



**demotab**



# Table of Contents

**Demo and Experience (Extended)** ..... 1



# Demo and Experience (Extended)

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

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

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

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

[Cross reference for Staff Demo and Experience tab:](#)

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

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

## Modify a record:

### Select a staff person

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

<b>Staff</b>	Begin typing the staff ID. As you begin typing the staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
<b>Texas Unique Staff ID</b>	Begin typing the staff person's Texas Unique Staff ID. As you begin typing the Texas Unique Staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
<b>Directory</b>	Click <b>Directory</b> to select a staff person from the <a href="#">Staff Directory</a> .

Click **Retrieve** to retrieve the selected staff member.

### Under **Demographic Information**:

<b>First Name</b>	FIRST-NAME (E0703) Type the person's legal first name, up to 60 characters.
<b>Middle Name</b>	MIDDLE-NAME (E0704) Type the person's legal middle name, up to 60 characters.
<b>Last Name</b>	LAST-NAME (E0705) Type the person's legal last name, up to 60 characters.
<b>Generation</b>	GENERATION-CODE (E0706) Code table: C012 Select the generation suffix attached to the person's name.

<b>TX Unique Staff ID</b>	TX-UNIQUE-STAFF-ID (E1524) Type the employee's ten-digit unique staff ID. The ID cannot begin with zero.  The Texas Unique Student ID is assigned to employees by TEA and issued to schools by the TSDS TX Unique ID application; it cannot be generated by a Local Education Agency (LEA).	
<b>Date of Birth</b>	DATE-OF-BIRTH (E0006) Type the person's date of birth in the MMDDYYYY format.	
<b>Sex</b>	SEX-CODE (E0004) Code table: C013  Select the person's gender.	
<b>Hispanic</b>	HISPANIC-LATINO-CODE (E1064) Code table: C088  Select if the person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	
<b>Races</b>	Code table: C088  Select one or more races, regardless of whether the person is Hispanic/Latino:	
	<b>American Indian</b>	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059)  Has origins in any of the original peoples of North and South America (including Central America).
	<b>Asian</b>	ASIAN-CODE (E1060)  Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
	<b>Black</b>	BLACK-AFRICAN-AMERICAN-CODE (E1061)  Has origins in any of the black racial groups of Africa.
	<b>Pacific Islander</b>	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062)  Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	<b>White</b>	WHITE-CODE (E1063)  Has origins in any of the original peoples of Europe, the Middle East, or North Africa.

Under **Experience**:

<b>Staff Type</b>	STAFF-TYPE-CODE (E1073) Code table: C181  Indicate if the employee is on the district payroll or is a contracted instructional staff person.
-------------------	---

<b>District Years</b>	YEARS-EXPERIENCE-IN-DISTRICT (E0161)  Type the number of completed years the person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.
<b>Total Years</b>	TOTAL-YEARS-PROF-EXPERIENCE (E0130)  Type the number of verifiable years of creditable experience as specified in 19 TAC, chapter 153.
<b>Highest Degree</b>	HIGHEST-DEGREE-LEVEL-CODE (E0730) Code table: C015  Select the highest post-secondary degree the person has earned from an accredited institution.

Click **Save**.

**Add**

[Add a student.](#)

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

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

The following fields are required:

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

Click **Save**.

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



## Back Cover