



Welcome to the
Educator Data Collection System (EDCS)
“Shared Staff Data Entry; Part A” (Educators
RECEIVED FROM other districts)
District Training!

Objectives of this training:



- Revisit the purpose of EDCS
- Revisit the EDCS timeline
- Discuss the relationships between all the systems
- Discuss what information is available on the “Shared Staff” screen
- Define “Received” and “Shared” Educators
- Learn what are the Hiring District’s and Receiving District’s responsibilities
- Look at some examples through Shared Staff Scenarios
- Get step-by-step instructions for adding or updating Shared Staff (RECEIVED FROM other districts)
- See real-time tutorials of all processes
- Share additional EDCS District Training Module topics
- Make sure you know where to find online training materials
- Share KSDE contact information for additional questions



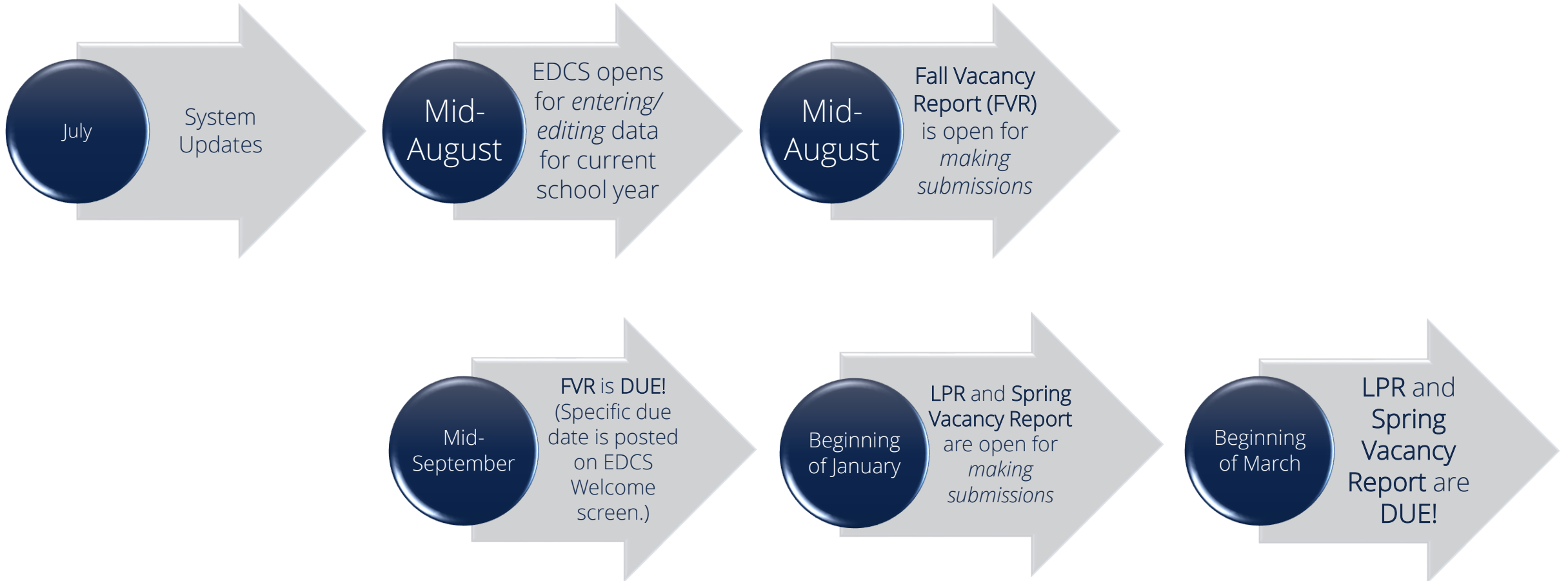


Purpose of EDCS:

