

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

ii

Table of Contents

Early Childhood Data System (ECDS) Submission - Prekindergarten: Update 2020-2021 1

Early Childhood Data System (ECDS) Submission - Prekindergarten: Update 2020-2021

The Early Childhood Data System (ECDS) collection is one of the TSDS Core Collections. This guide covers the submission of prekindergarten (PK) data. (Kindergarten data is submitted separately.) The reporting of PK program data for ECDS is mandatory for all public school districts. The reporting of private PK program data is optional.

LEAs are required to submit specific demographic, classroom link, and special program data elements for the 2020-2021 ECDS PK collection. All elements will be submitted in the PEIMS Summer Collection.

The ECDS PK submission is due June 24, 2021.

NOTE: The assessment vendor will provide the ECDS PK assessment data directly to LEAs in TWEDS-compliant XML format. LEAs will load the assessment data files into TSDS.

Extract Rules and Edits for 2020-2021

Prerequisites

Prerequisites:

Verify that all roles and users are correct in ASCENDER Security Administration.

Terminology:

- Interchange: A file that contains data in the correct format to be transferred to TEA.
- **Complex Type:** A grouping of Elements within an Interchange.
- **Element:** A specific unit of data that must be reported to the TEA.

Hard-coded elements

The following values are built into the program, are the same each time they are extracted, and cannot be changed by the user:

- 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 "ESC," "LEA," or "School" according to the county-district number.**
- STUDENT-IDENTIFICATION-SYSTEM (E1090) is the coding scheme used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a student. This is hard coded in the program as "State" and the student's SSN is used.

I. Verify ASCENDER Business Data

Verify data for each element in the ASCENDER Personnel application. It is suggested that you run reports first, and then use the maintenance pages in the Personnel application to update data where needed.

Personnel

• Personnel Reports

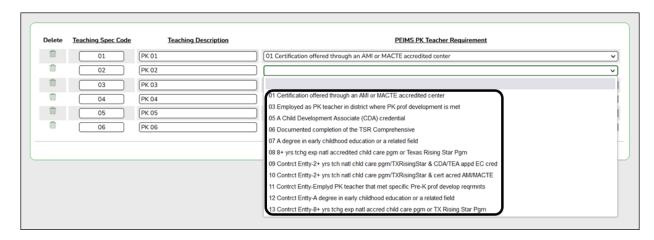
Personnel elements can be verified by running the following reports:

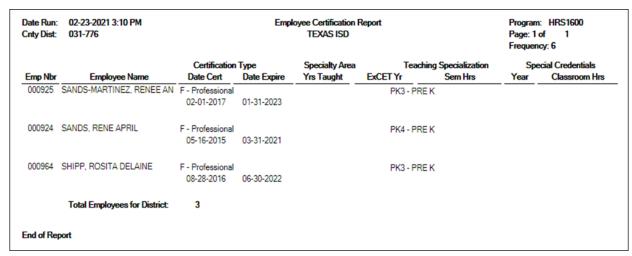
Personnel > Reports > User Created Reports

Report Template Staff Demo Verification		□ Public □	Retrieve	Directory
Report Title				
Employee Nbr.	Active Employees	Only		
CEmplaves Demographic				
Employee Demographic				
Employee Nbr	✓ Staff ID/SSN	Maiden Name	✓ Phone Area Cd	Last Change Date
✓ Texas Unique Staff ID	✓ Address Number	Former Prefix	✓ Phone Nbr	Citizenship
✓ Name Prefix	✓ Street/P.O. Box	Former First Name	Bus Phone Area	Marital Stat
✓ First Name	✓ Apt	Former Middle Name	Bus Phone Nbr	Other Language
☐ Middle Name ✓ Last Name	✓ City ✓ State	Former Last Name	☐ Bus Ext ☐ Cell Area Cd	Local Use 1 Local Use 2
Generation	✓ Zip	Driver's License	Cell Phone Nbr	Email
Sex	Zip+4	DL State	Local Restriction	Home Email

Use the User Created Report to verify staff demo data.

