

KIDS New Staff Training

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Agenda

- Introduction
- KIDS Overview
- Data Flow Process
 - Core Student Data
 - Identity Data
 - Student Information System
 - KIDS File Upload Process (Assignment and Collection)
- KIDS Demonstration
- KIDS Hands-on Practice
- Data Security
- Wrap-up and Questions





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Introduction

Courtesy Reminder:

- Turn devices off or set to silent and please take calls outside or on break.


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Introduction

HELLO

my name is


- Name
- USD
- School
- Position
- SIS Vendor
- Experience at your district
- Experience with KIDS



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Introduction


- By the end of the hands-on training session...
 - Participants will be able to register for KSDE user names and passwords, add or edit the applications that they have access to, and request a new password (if needed).
 - Participants will be able to navigate and describe the KIDS Collection and Assignment System interfaces.
 - Using training environment, participants will be able to search for a student, successfully upload a file to KIDS, resolve "near-matches" via the Manage Core Data Process, and identify data errors that would need to be corrected in the SIS/ODT.
 - Participants will be able to utilize KIDS reports to manage their student data.
 - Users will be able to navigate the KIDS website and utilize the KIDS help resources.



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KIDS Overview

- **What is KIDS?**
 - Kansas Individual Data on Students
 - Student-level data collection system at KSDE
- **Who submits data to KIDS?**
 - All public and private accredited schools in Kansas
- **When does a school/district send data to KIDS?**
 - There are 9 different submissions and submission windows are open at various times throughout the school year




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KIDS Overview: Schedule

Record	Focus	Window
ASGT	Obtain SSIDs, update core student data, and claim students	Any time
ENRL	Funding and Enrollment: populate PBR and SO66	9/21/15-10/12/15
TEST	State Assessments: populate CETE website, populates Measurable Objectives, KWJET, etc.	8/17/15-6/15/16
SMSC	REAP Funding	12/01/15-1/08/16
EOYA	End of Year Accountability: populates Measurable Objectives, state and federal counts	5/16/16-6/30/16
STCO	Student Course: Course-Educator-Student link for	7/27/2015 – 8/14/2015 (2014-2015 Data) 11/2/2015 – 8/12/2016 (2015-2016 Data)
TASC	Teacher and Student Connection: populates K-FIT, Success in School, etc.	Any time
EXIT	Students leaving school, date, reason, and any post-graduation plans	As soon as possible
QERY	Retrieve existing KIDS data about students without claiming them or changing the data	Any time

KIDS Overview

- **Where is KIDS located?**
 - KIDS is protected via a secure login system called Common Authentication
 - A username and password will allow you to login to KIDS
 - <https://online.ksde.org/authentication/login.aspx>
 - Register for a new username and password
 - Manage your account
 - Forget your password?





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KIDS Overview

■ **Why** are data submitted to KSDE via KIDS?

- For state reporting
- For federal reporting
- For accreditation and accountability








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KIDS Overview

■ **How** do schools/districts submit data to KIDS?

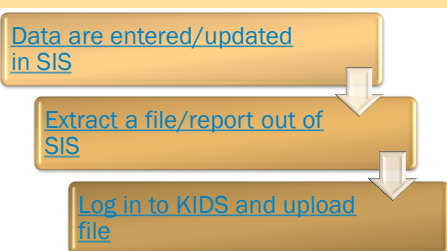
- Access the student information system (SIS)
- Generate SIS Report
- Extract file from SIS
- Log in to KIDS
- Upload file to KIDS (no direct data entry is done in KIDS)


(More to come later)



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Data Flow Process






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Core Student Data

■ The SSID is the unique number assigned to a student (child) by the KIDS Assignment System.

- It is a 10-digit number that stays with the student for as long as the student attends an educational entity that is accredited by the Kansas State Department of Education (KSDE).
- The basic information necessary to create a State Student ID number is called "core student data."
- Core data are entered in your SIS and is the basis of all data used by your school and district and what gets sent to KSDE



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Core Student Data

Core Student Data elements that are required to generate an SSID:

- SSID
- First Name
- Middle Name
- Last Name
- Suffix
- Gender
- Date of Birth
- Hispanic Ethnicity
- Comprehensive Race
- Grade
- Accountability School
- District
- Resident District
- Local ID



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Core Student Data

- **State Student Identifier (SSID)**—this is the number that is generated by KSDE and is provided to local education agency (LEA) staff.
- **Legal First Name**—this is the child's given name.
- **Legal Middle Name**—this is a second given name. Not all children have a middle name, and some may have multiple middle names.
- **Legal Last Name**—this is the family or surname. Some people have multiple last names.



