Welcome to the Educator Data Collection System (EDCS) “Submitting the Fall Vacancy Report” District Training!!
Objectives of this training:

- Understand the purpose of EDCS
- Gain awareness of the EDCS timeline
- Define “Vacancy” and “No Vacancy”
- Discuss the nine different types of vacancies
- Get step-by-step directions for how to enter vacancies
- Get step-by-step directions for how to enter NO vacancies
- Demonstrate the system with live tutorials
- Share additional EDCS District Training Module topics
- Get access to online training manuals
- Get KSDE contact information for help
Purpose of EDCS:

• To collect professional and demographic information about all district staff across the state of Kansas

• This data is used by: The Kansas State Board of Education
  The US Department of Education
  School Districts
  Educational Researchers
EDCS Timeline:

- **July**: System Updates
- **Mid-August**: EDCS opens for entering/editing data for current school year
- **Mid-August**: Fall Vacancy Report (FVR) is open for making submissions
- **Mid-September**: FVR is DUE! (Specific due date is posted on EDCS Welcome screen.)
- **Beginning of January**: LPR and Spring Vacancy Report are open for making submissions
- **Beginning of March**: LPR and Spring Vacancy Report are DUE!
Fall Vacancy Report information:

- The Fall Vacancy Report (FVR) is completed in EDCS.
- All districts are required to submit the FVR by mid-September of the current school year.
- The specific submission deadline for the current school year is posted on the EDCS Welcome Screen once the submission window opens.
- During the second semester, in the Spring Vacancy Report, districts will update assignment data from the first semester to indicate if vacancies were filled or are still vacant. They will also add any new vacancies.
- There are NO negative ramifications for entering vacancies. Please report all vacancies.
There are NINE categories in which to add vacancy data. The process of entering/editing vacancy data is very similar for all nine types of vacancies.

Different Types of Vacancies:

- Elementary
- Middle Level
- Secondary
- SPED/ESOL
- School Specialist
- School Support
- Leadership/Administration
- CTE
- All Level Endorsements
What IS a Vacancy?

• Any position that is not filled

OR

• Any position that is filled with an individual who does not hold an appropriate teaching license for the assignment
  - an expired license (or never licensed)
  - a substitute license
  - an emergency substitute license (including extensions on the number of days under an e-sub license)
  - licensed, but unqualified for the specific assignment (doesn’t hold the correct endorsement for the assignment)
What *IS NOT* a Vacancy?

- Any position taught by an individual who has:
  - a Waiver
  - a Provisional License
  - a Restricted License
  - a Limited Apprentice License (LAL) (the individual is currently enrolled in a High Incidence Special Education program)
  - a Limited Teacher Apprentice Program (LTAP) License (the individual is currently enrolled at WSU in an early childhood education/elementary education program to complete professional education pedagogy and become fully licensed)
  - a Limited Elementary Apprentice Program (LEAP) (the individual is currently enrolled in an elementary program to complete professional education pedagogy and become fully licensed)
Getting Started:

First you have to get into the EDCS. Here’s how!

2. Click on “Authenticated Applications” under Popular Resources.
3. Enter your Username and Password (or “Register” if you are a new user).
4. Click on “Login”.
5. Read and “Accept” Privacy Legal Notices.
6. Click on “EDCS”.

What if I don’t see EDCS in my KSDE Web Applications list?

1. Click on “Manage My Account”.
2. Enter User Account information.
3. Scroll down to check the box beside EDCS/district.
4. Scroll down to enter In Case You Forget Your Password information.
5. Click on “Submit”.
6. Your district’s system administrator will then see your request for EDCS access.
How to enter your Fall Vacancies:

Once you are in EDCS:
1. The current school year will automatically be selected. Click on “Select Year”.

Fall Vacancy Report is due 27 September 2021
2. Expand “Vacancy Report” in the side bar menu.
3. Select “Fall Vacancies”.

Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.

Fall Vacancy Report is due 27 September 2021
4. Select the “Have Vacancies” bullet.
Entering Elementary Vacancies:

1. Click on the “Add Elementary Vacancy Entry” button.

   **Note:** For any vacancy type, once you click to add a vacancy entry, a highlighted row will appear. If there are already vacancies of that type, a new row will be added to the table for the new vacancy.

2. Click on the 🖊 (edit icon) to begin entering the information.
**Note:** You will enter Art, World Language, Health, PE, and Music vacancies in the All-Level Endorsement section. Those endorsements are for PreK-12.

**For Example:** If you need an elementary school art teacher, or a middle school vocal teacher, or a high school PE teacher . . . you will NOT be able to enter them in the specific grade level category. You MUST enter them in the All-Level Endorsement category.

**Note:** You will enter Elementary Unified (general education + SPED) vacancies in the SPED/ESOL section. You will NOT be able to enter them in the Elementary category.