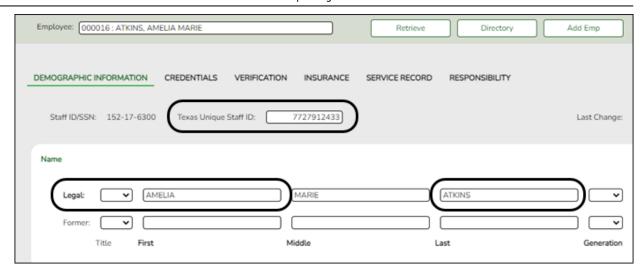
Personnel > Reports > Personnel Reports > HRS1600 - Certification Report





HRS1600 allows you to view a list of instructors assigned to a particular teacher specialization code that is associated with the PK teacher certification requirement.

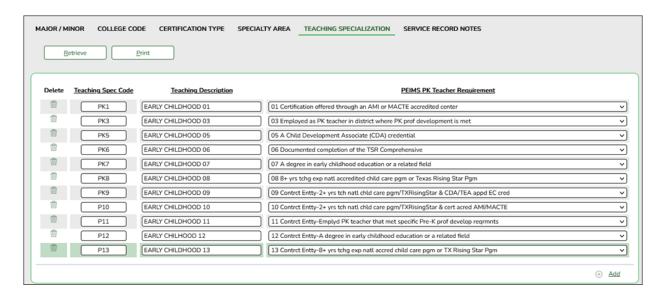
• Personnel > Maintenance > Staff Demo > Demographic Information



Reported Elements from Demographic Information:

Element	Code Table	Data Element	ASCENDER Name
E1524	—-	TX-UNIQUE-STAFF-ID	Texas Unique Staff ID
E0703	—-	FIRST-NAME	Legal - First
E0705	—-	LAST-NAME	Legal - Last

• Personnel > Tables > Credential > Teaching Specialization



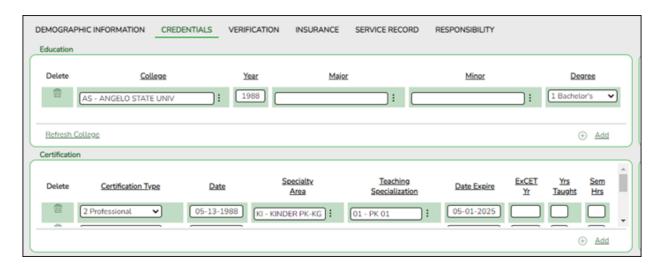
Interchange: StaffAssociationExtension

Complex Type: StaffExtension

The **PEIMS PK Teacher Requirement** field is used to indicate if a particular teaching specialization code is associated with required additional qualifications for the High Quality Prekindergarten Program.

Setting up codes for all **PEIMS PK Teacher Requirement** codes (one for each code in table C207) is recommended but not required.

Personnel > Maintenance > Staff Demo > Credentials



Reported Elements from Credentials:

Element	Code Table	Data Element	ASCENDER Name
E1581	C207	PK-TEACHER-REQUIREMENT	PEIMS PK Teacher Requirement/Teaching Specialization

II. Verify ASCENDER Student Data

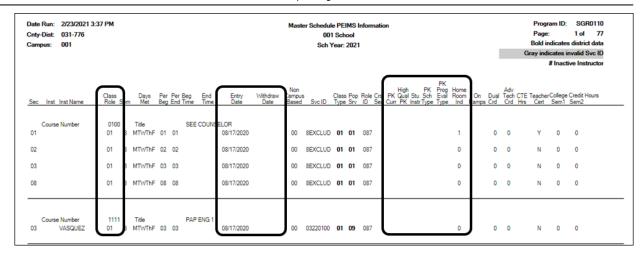
Verify data for each element in the ASCENDER Student applications. It is suggested that you run reports first, and then use the maintenance pages in the Student applications to update data where needed.