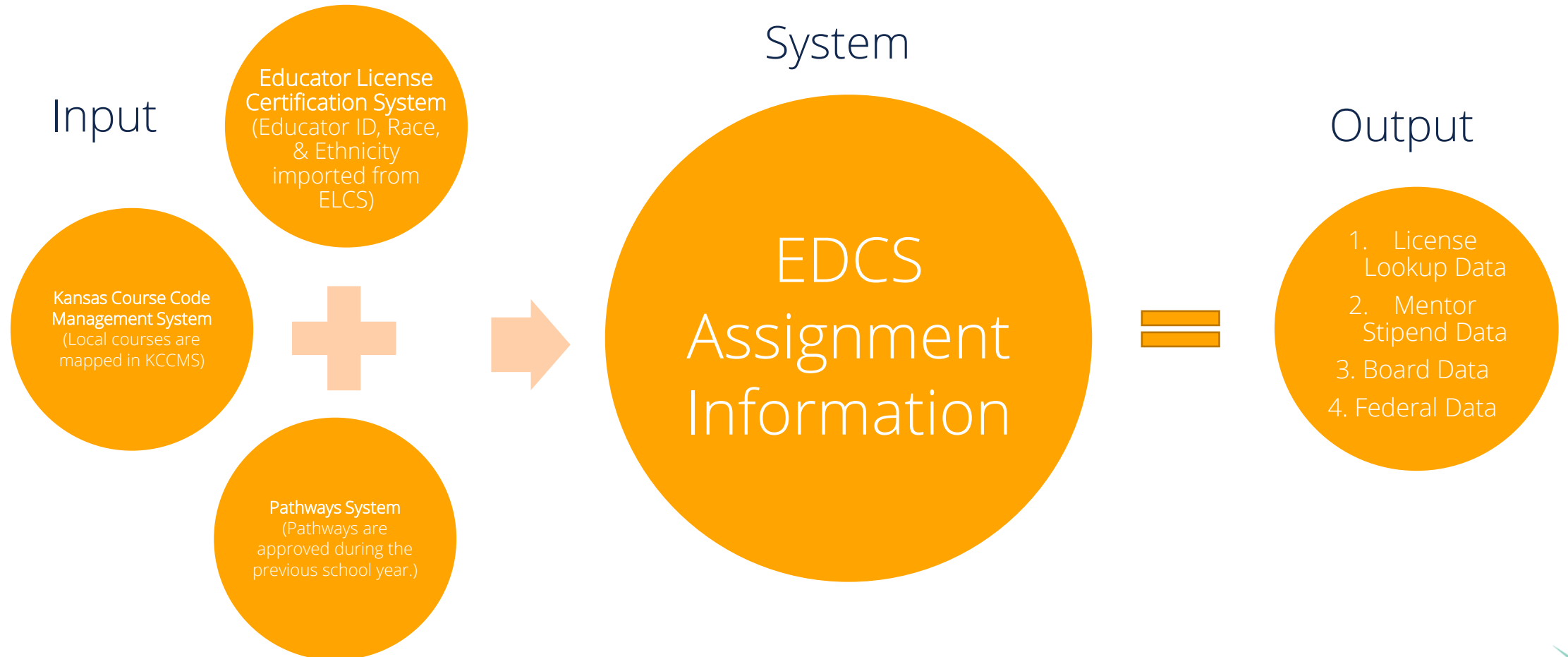
- To collect professional and demographic information about all district staff across the state of Kansas
- This data is used by: The Kansas State Board of Education
The US Department of Education
School Districts
Educational Researchers



EDCS Timeline:



System Relationship:



Helpful Hint!!

Some Cooperatives have created their own “district” and have been assigned a district number D07##.

AVOID USING THE D07##s!!

Life will be easier if you avoid using the Cooperative’s district number (the D07##s) and instead use the Sponsoring District’s number where you can then select the co-op as a building.

Let’s look at some examples on the next few slides, and then talk about *WHY* you should **AVOID USING THE D07##s!!**



District vs. Co-op

Staff Data > Find/Update Staff >

Sponsoring District

District:

Building: Type to Search

None Selected
2033 - Amelia Earhart Elementary School
2069 - Apollo Elementary School
2028 - Challenger Intermediate School
2025 - Clark Davidson Elem
2034 - Discovery Intermediate School
2029 - Dwight D. Eisenhower Middle School
2073 - Eisenhower High School
2035 - Explorer Elementary School
2031 - Goddard Academy
2024 - Goddard Dist Sedgwick Co
2030 - Goddard High
2027 - Goddard Middle School
0562 - Goddard Special Education Cooperative
2026 - Oak Street Elementary School K-4
1281 - Public Off Campus Location
9077 - South Central KS Education Serv Cnt
2077 - Successful Dreams-Goddard
0973 - TIES 18-21
2056 - USD 265 - Community-Based Preschool

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Staff Data > Find/Update Staff >

Cooperative "District"

District:

Building: Type to Search

None Selected
0562 - Goddard Special Education Cooperative
1281 - Public Off Campus Location
0973 - TIES 18-21