**Note:** You will enter School Specialists, School Support, and Leadership vacancies in those categories rather than in the building level categories.

**For Example:** If you need an elementary librarian, or a middle school virtual course monitor, or a high school principal . . . you will NOT be able to enter them in the specific grade level category. You MUST enter them in the appropriate educator type category.
3. Select the Elementary Type from the dropdown menu.
4. Select the Vacancy Reason from the dropdown menu.
If at any time you need to delete a vacancy you have entered, you can click on the (delete icon) on the right side of that row. You can delete an entry before or after you have saved it.

**THIS IS VERY IMPORTANT!!!** After you have entered a vacancy, you MUST save it by clicking on the (save icon).

Continue this process for each new vacancy.
Note: After entering the last vacancy, regardless of the number or type of vacancies you enter, you must scroll to the bottom of the screen and click on the “Submit Vacancy Entries” button.

After entering your district’s last vacancy, you must click on “Submit Vacancy Entries”.

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**Submitting Fall Vacancies:**

<table>
<thead>
<tr>
<th>Leadership/Administrative Vacancies</th>
<th>CTE Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership/Administration Type</td>
<td>Pathway</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Construction &amp; Design</td>
</tr>
<tr>
<td>Vacancy Reason</td>
<td>Subject Area</td>
</tr>
<tr>
<td>Qualified applicant refused offer for position</td>
<td>Architecture and Construction (secondary)</td>
</tr>
</tbody>
</table>

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Kansas leads the world in the success of each student.
Any errors that need to be resolved will be displayed at the bottom of the page when you try to submit your vacancies.

Your FVR has **not been submitted** until all errors have been fixed, you clicked on “Submit Vacancy Entries” again, and you see the “Submitted” confirmation at the top of the page.
You will get a confirmation of successful submission at the top of the page next to “Status of Fall Vacancies for the school year”.

The status will say “Not Yet Started” or “In Progress” until you get the confirmation, “Submitted”.
Note: If you submit your vacancies and then realize you made a mistake or missed a vacancy, you can scroll to the bottom of the screen and click on “Allow ReSubmit” to go back and enter/edit information. Then you will have to “Submit Vacancy Entries” again.
The process for adding the other types of vacancies is the same!
The BETTER news is that this slide show won’t cover all nine categories!
What if I don’t see the Pathway in the CTE dropdown??

• Check to see if the Pathway was approved for the current school year.

• Pathways for the current school year were approved during the previous school year in the Pathways System.

• Reference the current Kansas Career Cluster Guidance Handbook to double-check the Pathway and Course names. Some courses are offered in multiple pathways so look for it in another pathway.

• Contact the CTE/Pathways Help Desk: CTE/Pathways Help Desk (785) 296-4908 pathwayshelpdesk@ksde.org Career Clusters / Pathways Resource
Review
How to enter NO Fall Vacancies:

1. Select the “Do Not Have Vacancies” bullet.
2. Scroll to the bottom of the screen and click on “Submit Vacancy Entries”.

Submitting NO Fall Vacancies:

Leadership/Administrative Vacancies

No Vacancies

Add Leadership/Administrative Vacancy Entry

CTE Vacancies

No CTE Vacancies

Add CTE Vacancy Entries
Any errors that need to be resolved will be displayed at the bottom of the page when you try to submit your vacancies.

Your FVR has not been submitted until the errors have been fixed and you clicked on “Submit Vacancy Entries” again.
You will get a confirmation of successful submission at the top of the page next to “Status of Fall Vacancies for the school year”.

The status will say “Not Yet Started” or “In Progress” until you get the confirmation, “Submitted”.
Note: If you submit your vacancies and then realize you made a mistake or missed a vacancy, you can scroll to the bottom of the screen and click on “Allow ReSubmit” to go back and enter/edit information. Then you will have to “Submit Vacancy Entries” again.
Review
Next “Training Modules” in the EDCS District Training series:

1. KSDE.org and EDCS Basics
2. Entering Staff Data (Parts A,B,C)
3. Submitting the Fall Vacancy Report (FVR)
4. Entering Career & Technical Ed (CTE) assignments
5. Entering SPED/ESOL assignments
6. Entering Shared Staff data
7. Submitting the Spring Vacancy Report and Licensed Personnel Report (LPR)
8. Wrap-Up, Troubleshooting, Questions
Where can I find this and additional EDCS District Training modules/videos?

2. Click on “Licensure” under Popular Resources.
3. Click on “Licensed Personnel Report” under Licensure.
4. Click on “EDCS District Training”.
5. Select the topic/video you want.
6. Or . . . click on the “HELP” link here!
EDCS and LPR User Manual:

- The EDCS/LPR User Manual was developed to guide school districts through using the online application system and report.
- Access the current EDCS/LPR User Manual by clicking on the “USER GUIDE” clipboard below:
If you have any questions, please contact:

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