

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

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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.

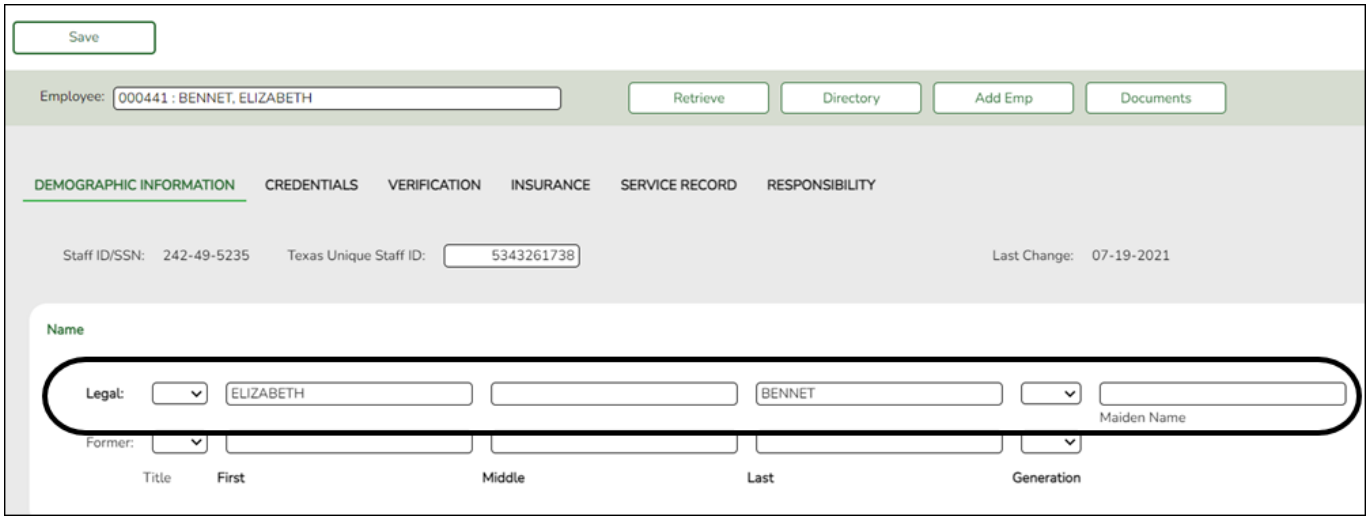
I. Verify ASCENDER Data

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



