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

The Early Childhood Data System (ECDS) collection is one of the TSDS Core Collections. This guide covers the submission of prekindergarten (PK) data. (Kindergarten data is submitted separately.) The reporting of PK program data for ECDS is mandatory for all public school districts. The reporting of private PK program data is optional.

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

**The ECDS PK submission is due July 18, 2019.**

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

### Extract Rules and Edits for 2018-2019

### Prerequisites

**Prerequisites:**

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

### Terminology:

- **Interchange:** A file that contains data in the correct format to be transferred to TEA.
- **Complex Type:** A grouping of Elements within an Interchange.
- **Element:** A specific unit of data that must be reported to the TEA.

### Hard-coded elements

The following values are built into the program, are the same each time they are extracted, and cannot be changed by the user:

- **ORGANIZATION-CATEGORY (E1240)** is the classification of the education agency according to
the level of administrative and operational control granted by the state. **This is hard coded in the program as “ESC,” “LEA,” or “School” according to the county-district number.**

- **STUDENT-IDENTIFICATION-SYSTEM (E1090)** is the coding scheme used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a student. **This is hard coded in the program as “State” and the student's SSN is used.**

### I. Before You Extract Data

**IMPORTANT:** This step only applies if you have not begun Summer PEIMS. Do not clear summer data if you are still working on summer PEIMS.

- Clear data from the previous year.

Before proceeding, delete last year's data.

*State Reporting > Utilities > Delete/Clear Tables*
Select **Summer Collection**.

Click **Delete**.

You are prompted to confirm that you want to delete the records.
II. Verify TxEIS Business Data

Verify data for each element in the TxEIS Human Resources (HR) application. It is suggested that you run reports first, and then use the maintenance pages in the HR application to update data where needed.

**Human Resources**

- Human Resources Reports

HR elements can be verified by running the following reports:

*Human Resources > Reports > User Created Reports > HR Report*
Use the HR User Created Report to verify staff demo data.
HRS1600 allows you to view a list of instructors assigned to a particular teacher specialization code that is associated with the PK teacher certification requirement.

- Human Resources > Maintenance > Staff Demo > Demographic Information

Interchange: StaffAssociationExtension
Complex Type: TeacherSectionAssociationExtension

The following element from the TeacherSectionAssociationExtension complex type is included in the ECDS PK submission for the Teacher of Record, Assistant Teacher, and Support Teacher:
TX-UNIQUE-STAFF-ID **Texas Unique Staff ID** (E1524) is the unique number assigned to a staff member by the TEA.

**Interchange: StaffAssociationExtension**  
**Complex Type: StaffExtension**

The following elements from the *StaffExtension* complex type are included in the ECDS PK submission for the *Teacher of Record, Assistant Teacher, and Support Teacher*:

- **FIRST-NAME Legal - First** (E0703) is the employee’s legal first name. Do not use an initial unless an initial is the legal first name.
- **LAST-NAME Legal - Last** (E0705) is the employee’s legal last name.

