



## **ecds\_pk\_verify\_hr\_reprts**



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Personnel elements can be verified by running the following reports:

**Personnel > Reports > User Created Reports**

**Report Template**  
 ☐ Public

**Report Title**

Employee Nbr:  : ☐ Active Employees Only

☐ **Employee Demographic**

<input type="checkbox"/> Employee Nbr	<input checked="" type="checkbox"/> Staff ID/SSN	<input type="checkbox"/> Maiden Name	<input checked="" type="checkbox"/> Phone Area Cd	<input type="checkbox"/> Last Change Date
<input checked="" type="checkbox"/> Texas Unique Staff ID	<input checked="" type="checkbox"/> Address Number	<input type="checkbox"/> Former Prefix	<input checked="" type="checkbox"/> Phone Nbr	<input type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Name Prefix	<input checked="" type="checkbox"/> Street/P.O. Box	<input type="checkbox"/> Former First Name	<input type="checkbox"/> Bus Phone Area	<input type="checkbox"/> Marital Stat
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Apt	<input type="checkbox"/> Former Middle Name	<input type="checkbox"/> Bus Phone Nbr	<input type="checkbox"/> Other Language
<input type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> City	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Bus Ext	<input type="checkbox"/> Local Use 1
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> State	<input type="checkbox"/> Former Generation	<input type="checkbox"/> Cell Area Cd	<input type="checkbox"/> Local Use 2
<input type="checkbox"/> Generation	<input checked="" type="checkbox"/> Zip	<input checked="" type="checkbox"/> Driver's License	<input type="checkbox"/> Cell Phone Nbr	<input type="checkbox"/> Email
<input type="checkbox"/> Sex	<input type="checkbox"/> Zip+4	<input type="checkbox"/> DL State	<input type="checkbox"/> Local Restriction	<input type="checkbox"/> Home Email

Use the User Created Report to verify staff demo data.

**Personnel > Reports > Personnel Reports > HRS1600 - Certification Report**

# State Reporting

Delete	Teaching Spec Code	Teaching Description	PEIMS PK Teacher Requirement
	01	PK 01	01 Certification offered through an AMI or MACTE accredited center
	02	PK 02	
	03	PK 03	
	04	PK 04	
	05	PK 05	
	06	PK 06	

01 Certification offered through an AMI or MACTE accredited center

03 Employed as PK teacher in district where PK prof development is met

05 A Child Development Associate (CDA) credential

06 Documented completion of the TSR Comprehensive

07 A degree in early childhood education or a related field

08 8+ yrs tchg exp natl accredited child care pgm or Texas Rising Star Pgm

09 Contract Entity-2+ yrs tch natl child care pgm/txRisingStar & CDA/TEA appd EC cred

10 Contract Entity-2+ yrs tch natl child care pgm/txRisingStar & cert acrd AMI/MACTE

11 Contract Entity-Emplyd PK teacher that met specific Pre-K prof develop reqmnts

12 Contract Entity-A degree in early childhood education or a related field

13 Contract Entity-8+ yrs tchg exp natl accrd child care pgm or TX Rising Star Pgm

Date Run: 02-23-2021 3:10 PM		Employee Certification Report				Program: HRS1600		
Cnty Dist: 031-776		TEXAS ISD				Page: 1 of 1		
						Frequency: 6		
Emp Nbr	Employee Name	Certification Type		Specialty Area Yrs Taught	Teaching Specialization		Special Credentials	
		Date Cert	Date Expire		ExCET Yr	Sem Hrs	Year	Classroom Hrs
000925	SANDS-MARTINEZ, RENEE AN	F - Professional 02-01-2017	01-31-2023		PK3 - PRE K			
000924	SANDS, RENE APRIL	F - Professional 05-16-2015	03-31-2021		PK4 - PRE K			
000964	SHIPP, ROSITA DELAINE	F - Professional 08-28-2016	06-30-2022		PK3 - PRE K			
Total Employees for District:		3						
End of Report								

HRS1600 allows you to view a list of instructors assigned to a particular teacher specialization code that is associated with the PK teacher certification requirement.



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