



KIDS 2015-2016 Submission Details Document: STCO

Introduction

This document contains information specific to the submission of STCO Records to the Kansas Individual Data on Students (KIDS) System for the Student Course (STCO) Data Collection. The STCO data collection focuses on providing links among the courses students take during the school year; including the educator teaching the course and the outcome in the course.

Submission Guidelines

Submission Window

- November 2, 2015 – August 12, 2016
- STCO Records should be submitted as soon as possible after a course outcome is determined
- STCO records with course outcomes for CTE courses should be submitted by 6/15/2016 to be populated into the Pathways application
- Any STCO Records submitted after KIDS version 12.0 is released in July 2016 will need to follow the KIDS file formatting requirements for version 12.0
- STCO Records must be submitted in a batch by themselves—they cannot be mixed in a KIDS batch with other record types (such as ENRL, TEST, ASGT, etc.).

Students to Submit

- K through adult students for each course where students receive a course outcome
- Data should be current as of the last day of the course grading period

Who Submits?

- Educator School Identifier for which the student's educator and course are reported in EDCS

The Use of STCO Record Submissions

- Provide data on credit earned in courses for qualified admissions by post-secondary institutions;
- Provide educators a link to current students' data in Center for Educational Testing and Evaluation (CETE) accounts to generate student rosters in KITE to allow the teachers to monitor summative assessments and set up PNPs.;
- Allow post-secondary institutions to evaluate how well they are preparing educators;
- Provide data through the Student Record Exchange for students that move between schools;
- Provide verification of course completion for virtual students 19 and over;
- Populate data in the Pathways application; and
- Provide course outcome and course sequence data for program evaluation.

KIDS Collection Field Requirements STCO Record Type 2015-16

Field Number	Excel Column	Field Name	STCO
F1	A	Record Type	R
F2	B	Student's Accountability School Identifier	R
F3	C	Student's Legal Last Name	R
F4	D	Student's Legal First Name	R
F5	E	Student's Legal Middle Name	O
F6	F	Student's Generation Code	O
F7	G	Student's Gender	R
F8	H	Student's Date of Birth	R
F9	I	Student's Current Grade Level	R
F10	J	Student's Local Identifier	O
F11	K	Student's Hispanic Ethnicity	R
F12	L	State Student Identifier	R
F13	M	School Year	R
F14	N	Student's Funding School	R
F15	O	Student's Attendance School Identifier	R
F16	P	Student's Comprehensive Race	R
F17	Q	Virtual Education Student	R
F18	R	Educator School Identifier	R
F19	S	Term	R
F20	T	KCC Identifier	R
F21	U	Course Section	R
F22	V	Local Course ID	R
F23	W	Course Status	R
F24	X	Letter Grade	O
F25	Y	Percent Grade	O
F26	Z	Educator Identifier	R
F27	AA	Educator's Last Name	R
F28	AB	Educator's First Name	R
F29	AC	Educator's Middle Name	O
F30	AD	User Field 1	O
F31	AE	User Field 2	O
F32	AF	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 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.
- E Must be blank.

KIDS Reports

Reports are provided in the KIDS Collection System for review and verification of submitted STCO data. Although data can also be shared by exporting the appropriate KIDS reports to Excel, 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 STCO Records are submitted to KIDS after the export of reports.

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 STCO submissions:

Standard Reports:

- ☐ Accepted Records (Batch)
- ☐ Accepted Records by Type - STCO

STCO:

- ☐ Current STCO Records
- ☐ Current Year Credit by Student Report
- ☐ Info for STCO
- ☐ Individual QA Curriculum Report
- ☐ Virtual Adults STCO Records Report

STCO Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the STCO Record. In working with the KIDS Collection System, many circumstances apply only to the record you are submitting. How one data element is reported may change for other submissions from the recommendations appearing below.

Determining “Unique” Records: Records are unique by set:

- ☐ F12: State Student Identifier
- ☐ F13: School Year
- ☐ F18: Educator School Identifier
- ☐ F19: Term
- ☐ F20: KCC Identifier
- ☐ F21: Course Section
- ☐ F22: Local Course ID
- ☐ F26: Educator Identifier

The most recently submitted record for each complete set of fields above will be considered the “current” information for that student and course. Records are considered unique not by one data element but by the set of data elements listed above.

Validations: All STCO Records must contain:

- ☐ State Student Identifier (SSID) that exists in the KIDS Assignment System
- ☐ The following fields are associated with an educator in the Educator Data Collection System (EDCS):
 - o Educator School Identifier,
 - o Educator Identifier,
 - o Kansas Course Code Identifier (KCCID*), and
 - o Local Course ID

*The KCCID is a unique identifier given to each course the district has mapped in the Kansas Course Code Management System (KCCMS). This identifier includes all 10 course attributes associated with the course in KCCMS.