- **Human Resources > Tables > Credential > Teaching Specialization**

<table>
<thead>
<tr>
<th>Teaching Spec Code</th>
<th>Teaching Description</th>
<th>PEIMS PK Teacher Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY</td>
<td>PHYSICS</td>
<td>01 Certification offered through an AMI or MACTE accredited center</td>
</tr>
<tr>
<td>PK1</td>
<td>EARLY CHILDHOOD 01</td>
<td>02 At least 8 yr experience teaching in nati accredited child care pgm</td>
</tr>
<tr>
<td>PK2</td>
<td>EARLY CHILDHOOD 02</td>
<td>03 Employed as PK teacher in district where PK prof development is met</td>
</tr>
<tr>
<td>PK3</td>
<td>EARLY CHILDHOOD 03</td>
<td>04 A grad or undergraduate degree in early childhood ed or early childhood spec</td>
</tr>
<tr>
<td>PK4</td>
<td>EARLY CHILDHOOD 04</td>
<td>05 A Child Development Associate (CDA) credential</td>
</tr>
<tr>
<td>PK5</td>
<td>EARLY CHILDHOOD 05</td>
<td>06 Documented completion of the TSC Comprehensive</td>
</tr>
<tr>
<td>PKB</td>
<td>EARLY CHILDHOOD 06</td>
<td></td>
</tr>
<tr>
<td>PCR</td>
<td>PORTUGUESE</td>
<td></td>
</tr>
<tr>
<td>PFL</td>
<td>PRINCIPAL</td>
<td></td>
</tr>
<tr>
<td>PMC</td>
<td>PRINCIPAL (1995-1998)</td>
<td></td>
</tr>
<tr>
<td>PRI</td>
<td>PRINCIPAL (1994-1998)</td>
<td></td>
</tr>
</tbody>
</table>

**Interchange: StaffAssociationExtension**  
**Complex Type: StaffExtension**

The **PEIMS PK Teacher Requirement** field is used to indicate if a particular teaching specialization code is associated with required additional qualifications for the High Quality Prekindergarten grant.
Setting up codes for all six PEIMS PK Teacher Requirement codes (one for each code in table C207) is recommended but not required.

- Human Resources > Maintenance > Staff Demo > Credentials

![Image of Staff Extension Complex Type]

Interchange: StaffAssociationExtension
Complex Type: StaffExtension

The following element from the StaffExtension complex type is included in the ECDS PK submission:

- PK-TEACHER-REQUIREMENT PEIMS PK Teacher Requirement/Teaching Specialization (E1581) (Code table: C207) indicates how the instructor meets the requirement for prekindergarten certification.

### III. Verify TxEIS Student Data

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

#### Grade Reporting

- Grade Reporting Reports

Grade Reporting elements can be verified by running the following reports:
For PK course-sections, verify the instructor's **Class Role, Entry Date, Withdraw Date**, as well as **PK Curr, High Qual PK, Stu Instr, PK Sch Type, PK Prog Eval Type**, and **Home Room Ind**.

For PK course-sections, verify the **Crs Dt Entry** and **Crs Dt Withdraw** fields for all students.
Interchange: MasterScheduleExtension
Complex Type: SectionExtension

The following element from the SectionExtension complex type is included in the ECDS PK submission:

- **PK-CURRICULA PK Curricula** (E1579) (Code table: C206) is the curricula used in the district’s prekindergarten program section.

- **HIGH-QUALITY-PK-PROGRAM INDICATOR High Qual PK Prog** (E1580) (Code table: C088) indicates if the campus participates in qualifying High Quality Grant Program Funding.

- **STUDENT-INSTRUCTION Stu Instr** (E1558) (Code table: C210) indicates if the student attends full day, half day morning, or half day afternoon. This only applies to course-sections that use the prekindergarten service ID (01010000).

- **PK-SCHOOL-TYPE PK Sch Type** (E1555) (Code table: C209) indicates the PK program offered at the campus for that course-section.

- **PROGRAM-EVALUATION-TYPE PK Prog Eval Type** (E1626) (Code table: C216) indicates the type of program evaluation tool used for each High Quality PK course-section (service ID 01010000). The field is required if service ID is 01010000.
**Interchange: StudentEnrollmentExtension**  
**Complex Type: StudentSectionExtension**

The following element from the `StudentSectionExtension` complex type is included in the ECDS PK submission:

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

**IMPORTANT:** Be sure **Home Room Ind** is selected for at least one class for all PK students, and that the student was enrolled in this class on the reading assessment date.

- A student can only have one home room selected. (This is a new TEA edit for 2018-2019.)
- If a student was in one homeroom from the beginning of the school year, then moved to another home room on December 1 (for example), but tested in the first home room class, the second class must not have the homeroom indicator set.

