

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

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# Core Collection: Early Childhood Data System - PK Submission (Updated 2021-2022)

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 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

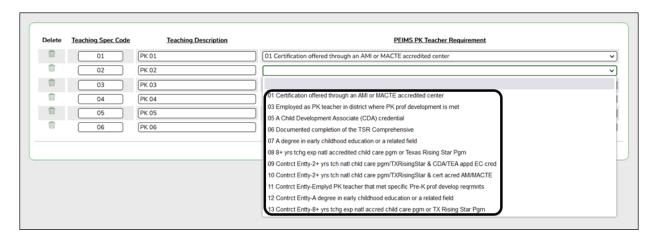
Personnel elements can be verified by running the following reports:

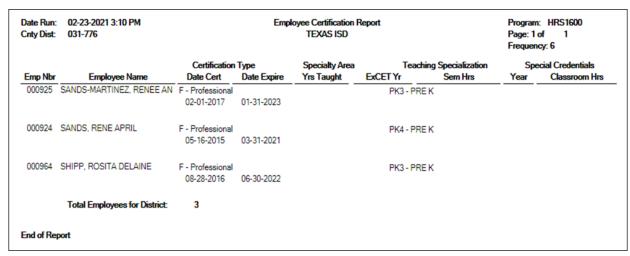
### Personnel > Reports > User Created Reports

Report Template				
Staff Demo Verification		Public	Retrieve	Directory
Stall Sello Vellicatori			Nedieve	Directory
Report Title				
Report Title				
Employee Nbr:	Active Employees	Only		
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	<b>√</b> Apt	Former Middle Name	Bus Phone Nbr	Other Language
Middle Name	✓ City	Former Last Name	Bus Ext	Local Use 1
✓ Last Name	✓ State	Former Generation	Cell Area Cd	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.

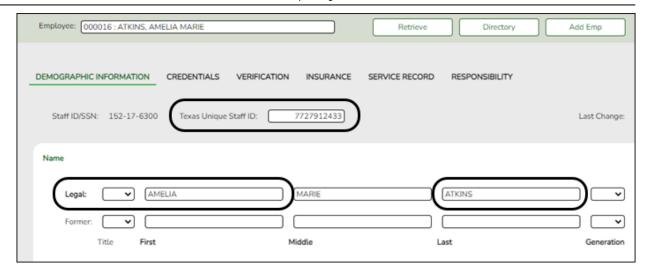
### Personnel > Reports > Personnel Reports > HRS1600 - Certification Report





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.

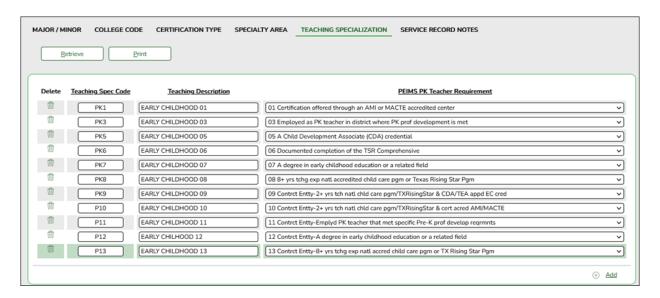
• Personnel > Maintenance > Staff Demo > Demographic Information



### **Reported Elements from Demographic Information:**

Element	Code Table	Data Element	ASCENDER Name
E1524	<b>—-</b>	TX-UNIQUE-STAFF-ID	Texas Unique Staff ID
E0703	<b>—-</b>	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**

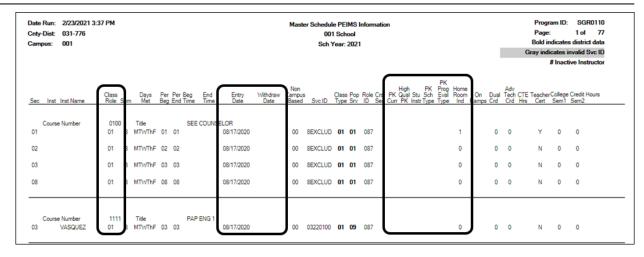
Verify data for each element in the ASCENDER Student applications. It is suggested that you run reports first, and then use the maintenance pages in the Student applications to update data where needed.

