This resource serves as the KIDS Collections data dictionary.

This document contains:

* Formatting requirements for SIS Collection Export Batch Files including the header and trailer record requirements
* Definitions and permitted values for all data elements collected via KIDS
* References to supporting resources

This document does not include:

* Collection specific requirements and recommendations, see the KIDS Submission Detail Documents
* KIDS Collection edit checks, see the KIDS Business Rules
* Information about KIDS Reports, see the Report Descriptions on the KIDS website

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### Header Record Layout

| **Field Ref #** | **Header Record Layout** |
| --- | --- |
| **Field** | **Maximum Length** | **Format Details** | **Comments/Values** |
|  | **Record Type** | 2 | TH | Must contain the characters “TH” |
|  | **Extract Date** | 10 | mm/dd/yyyy | Date export file was created. Month and day must include any leading zeroes. |
|  | **Extract Time** | 8 | hh:mm:ss | Time export file was created.  |
|  | **Transmission ID** | 10 | 9999999999 | An arbitrary number. Must match the Transmission ID in the Trailer record.  |
|  | **Version** | 10 | 14.0 | Always “14.0”. This version number differentiates the possible versions of the file structure. |
|  | **Delimiter Character** | 25 | delimiter=c | Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma). For a comma delimiter, the character literal would be ‘delimiter=,’ and the hex representation would be ‘delimiter=0X2C’. For a tab delimiter, it is recommended that the hex representation be used. In that case, it would be ‘delimiter=0X09’. |

### Trailer Record Layout

| **Field Ref #** | **Trailer Record Layout** |
| --- | --- |
| **Field** | **Length** | **Format Details** | **Comments/Values** |
|  | **Record Type** | 2 | TT | Trailer Record and contains the characters “TT” |
|  | **Transmission ID** | 10 |  | Value is the same as in the header record |
|  | **Number of Records** | 10 | 9999999999 | Number of records including the header and trailer records. The value is left aligned without trailing spaces. |

### Collection Overview

**ASGT Collection**

**Purpose:** This record type collects core student demographic data for the purpose of assignment and management of State Student IDs. ASGT records are submitted to the KIDS Collection System to:

* Update or correct errors in core student data for students who already have State IDs;
* Obtain State IDs for new students;
* Claim students enrolling at your school who already have State IDs; and
* Update the school year and grade level information for students at the beginning of the year.

**Students To Submit:** Pre-K through Adult

**Submitted By:** Accountability School

**Submission Window:** Can be submitted at any time.

**Data As Of:** At time of Submission

**Records Unique in Batch by:**

* D1: Record Type
* D13: State Student Identifier

**Undo:** To undo an ASGT record, send an EXIT with D27: Exit/Withdrawal = 18.

**EXIT Collection**

**Purpose:** This record type collects data about when and why a student leaves a school. EXIT records are required for students moving between schools within a district as well as moving between districts. EXIT records should be submitted as soon as possible after the student’s last day of membership whenever a student has moved, transferred, dropped out, or graduated. The data collected on EXIT records are used to:

* Determine student assessment participation requirements;
* Calculate rates and used in accountability determinations;
* Provide federal reporting; and
* Determine cohorts, graduates, non-graduates, and dropouts on the Dropout and Graduation Summary Report (DGSR).

**Students to Submit:**

* Pre-K through Adult.
* Pre-K students—EXIT records should only be sent when a child is no longer associated with the Accountability School and should not be sent when a child’s participation in a program ends.

**Note:** Data should be current as of the student’s last day of membership.

**Submitted By:** Accountability School

**Submission Window:** As soon as possible after leaving, can be submitted at any time.

**Data As Of:** The information should be current as of the student’s last day in membership.

**Records Unique in Batch By:**

* D1: Record Type
* D2: Accountability School
* D13: State Student Identifier

**Undo:** To undo an EXIT record, send another EXIT with the same information except the D27: Exit/Withdrawal Type = 99.

**TEST Collection**

**Purpose:** This record type collects demographic and assessment data for generating CETE’s testing rosters for State assessments and accountability data. Initial populating of test roster and for CETE to issue test tickets in KITE. Data should be updated if student data changes after the initial submission to correctly count the student for accountability.

**Students To Submit:** Grades 3-12 for State Assessments, Grades K-12 for Kansas English Language Proficiency Assessment (KELPA2)

**Submitted By:** Accountability or Attendance School

**Submission Window:** September 4, 2018 – June 28, 2019

**Note:** *Submission window opens September 4, 2018 for cPass Assessments. All other assessments should not be submitted on TEST records until after January 1, 2019.*

**Data As Of:** The day the student takes the assessment.

**Records Unique in Batch By:**

* D1: Record Type
* D2: Accountability School
* D13: State Student Identifier

**Undo:** To undo a TEST record, send another TEST record with ‘C’ in the assessment field or send an EXIT, whichever is appropriate for the situation.

**ENRL Collection**

**Purpose:** This record type collects official enrollment data for reports and for state and federal funding calculations. All students enrolled and attending on September 20 should be submitted.

**Students To Submit:** PreK though Adult

**Submitted By:** Funding School for Public Schools and Accountability School for Private Schools

**Submission Window:** September 20, 2018 – October 11, 2018

**Data As Of:** September 20, 2018

**Records Unique in Batch By:**

* D1: Record Type
* D13: State Student Identifier

**Undo:** To undo an ENRL record, send another ENRL with D24: Minutes Enrolled = 0.

**SMSC Collection**

**Purpose:** This record type collects data about districts that may be eligible for Rural Education Achievement Program (REAP) funding and other grants available to small school districts. Districts with a Common Core of Data (CCD) local code or 32, 33, 41, 42, or 43 may be eligible for additional REAP grant funding and should submit all of their students who are enrolled on December 1st.

**Students To Submit:** K-12 who are enrolled any time between the first day of school and December 1.

**Submitted By:** Funding School

**Submission Window:** December 3, 2018 – January 4, 2019

**Data As Of:** December 3, 2018

**Records Unique in Batch By:**

* D1: Record Type
* D13: State Student Identifier

**Undo:** To undo an SMSC record, send another SMSC with D21: Cumulative Number of Days in Membership = -1 and D22: Cumulative Number of Days Attended = 0.

**MILT Collection**

**Purpose:** This record type collects enrollment data for districts whose student population significantly increases after the September 20th (ENRL) funding count due to military movement. This data is used to include additional military dependent students in state funding calculations. Districts may submit all of the students who are enrolled and attending on February 20th, or only those students who meet the definition of ‘military dependent’ (Military Connected Student Indicator = 1) for state funding purposes.

**Students To Submit:** PreK though Adult

**Submitted By:** Funding School

**Submission Window:** February 20, 2019 – March 18, 2019

**Data As Of:** February 20, 2019

**Records Unique in Batch By:**

* D1: Record Type
* D13: State Student Identifier

**Undo:** To undo a MILT record, send another MILT with D24: Minutes Enrolled = 0.

**EOYA Collection**

**Purpose:** This record type collects demographic, program participation, and attendance data for use in accountability determinations and other end of year federal reporting. Records for all students (both active and inactive) where your school was considered the Accountability School at any time during the year should be submitted. Data from EOYA records are used to populate data in the Kansas Discipline Incident System (KAN-DIS), LCP Annual Report, and determining cohorts on the Dropout and Graduation Summary Report (DGSR).

**Students To Submit:** PreK through Adult

**Submitted By:** Accountability School

**Submission Window:** May 13, 2019 – June 28, 2019

**Data As Of:** Student’s last day of membership for the school year.

**Records Unique in Batch By:**

* D1: Record Type
* D2: Accountability School
* D13: State Student Identifier

**Undo:** To undo an EOYA record, send another EOYA with D21: Cumulative Number of Days in Membership = -1 and D22: Cumulative Number of Days Attended = 0.

**SPED Collection**

**Purpose:** This optional record type enables the funding school or district to enter specific students previously submitted to the KIDS Collection System to populate the student into Sped-Pro without claiming the student in KIDS. This record type is only for students receiving special education services and no student data will be updated with this record type.

**Students to Submit:** Any student who is receiving Special Education Services

**Submitted By:** Funding Building

**Submission Window:** Any time

**Data As Of:** At time services are rendered.

**Records Unique in Batch By:**

* D1: Record Type
* D15: Funding School Identifier
* D13: State Student Identifier

**QERY Collection**

**Purpose:** This record type enables the school or district obtain data about specific students previously submitted to the KIDS Collection System. The QERY record is an optional record type that is used to return the most recent information about a student. This may potentially be from a student’s previous Accountability School. The amount of information returned from a QERY record submission is dependent upon the submitting school’s relationship to the student, and on the amount of information included in the QERY submission. More data is returned if the student’s current Accountability School submits the QERY record.

**Students to Submit:** Any student

**Submitted By:** Any Building

**Submission Window:** Any time

**Data As Of:** N/A

### Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC Records

| **Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)** |
| --- |
| **Excel Ref#** | **Field Ref#** | **Field** | **Maximum Length** | **Format Details** | **Relevant for Record Type** | **Comments/Values** |
| A |  | Record Type | 4 | Alphanumeric | All | A designation of the collection to which the record belongs. Allowable values:* ENRL Funding and Enrollment
* TEST Assessment information
* EOYA End-of-year reporting
* EXIT for Exit records
* ASGT for getting a state identification number, updating core data, claiming a student
* QERY[[1]](#footnote-1) for performing a query of pre-existing KIDS data without claiming
* MILT for Military Funding and Enrollment
* SMSC for REAP Allocations
* SPED to populate a student into Sped- Pro without claiming the student in KIDS.
 |
| **B** |  | **Accountability School Identifier** | 4 | Alphanumeric | All | The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school in which the student is included for accountability purposes: that is, measures such as average daily attendance and state assessment scores are assigned to this school when determining accountability. This identifier can be found in the Kansas Educational Directory.For ENRL, MILT and SMSC records, this field must contain a valid School ID number belonging to an accredited school, ‘0001’ or ‘0002.’ If a student is associated with multiple schools, and an unaccredited private school, home school, or a school in another state is accountable for that student use the following building codes: ‘0001’ when the student’s information is included in the accountability results of another state and ‘0002’ when the student attends an unaccredited private school or is home schooled. If the value is ‘0001’ or ‘0002’, then D15: Funding School must contain a valid School ID number or district central office. For EOYA, TEST, and EXIT records, this field must contain a valid School ID number belonging to an accredited school, ‘0001’ or ‘0002.’ If a student is associated with multiple schools, and an unaccredited private school, home school, or a school in another state is accountable for that student use the following building codes: ‘0001’ when the student’s information is included in the accountability results of another state and ‘0002’ when the student attends an unaccredited private school or is home schooled. If the value is ‘0001’ or ‘0002,’ then D16: Attendance School/Program Identifier must be a valid School ID number belonging to an accredited school or district central office within the submitting district.For ASGT records, this field must contain a valid School ID number, ‘0001’ or ‘0002.’ The district central office can only be used as the Accountability School for adult students (grade level 18) and pre-kindergarten students (grade level 00-04) not on an IEP (‘ND’ in D32: Primary Disability Code).  |
| **C** |  | **Residence District Identifier** | 5 | Alphanumeric | All | The unique number that has been assigned to the district by the state. In this case, it is the unique number of the district in which a student resides. This identifier can be found in the Kansas Educational Directory. Use state district alphanumeric code number (e.g., D0101), except for out-of-state residences. In that case, use the 2-letter State code for that State (e.g., NE for Nebraska). Except for the out of state identifier, the identifier is composed of a leading alpha character followed by four numbers, the first of which is zero.Note: Private schools can use the public district number in which the private school resides. |
| **D** |  | **Legal Last Name** | 60 | Alphanumeric | All | The name borne in common by members of the student’s family. |
| **E** |  | **Legal First Name** | 60 | Alphanumeric | All | The name given to the student at birth, baptism, or during another naming ceremony, or through legal change. |
| **F** |  | **Legal Middle Name** | 60 | Alphanumeric | All | The secondary name given to the student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied. |
| **G** |  | **Generation Code** | 10 | Alphanumeric | All | An appendage (suffix), if any, used to denote the student’s generation in his/her family (e.g., Jr., Sr., III). |
| **H** |  | **Gender** | 1 | Numeric | All | The student’s gender, the concept describing the biological traits that distinguish the males and females of a species. Allowable values:* 0 = Female
* 1 = Male
 |
| **I** |  | **Date of Birth** | 10 | mm/dd/yyyy | All | The month, day, and year on which the student was born.  |
| **J** |  | **Current Grade Level** | 2 | Alphanumeric | All | The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.3-Yr-Old and 4-Yr-Old Preschoolers can be sent as one grade level, using ‘01’ as the grade level, if the district does not have the group separated in its SIS. It is important to keep 5-Yr-Old Preschooler in its separate grade level, since funding is different for this group.Grade level “02” is for 4-year-olds who are not in the State 4-year old At-Risk program and/or those who have an IEP for a disability. If a 4-year-old student is both At-Risk and has an IEP for a disability, they should be reported as “02.” Grade level “04” is for four-year-old students who are in the State 4 year-old At-Risk and do not have an IEP for a disability. Only State funded students should be reported as “04”.The “Not Graded” code applies to students who are adults. Note: an “adult” student is defined as either a general education student who is over the age of 18 and whose 5-year cohort (beginning his/her freshman year) has graduated, or any student over the age of 21. Students, age 22 and older as of 10/1/2018, must be submitted as grade level “18”.All students, including those with disabilities, should be coded according to credits earned unless the criteria for “Not Graded” mentioned above apply.Allowable values:

|  |  |
| --- | --- |
| * + 00 = Birth – 2 years old
	+ 01 = 3-Yr-Old Preschooler
	+ 02 = 4-Yr-Old Preschooler
	+ 03 = 5-Yr-Old and Older Preschooler
	+ 04 = Four-Year-Old At-Risk (State Funding only)
	+ 05 = Kindergarten
	+ 06 = First Grade
	+ 07 = Second Grade
	+ 08 = Third Grade
 | * + 09 = Fourth Grade
	+ 10 = Fifth Grade
	+ 11 = Sixth Grade
	+ 12 = Seventh Grade
	+ 13 = Eighth Grade
	+ 14 = Ninth Grade
	+ 15 = Tenth Grade
	+ 16 = Eleventh Grade
	+ 17 = Twelfth Grade
	+ 18 = Not Graded
 |