The home room indicator identifies the instructor in the ECDS PK system who will be used in the ECDS PK reports. For each PK homeroom **Instructor**, verify the following on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor**:

- The instructor must not be excluded from PEIMS Reporting. Be sure **Exclude from PEIMS** is not selected.
- The instructor must have a valid **Staff ID** or **SSN**.

**Interchange: StaffAssociationExtension**  
**Complex Type: TeacherSectionAssociationExtension**

The following elements from the `TeacherSectionAssociationExtension` complex type are included in the ECDS PK submission for the **Teacher of Record, Assistant Teacher, and Support Teacher**:
☐ CLASS-ROLE **Class Role** (E1067) (Code table: C180) indicates the role served by an instructor for a class, such as Teacher of Record, Assistant Teacher, or Support Teacher.

**NOTE:** For the ECDS PK submission, Class Role 01 (Teacher of Record) and 02 (Assistant Teacher) will be extracted for the TeacherSectionAssociationExtension. Class Role 03 (Support Teacher) is extracted for the StaffExtension complex type.

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

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

- Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign

**Interchange: StudentEnrollmentExtension**  
**Complex Type: StudentSectionAssociation**

For the ECDS PK submission, one StudentSectionAssociation complex type data record must be reported for each reportable course from TEDS code table C022 (service ID table) that was attempted or completed by each PK student in membership.

☐ STUDENT-BEGIN-DATE **Entry Date** (E1069) is the date(s) the student was assigned, or reassigned, to a particular course-section in the current school year. For the ECDS PK submission, this identifies the first date a student was assigned to the class in the current school year.

☐ STUDENT-END-DATE **WD Date** (E1070) is the last date(s) the student was assigned, or reassigned to a particular course-section in the current school year. For the ECDS PK submission, this identifies the last date a student was assigned to the class in the current school year.
Registration

- **Registration Reports**

Student registration elements can be verified by running the following reports:

**Registration > Reports > Create Registration Report**

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

**Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Changes by Program**
Set the **Print Enroll Records** parameter to Y to verify student entry and withdrawal dates.

Set the **Print Special Ed Records**, **Print Bilingual/ESL Records**, and **Print PK Enroll** records.
Records parameters to Y to verify program information. These reports can be run individually.

- Registration > Maintenance > Student Enrollment > Demo1

Interchange: StudentExtension
Complex Type: StudentExtension

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

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

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

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

- **TX-UNIQUE-STUDENT-ID Texas Unique Student ID** (E1523) is a unique number assigned to a student by TEA.

- **SEX-CODE Sex** (E0004) (Code table: C013) indicates the student’s gender.

- **DATE-OF-BIRTH DOB** (E0006) is the month, day, and year of the student’s birth.

- **HISPANIC-LATINO-CODE Hispanic/Latino** (E1064) (Code table: C088) indicates a
person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

- **WHITE-CODE White** (E1063) (Code table: C088) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

- **BLACK-AFRICAN-AMERICAN-CODE Black/African American** (E1061) (Code table: C088) indicates a person having origins in any of the black racial groups of Africa.

- **ASIAN-CODE Asian** (E1060) (Code table: C088) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

- **AMERICAN-INDIAN-ALASKA-NATIVE-CODE American Indian/ Alaskan Native** (E1059) (Code table: C088) indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

- **NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE Hawaiian/Pacific Isl** (E1062) (Code table: C088) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- **ECONOMIC-DISADVANTAGE-CODE Eco Disadvan** (E0785) (Code table: C054) is the student’s economic disadvantage status based on his latest status at the end of the school year or at the end of the student’s enrollment period; whichever comes last. The status may be derived from National School Lunch Program (NSLP) indicators such as family income or a survey instrument created by the LEA. For Submission 3, it is reported based on a student’s last status at the end of the school year or at the end of the student’s enrollment period; whichever comes last.

**Interchange: StudentEnrollmentExtension**

**Complex Type: StudentSchoolAssociationExtension**

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

- **GRADE-LEVEL-CODE Grade** (E0017) (Code table: C050) is the student’s current grade level.

