Educator Data Collection System (EDCS) and Licensed Personnel Report (LPR) 3.0

TO JOIN THE CONFERENCE CALL:

DIAL: 866-620-7326

CONFERENCE CODE: 785-296-4073
TO MUTE: *6
TO UNMUTE: #6

_____

TECHNICAL ASSISTANCE:

785-296-7935

A COPY OF THE TRAINING MAY BE FOUND ON THE FOLLOWING WEBPAGE:
HTTP://WWW.KSDE.ORG/AGENCY/DIVISIONOFLEARNINGSERVICES/TEACHERLICENSUREANDACCREDITATION/LICENSURE/LICENSEDPERSONNEL.ASPX

EDCS and LPR 3.0

- Purpose:
  - Collect information about the professional and demographic characteristics of district staff across the state of Kansas
  - 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.
  - **LPR submission date: March 31, 2014**
- Training content includes:
  - an explanation/refresher of the EDCS web application and the LPR
  - navigation through the EDCS web application
  - an explanation of the new assignments and their link to the courses mapped as part of the Kansas Course Code Management System.
  - Updates for the 2013/2014 school year
  - STCO connection / Assignment guidance
- The Educator Data Collection System will not display course codes until the districts have mapped their local courses in the Kansas Course Code Management System (KCCMS).

Kansas Course Codes

- A system of numerical codes to describe the courses taught by licensed teachers or completed by elementary or secondary students
- Beginning with the 2009-2010 school year, all school districts in Kansas report course assignments for teachers based on the Kansas Course Codes
- Purpose:
  - Maintain longitudinal student records electronically
  - Transmit course taking information from one student information system to another (electronic transcripts)
  - Meet federal reporting requirements
  - Reduce cost and burden of transcript studies
  - Use course taking information in research and evaluation of student outcomes

Kansas Course Codes

- Who do I contact to find out more about the Kansas Course Code Project?
  - The KCCMS Help Desk
    - Email: kccms@ksde.org
    - Phone: (785) 296-2078

Preparation for Completing the Report

- Minimum Requirements:
  - Windows:
    - Internet Explorer – version 8 and 9; Firefox – version 10 and higher
      - To find out which version of the browser you are using, click on the Help Menu and select "About Internet Explorer".
  - Macintosh:
    - Firefox 10 and higher
      - Browsers must be JavaScript and Cookies enabled

Preparation for Completing the Report

- Opening the Educator Data Collection System:
  - Go to the following URL or web address: https://svapp15586.ksde.org/authentication/login.aspx
  - Type in your "User Name" (a maximum of 8 characters)
  - Type in your "Password" (a maximum of 15 characters)
  - Select "Login"
  - 1st time users may request a User Name and Password by selecting "Register"

- Application Menu:
  - After logging on, you will see a personalized menu based on the applications you have the authority to access.
  - Select the *EDCS*
  - 1st time users will need to request access by selecting "Manage My Account."

User Login for KSDE Web Applications

User Name: _____

Password: _____

[Login]

KSDE applications support Internet Explorer 8 and 9 for Windows and Firefox 10.x and higher for Macintosh.

Need help? Click on the help icon for a series of Flash tutorials about the User Login.

Forgot Your Password?

[Register] If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

System Maintenance Notices

KSDE Web Applications

Click a link below.

1. EDCS
2. EDEN Meta Data Administration
3. Educator Data Reports
4. ELCS
5. IHE Portals
6. License Application
7. Praxis Records Import

Manage My Account
Logoff

System Maintenance Notices

Welcome Screen

- Contact – update through KSDE Directory application
- Select the School Year (2013-2014)
- Status
- Help
- Side Bar Menu Options
  - Staff Data
    - Import Text Files*
    - Roll Over Data*
    - Find/Update Staff
    - Add New Staff
    - Exited* Staff
    - Delete Data
    - Evaluation Roles
    - Assign Evaluator*
    - Assign Observer*
  - Reports
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      - LPR Data Reports

* Indicates Enhancements 2013-2014 School Year

EDCS

![Kansas State Department of Education logo]

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Welcome

School Year: 2012-2013 ▾   [Select Year]

Status of Licensed Personnel Report for the school year NOT YET STARTED

Welcome to the Educator Data Collection System

Content Questions:
Lori Adams, Education Program Consultant
(785) 296-3835 or ladams@ksde.org

Web Application Questions:
KSDE Information Technology Help Desk
(785) 296-7935

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School Year: 2013-2014 ▾ Select Year

Status of Licensed Personnel Report for the school year IN PROGRESS

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Import Text File

- 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:
    1. Staff data
    2. F.T.E. data
    3. Assignment data
- Please refer to Appendix D of the User Manual for a complete set of instructions for importing data.

