Ext <input type="checkbox"/> Cell Area Cd <input type="checkbox"/> Cell Phone Nbr <input type="checkbox"/> Local Restriction <input type="checkbox"/> DL Expir Date	<input type="checkbox"/> Last Change Date <input type="checkbox"/> Citizenship <input type="checkbox"/> Marital Stat <input type="checkbox"/> Other Language <input type="checkbox"/> Local Use 1 <input type="checkbox"/> Local Use 2 <input type="checkbox"/> Email <input type="checkbox"/> Home Email <input type="checkbox"/> Public Restriction	<input type="checkbox"/> Emer Contact <input type="checkbox"/> Relationship <input type="checkbox"/> Emer Notes <input type="checkbox"/> Emer Area Cd <input type="checkbox"/> Emer Phone Nbr <input type="checkbox"/> Emer Exit	<input checked="" type="checkbox"/> Hispanic/Latino <input checked="" type="checkbox"/> American Indian <input checked="" type="checkbox"/> Asian <input checked="" type="checkbox"/> African American <input checked="" type="checkbox"/> Pacific Islander <input checked="" type="checkbox"/> White
--	--	--	---	---	---	--

Certification

<input type="checkbox"/> Cert Type <input type="checkbox"/> Cert Date <input type="checkbox"/> Date Expire	<input type="checkbox"/> Specialty Area <input type="checkbox"/> Teaching Spec	<input type="checkbox"/> Campus <input type="checkbox"/> Role ID <input type="checkbox"/> Service ID	<input type="checkbox"/> Pop Served <input type="checkbox"/> Nor Of Students <input type="checkbox"/> Monthly Minutes	<input type="checkbox"/> Class ID <input type="checkbox"/> Class Type <input type="checkbox"/> ESC/SSA	<input type="checkbox"/> Job Code <input type="checkbox"/> Days Wk 1 <input type="checkbox"/> Days Wk 2	<input type="checkbox"/> Days Wk 3 <input type="checkbox"/> Days Wk 4 <input type="checkbox"/> Min Wk 1	<input type="checkbox"/> Min Wk 2 <input type="checkbox"/> Min Wk 3 <input type="checkbox"/> Min Wk 4
--	---	--	---	--	---	---	---

Responsibility

<input type="checkbox"/> Highest Degree Achieved <input type="checkbox"/> Percent Day Employed <input type="checkbox"/> Est Annual Salary <input type="checkbox"/> Yrs Professional Experience <input type="checkbox"/> Yrs Professional in District <input checked="" type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Yrs Non-Professional Experience <input type="checkbox"/> Yrs Non-Professional In District <input type="checkbox"/> Contract Class <input type="checkbox"/> Contract Term <input type="checkbox"/> Contract Year <input type="checkbox"/> Grades Taught	<input type="checkbox"/> Original Emp Date <input type="checkbox"/> Latest Re-Employ Date <input type="checkbox"/> Retirement Date <input type="checkbox"/> Termination Date <input type="checkbox"/> Extended Leave Begin <input type="checkbox"/> Extended Leave End	<input type="checkbox"/> Take Retiree Surcharge <input type="checkbox"/> NY Take Retiree Surcharge <input type="checkbox"/> Extract ID <input type="checkbox"/> Fingerprint Status <input type="checkbox"/> Fingerprint Extract Date <input type="checkbox"/> Fingerprint Date	<input type="checkbox"/> W-2 Elec Consent <input type="checkbox"/> 1095 Elec Consent <input type="checkbox"/> ERS Retiree Health Elig <input type="checkbox"/> NY ERS Retiree Health Elig <input type="checkbox"/> Employment Type <input type="checkbox"/> Retiree Employment Type	<input type="checkbox"/> Termination Reason <input type="checkbox"/> Termination Reason Descr <input type="checkbox"/> Full Semester <input type="checkbox"/> PEIMS Auxiliary Role ID <input type="checkbox"/> Highly Qualified <input type="checkbox"/> Paraprofessional Certification
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Employment

