

Observation Reporting Guidance for EPPs

Effective 8/24/2018 – 9/15/2018 ONLY

Starting 8/24/2018, the necessary data for Observation records is changing slightly. This change does not affect any observations that are already entered for 2017-18. Programs do not need to edit observations that are already in ECOS. Observations for 2017-18 that are not uploaded into the system before 8/23/2018 at 6pm (Central Time) will need to contain the additional data elements described below. This change will affect the individual observation entry and the observation upload. For a full description of how to report observations after 8/23, see the 2018 Data Reporting Manual.

Additional Data Elements:

- Assignment Type
- Assignment End Date

Guidance for Assignment Type:

For observations that occurred in 2017-18 AND are reported from 8/24/2018 – 9/15/2018:

Please use a simplified list of assignment types

Field Experience Assignment	Assignment Type
Candidate completing an internship on a probationary certificate	PRO1
Candidate completing an internship on a intern certificate	INT1
Candidate completing clinical teaching	CLIN141

FOR ALL OBSERVATIONS THAT OCCUR IN 2018-19 THE CORRECT ASSIGNMENT TYPE FROM THE FULL LIST OF ASSIGNMENT TYPES MUST BE USED.

Guidance for Assignment End Date:

For all observations reported starting 8/24/2018:

Use the end date for the assignment. This assignment end date cannot be more than 1 year after the assignment begin date.

*Additional Guidance for **Observation Uploads***

Starting 8/24/2018, Uploads also need to contain Assignment Type and Assignment End Date. Please use the below guidance for creating .csv files for uploads:

Prior to 8/23/2018 at 6pm:	Following 8/23/2018 at 6pm:
1. Supervisor Last Name (25 max)	1. Supervisor Last Name (25 max)
2. Supervisor First Name (20 max)	2. Supervisor First Name (20 max)
3. Beginning Date of Assignment (should not be a future date) (mm/dd/yyyy)	3. Beginning Date of Assignment (should not be a future date) (mm/dd/yyyy)
4. Candidates TEA ID# (should be existing TEA ID) (9 max)	4. Candidates TEA ID# (should be existing TEA ID) (9 max)
5. Candidates Last Name (25 max)	5. Candidates Last Name (25 max)
6. Candidates First Name (20 max)	6. Candidates First Name (20 max)
7. Observation Date (should be unlocked year) (should be on or after Beginning Date of Assignment) (should not be a future date) (mm/dd/yyyy)	7. Observation Date (should be unlocked year) (should be on or after Beginning Date of Assignment) (should not be a future date) (mm/dd/yyyy)
8. Observation Duration (hh:mm) (00:01 to 12:59)	8. Observation Duration (hh:mm) (00:01 to 12:59)
9. Supervisor Comments (Length range 1 to 250)	9. Supervisor Comments (Length range 1 to 250)
10. Supervisor TEA ID (9 max)	10. Supervisor TEA ID (9 max)
	11. Assignment Type (9 max)
	12. End Date of Assignment (mm/dd/yyyy)

Additional Information

- The ECOS system will be unavailable for approximately 2 hours, from 6pm-8pm (Central Time) on 8/23/2018.
- Observations for 2017-18 that are already entered in ECOS do not need to be edited.
- As always, all observations for all teacher candidates need to be reported into ECOS.
- As always, we note that best practice is to enter observation information throughout the year, as observations occur.

Thank you for your support as we implement this enhancement to the ECOS system.