

2023-2024 Fall Vacancy Report Directions

All districts are required to submit a Fall Vacancy report 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 assignment data:

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

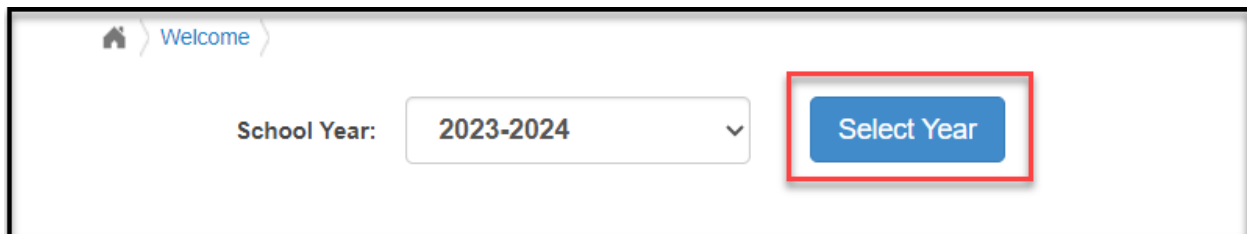
Definition of VACANCY for this report:

- 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 drop-down 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". The button is highlighted with a red rectangular border.

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

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

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

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

Welcome

School Year: 2023-2024 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)
for the 2022 – 2023 school year!

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.

