samegoal

# ECSE State Reporting

Per the Texas Student Attendance Accounting Handbook, as of the 2025-26 SY students must exit ECSE for state reporting purposes prior to (a) their first day of kindergarten or (b) their sixth birthday. In order to do so automatically, state reporting extracts consider:

- The student's **Date of Birth** on their IEP
- The student's **Kindergarten Start Date**, if entered on their **Details** tab. This date may be:
  - Entered manually
  - Bulk uploaded

## Bulk upload kindergarten start date

**Steps** *To bulk upload kindergarten start date for many students:*

### Prepare data

- Visit **Reports > System > Students**. Select/check all **District Enrollment** statuses, in case a student has already left the district but needs to have ECSE reported correctly. Click **Run report**.
- Locate the **Grade** column. Filter this column to only show kindergarten students (eg click the column name, click **Clear**, then reselect the grade for kindergarten (usually KG)).
- Download these results (filtered to kindergarten students only) as an XLSX.
- Open the spreadsheet in a local application (eg MS Excel). Remove all columns except **Student ID**.
- Add a column to the spreadsheet named **Kindergarten Start Date**. Populate this date in MM/DD/YYYY format for all students. For most students, this will be the first day of the school year.
- Save the file locally as a CSV.

### Bulk upload

- Visit **Settings > Data Loader**.
- Select **Import Type** as **Student: Kindgergarten Start Date**.
- Click the **Choose File** button. Select the CSV you just saved.
- Click the **Start Import** button.
- The import will populate this (new) field on each student's **Details** tab.

## Upshots

- ECSE exit records for ECSE services and ECSE location will be automatically created on each student's **Kindergarten Start Date** if it is before the student's 6th birthday and between the IEP start/end dates.
- No amendment or next year placement change is required to report ECSE exits for the student's kindergarten start date or 6th birthday.
- If an amendment was made previously to account for the student's kindergarten start date or sixth birthday:
    - If all amendment effective dates were done in order, this will have no effect (don't need to remove).
    - If an amendment was made out of order, the out of order amendment will not not be processed for state reporting (don't need to remove).