1. Can we get a copy of the powerpoint?
A: Yes, we will post a pdf copy of the training on the Licensed Personnel website http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/Licensure/LicensedPersonnel.aspx **or you can contact Lori Adams at** ladams@ksde.og **or Shane Carter at** scarter@ksde.org **and we will email you a copy of the slides.**

2. The Licensed Personnel Guide that is available is for the 2013-2014.When will the EDCS User manual be published?
A: You may view the 2013-2014 by selecting "2013-14 License Personnel Guide" link located on the following webpage:
http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/Licensure/LicensedPersonnel.aspx

No significant changes were made to EDCS that affected the User manual. The 2012-2013 User Manual is valid for the 2013-2014 school year.

3. If a CTE course is part of multiple pathways, like Accounting, does that require multiple assignments, one for each pathway?
A: No. If an educator teaches the accounting class in different pathways you can add one assignment and increase the number of classes as long as the local ID numbers are the same. If the local ID numbers are different, you will need to report each class separately.

4. Do pathways classes have to be remapped?   If so, how do I know which classes are pathway?
A: Some courses will not need to be remapped. If you make a change to a course or a course is expired you will need to map a new course. Pathway courses are tied to funding and you must select "Pathway" in EDCS to determine if the course was mapped. If you have questions as to whether a course should be listed in an approved pathway please contact the Pathway Help Desk at pathwayshelpdesk@ksde.org.

5. If you do not select Confirm to STCO is that course excluded from the STCO?
A: Yes.

6.   In order to use the KWIET program, does the EDCS/LPR have to be "submitted" or just "in progress"?
A: Any assignment in which an STCO record will be submitted for the KWIET program needs to be connected to the teacher in the EDCS.   The LPR does not need to be submitted, but the teacher/assignment connection needs to be made.

7.   Can you repeat the deadline for the LPR?
A: The Licensed Personnel Report will be due March 31, 2014.

8. Can a sped teacher be a virtual course monitor? It used to be that the option for virtual course was "gray" and not available for choosing if you had a sped teacher in edcs. Is that an option now?
Yes, as long as the individual holds a valid license at the appropriate grade level. At this time you do not have the option to select "Virtual Course Monitor" in EDCS if the course is a SPED course; however, we will be correcting this.

9. We are part of the Greenbush virtual program.   In 12-13, we listed the actual teacher who was teaching the virtual class. Has this changed? Should we continue entering the actual virtual teacher?   We do not have a "virtual program monitor."
A: In EDCS, a virtual course monitor is an individual that monitors students while students receive instruction from some type of software or computer program. If your students are taught by an actual educator, you should list that individual, but select "Distance Learning" not virtual course monitor.

10. Need clarification on sped at alternative school and where to report?
A: Please contact Lori Adams at ladams@ksde.org **or** scarter@ksde.org**. More information is**

needed.

11. Will you review "number of classes" on the EDCS report?
A: The "number of classes" is the amount of times an educator teaches a course. For instance, if an educator teaches the same mathematics course (5) times, you will list the assignment once in EDCS and place (5) in the "number of classes" block.

12. Is there a reason we would have to go back into courses that are already mapped?
A: In some circumstances, you may need to make a change to the course. If a course is mapped and does not require any changes, you should not have issues with the course.

13.   If a SPED teacher is teaching math at the high school, do they have to have a math endorsement?
A: Yes, if the SPED teacher is providing the instruction, he or she must hold the endorsement.

14. Are there any changes our vendors need to know regarding the export/import fields? They need time to work on programming before they can push out enhancements to the districts, which means we're delaying in importing to the EDCS. Have you already sent these changes to all the vendors, including Skyward?
A: No format changes were made that will affect importing or exporting data in EDCS.

15. What specifically are changes in the 2013-14 reporting?
A: Reporting requirements did not change, but we made the following changes to the Educator Data Collection System:
1. Gifted is an option in the SPED type drop down.
2. Two school years are available for reporting.
3. The order of the options in the side bar menu was changed.
4. The order of options in the Roll Over drop down list was changed.
5. The SPED type is editable without deleting the course.
6. A new filter was added to the Assignment Data report to search specific course codes.

16. For those using KEEP, are we going to have to have all the employee information entered in EDCS before the administrator can set up the evaluator process?
A: Yes. You must have personnel added and roles established in EDCS in order to begin the evaluation process in the KEEP system.

17. Will there be training on how to set up the KEEP evaluator and observer roles in the EDCS? Or is there any documentation on this?