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Last Name:



District vs. Co-op

Staff Data > Find/Update Staff

Sponsoring District

District:

Building: Type to Search

None Selected
9813 - Community Alternative Program for Success
3889 - Fresh Start (Virtual)
3885 - Head Start--Jackson County
3880 - Holton Dist Jackson Co
3887 - Holton Elementary School
3892 - Holton High
9780 - Holton Special Education Coop.
0567 - HSEC Correctional Placement
3883 - USD 336 - Community-Based Preschool
3884 - USD 336 - K Time Program W/O SPED
3881 - USD 336 - Off Site Non Public Buildings

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Cooperative "District"

District:

Building: Type to Search

None Selected
~~9813 - Community Alternative Program for Success~~
9780 - Holton Special Education Coop.
~~0567 - HSEC Correctional Placement~~

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Last Name:



District vs. Co-op

Staff Data > Find/Update Staff >

Sponsoring District

District:

Building: Type to Search

None Selected

- None Selected
- 0352 - Educational Resource Center
- 9787 - Marshall County Sp. Ed. Coop.**
- 8241 - USD 498 - Community-Based Preschool
- 8242 - USD 498 - K Time Program W/O SPED
- 8237 - USD 498 - Off Site Non Public Buildings
- 8239 - USD 498 - Public Off-Site Preschools
- 8238 - Valley Heights Elem
- 8246 - Valley Heights Elementary - Waterville
- 8252 - Valley Heights Jr/Sr High
- 8236 - Waterville Dist Marshall Co

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Staff Data > Find/Update Staff >

Cooperative "District"

District:

Building: Type to Search

9787 - Marshall County Sp. Ed. Coop.

- None Selected
- 0352 - Educational Resource Center
- 9787 - Marshall County Sp. Ed. Coop.**

Educator ID:

DOB (MM/DD/YYYY):

First Name:

Middle Name:

Last Name:



Helpful Hint!!

WHY should Cooperatives that have their own “district” number
AVOID USING THE D07##s?

1. The D07##s were created for special education fiscal reporting purposes *only*.
2. Using the sponsoring district number reduces the burden on administrative staff (LPRC) within the Educator Data Collection System (EDCS). The co-ops often don't have the personnel to take care of those responsibilities.
3. Using the sponsoring district number reduces the burden on administrative staff (ELC) within the Kansas Licensure Application System (KLAS) and License Applications. It helps reduce educator licensure application confusion and delays. Applications sit in “no-man's-land” when applicants select the cooperative (D07##) rather than the sponsoring district number. The co-ops often don't have the personnel to take care of those responsibilities.





Hiring District is the SharER

Receiving District is the SharEE

Find/Update Staff Screen	Shared Staff Screen
You report educators your district SHARED WITH other districts.	You accept, assign to a building, and give assignments to any educators you have RECEIVED FROM other districts.
Delete any educators you have received from other districts if you see them here. Use the exit reason "2016-2017 Reporting Redesign".	You can view educators your district has shared with other districts, as well as educators you have RECEIVED FROM other districts.
If you are entering educators your district SHARED WITH other districts, you will do your work in the FIND/UPDATE STAFF screen!	If you are entering educators your district RECEIVED FROM other districts, you will do your work in the SHARED STAFF screen!



Helpful Hint!!



Geography doesn't matter . . . where the *students* are *located* makes
NO DIFFERENCE!

We are interested in the educators' assignments
rather than the students' locations.



Received Educator:

Who is considered a “Received Educator”?

- An educator from another district who comes to your district to teach at least one class or provide support services to your students
- An educator from another district who stays in his/her own district, and your students go to the educator for instruction or services
- An educator from another district who stays in his/her own district, while your students stay in your district and receive instruction or support services via distance learning (Zoom, IDL, or other online service).



Shared Educator:

Who is considered a “Shared Educator”?

- An educator that is employed by your district that teaches at least one class or provides support services to students in another district
 - The educator might stay in your district while students from another district come to him/her for instruction or services
 - The educator might go to another district to provide instruction or services to students in that district
 - The educator might stay in your district while teaching students from another district via distance learning
- The educator might *also* teach or provide services to students from your district.
- The educator might be employed by your district and teach or provide services *only* to students from another district.



