



## KIDS 2018-2019 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.

### What's New?

- Updates for 2018-2019 summer school reporting on MigrantServices. This update must be in place by June 1, 2019 for districts to report to KSDE on their migrant students.

### Submission Guidelines

**Submission Window:** August 1, 2018 – September 3, 2019 (was August 16, 2019)

- KCAN records with course outcomes for CTE courses should be submitted by 6/15/2019 to populate the Pathways application for required federal submission.
- KCAN Records must be submitted in a batch by themselves—they cannot be mixed in a KIDS batch with other record types.

**Students to Submit:** KCAN records are only required for the following population:

- Migrant students
- Migrant students with Received Services (summer school). Can only be submitted from June 1<sup>st</sup> – September 3<sup>rd</sup>.
- Career Technical Education (CTE) students
- Dual Credit course outcomes for high school students
- CTE Certifications earned by students
- Virtual Education Students 19 and Over

\*Accredited private schools should submit KCAN Records according to the guidance outlined in this document.\*

### Who Submits?

- Student's School Identifier building 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
- Course enrollment and course outcomes of Migrant students
- Track MigrantServices provided during Summer term
- Track CTE certifications earned while student is in high school
- Collect dual college credit courses completed in high school

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

## KIDS Collection Field Requirements KCAN Record Type 2018-2019

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	First Instruction Date	O
F30	AD	Last Instruction Date	O
F31	AE	Instructional Minutes Completed	O
F32	AF	User Filed 1	O
F33	AG	User Field 2	O
F34	AH	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 considered a null value.

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

## KCAN Processes and Guidance

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.

### 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:** KCAN Course Records must contain:

- F2: Student’s School Identifier
- F12: State Student Identifier (SSID) that exists in the KIDS Assignment System
- F19: KCC Identifier
- F20: Local Course ID

\*The KCC Identifier is a unique identifier given to each course the district has mapped in the Kansas Course Code Management System (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
- F20: Course Section
- F21: Local Course ID

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

**Undoing Certification Records:** To undo a previously submitted KCAN certification record submitted in error, submit a new KCAN certification 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.

**Undoing MigrantServices Records:** To undo a previously submitted KCAN MigrantServices record submitted in error, submit a new KCAN MigrantServices 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

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.

**Updating Certification 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.

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

**Updating MigrantServices Records:** To update data in the Student's School Identifier, State Student Identifier, School Year, Term, KCC Identifier, 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.

- F2: Student's School Identifier
- F12: State Student Identifier
- F13: School Year
- F18: Term
- F19: KCC Identifier

**Reporting Summer School Outcomes:** Course outcomes for summer school courses taken or received services during the 2019 summer school session (through July 31, 2019) are required to be submitted on KCAN records with the School Year = '2019.' Summer school courses that end after July 31, 2019 should be reported next school year (2020).

**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.

## KCAN Populations to Report: Best Practice and Recommendations

**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
- Migrant Services provided during the Summer term

**\*It is critical to enter the grades as soon as possible after the student leaves.**

- **For a migrant student who leaves prior to the end of a term, a KCAN must be submitted within two days of departure, to meet the four-day federal reporting regulations.**
- **For a migrant student who finishes a course and remains for the next term, a KCAN must be submitted within 30 days of the end of the term.**

KCAN records for Migrant students should include the following data:

F16: Migrant Student is a required field: '01' = Yes

\*If a student at any time during the school year is considered a "migrant student," they should be reported as a '01' for the remainder of that school year.

F22: Course Status Allowable Values (Required)

- '00' = Enrolled (Migrant Only)
- '01' = Completed (Pass)
- '02' = Completed (Fail)
- '04' = Exited before course completion (Migrant Only)
- '80' = Migrant Services (Migrant Only)
- '90' = Certificate Earned
- '99' = Record Submitted in Error

F23: Letter Grade for Migrant student courses is required for the following Course Statuses (F22)

- '01' = Completed (Pass)—Required—Must contain a non-blank value
- '02' = Completed (Fail)—Required—Must contain a non-blank value
- '04' = Exited before course completion—Required—Must contain a non-blank value

F29: First Instruction Date: The first day of migrant student instruction for the current term (F18) is required.

