



ASCENDER GUIDES



teaching

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Staff Teaching Assignments (Summer)

State Reporting > Maintenance > Summer > Staff > Teaching Assignments

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

The *TeacherSectionAssociationExtension* complex represents a person employed by the LEA or other educational unit engaged in student instruction. These are instructional-type staff members.

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.

Cross reference for Staff Teaching Assignments tab:

State Reporting Field	Element	ASCENDER Field(s)
Human Resources > Maintenance > Staff Job/Pay Data > Job Info		
Campus	CAMPUS-ID (E0266)	Primary Campus
Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section		
Class ID Number	CLASS-ID-NUMBER (E1056)	Crs Nbr Sec Sem
Service ID	SERVICE-ID (E0724) (Code table: C022)	Service ID
Sequence	COURSE-SEQUENCE-CODE (E0948) (Code table: C135)	Crs Seq
Role ID	ROLE-ID (E0721) (Code table: C021)	Role ID
Population Served	POPULATION-SERVED-CODE (E0747) (Code table: C030)	Pop Srvd
Class Role	CLASS-ROLE (E1067) (Code table: C180)	Class Role
Begin Date	ASSIGNMENT-BEGIN-DATE (E1065)	Entry Date
End Date	ASSIGNMENT-END-DATE (E1066)	Withdraw Date

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 person.

- If more assignments are retrieved than can be displayed on one page, you can [page through the list](#).

- Click **|<** to go to the first page of the report.
- Click **<** to go back one page.
- Click **>|** to go forward one page.
- Click **>** to go to the last page of the report.
- Click **v** to select the page number in the list you want to view.

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

Campus ID	Type or select the three-digit campus ID.
Class ID Number	<p>CLASS-ID-NUMBER (E1056)</p> <p>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.</p> <p>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.</p> <p>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.</p>
Service ID	<p>SERVICE-ID (E0724)</p> <p>Code table: C022</p> <p>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.</p>
Sequence	<p>COURSE-SEQUENCE-CODE (E0948)</p> <p>Code table: C135</p> <p>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.</p> <p>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.</p>

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**.

	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 to add a staff person who does not already exist in ASCENDER State Reporting tables. Staff ID • The first character must start with 0-8. It cannot start with S (Rule: 30040-0004). • 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. Click Save.
+Add	Add a teaching assignment record for the employee.
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	<p>Change the staff ID.</p> <p>The Change ID button is disabled until an employee is retrieved on the page.</p> <p>Retrieve an employee, and click Change ID. The Change Staff ID section is displayed at the top of the page.</p> <p>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.</p> <p>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.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>
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