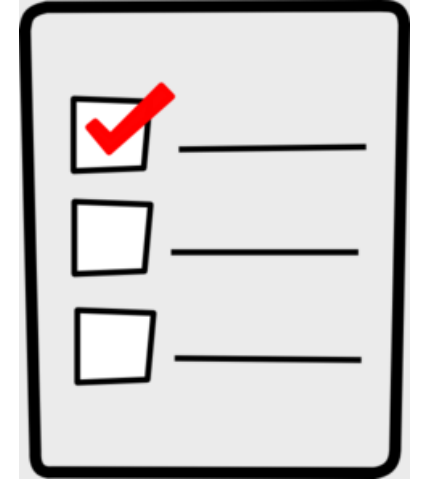




Welcome to the  
Educator Data Collection System (EDCS)  
“Submitting the Fall Vacancy Report”  
District Training!!

# Objectives of this training:



- Understand the purpose of EDCS
- Gain awareness of the EDCS timeline
- Define “Vacancy” and “No Vacancy”
- Discuss the nine different types of vacancies
- Get step-by-step directions for how to enter vacancies
- Get step-by-step directions for how to enter NO vacancies
- Demonstrate the system with live tutorials
- Share additional EDCS District Training Module topics
- Get access to online training manuals
- Get KSDE contact information for help

