

Texas Charter School Waitlist Collection

PowerSchool Data Collection and Interchanges

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Charter School Waitlist Collection (CSW) Key Dates

09/27/2024	TSDS system ready for users to promote CSW
09/27/2024	CSW Snapshot Date
10/25/2024	CSW Submission Due Date

TSDS Domains and Entities

- **Education Organization: All Charter Districts must submit even if there are no waitlisted students**
 - LocalEducationAgency
 - School
- **Student Application: Submitted only if students are on a waitlist**
 - StudentApplication

Basic Requirements

- 1) All Independent Charter School Districts must submit data to the Charter School Waitlist Collection, regardless of whether any school has waitlisted students or not.**
 - a) All charter schools will report element E1674 NUMBER CHARTER STUDENTS ENROLLED
 - b) All charter schools will report element E1675 CHARTER EDUCATIONAL ENROLLMENT CAPACITY
 - c) All charter schools will report element E1676 CHARTER ADMISSION WAITLIST INDICATOR CODE as 0 or 1.
- 2) Students who have not enrolled in any one of your regular schools on or before the CSW Snapshot Date, and who remain on the waitlist for at least one school are reportable.**

- a) **“Enrollment trumps Waitlist”**: If the student is enrolled at any reportable school within your district on the CSW Snapshot Date, the student is not considered by TEA as remaining on the waitlist for your district, and the student is not reportable by your district for the collection.
 - i) It does not matter that the school of enrollment may not be the student’s first choice.
 - ii) TEA is not collecting any information about a student’s “preferred” or “first choice” school. There is no differentiation based on the parent’s preference.
 - b) **If the student has enrolled in a school in a different charter district or in a regular district, but remains on your waitlist, the student is reportable by your district for the collection.**
 - c) Students can appear on the waitlist of multiple schools within your district, as well as on the waitlist for schools in other charter districts.
- 3) Unique ID and SSN or S-Number are both required for any student reported on the waitlist, along with other basic required demographics.

PowerSchool Data Collection

School Data Collection (District Management > District Setup > School Info)

1) Charter School Waitlist Placeholder Campus

- a) If the district is new to PowerSchool, a new PowerSchool school must be created to be used as the CSW placeholder school where waitlisted students will be enrolled.
- b) The Placeholder school will not be reported but is required.
- c) **Navigate to District Management > District Setup > School Info and click “New” to create a new school.**
 - i) The school number can be any value that is not already used for another school.
 - ii) Configure the grade levels to contain all the grade levels represented in the charter district.
 - iii) Set the school to “Exclude from State Reporting”.
 - iv) **Set the “Charter School Waitlist Placeholder Campus” to Yes.**
- d) **System Management > Security > User > Users by Group**
 - i) Set up Admin Access and Roles for staff members who will manage student enrollments in the Child Find Placeholder campus.
 - ii) Log out and log back in.
- e) **Complete Additional Required Setup**
 - i) Switch to the Placeholder Campus and navigate to School Management > Scheduling > Calendar > Years and Terms:
 - (1) Create a 2024-25 Year Term; dates can be the same as the district Year Term; Submit.
 - (2) Click the hyperlink for the 2024-2025 Year. Set the value for Days to 2. Submit.
 - ii) School Management > Attendance > Attendance Preferences: Select “Meeting” and Submit.
 - iii) School Management > Attendance > Full-Time Equivalencies (FTE): click “New”
 - (1) Set the name, which can be anything such as CSW.
 - (2) Set the Default Attendance Mode to Meeting.

- (3) Set the Default Attendance Conversion to Period to Day and Submit.
- iv) School Management > Attendance > Attendance Conversions: click “New” to create a default conversion and Submit.
- v) School Management > Scheduling > Schedule > Bell Schedules: click “New” to create a default Bell Schedule. You do not need to define any periods.
- vi) School Management > Scheduling > Calendar > Configure Calendar
 - (1) Set the Cycle Day and Bell Schedule for the first day of the school year and Submit.
 - (2) Set the Cycle Day and Bell Schedule for the last day of the school year and Submit.
 - (3) Note that the Cycle Day & Bell Schedule values can be anything – they just need to exist.