<input type="checkbox"/> Employee Status Code <input checked="" type="checkbox"/> Highest Degree Achieved <input type="checkbox"/> Percent Day Employed <input type="checkbox"/> Est Annual Salary <input type="checkbox"/> Yrs Professional Experience <input type="checkbox"/> Yrs Professional in District <input checked="" type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Creditable Year of Service <input type="checkbox"/> Contract Class <input type="checkbox"/> Contract Term <input type="checkbox"/> Contract Year <input type="checkbox"/> Grades Taught	<input type="checkbox"/> Yrs Non-Professional Experience <input type="checkbox"/> Yrs Non-Professional In District <input type="checkbox"/> Contract Class <input type="checkbox"/> Contract Term <input type="checkbox"/> Contract Year <input type="checkbox"/> Grades Taught	<input type="checkbox"/> Original Emp Date <input type="checkbox"/> Latest Re-Employ Date <input type="checkbox"/> Retirement Date <input type="checkbox"/> Termination Date <input type="checkbox"/> Extended Leave Begin <input type="checkbox"/> Extended Leave End	<input type="checkbox"/> Take Retiree Surcharge <input type="checkbox"/> NY Take Retiree Surcharge <input type="checkbox"/> Extract ID <input type="checkbox"/> Fingerprint Status <input type="checkbox"/> Fingerprint Extract Date <input type="checkbox"/> Fingerprint Date	<input type="checkbox"/> W-2 Elec Consent <input type="checkbox"/> 1095 Elec Consent <input type="checkbox"/> ERS Retiree Health Elig <input type="checkbox"/> NY ERS Retiree Health Elig <input type="checkbox"/> Employment Type <input type="checkbox"/> Retiree Employment Type	<input type="checkbox"/> Termination Reason <input type="checkbox"/> Termination Reason Descr <input type="checkbox"/> Full Semester <input type="checkbox"/> PEIMS Auxiliary Role ID <input type="checkbox"/> Highly Qualified <input type="checkbox"/> Paraprofessional Certification
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The following elements from the *StaffExtension* complex type are included in the Class Roster Fall and Winter submission:

Under **Employee Demographic:**

- **Texas Unique Staff ID**
- **First Name, Middle Name, Last Name, Generation**
- **Sex**
- **DOB**
- **Staff ID/SSN**
- **Hispanic/Latino**

- **American Indian, Asian, African American, Pacific Islander, White**

Under Employment:

- **Highest Degree Achieved**
- **Yrs Prior Teaching**
- **Creditable Year of Service**

- **Student**

Student data can be verified by running the following reports:

For verifying data in **CLS2-100-001 Student Class Roster**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)**
- **Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR0000 - Student Course Enrollment Listing**
- **Registration > Reports > Registration Reports > Student > SRG0400 - Student Information Sheets**

For verifying data in **CLS2-100-002 Student Class Schedule**:

- **Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR2055 - Student Schedules**

For verifying data in **CLS2-100-003 Staff Class Assignment**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2550 - Teaching Assignments**
- **Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0130 - Master Sched Section and Grd Rptng Info**

For verifying data in **CLS2-100-004 Teacher Class Summary**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0350 - Student Counts by Teacher**

For verifying data in **CLS2-100-005 Staff Roster**:

- **Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List (Grd Rptng)**

For verifying student demographic data:

- **Registration > Reports > Create Registration Report**

Grade Reporting

- Grade Reporting > Maintenance > Master Schedule > District Schedule

The screenshot shows a grid of available courses for English. Each row contains the following data:

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Slf Pcd
		0610	ENGLISH GR 6	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0611	ENGLISH GR 6 H	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0612	ENGLISH GR 6 GT	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0613	ENGLISH GR 6 IS	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0614	ENGLISH GR 6ALT	ELA&READ	03200510	ELA READ 6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0710	ENGLISH GR 7	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0711	ENGLISH GR 7 H	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0712	ENGLISH GR 7 GT	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0713	ENGLISH GR 7 IS	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0714	ENGLISH GR 7ALT	ELA&READ	03200520	ELA/READ7	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0810	ENGLISH GR 8	ELA&READ	03200530	ELA/READ8	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

Below the table are various input fields for course details like Abbrev Name, Service ID, and Grade Reporting settings.