Roll Over Data

- Roll over options:
  - Roll over assignment, FTE and staff data
  - Roll over FTE and staff data
  - Roll over staff data
- Years experience and USD experience for each returning faculty person will be automatically increased by one.
- Entrance status will be set to "returning teacher."
- Faculty salaries do not roll over.
- Due to the Kansas Course Codes, new assignments will not roll over.

Roll Over Data

- CTE Assignment data will not roll over
- Individuals without Teacher IDs (ROTC Instructors) assignment data will not roll over
- "Confirm for STCO" does not roll over

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Roll over data from the prior school year. Years experience and USD experience for each staff person will automatically be increased by one. Entrance status will be set to "returning teacher". Staff salaries will not be rolled over this year.

Roll over assignment, FTE and staff data ▼
Roll over assignment, FTE and staff data
Roll over FTE and staff data
Roll over staff data

Roll Over

Please wait for the roll over to finish. An alert will appear confirming the success of the roll over and then you may return to the Find Staff page to view the data rolled over.

Due to revision of subjects some assignments will not roll over. Many assignments will have their subject changed.

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Find/Update Staff

- Search by:
  - Building
  - Social Security Number
  - Educator ID
  - Date of Birth (DOB)
  - Email address
  - First Name
  - Middle Name
  - Last Name

- Search Results:
  - All matches to the search will appear
  - To *update staff members* data, select "View"
  - To *delete* staff member, select "Delete"
  - To *add a new building* to a staff member's data, select "Add Building."

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User: adamsdistrict   District: D0202   Building: 0000   Access Level: District   School Year: 2013

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District: [D0202 - Turner-Kansas City ▼]   Building: [None Selected ▼]   SSN (000000000): [_____]

Educator ID: [_____]   DOB (MM/DD/YYYY): [_____]   Email: [_____]

First Name: [_____]   Middle Name: [_____]   Last Name: [_____]

[Search] [Clear Form]

⬆ **Search Results**

⬇ **Profile Details**

⬇ **FTE - Assignments**

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District:	D0202 - Turner-Kansas City		Building:	None Selected		SSN (000000000):	
Educator ID:			DOB (MM/DD/YYYY):			Email:	
First Name:			Middle Name:			Last Name:	

Search   Clear Form

⊠ Search Results

	Building		SSN - Last 4	Last Name	First Name	Middle Name	DOB	Educator ID	
View	0168	Add Building	8746	Adams	Jane	C	1/23/1947	1226398669	Delete
View	0164	Add Building	7748	adams	lori		8/15/1983	8797311545	Delete
View	0154	Add Building	3333	Doe	Jane	S	7/11/1983		Delete
View	0168	Add Building	7824	Hughes	Rhonda	Kay	7/4/1963	4564978241	Delete
View	0154	Add Building	6789	Smith	Jane	Ann	1/1/1961	123456789a	Delete

⊻ Profile Details

⊻ FTE - Assignments

Navigation (left sidebar)

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Profile Details

Profile Details

- Total Experience:
  - Total years of teaching and administrative experience
  - Do not include the current school year
  - Use zero (0) for all 1st year teachers

- USD Experience:
  - Total years of experience teacher and/or administrator has in the Unified School District
  - Do not include the current school year
  - Use zero (0) for all 1st year teachers

Profile Details

- Base Salary:
  - Do not include supplemental contracts and/or fringe benefits
- Base w/ Fringe:
  - Include supplemental contracts and/or fringe benefits
  - Fringe benefits include group life, group health, disability income, accidental death and dismemberment, and hospital and/or medical expense insurance.
  - Do not include social security, workers compensation, and unemployment insurance.
- Gender:
  - Select either Male or Female

Profile Details

- Entrance Codes
  - In-State USD: Came from another Kansas USD

  - New Teacher from In-State College: 1st year teacher from a Kansas institution

  - New Teacher from Out-of-State College: 1st year teacher from an out-of-state college

  - Out-of-Field: Returning teacher from another area of employment

  - Out-of-State: Experienced teacher coming from outside Kansas

  - Private School: Experience teacher coming from a private school

  - Returning Teacher: Employed in district last year.

