

CHARTER SCHOOL WAITLIST

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Texas Education Agency

July 2020

- I. Timeline**
- II. TEAL Roles and Privileges**
- III. Data Collection**
- IV. Core Application**
- V. Frequently Asked Questions**
- VI. Technical Resources**

AGENDA

I. Timeline

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TIMELINE

Submission Due: October 30, 2020

Charter School Waitlist (CSW) Collection

TSDS ready to load data to eDM	August 3, 2020
CSW ready for users to promote data	September 14, 2020
CSW ready for users to complete	September 25, 2020
CSW submission due date for LEAs	October 30, 2020
CSW data available to customers	November 13, 2020

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TEAL ROLES AND PRIVILEGES

- CSW will utilize the following **existing** TEAL roles:
 - Core ESC Data Viewer
 - Core LEA Data Approver
 - Core LEA Data Completer
 - Core LEA Data Promoter
 - Core LEA Data Viewer
- A new **privilege**, 'CSW Access', can now be requested for each of these roles.

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DATA COLLECTION

- CSW will promote data from the following **TSDS** interchanges.
 - InterchangeEducationOrganizationExtension
 - InterchangeStudentParentExtension
 - InterchangeStudentEnrollmentExtension

- **Education Organization**

- LocalEducationAgency
 - E0212 DISTRICT-ID
- SchoolExtension
 - E0266 CAMPUS-ID
 - E1674 NUMBER-CHARTER-STUDENTS-ENROLLED
 - E1675 CHARTER-EDUCATIONAL-ENROLLMENT-CAPACITY
 - E1676 CHARTER-ADMISSION-WAITLIST-INDICATOR-CODE

- **Student Parent**
 - StudentExtension
 - E1523 TX-UNIQUE-STUDENT-ID
 - E1090 STUDENT-IDENTIFICATION-SYSTEM
 - E0001 STUDENT-ID
 - E0703 FIRST-NAME
 - ***E0704 MIDDLE-NAME**
 - E0705 LAST-NAME
 - ***E1303 GENERATION-CODE-SUFFIX**
 - E0006 DATE-OF-BIRTH
 - E1325 SEX
 - E1677 CHARTER-WAITLIST-INDICATOR-CODE
- **Student Enrollment**
 - StudentSchoolAssociationExtension
 - E1523 TX-UNIQUE-STUDENT-ID
 - E0266 CAMPUS-ID
 - E1517 ENTRY-GRADE-LEVEL-TYPE

*Middle-Name and Generation-Code-Suffix were added to the TEDS 2021.2.0 publication on July 1, 2020 and are included on the Common Charter application form.

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CORE APPLICATION

- CSW will be added to the **Core** application.
- Data submission will be LEA-level only, with no campus-level data submissions.
- ESCs will be able to **monitor** Charter School data submissions but will not submit any of their own data.
- Functionality will be similar to other Core collections. LEAs will be able to **promote, validate, run reports, complete,** and apply for **extensions.**

- The following criteria logic will be applied when promoting **campus level data**:
 - All Charter campuses will include the following data elements for the charter holder's charter:
 - **E1674 NUMBER-CHARTER-STUDENTS-ENROLLED**
 - **E1675 CHARTER-EDUCATIONAL-ENROLLMENT-CAPACITY**
 - **E1676 CHARTER-ADMISSION-WAITLIST-INDICATOR-CODE**
- The following criteria logic will be applied when promoting **student level data**:
 - Students coded with the following data element:
 - **E1677 CHARTER-WAITLIST-INDICATOR-CODE (C088)**:
 - **Code 1** – Participant In Program Or Service, Or Condition Or Situation Applicable To This Person Or Campus
- There were no changes in the above promotion logic since the last ESC/Vendor training.

VALIDATION RULES-UPDATES

The following validation rules were updated with the TEDS 2021.2.0 publication on July 1, 2020.

Rule #	Rule Text / Business Meaning	Error Level	TSDS	PEIMS Sub	Rule Applies To			
					ESC	LEA	Campus	Charter
40100-0203	If CHARTER-WAITLIST-INDICATOR-CODE is "1", then for the CAMPUS-ID associated with the student on their student enrollment, the CHARTER-ADMISSION-WAITLIST-INDICATOR-CODE must be "1".	F	Y					Y
	For a Student being reported as being on the waitlist for a charter, the TX-CharterAdmissionWaitListIndicator must indicate							
10020-0058	For a campus being reported for the Charter School Waitlist collection, NUMBER-CHARTER-STUDENTS-ENROLLED, CHARTER-EDUCATIONAL-ENROLLMENT-CAPACITY, and CHARTER-ADMISSION-WAITLIST-INDICATOR-CODE must not be blank.	F	Y					Y
	For a campus being reported for the Charter School Waitlist collection, TX-NumberStudentsEnrolled, TX-EdEnrollmentCapacity,							
10020-0059	If CHARTER-ADMISSION-WAITLIST-INDICATOR-CODE is "0", then there must not be any student enrollment with a matching CAMPUS-ID that has CHARTER-WAITLIST-INDICATOR-CODE of "1".	F	Y					Y
	A campus reported as not using a waitlist for admission must not report any students as being on a waitlist.							
10020-0060	If CHARTER-ADMISSION-WAITLIST-INDICATOR-CODE is "1", then there should be at least one student enrollment with a matching CAMPUS-ID that has CHARTER-WAITLIST-INDICATOR-CODE of "1".	S	Y					Y
	A campus reported as using a waitlist for admission should report at least one student who is on the waitlist.							

The following validation rule was deleted with the TEDS 2021.2.0 publication on July 1, 2020.

