Early Childhood Data System

- Kindergarten Data Submission 2018 – 2019
- Timeline
- Exemption
- TEDS
- Converter & Validation Tool
- ECDS Data Upload
- Prepare/Finalize Process
ECDS Submission Timelines

<table>
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<tr>
<th>2018-2019 Submission Timelines</th>
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</thead>
<tbody>
<tr>
<td><strong>Kindergarten Submission</strong></td>
</tr>
<tr>
<td>PEIMS and TSDS collections ready for users to load data into eDM</td>
</tr>
<tr>
<td>ECDS ready for users to promote data</td>
</tr>
<tr>
<td><strong>ECDS submission due for LEAs</strong></td>
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<td><strong>Prekindergarten Submission</strong></td>
</tr>
<tr>
<td>PEIMS and TSDS collections ready for users to load data into eDM</td>
</tr>
<tr>
<td>ECDS ready for users to promote data</td>
</tr>
<tr>
<td>Private Prekindergarten application deadline for BPD (Business Partner Directory) Org number</td>
</tr>
<tr>
<td><strong>ECDS submission due for LEAs and Private Prekindergarten Organizations</strong></td>
</tr>
</tbody>
</table>

*Local Education Agencies (LEAs) registered with TEA with year-round tracks ending later than July 18, 2019 may delay the ECDS submission until two weeks following completion of the latest year-round track or August 15, 2019 whichever comes first.

The reporting of kindergarten program data for ECDS is **mandatory** for all public-school districts and open-enrollment charter schools that **administer** a Commissioner Approved Kindergarten assessment instrument.

EXEMPTION

An LEA is exempt from the ECDS state reporting if they are using assessments other than those listed on the Commissioner’s List of Approved KG Assessment Instruments for kindergarten student diagnostics. The LEA should notify TEA of its choice of diagnostic by completing the **Alternate Assessment Form** (see below for link) and email Stephanie Smelley. They must also retain the assessment data should TEA decide to collect the data at a later date.

If your district is exempt, you must complete the [Alternate Assessment Form](#) and email Stephanie Smelley at ssmelley@esc11.net with the following information:

- District Name
- Contact Name/Title
- Type of Assessment Administered
Commissioner’s List of Reading Instruments (DC154)

Due to the frequent changing of the Commissioner’s List please click on the link below:

TSDS TEDS 2018-2019: Assessment Specifications

TEA Login (TEAL) Access

The Texas Education Agency Login (TEAL) application is your security gateway to TEA web applications and resources. This portal allows you to request secure access to TEA applications and to manage your user account information.

The LEA will need two ECDS roles, one to load data and one to approve data.

- **ODS Data Loader** – The person designated to load ECDS data will need this role. This is a TSDS Portal role and also provides access to the TSDS Data Transfer Utility (DTU).

- **ECDS Data Approver** – The person designated to approve the data will need this role. This is a TSDS Portal role.

See document titled **TEAL – Apply for ECDS Access** for detailed instructions.

Loading ECDS Data

<table>
<thead>
<tr>
<th>PEIMS Summer Collection</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECDS Kindergarten</td>
<td>EducationOrganization</td>
</tr>
<tr>
<td>ECDS PK</td>
<td>MasterSchedule</td>
</tr>
<tr>
<td></td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>StudentEnrollment</td>
</tr>
<tr>
<td></td>
<td>Staff Association</td>
</tr>
<tr>
<td></td>
<td>*StudentParent</td>
</tr>
<tr>
<td></td>
<td>AssessmentMetaData</td>
</tr>
<tr>
<td></td>
<td>StudentAssessment</td>
</tr>
<tr>
<td></td>
<td>StudentProgram</td>
</tr>
<tr>
<td></td>
<td>StudentAttendance</td>
</tr>
</tbody>
</table>

*Dashboard LEAs submitting ECDS Kindergarten data will use the Dashboard StudentParentExtension file.*
Reminder: E1440 Home Room Indicator will be used to designate the KG teacher who administered the Commissioner approved assessment.

The StudentSectionAssociation with a HOME-ROOM-INDICATOR (E1440) OF "true" must have a TeacherSectionAssociationExtension where the teacher is the one who administered the Commissioner approved assessment. This must be reported for all kindergarten students for the Early Childhood Data System (ECDS) collection.

TxEIS Example:

Maintenance > Master Schedule > Campus Schedule > Section Tab
TSDS - Texas Education Data Standards (TEDS)

To Access the ECDS Specifications Document and the ECDS Collection Template:

http://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS_Latest_Release/

TSDS Core Collections

Early Childhood Data System
Converter & Validation Tool (v.3.79.0)

Download the latest tool at TEAL > Texas Student Data System Portal > Utilities

Help Menu

- **Help** – Directs you to the TSDS Conversion and Validation Tool User Guide
- **About** – View the version number
Converting Spreadsheets

LEA’s no longer need to convert the assessment spreadsheet. The LEA’s assessment vendor will provide the ECDS assessment data directly to the LEA in TEDS-compliant XML format. The LEA will load the assessment data files into TSDS.

Validating XML Data

1. Select File > Validation Tool. The Validation Tool opens in a separate window.

2. Select the School Year 2018-2019.
3. Select the Collection > TSDS.
4. Click the folder icon to browse for and select the ECDS files (3).
5. Click **Process Files**. The results of the validation are reported in the status field.
6. If you have files that Fail, you can click on the file name and click the Details button.

- From this page, you can click Print All Errors or Export All Errors to export them to a spreadsheet.
TSDS – ECDS Data Upload

The TSDS portal is your way to access any of the TSDS applications or utilities to which you have access. The tabs that appear on the portal depend upon the access that you have been granted in TEAL.

The eDM Data Loads tool allows users to load data from their local systems to TSDS.

1. Log in to TEAL and select Texas Student Data System Portal.
2. On the Home screen select Manage Data Loads.
3. Under **Interchange Menu**, select **Interchange Upload**.

4. Select the **Interchange Collection** from the drop-down menu (2019 TSDS).

5. Click the **Browse** button for **File 1** and select the file from your computer.

6. **Repeat** Step 5 for any files you want to load.

**Note:** Files must be loaded in the following order:

- **InterchangeAssessmentMetaData**
- **InterchangeStudentParent** *(TSDS Dashboard districts DO NOT load)*
- **InterchangeStudentAssessment**

7. Click **Upload**. The files are validated and uploaded to the File Manager.

8. Once the files have completely uploaded, the **File Manager** screen appears.
The files will be processed for errors.

Any files with errors will have a red icon in the status column. To view errors, click on the spyglass and scroll to the bottom of the screen and open the .TAB file.

Make all corrections necessary in the Excel Template, run the Conversion and Validation Tool again, and resubmit the files.

9. Once all the files have a green check mark in the status column, select all of the files and click Add to Batch.

10. Select the View Batch button. From this screen you may add comments regarding the batch, remove files from the batch, or process the batch.

11. To remove files from the batch, select the appropriate files and click Remove from Batch.

12. To process the batch, select the appropriate files and click Process Batch.
13. The **Batch Manager** screen appears with a list and status of all batches that have been processed. Batches can have a completed status with errors (red X) or no errors (green checkmark).

14. To view the files with errors, click the spyglass to open the batch and then click on the spyglass next to the file with errors.

15. To view the actual errors, click on the spyglass next to the .TAB file. Click **Cancel** to return to previous screens.
16. Make corrections as needed in the template, run the conversion and validation again, and resubmit.

17. **Logout** and **Exit** programs.
TSDS – Core Collection

The Early Childhood Data System (ECDS) is included in the TSDS Core Collection application. LEAs are required to submit demographic, classroom link and special program data elements for the 2018 – 2019 ECDS Kindergarten Collection. These elements will be submitted by the LEA through the TSDS Collection.

1. Click on the Core Collection link.
2. Click on the Prepare/Finalize Data button.
3. The default options are **ECDS, 2018 – 2019, and KG**. Verify the information is correct and click **Go**.

4. Click **Prepare**. This will move the ODS PEIMS Summer data and the ECDS KG Assessment data into the Core Data Mart.

5. Verify the record count for each category. Data Status will be **Prepared**.

6. Review and make sure all records were inserted for the Basic (PEIMS) and Assessment (ECDS Template) Subcategories.
**Prepare / Finalize Submission**

LEA Data Status: **PREPARED**
Organization Name: **PALO PINTO ISD**
Organization ID: 182906
School Year: 2016-2019

**Basic Subcategories**

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Last Prepared on</th>
<th>Prepared by</th>
<th>Records</th>
<th>Error Report</th>
<th>Data Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Organization</td>
<td>Campus</td>
<td>12/07/2018 08:24 AM</td>
<td>jean.caponi</td>
<td>1</td>
<td></td>
<td>PREPARED</td>
</tr>
<tr>
<td>Education Organization</td>
<td>Local Education Agency</td>
<td>12/07/2018 08:24 AM</td>
<td>jean.caponi</td>
<td>1</td>
<td></td>
<td>PREPARED</td>
</tr>
<tr>
<td>Staff</td>
<td>Staff Basic Information</td>
<td>12/07/2018 08:24 AM</td>
<td>jean.caponi</td>
<td>2</td>
<td></td>
<td>PREPARED</td>
</tr>
<tr>
<td>Student</td>
<td>Enrollment</td>
<td>12/07/2018 08:24 AM</td>
<td>jean.caponi</td>
<td>12</td>
<td></td>
<td>PREPARED</td>
</tr>
<tr>
<td>Student</td>
<td>Student Basic Information</td>
<td>12/07/2018 08:24 AM</td>
<td>jean.caponi</td>
<td>12</td>
<td></td>
<td>PREPARED</td>
</tr>
<tr>
<td>Student</td>
<td>Student Section</td>
<td>12/07/2018 08:24 AM</td>
<td>jean.caponi</td>
<td>48</td>
<td></td>
<td>PREPARED</td>
</tr>
</tbody>
</table>

**Assessment Subcategories**

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Last Prepared on</th>
<th>Prepared by</th>
<th>Records</th>
<th>Error Report</th>
<th>Data Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>Assessment Metadata</td>
<td>12/07/2018 08:24 AM</td>
<td>jean.caponi</td>
<td>2</td>
<td></td>
<td>PREPARED</td>
</tr>
<tr>
<td>Student</td>
<td>Student Assessment</td>
<td>12/07/2018 08:24 AM</td>
<td>jean.caponi</td>
<td>9</td>
<td></td>
<td>PREPARED</td>
</tr>
</tbody>
</table>
Errors Messages:

**KG Data will not populate below if PREPARED WITHOUT ASSESSMENTS.**

Message displays if PEIMS demographic data was not loaded into the ODS.

0 Record Count will display for Basic Subcategories.

0 Record Count will display for Assessment Subcategories.
Validations > Validate Submission Data

1. Click on **Validates > Validate Submission Data**.

2. **VERIFY THE SUBMISSION INFORMATION AT THE TOP OF THE SCREEN.** Make any changes by selecting from the pull-down menus.

3. From the **Categories** pull-down menu, select **All Categories**.

4. Enter a **Data Validation Name** (optional).

5. Click **Next** to continue or **Reset** to clear selections.
6. The **Confirm Data Validation** screen appears.

7. Click **Submit**. The **Monitor Data Validations** screen appears; wait for status Completed.
8. Click View to see the Error Details Report.

9. Click the View Reports link.

10. There are four reports available for review.
- The **Assessment Completion** report – this report displays all submitted assessment completion data to help LEAs evaluate whether their collection is complete.

- The **Assessment Summary** report – this report summarizes the results of kindergarten assessments, showing the number and percentage of students who are kindergarten ready or who are not kindergarten ready.

- The **Kindergarten Data Submission** report – this report provides a detailed breakdown of the data submissions for the kindergarten data collection. This report contains all the kindergarten enrollment and assessment data requested on the collection template.

- The **Incomplete Assessment Data** report – this report lists students with incomplete assessment data to assist LEAs and campuses in reviewing their data submissions.
Verify correct KG Assessment Code, Assessment Title, Admin Date, and Score.

Verify correct student KG demographic information: Name, Unique ID, Student ID, DOB, Sex, Hispanic, Race, & IEP info.

Verify Correct KG Homeroom Teacher and UID information.
11. Once all FATAL errors are resolved, WARNINGS and SPECIAL WARNING AND REPORTS are verified users will be able to click the **Complete** button to submit their ECDS KG collection.

Click Prepare/Finalize Submission Link

```
Prepare / Finalize Submission
LEA Data Status: VALIDATED
Organization Name: PALO PINTO ISD
Organization ID: 182906
School Year: 2018-2019
Collection: KG
Total Fatal Errors: 0
Total Subcategories Prepared: 8
Total Subcategories Validated: 8
```

12. Click Complete

```
Prepare / Finalize Submission
LEA Data Status: COMPLETED
Organization Name: SIVELL S BEND ISD
Organization ID: 049909
School Year: 2017-2018
Collection: KG
Total Fatal Errors: 0
Total Subcategories Prepared: 8
Total Subcategories Validated: 8
```

13. Click the **Acknowledge** checkbox to acknowledge that the ECDS KG submission has been validated and reviewed for accuracy.

14. Click the **Confirm** button to finalize the ECDS KG submission.
Reset Submission

If you would like to re-open the ECDS KG collection, you can click on the Reset button which will reactivate the Prepare and Complete buttons.
KNOWN ISSUES:

Special Warning 40110-0179 must be treated as a FATAL

<table>
<thead>
<tr>
<th>40110-0179</th>
<th>IF HOME-ROOM-INDICATOR is reported (not blank), then there must be a student assessment with REPORT-ASSESSMENT-TYPE of “ECDS - PK” or “ECDS - KG”. Home-room-indicator may only be reported for Public Prekindergarten and Kindergarten students.</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>ECDS</td>
</tr>
</tbody>
</table>

- As it is a requirement for the KG ECDS submission to provide student assessment information if the KG student has course/section information, LEAs should resolve this error before completing their KG ECDS submission.

- ESCs and LEAs can use the ECD0-000-002 Assessment Summary report to see if there is a discrepancy between the Students entered and Students Assessments which would indicate 40110-0179 edits have not been resolved.

The report may display NULL record values for all KG students regardless if the student has a student section record with assessment information.

Workaround: LEAs can still complete their KG ECDS submission if NULL records are displaying with the student section and assessment information.
ECDS NOT ASSESSED GUIDANCE CHART

ECDS NOT ASSESSED GUIDANCE CHART

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SCENARIO</th>
<th>ENTER A -999 SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KG student is enrolled in a student section on the day the BOY KG assessment is administered, but did not take the test for whatever reason (Ex: Absent, Opted out by parent, etc.)</td>
<td>YES</td>
</tr>
<tr>
<td>2</td>
<td>KG student enrolls in a student section but withdraws before he takes the BOY KG assessment</td>
<td>NO</td>
</tr>
<tr>
<td>3</td>
<td>KG student enrolls in a student section after the BOY KG assessment is administered</td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SCENARIO</th>
<th>ENTER A -999 SCORE RESULT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PK student is enrolled in a student section on the day the EOY PK assessment is administered, but did not take the test for whatever reason (Ex: Absent, Opted out by parent, etc.)</td>
<td>YES</td>
</tr>
<tr>
<td>2</td>
<td>PK student enrolls in a student section but withdraws before he takes the BOY PK assessment</td>
<td>NO</td>
</tr>
<tr>
<td>3</td>
<td>PK student enrolls in a student section on the day the EOY PK assessment is administered, but did not take the test for whatever reason (Ex: Absent, Opted out by parent, etc.)</td>
<td>YES</td>
</tr>
<tr>
<td>4</td>
<td>PK student enrolls in a student section but withdraws before he takes the BOY PK assessment</td>
<td>NO</td>
</tr>
<tr>
<td>5</td>
<td>PK student enrolls in a student section on the day the EOY PK assessment is administered</td>
<td>NO</td>
</tr>
<tr>
<td>6</td>
<td>PK student enrolls in a student section after the BOY PK assessment is administered</td>
<td>NO</td>
</tr>
<tr>
<td>7</td>
<td>PK student enrolls in a student section after the EOY PK assessment is administered</td>
<td>NO</td>
</tr>
</tbody>
</table>