



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



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# Core Collection: Early Childhood Data System - KG Submission

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 2022-2023 ECDS KG collection. All elements will be submitted in the TSDS Core Collections.

**The ECDS KG submission is due January 26, 2023.**

**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 2022-2023](#)



**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

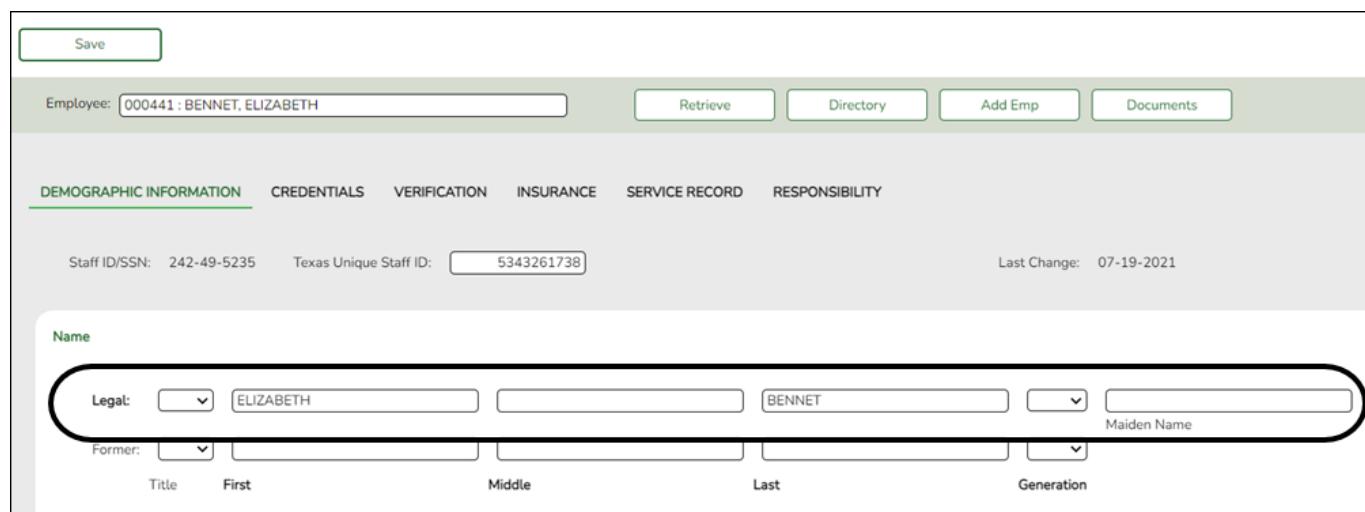
Verify data for each element on the following pages and reports. It is suggested that you run

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.**

## Business

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



The screenshot shows a software interface for managing staff demographic information. At the top, there is a toolbar with a 'Save' button and links for 'Employee', 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. Below the toolbar, there are tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'DEMOGRAPHIC INFORMATION' tab is selected. In the main area, there are fields for 'Staff ID/SSN' (242-49-5235), 'Texas Unique Staff ID' (5343261738), and 'Last Change' (07-19-2021). Below these fields, there is a 'Name' section with sub-fields for 'Legal' (First: ELIZABETH, Middle: BENNET, Maiden Name: [empty]), 'Former' (Title: [empty], First: [empty], Middle: [empty], Last: [empty], Generation: [empty]), and 'Title' (Title: [empty]). The 'Name' section is highlighted with a black oval.

### **Interchange: StaffAssociationExtension**

### **Complex Type: StaffExtension**

The following elements from the *StaffExtension* complex type are included in the ECDS KG submission:

- FIRST-NAME Legal - First** (E0703) is the employee's legal first name. Do not use an initial unless an initial is the legal first name.
- MIDDLE-NAME Legal - Middle** (E0704) is the employee's legal middle name as shown on the identification documentation used for employment. If the employee has no middle name, the field must be blank. The middle name can be reported as blank for employees only when the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA.
- LAST-NAME Legal - Last** (E0705) is the employee's legal last name.

**RUN REPORT FOR VERIFYING DATA:**

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

**Personnel > Reports > User Created Reports**

Report Template

STAFF DEMO VERIFICATION

 Public

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 type="checkbox"/> Home Email	<input type="checkbox"/> Employee Notes
<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Zip+4	<input type="checkbox"/> DL State	<input type="checkbox"/> Local Restriction	<input type="checkbox"/> Public Restriction	<input type="checkbox"/> Employee Notes	
<input checked="" type="checkbox"/> DOB	<input type="checkbox"/> Addr Country	<input type="checkbox"/> DL Expir Date				