  - Retired: Experienced teacher currently receiving KPERS

Profile Details

- Race & Ethnicity
  - Ethnicity:
    - Hispanic / Latino
  - Race
    - American Indian or Alaska Native
    - Black or African American
    - White
    - Asian
    - Native Hawaiian or Other Pacific Islander
- *Sample Letter and Descriptions in User Manual – Appendix A*

FTE – Assignments

FTE: [None Selected ▾] [Save FTE]

No Assignments

Educator Type: [None Selected ▾]   Subject Area: [None Selected ▾]

Course: [None Selected ▾]   Local Course Code (KCC Identifier): [None Selected ▾]

☐ Virtual Course Monitor   ☐ Dual Credit Courses   ☐ Distance Learning   ☑ Summer School

Number of Classes: [None Selected ▾]   ☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
                                               ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

☐ Confirm for STCO

[Save Assignment]   [Clear Assignment Data]

FTE – Assignments

- Full Time Equivalent (FTE):
  - 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.
  - Co-op or Inter-local administrator must provide FTE/Admin data to supplemented district
  - Co-op or Inter-locals must report staff members for KEEP purposes.

- Assignments:
  - 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).
  - Please refer to the Licensed Personnel Guide (available at http://www.ksde.org/Portals/0/TLA/Licensure/Licensure%20Documents/Licensed%20Personnel%20Guide2013-14%20version%201.pdf) for the list of assignments and the teaching endorsement required for appropriate licensure.

Educator Type

- By selecting a specific Educator Type, the appropriate grade levels will become "active."

Educator Type: Grade Levels:

- Elementary/Pre-School Teacher   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
- Migrant Educator   PreK – Grade 12

FTE – Assignments

⊠ FTE - Assignments

USD # D0101 BLD # 0105 Monica, Harmon, 9841

1

FTE: 1 ▾   Save FTE

Teacher Type	Subject Area	State Course	Local Course (KCC ID)	Building	
View Secondary Teacher	Life and Physical Sciences (secondary)	Environmental Science	Science : 003 : Environmental Science : (03003G1.001115GGN)	Erie High Charter School	Delete

Educator Type: Secondary Teacher   Subject Area: Life and Physical Sciences (secondary)

Course: Environmental Science   Local Course Code (KCC Identifier): Science : 003 : Environmental Science : (03003G1.001115GGN) ▾   ← 2

☐ Virtual Course Monitor   ☐ Dual Credit Courses   ☐ Distance Learning   ☐ Summer School   ← 3

Number of Classes: 2 ▾   ← 4

☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
☐ 6 ☐ 7 ☐ 8 ☐ 9 ☑ 10 ☐ 11 ☐ 12   ← 5

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☑ Confirm for STCO   ← 6

Save Assignment   Clear Assignment Data

CTE Assignments

- CTE Assignments refer to Career and Technical Education assignments.

- Assignment choices are limited to district approved programs.

CTE Assignments

Add New Staff

- Select "Add New Staff" on the Side Bar Menu
- Enter new staff member's SSN, then select "Search Staff"
  - If district has an existing staff member with the SSN, the "Profile Details" will be pre-populated.
  - If the new staff member has been issued an Educator ID number by KSDE, the field "Educator ID" will be pre-populated.

EDCS

![Kansas state department of Education logo]

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Add New Staff → **1**

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District: D0202   SSN (000000000):   Search Staff

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Add New Staff

- Enter all "Profile Details" for the new staff member.
  - Use the school email address
  - Mailing address is a required field
- New staff member must be added to a building prior to giving an assignment.
  - Follow same procedures to "Find/Update Staff" when adding assignments as they exist after adding.

