

Welcome to the EDCS District Training series



#3B Submitting a Vacancy Report:
IMPORTING A VACANCIES DATA FILE

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 CREATE a vacancy data file
 - how to ENTER vacancies by importing a data file
 - 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:



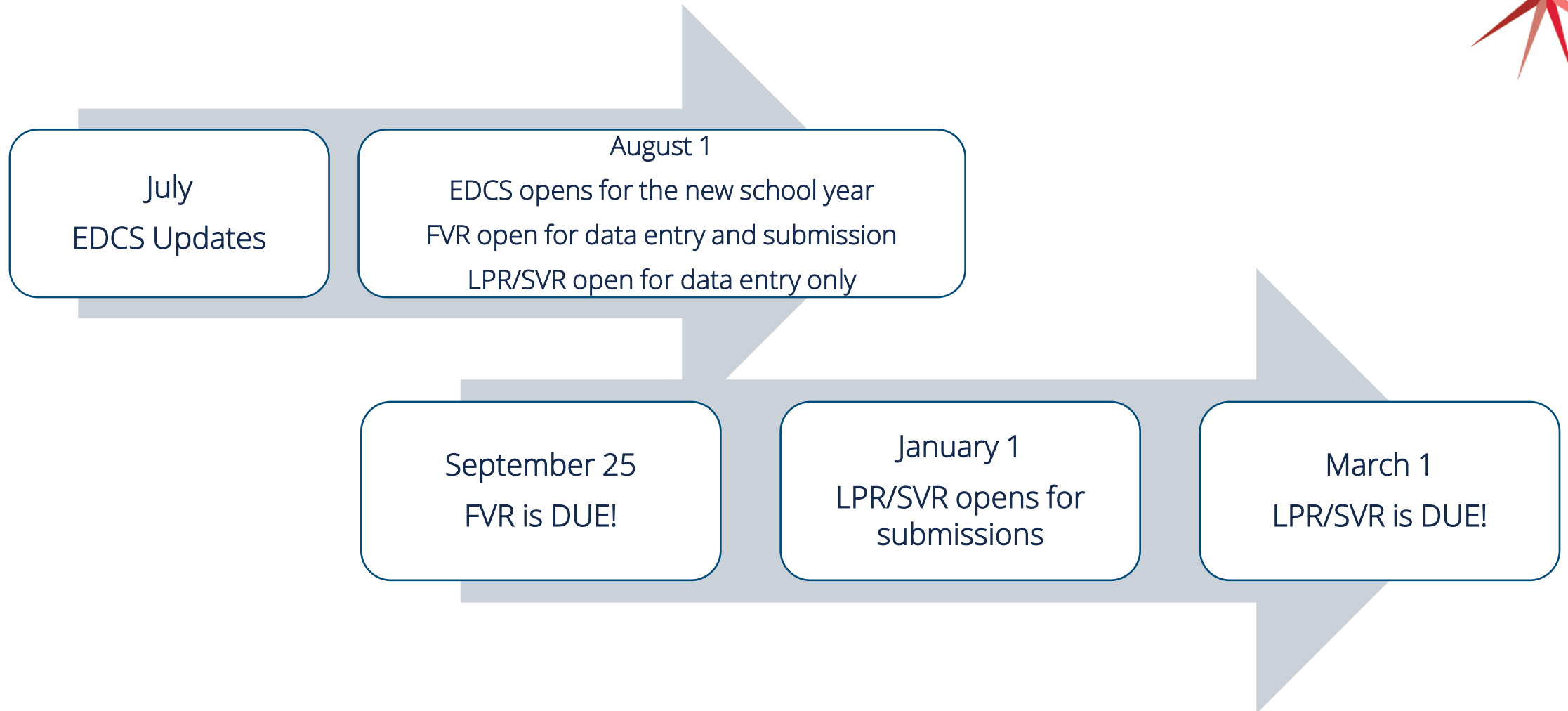
- It is a state regulation that every public and accredited private school in Kansas submit personnel data and assignment data annually.
- This data is used by: The Kansas State Board of Education
The US Department of Education
School Districts
Colleges/Universities
Educational Researchers
. . . to name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



CREATING a file for importing Vacancies:

There are two types of files that can be imported.

.csv	.txt
Comma separated values	Tab delimited
Excel 	Notepad 
Easier to edit	Easier to create

There are eight columns in a vacancy data text file.



Spec sheets for vacancy data files:

Data Item	Maximum size	Description	Enter Data Item for:
Table Code	1	This code must be an 8 to indicate that the file contains <i>vacancy data</i> .	ALL Educator Types
Educator Type	2	Educator type of the vacant position. See the Educator Type table.	ALL Educator Types
Subject Area	2	Two digit subject area code for the vacancy. See LPG.	ONLY Educator Types 2,3,4,6,7,8
Course or SPED/ESOL Type	3	Three digit course code or SPED/ESOL type for the vacancy. See LPG or SPED/ESOL Type table.	ONLY Educator Types 4,6,7,8
All Level Endorsement	1	Indicates a PRK-12 endorsement (without regard to a specific educator type). See the All Level Endorsements table.	ONLY Educator Type 99
CTE Industry	1	Indicates there is a CTE Industry vacancy. See the Industry table.	ONLY Educator Type 5
Semester	1	Vacancy entry time frame 0=Fall 1= Spring	ALL Educator Types
Vacancy Reason	1	Indicates why there is a vacancy. See the Vacancy Reason table.	ALL Educator Types

Code	Educator Type
91	Elementary
92	Pre-School
2	Middle School
3	Secondary
4	SPED/ESOL
5	CTE
6	School Specialist
7	School Support
8	Leadership/Administration
99	All Level Endorsement

Subject code ranges for:	Educator Type
Leave Subject column blank	91
Leave Subject column blank	92
51-72	2
01-22	3
94	4
Leave Subject column blank	5
96	6
91, 93	7
91	8
Leave Subject column blank	99

Code	SPED/ESOL Type
001	High Incidence SPED
002	Deaf or Hard-of-Hearing
003	Visually Impaired
004	ESOL
005	Low Incidence SPED
006	Gifted
007	Adaptive PE

Code	All Level Endorsement
1	Art
2	Health
3	Instrumental Music
4	Music
5	Physical Education
6	Vocal Music
7	World Languages

Code	CTE Industry
1	Agriculture
2	Business
3	Design, Production, and Repair
4	Family and Consumer Sciences
5	Health
6	Media and Technology
7	Public Services

Code	Vacancy Reason
2	Budget
4	No applicants
5	No fully qualified applicants based on endorsement area
6	No fully qualified applicants based on professional attributes
7	Preferred a specific non-fully qualified applicant over fully qualified applicants
8	Qualified applicant refused offer for position



Sample .txt file:



Example of .txt file:

File code:	Translation (not part of file specifications):
8,91,,,,,0,2	Elementary fall vacancy due to budget.
8,92,,,,,0,4	Early Childhood fall vacancy because there were no applicants.
8,2,51,,,,,0,5	Middle school ELA fall vacancy because no applicants had the appropriate endorsement.
8,3,03,,,,,0,7	Secondary life and physical science fall vacancy because we hired someone who was not qualified over someone who was.
8,4,94,005,,,,,0,2	SPED/ESOL low incidence fall vacancy due to budget.
8,5,,,,,4,0,5	CTE fall vacancy in the Family and Consumer Sciences industry because no applicants had the appropriate endorsement.
8,6,96,001,,,,,0,6	School specialist library media fall vacancy because no applicants possessed appropriate professional attributes.
8,7,93,003,,,,,0,7	School support virtual course monitor fall vacancy because we hired someone who was not qualified over someone who was.
8,8,91,009,,,,,0,6	Leadership/Administration principal fall vacancy because no applicants possessed appropriate professional attributes.
8,99,,,,,5,,0,8	All level PE fall vacancy because qualified applicant refused offer for position.

Sample .csv file:



Example of .csv file:

Table Code	Educator Type	Subject Area	Course or SPED/ESOL Type	All Level Endorsement	CTE Industry	Semester	Vacancy Reason	Translation (not part of file specifications):
8	91					1	8	Elementary spring vacancy because qualified applicant refused offer for position.
8	92					1	7	Early childhood spring vacancy because we hired someone who was not qualified over someone who was.
8	2	52				1	6	Middle school math spring vacancy because no applicants possessed appropriate professional attributes.
8	3	05				1	5	Secondary fine and performing arts spring vacancy because no applicants had the appropriate endorsement.
8	4	94	002			1	4	SPED/ESOL deaf or hard-of-hearing spring vacancy because there were no applicants.
8	5				6	1	2	CTE spring vacancy in the media and technology industry due to budget.
8	6	96	003			1	8	School specialist school counselor spring vacancy because qualified applicant refused offer for position.
8	7	91	004			1	7	School support curriculum director spring vacancy because we hired someone who was not qualified over someone who was.
8	8	91	010			1	6	Leadership/Administration superintendent spring vacancy because no applicants possessed appropriate professional attributes.
8	99			1		1	5	All Level Endorsement art spring vacancy because no applicants had the appropriate endorsement.
8	99			7		1	4	All Level Endorsement world language spring vacancy because there were no applicants.



ENTERING Vacancies by *importing a data file*:

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: [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 Staff Data in the left side bar menu.
3. Select Import Text Files.

KANSAS STATE DEPARTMENT OF EDUCATION **EDICS**

Manage Applications

Logout

Welcome

2. Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Shared Staff

3.

User: Leslie Bruton District: D0340 Building: 0000 Access Level: District

Welcome

School Year: 2025-2026 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)
for the 2022 – 2023 school year!**



4. Scroll down to Vacancies at the bottom of the page and click Choose File.

The screenshot displays a web application interface. On the left is a vertical sidebar with a menu. The menu items are: 'Welcome' (with a globe icon), 'Staff Data' (with a pencil icon and a dropdown arrow), 'Import Text Files' (highlighted in light blue), 'Roll Over Data', 'Find/Update Staff', 'Add New Staff', 'Shared Staff', 'Exited Staff', 'Delete Data', 'Vacancy Report' (with a folder icon and a left arrow), 'Structured Literacy' (with a folder icon and a left arrow), 'License Personnel Report' (with a folder icon and a left arrow), 'Reports' (with a folder icon and a left arrow), and 'User Manual' (with a question mark icon). The main content area is titled 'Staff Data'. It contains an 'Upload file:' section with a 'Choose File' button and the text 'No file chosen', followed by an 'Upload' button. Below this are three rows, each with a dropdown menu showing '2025-2026' and a corresponding button: 'Export Staff', 'Export FTE', and 'Export Assignments'. Further down is a section titled 'Fall Vacancies' with an 'Upload fall vacancy file' label. This section has a 'Choose File' button (highlighted with a red arrow and the number '4.'), the text 'No file chosen for fall vacancy', and an 'Upload Fall Vacancy' button.



5. Once you've selected the file, click on Upload Fall/Spring Vacancies.

Welcome

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Shared Staff

Exited Staff

Delete Data

Vacancy Report

Structured Literacy

License Personnel Report

Reports

User Manual

Staff Data

Upload file:

Choose File

No file chosen

Upload

2025-2026

Export Staff

2025-2026

Export FTE

2025-2026

Export Assignments

Fall Vacancies

Upload fall vacancy file:

Choose File

Test Vacancy File for D0340.txt

Upload Fall Vacancy

5.



If there are NO errors, you will receive confirmation that the file uploaded successfully.

Welcome

Staff Data

Import Text Files

Roll Over Data

Find/Update Staff

Add New Staff

Shared Staff

Exited Staff

Delete Data

Vacancy Report

Structured Literacy

License Personnel Report

Reports

User Manual

Staff Data

Upload file:

Choose File

No file chosen

Upload

2025-2026

Export Staff

2025-2026

Export FTE

2025-2026

Export Assignments

Fall Vacancies

Upload fall vacancy file:

Choose File

No file chosen for fall vacancy

Upload Fall Vacancy

Upload successful

6.



If there ARE errors that need to be resolved, they will be displayed with line number and details of the error.

Upload file:

Choose File

No file chosen

Upload

Export Errors to Excel

8 || 93 || || || || 0 || 2

line 1: Invalid Educator Type.

8 || 92 || || || || 0 || 3

line 2: Invalid Vacancy Reason.

8 || 2 || 51 || || || 1 || 5

line 3: Invalid Semester.

8 || 4 || 94 || 008 || || 0 || 2

line 5: Course (SPED/ESOL Type) is invalid for Subject Area 94.

8 || 6 || 94 || 002 || || 0 || 6

line 7: Subject Area is invalid for Educator Type 6.

7 || 7 || 93 || 003 || || 1 || 2

line 8: Invalid Table Code

line 10: Invalid Table Code





SUBMITTING Vacancies after *importing a vacancy data file*:

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 the expanded 'Vacancy Report' section, 'Fall Vacancies' is highlighted, and a red arrow labeled '2.' points to it. The main content area on the 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'.




Note: After importing the text file(s):

- the system will have selected the Have Vacancies radio button.
- all vacancy entries will be visible on the Fall/Spring Vacancies page.


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




Automatically selected

Fall Vacancies 

☐ Do Not Have Vacancies


☒ Have Vacancies

Elementary Vacancies 

	Elementary Type	Vacancy Reason	
	Early Childhood (General Education B-3)	No fully-qualified applicants based on endorsement area	
	Elementary (PreK-6)	Qualified applicant refused offer for position	

Add Elementary Vacancy Entry



Middle Level Vacancies

	Subject Area	Vacancy Reason	
	English Language and Literature (ms/jr. high)	No fully-qualified applicants based on endorsement area	



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 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 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. Under the 'Fall Vacancies' section, there are two radio buttons: 'Do Not Have Vacancies' (selected) and 'Have Vacancies'. Below this is the 'Elementary Vacancies' section, which shows a message 'No Elementary Vacancies' and a button 'Add Elementary Vacancy Entry'.

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



EDITING Vacancies after *importing a text file*:

ADDING additional vacancies

- If there are not many vacancies to add, enter them manually on the Fall/Spring Vacancies page.
- If there are a lot of vacancies to add, create a new file for the additions.

CHANGING vacancies

- If there are not many vacancies to change, make changes manually on the Fall/Spring Vacancies page.
- If there are a lot of vacancies to change, you'll need to delete the entries with errors, then create a new file for the entries that need to be altered.

DELETING

- Regardless of the number of vacancies to delete, delete them manually on the Fall/Spring Vacancies page.



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. You will do all work in the Fall/Spring Vacancies page.

1. Select the Do Not Have Vacancies bullet.

The screenshot shows the 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 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 is 'Status of Fall Vacancies for the school year: IN PROGRESS'. The 'Fall Vacancies' section has two radio buttons: 'Do Not Have Vacancies' (selected, indicated by a red arrow and a large '1.') and 'Have Vacancies'. 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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