KIDS 2014-2015 Submission Details Document: MILT

Introduction

This document contains information specific to the submission of MILT records to the Kansas Individual Data on Students (KIDS) Collection System for the Military and Virtual Student Collection. This collection gathers student enrollment data for districts whose student population significantly increases after the September 20th (ENRL) funding count due to military movement. It also gathers student enrollment data for schools and districts with virtual education students.

Submission Window

The window of time for submitting MILT records to KIDS is February 20, 2015–March 10, 2015. The student data that is submitted for MILT should be current as of February 20, 2015.

Submission Guidelines

Students to Submit

Military Dependent Students: Eligible districts should submit MILT records for all students who are dependents of active, full-time military personnel, who are enrolled and attending on February 20, 2015, and who were not included in the September22nd, 2 0 1 4 district count. Districts may submit all of the students who are enrolled and attending on February 20th, or only those students who meet the definition of "child of military family." Military dependent students who were enrolled and attending on September 22nd will **not** count again for the MILT collection funding calculations, since they were already included in the ENRL funding calculations; however, submitting them will not result in an error.

Virtual Education Students: All virtual students enrolled and attending on February 20th should be submitted as part of the MILT Collection. If the student was enrolled during the first semester, but not the second semester do not report the student as a Virtual Education student on the MILT Collection.

Who Submits?

The Funding School should submit MILT records. For military dependent students, schools or districts where the students are enrolled should submit MILT records. For virtual education students, only those funding schools or districts providing second semester virtual education services or contracting with an approved program to provide virtual education services via a service center should submit MILT records.

The Use of MILT Submissions

<u>Military Dependent Students</u>: KIDS uses the Child of Military Family field to identify students who are dependents of military personnel to determine if a district is eligible for additional funding.

<u>Virtual Education Students</u>: The students submitted in the Virtual Education Student field will provide a second semester virtual student count and a second semester virtual AP student count for funding purposes.

Field Number	Excel Column		
		KIDS Collection Field Requirements Record	
		MILT Type 2014-15	
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
D21	U	Cumulative Number of Days in Membership	
D22	V	Cumulative Number of Days Attended	
D23	W	Truant Student	
D24	X	Minutes Enrolled	R*
D25	Y	Concurrent High School Enrollment	R*
D26	Z	Exit/Withdrawal Date	E
D27	AA	Exit/Withdrawal Type	E
D28	AB	Special Circumstances Transfer Choice	
D29	AC	Post-Graduation Plans	E
D30	AD	Comprehensive Race	R
D31	AE	Eligibility for National School Lunch Program	R*
D32	AF	Socio-Economic Status Indicator	
D33	AG	Primary Disability Code	X
D34	AH	Gifted Student Code	X
D35	AI	Qualified for 504	
D36	AJ	Residence of Homeless Student while Homeless	
D37	AK	ESOL /Bilingual Program Entry Date	X
D38	AL	First Entry Date into a School in the United States	X
D39	AM	First Language	R*
D40	AN	ESOL/Bilingual Program Participation Code	R*
D41	AO	ESOL/Bilingual Program Ending Date	
D42	AP	ESOL Bilingual Student Contact Minutes	X
D43	AQ	Career and Technical Education Contact Minutes	X
D44	AR	Title I Participation	
D45	AS	Miles Transported	R*
D46	AT	Transportation FTE	R*

