

## KIDS Assignment File Specifications

# KIDS Assignment System File Specifications

The Kansas State Department of Education (KSDE) has developed this document in order to provide to districts, schools and vendors a detailed description of the interface requirements for integrating with the Kansas Individual Data on Students (KIDS) Assignment System. This interface is a requirement for districts and schools to obtain unique state IDs for all students as well as to track students as they progress in the Kansas school system and as they move between schools in Kansas.

### **General SIS Export File Requirements**

- A. The **SIS Assignment Export File** specifications will be used for submitting data to KSDE for initial assignment of state Unique Student IDs and for changing core student data associated with a student who has previously been assigned an ID. The *State Student Identifier* field must be blank when submitting the file for initial assignment of KIDS Unique Student IDs.
- B. A single export file cannot contain records for more than one school district.
- C. Fields should contain the actual data. That is, no trailing spaces should be appended to fill to the maximum length specified. Fields should not have any leading spaces; however, some fields may require leading zeros.

### **SIS Assignment Export File Specification**

This file is to be exported from the district/school SIS and processed through the KIDS Assignment System.

Each district/school SIS Export for ID Assignment file will contain:

- One header record as the first record. **All fields in the header are separated by white space (blank).** The fields are NOT separated by anything but white space.
- One trailer record as the last record. **All fields in the trailer are separated by white space (blank).** The fields are NOT separated by anything but white space.
- Detail records which are individual student records (one record per student) between the header and trailer records.

The following are characteristics of all record types (header, trailer, and detail):

- Fields in the records will be delimited by a *delimiter character* (not fixed length – the “maximum length” indicated in the record layout is meant as the most number of characters allowed in that field). For the header and trailer, the delimiter is white space (blank). For the detail (student) records, the delimiter should be a tab or a comma.
- All fields are required to at least have a placeholder. That is, if the field has no data or is listed as “optional,” the *delimiter characters* that “surround” that field are there with no data between the *delimiter characters*.
- Each record is terminated by a carriage return/line feed character string. The last field in the record is not terminated by a *delimiter character* but only by the carriage return/line feed.

Please note that the **Field Ref #** below is included only for your convenience in referring to the fields, and is NOT part of the record layout.

## KIDS Assignment File Specifications

### Header Record Layout

Field Ref #	Header Record Layout			
	Field	Maximum Length	Format Details	Comments/Values
H1	<b>Record Type</b>	2	TH	Must contain the characters "TH"
H2	<b>Extract Date</b>	10	mm/dd/yyyy	Date export file was created. Month and day must include any leading zeroes.
H3	<b>Extract Time</b>	8	hh:mm:ss	Time export file was created.
H4	<b>Transmission ID</b>	10	9999999999	An arbitrary number. Must match the Transmission ID in the Trailer record.
H5	<b>Version</b>	10	2.1	Always "2.1". This version number differentiates the possible versions of the file structure.
H6	<b>Delimiter Character</b>	25	delimiter=c	Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma). For a comma delimiter, the character literal would be 'delimiter=,' and the hex representation would be 'delimiter=0X2C'. For a tab delimiter, it is recommended that the hex representation be used. In that case, it would be 'delimiter=0X09'.
H7	<b>Source Name</b>		source=	<p>This should be a valid source system name. Batches will fail if the source name is not defined as in the Source System table.</p> <p>If a source is not provided in the header, the file will be rejected.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ Default</li> <li>▪ Early_Childhood</li> <li>▪ Migrant</li> <li>▪ KBOR</li> <li>▪ EC_Foundations</li> </ul>

### Trailer Record Layout

Field Ref #	Trailer Record Layout			
	Field	Length	Format Details	Comments/Values
T1	Record Type	2	TT	Trailer Record and must contain the characters "TT"
T2	Transmission ID	10		Value is the same as in the header record
T3	Number of Records	10	9999999999	Number of records including the header and trailer records.

