KIDS 2016-2017 Submission Details Document: TASC

Introduction

This document contains information specific to the submission of TASC Records to the Kansas Individual Data on Students (KIDS) System for the Teacher and Student Connection (TASC) Data Collection. The TASC data collection focuses on providing links among the courses students take during the school year and the educator teaching the course.

Submission Guidelines

Submission Window

- 8/1/2016—6/15/2017
- 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 10th Grade
- Public school students
- Accredited private school's students
- 4-year-old At-risk program participants

Who Submits?

- Student School Identifier

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 ELM and Math interim assessments;
- Create list of Pre-K students to report survey data in Success in School; and
- Provide data through the Student Record Exchange for students that move between schools.

KIDS Collection Field Requirements
TASC Record Type 2016-17

Field Number	Excel Column	Field Name	TASC
C1	**A**	Record Type	R
C2	**B**	Student's School Identifier	R
C3	**C**	Student's Legal Last Name	R
C4	**D**	Student's Legal First Name	R
C5	**E**	Student's Legal Middle Name	O
C6	**F**	Student's Generation Code	O
C7	**G**	Student's Gender	R
C8	**H**	Student's Date of Birth	R
C9	**I**	Student's Current Grade Level	R
C10	**J**	Student's Local Identifier	O
C11	**K**	Student's Hispanic Ethnicity	R
C12	**L**	State Student Identifier	R
C13	**M**	School Year	R
C14	**O**	Student's Comprehensive Race	R
C15	**P**	State Subject Area Code	R
C16	**Q**	State Course Identifier	R
C17	**R**	Local Course ID	R
C18	**S**	Course Status	O
C19	**T**	Educator Identifier	R
C20	**U**	Educator's Last Name	R
C21	**V**	Educator's First Name	R
C22	**W**	Educator's Middle Name	R
C23	**X**	Educator's District Email Address	O
C24	**Y**	User Field 1	O
C25	**Z**	User Field 2	O
C26	**AA**	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 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.
E Must be blank.

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:

- ☐ C2: Student's School Identifier
- ☐ C12: State Student Identifier
- ☐ C13: School Year
- ☐ C15: State Subject Area Code
- ☐ C16: State Course Identifier
- ☐ C19: 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
- ☐ Student's 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:

- ☐ C2: Student's School Identifier
- ☐ C12: State Student Identifier
- ☐ C13: School Year
- ☐ C15: State Subject Area Code
- ☐ C16: State Course Identifier
- ☐ C19: Educator ID

Kansas Interactive Testing Engine® (KITE)™: TASC records are used to create rosters in the Educator Portal in KITE for the purpose of setting up Interim assessments. 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.

The rosters for Interims are unique by building, per State Subject Area Code. When a TASC record is sent up, the Student School Identifier establishes the building, and then the State Subject Area Code determines the Interim subject. There can only be one subject area/student combination per building, and the roster is assigned to the teacher on the last submitted TASC record. TASC will not be used for cPass. Interim assessments are not available for DLM students.

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.

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

Documents

Consult the following document for additional information when preparing your TASC 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 2016-2017 Collection File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System including TASC data elements.

Help Resources

In preparing your TASC 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
- ☐ KITE: http://www.ksassessments.org/kite or (785) 864 3537 or 1-855-277-9752 or via email at kap_support@ku.edu
- ☐ Success in School: Gayle Stuber at gstuber@ksde.org
- ☐ For training in the KIDS Collection System: visit the KIDS project website at www.ksde.org/kids and go to the "Training" tab.

Revision History

Version	Date	Changes
2.00	7.6.16	• Updated for 2016-2017 school year

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.