KIDS New Staff Training

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Kansas State Department of Education

2016-2017 School Year

Agenda

1. Introduction
2. KIDS Overview
   - What, who, when, where, why, and how
   - Data Security
3. Data Flow Process
   - Core Student Data
   - Identity Data
   - Student Information System
   - KIDS File Upload Process (Assignment and Collection)
4. KIDS Demonstration
5. KIDS Hands-on Practice and Help Resources
6. Wrap-up and Questions

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Introduction:

Courtesy Reminder

Courtesy Reminder:

- Turn devices off or set to silent and please take calls outside or on break.

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Introduction

- Name:
- USD
- School
- Position
- SIS Vendor
- Experience at your district
- Experience with KIDS

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Learning Objectives

- By the end of the hands-on training session…

    1. Participants will be able to register for KSDE user names and passwords, add or edit the applications that they have access to, and request a new password (if needed).
    2. Participants will be able to navigate and describe the KIDS Collection and Assignment System interfaces.
    3. Using training environment, participants will be able to search for a student, successfully upload a file to KIDS, resolve "near-matches" via the Manage Core Data Process, and identify data errors that would need to be corrected in the SIS/ODT.
    4. Participants will be able to utilize KIDS reports to manage their student data.
    5. Users will be able to navigate the KIDS website and utilize the KIDS help resources.

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Data Protection

- All the data used during this presentation is "test" data created by KSDE. At KSDE we follow all FERPA regulations which include protecting the privacy of all student education records.

FERPA
Compliance

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KIDS Overview

1. **What** is KIDS?
   - Kansas Individual Data on Students
   - Student-level data collection system at KSDE
2. **Who** submits data to KIDS?
   - All public and private accredited schools in Kansas
3. **When** does a school/district send data to KIDS?
   - There are 9 different submissions and submission windows are open at various times throughout the school year

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KIDS Overview: Schedule

Record	Focus	Submission Window
ASGT	Claim new students or demographic changes for existing students. Obtain SSIDs, update core student data, and claim students	Any time
ENRL	Funding and Enrollment: populate PBR and SO66	9/20/2016-10/10/2016
TEST	State Assessments: populate CETE website, populates Measurable Objectives, KWIET, etc.	8/22/2016-6/30/2017
SMSC	REAP Funding (for small, rural public schools)	12/01/2016-1/06/2017
EOYA	End of Year Accountability: populates Measurable Objectives, state and federal counts	5/15/2017-6/30/2017
STCO	Student Course: Collecting course outcome for specific student populations	9/6/2016-8/15/2017
TASC	Teacher and Student Connection: populates rosters in Success in School and rosters for Interim Assessments in KITE	8/1/2016- 6/16/2017
EXIT	Students leaving school, date, reason, and any post-graduation plans	As soon as possible
QERY	Retrieve existing KIDS data about students without claiming them or changing the data	Any time

KIDS Overview

- **Where** is KIDS located?
  1. KIDS is protected via a secure login system called Common Authentication
  2. A username and password will allow you to login to KIDS
  3. https://online.ksde.org/authentication/login.aspx
     - Register for a new username and password
     - Manage your account
     - Forget your password?

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User Login for KSDE Web Applications

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KIDS Overview

- **Why** are data submitted to KSDE via KIDS?
  - For state reporting
  - For federal reporting
  - For accreditation and accountability
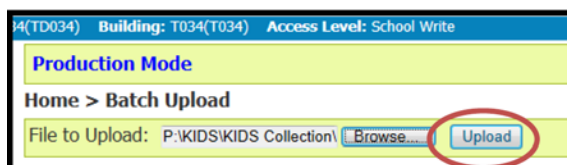
State Reporting

Federal Reporting

Accountability

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KIDS Overview

- **How** do schools/districts submit data to KIDS?
  - Access the student information system (SIS)
  - Generate SIS Report
  - Extract file from SIS
  - Log in to KIDS
  - Upload file to KIDS (no direct data entry is done in KIDS)
  - *(More to come later)*

