



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



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

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 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**

### **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

### **RUN REPORT FOR VERIFYING DATA:**

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

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

<input type="button" value="Save"/>	<input type="button" value="Create Report"/>	<input type="button" value="Delete"/>	<input type="button" value="Reset"/>																																																															
<p><b>Report Template</b></p> <p>STAFF DEMO VERIFICATION <input type="checkbox"/> Public <input type="button" value="Retrieve"/> <input type="button" value="Directory"/></p>																																																																		
<p><b>Report Title</b></p> <p><input type="text"/></p>																																																																		
<p>Employee Nbr <input type="text"/> : <input type="checkbox"/> Employed Only</p>																																																																		
<p><input type="checkbox"/> <b>Employee Demographic</b></p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Employee Nbr</td> <td><input checked="" type="checkbox"/> Staff ID/SSN</td> <td><input type="checkbox"/> Maiden Name</td> <td><input type="checkbox"/> Phone Area Cd</td> <td><input type="checkbox"/> Last Change Date</td> <td><input type="checkbox"/> Emer Contact</td> <td><input type="checkbox"/> Hispanic/Latino</td> </tr> <tr> <td><input checked="" type="checkbox"/> Texas Unique Staff ID</td> <td><input type="checkbox"/> Address Number</td> <td><input type="checkbox"/> Former Prefix</td> <td><input type="checkbox"/> Phone Nbr</td> <td><input type="checkbox"/> Citizenship</td> <td><input type="checkbox"/> Relationship</td> <td><input type="checkbox"/> American Indian</td> </tr> <tr> <td><input type="checkbox"/> Name Prefix</td> <td><input type="checkbox"/> Street/P.O. Box</td> <td><input type="checkbox"/> Former First Name</td> <td><input type="checkbox"/> Bus Phone Area</td> <td><input type="checkbox"/> Marital Stat</td> <td><input type="checkbox"/> Emer Notes</td> <td><input type="checkbox"/> Asian</td> </tr> <tr> <td><input checked="" type="checkbox"/> First Name</td> <td><input type="checkbox"/> Apt</td> <td><input type="checkbox"/> Former Middle Name</td> <td><input type="checkbox"/> Bus Phone Nbr</td> <td><input type="checkbox"/> Other Language</td> <td><input type="checkbox"/> Emer Area Cd</td> <td><input type="checkbox"/> African American</td> </tr> <tr> <td><input checked="" type="checkbox"/> Middle Name</td> <td><input type="checkbox"/> City</td> <td><input type="checkbox"/> Former Last Name</td> <td><input type="checkbox"/> Bus Ext</td> <td><input type="checkbox"/> Local Use 1</td> <td><input type="checkbox"/> Emer Phone Nbr</td> <td><input type="checkbox"/> Pacific Islander</td> </tr> <tr> <td><input checked="" type="checkbox"/> Last Name</td> <td><input type="checkbox"/> State</td> <td><input type="checkbox"/> Former Generation</td> <td><input type="checkbox"/> Cell Area Cd</td> <td><input type="checkbox"/> Local Use 2</td> <td><input type="checkbox"/> Emer Ext</td> <td><input type="checkbox"/> White</td> </tr> <tr> <td><input type="checkbox"/> Generation</td> <td><input type="checkbox"/> Zip</td> <td><input type="checkbox"/> Driver's License</td> <td><input type="checkbox"/> Cell Phone Nbr</td> <td><input type="checkbox"/> Email</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Sex</td> <td><input type="checkbox"/> Zip+4</td> <td><input type="checkbox"/> DL State</td> <td><input type="checkbox"/> Local Restriction</td> <td><input type="checkbox"/> Home Email</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> DOB</td> <td><input type="checkbox"/> Addr Country</td> <td><input type="checkbox"/> DL Expir Date</td> <td><input type="checkbox"/> Public Restriction</td> <td><input type="checkbox"/> Employee Notes</td> <td></td> <td></td> </tr> </table>				<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. 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## Student

