

KIDS 2015-2016 Collection System File Specifications



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

Header Record Layout

Field Ref #	Header Record Layout			
	Field	Maximum Length	Format Details	Comments/Values
H1	Record Type	2	TH	Must contain the characters "TH"
H2	Extract Date	10	mm/dd/yyyy	Date export file was created. Month and day must include any leading zeroes.
H3	Extract Time	8	hh:mm:ss	Time export file was created.
H4	Transmission ID	10	9999999999	An arbitrary number. Must match the Transmission ID in the Trailer record.
H5	Version	10	11.0	Always "11.0". This version number differentiates the possible versions of the file structure.
H6	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
T1	Record Type	2	TT	Trailer Record and contains the characters "TT"
T2	Transmission ID	10		Value is the same as in the header record
T3	Number of Records	10	9999999999	Number of records including the header and trailer records. The value is left aligned without trailing spaces.

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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)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D1	Record Type	4	Alphanumeric	All	<p>A designation of the collection to which the record belongs.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 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 ▪ QERY¹ for performing a query of pre-existing KIDS data without claiming ▪ MILT for Military and Virtual AP Student counts ▪ SMSC for REAP Allocations
D2	Accountability School Identifier	4	Alphanumeric	All	<p>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.</p> <p>For ENRL, MILT, and SMSC records, this field must contain a valid School ID number belonging to an accredited school, district central office, '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.</p> <p>For EOYA, TEST, and EXIT records, this field must contain a valid School ID number belonging to an accredited school, district, central office, '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.</p> <p>For ASGT records, this field must contain a valid School ID number, '0001' or '0002.'</p>

¹ QERY requires only the state identification number **or** the Accountability School Identifier and Legal Last Name. However, additional information allows a better match.

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D3	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.
D4	Legal Last Name	60	Alphanumeric	All	The name borne in common by members of the student's family.
D5	Legal First Name	60	Alphanumeric	All	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.
D6	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.
D7	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).
D8	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: <ul style="list-style-type: none"> ▪ 0 = Female ▪ 1 = Male
D9	Date of Birth	10	mm/dd/yyyy	All	The month, day, and year on which the student was born.

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)																									
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values																				
D10	Current Grade Level	2	Alphanumeric	All	<p>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.</p> <p>Grade level "02" is for 4-year-olds who are not in the State Pre-Kindergarten Program (formerly 4-year old At-Risk) 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." Four-year-old students who are in the State Pre-Kindergarten Program and do not have an IEP for a disability should be reported as "04."</p> <p>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. All students, including those with disabilities, should be coded according to credits earned unless the criteria for "Not Graded" mentioned above apply.</p> <p>Allowable values:</p> <table><tr><td>▪ 00 = Birth – 2 years old</td><td>▪ 09 = Fourth Grade</td></tr><tr><td>▪ 01 = 3-Yr-Old Preschooler</td><td>▪ 10 = Fifth Grade</td></tr><tr><td>▪ 02 = 4-Yr-Old Preschooler</td><td>▪ 11 = Sixth Grade</td></tr><tr><td>▪ 03 = 5-Yr-Old and Older Preschooler</td><td>▪ 12 = Seventh Grade</td></tr><tr><td>▪ 04 = Four-Year-Old At-Risk</td><td>▪ 13 = Eighth Grade</td></tr><tr><td>▪ 05 = Kindergarten</td><td>▪ 14 = Ninth Grade</td></tr><tr><td>▪ 06 = First Grade</td><td>▪ 15 = Tenth Grade</td></tr><tr><td>▪ 07 = Second Grade</td><td>▪ 16 = Eleventh Grade</td></tr><tr><td>▪ 08 = Third Grade</td><td>▪ 17 = Twelfth Grade</td></tr><tr><td></td><td>▪ 18 = Not Graded</td></tr></table>	▪ 00 = Birth – 2 years old	▪ 09 = Fourth Grade	▪ 01 = 3-Yr-Old Preschooler	▪ 10 = Fifth Grade	▪ 02 = 4-Yr-Old Preschooler	▪ 11 = Sixth Grade	▪ 03 = 5-Yr-Old and Older Preschooler	▪ 12 = Seventh Grade	▪ 04 = Four-Year-Old At-Risk	▪ 13 = Eighth Grade	▪ 05 = Kindergarten	▪ 14 = Ninth Grade	▪ 06 = First Grade	▪ 15 = Tenth Grade	▪ 07 = Second Grade	▪ 16 = Eleventh Grade	▪ 08 = Third Grade	▪ 17 = Twelfth Grade		▪ 18 = Not Graded
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▪ 08 = Third Grade	▪ 17 = Twelfth Grade																								
	▪ 18 = Not Graded																								
D11	Local Student Identifier	20	Alphanumeric	All	The unique alphanumeric code assigned to the student by the school or local education agency.																				
D12	Hispanic Ethnicity	1	Alphanumeric	All	<p>Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations, are:</p> <ul style="list-style-type: none">Y = Hispanic/LatinoN = NOT Hispanic/Latino																				
D13	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.																				
D14	Current School Year	4	yyyy	All	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.																				

