

Welcome to the EDCS District Training series

#3A Submitting a Vacancy Report:
ENTERING VACANCIES MANUALLY



Objectives of this training:



By the end of this training, you will . . .

- Know what EDCS, FVR, and SVR stand for and where to find them
- Understand how the data you submit is used
- Be aware of the EDCS timeline and due dates
- Know the difference between “Vacancy” and “No Vacancy”
- Learn about the nine different categories in which to add vacancies
- Have step-by-step directions for:
 - how to ENTER vacancies manually
 - how to SUBMIT vacancies/no vacancies
 - for how to EDIT vacancies
- Get to see EDCS working in real time
- Learn about additional EDCS District Training topics
- Learn where to access EDCS training resources
- Get KSDE contact information for getting help with EDCS

Purpose of EDCS:



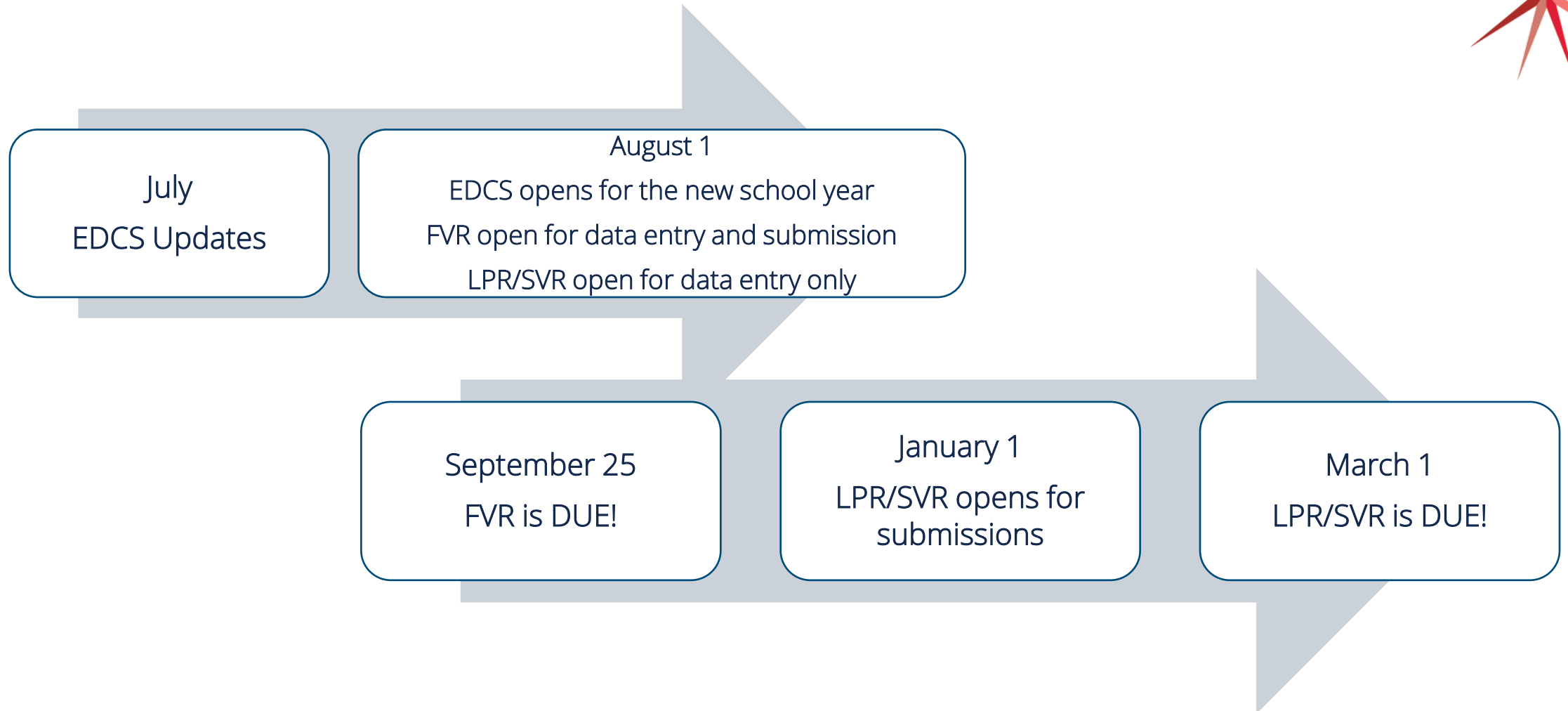
- It is a state regulation that every public and accredited private school in Kansas submit personnel data and assignment data annually.
- This data is used by: The Kansas State Board of Education
The US Department of Education
School Districts
Colleges/Universities
Educational Researchers
. . . to name just a few!