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Educator ID: 4374584234   DOB(MM/DD/YYYY):   Email:

First Name: Middle Name: Last Name:

Address: Address 2:

City: State: None Selected   Zip Code:

Total Experience: USD Experience:

Base Salary (000000):

Base w/Fringe (000000):

Gender: None Selected

Entrance Code: None Selected

Race & Ethnicity

Ethnicity
☐ Hispanic/Latino

Race (choose one or more)
☐ American Indian or Alaska Native
☐ Black or African American
☐ White   ☐ Asian
☐ Native Hawaiin or Other Pacific Islander

Clear Form   Save

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District: [D0202 - Turner-Kansas City] Building: [None Selected] SSN (000000000): [   ]

Educator ID: [   ] DOB (MM/DD/YYYY): [   ] Email: [   ]

First Name: [   ] Middle Name: [   ] Last Name: [   ]

1 **2** [Search] [Clear Form]

Search Results

	Building		SSN – Last 4	Last Name	First Name	Middle Name	DOB	Educator ID	
View	0168	Add Building	8746	Adams	Jane	C	1/23/1947	1226398669	Delete
View	0164	Add Building	7748	adams	lori		8/15/1983	8797311545	Delete
View	0154	Add Building	3333	Doe	Jane	S	7/11/1983		Delete
View	0168	Add Building	7824	Hughes	Rhonda	Kay	7/4/1963	4564978241	Delete
View	0154	Add Building	6789	Smith	Jane	Ann	1/1/1961	123456789a	Delete

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Profile Details

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Exited Staff

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

- The option to exit a staff member from the EDCS is only available through the "Search Results" section.

- Once you select "exit" for the staff member, you will be re-directed to the Exit Staff section.

  - Select an exit reason.
  - Enter the exit date.

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District: [D0101 - Erie-Galesburg ▼] Building: [None Selected ▼] SSN (000000000): [   ]

Educator ID: [   ] DOB (MM/DD/YYYY): [   ] Email: [   ]

First Name: [   ] Middle Name: [   ] Last Name: [   ]

[Search] [Clear Form]

⌃ Search Results

	Building		**SSN – Last 4**	**Last Name**	**First Name**	**Middle Name**	**DOB**	**Educator ID**	
View	0105	Add Building	1247	Anderson	Hannah		1/1/1980	5223931874	Delete
View	0100	Add Building	6601	Brown	Marlo	J	8/15/1963	2997972868	Delete
View	0105	Add Building	9841	Harmon	Monica		11/1/1957	3586495897	Delete
View	0111	Add Building	9841	Harmon	Monica		11/1/1957	3586495897	Delete
View	0100	Add Building	4141	Hersh	Herb		11/1/1957	7253384628	Delete
View	0105	Add Building	7412	Pettijohn	Jason	Michael	6/25/1983	3424789585	Delete

⌃ Profile Details

Total Experience: [   ]   USD Experience: [   ]

Base Salary (000000): [   ]
Base w/Fringe (000000): [   ]

Gender: [None Selected ▼]
Entrance Code: [None Selected ▼]

Race & Ethnicity
Ethnicity
☐ Hispanic/Latino
Race (choose one or more)
☐ American Indian or Alaska Native
☐ Black or African American
☐ White ☐ Asian
☐ Native Hawaiian or Other Pacific Islander

[Save]

⌃ FTE - Assignments

FTE: [None Selected ▼] [Save FTE]

Educator Type: [None Selected ▼] Subject Area: [None Selected ▼]
Course: [None Selected ▼] Local Course Code (KCC Identifier): [None Selected ▼]
☐ Virtual Course Monitor ☐ Dual Credit Courses ☐ Distance Learning ☐ Summer School
Number of Classes: [None Selected ▼] ☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

☐ Confirm for STCO

[Save Assignment] [Clear Assignment Data]

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District: D0101

Educator ID: 5223931874

First Name: Hannah

SSN: 1247

DOB: 01/01/1980

Middle Name:

Email:

Last Name: Anderson

Exit Reason: Make your choice ▼

Exit Date:

Delete

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Delete Data

- ***Caution***: this section allows the user to delete all data from the Licensed Personnel Report.