 |
| **K** |  | **Local Student Identifier** | 20 | Alphanumeric | All | The unique alphanumeric code assigned to the student by the school or local education agency.  |
| **L** |  | **Hispanic Ethnicity** | 1 | Alphanumeric | All | Indicates whether or not the student’s ethnicity is Hispanic/Latino. Allowable values, based on federal regulations, are:* Y = Hispanic/Latino
* N = NOT Hispanic/Latino
 |
| **M** |  | **State Student Identifier** | 10 | 9999999999 | All | The unique number assigned to the student by the KIDS Assignment System. Once a State ID is assigned and updated in the school’s dataset, subsequent collections (SIS Exports) must have this value supplied to avoid near matches. |
| **N** |  | **Current School Year** | 4 | yyyy | All | The ending year of the current school year. For example, if it is the 2018-2019 school year, enter 2019.  |
| **O** |  | **Funding School Identifier** | 4 | Alphanumeric | All | The unique number that has been assigned to the school by the state. In this case, it is the unique number of the school in which the student’s enrollment is counted for state funding and/or for the Principal’s Building Report. This identifier can be found in the Kansas Educational Directory. If a district does not have a school for an educational level (e.g., does not have a high school) or has preschoolers who are not assigned to a school, the district central office building number should be used.For ENRL records, ‘0003’ should be used for Funding School ID if the student attends a non-accredited Juvenile Detention Center (JDC) or Psychiatric Residential Treatment Facility (PRTF). For ENRL and SMSC records if the D2: Accountability School ID value is ‘0001’ or ‘0002’, then this must contain a valid School ID number belonging to an accredited school or district central office.  |
| **P** |  | **Attendance School/ Program Identifier** | 4 | Alphanumeric | All | The unique number that has been assigned to the school or program by the state. In this case, it is the unique number of the school or program in which the student is physically located and attends class. This identifier can be found in the Kansas Educational Directory. For TEST records, this is the location where the student is to take the state assessments.For TEST, EXIT, and EOYA records, if the D2: Accountability School ID value is ‘0001’ or ‘0002’, then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district. |
| **Q** |  | **Virtual Education Student** | 1 | Numeric | ENRL,MILT,EOYA | Indicator of whether a student is participating in a virtual education school or program that is approved for State funding. Only report if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. In order to enter a non-blank value, the D10: Current Grade Level must be 05-18.Allowable values:* 0 = Student is not a Virtual Education Student and has not been during the current school year.
* 1 = Student is currently a Virtual Education Student.
* 2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year.

For more information on reporting virtual education students refer to the “Guidelines for Reporting Virtual Students” on the KIDS project website (http://kidsweb.ksde.org/).  |
| **R** |  | **School Entry Date** | 10 | mm/dd/yyyy | ASGT, ENRL, TEST, EOYA, SMSC,MILT,EXIT,SPED | The month, day, year on which the student enrolls and begins to receive instructional services in a school. If the student should leave and then re-enroll, this date should reflect the most recent enrollment date.  |
| **S** |  | **District Entry Date** | 10 | mm/dd/yyyy | ASGT, ENRL, TEST, EOYA, SMSC, MILT,EXIT, SPED | The month, day, year on which the student enrolls and begins to receive instructional services in a school district. If the student should leave the district and then re-enroll, this date should reflect the most recent enrollment date. |
| **T** |  | **State Entry Date** | 10 | mm/dd/yyyy | ASGT, ENRL, TEST, EOYA, SMSC, MILT,EXIT,SPED | The month, day, year on which the student enrolls and begins to receive instructional services in Kansas. If the student should leave Kansas and then re-enroll in a Kansas school, this date should reflect the most recent enrollment date. |
| **U** |  | **Cumulative Number of Days in Membership** | 5 | Numeric 999.9 | EOYA, SMSC, EXIT | The number of days the student has been enrolled and receiving instruction (days present plus days absent) in this school/program when school was in session during the current school year. Note: Half-day kindergarten students should not have their days of attendance divided by two. Count them in attendance for every day they attend their half-day program. Cannot be greater than 366. |
| **V** |  | **Cumulative Number of Days Attended** | 5 | Numeric 999.9 | EOYA, SMSC, EXIT | The number of days the student has been present in this school/program when school was in session during the current school year. In order to comply with new federal reporting, a student is considered absent if he or she is not physically on school grounds and is not participating in instruction or instruction related activities at an approved off-grounds location. Any absence by a student for any reason (e.g. illness, suspension, parent permission), regardless of whether the absences are excused or unexcused should not be included in the number of days attended. Students will be included in federal reporting of chronic absenteeism if the student missed 10% of the school days in which they were enrolled in the school. The data collected on EOYA records will be used to calculate this.Note: Half-day kindergarten students should not have their days of attendance divided by two. Count them in attendance for every day they attend their half-day program. Cannot be greater than 366. |
| **W** |  | **Truant Student** | 1 | Alphanumeric | EOYA | An indicator of whether or not the student has been truant at any time during the current school year. Allowable values:* 0 = No
* 1 = Yes

Note: if a student’s status will change between the last day of school and June 30th, schools can choose to report the student’s status as of June 30th.  |
| **X** |  | **Minutes Enrolled** | 3 | Numeric 999 | ENRL, MILT | The number of minutes per day that the student was enrolled in this district on September 20 (see September 20 Rule below**[[2]](#footnote-2)**) &, if applicable, on Feb. 20[[3]](#footnote-3). The minutes should not include the lunch period or transition time from lunch to class. Passing periods that are between classes a student attends can be counted. The entry can be zero for the September 20 snapshot in cases where the student attends a public school but does not qualify to be counted for funding purposes.Note: Schools and districts enter minutes. To compute FTE, KSDE will divide this number by 360, except for those students who are also enrolled in an area vocational technical school or other postsecondary institution. The number of minutes for dual enrolled students will be divided by 300 for FTE purposes. Note: In cases where the number of minutes enrolled per day varies or the student does not attend school 5 days a week, sum all minutes for a normal 5-day week and divide by 5.  |
| **Y** |  | **Concurrent High School Enrollment** | 1 | Numeric | ENRL, MILT | A description of a second educational program enrollment for a high school student on September 20 (see September 20 Rule on previous page). The enrollment must have been in an accredited program or institution. ***Accredited programs can be delivered at the high school or at the institution providing the service.*** When a student is enrolled in multiple accredited programs, select one of them. In order to mark 1-5 in this field, D10: Current Grade Level must be 15-18 or 14-18 if “GI” is marked in D33: Gifted Student Code. Allowable values:

|  |  |
| --- | --- |
| * + 0 = None
	+ 1 = Any Kansas Board of Regents approved and funded CTE course at a Technical College or Community College
	+ 2 = Community college
 | * + 3 = State university
	+ 4 = Private college or other postsecondary
	+ 5 = High school CTE program outside of main campus
 |

**Note1:** Students enrolled in the Kansas Academy of Math and Science (KAMS) at Fort Hays State University should be marked with a value of “3”.**Note2:** Students taking an approved CTE course through a post-secondary institution should be marked with a value of “1” and the time spent in these classes should **not** be counted toward the minutes reported in D42: Career and Technical Education Contact Minutes. If a student is enrolled in an approved CTE course and a non-CTE course through a post-secondary institution, mark a value of “1” in this field.**Note3:** If a student attends an approved CTE program offered by a school district in a separate district owned facility away from the high school campus, the student should be reported with a value or “5”. |
| **Z** |  | **Exit/Withdrawal Date** | 10 | mm/dd/yyyy | EXIT | The month, day, year of the student’s last day of membership or the date on which the student was graduated, or the date on which a student with disabilities met district graduation requirements for a regular diploma. This field must be blank on all record types except EXIT records.  |
| **AA** |  | **Exit/Withdrawal Type** | 2 | Numeric | EXIT | The circumstances under which the student exited from membership in this district or school. This field must be blank on all record types except EXIT records. Allowable values:* 1 = Transfer to a public school in the same district
* 2 = Transfer to a public school in a different district in Kansas
* 3 = Transfer to a public school in a different state
* 4 = Transfer to an accredited private school in Kansas or in a different state
* 5 = Transfer to non-accredited private school in Kansas or in a different state
* 6 = Transfer to home schooling[[4]](#footnote-4)
* 8 = Graduated with regular diploma
* 10 = Student death
* 11 = Student illness
* 12 = Student expulsion (or long-term suspension)
* 13 = Reached maximum age for services[[5]](#footnote-5)
* 14 = Discontinued schooling (including preschoolers/Kindergartners who are removed from schooling by parents)
* 15 = Transfer to a juvenile or adult correctional facility where diploma completion services are provided.
* 16 = Moved within the US, not known to be enrolled in school
* 17 = Unknown
* 18 = Student data claimed in error by an ASGT record
* 19 = Transfer to a GED completion program
* 20 = Transferred to a juvenile or adult correctional facility where diploma completion services are not provided.
* 21 = Student moved to another country, may or may not be continuing[[6]](#footnote-6)
* 22 = Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services deemed necessary by the IEP team.[[7]](#footnote-7)
* 23 = Student with an extended absence at the beginning of the school year (through September 30), planning to return.[[8]](#footnote-8)
* 98 = Unresolved Exit (KSDE use only)
* 99 = Undo a previously submitted EXIT Record
 |
| **AB** |  | **Special Circumstances Transfer Choice** | 1 | Alphanumeric | EOYA | An indication of whether the student’s transfer was related to provisions of federal law. This field should include information on students transferring within or outside the district. Allowable values:* 0 = No transfer under these provisions
* 2 = Transfer using unsafe school provision (applicable only when student transfers to another school within the same district)

This must be reported by the gaining school.  |
| **AC** |  | **Post-Graduation Plans** | 1 | Numeric | EXIT | The intended post-secondary direction of graduates. A graduate is defined as a student who receives a high school diploma. This field is required when D27: EXIT/Withdrawal Type = ‘8’, or ‘22’. For graduates who did not report current or future status, use the “Status Unknown” category. Allowable values:* 1 = 4-Year College of University
* 2 = 2-Year College
* 3 = Other Type of College/Other Postsecondary
* 4 = Employment
* 5 = Unemployment
* 6 = Parenting
* 7 = Military Service
* 8 = All Other Graduates/Status Unknown
 |
| **AD** |  | **Comprehensive Race** | 5 | A “bit” oriented format. Position 1 is the right-most digit of the 5 digits. Position 5 is the left-most. Thus, 10000 represents White. | ALL | General racial category(ies) which most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies. All five positions must be filled with either a 0 or a 1, and at least one category must be filled with a 1.Positions:* Position 5-White
* Position 4-Native Hawaiian or Other Pacific Islander
* Position 3-Black or African American
* Position 2-Asian
* Position 1-American Indian or Alaska Native

Allowable values in each position:* 0 = No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pos. 5 | Pos. 4 | Pos. 3 | Pos. 2 | Pos. 1 |
| White | NH/PI | Black | Asian | AI/AN |

* 1 = Yes
 |
| **AE** |  | **Eligibility for National School Lunch Program** | 1 | Alphanumeric | ENRL, TEST, EOYA, MILT,EXIT | An indication of the student’s eligibility for free or reduced price lunch programs. This eligibility is established through the Direct Certification process or the National School Lunch Program application.Allowable values:* 0 = Not Eligible
* 1 = Eligible for Reduced Price Lunch
* 2 = Eligible for Free Lunch

Note: Approved Community Eligibility Provision schools should not mark all students with 2 = Eligible for Free Lunch. Rather, mark 1 or 2 only for those students with a completed Household Economic Survey form. |
| **AF** |  | **Primary Disability Code** | 2 | Alpha | ASGT, ENRL, TEST, EOYA, MILT,EXIT,SPED | An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Education Act (IDEA-Part B), which documents that the student receives special education services. Report if the student has a primary area of disability.Allowable values:* ND = No Disability
* WD = Yes, is on an IEP and receives special education services.
 |
| **AG** |  | **Gifted Student Code** | 2 | Alpha | ASGT, ENRL, TEST, EOYA, MILT,EXIT,SPED | An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services. Allowable values are:* Blank = None
* GI = Giftedness
 |
| **AH** |  | **Qualified for 504** | 1 | Alphanumeric | EOYA | An indication of whether or not the student is a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.Allowable values:* 0 = Not a 504 qualified student and has not been this school year
* 1 = Currently a 504 qualified student
* 2 = Not currently a 504 qualified student but has been this school year

Note1: Students receiving special education services because of a disability automatically qualify. Therefore, any student marked with a disability code in D32 must be marked as a ‘1.’Note2: If a student’s status will change between the last day of school and June 30th, schools can choose to report the student’s status as of June 30th.  |
| **AI** |  | **Residence of Homeless Student while Homeless** | 1 | Alphanumeric | ENRL, TEST, EOYA,EXIT | An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate nighttime residence and had a primary nighttime residence that was: shared with others due to loss of housing, economic hardship, or similar reason (1 & 6); a temporary shelter such as a hotel or motel room or campground (2 & 7); a supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill) or an institution that provides a temporary residence for individuals intended to be institutionalized (4 & 8); or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (5 & 9). (See section 725, Definitions, of the McKinney-Vento Homeless Assistance Act for a more detailed description of this data element.) If there were more than one such residence during the school year, please indicate the primary residence at the time they were identified as homeless. The term “unaccompanied homeless student” includes youth in homeless situations who are not in the physical custody of a parent or guardian.Allowable values:* 0 = Not a homeless student
* 1 = Accompanied homeless student doubled up (e.g., with relatives, living with another family)
* 2 = Accompanied homeless student stayed in hotel/motel
* 4 = Accompanied homeless student stayed in shelters or transitional housing
* 5 = Accompanied homeless student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings)
* 6 = Unaccompanied homeless student doubled up (e.g., with relatives, living with another family)
* 7 = Unaccompanied homeless student stayed in hotel/motel
* 8 = Unaccompanied homeless student stayed in shelters or transitional housing
* 9 = Unaccompanied homeless student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings)

