


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

# Table of Contents

**Core Collection: Early Childhood Data System - KG Submission (Updated 2022-2023)** ..... 1

# Core Collection: Early Childhood Data System - KG Submission (Updated 2022-2023)

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 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.

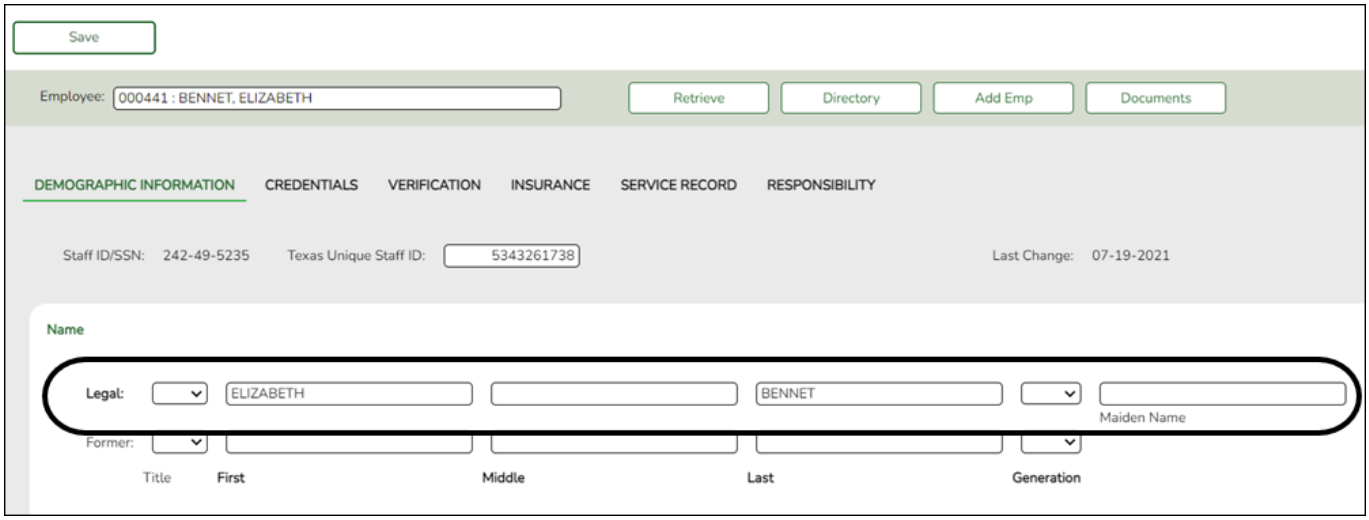
## I. Verify ASCENDER Data

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***




## 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.

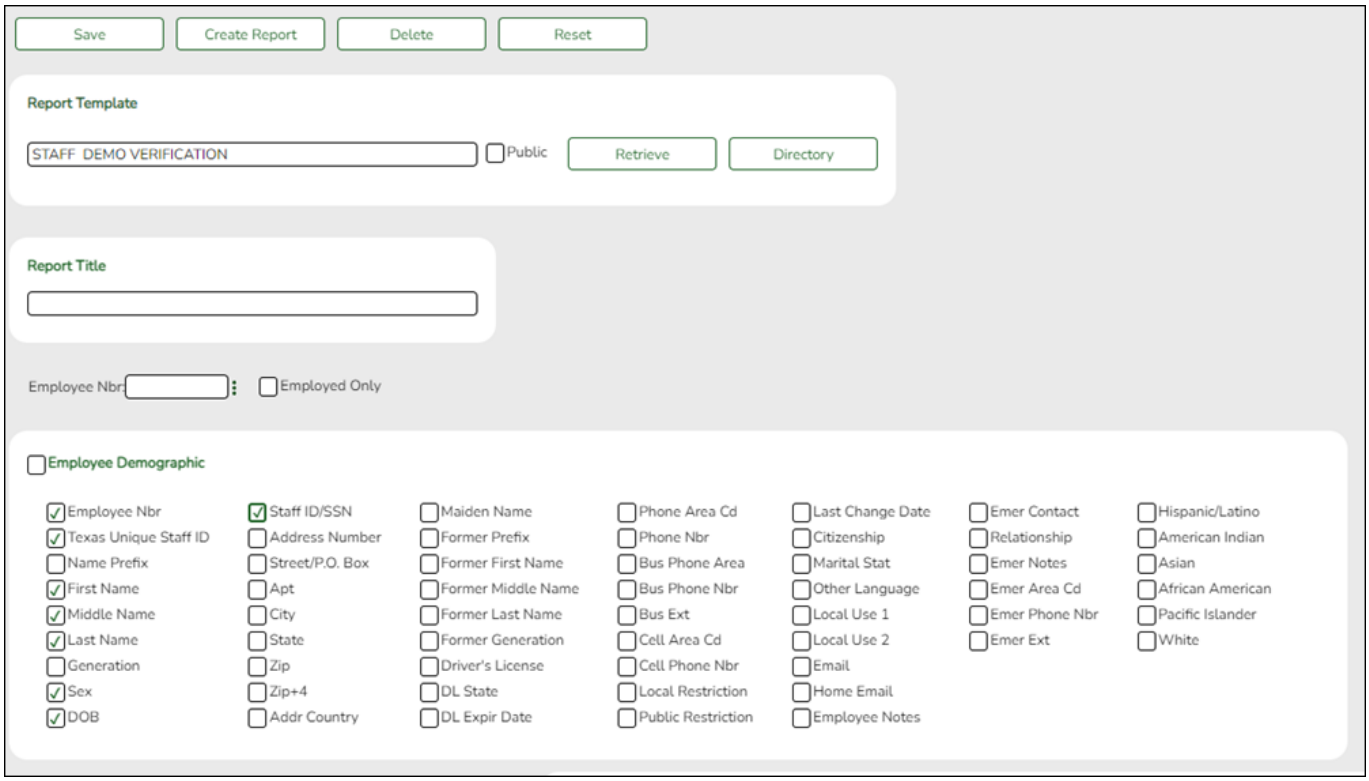
❑ MIDDLE-NAME **Legal - Middle** (E0704) is the employee's legal middle name as shown on the identification documentation used for employment. If the employee has no middle name, the field must be blank. The middle name can be reported as blank for employees only when the employee does not have a middle 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:**