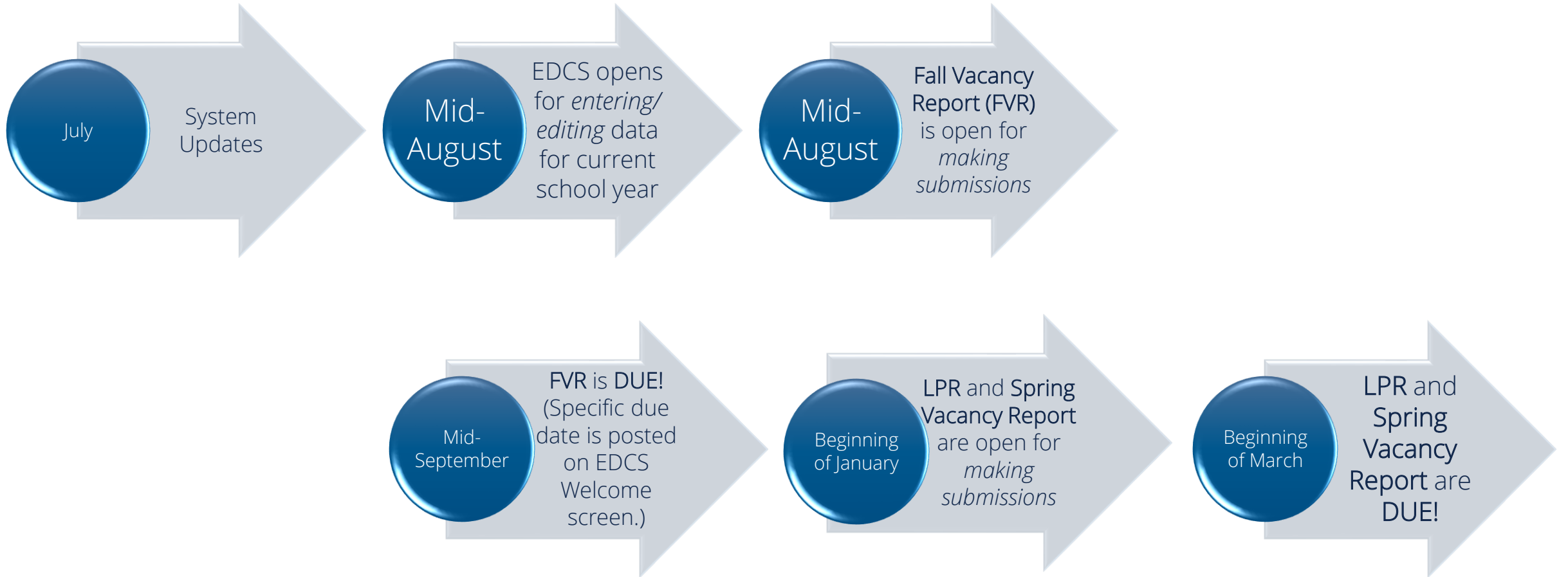


# Purpose of EDCS:

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



# EDCS Timeline:



# Fall Vacancy Report information:

- The Fall Vacancy Report (FVR) is completed in EDCS.
- All districts are required to submit the FVR by mid-September of the current school year.
- The specific submission deadline for the current school year is posted on the EDCS Welcome Screen once the submission window opens.
- During the second semester, in the Spring Vacancy Report, districts will update assignment data from the first semester to indicate if vacancies were filled or are still vacant. They will also add any new vacancies.
- There are *NO negative ramifications* for entering vacancies. Please report all vacancies.



# Different Types of Vacancies:

There are NINE categories in which to add vacancy data. The process of entering/editing vacancy data is *very similar* for all nine types of vacancies.

Elementary

Middle Level

Secondary

SPED/ESOL

School Specialist

School Support

Leadership/Administration

CTE

All Level Endorsements



# What *IS* a Vacancy?



- Any position that is not filled

OR

- Any position that is filled with an individual who does not hold an appropriate teaching license for the assignment
  - an expired license (or never licensed)
  - a substitute license
  - an emergency substitute license (including extensions on the number of days under an e-sub license)
  - licensed, but unqualified for the specific assignment (doesn't hold the correct endorsement for the assignment)



# What *IS NOT* a Vacancy?

- Any position taught by an individual who has:
  - a Waiver
  - a Provisional License
  - a Restricted License
  - a Limited Apprentice License (LAL) (the individual is currently enrolled in a High Incidence Special Education program)
  - a Limited Teacher Apprentice Program (LTAP) License (the individual is currently enrolled at WSU in an early childhood education/elementary education program to complete professional education pedagogy and become fully licensed)
  - a Limited Elementary Apprentice Program (LEAP) (the individual is currently enrolled in an elementary program to complete professional education pedagogy and become fully licensed)





# Getting Started:

First you have to get into the EDCS. Here's how!

1. Search [www.ksde.org](http://www.ksde.org).
2. Click on "Authenticated Applications" under Popular Resources.
3. Enter your Username and Password (or "Register" if you are a new user).
4. Click on "Login".
5. Read and "Accept" Privacy Legal Notices.
6. Click on "EDCS" .

What if I don't see EDCS in my KSDE Web Applications list?

1. Click on "Manage My Account".
2. Enter User Account information.
3. Scroll down to check the box beside EDCS/district.
4. Scroll down to enter In Case You Forget Your Password information.
5. Click on "Submit".
6. Your district's system administrator will then see your request for EDCS access .



# How to enter your Fall Vacancies:

Once you are in EDCS:

1. The current school year will automatically be selected. Click on “Select Year”.

**KANSAS** STATE DEPARTMENT OF EDUCATION EDCS

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

Home > Welcome >

School Year: 2021-2022 Select Year

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

Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.  
**Fall Vacancy Report is due 27 September 2021**



2. Expand "Vacancy Report" in the side bar menu.
3. Select "Fall Vacancies".

**KANSAS**  
STATE DEPARTMENT OF  
**EDUCATION** EDCS

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

School Year: 2022-2023 Select Year

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

## Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.  
**Fall Vacancy Report is due 27 September 2021**



## 4. Select the "Have Vacancies" bullet.


The screenshot displays the EDCS (Education Data Center System) interface. On the left is a navigation sidebar with the following items: Manage Applications, Logout, Welcome, Staff Data, Vacancy Report (expanded), Fall Vacancies (selected), Spring Vacancies, License Personnel Report, Reports, and User Manual. The main content area shows the user's profile: User: Leslie Bruton, District: D0259, Building: 0000, Access Level: District. Below this is a breadcrumb trail: Home > Vacancy Report > Fall Vacancies. The status of Fall Vacancies for the school year is 'IN PROGRESS'. Under the 'Fall Vacancies' heading, there are two radio button options: 'Do Not Have Vacancies' and 'Have Vacancies'. A red arrow points to the 'Have Vacancies' option, which is selected. Below this, there is a section for 'Elementary Vacancies' with an information icon and a box containing the text 'No Elementary Vacancies'. A blue button labeled 'Add Elementary Vacancy Entry' is positioned below this box. At the bottom, there is a section for 'Middle Level Vacancies' with an empty input field.

