KIDS 2017-2018 Submission Details Document: MILT

Introduction

This document contains information specific to the submission of MILT records to the Kansas Individual Data on Students (KIDS) Collection System for the Military Student Collection. This collection gathers student enrollment data for districts whose student population significantly increases after the September 20 (ENRL) funding count due to military movement.

Submission Window

The window of time for submitting MILT records to KIDS is February 20, 2018–March 9, 2018. The student data that is submitted for MILT should be current as of February 20, 2018.

Submission Guidelines

Students to Submit

Military Dependent Students: Eligible districts should submit MILT records for all students who are dependents of active, full-time military personnel, who are enrolled and attending on February 20, 2018, and who were not included in the September 20, 2 0 1 7 district count. Districts may submit all of the students who are enrolled and attending on February 20, or only those students who meet the definition of "child of military family." Military dependent students who were enrolled and attending on September 20 will **not** count again for the MILT collection funding calculations, since they were already included in the ENRL funding calculations; however, submitting them will not result in an error.

Who Submits?

The Funding School should submit MILT records. For military dependent students, schools or districts where the students are enrolled should submit MILT records.

The Use of MILT Submissions

The KIDS MILT collection uses the Military Connected Student Indicator (D50) field to identify students who are dependents of military personnel. This information will be used to determine if a district is eligible for additional funding. If the enrollment of "Military Dependent" students on February 20 (not enrolled on September 20) is 25 FTE or an FTE equal to or greater than 1% of the current year September 20 enrollment (excluding virtual students), the February 20 count will be added to the district's enrollment.

KIDS Collection Field Requirements Record MILT Type 2017-2018

Field Number	Excel Column	Field Name	Field Requirements
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	O
D14	N	Current School Year	R
D15	O	Funding School Identifier	R
D16	P	Attendance School/Program Identifier	R
D17	Q	Virtual Education Student	R*
D18	R	School Entry Date	R
D19	S	District Entry Date	R
D20	T	State Entry Date	R
D24	X	Minutes Enrolled	R*
D25	Y	Concurrent High School Enrollment	R*
D30	AD	Comprehensive Race	R
D31	AE	Eligibility for National School Lunch Program	R*
D32	AF	Primary Disability Code	X
D33	AG	Gifted Student Code	X
D36	AJ	ESOL/Bilingual Program Entry Date	X
D37	AK	First Entry Date into a School in the United States	X
D38	AL	First Language	R*
D39	AM	ESOL/Bilingual Program Participation Code	R*
D41	AO	ESOL Bilingual Student Contact Minutes	R*
D42	AP	Career and Technical Education Contact Minutes	X
D44	AR	Miles Transported	R*
D45	AS	Transportation FTE	R*
D46	AT	Student's Transportation Street Address	X
D47	AU	Student's Transportation City	X
D48	AV	Student's Transportation Zip Code	R
D49	AW	Non-Resident Transportation	R*
D50	AX	Military Connected Student Indicator	R*
D54	BB	Early Learning Participant	R*
D55	BC	Kansas Parent Education Program Participant	R*
D96	CR	User Field 1	O
D97	CS	User Field 2	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.
Blank	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 MILT may be left blank. Values in data fields that are neither required nor optional for MILT 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 MILT 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 MILT 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 (www.ksde.org/kids) under the "Report Descriptions" tab or by visiting this website: http://community.ksde.org/Default.aspx?tabid=3500. The following reports are particularly important to MILT submissions:

Standard Reports:

- ☐ Accepted Records by Type—MILT

MILT Reports:

- ☐ Student of Military Families—District Eligibility for Additional Funding
- ☐ Student of Military Families—Not Counted Sept 20 ENRL

MILT Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the MILT 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 Funding School.
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.

Weighted Funding: The February 20 count is treated like the September 20 count for enrollment purposes and includes all weighted items (such as vocational, bilingual, and transportation) that are assigned to these students.

Definition of Military Personnel: The definition of a dependent of military personnel for the MILT Collection is as follows: "a person who is a dependent of a full-time, active- duty member of the military service, or a dependent of a member of any of the US military reserve forces who has been ordered to active duty."

The allowable values are:

- 0 = Student is not military connected
- 1 = Student is a dependent of a member of the Active Duty Forces (full-time) Army, Navy, Air Force, Marine Corps, or Coast Guard or a member of the National Guard or Reserve Forces called to Active Duty (full-time) at the time of submission
- 2 = Student is a dependent of a traditional part-time status member of the National Guard or Reserve Forces (Army, Navy, Air Force, Marine Corps or Coast Guard). Part-time status members participate in the traditional part-time status of one weekend a month, two weeks a year.

Military Attendance Requirements: A student (Child of Military Family) must be enrolled and attending on February 20. If absent on February 20, 2018, then the student must have attended once on or after February 1 and once after February 20 but on or before March 4.

Military Funding Eligibility Criteria: Districts meeting the criteria for increased enrollment of 25 FTE (full-time equivalency) military dependent students or by a number of military dependent students equal to 1% or more of the district's total September 20 FTE enrollment are eligible for additional funding. The district's enrollment count for purposes of state funding will be increased by the number of military dependent students enrolled and attending on February 20, 2018 who were not counted on the September 20 enrollment count. Districts should refer to the "Student of Military Families—District Eligibility for Additional Funding" Report in KIDS to see if they are qualified for additional MILT funding based on the data that they submitted to KIDS.

FTE vs. Headcount: The requirement for 25 new military dependent students and the military student enrollment 1% or more above the district's September 20 enrollment are based on FTE and not on headcount.

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 February 20. 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: If a student has 2.5 miles or greater reported in the Miles Transported field, the transportation fields (Transportation Street Address, Student's Transportation City, and Student's Transportation Zip Code 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 February 20 and one way on regular route transportation can be claimed on regular route transportation as a .5 FTE and can be claimed on the special education transportation Form 308 for the cost of the return trip. However, the actual costs must be kept for the return 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.

Accredited Private Schools: Accredited private schools do not need to submit MILT records.

Documents

Consult the following documents for additional information specific to the MILT when preparing your MILT submissions. Unless specified otherwise below, the most recent version of all documents may be found on the KIDS project website (www.ksde.org/kids) 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.
- ☐ **Guidelines for Reporting Career & Technical Education Students in KIDS:** This document provides guidelines for reporting career and technical education (CTE) data on students to the KIDS Collection System.

Help Resources

In preparing your MILT 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 kids@ksde.org
- ☐ For Fiscal Auditing assistance contact Laurel Murdie at lmurdie@ksde.org
- ☐ For training in the KIDS system: visit the KIDS project website at www.ksde.org/kids and go to the "Training" tab.
- ☐ For MILT Collection training: visit the Training registration website at http://events.ksde.org/Default.aspx?alias=events.ksde.org/ittraining and go to the "Pre-Collection Workshops" tab.

Revision History

Version	Date	Changes
10.01	11.21.17	• Updated for 2017-2018 school year
10.02	01.19.18	• Updated to include Early Learning Participant and Kansas Parents as Teachers D54&D55
10.03	02.21.18	• Updated definition of military personnel
10.04	02.26.18	• Updated D17 Virtual Education Student to required with a non-blank value including 0

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