# Welcome to the Educator Data Collection System (EDCS)

"Entering Special Education (SPED) and English to Speakers of Other Languages (ESOL) Assignments" District Training!

KANSAS
STATE DEPARTMENT OF
EDUCATION

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Objectives of this training:

- Revisit the purpose of EDCS
- Revisit the EDCS timeline
- Discuss the relationship between systems
- Discuss two different types of SPED assignments
- Get step-by-step instructions for adding SPED assignments
- Get step-by-step instructions for adding ESOL assignments
- Share additional EDCS District Training Module topics
- Share KSDE contact information for additional questions

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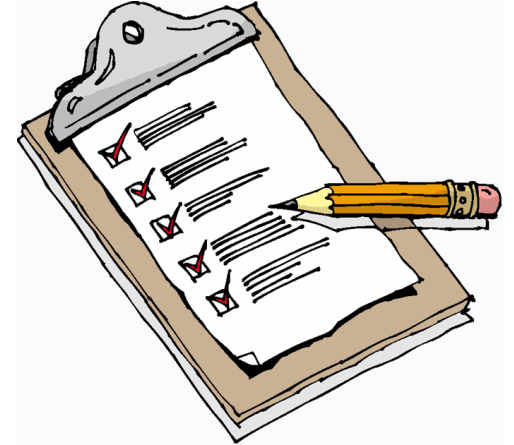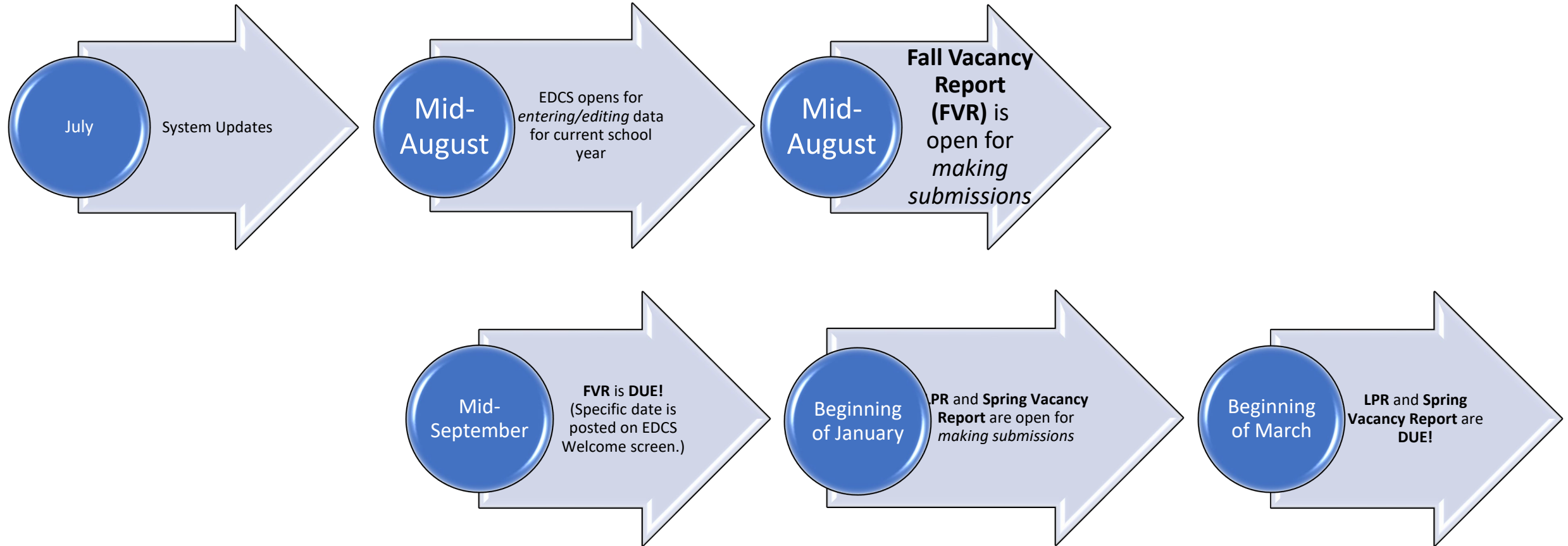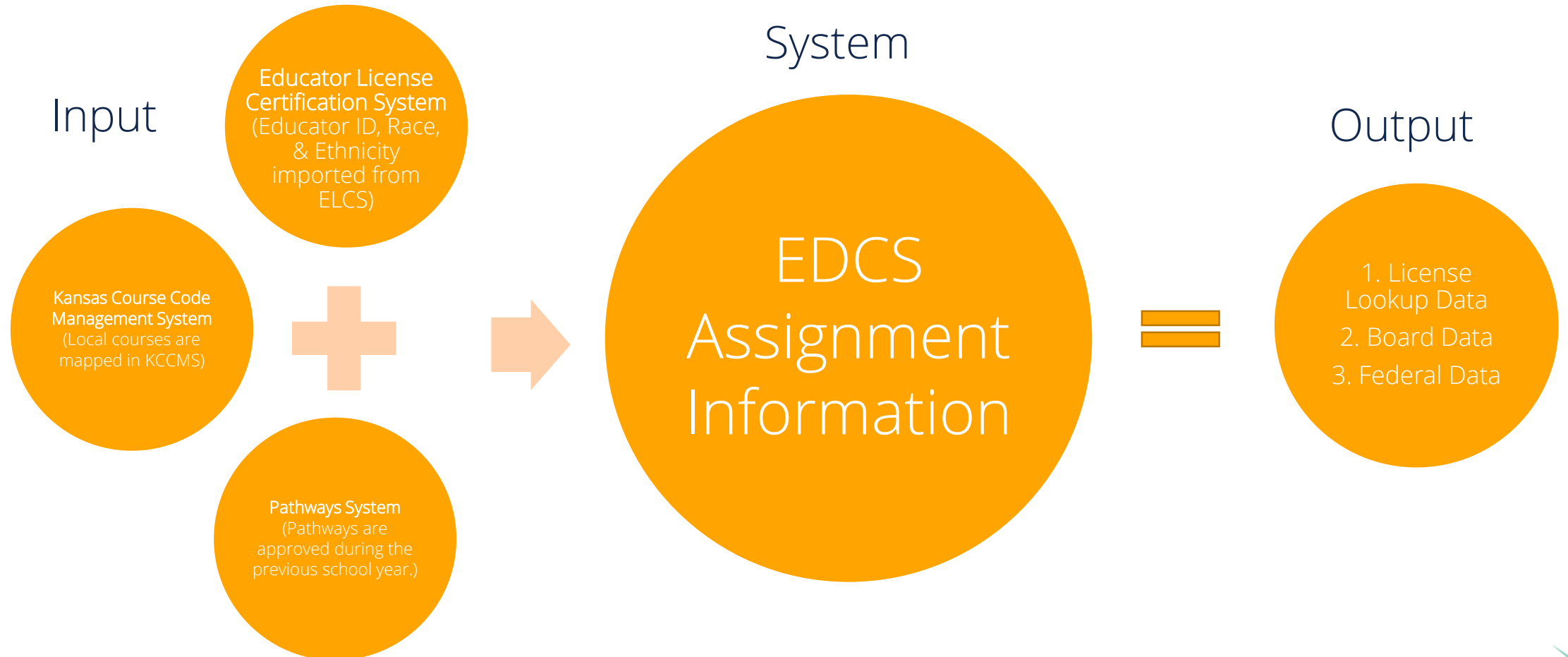
Purpose of EDCS:

- To collect professional and demographic information about all district staff across the state of Kansas
- This data is used by: The Kansas State Board of Education
  The US Department of Education
  School Districts
  Educational Researchers

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EDCS Timeline:

July — System Updates

Mid-August — EDCS opens for *entering/editing* data for current school year

Mid-August — **Fall Vacancy Report (FVR)** is open for *making submissions*

Mid-September — **FVR** is **DUE!** (Specific date is posted on EDCS Welcome screen.)

Beginning of January — **LPR** and **Spring Vacancy Report** are open for *making submissions*

Beginning of March — **LPR** and **Spring Vacancy Report** are **DUE!**

System Relationship:

Input

System

Output

Educator License Certification System (Educator ID, Race, & Ethnicity imported from ELCS)

Kansas Course Code Management System (Local courses are mapped in KCCMS)

+

Pathways System (Pathways are approved during the previous school year.)

→

EDCS Assignment Information

=

1. License Lookup Data
2. Board Data
3. Federal Data

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Entering SPED/ESOL Assignments:

Note: This process is going to be very similar to the CTE Assignment entry process, except you will select "SPED/ESOL Teacher" from the Educator Type drop-down options.

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We will start with Entering SPED Assignments,

and finish with Entering ESOL Assignments.

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First a word on Special Education (SPED) Endorsements:

What **type of service** is the teacher providing?

