



Guidelines for Reporting Virtual Education Students to KIDS

Introduction:

This document provides guidelines regarding the process of reporting information on students participating in virtual education to the KIDS Collection System. The definition of a “virtual” student as it is reported in KIDS is different than a “virtual” course as it has been defined for reporting in the Kansas Course Code Management System (KCCMS) and a “virtual” course as it has been defined for reporting in the Educator Data Collection System (EDCS).

Defining Virtual:

When is a Student Considered a Virtual Student?

A student is considered a virtual student if he/she is attending an approved virtual school or program and is able to take classes anytime, anywhere. If the student is taking a course online at his/her school during school hours, he/she would not be considered a virtual student. A Virtual Student is reported on KIDS ENRL, MILT and EOYA records.

Here are some scenarios to consider:

Scenario 1: Student is only attending an approved virtual school or program for all courses:

This student is reported by the virtual education school or program that is approved for State funding as a virtual student in the Virtual Education Student field for the courses enrolled. This student is asynchronous to their traditional brick and mortar building and can take the courses any time. A full time student receives virtual weighting of 1.05 FTE and gets no additional weightings in the funding formula except AP weighting, if applicable.

Scenario 2: Student is attending an approved virtual school or program for part of the day and a brick and mortar school for the rest of the day:

- ***In the same district with the same building number:*** If more than 50% of the classes the student is enrolled in are considered virtual, then the student would be reported as a virtual student in the Virtual Education Student field. If less than 50% of the classes the student is enrolled in are considered virtual, then the student would be reported as a 0=“Student is not a Virtual Education Student and has not been during the current school year” in the Virtual Education Student field.
- ***In the same district with a separate number for the virtual school:*** The school with the majority of minutes should report the student and include in minutes enrolled, the minutes from both schools. If the student has more minutes from the virtual school then the student would be considered a virtual student for the Virtual Education Student field.

- ***In two different districts, one virtual and one brick and mortar:*** Each district should report the student for the amount of time spent in classes in that particular district. The brick and mortar district would report the student to KIDS with 0=“Student is not a Virtual Education Student and has not been during the current school year” in the Virtual Education Student field, and will have the minutes enrolled counted first by KSDE. The virtual district would report the student as a virtual student in the Virtual Education Student field and will be limited to the number of minutes it is able to claim based on the number of minutes claimed by the brick and mortar school.
- ***In two different districts, one virtual and one brick and mortar and is a special education student in brick and mortar school.*** Each district should report the student for the amount of time spent in classes in that particular district. The brick and mortar district would report the student with 0=“Student is not a Virtual Education Student and has not been during the current school year” in the Virtual Education Student field and as a special education student in either the Primary Disability Code field or the Gifted Student Code field. This will result in the student being initially counted as 1.0 FTE; however, when the district is audited the FTE will be reduced and calculated based on the number of minutes indicated in the Minutes Enrolled field and will have the minutes enrolled counted first by KSDE. The district should be prepared to see a reduction in FTE from what was originally reported on the district’s SO66. The virtual district would report the student as a virtual student in the Virtual Education Student field and will be limited to the number of minutes it is able to claim based on the number of minutes claimed by the brick and mortar school.

Scenario 3: Student is taking an on-line class at a brick and mortar school. The district does not have an approved virtual school or program:

This student should not be reported to KIDS as a virtual student in the Virtual Education Student field. The course is offered during a specific period during the school day and is taken at the brick and mortar school.

When is a Course Considered a Virtual Course?

The definition of a virtual course is dependent upon in which system you are reporting the data. While you are not designating a course as a virtual course in KIDS, schools/districts do report virtual courses on KIDS STCO records. The following guidance is intended to provide clarification on virtual course reporting for STCO purposes.

KCCMS: A virtual course is any course delivered online.

EDCS: Any course that is taught on-line by a computer program is considered a virtual course. Any course that is delivered online, but a teacher is providing the instruction from somewhere is not considered a virtual course. It is considered distance learning.

KIDS STCO: The STCO record must align with the EDCS. The student may not be marked as a virtual student in the Virtual Education Student field on other KIDS records, but may still have STCO records submitted for courses that are considered virtual courses.

Related Documentation:

The primary documentation for Virtual Schools and Virtual Education can be found on the [Virtual Schools webpage](#). The documents below are particularly important:

- Virtual Education Requirements
- 2014-2015 Virtual Schools and Programs

The [Fiscal Auditing webpage](#) contains the document indicating how to count virtual education students for funding and attendance purposes.

- Enrollment Handbook 2014-2015 School Year

KIDS Records and Virtual Students:

Virtual Education Students are reported on ENRL, MILT, and EOYA record types. ENRL and MILT records are submitted by the funding school and are used to determine funding allocations. EOYA records are used for accountability purposes and are submitted by the Accountability school.

