KIDS 2020-2021 Submission Details Document: ASGT

Introduction - General

This document contains information specific to the submission of ASGT records to the Kansas Individual Data on Students (KIDS) System. The ASGT record is used to allow staff to obtain identification numbers called State Student Identifiers (SSID) for new students. It updates "core" student data linked to a student's SSID, to track students as they move between schools in the State of Kansas also known as "claiming" a student.

ASGT also establishes a student—building link that will allow a student to become available in other KSDE applications. Once ASGT records are processed in KIDS, any new SSIDs created should be added to your local Student Information System (SIS) for use in subsequent KIDS submissions.

Tutorial : Uploading an ASGT (Common Issues):

Go through this tutorial to watch the basics of an ASGT and how to handle common issues.

What's New

- Grade Level value '33'
- Gifted Student Indicator (Name Change)
- Primary Disability Indicator (Name Change)

Introduction - Submission Guidelines

Records Unique in Batch By:

• D1: Record Type
• D13: State Student Identifier

Submission Window: Any time the KIDS Collection System is open.

- Because other applications may be dependent upon a school or district claiming a student, it is recommended that ASGT records are submitted routinely such as daily or weekly.
- The KIDS Collection System accepts ASGT records in "mixed" batches (batches that contain multiple KIDS record types).

Students to Submit:

- Pre-K through Adult
- Public and Accredited Private School Students

Submission School?

- Accountability school.
- If the student's Accountability School is: Out of State (0001) or Home School or Private

Unaccredited (0002) the Funding school may submit in preparation for ENRL. The funding school is only able to submit ASGT if the SSID is blank or the Accountability School Identifier is 0001 or 0002.

The Use of ASGT Submissions

- Creation and management of unique SSIDs for students receiving education services in the State of Kansas.
- Obtain a unique SSID for a student that enrolls in your school or to "claim" that student from his/her previous school.
- Update a student's "core data" (see the Core Student Data section of this document for a complete list of core data fields).
- Allow students to become available in other KSDE applications.

KIDS Collection Field Requirements ASGT Record Type 2020-21

Field Number	Excel Column	Field Name	ASGT
D1	A	Record Type	R
D2	B	Accountability School Identifier	R
D3	C	Residence District Identifier	R
D4	D	Legal Last Name	R
D5	E	Legal First Name	R
D6	F	Legal Middle Name	O
D7	G	Generation Code	O
D8	H	Gender	R*
D9	I	Date of Birth	R
D10	J	Current Grade Level	R*
D11	K	Local Student Identifier	R
D12	L	Hispanic Ethnicity	R*
D13	M	State Student Identifier	O
D14	N	Current School Year	R
D15	O	Funding School Identifier	R
D16	P	Attendance School/Program Identifier	R
D18	R	School Entry Date	R
D19	S	District Entry Date	R
D20	T	State Entry Date	R
D21	U	First Instructional Date	C
D33	AG	Comprehensive Race	R
D35	AI	Primary Disability Indicator	R*
D36	AJ	Gifted Student Indicator	X
D42	AP	ESOL/Bilingual Program Participation Code	R*
D91	CM	User Field 1	O
D92	CN	User Field 2	O
D93	CO	User Field 3	O

Blank	Values submitted in these fields will not be validated or stored on the indicated Record Type.
C	Required = Conditionally required. Required if certain conditions are meet.
E	Must be blank
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.
R	Required = Must contain a valid non-blank value; Zero is considered a non-blank value.
R*	Required = Must contain one of the provided valid values.
X	Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value.

Optional fields are validated and stored, if submitted. All other data fields that are neither required nor optional for ASGT may be left blank. Values included in data fields that are neither required nor optional for ASGT are not validated and will not be stored. The exception to this is EXIT data (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plans); exit data fields MUST be blank on ASGT records or an error will be generated.

Guidance

The list of recommendations, notes, and submission tips below apply to the ASGT record. In working with the KIDS System, many circumstances apply only to the record type you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below:

Avoiding Unnecessary Claiming Situations: Including the correct Accountability School Identifier when submitting ASGT records will help schools to avoid unintentionally claiming students from other accountability schools.

- Schools do not have to release (EXIT) a student before another school can claim the student.

Claiming Students: It is recommended that schools/districts submit ASGT records to the KIDS Collection System when students change schools to update the Accountability School Identifier. Changing the Accountability School Identifier "claims" the student to the new building.

- Failing to claim students promptly may impact whether or not additional information can be gathered about the student in other KSDE applications.

Core Student Data: The basic demographic data for a student (referred to as "core student data") contained on ASGT records is stored in the KIDS System. When KIDS records are submitted, the KIDS System compares the core student data contained in the student's record with the core student data already stored in KIDS for that SSID. If the core data matches, the record is accepted.

- In the event the data does not match the core student data in KIDS, the Manage Core Data Process may be triggered. A record with core data near matches found in the Manage Core Data Process will need to be resolved before the record will be accepted. All records with near matches need to be processed via the Manage Core Data process. See the Guidelines for Generating SSIDs for more information on Core Student Data.

