

## **Spring Vacancy Report Instructions:**

All districts are required to submit a Spring Vacancy report during the second semester of the school year. Districts will update assignment data from the first semester report as applicable and add new vacancies as applicable. The Spring Vacancy report will be submitted with the Licensed Personnel Report. A separate Spring Vacancy submission button does not exist. When the Licensed Personnel Report is submitted, the Spring Vacancy report will be simultaneously submitted. The Spring Vacancies report will capture the following assignment data:

- Elementary/Early Childhood assignments
- Middle/Secondary/SPED/Specialist/Leadership assignments
- CTE Assignments
- Pathways Not Taught

The Spring Vacancy will require you to determine if a vacancy was filled or not filled, and allow you to update the vacancy reason if applicable for a vacancy submitted in the Fall.

### **New Vacancy Reason:**

COVID was added as vacancy reason within the Spring Vacancy report. You may edit reported Fall vacancies reasons to COVID as applicable. You may add new vacancies caused by COVID as necessary.

### **What is a vacancy?**

- any position that is **not filled**

**OR**

- any position filled with a person who **does not hold an appropriate Kansas teaching license for the assignment – this includes anyone teaching with:**
  - expired license (or never licensed)
  - substitute license
  - emergency substitute license
    - including extensions on the number of days under an esub
  - licensed, but unqualified for the assignment (doesn't hold the correct endorsement for the assignment).

A position taught by an individual under a Waiver for SPED, a Provisional license, a Restricted teaching license, a Limited Apprentice License or a Limited TAP license is **NOT** a vacancy.

The Spring Vacancies Report is a report completed in the KSDE web application Educator Data Collection System (EDCS).

## Submission of Spring Vacancy Report within EDCS

Once logged into EDCS select the school year.

KANSAS EDUCATION EDCS

User: Stephen Carter District: D0305 Building: 0000 Access Level: District

Welcome

School Year: 2020-2021 [Select Year](#)

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

Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.  
**Fall Vacancy Report is due 28 September 2020**

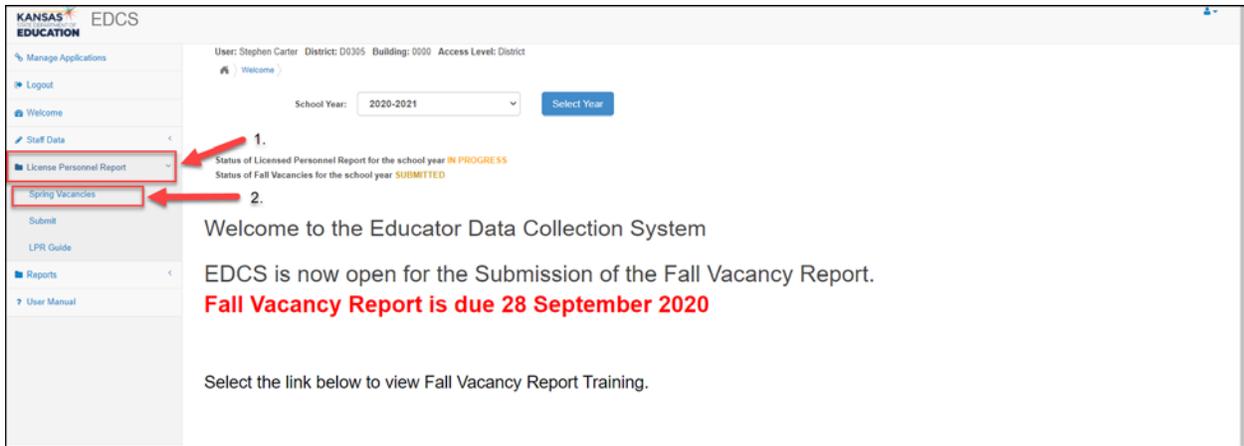
Select the link below to view Fall Vacancy Report Training.

Content Questions:  
Shane Carter, Data Systems Coordinator  
(785) 296-3835 or [scarter@ksde.org](mailto:scarter@ksde.org)

Web Application Questions:  
KSDE Information Technology Help Desk  
(785) 296-7935

The Spring Vacancies report is listed under the “License Personnel Report” section on the left side of the screen. To access the report:

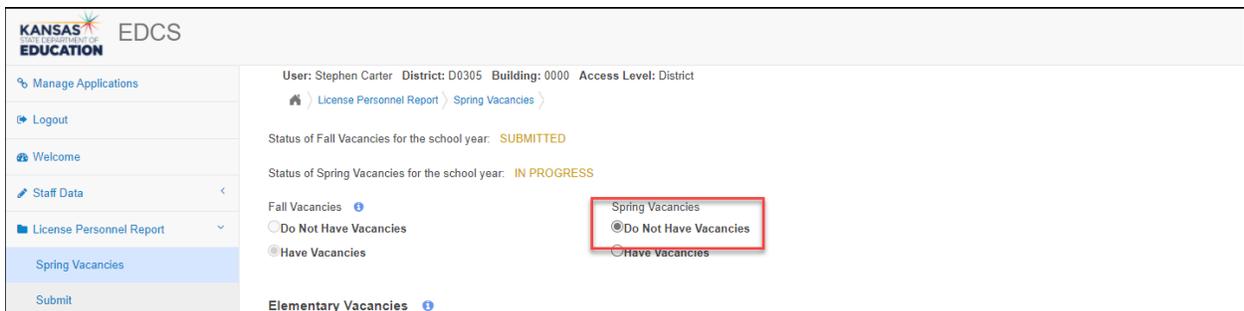
1. Un-collapse License Personnel Report
2. Select Spring Vacancies



Once in Spring Vacancies, select either “Do Not Have Vacancies” or “Have Vacancies”. If you added a vacancy in the Fall, select “Have Vacancies”.

### **No Vacancies to Report**

Select “Do Not Have Vacancies”.



If you have no vacancies, you are through with the report. The Spring Vacancy Report will be submitted when the Licensed Personnel Report.

### **Vacancies to Report**

Select “Have Vacancies”, and then edit Fall submissions and add vacancies as necessary.

User: Stephen Carter District: D0305 Building: 0000 Access Level: District  
 License Personnel Report / Spring Vacancies

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	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason
	Elementary	Single Grade Self Contained						Not Filled	No fully-qualified applicants based on endorsement area
	Elementary	Departmentalized	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Not Filled	Personnel

[Add Spring Elementary Vacancy Entry](#)

**Middle Level/Secondary/SPED/Specialist/Leadership Vacancies**

	Educator Type (Non Elementary)	Subject Area	Non-Teaching	Filled	Vacancy Reason
	SPED/ESOL Teacher	English Language and Literature		Not Filled	No Applicants

## Adding Vacancies

Select, appropriate add vacancy button available under the following assignment headers:

- **Elementary Vacancy**
- **Middle Level/Secondary/SPED/Specialist/Leadership Vacancies**
- **CTE Vacancy**
- **Pathway not Taught**

As an example to add an Elementary Spring Vacancy, select the “Add Spring Elementary Vacancy Entry” button to enter a new vacancy, or select to edit a vacancy submitted in the Fall.

User: Stephen Carter District: D0305 Building: 0000 Access Level: District  
 License Personnel Report / Spring Vacancies

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	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason
	Elementary	Single Grade Self Contained						Not Filled	No fully-qualified applicants based on endorsement area
	Elementary	Departmentalized	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Not Filled	Personnel

[Add Spring Elementary Vacancy Entry](#)

Select to add a new Spring Vacancy.

User: Stephen Carter District: D0305 Building: 0000 Access Level: District  
 License Personnel Report Spring Vacancies

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 Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason
	Elementary	Single Grade Self Contained						Not Filled	No fully-qualified applicants based on endorsement area
	Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Not Filled	Personnel
	- Need Selection -	- Select Subject -						Not Filled	- Select Vacancy Reason -

[Add Spring Elementary Vacancy Entry](#)

Select Elementary or Early Childhood in the Educator Type section.

User: Stephen Carter District: D0305 Building: 0000 Access Level: District  
 License Personnel Report Spring Vacancies

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 Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason
	Elementary	Single Grade Self Contained						Not Filled	No fully-qualified applicants based on endorsement area
	Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Not Filled	Personnel
	<input type="text" value="Select Educator Type"/>	<input type="text" value="Select Educator Type"/>							<input type="text" value="- Select Vacancy Reason -"/>

[Add Spring Elementary Vacancy Entry](#)

If Elementary is selected, select either Single Grade Self-Contained or Departmentalized as the subject.

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 License Personnel Report Spring Vacancies

Status of Fall Vacancies for the school year: SUBMITTED  
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Fall Vacancies  Do Not Have Vacancies  Have Vacancies  
 Spring Vacancies  Do Not Have Vacancies  Have Vacancies

	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason
	Elementary	Single Grade Self Contained						Not Filled	No fully-qualified applicants based on endorsement area
	Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Not Filled	Personnel
	Elementary	<input type="text" value="Single Grade Self Cont"/>							<input type="text" value="- Select Vacancy Reason -"/>

[Add Spring Elementary Vacancy Entry](#)

Select Single Grade Self-Contained for each self-contained classroom vacancy. Then select the Vacancy Reason. Please note **COVID** was added as a vacancy reason. You may edit previous vacancies or add current vacancies caused by COVID.

Elementary Vacancies ⓘ

	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason
	Elementary	Single Grade Self Contained						Not Filled	No fully-qualified applicants based on endorsement area
	Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Not Filled	Personnel
	Elementary	Single Grade Self Cont						COVID	

Add Spring Elementary Vacancy Entry

Select to save the vacancy.

