



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



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# Core Collection: Early Childhood Data System - PK Submission (Updated 2021-2022)

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 24, 2021.**

**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 2020-2021](#)

## 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***

**Report Template**

Staff Demo Verification  Public Retrieve Directory

**Report Title**

Employee Nbr:   Active Employees Only

**Employee Demographic**

|                                                           |                                                     |                                                      |                                                   |                                           |
|-----------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|---------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Employee Nbr                     | <input checked="" type="checkbox"/> Staff ID/SSN    | <input type="checkbox"/> Maiden Name                 | <input checked="" type="checkbox"/> Phone Area Cd | <input type="checkbox"/> Last Change Date |
| <input checked="" type="checkbox"/> Texas Unique Staff ID | <input checked="" type="checkbox"/> Address Number  | <input type="checkbox"/> Former Prefix               | <input checked="" type="checkbox"/> Phone Nbr     | <input type="checkbox"/> Citizenship      |
| <input checked="" type="checkbox"/> Name Prefix           | <input checked="" type="checkbox"/> Street/P.O. Box | <input type="checkbox"/> Former First Name           | <input type="checkbox"/> Bus Phone Area           | <input type="checkbox"/> Marital Stat     |
| <input checked="" type="checkbox"/> First Name            | <input checked="" type="checkbox"/> Apt             | <input type="checkbox"/> Former Middle Name          | <input type="checkbox"/> Bus Phone Nbr            | <input type="checkbox"/> Other Language   |
| <input type="checkbox"/> Middle Name                      | <input checked="" type="checkbox"/> City            | <input type="checkbox"/> Former Last Name            | <input type="checkbox"/> Bus Ext                  | <input type="checkbox"/> Local Use 1      |
| <input checked="" type="checkbox"/> Last Name             | <input checked="" type="checkbox"/> State           | <input type="checkbox"/> Former Generation           | <input type="checkbox"/> Cell Area Cd             | <input type="checkbox"/> Local Use 2      |
| <input type="checkbox"/> Generation                       | <input checked="" type="checkbox"/> Zip             | <input checked="" type="checkbox"/> Driver's License | <input type="checkbox"/> Cell Phone Nbr           | <input type="checkbox"/> Email            |
| <input type="checkbox"/> Sex                              | <input type="checkbox"/> Zip+4                      | <input type="checkbox"/> DL State                    | <input type="checkbox"/> Local Restriction        | <input type="checkbox"/> Home Email       |

Use the User Created Report to verify staff demo data.

**Personnel > Reports > Personnel Reports > HRS1600 - Certification Report**

| Delete | Teaching_Spec Code | Teaching Description | PEIMS PK Teacher Requirement                                       |
|--------|--------------------|----------------------|--------------------------------------------------------------------|
|        | 01                 | PK 01                | 01 Certification offered through an AMI or MACTE accredited center |
|        | 02                 | PK 02                |                                                                    |
|        | 03                 | PK 03                |                                                                    |
|        | 04                 | PK 04                |                                                                    |
|        | 05                 | PK 05                |                                                                    |
|        | 06                 | PK 06                |                                                                    |

