Educator Data Collection System (EDCS) and Licensed Personnel Report (LPR)

Web Application

User Manual
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Purpose of the Educator Data Collection System and Licensed Personnel Report

The purpose of the Educator Data Collection System is to collect information about the professional and demographic characteristics of district staff across the state of Kansas. The data is collected and compiled in aggregate form for use by educational researchers, school districts, the KS Board of Education, and the United States Department of Education.

The Licensed Personnel Report is a submission of the data entered in the Educator Data Collection System. All positions requiring a licensed staff member should be reported with the assignment(s) from the Educator Data Collection System. The Licensed Personnel Report will provide data needed by the Kansas State Department of Education to make evaluations of all licensed staff to satisfy statutory and/or regulatory requirements.

The Educator Data Collection System and Licensed Personnel Report User Manual has been developed to guide school districts through the web application and report, and to answer questions. The Educator Data Collection System and Licensed Personnel Report web application also has an online HELP section to assist districts as needed. Questions regarding the Educator Data Collection System and Licensed Personnel Report should be directed as follows:

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Preparation for accessing the Educator Data Collection System and Licensed Personnel Report

Minimum Requirements:

- **PC Users:** Please use one of the following: Microsoft Edge, Google Chrome, Firefox or Safari. Internet Explorer should NOT be used.
- **Macintosh Users:** **Browsers must be JavaScript and Cookies enabled.** Mozilla Firefox is recommended, but Google Chrome, Safari and Edge may be used.

Instructions for accessing the Educator Data Collection System and Licensed Personnel Report:

General Instructions:

- To visit a web-site, you will type the address into the white box labeled either “Address”, “Location” or “Go to” within the browser.

Internet Terms:

- **Bookmarking** – Allows you to store an address so you can easily return to the site in the future without remembering or typing in the actual address.
  - This feature is called “Add to Favorites” within Microsoft Edge.
- **Browser** – A program used for accessing and navigating the Internet.
  - Examples include Microsoft Edge, Google Chrome, Firefox, and Safari.
- **Help** – Displays information pertaining to the menu options.

Saving Data:

- A time-out will occur if the user goes beyond 45 minutes without saving or activity. If a time-out occurs, the data entered since the last “save” will be lost.
- Data entered into the report will be lost if the user:
  - Goes beyond 45 minutes without saving. The 45-minute time limit is extended each time you press the save button.
  - Proceeds to the next page, or next staff member, without saving.
User Login for KSDE Web Applications

Common Authentication Login

1. Go to the following URL or web address: https://apps.ksde.org/authentication/login.aspx.
2. Type in your USER ID.
3. Type in your PASSWORD.
4. Click on the LOGIN button.

Note: Users will need to have created a user account at ksde.org before accessing any KSDE Web Applications. Click the Register button near the bottom of the screen, enter the information in all required fields, and click Submit.
5. In the next screen, you will be prompted to read and accept the Kansas Student Data Privacy Act (SDPA) and the Family Educational Rights and Privacy Act (FERPA) legal notice. You must select “Accept” in order to enter the Education Data Collection System.
My KSDE Web Applications

After logging into the KSDE secure website, you will see the following screen. The personalized menu will be based on the applications you have authority to access.

6. Select the option titled “EDCS”.

Note: If you have not yet registered for access to the EDCS, select “Manage My Account”, confirm your user account information, scroll down and check the “EDCS” box (make sure “District” is highlighted in the drop down menu on the right), scroll to the very bottom of the screen to enter the “In Case You Forget Your Password” information (this is NOT optional), then click on “Submit”. Your district’s system administrator will then need to process your request for access and you should see EDCS in your Web Applications once that is complete.
Welcome to the Educator Data Collection System

The Educator Data Collection System (EDCS)/Licensed Personnel Report (LPR) has been updated for the current school year to give school districts more customizable options for completing the report. Districts may access only the current school year within EDCS. Users will need to click on “Select Year” before moving forward in the EDCS.

Within the EDCS Welcome Screen, you will notice the following:

- **Status** –
  - The status of the Licensed Personnel Report should be “Not Yet Started” or “In Progress” until the report has been submitted to the Kansas State Department of Education. This report is due the first business day in March.
  - The status of the Fall Vacancy report will show “Not Yet Started” or “In Progress” until the Fall Vacancy Report has been submitted. This report is due mid-September.

- **Report Due Dates** – any report deadlines for the current school year will be listed on the Welcome screen

- **Contact Information** – the person designated in the KSDE Directory application will appear in this section.

When you click on “Select Year”, the Side Bar Menu will reveal additional options. Notice that “Staff Data”, “Vacancy Report”, “Licensed Personnel Report”, and “Reports” will expand to include the following sub-menu items.
Staff Data

Import Text Files:

- All districts have the ability to upload their personnel data directly into the Educator Data Collection System web application. If you choose to import your data, the data file(s) must be either a tab delimited (txt.) or comma delimited (csv.).

- The data must be divided into separate files and uploaded in the following order:
  1. Exited Staff
  2. Staff data
  3. FTE data
  4. Assignment data
  5. Shared Staff Hiring District – Upload teachers shared with another district
  6. Shared Staff Receiving District – Upload assignments for teachers hired by another district.

- Please refer to Appendix C for a complete set of instructions for importing data.
Roll Over Data:
- Rolling over last year’s data will automatically set the status of each staff member as “Returning” and add one year of experience to the total years of experience and USD experience fields. Salary fields are not rolled over. Districts will need to roll over the data only one time per year.
- The user has several options for rolling their data over to the current academic school year:
  1. Assignment, FTE and staff data
  2. FTE and staff data
  3. Staff data
- Shared staff and assignments

Find/Update Staff:
- Licensure files are stored in the Teacher Licensure database at KSDE using social security numbers. Once an educator submits an application to KSDE, he or she is issued an educator identification number. Therefore, the social security number and/or educator identification number in the Educator Data Collection System must match the accompanying numbers in the Teacher Licensure database.
- You may search for an individual with any of the following categories:
  - Building
  - Educator ID
  - Date of Birth (DOB)
  - Email address
  - First Name
  - Middle Name
  - Last Name
- If no categories are filled, you may click the Search button to generate a complete staff listing. You are able to “Clear Form” at any time to quickly erase information in all categories.
Show Search Results:

All matches to the search query will appear in the “Show Search Results” section:

- To update staff members data, select the view button 😊
- To add a new building to a staff member’s data, select add button 🔄
- To delete staff member, select the delete button 😞
Show Profile Details:

Provide the following information for ALL licensed staff:

- User will need to select “Save” after entering/updating “Profile Details” for each staff member.

- **Total Experience**: The individual’s total number of completed years teaching and administrative experience. *Do not include the current school year.* Enter experience to the nearest whole number. Use zero (0) for all first-year teachers.

- **USD Experience**: The total completed years of experience the teacher or administrator has in the Unified School District. *Do not include the current school year.* Use zero (0) for all first-year teachers. Private schools should report the number of years the teacher or administrator has in the private school.

- **Base Salary**: Base contract salary. Do not include supplemental contracts or fringe benefits in the base salary. The salary field does not roll over. If salaries have not been determined for the current school year, use the previous year’s salaries. Once salaries are determined, the salaries will need to be updated. Enter base salary to the nearest whole number without commas or decimals.

- **Base w/Fringe**: Base contract salary plus supplemental and fringe. Total salary including all supplemental contracts and board paid fringe benefits. Enter base salary w/fringe to the nearest whole number without commas or decimals. Board paid fringe benefits (employer paid) include group life, group health, disability income, accidental death and dismemberment, and hospital surgical and/or medical expense insurance. Do not include employee reduction benefits under Section 125 plans. Supplemental does not include social security, workers’ compensation, or unemployment insurance.

- **Gender**: Select either Male or Female.

- **Entrance Code**: Select from the drop down menu the appropriate choice:
  - First Year Transitioning to Teaching: **First year teacher** who holds a restricted teaching license, Restricted Technical Certificate, Specialized Technical Certificate, or a Limited Apprentice License
  - From Business and Industry: Former educator returning to the field after working in another field such as business, industry, or government.
  - In-State USD: Educator from another Kansas USD
  - New Teacher from In-State College: First year teacher from a Kansas institution
  - New Teacher from Out-of-State College: First year teacher from an out-of-state college
  - Out-of-State: Experienced staff member coming from outside Kansas
  - Private School: Experience staff member coming from a private school
  - Retired: Experienced staff member currently receiving KPERS
  - Returning Staff: Employed in district last year
Show Receiving District(s):

- Staff entered in this section are any staff members employed by the school district but teaching or providing support services to students in another district or accredited private school.
- If the staff member is also teaching/providing support services to students in the employing district, add him/her to the appropriate building, give the appropriate FTE, and report assignments taught to students in the employing district.
- If the staff member is teaching/providing support services only to students in other districts, report the teacher in the employing district’s District Office building and mark the Shared Only button.
- Total FTE entered in Receiving District(s) and FTE-Assignments sections cannot equal more than 1 FTE.

