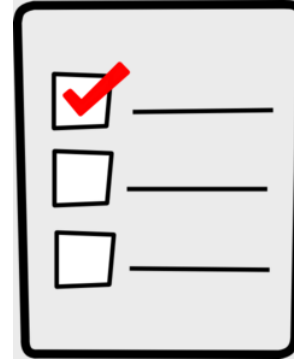




Welcome to the Educator Data Collection System (EDCS) “KSDE Website and EDCS Basics” District Training!!

Objectives of this training:

- Understand the purpose of EDCS
- Learn what reports are submitted in EDCS
- Gain awareness of the EDCS timeline
- Discuss KSDE systems relationships
- Tour the KSDE home page
- Learn how to access EDCS
- Navigate the EDCS Welcome Page
- Demonstrate the system with live tutorials
- Share future 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

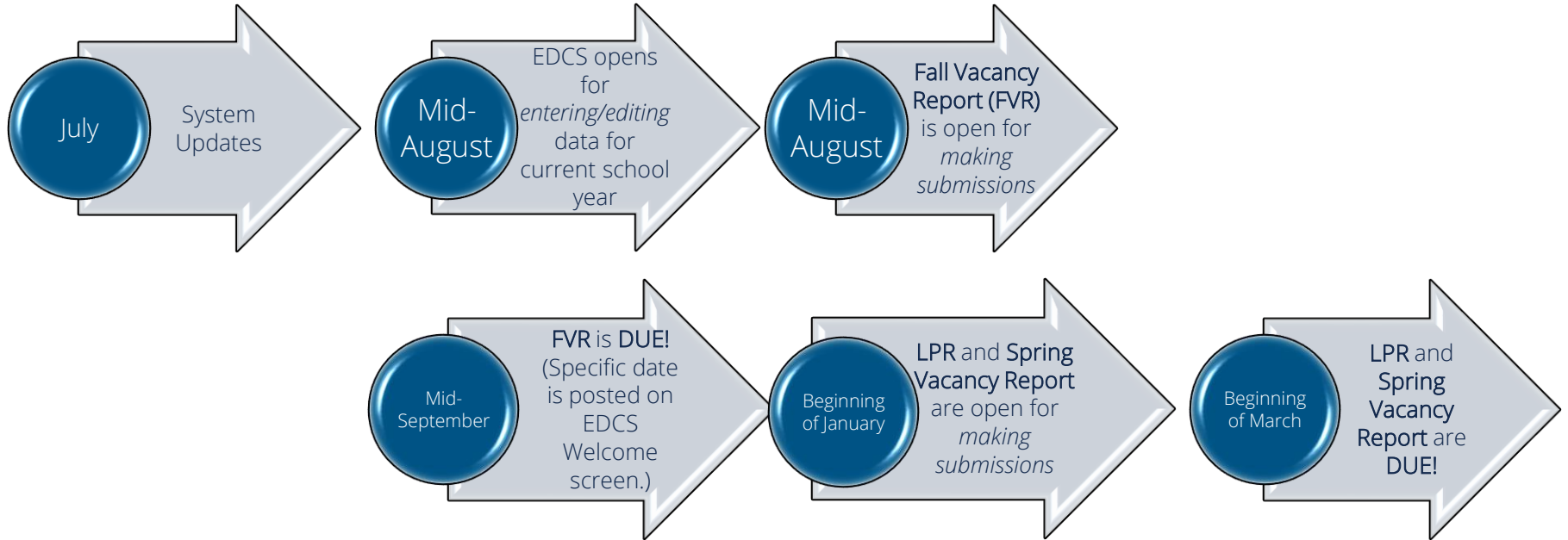


Required Report Submission from EDCS data entry:

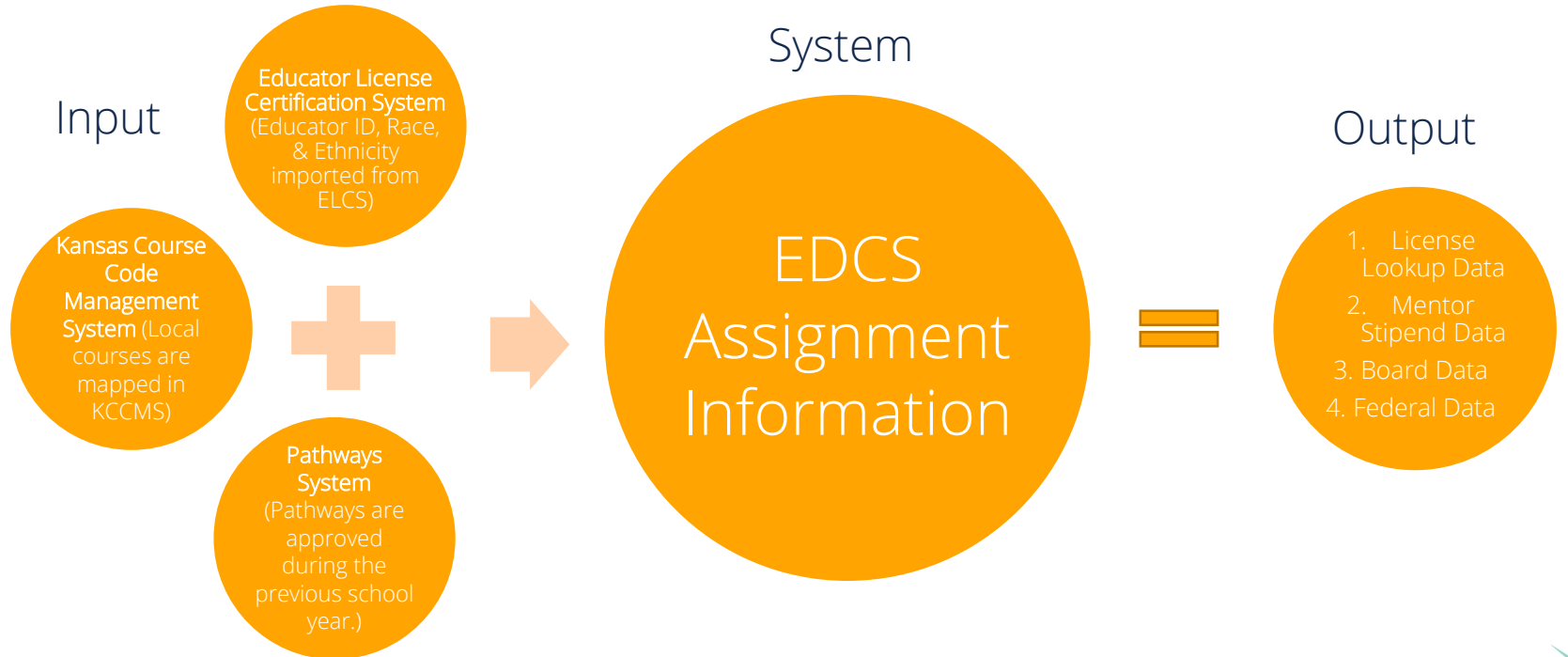
- **Fall Vacancy Report (FVR)** - submitted mid-September to identify assignment vacancies in the fall of the current school year
- **Licensed Personnel Report (LPR)** – submitted early March to provide data needed by the Kansas State Department of Education, to make evaluations of ALL licensed staff to satisfy statutory and/or regulatory requirements
- **Spring Vacancy Report** – submitted *within* the LPR (this is *not* a separate submission) to allow districts to update assignment data from the first semester report (FVR) and add new vacancies as applicable



EDCS Timeline:



System Relationship:





KSDE Home Page:

You will visit the “Authenticated Applications” and “Licensure” tabs frequently, so let’s take a closer look!

<https://www.ksde.org>

KANSAS STATE DEPARTMENT OF EDUCATION
Kansas leads the world in the success of each student.