Teaching Content

Providing Support Services

If Teaching Content:

1. Content Instruction:
   a) High Incidence: Educator must hold appropriate special education endorsement *and* general content endorsements to be appropriately licensed.
   b) Low Incidence: Educator must hold appropriate special education endorsement but general content endorsement is *not* required.
2. Significantly below grade level:
   a) High Incidence: Educator must hold high-incidence SPED endorsement *and* general content endorsement one grade below students grade classification.
   b) For example: To teach math to a high-incidence 9th grade SPED student, the educator must hold appropriate special education endorsement *and*, at a minimum, a middle level math endorsement for 5-8.
3. Co-Teacher: Co-Teachers may be reported if the district uses them.
   a) May be added in EDCS simply by adding Educator ID in the "Co-Teacher" box. The assignment will automatically be added to the co-teacher's assignments.

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If Providing Support Services:

1. Providing Support Services
   a) Educator must hold appropriate special education endorsement.
   b) For classes in which a SPED teacher is providing support services, but not content, the Course selection will be "Support Services".

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Entering SPED Assignments:

After getting into EDCS,

1. Expand Staff Data.
2. Select Find/Update Staff.
3. Use Search fields to find any staff members for which you need to add SPED assignments.

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4. Select the 👁 (view icon) left of the staff member's name.

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5. Scroll down to FTE-Assignments.
6. Click on New Assignment.

7. Scroll down to the New Assignment Entry section.
8. From the Educator Type drop-down options, select "SPED/ESOL Teacher".
9. When you make that selection,
    "SPED/ESOL Type" will appear as a
    fourth drop-down menu with the
    following options:
- Adaptive PE
- Deaf or Hard-of-Hearing
- English to Speakers of
  Other Languages
- Gifted
- High Incidence Special Education

  (formerly "adaptive")

- Low Incidence Special Education

  (formerly " functional")

- Visually Impaired

New Assignment Entry ← 7.

Educator Type: SPED/ESOL Teacher ← 8.

Subject Area: Special Education/English to Speakers of Other Languages

Course: Support Services

9. → SPED/ESOL Type: None Selected

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10. Select the appropriate Subject Area, Course, and SPED/ESOL Type from each of the drop-down options.

New Assignment Entry

Educator Type: SPED/ESOL Teacher

10.

Subject Area: Special Education/English to Speakers of Other Languages

Course: Support Services

SPED/ESOL Type: High Incidence Special Education

☐ JAG Course

Number of Classes:
None Selected

☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3
☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8
☐ 9 ☐ 10 ☐ 11 ☐ 12

☐ CoTeacher   CoTeacher with:

[Save Assignment] [Clear Assignment Data]

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Note: For educators Teaching Content, select the appropriate content options under Subject Area, Course, and SPED/ESOL Type.

Note: For educators Providing Support Services, select Special Education/English to Speakers of Other Languages under Subject Area. You will then find Support Services listed in the Course drop-down options, and can select the appropriate option under SPED/ESOL Type.

11. The JAG Course check box is *not* applicable for SPED/ESOL Courses.
12. Enter the Number of Classes taught by the teacher for the selected assignment
    Note: That is the maximum number of times the teacher teaches that class on any given day during the current school year.
13. Check the appropriate grade levels for the selected assignment. You can check all grade levels that apply.
14. If the course involves a co-teacher, check the box and enter the CoTeacher's educator ID.
    Note: That assignment will automatically be added to the co-teacher's assignments.

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15. Click the Save Assignment button at the bottom of the screen.

👁	SPED/ESOL Teacher: Gifted		049: Computer Literacy—Other	South High	✕
👁	SPED/ESOL Teacher: Low Incidence Special Education		999: Mathematics—Other	South High	✕

appst.ksde.org says

Assignment saved.

[OK]

New Assignment

Co-Teacher Assignments

You will get a confirmation from KSDE that this SPED assignment was successfully saved!

No Co-Teacher Assignments

New Assignment Entry

Educator Type:
SPED/ESOL Teacher

Subject Area:
Special Education/English to Speakers of Other Languages

Course:
Support Services

SPED/ESOL Type:
High Incidence Special Education

☐ JAG Course

Number of Classes:
3

☐ PreK	☐ K	☐ 1	☐ 2	☐ 3
☐ 4	☐ 5	☐ 6	☐ 7	☐ 8
☑ 9	☑ 10	☑ 11	☑ 12	

☐ CoTeacher

CoTeacher with:

15.

Save Assignment   **Clear Assignment Data**

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Entering ESOL Assignments:

You will follow steps #1 - #8 from Entering SPED Assignments!