**Entering shared staff: (Employed by district but teaching/providing support services for other districts’ students)**

1. Expand “Staff Data” section and select “Find/Update Staff” from the Side Bar Menu.
2. Enter query to update or find staff members, then select “Search”.
3. Select “View” for specific staff member and building from the “Search Results” section for which you will be entering/editing shared district data.
4. Under the “Receiving District(s)” section, select the “Add New Shared District” button.
5. Educator should be shared with all districts in which students receive support services or instruction. If there is more than one district receiving services from this educator, select one district at a time from the “District” drop down menu.

6. Enter the FTE associated with the amount of time the educator spends teaching/providing support service to that specific district’s students.

7. Select the “Save Shared District” button.

To add additional districts, repeat steps 5 – 7. **Note:** You will click on the “Save Shared District” button after adding each district.

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**Note:** If the teacher is only shared to other districts and does not have an FTE and Assignment in the employing district, mark the “Shared Only” button at the top of the “Shared to District(s)” section.
Show Full Time Equivalent (FTE) – Assignments:

**Entering/Updating FTE for a staff member:**

1. Expand the “Staff Data” section and select “Find/Update Staff” from the Side Bar Menu.
2. Enter query to update or find staff members, then select “Search”.
3. Select “View” for specific staff member and building from the “Search Results” section for which you will be entering/editing FTE-Assignment data.
4. Under the FTE-Assignment section, click in the FTE cell to enter that amount free form.
5. Select “Save FTE”.
   - You may update FTE for multiple faculty members by opening the “accordion” for the Search Results section.

**Please note:** FTE is assigned by building. If a staff member is assigned to teach in multiple buildings, you will need to pro-rate the total FTE accordingly. *Total FTE cannot exceed 1.*
Assignments:

- Please refer to the Licensed Personnel Guide (available at https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/Licensed-Personnel) for the list of assignments and the teaching endorsement required for appropriate licensure.

- The Educator Data Collection System will not display assignments until the district has mapped their local courses in the Kansas Course Code Management System (KCCMS).

- If an assignment is not an option in the Educator Data Collection System, the course has not been mapped in the KCCMS.
  - Example: If you do not have the option of entering single- or multi-grade self-contained for an elementary teacher, you will need to add the course to the KCCMS for your school district.

- Please refer to Appendix A for a list of Educator Types, Subject Areas, and Courses.

- 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 entered for Number of Classes.

- **Entering New Assignments:**
  
  1. Select “Find/Update Staff” from the Side Bar Menu.
  
  2. Enter query to update or find staff members, then select “Search”.
  
  3. Select “View” for specific staff member from the “Search Results” section for which you will be entering/editing New Assignment data.
    
    - If the staff member has not been assigned to a building, you will be immediately re-directed to the “Add Building” section.
    - Please refer to page 23 for information on adding a building.
4. Under the FTE-Assignment section, click on the “New Assignment” button.

5. Scroll down to New Assignment Entry to fill in the following fields from the dropdown options:
   - Select the “Educator Type” for the new assignment.
   - Select the “Subject Area” for the new assignment.
   - Select the “Course” for the new assignment.

6. From the Number of Classes dropdown options, select the maximum number of times the teacher teaches that class on any given day during the current school year. (For example: A self-contained elementary teacher that teaches math to his/her first-graders once a day, will enter 1. A secondary math teacher that teaches three sections of Algebra 2 on odd block days, will enter 3.)

7. Select the appropriate grade levels for the assignment. Enter each grade level that applies.
   - By selecting a specific Educator Type, the appropriate grade levels will become “active”:
     - Elementary / Preschool = PreK – Grade 6
     - Middle School Teacher = Grades 5-8
     - Secondary Teacher = Grades 9-12
     - SPED/ESOL Teacher = PreK – Grade 12
     - Career and Technical Education = Grades 7-12
     - School Specialist = PreK – Grade 12
     - School Support = PreK – Grade 12
     - Leadership/Administration = PreK – Grade 12

8. Select the JAG Course check box if applicable to the assignment.
   - JAG Course- The course is part of the Jobs for American Graduates program.

9. If the course involves a co-teacher (two teachers share 50/50 responsibility for the course), select the co-teacher box and enter the co-teacher’s educator ID. The assignment needs to be reported only one time per co-teaching pair.

10. Select “Save Assignment”.

![Diagram of the FTE Assignment process](image)
• **Updating an existing assignment:**

*If update is for “JAG Course”, “Number of Classes”, “Grade Level(s)”, or “CoTeacher”:*

1. From the FTE-Assignments section, select “View” on the Assignment needing updated.

2. Scroll down to Assignment Details, and select the JAG Course check box if applicable to the assignment.

3. Enter/update the Number of Classes for selected assignment. That is the maximum number of times the teacher teaches that class on any given day during the current school year. (For example: A self-contained elementary teacher that teaches math to his/her first-graders once a day, will enter 1. A secondary math teacher that teaches three sections of Algebra 2 on odd block days, will enter 3.)

4. Enter/update the Grade Level(s) for selected assignment by clicking on the appropriate grade levels. You may check more than one box.

5. Review co-teacher information if necessary

6. Select “Save Assignment”. 

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![Image of FTE Assignments interface with annotations](image-url)
If update is for “Educator Type”, “Subject Area”, or “Course”:

Select “Delete” on the selected assignment.

Follow all procedures listed above for “Entering New Assignments”.

![Image of the software interface showing assignments and new assignment entry with fields for Educator Type, Subject Area, Course, and State Course.]
CTE Assignments:

- CTE Assignments refers to Career and Technical Education assignments.

- Please refer to the Licensed Personnel Guide [Copy of Licensed Personnel Guide 2021-22.pdf (ksde.org)] for the list of assignments and the teaching endorsement(s) required for appropriate licensure. CTE Teachers are Educator Type 5 in this guide. This list is updated every school year.

- The Educator Data Collection System will not display assignments until the district has mapped their local courses in the Kansas Course Code Management System (KCCMS).

- Assignment choices are limited to district approved programs.

- The total number of classes for an individual should not exceed the FTE for the faculty member.

- **Entering New CTE Assignment:**
  1. Expand the “Staff Data” section and select “Find/Update Staff” from the Side Bar Menu.
  2. Enter query to update or find staff members, then select “Search”.
  3. Select “View” for specific staff member from the “Search Results” section for which you will be entering/editing New Assignment data.

![EDCS User Interface](image-url)
4. From the FTE-Assignments section, click on “New Assignment”:
   - Scroll down to “New Assignment Entry” and from “Educator Type” dropdown options, select “Career and Technical Education”.
   - Select the “Pathway” for the new assignment.
   - Select the “Subject Area” for the new assignment.
   - Select the “Course” for the new assignment.
   - You will repeat this for each new assignment this educator is teaching.
5. **Note:** JAG Course check box is not applicable for CTE Courses.
6. Enter the total number of classes taught by the teacher for the selected assignment. That is the maximum number of times the teacher teaches that class on any given day during the current school year. (For example: A secondary CTE teacher that teaches two sections of Agribusiness from the Plant Systems Pathway, will have a 2 entered.)
7. Click on the appropriate grade levels for the selected assignment. Enter each grade level that applies. You can check more than one box.
8. If the course involves a co-teacher, select the co-teacher box and enter the co-teacher’s educator ID.
9. Select “Save Assignment”.
• **Updating an existing CTE assignment:**

*If update is for the “Number of Classes”, “Grade Level”, or “CoTeacher”:*
1. Under the “FTE-Assignments” section, select “View” on the assignment needing updated.
2. Scroll down to Assignment Details.
3. **Note:** JAG Course check box is *not* applicable for CTE Courses.
4. Enter/update the Number of Classes for selected assignment.
5. Enter/update the Grade Level(s) for selected assignment by checking the appropriate grade levels.
6. Review CoTeacher information if necessary
7. Select “Save Assignment”.

*If update is for Educator Type, Subject Area, or Course:*
1. Select “Delete” on the selected assignment
2. Follow all procedures listed above for “Entering New CTE Assignment(s)”
Add Building:

The staff member’s profile details must be entered in the Educator Data Collection System prior to adding a building. Please refer to section title “Add New Staff” to enter a new staff member in the Educator Data Collection System.

- **Adding a building to an existing staff member:**
  1. Expand the “Staff Data” section and select “Find/Update Staff” from the Side Bar Menu.
  2. Enter query to update or find staff members, then select “Search”.
  3. Select “Add” for the staff member from the “Search Results” section.
  4. Select the building to which you are adding the staff member
  5. Select “Add Staff to Building”
Add New Staff:

If a faculty member was not “rolled over” from the previous year’s Educator Data Collection System, follow these instructions to enter the new faculty member.

1. Expand the “Staff Data” section and select “Add New Staff” from the Side Bar Menu.

2. Enter the new staff member’s social security number in field titled “SSN”, then select “Search Staff.” The social security number must be entered with no dashes or spaces.
   - If you have an existing staff member entered in the Educator Data Collection System with the same social security number, the “Profile Details” will be pre-populated with the existing staff member’s information.
   - If the new staff member has been issued an Educator ID number by the Kansas Department of Education (KSDE), the field “Educator ID” will be pre-populated with the number assigned by KSDE.