Example of how vacancy data is used:

Vacancy Assignment Top 5 – Spring 2025	Board District										Total	Δ
	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10		
Special Education	59	47	22	53	123	53	34	37	74	55	557	14%
Elementary	24	35	3	20	199	47	61	13	34	23	459	2%
Math	8	15	2	4	45	20	11	1	14	14	134	11%
Science	3	20	7	5	53	9	12	4	16	4	133	14%
English Language Arts	7	5	3	6	56	10	7	5	19	9	127	9%
Total – TOP 5 reported Vacancies	101	122	37	88	476	139	125	60	157	105	1410	9%
Percent Change (Δ) from Fall Vacancies	3%	44%	38%	3%	7%	14%	8%	20%	10%	35%	9%	



EDCS Timeline:



Vacancy report information:



- The Fall Vacancy Report (FVR) and Spring Vacancy Report are completed in EDCS.
- The FVR is submitted *independently* of the Licensed Personnel Report (LPR). Whereas the SVR is submitted as *part of* the LPR.
- All accredited systems are required to submit the FVR by September 25 (regardless of the day of week) and the SVR by March 1 (regardless of the day of week).
- There are *NO negative ramifications* for having vacancies. Please report all vacancies as accurately as possible.
- KESA compliance is tied to submitting vacancy reports on time . . . not the number of vacancies.

What *IS* a Vacancy?



- Any position that is *not* filled (and therefore does not exist this year)

OR

- Any position that *is* filled with an individual who does not hold an appropriate teaching license for the assignment
 - no license
 - an expired license
 - a substitute license (standard or emergency)
 - licensed, but unqualified for the specific assignment (doesn't hold the correct endorsement for the assignment)

What *IS NOT* a Vacancy?



- Any position taught by an individual who has:
 - a Waiver (for added endorsement)
 - a Provisional License (to complete a new content program)
 - a Restricted License (to finish professional education coursework)
 - a Transitional License (to reinstate an expired license)
 - a Temporary Non-Renewable License (to pass content tests)
 - a Limited Residency License (LRL) (the individual is currently enrolled in a High-Incidence SPED program)
 - a Limited Teacher Apprentice Program (LTAP) License (the individual is currently enrolled at WSU in an early childhood education/elementary education program to complete professional education pedagogy and become fully licensed)
 - a Limited Elementary Residency Program (LERP) License (the individual is currently enrolled in an elementary program to complete professional education pedagogy and become fully licensed)

Different Vacancy Categories:

There are NINE categories in which to add vacancy data.

The process of entering/editing vacancy data is *the same* for all nine types of vacancies.

Elementary

Middle Level

Secondary

SPED/ESOL

CTE

School Specialist

School Support

Leadership/Administration

All Level Endorsements



Getting Started:



- How do I get to EDCS?
 1. Go to <https://www.ksde.gov/>
 2. Select Authenticated Applications under Popular Resources.
 3. Enter your district access username and password (or register as a new user).
 4. Login.
 5. Read and Accept the Legal Notice.
 6. Select EDCS from the list of My KSDE Web Applications.
- What if I don't see EDCS in the list of My KSDE Web Applications?
 1. Click on Manage My Account.
 2. At the top of the page, enter User Account information.
 3. Check the box beside EDCS and select District from the dropdown.
 4. At the bottom of the page, enter In Case You Forget Your Password information.
 5. Submit.
 6. Your district's system administrator will receive your request for EDCS access.



ENTERING Vacancies *manually*:

Once you are in EDCS:

1. The current school year will be visible in the dropdown menu. Click on Select Year.

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

[Manage Applications](#)

[Logout](#)

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

[Welcome](#)

School Year: 2021-2022 ▼ [Select Year](#)

Status of Licensed Personnel Report for the school year **IN PROGRESS**

Status of Fall Vacancies for the school year **IN PROGRESS**

Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.