01 Certification offered through an AMI or MACTE accredited center

03 Employed as PK teacher in district where PK prof development is met

05 A Child Development Associate (CDA) credential

06 Documented completion of the TSR Comprehensive

07 A degree in early childhood education or a related field

08 8+ yrs tchg exp natl accredited child care pgm or Texas Rising Star Pgm

09 Conctrct Enty-2+ yrs tch natl chld care pgm/TXRisingStar & CDA/TEA appd EC cred

10 Conctrct Enty-2+ yrs tch natl chld care pgm/TXRisingStar & cert acred AMI/MACTE

11 Conctrct Enty-Emplyd PK teacher that met specific Pre-K prof develop reqmnts

12 Conctrct Enty-A degree in early childhood education or a related field

13 Conctrct Enty-8+ yrs tchg exp natl accred child care pgm or TX Rising Star Pgm

| Date Run: 02-23-2021 3:10 PM         |                          | Employee Certification Report |             |                |                         | Program: HRS1600    |          |
|--------------------------------------|--------------------------|-------------------------------|-------------|----------------|-------------------------|---------------------|----------|
| Cnty Dist: 031-776                   |                          | TEXAS ISD                     |             |                |                         | Page: 1 of 1        |          |
|                                      |                          |                               |             |                |                         | Frequency: 6        |          |
| Emp Nbr                              | Employee Name            | Certification Type            |             | Specialty Area | Teaching Specialization | Special Credentials |          |
|                                      |                          | Date Cert                     | Date Expire |                |                         | Yrs Taught          | ExcET Yr |
| 000925                               | SANDS-MARTINEZ, RENEE AN | F - Professional              | 02-01-2017  | 01-31-2023     | PK3 - PRE K             |                     |          |
| 000924                               | SANDS, RENE APRIL        | F - Professional              | 05-16-2015  | 03-31-2021     | PK4 - PRE K             |                     |          |
| 000964                               | SHIPP, ROSITA DELAINE    | F - Professional              | 08-28-2016  | 06-30-2022     | PK3 - PRE K             |                     |          |
| <b>Total Employees for District:</b> |                          | <b>3</b>                      |             |                |                         |                     |          |
| <b>End of Report</b>                 |                          |                               |             |                |                         |                     |          |

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](#)

Employee: 000016 : ATKINS, AMELIA MARIE Retrieve Directory Add Emp

**DEMOGRAPHIC INFORMATION** CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: 152-17-6300 Texas Unique Staff ID: 7727912433 Last Change:

**Name**

Legal:

Former:

Title First Middle Last Generation

**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](#)

MAJOR / MINOR COLLEGE CODE CERTIFICATION TYPE SPECIALTY AREA **TEACHING SPECIALIZATION** SERVICE RECORD NOTES

Retrieve Print

| Delete | Teaching Spec Code | Teaching Description | PEIMS PK Teacher Requirement                                                       |
|--------|--------------------|----------------------|------------------------------------------------------------------------------------|
|        | PK1                | EARLY CHILDHOOD 01   | 01 Certification offered through an AMI or MACTE accredited center                 |
|        | PK3                | EARLY CHILDHOOD 03   | 03 Employed as PK teacher in district where PK prof development is met             |
|        | PK5                | EARLY CHILDHOOD 05   | 05 A Child Development Associate (CDA) credential                                  |
|        | PK6                | EARLY CHILDHOOD 06   | 06 Documented completion of the TSR Comprehensive                                  |
|        | PK7                | EARLY CHILDHOOD 07   | 07 A degree in early childhood education or a related field                        |
|        | PK8                | EARLY CHILDHOOD 08   | 08 8+ yrs tchg exp natl accredited child care pgm or Texas Rising Star Pgm         |
|        | PK9                | EARLY CHILDHOOD 09   | 09 Conract Entty-2+ yrs tch natl chld care pgm/TXRisingStar & CDA/TEA appd EC cred |
|        | P10                | EARLY CHILDHOOD 10   | 10 Conract Entty-2+ yrs tch natl chld care pgm/TXRisingStar & cert acred AMI/MACTE |
|        | P11                | EARLY CHILDHOOD 11   | 11 Conract Entty-Empldy PK teacher that met specific Pre-K prof develop reqmnts    |
|        | P12                | EARLY CHILHOOD 12    | 12 Conract Entty-A degree in early childhood education or a related field          |
|        | P13                | EARLY CHILDHOOD 13   | 13 Conract Entty-8+ yrs tchg exp natl accred child care pgm or TX Rising Star Pgm  |

+ Add

**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 Rptng)***

| Date Run: 2/23/2021 3:37 PM |         | Master Schedule PEIMS Information |            |     |          |         |               |          |            |               |                | Program ID: SGR0110           |            |         |         |       |                   |              |             |                   |               |          |          |              |         |              |              |             |       |
|-----------------------------|---------|-----------------------------------|------------|-----|----------|---------|---------------|----------|------------|---------------|----------------|-------------------------------|------------|---------|---------|-------|-------------------|--------------|-------------|-------------------|---------------|----------|----------|--------------|---------|--------------|--------------|-------------|-------|
| Cnty-Dist: 031-776          |         | 001 School                        |            |     |          |         |               |          |            |               |                | Page: 1 of 77                 |            |         |         |       |                   |              |             |                   |               |          |          |              |         |              |              |             |       |
| Campus: 001                 |         | Sch Year: 2021                    |            |     |          |         |               |          |            |               |                | Bold indicates district data  |            |         |         |       |                   |              |             |                   |               |          |          |              |         |              |              |             |       |
|                             |         |                                   |            |     |          |         |               |          |            |               |                | Gray indicates invalid Svc ID |            |         |         |       |                   |              |             |                   |               |          |          |              |         |              |              |             |       |
|                             |         |                                   |            |     |          |         |               |          |            |               |                | # Inactive Instructor         |            |         |         |       |                   |              |             |                   |               |          |          |              |         |              |              |             |       |
| Sec                         | Inst    | Inst Name                         | Class Role | Sem | Days Met | Per Beg | Per End Time  | End Time | Entry Date | Withdraw Date | Nonampus Based | Svc ID                        | Class Type | Pop Srv | Role ID | Cn Se | High Qual PK Curr | PK Stu Instr | PK Sch Type | PK Prog Eval Type | Home Room Ind | On Camps | Dual Crd | Adv Tech Crd | CTE Hrs | Teacher Cert | College Sem1 | Credit Sem2 | Hours |
| Course Number               |         |                                   | 0100       |     | Title    |         | SEE COUNSELOR |          |            |               |                |                               |            |         |         |       |                   |              |             |                   |               |          |          |              |         |              |              |             |       |
| 01                          | 01      |                                   | 01         | 01  | MTWThF   | 01      | 01            |          | 08/17/2020 |               | 00             | 8EXCLUD                       | 01         | 01      | 087     |       |                   |              |             |                   | 1             | 0        | 0        |              |         | Y            | 0            | 0           |       |
| 02                          | 01      |                                   | 01         | 02  | MTWThF   | 02      | 02            |          | 08/17/2020 |               | 00             | 8EXCLUD                       | 01         | 01      | 087     |       |                   |              |             |                   | 0             | 0        | 0        |              |         | N            | 0            | 0           |       |
| 03                          | 01      |                                   | 01         | 03  | MTWThF   | 03      | 03            |          | 08/17/2020 |               | 00             | 8EXCLUD                       | 01         | 01      | 087     |       |                   |              |             |                   | 0             | 0        | 0        |              |         | N            | 0            | 0           |       |
| 08                          | 01      |                                   | 01         | 08  | 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         | 03  | 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 |         | Student Course Enrollment Listing |              |         |            |                     |          |          |          |          |         | Program ID: SGR0000 |              |                 |
|------------------------------|---------|-----------------------------------|--------------|---------|------------|---------------------|----------|----------|----------|----------|---------|---------------------|--------------|-----------------|
| Cnty-Dist: 031-776           |         | 101 School                        |              |         |            |                     |          |          |          |          |         | Page: 1 of 77       |              |                 |
| Campus: 101                  |         | Sch Year: 2021                    |              |         |            |                     |          |          |          |          |         |                     |              |                 |
| 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**:

- o The instructor must not be excluded from PEIMS Reporting. Be sure **Exclude from PEIMS** is not selected.
- o 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**

