

Attachment for the Charter School Waitlist System (CSW)

The information below is designed to assist Charter Schools in the CSW data submission process.

Request Organization ID for Charter School Waitlist for CSW Participation

Local Education Agencies (LEAs):

- Charters will use their county-district number and **will not request an ID.**

Request Roles for Submitting Data:

CSW users will need to access the TEA Login (TEAL) secured portal to apply for the necessary CSW-related roles using the following hyperlink <https://tealprod.tea.state.tx.us/>. CSW users will need to apply for the following TEAL roles and privileges below based on the person designated with that responsibility at the Charter School.

- **TEAL Role: ODS Data Loader:** This role allows an ESC/LEA authorized role for the scheduling and loading of LEA XML data into the eScholar data warehouse (ODS). Targeted users: LEA PEIMS Coordinator and Data Steward.
- **TEAL Role: Core LEA Data Promoter:** This role allows LEA users to initiate data promotion, which makes the relevant data from the ODS available for use in the Charter School Waitlist application, for example by promoting it to a data mart or by populating a view.
 - Promoters will have access to the following TEAL privileges:
 - CORE Generate/View LEA Reports
 - Core Monitor Data Promotions
 - Core Monitor Data Validations
 - Core Prepare/Promote Collection
 - Core Validate Data
 - CSW Access (Charter's will need to check this privilege when requesting the above TEAL Role)
- **TEAL Role: Core LEA Data Completer:** This role allows LEA users to formally certify the completeness and accuracy of their data and submit it to TEA. Completers usually have the most comprehensive access to a data collection.
 - Completers will also have access to the following TEAL privileges:
 - CORE Generate/View LEA Reports
 - Core Complete Submission
 - Core Monitor Data Promotions
 - Core Monitor Data Validations
 - Core Prepare/Promote Collection
 - Core Validate Data
 - CSW Access (Charter's will need to check this privilege when requesting the above TEAL Role)
- **TEAL Role: Core LEA Data Approver:** This role allows LEA Data Approvers the ability to view reports and request submission extensions.
 - Approvers will also have access to the following TEAL privileges:
 - CORE Generate/View LEA Reports
 - Core Approve Submission
 - Core Monitor Data Promotions
 - Core Monitor Data Validations
 - Core Request Extensions
 - CSW Access (Charter's will need to check this privilege when requesting the above TEAL Role)

- **TEAL Role: Core LEA Data Viewer:** This role allows LEA Data Viewers the ability to only view (not promote or validate) data, including reports and any data search or data summary features that may be added in future. Viewers are usually LEA staff who need to review the data to verify its accuracy.
 - Viewers will also have access to the following TEAL privileges:
 - CORE Generate/View LEA Reports
 - Class Roster Access
 - Core Monitor Data Promotions
 - Core Monitor Data Validations
 - CSW Access (Charter’s will need to check this privilege when requesting the above TEAL Role)

• The person designated to assign student Unique IDs for CSW will request the Unique-ID Campus role via TEAL. All students for your organization must have an assigned Unique ID before loading any data for the CSW data collection.

• The person designated to submit help desk tickets through the TSDS Incident Management System (TIMS) will request the TIMS L1 Support role via the TEAL secure portal.

Data Entry Process

A. LEA, Campus, Student Basic, Student Enrollment, and Charter School Waitlist information

1. CSW LEA, Campus, student demographic, student enrollment and charter school waitlist information will be collected from the TSDS Collection.

2. Student Information System (SIS) vendors will need to provide the following .xml interchange files to the LEA:

- InterchangeEducationOrganization.xml
- InterchangeStudentParentExtension.xml
- InterchangeStudentEnrollmentExtension.xml

3. ODS Data Loader: Upload data via the DTU or manually by logging into the ODS.

4. Core Data Approver: Review all CSW reports and correct any fatal business validation errors to approve/finalize the CSW data submission.

Charter schools should contact their regional education service center (ESC) or a TSDS-certified vendor for CSW training and support. Staff in all 20 ESCs have completed training for TSDS and data loading and can assist LEAs in this process. If an ESC enters and/or loads the data for an LEA, LEA staff must still approve/finalize data in CSW and will need the **Core LEA Data Approver**.

If you have additional questions about the policy requirements of TEC §12.1174, please contact TEA staff via email at CharterSchools@tea.texas.gov or by phone at 512-463-9575. All technical questions should be submitted via the TSDS Incident Management System (TIMS), available within the TSDS Portal.

Resources

- [Texas Education Data Standards](#) - TSDS Core Collections include CSW State Reporting Requirements
- [TWEDS](#) Texas Education Web Enabled Data Standards
- Training and support for Charter school waitlist include:
 - ESC Contact Information:
http://www.texasstudentdatasystem.org/TSDS/About/Deployment/Deployment/ESC_TSDS_Champions_1-11/
 - Certified ESCs and Vendors:
http://www.texasstudentdatasystem.org/TSDS/About/Training_and_Support/TSDS_Training___Support_Certified_Vendors___ESCs/