




Class Roster Submission

Required Data, Organization, and Submission
Readiness

What is Class Roster?

The Class Roster Submission is a required Core Collection that captures important information about:

-  Course offerings
- Teacher demographics
-  Teacher class assignments
- Student demographics
-  Student class enrollments



Why is this Needed?

- Data reported is tied to accountability for state-mandated programs.
- Enables classroom-level reporting in the assessment portal
- Under HB 4545, class roster winter data will be used to ensure that a student who did not pass the STAAR test has a TIA teacher assigned the following school year.
- Supplies required data for Teacher Incentive Allotment (TIA) calculations



Teacher Incentive Allotment






- TIA eligibility—employed under Staff Classification 087 for a creditable year of service who has been designated as a high performing teacher or who is a National Board Certified teacher.
- Once a teacher earns a designation, the designation stays with them if they change LEAs. If they are reported in the next year's PEIMS Fall Submission and meet eligibility criteria, they will generate an allotment for their new LEA.
- Ensures accurate tracking for Teacher Incentive Allotment reporting and funding
- For LEAs that **do not yet** employ designated teachers the Class Roster Submission will not include any TIA data elements.

Teacher Incentive Allotment

Data Element ID	Data Element Name	Date Issued	Date Updated
E1722	TeacherIncentiveAllotmentDesignation	03/01/2021	
Definition			
<p>TeacherIncentiveAllotmentDesignation indicates a teacher (StaffClassification 087) is an Active National Board Certified Teacher, holds a current designation (Recognized, Exemplary, or Master), or has been submitted by an LEA for a new or change of designation in the Teacher Incentive Allotment.</p>			
Special Instructions			
Table Identification	Length	Data Type	Domain of Values
TeacherIncentiveAllotmentDesignation(C322)		Descriptor	
Table ID	Name	Date Issued	Date Updated
C322	TeacherIncentiveAllotmentDesignation	03/01/2021	07/01/2022
Descriptor	Short Description	Long Description	
01	Active National Board-Certified Teacher	Active National Board-Certified Teacher	
02	Active Teacher Incentive Allotment Designation	Active Teacher Incentive Allotment Designation	
03	LEA Submitted Designation Pending	LEA Submitted Designation Pending	

TIA FYI

Teachers submitted for a new or higher designation in Fall 2025 by a district with an approved local designation system must meet the following criteria for the designation to be awarded:

-  Still employed as a teacher by the designating district as of 2/27/2026
-  Reported by the designating district as a teacher (087 Staff Classification, formerly Role ID) in the Class Roster Winter Submission (substitute teachers and teacher residents are not eligible)
-  Reported by the designating district as having met or will meet the creditable year of service

Timeline



Class Roster Collection - Winter Submission

TSDS ready to load data to IODS	August 4, 2025
Class Roster Winter snapshot date – Last Friday in February	February 27, 2026
Class Roster Winter ready for users to complete	February 27, 2026
Class Roster Winter Submission due date for LEAs	March 26, 2026
Class Roster Winter data available to customers	April 9, 2026

TSDS Roles for Class Roster

Core LEA Data Viewer

This role monitors data promotions and data validations and generates reports.

Core LEA Data Promoter

This role schedules and monitors promotions, schedules and monitors validations, and generates reports.

Core LEA Data Completer

This role formally certifies the completeness and accuracy of the data and finalizes the submission. In addition, this role also schedules and monitors promotions, schedules and monitors validations, and generates reports.

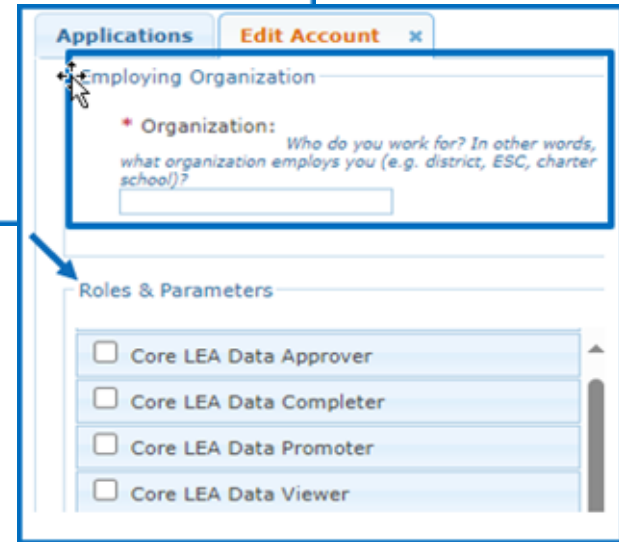
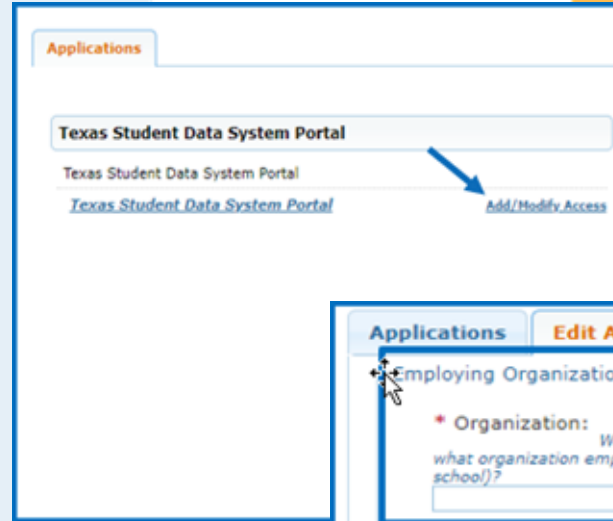
Core LEA Data Approver

This role will be for the superintendent or his/her designee at the LEA. This role requests an extension if needed.



Applying for Access

1. Login to your TEAL account;
Click Add/Modify Access.
1. Enter your Employing Organization and select the appropriated Core LEA TEAL role.



Checklist for Success

- View and Resolve L2 Validations
- Check your staff & student unaffiliated reports
- Promote TSDS data and review any promotions
- Validate the data and resolve L3 errors
- Verify the data on all Class Roster reports.



Resources

- ❖ [Class Roster Submission Guidance](#)
- ❖ [Class Roster Promotion Logic](#)
- ❖ [TSDS Reference Guide](#)
- ❖ [L2 Validations Guide](#)



Questions? Concerns?

★ **PEIMS Support**

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★ **Ascender Student Support**

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★ **Ascender Business Support**

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Thank you!