

Kansas State Department of Education



Kansas Individual Data on Students (KIDS)

2014-2015 User's Guide

Please Note: This help resource may refer to screen elements by their color and may be best viewed in full color.

www.ksde.org/kids

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Revision History

Date	Reason for Changes	Version
12/17/14	Document updated for 2014-2015 version of the KIDS Collection System.	10.00

Related Documents

All documents unless otherwise specified may be found on the KIDS Project website (www.ksde.org/kids) under the “Documents” tab.

Date	Document Title/Location	Comments
7/7/14	KIDS 2014-2015 File Specifications located at www.ksde.org/kids	Data dictionary offering a complete list of the KIDS Collection fields and their valid values.
7/9/14	KIDS 2014-2015 Business Rules located at www.ksde.org/kids under the “SIS Vendor Info” tab	Document listing all of the KIDS business rules applied to all KIDS submissions.
7/7/14	Step-by-Step Submission Instructions located at www.ksde.org/kids under the “KIDS New Staff Training Documents” section on the “Training” tab	2 page quick reference guide to the basic process for submitting all KIDS record types to the Collection System.
7/7/14	KIDS 2014-2015 Submission Overview located at www.ksde.org/kids	Contains an overview of the KIDS record types and the collection schedule of submission windows for the year.
7/7/14	KIDS 2014-2015 Submission Details (ENRL, TEST, EXIT, ASGT, MILT, SMSC, EOYA, QERY and STCO) located at www.ksde.org/kids	Nine documents (one for each KIDS record type—ENRL, TEST, EXIT, etc.) that contain a list of required and optional data elements, submission guidelines, and list which reports return data submitted by that record type.

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Part I: Introduction

Welcome to the Kansas Individual Data on Students (KIDS) system! Whether you have been involved with KIDS in the past or are brand-new to the KIDS system, the Kansas State Department of Education (KSDE) wants to be sure that you have information and resources to make the submission of your school's KIDS data run smoothly.

If you are a "veteran" KIDS user, then this manual will serve as a reference that you can use to review the increased functionality of the KIDS 2014-2015 system.

If you are a new KIDS user, then this manual 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.

Part II: About this Manual

This User's Guide will describe how to:

- Upload an SIS Collection Export file into the KIDS Collection System;
- Navigate the main Collection System Batch History page;
- Complete the Manage Core Data process to update core data on student records in order to obtain State IDs for new students, update student data, and/or claim a student from another school and to resolve any near-matches found in the system;
- Download and process the View Data Errors file. This file contains error records that need to be corrected in the school or district's SIS and resubmitted to the Collection System;
- Search Core Data in the KIDS Assignment System from within the Collection System; and
- View and run the various KIDS Reports.

We have also included some notes and tips that highlight important topics.

NOTE: The "Notes" box will mention items that require special attention.

TIP: The "Tip" box will contain recommendations and/or "shortcuts" as the user works through the KIDS Collection System.

Part III: Important Terms

Are you new to the vocabulary of KIDS? Don't worry—KSDE has created a glossary of terms in the next few pages to help clarify words and phrases that may be unfamiliar to you. Please take a minute to review these important terms before continuing:

Term	Meaning
Assignment System	The Assignment System stores “core” demographic data about each student. Users may access the Assignment System via the “Search Core Data” link through the Collection System. Users are able to manage the core data (via the Manage Core Data screens) stored in the Assignment System without leaving the Collection System.
Batch File <i>(Refer to Appendix A: Input and Output Files at the end of this document for more information about the files that are uploaded to and downloaded from KIDS.)</i>	<p>Different types of batch files are used in the Collection System. In the definitions, the term “input” is used to refer to files that are loaded into the Collection System, and the term “output” is used when the file is created by the Collection System. The batch files are:</p> <ol style="list-style-type: none"> 1. <u>SIS Collection Export file</u> – This input file is uploaded from your school’s local student information system (SIS) to the Collection system, and it contains the student records. 2. <u>View Data Errors file</u> – This is an output file that the Collection system may create if there are errors in any of the student records. Error messages are included in this file so that the user knows what data to correct in the school’s local SIS. There are two types of errors: data errors and “mismatch on student element” errors. 3. <u>Retrieve Core Data file</u> – This is an output file that contains the core data for the student records for which the process automatically created a new ID. Also, if no ID was submitted on the student’s record and the system locates an existing ID in the system for the student, it will return the ID to the user. Schools should ensure that they have these SSIDs in their local system. 4. <u>QUERY Results file</u> – This is an output file that contains any student record results from the submission of a QUERY record type.
Cancelled Records	In the Manage Core Data process, records may be manually or automatically cancelled if there is a data error, or if the school/district needs to do additional research on Near-Matches before updating data.
View Data Errors File	An error file is created in the Collection System if and when incorrect / incomplete / missing student information is identified on the SIS Collection Export file. Errors in the student records need to be fixed in the local SIS, re-exported as a batch file, and re-uploaded to the Collection System.
Header Record	The first record on each SIS Export file. The header record must conform to a standard format (which is published in the KIDS File Specifications document). The header record contains data about the date, time, version, and format of the batch file.

Manage Core Data	When the Manage Core Data button appears in the Collection System, the user will need to manage core data by reviewing and resolving near-matches found in the Assignment System.
Near-Matches	Near matches occur when the KIDS system, based on probabilistic methods, determines that a student submitted may already exist in KIDS. Rather than assign multiple State IDs to the same student, the Assignment screens ask the school/district to research and resolve any potential Near-Matches via the Manage Core Data process.
Reports	This is information that will be exported to Microsoft Excel where additional features are available to manipulate data. The data allows for comparison of data in the SIS.
State Student ID (SSID)	A unique number that is assigned to each student attending an accredited school in Kansas. This number remains with the student for his/her entire K-12 career. If a student moves between schools or leaves Kansas altogether and then returns at a later date, then that same unique number is reassigned to that student.
Student Information System (SIS)	A software program that administers and maintains student information, such as enrollment, scheduling, attendance, accounting, and grade reporting, for that district/school. This software is installed on the school's local network and computers.
SIS Collection Export File	The file generated by the school/district SIS, that is then submitted to the Collection System for processing.
Trailer Record	The last record on each SIS Export file. Like the header record, the trailer record must conform to a standard format which is published in the KIDS File Specifications document. The trailer record contains data about the number of records in the batch file.

Part IV: User Levels

School-level access is usually for data entry staff, administrators, and program staff who are submitting and/or viewing KIDS data **only** for their school. District-level access is for data entry staff, administrators, and program staff who submit and view KIDS data for multiple schools within the same district. Multidistrict access is limited to service centers or other entities that submit KIDS data on behalf of multiple districts.

“Write” access is the most typical form of access, and allows the user to both work in the application and view reports that are generated from KIDS data. “Read-only” access does not allow the user to interact with the application (i.e., upload batch files), but allows the user to view the data and reports contained in KIDS. Also be aware that the types of reports that you have access to depend on your access level.

User Level	Defined Roles/Responsibilities
School Write	<ul style="list-style-type: none"> • Has write access to upload SIS Collection Export Batch Files of KIDS records for the building for which he/she is responsible. • Has write access to obtain SSIDs, to resolve near-matches via the Manage Core Data process, and to claim students from other Kansas schools for the building for which he/she is responsible. • Has read access to KIDS Reports for the building for which he/she is responsible.
School Read-Only	<ul style="list-style-type: none"> • Has read access to KIDS Reports for the building for which he/she is responsible. • Search Core Data
District Write	<ul style="list-style-type: none"> • Has write access to upload SIS Collection Export Batch Files of KIDS records for all buildings in the district for which he/she is responsible. • Has write access to obtain SSIDs, to resolve near-matches via the Manage Core Data process, and to claim students from other Kansas schools for buildings in the district for which he/she is responsible. • Has read access to KIDS Reports for buildings in the district for which he/she is responsible.
District Read-Only	<ul style="list-style-type: none"> • Has read access to KIDS Reports for buildings in the district for which he/she is responsible. • Search Core Data
Multidistrict Write	<ul style="list-style-type: none"> • Has write access to upload SIS Collection Export Batch Files of KIDS records for buildings in the districts for which he/she is responsible. • Has write access to obtain SSIDs, to resolve near-matches via the Manage Core Data process, and to claim students from other Kansas schools for buildings in the districts for which he/she is responsible. • Has read access to KIDS Reports for buildings in the districts for which he/she is responsible.
Multidistrict Read-Only	<ul style="list-style-type: none"> • Has read access to KIDS Reports for buildings in the districts for which he/she is responsible.

Part V: Registering for Access to the KIDS Collection System

Individuals who do not have access to KSDE web applications need to register. Use the following web address: <https://online.ksde.org/authentication/login.aspx>. At this website, click on the Register button, as shown below:

NOTE: You may want to skip this section if you have used KIDS before, or if you already registered for access to the KIDS Collection system.



Kansas State Department of Education
User Login for KSDE Web Applications

User Name:
Password:

KSDE applications support Internet Explorer 8 and 9 for Windows and Firefox 10.x and higher for Macintosh.

 [Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

[Forgot Your Password?](#)

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

On the Registration page, enter the required information. Be aware that the buildings and districts that you have access to depend on what is entered in the “Organization” and “Building” fields on the web applications registration page. For example, if you will be submitting and viewing data at the district-level for KIDS, select the “All Buildings” option under the “Building” field.

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your business contact information:

First Name:* Last Name:*

Phone #:* Email Address:*

Please select the organization and building that you belong to:*

Organization: Building:

**** Please select a building ****

All Buildings

- Andover Central High School
- Andover Central Middle School
- Andover High
- Andover Middle School
- Cottonwood Elementary
- Meadowlark Elementary
- Robert M. Martin Elementary
- Sunflower Elementary School
- Wheatland Elementary

Please enter a user name and password.

User Name:* Password:*

Please reenter your password:*

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character.

<input type="checkbox"/> KIDS Collection 2015	Help Desk
<input checked="" type="checkbox"/> KIDS Collection 2015	KSDE Audit
<input type="checkbox"/> LCP System	KSDE Admin
	Auditor Read Only
	KSDE User

TIP: Do not use spaces when defining your login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the Login ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

When you have completed all required information on the registration form, click the “Submit” button at the bottom of the screen.

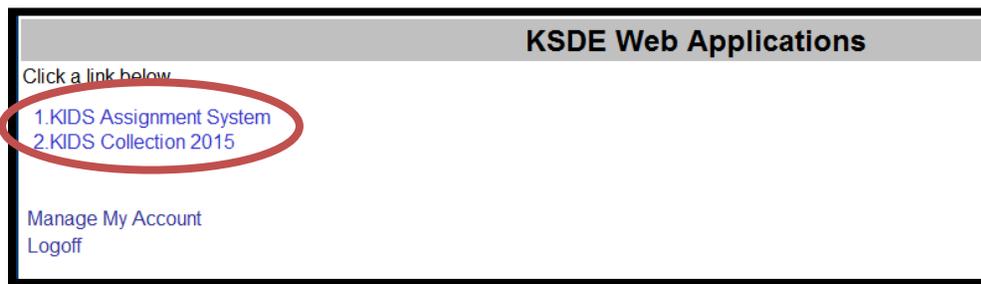


If all data on the registration form is valid, you will get a message that says “Thank You for Registering.” The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use.