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

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION														
English		Title		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 Lng	Non Campus Based
<input type="checkbox"/>	<input type="checkbox"/>	1200	ENGLISH 2	01	025	25	0	25	0	<input type="checkbox"/>	Y	<input type="checkbox"/>	00	
<input type="checkbox"/>	<input type="checkbox"/>	1200	ENGLISH 2	08	025	28	0	28	0	<input type="checkbox"/>	Y	<input type="checkbox"/>	00	
<input type="checkbox"/>	<input type="checkbox"/>	1300	ENGLISH 3	01	025	13	0	13	0	<input type="checkbox"/>	Y	<input type="checkbox"/>	00	
<input type="checkbox"/>	<input type="checkbox"/>	1300	ENGLISH 3	05	025	14	0	14	0	<input type="checkbox"/>	Y	<input type="checkbox"/>	00	
<input type="checkbox"/>	<input type="checkbox"/>	1300	ENGLISH 3	09	025	13	0	13	0	<input type="checkbox"/>	Y	<input type="checkbox"/>	00	
<input type="checkbox"/>	<input type="checkbox"/>	9100	ENGLISH 1 R	02	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	

First

» Crs Nbr: 1200 Title: ENGLISH 2 Svc ID: 03220200 Multi Svc Ind:  Lock:  Include UIL Elig:  Y

Section: 01 Max Seats: 025 Enrolled Students Sem 1: 25 Sem 2: 25 Non Campus Based: 00 Dst Lng:

**Section Information**

Pop Srvd: 01 Crs Seq:  Instruct Sett:  Wks/Mnth:  Class Type: 01 PK Curricula:  High Qual PK Prog:  Students:  PK Sch Type:  Home Room Ind:  PK Prog Eval Type:

**Restrictions**

Type Restr:  Team Code:  Gender Restr:  Grade Restr:

**Course Codes and Credits**

Dual Crdt:  Adv Tech Crdt:  AAR Use:  Grad Plan Use:  Special Consid:  College Credit Hrs: Sem 1: 0 Sem 2: 0 OnRamps:

**District Information**

Crs Seq:  Exam/Sem Pat: 1 Gender Restr:  Instruct Set:  AAR Use:  Self Paced:  Pop Srvd: 01 Grad Plan Use: ENGL Class Type: 01 Role ID: 087 Special Consid:  CPR: N Nbr Sem: 2 Incl UIL Elig:  Speech: N

**Campus Information**

Grade Restr:  Restrctn 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	ADS
<input type="checkbox"/>	01	3	05	01	209				534	GRANGER, HERMIONE	01	087	<input type="checkbox"/>	08-09-2021	<input type="checkbox"/>	<input type="checkbox"/>

## Interchange: StudentEnrollmentExtension

### Complex Type: StudentSectionExtension

The following element from the *StudentSectionExtension* complex type is included in the ECDS KG submission:

- HOMEROOM-INDICATOR Home Room Ind (E1440)** indicates if the section is the student's home room.

**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.

## **Interchange: StaffAssociationExtension**

### **Complex Type: TeacherSectionAssociationExtension**

The following elements from the *TeacherSectionAssociationExtension* complex type are included in the ECDS KG submission:

**CLASS-ROLE Class Role** (E1067) indicates the role served by an instructor for a class, such as Teacher of Record, Assistant Teacher, or Support Teacher.

**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.**

**ASSIGNMENT-BEGIN-DATE Entry Date** (E1065) is the date the instructor was assigned, or reassigned, to a particular course-section in the current school year. If more than one instructor is assigned to a course-section during the duration of a course-section, a record is required for each instructor that was assigned to the course-section.

**ASSIGNMENT-END-DATE Withdraw Date** (E1066) is the last date the instructor was assigned to a particular course-section in the current school year. If a withdrawal date is not present, the last day of school will be used.

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### **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  
 Cnty-Dist: 031-776  
 Campus: 001

Master Schedule PEIMS Information  
 001 School  
 Sch Year: 2021

Sec	Inst	Inst Name	Class Role	Days Met	Per Beg	Per Beg End Time	End Time	Entry Date	Withdraw Date	Non Campus Based	Svc ID	Class Type	Pop Srv	Role ID	Crs Seq	High PK	Qual PK	Stu Instr	Sch Type	PK Evl	Prog	Home Room	Ind	On Ramps
		Course Number	0100	Title	SEE COUNSELOR																			
01			01	01	MTWThF	01 01		08/17/2020		00	8EXCLUD	01 01	087									1		
02			01	01	MTWThF	02 02		08/17/2020		00	8EXCLUD	01 01	087									0		
03			01	01	MTWThF	03 03		08/17/2020		00	8EXCLUD	01 01	087									0		
04			01	01	MTWThF	04 04		08/17/2020		00	8EXCLUD	01 01	087									0		
06			01	01	MTWThF	06 06		08/17/2020		00	8EXCLUD	01 01	087									0		
07			01	01	MTWThF	07 07		08/17/2020		00	8EXCLUD	01 01	087									0		
08			01	01	MTWThF	08 08		08/17/2020		00	8EXCLUD	01 01	087									0		

