KIDS 2016-2017 Submission Details Document: ENRL

Introduction

This document contains information specific to the submission of ENRL records to the Kansas Individual Data on Students (KIDS) Collection System for the funding and enrollment collection. The ENRL Collection focuses on gathering enrollment and program participation information on students.

Submission Guidelines

Submission Window
- September 20, 2016—October 10, 2016
- Student data should be current as of September 20, 2016.
- ENRL records cannot be submitted outside of this submission window.

Students to Submit
- All pre-k through adult (including virtual students 19 and over)
- All active students (based on the September 20th rule for enrollment and attendance)

Who Submits?
- Public schools must submit ENRL records for all students for which they are the Funding School
- Private schools must submit ENRL records for all students for which they are the Accountability School (attendance data from the 9/20 count are used for accreditation)

The Use of ENRL Submissions
- ENRL records with Minutes Enrolled greater than 17 (FTE 0.1 or greater) will be used to populate the school's PBR and the district's SO66.
- Data reported on ENRL submissions are evaluated by KSDE's fiscal auditors during the audit process.
- Federal reporting
  - Special Education (SPED)
  - English Speakers of Other Languages (ESOL) program participation
- National School Lunch Program (NSLP) eligibility verification
- Evaluating possible or future funding formulas
- KSDE K-12 and Building Report Card Reports

KIDS Collection Field Requirements
ENRL Record Type 2016-17

Field Number	Excel Column	Field Name	ENRL
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	O
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
D24	X	Minutes Enrolled	R*
D25	Y	Concurrent High School Enrollment	R*
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
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*
D41	AO	ESOL Bilingual Student Contact Minutes	X
D42	AP	Career and Technical Education Contact Minutes	X
D44	AR	Miles Transported	R*
D45	AS	Transportation FTE	R*
D46	AT	Student's Transportation Street Address	X
D47	AU	Student's Transportation City	X
D48	AV	Student's Transportation Zip Code	R
D49	AW	Non-Resident Transportation	R*
D50	AX	Military Connected Student Indicator	R*
D51	AY	Immigrant Student	R*
D52	AZ	Country of Birth	X
D94	CP	User Field 1	O
D95	CQ	User Field 2	O
D96	CR	User Field 3	O
R		Required = Must contain a valid non-blank value	

Field Number	Excel Column	Field Name	ENRL
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.		

Optional fields are validated and stored if submitted. All other data fields that are neither required nor optional for ENRL may be left blank. If there are values in data fields that are neither required nor optional, then that data are not validated and not 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 ENRL records or an error will be generated.

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. As principals review PBR reports and superintendents review SO66 reports, they will be directed to research values based on KIDS ENRL submissions. Principals will find that many filters are available in the PBR Enrollment report in KIDS. Superintendents will find that there are reports in KIDS that are specific to sections of the SO66. 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 ENRL records are submitted to KIDS after the report was generated.

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 ENRL submissions:

Standard Reports:
- ☐ Accepted Record by Batch
- ☐ Accepted Records by Type—ENRL
- ☐ Homeless Student

PBR Reports:
- ☐ PBR Enrollment
- ☐ Student in Multiple Schools

S066 Reports:
- ☐ Juvenile Detention Center Students
- ☐ Out of State Students
- ☐ SO66 Non-Resident Students
- ☐ SO66 Transported Students

ENRL Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the ENRL record. In working with the KIDS Collection 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 ENRL 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: School Entry Date should be based on the date the student entered the Funding School.

September 20th Rule: A student must be enrolled and attending on September 20. If absent on September 20 then the student must have attended once before September 20 and once after September 20 but on or before October 5. If September 20 falls on a non-school day, use the first school day after September 20.

- ☐ Foreign exchange students cannot be included in the count for state-aid funding unless they will be enrolled for at least one semester or two quarters. If the foreign exchange student does **not** meet that requirement, please enter zero as the number of minutes the student is enrolled on September 20.
- ☐ In order to be counted, virtual students 18 and under (on September 20) virtual education students must be enrolled on September 20 and attend one day on or before September 20 and one day on or after September 20, but on or before October 5.
- ☐ Virtual students 19 and over (on September 20) will be funded on credits earned and do not have to meet attendance requirements.
- ☐ In order to be counted, alternative school and program (where attendance is not mandatory) students must be enrolled on September 20 and attend one day on or before September 20 and one day on or after September 20, but on or before October 5 .

Students Reported by Multiple Buildings: Please see the "[Enrollment Handbook 2016-2017 School Year](#)" for guidance on reporting students attending multiple buildings**.** Pay close attention to the explanation for virtual students 18 and under attending multiple buildings.