- **Registration > Maintenance > Student Enrollment > W/R Enroll**
Interchange: StudentAttendanceExtension
Complex Type: BasicReportingPeriod Attendance Extension

The following elements from the BasicReportingPeriodAttendance Extension complex type are included in the ECDS PK submission:

- INSTRUCTIONAL-TRACK-INDICATOR-CODE Track (E0975) is a unique campus calendar of school days for a particular group of students on a campus.

- Registration > Maintenance > Student Enrollment > SpecEd

Interchange: StudentProgramExtension
Complex Type: StudentProgramExtension

The following elements from the StudentProgramExtension complex type are included in the ECDS PK submission:

- SPECIAL-ED-INDICATOR-CODE Entry/Exit Date and Instrl Set (E0794) (Code table: C088) indicate if the student is participating in a special education instructional and related services program, or a general education program using special education support services, supplementary aids, or other special arrangements.

- Registration > Maintenance > Student Enrollment > Bil/ESL
Interchange: StudentExtension
Complex Type: StudentExtension

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

- LEP-INDICATOR-CODE **LEP Cd** (E0790) (Code table: C061) indicates if the student has been identified as limited English proficient.

**IMPORTANT:** The **LEP Code** cannot be updated from the State Reporting Summer Student Demo Maintenance page. It must be correct on this tab so that it is correct in the `Student` interchange.

- Registration > Maintenance > Student Enrollment > PK Enroll
The following elements from the `BasicReportingPeriodAttendanceExtension` complex type are included in the ECDS PK submission:

- **PK-PROGRAM-TYPE-CODE PK Program Code** (E1078) (Code table: C185) is the length of the student’s PK instructional day. The code is required for all PK students reported in the ECDS PK submission.

- **PRIMARY-PK-FUNDING-SOURCE-CODE PK Funding Source** (E1079) (Code table: C186) indicates the primary source of funding for the PK student.

- **SECONDARY-PK-FUNDING-SOURCE-CODE PK Secondary Funding** (E1080) (Code table: C186) indicates the secondary source of funding for the PK student.

### IV. Extract Data

- Extract summer data.
State Reporting > Extracts > Summer

CAUTION! Each time you extract data, you overwrite the data in the frozen files (i.e., State Reporting maintenance pages), including any data that was manually entered.

Ending School Year: 2019
(Display only) The submission year as entered in the Submission Year field on State Reporting > Options is displayed.
For the 2018-2019 ECDS PK submission, the field should display 2019.
For the ECDS PK submission, select the following:

- **Attendance**
  Select to extract attendance data.
  **Semester to Extract**: For the ECDS PK submission, the field should be set to *All*.

- **Course Extracts**
  **NOTE**: You can select to run the Classroom Link and Course Completions extracts individually; however, the program expects the Classroom Link extract to be run first. If you select to extract Course Completion data but do not select to extract Classroom Link data, the program verifies that Classroom Link records exist for the current school year. If they do not exist, a message is displayed and no data is extracted.

- **Classroom Link**
  The extract does the following:
  - All existing course-section and teacher class assignment records are deleted. Staff demographic records are not deleted in order to accommodate districts that manually update staff demographic data or merge staff demographic data from a TEA file.
  - Course-section data is selected for all course-sections in the master schedule that have student enrollment, and a record is created for each course-section.
  - Teacher class assignment records are created if the non campus-based instruction code for the course-section is 00 or blank. If a course-section has multiple teachers (multiple meeting times), a record is created for each teacher.
  - The begin and end dates on the teacher class assignment record captures the classroom assignments for classroom teachers records are extracted from the meeting time records for each course-section in Grade Reporting.
  
  If the end date is blank, the latest semester end date for the campus is used. If there are multiple tracks, the end date for the track that ends on the latest date is used. The date will be adjusted as needed when the course completion extract is run. Example: At campus 001, track 1 ends on 5/29/20, and track 4 ends on 6/5/20. The end date for all records will be 6/5/20.