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D15	Funding School	4	Alphanumeric	All	<p>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.</p> <p>For ENRL records, '0003' should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility.</p> <p>For ENRL, SMSC, and MILT records if the D2: Accountability School value is '0001' or '0002', then this must contain a valid School ID number belonging to an accredited school or district central office.</p>
D16	Attendance School/ Program Identifier	4	Alphanumeric	All	<p>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.</p> <p>For TEST records, this is the location where the student is to take the state assessments.</p> <p>For TEST, EXIT, and EOYA records, if the D2: Accountability School 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.</p>
D17	Virtual Education Student	1	Numeric	ENRL, MILT, EOYA	<p>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.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> 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. 3 = Virtual AP Student – Student is currently taking at least one virtual Advanced Placement (AP) course not offered by the student's resident district, and the resident district contains at least 200 square miles or at least 260 FTEs. <p>If both codes "1" and "3" apply to a particular student, report the student as code "3."</p> <p>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/).</p>

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D18	School Entry Date	10	mm/dd/yyyy	ASGT, ENRL, TEST, EOYA, SMSC, MILT, EXIT	The month, day, year on which the student enrolls and begins to receive instructional services in a school. <u>If the student should leave and then re-enroll, this date should reflect the most recent enrollment date.</u>
D19	District Entry Date	10	mm/dd/yyyy	ASGT, ENRL, TEST, EOYA, SMSC, MILT, EXIT	The month, day, year on which the student enrolls and begins to receive instructional services in a school district. <u>If the student should leave the district and then re-enroll, this date should reflect the most recent enrollment date.</u>
D20	State Entry Date	10	mm/dd/yyyy	ASGT, ENRL, TEST, EOYA, SMSC, MILT, EXIT	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas. <u>If the student should leave Kansas and then re-enroll in a Kansas school, this date should reflect the most recent enrollment date.</u>
D21	Cumulative Number of Days in Membership	5	Numeric 999.9	EOYA, SMSC, EXIT	The number of days the student has been enrolled (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.
D22	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. 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.
D23	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: <ul style="list-style-type: none"> ▪ 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.

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D24	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) &, if applicable, on Feb. 20 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.

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 2015-2016 Submission Details Document - ENRL located on the KIDS project website (<http://kidsweb.ksde.org/>) under the documents tab.

³ FEBRUARY 20 RULE: A student (Child of Military Family) 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.

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D25	Concurrent High School Enrollment	1	Numeric	ENRL, MILT	<p>A description of a second educational program enrollment for a high school student on September 20 (see September 20 Rule on previous page) &, if applicable, Feb. 20. The enrollment must have been in an accredited program or institution. <i>Accredited programs can be delivered at the high school or at the institution providing the service.</i> 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.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 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 <p>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".</p> <p>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 <u>not</u> 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.</p> <p>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".</p>
D26	Exit/Withdrawal Date	10	mm/dd/yyyy	EXIT	<p>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.</p>

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D27	Exit/Withdrawal Type	2	Numeric	EXIT	<p>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.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 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 schooling⁴ ▪ 7 = Matriculation to another school⁵ ▪ 8 = Graduated with regular diploma ▪ 10 = Student death ▪ 11 = Student illness ▪ 12 = Student expulsion (or long-term suspension) ▪ 13 = Reached maximum age for services⁶ ▪ 14 = Discontinued schooling (including preschoolers/Kindergartners who are removed from schooling by parents) ▪ 15 = Transfer to an accredited or non-accredited Juvenile Correctional Facility where educational services are provided.⁷ ▪ 16 = Moved within the US, not known to be enrolled in school ▪ 17 = Unknown ▪ 18 = Student data claimed in error ▪ 19 = Transfer to a GED completion program ▪ 20 = Transferred to a juvenile or adult correctional facility where educational services are not provided. ▪ 21 = Student moved to another country, may or may not be continuing⁸ ▪ 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.⁹ ▪ 23 = Student with an extended absence, planning to return. ▪ 98 = Unresolved Exit ▪ 99 = Undo a previously submitted EXIT Record

⁴This code includes students who leave the formal education system to continue a religious community-based education (i.e. Amish).

