

Educator Data Collection System (EDCS) and Licensed Personnel Report (LPR)

Web Application

User Manual



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Purpose of the Educator Data Collection System and Licensed Personnel Report

The purpose of the **Educator Data Collection System** is to collect information about the professional and demographic characteristics of district staff across the state of Kansas. The data is collected and compiled in aggregate form for use by educational researchers, school districts, the KS Board of Education, and the United States Department of Education.

The **Licensed Personnel Report** is a submission of the data entered in the Educator Data Collection System. All positions requiring a licensed staff member should be reported with the assignment(s) from the Educator Data Collection System. The Licensed Personnel Report will provide data needed by the Kansas State Department of Education to make evaluations of all licensed staff to satisfy statutory and/or regulatory requirements.

The Educator Data Collection System and Licensed Personnel Report User Manual has been developed to guide school districts through the web application and report, and to answer questions. The Educator Data Collection System and Licensed Personnel Report web application also has an online HELP section to assist districts as needed. Questions regarding the Educator Data Collection System and Licensed Personnel Report should be directed as follows:

Content Questions:

Leslie Bruton
Data Systems Coordinator
(785) 296-8011

Web Application Questions:

KSDE Information Technology Help Desk
(785) 296-7935

Preparation for accessing the Educator Data Collection System and Licensed Personnel Report

Minimum Requirements:

- PC Users: Please use one of the following: Microsoft Edge, Google Chrome, Firefox or Safari. Internet Explorer should NOT be used.
- Macintosh Users: ****Browsers must be JavaScript and Cookies enabled.**** Mozilla Firefox is recommended, but Google Chrome, Safari and Edge may be used.

Instructions for accessing the Educator Data Collection System and Licensed Personnel Report:

General Instructions:

- To visit a web-site, you will type the address into the white box labeled either “Address”, “Location” or “Go to” within the browser.

Internet Terms:

- **Bookmarking** – Allows you to store an address so you can easily return to the site in the future without remembering or typing in the actual address.
 - This feature is called “Add to Favorites” within Microsoft Edge.
- **Browser** – A program used for accessing and navigating the Internet.
 - Examples include Microsoft Edge, Google Chrome, Firefox, and Safari.
- **Help** – Displays information pertaining to the menu options.

Saving Data:

- A time-out will occur if the user goes beyond 45 minutes without saving or activity. If a time-out occurs, the data entered since the last “save” will be lost.
- Data entered into the report will be lost if the user:
 - Goes beyond 45 minutes without saving. The 45-minute time limit is extended each time you press the save button.
 - Proceeds to the next page, or next staff member, without saving.

User Login for KSDE Web Applications

Common Authentication Login

1. Go to the following URL or web address: <https://apps.ksde.org/authentication/login.aspx>.
2. Type in your USER ID.
3. Type in your PASSWORD.
4. Click on the LOGIN button.

Note: Users will need to have created a user account at ksde.org before accessing any KSDE Web Applications. Click the Register button near the bottom of the screen, enter the information in all required fields, and click Submit.

<https://appstksde.org/Authentication/login.aspx>

Kansans CAN

User Login for KSDE Web Applications (Test)

Common Authentication Login

User Name:

Password:

[Login](#) [Forgot password?](#)

Need Assistance?

General Help	KN-CLAIM Support	KCCMS or Pathways Support
helpdesk@ksde.org (785) 296-7935	cnwapplications@ksde.org (785) 296-2276	pathwayshelpdesk@ksde.org (785) 296-4908
KESA Support		KEEP Support
jnobo@ksde.org - Jeannette Nobo mmelton@ksde.org - Myron Melton (785) 296-4948 - Jeannette Nobo (785) 296-4941 - Myron Melton		ayates@ksde.org - Ann Yates jnobo@ksde.org - Jeannette Nobo (785) 296-5140 - Ann Yates (785) 296-4948 - Jeannette Nobo

New User Registration

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

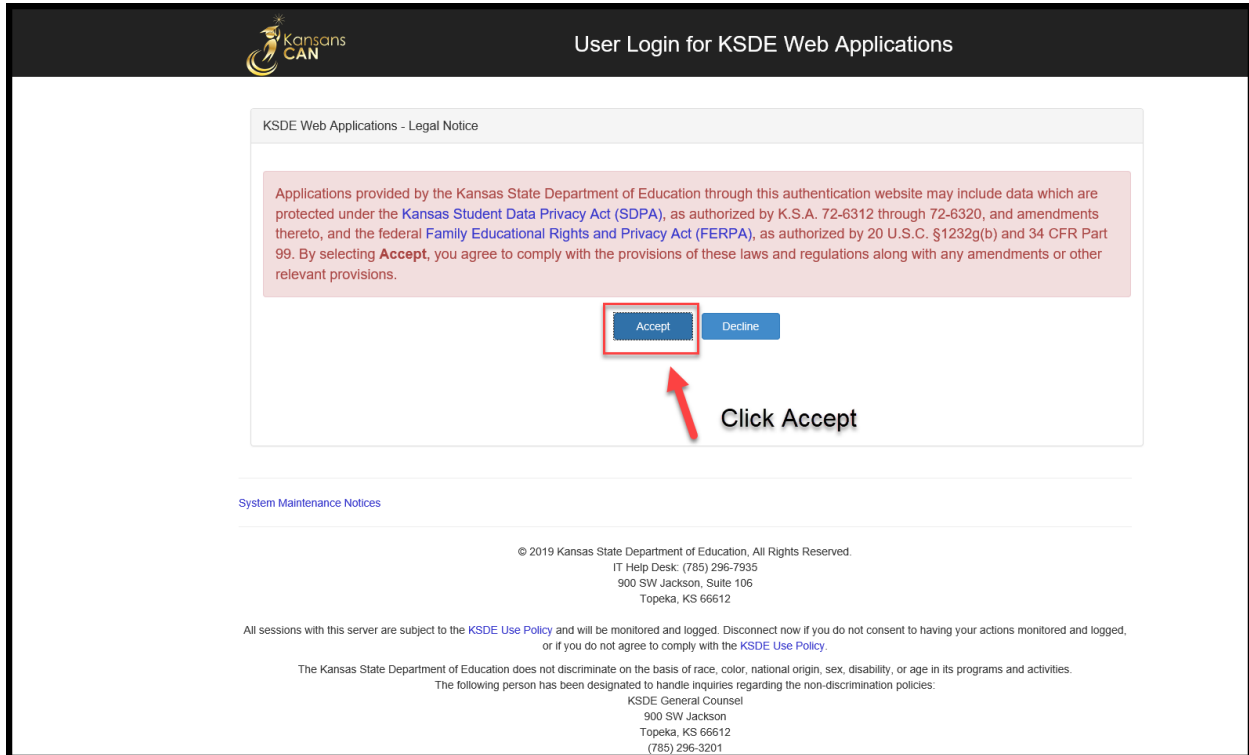
[Register](#)

If you need assistance in registering for a new account please visit this link. [New User Registration Help](#)

First time users can register here to access KSDE Web Applications.

KSDE Web Applications – Legal Notice

5. In the next screen, you will be prompted to read and accept the Kansas Student Data Privacy Act (SDPA) and the Family Educational Rights and Privacy Act (FERPA) legal notice. You must select “Accept” in order to enter the Education Data Collection System.



The screenshot shows the 'User Login for KSDE Web Applications' page. At the top left is the 'Kansas CAN' logo. The main heading is 'User Login for KSDE Web Applications'. Below this is a section titled 'KSDE Web Applications - Legal Notice'. The notice text reads: 'Applications provided by the Kansas State Department of Education through this authentication website may include data which are protected under the Kansas Student Data Privacy Act (SDPA), as authorized by K.S.A. 72-6312 through 72-6320, and amendments thereto, and the federal Family Educational Rights and Privacy Act (FERPA), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.' Below the text are two buttons: 'Accept' and 'Decline'. The 'Accept' button is highlighted with a red box, and a red arrow points to it with the text 'Click Accept' next to it. Below the legal notice is a section for 'System Maintenance Notices'. At the bottom of the page, there is copyright information: '© 2019 Kansas State Department of Education, All Rights Reserved. IT Help Desk: (785) 296-7935, 900 SW Jackson, Suite 106, Topeka, KS 66612'. There is also a disclaimer: 'All sessions with this server are subject to the KSDE Use Policy and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the KSDE Use Policy.' and contact information for the KSDE General Counsel: 'KSDE General Counsel, 900 SW Jackson, Topeka, KS 66612, (785) 296-3201'.

My KSDE Web Applications

After logging into the KSDE secure website, you will see the following screen. The personalized menu will be based on the applications you have authority to access.

6. Select the option titled “EDCS”.

Note: If you have not yet registered for access to the EDCS, select “Manage My Account”, confirm your user account information, scroll down and check the “EDCS” box (make sure “District” is highlighted in the drop down menu on the right), scroll to the very bottom of the screen to enter the “In Case You Forget Your Password” information (this is NOT optional), then click on “Submit”. Your district’s system administrator will then need to process your request for access and you should see EDCS in your Web Applications once that is complete.

The screenshot displays the 'User Login for KSDE Web Applications' interface. At the top left is the 'Kansas CAN' logo. The main heading is 'User Login for KSDE Web Applications'. Below this is a section titled 'My KSDE Web Applications' containing a list of applications. The first application, '1. EDCS', is highlighted with a red box and a red arrow pointing to it with the word 'Select' next to it. Other applications include '2. EDCS - Special Access - User approval pending or application not active.', '3. Educator Data Reports', '4. Form 16 - Accreditation Licensure Waiver', '5. IHE Portals', '6. License Application', '** 7. License Application Special Access - User approval pending or application not active.', '8. Mentor Programs', '9. Mentor Programs - Special Access - User approval pending or application not active.', and '10. Praxis Records Import'. There are also buttons for 'Manage My Account' and 'Log Off'. A 'Legacy Applications Login' section is also visible with the text 'For all legacy applications you will need to log in again.' At the bottom, there is a copyright notice: '© 2019 Kansas State Department of Education, All Rights Reserved. IT Help Desk: (785) 296-7935 900 SW Jackson, Suite 106 Topeka, KS 66612'.

Welcome to the Educator Data Collection System

The Educator Data Collection System (EDCS)/Licensed Personnel Report (LPR) has been updated for the current school year to give school districts more customizable options for completing the report. Districts may access only the current school year within EDCS. Users will need to click on “Select Year” before moving forward in the EDCS.

Within the EDCS Welcome Screen, you will notice the following:

- Status –
 - The status of the Licensed Personnel Report should be “Not Yet Started” or “In Progress” until the report has been submitted to the Kansas State Department of Education. This report is due the first business day in March.
 - The status of the Fall Vacancy report will show “Not Yet Started” or “In Progress” until the Fall Vacancy Report has been submitted. This report is due mid-September.
- Report Due Dates – any report deadlines for the current school year will be listed on the Welcome screen
- Contact Information – the person designated in the KSDE Directory application will appear in this section.

KANSAS OF EDUCATION EDCS

User: Leslie Bruton District: KSDE Building: 0000 Access Level: KSDE Admin

Manage Applications

Logout

Welcome

School Year: 2023-2024 Select Year

Status of Licensed Personnel Report for the school year **NOT YET STARTED**
Status of Fall Vacancies for the school year **NOT YET STARTED**

**The
Educator Data Collection System (EDCS)
IS OPEN
for the 2023 – 2024 school year!**

**At this time, you are able to SUBMIT your Fall Vacancy Report (FVR). FVR IS DUE 09/25/2023.
At this time, you are able to ENTER your Licensed Personnel Report (LPR) data,
but you cannot submit the LPR until 01/01/2024.**

EDCS System Questions:

Leslie Bruton
Data Systems Coordinator, Teacher Licensure
lbruton@ksde.org
(785) 296-8011

Web Application Access Questions:

KSDE Information Technology Help Desk
(785) 296-7935

When you click on “Select Year”, the Side Bar Menu will reveal additional options. Notice that “Staff Data”, “Vacancy Report”, “Licensed Personnel Report”, and “Reports” will expand to include the following sub-menu items.

Staff Data

Import Text Files:

- All districts have the ability to upload their personnel data directly into the Educator Data Collection System web application. If you choose to import your data, the data file(s) must be either a *tab delimited* (txt.) or *comma delimited* (csv.).
- The data must be divided into separate files and uploaded in the following order:
 1. Exited Staff
 2. Staff data
 3. FTE data
 4. Assignment data
 5. Shared Staff Hiring District – Upload teachers shared with another district
 6. Shared Staff Receiving District – Upload assignments for teachers hired by another district.
- **Please refer to [Appendix C](#) for a complete set of instructions for importing data.**

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Home > Staff Data > Import Text Files

Upload file:

Choose File No file chosen

Upload

2023-2024 Export Staff

2023-2024 Export FTE

2023-2024 Export Assignments

Manage Applications

Logout

Welcome

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Shared Staff

Exited Staff

Delete Data

Vacancy Report

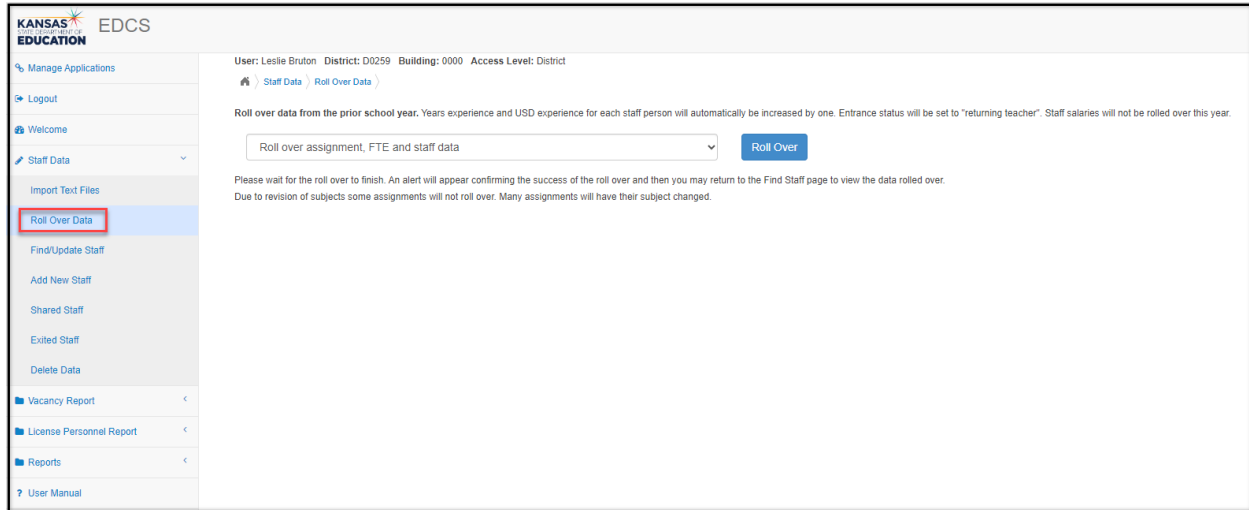
License Personnel Report

Reports

User Manual

Roll Over Data:

- Rolling over last year’s data will automatically set the status of each staff member as “Returning” and add one year of experience to the total years of experience and USD experience fields. Salary fields are not rolled over. Districts will need to roll over the data only one time per year.
- The user has several options for rolling their data over to the current academic school year:
 1. Assignment, FTE and staff data
 2. FTE and staff data
 3. Staff data
- Shared staff and assignments



The screenshot shows the KANSAS EDUCATION EDCS interface. The left sidebar contains a menu with options like 'Manage Applications', 'Logout', 'Welcome', 'Staff Data', 'Import Text Files', 'Roll Over Data' (highlighted with a red box), 'Find/Update Staff', 'Add New Staff', 'Shared Staff', 'Exited Staff', 'Delete Data', 'Vacancy Report', 'License Personnel Report', 'Reports', and 'User Manual'. The main content area displays the user's name (Leslie Bruton), district (D0259), building (0000), and access level (District). Below this, there are links for 'Staff Data' and 'Roll Over Data'. A message states: 'Roll over data from the prior school year. Years experience and USD experience for each staff person will automatically be increased by one. Entrance status will be set to "returning teacher". Staff salaries will not be rolled over this year.' A dropdown menu is set to 'Roll over assignment, FTE and staff data' and a 'Roll Over' button is visible. A warning message at the bottom reads: 'Please wait for the roll over to finish. An alert will appear confirming the success of the roll over and then you may return to the Find Staff page to view the data rolled over. Due to revision of subjects some assignments will not roll over. Many assignments will have their subject changed.'

