KIDS 2015-2016 Submission Details Document: EOYA

Introduction

This document contains information specific to the submission of EOYA records to the Kansas Individual Data on Students (KIDS) System for the End of Year Accountability Collection. The purpose of the EOYA Collection is to gather attendance, membership, truancy, and program participation data for all students who were in membership at the Accountability School at any point during the school year.

Submission Guidelines

Submission Window
- May 16, 2016-June 30, 2016
- Student data should be current as of the last day of school or the last day the student was in membership at that school
- EOYA records should be submitted in a timely manner so that the data used in other applications will be accurate

Students to Submit
- Pre-k through adult
- Both active and inactive—including those that exited before the end of the school year
- Where your school was considered the Accountability School at any point during the school year for the student
- If you provided services to a student at any point during the school year, but you were not the Accountability School and no other school will be submitting EOYA records for that student

Who Submits?
- Accountability School
- If a student attended your school but another school is the Accountability School, communicate with the student's Accountability School to make sure the information is submitted correctly

The Use of EOYA Submissions
- Calculation of school, district, and state attendance rate for accountability purposes;
- As the basis of the yearly student population from which the 4-year and 5-year adjusted cohort graduation rates will be calculated;
- To populate the Title IV Report of the Kansas Discipline Incident System (KAN-DIS) with students indicated as truant and students indicated as using the Special Circumstances Transfer Choice provision; and

- To collect Title I Participation data previously reported on the LCP Annual Report.

KIDS Collection Field Requirements
EOYA Record Type 2015-16

Field Number	Excel Column	Field Name	EOYA
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	R
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	R
D22	V	Cumulative Number of Days Attended	R
D23	W	Truant Student	R*
D26	Z	Exit/Withdrawal Date	E
D27	AA	Exit/Withdrawal Type	E
D28	AB	Special Circumstances Transfer Choice	R*
D29	AC	Post-Graduation Plans	E
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
D34	AH	Qualified for 504	R*
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*
D40	AN	ESOL/Bilingual Program Ending Date	X
D43	AQ	Title I Participation	R*
D51	AY	Immigrant Student	R*
D52	AZ	Country of Birth	X
D53	BA	Refugee Status	R*
D54	BB	Neglected Student	R*

Field Number	Excel Column	Field Name	EOYA
D93	CO	User Field 1	O
D94	CP	User Field 2	O
D95	CQ	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.	
Fields not listed		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 EOYA may be left blank. Values in data fields that are neither required nor optional for EOYA 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 EOYA 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 EOYA 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: 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 EOYA submissions:

Standard Reports:
- ☐ Accepted Records by Type—EOYA
- ☐ Current Year Accountability Students
- ☐ Homeless Student
- ☐ EOYA Report

Attendance:
- ☐ Student Attendance Ratio Report
- ☐ Attendance Rate Report
- ☐ Average Daily Attendance

Discrepancy:
- ☐ EOYA EXIT Assignment Discrepancy Report

EOYA Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the EOYA 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 Accountability School.

Special Circumstances For Accountability School Submitting EOYA Records: If the Accountability School is '0001' or '0002', the Attendance School should submit EOYA records.

Inactive Students: Submitting records for students who have moved to another Accountability School will *not* result in the student being claimed back by your school.

Changes in Status: There are several fields on the EOYA Collection that a student's status may change between the last day of school and June 30. Schools can choose to report the student's status as of June 30 or the last day of school. For example, if a student becomes qualified for a 504 plan during the summer school session, the student can be reported as a 1="Currently a 504 qualified student" in the Qualified for 504 field even though the student was not 504 qualified as of the last day of school. To see a complete list of these fields, refer to Appendix A at the end of this document.

Multiple Accountability Schools: Multiple accountability schools may need to report attendance information for the same student for EOYA (if that student has moved during the year). For example, if "John Smith" attended School A from 8/17/15-11/27/15 and then transferred to school B for the remainder of the year, then both schools would need to report this student for EOYA. Both schools would include the appropriate days in membership and attendance for their respective schools.

Attendance and Membership: Cumulative Days in Membership and Cumulative Days in Attendance should represent the **total** cumulative days in membership/attendance. For example, if "John Smith" attended School/Program A from 8/17/15–11/27/15, transferred to School/Program B, and then re-entered School/Program A on 2/1/16, then School/Program A would report the combined cumulative days in membership/attendance for 8/17/17 through 11/27/15 AND for 2/1/16 through the end of the school year.

