

Educator Data Collection System USER MANUAL



EDCS USER MANUAL

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EDCS USER MANUAL

Purpose of the Educator Data Collection System and Reports

The purpose of the **Educator Data Collection System (EDCS)** is to gather information about the professional and demographic characteristics of educators across the state of Kansas. This data is compiled in aggregate form for use by multiple stakeholders, including educational researchers, school systems, and the Kansas State Board of Education.

There are three reports generated from data submitted through EDCS:

- **Fall Vacancy Report**
- **Spring Vacancy Report**
- **Licensed Personnel Report (LPR)**

The data collected from the **Licensed Personnel Report** is released to the public in aggregate form on the building and district report cards each fall.

For all positions requiring a licensed educator, vacancies are **entered** in both the **Fall Vacancy Reports** and **Spring Vacancy Reports**. The **Licensed Personnel Report** includes comprehensive information about all individuals in assignments requiring a licensed educator. These reports provide information used by the Kansas State Department of Education (KSDE) to evaluate licensed staff and to fulfill statutory and regulatory requirements.

This user manual has been developed to assist school systems in navigating the web application and understanding the reporting process.

For further assistance regarding EDCS and its reports, please contact:

EDCS Content Questions

Sarah Eaverson
Coordinator
Teacher Licensure
Phone: (785) 296-6712
Email: sarah.eaverson@ksde.gov

Shane Carter
Director
Teacher Licensure
Email: shane.carter@ksde.gov

Web Application Access Questions

KSDE Information Technology Helpdesk
Phone: (785) 296-7935
Email: helpdesk@ksde.gov

Before You Access EDCS

Browser Recommendations

PC Users

Use one of the following browsers:

- Microsoft Edge
- Mozilla Firefox
- Safari

Do **not** use Internet Explorer or Google Chrome.

Macintosh Users

Ensure JavaScript and cookies are enabled in your browser for full functionality.

Recommended browser:

- Mozilla Firefox

Other supported browsers:

- Google Chrome
- Safari
- Microsoft Edge

Accessing EDCS

Internet Terms

Browser

A software application used to access and navigate the Internet.

Examples include:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox
- Safari

Bookmarking

Allows you to save a website address so you can easily return to it without retyping the URL. Some browsers refer to bookmarks as **Favorites**.

Help

Provides information and assistance related to the browser's menu options and functionality.

Navigating to a Website

To visit a website, type the web address (URL) into the address bar at the top of your browser window. Depending on the browser, this field may be labeled **Address**, **Location** or **Go to**.

After entering the web address, press **Enter** on your keyboard to open the website.

Saving Your Data

A timeout will occur after 45 **minutes** of inactivity or if data is not saved. If this happens, any information **entered** since the last save will be lost.

Data may be lost if the user:

- Exceed 45 minutes without saving. Each time you click **Save**, the 45-minute timer resets.
- Navigate to another page without saving.

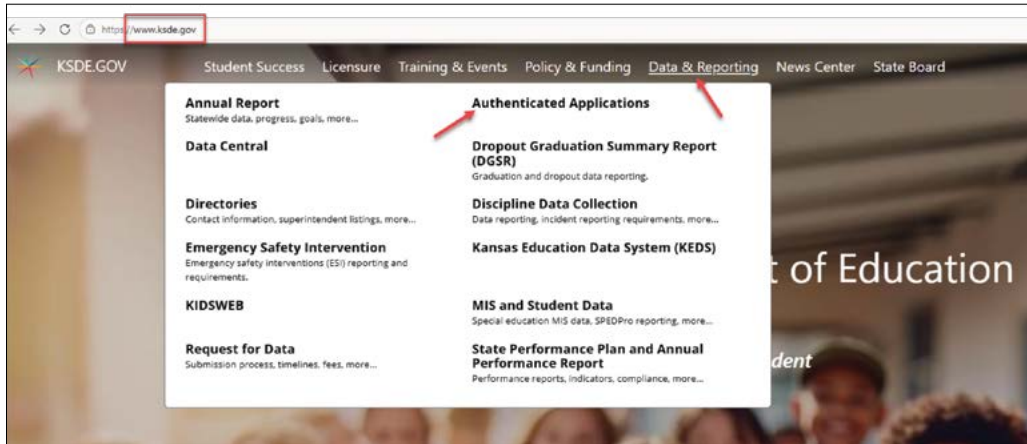
Note: To avoid data loss, **save frequently** and before moving to a new section or staff record.

EDCS USER MANUAL

User Login for KSDE Web Applications

Common Authentication Login

1. Visit the Kansas State Department of Education (KSDE) website at <https://www.ksde.gov>.
2. Hover over **Data & Reporting** at the top of the homepage.
3. Click **Authenticated Applications**.



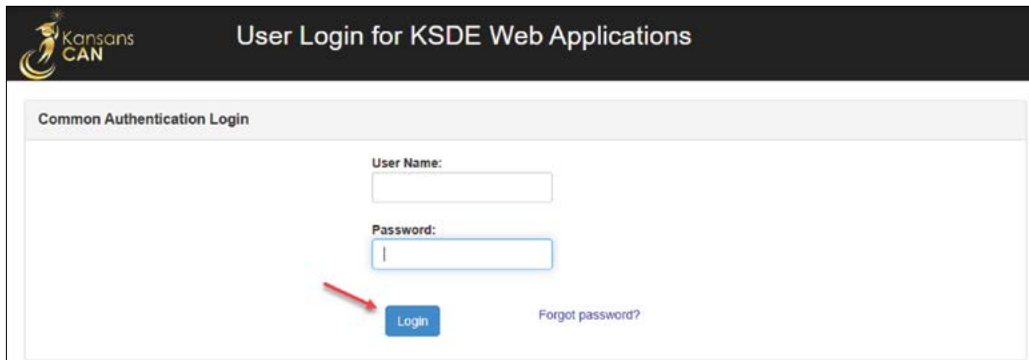
New Users

1. Click **Register** under New User Registration.
2. Complete all required fields.
3. Click **Submit** to create your account.

A screenshot of the 'User Login for KSDE Web Applications' page. The page has a black header with the Kansas CAN logo and the title 'User Login for KSDE Web Applications'. Below the header is a 'Common Authentication Login' section with fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot password?' link. Below this is a 'Need Assistance?' section with a table of support contacts. At the bottom is a 'New User Registration' section with a 'Register' button and a link to 'New User Registration Help'. A red arrow points to the 'Register' button.

Returning Users

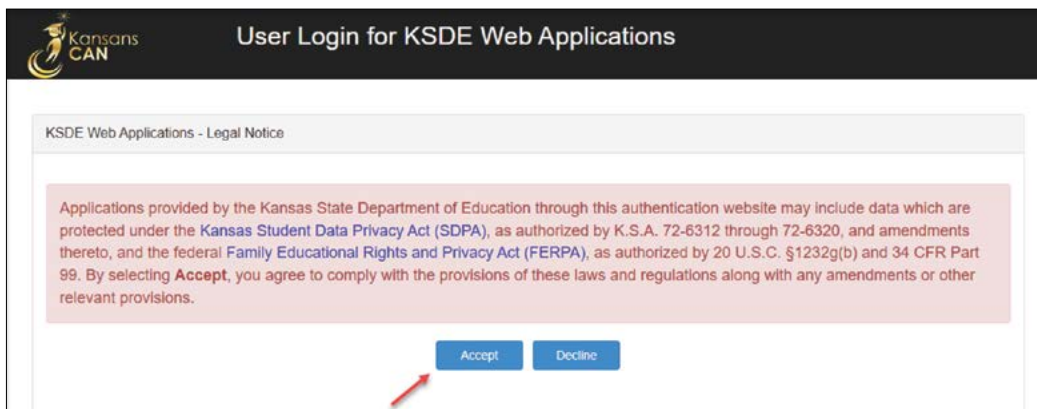
1. Enter your **district-access username** and **password**.
2. Click **Login**.



The screenshot shows the 'User Login for KSDE Web Applications' page. At the top left is the 'Kansas CAN' logo. The page title is 'User Login for KSDE Web Applications'. Below this is a section titled 'Common Authentication Login'. Inside this section, there are two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field is a blue 'Login' button. To the right of the 'Login' button is a link that says 'Forgot password?'. A red arrow points to the 'Login' button.

KSDE Web Applications Legal Notice

3. Read the Kansas Student Data Privacy Act (SDPA) and the Family Educational Rights and Privacy Act (FERPA) legal notices.
4. Click Accept.

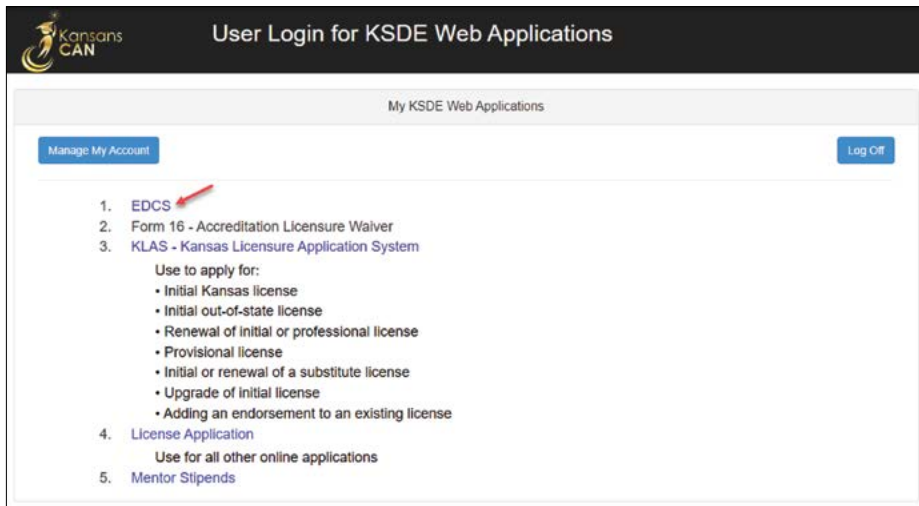


The screenshot shows the 'KSDE Web Applications - Legal Notice' page. At the top left is the 'Kansas CAN' logo. The page title is 'User Login for KSDE Web Applications'. Below this is a section titled 'KSDE Web Applications - Legal Notice'. Inside this section, there is a large pink box containing the following text: 'Applications provided by the Kansas State Department of Education through this authentication website may include data which are protected under the Kansas Student Data Privacy Act (SDPA), as authorized by K.S.A. 72-6312 through 72-6320, and amendments thereto, and the federal Family Educational Rights and Privacy Act (FERPA), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.' Below this text are two buttons: 'Accept' and 'Decline'. A red arrow points to the 'Accept' button.

My KSDE Web Applications

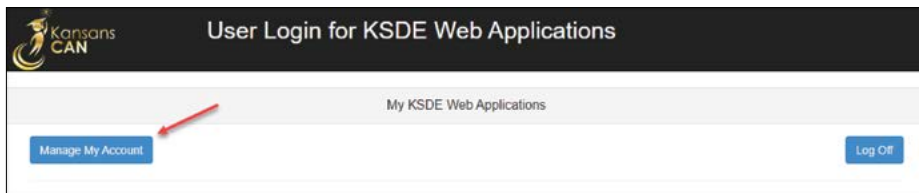
After logging in, you will see a personalized menu based on your authorized KSDE web applications.

1. Click **EDCS**.



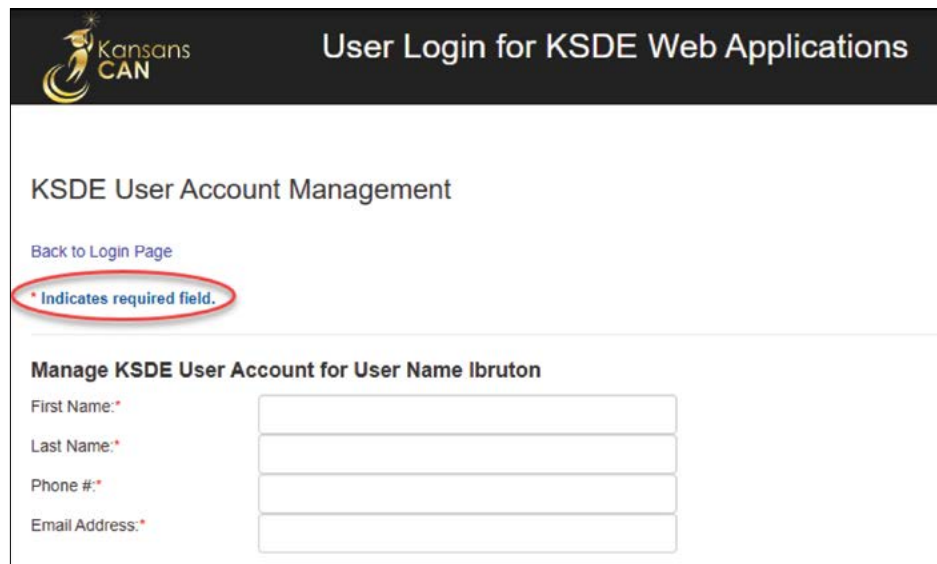
If you have not yet registered for district access to EDCS:

1. Click **Manage My Account**.

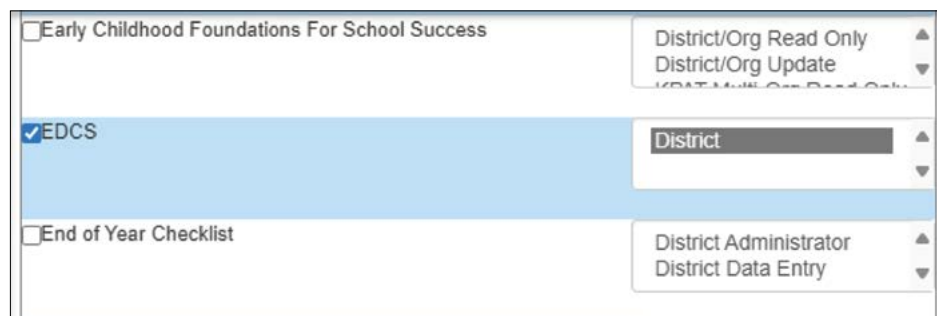


Create a New User Account

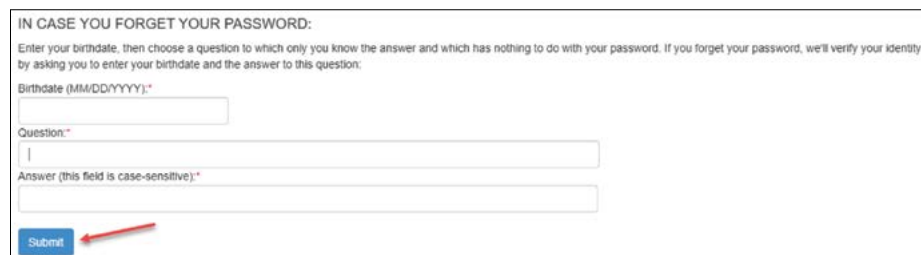
1. **Enter** the required user account information (*look for red asterisks*).



2. Scroll down and select the EDCS checkbox.
 - o **Public schools** should select **District** from the dropdown menu to the right.
 - o **Private schools** should select **Building** from the dropdown menu to the right.



3. Scroll to the bottom of the page and complete the **In Case You Forget Your Password** section (look for red asterisks).
4. Click **Submit**.



Your district's system administrator will be notified to process your access request.
Once approved, **EDCS** will appear in your Web Applications list.

EDCS USER MANUAL

Welcome to EDCS

EDCS is reviewed every school year and is updated as needed to provide more customizable options for Local Education Agencies (LEAs) when completing reports. Only the current school year reports can be **entered** or **edited** within EDCS. Previous years' reports can be *viewed* only.

EDCS Welcome Screen Overview

Status

- The **Fall Vacancy Report (FVR)** status will show **Not Yet Started** or **In Progress** until submitted. If you return to the welcome screen after submitting the **FVR**, the status will say **Submitted**.
- The **Licensed Personnel Report/Spring Vacancy Report (LPR/SVR)** status will display **Not Yet Started** or **In Progress** until submitted. After submission, the status will display **Submitted**.

Report Due Dates

Displays all deadlines for the current school year.

Contact Information

Displays contact information for the designated KSDE contact person.

The screenshot shows the EDCS Welcome Screen for the 2025-2026 school year. The page is titled "The Educator Data Collection System (EDCS) is OPEN for the 2025-2026 school year." It includes a sidebar with navigation links: "STATUS", "REPORT DUE DATES", and "CONTACT INFORMATION". The main content area displays the status of reports: "Status of Licensed Personnel Report for the school year: IN PROGRESS" and "Status of Fall Vacancies for the school year: NOT YET STARTED". It also provides due dates: "The Fall Vacancy Report is due on September 25 at 5:00 p.m. CST." and "The LPR is due on March 1, 2026, at 5:00 p.m. CST." A contact information box at the bottom lists the KSDE System Administrator, Linda Strider, and the KSDE Information Technology Help Desk.

KANSAS EDUCATION EDCS

USER: Linda Strider CHSDE: KSDE Building: 0000 Address: LPR# District

Manage Applications

Logout

School Year: 2025-2026 Select Year

STATUS

REPORT DUE DATES

CONTACT INFORMATION

The Educator Data Collection System (EDCS) is OPEN for the 2025-2026 school year.

The Fall Vacancy Report is due on September 25 at 5:00 p.m. CST.

At this time, the FVR is accessible for *entering and submitting* fall vacancies.

At this time, the Licensed Personnel Report (LPR) is accessible for *entering data* only. The LPR will open for *submitting* on January 1, 2026. The LPR is due on March 1, 2026, at 5:00 p.m. CST.

EDCS System Questions:

Linda Strider
System Administrator, Teacher Licensure
linda.strider@ksde.gov
(785) 295-9071

Web Application Access Questions:

KSDE Information Technology Help Desk
(785) 295-7635

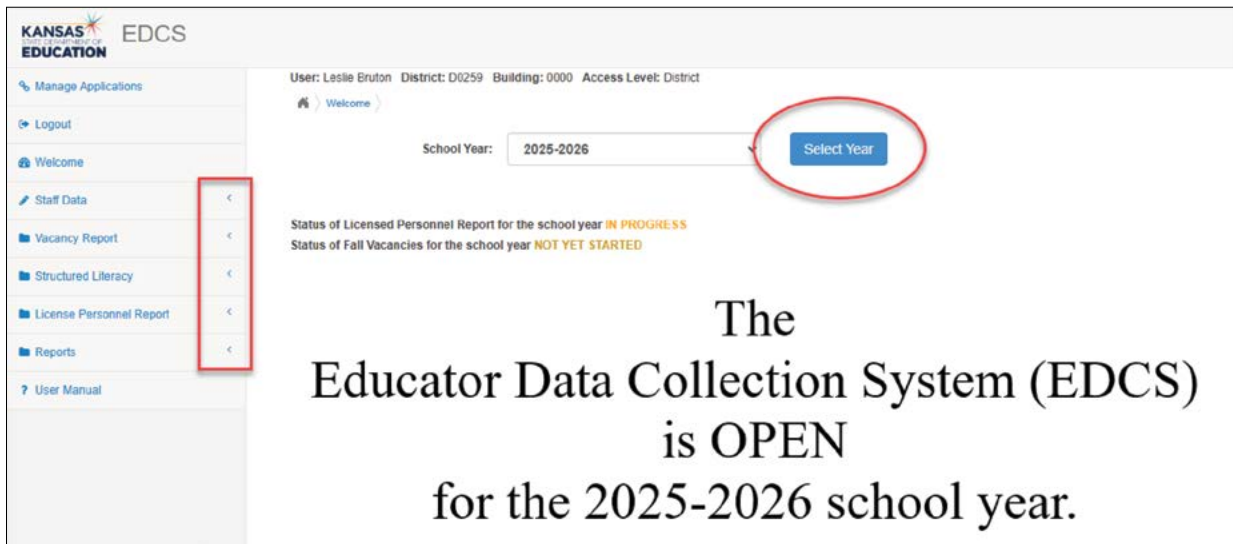
WELCOME TO EDCS

The current school year is displayed in the **School Year** dropdown menu. To enable data entry, click **Select Year**. After the current school year is selected, the left sidebar expands to display navigation options.

The following navigation links (look for the < symbol) can be expanded to reveal additional submenu options:

- **Staff Data**
- Vacancy Report
- Structured Literacy
- Licensed Personnel Report
- Reports

The data collected through the **Licensed Personnel Report** is released to the public in aggregate form on building and district report cards each fall.



Staff Data

Import Text Files

Local Education Agencies (LEAs) may upload personnel and/or vacancy data directly into EDCS.

If you choose to import data files, please follow the guidelines outlined below.

File Format Requirements

Files must be formatted as either:

- Text files (.txt)
- Comma-separated values files (.csv)

Common file-editing applications include:

- Notepad for .txt files
- Microsoft Excel for .csv files

Upload Sequence Requirements

Data must be separated into individual files and uploaded in the following order:

1. Exited **Staff Data**

Note: Importing data **does not delete** staff records. **Staff deletions must be completed manually.**

2. **Staff Data**
3. FTE Data
4. Assignment Data
5. Shared Staff - Hiring District
6. **Upload** information for educators *shared* with other districts or private schools.
7. Shared Staff - Receiving District
8. **Upload** assignment information for educators received from other districts or private schools.

Note: Receiving districts must wait until **after** the hiring district has shared educators. Adding assignments before educators have been shared may create errors for both districts or school systems.

9. Vacancy Data
10. Refer to **Vacancy Report Information, Definitions and Examples > Have Vacancies > Importing a Text File** (page 54) in this user guide for additional information.

File Specifications

Refer to **Appendix C: Data Import** for complete file specifications required for data imports.

Note: Because file specifications are detailed and highly specific, smaller districts and private schools may prefer to use the **Roll Over Data** option instead of importing text files.

Import Staff Data Files

1. In the EDCS left sidebar, click **Staff Data**.
2. Click **Import Text Files**.
3. Under **Staff Data**, click **Choose File**.
4. Locate the saved **.txt** or **.csv** file.
5. Click **Upload**.

KANSAS
STATE DEPARTMENT OF
EDUCATION

EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data Import Text Files

Staff Data

Upload file:

Choose File No file chosen

Upload

2025-2026 Export Staff

2025-2026 Export FTE

2025-2026 Export Assignments

Vacancy Data

Upload file:

Choose File No file chosen

Upload

Import Vacancy Data Files

Refer to **Vacancy Report Information, Definitions and Examples > Have Vacancies > Importing a Text File** (page 54) in this user guide for additional instructions.

Roll Over Data

School systems may roll over selected data from the previous school year's Licensed Personnel Report (LPR) into the current year's LPR.

Roll Over Options

- Assignment, FTE and **Staff Data**
- FTE and **Staff Data**
- **Staff Data** Only
- Shared Staff
- **Important:** Receiving districts **should not** use this option.
- Shared Staff and Assignments
- **Important:** Receiving districts must wait until **after** the hiring district has shared educators. Adding assignments before educators have been shared may create errors for both districts.

Data That Rolls Over

The following information rolls over for every educator reported during the previous year:

- Staff data, including educator identification number, date of birth and address
- Full-Time Equivalency (FTE)
- Assignment information, including courses, number of classes and grade levels taught
- Total experience and current USD experience, automatically increased by one year
- Gender, automatically set to the prior year's selection
- Entrance code, automatically set to Returning Staff

Note: Educators who are no longer employed must be **deleted**. New educators must be added manually or through a data import. Any changes to FTE or assignment information must be updated manually or through a data import.

