



**KIDS Collection
File Specifications
and
Submission Details Manual
2015-2016**

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KIDS Collection Field Requirements by Record Type 2015-16

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QERY w/ID	QERY w/o ID
D1	A	Record Type	ENRL = Funding and Enrollment TEST = Assessment Information EOYA = End of Year Reporting EXIT = EXIT Reporting ASGT = Assigning a State ID number, updating core data, or claiming a student QERY = for performing a query of pre-existing KIDS data without claiming MILT = Military and Virtual Counts SMSC = REAP Allocations	No	R	R	R	R	R	R	R	R	R
D2	B	Accountability School Identifier	Unique number assigned to a school building by the state. See the Kansas Educational Directory.	Yes	R	R	R	R	R	R	R	O	R
D3	C	Residence District Identifier	Unique number assigned to a school district by the state. See the Kansas Educational Directory.	No	R	R	R	R	R	R	R	O	O
D4	D	Legal Last Name		No	R	R	R	R	R	R	R	O	R
D5	E	Legal First Name		No	R	R	R	R	R	R	R	O	O
D6	F	Legal Middle Name		No	O	O	O	O	O	O	O	O	O
D7	G	Generation Code		No	O	O	O	O	O	O	O	O	O
D8	H	Gender	0 = Female 1 = Male	Yes	R*	R*	R*	R*	R*	R*	R*	O	O
D9	I	Date of Birth		No	R	R	R	R	R	R	R	O	O

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QUERY w/D	QUERY w/o ID
D10	J	Current Grade Level	00 = Birth - 2 Years Old 01 = 3-Yr-Old Preschooler 02 = 4-Yr-Old Preschooler 03 = 5-Yr-Old and Older Preschooler 04 = Four-Year-Old At-Risk 05 = Kindergarten 06 = First Grade 07 = Second Grade 08 = Third Grade 09 = Fourth Grade 10 = Fifth Grade 11 = Sixth Grade 12 = Seventh Grade 13 = Eighth Grade 14 = Ninth Grade 15 = Tenth Grade 16 = Eleventh Grade 17 = Twelfth Grade 18 = Not Graded	Yes	R*	R*	R*	R*	R*	R*	R*	O	O
D11	K	Local Student Identifier		No	R	R	R	R	R	R	R	O	O
D12	L	Hispanic Ethnicity	Y = Hispanic/Latino N = NOT Hispanic/Latino	Yes	R	R	R	R	R	R	R	O	O
D13	M	State Student Identifier		No	O	O	R	O	R	R	R	R	
D14	N	Current School Year		Yes	R	R	R	R	R	R	R	O	O
D15	O	Funding School Identifier	Unique number assigned to a school building by the state. See the Kansas Educational Directory.	Yes	R	R	R	R	R	R	R	O	O
D16	P	Attendance School/Program Identifier	Unique number assigned to a school building by the state. See the Kansas Educational Directory.	No	R	R	R	R	R	R	R	O	O

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QUERY w/D	QUERY w/o ID
D17	Q	Virtual Education Student	0 = Student is not a Virtual Student and has not been during the current school year 1 = Student is currently a Virtual Education Student 2 = Student is not currently a Virtual Education Student, but has been at some point during the school year 3 = Virtual AP Student	No		R*		R*		R*			
D18	R	School Entry Date		Yes	O	R	R	R	R	R	R		
D19	S	District Entry Date		Yes	O	R	R	R	R	R	O		
D20	T	State Entry Date		Yes	O	R	R	R	R	R	O		
D21	U	Cumulative Number of Days in Membership		Yes			R			R	R		
D22	V	Cumulative Number of Days Attended		Yes			R			R	R		
D23	W	Truant Student	0 = No 1 = Yes	Yes						R*			
D24	X	Minutes Enrolled		No		R*		R*					
D25	Y	Concurrent High School Enrollment	0 = None 1 = Any Kansas Board of Regents approved and funded CTE course at a Technical College or Community College 2 = Community College 3 = State University 4 = Private College or other postsecondary 5 = High school CTE program outside of main campus	No		R*		R*					
D26	Z	Exit/Withdrawal Date		Yes	E	E	E	E	E	E	R	E	E

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QUERY w/D	QUERY w/o ID
D27	AA	Exit/Withdrawal Type	1 = Transfer to a public school in the same district 2 = Transfer to a public school in a different district in Kansas 3 = Transfer to a public school in a different state 4 = Transfer to an accredited private school in Kansas or in a different state 5 = Transfer to non-accredited private school in Kansas or in a different state 6 = Transfer to home schooling 7 = Matriculation to another school 8 = Graduated with regular diploma 10 = Student Death 11 = Student Illness 12 = Student Expulsion (or long-term suspension) 13 = Reached maximum age for services 14 = Discontinued schooling 15 = Transfer to an accredited or non-accredited Juvenile Correctional Facility where educational services are provided 16 = Moved withing the US, not known to be enrolled in school 17 = Unknown 18 = Student data claimed in error 19 = Transfer to a GED completion program 20 = Transferred to a juvenile or adult correctional facility where educational services are not provided 21 = Student moved to another country, may or may not be continuing 22 = Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services 98 = Unresolved Exit 99 = Undo a previously submitted EXIT record	Yes	F	F	F	F	F	F	R	F	F

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QUERY w/D	QUERY w/o ID
D28	AB	Special Circumstances Transfer Choice	0 = No transfer under these provisions 2 = Transfer using unsafe school provision (applicable only when student transfers to another school within the same district)	Yes						R*			
D29	AC	Post-Graduation Plans	1 = 4-Year College or University 2 = 2-Year College 3 = Other Type College/Other Postsecondary 4 = Employment 5 = Unemployment 6 = Parenting 7 = Military Service 8 = All Other Graduates/Status Unknown 9 = Receiving Special Education Transition Services	No	E	E	E	E	E	E	R	E	E
D30	AD	Comprehensive Race	Position 5 = White Position 4 = Native Hawaiian or Other Pacific Islander Position 3 = Black or African American Position 2 = Asian Position 1 = American Indian or Alaska Native	Yes	R	R	R	R	R	R	R	O	O
D31	AE	Eligibility for National School Lunch Program	0 = Not Eligible 1 = Eligible for Reduced Price Lunch 2 = Eligible for Free Lunch	Yes		R*		R*	R*	R*	R*		
D32	AF	Primary Disability Code	ND = No Disability WD = Yes, is on an IEP and receives special education services	Yes	R	R		R	R	R	R		
D33	AG	Gifted Student Code	Blank = None GI = Giftedness	Yes	X	X		X	X	X	X		
D34	AH	Qualified for 504	0 = Not a 504 qualified student and has not been this school year 1 = Currently a 504 qualified student 2 = Not currently a 504 qualified student but has been this school year	Yes						R*			

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QUERY w/ID	QUERY w/o ID
D35	AI	Residence of Homeless Student while Homeless	0 = Not a homeless student 1 = Accompanied homeless student doubled up 2 = Accompanied homeless student stayed in hotel/motel 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care 5 = Accompanied homeless student was unsheltered 6 = Unaccompanied homeless student doubled up 7 = Unaccompanied homeless student stayed in hotel/motel 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care 9 = Unaccompanied homeless student was unsheltered	Yes		R*				R*	R*		
D36	AJ	ESOL /Bilingual Program Entry Date		Yes		X		X	X	X			
D37	AK	First Entry Date into a School in the United States		Yes		X		X	X	X			

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QUERY w/D	QUERY w/o ID
D38	AL	First Language	0 = English 1 = Chinese (Mandarin, Cantonese, or Taiwanese) 2 = Dinka (Sudanese) 3 = French 4 = High German 5 = Hmong 6 = Khmer (Cambodian) 7 = Korean 8 = Lao 10 = Filipino, Tagalog, Visaya (Philippines) 11 = Russian 13 = Spanish 14 = Vietnamese 15 = Arabic 16 = Other 17 = Somali 18 = Thai 19 = Portuguese 20 = Farsi, Daric, Tajiki (Persian in Iran, Afghanistan, Tajikistan) 21 = Chuukese or Pohnpeian (Marshal Island/Micronesian) 22 = Bosnian 23 = Burmese, Karen Languages of Myanmar 24 = Hindi 25 = Urdu 26 = Swahili or Kiswahili 27 = Nepali 28 = Sign Language (ASL or Other Sign) 29 = Serb, Croatian, or Montenegrin 31 = Turkish 32 = Karen languages (Burma/Myanmar) 33 = Haitian/Haitian Creole	Yes		R*		R*	R*	R*			

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QUERY w/D	QUERY w/o ID
			34 = Gujarati 35 = Punjabi 36 = Pashto, Pusto, Afghan 38 = Mayan, Quiche, K'iche', Mam (Guatemala & Mexico) 40 = Ilokano 42 = Low German 45 = Native American Languages 46 = Japanese 47 = Amharic 48 = Kinyarwanda 49 = Quechua (of Peru, Bolivia, Ecuador)										
D39	AM	ESOL/Bilingual Program Participation Code	0 = Not an ESOL eligible student and not an ESOL Monitored student 1 = Title III Funded 2 = State ESOL/Bilingual Funded 3 = Both Title III and State ESOL/Bilingual Funded 4 = Monitored ESOL student 5 = ESOL program eligible, but not currently receiving ESOL program services 6 = Receives ESOL services and not funded by Title III and/or State ESOL Funding	Yes	R*	R*		R*	R*	R*	R*		
D40	AN	ESOL/Bilingual Program Ending Date		Yes						X			
D41	AO	ESOL Bilingual Student Contact Minutes		No		X		X					
D42	AP	Career and Technical Education Contact Minutes		No		X		X					

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QUERY w/D	QUERY w/o ID
D43	AQ	Title I Participation	0 = Did not receive Title I services at any time during the school year 1 = Yes, is currently receiving Title I services in a Title I school wide 2 = Yes, received services in a Targeted Assisted school at some time during the school year 3 = Yes, this is a student attending a nonpublic school who receives Title I services from the public school district	Yes						R*			
D44	AR	Miles Transported		No		R*		R*					
D45	AS	Transportation FTE		No		R*		R*					
D46	AT	Student's Transportation Street Address		No		X		X					
D47	AU	Student's Transportation City		No		X		X					
D48	AV	Student's Transportation Zip Code		No		R		X					
D49	AW	Non-Resident Transportation	0 = No 1 = Yes	No		R*		R*					
D50	AX	Child of Military Family	0 = No 1 = Yes	No		R*		R*					
D51	AY	Immigrant Student	0 = No 1 = Yes, and receiving Title III Immigrant services 2 = Yes, but not receiving Title III Immigrant services	Yes		R*				R*			
D52	AZ	Country of Birth		Yes		X				X			
D53	BA	Refugee Status	0 = Not a refugee 1 = Yes, has refugee status or has had refugee status at some point during the current school year	Yes						R*			
D54	BB	Neglected Student	0 = Not served under Title I Part A this year 1 = Currently served under Title I Part A 2 = Not currently served under Title I Part A but has been this school year	Yes						R*			
D55	BC	Math Grouping Indicator 1		No					O				
D56	BD	Math Grouping Indicator 2		No					O				

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QUERY w/D	QUERY w/o ID
D57	BE	English Language Arts - ELA Grouping Indicator 1		No					O				
D58	BF	English Language Arts - ELA Grouping Indicator 2		No					O				
D59	BG	Science Grouping Indicator 1		No					O				
D60	BH	Science Grouping Indicator 2		No					O				
D61	BI	History/Gov Grouping Indicator 1		No					O				
D62	BJ	History/Gov Grouping Indicator 2		No					O				
D63	BK	General CTE Grouping Indicator 1		No					O				
D64	BL	General CTE Grouping Indicator 2		No					O				
D65	BM	Comprehensive Agriculture Grouping Indicator		No					O				
D66	BN	Animal Systems Grouping Indicator		No					O				
D67	BO	Plant Systems Grouping Indicator		No					O				
D68	BP	Manufacturing Production Grouping Indicator		No					O				
D69	BQ	Design and Pre-Construction Grouping Indicator		No					O				
D70	BR	Finance Grouping Indicator		No					O				
D71	BS	Comprehensive Business Grouping Indicator		No					O				
D72	BT	ELPA Grouping Indicator 1		No					O				
D73	BU	ELPA Grouping Indicator 2		No					O				
D74	BV	State Mathematics Assessment	0 = No test in this content area 2 = CETE General Assessment 3 = DLM/Alternate N = Special Assessment Waiver (e.g. ACT, Explore) C = Clear test subject indicator	Yes					R*				
D75	BW	State Mathematics DLM Proctor ID		No					O				
D76	BX	State Mathematics DLM Proctor Name		No					O				

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QUERY w/D	QUERY w/o ID
D77	BY	State English Language Arts - ELA Assessment	0 = No test in this content area 2 = CETE General Assessment 3 = DLM/Alternate N = Special Assessment Waiver (e.g. ACT, Explore) C = Clear test subject indicator	Yes					R*				
D78	BZ	State English Language Arts - ELA DLM Proctor ID		No					O				
D79	CA	State English Language Arts - ELA DLM Proctor Name		No					O				
D80	CB	State Science Assessment	0 = No test in this content area 2 = CETE General Assessment 3 = DLM/Alternate N = Special Assessment Waiver (e.g. ACT, Explore) C = Clear test subject indicator	Yes					R*				
D81	CC	State Science DLM Proctor ID		No					O				
D82	CD	State Science DLM Proctor Name		No					O				
D83	CE	State History/Gov Assessment	0 = No test in this content area 2 = CETE General Assessment 3 = Alternate C = Clear test subject indicator	Yes					R*				
D84	CF	General CTE Assessment	0 = No test in this content area 1 = Yes, test in this content area 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) C = Clear test subject indicator	No					R*				

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	R*TEST	EOYA	EXIT	QUERY w/D	QUERY w/o ID
D85	CG	Comprehensive Agriculture Assessment	0 = No test in this content area 1 = Yes, test in this content area 2 = Yes, test in this content area with Power, Structural, and Technical Systems module 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) 4 = Yes, test in this content area with Power, Structural, and Technical Systems module and Career Competency Qualifier (CCQ) C = Clear test subject indicator	No					R*				
D86	CH	Animal Systems Assessment	0 = No test in this content area 1 = Yes, test in this content area 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) C = Clear test subject indicator	No					R*				
D87	CI	Plant Systems Assessment	0 = No test in this content area 1 = Yes, test in this content area 2 = Yes, test in this content area with Horticulture module 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) 4 = Yes, test in this content area with Horticulture module and Career Competency Qualifier (CCQ) C = Clear test subject indicator	No					R*				
D88	CJ	Manufacturing Production Assessment	0 = No test in this content area 1 = Yes, test in this content area 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) C = Clear test subject indicator	No					R*				

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	R*TEST	EOYA	EXIT	QUERY w/D	QUERY w/o ID
D89	CK	Design and Pre-Construction Assessment	0 = No test in this content area 1 = Yes, test in this content area 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) C = Clear test subject indicator	No					R*				
D90	CL	Finance Assessment	0 = No test in this content area 1 = Yes, test in this content area 2 = Yes, test in this content area with Accounting module 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) 4 = Yes, test in this content area with Accounting module and Career Competency Qualifier (CCQ) C = Clear test subject indicator	No					R*				
D91	CM	Comprehensive Business Assessment	0 = No test in this content area 1 = Yes, test in this content area 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) C = Clear test subject indicator	No					R*				
D92	CN	State English Language Proficiency Exam	0 = No assessment in this content areas 1 = ELPA for current or monitored ESOL student 2 = ELPA for student who is ESOL program eligible, but not currently receiving ESOL Program services C = Clear test subject indicator	Yes					R*				
D93	CO	User Field 1		No	O	O	O	O	O	O	O	O	O
D94	CP	User Field 2		No	O	O	O	O	O	O	O	O	O
D95	CQ	User Field 3		No	O	O	O	O	O	O	O	O	O

- R | Required = Must contain a valid non-blank value
- R* | Required = Must contain a valid non-blank value, including zero
- X | Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value.

Field Number	Excel Column	Field Name	Values	Federally Mandated	ASGT	ENRL	SMSC	MILT	TEST	EOYA	EXIT	QUERY w/ID	QUERY w/o ID
O			Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.										
Blank			Values submitted in these fields will not be validated or stored on the indicated Record Type.										
E			Must be blank										

Submission Details: ASGT

Introduction

This document contains information specific to the submission of ASGT records to the Kansas Individual Data on Students (KIDS) System. The ASGT record is used to allow staff to obtain identification numbers called State Student Identifiers (SSID) for new students, update “core” student data linked to a student’s SSID, to track students as they move between schools in the State of Kansas also known as “claiming” a student, and to establish a student—building link that will allow a student to become available in other KSDE applications. Once ASGT records are processed in KIDS, any new SSIDs created should be added to your local Student Information System (SIS) for use in subsequent KIDS submissions.

Submission Guidelines

Submission Window

- Any time the KIDS Collection System is open
- Because other applications may be dependent upon a school or district claiming a student, it is recommended that ASGT records are submitted routinely such as daily or weekly. The KIDS Collection System accepts ASGT records in “mixed” batches (batches that contain multiple KIDS record types).

Students to Submit

- Pre-k through Adult
- Public school students
- Accredited private schools’ students
- Some early child education program participants

Who Submits?

- Accountability school
- Funding school may in preparation for ENRL. Funding is only able to submit ASGT if the SSID is blank or the Accountability School Identifier is 0001 or 0002

Special reporting consideration for KAN-SERVICE and SPED-Pro—The Funding School may also submit ASGT records if they are a public school providing special services to a student enrolled and attending a private school and the public school building has not been provided on any KIDS record sent by the private school. In this case, the public school should be careful to indicate the correct building numbers and leave the SSID field blank. This will allow the student to appear in KAN-SERVICE and SPED-Pro for special education reporting without claiming a student from the private school.

The Use of ASGT Submissions

- Creation and management of unique SSIDs for students receiving education services in the State of Kansas.
 - Obtain a unique SSID for a student that enrolls in your school or to “claim” that student from his/her previous school.
 - Update a student’s “core data” (see the Core Student Data section of this document for a complete list of core data fields).
 - Allow students to become available in other KSDE applications. For example, schools and districts should submit ASGT records to allow them to identify students that automatically qualify as being eligible for free lunches in the Direct Certification system.

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. Although data can also be shared by generating the appropriate KIDS reports, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional ASGT records are submitted to KIDS.

The detailed descriptions of each report available in the KIDS Collection System may be found on the KIDS project website (<http://kidsweb.ksde.org/>) under the “Report Descriptions” tab or by visiting this website: <http://kidsweb.ksde.org/Report-Descriptions>. The following reports are particularly important to ASGT submissions:

Standard Reports:

- Accepted Records by Type—ASGT
- Current Year Accountability Students
- Gained/Lost Students Report
- Unresolved Exits
- Retired State Student IDs Report

Discrepancies Reports:

- EOYA/EXIT Assignment Discrepancy Report

ASGT Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the ASGT record. In working with the KIDS System, many circumstances apply only to the record type you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below.

Core Student Data: The basic demographic data for a student (referred to as “core student data”) contained on ASGT records is stored in the KIDS System. When KIDS records are submitted, the KIDS System compares the core student data contained in the student’s record with the core student data already stored in KIDS for that SSID. If the core data matches, the record is accepted.

In the event the data does not match the core student data in KIDS, the Manage Core Data Process may be triggered. A record with core data near matches found in the Manage Core Data Process will need to be resolved before the record will be accepted. All records with near matches need to be processed via the Manage Core Data process. See the Guidelines for Generating SSIDs for more information on Core Student Data.

Core Student Data:

- D2 Accountability School Identifier
- D3 Residence District
- D4 Legal Last Name
- D5 Legal First Name
- D8 Gender
- D9 Date of Birth
- D10 Current Grade Level
- D11 Local Student Identifier
- D12 Hispanic Ethnicity
- D13 State Student Identifier
- D30 Comprehensive Race

School Entry Date: School Entry Date should be based on the date the student entered the Accountability School. In the case where the student’s Accountability School is marked with a 0001 or 0002, the submitting school will use his/her School Entry Date. For example, when a homeschooled student is receiving services from a public school, the public school should report the date the services began.

New Students: It is recommended that schools/districts submit ASGT records to the KIDS Collection System for all new students to obtain SSIDs for them. In the event the student is new to the KIDS System and needs an SSID created, the system will generate a new SSID. If the student already has an SSID in the KIDS System, the SSID will be retrieved and core data updates will occur.

Updating Core Student Data: It is recommended that schools/districts submit an ASGT record to the KIDS Collection System any time a student’s core demographic data changes. At the beginning of the school year, sending ASGT records is recommended for all students to update the school year, grade level information, and any other core demographic changes on returning students. Changing the grade level and school year for all students generally will not trigger near-matches in the system (unless there were other core data that changed as well, such as last name). Including the SSID in the ASGT records minimizes the likelihood of a near-match situation.

Claiming Students: It is recommended that schools/districts submit ASGT records to the KIDS Collection System when students change schools to update the Accountability School Identifier. Changing the Accountability School Identifier “claims” the student to the new building. Failing to claim students promptly may impact whether or not additional information can be gathered about that student in other KSDE applications.

Students without SSIDs: If a student’s ASGT record is submitted to KIDS by the Accountability School Identifier or the Funding School and an SSID is not included in the student record, the submitting school will be required to obtain the SSID for the student. This is done through the Manage Core Data Process if a new SSID is not automatically generated at the time of submission. For additional information about processing records for students without SSIDs, please refer to the KIDS 2015-2016 User’s Guide.

Avoiding Unnecessary Claiming Situations: Including the correct Accountability School Identifier when submitting ASGT records will help schools to avoid unintentionally claiming students from other accountability schools. Schools do not have to release (EXIT) a student before another school can claim the student. For additional information about determining the building codes for students, please refer to the Guidelines for Determining the KIDS Collection Building Identifier.

Undoing an ASGT: When an ASGT has been submitted and a student has been claimed in error, an EXIT record should be submitted with an Exit/Withdrawal Type of 18 = “Student data claimed in error.”

Correcting an ASGT: When updating a student’s core data previously sent, submit an updated ASGT record with matching values in the other field(s). The most recently submitted record will be considered the “current” information.

Gained/Lost Claiming Emails: Gained/lost emails are triggered by a school claiming a student (by updating the Accountability School Identifier field) in the KIDS system. Emails are sent both to the school claiming the student and the school formerly listed as the Accountability School Identifier. Each school may designate up to 2 people to receive the Gained/Lost emails by entering email addresses in the KSDE Directory application. For more information regarding which specific students were gained and/or lost, see the Gained/Lost Students Report in the KIDS Collection System.

If you agree with the information in the report (indicating that the school claimed a new student or lost a student who no longer attends the school) then no further steps are required. However, if you do not agree with the information in the report, additional steps may be needed. It is recommended you contact the other school to coordinate efforts to submit the appropriate records (ASGT or EXIT).

Duplicate SSIDs: Great care should be taken when resolving near-matches to avoid the creation of a duplicate SSID for a student. If duplicate SSIDs are found for a student, please call the Help Desk at 785-296-7935, and KSDE staff will investigate and retire the duplicate SSID if one is found. Failing to report duplicate SSIDs to KSDE may create problems on subsequent KIDS submissions and will create a break with the longitudinal data for the student.

Shared Students: In cases where students are shared between schools/districts and both organizations provide instruction in a state assessed areas, both public and private schools may see an increase of claiming email notices from KSDE, particularly during State assessments. In these cases, the schools should not submit additional ASGT records to claim the students to be able to administer State assessments. TEST records claim a student and update any changed core student data when the submitting school indicates their building code in the Accountability School Identifier field. Educational entities should work together to ensure accurate legal name and birthdates are provided on all KIDS records.

Accredited Private Schools: Accredited private schools should submit ASGT records according to the guidance outlined above.

ASGT Collection 2015-2016 System File Specifications

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
Fields Collected on ASGT Records- for obtaining State IDs for students, updating core student data, and claiming a student.					
D1	Record Type	R	ASGT	A designation of the collection to which the record belongs.	Collection Type
D2	Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Identity Management
D3	Residence District Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2- letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Identity Management
D4	Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
D5	Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
D6	Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D7	Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
D8	Gender	R	<ul style="list-style-type: none"> • 0=Female • 1=Male 	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Identity Management
D9	Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Identity Management
D10	Current Grade Level	R*	<ul style="list-style-type: none"> • 00=Birth-2yrs • 01=3-Yr-Old Preschooler • 02=4-Yr-Old Preschooler • 03=5-Yr-Old and Older Preschooler • 04=4-Yr-Old At-Risk • 05=Kindergarten • 06=First Grade • 07=Second Grade • 08=Third Grade • 09=Fourth Grade • 10=Fifth Grade • 11=Sixth Grade • 12=Seventh Grade • 13=Eighth Grade • 14=Ninth Grade • 15=Tenth Grade • 16=Eleventh Grade • 17=Twelfth Grade • 18=Not Graded 	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Identity Management
D11	Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management

Field Ref#	Field Name	Req/Opt	Values	Description	Used For
D12	Hispanic Ethnicity	R	<ul style="list-style-type: none"> Y=Hispanic/Latino N=Not Hispanic/Latino 	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Identity Management
D13	State Student Identifier	O	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
D14	Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
D15	Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Identity Management
D16	Attendance School/Program Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Identity Management
D18	School Entry Date	O	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	Identity Management
D19	District Entry Date	O	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	Identity Management
D20	State Entry Date	O	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	Identity Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D30	Comprehensive Race	R	<ul style="list-style-type: none"> • Position 5-White • Position 4-Native Hawaiian or Other Pacific Islander • Position 3-Black or African American • Position 2-Asian • Position 1-American Indian Or Alaska Native <p>Allowable values in each position:</p> <ul style="list-style-type: none"> • 0 = No • 1 = Yes 	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Identity Management
D32	Primary Disability Code	R	<ul style="list-style-type: none"> • ND = No Disability • WD = Yes, is on an IEP and receives special education services 	An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Act (IDEA-Part B), which documents that the student receives special education services. Reported only if the student has a primary area of disability.	Program Participation
D33	Gifted Student Code	X	<ul style="list-style-type: none"> • Blank = None • GI = Giftedness 	An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.	Program Participation

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D39	ESOL/Bilingual Program Participation Code	R*	<ul style="list-style-type: none"> • 0 = Not an ESOL eligible student and not an ESOL monitored student • 1 = Title III Funded • 2 = State ESOL/Bilingual Funded • 3 = Both Title III and State ESOL/Bilingual Funded • 4 = Monitored ESOL student • 5 = ESOL program eligible, but not currently receiving ESOL services • 6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding 	The type of ESOL/Bilingual Program in which the student participates.	Program Participation
D93	User Field 1	O	Text	Optional field to be used at district's discretion.	None
D94	User Field 2	O	Text	Optional field to be used at district's discretion.	None
D95	User Field 3	O	Text	Optional field to be used at district's discretion.	None

R Required = Must contain a valid non-blank value

R* Required = Must contain a valid non-blank value, including zero

X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value

O Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.