Virtual Education Students: This field should indicate whether the student has been a virtual education student at the Accountability School/Program at any point during the current School/Program year. Students should be marked as virtual education students only if the submitter is the school/program or district that provided the virtual education services or contracted with an approved program to provide the virtual education services via a service center. Unlike the ENRL Collection, EOYA does not require the Accountability School/Program to submit the address information for virtual students, although that data can be submitted on EOYA records as optional fields. For additional information on which students should be counted as virtual education students, refer to the Guidelines for Reporting Virtual Education Students in KIDS document.

Truant Students: This field is a yes/no field asking whether a student has been "truant" at any point during the year. "Truancy" is a violation of state, district, or school policy

relating to attendance. The data in this field is used to pre-populate the Title IV Report of the Kansas Discipline Incident System (KAN-DIS). For more information regarding truancy, see State Statute 72-1113.

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. 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.

Qualified for 504: Report in this field the students who are *qualified* for 504, not just the students who are currently on a 504 plan. By definition all students who have a primary disability should be coded in this field as 1="Currently a 504 Qualified Student" in KIDS. Include all students that qualify for 504 Plan even if they do not have a written plan in place.

Title I Participation: If a school is a Title I school wide building, they should report all students as receiving Title I services with a value of 1="Yes, is currently receiving Title I services in a Title I school wide" in this field on EOYA records. If a school is a Title I Targeted Assistance building, report only the students who received Title I services. KSDE published a list of Title I Schools.

Measurability Objective (MO) System: Final decisions have not been made regarding the MO System. This document will be updated once more information becomes available.

Cohort for Federal Graduation Formula: EOYA records for students with a Current Grade Level=14 (9th grade) will be used to construct a cohort for graduation. These cohorts, together with all transfers in and transfers out, will be used to calculate the federally required Adjusted Cohort Graduation Rates for all students and student subgroups. Because the adjusted cohort formula requires that a class be followed across several years, the records submitted this year will continue to be used in the cohort calculations in later years.

Accredited Private Schools: Accredited private schools should submit EOYA records according to the guidance outlined above. Note: Private schools are responsible for reporting the data in the Title I Participation field for each private school student who received Title I services from a public school. The public schools do not report this data on the private school students and should provide this data to the private school for EOYA reporting.

Documents

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

☐ **KIDS 2015-2016 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS System.

- [ ] **KIDS 2015-2016 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 Virtual Education Students in KIDS:** This document is focused on the process of reporting data on Virtual Education Students participating in an approved virtual education school or program.
- [ ] **Guidelines for Reporting Homeless Students**: This document provides guidance on reporting homeless students in the KIDS Collection.

Help Resources

In preparing your EOYA 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
- [ ] Accountability Helpdesk: 785-296-2325 or bfultz@ksde.org
- [ ] Homeless Student questions: contact Tate Toedman at ttoedman@ksde.org or visit the KSDE website http://www.ksde.org/Default.aspx?tabid=372
- [ ] For Virtual Education Student questions: contact Jessica Noble at jnoble@ksde.org
- [ ] For training in the KIDS system: visit the KIDS project website at http://kidsweb.ksde.org/ and go to the "Training" tab.
- [ ] For EOYA Collection training: visit the Pre-Collection Workshops Training registration page.

Revision History

Version	Date	Changes
10.00	7.20.15	• Updated for 2015-2016 school year

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

Appendix A: EOYA Data Elements Reporting Snapshot Guidelines

On the EOYA Collection, most data elements should have the last day of membership reported: however, many data elements may include students whose status has changed at some point during the year or may change between the last day of the school year and June 30th. Use the table below to assist you when preparing EOYA records.

Ref #	Field	Report status as of the student's last day of membership for the school year	Report if student met definition at any time during the school year	If a student's status will change between the last day of school and June 30, schools can choose to report the student's status as of June 30.
D10	Current Grade Level	X		
D12	Hispanic Ethnicity	X		
D17	Virtual Education Student		X	
D23	Truant Student		X	X
D28	Special Circumstances Transfer Choice		X	
D30	Comprehensive Race	X		
D31	Eligibility for the National School Lunch Program	X		
D32	Primary Disability Code	X		
D33	Gifted Student Code	X		
D34	Qualified for 504		X	X
D35	Residence of Homeless Student While Homeless		X	
D36—D43	ESOL Fields	X		
D51	Immigrant Student		X	X
D53	Refugee Status		X	X
D54	Neglected Student		X	X