Data That Does Not Roll Over

The following information must be **entered** manually or imported from a data file:

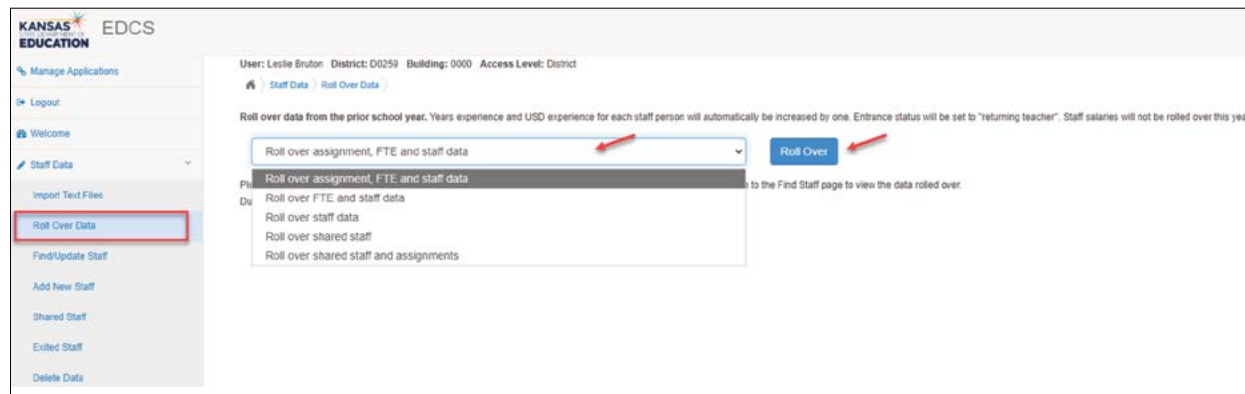
- Base Salary and Base Salary with Fringe
- Pathways assignments

Note: If you roll over data, make edits and then roll over the **same** data again, all information reverts to the previous year's data.

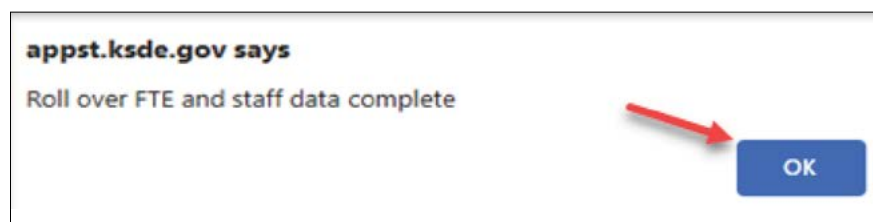
Note: Because every educator record requires review and updates after a rollover, larger districts and private schools may prefer the **Import Text Files** option rather than **Roll Over Data**.

Roll Over Data Steps

1. In the EDCS left sidebar, click **Staff Data**. Click **Roll Over Data**
2. From the dropdown menu, select the data set(s) you wish to roll over from the prior school year
3. Click **Roll Over**



4. Click **OK** to confirm.



Hybrid Data Entry Option

School systems may choose a hybrid data-entry approach that combines imported files, rolled-over data and manual data entry.

Example Hybrid Data-Entry Process

1. **Roll Over FTE and Staff Data.**
 - a. At the beginning of the reporting cycle, roll over FTE and **Staff Data** from the previous school year's Licensed Personnel Report (LPR).
2. **Review and Edit Data.**
 - a. Review the rolled-over records.
 - b. **Delete** educators who are no longer employed.
 - c. Add new educators as needed.
3. **Import Assignment Data.**
 - a. Import an **Assignment Data** file to ensure course, class count and grade-level information is accurate for the current reporting year.
4. **Enter Remaining Data.**
 - a. Manually enter or edit any information that was not rolled over or imported, such as salary data.

Find/Update Staff

- Licensure files are stored in the KSDE Educator Licensure database using **Social Security numbers (SSNs)**.
- When an educator receives a first Kansas license, an **Educator Identification Number (EID)** is assigned. The EID also serves as the educator's license number.
- The SSN entered in EDCS must match the SSN in the licensure database. If the SSNs do not match, the EID will not populate in EDCS and licensure and endorsement information cannot be verified.

Search Options

Search for a specific educator using one or more of the following fields:

- EID
- Date of Birth (DOB)
- Email Address
- First Name
- Middle Name
- Last Name

Leave all search fields blank and click **Search** to generate a complete staff list.

Click **Clear Form** to remove all **entered** search criteria.

The screenshot shows the EDCS (Educator Data Collection System) interface. On the left is a sidebar with navigation links: Manage Applications, Logout, Welcome, Staff Data (highlighted), Import Text Files, Roll Over Data, Find/Update Staff (highlighted), Add New Staff, Shared Staff, Export Data, Delete Data, Full Vacancies, License Personnel Report, Reports, and User Manual. The main content area displays the 'Find/Update Staff' form. At the top, it shows user information: User: Stephen Carter, District: D0305, Building: 0000, Access Level: District. Below this are search fields for District (D0305 - Salina), Building (None Selected), Educator ID, DOB (MM/DD/YYYY), Email, First Name, Middle Name, and Last Name. At the bottom right of the form are 'Search' and 'Clear Form' buttons. Below the form are four expandable sections: Show Search Results, Show Profile Details, Show Receiving District(s), and Show FTE Assignments.

Each educator record contains four subcategories:

- Search Results
- **Profile Details**
- Receiving Districts
- FTE/Assignments

Search Results

Locate an Educator

1. In the EDCS left sidebar, click **Staff Data**.
2. Click **Find/Update Staff**.
3. **Enter** one or more search criteria and click **Search**.
4. To view all educators, leave all search fields blank and click **Search**.

Matching records appear in the **Search Results** section.

Available Actions



View

Click the **View** icon  to review or update an educator's profile information.



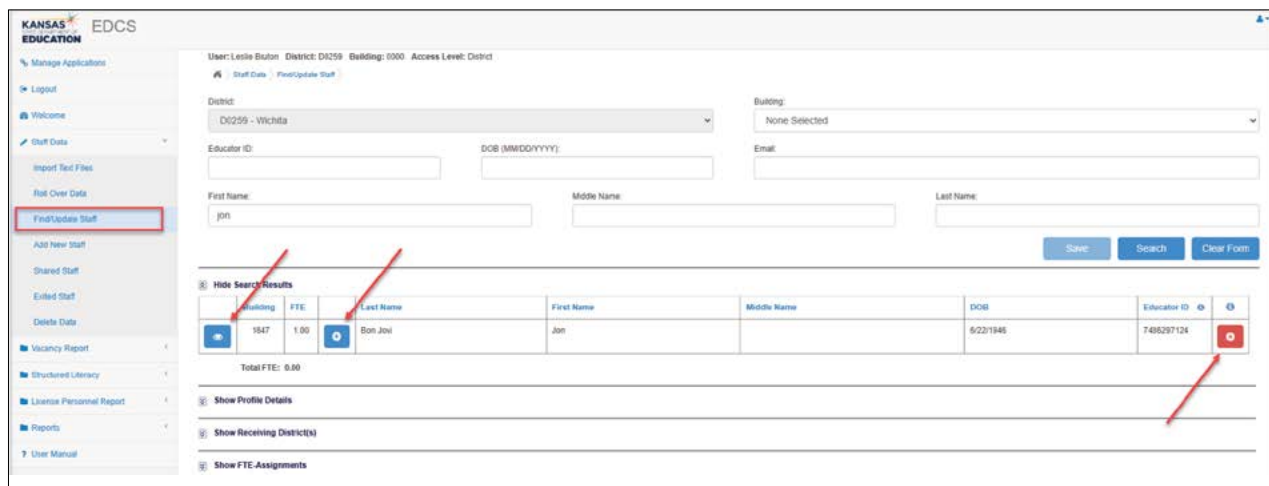
Add

Click the **Add** icon  to assign an educator to an **additional building**.



Delete

Click the **Delete** icon  to remove an educator from a **building** or from the **district's staff**.



The screenshot shows the EDCS Staff Data interface. The left sidebar has a red box around the 'Find/Update Staff' link. The main area shows search criteria: District: D0259 - Wichita, Building: None Selected, and search buttons: Save, Search, Clear Form. Below is a table with search results. Red arrows point to the 'Building' column, the 'View' icon in the 'Last Name' column, and the 'Delete' icon in the 'Educator ID' column.

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID	Actions
1547	1.00	Bon Joni	Jon		6/22/1946	7485297124	 

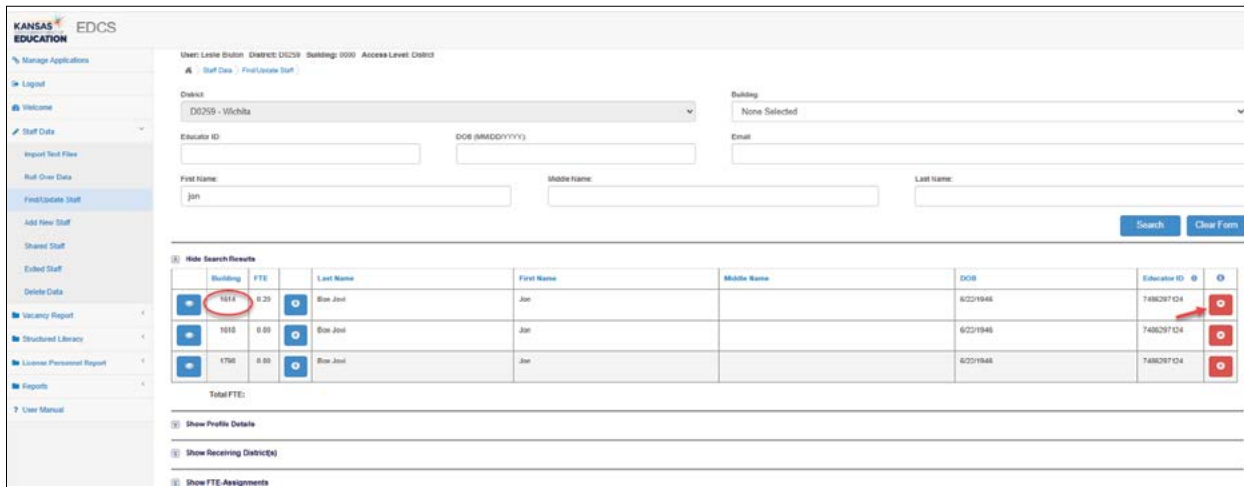
Total FTE: 0.00

Below the table are expandable sections: Show Profile Details, Show Receiving District(s), and Show FTE Assignments.

Note: Do not delete educators who leave **on or after Sept. 20 (Count Day)**. Remove those educators from the following year's LPR. Educators who leave **before Sept. 20** should **not** be reported.

Remove an Educator From a Building

1. Click the **Delete** icon  next to the building assignment.



KANSAS EDUCATION EDCS

User: Leslie Braton District: DC259 Building: 0000 Access Level: District

Staff Data / Find/Update Staff

District: DC259 - Wichita Building: None Selected

Educator ID: _____ DOB (MM/DD/YYYY): _____ Email: _____

First Name: Jon Middle Name: _____ Last Name: _____

Search Clear Form

Hide Search Results

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID	
1814	0.25	Ben Joel	Jon		6/22/1946	7486297124	
1818	0.00	Ben Joel	Jon		6/22/1946	7486297124	
1750	0.00	Ben Joel	Jon		6/22/1946	7486297124	

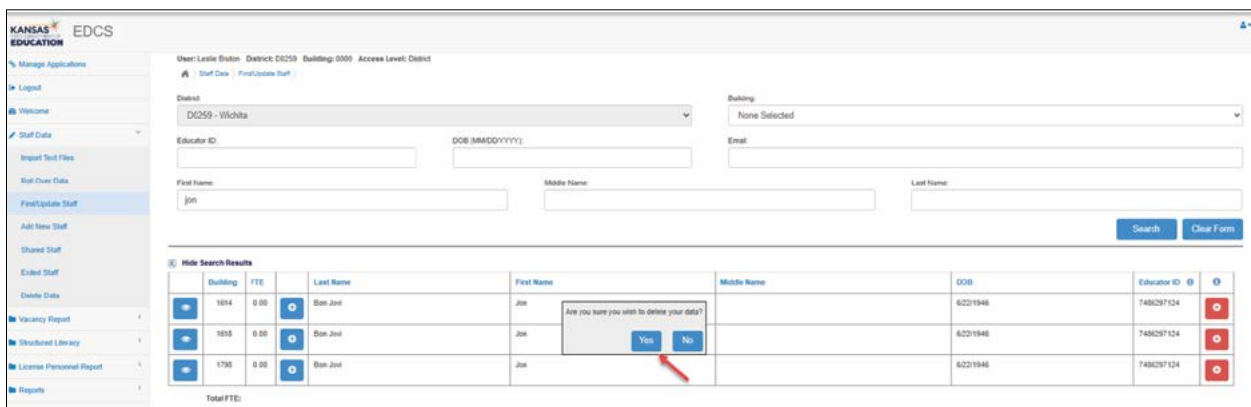
Total FTE: 0.25

Show Profile Details

Show Receiving District(s)

Show FTE Assignments

2. Click **Yes** to confirm.



KANSAS EDUCATION EDCS

User: Leslie Braton District: DC259 Building: 0000 Access Level: District

Staff Data / Find/Update Staff

District: DC259 - Wichita Building: None Selected

Educator ID: _____ DOB (MM/DD/YYYY): _____ Email: _____

First Name: Jon Middle Name: _____ Last Name: _____

Search Clear Form

Hide Search Results

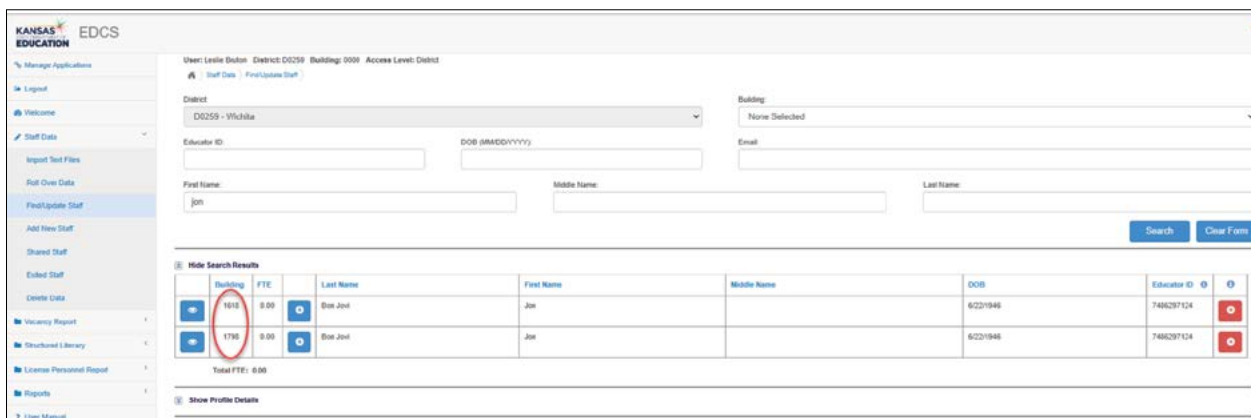
Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID	
1814	0.00	Ben Joel	Jon		6/22/1946	7486297124	
1818	0.00	Ben Joel	Jon		6/22/1946	7486297124	
1750	0.00	Ben Joel	Jon		6/22/1946	7486297124	

Total FTE: 0.00

Are you sure you wish to delete your data?

Yes No

3. The educator remains listed in any other assigned buildings.



KANSAS EDUCATION EDCS

User: Leslie Braton District: DC259 Building: 0000 Access Level: District

Staff Data / Find/Update Staff

District: DC259 - Wichita Building: None Selected

Educator ID: _____ DOB (MM/DD/YYYY): _____ Email: _____

First Name: Jon Middle Name: _____ Last Name: _____

Search Clear Form

Hide Search Results

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID	
1814	0.00	Ben Joel	Jon		6/22/1946	7486297124	
1750	0.00	Ben Joel	Jon		6/22/1946	7486297124	

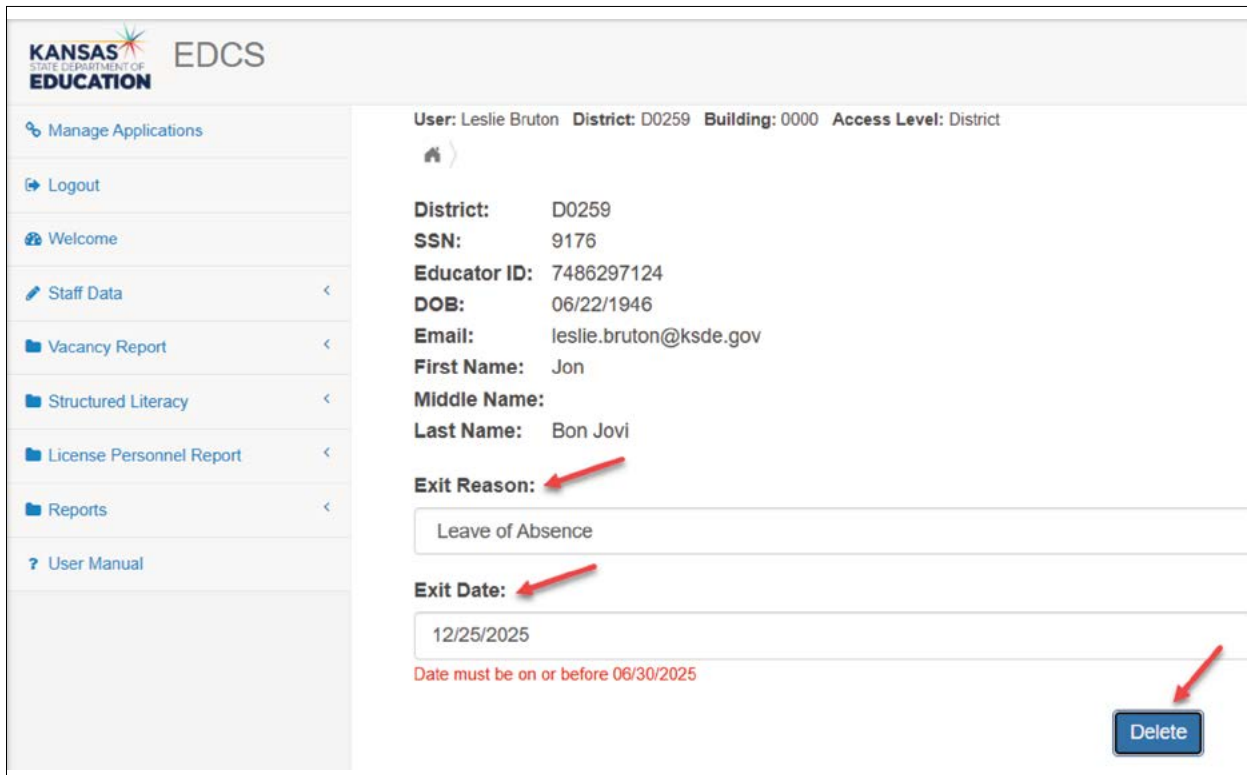
Total FTE: 0.00

Show Profile Details

STAFF DATA

Remove an Educator From District Staff

- Click the **Delete** icon  in **every** row of the educator's search results.
- Click **Yes** to confirm each deletion.
- After the final deletion:
 - Select an **Exit Reason** from the dropdown menu.
 - Enter an **Exit Date** (on or before June 30 of the current year) in MM/DD/YYYY format. Slashes are added automatically.
 - Click **Delete**.



KANSAS STATE DEPARTMENT OF EDUCATION EDCS

Manage Applications | Logout | Welcome | Staff Data | Vacancy Report | Structured Literacy | License Personnel Report | Reports | User Manual

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

District: D0259
SSN: 9176
Educator ID: 7486297124
DOB: 06/22/1946
Email: leslie.bruton@ksde.gov
First Name: Jon
Middle Name:
Last Name: Bon Jovi

Exit Reason: 
Leave of Absence

Exit Date: 
12/25/2025
Date must be on or before 06/30/2025

 **Delete**

- If the date is after June 30, you will be prompted to enter an earlier date.
- Update the date and click **Delete** again.



License Personnel Report | Reports | User Manual

Exit Reason:
Leave of Absence

Exit Date: 
06/30/2025

 **Delete**

EDCS USER MANUAL

STAFF DATA

- Click **OK** to confirm.

The screenshot shows the EDCS Staff Data page for Leslie Bruton. A confirmation dialog box is open, asking if the user is sure they wish to delete their data. The dialog has an 'OK' button and a 'Cancel' button. A red arrow points to the 'OK' button.

KANSAS EDUCATION EDCS

Manage Applications
Logout
Welcome
Staff Data
Vacancy Report
Structured Literacy
License Personnel Report
Reports
User Manual

User: Leslie Bruton District: D0259 Building: 0000

District: D0259
SSN: 9176
Educator ID: 7486297124
DOB: 06/22/1946
Email: leslie.bruton@ksde.gov
First Name: Jon
Middle Name:
Last Name: Bon Jovi

Exit Reason:
Leave of Absence

Exit Date:
06/30/2025

Delete

appst.ksde.gov says
Are you sure you wish to delete your data? By deleting this staff member you will remove the educator(s) link to the Evaluation System.

OK Cancel

Profile Details

Note: You must add a new educator to a building before accessing their **Profile Details**.

Add a Building

- In the EDCS left sidebar, click **Staff Data**.
- Click **Find/Update Staff**.
- Enter** information in any search field and click **Search** to locate a specific educator.
- To view all educators, leave all search fields blank and click **Search**.
- In the **Search Results** section, click the **Add Building** icon  next to the educator's name.

The screenshot shows the EDCS Staff Data page. The 'Find/Update Staff' section is active. Below it, the 'Search Results' table is displayed. The table has columns for Building, FTE, Last Name, First Name, Middle Name, DOB, and Educator ID. A red circle highlights the 'Add Building' icon (a blue square with a white plus sign) next to the educator's name 'Jon Bon Jovi'. A red arrow points to the 'Add Building' icon.

KANSAS EDUCATION EDCS

User: Leslie Bruton District: D0256 Building: 0000 Access Level: District

Staff Data Find/Update Staff

District: D0259 - Wichita Building: None Selected

Educator ID: DOB (MM/DD/YYYY): Email:

First Name: Jon Middle Name: Last Name:

Search Clear Form

Hide Search Results

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID
		Bon Jovi	Jon		06/22/1946	7486297124

Total FTE:

Show Profile Details
Show Receiving District(s)
Show FTE Assignments

STAFF DATA

6. Select a building from the dropdown menu.
7. Click **Add Staff to Building**.

Staff Member: SAMANTHA M ABEL, Test PLEASE WOR

Building Number	Building Name
1523	Northeast Magnet High School

Select building: Allen Elem Add Staff to Building Return

8. Click **OK** to confirm.

appst.ksde.gov says
Staff member was added to building.

OK

9. Click **Return** to return to the **Search Results** section.

Staff Member: Jon Bon Jovi

Building Number	Building Name
1514	Adams Elem

Select building: Adams Elem Add Staff to Building Return

10. The building number will now appear, and you can view and update **Profile Details**.

KANSAS EDUCATION EDCS

User: Leslie Bruton District: 00259 Building: 0000 Access Level: District

Staff Data | First Update Staff

District: 00259 - Wichita Building: None Selected

Educator ID: 7495297124 DOB (MM/DD/YYYY): 6/22/1946 Email: leslie.bruton@ksde.gov

First Name: Jon Middle Name: Last Name: Bon Jovi

Address: 900 SW Jackson St Address 2: 900 SW Jackson St

City: Topeka State: KANSAS Zip Code: 66612

Save Search Clear Form

Hide Search Results

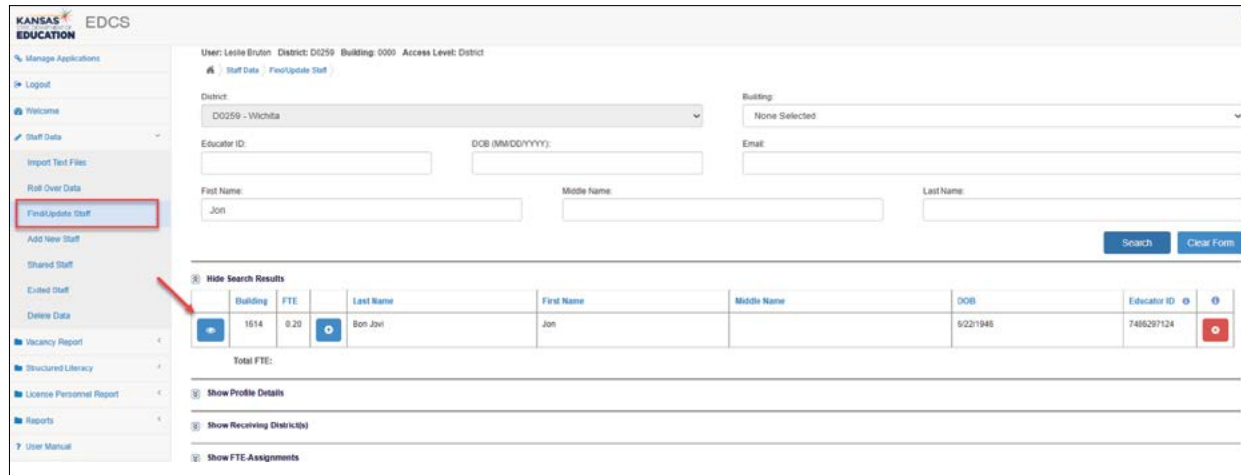
Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID	
1514	0.00	Bon Jovi	Jon		6/22/1946	7495297124	

Total FTE: 0.00

STAFF DATA

Update Profile Details

1. In the EDCS left sidebar, click **Staff Data**.
2. Click **Find/Update Staff**.
3. **Enter** information in any search field and click **Search** to locate a specific educator.
4. To view all educators, leave all search fields blank and click **Search**.
5. In the **Search Results** section, click the **View** icon  next to the educator's name to expand the additional subcategories.