Individuals who already have access to KSDE web applications can use the “Manage My Account” option to add the Collection System to their list of applications. As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add the Collection System to your list of available KSDE web applications...

- Login on the KSDE Web Applications page
- Click the “Manage My Account” link
- Check the box in front of KIDS Collection 2015
- Select your access level (school or district and read-write or read-only)
- Click “Submit”



Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access the Collection System.

TIP: If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

Part VI: Logging into the KIDS Collection System

The KIDS Collection System, like the other KSDE web applications, is available on the KSDE Authentication page. To access the KIDS System, enter your KSDE username and password on the KSDE Web Applications page (<https://online.ksde.org/authentication/login.aspx>). You will see the Collection System on your list of approved KSDE applications (example list shown below), and click on the application to open it.

KSDE Web Applications

Click a link below.

- 1. KIDS Assignment System
- 2. KIDS Collection 2015

[Manage My Account](#)
[Logoff](#)

NOTE: Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications.

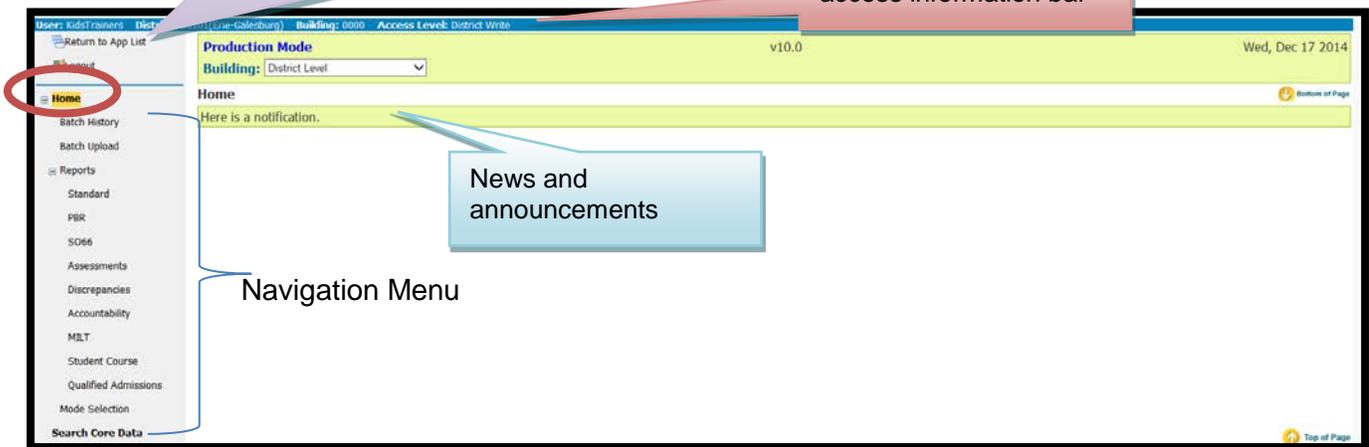
Part VII: “Tour” of the KIDS Collection System Home Screen

Below is the Collection System Home page. The Collection System Home page consists of a number of links that help users submit and interact with their records.

This page is divided into two sections: the Home screen and the Navigation Menu. The Navigation Menu contains links that allow you to get back to the main Collection Home screen, view the Batch History of all the batches that have been submitted, upload SIS Export batch files, search core data in the Assignment System, and view reports.

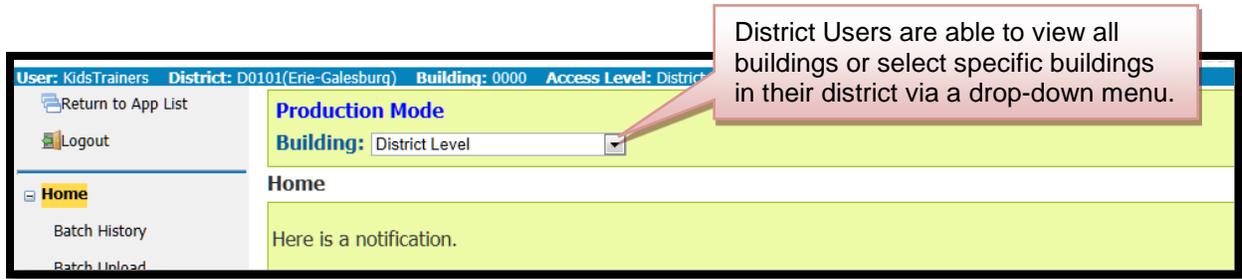
Clicking on “Return to App List” will take users back to the list of KSDE applications they are approved for.

User account and access information bar



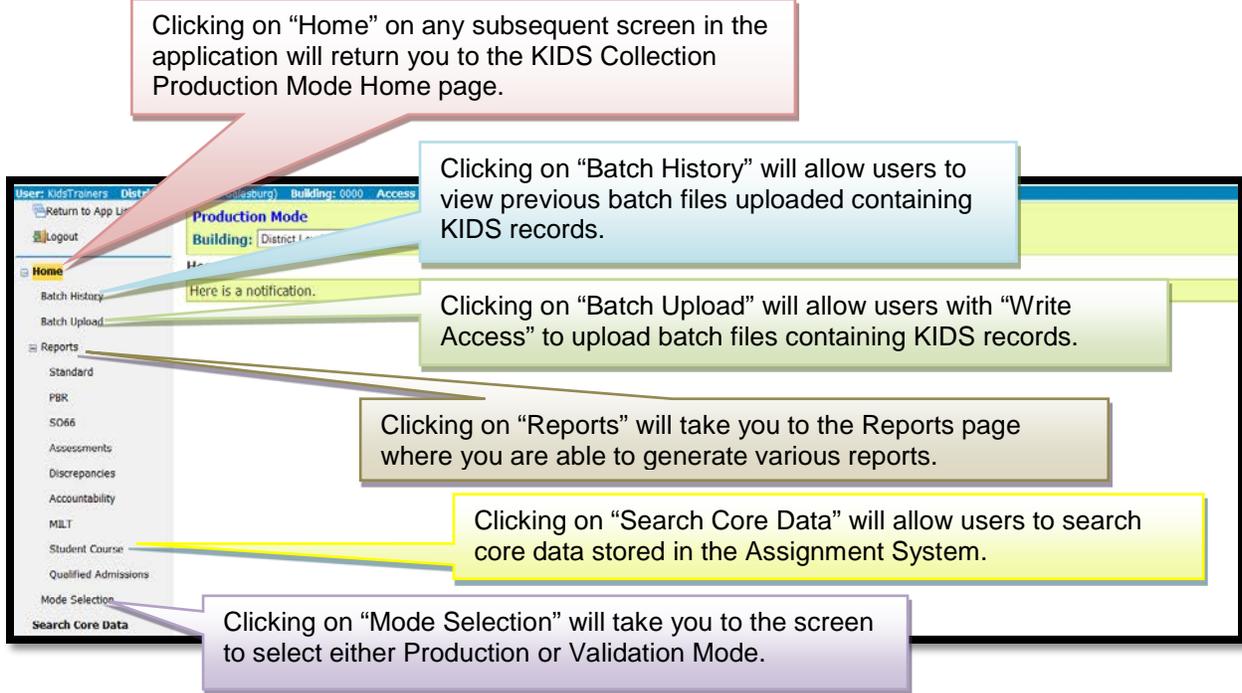
NOTE: The “Logout” link provided on all screens (in the top left corner) allows the user to exit the application at any time.

The KIDS Collection Home page you see when you access the system may differ slightly from the image displayed in this guide based upon your type of access level (read-only or write access), building access (building access, district access, or multi-district access) and announcements posted at that time.



Part VIII: Navigation Menu

The following is a snapshot of the Collection System navigation menu and each of its functions.



TIP: You should not use the "Refresh," "Back," or "Forward" browser buttons with the KIDS Collection System. There are links on every page that allow access to other screens.

A. Batch Upload

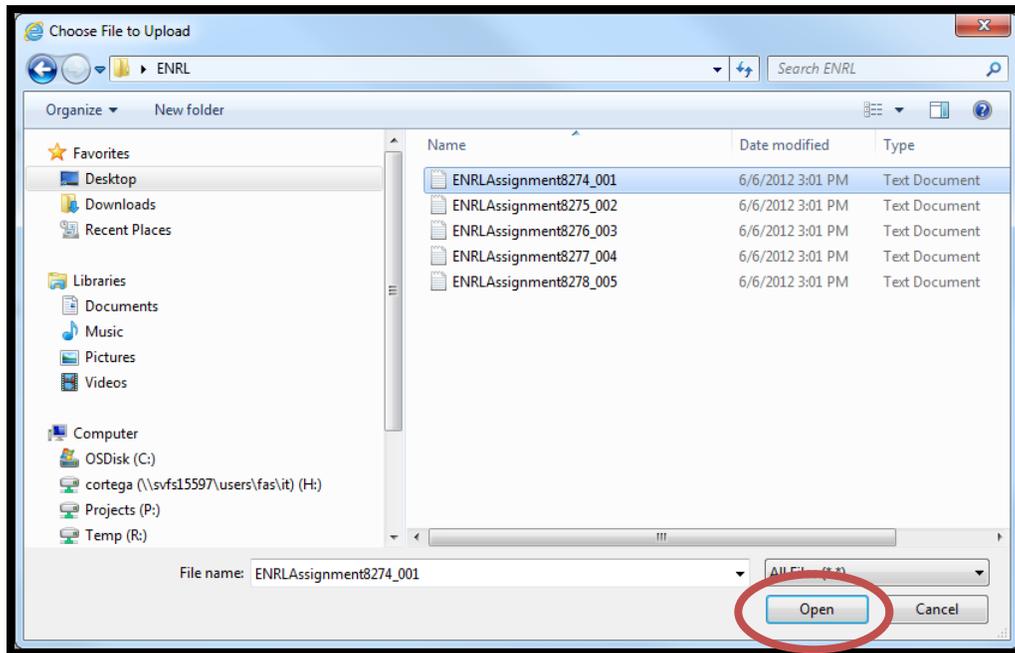
On the Navigation menu, click the Batch Upload button to start the process of submitting your



SIS Export file to KIDS (as shown below).

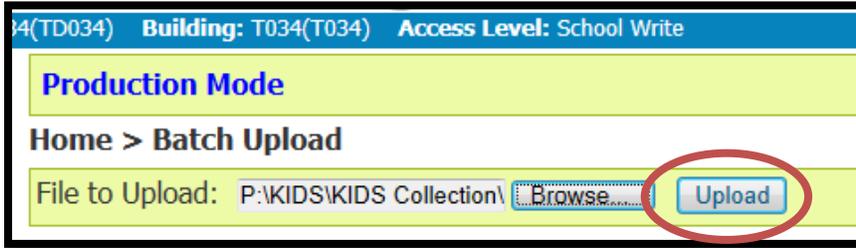
On the Upload Batch page, you will then be asked to search for your SIS Collection Export file, which you previously saved on your local network or computer. Locate the saved file on your local computer by clicking “Browse” (shown above) to see your local computer system’s directory.