For more information on reporting the Residence of Homeless Student while Homeless refer to the “Guidelines for Reporting Homeless Students” on the KIDS project website (http://kidsweb.ksde.org/).  |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Value in D39†**  | **1, 2, or 3** | **5 or 6** | **7** | **8** | **0**  |
| Program Entry D36 | Filled in | Filled in | Filled in | Filled in | Blank |
| US Entry D37 | Filled in | Filled in | Filled in | Filled in | Blank |
| First Language D38\*\*\* | Filled in | Filled in | Filled in | Filled in | Filled in or 0 |
| Program End Date D40\*\* | Blank | Blank | Filled in | Filled in | Blank |
| Minutes D41\* | Filled in  | Blank | Filled in  | Blank | Blank |

**ESOL Field** **Requirements:****D36-D41** | *†On ASGT, SPED and EXIT record types, only D39: Program Participation is required.**\*D41: Minutes required for ENRL and MILT record types only.**\*\*D40: Program End Date is required for EOYA record type only.**\*\*\*D38: First Language is required for all students; ‘eng’ is not a valid value for records with a value other than ‘0’ in D39: Program Participation.* |
| **AJ** |  | **ESOL/Bilingual Program Entry Date** | 10 | mm/dd/yyyy | ENRL, TEST, MILT,EOYA | The date an English Learner (EL) qualifies for services in an English for Speakers of Other Languages (ESOL)/Bilingual Program. The ESOL Program Entry Date must be on or after the State Entry Date. Qualification is based on an English Language Proficiency placement test. This field is blank if the student is not an ESOL or ESOL eligible student. See D39. |
| **AK** |  | **First Entry Date into a School in the United States** | 10 | mm/dd/yyyy | ENRL, TEST, MILT,EOYA | The month, day, year on which the student first entered and began to receive instructional services in a school or an educational institution in the USA. If not known, select a reasonable estimate, such as two years prior to the current date. The date must be on or before the D20: State Entry Date. This field is blank if the student is not an ESOL or ESOL eligible student. See the table above D36. |
| **AL** |  | **First Language** | 3 | Alphanumeric | ENRL, TEST, MILT,EOYA | The code for the primary language or dialect (not ethnicity) of the student, according to the student’s Home Language Survey. This field is required for all students submitted. Students reported with a value other than ‘0’ in D39: ESOL/Bilingual Program Participation Code must report a value other than ‘eng’ in this field. Note1: If the exact language you want is not listed in the table, pick one that is in the same language family. Use Wikipedia to help find a language similar from the list.Note2: If a student is a dual-language learner, meaning two languages are present on their Home Language Survey; please select the language that they have in addition to English.Allowable values:See Appendix D for the list of allowable languages and codes. |
| **AM** |  | ESOL/Bilingual Program ParticipationCode | 1 | Alphanumeric | ASGT, ENRL, TEST, EOYA, MILT,EXIT,SPED | The type of ESOL/Bilingual Program in which the student participates. This fieldmust contain a 1, 2, 3, 5, 6, 7, or 8 if D36 has a date.Allowable values:* 0 = Not an ESOL eligible student and not an ESOL monitored student
* 1 = Title III Funded
* 2 = State ESOL/Bilingual Funded
* 3 = Both Title III and State ESOL/Bilingual Funded
* 5 = ESOL program eligible, based on an English language proficiency test,

but not currently receiving ESOL program services. Example: Parents thathave waived their child out of ESOL services, but the district is still obligatedto provide ESOL support.* 6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding.
* 7 = *Optional* Transitional year, for a student scoring 3/Proficient on last year's KELPA2, but services are still needed for EL support. (If EL services are not provided, select monitored status). Minutes must be provided and entered in field D41 and program ending date entered in D40. A transitional student will either be placed on monitored status the following year and remain for two years or becomes eligible to re-enter the ESOL program, receive services and testing requirements.
* 8 = Monitored, for a student scoring proficient on last year's KELPA2 and is not receiving EL support minutes(transitional year not chosen) OR is in second year monitored status. (Replaces Participation Code 4 from last year)
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AN** |  | ESOL/Bilingual Program Ending Date | 10 | mm/dd/yyyy | EOYA | Date (month, day, and year) student exits or becomes ineligible for an ESOL/Bilingual program, based on results of English language proficiency on the KELPA2. Students exit the ESOL program when they score a “3/Proficient” on the Kansas English Language Proficiency Assessment (KELPA2) one year reqardless of an option of transitional year chosen for the student. This field is blank if the student is not an ESOL or ESOL eligible student; or if the student is a current ESOL eligible student. A date given in this field must come after the date in D36. |
| **AO** |  | **ESOL Bilingual Student Contact Minutes** | 3 | Numeric 999 | ENRL, MILT | The number of minutes the student received instruction in an approved ESOL/Bilingual program on September 20. This includes students in field D39 Code 1, 2, 3, and 7. The program must be taught by a teacher with ESOL endorsement or on Plan of  Study for ESOL endorsement to be approved. This field is blank if the student is not an ESOL or ESOL eligible student, is an ESOL monitored student, or is not enrolled in an ESOL program. See the table above D36. |
| **AP** |  | **Career and Technical Education Contact Minutes** | 3 | Numeric 999 | ENRL, MILT | The number of minutes a high school student received instruction in an approved for funding career and technical education course (or in state approved courses) on September 20, excluding seminar minutes. Only students in grades 9-12 and not graded secondary students are included in the funding formula and should have minutes greater than zero. For all other students, this field should be blank.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. |
| **AQ** |  | **Title I Participation** | 1 | Alphanumeric | EOYA | Indicator of whether the student received Title I services at any time during the school year. Allowable values:* 0 = Did not receive Title I services at any time during the school year;
* 1 = Yes, is currently receiving Title I services in a Title I school wide;
* 2 = Yes, received services in a Targeted Assisted school at some time during the school year.
* 3 = Yes, this is a student attending a nonpublic school who receives Title I services from the public school district

Note: if a student’s status will change between the last day of school and June 30th, schools can choose to report the student’s status as of June 30th.  |
| **AR** |  | **Miles Transported** | 4 | Numeric 99.9 | ENRL, MILT | The number of miles a student is transported one way at the school or district’s expense, as measured from the front door of the student’s residence to the front door of the school where the student attends the majority of his/her classes. The amount should be to nearest tenth without rounding. For example, 2.48 would be 2.4 and not 2.5. Mileage over 3.0 miles is counted as 3.0 for “miles transported” purposes. Because of this, you may enter 3.0 or the exact miles when a student is transported 3.0 miles or further. Use zero for students not transported. Do not include transportation of special education students claimed on the Special Education Transportation Expense Form 308. Do not include transportation of students to and from a technical school or community college.Note: Make sure to report miles transported for **all** students transported at school or district’s expense. |
| **AS** |  | **Transportation FTE** | 3 | Numeric 9.9 | ENRL, MILT | The student’s round-trip transportation to school, to the nearest tenth. When the student is transported to and from school, the portion is 1.0. When a student is transported one way, the portion is .5. **Do not include transportation of special education students claimed on the Special Education Transportation Expense Form 308.** |
| **AT** |  | **Student’s Transportation Street Address** | 30 | AlphanumericOptional | ENRL, MILT | The street number and street name of the address that is used for bus transportation on September 20. This field is required for all students transported 2.5 miles or more at the district’s expense and for those students participating in virtual education for ENRL. Do **not** include PO Box in this field, physical address is needed for address verification. |
| **AU** |  | **Student’s Transportation City** | 20 | AlphaOptional | ENRL, MILT | The name of the city in which the address is located. This field is required for all students transported 2.5 miles or more at the district’s expense and for those students participating in virtual education for ENRL.  |
| AV |  | **Student’s Transportation Zip Code** | 10 | 99999-9999 | ENRL, MILT | The five or nine digit zip code portion of the transportation address. This field is required for all students on ENRL.  |
| AW |  | Non-Resident Transportation  | 1 | Alphanumeric | ENRL, MILT | An indication that the student is attending the district under an agreement by the district under KSA 72-1046b (over 2.5 mile law)[[9]](#footnote-9).Allowable values:* 0 = No
* 1 = Yes
 |
| AX |  | Military Connected Student Indicator | 1 | Alphanumeric |  ENRL, TEST, EXIT, MILT,EOYA | 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. Allowable values:* 0 = Student is not military connected
* 1 = Student is a dependent of a member of the Active Duty Forces (full-time) Army, Navy, Air Force, Marine Corps, or Coast Guard or a member of the National Guard or Reserve Forces called to Active Duty (full-time) at the time of submission
* 2 = Student is a dependent of a traditional part-time status member of the National Guard or Reserve Forces (Army, Navy, Air Force, Marine Corps or Coast Guard)
 |
| AY |  | Immigrant Student | 1 | Alphanumeric | ENRL,EOYA | An indicator of whether or not the student is an immigrant, defined as being aged 3 through 21, not born in any state in the United States, and not being in attendance in schools in the states for more than three full academic years. This applies to foreign exchange students if they meet these criteria. Allowable values:* 0 = No
* 1 = Yes, and receiving Title III Immigrant Services
* 2 = Yes, but not receiving Title III Immigrant Services

Note: for EOYA, if a student’s status will change between the last day of school and June 30th, schools can choose to report the student’s status as of June 30th.  |
| AZ |  | Country of Birth | 30 | Alphanumeric | ENRL, EOYA | Indicates the country of birth for Immigrant students. Required if ‘1’ or ’2’ reported on D51: Immigrant Student. Note that this field is not related to citizenship or legal status. The country of birth should not be any of the 50 United States, the District of Columbia, or Puerto Rico. |
| BA |  | **Neglected Student** | 1 | Alphanumeric | EOYA | A flag that identifies a neglected student who was served under Title I Part A funds at some time during the year. Neglected Students are students who have been committed to an institution (other than a foster home) or voluntarily placed under applicable State law due to abandonment, neglect or death of his or her parents or guardians. Report only students in locally operated institutions for neglected children who were provided Title I, Part A services. Students who do not meet the definition of neglected should have a zero in this field. Allowable values:* 0 = Not a neglected student
* 1 = Neglected student currently served under Title I Part A
* 2 = Neglected student not currently served under Title I Part A but has been during this school year
* 3 = Neglected student not receiving Title I services

Note: If the district is setting aside Title I funds for neglected they should be reporting students. If the district is not setting aside funds, no students should be reported in this field.Note2: if a student’s status will change between the last day of school and June 30th, schools can choose to report the student’s status as of June 30th.  |
| BB |  | **Kansas Pre-K Pilot Program** (KPP) | 1 | Alphanumeric | ENRL,MILT,EOYA | An indication that the student participates or participated in a district sponsored pre-K program, other than Parents as Teachers, during this school year. This field is required for students in grades 00-04.Allowable values:* 0 = No
* 1 = Yes
 |
| BC |  | Kansas Parents as Teachers Program(KPAT) | 1 | Alphanumeric | ENRL,MILT,EOYA | An indication that the child’ family participates or participated in the Parents as Teachers program during this school year. This field is required for students in grades 00-04.Allowable values:* 0 = No
* 1 = Yes
 |
| BD | D56 | Math Grouping Indicator 1 | 50 | Alphanumeric | TEST(Optional) | The primary way by which the district wants mathematics test tickets sorted for distribution to schools. |
| BE | D57 | Math Grouping Indicator 2 | 50 | Alphanumeric | TEST(Optional) | A secondary way by which the district wants mathematics test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1st period. |
| BF | D58 | English Language Arts – ELA Grouping Indicator 1 | 50  | Alphanumeric | TEST (Optional) | The primary way by which the district wants English Language Arts (ELA) test tickets sorted for distribution to schools. |
| BG | D59 | English Language Arts – ELA Grouping Indicator 2  | 50 | Alphanumeric | TEST(Optional) | A secondary way by which the district wants English Language Arts (ELA) test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1st period. |
| BH | D60 | Science Grouping Indicator 1 | 50 | Alphanumeric | TEST (Optional) | The primary way by which the district wants science test tickets sorted for distribution to schools. |
| BI | D61 | Science Grouping Indicator 2 | 50 | Alphanumeric | TEST(Optional) | A secondary way by which the district wants science test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1st period. |
| BJ | D62 | General CTE Grouping Indicator 1 | 50 | Alphanumeric | TEST (Optional) | The primary way by which the district wants the general CTE test tickets sorted for distribution to schools. |
| BK | D63 | General CTE Grouping Indicator 2 | 50 | Alphanumeric | TEST (Optional) | A secondary way by which the district wants the general CTE test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1st period.  |
| BL |  D64 | Comprehensive Agriculture Grouping Indicator | 50 | Alphanumeric | TEST (Optional) | The way by which the district wants Comprehensive Agriculture test tickets sorted for distribution to schools. |
| BM | D65 | Animal Systems Grouping Indicator | 50 | Alphanumeric | TEST (Optional) | The way by which the district wants Animal Systems test tickets sorted for distribution to schools.  |
| BN | D66 | Plant Systems Grouping Indicator | 50 | Alphanumeric | TEST (Optional) | The way by which the district wants Plant Systems test tickets sorted for distribution to schools. |
| BO | D67 | KELPA2 Grouping Indicator 1 | 50 | Alphanumeric | TEST (Optional) | The primary way by which the district wants KELPA2 test tickets sorted for distribution to schools. |
| BP | D68 | KELPA2 Grouping Indicator 2 | 50 | Alphanumeric | TEST (Optional) | A secondary way by which the district wants KELPA2 test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1st period. |
| BQ | D69 | State Mathematics Assessment | 1 | Alphanumeric | TEST | An indication of the test options the student will take in this subject area during the current school year. In order to have a value other than ‘0’ in this field, D10: Current Grade Level must equal 08-13, or 15. Allowable values:* 0 = No test in this content area
* 2 = CETE General Assessment
* N = Special Assessment Waiver (e.g. ACT, Explore)
* C = Clear test subject indicator
 |
| BR | D70 | State English Language Arts – ELA Assessment | 1 | Alphanumeric | TEST | An indication of the test options the student will take in this subject area during the current school year. In order to have a value other than ‘0’ in this field, D10: Current Grade Level must equal 08-13, or 15. Allowable values:* 0 = No test in this content area
* 2 = CETE General Assessment
* N = Special Assessment Waiver (e.g. ACT, Explore)
* C = Clear test subject indicator
 |
| BS | D71 | State Science Assessment | 1 | Alphanumeric | TEST | An indication of the test options the student will take in this subject area during the current school year. In order to have a value other than ‘0’ in this field, D10: Current Grade Level must equal 10, 13, or 16. Allowable values:* 0 = No test in this content area
* 2 = CETE General Assessment
* N = Special Assessment Waiver (e.g. ACT, Explore)
* C = Clear test subject indicator
 |
| BT | D72 | State History/Gov Assessment | 1 | Alphanumeric | TEST | This assessment is not available during the 2018-2019 school year. No values other than ‘0’ will be accepted for this field.  |
| BU | D73 | General CTE Assessment | 1 | Alphanumeric | TEST | An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a value other than ‘0’ in this field, D10: Current Grade Level must equal 14-17.Allowable values:* 0 = No test in this content area
* 1 = Yes, test in this content area
* C = Clear test subject indicator
 |
| BV | D74 | Comprehensive Agriculture Assessment | 1 | Alphanumeric | TEST | An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a value other than ‘0’ in this field, D10: Current Grade Level must equal 14-17.Allowable values:* 0 = No test in this content area
* 1 = Yes, test in this content area
* 2 = Yes, test in this content area with Power, Structural, and Technical Systems module
* 5 = No assessment, Power, Structural, and Technical Systems module only
* C = Clear test subject indicator
 |
| BW | D75 | Animal Systems Assessment | 1 | Alphanumeric | TEST | An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a value other than ‘0’ in this field, D10: Current Grade Level must equal 14-17.Allowable values:* 0 = No test in this content area
* 1 = Yes, test in this content area
* C = Clear test subject indicator
 |
| BX | D76 | Plant Systems Assessment | 1 | Alphanumeric | TEST | An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a value other than ‘0’ in this field, D10: Current Grade Level must equal 14-17.Allowable values:* 0 = No test in this content area
* 1 = Yes, test in this content area
* 2 = Yes, test in this content area with Horticulture module
* 5 = No assessment, Horticulture module only
* C = Clear test subject indicator
 |
| BY | D77 | Kansas English Language Proficiency Assessment (KELPA2) | 1 | Alphanumeric | TEST | An indication of the test options in this subject area during the current school year. In order to have a value other than ‘0’ in this field, D10: Current Grade Level must equal 05-17. Allowable values:* 0 = No assessment in this content area
* 1 = KELPA2 for current ESOL students only
* 2 = KELPA2 for student who is ESOL program eligible, but not currently receiving ESOL program services.
* C = Clear test subject indicator