⁵ Natural progression to another building in the same district due to promotion from one grade level to the next.

⁶ 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.

⁷The accredited juvenile correctional facilities are as follows: Lawrence Gardner (Topeka) and Westside School (Larned State Hospital).

⁸ This would include foreign exchange students going back to their home country.

⁹ This code can only be submitted for students marked with 'WD' in D32: Primary Disability Code.

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values										
D28	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: <ul style="list-style-type: none">0 = No transfer under these provisions2 = 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.										
D29	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: <ul style="list-style-type: none">1 = 4-Year College of University2 = 2-Year College3 = Other Type of College/Other Postsecondary4 = Employment5 = Unemployment6 = Parenting7 = Military Service8 = All Other Graduates/Status Unknown										
D30	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: <ul style="list-style-type: none">Position 5-WhitePosition 4-Native Hawaiian or Other Pacific IslanderPosition 3-Black or African AmericanPosition 2-AsianPosition 1-American Indian or Alaska Native Allowable values in each position: <table><tr><td>Pos. 5</td><td>Pos. 4</td><td>Pos. 3</td><td>Pos. 2</td><td>Pos. 1</td></tr><tr><td>White</td><td>NH/PI</td><td>Black</td><td>Asian</td><td>AI/AN</td></tr></table> <ul style="list-style-type: none">0 = No1 = Yes	Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1	White	NH/PI	Black	Asian	AI/AN
Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1											
White	NH/PI	Black	Asian	AI/AN											

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D31	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, National School Lunch Program application, or the State At-risk application. Allowable values: <ul style="list-style-type: none"> 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.
D32	Primary Disability Code	2	Alpha	ASGT, ENRL, TEST, EOYA, MILT, EXIT	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: <ul style="list-style-type: none"> ND = No Disability WD = Yes, is on an IEP and receives special education services.
D33	Gifted Student Code	2	Alpha	ASGT, ENRL, TEST, EOYA, MILT, EXIT	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: <ul style="list-style-type: none"> Blank = None GI = Giftedness
D34	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: <ul style="list-style-type: none"> 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.

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D35	Residence of Homeless Student while Homeless	1	Alphanumeric	ENRL, EOYA, EXIT	<p>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.</p> <p>The term “unaccompanied homeless student” includes youth in homeless situations who are not in the physical custody of a parent or guardian.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> ▪ 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, transitional housing, or is awaiting foster care ▪ 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, transitional housing, or is awaiting foster care ▪ 9 = Unaccompanied homeless student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings) <p>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/).</p>

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)																																				
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values																															
ESOL Field Requirements: D36-D41	<table><tr><th>Value in D39†</th><th>1, 2, or 3</th><th>4</th><th>5 or 6</th><th>0</th></tr><tr><td>Program Entry D36</td><td>Filled in</td><td>Filled in</td><td>Filled in</td><td>Blank</td></tr><tr><td>US Entry D37</td><td>Filled in</td><td>Filled in</td><td>Filled in</td><td>Blank</td></tr><tr><td>First Language D38***</td><td>Filled in</td><td>Filled in</td><td>Filled in</td><td>Filled in or 0</td></tr><tr><td>Program End Date D40**</td><td>Blank</td><td>Filled in</td><td>Blank</td><td>Blank</td></tr><tr><td>Minutes D41*</td><td>Filled in</td><td>Blank</td><td>Blank</td><td>Blank</td></tr></table>				Value in D39†	1, 2, or 3	4	5 or 6	0	Program Entry D36	Filled in	Filled in	Filled in	Blank	US Entry D37	Filled in	Filled in	Filled in	Blank	First Language D38***	Filled in	Filled in	Filled in	Filled in or 0	Program End Date D40**	Blank	Filled in	Blank	Blank	Minutes D41*	Filled in	Blank	Blank	Blank	†On ASGT 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; '0' is not a valid value for records with a value other than '0' in D39: Program Participation.	
	Value in D39†	1, 2, or 3	4	5 or 6	0																															
	Program Entry D36	Filled in	Filled in	Filled in	Blank																															
	US Entry D37	Filled in	Filled in	Filled in	Blank																															
	First Language D38***	Filled in	Filled in	Filled in	Filled in or 0																															
	Program End Date D40**	Blank	Filled in	Blank	Blank																															
	Minutes D41*	Filled in	Blank	Blank	Blank																															
D36	ESOL/Bilingual Program Entry Date	10	mm/dd/yyyy	ENRL, TEST, EOYA, MILT	The date an English Language Learner (ELL) 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 test. This field is blank if the student is not an ESOL or ESOL eligible student. See D39.																															
D37	First Entry Date into a School in the United States	10	mm/dd/yyyy	ENRL, TEST, EOYA, MILT	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.																															