Grade Reporting

Grade Reporting Reports

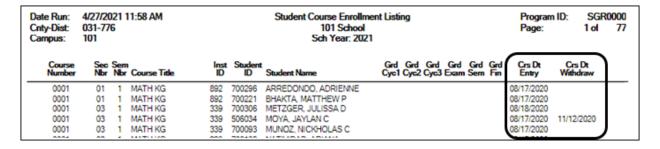
Grade Reporting elements can be verified by running the following reports:

Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0110 - Master Schedule PEIMS (Grd Rpting)



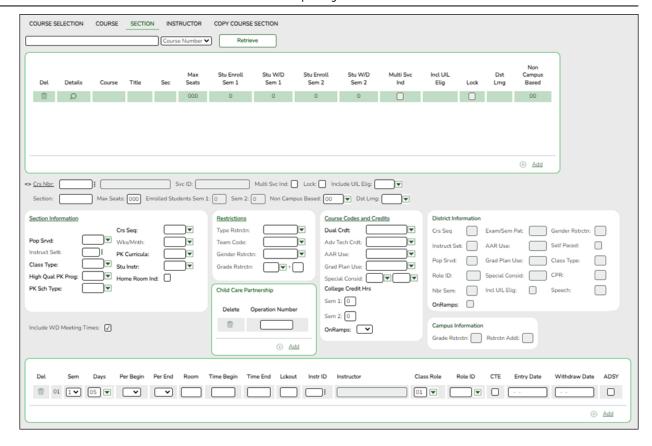
For PK course-sections, verify the instructor's Class Role, Entry Date, Withdraw Date, as well as PK Curr, High Qual PK, Stu Instr, PK Sch Type, PK Prog Eval Type, and Home Room Ind.

Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR0000 - Student Course Enrollment Listing



For PK course-sections, verify the **Crs Dt Entry** and **Crs Dt Withdraw** fields for all students.

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



Reported Elements from Section:

Element	Code Table	Data Element	ASCENDER Name
E1580	C088	HIGH-QUALITY-PK-PROGRAM INDICATOR	High Qual PK Prog
E1555	DC152	PK-SCHOOL-TYPE	PK Sch Type
E1579	C206	PK-CURRICULA	PK Curricula
E1558	DC153	STUDENT-INSTRUCTION	Stu Instr
E1440		HOMEROOM-INDICATOR	Home Room Ind
E1726		CHILD-CARE-OPERATION-NUMBER	Operation Number

IMPORTANT: Be sure **Home Room Ind** is selected for at least one class for all PK students, and that the student was enrolled in this class on the reading assessment date.

- A student can only have one home room selected. (This is a new TEA edit for 2018-2019.)
- If a student was in one homeroom from the beginning of the school year, then
 moved to another home room on December 1 (for example), but tested in the first
 home room class, the second class must not have the homeroom indicator set.

The home room indicator identifies the instructor in the ECDS PK system who will be used in the ECDS PK reports. For each PK homeroom **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**.

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

• Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign



Reported Elements from Crs Assign:

Element	Code Table	Data Element	ASCENDER Name
E1069		STUDENT-BEGIN-DATE	Entry Date
E1070		STUDENT-END-DATE	WD Date

Registration

Registration Reports

Student registration elements can be verified by running the following reports:

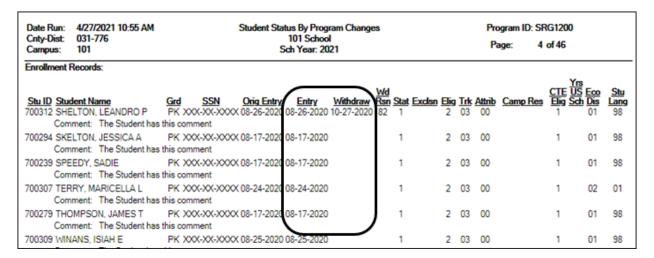
Registration > Reports > Create Registration Report