In order to have a ‘1’ in this field, a student must be marked as ‘1’-‘3’ or ‘6’ on D39ESOL Program Participation Code. In order to have a ‘2’ in this field, a student must be marked as ‘5’ on D39. |
| BZ | D78 | KELPA2 Proctor ID | 10 | Numeric | TEST | The unique number assigned to the educator by the state in the Educator Licensure System. The proctor should be a licensed educator that will be scoring the KELPA2 assessment in KITE. A non-blank value must be submitted in this field if a value or ‘1’ or ‘2’ is selected in D77: Kansas English Language Proficiency Assessment (KELPA2). |
| CA | D79 | KELPA2 Proctor First Name | 100 | Alphanumeric | TES`T | The first name of the educator that should have access to the student’s assessment data through KITE. A non-blank value can only be submitted in this field if a value of ‘1’ or ‘2’ is selected in D77: Kansas English Language Proficiency Assessment and D78: KELPA2 Proctor ID has a non-blank value; but it is not required. |
| CB | D80 | KELPA2 Proctor Last Name | 100 | Alphanumeric | TEST | The last name of the educator that should have access to the student’s assessment data through KITE. A non-blank value can only be submitted in this field if a value of ‘1’ or ‘2’ is selected in D77: Kansas English Language Proficiency Assessment and D78: KELPA2 Proctor ID has a non-blank value; but it is not required. |
| CC | D81 |  American College Testing (ACT) Assessment | 1 | Alphanumeric | Test | An indication the student will take the American College Testing (ACT) Assessment during the current school year. In order to have a value other than ‘0’ in this field, D10: Current Grade Level must equal 16 or 17. \*Please note this is only for students who have not previously taken the ACT.\** 0 = No test administered
* 1 = Yes, test in this content area
* C = Clear test subject indicator
 |
| CD | D82 | ACT WorkKeys Assessment | 1 | Alphanumeric | TEST | An indication the student will take the ACT WorkKeys Assessment during the current school year. In order to have a value other than ‘0’ in this field, D10: Current Grade Level must equal 16 or 17. \*Please note this is only for students who have not previously taken the ACT WorkKeys Assessment.\** 0 = No test in this content area
* 1 = Yes, test in this content area
* C = Clear test subject indicator
 |
| CE | D83 | User Field 1 | 500 | Varchar | All(optional) | Field available to the data extractor. This field may contain any data (except the “delimiter character” defined in the header record). The field must exist in this extract file. |
| CF | D84 | User Field 2 | 500 | Varchar | All(optional) | Field available to the data extractor. This field may contain any data (except the “delimiter character” defined in the header record). The field must exist in this extract file. |
| CG | D85 | User Field 3 | 500 | Varchar | All(optional) | Field available to the data extractor. This field may contain any data (except the “delimiter character” defined in the header record). The field must exist in this extract file. |

### Teacher and Student Connection (TASC) Collection File Specifications

This resource serves as the KIDS Teacher and Student Connection (TASC) Collection data dictionary.



This document contains:

* Definitions and permitted values for all data elements collected via KIDS TASC
* References to supporting resources

This document does not include:

* Collection specific requirements and recommendations, see the TASC Submission Detail Document
* KIDS TASC Collection edit checks, see the KIDS Business Rules
* Information about KIDS TASC Reports, see the Report Descriptions on the KIDS website

**Purpose:** Collects a Teacher and Student Connection for use in creating rosters in other applications, i.e. Success in School and KITE for Interim assessments.

**Submitted By:** Student’s School Identifier

**Submission Window:** August 1, 2018 – June 14, 2019

**Data As Of:** At time of submission

**Record Unique in Batch by:**

* C2: Student’s School Identifier
* C12: State Student Identifier
* C13: School Year
* C15: State Subject Area Code
* C16: State Course Identifier
* C19: Educator ID

**Undo:** To undo a TASC record, submit another TASC record with Course Status = 99.

**Validations:**

* Valid C2: Student’s School Identifier
* Valid C12: State Student ID
* Valid C15: State Subject Area Code and C16: State Course ID combination for the state
* Valid C19: Educator ID

**State Subject Areas Used to create Interim Assessments:**

|  |  |
| --- | --- |
| **State Subject Area** | **Interim Assessment in KITE** |
| 01-English Language and Literature (High School) | ELA |
| 02-Mathematics (High School) | Math |
| 51-English Language and Literature (Middle School/Jr. High) | ELA |
| 52-Mathematics (Middle School/Jr. High) | Math |
| 80-Self-Contained | ELA and Math |
| 81-English Language and Literature (Elementary) | ELA |
| 82-Mathematics (Elementary) | Math |

### Detail Record Layout for TASC Records

| **Detail Record Layout for TASC Records (District/School SIS Collection Export File)** |
| --- |
| **Excel Ref#** | **Field Ref#** | **Field** | **Maximum Length** | **Format Details** | **Required** | **Comments/Values** |
| A | C1 | Record Type | 4 | Alphanumeric | Yes | A designation of the collection to which the record belongs. Allowable values:* + TASC for Teacher and Student Connection
 |
| **B** | **C2** | **Student’s School Identifier** | 4 | Alphanumeric | Yes | The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school which is reporting the student and course. This identifier for schools can be found in the Kansas Educational Directory. |
| **C** | **C3** | **Student’s Legal Last Name** | 60 | Alphanumeric | Yes | The name borne in common by members of the student’s family. |
| **D** | **C4** | **Student’s Legal First Name** | 60 | Alphanumeric | Yes | The name given to the student at birth, baptism, or during another naming ceremony, or through legal change. |
| **E** | **C5** | **Student’s Legal Middle Name** | 60 | Alphanumeric | No | The secondary name given to the student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied. |
| **F** | **C6** | **Student’s Generation Code** | 10 | Alphanumeric | No | An appendage (suffix), if any, used to denote the student’s generation in his/her family (e.g., Jr., Sr., III). |
| **G** | **C7** | **Student’s Gender** | 1 | Numeric | Yes | The student’s gender, the concept describing the biological traits that distinguish the males and females of a species. Allowable values:* + 0 = Female
	+ 1 = Male
 |
| **H** | **C8** | **Student’s Date of Birth** | 10 | mm/dd/yyyy | Yes | The month, day, and year on which the student was born. |
| **I** | **C9** | **Student’s Current Grade Level** | 2 | Alphanumeric | Yes | The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.Allowable values:

|  |  |
| --- | --- |
| * + 00 = Birth – 2 years old
	+ 01 = 3-Yr-Old Preschooler
	+ 02 = 4-Yr-Old Preschooler
	+ 03 = 5-Yr-Old and Older Preschooler
	+ 04 = Four-Year-Old At-Risk
	+ 05 = Kindergarten
	+ 06 = First Grade
	+ 07 = Second Grade
	+ 08 = Third Grade
 | * + 09 = Fourth Grade
	+ 10 = Fifth Grade
	+ 11 = Sixth Grade
	+ 12 = Seventh Grade
	+ 13 = Eighth Grade
	+ 14 = Ninth Grade
	+ 15 = Tenth Grade
	+ 16 = Eleventh Grade
	+ 17 = Twelfth Grade
	+ 18 = Not Graded
 |

 |
| **J** | **C10** | **Student’s Local ID** | 20 | Alphanumeric | No | The unique alphanumeric code assigned to the student by the school or local education agency. |
| **K** | **C11** | **Student’s Hispanic Ethnicity** | 1 | Alphanumeric | Yes | Indicates whether or not the student’s ethnicity is Hispanic/Latino. Allowable values, based on federal regulations, are:* Y = Hispanic/Latino
* N = NOT Hispanic/Latino
 |
| **L** | **C12** | **State Student Identifier** | 10 | Numeric | Yes | The unique number assigned to the student by the KIDS Assignment System. |
| **M** | **C13** | **School Year** | 4 | Numeric | Yes | The ending year of the current school year. For example, if it is the 2018-2019 school year, enter 2019. |
| **N** | **C14** | **Student’s Comprehensive Race** | 5 | A “bit” oriented format. Position 1 is the right-most digit of the 5 digits. Position 5 is the left-most. Thus, 10000 represents White. | Yes | General racial category(ies) which most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies. All five positions must be filled with either a 0 or a 1, and at least one category must be filled with a 1.Positions:* + Position 5-White
	+ Position 4-Native Hawaiian or Other Pacific Islander
	+ Position 3-Black or African American
	+ Position 2-Asian
	+ Position 1-American Indian or Alaska Native

Allowable values in each position:* + 0 = No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pos. 5 | Pos. 4 | Pos. 3 | Pos. 2 | Pos. 1 |
| White | NH/PI | Black | Asian | AI/AN |

* + 1 = Yes
 |
| **O** | **C15** | **State Subject Area Code** | 2 | Numeric | Yes | One of the defined Kansas Subject Area Codes. |
| **P** | **C16** | **State Course Identifier** | 3 | Alphanumeric | Yes | One of the defined Kansas Course Identifiers. |
| **Q** | **C17** | **Local Course ID** | 50 | Alphanumeric | No | The identifier used by the school or district to identify an individual course in their student information system. |
| **R** | **C18** | **Course Status** | 2 | Numeric | Yes | Indication of the student’s status in the course. Allowable values:* 01 = Enrolled
* 99 = Record Submitted in Error
 |
| **S** | **C19** | **Educator Identifier** | 10 | Numeric | Yes | The unique number assigned to the educator by the state in the Educator Licensure System. If the Educator has not been issued an Educator ID, use ‘9999999999’. If ‘9999999999’ is entered as the Educator Identifier, then C23: Educator’s District Email Address must contain a valid district email for this educator. |
| **T** | **C20** | **Educator’s Last Name** | 60 | Alphanumeric | Yes | The name borne in common by members of the teacher’s family.  |
| **U** | **C21** | **Educator’s First Name** | 60 | Alphanumeric | Yes  | The name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change. |
| **V** | **C22** | **Educator’s Middle Name** | 60 | Alphanumeric | No | The secondary name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied. |
| **W** | **C23** | **Educator’s District Email Address** | 100 | Alphanumeric | Yes, if Educator ID is ‘9999999999’ | The email address assigned to this Educator by the school district. This will be used to create an account for this Educator in the Educator Portal of the KITE application. |
| **X** | **C24** | **User Field 1** | 500 | Alphanumeric | No | Field available to the data extractor. This field may contain any data (except the “delimiter character” defined in the header record). The field must exist in this extract file. |
| **Y** | **C25** | **User Field 2** | 500 | Alphanumeric | No | Field available to the data extractor. This field may contain any data (except the “delimiter character” defined in the header record). The field must exist in this extract file. |
| **Z** | **C26** | **User Field 3** | 500 | Alphanumeric | No | Field available to the data extractor. This field may contain any data (except the “delimiter character” defined in the header record). The field must exist in this extract file. |

### Kansans Can (KCAN) Collection File Specifications

This resource serves as the KIDS Kansans Can (KCAN) Collections data dictionary.



This document contains:

* Definitions and permitted values for all data elements collected via KIDS KCAN
* References to supporting resources

This document does not include:

* Collection specific requirements and recommendations, see the KCAN Submission Detail Document
* KIDS KCAN Collection edit checks, see the KIDS Business Rules
* Information about KIDS KCAN Reports, see the Report Descriptions on the KIDS website

**Purpose:** This record type collects course information to support the Kansas State Board of Education Kansans Can initiatives for the following student populations **only**:

* Course enrollments and outcomes for Migrant Students to populate the Migrant application.
* Course outcomes for Career and Technical Education (CTE) students to populate the Pathways application.
* CTE Certifications earned by students (formerly collected in the K-PAC application).
* Course outcomes for virtual students 19 and over to verify funding amounts.
* Course outcomes for students receiving dual credit on high school courses.