Core Student Data:

- D2: Accountability School Identifier
- D3: Residence District
- D4: Legal Last Name
- D5: Legal First Name
- D8: Gender
- D9: Date of Birth
- D10: Current Grade Level
- D11: Local Student Identifier
- D12: Hispanic Ethnicity
- D13: State Student Identifier
- D30: Comprehensive Race

Correcting an ASGT:

When updating a student's core data previously sent, submit an updated ASGT record with matching values in the other field(s). The most recently submitted record will be considered the "current" information.

Duplicate SSIDs:

Great care should be taken when resolving near-matches to avoid the creation of a duplicate SSID for a student.

- If duplicate SSIDs are found for a student, please email KIDS@ksde.org with the student's duplicate IDs only, and KSDE staff will investigate and retire the duplicate SSID if one is found.
- Failing to report duplicate SSIDs to KSDE may create problems on subsequent KIDS submissions and will create a break with the longitudinal data for the student.

First Instructional Date:
First Instructional Date is required for students with certain qualifying conditions of:

- D35: Primary Disability Indicator = 'WD'
- D36: Gifted Student Indicator = 'GI'

If the other D21 conditions are true, but not reported on the ASGT collection, this field should remain blank.

It is the month, day, year on which the student first receives instructional services during the current school year. If the student should leave and then re-enroll, this date should reflect the most recent instructional start date.

Grade Level Value '33':
Grade level value "33" is a new grade level for students who are three years old on or before August 31 of the current school year and who meet the at-risk criteria for the Preschool-Aged At-Risk program and do not have an IEP for a disability.

Gained/Lost Claiming Emails:
Gained/Lost emails are triggered by a school claiming a student. Emails are sent both to the school claiming the student and the school formerly listed as the Accountability School Identifier.

- Each school may designate up to 2 people to receive the Gained/Lost emails by entering email addresses in the KSDE Directory application.

If you agree with the information in the report (indicating that the school claimed a new student or lost a student who no longer attends the school) then no further steps are required. However, if you do not agree with the information in the report, additional steps may be needed. It is recommended you contact the other school to coordinate efforts to submit the appropriate records (ASGT or EXIT).

New Students:
It is recommended that schools/districts submit ASGT records to the KIDS Collection System for all new students to obtain SSIDs for them. In the event the student is new to the KIDS System and needs an SSID created, the system will generate a new SSID. If the student already has a SSID in the KIDS System, the SSID will be retrieved and core data updates will occur.

School Entry Date:
School Entry Date is based on the date the student entered the Accountability School. In the case where the student's Accountability School is marked with a 0001 or 0002, the submitting school will use his/her School Entry Date.

- For example, when a homeschooled student is receiving services from a public school, the public school should report the date the services began.

Shared Students:
In cases where students are shared between schools/districts and both organizations provide instruction in a state assessed area, both public and private schools may see an increase of claiming

email notices from KSDE, particularly during state assessments.

- In these cases, the schools should not submit additional ASGT records to claim the students to be able to administer state assessments. TEST records claim a student and update any changed core student data when the submitting school indicates their building code in the Accountability School Identifier field.
- Educational entities should work together to ensure a student's accurate legal name and birthdate are provided on all KIDS records.

Students without SSIDs: If a student's ASGT record is submitted to KIDS by the Accountability School or the Funding School and a SSID is not included in the student record, the submitting school will be required to obtain the SSID for the student. This is done through the Manage Core Data Process, if a new SSID is not automatically generated at the time of submission.

Undoing an ASGT:
When an ASGT has been submitted and a student has been claimed in error, an EXIT record should be submitted with an Exit/Withdrawal Type of '18' = Student data claimed in error by an ASGT record.

Updating Core Student Data:
It is recommended that schools/districts submit an ASGT record to the KIDS Collection System any time a student's core demographic data changes.

- At the beginning of the school year, sending ASGT records is recommended for all students to update the school year, grade level information, and any other core demographic changes on returning students.
- Changing the grade level and school year for all students generally will not trigger near-matches in the system (unless there were other core data that changed as well, such as last name).
- Including the SSID in the ASGT records minimizes the likelihood of a near-match situation.

Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. Although data can also be shared by generating the appropriate KIDS reports, 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 ASGT records are submitted to KIDS.

The detailed descriptions of each report available in the KIDS Collection System may be found on the KIDS Project Report Descriptions website. The following reports are particularly important to ASGT submissions:

Data Quality Reports:

- EOYA/EXIT Assignment Comparison Report

Standard Reports:

- Accepted Records by Type—ASGT
- Current Year Accountability Students
- Gained/Lost Students Report
- Unresolved Exits
- Retired State Student IDs Report

Resources

Documents

Consult the following documents for additional information when preparing your ASGT submissions. Unless specified otherwise below, the most recent version of all documents are located on the KIDS Project Documents website.

- KIDS 2020-2021 File Specifications Document: This document serves as the data dictionary for all data elements collected through the KIDS Collection System.
- KIDS 2020-2021 User's Guide: This document is the comprehensive manual for submitting and processing student records in the KIDS Collection System. However, this manual does not contain specific information on each record type.

Guidelines Documents:

- Guidelines for Determining KIDS Collection Building Identifier
- Guidelines for Generating SSIDs
- Guidelines for Reporting Early Childhood Program Participants

Technical

In preparing your ASGT 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
- KIDS Training visit the KIDS Project Training website.

Revision History

Version	Date	Changes
15.00	08/01/2020	Updated for 2020-2021 SY

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