Reporting Admissions: New Process starting 9/1/2019

In an effort to simplify reporting for EPPs, TEA has updated ECOS to include a newly built Admissions tool in ECOS. EPPs will use this tool to report newly admitted candidates. All candidates admitted 9/1/2019 and following will be reported in this way.

- EPPs will no longer report admissions through test approval.
- EPPs will no longer be required to complete a GPA spreadsheet (starting for 2019-2020)

**The Process for EPPs:**

Create .csv for newly admitted candidates – or use the “one at a time” user interface

Upload or enter within 7 days of formal admission

Correct if needed, by ASEP reporting deadline

**Let ECOS do the rest:**

- ECOS creates associated record on Finisher Records List with status “Other Enrolled”
- System creates associated record for Test Approval with status “Eligible”
- System calculates APR Admitted numbers

<table>
<thead>
<tr>
<th>Upload files must be .csv and contain the following information in this order:</th>
<th>How can I learn more?</th>
</tr>
</thead>
</table>
| 1. TEA ID  
2. Last Name  
3. First Name  
4. Date of Birth  
5. Email  
6. Program Admission Date  
7. Route  
8. Cert License ID  
10. Overall GPA  
11. Admission GPA  
12. Subject Area Hours  
13. Subject Area GPA  
14. SAT Score  
15. GRE Score  
16. ACT Score | • Webinar scheduled August 26  
• Updated Technical Manual scheduled August 26  
• FAQ posted and updated based on August 26 webinar |

Updated 7/12/2019
Frequently Asked Questions:

- How do I add new cert field to existing admission?
  - Add to Other Enrolled and Test Approval (same as current)

- What do I do when a candidate exits my program?
  - Remove from Other Enrolled and Test Approval (same as current)

- What if I made an error and need to correct an admission record?
  - “Maintain Admitted” screen allows for updates/corrections to admission records

- I want to admit a candidate into two certificate programs at the same time (e.g., 7-12 Mathematics and 7-12 Science). How do I do this?
  - Add a line in the .csv for each certificate field. Or, in the individual entry interface, you can add multiple certificate fields (up to 4 certificate fields)

- How does the auto-populate to the Finisher Records list work?
  - When you enter a candidate as admitted, ECOS verifies that they aren’t already on your Finisher Records list, and then creates a record on the Finisher records list for the candidate with the certificate field(s) in the admission records. The status is set to “Other Enrolled.”

- How does the auto-populate test approval work?
  - When you enter a candidate as admitted, ECOS verifies that they don’t already have passed tests necessary for the certificate field(s) in the admission record, and creates a test approval record for the test(s) necessary for the certificate field(s) in the admission record. The status is set to “Eligible.”

- What if I accidentally admitted a candidate?
  - File a TEA Help Desk ticket to remove this admission
New Upload Screen Content
New Individual Entry Screen Content