Shared Staff *Districts'* Responsibilities:

1. Hiring District responsibilities:

- a) Enters demographic information such as years of experience and salary
- b) Splits FTE amongst all receiving districts
- c) Will report the educator at the district building if the educator does not teach in the district and will select the "Shared Staff only" button

2. Receiving District responsibilities:

- a) Will accept the educator
- b) Will add educator to appropriate building
- c) Will add assignments as appropriate.
- d) May have to add the educator through the "New Shared Staff Entry" selection IF the educator was not shared by the hiring district, to allow for submission of the Licensed Personnel Report.





Because there is so much information to cover on this topic, we broke this training into two presentations. In Part A we will start with: **Educators RECEIVED FROM Other Districts.** Then in Part B we will finish up with : **Educators SHARED WITH Other Districts.**

We will discuss *three different situations* of RECEIVING educators FROM other districts, with step-by-step instructions, and then with a real-time tutorial!

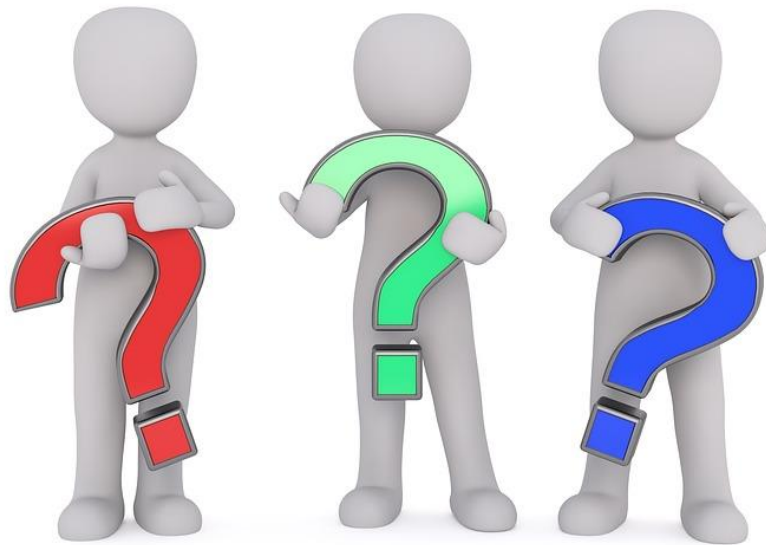
Note: If you are entering educators your district RECEIVED FROM other districts (this video – 6A), you will do your work in the SHARED STAFF screen!

Note: If you are entering educators your district SHARED WITH other districts (next video – 6B), you will do your work in the FIND/UPDATE STAFF screen!



Shared Staff

How do you enter educators your district **RECEIVED FROM** other districts?



Entering Shared Staff Assignments (RECEIVED FROM Other Districts):

After getting into EDCS,

1. Expand Staff Data
2. Select "Shared Staff"
3. You should see two sections:
 - Hiring District
(The Hiring District is the district in which the educator is employed.)
 - Receiving District
(The Receiving District is the district in which the students are receiving the services of that educator.)

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

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

Staff Data Shared Staff

D0259 Hiring District

Hide Receiving District(s)

No Shared Educators

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.

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

No Shared Educators

1. "Hiring District" hasn't entered the educator yet into their district OR
2. "Receiving District" has entered wrong Educator ID or SSN OR
3. "Receiving District" has selected the wrong "Hiring District"

D0259 Receiving District

Hide Shared from "Hiring Districts"

No Shared Educators

Show New Shared Staff Entry

Export to Excel



Entering Shared Staff
Assignments (Educators
RECEIVED FROM
Other Districts)

... if the educator
IS
listed in the
Receiving District chart.

... if the educator
IS NOT
listed in the
Receiving District chart.

... if you need to
update an already
existing Shared Staff
Assignment.






Entering Shared Staff Assignments (RECEIVED FROM Other Districts):



If the educator **IS** listed in the Receiving District chart:

1. Select the  view icon beside the educator's assignment.

D0259 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	1546369139	BRUCE E ADAMS	D0305 - Salina		Yes	
		0		Shane Carter	D0305 - Salina		Yes	

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2. Select "Yes – Educator is accepted" if the educator is teaching or providing services to at least one of your district's students OR
Select "No – Educator is declined" if the educator is not associated with your district.
3. Click the "Save" button

D0259 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	1546369139	BRUCE E ADAMS	D0305 - Salina		Yes	
		0		Shane Carter	D0305 - Salina		Yes	

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Yes - Educator is accepted  2.

No - Educator is declined

 3.