State Reporting

Report Title Verify Regis Data for ECDS-PK	Campus Options Campus 101
	O All Campuses
Demo1	
Demographic Information	
Sch Yr	✓ Entry Dt ☐ Track ☐ Orig Entry ✓ First Name ✓ Middle Name ☐ Gen ☐ Prior SSN ✓ TX Unique Stu ID ☐ Medicaid Eligible ☐ Aggregate Race/Ethnicity ☐ Comments
Race	
White W Black/African American W Asian W American Indian/Al	askan Native
✓ Student Indicators	
✓ Elig ✓ Attribution ✓ Camp ID Resid ✓ Eco Disadvan ✓ Rep Excl ✓ Active ✓ Record Status ✓ Cnty Residence	✓ Military Connected ✓ Foster Care ✓ Star of Texas Award ✓ NSLP
Current / Next Year Information	
Control Num CY Team Next Yr Cntrl NY Team N	xt Yr Camp Here Last Yr CY Transfer Factor NY Transfer Factor
BiVESL	
Bil/ESL	
Campus Entry Date Exit Date Reason Par Perm Cd BIVESL Fund Cd Alt Lang Cd Home Langua	Bil Type ESL Type

Use the Create Registration Report to verify student demographic data, as well as the EB indicator.

$\label{eq:registration} \textit{Registration Reports} > \textit{Program} > \textit{SRG1200 - Student} \\ \textit{Status Changes by Program}$

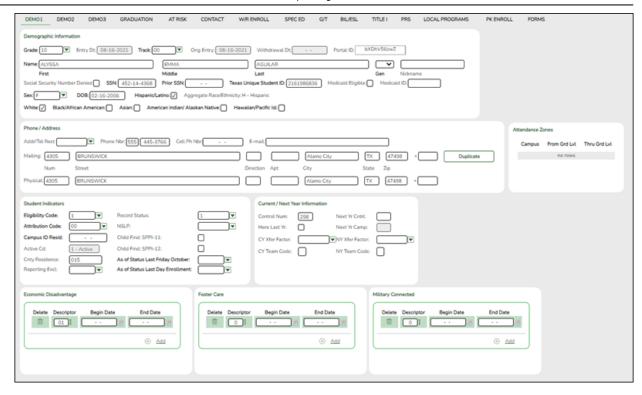


Set the **Print Enroll Records** parameter to Y to verify student entry and withdrawal dates.