The valid values to indicate a student is a Virtual Student in KIDS (Virtual Education Student) are as follows:

- 1="Student is currently a Virtual Education Student
- 2="Student is not currently a Virtual Education Student, but has been at some point during the current school year
- 3="Virtual AP Student—Student is currently taking at least one virtual Advanced Placement (AP) course not offered by the student's resident district, and the student's resident district contains at least 200 square miles or at least 260 FTEs

If both codes "1" and "3" apply to a particular student, report the student as code "3."

Note that if either "1" or "3" is indicated in the Virtual Education Student field on either the ENRL or MILT record, the minutes enrolled entered in the Minutes Enrolled field must reflect the minutes recorded for auditing purposes.

Virtual Students and ENRL:

ENRL records are submitted for the September 22nd headcount upon which a school's yearly funding is based. All virtual education students for which the reporting school is receiving funding should be included as part of the ENRL submission for that school. Students should only be marked as virtual education students

- if the submitter is the school or district providing the virtual education services or
- if the school or district is contracting with an approved program to provide the virtual education services via a service center and the student is a virtual education student during the *first* half of the school year.

For specific attendance requirements regarding virtual students for ENRL, see the Submission Details Document—ENRL located on the KIDS project website (www.ksde.org/kids) under the "Documents" tab.

If a student is marked as a Virtual Education Student in the Virtual Education Student field, then the Transportation Address and the Transportation City fields must contain the residence address and city for that virtual student (the Miles Transported and Transportation FTE fields should both contain "0").

Enrollment data, specifically the Minutes Enrolled data, for virtual students reported with code “1” or “3” in the Virtual Education Student field on ENRL should be reported following the guidelines in the 14-15 Enrollment Handbook.

The Virtual Education Students Report can be generated in the KIDS Collection System under “PBR” category of Reports to see the students reported as a “1” or “3” on Virtual Education Student on ENRL records. These are the students that will be used to populate the Virtual Education Students field on the “Weightings” page of the Principal’s Building Report (PBR).

Virtual Students and MILT:

MILT records are submitted for the February 20th headcount (for which schools, in some situations, may be eligible for additional funding). All virtual education students enrolled and attending on February 20th should be submitted as part of the MILT Collection, including those submitted as virtual students for the September 22nd ENRL Collection. Students should only be marked as virtual education students if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. Only students submitted as an AP virtual education student during the *second* half of the school year and counted in the current year ENRL Collection will generate additional funding. Unlike ENRL, no specific attendance requirements are required to count virtual AP students for MILT.

As with ENRL, if a student is marked as a Virtual Education Student in field Virtual Education Student, then fields Transportation Address and Transportation City must contain the residence address and city for that virtual student (Miles Transported and Transportation FTE should both contain “0”).

Attendance data, specifically Minutes Enrolled, for virtual students reported with code “1” or “3” in Virtual Education Student on MILT should be reported following the guidelines in the Virtual Education Requirements document for auditing purposes.

If both codes “1” and “3” apply to a particular student, report the student as code “3.”

Virtual Students and EOYA:

EOYA focuses on collecting attendance and membership data for **all** students who were enrolled at the Accountability School at any point during the year. This submission should include data for current virtual students as well as those who attended the Accountability School and then exited prior to the end of the school year. The students that are reported as Virtual on EOYA records are used in determining non-proficient virtual students for funding purposes the following year.

For all virtual education students, the submitter should indicate whether the student has been a virtual education student at the current Accountability School at any point during the current school year. Students should only be marked as virtual education students if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. Unlike the ENRL and MILT Collections, EOYA does not require the Accountability School to submit the additional address information (Student’s Transportation Street Address and Student’s Transportation City) for virtual students, although that data can be submitted on EOYA records as optional fields.

Attendance data, specifically Days in Membership and Days in Attendance for virtual students reported on EOYA should refer to each session the student is assigned to throughout the year as their course of study.

Students Enrolled in Virtual Courses and STCO:

STCO records should be sent for all K-12 students that received a course outcome in a virtual course. STCO records should be sent by the school or district providing the virtual education services or the school or district that is contracting with an approved program to provide the virtual education services via a service center.

Additional Resources:

- For Virtual Student questions, contact the director of your virtual program/school or email Jessica Noble at jnoble@ksde.org.
- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or email kids@ksde.org
- The [Course-Teacher-Student webpage](#) brings the shared reporting components of each application together in one central location and provides guidance based on the interconnectivity of the KCCMS, EDCS, and KIDS STCO.

Revision History

Version	Date	Changes
7.00	7.08.14	Updated for 2014-2015 school year

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