- From the Assignments section, select "New Assignment" if the educator was accepted.
- Select the building in which the students are receiving the instruction or services.

D0259 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	4374584234	Barney Fife	C0001 - Arrowhead West, Inc.		No	

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Yes - Educator is accepted
 No - Educator is declined

Save

Assignments

No Assignments

4.

New Assignment

Show New Shared Staff Entry

D0259 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	4374584234	Barney Fife	C0001 - Arrowhead West, Inc.		No	

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Yes - Educator is accepted
 No - Educator is declined

Save

Assignments

No Assignments

5.

New Assignment Entry

Building:

Show New Shared Staff Entry



6. Enter the New Assignment Entry fields for the educator that is teaching or providing services to at least one of your district's students.
7. Click on the "Save Assignment" button.

Assignments

No Assignments

New Assignment Entry

Building: 1614 - Adams Elem

Educator Type: Secondary Teacher

Subject Area: 15: Public, Protective, and Government Service (secondary)

Course: 053: Particular Topics in Law Enforcement

JAG Course

Number of Classes: 8

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

CoTeacher CoTeacher with: 1111111111

6.

7.

Save Assignment Clear Assignment Data



Entering Shared Staff Assignments (RECEIVED FROM Other Districts):

If the educator **IS NOT** listed in the Receiving District chart:

1. Expand the “New Shared Staff Entry” section.
2. Enter the Educator ID or SSN, select the “Hiring District coming from” from the drop-down options, and enter the educator’s Name.
3. Click on the “Save Entry” button.

D0259 Receiving District 

Hide Shared from "Hiring Districts" **1.**

No Shared Educators

Show New Shared Staff Entry 

Hide New Shared Staff Entry

Educator ID SSN

000-00-0000

Hiring District coming from: D0305 - Salina  **2.**

Name: Barney Fife

 **3.**



Now that educator will be listed in the Assignments table.

D0259 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	4374584234	Barney Fife	D0305 - Salina		No	

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Yes - Educator is accepted
 No - Educator is declined



Assignments





You can now follow the previous steps for adding a New Assignment to that educator.





Updating an existing Shared Staff assignment (RECEIVED FROM Other Districts):

1. Look in the Receiving District(s) section to find the educator you need to edit.
2. Select the  view icon to the right of the educator's information.

D0259 Receiving District  1.


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	1	1546369139	BRUCE E ADAMS	D0305 - Salina		Yes	
		0		Shane Carter	D0305 - Salina		Yes	


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When Assignments appear in a table below, you can either:



3. Select the  delete icon to delete the entire assignment. (This is the only option for editing the building and/or assignment . . . you must delete and start over.)

OR

4. Select the  view icon to make edits to the number of classes, grade level(s), and/or Co-Teacher information.

D0259 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	1	1546369139	BRUCE E ADAMS	D0305 - Salina		Yes
		0		Shane Carter	D0305 - Salina		Yes

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Yes - Educator is accepted
 No - Educator is declined

Assignments

	Educator Type	Subject Area	State Course	Building
	Secondary Teacher	02: Mathematics (secondary)	125: AP Calculus BC	Adams Elem

4. 3. 



Assignment Details will expand.

In this section, you are NOT able to edit Building and Assignments.

You CAN edit JAG Course, Number of Classes, Grade Level(s), and CoTeacher information.

5. Don't forget to Save Assignment after you have made your edits.

Assignments

	Educator Type	Subject Area	State Course	Building	
	Secondary Teacher	02: Mathematics (secondary)	125: AP Calculus BC	Adams Elem	

[New Assignment](#)

Assignment Details

Building: 1614
Educator Type: Secondary Teacher
Subject Area: 02: Mathematics (secondary)
Course: 125: AP Calculus BC

To make changes to the Building and/or Assignment, you will have to delete the assignment and start over. These fields are not "editable" in Assignment Details.

You can make changes to the JAG Course, Number of Classes, Grade Level(s), and CoTeacher information in Assignment Details.

