

Class Roster Winter Submission Guidance

For Districts Currently Employing Teachers with Active or Pending TIA Designations

The Texas Education Agency uses data from the Class Roster Winter Submission to annually confirm if teachers with a pending or existing designation meet TIA eligibility requirements. Teachers who meet eligibility requirements will generate an annual allotment for their district based on their campus(es) of employment as reported in the Class Roster Winter Submission. Teacher designations and district allotments are contingent on accurate reporting and communication between district departments, including: human resources, finance, PEIMS designees, and campus administrators.

This guidance applies only to districts that currently employ teachers with an existing or pending TIA designation.

Designation Eligibility

Teacher Pending a New Locally Issued Designation

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

National Board Certified Teachers

NBCTs who do not yet have a designation will be awarded a Recognized designation in May of 2026 if they meet the following criteria:

- Active National Board certificate (expiry date of November 2025 or later)
- NBCT directory listing reflects Texas employment by 1/31/2026
- Reported as a teacher with a 087 Staff Classification in the Class Roster Winter Submission (substitute teachers are not eligible)

Allotment Eligibility

Designated teachers will generate an annual allotment for their employing district if they meet the following criteria:

- Active TIA designation
- Reported in Class Roster Winter Submission as:
 - a teacher with a 087 Staff Classification in the Class Roster Winter Submission (substitute teachers and teacher residents are not eligible)
 - having met/will meet the Creditable Year of Service requirement by the end of the school year

Class Roster Winter Submission: Data Elements Used for TIA

1. TeacherIncentiveAllotmentDesignation (E1722/C322)
2. CreditableYearOfService (E1721)
3. StaffSectionAssociation or StaffSchoolAssociation

TeacherIncentiveAllotmentDesignation (E1722/C322)

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	

Notes:

- Multiple codes are allowed.
- **03-LEA Submitted Designation Pending** applies to districts with an approved local designation system. *District TIA leads must ensure that the district PEIMS designee codes teachers who were submitted for designation in fall 2025.*

CreditableYearOfService (E1721)

Data Element ID	Data Element Name	Date Issued	Date Updated
E1721	CreditableYearOfService	03/01/2021	
Definition			
<p>CreditableYearOfService indicates a teacher (StaffClassification 087) who currently qualifies for the TIA allotment or has been submitted by the LEA for a new or change of designation and has been employed by the LEA and compensated or will be compensated by the LEA for a creditable year of service. (§153.1021)</p>			
Special Instructions			
Table Identification	Length	Data Type	Domain of Values
		Boolean	
Used in Entities			
Staff			
Used in Domain			
Staff			

Note:

- **Employed and compensated** by a Texas school system **in a teacher role (087 Staff Classification)** for at least 90 days at 100% of the day or 180 days at 50–99% of the day, or the equivalent of one semester.
- District can select Y if the teacher is expected to meet the year of service requirement by the end of the school year. Districts will confirm the year of service again in April/May.
- Paid leave days and professional development days count towards the year of service.
- May not align with number of days on campus or days providing direct instruction.
- District will indicate Y/N.
- In some cases, a designated teacher may be listed as a teacher of record but not employed as a teacher.

Example: Jan earned an Exemplary designation in 2024. She is now employed as a counselor and works with a group of students every day during an advisory period. Jan will be reported with a StaffSectionAssociation. She will be assigned a TeacherIncentiveAllotmentDesignation. However, the district should indicate N for CreditableYearOfService, as Jan is not employed as a teacher for the 2025-26 school year.

StaffSchoolAssociation

Entity Description
The StaffSchoolAssociation Entity indicates the school(s) to which a teacher provides instructional services for the Teacher Incentive Allotment (TIA). The StaffSchoolAssociation Entity is only reported for a TIA-designated, pending designation, or National Board Certified teacher.

General Reporting Requirements
<p>GR1</p> <p>Class Roster Winter Submission: The StaffSchoolAssociation Entity must be reported for each <i>StaffClassification</i> 087 (Teacher) reported with a <i>TeacherIncentiveAllotmentDesignation</i> on the Staff Entity if the teacher is not reported with a <i>StaffSectionAssociation</i> Entity.</p>

Note:

- For teachers reported with a *TeacherIncentiveAllotmentDesignation*, but without a *StaffSectionAssociation*, districts may use the *StaffSchoolAssociation*. This may apply to campus-based teachers who are not teachers of record or work in an atypical teaching role. Examples may include interventionists, inclusion teachers, GT teachers, and dyslexia teachers.
- If a designated teacher (or teacher pending designation) is **not employed in a teaching role (087 StaffClassification)**, and does **not** have a *StaffSectionAssociation*, do not report them in the Class Roster Winter Submission.
- Itinerant or Centrally Assigned teachers without a primary campus of employment may be coded with CDN+999 and will generate an allotment value equal to the district average if they meet all other eligibility requirements.

ProgramAssignment

Data Element ID	Data Element Name	Date Issued	Date Updated
E3045	ProgramAssignment	03/01/2022	07/01/2022
Definition			
ProgramAssignment defines the name of the education program for which a teacher is assigned to a school.			
Special Instructions			
ProgramAssignment is only used when reporting a StaffSchoolAssociation for a Teacher Incentive Allotment designated, pending designation, or National Board Certified teacher.			
Table Identification	Length	Data Type	Domain of Values
ProgramAssignment (C338)		Descriptor	
Used in Entities			
StaffSchoolAssociation			
Used in Domain			
Staff			
Former Data Element Name			
Used in Data Collections/Submissions			

Note:

- For Teacher Incentive Allotment designated teachers reported with a *StaffSchoolAssociation*, *ProgramAssignment* is required to be reported. The *ProgramAssignment* 01 (TIA Teacher) is required any time a *StaffSchoolAssociation* is reported.