



## **Core Collection: Early Childhood Data System - KG Submission**



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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.**

## Verify Staff Data

### ***Personnel > Maintenance > Staff Demo > Demographic Information***

Employee:

DEMOGRAPHIC INFORMATION   CREDENTIALS   VERIFICATION   INSURANCE   SERVICE RECORD   RESPONSIBILITY

Staff ID/SSN: 242-49-5235   Texas Unique Staff ID:    Last Change: 07-19-2021

Name

Legal:

Former:

Title   First   Middle   Last   Generation

Maiden Name

### **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
E1524	---	TX-UNIQUE-STAFF-ID	Texas Unique Staff ID
E0505	---	STAFF-ID	Staff ID

### **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

☒ Employee Nbr

☒ Texas Unique Staff ID

☐ Name Prefix

☒ First Name

☒ Middle Name

☒ Last Name

☐ Generation

☒ Sex

☒ DOB

☒ Staff ID/SSN

☐ Address Number

☐ Street/P.O. Box

☐ Apt

☐ City

☐ State

☐ Zip

☐ Zip+4

☐ Addr Country

☐ Maiden Name

☐ Former Prefix

☐ Former First Name

☐ Former Middle Name

☐ Former Last Name

☐ Former Generation

☐ Driver's License

☐ DL State

☐ DL Expir Date

☐ Phone Area Cd

☐ Phone Nbr

☐ Bus Phone Area

☐ Bus Phone Nbr

☐ Bus Ext

☐ Cell Area Cd

☐ Cell Phone Nbr

☐ Local Restriction

☐ Public Restriction

☐ Last Change Date

☐ Citizenship

☐ Marital Stat

☐ Other Language

☐ Local Use 1

☐ Local Use 2

☐ Email

☐ Home Email

☐ Employee Notes

☐ Emer Contact

☐ Relationship

☐ Emer Notes

☐ Emer Area Cd

☐ Emer Phone Nbr

☐ Emer Ext

☐ Hispanic/Latino

☐ American Indian

☐ Asian

☐ African American

☐ Pacific Islander

☐ White

## Student

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

COURSE SELECTION   COURSE   **SECTION**   INSTRUCTOR   COPY COURSE SECTION

Course Number

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	Non Campus Based
					000	0	0	0	0	<input type="checkbox"/>		<input type="checkbox"/>		00

[Add](#)

---

Crs Nbr:  Svc ID:  Multi Svc Ind: ☐ Lock: ☐ Include UIL Elig:

Section:  Max Seats:  Enrolled Students Sem 1:  Sem 2:  Non Campus Based:  Dst Lrng:

**Section Information**

Pop Srvd:

Instruct Set:

Class Type:

High Qual PK Prog:

PK Sch Type:

Crs Seq:

Wks/Mnth:

PK Curricula:

Stu Instr:

Home Room Ind: ☐

**Restrictions**

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn:

**Child Care Partnership**

Delete

[Add](#)

**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: ☐ Exam/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: ☐

**Campus Information**

Grade Rstrctn: ☐ Rstrctn Addl: ☐

Include WD Meeting Times: ☒

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
	01	1	05								01		<input type="checkbox"/>	--	--	<input type="checkbox"/>

[Add](#)

### Reported Elements from Section:

Element	Code Table	Data Element	ASCENDER Name
E1440	---	HOMEROOM-INDICATOR	Home Room Ind
E1065	---	ASSIGNMENT-BEGIN-DATE	Entry Date
E1066	---	ASSIGNMENT-END-DATE	Withdraw Date

**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
E1454	---	CLASSROOM-POSITION	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.**

## 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 Rptg)**

Date Run: 2/19/2021 3:37 PM										Master Schedule PEIMS Information														
Cnty-Dist: 031-776										001 School														
Campus: 001										Sch Year: 2021														
Sec	Inst	Inst Name	Class Role	Sem	Days Met	Per Beg	Per End	Beg 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 Sch Instr	PK Sch Type	PK Prog Eval Type	Home Room Ind	On Ramps
Course Number			0100		Title	SEE COUNSELOR																		
01			01	3	MTWThF	01	01			08/17/2020		00	SEXCLUD	01	01	087							1	
02			01	3	MTWThF	02	02			08/17/2020		00	SEXCLUD	01	01	087							0	
03			01	3	MTWThF	03	03			08/17/2020		00	SEXCLUD	01	01	087							0	
04			01	3	MTWThF	04	04			08/17/2020		00	SEXCLUD	01	01	087							0	
06			01	3	MTWThF	06	06			08/17/2020		00	SEXCLUD	01	01	087							0	
07			01	3	MTWThF	07	07			08/17/2020		00	SEXCLUD	01	01	087							0	
08			01	3	MTWThF	08	08			08/17/2020		00	SEXCLUD	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

### 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
E1325	DC119	SEX-CODE	Sex
E0006	---	DATE-OF-BIRTH	DOB
E1375	---	HISPANIC-LATINO-CODE	Hispanic/Latino
E1343	DC097	WHITE-CODE	White
E1343	DC097	BLACK-AFRICAN-AMERICAN-CODE	Black/African American
E1343	DC097	ASIAN-CODE	Asian
E1343	DC097	AMERICAN-INDIAN-ALASKA-NATIVE-CODE	American Indian/ Alaskan Native
E1343	DC097	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE	Hawaiian/Pacific Isl
E1517	DC063	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 Directory

**Report Title**

DEMO 1 VERIFICATION

**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
E1390	DC079	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**

The screenshot shows a web form for creating a registration report. At the top, there are two tabs labeled 'Bil/ESL'. Below the tabs, there is a row of checkboxes for various data elements. The 'EB Cd' checkbox is checked and highlighted with a black circle. Other checkboxes include Campus, Entry Date, Exit Date, Reason, Bil Type, ESL Type, Par Perm Cd, Bil/ESL Fund Cd, Alt Lang Cd, Home Language, Student Language, Yrs US Sch, and Data Files Admin.

**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 <b>Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo2</b> 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).



## Back Cover