2022-2023 EDCS/LPR File Specs

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	Moved to Out-of-State Public or Private School
3	Retirement – Will receive KPERS
4	Termination
5	Moved to In-State Private School
6	Left Profession - Didn't Retire
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	Moved to In-State USD School (Teaching)
18	Moved to In-State USD School (Leadership)
19	COVID
98	2016-2017 Reporting Re-Design

Example of "Exited Staff".txt File (Tabs between entries, carriage return at end of line):
4 777777777 6 01/02/2001

"Export Staff" data:

(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	From an in-state Public School
2	From an out-of-state Public School
3	Returning Staff
4	New Teacher from In-State College
5	From a Private School
6	New Teacher from Out-of-State College
7	From Business and Industry
8	From Retirement – Currently Receiving KPERS
9	First Year Transitioning to Teaching
10	Substitute

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) data:

(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" data:

(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 3**
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.

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 needed
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)

NOTE: Special education subjects go in the "Subject #" column of your import file. They require a type in the "SPED/ESOL Type" column of your import file.

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

Special Education Type Number	Special Education Type Description
001	High Incidence (Adaptive) Special Education
002	Deaf or Hard-of-Hearing
003	Visually Impaired
004	English to Speakers of Other Languages
005	Low Incidence (Functional) Special Education
006	Gifted
007	Adaptive PE

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

3 999999999 9999 1 80001 0 0 0 1 0 0 0 0 0 0 0 0 0 08 000
3 999999999 8888 2 02001 0 0 0 0 0 0 0 0 0 0 0 0 0 1 04 000   0   123456789
3 888888888 9999 5 01002 0 0 1 1 0 0 0 0 0 0 0 0 0 0 05 000   11.0901

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 1 04 000 0 1234567890 D0999 John Smith