Browse through the files and folders and locate the directory/folder where the batch file is saved. Choose the file that you want to upload to KIDS Collection, highlight the file name with your cursor, and click “Open” (as shown on the next page).

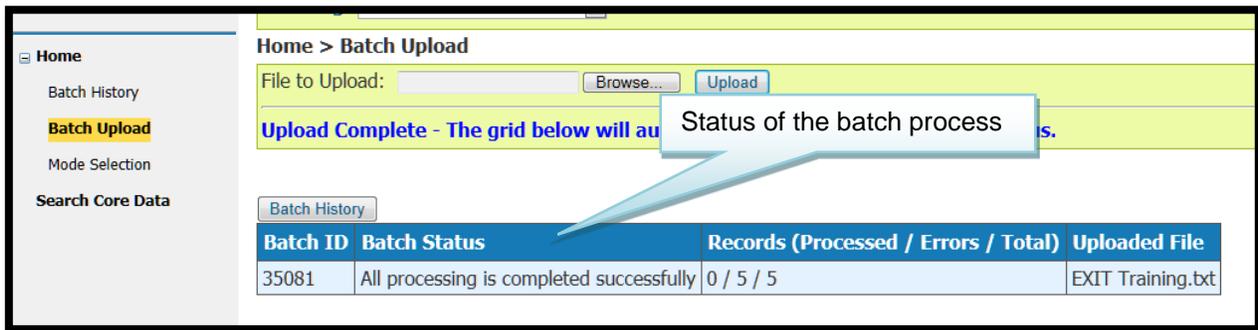


TIP: For tips on naming and organizing SIS Collection Export files (batch files), please refer to Appendix C: *Best Practices* later in this manual.

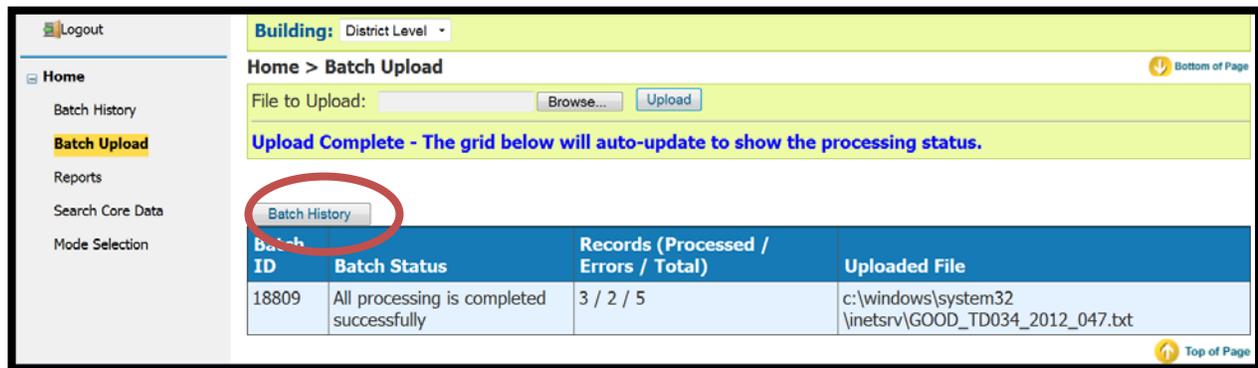
Once the file path to your batch appears in the “File to Upload” text box, click Upload (as shown below). This will upload the selected batch file to the Collection System server for processing.



Depending on the size of the file and the volume of activity on the server, you may need to wait while the batch is processed. A status of the process is displayed on the Batch Upload page.



The message section on the screen will indicate if the file uploaded successfully to KSDE’s server. If there are errors while uploading, they will be shown in detail (and in red print) in the message section. In the example below, the message section indicates that in the upload three records were processed and two had errors out of a total of five possible records. The batch may be checked by clicking on the Batch History button or link (shown below).



NOTE: The fact that a file uploads to the Collection System does not necessarily mean that there is no more work to be done. Uploading the file simply means that the SIS Export file was formatted correctly, and that the file has successfully been saved to the KSDE server. The user must click the Batch History button to view the details of the batch and see if there are errors to resolve or core data to manage.

B. Batch History

The “Batch History” page displays a list of all batch files that the user has uploaded into the Collection System. This list will show the current status of each batch and can be filtered by a date range. The detailed file information appears at the bottom of the Batch History Page.

The screenshot shows the Batch History page with the following callouts:

- Users are able to provide a date range to filter which previously uploaded batch files will display in the bottom section of the Batch History page.** (Callout pointing to the 'From' and 'To' date fields)
- Batch ID Link** (Callout pointing to the Batch ID column in the table)
- Clicking on the “Help” link provides access to resources for submitting KIDS records.** (Callout pointing to the 'View Data Errors' button)
- Each time a batch file is uploaded, a new row appears detailing the date and time the file was submitted, the unique ID number assigned to the file, the submitter’s district and school, the status of the file, a summary of the records processed without errors, and the user who submitted the file.** (Callout pointing to the table rows)
- Depending upon the type of record submitted, the type of building that submitted the file, and the status of the data contained in the file, a button may appear in the Actions column to communicate to the user that one or more student records contained errors, have core data that needs to be updated, or had a new SSID created.** (Callout pointing to the 'View Data Errors' button)

Upload Date/Time	Batch ID	District	School	Batch Status	Total	Errors /	User Name	Actions
12/08/2014 11:51 AM	36762	D0101	0000	All processing is completed successfully	0 / 14 / 14		Tester0101	
12/08/2014 11:43 AM	36766	D0101	0000	All processing is completed successfully	0 / 1 / 1		Tester0101	
8/2014 11:27 AM	36765	D0101	0000	All processing is completed successfully	0 / 1 / 1		Tester0101	View Data Errors
8/2014 11:21 AM	36764	D0101	0000	All processing is completed successfully	0 / 27 / 27		Tester0101	View Data Errors
				All processing is completed successfully	0 / 22 / 22		Tester0101	View Data Errors
				All processing is completed successfully	0 / 55			
				All processing is completed successfully	0 / 1 /			
				All processing is completed successfully	0 / 1 /			
				All processing is completed	0 / 1 /			

There are four buttons that may appear in the Actions column to communicate information to the user. Each will be described in detail in the subsequent pages. Those buttons are:

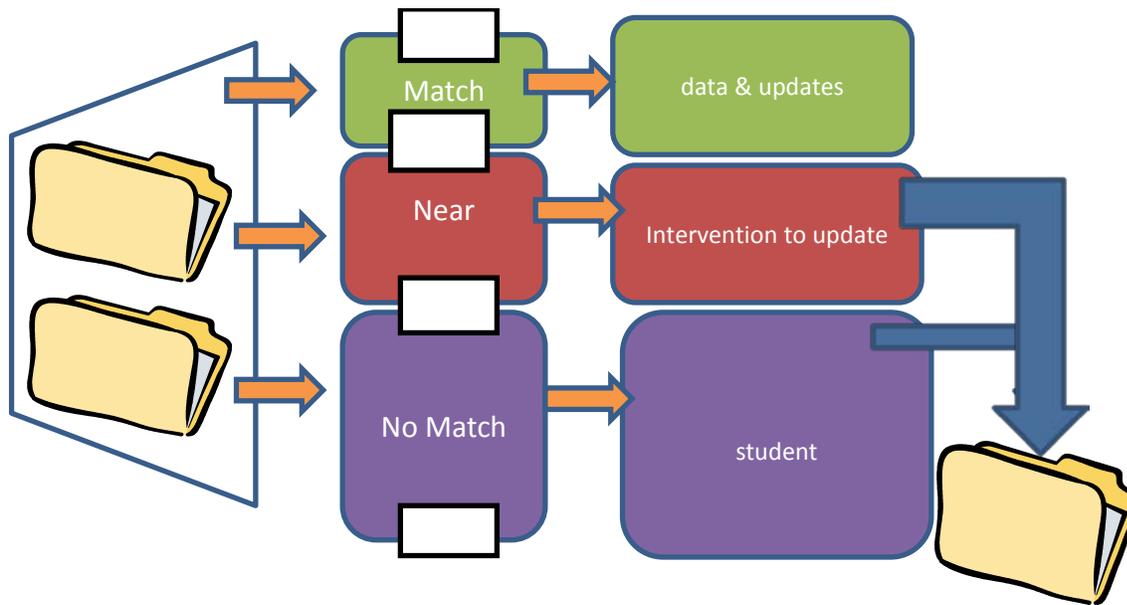
- Manage Core Data,
- View Data Errors,
- Retrieve Core Data, and
- Rerun Batch.

Manage Core Data

The KIDS Assignment System stores “core” data about each student and is the part of the KIDS system through which State IDs are assigned.

You may encounter a mismatch error because the student’s “core” data has been updated (such as changing Accountability School) or because the student is not in Assignment at all (brand-new students). In either case, you will need to complete the “Manage Core Data” process to update the data and/or obtain State IDs for these students unless the system was able to create the IDs or update the core data automatically at the time of submission. The Manage Core Data process sends core data from records submitted to the Collection System to the Assignment System.

- If the submitted core data when compared to the previous core data matches on a 93% threshold or better, the core data is updated automatically when the user clicks on the Manage Core Data button. In this case, all updates are processed automatically and the user has no records to manually update. A summary screen will appear indicating all records are updated.
- If the submitted core data, when compared to the previous core data falls below an 88% matching threshold, the system will generate a new SSID for the submitted core data and will communicate the creation of any new IDs by creating a “Retrieve Core Data” file on the KIDS Collection Home page. In this case a summary screen will appear indicating new SSIDs were created and the user will need to download the “Retrieve Core Data” file to retrieve the SSIDs.
- If the submitted core data, when compared to the previous core data falls between a 88% and 93% matching threshold, or one or more “near-matches” are found in the Assignment System, you will have to resolve near-matches to update core data and generate new SSIDs.



In the example below, the SIS Collection Export file successfully uploaded to KIDS and the “Manage Core Data” button is displayed in the Actions column.

Upload Date/Time	Batch ID	District	School	Batch Status	Records (Processed / Errors / Total)	User Name	Actions
11/25/2014 8:23 AM	36660	D0101	0000	All processing is completed successfully	567 / 5 / 572	Tester0101	Reran as Batch ID 36661 at 11/25/2014 8:27:47 AM
11/25/2014 8:12 AM	36659	D0101	0000	All processing is completed successfully	579 / 0 / 579	Tester0101	
11/24/2014 10:33 AM	36658	D0101	0000	All processing is completed successfully	572 / 0 / 572	Tester0101	
11/24/2014 10:31 AM	36657	D0101	0000	All processing is completed successfully	567 / 5 / 572	Tester0101	Reran as Batch ID 36658 at 11/24/2014 10:33:58 AM
11/24/2014 10:24 AM	36656	D0101	0000	All processing is completed successfully	579 / 0 / 579	Tester0101	
11/20/2014 12:10 PM	36644	D0101	0000	All processing is completed successfully	579 / 0 / 579	Tester0101	
11/20/2014 10:43 AM	36638	D0101	0000	All processing is completed successfully	579 / 0 / 579	Tester0101	Manage Core Data

On the Manage Core Data Summary screen, you will be notified if any records were updated automatically, if any new IDs were generated, and if there are any records with mismatches that could not be resolved automatically. In the example below, two records require core data updates as indicated by the “Review Near-Matches” buttons. When the data was compared, three of the records were updated automatically because they matched at a 93% or better threshold.

