



Virtual Education Students – Guidelines for Reporting in KIDS

Introduction

This document provides guidelines regarding the process of reporting information on students participating in virtual education to the KIDS Collection System. The definition of a “virtual” student as it is reported in KIDS is different than a “virtual” course as it has been defined for reporting in the Kansas Course Code Management System (KCCMS) and a “virtual” teacher as it has been defined for reporting in the Educator Data Collection System (EDCS).

What’s New?

Virtual School Building Numbers:

Unless the school district is working with a service center or interlocal, all virtual programs are required to change over to virtual schools. This change is due to accreditation and accountability.

Districts need to request a new building number, separate from their high school building and central office building, within the Directory Updates application.

Defining Virtual

Funding is based on three different categories: Full-Time Virtual Students 19 and younger, Part-Time Virtual Students 19 and younger and Virtual Credits Earned by Students 20 and older. The student’s age will be determined as of September 20.

The list of all USDs that have a Virtual School or Virtual Program approved by KSDE, and the approved grades, is posted on [KSDE’s Virtual Schools website](#) under “Virtual School and Program Directory”. If your USD is not on this list, or the grades are not accurate, please contact KSDE’s Virtual team at (785) 296-2078. The list has each school marked as either a School or Program as defined below.

Virtual Schools: approved virtual schools hosted by the district. Virtual Schools are required to have a KSDE building number which will be used as the Funding and Accountability Buildings on KIDS records for virtual students. Other state reports for Virtual Schools are now also required.

Virtual Programs: students receiving virtual education within a district that is approved to contract with a service center or interlocal to provide virtual education. Currently, these programs are not required to have a KSDE building number.

Traditional (Brick & Mortar) and Virtual Students: If a virtual student 19 and younger is enrolled at both a traditional (brick & mortar) school and a virtual school or program within the same district, two ENRL records must be submitted for the student. The virtual school or program will be limited to the number of minutes remaining after the traditional (brick & mortar) school’s minutes are

Defining Virtual (cont.)

subtracted from 360.

Virtual Students (20 & older): Virtual students 20 and older will still need to have an ENRL record submitted to include those students in headcount data reported for your district. If such a student enrolls after count date, the student should have an ASGT record submitted to KIDS. Virtual students 20 and older should have an ENRL or AGST record submitted with 360 minutes enrolled, **REGARDLESS** of the actual number of minutes they are in attendance during that period. This ensures the student is included in the district's headcount; it does not affect funding, which is based on credits earned.

When is a Course Considered a Virtual Course?

You do not designate a course as a virtual course in KIDS; schools/districts do report virtual courses for Virtual 20 and Over on Students on a KCAN record. The following guidance is intended to provide clarification on virtual course reporting for KCAN purposes.

KCCMS: A virtual course is any course delivered online.

EDCS: Any course that is taught using distance-learning technologies which predominately use internet-based methods is considered a virtual course. Instruction is asynchronous. In contrast, a course offered by a school, where the student attends on-site within the designated and regular time period in the school day in an on-line class and is not considered a virtual course, school or program.

When is a Student Considered a Virtual Student?

A student is considered a virtual student if he/she is attending a KSDE-approved Virtual School or Program and is able to take classes anytime, anywhere (instruction is asynchronous). If the student is taking a course online at his/her school during school hours, he/she would not be considered a virtual student. A Virtual Student is reported on KIDS ENRL and EOYA records.

Example - Online Class (not Virtual):

A district may not have a local foreign language teacher available to provide in-person foreign language classes to traditional students. Therefore, the school has an online foreign language class taught by a certified teacher at the same scheduled times each week at the traditional (brick & mortar) school during school hours to the same set of students. The students attending the foreign language class are NOT virtual students, but traditional (brick & mortar) students.

Best Practice Scenarios

Scenario 1: Student is 19 and younger attending only an approved virtual school or program for all courses.

This student's full-time equivalent (FTE) enrollment will be calculated by taking the minutes enrolled divided by 360 (max of 1.0 FTE). The number of students enrolled full-time will be multiplied by \$5,000 to determine funding (this includes Kindergarten students). Students enrolled less than full-time will have their FTE multiplied by \$1,700 to determine funding.

See the [Enrollment Handbook](#) for reporting minutes (under "Audit Guides" heading).