Undoing Records: To undo a previously submitted STCO record that was submitted in error, submit a new STCO record matching the previously submitted STCO record on:

- ☐ F12: State Student Identifier
- ☐ F13: School Year
- ☐ F18: Educator School Identifier
- ☐ F19: Term
- ☐ F20: KCC Identifier
- ☐ F21: Course Section
- ☐ F22: Local Course ID
- ☐ F26: Educator Identifier

Enter a code 99="Record Submitted in Error" in the Course Status field.

Updating Records: To update data in the State Student Identifier, School Year, Educator School Identifier, KCC ID, Course Section, Local Course ID, or Educator Identifier fields on a previously submitted STCO record, an undo record must first be sent as described in the section above. An updated STCO record can then be submitted with the correct information.

To update data in any of the other fields on a previously submitted STCO record, submit an updated record with matching values in:

- ☐ F12: State Student Identifier
- ☐ F13: School Year
- ☐ F18: Educator School Identifier
- ☐ F19: Term
- ☐ F20: KCC Identifier
- ☐ F21: Course Section
- ☐ F22: Local Course ID
- ☐ F26: Educator Identifier

Update the information in the other field(s). The most recently submitted record will be considered the "current" information.

STCO and Rosters: STCO records will not be used for adding students to rosters in other systems. The only exception is if a teacher needs to monitor State assessments in the Educator Portal in KITE, but a course outcome has not yet been earned. Send an STCO with a Course Status of 88=For monitoring summative assessments in KITE. For example this may occur when a teacher has a year-long course and a course outcome is not earned until the end of the year or if a student was not in a first semester class with the teacher and is only in a second semester class.

The State Subject Area Code (first two digits in the KCCID) must be one of the following:

- 01: High School English Language and Literature
- 02: High School Math
- 03: Life/Physical Sciences, High School
- 04: Social Sciences/History, High School
- 51: Middle School/Junior High English Language and Literature
- 52: Middle School/Junior High Math
- 53: Life/Physical Sciences, Middle School
- 54: Social Sciences/History, Middle School
- 80: Elementary Self-Contained
- 81: Elementary English Language and Literature
- 82: Elementary Math
- 83: Life/Physical Sciences, Elementary
- 84: Social Sciences/History, Elementary

Reporting Summer School Outcomes: Course outcomes for summer school courses taken during the 2015 summer school session (through July 31, 2015) are required to be submitted on STCO records with the School Year="2015." The summer school course must be assigned to a licensed educator in EDCS for that district for the 2014-2015 school year. These records will be accepted through August 15, 2015. Summer school courses that end after July 31, 2015 should be reported in the 2015-2016 STCO collection.

Course outcomes for summer school courses taken during the 2016 summer school session (through July 31, 2016) are required to be submitted on STCO records with the School Year="2016." The summer school courses must be assigned to a licensed educator in EDCS for that district for the 2015-2016 school year. Make sure the 'Summer School' checkbox has been selected in EDCS for those course assignments. Summer school courses that end after July 31, 2016 should be reported in the 2016-2017 STCO collection.

Reporting Incomplete Courses: A course outcome of 05 = "Incomplete" should only be reported when the district considers incomplete as the final status of a course. Either a Letter Grade or Percent Grade must be reported when a Course Status of 05 = "Incomplete" is reported. If a student enrolled in a course and left before a grade was issued, no STCO record needs to be submitted for that student and course.

Career and Technical Education (CTE) Courses: Course outcomes for students in a Pathway should be submitted via an STCO Record to KIDS Collection by 6/15/2016 to be populated into the Pathways system. The district that has the building with the teacher assigned to a CTE pathway course should submit the STCO Record. The STCO Record must be for the same building as the CTE Pathway was approved for in the Career Pathway Program of Study Application.

Migrant Course Outcomes: Migrant Course Data will automatically populate when the district submits STCO data to KIDS Collection.

Virtual Students 19 and Over: Course outcomes reported on STCO records will be used to verify completion of course credits used to fund virtual students 19 and over.

Letter Grade and Percent Grade: Either Letter Grade or Percent Grade must be reported when 01="Completed (Pass)" or 02="Completed (Fail)" is indicated in Course Status. Reporting in both fields is not required. The Letter Grade field is not tied to a specific rating scale. The Percent Grade field is based on a 0-100 scale but is not tied to a specific pass/fail cutoff value. The Course Status field will indicate whether the value reported in the Letter Grade and/or Percent Grade field relates to passing or failing of the course.

Letter Grade for grade levels 12 - 17

The Qualified Admissions reports added to the KIDS Collection System require that all courses used in the calculations have a Letter Grade populated for the course. In order to accurately calculate the grade point average we will add a list of specific grades required to be entered when this field is required. One of the following values must be submitted for students in grade levels 12-17 with a Course Status of '01' Completed (Pass):

- Valid Values:
 - A+
 - A
 - A-
 - B+
 - B
 - B-
 - C+
 - C
 - C-
 - D+
 - D
 - D-
 - P1
 - P2

P1=a grade of 'D' or higher and P2=a grade of 'C' or better. This is a local decision. It is based on the level that your school accepts a passing grade for a course.