User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data Find/Update Staff

District: D0259 - Wichita Building: None Selected

Educator ID: DOB (MM/DD/YYYY): Email:

First Name: Middle Name: Last Name:

Jon

Search Clear Form

Hide Search Results

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID
1614	0.20	Bon Jovi	Jon		5/22/1948	7486297124

Total FTE:

Show Profile Details

Show Recruiting (Districts)

Show FTE Assignments

6. Scroll to the **Profile Details** section.



Hide Profile Details

USD # D0259 BLD # 1614 Jon Bon Jovi, 9176

Total Experience: 20 Current USD Experience: 10

Base Salary (000000): 55555 Base w/Fringe (000000): 66666

Gender: Male

Entrance Code: Returning Staff

Save

STAFF DATA

7. Provide the following information for each licensed educator:

TOTAL EXPERIENCE

- The educator's total number of **completed years** of teaching and administrative experience.
- Enter experience to the nearest whole number.
- Do not include the current school year.
- Enter zero (**0**) for all first-year educators.

CURRENT USD EXPERIENCE

The number of **consecutive completed years** of teaching and administrative experience the educator has in the current private school system or district.

- Private schools should report consecutive years served in any building within the private school system. Moving from one building to another within the same private school system does not restart Current USD Experience.
- Do not include the current school year.
- Enter zero (**0**) for all first-year educators.

BASE SALARY

The educator's base contract salary only.

- Do not include supplemental contracts or fringe benefits.
- This field does not roll over from the previous year.
- If current-year salaries have not yet been determined, enter the previous year's salary and update it once finalized.
- Enter the amount as a whole number without commas or decimals.

BASE W/ FRINGE

Base contract salary plus additional pay for supplemental contracts and board-paid fringe benefits.

- Board-paid fringe benefits include employer-paid group life, group health, disability income, accidental death and dismemberment, and hospital/medical insurance.
- Include employer contributions to a 403(b) retirement savings plan.
- Do **not** include employee contributions deducted from pay before taxes.
- Do **not** include Social Security, workers' compensation, or unemployment insurance.
- Enter the amount as a whole number without commas or decimals.

GENDER

- Select Male or Female from the dropdown menu.

STAFF DATA

ENTRANCE CODE

Select the most appropriate option from the dropdown menu:

- **First Year Transitioning to Teaching:** First-year educator who holds a nontraditional license.
- **From a Private School:** Experienced educator coming from a private school.
- **From an In-State Public School:** Experienced educator coming from a Kansas public school.
- **From an Out-of-State Public School:** Experienced educator coming from a public school outside Kansas.
- **From Business and Industry:** Educator entering or returning to education after working in another field (business, industry, government, raising a family, etc.).
- **From Retirement - Currently Receiving KPERS:** Experienced educator returning to education after retirement. *Note: Private schools should select this option even though educators do not collect KPERS.*
- **New Educator from In-State College:** First-year educator from a Kansas college or university.
- **New Educator from Out-of-State College:** First-year educator from a college or university outside Kansas.
- **Returning Staff:** Educator employed in this district or private school system during the previous school year.
- **Substitute:** Educator holds a substitute license and is serving as the educator of record.
- **Out-of-Country:** District or private school system sponsoring an out-of-country educator's work visa.

Entrance Code: ⓘ

None Selected

None Selected

First Year Transitioning to Teaching

From a Private School

From an In-State Public School

From an Out-of-State Public School

From Business and Industry

From Retirement – Currently Receiving KPERS

New Teacher from In-State College

New Teacher from Out-of-State College

Returning Staff

Substitute

Starting in the 2026-2027 school year, an additional entrance code will be available: Out-of-Country

8. Click **Save** to save the educator's updated profile details.

Note: You must click **Save** for each educator whose **Profile Details** have been updated.

Receiving District(s)

Table: **Shared Staff Reporting Responsibilities**

Shared Staff	Hiring District	Receiving District
Who are the respective districts?	This is the district that has the teachers who do the teaching .	This is the district that has the students who do the learning .
What does each district do in EDCS?	The Hiring District enters profile, salary, experience and FTE information. If the teacher also serves students in the Hiring District, the district enters assignment information as well. The Hiring District then shares the teacher with the Receiving District.	The Receiving District accepts the shared teacher, places the teacher in a building and assigns the teacher to classes.
When does this work happen?	The Hiring District should share its teachers with the Receiving District as soon as possible to allow the Receiving District time to complete its LPR.	The Receiving District cannot complete its work until the Hiring District has shared its teachers.
Where does each district do their work in EDCS?	Find/Update Staff	Shared Staff

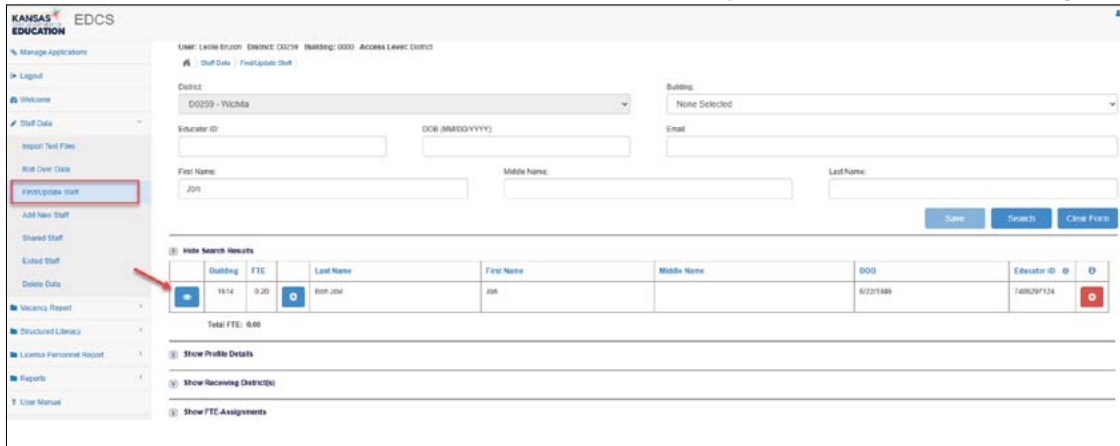
Note: The Receiving District cannot complete its portion of shared staff reporting until the Hiring District shares educators through **Find/Update Staff**.

Note: The Hiring District cannot complete its portion of shared staff reporting if the Receiving District enters shared staff, either by rolling over data or by adding educators in the **New Shared Staff Entry** section of the **Shared Staff** page, **before** the Hiring District enters those educators in its own staff list.

STAFF DATA

Steps for Hiring Districts to Share Educators With Receiving Districts

1. In the EDCS left sidebar, click **Staff Data**.
2. Click **Find/Update Staff**.
3. **Enter** any search field and click **Search** to locate a specific educator.
4. To view all educators, leave all search fields blank and click **Search**.
5. Click the **View** icon  next to an educator's name to expand the additional subcategories.



KANSAS EDUCATION EDCS

USER: LARRY BRUSH DISTRICT: D0259 BUILDING: 0000 ACCORDIA LEWIS DISTRICT

Staff Data Find/Update Staff

District: D0259 - Wichita Building: None Selected

Educator ID: DOB (MMDDYYYY) Email:

First Name: JON Middle Name: Last Name:

Buttons: Save Search Clear Form

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID	View
1014	0.20	BRUSH, LARRY	JON		6/22/1988	1486297134	

Total FTE: 0.20

Hide Search Results

Show Profile Details

Show Receiving District(s)

Show FTE Assignments

6. Scroll to the **Receiving District** section.
7. Click **Add New Shared District**.



Hide Receiving District(s)

☐ Shared Only

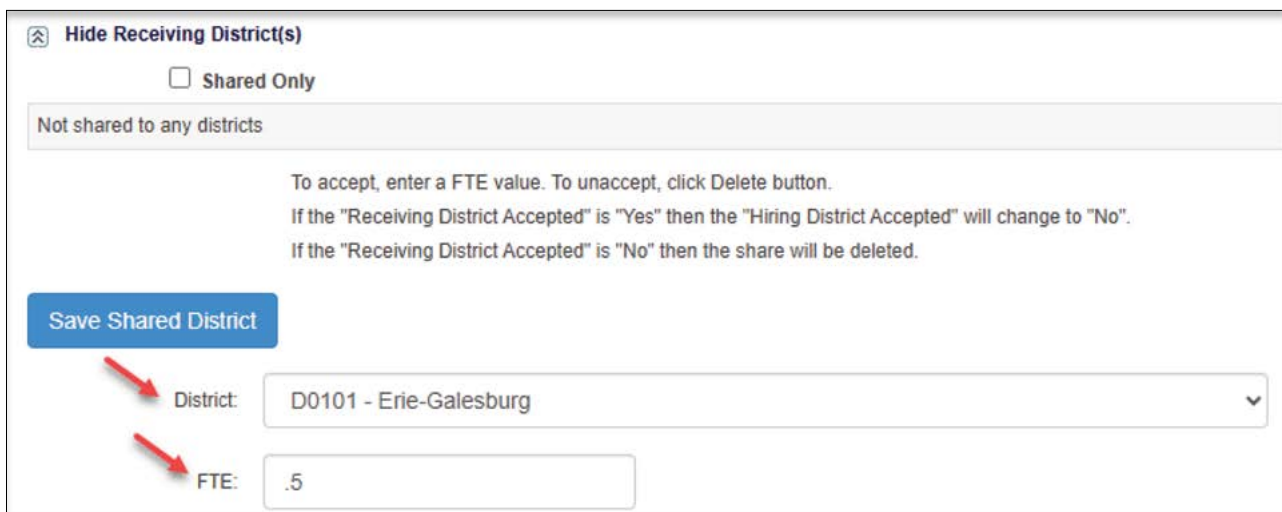
Not shared to any districts

To accept, enter a FTE value. To unaccept, click Delete button.
If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".
If the "Receiving District Accepted" is "No" then the share will be deleted.

Add New Shared District

8. From the **District** dropdown menu, select the **Receiving District** where the educator serves students.
9. **Enter** the educator's **FTE** for service provided to that district.

Note: The combined FTE for the Hiring District and all Receiving Districts may not exceed **1.00**.



Hide Receiving District(s)

☐ Shared Only

Not shared to any districts

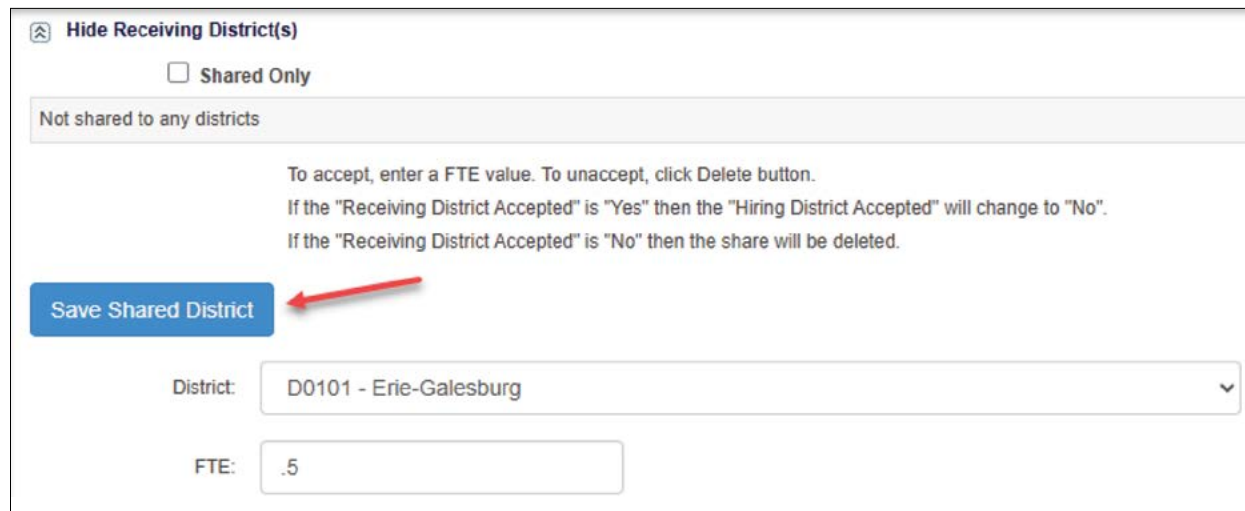
To accept, enter a FTE value. To unaccept, click Delete button.
If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".
If the "Receiving District Accepted" is "No" then the share will be deleted.

Save Shared District

District: D0101 - Erie-Galesburg

FTE: .5

10. Click **Save Shared District**.



Hide Receiving District(s)

☐ Shared Only

Not shared to any districts

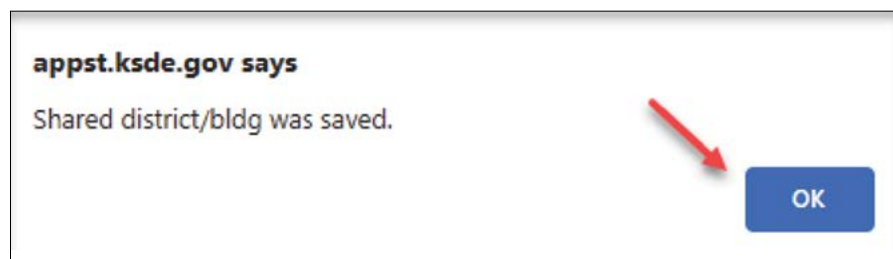
To accept, enter a FTE value. To unaccept, click Delete button.
If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".
If the "Receiving District Accepted" is "No" then the share will be deleted.

Save Shared District

District: D0101 - Erie-Galesburg

FTE: .5

11. Click **OK** to confirm.



appst.ksde.gov says

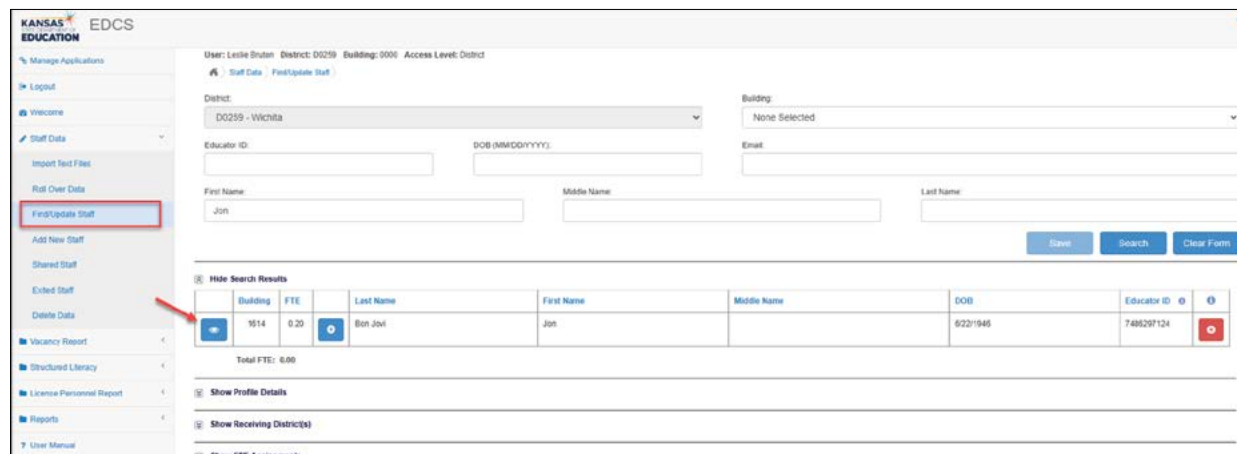
Shared district/bldg was saved.

OK

- To share the educator with additional Receiving Districts, repeat these steps.
- Saved Receiving Districts appear in a fixed table.
- Click **Save Shared District** after adding each district.

Steps for Hiring District to **Edit** or **Delete** Educators Shared With Receiving District(s)

1. In the EDCS left sidebar, click **Staff Data**.
2. Click **Find/Update Staff**.
3. Click the **View** icon  next to an educator's name to expand the additional subcategories.



KANSAS EDUCATION EDCS

User: Leslie Bruten District: D0259 Building: 0000 Access Level: District

Staff Data Find/Update Staff

District: D0259 - Wichita Building: None Selected

Educator ID: DOB (MM/DD/YYYY): Email:

First Name: Middle Name: Last Name:

Jon

Hide Search Results

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID	
1014	0.20	Ben Jovi	Jon		922/1946	7486297124	

Total FTE: 0.00

Show Profile Details

Show Receiving District(s)

Show FTE Assignments

STAFF DATA

4. Scroll to the **Receiving District** section.
5. Click the **Edit** icon  next to the shared educator to modify the **FTE only**.

Hide Receiving District(s)

☐ Shared Only

	FTE	Hiring District Accepted	Receiving District	Building	Receiving District Accepted
	0.20	Yes	D0101 - Erie-Galesburg		No 

To accept, enter a FTE value. To unaccept, click Delete button.
If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".
If the "Receiving District Accepted" is "No" then the share will be deleted.

Save Shared District

District:

FTE:

6. **Enter** the updated **FTE**.
7. Click the **Save** icon .
8. To change the **Receiving District**:
9. Click the **Delete** icon .
10. Re-share the educator with the correct Receiving District using the instructions in **Staff Data > Find/Update Staff > Receiving District(s)**. (page 29)

Hide Receiving District(s)

☐ Shared Only

	FTE	Hiring District Accepted	Receiving District	Building	Receiving District Accepted
	0.40	Yes	D0101 - Erie-Galesburg		No 

To accept, enter a FTE value. To unaccept, click Delete button.
If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".
If the "Receiving District Accepted" is "No" then the share will be deleted.

Save Shared District

District:

FTE:

11. Click **Yes** to confirm.

Are you sure you wish to remove/unaccept the shared district?

 **Yes** **No**

Shared educators may work exclusively with students in the Receiving District(s) or may work with students in both the Hiring District and the Receiving District(s).

Educators Working Only in Receiving Districts

If an educator works exclusively with students in **Receiving Districts**:

1. In the Receiving District(s) section of **Find/Update Staff**, select the **Shared Only** checkbox.
2. This selection indicates that no assignments will be entered for the Hiring District.
3. Once **Shared Only** is selected, the **FTE-Assignments** section collapses because it is no longer required.

Note: If **Shared Only** is not selected, a **STOP** error will occur when you attempt to submit the Licensed Personnel Report (LPR).

The screenshot shows the 'Find/Update Staff' interface. At the top, there is a section titled 'Hide Receiving District(s)' with a checkbox labeled 'Shared Only' which is checked. Below this is a table with columns: FTE, Hiring District Accepted, Receiving District, Building, and Receiving District Accepted. The first row shows an FTE of 0.20, 'Yes' for Hiring District Accepted, 'D0340 - Jefferson West' for Receiving District, and 'No' for Receiving District Accepted. Below the table, there is a button 'Add New Shared District' and a link 'Show FTE-Assignments' which is highlighted with a red arrow. A red arrow also points to the 'Shared Only' checkbox.

Educators Working in Both the Hiring District and Receiving Districts

If an educator works with students in both the hiring district and one or more receiving districts:

1. **Enter** the educator's assignments for the hiring district in the same manner used for all licensed educators in your district.
2. Share the educator with the receiving district or districts using the directions in **Staff Data > Find/Update Staff > Receiving District(s)**. (page 29)

Status of Hiring District and Receiving District work in EDCS

The acceptance status columns in EDCS indicate where reporting has been completed:

- A Yes in the **Hiring District Accepted** column indicates that the educator has been successfully reported in the Hiring District's staff
- A No in the **Hiring District Accepted** column indicates that the educator has not yet been reported in the Hiring District's staff

This typically occurs when the **Receiving District** enters shared staff (either by rolling them over or by adding them in the **New Shared Staff Entry** section on the Shared Staff page) **before** the **Hiring District** has **entered** the educators in their own staff list.

Note: To avoid errors, **Hiring Districts should share educators with Receiving Districts by Feb. 1**, allowing sufficient time for Receiving Districts to complete their reporting.

- A Yes in the **Receiving District Accepted** column indicates that the Receiving District has completed its portion of reporting the shared educator.
- A No in the **Receiving District Accepted** column indicates that the Receiving District has not yet completed its portion of reporting the shared educator.

Note: The Hiring District does **not** need to wait for receiving districts to accept shared staff before submitting the LPR.

Full-Time Equivalency (FTE) – Assignments

Note: FTE represents the portion of a **workday** an educator works, **not the portion of a school year**.

Examples:

- An educator who works full days for only one semester has an **FTE of 1.0**.
- An educator who works half-days for the entire school year has an **FTE of 0.5**.

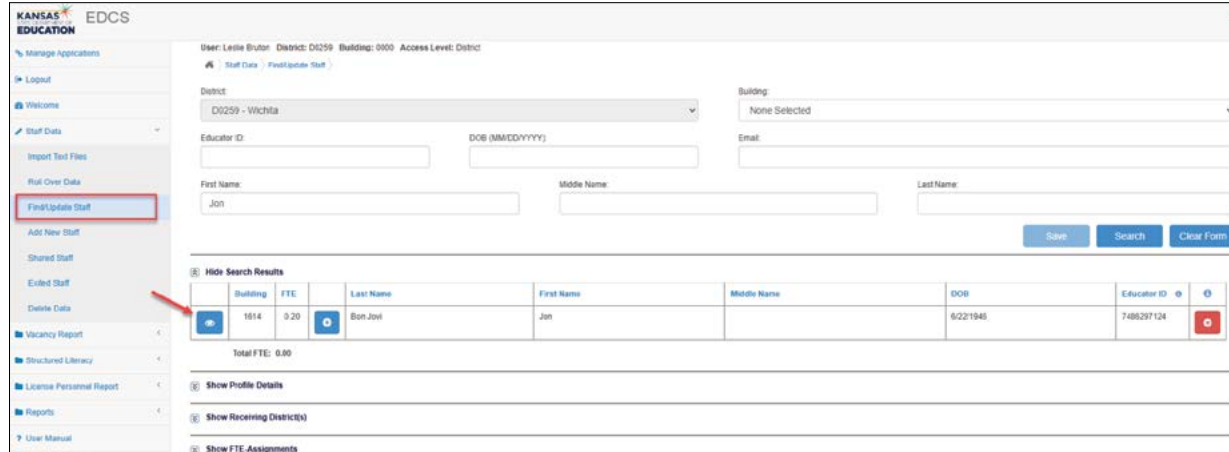
FTE is assigned **by building, per district**. If an educator works in more than one building in a district and/or more than one district, the FTE must be prorated.