Districts with an approved Virtual School¹ will submit ENRL records as follows:

D15: Funding School	Virtual School Building Number
D2: Accountability School	Virtual School Building Number
D16: Attendance School	Virtual School Building Number
D25: Minutes Enrolled	Minutes Enrolled
Field D17 (Virtual Student)	01

Districts with an approved Virtual Program¹ will submit ENRL records as follows:

D15: Funding School	Traditional (Brick & Mortar) Building Number <i>Traditional (brick & mortar) building the student would attend if not virtual. May be Central Office building.</i>
D2: Accountability School	Traditional (Brick & Mortar) Building Number <i>Traditional (brick & mortar) building the student would attend if not virtual. Central Office building can ONLY be used for Adult Students (KIDS Grade 18).</i>
D16: Attendance School	Traditional (Brick & Mortar) Building Number <i>Traditional (brick & mortar) building the student would attend if not virtual. May be Central Office building.</i>
D25: Minutes Enrolled	Minutes Enrolled
Field D17 (Virtual Student)	01

¹ School must also be approved for the grade of the virtual students they are submitting. See [Defining Virtual](#) section for more information.

Best Practice Scenarios (cont.)

Scenario 2: Student is 19 and younger and attending an approved virtual school or program for part of the day and a traditional (brick and mortar) school for the rest of the day.

Students enrolled less than full-time will have their FTE multiplied by \$1,700 to determine funding.

Districts with an approved Virtual Program¹ will submit ENRL records as follows:

Traditional (Brick & Mortar) Minutes

D15: Funding School	Traditional (Brick & Mortar) Building Number
D2: Accountability School	Traditional (Brick & Mortar) Building Number
D16: Attendance School	Traditional (Brick & Mortar) Building Number
D25: Enrolled	Minutes enrolled in Traditional (Brick & Mortar) School
D17: Virtual Student	00

Virtual Minutes

D15: Funding School	Districts Central Office Building Number
D2: Accountability School	Traditional (Brick & Mortar) Building Number <i>Traditional (brick & mortar) building the student would attend if not virtual. Central Office building can ONLY be used for Adult Students (KIDS Grade 18).</i>
D16: Attendance School	Traditional (Brick & Mortar) Building Number <i>Traditional (brick & mortar) building the student would attend if not virtual. May be Central Office building.</i>
D25: Enrolled	Minutes in Virtual
D17: Virtual Student	01

Districts with an approved Virtual School¹ will submit ENRL records as follows:

Traditional (Brick & Mortar) Minutes

D15: Funding School	Traditional (Brick & Mortar) Building Number
D2: Accountability School	Traditional (Brick & Mortar) Building Number
D16: Attendance School	Traditional (Brick & Mortar) Building Number
D25: Minutes Enrolled	Minutes enrolled in Traditional (Brick & Mortar) School
D17: Virtual Student	00

Virtual Minutes

D15: Funding School	Virtual School Building Number
D2: Accountability School	Virtual School Building Number
D16: Attendance School	Virtual School Building Number
D25: Minutes Enrolled	Minutes Enrolled in Virtual—Maximum of 360
D17: Virtual Student	01

¹ School must also be approved for the grade of the virtual students they are submitting. See [Defining Virtual](#) section for more information.

Scenario 3: Student is 20 and older and taking courses through an approved virtual school or program.

*There is not a count day for Virtual Students 20 and older. Funding for Virtual Students 20 and older will be based on credits earned between July 1, 2021 and June 30, 2022. The district will receive \$709 per credit hour earned by the student, up to 6 credits per student. Credits earned are not limited to students who are enrolled during the count window, but rather any student who earns credits during the school year. However, an ENRL record will still be required for Virtual Students 20 and older on count day in order to include those students in headcount data reported for the district. Virtual students 20 and older who are enrolled on or before September 20 (end of first count window) should have an ENRL submitted with 360 minutes, **REGARDLESS** of the actual number of minutes they are in attendance during that period.*

Districts with an approved Virtual School¹ will submit ENRL records as follows:

D15: Funding School	Virtual School Building Number
D2: Accountability School	Virtual School Building Number
D16: Attendance School	Virtual School Building Number
D25: Minutes Enrolled	360
D17: Virtual Student	01

Districts with an approved Virtual Program¹ will submit ENRL records as follows:

D15: Funding School	Traditional (Brick & Mortar) Building Number <i>Traditional (brick & mortar) building the student would attend if not virtual. May be Central Office building.</i>
D2: Accountability School	Traditional (Brick & Mortar) Building Number <i>Traditional (brick & mortar) building the student would attend if not virtual. Central Office building can ONLY be used for Adult Students (KIDS Grade 18).</i>
D16: Attendance School	Traditional (Brick & Mortar) Building Number <i>Traditional (brick & mortar) building the student would attend if not virtual. May be Central Office building.</i>
D25: Minutes Enrolled	360
D17: Virtual Student	01

Scenario 4: Student is taking an online class at a traditional (brick & mortar) school. The district does not have an approved virtual school or program.