Reporting Course Outcomes (pass/fail, percent, or mark): STCO records submitted to KIDS should accurately reflect the amount of credit earned by each student for each course where a course outcome is given. If the way your district assigned and recorded courses and grades in the local student information system does not align with what was mapped in KCCMS and assigned to an educator in EDCS, additional work may be necessary to align them. Use the Current Year Credit by Student Report in KIDS to verify that the data is aligned across all systems.

EDCS Info for STCO Report: Within the EDCS application, there is a report that provides a list of all educators in the district that have been assigned to a course and confirmed for STCO. Utilization of this report is encouraged for KIDS data coordinators to help properly align STCO Records with what has been indicated in the EDCS for the school.

Educator ID: When a non-licensed educator is reported in EDCS, the educator's Social Security Number (SSN) is reported because an educator ID is not generated. The STCO records that are submitted to KIDS for those courses assigned to that educator should include the educator SSN in the Educator ID field so that the record aligns with what has been reported in EDCS.

Shared Student: There are multiple situations where schools share a student. Please review the scenarios below when working on STCO data.

1. One public school is provides instruction in math but is not the Accountability School for the student. Another public school district is the accountability school for the student. The Accountability School should send the STCO records.

STCO Record for Public School Building #1111 (Attendance School) <input type="checkbox"/> No record submitted	STCO Record for Public School Building #2222 (Accountability School) <input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Course outcomes for student <input type="checkbox"/> Map courses in KCCMS <input type="checkbox"/> Add educator to building in EDCS <input type="checkbox"/> Assign courses to educators in EDCS
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2. Public school special education (SPED) student that has courses that are provided by Service Center or Coop.

STCO Record for Service Center or Coop Building #1111 (Attendance School) <input type="checkbox"/> No record submitted	STCO Record for Public School Building #2222 (Accountability School) <input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Course outcomes for student <input type="checkbox"/> Map courses in KCCMS <input type="checkbox"/> Add educator to building in EDCS <input type="checkbox"/> Assign courses to educators in EDCS
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3. A brick and mortar building and virtual school or program in two different districts both provide courses to a non-adult education student that chose to attend the virtual school. In this case, the brick and mortar school did not send the student to virtual school. Both submit STCO records to KIDS. Both are considered the Accountability School for the courses taught at that building.

STCO Record for Brick and Mortar Building #1111	STCO Record for Virtual School Building #2222
<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Course outcomes for student <input type="checkbox"/> Map courses in KCCMS <input type="checkbox"/> Add educator to building in EDCS <input type="checkbox"/> Assign courses to educators in EDCS	<input type="checkbox"/> Accountability School: 2222 <input type="checkbox"/> Funding School: 2222 <input type="checkbox"/> Attendance School: 2222 <input type="checkbox"/> Course outcomes for student <input type="checkbox"/> Map courses in KCCMS <input type="checkbox"/> Add educator to building in EDCS <input type="checkbox"/> Assign courses to educators in EDCS

4. Adult virtual education student attends a virtual school or program through a diploma completion program.

STCO Record for District that issues the diploma Building #1111	Diploma Completion Program
<input type="checkbox"/> Accountability School: 1111 <input type="checkbox"/> Funding School: 1111 <input type="checkbox"/> Attendance School: 1111 <input type="checkbox"/> Course outcomes for student <input type="checkbox"/> Map courses in KCCMS <input type="checkbox"/> Add educator to building in EDCS <input type="checkbox"/> Assign courses to educators in EDCS	<input type="checkbox"/> No record submitted

Accredited Private Schools: Accredited private schools should submit STCO Records according to the guidance outlined above.

Documents

Consult the following document for additional information when preparing your STCO 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 Collection File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System including STCO data elements.
- ☐ **Course-Teacher-Student Data Reporting Timeline 2015-2016:** This document displays the timeline for the applications that are involved in collecting the data that links the course, teacher, and student along with the applications that use the STCO data. The document is located on the [Course-Teacher-Student](#) webpage.

Help Resources

In preparing your STCO 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
- ☐ KSDE Course-Teacher-Student Data website: [http://www.ksde.org/Agency/FiscalandAdministrativeServices/InformationTechnology\(IT\)/Course-Teacher-StudentData.aspx](http://www.ksde.org/Agency/FiscalandAdministrativeServices/InformationTechnology(IT)/Course-Teacher-StudentData.aspx)
- ☐ Educator Data Collection System (EDCS) Lori Adams at ladams@ksde.org
- ☐ Kansas Course Codes Management System (KCCMS) kccms@ksde.org
- ☐ KITE: <http://www.ksassessments.org/kite> or (785) 864 3537 or 1-855-277-9752 or via email at kapsupport@ku.edu
- ☐ Pathways: pathwayshelpdesk@ksde.org
- ☐ For training in the KIDS Collection System: visit the KIDS project website at <http://kidsweb.ksde.org/> and go to the “Training” tab.
- ☐ For STCO Collection training: visit the [Pre-Collection Workshops](#) Training registration page.

Revision History

Version	Date	Changes
4.00	7.20.15	<ul style="list-style-type: none">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.