A: KEEP training is located at the following website:
http://community.ksde.org/Default.aspx?tabid=4400 **. A power point is located on the website that addresses how to set up the evaluator and observer roles. If you have additional KEEP questions please contact Kayeri Akweks at kakweks@ksde.org or at (785) 296-5140.**

18. Will KSDE provide a template for the data upload?

A: Appendix D of the user manual has the file specifications need to upload files into EDCS.

19. Can the "Confirm for STCO" criteria be changes?

A: No. In order to verify course data and to ensure accurate reporting, district are required to check the "Confirm STCO box.   You may upload assignment information which allows you the check the "Confirm for STCO" through the upload process. File specifications are listed in Appendix D of the user manual.

20. We need STCO records uploaded to the State form our Student Information program way before the deadline of EDCS. Teachers want access to CETE Testing in Nov-Dec and that info is not available because the EDCS point of contact does not enter information in until much later. How do we report the information?

A: EDCS is open all year except for a couple of weeks at the end of June and beginning of July to run updates to the system. Your district may enter data for the current school year starting in July. Your EDCS point of contact may enter data prior to November or December.

21. On assignments for the Interlocal, I have to report all staff; will this be duplicate reporting?

A: Interlocal employees that work in other districts must be reported by each district in which the employees work. The interlocal must split the FTE among districts. 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 interlocal will only need to report the employee if he or she has a specific assignment in the interlocal. If you are participating in KEEP and the inerlocals wants to evaluate an educator you will need to add assignment in EDCS and pro-rate the FTE to ensure the FTE is not larger than (1).

22. Can you clarify what teachers are "Adaptive" teachers; what license do they hold?

A: An adaptive teacher is one who works with students in which a curriculum is adapted based on the students need. The district will assess students and determine if the student is taught in an Adaptive or Functional setting.

  An adaptive teacher will hold an endorsement in one of the following areas: Adaptive Special Education; Interrelated Special Education; Behavior Disorders; Educable Mentally Retarded; Physically Imparied; or Early Childhood Unified.

23. When do we report a Driver's Ed course taught in the summer.

A: You may report the Driver's Ed course at the same time as other courses, but you must check the "Summer School" box.

24. If a teacher with a Special Education license teaches a non-designated SPED course such as a high school Seminar class at the high school, do we enter the Educator Type as Secondary?

A: Yes. If the assignment is not a Special Education assignment, you will need to select the appropriate educator type for the assignment such as "Secondary Teacher".

25. If I submit EDCS, so that I can send an STCO report and students may take a formative assessment, may I make changes if necessary?

A: If you enter assignment data in EDCS and select the "Confirm for STCO" box the information will be available for an STCO report. Do not confuse with submitting the "Licensed Personnel Report". You do not need to submit the "License Personnel Report" in EDCS to provide information for a STCO report.

26. I received the following error in my STCO report: "The teacher/course combination does ot match between EDCS and STCO. How do I fix the error?

A: You will need to pull the "Info for STCO" report in EDCS and compare the assignment information to your STCO report. The information must match in each report. In general, this error is usually caused by the KCC Identifiers and/or Local Course identifiers not matching between EDCS and STCO. You will need to change the file you uploaded into STCO to match EDCS, or you will need to remap information in KCCMS to match the STCO information. Also, check your assignment in EDCS to ensure the "Confirm for STCO" box was checked.

  27. When you update staff and search for a teacher you have to go out and then back to the welcome screen to change search for another teacher. Is that a bug or is there another way around it?

A:

If you un-collapse the double arrow by "Search Results" you will be able to select additional staff without exiting to the welcome screen and selecting "Find/Update Staff again.

⊻ Search
Results

Click Here

28. Are we required to report a substitute for a maternity leave if the assigned teacher returned?
A: You will not report the substitute if the maternity leave teacher returned and she assigned grades.

29. If courses rolled over that the teacher is not currently teaching, is it ok to leave them there, but not check Confirm for STCO or should they be deleted?
A: You must delete the courses. The data you report must be accurate. Assignments and Class counts are part of the data that is reported to the Kansas Board of Education and to United States Department of Education. If you do not delete the course, the data will be skewed.

30. I'm confused about the Dual course box. In KCCMS our courses that are associated with our local course ids are selected in KCCMS as Dual credit. You are saying we DON'T make the box in EDCS if that course is taught by our local teacher, even though it is marked as Dual credit in KCCMS?
A: Correct. You do not need to remap your course. The course is mapped correctly, but you do not need to select the dual credit box because your licensed personnel member teaches the course. The dual credit box is provided to prevent courses taught by a college professor from kicking out on the Licensed Personnel Report.

