KIDS 2015-2016 Submission Details Document: TASC

Introduction

This document contains information specific to the submission of TASC Records to the Kansas Individual Data on Students (KIDS) System for the Teacher and Student Connection (TASC) Data Collection. The TASC data collection focuses on providing links among the courses students take during the school year and the educator teaching the course. This is the first year for TASC.

Submission Guidelines

Submission Window

- Any time the KIDS Collection System is open
- Because other applications may be dependent upon a TASC record, they will be sent early in the school year
- TASC Records must be submitted in a batch by themselves—they cannot be mixed in a KIDS batch with other record types (such as ENRL, TEST, ASGT, etc.).

Students to Submit

- Pre-k through Adult
- Public school students
- Accredited private schools students
- 4-year-old At-risk program participants

Who Submits?

- Educator School Identifier for which the student's educator and course are reported in EDCS

The Use of TASC Record Submissions

TASC Records are being collected in order to provide an educator, course, and student link. Uses of this data may include:

- Provide educators a link to current students' data in Center for Educational Testing and Evaluation (CETE) accounts for interim assessments;
- Populates the student's course information in the Migrant system for the purpose of state and federal reporting.
- Create a teacher's roster for the Kansas Fitnessgram (K-FIT) application;
- Create list of Pre-K students to report survey data in Success in Schools; and
- Provide data through the Student Record Exchange for students that move between schools.

KIDS Collection Field Requirements
TASC Record Type 2015-16

Field Number	Excel Column	Field Name	TASC
C1	**A**	Record Type	R
C2	**B**	Student's Accountability School Identifier	R
C3	**C**	Student's Legal Last Name	R
C4	**D**	Student's Legal First Name	R
C5	**E**	Student's Legal Middle Name	O
C6	**F**	Student's Generation Code	O
C7	**G**	Student's Gender	R
C8	**H**	Student's Date of Birth	R
C9	**I**	Student's Current Grade Level	R
C10	**J**	Student's Local Identifier	O
C11	**K**	Student's Hispanic Ethnicity	R
C12	**L**	State Student Identifier	R
C13	**M**	School Year	R
C14	**N**	Student's Attendance School Identifier	R
C15	**O**	Student's Comprehensive Race	R
C16	**P**	Educator School Identifier	R
C17	**P**	State Subject Area Code	R
C18	**Q**	State Course Identifier	R
C19	**R**	Local Course ID	O
C20	**S**	Course Status	R
C21	**T**	Educator School Identifier	R
C22	**U**	Educator's Last Name	R
C23	**V**	Educator's First Name	R
C24	**W**	Educator's Middle Name	O
C25	**X**	Educator's District Email Address	O
C26	**Y**	User Field 1	O
C27	**Z**	User Field 2	O
C28	**AA**	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 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.
E Must be blank.

KIDS Reports

Reports are provided in the KIDS Collection System for review and verification of submitted TASC data. Although data can also be shared by exporting the appropriate KIDS reports to Excel, 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 TASC Records are submitted to KIDS after the export of reports.

The detailed descriptions of each report available in the KIDS Collection System may be found

on the KIDS project website http://kidsweb.ksde.org/ under the “Report Descriptions” tab or by visiting this website: http://kidsweb.ksde.org/Report-Descriptions. The following reports are particularly important to TASC submissions:

Standard Reports:

- ☐ Accepted Records (Batch)
- ☐ Accepted Records by Type—TASC

Student Course:

- ☐ Current TASC Records

TASC Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the TASC Records. In working with the KIDS Collection System, many circumstances apply only to the record you are submitting. How one data element is reported may change for other submissions from the recommendations appearing below.

Determining “Unique” Records: Records are unique by set:

- ☐ C12: State Student Identifier
- ☐ C13: School Year
- ☐ C16: Educator School Identifier
- ☐ C17: State Subject Area Code
- ☐ C18: State Course Identifier
- ☐ C21: Educator ID

The most recently submitted record for each complete set of fields above will be considered the “current” information for that student and course. Records are considered unique not by one data element but by the set of data elements listed above.

Validations: All TASC Records must contain:

- ☐ State Student Identifier (SSID) that exists in the KIDS Assignment System
- ☐ Educator School Identifier is a valid school in the Directory
- ☐ State Subject Area Code and State Course ID combination is valid for the state
- ☐ Educator ID is a valid identification number

Validations are done at the state level. No validations are done to connect a student, teacher, or course to a particular school or district.

Undoing Records: To undo a previously submitted TASC record that was submitted in error, submit a new TASC record with ‘99’=Record Submitted in Error in the Course Status field, and the same values from the previously submitted record in the following fields:

- ☐ C12: State Student Identifier
- ☐ C13: School Year
- ☐ C16: Educator School Identifier
- ☐ C17: State Subject Area Code
- ☐ C18: State Course Identifier
- ☐ C21: Educator ID

TASC and Class Rosters: To create a class roster in another system (Fitnessgram, Success in Schools, etc.), send a TASC record.

Kansas Fitnessgram (K-FIT): The K-FIT application provides physical education teachers a tool to facilitate fitness testing results to students and parents. TASC Records are required to populate the student lists in the K-FIT application.

The State Subject Area Code must be one of the following:

08: Physical, Health, and Safety Education (secondary)
58: Physical, Health, and Safety Education (ms/jr. high)
88: Physical, Health, and Safety Education (elementary).

Kansas Interactive Testing Engine® (KITE)™: In order for someone with a Teacher role to set up Interim assessments for students in a roster in KITE, TASC Records must be submitted to the KIDS Collection System. TASC records are NOT required for a test ticket to be generated for State assessment purposes. For more information about KITE, visit this website: http://www.ksassessments.org/kite.

The State Subject Area Code must be one of the following:

01: High School English Language and Literature
02: High School Math
03: Life/Physical Sciences, High School
04: Social Sciences/History, High School
51: Middle School/Junior High English Language and Literature
52: Middle School/Junior High Math
53: Life/Physical Sciences, Middle School
54: Social Sciences/History, Middle School
80: Elementary Self-Contained
81: Elementary English Language and Literature
82: Elementary Math
83: Life/Physical Sciences, Elementary
84: Social Sciences/History, Elementary

Success in Schools: The Success in School application collects school readiness data for 4-year-old At-Risk and 4-year-old preschoolers. The roster of students available for selection in Success in Schools is based on the TASC Records submitted to the KIDS system for that teacher. This requires that TASC Records be sent for 4-year-old-At-Risk and 4-year-old preschool students in the fall.

Migrant Student Courses: Migrant students' course data will automatically populate in the Migrant system when the district submits TASC data to KIDS Collection.

Accredited Private Schools: Accredited private schools should submit TASC Records according to the guidance outlined above.

Documents

Consult the following document for additional information when preparing your TASC 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 2015-2016 Collection File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System including TASC data elements.

Help Resources

In preparing your TASC 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
- ☐ K-FIT: Mark Thompson at mathompson@ksde.org or visit this website http://www.kshealthykids.org/HKS_Menus/KFIT_Info.html
- ☐ KITE: http://www.ksassessments.org/kite or (785) 864 3537 or 1-855-277-9752 or via email at kap_support@ku.edu
- ☐ Success in Schools: Gayle Stuber at gstuber@ksde.org
- ☐ Migrant system: Doug Boline dboline@ksde.org or Migrant webpage.
- ☐ For training in the KIDS Collection System: visit the KIDS project website at www.ksde.org/kids and go to the "Training" tab.

Revision History

Version	Date	Changes
1.00	7.20.15	• Created for 2015-2016 school year

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