

We will be getting started in a few moments...

Remember, you can connect via conference call to hear the audio.

866-620-7326

Passcode: 785-296-7720#

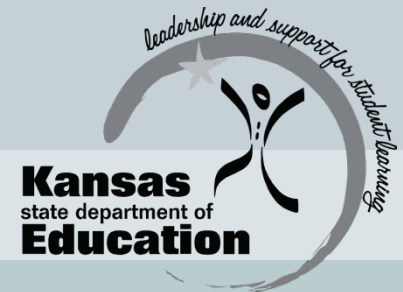
*Remember, please mute your phones by selecting *6*

The KSDE IT Helpdesk is not able to offer technical support with Adobe Connect at this time. If you do have technical issues with Adobe Connect, please consult the Adobe 24 hour technical support number 1-800-422-3623 (1-800 42 Adobe) to assist you before the training.

If you are unable to see or hear the presentation, we ask (out of respect for those needing to start and end the training on time) that you work to resolve your issues off line. Feel free to join in when your issues are resolved, or you may need to watch the recording.

Pre-Collection Extended Workshop

**2015-2016 ENROLLMENT AND FUNDING COLLECTION
(ENRL)**



ENRL Session Agenda

- ENRL Collection Overview
- Data Elements
- Reports Related to ENRL
- Special Notes
- Documents
- Data Quality Best Practices
- Help Resources
- Closing



ENRL Collection Overview

Purpose of ENRL

- To gather enrollment data about students enrolled and attending on September 21st.
- To populate sections of the Principal's Building Report (PBR) and Superintendent's Organizational Report (SO66) that are used for state funding calculations and for some federal funding calculations

Submission Window

- September 21, 2015 through October 12, 2015.
- Student data must be current as of September 21.
- Once the PBR has been submitted for a building, no ENRL records will be accepted.



Students to Submit

- Records for all active students **enrolled** and **attending** as of September 21st (per the September 20th rule)
 - The attendance “rule” for virtual students is different!

Who Submits?

- All accredited public and private schools in Kansas
 - Public schools must submit ENRL records for all students for which they are the funding school.
 - Private schools must submit ENRL records for which they are the accountability school.
- Every school builds its own PBR—if multiple schools claim funding for the same students, then a report will indicate that information, and the information also goes to the auditors.



Use of ENRL Data

- ENRL records with Minutes Enrolled of 18 or greater (FTE 0.1 or greater) will be used to populate the school's PBR and the district's SO66
- Data reported on ENRL submissions are evaluated by KSDE's fiscal auditors during the audit process.
- Federal reporting
 - English Speakers of Other Languages (ESOL) program participation
 - Special Education (SPED)
- National School Lunch Program (NSLP) eligibility verification
- Evaluating possible or future funding formulas
- KSDE K-12 and Building Report Card Reports



Data Elements

Required Fields

KIDS Collection Field Requirements ENRL Record Type 2015-16

Field Number	Excel Column	Field Name	ENRL
D1	A	Record Type	R
D2	B	Accountability School Identifier	R
D3	C	Residence District Identifier	R
D4	D	Legal Last Name	R
D5	E	Legal First Name	R
D6	F	Legal Middle Name	O
D7	G	Generation Code	O
D8	H	Gender	R*
D9	I	Date of Birth	R
D10	J	Current Grade Level	R*
D11	K	Local Student Identifier	R
D12	L	Hispanic Ethnicity	R
D13	M	State Student Identifier	O
D14	N	Current School Year	R
D15	O	Funding School Identifier	R
D16	P	Attendance School/Program Identifier	R
D17	Q	Virtual Education Student	R*
D18	R	School Entry Date	R
D19	S	District Entry Date	R
D20	T	State Entry Date	R

Field Number	Excel Column	Field Name	ENRL
R		Required = Must contain a valid non-blank value	
R*		Required = Must contain a valid non-blank value, including zero	
X		Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value.	
O		Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.	
Fields not listed		Values submitted in these fields will not be validated or stored on the indicated Record Type.	
E		Must be blank	