### **Grade Reporting**

Grade Reporting Reports

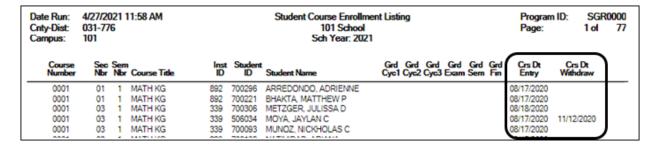
Grade Reporting elements can be verified by running the following reports:

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



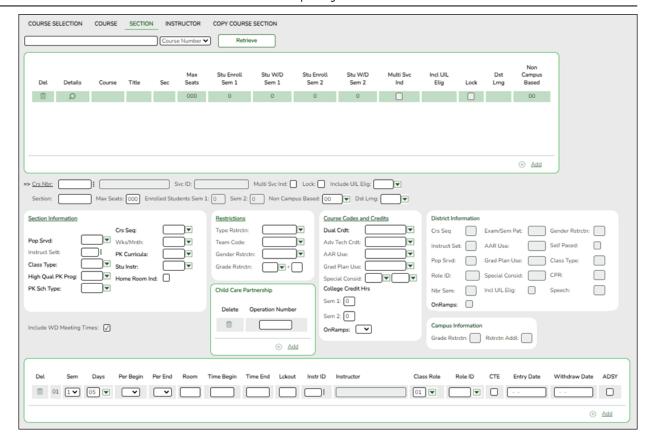
For PK course-sections, verify the instructor's Class Role, Entry Date, Withdraw Date, as well as PK Curr, High Qual PK, Stu Instr, PK Sch Type, PK Prog Eval Type, and Home Room Ind.

# 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	<b>ASCENDER Name</b>
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	<del></del>	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	<b>ASCENDER Name</b>
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:

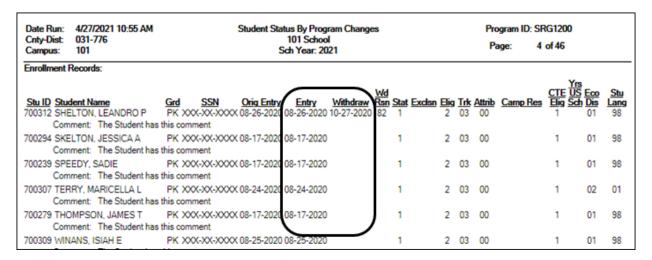
Registration > Reports > Create Registration Report

#### State Reporting

Report Title  Verify Regis Data for ECDS-PK	Campus Options  Campus 101 All Campuses
Demo1	
Demographic Information	✓ Entry Dt     Track     Orig Entry       ✓ First Name     ✓ Middle Name     Gen       Prior SSN     ✓ TX Unique Stu ID     Medicaid Eligible       Aggregate Race/Ethnicity     Comments
✓ Race ✓ White ✓ Black/African American ✓ Asian ✓ American Indian/Alas ✓ Student Indicators	kan Native
	✓ Military Connected
Current / Next Year Information  Control Num  CY Team  Next Yr Cntrl  NY Team  Nxt	Yr Camp Here Last Yr CY Transfer Factor NY Transfer Factor
Condervalii Ciri Cint Ministra	Tree Last II CT Haisier Factor With Haisier Factor
□ BiVESL	
Campus Entry Date Exit Date Reason Par Perm Cd BIVESL Fund Cd Alt Lang Cd Home Language	☐ Bil Type ☐ ESL Type ☑ EB Cd ☐ Student Language ☐ Yrs US Sch ☐ Date HLS Admin

