

Kansans CAN

ENRL Extended Pre-Collection

2017-2018 School Year

Kansas leads the world in the success of each student.

Session Agenda

- ENRL Collection Overview The W's
- ENRL Details
- ENRL Collection Reports
- ENRL Best Practices
- Resources





ENRL Collection Overview

The W's

Who submits the ENRL Data?

- Public schools for all students for which they are the Funding School
- Private schools
 - For all students for which they are the Accountability School (attendance data from the 9/20 count are used for accreditation)
 - In order to build their PBR for accreditation.

Who to submit?

- Pre-K through adult (including virtual students 19 and over)
- Active students (based on the September 20th rule)



What ENRL Data is Collected?

- Records with Minutes Enrolled greater than 17 (FTE 0.1 or greater)
 - Populates the school's Principal's Building Report (PBR) and the district's Superintendent's Organization Report (SO66)



When is ENRL Data submitted?

- September 20, 2017 October 10, 2017
- Student data should be current as of September 20, 2017
- Records cannot be submitted outside of the submission window



Why is ENRL Data Collected?

- Federal reporting
 - Special Education (SPED)
 - English Speakers of Other Languages (ESOL) program participation
- National School Lunch Program (NSLP) eligibility verification
- Evaluation of possible or future funding formulas
- For KSDE K-12 and Building Report Card



How is ENRL Data Collected?

- KIDS Collection 2018 Application
- Data reported are evaluated by KSDE fiscal auditors during the audit process





ENRL DetailsEarly Learning Information

- Early Learning Participant (Required for students in grades 00-04)
 - This data creates awareness of students being served in early learning programs
 - This field indicates if the student participates or participated in a district sponsored pre-K program (i.e. such as Head Start, a district childcare center, Peer Model/Mentor, or other program), but **not** Kansas Parent Education Program
- Kansas Parent Education Program Participant (formerly Parents as Teachers Program)
 - This data creates awareness of students being served in a specific family program
 - Indicates if the child's family participates or participated in the Kansas Parent Education Program

ENRL DetailsEarly Learning Information

ВВ	D54	Early Learning Participant	1	Alphanumeric	ENRL, EOYA	An indication that the student participates or participated in a district sponsored pre-K program, other than Kansas Parent Education Program (formerly Parents as Teachers), during this school year. This field is required for students in grades 00-04. Allowable values: 0 = No 1 = Yes
ВС	D55	Kansas Parent Education Program Participant	1	Alphanumeric	ENRL, EOYA	An indication that the child' family participates or participated in the Kansas Parent Education Program (formerly Parents as Teachers) during this school year. This field is required for students in grades 00-04. Allowable values: • 0 = No • 1 = Yes



Students Reported by Multiple Buildings

- Please see the "<u>Enrollment Handbook</u> <u>2017-2018 School Year</u>" for reporting students attending multiple buildings
- Be aware of the explanation for virtual students 18 and under attending multiple buildings
- Run the "Student in Multiple Schools" report to identify students submitted by another school or district
- Auditors are given a report of students that appear on multiple PBR's to determine which school should report the student for funding

Concurrent High School Enrollment

 Student attending any Kansas Board of Regents approved and funded CTE course at a technical college or community college report "1" in Concurrent High School Enrollment



Eligibility for National School Lunch Program

- Community Eligibility Provision (CEP)
 - Report students that are eligible for free or reduced lunch based on Direct
 Certification or State At-Risk funding based on the Kansas Household Economic
 Survey
 - The Kansas Household Economic Survey is verified during the auditing process
 - Non-CEP schools report data as normal
 - CEP schools should NOT report 100% in this field based on CEP (collecting eligibility, not how a student pays for lunch)

Building Codes

 If "0001" or "0002" is entered as the Accountability School, then the Funding School must contain a valid School ID number or district central office

School Entry Date

Is based on the date the student entered the Funding School

Students without SSIDs

- Accountability School and Funding School are required to obtain an SSID through Manage Core Data before the record is accepted
- SSID should then be added to the school's local student information



