



## **ecds\_pk\_extract**



## Table of Contents



**State Reporting > Extracts > Summer**

<b>Options</b>												
Ending School Year: 2019												
Generic Program Code for Dyslexia Reporting:												
Generic Program Code for Early College High School Reporting:												
Generic Program Code for IGC Reporting: <b>IGC</b>												
Generic Program Code for Intervention Strategy: <b>INT</b>												
Generic Program Code for Pathways in Technology: <b>PTC</b>												
Generic Program Code for Section 504: <b>504</b>												
Generic Program Code for T-STEM Reporting:												
<input type="checkbox"/> <b>Select all Extracts</b>												
<input checked="" type="checkbox"/> <b>Attendance</b>												
<b>Data Extracted: InterchangeStudentExtension, InterchangeStudentEnrollmentExtension, InterchangeStudentAttendanceExtension</b>												
Semester to Extract: <b>All ▼</b>												
<b>Title 1 Part A</b>												
Data Extracted: Student - Title 1, Part A												
<i>Title 1 Part A: Data will be extracted when semester 2 attendance is extracted</i>												
<input checked="" type="checkbox"/> <b>Course Extracts</b>												
<input checked="" type="checkbox"/> <b>Classroom Link</b>												
<b>Data Extracted: InterchangeStaffAssociationExtension, InterchangeMasterScheduleExtension</b>												
<input checked="" type="checkbox"/> <b>Course Completion</b>												
<b>Data Extracted: InterchangeStudentExtension, InterchangeStudentTranscriptExtension</b>												
<b>Default Pass / Fail / Credit Indicators</b>												
<table border="1"><tr><td>Grade 01</td><td>Grade 02</td></tr><tr><td>Grade 03</td><td>Grade 04</td></tr><tr><td>Grade 05</td><td>Grade 06</td></tr><tr><td>Grade 07</td><td>Grade 08</td></tr><tr><td>Grade 09</td><td>Grade 10</td></tr><tr><td>Grade 11</td><td>Grade 12</td></tr></table>	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12
Grade 01	Grade 02											
Grade 03	Grade 04											
Grade 05	Grade 06											
Grade 07	Grade 08											
Grade 09	Grade 10											
Grade 11	Grade 12											
<input type="checkbox"/> <b>Discipline</b>												
<b>Data Extracted: InterchangeStudentExtension, InterchangeStudentDisciplineExtension</b>												
<input checked="" type="checkbox"/> <b>Flexible Attendance</b>												
<b>Data Extracted: InterchangeStudentExtension, InterchangeStudentAttendanceExtension</b>												
<input type="checkbox"/> <b>Restraint</b>												

**CAUTION!** Each time you extract data, you overwrite the data in the frozen files (i.e., State Reporting maintenance pages), including any data that was manually entered.

<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 the 2018-2019 ECDS PK submission, the field should display 2019.
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Select the following for the ECDS PK submission:

#### **Attendance**

Select to extract attendance data.

**Semester to Extract** For the ECDS PK submission, the field should be set to *All*.

#### **Course Extracts**

**NOTE:** You can select to run the Classroom Link and Course Completions extracts individually; however, the program expects the Classroom Link extract to be run first. If you select to extract Course Completion data but do not select to extract Classroom Link data, the program verifies that Classroom Link records exist for the current school year. If they do not exist, a message is displayed and no data is extracted.

**NOTE:** A student's course entry date cannot be the same as the semester end date.

#### **Classroom Link**

The extract does the following:

- All existing course-section and teacher class assignment records are deleted. Staff demographic records are not deleted in order to accommodate districts that manually update staff demographic data or merge staff demographic data from a TEA file.
- Course-section data is selected for all course-sections in the master schedule that have student enrollment, and a record is created for each course-section.
- Teacher class assignment records are created if the non campus-based instruction code for the course-section is 00 or blank. If a course-section has multiple teachers (multiple meeting times), a record is created for each teacher.
- The begin and end dates on the teacher class assignment record captures the classroom assignments for classroom teachers records are extracted from the meeting time records for each course-section in Grade Reporting.

If the end date is blank, the latest semester end date for the campus is used. If there are multiple tracks, the end date for the track that ends on the latest date is used. The date will be adjusted as needed when the course completion extract is run. Example: At campus 001, track 1 ends on 5/29/20, and track 4 ends on 6/5/20. The end date for all records will be 6/5/20.

- If a district is using the Business system, staff demographic data is extracted from HR. The staff type code is set to 1 (*school district employee*) for all instructors extracted from HR. If an instructor is on the master schedule but not in HR, a partial staff demographic record is created (staff ID and name only), and the staff type code is set to 3 (*contracted professional staff*).
- If a district is not using the Business system, partial staff demographic records (staff ID and name only) are created for all instructors in the master schedule with staff type code 1 (*school district employee*).
- If a duplicate record is found when attempting to add a staff demographic record, the first and last names on the two records with the same staff ID are compared.

If the names match and the staff demographic data is being extracted from HR, the record in ASCENDER State Reporting is updated.

If the names do not match, a warning message is listed on the error report.

### Flexible Attendance

Select to extract the following data: *InterchangeStudentExtension* and *InterchangeStudentAttendanceExtension*.

<b>Email</b>	(Optional) Type your email address if you wish to receive email notification when the extract is complete.
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Click **Run**.

- You can either wait for an email notification that the extract is complete, or view the status of the extract on [Extracts > Extracts Status](#).
- If errors are encountered, the **Error** button is displayed. Click **Errors** to [view the list of errors](#).

**Review the report using the following buttons:**

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.)

When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



## Back Cover