The following elements from the *StaffResponsibilitiesExtension* complex type are included in the Class Roster Fall and Winter submission:

Reported Elements from Course:

Element	Code Table	Data Element	ASCENDER Name
E0724	C022	SERVICE-ID	Service ID
E0747	C030	POPULATION-SERVED-CODE	Pop Srvd
E0948	C135	COURSE-SEQUENCE-CODE	Crs Seq

- Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course

Save Student Information School Year: 2021-2022

COURSE SELECTION **COURSE** SECTION INSTRUCTOR COPY COURSE SECTION

English Title Retrieve

Details	Course Number	Title	Service ID	Service ID Description	Nbr of Sem	Self-Paced	Grd Rstrctn	Grd Rstrctn Addl	Textbook ISBN	Pregrid Grd Rstrctn	Pregrid Grd Addl Rstr	Graded Courses	Exclude from txGradeBook
<input type="checkbox"/>	1200	ENGLISH 2	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	1300	ENGLISH 3	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9100	ENGLISH 1 R	03220100	ENG 1	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9200	ENGLISH 2 R	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9300	ENGLISH 3 R	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9400	ENGLISH 4 R	03220400	ENG 4	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)

Rows: 6

»Crs Nbr: ENGLISH 2 Service ID: Grd Rstr: Pregrid Grd Rstr: Grd Rstrctn Addl: Excluded from txGradebook:

Self Paced: N Textbook ISBN:

Options
Excl Conflict Matrix:
Can Split Opt: N Rpt Card Grd Typ:

Grade Reporting
Per Crtr: Department:
Gender Restr:
Required: Elective:

Course Codes and Credits
Tot Credits: Credit Lvl: Part Credit: Credit Seq: AAR Use: CPR: Grad Plan: Speech: Use:
Spec Cons:

Elem/Misc
Core Crs:
ELA Wgt:
Auto Grd:
Incl UIL Elig: Y Exam/Sem Ptnr: Class Type Cd: Role Id: Skills Based:

PEIMS
CTE Hrs:
Pop Srvd: Instr Sett:
HRoll Wgt: HRoll Table: HRoll Cd: GA Table: Ga Wgt:

HR/GA
HRoll Wgt: HRoll Table: HRoll Cd: GA Table: Ga Wgt:

The following elements from the *CourseOffering* complex type are included in the Class Roster Fall and Winter submission:

Reported Elements from Course:

Element	Code Table	Data Element	ASCENDER Name
E1194	—	LOCAL-COURSE-CODE	Crs Nbr

- Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

English Title 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 ULL Elig	Lock	Dst Lng	Non Campus Based
<input type="checkbox"/>	<input type="checkbox"/>	1200	ENGLISH 2	01	025	25	0	25	0	<input type="checkbox"/>	Y	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	1200	ENGLISH 2	08	025	28	0	28	0	<input type="checkbox"/>	Y	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	1300	ENGLISH 3	01	025	13	0	13	0	<input type="checkbox"/>	Y	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	1300	ENGLISH 3	05	025	14	0	14	0	<input type="checkbox"/>	Y	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	1300	ENGLISH 3	09	025	13	0	13	0	<input type="checkbox"/>	Y	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	9100	ENGLISH 1 R	02	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00

First Last

» Crs Nbr: 1200 Title: ENGLISH 2 Svc ID: 03220200 Multi Svc Ind: Lock: Include ULL Elig: Non Campus Based: Dst Lng:

Section: 01 Max Seats: 025 Enrolled Students Sem 1: 25 Sem 2: 25 Non Campus Based: 00 Dst Lng:

Section Information: Pop Srvd: 01 Crs Seq: Max Sect: Wks/Mnth: Class Type: 01 PK Curricula: High Qual PK Prog: Stu Instr: PK Sch Type: Home Room Ind: PK Prog Eval Type:

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: 1 Gender Rstrctn: Instruct Set: AAR Use: E Self Paced: Pop Srvd: 01 Grad Plan Use: ENGL Class Type: 01 Role ID: 087 Special Consid: CPR: N Nbr Sem: 2 Incl ULL Elig: Speech: N OnRamps:

Campus Information: Grade Rstrctn: Rstrctn Addl:

Del Sem Days Per Begin Per End Room Time Begin Time End Lckout Instr ID Instructor Class Role Role ID CTE Entry Date Withdraw Date ADS

01 02 05 01 01 209 534 GRANGER, HERMIONE 01 087 08-09-2021

The following elements from the *SectionExtension* and *TeacherSectionAssociationExtension* and *StudentSectionAssociation* complex types are included in the Class Roster Fall and Winter submission:

Reported Elements from Section:

Element	Code Table	Data Element	ASCENDER Name
E1194	--	LOCAL-COURSE-CODE	Crs Nbr
E1056	--	CLASS-ID-NUMBER	Crs Nbr, Section, Sem
E1072	C182	NON-CAMPUS-BASED-INSTRUCTION-CODE	Non-Campus Based
E1362	DC091	POPULATION-SERVED	Pop Srvd
E0948	C135	COURSE-SEQUENCE-CODE	Crs Seq
E1074	--	CLASS-PERIOD	Per Begin and Per End
E1454	DC143	CLASSROOM-POSITION	Class Role
E0721	C021	ROLE-ID	Role ID
E1065	--	ASSIGNMENT-BEGIN-DATE	Entry Date
E1066	--	ASSIGNMENT-END-DATE	Withdraw Date

Registration

- Registration > Maintenance > Student Enrollment > Demo1

The screenshot shows a detailed student enrollment form. At the top, there are fields for 'STUDENT' (3002031: ABUNDIS, CECILIA MICHAEL) and 'TEXAS UNIQUE STUDENT ID' (2479861283). A 'Save' button is in the top-left corner, and a 'Student Information' tab is in the top-right. Below the header, there are tabs for DEMO1, DEMO2, DEMO3, GRADUATION, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS. The DEMO1 tab is selected. The form is divided into several sections: 'Demographic Information' (including Grade, Entry Date, Track, Orig Entry, Withdrawal Date, Portal ID, Name, Middle, Last, Social Security Number, Sex, DOB, Hispanic/Latino, Race/Ethnicity, and White/Black/African American/American Indian/Alaskan Native/Hawaiian/Pacific Islander checkboxes); 'Phone / Address' (with fields for Addr/Tel, Phone, Cell Ph Nbr, E-mail, Mailing, Physical, and a 'Duplicate' button); 'Student Indicators' (with fields for Eligibility Code, Record Status, Attribution Code, NSLP, Campus ID Resid, Child Find, Active Cd, Cnty Residence, Reporting Excl, Control Num, Next Yr Cntr, Next Yr Camp, CY Xfer Factor, NY Xfer Factor, CY Team Code, and NY Team Code); 'Current / Next Year Information' (with fields for Here Last Yr, CY Xfer Factor, NY Xfer Factor, CY Team Code, and NY Team Code); 'Economic Disadvantage' (with a table for Delete, Descriptor, Begin Date, and End Date); 'Foster Care' (with a table for Delete, Descriptor, Begin Date, and End Date); and 'Military Connected' (with a table for Delete, Descriptor, Begin Date, and End Date). A 'Comments' button is located in the top-left of the main form area. To the right, there is a 'Attendance Zones' section with a table for Campus, From Grd Lvl, and Thru Grd Lvl, showing 'no rows'.

The following elements from the *StudentExtension* and *StudentSchoolAssociationExtension* complex types are included in the Class Roster Fall and Winter submission:

Reported Elements from Demo1:

Element	Code Table	Data Element	ASCENDER Name
E0923	---	LOCAL-STUDENT-ID	---
E1523	---	TX-UNIQUE-STUDENT-ID	Texas Unique Student
E1517	DC063	ENTRY-GRADE-LEVEL-TYPE	Grade
E0703	---	FIRST-NAME	Name - First
E0704	---	MIDDLE-NAME	Name - Middle
E0705	---	LAST-NAME	Name - Last
E001	---	STUDENT-ID	SSN
E1325	DC119	SEX	Sex
E0006	---	DATE-OF-BIRTH	DOB
E1375	---	HISPANIC-LATINO-ETHNICITY	Hispanic/Latino
E1343	DC097	RACIAL-CATEGORY	White
E1343	DC097	RACIAL-CATEGORY	Black/African American

Element	Code Table	Data Element	ASCENDER Name
E1343	DC097	RACIAL-CATEGORY	Asian
E1343	DC097	RACIAL-CATEGORY	American Indian/ Alaskan Native
E1343	DC097	RACIAL-CATEGORY	Hawaiian/Pacific Isl
E0266	--	CAMPUS-ID	Camp ID Resid
E1517	DC063	ENTRY-GRADE-LEVEL-TYPE	From Grd Lvl

Personnel

- Personnel > Maintenance > Staff Demo > Demographic Information

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: 524-41-8920 Texas Unique Staff ID: 7123222337 Last Change: 07-19-2021

Name

Legal: Ms. LAVENDER BROWN

Former: [dropdown]

Title: First Middle Last Generation

Addresses

Mailing: Number: 3500 Street/P.O. Box: CHRIS KELLEY BLVD Apt: 9301 City: ALAMO CITY State: TX Texas Zip: 78509 Country: [dropdown]

