teaching

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Staff Teaching Assignments (Summer)

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Update data for the *TeacherSectionAssociationExtension* complex type as needed.

The *TeacherSectionAssociationExtension* represents instructional-type staff members employed by an LEA or other educational unit engaged in student instruction. The information is used to capture the classroom assignments for classroom teachers only (role IDs 087, 047, and 033 only). This information is also used to identify the classroom information associated with a teacher's respective class assignments. This information is collected in Submission 3 only.

This data must be tracked and reported beginning with course sections that were active on the last Friday in October of each school year and course sections that were completed prior to the last Friday in October.

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 **+Add** to add a blank row.

Field	Description
Campus ID	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID.

Field	Description
Class ID	CLASS-ID-NUMBER (E1056) Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus. The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save. When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.
Service ID	SERVICE-ID (E0724) Code table: C022 Select the code indicating the services supplied by the employee. Service IDs that begin with SA, SE, SR, SS, 01, 8, or 9 are not reported. Service IDs for PK and KG that begin with 02 cannot be reported. Verify that all service IDs to be reported exist in code table 022 (C022) in the TEDS.
Sequence	COURSE-SEQUENCE-CODE (E0948) Code table: C135 This is the order in which the course was scheduled. This should only be used if the course, or part of the course, is taught out of sequence. Leave blank if the course is not taught out of sequence. Rule 43415-0036: If a student passed a course where **Dual Credit** is selected and **Course Sequence** is 0, 2, 5, or 9, then **College Credit Hrs** must be greater than 0.
Role ID	ROLE-ID (E0721) Code table: C021 Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc. Rule 30090-0117: If **Role ID** is not 033 or 036, there must be at least one staff payroll record with a matching **Texas Unique Staff ID** where **Obj** is 6119 or 6112. Click ⋮ to add or change the code for the field.
Population Served	POPULATION-SERVED-CODE (E0747) Code table: C030 Select the student population for which the service has been designed or is intended.
Class Role	Select the role served by the instructor in the class.
Begin Date End Date	Type or select the beginning and end dates for which the instructor was assigned to the class in the current school year.

Click **Save**.

Other functions and features:

🗑	**Delete a row.** Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Prev and Next	**Scroll through staff.** Once a staff person is retrieved, click **Prev** or **Next** to scroll to the previous or next staff person alphabetically.
Add	**Add a staff record.** Click **Add** to add an employee record.
Delete	**Delete all of the employee's records.** Click **Delete** to delete all of the employee's records. A confirmation message is displayed. Click **OK** to continue. Otherwise, click **Cancel**.
Change ID	**Change the staff ID.** The **Change ID** button is disabled until an employee is retrieved on the page. Retrieve an employee, and click **Change ID**. The **Change Staff ID** section is displayed at the top of the page. In the **New Staff ID** field, type a valid social security number that you would like to change the existing ID to, and then click **Submit**. The **Change Staff 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**.

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