



KIDS 2017-2018 Submission Details Document: KCAN

Introduction

This document contains information specific to the submission of Kansas Can (KCAN) Records to the Kansas Individual Data on Students (KIDS) System for the KCAN Data Collection. The KCAN data collection focuses on collecting the course outcomes.

Submission Guidelines

Submission Window

- July 27, 2017 – August 11, 2017 (2016 data only)
- September 5, 2017 – August 15, 2018 (2017 data only)
- KCAN records with course outcomes for CTE courses should be submitted by 6/15/2018 to populate the Pathways application
- KCAN Records must be submitted in a batch by themselves—they cannot be mixed in a KIDS batch with other record types (such as ENRL, TEST, ASGT, etc.)

Students to Submit

- KCAN records are only required for the following population:
 - Migrant students
 - Career Technical Education (CTE) students
 - Virtual Education Students 19 and Over
 - Course outcomes for students receiving dual credit on high school courses.
 - CTE Certifications earned by students (formerly collected in the K-PAC application)

Data should be current as of the last day of the course grading period

Who Submits?

- Student's School Identifier for the program that is required to submit the data

The Use of KCAN Record Submissions

- Support the Kansas State Board of Education initiatives
- Populate data in the Pathways application;
- Provide verification of course completion for virtual students 19 and over;
- Provide the course enrollment and course outcomes of Migrant students,
- Populate CTE certifications earned while student is in high school;
- Collection of dual college credit courses completed in high school;
- Provide data through the Student Record Exchange for students that move

between schools.

KIDS Collection Field Requirements KCAN Record Type 2017-18

Field Number	Excel Column	Field Name	KCAN
F1	A	Record Type	R
F2	B	Student's School Identifier	R
F3	C	Student's Legal Last Name	R
F4	D	Student's Legal First Name	R
F5	E	Student's Legal Middle Name	O
F6	F	Student's Generation Code	O
F7	G	Student's Gender	R
F8	H	Student's Date of Birth	R
F9	I	Student's Current Grade Level	R
F10	J	Student's Local Identifier	O
F11	K	Student's Hispanic Ethnicity	R
F12	L	State Student Identifier	R
F13	M	School Year	R
F14	N	Student's Comprehensive Race	R
F15	O	Virtual Education Student	R
F16	P	Migrant Student	R
F17	Q	Student is a Single Parent	X
F18	R	Term	R
F19	S	KCC Identifier	R
F20	T	Course Section	R
F21	U	Local Course ID	R
F22	V	Course Status	R
F23	W	Letter Grade	X
F24	X	Percent Grade	O
F25	Y	College Credits Earned	O
F26	Z	CTE Certification Earned	O
F27	AA	Date Earned	O
F28	AB	Graduation Year	O
F29	AC	User Field 1	O
F30	AD	User Field 2	O
F31	AE	User Field 3	O

- R Required = Must contain a valid non-blank value.
- X Required = Must contain valid non-blank value or must be blank: blanks will be considered a null value
- O Optional = Must contain a valid non-blank value or must be blank: blanks will be considered no response. Field will be validated and stored if submitted.

KCAN Populations to Report

Migrant Students: Migrant students are those identified by your district Migrant Coordinator. Course information reported on KCAN records will be used to populate the State and Federal Migrant systems. KCAN records for Migrant students need to be submitted for:

- Course enrollments for all courses the identified migrant student is enrolled in at the school
- Course outcomes for all completed courses
- Grade to date for courses exited before the course is completed when the student leaves the building

It is critical to enter the grades as soon as possible after the student leaves, within four days to meet federal reporting regulations.

Career and Technical Education (CTE) Courses: Course outcomes for students in a Pathway should be submitted via a KCAN Record to KIDS Collection by 6/15/2018 to be populated into the Pathways system. The KCAN Record must be for the same building as the CTE Pathway was approved for in the Career Pathway Program of Study Application.

Submit only CTE courses where the KCC Identifier ends in F, C, L, and X.

CTE Certifications Earned (formerly collected in the K-PAC application):

Any Certifications earned under SB155 must be submitted by May 18, 2018 to be included in the list to receive the funding this year. All other certifications may be submitted at any time during the submission window.

Virtual Education Students 19 and Over: Course outcomes reported on KCAN records will be used to verify completion of course credits used to fund virtual students 19 and over. KCAN records submitted with course outcomes earned at a virtual school or program should be submitted with a '1' on F15: Virtual Education Student in order to be used for funding purposes. Course Outcomes not earned through an approved virtual school or program should always report '0' in F15: Virtual Education Student, even if the student was virtual in another school. If the approved virtual program uses the same building number as a traditional program, then the credit earned through the virtual program would be marked with a '1', and the credit earned through the traditional program would be reported with a '0' in F15.

Dual Credit Students: Course outcomes for completed high school courses receiving dual credit. This information should be submitted by the school or district awarding the credit. This would include courses marked with a College/Career indicator of C, D, L or R.

KIDS Reports

Reports are provided in the KIDS Collection System for review and verification of submitted KCAN data. Although data can also be shared by exporting the appropriate KIDS reports to Excel, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional KCAN Records are submitted to KIDS after the export of reports.

