TSDS Early Childhood Data System (ECDS) 2018-2019 Submission - Kindergarten
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Early Childhood Data System (ECDS) Submission - Kindergarten

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.

LEAs are required to submit specific demographic, classroom link, and special program data elements for the 2018-2019 ECDS KG collection. All elements will be submitted in the PEIMS Summer Collection.

The ECDS KG submission is due January 31, 2019.

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

Extract Rules and Edits for 2018-2019

Prerequisites

- Ensure that TxEIS is up to date on all PCs for all users who will be working on the ECDS KG submission.

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

I. Verify TxEIS Data

Certain elements are extracted from the State Reporting maintenance pages. Other elements are extracted from Business or Student maintenance pages. 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 “ESC,” “LEA,” or “School” according to the county-district number.
State Reporting

State Reporting > Maintenance > Organization > County District

Interchange: EducationOrganization

Complex Type: LocalEducationAgencyExtension

The following elements from the LocalEducationAgencyExtension complex type are included in the ECDS KG submission:

- DISTRICT-ID District ID (E0212) is the identification number registered with the TEA of the district reporting the student.

- DISTRICT-NAME District Name (E0213) is the name of the district as it will appear on your submission data, up to 34 characters.

State Reporting > Maintenance > Organization > Campus ID

Interchange: EducationOrganization
**Complex Type: SchoolExtension**

The following elements from the SchoolExtension complex type are included in the ECDS KG submission:

- **CAMPUS-ID Campus** (E0266) is the unique campus ID registered with the TEA.
- **CAMPUS-NAME Campus Name** (E0267) is the name of the campus as it will appear on your submission data.

**RUN REPORT FOR VERIFYING DATA:**

EducationOrganization data can be verified by running the following report:

*State Reporting > Reports > Summer > District/Campus*

![State Reporting report](image)

**Interchange: StaffAssociationExtension**

**Complex Type: StaffExtension**
The following element from the StaffExtension complex type is included in the ECDS KG submission:

☐ TX-UNIQUE-STAFF-ID **TX Unique Staff ID** (E1524) is a unique number or code assigned to staff by the TEA.

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**RUN REPORT FOR VERIFYING DATA:**

Staff demo data can be verified by running the following report:

*State Reporting > Reports > Summer > Summer Staff Demo Data*

<table>
<thead>
<tr>
<th>Staff ID</th>
<th>Staff Name</th>
<th>TX Unique Staff ID</th>
<th>DOB</th>
<th>Sex</th>
<th>Hisp</th>
<th>Amer Ind</th>
<th>Asian</th>
<th>Blk</th>
<th>Wht</th>
<th>Pac Blk</th>
<th>#1 Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>225-44-4712</td>
<td>ARMSTRONG, AMANDA M.</td>
<td>76731115522</td>
<td>08-26-1968</td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>264-64-5755</td>
<td>BAIR, AMBER M.</td>
<td>77924336394</td>
<td>08-21-1976</td>
<td>M</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>173-68-6305</td>
<td>BAKER, AMBER S.</td>
<td>7375993704</td>
<td>07-23-1977</td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>216-58-4675</td>
<td>BENAVENTE, ANNA M</td>
<td>0055733502</td>
<td>09-05-1966</td>
<td>M</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>268-90-9031</td>
<td>BENAVIDES, ANNETTE D</td>
<td>772854383997</td>
<td>02-18-1966</td>
<td>F</td>
<td>0</td>
<td>0</td>
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<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>270-60-7135</td>
<td>BENITEZ, APRIL T.</td>
<td>3950846632</td>
<td>11-22-1966</td>
<td>M</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>158-56-7191</td>
<td>BERNINA, ARILENE W</td>
<td>5565555557111</td>
<td>10-27-1966</td>
<td>M</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

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**Interchange:** StudentExtension  
**Complex Type:** StudentExtension

The following element from the StudentExtension complex type is included in the ECDS KG submission:

☐ TX-UNIQUE-STUDENT-ID **TX Unique Stu ID** (E1523) is a unique number assigned to a student by the Texas Education Agency.
RUN REPORT FOR VERIFYING DATA:

Student demo data can be verified by running the following report:

*State Reporting > Reports > Summer > Summer Student Demo Data*

![PERMS Summer Student Data Report - Summer Submission](image)

**Business**

*Human Resources > Maintenance > Staff Demo > Demographic Information*
Interchange: StaffAssociationExtension
Complex Type: StaffExtension

The following elements from the StaffExtension complex type are included in the ECDS KG submission:

☑ FIRST-NAME Legal - First (E0703) is the employee’s legal first name. Do not use an initial unless an initial is the legal first name.

☑ MIDDLE-NAME Legal - Middle (E0704) is the employee’s legal middle name as shown on the identification documentation used for employment. If the employee has no middle name, the field must be blank. The middle name can be reported as blank for employees only when the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA.