4(TD034)	**Building:** T034(T034)	**Access Level:** School Write

Production Mode

Home > Batch Upload

File to Upload: P:\KIDS\KIDS Collection\ [Browse....] [Upload]

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Data Security

- FERPA (Family Educational Rights and Privacy Act)
  - Protects the privacy of student education records and applies to all schools or education agencies or institutions that receive funds under an applicable program of the U.S. Department of Education
- You have a legal obligation to protect student educational data under FERPA
- Applies to anything identifiable to a child (SSN, address, pictures)
- Seek out your district's legal representation if you have questions about your district's processes. KSDE is unable to advise you regarding your district's methods for releasing data

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Data Security

- KSDE FERPA Resources
  - http://www.ksde.org/Default.aspx?tabid=337
- Privacy Technical Assistance Center (PTAC)
  - http://nces.ed.gov/programs/ptac/
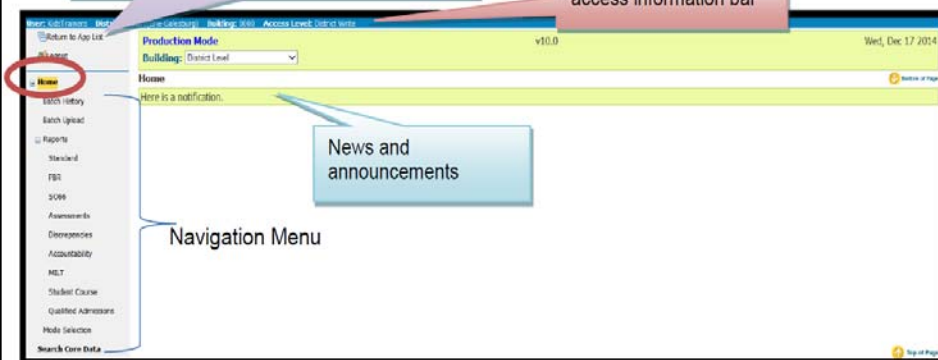 - Training/webinars
  - Toolkit
  - FAQs
  - Glossary

FERPA
Family Educational
Rights and Privacy Act

Tour of the KIDS System

Clicking on "Return to App List" will take users back to the list of KSDE applications they are approved for.

User account and access information bar

News and announcements

Navigation Menu

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Core Student Data

- The State Student ID (SSID) is the unique number assigned to a student (child) by the KIDS Assignment System.

  - It is a 10-digit number that stays with the student for as long as the student attends an educational entity that is accredited by the Kansas State Department of Education (KSDE).
  - The basic information necessary to create a State Student ID number is called "core student data."
  - Core data are entered in your SIS and is the basis of all data used by your school and district and what gets sent to KSDE

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Core Student Data

Core Student Data elements that are required to generate an SSID:

- SSID
- First Name
- Middle Name
- Last Name
- Suffix
- Gender
- Date of Birth

- Hispanic Ethnicity
- Comprehensive Race
- Grade
- Accountability School
- District
- Resident District
- Local ID

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Core Student Data

- **State Student Identifier (SSID)**—this is the number that is generated by KSDE and is provided to local education agency (LEA) staff.
- **Legal First Name**—this is the child's given name.
- **Legal Middle Name**—this is a second given name. Not all children have a middle name, and some may have multiple middle names.
- **Legal Last Name—this is the family or surname. Some people have multiple last names**.

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Core Student Data

- **Generation Code (Suffix)**—this is used to distinguish a person who shares the same name within a family (Jr. or II).
- **Gender**—this is the biological traits that distinguish the males and females of a species.
- **Date of Birth**—this is the month, day, and year on which the student was born.
- **Hispanic Ethnicity**—this indicates whether or not the student's ethnicity is Hispanic/Latino.
- **Comprehensive Race**—this is the general racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.

