Welcome to the Educator Data Collection System (EDCS)
“Entering Staff Data; Part B”
(Find/Update Staff)
District Training!!
Objectives of this training:

• Revisit the purpose of EDCS.
• Revisit the EDCS timeline and deadlines.
• Discuss the relationship between EDCS and other systems.
• Recall how to access the EDCS Welcome Page.
• Help navigate the Staff Data drop down menu options. This will be divided into THREE PARTS; Part B covers Find/Update Staff.
• Give step-by-step directions AND do real-time tutorials.
• Share additional/upcoming EDCS District Training Module topics and show where to find them.
• Make sure you know where to find online training manuals.
• Share KSDE contact information for help.
• 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

Purpose of EDCS:
EDCS Timeline:

- **July**: System Updates
- **Mid-August**: EDCS opens for entering/editing data for current school year
- **Mid-August**: Fall Vacancy Report (FVR) is open for making submissions
- **Mid-September**: FVR is DUE! (Specific due date is posted on EDCS Welcome screen.)
- **Beginning of January**: LPR and Spring Vacancy Report are open for making submissions
- **Beginning of March**: LPR and Spring Vacancy Report are DUE!
Kansas Course Code Management System (Local courses are mapped in KCCMS)

Pathways System (Pathways are approved during the previous school year)

Educator License Certification System (Educator ID, Race, & Ethnicity imported from ELCS)

System Relationship:

Input

EDCS Assignment Information

Output

1. License Lookup Data
2. Mentor Stipend Data
3. Board Data
4. Federal Data
This EDCS District Training over “Entering Staff Data” includes a lot of material, so we are breaking it up into THREE PARTS.

- **Part A**: Import Text Files, Roll Over Data
- **Part B**: Find/Update Staff
- **Part C**: Add New Staff, Shared Staff, Exited Staff, Delete Data
Part B

• Find/Update Staff
How to access EDCS:

2. Select Authenticated Applications.
3. Enter your User Name and Password if you are a returning user OR click on Register if you are a new user.
4. Click Login.
5. Read the privacy legal notices. Click Accept to access KSDE Web Applications.

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.
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. You district administrator will give you access.
7. The current school year will already be displayed. Click Select 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.
Once you click Select Year, you will have access to the options in the left Side Bar Menu. Notice that Staff Data, Vacancy Report, License Personnel Report, and Reports can be expanded.

EDCS Welcome page:

Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.

Fall Vacancy Report is due 27 September 2021
A closer look at “Staff Data” options:

• When you expand Staff Data, you will see seven options which will be used to edit/enter data for the Licensed Personnel Report.
• Let’s take a closer look at each of them.

Welcome to the Educator Data Collection System
EDCS is now open for the Submission of the Fall Vacancy Report.
Fall Vacancy Report is due 27 September 2021
“Find/Update Staff”:
Under this Staff Data menu option are four subcategories.

- Show/Hide Search Results
- Show/Hide Profile Details
- Show/Hide Receiving District(s)
- Show/Hide FTE-Assignments
How to Find/Update Staff:

- Licensure files are stored in the Teacher Licensure database at KSDE using social security numbers (SSN). Once an educator submits an application to KSDE, he or she is issued an Educator Identification Number (EIN). Therefore, the SSN and/or EIN in the Educator Data Collection System must match the accompanying numbers in the Educator License Certification System.

- An individual’s license number and EIN are the same number.

- The district can search the entire staff, or a specific individual using and of the following categories:
  1. Building
  2. Educator ID (EIN or license number)
  3. Date of Birth (DOB)
  4. Email
  5. First Name
  6. Middle Name
  7. Last Name
How to Search Entire Staff:

• If no search categories are filled, you can click on the Search button to generate a listing of your entire staff.
• You can click on the Clear Form button at any time to erase all search fields.
Search Results
(when searching the Entire Staff):