Search...

Teaching & Learning | Policy & Funding | Programs & Services | Data Central | Agency | Board

Authenticated Applications is where you will go to get access to your KSDE Web Applications.

Licensure is where you will go to apply for and renew licenses, and find information to help navigate license applications and data collection.





“Licensure” resources:

From the www.ksde.org website, click on “Licensure” under the Popular Resources tab.

<https://www.ksde.org>

The screenshot shows the Kansas State Department of Education website. At the top, the logo for the Kansas State Department of Education is displayed with the tagline "Kansas leads the world in the success of each student." Below the logo is a search bar and social media icons for Facebook, Twitter, and Email. A navigation bar contains links for Teaching & Learning, Policy & Funding, Programs & Services, Data Central, Agency, and Board. A central banner features a photo of Susanne L. Stevenson, a 2022 Kansas Teacher of the Year, with the text "2022 Kansas Teacher of the Year named Susanne L. Stevenson Dodge City USD 443" and "Congratulations!". To the right, a "Popular Resources" menu lists various links, with "Licensure" highlighted by a red arrow. Below the banner, a caption reads "Susanne Stevenson named 2022 Kansas Teacher of the Year" and provides details about her nomination.

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2022
Kansas Teacher of the Year named
Susanne L. Stevenson
Dodge City
USD 443

Congratulations!

Susanne Stevenson named 2022 Kansas Teacher of the Year

Congratulations to Susanne Stevenson, a fourth-grade teacher at Dodge City Elementary School. She was named the 2022 Kansas Teacher of the Year. Click the image above to read more about her and the Kansas Teacher of the Year program.

Popular Resources

- About Us
- Accreditation (KESA)
- Agency Wide Calendar
- Authenticated Applications
- Building Report Card
- Career Interest Inventory
- Commissioner
- Data Central
- Employment
- Kansas Career Navigator
- Laws and Regulations
- Licensure**
- Streaming Media
- Student Data Collection and Security



License Applications and Information:

Search these options to apply for teaching licenses, get answers about the application process, order fingerprint cards, etc.

Don't hesitate to contact Teacher Licensure with any questions. Contact information is provided on the Licensure page.

Find license applications, and answers to a lot of your licensure questions, with these resources.

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Agency » Division of Learning Services » Teacher Licensure and Accreditation

Teacher Licensure and Accreditation (TLA) Home

The Teacher Licensure and Accreditation (TLA) team is responsible for issuing educator licenses, overseeing Kansas K12 accreditation, facilitating the review of educator training programs at all Kansas institutions of higher education and coordinating a process for those institutions that leads to accreditation by the Kansas State Board of Education, and coordinating and supporting professional learning. TLA also houses the Kansas Volunteer Commission, which directs effective national service programs, leads disability inclusion initiatives, and volunteer management training.

Licensure

- License Applications
- License Requirements
- License Look-up
- Fingerprint Information
- Standard & Emergency Substitute License
- Regulations and Standards
- Recognized K-12 Accrediting Agencies
- Teaching Jobs
- Accreditation Waiver Requests
- Licensed Personnel Report
- Testing Information
- National Board Certification
- Kansas Educator Code of Conduct
- Routes to the Classroom
- Routes to the Classroom (Chart)
- Regulation Changes (2014)

Announcements

Emergency Substitute License Temporary Modification - Sunday, June 26, 2022

At the June 15, 2022 meeting, the Kansas State Board of Education moved to allow for a temporary modification to the Emergency Substitute License.

Temporary Expanded Qualification: Expires Dec. 31, 2022

- Individuals possessing only a high school diploma.
- Must complete Greenbush online substitute training modules.
- AND
- Must present verification of hire from a local school district.

License Limitations:

- License is non-transferable, limited to the local school district listed on the license.
- Individual may serve no more than 15 consecutive days in the same assignment.