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 ⓘ

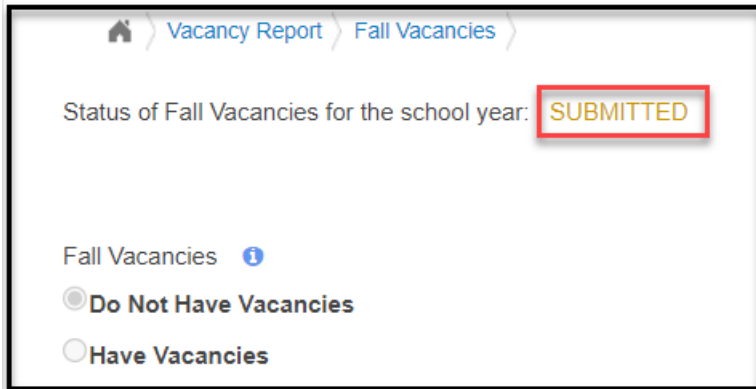
No Elementary Vacancies

Add Elementary Vacancy Entry

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

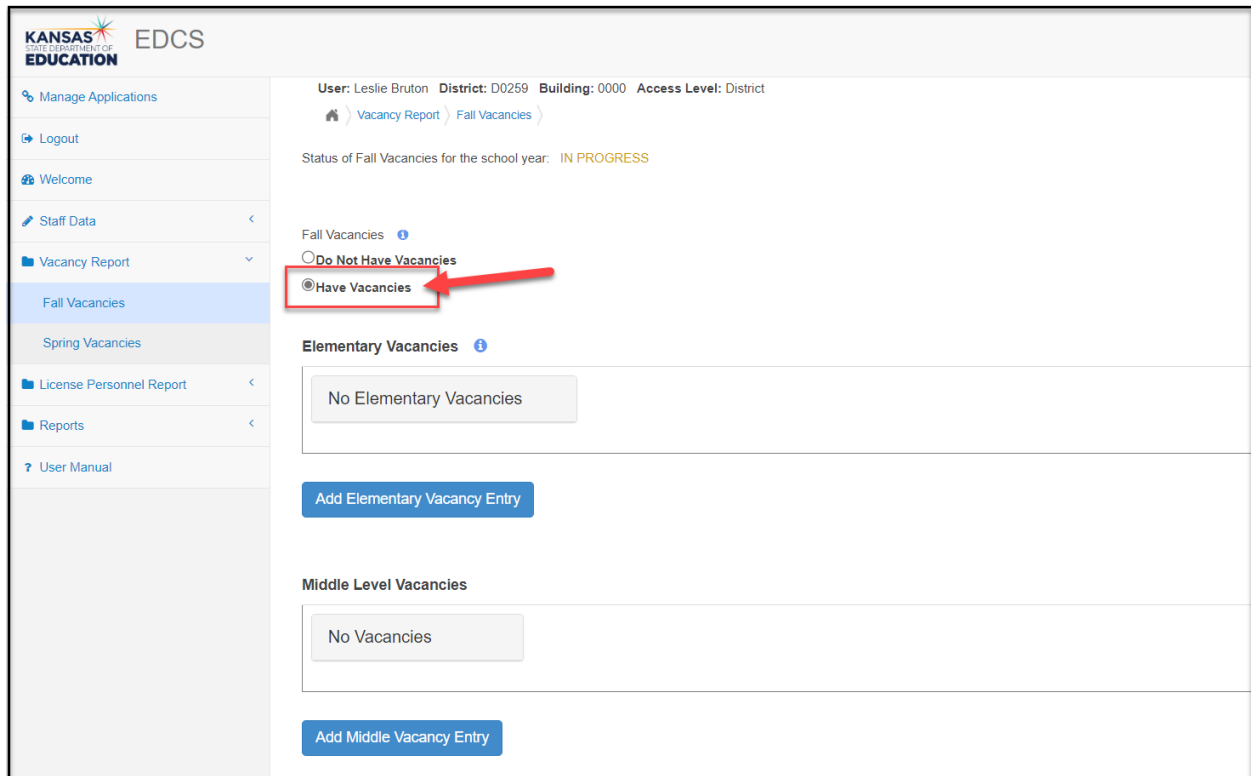


Your report is complete and has been submitted. You will get a confirmation of submission at the top of the page next to Status of Fall Vacancies for the school year.



Have Vacancies



Select the “Have Vacancies” bullet. The Add Vacancy Entry buttons 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

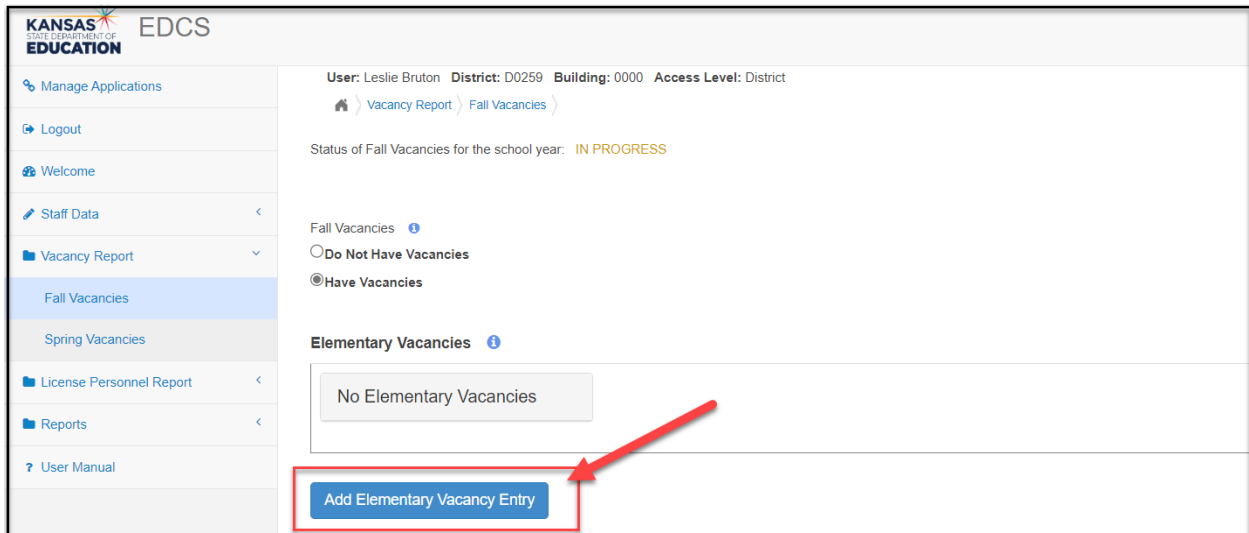
In each of the categories, click the Add Vacancy Entry button to begin adding vacancies. There will be four steps required to complete the entry of each vacancy:


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

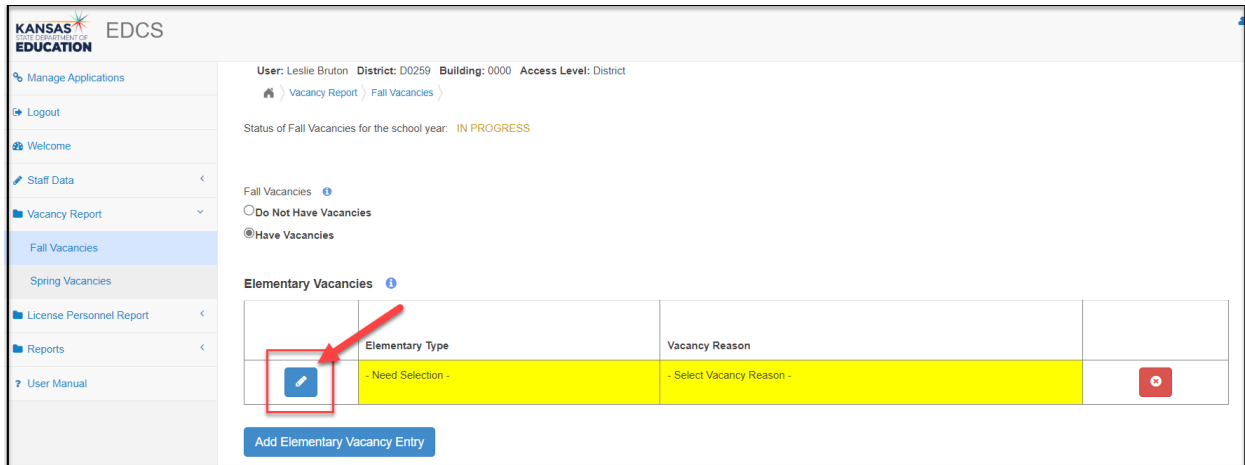
If you have vacancies in some, but not all categories, simply do nothing in the sections in which there are no vacancies to report.

Elementary Vacancies

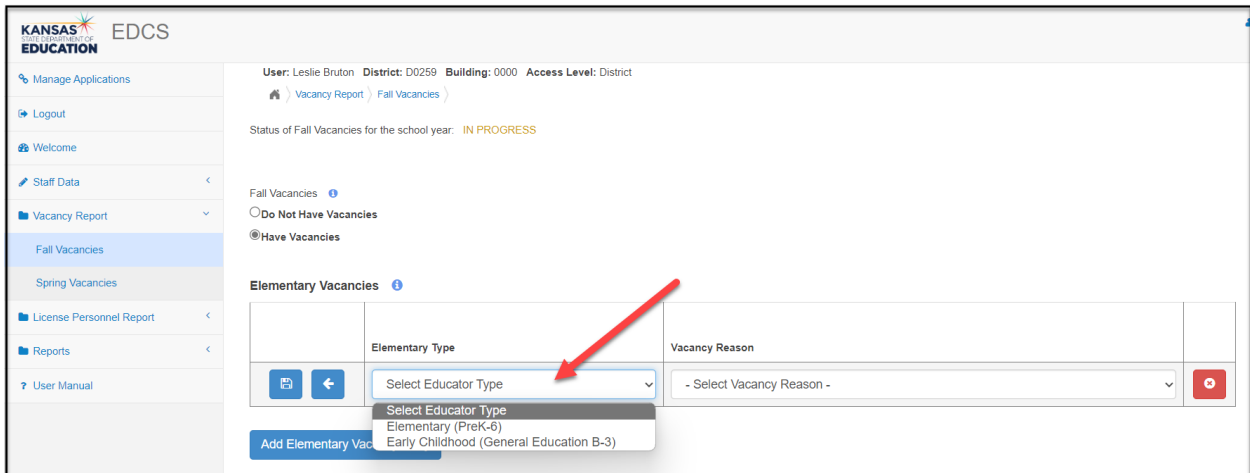
In the Elementary Vacancies section, report vacant positions for Elementary (PreK – 6) and Early Childhood (General Education B – 3). Select the “Add Elementary Vacancy Entry” button to add a vacancy.