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

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

  - If a duplicate record is found when attempting to add a staff demographic record, the first and last names on the two records with the same staff ID are compared.
  
  If the names match and the staff demographic data is being extracted from HR, the record in TxEIS State Reporting is updated.

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

- **Flexible Attendance**
  Select to extract the following data: *InterchangeStudentExtension* and *InterchangeStudentAttendanceExtension*. 
Email (Optional) Type your email address if you wish to receive email notification when the extract is complete.

☐ Click Run.

A message is displayed indicating that the extract is in progress.

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

Monitor the status of extracts.

Once you run the extract utility, you can either wait for an email notification that the extract(s) are complete, or view the status of the extract(s) on Extracts > Extracts Status.

Email Notification

If you typed your email address when you ran the extract, an email message is delivered to your Inbox once the extract is completed. You will receive a separate message for each summer extract.

Examples:
Once you receive this email message, you can go to the Extract Status page to view reports.

**Extract Status Page**

**State Reporting > Extracts > Extract Status**

The Extract Status page allows you to review the status and completion of extracts (i.e., jobs). Once an extract is completed, you can view and print the associated reports.

**Extract Type**
Select the extract type for which you want to check job status or completion.

- The list of jobs for the selected extract type is displayed, sorted by date in descending order.
- The data can be re-sorted.

A white triangle is displayed in the heading row next to the column by which the grid is currently sorted. If the column is sorted in ascending order, the triangle points up. If the column is sorted in descending order, the triangle points down.

- To re-sort data in the grid, click the underlined column heading. It will sort in ascending order.
- Click it again to sort in descending order.

<table>
<thead>
<tr>
<th>Job ID</th>
<th>The unique ID for each job is displayed. The number is automatically generated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Status</td>
<td>“In Progress,” “Failed,” or “Completed” is displayed for each job listed.</td>
</tr>
<tr>
<td>Job Status</td>
<td>“In Progress” is displayed until the extract is complete.</td>
</tr>
<tr>
<td>Job Status</td>
<td>Once the extract is complete, “Completed” is displayed, and the Job End field displays the date and time at which the extract was completed.</td>
</tr>
<tr>
<td>NOTE:</td>
<td>Click Refresh to see the updated status.</td>
</tr>
<tr>
<td>Job Start</td>
<td>The date and time when the job was run is displayed.</td>
</tr>
<tr>
<td>Job End</td>
<td>The date and time when the job was completed is displayed.</td>
</tr>
<tr>
<td>User Name</td>
<td>The name of the person who submitted the job, according to the user ID, is displayed.</td>
</tr>
<tr>
<td>User Email</td>
<td>The user's email address is displayed, as entered on the Extract page.</td>
</tr>
<tr>
<td>School Year</td>
<td>The school year for which the extract was run is displayed.</td>
</tr>
</tbody>
</table>

The following vary by Extract Type:
### Error/Extract Summary

Various error reports may be displayed if errors are encountered. Click **Print Report**. Review and correct all errors.

Student records are not extracted if the following conditions exist:

- Blank or invalid SSN, including 000000000
- Blank Texas Unique Student ID
- Invalid student record status
- Duplicate SSNs (The first student encountered with the SSN is extracted; all others with the same SSN are not extracted.)

Verify the counts for each record type, and determine the reason for each bypassed student.

**If students are bypassed:**

1. Correct data in the student files.
2. Run the **Delete/Clear Tables utility** to delete or clear previous data for the desired tables.
3. Re-extract the data.
4. Verify the data.
5. Repeat until no students are bypassed.