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Core Student Data

- **Current Grade Level**—this is the grade level or primary instructional level at which a student enters and receives services in a school or an educational institution.
- **Accountability School Identifier**—this the 4-digit number assigned by KSDE to the school that is responsible for educating the child.
- **District**—this is the unique number of the district assigned by KSDE to which the Accountability School is associated.
- **Residence District Identifier**—this is the unique number of the district in which the child resides.
- **Local Student Identifier**—this is the unique alphanumeric code assigned to the child by the LEA (Local Educational Agency).

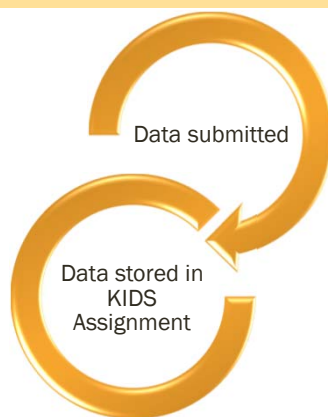21   Kansas State Department of Education

Identity Data

- Identity data elements make a student unique and should not change.
- Identity data elements are found on legal documents such as birth certificates.
- Proof of Identity at Enrollment
  - Kansas State Statute 72-53, 106 defines what proof of identity at enrollment means for kindergarten through twelfth grade. Because early childhood programs are generally the educational entity that submits data to generate SSIDs, it is best practice to follow similar guidelines as K-12 because the same SSID will always be associated with that child.

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Identity Data in KIDS

Data submitted

Data stored in
KIDS
Assignment

- SSID
- First Name
- Middle Name
- Last Name
- Suffix
- Gender
- Date of Birth

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Data Flow Process

Data are entered/updated in SIS

Extract a file/report out of SIS

Log in to KIDS and upload file

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Assignment vs. Collection

KIDS Assignment

- Limited access
- Manages core data
- Vendor product
- Generates ID numbers
- Searches for core student data/IDs

KIDS Collection

- Direct access
- Manages the rest of the data elements
- Built by KSDE
- Reads and cross-checks ID numbers
- Generates data reports

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Student Information System (SIS)