Date Run: 4/27/2021 10:44 AM		Student Status		Chan	ges				Prog	ram ID: SR	RG1200	
Cnty-Dist: 031-776 Campus: 101			01 School Year: 2021						Pag	je: 4	of 7	
Special Education Records:				Wd	Pri	Instruct				Reg Day	RDSD Fis	cal
Stu ID Student Name 506170 FLORES, JAYMI M	05 XXX-XX-	_	Withdraw	Rsn		<u>Set</u> 41		Speech 0	1 Elig	Sch Deaf	Agent	_
505221 GARZA, KRISTAL M		XXXX 08-17-2020 XXXX 08-17-2020		1	08 08	40	No No	0	- 1	0		
505135 GONZALEZ, AIDAN I		XXXX 08-17-2020		1	08	40	No	ō	1	ō		
504769 HALL, ALYSSA A		XXXX 08-17-2020		1	06	41	No	0	1	0		
505332 HORELKA, ANIYAH J	05 XXX-XX-			1	08	41	No	0	1	0		
506264 LEE, KORBIN M 506286 LEYVA, REBECCA I	05 XXX-XX-	XXXX 09-14-2020 XXXX 01-25-2021		1	10 08	41 41	No No	0	1	0		
506287 LOERA, JOSE A		XXXX 01-25-2021		1	08	41	No	ő	i	Ö		
505404 LOPEZ, MAYSON D		XXXX 08-17-2020		1	02	41	No	Ö	i	Ö		
506144 LUGO, SERENITY A	05 XXX-XX-	XXXX 08-17-2020)	1	08	41	No	0	1	0		
506265 MCQUAY, BRAXTON L		XXXX 09-14-2020		1	10	41	No	0	1	0		
505376 PAXSON, CARLOS M 505895 PINTADO, LOGAN A		XXXX 08-17-2020 XXXX 08-17-2020		80	08 08	40 41	No	0	1	0		
505895 PINTADO, LOGAN A		XXXX 10-20-2020		00	08	41	No No	0	- 1	Ö		
505354 RAMOS, SAVANNAH		XXXX 08-17-2020		1	08	41	No	ŏ	i	Ö		
505090 RENDON, OMAR N		XXXX 08-17-2020		1	08	40	No	0	1	0		
505110 ROSALES, HAYLEE		XXXX 08-17-2020		1	02	41	No	0	1	0		
505570 TORRES, LANDON T	05 XXX-XX-	XXXXXX08-17-2020		/	09	00	No	1	1	0		
Stu ID Student Name	Grd SSN				Bil ES	Cd .	ang L	ome HL ang	<u>Date</u>		Yrs Alt US Lang Sch Cd	Fund
00286 MOORE, ALEXXA L	PK XXX-XXX	X 08-20-2020			0 2	1	01	01 08	-19-202	20 K	00	BE
00307 TERRY, MARICELLA L	PK XXX-XX-XXX	OX 08-26-2020			0 2	1	01	01		K	00	
00086 CERNA, ROCKY D	PK XXX-XX	OX 08-17-2020			0 2	1	01	01	• •	K	00	BE
00005 CORONADO, MARISELA	PK XXX-XX-XXX	OX 08-17-2020			0 2	1	01	01		K	00	BE
00079 DARROW, DANICA M	PK XXX-XX-XXX	OX 08-17-2020			0 2	1	01	01	• •	K	00	BE
00313 GONZALES, MEAGAN D	PK XXX-XX-XXX	O 09-04-2020 0	9-08-2020	80	0 2	1	01	01		K	00	BB
00072 HERNANDEZ, OMAR E	PK XXX-XX-XXX	OX 08-17-2020			0 2	1	01	01	• •	K	00	BE
00108 NATIVIDAD, ARIANA	PK XXX-XX-XXX	OX 08-17-2020)		0 2	l 1	01	01		K	00	BE
PK Enroll Records:			_			_	_					
Stu ID Student Name	Grd SS			<u>w</u> w	d Rsn	Elig Cd	<u>PK P</u>			PK Fundir Source		econd unding
700247 AGUILAR, EDWARD L 700284 AMADOR, ZACHARY N		-XXXX 08-17-20 -XXXX 08-17-20		- 1		2 5		02 02		2		
700249 AMBRIZ, JOSE B		-XXXX 08-17-20 -XXXX 08-17-20		- 1		2	l	02		2		
700246 BAILEY, DARCY R		-XXXX 08-17-20		- 1		2	l	02		2		
700254 BALBOA, TRAVIS Y		-XXXX 08-17-20		- 1		2	l	02		2		
700300 BOSQUEZ, JOHNNY H		-XXXX 08-17-20		- 1		5	l	02		2		
700243 CARRILLO, CODY A		-XXXX 08-17-20		- 1		2	l	02		2		
700242 CEARLEY, EMMITT S		-XXXX 08-17-20		- 1		2		02		2		
700233 CORONADO, TRISTEN L		-XXXX 08-17-20		- 1		2	l	02		2		
700287 CULBREATH, MIGUEL E		-XXXX 08-17-20		- 1		2	l	02		2		
700283 DELACERDA, CAIRO J		-XXXX 08-17-20		- 1		5		02		2		
700272 DILLON, ZAHARA E	PK XXX-XX	-XXXX 08-17-20	120	- 1		2	ı	02		2		
700203 DOUGLAS, JONATHAN F	DV VVV VV	-XXXX 08-17-20	20			2		02		2		

Set the **Print Special Ed Records**, **Print Bilingual/ESL Records**, and **Print PK Enroll Records** parameters to Y to verify program information. These reports can be run individually.

