Attachment for Early Childhood Data System (ECDS)

The information below is designed to assist early childhood programs in the ECDS-PK data submission process.

Request Organization ID for Early Childhood Program for ECDS Participation

Non-Public Prekindergarten Providers:

- Request an organization ID for ECDS-PK participation. Please complete the attachment and submit via email to ecds@tea.texas.gov.

- Once approved, you will be notified of your program's assigned organization ID, which you will use when you request user roles for ECDS and when you submit your data.

LEAs:

- LEAs will use their county-district number and **will not request an ID**.

Request Roles for Submitting Data

- Four TSDS Portal user roles are needed for the ECDS data submission. The roles allow users to assign student Unique IDs, load ECDS data, approve the data, and submit help desk tickets. The same person may have multiple roles. LEAs may already have appropriate users with these roles from their kindergarten ECDS submission.

- The person designated to assign student Unique IDs for private programs will request the Uniq-ID Campus role via the TEA Login (TEAL) secure portal at https://tealprod.tea.state.tx.us/. All students for your organization must have an assigned Unique ID before loading any data for the ECDS data collection.

- The person designated to load data for private programs will request the Operational Data Store (ODS) Campus Data Loader role via the TEAL secure portal athttps://tealprod.tea.state.tx.us/. Private PreK organizations will need to request the ODS Campus Data Loader role.

- The person designated to approve the data will request the ECDS Data Approver role via the TEAL secure portal at https://tealprod.tea.state.tx.us/.

- The person designated to submit help desk tickets through the TSDS Incident Management System (TIMS) will request the TIMS L1 Support role via the TEAL secure portal at https://tealprod.tea.state.tx.us/.

Data Entry Process – Public PreK

A. Demographic, classroom link, and special programs information

1. Public Pre-K demographic, classroom link, and special programs information will be collected from the PEIMS Summer Collection.

2. The ODS Data Loader will upload data via the TSDS Data Transfer Utility (DTU) or manually by logging into the ODS.

3. ECDS Data Approver: Review all Prekindergarten ECDS reports and correct any fatal business validation errors in order to approve/finalize the Pre-K data submission.

4. **Public PreK programs that are **not administering** a Commissioner approved PreK Assessment can stop after completing Step 3 above.

B. Assessment information (only required for Commissioner approved assessments)

1. Assign Unique IDs to all students being reported for the ECDS prekindergarten data submission.

2. Download the ECDS Collection Template from the [Texas Education Data Standards – TSDS Core Collections](#) for the current year. Enter the assessment data for the Prekindergarten students who were in your program for four or more months in the corresponding year in the Prekindergarten worksheet (PreK tab).

3. Download the Client Side Validation/Conversion tool from the TSDS Portal to convert the organization's ECDS assessment data to the TEDS Compliant XML interchanges and validate the converted data.

4. The PreK Assessments worksheet will create the following .xml interchange files:

   -InterchangeStudentParentExtension.xml (***studentGPS dashboard users will not need to upload this .xml into the ODS. **The StuentParentExtension.xml from the dashboard extraction will be used instead**.

   -InterchangeAssessmentMetaData.xml

   -InterchangeStudentAssessment.xml

5. ODS Data Loader: Upload data via the DTU or manually by logging into the ODS.

6. ECDS Data Approver: Review all Prekindergarten ECDS reports and correct any fatal business validation errors in order to approve/finalize the Public Pre-K data submission.

Data Entry Process -Private PreK)

1. Assign Unique IDs to all students and staff being reported for the ECDS prekindergarten data submission.

2. Download the ECDS Collection Template from the [Texas Education Data Standards – TSDS Core Collections](#) for the current year. Enter the demographic and assessment data for the kindergarten-bound students who were in your program for four or more months in the corresponding year in the Prekindergarten worksheet (PreK tab).

3. Download the Client Side Validation/Conversion tool from the TSDS Portal to convert the organization's ECDS data to the TEDS Compliant XML interchanges and validate the converted data.

4. ODS campus Data Loader: Upload data via the DTU or manually by logging into the ODS.

5. ECDS Data Approver: Review all Prekindergarten ECDS reports and correct any fatal business validation errors in order to approve/finalize the Pre-K data submission.

Data Entry Process - Kindergarten

A. Demographic, classroom link, and special programs information)

1. The LEA will need two user roles in the ECDS, one to load data and one to approve data.

   a. The person designated to load data will need the ODS Data Loader role via the TEA Login (TEAL) secure portal at https://tealprod.tea.state.tx.us/. This is a TSDS Portal role and also provides access to the TSDS Data Transfer Utility (DTU).
   b. The person designated to approve the data will need the ECDS Data Approver role via the TEAL secure portal at https://tealprod.tea.state.tx.us/. This is a TSDS Portal role.

2. Kindergarten demographic, classroom link, and special programs information will be collected from the PEIMS Summer Collection.

3. Download the ECDS Collection Template from the [Texas Education Data Standards – TSDS Core Collections](#) for the current year. Enter the demographic and assessment data for the kindergarten students.

4. Download the Client Side Validation/Conversion tool from the TSDS Portal to convert the organization's ECDS assessment data to the TEDS Compliant XML interchanges and validate the converted data.
   B. Assessment information (only required for Commissioner approved assessments)

5. The KINDER ASSESSMENTS worksheet will create the following .xml interchange files:

   -InterchangeStudentParentExtension.xml (***studentGPS dashboard users will not need to upload this .xml into the ODS. **The StudentParentExtension.xml from the dashboard extraction will be used instead**.

   -InterchangeAssessmentMetaData.xml

   -InterchangeStudentAssessment.xml

6. ODS Data Loader: Upload data via the DTU or manually by logging into the ODS.

7. ECDS Data Approver: Review all Kindergarten ECDS reports and correct any Fatal business validation errors in order to approve/finalize the Kindergarten data submission.

LEAs should contact their regional education service center (ESC) or a TSDS-certified vendor for ECDS training and support. Staff in all 20 ESCs have completed training for TSDS and data loading and are able to assist LEAs in this process. If an ESC enters and/or loads the data for the district, district staff must still approve/finalize data in ECDS and will need the ECDS Data Approver role. An LEA is exempt from the ECDS state reporting if they are using assessments other than those listed above for kindergarten student diagnostics. The LEA should notify TEA of its choice of diagnostic by email at ecds@tea.texas.gov and must also retain the assessment data should the TEA decide to collect the data at a later date.

If you have additional questions about the policy requirements of TEC, §28.006 and §29.1532, please contact TEA staff via email at ecds@tea.texas.gov. All technical questions should be

submitted via the TSDS Incident Management System (TIMS), available within the ECDS application.

Resources

- [Texas Education Data Standards](#) - TSDS Core Collections include ECDS State Reporting Requirements and ECDS Collection Templates.
- Comparison reports are available in the ECDS application based on prekindergarten and kindergarten data loaded in prior years.
- Training and support for prekindergarten programs

    o ESC Contact Information: http://www.texasstudentdatasystem.org/TSDS/About/Deployment/Deployment/ESC_TSDS_Champions_1-11/

    o Certified ESCs and Vendors: http://www.texasstudentdatasystem.org/TSDS/About/Training_and_Support/TSDS_Training___Support_Certified_Vendors___ESCs/

    o [ECDS State Reporting requirements](#)

    o [ECDS Collection Template](#)