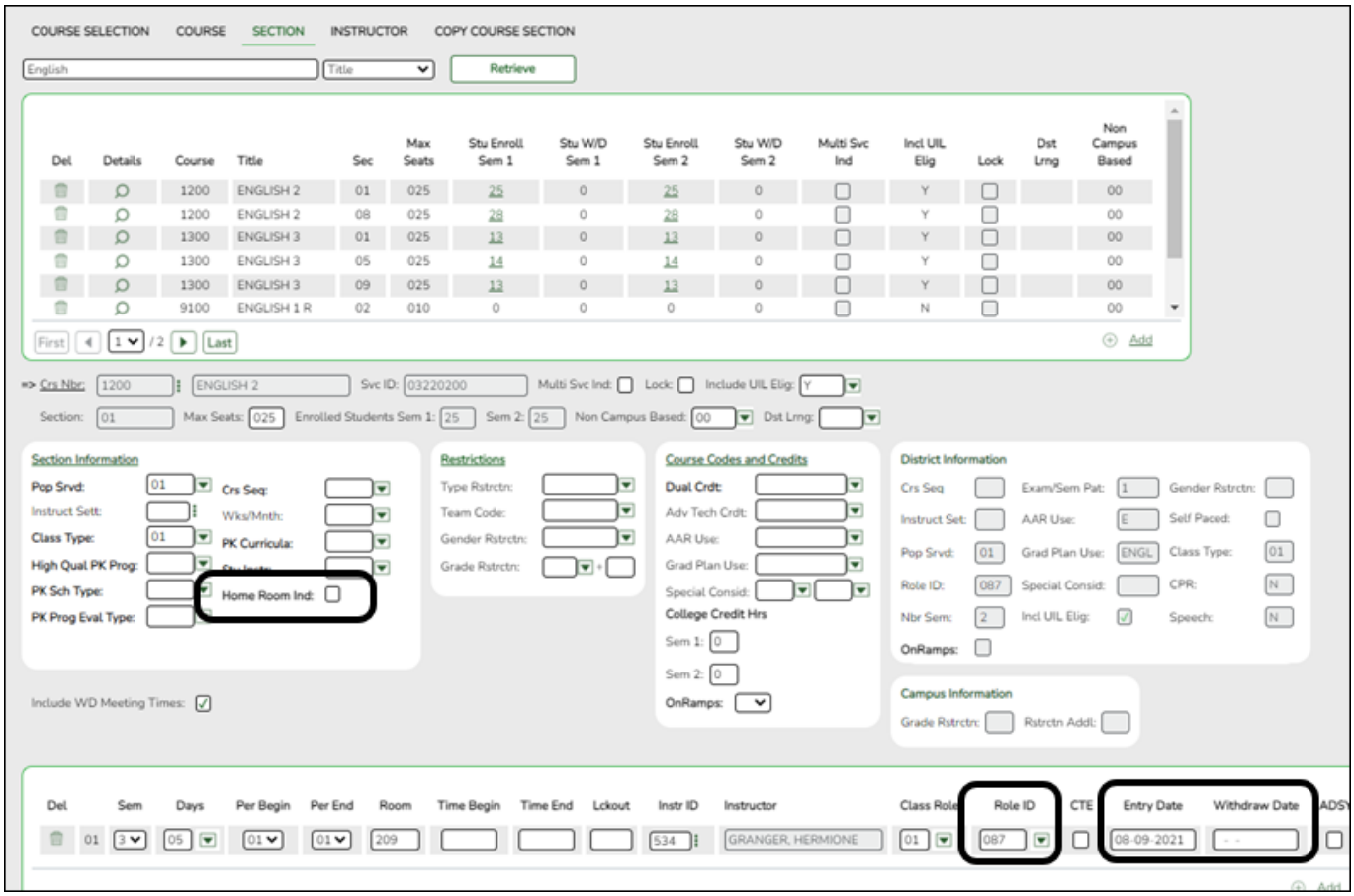
Staff demo data can be verified by running the following report:

***Personnel > Reports > User Created Reports***




## Student

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




## 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.

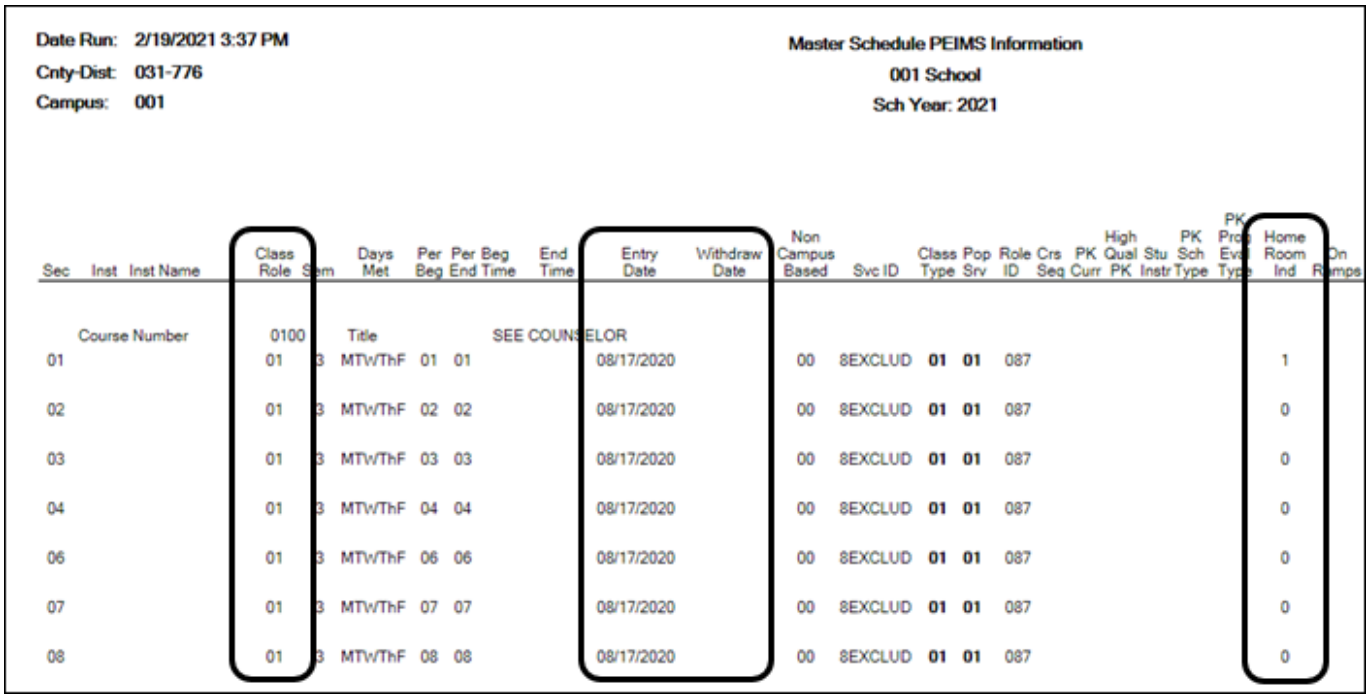
❑ ASSIGNMENT-END-DATE **Withdraw Date** (E1066) is the last date the instructor was assigned to a particular course-section in the current school year. If a withdrawal date is not present, the last day of school will be used.