Fall Vacancy Report is due 27 September 2021



2. Expand Vacancy Report in the left side bar menu.
3. Select Fall/Spring Vacancies.

KANSAS STATE DEPARTMENT OF EDUCATION **EDCS**

Manage Applications
Logout
Welcome
Staff Data
Vacancy Report
Fall Vacancies
Spring Vacancies
License Personnel Report
Reports
User Manual

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District
Welcome

School Year: 2022-2023 Select Year

Status of Licensed Personnel Report for the school year **IN PROGRESS**
Status of Fall Vacancies for the school year **NOT YET STARTED**

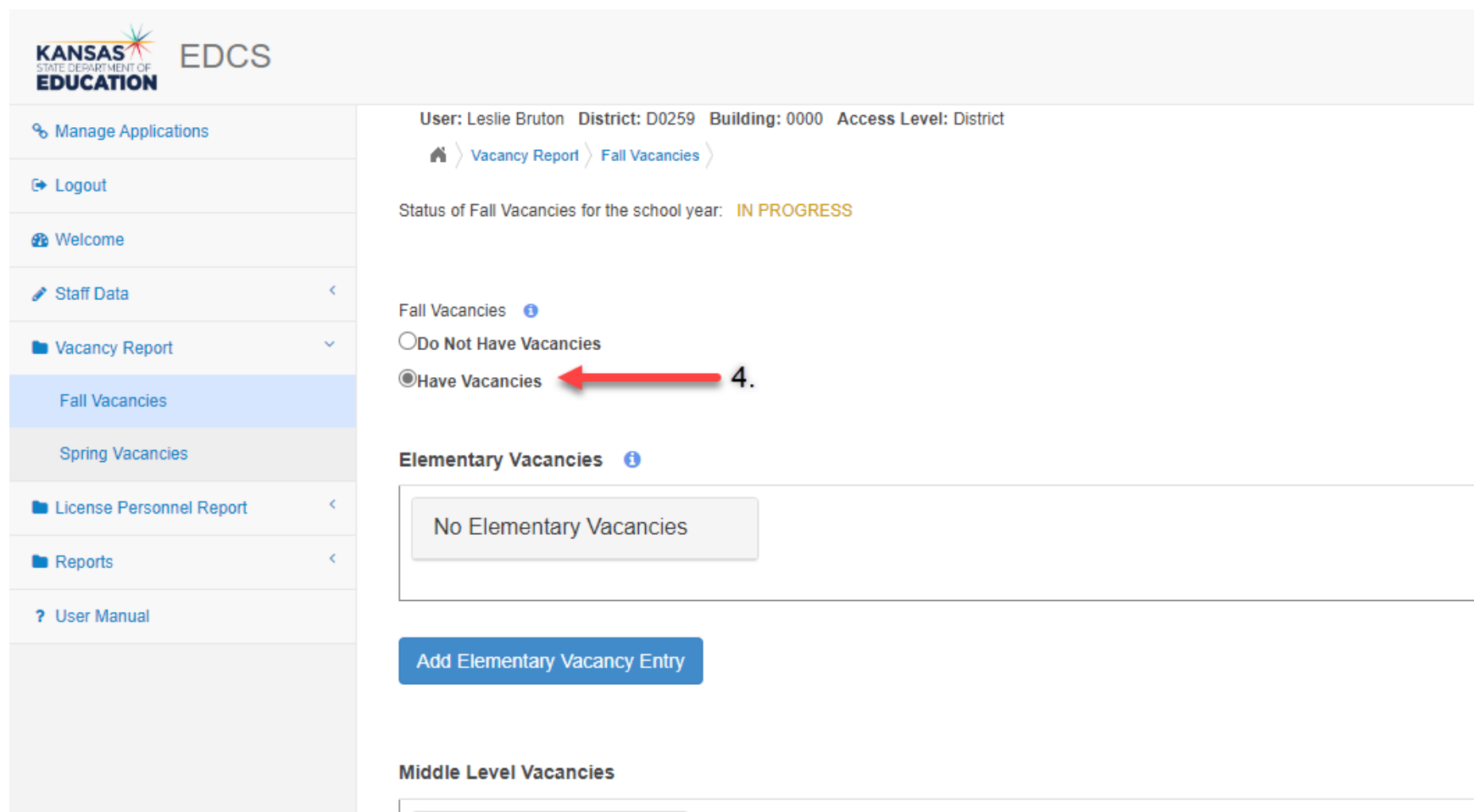
Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.