After getting into EDCS,
1. Expand Staff Data.
2. Select Find/Update Staff.
3. Use Search fields to find any staff members for which you need to add CTE assignments.

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4. Select the 👁 (view icon) left of the staff member's name.

5. Scroll down to FTE-Assignments.
6. Click on New Assignment.

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7. Scroll down to the New Assignment Entry section.
8. From the Educator Type drop-down options, select "SPED/ESOL Teacher".

New Assignment Entry ← 7.

8. → Educator Type: | SPED/ESOL Teacher | ⌄ |

Subject Area: | None Selected | ⌄ |

Course: | None Selected | ⌄ |

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9. From the Subject Area drop-down options, select "Special Education/English to Speakers of Other Languages".
10. From the Course drop-down options, select "ESOL".

New Assignment Entry

Educator Type:
SPED/ESOL Teacher

9. ➡ Subject Area:
Special Education/English to Speakers of Other Languages

10. ➡ Course:
ESOL

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You will follow steps #11 - #14 from Entering SPED Assignments:

11. The JAG Course check box is *not* applicable for SPED/ESOL Courses.
12. Enter the Number of Classes taught by the teacher for the selected assignment
      Note: That is the maximum number of times the teacher teaches that class on any
      given day during the current school year.
13. Check the appropriate grade levels for the selected assignment. You can check all
      grade levels that apply.
14. If the course involves a co-teacher, check the box and enter the CoTeacher's educator ID.
      Note: That assignment will automatically be added to the co-teacher's assignments.

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15. Click the Save Assignment button at the bottom of the screen.

Assignments ⓘ

No Assignments

appst.ksde.org says

Assignment saved.

[OK]

You will get a confirmation from KSDE that this ESOL assignment was successfully saved!

[New Assignment]

Co-Teacher Assignments

No Co-Teacher Assignments

New Assignment Entry

Educator Type: SPED/ESOL Teacher ⌄

Subject Area: Special Education/English to Speakers of Other Languages ⌄

Course: ESOL ⌄

☐ JAG Course

Number of Classes:
4 ⌄

☐ PreK	☐ K	☑ 1	☑ 2	☑ 3
☐ 4	☐ 5	☐ 6	☐ 7	☐ 8
☐ 9	☐ 10	☐ 11	☐ 12	

☐ CoTeacher

CoTeacher with: [   ]

15. → [Save Assignment] [Clear Assignment Data]

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Updating an existing SPED/ESOL assignment:

If you need to update the _Number of Classes, Grade Level, or CoTeacher_ info:
- Under the FTE-Assignment section, click the [view icon] (view icon).
- Under the Assignment Details section, edit the fields that need updated
- Click on the Save Assignment button at the bottom of the screen
- _Note:_ If you are editing a SPED assignment, you can also change the SPED Type in the drop down here. If you are editing an ESOL assignment, there are no changes that can be made to the type.

If you need to update the _Educator Type, Subject Area, or Course_ info:
- Under the FTE-Assignment section, click on [x icon] to delete the assignment.
- Start over to add this teacher with the _correct_ Educator Type, Subject Area, and Course information.

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# Next "Training Modules" in the EDCS District Training series:

- ☑ 1. KSDE.org and EDCS Basics
- ☑ 2. Entering Staff Data
- ☑ 3. Submitting the Fall Vacancy Report (FVR)
- ☑ 4. Entering Career & Technical Ed (CTE) assignments
- ☑ 5. Entering Special Education/English to Speakers of Other Languages (SPED/ESOL) assignments
- ☐ 6. Entering Shared Staff data
- ☐ 7. Submitting the Spring Vacancy Report and Licensed Personnel Report (LPR)
- ☐ 8. Wrap-Up, Troubleshooting, Questions

Contact Information:

If you have any questions, please contact:
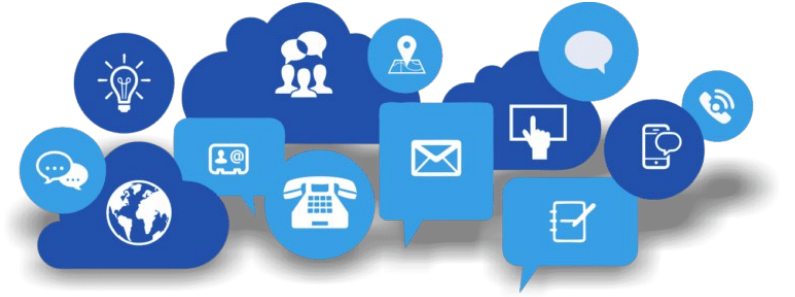
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