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D38	First Language	2	Alphanumeric	ENRL, TEST, EOYA, MILT	<p>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 valid nonblank value in this field.</p> <p>Note: 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.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> 0 = English 1 = Chinese (Mandarin, Cantonese, or Taiwanese) 2 = Dinka (Sudanese) 3 = French 4 = High German 5 = Hmong 6 = Khmer (Cambodian) 7 = Korean 8 = Lao 10 = Filipino, Tagalog, Visaya (Philippines) 11 = Russian 13 = Spanish 14 = Vietnamese 15 = Arabic 16 = Other 17 = Somali 18 = Thai 19 = Portuguese 20 = Farsi, Daric, Tajiki (Persian in Iranian, Afghanistan, Tajikistan) 21 = Chuukese or Pohnpeian (Marshall Island/ Micronesia) 22 = Bosnian 23 = Burmese, Karen Languages of Myanmar 24 = Hindi 25 = Urdu 26 = Swahili or Kiswahili 27 = Nepali 28 = Sign Language (ASL or Other Sign) 29 = Serb, Croatian, or Montenegrin 31 = Turkish 33 = Haitian/Haitian Creole 34 = Gujarati 35 = Punjabi 36 = Pashto, Pusto, or Afghan 38 = Mayan, Quiche, K'iche', Mam (Guatemala & Mexico) 40 = Ilokano 42 = Low German 45 = Native American Languages 46 = Japanese 47 = Amharic 48 = Kinyarwanda 49 = Quechua (of Peru, Bolivia, Ecuador)

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D39	ESOL/Bilingual Program Participation Code	1	Alphanumeric	ASGT, ENRL, TEST, EOYA, MILT, EXIT	<p>The type of ESOL/Bilingual Program in which the student participates. This field must contain a 1, 2, 3, 4, 5, or 6 if D36 has a date.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> 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 4 = Monitored ESOL student (status after scoring a "4/Fluent" ESOL performance level in all domains (Reading, Writing, Listening, and Speaking) and score a "4/Fluent" ESOL performance level in the Total/Composite category for two consecutive KELPA Assessments.) Students are listed as monitored status for no more than two years after they stop receiving ESOL services. 5 = ESOL program eligible, based on an English language proficiency test, but not currently receiving ESOL program services. Example: Parents that have waived their child out of ESOL services, but the district is still obligated to provide ESOL support. 6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding.
D40	ESOL/Bilingual Program Ending Date	10	mm/dd/yyyy	EOYA	<p>Date (month, day, and year) student exits or becomes ineligible for an ESOL/Bilingual program, based on a determination of English language proficiency on the KELPA. Students exit the ESOL program when they score a "4/Fluent" ESOL performance level in all domains (Reading, Writing, Listening, and Speaking) and score a "4/Fluent" ESOL performance level in the Total/Composite category for two consecutive years. 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.</p>
D41	ESOL Bilingual Student Contact Minutes	3	Numeric 999	ENRL, MILT	<p>The number of minutes the student received instruction in an approved ESOL/Bilingual program on September 20 &, when applicable, Feb. 20. 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.</p>
D42	Career and Technical Education Contact Minutes	3	Numeric 999	ENRL, MILT	<p>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 & Feb. 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.</p> <p>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.</p>

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D43	Title I Participation	1	Alphanumeric	EOYA	<p>Indicator of whether the student received Title I services at any time during the school year.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> 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 <p>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.</p>
D44	Miles Transported	4	Numeric 99.9	ENRL, MILT	<p>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.</p> <p>Note: Make sure to report miles transported for <u>all</u> students transported at school or district's expense.</p>
D45	Transportation FTE	3	Numeric 9.9	ENRL, MILT	<p>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.</p>
D46	Student's Transportation Street Address	30	Alphanumeric Optional	ENRL, MILT	<p>The street number and street name of the address that is used for bus transportation on September 20 or February 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 and MILT. Do <u>not</u> include PO Box in this field, physical address is needed for address verification.</p>
D47	Student's Transportation City	20	Alpha Optional	ENRL, MILT	<p>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 and MILT.</p>

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D48	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. 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 MILT.
D49	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) ¹⁰ . Allowable values: <ul style="list-style-type: none"> 0 = No 1 = Yes
D50	Child of Military Family	1	Alphanumeric	ENRL, MILT	An indicator of whether or not the student has a parent who is on active duty in the U.S. military. Allowable values: <ul style="list-style-type: none"> 0 = No 1 = Yes
D51	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: <ul style="list-style-type: none"> 0 = No 1 = Yes, and receiving Title III Immigrant Services 2 = Yes, but not receiving Title III Immigrant Services <p>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.</p>
D52	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.