September 20th Rule

- Students must be <u>enrolled</u> and <u>attending</u> on this date
 - If absent must attend once before and once after September 20, but on or before
 October 4
 - September 20 is a non-school day use the first school day after
- Foreign exchange students
 - Not included in the count unless enrolled for one semester or two quarters
 - If not enrolled accordingly, enter zero as the number of minutes enrolled



September 20th Rule

- Virtual Students
 - 18 and under must be <u>enrolled</u> on **September 20** and <u>attend</u> one day on or before and one day on or after **September 20**; on or before **October 4**
 - 19 and over (on September 20) funded on credits earned; do not have to meet
 attendance requirements, but enrolled before September 20 360 Minutes Enrolled
- Alternative school and program (where attendance is not mandatory)
 - Students must be <u>enrolled</u> on September 20, <u>attend</u> one day on or before and one day on or after September 20; on or before October 4



Updating Core Student Data

 Submit ASGT records before ENRL records to update core student data and decrease ENRL errors

Accountability School

- If grade level and school year were not previously updated, accountability school is required to update the core data and resolve near matches
- Only Accountability School can modify core data for records with a SSID

Funding School

- Not permitted to update Core Data if the grade level and school year are not updated
- However, the record is accepted as long as the SSID matches a valid ID in KIDS



Juvenile Detention Centers and Psychiatric Residential Treatment Facilities

- Submit students attending JDC's, reported by your district, to populate the Superintendent's Organizational Report (SO66) the JDC screen
- These centers/facilities should be submitted with:
 - Accountability School an accredited building in the district
 - Funding School "0003"
 - Attendance School building number of the JDC/PRTF where the student is attending
- See Guidelines for KIDS Reporting Students Attending Other Educational Placement v1.00



Removing students appearing on the PBR/SO66

- Submit a new ENRL record with the same Funding School as the original ENRL record
- Place "0" in "Minutes Enrolled"
- An EXIT will not remove a student from the PBR/SO66 if previously submitted with Minutes Enrolled greater than 17



Removing Records

- Undo Deleting an erroneous ENRL
- Match unique fields + "0" Minutes Enrolled

	D2	D13	D14	D15	D18	D19	D20	D24
Initial record submitted	1712	5559555955	2018	1712	03/31/2012	03/31/2012	03/31/2012	360
Deletion record "Undo"	1712	5559555955	2018	1712	03/31/2012	03/31/2012	03/31/2012	0



Virtual Students Reporting

- Student's Transportation Street Address and Transportation City fields must be filled in
- Only mark if school or district is providing the virtual education services or is contracting to provide services via a service center
- Refer to the Guidelines for Reporting Virtual Education Students document
- Virtual students funding is now differentiated into: Full Time Virtual Students 18 and Under, Part-Time Virtual Students 18 and Under, and Virtual Students 19 and Over
- Student's age as of September 20, 2017

Virtual Students Reporting

- 18 and under funding calculated from ENRL records
 - Send two ENRL records if virtual student enrolled at a traditional building and a virtual school/program in the same district
 - Virtual school/program is limited to 360 minutes minus the of minutes at the traditional school's minutes
- 19 and over funding are based on credits earned from July 1, 2017 June 30, 2018
 - o ENRL records still needed for headcount data to be reported for your district
 - o Students enrolled on or before September 20th should reflect "360" Minutes Enrolled
 - o Review the reporting situations in the Submission Details Document ENRL
 - Also refer to Guidelines for Reporting Virtual Education Students



Career and Technical Education Contact Minutes

- Report minutes students received instruction in an approved for funding CTE course or State approved course on September 20
- Time spent in approved CTE courses through post-secondary institutions are not counted toward the minutes reported in this field
- Funding for concurrent enrollment CTE courses, as reported in the Concurrent High School Enrollment field, are not included in KSDE calculations



Miles Transported

- Report all students transported at the district's expense
- Report miles transported even if under 2.5 miles or from outside the district
- Students 2.5 miles or greater should fill in the Student's Transportation Street Address and Student's Transportation City
- Seats or an alternate transportation modes must be provided for each student counted on the transportation list
 - Applies to Miles Transported and Transportation FTE
 - Students do not have to actually ride the bus, but opportunity must be available