31. USD 265: How do you report a non-certified person for DL courses?

A: You will add the individual as any other staff member, but he or she will not have an Educator ID. You will add the course to the individual's assignment data and select the Distance Learning box.

32. I have a pshyc teacher from a local juco that comes to teach one class.   Do I report her or the counselor as the teacher, as he oversees?   She has held a KS license but lapsed as the college level doesn't require certification.   Prior to this year it was taught in house for dual credit.

A: If the course is still taught as dual credit, you may add the course to the counselor and select the Dual Credit box.   If the course is not taught as dual credit, you will need to add the psych teacher to your staff data and assign the course.

33. If English Comp is taught by a HS teacher for Dual Credit how should this be marked/coded in EDCS? We have course coded in KCCMS as Dual Credit but it sounded like you were saying that is wrong since it is not being taught by a college professor?

A: The dual credit box is provided to prevent courses taught by a college professor from kicking out on the Licensed Personnel Report. Since you have a licensed staff member teaching the course, you do not need to check the Dual Credit box.

34. Will you repeat what you said about how to mark an 8th grade tech course?

**A: The College Career Field in KCCMS for Seventh and Eighth Grade CTE Introductory Courses
In order to ensure proper coding of any CTE course, whether in an approved CTE pathway or not, the following instructions on coding middle school introductory CTE courses are being provided.   Please**

remember that the Kansas Course Codes Management System (KCCMS), the Educator Data Collection System (EDCS), the Career and Technical Education (CTE) Pathway application, and the Student Teacher Courses (STCO) system all communicate with each other. When implementing the following changes, it is important that the EDCS report for your district/school has not been completed yet.

Middle School Introductory CTE Course NOT Part of a Pathway
1.   If your district has a middle school introductory Career and Technical Education (CTE) course that is NOT going to be part of a pathway, then that course should be coded with a "T" in the College/Career field in the Kansas Course codes Management System (KCCMS).   This course should have a middle school course number. Coding of CTE courses with a "T" indicates that the course is a CTE course that is not part of an approved pathway.

Please make any necessary changes to these courses in the KCCMS before your Educator Data Collection System (EDCS) report is completed for your school/district. Any course coded with a "T" should be found under secondary teacher in EDCS.   It is okay to make changes directly to a course record in KCCMS that is not part of an approved pathway for this purpose.

EDCS Instructions:
If a course is not part of a pathway and is mapped under the secondary course code i.e. "12XXX" (for a business course), the district may add the assignment to a middle school teacher by selecting Educator Type "Secondary".

EDCS will not allow a district to select "8" for the grade level. EDCS will allow selections of grades "9-12" only.   The district may select "9" for the grade level in this instance though the course is at the middle school.   EDCS does not allow grades under "9" for selection if the Educator Type is "Secondary".

Middle School Introductory CTE Course Part of a Pathway, Not Funded
2.   Any course in your middle school that will be used as an introductory course (not funded and in an approved pathway) needs to be coded to a high school course number.   The Kansas course code still needs to indicate the 8th grade level (code 13).

EDCS Instructions:
The district would need to add the teacher to the High School building , select the Educator Type "Career and Technical Education", select the appropriate pathway and course, and select "8" for grade level. This is a work around since EDCS will not allow a user the option to select pathways in a middle school building.

Current Middle School Introductory CTE Course
3.   Any middle school course <u>currently</u> approved <u>in KCCMS</u> and <u>Pathways</u> coded with "E" *was changed automatically* by KSDE to an "X".   This action will allow you to select that course as part of a pathway application for the 2014-2015 school year, and should allow you to select this course in EDCS for this school year, *if it was part of your approved 2013-2014 Pathway application*.   <u>Please do not try to change these KCCMS records yourself.</u>

EDCS Instructions:
As in scenario 2 above, the district would need to add the teacher to the High School building , select the Educator Type "Career and Technical Education", select the appropriate pathway and course, and

select "8" for grade level. This is a work around since EDCS will not allow a user the option to select pathways in a middle school building.

35. When dealing with Sp Ed Coop people, do I need to enter in all of the employees on the list given from the Coop?   Ex: school nurse, speech-language, school psychologist?   (These employees do not give grades)   If so, why is their information needed?

A: You only need to report personnel licensed by KSDE in EDCS. You do not report School Nurses, Speech-Language Pathologist, Occupational Therapist, or Social Workers.

You must report School Psychologist because they are licensed through KSDE.

36. Is the fringe amount the employer amount or the employee amount?

A: The fringe amount is the amount the employer pays on behalf of the employee.