Blank Values submitted in these fields will not be validated or stored on the indicated Record Type.

E Must be blank

Submission Details: ENRL

Introduction

The ENRL Collection focuses on gathering enrollment and program participation information on students. This is the data that is used to populate sections of the Principal's Building Report (PBR) and the Superintendent's Organizational Report (SO66) which are in turn used for State funding (based on the September 20th Rule) and for federal funding calculations.

Submission Guidelines

Submission Window

- September 21, 2015—October 12, 2015
- Student data should be current as of September 21, 2015.
- ENRL records cannot be submitted outside of this submission window.

Students to Submit

- All pre-k through adult (including virtual students 19 and over)
- All active students (based on the September 20th rule for enrollment and attendance)

Who Submits?

- Public schools must submit ENRL records for all students for which they are the Funding School
- Private schools must submit ENRL records for all students for which they are the Accountability School (attendance data from the 9/20 count are used for accreditation)

The Use of ENRL Submissions

- ENRL records with Minutes Enrolled greater than 17 (FTE 0.1 or greater) will be used to populate the school's PBR and the district's SO66
- Data reported on ENRL submissions are evaluated by KSDE's fiscal auditors during the audit process.
- Federal reporting
 - Special Education (SPED)
 - English Speakers of Other Languages (ESOL) program participation
- National School Lunch Program (NSLP) eligibility verification
- Evaluating possible or future funding formulas
- KSDE K-12 and Building Report Card Reports

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. As principals review PBR reports and superintendents review SO66 reports, they will be directed to research values based on KIDS ENRL submissions. Principals will find that many filters are available in the PBR Enrollment report in KIDS. Superintendents will find that there are reports in KIDS that are specific to sections of the SO66. Although data can also be shared by generating the appropriate KIDS Reports, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended, since reports are dynamic and may change if additional ENRL records are submitted to KIDS after the report was generated.

The detailed descriptions of each report available in the KIDS Collection System may be found on the KIDS project website <http://kidsweb.ksde.org/> under the “Report Descriptions” tab or by visiting this website: <http://kidsweb.ksde.org/Report-Descriptions>. The following reports are particularly important to ENRL submissions:

Standard Reports:

- Accepted Record by Batch
- Accepted Records by Type—ENRL
- Homeless Student

PBR Reports:

- PBR Enrollment
- Student in Multiple Schools

S066 Reports:

- Juvenile Detention Center Students
- Out of State Students
- SO66 Non-Resident Students
- SO66 Transported Students

ENRL Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the ENRL record. In working with the KIDS Collection System, many circumstances apply only to the record you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below.

Building Codes: For ENRL submissions, if “0001” or “0002” is entered as the Accountability School, then the Funding School must contain a valid School ID number or district central office of the submitting district.

School Entry Date: School Entry Date should be based on the date the student entered the Funding School.

September 20th Rule: A student must be enrolled and attending on September 21. If absent on September 21 then the student must have attended once before September 21 and once after September 21 but on or before October 5. If September 20 falls on a non-school day, use the first school day after September 20.

- Foreign exchange students cannot be included in the count for state-aid funding unless they will be enrolled for at least one semester or two quarters. If the foreign exchange student does **not** meet that requirement, please enter zero as the number of minutes the student is enrolled on September 21.
- In order to be counted, virtual students 18 and under (on September 20) virtual education students must be enrolled on September 21 and attend one day on or before September 20 and one day on or after September 21, but on or before October 5.
- Virtual students 19 and over (on September 20) will be funded on credits earned and do not have to meet attendance requirements.
- In order to be counted, alternative school and program (where attendance is not mandatory) students must be enrolled on September 21 and attend one day on or before September 20 and one day on or after September 21, but on or before October 5.

Students Reported by Multiple Buildings: Please see the [“Enrollment Handbook 2015-2016 School Year”](#) for guidance on reporting students attending multiple buildings. Pay close attention to the changes for virtual students 18 and under attending multiple buildings.

If multiple schools erroneously submit ENRL records for the same student, each school will have that student listed on its PBR. Schools and districts can run the “Student in Multiple Schools Discrepancy” report to identify their students submitted by another school or district. Auditors will be given a report of students that appear on multiple PBRs so that they can determine which school should report the student for funding.

Updating Core Student Data: KSDE recommends submitting ASGT records **before** submitting ENRL records to update core student data and to increase processing time on ENRL uploads. If a student’s ENRL record is submitted to KIDS by the Accountability School and the grade level and school year have not been previously updated in KIDS, then the accountability school will be required to update the student’s core data and resolve any near matches before the record is accepted. Only the Accountability School can modify core student data for records that contain a State Student Identifier (SSID). If a student’s ENRL record is submitted to KIDS by the Funding School and the grade level and school year have not been previously updated in KIDS, the Funding School will not be permitted to update the student’s core data; however, the record will be accepted as long as the SSID matches a valid ID in the KIDS System.

Students without SSIDs: If a student's ENRL record is submitted to KIDS by the Accountability School or the Funding School, and an SSID is not included in the student record, the submitter will be required to obtain an SSID for the student through the Manage Core Data process before the record is accepted. This SSID should then be added to the school's local student information system for subsequent KIDS submissions. For additional information about processing records for students without SSIDs, please refer to the KIDS 2015-2016 User's Guide.

Juvenile Detention Centers and Psychiatric Residential Treatment Facilities: Any student attending a Juvenile Detention Center that is reported by your district will need to be submitted as part of the KIDS ENRL records in order to populate a screen on the Superintendent's Organizational Report (SO66) dedicated to these centers/facilities. Such centers/facilities should be submitted with:

- Accountability School as the district's central office,
- Funding School of "0003,"
- Attendance School as the building number of the Juvenile Detention Center or Psychiatric Residential Treatment Facility where the student is attending.

Removing students appearing on the PBR/SO66: In order to remove a student submitted on an ENRL record from a PBR/SO66, a new ENRL record for that student must be submitted that includes the same Funding School as the original ENRL record and also has a value of "0" in the Minutes Enrolled field. Sending an EXIT record will **not** remove a student from the PBR/SO66 if he/she was previously submitted on an ENRL record with Minutes Enrolled greater than 17.

Transportation Address and City for Virtual Education Students: If a student is marked as a Virtual Education Student, then the Student's Transportation Street Address and Student's Transportation City fields must contain information for that virtual student. Students should only be marked as virtual education students if the submitter is the school or district providing the virtual education services or is the school or district contracting with an approved program to provide the virtual education services via a service center. For additional information on which students should be counted as virtual education students, refer to the Guidelines for Reporting Virtual Education Students in KIDS document.

Changes in Virtual Students Reporting: Based on the changes to the funding of students attending an approved virtual school or program (reported in D17: Virtual Education Student), funding will now be differentiated into three different categories: Full-Time Virtual Students 18 and Under, Part-Time Virtual Students 18 and Under, and Virtual Students 19 and Over. The student's age will be determined as of September 20, 2015. Funding for virtual students 18 and under will be calculated from ENRL records.

- If a virtual student 18 and under is enrolled at both a traditional building and a virtual school/program within the same district, two ENRL records must be submitted for the student to provide the correct funding. The virtual school/program will be limited to the number of minutes remaining after the traditional school's minutes are subtracted from 360.

- Funding for virtual students 19 and over will be based on credits earned between July 1, 2015 and June 30, 2016. Virtual students 19 and over will still need to have an ENRL record submitted to include those students in headcount data reported for your district. Virtual students 19 and over who are enrolled on or before September 20th (end of the first count window) should have an ENRL record submitted with 360 minutes, regardless of the actual number of minutes they are in attendance during that period.
- Review the reporting situations at the end of this document for further explanation. Refer to the Guidelines for Reporting Virtual Education Students in KIDS document.

Concurrent High School Enrollment: A district that has a student attending any Kansas Board of Regents approved and funded CTE course at a technical college or community college will report a value of “1” in the High School Enrollment field.

Eligibility for National School Lunch Program: Community Eligibility Provision (CEP) schools will need to make sure to report students that are **eligible** for free or reduced lunch based on Direct Certification or State At-Risk funding based on the State At-Risk application. The State At-Risk application will be verified during the auditing process. Non-CEP schools do not need to change the way this data has been reported. CEP schools should NOT report 100% in this field based on CEP. This field collects a student’s eligibility, not how a student pays for lunch.

Career and Technical Education Contact Minutes: Report the number of minutes a student received instruction in an approved for funding CTE course or State approved course on September 21. Note: the time spent in any approved CTE courses through a post-secondary institution should not be counted toward the minutes reported in this field. The funding for CTE courses that are concurrent enrollment, as reported in the Concurrent High School Enrollment field will not be included in the funding calculations at KSDE.

Miles Transported: Report Miles Transported for all students transported at the district’s expense. Schools and districts should report Miles Transported for their students, even if they are transported under 2.5 miles or transported from outside the district. If a student has 2.5 miles or greater reported in the Miles Transported field, then the Student’s Transportation Street Address and Student’s Transportation City must contain information for that transported student.

- A seat or an alternate mode of transportation must be provided for each student counted on the transportation list. This would apply to Miles Transported and Transportation FTE. Students do not have to actually ride the bus, but should they choose to do so a seat must be made available.
- Students, enrolled in both a public school and private school, are counted for the same FTE on the bus transportation report as their enrollment is counted in the public school.
- Kindergarten students are counted as 1.0 FTE on the transportation list if transportation is provided to and from the attendance center at the district’s expense, or if the district provides reimbursement to parents.
- Pupils transported one way by special education transportation on September 21 and one way on regular route transportation can be claimed on regular route transportation as a 0.5 FTE and can be claimed on the special education

transportation Form 308 for the cost of the other half of the trip. However, the actual costs must be kept for the other half of the trip.

- Do not include transportation of students to and from a technical school or community college.

Non-resident Transportation: The parent or legal guardian of any pupil who lives 2.5 or more miles from the attendance center the pupil would attend in the resident school district may apply to the board of education of a receiving school district for authority for such pupil to be furnished or provided transportation to school from the pupil's residence and from school to the pupil's residence by the receiving school district.

Child of Military Family: An indicator of whether or not student has a parent who is on active duty in the U.S. military. This data are required for federal reporting.

Shared Student: There are multiple situations where schools share a student.

****New for 2015-2016 school year—there are situations where multiple schools will be required to send ENRL records to KSDE.**

Please review the scenarios below when working on ENRL data.

1. When a public school receives funding for providing special education services to a private school's student, both the public and the private schools send ENRL records. Both schools should show the public school building number in the Funding School field.

ENRL Record for Public School: (1111)	ENRL Record for Private School: (2222)
<input type="checkbox"/> Accountability School: 2222	<input type="checkbox"/> Accountability School: 2222
<input type="checkbox"/> Funding School: 1111	<input type="checkbox"/> Funding School: 1111
<input type="checkbox"/> Attendance School: 1111	<input type="checkbox"/> Attendance School: 2222

2. When a brick and mortar building and virtual school or program in two different districts both provides education to a virtual student 18 and under, both submit ENRL records to KIDS. The amount of funding the virtual school receives depends on the number of minutes enrolled at each. The Accountability School will depend on the number of core content courses the student is enrolled in at each building.

ENRL Record for Brick and Mortar School: (1111) (no core content courses)	ENRL Record for Virtual School: (2222) (all core content courses)
<input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Minutes Enrolled: 60	<input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 2222 <input type="checkbox"/> Minutes Enrolled: 360

3. When a brick and mortar building and virtual school or program in two different districts both provides education to a virtual student 18 and under, both submit ENRL records to KIDS. The amount of funding the virtual school receives depends on the number of minutes enrolled at each. The Accountability School will depend on the number of core content courses the student is enrolled in at each building.

ENRL Record for Brick and Mortar School: (1111) (3 core content courses)	ENRL Record for Virtual School: (2222) (1 core content course)
<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Minutes Enrolled: 300	<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 2222 <input type="checkbox"/> Minutes Enrolled: 60

4. When two brick and mortar buildings in different districts both provide education to a student, both submit ENRL records to KIDS. The Accountability School will depend on the number of core content courses the student is enrolled in at each building.

ENRL Record for Brick and Mortar School: (1111) (3 core content courses)	ENRL Record for Brick and Mortar School: (2222) (1 core content course)
<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Minutes Enrolled: 360	<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 2222 <input type="checkbox"/> Minutes Enrolled: 60

5. When a brick and mortar building and virtual program in the same district both provide education to a virtual student 18 and under and they both use the same building number, both submit ENRL records to KIDS. The virtual program must submit the ENRL Record with the district office as the Funding School. The amount of funding the virtual program receives depends on the number of minutes enrolled at each. The Accountability School will depend on the number of core content courses the student is enrolled in at each building.

ENRL Record for Brick and Mortar School: (1111) (4 core content courses)	ENRL Record for Virtual Program: (1111) (no core content course)
<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Minutes Enrolled: 300	<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 2222 (district office) <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Minutes Enrolled: 60

Accredited Private Schools: Accredited private schools should submit ENRL records according to the guidance outlined above. Private schools must submit ENRL records in order to build their PBR for accreditation.

ENRL Collection 2015-2016 System File Specifications

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
Fields Collected on ENRL Records- for the Funding and Enrollment collection.					
D1	Record Type	R	ENRL	A designation of the collection to which the record belongs.	Collection Type
D2	Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Federal Reporting for Accredited nonpublic Schools
D3	Residence District Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2- letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	<ul style="list-style-type: none"> • State Funding • State Reporting
D4	Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
D5	Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
D6	Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D7	Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
D8	Gender	R*	<ul style="list-style-type: none"> • 0=Female • 1=Male 	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	State and Federal Reporting category
D9	Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	<ul style="list-style-type: none"> • Identity Management • State mandatory attendance rules • State Funding
D10	Current Grade Level	R*	<ul style="list-style-type: none"> • 00=Birth-2yrs • 01=3-Yr-Old Preschooler • 02=4-Yr-Old Preschooler • 03=5-Yr-Old and Older Preschooler • 04=4-Yr-Old At-Risk • 05=Kindergarten • 06=First Grade • 07=Second Grade • 08=Third Grade • 09=Fourth Grade • 10=Fifth Grade • 11=Sixth Grade • 12=Seventh Grade • 13=Eighth Grade • 14=Ninth Grade • 15=Tenth Grade • 16=Eleventh Grade • 17=Twelfth Grade • 18=Not Graded 	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	<ul style="list-style-type: none"> • State and Federal Reporting category • State Funding

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D11	Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management
D12	Hispanic Ethnicity	R	<ul style="list-style-type: none"> • Y=Hispanic/Latino • N=Not Hispanic/Latino 	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	State and Federal Reporting category
D13	State Student Identifier	O	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
D14	Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
D15	Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	<ul style="list-style-type: none"> • State Funding • Federal Reporting
D16	Attendance School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Identity Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D17	Virtual Education Student	R*	<ul style="list-style-type: none"> • 0 = Student is not a Virtual Education Student and has not been one during the current school year. • 1 = Student is currently a Virtual Education Student. • 2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year. • 3 = Virtual AP Student 	Indicator of whether a student is participating in a virtual education school or program that is approved for State funding.	State Funding
D18	School Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	Identity Management
D19	District Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	Identity Management
D20	State Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	Identity Management
D24	Minutes Enrolled	R*	Text	The number of minutes per day that the student was enrolled in a district on September 20.	State Funding

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D25	Concurrent High School Enrollment	R*	<ul style="list-style-type: none"> • 0 = None • 1 = Any Kansas Board of Regents approved and funded CTE course at a Technical College or Community College • 2 = Community college • 3 = State university • 4 = Private college or other postsecondary • 5 = High school CTE program outside of main campus 	A description of a second educational program enrollment for a high school student at an accredited program or institution on September 20.	State Funding
D30	Comprehensive Race	R	<ul style="list-style-type: none"> • Position 5-White • Position 4-Native Hawaiian or Other Pacific Islander • Position 3-Black or African American • Position 2-Asian • Position 1-American Indian Or Alaska Native <p>Allowable values in each position:</p> <ul style="list-style-type: none"> • 0 = No • 1 = Yes 	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Identity Management
D31	Eligibility for National School Lunch Program	R*	<ul style="list-style-type: none"> • 0 = Not Eligible • 1 = Eligible for Reduced Price Lunch • 2 = Eligible for Free Lunch 	An indication of the student's eligibility for free or reduced price lunch programs.	<ul style="list-style-type: none"> • State Funding • Federal Reporting • Federal Funding Eligibility determinations

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D32	Primary Disability Code	R	<ul style="list-style-type: none"> • ND = No Disability • WD = Yes, is on an IEP and receives special education services 	An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Act (IDEA-Part B), which documents that the student receives special education services. Reported only if the student has a primary area of disability.	State Funding
D33	Gifted Student Code	X	<ul style="list-style-type: none"> • Blank = None • GI = Giftedness 	An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.	State Funding

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D35	Residence of Homeless Student while Homeless	R*	<ul style="list-style-type: none"> • 0 = Not a homeless student. • 1 = Accompanied homeless student doubled up. • 2 = Accompanied homeless student stayed in hotel/motel. • 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care. • 5 = Accompanied homeless student was unsheltered. • 6 = Unaccompanied homeless student doubled up. • 7 = Unaccompanied homeless student stayed in hotel/motel. • 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care. • 9 = Unaccompanied homeless student was unsheltered. 	<p>An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate residence and had a primary nighttime resident that meet the requirements under the federal McKinney-Vento Homeless Assistance Act.</p> <p>The term “unaccompanied homeless student” includes youth in homeless situations who are not in the physical custody of a parent or guardian.</p>	<ul style="list-style-type: none"> • Automatic eligibility for National School Lunch Program • Eligibility for State and Federal Homeless programs

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D36	ESOL/Bilingual Program Entry Date	X	MM/DD/YYYY	The date an English Language Learner (ELL) qualifies for services English for Speakers of Other Languages (ESOL)/Bilingual Program based on an English Language Proficiency test.	ESOL program eligibility determination and reporting
D37	First Entry Date into a School in the United States	X	MM/DD/YYYY	The month, day, year on which the student first entered and began to receive instructional services in a school or an educational institution in the USA.	ESOL program eligibility determination and reporting

D38	First Language	R*	<ul style="list-style-type: none"> • 0 = English • 1 = Chinese (Mandarin, Cantonese, or Taiwanese) • 2 = Dinka (Sudanese) • 3 = French • 4 = High German • 5 = Hmong • 6 = Khmer (Cambodian) • 7 = Korean • 8 = Lao • 10 = Filipino, Tagalog, Visaya (Phillippines) • 11 = Russian • 13 = Spanish • 14 = Vietnamese • 15 = Arabic • 16 = Other • 17 = Somali • 18 = Thai • 19 = Portuguese • 20 = Farsi, Daric, Tajiki (Persian in Iran, Afghanistan, Tajikistan) • 21 = Chuukese or Pohnpeian (Marshall Island/Micronesian) • 22 = Bosnian • 23 = Burmese, Karen languages of Myanmar • 24 = Hindi • 25 = Urdu • 26 = Swahili or Kiswahili 	The primary language or dialect (not ethnicity) of the student, according to the student's Home Language Survey.	ESOL program eligibility determination and reporting.
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Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
			<ul style="list-style-type: none"> • 27 = Nepali • 28 = Sign Language (ASL or Other sign) • 29 = Serb, Croatian or Montenegrin • 31 = Turkish • 33 = Haitian/Haitian Creole • 34 = Gujarati • 35 = Punjabi • 36 = Pashto, Pusto, or Afghan • 38 = Mayan, Quiche, K'iche', Mam (Guatemala & Mexico) • 40 = Ilokano • 42 = Low German • 45 = Native American Languages • 46 = Japanese • 47 = Amharic • 48 = Kinyarwanda • 49 = Quechua (of Peru, Bolivia, Ecuador) 		

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D39	ESOL/Bilingual Program Participation Code	R*	<ul style="list-style-type: none"> • 0 = Not an ESOL eligible student and not an ESOL monitored student • 1 = Title III Funded • 2 = State ESOL/Bilingual Funded • 3 = Both Title III and State ESOL/Bilingual Funded • 4 = Monitored ESOL student • 5 = ESOL program eligible, but not currently receiving ESOL services • 6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding 	The type of ESOL/Bilingual Program in which the student participates.	<ul style="list-style-type: none"> • State Funding • ESOL program eligibility determination and reporting.
D41	ESOL/Bilingual Student Contact Minutes	X	Text	The number of minutes the student received instruction from an ESOL endorsed teacher in an approved ESOL/Bilingual program on September 20.	State Funding
D42	Career and Technical Education Contact Minutes	X	Text	The number of minutes a high school student received instruction in an approved for funding career and technical education course (or in state approved courses) on September 20.	State Funding
D44	Miles Transported	R*	Text	The number of miles a student is transported one way at the school or district's expense.	State Funding

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D45	Transportation FTE	R*	Text	The student's round-trip transportation to school to the nearest tenth.	State Funding
D46	Student's Transportation Street Address	X	Text	The street number and street name of the address that is used for bus transportation on September 20.	Verification of miles transported
D47	Student's Transportation City	X	Text	The name of the city in which the address is located.	Verification of miles transported
D48	Student's Transportation Zip Code	R	Text	The five or nine digit zip code portion of the transportation address.	<ul style="list-style-type: none"> • Verification of miles transported • NAEP Assessments
D49	Non-Resident Transportation	R*	<ul style="list-style-type: none"> • 0 = No • 1 = Yes 	An indication that the student is attending the district under an agreement by the district under KSA 72-1046b.	State Reporting Requirement
D50	Child of Military Family	R*	<ul style="list-style-type: none"> • 0 = No • 1 = Yes 	An indicator of whether or not the student has a parent who is on active duty in the U. S. military.	Federal Reporting
D51	Immigrant Student	R*	<ul style="list-style-type: none"> • 0 = No • 1 = Yes, and receiving Title III Immigrant Services • 2 = Yes, but not receiving Title III Immigrant Services 	An indicator of whether or not the student is an immigrant, defined as being aged 2 through 21, not born in any state in the United States, and not being in attendance in schools in the states for more than three full academic years.	Federal Reporting
D52	Country of Birth	X	Text	Indicates the country of birth for Immigrant students.	Federal Reporting
D93	User Field 1	O	Text	Optional field to be used at district's discretion.	None
D94	User Field 2	O	Text	Optional field to be used at district's discretion.	None

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D95	User Field 3	O	Text	Optional field to be used at district's discretion.	None

R Required = Must contain a valid non-blank value

R* Required = Must contain a valid non-blank value, including zero

X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value

O Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.

Blank Values submitted in these fields will not be validated or stored on the indicated Record Type.

E Must be blank

Submission Details: EOYA

Introduction

The purpose of the EOYA Collection is to gather attendance, membership, truancy, and program participation data for all students who were in membership at the Accountability School at any point during the school year.

Submission Guidelines

Submission Window

- May 16, 2016-June 30, 2016
- Student data should be current as of the last day of school or the last day the student was in membership at that school
- EOYA records should be submitted in a timely manner so that the data used in other applications will be accurate

Students to Submit

- Pre-k through adult
- Both active and inactive—including those that exited before the end of the school year
- Where your school was considered the Accountability School at any point during the school year for the student
- If you provided services to a student at any point during the school year, but you were not the Accountability School and no other school will be submitting EOYA records for that student

Who Submits?

- Accountability School
- If a student attended your school but another school is the Accountability School, communicate with the student's Accountability School to make sure the information is submitted correctly

The Use of EOYA Submissions

- Calculation of school, district, and state attendance rate for accountability purposes;
- As the basis of the yearly student population from which the 4-year and 5-year adjusted cohort graduation rates will be calculated;
- To populate the Title IV Report of the Kansas Discipline Incident System (KAN-DIS) with students indicated as truant and students indicated as using the Special Circumstances Transfer Choice provision; and
- To collect Title I Participation data previously reported on the LCP Annual Report.

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. Although data can also be shared by generating the appropriate KIDS reports, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended, since reports are dynamic and may change if additional EOYA records are submitted to KIDS.

The detailed descriptions of each of the reports available in the KIDS Collection System may be found on the KIDS project website: <http://kidsweb.ksde.org/> under the “Report Descriptions” tab or by visiting this website: <http://kidsweb.ksde.org/Report-Descriptions>. The following reports are particularly important to EOYA submissions:

Standard Reports:

- Accepted Records by Type—EOYA
- Current Year Accountability Students
- Homeless Student
- EOYA Report

Attendance:

- Student Attendance Ratio Report
- Attendance Rate Report
- Average Daily Attendance

Discrepancy:

- EOYA EXIT Assignment Discrepancy Report

EOYA Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the EOYA record. In working with the KIDS System, many circumstances apply only to the record you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below.

School Entry Date: School Entry Date should be based on the date the student entered the Accountability School.

Special Circumstances For Accountability School Submitting EOYA Records: If the Accountability School is ‘0001’ or ‘0002’, the Attendance School should submit EOYA records.

Inactive Students: Submitting records for students who have moved to another Accountability School will *not* result in the student being claimed back by your school.

Changes in Status: There are several fields on the EOYA Collection that a student’s status may change between the last day of school and June 30. Schools can choose to report the student’s status as of June 30 or the last day of school. For example, if a student becomes qualified for a 504 plan during the summer school session, the student can be reported as a 1=“Currently a 504 qualified student” in the Qualified for 504 field even though the student was not 504 qualified as of the last day of school. To see a complete list of these fields, refer to Appendix A at the end of this document.

Multiple Accountability Schools: Multiple accountability schools may need to report attendance information for the same student for EOYA (if that student has moved during the year). For example, if “John Smith” attended School A from 8/17/15-11/27/15 and then transferred to school B for the remainder of the year, then both schools would need to report this student for EOYA. Both schools would include the appropriate days in membership and attendance for their respective schools.