3. Enter the following information for the new staff member.
   a. **DOB**: Date of Birth. Enter DOB in the following format: MM/DD/YYYY.
   b. **Email**: Use the school email address.
   c. **First Name**: Legal first name.
   d. **Middle Name**: Middle initial may be used.
   e. **Last Name**: Legal last name.
   f. **Address**: Enter new staff member’s mailing address – city, state, and zip code.
   g. **Total Experience**: The individual’s total number of years teaching and administrative experience. Do not include the current school year. Enter experience to the nearest whole number. Use zero (0) for all first-year teachers.
h. **USD Experience**: The total years of experience the teacher or administrator has in this Unified School District. Do not include the current school year. Use zero (0) for all first-year teachers.

i. **Base Salary**: Base contract salary. Do not include supplemental contracts or fringe benefits in the base salary. The salary field does not roll over. If salaries have not been determined for the current school year, use the previous year’s salaries. Once salaries are determined, the salaries will need to be updated. Enter base salary to the nearest whole number without commas or decimals.

j. **Base w/Fringe**: Base contact salary plus supplemental and fringe. Total salary including all supplemental contracts and board paid fringe benefits. Enter base salary to the nearest whole number without commas or decimals. Board/employer paid fringe benefits include group life, group health, disability income, accidental death and dismemberment, and hospital surgical and/or medical expense insurance. Do not include employee reduction benefits under Section 125 plans. Supplemental does not include social security, workers’ compensation and unemployment insurance.

k. **Gender**: Select either Male or Female.

l. **Entrance Code**: Select the appropriate choice from the dropdown menu.
   i. **First Year Transitioning to Teaching**: 1st year teacher who holds a restricted teaching license, Restricted Technical Certificate, Specialized Technical Certificate, or a Limited Apprentice License
   ii. **From Business and Industry**: Former educator returning to the field after working in another field such as business, industry, or government
   iii. **In-State USD**: Came from another Kansas USD
   iv. **New Teacher from In-State College**: 1st year teacher from a Kansas institution
   v. **New Teacher from Out-of-State College**: 1st year teacher from an out-of-state college
   vi. **Out-of-State**: Experienced educator coming from outside Kansas
   vii. **Private School**: Experience educator coming from a private school
   viii. **Retired**: Currently receiving KPERS
   ix. **Returning Staff**: Employed in district last year.

4. Select “Save”

**Adding CO-OP and Interlocal Staff**

CO-OP and Interlocal add shared staff through the Shared Staff process. The CO-OP/Interlocal will enter the Hiring District information and the school district will enter the Receiving District information.
Shared Staff:

The Shared Staff screen allows users to view staff members the district has provided to other districts as well as staff members other districts have shared with the user’s district. Additionally, the Shared Staff screen is where the user’s district will report educators received from other districts.

*Note: If shared staff received from other districts are in the “Find/Update Staff” screen, the educator will need to be deleted using the exit reason 2016-2017 Reporting Re-design. This will indicate that the staff member did not actually leave the position, but needed to be deleted due to changes in the way shared staff are reported.*

Who is considered a received teacher?
- A teacher that comes to the user’s district to teach one or more courses or provide support services to students.
- A teacher that physically stays in his/her employing district and receives students from the user’s district
- A teacher that teaches students from the user’s district a course via distance learning

*Reporting educators received from another district:*
1. Expand the “Staff Data” section and select “Shared Staff”
2. Check to see if the educator is in the “Receiving District” chart. If yes, select the view button next to the educator’s name
3. Select “Yes – Educator is accepted” if the individual listed is an educator teaching/providing support services to one or more of the user’s students. OR select “No – Educator is declined” if the educator is not associated with the user’s district.
4. Click the “Save” button.
5. From the Assignments section, select “New Assignment” if educator was accepted
6. Select the building where the teacher is teaching/providing support services. If the teacher is not physically in a building, select the home building the student is/would be assigned.

7. Enter the New Assignment Entry fields for the educator that is teaching/providing support services.
8. Select “Save Assignment”.

9. If the educator is not in the Receiving District, “Shared from Hiring Districts” chart, expand the “New Shared Staff Entry” section.
10. Enter the Educator ID or SSN.
11. Select the Hiring District
12. Enter the Educators Name
13. Select “Save Entry”. Now the individual will appear in the “Shared from Hiring Districts” chart.

14. Follow steps 3-7 to add the educator to a building and add assignments.
Exited Staff:

By selecting “Exited Staff” in the Side Bar Menu, the list of all staff members that have been deleted will be viewable in table form.

To delete a staff member from the EDCS:

1. Select “Find/Update Staff” from the Side Bar Menu.
2. Enter query to update or find staff members, then select “Search”
3. Select “Delete” for the appropriate faculty member from the “Search Results” section.
   • If the applicant is assigned to only one building, the web application will immediately direct you to the “Delete Staff” section. If the applicant is assigned to more than one building, the web application won’t direct you to the “Delete Staff” section until you delete him/her from the last building.
4. Select an exit reason from the list of potential options.
   • Explanation of exit reasons located in Appendix B.
5. Enter the exit date
6. Select “Delete”
7. On the next page, click on “OK” for the second deletion confirmation.
Delete Data:

*Caution:* This section allows the user to delete all data from the Educator Data Collection System.

1. Select “Delete Data” from the Side Bar Menu.
2. From the dropdown menu, the user has the following “delete” options:
   - All assignment data
   - All FTE and assignment data
   - All staff, FTE and assignment data
   - All staff, FTE, assignment and staff exit data
   - All staff exit data only

*Caution:* This section allows the user to delete all data from the Educator Data Collection System.

3. Click on the “Delete Data”
**Caution:** This section allows the user to delete all data from the Educator Data Collection System.

4. On the next screen, click on “OK” for deletion confirmation.
Vacancy Report

Fall Vacancies:

All districts are required to submit a Fall Vacancy Report (FVR) by mid-September of the current school year. The submission deadline date is posted on the EDCS Welcome Screen. During the second semester, districts will update assignment data from the first semester report as applicable. Both vacancy reports will capture the following types of vacancies:

1. Elementary Vacancies
2. Middle Level Vacancies
3. Secondary Level Vacancies
4. All Level Endorsement Vacancies
5. Special Education (SPED)/English to Speakers of Other Languages (ESOL) Vacancies
6. School Specialist Vacancies
7. Leadership/Administrative Vacancies
8. CTE Vacancies

Definition of VACANCY for this report:
- Any licensed position that is not filled at all
- Any position that is filled by an individual who has never been licensed
- Any position that is filled by an individual with an expired license
- Any position that is filled by an individual with a substitute license
- Any position that is filled by an individual who is licensed, but does not hold the correct endorsement for the assignment

NOT A VACANCY:
- Any position that is filled by an individual who has a waiver for SPED
- Any position that is filled by an individual who has a provisional license (to teach while finishing the program in which he/she is serving)
- Any position that is filled by an individual who has a restricted license (to teach while finishing the pedagogical program)
- Any position that is filled by an individual who has a temporary non-renewable license (to teach while finishing testing)
- Any position that is filled by an individual who has an apprentice license

Upon entering the EDCS, the current school year will auto-fill in the dropdown menu on the Welcome Page. The user must then click the “Select Year” button to proceed.
The FVR is available under the “Vacancy Report” section in the left side bar menu. To access the report:
1. Expand “Vacancy Report”
2. Select “Fall Vacancies”

Once in Fall Vacancies, select either the “Do Not Have Vacancies” or “Have Vacancies” bullet.

*Do Not Have Vacancies*
Under Fall Vacancies, select the “Do Not Have Vacancies” bullet.
Scroll to the bottom of the page and select “Submit Vacancy Entries” to submit report.

Your report is complete and has been submitted. You will get a confirmation of submission at the top of the page next to Status of Fall Vacancies for the school year.
**Have Vacancies**
Under Fall Vacancies, select the “Have Vacancies” bullet. The Add Vacancy Entry button under each educator type will become active.

There are nine different categories in which to add vacancies:
- Elementary Vacancies
- Middle Level Vacancies
- Secondary Level Vacancies
- All Level Endorsement Vacancies
- Special Education/English to Speakers of Other Languages Vacancies
- School Specialist Vacancies
- School Support Vacancies
- Leadership/Administrative Vacancies
- CTE Vacancies

In each of the categories, click the “Add Vacancy Entry” button to begin. There will be four steps required to complete the entry of each vacancy:

1. Click on the edit icon.
2. Select a Type from the dropdown menu.
3. Select a Vacancy Reason from the dropdown menu.
4. Click on the save icon.

If you have vacancies in some, but not all categories, simply do nothing in the sections in which there are no vacancies to report.
**Elementary Vacancies**

In the Elementary Vacancies section, report vacant positions for Elementary (PreK – 6) and Early Childhood (General Education B – 3). Select the “Add Elementary Vacancy Entry” button.

