



KIDS 2017-2018 Submission Details Document: SMSC

Introduction

This document contains information specific to the submission of SMSC records to the Kansas Individual Data on Students (KIDS) System. The SMSC collection focuses on small districts eligible for Rural Education Achievement Program (REAP) funding.

Submission Guidelines

Submission Window

- December 1, 2017 – January 5, 2018
- Student data should be current as of December 1, 2017, 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, 2017
- Full-and part-time students

Who Submits?

- Districts that have a Common Core of Data (CCD) locale code of 32, 33, 41, 42, or 43 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 should not 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 Collection Field Requirements SMSC Record Type 2017-18

Field Number	Excel Column	Field Name	SMSC
D1	A	Record Type	R
D2	B	Accountability School Identifier	R
D3	C	Residence District Identifier	R
D4	D	Legal Last Name	R
D5	E	Legal First Name	R
D6	F	Legal Middle Name	O
D7	G	Generation Code	O
D8	H	Gender	R*
D9	I	Date of Birth	R
D10	J	Current Grade Level	R*
D11	K	Local Student Identifier	R
D12	L	Hispanic Ethnicity	R
D13	M	State Student Identifier	R
D14	N	Current School Year	R
D15	O	Funding School Identifier	R
D16	P	Attendance School/Program Identifier	R
D18	R	School Entry Date	R
D19	S	District Entry Date	R
D20	T	State Entry Date	R
D21	U	Cumulative Number of Days in Membership	R
D22	V	Cumulative Number of Days Attended	R
D30	AD	Comprehensive Race	R
D96	CR	User Field 1	O
D97	CS	User Field 2	O
D98	CT	User Field 3	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.		
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.		
Fields not listed	Values submitted in these fields will not be validated or stored on the indicated Record Type.		

Optional fields are validated and stored, if submitted. All other data fields that are neither required nor optional for SMSC may be left blank. Values in data fields that are neither required nor optional for SMSC 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 SMSC records or an error will be generated.

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 are located 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

Attendance 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: Is 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 32, 33, 41, 42, or 43 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 1, 2017 should be submitted on SMSC records. If a student exits school between the first day of school and December 1st he/she should be submitted for SMSC (the Cumulative Days in Attendance and Cumulative Days in Membership should only reflect the time the student was enrolled in the submitting 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, 2017.

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 when 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 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 8/20/16-11/6/17 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.

Documents

Consult the following documents for additional information when preparing your SMSC submissions. Unless specified otherwise below, the most recent version of all documents are located on the KIDS project website (<http://kidsweb.ksde.org/>) under the “Documents” tab.

- ☐ **KIDS 2017-2018 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS System.
- ☐ **KIDS 2017-2018 User’s Guide:** This document is the comprehensive manual for submitting and processing student records in the KIDS System. However, this manual does not contain specific information on each record type.

Help Resources

In preparing your SMSC 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 useful.

- ☐ KIDS Technical Support: KSDE Helpdesk 785-296-7935 or email kids@ksde.org
- ☐ REAP Funding questions: Nicole Clark at nclark@ksde.org
- ☐ For training in the KIDS system: visit the KIDS project website at <http://kidsweb.ksde.org/> and go to the “Training” tab.

Revision History

Version	Date	Changes
12.00	7.14.17	<ul style="list-style-type: none"> • Updated for 2017-2018 school year
12.01	11.30.17	<ul style="list-style-type: none"> • Updated to clarify CCD local codes under REAP Funding subsection.

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