¹⁰ 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.

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D53	Refugee Status	1	Alphanumeric	EOYA	<p>A refugee is any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> 0 = Not a refugee 1 = Yes, has refugee status or has had refugee status at some point during the current school year <p>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.</p>
D54	Neglected Student	1	Alphanumeric	EOYA	<p>A flag that identifies a neglected student who was served under Title I Part A funds at some time during the year. Students who were not served with these funds should have a zero in this field.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> 0 = Not served under Title I Part A this school year 1 = Currently served under Title I Part A 2 = Not currently served under Title I Part A but has been this school year <p>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.</p>
D55	Math Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants mathematics test tickets sorted for distribution to schools.
D56	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 = 1 st period.
D57	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.
D58	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 = 1 st period.

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D59	Science Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants science test tickets sorted for distribution to schools.
D60	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 = 1 st period.
D61	History/Gov Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants history/government test tickets sorted for distribution to schools.
D62	History/Gov Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants history/government test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 st period.
D63	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.
D64	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 = 1 st period.
D65	Comprehensive Agriculture Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Comprehensive Agriculture test tickets sorted for distribution to schools.
D66	Animal Systems Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Animal Systems test tickets sorted for distribution to schools.
D67	Plant Systems Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Plant Systems test tickets sorted for distribution to schools.
D68	Manufacturing Production Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Manufacturing Production test tickets sorted for distribution to schools.
D69	Design and Pre-Construction Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Design and Pre-Construction test tickets sorted for distribution to schools.

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D70	Finance Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Finance test tickets sorted for distribution to schools.
D71	Comprehensive Business Grouping Indicator	50	Alphanumeric	TEST (Optional)	The way by which the district wants Comprehensive Business test tickets sorted for distribution to schools.
D72	ELPA Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	This field will not be used during the 2015-2016 school year.
D73	ELPA Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	This field will not be used during the 2015-2016 school year.
D74	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 nonblank value in this field, D10: Current Grade Level must equal 08-13, or 15. Allowable values: <ul style="list-style-type: none"> 0 = No test in this content area 2 = CETE General Assessment 3 = DLM/Alternate N = Special Assessment Waiver (e.g. ACT, Explore) C = Clear test subject indicator
D75	State Mathematics DLM 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 requires access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D74: State Mathematics Assessment; but it is not required.
D76	State Mathematics DLM Proctor Name	100	Alphanumeric	TEST	The 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 3 = DLM/Alternate is selected in D74: State Mathematics Assessment and D75: State Mathematics DLM Proctor ID has a non-blank value; but it is not required.

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D77	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 nonblank value in this field, D10: Current Grade Level must equal 08-13, or 15. Allowable values: <ul style="list-style-type: none"> 0 = No test in this content area 2 = CETE General Assessment 3 = DLM/Alternate N = Special Assessment Waiver (e.g. ACT, Explore) C = Clear test subject indicator
D78	State English Language Arts – ELA DLM 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 requires access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D77: State English Language Arts - ELA Assessment; but it is not required.
D79	State English Language Arts – ELA DLM Proctor Name	100	Alphanumeric	TEST	The 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 3 = DLM/Alternate is selected in D77: State English Language Arts - ELA Assessment and D78: State English Language Arts – ELA DLM Proctor ID has a non-blank value; but it is not required.
D80	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 nonblank value in this field, D10: Current Grade Level must equal 10, 13, or 16. Allowable values: <ul style="list-style-type: none"> 0 = No test in this content area 2 = CETE General Assessment 3 = DLM/Alternate N = Special Assessment Waiver (e.g. ACT, Explore) C = Clear test subject indicator
D81	State Science DLM 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 requires access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in 80: State Science Assessment; but it is not required.
D82	State Science DLM Proctor Name	100	Alphanumeric	TEST	The 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 3 = DLM/Alternate is selected in D80: State Science Assessment and D81: State Science DLM Proctor ID has a non-blank value; but it is not required.

