



Class Roster

Class Roster Collection - Fall Submission	
TSDS ready to load data to eDM	August 7, 2023
Class Roster Fall ready for users to promote data	September 11, 2023
Class Roster Fall snapshot date – Last Friday in September	September 29, 2023
Class Roster Fall ready for users to complete	September 29, 2023
Class Roster Fall Submission due date for LEAs	October 19, 2023
Class Roster Fall data available to customers	November 2, 2023
Class Roster Collection - Winter Submission	
TSDS ready to load data to eDM	August 7, 2023
Class Roster Winter ready for users to promote data	January 29, 2024
Class Roster Winter ready for users to complete	February 23, 2024
Class Roster Winter snapshot date – Last Friday in February	February 23, 2024
Class Roster Winter Submission due date for LEAs	March 28, 2024
Class Roster Winter data available to customers	April 11, 2024

Application Updates Since Spring Training

The following new Class Roster Report will be available for the Fall and Winter Submissions, at the ESC level, in the 2023-2024 school year:

- CLS1-100-008 / CLS2-100-008: CLASS ROSTER TOTALS BY GRADE
 - This ESC-level report shall provide a Class Roster FALL/WNTR Submission listing of each Service ID, including basic information about each class. The purpose of the report is to allow the ESC users to verify the LEA-level data that has been submitted for each teacher's Service IDs.

CLS1-100-008 – CLASS ROSTER TOTALS BY GRADE

Texas Education Agency CLS1-100-008 vnn.n.n ***CONFIDENTIAL*** ESC: nnnnnn - ESC_REGION				TSDS CLASS ROSTER TOTALS BY GRADE REPORT ESC-level Data Parameter 2023-2024 Fall Submission										Monday 12/04/2023 2:41PM Page n of n			
LEA: nnnnnn - LEA_Name Grade: nn																	
Service ID	Course Description	Class ID	Cls Prd	Crs Seq	Classroom Position	Non Campus Instr	Staff Name	Unique ID	Staff ID	PY Teach Exp	Population Served	Staff Type	Begin Date	End Date	Total Students		
03102400	MTHMOD	20130510000001	01	1	01-Teacher of Record	00	Jones Jr, Sam	nnnnnnnnnn	nnnnnnnnnn	18	nnnnnnnnnnnnnnnn	1	08/21/2023	12/19/2023	nnn		
		20130510000003	03	1	01-Teacher of Record	00	Jones Jr, Jim	nnnnnnnnnn	nnnnnnnnnn	20	nnnnnnnnnnnnnnnn	1	08/21/2023	12/19/2023	nnn		
		20130510000003	03	1	02-Assistant Teacher	00	Royce, Anna	nnnnnnnnnn	nnnnnnnnnn	12	nnnnnnnnnnnnnnnn	1	08/21/2023	12/19/2023	nnn		
03102500	INSTUMTH	10130510000005	05	A	01-Teacher of Record	00	Jones Jr, Sam	nnnnnnnnnn	nnnnnnnnnn	18	nnnnnnnnnnnnnnnn	1	08/21/2023	12/19/2023	nnn		
Total Number of Students Enrolled by Grade:			n,nnn														
Total Number of Students Enrolled for the LEA:			nnn,nnn														

CLS2-100-008 – CLASS ROSTER TOTALS BY GRADE REPORT

Texas Education Agency

CLS2-100-008

vnn.n.n

CONFIDENTIAL

ESC: nnnnnn - ESC_REGION

LEA: nnnnnn - LEA_Name

Grade: nn

TSDS CLASS ROSTER TOTALS BY GRADE REPORT

ESC-level Data

Parameter

2023-2024 Winter Submission

Monday 12/04/2023 2:41PM

Page n of n

Service ID	Course Description	Class ID	Cls Prd	Crs Seq	Classroom Position	Non Campus Instr	Staff Name	Unique ID	Staff ID	PY Teach Exp	Population Served	Staff Type	Begin Date	End Date	Total Students
03102400	MTHMOD	20130510000001	01	2	01-Teacher of Record	00	Jones Jr, Sam	nnnnnnnnnn	nnnnnnnnnn	18	nnnnnnnnnnnnnnnn	1	01/21/2024	06/04/2024	nnn
		20130510000003	03	2	01-Teacher of Record	00	Jones Jr, Jim	nnnnnnnnnn	nnnnnnnnnn	20	nnnnnnnnnnnnnnnn	1	01/21/2024	06/04/2024	nnn
		20130510000003	03	2	02-Assistant Teacher	00	Royce, Anna	nnnnnnnnnn	nnnnnnnnnn	12	nnnnnnnnnnnnnnnn	1	01/21/2024	06/04/2024	nnn
03102500	INSTUMTH	10130510000005	05	2	01-Teacher of Record	00	Jones Jr, Sam	nnnnnnnnnn	nnnnnnnnnn	18	nnnnnnnnnnnnnnnn	1	01/21/2024	06/04/2024	nnn
Total Number of Students Enrolled by Grade:			n,nnn												
Total Number of Students Enrolled for the LEA:			nnn,nnn												

Frequently Asked Questions

None

Known Issues

None

[Spring Training Documents](#)

Spring Training Questions & Answers

- 1. What should an LEA do when a teacher's name is not listed on the report that the Teacher Incentive Allotment (TIA) department provided?**

The LEA should send an email to TIA@tea.texas.gov.

- 2. Is any action needed for an LEA that does not employ designated teachers or National Board-Certified teachers (NBCTs) and accidentally codes some of their teachers as designated with a CREDITABLE-YEAR-OF-SERVICE-INDICATOR-CODE (E1721)?**

There is no action needed by the LEA for TIA purposes. The teachers who are not designated or are not NBCTs are not in the TIA system. Therefore, the TIA department will not pull any Class Roster Winter data for them.

- 3. What action is needed if an LEA reported a designated teacher in the Class Roster Winter Submission as an "087" (Teacher) with a TIA designation code and a CREDITABLE-YEAR-OF-SERVICE-INDICATOR-CODE (E1721) but they are now working as a counselor?**

The LEA should contact TIA@tea.texas.gov.

- 4. What should an LEA do if they employ a TIA-designated or National Board Certified teacher, but the teacher was not reported in the Class Roster Winter Submission or was reported without a CREDITABLE-YEAR-OF-SERVICE-INDICATOR-CODE (E1721)?**

The LEA should contact TIA@tea.texas.gov.

- 5. Can you explain what data is on the CLS2-100-006 and CLS2-100-007 reports?**

The CLS2-100-006: Submission Summary Report displays the Class Roster Winter Submission row counts by category and subcategory. This report can be run at the LEA and Campus level. All staff members reported in the Class Roster Winter Submission would be included in the counts.

The CLS2-100-007: TIA Designation Staff Report is an LEA level report that displays the following: (1) Teacher data for all teachers with a TIA designation

code and (2) Campuses for which the teachers provide instruction for the LEAs to verify the designated campuses for funding.

6. How is the TIA allotment calculated when a teacher is reported with multiple CAMPUS-IDs (E0266) in an LEA?

The Strategic Compensation Operations Management System (SCOMS) will divide each campus allotment by the total number of reported campuses and then sum the values. If an LEA's Class Roster Winter Submission does not accurately represent a teacher's primary campus of employment, the LEA should email TIA@tea.texas.gov.

7. Which TEACHER-INCENTIVE-ALLOTMENT-DESIGNATION-CODE (DC165) should an LEA report in the Class Roster Winter Submission for new National Board-Certified teachers?

In the Class Roster Winter Submission, the LEA should report a new National Board-Certified teacher with a code "01" (Active National Board-Certified Teacher).