- User has the following "delete" options:
  - All assignment data
  - All assignment and FTE data
  - All assignment, FTE, and staff data
  - All assignment, FTE, staff, and staff exit data
  - All staff exit data only

KEEP Reporting

- KEEP Roles
  - Evaluator
  - Observer
  - Evaluatee

Keep Points of Contact

Kayeri Akweks
Consultant
kakweks@ksde.org
(785) 296-5140

Bill Bagshaw
Assistant Director
bbagshaw@ksde.org
785-296-2198

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School Year: 2013-2014 ▾ [Select Year]

Status of Licensed Personnel Report for the school year IN PROGRESS

Welcome to the Educator Data Collection System

Content Questions:
Lori Adams, Education Program Consultant
(785) 296-3835 or ladams@ksde.org

Web Application Questions:
KSDE Information Technology Help Desk
(785) 296-7935

Submit

- 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.
  - "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
  - 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 LPR does not indicate invalid data.

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Check of Completeness	Status	Override
Invalid or incomplete Staff data has been detected.	Stop	☐
Invalid or incomplete fte data has been detected.	Stop	☐
Invalid or incomplete assignment data has been detected.	Stop	☐
Possible invalid Staff data has been detected.	Warning	☐

Please note: You are able to review your Staff Assignment Report (SAR) for the current school year prior to submitting.

You have warnings indicating possible invalid data: [See Details]

You have stops indicating invalid data: [See Details]

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Reports

- Summary Reports
  - Reports by District or by Building
  - Staff Demographics Summary
  - Qualification Summary Data
- Educator Data Reports
  - Only available for current school year
  - Report by District or by Building
    - Staff Data
    - Staff and F.T.E. Data
    - Assignment Data
- Staff Assignment Report

Reports

- Staff Assignment Report (*the kick-out report*)
  - The report will list staff members that are either not licensed, not qualified or not highly qualified for their assignment.
  - Based on licensure/certification records in TLA.
    - These records change daily.
  - Indicates violations of QPA Quality Criterion 5 and/or NCLB highly qualified teacher.

Staff Assignment Report

- **Never Licensed**
  - Does not currently hold a valid license in KS
- **Expired License**
  - License is expired
- **Substitute**
  - Holds valid KS substitute teaching license
- **Licensed – Unqualified**
  - Holds valid KS license, but does not hold the correct subject and/or grade level endorsement for assignment
- **Licensed with Provisional Endorsement – Qualified**
  - Holds valid KS license with a provisional endorsement w/ appropriate subject and grade level for assignment

Staff Assignment Report

- **Licensed with Waiver**
  - Holds valid KS license; USD has been granted a waiver by the KS BOE

- **Non-Standard License – Qualified**
  - Holds non-standard license w/ appropriate subject and grade level for assignment

- **Not HQ for Assignment**
- **Not a Valid Course Code**
  - Used for KSDE reference only, does not affect District's QPA

- **Licensed – Unqualified for Grade Level**
  - Holds valid KS license, but does not hold the correct grade level endorsement for the assignment