---

**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)***

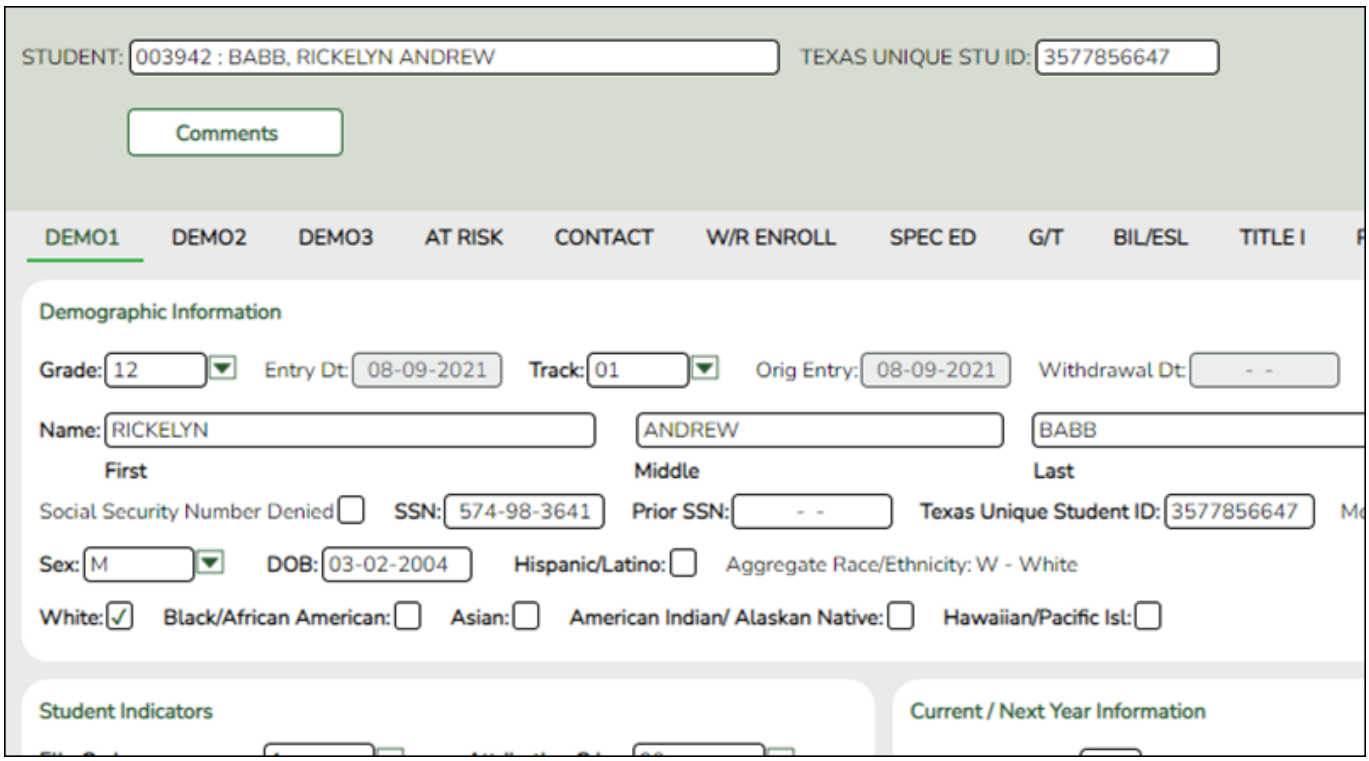


Date Run: 2/19/2021 3:37 PM
Cnty-Dist: 031-776
Campus: 001

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***




## 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.

---