**Report Title**

**Campus Options**  
 Campus 101  
 All Campuses

Demo1

Demographic Information

Sch Yr    Campus ID    Student ID    Grade    Entry Dt    Track    Orig Entry  
 Withdrawal Dt    Reason    Portal ID    Last Name    First Name    Middle Name    Gen  
 Nickname    SSN Denied    SSN    Masked SSN    Prior SSN    TX Unique Stu ID    Medicaid Eligible  
 Medicaid ID    Sex    DOB    Hispanic/Latino    Aggregate Race/Ethnicity    Comments

Race

White    Black/African American    Asian    American Indian/Alaskan Native    Hawaiian/Pacific Isl

Student Indicators

Elig    Attribution    Camp ID Resid    Eco Disadvan    Military Connected    Foster Care    Star of Texas Award  
 Rep Excl    Active    Record Status    Cnty Residence    NSLP

Current / Next Year Information

Control Num    CY Team    Next Yr Cntrl    NY Team    Nxt Yr Camp    Here Last Yr    CY Transfer Factor    NY Transfer Factor

---

Bi/ESL

Bi/ESL

Campus    Entry Date    Exit Date    Reason    Bil Type    ESL Type    EB Cd  
 Par Perm Cd    Bi/ESL Fund Cd    Alt Lang Cd    Home Language    Student Language    Yrs US Sch    Date HLS Admin

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      Student Status By Program Changes      Program ID: SRG1200  
 Cnty-Dist: 031-776      101 School      Page: 4 of 46  
 Campus: 101      Sch Year: 2021

**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      |                     | Student Status By Program Changes |             |            |               | Program ID: SRG1200 |           |               |                   |                      |           |                |             |            |              |                |
|-----------------------------------|---------------------|-----------------------------------|-------------|------------|---------------|---------------------|-----------|---------------|-------------------|----------------------|-----------|----------------|-------------|------------|--------------|----------------|
| Cnty-Dist: 031-776                |                     | 101 School                        |             |            |               | Page: 4 of 7        |           |               |                   |                      |           |                |             |            |              |                |
| Campus: 101                       |                     | Sch Year: 2021                    |             |            |               |                     |           |               |                   |                      |           |                |             |            |              |                |
| <b>Special Education Records:</b> |                     |                                   |             |            |               |                     |           |               |                   |                      |           |                |             |            |              |                |
| Stu ID                            | Student Name        | Grd                               | SSN         | Entry      | Withdraw      | Wd Rsn              | Pri Disab | Instruct Set  | Multi Disab       | Speech               | CTE Elig  | Reg Sch        | Day Deaf    | RDS Agent  | 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, LONDON T    | 05                                | XXX-XX-XXXX | 08-17-2020 |               |                     | 09        | 00            | No                | 1                    | 1         | 0              |             |            |              |                |
| <b>Bilingual/ESL Records:</b>     |                     |                                   |             |            |               |                     |           |               |                   |                      |           |                |             |            |              |                |
| Stu ID                            | Student Name        | Grd                               | SSN         | Date Entry | Date Withdraw | Wd Rsn              | Bl        | ESL           | LEP Cd            | Situ Lang            | Home Lang | HLS Admin Date | Par Perm Cd | Yrs US Sch | Alt Lang Cd  | BW/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             |
| <b>PK Enroll Records:</b>         |                     |                                   |             |            |               |                     |           |               |                   |                      |           |                |             |            |              |                |
| 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, LONDON     | 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](#)

The screenshot shows a web-based form for student registration. At the top, there are navigation tabs: DEMO1, DEMO2, DEMO3, GRADUATION, AT RISK, CONTACT, WIR ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS. The 'DEMO1' tab is selected.

**Demographic Information:** Includes fields for Grade (10), Entry Dt (08-16-2021), Track (00), Orig Entry (08-16-2021), Withdrawal Dt, Portal ID (bXDRV56zwZ), Name (ALYSSA, EMMA, AGULAR), Social Security Number Denied, SSN (452-14-4368), Prior SSN, Texas Unique Student ID (2161986836), Medicaid Eligible, Medicaid ID, Sex (F), DOB (02-16-2006), Hispanic/Latino (checked), and Aggregate Race/Ethnicity (Hispanic). Ethnicity checkboxes include White, Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl.