Required Fields

D24	X	Minutes Enrolled	R*
D25	Y	Concurrent High School Enrollment	R*
D30	AD	Comprehensive Race	R
D31	AE	Eligibility for National School Lunch Program	R*
D32	AF	Primary Disability Code	X
D33	AG	Gifted Student Code	X
D35	AI	Residence of Homeless Student while Homeless	R*
D36	AJ	ESOL /Bilingual Program Entry Date	X
D37	AK	First Entry Date into a School in the United States	X
D38	AL	First Language	R*
D39	AM	ESOL/Bilingual Program Participation Code	R*
D41	AO	ESOL Bilingual Student Contact Minutes	X
D42	AP	Career and Technical Education Contact Minutes	X
D44	AR	Miles Transported	R*
D45	AS	Transportation FTE	R*
D46	AT	Student's Transportation Street Address	X
D7	AU	Student's Transportation City	X
D48	AV	Student's Transportation Zip Code	R
D49	AW	Non-Resident Transportation	R*
D50	AX	Child of Military Family	R*
D51	AY	Immigrant Student	R*
D52	AZ	Country of Birth	X
D93	CO	User Field 1	O
D94	CP	User Field 2	O
D95	CQ	User Field 3	O

Optional fields are validated and stored if submitted. All other data fields that are neither required nor optional for ENRL may be left blank. If there are values in data fields that are neither required nor optional, then that data is not validated and not stored. The exception to this is EXIT data (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plans); exit data fields MUST be blank on ENRL records or an error will be generated.



Reports



Reports Related to ENRL

- The following reports are particularly important to ENRL submissions:
 - Standard Reports:
 - ✦ Accepted Records by Batch
 - ✦ Accepted Records by Type-ENRL
 - ✦ Homeless Student
 - PBR Reports:
 - ✦ PBR Enrollment
 - ✦ Students in Multiple Schools
 - SO66 Reports:
 - ✦ Juvenile Detention Center Students
 - ✦ Out-of-State Students
 - ✦ SO66 Non-Resident Students
 - ✦ SO66 Transported Students

KIDS Reports Related to ENRL

Return to App List Logout

Production Mode v10.0 Sat, Aug 23 2014

Building: District Level

Home > Reports > PBR Bottom of Page

Report Descriptions

Report Category: PBR

Reports

- [PBR Enrollment](#)
- [Students in Multiple Schools](#)

Cancel

Student Grade Level: ALL

Virtual Ed. Students: Yes

Concurrently Enrolled Students:

CTE Contact Minutes:

ESOL Contact Minutes:

Part-time Students: Yes No

IEP:

KAMS Students: No

Run Report

KIDS Reports Related to ENRL

	A	B	C	D	E	F
1	PBR Enrollment					
2						
	Accountability School ID	Residence District ID	First Name	Middle Name	Last Name	Gender
3	0105	D0101	Steven	Gage	Edwards	1
4	0105	D0101	Giovanni	Edward	Nash	1
5	0105	D0101	Thomas	Chester	McKenzie	1
6	0105	D0101	Vincent	Ambrose	Smith	1
7						

	Q	R	S	T	U	V
	Virtual Ed Student	School Entry Date	Minutes Enrolled	Concurrent High School Enrollment	Comprehensive Race	Primary Disability Code P E
	1	2011-08-29	400	0	00001	
	1	2011-08-29	400	0	10000	
	3	2011-08-29	400	0	10000	
	3	2011-08-29	400	0	10000	

KIDS Reports Related to ENRL

Return to App List
Logout

Home
Batch History
Batch Upload
Reports
Standard
PBR
SO66
Assessments
Discrepancies
Accountability
MILT
Student Course
Qualified Admissions
Mode Selection
Search Core Data

Production Mode V10.0 Sat, Aug 23 2014
Building: District Level

Home > Reports > Standard Bottom of Page

[Report Descriptions](#)
Report Category: Standard

Reports
[Accepted Records](#)
[Accepted Records by Type](#)
[Current Year Accountability Students](#)
[Dropouts](#) - Generated: Aug 22 2014 7:14PM
[EOYA Report](#)
[EXIT Status](#)
[Gained/Lost Students](#)
[Graduates](#)
[Homeless Student](#)
[Retired State Student IDs](#)
[Student History](#)

Cancel

School Year: 2014-2015

Student Grade Level: ALL

Definition: ENRL

Run Report

KIDS Reports Related to ENRL

Homeless Student

	Accountability School ID	Last Name	First Name	Middle Name	Gender	Date of Birth	Grade Level	Local Student ID	Hispanic Ethnicity	State Student ID	Current School Year	Funding School ID	Attendance School ID	Comprehensive Rating
4	0105	Calloway	Mary	Ann	0	1992-06-17	14	555005	N	4860569326	2014	0105	0105	10000
5	0111	Dorsey	Clara	Holly	0	2001-11-13	05	50032	N	3369339307	2014	0111	0111	10000
6	0105	Thompson	Blaine	Anthony	1	1989-11-13	17	509968	N	3739683929	2014	0105	0105	10000
7	0112	Gaines	Claudia	Alaina	0	1994-11-22	12	540502	N	6947625475	2014	0112	0112	10000
8	0112	Woodard	Jazmin	Genesis	0	1995-08-08	12	542035	N	6253737114	2014	0112	0112	10000