Application Process:

- Online application is under construction and not available at this time.
- Application will require a \$60 processing fee.
- Applicants will need to submit fingerprints and a \$50 background processing fee.
- Individuals who previously received a TEAL license are not required to re-submit fingerprints.

Send all mail to:

Teacher Licensure and Accreditation
Landon State Office Building
900 SW Jackson, Suite 102
Topeka, KS 66612

Licensure Operator
TLALicense@ksde.org
785-296-2288

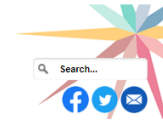
[Click here for the Teacher Licensure and Accreditation Directory](#)

Licensed Personnel:

From the Licensure page, click on “Licensed Personnel” under the Licensure options.



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Educator Evaluations

- Kansas Evaluations
- KEEP Districts
- Non KEEP Districts
- Student Performance Indicators
- Interrater Agreement

- License Applications
- License Lookup
- Fingerprint Information
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- Licensure Questions

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Office/Building Hours:
M-F 8am - 5pm

Send all mail to:

Teacher Licensure and Accreditation
Landon State Office Building
900 SW Jackson, Suite 102
Topeka, KS 66612

Licensure Operator

TLALicense@ksde.org
785-296-2288

[Click here for the Teacher Licensure and Accreditation Directory](#)



Licensed Personnel Help Guides:

You will find a lot of helpful information, about completing and submitting your annual reports, in these Licensed Personnel Report options. Spend some time exploring these resources!

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Agency » Division of Learning Services » Teacher Licensure and Accreditation » Licensure » Licensed Personnel

Licensed Personnel Report

- [Current Licensed Personnel Guide \(PDF\)](#)
- [2021-2022 Fall Vacancy Instructions \(PDF\)](#)
- [2021-2022 LPR-EDCS User Manual \(PDF\)](#)
- [2021-2022 Upload File Specs \(PDF\)](#)
- [2021-2022 Spring Vacancy Report Instructions \(PDF\)](#)

Director
Shane Carter

Coordinator
Leslie Bruton
lbruton@ksde.org

EDCS District Training Resources

- [#1 KSDE Website and EDCS Basics \(PDF\)](#)
- [#2A Import Text Files, Roll Over Data \(Entering Staff Data, Part A\) \(PDF\)](#)
- [#2B Find Update Staff \(Entering Staff Data, Part B\) \(PDF\)](#)
- [#2C Add New Staff, Shared Staff, Exited Staff, and Delete Data \(Entering Staff Data, Part C\) \(PDF\)](#)
- [#3 Submitting the Fall Vacancy Report \(PDF\)](#)
- [#4 Entering Career and Technical Education \(CTE\) Assignments \(PDF\)](#)
- [#5 Entering SPED ESOL \(PDF\)](#)
- [#6A Staff Received FROM other districts \(Shared Staff Data Entry, Part A\) \(PDF\)](#)
- [#6B Staff Shared WITH Other Districts \(Shared Staff Data Entry, Part B\) \(PDF\)](#)
- [#7 Submitting the Spring Vacancy Report and Licensed Personnel Report \(PDF\)](#)

Print these PowerPoint slides that contain step by step directions that align with the EDCS User Guide.

Watch for emails that contain video presentations over each topic!

- [2019 Vacancy/LPR Summary \(PDF\)](#)
- [Fall 2019 Vacancy List \(PDF\)](#)
- [2016-2017 Reporting Shared Staff Instructions \(PDF\)](#)

Announcements

[Working After Retirement - Hard to Fill Positions \(PDF\)](#)



Licensed Personnel Reports:

See how the data that all Kansas districts submit (including yours!) is analyzed and summarized in these two reports.