**Submitted By:** Student’s School Identifier

**Submission Window:** August 1, 2018 – September 3, 2019 (was August 16, 2019)

**Data As Of:** At time of submission

**Records Unique in Batch by:**

 **For Courses:**

* + F2: Student’s School Identifier
	+ F12: State Student Identifier
	+ F13: School Year
	+ F18: Term
	+ F19: KCC Identifier
	+ F20: Course Section
	+ F21: Local Course ID

**For Certificates (where F19: KCC ID = Certificate):**

* F2: Student’s School Identifier
* F12: State Student Identifier
* F13: School Year
* F18: Term
* F19: KCC Identifier
* F26: CTE Certification Earned

**Undo:** To undo a KCAN record, send another KCAN with Course Status = 99.

**Validations:**

* Valid F12: State Student ID
* Valid F19: KCCID, and F21: Local Course ID are associated with each other and with the district of the F2: Student’s School Identifier in KCCMS.

Information that is required to be submitted on KCAN records. NO other groups should be submitted:

**Migrant Students:**

* Course enrollments for all courses enrolled in at the school
* Course outcomes for all completed courses
* Track Migrant Services provided during Summer term. Can only be submitted from June 1st – September 3rd.
* Grade to date for courses exited before the course is completed when the student leaves the building

The information should be submitted by the school that provides the education. The course enrollment and completion information will be displayed in the Migrant application and submitted to the federal Migrant Student Information Exchange (MSIX). This information is collected to better track migrant student’s enrollment and course progressions which will assist in placing them in appropriate courses as they relocate. It is critical to enter these grades as soon as possible. Within 30 days of the end of a term or if the student leaves, within 2 days of their exit, to meet federal reporting regulations.

**NEW:**

* First Instruction Date
* Last Instruction Date
* Instructional Minutes Completed

**Career and Technical Education (CTE) students:**

* Course outcomes for completed Pathways courses

The information should be submitted by the school or district that has the approved Pathway. This would include courses marked with a College/Career indicator of F, C, L, or X. The course completion information will be used by the Pathways application for federal reporting.

* CTE Certifications earned under SB155 must be submitted by May 24, 2019 to be included in the list to receive the funding this year. All other certifications can be submitted until the window closes September 3, 2019.

**Virtual Education Students 19 and over:**

* Course outcomes for completed virtual courses

The information should be submitted by the school receiving the funding. The course completion information will be used by the Auditors to verify funding for Virtual students 19 and over.

**Dual Credit students**

* Course outcomes for completed high school courses receiving dual credit.

This information should be submitted by the school or district awarding the credit. This would include courses marked with a College/Career indicator of C, D, L or R.

### Detail Record Layout for KCAN Records

| **Detail Record Layout for KCAN Records (District/School SIS Collection Export File)** |
| --- |
| **Excel Ref#** | **Field Ref#** | **Field** | **Maximum Length** | **Format Details** | **Required** | **Comments/Values** |
| A | F1 | Record Type | 4 | Alphanumeric | Yes | A designation of the collection to which the record belongs. Allowable values are:* + KCAN for Kansans Can Board initiatives
 |
| **B** | **F2** | **Student’s School Identifier** | 4 | Alphanumeric | Yes | The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school which is reporting the student and course. For CTE courses, this should be the building with the approved Pathway. This identifier for schools can be found in the Kansas Educational Directory. |
| **C** | **F3** | **Student’s Legal Last Name** | 60 | Alphanumeric | Yes | The name borne in common by members of the student’s family. |
| **D** | **F4** | **Student’s Legal First Name** | 60 | Alphanumeric | Yes | The name given to the student at birth, baptism, or during another naming ceremony, or through legal change. |
| **E** | **F5** | **Student’s Legal Middle Name** | 60 | Alphanumeric | No | The secondary name given to the student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied. |
| **F** | **F6** | **Student’s Generation Code** | 10 | Alphanumeric | No | An appendage (suffix), if any, used to denote the student’s generation in his/her family (e.g., Jr., Sr., III). |
| **G** | **F7** | **Student’s Gender** | 1 | Numeric | Yes | The student’s gender, the concept describing the biological traits that distinguish the males and females of a species. Allowable values:* + 0 = Female
	+ 1 = Male
 |
| **H** | **F8** | **Student’s Date of Birth** | 10 | mm/dd/yyyy | Yes | The month, day, and year on which the student was born. |
| **I** | **F9** | **Student’s Current Grade Level** | 2 | Alphanumeric | Yes | The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.Allowable values:

|  |  |
| --- | --- |
| * + 00 = Birth – 2 years old
	+ 01 = 3-Yr-Old Preschooler
	+ 02 = 4-Yr-Old Preschooler
	+ 03 = 5-Yr-Old and Older Preschooler
	+ 04 = Four-Year-Old At-Risk
	+ 05 = Kindergarten
	+ 06 = First Grade
	+ 07 = Second Grade
	+ 08 = Third Grade
 | * + 09 = Fourth Grade
	+ 10 = Fifth Grade
	+ 11 = Sixth Grade
	+ 12 = Seventh Grade
	+ 13 = Eighth Grade
	+ 14 = Ninth Grade
	+ 15 = Tenth Grade
	+ 16 = Eleventh Grade
	+ 17 = Twelfth Grade
	+ 18 = Not Graded
 |

 |
| **J** | **F10** | **Student’s Local ID** | 20 | Alphanumeric | No | The unique alphanumeric code assigned to the student by the school or local education agency. |
| **K** | **F11** | **Student’s Hispanic Ethnicity** | 1 | Alphanumeric | Yes | Indicates whether or not the student’s ethnicity is Hispanic/Latino. Allowable values, based on federal regulations, are:* Y = Hispanic/Latino
* N = NOT Hispanic/Latino
 |
| **L** | **F12** | **State Student Identifier** | 10 | Numeric | Yes | The unique number assigned to the student by the KIDS Assignment System. |
| **M** | **F13** | **School Year** | 4 | Numeric | Yes | The ending year of the current school year. For example, if it is the 2018-2019 school year, enter 2019. |
| **N** | **F14** | **Student’s Comprehensive Race** | 5 | A “bit” oriented format. Position 1 is the right-most digit of the 5 digits. Position 5 is the left-most. Thus, 10000 represents White. | Yes | General racial category(ies) which most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies. All five positions must be filled with either a 0 or a 1, and at least one category must be filled with a 1.Positions:* + Position 5-White
	+ Position 4-Native Hawaiian or Other Pacific Islander
	+ Position 3-Black or African American
	+ Position 2-Asian
	+ Position 1-American Indian or Alaska Native

Allowable values in each position:* + 0 = No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pos. 5 | Pos. 4 | Pos. 3 | Pos. 2 | Pos. 1 |
| White | NH/PI | Black | Asian | AI/AN |

* + 1 = Yes
 |
| **O** | **F15** | **Virtual Education Student** | 1 | Numeric | Yes | Indicator of whether a student is participating in a virtual education school or program that is approved for State funding. Only report if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. In order to enter a non-blank value, the F9: Current Grade Level must be 05-18.Allowable values:* + 0 = Student is not a Virtual Education Student and has not been during the current school year.
	+ 1 = Student is currently a Virtual Education Student.
	+ 2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year.

For more information on reporting virtual education students refer to the “Guidelines for Reporting Virtual Students” on the KIDS project website (<http://kidsweb.ksde.org/>) on the Documents tab. |
| **P** | **F16** | **Migrant Student** | 1 | Numeric | Yes | Indicator of whether the student is a migrant student receiving migrant services at the time the course information is submitted to KSDE.Allowable values:* + 0 = No
	+ 1 = Yes
 |
| **Q** | **F17** | **Student is a Single Parent** | 1 | Numeric | No | Indicator of whether the student is a single parent during the school year the course information is submitted to KSDE. A student that is a single parent is defined as individuals who are unmarried or legally separated and have custody or joint custody of one or more minor children. This group includes teenagers or women who are pregnant. This data can only be submitted for students enrolled in CTE Pathways (courses where the last digit (College/Career Indicator) of the F19: KCC ID is ‘F’, ‘C’, ‘L’, or ‘X’).Allowable values:* + Blank = This is not a CTE student
	+ 0 = No
	+ 1 = Yes
 |
| **R** | **F18** | **Term** | 2 | Alphanumeric | Yes | The term in which the course was taken and credit earned. Allowable values:* S1 = Semester 1
* S2 = Semester 2
* Q1 = Quarter 1
* Q2 = Quarter 2
* Q3 = Quarter 3
* Q4 = Quarter 4
* T1 = Trimester 1
* T2 = Trimester 2
* T3 = Trimester 3
* YR = Year Long
* SM = Summer
 |
| **S** | **F19** | **KCC Identifier** | 17 | Alphanumeric | Yes | The unique identifier given to each course the district has mapped in the Kansas Course Code Management System (KCCMS). This identifier includes all the course attributes indicated for the individual course during the mapping process in KCCMS. If submitting a certificate earned, this field should contain ‘Certificate’.If this field contains ‘Certificate’, Course Status must be ’90=Certificate Earned’ and non-blank values must be submitted in F26: CTE Certification Earned, F27: Date Earned, and F28: Graduation Year.If this field contains ‘MigrantServices’, Course Status must be ’80 = Received Services: F16: Migrant Student = 1’ |
| **Example:****KCCMS Field Name:** | **KCC Identifier example for a first semester general Algebra I course: 02052G0.501214GGN**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **02** | **052** | **G** | **0.50** | **1** | **2** | **14** | **G** | **G** | **N** |
| State Subject Area Code | State Course Identifier | Course Level | Credits | Sequence | Sequence Total | Grade Level(course) | Targeted Program | Delivery Type | College/ Career |

 |
| **T** | **F20** | **Course Section** | 30 | Alphanumeric | Yes | The unique identifier assigned by the school/district to refer to an individual section of the course within the school year. This is a locally-identified value that will help distinguish multiple local courses that map to the same KCC Identifier. If F19: KCC ID is ‘Certificate’, then this field should contain the word ‘Certificate’. If F19: KCC ID is ‘MigrantServices’, then this field should contain the word ‘MigrantServices’. |
| **U** | **F21** | **Local Course ID** | 50 | Alphanumeric | Yes | The identifier used by the school or district to identify an individual course in their Student Information System. If F19: KCC ID is ‘Certificate’, then this field should contain the word ‘Certificate’. If F19: KCC ID is ‘MigrantServices’, then this field should contain the word ‘MigrantServices’. |
| **V** | **F22** | **Course Status** | 2 | Numeric | Yes | Indication of the student’s status in the course. Allowable values:* 00 = Enrolled (Migrant only)
* 01 = Completed (Pass)
* 02 = Completed (Fail)
* 04 = Exited before course completion (Migrant only)
* 80 = Received Services (Summer Migrant Only)
* 90 = Certificate Earned
* 99 = Record Submitted in Error

Records with a Course Status of ’00 = Enrolled’ or ’04 = Exited before course completion’ will only be accepted for records submitted with F16: Migrant Student = ‘1’.Records with a Course Status of ’90 = Certificate Earned’ will only be accepted for records submitted with a value of ‘Certificate’ in F19: KCCID.Records with a Course Status of ’80 = ReceivedServices’ will only be accepted for records submitted with a value of ‘MigrantServices’ in F19: KCCID |
| **W** | **F23** | **Letter Grade** | 2 | Alphanumeric | No | Categorical letter grade level achieved as of the end of the course. If a value of “01”, “02”, or “04” is submitted in the F22: Course Status field, F23: Letter Grade needs to have a non-blank value. Information can be submitted in both F23: Letter Grade or F24: Percent Grade, but only F23: Letter Grade is required. |
| **X** | **F24** | **Percent Grade** | 5 | Numeric 999.9 | No | Percent achieved as of the end of the course from 0.0 to 125.0% on a 100 point scale. Information can be submitted in both F23: Letter Grade or F24: Percent Grade, but only F23: Letter Grade is required.  |
| **Y** | **F25** | **College Credits Earned** | **5** | Numeric99.99 | No | The number of college credits earned for the dual credit courses and concurremnt enrollments. This field is required if the College/Career indicator of the course in the F19: KCC ID is ‘C’, ‘D’, ‘L’ or ‘R’. |
| **Z** | **F26** | **CTE Certification Earned** | 4 | Numeric | No | The certification code associated with the CTE certification earned by the student during the current school year. This field is required if F19: KCC ID is ‘Certificate’.Allowable values:See table in Appendix E. |
| **AA** | **F27** | **Date Earned** | 10 | mm/dd/yyyy | No | The date on which the student earned the certification. This field is required if F19: KCC ID is ‘Certificate’. |
| **AB** | **F28** | **Graduation Year** | 4 | Numeric | No | The school year during which the student has or will graduate from high school. For example, if it is the 2018-2019 school year, enter 2019. This field is required if F19: KCC ID is ‘Certificate’. |
| **AC** | **F29** | **First Instruction Date** | 10 | mm/dd/yyyy | No | The first day of migrant student instruction for the current term (F18). This field is requiredif F16: Migrant Student has a value of “1” and the KCC Identifier is not "Certificate" |
| **AD** | **F30** | **Last Instruction Date** | 10 | mm/dd/yyyy | No | The last day of migrant student instruction for the current term (F18). This field is required ifF16: Migrant Student has a value of “1” and Course Status is ‘01’, ‘02’, or ‘04’. |
| **AE** | **F31** | **Instructional****Minutes Completed** | 8 | Numeric99999.99 | No | The number of minutes completed by a migrant student for each course upon exit. This field is required if F16: Migrant Student has a value of “1” and a F22:Course Status “04” = Exited before course completion. |
| **AF** | **F32** | **User Field 1** | 500 | Alphanumeric | No | Field available to the data extractor. This field may contain any data (except the “delimiter character” defined in the header record). The field must exist in this extract file. |
| **AG** | **F33** | **User Field 2** | 500 | Alphanumeric | No | Field available to the data extractor. This field may contain any data (except the “delimiter character” defined in the header record). The field must exist in this extract file. |
| **AH** | **F34** | **User Field 3** | 500 | Alphanumeric | No | Field available to the data extractor. This field may contain any data (except the “delimiter character” defined in the header record). The field must exist in this extract file. |

### Appendix A: Additional Documentation

Additional Documentation for reporting data to the KIDS Collection System is posted on the KIDS website (kidsweb.ksde.org) on the Documents tab.

