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ENRL Extended Pre-Collection

2017-2018 School Year

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Session Agenda

- ENRL Collection Overview – The W's

- ENRL Details

- ENRL Collection Reports

- ENRL Best Practices

- Resources

ENRL Collection Overview

The W's

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)

The W's

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)

The W's

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

The W's

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

The W's

How is ENRL Data Collected?

- KIDS Collection 2018 Application

- Data reported are evaluated by KSDE fiscal auditors during the audit process

ENRL Details

ENRL Details
Early 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

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ENRL Details
Early Learning Information

BB	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
BC	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

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ENRL Details

Students Reported by Multiple Buildings

- Please see the "Enrollment Handbook 2017-2018 School Year" 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

ENRL Details

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

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ENRL Details

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)

ENRL Details

- **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

ENRL Details

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

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ENRL Details

September 20th Rule

- Virtual Students
  - o 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**
  - o 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)
  - o 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

ENRL Details

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

ENRL Details

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

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ENRL Details

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

ENRL Details

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**

ENRL Details

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

ENRL Details

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
  - ○ ENRL records still needed for headcount data to be reported for your district
  - ○ Students enrolled on or before September 20th should reflect "360" Minutes Enrolled
  - ○ Review the reporting situations in the Submission Details Document – ENRL
  - ○ Also refer to Guidelines for Reporting Virtual Education Students

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ENRL Details

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

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ENRL Details

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

ENRL Details

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

ENRL Details

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

ENRL Details

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

ENRL Details

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

ENRL Details

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

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ENRL Details

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

ENRL Details

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

ENRL Details

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

ENRL Details

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

Accepted Records by Type

This report shows all records accepted for a particular record type. Users select the record type and date range, and are returned all records submitted to KIDS that meet those criteria. School-level users should be able to see all students submitted with their school listed, whether it was sent up by their school/district or another school/district.

Record Type	Accountability School ID	Residence District ID	Last Name	First Name	Middle Name	Generation Code	Gender	Date of Birth	Grade Level	Local Student ID	Hispanic Ethnicity	State Student ID	Current School Year	Funding School ID	Attendance School ID	Virtual Ed Student
ENRL	0201	D0111	Glassco	Mikayla	Kaelyn			2011-02-27	06	11100138	N	7404710383	2018	0201	0201	
ENRL	0201	D0111	Gladys	Kelsey	Nyla			2013-07-21	04	11100139	N	3262464694	2018	0201	0201	
ENRL	0200	D0111	Giffen	Caitlin	Miracle			2002-01-15	15	11100142	N	8787638312	2018	0200	0200	
ENRL	0200	D0111	Gervasi	Layla	Athena			2002-04-27	15	11100143	N	3463457601	2018	0200	0200	
ENRL	0201	D0111	Valerie	Jillian	Amya			2011-07-21	06	11100145	N	4058870753	2018	0201	0201	
ENRL	0201	D0111	Unser	Lindsey	Ryan			2011-06-12	06	11100147	N	1033650293	2018	0201	0201	
ENRL	0200	D0111	Uffelman	Naomi	Cara			2004-09-02	12	11100148	N	9816608715	2018	0200	0200	
ENRL	0201	D0111	Tyszko	Kelly	Emilie			2012-04-19	05	11100150	N	3120611514	2018	0201	0201	
ENRL	0201	D0111	Tymon	Ashlyn	Monique			2008-05-11	09	11100151	N	4325510869	2018	0201	0201	
ENRL	0201	D0111	Twinam	Skylar	Joy			2008-02-07	09	11100153	N	4918018629	2018	0201	0201	
ENRL	0200	D0111	Turkel	Charlotte	Kiersten			2001-01-08	16	11100154	N	8538390112	2018	0200	0200	
ENRL	0201	D0111	Tufo	Payton	Mckayla			2009-06-22	08	11100157	N	5005448543	2018	0201	0201	
ENRL	0200	D0111	Tuell	Valerie	Jessie			2001-03-07	16	11100158	N	6029374397	2018	0200	0200	
ENRL	0200	D0111	Tukes	Alexia	Aubree			2004-12-30	12	11100156	N	1884031307	2018	0200	0200	
ENRL	0200	D0111	Tsuchiya	Karen	Justice			2006-06-21			N		2018	0200	0200	

Today: September 14, 2017

Accepted_Records_.....xls

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ENRL Reports: Homeless

Report Descriptions

Report Category: Standard ▼

Reports

Accepted Records

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	**Homeless Student**														
3	This report shows the students submitted on Residence of Homeless Student while Homeless as being Homeless on ENRL, EXIT, and EOYA record submissions.														
4															
5	Accountability School ID	Last Name	First Name	Middle Name	Gender	Date of Birth	Grade Level	Local Student ID	Hispanic Ethnicity	State Student ID	Current School Year	Funding School ID	Attendance School ID	Comprehensive Race	Homeless Student Residence
7															
8															
9															
10															
11															
12															
13															
14															
15															

Homeless_Student_.....xls

Graduates

Homeless Student

Retired State Student IDs

Student History

Unresolved Exits - Generated: Jul 25 2017 9:34AM

ENRL Reports: PBR

PBR Enrollment

This report shows the data in KIDS that will be used to populate the **Headcount Table and the Weightings Table** of the Principal's Building Report, which includes the student headcount by school based on:

- Grade
- IEP
- ESOL Program Participation
- Concurrent High School Student.