Examples:

- An educator who works one quarter of the day at the middle school and three quarters of the day at the high school has an **FTE of 0.25** at the middle school and **0.75** at the high school.
- An educator who works half the day across two buildings in District A and half the day across three buildings in District B has an **FTE of 0.25** in each building in District A and **approximately 0.17** in each building in District B (you may round as needed so the total FTE equals **1.0**).

Entering or Editing FTE

1. In the EDCS left sidebar, click **Staff Data**.
2. Click **Find/Update Staff**.
3. **Enter** any search field and click **Search** to locate a specific educator.
4. Leave all search fields blank and click **Search** to see all educators.
5. Click the **View** icon  next to an educator's name to expand the additional subcategories.



KANSAS EDUCATION EDCS

User: Leslie Butler District: D0259 Building: 0000 Access Level: District

Staff Data Find/Update Staff

District: D0259 - Wichita Building: None Selected

Educator ID: DOB (MMDDYYYY): Email:

First Name: Jon Middle Name: Last Name:

Save Search Clear Form

Hide Search Results

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID
1814	0.20	Bob Joy	Jon		6/22/1948	7486297124

Total FTE: 0.20

Show Profile Details

Show Recent District(s)

Show FTE Assignments

STAFF DATA

6. Scroll down to the **FTE-Assignment** section.
7. **Enter** the **FTE** in the freeform cell.
8. Click **Save FTE**.

Hide FTE-Assignments

USD # D0259 BLD # 1614 Jon Bon Jovi, 9176

FTE: 0.20 **Save FTE**

Assignments

No Assignments

New Assignment

Co-Teacher Assignments

No Co-Teacher Assignments

9. Click **OK** to confirm.

appst.ksde.gov says

FTE was saved.

OK

Adding Assignments Manually

1. Click **New Assignment** to expand the **New Assignment Entry** section at the bottom of the screen.

The screenshot shows the EDCS Staff Data page. At the top, there's a header with 'USD # D0259 BLD # 1614 Jon Bon Jovi, 9176'. Below this, there's a section for 'Assignments' with a 'No Assignments' button. A red arrow points to the 'New Assignment' button. Below that is a 'Co-Teacher Assignments' section with a 'No Co-Teacher Assignments' button. The 'New Assignment Entry' section is highlighted with a red box and contains the following fields: 'Educator Type' (None Selected), 'Subject Area' (None Selected), 'Course' (None Selected), 'Number of Classes' (None Selected), and a grid of checkboxes for grade levels: PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12. At the bottom right of the form are 'Save Assignment' and 'Clear Assignment Data' buttons.

Note: If the educator has not been assigned to a building, you will be redirected. Add the educator to a building using the directions from the **Staff Data > Find/Update Staff > Profile Details** (page 24) section.

You can refer to the **Licensed Personnel Guide** (available under **Licensed Personnel Report** in the left side bar in EDCS) for a list of Kansas courses, subject codes, grade levels, and endorsements required for appropriate licensure by assignment.

The screenshot shows the EDCS Staff Data page. On the left sidebar, the 'LPR Guide' button is highlighted with a red box. The main content area shows the 'Find/Update Staff' section with fields for 'District' (D0259 - Wichita), 'Building' (None Selected), 'Educator ID', 'DOB (MM/DD/YYYY)', 'Email', 'First Name', 'Middle Name', and 'Last Name'. At the bottom right are 'Save', 'Search', and 'Clear Form' buttons.

- 2. Select the **Educator Type**, **Subject Area**, and **Course** from the dropdown options.
- 3. Select the **Number of Classes** from the dropdown options. This represents the number of student groups the educator serves in this assignment. Select the following:
 - a. *Elementary* self contained classroom educators: One class
 - b. *Middle* school and *secondary educators*: Number of sections/hours/class periods taught for the assignment
 - c. *School specialists*, *school support educators*, and *building administrators*: One class per building
 - d. *District administrators*: One class per district
- 4. Check the appropriate **Grade Level** boxes for the assignment. Check all grades that apply. Availability of grade levels depends on the selected educator type.
- 5. Click **Save Assignment**.

Note: The **co-educator** function is expected to be removed in a future system update and is therefore hidden in the screenshot below. If you have **co-educators**, simply add the same assignment **separately** for each educator.

Hide FTE-Assignments

USD # D0259 BLD # 1614 Jon Bon Jovi, 9176

FTE ⓘ 0.20

Save FTE

Assignments ⓘ

	Teacher Type	Subject Area	State Course	Building	ⓘ
+	Secondary Teacher	02: Mathematics (secondary)	056 Algebra II	Adams Elem	⊖

New Assignment

Note: If a course is not available in EDCS, it is typically because it has not been mapped in the **Kansas Course Code Management System (KCCMS)**. Refer to [Kansas Course Codes](#)¹ or contact the KCCMS Helpdesk at KCCMS@ksde.gov or (785) 296-4908 for additional assistance.

- 6. Click **OK** to confirm.

appst.ksde.gov says

Assignment saved.

→

OK

- 7. Once saved, the assignment will appear in the **Assignments** table.

Hide FTE-Assignments

USD # D0259 BLD # 1614 Jon Bon Jovi, 9176

FTE ⓘ 0.20

Save FTE

Assignments ⓘ

	Teacher Type	Subject Area	State Course	Building	ⓘ
⊖	Secondary Teacher	02: Mathematics (secondary)	056 Algebra II	Adams Elem	⊕

New Assignment

1 Kansas State Department of Education, Kansas Course Codes, <https://www.ksde.gov/student-success/cte/career-pathways/kansas-course-codes>

STAFF DATA

- To add additional assignments, repeat the steps above.
- You must click **Save Assignment** after each additional assignment.

Hide FTE-Assignments
USD # D0259 BLD # 1614 Jon Bon Jovi, 9176

FTE:

Assignments ⓘ

	Teacher Type	Subject Area	State Course	Building	ⓘ
➡	Secondary Teacher	02: Mathematics (secondary)	056: Algebra II	Adams Elem	⊕
➡	Secondary Teacher	02: Mathematics (secondary)	124: AP Calculus AB	Adams Elem	⊕
➡	Secondary Teacher	02: Mathematics (secondary)	125: AP Calculus BC	Adams Elem	⊕

Editing an Existing Assignment

Only the **Number of Classes** and **Grade Level(s)** fields can be **edited**:

1. In the Assignments table, click the **View** icon next to the assignment you want to **edit**
2. Make changes to the **Number of Classes** and/or **Grade Level(s)** fields.
3. Click **Save Assignment**.

Assignments ⓘ

	Teacher Type	Subject Area	State Course	Building	ⓘ
➡	Secondary Teacher	02: Mathematics (secondary)	056: Algebra II	Adams Elem	⊕
➡	Secondary Teacher	02: Mathematics (secondary)	124: AP Calculus AB	Adams Elem	⊕
➡	Secondary Teacher	02: Mathematics (secondary)	125: AP Calculus BC	Adams Elem	⊕

Co-Teacher Assignments

No Co-Teacher Assignments

Assignment Details

Educator Type: Secondary Teacher

Subject Area: 02: Mathematics (secondary)

Course: 056: Algebra II

Number of Classes:

☐ PreK
 ☐ K
 ☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☒ 6
 ☐ 7
 ☐ 8
 ☐ 9
 ☒ 10
 ☐ 11
 ☐ 12

4. Click **OK** to confirm.

appst.ksde.gov says

Assignment saved.

The **Educator Type**, **Subject Area**, and **Course** fields **cannot** be **edited**. To change any of these fields, you must delete the assignment and create a new one.

- 5. Click the **Delete** icon  next to the assignment that needs to be deleted.
- 6. Re-enter the new assignment using the directions from the **Staff Data > Find/Update Staff > Full-Time Equivalency (FTE) Assignments** (page 34) section.

Assignments ⓘ					
	Teacher Type	Subject Area	State Course	Building	
	Secondary Teacher	02: Mathematics (secondary)	056: Algebra II	Adams Elem	
	Secondary Teacher	02: Mathematics (secondary)	124: AP Calculus AB	Adams Elem	
	Secondary Teacher	02: Mathematics (secondary)	125: AP Calculus BC	Adams Elem	
New Assignment					

Add New Staff

Follow the instructions below to enter a new educator.

- 1. In the EDCS left sidebar, click **Staff Data**.
- 2. Click on **Add New Staff**.
- 3. **Enter** the new educator’s **Social Security Number**. Do not include dashes or spaces.
- 4. Click **Search Staff**.



EDCS

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Shared Staff

Exited Staff

Delete Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Shared Staff

Exited Staff

Delete Data

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data

Add New Staff

District:

SSN (000000000):

Search Staff

STAFF DATA

Enter the following information for the new educator:

PERSONAL INFORMATION

- **Date of Birth (DOB):** MM/DD/YYYY
- **Email:** School email address
- **First Name:** Legal first name
- **Middle Name:** (Optional)
- **Last Name:** Legal last name
- **Address:** Home address
- **Address 2:** (Optional)
- **City**
- **State**
- **Zip Code**

Note: If an educator has previously been **entered** in EDCS for this school system, some personal information fields may be automatically populated.

EXPERIENCE INFORMATION

- **Total Experience:** Total years of accredited teaching and administrative experience.
 - Enter the nearest whole number.
 - Do not include the current school year.
 - Use **0** for first-year educators.
- **Current USD Experience:** Total years of accredited teaching and administrative experience in this district or private school only.
 - Enter the nearest whole number.
 - If an educator worked in the district, left for at least one school year, and then returned, restart the experience count.
 - If an educator in a private school moves from one school to another within the same system or diocese, do not restart the experience count.
 - **Do not include the current school year.**
 - Use **0** for first-year educators.

SALARY INFORMATION**Base Salary**

- Enter the amount listed on the salary schedule.
- Do **not** include supplemental contracts and fringe benefits
- If the current year's salaries are not finalized, use the previous year's salary and update it later.
- Enter as a whole number with **no commas, decimals, or dollar signs.**

Base Salary With Fringe Benefits

Total compensation consisting of:

- Base salary
- Supplemental contracts (coaching, sponsoring, etc.)
- Board-paid fringe benefits
- Enter as a whole number with **no commas, decimals, or dollar signs.**

Include:

- Group life insurance

STAFF DATA

- Health insurance
- Disability insurance
- Accidental death and dismemberment insurance
- Hospital and medical insurance
- Employer-paid retirement savings plans (for example, 403(b) plans)
- Other board-paid incentives

Do not include:

- Social Security
- Workers' compensation
- Unemployment insurance
- Section 125 employee reduction benefits

DEMOGRAPHIC INFORMATION**Gender:**

- Select **Male** or **Female**

ENTRANCE CODE

Select the most appropriate option from the **drop-down menu**:

- **First Year Transitioning to Teaching:** First year educator who holds a nontraditional license.
- **From a Private School:** Experienced educator coming from a private school.
- **From an In-State Public School:** Experienced educator coming from a Kansas public school.
- **From an Out-of-State Public School:** Experienced educator coming from a public school outside of Kansas.
- **From Business and Industry:** Educator entering or returning to the education field after working in another field (e.g., business, industry, government, or raising a family)
- **From Retirement – Currently Receiving KPERS:** Experienced educator returning to the education field after retirement.
 - *Private schools should select this option even though educators do not collect KPERS.*
- **New Educator from In-State College:** First year educator from a Kansas college or university.
- **New Educator from Out-of-State College:** First year educator from an out-of-state college or university.
- **Returning Staff:** Educator employed in this district during the previous school year
- **Substitute:** Educator holds a substitute license and is serving as a educator of record
- **Out-of-Country:** District sponsoring an out-of-country educator's work visa

You must click **Save** for each added educator.

The screenshot shows the 'Add New Staff' form in the Kansas EDCS system. The form is highlighted with a red border. It includes a sidebar with navigation options like 'Manage Applications', 'Logoff', 'Welcome', 'Staff Data', 'Import Test Files', 'Roll Over Data', 'Find/Update Staff', 'Shared Staff', 'Enroll Staff', and 'Leave Data'. The main form area contains fields for District (D0259), SSN (000000000), and a Search Staff button. Below these are fields for Email, First Name, Middle Name, Last Name, Address, Address 2, City, State (None Selected), Zip Code, Total Experience, USD Experience, Base Salary (000000), Base w/Fringe (000000), Gender (None Selected), and Entrance Code (None Selected). At the bottom right are buttons for Clear Form and Save.

Shared Staff

Definitions

- The **hiring district** is the district or private school that employs the educator.
- The **hiring district** is responsible for reporting the educator who provides instruction.
- The **receiving district** is the district or private school in which the students are enrolled.
- The **receiving district** is responsible for reporting the students receiving instruction.

Location of Instruction

The location of instruction does not affect the reporting of shared staff. Teaching and learning may occur in any of the following ways:

- The educator travels to the students' district or private school.
- The students travel to the educator's district or private school.
- The educator and students meet at another location.
- The educator and students remain in their respective districts or private schools, and instruction occurs online.

Where Reporting Is Completed in EDCS

- The **Shared Staff** screen is where the **receiving district** completes all reporting related to shared staff.
- The **Find/Update Staff** screen is where the **hiring district** completes all reporting related to shared staff. See **Staff Data > Find/Update Staff > Receiving District(s)** (page 29) for additional instructions.

Steps for the Receiving District to Report Shared Staff

1. In the EDCS left sidebar, click **Staff Data**.
2. Click **Shared Staff**.
3. On the Shared Staff screen, scroll to the **Receiving District** table.

D0259 Hiring District

Hide Receiving District(s)

No Shared Educators

To accept, enter a FTE value. To unaccept, click Delete button.
If the "Receiving District Accepted" is "Yes" then the "Hiring District Accepted" will change to "No".
If the "Receiving District Accepted" is "No" then the share will be deleted.

Hide Receiving District(s) created share - Educator doesn't exist in Hiring District

No Shared Educators

1. "Hiring District" hasn't entered the educator yet into their district OR
2. "Receiving District" has entered wrong Educator ID or SIGN OR
3. "Receiving District" has selected the wrong "Hiring District"

D0259 Receiving District

Hide Shared from "Hiring Districts"

Receiving District Accepted	Number of Assignments	Educator ID	Name	Hiring District Shared From	Hiring Building Shared From	Educator Exists
Yes	2	2868346766	Prince	D0200 - Greeley County Schools		No
Yes	1	4267668316	Just Testing	D0242 - Weskan		No
Yes	3	5524828347	Frank Sinatra	D0340 - Jefferson West		Yes
Yes	3	8688937559	Travis Kelce	D0418 - McPherson		Yes

Page Size: 10

Show New Shared Staff Entry

4. Click the **View** icon next to the educator's name.
5. Select either **Yes - Educator Is Accepted** or **No - Educator Is Declined**.
6. Click **Save**.

D0259 Receiving District

Hide Shared from "Hiring Districts"

Receiving District Accepted	Number of Assignments	Educator ID	Name	Hiring District Shared From	Hiring Building Shared From	Educator Exists
Yes	2	2868346766	Prince	D0200 - Greeley County Schools		No
Yes	1	4267668316	Just Testing	D0242 - Weskan		No
No	0	5524828347	Frank Sinatra	D0340 - Jefferson West		Yes
Yes	0	8688937559	Travis Kelce	D0418 - McPherson		Yes

Page Size: 10

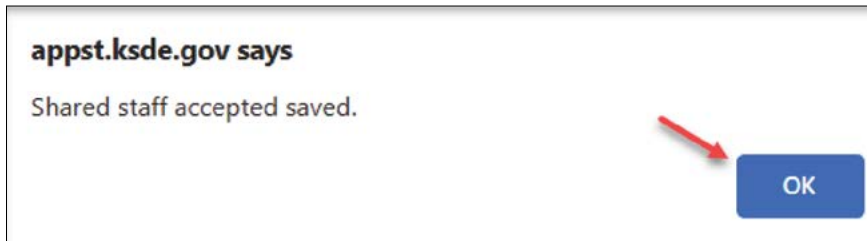
☒ Yes - Educator is accepted
☐ No - Educator is declined

Save

Show New Shared Staff Entry

STAFF DATA

7. Click **OK** to confirm.

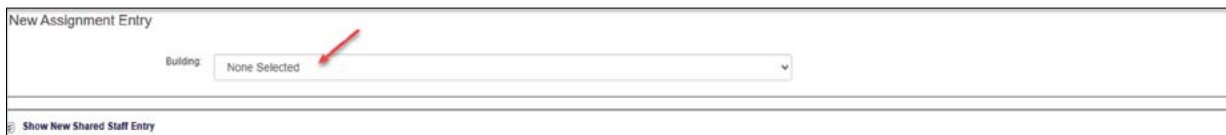


8. Scroll to the **Assignments** section of the Receiving District table.
9. Click **New Assignment**.



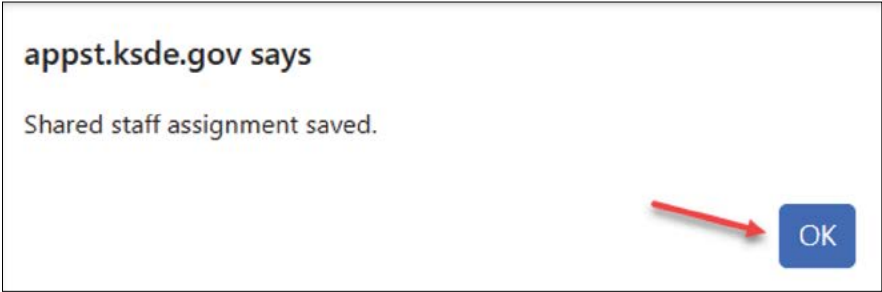
10. Scroll to the **New Assignment Entry** section at the bottom of the screen.
11. Select a **Building** from the drop-down menu.

Note: If instruction does not occur in the receiving district, select the building in which the students would be located if instruction occurred in their district.



12. After a building is selected, the **New Assignment Entry** fields become available.
13. **Enter** the assignment information exactly as you would for educators employed by your district. See **Staff Data > Find/Update Staff > Full-Time Equivalency (FTE) Assignments** (page 34) for instructions.
14. Click **Save Assignment**.

15. Click **OK** to confirm.



Note: If educators shared with your district from another district appear on your **Find/Update Staff** screen, delete those records to ensure accurate reporting. Deleting the record does not indicate that the educator left their position. It reflects a change in how shared staff have been reported since the 2016-17 school year. See **Staff Data > Find/Update Staff > Search Results** (page 21) for instructions on deleting an educator.

Exited Staff

The Exited Staff screen is not used to exit (delete) educators. Instead, it provides a list of educators who have already been **deleted**. Exited staff records are displayed in a table format.

To view **Exited Staff**:

1. In the EDCS left sidebar, click **Staff Data**.
2. Click **Exited Staff**.
3. Select a **School Year** from the dropdown menu.

If no school year is selected, the default is **All Years**. All columns in the table can be sorted in ascending or descending order by clicking the column headers.

	Year	SSN	First Name	Last Name	Middle Name	Exit Reason	Exit Date	Exit ID
	2025	0989	Bea	Test		Academic Study	6/30/2025	9231
	2025	6714	Joe	Shmoie		Deceased	1/1/2025	9232
	2025	2533	Freddy	Mercury		Military	6/30/2024	9223
	2025	7975	Ronald	McDonald		Left Profession-Didn't Retire	10/15/2024	9236
	2012	9772	Joanne	Lopot	H	Reason Not Provided	1/23/2012	8995
	2025	6796	Just	Kidding		Moved to an Out-of-State Public or Private School	6/30/2025	9233
	2012	7265	Lynette	Johnson		Administrative Error	1/29/2012	9086
	2014	0654	Jane	Jamison		Academic Study	6/29/2013	9124
	2016	0654	Jane	Jamison		Deceased	1/1/2015	9117
	2025	8222	George	Harrison		Administrative Error	1/1/2025	9239
	2014	7365	Candy	Glass		Academic Study	6/29/2013	9123
	2021	3213	Kelley	Flower	One	COVID	6/1/2020	9187
	2024	7288	Olis	Campbell		Administrative Error	6/30/2023	9197

STAFF DATA

If you select a **previous school year**, you will not have access to edit any Exited Staff information.

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data Exited Staff

School Year: 2025

	Year	SSN	First Name	Last Name	Middle Name	Exit Reason	Exit Date	Exit ID
	2025	2833	Freddy	Mercury		Military	6/09/2024	9223

If you select the current school year **before** the Licensed Personnel Report closes (**March 1**), you may edit the Exit Reason and/or Exit Date information.

1. Click the **Edit** icon  next to the educator whose exit information you need to **edit**
2. Make changes to the Exit Reason and/or Exit Date fields below the table
3. Click **Save**

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data Exited Staff

School Year: 2026

	Year	SSN	First Name	Last Name	Middle Name	Exit Reason	Exit Date	Exit ID
	2026	0969	Bea	Test		Academic Study	6/30/2025	9231
	2026	6796	Just	Kidding		Moved to an Out-of-State Public or Private School	6/30/2025	9233
	2026	6714	Joe	Shmoie		Deceased	1/1/2025	9232
	2026	8424	Leslie	Bruton		Termination	1/1/2025	9234
	2026	8424	Leslie	Bruton		Leave of Absence	6/30/2025	9238
	2026	9557	Big	Bird		Administrative Error	6/30/2025	9235
	2026	9557	Big	Bird		Administrative Error	6/30/2025	9237
	2026	8222	George	Harrison		Administrative Error	6/30/2025	9239
	2026	7975	Ronald	McDonald		Left Profession-Didn't Retire	10/10/2024	9236

District: D0259 SSN: 8222

Educator ID: 118128 DOB: 4/22/1939

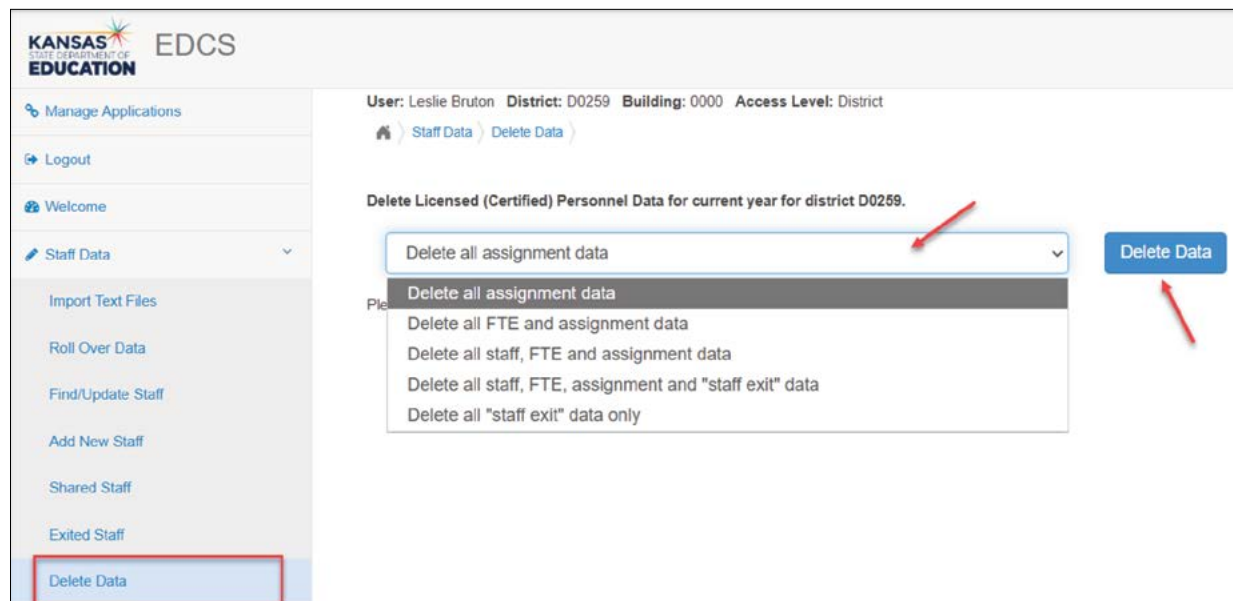
First Name: George Middle Name: Last Name: Harrison

Exit Reason: Administrative Error Exit Date: 6/10/2025 **Save**

Delete Data

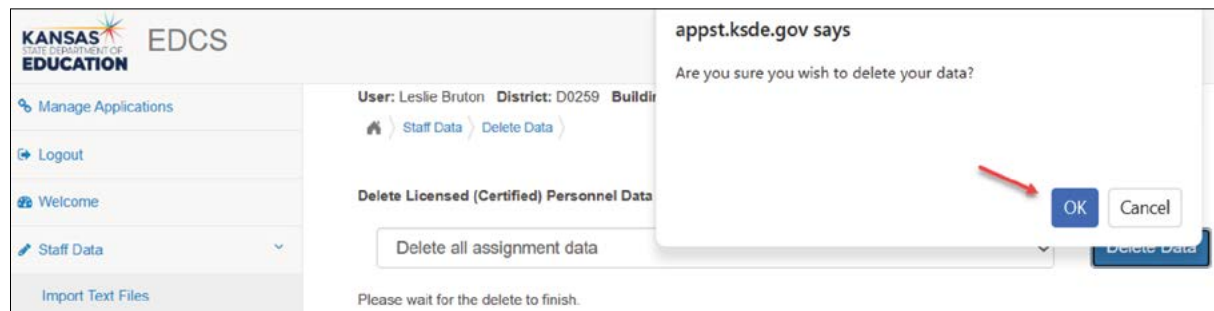
CAUTION: This action allows the user to delete **all data** from the EDCS! **Deleted data cannot be recovered.** It must be re-**entered**.