Attendance and Membership: Cumulative Days in Membership and Cumulative Days in Attendance should represent the **total** cumulative days in membership/attendance. For example, if “John Smith” attended School/Program A from 8/17/15–11/27/15, transferred to School/Program B, and then re-entered School/Program A on 2/1/16, then School/Program A would report the combined cumulative days in membership/attendance for 8/17/15 through 11/27/15 AND for 2/1/16 through the end of the school year.

Virtual Education Students: This field should indicate whether the student has been a virtual education student at the Accountability School/Program at any point during the current School/Program year. Students should be marked as virtual education students only if the submitter is the school/program or district that provided the virtual education services or contracted with an approved program to provide the virtual education services via a service center. Unlike the ENRL Collection, EOYA does not require the Accountability School/Program to submit the address information for virtual students, although that data can be submitted on EOYA records as optional fields. For additional information on which students should be counted as virtual education students, refer to the Guidelines for Reporting Virtual Education Students in KIDS document.

Truant Students: This field is a yes/no field asking whether a student has been “truant” at any point during the year. “Truancy” is a violation of state, district, or school policy relating to attendance. The data in this field is used to pre-populate the Title IV Report of the Kansas Discipline Incident System (KAN-DIS). For more information regarding truancy, see [State Statute 72-1113](#).

Eligibility for National School Lunch Program: Community Eligibility Provision (CEP) schools will need to make sure to report students that are **eligible** for free or reduced lunch based on Direct Certification or State At-Risk funding based on the State At-Risk application. Non-CEP schools do not need to change the way this data has been reported. CEP schools should NOT report 100% in this field based on CEP. This field collects a student’s eligibility, not how a student pays for lunch.

Qualified for 504: Report in this field the students who are *qualified* for 504, not just the students who are currently on a 504 plan. By definition all students who have a primary disability should be coded in this field as 1=“Currently a 504 Qualified Student” in KIDS. Include all students that qualify for 504 Plan even if they do not have a written plan in place.

Title I Participation: If a school is a Title I school wide building, they should report all students as receiving Title I services with a value of 1 = “Yes, is currently receiving Title I services in a Title I school wide” in this field on EOYA records. If a school is a Title I Targeted Assistance building, report only the students who received Title I services. KSDE published a list of [Title I Schools](#).

Measurability Objective (MO) System: Final decisions have not been made regarding the MO System. This document will be updated once more information becomes available.

Cohort for Federal Graduation Formula: EOYA records for students with a Current Grade Level=14 (9th grade) will be used to construct a cohort for graduation. These cohorts, together with all transfers in and transfers out, will be used to calculate the federally required Adjusted Cohort Graduation Rates for all students and student subgroups. Because the adjusted cohort formula requires that a class be followed across several years, the records submitted this year will continue to be used in the cohort calculations in later years.

Accredited Private Schools: Accredited private schools should submit EOYA records according to the guidance outlined above. Note: Private schools are responsible for reporting the data in the Title I Participation field for each private school student who received Title I services from a public school. The public schools do not report this data on the private school students and should provide this data to the private school for EOYA reporting.

EOYA Collection 2015-2016 System File Specifications

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
Fields Collected on EOYA Records- for the End of Year Accountability collection.					
D1	Record Type	R	EOYA	A designation of the collection to which the record belongs.	Collection Type
D2	Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Accountability Determinations
D3	Residence School Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2- letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Identity Management
D4	Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
D5	Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
D6	Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D7	Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
D8	Gender	R*	<ul style="list-style-type: none"> • 0=Female • 1=Male 	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	State and Federal Reporting category
D9	Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Identity Management
D10	Current Grade Level	R*	<ul style="list-style-type: none"> • 00=Birth-2yrs • 01=3-Yr-Old Preschooler • 02=4-Yr-Old Preschooler • 03=5-Yr-Old and Older Preschooler • 04=4-Yr-Old At-Risk • 05=Kindergarten • 06=First Grade • 07=Second Grade • 08=Third Grade • 09=Fourth Grade • 10=Fifth Grade • 11=Sixth Grade • 12=Seventh Grade • 13=Eighth Grade • 14=Ninth Grade • 15=Tenth Grade • 16=Eleventh Grade • 17=Twelfth Grade • 18=Not Graded 	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	State and Federal Reporting category

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D11	Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management
D12	Hispanic Ethnicity	R	<ul style="list-style-type: none"> • Y=Hispanic/Latino • N=Not Hispanic/Latino 	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	State and Federal Reporting category
D13	State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
D14	Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
D15	Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Identity Management
D16	Attendance School/Program Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Identity Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D17	Virtual Education Student	R*	<ul style="list-style-type: none"> 0 = Student is not a Virtual Education Student and has not been one during the current school year. 1 = Student is currently a Virtual Education Student. 2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year. 3 = Virtual AP Student 	Indicator of whether a student is participating in a virtual education school or program that is approved for State funding.	State and Federal Reporting category
D18	School Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	Accountability Determinations
D19	District Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	Accountability Determinations
D20	State Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	Accountability Determinations
D21	Cumulative Number of Days in Membership	R	Text	The number of days the student has been enrolled in this school/program when school was in session during the school year.	<ul style="list-style-type: none"> Average Daily Attendance (ADA) Calculations Average Daily Membership (ADM) Calculations Program Eligibility Determinations

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D22	Cumulative Number of Days Attended	R	Text	The number of days the student has been present in this school/program when school was in session during the current school year.	<ul style="list-style-type: none"> • Average Daily Attendance (ADA) Calculations • Average Daily Membership (ADM) Calculations • Program Eligibility Determinations
D23	Truant Student	R*	<ul style="list-style-type: none"> • 0 = No • 1 = Yes 	An indicator of whether or not the student has been truant at any time during the current school year.	Federal Reporting
D28	Special Circumstances Transfer Choice	R*	<ul style="list-style-type: none"> • 0 = No transfer under these provisions • 2 = Transfer using unsafe school provision 	An indication of whether the student's transfer was related to provisions of federal law.	Federal Reporting
D30	Comprehensive Race	R	<ul style="list-style-type: none"> • Position 5-White • Position 4-Native Hawaiian or Other Pacific Islander • Position 3-Black or African American • Position 2-Asian • Position 1-American Indian Or Alaska Native <p>Allowable values in each position:</p> <ul style="list-style-type: none"> • 0 = No • 1 = Yes 	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	State and Federal Reporting category

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D31	Eligibility for National School Lunch Program	R*	<ul style="list-style-type: none"> • 0 = Not Eligible • 1 = Eligible for Reduced Price Lunch • 2 = Eligible for Free Lunch 	An indication of the student's eligibility for free or reduced price lunch programs.	State and Federal Reporting category
D32	Primary Disability Code	R	<ul style="list-style-type: none"> • ND = No Disability • WD = Yes, is on an IEP and receives special education services 	An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Act (IDEA-Part B), which documents that the student receives special education services. Reported only if the student has a primary area of disability.	State and Federal Reporting category
D33	Gifted Student Code	X	<ul style="list-style-type: none"> • Blank = None • GI = Giftedness 	An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.	State and Federal Reporting category
D34	Qualified for 504	R*	<ul style="list-style-type: none"> • 0 = Not a 504 qualified student and has not been this school year • 1 = Currently a 504 qualified student • 2 = Not currently a 504 qualified student but has been this school year 	An indication of whether or not the student is a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.	State and Federal Reporting category

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D35	Residence of Homeless student while Homeless	R*	<ul style="list-style-type: none"> • 0 = Not a homeless student. • 1 = Accompanied homeless student doubled up. • 2 = Accompanied homeless student stayed in hotel/motel. • 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care. • 5 = Accompanied homeless student was unsheltered. • 6 = Unaccompanied homeless student doubled up. • 7 = Unaccompanied homeless student stayed in hotel/motel. • 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care. • 9 = Unaccompanied homeless student was unsheltered. 	<p>An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate residence and had a primary nighttime resident that meet the requirements under the federal McKinney-Vento Homeless Assistance Act.</p> <p>The term “unaccompanied homeless student” includes youth in homeless situations who are not in the physical custody of a parent or guardian.</p>	<ul style="list-style-type: none"> • State and Federal Reporting category • Federal Reporting

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D36	ESOL/Bilingual Program Entry Date	X	MM/DD/YYYY	The date an English Language Learner (ELL) qualifies for services English for Speakers of Other Languages (ESOL)/Bilingual Program based on an English Language Proficiency test.	<ul style="list-style-type: none"> • Accountability Determinations • ESOL program eligibility determination and reporting
D37	First Entry into a School in the United States	X	MM/DD/YYYY	The month, day, year on which the student first entered and began to receive instructional services in a school or an educational institution in the USA.	ESOL program eligibility determination and reporting

D38	First Language	R*	<ul style="list-style-type: none"> • 0 = English • 1 = Chinese (Mandarin, Cantonese, or Taiwanese) • 2 = Dinka (Sudanese) • 3 = French • 4 = High German • 5 = Hmong • 6 = Khmer (Cambodian) • 7 = Korean • 8 = Lao • 10 = Filipino, Tagalog, Visaya (Phillippines) • 11 = Russian • 13 = Spanish • 14 = Vietnamese • 15 = Arabic • 16 = Other • 17 = Somali • 18 = Thai • 19 = Portuguese • 20 = Farsi, Daric, Tajiki (Persian in Iran, Afghanistan, Tajikistan) • 21 = Chuukese, Pohnpeian (Marshall Island/Micronesia) • 22 = Bosnian • 23 = Burmese, Karen Languages of Myanmar • 24 = Hindi • 25 = Urdu • 26 = Swahili or Kiswahili • 27 = Nepali 	The primary language or dialect (not ethnicity) of the student, according to the student's Home Language Survey.	ESOL program eligibility determination and reporting
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Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D42			<ul style="list-style-type: none"> • 28 = Sign Language (ASL or Other Sign) • 29 = Serb, Croatian, or Montenegrin • 31 = Turkish • 33 = Haitian/Haitian Creole • 34 = Gujarati • 35 = Punjabi • 36 = Pashto, Pusto, or Afghan • 38 = Mayan, Quiche, K'iche', Mam (Guatemala & Mexico) • 40 = Ilokano • 42 = Low German • 45 = Native American Languages • 46 = Japanese • 47 = Amharic • 48 = Kinyarwanda • 49 = Quechua (of Peru, Bolivia, Ecuador) 		

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D39	ESOL/Bilingual Program Participation Code	R*	<ul style="list-style-type: none"> • 0 = Not an ESOL eligible student and not an ESOL monitored student • 1 = Title III Funded • 2 = State ESOL/Bilingual Funded • 3 = Both Title III and State ESOL/Bilingual Funded • 4 = Monitored ESOL student • 5 = ESOL program eligible, but not currently receiving ESOL services • 6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding 	The type of ESOL/Bilingual Program in which the student participates.	<ul style="list-style-type: none"> • State and Federal Reporting category • ESOL program eligibility determination and reporting
D40	ESOL/Bilingual Program Ending Date	X	MM/DD/YYYY	Date (month, day, and year) student exits or becomes ineligible for an ESOL/Bilingual program.	ESOL program eligibility determination and reporting

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D43	Title I Participation	R*	<ul style="list-style-type: none"> • 0 = Did not receive Title I services at any time during the school year • 1 = Yes, is currently receiving Title I services in a Title I school wide • 2 = Yes, received services in a Targeted Assisted school at some time during the school year • 3 = Yes, this is a student attending a nonpublic school who receives Title I services from the public school district 	Indicator of whether the student received Title I services at any time during the school year.	Federal Reporting
D51	Immigrant Student	R*	<ul style="list-style-type: none"> • 0 = No • 1 = Yes, and receiving Title III Immigrant Services • 2 = Yes, but not receiving Title III Immigrant Services 	An indicator of whether or not the student is an immigrant, defined as being aged 2 through 21, not born in any state in the United States, and not being in attendance in schools in the states for more than three full academic years.	Federal Reporting
D52	Country of Birth	X	Text	Indicates the country of birth for Immigrant students.	Federal Reporting

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D53	Refugee Status	R*	<ul style="list-style-type: none"> • 0 = Not a refugee • 1 = Yes, has refugee status or has had refugee status at some point during the current school year 	A refugee is any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.	Federal Reporting
D54	Neglected Student	R*	<ul style="list-style-type: none"> • 0 = Not served under Title I Part A this year • 1 = Currently served under Title I Part A • 2 = Not currently served under Title I Part A but has been this school year 	A flag that identifies a neglected student who was served under Title I Part A funds at some time during the year.	Federal Reporting
D93	User Field 1	O	Text	Optional field to be used at district's discretion.	None
D94	User Field 2	O	Text	Optional field to be used at district's discretion.	None
D95	User Field 3	O	Text	Optional field to be used at district's discretion.	None

R Required = Must contain a valid non-blank value

R* Required = Must contain a valid non-blank value, including zero

X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value

- O Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.
- Blank Values submitted in these fields will not be validated or stored on the indicated Record Type.
- E Must be blank

Submission Details: EXIT

Introduction

EXIT records should be submitted as soon as possible after the student's last day of membership whenever a student has transferred, dropped out, graduated, etc. Once the Dropout/Graduation Summary Report (DGSR) for the 2014-2015 school year is submitted, EXIT records can no longer be submitted with Exit/Withdrawal dates prior to 10/1/2015.

Submission Guidelines

Submission Window

- Any time the KIDS Collection System is open
- As soon as possible after the student's last day of membership whenever a student has transferred, dropped out, graduated, etc.
- Once the Dropout/Graduation Summary Report (DGSR) for the 2014-2015 school year is submitted, EXIT records can no longer be submitted with Exit/Withdrawal dates prior to 10/1/2015

Students to Submit

- K through adult
- Pre-k students—EXIT records should only be sent when a child is no longer associated with the Accountability School and should not be sent when a child's participation in a program ends.
- Data should be current as of the student's last day of membership

Who Submits?

- Accountability School or the district that contains the Accountability School
- If the Accountability School is '0001' or '0002', the Attendance School should submit EXIT records

The Use of EXIT Submissions

- State student assessment participation requirements (accountability)
- Pre-populate the DGSR
 - Graduation counts
 - Dropout counts
- Update information in other systems and applications

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. To simplify verification of exit data, reports are specific to the types of exits reported. As principals and superintendents review the DGSR, they will be directed to research values based on KIDS EXIT submissions. The KIDS EXIT data can be shared with the principals, superintendents and program staff by generating the detailed data from the appropriate KIDS reports by the current KIDS users or by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since the reports are dynamic and EXIT records may be submitted at any time.

The detailed descriptions of each of the reports available in the KIDS Collection System may be found on the KIDS project website <http://kidsweb.ksde.org/> under the “Report Descriptions” tab or by visiting this website: <http://kidsweb.ksde.org/Report-Descriptions>. The following reports are particularly important to EXIT submissions:

Standard Reports:

- Graduates
- Dropouts
- Unresolved Exits
- Current Year Accountability Students
- EXIT Status Report
- Homeless Student

Discrepancy Reports:

- EOYA/EXIT Assignment Discrepancy Report

EXIT Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the EXIT record. In working with the KIDS System, many circumstances apply only to the record you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below.

School Entry Date: School Entry Date should be based on the date the student entered the Accountability School. In the case where the student’s Accountability School is marked with a 0001 or 0002, the Attendance School will use their School Entry Date. For example, when a homeschooled student is receiving services from a public school, the public school should report the date the services began.

Special Circumstances For Accountability School Submitting EXIT Records: If the Accountability School is ‘0001’ or ‘0002’, the Attendance School should submit EXIT records.

Dropout/Graduation Summary Report: The DGSR calculates federally mandated 4-year adjusted cohort graduation rate and reports the annual dropout count.

- The 4-year adjusted cohort graduation rate is the number of students who graduate in four years with a regular high school diploma, divided by the number of students who entered high school four years earlier (adjusting for transfers in and out). This calculation uses a combination of KIDS EOYA and EXIT records submitted. For more information on the 4-year adjusted cohort graduation rate calculation, see the 4-Year Adjusted Cohort Graduation Rate 2015-2016 Fact Sheet or the Kansas Graduation and Dropout Information Handbook found on the “Graduation and Dropouts” page on the KSDE website: <http://www.ksde.org/Default.aspx?tabid=413>.
- Note that the Exit/Withdrawal Type, codes 8=“Graduated with regular diploma” and 22=“Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services deemed necessary by the IEP team” count as a graduate for the 4-year adjusted cohort graduation rate. For a complete list of exit/withdrawal types, and impact on the 4-year adjusted cohort graduation rate, see the KIDS EXIT Codes Applied to Graduation Rate Formula section in the Kansas Graduation and Dropout Information Handbook found on the “Graduation and Dropouts” page on the KSDE website: <http://www.ksde.org/Default.aspx?tabid=413>.
- The annual dropout count reflects the number of seventh thru twelfth grade students who drop out in any one school year. This calculation uses the EXIT records submitted to KIDS by the Accountability School.
- Codes 14=“Discontinued schooling,” 16=“Moved within the US, not known to be enrolled in school,” 17=“Unknown,” 19=“Transfer to a GED completion program,” and 20=“Transferred to a juvenile or adult correctional facility where educational services are not provided” for students in grades 7-12 will count as dropouts in the annual dropout count.

Students that have been identified as unresolved exits on the DGSR, and that have not been corrected by the accountability school or district will be counted as dropouts for the district and will have an EXIT record created (by KSDE) with the Exit/Withdrawal Type 98=“Unresolved Exit” in the KIDS System. These records will be included in the federally mandated 4-year adjusted cohort graduation formula if the unresolved exit was the last exit in KIDS in the student’s 4-year cohort year. The EXIT records with Exit/Withdrawal Type 98 will be viewable in the Student History Report for the student and the student will no longer show on the Unresolved Exit Report.

Attendance and Membership: Cumulative Days in Membership and Cumulative Days in Attendance should represent the **total** cumulative days in membership/attendance. For example, if “John Smith” attended School/Program A from 8/17/15–11/27/15, transferred to School/Program B, and then re-entered School/Program A on 2/1/16, then School/Program A would report the combined cumulative days in membership/attendance for 8/17/15 through 11/27/15 AND for 2/1/16 through the end of the school year.

EXIT/Withdrawal Date: Schools are required to report an EXIT/Withdrawal Date of the student’s last day of membership or the date on which the student was graduated or the date on which a student with disabilities met district graduation requirements for

a regular diploma. EXIT/Withdrawal dates are to be indicators of when a student's affiliation with a school ended, **not** an indication of the date a school submitted the EXIT record to KIDS.

It is our best practice recommendation that when a student does not return in the fall as expected that the last day in membership from the prior school year be used as the Exit/Withdrawal Date rather than a date in the current school year.

Example: When school ended May 15, 2015, Jane has pre-enrolled for classes for the 2015-2016 school year. She is expected to return for her sophomore year. When school starts back up again in August, you receive a records request for Jane on August 10, 2015. It is our best practice recommendation that the May 15, 2015, date be used as the Exit/Withdrawal Date rather than August 10, 2015.

Exit/Withdrawal Type: See the file specifications document for the complete list of accepted values

- Only students with a value in Current Grade Level greater than code 13 (eighth grade) may have an EXIT record with an Exit/Withdrawal Type of 8="Graduated with regular diploma."
- Exit/Withdrawal Type of 23= "Student with extended absence at the beginning of the school year, planning to return." This includes migrant students that exit due to the migratory nature of that work.
- Exit/Withdrawal Type of 18="Student data claimed in error" should only be used to undo an ASGT Record.
- Exit/Withdrawal Type of 7="Matriculation to another school" should be used when a student naturally progresses from one building to another building within the same district because they fulfilled the requirements of a previous building. For example, matriculation occurs when a student advances from 5th grade at the elementary school into the 6th grade at the middle school.

Students with Disabilities: Two situations require special consideration when reporting exit data for students with disabilities

1. Students with disabilities who have met graduation requirements but remain in school for transition services as outlined in their IEP should be reported in the following manner:
 - Use the value of "22" on Exit/Withdrawal Type for a student with disabilities who met the district graduation requirements for a regular diploma but is remaining in school to receive transitional services deemed necessary by the IEP team. (The important key is the student has not received a regular high school diploma. The student may have met all of the graduation requirements and/or may have participated in the graduation ceremony but did not receive a diploma.)
 - This will count as a graduate in the graduation calculation.
 - If Exit/Withdrawal Type is 22, then Primary Disability Code must be 'WD.'
 - If Exit/Withdrawal Type is 22, a post-graduation plan must be submitted in the D29 field: Post-Graduation Plans. The value of 9 = "Receiving Special Education Transition Services" is no longer available; instead the post-graduation plan outlined in the student's IEP should be selected. For instance, if the student has a goal of going to work at the

- conclusion of his/her transitional services, then value of 4 = “Employment” should be selected.
- Those students will then continue to receive transitional services in following years and will be submitted on subsequent KIDS records until they are no longer receiving transitional services.
 - A student that has been exited with the Exit/Withdrawal Code of 22 is still considered a continuing twelfth grade student and should have a grade level of 17=Twelfth Grade entered in the Current Grade Level field on all KIDS records.
 - Once they are no longer receiving transitional services, another EXIT record should be submitted with the Exit/Withdrawal Type of 8=“Graduated with regular diploma.”
2. Under the law, any IDEA student who is suspended or expelled is still active and not considered an exit. The district is obligated to continue to provide general education and special education support to meet the student’s needs. It is important to remember that there are specific legal requirements for continuing to provide both SPED services and general instruction for students with IEPs who are expelled. It is recommended that school and district administrators and/or district counsel are involved to ensure these requirements are met. If you or anyone at your district has questions about these legal requirements, please contact Mark Ward, KSDE Special Education Services Attorney, at mward@ksde.org.

Student With Extended Absence at the Beginning of the School Year, Planning To Return: Students that are in attendance in your district at the end of the school year, but do not return at the start of the new school year because of a situation that prevents the student from attending prior to October 1, should have an EXIT sent with an Exit/Withdrawal Type of 23 and an Exit/Withdrawal Date as the last day of attendance for the prior school year. Some examples include a migrant family following the harvest or joining the military and attending basic training. This code would not be included in the Annual Dropout calculation and helps alleviate unresolved exits.

Situations occur where students leave over the school year to visit their home country for an extended period of time but plan to return. Many students may take extended vacations with their families during the school year. In such cases the EXIT Code 23 should not be used. Previous guidance indicated that this was an appropriate use of this code, but this potentially will cause issues with ELL students taking the ELPA assessment. An EXIT record at the time that ELPA test tickets are generated would invalidate the TEST record.

Eligibility for National School Lunch Program: Community Eligibility Provision (CEP) schools will need to make sure to report students that are *eligible* for free or reduced lunch based on Direct Certification or State At-Risk funding based on the State At-Risk application. Non-CEP schools do not need to change the way this data has been reported. CEP schools should NOT report 100% in this field based on CEP. This field collects a student’s eligibility, not how a student pays for lunch.

Multiple Record Types in a Single Batch: The KIDS Collection System will accept EXIT records in batches containing other record types, but your Student Information System (SIS) may or may not support the creation of mixed batches.

Correcting an EXIT Record: If you submitted an EXIT record for a student with incorrect information, you can submit an EXIT record with the same State Student Identifier (SSID), Accountability School, and Exit/Withdrawal Date with the corrected information to update the student's EXIT record. If you submitted an EXIT record with an incorrect Exit/Withdrawal Date, undo and resubmit.

Undoing an EXIT Record: If you accidentally submit an EXIT record for a student who did not really leave, then you can submit an EXIT record with the same SSID, Accountability School, and Exit/Withdrawal Date with a code of "99" in the EXIT/Withdrawal Type field to "undo" that EXIT record in KIDS.

EXIT Records and Assessments: EXIT records are used by CETE to remove students from schools' active testing rosters *before* those students are tested. To undo EXIT records that were submitted erroneously to KIDS (and provided to CETE), the school should submit another EXIT record with code '99' (undo) in the EXIT/Withdrawal Type field. Note, however, that a "C" (clear) code in one of the Assessment fields on the TEST record will also remove students from schools' active testing rosters. For more information on the use of "C" codes on TEST records, see the KIDS Submission Details Document—TEST.

Impact of Not Submitting EXIT Records in a Timely Manner: It is recommended that EXIT records be sent to the KIDS Collection System as soon as possible when membership ends. It is up to the discretion of the individual schools and districts to determine at what point an EXIT record is submitted for a student that is gone for an extended period of time. Keep in mind the following when making this decision:

- During a testing window, if an EXIT record is not sent, the school and district could be penalized when the student is not assessed in the content area.
- EXIT records will remove students from a school or district state assessment roster and the accountability performance and/or participation calculations (depending on the exit and school entry dates for that student.)
- If a student is not exited you may be reducing your graduation rate, since students could be reported as non-graduates. It may also cause students to be misreported as unresolved exits; if not caught prior to the DGSR being signed off on, you may not be able to correct the data.

Accredited Private Schools: All accredited private schools should submit EXIT records according to the guidance outlined above.

