Fall Vacancy Report Instructions:

All districts are required to submit a Fall Vacancy report by September 1st. During the second semester, districts will update assignment data from the first semester report as applicable. The Fall Vacancies report will capture the following assignment data:

1. Elementary/Early Childhood assignments
2. Middle/Secondary/SPED/Specialist/Leadership assignments
3. CTE Assignments
4. Pathways Not Taught

Definition of Vacancy for this report: Any licensed position not filled at all OR filled by an individual who is not appropriately licensed for the assignment.

Note: A position filled with an individual who has a waiver or provisional license is not a vacancy.

The Fall Vacancies Report is a report completed in the KSDE web application Educator Data Collection System (EDCS).

When entering the EDCS, the first step is to select the school year.

The Fall Vacancy Report is now open for the Fall 2018 submission. The submission window will close on 9/1/2018.

The LRPr is open for the 2018-2019 school year.

The LRPr is due February 28th, 2019

The Fall Vacancies report is listed under the “Staff Data” section listed on the left side of the page.
Once in the Fall Vacancies screen, the district needs select “Do Not Have Vacancies” or “Have Vacancies”

**Elementary and Early Childhood Vacancies**

In the Elementary Vacancies section, districts will report vacant positions for elementary and early childhood. To begin entering a position, select the “Add Elementary Vacancy Entry” button and select the blue pencil to edit.
Select Elementary or Early Childhood in the Educator Type section.

When Elementary is selected, Single Grade Self-Contained or Departmentalized needs to be selected as the subject.

Select Single Grade Self-Contained for each self-contained classroom vacancy. Then select the Vacancy Reason.
Lastly, select the blue disk to save the vacancy. If another entry is needed to be entered, select “Add Elementary Vacancy Entry” and begin again.

If an assignment is subject specific, select “Departmentalized” for the subject.

Selecting Departmentalized will allow the section of the specific assignments the one vacancy encompasses. All subjects the one vacant position will fill should be selected. For example, if the vacant
position is for Math and computers, Math should be selected and computers should be entered in the "other" section.

If Early Childhood is selected, the subject options are General Education, Special Education, or Integrated (Special Education and General Education). The appropriate early childhood type should be selected then follow the steps for selecting the vacancy reason and saving the entry as listed above.

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies
The next section is of vacancies is the Middle Level/Secondary/SPED/Specialist/Leadership Vacancies. To enter a vacancy in this section, select the “Add Vacancy Entry” button.

To begin editing the entry, select the blue pencil.

To complete the vacancy entry, select the appropriate educator type, subject area, non-teaching area (for specialist and leadership), and vacancy reason. Then select the blue disk to save the entry. If another entry is needed, select the Add Vacancy Entry button and begin again.

CTE Vacancies
The third vacancy type is CTE Vacancies. This section is for reporting vacant positions in pathways the district has approved. To begin a reporting a CTE Vacancy, select the “Add CTE Vacancy Entry” button.

To begin editing the CTE Vacancy, select the blue pencil.

Select the pathway from the list of approved pathways and then select the subject area. To save the entry, select the blue disk. If another entry is needed, select the Add CTE Vacancy Entry button.

Pathways Not Taught
The final vacancy section is “Pathways Not Taught”. This section is for reporting pathways the district would like to offer but cannot due to not having appropriate staff members to teach the courses in the pathway. To begin this section, select the “Add Pathway Not Taught” button. To begin entering the vacancy information, select “Edit”

Enter the Pathway name and select “Update”

Submitting the Report
Once all vacancy information has been entered, select the “Submit Vacancy Entries” button at the bottom of the screen.