Production Mode
 Building: District Level
 Home > Batch History > Manage Core Data
 The batch file of student records submitted to the KIDS Collection System contains a mismatch error. In the case of new IDs or in the process of updating existing records, please return to the Batch History page.
 Batch ID: 36638 Upload Date: 11/20/2014 10:43 AM
 Pending Update: 579 Resolved: 0

Batch History

w/o SSIDs: 0 | Near Matches: 2 | New IDs: 0 | Cancelled Records: 0 | Retrieval Failures: 0

The following list of student records contain student records whose data fails to match previously submitted data for the student. The record will not be accepted until the student's core data matches the record in the system. The Review Near Matches button below will allow you to determine which near matches the right student or, in the event the student is not already in the system, to create a new ID.

Student ID	Name	Student F#	Name	Record Type	School	Grade Level	Near Matches
	Calloway	Mary	ASGT	0112	NinthGrade	1	Review Near-Matches
	Goff	Griffin	ASGT	0112	NinthGrade	1	Review Near-Matches

Accountability
 MLT
 Student Course
 Qualified Admissions
 Mode Selection
 Search Core Data

Page Size: 50

Callout Boxes:

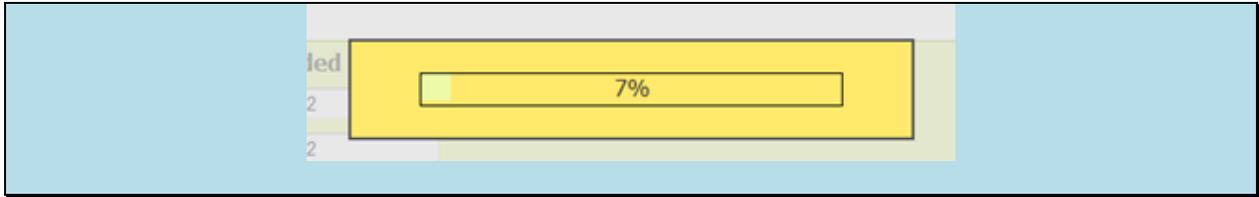
- Top:** A Batch ID link opens a pop-up window with the same batch information as the Batch Number link appearing on the Batch History page.
- Left:** To exit the Manage Core Data page click on the “Batch History” button.
- Right:** The Manage Core Data page indicates how many records needing core data updates were submitted to the system.
- Bottom Left:** “w/o SSIDs” tab displays the records that have no SSIDs on the original records or that the user has not requested an SSID for at this time.
- Bottom Middle-Left:** Clicking the “Near Matches” tab provides a list of those records that closely matches what is in the system.
- Bottom Middle-Right:** The “New IDs” tab lists those students for whom a new ID was created automatically or by request of the user.
- Bottom Right:** The “Cancelled Records” tab lists those records where core data was not updated.
- Far Right:** The “Retrieval Failures” tab will alert the user in the event the core data was not successfully retrieved from the Assignment System page.

TIP: The purpose of the Manage Core Data Summary screen is to allow the user to track how many records were submitted, cancelled, updated automatically, and resolved by the user. The goal is to make the “Pending Update” count number “0.”

Records Submitted with Core Data Mismatches

Clicking on the Manage Core Data button will send submitted core data to the Assignment System. Depending upon the outcomes of the matching process described earlier in this manual, additional steps to manage the student’s core data may or may not be required.

NOTE: After clicking on the Manage Core Data button and depending upon the number of near-matches and the size of the batch file, you may see a progress bar:



To resolve core data mismatches, click on the “Review Near-Matches” button shown circled below.

KIDS Collection - Test
 (User: KIDTrainers DISTRICT: D010 (Erie-Galesburg) Building: 0000 Access Level: District Write v10.0 Thu, Dec 18 2014)

Production Mode
 Building: District Level

Home > Batch History > Manage Core Data

The batch file of student records submitted to the KIDS Collection System contains student data about students who do not have a State Student Identification Number or whose core data contains a mismatch error. In the creation of new IDs or in the process of updating data on existing IDs, you may have to resolve a near-match in the system. Clicking on the count below will display a list of records. When all processing is completed, please return to the Batch Home page and re-run the batch or view the data errors.

Batch ID: 36638 Upload Date: 11/20/2014 10:43 AM
 Pending Update: 579 Resolved: 0

Batch History

w/o SSIDs: 0 Near Matches: 2 New IDs: 0 Canceled Records: 0 Retrieval Failures: 0

The following list of student records contain student records whose data fails to match previously submitted data for the student. The record will not be accepted until the student's core data matches. Clicking on the Review Near Matches button below will allow you to determine which near-match is the right student or, in the event the student is not already in the system, to create a new ID.

Student Last Name	Student First Name	Record Type	Acct School	Grade Level	Near Matches	
Review Near-Matches	Calloway	Mary	ASGT	0105	NinthGrade	1
Review Near-Matches	Coffin	Griffin	ASGT	0112	EighthGrade	1

Page Size: 50

Clicking on the “Review Near-Matches” button will open the “Near-Matches Found” pop up window so you can review each student’s near-matches for side-by-side comparison. Start with the first listed Review Near-Match. When the “Go to next record” radio dial is selected the system will move down the list automatically as each record is resolved.

Go to next record | Close window

Core data of student record that was submitted.

Student ID	Last Name	First Name	Middle Name	Generation	Gender	Birth Date	Grade Level	District	Acct School	School Year
4860569326	Calloway	Mary			Female	06/17/1993	NinthGrade	D0101	0105	2015
4860569326	Calloway	Mary	Ann		Female	06/17/1992	NinthGrade	D0101	0105	2015

Create New ID for this Student Cancel Resolve Near-Match

Update Core Data

Core data existing in KIDS Assignment

NOTE: For assistance in determining whether or not a student “matches,” use the “Search Core Data” button to perform core student data searches in the Assignment System.

The data appearing in the first row is the core student data submitted on the student’s record. Any core student data element that does not match will appear highlighted in orange.

You will have the ability to create a new ID, if the student does not already have an ID in the KIDS System. You will also be able to update the core data for the student, if the correct student appears in the list of possible near-matches. Finally, you will also have the ability to cancel the record if the core data appearing in the Student Viewer is correct and the data appearing on the submitted record to be resolved is incorrect.

Student ID	Last Name	First Name	Middle Name	Generation	Gender	Birth Date	Grade Level	District	Acct School	School Year	
4860569326	Calloway	Mary			Female	06/17/1993	NinthGrade	D0101	0105	2015	<input type="button" value="Create New ID for this Student"/> <input type="button" value="Cancel Resolve Near-Match"/>
4860569326	Calloway	Mary	Ann		Female	06/17/1992	NinthGrade	D0101	0105	2015	<input type="button" value="Update Core Data"/>

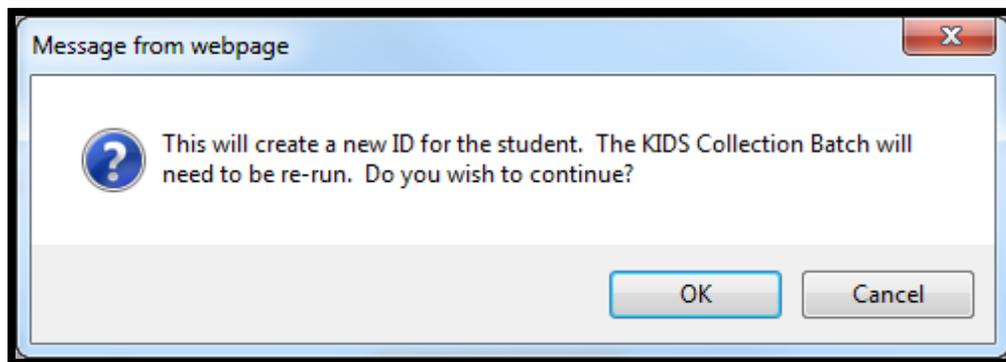
Click on the "Create New ID for this Student" if you are confident the student does not already have a SSID in KIDS and does not appear as a possible near-match.

Click on the "Update Core Data for Selected Near-Match" button to update student whose data appears in the Student Viewer window.

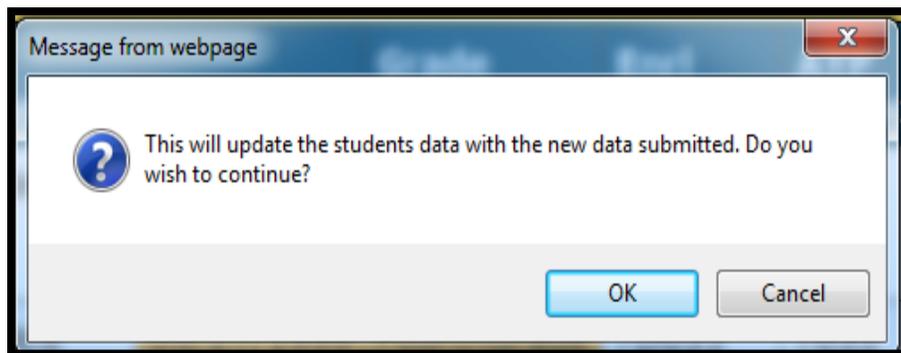
Click on the "Cancel Resolve Near-Match" button if the data appearing at the top of the screen is incorrect. This will remove the student's submitted data from the resolve near-match process and will prevent the student's record from being accepted

TIP: The recommended best practice is to review all of the names returned in the list of near-matches to identify if the student already has a valid SSID in the system before creating a new SSID. In the event the student has duplicated SSIDs, contact the KSDE Helpdesk at 785-296-7935 to have one of the duplicate SSIDs retired.

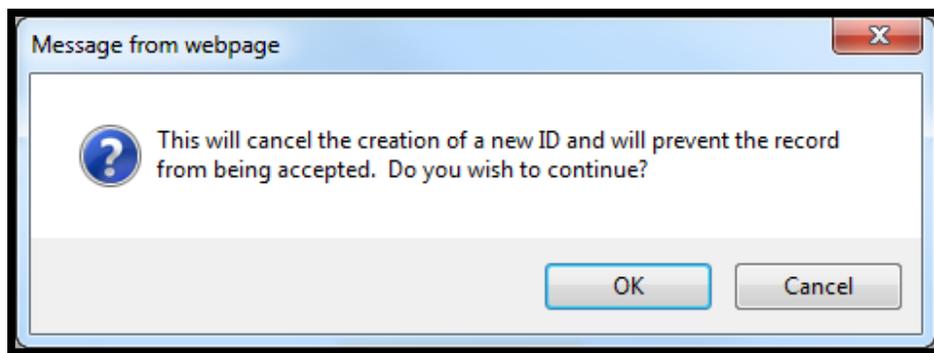
Once you have determined whether the student's record needs a new ID created, needs to have the core data updated, or should be cancelled, you will need to confirm your selection. When you choose to create a new ID, you will see the following confirmation window appear. Click *OK* to have a new ID created. (You may need to rerun the batch file on the *Batch History* page.).