Find/Update Staff:

- Licensure files are stored in the Teacher Licensure database at KSDE using social security numbers. Once an educator submits an application to KSDE, he or she is issued an educator identification number. Therefore, the social security number and/or educator identification number in the Educator Data Collection System *must* match the accompanying numbers in the Teacher Licensure database.
- You may search for an **individual** with any of the following categories:
 - Building
 - Educator ID
 - Date of Birth (DOB)
 - Email address
 - First Name
 - Middle Name
 - Last Name
- If *no* categories are filled, you may click the Search button to generate a **complete staff** listing. You are able to “Clear Form” at any time to quickly erase information in all categories.

Show Search Results:

All matches to the search query will appear in the “Show Search Results” section:

- To update staff members data, select the view button
- To add a new building to a staff member’s data, select add button
- To delete staff member, select the delete button

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID	View	Delete
1659	1.00	Bruton	Leslie		7/23/2005	487659961		
1810	1.00	Rose	Arl		1/23/1984	2117687962		

Total FTE:

[Show Profile Details](#)

[Show Receiving District\(s\)](#)

[Show FTE-Assignments](#)

Show Profile Details:

Provide the following information for *ALL* licensed staff:

- User will need to select “Save” after entering/updating “Profile Details” for *each* staff member.

Hide Profile Details
 USD # D0305 BLD # 2985 Diana, Stephan, 2281

Total Experience: 13
 USD Experience: 0

Base Salary (000000): 55000
 Base w/Fringe (000000): 60000

Gender: Female

Entrance Code: In State Usd

Save

- Total Experience:** The individual’s total number of completed years teaching and administrative experience. *Do not include the current school year.* Enter experience to the nearest whole number. Use zero (0) for all first-year teachers.
- USD Experience:** The total completed years of experience the teacher or administrator has in the Unified School District. *Do not include the current school year.* Use zero (0) for all first-year teachers. Private schools should report the number of years the teacher or administrator has in the private school.
- Base Salary:** Base contract salary. Do not include supplemental contracts or fringe benefits in the base salary. The salary field does not roll over. If salaries have not been determined for the current school year, use the previous year’s salaries. Once salaries are determined, the salaries will need to be updated. Enter base salary to the nearest whole number without commas or decimals.
- Base w/ Fringe:** Base contract salary plus supplemental and fringe. Total salary including all supplemental contracts and board paid fringe benefits. Enter base salary w/fringe to the nearest whole number without commas or decimals. Board paid fringe benefits (employer paid) **include** group life, group health, disability income, accidental death and dismemberment, and hospital surgical and/or medical expense insurance. Do not include employee reduction benefits under Section 125 plans. Supplemental **does not include** social security, workers’ compensation, or unemployment insurance.
- Gender:** Select either Male or Female.
- Entrance Code:** Select from the drop down menu the appropriate choice:
 - First Year Transitioning to Teaching: First year teacher** who holds a restricted teaching license, Restricted Technical Certificate, Specialized Technical Certificate, or a Limited Apprentice License
 - From Business and Industry:** Former educator returning to the field after working in another field such as business, industry, or government.
 - In-State USD:** Educator from another Kansas USD
 - New Teacher from In-State College:** First year teacher from a Kansas institution
 - New Teacher from Out-of-State College:** First year teacher from an out-of-state college
 - Out-of-State:** Experienced staff member coming from outside Kansas
 - Private School:** Experience staff member coming from a private school
 - Retired:** Experienced staff member currently receiving KPERs
 - Returning Staff:** Employed in district last year

None Selected
First Year Transitioning to Teaching
From Business and Industry
In State Usd
New Teacher from In State College
New Teacher from Out of State College
Out of State
Private School
Retired – Currently Receiving KPERs
Returning Staff

Show Receiving District(s):

- Staff entered in this section are any staff members employed by the school district but teaching or providing support services to students in another district or accredited private school.
- If the staff member is also teaching/providing support services to students in the employing district, add him/her to the appropriate building, give the appropriate FTE, and report assignments taught to students in the employing district.
- If the staff member is teaching/providing support services **only** to students in other districts, report the teacher in the employing district's District Office building and mark the Shared Only button.
- Total FTE entered in Receiving District(s) and FTE-Assignments sections cannot equal more than 1 FTE.

Entering shared staff: (Employed by district but teaching/providing support services for other districts' students)

1. Expand "Staff Data" section and select "Find/Update Staff" from the Side Bar Menu.
2. Enter query to update or find staff members, then select "Search".
3. Select "View" for specific staff member and building from the "Search Results" section for which you will be entering/editing shared district data.
4. Under the "Receiving District(s)" section, select the "Add New Shared District" button.

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID
1669	1.00	Bruton	Leslie		7/23/2005	4876599661
1810	1.00	Rose	Aul		1/23/1984	2117687962

Shared Only

Not shared to any districts

To accept, enter a FTE value. To unaccept, click Delete button.
If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".
If the "Receiving District Accepted" is "No" then the share will be deleted.

Add New Shared District

5. Educator should be shared with **all** districts in which students receive support services or instruction. If there is more than one district receiving services from this educator, select one district at a time from the “District” drop down menu.
6. Enter the FTE associated with the amount of time the educator spends teaching/providing support service to that specific district’s students.
7. Select the “Save Shared District” button.

To add additional districts, repeat steps 5 – 7. *Note:* You will click on the “Save Shared District” button *after* adding each district.

Hide Receiving District(s)

Shared Only

Not shared to any districts

To accept, enter a FTE value. To unaccept, click Delete button.
If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".
If the "Receiving District Accepted" is "No" then the share will be deleted.

Save Shared District ← 7

District: D0101 - Erie-Galesburg ↓ ← 5

FTE: .3 | × ← 6

*Note: If the teacher is **only** shared to other districts and **does not** have an FTE and Assignment in the employing district, mark the “Shared Only” button at the top of the “Shared to District(s)” section.*

Show Full Time Equivalent (FTE) – Assignments:

Entering/Updating FTE for a staff member:

1. Expand the “Staff Data” section and select “Find/Update Staff” from the Side Bar Menu.
2. Enter query to update or find staff members, then select “Search”.
3. Select “View” for specific staff member and building from the “Search Results” section for which you will be entering/editing FTE-Assignment data.

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID
1610	1.00	Rose	Axl		1/23/1984	2117687962

4. Under the FTE-Assignment section, click in the FTE cell to enter that amount free form.
5. Select “Save FTE”.
 - o You may update FTE for multiple faculty members by opening the “accordion” for the Search Results section.

Please note: FTE is assigned by building. If a staff member is assigned to teach in multiple buildings, you will need to pro-rate the total FTE accordingly. *Total FTE cannot exceed 1.*

FTE: 0.00 Save FTE

Assignments:

- Please refer to the Licensed Personnel Guide (available at <https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/Licensed-Personnel>) for the list of assignments and the teaching endorsement required for appropriate licensure.
- The Educator Data Collection System will not display assignments until the district has mapped their local courses in the Kansas Course Code Management System (KCCMS).
- If an assignment is not an option in the Educator Data Collection System, the course has not been mapped in the KCCMS.
 - Example: If you do not have the option of entering single- or multi-grade self-contained for an elementary teacher, you will need to add the course to the KCCMS for your school district.
- Please refer to [Appendix A](#) for a list of Educator Types, Subject Areas, and Courses.
- Consider an elementary self-contained classroom as one class.
- Consider elementary music, art, physical education, and other specialty teachers and support staff, as one class per building.
- In middle schools, junior high schools, and high schools, count the total classes taught per assignment as the maximum number of times the teacher teaches that content on any given day during the current school year. For example: A middle school science teacher that teaches two sections of 7th grade science, will have two entered for Number of Classes.
- **Entering New Assignments:**
 1. Select “Find/Update Staff” from the Side Bar Menu.
 2. Enter query to update or find staff members, then select “Search”.
 3. Select “View” for specific staff member from the “Search Results” section for which you will be entering/editing New Assignment data.
 - If the staff member has not been assigned to a building, you will be immediately re-directed to the “Add Building” section.
 - Please refer to page 23 for information on adding a building.

The screenshot displays the EDCS interface. On the left sidebar, the 'Find/Update Staff' option is highlighted with a red box and labeled '1.'. The main content area shows search filters for District (D0259 - Wichita) and Building (None Selected). Below these are input fields for Educator ID, DOB (MM/DD/YYYY), and Email. Further down are fields for First Name, Middle Name, and Last Name. A 'Search' button is highlighted with a red box and labeled '2.'. Below the search filters is a table of search results with columns: Building, FTE, Last Name, First Name, Middle Name, DOB, and Educator ID. A row is shown for Building 1810, FTE 1.00, Last Name Rose, First Name Axl, DOB 1/23/1984, and Educator ID 2117687962. A red box highlights the 'View' icon in the first column of this row, labeled '3.'. A 'Clear Form' button is also visible.

4. Under the FTE-Assignment section, click on the “New Assignment” button.
5. Scroll down to New Assignment Entry to fill in the following fields from the dropdown options:
 - Select the “Educator Type” for the new assignment.
 - Select the “Subject Area” for the new assignment.
 - Select the “Course” for the new assignment.
6. From the Number of Classes dropdown options, select the maximum number of times the teacher teaches that class on any given day during the current school year. (For example: A self-contained elementary teacher that teaches math to his/her first-graders once a day, will enter 1. A secondary math teacher that teaches three sections of Algebra 2 on odd block days, will enter 3.)
7. Select the appropriate grade levels for the assignment. Enter each grade level that applies.
 - By selecting a specific Educator Type, the appropriate grade levels will become “active”:
 - Elementary / Preschool = PreK – Grade 6
 - Middle School Teacher = Grades 5-8
 - Secondary Teacher = Grades 9-12
 - SPED/ESOL Teacher = PreK – Grade 12
 - Career and Technical Education = Grades 7-12
 - School Specialist = PreK – Grade 12
 - School Support = PreK – Grade 12
 - Leadership/Administration = PreK – Grade 12
8. Select the JAG Course check box if applicable to the assignment.
 - **JAG Course**- The course is part of the Jobs for American Graduates program.
9. If the course involves a co-teacher (two teachers share 50/50 responsibility for the course), select the co-teacher box and enter the co-teacher’s educator ID. The assignment needs to be reported only one time per co-teaching pair.
10. Select “Save Assignment”.

The screenshot shows the 'Assignments' form with the following elements highlighted by numbered callouts:

- 4:** Points to the 'New Assignment' button.
- 5:** Points to the 'Educator Type' dropdown menu.
- 6:** Points to the 'Subject Area' dropdown menu.
- 7:** Points to the grid of grade level checkboxes (PreK through 12).
- 8:** Points to the 'JAG Course' checkbox.
- 9:** Points to the 'CoTeacher' checkbox and the 'CoTeacher with:' text input field.
- 10:** Points to the 'Save Assignment' button.

Other visible elements include the 'Number of Classes' dropdown menu and the 'Clear Assignment Data' button.

- **Updating an existing assignment:**

If update is for “JAG Course”, “Number of Classes”, “Grade Level(s)”, or “CoTeacher”:

1. From the FTE-Assignments section, select “View” on the Assignment needing updated.
2. Scroll down to Assignment Details, and select the JAG Course check box if applicable to the assignment.
3. Enter/update the Number of Classes for selected assignment. That is the maximum number of times the teacher teaches that class on any given day during the current school year. (For example: A self-contained elementary teacher that teaches math to his/her first-graders once a day, will enter 1. A secondary math teacher that teaches three sections of Algebra 2 on odd block days, will enter 3.)
4. Enter/update the Grade Level(s) for selected assignment by clicking on the appropriate grade levels. You may check more than one box.
5. Review co-teacher information if necessary
6. Select “Save Assignment”.

The screenshot shows the 'FTE-Assignments' interface. At the top, there is a 'Hide FTE-Assignments' toggle, the USD # 'D0259 BLD # 1810 Axl Rose, 8468', and an 'FTE' input field set to '1.00' with a 'Save FTE' button. Below this is an 'Assignments' section with a table. The first row is highlighted with a red box and labeled '1.', containing columns for 'Teacher Type' (Secondary Teacher), 'Subject Area' (03: Life and Physical Sciences (secondary)), 'State Course' (004: Astronomy), and 'Building' (Coleman Middle School). Below the table is a 'New Assignment' button. The 'Co-Teacher Assignments' section shows 'No Co-Teacher Assignments'. The 'New Assignment Entry' section contains several dropdown menus: 'Educator Type' (None Selected), 'Subject Area' (None Selected), and 'Course' (None Selected). Below these are several input fields and checkboxes: a 'JAG Course' checkbox (labeled '2.'), a 'Number of Classes' dropdown menu (labeled '3.'), a grid of grade level checkboxes from PreK to 12 (labeled '4.'), a 'CoTeacher' checkbox (labeled '5.'), and a 'CoTeacher with:' text input field. At the bottom right, there are 'Save Assignment' and 'Clear Assignment Data' buttons (labeled '6.').

If update is for “Educator Type”, “Subject Area”, or “Course”:

Select “Delete” on the selected assignment.

Follow all procedures listed above for “Entering New Assignments”.

Hide FTE-Assignments
USD # D0259 BLD # 1810 Axl Rose, 8468

FTE: 1.00

Assignments ⓘ

	Teacher Type	Subject Area	State Course	Building	
<input type="button" value="👁"/>	Secondary Teacher	03: Life and Physical Sciences (secondary)	004: Astronomy	Coleman Middle School	<input type="button" value="🗑"/>

Co-Teacher Assignments

No Co-Teacher Assignments

New Assignment Entry

Educator Type:

Subject Area:

Course:

JAG Course

Number of Classes:

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

CoTeacher
CoTeacher with:

CTE Assignments:

- CTE Assignments refers to Career and Technical Education assignments.
- Please refer to the Licensed Personnel Guide [Copy of Licensed Personnel Guide 2021-22.pdf \(ksde.org\)](#) for the list of assignments and the teaching endorsement(s) required for appropriate licensure. CTE Teachers are Educator Type 5 in this guide. This list is updated every school year.
- The Educator Data Collection System will not display assignments until the district has mapped their local courses in the Kansas Course Code Management System (KCCMS).
- Assignment choices are limited to district approved programs.
- The total number of classes for an individual should not exceed the FTE for the faculty member.
- **Entering New CTE Assignment:**
 1. Expand the “Staff Data” section and select “Find/Update Staff” from the Side Bar Menu.
 2. Enter query to update or find staff members, then select “Search”.
 3. Select “View” for specific staff member from the “Search Results” section for which you will be entering/editing New Assignment data.

The screenshot shows the EDCS interface. The sidebar menu on the left has 'Find/Update Staff' highlighted with a red box and a red arrow labeled '1.'. The main content area has search filters for District (D0259 - Wichita), Building (None Selected), Educator ID, DOB (MM/DD/YYYY), Email, First Name, Middle Name, and Last Name. A 'Search' button is highlighted with a red box and a red arrow labeled '2.'. Below the search filters is a table of search results. The first result is for a staff member with Building 1810, FTE 1.00, Last Name Rose, First Name Axl, DOB 1/23/1984, and Educator ID 2117687962. A red box highlights the 'View' icon (an eye) in the first column of the table, with a red arrow labeled '3.' pointing to it. Below the table are checkboxes for 'Show Profile Details' and 'Show Receiving District(s)'.

