



What to Expect with KIDS

Welcome to the Kansas Individual Data on Students (KIDS) system! Working with KIDS requires a special set of skills and can be very rewarding, but sometimes it is difficult to know where to begin. The KSDE KIDS project team is here to help by providing a variety of support resources, training, and documents as you get started. We have created this list to orient you to some of the basics you need to know as you begin working with the KIDS system.

Getting Started

- KIDS is both web-based and password protected. The only way to access the system is via the Internet. This means that you will need to register for a Kansas State Department of Education (KSDE) username and password and request access to KIDS. Usernames and passwords allow you to access sensitive data systems and must not be shared.
- The name of the system that manages access to KIDS (and other state applications) is called Common Authentication. One authenticated account can be set up to access not only KIDS, but other KSDE applications like the Principal's Building Report and Dropout Graduation Summary Report.
- The type of access you are approved for by your district superintendent will determine what you can do within the KIDS System.

The Basics

- KIDS is a sophisticated software system used to manage educational data collected to meet state and federal reporting requirements. KIDS has its own language of terms and acronyms to learn.
- You have two places to maintain information about your students: your local student information system (SIS) and the KIDS Collection System. Entering information accurately and completely in the SIS will ensure more accurate reporting in KIDS.
- What if your school doesn't have an SIS? Districts with less than 200 students may use another KSDE web-based software application known as the Online Data Tool (ODT) to enter student information. ODT users still have to submit student records to KIDS.

- Each student reported in KIDS is required to have a State Student Identifier (SSID). The SSIDs are 10 digits long and have to be created by the KIDS Assignment system.
- KIDS is a file-based system. If you have a name or grade level change for a student, you have to submit a file (SIS Report) with that student's full record in it to make the change. Files have to be created in either the SIS or the ODT. Remember, though, that the KIDS system is not automatic. KIDS operates instead on a process of manually uploading and downloading files to and from the SIS or ODT.
- When you are working with KIDS, although you may not realize it at first, you will be working with 2 different software systems: the Collection System and the Assignment System.

The Collection System

The Collection System is the system that accepts the files created by your student information system and checks for consistency across the data elements. It is also where you can generate a wide variety of KIDS reports (they are automatically exported to Excel!) to see what has already been submitted in KIDS.

While the Collection System checks for consistency in your student records, the system does not know what is accurate. For example, you could accidentally report that a student is transported at your district's expense for a one-way trip (even if he/she is actually transported for a full round-trip), and the KIDS system won't catch that mistake. It will only check to see if you have included the number of miles and the appropriate address information.

The Assignment System

The Assignment System stores basic information such as name, date of birth, grade level, etc. about every student. This basic information necessary to create a State Student ID number is called "core student data." The Assignment System earns its name because it generates and assigns a ten-digit State Student Identification number for each student's core data (i.e. SSID, First Name, Middle Name, Last Name, Suffix, Gender, Date of Birth, Ethnicity, Race, Grade, School, District, Resident District, and Local ID).

For the most part, you will rarely have access to the Assignment System, unless you wish to search for data via the "[Search Core Data](#)" feature. Each time a record is submitted to the Collection System; it is compared with the core data for that student that is already in the Assignment system-unless of course it is a student who is new to the state of Kansas.

If the core data on the new record being submitted matches exactly with the core data already associated with a student ID, the record is accepted. In most cases, the KIDS Collection System will update the student's core data for you if the core data doesn't match, as long as no other student has similar core data. If the core data does not match exactly, and the system finds another student with similar core data, you will be prompted to update the information by completing the "[Manage Core Data](#)" process. As part of the "[Manage Core Data](#)" process, you will be able to review the "Near-Matches" found in the system to find the correct student. If a student who is brand new to the educational system in Kansas is uploaded, then the system will generate a new state ID number for the student. Once the new ID number has been generated, you will need to store the ID into your SIS for future KIDS submissions.

Submitting to KIDS

- Some record types have to be submitted at a certain point during the year, but some record types, such as ASGT and EXIT, should be submitted whenever students move between schools. The record types and collections use the same abbreviations and acronyms. For example, ENRL records are submitted for the ENRL Collection.
- All data elements and many relationships among the data elements are validated when you submit KIDS records. This means that the specific information contained in your students' records is checked for consistency. If the data are not consistent, the system will notify you by generating a file that contains the student record with an error message on the end. This file can be accessed by clicking on the "[View Data Errors](#)" button when it appears on the Batch History page. These errors often require that you return to your SIS to correct them before submitting the student's record again.
- For the most part, new records replace previously submitted records of the same type. An ENRL record submitted on Tuesday, for instance, replaces the same record submitted on Monday. This is a general rule of thumb and does not apply to every record type. (TEST records are one exception to this rule.) There are methods to "undo" KIDS records to correct data as well. Sometimes you will need to undo a record before submitting a corrected record.