When you choose to update the core data for one of the students found in the list of near-matches, you will see the following confirmation window appear. Click *OK* to update (overwrite) the previous core data for the student.



When you choose to cancel the record from the manage core data process, you will see the following confirmation window appear. Click *OK* to remove the student record from the Manage Core Data Process. *(This will not remove the record from the submitted batch file, just from the Manage Core Data Process.)*



In the event you are unable to resolve all near-matches before leaving the Collection System, the Manage Core Data button will remain on the KIDS Collection Batch History page to allow you to access only the students whose near-matches have yet to be resolved. The button will no longer appear when all near-matches and records pending core data updates have been resolved.

When all student records have been processed, the system will automatically redirect you to the previous list of students and you will need to select the "Batch History" button, shown circled below, to view the Batch History page.

Home > Batch History > Manage Core Data

The batch file of student records submitted to the KIDS Collection System contains student data about students who do not have a State Student Identification Number or whose core data contains a mismatch error. In the creation of new IDs or in the process of updating data on existing IDs, you may have to resolve a near-match in the system. Clicking on the count below will display a list of records. When all processing is completed, please return to the Batch Home page and re-run the batch or view the data errors.

Batch ID: 34847 Upload Date: 07/08/2013 2:54 PM
 Pending Update: 5 Resolved: 0

Batch History

w/o SSIDs: 0 Near Matches: 2 New IDs: 0 Canceled Records: 0 Retrieval Failures: 0

The following list of student records contain student records whose data fails to match previously submitted data for the student. The record will not be accepted until the student's core data matches. Clicking on the Review Near-Matches button below will allow you to determine which near-match is the right student or, in the event the student is not already in the system, to create a new ID.

	Student Last Name	Student First Name	Record Type	Acct School	Grade Level	Near Matches
Completed	Allison	Alexander	ASGT	0111	FourthGrade	1
Completed	Frazier	Brandon	ASGT	0111	Kindergarten	2

Page Size: 50

When you return to the KIDS Collection Batch History page, depending upon the type of record you submitted to the system and what choices were made during the Manage Core Data Process, one or more additional buttons may appear. In the example below, notice the “Manage Core Data” button no longer appears since all of the records have been resolved; however a “Rerun Batch” button appears indicating the file should be processed again.

Rerun Batch

When a Rerun Batch button appears, it is because the changes that have been made as a result of the “Manage Core Data” process warrant that the records in the batch be sent back through the KIDS system to be reprocessed.

Batch History

Batch Upload

Reports

Mode Selection

Search Core Data

View Previously Uploaded Files with the following criteria:

From: 05/26/2013
 To: 06/26/2013
 Apply

Upload Date/Time	Batch ID	District	School	Batch Status	Records (Processed / Errors / Total)	User Name	Actions
06/26/2013 1:50 PM	34757	D0101	0000	All processing is completed successfully	2 / 3 / 5	KidsTrainers	Rerun Batch
06/26/2013 1:21 PM	34756	D0101	0000	All processing is completed successfully	5 / 0 / 5	KidsTrainers	

After selecting the “Rerun Batch” button and if all core student data updates have been made, the records should now be accepted and a new batch ID is assigned. A message will appear in the Rerun Batch column with the new Batch ID. The batch number will be associated with the username of the person logged in at the time the Rerun Batch button was selected.

Home > Batch History Bottom of Page

View Previously Uploaded Files with the following criteria:

From:

To:

Upload Date/Time	Batch ID	District	School	Batch Status	Records (Processed / Errors / Total)	User Name	Actions
06/26/2013 1:52 PM	34758	D0101	0000	Has been uploaded and is available for processing	0 / 0 / 5	KidsTrainers	
06/26/2013 1:50 PM	34757	D0101	0000	All processing is completed successfully	2 / 3 / 5	KidsTrainers	<input type="button" value="View Data Errors"/> Reran as Batch ID 34758 at 6/26/2013 1:52:05 PM

TIP: If you are uploading large file you may need to press F5 in order to refresh the processing of your records .

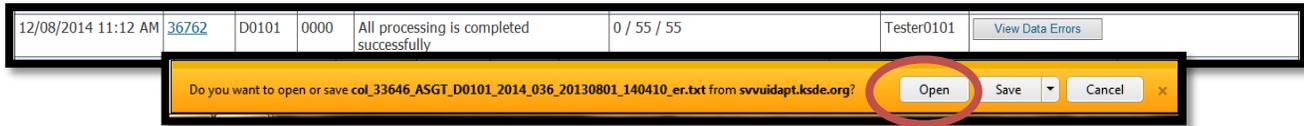
View Data Errors

In a perfect world, you upload your SIS Export file and every single record processes successfully. Sometimes though, you will upload your SIS Collection Export file, return to the Collection System Batch History page, and see an errors button.

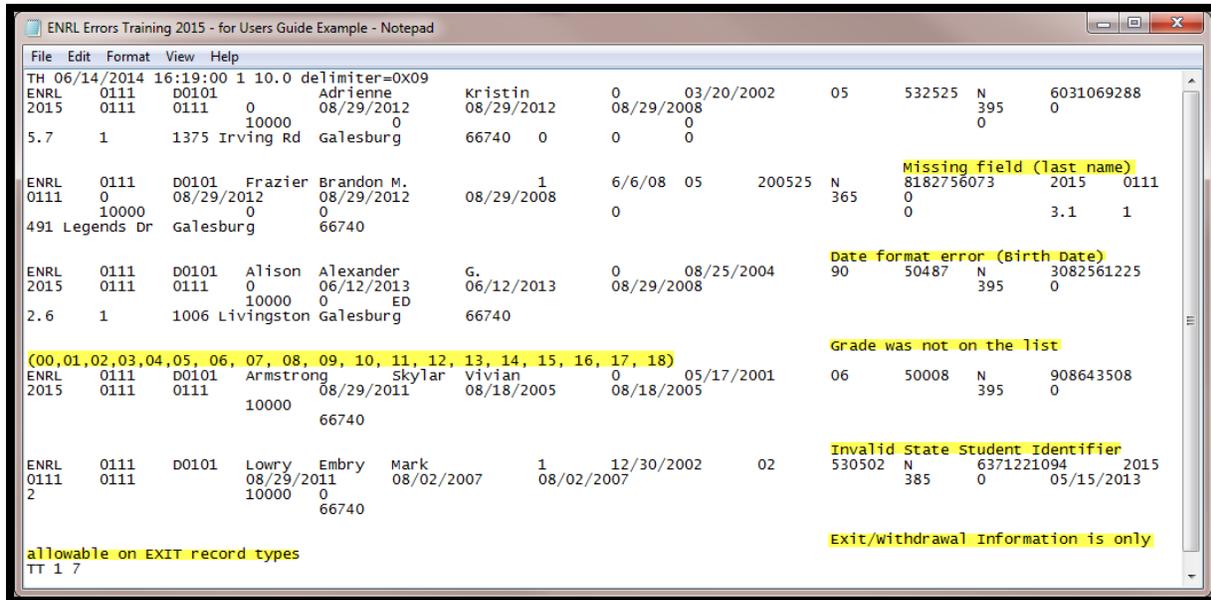
In this example, the Records column indicates that none of the student records were actually accepted by the Collection System: 55 records have been rejected due to some kind of data error. You can also view a tally of the processed and error records by clicking on the Batch ID link. Examples of data errors are invalid building codes, missing ESOL data, invalid gender codes, invalid school entry dates, the inclusion of EXIT data on non-EXIT records, etc. Data errors are always accompanied by a “View Data Errors” button on the Batch History page under the “Actions” column.

Upload Date/Time	Batch ID	District	School	Batch Status	Records (Processed / Errors / Total)	User Name	Actions
12/08/2014 11:51 AM	36767	D0101	0000	All processing is completed successfully	0 / 14 / 14	Tester0101	<input type="button" value="View Data Errors"/>
12/08/2014 11:43 AM	36766	D0101	0000	All processing is completed successfully	0 / 1 / 1	Tester0101	<input type="button" value="View Data Errors"/>
12/08/2014 11:27 AM	36765	D0101	0000	All processing is completed successfully	0 / 1 / 1	Tester0101	<input type="button" value="View Data Errors"/>
12/08/2014 11:21 AM	36764	D0101	0000	All processing is completed successfully	0 / 27 / 27	Tester0101	<input type="button" value="View Data Errors"/>
12/08/2014 11:15 AM	36763	D0101	0000	All processing is completed successfully	0 / 22 / 22	Tester0101	<input type="button" value="View Data Errors"/>
12/08/2014 11:12 AM	36762	D0101	0000	All processing is completed successfully	0 / 55 / 55	Tester0101	<input type="button" value="View Data Errors"/>
12/08/2014 11:10 AM	36761	D0101	0000	All processing is completed successfully	0 / 1 / 1	Tester0101	<input type="button" value="View Data Errors"/>
12/08/2014 11:03 AM	36760	D0101	0000	All processing is completed successfully	0 / 1 / 1	Tester0101	<input type="button" value="View Data Errors"/>
12/08/2014 10:45 AM	36759	D0101	0000	All processing is completed	0 / 1 / 1	Tester0101	<input type="button" value="View Data Errors"/>

To view your data errors, click the “View Data Errors” button beside your batch. You will have the option to “Open” or “Save” the error file to your local computer.



The View Data Errors file will resemble the example below:



The View Data Errors file lists all of the records with data errors. At the end of each record, there is an error message indicating what data needs to be corrected in the school/district’s local SIS and resubmitted to KIDS. These error messages are highlighted in the previous example image. *(Please Note: The error messages have been highlighted above for demonstration purposes. Error messages will not appear highlighted in the actual View Data Errors file the Collection System generates.)*

Correcting Data Errors

In the event a View Data Errors file is generated,

1. Correct each of the data error records in **your local Student Information System**.
2. Create a new SIS Export File containing the corrected error records (you need only re-submit corrected records, not records that processed successfully in KIDS the first time).
3. Upload the corrected records to the Collection System.
4. If no additional Manage Core Data buttons or View Data Errors files are generated and all files process successfully, then you are finished!

Retrieve Core Data

When a “Retrieve Core Data File” is created, it means 1 or more new SSIDs were created either at the time the batch file was submitted or manually by a user as part of the Manage Core Data process. Additionally, users may see the button to download this file when a record is submitted for a student without an SSID and an SSID already exists for the student. This file should be downloaded to your local computer or network, and the SSIDs contained in the files should be entered into your local SIS for use in subsequent KIDS records.

Home > Batch History Bottom of Page

View Previously Uploaded Files with the following criteria:

From: 05/06/2013
To: 07/02/2013

Upload Date/Time	Batch ID	District	School	Batch Status	Records (Processed / Errors / Total)	User Name	Actions
07/02/2013 10:38 AM	34802	D0101	0000	All processing is completed successfully	2 / 0 / 2	Tester0101	<input type="button" value="Retrieve Core Data"/>

TIP: Do not download the “Retrieve Core Data” file until all records have been resolved in the “Manage Core Data” process since you may create new SSIDs as a part of that process and the file will be updated with any new IDs each time you rerun a batch file.