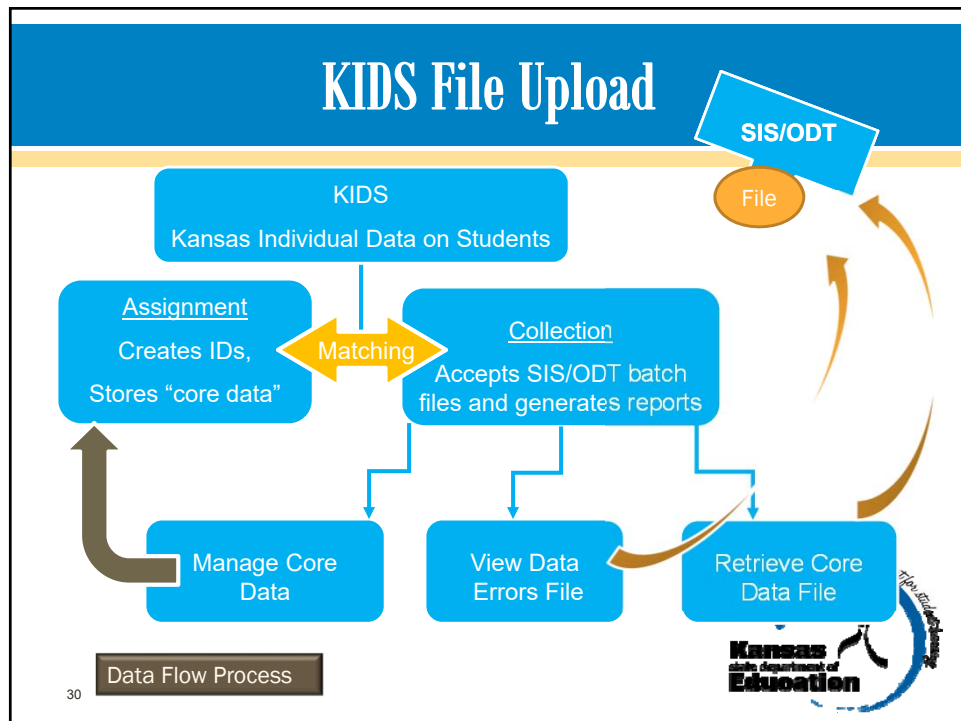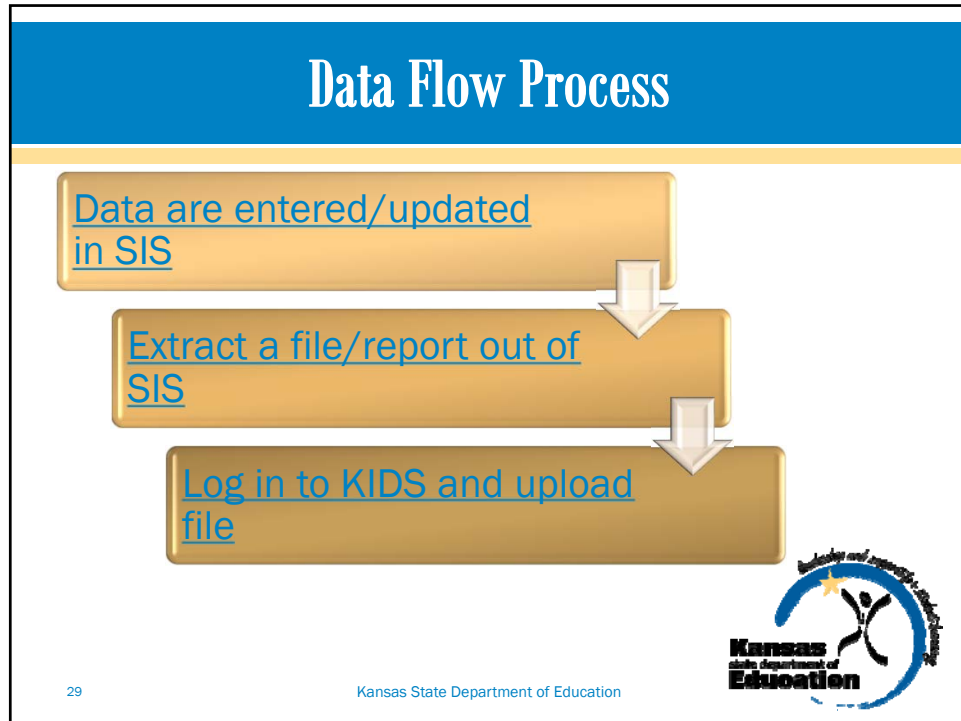26　　　　　　　　Kansas State Department of Education