<table>
<thead>
<tr>
<th>Generic Pgm Code</th>
<th>For the Flexible Attendance, Restraint, Student Fall, Course Completion, and Discipline extracts, the code may be displayed if applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>For Attendance extracts only, the semester for which the extract was run is displayed.</td>
</tr>
<tr>
<td>Flex Attendance</td>
<td>For the Attendance extract only, this report provides a list of students participating in flex attendance programs. Review data for accuracy.</td>
</tr>
</tbody>
</table>

Reports can be printed any time, as long as the row is not deleted.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Click to delete any rows selected for deletion.</td>
</tr>
<tr>
<td>Refresh</td>
<td>Re-retrieve the data displayed.</td>
</tr>
<tr>
<td>Print Report</td>
<td>Print the report for the extract (if available).</td>
</tr>
</tbody>
</table>

- Review the Extract Summary report for each extract and correct any errors.
- Correct data and rerun the extract until there are no fatal errors.
V. After you Extract

- Verify and update frozen organization data.

The following Organization data is always maintained from the maintenance pages; there is no extract, unless you used the Import External File utility.

State Reporting > Maintenance > Organization > County District

Interchange: EducationOrganization
Complex Type: LocalEducationAgencyExtension

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

- DISTRICT-ID District ID (E0212) is the identification number registered with the TEA of the district reporting the student.
- DISTRICT-NAME District Name (E0213) is the name of the district as it will appear on your submission data, up to 34 characters.
- FAMILY-ENGAGEMENT-PLAN-LINK Family Engagement Plan Link (E1583) is the website address used by the LEA to provide its Family Engagement Plan. This only applies if you have received the High Quality Prekindergarten grant.

State Reporting > Maintenance > Organization > Campus ID
The following elements from the SchoolExtension complex type are included in the ECDS PK submission:

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

2. Correct frozen data.

You may find extracted data containing incomplete or inaccurate information. Use the TxEIS State Reporting summer maintenance pages to update and correct the data saved in the district database (i.e., frozen data).

**NOTE:** Data on these pages is updated every time data is extracted, including data that is manually entered.

**IMPORTANT:** The LEP Code (LEP-INDICATOR-CODE LEP Cd (E0790)) cannot be updated from the State Reporting Summer Student Demo Maintenance page. It must be correct on Registration > Maintenance > Student Enrollment > Bil/ESL so that it is correct in the Student interchange.
Correct SectionExtension data as needed for the ECDS PK submission.

Cross reference for Course Section page:

<table>
<thead>
<tr>
<th>State Reporting Field</th>
<th>Element</th>
<th>TxEIS Field(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Reporting</td>
<td>Service ID</td>
<td>SERVICE-ID (E0724) (Code table: C022)</td>
</tr>
<tr>
<td></td>
<td>PK Curricula</td>
<td>PK-CURRICULA (E1579) (Code table: C206)</td>
</tr>
<tr>
<td></td>
<td>High Quality PK Program Indicator</td>
<td>HIGH-QUALITY-PK-PROGRAM-INDICATOR (E1580) (Code table: C088)</td>
</tr>
<tr>
<td></td>
<td>Student Instruction</td>
<td>STUDENT-INSTRUCTION (E1558) (Code table: C210)</td>
</tr>
<tr>
<td></td>
<td>PK School Type</td>
<td>PK-SCHOOL-TYPE (E1555) (Code table: C209)</td>
</tr>
<tr>
<td></td>
<td>PK Pgm Eval Type (New for Summer 2019)</td>
<td>PROGRAM-EVALUATION-TYPE (E1626) (Code table: C216)</td>
</tr>
</tbody>
</table>

State Reporting > Maintenance > Summer > Staff > Demo and Experience
Correct StaffExtension data as needed for the ECDS PK submission.

Cross reference for Staff Demo and Experience tab:

<table>
<thead>
<tr>
<th>State Reporting Field</th>
<th>Element</th>
<th>TxEIS Field(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources &gt; Maintenance &gt; Staff Demo &gt; Demographic Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>FIRST-NAME (E0703)</td>
<td>Name - Legal - First</td>
</tr>
<tr>
<td>Last Name</td>
<td>LAST-NAME (E0705)</td>
<td>Name - Legal - Last</td>
</tr>
<tr>
<td>TX Unique Staff ID</td>
<td>TX-UNIQUE-STAFF-ID (E1524)</td>
<td>Texas Unique Staff ID</td>
</tr>
<tr>
<td>Human Resources &gt; Maintenance &gt; Staff Demo &gt; Credentials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PK Teacher Requirement</td>
<td>PK-TEACHER-REQUIREMENT PEIMS (E1581) (Code table: C207)</td>
<td>Teaching Specialization</td>
</tr>
</tbody>
</table>

Correct TeacherSectionAssociationExtension data as needed for the ECDS PK submission.
Cross reference for Teaching Assignments tab:

<table>
<thead>
<tr>
<th>State Reporting Field</th>
<th>Element</th>
<th>TxEIS Field(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Section</td>
<td>Class Role</td>
<td>CLASS-ROLE (E1067) (Code table: C180)</td>
</tr>
<tr>
<td>Begin Date</td>
<td>ASSIGNMENT-BEGIN-DATE (E1065)</td>
<td>Entry Date</td>
</tr>
<tr>
<td>End Date</td>
<td>ASSIGNMENT-END-DATE (E1066)</td>
<td>Withdraw Date</td>
</tr>
</tbody>
</table>

Correct StudentExtension data as needed for the ECDS PK submission.

Cross reference for Student Demo tab:

<table>
<thead>
<tr>
<th>State Reporting Field</th>
<th>Element</th>
<th>TxEIS Field(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</td>
<td>Name (first)</td>
<td>FIRST-NAME (E0703)</td>
</tr>
<tr>
<td></td>
<td>Name (middle)</td>
<td>MIDDLE-NAME (E0704)</td>
</tr>
<tr>
<td></td>
<td>Name (last)</td>
<td>LAST-NAME (E0705)</td>
</tr>
<tr>
<td></td>
<td>Name (generation)</td>
<td>GENERATION-CODE (E0706) (Code table: C012)</td>
</tr>
<tr>
<td></td>
<td>Texas Unique Student ID</td>
<td>TX-UNIQUE-STUDENT-ID (E1523)</td>
</tr>
<tr>
<td></td>
<td>DOB</td>
<td>DATE-OF-BIRTH (E0006)</td>
</tr>
<tr>
<td></td>
<td>Sex</td>
<td>SEX-CODE (E0004) (Code table: C013)</td>
</tr>
<tr>
<td></td>
<td>Grade</td>
<td>GRADE-LEVEL-CODE (E0017) (Code table: C050)</td>
</tr>
<tr>
<td></td>
<td>Hispanic/Latino</td>
<td>HISPANIC-LATINO-CODE (E1064) (Code table: C088)</td>
</tr>
</tbody>
</table>
### State Reporting Field | Element | TxEIS Field(s)
--- | --- | ---
**Races - American Indian** | AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) (Code table: C088) | American Indian/Alaskan Native
**Races - Asian** | ASIAN-CODE (E1060) (Code table: C088) | Asian
**Races - Black** | BLACK-AFRICAN-AMERICAN-CODE (E1061) (Code table: C088) | Black/African American
**Races - Pacific Islander** | NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) (Code table: C088) | Hawaiian/Pacific Islander
**Races - White** | WHITE-CODE (E1063) (Code table: C088) | White
**Economic Disadvantage** | ECONOMIC-DISADVANTAGE-CODE (E0785) (Code table: C054) | Eco Disadvantage

### Registration > Maintenance > Student Enrollment > W/R Enroll Campus
- CAMPUS-ID-OF-ENROLLMENT (E0782)

---

Correct BasicReportingPeriodAttendanceExtension data as needed for the ECDS PK submission.

