TSDS Early Childhood Data System (ECDS) 2019-2020 Submission - Kindergarten
# Table of Contents

- **Prerequisites** ............................................................................................................................... 1
- **I. Verify TxEIS Data** .................................................................................................................... 1
  - Business ......................................................................................................................................... 2
  - Student ........................................................................................................................................... 3
- **II. Create Interchanges** .................................................................................................................. 9
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 2019-2020 ECDS KG collection. All elements will be submitted in the TSDS Core Collections.

**The ECDS KG submission is due January 30, 2020.**

**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.

### Prerequisites

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

### I. Verify TxEIS 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

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.

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RUN REPORT FOR VERIFYING DATA:
Staff demo data can be verified by running the following report:

**Human Resources > Reports > User Created Reports > HR Report**

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**Staff**

**Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section**
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.
- 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 KG system who will be used in the ECDS KG reports. For each KG 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**.

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**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. If a withdrawal date is not present, the last day of school will be used.

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**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 Rpt)*
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.

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**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.

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**RUN REPORT FOR VERIFYING DATA:**

☐ Demo1 data can be verified by running the following reports:
Registration > Reports > Create Registration Report

Registration > Maintenance > Student Enrollment > Bil/ESL

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. Create Interchanges

_state reporting_ > _utilities_ > _create tSDS core collections interchanges_

<table>
<thead>
<tr>
<th>Collection</th>
<th>Select the submission period. For ECDS KG submission, select Early Childhood Data System - KG.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending School Year</td>
<td>(Display only) The submission year, as entered in the Submission Year field on State Reporting &gt; Options, is displayed. For the 2019-2020 ECDS KG submission, the field should display 2020.</td>
</tr>
<tr>
<td>Campus</td>
<td>Type the three-digit campus ID. Leave blank to select all campuses in the district.</td>
</tr>
<tr>
<td>As-Of Date</td>
<td>Type or select the date of the KG Reading assessment. This date must also be completed for the Selected Students and Selected Staff ellipses to work.</td>
</tr>
</tbody>
</table>

☐ Select the following individual interchanges for the ECDS KG submission.

- All TSDS Early Childhood Data System - KG Interchanges
- Education Organization Interchange
- Master Schedule Interchange
Selected Students
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.

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 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: 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_2020SUMR1_202001151420_InterchangeStudentProgramExtension.xml

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