Clicking on the Retrieve Core Data button, will prompt you to open the file or save the file to your local computer or network for uploading the SSIDs to your local SIS.



When you Open the file, you are able to locate the new SSID assigned to that student.

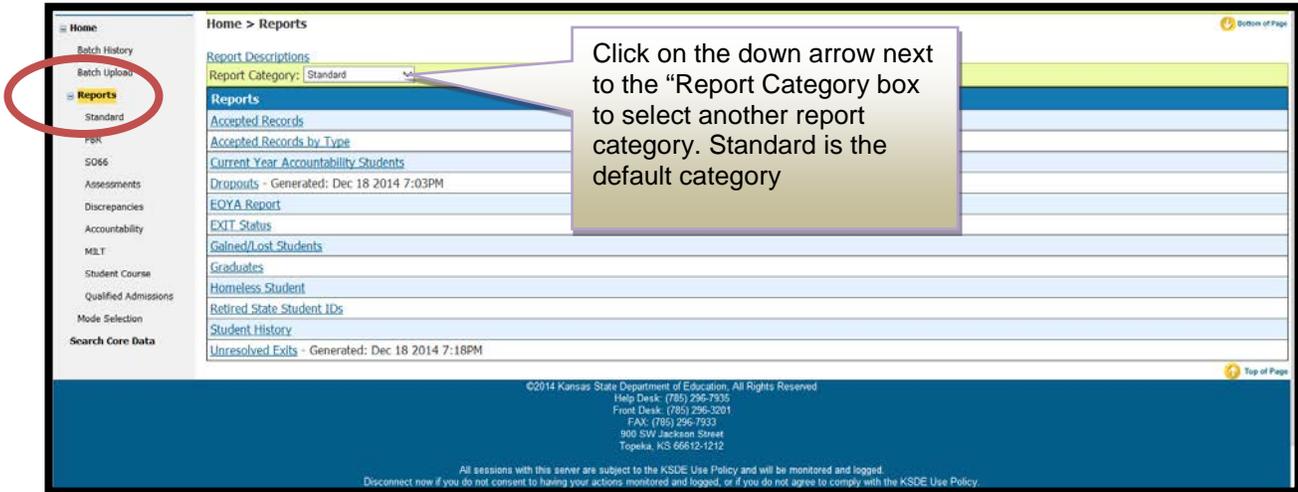
```

FH 09/06/2012 09:06:37 1 1.0 delimiter=0X09
ID T034 TD034 Muntean Robert Travis 1 09/21/1999
08 10189 1432578332 TD034 2013
ID T034 TD034 Namanworth Gertha Della 0 11/04/1999 07
10188 4866501847 TD034 2013
TT 1 2
  
```

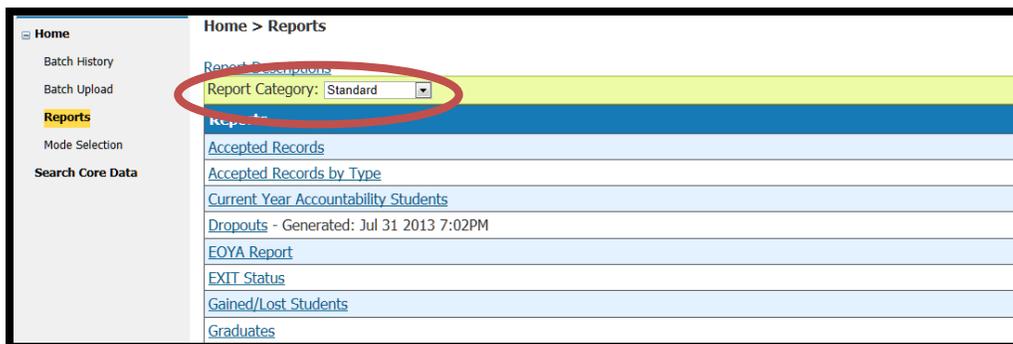
This ten digit number is the new SSID created by the KIDS System.

C. Reports

KSDE provides schools and districts with a variety of reports that they can use to view and verify the data submitted to KIDS. To access these reports, click the “Reports” button, shown below, on the Collection System Home page.



The example on the following page illustrates how to access the “Selected Records by Type – EOYA” report. The same basic process applies for accessing and viewing any of the other KIDS Collection reports.



Depending on which type of report that you choose (Standard, PBR, SO66, Assessments, Discrepancies, Accountability, MILT, or STCO), another menu will open with the specific reports that are available for that report category.

Cancel

Student Grade Level: ALL

Record Type: ASGT

From:

To:

Run Report

ENRL

EOYA

EXIT

MILT

QERY

STCO

TEST

SMSC

In the example below, the “Accepted Records by Type - EOYA” report is one of the sub-reports under “Standard Reports.” To run this report, the user must select the record type from the drop down menu and provide a date range by using the calendar buttons provided.

Cancel

Student Grade Level: ALL

Record Type: EOYA

From: 05/01/2014

To:

Run Report

September, 2014

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: December 19, 2014

After you run your report this screen may pop up. Click “Open.”

Do you want to open or save Accepted_Records_by_Type_20120703_140759.xls from svvuidapt.ksde.org?

Open Save Cancel

When this screen pops up you can choose to “View downloads.”

Running security scan.

View downloads

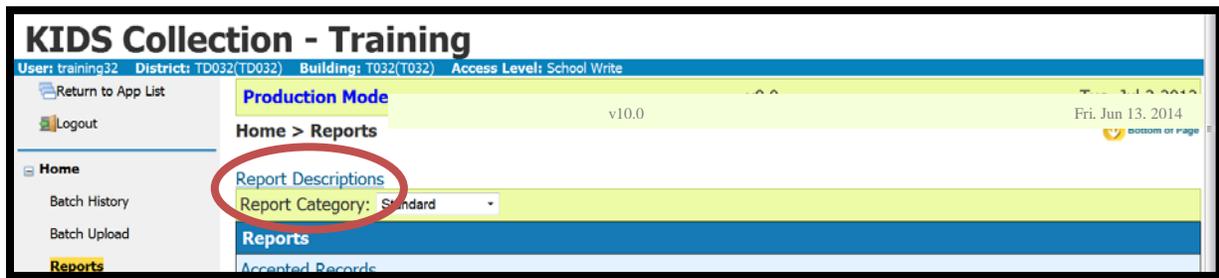
Once you have generated your report, it will automatically export the data to an Excel spreadsheet. This file can then be downloaded and saved to any location.

Accepted Records by Type

This report shows all records accepted for a particular record type. Users select the record type and date range, and are returned all records submitted to KIDS that meet those criteria. School-level users should be able to see all students submitted with their school listed, whether it was sent up by their school/district or another school/district.

Record Type	Record ID	Reporting School ID	District ID	Last Name	First Name	Middle Name	Letterhead Code	Gender	Date of Birth	Grade Level	Local Student ID	Hispanic Ethnicity	State Student ID	Current School Year	Funding School ID	Attendance School ID	Virtual Ed Student
EOYA	0105	D0248		Allison	Jack	Lee			1 1991-08-04	14	50058	N	5309834214	2015	0105	0105	0
EOYA	0105	D0101		Anderson	Bailey	Leo			1 1989-09-06	14	505044	N	5035664439	2015	0105	0105	0
EOYA	0105	D0101		Arthur	Elijah	Matthew			1 1991-12-27	14	505047	N	1026634259	2015	0105	0105	0
EOYA	0105	D0101		Atkins	Chase	Hunter			1 1991-10-16	14	502252	Y	3689989917	2015	0105	0105	0
EOYA	0111	D0101		Atkinson	Edwin	Lee			1 2002-10-25	06	50444	N	5038185774	2015	0111	0111	0
EOYA	0111	D0101		Avila	Timothy	Michael			1 2002-01-11	06	50435	N	7542124129	2015	0111	0111	0
EOYA	0111	D0101		Baxter	Oliver	Paul			1 1995-03-08	10	542255	N	5888328848	2015	0111	0111	0
EOYA	0111	D0101		Beach	Jesse	Trent			1 1994-05-13	10	50052	N	2140092317	2015	0111	0111	0
EOYA	0111	D0101		Beard	Ronald	Wayne			1 2001-12-28	06	50498	N	7528375592	2015	0111	0111	0
EOYA	0111	D0101		Beasley	Joanna	Helen			0 1995-05-07	10	542007	N	5196844151	2015	0111	0111	0
EOYA	0111	D0101		Beit	Priscilla	Baylee			0 1996-09-23	10	505053	Y	5268769455	2015	0111	0111	0
EOYA	0111	D0101		Beltran	Kurtis	Lane			1 1999-06-10	09	572025	N	5862854383	2015	0111	0111	0
EOYA	0111	D0101		Bennett	Aaliyah	Kira			0 1997-02-20	10	505050	N	5036824237	2015	0111	0111	0
EOYA	0111	D0503		Bennett	Debraegard	Lucas			1 1993-09-03	10	522043	N	5425409847	2015	0111	0111	0
EOYA	0105	D0503		Bergeron	James	Michael			1 1992-11-21	14	532028	N	4708315171	2015	0105	0105	0
EOYA	0111	D0101		Berry	Quinton	Samuel			1 2000-10-28	07	50257	N	5729850507	2015	0111	0111	0
EOYA	0111	D0101		Black	Sasha	Kelli			0 2000-04-14	08	50500	N	5051792123	2015	0111	0111	0
EOYA	0111	D0101		Blackwell	Garnett	Joseph			1 2002-01-26	06	50244	N	1087515211	2015	0111	0111	0
EOYA	0111	D0101		Blankenship	Terry	Evan			1 2002-02-07	06	50408	N	7674713824	2015	0111	0111	0
EOYA	0105	D0101		Blum	Morgan	Kellie			0 1991-03-17	14	50072	N	5774355414	2015	0105	0105	0
EOYA	0111	D0101		Bond	Kirsten	Haylee			0 1995-02-06	10	50254	N	4788902109	2015	0111	0111	0
EOYA	0111	D0101		Booker	Tina	Leslie			0 2002-09-22	03	50472	N	5645929804	2015	0111	0111	0
EOYA	0111	D0503		Booth	Kyra	Brenda			0 2001-07-20	06	50459	N	5882907837	2015	0111	0111	0
EOYA	0105	D0101		Bourne	Jaimie	Dean			1 1993-02-08	14	505000	N	5151559439	2015	0105	0105	0
EOYA	0111	D0503		Bowling	Christian	Sadie			0 1998-08-19	08	50243	N	21805860248	2015	0111	0111	0
EOYA	0111	D0101		Bowling	Miles	Donald			1 1998-11-07	10	535555	N	2367805105	2015	0111	0111	0
EOYA	0111	D0101		Bradford	Dakota	Rosa			0 1998-09-24	09	570024	N	5868382046	2015	0111	0111	0
EOYA	0105	D0101		Bradford	Robert	John			1 1993-06-08	14	505009	N	5886203495	2015	0105	0105	0
EOYA	0111	D0503		Bredley	Areella	Sidney			0 2001-02-15	06	50478	N	5216936864	2015	0111	0111	0
EOYA	0105	D0101		Bready	Douglas	Lee			1 1990-12-19	14	50540	N	5066601579	2015	0105	0105	0
EOYA	0105	D0256		Bridges	Theodor	Miles			1 1991-08-27	14	505053	N	6543158085	2015	0105	0105	0
EOYA	0111	D0503		Bright	Julian	Eric			1 2000-01-21	08	50055	N	5297315261	2015	0111	0111	0
EOYA	0105	D0101		Brock	Amber	Bethney			0 1997-01-10	14	505058	N	5305982648	2015	0105	0105	0
EOYA	0111	D0101		Brooks	Kathyn	Darian			0 1997-01-15	10	50445	N	4152830302	2015	0111	0111	0
EOYA	0105	D0101		Brown	Malcolm	Chasen			4 1998-02-03	14	50472	N	5068498224	2015	0105	0105	0

Descriptions of all of the KIDS Reports are available under the report title of the Excel spreadsheet and by clicking on the “Report Descriptions” link on the “Reports” screen of the Collection System (shown below).