Sample SIS File

> ➢ Generally when you open your extract from your SIS, it will open in Notepad. You can convert the data into an Excel Template created by KSDE. However you cannot not upload an Excel document into KIDS.
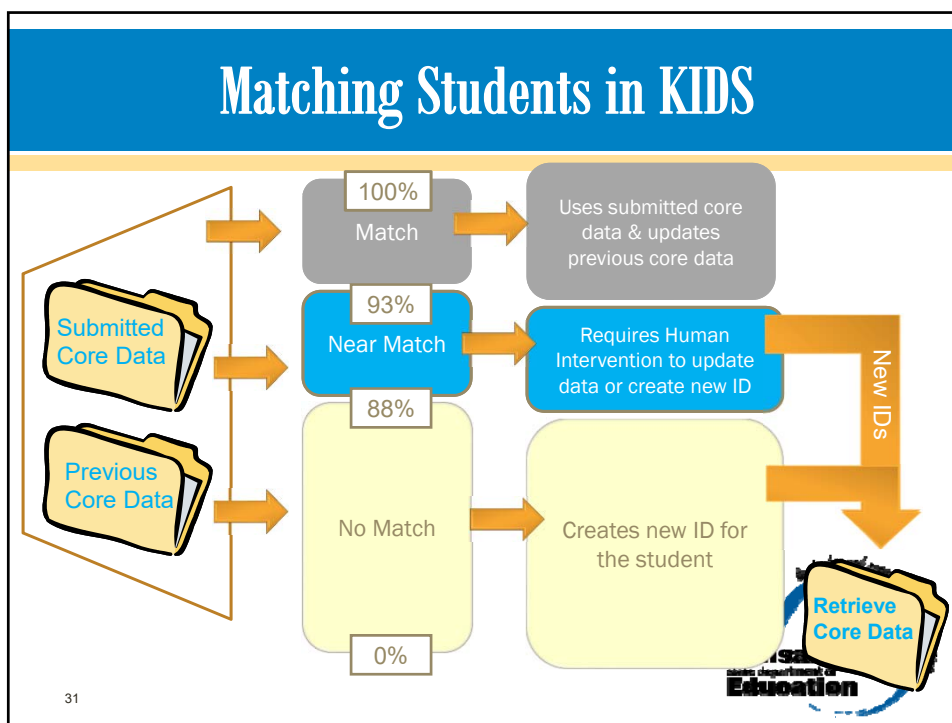
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Convert Notepad to Excel Sheet for Viewing Purposes Only

> ➢ If you choose not to use an Excel template, you can use the File Specifications document, Detail Record Layout section, along with the Field Reference # (e.g., D3) to match up with your excel sheets to help identify the columns

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Data Flow Process

Data are entered/updated in SIS

Extract a file/report out of SIS

Log in to KIDS and upload file

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KIDS File Upload

SIS/ODT

File

KIDS
Kansas Individual Data on Students

Assignment
Creates IDs,
Stores "core data"

Matching

Collection
Accepts SIS/ODT batch
files and generates reports

Manage Core Data

View Data Errors File

Retrieve Core Data File

Data Flow Process

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Matching Students in KIDS

KIDS System Demonstration

- Search Core Data
- Upload ASGT file (Manage Core Data)
- Upload ENRL (with Errors and Near Matches)
- Generate reports

KIDS Collection 2016

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KIDS System Hands-on Practice

- Go to the website: http://kidsweb.ksde.org/
- Click on the Training Tab
- Complete the following lessons:
  - Search Core Data
  - ASGT Upload
  - ENRL No Errors
  - ENRL with Errors
  - ENRL with Errors and Near Matches
  - EXIT Upload
  - Reports

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KIDS Resources

- http://kidsweb.ksde.org/
  - Documents Tab
    - KIDS 2016-2017 Collection System File Specifications
    - Step-by-Step KIDS Submission Instructions
    - KIDS 2016-2017 User Guide
    - 2016-2017 KIDS Submission Details Documents (all 9)
    - KIDS 2016-2017 Guidelines Documents

  - Report Descriptions Tab
    - Provides descriptions of each type of report

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KIDS Help Resources

- KIDS Help Resources:
- KSDE Helpdesk: 785-296-7935
- KIDS Email: kids@ksde.org
- KIDSINFO Listserv and KIDS FAQ of the Week
- KIDS Website: www.ksde.org/kids
  - Documents
  - FAQs
  - Training
- KIDS Conference Calls
- KIDS Pre-Collection Workshops
- KIDS Listserv

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Data Quality Certification

- Data Coordinator

- Data Entry

- Administrator

➤ Contact: Tracy Gallaway @ tgallaway@ksde.org

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KIDS New Staff Training

- **KIDS Training Site**
  - KIDS New Staff Training Post-Test
  - KIDS Vocabulary Matching Exercise
  - KIDS File Specs Scavenger Hunt
  - KIDS Survey
- **KIDS Training Site**
  https://learning.ksde.org/moodle/login/index.php

- Questions?

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