| Term | Brief Description | Source 1 | Source 2 | Source 3 | Source 4 |
| --- | --- | --- | --- | --- | --- |
| Accountability School Identifier | The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school in which the student is included for accountability purposes: that is, measures such as average daily attendance and state assessment scores are assigned to this school when determining accountability. | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | 2018-2019 Guidelines for Determining KIDS Collection Building Identifier |  |  |
| ASGT Collection | The ASGT Collection is used to allow staff to obtain identification numbers called State Student Identifiers (SSID) for new students, update “core” student data linked to a student’s SSID, to track students as they move between schools in the State of Kansas also known as “claiming” a student, and to establish a student—building link that will allow a student to become available in other KSDE applications. | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [Submission Details Document-ASGT](http://kidsweb.ksde.org/Portals/0/resource_documents/Submission%20Details%20Document-ASGT%20v12.00.pdf?ver=2017-07-14-173932-370) |  |  |
| Attendance School Identifier | Identifier of the school or program in which the student is physically located and attends class, where the student takes State assessments, or the building number of the building associated with the program. | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | 2018-2019 Guidelines for Determining KIDS Collection Building Identifier |  |  |
| C.T.E. | Career and Technical EducationCTE offers a diverse range of subjects and career fields, including a number of science, technology, engineering, and mathematics (STEM) subjects.  |  | [2018-2019](http://kidsweb.ksde.org/Portals/0/resource_documents/Guidelines%20for%20Reporting%20Career%20and%20Technical%20Education%20Data%20to%20KIDS%20v6.00.pdf?ver=2017-08-04-161847-657)[Guidelines for Reporting Career and Technical Education Data to KIDS](http://kidsweb.ksde.org/Portals/0/resource_documents/Guidelines%20for%20Reporting%20Career%20and%20Technical%20Education%20Data%20to%20KIDS%20v6.00.pdf?ver=2017-08-04-161847-657) | [KSDE CTE Webpage](http://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Career-Technical-Education-CTE) |  |
| ENRL Collection | The ENRL Collection focuses on gathering enrollment and program participation information on students. | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [Submission Details Document-ENRL](http://kidsweb.ksde.org/Portals/0/resource_documents/Submission%20Details%20Document-ENRLv12.00.pdf?ver=2017-07-14-174023-407) |  |  |
| EOYA Collection | The purpose of the EOYA Collection is to gather attendance, membership, truancy, and program participation data for all students who were in membership at the Accountability School at any point during the school year. | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [Submission Details Document-EOYA](http://kidsweb.ksde.org/Portals/0/resource_documents/Submission%20Details%20Document-EOYA%20v12.00%20%28002%29.pdf?ver=2017-08-07-125701-037) |  |  |
| EXIT Collection | The EXIT Collection focuses on gathering exit information on students who have left a school for a variety of reasons (e.g., graduation, dropout, transfers, etc.). | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [Submission Details Document-EXIT](http://kidsweb.ksde.org/Portals/0/resource_documents/Submission%20Details%20Document-EXIT%20v12.00.pdf?ver=2017-08-15-144505-453) |  |  |
| Funding School Identifier | **The unique number that has been assigned to the school by the state. In this case, it is the unique number of the school in which the student’s enrollment is counted for state funding and/or for the Principal’s Building Report. This identifier can be found in the Kansas Educational Directory.**  | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | 2018-2019 Guidelines for Determining KIDS Collection Building Identifier |  |  |
| QERY Collection | QERY is different from other KIDS record types (such as ENRL, TEST, etc.) in that rather than submitting student data to the State, schools will use QERY records to retrieve data about their students. | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [Submission Details Document-QERY](http://kidsweb.ksde.org/Portals/0/resource_documents/Submission%20Details%20Document-QERY%20v12.00.pdf?ver=2017-08-23-172922-173) |  |  |
| SMSC Collection | The SMSC collection focuses on small districts eligible for Rural Education Achievement Program (REAP) funding. | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [Submission Details Document-SMSC](http://kidsweb.ksde.org/Portals/0/resource_documents/Submission%20Details%20Document-SMSC%20v12.00.pdf?ver=2017-07-14-174205-473) |  |  |
| State Student Identifier | The SSID number is the unique number assigned to a student (child) by the Kansas Individual Data on Students (KIDS) Assignment System. It is a 10-digit number that stays with the student for as long as the student attends an educational entity that is accredited by the Kansas State Department of Education (KSDE). | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [2018-2019](http://kidsweb.ksde.org/Portals/0/Guidelines%20for%20Generating%20SSIDs%20v4.00.pdf?ver=2017-08-04-161958-030)[Guidelines for Generating SSIDs](http://kidsweb.ksde.org/Portals/0/Guidelines%20for%20Generating%20SSIDs%20v4.00.pdf?ver=2017-08-04-161958-030) |  |  |
| KCAN Collection | The STCO data collection focuses on collecting the course outcomes. | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [Submission Details Document-KCAN](http://kidsweb.ksde.org/Portals/0/resource_documents/Submission%20Details%20Document-KCAN%20v1.00.pdf?ver=2017-07-14-174312-903) |  |  |
| Student’s School Identifier  | The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school which is reporting the student and course. For CTE courses, this should be the building with the approved Pathway. | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [Submission Details Document-KCAN](http://kidsweb.ksde.org/Portals/0/resource_documents/Submission%20Details%20Document-KCAN%20v1.00.pdf?ver=2017-07-14-174312-903) | [Submission Details Document-TASC](http://kidsweb.ksde.org/Portals/0/Submission%20Details%20Document-TASC%20v3.00.pdf?ver=2017-07-14-174458-430) | 2017-2018 Guidelines for Determining KIDS Collection Building Identifier |
| TASC Collection | The TASC data collection focuses on providing links among the courses students take during the school year and the educator teaching the course.  | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [Submission Details Document-TASC](http://kidsweb.ksde.org/Portals/0/Submission%20Details%20Document-TASC%20v3.00.pdf?ver=2017-07-14-174458-430) |  |  |
| TEST Collection | The TEST Collection focuses on gathering data for State assessments. | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [Submission Details Document-TEST](http://kidsweb.ksde.org/Portals/0/resource_documents/Submission%20Details%20Document-TEST%20v13.01.pdf?ver=2017-08-25-141814-073) | [KSDE Assessments Webpage](http://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Assessments) | [KIDS Assessment Tab](http://kidsweb.ksde.org/Assessments) |
| Virtual School | The definition of a “virtual” student as it is reported in KIDS is different than a “virtual” course as it has been defined for reporting in the Kansas Course Code Management System (KCCMS) and a “virtual” teacher as it has been defined for reporting in the Educator Data Collection System (EDCS). | [KIDS Documents Page](http://kidsweb.ksde.org/Documents) | [2018-2019 Guidelines for Reporting Virtual Students to KIDS](http://kidsweb.ksde.org/Portals/0/Guidelines%20for%20Reporting%20Virtual%20Students%20to%20KIDS%20v10.00.pdf?ver=2017-08-04-161627-697) | [KSDE Virtual Schools and Programs Webpage](http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Graduation-and-Schools-of-Choice/Virtual-Schools-and-Programs) |  |

### Appendix B: Required/Optional Fields

**KIDS Collection Field Requirements by Record Type 2018-2019**

|  |
| --- |
|  |
| *Field Number* | *Excel Column* | ***Field Name*** | **Federally Mandated** | **ASGT** | **ENRL** | **SMSC** | **MILT** | **TEST** | **EOYA** | **EXIT** | **SPED** | **QERY w/ID** | **QERY w/o ID** |
| **D1** | **A** | Record Type | No | R | R | R | R | R | R | R | R | R | R |
| **D2** | **B** | Accountability School Identifier | Yes | R | R | R | R | R | R | R | R | O | R |
| **D3** | **C** | Residence District Identifier | No | R | R | R | R | R | R | R | R | O | O |
| **D4** | **D** | Legal Last Name | No | R | R | R | R | R | R | R | R | O | R |
| **D5** | **E** | Legal First Name | No | R | R | R | R | R | R | R | R | O | O |
| **D6** | **F** | Legal Middle Name | No | O | O | O | O | O | O | O | O | O | O |
| **D7** | **G** | Generation Code | No | O | O | O | O | O | O | O | O | O | O |
| **D8** | **H** | Gender | Yes | R\* | R\* | R\* | R\* | R\* | R\* | R\* | R\* | O | O |
| **D9** | **I** | Date of Birth | No | R | R | R | R | R | R | R | R | O | O |
| **D10** | **J** | Current Grade Level | Yes | R\* | R\* | R\* | R\* | R\* | R\* | R\* | R\* | O | O |
| **D11** | **K** | Local Student Identifier | No | R | R | R | R | R | R | R | R | O | O |
| **D12** | **L** | Hispanic Ethnicity | Yes | R | R | R | R | R | R | R | R | O | O |
| **D13** | **M** | State Student Identifier | No | O | R | R | O | R | R | R | R | R |   |
| **D14** | **N** | Current School Year | Yes | R | R | R | R | R | R | R | R | O | O |
| **D15** | **O** | Funding School Identifier | Yes | R | R | R | R | R | R | R | R | O | O |
| **D16** | **P** | Attendance School/Program Identifier | No | R | R | R | R | R | R | R | R | O | O |
| **D17** | **Q** | Virtual Education Student | No |   | R\* |   | R\* |   | R\* |   |   |   |   |
| **D18** | **R** | School Entry Date | Yes | R | R | R | R | R | R | R | R |  |   |
| **D19** | **S** | District Entry Date | Yes | R | R | R | R | R | R | O | R |   |   |
| **D20** | **T** | State Entry Date | Yes | R | R | R | R | R | R | O | R |  |   |
| **D21** | **U** | Cumulative Number of Days in Membership | Yes |   |   | R |   |   | R | R |   |   |   |
| **D22** | **V** | Cumulative Number of Days Attended | Yes |  |  | R |  |  | R | R |  |  |   |
| **D23** | **W** | Truant Student | Yes |   |   |   |   |   | R\* |   |   |   |   |
| **D24** | **X** | Minutes Enrolled | No |  | R\* |  | R\* |  |  |  |  |  |   |
| **D25** | **Y** | Concurrent High School Enrollment | No |   | R\* |   | R\* |   |   |   |   |   |   |
| **D26** | **Z** | Exit/Withdrawal Date | Yes | E | E | E | E | E | E | R | E | E | E |
| **D27** | **AA** | Exit/Withdrawal Type | Yes | E | E | E | E | E | E | R | E | E | E |
| **D28** | **AB** | Special Circumstances Transfer Choice | Yes |   |  |  |  |  | R\* |  |  |  |   |
| **D29** | **AC** | Post-Graduation Plans | No | E | E | E | E | E | E | R | E | E | E |
| **D30** | **AD** | Comprehensive Race | Yes | R | R | R | R | R | R | R | R | O | O |
| **D31** | **AE** | Eligibility for National School Lunch Program | Yes |   | R\* |   | R\* | R\* | R\* | R\* |   |   |   |
| **D32** | **AF** | Primary Disability Code | Yes | R | R |   | R | R | R | R | R |   |   |
| **D33** | **AG** | Gifted Student Code | Yes | X | X |   | X | X | X | X | X |   |   |
| **D34** | **AH** | Qualified for 504 | Yes |   |   |   |   |   | R\* |   |   |   |   |
| **D35** | **AI** | Residence of Homeless Student while Homeless | Yes |   | R\* |   |   | R\* | R\* | R\* |   |   |   |
| **D36** | **AJ** | ESOL /Bilingual Program Entry Date | Yes |   | X |   | X | X | X |   |   |   |   |
| **D37** | **AK** | First Entry Date into a School in the United States | Yes |   | X |   | X | X | X |   |   |   |   |
| **D38** | **AL** | First Language | Yes |   | R |   | R | R | R |   |   |   |   |
| **D39** | **AM** | ESOL/Bilingual Program Participation Code | Yes | R\* | R\* |   | R\* | R\* | R\* | R\* | R\* |   |   |
| **D40** | **AN** | ESOL/Bilingual Program Ending Date | Yes |   |   |   |   |   | X |   |   |   |   |
| **D41** | **AO** | ESOL Bilingual Student Contact Minutes | No |   | X |   | X |   |   |   |   |   |   |
| **D42** | **AP** | Career and Technical Education Contact Minutes | No |   | X |   | X |   |   |   |   |   |   |
| **D43** | **AQ** | Title I Participation | Yes |   |   |   |   |   | R\* |   |   |   |   |
| **D44** | **AR** | Miles Transported | No |   | R\* |   | R\* |   |   |   |   |   |   |
| **D45** | **AS** | Transportation FTE | No |   | R\* |   | R\* |   |   |   |   |   |   |
| **D46** | **AT** | Student’s Transportation Street Address | No |   | X |   | X |   |   |   |   |   |   |
| **D47** | **AU** | Student’s Transportation City | No |   | X |   | X |   |   |   |   |   |   |
| **D48** | **AV** | Student’s Transportation Zip Code | No |   | R |   | R  |   |   |   |   |   |   |
| **D49** | **AW** | Non-Resident Transportation  | No |   | R\* |   | R\* |   |   |   |   |   |   |
| **D50** | **AX** | Military Connected Student Indicator | Yes |   | R\* |   | R\* | R\* | R\* | R\* |   |   |   |
| **D51** | **AY** | Immigrant Student | Yes |   | R\* |   |   |   | R\* |   |   |   |   |
| **D52** | **AZ** | Country of Birth | Yes |   | X |   |   |   | X |   |   |   |   |
| **D53** | **BA** | Neglected Student | Yes |   |   |   |   |   | R\* |   |   |   |   |
| **D54** | **BB** | Kansas Pre-K Pilot Program (KPP) | No |   | R\* |   | R\* |   | R\* |   |   |   |   |
| **D55** | **BC** | Kansas Parents as Teachers Program (KPAT) | No |   | R\* |   | R\* |   | R\* |   |   |   |   |
| **D56** | **BD** | Math Grouping Indicator 1 | No |   |  |  |  | O |  |  |  |  |   |
| **D57** | **BE** | Math Grouping Indicator 2 | No |   |   |   |   | O |   |   |   |   |   |
| **D58** | **BF** | English Language Arts - ELA Grouping Indicator 1 | No |  |  |  |  | O |  |  |  |  |   |
| **D59** | **BG** | English Language Arts - ELA Grouping Indicator 2 | No |   |   |   |   | O |   |   |   |   |   |
| **D60** | **BH** | Science Grouping Indicator 1 | No |  |  |  |  | O |  |  |  |  |   |
| **D61** | **BI** | Science Grouping Indicator 2 | No |   |   |   |   | O |   |   |   |   |   |
| **D62** | **BJ** | General CTE Grouping Indicator 1 | No |  |  |  |  | O |  |  |  |  |   |
| **D63** | **BK** | General CTE Grouping Indicator 2 | No |   |   |   |   | O |   |   |   |   |   |
| **D64** | **BL** | Comprehensive Agriculture Grouping Indicator | No |  |  |  |  | O |  |  |  |  |   |
| **D65** | **BM** | Animal Systems Grouping Indicator  | No |   |   |   |   | O |   |   |   |   |   |
| **D66** | **BN** | Plant Systems Grouping Indicator | No |  |  |  |  | O |  |  |  |  |   |
| **D67** | **BO** | KELPA2 Grouping Indicator 1 | No |  |  |  |  | O |  |   |   |   |   |
| **D68** | **BP** | KELPA2 Grouping Indicator 2 | No |   |   |   |   | O |   |  |  |  |   |
| **D69** | **BQ** | State Mathematics Assessment | Yes |  |  |  |  | R\* |  |   |   |   |   |
| **D70** | **BR** | **State English Language Arts - ELA Assessment** | Yes |   |   |   |   | R\* |   |  |  |  |   |
| **D71** | **BS** | State Science Assessment | Yes |  |  |  |  | R\* |  |   |   |   |   |
| **D72** | **BT** | State History/Gov Assessment | Yes |   |   |   |   | R\* |   |  |  |  |   |
| **D73** | **BU** | General CTE Assessment | No |  |  |  |  | R\* |  |   |   |   |   |
| **D74** | **BV** | Comprehensive Agriculture Assessment | No |   |   |   |   | R\* |   |  |  |  |   |
| **D75** | **BW** | Animal Systems Assessment | No |  |  |  |  | R\* |  |   |   |   |   |
| **D76** | **BX** | Plant Systems Assessment | No |   |   |   |   | R\* |   |  |  |  |   |
| **D77** | **BY** | Kansas English Language Proficiency Exam (KELPA2) | Yes |   |   |   |   | R\* |   |   |   |   |   |
| **D78** | **BZ** | KELPA2 Proctor ID | No |  |  |  |  | X |  |  |  |  |   |
| **D79** | **CA** | KELPA2 Proctor First Name | No |   |   |   |   | X |   |   |   |   |   |
| **D80** | **CB** | KELPA2 Proctor Last Name | No |  |  |  |  | X |  |  |  |  |   |
| D81 | CC | American College Testing (ACT) Assessment | No |  |  |  |  | R\* |  |  |  |  |  |
| D82 | CD | ACT WorkKeys Assessment | No |  |  |  |  | R\* |  |  |  |  |  |
| **D83** | **CE** | User Field 1 | No | O | O | O | O | O | O | O | O | O | O |
| **D84** | **CF** | User Field 2 | No | O | O | O | O | O | O | O | O | O | O |
| **D85** | **CG** | User Field 3 | No | O | O | O | O | O | O | O | O | O | 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 |
|  |  |   |   |   |   |   |   |   |   |   |   |   |   |
|  |  | Updated 04/17/2018 |   |   |   |   |   |   |   |   |   |   |   |