The Report Descriptions may also be accessed at any time via the KIDS project website at www.ksde.org/kids under the Report Descriptions” links. It also features a keyword search.

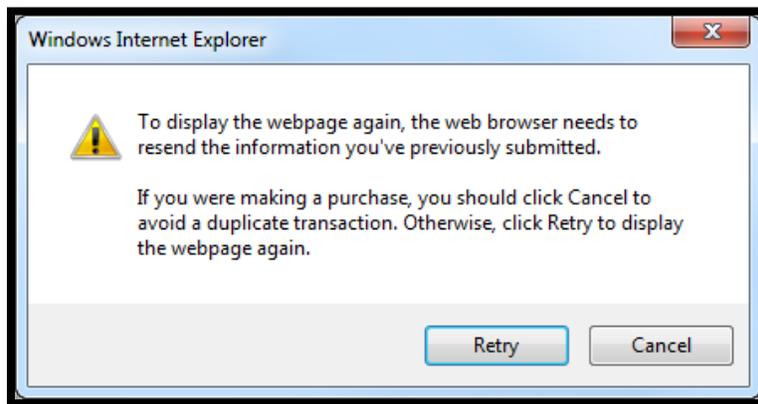


D. Search Core Data

On the Collection System Home page, click the “Search Core Data” button to start the process of searching for student in the Assignment system. You may receive the following messages:

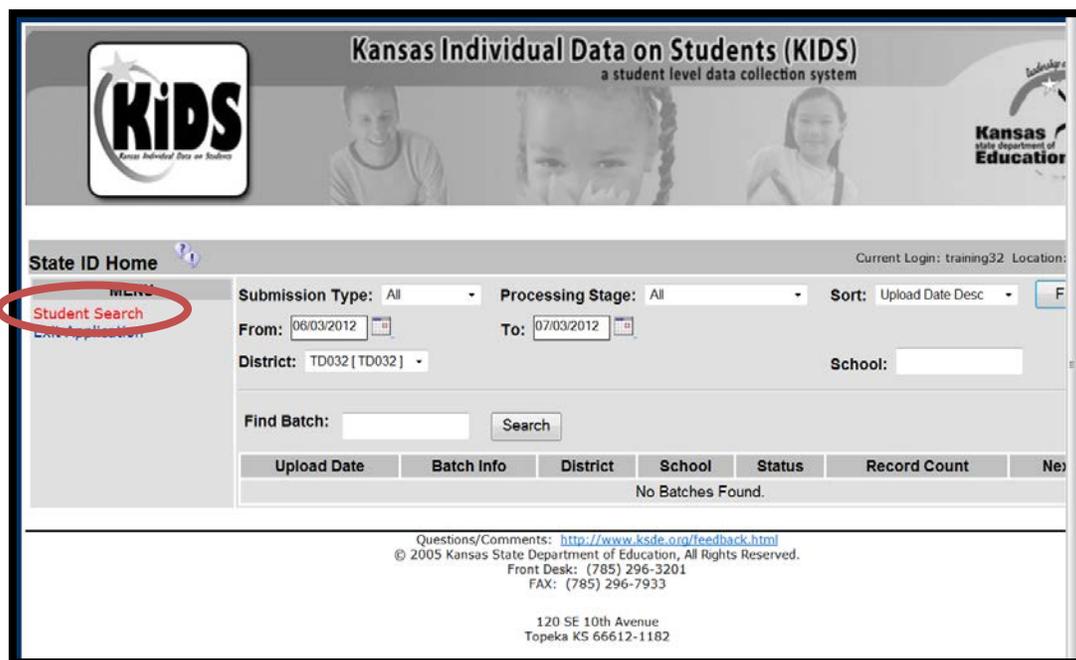


Click “Allow once.” The “Options for this site” may allow you to select an option that will allow this to open every time. You may see the following additional pop-up message:



Click “Retry” to be routed to the State ID Home page.

The Student Search feature allows users to search for students by State ID or demographic information (i.e., last name, birthday, etc.). To access the Student Search feature, click the Student Search link on the State ID Home page (as shown on the next page):



The student search is based upon the *current* information for students who have been assigned a State Student ID. There are three search options:

- Simple Search
- Advanced Search
- State ID Search

The simple search, shown below, performs searches for a student using demographic data.

The screenshot shows the 'Simple Search' tab selected. The search form includes the following fields:

- * First Name:
- Middle Name:
- * Last Name:
- Suffix:
- Date Of Birth: mm / dd / yyyy (dropdown menus)

Buttons for 'Search' and 'Clear' are located at the bottom of the form. A note indicates '*Required Fields'.

The advanced search, allows you to search for a student based on additional fields of student data. This refines the search and provides fewer results.

The screenshot shows the 'Advanced Search' tab selected. The search form includes the following fields:

- First Name: *
- Middle Name:
- Last Name: *
- Alt Last Name:
- Suffix:
- Gender: (dropdown)
- Date Of Birth: mm / dd / yyyy (dropdown menus)
- Ethnicity: (dropdown)
- Race: (dropdown)
- Race 2: (dropdown)
- Race 3: (dropdown)
- Race 4: (dropdown)
- Grade:
- School:
- District:
- Res District:
- Local ID:
- Source System: (dropdown)
- Customer Field 1:
- Customer Field 2:
- Customer Field 3:
- Customer Field 4:
- Customer Field 5:

The State ID search, shown below, allows you to search for a student based on his/her SSID.

Search Individual Student

Current Login: training32 Location: TD032-TD032

Simple Search | **Advanced Search** | **State ID Search** | Alternate ID Search

* State ID: Search

* Required Fields

Questions/Comments: <http://www.ksde.org/feedback.html>
 © 2005 Kansas State Department of Education, All Rights Reserved.
 Front Desk: (785) 296-3201

Filtering student: Once a student is located using any one of the search options, you will see a screen similar to the one below:

Search Individual Student

Current Login: training32 Location: TD032-TD032

Simple Search | **Advanced Search** | **State ID Search** | Alternate ID Search

* First Name: James Middle Name: Last Name: Carter Suffix:

Date Of Birth: mm / dd / yyyy

* Required Fields Search Clear

Search Results

State ID	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Ethnicity	Race(s)	SSN	Match
1697375979	Carter	James			06/03/1998	MALE	TD034	T034		White	Not Present	80
5250182828	Carter	Whitney	James		06/28/1984	MALE	D0499	8274		White	Not Present	77
8470439308	Carter	James	Frederick		02/20/2004	MALE	D0233	9302		White	Not Present	77
8254612161	Carter	Zachary	J		08/25/1988	MALE	D0499	8274		White	Not Present	73

To view more detailed information about the student(s), you can click on either the first name or last name hyperlinks. A page similar to the one below will display:

Search Individual Student

Current Login: training32 Location: TD032-TD032

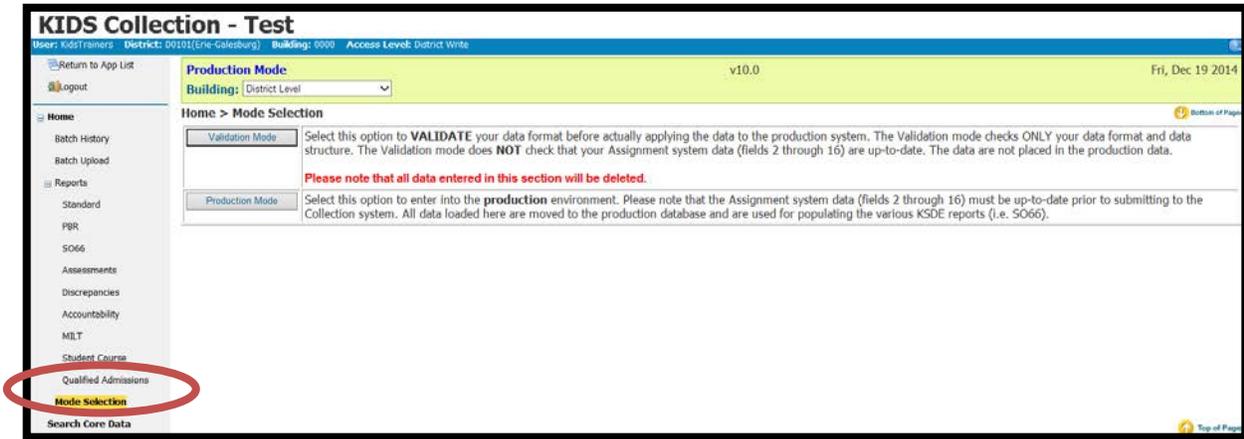
Student Information: [State ID : 1697375979] Created: 01/30/2009

General Information		Enrollment Information	
First Name:	James	Grade:	06
Middle Name:		School:	T034 TD034
Last Name:	Carter	District:	TD034 TD034
Alt Last Name:		Res District:	TD034 TD034
Suffix:		Sch Yr:	2008
Gender:	MALE	Local ID:	1234567891
Date Of Birth:	06/03/1998	Source System:	Default
Ethnicity:		Alternate ID:	
Race:	White	Alternate Source:	
Race 2:			
Race 3:			
Race 4:			
Race 5:			
SSN:	Not Present		

NOTE: If you navigate between the different search options tabs, Assignment will “remember” the values that you entered in your last search. For example, if you search for a student using the Simple Search option and then try to search using the State ID, the Simple Search tab will retain the search values that you entered.

E. Mode Selection

After clicking on the link for the Mode Selection, the screen below displays the option of maneuvering in the Collection System between Validation and Production modes. For more information about the Validation environment, see Part IX.



Part IX: Validation Environment

The KIDS Collection Validation environment provides an **optional** online environment for schools and districts to submit their student records in a “test” mode. Districts can validate their file format prior to submitting it to the “live” KIDS Collection Production System. All screens in the validation environment will display “Validation” on the top of the page, as shown below.



The Validation environment is refreshed periodically and **does not store any submitted data**. In addition, there is no access to the Assignment screens and no data checking in place to ensure that Assignment records are up-to-date (as there are in the “live” Production Mode environment). The Validation Mode is strictly for use in testing the formatting of the SIS Collection Export file and to see if your file will pass the data requirements for each field.