D47	AU	Student's Transportation Street Address	X
D48	AV	Student's Transportation City	X
D49	AW	Student's Transportation Zip Code	X
D50	AX	Non-Resident Transportation	R*
D51	AY	Child of Military Family	R*
D52	AZ	Immigrant Student	
D53	BA	Country of Birth	
D54	BB	Refugee Status	
D55	BC	Neglected Student	
D56	BD	Math Grouping Indicator 1	
D57	BE	Math Grouping Indicator 2	
D58	BF	English Language Arts - ELA Grouping Indicator 1	
D59	BG	English Language Arts - ELA Grouping Indicator 2	
D60	BH	Science Grouping Indicator 1	
D61	BI	Science Grouping Indicator 2	
D62	BJ	History/Gov Grouping Indicator 1	
D63	BK	History/Gov Grouping Indicator 2	
D64	BL	General CTE Grouping Indicator 1	
D65	BM	General CTE Grouping Indicator 2	
D66	BN	End of Pathways Grouping Indicator 1	
D67	BO	End of Pathways Grouping Indicator 2	
D68	BP	KELPA Grouping Indicator 1	
D69	BQ	KELPA Grouping Indicator 2	
D70	BR	State Mathematics Assessment	
D71	BS	State Mathematics DLM Proctor ID	
D72	BT	State Mathematics DLM Proctor Name	
D73	BU	State English Language Arts - ELA Assessment	
D74	BV	State English Language Arts - ELA DLM Proctor ID	
D75	BW	State English Language Arts - ELA DLM Proctor Name	
D76	BX	State Science Assessment	
D77	BY	State Science DLM Proctor ID	
D78	BZ	State Science DLM Proctor Name	
D79	CA	State History/Gov Assessment	
D80	CB	General CTE Assessment	
D81	CC	End of Pathways Assessment	
D82	CD	CTE cPass Proctor ID	
D83	CE	CTE cPass Proctor Name	
D84	CF	Kansas English Language Proficiency Exam (KELPA)	
D85	CG	User Field 1	O
D86	CH	User Field 2	O
D87	CI	User Field 3	O

R	Required = Must contain a valid non-blank value
R*	Required = Must contain a valid non-blank value, including zero
X	Required = Must contain 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.
Blank	Values submitted in these fields will not be validated or stored on the indicated Record Type.
E	Must be blank

Optional fields are validated and stored if submitted. All other data fields that are neither required nor optional for MILT may be left blank. Values in data fields that are neither required nor optional for MILT are not validated and will not be 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 MILT records or an error will be generated.

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. Although data can also be shared by generating the appropriate KIDS reports, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional MILT records are submitted to KIDS.

The detailed descriptions of each of the reports available in the KIDS Collection System may be found on the KIDS project website (www.ksde.org/kids) under the "Report Descriptions" tab or by visiting this website: http://community.ksde.org/Default.aspx?tabid=3500. The following reports are particularly important to MILT submissions:

Standard Reports:
☐ Accepted Records by Type—MILT

PBR Reports:
☐ Virtual Education Students

MILT Reports:
☐ Student of Military Families—District Eligibility for Additional Funding
☐ Student of Military Families—Not Counted Sept 20 ENRL
☐ Virtual Education Students

MILT Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the MILT record. In working with the KIDS System, many circumstances apply only to the record you are submitting.

How each data element is reported may differ for other submissions from the recommendations appearing below.

School Entry Date: School Entry Date should be based on the date the student entered the Funding School.

Eligibility for National School Lunch Program: Community Eligibility Provision (CEP) schools will need to make sure to report students that are *eligible* for free or reduced lunch based on Direct Certification or State At-Risk funding based on the State At-Risk application. The State At-Risk application will be verified during the auditing process. Non-CEP schools do not need to change the way this data has been reported. CEP schools should NOT report 100% in this field based on CEP. This field collects a student's eligibility, not how a student pays for lunch.

Weighted Funding: The February 20th count is treated like the September 20th count for enrollment purposes and includes all weighted items (such as vocational, bilingual, and transportation) that are assigned to these students.

Definition of Military Personnel: The definition of a dependent of military personnel for the MILT Collection is as follows: "a person who is a dependent of a full-time, active-duty member of the military service, or a dependent of a member of any of the US military reserve forces who has been ordered to active duty."

Military Attendance Requirements: A student (Child of Military Family) must be enrolled and attending on February 20th. If absent on February 20, 2015, then the student must have attended once on or after February 1st and once after February 20th but on or before March 4th.

Military Funding Eligibility Criteria: Districts meeting the criteria for increased enrollment of 25 FTE (full-time equivalency) military dependent students or by a number of military dependent students equal to 1% or more of the district's total September 20 FTE enrollment are eligible for additional funding. The district's enrollment count for purposes of state funding will be increased by the number of military dependent students enrolled and attending on February 20, 2015 who were not counted on the September 20th enrollment count. Districts should refer to the "Student of Military Families—District Eligibility for Additional Funding" Report in KIDS to see if they are qualified for additional MILT funding based on the data that they submitted to KIDS.

FTE vs. Headcount: The requirement for 25 new military dependent students and the military student enrollment 1% or more above the district's September 20th enrollment are based on FTE and not on headcount.