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID
1810	1.00	Rose	Axl		1/23/1984	2117687962

4. From the FTE-Assignments section, click on “New Assignment”:
 - Scroll down to “New Assignment Entry” and from “Educator Type” dropdown options, select “Career and Technical Education”.
 - Select the “Pathway” for the new assignment.
 - Select the “Subject Area” for the new assignment.
 - Select the “Course” for the new assignment.
 - You will repeat this for each new assignment this educator is teaching.
5. **Note:** JAG Course check box is *not* applicable for CTE Courses.
6. Enter the total number of classes taught by the teacher for the selected assignment. That is the maximum number of times the teacher teaches that class on any given day during the current school year. (For example: A secondary CTE teacher that teaches two sections of Agribusiness from the Plant Systems Pathway, will have a 2 entered.)
7. Click on the appropriate grade levels for the selected assignment. Enter each grade level that applies. You can check more than one box.
8. If the course involves a co-teacher, select the co-teacher box and enter the co-teacher’s educator ID.
9. Select “Save Assignment”.

New Assignment Entry

The screenshot shows the 'New Assignment Entry' form with the following fields and callouts:



- 4:** Points to the 'Educator Type' dropdown menu, which is set to 'Career and Technical Education'.
- 5:** Points to the 'JAG Course' checkbox, which is unchecked.
- 6:** Points to the 'Number of Classes' dropdown menu, which is set to 'None Selected'.
- 7:** Points to the grade level selection area, which includes checkboxes for PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12.
- 8:** Points to the 'CoTeacher' checkbox and the 'CoTeacher with:' text input field.
- 9:** Points to the 'Save Assignment' button.

Other visible elements include the 'Pathway' dropdown (BioMedical), 'Subject Area' dropdown (None Selected), and 'Course' dropdown (None Selected). There is also a 'Clear Assignment Data' button.

- **Updating an existing CTE assignment:**

If update is for the “Number of Classes”, “Grade Level”, or “CoTeacher”:

1. Under the “FTE-Assignments” section, select “View” on the assignment needing updated.
2. Scroll down to Assignment Details.
3. **Note:** JAG Course check box is *not* applicable for CTE Courses.
4. Enter/update the Number of Classes for selected assignment.
5. Enter/update the Grade Level(s) for selected assignment by checking the appropriate grade levels.
6. Review CoTeacher information if necessary
7. Select “Save Assignment”.

	Teacher Type	Subject Area	State Course	Building	
	Secondary Teacher	01: English Language and Literature	001: English/Language Arts I (9th grade)	Northeast Magnet High School	

1 →

New Assignment

Co-Teacher Assignments

No Co-Teacher Assignments

New Assignment Entry

Educator Type: Career and Technical Education **2** →
 Pathway: Emergency & Fire Management Services
 Subject Area: None Selected
 Course: None Selected

3 ↓

JAG Course

Number of Classes: None Selected **4** →

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

CoTeacher CoTeacher with: **6** →

7 →


Save Assignment Clear Assignment Data

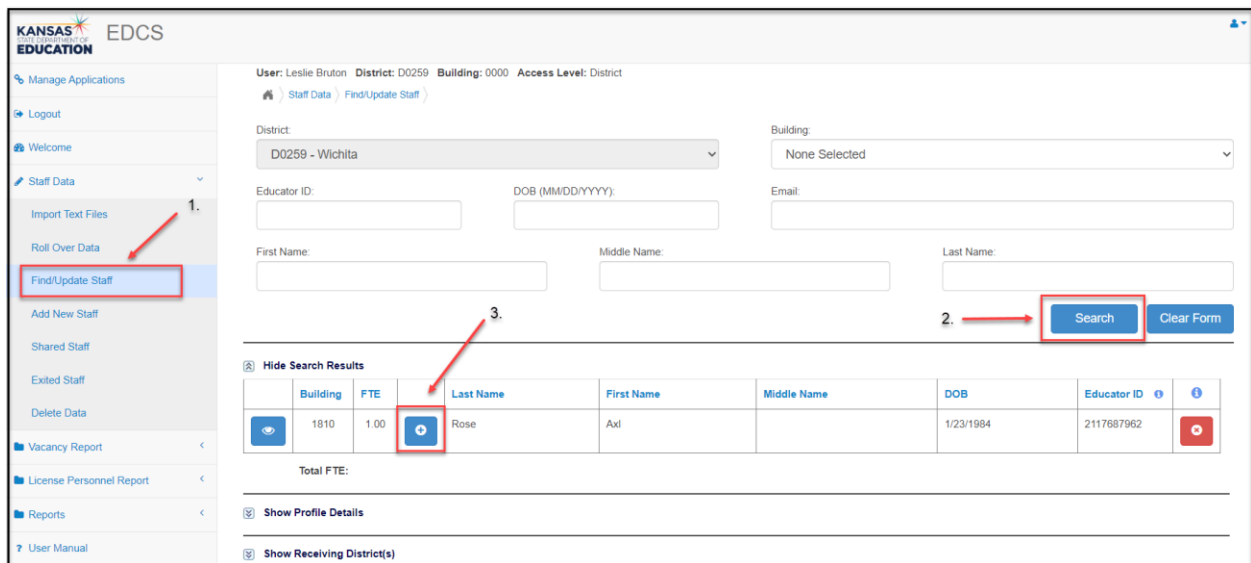
If update is for Educator Type, Subject Area, or Course:

1. Select “Delete” on the selected assignment
2. Follow all procedures listed above for “Entering New CTE Assignment(s)”

Add Building:

The staff member's profile details must be entered in the Educator Data Collection System prior to adding a building. Please refer to section title "Add New Staff" to enter a new staff member in the Educator Data Collection System.

- Add a building to an existing staff member:
 1. Expand the "Staff Data" section and select "Find/Update Staff" from the Side Bar Menu.
 2. Enter query to update or find staff members, then select "Search".
 3. Select  "Add" for the staff member from the "Search Results" section.



User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data Find/Update Staff

District: D0259 - Wichita Building: None Selected

Educator ID: DOB (MM/DD/YYYY): Email:

First Name: Middle Name: Last Name:

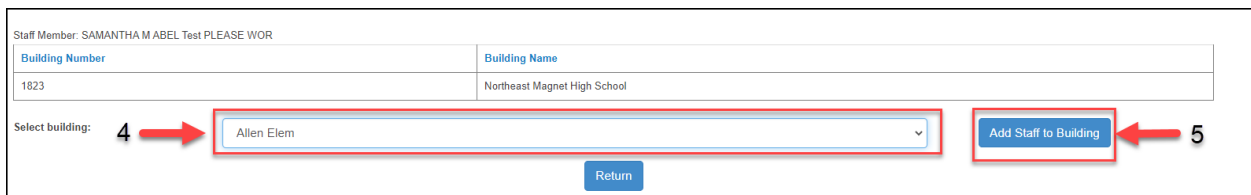
Search Clear Form

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID
1810	1.00	Rose	Axl		1/23/1984	2117687962

Total FTE:

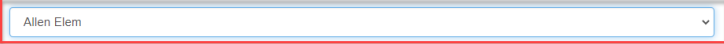
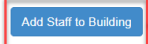
Show Profile Details Show Receiving District(s)

4. Select the building to which you are adding the staff member
5. Select "Add Staff to Building"



Staff Member: SAMANTHA M ABEL Test PLEASE WOR

Building Number	Building Name
1823	Northeast Magnet High School

Select building: 4   5

Return

Add New Staff:

If a faculty member was not “rolled over” from the previous year’s Educator Data Collection System, follow these instructions to enter the new faculty member.

1. Expand the “Staff Data” section and select “Add New Staff” from the Side Bar Menu.
2. Enter the new staff member’s social security number in field titled “SSN”, then select “Search Staff.” The social security number must be entered with no dashes or spaces.
 - If you have an existing staff member entered in the Educator Data Collection System with the same social security number, the “Profile Details” will be pre-populated with the existing staff member’s information.
 - If the new staff member has been issued an Educator ID number by the Kansas Department of Education (KSDE), the field “Educator ID” will be pre-populated with the number assigned by KSDE.

The screenshot displays the EDCS interface. On the left, the 'Staff Data' menu is expanded, and 'Add New Staff' is highlighted with a red box and an arrow labeled '1.'. The main area shows the 'Add New Staff' form. The 'District' field is set to 'D0259'. The 'SSN (000000000):' field contains '455801108'. A red arrow labeled '2.' points from the SSN field to the 'Search Staff' button.

3. Enter the following information for the new staff member.
 - a. **DOB:** Date of Birth. Enter DOB in the following format: MM/DD/YYYY.
 - b. **Email:** Use the school email address.
 - c. **First Name:** Legal first name.
 - d. **Middle Name:** Middle initial may be used.
 - e. **Last Name:** Legal last name.
 - f. **Address:** Enter new staff member’s mailing address – city, state, and zip code.
 - g. **Total Experience:** The individual’s total number of years teaching and administrative experience. Do not include the current school year. Enter experience to the nearest whole number. Use zero (0) for all first-year teachers.

- h. USD Experience: The total years of experience the teacher or administrator has in this Unified School District. Do not include the current school year. Use zero (0) for all first-year teachers.
- i. Base Salary: Base contract salary. Do not include supplemental contracts or fringe benefits in the base salary. The salary field does not roll over. If salaries have not been determined for the current school year, use the previous year's salaries. Once salaries are determined, the salaries will need to be updated. Enter base salary to the nearest whole number without commas or decimals.
- j. Base w/Fringe: Base contact salary plus supplemental and fringe. Total salary including all supplemental contracts and board paid fringe benefits. Enter base salary to the nearest whole number without commas or decimals. Board/employer paid fringe benefits include group life, group health, disability income, accidental death and dismemberment, and hospital surgical and/or medical expense insurance. Do not include employee reduction benefits under Section 125 plans. Supplemental does not include social security, workers' compensation and unemployment insurance.
- k. Gender: Select either Male or Female.
- l. Entrance Code: Select the appropriate choice from the dropdown menu.
 - i. First Year Transitioning to Teaching: **1st year teacher** who holds a restricted teaching license, Restricted Technical Certificate, Specialized Technical Certificate, or a Limited Apprentice License
 - ii. From Business and Industry: Former educator returning to the field after working in another field such as business, industry, or government
 - iii. In-State USD: Came from another Kansas USD
 - iv. New Teacher from In-State College: 1st year teacher from a Kansas institution
 - v. New Teacher from Out-of-State College: 1st year teacher from an out-of-state college
 - vi. Out-of-State: Experienced educator coming from outside Kansas
 - vii. Private School: Experience educator coming from a private school
 - viii. Retired: Currently receiving KPERs
 - ix. Returning Staff: Employed in district last year.

4. Select "Save"

Adding CO-OP and Interlocal Staff

CO-OP and Interlocal add shared staff through the Shared Staff process. The CO-OP/Interlocal will enter the Hiring District information and the school district will enter the Receiving District information.

Shared Staff:

The Shared Staff screen allows users to view staff members the district has provided to other districts as well as staff members other districts have shared with the user's district. Additionally, the Shared Staff screen is where the user's district will report educators received from other districts.

*Note: If shared staff **received** from other districts are in the "Find/Update Staff" screen, the educator will need to be deleted using the exit reason 2016-2017 Reporting Re-design. This will indicate that the staff member did not actually leave the position, but needed to be deleted due to changes in the way shared staff are reported.*

Who is considered a received teacher?

- A teacher that comes to the user's district to teach one or more courses or provide support services to students.
- A teacher that physically stays in his/her employing district and receives students from the user's district
- A teacher that teaches students from the user's district a course via distance learning

Reporting educators received from another district:

1. Expand the "Staff Data" section and select "Shared Staff"
2. Check to see if the educator is in the "Receiving District" chart. If yes, select the view button next to the educator's name
3. Select "Yes – Educator is accepted" if the individual listed is an educator teaching/providing support services to one or more of the user's students. OR select "No – Educator is declined" if the educator is not associated with the user's district.
4. Click the "Save" button.



5. From the Assignments section, select "New Assignment" if educator was accepted





- Select the building where the teacher is teaching/providing support services. If the teacher is not physically in a building, select the home building the student is/would be assigned.

Assignments

No Assignments


New Assignment Entry


Building:   **6**


- Enter the New Assignment Entry fields for the educator that is teaching/providing support services.
- Select “Save Assignment”.


7

New Assignment Entry


Building: 

Educator Type: 

Subject Area: 

Course: 

JAG Course

Number of Classes: 

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

CoTeacher CoTeacher with:

Show New Shared Staff Entry

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- If the educator is not in the Receiving District, “Shared from Hiring Districts” chart, expand the “New Shared Staff Entry” section.

EDCS

View: Stephen Carter District: 00305 Building: 000 Access Levels: District

Staff Data Share Staff

00305 Hiring District

FTE	Hiring District Accepted	Educator ID	Name	Receiving District	Receiving Building	Receiving District Accepted
0.00	Yes	045-10241-34	Shane Ryan Sheehan	00305 - 0 - Caldwell		Yes


To accept entries as FTE select: To unaccept, click Delete button.
 If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".
 If the "Receiving District Accepted" is "No" then the share will be deleted.

Hide Receiving District(s) created share If Educator doesn't exist in Hiring District

No Shared Educators

00305 Receiving District

Show Shared from "Hiring Districts"

Show New Shared Staff Entry 

10. Enter the Educator ID or SSN.
11. Select the Hiring District
12. Enter the Educators Name
13. Select "Save Entry". Now the individual will appear in the "Shared from Hiring Districts" chart.

D0305 Receiving District ?

Show Shared from "Hiring Districts"

Hide New Shared Staff Entry

Educator ID SSN
 ← 10

Hiring District coming from: ← 11

Name: ← 12

← 13

14. Follow steps 3-7 to add the educator to a building and add assignments.

D0305 Receiving District ?

Hide Shared from "Hiring Districts"

	Receiving District Accepted	Number of Assignments	Educator ID	Name	Hiring District Shared From	Hiring Building Shared From	Educator Exists	
+	Yes	0	000000001	James Doe	D0101 - Erie-Galesburg		No	-
+	Yes	0		Jim Does	D0101 - Erie-Galesburg		No	-

14

Page Size: 10 v

Exited Staff:

By selecting “Exited Staff” in the Side Bar Menu, the list of all staff members that have been deleted will be viewable in table form.

To delete a staff member from the EDCS:

1. Select “Find/Update Staff” from the Side Bar Menu.
2. Enter query to update or find staff members, then select “Search”
3. Select “Delete” for the appropriate faculty member from the “Search Results” section.
 - If the applicant is assigned to only one building, the web application will immediately direct you to the “Delete Staff” section. If the applicant is assigned to more than one building, the web application won’t direct you to the “Delete Staff” section until you delete him/her from the last building.

Building	FTE	Last Name	First Name	Middle Name	DOB
2985	0.50	Brown	Sam		1/1/1995
3026	0.20	Brown	Sam		1/1/1995
2985	0.00	Stephan	Diana	Kay	5/22/1960

4. Select an exit reason from the list of potential options.
 - **Explanation of exit reasons located in [Appendix B](#).**
5. Enter the exit date
6. Select “Delete”
7. On the next page, click on “OK” for the second deletion confirmation.

Exit Reason:

Exit Date:

Delete Data:

Caution: This section allows the user to delete all data from the Educator Data Collection System.