JAG Course

Number of Classes:

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

CoTeacher

CoTeacher with:

5. [Save Assignment](#) [Clear Assignment Data](#)





EXAMPLES

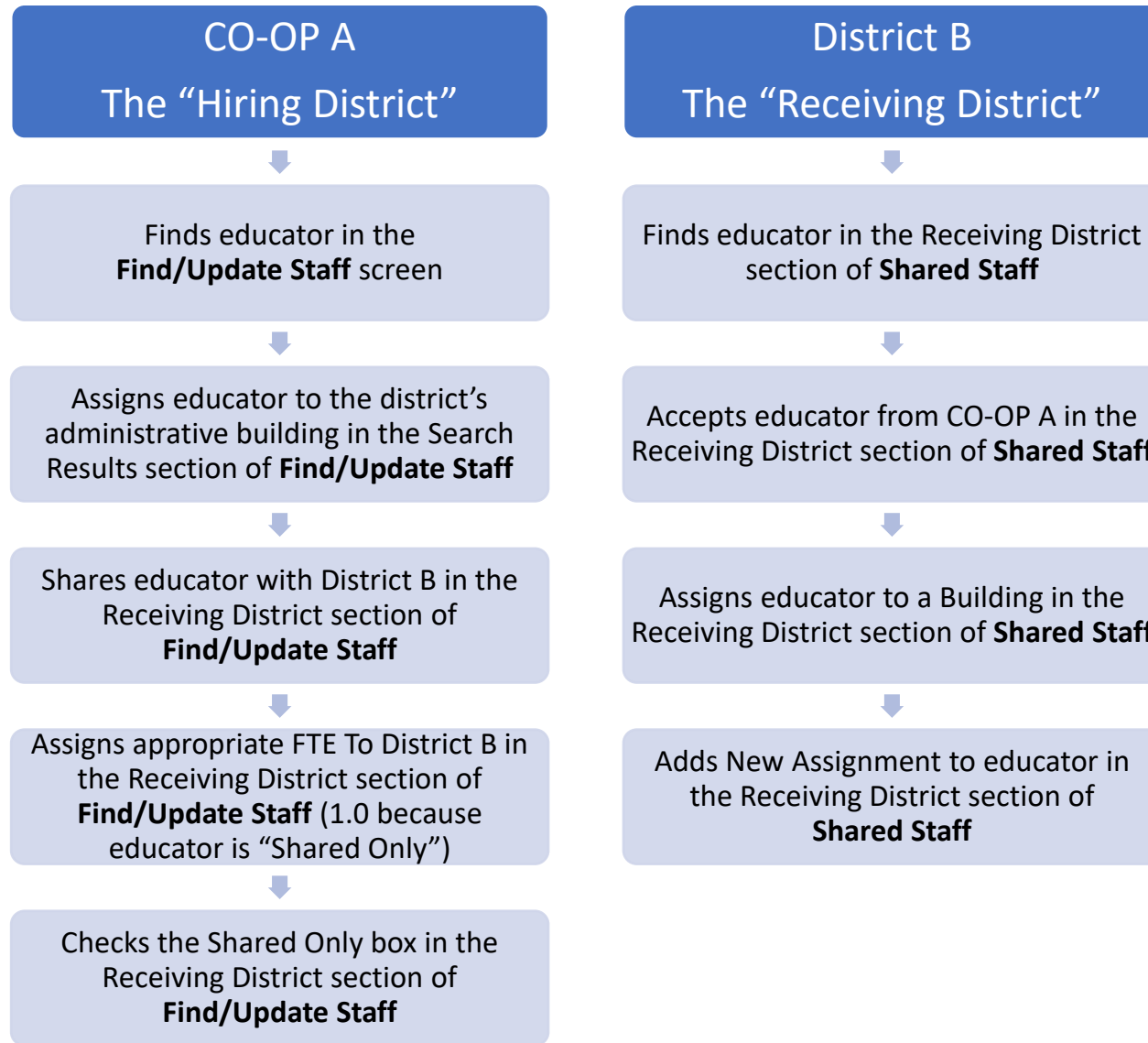
Let's look at four examples/scenarios of sharing staff!
Remember that in this video, we are focusing on reporting educators that you RECEIVED FROM other districts.



Shared Staff Scenario #1:

CO-OP A provides an educator to District B to provide special education support services to District B students. The educator works full-time in District B. How should the educator be reported?





Shared Staff Scenario #2:

District A has an English teacher that teaches a dual credit public speaking class in District A. District B students come to the District A high school to sit in on the class. How should the educator be reported?