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

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

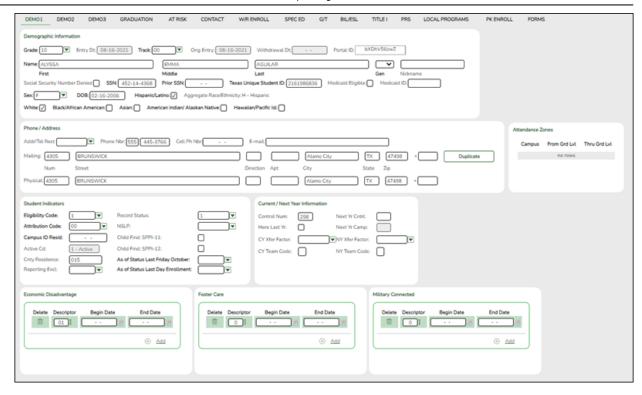


Set the **Print Enroll Records** parameter to Y to verify student entry and withdrawal dates.

Date Run:				Stud		s By Prog		hang	ges				Prog	gram ID: SF	RG1200	
Cnty-Dist: Campus:	031-776 101		101 School Sch Year: 2021							Pag	ge: 4	of 7				
Special Ed	lucation Records:				$\overline{}$		$\overline{}$	Wd	Pri	Instanc	t Multi		CTE	Reg Day	pnen E	
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	ARZA, KRISTAL M ONZALEZ, AIDAN I		05 XXX-XX-XX 05 XXX-XX-XX		08-17-202 08-17-202				08	40 40	No	0	1	0		
	ALL, ALYSSA A		05 XXX-XX-XX						06	41	No No	0	- 1	0		
	ORELKA, ANIYAH J		05 XXX-XX-XX						08	41	No	ō	i	ŏ		
06264 LE	EE, KORBIN M		05 XXX-XX-XX						10	41	No	0	1	0		
	EYVA, REBECCA I		05 XXX-XX-XX	-					08	41	No	0	1	0		
	DERA, JOSE A		05 XXX-XX-XX						08	41	No	0	1	0		
	OPEZ, MAYSON D		05 XXX-XX-XX		08-17-202				02 08	41	No	0	1	0		
	JGO, SERENITY A CQUAY, BRAXTON L		05 XXX-XX-XX 05 XXX-XX-XX						10	41 41	No No	0	- 1	0		
	AXSON, CARLOS M		05 XXX-XX-XX						08	40	No	ŏ	i	ŏ		
	NTADO, LOGAN A		05 XXX-XX-XX			_	020	80	08	41	No	ŏ	i	ŏ		
	NTADO, LOGAN A		05 XXX-XX-XX	00 1	10-20-202	0			08	41	No	0	1	0		
	AMOS, SAVANNAH		05 XXX-XX-XX						80	41	No	0	1	0		
	ENDON, OMAR N		05 XXX-XX-XX						80	40	No	0		0		
	OSALES, HAYLEE ORRES, LANDON T		05 XXX-XX-XX 05 XXX-XX-XX				J		02 09	41 00	No No	0	1	0		
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	ERRY, MARICELLA L		XXX-XX-XXXX		26-2020		1		_	1	01	01		K	00	
	ERNA, ROCKY D		XXX-XX-XXXX		17-2020		1			1	01	01		ĸ	00	
	ORONADO, MARISELA		XXX-XX-XXXX		17-2020		1			1	01	01		ĸ	00	
	ARROW, DANICA M		XXX-XX-XXXX		17-2020		1			1	01	01		ĸ	00	
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0100 16	ATTVIDAD, ANIANA	FK	~~~~~~	00-	17-2020		_	`	, 2	<u>ن</u>	01	01		K	•	
K Enroll	Records:															
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	tudent Name GUILAR, EDWARD L		<u>Grd SSN</u> PK XXX-XX-X		Entry 08-17-2		ndraw	W	a Ksn	Eliq Co	PKP	02	n Ca	Source 2		Funding
	MADOR, ZACHARY N		PK XXX-XX-X					ı		5	ı	02		2		
	MBRIZ, JOSE B		PK XXX-XX-X					ı		2	ı	02		2		
	AILEY, DARCY R		PK XXX-XX-X					ı		2	1	02		2		
	ALBOA, TRAVIS Y		PK XXX-XX-X					ı		2	1	02		2		
00300 B	OSQUEZ, JOHNNY H		PK XXX-XX-X	XXX	08-17-2	020		ı		5	1	02		2		
00243 C	ARRILLO, CODY A		PK XXX-XX-X	XXX	08-17-2	020		1		2	1	02				
700242 C	EARLEY, EMMITT S		PK XXX-XX-X					1		2	1	02		2		
	ORONADO, TRISTEN L		PK XXX-XX-X					1		2	1	02		2 2 2 2		
700287 C	ULBREATH, MIGUEL E		PK XXX-XX-X					ı		2	1	02		2		
	ELACERDA, CAIRO J		PK XXX-XX-X					ı		5	1	02		2		
	ILLON, ZAHARA E		PK XXX-XX-X					ı		2	1	02		2		
700203 D	OUGLAS, JONATHAN F		PK XXX-XX-X					J		2	l	02		2		
	OUGLAS, LANDON		PK XXX-XX-X	$\sim\sim$	W4 00 0	020		,		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.