1. In the EDCS left sidebar, click **Staff Data**
2. Click **Delete Data**.



3. From the dropdown menu, select the data set(s) you wish to **delete**.
 - a. All assignment data.
 - b. All FTE and assignment data.
 - c. All staff, FTE and assignment data.
 - d. All staff, FTE, assignment and staff exit data.
 - e. All staff exit data only.
4. Click **Delete Data**.
5. Click **OK** to confirm.

CAUTION: Deleted data cannot be recovered. It must be re-entered.



Note: The **Delete Data** option removes **all data** in the selected category (i.e., "all or nothing"). To delete specific records only, you must remove them manually.

Vacancy Report Information, Definitions and Examples

All accredited Local Education Agencies (LEAs) must submit a **Fall Vacancy Report (FVR)** by **Sept. 25** of the current school year and a **Spring Vacancy Report (SVR)** by **March 1** of the current school year. These dates are posted on the EDCS Welcome page.

The **FVR** is submitted independently of the Licensed Personnel Report (LPR). The **SVR** is saved and submitted as part of the LPR.

Note: You must submit a vacancy report even if your district currently has no vacancies.

Both the **FVR** and **SVR** collect vacancy information in the following nine categories:

1. Elementary/Early Childhood
2. Middle Level
3. Secondary
4. Special Education/English for Speakers of Other Languages (SPED/ESOL)
5. CTE Assignments
6. School Specialist
7. School Support
8. Leadership/Administration
9. All-Level Endorsements (Pre-K-12 endorsements regardless of educator type)

Reasons for vacancies may include:

- Budget constraints
- No applicants
- No fully qualified applicants based on endorsement area
- No fully qualified applicants based on professional qualifications
- Preference for a specific non-fully qualified applicant over fully qualified applicant(s)
- Qualified applicant declined the position

Definition of a Vacancy

A vacancy is any assignment that requires KSDE licensure and is either:

- **Unfilled**, resulting in the course or service not being offered during the current semester, or
- **Filled** by an individual who is not appropriately licensed and/or endorsed.

Examples of Vacancies That Must Be Reported

- A **substitute educator** is the educator of record for a third-grade class this year because a qualified applicant did not accept the job offer. Enter an elementary self-contained vacancy.
- The **principal's mother** (who is unlicensed) is the librarian at the middle school this year because you could not find a library media specialist. Enter a library media school specialist vacancy. (Level doesn't matter for Pre-K-12 endorsements.)
- A high school **math educator** (with only a math endorsement) is teaching one section of chemistry this year because your secondary science educator's schedule was full. Enter a secondary life and physical science vacancy.
- The high school **vocal music program was cut** because of budget cuts and is not being offered this year. Enter a vocal music vacancy. (Level doesn't matter for Pre-K-12 endorsements.)

Note: You must submit a vacancy report even if your district currently has no vacancies.

Definition of "Not a Vacancy"

Assignments that do not require KSDE licensure are not vacancies and do not need to be reported in EDCS.

In addition, assignments filled by educators holding approved non-standard transition-to-teaching licenses are not considered vacancies and should not be included in the vacancy report.

Examples of Assignments That Are Not Vacancies

The following positions are not reported in EDCS:

- School nurse
- Social worker
- Speech-language pathologist
- Occupational therapist
- Paraprofessional
- Athletic/activities director
- Coach
- Bus driver

Non-Standard Licenses That Do Not Create a Vacancy

Assignments filled by educators holding any of the following licenses are not vacancies:

- Waiver for Added Endorsement
- Provisional License (completing a new program)
- Restricted License (completing professional education coursework)
- Transitional License (reinstating an expired license)
- Temporary Non-Renewable License (completing content examinations)
- Limited Residency License (enrolled in a High-Incidence SPED program)
- Limited Educator Apprentice Program License (enrolled in an early childhood or elementary education program)
- Limited Elementary Residency Program License (enrolled in an elementary education program)

Do Not Have Vacancies

Note: You must submit a vacancy report even if your district currently has no vacancies.

1. In the EDCS left navigation menu, select **Vacancy Report**.
2. Select Fall Vacancies or Spring Vacancies, depending on the reporting period.

Note: The process is the same for both the **Fall Vacancy Report (FVR)** and **Spring Vacancy Report (SVR)**.

3. Select the **Do Not Have Vacancies** radio button.

4. Scroll to the bottom of the page and select:
 - a. Submit Vacancy Entries (FVR), or
 - b. Save Spring Vacancies for LPR (SVR).

Note: When saving **Spring Vacancies for the LPR**, no confirmation message appears. You can verify completion if no vacancy-related **STOP** error occurs when submitting the LPR.

Vacancies may be **entered** either **manually** or by **importing a text file**.

- **Manual entry is user-friendly** but may be inefficient for districts with numerous vacancies.
- **Importing a text file** is efficient for large numbers of vacancies but requires strict adherence to file specifications.
- Districts may also use a **hybrid approach** by importing most vacancies and manually adding additional entries later.

Have Vacancies

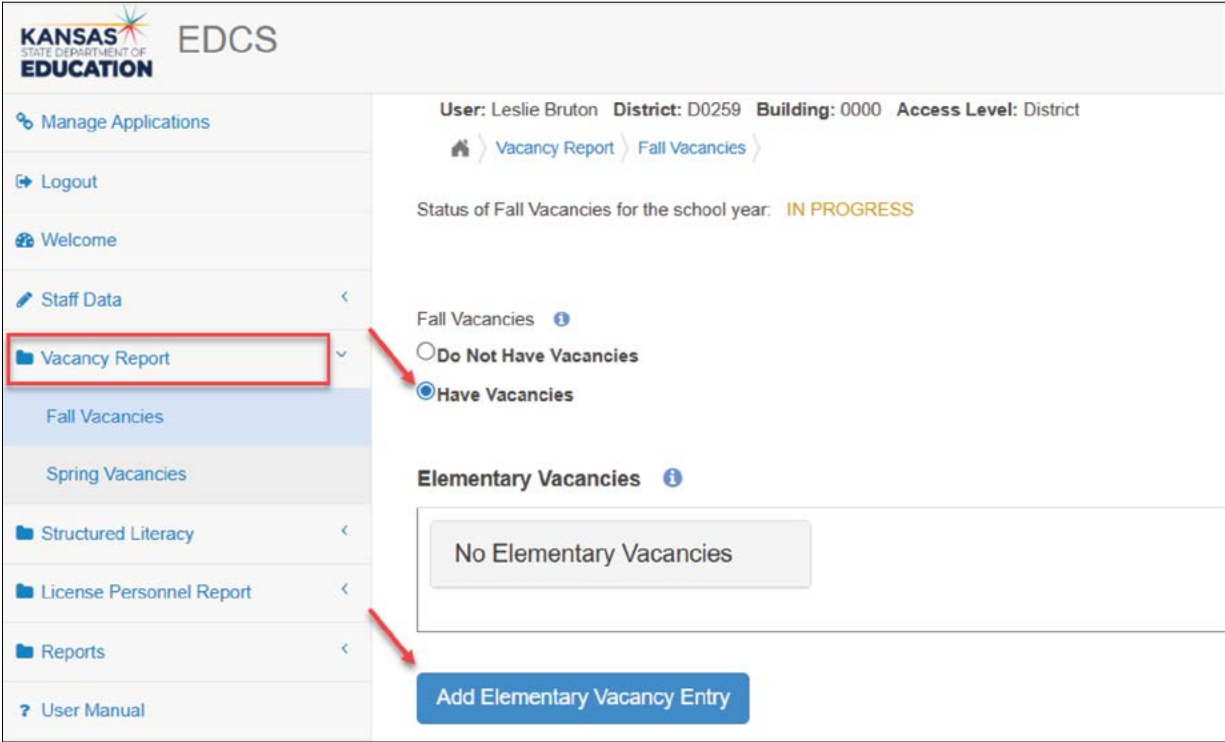
Adding Vacancy Data

- 1. In the EDCS left sidebar menu, click **Vacancy Report**.
- 2. Select Fall Vacancies or Spring Vacancies, based on the reporting period.

Note: Entering **Have Vacancies** is the same process for both the **Fall Vacancy Report (FVR)** and **Spring Vacancy Report (SVR)**.

- 3. Select the **Have Vacancies** radio button.
- 4. Click the **Add [...] Vacancy Entry** button under the appropriate vacancy category.

Note: Entering **Have Vacancies** is the *same process* for each of the nine vacancy categories.

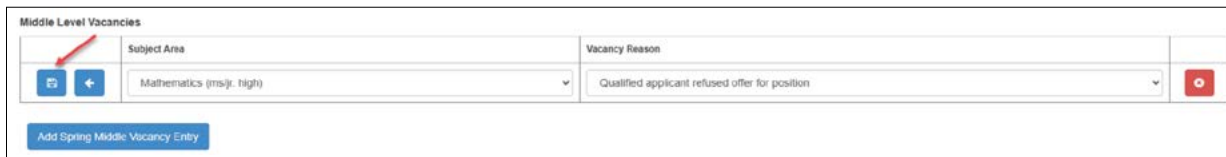


- 5. Click the **Edit** icon  in the new highlighted row to activate two drop-down menus.



VACANCY REPORT INFORMATION, DEFINITIONS AND EXAMPLES

- From the first drop-down menu, select the appropriate option based on the vacancy category (Elementary Type, **Subject Area**, Endorsement, Specialist Type, Support Type, Leadership/Administration Type or Industry).
- From the second drop-down menu, select the most appropriate Vacancy Reason.
- Click the **Save** icon  in the row to save the vacancy entry.

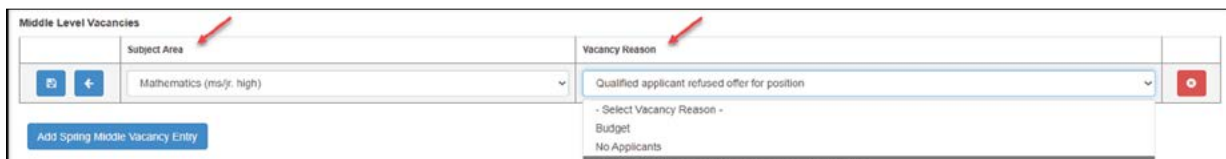


Middle Level Vacancies

Subject Area	Vacancy Reason	
Mathematics (ms/jr. high)	Qualified applicant refused offer for position	

Add Spring Middle Vacancy Entry

- Once saved, the selected options will move to a fixed table.



Middle Level Vacancies

Subject Area	Vacancy Reason	
Mathematics (ms/jr. high)	Qualified applicant refused offer for position	

Add Spring Middle Vacancy Entry

Repeat this process for each vacancy you need to report.

Edit Vacancy Data

- Locate the saved vacancy entry you want to change.
- Click the **Edit** icon  in that row.

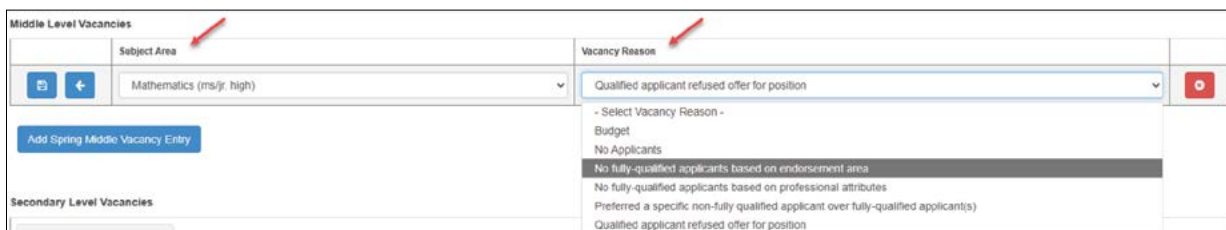


Middle Level Vacancies

Subject Area	Vacancy Reason	
Mathematics (ms/jr. high)	Qualified applicant refused offer for position	

Add Spring Middle Vacancy Entry

- Make edits to one or both drop-down menus.



Middle Level Vacancies

Subject Area	Vacancy Reason	
Mathematics (ms/jr. high)	Qualified applicant refused offer for position	

Add Spring Middle Vacancy Entry

Secondary Level Vacancies

- Click the **Save** icon  to save changes OR click the Back icon if no changes are needed.

Delete Vacancy Data

1. Locate the saved vacancy entry you want to **delete**.
2. Click the **Delete** icon  in that row.

Middle Level Vacancies

	Subject Area	Vacancy Reason	
	Mathematics (msjr, high)	Qualified applicant refused offer for position	

Add Spring Middle Vacancy Entry

Submit a Vacancy Report

- Regardless of the method used to enter vacancies (manually or by importing a text file), the process for **submitting** vacancy reports is the same.
- After all vacancies have been entered, edited and deleted as needed, scroll to the bottom of the page and click either:
 - **Submit** Fall Vacancy Entries (FVR), or
 - **Save** Spring Vacancies for LPR (SVR)

Note: When you select Save Spring Vacancies for LPR, there is no visible confirmation. However, you can confirm the **SVR** is complete if no vacancy STOP error appears during submission of the LPR.

CTE Vacancies 

	Industry	Vacancy Reason
	Design, Production and Repair	No fully-qualified applicants based on professional attributes

Add CTE Vacancy Entry

Submit Vacancy Entries

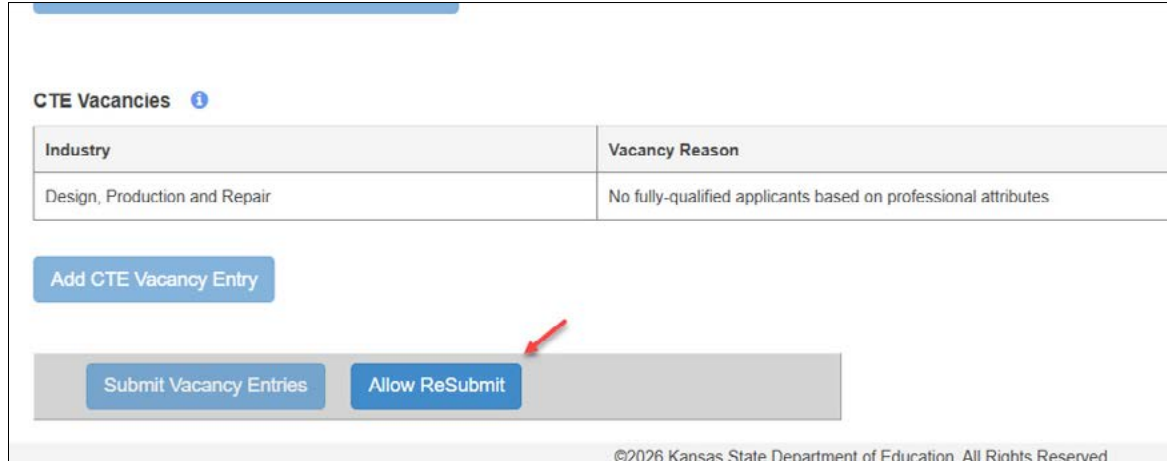
Allow ReSubmit

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Update a Submitted Vacancy Report

Updating vacancies after submitting the **FVR**:

1. Navigate back to the **FVR**.
2. Scroll to the bottom of the page and click **Allow ReSubmit**.
3. **Enter**, **edit**, or **delete** vacancies as needed before resubmitting.



The screenshot shows a web interface for "CTE Vacancies". It features a table with two columns: "Industry" and "Vacancy Reason". The table contains one row with the values "Design, Production and Repair" and "No fully-qualified applicants based on professional attributes". Below the table is a blue button labeled "Add CTE Vacancy Entry". At the bottom of the interface, there are two blue buttons: "Submit Vacancy Entries" and "Allow ReSubmit". A red arrow points to the "Allow ReSubmit" button. The footer of the page reads "©2026 Kansas State Department of Education. All Rights Reserved."

Industry	Vacancy Reason
Design, Production and Repair	No fully-qualified applicants based on professional attributes

Add CTE Vacancy Entry

Submit Vacancy Entries Allow ReSubmit

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Updating vacancies after saving the **SVR**:

1. Navigate back to the **SVR**.
2. **Enter**, **edit** or **delete** vacancies as needed before saving again.

Importing a Text File

Create the Vacancy Data File for Importing

There are two types of files that can be imported into EDCS.

- .csv files contain comma-separated values and can be created in Excel.
- .txt files are text documents and can be created in Notepad.

To create a .csv or .txt file, you must follow the specifications exactly.

See Appendix C for data file specifications and examples of both file types.

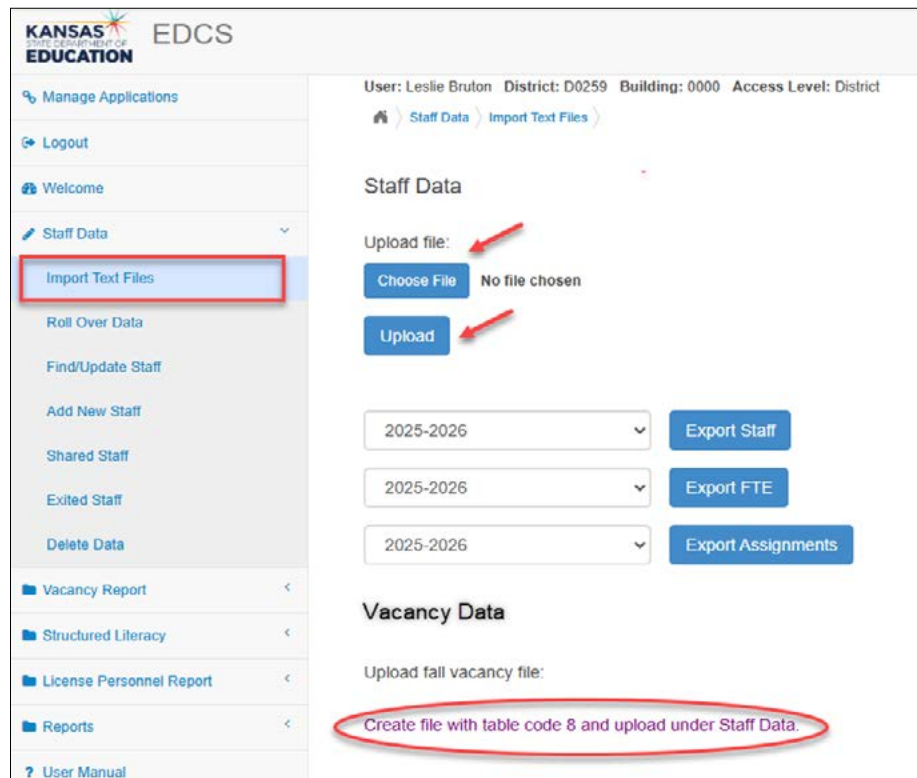
VACANCY REPORT INFORMATION, DEFINITIONS AND EXAMPLES

Upload the Vacancy Data File

1. In the EDCS left sidebar, click **Staff Data**.
2. Click **Import Text Files**.

Note: Until further notice, follow the directions at the bottom of the screen.

3. Create a file with table code 8 and upload it under **Staff Data**.
4. On the **Import Text Files** page, under **Staff Data**, click **Choose File**.
5. Locate the saved text file (.txt) or comma-separated values file (.csv) on your computer.
6. Click **Upload**.



KANSAS STATE DEPARTMENT OF **EDUCATION** **EDCS**

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data Import Text Files

Staff Data

Upload file:

Choose File No file chosen

Upload

2025-2026 **Export Staff**

2025-2026 **Export FTE**

2025-2026 **Export Assignments**

Vacancy Data

Upload full vacancy file:

Create file with table code 8 and upload under Staff Data.

VACANCY REPORT INFORMATION, DEFINITIONS AND EXAMPLES

Resolve Errors in the Vacancy Data File

Any file upload errors will be displayed on the **Import Text Files** page. You must resolve all errors before you can submit the vacancy report.

The screenshot shows the EDCS (Education Data Collection System) interface. On the left is a navigation menu with options like 'Manage Applications', 'Logout', 'Welcome', 'Staff Data', 'Import Text Files', 'Roll Over Data', 'Find/Update Staff', 'Add New Staff', 'Shared Staff', 'Exited Staff', 'Delete Data', 'Vacancy Report', and 'Structured Literacy'. The 'Import Text Files' option is selected. The main content area is titled 'Staff Data' and includes an 'Upload file:' section with a 'Choose File' button (showing 'No file chosen'), an 'Upload' button, and an 'Export Errors to Excel' button. Below this, a red-bordered box highlights four error messages:

- 8 || 93 || || || || || 0 || 2
line 1: Invalid Educator Type
- 8 || 92 || || || || || 0 || 3
line 2: Invalid Vacancy Reason.
- 8 || 2 || 51 || || || || 1 || 5
line 3: Invalid Semester.
- 8 || 4 || 94 || 008 || || || 0 || 2
line 5: Course (SPED/ESOL Type) is invalid for Subject Area 94.

Adding, Editing and Deleting Vacancy Data

Vacancies can be **added**, **edited** or **deleted** manually, even if they were originally imported from a data file. Manual updates are recommended unless you have many changes.

See instructions in the **Vacancy Report Information, Definitions and Examples > Have Vacancies > Adding Assignments Manually** (page 36) section for adding, editing or deleting vacancies manually.

If you import a new data file to **add**, **edit** or **delete** vacancies, all previously imported data will remain unchanged. To avoid duplicate entries, you must delete any outdated original data before importing newly **edited** data.

VACANCY REPORT INFORMATION, DEFINITIONS AND EXAMPLES

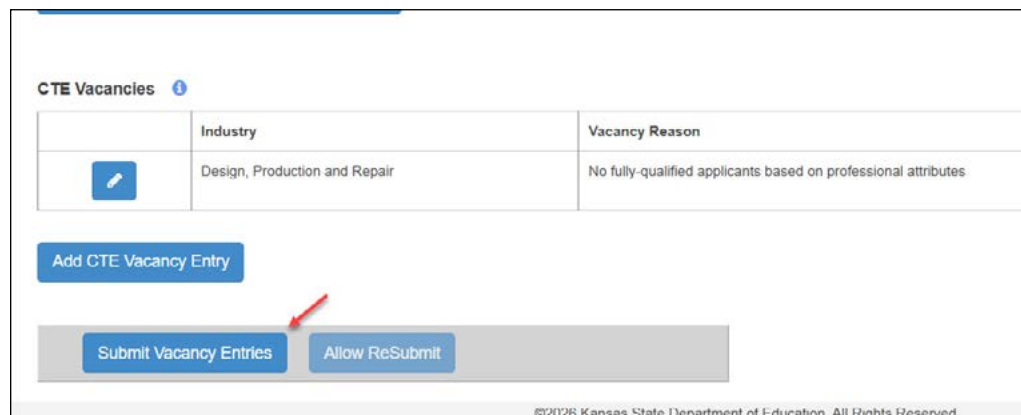
Submitting a Vacancy Report

Regardless of how vacancies were **entered** (either manually or by importing a text file), the process for submitting vacancy reports is the same.