Special Notes



Special Notes

- **Building Codes**
 - Accountability School Identifier = 0001 or 0002
 - Funding School = must contain a valid School ID number or district central office



Special Notes

- September 20th Rule
- Fiscal Auditing webpage
(<http://www.ksde.org/Default.aspx?tabid=319>)
 - Enrollment Handbook-FY 16
 - Audit Guides
 - Calculators
 - Guidelines
 - Forms and Documents

Special Notes

- **Students Reported by Multiple Buildings:** Please see the “Enrollment Handbook 2015-2016 School Year” for guidance on reporting students attending multiple buildings. Pay close attention to the changes for virtual students 18 and under attending multiple buildings.
- If multiple schools erroneously submit ENRL records for the same student, each school will have that student listed on its PBR. Schools and districts can run the “Student in Multiple Schools” discrepancy report to identify their students submitted by another school or district. Auditors will be given a report of students that appear on multiple PBRs so that they can determine which school should report the student for funding.

Special Notes

Shared Student (Students of multiple schools)

1. When a public school receives funding for providing special education services to a private school's student, both the public and the private schools send ENRL records. Both schools should show the public school building number in the Funding School field.

ENRL Record for Public School: (1111)

- Accountability School: 2222
- Funding School: 1111
- Attendance School: 1111

ENRL Record for Private School: (2222)

- Accountability School: 2222
- Funding School: 1111
- Attendance School: 2222

Special Notes

Shared Student (Students of multiple schools)

2. When a brick and mortar building and virtual school or program in two different districts both provides education to a virtual student 18 and under, both submit ENRL records to KIDS. The amount of funding the virtual school receives depends on the number of minutes enrolled at each. The Accountability School will depend on the number of core content courses the student is enrolled in at each building.

ENRL Record for Brick and Mortar School: (1111) (no core content courses)

- Accountability School: 2222
- Funding School: 1111
- Attendance School: 1111
- Minutes Enrolled: 60

ENRL Record for Virtual School: (2222) (all core content courses)

- Accountability School: 2222
- Funding School: 2222
- Attendance School: 2222
- Minutes Enrolled: 360

Special Notes

Shared Student (Students of multiple schools)

3. When a brick and mortar building and virtual school or program in two different districts both provides education to a virtual student 18 and under, both submit ENRL records to KIDS. The amount of funding the virtual school receives depends on the number of minutes enrolled at each. The Accountability School will depend on the number of core content courses the student is enrolled in at each building.

ENRL Record for Brick and Mortar School: (1111) (core content courses)

- Accountability School: 1111
- Funding School: 1111
- Attendance School: 1111
- Minutes Enrolled: 300

ENRL Record for Virtual School: (2222) (1 core content course)

- Accountability School: 1111
- Funding School: 2222
- Attendance School: 2222
- Minutes Enrolled: 60

Special Notes

Shared Student (Students of multiple schools)

4. When two brick and mortar buildings in different districts both provide education to a student, both submit ENRL records to KIDS. The Accountability School will depend on the number of core content courses the student is enrolled in at each building.

ENRL Record for Brick and Mortar School: (1111) (3 core content courses)

- Accountability School: 1111
- Funding School: 1111
- Attendance School: 1111
- Minutes Enrolled: 360

ENRL Record for Brick and Mortar School : (2222) (1 core content course)

- Accountability School: 1111
- Funding School: 2222
- Attendance School: 2222
- Minutes Enrolled: 60

Special Notes

Shared Student (Students of multiple schools)

5. When a brick and mortar building and virtual program in the same district both provide education to a virtual student 18 and under and they both use the same building number, both submit ENRL records to KIDS. The virtual program must submit the ENRL Record with the district office as the Funding School. The amount of funding the virtual program receives depends on the number of minutes enrolled at each. The Accountability School will depend on the number of core content courses the student is enrolled in at each building.