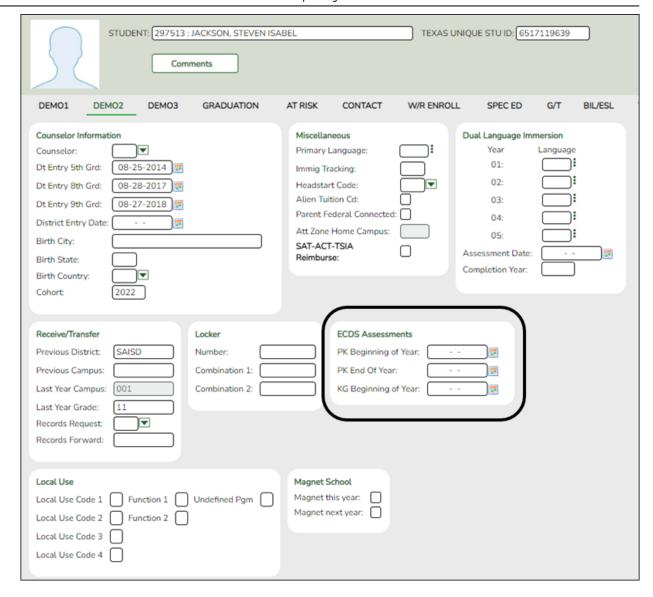
• Registration > Maintenance > Student Enrollment > Demo1



### **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	<b></b> -	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE	Hawaiian/Pacific Isl
E0785	C054	ECONOMIC-DISADVANTAGE-CODE	Eco Disadvan
E0017		GRADE-LEVEL-CODE	Grade

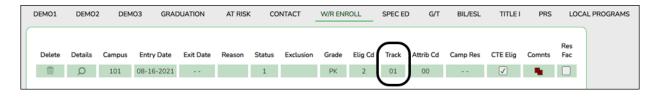
• Registration > Maintenance > Student Enrollment > Demo2



### **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	<b></b> -	INSTRUCTIONAL-TRACK-INDICATOR-CODE	Track

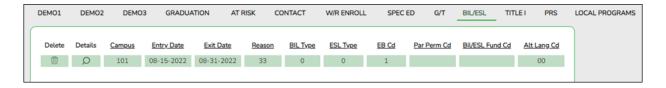
Registration > Maintenance > Student Enrollment > SpecEd