Rule #	Rule Text / Business Meaning	Error Level	TSDS	PEIMS Sub	Rule Applies To			
					ESC	LEA	Campus	Charter
40100-0202	For a student being reported for the Charter School Waitlist collection, CHARTER-WAITLIST-INDICATOR-CODE must not be blank.	F	Y					Y
	For a Student being reported for the Charter School Waitlist collection, TX-CharterWaitListIndicator must be reported.							

- CSW0-100-001 – CSW Roster Report
 - **Roster** style report, similar to reports seen in other TSDS data collections.
 - Available at **LEA** and **ESC** levels.
 - LEAs will use this report to verify all data submitted for the data collection.
 - ESCs will be able to run this report for all of their LEAs to monitor their submissions.

CSW Roster Report example for:

- Charters who maintain a waitlist
- Student information will display on the waitlist

Texas Education Agency

CSW0-100-001

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*** **CONFIDENTIAL** ***

LEA: nnnnnn - DistrictName1

TSDS CSW ROSTER REPORT

LEA-Level Data

Charter School Waitlist

2020-2021 Collection

Monday 2/3/2020 2:41PM

Campus1: nnnnnn - Campus ID

Enrollment Capacity: 873

of Charter Students Enrolled: 792 **Charter Admission Waitlist Indicator:** Y

Student Name	Unique ID	Student ID	Sex	Date of Birth	Grade Level	CSW Code
Lname GenCode, First MiddleName1	nnnnnnnnnn	nnnnnnnnnn	M	mm/dd/yyyy	nn	Y
Lname GenCode, First MiddleName2	nnnnnnnnnn	nnnnnnnnnn	M	mm/dd/yyyy	nn	Y
Lname GenCode, First MiddleName3	nnnnnnnnnn	nnnnnnnnnn	M	mm/dd/yyyy	nn	Y
Lname GenCode, First MiddleName4	nnnnnnnnnn	nnnnnnnnnn	F	mm/dd/yyyy	nn	Y
Lname GenCode, First MiddleName5	nnnnnnnnnn	nnnnnnnnnn	F	mm/dd/yyyy	nn	Y

CSW Roster Report example for:

- Charters who do not maintain a waitlist
- Students information will NOT display on the waitlist

Texas Education Agency CSW0-100-001 vnn.n.n *** CONFIDENTIAL *** LEA: nnnnnn - DistrictName1	TSDS CSW ROSTER REPORT LEA-Level Data Charter School Waitlist 2020-2021 Collection	Monday 2/3/2020 2:41PM
 Campus1: nnnnnn - Campus ID		
Enrollment Capacity:	 873	# of Charter Students Enrolled: 792 Charter Admission Waitlist Indicator: N

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FREQUENTLY ASKED QUESTIONS

Does this data collection apply to In-District Charters?

The Charter School Waitlist data collection only applies to open-enrollment charter schools.

Does the charter school need to complete this data collection if they do not have a waitlist and they are not at capacity?

Yes. All open-enrollment charter schools must complete the CSW collection. If they are not at capacity and do not have a waitlist, they still must submit the following Education Organization data:

- E1674 NUMBER-CHARTER-STUDENTS-ENROLLED
- E1675 CHARTER-EDUCATIONAL-ENROLLMENT-CAPACITY
- E1676 CHARTER-ADMISSION-WAITLIST-INDICATOR-CODE

What needs to be reported if a charter school uses a waitlist but has no students on it as of September 25th?

If there are no students on the waitlist on the last Friday in September, then the charter school would not report any students in the CSW collection. However, the charter school would still need to report the required Education Organization data.

If the charter school campus had a least one student on a waitlist on or before the last Friday in September, the campus would report that they did maintain a waitlist which would be indicated with the data element CHARTER-WAITLIST-ADMISSION-INDICATOR=1.

Does the charter school need to continue maintaining the data for the CHARTER-ADMISSION-WAITLIST-INDICATOR-CODE throughout the school year, or is this only needed through the last Friday in September?

TEA will only collect data for the CSW collection for students who are placed on a waitlist in the current school year as of the last Friday in September. Each charter school should manage their campus wait lists according to the guidelines outlined in their admission and enrollment policy, as stated in their charter.

What if a student is on a charter school waitlist and does not have a Unique ID? Is this required even if the student never enrolls in the charter school?

The charter school should make every effort to determine the student's Unique ID or get one assigned if the student does not currently have one.

The SSN and birth certificates are not required to apply for admission to a Texas Charter School. If the student on the waitlist does not provide an SSN, then the charter may assign a state-assigned ID (S-number) to obtain a Unique ID. Even if the student never enrolls, a Unique ID should be assigned for reporting.

Which charter school will assign and own the Unique ID if a student is on two waitlists?

The master record LEA assignment controls who can edit the student's demographic information. The last LEA that submitted the Unique ID through the file upload will be listed on the master record.

Multiple LEAs can report the same student, but only one has the ability to edit the student's demographics at a time.

If students are allowed to appear on multiple charter school waitlists, is there is a concern of students having duplicate Unique IDs?

Charter schools must search the Unique ID system to determine if a waitlist student has already been assigned a Unique ID. The charter school can utilize the file upload and assignment option in the Unique ID system or manually search for a specific student.

If the student is found with an existing Unique ID, there is no need for a charter to create a new or duplicate one.

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TECHNICAL RESOURCES

To the Administrator (TAA) Letter

- The TAA Letter was sent to Charter School administrators and ESCs on July 27, 2020.

Charter School (TEA Website):

- The Common Charter Application Form was posted on July 1, 2020.

For program area questions related to the Charter School Waitlist, please email charterschools@tea.texas.gov.

QUESTIONS?

www.texasstudentdatasystem.org