## Registration > Maintenance > Student Enrollment > Demo1

STUDENT: 003942 : BABB, RICKELYN ANDREW	TEXAS UNIQUE STU ID: 3577856647			
<input type="button" value="Comments"/>				
<a href="#">DEMO1</a> <a href="#">DEMO2</a> <a href="#">DEMO3</a> <a href="#">AT RISK</a> <a href="#">CONTACT</a> <a href="#">W/R ENROLL</a> <a href="#">SPEC ED</a> <a href="#">G/T</a> <a href="#">BIL/ESL</a> <a href="#">TITLE I</a> <a href="#">P</a>				
<b>Demographic Information</b>				
Grade: 12	Entry Dt: 08-09-2021	Track: 01	Orig Entry: 08-09-2021	Withdrawal Dt: --
Name: RICKELYN	ANDREW	BABB		
First	Middle	Last		
Social Security Number Denied: <input type="checkbox"/>	SSN: 574-98-3641	Prior SSN: --	Texas Unique Student ID: 3577856647	
Sex: M	DOB: 03-02-2004	Hispanic/Latino: <input type="checkbox"/>	Aggregate Race/Ethnicity: W - White	
White: <input checked="" type="checkbox"/>	Black/African American: <input type="checkbox"/>	Asian: <input type="checkbox"/>	American Indian/ Alaskan Native: <input type="checkbox"/>	Hawaiian/Pacific Isl: <input type="checkbox"/>
<a href="#">Student Indicators</a>		<a href="#">Current / Next Year Information</a>		

## Interchange: StudentExtension Complex Type: StudentExtension

The following elements from the *StudentExtension* complex type are included in the ECDS KG

submission:

- FIRST-NAME Name - First** (E0703) is the student's legal first name. Do not use an initial unless an initial is the legal first name.
- MIDDLE-NAME Name - Middle** (E0704) is the student's legal middle name as shown on the identification documentation used for school enrollment. If the student has no middle name, the field must be blank. The middle name can be reported as blank for students only when the student does not have a middle name on his identification documentation. Do not use text such as NONE or NA.
- LAST-NAME Name - Last** (E0705) is the student's legal last name.
- STUDENT-ID SSN** (E0001) is the student's SSN or state-approved alternate ID. The first character of the ID must be S or 0-8.
- SEX-CODE Sex** (E0004) indicates the student's gender.
- DATE-OF-BIRTH DOB** (E0006) is the month, day, and year of the student's birth.
- HISPANIC-LATINO-CODE Hispanic/Latino** (E1064) indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- WHITE-CODE White** (E1063) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- BLACK-AFRICAN-AMERICAN-CODE Black/African American** (E1061) indicates a person having origins in any of the black racial groups of Africa.
- ASIAN-CODE Asian** (E1060) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
- AMERICAN-INDIAN-ALASKA-NATIVE-CODE American Indian/ Alaskan Native** (E1059) indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE Hawaiian/Pacific Isl** (E1062) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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## **Interchange: StudentEnrollmentExtension**

## **Complex Type: StudentSchoolAssociationExtension**

The following elements from the *StudentSchoolAssociationExtension* complex type are included in the ECDS KG submission:

- GRADE-LEVEL-CODE Grade** (E0017) is the student's current grade level.

**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
<a href="#">Delete</a>	<a href="#">Details</a>	<a href="#">Campus</a>	<a href="#">Entry Date</a>	<a href="#">Exit Date</a>	<a href="#">Reason</a>	<a href="#">Bil_Type</a>	<a href="#">ESL Type</a>	<a href="#">EB Cd</a>	<a href="#">Par Perm Cd</a>	<a href="#">Bil/ESL Fund Cd</a>	<a href="#">Alt Lang Cd</a>	

## Interchange: StudentExtension

### Complex Type: StudentExtension

The following element from the *StudentExtension* complex type is included in the ECDS KG submission:

- EMERGENT-BILINGUAL-INDICATOR-CODE **EB Cd** (E0790) indicates whether the student has been identified as an emergent bilingual (EB) student/English learner (EL) by the Language Proficiency Assessment Committee (LPAC) or is non-emergent bilingual/non-English Learner (non-EL) (19 TAC §89.1220), according to criteria established in 19 TAC §89.1226.

### RUN REPORT FOR VERIFYING DATA:

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

#### **Registration > Reports > Create Registration Report**

<input type="checkbox"/> Bil/ESL	<input type="checkbox"/> Bil/ESL					
<input type="checkbox"/> Campus	<input type="checkbox"/> Entry Date	<input type="checkbox"/> Exit Date	<input type="checkbox"/> Reason	<input type="checkbox"/> Bil Type	<input type="checkbox"/> ESL Type	<input checked="" type="checkbox"/> EB Cd
<input type="checkbox"/> Par Perm Cd	<input type="checkbox"/> Bil/ESL Fund Cd	<input type="checkbox"/> Alt Lang Cd	<input type="checkbox"/> Home Language	<input type="checkbox"/> Student Language	<input type="checkbox"/> Yrs US Sch	<input type="checkbox"/> Data Migr Admin

## 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>	<p>(Required) Enter the as-of date for running this utility.</p> <p><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.</p> <p>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 master schedule.</p>
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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