After all vacancies have been **entered**, **edited** and **deleted** as needed, scroll to the bottom of the page and click either:

- Submit Vacancy Entries (**FVR**), or
- Save Spring Vacancies for LPR (**SVR**)

Note: When you **Save Spring Vacancies** for LPR, there will be no visible confirmation. However, you can confirm that the **SVR** is complete if no vacancy **STOP** error appears during submission of the LPR.



The screenshot shows the 'CTE Vacancies' section with a table containing one entry. Below the table is an 'Add CTE Vacancy Entry' button. At the bottom, there are two buttons: 'Submit Vacancy Entries' and 'Allow ReSubmit'. A red arrow points to the 'Submit Vacancy Entries' button.

Industry	Vacancy Reason
Design, Production and Repair	No fully-qualified applicants based on professional attributes

Add CTE Vacancy Entry

Submit Vacancy Entries Allow ReSubmit

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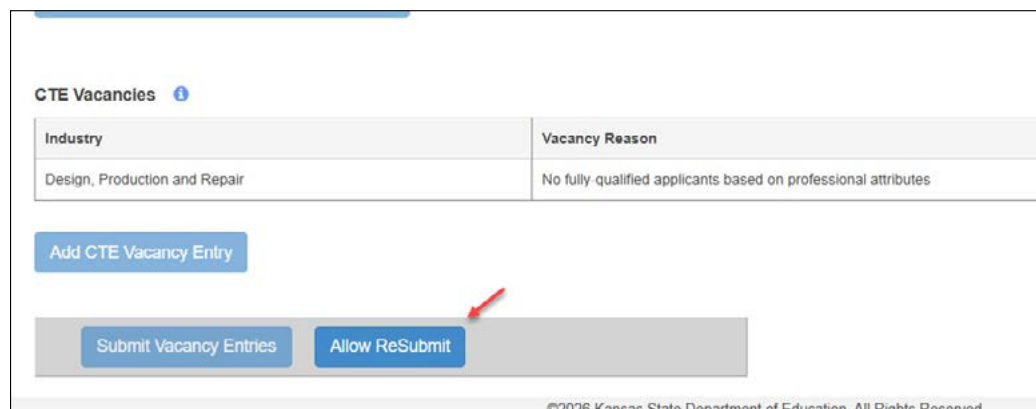
Updating After Submitting a Vacancy Report

Updating vacancies after submitting the **FVR**:

1. Navigate back to the **FVR**.
2. Scroll to the bottom of the page and click **Allow ReSubmit**.
3. **Enter**, **edit** or **delete** vacancies as needed before resubmitting.

Updating vacancies after saving the **SVR**:

1. Navigate back to the **SVR**.
2. **Enter**, **edit** or **delete** vacancies as needed before saving again.



The screenshot shows the 'CTE Vacancies' section with a table containing one entry. Below the table is an 'Add CTE Vacancy Entry' button. At the bottom, there are two buttons: 'Submit Vacancy Entries' and 'Allow ReSubmit'. A red arrow points to the 'Allow ReSubmit' button.

Industry	Vacancy Reason
Design, Production and Repair	No fully qualified applicants based on professional attributes

Add CTE Vacancy Entry

Submit Vacancy Entries Allow ReSubmit

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Structured Literacy Report

Beginning **July 1, 2028**, Kansas veteran educators serving in the positions listed below will be required to demonstrate knowledge of the Science of Reading to renew their professional licenses.

- Elementary reading/English language arts educator
- Elementary history, government and social studies educator
- Elementary special education educator
- Elementary school psychologist
- Elementary reading specialist
- Elementary administrator

Note: This does not mean educators must earn the Seal of Literacy before **July 1, 2028**. It means educators must earn the Seal of Literacy by their first professional license renewal after **July 1, 2028**.

Reporting Requirements

Although not required for licensure renewal until the 2028-29 school year, Structured Literacy data reporting begins earlier.

- Starting in the 2026-27 school year, all accredited Local Education Agencies (LEAs) must submit a **Structured Literacy Report (SLR)**.
LEAs are responsible for:
 - Tracking educator enrollment in and completion of approved Science of Reading training programs.
 - Tracking educator completion of approved Science of Reading exams.
 - Submitting the SLR in EDCS for educators who have earned the Seal of Literacy as well as those who are currently enrolled in a training program.
 - The KSDE Teacher Licensure team will track educator assignments through submission of the LPR to identify all educators who are required to complete Structured Literacy training.

Purpose of the Structured Literacy Report

- Provide a consistent statewide process for annually tracking educators' progress toward earning the Seal of Literacy.
- Ensure educators who qualify for the Seal of Literacy are accurately identified by comparing district records with state data.
- Recognize and celebrate educators' efforts to help Kansas students become strong, confident readers.

Data Entry Options

Structured Literacy data can be **entered** either **manually** or by **importing a text file**.

- Entering Structured Literacy data **manually** is user-friendly but is not efficient when there is a lot of data to enter.
- Entering Structured Literacy data by **importing a text file** lends itself well to entering a lot of data, but errors can occur if formatting rules are not followed exactly.
- You may also choose a **hybrid approach**. You can import a text file for the bulk of your Structured Literacy data, then later add any additional data manually.

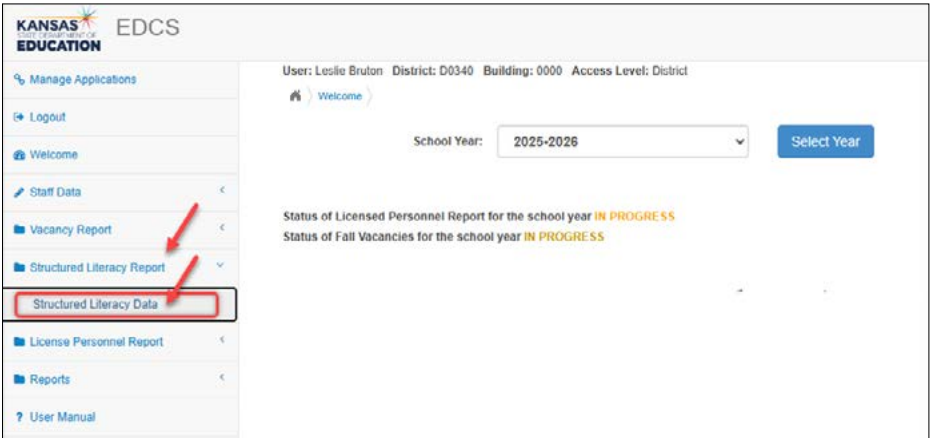
Additional Information

For more information, including frequently asked questions, visit [Science of Reading Licensure Requirements](#).²

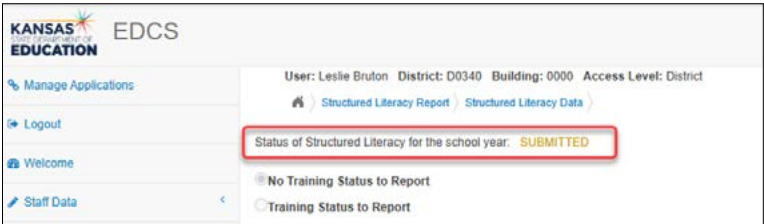
No Training Status to Report

Note: You must submit the Structured Literacy Report (SLR) even if you have no educators who have earned the Seal of Literacy and are not currently enrolled in a training program.

1. In the EDCS left sidebar, click **Structured Literacy Report**.
2. Click **Structured Literacy Data**.



3. Select the **No Training Status to Report** radio button.
4. Click **Submit**.
5. After submitting the SLR, confirm the **Submitted** status at the top of the page.



The **Structured Literacy Report (SLR)** will be saved as part of your **Licensed Personnel Report (LPR)** and submitted with the LPR in March.

2 Kansas State Department of Education, Science of Reading Licensure Requirements:
<https://www.ksde.gov/licensure/teacher-licensure/science-of-reading-licensure-requirements>

Training Status to Report

Entering Structured Literacy Data Manually

ADDING Structured Literacy Report Data.

1. In the EDCS left sidebar, click **Structured Literacy Report**.
2. Click **Structured Literacy Data**.
3. Select the **Training Status to Report** radio button.
4. Enter **Educator ID**, **first name** and **last name** regardless of the method used to earn the Seal of Literacy.

The screenshot shows the EDCS interface with the 'Structured Literacy Report' sidebar menu. The 'Training Status to Report' radio button is selected. The form fields are: Educator ID (2117687962), First Name (Axl), Last Name (Rose), Completion Date (mm/dd/yyyy), Position (N/A), Training Program completed or enrolled (N/A), and a dropdown for 'Has the educator completed or is the educator enrolled in a state approved literacy training?' (Yes). A red box highlights the Educator ID, First Name, and Last Name fields. A red arrow points to the 'Training Status to Report' radio button.

5. Answer the question, "Has the educator completed or is the educator enrolled in a state-approved literacy training?"

The screenshot shows the EDCS interface with the 'Structured Literacy Report' sidebar menu. The 'Training Status to Report' radio button is selected. The form fields are: Educator ID (2117687962), First Name (Axl), Last Name (Rose), Completion Date (mm/dd/yyyy), Position (N/A), Training Program completed or enrolled (N/A), and a dropdown for 'Has the educator completed or is the educator enrolled in a state approved literacy training?' (Yes). A red box highlights the dropdown menu.

If you answered Yes:

- 1. Enter a **Completion Date** (or projected completion date if currently enrolled).
- 2. Select a **Position**.
- 3. Select a **Training Program**.

User: Leslie Bruton District: D0340 Building: 0000 Access Level: District

Structured Literacy Report

Structured Literacy Data

Status of Structured Literacy Report: IN PROGRESS

No Training Status to Report

Training Status to Report

Educator ID: 2117687962

First Name: Axl

Last Name: Rose

Has the educator completed or is the educator enrolled in a state approved Literacy training? (If Yes, fill in date, position and training program. If No, press Add Structured Literacy to SAVE.)

Yes

Completion Date or Projected Completion date if enrolled: MM/DD/YYYY 05/30/2024

Position
Elementary Administrator

Training Program completed or enrolled
LETRS for Administrators

Add Structured Literacy

- 4. Click **Add Structured Literacy** to save the educator’s information to the Structured Literacy table.

Status of Structured Literacy Report: IN PROGRESS

No Training Status to Report

Training Status to Report

Educator ID:

First Name:

Last Name:

Has the educator completed or is the educator enrolled in a state approved Literacy training? (If Yes, fill in date, position and training program. If No, press Add Structured Literacy to SAVE.)

Yes

Completion Date or Projected Completion date if enrolled: MM/DD/YYYY mm/05/yyyy

Position
Elementary Administrator

Training Program completed or enrolled
LETRS for Administrators

Add Structured Literacy

Browse to Upload File (comma delimited only)

Choose File No file chosen

Upload File

Structured Literacy

	Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled	
	2117687962	Axl	Rose	YES	5/30/2024 12:00:00 AM	Elementary Administrator	LETRS for Administrators	

Submit

EDCS USER MANUAL

STRUCTURED LITERACY REPORT

If you answered No:

1. Leave **Completion Date** blank.
2. Select **N/A** for **Position**.
3. Select **N/A** for **Training Program**.

Status of Structured Literacy Report: **IN PROGRESS**

☐ No Training Status to Report
☒ Training Status to Report

Educator ID:

First Name:

Last Name:

Has the educator completed or is the educator enrolled in a state approved Literacy training? (If Yes, fill in date, position and training program. If No, press Add Structured Literacy to SAVE.)

Completion Date or Projected Completion date if enrolled: MM/DD/YYYY

Position:

Training Program completed or enrolled:

Add Structured Literacy

4. Click **Add Structured Literacy** to save the educator's information to the **Structured Literacy** table.

Status of Structured Literacy Report: **IN PROGRESS**

☐ No Training Status to Report
☒ Training Status to Report

Educator ID:

First Name:

Last Name:

Has the educator completed or is the educator enrolled in a state approved Literacy training? (If Yes, fill in date, position and training program. If No, press Add Structured Literacy to SAVE.)

Add Structured Literacy

Browse to Upload File (comma delimited only)

No file chosen

Structured Literacy							
	Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled
	2117687963	Arl	Rose	YES	6/20/2024 12:00:00 AM	Elementary Administrator	LETRS for Administrators
	1241779651	John	Denver	NO		N/A	N/A

Submit

Note: The **Yes** and **No** values displayed in the report do not indicate whether an educator has earned the Seal of Literacy. **The Yes/No indicator identifies the method of earning the Seal of Literacy.**

- **Yes** = The **educator completed or is enrolled** in a state-approved Structured Literacy training **program**.
- **No** = The educator **demonstrated knowledge** through a state-approved Structured Literacy **exam**.

Entering Structured Literacy Data by Importing a Data File

CREATE the Structured Literacy Data File

- The file must be a comma-separated values (.csv) file.
- See Appendix C for file specifications, codes and samples.

UPLOAD the Structured Literacy Data File

1. In the EDCS left sidebar, click **Structured Literacy Report**.
2. Click **Structured Literacy Data**.
3. Select the **Training Status to Report** radio button.
4. Click **Choose File**.
5. **Browse** to locate the saved file on your computer.
6. Click **Upload File**.

Structured Literacy Report > Structured Literacy Data

Status of Structured Literacy for the school year: **IN PROGRESS**

☐ No Training Status to Report
☒ Training Status to Report

Educator ID:

First Name:

Last Name:

Completion Date or Projected Completion date if enrolled: MM/DD/YYYY

Position:

Training Program completed or enrolled:

Has the educator completed or is the educator enrolled in a state approved Literacy training? (If Yes, fill in date, position and training program. If No, press Add Structured Literacy to SAVE.)

Add Structured Literacy

Browse to Upload File
Choose File Test Staff F1_r D0259.csv
Upload File

EDCS USER MANUAL

STRUCTURED LITERACY REPORT

If the file upload is successful:

- A confirmation message will display.
- The educator records from the file will populate in the Structured Literacy table.

Browse to Upload File (comma delimited only)

Choose File | No file chosen

Upload File

File uploaded successfully.
File Name: Good Test SOL File for D0340.csv

Structured Literacy

	Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled	
	5234719545	Leslie	Kell	YES	12/12/2025 12:00:00 AM	Elementary Teacher	LETRS for Elementary Educators	
	3479698028	Pretend	Person	NO		N/A	N/A	
	8163494897	Test	Teacher	YES	11/11/2024 12:00:00 AM	Elementary Administrator	Pathways to Proficient Reading Secondary	
	2924329841	New	Guy	YES	7/7/2025 12:00:00 AM	Early Childhood Teacher	Pathways to Literacy Leadership	
	8639655528	Sammy	Davis Jr	YES	9/9/2024 12:00:00 AM	Elementary Teacher	Foundations of the Science of Reading Course	
	5321245347	Dean	Martin	NO		N/A	N/A	
	5524828347	Frank	Sinatra	YES	9/10/2025 12:00:00 AM	Elementary School Psychologist	R.E.A.D. Redefined	

Submit

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If the file upload is not successful:

- Error messages will display explaining the specific errors in the file.
- Educator records on affected lines will **not be added** to the Structured Literacy table.

Browse to Upload File (comma delimited only)

Choose File | No file chosen

Upload File

File Name: Bad Test SOL File for D0340.csv

Line 2: -has an invalid table code. Must be 9.
Line 3: 9: 125456789, Judy Garland, 1, 8/8/2024, 4, 4, -has an invalid educator ID. Must be 10 digits in length.
Line 4: 9: 3411648952, Celine Dion, 2, 9/5/2027, 6, 11, Invalid 'Training Approver' field.
Line 5: 9: 7496297124, Jon BonJovi, 1, 07/07/2024, 1, - Completion Date invalid.
Records with errors did not upload.

Structured Literacy

	Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled	
	3312193168	Elvis	Presley	NO		N/A	N/A	
	3357941759	Freddy	Mercury	YES	10/10/2010 12:00:00 AM	Other	R.E.A.D. Redefined	

Submit

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EDITING Structured Literacy Data

1. Click the **Edit** icon  in the row for the educator record that needs to be updated.

Structured Literacy								
	Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled	
	3312193188	Elvis	Presley	NO		N/A	N/A	
	3357841758	Freddie	Mercury	YES	10/19/2019 12:00:00 AM	Other	R.E.A.D. Readwell	

2. Update the necessary information.
3. Click the **Save** icon . Changes will be saved in the Structured Literacy table.

Structured Literacy								
	Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled	
	3312193188	Elvis	Presley	YES	10/15/2027	Elementary Teacher	LETRS for Elementary Educators	
	3357841758	Freddie	Mercury	YES	10/19/2019 12:00:00 AM	Other	R.E.A.D. Readwell	

DELETING Structured Literacy Data

1. Click the **Delete** icon  in the row for the educator record that needs to be removed.

Structured Literacy								
	Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled	
	3312193188	Elvis	Presley	YES	8/15/2027 12:00:00 AM	Elementary Teacher	LETRS for Elementary Educators	
	3357841758	Freddie	Mercury	YES	10/19/2019 12:00:00 AM	Other	R.E.A.D. Readwell	

2. Changes will be saved in the Structured Literacy table.

Structured Literacy								
	Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled	
	3312193188	Elvis	Presley	YES	8/15/2027 12:00:00 AM	Elementary Teacher	LETRS for Elementary Educators	

SUBMITTING a Structured Literacy Report

1. After all data has been entered, reviewed and edited as needed, click **Submit**.

Structured Literacy Report

Structured Literacy Data

Status of Structured Literacy Report: **NOT YET SUBMITTED**

☐ No Training Status to Report
 ☒ Training Status to Report

Educator ID

First Name

Last Name

Completion Date or Projected Completion date if enrolled: MM/DD/YYYY

Position

Training Program completed or enrolled

Has the educator completed or is the educator enrolled in a state approved Literacy training? (If Yes, fill in date, position and training program. If No, press Add Structured Literacy to SAVE.)

YES

Add Structured Literacy

Choose File

Upload File

	Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled	
	3312193188	Elvis	Presley	NO		N/A	N/A	

Submit

EDCS USER MANUAL

STRUCTURED LITERACY REPORT

Note: If the Training Status to Report selection does not match the information in the Structured Literacy table, an error message will be displayed.

User: Leslie Bruton District: D0340 Building: 0000 Access Level: District

Structured Literacy Report Structured Literacy Data

Status of Structured Literacy Report: **IN PROGRESS**

☒ No Training Status to Report
☐ Training Status to Report

Structured Literacy

Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled
3312193168	Elvis	Presley	NO		N/A	N/A

Submit

Literacy Training data to report flag must be set

2. Make the necessary corrections and click **Submit** again.

CONFIRMING Submission

To confirm that the Structured Literacy Report has been successfully submitted and saved to the LPR:

3. The report status will change to **SUBMITTED**.
4. The **Edit** and **Delete** icons in the Structured Literacy table will not be accessible.
5. The **Submit** button will change to **Allow ReSubmit** (until EDCS closes for the year).

User: Leslie Bruton District: D0340 Building: 0000 Access Level: District

Structured Literacy Report Structured Literacy Data

Status of Structured Literacy Report: **SUBMITTED**

☒ No Training Status to Report
☐ Training Status to Report

Structured Literacy

Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled
3312193168	Elvis	Presley	NO		N/A	N/A

Allow ReSubmit

UPDATING a Submitted Structured Literacy Report

If changes are needed after the Structured Literacy Report has been submitted:

- 1. Click **Allow ReSubmit**.
 - o The report status will change back to **IN PROGRESS**.
 - o The **Edit** and **Delete** icons in the Structured Literacy table will be accessible.
 - o The **Allow ReSubmit** button will change back to **Submit** (until EDCS closes for the year).
- 2. Make the necessary corrections.
- 3. Click **Submit** again.

User: Leslie Bruton District: D0340 Building: 0000 Access Level: District

Structured Literacy Report

Structured Literacy Data

Status of Structured Literacy Report:

SUBMITTED

 → IN PROGRESS

No Training Status to Report

Training Status to Report

Structured Literacy

Educator ID	First Name	Last Name	Has the educator completed or is the educator enrolled in a state approved Literacy training?	Completion Date or Projected Completion date if enrolled	Position	Training Program completed or enrolled
3312193168	Elvis	Presley	NO		N/A	N/A

Allow ReSubmit

 → SUBMIT

Licensed Personnel Report (LPR)

LPR Guide

The **Licensed Personnel Guide (LPG)** is a key resource used to:

- Verify educator assignments entered in EDCS.
- Ensure licensure requirements are met.

The LPG provides detailed information for each Kansas course, including educator type, five-digit Kansas course code, subject area and required endorsements/certifications.

New Assignment Entry From EDCS

Educator Type: Middle School Teacher ▼

Subject Area: 53: Life and Physical Sciences (ms/jr. high) ▼

Course: 001: Science (Middle) ▼

2025-2026 LICENSED PERSONNEL GUIDE From LPG

EDUCATOR TYPE 2: MIDDLE SCHOOL TEACHER (GRADES 5-8)

MATHEMATICS

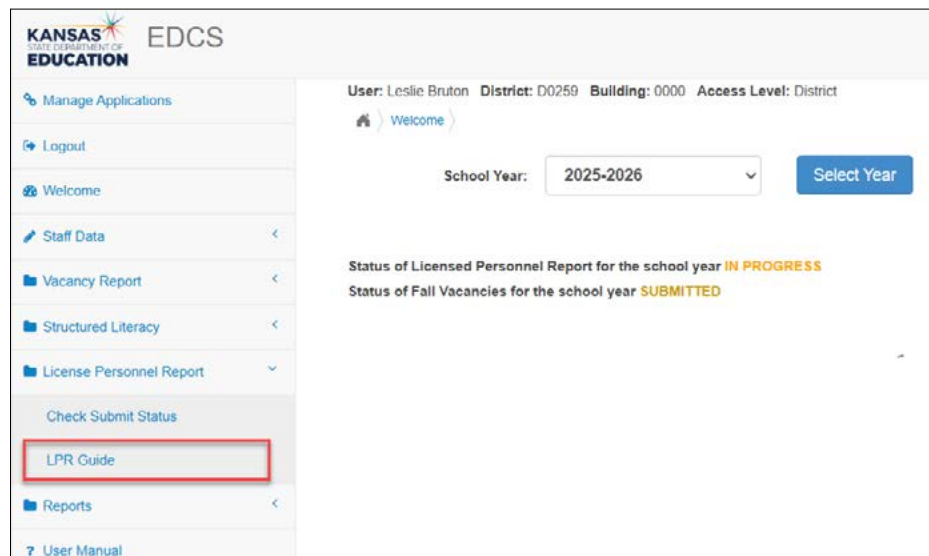
Subject Area 52	MATHEMATICS	ENDORSEMENT(S)
52157	Consumer Math	Advanced Mathematics or Mathematics or Middle Level Generalist (5-8) or Elementary endorsements through the grade level
52991-52999	Other Mathematics	Advanced Mathematics or Mathematics or Middle Level Generalist (5-8) or Elementary endorsements through the grade level

LIFE AND PHYSICAL SCIENCE

SUBJECT AREA 53	LIFE AND PHYSICAL SCIENCE	ENDORSEMENT(S)
53001	Science	Science or General Science or Physical Science or Biology or Chemistry or Physics or Earth/Space Science or Middle Level Generalist (5-8) or Elementary endorsements through the grade level
53002	Developmental Science	Science or General Science or Physical Science or Biology or Chemistry or Physics or Earth/Space Science or Middle Level Generalist (5-8) or Elementary endorsements through the grade level

Access the LPG in EDCS:

1. In the EDCS left sidebar, click **Licensed Personnel Report**.
2. Click **LPR Guide**.



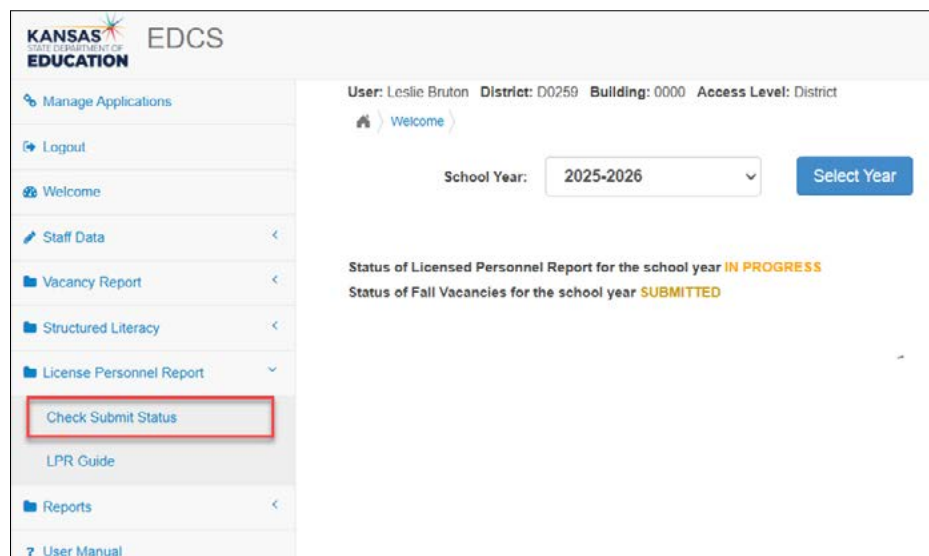
Access the LPG on the KSDE website:

1. Visit <https://www.ksde.gov> and navigate to **Licensure > Licensed Personnel Report > District Resources**.³
2. Select **Licensed Personnel Guide**.⁴

Check Submit Status

The **Check Submit Status** tab becomes available after the EDCS spring submission window opens **Jan. 1**. It does not submit the LPR. It provides status feedback.