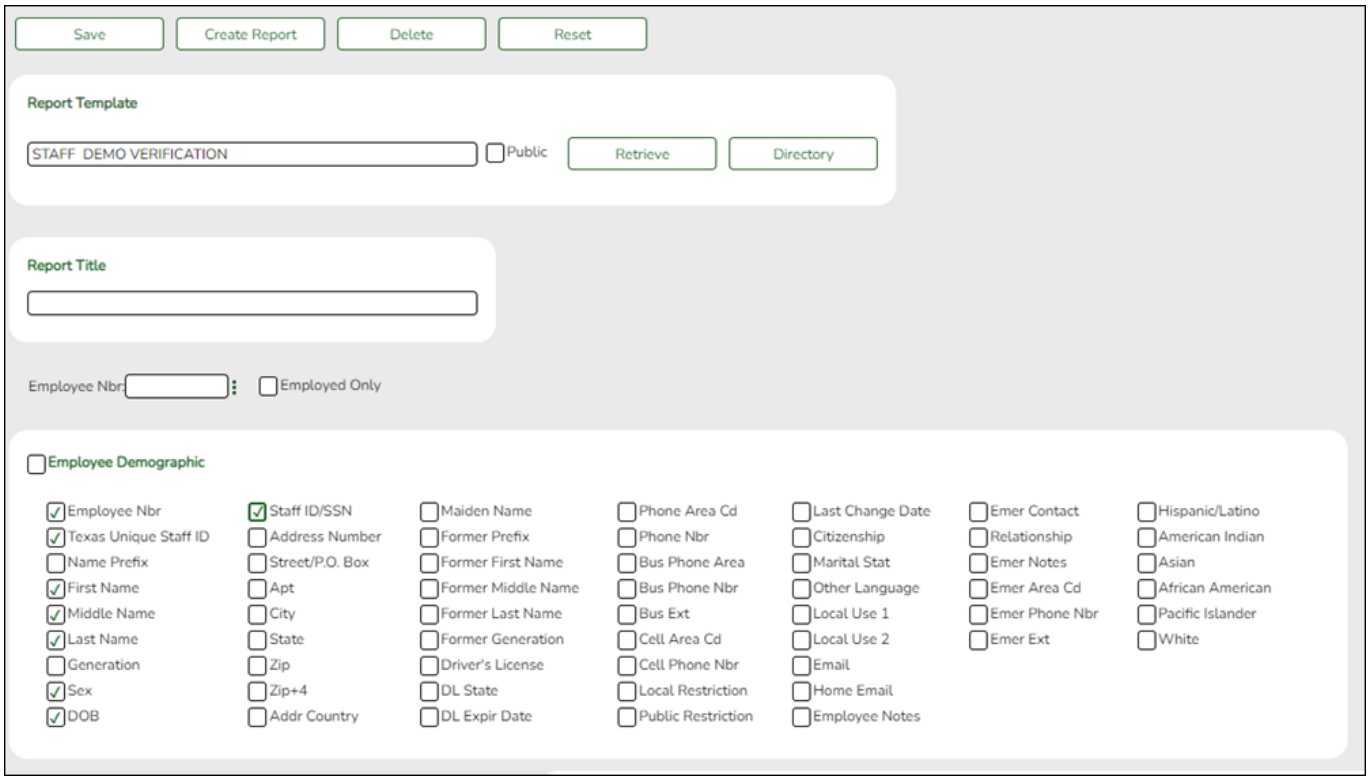
Reported Elements from Demographic Information:

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:

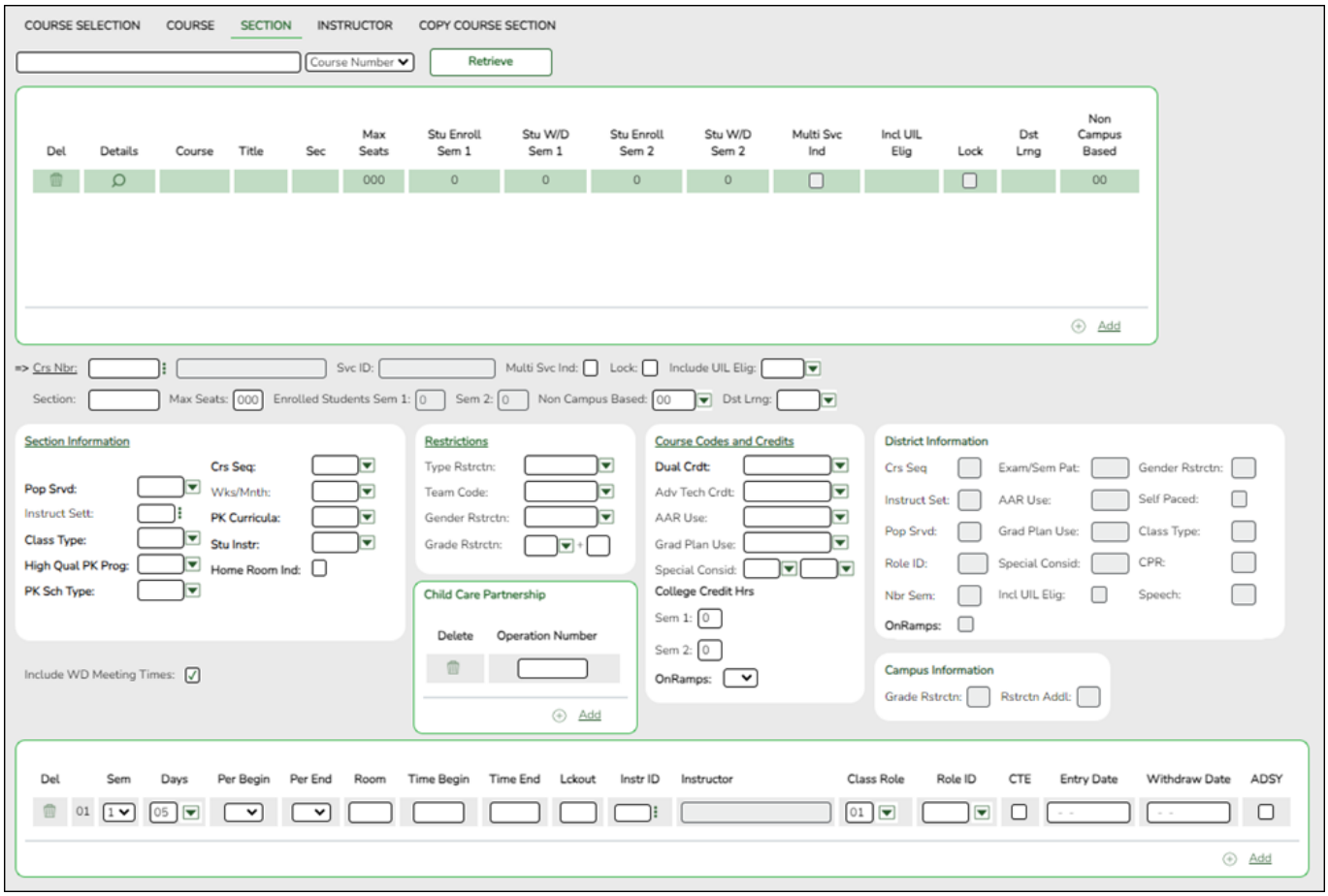
Staff demo data can be verified by running the following report:

Personnel > Reports > User Created Reports



Student

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



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.

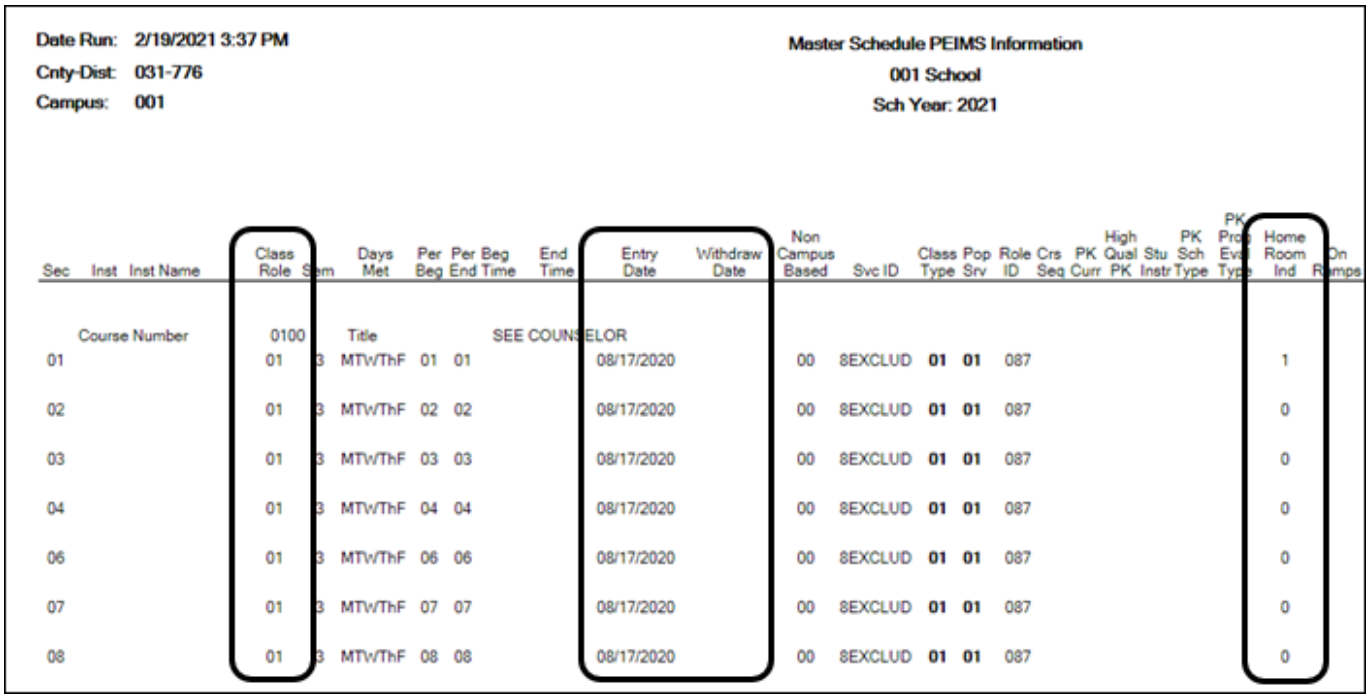
Element	Code Table	Data Element	ASCENDER Name
E1454	—-	CLASSROOM-POSITION	Class Role

