Fall Vacancy Report Directions

All districts are required to submit a Fall Vacancy report by mid-September of the current school year. The submission deadline date is posted on the EDCS Welcome Screen. During the second semester, districts will update assignment data from the first semester report as applicable. Both vacancy reports will capture the following assignment data:

- 1. Elementary Vacancies
- 2. Middle Level Vacancies
- 3. Secondary Level Vacancies
- 4. All Level Endorsement Vacancies
- 5. Special Education (SPED)/English to Speakers of Other Languages (ESOL) Vacancies
- 6. School Specialist Vacancies
- 7. Leadership/Administrative Vacancies
- 8. CTE Vacancies

Definition of VACANCY for this report:

- Any licensed position that is not filled at all
- Any position that is filled by an individual who has never been licensed
- Any position that is filled by an individual with an expired license
- Any position that is filled by an individual with a substitute license
- Any position that is filled by an individual who is licensed, but does not hold the correct endorsement for the assignment

NOT A VACANCY:

- Any position that is filled by an individual who has a waiver for SPED
- Any position that is filled by an individual who has a provisional license (to teach while finishing the program in which he/she is serving)
- Any position that is filled by an individual who has a restricted license (to teach while finishing the pedagogical program)
- Any position that is filled by an individual who has a temporary non-renewable license (to teach while finishing testing)
- Any position that is filled by an individual who has an apprentice license

Upon entering the EDCS, the current school year will auto-fill in the drop-down menu on the Welcome Page. The user must then click the "Select Year" button to proceed.

Melcome				
School Year:	2023-2024	~	Select Year	

The FVR is listed under the "Vacancy Report" section in the left side bar menu. To access the report:

- 1. Expand "Vacancy Report"
- 2. Select "Fall Vacancies"

KANSAS STATE DEPARTMENT OF EDUCATION		
✤ Manage Applications		User: Leslie Bruton District: D0259 Building: 0000 Access Level: District
€ Logout	1.	School Veen 2022 2024
2 Welcome		School Year: 2023-2024
🖉 Staff Data	<	
Vacancy Report	~	Status of Licensed Personnel Report for the school year IN PROGRESS
Fall Vacancies		Welcome to the
Spring Vacancies	2.	Educator Data Collection System (EDCS)
License Personnel Report	<	for the 2022 – 2023 school year!
Reports	<	
? User Manual		EDCS is now open for SURMISSION

Once in Fall Vacancies, select either the "Do Not Have Vacancies" or "Have Vacancies" bullet.

Do Not Have Vacancies

Under Fall Vacancies, select the "Do Not Have Vacancies" bullet.

KANSAS STATE DEPARTMENT OF EDUCATION						
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? User Manual						
	Add Elementary Vacancy Entry					

Scroll to the bottom of the page and select "Submit Vacancy Entries" to submit report.

Submit Vacancy Entries	Allow ReSubmit

Your report is complete and has been submitted. You will get a confirmation of submission at the top of the page next to Status of Fall Vacancies for the school year.



Have Vacancies

Select the "Have Vacancies" bullet. The Add Vacancy Entry buttons under each educator type will become active.

KANSAS STATE DEPARTMENT OF EDUCATION	
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Spring Vacancies	Elementary Vacancies 1
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Reports	
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	Add Elementary Vacancy Entry
	Middle Level Vacancies
	No Vacancies
	Add Middle Vacancy Entry

There are nine different categories in which to add vacancies:

- Elementary Vacancies
- Middle Level Vacancies
- Secondary Level Vacancies
- All Level Endorsement Vacancies
- Special Education/English to Speakers of Other Languages Vacancies
- School Specialist Vacancies
- School Support Vacancies
- Leadership/Administrative Vacancies
- CTE Vacancies

In each of the categories, click the Add Vacancy Entry button to begin adding vacancies. There will be four steps required to complete the entry of each vacancy:

- 1. Click on the dit icon.
- 2. Select a Type from the drop-down menu.
- 3. Select a Vacancy Reason from the drop-down menu.
- 4. Click on the save icon.

If you have vacancies in some, but not all categories, simply do nothing in the sections in which there are no vacancies to report.

Elementary Vacancies

In the Elementary Vacancies section, report vacant positions for Elementary (PreK - 6) and Early Childhood (General Education B - 3). Select the "Add Elementary Vacancy Entry" button to add a vacancy.

KANSAS STATE DEPARTMENT OF EDUCATION		
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Spring Vacancies		Elementary Vacancies 3
License Personnel Report	<	No Elementary Vacancies
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		Add Elementary Vacancy Entry

The new vacancy just created will be highlighted yellow until you complete the four steps. Select \checkmark to edit the vacancy.

% Manage Applications		User: Leslie Bruton District: D0259 Building: 0000 Access Level: District
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		Add Elementary Vacancy Entry

Select Elementary or Early Childhood from the Educator Type drop-down options.