Fall Vacancy Report is due 27 September 2021



4. Select the Have Vacancies bullet.



KANSAS STATE DEPARTMENT OF EDUCATION **EDCS**

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Home > Vacancy Report > Fall Vacancies

Status of Fall Vacancies for the school year: **IN PROGRESS**

Fall Vacancies ⓘ

☐ Do Not Have Vacancies

☒ Have Vacancies 4.

Elementary Vacancies ⓘ


No Elementary Vacancies

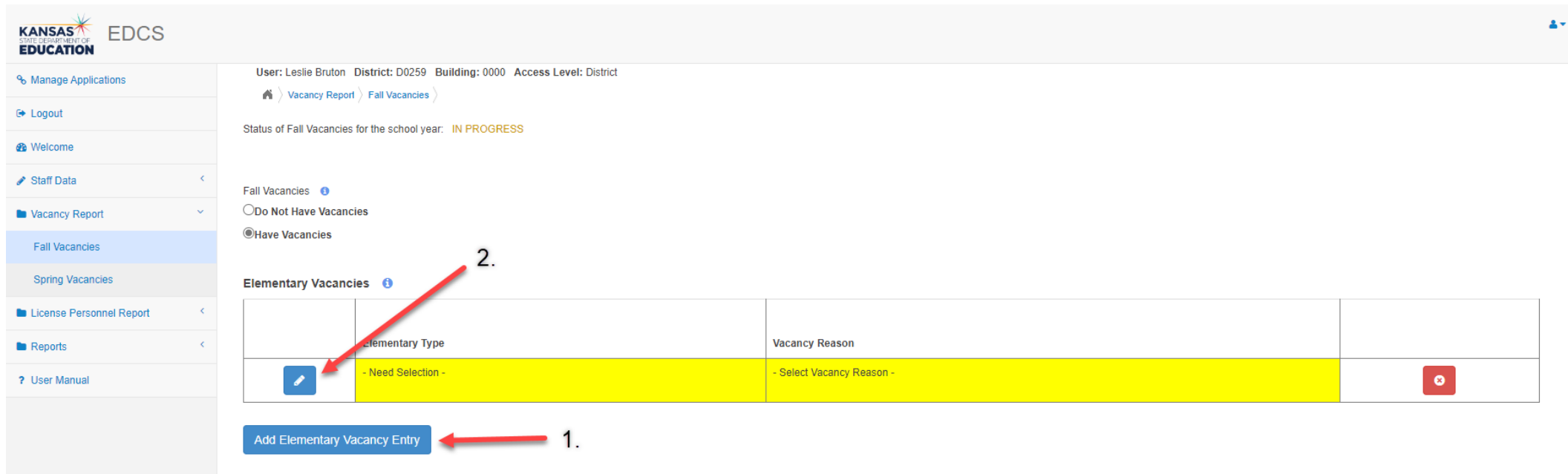
Add Elementary Vacancy Entry

Middle Level Vacancies



Entering ELEMENTARY Vacancies:

1. Click on the Add Elementary Vacancy Entry button for EACH vacancy.
Note: For all nine vacancy types, after you click to add a vacancy entry, a highlighted row will appear.
2. Click on the  (edit icon) to begin selecting information from the dropdown menus.



KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Vacancy Report > Fall Vacancies

Status of Fall Vacancies for the school year: IN PROGRESS


Fall Vacancies ⓘ

☐ Do Not Have Vacancies

☒ Have Vacancies

Elementary Vacancies ⓘ

Elementary Type	Vacancy Reason
- Need Selection -	- Select Vacancy Reason -



Add Elementary Vacancy Entry



3. Select the Elementary Type from the dropdown menu.
4. Select the Vacancy Reason from the dropdown menu.

KANSAS STATE DEPARTMENT OF EDUCATION **EDCS**

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Home > Vacancy Report > Fall Vacancies




Status of Fall Vacancies for the school year: **IN PROGRESS**

Fall Vacancies ⓘ

☐ Do Not Have Vacancies



☒ Have Vacancies

Elementary Vacancies ⓘ

	Elementary Type	Vacancy Reason	
 	<div>3. Select Educator Type</div> <div><div>Select Educator Type</div><div>Elementary (PreK-6)</div><div>Early Childhood (General Education B-3)</div></div>	<div>4. - Select Vacancy Reason -</div> <div><div>- Select Vacancy Reason -</div></div>	


Add Elementary Vacancy



5. THIS IS VERY IMPORTANT!!! After you have entered a vacancy, you MUST save it by clicking on the  (save icon).
6. If at any time you need to delete a vacancy you have entered, you can click on the  (delete icon) on the right side of that row. You can delete an entry before or after you have saved it.

Continue this process for EACH new elementary vacancy.

Status of Fall Vacancies for the school year: **IN PROGRESS**

Fall Vacancies 






☐ Do Not Have Vacancies

☒ Have Vacancies

Elementary Vacancies 

5. SAVE!!!
You must click on the SAVE
icon after each vacancy
reported!!!

**6. Delete before or after saving
a vacancy.**




	Elementary Type	Vacancy Reason	
 	Early Childhood (General Education B-3) 	No fully-qualified applicants based on endorsement area 	

Add Elementary Vacancy Entry



Entering Vacancies of other types:

The process for entering vacancies of all types is THE SAME as the process for adding elementary vacancies!

1. Click on the Add [...] Vacancy Entry button for EACH vacancy.
Note: After you click to add a vacancy entry, a highlighted row will appear.
2. Click on the  (edit icon) to begin selecting information from the dropdown menus.
3. Select the [...] Type from the dropdown menu.
4. Select the Vacancy Reason from the dropdown menu.
5. THIS IS VERY IMPORTANT!!! After you have entered a vacancy, you MUST save it by clicking on the  (save icon).
6. If at any time you need to delete a vacancy you have entered, you can click on the  (delete icon) on the right side of that row. You can delete an entry before or after you have saved it.



Where do I enter PRK-12 endorsements?

Note: You will enter Art, World Language, Health, PE, and Music vacancies in the All-Level Endorsements section. These endorsements are PRK-12 *without regard* to an educator type.

For Example: If you need an elementary school art teacher, or a middle school vocal teacher, or a high school PE teacher . . . you will NOT be *able* to enter them in the specific grade level category. You MUST enter them in the All-Level Endorsement category.

Note: You will enter School Specialists, School Support, and Leadership vacancies in those respective categories rather than in the grade level categories. These endorsements are PRK-12 but are in a *specific educator type*.

For Example: If you need an elementary librarian, or a middle school virtual course monitor, or a high school principal . . . you will NOT be *able* to enter them in the specific grade level category. You MUST enter them in the appropriate educator type category.



Where do I enter Early Childhood Unified or Elementary Unified vacancies?

Note: Elementary Unified (general education + SPED) assignments are in the SPED/ESOL section. You will NOT be *able* to enter them in the Elementary category.





SUBMITTING Vacancies after *entering them manually*:

Note: SUBMITTING the vacancy report will be the same process, regardless of how you *entered* the vacancies.



1. Expand Vacancy Report in the left side bar menu.
2. Select Fall Vacancies/Spring Vacancies.

The screenshot displays the EDICS web application interface. On the left is a vertical navigation menu with the following items: 'Manage Applications', 'Logout', 'Welcome', 'Staff Data', 'Vacancy Report', 'Fall Vacancies', and 'Spring Vacancies'. The 'Vacancy Report' item is expanded, and a red arrow labeled '1.' points to it. Within this expanded section, 'Fall Vacancies' is highlighted, and a second red arrow labeled '2.' points to it. The main content area at the top right shows user information: 'User: Leslie Bruton District: D0340 Building: 0000 Access Level: District'. Below this is a 'School Year' dropdown menu set to '2025-2026' with a 'Select Year' button. The status of reports is shown as 'Status of Licensed Personnel Report for the school year IN PROGRESS' and 'Status of Fall Vacancies for the school year IN PROGRESS'.



