



# **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 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, there 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 includes 'DEMOGRAPHIC INFORMATION' (highlighted), 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'Staff ID/SSN' is '242-49-5235' and the 'Texas Unique Staff ID' is '5343261738'. The 'Last Change' is '07-19-2021'. The 'Name' section has a 'Legal' dropdown set to 'Legal' and a text field containing 'ELIZABETH'. The 'Former' dropdown is set to 'Former'. Below these are fields for 'Title', 'First', 'Middle', 'Last', and 'Generation'. The 'Last' field contains 'BENNET'. A 'Maiden Name' field is also present.

### 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 several 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 area contains several panels: 'Section Information' (with 'Home Room Ind' checked), 'Restrictions', 'Course Codes and Credits', 'District Information', and 'Campus Information'. 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, Instr ID: 534, Instructor: GRANGER, HERMIONE, Class Role: 01, Role ID: 087, CTE: [ ], Entry Date: 08-09-2021, Withdraw Date: [ ], 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 Ramps |
|-----------------------------|------|-----------------------------------|------------|-----|----------|---------------|--------------|----------|------------|---------------|------------------|---------|-----------|------|--------|--------|-----------|---------|----------|---------|---------------|----------|
| Date Run: 2/19/2021 3:37 PM |      | Master Schedule PEIMS Information |            |     |          |               |              |          |            |               |                  |         |           |      |        |        |           |         |          |         |               |          |
| Cnty-Dist: 031-776          |      | 001 School                        |            |     |          |               |              |          |            |               |                  |         |           |      |        |        |           |         |          |         |               |          |
| Campus: 001                 |      | Sch Year: 2021                    |            |     |          |               |              |          |            |               |                  |         |           |      |        |        |           |         |          |         |               |          |
| 01                          |      | Course Number                     | 0100       |     | Title    | SEE COUNSELOR |              |          | 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

|  |  |   |   |   |   |  |
|--|--|---|---|---|---|--|
| <input type="checkbox"/> Sch Yr        | <input checked="" type="checkbox"/> Campus ID  | <input type="checkbox"/> Student ID     | <input type="checkbox"/> Grade                | <input type="checkbox"/> Entry Dt                 | <input type="checkbox"/> Track                  | <input type="checkbox"/> Orig Entry        |
| <input type="checkbox"/> Withdrawal Dt | <input type="checkbox"/> Reason                | <input type="checkbox"/> Portal ID      | <input checked="" type="checkbox"/> Last Name | <input checked="" type="checkbox"/> First Name    | <input checked="" type="checkbox"/> Middle Name | <input type="checkbox"/> Gen               |
| <input type="checkbox"/> Nickname      | <input checked="" type="checkbox"/> SSN Denied | <input type="checkbox"/> SSN            | <input type="checkbox"/> Masked SSN           | <input type="checkbox"/> Prior SSN                | <input type="checkbox"/> TX Unique Stu ID       | <input type="checkbox"/> Medicaid Eligible |
| <input type="checkbox"/> Medicaid ID   | <input checked="" type="checkbox"/> Sex        | <input checked="" type="checkbox"/> DOB | <input type="checkbox"/> Hispanic/Latino      | <input type="checkbox"/> Aggregate Race/Ethnicity | <input type="checkbox"/> 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   | <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          |                |

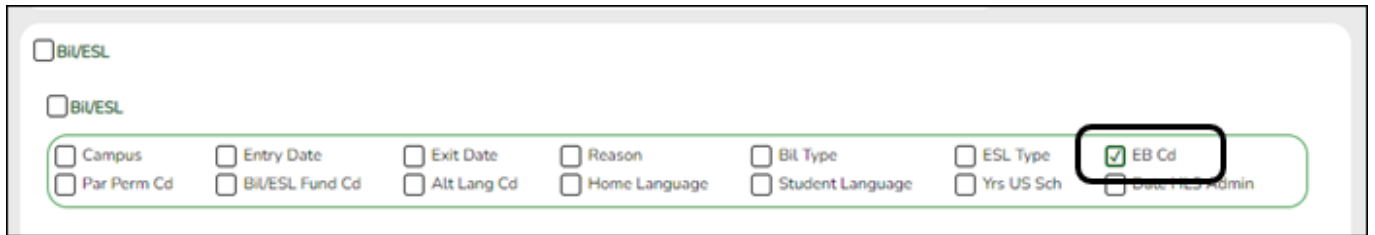
**Reported Elements from Bil/ESL:**

| 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**

|                           |  |
|---------------------------|--|
| <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>         | (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.<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

|                          |   |
|--------------------------|---|
| <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