EXIT Collection 2015-2016 System File Specifications

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
Fields Collected on EXIT Records- for exiting students.					
D1	Record Type	R	EXIT	A designation of the collection to which the record belongs.	Collection Type
D2	Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Accountability Determinations
D3	Residence District Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2- letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Identity Management
D4	Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
D5	Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
D6	Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D7	Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
D8	Gender	R*	<ul style="list-style-type: none"> • 0=Female • 1=Male 	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	State and Federal Reporting category
D9	Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Identity Management
D10	Current Grade Level	R*	<ul style="list-style-type: none"> • 00=Birth-2yrs • 01=3-Yr-Old Preschooler • 02=4-Yr-Old Preschooler • 03=5-Yr-Old and Older Preschooler • 04=4-Yr-Old At-Risk • 05=Kindergarten • 06=First Grade • 07=Second Grade • 08=Third Grade • 09=Fourth Grade • 10=Fifth Grade • 11=Sixth Grade • 12=Seventh Grade • 13=Eighth Grade • 14=Ninth Grade • 15=Tenth Grade • 16=Eleventh Grade • 17=Twelfth Grade • 18=Not Graded 	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	State and Federal Reporting category

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D11	Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management
D12	Hispanic Ethnicity	R	<ul style="list-style-type: none"> • Y=Hispanic/Latino • N=Not Hispanic/Latino 	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	State and Federal Reporting category
D13	State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
D14	Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
D15	Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Identity Management
D16	Attendance School/Program Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Identity Management
D18	School Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	Accountability Determinations
D19	District Entry Date	O	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	Accountability Determinations

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D20	State Entry Date	O	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	Accountability Determinations
D21	Cumulative Number of Days in Membership	R	Text	The number of days the student has been enrolled in this school/program when school was in session during the school year.	Attendance Verification
D22	Cumulative Number of Days Attended	R	Text	The number of days the student has been present in this school/program when school was in session during the current school year.	Attendance Verification
D26	Exit/Withdrawal Date	R	MM/DD/YYYY	The month, day, year of the student's last day of membership or the date on which the student graduated or the date on which a student with disabilities met district graduation requirements for a regular diploma.	Graduation Calculations

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D27	Exit/Withdrawal Type	R	<ul style="list-style-type: none"> • 1 = Transfer to a public school in the same district • 2 = Transfer to a public school in a different district in Kansas • 3 = Transfer to a public school in a different state • 4 = Transfer to an accredited private school in Kansas or in a different state • 5 = Transfer to non-accredited private school in Kansas or in a different state • 6 = Transfer to home schooling • 7 = Matriculation to another school • 8 = Graduated with regular diploma • 10 = Student death • 11 = Student illness • 12 = Student expulsion (or long-term suspension) • 13 = Reached maximum age for services • 14 = Discontinued schooling 	The circumstances under which the student exited from membership in this district or school.	<ul style="list-style-type: none"> • Graduation Calculations • State and Federal Reporting category

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
			<ul style="list-style-type: none"> • 15 = Transfer to an accredited or non-accredited Juvenile Correctional Facility where educational services are provided • 16 = Moved within the US, not known to be enrolled in school • 17 = Unknown • 18 = Student data claimed in error • 19 = Transfer to a GED completion program • 20 = Transferred to a juvenile or adult correctional facility where educational services are not provided • 21 = Student moved to another country, may or may not be continuing • 22 = Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services deemed necessary by the IEP team 		

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
			<ul style="list-style-type: none"> • 23 = Student with an extended absence at the beginning of the school year, planning to return • 98 = Unresolved Exit • 99 = Undo a previously submitted EXIT record 		
D29	Post-Graduation Plans	R	<ul style="list-style-type: none"> • 1 = 4-year college or University • 2 = 2-Year College • 3 = Other Type of College/Other Postsecondary • 4 = Employment • 5 = Unemployment • 6 = Parenting • 7 = Military Service • 8 = All Other Graduates/Status Unknown 	The intended post-secondary direction of graduates.	State Reporting category

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D30	Comprehensive Race	R	<ul style="list-style-type: none"> • Position 5-White • Position 4-Native Hawaiian or Other Pacific Islander • Position 3-Black or African American • Position 2-Asian • Position 1-American Indian Or Alaska Native <p>Allowable values in each position:</p> <ul style="list-style-type: none"> • 0 = No • 1 = Yes 	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	State and Federal Reporting category
D31	Eligibility for National School Lunch Program	R*	<ul style="list-style-type: none"> • 0 = Not Eligible • 1 = Eligible for Reduced Price Lunch • 2 = Eligible for Free Lunch 	An indication of the student's eligibility for free or reduced price lunch programs.	State and Federal Reporting category
D32	Primary Disability Code	R	<ul style="list-style-type: none"> • ND = No Disability • WD = Yes, is on an IEP and receives special education services 	An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Act (IDEA-Part B), which documents that the student receives special education services. Reported only if the student has a primary area of disability.	State and Federal Reporting category
D33	Gifted Student Code	X	<ul style="list-style-type: none"> • Blank = None • GI = Giftedness 	An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.	State and Federal Reporting category

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D35	Residence of Homeless Student while Homeless	R*	<ul style="list-style-type: none"> • 0 = Not a homeless student. • 1 = Accompanied homeless student doubled up. • 2 = Accompanied homeless student stayed in hotel/motel. • 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care. • 5 = Accompanied homeless student was unsheltered. • 6 = Unaccompanied homeless student doubled up. • 7 = Unaccompanied homeless student stayed in hotel/motel. • 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care. • 9 = Unaccompanied homeless student was unsheltered. 	<p>An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate residence and had a primary nighttime resident that meet the requirements under the federal McKinney-Vento Homeless Assistance Act.</p> <p>The term “unaccompanied homeless student” includes youth in homeless situations who are not in the physical custody of a parent or guardian.</p>	State and Federal Reporting category

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D39	ESOL/Bilingual Program Participation Code	R*	<ul style="list-style-type: none"> • 0 = Not an ESOL eligible student and not an ESOL monitored student • 1 = Title III Funded • 2 = State ESOL/Bilingual Funded • 3 = Both Title III and State ESOL/Bilingual Funded • 4 = Monitored ESOL student • 5 = ESOL program eligible, but not currently receiving ESOL services • 6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding 	The type of ESOL/Bilingual Program in which the student participates.	State and Federal Reporting category
D93	User Field 1	O	Text	Optional field to be used at district's discretion.	None
D94	User Field 2	O	Text	Optional field to be used at district's discretion.	None
D95	User Field 3	O	Text	Optional field to be used at district's discretion.	None

R Required = Must contain a valid non-blank value

R* Required = Must contain a valid non-blank value, including zero

X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value

O Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.

Blank Values submitted in these fields will not be validated or stored on the indicated Record Type.

E Must be blank

Submission Details: QERY

Introduction

QERY is different from other KIDS record types (such as ENRL, TEST, etc.) in that rather than submitting student data to the State, schools will use QERY records to retrieve data about their students.

Submission Guidelines

Submission Window

- Any time KIDS is available
- QERY records must be submitted in a batch file by themselves—they cannot be mixed in a KIDS batch file with other record types (such as ENRL, TEST, ASGT, etc.).

Students to Submit

QERY records may be submitted for any student in order to receive, via batch file, the most recent KIDS data submitted for a student.

- Any student
- If you have claimed the student, the data returned to the user will be the most recent data submitted by your school.
- If the student was claimed by another school/district, the data returned will be the most recent data submitted by the student's current Accountability School.
- If the report is run at the district level and both schools are within that district, the data returned will be that of the current Accountability School.

Who Submits?

- Any school (Accountability, Funding, or Attendance, but not Educator School Identifier) may submit QERY records.
- No school is required to submit them.
- The type of data that is returned on a student will depend on whether the school submitting the QERY record is the current Accountability School for that State Student ID (SSID) or not. More data is returned to the current Accountability School since the student will be included in their accountability calculations. FERPA regulations allow the current school to have access to a student's data.

The Use of QERY Submissions

- The QERY record may be useful for retrieving student demographic and program participation data about new students, including district and state entry dates.

Required and Optional Data Elements

The fields that are required and/or optional for QERY records depend on whether the SSID is known for the student on which the submitter wishes to gather information. If the SSID is known, then a much smaller set of data is needed in the QERY record than if it is not.

1. When the State Student ID is known:

Required: The following fields are required for QERY records that are submitted with an SSID:

- D1 Record Type
- D13 State Student Identifier

Optional: For QERY records with an SSID, all other optional fields are irrelevant, as the search will be based solely on the SSID.

2. When the State Student ID is unknown:

Required: The following fields are required for QERY records that are submitted without an SSID:

- D1 Record Type
- D2 Accountability School Identifier
- D4 Legal Last Name

Optional: Including optional fields for QERY records without an SSID will refine the search and make it more likely that a single match will be found. However, the QERY search is based on exact matches, so alternate spellings for first names, for example, will not result in a match. The following fields are optional for QERY records that are submitted without an SSID:

- D3 Residence District Identifier
- D5 Legal First Name
- D6 Legal Middle Name
- D7 Generation Code
- D8 Gender
- D9 Date of Birth
- D10 Current Grade Level

- D11 Local Student ID
- D12 Hispanic Ethnicity
- D14 Current School Year
- D15 Funding School Identifier
- D16 Attendance School/Program Identifier
- D30 Comprehensive Race
- D93 User Field 1
- D94 User Field 2
- D95 User Field 3

Optional fields are validated if submitted. All other data fields that are neither required nor optional for QERY may be left blank. Values in data fields that are neither required nor optional for QERY are not validated and will not be stored. The exception to this is EXIT data (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plans); exit data fields **must** be blank on a QERY record or an error will be generated.

Data Returned

The data returned in a QERY results file differs based on whether an SSID is included in the QERY record, and also based on whether the submitting school currently owns the student. In order to “own” a student, the school must be listed as the Accountability School in the KIDS System.

1. **When the State Student ID is known and submitter is the current Accountability School:** If a QERY record is submitted to the KIDS Collection System containing an SSID by the school that owns the student, then the following fields of data will be returned to the submitter in the QERY results file:

- D2 Accountability School Identifier
- D4 Legal Last Name
- D5 Legal First Name
- D6 Legal Middle Name
- D7 Generation Code
- D8 Gender
- D9 Date of Birth
- D10 Current Grade Level
- D12 Hispanic Ethnicity
- D13 State Student Identifier
- D14 Current School Year
- D16 Attendance School/Program Identifier

- D19 District Entry Date
- D20 State Entry Date
- D30 Comprehensive Race
- D32 Primary Disability Code
- D33 Gifted Student Code
- D34 Qualified for 504
- D36 ESOL/Bilingual Program Entry Date
- D37 First Entry into a School in the US
- D38 First Language
- D39 ESOL/Bilingual Program Participation Code
- D51 Immigrant Student
- D52 Country of Birth

2. **When the State Student ID is unknown and/or student is not a current accountability student:** If a QERY record is submitted to the KIDS Collection System without an SSID by any school or with an SSID by a school other than the school that owns the student, then the following fields will be returned to the submitter:

- D2 Accountability School Identifier
- D4 Legal Last Name
- D5 Legal First Name
- D6 Legal Middle Name
- D7 Generation Code
- D8 Gender
- D9 Date of Birth
- D10 Current Grade Level
- D12 Hispanic Ethnicity
- D13 State Student Identifier
- D14 Current School Year
- D16 Attendance School/Program Identifier
- D20 State Entry Date
- D30 Comprehensive Race

QERY Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the QERY record. In working with the KIDS Collection System, many circumstances apply only to the record you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below.

Reducing Possible Matches Returned: Whenever possible, submit QERY records with the SSID. This will return data only for your student.

If you did not include an SSID on your QERY record and the system finds multiple students who potentially match the data, then you will receive a message that says “(Not an Error). The QERY process found matches on the following IDs (xxxxxxxxx, xxxxxxxxxxx)” and the system will display the first 10 SSIDs that potentially match that data.

State Student ID: If the SSID is included on a QERY record, then it “trumps” all other data included in the record. So, for example, if you include all the required and optional information for one student, but then include the SSID for a different student, the system will return results for the student with the SSID and not the other student.

Accuracy of Returned Results: Remember that the accuracy of the data returned on a QERY depends on the accuracy of the data entered at the student’s Accountability School.

School Years Available: For the 2015-2016 school year, schools submitting QERY records will be able to see only data starting from the 2006-2007 to present, not from the 2005-2006 school year. Data from the 2005-2006 school year is only available via individual Student History reports.

New Students to the KIDS Collection System: If you submit a QERY record for a student who is new to Kansas or new to the KIDS System and who does not have a previous Accountability School in KIDS, then you will see a message for that student record in the “View Data Errors” file that says, “No errors—no records found.”

Accredited Private Schools: Private schools may submit QERY records according to the guidance outlined above.

QUERY Collection 2015-2016 System File Specifications

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
Fields Collected on QUERY Records- for retrieving existing KIDS data about students without claiming them or changing the data.					
D1	Record Type	R	QUERY	A designation of the collection to which the record belongs.	Collection Type
D2	Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Data Retrieval
D3	Residence District Identifier	O	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2- letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Data Retrieval
D4	Legal Last Name	R	Text	The name borne in common by members of the student's family.	Data Retrieval
D5	Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Data Retrieval
D6	Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Data Retrieval

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D7	Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Data Retrieval
D8	Gender	O	<ul style="list-style-type: none"> • 0=Female • 1=Male 	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Data Retrieval
D9	Date of Birth	O	MM/DD/YYYY	The month, day and year on which the student was born.	Data Retrieval
D10	Current Grade Level	O	<ul style="list-style-type: none"> • 00=Birth-2yrs • 01=3-Yr-Old Preschooler • 02=4-Yr-Old Preschooler • 03=5-Yr-Old and Older Preschooler • 04=4-Yr-Old At-Risk • 05=Kindergarten • 06=First Grade • 07=Second Grade • 08=Third Grade • 09=Fourth Grade • 10=Fifth Grade • 11=Sixth Grade • 12=Seventh Grade • 13=Eighth Grade • 14=Ninth Grade • 15=Tenth Grade • 16=Eleventh Grade • 17=Twelfth Grade • 18=Not Graded 	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Data Retrieval
D11	Local Student Identifier	O	Text	The unique value assigned to the student by the school or local education agency.	Data Retrieval

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D12	Hispanic Ethnicity	O	<ul style="list-style-type: none"> • Y=Hispanic/Latino • N=Not Hispanic/Latino 	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Data Retrieval
D13	State Student Identifier	O	Text	The unique number assigned to the student by the KIDS Assignment System.	Data Retrieval
D14	Current School Year	O	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
D15	Funding School Identifier	O	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Data Retrieval
D16	Attendance School Identifier	O	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Data Retrieval
D30	Comprehensive Race	O	<ul style="list-style-type: none"> • Position 5-White • Position 4-Native Hawaiian or Other Pacific Islander • Position 3-Black or African American • Position 2-Asian • Position 1-American Indian Or Alaska Native <p>Allowable values in each position:</p> <ul style="list-style-type: none"> • 0 = No • 1 = Yes 	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Data Retrieval

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D93	User Field 1	O	Text	Optional field to be used at district's discretion.	None
D94	User Field 2	O	Text	Optional field to be used at district's discretion.	None
D95	User Field 3	O	Text	Optional field to be used at district's discretion.	None

R Required = Must contain a valid non-blank value

R* Required = Must contain a valid non-blank value, including zero

X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value

O Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.

Blank Values submitted in these fields will not be validated or stored on the indicated Record Type.

E Must be blank

Submission Details: SMSC

Introduction

The SMSC collection focuses on small districts eligible for Rural Education Achievement Program (REAP) funding.

Submission Guidelines

Submission Window

- December 1, 2015 – January 8, 2016
- Student data should be current as of December 1, 2015, unless the student left the school prior to December 1, and then the data should be as of his/her last day of school.

Students to Submit

- K-12 who are enrolled any time between the first day of school and December 1
- Full-and part-time students

Who Submits?

- Districts that have a Common Core of Data (CCD) locale code of 6, 7, or 8 who may be eligible for additional REAP grant funding
- Funding School for all public school districts
- Private schools do not qualify for REAP funding and do not need to submit SMSC records

The Use of SMSC Submissions

- Funding calculations based on demographic and attendance data from small districts that may be eligible for REAP funding, which includes:
 - The *Small Rural School Achievement (SRSA)* grant
 - The *Rural Low-Income* grant

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. Although data can also be shared by generating the appropriate KIDS reports, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional SMSC records are submitted to KIDS.

The detailed descriptions of each of the reports available in the KIDS Collection System may be found on the KIDS project website at <http://kidsweb.ksde.org/> under the “Report Descriptions” tab or visiting this website: <http://kidsweb.ksde.org/Report-Descriptions>. The following reports are particularly important to SMSC submissions:

- **Standard Reports:**
 - Accepted Records by Type—SMSC

- **Accountability Reports:**
 - SMSC Attendance Rate-Detail
 - SMSC District Average Daily Attendance

SMSC Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the SMSC record. In working with the KIDS System, many circumstances apply only to the record you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below.

Building Codes: For SMSC submissions, if '0001' or '0002' is entered as the Accountability School, then the Funding School must contain a valid school ID number or district central office of the submitting district.

School Entry Date: Will be based on the date the student entered the Funding School.

REAP Funding: The Rural Education Achievement Program (REAP) funding is based on the Average Daily Attendance (ADA) data that is collected in the SMSC collection. The REAP funding includes the Rural Low-Income School grants and the Small Rural Schools grants. Districts that have a CCD locale code of 6, 7, or 8 may be eligible for a REAP grant and should submit all students to the SMSC collection. Districts (not individual schools) are eligible for REAP funding.

Students Leaving before December 1: Remember that all students enrolled at any time between the first day of school through December 1st should be submitted on SMSC records. If a student exits school between the first day of school and December 1st he/she should still be submitted for SMSC (although his/her Cumulative Days in Attendance and Cumulative Days in Membership should reflect only the time he/she was enrolled at school).

Days in Membership and Days in Attendance: Days in Membership and Days in Attendance are critical fields for districts seeking REAP funding because eligibility for the REAP funding depends on the values in those fields. The data in those fields should reflect the attendance and membership information from the first day of school through December 1, 2015.

If a student attends, exits, and then re-enrolls, the values in those fields should represent the total number of Days in Membership and Days in Attendance. Carefully review the Cumulative Days in Membership and Attendance data for reasonableness (i.e., 180 days in attendance is not reasonable for August-December data).

Shared Student: There are multiple situations where schools share a student. Please review the scenarios below when working on SMSC data.

1. When a public school receives funding for providing special education services to a private school’s student, the public school will include the student in SMSC reporting. Attendance and membership should be based on the time spent at the funding school for services. Students served at a learning center, via virtual education, or by any other means where state funding is not received and/or attendance data is not provided should not be included in the SMSC collection for REAP calculations.

SMSC Record for Public School: (1111)	SMSC Record for Private School: (2222)
<input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111	<input type="checkbox"/> No record submitted

2. Multiple funding schools may need to report attendance information for the same student for SMSC (if that student has moved between the beginning of school and December 1). For example, if “John Smith” attended School A from 8/20/15-11/6/15 and then transferred to school B, then both schools would need to report this student for SMSC. Both schools would include the appropriate days in the Cumulative Days in Membership and the Cumulative Days in Attendance fields for their schools.

SMSC Record for School A: (1111)	SMSC Record for School B: (2222)
<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Days in Membership: 72 <input type="checkbox"/> Days in Attendance: 70	<input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 2222 <input type="checkbox"/> Days in Membership: 35 <input type="checkbox"/> Days in Attendance: 31

3. Multiple funding schools may need to report attendance information for the same student for SMSC (if two schools both receive funding, then both schools would need to report this student for SMSC. Both schools would include the appropriate days in the Cumulative Days in Membership and the Cumulative Days in Attendance fields for their schools.

SMSC Record for School A: (1111)	SMSC Record for School B: (2222)
<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Days in Membership: 72 <input type="checkbox"/> Days in Attendance: 70	<input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 2222 <input type="checkbox"/> Days in Membership: 72 <input type="checkbox"/> Days in Attendance: 70

Accredited Private Schools: Accredited private schools do not receive funding. No SMSC records should be submitted by accredited private schools.

SMSC Collection 2015-2016 System File Specifications

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
Fields Collected on SMSC Records- for obtaining State IDs for students, updating core student data, and claiming a student.					
D1	Record Type	R	SMSC	A designation of the collection to which the record belongs.	Collection Type
D2	Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Identity Management
D3	Residence District Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2- letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas	The unique number of the district, assigned by the state, in which a student resides.	Identity Management
D4	Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
D5	Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
D6	Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management

Field Ref#	Field Name	Req/Opt	Values	Description	Used For
D7	Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
D8	Gender	R*	<ul style="list-style-type: none"> • 0=Female • 1=Male 	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Identity Management
D9	Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Identity Management
D10	Current Grade Level	R*	<ul style="list-style-type: none"> • 00=Birth-2yrs • 01=3-Yr-Old Preschooler • 02=4-Yr-Old Preschooler • 03=5-Yr-Old and Older Preschooler • 04=4-Yr-Old At-Risk • 05=Kindergarten • 06=First Grade • 07=Second Grade • 08=Third Grade • 09=Fourth Grade • 10=Fifth Grade • 11=Sixth Grade • 12=Seventh Grade • 13=Eighth Grade • 14=Ninth Grade • 15=Tenth Grade • 16=Eleventh Grade • 17=Twelfth Grade • 18=Not Graded 	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Identity Management
D11	Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management

Field Ref#	Field Name	Req/Opt	Values	Description	Used For
D12	Hispanic Ethnicity	R	<ul style="list-style-type: none"> Y=Hispanic/Latino N=Not Hispanic/Latino 	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Identity Management
D13	State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
D14	Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
D15	Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Eligibility determination for REAP and Small School grants
D16	Attendance School/Program Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Identity Management
D18	School Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	Identity Management
D19	District Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	Identity Management
D20	State Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	Identity Management

Field Ref#	Field Name	Req/Opt	Values	Description	Used For
D21	Cumulative Number of Days in Membership	R	Text	The number of days the student has been enrolled in this school/program when school was in session during the school year.	Eligibility determination for REAP and Small School grants
D22	Cumulative Number of Days Attended	R	Text	The number of days the student has been present in this school/program when school was in session during the current school year.	Eligibility determination for REAP and Small School grants
D30	Comprehensive Race	R	<ul style="list-style-type: none"> • Position 5-White • Position 4-Native Hawaiian or Other Pacific Islander • Position 3-Black or African American • Position 2-Asian • Position 1-American Indian Or Alaska Native <p>Allowable values in each position:</p> <ul style="list-style-type: none"> • 0 = No • 1 = Yes 	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Identity Management
D93	User Field 1	O	Text	Optional field to be used at district's discretion.	None
D94	User Field 2	O	Text	Optional field to be used at district's discretion.	None
D95	User Field 3	O	Text	Optional field to be used at district's discretion.	None

R Required = Must contain a valid non-blank value

R* Required = Must contain a valid non-blank value, including zero

X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value

- O Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.
- Blank Values submitted in these fields will not be validated or stored on the indicated Record Type.
- E Must be blank

Submission Details: STCO

Introduction

The System for the Student Course (STCO) data collection focuses on providing links among the courses students take during the school year; including the educator teaching the course and the outcome in the course.

Submission Guidelines

Submission Window

- November 2, 2015 – August 12, 2016
- STCO Records should be submitted as soon as possible after a course outcome is determined
- STCO records with course outcomes for CTE courses should be submitted by 6/15/2016 to be populated into the Pathways application
- Any STCO Records submitted after KIDS version 12.0 is released in July 2016 will need to follow the KIDS file formatting requirements for version 12.0
- STCO Records must be submitted in a batch by themselves—they cannot be mixed in a KIDS batch with other record types (such as ENRL, TEST, ASGT, etc.).

Students to Submit

- Virtual students 19 and over;
- Students that pass a course in an approved CTE Pathway;
- Migrant students

Who Submits?

- Educator School Identifier for which the student's educator and course are reported in EDCS

The Use of STCO Record Submissions

- Provide verification of course completion for virtual students 19 and over for verification of data for State funding;
- Populate data and course outcome in the Pathways application for federal reporting; and
- Provide data for Migrant students for federal reporting

KIDS Reports

Reports are provided in the KIDS Collection System for review and verification of submitted STCO data. Although data can also be shared by exporting the appropriate KIDS reports to Excel, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional STCO Records are submitted to KIDS after the export of reports.

The detailed descriptions of each report available in the KIDS Collection System may be found on the KIDS project website <http://kidsweb.ksde.org/> under the “Report Descriptions” tab or by visiting this website: <http://kidsweb.ksde.org/Report-Descriptions>. The following reports are particularly important to STCO submissions:

Standard Reports:

- Accepted Records (Batch)
- Accepted Records by Type - STCO

STCO:

- Current STCO Records
- Current Year Credit by Student Report
- Info for STCO
- Individual QA Curriculum Report
- Virtual Adults STCO Records Report

STCO Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the STCO Record. In working with the KIDS Collection System, many circumstances apply only to the record you are submitting. How one data element is reported may change for other submissions from the recommendations appearing below.

Determining “Unique” Records: Records are unique by set:

- F12: State Student Identifier
- F13: School Year
- F18: Educator School Identifier
- F19: Term
- F20: KCC Identifier
- F21: Course Section

- F22: Local Course ID
- F26: Educator Identifier

The most recently submitted record for each complete set of fields above will be considered the “current” information for that student and course. Records are considered unique not by one data element but by the set of data elements listed above.

Validations: All STCO Records must contain:

- State Student Identifier (SSID) that exists in the KIDS Assignment System
- The following fields are associated with an educator in the Educator Data Collection System (EDCS):
 - Educator School Identifier,
 - Educator Identifier,
 - Kansas Course Code Identifier (KCCID*), and
 - Local Course ID

*The KCCID is a unique identifier given to each course the district has mapped in the Kansas Course Code Management System (KCCMS). This identifier includes all 10 course attributes associated with the course in KCCMS.

Undoing Records: To undo a previously submitted STCO record that was submitted in error, submit a new STCO record matching the previously submitted STCO record on:

- F12: State Student Identifier
- F13: School Year
- F18: Educator School Identifier
- F19: Term
- F20: KCC Identifier
- F21: Course Section
- F22: Local Course ID
- F26: Educator Identifier

Enter a code 99= “Record Submitted in Error” in the Course Status field.

Updating Records: To update data in the State Student Identifier, School Year, Educator School Identifier, KCC ID, Course Section, Local Course ID, or Educator Identifier fields on a previously submitted STCO record, an undo record must first be sent as described in the section above. An updated STCO record can then be submitted with the correct information.

To update data in any of the other fields on a previously submitted STCO record, submit an updated record with matching values in:

- F12: State Student Identifier
- F13: School Year
- F18: Educator School Identifier

- F19: Term
- F20: KCC Identifier
- F21: Course Section
- F22: Local Course ID
- F26: Educator Identifier

Update the information in the other field(s). The most recently submitted record will be considered the “current” information.

STCO and Rosters: STCO records will not be used for adding students to rosters in other systems. The State Subject Area Code (first two digits in the KCCID) must be one of the following:

- 01: High School English Language and Literature
- 02: High School Math
- 03: Life/Physical Sciences, High School
- 04: Social Sciences/History, High School
- 51: Middle School/Junior High English Language and Literature
- 52: Middle School/Junior High Math
- 53: Life/Physical Sciences, Middle School
- 54: Social Sciences/History, Middle School 80: Elementary Self-Contained
- 81: Elementary English Language and Literature
- 82: Elementary Math
- 83: Life/Physical Sciences, Elementary
- 84: Social Sciences/History, Elementary

Reporting Summer School Outcomes: Course outcomes for Adult Virtual, CTE, and or Migrant summer school courses taken during the 2015 summer school session (through July 31, 2015) are required to be submitted on STCO records with the School Year= “2015.” The summer school course must be assigned to a licensed educator in EDCS for that district for the 2014-2015 school year. These records will be accepted through August 15, 2015. Summer school courses that end after July 31, 2015 should be reported in the 2015-2016 STCO collection.