2) Data Entry for Reportable Schools in the District

- i) **Charter Educational Enrollment Capacity (E1675) – data entry required for each campus with a reportable CDC number**
 - (1) This field is on the District Management > District Setup > School Info page.
 - (2) Enter the enrollment capacity for each school under the Additional Texas Data Collection section.
 - (3) For multiple PS schools reporting under the same TEA CDC #, enter the capacity **only once** under the reportable school that owns the TEA CDC number. Input the combined enrollment capacity of all schools that share the same CDC number.
 - (4) **For larger districts that wish to import the Enrollment Capacity: a template is available on [PowerSchool Community](#).**
- ii) **E1674 Number Charter Students Enrolled – no data entry required**
 - (1) This field will be calculated by the EdOrg Interchange based on the number of students enrolled in the school as of the CSW Snapshot Date.
 - (2) Totals will be automatically combined for multiple PS schools sharing the same TEA CDC number.
 - (3) **New! To support Ed-Fi reporting, new fields have been added to hold the calculated number of students.**
 - (a) District Management > District Setup > School Info: Number Charter Students Enrolled (E1674)
 - (b) A related preference will be available in District Management > Compliance > Texas District Management > Texas Auto-Code and Nightly Process Preferences: Enable Daily Auto-Code for Charter School Enrollment Counts.
 - (c) Users should not enter any data in this field; where applicable, it will be populated by the nightly calculation,
- i) **E1676 Charter Admission Waitlist Indicator Code – no data entry required**
 - (1) This field will be calculated within the EdOrg Interchange based on the presence or absence of students attached to the school’s waitlist as of the CSW Snapshot Date.
 - (a) If there are no students on the school’s waitlist as of the Snapshot Date, the indicator will be output as 0 and nothing further is required.

- (b) If there is at least one student on a school's waitlist as the Snapshot Date, the indicator will be output as 1, and the additional required student records will be reported in the Student Parent and Student Enrollment Interchanges.

Student Level Data Collection

1) Enroll Students in the Charter School Waitlist Placeholder Campus

- a) Student selection criteria for the CSW collection:
 - i) Student must be actively enrolled in the Placeholder school as of the CSW Snapshot Date.
 - ii) Student must have at least one record on the Charter School Waitlist page (Select Student > Compliance > PEIMS/TSDS Information > Charter School Waitlist).
 - iii) Enroll students in the Charter School Waitlist Placeholder Campus as you normally would for a regular school.
 - (1) Entry Date = or > the first day of school and = or < September 27
 - (2) Select the student's grade level
 - (3) Select the FTE
 - (4) Districts can begin creating these records at any time or districts may prefer to wait until after September 28 to create records only for those students confirmed as remaining on the wait list.
- b) Required demographics
 - i) Name
 - ii) Date of Birth
 - iii) Gender
 - iv) Federal Ethnicity
 - v) Race
 - vi) SSN or S-Number
 - vii) Student Unique ID
- c) If the student ends up enrolling in one of your regular schools on or before the CSW Snapshot Date, Transfer Out the student as you normally would, and enroll the student in the regular school.
 - i) Any student who has been transferred out of the Placeholder school with an Exit Date > Sept 28 will not be reported for the CSW collection (whether actively enrolled in one of your other campuses, or just Transferred Out)
 - ii) Students who remain enrolled in the Placeholder campus on Sept 28 will be reported in the CSW collection (assuming the student has other required data entry in place).

2) Create Student Charter School Waitlist Records

- a) Once the student is enrolled in the Placeholder campus, navigate to Compliance > PEIMS/TSDS Information > Charter School Waitlist.
 - i) **Each student to be reported in the CSW collection must have at least one record with an Effective Date = or < 09/27/2024.** The Effective Date must fall within the current school year.

- ii) If student is on the waitlist for a single school:
 - (1) Click “New” to create a record.
 - (2) Enter the Effective Date
 - (3) In the Charter Waitlist Campus dropdown list, select the school whose waiting list the student is on.
 - (4) Submit the page.
- b) **If a student is on the waitlist for multiple schools:**
 - i) Repeat the steps above to create as many additional records as needed.
 - ii) Students can be on the waitlist for an unlimited number of schools.
 - iii) **The CSW logic will extract records with an Effective Date that falls within the current school year with a date that is on or before the CSW Snapshot per these examples:**
 - (1) If a student has a single waitlist record with an Effective Date of 09/20/2024, the student will be reported as on the waitlist for that school.
 - (2) If a student has three waitlist records with one dated on 09/20/2024 and two dated 09/27/2024, the student will be reported as on the waitlist for those three schools.
- c) **Student Charter Waitlist records can also be imported. The Import Template is available on [PowerSchool Community](#).**

TSDS Ed-Fi Entity and Report Logic

1) EducationOrganization Domain

- a) **Selection Criteria:** a record for the district and for each reportable school will be output, regardless of whether the school has waitlisted students or not.
- b) **DEX Cloud JSON Output**
 - i) Local Education Agency Entity
 - (1) E3037 NameOfInstitution
 - (2) E0212 LocalEducationAgencyID (formerly DISTRICT ID)
 - (3) E3036 LocalEducationAgencyCategory
 - ii) School Entity
 - (1) E3037 NameOfInstitution
 - (2) E0266 SchoolID (formerly CAMPUS ID)
 - (3) E0017 GradeLevel (there may be multiple instances of this element if the school is set up for multiple grade levels)
 - (4) E1674 NumberCharterStudentsEnrolled
 - (a) Automatically calculated based on CSW Snapshot enrollment.
 - (b) Totals will be automatically combined for multiple PS schools sharing the same TEA CDC number.
 - (5) E1675 CharterEducationalEnrollmentCapacity
 - (a) Entered in Schools/School Info

- (b) If left blank, a default of 0000 will be output, which will trigger a TSDS error.
- (c) For multiple PS schools reporting under the same TEA CDC #, enter the capacity **only once** under the reportable school that owns the TEA CDC number. Input the combined enrollment capacity of all schools that share the same CDC number.
- (6) E1676 CharterAdmissionWaitlist
 - (a) Output as 1 or 0 – no data entry required.
 - (b) Automatically calculated based on student enrollments in the Charter Placeholder school and student-level Charter School Waitlist records with an Effective Date between the start of school and 09/27/2024.