**Phone / Address:** Includes Address/Rel, Phone Nbr (555-445-3766), Cell Ph Nbr, E-mail, Mailing (4305 BRUNSWICK, Alamo City, TX, 47498), and Physical (4305 BRUNSWICK, Alamo City, TX, 47498) information. A 'Duplicate' button is present.

**Attendance Zones:** A table with columns 'Campus', 'From Grd Lvl', and 'Thru Grd Lvl'. It currently shows 'no rows'.

**Student Indicators:** Includes Eligibility Code (1), Record Status (1), Attribution Code (00), NSLP, Campus ID Resid, Child Find: SPP-11, Active Cd (1 - Active), Child Find: SPP-12, Crty Residence (015), As of Status Last Friday October, Reporting Excl, and Current / Next Year Information (Control Num: 298, Next Yr Crnt, Here Last Yr, Next Yr Camp, CY Xfer Factor, NY Xfer Factor, CY Team Code, NY Team Code).

**Economic Disadvantage, Foster Care, and Military Connected:** Each section has a table with columns 'Delete', 'Descriptor', 'Begin Date', and 'End Date'. The Economic Disadvantage table has one row with descriptor '01'.

**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](#)

STUDENT: 297513 : JACKSON, STEVEN ISABEL TEXAS UNIQUE STU ID: 6517119639

Comments

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL

**Counselor Information**  
 Counselor:   
 Dt Entry 5th Grd: 08-25-2014  
 Dt Entry 8th Grd: 08-28-2017  
 Dt Entry 9th Grd: 08-27-2018  
 District Entry Date: --  
 Birth City:   
 Birth State:   
 Birth Country:   
 Cohort: 2022

**Miscellaneous**  
 Primary Language:   
 Immig Tracking:   
 Headstart Code:   
 Alien Tuition Cd:   
 Parent Federal Connected:   
 Att Zone Home Campus:   
 SAT-ACT-TSIA Reimburse:

**Dual Language Immersion**  
 Year Language  
 01:   
 02:   
 03:   
 04:   
 05:   
 Assessment Date: --  
 Completion Year:

**Receive/Transfer**  
 Previous District: SAISD  
 Previous Campus:   
 Last Year Campus: 001  
 Last Year Grade: 11  
 Records Request:   
 Records Forward:

**Locker**  
 Number:   
 Combination 1:   
 Combination 2:

**ECDS Assessments**  
 PK Beginning of Year: --  
 PK End Of Year: --  
 KG Beginning of Year: --

**Local Use**  
 Local Use Code 1  Function 1  Undefined Pgm   
 Local Use Code 2  Function 2   
 Local Use Code 3   
 Local Use Code 4

**Magnet School**  
 Magnet this year:   
 Magnet next year:

**Reported Elements from Demo2:**

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

- [Registration > Maintenance > Student Enrollment > W/R Enroll](#)

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS

| Delete                   | Details                  | Campus | Entry Date | Exit Date | Reason | Status | Exclusion | Grade | Elig Cd | Track | Attrib Cd | Camp Res | CTE Elig                            | Comnts                   | Res Fac                  |
|--------------------------|--------------------------|--------|------------|-----------|--------|--------|-----------|-------|---------|-------|-----------|----------|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 101    | 08-16-2021 | --        |        | 1      |           | PK    | 2       | 01    | 00        | --       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**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](#)

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***

Save Retrieve

COUNTY DISTRICT **CAMPUS ID** SHARED SERVICES ARRANGEMENT CONTRACTED INSTRUCTIONAL STAFF PRIOR YEAR CAMPUSES PRIOR YEAR SSA

Complex Type - LocalEducationAgencyExtension

District ID: 964964 ASVAB: 01

District Name: TEXAS ISD Family Engagement Plan Link:

Total Nbr School Brd Requests:

Total Cost School Brd Requests:

**District-wide Gifted and Talented**

Pull-Out

Push-In

Full-Time GT Program

Full-Time Inclusion

Special Day School

**CTE Programs of Study**

| Delete                   | Prog Cd |
|--------------------------|---------|
| <input type="checkbox"/> | 001     |
| <input type="checkbox"/> | 003     |
| <input type="checkbox"/> | 004     |
| <input type="checkbox"/> | 006     |
| <input type="checkbox"/> | 009     |
| <input type="checkbox"/> | 011     |

**Child Care Partnership**

| Delete                   | Operation Number |
|--------------------------|------------------|
| <input type="checkbox"/> |                  |
| <input type="checkbox"/> |                  |

Rows:

**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 <i>Registration &gt; Maintenance &gt; District Profile &gt; District Maintenance &gt; State Reporting</i> |

**State Reporting > Maintenance > Organization > Campus ID**

COUNTY DISTRICT **CAMPUS ID** SHARED SERVICES ARRANGEMENT CONTRACTED INSTRUCTIONAL STAFF PRIOR YEAR CAMPUSES PRIOR YEAR SSA

Complex Type - School

| Del                      | Campus | Campus Name | Campus Enrollment Type                     | NSLP | PK Waiver                | Bullying Incidents | Cyberbullying Incidents |
|--------------------------|--------|-------------|--------------------------------------------|------|--------------------------|--------------------|-------------------------|
| <input type="checkbox"/> | 001    | 001 School  | 02 Zoned Enrollment - Transfers Accepted   | 03   | <input type="checkbox"/> | 00000              | 00000                   |
| <input type="checkbox"/> | 002    | 002 School  | 02 Zoned Enrollment - Transfers Accepted   | 03   | <input type="checkbox"/> | 00000              | 00000                   |
| <input type="checkbox"/> | 003    | 003 School  | 06 ISS/DAEP/JJAEP                          | 03   | <input type="checkbox"/> | 00000              | 00000                   |
| <input type="checkbox"/> | 004    | 004 School  | 05 Blended Enrollment                      | 03   | <input type="checkbox"/> | 00000              | 00000                   |
| <input type="checkbox"/> | 007    | 007 School  | 06 ISS/DAEP/JJAEP                          | 03   | <input type="checkbox"/> | 00000              | 00000                   |
| <input type="checkbox"/> | 010    | 010 School  | 07 Selective Enrollment - Special Programs | 03   | <input type="checkbox"/> | 00000              | 00000                   |

**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:

Ending School Year:

Campus:

As-Of Date:

**Early Childhood Data System - PK**

- 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

Selected Students:

Selected Staff:

|                           |                                                                                                                                                                                                                                            |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Core Collection</b>    | Select the submission. For the ECDS PK submission, select <i>Early Childhood Data System - PK</i> .                                                                                                                                        |
| <b>Ending School Year</b> | (Display only) The submission year, as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> , is displayed.<br><br>For example, for the 2020-2021 ECDS-PK submission, the field would display 2021. |
| <b>Campus</b>             | Type the three-digit campus ID. Leave blank to select all campuses in the district.                                                                                                                                                        |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>As-Of Date</b> | <p>(Required) Enter the as-of date for running this utility.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>◦ This date is used as the staff association date as well as for determining the course-section in the master schedule.</li> <li>◦ When determining which record to retrieve, the system first references the <b>PK End Of Year</b> date, if blank, then references the <b>PK Beginning Of Year</b> date. If both of those dates are blank, the entered <b>As-of Date</b> is used to determine which record to retrieve.</li> </ul> |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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.

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Selected Students</b> | <p>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.</p> <p><b>Note:</b> The <b>As-Of Date</b> field must be completed in order for this field to retrieve students.</p> |
| <b>Selected Staff</b>    | <p>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.</p> <p><b>Note:</b> The <b>As-Of Date</b> field must be completed in order for this field to retrieve staff.</p>                    |

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).

■



## Back Cover