



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



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# Core Collection: Early Childhood Data System - KG Submission (Updated 2021-2022)

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 2021-2022 ECDS KG collection. All elements will be submitted in the TSDS Core Collections.

**The ECDS KG submission is due January 27, 2022.**

**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 2021-2022](#)



**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 displays a web form for 'Demographic Information'. At the top, there is a 'Save' button and an 'Employee:' field containing '000441 : BENNET, ELIZABETH'. Below this are buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. A navigation bar includes tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'DEMOGRAPHIC INFORMATION' tab is active. Below the tabs, there are fields for 'Staff ID/SSN: 242-49-5235', 'Texas Unique Staff ID: 5343261738', and 'Last Change: 07-19-2021'. The 'Name' section contains several input fields: 'Legal:' with a dropdown menu, 'ELIZABETH', a blank field, 'BENNET', a dropdown menu, and a 'Maiden Name' field. Below these are 'Former:' fields for 'Title', 'First', 'Middle', 'Last', and 'Generation'.

### 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***

Save
Create Report
Delete
Reset

**Report Template**

STAFF DEMO VERIFICATION  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***

The screenshot shows a web interface for course selection. At the top, there are tabs for 'COURSE SELECTION', 'COURSE', 'SECTION', 'INSTRUCTOR', and 'COPY COURSE SECTION'. Below these is a search bar with 'English' in the first dropdown and 'Title' in the second, followed by a 'Retrieve' button. A table displays a list of course sections with columns for 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, and Non Campus Based. Below the table are navigation buttons like 'First', '1 / 2', and 'Last', along with an 'Add' button. The main area contains several configuration panels: 'Section Information' (with 'Home Room Ind' checked), 'Restrictions', 'Course Codes and Credits', 'District Information', and 'Campus Information'. At the bottom, a summary row shows details for a specific section: Del: 01, Sem: 05, Per Begin: 01, Per End: 01, Room: 209, Instr ID: 534, Instructor: GRANGER, HERMIONE, Class Role: 01, Role ID: 087, CTE: 0, Entry Date: 08-09-2021, and Withdraw Date: -.

**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 End | Beg End 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       |          |         |         |              |          | SEE COUNSELOR |               |                  |         |            |         |         |         |         |              |           |             |                   |               |          |
| 01  |      |               | 01         | 3        | MTwThF  | 01      | 01           |          | 08/17/2020    |               | 00               | 8EXCLUD | 01         | 01      | 087     |         |         |              |           |             |                   | 1             |          |
| 02  |      |               | 01         | 3        | MTwThF  | 02      | 02           |          | 08/17/2020    |               | 00               | 8EXCLUD | 01         | 01      | 087     |         |         |              |           |             |                   | 0             |          |
| 03  |      |               | 01         | 3        | MTwThF  | 03      | 03           |          | 08/17/2020    |               | 00               | 8EXCLUD | 01         | 01      | 087     |         |         |              |           |             |                   | 0             |          |
| 04  |      |               | 01         | 3        | MTwThF  | 04      | 04           |          | 08/17/2020    |               | 00               | 8EXCLUD | 01         | 01      | 087     |         |         |              |           |             |                   | 0             |          |
| 06  |      |               | 01         | 3        | MTwThF  | 06      | 06           |          | 08/17/2020    |               | 00               | 8EXCLUD | 01         | 01      | 087     |         |         |              |           |             |                   | 0             |          |
| 07  |      |               | 01         | 3        | MTwThF  | 07      | 07           |          | 08/17/2020    |               | 00               | 8EXCLUD | 01         | 01      | 087     |         |         |              |           |             |                   | 0             |          |
| 08  |      |               | 01         | 3        | 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

Comments

DEMO1   DEMO2   DEMO3   AT RISK   CONTACT   W/R ENROLL   SPEC ED   G/T   BIL/ESL   TITLE I

**Demographic Information**

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    SSN: 574-98-3641   Prior SSN: - -   Texas Unique Student ID: 3577856647

Sex: M   DOB: 03-02-2004   Hispanic/Latino:    Aggregate Race/Ethnicity: W - White

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

Student Indicators      Current / Next Year Information

**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**

**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.

|                             |  |
|-----------------------------|--|
| <b>KG Beginning of Year</b> | Enter the date the beginning-of-year reading assessment was administered to the student.<br><br><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          |                |

**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**

Bi/ESL

Bi/ESL

Campus   
  Entry Date   
  Exit Date   
  Reason   
  Bil Type   
  ESL Type   
  EB Cd   
  Date Filed Admin

Par Perm Cd   
  Bil/ESL Fund Cd   
  Alt Lang Cd   
  Home Language   
  Student Language   
  Yrs US Sch

**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.<br><br>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.<br/> <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 the master schedule.</p> |
|-------------------|---|

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