The new vacancy just created will be highlighted yellow until you complete the four steps.

1. Select ✖ to edit the vacancy.
2. Select Elementary or Early Childhood from the Educator Type dropdown options.

3. Select the Vacancy Reason from the dropdown options.

4. Select to save the vacancy. The vacancy information will move from the dropdown row to a fixed row in the table.
Select “Add Elementary Vacancy Entry” again to add each additional Elementary or Early Childhood vacancy, and repeat the process outlined above.

Select to edit any saved vacancy. The information will move from the fixed row back to a dropdown row to allow for changes. Don’t forget to click on again when you are done, to save the edits.

Select to delete a vacancy, either before or after you have saved it.

Follow the same directions as outlined above for vacancies in each of the different educator type tables.

After entering the last vacancy, you must scroll to the bottom of the screen and click on the “Check Spring Vacancies” button.
Note: There is an “All Level Endorsement” section. Any vacancies you have in any of these subject areas, should be entered in this section, regardless of the level in which they are taught. For example: An elementary art teacher should be listed under the art endorsement in this section rather than in the elementary section. A high school vocal music teacher should be listed under the vocal music endorsement in this section rather than in the secondary section. The format should keep you from entering vacancies in the wrong section.

Note: You can enter your CTE courses in either the “Secondary” section or the “CTE” section, but not both. If you see your approved Clusters/Pathways entered in both sections, it doesn’t matter where you enter the vacancies. Just DO NOT ENTER any vacancy more than once. If you see your vacant position listed with both the “secondary” and “Cluster” designation, it doesn’t matter which you select for your vacancies.

DO NOT ENTER any vacancy more than once.
Submitting the Report

After all vacancies have been entered, scroll to the bottom of the page and select “Submit Vacancy Entries” to submit report.

You will get a confirmation of submission at the top of the page next to Status of Fall Vacancies for the school year.

Editing a Submitted Report

District users may select the “Allow ReSubmit” button to edit a submitted report. Users do not need to contact TL personnel to re-submit report. Don’t forget to click on “Submit Vacancy Entries” again when you are done, to save the edits.
Spring Vacancies:

All districts are required to include a Spring Vacancy Report (SVR) as part of the Licensed Personnel Report (LPR), which is due in early March of the current school year. The submission deadline date is posted on the EDCS Welcome Screen. Districts will update any vacancies entered in the Fall Vacancy Report (FVR), as well as enter any new vacancies, as needed. The SVR will capture the following types of vacancies:

1. Elementary Vacancies
2. Middle Level Vacancies
3. Secondary Level Vacancies
4. All Level Endorsement Vacancies
5. Special Education (SPED)/English to Speakers of Other Languages (ESOL) Vacancies
6. School Specialist Vacancies
7. Leadership/Administrative Vacancies
8. CTE Vacancies

Definition of VACANCY for this report:
• Any licensed position that is not filled at all
• Any position that is filled by an individual who has never been licensed
• Any position that is filled by an individual with an expired license
• Any position that is filled by an individual with a substitute license
• Any position that is filled by an individual who is licensed, but does not hold the correct endorsement for the assignment

NOT A VACANCY:
• Any position that is filled by an individual who has a waiver for SPED
• Any position that is filled by an individual who has a provisional license (to teach while finishing the program in which he/she is serving)
• Any position that is filled by an individual who has a restricted license (to teach while finishing the pedagogical program)
• Any position that is filled by an individual who has a temporary non-renewable license (to teach while finishing testing)
• Any position that is filled by an individual who has an apprentice license

Upon entering the EDCS, the current school year will auto-fill in the dropdown menu on the Welcome Page. The user must then click the “Select Year” button to proceed.
The SVR is listed under the “Vacancy Report” section in the left side bar menu. To access the report:

1. Expand “Vacancy Report”
2. Select “Spring Vacancies”

Once in Spring Vacancies, select either the “Do Not Have Vacancies” or “Have Vacancies” bullet.

**Do Not Have Vacancies**
Under Spring Vacancies, select the “Do Not Have Vacancies” bullet if:
- there were no fall vacancies reported AND there are no new spring vacancies to report, OR
- all fall vacancies were filled by an appropriately licensed staff member AND there are no new spring vacancies to report.

If you reported any fall vacancies, you must select a Filled status from the dropdown menu options for every fall vacancy, to complete the SVR. Click on the edit icon beside the vacancy.
The Filled status dropdown menu will become active. Select the appropriate option. You DO NOT need to make changes to the Vacancy Reason. Select the save icon on the left side of the row to save the update.

The vacancy information will move from the dropdown row to a fixed row in the table.

Repeat these steps for every Fall Vacancy that was reported. Scroll to the bottom of the page and select "Check Spring Vacancies". Any errors that need to be resolved will be noted there.

Note: You WILL NOT "SUBMIT" the SVR. The SVR is part of the Licensed Personnel Report (LPR) and will be included when you submit the LPR. Therefore, the Status of Spring Vacancies for the school year, at the top of the page, will say IN PROGRESS until the LPR has been submitted.
**Have Vacancies**
Under Spring Vacancies, select the “Have Vacancies” bullet if:
- there were fall vacancies that were NOT filled by an appropriately licensed staff member, AND/OR
- there are new spring vacancies to report.

**Editing old vacancies:**
Once the “Have Vacancies” bullet has been selected, you can update the Filled status and/or the Vacancy Reason dropdown options for *any* reported fall vacancies, as needed. Click on the edit icon beside the vacancy you need to change.

Both dropdown menus will become active. Select the appropriate option(s), as needed. You DO NOT *have* to make *any* edits if the vacancy has not changed from the fall report. Select the save icon on the left side of the row in which edits were made, to save each update.
The vacancy information will move from the dropdown row to a fixed row in the table.

Adding new vacancies
Once the “Have Vacancies” bullet has been selected, the Add Vacancy Entry button under each educator type will become active.

There are nine different categories in which to add vacancies:

- Elementary Vacancies
- Middle Level Vacancies
- Secondary Level Vacancies
- All Level Endorsement Vacancies
- Special Education/English to Speakers of Other Languages Vacancies
- School Specialist Vacancies
- School Support Vacancies
- Leadership/Administrative Vacancies
- CTE Vacancies

In each of the categories, click the “Add Vacancy Entry” button to begin. There will be four steps required to complete the entry of each new vacancy:

1. Click on the edit icon.
2. Select a Type from the dropdown menu.
3. Select a Vacancy Reason from the dropdown menu.
4. Click on the save icon.

If you have vacancies in some, but not all categories, simply do nothing in the sections in which there are no vacancies to report.
**Elementary Vacancies**

In the Elementary Vacancies section, report any new vacant positions for Elementary (PreK – 6) and Early Childhood (General Education B – 3). Select the “Add Spring Elementary Vacancy Entry” button to add a new vacancy.

The new vacancy just created will be highlighted yellow until you complete the four steps.

1. Select ☑️ to edit the vacancy.
2. Select Elementary or Early Childhood from the Educator Type dropdown options.

3. Select the Vacancy Reason from the dropdown options.

4. Select to save the vacancy. The vacancy information will move from the dropdown row to a fixed row in the table.
Select “Add Spring Elementary Vacancy Entry” again to add each additional Elementary or Early Childhood vacancy, and repeat the process outlined above.

Select to edit any saved vacancy. The information will move from the fixed row back to a dropdown row to allow for changes. Don’t forget to click again when you are done, to save the edits.

Select to delete a vacancy, either before or after you have saved it.

Follow the same directions as outlined above for vacancies in each of the different educator type tables.

After entering the last new vacancy, scroll to the bottom of the page and select “Check Spring Vacancies”. Any errors that need to be resolved will be noted there.
Note: **You WILL NOT “SUBMIT” the SVR.** The SVR is *part of* the Licensed Personnel Report (LPR) and will be included when you submit the LPR. Therefore, the Status of Spring Vacancies for the school year, at the top of the page, will say IN PROGRESS until the LPR has been submitted.

| Status of Fall Vacancies for the school year: | SUBMITTED |
| Status of Spring Vacancies for the school year: | IN PROGRESS |
Licensed Personnel Report

LPR Guide:

The Licensed Personnel Guide is a useful resource that provides information necessary for entering educator assignment data into EDCS, and identify licensure requirements. It contains the Educator Type, the five-digit Subject Area/Course code, the Subject Area, and the necessary Endorsements/Certifications for all classes taught in Kansas.

The Licensed Personnel Guide can be accessed with this link and is also available on the KSDE Licensure page under Licensed Personnel.
Submit

The Submit button becomes available and appears on the drop down, only after the EDCS spring submission window opens on January 1st of each current school year. After all data has been entered, select “Submit” from the Side Bar Menu.