If multiple schools erroneously submit ENRL records for the same student, each school will have that student listed on its PBR. Schools and districts can run the "Student in Multiple Schools Discrepancy" report to identify their students submitted by another school or district. Auditors will be given a report of students that appear on multiple PBRs so that they can determine which school should report the student for funding.

Updating Core Student Data: KSDE recommends submitting ASGT records **before** submitting ENRL records to update core student data and to increase processing time on ENRL uploads. If a student's ENRL record is submitted to KIDS by the Accountability School and the grade level and school year have not been previously updated in KIDS, then the accountability school will be required to update the student's core data and

resolve any near matches before the record is accepted. Only the Accountability School can modify core student data for records that contain a State Student Identifier (SSID). If a student's ENRL record is submitted to KIDS by the Funding School and the grade level and school year have not been previously updated in KIDS, the Funding School will not be permitted to update the student's core data; however, the record will be accepted as long as the SSID matches a valid ID in the KIDS System.

Students without SSIDs: If a student's ENRL record is submitted to KIDS by the Accountability School or the Funding School, and an SSID is not included in the student record, the submitter will be required to obtain an SSID for the student through the Manage Core Data process before the record is accepted. This SSID should then be added to the school's local student information system for subsequent KIDS submissions. For additional information about processing records for students without SSIDs, please refer to the KIDS 2016-2017 User's Guide.

Juvenile Detention Centers and Psychiatric Residential Treatment Facilities: Any student attending a Juvenile Detention Center that is reported by your district will need to be submitted as part of the KIDS ENRL records in order to populate a screen on the Superintendent's Organizational Report (SO66) dedicated to these centers/facilities. Such centers/facilities should be submitted with:

- ☐ Accountability School as an accredited building in the district
- ☐ Funding School of "0003,"
- ☐ Attendance School as the building number of the Juvenile Detention Center or Psychiatric Residential Treatment Facility where the student is attending.

Removing students appearing on the PBR/SO66: In order to remove a student submitted on an ENRL record from a PBR/SO66, a new ENRL record for that student must be submitted that includes the same Funding School as the original ENRL record and also has a value of "0" in the Minutes Enrolled field. Sending an EXIT record will **not** remove a student from the PBR/SO66 if he/she was previously submitted on an ENRL record with Minutes Enrolled greater than 17.

Virtual Students Reporting: If a student is marked as a Virtual Education Student, then the Student's Transportation Street Address and Student's Transportation City fields must contain information for that virtual student. Students should only be marked as virtual education students if the submitter is the school or district providing the virtual education services or is the school or district contracting with an approved program to provide the virtual education services via a service center. For additional information on which students should be counted as virtual education students, refer to the Guidelines for Reporting Virtual Education Students document posted on the 'Documents' tab of the KIDS website.

Funding for virtual students will now be differentiated into three different categories: Full-Time Virtual Students 18 and Under, Part-Time Virtual Students 18 and Under and Virtual Students 19 and Over. The student's age will be determined as of September 20, 2016. Funding for virtual students 18 and under will be calculated from ENRL records.

- ☐ If a virtual student 18 and under is enrolled at both a traditional building and a virtual school/program within the same district, two ENRL records must be submitted for the student to provide the correct funding. The virtual

school/program will be limited to the number of minutes remaining after the traditional school's minutes are subtracted from 360.

☐ Funding for virtual students 19 and over will be based on credits earned between July 1, 2016 and June 30, 2016. Virtual students 19 and over will still need to have an ENRL record submitted to include those students in headcount data reported for your district. Virtual students 19 and over who are enrolled on or before September 20th (end of the first count window) should have an ENRL record submitted with 360 minutes, regardless of the actual number of minutes they are in attendance during that period.

Review the reporting situations at the end of this document for further explanation on reporting virtual students. You may also want to refer to the Guidelines for Reporting Virtual Education Students document posted on the 'Documents' tab of the KIDS website.

Concurrent High School Enrollment: A district that has a student attending any Kansas Board of Regents approved and funded CTE course at a technical college or community college will report a value of "1" in the High School Enrollment field.

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 Kansas Household Economic Survey. The Kansas Household Economic Survey will be verified during the auditing process. 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.

Career and Technical Education Contact Minutes: Report the number of minutes a student received instruction in an approved for funding CTE course or State approved course on September 20. Note: the time spent in any approved CTE courses through a post-secondary institution should not be counted toward the minutes reported in this field. The funding for CTE courses that are concurrent enrollment, as reported in the Concurrent High School Enrollment field will not be included in the funding calculations at KSDE.

Miles Transported: Report Miles Transported for all students transported at the district's expense. Schools and districts should report Miles Transported for their students, even if they are transported under 2.5 miles or transported from outside the district. If a student has 2.5 miles or greater reported in the Miles Transported field, then the Student's Transportation Street Address and Student's Transportation City must contain information for that transported student.