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D83	State History/Gov 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 nonblank value in this field, D10: Current Grade Level must equal 11, 13, or 16. Allowable values: <ul style="list-style-type: none"> 0 = No test in this content area 2 = CETE General Assessment 3 = DLM/Alternate C = Clear test subject indicator
D84	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 non-blank value in this field, D10: Current Grade Level must equal 15-17. Allowable values: <ul style="list-style-type: none"> 0 = No test in this content area 1 = Yes, test in this content area 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) C = Clear test subject indicator
D85	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 non-blank value in this field, D10: Current Grade Level must equal 15-17. Allowable values: <ul style="list-style-type: none"> 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 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) 4 = Yes test in this content area with Power, Structural, and Technical Systems module and Career Competency Qualifier (CCQ) C = Clear test subject indicator
D86	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 non-blank value in this field, D10: Current Grade Level must equal 15-17. Allowable values: <ul style="list-style-type: none"> 0 = No test in this content area 1 = Yes, test in this content area 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) C = Clear test subject indicator

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D87	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 non-blank value in this field, D10: Current Grade Level must equal 15-17. Allowable values: <ul style="list-style-type: none"> 0 = No test in this content area 1 = Yes, test in this content area 2 = Yes, test in this content area with Horticulture module 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) 4 = Yes test in this content area with Horticulture module and Career Competency Qualifier (CCQ) C = Clear test subject indicator
D88	Manufacturing Production 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 non-blank value in this field, D10: Current Grade Level must equal 15-17. Allowable values: <ul style="list-style-type: none"> 0 = No test in this content area 1 = Yes, test in this content area 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) C = Clear test subject indicator
D89	Design and Pre-Construction 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 non-blank value in this field, D10: Current Grade Level must equal 15-17. Allowable values: <ul style="list-style-type: none"> 0 = No test in this content area 1 = Yes, test in this content area 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) C = Clear test subject indicator
D90	Finance 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 non-blank value in this field, D10: Current Grade Level must equal 15-17. Allowable values: <ul style="list-style-type: none"> 0 = No test in this content area 1 = Yes, test in this content area 2 = Yes, test in this content area with Accounting module 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) 4 = Yes test in this content area with Accounting module and Career Competency Qualifier (CCQ) C = Clear test subject indicator

K I D S 2015-2016 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Record Type	Comments/Values
D91	Comprehensive Business 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 non-blank value in this field, D10: Current Grade Level must equal 15-17. Allowable values: <ul style="list-style-type: none"> 0 = No test in this content area 1 = Yes, test in this content area 3 = Yes, test in this content area with Career Competency Qualifier (CCQ) C = Clear test subject indicator
D92	State English Language Proficiency Assessment	1	Alphanumeric	TEST	An indication of the test options in this subject area during the current school year. In order to have a nonblank value in this field, D10: Current Grade Level must equal 05-17. Allowable values: <ul style="list-style-type: none"> 0 = No assessment in this content area 1 = ELPA for current or monitored ESOL student. 2 = ELPA 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'-4' or '6' on D39 ESOL Program Participation Code. In order to have a '2' in this field, a student must have a blank or be marked as '5' on D39.
D93	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.
D94	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.
D95	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.

K I D S 2015-2016 Collection System File Specifications

New Collection

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. K-FIT, Success in School, and KITE for Interim assessments and student enrollments in the Migrant System.

Validations:

- Valid C12: State Student ID
- Valid C16: Educator School Identifier
- Valid C17: State Subject Area Code and C18: State Course ID combination for the state
- Valid C21: Educator ID

Unique Record Definition:

- C12: State Student Identifier
- C13: School Year
- C16: Educator School Identifier
- C17: State Subject Area Code
- C18: State Course Identifier
- C21: Educator ID

Collection Window:

- Window open July 15, 2015 – June 15, 2016

K I D S 2015-2016 Collection System File Specifications

Detail Record Layout for TASC Records

Detail Record Layout for TASC Records (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values
C1	Record Type	4	Alphanumeric	Yes	A designation of the collection to which the record belongs. Allowable values: ▪ TASC for Teacher and Student Connection
C2	Student's Accountability 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 in which the student is included for accountability purposes. This identifier for schools can be found in the Kansas Educational Directory.
C3	Student's Legal Last Name	60	Alphanumeric	Yes	The name borne in common by members of the student's family.
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.
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.
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).
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
C8	Student's Date of Birth	10	mm/dd/yyyy	Yes	The month, day, and year on which the student was born.
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: <div style="display: flex; flex-wrap: wrap;"> <div style="flex: 1; min-width: 200px;"> <ul style="list-style-type: none"> ▪ 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 </div> <div style="flex: 1; min-width: 200px;"> <ul style="list-style-type: none"> ▪ 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 </div> </div>