- If the Licensed Personnel Report detects potentially invalid data, it will give you a description of any invalid or incomplete staff, FTE, assignment, and/or deleted staff data.
- Select “See Details” to display a list of corrections that are needed before the report may be submitted.
- If you have a status of “Stop” in one of the checks of completeness, you must address each before the Licensed Personnel Report can be submitted.
  - “ Stops” include:
    - Report contact person must be filled in
    - Invalid or incomplete Staff data has been detected
    - Invalid or incomplete FTE data has been detected
    - Invalid or incomplete Assignment data has been detected
    - Invalid or incomplete Deleted Staff data has been detected
- If you feel you have entered your data correctly, but are still receiving a “Stop”, contact Teacher Education and Licensure to discuss the stop and the possibility of an override. Only KSDE staff have the ability to override a stop.
  - Overrides are one time only. If your report needs to be reopened after submitting, you will need to have the stop override process completed again.
- If you have a status of “Warning” in one of the checks of completeness, you should address each before submitting the Licensed Personnel Report to verify their accuracy.
  - Warnings include:
    - Possible invalid Staff data has been detected
    - Possible incomplete Staff Assignment data has been detected
- If you have a “GO” in the Status section, the Licensed Personnel Report does not indicate invalid data.
  - You may submit the report with a “GO” status if you wish.
- If you accidentally submit the Licensed Personnel Report, or realize that you have some errors or omissions:
  - Access the “Submit” screen under the Licensed Personnel Report section
  - Select the “Reset Submit Status” button
  - Make your edits and “Submit” again
Reports

Summary Reports:

- Allows school districts to run reports about demographic and/or qualification data.

- Demographics summary report includes the following local and state data:
  - Gender, Entrance Code, Race, Educator Type, Age Groupings, and Total Years of Experience

- Qualification summary report includes the following local data:
  - Number of assignments in each broad subject category, number/percentage of assignments fully qualified, number/percentage of assignments in each potential flag category.
    - Please refer to the “Staff Assignment Report – Potential Flags” section for the full list of flags on the Licensed Personnel Report.

Printing a Summary Report:

1. Select school year
2. Select either Staff Demographic Summary or Qualification Summary Reports by District OR
3. Select either
   a. Demographic or Qualification Summary Reports by Building
   b. Choose the specific building to run the report
4. Select “Run Report”
EDCS Data Reports:

- Allows school districts to run reports about the staff, FTE, and assignment data reported in the Educator Data Collection System (EDCS).

- EDCS Data Reports are only available for the current school year

- Staff Data includes the following for each staff member:
  - Gender, race & ethnicity, educator type, base salary, base w/fringe salary, experience, and status.

- FTE Data includes the following for each staff member:
  - FTE assignment for each building assigned

- Assignment Data includes the following for each staff member:
  - Assignment and grade level selection
  - Assignment Data can be generated by specific course codes
    - This report provides a list of all educators with an assignment for a specific course code.

Printing an EDCS Data Report:

1. Select report by Staff, FTE, and/or assignment by District
   OR
2. Select report by one building:
   a. Choices include by Staff and/or FTE, Assignment
   b. Choose the specific building to run the report
3. Select “Run Report”
**SAR Report (Staff Assignment Report):**

The Staff Assignment Report (SAR), also known as the “kick-out” report, lists licensed staff members that are not qualified, not fully qualified, or not highly qualified for their assignments. The data collected from the Licensed Personnel Report is released to the public in aggregate form on the building and district report card each fall.

Please review the Staff Assignment Report for errors. In some cases, a social security number, name, assignment, and/or grade level may have been entered incorrectly. You can access the licensure information for staff members on the Licensure Lookup page of the KSDE website. The Staff Assignment Report is based on licensure/certification records. These records change daily. Corrections made to the Licensed Personnel Report can be verified the following day.

Staff members hired since the submission of your previous year Licensed Personnel Report should be added at this time. Do not delete a staff member who has left since the beginning of the current school year. Staff members who have left the district should be removed during next school year’s reporting process.

**Staff Assignment Report Definitions:**

**Educator ID:** Number listed on the licensed/certified staff member’s license  
**Name:** Name of the licensed/certified staff member  
**District:** Employing school district  
**Building:** Building where the licensed/certified staff member is assigned  
**Assignment:** Subject assignment reported for the licensed/certified staff member  
**Level:** Grade level for the assignment

**Staff Assignment Report – Possible Flags:**

**Never Licensed and Expired License:**  
The staff member is not certified/licensed or has an expired certificate/license. Issuing payment for services is a statutory violation (K.S.A. 72-1390). Consult your school district legal representation for corrective action.

*If the social security number has been entered incorrectly in the Licensed Personnel Report, the staff member will be flagged as “never licensed.”*

**Licensed – Unqualified:**  
The staff member holds a standard* or non-standard** license/certificate but does not hold the correct subject and/or grade level endorsement for the listed assignment.

**Licensed with Provisional Endorsement – Qualified:**  
The staff member holds a Kansas license with a provisional subject endorsement.

**Non-Standard** License – Qualified:  
The staff member holds a non-standard license/certificate with the correct subject and grade level endorsement for the listed assignment.

**Licensed with Waiver:**  
The staff member holds a standard* or non-standard** license/certificate without the appropriate subject or grade level endorsement, but the school district has been granted a waiver allowing the individual to serve in the assignment.

*Standard License* – initial license, professional license, accomplished license, 3-year certificate, or 5-year certificate

**Non-Standard License** – interim alternative license, restricted teaching license, restricted technical certificate, one-year non-renewable teaching license, limited apprentice license, TAP license, or transitional license.
LPR Data Reports:

- Allows school districts to run reports about the staff, FTE, and assignment data reported in the Licensed Personnel Report.
- Can select the school year
- Staff Data includes the following for each staff member:
  - Gender, race & ethnicity, educator type, base salary, base w/fringe salary, experience, and status.
- FTE Data includes the following for each staff member:
  - FTE assignment for each building assigned
- Assignment Data includes the following for each staff member:
  - Assignment and grade level selection
  - Assignment Data can be generated by specific course codes
    - This report provides a list of all educators with an assignment for a specific course code.

Printing an LPR Data Report:

1. Select school year
2. Select report by Staff, FTE, and/or assignment by District
   OR
3. Select report by one building:
   a. Choices include by Staff and/or FTE, Assignment
   b. Choose the specific building to run the report
4. Select “Run Report”
Frequently Asked Questions

Should I report non-licensed professionals?

No, the licensed personnel report only collects data on faculty licensed by the Kansas State Board of Education. You will not report non-licensed professionals such as Nurse, School Audiologist, Social Worker, Speech Pathologist, Occupational Therapist, Physical Therapist or Athletic Director.

What is included in salary?

Base salary is the amount of the base contract. It does not include any supplemental contracts or any board paid fringe benefits.

Salary + supplemental & fringe = TOTAL SALARY. It includes base salary, supplemental contracts and board paid fringe benefits.

Board paid fringe benefits (employer paid) include group life, group health, disability income, accidental death and dismemberment and hospital surgical, and/or medical expense insurance (do not include employee reduction benefits under Section 125 plans). Board paid fringe does not include social security, workers’ compensation and unemployment insurance.

We are still in salary negotiations. Do we have to complete the salary section? If so, what salary do we use?

Yes, you need to complete the salary section. If salaries have not been determined for this school year, use last year’s salaries. Once salaries are determined, update at that time.

How do I report a substitute teacher?

If a teacher is employed full time and happens to have a substitute license, the teacher should be reported the same as any other faculty member. List the teacher’s actual assignment(s) and the number of classes per assignment.

If the substitute is employed as a full time contracted substitute, list the assignment as substitute-contracted. If the substitute works “on call”, do not report the substitute in this report.

How should teacher assignments be determined?

The assignment should be the actual position held by the staff member. The assignment may or may not be the same as the endorsement(s) on the license.

Should duplicate assignments be listed?

No, do not list duplicate sections of the same assignment. Use the “number of classes” box to report this information.

How should I count number of classes?

Consider an elementary 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 highs and high schools count the total classes taught per assignment.
How do I report licensed staff that works in more than one district?

See Shared Staff instructions above.

How do I report hourly rate staff?

Report an estimated salary for employees who work at an hourly rate.

Should salaries be prorated for full-time or part-time personnel who teach in more than one building?

No, do not prorate salaries for either full-time or part-time personnel who work in more than one building. Salary information is on the Staff Profile section, not the FTE section.

What grade levels should be listed for administrators, school specialists, and support staff personnel?

School specialists (administrators/leadership, school counselors, reading specialists, and library media specialists), directors, supervisors, coordinators, and other support personnel assignments should be reported with all of the appropriate grade levels for the building(s) in which they serve. Check all grade level boxes that apply.

What grade levels should be listed for preschool or early childhood special education teaching assignments?

Check the PreK grade level box for these assignments.

Should study hall, planning periods or activity periods by listed?

No, unless a grade is given for the class. These assignments no longer appear in the assignment list. We only collect data on classes that require a licensed teacher. Teachers assigned to “In-School Suspension” should be included in the report.

How are personnel who work for a Co-op or Interlocal reported?