### 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

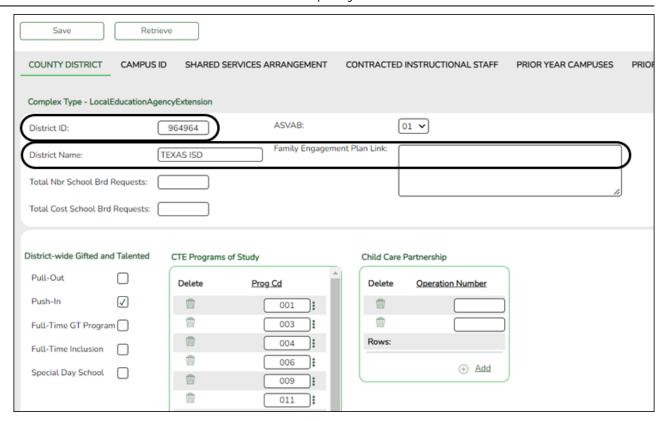
Review the Family Plan Engagement Link

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



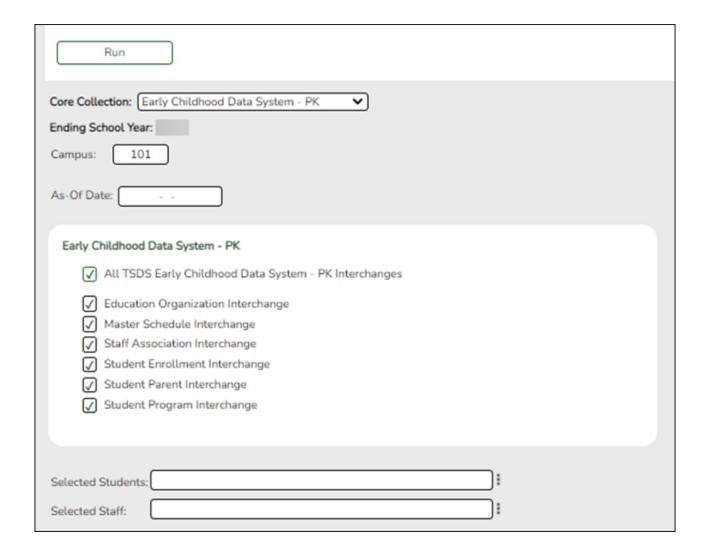
### **Reported Elements from Campus ID:**

Element	Code Table	<b>Data Element</b>	<b>ASCENDER Name</b>
E0266		CAMPUS-ID	Campus

Element	Code Table	Data Element	<b>ASCENDER Name</b>
E0267		CAMPUS-NAME	Campus Name

### • Create XML file.

### State Reporting > Utilities > Create TSDS Core Collections Interchanges



<b>Core Collection</b>	Select the submission. For the ECDS PK submission, select <i>Early Childhood Data System - PK</i> .	
Ending School Year	(Display only) The submission year, as entered in the <b>Submission Year</b> field on State Reporting > Options, is displayed.  For example, for the 2020-2021 ECDS-PK submission, the field would display	
	2021.	
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:

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

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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.

	ected dents	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.
Sele Staf	ected ff	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:

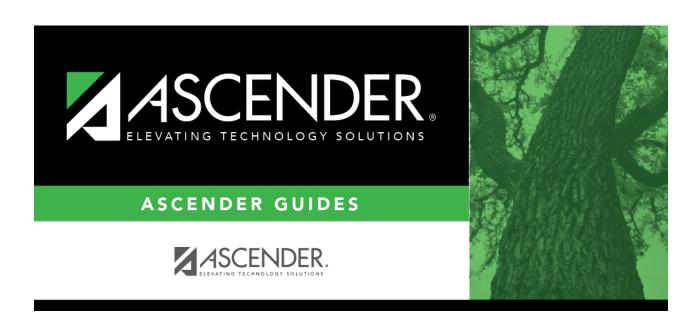
- *District* is the six-digit county-district number
- Campus is the three-digit campus ID
- Collection is the nine-character collection (ending school year & submission)
- TimeStamp is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange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