Welcome to the Educator Data Collection System (EDCS) “Entering Special Education (SPED) and English to Speakers of Other Languages (ESOL) Assignments” District Training!
Objectives of this training:

- Revisit the purpose of EDCS
- Revisit the EDCS timeline
- Discuss the relationship between systems
- Discuss two different types of SPED assignments
- Get step-by-step instructions for adding SPED assignments
- Get step-by-step instructions for adding ESOL assignments
- Share additional EDCS District Training Module topics
- Share KSDE contact information for additional questions
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
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 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!
Entering SPED/ESOL Assignments:

*Note:* This process is going to be very similar to the CTE Assignment entry process, except you will select “SPED/ESOL Teacher” from the Educator Type drop-down options.
We will start with Entering SPED Assignments,

and finish with Entering ESOL Assignments.
First a word on Special Education (SPED) Endorsements:

What type of service is the teacher providing?

- Teaching Content
- Providing Support Services
If Teaching Content:

1. Content Instruction:
   a) High Incidence: Educator must hold appropriate special education endorsement and general content endorsements to be appropriately licensed.
   b) Low Incidence: Educator must hold appropriate special education endorsement but general content endorsement is not required.

2. Significantly below grade level:
   a) High Incidence: Educator must hold high-incidence SPED endorsement and general content endorsement one grade below students grade classification.
   b) For example: To teach math to a high-incidence 9th grade SPED student, the educator must hold appropriate special education endorsement and, at a minimum, a middle level math endorsement for 5-8.

3. Co-Teacher: Co-Teachers may be reported if the district uses them.
   a) May be added in EDCS simply by adding Educator ID in the “Co-Teacher” box. The assignment will automatically be added to the co-teacher’s assignments.
If Providing Support Services:

1. Providing Support Services
   a) Educator must hold appropriate special education endorsement.
   b) For classes in which a SPED teacher is providing support services, but not content, the Course selection will be “Support Services”.
Entering SPED Assignments:

After getting into EDCS,
1. Expand Staff Data.
2. Select Find/Update Staff.
3. Use Search fields to find any staff members for which you need to add SPED assignments.

You can either search for an individual staff member by entering any of the fields before clicking on Search, or...

...or, you can leave the fields blank and click on Search to select from all staff members.
4. Select the (view icon) left of the staff member’s name.
5. Scroll down to FTE-Assignments.
6. Click on New Assignment.
7. Scroll down to the New Assignment Entry section.
8. From the Educator Type drop-down options, select “SPED/ESOL Teacher”.
9. When you make that selection, “SPED/ESOL Type” will appear as a fourth drop-down menu with the following options:
   - Adaptive PE
   - Deaf or Hard-of-Hearing
   - English to Speakers of Other Languages
   - Gifted
   - High Incidence Special Education (formerly “adaptive”)
   - Low Incidence Special Education (formerly “functional”)
   - Visually Impaired
10. Select the appropriate Subject Area, Course, and SPED/ESOL Type from each of the drop-down options.
Note: For educators **Teaching Content**, select the appropriate content options under Subject Area, Course, and SPED/ESOL Type.

Note: For educators **Providing Support Services**, select Special Education/English to Speakers of Other Languages under Subject Area. You will then find Support Services listed in the Course drop-down options, and can select the appropriate option under SPED/ESOL Type.
11. The JAG Course check box is *not* applicable for SPED/ESOL Courses.
12. Enter the Number of Classes taught by the teacher for the selected assignment. 
   *Note:* That is the maximum number of times the teacher teaches that class on any given day during the current school year.
13. Check the appropriate grade levels for the selected assignment. You can check all grade levels that apply.
14. If the course involves a co-teacher, check the box and enter the CoTeacher’s educator ID. 
   *Note:* That assignment will automatically be added to the co-teacher’s assignments.
15. Click the Save Assignment button at the bottom of the screen.

You will get a confirmation from KSDE that this SPED assignment was successfully saved!
Entering ESOL Assignments:
You will follow steps #1 - #8 from Entering SPED Assignments!

After getting into EDCS,
1. Expand Staff Data.
2. Select Find/Update Staff.
3. Use Search fields to find any staff members for which you need to add CTE assignments.

You can either search for an individual staff member by entering any of the fields before clicking on Search, or...

...or, you can leave the fields blank and click on Search to select from all staff members.
4. Select the (view icon) left of the staff member’s name.
5. Scroll down to FTE-Assignments.
6. Click on New Assignment.
7. Scroll down to the New Assignment Entry section.
8. From the Educator Type drop-down options, select “SPED/ESOL Teacher”.
9. From the Subject Area drop-down options, select “Special Education/English to Speakers of Other Languages”.
10. From the Course drop-down options, select “ESOL”.
You will follow steps #11 - #14 from Entering SPED Assignments:

11. The JAG Course check box is not applicable for SPED/ESOL Courses.
12. Enter the Number of Classes taught by the teacher for the selected assignment. 
   *Note:* That is the maximum number of times the teacher teaches that class on any given day during the current school year.
13. Check the appropriate grade levels for the selected assignment. You can check all grade levels that apply.
14. If the course involves a co-teacher, check the box and enter the CoTeacher’s educator ID. 
   *Note:* That assignment will automatically be added to the co-teacher’s assignments.
15. Click the Save Assignment button at the bottom of the screen.

You will get a confirmation from KSDE that this ESOL assignment was successfully saved!

15. Click the Save Assignment button.
Updating an existing SPED/ESOL assignment:

If you need to update the **Number of Classes, Grade Level, or CoTeacher** info:
- Under the FTE-Assignment section, click the (view icon).
- Under the Assignment Details section, edit the fields that need updated
- Click on the Save Assignment button at the bottom of the screen
- **Note:** If you are editing a SPED assignment, you can also change the SPED Type in the drop down here. If you are editing an ESOL assignment, there are no changes that can be made to the type.

If you need to update the **Educator Type, Subject Area, or Course** info:
- Under the FTE-Assignment section, click on to delete the assignment.
- Start over to add this teacher with the correct Educator Type, Subject Area, and Course information.
Next “Training Modules” in the EDCS District Training series:

1. KSDE.org and EDCS Basics
2. Entering Staff Data
3. Submitting the Fall Vacancy Report (FVR)
4. Entering Career & Technical Ed (CTE) assignments
5. Entering Special Education/English to Speakers of Other Languages (SPED/ESOL) assignments
6. Entering Shared Staff data
7. Submitting the Spring Vacancy Report and Licensed Personnel Report (LPR)
8. Wrap-Up, Troubleshooting, Questions
Contact Information:

If you have any questions, please contact:

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