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% Manage Applications		User: Leslie Bruton District: D0259 Building: 0000 Access Level: District						
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Reports	¢	Elementary Type Vacancy Reason						
? User Manual		Select Educator Type - Select Vacancy Reason -	8					
		Select Educator Type Elementary (PreK-6) Add Elementary Vac Early Childhood (General Education B-3)						

Select the Vacancy Reason from the drop-down options.

% Manage Applications	User: Leslie Bruton	District: D0259 Building: 0000 Access Level: District by Fall Vacancies by Self Va	t	
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Spring Vacancies	Elementary Vacano	ies 🚺		
License Personnel Report	<	Figure 7 and		Y
Reports	<	Elementary lype		vacancy Reason
? User Manual	(11)	Elementary (PreK-6)	~	- Select Vacancy Reason -
	Add Elementary V	acancy Entry		- Select Vacancy Reason - Budget No Applicants No fully-qualified applicants based on endorsement area No fully-qualified applicants based on professional attributes Preferred a specific non-fully qualified applicant over fully-qualified applicant(s) Qualified applicant refused offer for position

Select 📃 to save the vacancy. The vacancy will move from the drop-down row to a fixed row in the table.

Elementary Vacancies 0								
Elementary Type	Vacancy Reason							
Elementary (PreK-6)	No Applicants 🗸	8						
Add Elementary Vacancy Entry								

Select "Add Elementary Vacancy Entry" again to add each additional Elementary or Early Childhood vacancy, and repeat the process outlined above.

ľ	Elementary Vacancies 3									
l										
l		Elementary Type	Vacancy Reason							
	ø	Elementary (PreK-6)	No Applicants							
Add Elementary Vacancy Entry										

Select *c* to edit any saved vacancy. The information will move from the fixed row back to a drop-down row to allow for changes. Don't forget to click on again when you are done, to save the edits.

	Elementary Vacancies 0										
		Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason		
	 	Elementary	Single Grade Self Contained						Personnel	0	
Edit Add Elementary Vacancy Entry											

Select of to delete a saved vacancy, either before or after you have saved it.

Г	Elementary Vacancies 0						
L		Elementary Type	Vacancy Reason				
	ø	Elementary (PreK-6)	No Applicants	8			
	E	Early Childhood (General Education B-3)	No fully-qualified applicants based on endorsement area	8			
	Add Elementary Vacancy Entry						

After entering the last vacancy, you must scroll to the bottom of the screen and click on the "Submit Vacancy Entries" button.

Submit Vacancy Entries Allow ReSubm	it
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	Help Desk: (785) 296-7935
	Front Desk: (785) 296-3201
	FAX: (785) 296-7933
	900 SW Jackson
	Topeka, KS 66612-1182
All sessions with this server are subject to the KSDE Use Policy and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the KSDE Use Policy.	
	KSDE Use Policy I. Privacy Statement I. EOF Statement

Follow the same directions as outlined above for each of the different types of vacancies.

Note: There is an "All Level Endorsement" section. Any vacancies you have in any of these subject areas, should be entered in *this section*, regardless of the level in which they are taught. For example: An elementary art teacher should be listed under the art endorsement in this section rather than in the elementary section. A high school vocal music teacher should be listed under the vocal music endorsement in this section rather than in the secondary section. The format should keep you from entering vacancies in the wrong section.

All Level Endorsem	II Level Endorsement Vacancies				
	Endorsement (All Level)	Vacancy Reason			
E +	None Selected	- Select Vacancy Reason -	8		
Add All Level Vaca	None Selected Art Instrumental Music Music Physical Education Vocal Music World Languages				

Note: You can enter your CTE courses in either the "Secondary" section or the "CTE" section, but not both. If you see your approved Clusters/Pathways entered in both sections, it doesn't matter *where* you enter the vacancies. Just DO NOT ENTER any vacancy more than once. If you see your vacant position listed with both the "secondary" and "Cluster" designation, it doesn't matter *which* you select for your vacancies.

DO NOT ENTER any vacancy more than once.

None Selected	
Agriculture, Food, and Natural Resources (secondary)	
Architecture and Construction (secondary)	
Architecture and Construction Cluster	
Art, AV Technology, and Communication Cluster	
Business and Marketing (secondary)	
Business Management and Administration Crester	
Communications and Audio/Visual Technology (econdary)	
Computer and Information Sciences (secondary)	
Education and Training Cluster	
Engineering and Technology (secondary)	
English Language and Literature (secondary)	
Finance Cluster	
Fine and Performing Arts (secondary)	
Government and Public Administration Cluster	
Health Care Sciences (secondary)	
Health Sciences Cluster	
Hospitality and Tourism (secondary)	
Hospitality and Tourism Cluster	•

Submitting the Report

After all vacancies have been entered, scroll to the bottom of the page and select "Submit Vacancy Entries" to submit report.

Submit Vacancy Entries	Allow ReSubmit

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



Submit Vacancy Entries Allow ReSubmit

Editing a Submitted Report

District users may select the "Allow ReSubmit" button to edit a submitted report. Users do not need to contact TL personnel to re-submit report. Don't forget to click on "Submit Vacancy Entries" again when you are done, to save the edits.

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