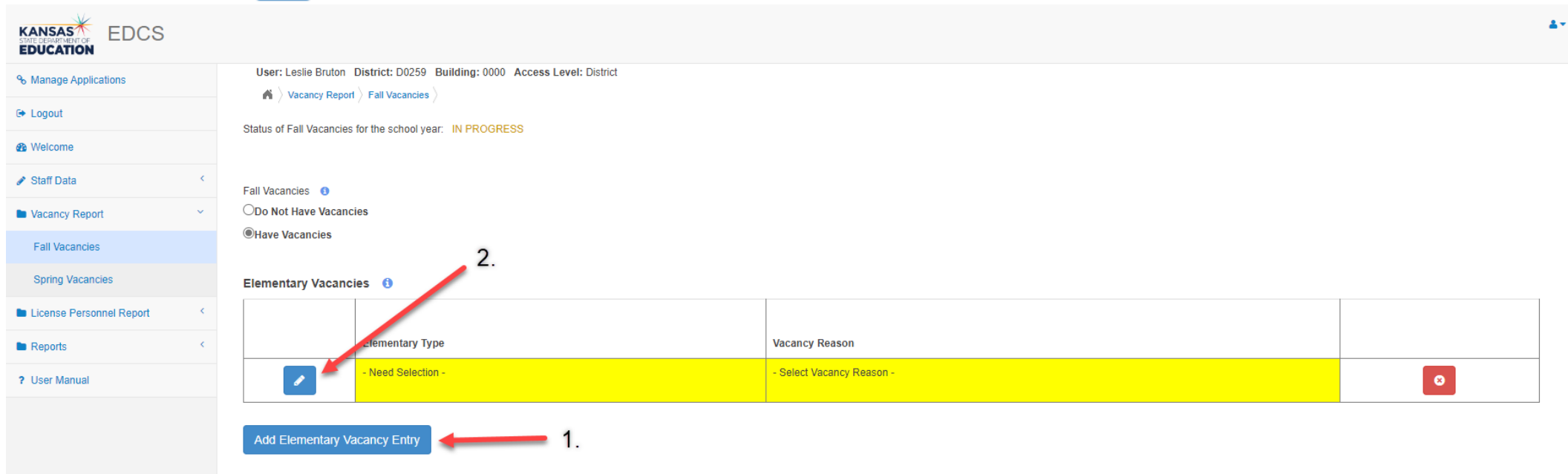


# Entering Elementary Vacancies:


1. Click on the “Add Elementary Vacancy Entry” button.

**Note:** For any vacancy type, once you click to add a vacancy entry, a highlighted row will appear. If there are already vacancies of that type, a new row will be added to the table for the new vacancy.

2. Click on the  (edit icon) to begin entering the information.



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 (selected), Fall Vacancies (selected), Spring Vacancies, License Personnel Report, Reports, and User Manual. The main content area displays the user's information and the status of Fall Vacancies for the school year: IN PROGRESS. Under the 'Fall Vacancies' section, the 'Have Vacancies' radio button is selected. Below this, the 'Elementary Vacancies' section is visible. A table with the following structure is shown:

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

Below the table, there is a blue button labeled 'Add Elementary Vacancy Entry'. A red arrow labeled '1.' points to this button. Another red arrow labeled '2.' points to the edit icon in the table row.



*Note:* You will enter Art, World Language, Health, PE, and Music vacancies in the All-Level Endorsement section. Those endorsements are for PreK-12.

*For Example:* If you need an elementary school art teacher, or a middle school vocal teacher, or a high school PE teacher . . . you will NOT be able to enter them in the specific grade level category. You MUST enter them in the All-Level Endorsement category.

*Note:* You will enter Elementary Unified (general education + SPED) vacancies in the SPED/ESOL section. You will NOT be able to enter them in the Elementary category.

*Note:* You will enter School Specialists, School Support, and Leadership vacancies in those categories rather than in the building level categories.

