**Spring Vacancy Report Instructions:**

All districts are required to submit a Spring Vacancy report during the second semester of the school year. Districts will update assignment data from the first semester report as applicable and add new vacancies as applicable. The Spring Vacancy report will be submitted with the Licensed Personnel Report. A separate Spring Vacancy submission button does not exist. When the Licensed Personnel Report is submitted, the Spring Vacancy report will be simultaneously submitted. The Spring Vacancies report will capture the following assignment data:

- Elementary/Early Childhood assignments
- Middle/Secondary/SPED/Specialist/Leadership assignments
- CTE Assignments
- Pathways Not Taught

The Spring Vacancy will require you to determine if a vacancy was filled or not filled, and allow you to update the vacancy reason if applicable for a vacancy submitted in the Fall.

**New Vacancy Reason:**

COVID was added as vacancy reason within the Spring Vacancy report. You may edit reported Fall vacancies reasons to COVID as applicable. You may add new vacancies caused by COVID as necessary.

**What is a vacancy?**

- any position that is **not filled**

OR

- any position filled with a person who **does not hold an appropriate Kansas teaching license for the assignment** – this includes anyone teaching with:
  - expired license (or never licensed)
  - substitute license
  - emergency substitute license
    - including extensions on the number of days under an esub
  - licensed, but unqualified for the assignment (doesn’t hold the correct endorsement for the assignment).

A position taught by an individual under a Waiver for SPED, a Provisional license, a Restricted teaching license, a Limited Apprentice License or a Limited TAP license is **NOT** a vacancy.

The Spring Vacancies Report is a report completed in the KSDE web application Educator Data Collection System (EDCS).
Submission of Spring Vacancy Report within EDCS

Once logged into EDCS select the school year.

The Spring Vacancies report is listed under the “License Personnel Report” section on the left side of the screen. To access the report:

1. Un-collapse License Personnel Report
2. Select Spring Vacancies
Once in Spring Vacancies, select either “Do Not Have Vacancies” or “Have Vacancies”. If you added a vacancy in the Fall, select “Have Vacancies”.

**No Vacancies to Report**

Select “Do Not Have Vacancies”.

If you have no vacancies, you are through with the report. The Spring Vacancy Report will be submitted when the Licensed Personnel Report.

**Vacancies to Report**

Select “Have Vacancies”, and then edit Fall submissions and add vacancies as necessary.
Adding Vacancies

Select, appropriate add vacancy button available under the following assignment headers:

- Elementary Vacancy
- Middle Level/Secondary/SPED/Specialist/Leadership Vacancies
- CTE Vacancy
- Pathway not Taught

As an example to add an Elementary Spring Vacancy, select the “Add Spring Elementary Vacancy Entry” button to enter a new vacancy, or select to edit a vacancy submitted in the Fall.

Select to add a new Spring Vacancy.
Select Elementary or Early Childhood in the Educator Type section.

If Elementary is selected, select either Single Grade Self-Contained or Departmentalized as the subject.

Select Single Grade Self-Contained for each self-contained classroom vacancy. Then select the Vacancy Reason. Please note COVID was added as a vacancy reason. You may edit previous vacancies or add current vacancies caused by COVID.
Select [✓] to save the vacancy.

**Editing a Vacancy Submitted in the Fall**

Select [✓] to edit a vacancy.

Select a Filled status or Not Filled.
If filled you must still select a vacancy reason as to why the vacancy was listed during the Fall, and then select the to save the entry.

If you added a new Spring Vacancy and need to delete the entry, select to delete a saved vacancy. Please note vacancy submitted in Fall are not eligible for submission.

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

Follow the same procedures to add or edit a vacancy.

CTE Vacancies

Follow the same procedures to add or edit a vacancy.

Pathways Not Taught

Follow the same procedures to add or edit a vacancy.

Submitting the Report

Once all vacancy information has been entered or edit, you are complete. Your report will be submitted when you Licensed Personnel Report is submitted. You may continue to edit the Spring Vacancy report until the Licensed Personnel Report is submitted.