See shared staff instructions above. Co-op or Interlocal employees that work in other districts must be reported by each district in which the employees work. The Co-op or Interlocal must split the FTE among districts and share the employee with each district. If an employee works in five districts, each district will need to add the employee. The employee will have an FTE of (.2) in each of the districts (a total of 1). The Co-op or Interlocal will only need to report an assignment if the employee has a specific assignment in the Co-op or Interlocal. Otherwise the “shared only box will be selected. Receiving districts must accept the employee and add assignments as applicable.
Appendix A: Educator Type and Subject Areas

- For a complete list of Elementary and Middle School assignments, please refer to the Licensed Personnel Guide available online at www.ksde.org in Educator Licensure, Administrator Information, and then Licensed Personnel.
- For a complete list of Secondary assignments, please refer to the Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) available online at www.ksde.org in Teaching and Learning, Educator Licensure, and then Licensed Personnel.

<table>
<thead>
<tr>
<th>Educator Type: 1 - Elementary / Pre-School (Gr. EC - 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Area 80: Elementary Self-Contained</td>
</tr>
<tr>
<td>Subject Area 81: English Language and Literature (Elementary)</td>
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<tr>
<td>Subject Area 82: Mathematics (Elementary)</td>
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<tr>
<td>Subject Area 83: Life and Physical Science (Elementary)</td>
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<tr>
<td>Subject Area 84: Social Sciences and History (Elementary)</td>
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<tr>
<td>Subject Area 85: Fine and Performing Arts (Elementary)</td>
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<tr>
<td>Subject Area 86: World Language and Fine Arts (Elementary)</td>
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<tr>
<td>Subject Area 87: Religious Education and Theology (Elementary)</td>
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<tr>
<td>Subject Area 88: Physical, Health, and Safety Education (Elementary)</td>
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<tr>
<td>Subject Area 89: Early Childhood</td>
</tr>
<tr>
<td>Subject Area 90: Computer and Information Science (Elementary)</td>
</tr>
<tr>
<td>Subject Area 92: Miscellaneous (Elementary)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Educator Type: 2 - Middle School (Grade 5-8)</th>
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</thead>
<tbody>
<tr>
<td>Subject Area 51: English Language and Literature (Middle)</td>
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<tr>
<td>Subject Area 52: Mathematics (Middle)</td>
</tr>
<tr>
<td>Subject Area 53: Life and Physical Science (Middle)</td>
</tr>
<tr>
<td>Subject Area 54: Social Sciences and History (Middle)</td>
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<tr>
<td>Subject Area 55: Fine and Performing Arts (Middle)</td>
</tr>
<tr>
<td>Subject Area 56: World Language and Literature (Middle)</td>
</tr>
<tr>
<td>Subject Area 57: Religious Education and Theology</td>
</tr>
<tr>
<td>Subject Area 58: Physical, Health, and Safety Education (Middle)</td>
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<tr>
<td>Subject Area 59: Military Science (Middle)</td>
</tr>
<tr>
<td>Subject Area 60: Computer and Information Science (Middle)</td>
</tr>
<tr>
<td>Subject Area 61: Communication and Audio/Visual Technology (Middle)</td>
</tr>
<tr>
<td>Subject Area 62: Business and Marketing (Middle)</td>
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<tr>
<td>Subject Area 63: Manufacturing (Middle)</td>
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<tr>
<td>Subject Area 64: Health Care Sciences (Middle)</td>
</tr>
<tr>
<td>Subject Area 65: Public, Protective, and Government Services (Middle)</td>
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<tr>
<td>Subject Area 66: Hospitality and Tourism (Middle)</td>
</tr>
<tr>
<td>Subject Area 67: Architecture and Construction (Middle)</td>
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<tr>
<td>Subject Area 68: Agriculture, Food, and Natural Resources (Middle)</td>
</tr>
<tr>
<td>Subject Area 69: Human Services (Middle)</td>
</tr>
<tr>
<td>Subject Area 70: Transportation, Distribution, and Logistics (Middle)</td>
</tr>
<tr>
<td>Subject Area 71: Engineering and Technology (Middle)</td>
</tr>
<tr>
<td>Subject Area 72: Miscellaneous (Middle)</td>
</tr>
</tbody>
</table>
**Educator Type: 3 - Secondary (Grades 9-12)**
- Subject Area 01: English Language and Literature
- Subject Area 02: Mathematics
- Subject Area 03: Life and Physical Sciences
- Subject Area 04: Social Sciences and History
- Subject Area 05: Fine and Performing Arts
- Subject Area 06: World Language and Literature
- Subject Area 07: Religious Education and Theology
- Subject Area 08: Physical, Health, and Safety Education
- Subject Area 09: Military Science
- Subject Area 10: Computer and Information Sciences
- Subject Area 11: Communication and Audio/Visual Technology
- Subject Area 12: Business and Marketing
- Subject Area 13: Manufacturing
- Subject Area 14: Health Care Sciences
- Subject Area 15: Public, Protective, and Government Services
- Subject Area 16: Hospitality and Tourism
- Subject Area 17: Architecture and Construction
- Subject Area 18: Agriculture, Food, and Natural Resources
- Subject Area 19: Human Services
- Subject Area 20: Transportation, Distribution, and Logistics
- Subject Area 21: Engineering and Technology
- Subject Area 22: Miscellaneous

**Additional Educator Types:**

**Educator Type: 4 - SPED/ESOL (PreK-12)**
- Subject Area 94: Special Education/English to Speakers of Other Languages
- Subject Area 95: SPED/ESOL - 2nd Assignment

**Educator Type: 5 – Career and Technical Education (Gr. 9-12)**

**Educator Type: 6 - School Specialist (PreK-12)**
- Subject Area 96: School Specialist

**Educator Type: 7 - School Support (PreK-12)**
- Subject Area 93: School Support

**Educator Type: 8 - Leadership / Administration (PreK-12)**
- Subject Area 91: Leadership / Administration

**Educator Type: 9 – Migrant Educator**
Appendix B: Exit Reasons

Exit Reasons:

*Administrative Error* – Mistakenly entered or deleted

*Academic Study* – Sabbatical for academic study and/or professional development

*Deceased* – Enter date of death

*Health* – Cannot work because of illness

*In State USD (Leadership)* – Accepted a licensed leadership position in a Kansas USD

*In State USD (Teaching)* – Accepted a licensed teaching position in another Kansas USD

*Leave of Absence* – Not employed for this school year; previously an assignment

*Left the Profession* – Accepted employment in an area other than teaching

*Military* – Left position to accept position in military

*Moved From Area Employment Unknown* – Relocated and future employment unknown at this time

*Out of State* – Accepted a licensed personnel position in another state

*Private School* – Accepted a licensed personnel position in a private school

*Reduction in Force* – Leaving the positions due to reduction in staff

*Retirement* – Retiring from a licensed personnel position

*Termination* – Terminated by your district

*2016-2017 Reporting Re-Design* – Use this exit code to remove shared staff who are employed by another district that have been reported as your teacher in the past. Refer to Shared Staff screen instructions for how these teachers should be reported.
Appendix C: Data Import

**File Format Instructions:**

All districts have the ability to upload their personnel data directly into the Educator Data Collection System web application. If you choose to import your data, the data file(s) must be either a **tab delimited** or **comma delimited** file.

- The data must be divided into separate files and uploaded in the following order:
  - Exited Staff (If a staff member has been entered in the EDCS, the exit file will not remove them. They will need to be manually exited using the process detailed in the user manual.)
  - Staff data
  - FTE data
  - Assignment data
  - Shared Staff Hiring District (if applicable)
  - Shared Staff Receiving District (if applicable)

**Importing Instructions:**

1. On the Side Bar Menu choose "Import Text Files"
2. Under the heading "Import from a text file (format must meet standard established by Department of Education)" type in the full path and file name of the file to be imported.
   OR Press the "Browse" button. The "Choose File" window should pop up. Navigate to the file, select the file and click on the "Open" button.
3. Press the "Upload" button. You should receive a message indicating that your data was imported successfully.
   a. You may receive an error message indicating that the import was not successful and an error description. This will be followed by a message indicating the line number of the record on which the error occurred. After that there will be a message showing the record's contents. **Make note of all three messages.**

**If an error occurs, the most likely causes are as follows:**

1. Improper field layout or content. An error message that includes the phrase "Type mismatch" would be an indication of this.
2. Trying to import FTE data for an individual for whom there is no staff data. Trying to import Assignment data when no FTE data for that person/building exists. An error message that includes the phrase "cannot insert the value NULL" would be an indication of this.
3. Trying to import a staff record, which duplicates a previous staff SSN. Trying to import an FTE record that duplicates an existing FTE SSN/Building Number combination. Trying to import an Assignment record that duplicates an existing Assignment SSN/Building Number/Subject Number combination. An error message that includes the phrase "Violation of unique key constraint" would be an indication of this.
4. Trying to import a file that includes column headings. An error message that includes the phrase "Type mismatch" would be an indication of this.
5. The first field in every line is the table code. The table code is a numeric value that indicates which type of data the line (record) contains.
   a. The table codes are as follows:
      i. 1 indicates staff data.
      ii. 2 indicates FTE data.
      iii. 3 indicates assignment data
** Note: The following file information is presented in the same order in which you will upload it! **