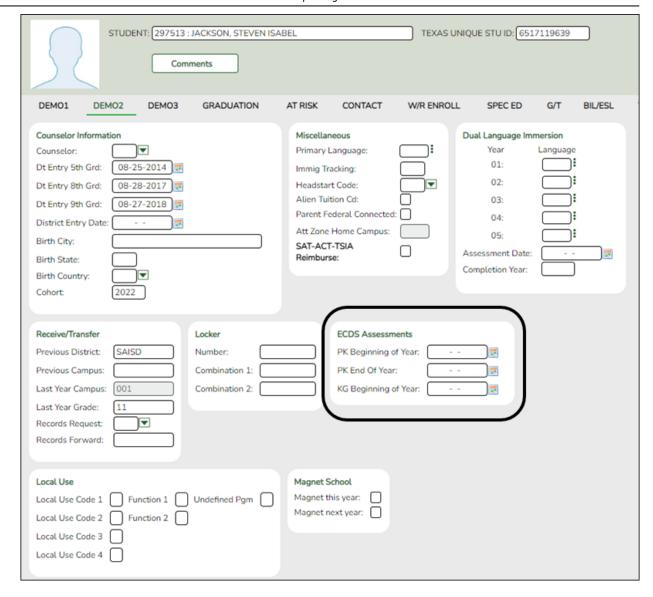
• Registration > Maintenance > Student Enrollment > Demo1



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
E1523		TX-UNIQUE-STUDENT-ID	Texas Unique Student ID
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
E0785	C054	ECONOMIC-DISADVANTAGE-CODE	Eco Disadvan
E0017		GRADE-LEVEL-CODE	Grade

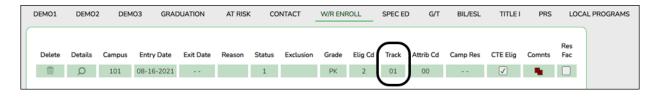
• Registration > Maintenance > Student Enrollment > Demo2



Reported Elements from Demo2:

Element	Code Table	Data Element	ASCENDER Name
E1397		ADMINISTRATION-END-DATE	

Registration > Maintenance > Student Enrollment > W/R Enroll



Reported Elements from W/R Enroll:

Element	Code Table	Data Element	ASCENDER Name
E0975	 -	INSTRUCTIONAL-TRACK-INDICATOR-CODE	Track

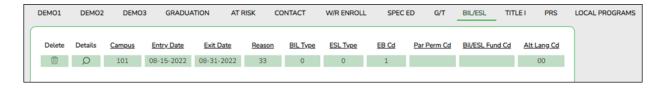
• Registration > Maintenance > Student Enrollment > SpecEd



Reported Elements from SpecEd:

Element	Code Table	Data Element	ASCENDER Name
E0794	C088	SPECIAL-ED-INDICATOR-CODE	Entry/Exit Date

Registration > Maintenance > Student Enrollment > Bil/ESL

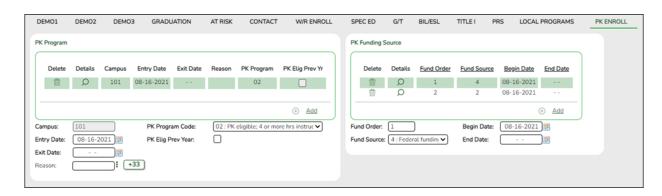


Reported Elements from Bil/ESL:

Element	Code Table	Data Element	ASCENDER Name
E0790	C061	EMERGENT-BILINGUAL-INDICATOR-CODE	EB Cd

IMPORTANT: The **EB Code** cannot be updated from the State Reporting > Maintenance > Summer > Student > Demo page. It must be correct on this tab so that it is correct in the *Student* interchange.