ENRL Record for Brick and Mortar School: (1111) (4 core content courses)

- Accountability School: 1111
- Funding School: 1111
- Attendance School: 1111
- Minutes Enrolled: 300

ENRL Record for Virtual Program : (1111) (no core content course)

- Accountability School: 1111
- Funding School: 2222 (district office)
- Attendance School: 2222
- Minutes Enrolled: 60

Special Notes

- Updating Core Student Data
 - Accountability School
- Students without State IDs
 - Accountability School
 - OR
 - Funding School



Special Notes

- **Juvenile Detention Centers and Psychiatric Residential Treatment Facilities**
 - Accountability School—District's Central Office
 - Funding School—0003
 - Attendance School—building number of the Juvenile Detention Center or Psychiatric Residential Treatment Facility where the student is attending

Special Notes

- Removing Students Appearing on the PBR
 - Same Funding School listed as original upload
 - ENRL with Minutes Enrolled= 0
 - EXIT will NOT remove a student from PBR if ENRL record previously uploaded with Minutes Enrolled greater than 17.

Special Notes



- **Career and Technical Education Contact Minutes**
 - Report the number of minutes students receive instruction in an approved for funding CTE course or State approved course on September 21.
 - Do not include any time spent in any approved CTE courses through a post-secondary institution.
 - Funding for concurrent enrollment CTE courses, as reported in the Concurrent High School Enrollment field, is not included in the funding calculations at KSDE.
 - ✦ [Guidelines for Reporting Career and Technical Education Students](#)

Special Notes

- **Changes in Virtual Students Reporting:**
Based on the changes to the funding of students attending an approved virtual school or program (reported in D17), funding will now be differentiated into three different categories:
 - Full-Time Virtual Students 18 and Under,
 - Part-Time Virtual Students 18 and Under and
 - Virtual Students 19 and Over.
- The student's age will be determined as of September 20, 2015. Funding for virtual students 18 and under will be calculated from ENRL records.

Special Notes

- **Concurrent High School Enrollment**

Scenario 1:

Student is attending an approved-for-funding CTE program at a technical school during the morning (160 minutes) and the local high school during the afternoon. The student is enrolled in three core courses in the afternoon, but none of them are CTE courses.

What do you report in the Concurrent High School Enrollment field on an ENRL record?

1=Any approved CTE course at a technical college or community college.

What do you report in the CTE Contact Minutes field on an ENRL record?

Blank

Special Notes

- **Concurrent High School Enrollment**

Scenario 2:

Student is attending an approved for funding CTE program at a technical school during the morning (160 minutes) and the local high school during the afternoon. The student is enrolled in three courses in the afternoon, and one of them is a CTE course that meets for 50 minutes a day.

What do you report in the Concurrent High School Enrollment field on an ENRL record?

1=Any approved CTE course at a technical college or community college.

What do you report in the CTE Contact Minutes field on an ENRL record?

50

Special Notes



- **Concurrent High School Enrollment**

Scenario 3:

Student is attending an approved-for-funding CTE course at the local high school that meets for 50 minutes a day. The student also takes a college level English course that is for concurrent enrollment and is being offered by the local community college.

What do you report in the Concurrent High School Enrollment field on an ENRL record?

2 = Community college

What do you report in the CTE Contact Minutes field on an ENRL record?

50

Special Notes

- **Changes in Virtual Students Reporting:**
 - Virtual student 18 and under – If enrolled at a traditional building and a virtual school/program within the same district, two ENRL records must be submitted to provide the correct funding. The virtual school/program will be limited to the number of minutes remaining after the traditional school's minutes are subtracted from 360.
 - Virtual students 19 plus - Will be based on credits earned between July 1, 2015 and June 30, 2016. Virtual students 19 and over will still need to have an ENRL record submitted to include those students in headcount data reported for your district. Virtual students 19 and over who are enrolled on or before September 20th should have an ENRL record submitted with 360 minutes, regardless of the actual number of minutes they are in attendance during that period.

Special Notes

- **Miles Transported and Transportation FTE**
 - All students at districts expense
 - 1.0 or .5 FTE
- **Non-Resident Transportation**
 - Greater than 2.5 miles
- **Child of Military Family**
 - Parent on active duty



Special Notes

- Gained/Lost Emails
 - Are sent automatically when Accountability School changes – Does not contain personal student data
 - Recipients of gained/lost emails are **not** maintained by KSDE
 - Each school may designate up to 2 people to receive the emails by entering email addresses in the KSDE Directory Updates application.
 - “KSDE urgently recommends that you request records from the student’s prior school.”
 - Refer to the Gained/Lost Report in KIDS Collection.

