



ASCENDER GUIDES



ecds_pk_verify_hr_reprts

Table of Contents

Personnel elements can be verified by running the following reports:

Personnel > Reports > User Created Reports

Report Template

Staff Demo Verification ☐ Public Retrieve Directory

Report Title

Employee Nbr: ☐ Active Employees Only

☐ **Employee Demographic**

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

Use the User Created Report to verify staff demo data.

Personnel > Reports > Personnel Reports > HRS1600 - Certification Report

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 aced AMI/MACTE

11 Contract Entity-Employd 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 accred child care pgm or TX Rising Star Pgm

98 PK teacher in a school district no additional HQPK Qualification

99 Emp PK teacher in LEA no additional HQPK Qualification



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.



Back Cover