**Exited Staff** File:
(One record for each exited staff member.)

<table>
<thead>
<tr>
<th>Data Item</th>
<th>Maximum Size</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Code</td>
<td>1</td>
<td>The code indicating that this is Exited Faculty related data. This code must be a 4</td>
</tr>
<tr>
<td>SSN</td>
<td>9</td>
<td>The SSN of the individual in the format 999999999. Do NOT enter hyphens.</td>
</tr>
<tr>
<td>Exit Code</td>
<td>2</td>
<td>See the table below for Exit Codes and Descriptions.</td>
</tr>
<tr>
<td>Exit Date</td>
<td>10</td>
<td>Date the teacher left the USD. (Format is MM/DD/YYYY)</td>
</tr>
<tr>
<td>Educator ID</td>
<td>10</td>
<td>ID assigned by KSDE. Not required if SSN is known.</td>
</tr>
</tbody>
</table>

The following table contains exit codes for use with "Exited Staff" data:

<table>
<thead>
<tr>
<th>EXIT CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>3</td>
<td>Retirement</td>
</tr>
<tr>
<td>4</td>
<td>Termination</td>
</tr>
<tr>
<td>5</td>
<td>Private School</td>
</tr>
<tr>
<td>6</td>
<td>Left Profession</td>
</tr>
<tr>
<td>7</td>
<td>Reduction in Force</td>
</tr>
<tr>
<td>9</td>
<td>Deceased</td>
</tr>
<tr>
<td>10</td>
<td>Military</td>
</tr>
<tr>
<td>11</td>
<td>Leave of Absence</td>
</tr>
<tr>
<td>12</td>
<td>Moved from Area Employment Unknown</td>
</tr>
<tr>
<td>13</td>
<td>Administrative Error</td>
</tr>
<tr>
<td>14</td>
<td>Health</td>
</tr>
<tr>
<td>15</td>
<td>Academic Study</td>
</tr>
<tr>
<td>17</td>
<td>In State USD (Teaching)</td>
</tr>
<tr>
<td>18</td>
<td>In State USD (Leadership)</td>
</tr>
<tr>
<td>98</td>
<td>2016-2017 Reporting Re-Design</td>
</tr>
</tbody>
</table>

Example of “Exited Staff” .txt File (Tabs between entries, carriage return at end of line):
4 777777777 6 01/02/2001
**“Export Staff” file:**
(One record for each staff member.)

<table>
<thead>
<tr>
<th>Data item</th>
<th>Maximum Size</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Code</td>
<td>1</td>
<td>The code indicating that this is faculty related data. This code <strong>must be a 1</strong>.</td>
</tr>
<tr>
<td>SSN</td>
<td>9</td>
<td>The SSN of the individual in the format 9999999999. <strong>Do NOT enter hyphens.</strong></td>
</tr>
<tr>
<td>First Name</td>
<td>45</td>
<td>The first name of the individual.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>45</td>
<td>The middle name or initial of the individual. Enter a single space if there is no middle name or initial.</td>
</tr>
<tr>
<td>Last Name</td>
<td>45</td>
<td>The last name of the individual.</td>
</tr>
<tr>
<td>Salary + Suppl &amp; Fringe</td>
<td>7</td>
<td>The salary of the individual plus supplemental contracts and board paid fringe benefits. (Do NOT enter cents or commas)</td>
</tr>
<tr>
<td>Base Salary</td>
<td>7</td>
<td>The salary of the individual. (Do NOT enter cents or commas) Do not include supplemental contracts and board paid fringe benefits.</td>
</tr>
<tr>
<td>Gender</td>
<td>1</td>
<td>The gender of the individual (1=Male, 2=Female)</td>
</tr>
<tr>
<td>Total Experience</td>
<td>2</td>
<td>The total years of experience of the individual. Use a zero for first year teachers. <strong>Do NOT include the current year.</strong></td>
</tr>
<tr>
<td>USD Experience</td>
<td>2</td>
<td>The years of experience for the current USD. Use a zero for first year teachers. <strong>Do NOT include the current year.</strong></td>
</tr>
<tr>
<td>Entrance Code</td>
<td>2</td>
<td>Indicates the entry status of the teacher in the USD. See the table below for Entrance Codes and Descriptions.</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>100</td>
<td>The E-mail address of the faculty member.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>10</td>
<td>Must be in MM/DD/YYYY format</td>
</tr>
<tr>
<td>Address1</td>
<td>30</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>Address2</td>
<td>30</td>
<td>Address Line 2 (if needed)</td>
</tr>
<tr>
<td>City</td>
<td>25</td>
<td>City</td>
</tr>
<tr>
<td>State</td>
<td>2</td>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
<td>10</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Educator ID</td>
<td>10</td>
<td>The ID of the Teacher that they have on their License. Leave Blank for none or don’t know.</td>
</tr>
</tbody>
</table>

Board paid fringe benefits (employer paid) include group life, group health, disability income, accidental death and dismemberment, and hospital surgical, and/or medical expense insurance (do not include employee reduction benefits under Section 125 plans). It does not include social security, workers’ compensation, and unemployment insurance.
The following table contains entrance code for use with “Export Staff” entries:

<table>
<thead>
<tr>
<th>ENTRANCE CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In-State USD</td>
</tr>
<tr>
<td>2</td>
<td>Out of State</td>
</tr>
<tr>
<td>3</td>
<td>Returning Staff</td>
</tr>
<tr>
<td>4</td>
<td>New Teacher from In-State College</td>
</tr>
<tr>
<td>5</td>
<td>Private School</td>
</tr>
<tr>
<td>6</td>
<td>New Teacher from Out of State College</td>
</tr>
<tr>
<td>7</td>
<td>From Business and Industry</td>
</tr>
<tr>
<td>8</td>
<td>Retired – Currently Receiving KPERS</td>
</tr>
<tr>
<td>9</td>
<td>First Year Transitioning to Teaching</td>
</tr>
</tbody>
</table>

Examples of “Export Staff” txt file (Tabs between entries, carriage return at end of line):
1 9999999999 John Smith William 11000 10500 2 13 0 1 jsmith@ksbe.state.ks.us 05/01/1960 120 SE 10th Avenue
Topeka KS 66612 1234567890

1 8888888888 Jane Doe Mary 31524 30524 1 2 2 1 jdoe@ksbe.state.ks.us 05/01/1962 120 SE 10th Avenue Topeka
KS 66612 1234567891
“Export FTE” (Full Time Equivalency) file:
(One record for each teacher for each USD building.)

<table>
<thead>
<tr>
<th>Data Item</th>
<th>Maximum Size</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Code</td>
<td>1</td>
<td>The code indicating that this is FTE related data. This code <strong>must be a 2</strong></td>
</tr>
<tr>
<td>SSN</td>
<td>9</td>
<td>The SSN of the individual in the format 999999999. Do NOT enter hyphens.</td>
</tr>
<tr>
<td>Bldg #</td>
<td>4</td>
<td>A unique four-digit integer number assigned to the building by the KSDE.</td>
</tr>
<tr>
<td>FTE</td>
<td>4</td>
<td>The Full-time Equivalency of the individual in the format of 9.99 (Include the decimal point)</td>
</tr>
<tr>
<td>Educator ID</td>
<td>10</td>
<td>ID assigned by KSDE. Not required if SSN is known.</td>
</tr>
</tbody>
</table>

_Examples of “Export FTE”.txt file (Tabs between entries, carriage return at end of line):_

2 999999999 9999 0.5
2 999999999 8888 0.5
2 888888888 9999 1.0
**“Export Assignments” file:**
(One record for each assignment for each teacher for each USD building.)