Special Notes

- Homeless Students

- An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate nighttime residence and had a primary nighttime residence that was: shared with others due to loss of housing, economic hardship, or similar reason.
- “Unaccompanied homeless student” includes youth in homeless situations who are not in the physical custody of a parent or guardian.
 - ✦ If a student is considered unaccompanied at any time this school year, they should be reported as unaccompanied for the remainder of the school year.
 - ✦ [Guidelines for Reporting Homeless Students in KIDS](#)

Special Notes

- **Homeless Students**
 - Public schools should indicate whether a student was considered a homeless student at any point during the 2015-2016 year when submitting KIDS ENRL, EXIT, or EOYA records unless the student is a homeschooled student or unaccredited private school student.
 - Private schools are not expected to report Homeless Student data on KIDS records.
 - Each school should work with the district's appointed homeless liaison to ensure that the data submitted is accurate.

Special Notes

- Homeless Students

- Allowable values are:

- ✦ 0 = Not a homeless student
 - ✦ 1 = Accompanied homeless student doubled up (e.g., with relatives, living with another family)
 - ✦ 2 = Accompanied homeless student stayed in hotel/motel
 - ✦ 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care
 - ✦ 5 = Accompanied homeless student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings)
 - ✦ 6 = Unaccompanied homeless student doubled up (e.g., with relatives, living with another family)
 - ✦ 7 = Unaccompanied homeless student stayed in hotel/motel
 - ✦ 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care
 - ✦ 9 = Unaccompanied homeless student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings)

Documents



Documents

Districts should refer to the following documents when preparing the ENRL submission:

- ❑ KIDS 2015-2016 File Specifications Document
- ❑ KIDS 2015-2016 User's Guide
- ❑ KIDS 2015-2016 Submission Details Document—ENRL
- ❑ Guidelines for Determining KIDS Collection Building Identifier
- ❑ Guidelines for Reporting Career and Technical Education Data to KIDS
- ❑ Guidelines for Reporting Virtual Education Students to KIDS
- ❑ Guidelines for Reporting Homeless Students
- ❑ Enrollment Handbook FY15
- ❑ PBR & SO66 User's Guides

Data Quality Best Practices



Data Quality Best Practices

- Submit ASGT records to update Core Student Data before submitting ENRL records.
- Submit your ENRL data early—then check your PBR reports so that you have plenty of time to correct any errors.
- Check the school/district/state entry dates prior to submitting ENRL records.
- Check the KIDS reports frequently for reasonableness.

Data Quality Best Practices

- Be sure to submit an EXIT record with the last day in membership in your district for students that enrolled but did not attend this year.
- Update transportation fields of students moving between buildings within your district.
- Monitor Minutes Enrolled field closely to make sure it is not including lunch periods.

Data Quality Best Practices

- Recent Data Quality tips:
 - Be sure that your district is identifying students eligible for Free meals using KSDE's Direct Certification application before the September 21st count day. Districts missed out on funding because they didn't send ASGT records or search the Direct Certification list.
 - Review ESOL Minutes very carefully. A number of audit exceptions were found on ESOL minutes last year due to 1-2 minute corrections. See the ESOL guidelines in the Enrollment Handbook to make sure your ESOL minutes are being reported correctly.
 - Monitor the Students in Multiple Schools Report frequently during the ENRL submission Window to be alerted when another building reports it is the funding school for a student you also submitted for ENRL.



Help Resources



Help Resources

- KIDS Technical Support:
 - KSDE Helpdesk 785-296-7935 OR
 - KIDS Email (kids@ksde.org)
- Fiscal Auditing:
 - Kevin Mercer at kmercerc@ksde.org
- PBR or SO66:
 - School Finance 785-296-4973
 - Sara Barnes at sbarnes@ksde.org

Help Resources Continued

- For training in the KIDS system: visit the KIDS project website at www.ksde.org/kids and go to the “Training” tab.
- KIDS Info Listserv
- FAQ's
- Don't forget about the KIDS conference calls!

Closing



Q & A

- Are there specific ENRL reporting situations about which you are unsure?
- What questions do you have about the required/optional ENRL data fields?



Thanks for Participating!

Please access the Quia website to complete a session evaluation. The link is shown below, but you will also receive the link in an email after this presentation is complete.

[Survey - ENRL Pre-Collection](#)