



---

# **Core Collection: Early Childhood Data System - KG Submission**



# Table of Contents

<b>Prerequisites</b> .....	1
<b>I. Verify ASCENDER Data</b> .....	1
Verify Staff Data .....	2
Student .....	3
<b>II. Create Interchanges</b> .....	8



# Core Collection: Early Childhood Data System - KG Submission (Updated 2023-2024)

The Early Childhood Data System (ECDS) collection is one of the TSDS Core Collections. This guide covers the submission of kindergarten (KG) data. (Pre-kindergarten data is submitted separately.) The reporting of KG program data for ECDS is mandatory for all public school districts and open-enrollment charter schools that administer a test from the [Commissioner's List of Approved Kindergarten Assessment Instruments](#).

LEAs are required to submit specific demographic, classroom link, and special program data elements for the ECDS KG collection. All elements will be submitted in the TSDS Core Collections.

**The ECDS KG submission is due January 25, 2024.**

**NOTE:** The assessment vendor will provide the ECDS KG assessment data directly to TEA. LEAs should contact their assessment vendor for any issues or for the specific timeframe for when their results will be provided to TEA.

[Extract Rules and Edits for 2023-2024](#)



**IMPORTANT:** Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

## Prerequisites

- Verify that all roles and users are correct in ASCENDER Security Administration.
- For Student-only districts, the campus must have either entered staff information in District Administration or used the Staff Import utility in State Reporting.

## I. Verify ASCENDER Data

Verify data for each element on the following pages and reports. It is suggested that you run reports first, and then use the maintenance pages to update data where needed.

**NOTE:** ORGANIZATION-CATEGORY (E1240) is the classification of the education agency according to the level of administrative and operational control granted by the state. **This is hard coded in the program as “LEA,” or “School” according to the county-district number.**

## Verify Staff Data

**Personnel > Maintenance > Staff Demo > Demographic Information**

The screenshot shows a web interface for staff demographic information. At the top, there is a 'Save' button. Below it, the employee name '000441 : BENNET, ELIZABETH' is displayed in a search bar, with buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. A navigation bar includes 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'DEMOGRAPHIC INFORMATION' section shows 'Staff ID/SSN: 242-49-5235', 'Texas Unique Staff ID: 5343261738', and 'Last Change: 07-19-2021'. The 'Name' section has a large rounded rectangle highlighting the 'Legal' name fields: 'Legal: [dropdown] ELIZABETH [input] [input] BENNET [dropdown] [input]'. Below this are 'Former: [dropdown] [input] [input] [input] [input] [dropdown] [input]' and labels for 'Title', 'First', 'Middle', 'Last', 'Generation', and 'Maiden Name'.

### Reported Elements from Demographic Information:

Element	Code Table	Data Element	ASCENDER Name
E0703	---	FIRST-NAME	Legal - First
E0704	---	MIDDLE-NAME	Legal - Middle
E0705	---	LAST-NAME	Legal - Last
E1524	---	TX-UNIQUE-STAFF-ID	Texas Unique Staff ID
E0505	---	STAFF-ID	Staff ID

### RUN REPORT FOR VERIFYING DATA:

Staff demo data can be verified by running the following report:

**Personnel > Reports > User Created Reports**

## State Reporting

SaveCreate ReportDeleteReset

**Report Template**

  Public Retrieve Directory

**Report Title**

Employee Nbr:   Employed Only

**Employee Demographic**

<input checked="" type="checkbox"/> Employee Nbr	<input checked="" type="checkbox"/> Staff ID/SSN	<input type="checkbox"/> Maiden Name	<input type="checkbox"/> Phone Area Cd	<input type="checkbox"/> Last Change Date	<input type="checkbox"/> Emer Contact	<input type="checkbox"/> Hispanic/Latino
<input checked="" type="checkbox"/> Texas Unique Staff ID	<input type="checkbox"/> Address Number	<input type="checkbox"/> Former Prefix	<input type="checkbox"/> Phone Nbr	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Relationship	<input type="checkbox"/> American Indian
<input type="checkbox"/> Name Prefix	<input type="checkbox"/> Street/P.O. Box	<input type="checkbox"/> Former First Name	<input type="checkbox"/> Bus Phone Area	<input type="checkbox"/> Marital Stat	<input type="checkbox"/> Emer Notes	<input type="checkbox"/> Asian
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Apt	<input type="checkbox"/> Former Middle Name	<input type="checkbox"/> Bus Phone Nbr	<input type="checkbox"/> Other Language	<input type="checkbox"/> Emer Area Cd	<input type="checkbox"/> African American
<input checked="" type="checkbox"/> Middle Name	<input type="checkbox"/> City	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Bus Ext	<input type="checkbox"/> Local Use 1	<input type="checkbox"/> Emer Phone Nbr	<input type="checkbox"/> Pacific Islander
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> State	<input type="checkbox"/> Former Generation	<input type="checkbox"/> Cell Area Cd	<input type="checkbox"/> Local Use 2	<input type="checkbox"/> Emer Ext	<input type="checkbox"/> White
<input type="checkbox"/> Generation	<input type="checkbox"/> Zip	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Cell Phone Nbr	<input type="checkbox"/> Email		
<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Zip+4	<input type="checkbox"/> DL State	<input type="checkbox"/> Local Restriction	<input type="checkbox"/> Home Email		
<input checked="" type="checkbox"/> DOB	<input type="checkbox"/> Addr Country	<input type="checkbox"/> DL Expir Date	<input type="checkbox"/> Public Restriction	<input type="checkbox"/> Employee Notes		

## Student

***Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section***

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

Course Number  Retrieve

Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
<input type="checkbox"/>	<input type="checkbox"/>				000	0	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		00

Crs Nbr:  Svc ID:  Multi Svc Ind:  Lock:  Include UIL Elig:   
 Section:  Max Seats:  Enrolled Students Sem 1:  Sem 2:  Non Campus Based:  Dst Lrng:

**Section Information**  
 Crs Seq:  Wks/Mnth:  PK Curricula:  Stu Instr:  Home Room Ind:   
 Pop Srvd:  Instruct Set:  Class Type:  High Qual PK Prog:  PK Sch Type:

**Restrictions**  
 Type Rstrctn:  Team Code:  Gender Rstrctn:  Grade Rstrctn:

**Course Codes and Credits**  
 Dual Crdt:  Adv Tech Crdt:  AAR Use:  Grad Plan Use:  Special Consid:  College Credit Hrs: Sem 1:  Sem 2:  OnRamps:

**District Information**  
 Crs Seq:  Exam/Sem Pat:  Gender Rstrctn:  Instruct Set:  AAR Use:  Self Paced:  Pop Srvd:  Grad Plan Use:  Class Type:  Role ID:  Special Consid:  CPR:  Nbr Sem:  Incl UIL Elig:  Speech:  OnRamps:

**Child Care Partnership**  
 Delete:  Operation Number:

**Campus Information**  
 Grade Rstrctn:  Rstrctn Addl:

Include WD Meeting Times:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
<input type="checkbox"/>	01	1	05								01		<input type="checkbox"/>	--	--	<input type="checkbox"/>

**Reported Elements from Section:**

Element	Code Table	Data Element	ASCENDER Name
E1440	---	HOMEROOM-INDICATOR	Home Room Ind
E1065	---	ASSIGNMENT-BEGIN-DATE	Entry Date
E1066	---	ASSIGNMENT-END-DATE	Withdraw Date

**IMPORTANT:** Be sure **Home Room Ind** is selected for at least one class for all KG students, and that the student was enrolled in this class on the reading assessment date.

- A student can only have one home room selected.

The home room indicator identifies the instructor in the ECDS KG system who will be used in the ECDS KG reports. For each KG home room **Instructor**, verify the following on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor**:

- The instructor must not be excluded from PEIMS Reporting. Be sure **Exclude from PEIMS** is not selected.
- The instructor must have a valid **Staff ID** or **SSN**.

Use SGR0400 and SGR0900 to ensure that all students are enrolled in a specific homeroom course.



Element	Code Table	Data Element	ASCENDER Name
E1454	---	CLASSROOM-POSITION	Class Role

**NOTE:** Only Class Role 01 (Teacher of Record) will be extracted. Class Roles 02 and 03 are not reported in the ECDS KG submission. **All homeroom classes must have a Teacher of Record.**

**RUN REPORT FOR VERIFYING DATA:**

Master schedule data can be verified by running the following reports:

**Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0110 - Master Schedule PEIMS (Grd Rptng)**

Date Run: 2/19/2021 3:37 PM		Master Schedule PEIMS Information																					
Cnty-Dist: 031-776		001 School																					
Campus: 001		Sch Year: 2021																					
Sec	Inst	Inst Name	Class Role	Days Met	Per Beg	Per End	Beg Time	End Time	Entry Date	Withdraw Date	Non Campus Based	Svc ID	Class Type	Pop Srv	Role ID	Crs Seq	PK Curr	High Qual	Stu Sch	PK Instr	PK Evnt	Home Room Ind	On Ramps
		Course Number	0100	Title				SEE COUNSELOR															
01			01	MTWThF	01	01			08/17/2020		00	8EXCLUD	01	01	087								1
02			01	MTWThF	02	02			08/17/2020		00	8EXCLUD	01	01	087								0
03			01	MTWThF	03	03			08/17/2020		00	8EXCLUD	01	01	087								0
04			01	MTWThF	04	04			08/17/2020		00	8EXCLUD	01	01	087								0
06			01	MTWThF	06	06			08/17/2020		00	8EXCLUD	01	01	087								0
07			01	MTWThF	07	07			08/17/2020		00	8EXCLUD	01	01	087								0
08			01	MTWThF	08	08			08/17/2020		00	8EXCLUD	01	01	087								0

**Registration > Maintenance > Student Enrollment > Demo1**

STUDENT:  TEXAS UNIQUE STU ID:

**Demographic Information**

Grade:  Entry Dt:  Track:  Orig Entry:  Withdrawal Dt:

Name:

First Middle Last

Social Security Number Denied  SSN:  Prior SSN:  Texas Unique Student ID:

Sex:  DOB:  Hispanic/Latino:  Aggregate Race/Ethnicity: W - White

White:  Black/African American:  Asian:  American Indian/ Alaskan Native:  Hawaiian/Pacific Isl:

**Reported Elements from Demo1:**

Element	Code Table	Data Element	ASCENDER Name
E0703	---	FIRST-NAME	Name - First
E0704	---	MIDDLE-NAME	Name - Middle
E0705	---	LAST-NAME	Name - Last
E0001	---	STUDENT-ID	SSN
E1325	DC119	SEX-CODE	Sex
E0006	---	DATE-OF-BIRTH	DOB
E1375	---	HISPANIC-LATINO-CODE	Hispanic/Latino
E1343	DC097	WHITE-CODE	White
E1343	DC097	BLACK-AFRICAN-AMERICAN-CODE	Black/African American
E1343	DC097	ASIAN-CODE	Asian
E1343	DC097	AMERICAN-INDIAN-ALASKA-NATIVE-CODE	American Indian/ Alaskan Native
E1343	DC097	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE	Hawaiian/Pacific Isl
E1517	DC063	GRADE-LEVEL-CODE	Grade

**RUN REPORT FOR VERIFYING DATA:**

Demo1 data can be verified by running the following reports:

**Registration > Reports > Create Registration Report**

**Report Template**

Public

**Report Title**

**Campus Options**

Campus 001  
 All Campuses

Demo1

Demographic Information

<input type="checkbox"/> Sch Yr	<input checked="" type="checkbox"/> Campus ID	<input type="checkbox"/> Student ID	<input type="checkbox"/> Grade	<input type="checkbox"/> Entry Dt	<input type="checkbox"/> Track	<input type="checkbox"/> Orig Entry
<input type="checkbox"/> Withdrawal Dt	<input type="checkbox"/> Reason	<input type="checkbox"/> Portal ID	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Middle Name	<input type="checkbox"/> Gen
<input type="checkbox"/> Nickname	<input checked="" type="checkbox"/> SSN Denied	<input type="checkbox"/> SSN	<input type="checkbox"/> Masked SSN	<input type="checkbox"/> Prior SSN	<input type="checkbox"/> TX Unique Stu ID	<input type="checkbox"/> Medicaid Eligible
<input type="checkbox"/> Medicaid ID	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> DOB	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Aggregate Race/Ethnicity	<input type="checkbox"/> Comments	

Race

White  Black/African American  Asian  American Indian/Alaskan Native  Hawaiian/Pacific Isl

**Registration > Maintenance > Student Enrollment > Demo2**

**ECDS Assessments**

PK Beginning of Year:

PK End Of Year:

KG Beginning of Year:

The date, if entered, is used by the ECDS Interchanges in State Reporting. If left blank, the ECDS KG Student interchange extract logic will default to the As-Of Date entered on State Reporting > Utilities > Create TSDS Core Collections Interchanges > ECDS KG.

<b>KG Beginning of Year</b>	Enter the date the beginning-of-year reading assessment was administered to the student.
	<b>NOTE:</b> This field is optional and can be left blank.