Miles Transported

- All students on transportation list must have seat or an alternate transportation modes provided
- Students enrolled in public and private schools counted for same FTE on bus transportation report as enrollment is counted in the public school
- Kindergarten students counted as 1.0 FTE for transportation to and from attendance center at the district's expense, or if parent reimbursement provided



Miles Transported

- Student transported by SpEd and regular transportation on September 20;
 one way by each are claimed 0.5 on regular route and claimed on SpEd transportation Form 308 (actual costs are kept for the other half of trip)
- Technical school or community college transportation Do not include



Non-resident Transportation

 2.5 miles or greater - Parent/legal guardian of a pupil, who lives 2.5 plus miles from normal attendance center within their resident district, may apply to education board of receiving school district for transportation to be furnished



Military Connected Student Indicator

- Indication of student's parent or guardian is Active Duty, in the National Guard, or in the Reserve components of the United States military
- Required for federal reporting

Shared Student

- There are multiple situations
- Examples to follow



Shared Student (Students of multiple schools-SpEd)

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



Shared Student (Students of multiple schools - Virtual)

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 building. 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: 1111
- Attendance School: 2222
- Minutes Enrolled 300



Shared Student (Students of multiple schools- Virtual)

3. When a brick and mortar building and virtual school or program in two different districts both provide 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) (3 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



Shared Student (Students of multiple schools – two brick and mortar)

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 300

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

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



Shared Student (Students of multiple schools – Virtual same district)

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 Brick and Mortar School: (2222) (no core content course)

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



ENRL Reports

ENRL Reports

Standard

- Accepted Records (Batch)
- Accepted Records by Type ENRL
- Homeless Student

PBR

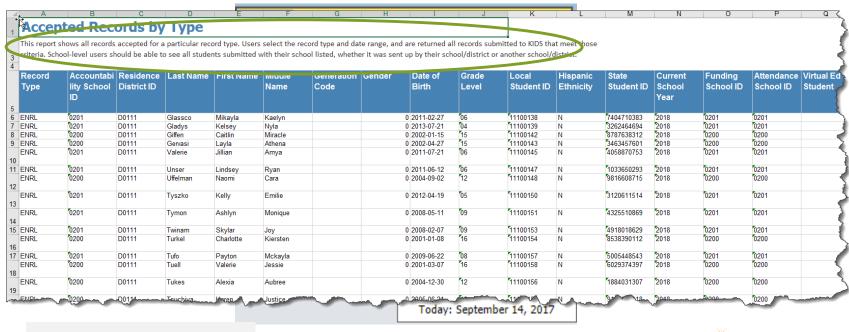
- PBR Enrollment
- Student in Multiple Schools

SO66

- Juvenile Detention Center Students
- Out of State Students
- SO66 Non-Resident Students
- SO66 Transported Students



