



KIDS 2014-2015 Submission Details Document: SMSC

Introduction

This document contains information specific to the submission of SMSC (formerly TITL) records to the Kansas Individual Data on Students (KIDS) System. The SMSC collection focuses on small districts eligible for Rural Education Achievement Program (REAP) funding.

Submission Window

The window of time for submitting SMSC records to KIDS is December 1, 2014 – January 9, 2015. SMSC records cannot be submitted outside of this collection window. The student data submitted for SMSC should be current as of December 1, 2014, unless the student left the school prior to December 1, and then the data should be as of their last day of school.

Submission Guidelines

Students to Submit

Districts that have a Common Core of Data (CCD) locale code of 6, 7, or 8 may be eligible for additional REAP grant funding and should submit students in grades K-12 who are enrolled any time between the first day of school and December 1 for the SMSC collection.

Who Submits?

The Funding School for all public school districts should submit SMSC records. Private schools do not qualify for REAP funding and do not need to submit SMSC records.

The Use of SMSC Submissions

SMSC records provide demographic and attendance data from small districts that may be eligible for REAP funding, which includes the *Small Rural School Achievement* (SRSA) grant or the *Rural Low-Income* grant. It is important that these records be submitted in a timely manner so that these funding calculations will be accurate.

<i>Field Number</i>	<i>Excel Column</i>	KIDS Collection Field Requirements SMSC Record 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	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	
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	
D24	X	Minutes Enrolled	
D25	Y	Concurrent High School Enrollment	
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	
D32	AF	Socio-Economic Status Indicator	
D33	AG	Primary Disability Code	
D34	AH	Gifted Student Code	
D35	AI	Qualified for 504	
D36	AJ	Residence of Homeless Student while Homeless	
D37	AK	ESOL /Bilingual Program Entry Date	
D38	AL	First Entry Date into a School in the United States	
D39	AM	First Language	
D40	AN	ESOL/Bilingual Program Participation Code	
D41	AO	ESOL/Bilingual Program Ending Date	
D42	AP	ESOL Bilingual Student Contact Minutes	
D43	AQ	Career and Technical Education Contact Minutes	
D44	AR	Title I Participation	
D45	AS	Miles Transported	
D46	AT	Transportation FTE	

D47	AU	Student's Transportation Street Address	
D48	AV	Student's Transportation City	
D49	AW	Student's Transportation Zip Code	
D50	AX	Non-Resident Transportation	
D51	AY	Child of Military Family	
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 SMSC may be left blank. Values in data fields that are neither required nor optional for SMSC 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 SMSC 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 SMSC 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 at www.ksde.org/kids under the "Report Descriptions" tab or visiting this website: <http://community.ksde.org/Default.aspx?tabid=3500>. The following reports are particularly important to SMSC submissions:

Standard Reports:

- ☐ Accepted Records by Type—SMSC

Accountability Reports:

- ☐ SMSC Attendance Rate-Detail
- ☐ SMSC District Average Daily Attendance

SMSC Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the SMSC 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.

Building Codes: For SMSC submissions, 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 of the submitting district.

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

REAP Funding: The Rural Education Achievement Program (REAP) funding is based on the Average Daily Attendance (ADA) data that is collected in the SMSC collection. The REAP funding includes the Rural Low-Income School grants and the Small Rural Schools grants. Districts that have a CCD locale code of 6, 7, or 8 may be eligible for a REAP grant and should submit all students to the SMSC collection. Districts (not individual schools) are eligible for REAP funding.

Students Leaving before December 1: Remember that all students enrolled at any time between the first day of school through December 1st should be submitted on SMSC records. If a student exits school between the first day of school and December 1st he/she

should still be submitted for SMSC (although his/her Cumulative Days in Attendance and Cumulative Days in Membership should reflect only the time he/she was enrolled at school).

Homeschooled or Private School Students: Homeschooled or Private School students who go to a public school district for State-funded services should be included in the public school district for REAP calculations. Attendance and membership should be based on the time spent at the funding school for services. Students served at a learning center, via virtual education, or by any other means where state funding is not received and/or attendance data is not provided should not be included in the SMSC collection for REAP calculations.

Days in Membership & Days in Attendance: Days in Membership and Days in Attendance are critical fields for districts seeking REAP funding because eligibility for the REAP funding depends on the values in those fields. The data in those fields should reflect the attendance and membership information from the first day of school through December 1, 2014.

If a student attends, exits, and then re-enrolls, the values in those fields should represent the total number of Days in Membership and Days in Attendance. Carefully review the Cumulative Days in Membership and Attendance data for reasonableness (i.e., 180 days in attendance is not reasonable for August-December data).

Multiple Schools: Multiple funding schools may need to report attendance information for the same student for SMSC (if that student has moved between the beginning of school and December 1). For example, if “John Smith” attended School A from 8/29/14-11/7/14 and then transferred to school B, then both schools would need to report this student for SMSC. Both schools would include the appropriate days in the Cumulative Days in Membership and the Cumulative Days in Attendance fields for their schools.

Documents

Consult the following documents for additional information when preparing your SMSC 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.

Help Resources

In preparing your SMSC 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 email kids@ksde.org
- ☐ REAP Funding questions: Nicole Clark at nclark@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 SMSC 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	5.23.14	<ul style="list-style-type: none"> • Updated for 2014-2015 school year
9.01	10.7.14	<ul style="list-style-type: none"> • Updated layout of field requirements

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