



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



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# Core Collection: Early Childhood Data System - PK Submission (Updated 2022-2023)

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 27, 2024.**

**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 2023-2024](#)



**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

[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**

Public

**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
<input type="button" value="Delete"/>	<input type="text" value="01"/>	<input type="text" value="PK 01"/>	01 Certification offered through an AMI or MACTE accredited center
<input type="button" value="Delete"/>	<input type="text" value="02"/>	<input type="text" value="PK 02"/>	
<input type="button" value="Delete"/>	<input type="text" value="03"/>	<input type="text" value="PK 03"/>	
<input type="button" value="Delete"/>	<input type="text" value="04"/>	<input type="text" value="PK 04"/>	
<input type="button" value="Delete"/>	<input type="text" value="05"/>	<input type="text" value="PK 05"/>	
<input type="button" value="Delete"/>	<input type="text" value="06"/>	<input type="text" value="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 acrd AMIMACTE

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

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

13 Conctrct Enty-8+ yrs tchg exp natl acrded 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	Date Cert	Date Expire	Specialty Area	Teaching Specialization	Special Credentials
					Yrs Taught	ExCET Yr	Year Classroom Hrs
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: [v] AMELIA [v] MARIE [v] ATKINS [v]

Former: [v] [v] [v] [v]

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
<input type="button" value="Retrieve"/> <input type="button" value="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-Emplyd PK teacher that met specific Pre-K prof develop reqrmnts		
	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		
<input type="button" value="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](#)

DEMOGRAPHIC INFORMATION	CREDENIALS	VERIFICATION	INSURANCE	SERVICE RECORD	RESPONSIBILITY			
<b>Education</b>								
Delete	College	Year	Major	Minor	Degree			
	AS - ANGELO STATE UNIV	1988			1 Bachelor's			
<input type="button" value="Refresh College"/>								
<input type="button" value="Add"/>								
<b>Certification</b>								
Delete	Certification Type	Date	Specialty Area	Teaching Specialization	Date Expire	EXCET Yr	Yrs Taught	Sem Hrs
	2 Professional	05-13-1988	KI - KINDER PK-KG	01 - PK 01	05-01-2025			
<input type="button" value="Add"/>								

**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	Days	Per	Per	Per	End	Entry	Withdraw	Non	Svc	Class	Pop	Role	Crt	High	PK	PK	Home	On	Dual	Adv	CTE	Teacher	College	Credit	Hours				
				Met	Beg	End	Time	Date	Date	Based	ID	Type	Srv	ID	Sec	PK	Qual	Stu	Sch	Eval	Room	Ampe	Grd	Grd	Hrs	Cert	Sem1	Sem2				
Course Number		0100	Title		SEE COUNSELOR																											
01	01		01	MTWThF	01	01		08/17/2020		00	8EXCLUD	01	01	087							1		0	0		Y	0	0				
02	01		02	MTWThF	02	02		08/17/2020		00	8EXCLUD	01	01	087							0		0	0		N	0	0				
03	01		03	MTWThF	03	03		08/17/2020		00	8EXCLUD	01	01	087							0		0	0		N	0	0				
08	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	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**:

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

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

<input type="checkbox"/> Campus	<input type="checkbox"/> Entry Date	<input type="checkbox"/> Exit Date	<input type="checkbox"/> Reason	<input type="checkbox"/> Bil Type	<input type="checkbox"/> ESL Type	<input checked="" type="checkbox"/> EB Cd
<input type="checkbox"/> Par Perm Cd	<input type="checkbox"/> Bi/ESL Fund Cd	<input type="checkbox"/> Alt Lang Cd	<input type="checkbox"/> Home Language	<input type="checkbox"/> Student Language	<input type="checkbox"/> Yrs US Sch	<input type="checkbox"/> 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																
<b>Enrollment Records:</b>																		
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 Day Sch Deaf	RDSO 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, LANDON 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	Bil	ESL	LEP Cd	Stu Lang	Home Lang	HLS Admin Date	Par Perm Cd	Yrs US Sch	Alt Lang Cd	B/ESL Fund Cd
700286	MOORE, ALEXA 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, LANDON	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 registration form for a student. The top navigation bar includes tabs for 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 form is divided into several sections:

- 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 various ethnicity checkboxes (White, Black/African American, Asian, American Indian/Alaskan Native, 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.
- 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 for Delete, Descriptor, Begin Date, and End Date, and an 'Add' button.
- Attendance Zones:** A table with columns for Campus, From Grd Lvl, and Thru Grd Lvl, showing 'no rows'.

**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
[ ]	[ ]	101	08-16-2021	- -	[ ]	1	[ ]	PK	2	01	00	- -	[ ]	[ ]	[ ]

**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 and Child Care Operation Number](#)

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:	
+ Add	

**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.  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>
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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