Welcome to the Educator Data Collection System (EDCS) “Entering Staff Data; Part C” (Add New Staff, Shared Staff, Exited Staff, and Delete Data) 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 EDCS.
- Help navigate the “Staff Data” drop down menu options. This will be divided into THREE PARTS; Part C covers **Add New Staff, Shared Staff, Exited Staff, and Delete Data**.
- Share additional/upcoming EDCS District Training Module topics.
- 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:

- **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!
System Relationship:

Input

- Kansas Course Code Management System (Local courses are mapped in KCCMS)
- Educator License Certification System (Educator ID, Race, & Ethnicity imported from ELCS)
- Pathways System (Pathways are approved during the previous school year)

EDCS Assignment Information

System

Output

1. License Lookup Data
2. Board Data
3. Federal Data

Kansas leads the world in the success of each student.
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”.

https://www.ksde.org/

Kansas leads the world in the success of each student.
5. Read the privacy legal notices. Click Accept to access KSDE Web Applications.
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 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 Side Bar Menu on the left. Notice that “Staff Data”, “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 due in March.
- Let’s take a closer look at each of them.

EDCS is now open for the Submission of the Fall Vacancy Report. **Fall Vacancy Report is due 27 September 2021**
This EDCS District Training over “Entering Staff Data” includes a lot of material, so we are breaking it up into THREE PARTS.
Part C

- Add New Staff
- Shared Staff
- Exited Staff
- Delete Data
“Add New Staff”:

- If a staff member was not included in a “file upload”, or was not “rolled over” from the previous school year’s EDCS, you can add him/her in this section.
How to Add New Staff:

1. Select the “Search By” SSN bullet.
2. Enter the new staff member’s social security number (with NO dashes or spaces) in the “SSN” field.
3. Click on “Search Staff”.

![Image of the EDCS system interface with instructions for adding new staff.](image-url)
Note: If the new staff member already has an Educator ID Number issued by KSDE, it will automatically populate in the “Educator ID” field.

Note: If there is an existing staff member recognized by that SSN, the “Profile Details” will automatically populate.
1. If no information fields auto-populate with the SSN entry, you will manually enter the new staff member’s information.
2. Click on “Save” at the bottom of the screen.
"Shared Staff":

Note: There is an EDCS District Training module titled “Shared Staff Data Entry” that covers this topic at length. Click on the link below to access that training module, or access any/all of the EDCS District Training modules at ksde.org.
“Exited Staff”:

- When you select the “Exited Staff” option, you will be able to view a list (in table form) of all the staff members that have been deleted.
- You can select which School Year to view.
How to Exit Staff:

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 (delete icon) on the right side of that staff member's search results.
Note: If the staff member is assigned to only one building, you will be immediately directed to this exit screen. If the staff member is assigned to multiple buildings, you will not be directed to this exit screen until you remove him/her from the last building assignment.

4. Select the “Exit Reason” from the drop-down options.
5. Enter the exit date.
6. Click on “Delete”.
7. On the next screen, you will be asked to confirm the deletion by clicking on “OK”.
“Delete Data”:

**Caution:** This section allows you to delete all data from EDCS!!

You will have the following “delete” options:
- Delete all assignment data
- Delete all FTE and assignment data
- Delete all staff, FTE and assignment data
- Delete all staff, FTE, assignment and “staff exit” data
- Delete all “staff exit” data only

Scenario of when you might choose to delete data: After a “Roll Over” of last year’s data, you might want to delete last year’s assignment information because you plan to upload a new assignment file in the “Import Text Files” section later.

**Caution:** This section allows you to delete all data from EDCS!!
How to Delete Data:

1. Select the appropriate “delete” option from the drop-down menu.
2. Click on “Delete Data”.
3. Click on “OK” to confirm the deletion, or “Cancel” to cancel the deletion.

*Caution:* This section allows you to delete all data from EDCS!!
Next “Training Modules” in the EDCS District Training series:

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