2) StudentApplication Entity

a) StudentApplication Selection Criteria

- i) A record is output for each student who:
 - (1) is actively enrolled at the Charter School Placeholder campus on the CSW Snapshot Date (09/27/2024)
 - (2) has at least one Charter Waitlist record in effect during the current school year with an Effective Date < or = 09/27/2024.
- ii) If a student has a single reportable Charter Waitlist record in effect on the CSW Effective Date, one StudentApplication record is output.
- iii) If a student has multiple Charter Waitlist records in effect on the CSW Effective Date, a separate StudentApplication record is output for each school.

b) DEX Cloud JSON Output

- i) E0266 SchoolID (the waitlisted campus)
- ii) E1093 SchoolYear
- iii) E3079 StudentUID
- iv) E0004 Sex
- v) E1517 EntryGradeLevel (Student's current grade level in the Charter Placeholder school)
- vi) E3004 ApplicationDate
- vii) E3005 ApplicationType
- viii) E0706 GenerationCode
- ix) E0001 StudentID (SSN or S-Number)
- x) E0703 FirstName
- xi) E0704 MiddleName
- xii) E0705 LastSurname
- xiii) E0006 BirthDate

Student Unique ID Request for Charter Waitlist Students

- 1) **Students to Include** runtime parameter with following options:
 - Enrolled Students (default)

Charter School Waitlist Students
 Child Find Placeholder Campus Students

2) Ensure the Charter School Waitlist Students option is selected when requesting UID's for these students. Enrolled Students can also be selected.

- a) The "Exclude from State Reporting" flag set at the school level for the school designated as the Charter School Waitlist Placeholder campus is ignored.
- b) The reportable school for the student is selected based on the Charter Waitlist record with the latest Effective Date within the current school year on or before the CSW Snapshot Date.
- c) If multiple records have the same Effective Date, the record with the highest internal ID is used.
- d) If there are no Charter Waitlist records with a valid Effective Date in the current school year on or before CSW Snapshot Date, the student is excluded from the Unique ID submission file but is reported in the "Excluded Students" companion file with a Reason for Exclusion as "Missing Charter School Waitlist Record."
- e) To be included in the Unique ID submission file, the normally required fields apply: Gender, Birthdate, Ethnicity, Race, and SSN (or S number).

TEA Business Rules and Fatal Edits for the CSW Collection

The basic loader and business rules for EducationOrganization and StudentApplications apply in addition to these specific CSW Edits:

10020-0058 L2, L3 Fatal	<p>For a charter campus/school being reported for the Charter School Waitlist collection, NumberCharterStudentsEnrolled, CharterEducationalEnrollmentCapacity, and CharterAdmissionWaitlist must not be blank.</p> <p>For a charter campus/school being reported for the Charter School Waitlist collection, NumberCharterStudentsEnrolled, CharterEducationalEnrollmentCapacity, and CharterAdmissionWaitlist must be reported.</p>
10020-0059 L2, L3 Fatal	<p>If CharterAdmissionWaitlist is not TRUE, then there must not be any StudentApplication data with a matching EducationOrganization.</p> <p>A campus/school reported as not using a waitlist for admission must not report any StudentApplication data for students on a waitlist.</p>
10020-0068 L2, L3 Fatal	<p>If SchoolId is an active campus, then CharterEducationalEnrollmentCapacity must be greater than 0.</p> <p>CharterEducationalEnrollmentCapacity greater than 0 must be reported for an active campus.</p>
10020-0069 L2, L3 Fatal	<p>CharterEducationalEnrollmentCapacity must be greater than or equal to NumberCharterStudentsEnrolled.</p> <p>NumberCharterStudentsEnrolled must not exceed CharterEducationalEnrollmentCapacity.</p>
40100-0203 L2, L3 Fatal	<p>If a StudentApplication is reported for a School, then CharterAdmissionWaitlist must be TRUE on the matching School.</p>

	If a StudentApplication is reported for a School, then CharterAdmissionWaitlist must indicate the charter uses a waitlist for admission.
40100-0238	StudentUId must match an entry in the TSDS Unique ID system. A StudentApplication StudentUId must match an entry in the TSDS Unique ID system.