1. Select “Delete Data” from the Side Bar Menu.
2. From the dropdown menu, the user has the following “delete” options:
 - All assignment data
 - All FTE and assignment data
 - All staff, FTE and assignment data
 - All staff, FTE, assignment and staff exit data
 - All staff exit data only

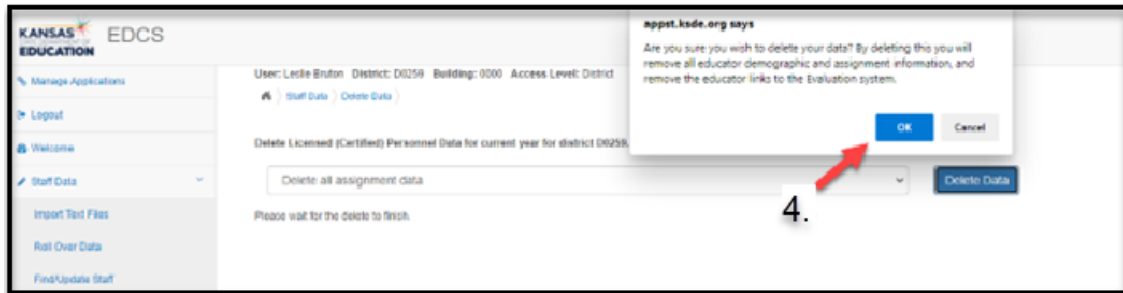
Caution: This section allows the user to delete all data from the Educator Data Collection System.

3. Click on the “Delete Data”

The screenshot displays the EDCS (Educator Data Collection System) interface. On the left sidebar, the 'Delete Data' option is highlighted with a red box and labeled '1.'. The main content area shows the breadcrumb trail 'Staff Data > Delete Data' with a red arrow pointing to it labeled '2.'. Below the breadcrumb, the text 'Delete Licensed (Certified) Personnel Data for current year for district D0259.' is displayed. A dropdown menu is open, showing 'Delete all assignment data' as the selected option, with a red arrow pointing to it labeled '2.'. To the right of the dropdown is a blue 'Delete Data' button, with a red arrow pointing to it labeled '3.'. Below the dropdown, the text 'Please wait for the delete to finish.' is displayed. The top of the page shows user information: 'User: Leslie Bruton District: D0259 Building: 0000 Access Level: District'.

Caution: This section allows the user to delete all data from the Educator Data Collection System.

4. On the next screen, click on “OK” for deletion confirmation.



Vacancy Report

Fall Vacancies:

All districts are required to submit a Fall Vacancy Report (FVR) by mid-September of the current school year. The submission deadline date is posted on the EDCS Welcome Screen. During the second semester, districts will update assignment data from the first semester report as applicable. Both vacancy reports will capture the following types of vacancies:

1. Elementary Vacancies
2. Middle Level Vacancies
3. Secondary Level Vacancies
4. All Level Endorsement Vacancies
5. Special Education (SPED)/English to Speakers of Other Languages (ESOL) Vacancies
6. School Specialist Vacancies
7. Leadership/Administrative Vacancies
8. CTE Vacancies

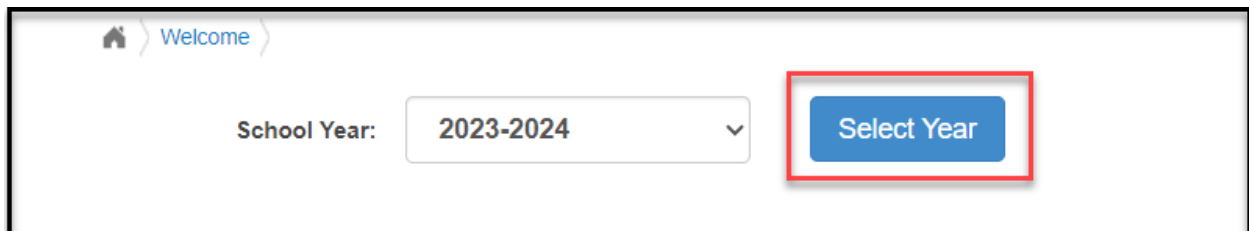
Definition of VACANCY for this report:

- Any licensed position that is not filled at all
- Any position that is filled by an individual who has never been licensed
- Any position that is filled by an individual with an expired license
- Any position that is filled by an individual with a substitute license
- Any position that is filled by an individual who is licensed, but does not hold the correct endorsement for the assignment

NOT A VACANCY:

- Any position that is filled by an individual who has a waiver for SPED
- Any position that is filled by an individual who has a provisional license (to teach while finishing the program in which he/she is serving)
- Any position that is filled by an individual who has a restricted license (to teach while finishing the pedagogical program)
- Any position that is filled by an individual who has a temporary non-renewable license (to teach while finishing testing)
- Any position that is filled by an individual who has an apprentice license

Upon entering the EDCS, the current school year will auto-fill in the dropdown menu on the Welcome Page. The user must then click the “Select Year” button to proceed.



The screenshot shows the EDCS Welcome Page interface. At the top left, there is a home icon and the text "Welcome". Below this, the "School Year:" label is followed by a dropdown menu displaying "2023-2024" with a downward arrow. To the right of the dropdown menu is a blue button with the text "Select Year". A red rectangular box highlights the "Select Year" button.

The FVR is available under the “Vacancy Report” section in the left side bar menu. To access the report:

1. Expand “Vacancy Report”
2. Select “Fall Vacancies”

The screenshot shows the EDCS interface. On the left is a navigation menu with items: Manage Applications, Logout, Welcome, Staff Data, Vacancy Report (highlighted with a red box and arrow labeled '1.'), Fall Vacancies (highlighted with a red box and arrow labeled '2.'), Spring Vacancies, License Personnel Report, Reports, and User Manual. The main content area displays user information: User: Leslie Bruton, District: D0259, Building: 0000, Access Level: District. Below this is a 'Welcome' message and a 'School Year' dropdown menu set to '2023-2024' with a 'Select Year' button. The status of reports is shown as 'IN PROGRESS'. A large yellow banner at the bottom reads 'EDCS is now open for SUBMISSION'.

Once in Fall Vacancies, select either the “Do Not Have Vacancies” or “Have Vacancies” bullet.

Do Not Have Vacancies

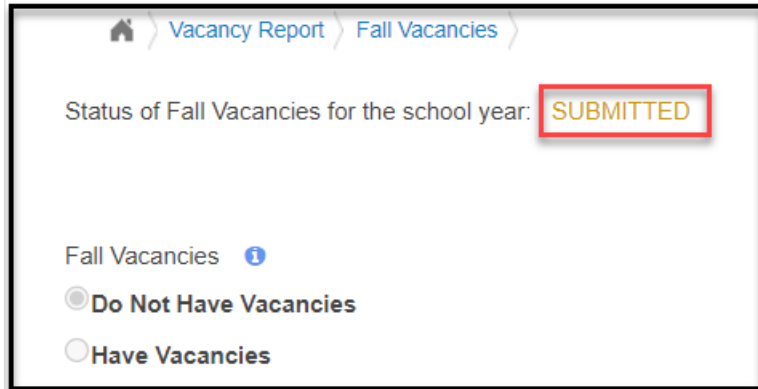
Under Fall Vacancies, select the “Do Not Have Vacancies” bullet.

This screenshot shows the 'Fall Vacancies' page in EDCS. The navigation menu on the left has 'Fall Vacancies' selected. The main content area shows the breadcrumb 'Vacancy Report > Fall Vacancies' and the status 'Status of Fall Vacancies for the school year: IN PROGRESS'. Under the heading 'Fall Vacancies', there are two radio button options: 'Do Not Have Vacancies' (which is selected and highlighted with a red box and arrow) and 'Have Vacancies'. Below this, there is a section for 'Elementary Vacancies' with a message box that says 'No Elementary Vacancies' and a blue button labeled 'Add Elementary Vacancy Entry'.

Scroll to the bottom of the page and select “Submit Vacancy Entries” to submit report.



Your report is complete and has been submitted. You will get a confirmation of submission at the top of the page next to Status of Fall Vacancies for the school year.



Have Vacancies



Under Fall Vacancies, select the “Have Vacancies” bullet. The Add Vacancy Entry button under each educator type will become active.

The screenshot shows the EDCS interface for a user named Leslie Bruton. The left sidebar contains navigation options: Manage Applications, Logout, Welcome, Staff Data, Vacancy Report (expanded to show Fall Vacancies and Spring Vacancies), License Personnel Report, Reports, and User Manual. The main content area displays the user's information and the current status of Fall Vacancies as 'IN PROGRESS'. Under the 'Fall Vacancies' section, there are two radio buttons: 'Do Not Have Vacancies' and 'Have Vacancies'. The 'Have Vacancies' option is selected and highlighted with a red box and a red arrow. Below this, there are sections for 'Elementary Vacancies' (showing 'No Elementary Vacancies') and 'Middle Level Vacancies' (showing 'No Vacancies'). Each section has a corresponding 'Add Vacancy Entry' button.

There are nine different categories in which to add vacancies:

- Elementary Vacancies
- Middle Level Vacancies
- Secondary Level Vacancies
- All Level Endorsement Vacancies
- Special Education/English to Speakers of Other Languages Vacancies
- School Specialist Vacancies
- School Support Vacancies
- Leadership/Administrative Vacancies
- CTE Vacancies

In each of the categories, click the “Add Vacancy Entry” button to begin. There will be four steps required to complete the entry of each vacancy:

1. Click on the  edit icon.
2. Select a Type from the dropdown menu.
3. Select a Vacancy Reason from the dropdown menu.
4. Click on the  save icon.


If you have vacancies in some, but not all categories, simply do nothing in the sections in which there are no vacancies to report.

Elementary Vacancies

In the Elementary Vacancies section, report vacant positions for Elementary (PreK – 6) and Early Childhood (General Education B – 3). Select the “Add Elementary Vacancy Entry” button.

The screenshot shows the EDCS interface. On the left is a navigation menu with options like 'Manage Applications', 'Logout', 'Welcome', 'Staff Data', 'Vacancy Report', 'Fall Vacancies', 'Spring Vacancies', 'License Personnel Report', 'Reports', and 'User Manual'. The main content area shows user information: 'User: Leslie Bruton District: D0259 Building: 0000 Access Level: District'. Below this is a breadcrumb trail: 'Vacancy Report > Fall Vacancies'. The status is 'Status of Fall Vacancies for the school year: IN PROGRESS'. There are radio buttons for 'Do Not Have Vacancies' and 'Have Vacancies' (selected). Under 'Elementary Vacancies', there is a message 'No Elementary Vacancies' and a blue button labeled 'Add Elementary Vacancy Entry' which is highlighted with a red box and a red arrow points to it.

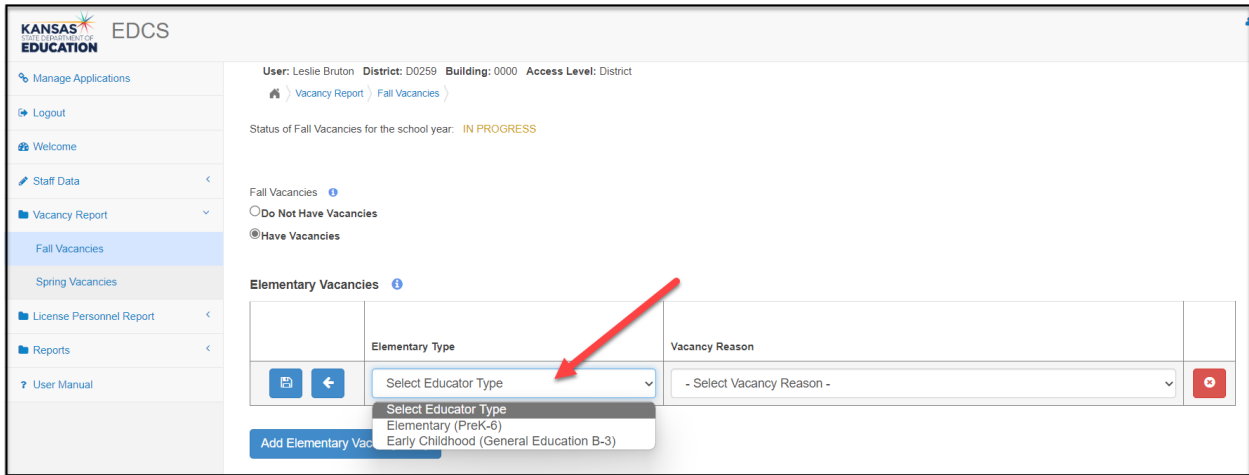
The new vacancy just created will be highlighted yellow until you complete the four steps.

1. Select  to edit the vacancy.

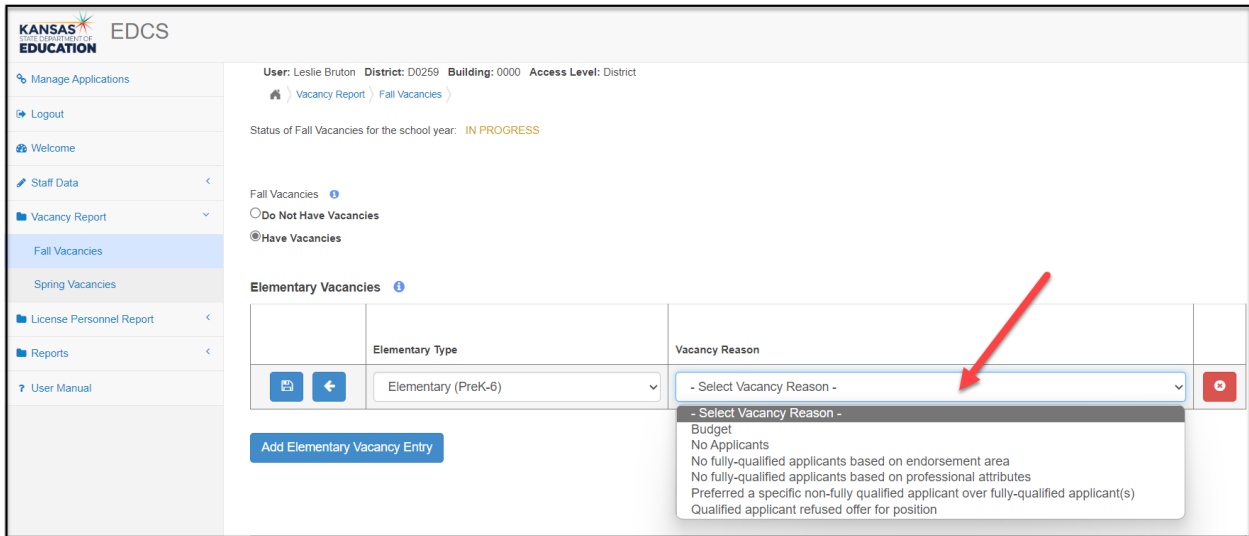
The screenshot shows the EDCS interface with a table of elementary vacancies. The table has columns for 'Elementary Type' and 'Vacancy Reason'. The first row is highlighted in yellow and contains '- Need Selection -' and '- Select Vacancy Reason -'. A red box highlights the edit icon (a pencil) in the first column of this row, with a red arrow pointing to it. Below the table is a blue button labeled 'Add Elementary Vacancy Entry'.


