charterschoolwaitlist

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Charter School Waitlist

Registration > Maintenance > Charter School Waitlist

The **Demographic** tab lets you update, add or delete Charter School Waitist data.

Demographics

Update data:

☐ Under **Student Information**:

Select a student

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

Stu ID	Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.
Stu Name	Begin typing the student's name in one of the following formats: • Last name, comma, first name • Last name initial, comma, first name initial As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.
Texas Unique Stu ID	Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.
Directory	Click **Directory** to select a student from the directory.
Name*	First and last name are required.
Sex*	Select the student's gender. TWEDS Data Element: SEX-CODE (E0004) (Code table: C013)
DOB*	
State Student ID	Type the student's nine-digit student ID. This ID is the student's social security number or their state-approved alternate identification number.

Texas Unique Student ID	Type the student's ten-digit unique student ID. This ID is assigned to students by TEA and issued to schools by the TSDS TX Unique ID Application. This ID cannot be generated by an LEA and cannot begin with zero. TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)
CSW Indicator	Select in order to include the student in the Charter School Waitlist Interchange.
Campus ID*	
Grd Lvl Applying For	
Student Identification Nbr	Type in the student's six digit student identification number.
Last Four SSN	Type in the last four digits of the student's social security number.
Other Child Attending	Select if another child is enrolled in the charter school.
Name of Other Child	Enter the name of the other child enrolled in the charter school.
Child of Staff or Board Member	Select if the student is a child of staff or of a board member.
Name of Staff or Board Member	Enter the name of the staff or board member.

❑ Under **Primary Guardian Information**:

Name	Enter the name (first and last) of the primary guardian.
Address	Enter the address (number, street name, apartment, city, state and zip code) of the primary guardian.
Phone Nbr	Enter the phone number of the primary guardian.
Email	Enter the email address of the primary guardian.

❑ Click **Save**.

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