District A
The “Hiring District”

Finds educator in the **Find/Update Staff** screen

Assigns educator to the appropriate District A building in the Search Results section of **Find/Update Staff**

Shares educator with District B in the Receiving District section of **Find/Update Staff**

Assigns appropriate FTE to District B in the Receiving District section (and District A in the FTE-Assignments section) of **Find/Update Staff**

District B
The “Receiving District”

Finds educator in the **Shared Staff** screen

Accepts educator from District A in the Receiving District section of **Shared Staff**

Assigns educator, in **Shared Staff**, to the District B building in which students *would* receive instruction if in their home district

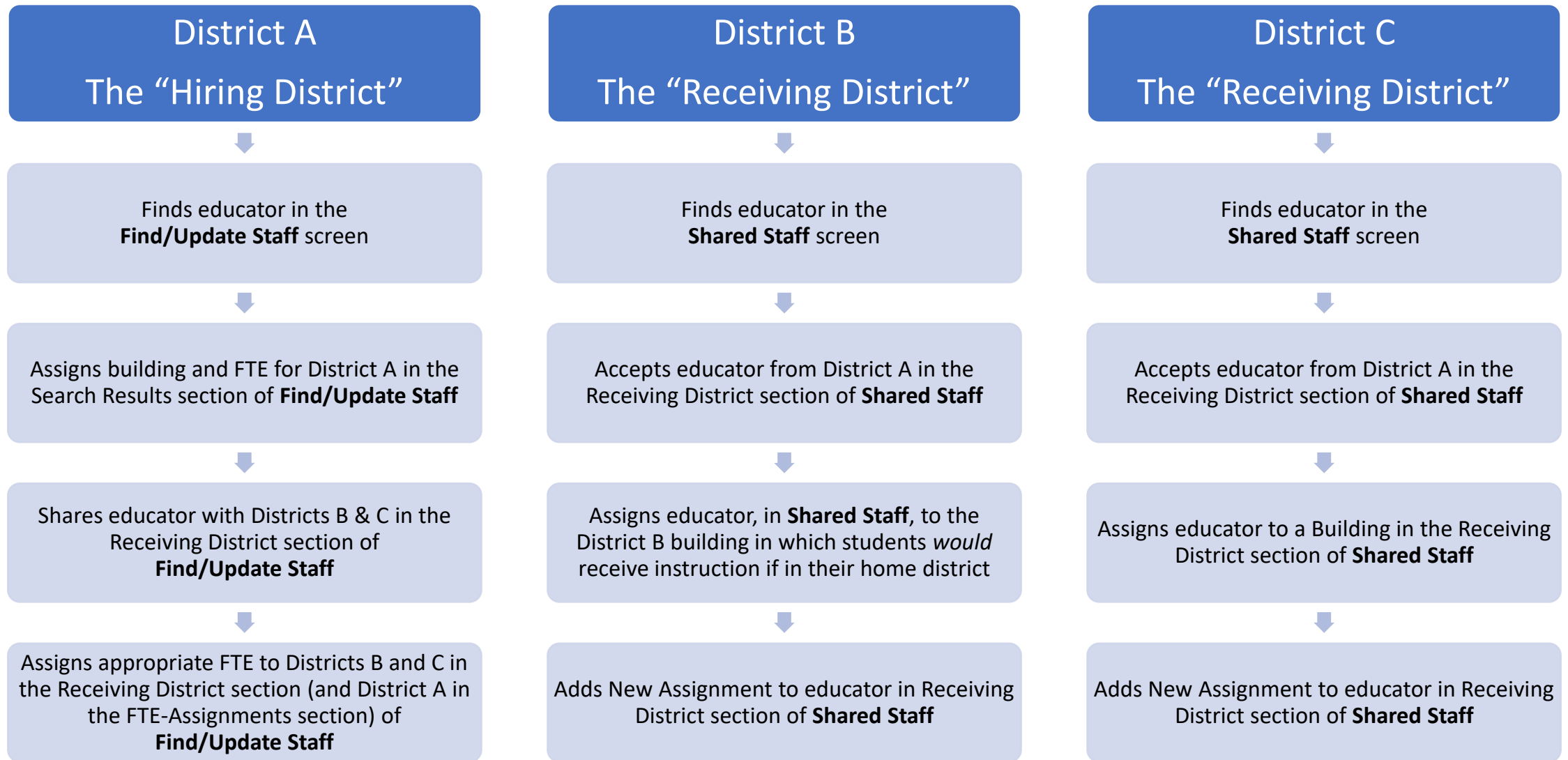
Adds New Assignment to educator in Receiving District section of **Shared Staff**



Shared Staff Scenario #3:

District A provides a math teacher to teach AP Calculus BC to District B and District C students. District B students are bussed to District C and both districts' students receive instruction from the educator from District A via IDL. The educator also provides instruction to students in District A in a District A building. How should the educator be reported?

