Q&A from the Course-Teacher-Student Conference Call 9/10/2012—Updated 10-5-12

**Since the conference call was held, a few items have been clarified or updated based on feedback. Please note the updates below.

	Question	Answer
1	Do teachers still need to be Highly Qualified?	Yes, the ESEA waiver only ended the requirement for districts to submit the paperwork telling the state the plan for how they intend to get the teachers to be highly qualified.
2	Do teachers still need to fill out paper work to be provisional teachers?	Yes, a teacher still needs to fill out the required paperwork to obtain a provisional teaching license.
3	Will we be able to enter a teacher in EDCS that is receiving their teaching license through the Alternative route?	Yes, a teacher receiving their license through this method can be entered in EDCS the same as any other licensed teacher. The teacher may kick out on the SAR, but this is not a bad kick out.
4	When will EDCS be open and why isn't the SAR available earlier?	EDCS is open now. The EDCS application will be open all year, except for a few weeks in August to do the annual updates. The SAR will not be available until later in the school year, because it requires more programming and will take longer to make the changes to it each year.
5	We are a large district. Since teachers need to be entered earlier in EDCS, would it be better to do the rollover process or the upload process? Can we enter partial data in EDCS?	Which method a district uses to enter data into the EDCS application is up to them. If a district does not have many changes in Educators from the previous year, use the rollover process and then remove any teachers that are no longer in your district. If your Personnel office is not ready to enter all of the Teacher's information for this year, it is possible to only enter the teacher's current assignments and fill out the salary and demographic information at a later date.
6	If we do the rollover to populate the teacher data, can we later do an import to update the information? In other words, will an upload of data to EDCS replace data that was rolled over?	You can do the roll over and then upload the other information. The upload will only fill in what is missing from the EDCS. Data already in the system will not be deleted.
7	Does the checkbox to commit to the STCO rollover?	The Confirm for STCO box is not automatically marked with the rollover.

8	We have an Adaptive SPED course for Functional students. The teacher of the course gives the grades, but has a Functional SPED license. Can we list this teacher as the teacher in EDCS?	The teacher giving the grades should be a licensed teacher in that content area. If the SPED teacher is not licensed in each of the content areas where grades are given, then the teacher will show up on the SAR kick-out report as not Highly Qualified.
9	We have an arrangement with another district, through a Coop, for our students to attend that district for SPED services. Who should report the teachers and students?	The district where the teachers are physically teaching the courses should have the courses mapped in KCCMS, report the teachers in EDCS, and submit the course outcomes for the students on STCO records in KIDS. **Update since conference call. IDL courses are the exception. The district that has the student will report the teacher in EDCS and submit the course outcomes for the students on STCO records in KIDS.
10	We have a ROTC program in Leavenworth. Retired Military Officers are instructors for the course – currently I have the building Principal as the teacher of Record. According to the Conference Call only courses that received dual credit should have the Principal or Counselor as Teacher of Record…please clarify	**Updated since conference call. Since the instructor does not have an Educator ID, enter the instructor as a non-licensed teacher in EDCS using their social security number. A fix is coming to the KIDS Collection System that will allow this instructor to be submitted on STCO records using the SSN reported in EDCS in the Educator ID field on the STCO record. The STCO record will validate that the SSN entered in the Educator ID field matches the SSN that was entered in EDCS for that instructor.
11	Can a CTE course be entered in EDCS with the principal or counselor if a college professor is used to teach the course at the High School?	**Updated 10-5-12. Yes, the principal or counselor can have the CTE course assigned to them in EDCS.
12	When is it alright to use the Principal or Counselor for a course in EDCS?	**Updated 10-5-12 When the counselor or principal is in charge of a program like Office Aide or a Teacher Aide class with a teacher at a different level **OR** if the course is a dual credit course that is taught by a college professor that is not a licensed educator, the principal, assistant principal, or counselor should be used in EDCS.