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 Rpting)

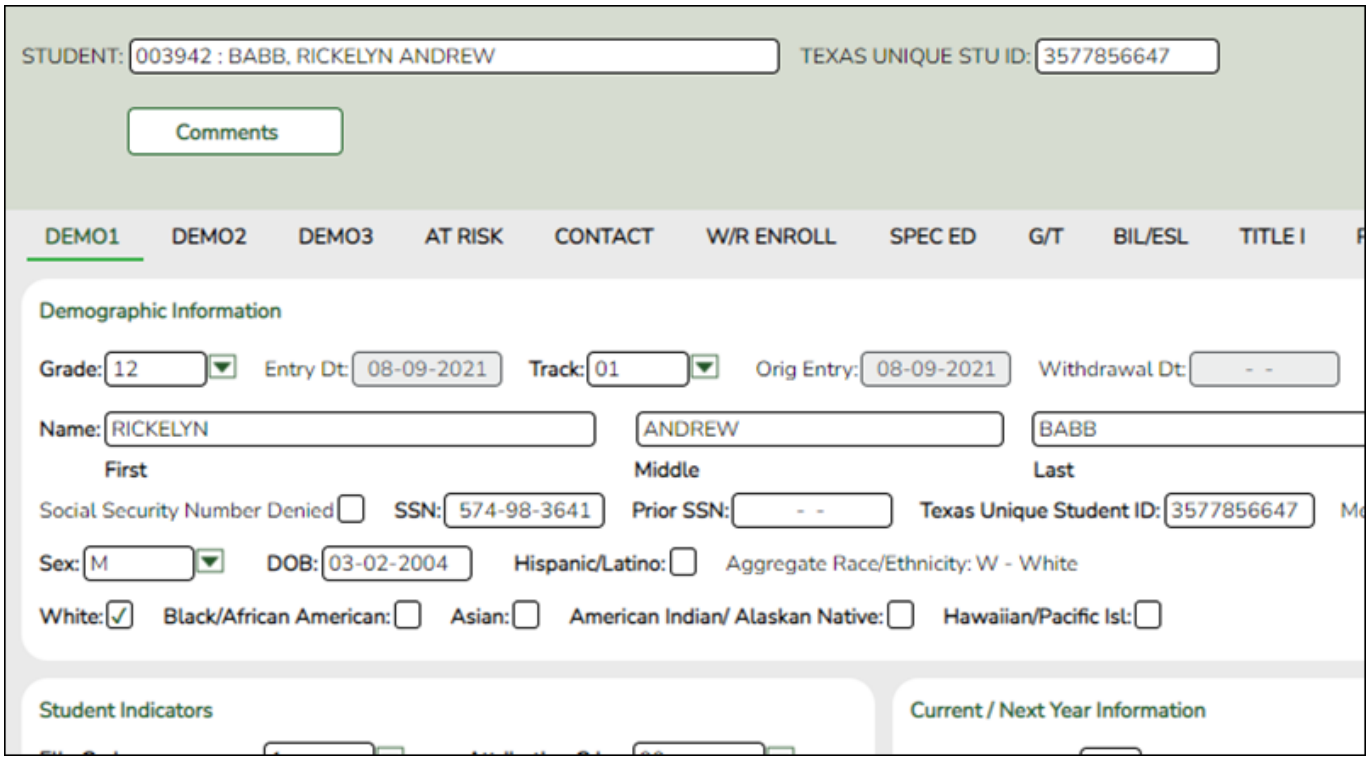


Date Run: 2/19/2021 3:37 PM
Cnty-Dist: 031-776
Campus: 001

Master Schedule PEIMS Information
001 School
Sch Year: 2021

Sec	Inst	Inst Name	Class Role	Sem	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 PK	Stu Instr	PK Sch Type	PK Prog Eval Type	Home Room Ind	On Ramps
Course Number			0100		Title				SEE COUNSELOR															
01			01	3	MTW/ThF	01	01			08/17/2020		00	8EXCLUD	01	01	087							1	