1. Click **Licensed Personnel Report** in the EDCS left sidebar.
2. Click **Check Submit Status**.



³ <https://www.ksde.gov/licensure/licensed-personnel-report/district-resources>

⁴ Kansas State Department of Education, Licensed Personnel Guide, <https://www.ksde.gov/docs/default-source/licensure/2026-2027-licensed-personnel-guide.pdf>

Review Status Results

If EDCS detects invalid or incomplete data in the LPR, issues will appear in the Check of Completeness table with one of two statuses: **Stop** or **Warning**.

Stop (must be fixed before submission)

Stops prevent submission. Click **See Details** to view specific issues.

Stops include:

- Report contact person must be filled in
- Vacancy data must be completed
- Invalid or incomplete Staff data has been detected
- Invalid or incomplete FTE data has been detected
- Invalid or incomplete Assignment data has been detected
- Invalid or incomplete Deleted Staff data has been detected
- Invalid or incomplete Shared Staff data has been detected
- Shared Staff accepted but has no assignments

If a **Stop** remains after review, **contact Educator Licensure**. Only KSDE can override stops.

Warning (does not prevent submission)

Warnings should be reviewed before submission. Click **See Details** to view specific issues.

Warnings include:

- Possible invalid Staff data has been detected (always related to salary information).
- Base Salary is the same amount as Salary + Fringe.
- Salary may be incorrect (too high).
- Salary, including fringe, is under \$20,000.
- Fringe benefits are more than \$30,000 higher than base salary.

KANSAS EDCS

User: Leslie Bruton District: 00259 Building: 0000 Access Level: District

License Personnel Report Check Submit Status

Status of Licensed Personnel Report for the school year: **IN PROGRESS**

Check of Completeness	Status	KSDE Override
Invalid or incomplete Staff data has been detected.	Stop	
Invalid or incomplete FTE data has been detected.	Stop	
Possible invalid Staff data has been detected.	Warning	
Shared Staff accepted but has no assignments.	Stop	

Please note: You are able to review your Staff Assignment Report (SAR) for the current school year prior to submitting.

You have **2 warnings** indicating possible invalid data. [See Details](#)

You have **2 stops** indicating invalid data. [See Details](#)

Submitting the LPR

When all stops have been resolved:

1. Status will show **GO** (you may submit).
2. Review the **Staff Assignment Report (SAR)** before submitting. (See **Reports > SAR Report > Staff Assignment Report Flags** (page 75)).
3. Click **Submit** at the bottom of the page.

KANSAS EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

License Personnel Report Check Submit Status

Status of Licensed Personnel Report for the school year: **IN PROGRESS**

Check of Completeness	Status	KSDE Override
Possible invalid Staff data has been detected.	Warning	
All forms completed.	GO	

Please note: You are able to review your Staff Assignment Report (SAR) for the current school year prior to submitting.

You have warnings indicating possible invalid data. See Details

You may submit this report now, if you wish. Submit

4. Click **OK** to confirm.

KANSAS EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

appst.ksde.gov says

Submit successful

OK

5. Confirm successful submission by checking the **LPR status** at the top of the page.

KANSAS EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

License Personnel Report Check Submit Status

Status of Licensed Personnel Report for the school year: **SUBMITTED**

Check of Completeness	Status	KSDE Override
Possible invalid Staff data has been detected.	Warning	
All forms completed.	GO	

Please note: You are able to review your Staff Assignment Report (SAR) for the current school year prior to submitting.

You have warnings indicating possible invalid data. See Details

This report has already been submitted. Reset Submit Status

Editing After Submission

If updates are needed after submitting the LPR:

1. Click **Licensed Personnel Report** in the left sidebar.
2. Click **Check Submit Status**.
3. Click **Reset Submit Status**.

The screenshot shows the EDCS (Education Data Collection System) interface. On the left sidebar, under the 'License Personnel Report' section, the 'Check Submit Status' button is highlighted with a red rectangle. The main content area displays the user's information: User: Leslie Bruton, District: D0259, Building: 0000, Access Level: District. Below this, the status of the Licensed Personnel Report for the school year is 'SUBMITTED'. A table titled 'Check of Completeness' shows the status of various checks: 'Possible invalid Staff data has been detected' with a 'Warning' status, and 'All forms completed' with a 'GO' status. A 'Please note' section states that users can review their Staff Assignment Report (SAR) for the current school year prior to submitting. Below this, a message indicates that there are warnings indicating possible invalid data, with a 'See Details' button. At the bottom, a message states 'This report has already been submitted' with a 'Reset Submit Status' button highlighted by a red arrow.

Check of Completeness	Status	KSDE Override
Possible invalid Staff data has been detected.	Warning	
All forms completed.	GO	

4. Make edits.
5. **ReSubmit** the report.

Reports

Summary Reports

Summary Reports allow Local Education Agencies (LEAs) to generate and view reports on demographic and qualification data.

- **Staff Demographics Summary Report** includes gender, entrance code, race, educator type, age groupings and total years of experience.
- **Qualification Summary Report** includes the number of assignments by broad subject category, the number and percentage of fully qualified assignments, and the number and percentage of assignments by Staff Assignment Report (SAR) potential flag category.

Run a Summary Report

1. Select **School Year**.
2. Choose **Report for District** or **Report for Building** (then select **Building**).
3. Select a format (**Excel** or **PDF**).
4. Click **Run Report**.

The screenshot shows the EDACS user interface for running a summary report. The left sidebar contains a menu with 'Summary Reports' highlighted. The main content area displays a form with the following fields:

- School Years:** 2025-2026
- Reports for District:** None Selected
- Reports for Building:** Qualification Summary Data for one building
- Choose Building:** 1614 - Adams Elem

Below these fields, there is a checkbox for 'Export to Excel (Default is PDF)' which is checked. A red box highlights the 'School Years' and 'Reports for District' fields. A red arrow points to the 'Run Report' button.

EDCS Data Reports

EDCS Data Reports provide current-year data on staff, FTE and assignments.

- **Staff Data** includes educator ID, name, salary, gender, experience, entrance code, email address, date of birth and address for each educator.
- **Staff and FTE Data** includes staff data and Full-Time Equivalency for each educator.
- **Assignment Data** includes educator ID, name, building, course code, course, grade levels, class count and SPED/ESOL type for each educator assignment.
- **No Assignment Data** includes educator ID and name for each educator with no assignments reported.

Note: Selecting **Assignment Data** (for either district or building) enables the **Course Code** field to filter results. This provides a list of all educators with an assignment for a specific course code.

Run an EDCS Data Report

1. Select **School Year**.
2. Choose **Report for District** or **Report for Building** (then select **Building**).
3. Select a format (**Excel** or **PDF**).
4. Click **Run Report**.

The screenshot shows the EDCS Data Reports interface. The left sidebar contains a navigation menu with options like 'Manage Applications', 'Logout', 'Welcome', 'Staff Data', 'Vacancy Report', 'Structured Literacy', 'License Personnel Report', 'Reports', 'Summary Reports', 'EDCS Data Reports' (highlighted with a red box), 'SAR Report', 'LPR Data Reports', and 'User Manual'. The main content area displays the 'EDCS Data Reports' form. At the top, it shows the user's name (Leslie Bruton), district (D0259), building (0000), and access level (District). Below this, there are two dropdown menus: 'Reports for a District' (set to 'None Selected') and 'Reports for a Building' (set to 'Assignment Data for one building'). A 'Choose Building' dropdown is set to '1622 - Benton Elem', and a 'Course Code' text field contains '02056'. A checkbox for 'Export to Excel (Default is PDF)' is checked. A red box highlights the 'Reports for a District' and 'Reports for a Building' sections. A red arrow points to the 'Run Report' button.

Staff Assignment Report (SAR)

The **SAR** identifies educators who are not properly licensed or who hold nonstandard licenses.

The SAR is also known as the “kick-out” report and should be reviewed before submitting the LPR.

- Review the SAR for data-entry errors (Social Security number and grade levels).
- Do not alter data entry to avoid SAR flags. The SAR is not punitive. It is informative.
- If an assignment appears on the SAR because an educator is not appropriately licensed and/or endorsed, the assignment must be entered in the Spring Vacancy Report (**SVR**).

Staff Assignment Report Flags

- **Expired License:** The educator has an expired certificate or license. This may be resolved **if the license is renewed before the LPR is submitted**.
- **Never Licensed:** The educator’s Social Security number (SSN) was not found in the licensure system. Data-entry errors can be corrected.
- **Not a Valid Course Code:** The course code entered for the assignment was not recognized by EDCS. If the course code is valid, contact Teacher Licensure.
- **Nonstandard License - Qualified:** The educator holds a nonstandard license or certificate with the appropriate subject and grade-level endorsement for the listed assignment. The educator **is qualified** for the assignment.
- **Licensed With Waiver:** The LEA has been granted a waiver allowing the individual to serve in the reported subject area and grade level. The educator **is qualified** for the assignment.
- **Licensed - Unqualified:** The educator holds a certificate or license but does not have the correct subject and/or grade-level endorsement for the assignment. The educator **is not qualified** for the assignment. The assignment must be included on the **SVR**.
- **Substitute:** The educator holds a substitute license and **is not qualified** for the assignment. The assignment must be included on the **SVR**.

Subject Number	Subject Name	Levels	Class Count	Flag #1	SPED/ESOL Type	SPED/ESOL Name	Flag #2
91015	District Level Supervisor - Special Education	Prek-12	1	Expired License			
03008	Earth and Space Science	10-12	1	Licensed - Unqualified			
94007	Gifted	Kind-5	1	Licensed with Waiver			
89001	Early Childhood / Pre-School	Prek-Prek	1	Licensed with Waiver			
22102	School Orientation	9-12	1	Never Licensed			
94002	Early Childhood Special Education	Prek-Prek	2	Non-Standard License - Qualified			
91004	Curriculum Director or Coordinator	Kind-12	1	Not a Valid Course Code			
01156	Applied English and Communications	9-12	1	Please Check Flag #2	001	High Incidence Special Education	Licensed with Waiver
01002	English/Language Arts II (10th grade)	10-12	1	Substitute	001	High Incidence Special Education	

LPR Data Reports

LPR Data Reports are the same as EDCS Data Reports but **include current and prior school years**.

- **Staff Data** includes educator ID, name, salary, gender, experience, entrance code, email address, date of birth and address for each educator.
- **Staff and FTE Data** includes staff data and Full-Time Equivalency for each educator.
- **Assignment Data** includes educator ID, name, building, course code, course, grade levels, class count and SPED/ESOL type for each educator assignment.

Note: Selecting **Assignment Data** (for either district or building) enables the **Course Code** field to filter results. This provides a list of all educators with an assignment for a specific course code.

Run an LPR Data Report

1. Select **School Year**.
2. Choose **Report for District** or **Report for Building** (then select **Building**).
3. Select a format (Excel or **PDF**).
4. Click **Run Report**.

The screenshot shows the EDCS (Kansas State Department of Education) interface for running an LPR Data Report. The left sidebar contains a menu with options like 'Manage Applications', 'Logout', 'Welcome', 'Staff Data', 'Vacancy Report', 'Structured Literacy', 'License Personnel Report', 'Reports', 'Summary Reports', 'EDCS Data Reports', 'SAR Report', and 'LPR Data Reports' (which is highlighted with a red box). The main content area shows the user's session information (User: Leslie Bruton, District: D0259, Building: 0000, Access Level: District) and a breadcrumb trail (Reports > LPR Data Reports). Below this, there are several dropdown menus: 'School Years' (set to 'None Selected'), 'Reports for District' (set to 'Assignment Data for district'), 'Reports for Building' (set to 'None Selected'), and 'Choose Building' (set to 'None Selected'). There is also a text input field for 'Course Code'. A checkbox labeled 'Export to Excel (Default is PDF)' is checked. At the bottom, there is a blue 'Run Report' button with a red arrow pointing to it.

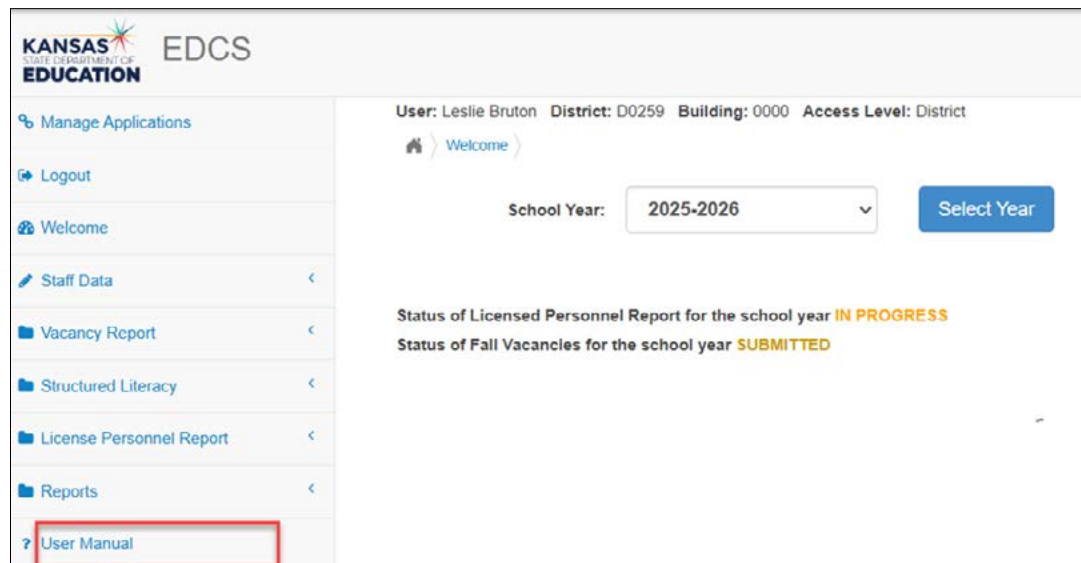
EDCS USER MANUAL

User Manual

The **EDCS User Manual** is available through the left sidebar in EDCS and on the KSDE Licensure webpage.

Access the EDCS User Manual in EDCS

1. In the EDCS left sidebar, click **User Manual**.



Access the EDCS User Manual on the KSDE Website

1. Visit <https://www.ksde.gov> and navigate to **Licensure > Licensed Personnel Report > District Resources**.³
2. Select [District Resources](#).³

Frequently Asked Questions (FAQs)

Reporting Staff

What educators are reported in EDCS?

Report only personnel in assignments that **require licensure** by the Kansas State Department of Education.

Do not include positions such as school nurses, audiologists, social workers, speech-language pathologists, occupational therapists, physical therapists, athletic directors or paraprofessionals.

How do I report substitute teachers?

Reporting Substitute Teachers

Teacher of Record	District Contract?	Example	Entrance Code	Current USD Experience	Assignment	Vacancy
Yes. The substitute's name is on grade reports and student transcripts.	Yes. The district provides a contract and may provide benefits as well.	The district couldn't find a third-grade teacher so a substitute teacher is teaching the class.	10 - Substitute	0. Experience on substitute license is not accredited experience.	Assign the course for which the substitute is serving as the teacher of record (for example, third-grade elementary teacher).	Report a spring vacancy for the assignment in which the substitute is serving as the teacher of record (for example, elementary vacancy).
No	Yes. The district provides a contract and may provide benefits as well.	The substitute teacher covers intermittently and reports to the district every day.	10 - Substitute	0. Experience on substitute license is not accredited experience.	School Support > Substitute - Contracted	Do not report a vacancy.
No	No	The substitute teacher covers intermittently and does not report to the district every day.	Do not report in EDCS.	Do not report in EDCS.	Do not report in EDCS.	Do not report in EDCS.

How do I report educators working in more than one district or private school?

- **Hiring District:** Instructions can be found in the **Staff Data > Find/Update Staff > Receiving District** section (page 29).
- **Receiving District:** Instructions can be found in the **Staff Data > Shared Staff** section (page 42).

How are co-op or interlocal educators reported?

- **Hiring District:** Instructions can be found in the **Staff Data > Find/Update Staff > Receiving District** section (page 29).
- **Receiving District:** Instructions can be found in the **Staff Data > Shared Staff** section (page 42).

Do I exit educators that leave during this school year?

- If an educator leaves **after Sept. 20** (Count Day), **do not exit** the educator until next year's LPR.
- If an educator leaves **before Sept. 20**, **do not report** the educator for the **current school year**.

If an educator left the district for several years and then returned, is the entrance code returning staff?

- **No.** Enter **0** for Current USD Experience and use the appropriate entrance code (for example, From Business and Industry, From an In-State USD or From an Out-of-State Public School). The experience fields **do not include the current school year**, so enter **0** for returning and new educators.

Reporting Salary

What is included in the salary fields?

- **Base Salary** is the amount on the salary schedule without supplemental contracts or board-paid fringe benefits. **Base Salary With Fringe** is the base salary plus pay for supplemental contracts and board-paid fringe benefits.

Note: Board-paid fringe benefits include insurance benefits (life, health, disability, accidental death and dismemberment, hospital, surgical and medical expense insurance, etc.). Do not include employee reduction benefits (Social Security, workers' compensation, unemployment insurance or employee-paid Section 125 benefits).

Do we have to complete the salary section if we are still in negotiations and salaries have not been finalized?

- **Yes.** If salaries have not been determined for the current school year, **use last year's salaries**. If salaries are finalized before the LPR is due, update them at that time.

How do I report hourly-rate staff?

- Report an **estimated** annual salary.

Should salaries be prorated for personnel who teach in more than one building?

- **No.** Salary information is reported by **district** and does not need to be divided among buildings.

If an educator leaves during the school year, should I prorate salary?

- **No.** Report the full salary listed on the educator's contract. If a replacement is hired midyear, report the salary listed on the replacement educator's contract, which is typically prorated.

Reporting Assignments and Classes

Should study hall or activity periods be reported?

- Only if students receive a grade for the class.

How do I enter someone who supervises students taking online courses?

- Use Virtual Course Monitor (under Educator Type 7, School Support).

How do I report an at-risk educator?

- Report the subject taught, not the student group. If an educator is teaching math to at-risk students, enter the math assignment.

How do I count Number of Classes?

- Elementary self-contained classrooms = 1
- Elementary "specials" (music, art and physical education) = 1 per building
- Middle school and secondary assignments = sections, periods or hours taught per assignment
- School specialists (counselors, librarians, reading specialists and school psychologists) and administrators = 1 per building (or 1 per district or private school system for superintendents)

If an educator has multiple sections of the same class, do I need to duplicate assignments?

- No. Enter the course only once and use Number of Classes to indicate how many sections, periods or hours of the course are taught.

Does part-year work affect Full-Time Equivalency (FTE)?

- **No.** FTE is a measure of a school day, not a measure of a school year.
- Full-time daily (half year) = 1.0
- Half-time daily (full year) = 0.5

What grade levels should be listed for administrators and school specialists?

- Select **all grade levels** served in the building, district or private school system.

What grade levels should be listed for preschool/early childhood assignments?

- Include the **Pre-K** grade level for these assignments.

What if I can't find the CTE pathways or courses I need to assign?

This is most likely a mapping issue. For additional information, contact:

- Email KCCMS@ksde.gov for the **Kansas Course Code Management System (KCCMS)**
- Email pathwayshelpdesk@ksde.gov for Career and Technical Education (CTE) Pathways.
-

Appendices

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Appendix A: Educator Type and Subject Areas

For a complete list of educator assignments, please refer to the Licensed Personnel Guide available in the left side-bar menu of EDCS or online at [Licensed Personnel Guide](#).⁴

Educator Type 1: Elementary/Pre-School

Pre-K - Grade 6 (PRK-6)

- Subject Area 80: Elementary Self-Contained
- Subject Area 81: English Language and Literature (Elementary)
- Subject Area 82: Mathematics (Elementary)
- Subject Area 83: Life and Physical Science (Elementary)
- Subject Area 84: Social Sciences and History (Elementary)
- Subject Area 85: Fine and Performing Arts (Elementary)
- Subject Area 86: World Language and Fine Arts (Elementary)
- Subject Area 87: Religious Education and Theology (Elementary)
- Subject Area 88: Physical, Health, and Safety Education (Elementary)
- Subject Area 89: Early Childhood
- Subject Area 90: Computer and Information Science (Elementary)
- Subject Area 92: Miscellaneous (Elementary)

Educator Type 2: Middle School Teacher

Grades 5-8

- Subject Area 51: English Language and Literature (Middle)
- Subject Area 52: Mathematics (Middle)
- Subject Area 53: Life and Physical Science (Middle)
- Subject Area 54: Social Sciences and History (Middle)
- Subject Area 55: Fine and Performing Arts (Middle)
- Subject Area 56: World Language and Literature (Middle)
- Subject Area 57: Religious Education and Theology
- Subject Area 58: Physical, Health, and Safety Education (Middle)
- Subject Area 59: Military Science (Middle)
- Subject Area 60: Computer and Information Science (Middle)
- Subject Area 61: Communication and Audio/Visual Technology (Middle)
- Subject Area 62: Business and Marketing (Middle)
- Subject Area 63: Manufacturing (Middle)
- Subject Area 64: Health Care Sciences (Middle)
- Subject Area 65: Public, Protective, and Government Services (Middle)
- Subject Area 66: Hospitality and Tourism (Middle)
- Subject Area 67: Architecture and Construction (Middle)
- Subject Area 68: Agriculture, Food, and Natural Resources (Middle)
- Subject Area 69: Human Services (Middle)
- Subject Area 70: Transportation, Distribution, and Logistics (Middle)
- Subject Area 71: Engineering and Technology (Middle)
- Subject Area 72: Miscellaneous (Middle)

Educator Type 3: Secondary Teacher

Grades 9-12

- Subject Area 01: English Language and Literature
- Subject Area 02: Mathematics
- Subject Area 03: Life and Physical Sciences
- Subject Area 04: Social Sciences and History
- Subject Area 05: Fine and Performing Arts
- Subject Area 06: World Language and Literature
- Subject Area 07: Religious Education and Theology
- Subject Area 08: Physical, Health, and Safety Education
- Subject Area 09: Military Science
- Subject Area 10: Computer and Information Sciences
- Subject Area 11: Communication and Audio/Visual Technology
- Subject Area 12: Business and Marketing
- Subject Area 13: Manufacturing
- Subject Area 14: Health Care Sciences
- Subject Area 15: Public, Protective, and Government Services
- Subject Area 16: Hospitality and Tourism
- Subject Area 17: Architecture and Construction
- Subject Area 18: Agriculture, Food, and Natural Resources
- Subject Area 19: Human Services
- Subject Area 20: Transportation, Distribution, and Logistics
- Subject Area 21: Engineering and Technology
- Subject Area 22: Miscellaneous

Additional Educator Types

Educator Type 4: SPED/ESOL

Pre-K-12

- Subject Area 94: Special Education/English to Speakers of Other Languages
- Subject Area 95: SPED/ESOL - 2nd Assignment

Educator Type 5: Career and Technical Education

Grades 9-12

Educator Type 6: School Specialist

Pre-K-12

- Subject Area 96: School Specialist

Educator Type 7: School Support

Pre-K-12

- Subject Area 93: School Support

Educator Type 8: Leadership / Administration

Pre-K-12

- Subject Area 91: Leadership / Administration

Appendix B: Exit Reasons

Exit Reason	Description
Administrative Error	Mistakenly entered data or a data-entry error that requires deleting the record and starting over.
Academic Study	Sabbatical for academic study and/or professional development.
Deceased	Educator died. Enter the date of death.
Health	Unable to work because of illness.
In-State USD (Leadership)	Accepted a licensed leadership position in a Kansas public school district.
In-State USD (Teaching)	Accepted a licensed teaching position in another Kansas public school district.
Leave of Absence	Not employed during the current school year but plans to return.
Left the Profession	Accepted employment in a field other than education.
Military	Left a position to serve in the military.
Moved From Area Employment Unknown	Relocated and future employment is unknown at this time.
Out-of-State	Accepted a licensed position in another state.
Private School	Accepted a licensed position in a private school.
Reduction in Force	Leaving a position because of a reduction in staff.
Retirement	Retiring from a licensed position.
Termination	Terminated by the district or private school system.
2016-17 Reporting Redesign	Use this exit code to remove shared staff employed by another district or private school system but appearing in your staff listing. Instructions for reporting these educators can be found in Staff Data > Shared Staff (page 42).