Documents, Documents, Documents

You will need to refer to several key documents as you work with KIDS, and since reporting requirements are subject to change, accessing the most recent version of a document is

important. The key documents, which can always be found under the “Documents” tab on the KIDS website, are:

- **KIDS File Specifications Document:** This document is a data dictionary that lists the pieces of information, called “data elements,” that are collected on the various KIDS record types. There are over 100 data elements that are collected. The good news is that not all data elements have to be reported on all records or for all students. Some data elements only apply to high schools, for example.
- **KIDS Submission Overview Document:** This document briefly explains all of the record types, the collection schedule of submission windows for the entire school year, and references to more specific support resources.
- **KIDS Submission Details Documents:** There are nine different submission details documents—one for each KIDS record type. Each document explains which data elements are collected on that record type and reviews special circumstances applied to the submission of that record type.
- **KIDS User’s Guide:** This document explains the KIDS software features and functions but does not offer any specific information about the individual student data elements being collected.
- **KIDS Guidance Documents:** Some data elements are fairly straightforward to report, while others are more complex. To assist you with reporting the more complex data elements, the KIDS Project team creates additional guidance documents pertaining to specific data elements, such as early childhood education and virtual students.

There’s more that I need to know?

- **Improving Your Skills:** You are not going to be able to learn everything about KIDS overnight. The best way to develop your skills is by working with your own students’ data. There are many circumstances that can impact the way you report student information to KSDE, and it takes time to learn what to report under different circumstances.
- **Generating IDs:** Public and private accredited schools, juvenile detention centers, and some early childhood programs are required to use KIDS for funding and accreditation reasons, so some districts and schools may be asked to help generate IDs in certain cases. This is to the advantage of the school or district, because children served by early childhood education programs may end up in your school or district in a few years.

- **Rules are Subject to Change:** The rules applied to how data are reported change based upon which of the nine different record types you are submitting.
- **Different Buildings, Same Student:** One student may have several buildings reported to reflect various accountability, funding, attendance, and course relationships. Determining which building is reported may require you to talk to other school and district personnel about inter-school and inter-district arrangements. There is a KIDS document that can help too called the [Guidelines for Determining KIDS Collection Building Identifier](#).
- **Collection Communication:** The Collection System communicates with buttons. If the basic information on a student record fails to match what was submitted previously, then a [Manage Core Data](#) button will appear prompting you that records need to have their core student data updated. Errors generate a [View Data Errors](#) button. If new ID numbers are created by KIDS, a [Retrieve Core Data](#) button is generated with a file of student IDs so those ID numbers may be entered into the SIS.
- **Entry Dates:** You will need to know important dates about when students started attending school in Kansas, in your district, and in your school. Sometimes this information can be gathered on enrollment forms, but in some cases you may need to use the KIDS system to find these dates.
- **ENRL does not necessarily mean enrollment:** For most school personnel, “enrollment” is when a student enrolls at a school. In this case, one would probably expect to submit an enrollment record (the ENRL record type) to KIDS, but this is not the case. The Assignment (ASGT) record is the record type that a school should submit when a new student enrolls or transfers into the school. ENRL records are submitted for the students who are enrolled and attending on the September 20th count date.
- **STCO stands for Student Course:** These records are collected to gain information about teacher, student, course completion and grade/marks earned.
- **Use Your Reports:** The KIDS Collection System generates a wide variety of reports that are exported to Excel. Some reports help you to verify that the records you were trying to submit were accepted or to verify which groups of students are being used to pre-populate other applications like the Principal’s Building Report. While some reports are designed to calculate funding or attendance rates based upon the records you have submitted, still other reports are designed to draw your attention to discrepancies in data reported about a particular student. Descriptions that explain the purpose and how each

report is generated can be accessed on the “Reports” page of the KIDS website by clicking on the “Report Descriptions” tab.

Who do I ask for help?

In preparing your KIDS submissions, you may need technical assistance or reporting guidance. Depending upon the nature of the assistance you need, one or more of the following help resources may be used.

- **LEA Program Staff:** Many of the things you will need to report are managed by program staff such as transportation coordinators, at-risk coordinators, school finance personnel, special education coordinators, etc. at your school or district. They can help you determine which students are served by what programs and how they should be reported. While they may not know a lot about the KIDS system, they will know your student population and may be in a position to offer help.
- **SIS Vendor:** Your SIS vendor contact is your resource for information on training, help desk support, and requirements specific to your local student information system. KSDE will not be able to assist you with most of your SIS questions.
- **KIDS Project Website:** The KIDS project website <http://kidsweb.ksde.org/> includes presentations, informational documents, searchable FAQs, training materials, online tutorials, and a variety of other resources that can assist you as you work with KIDS. Visit this website to see if your SIS vendor is certified or to register for a KIDS training session.
- **KIDS Email Account:** General KIDS questions, including questions about data elements, submission requirements, etc. should be sent to kids@ksde.org. You may even see your question appear as a FAQ on the KIDS project website. Sending confidential student data to KSDE via email (this includes kids@ksde.org or any KSDE employee) is a violation of state and federal law.
- **KSDE Help Desk:** The KSDE Help Desk (785-296-7935) is available during normal business hours to assist with any errors or problems with the KIDS Collection System that you may encounter while uploading KIDS batch files.
- **KIDS Conference Calls:** KSDE conducts conference calls. These calls allow school and district staff to ask KIDS questions of the KIDS project team. Call dates and times are posted on the KIDS website under the “Calendar” tab.
- **KIDSInfo Listserv Emails:** The KIDSInfo Listserv allows KSDE to provide timely notification to the KIDS users about training, documents, reminders and other KIDS

information. Staff members who register for the KIDS Collection System are automatically added to this weekly listserv. Other staff may be manually added to the list by emailing their name, title, and email address to kids@ksde.org.