Registration > Maintenance > Student Enrollment > PK Enroll



Reported Elements from PK Enroll:

Element	Code Table	Data Element	ASCENDER Name
E1078	C185	PK-PROGRAM-TYPE-CODE	PK Program Code
E1079	C186	PRIMARY-PK-FUNDING-SOURCE-CODE	PK Funding Source
E1080	C186	SECONDARY-PK-FUNDING-SOURCE-CODE	PK Secondary Funding

IMPORTANT: The **EB Code** cannot be updated from the State Reporting > Maintenance > Summer > Student > Demo page. It must be correct on this tab so that it is correct in the *Student* interchange.

III. Verify Data and Create XML File

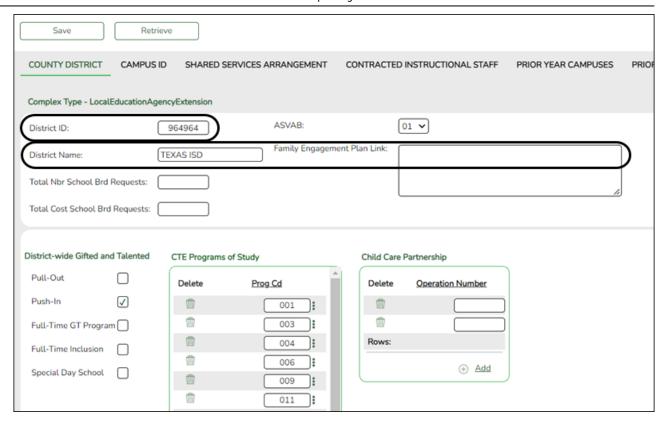
Review the Family Plan Engagement Link

The following Organization data is always maintained from the maintenance pages; there is no extract, unless you used the Import External File utility.

NOTE: The Family Engagement Plan Link is no longer Mandatory and an incomplete tagline will no longer generate if the field is left blank.

• If not selected, you will receive a Special Warning upon submission.

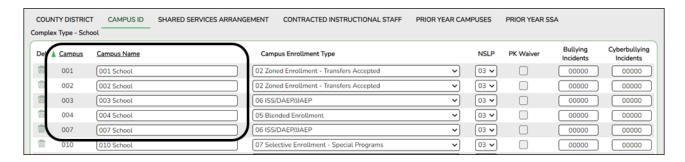
State Reporting > Maintenance > Organization > County District



Reported Elements from County District:

Element	Code Table	Data Element	ASCENDER Name
E0212		DISTRICT-ID	District ID
E0213		DISTRICT-NAME	District Name
E1583		FAMILY-ENGAGEMENT-PLAN-LINK	
E1626	C216	PROGRAM-EVALUATION-TYPE	Code this element on Registration > Maintenance > District Profile > District Maintenance > State Reporting

State Reporting > Maintenance > Organization > Campus ID



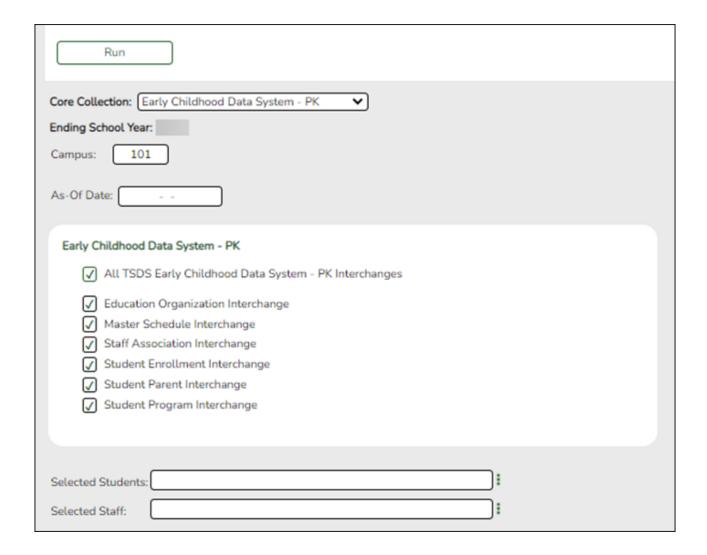
Reported Elements from Campus ID:

Element	Code Table	Data Element	ASCENDER Name
E0266		CAMPUS-ID	Campus

Element	Code Table	Data Element	ASCENDER Name
E0267	 -	CAMPUS-NAME	Campus Name

• Create XML file.

State Reporting > Utilities > Create TSDS Core Collections Interchanges



	Select the submission. For the ECDS PK submission, select <i>Early Childhood Data System - PK</i> .
Year (Display only) The submission year, as entered in the Submission Year (Display only) The submission year, as entered in the Submission Year (Display only) The submission year, as entered in the Submission Year (Display only) The submission year, as entered in the Submission Year (Display only) The submission year, as entered in the Submission Year (Display only) The submission year, as entered in the Submission Year (Display only) The submission year, as entered in the Submission Year (Display only) The submission year, as entered in the Submission Year (Display only) The submission year, as entered in the Submission Year (Display only) The submission year, as entered in the Submission Year (Display only) The submission year, as entered in the Submission Year (Display only) The submission year, as entered in the Submission Year (Display only) The Year (Display onl	
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.

NOTES:

0

This date is used as the staff association date as well as for determining the course-section in the master schedule.

0

When determining which record to retrieve, the system first references the **PK End Of Year** date, if blank, then references the **PK Beginning Of Year** date. If both of those dates are blank, the entered **As-of Date** is used to determine which record to retrieve.

- ☐ Select the following individual interchanges for the ECDS PK submission.
 - All TSDS Early Childhood Data System PK Interchanges
 - Education Organization Interchange
 - Master Schedule Interchange
 - Staff Association Interchange
 - Student Enrollment Interchange
 - Student Parent Interchange
 - Student Program Interchange

Only courses with service ID 01010000 are included.

Selected Students	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. Note: The As-Of Date field must be completed in order for this field to retrieve students.
Selected Staff	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. Note: The As-Of Date field must be completed in order for this field to retrieve staff.

☐ 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: 015101-2020-05-15.15-30-22.TSDS.zip

The default name for the individual files is District_Campus_Collection_TimeStamp_Interchange.xml, where:

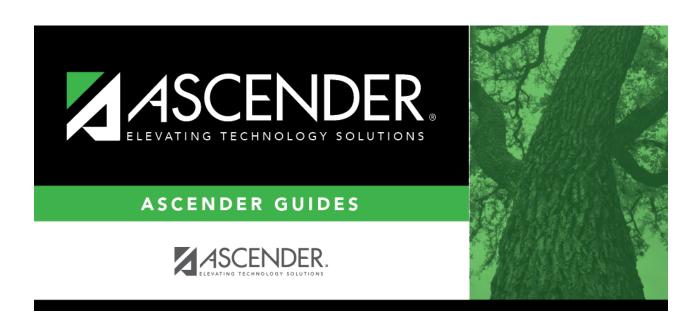
- *District* is the six-digit county-district number
- Campus is the three-digit campus ID
- Collection is the nine-character collection (ending school year & submission)
- TimeStamp is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example:

015101_000_2021TSDS_202005151420_InterchangeStudentProgramExtension.xml

NOTE: The Student Program only extracts for Special Education; therefore, not all students will be written into this interchange, which may result in a blank interchange.

- ☐ If errors are encountered:
 - 1. Correct the data in ASCENDER.
 - 2. Re-run the interchange(s).



Back Cover