Course outcomes for Adult Virtual, CTE, and or Migrant summer school courses taken during the 2016 summer school session (through July 31, 2016) are required to be submitted on STCO records with the School Year= “2016.” The summer school courses must be assigned to a licensed educator in EDCS for that district for the 2015-2016 school year. Make sure the ‘Summer School’ checkbox has been selected in EDCS for those course assignments. Summer school courses that end after July 31, 2016 should be reported in the 2016-2017 STCO collection.

Reporting Incomplete Courses: A course outcome of 05 = “Incomplete” should only be reported when the district considers incomplete as the final status of a course. Either a Letter Grade or Percent Grade must be reported when a Course Status of 05 = “Incomplete” is reported. If a student enrolled in a course and left before a grade was issued, no STCO record needs to be submitted for that student and course.

Career and Technical Education (CTE) Courses: Course outcomes for students in a Pathway should be submitted via an STCO Record to KIDS Collection by 6/15/2016 to be populated into the Pathways system. The district that has the building with the teacher assigned to a CTE pathway course should submit the STCO Record. The STCO Record must be for the same building as the CTE Pathway was approved for in the Career Pathway Program of Study Application.

Migrant Course Outcomes: Migrant Course Data will automatically populate when the district submits STCO data to KIDS Collection. Migrant students are those so identified by your district Migrant Coordinator.

Virtual Students 19 and Over: Course outcomes reported on STCO records will be used to verify completion of course credits used to fund virtual students 19 and over. Students must be listed as Adult Virtual as of the 9/20 count date. STCO records submitted with course outcomes earned at a virtual school or program should be submitted with '1' or '3' in F17: Virtual Education Student in order to be used for funding purposes. Course Outcomes not earned through an approved virtual school or program should always report '0' in F17: Virtual Education Student, even if the student was virtual in another school. If the approved virtual program uses the same building number as a traditional program, then the credit earned through the virtual program would be marked with a '1' or '3', and the credit earned through the traditional program would be reported with a '0' in F17.

Letter Grade and Percent Grade: Either Letter Grade or Percent Grade must be reported when 01= "Completed (Pass)" or 02= "Completed (Fail)" is indicated in Course Status. Reporting in both fields is not required. The Letter Grade field is not tied to a specific rating scale. The Percent Grade field is based on a 0-100 scale but is not tied to a specific pass/fail cutoff value. The Course Status field will indicate whether the value reported in the Letter Grade and/or Percent Grade field relates to passing or failing of the course.

Letter Grade for grade levels 12 – 17: The Qualified Admissions reports added to the KIDS Collection System require that all courses used in the calculations have a Letter Grade populated for the course. In order to accurately calculate the grade point average, we will add a list of specific grades required to be entered when this field is required. One of the following values must be submitted for students in grade levels 12-17 with a Course Status of '01' Completed (Pass):

Valid Values:

- | | |
|--------------------------|--------------------------|
| <input type="radio"/> A+ | <input type="radio"/> A |
| <input type="radio"/> A- | <input type="radio"/> B+ |
| <input type="radio"/> B | <input type="radio"/> B- |
| <input type="radio"/> C+ | <input type="radio"/> C |
| <input type="radio"/> C- | <input type="radio"/> D+ |
| <input type="radio"/> D | <input type="radio"/> D- |
| <input type="radio"/> P1 | <input type="radio"/> P2 |

P1=a grade of 'D' or higher and P2=a grade of 'C' or better. This is a local decision. It is based on the level that your school accepts a passing grade for a course.

Reporting Course Outcomes (pass/fail, percent, or mark): STCO records submitted to KIDS should accurately reflect the amount of credit earned by each student for each course where a course outcome is given. If the way your district assigned and recorded courses and grades in the local student information system does not align with what was mapped in KCCMS and assigned to an educator in EDCS, additional work may be necessary to align them. Use the Current Year Credit by Student Report in KIDS to verify that the data is aligned across all systems.

EDCS Info for STCO Report: Within the EDCS application, there is a report that provides a list of all educators in the district that have been assigned to a course and confirmed for STCO. Utilization of this report is encouraged for KIDS data coordinators to help properly align STCO Records with what has been indicated in the EDCS for the school with Adult Virtual, CTE, and or Migrant students.

Educator ID: When a non-licensed educator is reported in EDCS, the educator’s Social Security Number (SSN) is reported because an educator ID is not generated. The STCO records that are submitted to KIDS for those courses assigned to that educator should include the educator SSN in the Educator ID field so that the record aligns with what has been reported in EDCS.

Shared Student: There are multiple situations where schools share a student. Please review the scenarios below when working on STCO data.

1. One public school provides instruction in math but is not the Accountability School for the student. Another public school district is the accountability school for the student. The Accountability School should send the STCO records.

<p>STCO Record for Public School Building #1111 (Attendance School)</p> <p><input type="checkbox"/> No record submitted</p>	<p>STCO Record for Public School Building #2222 (Accountability School)</p> <p><input type="checkbox"/> Accountability School: 2222</p> <p><input type="checkbox"/> Funding School: 2222</p> <p><input type="checkbox"/> Attendance School: 1111</p> <p><input type="checkbox"/> Course outcomes for student</p> <p><input type="checkbox"/> Map courses in KCCMS</p> <p><input type="checkbox"/> Add educator to building in EDCS</p> <p><input type="checkbox"/> Assign courses to educators in EDCS</p>
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2. Public school special education (SPED) student that has courses that are provided by Service Center or Coop.

<p>STCO Record for Service Center or Coop Building #1111 (Attendance School)</p> <ul style="list-style-type: none"> <input type="checkbox"/> No record submitted 	<p>STCO Record for Public School Building #2222 (Accountability School)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Course outcomes for student <input type="checkbox"/> Map courses in KCCMS <input type="checkbox"/> Add educator to building in EDCS <input type="checkbox"/> Assign courses to educators in EDCS
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3. A brick and mortar building and virtual school or program in two different districts both provide courses to a non-adult education student that chose to attend the virtual school. In this case, the brick and mortar school did not send the student to virtual school. Both submit STCO records to KIDS. Both are considered the Accountability School for the courses taught at that building.

<p>STCO Record for Brick and Mortar Building #1111</p>	<p>STCO Record for Virtual School Building #2222</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Course outcomes for student <input type="checkbox"/> Map courses in KCCMS <input type="checkbox"/> Add educator to building in EDCS <input type="checkbox"/> Assign courses to educators in EDCS 	<ul style="list-style-type: none"> <input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 2222 <input type="checkbox"/> Course outcomes for student <input type="checkbox"/> Map courses in KCCMS <input type="checkbox"/> Add educator to building in EDCS <input type="checkbox"/> Assign courses to educators in EDCS

4. Adult virtual education student attends a virtual school or program through a diploma completion program.

STCO Record for District that issues the diploma Building #1111	Diploma Completion Program
<ul style="list-style-type: none"><input type="checkbox"/> Accountability School: 1111<input type="checkbox"/> Funding School: 1111<input type="checkbox"/> Attendance School: 1111<input type="checkbox"/> Course outcomes for student<input type="checkbox"/> Map courses in KCCMS<input type="checkbox"/> Add educator to building in EDCS<input type="checkbox"/> Assign courses to educators in EDCS	<ul style="list-style-type: none"><input type="checkbox"/> No record submitted

Accredited Private Schools: Accredited private schools should submit STCO Records according to the guidance outlined above.

STCO Collection 2015-2016 System File Specifications

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
Fields Collected on STCO Records- for Student Course Connection.					
F1	Record Type	R	STCO	A designation of the collection to which the record belongs.	Collection Type
F2	Student's Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Building Identification
F3	Student's Legal Last Name	R	Text	The name borne in common by members of the student's family.	Student Identification
F4	Student's Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Student Identification
F5	Student's Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Student Identification
F6	Student's Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Student Identification
F7	Student's Gender	R	<ul style="list-style-type: none"> • 0=Female • 1=Male 	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Student Identification

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
F8	Student's Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Student Identification
F9	Student's Current Grade Level	R	<ul style="list-style-type: none"> • 00=Birth-2yrs • 01=3-Yr-Old Preschooler • 02=4-Yr-Old Preschooler • 03=5-Yr-Old and Older Preschooler • 04=4-Yr-Old At-Risk • 05=Kindergarten • 06=First Grade • 07=Second Grade • 08=Third Grade • 09=Fourth Grade • 10=Fifth Grade • 11=Sixth Grade • 12=Seventh Grade • 13=Eighth Grade • 14=Ninth Grade • 15=Tenth Grade • 16=Eleventh Grade • 17=Twelfth Grade • 18=Not Graded 	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Student Identification
F10	Student's Local ID	O	Text	The unique value assigned to the student by the school or local education agency.	Student Identification
F11	Student's Hispanic Ethnicity	R	<ul style="list-style-type: none"> • Y=Hispanic/Latino • N=Not Hispanic/Latino 	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Student Identification
F12	State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Student Identification

Field Ref#	Field Name	Req/Opt	Values	Description	Used For
F13	School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
F14	Student's Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	State Funding
F15	Student's Attendance School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Building Identification
F16	Student's Comprehensive Race	R	<ul style="list-style-type: none"> • Position 5-White • Position 4-Native Hawaiian or Other Pacific Islander • Position 3-Black or African American • Position 2-Asian • Position 1-American Indian Or Alaska Native <p>Allowable values in each position:</p> <ul style="list-style-type: none"> • 0 = No • 1 = Yes 	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Student Identification

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
F17	Virtual Education Student	R	<ul style="list-style-type: none"> • 0 = Student is not a Virtual Education Student and has not been one during the current school year. • 1 = Student is currently a Virtual Education Student. • 2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year. • 3 = Virtual AP Student 	Indicator of whether a student is participating in a virtual education school or program that is approved for State funding.	State Funding
F18	Educator School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program where the student receives instruction.	Building Identification
F19	Term	R	<ul style="list-style-type: none"> • S1 = Semester 1 • S2 = Semester 2 • Q1 = Quarter 1 • Q2 = Quarter 2 • Q3 = Quarter 3 • Q4 = Quarter 4 • T1 = Trimester 1 • T2 = Trimester 2 • T3 = Trimester 3 • YR = Year Long • SM = Summer 	The term in which the course was taken and credit earned.	Course Identification
F20	KCC Identifier	R	Text	The unique identifier given to each course the district has mapped in the Kansas Course Code Management System (KCCMS).	Course Identification

Field Ref#	Field Name	Req/Opt	Values	Description	Used For
F21	Course Section	R	Text	The unique identifier assigned by the school/district to refer to an individual section of the course within the school year.	Course Identification
F22	Local Course ID	R	Text	The identifier used by the school or district to identify an individual course in their Student Information System.	Course Identification
F23	Course Status	R	<ul style="list-style-type: none"> • 01 = Completed (Pass) • 02 = Completed (Fail) • 05 = Incomplete • 99 = Record Submitted in Error 	Indication of the student's status in the course.	Course Identification
F24	Letter Grade	R	Text	Categorical letter grade achieved as of the end of the course.	Course Identification
F25	Percent Grade	O	Text	Percent achieved as of the end of the course.	Course Identification
F26	Educator Identifier	R	The unique number assigned to the educator by the state in the Educator Licensure System.	The Educator providing instruction to the student in this course.	Educator Identification
F27	Educator's Last Name	R	Text	The name borne in common by members of the teacher's family.	Educator Identification
F28	Educator's First Name	R	Text	The name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change.	Educator Identification
F29	Educator's Middle Name	O	Text	The secondary name given to the teacher at birth, baptism or during another naming ceremony, or through legal change.	Educator Identification
F30	User Field 1	O	Text	Optional field to be used at district's discretion.	None

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
F31	User Field 2	O	Text	Optional field to be used at district's discretion.	None
F32	User Field 3	O	Text	Optional field to be used at district's discretion.	None

R Required = Must contain a valid non-blank value

R* Required = Must contain a valid non-blank value, including zero

X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value

O Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.

Blank Values submitted in these fields will not be validated or stored on the indicated Record Type.

E Must be blank

Submission Details: TASC

Introduction

The Teacher and Student Connection (TASC) Collection focuses on providing links among the courses students take during the school year and the educator teaching the course. This is the first year for TASC.

Submission Guidelines

Submission Window

- Any time the KIDS Collection System is open
- Because other applications may be dependent upon a TASC record, they will be sent early in the school year
- TASC Records must be submitted in a batch by themselves—they cannot be mixed in a KIDS batch with other record types (such as ENRL, TEST, ASGT, etc.).

Students to Submit

- Pre-k through Adult
- Public school students
- Accredited private schools students
- 4-year-old At-risk program participants

Who Submits?

- Educator School Identifier for which the student's educator and course will be reported in EDCS

The Use of TASC Record Submissions

TASC Records are being collected in order to provide an educator, course, and student link. Uses of this data may include:

- Provide educators a link to current students' data in Center for Educational Testing and Evaluation (CETE) accounts for interim assessments and cPass assessments;
- Populates the student's course information in the Migrant system for the purpose of state and federal reporting.
- Create a teacher's roster for the Kansas Fitnessgram (K-FIT) application;
- Create list of Pre-K students to report survey data in Success in Schools; and
- Provide data through the Student Record Exchange for students that move between schools.

KIDS Reports

Reports are provided in the KIDS Collection System for review and verification of submitted TASC data. Although data can also be shared by exporting the appropriate KIDS reports to Excel, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional TASC Records are submitted to KIDS after the export of reports.

The detailed descriptions of each report available in the KIDS Collection System may be found on the KIDS project website <http://kidsweb.ksde.org/> under the “Report Descriptions” tab or by visiting this website: <http://kidsweb.ksde.org/Report-Descriptions>. The following reports are particularly important to TASC submissions:

Standard Reports:

- Accepted Records (Batch)
- Accepted Records by Type—TASC

Student Course:

- Current TASC Records

TASC Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the TASC Records. In working with the KIDS Collection System, many circumstances apply only to the record you are submitting. How one data element is reported may change for other submissions from the recommendations appearing below.

Determining “Unique” Records: Records are unique by set:

- C12: State Student Identifier
- C13: School Year
- C16: Educator School Identifier
- C17: State Subject Area Code
- C18: State Course Identifier
- C21: Educator ID

The most recently submitted record for each complete set of fields above will be considered the “current” information for that student and course. Records are considered unique not by one data element but by the set of data elements listed above.

Validations: All TASC Records must contain:

- State Student Identifier (SSID) that exists in the KIDS Assignment System
- Educator School Identifier is a valid school in the Directory
- State Subject Area Code and State Course ID combination is valid for the state
- Educator ID is a valid identification number

Validations are done at the state level. No validations are done to connect a student, teacher, or course to a particular school or district.

Undoing Records: To undo a previously submitted TASC record that was submitted in error, submit a new TASC record with '99'=Record Submitted in Error in the Course Status field, and the same values from the previously submitted record in the following fields:

- C12: State Student Identifier
- C13: School Year
- C16: Educator School Identifier
- C17: State Subject Area Code
- C18: State Course Identifier
- C21: Educator ID

TASC and Class Rosters: To create a class roster in another system (Fitnessgram, Success in Schools, etc.), send a TASC record.

Kansas Fitnessgram (K-FIT): The K-FIT application provides physical education teachers a tool to facilitate fitness testing results to students and parents. TASC Records are required to populate the student lists in the K-FIT application.

The State Subject Area Code must be one of the following:

- 08: Physical, Health, and Safety Education (secondary)
- 58: Physical, Health, and Safety Education (ms/jr. high)
- 88: Physical, Health, and Safety Education (elementary).

Kansas Interactive Testing Engine® (KITE)™: In order for someone with a Teacher role to set up Interim assessments or a cPass assessment for students in a roster in KITE, TASC Records must be submitted to the KIDS Collection System. TASC records are NOT required for a test ticket to be generated for State assessment purposes. For more information about KITE, visit this website: <http://www.ksassessments.org/kite>.

Success in Schools: The Success in School application collects school readiness data for 4-year-old At-Risk and 4-year-old preschoolers. The roster of students available for selection in Success in Schools is based on the TASC Records submitted to the KIDS system for that teacher. This requires that TASC Records be sent for 4-year-old-At-Risk and 4-year-old preschool students in the fall.

Migrant Student Courses: Migrant students' course data will automatically populate in the Migrant system when the district submits TASC data to KIDS Collection.

Accredited Private Schools: Accredited private schools should submit TASC Records according to the guidance outlined above.

TASC Collection 2015-2016 System File Specifications

Field Ref#	Field Name	Req/Opt	Values	Description	Used For
Fields Collected on STCO Records- for Teacher and Student Connection data.					
C1	Record Type	R	TASC	A designation of the collection to which the record belongs.	Collection Type
C2	Student's Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Building Identification
C3	Student's Legal Last Name	R	Text	The name borne in common by members of the student's family.	Student Identification
C4	Student's Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Student Identification
C5	Student's Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Student Identification
C6	Student's Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Student Identification
C7	Student's Gender	R	<ul style="list-style-type: none"> • 0=Female • 1=Male 	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Student Identification

Field Ref#	Field Name	Req/Opt	Values	Description	Used For
C8	Student's Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Student Identification
C9	Student's Current Grade Level	R	<ul style="list-style-type: none"> • 00=Birth-2yrs • 01=3-Yr-Old Preschooler • 02=4-Yr-Old Preschooler • 03=5-Yr-Old and Older Preschooler • 04=4-Yr-Old At-Risk • 05=Kindergarten • 06=First Grade • 07=Second Grade • 08=Third Grade • 09=Fourth Grade • 10=Fifth Grade • 11=Sixth Grade • 12=Seventh Grade • 13=Eighth Grade • 14=Ninth Grade • 15=Tenth Grade • 16=Eleventh Grade • 17=Twelfth Grade • 18=Not Graded 	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Student Identification
C10	Student's Local ID	O	Text	The unique value assigned to the student by the school or local education agency.	Student Identification
C11	Student's Hispanic Ethnicity	R	<ul style="list-style-type: none"> • Y=Hispanic/Latino • N=Not Hispanic/Latino 	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Student Identification
C12	State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Student Identification

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
C13	School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
C14	Student's Attendance School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Building Identification
C15	Student's Comprehensive Race	R	<ul style="list-style-type: none"> • Position 5-White • Position 4-Native Hawaiian or Other Pacific Islander • Position 3-Black or African American • Position 2-Asian • Position 1-American Indian Or Alaska Native <p>Allowable values in each position:</p> <ul style="list-style-type: none"> • 0 = No • 1 = Yes 	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Student Identification
C16	Educator School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program where the student receives instruction.	Building Identification
C17	State Subject Area Code	R	The number that has been assigned the subject area by the state.	The subject area in which the student receives instruction	Course Identification
C18	State Course Identifier	R	The number that has been assigned to the course by the state.	The course in which the student receives instruction.	Course Identification

Field Ref#	Field Name	Req/Opt	Values	Description	Used For
C19	Local Course ID	R	Text	The identifier used by the school or district to identify an individual course in their Student Information System.	Course Identification
C20	Course Status	R	<ul style="list-style-type: none"> • 01 = Enrolled • 99 = Record Submitted in Error 	Indication of the student's status in the course.	Course Identification
C21	Educator Identifier	R	The unique number assigned to the educator by the state in the Educator Licensure System.	The Educator providing instruction to the student in this course.	Educator Identification
C22	Educator's Last Name	R	Text	The name borne in common by members of the teacher's family.	Educator Identification
C23	Educator's First Name	R	Text	The name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change.	Educator Identification
C24	Educator's Middle Name	O	Text	The secondary name given to the teacher at birth, baptism or during another naming ceremony, or through legal change.	Educator Identification
C25	Educator's District Email Address	O	Text	The email address assigned to this educator by the school district.	Educator Identification
C26	User Field 1	O	Text	Optional field to be used at district's discretion.	None
C27	User Field 2	O	Text	Optional field to be used at district's discretion.	None
C28	User Field 3	O	Text	Optional field to be used at district's discretion.	None

R Required = Must contain a valid non-blank value

R* Required = Must contain a valid non-blank value, including zero

X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value

- O Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.
- Blank Values submitted in these fields will not be validated or stored on the indicated Record Type.
- E Must be blank

Submission Details: TEST

Introduction

The TEST Collection focuses on gathering data for State assessments.

Submission Guidelines

Submission Window

- August 17, 2015 – June 15, 2016
- Student data that is submitted for TEST should be current as of the day the student takes an assessment

Students to Submit

- Grades 3-12 who are eligible to take State assessments
- Students entering a school after February 15, 2016, do not have to be tested

Who Submits?

- Accountability School or the Attendance School
- When both the accountability and attendance buildings submit TEST records for the same student for the same test subject, the record submitted by the Accountability School will be used and the record submitted by the Attendance School will be ignored

The Use of TEST Submissions

- The current TEST record by Attendance School and test subject will be used to provide information to CETE for State assessments test tickets
- The assessment results of all students submitted to KIDS on TEST records will be counted towards the Accountability School by KSDE for accountability purposes

The demographic fields* from the most recently submitted TEST record are used to determine student sub-groups for accountability purposes.

* Demographic fields are:

D8: Gender

D30: Comprehensive Race

D33: Primary Disability Code

D12: Hispanic Ethnicity

D31: Eligibility for National School Lunch Program

D37-D42 ESOL Fields

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. Although data can also be shared by generating the appropriate KIDS reports, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional TEST records are submitted to KIDS.

The detailed descriptions of each of the reports available in the KIDS Collection System may be found on the KIDS project website at <http://kidsweb.ksde.org/> under the "Report Descriptions" tab or visiting this website: <http://kidsweb.ksde.org/Report-Descriptions>. The following reports particularly important to TEST submissions:

Standard Reports:

- Accepted Records by Type-TEST
- Current Year Accountability Students

Assessment Reports:

- TEST Records for State Assessments
- TEST Records for ELPA Assessments
- TEST Records for cPass Assessments
- Cleared Assessments Roster

State Assessments

English Language Arts (ELA) and Math Assessments: For the 2015-2016 year, grades 3-8, and 10 will take the ELA and math assessments. The only high school students required to be assessed are 10th grade students.

Science Assessment: For the 2015-2016 year, students in grades 5, 8, and 11th will take the science assessment. The only high school students required to be assessed are 11th grade students. There is only one 'Science' assessment this year. We no longer separate high school into 'Life Science' and 'Physical Science.'

History/Government Assessment: For the 2015-2016 year, grades 6, 8, and 11th will be taking the History/Government field test. There is only one 'State History/Gov' assessment this year. We no longer separate high school into 'World Focus' and 'U.S. Focus.'

Career Tech Ed Pathways Assessments (cPass): Students in grades 10-12 have the opportunity to take CTE assessments: the General CTE Assessment, one of the available End of Pathways Assessments, and/or a Career Competency Qualifier (CCQ).

State English Language Proficiency Assessment (ELPA): For 2015-2016, the ELPA will be administered through CETE. The indication of ELPA on a TEST record will generate a test ticket in KITE.

TEST Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the TEST record. In working with the KIDS System, many circumstances apply only to the record you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below.

When the Accountability School is '0001' or '0002': When '0001' or '0002' is entered in the Accountability School, the Attendance School must contain a valid school ID number or district central office of the submitting district. These students' assessment results will be included in the accountability determinations of the Attendance School.

School Entry Date: School Entry Date should be based on the date the student entered the Accountability School or Attendance School, depending upon which school is submitting the TEST record. In the case where the student's Accountability School is marked with a 0001 or 0002, the School Entry Date should report the date the student entered the Attendance School.

Reporting the Attendance School: The Attendance School field on the TEST record is used to determine where students will physically take assessments. A student will not be able to take a computer-based assessment without a TEST record in KIDS listing the school where he/she is taking the test as the Attendance School.

Students taking Multiple Assessments: For students taking multiple assessments, a school can submit separate TEST records for each assessment subject OR one TEST record that includes information for all assessments. For example, if "John Doe" is taking the ELA and mathematics assessments, then his school could submit one TEST record with the appropriate test type information in the corresponding assessment fields, OR the school could submit a TEST record for the ELA assessment and a separate TEST record for the mathematics assessment.

Updating Earlier TEST Submissions: If a school/district submits a TEST record for a student early in the TEST submission window and that student's demographic and test information does not change, then the school/district does not need to submit any other assessment information to KIDS for that student. If a TEST record is submitted for a student and that student's demographic and/or test information changes (i.e., the student was submitted on a TEST record as not taking the mathematics assessment but he/she will actually take the DLM/Alternate assessment), then another TEST record must be submitted for that student in order to correct/update the information.

If a student is taking more than one assessment and the student's demographic and/or test information does not change for every test type, then send the updated TEST record with the updates indicated for only the test type(s) that it applies to at the time the student takes the assessment.

Students Moving Between Schools During the School Year: Because TEST records are unique by Accountability School; Student State ID (SSID); and assessment subject area, different Accountability schools can submit TEST records for the same student. For example, if “John Doe” takes the ELA assessment at School A but then moves and takes the mathematics assessment at School B, then School A would submit a TEST record for the ELA assessment and School B would submit a TEST record for the mathematics assessment.

Note: that if an Accountability School (or district) submits a TEST record with a value in the Accountability School that does not match the Accountability School for the student in question according to the core data stored in the KIDS System, the school or district will need to claim that student in order to successfully process the TEST record. So if School A submits a TEST record with themselves as the Accountability School, and School B then submits a TEST record with themselves as the Accountability School for the same student, School B will have to claim the student away from School A.

This will not have any negative effects on School A’s TEST record for the student, but if School A is the primary Accountability School for this student, they may wish to claim the student back via an ASGT record once the testing window has closed this year, or wait and claim the student back via an ASGT or ENRL record at the beginning of the 2015- 2016 school year.

Grouping Indicators: Grouping indicators are used to indicate the method by which the district wanted **test tickets** sorted for distribution to schools. Grouping Indicator 1 is the primary way by which the district wants a particular assessment test tickets sorted for distribution to schools. Grouping Indicator 2 is the secondary way by which the district wants a particular assessment test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith and Grouping Indicator 2 = 1st period. The KELPA Grouping Indicators will not be utilized this year if data is submitted in those fields.