Alternate: [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown]

Supplemental: Address: [dropdown] Country: [dropdown] Delivery Name: [dropdown]

Travel Commute Distance: 0.0

Personal Information

Sex: Female Citizenship: [checkbox checked] Driver's License: 25166546 DL State: TX Texas

DOB: 12-02-1996 Marital Stat: [dropdown] Deceased: [checkbox] DL Expir Date: 12-02-2020 Other Language: [checkbox]

Ethnicity

Hispanic/Latino: [checkbox]

Race (check all that apply; must select at least one)

American Indian/Alaskan Native: [checkbox] Native Hawaiian/Pacific Islander: [checkbox]
 Asian: [checkbox] White: [checkbox checked]
 Black African American: [checkbox]

The following elements from the *StaffExtension* and *TeacherSectionAssociationExtension* complex types are included in the Class Roster Fall and Winter submission:

Reported Elements from Demographic Information:

Element	Code Table	Data Element	ASCENDER Name
E1524	--	TX-UNIQUE-STAFF-ID	Texas Unique Staff ID
E0505	--	STAFF-ID	Staff ID/SSN
E0703	--	FIRST-NAME	Legal - First
E0704	--	MIDDLE-NAME	Legal - Middle
E0705	--	LAST-NAME	Legal - Last

Element	Code Table	Data Element	ASCENDER Name
E1303	DC148	GENERATION-CODE-SUFFIX	Legal - Generation
E1325	DC119	SEX	Sex
E0006	DC119	DATE-OF-BIRTH	DOB
E1375	--	HISPANIC-LATINO-CODE	Hispanic/Latino
E1343	DC097	RACIAL-CATEGORY	American Indian Alaskan Native
E1343	DC097	RACIAL-CATEGORY	Asian
E1343	DC097	RACIAL-CATEGORY	Black African American
E1343	DC097	RACIAL-CATEGORY	Hawaiian Pacific Islander
E1343	DC097	RACIAL-CATEGORY	White

- Personnel > Maintenance > Staff Demo > Credentials

The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

Reported Elements from Credentials:

Element	Code Table	Data Element	ASCENDER Name
E1722	DC165	TEACHER-INCENTIVE-ALLOTMENT-DESIGNATION-CODE	Teacher Incentive Allotment Designation

- Personnel > Maintenance > Staff Demo > Responsibility

The screenshot shows the 'Responsibility' tab of a staff record in the State Reporting application. The top navigation bar includes 'Save', 'Employee: 000098 : ADAMS, ADAM', 'Retrieve', and 'Directory'. Below the navigation is a menu bar with 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'RESPONSIBILITY' tab is active. A toolbar below the menu includes 'Delete', 'Details', 'Year', 'Campus', 'Role ID', 'Service ID', 'Class ID', and 'Grade Level' buttons. A large text area for notes is empty. At the bottom of this area is an 'Add' button. Below this is a section titled 'School Year for PEIMS Codes: 2024' with the following fields:

- Job Code: (dropdown)
- Role ID / Staff Classification: 087 - Teacher
- Staff Service: (dropdown)
- Pop Served: (dropdown)
- SPED Student Age Range: (dropdown)
- Campus: 001 001 School (dropdown)
- Begin Date: 00-00-0000
- End Date: 00-00-0000
- ESC/SSA: School District Employee (dropdown)
- Monthly Minutes: (text input)
- Classroom Position: 01 Teacher Of Record (dropdown)
- Local Course Code: (dropdown)
- Class ID / Section Identifier: (dropdown)
- Session Name: (dropdown)
- # of Students: (dropdown)
- Class Type: (dropdown)
- Grade Level: (dropdown)
- Service ID: (dropdown)

Below these fields is a 'Refresh Service ID Setting' link. A 'PE Info:' section contains four pairs of input fields for Days Wk 1-4 and Min Wk 1-4, each with a value of 0.

NOTE: If a person is listed as an Instructor, it is considered they are teaching a course. The instructor can be listed in **Personnel** or in **Grade Reporting**, but not in both applications. The instructor must be deleted from *Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor* if they do not have any sections assigned to them.

