



## KIDS Submission Overview: 2015-2016

### Introduction

This document outlines the general requirements and timelines for submitting data to the KIDS Collection System in 2015-2016.

### Record Types

Record type codes must be included in the first field on the KIDS record to indicate the purpose of the data submission.

The possible values are:

- ENRL for the Funding and Enrollment collection
- TASC for Teacher and Student connection
- TEST for the State assessments collection
- SMSC for the REAP Allocations
- MILT for the Military and Virtual AP Student counts collection
- EOYA for the End of Year Accountability collection
- STCO for the Student Course collection
- ASGT for obtaining State IDs for students, updating core student data, and claiming a student
- EXIT for exiting students
- QERY for retrieving existing KIDS data about students without claiming them or changing the data

Please note that exit information can only be submitted on an EXIT record type. If exit information is included on other record types (ENRL, TEST, SMSC, etc.) the records will be rejected.

Because some of the collection windows overlap (e.g., ENRL and TEST) and because there are record types that can be submitted at any time (i.e., ASGT, EXIT, and QERY), you may submit batch files to KIDS that have a mix of different record types. It is also possible to have different record types for the same student in the same batch (i.e., an ENRL record for John Smith and an EXIT record for John Smith in the same batch). The record types that **cannot** be submitted in a mixed batch are TASC, STCO and QERY. TASC, STCO and QERY records must be submitted in their own, homogeneous batches.

## Expected Collection Schedule

*All submission window dates are subject to change.*

Collection	Focus	Submission Window	Data as of
ENRL	Funding and Enrollment	09/21/2015 – 10/12/2015	9/21/2015
TASC	Teacher and Student Connection	07/15/2015 – 06/15/2016	At time of submission
TEST	Assessment Testing	08/17/2015 – 06/15/2016	Initial populating of test roster and for CETE to issue test tickets.
			Day student takes assessment (if student data changes after the initial submission)
SMSC	REAP Funding	12/01/2015 – 01/08/2016	12/01/2015
MILT	Military and Virtual Student Enrollment	TBD	2/22/2016
EOYA	End of Year Accountability	05/16/2016– 06/30/2016	Student's last day of membership for the school year.
STCO	Student Course	11/02/2015 – 8/12/2016	At time of submission.
ASGT	Claim new students or demographic changes for existing students	Any time	At time of submission.
EXIT	Students leaving school	As soon as possible after leaving	Student's last day of membership.
		Once the Dropout/Graduation Summary Report (for 14-15 SY) is submitted, records can no longer be submitted with Exit/Withdrawal dates prior to 10/1/2015.	Submission
QERY	Student information gathering	Any time	

## **General Collection Guidelines**

### **2015-2016 ENRL Collection: Funding & Enrollment<sup>1</sup>**

1. Submission Window: September 21, 2015 – October 12, 2015.
2. Purpose: This record type collects official enrollment data for reports and for state and federal funding calculations.
3. All enrolled and attending students should be submitted, with data current as of September 21<sup>st</sup> (following the official rules for who can be included in the September 20<sup>th</sup> count).
4. Data from ENRL records are used on the Principals' Building Report (PBR) and the Superintendent's Organizational Report (SO66).
5. Private schools who do not receive state or federal funding must still submit their students to ENRL for accreditation purposes.
6. For information on the required and optional fields for ENRL, please refer to the KIDS 2015-2016 Submission Details: ENRL document.

### **2015-2016 TASC Collection: Teacher and Student Connection**

1. Submission Window: July 15, 2015 – June 15, 2016
2. Purpose: This record type collects teacher and student connections for use in creating rosters in other applications, ie. K-FIT, Success in Schools, KITE, and Migrant.
3. TASC records have less validation criteria than STCO and will not require a district to update EDCS prior to submitting.
4. All public and accredited private schools should send PK-12 students for the purpose of linking the teacher and student
5. For information on the required and optional fields for TASC, please refer to the KIDS 2015-2016 Submission Details: TASC document.

### **2015-2016 TEST Collection: Assessments & Accountability**

3. Submission Window: August 17, 2015 – June 15, 2016
4. Purpose: This record type collects demographic and assessment data for generating CETE's testing rosters for State assessments and accountability data.
6. TEST records do not need to be submitted for interim assessments.
7. For information on the required and optional fields for TEST, please refer to the KIDS 2015-2016 Submission Details: TEST document.

### **2015-2016 SMSC Collection: REAP Funding**

1. Submission Window: December 1, 2015 – January 8, 2016
2. Purpose: This record type collects data about districts that may be eligible for Rural Education Achievement Program (REAP) funding.

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<sup>1</sup> **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. Districts with a Common Core of Data (CCD) locale code of 6, 7, or 8 may be eligible for additional REAP grant funding and should submit all of their students who are enrolled on December 1<sup>st</sup> to the SMSC collection.
4. For information on the required and optional fields for SMSC, please refer to the KIDS 2015-2016 Submission Details: SMSC document.

### **2015-2016 MILT Collection: Military & Virtual Count<sup>2</sup>**

1. Submission Window: TBD.
2. Purpose: This record type collects data for virtual AP students and districts that may be eligible for additional funding due to military dependent students; however, funding calculations are still being finalized.
3. Districts that on February 22<sup>nd</sup> have at least 25 (or 1% of their total September 20th enrollment, whichever is fewer) new military dependent students may be eligible for additional funding and should submit their students for the MILT collection. Districts submitting to MILT may send all of their students or just the military dependent students.

