# **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

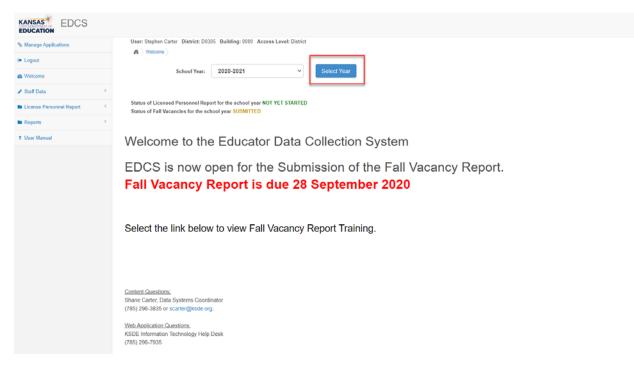
- any position filled with a person who does not hold an appropriate Kansas teaching license for the assignment this includes anyone teaching with:
  - expired license (or never licensed)
  - o substitute license
  - o emergency substitute license
    - including extensions on the number of days under 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 Spirng Vacancy Report within EDCS**

Once logged into EDCS select the school year.



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

EDCS		4-
% Manage Applications	User: Stephen Carter District: D0305 Building: 0000 Access Level: District	
@ Logout	n / wears/	
Welcome	School Year: 2020-2021 V Select Year	
🖌 Staff Data 🤟 🤟	1.	
License Personnel Report	Status of Licensed Personnel Report for the school year WPROGRES 5 Status of Licensed Personnel Report for the school year SUMPROGRES 5	
Spring Vacancies	2.	
Submit	Welcome to the Educator Data Collection System	
LPR Guide	-	
Reports C	EDCS is now open for the Submission of the Fall Vacancy Report.	
? User Manual	Fall Vacancy Report is due 28 September 2020	
	Select the link below to view Fall Vacancy Report Training.	

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".

% Manage Applications	User: Stephen Carter District: D0305 Building: 0000 Access Level: District
🗭 Logout	Status of Fall Vacancies for the school year: SUBMITTED
a Welcome	Status of Spring Vacancies for the school year: IN PROGRESS
🖋 Staff Data <	Fall Vacancies
License Personnel Report	Do Not Have Vacancies
Spring Vacancies	Have Vacancies
Submit	Elementary Vacancies 0

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 Ca	rter District: D0305 Build	Sec: 0000 A.	cess Level: District									
6 Manage Applications			connel Report ) Spring Vacan		Contraction Contract									
• Logout		A Conserves	griner report - opring values											
B Welcome		Status of Fall Vacanci	ies for the school year. SU	BMITTED										
· menune		Status of Spring Vaca	incles for the school year;	N PROGRESS										
Staff Data	- K	Fall Vacancies 0		Г	Spring Vacancies									
License Personnel Report	- 81	Do Not Have Vaca	ncies	ODo Not Have Vacancies										
Spring Vacancies		Have Vacancies		Have Vacancies										
Submit		Elementary Vacar	ncies ()	<u>_</u> L										
LPR Guide				1				English /			Filled			
Reports	- K		Elementary Type	Subject		Math	Science	Language Arts	Social Studies	Other		Vacancy Reas	ion	
7 User Manual		1	Elementary	Single Gr	rade Self Contained						Not Filled	No fully-qualified	ed applicants hased	on endorsement area
			Elementary	Departm	entalized	8	10	0	10	<u> </u>	Not Filled	Personnel		
			Elementary	1	entalized	8	Ū	0			Not Filled	Personnel		
			ondary/SPED/Specialit		ip Vacancies									
			Educator Type (Non E	lementary)	s	ubject.	Area .				Non-Teach	hing	Filled	Vacancy Reason
			second of the former											