Course-Teacher-Student Data Flow
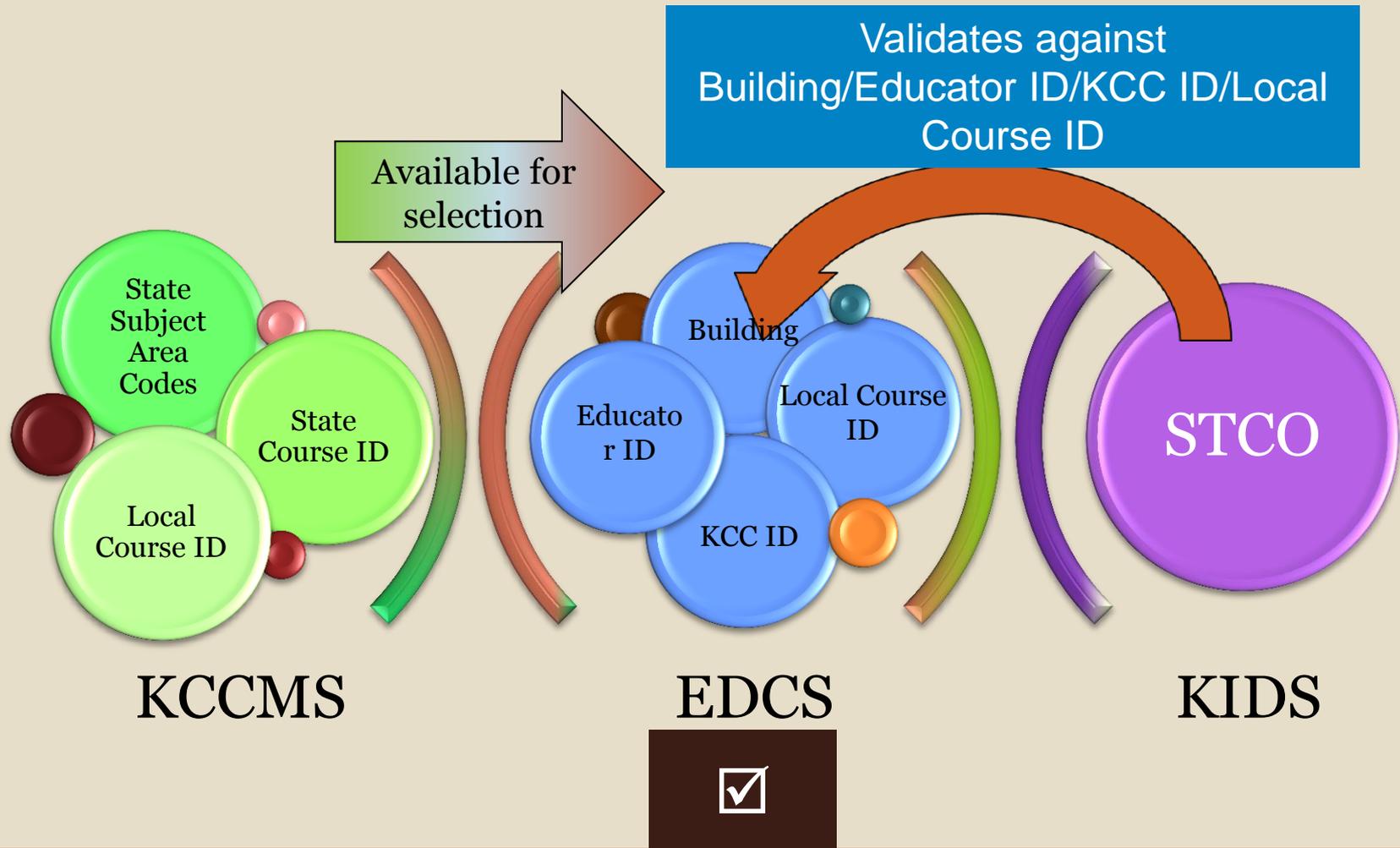
Course-Teacher-Student-CTE Data Flow

KCCMS

- State Subject Area
- State Course ID
- Local Course ID
- Kansas Course Code and Title
- Local Course ID & Title
- Credits