### **2014-2015 EOYA Collection: End of Year Accountability**

1. Submission Window: May 16, 2016 – June 30, 2016.
2. Purpose: This record type collects demographic, program participation, and attendance data for use in accountability determinations and other end of year federal reporting.
3. Records for all students (both active and inactive) who attended at any time during the year should be submitted, and data should be current as of the student's last day of membership for the school year.
4. Data from EOYA records are used in the Kansas-Discipline Incident System (KAN-DIS) and in determining cohorts on the Dropout and Graduation Summary Report (DGSR).
5. For information on the required and optional fields for EOYA, please refer to the KIDS 2015-2016 Submission Details: EOYA document.

### **2015-2016 STCO Collection: Student Course**

1. Submission Window: November 2, 2015 – August 12, 2016.
2. Purpose: This record type collects the outcome/grade that a student earned in a course.
3. All public and accredited private schools should send PK-12 students for the purpose of linking the course, teacher and student. All public and accredited private schools should send course outcomes for K-12 students and adult virtual students.
4. Records should be submitted by the school or district for which the teacher and course are reported in the Educator Data Collection System (EDCS).
5. For information on the required and optional fields for STCO, please refer to the KIDS 2015-2016 Submission Details: STCO document.

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<sup>2</sup> **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 on or before March 4. If February 20 falls on a non-school day, use the first school day after February 20.

## **2015-2016 ASGT Collection: Assigning & Managing State Student Identification Numbers**

1. Submission Window: ASGT records can be submitted at any time.
2. Purpose: This record type collects core student demographic data for the assigning and management of State Student IDs.
3. ASGT records can be submitted to the KIDS Collection System to
  - a. update or correct errors in core student data for students who already have State IDs;
  - b. obtain State IDs for new students;
  - c. claim students enrolling at your school who already have State IDs; and
  - d. update the school year and grade level information for students at the beginning of the year.
4. Data from ASGT records are used in Direct Certification to identify students that are directly qualified as eligible for the free or reduced price lunch program before the ENRL submission.
5. For information on the required and optional fields for ASGT, please refer to the KIDS 2015-2016 Submission Details: ASGT document.

## **2015-2016 EXIT Collection: Exiting Students**

1. Submission Window: 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.
2. EXIT records are required for students moving between schools within a district, as well as moving between districts.
3. Purpose: This record type collects data for student assessment participation requirements, for graduation and dropout counts, and for rates calculated and used in accountability determinations and federal reporting.
4. Exit information (fields D26, D27, and D29) can be included ONLY on EXIT record types. For example, if a school submits an ENRL record type that includes values in fields D26, D27, or D29, an error record will be generated by the file submission.
5. Data from EXIT records are used in determining cohorts, graduates, non-graduates, and dropouts on the Dropout and Graduation Summary Report (DGSR).
6. For information on the required and optional fields for EXIT, please refer to the KIDS 2015-2016 Submission Details: EXIT document.

## **2014-2015 QERY Submission: Obtaining Student Information from KIDS**

1. Submission Window: QERY records can be submitted at any time, by any school.
2. Purpose: This record type enables the school or district to obtain data about specific students previously submitted to the KIDS Collection System.
3. QERY records cannot be included in a batch file with other record types.
4. The QERY record is an optional record type that is used to return the most recent information (such as primary disability, demographic information, grade level, etc.) about a student. This may potentially be from that student's previous Accountability School.
5. 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.

6. For information on the required and optional fields for QERY, please refer to the KIDS 2015-2016 Submission Details: QERY document.

## Documents

Consult the following documents for additional information when preparing your KIDS submissions. Unless specified otherwise below, the most recent version of all documents may be found on the KIDS Project website (<http://kidsweb.ksde.org/>) under the “Documents” tab.

- ☐ **KIDS 2015-2016 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS system.
- ☐ **KIDS 2015-2016 User’s Guide:** This document is the comprehensive manual for submitting and processing student records in the KIDS system.
- ☐ **KIDS 2015-2016 Step-by-Step Submission Instructions:** This document provides instructions in a checklist format for submitting batch files of student records to KIDS. It includes instructions for correcting errors and resolving near-matches.
- ☐ **KIDS 2015-2016 Submission Details documents (ENRL, TEST, etc.):** These documents include the required fields; optional fields; and other tips, recommendations, and information specific to each record type.

## Help Resources

In preparing your KIDS submissions, you may need technical assistance or reporting guidance. Depending upon the nature of the assistance you need, one or more of the following help resources may be useful.

- ☐ KIDS Technical Support: KSDE Helpdesk 785-296-7935 or [kids@ksde.org](mailto:kids@ksde.org)
- ☐ KIDS Training: <http://kidsweb.ksde.org/> under the “Training” tab.
- ☐ KIDS FAQs: <http://kidsweb.ksde.org/> under the “FAQs” tab.

## Revision History

Version	Date	Changes
10.00	3.30.15	<ul style="list-style-type: none"><li>• Updates for 2015-2016 school year</li></ul>

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