Clearing a Test Subject: In order to clear a particular test subject from a previously- submitted TEST record, the school/district can send another TEST record with the exact same data for that student with a “C” (clear test subject indicator) code in the test subject field to be cleared. The “C” code can be sent for any grade level for all assessment subjects. The purpose of the “C” code is to “clear” a student from the test roster for a particular subject area when a TEST record was erroneously submitted for that student. The “C” removes that specific test subject from the student’s list of assessments.

For example, if “Jane Doe” was submitted on a TEST record as taking the ELA and mathematics assessments but the ELA assessment was a mistake, then another TEST record should be submitted for “Jane Doe” with a “C” in the ELA subject field. Because the “C” code is specific to a test subject area, submitting a “C” code for a particular subject would *not* impact the rosters of any other assessments for which “Jane” was registered (in this example, mathematics).

Submitting a TEST record with a “C” value for an assessment that has already been started or has been completed by the student in question will NOT serve to remove that student’s assessment results from calculations. KSDE staff will investigate situations such as these to determine whether the “C” code was submitted in error, or if further action is needed. Schools can access the Cleared Assessments Roster report in KIDS for a list of students for whom a TEST Record with a “C” code has been submitted.

Clear Codes and EXIT Records: The “C” code should not be confused with the submission of EXIT records to KIDS. The “C” code allows schools to remove students from assessment rosters if they were submitted in error as taking an assessment. EXIT records, in contrast, are submitted for students who are no longer in membership. EXIT records will remove students from a school or district’s state assessment roster and the accountability performance and/or participation calculations (depending on the exit and school entry dates for that student); but unlike the “C” code, EXIT records are not subject-specific. Consequently, submitting an EXIT record to KIDS will remove a student from the school’s roster for *all* test subjects (depending on the exit and school entry dates for that student) unless the student has already completed a particular assessment.

TEST Records with ‘0’ in an Assessment Subject Area: Submitting a TEST record with a ‘0’ in a test subject field that previously contained a value will **not** remove a student from the test roster for that subject. For example, if “Jane Doe” was submitted on a TEST record as taking the ELA assessment and then another TEST record is subsequently submitted for “Jane” with a ‘0’ in the ELA assessment field, nothing will happen—that student will not be removed from the ELA assessment roster. Only the submission of “C” codes in test subject areas (or the submission of an EXIT record if applicable) removes the student from the Accountability School’s state assessment roster.

Do not send a TEST with ‘0’ in all assessment fields. There should be a value in at least one assessment field.

For example, if “Jane Doe” was submitted on a TEST record as taking the ELA, mathematics, and science assessments at School A but Jane moved to Nebraska before the testing window opened, then School A would submit an EXIT record for Jane (rather than submitting another TEST record with “C” codes in the ELA, mathematics, and science subject fields). If Jane moves during the testing window and has completed the ELA assessment but has not completed the mathematics or science assessments, then the EXIT record would remove Jane from the School A’s roster for math and science, but the ELA assessment may be counted for performance and participation. A “C” code submitted in one or more test subject areas on a TEST record does not replace the submission of EXIT records for students who move, dropout, graduate, transfer, etc. during the course of the school year.

School Entry/EXIT Withdrawal Dates: It is essential that the School Entry Date on TEST records and the EXIT/Withdrawal Date on EXIT records be updated and reported accurately for students that move within a district as well as out of a district during the school year, since these dates will be used to determine which students will be included for participation and/or performance in accountability calculations.

Eligibility for National School Lunch Program: Community Eligibility Provision (CEP) schools will need to make sure to report students that are *eligible* for free or reduced lunch based on Direct Certification or State At-Risk funding based on the State At-Risk application. Non-CEP schools do not need to change the way this data has been reported. CEP schools should NOT report 100% in this field based on CEP. This field collects a student’s eligibility, not how a student pays for lunch.

DLM/Alternate Assessment Value: If this value is chosen for an assessment, then the Primary Disability Code field must be a value of WD.

For DLM assessments, you must use Proctor fields on TEST records only if you want a Teacher to be able to enter the PNP instead of the test coordinator.

Proctor Fields: The purpose of these fields is to give schools the ability to add an additional licensed educator to a student for the purposes of taking DLM Assessments. The fields allow the user to ensure that the correct educator is provided for this student.

- A proctor must be a licensed educator with an Educator ID with an academic connection to the student.
- Provides access to the student in the Educator Portal in KITE.
- There is a limit to one proctor per student per assessment type.
 - One State Mathematics DLM proctor
 - One State English Language Arts – ELA DLM proctor
 - One State Science DLM proctor
- This is not intended to be for non-licensed paras.
 - This is not intended to link a licensed educator with no academic connection to the student.
 - This is not necessarily the person sitting in the room administering the assessment.
 - Applies to DLM assessments only.

End of Pathways cPass Assessments: are now broken out into individual content area assessments (i.e. Comprehensive Agriculture, Animal Systems, Plant Systems, etc.).

TASC records are needed for CCQs if an educator is needed to enter the results of a CCQ in the Educator Portal in KITE. TASC records may also be used for the General CTE assessment and the End of Pathways assessment to create a roster for the teacher.

cPass Assessment Only – If you find that you sent the wrong option for a cPass assessment, you must first clear a previously submitted cPass assessment by sending a 'C' before you can update the test type. It will not update by simply sending an updated TEST record like it does for other assessment.

Shared Student: There are multiple situations where schools share a student. Please review the scenarios below when working on TEST data.

In cases where schools share a student and both schools will be assessing the student in different subject areas, both public and private schools will see an increase in gained/lost claiming emails sent from KSDE to reflect that the student has more than one

Accountability School submitting TEST records. Both schools should be careful to only submit records for subject areas they intend to test a shared student to ensure accuracy when test results are used to determine each school’s accountability measures. As long as accurate TEST records are submitted from each school with the appropriate building codes for the Accountability School, a school does not need to ‘reclaim’ a student to administer the requested state assessment to the student.

1. A public school is providing math instruction and assessing a student in math. A private school is providing instruction in all other assessed content areas and will be assessing a student in ELA, science, and history/government.

TEST Record for Public School: (1111)	TEST Record for Private School: (2222)
<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> State Mathematics Assessment: 2 (or 3)	<input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 2222 <input type="checkbox"/> State English Language Arts—ELA Assessment: 2 (or 3) <input type="checkbox"/> State Science: 2 (or 3) <input type="checkbox"/> State History/Gov Assessment: 2 (or 3)

2. One public school is providing math instruction and assessing a student in math. Another public school is providing instruction in all other assessed content areas and will be assessing a student in ELA, science, and history/government.

TEST Record for Public School: (1111)	TEST Record for Public School: (2222)
<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> State Mathematics Assessment: 2 (or 3)	<input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 2222 <input type="checkbox"/> State English Language Arts—ELA Assessment: 2 (or 3) <input type="checkbox"/> State Science: 2 (or 3) <input type="checkbox"/> State History/Gov Assessment: 2 (or 3)

3. One public school is assessing a student in all content area, but they are not the Accountability School for the student. Another public school district is the accountability school for the student in all assessed content areas, but they are not providing instruction in a building on their campus and contract with another district or program. Either school can submit the TEST record, but both should communicate with the other for clarification. Either way, the TEST record will look the same.

TEST Record for Public School assessing the student but not accountable: (1111)	TEST Record for Public School accountable but not assessing: (2222)
<input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> State Mathematics Assessment: 2 (or 3) <input type="checkbox"/> State English Language Arts—ELA Assessment: 2 (or 3) <input type="checkbox"/> State Science: 2 (or 3) <input type="checkbox"/> State History/Gov Assessment: 2 (or 3)	<input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> State Mathematics Assessment: 2 (or 3) <input type="checkbox"/> State English Language Arts—ELA Assessment: 2 (or 3) <input type="checkbox"/> State Science: 2 (or 3) <input type="checkbox"/> State History/Gov Assessment: 2 (or 3)

Accredited Private Schools: Accredited private schools should submit TEST records according to the guidance outlined above.

TEST Collection 2015-2016 System File Specifications

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
Fields Collected on TEST Records- for the State assessments collection.					
D1	Record Type	R	TEST	A designation of the collection to which the record belongs.	Collection Type
D2	Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Accountability Determinations
D3	Residence District Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2- letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Identity Management
D4	Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
D5	Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
D6	Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D7	Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
D8	Gender	R*	<ul style="list-style-type: none"> • 0=Female • 1=Male 	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	State and Federal Reporting category
D9	Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Identity Management
D10	Current Grade Level	R*	<ul style="list-style-type: none"> • 00=Birth-2yrs • 01=3-Yr-Old Preschooler • 02=4-Yr-Old Preschooler • 03=5-Yr-Old and Older Preschooler • 04=4-Yr-Old At-Risk • 05=Kindergarten • 06=First Grade • 07=Second Grade • 08=Third Grade • 09=Fourth Grade • 10=Fifth Grade • 11=Sixth Grade • 12=Seventh Grade • 13=Eighth Grade • 14=Ninth Grade • 15=Tenth Grade • 16=Eleventh Grade • 17=Twelfth Grade • 18=Not Graded 	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	<ul style="list-style-type: none"> • Test Management • Accountability Determinations • State and Federal Reporting category

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D11	Local School Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management
D12	Hispanic Ethnicity	R	<ul style="list-style-type: none"> • Y=Hispanic/Latino • N=Not Hispanic/Latino 	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	State and Federal Reporting category
D13	State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
D14	Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
D15	Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Identity Management
D16	Attendance School/Program Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Test Management
D18	School Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	<ul style="list-style-type: none"> • Test Management • Accountability Determinations
D19	District Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	<ul style="list-style-type: none"> • Test Management • Accountability Determinations

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D20	State Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	<ul style="list-style-type: none"> • Test Management • Accountability Determinations
D30	Comprehensive Race	R	<ul style="list-style-type: none"> • Position 5-White • Position 4-Native Hawaiian or Other Pacific Islander • Position 3-Black or African American • Position 2-Asian • Position 1-American Indian Or Alaska Native <p>Allowable values in each position:</p> <ul style="list-style-type: none"> • 0 = No • 1 = Yes 	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	State and Federal Reporting category
D31	Eligibility for National School Lunch Program	R*	<ul style="list-style-type: none"> • 0 = Not Eligible • 1 = Eligible for Reduced Price Lunch • 2 = Eligible for Free Lunch 	An indication of the student's eligibility for free or reduced price lunch programs.	State and Federal Reporting category
D32	Primary Disability Code	R	<ul style="list-style-type: none"> • ND = No Disability • WD = Yes, is on an IEP and receives special education services 	An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Act (IDEA-Part B), which documents that the student receives special education services. Reported only if the student has a primary area of disability.	<ul style="list-style-type: none"> • Test Management • State and Federal Reporting category

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D33	Gifted Student Code	X	<ul style="list-style-type: none"> • Blank = None • GI = Giftedness 	An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.	<ul style="list-style-type: none"> • Test Management • State and Federal Reporting category
D36	ESOL/Bilingual Program Entry Date	X	MM/DD/YYYY	The date an English Language Learner (ELL) qualifies for services English for Speakers of Other Languages (ESOL)/Bilingual Program based on an English Language Proficiency test.	ESOL program eligibility determination and reporting.
D37	First Entry Date into a School in the United States	X	MM/DD/YYYY	The month, day, year on which the student first entered and began to receive instructional services in a school or an educational institution in the USA.	ESOL program eligibility determination and reporting.

D38	First Language	R*	<ul style="list-style-type: none"> • 0 = English • 1 = Chinese (Mandarin, Cantonese, or Taiwanese) • 2 = Dinka (Sudanese) • 3 = French • 4 = High German • 5 = Hmong • 6 = Khmer (Cambodian) • 7 = Korean • 8 = Lao • 10 = Filipino, Tagalog, Visaya (Phillippines) • 11 = Russian • 13 = Spanish • 14 = Vietnamese • 15 = Arabic • 16 = Other • 17 = Somali • 18 = Thai • 19 = Portuguese • 20 = Farsi, Daric, Tajiki (Persian in Iran, Afghanistan, Tajikistan) • 21 = Chuukese or Pohnpeian (Marshall Island/Micronesia) • 22 = Bosnian • 23 = Burmese, Karen Languages of Myanmar • 24 = Hindi • 25 = Urdu • 26 = Swahili or Kiswahili 	The primary language or dialect (not ethnicity) of the student, according to the student's Home Language Survey.	ESOL program eligibility determination and reporting.
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Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
			<ul style="list-style-type: none"> • 27 = Nepali • 28 = Sign Language (ASL or Other Sign) • 29 = Serb, Croatian, or Montenegrin • 31 = Turkish • 33 = Haitian/Haitian Creole • 34 = Gujarati • 35 = Punjabi • 36 = Pashto, Pusto, or Afghan • 38 = Mayan, Quiche, K'iche', Mam (Guatemala & Mexico) • 40 = Ilokano • 42 = Low German • 45 = Native American Languages • 46 = Japanese • 47 = Amharic • 48 = Kinyarwanda • 49 = Quechua (of Peru, Bolivia, Ecuador) 		

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D39	ESOL/Bilingual Program Participation Code	R*	<ul style="list-style-type: none"> • 0 = Not an ESOL eligible student and not an ESOL monitored student • 1 = Title III Funded • 2 = State ESOL/Bilingual Funded • 3 = Both Title III and State ESOL/Bilingual Funded • 4 = Monitored ESOL student • 5 = ESOL program eligible, but not currently receiving ESOL services • 6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding 	The type of ESOL/Bilingual Program in which the student participates.	State and Federal Reporting category
D55	Math Grouping Indicator 1	O	Text	The primary way by which the district wants mathematics test tickets sorted for distribution to schools.	Test Management
D56	Math Grouping Indicator 2	O	Text	The secondary way by which the district wants mathematics test tickets sorted within Grouping Indicator 1.	Test Management
D57	English Language Arts – ELA Grouping Indicator 1	O	Text	The primary way by which the district wants English Language Arts (ELA) test tickets sorted for distribution to schools.	Test Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D58	English Language Arts – ELA Grouping Indicator 2	O	Text	The secondary way by which the district wants English Language Arts (ELA) test tickets sorted with in Grouping Indicator 1.	Test Management
D59	Science Grouping Indicator 1	O	Text	The primary way by which the district wants science test tickets sorted for distribution to schools.	Test Management
D60	Science Grouping Indicator 2	O	Text	The secondary way by which the district wants science test tickets sorted within Grouping Indicator 1.	Test Management
D61	History/Gov Grouping Indicator 1	O	Text	The primary way by which the district wants history/government test tickets sorted for distribution to schools.	Test Management
D62	History/Gov Grouping Indicator 2	O	Text	The secondary way by which the district wants history/government test tickets sorted within Grouping Indicator 1.	Test Management
D63	General CTE Grouping Indicator 1	O	Text	The primary way by which the district wants the general CTE test tickets sorted for distribution to schools.	Test Management
D64	General CTE Grouping Indicator 2	O	Text	The secondary way by which the district wants the general CTE test tickets sorted within Grouping Indicator 1.	Test Management
D65	Comprehensive Agriculture Grouping Indicator	O	Text	The way by which the district wants Comprehensive Agriculture test tickets sorted for distribution to schools.	Test Management
D66	Animal Systems Grouping Indicator	O	Text	The way by which the district wants Animal Systems test tickets sorted for distribution to schools.	Test Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D67	Plant Systems Grouping Indicator	O	Text	The way by which the district wants Plant Systems test tickets sorted for distribution to schools.	Test Management
D68	Manufacturing Production Grouping Indicator	O	Text	The way by which the district wants Manufacturing Production test tickets sorted for distribution to schools.	Test Management
D69	Design and Pre-Construction Grouping Indicator	O	Text	The way by which the district wants Design and Pre-Construction test tickets sorted for distribution to schools.	Test Management
D70	Finance Grouping Indicator	O	Text	The way by which the district wants Finance test tickets sorted for distribution to schools.	Test Management
D71	Comprehensive Business Grouping Indicator	O	Text	The way by which the district wants Comprehensive Business test tickets sorted for distribution to schools.	Test Management
D72	ELPA Grouping Indicator 1	O	Text	This field will not be used during the 2015-2016 school year.	Test Management
D73	ELPA Grouping Indicator 2	O	Text	This field will not be used during the 2015-2016 school year.	Test Management
D74	State Mathematics Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 2 = CETE General Assessment • 3 = DLM/Alternate • N = Special Assessment Waiver (e.g. ACT, Explore) • C = Clear test subject indicator 	An indication of the test options the student will take in this subject area during the current school year.	Test Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D75	State Mathematics DLM Proctor ID	O	The unique number assigned to the educator by the state in the Educator Licensure System.	A licensed educator that requires access to the student's assessment data through KITE.	Test Management
D76	State Mathematics DLM Proctor Name	O	Text	The name of the educator that should have access to the student's assessment data through KITE.	Test Management
D77	State English Language Arts – ELA Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 2 = CETE General Assessment • 3 = DLM/Alternate • N = Special Assessment Waiver (e.g. ACT, Explore) • C = Clear test subject indicator 	An indication of the test options the student will take in this subject area during the current school year.	Test Management
D78	State English Language Arts – ELA DLM Proctor ID	O	The unique number assigned to the educator by the state in the Educator Licensure System.	A licensed educator that requires access to the student's assessment data through KITE.	Test Management
D79	State English Language Arts – ELA DLM Proctor Name	O	Text	The name of the educator that should have access to the student's assessment data through KITE.	Test Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D80	State Science Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 2 = CETE General Assessment • 3 = DLM/Alternate • N = Special Assessment Waiver (e.g. ACT, Explore) • C = Clear test subject indicator 	An indication of the test options the student will take in this subject area during the current school year.	Test Management
D81	State Science DLM Proctor ID	O	The unique number assigned to the educator by the state in the Educator Licensure System.	A licensed educator that requires access to the student's assessment data through KITE.	Test Management
D82	State Science DLM Proctor Name	O	Text	The name of the educator that should have access to the student's assessment data through KITE.	Test Management
D83	State History/Gov Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 2 = CETE General Assessment • 3 = DLM/Alternate • C = Clear test subject indicator 	An indication of the test options the student will take in this subject area during the current school year.	Test Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D84	General CTE Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 1 = Yes, test in this content area • 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) • C = Clear test subject indicator 	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
D85	Comprehensive Agriculture Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 1 = Yes, test in this content area • 2 = Yes, test in this content area with Power, Structural, and Technical Systems module • 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) • 4 = Yes, test in this content area with Power, Structural, and Technical Systems module and Career Competency Qualifier (CCQ) • C = Clear test subject indicator 	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D86	Animal Systems Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 1 = Yes, test in this content area • 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) • C = Clear test subject indicator 	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
D87	Plant Systems Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 1 = Yes, test in this content area • 2 = Yes, test in this content area with Horticulture module • 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) • 4 = Yes, test in this content area with Horticulture module and Career Competency Qualifier (CCQ) • C = Clear test subject indicator 	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D88	Manufacturing Production Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 1 = Yes, test in this content area • 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) • C = Clear test subject indicator 	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
D89	Design and Pre-Construction Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 1 = Yes, test in this content area • 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) • C = Clear test subject indicator 	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D90	Finance Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 1 = Yes, test in this content area • 2 = Yes, test in this content area with Accounting module • 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) • 4 = Yes, test in this content area with Accounting module and Career Competency Qualifier (CCQ) • C = Clear test subject indicator 	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
D91	Comprehensive Business Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 1 = Yes, test in this content area • 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) • C = Clear test subject indicator 	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Ref#	Field Name	Req/ Opt	Values	Description	Used For
D92	State English Language Proficiency Assessment	R*	<ul style="list-style-type: none"> • 0 = No test in this content area • 1 = KELPA for current or monitored ESOL student • 2 = KELPA for student who is ESOL program eligible, but not currently receiving ESOL program services • C = Clear test subject indicator 	An indication of the test options in this subject area during the current school year.	Test Management
D93	User Field 1	O	Text	Optional field to be used at district's discretion.	None
D94	User Field 2	O	Text	Optional field to be used at district's discretion.	None
D95	User Field 3	O	Text	Optional field to be used at district's discretion.	None

R Required = Must contain a valid non-blank value

R* Required = Must contain a valid non-blank value, including zero

X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value

O Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.

Blank Values submitted in these fields will not be validated or stored on the indicated Record Type.

E Must be blank

K I D S 2015-2016 Collection System File Specifications

This resource serves as the KIDS Collections data dictionary.

This document contains:

- Formatting requirements for SIS Collection Export Batch Files including the header and trailer record requirements
- Definitions and permitted values for all data elements collected via KIDS
- References to supporting resources

This document does not include:

- Collection specific requirements and recommendations, see the KIDS Submission Detail Documents
- KIDS Collection edit checks, see the KIDS Business Rules
- Information about KIDS Reports, see the Report Descriptions on the KIDS website



Header Record Layout

Field Ref #	Header Record Layout			
	Field	Maximum Length	Format Details	Comments/Values
H1	Record Type	2	TH	Must contain the characters "TH"
H2	Extract Date	10	mm/dd/yyyy	Date export file was created. Month and day must include any leading zeroes.
H3	Extract Time	8	hh:mm:ss	Time export file was created.
H4	Transmission ID	10	9999999999	An arbitrary number. Must match the Transmission ID in the Trailer record.
H5	Version	10	11.0	Always "11.0". This version number differentiates the possible versions of the file structure.
H6	Delimiter Character	25	delimiter=c	Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma). For a comma delimiter, the character literal would be 'delimiter=,' and the hex representation would be 'delimiter=0X2C'. For a tab delimiter, it is recommended that the hex representation be used. In that case, it would be 'delimiter=0X09'.

Trailer Record Layout

Field Ref #	Trailer Record Layout			
	Field	Length	Format Details	Comments/Values
T1	Record Type	2	TT	Trailer Record and contains the characters "TT"
T2	Transmission ID	10		Value is the same as in the header record
T3	Number of Records	10	9999999999	Number of records including the header and trailer records. The value is left aligned without trailing spaces.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC Records

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D1	Record Type	4	Alphanumeric	All	<p>A designation of the collection to which the record belongs.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ ENRL Funding and Enrollment ▪ TEST Assessment information ▪ EOYA End-of-year reporting ▪ EXIT for Exit records ▪ ASGT for getting a state identification number, updating core data, claiming a student ▪ QERY¹ for performing a query of pre-existing KIDS data without claiming ▪ SMSC for REAP Allocations
D2	Accountability School Identifier	4	Alphanumeric	All	<p>The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school in which the student is included for accountability purposes: that is, measures such as average daily attendance and state assessment scores are assigned to this school when determining accountability. This identifier can be found in the Kansas Educational Directory.</p> <p>For ENRL and SMSC records, this field must contain a valid School ID number belonging to an accredited school, district central office, '0001' or '0002.' If a student is associated with multiple schools, and an unaccredited private school, home school, or a school in another state is accountable for that student use the following building codes: '0001' when the student's information is included in the accountability results of another state and '0002' when the student attends an unaccredited private school or is home schooled. If the value is '0001' or '0002', then D15: Funding School must contain a valid School ID number or district central office.</p> <p>For EOYA, TEST, and EXIT records, this field must contain a valid School ID number belonging to an accredited school, district, central office, '0001' or '0002.' If a student is associated with multiple schools, and an unaccredited private school, home school, or a school in another state is accountable for that student use the following building codes: '0001' when the student's information is included in the accountability results of another state and '0002' when the student attends an unaccredited private school or is home schooled. If the value is '0001' or '0002,' then D16: Attendance School/Program Identifier must be a valid School ID number belonging to an accredited school or district central office within the submitting district.</p> <p>For ASGT records, this field must contain a valid School ID number, '0001' or '0002.'</p>