K I D S 2015-2016 Collection System File Specifications

Detail Record Layout for TASC Records (District/School SIS Collection Export File)															
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values										
C10	Student's Local ID	20	Alphanumeric	No	The unique alphanumeric code assigned to the student by the school or local education agency.										
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: <ul style="list-style-type: none">Y = Hispanic/LatinoN = NOT Hispanic/Latino										
C12	State Student Identifier	10	Numeric	Yes	The unique number assigned to the student by the KIDS Assignment System.										
C13	School Year	4	Numeric	Yes	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.										
C14	Student's Attendance 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 or program in which the student is physically located and attends class. This identifier for schools can be found in the Kansas Educational Directory.										
C15	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: <ul style="list-style-type: none">Position 5-WhitePosition 4-Native Hawaiian or Other Pacific IslanderPosition 3-Black or African AmericanPosition 2-AsianPosition 1-American Indian or Alaska Native Allowable values in each position: <ul style="list-style-type: none">0 = No1 = Yes <table><tr><td>Pos. 5</td><td>Pos. 4</td><td>Pos. 3</td><td>Pos. 2</td><td>Pos. 1</td></tr><tr><td>White</td><td>NH/PI</td><td>Black</td><td>Asian</td><td>AI/AN</td></tr></table>	Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1	White	NH/PI	Black	Asian	AI/AN
Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1											
White	NH/PI	Black	Asian	AI/AN											
C16	Educator 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 or program where the student receives instruction. This identifier for schools can be found in the Kansas Educational Directory.										
C17	State Subject Area Code	2	Numeric	Yes	One of the defined Kansas Subject Area Codes.										
C18	State Course Identifier	3	Alphanumeric	Yes	One of the defined Kansas Course Identifiers.										
C19	Local Course ID	50	Alphanumeric	No	The identifier used by the school or district to identify an individual course in their student information system.										
C20	Course Status	2	Numeric	Yes	Indication of the student's status in the course. Allowable values: <ul style="list-style-type: none">01 = Enrolled99 = Record Submitted in Error										

K I D S 2015-2016 Collection System File Specifications

Detail Record Layout for TASC Records (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values
C21	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 C25: Educator's District Email Address must contain a valid district email for this educator.
C22	Educator's Last Name	60	Alphanumeric	Yes	The name borne in common by members of the teacher's family.
C23	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.
C24	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.
C25	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.
C26	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.
C27	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.
C28	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.

K I D S 2015-2016 Collection System File Specifications

Student Course (STCO) Collection File Specifications



This resource serves as the KIDS Student Course (STCO) Collections data dictionary.

This document contains:

- Definitions and permitted values for all data elements collected via KIDS STCO
- References to supporting resources

This document does not include:

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

Purpose: Collects Course Outcomes for students.

Validations:

- Valid F12: State Student ID
- Valid F26: Educator ID, F20: KCCID, and F22: Local Course ID are associated with each other and with the F18: Educator School Identifier in EDCS for the current school year.

Unique Record Definition:

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

Collection Window:

- Window open November 2, 2015 – August 12, 2016

K I D S 2015-2016 Collection System File Specifications

Detail Record Layout for STCO Records

Detail Record Layout for STCO Records (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values
F1	Record Type	4	Alphanumeric	Yes	A designation of the collection to which the record belongs. Allowable values are: <ul style="list-style-type: none"> STCO for Student Course
F2	Student's Accountability 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 in which the student is included for accountability purposes. This identifier for schools can be found in the Kansas Educational Directory.
F3	Student's Legal Last Name	60	Alphanumeric	Yes	The name borne in common by members of the student's family.
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.
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.
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).
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: <ul style="list-style-type: none"> 0 = Female 1 = Male
F8	Student's Date of Birth	10	mm/dd/yyyy	Yes	The month, day, and year on which the student was born.
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: <ul style="list-style-type: none"> 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
F10	Student's Local ID	20	Alphanumeric	No	The unique alphanumeric code assigned to the student by the school or local education agency.