13	We work with the local community college to offer CNA and CMA courses to students in our district and they receive both high school and college credit. The course is taught by a college professor and not a licensed teacher. These courses are not currently offered for CTE credit. Who do I report as the teacher in EDCS?	**Updated 10-5-12 When the course is a dual credit course that is taught by a college professor that is not a licensed educator, the principal, assistant principal, or counselor should be used in EDCS.
14	We offer a Chinese course through the Confucius Center at KU. The course is taught by a K-12 licensed teacher. How should this be reported in EDCS?	You should get the Teacher's information from the Confucius Center and enter that in EDCS for your district.
15	We teach 8th grade driver's education during the summer. How can we grant credit at the high school level for a course filled with 8th grade students during the summer between their 8th grade and freshman year? Did you understand that? I might not be real clear on this.	It is my understanding that districts have the discretion of granting high school credit to 8th grade students. Some districts allow 8th grade students to take high school courses while still in middle school. The course should be mapped in KCCMS, assigned to the educator in EDCS, and submitted on the STCO KIDS record.
16	What is considered a virtual course?	**Update since the conference call. In KCCMS, a virtual course is any course delivered online. In EDCS, any course that is taught on-line by a computer program is considered a virtual course. Any course that is delivered online, but a teacher is providing the instruction from somewhere, should be reported as Distance Learning.
17	How do I map a virtual course in KCCMS?	When mapping a virtual course in KCCMS, indicate V=Virtual in the Delivery Type field.
18	We have a virtual course with a licensed classroom teacher on one end and a proctor in the room at our school. Who do I report as the teacher of that course?	You would report the teacher from the other district doing the teaching in EDCS for your building. You will need to get the teacher's information from the other district and enter it in the EDCS with the Distance Learning check box selected. **Update since the conference call. In EDCS, a virtual course is defined as a computer program without any teacher. A Distance Learning course has an educator in one location and the student in another.

19	Our district teaches a course that we are sharing with another town through IDL. How should this course be reported by each district?	This course would be considered a Distance-Learning course. The teacher teaching the course should be reported by each building in their EDCS and split the FTE between both buildings. The building receiving the course through IDL would mark the course as Distance-Learning in KCCMS as well as EDCS.
20	We are offering an on-line course through K-State. The course is taught by a licensed K-12 teacher with a proctor in the room at our district. Who should we report as the teacher?	Report the licensed teacher that is teaching the course in EDCS, not the proctor.
21	We have purchased A+ and teach the classes in house. A proctor enters the grades in the system, but a licensed teacher is giving the grades for the work. Who should we enter as the teacher for this course?	You should enter the teacher giving the grades in the course and select the Virtual Course Monitor checkbox.
22	We use a credit recovery service-Aventa and KC Distance Learning. How do we handle these courses in KCCMS? Who should we enter as the teacher for those courses?	Each course that a student can receive credit for needs to be mapped for your district in KCCMS. If the course is taken virtually, then the teacher monitoring the course would be report in EDCS and the Virtual Course Monitor checkbox would be selected. By selecting the Virtual Course Monitor checkbox, the SAR will not run the Highly Qualified check on this teacher. It will instead check that the teacher holds an appropriate level teacher license to teach this level of course. If the monitoring teacher is not a licensed teacher, that teacher will need to still be assigned to that course in EDCS. This will appear as a kick-out on the SAR. **Update since the conference call. The STCO record will validate that the SSN entered in the educator ID field matches the SSN that was entered in EDCS for that professor.
23	We use Plato Credit Recovery. We have mapped the courses in KCCMS and have entered the monitoring teacher in EDCS. Is this the correct way this should be entered?	Yes, that is the correct way to enter courses and teachers for a credit recovery program.