<table>
<thead>
<tr>
<th>Building</th>
<th>FTE</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>DOB</th>
<th>Educator ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1623</td>
<td>0.50</td>
<td>ADEL Test PLEASE WORK</td>
<td>Candy</td>
<td>Lou</td>
<td>8/27/1909</td>
<td>9598089752</td>
</tr>
<tr>
<td>Shared</td>
<td>0.50</td>
<td>ADEL Test PLEASE WORK</td>
<td>Candy</td>
<td>Lou</td>
<td>8/27/1909</td>
<td>9598089752</td>
</tr>
<tr>
<td>1623</td>
<td>0.90</td>
<td>ADEL Test PLEASE WORK</td>
<td>SAMANTHA</td>
<td>M</td>
<td>8/27/1909</td>
<td>2201966925</td>
</tr>
<tr>
<td>1618</td>
<td>0.00</td>
<td>Abe</td>
<td>Abe</td>
<td></td>
<td>1/1/1992</td>
<td>1943899186</td>
</tr>
<tr>
<td>1623</td>
<td>0.00</td>
<td>Abe</td>
<td>Abe</td>
<td></td>
<td>1/1/1992</td>
<td>1943899186</td>
</tr>
<tr>
<td>1614</td>
<td>0.00</td>
<td>ADRIANCE</td>
<td>ERIN</td>
<td>B</td>
<td>10/21/1982</td>
<td>5409517731</td>
</tr>
<tr>
<td>1614</td>
<td>0.00</td>
<td>ALLEN</td>
<td>THERESE</td>
<td>A</td>
<td>1/3/1956</td>
<td>1658441613</td>
</tr>
<tr>
<td>1618</td>
<td>0.00</td>
<td>ALLEN</td>
<td>THERESE</td>
<td>A</td>
<td>1/3/1956</td>
<td>1658441613</td>
</tr>
<tr>
<td>1804</td>
<td>0.00</td>
<td>ALLEN</td>
<td>THERESE</td>
<td>A</td>
<td>1/3/1956</td>
<td>1658441613</td>
</tr>
<tr>
<td>1614</td>
<td>0.50</td>
<td>Pitir</td>
<td>Barmay</td>
<td></td>
<td>9/13/1974</td>
<td>9723703823</td>
</tr>
</tbody>
</table>

Additional pages of staff members listed.
How to Search Specific Staff Members:

- You can enter information into any of the search fields to search for a specific educator.
- Click on Search.
- You can click on the Clear Form button at any time to erase all search fields.
Search Results
(when searching for a Specific Staff Member):
All matches to the search query, whether you search your entire staff or just a specific staff member, will appear in the show search results section.

- To update a staff member’s data, click on the view icon.
- To add a new building to a staff member’s data, click on the add icon.
- To delete a staff member’s data, click on the delete icon.
Once you click on (view icon) from the search results, you will be able to edit this staff member’s other three categories.
The following information must be entered for ALL licensed staff:

***Note: Make sure to click on Save after each staff member!***

1. **Total Experience:** This is the total number (rounded to the nearest whole number) of completed years of teaching and administrative experience in any/all districts. Because it is completed years, do not include the current school year. Enter “0” for first year teachers.

2. **Current USD Experience:** This is experience in only your current district.
3. **Base Salary:** This is the contracted base salary (rounded to the nearest whole number with NO commas or decimals) *before* any supplemental contracts or fringe benefits have been included. If the current year’s salaries are still being negotiated, enter last year’s salaries and update information once contracts have been finalized.

4. **Base w/Fringe:** This includes salary *plus* supplemental contracts and fringe benefits (rounded to the nearest whole number with NO commas or decimals). Supplemental income DOES NOT include social security, workers’ comp, or unemployment insurance. Supplemental income DOES include extra pay for coaching/sponsoring activities. Employer paid fringe benefits DO include group life, group health, disability income, accidental death and dismemberment, hospital, surgical, and/or medical insurance.

*** Note: The Base Salary field and the Base w/Fringe fields DO NOT roll over and must be entered manually.***

5. **Gender:** Select either Male or Female.
Entrance Code: 

None Selected

- First Year Transitioning to Teaching
- From a Private School
- From an In-State Public School
- From an Out-of-State Public School
- From Business and Industry
- From Retirement – Currently Receiving KPERS
- New Teacher from In-State College
- New Teacher from Out-of-State College
- Returning Staff
- Substitute

To accept, enter a PTE value. To unaccept, click Delete button.
6. **Entrance Code:** Select the appropriate description from the drop-down options.