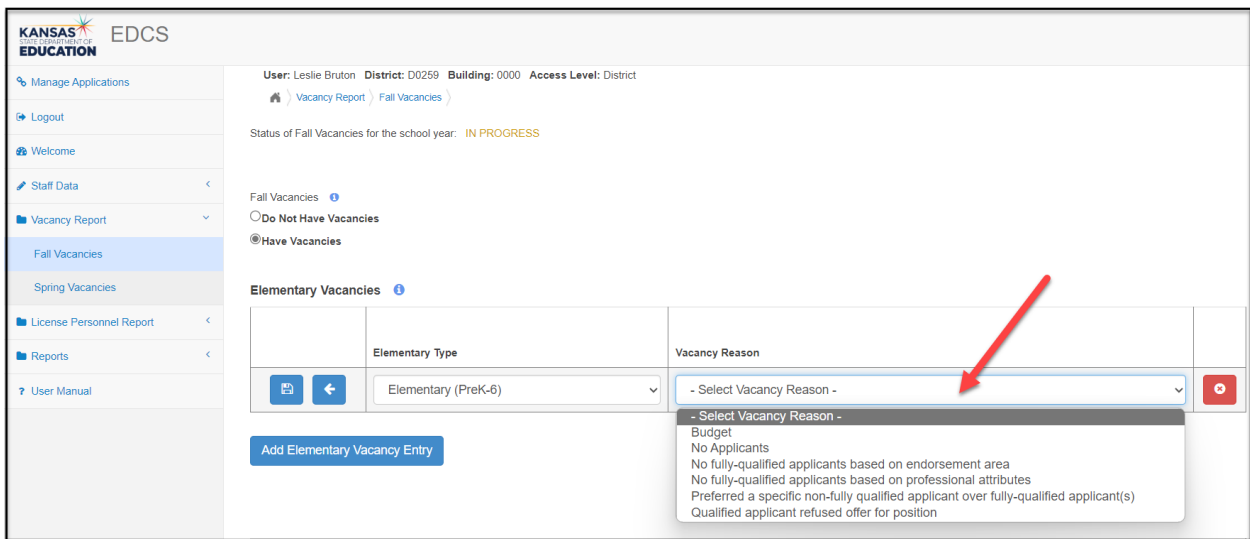
The new vacancy just created will be highlighted yellow until you complete the four steps. Select  to edit the vacancy.




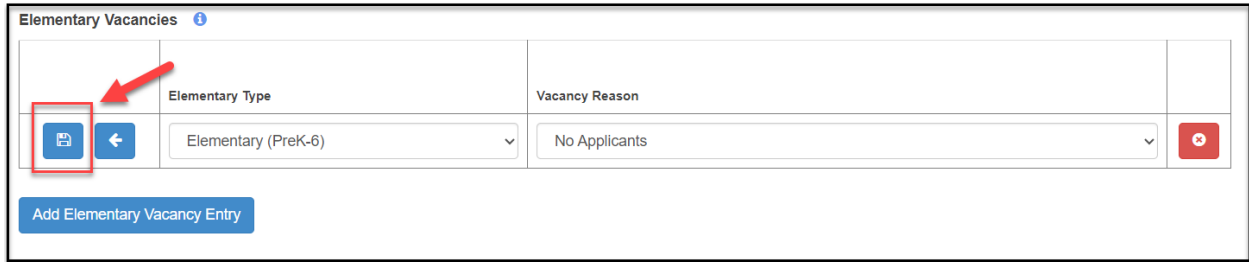
Select Elementary or Early Childhood from the Educator Type drop-down options.






Select the Vacancy Reason from the drop-down options.



Select  to save the vacancy. The vacancy will move from the drop-down row to a fixed row in the table.

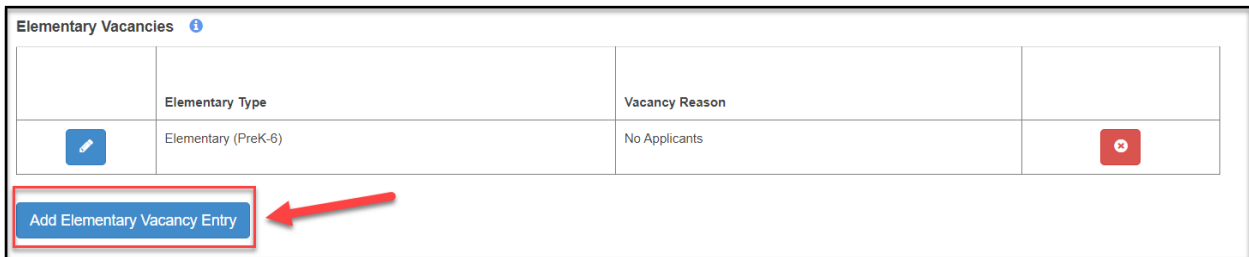


Elementary Vacancies ⓘ



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

[Add Elementary Vacancy Entry](#)



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

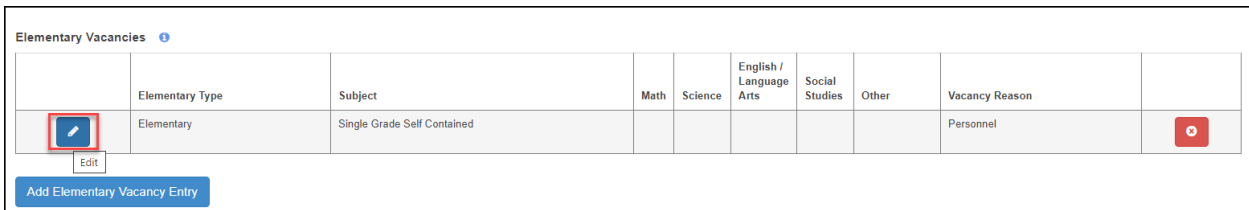


Elementary Vacancies ⓘ



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

[Add Elementary Vacancy Entry](#)