The detailed descriptions of each report available in the KIDS Collection System may be found on the KIDS project website <http://kidsweb.ksde.org/> under the “Report Descriptions” tab or by visiting this website: <http://kidsweb.ksde.org/Report-Descriptions>. The following reports are particularly important to KCAN submissions:

Standard Reports:

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

KCAN:

- ☐ Current KCAN Records
- ☐ Current Year Credit by Student Report
- ☐ Virtual 19 and Over KCAN Records Report

KCAN Notes/Recommendations

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

Information about KCAN Course Records

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

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

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

Validations: All KCAN Course Records must contain:

- ☐ F12: State Student Identifier (SSID) that exists in the KIDS Assignment System
- ☐ F18: KCC Identifier*
- ☐ F20: Local Course ID
- ☐ F2: Student’s School Identifier in KCCMS
 - Valid KCC Identifier and Local Course ID are associated with each other and with the district of the Student’s School Identifier in KCCMS.

*The KCC Identifier is a unique identifier given to each course the district has mapped in

the Kansas Course Code Management System (KCCMS). This identifier includes all 10 course attributes associated with the course in KCCMS.

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

- ☐ F2: Student's School Identifier
- ☐ F12: State Student Identifier
- ☐ F13: School Year
- ☐ F18: Term
- ☐ F19: KCC Identifier
- ☐ F120: Course Section
- ☐ F21: Local Course ID

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

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

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

- ☐ F2: Student's School Identifier
- ☐ F12: State Student Identifier
- ☐ F13: School Year
- ☐ F18: Term
- ☐ F19: KCC Identifier
- ☐ F20: Course Section
- ☐ F21: Local Course ID

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

Information about KCAN Certificate Records

Reporting certificate information on KCAN records will require different information than the course data. When reporting CTE certificate data, the following data will need to be reported:

- ☐ F19: KCC ID is 'Certificate'
- ☐ F22: Course Status is '90 = Certificate Earned'
- ☐ F26: CTE Certification Earned
- ☐ F27: Date Earned
- ☐ F28: Graduation Year

Determining "Unique" Certificate Records: Records are unique by set:

- ☐ F2: Student's School Identifier
- ☐ F12: State Student Identifier
- ☐ F13: School Year
- ☐ F17: Term
- ☐ F19: KCC Identifier
- ☐ F26: CTE Certification Earned

The most recently submitted record for each complete set of fields above will be considered

the “current” information for that student and certificate. Records are considered unique not by one data element but by the set of data elements listed above.

Validations: When the F19: KCC ID contains the word ‘Certificate’ the record will not be validated against KCCMS.

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

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

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

Updating Certificate Records: To update data in the Student’s School Identifier, State Student Identifier, School Year, Term, KCC Identifier, CTE Certification Earned fields on a previously submitted KCAN record, **an undo record must first be sent as described in the section above.** An updated KCAN record can then be submitted with the correct information.

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

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

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

Reporting Summer School Outcomes: Course outcomes for summer school courses taken during the 2017 summer school session (through July 31, 2017) are required to be submitted on STCO records with the School Year= “2017.” These records will be accepted through August 15, 2017. Summer school courses that end after July 31, 2017 should be reported in the 2017-2018 STCO collection. After August 15, 2017 STCO records will no longer be accepted by the KIDS Collection System.

Course outcomes for summer school courses taken during the 2018 summer school session (through July 31, 2018) are required to be submitted on KCAN records with the School Year= “2018.” Summer school courses that end after July 31, 2018 should be reported next school year.

Letter Grade and Percent Grade: The Letter Grade must be reported on all KCAN records when 01= “Completed (Pass)” or 02= “Completed (Fail)” is indicated in Course Status. The Percent Grade may be submitted, but it is not required. The Letter Grade field is not tied to

a specific rating scale. The Percent Grade field is based on a 0-100 scale but is not tied to a specific pass/fail cutoff value. The Course Status field will indicate whether the value reported in the Letter Grade and/or Percent Grade field relates to passing or failing of the course.

Student is a Single Parent: Students enrolled in CTE Pathways who meet the criteria to be considered a single parent must be identified for federal reporting of CTE students. A student is a single parent if the individual is unmarried or legally separated and have custody or joint custody of one or more minor children. This group includes teenagers or women who are pregnant. This must be reported for students enrolled in CTE Pathways courses, indicated with a F, C, L, or X in the College/Career indicator of the KCC ID. This information will populate the Pathways application.

Dual Credit Courses: Students earning credit in both high school and college for a course should be reported in the KCAN collection. The course will have a College/Career indicator of C, D, L, or R in the F19: KCC ID. The number of college credits earned for the course must be reported in F25: College Credits Earned.

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

Documents

Consult the following document for additional information when preparing your KCAN 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 2017-2018 Collection File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System including KCAN data elements.

Help Resources

In preparing your KCAN 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
- ☐ Kansas Course Codes Management System (KCCMS) kccms@ksde.org
- ☐ Pathways: pathwayshelpdesk@ksde.org
- ☐ Virtual Education 19 and Over, contact Branden Johnson, BJohnson@ksde.org
- ☐ For training in the KIDS Collection System: visit the KIDS project website at <http://kidsweb.ksde.org/> and go to the “Training” tab.

Revision History

Version	Date	Changes
1.00	7/14/2017	<ul style="list-style-type: none">Updated for 2017-2018 school year

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3204.