F30: Last Instruction Date: The last day of migrant student instruction for the current term (F18) is required when reporting these course statuses:

- '01' = Completed (Pass)
- '02' = Completed (Fail)
- '04' = Exited before course completion

F31: Instructional Minutes Completed: The number of minutes completed by a migrant student for each course upon exit is required when reporting this course status:

- '04' = Exited before course completion

**Scenario:** A Migrant student enrolls in your district at the start of the school year.

A KCAN record for this student should be submitted to indicate the student's course enrollments. To reflect that this is an enrolled course you would use a '00' = enrolled in F22: Course Status.

The following information will also need to be submitted on this students KCAN record:

- **F29: First Instruction Date**—This is the first date the student received instruction in this course in the current term (F18).

**Career and Technical Education (CTE) Courses:** Course outcomes for students in a Pathway should be submitted via a KCAN Record to KIDS Collection by 6/15/2019 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.

**F17: 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.

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

Submit only CTE courses where the KCC Identifier ends in C, D, L, or R.

**F17: Student is a Single Parent:** Students enrolled in Dual Credit course 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.

Submit only Dual Credit courses where the KCC Identifier ends in C or L.

**F19: KCC Identifier:** 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. If this is a course where students enrolled will not all receive college credit this course should have two separate KCC Identifiers. One for dual credit and one that is not for dual credit.

**F25: College Credit Earned:** The number of college credits earned for the dual credit course.

Submit only CTE courses where the KCC Identifier ends in C, D, L, or R.

**CTE Certifications Earned:** Any certifications earned under Excel in CTE (2012 SB155) must be submitted by **May 24, 2019** 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.

**F19: KCC ID:** field will contain the word 'Certificate'

**F20: Course Section:** field will contain the word 'Certificate'

**F21: Local Course ID:** field will contain the word 'Certificate'

**F22: Course Status:** will be '90' = Certificate Earned

## **F26: CTE Certification Earned**

**F27: Date Earned:** The date on which the student earned the certification meaning the student has the Certificate in hand. This field is required if F19: KCC ID is 'Certificate'.

**F28: Graduation Year:** The school year during which the student has or will graduate from high school. For example, if it is the 2018-2019 school year, enter 2019. This field is required if F19: KCC ID is 'Certificate'.

**MigrantServices (summer school):** Any migrant student who receives services during the summer school term must be submitted from June 1<sup>st</sup> - September 3<sup>rd</sup>.

**F19: KCC ID:** field will contain the word 'MigrantServices'

**F20: Course Section:** field will contain the word 'MigrantServices'

**F21: Local Course ID:** field will contain the word 'MigrantServices'

**F22: Course Status:** will be '80' = Received Services (Migrant only)

**Virtual Education Students 19 and Over:** Course outcomes reported on KCAN records will be used to verify completion of course credits which fund virtual students who are 19 or over.

**F15: Virtual Education Student:** KCAN records submitted with course outcomes earned at a virtual school or program should be submitted with a '1' in this field. Course Outcomes not earned through an approved virtual school or program should always report '0' in this field, 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.

## **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 Report Descriptions](#) website. 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

## **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 Document](#) website.

**KIDS 2018-2019 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](mailto:kids@ksde.org)
- Kansas Course Codes Management System (KCCMS) [kccms@ksde.org](mailto:kccms@ksde.org)
- Pathways: [pathwayshelpdesk@ksde.org](mailto:pathwayshelpdesk@ksde.org)
- Virtual Education 19 and Over, contact John Girodat at [JGirodat@ksde.org](mailto:JGirodat@ksde.org)
- For training in the KIDS Collection System: visit the [KIDS Project Training](#) website.

## Revision History

Version	Date	Changes
2.00	6/15/2018	Updated for 2018-2019 school year
2.01	1/28/2019	Updated to reflect two changes in the Migrant Student section (pp. 5). There is a change detailing when to submit a KCAN in the special note (*) and a change in the text of “term” vs. “school year” on F29 and F30.
2.02	3/27/2019	Updated to reflect changes for MigrantServices for summer school students. Please review the KIDS Collection 2018-2019 File Specifications KCAN layout.
2.02	3/28/2019	Updated Submission Window of August 1, 2019 to correct date of August 1, 2018 Version number was not updated.
2.03	4/10/2019	<p>Added date range for when Migrant Services students can be submitted. See page 1 under Students to Submit and page 8 under Migrant Services (summer school).</p> <p>Page 7, updated the date for <b>CTE Certifications Earned</b>: Any certifications earned under Excel in CTE (2012 SB155) must be submitted by <b>May 24, 2019</b> 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. See page 7. The previous date was May 19, 2019.</p>

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