## KIDS Assignment File Specifications

### Detail Record Layout

Field Ref #	Detail Record Layout (District/School SIS Assignment Export File)				
	Field	Maximum Length	Format Details	Required	Comments/Values
D1	<b>Record Type</b>	2	ID	Valid data required.	Each detail record must contain the characters "ID"
D2	<b>Current School Code</b>	4	Alphanumeric	Valid data required. When applicable, must contain leading zeroes.	The unique number which has been assigned to the school by the state. In this case, it is the unique number of the school in which the student's enrollment is counted when reporting to the state. This identifier can be found in the Kansas Educational Directory. If a district does not have a school for an educational level (e.g., does not have a high school), the district office <i>building</i> number should be used.
D3	<b>Resident District Code</b>	5	Alphanumeric	Valid data required.	Use state district alphanumeric code number (e.g., D0101), except for out-of-state. In that case, use a 2-letter State code for that State (i.e., NE for Nebraska). Except for the out of state identifier, the identifier is composed of a leading alpha character, followed by four numbers, the first of which is zero. This identifier can be found in the Kansas Educational Directory.  The unique number which has been assigned to the district by the state. In this case, it is the unique number of the district in which a student resides.
D4	<b>Legal Last Name</b>	60	Alphanumeric	Valid data required.	The name borne in common by members of the student's family.
D5	<b>Legal First Name</b>	60	Alphanumeric	Valid data required.	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.
D6	<b>Legal Middle Name</b>	60	Alphanumeric	May be blank.	The secondary name given to the student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.
D7	<b>Legal Name Suffix</b>	10	Alphanumeric	May be blank.	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).
D8	<b>Gender</b>	1	Numeric	Valid data required.	The student's gender. Allowable values are: 0 = Female 1 = Male
D9	<b>Date of Birth</b>	10	mm/dd/yyyy	Valid data required. Month and day must include any leading zeroes.	The month, day, and year on which the student was born.

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Field Ref #	Detail Record Layout (District/School SIS Assignment Export File)				
	Field	Maximum Length	Format Details	Required	Comments/Values
D10	<b>Current Grade Level</b>	2	Alphanumeric 99	Valid data required. When applicable, must contain leading zeroes.	<p>The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.</p> <p>3-Yr-Old and 4-Yr-Old Preschoolers can be sent as one grade level, using '01' as the grade level, if the district does not have the group separated in its SIS. It is important to keep 5-Yr-Old Preschooler in its separate grade level, since funding is different for this group.</p> <p>Grade level "02" is for 4-year-olds who are not in the State Pre-Kindergarten Program (formerly 4-year old At-Risk) and/or those who have an IEP for a disability. If a 4-year-old student is both At-Risk and has an IEP for a disability, they should be reported as "02." Four-year-old students who are in the State Pre-Kindergarten Program and do not have an IEP for a disability should be reported as "04."</p> <p>The "Not Graded" code applies to students who are adults. Note: an "adult" student is defined as either a general education student who is over the age of 18 and whose 5-year cohort (beginning his/her freshman year) has graduated, or any student over the age of 21. All students, including those with disabilities, should be coded according to credits earned unless the criteria for "Not Graded" mentioned above apply.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> <li>▪ 00 = Birth – 2 years old</li> <li>▪ 01 = 3-Yr-Old Preschooler</li> <li>▪ 02 = 4-Yr-Old Preschooler</li> <li>▪ 03 = 5-Yr-Old and Older Preschooler</li> <li>▪ 04 = Four-Year-Old At-Risk</li> <li>▪ 05 = Kindergarten</li> <li>▪ 06 = First Grade</li> <li>▪ 07 = Second Grade</li> <li>▪ 08 = Third Grade</li> <li>▪ 09 = Fourth Grade</li> <li>▪ 10 = Fifth Grade</li> <li>▪ 11 = Sixth Grade</li> <li>▪ 12 = Seventh Grade</li> <li>▪ 13 = Eighth Grade</li> <li>▪ 14 = Ninth Grade</li> <li>▪ 15 = Tenth Grade</li> <li>▪ 16 = Eleventh Grade</li> <li>▪ 17 = Twelfth Grade</li> <li>▪ 18 = Not Graded</li> </ul>
D11	<b>Local Student ID</b>	20	Alphanumeric	Valid data required.	The unique alphanumeric assigned to the student by the school or local education agency. This field may not be empty – a local student identifier is required.
D12	<b>Social Security Number</b>	9			This field should be left blank.