Elementary Type	Vacancy Reason
- Need Selection -	- Select Vacancy Reason -

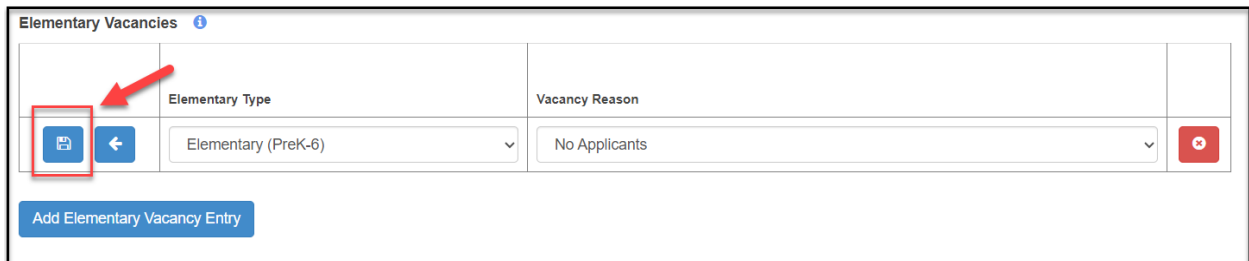
2. Select Elementary or Early Childhood from the Educator Type dropdown options.



3. Select the Vacancy Reason from the dropdown options.



4. Select  to save the vacancy. The vacancy information will move from the dropdown row to a fixed row in the table.



Select “Add Elementary Vacancy Entry” again to add each additional Elementary or Early Childhood vacancy, and repeat the process outlined above.

The screenshot shows a table titled "Elementary Vacancies" with the following structure:

	Elementary Type	Vacancy Reason	
	Elementary (PreK-6)	No Applicants	

Below the table is a blue button labeled "Add Elementary Vacancy Entry", which is highlighted with a red box and a red arrow pointing to it.

Select to edit any saved vacancy. The information will move from the fixed row back to a dropdown row to allow for changes. Don't forget to click on again when you are done, to save the edits.

The screenshot shows the "Elementary Vacancies" table with the following structure:

	Elementary Type	Vacancy Reason	
	Elementary (PreK-6)	No fully-qualified applicants based on endorsement area	

Below the table is a blue button labeled "Add Elementary Vacancy Entry". The edit icon in the first row is highlighted with a red box and a red arrow pointing to it.

Select to delete a vacancy, either before or after you have saved it.

The screenshot shows the "Elementary Vacancies" table with the following structure:

	Elementary Type	Vacancy Reason	
	Elementary (PreK-6)	No Applicants	
	Early Childhood (General Education B-3)	No fully-qualified applicants based on endorsement area	

Below the table is a blue button labeled "Add Elementary Vacancy Entry". The delete icon in the second row is highlighted with a red box and a red arrow pointing to it.

Follow the same directions as outlined above for vacancies in each of the different educator type tables.

After entering the last vacancy, you must scroll to the bottom of the screen and click on the “Check Spring Vacancies” button.

The screenshot shows the bottom of the screen with two buttons: "Submit Vacancy Entries" and "Allow ReSubmit". The "Submit Vacancy Entries" button is highlighted with a red box and a red arrow pointing to it.

Below the buttons is the following text:

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 Help Desk: (785) 296-7935
 Front Desk: (785) 296-3201
 FAX: (785) 296-7933
 900 SW Jackson
 Topeka, KS 66612-1182

All sessions with this server are subject to the KSDE Use Policy and will be monitored and logged.
 Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the KSDE Use Policy.

[KSDE Use Policy](#) | [Privacy Statement](#) | [EOF Statement](#)

Note: There is an “All Level Endorsement” section. Any vacancies you have in any of these subject areas, should be entered in *this section*, regardless of the level in which they are taught. For example: An elementary art teacher should be listed under the art endorsement in this section rather than in the elementary section. A high school vocal music teacher should be listed under the vocal music endorsement in this section rather than in the secondary section. The format should keep you from entering vacancies in the wrong section.

The screenshot shows a form titled "All Level Endorsement Vacancies". It has two main dropdown menus: "Endorsement (All Level)" and "Vacancy Reason". The "Endorsement (All Level)" menu is currently open, displaying a list of options: "None Selected", "Art", "Health", "Instrumental Music", "Music", "Physical Education", "Vocal Music", and "World Languages". A red arrow points to the "Instrumental Music" option. To the left of the dropdown is a blue button labeled "Add All Level Vacancies". To the right of the "Vacancy Reason" dropdown is a red "X" button.

Note: You can enter your CTE courses in either the “Secondary” section or the “CTE” section, but not both. If you see your approved Clusters/Pathways entered in both sections, it doesn’t matter *where* you enter the vacancies. Just DO NOT ENTER any vacancy more than once. If you see your vacant position listed with both the “secondary” and “Cluster” designation, it doesn’t matter *which* you select for your vacancies.

DO NOT ENTER any vacancy more than once.

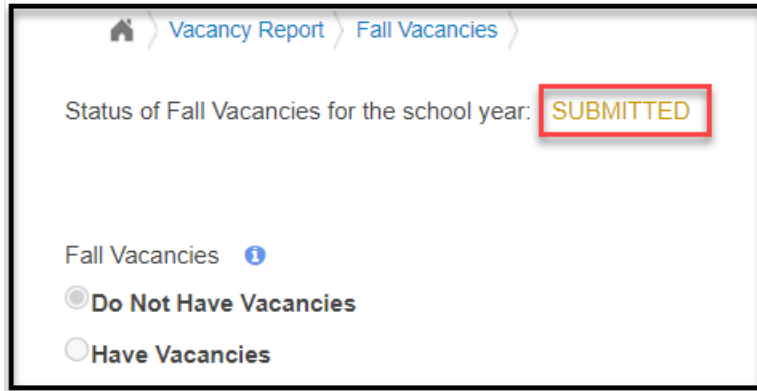
The screenshot shows a scrollable dropdown menu with the following items: "None Selected", "Agriculture, Food, and Natural Resources (secondary)", "Architecture and Construction (secondary)", "Architecture and Construction Cluster", "Art, AV Technology, and Communications Cluster", "Business and Marketing (secondary)", "Business Management and Administration Cluster", "Communications and Audio/Visual Technology (secondary)", "Computer and Information Sciences (secondary)", "Education and Training Cluster", "Engineering and Technology (secondary)", "English Language and Literature (secondary)", "Finance Cluster", "Fine and Performing Arts (secondary)", "Government and Public Administration Cluster", "Health Care Sciences (secondary)", "Health Sciences Cluster", "Hospitality and Tourism (secondary)", and "Hospitality and Tourism Cluster". Two items, "Architecture and Construction Cluster" and "Hospitality and Tourism Cluster", are highlighted with red boxes and have red arrows pointing to them.

Submitting the Report

After all vacancies have been entered, scroll to the bottom of the page and select “Submit Vacancy Entries” to submit report.

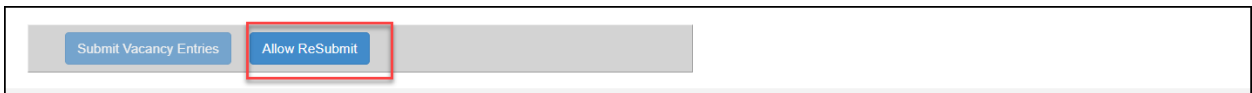


You will get a confirmation of submission at the top of the page next to Status of Fall Vacancies for the school year.



Editing a Submitted Report

District users may select the “Allow ReSubmit” button to edit a submitted report. Users do not need to contact TL personnel to re-submit report. Don’t forget to click on “Submit Vacancy Entries” again when you are done, to save the edits.



Spring Vacancies:

All districts are required to include a Spring Vacancy Report (SVR) as part of the Licensed Personnel Report (LPR), which is due in early March of the current school year. The submission deadline date is posted on the EDCS Welcome Screen. Districts will update any vacancies entered in the Fall Vacancy Report (FVR), as well as enter any new vacancies, as needed. The SVR will capture the following types of vacancies:

1. Elementary Vacancies
2. Middle Level Vacancies
3. Secondary Level Vacancies
4. All Level Endorsement Vacancies
5. Special Education (SPED)/English to Speakers of Other Languages (ESOL) Vacancies 1.
6. School Specialist Vacancies
7. Leadership/Administrative Vacancies
8. CTE Vacancies

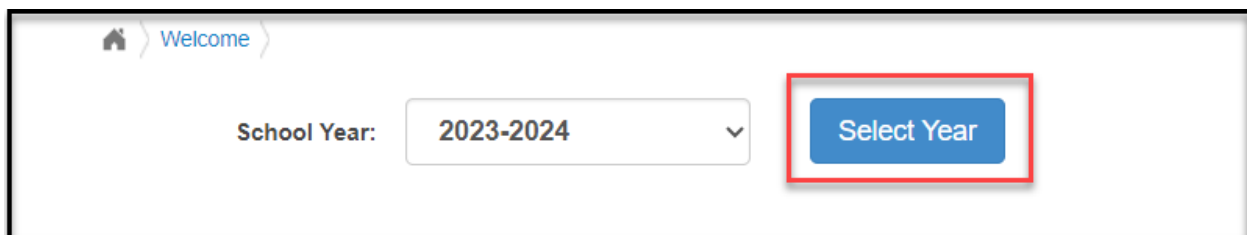
Definition of VACANCY for this report:

- Any licensed position that is not filled at all
- Any position that is filled by an individual who has never been licensed
- Any position that is filled by an individual with an expired license
- Any position that is filled by an individual with a substitute license
- Any position that is filled by an individual who is licensed, but does not hold the correct endorsement for the assignment

NOT A VACANCY:

- Any position that is filled by an individual who has a waiver for SPED
- Any position that is filled by an individual who has a provisional license (to teach while finishing the program in which he/she is serving)
- Any position that is filled by an individual who has a restricted license (to teach while finishing the pedagogical program)
- Any position that is filled by an individual who has a temporary non-renewable license (to teach while finishing testing)
- Any position that is filled by an individual who has an apprentice license

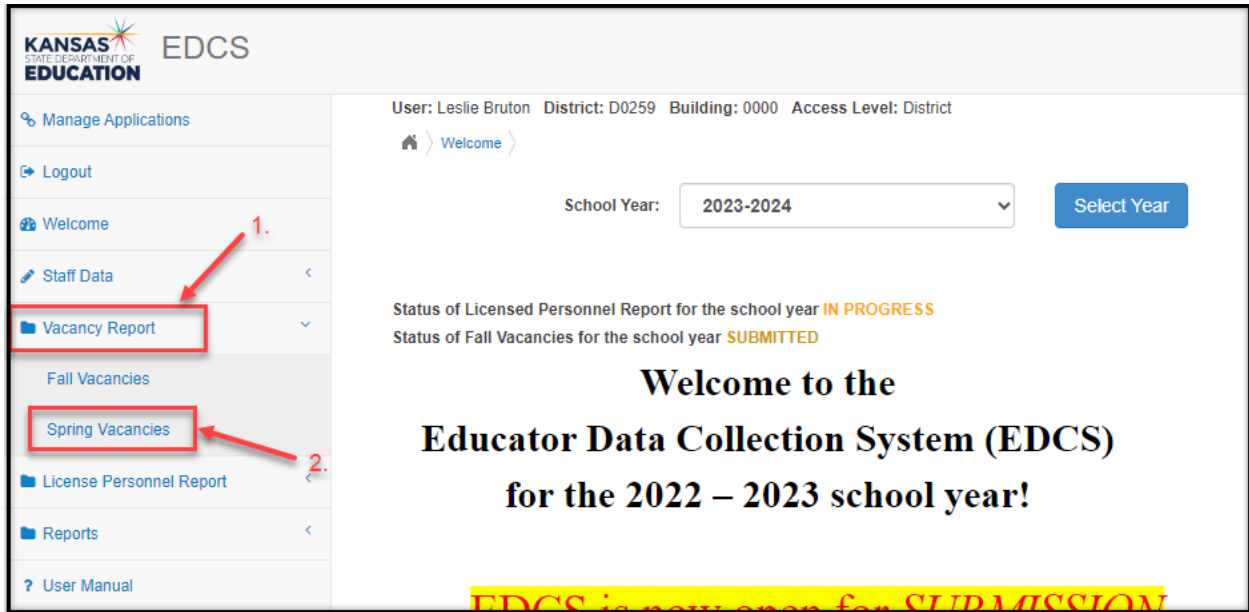
Upon entering the EDCS, the current school year will auto-fill in the dropdown menu on the Welcome Page. The user must then click the “Select Year” button to proceed.



The screenshot shows the top navigation bar of the EDCS system. On the left, there is a home icon and the text "Welcome". Below this, the "School Year:" label is followed by a dropdown menu currently displaying "2023-2024". To the right of the dropdown menu is a blue button with the text "Select Year", which is highlighted with a red rectangular border.

The SVR is listed under the “Vacancy Report” section in the left side bar menu. To access the report:

1. Expand “Vacancy Report”
2. Select “Spring Vacancies”




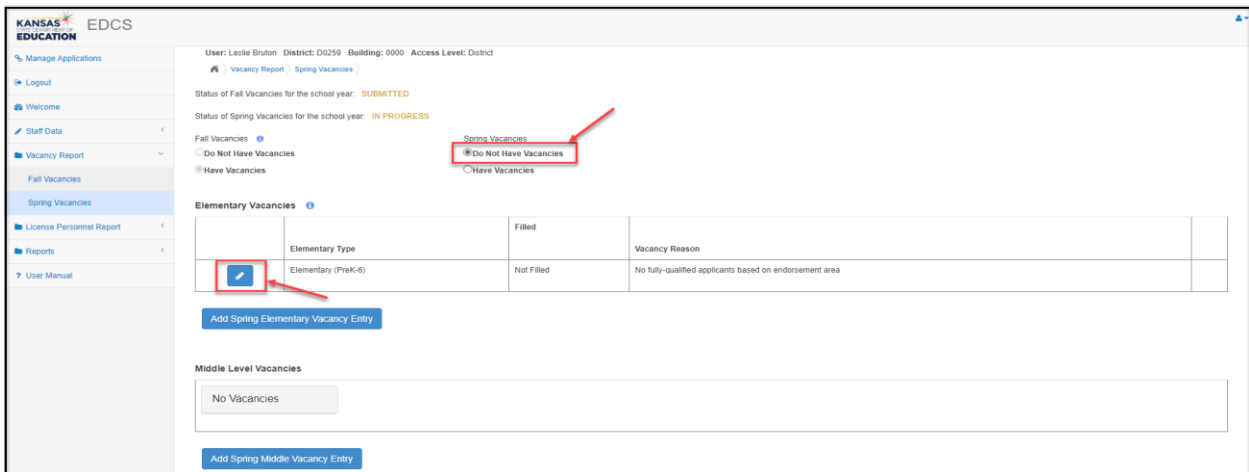
Once in Spring Vacancies, select either the “Do Not Have Vacancies” or “Have Vacancies” bullet.


Do Not Have Vacancies

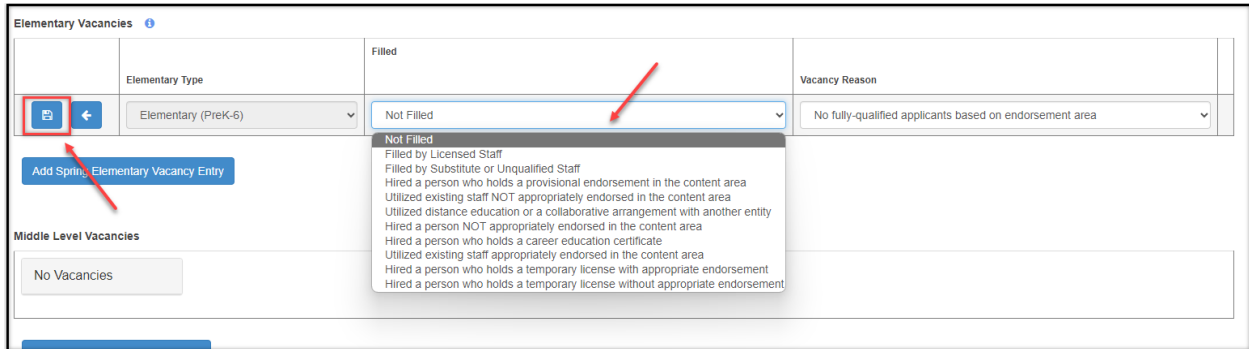
Under Spring Vacancies, select the “Do Not Have Vacancies” bullet if:


- there were no fall vacancies reported AND there are no new spring vacancies to report, OR
- all fall vacancies were filled by an appropriately licensed staff member AND there are no new spring vacancies to report.