Appendix C: Data Import File Specifications

File Format Requirements

Local Education Agencies (LEAs) may upload data into EDCS using files.

- Files must be formatted as either:
 - Comma-separated value (.csv) files (for example, Excel)
 - Text (.txt) files (for example, Notepad)
- Data must be divided into separate files and uploaded in the following order:
 1. Exited Staff (**Note:** Importing Exited Staff does not remove staff; manual exit is required.)
 2. Staff data
 3. FTE data
 4. Assignment data
 5. Shared Staff (Hiring District), if applicable
 6. Shared Staff (Receiving District), if applicable

Importing Instructions

1. In the EDCS left sidebar, click **Staff Data**.
2. Click **Import Text Files**.
3. Click **Choose File** and navigate to the location of the saved file.
4. Click **Upload**.

After the upload, you will receive one of the following messages:

- Upload successful
- [#]: Invalid Table Code: This occurs when the system reads the first empty row of data and detects a blank table code. If this is the only error message, your upload was successful.
- One or more error messages consisting of coding information, a line number and a description of the error. These errors must be corrected before the affected records can be uploaded successfully.

Common Import Errors

Import Error Type	Description	Example(s)	Note
Type mismatch	Indicates an invalid field format or content.	Importing a file that contains column headings.	
Cannot insert the value NULL	Indicates a missing required data relationship.	Importing FTE data for an educator who has not yet been entered. Importing Assignment data for an educator who does not yet have FTE data.	Note: This is why the order of imports is critical.
Violation of unique key constraint	Indicates a duplicate record.	Importing Staff data that includes an SSN/Name/Date of Birth combination already entered. Importing Assignment data that includes an SSN/Building Number/Subject Number combination already entered.	

Table Codes

Each line of data must begin with a numeric table code that indicates the type of data contained in the record.

Code Number	Type of Data
1	Staff data
2	FTE data
3	Assignment data
4	Exited Staff data
5	Shared Staff data (uploaded by the Receiving District)
6	Shared Staff data (uploaded by the Hiring District)
8	Vacancy data
9	Structured Literacy data

Note: The file specifications that follow are presented in the same order in which files should be uploaded.

Exited Staff Data

One record, consisting of 5 columns, for each exited educator.

Data Item	Maximum # of Characters	Description
Table Code	1	The code indicates this is Exited Staff data. This code must be a 4.
SSN	9	The Social Security Number (SSN) of the educator in the format 999999999. Do not enter hyphens.
Exit Code	2	See table below for Exit Codes and Descriptions.
Exit Date	10	Date the educator left the LEA in the format MM/DD/YYYY.
Educator ID (EID)	10	Unique EID assigned by KSDE. Not required if SSN is entered. Enter a single space if leaving entry blank.

Exit Codes and Descriptions

Exit Code	Description
2	Out-of-State
3	Retirement
4	Termination
5	Private School
6	Left Profession
7	Reduction in Force
9	Deceased
10	Military
11	Leave of Absence
12	Moved from Area Employment Unknown
13	Administrative Error
14	Health
15	Academic Study
17	In State USD (Teaching)
18	In State USD (Leadership)
98	2016-2017 Reporting Redesign

Example of Exited Staff files:

4 77777777 6 01/02/2001

OR

4,77777777,6,01/02/2001,

Staff Data

One record, **consisting of 19 columns**, for each educator in a position that requires licensure through KSDE.

Data item	Maximum # of Characters	Description
Table Code	1	The code indicates this is Staff data. This code must be a 1.
SSN	9	The SSN of the educator in the format 999999999 . Do not enter hyphens. Enter leading 0s with "0" in Excel.
First Name	45	The first name of the educator.
Middle Name	45	The middle name or initial of the educator. Not required. Enter a single space if leaving entry blank.
Last Name	45	The last name of the educator.
Salary + Supplemental & Fringe Benefits	7	The salary of the educator plus supplemental contracts and board paid fringe benefits.* Do not enter cents or commas.
Base Salary	7	The base salary of the educator. Do not include supplemental contracts or board-paid fringe benefits.* Do not enter cents or commas.
Gender	1	The gender of the educator. Enter 1 for Male , 2 for Female .
Total Experience	2	The total years of experience of the educator. Do not include the current year. Enter 0 for first year educators.
Current School Experience	2	The years of experience in this current school system. Do not include the current year. Enter 0 for first year educators.
Entrance Code	2	See table below for Entrance Codes and Descriptions.
Email Address	100	The E-mail address of the educator.
Date of Birth	10	Must be in MM/DD/YYYY format. Enter leading 0s with "0" in Excel.
Address1	30	Address Line 1
Address2	30	Address Line 2 Enter space if left blank.
City	25	City
State	2	State Use capital letters.
Zip Code	10	Zip Code
Educator ID (EID)	10	Unique EID assigned by KSDE. Not required if SSN is entered.

* Board paid fringe benefits include employer paid group life, group health, disability income, accidental death and dismemberment, and hospital/medical insurance. Also include employer contributions to a 403(b)-retirement savings plan. Do not include employee contributions deducted from pay before taxes. Do not include Social Security, workers' compensation, or unemployment insurance.

Entrance Codes and Descriptions

Entrance Code	Description
1	In-State USD
2	Out-of-State
3	Returning Staff
4	New Educator from In-State College
5	Private School
6	New Educator from Out-of-State College
7	From Business and Industry
8	Retired – Currently Receiving KPERS
9	First Year Transitioning to Teaching
10	Substitute – Educator of Record
11	Out-of-Country

Examples of Staff files:

1 999999999 John William Smith 11000 10500 2 13 0 1 jsmith@ksbe.state.ks.us 05/01/1960 120 SE 10th Avenue
Topeka KS 66612 1234567890

OR

1,999999999,John,William,Smith,11000,10500,2,13,0,1,jsmith@ksbe.state.ks.us,05/01/1960,120 SE 10th
Avenue,,Topeka,KS,66612,1234567890

1 888888888 **Jane** Smith 31524 30524 1 2 2 3 jdoe@ksbe.state.ks.us 05/01/1962 120 SE 10th Avenue Apt. 1
Topeka KS 66612 0987654321

OR

1,888888888,**Jane**,,Smith,31524,30524,1,2,2,3,jdoe@ksbe.state.ks.us,05/01/1962,120 SE 10th Avenue,Apt. 1,
Topeka,KS,66612,0987654321

FTE (Full-Time Equivalency) Data

One record, **consisting of 5 columns**, for each educator for each building.

Data Item	Maximum # of Characters	Description
Table Code	1	The code indicates this is FTE data. This code must be a 2.
SSN	9	The SSN of the educator in the format 999999999. Do NOT enter hyphens.
Building #	4	A unique four-digit number assigned to the building by the KSDE.
Full Time Equivalency (FTE)	4	FTE of the educator in the format 0.50. Include the decimal point.
Educator ID (EID)	10	Unique EID assigned by KSDE. Not required if SSN is entered. Enter a single space if leaving entry blank.

Examples of FTE file:

2 999999999 1234 0.5

OR

2,999999999,1234,0.5,

2 888888888 5678 0.25 1234567890

OR

2,888888888,5678,0.25,1234567890

2 777777777 2468 1.0

OR

2,777777777,2468,1.0,

Assignment Data

One record, consisting of 25 columns, for each assignment for each educator for each building.

Data Item	Maximum # of Characters	Description
Table Code	1	The code indicates this is Assignment data. This code must be a 3.
SSN	9	The SSN of the educator in the format 999999999 . Do not enter hyphens.
Building #	4	A unique four-digit number assigned to the building by the KSDE.
Educator Type	1	See table below for Educator Type Codes and Descriptions.
Subject #	5	The five digit Kansas Course Code for the educator's assignment. A list of subject numbers is available in the License Personnel Guide.
Pre-Kindergarten	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Kindergarten	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 1	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 2	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 3	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 4	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 5	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 6	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 7	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 8	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 9	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 10	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 11	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 12	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Class Count	2	The number of classes taught in this assignment.
SPED/ESOL Type	3	See table below for SPED/ESOL Type Codes and Descriptions . Enter a single space if leaving entry blank.

Data Item	Maximum # of Characters	Description
Pathway	7	The CIP Code found in the Kansas Career Cluster Guidance Handbook and/or Licensed Personnel Guide in the format of XX.XXXX. Enter a single space if leaving entry blank.
JAG Course	1	KSDE IS NO LONGER COLLECTING THIS DATA. LEAVE BLANK. Enter a single space to leave entry blank.
Educator ID (EID)	10	Unique EID assigned by KSDE. Not required if SSN is entered. Enter a single space if leaving entry blank.
Co-Educator EID	10	Unique EID assigned by KSDE. Leave blank if not applicable. Enter a single space if leaving entry blank.

Note: **SPED course numbers** enter in Subject # column. **SPED type** codes enter in SPED/ESOL Type column.

Educator Type and Description

Educator Type Code	Description
1	Elementary/Preschool (Grades Pre-K-6)
2	Middle School (Grades 5-8)
3	Secondary (Grades 9-12)
4	Special Education/English to Speakers of Other Languages (Grades Pre-K-12)
5	Career and Technical Education (Grades 7-12)
6	School Specialist (Library Media Specialist, Reading Specialist, School Counselor, School Psychologist) (Grades Pre-K-12)
7	School Support (Virtual Course Monitor, Career Exploration or Character Education, Homebound, Substitute-Contracted, Educator Leader, Academic Coach)
8	Leadership/Administration (Grades Pre-K-12)

Special Education Type and Description

Special Education Type Code	Description
001	High Incidence (Adaptive) Special Education
002	Deaf or Hard-of-Hearing
003	Visually Impaired
004	English to Speakers of Other Languages (ESOL)
005	Low Incidence (Functional) Special Education
006	Gifted
007	Adaptive PE

Examples of Assignments files:

3 123121234 9876 1 80001 0 0 0 0 1 0 0 0 0 0 0 0 0 1

OR

3,123121234,9876,1,80001,0,0,0,0,1,0,0,0,0,0,0,0,0,1,,,,,

3 999999999 8888 4 02001 0 0 0 0 0 0 0 0 0 0 1 1 0 0 4 002 1234567890

OR

3,999999999,8888,4,02001,0,0,0,0,0,0,0,0,0,0,1,1,0,0,4,002,,,1234567890,

3 123121234 3579 5 21006 0 0 0 0 0 0 0 0 0 0 0 1 1 3 14.0101 2468013579

OR

3,123121234,3579,5,21006,0,0,0,0,0,0,0,0,0,0,0,1,1,3,,14.0101,,,2468013579

Shared Staff FTE data (uploaded by Hiring District)

One record, **consisting of 7 columns**, for each educator for each building.

Data Item	Maximum # of Characters	Description
Table Code	1	The code indicates this is Shared Staff FTE data. This code must be a 6.
SSN	9	The SSN of the educator in the format 999999999 . Do not enter hyphens.
Receiving District #	5	A unique five-digit number assigned to the receiving district by the KSDE in the format D0###.
Receiving Building #	4	A unique four-digit number assigned to the building by the KSDE. Required only for private schools. Leave blank for public schools. Enter a single space if leaving entry blank.
FTE	4	The Full-time Equivalency of the individual in the format of 9.99 (include the decimal point)
Educator ID (EID)	10	Unique EID assigned by KSDE. Not required if SSN is entered. Enter a single space if leaving entry blank.
Shared Only	1	Educator is shared with other districts only and does not have an assignment in hiring district (single space = No, 1=Yes) Enter a single space if leaving entry blank.

Examples of Shared Staff FTE files:

6 999999999 D0340 0.5 1

OR

6,999999999,D0340,,0.5,,1

6 123121234 Z0039 8572 0.25

OR

6,123121234,Z0029,8572,0.25,

Shared Staff Assignment Data (uploaded by Receiving District)

One record, **consisting of 28 columns**, for each assignment for each educator for each building.

Data Item	Maximum # of Characters	Description
Table Code	1	The code indicates this is Shared Staff Assignment data. This code must be a 5.
SSN	9	The SSN of the educator in the format 999999999 . Do not enter hyphens.
Building #	4	A unique four-digit number assigned to the building by the KSDE.
Educator Type	1	See table below for Educator Type Codes and Descriptions .
Subject #	5	The five digit Kansas Course Code for the educator's assignment. A list of subject numbers is available in the License Personnel Guide.
Pre-Kindergarten	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Kindergarten	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 1	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 2	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 3	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 4	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 5	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 6	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 7	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 8	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.

APPENDICES | APPENDIX C: DATA IMPORT FILE SPECIFICATIONS

Data Item	Maximum # of Characters	Description
Grade 9	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 10	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 11	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Grade 12	1	Indicates whether the educator is teaching students at this grade level in this assignment. Enter 0 = No or 1 = Yes.
Class Count	2	The number of classes taught in the current subject.
SPED/ESOL Type	3	See table below for SPED/ESOL Type Codes and Descriptions . Enter a single space if leaving entry blank.
Pathway	7	The CIP Code found in the Career Cluster Guidance Handbook or Licensed Personnel Guide. The CIP Code should be a numerical code in the format of XX.XXXX. Leave blank if not applicable. Enter a single space if leaving entry blank.
JAG Course	1	KSDE IS NO LONGER COLLECTING THIS DATA. LEAVE BLANK. Enter a single space to leave entry blank
Educator ID (EID)	10	Unique EID assigned by KSDE. Not required if SSN is entered. Enter a single space if leaving entry blank.
Co-Educator EID	10	Unique EID assigned by KSDE. Leave blank if not applicable. Enter a single space if leaving entry blank..
Hiring District	5	A unique five-digit number assigned to the Hiring district by KSDE.
Hiring Building	4	A unique four-digit number assigned to the Hiring building by KSDE. The building number is only needed if the building is a private building. If the hiring district/building is public, the field can be left blank. Enter a single space if leaving entry blank.
Name	30	Name of the educator. Enter a single space if leaving entry blank.

Educator Type and Description

Educator Type Code	Description
1	Elementary/Preschool (Grades EC-6)
2	Middle School (Grades 5-8)
3	Secondary (Grades 9-12)
4	Special Education/English to Speakers of Other Languages (Grades Pre-K-12)
5	Career and Technical Education (Grades 7-12)
6	School Specialist (Library Media Specialist, Reading Specialist, School Counselor, School Psychologist)
7	School Support (Career Exploration or Character Education, Virtual Course Monitor, Homebound, In-School Suspension, Substitute-Contracted, Staff Development, Educator Leader, Academic Coach, Full Release Mentor Educator)
8	Leadership/Administration

Special Education Type and Description

Special Education Type Code	Description
001	High Incidence (Adaptive) Special Education
002	Deaf or Hard-of-Hearing
003	Visually Impaired
004	English to Speakers of Other Languages (ESOL)
005	Low Incidence (Functional) Special Education
006	Gifted
007	Adaptive PE

Examples of Shared Staff files:

5 999999999 8888 3 02001 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 4 1234567890 2468013579 D0608 John Smith
OR

5,999999999,8888,3,02001,0,0,0,0,0,0,0,0,0,0,0,0,0,0,1,4,,,,,1234567890,2468013579,D0608,,John Smith

5 123121234 2468 4 94001 1 1 1 1 1 1 1 1 0 0 0 0 0 0 1 001 Z0029 8566

OR

5,123121234,2468,4,94001,1,1,1,1,1,1,1,1,0,0,0,0,0,0,1,001,,,,,Z0029,8566,

Vacancy Data

One record, **consisting of 8 columns**, for each vacant assignment.

Data Item	Maximum # of Characters	Description
Table Code	1	The code indicates this is Vacancy data. This code must be an 8.
Educator Type	2	Educator Type of the vacant position. See table below for Educator Type Codes and Descriptions .
Subject Area	2	Two-digit subject area number of the vacant position. A list of subject area numbers is available in the License Personnel Guide. See table below for subject area ranges. Enter a single space if leaving entry blank.
Course or SPED/ESOL Type	3	Three-digit course number or SPED/ESOL type for the vacant position. A list of course numbers is available in the License Personnel Guide. See table below for SPED/ESOL Codes and Descriptions. Enter a single space if leaving entry blank.
All Level Endorsement	1	Indicates a PRK-12 endorsement (without regard to a specific educator type). See table below for All Level Endorsement Codes and Descriptions. Enter a single space if leaving entry blank.
CTE Industry	1	Indicates there is a CTE Industry vacancy. See table below for CTE Industry Codes and Descriptions. Enter a single space if leaving entry blank.
Semester	1	The semester of the vacancy report. Enter 0 for Fall, 1 for Spring.
Vacancy Reason	1	See table below for Vacancy Reason Codes and Descriptions .

Some of the columns in the Vacancy data file will remain blank. **Enter a single space if leaving entry blank.**

Data Item

The table below shows which columns will have an entry, based on the Data Item.

Data Item	Enter Data Item for:
Table Code	ALL Educator Types
Educator Type	ALL Educator Types
Subject Area	ONLY Educator Types 2,3,4,6,7,8
Course or SPED/ESOL Type	ONLY Educator Types 4,6,7,8
All Level Endorsement	ONLY Educator Type 99
CTE Industry	ONLY Educator Type 5
Semester	ALL Educator Types
Vacancy Reason	ALL Educator Types

Educator Types and Descriptions

Educator Type Code	Description
91	Elementary
92	Preschool
2	Middle School
3	Secondary
4	SPED/ESOL
5	CTE
6	School Specialist
7	School Support
8	Leadership/Administration
99	All Level Endorsement

Educator Type Codes and Subject Area Codes

Educator Type Code	Subject Area Code Ranges
91	Leave Subject column blank
92	Leave Subject column blank
2	51-72
3	01-22
4	94
5	Leave Subject column blank
6	96
7	91, 93
8	91
99	Leave Subject column blank

SPED/ESOL Type Codes and Description

Type Code	Description
001	High Incidence SPED
002	Deaf or Hard-of-Hearing
003	Visually Impaired
004	ESOL
005	Low Incidence SPED
006	Gifted
007	Adaptive PE

All-Level Endorsement Codes and Descriptions

All-Level Endorsement Code	Description
1	Art
2	Health
3	Instrumental Music
4	Music
5	Physical Education
6	Vocal Music
7	World Languages

CTE Industry Codes and Descriptions

CTE Industry Code	Description
1	Agriculture
2	Business
3	Design, Production and Repair
5	Health and Human Services
6	Media and Technology
7	Public Services

Vacancy Reason Codes and Descriptions

Vacancy Reason Code	Description
2	Budget
4	No applicants
5	No fully qualified applicants based on endorsement area
6	No fully qualified applicants based on professional attributes
7	Preferred a specific non-fully qualified applicant over fully qualified applicant
8	Qualified applicant refused offer for position

Examples of Vacancy files:

8 91 1 8 Elem spring vacancy because qualified applicant refused offer for position

OR

8,91,,,,,1,8

8 3 05 2 5 HS fine and performing arts fall vacancy because no applicants had the endorsement

OR

8,3,05,,,,,2,5

8 4 94 002 1 4 SPED/ESOL deaf or hard-of-hearing spring vacancy because there were no applicants

OR

8,4,94,002,,,1,4

8 5 6 1 2 CTE spring vacancy in the media and technology industry because of budget

OR

8,5,,,,,6,1,2

8 8 91 010 2 6 Lead/Adm supt fall vacancy because no applicants had appropriate professional attributes

OR

8,8,91,010,,,2,6

8 99 1 2 7 All Level Endorsement art fall vacancy because preferred a non-qualified applicant

OR

8,99,,,1,,2,7

Structured Literacy Data

One record, **consisting of 8 columns**, for each educator who has either earned the Seal of Literacy or is currently enrolled in a state approved training program.

Data Item	Maximum # of Characters	Description:
Table Code	1	The code indicates this is Structured Literacy data. This code must be a 9.
Educator ID (EID)	10	Unique EID assigned by KSDE.
First Name	45	The first name of the educator.
Last Name	45	The last name of the educator.
Structured Literacy Training Program (SLTP)	1	Is the educator enrolled in or has completed a Structured Literacy Training Program (SLTP)? Enter 0 for No, 1 for Yes.
Completion or Projected Completion Date	10	SLTP completion date (or projected date if currently enrolled) in MM/DD/YYYY format. If No is entered for SLTP, leave blank.
Educator Position	1	See table for Educator Position Codes and Descriptions. If No is entered for SLTP, use 0.
Educator Training Program	2	See table for Training Program Codes and Descriptions. If No is entered for SLTP, use 0.

Examples of Structured Literacy files:

9 5321246347 Dean Martin 0 0 0

OR

9,5321246347,Dean,Martin,0,,0,0

9 5524828347 Frank Sinatra 1 09/10/2025 3 10

OR

9,5524828347,Frank,Sinatra,1,09/10/2025,3,10

Educator Position Codes

Educator Position Code	Position
0	N/A
1	Elementary Teacher
2	Elementary SPED Teacher
3	Elementary School Psychologist
4	Elementary Reading Specialist
5	Elementary Administrator
6	Early Childhood Teacher
7	Other

Educator Training Codes

Educator Training Program Code	Training Program
0	N/A
1	LETRS for Elementary Educators
2	LETRS for Early Childhood Educators
3	LETRS for Administrators
4	Pathways to Proficient Reading
5	Pathways to Proficient Reading Secondary
6	Pathways to Literacy Leadership
7	Keys to Beginning Reading
8	Foundations of the Science of Reading Course
9	Structured Literacy Intervention Specialist Course
10	R.E.A.D. Redefined



Kansas State Board of Education

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Vision

Kansas leads the world in the success of each student.

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

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District 9

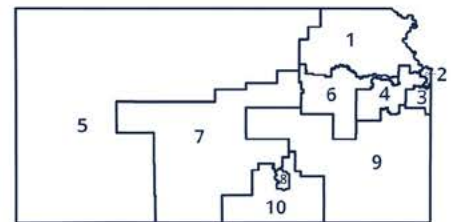


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Kansas divided into the ten State Board of Education districts.



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May 27, 2026

For more information, contact:

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