The following elements from the *TeacherSchoolAssociation* complex type are included in the Class Roster Winter submission:

Reported Elements from TeacherSchoolAssociation:

Element	Code Table	Data Element	ASCENDER Name
E1524	---	TX-UNIQUE-STAFF-ID	Role ID/Staff Classification
E0266	---	CAMPUS-ID	Campus

- Personnel > Maintenance > Employment Info

The screenshot shows the 'EMPLOYMENT INFO' section of the State Reporting Employee Information Form. The section is divided into several sub-sections:

- Employment Status:** 4 Resigned
- Employment Dates:** Original Emp Date: 02-04-2003, Latest Re-Employ Date: 02-04-2003, Termination Date: 08-17-2003, Termination Reason: , Eligible for Re-hire: , Percent Day Employed: 0%
- Employment Types:** Employment Type: , Sub Type: , Highly Qualified: , Year Round: , Extract ID: P26 CONVERSION, Highest Degree:
- Retiree Information:** Retirement Date: 00-00-0000, Retiree Employment Type: , Take Retiree Surcharge: , NY Take Retiree Surcharge:
- Years Experience:** --Professional-- Total: , In District: --Non-Professional-- Total: , In District: Prior Teaching: Creditable Year of Service:
- Electronic Consent:** W-2: , 1095:
- Service Record:** Full Semester: , Grades Taught:
- Contract Information:** Class: , Term: , Year:
- Extended Leave:** Begin: 00-00-0000, End: 00-00-0000
- Fingerprint Information:** Status: (FP not needed), Extract Date: 00-00-0000, Fingerprint Date: 00-00-0000
- ERS Retiree Health:** Current Year Elig: , Next Year Elig:
- Auxiliary Role ID:** Delete, Auxiliary Role ID: , Begin Date: , End Date: (with Add button)
- Paraprofessional Certification:** Delete, Para Cert: , Begin Date: , End Date: (with Add button)

The following elements from the *StaffExtension* complex type are included in the Class Roster Fall and Winter submission:

Reported Elements from Employment Info:

Element	Code Table	Data Element	ASCENDER Name
E1460	DC077	HIGHEST-LEVEL-OF-EDUCATION-COMPLETED	Highest Degree
E1377	--	YEARS-OF-PRIOR-TEACHING-EXPERIENCE	Years Experience (Professional) - Total
E1721	C088	CREDITABLE-YEAR-OF-SERVICE-INDICATOR-CODE	Creditable Year of Service
E1073	C181	STAFF-TYPE-CODE	--

- Personnel > Utilities > Mass Update > Employee

EMPLOYEE

Reset

Extract ID

Unemployment Eligibility Yes

Take Retiree Surcharge Yes

NY Take Ret Surchg Yes

Employment Type

Retiree Employment Type

Creditable Year of Service Yes

Update Experience

Total (Prof) Experience Increment

If Employment Date <

District (Prof) Experience

If Employment Date <

District (Non-Prof) Experience

If Employment Date <

Total (Non-Prof) Experience

If Employment Date <

Prior Teaching Experience

If Employment Date <

Job Codes:

Modify

Area Code: From To

Zip Code:

Execute

The following elements from the *StaffExtension* complex type are included in the Class Roster Winter submission:

Reported Elements from Employee:

Element	Code Table	Data Element	ASCENDER Name
E1721	C088	CREDITABLE-YEAR-OF-SERVICE-INDICATOR-CODE	Creditable Year of Service

Payroll

- Payroll > Maintenance > Staff Job/Pay Data > Job Info

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
		TCHR - TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 [Add](#)

Contract Info

Pay Type: 1 Contracted employee	Pay Grade: TEA	Pay Step: 01	Sched: 2	Max Days: 187	Hrs Per Day: 8.000	Incr Pay Step: <input checked="" type="checkbox"/>
Total: 47,876.00	Balance: 11,968.97	# of Annual Pymts: 12	Remaining Pymts: 3	Concept: Use hourly/daily rate table		
# of Months in Contract: 10	State Min Days: 187 Valid basic days in contract	Base Annual: 41,749.62		Calculate		
Daily Rate: 256.021	= Contract Total: 47,876.00	/ # of Days Empld: 187	# Days Off: 0.0	Vacant Job: <input type="checkbox"/>		
Pay Rate: 3,989.67	= Contract Total: 47,876.00	/ # Annual Pymts: 12	Payoff Date: 07-23-2021	Wkly Hrs Sched: 0		
Reg Hrs Worked: 0.00	OVTM Elig: <input type="checkbox"/>	OVTM Rate: 0.00	Hrly Rate: 0.00	Exempt Status: <input type="checkbox"/>	EEOC: 07 Other classrm teach	<input type="checkbox"/>