¹ QERY requires only the state identification number or the Accountability School Identifier and Legal Last Name. However, additional information allows a better match.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D3	Residence District Identifier	5	Alphanumeric	All	The unique number that has been assigned to the district by the state. In this case, it is the unique number of the district in which a student resides. This identifier can be found in the Kansas Educational Directory. Use state district alphanumeric code number (e.g., D0101), except for out-of-state residences. In that case, use the 2-letter State code for that State (e.g., NE for Nebraska). Except for the out of state identifier, the identifier is composed of a leading alpha character followed by four numbers, the first of which is zero. Note: Private schools can use the public district number in which the private school resides.
D4	Legal Last Name	60	Alphanumeric	All	The name borne in common by members of the student's family.
D5	Legal First Name	60	Alphanumeric	All	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.
D6	Legal Middle Name	60	Alphanumeric	All	The secondary name given to the student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.
D7	Generation Code	10	Alphanumeric	All	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).
D8	Gender	1	Numeric	All	The student's gender, the concept describing the biological traits that distinguish the males and females of a species. Allowable values: <ul style="list-style-type: none"> ▪ 0 = Female ▪ 1 = Male
D9	Date of Birth	10	mm/dd/yyyy	All	The month, day, and year on which the student was born.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D10	Current Grade Level	2	Alphanumeric	All	<p>The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session. 3-Yr-Old and 4-Yr-Old Preschoolers can be sent as one grade level, using '01' as the grade level, if the district does not have the group separated in its SIS. It is important to keep 5-Yr-Old Preschooler in its separate grade level, since funding is different for this group.</p> <p>Grade level "02" is for 4-year-olds who are not in the State Pre-Kindergarten Program (formerly 4-year old At-Risk) and/or those who have an IEP for a disability. If a 4-year-old student is both At-Risk and has an IEP for a disability, they should be reported as "02." Four-year-old students who are in the State Pre-Kindergarten Program and do not have an IEP for a disability should be reported as "04."</p> <p>The "Not Graded" code applies to students who are adults. Note: an "adult" student is defined as either a general education student who is over the age of 18 and whose 5-year cohort (beginning his/her freshman year) has graduated, or any student over the age of 21. All students, including those with disabilities, should be coded according to credits earned unless the criteria for "Not Graded" mentioned above apply.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 00 = Birth – 2 years old ▪ 01 = 3-Yr-Old Preschooler ▪ 02 = 4-Yr-Old Preschooler ▪ 03 = 5-Yr-Old and Older Preschooler ▪ 04 = Four-Year-Old At-Risk ▪ 05 = Kindergarten ▪ 06 = First Grade ▪ 07 = Second Grade ▪ 08 = Third Grade ▪ 09 = Fourth Grade ▪ 10 = Fifth Grade ▪ 11 = Sixth Grade ▪ 12 = Seventh Grade ▪ 13 = Eighth Grade ▪ 14 = Ninth Grade ▪ 15 = Tenth Grade ▪ 16 = Eleventh Grade ▪ 17 = Twelfth Grade ▪ 18 = Not Graded
D11	Local Student Identifier	20	Alphanumeric	All	The unique alphanumeric code assigned to the student by the school or local education agency.
D12	Hispanic Ethnicity	1	Alphanumeric	All	<p>Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations, are:</p> <ul style="list-style-type: none"> • Y = Hispanic/Latino • N = NOT Hispanic/Latino
D13	State Student Identifier	10	9999999999	All	The unique number assigned to the student by the KIDS Assignment System. Once a State ID is assigned and updated in the school's dataset, subsequent collections (SIS Exports) must have this value supplied to avoid near matches.
D14	Current School Year	4	yyyy	All	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D15	Funding School	4	Alphanumeric	All	<p>The unique number that has been assigned to the school by the state. In this case, it is the unique number of the school in which the student's enrollment is counted for state funding and/or for the Principal's Building Report. This identifier can be found in the Kansas Educational Directory. If a district does not have a school for an educational level (e.g., does not have a high school) or has preschoolers who are not assigned to a school, the district central office building number should be used.</p> <p>For ENRL records, '0003' should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility.</p> <p>For ENRL and SMSC records if the D2: Accountability School value is '0001' or '0002', then this must contain a valid School ID number belonging to an accredited school or district central office.</p>
D16	Attendance School/ Program Identifier	4	Alphanumeric	All	<p>The unique number that has been assigned to the school or program by the state. In this case, it is the unique number of the school or program in which the student is physically located and attends class. This identifier can be found in the Kansas Educational Directory.</p> <p>For TEST records, this is the location where the student is to take the state assessments.</p> <p>For TEST, EXIT, and EOYA records, if the D2: Accountability School value is '0001' or '0002', then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district.</p>
D17	Virtual Education Student	1	Numeric	ENRL, EOYA	<p>Indicator of whether a student is participating in a virtual education school or program that is approved for State funding. Only report if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. In order to enter a non-blank value, the D10: Current Grade Level must be 05-18.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = Student is not a Virtual Education Student and has not been during the current school year. ▪ 1 = Student is currently a Virtual Education Student. ▪ 2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year. ▪ 3 = Virtual AP Student – Student is currently taking at least one virtual Advanced Placement (AP) course not offered by the student's resident district, and the resident district contains at least 200 square miles or at least 260 FTEs. <p>If both codes "1" and "3" apply to a particular student, report the student as code "3."</p> <p>For more information on reporting virtual education students refer to the "Guidelines for Reporting Virtual Students" on the KIDS project website (http://kidsweb.ksde.org/).</p>

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D18	School Entry Date	10	mm/dd/yyyy	ASGT, ENRL, TEST, EOYA, SMSC, EXIT	The month, day, year on which the student enrolls and begins to receive instructional services in a school. <u>If the student should leave and then re-enroll, this date should reflect the most recent enrollment date.</u>
D19	District Entry Date	10	mm/dd/yyyy	ASGT, ENRL, TEST, EOYA, SMSC, EXIT	The month, day, year on which the student enrolls and begins to receive instructional services in a school district. <u>If the student should leave the district and then re-enroll, this date should reflect the most recent enrollment date.</u>
D20	State Entry Date	10	mm/dd/yyyy	ASGT, ENRL, TEST, EOYA, SMSC, EXIT	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas. <u>If the student should leave Kansas and then re-enroll in a Kansas school, this date should reflect the most recent enrollment date.</u>
D21	Cumulative Number of Days in Membership	5	Numeric 999.9	EOYA, SMSC, EXIT	The number of days the student has been enrolled (days present plus days absent) in this school/program when school was in session during the current school year. Note: Half-day kindergarten students should not have their days of attendance divided by two. Count them in attendance for every day they attend their half-day program. Cannot be greater than 366.
D22	Cumulative Number of Days Attended	5	Numeric 999.9	EOYA, SMSC, EXIT	The number of days the student has been present in this school/program when school was in session during the current school year. Note: Half-day kindergarten students should not have their days of attendance divided by two. Count them in attendance for every day they attend their half-day program. Cannot be greater than 366.
D23	Truant Student	1	Alphanumeric	EOYA	An indicator of whether or not the student has been truant at any time during the current school year. Allowable values: <ul style="list-style-type: none"> ▪ 0 = No ▪ 1 = Yes Note: if a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D24	Minutes Enrolled	3	Numeric 999	ENRL	<p>The number of minutes per day that the student was enrolled in this district on September 20 (see September 20 Rule below²). The minutes should not include the lunch period or transition time from lunch to class. Passing periods that are between classes a student attends can be counted. The entry can be zero for the September 20 snapshot in cases where the student attends a public school but does not qualify to be counted for funding purposes.</p> <p>Note: Schools and districts enter minutes. To compute FTE, KSDE will divide this number by 360, except for those students who are also enrolled in an area vocational technical school or other postsecondary institution. The number of minutes for dual enrolled students will be divided by 300 for FTE purposes. Note: In cases where the number of minutes enrolled per day varies or the student does not attend school 5 days a week, sum all minutes for a normal 5-day week and divide by 5.</p>

² SEPTEMBER 20 RULE: A student must be enrolled and attending on September 20. If absent on September 20 then the student must have attended once before September 20 and once after September 20 but on or before October 4. If September 20 falls on a non-school day, use the first school day after September 20. For specific attendance guidelines for foreign exchange students, virtual education students, and alternative school students, see the KIDS 2015-2016 Submission Details Document - ENRL located on the KIDS project website (<http://kidsweb.ksde.org/>) under the documents tab.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D25	Concurrent High School Enrollment	1	Numeric	ENRL	<p>A description of a second educational program enrollment for a high school student on September 20 (see September 20 Rule on previous page) &, if applicable, Feb. 20. The enrollment must have been in an accredited program or institution. Accredited programs can be delivered at the high school or at the institution providing the service. When a student is enrolled in multiple accredited programs, select one of them. In order to mark 1-5 in this field, D10: Current Grade Level must be 15-18 or 14-18 if "GI" is marked in D33: Gifted Student Code.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = None ▪ 1 = Any Kansas Board of Regents approved and funded CTE course at a Technical College or Community College ▪ 2 = Community college ▪ 3 = State university ▪ 4 = Private college or other postsecondary ▪ 5 = High school CTE program outside of main campus <p>Note1: Students enrolled in the Kansas Academy of Math and Science (KAMS) at Fort Hays State University should be marked with a value of "3".</p> <p>Note2: Students taking an approved CTE course through a post-secondary institution should be marked with a value of "1" and the time spent in these classes should not be counted toward the minutes reported in D42: Career and Technical Education Contact Minutes. If a student is enrolled in an approved CTE course and a non-CTE course through a post-secondary institution, mark a value of "1" in this field.</p> <p>Note3: If a student attends an approved CTE program offered by a school district in a separate district owned facility away from the high school campus, the student should be reported with a value of "5".</p>
D26	Exit/Withdrawal Date	10	mm/dd/yyyy	EXIT	<p>The month, day, year of the student's last day of membership or the date on which the student was graduated, or the date on which a student with disabilities met district graduation requirements for a regular diploma. This field must be blank on all record types except EXIT records.</p>

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D27	Exit/Withdrawal Type	2	Numeric	EXIT	<p>The circumstances under which the student exited from membership in this district or school. This field must be blank on all record types except EXIT records.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 1 = Transfer to a public school in the same district ▪ 2 = Transfer to a public school in a different district in Kansas ▪ 3 = Transfer to a public school in a different state ▪ 4 = Transfer to an accredited private school in Kansas or in a different state ▪ 5 = Transfer to non-accredited private school in Kansas or in a different state ▪ 6 = Transfer to home schooling³ ▪ 7 = Matriculation to another school⁴ ▪ 8 = Graduated with regular diploma ▪ 10 = Student death ▪ 11 = Student illness ▪ 12 = Student expulsion (or long-term suspension) ▪ 13 = Reached maximum age for services⁵ ▪ 14 = Discontinued schooling (including preschoolers/Kindergartners who are removed from schooling by parents) ▪ 15 = Transfer to an accredited or non-accredited Juvenile Correctional Facility where educational services are provided.⁶ ▪ 16 = Moved within the US, not known to be enrolled in school ▪ 17 = Unknown ▪ 18 = Student data claimed in error ▪ 19 = Transfer to a GED completion program ▪ 20 = Transferred to a juvenile or adult correctional facility where educational services are not provided. ▪ 21 = Student moved to another country, may or may not be continuing⁷ ▪ 22 = Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services deemed necessary by the IEP team.⁸ ▪ 23 = Student with an extended absence at the beginning of the school year, planning to return. ▪ 98 = Unresolved Exit ▪ 99 = Undo a previously submitted EXIT Record

³This code includes students who leave the formal education system to continue a religious community-based education (i.e. Amish).

⁴Natural progression to another building in the same district due to promotion from one grade level to the next.

⁵If student was previously submitted with an Exit/Withdrawal Type = 22, then the student should not be submitted with an Exit/Withdrawal type of 13. An Exit/Withdrawal Type=8 should be submitted when the student no longer receives transitional services.

⁶The accredited juvenile correctional facilities are as follows: Lawrence Gardner (Topeka) and Westside School (Larned State Hospital).

⁷This would include foreign exchange students going back to their home country.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values										
D28	Special Circumstances Transfer Choice	1	Alphanumeric	EOYA	<p>An indication of whether the student's transfer was related to provisions of federal law. This field should include information on students transferring within or outside the district.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = No transfer under these provisions ▪ 2 = Transfer using unsafe school provision (applicable only when student transfers to another school within the same district) <p>This must be reported by the gaining school.</p>										
D29	Post-Graduation Plans	1	Numeric	EXIT	<p>The intended post-secondary direction of graduates. A graduate is defined as a student who receives a high school diploma. This field is required when D27: EXIT/Withdrawal Type = '8', or '22'. For graduates who did not report current or future status, use the "Status Unknown" category.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 1 = 4-Year College of University ▪ 2 = 2-Year College ▪ 3 = Other Type of College/Other Postsecondary ▪ 4 = Employment ▪ 5 = Unemployment ▪ 6 = Parenting ▪ 7 = Military Service ▪ 8 = All Other Graduates/Status Unknown 										
D30	Comprehensive Race	5	A "bit" oriented format. Position 1 is the right-most digit of the 5 digits. Position 5 is the left-most. Thus, 10000 represents White.	ALL	<p>General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. All five positions must be filled with either a 0 or a 1, and at least one category must be filled with a 1.</p> <p>Positions:</p> <ul style="list-style-type: none"> ▪ Position 5-White ▪ Position 4-Native Hawaiian or Other Pacific Islander ▪ Position 3-Black or African American ▪ Position 2-Asian ▪ Position 1-American Indian or Alaska Native <p>Allowable values in each position:</p> <ul style="list-style-type: none"> ▪ 0 = No ▪ 1 = Yes <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Pos. 5</td> <td>Pos. 4</td> <td>Pos. 3</td> <td>Pos. 2</td> <td>Pos. 1</td> </tr> <tr> <td>White</td> <td>NH/PI</td> <td>Black</td> <td>Asian</td> <td>AI/AN</td> </tr> </table>	Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1	White	NH/PI	Black	Asian	AI/AN
Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1											
White	NH/PI	Black	Asian	AI/AN											

⁸ This code can only be submitted for students marked with 'WD' in D32: Primary Disability Code.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D31	Eligibility for National School Lunch Program	1	Alphanumeric	ENRL, TEST, EOYA, EXIT	<p>An indication of the student's eligibility for free or reduced price lunch programs. This eligibility is established through the Direct Certification process, National School Lunch Program application, or the State At-risk application.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = Not Eligible ▪ 1 = Eligible for Reduced Price Lunch ▪ 2 = Eligible for Free Lunch <p>Note: Approved Community Eligibility Provision schools should not mark all students with 2 = Eligible for Free Lunch.</p>
D32	Primary Disability Code	2	Alpha	ASGT, ENRL, TEST, EOYA, EXIT	<p>An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Education Act (IDEA-Part B), which documents that the student receives special education services. Report if the student has a primary area of disability.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ ND = No Disability ▪ WD = Yes, is on an IEP and receives special education services.
D33	Gifted Student Code	2	Alpha	ASGT, ENRL, TEST, EOYA, EXIT	<p>An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> ▪ Blank = None ▪ GI = Giftedness
D34	Qualified for 504	1	Alphanumeric	EOYA	<p>An indication of whether or not the student is a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = Not a 504 qualified student and has not been this school year ▪ 1 = Currently a 504 qualified student ▪ 2 = Not currently a 504 qualified student but has been this school year <p>Note1: Students receiving special education services because of a disability automatically qualify. Therefore any student marked with a disability code in D32 must be marked as a '1.'</p> <p>Note2: If a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.</p>

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D35	Residence of Homeless Student while Homeless	1	Alphanumeric	ENRL, EOYA, EXIT	<p>An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate nighttime residence and had a primary nighttime residence that was: shared with others due to loss of housing, economic hardship, or similar reason (1 & 6); a temporary shelter such as a hotel or motel room or campground (2 & 7); a supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill) or an institution that provides a temporary residence for individuals intended to be institutionalized (4 & 8); or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (5 & 9). (See section 725, Definitions, of the McKinney-Vento Homeless Assistance Act for a more detailed description of this data element.) If there were more than one such residence during the school year, please indicate the primary residence at the time they were identified as homeless.</p> <p>The term "unaccompanied homeless student" includes youth in homeless situations who are not in the physical custody of a parent or guardian.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = Not a homeless student ▪ 1 = Accompanied homeless student doubled up (e.g., with relatives, living with another family) ▪ 2 = Accompanied homeless student stayed in hotel/motel ▪ 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care ▪ 5 = Accompanied homeless student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings) ▪ 6 = Unaccompanied homeless student doubled up (e.g., with relatives, living with another family) ▪ 7 = Unaccompanied homeless student stayed in hotel/motel ▪ 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care ▪ 9 = Unaccompanied homeless student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings) <p>For more information on reporting the Residence of Homeless Student while Homeless refer to the "Guidelines for Reporting Homeless Students" on the KIDS project website (http://kidsweb.ksde.org/).</p>

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values			
ESOL Field Requirements: D36-D41	Value in D39†			1, 2, or 3	4	5 or 6	0	†On ASGT and EXIT record types, only D39: Program Participation is required. *D41: Minutes required for ENRL record type only. **D40: Program End Date is required for EOYA record type only. ***D38: First Language is required for all students; '0' is not a valid value for records with a value other than '0' in D39: Program Participation.
	Program Entry D36		Filled in	Filled in	Filled in	Blank		
	US Entry D37		Filled in	Filled in	Filled in	Blank		
	First Language D38***		Filled in	Filled in	Filled in	Filled in or 0		
	Program End Date D40**		Blank	Filled in	Blank	Blank		
	Minutes D41*		Filled in	Blank	Blank	Blank		
D36	ESOL/Bilingual Program Entry Date	10	mm/dd/yyyy	ENRL, TEST, EOYA	The date an English Language Learner (ELL) qualifies for services in an English for Speakers of Other Languages (ESOL)/Bilingual Program. The ESOL Program Entry Date must be on or after the State Entry Date. Qualification is based on an English Language Proficiency test. This field is blank if the student is not an ESOL or ESOL eligible student. See D39.			
D37	First Entry Date into a School in the United States	10	mm/dd/yyyy	ENRL, TEST, EOYA	The month, day, year on which the student first entered and began to receive instructional services in a school or an educational institution in the USA. If not known, select a reasonable estimate, such as two years prior to the current date. The date must be on or before the D20: State Entry Date. This field is blank if the student is not an ESOL or ESOL eligible student. See the table above D36.			

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D38	First Language	2	Alphanumeric	ENRL, TEST, EOYA	<p>The code for the primary language or dialect (not ethnicity) of the student, according to the student's Home Language Survey. This field is required for all students submitted. Students reported with a value other than '0' in D39: ESOL/Bilingual Program Participation Code must report a valid nonblank value in this field.</p> <p>Note: If a student is a dual-language learner, meaning two languages are present on their Home Language Survey; please select the language that they have in addition to English.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = English ▪ 1 = Chinese (Mandarin, Cantonese, or Taiwanese) ▪ 2 = Dinka (Sudanese) ▪ 3 = French ▪ 4 = High German ▪ 5 = Hmong ▪ 6 = Khmer (Cambodian) ▪ 7 = Korean ▪ 8 = Lao ▪ 10 = Filipino, Tagalog, Visaya (Philippines) ▪ 11 = Russian ▪ 13 = Spanish ▪ 14 = Vietnamese ▪ 15 = Arabic ▪ 16 = Other ▪ 17 = Somali ▪ 18 = Thai ▪ 19 = Portuguese ▪ 20 = Farsi, Daric, Tajiki (Persian in Iranian, Afghanistan, Tajikistan) ▪ 21 = Chuukese or Pohnpeian (Marshall Island/ Micronesia) ▪ 22 = Bosnian ▪ 23 = Burmese, Karen Languages of Myanmar ▪ 24 = Hindi ▪ 25 = Urdu ▪ 26 = Swahili or Kiswahili ▪ 27 = Nepali ▪ 28 = Sign Language (ASL or Other Sign) ▪ 29 = Serb, Croatian, or Montenegrin ▪ 31 = Turkish ▪ 33 = Haitian/Haitian Creole ▪ 34 = Gujarati ▪ 35 = Punjabi ▪ 36 = Pashto, Pusto, or Afghan ▪ 38 = Mayan, Quiche, K'iche', Mam (Guatemala & Mexico) ▪ 40 = Ilokano ▪ 42 = Low German ▪ 45 = Native American Languages ▪ 46 = Japanese ▪ 47 = Amharic ▪ 48 = Kinyarwanda ▪ 49 = Quechua (of Peru, Bolivia, Ecuador)

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D39	ESOL/Bilingual Program Participation Code	1	Alphanumeric	ASGT, ENRL, TEST, EOYA, EXIT	<p>The type of ESOL/Bilingual Program in which the student participates. This field must contain a 1, 2, 3, 4, 5, or 6 if D36 has a date.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = Not an ESOL eligible student and not an ESOL monitored student ▪ 1 = Title III Funded ▪ 2 = State ESOL/Bilingual Funded ▪ 3 = Both Title III and State ESOL/Bilingual Funded ▪ 4 = Monitored ESOL student (status after scoring a “4/Fluent” ESOL performance level in all domains (Reading, Writing, Listening, and Speaking) and score a “4/Fluent” ESOL performance level in the Total/Composite category for two consecutive KELPA Assessments.) Students are listed as monitored status for no more than two years after they stop receiving ESOL services. ▪ 5 = ESOL program eligible, based on an English language proficiency test, but not currently receiving ESOL program services. Example: Parents that have waived their child out of ESOL services, but the district is still obligated to provide ESOL support. ▪ 6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding.
D40	ESOL/Bilingual Program Ending Date	10	mm/dd/yyyy	EOYA	<p>Date (month, day, and year) student exits or becomes ineligible for an ESOL/Bilingual program, based on a determination of English language proficiency on the KELPA. Students exit the ESOL program when they score a “4/Fluent” ESOL performance level in all domains (Reading, Writing, Listening, and Speaking) and score a “4/Fluent” ESOL performance level in the Total/Composite category for two consecutive years. This field is blank if the student is not an ESOL or ESOL eligible student; or if the student is a current ESOL eligible student. A date given in this field must come after the date in D36.</p>
D41	ESOL Bilingual Student Contact Minutes	3	Numeric 999	ENRL	<p>The number of minutes the student received instruction in an approved ESOL/Bilingual program on September 20 &, when applicable, Feb. 20. The program must be taught by a teacher with ESOL endorsement or on Plan of Study for ESOL endorsement to be approved. This field is blank if the student is not an ESOL or ESOL eligible student, is an ESOL monitored student, or is not enrolled in an ESOL program. See the table above D36.</p>
D42	Career and Technical Education Contact Minutes	3	Numeric 999	ENRL	<p>The number of minutes a high school student received instruction in an approved for funding career and technical education course (or in state approved courses) on September 20 & Feb. 20, excluding seminar minutes. Only students in grades 9-12 and not graded secondary students are included in the funding formula and should have minutes greater than zero. For all other students, this field should be blank.</p> <p>Note: The time spent in any approved CTE courses through a post-secondary institution should not be counted toward the minutes reported in this field.</p>

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D43	Title I Participation	1	Alphanumeric	EOYA	<p>Indicator of whether the student received Title I services at any time during the school year.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = Did not receive Title I services at any time during the school year; ▪ 1 = Yes, is currently receiving Title I services in a Title I school wide; ▪ 2 = Yes, received services in a Targeted Assisted school at some time during the school year. ▪ 3 = Yes, this is a student attending a nonpublic school who receives Title I services from the public school district <p>Note: if a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.</p>
D44	Miles Transported	4	Numeric 99.9	ENRL	<p>The number of miles a student is transported one way at the school or district's expense, as measured from the front door of the student's residence to the front door of the school where the student attends the majority of his/her classes. The amount should be to nearest tenth without rounding. For example, 2.48 would be 2.4 and not 2.5. Mileage over 3.0 miles is counted as 3.0 for "miles transported" purposes. Because of this, you may enter 3.0 or the exact miles when a student is transported 3.0 miles or further. Use zero for students not transported. Do not include transportation of special education students claimed on the Special Education Transportation Expense Form 308. Do not include transportation of students to and from a technical school or community college.</p> <p>Note: Make sure to report miles transported for all students transported at school or district's expense.</p>
D45	Transportation FTE	3	Numeric 9.9	ENRL	<p>The student's round-trip transportation to school, to the nearest tenth. When the student is transported to and from school, the portion is 1.0. When a student is transported one way, the portion is .5. Do not include transportation of special education students claimed on the Special Education Transportation Expense Form 308.</p>
D46	Student's Transportation Street Address	30	Alphanumeric Optional	ENRL	<p>The street number and street name of the address that is used for bus transportation on September 20 or February 20. This field is required for all students transported 2.5 miles or more at the district's expense and for those students participating in virtual education for ENRL. Do not include PO Box in this field, physical address is needed for address verification.</p>
D47	Student's Transportation City	20	Alpha Optional	ENRL	<p>The name of the city in which the address is located. This field is required for all students transported 2.5 miles or more at the district's expense and for those students participating in virtual education for ENRL.</p>
D48	Student's Transportation Zip Code	10	99999-9999	ENRL	<p>The five or nine digit zip code portion of the transportation address. This field is required for all students on ENRL.</p>

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D49	Non-Resident Transportation	1	Alphanumeric	ENRL	An indication that the student is attending the district under an agreement by the district under KSA 72-1046b (over 2.5 mile law) ⁹ . Allowable values: <ul style="list-style-type: none"> • 0 = No • 1 = Yes
D50	Child of Military Family	1	Alphanumeric	ENRL	An indicator of whether or not the student has a parent who is on active duty in the U.S. military. Allowable values: <ul style="list-style-type: none"> ▪ 0 = No ▪ 1 = Yes
D51	Immigrant Student	1	Alphanumeric	ENRL, EOYA	An indicator of whether or not the student is an immigrant, defined as being aged 3 through 21, not born in any state in the United States, and not being in attendance in schools in the states for more than three full academic years. This applies to foreign exchange students if they meet these criteria. Allowable values: <ul style="list-style-type: none"> ▪ 0 = No ▪ 1 = Yes, and receiving Title III Immigrant Services ▪ 2 = Yes, but not receiving Title III Immigrant Services <p>Note: for EOYA, if a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.</p>
D52	Country of Birth	30	Alphanumeric	ENRL, EOYA	Indicates the country of birth for Immigrant students. Required if '1' or '2' reported on D51: Immigrant Student. Note that this field is not related to citizenship or legal status. The country of birth should not be any of the 50 United States, the District of Columbia, or Puerto Rico.