24	Credit Recovery – we use e2020 for Summer School classes. Is their documentation specific to virtual credit recovery classes and how to set them up properly for EDCS and STCO?	The courses should be mapped in KCCMS, assigned to educators in EDCS, and then sent up on STCO records. Perhaps more information is needed. What specific guidance are you looking for?
25	We have a Credit Recovery program at our High School and students utilize E2020 to earn credit for courses. I know I have to create a virtual course in my SIS and that I have to map the course in KCCMS for each virtual course that is offered. That is the easy part. The hard part is knowing which teacher to assign as the teacher of record. According to what the Superintendent told me, we can list the teacher that is proctoring the virtual courses even if he or she is not qualified to teach the subject area that a student may be trying to get credit in. Is this correct? Also, is there a guide on how to enter the courses correctly in EDCS? Thanks.	You are correct that each course should be mapped in KCCMS. The teacher of record should be the teacher proctoring the virtual course. The Virtual Course Monitor only needs to be licensed at that the appropriate level. Within EDCS, you will find the User Manual and the Licensed Personnel Guide. These documents will assist you in entering the data.
26	Can you give us a timeline on when STCO records need to be submitted for other applications?	In order to use the KWIET tool for instruction, STCO records need to be submitted before the students will appear on the teacher's roster in the application. If you are planning on giving Interim Assessments, STCO records need to be submitted before the teacher can give the assessment. If you have a 4 year old At-Risk program, you will need to have STCO records submitted for those students before reporting can be done in the Success in Schools application. If you have PE teachers using the K-FIT or FItnessgram application, STCO records will need to be submitted before students will be populated in the K-FIT application.

27	STCO – We have yearlong courses such as Algebra I where students receive a separate grade S1 and S2, but no yearlong, cumulative grade. I understand that this is acceptable for the current school year? Are you still anticipating that this will change for next year, in that we will be required to either 1) break Algebra I into two different classes – one for each semester, or 2) provide a cumulative yearlong grade?	Yes, that is correct. We expect one grade per course. A course is unique by the KCC ID. So the situation you described could potentially be mapped in KCCMS as one year-long course—Algebra I. Or, you could map the course as two separate courses utilizing the sequence. Algebra 1 (semester one) with the sequence of 1 of 2 and then Algebra 1 (semester two) with the sequence of 2 of 2.
28	I understand that if a class if mapped for a yearlong course, but we give semester grades, we can submit the semester grades and just change the the unique value in F18: Course Section Field to submit the 2 grades. All year long courses are mapped at a sequence of 1 of 1. My question is with our high school. We offer courses per semester. Example: Algebra 2 is .5cr for SM1 and .5cr as SM2. I have them mapped on KCCMS as sequence 1 of 2 and 2 of 2. Do I have to give the teacher on the EDCS both local courses? Since they have the same course code, but the sequence changes per semester, will the system be looking at the sequencing to match up on the STCO, EDCS and KCCMS? Example: KCC ID: 02056G0.501214GGN is SM1 and 02056G0.502214GGN is SM2. Same 5 digit course code, but 1 of 2 and 2 of 2.	Yes, both instances of the course—semester 1 and semester 2—should be assigned to the educator in EDCS.

29	I need a clarification... We are Sedan USD 286. We have 2 students who are going to Caney USD 436 for ONE hour of shop class. I've been told 2 different ways to do this. Plan A 1) On the ENRL, all buildings should be reported as USD 286. 2) On the ECDS we need to add the Caney shop teacher to our ECDS into. We will have these 2 students in our PowerSchool w/ the Caney teacher, the Caney teacher will email grades to us & someone here will record them. This way this class will be on the students' grade card & transcript. 3) I will code this class in KCCMS the same way Caney has it coded. 4) At the end of the year, I will send in these to students shop class on Sedan's STCO. Plan B 1) Don't add the Caney teacher to our ECDS 2) Don't code the class to anything of ours. 3) Delete these 2 kids & this class from the STCO report at the end of the year. Basically, just act like these kids don't have anything that hour as far as the state is concerned.	Caney should report the STCO records for those students. The course should be included in the Caney USD KCCMS and listed as the credit that is being offered. The teacher would also be reported in Caney's EDCS and Caney would submit the STCO records. Sedan would not report this course for this student. The exception would be if both districts have that course as an approved pathway, then both districts would report the course in their KCCMS and the teacher in their EDCS. The district where the student is normally attending would report the student on STCO records.
30	If the teacher of a CTE course is not licensed, can we count the course towards our CTE minutes?	Contact School Finance or Fiscal Auditing for questions regarding what CTE courses can be used toward a district's CTE Minutes.
31	How will the family data collected by PAT migrate to the K-12 data system?	The family data will not migrate to the K-12 data system. Contact Janet Newton to see how this data will be used by PAT program.