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

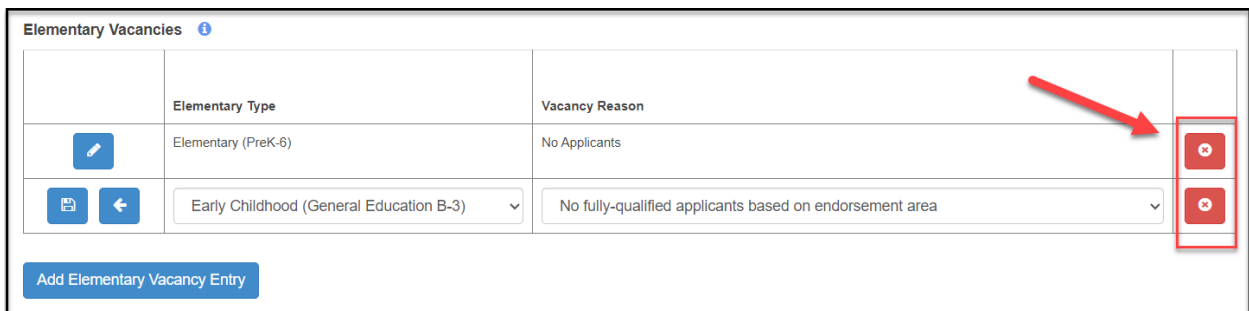


Elementary Vacancies ⓘ






	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason	
	Elementary	Single Grade Self Contained						Personnel	

[Add Elementary Vacancy Entry](#)

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

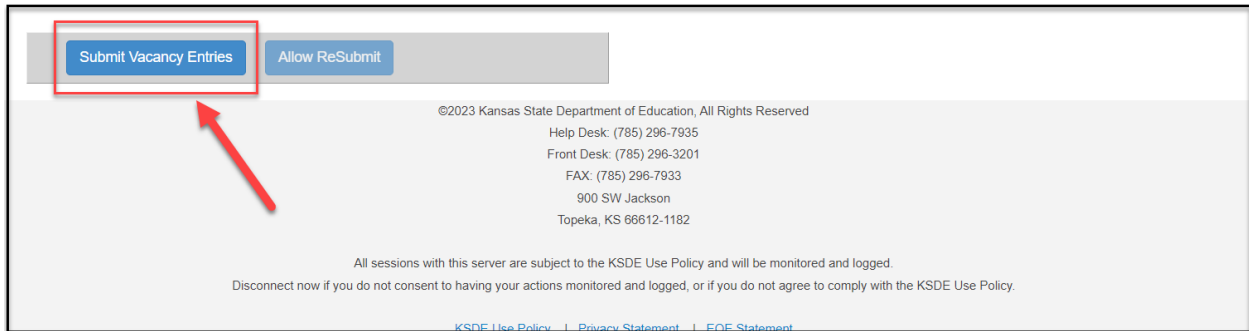


Elementary Vacancies ⓘ

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

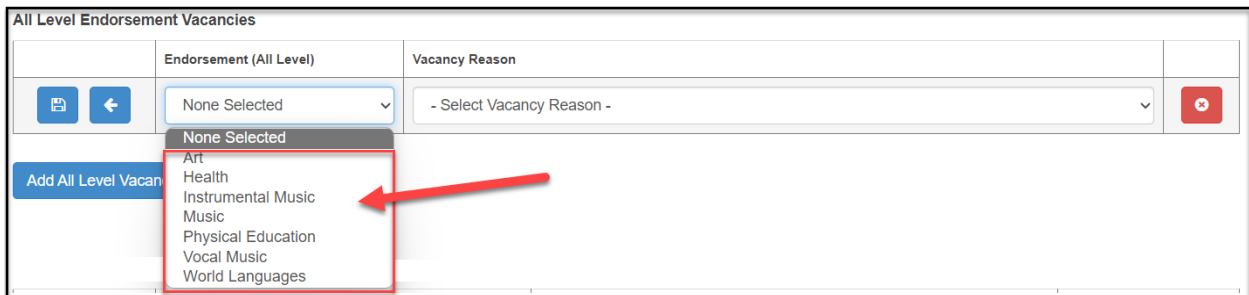
[Add Elementary Vacancy Entry](#)

After entering the last vacancy, you must scroll to the bottom of the screen and click on the “Submit Vacancy Entries” button.