☑ LAST-NAME Legal - Last (E0705) is the employee’s legal last name.

RUN REPORT FOR VERIFYING DATA:

Staff demo data can be verified by running the following report:

Human Resources > Reports > User Created Reports > HR Report
The following element from the `StudentSectionExtension` complex type is included in the ECDS KG submission:

- **HOMEROOM-INDICATOR** Home Room Ind (E1440) indicates if the section is the student’s homeroom.

**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. (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, 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 KG system who will be used in the ECDS KG reports. For each KG homeroom Instructor, verify the following...
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.

Interchange: StaffAssociationExtension
Complex Type: TeacherSectionAssociationExtension

The following elements from the TeacherSectionAssociationExtension complex type are included in the ECDS KG submission:

- CLASS-ROLE Class Role (E1067) indicates the role served by an instructor for a class, such as Teacher of Record, Assistant Teacher, or Support Teacher.

  NOTE: Only Class Role 01 (Teacher of Record) will be extracted. Class Roles 02 and 03 are not reported in the ECDS KG submission.

- ASSIGNMENT-BEGIN-DATE Entry Date (E1065) is the date the instructor was assigned, or reassigned, to a particular course-section in the current school year. If more than one instructor is assigned to a course-section during the duration of a course-section, a record is required for each instructor that was assigned to the course-section.

- ASSIGNMENT-END-DATE Withdraw Date (E1066) is the last date the instructor was assigned to a particular course-section in the current school year.

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 Rpting)
Registration > Maintenance > Student Enrollment > Demo1

Interchange: StudentExtension
Complex Type: StudentExtension

The following elements from the StudentExtension complex type are included in the ECDS KG submission:

- **FIRST-NAME** Name - First (E0703) is the student's legal first name. Do not use an initial unless an initial is the legal first name.

- **MIDDLE-NAME** Name - Middle (E0704) is the student's legal middle name as shown on the identification documentation used for school enrollment. If the student has no middle name, the field must be blank. The middle name can be reported as blank for students only when the student does not have a middle name on his identification documentation. Do not use text such as NONE or NA.

- **LAST-NAME** Name - Last (E0705) is the student's legal last name.

- **STUDENT-ID** SSN (E0001) is the student's SSN or state-approved alternate ID. The first character of the ID must be S or 0-8.

- **SEX-CODE** Sex (E0004) indicates the student's gender.
DATE-OF-BIRTH DOB (E0006) is the month, day, and year of the student’s birth.

HISPANIC-LATINO-CODE Hispanic/Latino (E1064) indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

WHITE-CODE White (E1063) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

BLACK-AFRICAN-AMERICAN-CODE Black/African American (E1061) indicates a person having origins in any of the black racial groups of Africa.

ASIAN-CODE Asian (E1060) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

AMERICAN-INDIAN-ALASKA-NATIVE-CODE American Indian/Alaskan Native (E1059) indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE Hawaiian/Pacific Isl (E1062) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Interchange: StudentEnrollmentExtension
Complex Type: StudentSchoolAssociationExtension

The following elements from the StudentSchoolAssociationExtension complex type are included in the ECDS KG submission:

GRADE-LEVEL-CODE Grade (E0017) is the student’s current grade level.

RUN REPORT FOR VERIFYING DATA:

Demo1 data can be verified by running the following reports:

Registration > Reports > Create Registration Report
Interchange: **StudentExtension**  
Complex Type: **StudentExtension**

The following element from the **StudentExtension** complex type is included in the ECDS KG submission:

- LEP-INDICATOR-CODE **LEP Cd** (E0790) indicates if the student has been identified as limited English proficient.

**RUN REPORT FOR VERIFYING DATA:**

The LEP indicator can be verified by running the following report:

*Registration > Reports > Create Registration Report*
### II. Extract Data

*State Reporting > Extracts > Summer*

**Options**

- **Ending School Year:** 2019
- **Dyslexia Reporting:** DYS
- **Early College High School Reporting:** ECH
- **T-STEM Reporting:** TSM
- **IGC Reporting:** IGC

**Select all Extracts**

**Data Extracted:** InterchangeStudentExtension, InterchangeStudentEnrollmentExtension, InterchangeStudentAttendance

**Semester to Extract:** 1

**Title 1 Part A**

- **Data Extracted:** Student - Title 1, Part A
- **Title 1 Part A:** Data will be extracted when semester 2 attendance is extracted

**Course Extracts**

**Data Extracted:** InterchangeStaffAssociationExtension, InterchangeMasterScheduleExtension

**Course Completion**

**Data Extracted:** InterchangeStudentExtension, interchangeStudentTranscriptExtension

<table>
<thead>
<tr>
<th>Default Pass / Fail / Credit Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 01</td>
</tr>
<tr>
<td>Grade 03</td>
</tr>
<tr>
<td>Grade 05</td>
</tr>
<tr>
<td>Grade 07</td>
</tr>
<tr>
<td>Grade 09</td>
</tr>
<tr>
<td>Grade 11</td>
</tr>
</tbody>
</table>