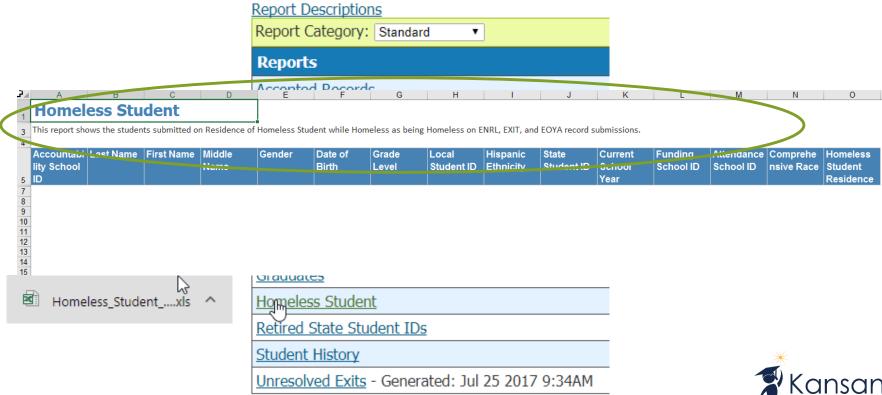
ENRL Reports: Standard



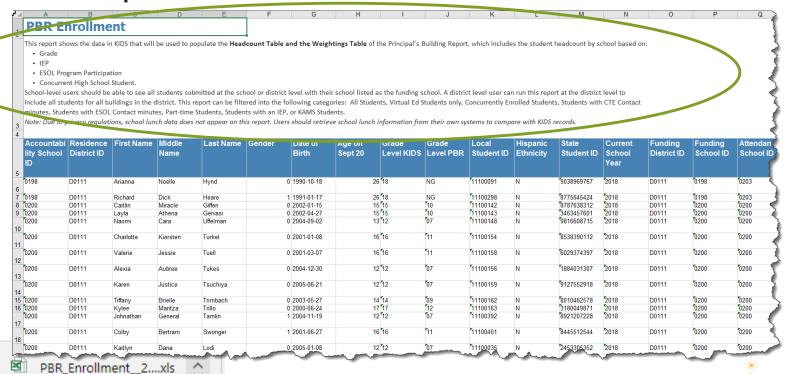




ENRL Reports: Homeless

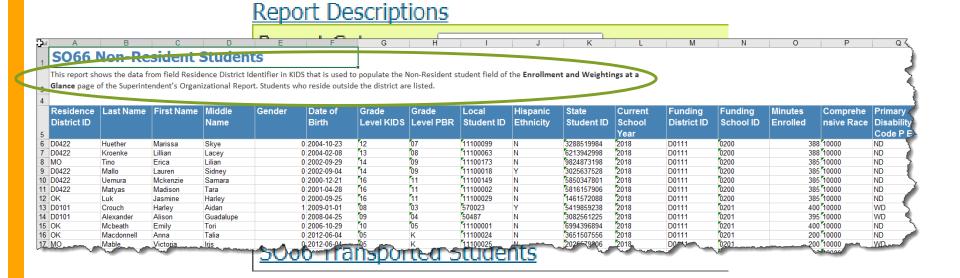


ENRL Reports: PBR





ENRL Reports: SO66 Non-Resident Students







ENRL Best Practices

ENRL Best Practices

- Check documentation and resources for updates
- Submit ENRL records by themselves
- Submit EXIT data as of the last day of student attendance
- Utilize Reports and Resources
- Participate in KIDS conference calls





Documents: "Documents" tab of KIDS website (http://kidsweb.ksde.org/)

- KIDS 2017-2018 File Specifications Document
- Submission Details Documents ENRL
- Guidelines for Determining KIDS Collection Building Identifier: for submission on KIDS records
- Guidelines for Reporting Virtual Education Students in KIDS: reporting students participating in a funded virtual education program



Documents: "Documents" tab of KIDS website (http://kidsweb.ksde.org/)

- Guidelines for Reporting Career and Technical Education Students in KIDS
- Guidelines for Reporting Homeless Students: reporting homeless students
- Enrollment Handbook 2017-2018 School Year: September 20th rule and guidance during the ENRL Collection
- PBR and SO66 User's Guides: See the School Finance page of the KSDE website
- KIDS 2017-2018 User's Guide



ENRL KIDS Resources

KIDS Collection System Training:

- KIDS project website (http://kidsweb.ksde.org/Training)
 - KIDS New Staff
 - Pre-Collection Workshops
 - Monthly Forums

KIDS Info Listserv Email

- Weekly email regarding changes, updates, and KIDS related training
- If you need to be added please email the KIDS Helpdesk (kids@ksde.org)

KIDS Website FAQ Tab

Provides a list of searchable questions and scenarios to assist with record errors or reports



Contacts: Technical assistance or reporting guidance

- KIDS Technical Support: KSDE Helpdesk 785-296-7935
- Email: kids@ksde.org
- Kansas Course Codes Management System (KCCMS) kccms@ksde.org
- Pathways: pathwayshelpdesk@ksde.org
- Link: <u>Virtual Education 19 and Over</u>
 (http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Graduation-and-Schools-of-Choice/Virtual-Schools-and-Programs)

Feedback

What did you think of the session?

- Let us know what was helpful and what recommendations you suggest to improve this training.
- Access the ENRL webinar survey on our Pre-Collection drop down, under the KIDS Training page, to complete a session evaluation.





Thank You!

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 Topeka, KS 66612-1212

Kansans