*For Example:* If you need an elementary librarian, or a middle school virtual course monitor, or a high school principal . . . you will NOT be able to enter them in the specific grade level category. You MUST enter them in the appropriate educator type category.



3. Select the Elementary Type from the dropdown menu.
4. Select the Vacancy Reason from the dropdown menu.

**KANSAS** STATE DEPARTMENT OF EDUCATION EDCS

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

Vacancy Report > Fall Vacancies

Status of Fall Vacancies for the school year: IN PROGRESS

Fall Vacancies ⓘ

Do Not Have Vacancies

Have Vacancies

Elementary Vacancies ⓘ


Elementary Type	Vacancy Reason
<input type="text" value="Select Educator Type"/>	<input type="text" value="- Select Vacancy Reason -"/>

Add Elementary Vacancy

Select Educator Type

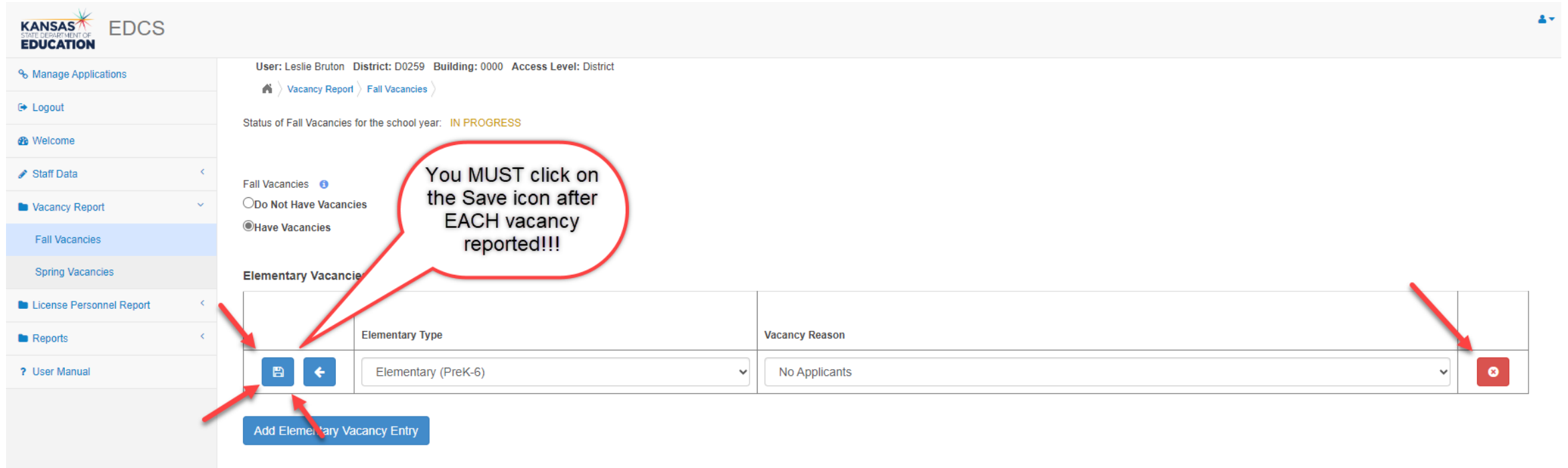
- Elementary (PreK-6)
- Early Childhood (General Education B-3)



If at any time you need to delete a vacancy you have entered, you can click on the  (delete icon) on the right side of that row. You can delete an entry before or after you have saved it.

**THIS IS VERY IMPORTANT!!!** After you have entered a vacancy, you **MUST** save it by clicking on the  (save icon).

Continue this process for each new vacancy.



The screenshot shows the EDCS interface for the Kansas State Department of Education. The user is Leslie Bruton, District D0259, Building 0000, with District-level access. The page is titled 'Vacancy Report > Fall Vacancies'. The status of fall vacancies for the school year is 'IN PROGRESS'. Under 'Fall Vacancies', the 'Have Vacancies' radio button is selected. The 'Elementary Vacancies' section contains a table with columns for 'Elementary Type' and 'Vacancy Reason'. Below the table is a form to 'Add Elementary Vacancy Entry' with a 'Save' icon and a 'Delete' icon. A red speech bubble highlights the 'Save' icon with the text: 'You MUST click on the Save icon after EACH vacancy reported!!!'. A red arrow points to the 'Delete' icon in the table row.