# 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.

Standard Applications     Standard Appl	Note Personnel Report ) Spring Vaca Vacancies for the school year: S Ing Vacancies for the school year.	UBMITTED IN PROGRESS							
Logost     Status of F     Status of S     Status of S	Vacancies for the school year: S ng Vacancies for the school year.	UBMITTED IN PROGRESS							
Velcome     Status of S     Status of S     Fall Vacance     License Personnel Report     Ob Not I	ng Vacancies for the school year.	IN PROGRESS							
Eal Vacance     Fall Vacance     For Personnel Report     C Do Not H									
Elicense Personnel Report - Obo Not H		Spring Vacancies							
	AC AGOMICIES	ODo Not Have Vacant	cies						
Spring Vacancies	ncles	Have Vacancies							
Submit Elementa	Vacancies 0								
LPR Guide					English / Language	Social		Filled	
Reports 4	Elementary Type	Subject	Math	Science	Arts	Studies	Other		Vacancy Reason
User Manual	Elementary	Single Grade Self Contained						Not Filled	No fully-qualified applicants based on endorsement area
	Elementary	Departmentalized	12	m -	10	10		Not Filled	Personnel

Select **C** to add a new Spring Vacancy.

b Manage Applications			ding: 0000 Access Level: District								
• Logad		Personnel Report ) Spring Vacan									
B Welcome		cancies for the school year. SU									
Staff Data		Vacancies for the school year:									
License Personnel Report	Fall Vacancies		Spring Vacancies ODo Not Have Vaca	incles							
Spring Vacancies	Have Vacanc	ies	Have Vacancies								
Submit	Elementary V	acancies 0									
Submit	Elementary V	acancies O	1			English /	Facial		Filled		
LPR Guide	Elementary V	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason	
LPR Guide Poports	Elementary V		Subject Single Grade Self Contained	Math	Science	Language		Other	Filled Not Filled	Vacancy Reason No fully-qualified applicants based on endersement area	
		Elementary Type		Math	Science	Language		Other			

Select Elementary or Early Childhood in the Educator Type section.

% Manage Applications		ephen Carter District: D0305 Building	0000 Access Level: District								
⊫ Logout		cense Personnel Report) Spring Vacancies									
R Welcome		pring Vacancies for the school year. IN P									
<ul> <li>Staff Deta</li> </ul>	< Fall Vacand	ies Q	Spring Vecancies								
Ucense Personnel Report		lave Vacancies	ODo Not Have Vacanc	ies							
Spring Vacancies	Have Vac	cancies	#Have Vacancies								
Submit	Elementa	ry Vacancies 🛛									
LPR Guide			a construction			English / Language	Social		Filled		
Reports	1	Elementary Type	Subject	Math	Science	Arts	Studies	Other		Vacancy Reason	
User Manual		Elementary	Single Grade Self Contained						Not Filled	No fully-qualified applicants based on endorsement area	
		Elementary	Departmentalized	15	12	12	12		Not Filled	Personnel	
						1					0
		Select Educator 1	Select Educator Type 💌							Select Vacancy Reason · · · · · · · · · · · · · · · · · · ·	
		Select Educator 1 × Select Educator Type								Select Vacancy Reason · · · · · · · · · · · · · · · · · · ·	Ľ

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

		Haar Stanhan Carl	ter District: D0305 Building: 0	000 Access Level: District								
% Manage Applications			onnel Report Spring Vacancies	COD MCCESS CEVEL DIGULI								
• Logout		n License Persi	enner Heport Spring Vacancies									
		Status of Fall Vacancie	es for the school year. SUBMITT	ED								
Welcome		Status of Spring Vacar	ncies for the school year. IN PRI	GRESS								
🖌 Staff Data	6	Fall Vacancies 0		Spring Vacancies								
License Personnel Report		Do Not Have Vacar	ncies	ODo Not Have Vacancie								
Spring Vacancies		Have Vacancies		Have Vacancies								
Submit		Elementary Vacan	icles 0									
LPR Golde		-	1				English /			Filled		1
								Contai		1 1110		
Reports	С		Elementary Type	Subject	Math	Science	Language Arts	Social Studies	Other	1	Vacancy Reason	
	•		Elementary Type Elementary	Subject Single Grade Self Contained	Math	Science	Language		Other	Not Filled	Vacancy Reason No fully-qualified applicants based on endorsement area	
	•	2			Meth	Science	Language		Other	Not		
	¢		Elementary	Single Grade Self Contained			Language Arts	Studies	Other	Not Filled Not	No fully-qualified applicants based on endorsement area	0
			Elementary Elementary	Single Grade Self Contained			Language Arts	Studies	Other	Not Filled Not	No folly-qualified applicants based on endorsement area Personnal	0
<ul> <li>Reports</li> <li>7 User Manual</li> </ul>	*		Elementary Elementary	Single Grade Self Contained Departmentalized Single Grade Self Cont			Language Arts	Studies	Other	Not Filled Not	No folly-qualified applicants based on endorsement area Personnal	0