## Interchange: StudentEnrollmentExtension
## Complex Type: StudentSchoolAssociationExtension

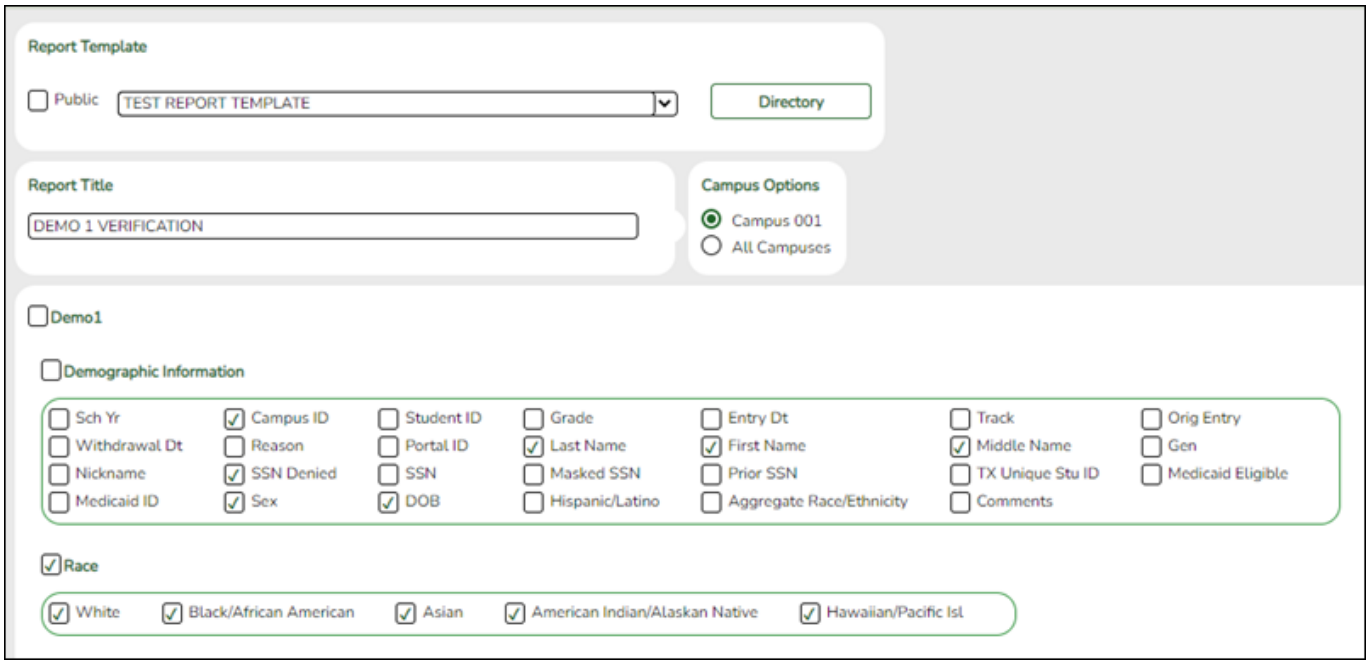
The following elements from the *StudentSchoolAssociationExtension* complex type are included in the ECDS KG submission:

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

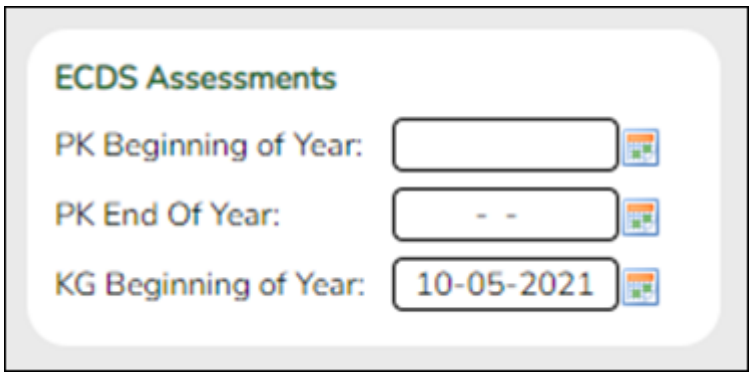
**RUN REPORT FOR VERIFYING DATA:**

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

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



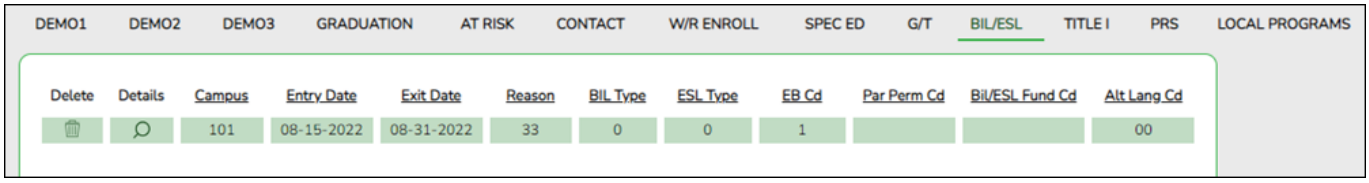

***Registration > Maintenance > Student Enrollment > Demo2***




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.<br><br>**NOTE**: This field is optional and can be left blank. |

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




### Interchange: StudentExtension
### Complex Type: StudentExtension

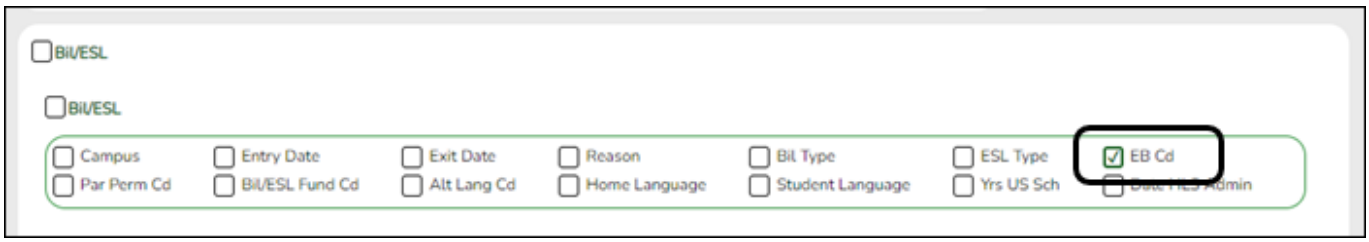
The following element from the *StudentExtension* complex type is included in the ECDS KG submission:

❑ 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***




# 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.<br><br>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.<br>**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.<br><br>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.<br><br>**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.<br>**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).


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover