



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

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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 2023-2024](#)



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 web-based form for 'Demographic Information'. At the top left is a 'Save' button. Below it, the 'Employee:' field contains '000441 : BENNET, ELIZABETH'. To the right are buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. A navigation bar contains tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. Below the tabs, 'Staff ID/SSN: 242-49-5235' and 'Texas Unique Staff ID: 5343261738' are displayed, along with 'Last Change: 07-19-2021'. The 'Name' section is highlighted with a red rounded rectangle and contains several input fields: 'Legal:' with a dropdown arrow, 'ELIZABETH' in a text box, an empty text box, 'BENNET' in a text box, a dropdown arrow, and an empty text box labeled 'Maiden Name'. Below this are 'Former:', 'Title', 'First', 'Middle', 'Last', and 'Generation' fields, each with a dropdown arrow.

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

State Reporting

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 the 'SECTION' tab in the ECDS system. At the top, there are tabs for 'COURSE SELECTION', 'COURSE', 'SECTION', 'INSTRUCTOR', and 'COPY COURSE SECTION'. Below these are search fields for 'English' and 'Title' with a 'Retrieve' button. A table lists 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 (First, 1/2, Last) and an 'Add' button. The main form area contains several sections: 'Section Information' (Pop Srvd, Instruct Set, Class Type, High Qual PK Prog, PK Sch Type, PK Prog Eval Type, Home Room Ind), 'Restrictions' (Type Rstrctn, Team Code, Gender Rstrctn, Grade Rstrctn), 'Course Codes and Credits' (Dual Crdt, Adv Tech Crdt, AAR Use, Grad Plan Use, Special Consid, College Credit Hrs, Sem 1, Sem 2, OnRamps), 'District Information' (Crs Seq, Exams/Sem Pat, Gender Rstrctn, Instruct Set, AAR Use, Self Paced, Pop Srvd, Grad Plan Use, Class Type, Role ID, Special Consid, CPR, Nbr Sem, Incl UIL Elig, Speech, OnRamps), and 'Campus Information' (Grade Rstrctn, Rstrctn Addl). At the bottom, a table shows details for a specific section: Del (01), Sem (3), Days (05), Per Begin (01), Per End (01), Room (209), Time Begin, Time End, Lckout, Instr ID (534), Instructor (GRANGER, HERMIONE), Class Role (01), Role ID (087), CTE, Entry Date (08-09-2021), Withdraw Date, and ADS.

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)

Sec	Inst	Inst Name	Class Role	Sem	Days Met	Per Beg	Per End Time	End Time	Entry Date	Withdraw Date	Non Campus Based	Svc ID	Class Pop	Role	Crs ID	PK Seq	High Qual	Stu Sch	PK Instr	PK Evnt	Home Room Ind	On Rmps				
Date Run:		2/19/2021 3:37 PM		Master Schedule PEIMS Information										001 School												
Cnty-Dist:		031-776												Sch Year: 2021												
Campus:		001																								
Course Number			0100		Title	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: TEXAS UNIQUE STU ID:

Demographic Information

Grade: Entry Dt: Track: Orig Entry: Withdrawal Dt:

Name:

First Middle Last

Social Security Number Denied SSN: Prior SSN: Texas Unique Student ID:

Sex: DOB: Hispanic/Latino: Aggregate Race/Ethnicity: W - White

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

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

Report Title

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.

KG Beginning of Year	Enter the date the beginning-of-year reading assessment was administered to the student.
	NOTE: 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	

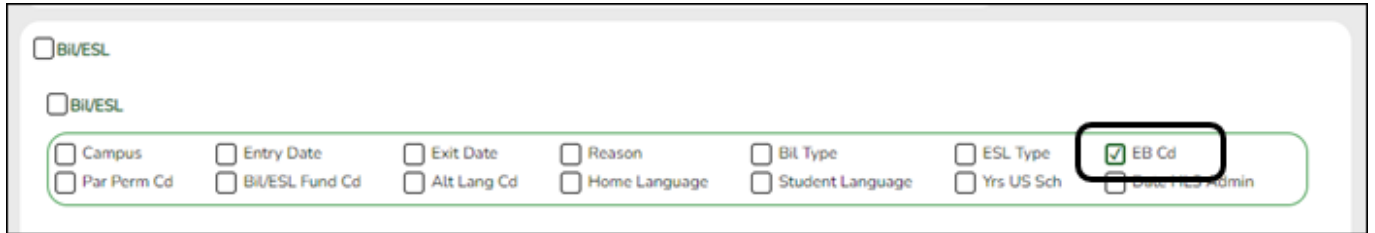
Reported Elements from Bil/ESL:

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

Collection	Select the submission. For the ECDS KG submission, select <i>Early Childhood Data System - KG</i> .
Ending School Year	(Display only) The submission year, as entered in the Submission Year field on State Reporting > Options , is displayed. 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. 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. 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	<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>Note: The As-Of Date field must be completed in order for this field to retrieve students.</p>
Selected Staff	<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>Note: The As-Of Date 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