KIDS 2017-2018 Submission Details Document: ASGT

Introduction

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, update "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, and to establish 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.

Submission Guidelines

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 school students
- Accredited private school students
- Some early child education program participants

Who Submits?

- Accountability school
- Funding school may 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

Special reporting consideration for SPED-Pro—The funding school may also submit ASGT records if they are a public school providing special services to a student enrolled and attending a private school and the public school building has not been provided on any KIDS record sent by the private school. In this case, the public school should be careful to indicate the correct building numbers and leave the SSID field blank. This will allow the student to appear in SPED-Pro for special education reporting without claiming a student from the private school.

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. For example, schools and districts should submit ASGT records to allow them to identify students that automatically qualify as being eligible for free lunches in the Direct Certification system.

KIDS Collection Field Requirements
ASGT Record Type 2017-18

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
D30	**AD**	Comprehensive Race	R
D32	**AF**	Primary Disability Code	X
D33	**AG**	Gifted Student Code	X
D39	**AM**	ESOL/Bilingual Program Participation Code	R*
D96	**CR**	User Field 1	O
D97	**CS**	User Field 2	O
D98	**CT**	User Field 3	O
R	Required = Must contain a valid non-blank value		
R*	Required = Must contain a valid non-blank value, including zero		
X	Required = Must contain a 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.		

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.

KIDS 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 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 ASGT submissions:

Standard Reports:

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

Data Quality Reports:

- ☐ EOYA/EXIT Assignment Comparison Report

ASGT Notes/Recommendations

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:

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

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.

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.

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. For additional information about processing records for students without SSIDs, please refer to the KIDS 2017-2018 User's Guide.

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.

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. For additional information about determining the building codes for students, please refer to the Guidelines for Determining the KIDS Collection Building Identifier.

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."

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.

Gained/Lost Claiming Emails: Gained/Lost emails are triggered by a school claiming a student (by updating the Accountability School Identifier field) in the KIDS system. 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. For more information regarding which specific students were gained and/or lost, see the Gained/Lost Students Report in the KIDS Collection System.

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).

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 call the Help Desk at 785-296-7935, 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.

Shared Students: In cases where students are shared between schools/districts and both organizations provide instruction in a state assessed areas, 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 accurate legal name and birthdates are provided on all KIDS records.

School Entry Date: School Entry Date should be 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.

Accredited Private Schools: Accredited private schools should submit ASGT records according to the guidance outlined above.

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 website (http://kidsweb.ksde.org/) under the "Documents" tab.

- ☐ **KIDS 2017-2018 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System.
- ☐ **KIDS 2017-2018 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 for Determining KIDS Collection Building Identifier:** This document reviews the guidelines for determining the appropriate building identifier for submission on KIDS records.
- ☐ **Guidelines for Generating SSIDs:** This document outlines the necessary components for generating SSIDs and best practice recommendation on collecting Core Student Data.
- ☐ **Guidelines for Reporting Early Childhood Program Participants:** This document provides guidance on obtaining SSIDs for early childhood programs in KIDS.

Help Resources

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
- ☐ For training in the KIDS System: visit the KIDS project website at http://kidsweb.ksde.org/ and go to the "Training" tab.

Revision History

Version	Date	Changes
12.00	7.14.17	• 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.