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







# Submitting Fall Vacancies:


Note: After entering the last vacancy, regardless of the number or type of vacancies you enter, you must scroll to the bottom of the screen and click on the "Submit Vacancy Entries" button.

## Leadership/Administrative Vacancies

	Leadership/Administration Type	Vacancy Reason
	Assistant Principal	Qualified applicant refused offer for position

Add Leadership/Administrative Vacancy Entry

## CTE Vacancies

	Pathway	Subject Area
	Construction & Design	Architecture and Construction (secondary)

Add CTE Vacancy Entries


After entering your district's last vacancy, you must click on "Submit Vacancy Entries".




Any errors that need to be resolved will be displayed at the bottom of the page when you try to submit your vacancies.

Submit Vacancy Entries    Allow ReSubmit

Missing a CTE Pathway code or Subject Area code on CTE Vacancies. 

Submit Vacancy Entries    Allow ReSubmit

Cannot Submit Vacancies. There are no vacancies but the 'Have Vacancies' flag is set. 

Your FVR has *not been submitted* until all errors have been fixed, you clicked on “Submit Vacancy Entries” again, and you see the “Submitted” confirmation at the top of the page.



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

The screenshot displays the EDCS interface for the Kansas State Department of Education. The top header includes the logo and the text 'EDCS'. Below the header, the user information is shown: 'User: Leslie Bruton District: D0259 Building: 0000 Access Level: District'. The navigation breadcrumb is 'Home > Vacancy Report > Fall Vacancies >'. The main content area shows 'Status of Fall Vacancies for the school year:' followed by a yellow box containing the word 'SUBMITTED', which is highlighted by a red arrow. Below this, there are radio buttons for 'Fall Vacancies' with options 'Do Not Have Vacancies' (selected) and 'Have Vacancies'. Underneath, there is a section for 'Elementary Vacancies' with an information icon and a box containing the text 'No Elementary Vacancies'. At the bottom of this section is a blue button labeled 'Add Elementary Vacancy Entry'. The left sidebar contains a menu with items: 'Manage Applications', 'Logout', 'Welcome', 'Staff Data', 'Vacancy Report' (expanded), 'Fall Vacancies' (selected), 'Spring Vacancies', 'License Personnel Report', 'Reports', and 'User Manual'.

The status will say “Not Yet Started” or “In Progress” until you get the confirmation, “Submitted”.





#### Leadership/Administrative Vacancies

No Vacancies

Add Leadership/Administrative Vacancy Entry

#### CTE Vacancies ?

No CTE Vacancies

Add CTE Vacancy Entries

Submit Vacancy Entries

Allow ReSubmit



Note: If you submit your vacancies and then realize you made a mistake or missed a vacancy, you can scroll to the bottom of the screen and click on "Allow ReSubmit" to go back and enter/edit information. Then you will have to "Submit Vacancy Entries" again.





The process for adding the other types of vacancies is the same!





The BETTER news is that this slide show won't cover all nine categories!





# What if I don't see the Pathway in the CTE dropdown??

- Check to see if the Pathway was approved for the current school year.
- Pathways for the *current* school year were approved during the *previous* school year in the Pathways System.
- Reference the current [Kansas Career Cluster Guidance Handbook](#) to double-check the Pathway and Course names. Some courses are offered in multiple pathways so look for it in another pathway.
- Contact the CTE/Pathways Help Desk: CTE/Pathways Help Desk  
(785) 296-4908  
[pathwayshelpdesk@ksde.org](mailto:pathwayshelpdesk@ksde.org)  
[Career Clusters / Pathways Resource](#)