State Info

State Step: 01	Yrs in Career Ladder: <input type="button" value="▼"/>	TRS Year: <input checked="" type="checkbox"/>	TRS Member Pos: 02 Teacher, librarian	Wholly Sep Amt: 0.00
State Min Salary: 36,964.00	= Foundation Daily Rate: 183.904	X % Assigned: 100%	X # of days Empld: 187	Retiree Exception: <input type="button" value="▼"/>

Calendar/Local Info

Calendar/Local Options: <input type="button" value="▼"/>	Begin Date: 07-27-2020	End Date: 06-11-2021	# of Days Empld: 187
Years Job Exp: <input type="checkbox"/>	Local Contract Days: 14		

Primary Campus: 001 001 School

Dept:

The following element from the *StaffExtension* complex type is included in the Class Roster Fall and Winter submission:

Reported Elements from Job Info:

Element	Code Table	Data Element	ASCENDER Name
E1073	C181	STAFF-TYPE-CODE	Pay Type

District Administration

- [District Administration > Maintenance > Non-Employee](#)

Save
NON-EMPLOYEE

Employee Nbr: 017499
Name: ZAPATA, YOLANDA
Retrieve
Directory
Add

Name

Employee Nbr	017499	Name	Mrs. <input type="button" value="▼"/>	YOLANDA	<input type="text"/>	ZAPATA	<input type="button" value="▼"/>
Title	First		Middle	Last		Generation	

Work E-mail

Job Code ...

Highly Qualified:

Local Use

1:

2:

Instructional Staff

SSN:	123-45-6789	TX Unique Staff ID:	5851239854
Sex:	<input type="button" value="F - Female"/> <input type="button" value="▼"/>	TSDS Staff Type:	<input type="button" value="3 - Contracted Prof"/> <input type="button" value="▼"/>
Date of Birth:	04-06-1969		

Races

Hispanic: <input type="checkbox"/>	American Indian: <input type="checkbox"/>	Asian: <input type="checkbox"/>	Black: <input type="checkbox"/>	Pacific Islander: <input type="checkbox"/>	White: <input checked="" type="checkbox"/>
------------------------------------	---	---------------------------------	---------------------------------	--	--

Days Employed:	0	Begin Date:	09-01-2012	
Total Years:	19	End Date:	--	
District Years:	10			
Percent of Day:	80%			
Highest Degree:	<input type="button" value="2 - Master's"/> <input type="button" value="▼"/>			

The following element from the *StaffExtension* complex type is included in the Fall and Winter Class Roster submissions:

Reported Elements from Non-Employee:

Element	Code Table	Data Element	ASCENDER Name
E1073	C181	STAFF-TYPE-CODE	TSDS Staff Type

II. (Student-only Districts) Import Staff Data

Student-only districts must either enter staff information in District Administration or use the Staff Import utility.

- [State Reporting > Utilities > Import Staff File](#)

This utility is for Student-only districts.

This utility imports basic staff demographic data to be used for the TSDS PEIMS Staff Interchange records (i.e., to join the unique staff ID with a teacher/staff record). Districts that do not use ASCENDER Business applications can import staff demographic data to be used for the TSDS Staff Interchange records. **This utility must be run before running the staff extract.**

The screenshot shows a user interface for importing staff data. At the top, there are two buttons: 'Import' (highlighted with a green border) and 'Print Report'. Below these is a file selection area labeled 'File:' containing the text 'TEXASISD_Staff_Import_F2024.txt'. To the right of the file name is a 'Browse' button, also highlighted with a green border.

File layout

The utility accepts data from a comma-delimited text or CSV file (e.g., provided by a third-party business application vendor) and inserts the records into HR tables which allows you to maintain this data in the ASCENDER TSDS application.