K I D S 2015-2016 Collection System File Specifications

Detail Record Layout for STCO Records (District/School SIS Collection Export File)															
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values										
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: <ul style="list-style-type: none">Y = Hispanic/LatinoN = NOT Hispanic/Latino										
F12	State Student Identifier	10	Numeric	Yes	The unique number assigned to the student by the KIDS Assignment System.										
F13	School Year	4	Numeric	Yes	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.										
F14	Student's Funding School Identifier	4	Alphanumeric	Yes	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.										
F15	Student's Attendance 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 or program in which the student is physically located and attends class. This identifier for schools can be found in the Kansas Educational Directory.										
F16	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: <ul style="list-style-type: none">Position 5-WhitePosition 4-Native Hawaiian or Other Pacific IslanderPosition 3-Black or African AmericanPosition 2-AsianPosition 1-American Indian or Alaska Native Allowable values in each position: <ul style="list-style-type: none">0 = No1 = Yes <table><tr><td>Pos. 5</td><td>Pos. 4</td><td>Pos. 3</td><td>Pos. 2</td><td>Pos. 1</td></tr><tr><td>White</td><td>NH/PI</td><td>Black</td><td>Asian</td><td>AI/AN</td></tr></table>	Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1	White	NH/PI	Black	Asian	AI/AN
Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1											
White	NH/PI	Black	Asian	AI/AN											

K I D S 2015-2016 Collection System File Specifications

Detail Record Layout for STCO Records (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values
F17	Virtual Education Student	1	Numeric	Yes	<p>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.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> 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. 3 = Virtual AP Student – Student is currently taking at least one virtual Advanced Placement (AP) course not offered by the student’s resident district, and the resident district contains at least 200 square miles or at least 260 FTEs. <p>If both codes “1” and “3” apply to a particular student, report the student as code “3.” 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/).</p>
F18	Educator School Identifier	4	Alphanumeric	Yes	<p>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 or program where the teacher reported is assigned to teach the course as reported in the Educator Data Collection System (EDCS). This identifier for schools can be found in the Kansas Educational Directory.</p>
F19	Term	2	Alphanumeric	Yes	<p>The term in which the course was taken and credit earned.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> 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

K I D S 2015-2016 Collection System File Specifications

F20	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.						
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
F21	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.						
F22	Local Course ID	50	Alphanumeric	Yes	The identifier used by the school or district to identify an individual course in their Student Information System.						
F23	Course Status	2	Numeric	Yes	Indication of the student's status in the course. Allowable values: <ul style="list-style-type: none">01 = Completed (Pass)02 = Completed (Fail)05 = Incomplete88 = For monitoring summative assessments in KITE99 = Record Submitted in Error						
F24	Letter Grade	2	Alphanumeric	Yes, for grade levels 12-17	Categorical letter grade level achieved as of the end of the course. If a value of "01" or "02" is submitted in the F23: Course Status field, either F24: Letter Grade or F25: Percent Grade need to have a non-blank value. Information can be submitted in both F24: Letter Grade or F25: Percent Grade. For F9: Student's Current Grade Levels 12-17 only: The letter grade information collected in this field for students with a F9: Student's Current Grade Level of 12-17 will be used to calculate a grade point average (GPA) in courses that have been approved to meet the Qualified Admissions pre-college curriculum requirements. In order to accurately calculate the Qualified Admissions GPA, one of the following values will be required for all courses with a F23: Course Status of '01': <ul style="list-style-type: none">A+AA-B+BB-C+CC-D+DD-P1 (equivalent to a grade of 'D' or higher)P2 (equivalent to a grade of 'C' or higher)						

K I D S 2015-2016 Collection System File Specifications

F25	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. If a value of "01" or "02" is submitted in the F23: Course Status field, either F24: Letter Grade or F25: Percent Grade need to have a non-blank value. Information can be submitted in both F24: Letter Grade or F25 Percent Grade. This field is not used in the Qualified Admissions pre-college curriculum GPA calculation.
F26	Educator Identifier	10	Numeric	Yes	The unique number assigned to the educator by the state in the Educator Licensure System. When a non-licensed educator has been reported in EDCS, the non-licensed educator's Social Security Number (SSN) should be reported in this field exactly as it was entered in the Educator Data Collection System (EDCS).
F27	Educator's Last Name	60	Alphanumeric	Yes	The name borne in common by members of the teacher's family.
F28	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.
F29	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.
F30	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.
F31	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.
F32	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.

K I D S 2015-2016 Collection System File Specifications

Revision History

Changes since version 1.00

- Added value “88 = For monitoring summative assessments in KITE” to F23: Course Status on STCO records.
- Updated the Comments on C16: Educator School Identifier to not include EDCS. “In this case, it is the unique number of the school or program where the student receives instruction.”

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201