NOTE: The Validation environment will “freeze” if you attempt to upload student records for students who do not have State Student IDs. This is because the Validation mode is not linked with the KIDS Assignment System database.

Part X: Help Resources

If you have difficulty working with the KIDS system, please contact the KSDE Help Desk during regular business hours at (785) 296-7935. By contacting the Help Desk, your questions will be directed to the appropriate staff member.

If you need assistance or guidance on how to report a specific data element for a student, submit your questions via email to kids@ksde.org or visit the KIDS Project website at www.ksde.org/kids for guidance documents.

Appendix A: Input and Output Files

Different types of files are used in the Collection System; **input files** and **output files**:

Input files

The input file is extracted from the local SIS or ODT and uploaded into the Collection System.

SIS Collection Export file – This input file is uploaded from the Student Information System (SIS) or Online Data Tool (ODT) to the Collection System and it contains the student records.

Output Files

The output files are created by and downloaded from the Collection System. These output files allow the user to view data errors that need to be corrected in the local SIS and resubmitted to the Collection System, retrieve State IDs, view the results of a QERY record submission, and view reports based on data submitted to the KIDS system.

View Data Errors file – This is an output file that the Collection System may create if there are errors in some of the student records. Error messages are included in this file so that the user knows what data to correct in the SIS. There are two types of errors: data errors and “Mismatch on Student Element” errors.

Retrieve Core Data file – This is an output file that the Collection System may create whenever a student record that was submitted that automatically created a new SSID or when a student record was submitted that did not contain an SSID. Once the “Manage Core Data” process has updated records in the Assignment System and the batch has been rerun, any records that had new SSIDs created through the “Manage Core Data” process will be added to the “Retrieve Core Data” file. The Retrieve Core Data file provides a file with those students who had new SSIDs created so that the school can put the correct SSID(s) back in to the local SIS.

QERY Results file – This is an output file that contains the results of a QERY submission to KIDS (i.e., KIDS demographic and program participation data from a student’s previous Accountability School).

Reports Exports – This is data that will be exported to Microsoft Excel. This data allows for comparison of data in the SIS.

Input files and some output files contain three different types of records in the following order:

- A header record with “TH” as the record type
- One or more student detail records
- A trailer record with “TT” as the record type

Appendix B: Best Practices

File Management

The KIDS system relies upon data batch files as the means for collecting information from, and providing information back to, schools and districts in Kansas. The process of uploading and downloading batch files from KIDS can become very confusing if there is not a good file management and organizational system in place. Batch files look very similar to one another, and it can be easy to misplace them while correcting file errors, downloading State IDs, and resubmitting corrected files to KIDS.

Organizing Files

- Although many people save data files directly onto their local computer (usually in the “My Documents” folder), it is best to save files onto a **server** that is backed up periodically. This ensures that information that you save will be retrievable if the worst case occurs and your local system or hard drive fails.
- It is also recommended that you use folders to organize your KIDS Collection files. Files that are “works-in-progress” should be separated from those that have been submitted in “final” form to KIDS and from files that have been processed and downloaded from KIDS. For example, you might find it helpful to create a “KIDS Collection Batch Files” folder that contains subfolders for *submitted files*, *downloaded files with errors*, etc.

Archiving Files

Archiving is the process of moving files and information that are no longer needed or used on a regular basis into a storage location. KSDE recommends archiving all uploaded and downloaded batch files after you have finished processing them. This helps prevent accidental overwriting of old, historical data with new data.

- KSDE recommends you move these archive files to another set of folders on the server hard drive. One option for archiving is to create archive files for each KIDS Collection subfolder (I.E. DOWNLOADERERROR) that you create. Another strategy would be to create a general Archive folder under the main KIDS Collection folder, and then create folders under Archive that represent each school year (i.e., “2012-2013”).
- Please note that schools and districts are **not** required to retain, store, and/or archive files that have been submitted to KIDS. Once a file has been submitted and all student records in that file have processed successfully, the batch files may be deleted from the local computer or network.
- If schools/districts do not have a secure method of storing these files, it is recommended that they be deleted.

Confidentiality and Security

Data Confidentiality

In recognition of the importance of confidentiality surrounding student data, KSDE has developed a *Privacy Statement*. This statement has been adopted by KSDE and is included in all staff security awareness training.

We encourage districts to review and understand this policy. Districts should determine how the information in this policy relates to their staff and their internal practices, and are welcome to adopt it or any portion of it. The Privacy Statement document can be found on the Research and Evaluation page of the KSDE website: .

<http://www.ksde.org/Privacy.aspx>

Here are additional links on FERPA and the Student Data Privacy Act for reference purposes.

<http://www.ksde.org/Default.aspx?tabid=337>

http://www.kslegislature.org/li/b2013_14/measures/sb367/

Computer Environment Security

The following are generally considered to be the basic guidelines for maintaining a safe, secure computer environment. This is by no means a comprehensive list, but these guidelines can help ensure that viruses, hackers, and other threats do not compromise data or an entire computer network.

- Maintain up-to-date antivirus software: Anti-virus software for any particular type of device should be running and up-to-date on every level of device, including clients, file servers, mail servers, and other types of networked devices.
- Use host-based firewall software when possible: Host-based firewall software, for any particular type of device, should be running and configured according to the guidelines for your organization. Please note that the KIDS System requires that ports 8888, 8443, and 443 on the server be open for communication.
- Use strong Passwords and protect them: The following are guidelines for a “strong” password:
 1. At least 8 characters long
 2. Contains at least 1 numeric value or special character
 3. Contains at least 1 upper case letter
 4. Contains at least 1 lower case letter

There are some basic guidelines for creating good passwords. Do NOT write your passwords down on a notepad, on a sticky note, or anywhere else where it might be seen. Do not use the name of your partner, your address, your pet’s name, your children’s names, etc. as your password—these are probably the first words that somebody attempting to access your information or software system would try. Do not use words. No matter how expansive your vocabulary is, there exist “cracking” programs that can try every word in the dictionary to find your password. One of the best techniques for creating a good password is to use initials of a saying or sentence that is meaningful to you. Use numbers and “special” characters (such as symbols, spaces, and capital letters) in your password.

TIP:

For example:

Phrase: Now Is the Time

Password: N0_1s_Th_T1

**Used the first 2 letters of each word and substituted zero and one for the “o” and “l.”

- Maintain good physical security: Unauthorized physical access to an unattended device can result in harmful or fraudulent modification of data, fraudulent email use, or any number of other potentially dangerous situations. In light of this, where possible and appropriate, devices should be configured to "lock" and require a user to re-login if a computer is left unattended for more than 10 minutes.
- Maintain regular backups: Backup your system in proportion to the amount of data that you are willing to lose--work done last month? Last week? Today? Make sure you are able to restore data from your backup. Have a start-up disk handy in case your computer system files get damaged.
- Use care when reading email and downloading files: Emails are the principal sources of computer virus infections.
 1. Be sure to know the source and the reason for an attachment before opening it.
 2. Be wary of URLs in email.
 3. Use care when downloading files.
 4. Do not run/install a program with an unknown origin.
 5. Do not download software unless it was written by an entity you trust.
 6. Do not give permission to third parties to download software on your machine.

Additional Data Security & Confidentiality Tips

- Never attach student (KIDS) records to e-mails without encryption software in place.
- Don't share KSDE usernames and passwords; each individual should have their own.
- Position computer screens so that they are not visible to passers-by.
- Do not discuss confidential or sensitive information in a public or high-traffic area.
- Shred confidential information that is no longer needed (including KIDS reports).
- Take care when transporting confidential student information to or from work on a laptop.

Appendix C: Data Quality

Good data is critical to effective teaching, learning, and management of schools. Therefore, data should be treated as a resource that is as important to schools as staff and books, and policy-makers should be willing to invest time and effort toward the creation of high quality data. Four components of high quality data listed in the Forum Guide to Building a Culture of Quality Data (National Forum on Education Statistics, 2005) are:

- **Accuracy.** The information is correct and complete. Data entry procedures are reliable.
- **Security.** The confidentiality of student and staff records is ensured, and data are safe.
- **Utility.** The data provide the right information to answer the questions that are asked.
- **Timeliness.** Data are entered in a timely manner.

Issues with Data

Even though data quality is critical to accurate interpretation and effective use of data, the following challenges to data quality exist in most organizations:

- **Data redundancy.** The same data appears in different places and formats, and it is often unclear which of the incidences of the data is most accurate and/or most current.
- **High variability.** There are as many as ten variations in format, content, or meaning of a “fact” or piece of data.
- **Increasing volume and disparity of data.** Technology has allowed the rapid collection and storage of an increasing amount of data. Staff members who do not know that the data they need are already being collected or who are not satisfied with the accuracy and format of the data available to them can too easily begin their own separate collections. Not only does this increase disparity, it also increases costs and decreases productivity since more time is spent finding needed data and resolving problems.

Increasing Data Quality

Steps can be taken to increase data quality and make data a true asset to education, including:

- Assigning a data steward for each collection who is truly knowledgeable about the collection.
- Informing staff about the data being collected by the school or organization.
- Teaching staff members a number of ways to check data accuracy:
 - Spot check, using forms from which data were entered.
 - Develop and run automated data edits.
 - Check aggregate reports for reasonableness.
- Providing professional development related to the ways accurate data can support the overall purpose of education.
- Developing clear data policies, standards, definitions, and timelines:
 - Develop a process to follow if a data error is found.
 - Establish clear lines of responsibility for data-related tasks.
 - Provide training and documentation for each data collection.
 - Compile and publicly post a calendar of data-related dates and deadlines.

- Provide opportunities for feedback about the data process, training, and/or documentation.
- Make assistance available if problems are encountered.
- Develop clear documentation about the data resources, and keep the documentation current so that staff can actually use the resources and so that data will not be lost due to staff attrition. KSDE encourages all KIDS users to consider seeking certification in the Data Coordinator track of the Data Quality Certification (DQC) Program. For more information on this free professional development program visit <http://community.ksde.org/Default.aspx?alias=community.ksde.org/dqcprogram> .
- Develop a phased improvement schedule instead of trying to overhaul the entire data resource at once. Incremental steps can help ensure success, gain recognition of the value of the initiative, and gain support for moving ahead.
- Ensure that the hardware and software products used at the school/district can support the data collection initiatives.
- Work hard to establish a data entry environment that is as secure and free of distractions as possible

The goal of any organization should be data that are alike in kind, quality, and character; and that are well integrated, easily identified and understood, readily accessed and shared, and utilized to their fullest potential (Brackett, 2000). It is important to help staff understand the current state of their organization's data resource and compare that state to this desired goal. When the benefits of a quality data resource are general knowledge, it is easier to remove obstacles that prevent attainment of the goal.

Educational organizations must make a concerted effort to reduce the natural drift of their data resource toward disparity and low quality and increase the general understanding of the role accurate, accessible data can play in improving teaching and learning. Data will not be considered an asset to education until this occurs.

Resources for more information

- Brackett, Michael H., 2000. Data Resource Quality: Turning Bad Habits into Good Practices, Boston: Addison-Wesley.
- U.S. Department of Education National Forum on Education Statistics, 2004. Forum Guide to Building a Culture of Quality Data: A School & District Resource, <http://nces.ed.gov>.