School-level users should be able to see all students submitted at the school or district level with their school listed as the funding school. A district level user can run this report at the district level to include all students for all buildings in the district. This report can be filtered into the following categories: All Students, Virtual Ed Students only, Concurrently Enrolled Students, Students with CTE Contact minutes, Students with ESOL Contact minutes, Part-time Students, Students with an IEP, or KAMS Students.

Note: Due to privacy regulations, school lunch data does not appear on this report. Users should retrieve school lunch information from their own systems to compare with KIDS records.

Accountability School ID	Residence District ID	First Name	Middle Name	Last Name	Gender	Date of Birth	Age on Sept 20	Grade Level KIDS	Grade Level PBR	Local Student ID	Hispanic Ethnicity	State Student ID	Current School Year	Funding District ID	Funding School ID	Attendan School ID
0198	D0111	Arianna	Noelle	Hynd	0	1990-10-18	26	18	NG	11100091	N	9038969767	2018	D0111	0198	0203
0198	D0111	Richard	Dick	Heare	1	1991-01-17	26	18	NG	11100298	N	8775645424	2018	D0111	0198	0203
0200	D0111	Caitlin	Miracle	Giffen	0	2002-01-15	15	15	10	11100142	N	8787638312	2018	D0111	0200	0200
0200	D0111	Layla	Athena	Gervasi	0	2002-04-27	15	15	10	11100143	N	3463457601	2018	D0111	0200	0200
0200	D0111	Naomi	Cara	Uffelman	0	2004-09-02	13	12	07	11100148	N	9816608715	2018	D0111	0200	0200
0200	D0111	Charlotte	Kiersten	Turkel	0	2001-01-08	16	16	11	11100154	N	8538390112	2018	D0111	0200	0200
0200	D0111	Valerie	Jessie	Tuell	0	2001-03-07	16	16	11	11100158	N	6029374397	2018	D0111	0200	0200
0200	D0111	Alexia	Aubree	Tukes	0	2004-12-30	12	12	07	11100156	N	1884031307	2018	D0111	0200	0200
0200	D0111	Karen	Justice	Tsuchiya	0	2005-06-21	12	12	07	11100159	N	9127552918	2018	D0111	0200	0200
0200	D0111	Tiffany	Brielle	Trimbach	0	2003-05-27	14	14	09	11100162	N	8010462578	2018	D0111	0200	0200
0200	D0111	Kylee	Maritza	Trillo	0	2000-06-24	17	17	12	11100163	N	3180049871	2018	D0111	0200	0200
0200	D0111	Johnathan	General	Tamlin	1	2004-11-19	12	12	07	11100392	N	8921207228	2018	D0111	0200	0200
0200	D0111	Colby	Bertram	Swonger	1	2001-06-27	16	16	11	11100401	N	8445512544	2018	D0111	0200	0200
0200	D0111	Kaitlyn	Dana	Lodi	0	2005-01-08	12	12	07	11100035	N	2453305352	2018	D0111	0200	0200

PBR_Enrollment_ 2....xls

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ENRL Reports: SO66 Non-Resident Students

Report Descriptions

SO66 Non-Resident Students

This report shows the data from field Residence District Identifier in KIDS that is used to populate the Non-Resident student field of the **Enrollment and Weightings at a Glance** page of the Superintendent's Organizational Report. Students who reside outside the district are listed.

Residence District ID	Last Name	First Name	Middle Name	Gender	Date of Birth	Grade Level KIDS	Grade Level PBR	Local Student ID	Hispanic Ethnicity	State Student ID	Current School Year	Funding District ID	Funding School ID	Minutes Enrolled	Comprehensive Race	Primary Disability Code P E
D0422	Huether	Marissa	Skye	0	2004-10-23	12	07	11100099	N	3288519984	2018	D0111	0200	388	10000	ND
D0422	Kroenke	Lillian	Lacey	0	2004-02-08	13	08	11100063	N	6213942998	2018	D0111	0200	388	10000	ND
MO	Tino	Erica	Lilian	0	2002-09-29	14	09	11100173	N	9824873198	2018	D0111	0200	385	10000	ND
D0422	Mallo	Lauren	Sidney	0	2002-09-04	14	09	11100018	Y	3025637528	2018	D0111	0200	385	10000	ND
D0422	Uemura	Mckenzie	Samara	0	2000-12-21	16	11	11100149	N	5850347801	2018	D0111	0200	385	10000	ND
D0422	Matyas	Madison	Tara	0	2001-04-28	16	11	11100002	N	5816157906	2018	D0111	0200	385	10000	ND
OK	Luk	Jasmine	Harley	0	2000-09-25	16	11	11100029	N	1461572088	2018	D0111	0200	385	10000	ND
D0101	Crouch	Harley	Aidan	1	2009-01-01	08	03	570023	Y	5419859238	2018	D0111	0201	400	10000	WD
D0101	Alexander	Alison	Guadalupe	0	2008-04-25	09	04	50487	N	3082561225	2018	D0111	0201	395	10000	WD
OK	Mcbeath	Emily	Tori	0	2006-10-29	10	05	11100001	N	6994396894	2018	D0111	0201	400	10000	ND
OK	Macdonnell	Anna	Talia	0	2012-06-04	05	K	11100024	N	3651507556	2018	D0111	0201	200	10000	ND
MO	Mable	Victoria	Iris	0	2012-06-04	05	K	11100025	N	2026579906	2018	D0111	0201	200	10000	WD

SO66 Transported Students

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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

ENRL Resources

ENRL Resources

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

ENRL Resources

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

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ENRL Resources

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: Virtual Education 19 and Over (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!