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

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION																																																
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<input type="checkbox"/>	<input type="checkbox"/>	1300	ENGLISH 3	01	025	13	0	13	0	<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>	00																																		
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>> Crs Nbr: 1200 ENGLISH 2 Svc ID: 03220200 Multi Svc Ind: <input type="checkbox"/> Lock: <input type="checkbox"/> Include UIL Elig: <input type="checkbox"/> Section: 01 Max Seats: 025 Enrolled Students Sem 1: 25 Sem 2: 25 Non Campus Based: 00 Dst Lng: <input type="button" value="..."/>																																																
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### Reported Elements from Section:

Element	Code Table	Data Element	ASCENDER Name
E1440	--	HOMEROOM-INDICATOR	Home Room Ind

**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
E1067	--	CLASS-ROLE	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.**

Element	Code Table	Data Element	ASCENDER Name
E1065	--	ASSIGNMENT-BEGIN-DATE	Entry Date
E1066	--	ASSIGNMENT-END-DATE	Withdraw Date

## 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)**

**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: <input type="text" value="12"/> <input type="button" value="▼"/>	Entry Dt: <input type="text" value="08-09-2021"/>	Track: <input type="text" value="01"/> <input type="button" value="▼"/>	Orig Entry: <input type="text" value="08-09-2021"/>	Withdrawal Dt: <input type="text" value="--"/>	
Name: <input type="text" value="RICKELYN"/>	<input type="text" value="ANDREW"/>	<input type="text" value="BABB"/>	First	Middle	Last
Social Security Number Denied: <input type="checkbox"/>	SSN: <input type="text" value="574-98-3641"/>	Prior SSN: <input type="text" value="--"/>	Texas Unique Student ID: <input type="text" value="3577856647"/>	Mo	
Sex: <input type="text" value="M"/> <input type="button" value="▼"/>	DOB: <input type="text" value="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"/>	
<input type="button" value="Student Indicators"/>			<input type="button" value="Current / Next Year Information"/>		

### 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
E0004	--	SEX-CODE	Sex
E0006	--	DATE-OF-BIRTH	DOB
E1064	--	HISPANIC-LATINO-CODE	Hispanic/Latino
E1063	--	WHITE-CODE	White
E1061	--	BLACK-AFRICAN-AMERICAN-CODE	Black/African American
E1060	--	ASIAN-CODE	Asian
E1059	--	AMERICAN-INDIAN-ALASKA-NATIVE-CODE	American Indian/ Alaskan Native
E1062	--	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE	Hawaiian/Pacific Isl
E0017	--	GRADE-LEVEL-CODE	Grade

### RUN REPORT FOR VERIFYING DATA:

Demo1 data can be verified by running the following reports:

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

Report Template

Public TEST REPORT TEMPLATE

Report Title DEMO 1 VERIFICATION

Campus Options  
 Campus 001  
 All Campuses

Demo1

Demographic Information

Sch Yr  Campus ID  Student ID  Grade  Entry Dt  Track  Orig Entry  
 Withdrawal Dt  Reason  Portal ID  Last Name  First Name  Middle Name  Gen  
 Nickname  SSN Denied  SSN  Masked SSN  Prior SSN  TX Unique Stu ID  Medicaid Eligible  
 Medicaid ID  Sex  DOB  Hispanic/Latino  Aggregate Race/Ethnicity  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	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS
<input type="button" value="Delete"/>	<input type="button" value="Details"/>	<input type="button" value="Campus"/>	<input type="button" value="Entry Date"/>	<input type="button" value="Exit Date"/>	<input type="button" value="Reason"/>	<input type="button" value="BIL Type"/>	<input type="button" value="ESL Type"/>	<input type="button" value="EB Cd"/>	<input type="button" value="Par Perm Cd"/>	<input type="button" value="Bil/ESL Fund Cd"/>	<input type="button" value="Alt Lang Cd"/>	<input type="button" value="00"/>

**Reported Elements from Bil/ESL:**

Element	Code Table	Data Element	ASCENDER Name
E0790	--	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**

<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>	(Required) Enter the as-of date for running this utility. <b>NOTE:</b> This date is only used as the reading assessment date if the corresponding <b>ECDS Assessment</b> date on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo2</a> 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

<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).



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