Cross reference for Basic Att tab:

### State Reporting Field | Element | TxEIS Field(s)
--- | --- | ---
**Registration > Maintenance > Student Enrollment > W/R Enroll Campus** | CAMPUS-ID-OF-ENROLLMENT (E0782) | Entry/Exit Date
**Track** | INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) | Track
**PK Prog Type** | PK-PROGRAM-TYPE-CODE (E1078) | PK Program Code
**Primary PK Fund Source** | PRIMARY-PK-FUNDING-SOURCE-CODE (E1079) | PK Funding Source
**Second PK Fund Source** | SECONDARY-PK-FUNDING-SOURCE-CODE (E1080) | PK Secondary Funding

---

**NOTE:** SPECIAL-ED-INDICATOR-CODE (E0794) (Code table: C088) will indicate in the
StudentProgram interchange that the student is enrolled in special ed if one of the following fields is greater than 0:

- **Spec Ed Mains Days** on State Reporting > Maintenance > Summer > Student > Basic Att
- **Days Taught** on State Reporting > Maintenance > Summer > Student > Spec Ed Att
- **Days Taught** on State Reporting > Maintenance > Summer > Student > Flexible Spec Ed Att

State Reporting > Maintenance > Summer > Student > Course Complt

Correct StudentSectionAssociation data as needed for the ECDS PK submission.

Cross reference for Course Complt tab:

<table>
<thead>
<tr>
<th>State Reporting Field</th>
<th>Element</th>
<th>TxEIS Field(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration &gt; Maintenance &gt; Student Enrollment &gt; W/R Enroll</td>
<td>Campus</td>
<td>CAMPUS-ID-OF-ENROLLMENT (E0782)</td>
</tr>
<tr>
<td></td>
<td>Begin Date</td>
<td>ENTRY-DATE (E1434)</td>
</tr>
<tr>
<td></td>
<td>End Date</td>
<td>EXIT-WITHDRAW-DATE (E1439)</td>
</tr>
<tr>
<td>Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Section</td>
<td>Home Room Ind</td>
<td>HOMEROOM-INDICATOR (E1440)</td>
</tr>
</tbody>
</table>

3. Run extract reports.

State Reporting > Reports > Summer > Course Selection Report Group > Course Section
Staff demo data can be verified by running the following reports:

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

*State Reporting > Reports > Summer > Staff Report Group > Teaching Assignments*
Student demo data can be verified by running the following reports:

State Reporting > Reports > Summer > Student Report Group > Summer Student Demo Data
State Reporting > Reports > Summer > Student Report Group > Basic Attendance

State Reporting > Reports > Summer > Student Report Group > Course Completion

*State Reporting > Utilities > Create State Reporting Interchanges*

**NOTE:** If you have already completed summer PEIMS and created interchanges, it is not necessary to create the interchanges again for the ECDS PK submission unless you have made changes to the data.
Collection | Select the submission period. For ECDS PK submission, select SUMR1.
Ending School Year | (Display only) The submission year, as entered in the Submission Year field on State Reporting > Options, is displayed. For the 2018-2019 ECDS PK submission, the field should display 2019.

☐ Select the following individual interchanges for the ECDS PK submission:

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

Selected Students | The field is enabled if you selected all interchanges or a student-related interchange. Type or click to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.

Selected Staff | The field is enabled if you selected all interchanges or a staff-related interchange. Type or click to select the employees for whom you want to create an interchange. Separate multiple employees (Texas unique staff IDs) with a comma (e.g., 4732877094,2568052155). Leave blank to select all staff.

☐ Click Run.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is District_YYYY-MM-DD.HH-MM-SS.TSDS.zip, where:

- District is the six-digit county-district number
- YYYY-MM-DD is the date when the folder was created
- HH-MM-SS is the hour, minute, and second when the folder was created

Example: 015102-2019-07-01.15-30-22.TSDS.zip

The default name for the individual files is

District_Campus_Collection_TimeStamp_Interchange.xml, where:

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

Example:
☐ If errors are encountered:

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