# How to enter NO Fall Vacancies:

1. Select the “Do Not Have Vacancies” bullet.

The screenshot shows the EDCS (Education Data Collection System) interface. On the left is a navigation menu with items like 'Manage Applications', 'Logout', 'Welcome', 'Staff Data', 'Vacancy Report', 'Fall Vacancies', 'Spring Vacancies', 'License Personnel Report', 'Reports', and 'User Manual'. The 'Vacancy Report' section is expanded, and 'Fall Vacancies' is selected. The main content area shows user information: 'User: Leslie Bruton District: D0259 Building: 0000 Access Level: District'. Below this is a breadcrumb trail: 'Home > Vacancy Report > Fall Vacancies >'. The status is 'Status of Fall Vacancies for the school year: IN PROGRESS'. Under 'Fall Vacancies', there are two radio button options: 'Do Not Have Vacancies' (which is selected) and 'Have Vacancies'. A red arrow with the number '1.' points to the 'Do Not Have Vacancies' option. Below this, there is a section for 'Elementary Vacancies' with a text input field containing 'No Elementary Vacancies'.



# Submitting NO Fall Vacancies:

2. Scroll to the bottom of the screen and click on “Submit Vacancy Entries”.

## Leadership/Administrative Vacancies

No Vacancies

Add Leadership/Administrative Vacancy Entry

## CTE Vacancies

No CTE Vacancies

Add CTE Vacancy Entries

Submit Vacancy Entries

Allow ReSubmit

2.



Any errors that need to be resolved will be displayed at the bottom of the page when you try to submit your vacancies.

Submit Vacancy Entries

Allow ReSubmit

Cannot Submit Vacancies. There are vacancies but the 'Have No Vacancies' flag is set.



Your FVR has not been submitted until the errors have been fixed and you clicked on "Submit Vacancy Entries" again.



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

The screenshot displays the EDCS (Education Data Collection System) interface. At the top left is the Kansas State Department of Education logo and the text 'EDCS'. Below this is a navigation sidebar with items: Manage Applications, Logout, Welcome, Staff Data, Vacancy Report (expanded to show 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. A breadcrumb trail indicates the path: Home > Vacancy Report > Fall Vacancies. The primary status message is 'Status of Fall Vacancies for the school year: SUBMITTED', where 'SUBMITTED' is highlighted in a red box with a red arrow pointing to it. Below this are radio button options for 'Fall Vacancies': 'Do Not Have Vacancies' (selected) and 'Have Vacancies'. There is also an 'Elementary Vacancies' section with an information icon and a message box containing 'No Elementary Vacancies'. At the bottom of this section is a blue button labeled 'Add Elementary Vacancy Entry'.

The status will say “Not Yet Started” or “In Progress” until you get the confirmation, “Submitted”.





#### Leadership/Administrative Vacancies

No Vacancies

Add Leadership/Administrative Vacancy Entry

#### CTE Vacancies ?

No CTE Vacancies

Add CTE Vacancy Entries

Submit Vacancy Entries    Allow ReSubmit 

Note: If you submit your vacancies and then realize you made a mistake or missed a vacancy, you can scroll to the bottom of the screen and click on "Allow ReSubmit" to go back and enter/edit information. Then you will have to "Submit Vacancy Entries" again.





# Next “Training Modules” in the EDCS District Training series:



- 1. KSDE.org and EDCS Basics
- 2. Entering Staff Data (Parts A,B,C)
- 3. Submitting the Fall Vacancy Report (FVR)
- 4. Entering Career & Technical Ed (CTE) assignments
- 5. Entering SPED/ESOL assignments
- 6. Entering Shared Staff data
- 7. Submitting the Spring Vacancy Report and Licensed Personnel Report (LPR)
- 8. Wrap-Up, Troubleshooting, Questions



# Where can I find this and additional EDCS District Training modules/videos?

1. Go to [www.ksde.org](http://www.ksde.org).
2. Click on “Licensure” under Popular Resources.
3. Click on “Licensed Personnel Report” under Licensure.
4. Click on “EDCS District Training”.
5. Select the topic/video you want.
6. Or . . . click on the “HELP” link here!





# EDCS and LPR User Manual:

- The EDCS/LPR User Manual was developed to guide school districts through using the online application system and report.
- Access the current EDCS/LPR User Manual by clicking on the “USER GUIDE” clipboard below:



# Contact information:

If you have any questions, please contact:



Leslie Bruton

Systems Coordinator Teacher Licensure

[lbruton@ksde.org](mailto:lbruton@ksde.org)

(785) 296-8011