- **The Data Quality Certification Program:** Once you have been working with the KIDS system for a year, we encourage you to consider enrolling in our professional development program designed to strengthen your skills in managing student data to help build a culture of quality data in the state of Kansas. To find out more information about the DQC Program visit the DQC Program website at <http://community.ksde.org/Default.aspx?alias=community.ksde.org/dqcprogram>.

Terminology

KIDS has a unique set of terms. The following table provides many of the terms and acronyms new KIDS users may hear as they begin using the system.

Term	Definition
Common Authentication	The system that manages access to KIDS and other state applications.
Batch File	The files that are uploaded to and downloaded from KIDS. They usually contain multiple—not single—student records. This file is also referred to as the SIS Report.
Batch History	The button that allows you to return to the Batch Upload History Page.
Claiming	The process of taking a student from another school by changing the Accountability School in the Assignment System.
Core Student Data	The data elements such as the name fields, Accountability School, grade level, etc. required to be submitted on almost all KIDS records types and the basic data necessary to have an ID created.
Data Elements	The term used to describe one of the 100 or more particular pieces of information about a student such as state student ID number, legal last name, miles transported, etc.
DGSR	Dropout/Graduation Summary Report is a report that provides all schools [including grades 7-12] and districts an opportunity to review and certify their dropout and graduation data are correct before submitting the report to the Kansas State Department of Education (KSDE).
Documents Tab	A webpage on the KIDS project website that contains KIDS guidance documents, including the KIDS File Specifications resource.

EDCS	Educator Data Collection System is the system used by school districts to house educator data and is used to validate STCO records.
EXIT	The record type submitted to KIDS when a student transfers, drops out, or graduates.
F5	The key to use when needing to refresh a page in the KIDS Collection System.
FAQ Tab	A webpage on the KIDS project website that provides a searchable list of frequent questions asked about the various KIDS Collections.
Header Record	The first row on files used in the KIDS Collection System. This row does not contain any student data.
Home	The page that welcomes you as you enter the KIDS Collection System.
KCCMS	Kansas Course Code Management System is an application for mapping local course codes to state course codes. The courses are used to prepopulate the LPR.
KIDS Collection System	The web-based application by which schools submit student data several times a year for State and federal reporting purposes.
KIDS INFO Listserve	A weekly email detailing the latest information on KIDS and DQC trainings, events, a related FAQ of the Week on KIDS record submissions and announcements.
KIDS Reports	The page within the KIDS Collection System that allows you to generate reports that are exported to Excel for the review of student data that has been submitted to KIDS.
KIDS 2015-2016 Users Guide	This document is a manual that will give you a jump-start on the basics of the KIDS Collection software system before you begin submitting your school or district's student-level data.
KSDE Username & Password	All new users must register for these in order to access KIDS and all other KSDE web-based applications.
LPR	Licensed Personnel Report - is an annual report districts submit finalized Educator data and is found within the Educator Data Collection System.
Membership	District definition of a student's association with a school.
Mis-Match Errors	An error that occurs when one or more of the student's core data elements that are submitted do not match the core data reported for that student previously in the KIDS system.
Mode Selection	The link that allows you to switch from Validation Mode to Production Mode and vice-versa without having to log out.

Near-Match	A situation that can occur in the KIDS System if a student is submitted who may already exist in the KIDS system or when there are multiple students with similar core data.
PBR	Principal's Building Report is a building-level report which is populated by KIDS ENRL records and must be submitted every fall to verify funding and enrollment data.
Production Mode	The "live" mode of the KIDS Collection System.
SO66	Superintendent Organizational Report is a district-level report which is populated by KIDS ENRL records and PBRs from each building in the district that must be submitted every fall to verify funding and enrollment data.
STCO	Student Course—The record type that collects student course outcomes.
Search Core Data	The link that opens a pop-up window allowing the user to search core data previously submitted to KIDS.
SIS Report	The file that the user creates in his/her SIS or the ODT for submission to KIDS. This file must meet specific formatting requirements. This file is also referred to as the batch file.
Step-by-Step Submission Guide	This document is a 2-page quick reference guide to the basic process for submitting all KIDS record types to the KIDS Collection System.
Student Information System (SIS)	Many schools in Kansas use vendor student information system products to store grades, attendance data, and KIDS data about their students.
Submission Window	The period of time in which the user can submit students records for a particular KIDS Collection
TASC	Teacher and Student Connection—The record type that collects teacher and student connections for the purpose of rosters in other systems.
Trailer Record	The very last row on an SIS Report. This row does not contain any student data.
Upload Batch	The page where new records may be uploaded into the KIDS System.
Validation Mode	The "test" mode of the KIDS Collection system. Uploading a file in this mode only allows a user to test the format of his/her file.