*This student should **NOT** be reported to KIDS as a virtual student in the Virtual Education Student field (D17). The course is offered during a specific period during the school day and is taken at the traditional (brick and mortar) school.*

¹ School must also be approved for the grade of the virtual students they are submitting. See [Defining Virtual](#) section for more information.

KIDS Collections and Virtual Students

Virtual Education Students are reported on ENRL and EOYA record types. ENRL records are submitted by the funding school and are used to determine funding allocations. EOYA records are used for accountability purposes and are submitted by the Accountability school.

The valid values to indicate a student is a Virtual Student in KIDS (field D17) are as follows:

- 0 = Student is not a Virtual Education Student and has not been during the current school year.
- 1 = Student is currently a Virtual Education Student.
- 2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year.

ENRL or MILT reported Virtual Students

ENRL records are submitted for the September 20 headcount, while MILT records are submitted for the February 21 headcount upon which a district's yearly funding is based. All virtual students for which the reporting district is receiving funding should be included as part of the ENRL or MILT submission for that district. **No KIDS records** should be sent for virtual students that reside outside of the state of Kansas. Students should only be marked as virtual students if:

- the district submitting the KIDS records has an approved virtual school or program.
- the district is contracting with an approved program to provide the virtual education services via a service center or interlocal and the student is a virtual student during the *first* half of the school year (KIDS ENRL).
- the district is contracting with an approved program to provide the virtual education services via a service center or interlocal and the student is a virtual student during the *second* half of the school year (KIDS MILT).

For specific attendance requirements regarding virtual students for ENRL or MILT, see the ENRL or MILT Submission Details Documents located on the [KIDS Project Documents](#) website under the "Documents" tab.

The PBR Enrollment and Virtual Education Students (MILT) Reports can be generated in the KIDS Collection System under "PBR" or "MILT" category of Reports to see the students reported as a '1' on Virtual Education Student on ENRL or MILT records. These are the students that will be used to populate the Virtual Education fields on the "Weightings" page of the Principal's Building Report (PBR).

EOYA reported Virtual Students

EOYA focuses on collecting attendance and membership data for **all** students who were enrolled at the Accountability School at any point during the year. This submission should include data for current virtual students as well as those who attended the Accountability School and then exited prior to the end of the school year.

For all virtual education students, the district should indicate whether the student has been a virtual education student at the current Accountability School at any point during the current school year. Students should only be marked as virtual students if the district submitting is the district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center or interlocal. Unlike the ENRL collection, EOYA does not require the Accountability School to submit the additional address information (Student's Transportation Street Address and Student's Transportation City) for virtual students, although that data can be submitted on EOYA records as optional fields.

Attendance data, specifically Days in Membership and Days in Attendance for virtual students reported on EOYA should refer to each session the student is assigned to throughout the year as their course of study.

EOYA records must be submitted for virtual students 20 and older. The records must be connected to a D2: Accountability Building, which can be the District Central Office. The number of days in membership and the number of days in attendance should be reported the same.

Students Enrolled in Virtual Courses and KCAN

KCAN records should be sent for all 20 and older students that received a course outcome in a virtual course. KCAN records should be sent by the district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center or interlocal.

KCAN Submission window is 08/02/2021-09/06/2022.

- KCAN records are used for auditing purposes for virtual students 20 and older.

Additional Resources

For Virtual Student questions, contact the director of your virtual program/school or email KIDS@ksde.org.

- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or email kids@ksde.org
- Virtual Students: dfernkopf@ksde.org

Related Documentation

The primary documentation for Virtual Schools and Programs can be found on the [Virtual Schools and Programs](#) link. The documents below are particularly important:

- Kansas Virtual Education Requirements and Monitoring Plan
- 2021-2022 Virtual Schools and Programs Directory

The [Fiscal Auditing webpage](#) includes the current Enrollment Handbook which explains how to count minutes enrolled for virtual students for attendance and funding. The Enrollment Handbook is located under the heading "Audit Guides."

- Enrollment Handbook FY22

Revision History

Version	Date	Changes
14.00	08/01/2021	Updated for the 2022 school year
14.01	09/20/2021	Added more clarification for the new Virtual School Buildings.



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