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Field Ref #	Detail Record Layout (District/School SIS Assignment Export File)				
	Field	Maximum Length	Format Details	Required	Comments/Values
D13	Race	10	Numeric 9	Valid data required.	<p>This is the race code. If a student is multi-racial and more than one race needs to be indicated for a student, fill the additional race fields in this order: D31: Race 2 Code, D32: Race 3 Code, D33: Race 4 Code, and D34: Race 5 Code.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 1 = American Indian or Alaska Native</li> <li>▪ 2 = Asian</li> <li>▪ 3 = Black or African American</li> <li>▪ 4 = Native Hawaiian or Other Pacific Islander</li> <li>▪ 5 = White</li> </ul>
D14	State Student ID	10	Numeric. 9999999999		<p><b>This field will be null/empty during the initial submission for assignment of a State ID.</b> Once a State ID is assigned and updated in the local student information system, subsequent collections (SIS Exports) must have this value supplied to avoid near matches.</p> <p>The unique number assigned to the student by KIDS.</p>
D15	Current District Code	5	Alphanumeric	Valid data required.	<p>Composed of a leading alpha character followed by four numbers, the first of which is zero.</p> <p>The unique number which has been assigned to the district by the state (e.g., D0101). In this case, it is the unique number of the district in which the student's enrollment is counted when reporting to the state. This identifier can be found in the Kansas Educational Directory.</p> <p>Valid data required.</p>
D16	Current School Year	4	Numeric yyyy	Valid data required.	The ending year of the school year the data was collected.
D17	Alternate Last Name	60			This field should be left blank
D18	Alternate ID	50			This field should be left blank
D19	Alternate Source	60			This field should be left blank
D20	Customer Defined Field 1	60			This field should be left blank.
D21	Customer Defined Field 2	60			This field should be left blank.
D22	Customer Defined Field 3	60			This field should be left blank.
D23	Customer Defined Field 4	60			This field should be left blank.

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Field Ref #	Detail Record Layout (District/School SIS Assignment Export File)				
	Field	Maximum Length	Format Details	Required	Comments/Values
D24	<b>Customer Defined Field 5</b>	60			This field should be left blank.
D25	<b>Customer Defined Field 6</b>	60			This field should be left blank.
D26	<b>Customer Defined Field 7</b>	60			This field should be left blank.
D27	<b>Customer Defined Field 8</b>	60			This field should be left blank.
D28	<b>Record Status</b>	255			This field should be left blank.  This field is the internal transaction status result for the record and is provided in the output file. This field should be blank on input. Any values on input will be ignored.
D29	<b>Record Reference Number</b>	12			This field should be left blank.  This field is the internal transaction identifier for the record as part of the output file. This field should be blank on input. Any values on input will be ignored.
D30	<b>Ethnicity Indicator</b>	4	Alphanumeric 99	Valid data required.	This field indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values are: <ul style="list-style-type: none"> <li>01 = Hispanic</li> <li>02 = Non-Hispanic</li> </ul>
D31	<b>Race 2 Code</b>	10	Numeric 9	Valid data required if more than one race needs to be indicated for a student.	This is the race code.  Allowable values are: <ul style="list-style-type: none"> <li>1 = American Indian or Alaska Native</li> <li>2 = Asian</li> <li>3 = Black or African American</li> <li>4 = Native Hawaiian or Other Pacific Islander</li> <li>5 = White</li> </ul>

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Field Ref #	Detail Record Layout (District/School SIS Assignment Export File)				
	Field	Maximum Length	Format Details	Required	Comments/Values
D32	<b>Race 3 Code</b>	10	Numeric 9	Valid data required if more than one race needs to be indicated for a student.	<p>This is the race code.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 1 = American Indian or Alaska Native</li> <li>▪ 2 = Asian</li> <li>▪ 3 = Black or African American</li> <li>▪ 4 = Native Hawaiian or Other Pacific Islander</li> <li>▪ 5 = White</li> </ul>
D33	<b>Race 4 Code</b>	10	Numeric 9	Valid data required if more than one race needs to be indicated for a student.	<p>This is the race code.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 1 = American Indian or Alaska Native</li> <li>▪ 2 = Asian</li> <li>▪ 3 = Black or African American</li> <li>▪ 4 = Native Hawaiian or Other Pacific Islander</li> <li>▪ 5 = White</li> </ul>
D34	<b>Race 5 Code</b>	10	Numeric 9	Valid data required if more than one race needs to be indicated for a student.	<p>This is the race code.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 1 = American Indian or Alaska Native</li> <li>▪ 2 = Asian</li> <li>▪ 3 = Black or African American</li> <li>▪ 4 = Native Hawaiian or Other Pacific Islander</li> <li>▪ 5 = White</li> </ul>
D35	<b>Record Update Date</b>	10			<p>This field should be left blank.</p> <p>This field is the last update for the record and is provided in the output file. This field should be blank on input. Any values on input will be ignored.</p>

## **KIDS Assignment File Specifications**

### **Revision History**