KANSAS EDUCATION EDCS

User: Stephen Carter District: D0305 Building: 0000 Access Level: District

License Personnel Report Spring Vacancies

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	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason
	Elementary	Single Grade Self Contained						Not Filled	No fully-qualified applicants based on endorsement area
	Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Not Filled	Personnel
	Elementary	Single Grade Self Cont						COVID	

Add Spring Elementary Vacancy Entry

### Editing a Vacancy Submitted in the Fall

Select to edit a vacancy.

Elementary Vacancies ⓘ

	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason
	Elementary	Single Grade Self Contained						Not Filled	No fully-qualified applicants based on endorsement area

Select a Filled status or Not Filled.

Elementary Vacancies ⓘ

	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason
	Elementary	Single Grade						Not Filled	No fully-qualified applicants based on en
	Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Not Filled	
	Elementary	Single Grade Self Contained							

Add Spring Elementary Vacancy Entry

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

	Educator Type (Non Elementary)	Subject Area	Reason
	SPED/ESOL Teacher	English Language and Literature	

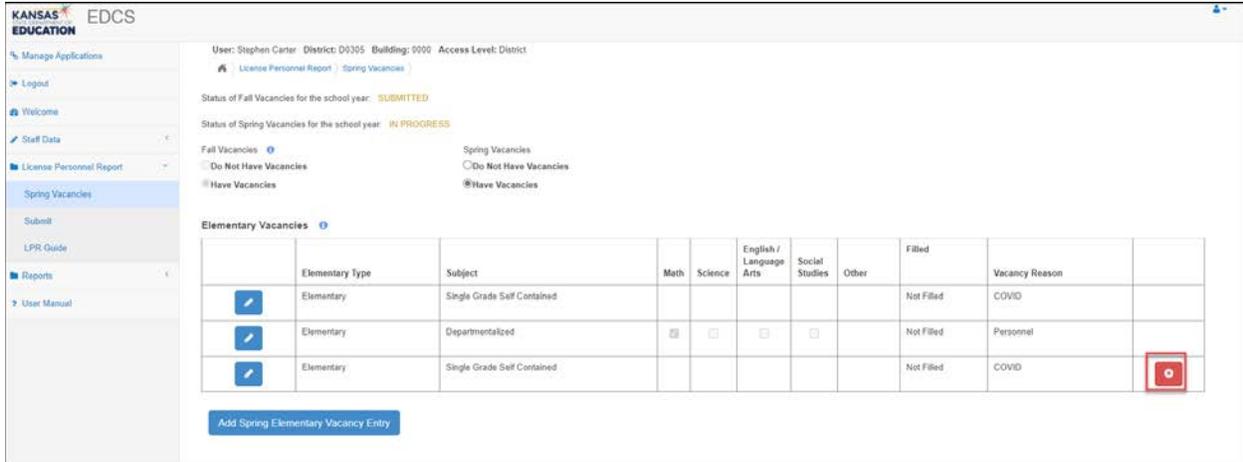
- Not Filled
- Filled by Licensed Staff
- Filled by Substitute or Unqualified Staff
- Hired a person who holds a provisional endorsement in the content area
- Utilized existing staff NOT appropriately endorsed in the content area
- Utilized distance education or a collaborative arrangement with another 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

If filled you must still select a vacancy reason as to why the vacancy was listed during the Fall, and then select the  to save the entry.



Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason
Elementary	Single Grade						Filled by Licensed Staff	COVID

If you added a new Spring Vacancy and need to delete the entry, select  to delete a saved vacancy. Please note vacancy submitted in Fall are not eligible for submission.



KANSAS EDCS  
 User: Stephen Carter District: D0305 Building: 0000 Access Level: District  
 License Personnel Report / Spring Vacancies

Status of Fall Vacancies for the school year: SUBMITTED  
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Fall Vacancies:  Do Not Have Vacancies  Have Vacancies  
 Spring Vacancies:  Do Not Have Vacancies  Have Vacancies

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason
Elementary	Single Grade Self Contained						Not Filled	COVID
Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Not Filled	Personnel
Elementary	Single Grade Self Contained						Not Filled	COVID

 Add Spring Elementary Vacancy Entry

**Middle Level/Secondary/SPED/Specialist/Leadership Vacancies**

Follow the same procedures to add or edit a vacancy.

**CTE Vacancies**

Follow the same procedures to add or edit a vacancy.

**Pathways Not Taught**

Follow the same procedures to add or edit a vacancy.

**Submitting the Report**

Once all vacancy information has been entered or edit, you are complete. Your report will be submitted when you Licensed Personnel Report is submitted. You may continue to edit the Spring Vacancy report until the Licensed Personnel Report is submitted.