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

	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason	
1	Elementary	Single Grade Self Contained						Not Filled	No fully-qualified applicants based on endorsement area	
1	Elementary	Departmentalized	151		田	12)		Not Filled	Personnel	
• +	Elementary ~	Single Grade Self Cont 👻							COVID	v

# Select 🔤 to save the vacancy.

B. Black of the Street Laws		User: Stephen Cart	er District: D0305 Building:	0000 Access Level: District								
% Manage Applications			nnel Report ) Spring Vacancies									
+ Logout												
		Status of Fall Vacancie	s for the school year: SUBMIT	TED								
n Welcome		Status of Spring Vacan	cies for the school year. IN PI	ROGRESS								
/ Staff Deta	- C.	Fall Vacancias		Spring Vacancies								
License Personnel Report		Do Not Have Vacan	cies	ODo Not Have Vacancier	6							
		Rave Vacancies		<b>B</b> Have Vacancies								
Spring Vacancies												
Submit		Elementary Vacan	cies O									
Submit LPR Guide		Elementary Vacan	cies O		1		English /		<u> </u>	Filled		
	6	Elementary Vacan	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vecancy Resson	
LPR Guide Reports	¢.	Elementary Vacan			Math	Science	Language		Other	Filled Not Filled	Vacancy Resson No fully-qualified applicants based on endorsement area	
LPR Guide	6		Elementary Type	Subject.	Math	Science	Language		Other	Not	Card the state	

# Editing a Vacancy Submitted in the Fall

Select 🔼 to edit a vacancy.

E	lementary Vacan	les 🚯									
		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 Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vecancy Reason
+	Elementa 👻	Single Grade 🐱						Not Filled	No fully-qualified applicants based on en 👻
-	Elementary	Departmentalized	- 12	10		0		Not Filled	
/	Elementary	Single Grade Self Contained						Filled by Licensed Staff Filled by Substitute or Unqualified Staff	
	ementary Vacancy En	try alist/Leadership Vacar	ncies					Hired a person who holds a provisional endorsen Utilized existing staff NOT appropriately endorsed Utilized distance education or a collaborative arra Hired a person NOT appropriately endorsed in th Hired a person who holds a career education cen	d in the content area angement with another entity e content area
		alist/Leadership Vacar	ncies		Subject Area	Č		Utilized existing staff NOT appropriately endorsed Utilized distance education or a collaborative arra Hired a person NOT appropriately endorsed in th Hired a person who holds a career education cen	d in the content area angement with another entity e content area trifcate
	ondary/SPED/Specia	alist/Leadership Vacar n Elementary)	ncies		Subject Area	01	terature	Utilized existing staff NOT appropriately endorsed Utilized distance education or a collaborative arra Hired a person NOT appropriately endorsed in th	d in the content area angement with another entity e content area toficate ne content area Reason atts

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

Elementary Vacano	ies O				·······		T	10		
	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason	
8 4	Element: 👻	Single Grade 🐱						Filled by Licensed Staff	COVID	

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

S Manage Applications	User: Stepher	n Carter District: D0305 Building	: 0000 Access Level: District								
	K License	Personnel Report ) Spring Vacancies									
• Logout	Status of Eall Mac	cancies for the school year SUBMI	THE								
Welcome											
Staff Data	Status of Spring 1	Vacancies for the school year IN P	ROGRESS								
Stati Lata	Fall Vacancies	0	Spring Vacancies								
License Personnel Report	Do Not Have Y		ODo Not Have Vacancies								
Spring Vacancies	Have Vacancies		Have Vacancies								
Submit	12000-000000	ana an									
	Elementary Va	acancies ()									
LPR Guide	Elementary Va	acancies 0				English /	People		Filled		
LPR Guide	Elementary V.	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Filled	Vacancy Reason	
	Elementary Va		Subject Single Grade Self Contained	Math	Science	Language		Other	Filled Not Filled	Vacancy Reason COVID	
LPR Guide Reports		Elementary Type		Math	Science	Language		Other		COVID	

# 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.