Appendix C: Submission Graphic

Who Submits KIDS Records

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Record Type** | **Accountability School** | **Funding School** | **Attendance School** | **Educator School** |
| ASGT | OK | OK- if SSID is blank | OK- if D2 is 0001 or 0002 | X |
| EOYA & EXIT | OK | X | OK- if D2 is 0001 or 0002 | X |
| ENRL | OK | OK | OK- if JDC & D15 is 0003 | X |
| TEST | OK(Priority) | X | OK | X |
| SMSC | OK | OK | X | X |
| MILT | OK | OK | X | X |
| KCAN and TASC | X | X | X | OK |
| SPED | X | OK | X | X |
| QERY | OK | OK | OK | X |

### Appendix D: First Languages Codes

| **Language** | **Code** |
| --- | --- |
| Abkhazian | abk |
| Achinese | ace |
| Acoli | ach |
| Adangme | ada |
| Adyghe; Adygei | ady |
| Afar | aar |
| Afrihili | afh |
| Afrikaans | afr |
| Ainu | ain |
| Akan | aka |
| Akkadian | akk |
| Albanian | alb |
| Aleut | ale |
| Altai, Southern  | alt |
| Amharic | amh |
| Angika | anp |
| Apache languages | apa |
| Arabic | ara |
| Aragonese | arg |
| Arapaho | arp |
| Arawak | arw |
| Armenian | arm |
| Aromanian; Arumanian; Macedo-Romanian | rup |
| Assamese | asm |
| Asturian; Bable; Leonese; Asturleonese | ast |
| Avaric | ava |
| Avestan | ave |
| Awadhi | awa |
| Aymara | aym |
| Azerbaijani | aze |
| Balinese | ban |
| Baluchi | bal |
| Bambara | bam |
| Bantu languages | bnt |
| Basa | bas |
| Bashkir | bak |
| Basque | baq |
| Batak languages | btk |
| Beja; Bedawiyet | bej |
| Belarusian | bel |
| Bemba | bem |
| Bengali | ben |
| Bhojpuri | bho |
| Bikol | bik |
| Bini; Edo | bin |
| Bislama | bis |
| Blin; Bilin | byn |
| Bosnian | bos |
| Braj | bra |
| Breton | bre |
| Buginese | bug |
| Bulgarian | bul |
| Buriat | bua |
| Burmese | bur |
| Caddo | cad |
| Catalan; Valencian | cat |
| Cebuano | ceb |
| Central American Indian languages | cai |
| Chagatai | chg |
| Chamorro | cha |
| Chechen | che |
| Cherokee | chr |
| Cheyenne | chy |
| Chibcha | chb |
| Chichewa; Chewa; Nyanja | nya |
| Chinese | chi |
| Chinook jargon | chn |
| Chipewyan; Dene Suline | chp |
| Choctaw | cho |
| Chuukese | chk |
| Chuvash | chv |
| Coptic | cop |
| Cornish | cor |
| Corsican | cos |
| Cree | cre |
| Creek | mus |
| Creoles and pidgins | crp |
| Crimean Tatar; Crimean Turkish | crh |
| Croatian | hrv |
| Czech | cze |
| Dakota | dak |
| Danish | dan |
| Dargwa | dar |
| Delaware | del |
| Dinka | din |
| Divehi; Dhivehi; Maldivian | div |
| Dogri | doi |
| Dogrib | dgr |
| Duala | dua |
| Dutch; Flemish | dut |
| Dyula | dyu |
| Dzongkha | dzo |
| Efik | efi |
| Ekajuk | eka |
| Elamite | elx |
| English | eng |
| Erzya | myv |
| Estonian | est |
| Ewe | ewe |
| Ewondo | ewo |
| Fang | fan |
| Fanti | fat |
| Faroese | fao |
| Fijian | fij |
| Filipino; Pilipino | fil |
| Finnish | fin |
| Fon | fon |
| French | fre |
| Friulian | fur |
| Fulah | ful |
| Ga | gaa |
| Gaelic; Scottish Gaelic | gla |
| Galibi Carib | car |
| Galician | glg |
| Ganda | lug |
| Gayo | gay |
| Gbaya | gba |
| Geez | gez |
| Georgian | geo |
| German | ger |
| German, Low; Low Saxon; German, Low; Saxon, Low | nds |
| German, Swiss; Alemannic; Alsatian | gsw |
| Gilbertese | gil |
| Gondi | gon |
| Gorontalo | gor |
| Grebo | grb |
| Greek | gre |
| Guarani | grn |
| Gujarati | guj |
| Gwich'in | gwi |
| Haida | hai |
| Haitian; Haitian Creole | hat |
| Hausa | hau |
| Hawaiian | haw |
| Hebrew | heb |
| Herero | her |
| Hiligaynon | hil |
| Hindi | hin |
| Hiri Motu | hmo |
| Hittite | hit |
| Hmong; Mong | hmn |
| Hungarian | hun |
| Hupa | hup |
| Iban | iba |
| Icelandic | ice |
| Ido | ido |
| Igbo | ibo |
| Iloko | ilo |
| Indonesian | ind |
| Ingush | inh |
| Inuktitut | iku |
| Inupiaq | ipk |
| Irish | gle |
| Italian | ita |
| Japanese | jpn |
| Javanese | jav |
| Judeo-Arabic | jrb |
| Judeo-Persian | jpr |
| Kabardian | kbd |
| Kabyle | kab |
| Kachin; Jingpho | kac |
| Kalaallisut; Greenlandic | kal |
| Kalmyk; Oirat | xal |
| Kamba | kam |
| Kannada | kan |
| Kanuri | kau |
| Karachay-Balkar | krc |
| Kara-Kalpak | kaa |
| Karelian | krl |
| Karen languages | kar |
| Kashmiri | kas |
| Kashubian | csb |
| Kawi | kaw |
| Kazakh | kaz |
| Khasi | kha |
| Khmer, Central | khm |
| Khotanese; Sakan | kho |
| Kikuyu; Gikuyu | kik |
| Kimbundu | kmb |
| Kinyarwanda | kin |
| Kirghiz; Kyrgyz | kir |
| Komi | kom |
| Kongo | kon |
| Konkani | kok |
| Korean | kor |
| Kosraean | kos |
| Kpelle | kpe |
| Kuanyama; Kwanyama | kua |
| Kumyk | kum |
| Kurdish | kur |
| Kurukh | kru |
| Kutenai | kut |
| Ladino | lad |
| Lahnda | lah |
| Lamba | lam |
| Lao | lao |
| Latvian | lav |
| Lezghian | lez |
| Limburgan; Limburger; Limburgish | lim |
| Lingala | lin |
| Lithuanian | lit |
| Lojban | jbo |
| Lozi | loz |
| Luba-Katanga | lub |
| Luba-Lulua | lua |
| Luiseno | lui |
| Lunda | lun |
| Luo (Kenya and Tanzania) | luo |
| Lushai | lus |
| Luxembourgish; Letzeburgesch | ltz |
| Macedonian | mac |
| Madurese | mad |
| Magahi | mag |
| Maithili | mai |
| Makasar | mak |
| Malagasy | mlg |
| Malay | may |
| Malayalam | mal |
| Maltese | mlt |
| Manchu | mnc |
| Mandar | mdr |
| Mandingo | man |
| Manipuri | mni |
| Manx | glv |
| Maori | mao |
| Mapudungun; Mapuche | arn |
| Marathi | mar |
| Mari | chm |
| Marshallese | mah |
| Marwari | mwr |
| Masai | mas |
| Mayan languages | myn |
| Mende | men |
| Mi'kmaq; Micmac | mic |
| Minangkabau | min |
| Mirandese | mwl |
| Mohawk | moh |
| Moksha | mdf |
| Mongo | lol |
| Mongolian | mon |
| Mon-Khmer languages | mkh |
| Mossi | mos |
| Nauru | nau |
| Navajo; Navaho | nav |
| Ndebele, North; North Ndebele | nde |
| Ndebele, South; South Ndebele | nbl |
| Ndonga | ndo |
| Neapolitan | nap |
| Nepal Bhasa; Newari | new |
| Nepali | nep |
| Nias | nia |
| Niuean | niu |
| N'Ko | nqo |
| Nogai | nog |
| North American Indian languages | nai |
| Norwegian | nor |
| Nyamwezi | nym |
| Nyankole | nyn |
| Nyoro | nyo |
| Nzima | nzi |
| Ojibwa | oji |
| Oriya | ori |
| Oromo | orm |
| Osage | osa |
| Ossetian; Ossetic | oss |
| Pahlavi | pal |
| Palauan | pau |
| Pali | pli |
| Pampanga; Kapampangan | pam |
| Pangasinan | pag |
| Panjabi; Punjabi | pan |
| Papiamento | pap |
| Pedi; Sepedi; Northern Sotho | nso |
| Persian | per |
| Philippine languages | phi |
| Phoenician | phn |
| Pohnpeian | pon |
| Polish | pol |
| Portuguese | por |
| Pushto; Pashto | pus |
| Quechua | que |
| Rajasthani | raj |
| Rapanui | rap |
| Rarotongan; Cook Islands Maori | rar |
| Romanian | rum |
| Romansh | roh |
| Romany | rom |
| Rundi | run |
| Russian | rus |
| Samaritan Aramaic | sam |
| Sami, Inari | smn |
| Sami, Lule | smj |
| Sami, Northern  | sme |
| Sami, Skolt  | sms |
| Sami, Southern | sma |
| Samoan | smo |
| Sandawe | sad |
| Sango | sag |
| Sanskrit | san |
| Santali | sat |
| Sardinian | srd |
| Sasak | sas |
| Scots | sco |
| Selkup | sel |
| Serbian | srp |
| Serer | srr |
| Shan | shn |
| Shona | sna |
| Sichuan Yi; Nuosu | iii |
| Sicilian | scn |
| Sidamo | sid |
| Sign Languages | sgn |
| Siksika | bla |
| Sindhi | snd |
| Sinhala; Sinhalese | sin |
| Siouan languages | sio |
| Slave (Athapascan) | den |
| Slovak | slo |
| Slovenian | slv |
| Sogdian | sog |
| Somali | som |
| Soninke | snk |
| Sorbian, Lower | dsb |
| Sotho, Southern | sot |
| South American Indian languages | sai |
| Spanish; Castilian | spa |
| Sranan Tongo | srn |
| Sukuma | suk |
| Sumerian | sux |
| Sundanese | sun |
| Susu | sus |
| Swahili | swa |
| Swati | ssw |
| Swedish | swe |
| Syriac | syr |
| Tagalog | tgl |
| Tahitian | tah |
| Tajik | tgk |
| Tamashek | tmh |
| Tamil | tam |
| Tatar | tat |
| Telugu | tel |
| Tereno | ter |
| Tetum | tet |
| Thai | tha |
| Tibetan | tib |
| Tigre | tig |
| Tigrinya | tir |
| Timne | tem |
| Tiv | tiv |
| Tlingit | tli |
| Tok Pisin | tpi |
| Tokelau | tkl |
| Tonga (Nyasa) | tog |
| Tonga (Tonga Islands) | ton |
| Tsimshian | tsi |
| Tsonga | tso |
| Tswana | tsn |
| Tumbuka | tum |
| Turkish | tur |
| Turkmen | tuk |
| Tuvalu | tvl |
| Tuvinian | tyv |
| Twi | twi |
| Udmurt | udm |
| Ugaritic | uga |
| Uighur; Uyghur | uig |
| Ukrainian | ukr |
| Umbundu | umb |
| Undetermined | und |
| Upper Sorbian | hsb |
| Urdu | urd |
| Uzbek | uzb |
| Vai | vai |
| Venda | ven |
| Vietnamese | vie |
| Volapük | vol |
| Votic | vot |
| Walloon | wln |
| Waray | war |
| Washo | was |
| Welsh | wel |
| Wolaitta; Wolaytta | wal |
| Wolof | wol |
| Xhosa | xho |
| Yakut | sah |
| Yao | yao |
| Yapese | yap |
| Yiddish | yid |
| Yoruba | yor |
| Zapotec | zap |
| Zaza, Dimili, Dimli, Kirdki, Kirmanjki, Zazaki | zza |
| Zenaga | zen |
| Zhuang; Chuang | zha |
| Zulu | zul |
| Zuni | zun |