If you reported any fall vacancies, you *must* select a Filled status from the dropdown menu options for *every* fall vacancy, to complete the SVR. Click on the  edit icon beside the vacancy.



The Filled status dropdown menu will become active. Select the appropriate option. You DO NOT need to make changes to the Vacancy Reason. Select the  save icon on the left side of the row to save the update.




	Elementary Type	Filled	Vacancy Reason
	Elementary (PreK-6)	Not Filled	No fully-qualified applicants based on endorsement area

Not Filled

- Filled by Licensed Staff
- Filled by Substitute or Unqualified Staff
- Hired a person who holds a provisional endorsement in the content area
- Utilized existing staff NOT appropriately endorsed in the content area
- Utilized distance education or a collaborative arrangement with another entity
- Hired a person NOT appropriately endorsed in the content area
- Hired a person who holds a career education certificate
- Utilized existing staff appropriately endorsed in the content area
- Hired a person who holds a temporary license with appropriate endorsement
- Hired a person who holds a temporary license without appropriate endorsement

The vacancy information will move from the dropdown row to a fixed row in the table.



	Elementary Type	Filled	Vacancy Reason
	Elementary (PreK-6)	Filled by Licensed Staff	No fully-qualified applicants based on endorsement area

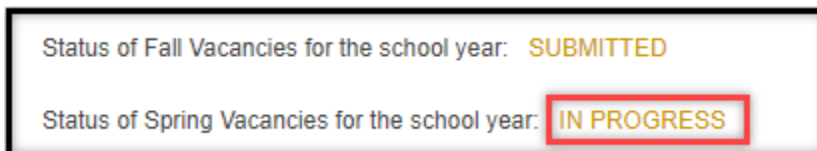
Repeat these steps for *every* Fall Vacancy that was reported. Scroll to the bottom of the page and select “Check Spring Vacancies”. Any errors that need to be resolved will be noted there.



[Check Spring Vacancies](#)

There are entries in the Educator/CTE/All Level data but the 'Do Not Have Vacancies' flag is set.

Note: **You WILL NOT “SUBMIT” the SVR.** The SVR is *part* of the Licensed Personnel Report (LPR) and will be included when you submit the LPR. Therefore, the Status of Spring Vacancies for the school year, at the top of the page, will say IN PROGRESS until the LPR has been submitted.



Status of Fall Vacancies for the school year: **SUBMITTED**


Status of Spring Vacancies for the school year: **IN PROGRESS**

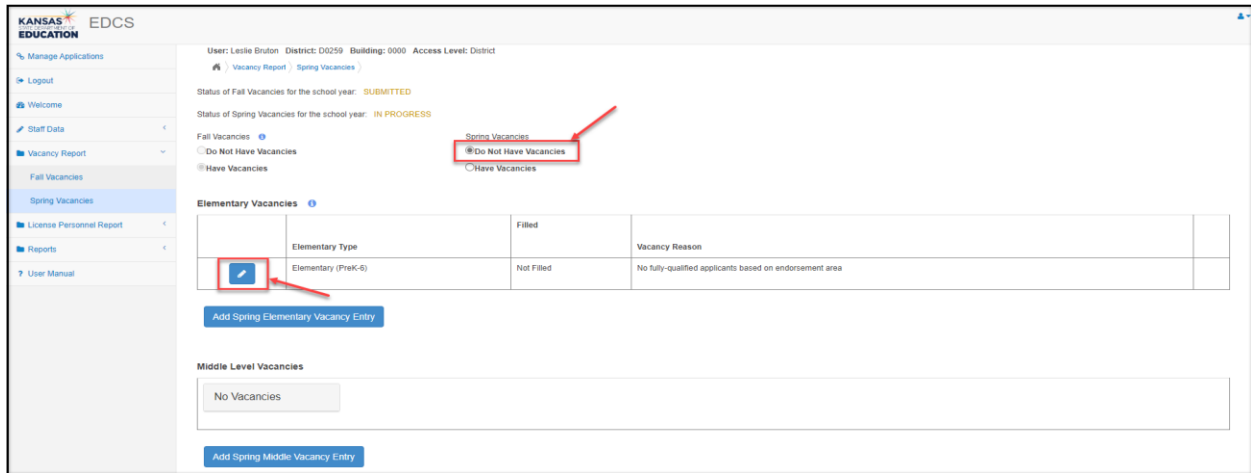
Have Vacancies


Under Spring Vacancies, select the “Have Vacancies” bullet if:

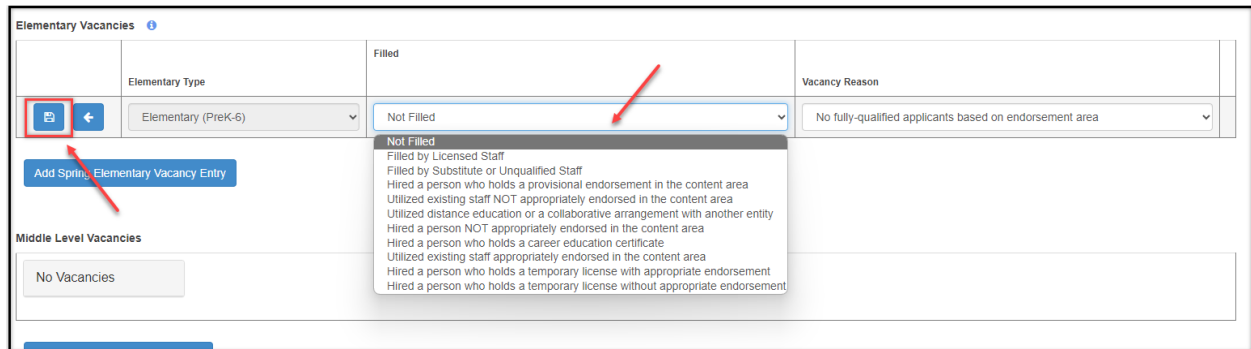
- there were fall vacancies that were NOT filled by an appropriately licensed staff member, AND/OR
- there are new spring vacancies to report.

Editing old vacancies:


Once the “Have Vacancies” bullet has been selected, you can update the Filled status and/or the Vacancy Reason dropdown options for *any* reported fall vacancies, as needed. Click on the  edit icon beside the vacancy you need to change.



Both dropdown menus will become active. Select the appropriate option(s), as needed. You DO NOT *have* to make *any* edits if the vacancy has not changed from the fall report. Select the  save icon on the left side of the row in which edits were made, to save each update.



The vacancy information will move from the dropdown row to a fixed row in the table.

	Elementary Type	Filled	Vacancy Reason
	Elementary (PreK-6)	Filled by Licensed Staff	No fully-qualified applicants based on endorsement area

[Add Spring Elementary Vacancy Entry](#)

Middle Level Vacancies

[No Vacancies](#)



Adding new vacancies

Once the “Have Vacancies” bullet has been selected, the Add Vacancy Entry button under each educator type will become active.

There are nine different categories in which to add vacancies:

- Elementary Vacancies
- Middle Level Vacancies
- Secondary Level Vacancies
- All Level Endorsement Vacancies
- Special Education/English to Speakers of Other Languages Vacancies
- School Specialist Vacancies
- School Support Vacancies
- Leadership/Administrative Vacancies
- CTE Vacancies

In each of the categories, click the “Add Vacancy Entry” button to begin. There will be four steps required to complete the entry of each new vacancy:

1. Click on the  edit icon.
2. Select a Type from the dropdown menu.
3. Select a Vacancy Reason from the dropdown menu.
4. Click on the  save icon.

If you have vacancies in some, but not all categories, simply do nothing in the sections in which there are no vacancies to report.

Elementary Vacancies

In the Elementary Vacancies section, report any new vacant positions for Elementary (PreK – 6) and Early Childhood (General Education B – 3). Select the “Add Spring Elementary Vacancy Entry” button to add a new vacancy.

The screenshot shows the KANSAS EDUCATION EDCS interface. The user is Leslie Bruton, District: D0259, Building: 0000, Access Level: District. The interface displays the status of Fall Vacancies (SUBMITTED) and Spring Vacancies (IN PROGRESS). There are radio buttons for 'Do Not Have Vacancies' and 'Have Vacancies' for both Fall and Spring. The 'Elementary Vacancies' section contains a table with the following data:

	Elementary Type	Filled	Vacancy Reason
	Elementary (PreK-6)	Not Filled	No fully-qualified applicants based on endorsement area

A red box highlights the 'Add Spring Elementary Vacancy Entry' button below the table, with a red arrow pointing to it.

The new vacancy just created will be highlighted yellow until you complete the four steps.

1. Select to edit the vacancy.

The screenshot shows the KANSAS EDUCATION EDCS interface. The user is Leslie Bruton, District: D0259, Building: 0000, Access Level: District. The interface displays the status of Fall Vacancies (SUBMITTED) and Spring Vacancies (IN PROGRESS). There are radio buttons for 'Do Not Have Vacancies' and 'Have Vacancies' for both Fall and Spring. The 'Elementary Vacancies' section contains a table with the following data:

	Elementary Type	Filled	Vacancy Reason
	Elementary (PreK-6)	Not Filled	No fully-qualified applicants based on endorsement area
	- Need Selection -	Not Filled	- Select Vacancy Reason -

The new vacancy row is highlighted in yellow. A red box highlights the edit icon for this row, with a red arrow pointing to it. Below the table is the 'Add Spring Elementary Vacancy Entry' button.

2. Select Elementary or Early Childhood from the Educator Type dropdown options.

KANSAS EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Status of Fall Vacancies for the school year: SUBMITTED

Status of Spring Vacancies for the school year: IN PROGRESS

Fall Vacancies: Do Not Have Vacancies Have Vacancies

Spring Vacancies: Do Not Have Vacancies Have Vacancies

Elementary Vacancies

	Elementary Type	Filled	Vacancy Reason
	Elementary (PreK-6)	Filled by Licensed Staff	No fully-qualified applicants based on endorsement area
	Select Educator Type		- Select Vacancy Reason -

Select Educator Type

- Elementary (PreK-6)
- Early Childhood (General Education B-3)

Add Spring Elementary Vacancy Entry

3. Select the Vacancy Reason from the dropdown options.

KANSAS EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Status of Fall Vacancies for the school year: SUBMITTED

Status of Spring Vacancies for the school year: IN PROGRESS

Fall Vacancies: Do Not Have Vacancies Have Vacancies

Spring Vacancies: Do Not Have Vacancies Have Vacancies

Elementary Vacancies

	Elementary Type	Filled	Vacancy Reason
	Elementary (PreK-6)	Filled by Licensed Staff	No fully-qualified applicants based on endorsement area
	Early Childhood (General Education B-3)		- Select Vacancy Reason -

- Select Vacancy Reason -

- Budget
- No Applicants
- No fully-qualified applicants based on endorsement area
- No fully-qualified applicants based on professional attributes
- Preferred a specific non-fully qualified applicant over fully-qualified applicant(s)
- Qualified applicant refused offer for position

Add Spring Elementary Vacancy Entry

Middle Level Vacancies

4. Select to save the vacancy. The vacancy information will move from the dropdown row to a fixed row in the table.

Elementary Vacancies

	Elementary Type	Filled	Vacancy Reason
	Elementary (PreK-6)	Filled by Licensed Staff	No fully-qualified applicants based on endorsement area
	Early Childhood (General Education B-3)		Qualified applicant refused offer for position

Add Spring Elementary Vacancy Entry

Select “Add Spring Elementary Vacancy Entry” again to add each additional Elementary or Early Childhood vacancy, and repeat the process outlined above.

Elementary Vacancies ⓘ

	Elementary Type	Filled	Vacancy Reason	
	Elementary (PreK-6)	Filled by Licensed Staff	No fully-qualified applicants based on endorsement area	
	Early Childhood (General Education B-3)	Not Filled	Qualified applicant refused offer for position	

Add Spring Elementary Vacancy Entry

Select to edit any saved vacancy. The information will move from the fixed row back to a dropdown row to allow for changes. Don’t forget to click on again when you are done, to save the edits.

Elementary Vacancies ⓘ

	Elementary Type	Vacancy Reason	
	Elementary (PreK-6)	No fully-qualified applicants based on endorsement area	

Add Elementary Vacancy Entry

Select to delete a vacancy, either before or after you have saved it.

Elementary Vacancies ⓘ

	Elementary Type	Vacancy Reason	
	Elementary (PreK-6)	No Applicants	
	Early Childhood (General Education B-3) ▾	No fully-qualified applicants based on endorsement area ▾	

Add Elementary Vacancy Entry

Follow the same directions as outlined above for vacancies in each of the different educator type tables.

After entering the last new vacancy, scroll to the bottom of the page and select “Check Spring Vacancies”. Any errors that need to be resolved will be noted there.

Check Spring Vacancies

There are NO entries in the Educator/CTE/All Level data but the 'Have Vacancies' flag is set OR all your vacancies have been filled by appropriately licensed staff member(s) so 'Do Not Have Vacancies' should be selected instead.

Note: You WILL NOT “SUBMIT” the SVR. The SVR is *part* of the Licensed Personnel Report (LPR) and will be included when you submit the LPR. Therefore, the Status of Spring Vacancies for the school year, at the top of the page, will say IN PROGRESS until the LPR has been submitted.

Status of Fall Vacancies for the school year: SUBMITTED

Status of Spring Vacancies for the school year: IN PROGRESS

Licensed Personnel Report

LPR Guide:

The Licensed Personnel Guide is a useful resource that provides information necessary for entering educator assignment data into EDCS, and identify licensure requirements. It contains the Educator Type, the five-digit Subject Area/Course code, the Subject Area, and the necessary Endorsements/Certifications for all classes taught in Kansas.

The [Licensed Personnel Guide](#) can be accessed with this link and is also available on the KSDE Licensure page under Licensed Personnel.

EDCS/LPR

FTE - Assignments USD # D0202 BLD # 0154 Jane, Smith, 6789

FTE: 1

Teacher Type	Subject Area	Course	Building
View Elementary/Pre-School Teacher	Elementary Self-Contained (elementary)	Single Grade Self-Contained Classroom (Elementary)	Junction Elementary Delete

Educator Type: None Selected Subject Area: None Selected

Course: None Selected Local Course Code: None Selected

Virtual Course Monitor Dual Credit Courses Distance Learning

Number of Classes: None Selected

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

Licensed Personnel Guide

Educator Type: 3 - Secondary Teacher (Gr. 9-12)

Subject Area 01:	English Language and Literature (Secondary)	HQ	Grade Level	Endorsement(s):
01001 - 01007	Comprehensive Language Arts	X	9-12	English Language Arts
01008	English as a Second Language		9-12	English as a Second Language (ESL) or English for Speakers of Other Languages (ESOL)
01009	Language Arts Laboratory	X	9-12	English Language Arts
01051 - 01054	Literature/Reading	X	9-12	English Language Arts

Submit

The Submit button becomes available and appears on the drop down, *only* after the EDCS spring submission window opens on January 1st of each current school year. After all data has been entered, select “Submit” from the Side Bar Menu.