3. You must scroll to the bottom of the screen and click on the “Submit Vacancy Entries” button.

CTE Vacancies ⓘ

	Industry	Vacancy Reason	
	Design, Production and Repair	No fully-qualified applicants based on professional attributes	

Add CTE Vacancy Entry

3.

Submit Vacancy Entries

Allow ReSubmit



Any errors that need to be resolved will be displayed at the bottom of the page when you try to submit your vacancies.

Submit Vacancy Entries

Allow ReSubmit

Missing a CTE Pathway code or Subject Area code on CTE Vacancies.



Submit Vacancy Entries

Allow ReSubmit

Cannot Submit Vacancies. There are no vacancies but the 'Have Vacancies' flag is set.



Your FVR has ***not been submitted*** until:

- all errors have been fixed,
- you click on Submit Vacancy Entries again,
- and you see the SUBMITTED status at the top of the page.



You will get a confirmation of successful submission at the top of the page next to *Status of Fall/Spring Vacancies for the school year.*

The screenshot displays the EDCS (Education Data Collection System) interface. On the left is a sidebar menu with options: Manage Applications, Logout, Welcome, Staff Data, Vacancy Report (expanded), Fall Vacancies (selected), Spring Vacancies, License Personnel Report, Reports, and User Manual. The main content area shows user information: User: Leslie Bruton, District: D0259, Building: 0000, Access Level: District. Below this is a breadcrumb trail: Home > Vacancy Report > Fall Vacancies. The status of Fall Vacancies for the school year is displayed as 'SUBMITTED', which is highlighted with a red box and a red arrow. Below the status are two radio button options: 'Do Not Have Vacancies' (selected) and 'Have Vacancies'. Further down, under 'Elementary Vacancies', there is a message box stating 'No Elementary Vacancies' and a button labeled 'Add Elementary Vacancy Entry'.

The status will say *NOT YET STARTED* or *IN PROGRESS* until you get the confirmation of *SUBMITTED*.



EDITING Vacancies after *entering vacancies manually*:

What if our report has been submitted, but I need to make a change?

Note: If you submit your vacancy report and then realize you made a mistake or missed something, you can scroll to the bottom of the screen and click on Allow ReSubmit to go back and enter/edit/delete information. Don't forget to Submit Vacancy Entries again!