Updated 4/22/2016

### Appendix E: CTE Certification Codes

| **Certification/Assessment Name** | **Certification Code** |
| --- | --- |
| AAFCS – pre-PAC – Fashion, Textiles and Apparel | 1001 |
| AAFCS – pre-PAC – Broad Field Family & Consumer Sciences | 1002 |
| AAFCS – pre-PAC – Culinary Arts | 1003 |
| AAFCS – pre-PAC – Early Childhood Education | 1004 |
| AAFCS – pre-PAC – Family & Community Services | 1005 |
| AAFCS – pre-PAC – Nutrition, Food & Wellness | 1006 |
| AAFCS – pre-PAC – Personal & Family Finance | 1007 |
| AAFCS – pre-PAC Education Fundamentals | 1008 |
| AAFCS – pre-PAC Interior Design Fundamentals | 1009 |
| ADDA – Certified Drafter | 1010 |
| Adobe Campaign | 1011 |
| Adobe Digital Publishing Suite | 1012 |
| Adobe Dreamweaver | 1013 |
| Adobe Flash | 1014 |
| Adobe Frame Maker | 1015 |
| Adobe Illustrator | 1016 |
| Adobe In-Design | 1017 |
| Adobe Media Optimizer | 1018 |
| Adobe Photoshop | 1019 |
| Adobe Premier Pro | 1020 |
| AHRI – HVAC Certifications | 1021 |
| ASE – Automobile Service Technician | 1022 |
| ASE – Maintenance & Light Repair | 1023 |
| ASE – Master Automobile Service Technician | 1024 |
| ASE – Mechanical & Electrical | 1025 |
| ASE – Non-Structural Analysis & Damage Repair | 1026 |
| ASE – Painting & Refinishing | 1027 |
| ASE – Structural Analysis & Damage Repair | 1028 |
| ASE – Student Certification (4 areas) | 1029 |
| ASE – Student Certification Diesel (4 areas) | 1030 |
| ASK – MBA Research – Concepts of Entrepreneurship and Management Certification  | 1031 |
| ASK – MBA Research – Concepts of Finance Certification | 1032 |
| ASK – MBA Research – Fundamental Business Concepts Certification | 1033 |
| ASME – Section 9 Standards (6G Level) | 1034 |
| Auto Desk – Certification Program for: User, Professional, Specialist | 1035 |
| AWS Certification | 1036 |
| AWS SENSE Certification | 1037 |
| Beef Quality Assurance | 1038 |
| Cardio Pulmonary Resuscitation (CPR) | 1039 |
| CareerSafe – CyberSafe Safety Awareness Training | 1040 |
| Certified Med Aide (CMA) | 1041 |
| Certified Nurse Aide (CNA) | 1042 |
| Certified Protection Officer | 1043 |
| Cisco Certified Entry Networking Technician – CCENT | 1044 |
| Cisco Certified Network Associate – CCNA | 1045 |
| Cisco Certified Network Professional – CCNP | 1046 |
| Cisco Certified Internetwork Expert – CCIE | 1047 |
| Cisco Certified Design Expert – CCDE | 1048 |
| Citrix Certified Associate – Networking | 1049 |
| Commercial Driver’s License | 1050 |
| CompTIA A+ | 1051 |
| CompTIA Network+ | 1052 |
| CompTIA Server+ | 1053 |
| CompTIA Security+ | 1054 |
| EKG Technician | 1055 |
| Emergency Medical Responder (EMR) (First Responder) | 1056 |
| Emergency Medical Technician (EMT) | 1057 |
| Energy Industry Fundamentals (CEWD) | 1058 |
| EPA – Section 608 Certification | 1059 |
| EPA – Section 609 Certification | 1060 |
| Fire Fighter Level 1 | 1061 |
| First Aid | 1062 |
| Home Health Aide | 1063 |
| HVAC Excellence – Core and Air Conditioning, Gas Heat & Electrical | 1064 |
| HVAC Excellence – Core and Lt. Comm. Air Cond, Gas Heat & Electrical | 1065 |
| HVAC Excellence – Core and Lt. Comm. Refrigeration & Electrical | 1066 |
| I-CAR – Refinish Technician ProLevel 1 | 1067 |
| ICE Core & Commercial Refrigeration | 1068 |
| ICE Core & Light Commercial Air Cond. & Heating | 1069 |
| ICE Core & Res. Air Cond. & Heating | 1070 |
| Kansas Agriculture Skills and Competencies Certificate | 1071 |
| Kansas Plant Systems Skills and Competencies Certificate | 1072 |
| Microsoft Office Specialist | 1073 |
| Microsoft Digital Literacy Certification | 1074 |
| Microsoft Technology Associate – MTA | 1075 |
| Microsoft Certified Solutions Associate – MCSA | 1076 |
| Microsoft Certified Solutions Expert – MCSE | 1077 |
| Microsoft Certified Solutions Developer – MCSD | 1078 |
| MSSC – Certified Production Technician | 1079 |
| NATE Core & Air Conditioning | 1080 |
| NATE Core & Air Distribution | 1081 |
| NATE Core & Air-to-Air Heat Pumps | 1082 |
| NATE Core & Gas or Oil Furnaces | 1083 |
| NATE Core & Light Commercial/Commercial Refrigeration | 1084 |
| National Health Science Assessment | 1085 |
| National Safe Tractor and Machinery Operation Program (NSTMOP) (tractor safety) | 1086 |
| NCCER Core & Carpentry Level 1 | 1087 |
| NCCER Core & Concrete Finishing | 1088 |
| NCCER Core & Construction Laborer | 1089 |
| NCCER Core & Electrical Level 1 | 1090 |
| NCCER Core & HVAC Levels 1 & 2 | 1091 |
| NCCER Core & Industrial Maintenance Level 1 | 1092 |
| NCCER Core & Masonry Level 1 | 1093 |
| NCCER Core & Plumbing & Pipefitting Level 1 | 1094 |
| NCCER Core & Sheet Metal Level 1 | 1095 |
| NIMS Machining Level 1 | 1096 |
| NIMS Metal Forming 1 | 1097 |
| OSHA Safety Certification (10 Hour) | 1098 |
| Paraprofessional Certification | 1099 |
| Pesticide Applicator Certification, Personal or Commercial | 1100 |
| Pharmacy Technician | 1101 |
| Phlebotomy Technician | 1102 |
| Pork Quality Assurance | 1103 |
| Pro-Start | 1104 |
| Public Safety Telecommunications (911 Dispatching) | 1105 |
| ServSafe – Food Handlers | 1106 |
| ServSafe – Manager | 1107 |
| SMRP – Certified Maintenance & Reliability Technician | 1109 |
| Solid Works Software Certification | 1110 |
| Telecommunications Apprentice Certification (ETA) | 1111 |
| WorkKeys | 1112 |
| cPass General CTE | 1113 |
| cPass Comprehensive Agriculture | 1114 |
| cPass Power, Structural and Technical System Module | 1115 |
| cPass Animal Systems | 1116 |
| cPass Plant Systems | 1117 |
| cPass Horticulture Module | 1118 |
| cPass Manufacturing Production | 1119 |
| EverFi | 1120 |
| NCCER4 | 1121 |
| Dental Assistant | 1122 |
| QuickBooks Certification | 1123 |
| ICC Certification for Building Construction | 1124 |
| NCCER Core & Carpentry Level 2 | 1125 |
| ASK- MBA Research- Fundamental Marketing Concepts Certification | 1126 |
| Microsoft Excel Certification | 1127 |

|  |  |
| --- | --- |
| Microsoft PowerPoint Certification | 1128 |
| Microsoft Access Certification | 1129 |
| Microsoft Word Certification | 1130 |
| MBA Research 2-Cr. Standard Business Management & Administration POS Exam | 1131 |
| MBA Research 2-Cr.Standard Marketing Program-of-Study Exam | 1132 |
| C-Pass Assessment: Comprehensive Business | 1133 |
| C-Pass Assessment: Finance (with or without Accounting Module) | 1134 |
| ASK – Concepts of Entrepreneurship/Management | 1135 |
| YQCA- Youth for the Quality Care of Animals | 1136 |
| Master Teacher- ParaEducator Assessment Parts 1 & 2 (Must take both) | 1137 |
| Foundations for Safe & Healthy Early Care Facilities- Module 1 (4 Certifications) (Must get all 4) | 1138 |
| Foundations for Safe & Healthy Early Care Facilities- Modules 1 & 2 (Must get all 10 certifications) | 1139 |
| Apple Swift App Development Certification | 1140 |
| Child Development Associates- CDA | 1141 |
| AAFCS- Interior Design Fundamentals | 1142 |

###

### Revision History

Version Update 1.00

* Copied KIDS Collection File Specfications from 2017-2018 SY to 2018-2019 SY with current updates.

Version Update 1.01

* Updated unique in batch for SPED Collection
* Updated criteria for F30: Last Instruction Date to include criteria for applicable course statuses

Version Update 1.02

* Update excel reference column for KIDS Collection
* Removed Value ‘2’ for ACT Assessment Field D81

Version Update 1.03

* Added KIDS Grade Level 17 as also eligible to take the American College Testing (ACT) Assessment field D81 and ACT WorkKeys Assessment field D82.

Version Update 1.04

* Field D54 Kansas Preschool Program was updated to be called the Kansas Pre-K Pilot Program (KPP)
* Field D55 Parents as Teachers Program was updated to be called the Kansas Parents as Teachers Program (KPAT)
* Field D31 Eligibility for National School Lunch Program wording was updated to clarify identification process

Version Update 1.05

* Field D39 Participation Codes 7 & 8 wording was updated to clarify the status meaning.
* Field D40 Wording updated to clarify the effects of code 7 on this field
* Field D41 Wording was updated to clarify which participation codes needed to submit minutes

Version Update 1.06

* Field D77 Removed the wording “or monitored ESOL student.” And added ESOL student only

Version Update 1.07

• Added SPED to notes on ESOL field D39 “*On ASGT, SPED and EXIT record types, only D39: Program Participation is required.”*

Version Update 1.08

• Added new CTE Certification Codes to Appendix E.

Version Update 1.09

• Correct comment/notes on columns D78, D79, and D80

Version Update 1.10

* Updated the KCAN First Instructional, and Last Instructional Dates to better comply with the Federal guidelines for Migrant Students

Version Update 1.11

* Updated the KCAN First Instructional Date to show that a migrant earning a Certificate does not need to supply the First Instructional Date.
* Update the State History/Gov Assessment values accepted to clearly indicate that only a value of ‘0’ will be accepted this year
* Update the Required Optional fields for SPED record type making the State Student Identifier required.

Version Update 1.12

* Updated the KCAN Submission window to extend to September 03, 2019 (was August 16, 2019)
	+ Allow submissions of both 2019 and 2020 School year for period 2020 go live date through September 03, 2019
* Update KCAN F19: KCC Identifier to allow MigrantServices as an acceptable value
* Updated KCAN F20 Course Section
	+ Specify that if KCC Identifier = MigrantServices Course Section should be ‘MigrantServices’
* Update KCAN F21 Local Course Id
	+ Specify that if KCC Identifier = MigrantServices Local Course Id should be ‘MigrantServices’
* Update KCAN F22: Course Status
	+ Add value 80 = Received Services
* Added comment on page 36 for Migrant Services – Can only be submitted from June 1st – September 3rd.
* Updated dates on page 37 for CTE Certifications earned under SB155 must be submitted by May 24, 2019 to be included in the list to receive the funding this year. All other certifications can be submitted until the window closes September 3, 2019. The previous dates were May 17, 2019 and August 16, 2019.

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) 296-3204

1. QERY requires only the state identification number **or** the Accountability School Identifier and Legal Last Name. However, additional information allows a better match. [↑](#footnote-ref-1)
2. SEPTEMBER 20 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 4. If September 20 falls on a non-school day, use the first school day after September 20. For specific attendance guidelines for foreign exchange students, virtual education students, and alternative school students, see the KIDS 2018-2019 Submission Details Document - ENRL located on the KIDS project website (http://kidsweb.ksde.org/) under the documents tab. [↑](#footnote-ref-2)
3. FEBRUARY 20 RULE: A student (Military Connected Student) must be enrolled and attending on February 20. If absent on February 20 then the student must have attended once on or after February 1, and once after February 20 but on or before March 4. If February 20 falls on a non-school day, use the first school day after February 20. [↑](#footnote-ref-3)
4. This code includes students who leave the formal education system to continue a religious community-based education (i.e. Amish). [↑](#footnote-ref-4)
5. If student was previously submitted with an Exit/Withdrawal Type = 22, then the student should not be submitted with an Exit/Withdrawal type of 13. An Exit/Withdrawal Type = 8 should be submitted when the student no longer receives transitional services. [↑](#footnote-ref-5)
6. This would include foreign exchange students going back to their home country. [↑](#footnote-ref-6)
7. This code can only be submitted for students marked with ‘WD’ in D32: Primary Disability Code. [↑](#footnote-ref-7)
8. This code should be used for students showing as Unresolved Exits so the student doesn’t count as a Dropout in the Dropout/Graduation Summary Report. [↑](#footnote-ref-8)
9. 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. [↑](#footnote-ref-9)