- **First Year Transitioning to Teaching:** Includes first year teachers who hold a Restricted Teaching License, Restricted Technical Certificate, Specialized Technical Certificate, Limited Apprentice License (LAL), Limited Teacher Apprentice Program (LTAP) License, or a Limited Elementary Apprentice Program (LEAP) License.
- **From a Private School:** Includes experienced staff members coming from an in-state or out-of-state private school.
- **From an In-State Public School:** Includes educators coming to your district from a Kansas public school.
- **From an Out-of-State Public School:** Includes experienced staff members coming from a public school outside of Kansas.
- **From Business and Industry:** Includes former educators that are returning to education after working in business, industry, or government.
- **From Retirement – Currently Receiving KPERS:** Includes teachers that are returning after retirement and are currently receiving KPERS distributions.
- **New Teacher from In-State College:** Includes first year teachers from a Kansas institution.
- **New Teacher from Out of State College:** Includes first year teachers from an out-of-state institution.
- **Returning Staff:** Includes any staff members that were employed by your district the previous school year.
- **Substitute:** Includes emergency or standard substitute license holders who are filling vacant teaching positions.
Staff members entered in this section are employed by your district but are teaching or providing support services to students in another district or accredited private school. They could also be teaching students in your district.

Note: There is an EDCS District Training module titled “Shared Staff Data Entry” that covers this topic at length. Click on the picture below to access that training module, or access any/all of the EDCS District Training modules at www.ksde.org.
In this section, you can enter/edit the Full Time Equivalency values for each of your staff members’ assignments.

*** Note: The total FTE cannot exceed 1.00 ***
How to enter/update FTE-Assignments:

1. Select Find/Update Staff.
2. Either enter information in the search fields to find a specific staff member or leave the search fields blank to search from your entire staff listing. Click on Search.
3. Click on the view icon on the left side of that staff member’s search results.
4. Scroll down to Hide/Show FTE-Assignments.
5. Enter the FTE amount in the free form text box. (Note: FTE cannot be greater than 1.)
6. Click Save FTE. **DO NOT select the Save button located in any sections above.**
7. You should get confirmation from KSDE that the FTE was saved.
8. Click OK.
Assignments:

- Under the FTE-Assignments section, you will see Assignments. This is where districts can add assignments to their current educators. You need only enter educators that are licensed through KSDE. We do not need information about school nurses, speech/language pathologists, occupational therapists, social workers, college professors, etc.

- Please click on EDCS User Manual and refer to Appendix A on pages 53-54 for a list of educator types and subject areas.

- Please click on Licensed Personnel Guide for the list of assignments and teaching endorsements required for appropriate licensure for each assignment.

- Number of Classes:
  - Consider an elementary self-contained classroom as one class.
  - Consider elementary music, art, physical education, and other specialty teachers and support staff, as one class per building.
  - In middle schools, junior high schools, and high schools, count the total classes taught per assignment as the maximum number of times the teacher teaches that content on any given day during the current school year. (For example: A middle school science teacher that teaches two sections of 7th grade science, will have two classes entered for that assignment.)
Note: There is an EDCS District Training module titled “Entering Career and Technical Education (CTE) Assignments” that covers the topic of adding CTE assignments at length. Click on the link below to access that training module, or access any/all of the EDCS District Training modules at www.ksde.org.

Note: There is also an EDCS District Training module titled “Entering Special Education (SPED) Assignments” that covers the topic of adding SPED assignments at length. Click on the link below to access that training module, or access any/all of the EDCS District Training modules at www.ksde.org.
How to enter “Assignments”:

1. Select Find/Update Staff.
2. Either enter information in the search fields to find a specific staff member or leave the search fields blank to search from your entire staff listing. Click on Search.
3. Click on the (view icon) on the left side of that staff member’s search results.
4. Scroll down to the Hide/Show FTE-Assignments section.
5. Click on New Assignment.
6. Once you click on New Assignment, a New Assignment Entry section appears at the bottom of the screen. (You might have to scroll down to see it!)
7. Fill in the Educator Type, Subject Area, and Course fields from the drop-down options.
8. Select the JAG Course (Jobs for American Graduates) check box if applicable to the assignment.
9. Enter the Number of Classes for the assignment from the drop-down options.
10. Select all grade levels receiving instruction or services from the assignment. You can select multiple boxes.
11. If there is another teacher that shares the responsibility for the course, check the CoTeacher check box.
12. Enter the co-teacher’s Education Identification Number (same as license number).
13. Click on Save Assignment.
14. You can Clear Assignment Data at any time and start over with a new assignment.

