demotab

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

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**
Human Resources > Maintenance > Staff Job/Pay Data > Job Info		
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:

Staff	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.
Texas Unique Staff ID	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.
Directory	Click **Directory** to select a staff person from the Staff Directory.

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

Under **Demographic Information**:

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

TX Unique Staff ID	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).
Date of Birth	DATE-OF-BIRTH (E0006) Type the person's date of birth in the MMDDYYYY format.
Sex	SEX-CODE (E0004) Code table: C013 Select the person's gender.
Hispanic	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.
Races	Code table: C088 Select one or more races, regardless of whether the person is Hispanic/Latino:

American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).
Asian	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).
Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa.
Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa.

Under **Experience**:

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

District Years	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.
Total Years	TOTAL-YEARS-PROF-EXPERIENCE (E0130) Type the number of verifiable years of creditable experience as specified in 19 TAC, chapter 153.
Highest Degree	HIGHEST-DEGREE-LEVEL-CODE (E0730) Code table: C015 Select the highest post-secondary degree the person has earned from an accredited institution.

❏ Click **Save**.

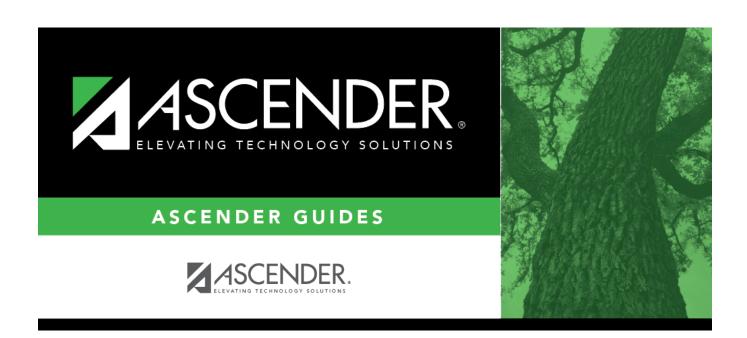| Add	Add a student.
	Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student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

	State Stu ID	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. • The first character must start with S or 0-8. • The first three characters cannot be 000, 666, or 900-999. • The middle digits (4th and 5th digit) cannot be 00. • The last four digits cannot be 0000. • The number cannot be 123456789, 219099999, or 078051120.

The following fields are required:

Fall	Summer	Extended
• **State Stu ID** • **First Name** • **Last Name** • **Sex** • **Date of Birth** • **Grade Level** • At least one race must be selected. • **TX Unique Student ID** • **Attribution Code** • **Economic Disadvantage** • **Homeless Status** • **Asylee/Refugee** • **As of Status**	• **State Stu ID** • **First Name** • **Last Name** • **Sex** • **Date of Birth** • **Grade** • At least one race must be selected. • **TX Unique Student ID** • **Attribution Code** • **Economic Disadvantage** • **Homeless Status** • **Asylee/Refugee** • **As of Status** • **Campus** • **Foundation Coursework** • **Unaccompanied Youth Status** (if **Homeless Status** is not 0) • **Career and Technical Ed** • **Foster Care** • **Military Connected**	• **State Stu ID** • **First Name** • **Last Name** • **Sex** • **Date of Birth** • **Grade Level** • At least one race must be selected. • **TX Unique Student ID** • **Foster Care**

Click **Save**.

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

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