⁹ The parent or legal guardian of any pupil who lives 2.5 or more miles from the attendance center the pupil would attend in the resident school district may apply to the board of education of a receiving school district for authority for such pupil to be furnished or provided transportation to school from the pupil's residence and from school to the pupil's residence by the receiving school district.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D53	Refugee Status	1	Alphanumeric	EOYA	<p>A refugee is any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = Not a refugee ▪ 1 = Yes, has refugee status or has had refugee status at some point during the current school year <p>Note: if a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.</p>
D54	Neglected Student	1	Alphanumeric	EOYA	<p>A flag that identifies a neglected student who was served under Title I Part A funds at some time during the year. Students who were not served with these funds should have a zero in this field.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = Not served under Title I Part A this school year ▪ 1 = Currently served under Title I Part A ▪ 2 = Not currently served under Title I Part A but has been this school year <p>Note: if a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.</p>
D55	Math Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants mathematics test tickets sorted for distribution to schools.
D56	Math Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants mathematics test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 st period.
D57	English Language Arts – ELA Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants English Language Arts (ELA) test tickets sorted for distribution to schools.
D58	English Language Arts – ELA Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants English Language Arts (ELA) test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 st period.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D59	Science Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants science test tickets sorted for distribution to schools.
D60	Science Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants science test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 st period.
D61	History/Gov Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants history/government test tickets sorted for distribution to schools.
D62	History/Gov Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants history/government test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 st period.
D63	General CTE Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants the general CTE test tickets sorted for distribution to schools.
D64	General CTE Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants the general CTE test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 st period.
D65	Comprehensive Agriculture Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Comprehensive Agriculture test tickets sorted for distribution to schools.
D66	Animal Systems Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Animal Systems test tickets sorted for distribution to schools.
D67	Plant Systems Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Plant Systems test tickets sorted for distribution to schools.
D68	Manufacturing Production Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Manufacturing Production test tickets sorted for distribution to schools.
D69	Design and Pre-Construction Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Design and Pre-Construction test tickets sorted for distribution to schools.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D70	Finance Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Finance test tickets sorted for distribution to schools.
D71	Comprehensive Business Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Comprehensive Business test tickets sorted for distribution to schools.
D72	ELPA Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	This field will not be used during the 2015-2016 school year.
D73	ELPA Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	This field will not be used during the 2015-2016 school year.
D74	State Mathematics Assessment	1	Alphanumeric	TEST	An indication of the test options the student will take in this subject area during the current school year. In order to have a nonblank value in this field, D10: Current Grade Level must equal 08-13, or 15. Allowable values: <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 2 = CETE General Assessment ▪ 3 = DLM/Alternate ▪ N = Special Assessment Waiver (e.g. ACT, Explore) ▪ C = Clear test subject indicator
D75	State Mathematics DLM Proctor ID	10	Numeric	TEST	The unique number assigned to the educator by the state in the Educator Licensure System. The proctor should be a licensed educator that requires access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D74: State Mathematics Assessment; but it is not required.
D76	State Mathematics DLM Proctor Name	100	Alphanumeric	TEST	The name of the educator that should have access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D74: State Mathematics Assessment and D75: State Mathematics DLM Proctor ID has a non-blank value; but it is not required. It is recommended by CETE that the name be in the format first name last name.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D77	State English Language Arts – ELA Assessment	1	Alphanumeric	TEST	An indication of the test options the student will take in this subject area during the current school year. In order to have a nonblank value in this field, D10: Current Grade Level must equal 08-13, or 15. Allowable values: <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 2 = CETE General Assessment ▪ 3 = DLM/Alternate ▪ N = Special Assessment Waiver (e.g. ACT, Explore) ▪ C = Clear test subject indicator
D78	State English Language Arts – ELA DLM Proctor ID	10	Numeric	TEST	The unique number assigned to the educator by the state in the Educator Licensure System. The proctor should be a licensed educator that requires access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D77: State English Language Arts - ELA Assessment; but it is not required.
D79	State English Language Arts – ELA DLM Proctor Name	100	Alphanumeric	TEST	The name of the educator that should have access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D77: State English Language Arts - ELA Assessment and D78: State English Language Arts – ELA DLM Proctor ID has a non-blank value; but it is not required. It is recommended by CETE that the name be in the format first name last name.
D80	State Science Assessment	1	Alphanumeric	TEST	An indication of the test options the student will take in this subject area during the current school year. In order to have a nonblank value in this field, D10: Current Grade Level must equal 10, 13, or 16. Allowable values: <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 2 = CETE General Assessment ▪ 3 = DLM/Alternate ▪ N = Special Assessment Waiver (e.g. ACT, Explore) ▪ C = Clear test subject indicator
D81	State Science DLM Proctor ID	10	Numeric	TEST	The unique number assigned to the educator by the state in the Educator Licensure System. The proctor should be a licensed educator that requires access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in 80: State Science Assessment; but it is not required.
D82	State Science DLM Proctor Name	100	Alphanumeric	TEST	The name of the educator that should have access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D80: State Science Assessment and D81: State Science DLM Proctor ID has a non-blank value; but it is not required. It is recommended by CETE that the name be in the format first name last name.

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D83	State History/Gov Assessment	1	Alphanumeric	TEST	<p>An indication of the test options the student will take in this subject area during the current school year. In order to have a nonblank value in this field, D10: Current Grade Level must equal 11, 13, or 16.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 2 = CETE General Assessment ▪ 3 = DLM/Alternate ▪ C = Clear test subject indicator
D84	General CTE Assessment	1	Alphanumeric	TEST	<p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 1 = Yes, test in this content area ▪ 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) ▪ C = Clear test subject indicator
D85	Comprehensive Agriculture Assessment	1	Alphanumeric	TEST	<p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 1 = Yes, test in this content area ▪ 2 = Yes, test in this content area with Power, Structural, and Technical Systems module ▪ 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) ▪ 4 = Yes test in this content area with Power, Structural, and Technical Systems module and Career Competency Qualifier (CCQ) ▪ C = Clear test subject indicator
D86	Animal Systems Assessment	1	Alphanumeric	TEST	<p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 1 = Yes, test in this content area ▪ 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) ▪ C = Clear test subject indicator

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D87	Plant Systems Assessment	1	Alphanumeric	TEST	<p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 1 = Yes, test in this content area ▪ 2 = Yes, test in this content area with Horticulture module ▪ 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) ▪ 4 = Yes test in this content area with Horticulture module and Career Competency Qualifier (CCQ) ▪ C = Clear test subject indicator
D88	Manufacturing Production Assessment	1	Alphanumeric	TEST	<p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 1 = Yes, test in this content area ▪ 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) ▪ C = Clear test subject indicator
D89	Design and Pre-Construction Assessment	1	Alphanumeric	TEST	<p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 1 = Yes, test in this content area ▪ 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) ▪ C = Clear test subject indicator
D90	Finance Assessment	1	Alphanumeric	TEST	<p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 1 = Yes, test in this content area ▪ 2 = Yes, test in this content area with Accounting module ▪ 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) ▪ 4 = Yes test in this content area with Accounting module and Career Competency Qualifier (CCQ) ▪ C = Clear test subject indicator

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, and SMSC (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D91	Comprehensive Business Assessment	1	Alphanumeric	TEST	<p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = No test in this content area ▪ 1 = Yes, test in this content area ▪ 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) ▪ C = Clear test subject indicator
D92	State English Language Proficiency Assessment	1	Alphanumeric	TEST	<p>An indication of the test options in this subject area during the current school year. In order to have a nonblank value in this field, D10: Current Grade Level must equal 05-17.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = No assessment in this content area ▪ 1 = ELPA for current or monitored ESOL student. ▪ 2 = ELPA for student who is ESOL program eligible, but not currently receiving ESOL program services. ▪ C = Clear test subject indicator <p>In order to have a '1' in this field, a student must be marked as '1'-4' or '6' on D39 ESOL Program Participation Code. In order to have a '2' in this field, a student must have a blank or be marked as '5' on D39.</p>
D93	User Field 1	500	Varchar	All (optional)	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.
D94	User Field 2	500	Varchar	All (optional)	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.
D95	User Field 3	500	Varchar	All (optional)	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.



New Collection

Teacher and Student Connection (TASC) Collection File Specifications

This resource serves as the KIDS Teacher and Student Connection (TASC) Collection data dictionary.

This document contains:

- Definitions and permitted values for all data elements collected via KIDS TASC
- References to supporting resources

This document does not include:

- Collection specific requirements and recommendations, see the TASC Submission Detail Document
- KIDS TASC Collection edit checks, see the KIDS Business Rules
- Information about KIDS TASC Reports, see the Report Descriptions on the KIDS website

Purpose: Collects a Teacher and Student Connection for use in creating rosters in other applications, i.e. K-FIT, Success in School, and KITE for Interim assessments and student enrollments in the Migrant System.

Validations:

- Valid C12: State Student ID
- Valid C16: Educator School Identifier
- Valid C17: State Subject Area Code and C18: State Course ID combination for the state
- Valid C21: Educator ID

Unique Record Definition:

- C12: State Student Identifier
- C13: School Year
- C16: Educator School Identifier
- C17: State Subject Area Code
- C18: State Course Identifier
- C21: Educator ID

Collection Window:

- Window open July 15, 2015 – June 15, 2016

Detail Record Layout for TASC Records

Detail Record Layout for TASC Records (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values
C1	Record Type	4	Alphanumeric	Yes	A designation of the collection to which the record belongs. Allowable values: <ul style="list-style-type: none"> ▪ TASC for Teacher and Student Connection
C2	Student's Accountability School Identifier	4	Alphanumeric	Yes	The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school in which the student is included for accountability purposes. This identifier for schools can be found in the Kansas Educational Directory.
C3	Student's Legal Last Name	60	Alphanumeric	Yes	The name borne in common by members of the student's family.
C4	Student's Legal First Name	60	Alphanumeric	Yes	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.
C5	Student's Legal Middle Name	60	Alphanumeric	No	The secondary name given to the student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.
C6	Student's Generation Code	10	Alphanumeric	No	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).
C7	Student's Gender	1	Numeric	Yes	The student's gender, the concept describing the biological traits that distinguish the males and females of a species. Allowable values: <ul style="list-style-type: none"> ▪ 0 = Female ▪ 1 = Male
C8	Student's Date of Birth	10	mm/dd/yyyy	Yes	The month, day, and year on which the student was born.
C9	Student's Current Grade Level	2	Alphanumeric	Yes	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session. Allowable values: <ul style="list-style-type: none"> ▪ 00 = Birth – 2 years old ▪ 01 = 3-Yr-Old Preschooler ▪ 02 = 4-Yr-Old Preschooler ▪ 03 = 5-Yr-Old and Older Preschooler ▪ 04 = Four-Year-Old At-Risk ▪ 05 = Kindergarten ▪ 06 = First Grade ▪ 07 = Second Grade ▪ 08 = Third Grade ▪ 09 = Fourth Grade ▪ 10 = Fifth Grade ▪ 11 = Sixth Grade ▪ 12 = Seventh Grade ▪ 13 = Eighth Grade ▪ 14 = Ninth Grade ▪ 15 = Tenth Grade ▪ 16 = Eleventh Grade ▪ 17 = Twelfth Grade ▪ 18 = Not Graded

Detail Record Layout for TASC Records (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values										
C10	Student's Local ID	20	Alphanumeric	No	The unique alphanumeric code assigned to the student by the school or local education agency.										
C11	Student's Hispanic Ethnicity	1	Alphanumeric	Yes	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations, are: <ul style="list-style-type: none"> ▪ Y = Hispanic/Latino ▪ N = NOT Hispanic/Latino 										
C12	State Student Identifier	10	Numeric	Yes	The unique number assigned to the student by the KIDS Assignment System.										
C13	School Year	4	Numeric	Yes	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.										
C14	Student's Attendance School Identifier	4	Alphanumeric	Yes	The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school or program in which the student is physically located and attends class. This identifier for schools can be found in the Kansas Educational Directory.										
C15	Student's Comprehensive Race	5	A "bit" oriented format. Position 1 is the right-most digit of the 5 digits. Position 5 is the left-most. Thus, 10000 represents White.	Yes	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. All five positions must be filled with either a 0 or a 1, and at least one category must be filled with a 1. Positions: <ul style="list-style-type: none"> ▪ Position 5-White ▪ Position 4-Native Hawaiian or Other Pacific Islander ▪ Position 3-Black or African American ▪ Position 2-Asian ▪ Position 1-American Indian or Alaska Native Allowable values in each position: <ul style="list-style-type: none"> ▪ 0 = No ▪ 1 = Yes <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Pos. 5</td> <td>Pos. 4</td> <td>Pos. 3</td> <td>Pos. 2</td> <td>Pos. 1</td> </tr> <tr> <td>White</td> <td>NH/PI</td> <td>Black</td> <td>Asian</td> <td>AI/AN</td> </tr> </table>	Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1	White	NH/PI	Black	Asian	AI/AN
Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1											
White	NH/PI	Black	Asian	AI/AN											
C16	Educator School Identifier	4	Alphanumeric	Yes	The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school or program where the student receives instruction. This identifier for schools can be found in the Kansas Educational Directory.										
C17	State Subject Area Code	2	Numeric	Yes	One of the defined Kansas Subject Area Codes.										
C18	State Course Identifier	3	Alphanumeric	Yes	One of the defined Kansas Course Identifiers.										
C19	Local Course ID	50	Alphanumeric	No	The identifier used by the school or district to identify an individual course in their student information system.										
C20	Course Status	2	Numeric	Yes	Indication of the student's status in the course. Allowable values: <ul style="list-style-type: none"> ▪ 01 = Enrolled ▪ 99 = Record Submitted in Error 										

Detail Record Layout for TASC Records (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values
C21	Educator Identifier	10	Numeric	Yes	The unique number assigned to the educator by the state in the Educator Licensure System. If the Educator has not been issued an Educator ID, use '9999999999'. If '9999999999' is entered as the Educator Identifier, then C25: Educator's District Email Address must contain a valid district email for this educator.
C22	Educator's Last Name	60	Alphanumeric	Yes	The name borne in common by members of the teacher's family.
C23	Educator's First Name	60	Alphanumeric	Yes	The name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change.
C24	Educator's Middle Name	60	Alphanumeric	No	The secondary name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.
C25	Educator's District Email Address	100	Alphanumeric	Yes, if Educator ID is '9999999999'	The email address assigned to this Educator by the school district. This will be used to create an account for this Educator in the Educator Portal of the KITE application.
C26	User Field 1	500	Alphanumeric	No	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.
C27	User Field 2	500	Alphanumeric	No	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.
C28	User Field 3	500	Alphanumeric	No	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.



Student Course (STCO) Collection File Specifications

This resource serves as the KIDS Student Course (STCO) Collections data dictionary.

This document contains:

- Definitions and permitted values for all data elements collected via KIDS STCO
- References to supporting resources

This document does not include:

- Collection specific requirements and recommendations, see the STCO Submission Detail Document
- KIDS STCO Collection edit checks, see the KIDS Business Rules
- Information about KIDS STCO Reports, see the Report Descriptions on the KIDS website

Purpose: Collects Course Outcomes for students.

Validations:

- Valid F12: State Student ID
- Valid F26: Educator ID, F20: KCCID, and F22: Local Course ID are associated with each other and with the F18: Educator School Identifier in EDCS for the current school year.

Unique Record Definition:

- F12: State Student Identifier
- F13: School Year
- F18: Educator School Identifier
- F19: Term
- F20: KCCID
- F21: Course Section
- F22: Local Course ID
- F26: Educator ID

Collection Window:

- Window open November 2, 2015 – August 12, 2016

Detail Record Layout for STCO Records

Detail Record Layout for STCO Records (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values
F1	Record Type	4	Alphanumeric	Yes	A designation of the collection to which the record belongs. Allowable values are: <ul style="list-style-type: none"> STCO for Student Course
F2	Student's Accountability School Identifier	4	Alphanumeric	Yes	The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school in which the student is included for accountability purposes. This identifier for schools can be found in the Kansas Educational Directory.
F3	Student's Legal Last Name	60	Alphanumeric	Yes	The name borne in common by members of the student's family.
F4	Student's Legal First Name	60	Alphanumeric	Yes	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.
F5	Student's Legal Middle Name	60	Alphanumeric	No	The secondary name given to the student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.
F6	Student's Generation Code	10	Alphanumeric	No	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).
F7	Student's Gender	1	Numeric	Yes	The student's gender, the concept describing the biological traits that distinguish the males and females of a species. Allowable values: <ul style="list-style-type: none"> 0 = Female 1 = Male
F8	Student's Date of Birth	10	mm/dd/yyyy	Yes	The month, day, and year on which the student was born.
F9	Student's Current Grade Level	2	Alphanumeric	Yes	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session. Allowable values: <ul style="list-style-type: none"> 00 = Birth – 2 years old 01 = 3-Yr-Old Preschooler 02 = 4-Yr-Old Preschooler 03 = 5-Yr-Old and Older Preschooler 04 = Four-Year-Old At-Risk 05 = Kindergarten 06 = First Grade 07 = Second Grade 08 = Third Grade 09 = Fourth Grade 10 = Fifth Grade 11 = Sixth Grade 12 = Seventh Grade 13 = Eighth Grade 14 = Ninth Grade 15 = Tenth Grade 16 = Eleventh Grade 17 = Twelfth Grade 18 = Not Graded
F10	Student's Local ID	20	Alphanumeric	No	The unique alphanumeric code assigned to the student by the school or local education agency.

Detail Record Layout for STCO Records (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values										
F11	Student's Hispanic Ethnicity	1	Alphanumeric	Yes	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations, are: <ul style="list-style-type: none"> • Y = Hispanic/Latino • N = NOT Hispanic/Latino 										
F12	State Student Identifier	10	Numeric	Yes	The unique number assigned to the student by the KIDS Assignment System.										
F13	School Year	4	Numeric	Yes	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.										
F14	Student's Funding School Identifier	4	Alphanumeric	Yes	The unique number that has been assigned to the school by the state. In this case, it is the unique number of the school in which the student's enrollment is counted for state funding and/or for the Principal's Building Report. This identifier can be found in the Kansas Educational Directory. If a district does not have a school for an educational level (e.g., does not have a high school) or has preschoolers who are not assigned to a school, the district central office building number should be used.										
F15	Student's Attendance School Identifier	4	Alphanumeric	Yes	The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school or program in which the student is physically located and attends class. This identifier for schools can be found in the Kansas Educational Directory.										
F16	Student's Comprehensive Race	5	A "bit" oriented format. Position 1 is the right-most digit of the 5 digits. Position 5 is the left-most. Thus, 10000 represents White.	Yes	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. All five positions must be filled with either a 0 or a 1, and at least one category must be filled with a 1. Positions: <ul style="list-style-type: none"> ▪ Position 5-White ▪ Position 4-Native Hawaiian or Other Pacific Islander ▪ Position 3-Black or African American ▪ Position 2-Asian ▪ Position 1-American Indian or Alaska Native Allowable values in each position: <ul style="list-style-type: none"> ▪ 0 = No ▪ 1 = Yes <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Pos. 5</td> <td>Pos. 4</td> <td>Pos. 3</td> <td>Pos. 2</td> <td>Pos. 1</td> </tr> <tr> <td>White</td> <td>NH/PI</td> <td>Black</td> <td>Asian</td> <td>AI/AN</td> </tr> </table>	Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1	White	NH/PI	Black	Asian	AI/AN
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Detail Record Layout for STCO Records (District/School SIS Collection Export File)

Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values
F17	Virtual Education Student	1	Numeric	Yes	<p>Indicator of whether a student is participating in a virtual education school or program that is approved for State funding. Only report if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. In order to enter a non-blank value, the D10: Current Grade Level must be 05-18.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 0 = Student is not a Virtual Education Student and has not been during the current school year. ▪ 1 = Student is currently a Virtual Education Student. ▪ 2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year. ▪ 3 = Virtual AP Student – Student is currently taking at least one virtual Advanced Placement (AP) course not offered by the student’s resident district, and the resident district contains at least 200 square miles or at least 260 FTEs. <p>If both codes “1” and “3” apply to a particular student, report the student as code “3.” For more information on reporting virtual education students refer to the “Guidelines for Reporting Virtual Students” on the KIDS project website (http://kidsweb.ksde.org/).</p>
F18	Educator School Identifier	4	Alphanumeric	Yes	<p>The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school or program where the teacher reported is assigned to teach the course as reported in the Educator Data Collection System (EDCS). This identifier for schools can be found in the Kansas Educational Directory.</p>
F19	Term	2	Alphanumeric	Yes	<p>The term in which the course was taken and credit earned.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ S1 = Semester 1 ▪ S2 = Semester 2 ▪ Q1 = Quarter 1 ▪ Q2 = Quarter 2 ▪ Q3 = Quarter 3 ▪ Q4 = Quarter 4 ▪ T1 = Trimester 1 ▪ T2 = Trimester 2 ▪ T3 = Trimester 3 ▪ YR = Year Long ▪ SM = Summer

F20	KCC Identifier	17	Alphanumeric	Yes	The unique identifier given to each course the district has mapped in the Kansas Course Code Management System (KCCMS). This identifier includes all the course attributes indicated for the individual course during the mapping process in KCCMS.				
Example: KCCMS Field Name:		KCC Identifier example for a first semester general Algebra I course: 02052G0.501214GGN							
		02 State Subject Area Code	052 State Course Identifier	G Course Level	0.50 Credits	1 Sequence	2 Sequence Total	14 Grade Level (course)	G Targeted Program
F21	Course Section	30	Alphanumeric	Yes	The unique identifier assigned by the school/district to refer to an individual section of the course within the school year. This is a locally-identified value that will help distinguish multiple local courses that map to the same KCC Identifier.				
F22	Local Course ID	50	Alphanumeric	Yes	The identifier used by the school or district to identify an individual course in their Student Information System.				
F23	Course Status	2	Numeric	Yes	Indication of the student's status in the course. Allowable values: <ul style="list-style-type: none"> ▪ 01 = Completed (Pass) ▪ 02 = Completed (Fail) ▪ 05 = Incomplete ▪ 99 = Record Submitted in Error 				
F24	Letter Grade	2	Alphanumeric	Yes, for grade levels 12-17	Categorical letter grade level achieved as of the end of the course. If a value of "01" or "02" is submitted in the F23: Course Status field, either F24: Letter Grade or F25: Percent Grade need to have a non-blank value. Information can be submitted in both F24: Letter Grade or F25: Percent Grade. For F9: Student's Current Grade Levels 12-17 only: The letter grade information collected in this field for students with a F9: Student's Current Grade Level of 12-17 will be used to calculate a grade point average (GPA) in courses that have been approved to meet the Qualified Admissions pre-college curriculum requirements. In order to accurately calculate the Qualified Admissions GPA, one of the following values will be required for all courses with a F23: Course Status of '01': <ul style="list-style-type: none"> ▪ A+ ▪ A ▪ A- ▪ B+ ▪ B ▪ B- ▪ C+ ▪ C ▪ C- ▪ D+ ▪ D ▪ D- ▪ P1 (equivalent to a grade of 'D' or higher) ▪ P2 (equivalent to a grade of 'C' or higher) 				

F25	Percent Grade	5	Numeric 999.9	No	Percent achieved as of the end of the course from 0.0 to 125.0% on a 100 point scale. If a value of "01" or "02" is submitted in the F23: Course Status field, either F24: Letter Grade or F25: Percent Grade need to have a non-blank value. Information can be submitted in both F24: Letter Grade or F25 Percent Grade. This field is not used in the Qualified Admissions pre-college curriculum GPA calculation.
F26	Educator Identifier	10	Numeric	Yes	The unique number assigned to the educator by the state in the Educator Licensure System. When a non-licensed educator has been reported in EDCS, the non-licensed educator's Social Security Number (SSN) should be reported in this field exactly as it was entered in the Educator Data Collection System (EDCS).
F27	Educator's Last Name	60	Alphanumeric	Yes	The name borne in common by members of the teacher's family.
F28	Educator's First Name	60	Alphanumeric	Yes	The name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change.
F29	Educator's Middle Name	60	Alphanumeric	No	The secondary name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.
F30	User Field 1	500	Alphanumeric	No	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.
F31	User Field 2	500	Alphanumeric	No	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.
F32	User Field 3	500	Alphanumeric	No	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.

Glossary

ASGT	Assignment—ASGT is the record type submitted to KIDS when a student needs an ID, needs their core data updated, or changes Accountability School.
CETE	Center for Educational Testing and Evaluation—CETE is the vendor that KSDE has contracted to oversee the development, administration, and scoring of State assessments. http://cete.ku.edu/
CTE	Career Technical Education http://www.ksde.org/Default.aspx?tabid=599
DGSR	Dropout/Graduation Summary Report—The DGSR calculates federally mandated 4-year adjusted cohort graduation rate and reports the State annual dropout count. http://www.ksde.org/Default.aspx?tabid=413
DLM	Dynamic Learning Map—The Dynamic Learning Maps™ (DLM®) Alternate Assessment System was created for students with significant cognitive disabilities. http://dynamiclearningmaps.org/
ENRL	Enrollment and Transportation—ENRL collects the official enrollment data for reports and for State and federal funding calculations.
EOYA	End of the Year Accountability—EOYA data (demographic, program participation, and attendance) are used in accountability determinations. Data from EOYA records are also used in KAN-DIS, and in determining cohorts in the DGSR.
ESOL	English Speakers of Other Languages http://www.ksde.org/Default.aspx?tabid=780
EXIT	EXIT records are required when a student leaves an Accountability school. The data are used for student assessment participation requirements, for graduation and dropout counts, and for rates calculated and used in accountability determinations and federal reporting.
Fitnessgram	Fitnessgram is the tool physical education teachers use to enter fitness testing results for students and parents.
Formative Assessments	The formative assessment process aims to directly improve student learning by either providing students with information they need to regulate their own learning or by providing teachers with information they need to modify instruction. Formative assessment tools focus on narrow sets of related concepts or skills – either single lessons or small units of study. http://www.ksassessments.org/formative-assessment
FTE	Full-Time Equivalency

KAN-DIS	Kansas Discipline—KAN-DIS is the system that all accredited public schools use to provide information on individual discipline incidents. http://www.ksde.org/Agency/DivisionofLearningServices/EarlyChildhoodSpecialEducationandTitleServices/TitleServices/KAN-DISandESI.aspx
Kansas Educational Directory	The Kansas Educational Directory contains contact and enrollment information for every public and private accredited school and district in the State. http://www.ksde.org/Default.aspx?tabid=955
SPED-Pro	SPED-Pro is the system for collecting and reporting special education student data for federal and State reimbursements. http://www.ksde.org/Default.aspx?tabid=519
Matriculation	The natural progression from one building to another building in a district. Ex. When a student moves from an elementary school to a middle school because the student has been promoted from the 5 th grade.
Military Personnel	A person who is a full-time, active-duty member of the military service or a member of any of the US military reserve forces who has been ordered to active duty.
PBR	Principal's Building Report—The PBR is a building-level report which is populated based upon KIDS ENRL records and is used to populate the SO66. http://www.ksde.org/Default.aspx?tabid=429
QUERY	QUERY records are used to obtain student information from KIDS.
REAP	Rural Education Achievement Program—REAP funding includes the Rural Low-Income School grants and the Small Rural Schools grants.
SMSC	Small School—SMSC data are used to determine if a district is eligible to receive REAP funding.
SO66	Superintendent's Organizational Report—SO66 is a district-level report which is populated based upon KIDS ENRL records and the PBR(s) submitted for that district. The SO66 data are used in funding calculations. http://www.ksde.org/Default.aspx?tabid=429
STCO	Student Course—STCO records creates a course—student—teacher link along with the outcome/grade that the student earned in the course. STCO data are used to report courses for Migrant students and for students in an approved CTE Pathways courses.
Success in School	Success in Schools is the system that is used to collect data gathered on surveys completed on State Pre-Kindergarten Program participants. http://www.ksde.org/Default.aspx?tabid=555

TEST	Assessment and Accountability—TEST data elements are used for generating CETE’s testing rosters for State assessments and demographic data from TEST records are used for accountability determinations.
Title I	Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. http://www.ksde.org/Default.aspx?tabid=920
Title III	Title III provides funding to support services designed to assist and enhance Limited English Proficient (LEP) student/English Learners (ELs), including immigrant children and youth ages 3-21, in learning English and meeting the challenging State academic content and student academic achievement standards. http://www.ksde.org/Portals/0/ECSETS/FactSheets/FactSheet- TitleIII.pdf

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201