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Core Student Data

- **Generation Code (Suffix)**—this is used to distinguish a person who shares the same name within a family (Jr. or II).
- **Gender**—this is the biological traits that distinguish the males and females of a species.
- **Date of Birth**—this is the month, day, and year on which the student was born.
- **Hispanic Ethnicity**—this indicates whether or not the student's ethnicity is Hispanic/Latino.
- **Comprehensive Race**—this is the general racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.



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Core Student Data

- **Current Grade Level**—this is the grade level or primary instructional level at which a student enters and receives services in a school or an educational institution.
- **Accountability School Identifier**—this the 4-digit number assigned by KSDE to the school that is responsible for educating the child.
- **District**—this is the unique number of the district assigned by KSDE to which the Accountability School is associated.
- **Residence District Identifier**—this is the unique number of the district in which the child resides.
- **Local Student Identifier**—this is the unique alphanumeric code assigned to the child by the LEA.




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Identity Data

- Identity data elements make a student unique and should not change.
- Identity data elements are found on legal documents such as birth certificates.
- Proof of Identity at Enrollment
 - [Kansas State Statute 72-53, 106](#) defines what proof of identity at enrollment means for kindergarten through twelfth grade. Because early childhood programs are generally the educational entity that submits data to generate SSIDs, it is best practice to follow similar guidelines as K-12 because the same SSID will always be associated with that child.




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Identity Data in KIDS



- SSID
- First Name
- Middle Name
- Last Name
- Suffix
- Gender
- Date of Birth



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Data Flow Process


Data are entered/updated in SIS

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Extract a file/report out of SIS

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Log in to KIDS and upload file



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Student Information System (SIS)


PowerSchool

Infinite Campus

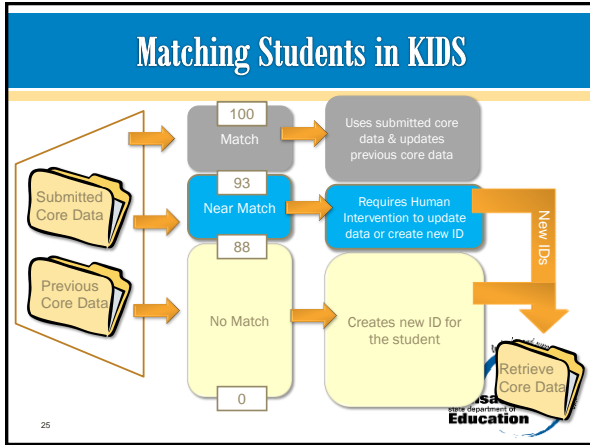
go.edustar

SKYWARD K-12

Synergy Student Information System



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KIDS System Demonstration

- Search Core Data
- Upload ASGT file (Manage Core Data)
- Upload ENRL (with Errors and Near Matches)
- Generate reports

KIDS Collection 2016
KIDS COLLECTION SITE

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KIDS System Hands-on Practice

- <http://kidsweb.ksde.org/>
- Click on the Training Tab
- Complete the following lessons:
 - Search Core Data
 - ASGT Upload
 - ENRL No Errors
 - ENRL with Errors
 - ENRL with Errors and Near Matches
 - EXIT Upload
 - Reports

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KIDS Resources

- <http://kidsweb.ksde.org/>
 - Documents Tab
 - KIDS Submission Overview 2015-2016
 - KIDS 2015-2016 Collection System File Specifications
 - Step-by-Step KIDS Submission Instructions
 - KIDS 2015-2016 User Guide
 - 2015-2016 KIDS Submission Details Documents (all 9)
 - KIDS 2015-2016 Guidelines Documents

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Data Security

- FERPA (Family Educational Rights and Privacy Act)
 - Protects the privacy of student education records and applies to all schools or education agencies or institutions that receive funds under an applicable program of the U.S. Department of Education
- You have a legal obligation to protect student educational data under FERPA
- Seek out your district's legal representation if you have questions about your district's processes. KSDE is unable to advise you regarding your district's methods for releasing data



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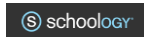
Data Security

- KSDE FERPA Resources
 - <http://www.ksde.org/Default.aspx?tabid=337>
- Privacy Technical Assistance Center (PTAC)
 - <http://nces.ed.gov/programs/ptac/>
 - Training/webinars
 - Toolkit
 - FAQs
 - Glossary



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- Schoology
 - KIDS Vocabulary Matching Exercise
 - KIDS New Staff Training Post-Test
- Questions?



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