KIDS 2019-2020 Submission Details Document: SPED

Introduction

This document contains information specific to the submission of SPED records to the Kansas Individual Data on Students (KIDS) System. The SPED record is used to allow the funding school or district to enter specific students previously submitted to the KIDS Collection System to associate the student with a special education record in Sped-Pro without claiming the student in KIDS. This record type is only for students receiving special education services and student data is not updated with this record type.

What's New

Field Added: D21: First Instructional Date. See the SPED Guidance section below.

Submission Guidelines

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

Students to Submit

Students with a:

- Primary Disability Code of 'WD' in field D35
  or
- Gifted Student Code of 'GI' in field D36

Who Submits?

- Funding school
- Accountability School
- Cooperative (COOP) or Interlocal can request Funding/Accountability School to submit

The Use of SPED Submissions

- To associate a student with a special education record in Sped-Pro for the appropriate Funding or Accountability Building/District.

Records Unique in Batch By:

• D1: Record Type
• D13: State Student Identifier
• D15: Funding School Identifier

KIDS Collection Field Requirements SPED Record Type 2019-20

Field Number	Excel Column	Field Name	SPED
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 Instruction Date	O
D33	**AG**	Comprehensive Race	R
D35	**AI**	Primary Disability Code	R
D36	**AJ**	Gifted Student Code	X
D42	**AP**	ESOL/Bilingual Program Participation Code	R*
D83	**CE**	User Field 1	O
D84	**CF**	User Field 2	O
D85	**CG**	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.

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 are located on the KIDS Project Report Descriptions website. The following reports are particularly important to SPED submissions:

Standard Reports:

- Accepted Record by Batch

SPED Guidance

The list of recommendations, notes, and submission tips below apply to the SPED 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:

Scenario:

A student needs to have a claim entered in SPED-Pro but has already left your district. No KIDS record was submitted for the student by your district to associate them in the SPED-Pro system before the exited. This student has already been associated with another district.

First Instructional Date:

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

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

If the other D21 conditions are true, but not reported on the SPED 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.

Best Practice Recommendation:

You do not want to claim the student away from their new district. If you send an ASGT record this will claim the student in error. You can send a SPED record, which will allow your district to associate the student with a claim in SPED-Pro without claiming them away from their new district. The SPED record will make NO updates to the student record. If any updates to Core Data need to be made or a KIDS ID needs to be assigned a SPED record will not make these updates.

The following SPED record fields care required to be current year:

- D18: School Entry Date
- D19: District Entry Date

Documents

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

- KIDS 2019-2020 File Specifications Document: This document serves as the data dictionary for all data elements collected through the KIDS Collection System.
- KIDS 2019-2020 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.

Help Resources

In preparing your SPED submission, 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 Training website.

Revision History

Version	Date	Changes
2.01	8.26.19	Updated D21: First Instructional Date guidance
2.02	10.4.19	Correction to field identifiers on page 1.

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