**Discipline**

**Data Extracted:** InterchangeStudentExtension, InterchangeStudentDisciplineExtension

**Flexible Attendance**

**Data Extracted:** InterchangeStudentExtension, InterchangeStudentAttendanceExtension

**Restraint**

**Data Extracted:** InterchangeStudentExtension, InterchangeStudentRestraintEventExtension

**Email:**

**Run**

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**CAUTION!** Each time you extract data, you overwrite the data in the frozen files (i.e., State Reporting maintenance pages), including any data that was manually entered.
Ending School Year
(Display only) The submission year, as entered in the Submission Year field on State Reporting > Options, is displayed.
For the 2018-2019 ECDS KG submission, the field should display 2019.

Select the following for the ECDS KG submission:

<table>
<thead>
<tr>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select to extract attendance data.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester to Extract</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the ECDS KG submission, Attendance is only extracted for Semester 1.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Extracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can select to run the Classroom Link and Course Completions extracts individually; however, the program expects the Classroom Link extract to be run first. If you select to extract Course Completion data but do not select to extract Classroom Link data, the program verifies that Classroom Link records exist for the current school year. If they do not exist, a message is displayed and no data is extracted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom Link</th>
</tr>
</thead>
</table>
The extract does the following:

- All existing course-section and teacher class assignment records are deleted. Staff demographic records are not deleted in order to accommodate districts that manually update staff demographic data or merge staff demographic data from a TEA file.

- Course-section data is selected for all course-sections in the master schedule that have student enrollment, and a record is created for each course-section.

- Teacher class assignment records are created if the non campus-based instruction code for the course-section is 00 or blank. If a course-section has multiple teachers (multiple meeting times), a record is created for each teacher.

- The begin and end dates on the teacher class assignment record captures the classroom assignments for classroom teachers records are extracted from the meeting time records for each course-section in Grade Reporting.

If the end date is blank, the latest semester end date for the campus is used. If there are multiple tracks, the end date for the track that ends on the latest date is used. The date will be adjusted as needed when the course completion extract is run. Example: At campus 001, track 1 ends on 5/25/18, and track 4 ends on 6/1/18. The end date for all records will be 6/1/18.

- If a district is using the Business system, staff demographic data is extracted from HR. The staff type code is set to 1 for all instructors extracted from HR. If an instructor is on the master schedule but not in HR, a partial staff demographic record is created (staff ID and name only), and the staff type code is set to 3.

- If a district is not using the Business system, partial staff demographic records (staff ID and name only) are created for all instructors in the master schedule with Staff Type code 1.

- If a duplicate record is found when attempting to add a staff demographic record, the first and last names on the two records with the same staff ID are compared.

If the names match and the staff demographic data is being extracted from HR, the record in TxEIS State Reporting is updated.

If the names do not match, a warning message is listed on the error report.

**Flexible Attendance**

Select to extract the following data: `InterchangeStudentExtension` and `InterchangeStudentAttendanceExtension`.

**Email** (Optional) Type your email address if you wish to receive email notification when the extract is complete.

Click **Run**.

- You can either wait for an email notification that the extract is complete, or view the status of the extract on **Extracts > Extracts Status**.
- If errors are encountered, the **Error** button is displayed. Click **Errors** to view the list of errors.
III. Create Interchanges

*State Reporting > Utilities > Create State Reporting Interchanges*

<table>
<thead>
<tr>
<th>Collection</th>
<th>Select the submission period. For ECDS KG submission, select SUMR1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending School Year</td>
<td>(Display only) The submission year, as entered in the <strong>Submission Year</strong> field on <em>State Reporting &gt; Options</em>, is displayed. For the 2018-2019 ECDS KG submission, the field should display 2019.</td>
</tr>
</tbody>
</table>

Select the following individual interchanges for the ECDS KG submission.

- Education Organization Interchange
- Student Interchange
- Student Enrollment Interchange
- Staff Association Interchange
- Master Schedule Interchange

<table>
<thead>
<tr>
<th>Selected Students</th>
<th>The field is enabled if you selected all interchanges or a student-related interchange. Type or click ⦁ 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Staff</td>
<td>The field is enabled if you selected all interchanges or a staff-related interchange. Type or click ⦁ 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.</td>
</tr>
</tbody>
</table>
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


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_2019SUMR1_201811111420_InterchangeStudentProgramExtension.xml

If errors are encountered:

1. Correct the data in TxEIS.
2. Run the **Delete/Clear Tables utility** to delete or clear previous data for the desired tables.
3. Re-extract the data.