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Teaching & Learning | Policy & Funding | Programs & Services | Data Central | Agency | Board

Agency » Division of Learning Services » Teacher Licensure and Accreditation » Licensure » Licensed Personnel

Licensed Personnel Report

- Current Licensed Personnel Guide (PDF)
- 2021-2022 Fall_Vacancy Instructions (PDF)
- 2021-2022 LPR-EDCS User Manual (PDF)
- 2021-2022 Upload File Specs (PDF)
- 2021-2022 Spring Vacancy Report Instructions (PDF)

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EDCS District Training Resources

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- #6B Staff Shared WITH Other Districts (Shared Staff Data Entry, Part B) (PDF)
- #7 Submitting the Spring Vacancy Report and Licensed Personnel Report (PDF)

2019 Vacancy/LPR Summary (PDF)

Fall 2019 Vacancy List (PDF)

2018-2017 Reporting Shared Staff Instructions (PDF)

Access recent presentations and fact sheets summarizing EDCS submissions.

Announcements

Working After Retirement - Hard to Fill Positions (PDF)



“Authenticated Applications”:



From the www.ksde.org website, click on “Authenticated Applications” under the Popular Resources tab. This is where you will access your KSDE Web Applications.

The screenshot shows the Kansas State Department of Education website. At the top, the logo for the Kansas State Department of Education is displayed with the tagline "Kansas leads the world in the success of each student." Below the logo is a search bar and social media icons for Facebook, Twitter, and YouTube. A navigation menu includes "Subject Index" with letters A-Z and "Teaching & Learning", "Policy & Funding", "Programs & Services", "Data Central", "Agency", and "Board". A large banner for "CHOOSE PEACE" is featured, announcing "October is ... NATIONAL BULLYING PREVENTION MONTH" and "KANSAS ANTI-BULLYING AWARENESS WEEK" from Oct. 4-10. To the right, the "Popular Resources" dropdown menu is open, listing various links. A red arrow points to the "Authenticated Applications" link in this menu, with a callout box stating "Access your personalized KSDE Web Applications using this resource." Below the banner, there is a section titled "Choose Peace: October is National Bullying Prevention Month" with a small informational text and a play button icon.





How to access EDCS:

1. Go to www.ksde.org.
2. Select “Authenticated Applications”.
3. Enter your User Name and Password.
4. Click Login .



User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

[Forgot password?](#)



5. Read the privacy legal notices. Click Accept to enter EDCS.

KSDE Web Applications - Legal Notice

Applications provided by the Kansas State Department of Education through this authentication website may include data which are protected under the [Kansas Student Data Privacy Act \(SDPA\)](#), as authorized by K.S.A. 72-6312 through 72-6320, and amendments thereto, and the federal [Family Educational Rights and Privacy Act \(FERPA\)](#), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.

Accept

Decline



6. Select EDCS.

Note: If you don't have access to EDCS, select Manage My Account, check EDCS/district, enter the "In Case You Forget Your Password" information at the bottom of the screen, and Submit. Your system administrator will then give you access.

Kansans CAN User Login for KSDE Web Applications

My KSDE Web Applications

[Manage My Account](#) [Log Off](#)

1. EDCS
2. EDCS - Special Access - User approval pending or application not active.
3. Educator Data Reports
4. Form 16 - Accreditation Licensure Waiver
5. IHE Portals - User approval pending or application not active.
6. Kansas Education Systems Accreditation (KESA) - User approval pending or application not active.
7. KLAS - Use only for Forms 2, 3a, or 8
8. License Application - Use for all other license applications
9. License Application Special Access - User approval pending or application not active.
10. Mentor Programs
11. Mentor Programs - Special Access - User approval pending or application not active.



7. The current school year will already be displayed. Click “Select Year”.

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: KSDE Building: 0000 Access Level: KSDE Internal

Home > Welcome >

School Year: 2021-2022 Select Year

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

When accessing the EDCS, the first step is to select the school year.

EDCS is now open. You may enter data for the 2021-2022 School Year Licensed Personnel Report.

The Fall Vacancy Report is now open for submission.

The Fall Vacancy Report is due September 27, 2021.