Available for selection

EDCS

- Building
- Local Course ID
- Educator ID
- KCC ID
- Approved Pathway

Validates

KIDS

- STCO
- EOYA

Available for selection

Available for selection

Teacher ID and name

Available for selection

Students

Pathways
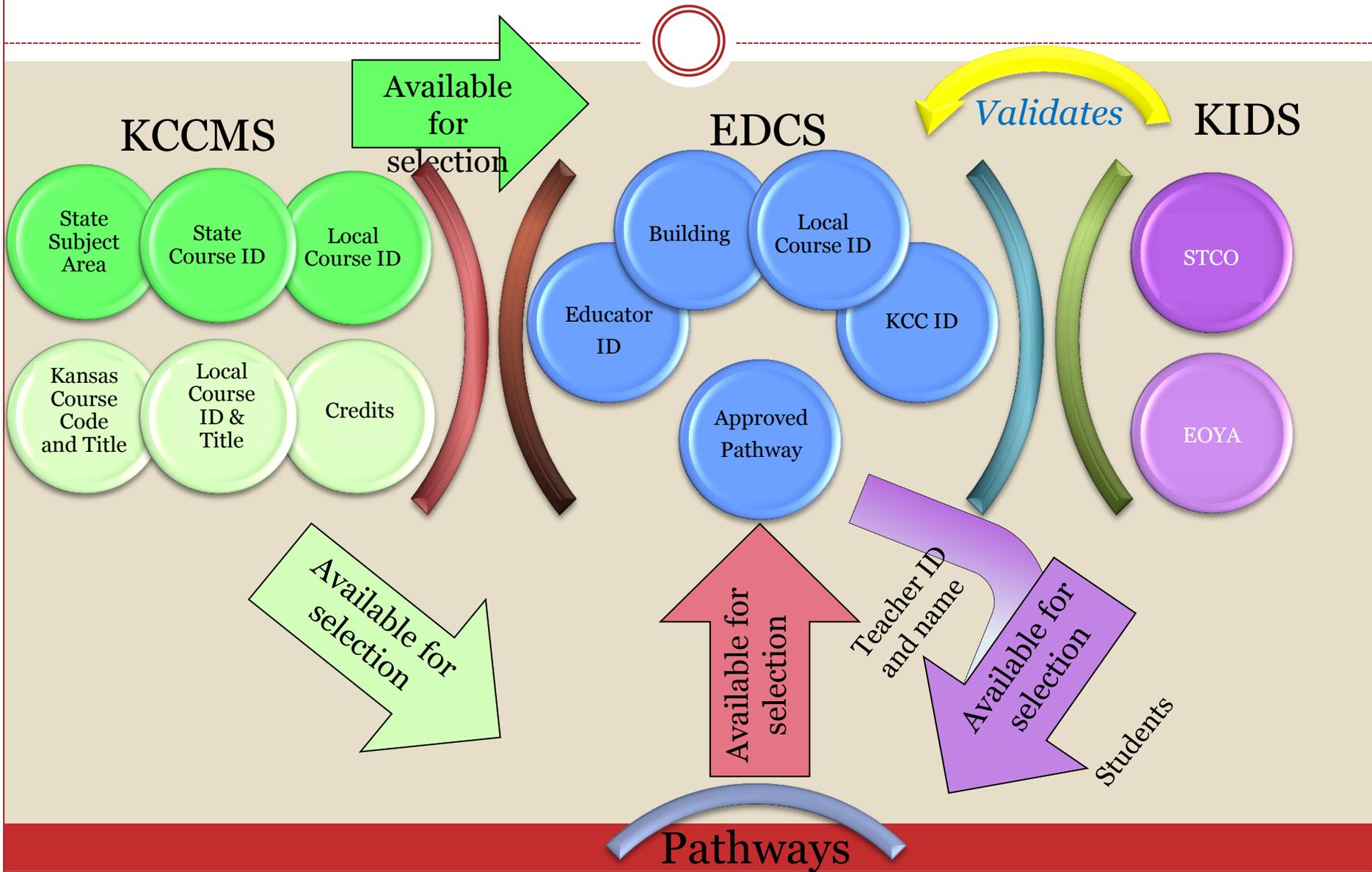
EDCS Connection to STCO

- Any courses students receive a grade for need to be assigned to the same teacher in both EDCS and STCO.

- If SPED/ESOL teachers are issuing grades, they need to be reported as teaching the specific content area.
  - Course codes beginning with 91, 93, 94, and 96 are for the LPR only. If these course codes are used, then no grade is given by the teacher in that assignment.

- Dual Credit, virtual, distance learning, and summer school courses need to be assigned to the LICENSED staff member who oversees entering the grades.
  - Use the check boxes in the assignment area to indicate the type of course.

EDCS Connection to STCO

- When the Assignment is final and ready to be used for the STCO submission, the "Confirm for STCO" box needs to be checked.

- This box needs to be checked manually for each assignment.