☐ A seat or an alternate mode of transportation must be provided for each student counted on the transportation list. This would apply to Miles Transported and Transportation FTE. Students do not have to actually ride the bus, but should they choose to do so a seat must be made available.

☐ Students, enrolled in both a public school and private school, are counted for the same FTE on the bus transportation report as their enrollment is counted in the public school.

☐ Kindergarten students are counted as 1.0 FTE on the transportation list if transportation is provided to and from the attendance center at the district's

expense, or if the district provides reimbursement to parents.

☐ Pupils transported one way by special education transportation on September 21 and one way on regular route transportation can be claimed on regular route transportation as a 0.5 FTE and can be claimed on the special education transportation Form 308 for the cost of the other half of the trip. However, the actual costs must be kept for the other half of the trip.

☐ Do not include transportation of students to and from a technical school or community college.

Non-resident Transportation: The parent or legal guardian of any pupil who lives 2.5 or more miles from the attendance center the pupil would attend in the resident school district may apply to the board of education of a receiving school district for authority for such pupil to be furnished or provided transportation to school from the pupil's residence and from school to the pupil's residence by the receiving school district.

Military Connected Student Indicator: An indication that the student's parent or guardian is on Active Duty, in the National Guard, or in the Reserve components of the United States military services at the time of submission. This data are required for federal reporting.

Shared Student: There are multiple situations where schools share a student.

Please review the scenarios below when working on ENRL data.

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)	**ENRL Record for Private School: (2222)**
☐ Accountability School: 2222 ☐ Funding School: 1111 ☐ Attendance School: 1111	☐ Accountability School: 2222 ☐ Funding School: 1111 ☐ Attendance School: 2222

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)	ENRL Record for Virtual School: (2222) (all core content courses)
□ Accountability School: 2222 □ Funding School: 1111 □ Attendance School: 1111 □ Minutes Enrolled: 60	□ Accountability School: 2222 □ Funding School: 2222 □ Attendance School: 2222 □ Minutes Enrolled: 360

3. 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. 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)	ENRL Record for Virtual School: (2222) (1 core content course)
□ Accountability School: 1111 □ Funding School: 1111 □ Attendance School: 1111 □ Minutes Enrolled: 300	□ Accountability School: 1111 □ Funding School: 2222 □ Attendance School: 2222 □ Minutes Enrolled: 60

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)	ENRL Record for Brick and Mortar School: (2222) (1 core content course)
□ Accountability School: 1111 □ Funding School: 1111 □ Attendance School: 1111 □ Minutes Enrolled: 360	□ Accountability School: 1111 □ Funding School: 2222 □ Attendance School: 2222 □ Minutes Enrolled: 60

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)	ENRL Record for Virtual Program: (1111) (no core content course)
□ Accountability School: 1111 □ Funding School: 1111 □ Attendance School: 1111 □ Minutes Enrolled: 300	□ Accountability School: 1111 □ Funding School: 2222 (district office) □ Attendance School: 1111 □ Minutes Enrolled: 60

> **Accredited Private Schools:** Accredited private schools should submit ENRL records according to the guidance outlined above. Private schools must submit ENRL records in order to build their PBR for accreditation.

Documents

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

- ☐ **KIDS 2016-2017 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS system.
- ☐ **KIDS 2016-2017 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 Determining KIDS Collection Building Identifier:** This document reviews the guidelines for determining the appropriate building identifier for submission on KIDS records.
- ☐ **Guidelines for Reporting Virtual Education Students in KIDS:** This document is focused on the process of reporting information on Virtual Education Students participating in a funded virtual education program to the KIDS Collection System.
- ☐ **Guidelines for Reporting Career and Technical Education Students in KIDS:** This document provides guidelines for reporting career and technical education (CTE) data on students to the KIDS Collection System.
- ☐ **Guidelines for Reporting Homeless Students:** This document provides guidance on reporting homeless students in the KIDS Collection System.
- ☐ **Enrollment Handbook 2016-2017 School Year:** This document contains guidelines about the September 20th rule and the students who can be counted for funding purposes during the ENRL Collection on the KSDE Fiscal Auditing webpage.
- ☐ **PBR and SO66 User's Guides:** See the School Finance page of the KSDE website for the PBR and SO66 user's guides and documentation regarding federal and state regulations that relate to funding.

Help Resources

In preparing your ENRL 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
- ☐ For Fiscal Auditing assistance contact Kevin Mercer at kmercer@ksde.org
- ☐ For PBR or SO66 assistance, contact Sara Barnes at sbarnes@ksde.org.
- ☐ For training in the KIDS Collection System, including Pre-Collection Workshops, visit the KIDS project website at http://kidsweb.ksde.org/ and go to the "Training" tab.

Revision History

Version	Date	Changes
11.00	7.5.16	Updated for 2016-2017 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.