Second Semester Virtual Funding: All students currently enrolled and attending a virtual course or program on February 20 should be reported. Additional funding is only available to second semester virtual AP students who were also counted in the September 2014 ENRL Collection. Students enrolling as a virtual AP student after the September 20th count day are not eligible for additional funding. Note: To verify which virtual students were submitted on the ENRL collection, access the KIDS Reports page and run the PBR Enrollment Report with the "Virtual Ed. Student" filter.

Virtual Attendance Requirements: Second semester virtual students must be enrolled on February 20th, but do not have to be in attendance on February 20th.

Virtual Education Students: If a student is marked as a Virtual Education Student, the transportation fields (Transportation Street Address, Student's Transportation City, and Student's Transportation Zip) must contain information for that virtual student.

Career and Technical Education Contact Minutes: Report the number of minutes a student received instruction in an approved for funding CTE course or State approved course on February 20. Note: the time spent in any approved CTE courses through a post-secondary institution should not be counted toward the minutes reported in this field. The funding for CTE courses that are concurrent enrollment, as reported in the Concurrent High School Enrollment field will not be included in the funding calculations at KSDE.

Miles Transported: If a student has 2.5 miles or greater reported in the Miles Transported field, the transportation fields (Transportation Street Address, Student's Transportation City, and Student's Transportation Zip Code must contain information for that transported student.

☐ A seat or an alternate mode of transportation must be provided for each student counted on the transportation list. This would apply to Miles Transported and Transportation FTE – students do not have to actually ride the bus, but should they choose to do so a seat must be made available.

☐ Students, enrolled in both a public school and private school, are counted for the same FTE on the bus transportation report as their enrollment is counted in the public school.

☐ Kindergarten students are counted as 1.0 FTE on the transportation list if transportation is provided to and from the attendance center at the district's expense, or if the district provides reimbursement to parents.

☐ Pupils transported one way by special education transportation on February 20 and one way on regular route transportation can be claimed on regular route transportation as a .5 FTE and can be claimed on the special education transportation Form 308 for the cost of the return trip. However, the actual costs must be kept for the return trip.

☐ Do not include transportation of students to and from a technical school or community college.

Non-resident Transportation: The parent or legal guardian of any pupil who lives 2.5 or more miles from the attendance center the pupil would attend in the resident school district may apply to the board of education of a receiving school district for authority for such pupil to be furnished or provided transportation to school from the pupil's residence and from school to the pupil's residence by the receiving school district.

Accredited Private Schools: Accredited private schools do not need to submit MILT records.

Documents

Consult the following documents for additional information specific to the MILT when preparing your MILT submissions. Unless specified otherwise below, the most recent version of all documents may be found on the KIDS project website (www.ksde.org/kids) under the "Documents" tab.

☐ **KIDS 2014-2015 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS system.

☐ **KIDS 2014-2015 User's Guide:** This document is the comprehensive manual for submitting and processing student records in the KIDS System. However, this manual does not contain specific information on each record type.

☐ **Guidelines for Reporting Career & Technical Education Students in KIDS:** This document provides guidelines for reporting career and technical education (CTE) data on students to the KIDS Collection System.

☐ **Guidelines for Reporting Virtual Education Students in KIDS:** This document is focused on the process of reporting information on Virtual Education Students participating in a funded virtual education program to the KIDS Collection System.

- **Enrollment Handbook 2014-2015 School Year:** Detailed information and guidelines about the September 20th rule and the students who can be counted for funding purposes and how to document attendance of virtual students are posted at the KSDE Fiscal Auditing website: http://www.ksde.org/Agency/FiscalandAdministrativeServices/FiscalAuditing.aspx.

Help Resources

In preparing your MILT submissions, you may need technical assistance or reporting guidance. Depending upon the nature of the assistance you need, one or more of the following help resources may be useful.

- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org
- For Fiscal Auditing assistance contact Mike Murphy at mmurphy@ksde.org
- For Virtual Education Student questions: contact Jessica Noble at jnoble@ksde.org
- For training in the KIDS system: visit the KIDS project website at www.ksde.org/kids and go to the "Training" tab.

  - For MILT Collection training: visit the Training registration website at http://events.ksde.org/Default.aspx?alias=events.ksde.org/ittraining and go to the "Pre-Collection Workshops" tab.

Revision History

Version	Date	Changes
9.00	5.22.14	• Updated for 2014-2015 school year
9.01	10.7.14	• Updated layout for field requirements

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