- Questions about STCO should be sent to kids@ksde.org

EDCS Connection to STCO

2013-2014 – Reporting Dual Credit Course (including KAMS and Votech)

- KCCMS: Each course should be mapped in KCCMS and marked as dual credit in the college/career section. If the course is a dual credit pathway course, then it should have the appropriate dual credit pathway code.
- EDCS: assign to person at the district responsible for that course or program.
  - The responsible person might be a counselor, principal or other licensed person in charge of overseeing that course or program.
  - Be sure to indicate a course as Dual Credit when it is a course taught by a college professor and the student receives both high school credit and college credit.
- KIDS—STCO: submit record with person assigned to the course in EDCS.

2013-2014 – Example of Dual Course in EDCS

2013-2014 – Reporting Summer School

- KCCMS: summer school courses should be mapped
- EDCS: teachers must be assigned to the summer school courses in EDCS. If this occurs before the LPR snapshot is submitted, the "Summer School" checkbox should be selected.
- KIDS—STCO: course outcomes for summer school courses taken during the 2014 summer school session (through July 31, 2014) are required to be submitted for the 2013-2014 school year

2013-2014 – Reporting Special Education

- EDCS
  - Any district that has an educator physically working in the district will need to report that educator in EDCS.
  - Special education teachers must be licensed in a content area if they are going to be assigned to a content specific course.
- KIDS—STCO: submit record indicating teacher who is assigned to the course in EDCS.

2013-2014 – Reporting Special Education

If the SPED (or ESOL) teacher is issuing grades for <u>CONTENT</u> area:

1. Select Educator type 4: SPED/ESOL
2. Select the specific subject teacher is teaching (ex: mathematics)
3. Select the course (ex: general math)*

   *Course must be mapped appropriately in KCCMS to display in SPED/ESOL educator type

2013-2014 – Reporting Special Education

If the SPED (or ESOL) teacher is providing support services and NOT issuing grades:

1. Select Educator Type 4: SPED/ESOL
2. Select Subject Area 94: SPED/ESOL
3. Select the appropriate course
4. Select additional SPED/ESOL code if drop box appears

Educator Type: SPED/ESOL Teacher ▾   Subject Area: Special Education/English to Speakers of Other Languages ▾

Course: Resource Room ▾   Local Course Code: None Selected ▾

☐ Virtual Course Monitor   ☐ Dual Credit Courses   ☐ Distance Learning

SPED/ESOL Type: Adaptive Special Education ▾

Number of Classes: None Selected ▾   ☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

2013-2014 – Reporting Course from one Building with Student from Another Building

- It is common for students to attend another building to take a course that is not available to them at their building.

- Example: 8th grade students that typically attend the middle school are frequently allowed to take a 9th grade course at the high school.

- KCCMS: Map the course at the lowest grade level the course is offered.

- EDCS: At the high school building, assign the course to the educator that teaches the course.

2013-2014 – Reporting Non-licensed Educators Responsible for a Course

- When a non-licensed educator is reported in EDCS, the educator's Social Security Number (SSN) is reported because an educator ID is not generated.
  - Example: when military personnel are hired to teach ROTC courses, they are entered in EDCS with their SSN instead of an Educator ID.
- KIDS—STCO: Submit record indicating the teacher SSN in the F23: Educator ID field so that the record aligns with what has been reported in EDCS.

2013-2014 – Reporting Drivers' Education

- Drivers' Education course should be reported if the course will be included on the student's transcript
- KCCMS
  - 08152: Drivers' Education—Classroom Only
  - 08152 Drivers' Education—Classroom and Laboratory
  - 08197: Drivers' Education—Independent Study
  - 08198 Drivers' Education—Workplace Experience
  - 08199: Drivers' Education—Other
- EDCS: if offered during summer, follow summer school courses guidance
- KIDS—STCO: submit record indicating the teacher who is assigned to the course in EDCS

Pending Updates

- Staff Assignment Report- functional no earlier than January 30, 2014

- Jobs for American Graduates (JAG) courses – JAG "Checkbox" added no earlier than January 30, 2014

Educator Data Collection System and Licensed Personnel Report

2014 Training Schedule:

- January 9, 2014   1:30 PM to 3:00 PM
- January 16, 2014   9:00 AM to 10:30 AM
- January 23, 2014   1:30 PM to 3:00 PM
- January 28, 2014   9:00 AM to 10:30 AM

*LPR Submission Date March 31, 2014