

- Do students need to provide proof of SSN? Current students on waiting list are not asked for proof of demographics, the Charter Schools only ask them to fill out an application. Only when the students are officially accepted to enroll do the parents bring their identification documents. Will this collection make it mandatory for all Charters to require birth certificates and SSNs as part of filling out an application?

If parents decide not to provide the SSN during the application process, students may be unable to obtain a Unique ID unless a state-assigned ID (S-number) is provided to the student. SSNs, S-Numbers, and birth certificates are *NOT* required to apply for admission to a Texas Charter School. If the applicant does not complete the SSN/S-number field in the application, they are still eligible for admission and waitlist status but will not be reported in the CSW collection since a Unique ID cannot be assigned.

- What if an applicant does not submit an SSN in the application? Will they still be part of UID or should the Charter School leave those students out of the CSW collection since the students doesn't have proper documentation?

A student that does not provide an SSN can have a state-assigned (S-number) assigned by the Charter School in order to obtain a UID number. If a UID is not obtained, the student cannot be submitted as part of the CSW collection.

- Supposedly students are on a waiting list for years (due to it being a lottery system). Does that mean that the Charter School needs to collect the SSN and birth certificate every year since the Charter only needs to maintain this documentation for one (1) year?

Applications, lotteries, and waitlists are only valid during the school year for which the application was submitted in accordance with 19 TAC §100.1207. For example, a school must, each year, begin receiving new applications for the following school year starting on a specified date determined by their board, conduct their lottery and enrollments in accordance with their admission and enrollment policy, and create a subsequent waitlist which only remains valid through the end of the applicable school year.

LEAs have a limited number of S-numbers. How does a Charter School proceed once all S-numbers have been allocated?

If an LEA needs additional S-numbers, they can request an additional block of numbers from TEA by submitting a TIMS ticket.

- Students don't know what Charter campus they are going to be approved for. If a student is on multiple waitlists, which campus reports the student?

A student can apply to multiple charters and multiple campuses within the same charter. Students will be reported on the CSW collection by all charter school campuses where the student is on a waitlist on the last Friday in September.

- When will the common application form be available for charter schools to use?

The Charter Student Admission Application (CSAA) form is now available on the Charter School Division's website at <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-schools-resources#CSAA>.

**When the LEA/ESC is applying for TEAL roles and privileges, do they need to uncheck a certain privilege so they won't get access to any other TSDS collection?**

**No, they will not need to uncheck anything. When they choose Core LEA Data Completer, (for example) then they will go to the "Roles and Parameters". All TSDS collections access will be unchecked unless they previously requested a privilege for another collection. They will check the access for the appropriate collection.**

- **When will role privileges be available?**

**The "CSW access" privileges are now available in TEAL.**

- **Can Charters add to the common application form? Will TSDS be training on the application form, or who will be responsible for letting charter schools know about this form and how to fill it out?**

**The Charter should not modify the common application form. The TEA Charter School Division has periodic meetings with their ESC contacts. They discussed the form on their Superintendent's call on June 16 and provided a draft of the common application form.**

**<https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-schools-resources#CSAA>**

**If a charter has already been accepting applications for the upcoming school year, will they need to have the parents complete the new common application form when it is available?**

**No – the requirement will be for all charters to use the new common application form beginning August 1, 2020. Charters do not need to ask parents to complete the new form if they have already filled out an existing form prior to August 1<sup>st</sup>.**

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**If a charter does not have a wait list because they are not at capacity, do they still have to complete the CSW collection?**

**All open-enrollment charter schools must complete the CSW collection. Every charter school campus must report the number of students enrolled as of the last Friday in September, their enrollment capacity, and the charter school waitlist indicator showing whether or not they use a waitlist for admission.**

**Will an enrollment date be required when uploading an ID Assignment file in UID?**

**No, enrollment date is not a required field for UID assignments. Local ID and SSN or S-number are required fields. The UID assignment process has not changed. LEAs can either upload an ID Assignment file into UID and work through the process as usual or they can manually enter a student in the UID system for an ID assignment. Either way, Charters must pay close attention to the near matches and work through that process to avoid creating duplicate UIDs for their waitlist students.**

**If the charter uses a waitlist, but no one is still on the waitlist as of September 25, what needs to be reported?**

The Charter would submit the charter admission waitlist indicator code of 1 (yes) with their InterchangeEducationOrganizationExtension file. On September 25 if all students on the waitlist have been enrolled at the charter, the charter would only submit the InterchangeEducationOrganizationExtension file for the CSW collection. In this case, they will get business validation special warning 10020-0060 and should verify that their data is being report correctly.

Rule Type	Rule #	Rule Text / Business Meaning	Error Level	TSDS
Business Context	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
		A campus reported as using a waitlist for admission should report at least one student who is on the waitlist.		

**After Sept 25, how does the LEA manage their charter waitlist?**

TEA will only collect data for the CSW collection for students are on a waitlist in the current school year as of September 25th. Each charter holder should manage their waitlists according to the guidelines outlined in their admission and enrollment policy, as stated in their charter.