- If the Licensed Personnel Report detects potentially invalid data, it will give you a description of any invalid or incomplete staff, FTE, assignment, and/or deleted staff data.
- Select “See Details” to display a list of corrections that are needed before the report may be submitted.
- If you have a status of “Stop” in one of the checks of completeness, you **must** address each before the Licensed Personnel Report can be submitted.
 - “Stops” include:
 - Report contact person must be filled in
 - Invalid or incomplete Staff data has been detected
 - Invalid or incomplete FTE data has been detected
 - Invalid or incomplete Assignment data has been detected
 - Invalid or incomplete Deleted Staff data has been detected
- If you feel you have entered your data correctly, but are still receiving a “Stop”, contact Teacher Education and Licensure to discuss the stop and the possibility of an override. **Only KSDE staff have the ability to override a stop.**
 - Overrides are one time only. If your report needs to be reopened after submitting, you will need to have the stop override process completed again.
- If you have a status of “Warning” in one of the checks of completeness, you **should** address each before submitting the Licensed Personnel Report to verify their accuracy.
 - Warnings” include:
 - Possible invalid Staff data has been detected
 - Possible incomplete Staff Assignment data has been detected
- If you have a “GO” in the Status section, the Licensed Personnel Report does not indicate invalid data.
 - You may submit the report with a “GO” status if you wish.
- If you accidentally submit the Licensed Personnel Report, or realize that you have some errors or omissions:
 - Access the “Submit” screen under the Licensed Personnel Report section
 - Select the “Reset Submit Status” button
 - Make your edits and “Submit” again

EDCS

User: Lori Adams District: 00002 Building: 0000 Access Level: 1

License Personnel Report | Submit

Status of Licensed Personnel Report for the school year: **IN PROGRESS**

Check of Completeness	Status	KSDE Override
Invalid or incomplete Staff data has been detected.	Stop	
Invalid or incomplete FTE data has been detected.	Stop	
Possible invalid Staff data has been detected.	Warning	
Vacancy data must be completed.	Stop	

Please note: You are able to review your Staff Assignment Report (SAR) for the current school year prior to submitting.

You have **warnings** indicating possible invalid data. [See Details](#)

You have **stops** indicating invalid data. [See Details](#)

[Reset Submit Status](#)

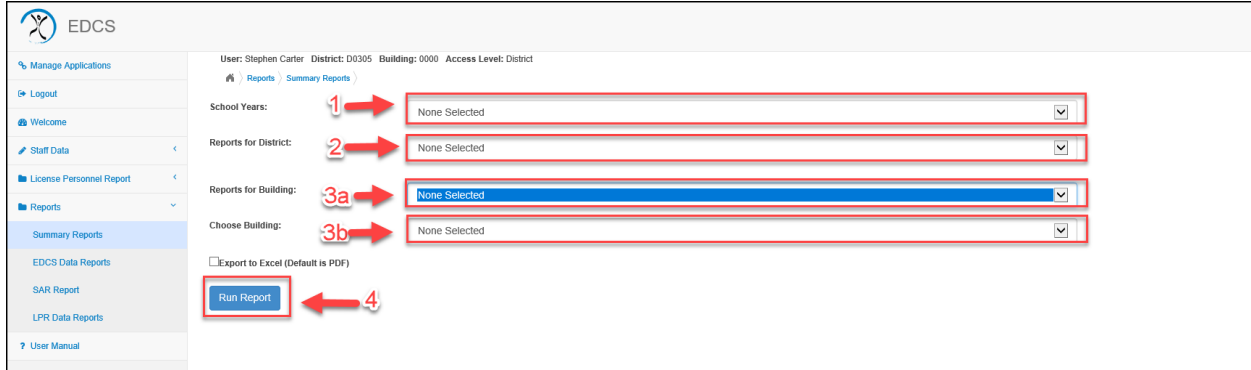
Reports

Summary Reports:

- Allows school districts to run reports about demographic and/or qualification data.
- Demographics summary report includes the following local and state data:
 - Gender, Entrance Code, Race, Educator Type, Age Groupings, and Total Years of Experience
- Qualification summary report includes the following local data:
 - Number of assignments in each broad subject category, number/percentage of assignments fully qualified, number/percentage of assignments in each potential flag category.
 - Please refer to the “Staff Assignment Report – Potential Flags” section for the full list of flags on the Licensed Personnel Report.

Printing a Summary Report:

1. Select school year
2. Select either Staff Demographic Summary or Qualification Summary Reports by District
OR
3. Select either
 - a. Demographic or Qualification Summary Reports by Building
 - b. Choose the specific building to run the report
4. Select “Run Report”



EDCS Data Reports:

- Allows school districts to run reports about the staff, FTE, and assignment data reported in the Educator Data Collection System (EDCS).
- EDCS Data Reports are only available for the current school year
- Staff Data includes the following for each staff member:
 - Gender, race & ethnicity, educator type, base salary, base w/fringe salary, experience, and status.
- FTE Data includes the following for each staff member:
 - FTE assignment for each building assigned
- Assignment Data includes the following for each staff member:
 - Assignment and grade level selection
 - Assignment Data can be generated by specific course codes
 - This report provides a list of all educators with an assignment for a specific course code.

Printing an EDCS Data Report:

1. Select report by Staff, FTE, and/or assignment by District
OR
2. Select report by one building:
 - a. Choices include by Staff and/or FTE, Assignment
 - b. Choose the specific building to run the report
3. Select “Run Report”

The screenshot shows the EDCS Data Reports interface. The user is Stephen Carter, District: D0305, Building: 0000, Access Level: District. The interface includes a sidebar with navigation options like Manage Applications, Logout, Welcome, Staff Data, License Personnel Report, Reports, Summary Reports, EDCS Data Reports, SAR Report, LPR Data Reports, and User Manual. The main content area shows the EDCS Data Reports page with three dropdown menus: Reports for a District, Reports for a Building, and Choose Building. Each dropdown menu is currently set to "None Selected". A checkbox for "Export to Excel (Default is PDF)" is visible. A "Run Report" button is located at the bottom of the form. Red arrows and numbers 1, 2a, 2b, and 3 point to the dropdown menus and the Run Report button, respectively.

SAR Report (Staff Assignment Report):

The Staff Assignment Report (SAR), also known as the “kick-out” report, lists licensed staff members that are not qualified, not fully qualified, or not highly qualified for their assignments. The data collected from the Licensed Personnel Report is released to the public in aggregate form on the building and district report card each fall.

Please review the Staff Assignment Report for errors. In some cases, a social security number, name, assignment, and/or grade level may have been entered incorrectly. You can access the licensure information for staff members on the Licensure Lookup page of the KSDE website. The Staff Assignment Report is based on licensure/certification records. These records change daily. Corrections made to the Licensed Personnel Report can be verified the following day.

Staff members hired since the submission of your previous year Licensed Personnel Report should be added at this time. Do not delete a staff member who has left since the beginning of the current school year. Staff members who have left the district should be removed during next school year’s reporting process.

Staff Assignment Report Definitions:

Educator ID	Number listed on the licensed/certified staff member’s license
Name:	Name of the licensed/certified staff member
District:	Employing school district
Building:	Building where the licensed/certified staff member is assigned
Assignment:	Subject assignment reported for the licensed/certified staff member
Level:	Grade level for the assignment

Staff Assignment Report – Possible Flags:

Never Licensed and Expired License:

The staff member is not certified / licensed or has an expired certificate/license. Issuing payment for services is a statutory violation (K.S.A. 72-1390). Consult your school district legal representation for corrective action

If the social security number has been entered incorrectly in the Licensed Personnel Report, the staff member will be flagged as “never licensed.”

Licensed – Unqualified:

The staff member holds a standard* or non-standard** license / certificate but does not hold the correct subject and/or grade level endorsement for the listed assignment.

Licensed with Provisional Endorsement – Qualified:

The staff member holds a Kansas license with a provisional subject endorsement.

Non-Standard License – Qualified:**

The staff member holds a non-standard license/certificate with the correct subject and grade level endorsement for the listed assignment.

Licensed with Waiver:

The staff member holds a standard* or non-standard** license / certificate without the appropriate subject or grade level endorsement, but the school district has been granted a waiver allowing the individual to serve in the assignment.

*Standard License – initial license, professional license, accomplished license, 3-year certificate, or 5-year certificate

**Non-Standard License – interim alternative license, restricted teaching license, restricted technical certificate, one-year non-renewable teaching license, limited apprentice license, TAP license, or transitional license.

LPR Data Reports:

- Allows school districts to run reports about the staff, FTE, and assignment data reported in the Licensed Personnel Report.
- Can select the school year
- Staff Data includes the following for each staff member:
 - Gender, race & ethnicity, educator type, base salary, base w/fringe salary, experience, and status.
- FTE Data includes the following for each staff member:
 - FTE assignment for each building assigned
- Assignment Data includes the following for each staff member:
 - Assignment and grade level selection
 - Assignment Data can be generated by specific course codes
 - This report provides a list of all educators with an assignment for a specific course code.

Printing an LPR Data Report:

1. Select school year
2. Select report by Staff, FTE, and/or assignment by District
OR
3. Select report by one building:
 - a. Choices include by Staff and/or FTE, Assignment
 - b. Choose the specific building to run the report
4. Select “Run Report”

The screenshot shows the EDCS LPR Data Report interface. The browser address bar displays the URL: <https://report.bode.org/EDCS/LPRDataReport.aspx>. The page header includes the EDCS logo and user information: User: Stephen Carter, District: D0305, Building: 0000, Access Level: District. The left sidebar contains navigation options: Manage Applications, Logout, Welcome, Staff Data, License Personnel Report, Reports, Summary Reports, EDCS Data Reports, SAR Report, LPR Data Reports, and User Manual. The main content area shows the following fields and options:

- School Years: (Annotated with a red '1' and arrow pointing to the dropdown menu)
- Reports for District: (Annotated with a red '2' and arrow pointing to the dropdown menu)
- Reports for Building: (Annotated with a red '3a' and arrow pointing to the dropdown menu)
- Choose Building: (Annotated with a red '3b' and arrow pointing to the dropdown menu)
- Export to Excel (Default is PDF)
- (Annotated with a red '4' and arrow pointing to the button)

Frequently Asked Questions

Should I report non-licensed professionals?

No, the licensed personnel report only collects data on faculty licensed by the Kansas State Board of Education. You will not report non-licensed professionals such as Nurse, School Audiologist, Social Worker, Speech Pathologist, Occupational Therapist, Physical Therapist or Athletic Director.

What is included in salary?

Base salary is the amount of the base contract. It does not include any supplemental contracts or any board paid fringe benefits.

Salary + supplemental & fringe = TOTAL SALARY. It includes base salary, supplemental contracts and board paid fringe benefits.

Board paid fringe benefits (employer paid) include group life, group health, disability income, accidental death and dismemberment and hospital surgical, and/or medical expense insurance (do not include employee reduction benefits under Section 125 plans). Board paid fringe does not include social security, workers' compensation and unemployment insurance.

We are still in salary negotiations. Do we have to complete the salary section? If so, what salary do we use?

Yes, you need to complete the salary section. If salaries have not been determined for this school year, use last year's salaries. Once salaries are determined, update at that time.

How do I report a substitute teacher?

If a teacher is employed full time and happens to have a substitute license, the teacher should be reported the same as any other faculty member. List the teacher's actual assignment(s) and the number of classes per assignment.

If the substitute is employed as a full time contracted substitute, list the assignment as substitute-contracted. If the substitute works "on call", do not report the substitute in this report.

How should teacher assignments be determined?

The assignment should be the actual position held by the staff member. The assignment may or may not be the same as the endorsement(s) on the license.

Should duplicate assignments be listed?

No, do not list duplicate sections of the same assignment. Use the "number of classes" box to report this information.

How should I count number of classes?

Consider an elementary classroom as one class. Consider elementary music, art, physical education and other specialty teachers and support staff as one class per building. In middle schools, junior highs and high schools count the total classes taught per assignment.

How do I report licensed staff that works in more than one district?

See Shared Staff instructions above.

How do I report hourly rate staff?

Report an estimated salary for employees who work at an hourly rate.

Should salaries be prorated for full-time or part-time personnel who teach in more than one building?

No, do not prorate salaries for either full-time or part-time personnel who work in more than one building. Salary information is on the Staff Profile section, not the FTE section.

What grade levels should be listed for administrators, school specialists, and support staff personnel?

School specialists (administrators/leadership, school counselors, reading specialists, and library media specialists), directors, supervisors, coordinators, and other support personnel assignments should be reported with all of the appropriate grade levels for the building(s) in which they serve. Check all grade level boxes that apply.

What grade levels should be listed for preschool or early childhood special education teaching assignments?

Check the PreK grade level box for these assignments.

Should study hall, planning periods or activity periods be listed?

No, unless a grade is given for the class. These assignments no longer appear in the assignment list. We only collect data on classes that require a licensed teacher. Teachers assigned to “In-School Suspension” should be included in the report.

How are personnel who work for a Co-op or Interlocal reported?

See shared staff instructions above. Co-op or Interlocal employees that work in other districts must be reported by each district in which the employees work. The Co-op or Interlocal must split the FTE among districts and share the employee with each district. If an employee works in five districts, each district will need to add the employee. The employee will have an FTE of (.2) in each of the districts (a total of 1). The Co-op or Interlocal will only need to report an assignment if the employee has a specific assignment in the Co-op or Interlocal. Otherwise the “shared only box will be selected. Receiving districts must accept the employee and add assignments as applicable.

Appendix A: Educator Type and Subject Areas

- For a complete list of Elementary and Middle School assignments, please refer to the Licensed Personnel Guide available online at www.ksde.org in Educator Licensure, Administrator Information, and then Licensed Personnel.
- For a complete list of Secondary assignments, please refer to the Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) available online at www.ksde.org in Teaching and Learning, Educator Licensure, and then Licensed Personnel.