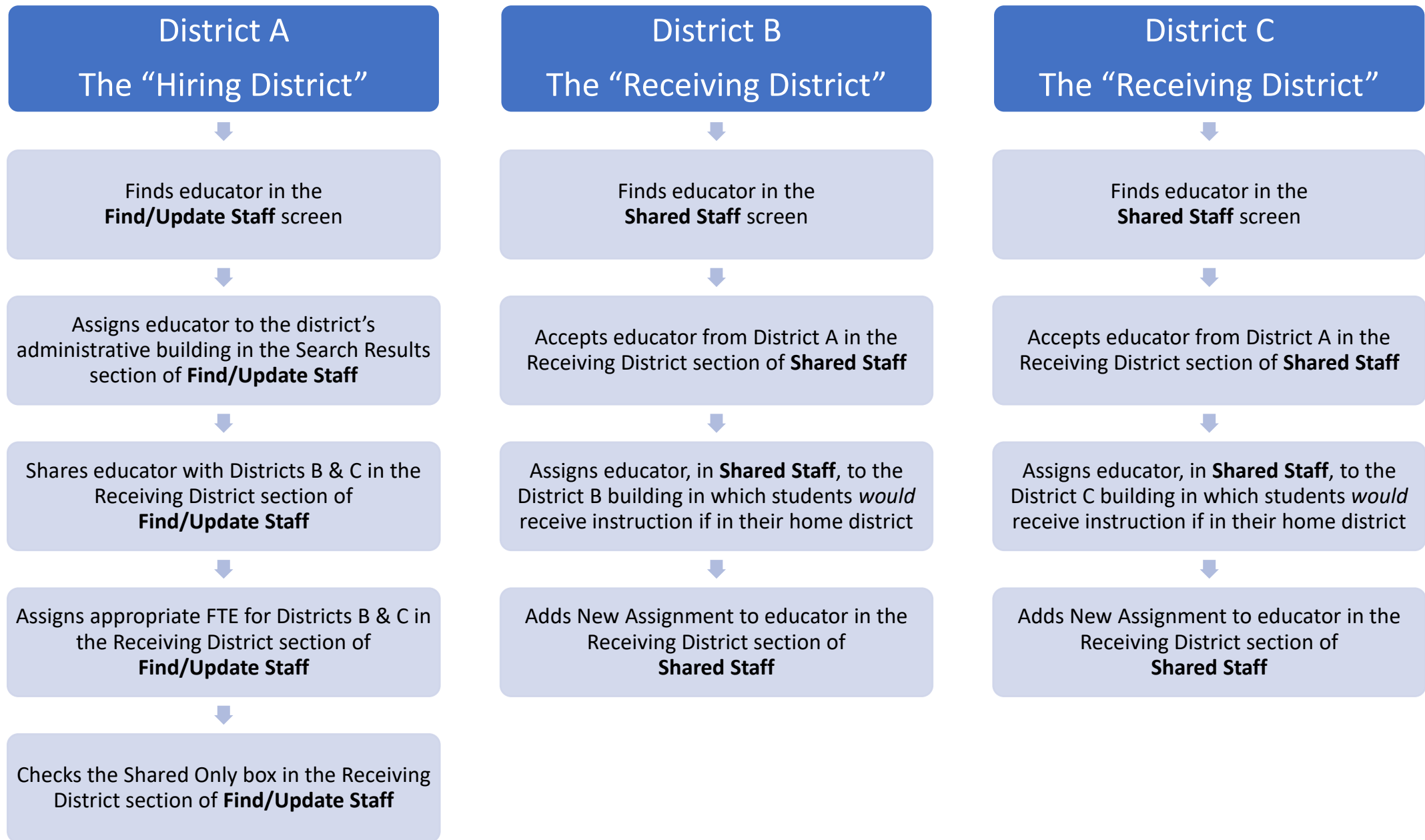




Shared Staff Scenario #4:

District A provides an educator to teach Spanish to District B and District C students. The students are bussed to a library in a central location, and use the library's internet and computers to receive distance learning instruction via Zoom. The District A educator does *not* teach students in District A. How should the educator be reported?







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; Part A (Educators Received FROM other districts)
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.
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

Coordinator Teacher Licensure

lbruton@ksde.org

(785) 296-8011