New Assignment Entry

- Educator Type: Middle School Teacher
- Subject Area: 54: Social Sciences and History (ms/jr. high)
- Course: 101: U.S. History—Comprehensive

- CoTeacher
- CoTeacher with: 1111111111

- Number of Classes:
  - 3

Buttons:
- Save Assignment
- Clear Assignment Data
FAQ: What if I can’t find the CTE Course in the Assignment Section of EDCS?

1. Check the course mapping in KCCMS.
2. Check to ensure the Pathway was approved for the current school year (it would have been approved during the previous school year).
3. Check to see if the course is found under Educator Type “Secondary Teacher” (Type 3) rather than “CTE Teacher” (Type 5).
4. If the course is not found in EDCS under either Educator Type, you have a mapping problem.

You will need to contact the KCCMS helpdesk or the Pathways helpdesk:

- Kansas Course Code Management System (KCCMS) Help Desk
  - Kansas Course Codes Information
    - kccms@ksde.org
- CTE/Pathways Help Desk
  - (785) 296-4908
  - pathwayshelpdesk@ksde.org
  - Career Clusters / Pathways Resource
FAQ: How should I report Assignments related to these situations?

- Virtual Courses (curriculum and instruction is provided through a software program . . . like Edginuity . . . and your district provides a Virtual Course Monitor)
- Dual Credit courses (college level content and instruction is provided by a college staff member OR a district staff member)
- Distance Learning (instruction is provided by an individual rather than a software program)
- Summer School (instruction is provided during the summer)
- Title I (schools in which there is a high percentage of students from low-income families)
- Long Term Substitute teachers (substitutes are the teacher of record in the classroom)
How to enter a Virtual Course Monitor:

1. Under New Assignment Entry, select School Support
2. Select Subject Area: School Support
3. Select Course: Virtual Course Monitor
4. Select Number of Classes; number should be equivalent to the number of hours an individual serves as a virtual course monitor a day
5. Select the grade levels
6. Save the assignment
Dual Credit Courses:

• **DO NOT** report the assignment within the Licensed Personnel Report if a college faculty member teaches the course.

• **DO** report the assignment within the LPR if a district staff member or a shared district staff member teaches the course.

• Assign the dual credit class to your staff member just like you would any other class.
Distance Learning:

- Distance Learning Course – is taught by an individual not physically located with the students. (Distance learning is not the same as a virtual course because an individual is providing the instruction rather than a software program.)
  - Add the assignment to the staff member who teaches the course, just as you would with any other assignment.
  - If a staff member is shared from another district, add the educator to the Shared Staff section of the report and add the assignment. *(Note: Shared Staff is covered in detail in another EDCS District Training.)*
  - If dual credit is awarded in the distance learning course, only report the assignment if a district staff member or shared staff member teaches the course. Do not report the assignment if taught by a college professor.
Summer School and Title I Teachers:

- Summer School Courses - Assign summer school courses to your staff member just like you would any other course.

- Title I classes – Assign Title I classes to your staff member just like you would any other class.
How to enter a Long Term Substitute:

1. Under New Assignment Entry, select School Support
2. Select Subject Area: School Support
3. Select Course: Substitute - Contracted
4. Select Number of Classes; number should be equivalent to the number of hours an individual serves as a long term substitute in a day
5. Select the grade levels
6. Save the assignment
Next “Training Modules” in the EDCS District Training series:

1. KSDE.org and EDCS Basics
2. Entering Staff Data (Part B)
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?

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
Systems Coordinator Teacher Licensure
lbruton@ksde.org
(785) 296-8011