02			01	3	MTW/ThF	02	02			08/17/2020		00	8EXCLUD	01	01	087							0	
03			01	3	MTW/ThF	03	03			08/17/2020		00	8EXCLUD	01	01	087							0	
04			01	3	MTW/ThF	04	04			08/17/2020		00	8EXCLUD	01	01	087							0	
06			01	3	MTW/ThF	06	06			08/17/2020		00	8EXCLUD	01	01	087							0	
07			01	3	MTW/ThF	07	07			08/17/2020		00	8EXCLUD	01	01	087							0	
08			01	3	MTW/ThF	08	08			08/17/2020		00	8EXCLUD	01	01	087							0	

Registration > Maintenance > Student Enrollment > Demo1



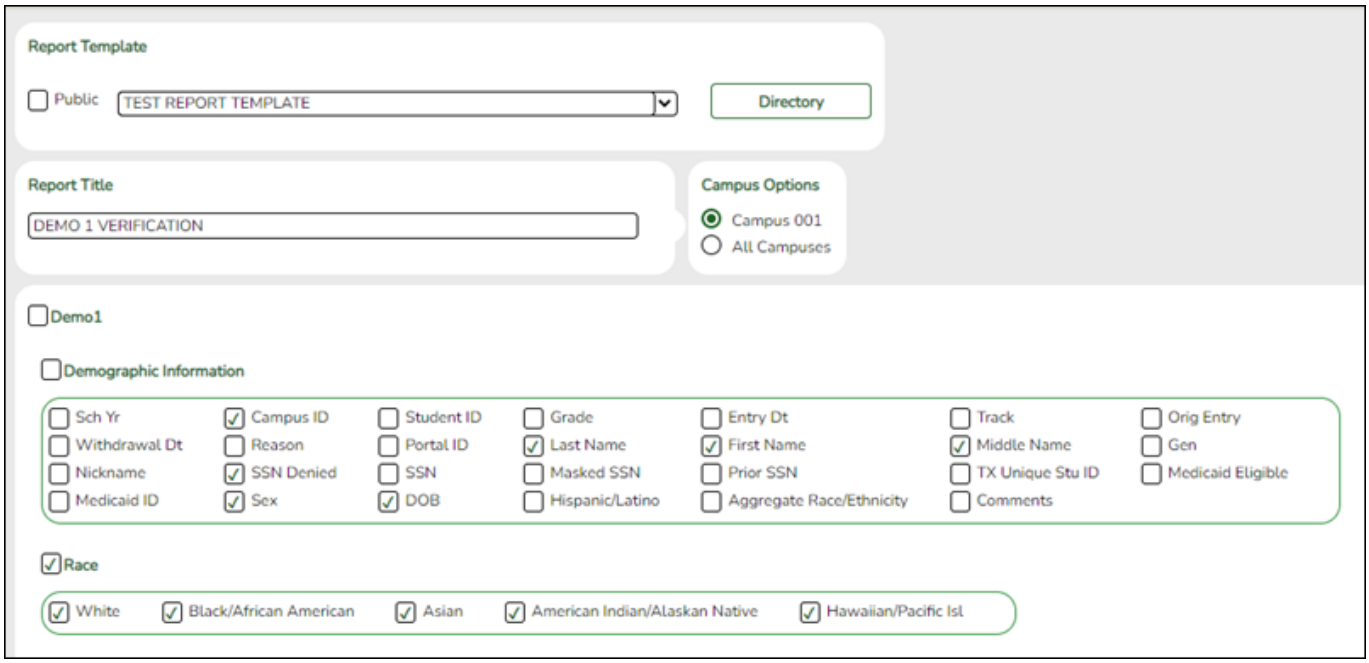
Reported Elements from Demo1:

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

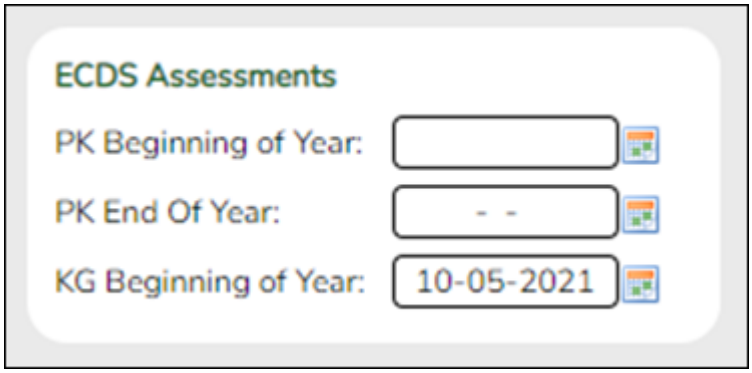
RUN REPORT FOR VERIFYING DATA:

❑ Demo1 data can be verified by running the following reports:

Registration > Reports > Create Registration Report



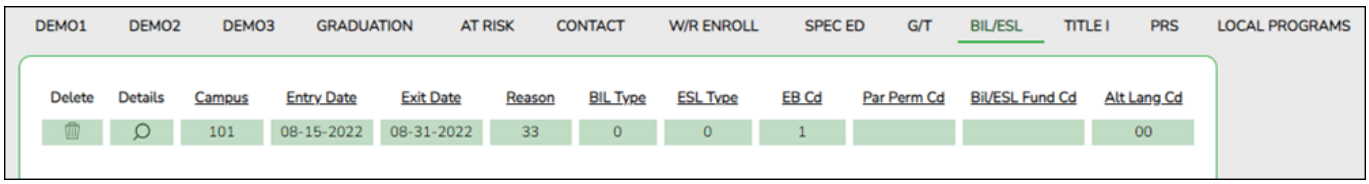
Registration > Maintenance > Student Enrollment > Demo2



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.

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

Registration > Maintenance > Student Enrollment > Bil/ESL



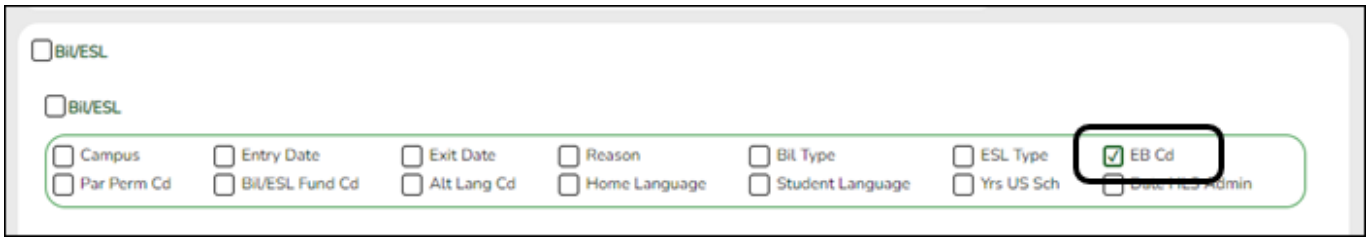
Reported Elements from Bil/ESL:

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

Collection	Select the submission. For the ECDS KG submission, select *Early Childhood Data System - KG*.
Ending School Year	(Display only) The submission year, as entered in the **Submission Year** field on State Reporting > Options, is displayed. For example, for the 2022-2023 ECDS KG submission, the field would display 2023.
Campus	Type the three-digit campus ID. Leave blank to select all campuses in the district.
As-Of Date	(Required) Enter the as-of date for running this utility. **NOTE:** This date is only used as the reading assessment date if the corresponding **ECDS Assessment** date on ***Registration > Maintenance > Student Enrollment > Demo2*** 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

Selected Students	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. **Note**: The **As-Of Date** field must be completed in order for this field to retrieve students.
Selected Staff	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. **Note**: The **As-Of Date** field must be completed in order for this field to retrieve staff.

❑ 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).


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