Leadership/Administrative Vacancies

No Vacancies

Add Leadership/Administrative Vacancy Entry

CTE Vacancies ⓘ

No CTE Vacancies

Add CTE Vacancy Entries

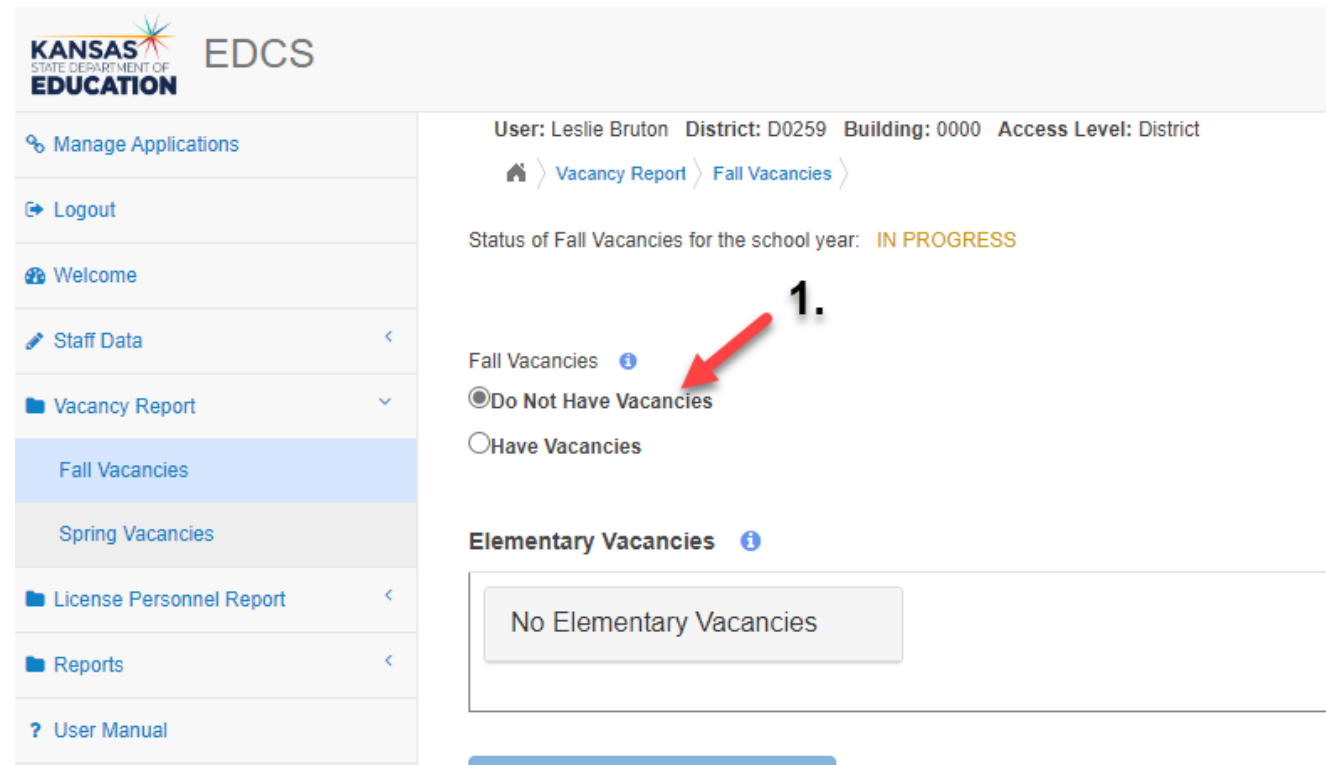
Submit Vacancy Entries Allow ReSubmit



NO Vacancies: What if we don't have any vacancies to report?

Note: If you have NO Vacancies, you MUST still submit a vacancy report.

1. Select the Do Not Have Vacancies bullet.



The screenshot shows the Kansas State Department of Education (KSDE) EDCS interface. On the left is a navigation menu with options: Manage Applications, Logout, Welcome, Staff Data, Vacancy Report (expanded), Fall Vacancies (selected), Spring Vacancies, License Personnel Report, Reports, and User Manual. The main content area shows the user's session information: User: Leslie Bruton, District: D0259, Building: 0000, Access Level: District. Below this is a breadcrumb trail: Home > Vacancy Report > Fall Vacancies. The status of Fall Vacancies for the school year is 'IN PROGRESS'. The 'Fall Vacancies' section has two radio buttons: 'Do Not Have Vacancies' (selected) and 'Have Vacancies'. A red arrow points to the 'Do Not Have Vacancies' button, which is labeled with a large '1.'. Below this is the 'Elementary Vacancies' section, which contains a text box with the text 'No Elementary Vacancies'.



Submitting NO Vacancies:

2. Scroll to the bottom of the screen and click on *Submit Vacancy Entries*.

Leadership/Administrative Vacancies

No Vacancies

Add Leadership/Administrative Vacancy Entry

CTE Vacancies

No CTE Vacancies

Add CTE Vacancy Entries

2.

Submit Vacancy Entries

Allow ReSubmit





Training modules in the EDCS District Training series:



- KSDE.gov and EDCS Basics
- Entering Staff Data (Parts A,B,C)
- Submitting the Fall/Spring Vacancy Report (Parts A,B)
- Entering CTE assignments
- Entering SPED/ESOL assignments
- Entering Shared Staff information (Parts A,B)
- Structured Literacy reporting
- Submitting the LPR/SVR

Where are EDCS District Training resources?



- Go to www.ksde.gov
- Select Licensure under Popular Resources
- Select Licensed Personnel Report under Licensure
- You'll find content specific PDFs and training videos under EDCS District Training Resources

Where is the EDCS/LPR user manual?



- Go to www.ksde.gov
- Select Licensure under Popular Resources
- Select Licensed Personnel Report under Licensure
- Select LPR-EDCS User Manual under Licensed Personnel Report

OR

- Select ? User Manual in the left side bar menu of the EDCS page

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