**Registration > Maintenance > Student Enrollment > Bil/ESL**

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	<u>BIL/ESL</u>	TITLE I	PRS	LOCAL PROGRAMS
Delete	Details	Campus	Entry Date	Exit Date	Reason	BIL Type	ESL Type	EB Cd	Par Perm Cd	BIL/ESL Fund Cd	Alt Lang Cd	
		101	08-15-2022	08-31-2022	33	0	0	1			00	

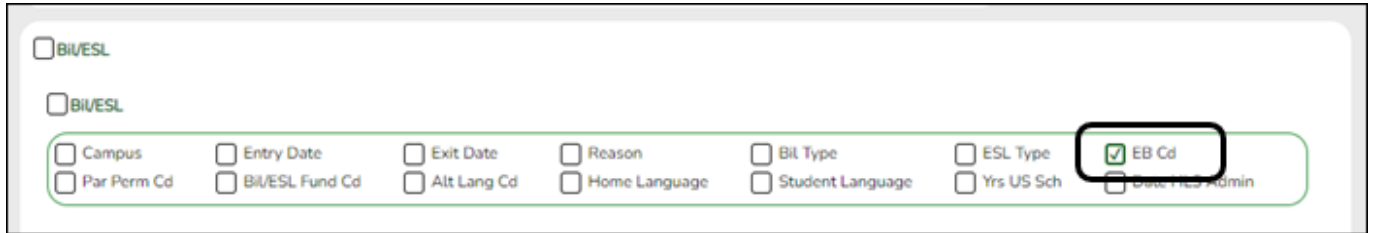
**Reported Elements from Bil/ESL:**

Element	Code Table	Data Element	ASCENDER Name
E1390	DC079	EMERGENT-BILINGUAL-INDICATOR-CODE	EB Cd

**RUN REPORT FOR VERIFYING DATA:**

The EB indicator can be verified by running the following report:

**Registration > Reports > Create Registration Report**



## II. Create Interchanges

**State Reporting > Utilities > Create TSDS Core Collections Interchanges**

<b>Collection</b>	Select the submission. For the ECDS KG submission, select <i>Early Childhood Data System - KG</i> .
<b>Ending School Year</b>	(Display only) The submission year, as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> , is displayed.  For example, for the 2022-2023 ECDS KG submission, the field would display 2023.
<b>Campus</b>	Type the three-digit campus ID. Leave blank to select all campuses in the district.
<b>As-Of Date</b>	(Required) Enter the as-of date for running this utility. <b>NOTE:</b> This date is only used as the reading assessment date if the corresponding <b>ECDS Assessment</b> date on <b>Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo2</b> is blank.  However, this date is required regardless, because it is used as the staff association date as well as for determining the course-section in the the master schedule.

Select the following individual interchanges for the ECDS KG submission.

- All TSDS Early Childhood Data System - KG Interchanges
- Education Organization Interchange
- Master Schedule Interchange
- Staff Association Interchange
- Student Enrollment Interchange
- Student Parent Interchange

Courses with the following service IDs are included:

- 01020000
- 02520004
- 02530002
- 02540005
- 02550020
- 02560005
- 02640005
- 02650000
- 02660009
- 02670000
- 02562005
- 02625001
- 02562005 Added/New
- 02625001 Added/New

<b>Selected Students</b>	<p>The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.</p> <p><b>Note:</b> The <b>As-Of Date</b> field must be completed in order for this field to retrieve students.</p>
<b>Selected Staff</b>	<p>The field is enabled if you selected all interchanges or a staff-related interchange. Type or click the ellipsis to select the employees for whom you want to create an interchange. Separate multiple employees (Texas unique staff IDs) with a comma (e.g., 4732877094,2568052155). Leave blank to select all staff.</p> <p><b>Note:</b> The <b>As-Of Date</b> field must be completed in order for this field to retrieve staff.</p>

Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District\_YYYY-MM-DD.HH-MM-SS.TSDS.zip*, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: *015102-2020-01-15.15-30-22.TSDS.zip*

The default name for the individual files is

*District\_Campus\_Collection\_TimeStamp\_Interchange.xml*, where:

- *District* is the six-digit county-district number

- *Campus* is the three-digit campus ID
- *Collection* is the nine-character collection (ending school year & submission)
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example: 015102\_000\_2021TSDS\_202001151420\_InterchangeStudentProgramExtension.xml

If errors are encountered:

1. Correct the data in ASCENDER.
2. Re-run the interchange(s).



## Back Cover