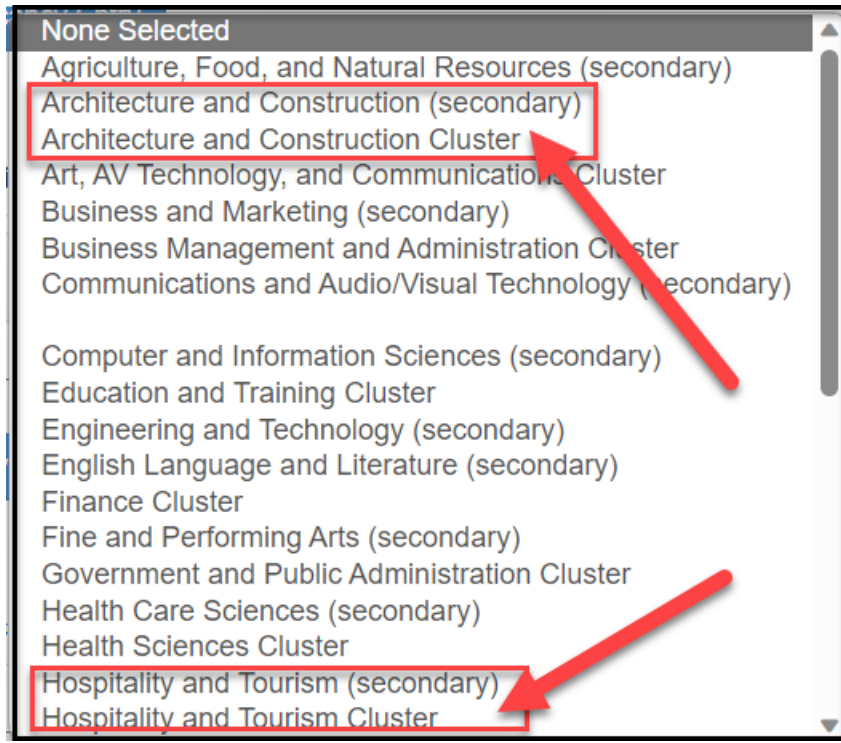
Follow the same directions as outlined above for each of the different types of vacancies.

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.



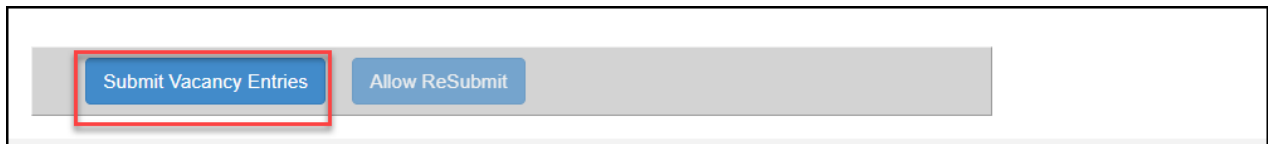
Note: You can enter your CTE courses in either the “Secondary” section or the “CTE” section, but not both. If you see your approved Clusters/Pathways entered in both sections, it doesn’t matter *where* you enter the vacancies. Just **DO NOT ENTER** any vacancy more than once. If you see your vacant position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

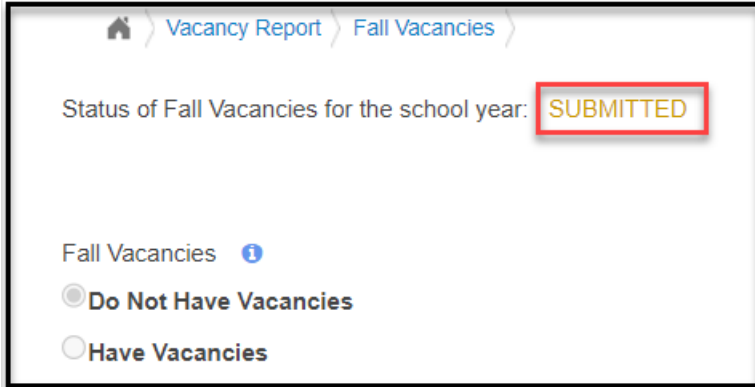


Submitting the Report

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.