<table>
<thead>
<tr>
<th>Data Item</th>
<th>Maximum Size</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Code</td>
<td>1</td>
<td>The code indicating that this is assignment related data. This code must be a 3</td>
</tr>
<tr>
<td>SSN</td>
<td>9</td>
<td>The SSN of the individual in the format 999999999. Do NOT enter hyphens.</td>
</tr>
<tr>
<td>Bldg #</td>
<td>4</td>
<td>A unique four-digit integer number assigned to the building by the KSDE</td>
</tr>
<tr>
<td>Educator Type</td>
<td>1</td>
<td>Indicates the educator type of the individual. See the table below for Educator Type by number and description.</td>
</tr>
<tr>
<td>Subject #</td>
<td>5</td>
<td>The number of the subject the individual is teaching. A list of subject numbers is available in the License Personnel Guide.</td>
</tr>
<tr>
<td>Pre-Kindergarten</td>
<td>1</td>
<td>Indicates if the individual is teaching pre-k for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>1</td>
<td>Indicates if the individual is teaching kindergarten for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 1</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 1 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 2</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 2 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 3</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 3 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 4</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 4 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 5</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 5 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 6</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 6 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 7</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 7 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 8</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 8 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 9</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 9 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 10</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 10 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 11</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 11 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 12</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 12 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Class Count</td>
<td>2</td>
<td>The number of classes taught in the current subject.</td>
</tr>
<tr>
<td>SPED/ESOL Type</td>
<td>3</td>
<td>The special education or ESOL Type (if any) associated with this assignment. See list of special education types below. Leave blank or enter '000' for none.</td>
</tr>
<tr>
<td>----------------</td>
<td>----</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pathway</td>
<td>7</td>
<td>The CIP Code found in the Career Cluster Guidance Handbook or Licensed Personnel Guide. The CIP Code should be a numerical code in the format of XX.XXXX. Leave blank if not needed</td>
</tr>
<tr>
<td>JAG Course</td>
<td>1</td>
<td>Indicates the instruction is provided by an individual hired as part of the Jobs for American Graduates program. (blank = No, 1 = Yes)</td>
</tr>
<tr>
<td>Educator ID</td>
<td>10</td>
<td>ID assigned by KSDE. Not required if SSN is known</td>
</tr>
<tr>
<td>Co-Teacher</td>
<td>10</td>
<td>Educator ID of Co-Teacher (Not required)</td>
</tr>
</tbody>
</table>

**NOTE:** Special education subjects go in the "Subject #" column of your import file. They require a type in the "SPED/ESOL Type" column of your import file.

<table>
<thead>
<tr>
<th>Educator Type Number</th>
<th>Educator Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Elementary/Pre-School (Grades EC-6)</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Middle School (Grades 5-8)</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Secondary (Grades 9-12)</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Special Education/English to Speakers of Other Languages (Grades PreK-12)</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Career and Technical Education (Grades 7-12)</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>School Specialist (Library Media Specialist, Reading Specialist, School Counselor, School Psychologist)</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>School Support (Career Exploration or Character Education, Virtual Course Monitor, Homebound, In-School Suspension, Substitute-Contracted, Staff Development, Teacher Leader, Academic Coach, Full Release Mentor Teacher)</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td>Leadership/Administration</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>Migrant Educator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Education Type Number</th>
<th>Special Education Type Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>High Incidence (Adaptive) Special Education</td>
</tr>
<tr>
<td>002</td>
<td>Deaf or Hard-of-Hearing</td>
</tr>
<tr>
<td>003</td>
<td>Visually Impaired</td>
</tr>
<tr>
<td>004</td>
<td>English to Speakers of Other Languages</td>
</tr>
<tr>
<td>005</td>
<td>Low Incidence (Functional) Special Education</td>
</tr>
<tr>
<td>006</td>
<td>Gifted</td>
</tr>
<tr>
<td>007</td>
<td>Adaptive PE</td>
</tr>
</tbody>
</table>

Examples of “Export Assignments” .txt file (Tabs between entries, carriage return at end of line):
3 9999999999 9999 1 80001 0 0 0 1 0 0 0 0 0 0 0 0 0 0 8 000
3 9999999999 8888 2 02001 0 0 0 0 0 0 0 0 0 0 0 0 0 1 04 000 0 123456789
3 888888888 9999 5 01002 0 0 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 5 000 11.0901
“Shared Staff FTE” file (upload submitted by Hiring District):
(One record for each teacher for each USD building.)

<table>
<thead>
<tr>
<th>Data Item</th>
<th>Maximum Size</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Code</td>
<td>1</td>
<td>The code indicating that this is FTE Shared Staff related data. This code <strong>must be a 6</strong></td>
</tr>
<tr>
<td>SSN</td>
<td>9</td>
<td>The SSN of the individual in the format 999999999. Do NOT enter hyphens.</td>
</tr>
<tr>
<td>Receiving District #</td>
<td>5</td>
<td>A unique five-digit number assigned to the receiving district by the KSDE.</td>
</tr>
<tr>
<td>Receiving Building #</td>
<td>4</td>
<td>A unique four-digit number assigned to the receiving building by KSDE. The building number is only needed if the building is a private building. If the receiving district/building is public, the field can be left blank</td>
</tr>
<tr>
<td>FTE</td>
<td>4</td>
<td>The Full-time Equivalency of the individual in the format of 9.99 (Include the decimal point)</td>
</tr>
<tr>
<td>Educator ID</td>
<td>10</td>
<td>ID assigned by KSDE. Not required if SSN is known.</td>
</tr>
<tr>
<td>Shared Only</td>
<td>1</td>
<td>Staff member is only shared with other districts and does not have an assignment in hiring district (blank =No, 1=Yes)</td>
</tr>
</tbody>
</table>

*Example of “Shared Staff” FTE.txt file (upload submitted by Hiring District):*
6 999999999 D0900 0.5 1
"Shared Staff" file (upload submitted by Receiving District):
(One record for each assignment for each teacher for each USD building.)

<table>
<thead>
<tr>
<th>Data Item</th>
<th>Maximum Size</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Code</td>
<td>1</td>
<td>The code indicating that this is assignment related data. This code <strong>must be a 5</strong></td>
</tr>
<tr>
<td>SSN</td>
<td>9</td>
<td>The SSN of the individual in the format 999999999. Do NOT enter hyphens.</td>
</tr>
<tr>
<td>Bldg #</td>
<td>4</td>
<td>A unique four-digit integer number assigned to the building by the KSDE</td>
</tr>
<tr>
<td>Educator Type</td>
<td>1</td>
<td>Indicates the educator type of the individual. See the table below for Educator Type by number and description.</td>
</tr>
<tr>
<td>Subject #</td>
<td>5</td>
<td>The number of the subject the individual is teaching. See list of subject numbers below</td>
</tr>
<tr>
<td>Pre-Kindergarten</td>
<td>1</td>
<td>Indicates if the individual is teaching pre-k for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>1</td>
<td>Indicates if the individual is teaching kindergarten for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 1</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 1 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 2</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 2 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 3</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 3 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 4</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 4 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 5</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 5 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 6</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 6 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 7</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 7 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 8</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 8 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 9</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 9 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 10</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 10 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 11</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 11 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Grade 12</td>
<td>1</td>
<td>Indicates if the individual is teaching grade 12 for the current subject. (0=No, 1=Yes)</td>
</tr>
<tr>
<td>Class Count</td>
<td>2</td>
<td>The number of classes taught in the current subject.</td>
</tr>
<tr>
<td>SPED/ESOL Type</td>
<td>3</td>
<td>The special education or ESOL Type (if any) associated with this assignment. See list of special education types below. Leave blank or enter '000' for none.</td>
</tr>
<tr>
<td>----------------</td>
<td>---</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pathway</td>
<td>7</td>
<td>The CIP Code found in the Career Cluster Guidance Handbook or Licensed Personnel Guide. The CIP Code should be a numerical code in the format of XX.XXXX. Leave blank if not needed.</td>
</tr>
<tr>
<td>JAG Course</td>
<td>1</td>
<td>Indicates the instruction is provided by an individual hired as part of the Jobs for American Graduates program. (blank = No, 1 = Yes)</td>
</tr>
<tr>
<td>Educator ID</td>
<td>10</td>
<td>ID assigned by KSDE. Not required if SSN is known</td>
</tr>
<tr>
<td>Co-Teacher</td>
<td>10</td>
<td>Educator ID of Co-Teacher (Not required)</td>
</tr>
<tr>
<td>Hiring District</td>
<td>5</td>
<td>A unique five-digit number assigned to the Hiring district by KSDE.</td>
</tr>
<tr>
<td>Hiring Building</td>
<td>4</td>
<td>A unique four-digit number assigned to the Hiring building by KSDE. The building number is only needed if the building is a private building. If the hiring district/building is public, the field can be left blank</td>
</tr>
<tr>
<td>Name</td>
<td>30</td>
<td>Name of the educator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Educator Type Number</th>
<th>Educator Type Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Elementary/Pre-School (Grades EC-6)</td>
</tr>
<tr>
<td>2</td>
<td>Middle School (Grades 5-8)</td>
</tr>
<tr>
<td>3</td>
<td>Secondary (Grades 9-12)</td>
</tr>
<tr>
<td>4</td>
<td>Special Education/English to Speakers of Other Languages (Grades PreK-12)</td>
</tr>
<tr>
<td>5</td>
<td>Career and Technical Education (Grades 7-12)</td>
</tr>
<tr>
<td>6</td>
<td>School Specialist (Library Media Specialist, Reading Specialist, School Counselor, School Psychologist)</td>
</tr>
<tr>
<td>7</td>
<td>School Support (Career Exploration or Character Education, Virtual Course Monitor, Homebound, In-School Suspension, Substitute-Contracted, Staff Development, Teacher Leader, Academic Coach, Full Release Mentor Teacher)</td>
</tr>
<tr>
<td>8</td>
<td>Leadership/Administration</td>
</tr>
<tr>
<td>9</td>
<td>Migrant Educator</td>
</tr>
</tbody>
</table>

Example of “Shared Staff” .txt file (upload submitted by Receiving District):
5999999999 8888 3 02001 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 04 000 0 1234567890 D0999 John Smith

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