The values must be inserted in this order:

Field	Validation
Unique staff ID	Must be ten digits.
Staff ID/SSN	Must be nine digits. Required. First character must be S or 0-8. First three characters must not be 000. Middle characters (3rd-4th digit) must not be 00. Last four characters must not be 0000. First seven characters must not be the same.
Last Name	Required
First Name	Required
Middle Name	Required
Gender	One character (M or F)

Field	Validation
Legal Generation	One character 1 = Jr 2 = Sr 3 = II 4 = III 5 = IV 6 = V 7 = VI 8 = VII 9 = VIII A = I B = IX C = X
DOB	Required; format YYYYMMDD
Hispanic Ethnicity	One character (Y or N)
Race American	One character (Y or N) At least one race indicator is required.
Race Asian	One character (Y or N)
Race Black	One character (Y or N)
Race Native Hawaiian Pacific Islander	One character (Y or N)
Race White	One character (Y or N)
Highest Degree	One character 0 = No Bachelor's 1 = Bachelor's 2 = Master's 3 = Doctorate
Prior Teach Experience	Two characters, values 0-99
Original Emp Date	Format YYYYMMDD
Term Date	Format YYYYMMDD

Example:

0133884198,422514579,Bacon,Jason,Donald,M,1,19801023,N,Y,N,N,N,Y,1,10,20150801,20200101
 0133884199,422514563,Hannover,Renee,Keen,F,1,19601024,N,Y,N,N,N,Y,1,12,20150801,20200104
 0133884189,422514549,Nimitz,Clark,Mason,M,1,19701022,N,Y,N,N,N,Y,1,15,20150801,20200105
 0133884179,422514769,Hernandez,Joe,Lee,M,1,19811028,N,Y,N,N,N,Y,1,10,20150801,20200106

File	Click Browse to locate and select the file to import.
-------------	--

Click **Import**.

The results of the import are displayed, including a count of records with errors, and total records read, updated, and imported.

Print Report	<p>Print the error report. If errors occurred, the line number in the file will correspond to the record that caused the error.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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III. Create Interchanges

[State Reporting > Utilities > Create TSDS Core Collections Interchanges](#)

Class Roster Fall

Core Collection	Select the submission. For the Class Roster - Fall submission, select <i>Class Roster - Fall</i> .
Ending School Year	(Display only) The submission year as entered in the Submission Year field on State Reporting > Options is displayed. For the 2023-2024 Class Roster - Fall submission, the field should display 2024.
Campus	Type a three-digit campus ID, or leave blank to create interchanges for all campuses.

As-Of Date	(Required) Enter the as-of date for running this utility. The As-Of Date must be the last Friday in September (September 29, 2023). Data is pulled for only one semester. All courses, teachers, and student enrollments must align exactly with that date to be reported, and at least one student enrolled in that course on this date in order for a course/teacher to be reported.
-------------------	---

The interchanges are listed according to the **Core Collection** field.

Select **All TSDS Collection Interchanges** (e.g., **All TSDS Class Roster Interchanges**) to create all interchanges for the Class Roster - Fall submission.

Or, select the individual interchange you want to create.

NOTE: Only the Staff Association Interchange can be created for Business-only districts. A valid District ID must be entered on **State Reporting > Maintenance > Organization > County District**.

All employees who have a valid Unique Staff ID and were employed at the district on the **As-of Date** 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.
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.

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: 015102-2018-11-11.15-30-22.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:

015166_000_2020TSDS_202003031420_InterchangeEducationOrganizationExtension.xml

If errors are encountered:

1. Correct the data in ASCENDER.
2. Create the interchanges again.

Class Roster Winter

Core Collection	Select the submission. For the Class Roster - Winter submission, select <i>Class Roster - Winter</i> .
Ending School Year	(Display only) The submission year as entered in the Submission Year field on State Reporting > Options is displayed. For the 2023-2024 Class Roster - Winter submission, the field should display 2024.
Campus	Type a three-digit campus ID, or leave blank to create interchanges for all campuses.
As-Of Date	(Required) Enter the as-of date for running this utility. The As-Of Date must be the last Friday in February (February 23, 2024). Data is pulled for only one semester. All courses, teachers, and student enrollments must align exactly with that date to be reported, and at least one student enrolled in that course on this date in order for a course/teacher to be reported.

The interchanges are listed according to the **Core Collection** field.

Select All TSDS Collection Interchanges (e.g., **All TSDS Class Roster Interchanges**) to create all interchanges for the Class Roster - Winter submission.

Or, select the individual interchange you want to create.

NOTE: Only the Staff Association Interchange can be created for Business-only districts. A valid District ID must be entered on **State Reporting > Maintenance > Organization > County District**.

All employees who have a valid Unique Staff ID and were employed at the district on the **As-**

of Date 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.
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Click **Run**.

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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
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Example: 015102-2018-11.15-30-22.TSDS.zip

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If errors are encountered:

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2. Create the interchanges again.



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