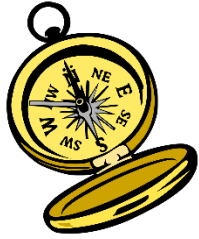


EDCS Welcome page:

Once you click Select Year, you will have access to the options in the Side Bar Menu on the left. Notice that Staff Data, Vacancy Report, License Personnel Report, and Reports can be expanded.

The screenshot shows the EDCS (Education Data Collection System) interface. On the left is a side bar menu with the following items: Manage Applications, Logout, Welcome, Staff Data (with a left arrow), Vacancy Report (with a left arrow), License Personnel Report (with a left arrow), Reports (with a left arrow), and User Manual. The main content area displays the user's information: User: Leslie Bruton, District: KSDE, Building: 0000, Access Level: KSDE Admin. Below this is a breadcrumb trail: Home > Welcome >. A 'School Year' dropdown menu is set to '2021-2022' with a 'Select Year' button next to it. Below the dropdown, there are two status messages: 'Status of Licensed Personnel Report for the school year NOT YET STARTED' and 'Status of Fall Vacancies for the school year NOT YET STARTED'. The 'EDCS' logo is visible in the top right of the header area.





Navigating “Staff Data”:

When you expand Staff Data, you will see four options which will be used to enter data for the Licensed Personnel Report due in early March.

Note: This will be covered in more detail in a future training in the series!

Used to enter/edit data for the Licensed Personnel Report (LPR) due in early March.

Best practice . . . start early!!





Navigating “Vacancy Report”:

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: KSDE Building: 0000 Access Level: KSDE Admin

Welcome

School Year: 2021-2022 Select Year

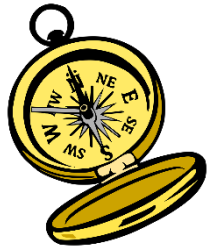
Status of Licensed Personnel Report for the school year **NOT YET STARTED**
Status of Fall Vacancies for the school year **NOT YET STARTED**

FVR due in mid-September.

SVR due in early-March.
This is NOT a separate submission.
It is submitted within the LPR.

When you expand Vacancy Report, you will see Fall Vacancies (due in September) and Spring Vacancies (due in March as part of the LPR submission).





Navigating “Licensed Personnel Report”:

When you expand Licensed Personnel Report, you will see where to SUBMIT your report!!!

There is also a link to the Licensed Personnel Guide to check endorsements for specific subject codes.

KANSAS STATE DEPARTMENT OF **EDUCATION** EDCS

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

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**

- Manage Applications
- Logout
- Welcome
- Staff Data
- Vacancy Report
- License Personnel Report
 - Submit
 - LPR Guide
- Reports
- User Manual





Navigating “Reports”:

When you expand Reports, you will see four different reports your district can create from your Licensed Personnel Report data.

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

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

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**

Choose from four different reports you can create using your district's LPR data.



Reports created from EDCS data entry:

- **Summary Reports and EDCS Data Reports** - allow the district to check entered data prior to submission of the LPR.
- **SAR (Staff Assignment Report)** - identifies appropriately and non-appropriately licensed teachers within a district. Available in the reports drop down *after* educator assignment data is entered into EDCS. (Note: You need to check this before you submit the LPR!)
- **LPR (Licensed Personnel Report) Data Report** - will be available after you submit LPR for the current school year.



KANSAS STATE DEPARTMENT OF EDUCATION EDCS

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

Home > Reports > Summary Reports

School Years: 2021-2022

Reports for District: None Selected

Reports for Building: None Selected

Choose Building: None Selected

Export to Excel (Default is PDF)

Run Report

After you select the report you want to create:

1. Customize the report with the drop down menu options.
2. Select Excel or PDF.
3. Click on Run Report.





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



- 1. KSDE.org and EDCS Basics
- 2. Entering Staff Data (3 part series)
- 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.
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:



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Director, Teacher Licensure

scarter@ksde.org

(785) 296-2289

OR

Leslie Bruton

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