Educator Type: 1 - Elementary / Pre-School (Gr. EC - 6)
Subject Area 80: Elementary Self-Contained
Subject Area 81: English Language and Literature (Elementary)
Subject Area 82: Mathematics (Elementary)
Subject Area 83: Life and Physical Science (Elementary)
Subject Area 84: Social Sciences and History (Elementary)
Subject Area 85: Fine and Performing Arts (Elementary)
Subject Area 86: World Language and Fine Arts (Elementary)
Subject Area 87: Religious Education and Theology (Elementary)
Subject Area 88: Physical, Health, and Safety Education (Elementary)
Subject Area 89: Early Childhood
Subject Area 90: Computer and Information Science (Elementary)
Subject Area 92: Miscellaneous (Elementary)

Educator Type: 2 - Middle School (Grade 5-8)
Subject Area 51: English Language and Literature (Middle)
Subject Area 52: Mathematics (Middle)
Subject Area 53: Life and Physical Science (Middle)
Subject Area 54: Social Sciences and History (Middle)
Subject Area 55: Fine and Performing Arts (Middle)
Subject Area 56: World Language and Literature (Middle)
Subject Area 57: Religious Education and Theology
Subject Area 58: Physical, Health, and Safety Education (Middle)
Subject Area 59: Military Science (Middle)
Subject Area 60: Computer and Information Science (Middle)
Subject Area 61: Communication and Audio/Visual Technology (Middle)
Subject Area 62: Business and Marketing (Middle)
Subject Area 63: Manufacturing (Middle)
Subject Area 64: Health Care Sciences (Middle)
Subject Area 65: Public, Protective, and Government Services (Middle)
Subject Area 66: Hospitality and Tourism (Middle)
Subject Area 67: Architecture and Construction (Middle)
Subject Area 68: Agriculture, Food, and Natural Resources (Middle)
Subject Area 69: Human Services (Middle)
Subject Area 70: Transportation, Distribution, and Logistics (Middle)
Subject Area 71: Engineering and Technology (Middle)
Subject Area 72: Miscellaneous (Middle)

Educator Type: 3 - Secondary (Grades 9-12)
Subject Area 01: English Language and Literature
Subject Area 02: Mathematics
Subject Area 03: Life and Physical Sciences
Subject Area 04: Social Sciences and History
Subject Area 05: Fine and Performing Arts
Subject Area 06: World Language and Literature
Subject Area 07: Religious Education and Theology
Subject Area 08: Physical, Health, and Safety Education
Subject Area 09: Military Science
Subject Area 10: Computer and Information Sciences
Subject Area 11: Communication and Audio/Visual Technology
Subject Area 12: Business and Marketing
Subject Area 13: Manufacturing
Subject Area 14: Health Care Sciences
Subject Area 15: Public, Protective, and Government Services
Subject Area 16: Hospitality and Tourism
Subject Area 17: Architecture and Construction
Subject Area 18: Agriculture, Food, and Natural Resources
Subject Area 19: Human Services
Subject Area 20: Transportation, Distribution, and Logistics
Subject Area 21: Engineering and Technology
Subject Area 22: Miscellaneous

Additional Educator Types:
Educator Type: 4 - SPED/ESOL (PreK-12)
Subject Area 94: Special Education/English to Speakers of Other Languages
Subject Area 95: SPED/ESOL - 2nd Assignment
Educator Type: 5 – Career and Technical Education (Gr. 9-12)
Educator Type: 6 - School Specialist (PreK-12)
Subject Area 96: School Specialist
Educator Type: 7 - School Support (PreK-12)
Subject Area 93: School Support
Educator Type: 8 - Leadership / Administration (PreK-12)
Subject Area 91: Leadership / Administration
Educator Type: 9 – Migrant Educator

Appendix B: Exit Reasons

Exit Reasons:

Administrative Error – Mistakenly entered or deleted

Academic Study – Sabbatical for academic study and/or professional development

Deceased – Enter date of death

Health – Cannot work because of illness

In State USD (Leadership) – Accepted a licensed leadership position in a Kansas USD

In State USD (Teaching) – Accepted a licensed teaching position in another Kansas USD

Leave of Absence – Not employed for this school year; previously an assignment

Left the Profession – Accepted employment in an area other than teaching

Military – Left position to accept position in military

Moved From Area Employment Unknown – Relocated and future employment unknown at this time

Out of State – Accepted a licensed personnel position in another state

Private School – Accepted a licensed personnel position in a private school

Reduction in Force – Leaving the positions due to reduction in staff

Retirement – Retiring from a licensed personnel position

Termination – Terminated by your district

2016-2017 Reporting Re-Design – Use this exit code to remove shared staff who are employed by another district that have been reported as your teacher in the past. Refer to Shared Staff screen instructions for how these teachers should be reported.

Appendix C: Data Import

File Format Instructions:

All districts have the ability to upload their personnel data directly into the Educator Data Collection System web application. If you choose to import your data, the data file(s) must be either a tab delimited or comma delimited file.

- The data must be divided into separate files and uploaded in the following order:
 - Exited Staff (If a staff member has been entered in the EDCS, the exit file will not remove them. They will need to be manually exited using the process detailed in the user manual.)
 - Staff data
 - FTE data
 - Assignment data
 - Shared Staff Hiring District (if applicable)
 - Shared Staff Receiving District (if applicable)

Importing Instructions:

1. On the Side Bar Menu choose "Import Text Files"
2. Under the heading "Import from a text file (format must meet standard established by Department of Education)" type in the full path and file name of the file to be imported.
OR Press the "Browse" button. The "Choose File" window should pop up. Navigate to the file, select the file and click on the "Open" button.
3. Press the "Upload" button. You should receive a message indicating that your data was imported successfully.
 - a. You may receive an error message indicating that the import was not successful and an error description. This will be followed by a message indicating the line number of the record on which the error occurred. After that there will be a message showing the record's contents. **Make note of all three messages.**

If an error occurs, the most likely causes are as follows:

1. Improper field layout or content. An error message that includes the phrase "Type mismatch" would be an indication of this.
2. Trying to import FTE data for an individual for whom there is no staff data. Trying to import Assignment data when no FTE data for that person/building exists. An error message that includes the phrase "cannot insert the value NULL" would be an indication of this.
3. Trying to import a staff record, which duplicates a previous staff SSN. Trying to import an FTE record that duplicates an existing FTE SSN/Building Number combination. Trying to import an Assignment record that duplicates an existing Assignment SSN/Building Number/Subject Number combination. An error message that includes the phrase "Violation of unique key constraint" would be an indication of this.
4. Trying to import a file that includes column headings. An error message that includes the phrase "Type mismatch" would be an indication of this.
5. The first field in every line is the table code. The table code is a numeric value that indicates which type of data the line (record) contains.
 - a. The table codes are as follows:
 - i. 1 indicates staff data.
 - ii. 2 indicates FTE data.
 - iii. 3 indicates assignment data

**** Note: The following file information is presented in the same order in which you will upload it! ****

“Exited Staff” File:

(One record for each exited staff member.)

Data Item	Maximum Size	Description
Table Code	1	The code indicating that this is Exited Faculty related data. This code must be a 4
SSN	9	The SSN of the individual in the format 999999999. Do NOT enter hyphens.
Exit Code	2	See the table below for Exit Codes and Descriptions.
Exit Date	10	Date the teacher left the USD. (Format is MM/DD/YYYY)
Educator ID	10	ID assigned by KSDE. Not required if SSN is known.

The following table contains exit codes for use with "Exited Staff" data:

EXIT CODE	DESCRIPTION
2	Out-of-State
3	Retirement
4	Termination
5	Private School
6	Left Profession
7	Reduction in Force
9	Deceased
10	Military
11	Leave of Absence
12	Moved from Area Employment Unknown
13	Administrative Error
14	Health
15	Academic Study
17	In State USD (Teaching)
18	In State USD (Leadership)
98	2016-2017 Reporting Re-Design

Example of “Exited Staff”.txt File (Tabs between entries, carriage return at end of line):

4 77777777 6 01/02/2001

“Export Staff” file:

(One record for each staff member.)

Data item	Maximum Size	Description
Table Code	1	The code indicating that this is faculty related data. This code must be a 1
SSN	9	The SSN of the individual in the format 999999999. Do NOT enter hyphens.
First Name	45	The first name of the individual.
Middle Name	45	The middle name or initial of the individual. Enter a single space if there is no middle name or initial.
Last Name	45	The last name of the individual.
Salary + Suppl & Fringe	7	The salary of the individual plus supplemental contracts and board paid fringe benefits. (Do NOT enter cents or commas)
Base Salary	7	The salary of the individual. (Do NOT enter cents or commas) Do not include supplemental contracts and board paid fringe benefits.
Gender	1	The gender of the individual (1=Male, 2=Female)
Total Experience	2	The total years of experience of the individual. Use a zero for first year teachers. Do NOT include the current year.
USD Experience	2	The years of experience for the current USD. Use a zero for first year teachers. Do NOT include the current year.
Entrance Code	2	Indicates the entry status of the teacher in the USD. See the table below for Entrance Codes and Descriptions.
E-mail Address	100	The E-mail address of the faculty member.
Date of Birth	10	Must be in MM/DD/YYYY format
Address1	30	Address Line 1
Address2	30	Address Line 2 (if needed)
City	25	City
State	2	State
Zip Code	10	Zip Code
Educator ID	10	The ID of the Teacher that they have on their License. Leave Blank for none or don't know.

Board paid fringe benefits (employer paid) include group life, group health, disability income, accidental death and dismemberment, and hospital surgical, and/or medical expense insurance (do not include employee reduction benefits under Section 125 plans). It does not include social security, workers' compensation, and unemployment insurance.

The following table contains entrance code for use with "Export Staff" entries:

ENTRANCE CODE	DESCRIPTION
1	In-State USD
2	Out of State
3	Returning Staff
4	New Teacher from In-State College
5	Private School
6	New Teacher from Out of State College
7	From Business and Industry
8	Retired – Currently Receiving KPERS
9	First Year Transitioning to Teaching

Examples of "Export Staff".txt file (Tabs between entries, carriage return at end of line):

1 999999999 John Smith William 11000 10500 2 13 0 1 jsmith@ksbe.state.ks.us 05/01/1960 120 SE 10th Avenue
Topeka KS 66612 1234567890

1 888888888 Jane Doe Mary 31524 30524 1 2 2 1 jdoe@ksbe.state.ks.us 05/01/1962 120 SE 10th Avenue Topeka
KS 66612 1234567891

“Export FTE” (Full Time Equivalency) file:

(One record for each teacher for each USD building.)

Data Item	Maximum Size	Description
Table Code	1	The code indicating that this is FTE related data. This code must be a 2
SSN	9	The SSN of the individual in the format 999999999. Do NOT enter hyphens.
Bldg #	4	A unique four-digit integer number assigned to the building by the KSDE.
FTE	4	The Full-time Equivalency of the individual in the format of 9.99 (Include the decimal point)
Educator ID	10	ID assigned by KSDE. Not required if SSN is known.

Examples of “Export FTE”.txt file (Tabs between entries, carriage return at end of line):

```
2 999999999 9999 0.5
2 999999999 8888 0.5
2 888888888 9999 1.0
```

“Export Assignments” file:

(One record for each assignment for each teacher for each USD building.)

Data Item	Maximum Size	Description
Table Code	1	The code indicating that this is assignment related data. This code <u>must be a 3</u>
SSN	9	The SSN of the individual in the format 999999999. Do NOT enter hyphens.
Bldg #	4	A unique four-digit integer number assigned to the building by the KSDE
Educator Type	1	Indicates the educator type of the individual. See the table below for Educator Type by number and description.
Subject #	5	The number of the subject the individual is teaching. A list of subject numbers is available in the License Personnel Guide.
Pre-Kindergarten	1	Indicates if the individual is teaching pre-k for the current subject. (0=No, 1=Yes)
Kindergarten	1	Indicates if the individual is teaching kindergarten for the current subject. (0=No, 1=Yes)
Grade 1	1	Indicates if the individual is teaching grade 1 for the current subject. (0=No, 1=Yes)
Grade 2	1	Indicates if the individual is teaching grade 2 for the current subject. (0=No, 1=Yes)
Grade 3	1	Indicates if the individual is teaching grade 3 for the current subject. (0=No, 1=Yes)
Grade 4	1	Indicates if the individual is teaching grade 4 for the current subject. (0=No, 1=Yes)
Grade 5	1	Indicates if the individual is teaching grade 5 for the current subject. (0=No, 1=Yes)
Grade 6	1	Indicates if the individual is teaching grade 6 for the current subject. (0=No, 1=Yes)
Grade 7	1	Indicates if the individual is teaching grade 7 for the current subject. (0=No, 1=Yes)
Grade 8	1	Indicates if the individual is teaching grade 8 for the current subject. (0=No, 1=Yes)
Grade 9	1	Indicates if the individual is teaching grade 9 for the current subject. (0=No, 1=Yes)
Grade 10	1	Indicates if the individual is teaching grade 10 for the current subject. (0=No, 1=Yes)
Grade 11	1	Indicates if the individual is teaching grade 11 for the current subject. (0=No, 1=Yes)
Grade 12	1	Indicates if the individual is teaching grade 12 for the current subject. (0=No, 1=Yes)
Class Count	2	The number of classes taught in the current subject.

“Shared Staff FTE” file (upload submitted by Hiring District):

(One record for each teacher for each USD building.)

Data Item	Maximum Size	Description
Table Code	1	The code indicating that this is FTE Shared Staff related data. This code must be a 6
SSN	9	The SSN of the individual in the format 999999999. Do NOT enter hyphens.
Receiving District #	5	A unique five-digit number assigned to the receiving district by the KSDE.
Receiving Building #	4	A unique four-digit number assigned to the receiving building by KSDE. The building number is only needed if the building is a private building. If the receiving district/building is public, the field can be left blank
FTE	4	The Full-time Equivalency of the individual in the format of 9.99 (Include the decimal point)
Educator ID	10	ID assigned by KSDE. Not required if SSN is known.
Shared Only	1	Staff member is only shared with other districts and does not have an assignment in hiring district (blank =No, 1=Yes)

Example of “Shared Staff” FTE.txt file (upload submitted by Hiring District):

6 999999999 D0900 0.5 1

“Shared Staff” file (upload submitted by Receiving District):

(One record for each assignment for each teacher for each USD building.)

Data Item	Maximum Size	Description
Table Code	1	The code indicating that this is assignment related data. This code must be a 5
SSN	9	The SSN of the individual in the format 999999999. Do NOT enter hyphens.
Bldg #	4	A unique four-digit integer number assigned to the building by the KSDE
Educator Type	1	Indicates the educator type of the individual. See the table below for Educator Type by number and description.
Subject #	5	The number of the subject the individual is teaching. See list of subject numbers below
Pre-Kindergarten	1	Indicates if the individual is teaching pre-k for the current subject. (0=No, 1=Yes)
Kindergarten	1	Indicates if the individual is teaching kindergarten for the current subject. (0=No, 1=Yes)
Grade 1	1	Indicates if the individual is teaching grade 1 for the current subject. (0=No, 1=Yes)
Grade 2	1	Indicates if the individual is teaching grade 2 for the current subject. (0=No, 1=Yes)
Grade 3	1	Indicates if the individual is teaching grade 3 for the current subject. (0=No, 1=Yes)
Grade 4	1	Indicates if the individual is teaching grade 4 for the current subject. (0=No, 1=Yes)
Grade 5	1	Indicates if the individual is teaching grade 5 for the current subject. (0=No, 1=Yes)
Grade 6	1	Indicates if the individual is teaching grade 6 for the current subject. (0=No, 1=Yes)
Grade 7	1	Indicates if the individual is teaching grade 7 for the current subject. (0=No, 1=Yes)
Grade 8	1	Indicates if the individual is teaching grade 8 for the current subject. (0=No, 1=Yes)
Grade 9	1	Indicates if the individual is teaching grade 9 for the current subject. (0=No, 1=Yes)
Grade 10	1	Indicates if the individual is teaching grade 10 for the current subject. (0=No, 1=Yes)
Grade 11	1	Indicates if the individual is teaching grade 11 for the current subject. (0=No, 1=Yes)
Grade 12	1	Indicates if the individual is teaching grade 12 for the current subject. (0=No, 1=Yes)
Class Count	2	The number of classes taught in the current subject.

SPED/ESOL Type	3	The special education or ESOL Type (if any) associated with this assignment. See list of special education types below. Leave blank or enter '000' for none.
Pathway	7	The CIP Code found in the Career Cluster Guidance Handbook or Licensed Personnel Guide. The CIP Code should be a numerical code in the format of XX.XXXX. Leave blank if not need.
JAG Course	1	Indicates the instruction is provided by an individual hired as part of the Jobs for American Graduates program. (blank = No, 1 = Yes)
Educator ID	10	ID assigned by KSDE. Not required if SSN is known
Co-Teacher	10	Educator ID of Co-Teacher (Not required)
Hiring District	5	A unique five-digit number assigned to the Hiring district by KSDE.
Hiring Building	4	A unique four-digit number assigned to the Hiring building by KSDE. The building number is only needed if the building is a private building. If the hiring district/building is public, the field can be left blank
Name	30	Name of the educator

Educator Type Number	Educator Type Description
1	Elementary/Pre-School (Grades EC-6)
2	Middle School (Grades 5-8)
3	Secondary (Grades 9-12)
4	Special Education/English to Speakers of Other Languages (Grades PreK-12)
5	Career and Technical Education (Grades 7-12)
6	School Specialist (Library Media Specialist, Reading Specialist, School Counselor, School Psychologist)
7	School Support (Career Exploration or Character Education, Virtual Course Monitor, Homebound, In-School Suspension, Substitute-Contracted, Staff Development, Teacher Leader, Academic Coach, Full Release Mentor Teacher)
8	Leadership/Administration
9	Migrant Educator

Example of "Shared Staff".txt file (upload submitted by Receiving District):

5 999999999 8888 3 02001 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 04 000 0 1234567890 D0999 John Smith