



## **KIDS 2017-2018 Submission Details Document: EXIT**

### **Introduction**

This document contains information specific to the submission of EXIT records to the Kansas Individual Data on Students (KIDS) System for the EXIT Collection. The EXIT Collection focuses on gathering exit information on students who have left a school for a variety of reasons (e.g., graduation, dropout, transfers, etc.).

### **Submission Guidelines**

#### **Submission Window**

- Any time the KIDS Collection System is open
- As soon as possible after the student's last day of membership whenever a student has transferred, dropped out, graduated, etc.
- Once the Dropout/Graduation Summary Report (DGSR) for the 2017-2018 school year is submitted, EXIT records can no longer be submitted with Exit/Withdrawal dates prior to 10/1/2017

#### **Students to Submit**

- K through adult
- Pre-k students—EXIT records should only be sent when a child is no longer associated with the Accountability School and should not be sent when a child's participation in a program ends.
- Data should be current as of the student's last day of membership

#### **Who Submits?**

- Accountability School or the district that contains the Accountability School
- If the Accountability School is '0001' or '0002', the Attendance School should submit EXIT records

#### **The Use of EXIT Submissions**

- State student assessment participation requirements (accountability)
- Pre-populate the DGSR
  - Graduation counts
  - Dropout counts
- Update information in other systems and applications

**KIDS Collection Field Requirements  
EXIT Record Type 2017-18**

Field Number	Excel Column	Field Name	EXIT
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	R
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	O
D20	T	State Entry Date	O
D21	U	Cumulative Number of Days in Membership	R
D22	V	Cumulative Number of Days Attended	R
D26	Z	Exit/Withdrawal Date	R
D27	AA	Exit/Withdrawal Type	R
D29	AC	Post-Graduation Plans	R
D30	AD	Comprehensive Race	R
D31	AE	Eligibility for National School Lunch Program	R*
D32	AF	Primary Disability Code	R*
D33	AG	Gifted Student Code	X
D35	AI	Residence of Homeless Student while Homeless	R*
D39	AM	ESOL/Bilingual Program Participation Code	R*
D50	AX	Military Connected Student Indicator	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.		
Fields not listed	Values submitted in these fields will not be validated or stored on the indicated Record Type.		

Optional fields are validated and stored if submitted. All other data fields that are neither required nor optional for EXIT may be left blank. Values included in data fields that are neither required nor optional for EXIT are not validated and will not be stored.

Exit information (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plans) can be included ONLY on EXIT record types. If exit data is included on any other record type (i.e., ENRL), it will generate a data error.

## **KIDS Reports**

Reports are provided in the KIDS Collection System for verification and research of submitted data. To simplify verification of exit data, reports are specific to the types of exits reported. As principals and superintendents review the DGSR, they will be directed to research values based on KIDS EXIT submissions. The KIDS EXIT data can be shared with the principals, superintendents and program staff by generating the detailed data from the appropriate KIDS reports by the current KIDS users or by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since the reports are dynamic and EXIT records may be submitted at any time.

The detailed descriptions of each of the reports available in the KIDS Collection System are located 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 EXIT submissions:

### **Standard Reports:**

- ☐ Graduates
- ☐ Dropouts
- ☐ Unresolved Exits
- ☐ Current Year Accountability Students
- ☐ EXIT Status Report
- ☐ Homeless Student

### **Data Quality Reports:**

- ☐ EOYA/EXIT Assignment Comparison Report

## **EXIT Notes/Recommendations**

The list of recommendations, notes, and submission tips below apply to the EXIT record. In working with the KIDS System, many circumstances apply only to the record you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below:

**School Entry Date:** School Entry Date should be 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 Attendance School will use their 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.

**Special Circumstances for Accountability School Submitting EXIT Records:** If the Accountability School is '0001' or '0002', the Attendance School should submit EXIT records.

**Dropout/Graduation Summary Report:** The DGSR calculates federally mandated 4-year adjusted cohort graduation rate and reports the annual dropout count.

- The 4-year adjusted cohort graduation rate is the number of students who graduate in four years with a regular high school diploma, divided by the number of students who entered high school four years earlier (adjusting for transfers in and out). This calculation uses a combination of KIDS EOYA and EXIT records submitted. For more information on the 4-year adjusted cohort graduation rate calculation, see the 4-Year Adjusted Cohort Graduation Rate 2017-2018 Fact Sheet or the Kansas Graduation and Dropout Information Handbook found on the "Graduation and Dropouts" page on the KSDE website: <http://www.ksde.org/Default.aspx?tabid=413>.
- Note that the Exit/Withdrawal Type, codes 8="Graduated with regular diploma" and 22="Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services deemed necessary by the IEP team" count as a graduate for the 4-year adjusted cohort graduation rate. For a complete list of exit/withdrawal types, and impact on the 4-year adjusted cohort graduation rate, see the KIDS EXIT Codes Applied to Graduation Rate Formula section in the Kansas Graduation and Dropout Information Handbook found on the "Graduation and Dropouts" page on the KSDE website: <http://www.ksde.org/Default.aspx?tabid=413>.
- The annual dropout count reflects the number of seventh thru twelfth grade students who drop out in any one school year. This calculation uses the EXIT records submitted to KIDS by the Accountability School.
- Codes 14="Discontinued schooling," 16="Moved within the US, not known to be enrolled in school," 17="Unknown," 19="Transfer to a GED completion program," and 20="Transferred to a juvenile or adult correctional facility where diploma completion services are not provided" for students in grades 7-12 will count as dropouts in the annual dropout count.

Students that have been identified as unresolved exits on the DGSR, and that have not been corrected by the accountability school or district will be counted as dropouts for the district and will have an EXIT record created (by KSDE) with the Exit/Withdrawal Type 98="Unresolved Exit" in the KIDS System. These records will be included in the federally mandated 4-year adjusted cohort graduation formula if the unresolved exit was the last exit in KIDS in the student's 4-year cohort year. The EXIT records with Exit/Withdrawal Type 98 will be viewable in the Student History Report for the student and the student will no longer show on the Unresolved Exit Report.

**Attendance and Membership:** Cumulative Days in Membership and Cumulative Days in Attendance should represent the **total** cumulative days in membership/attendance. For example, if "John Smith" attended School/Program A from 8/17/17–11/27/17, transferred to School/Program B, and then re-entered School/Program A on 2/1/18, then School/Program A would report the combined cumulative days in membership/attendance for 8/17/17 through 11/27/17 AND for 2/1/18 through the end of the school year.

**EXIT/Withdrawal Date:** Schools are required to report an EXIT/Withdrawal Date of the student's last day of membership or the date on which the student was graduated or the date on which a student with disabilities met district graduation requirements for a regular diploma. EXIT/Withdrawal dates are to be indicators of when a student's affiliation with a school ended, **not** an indication of the date a school submitted the EXIT record to KIDS.

It is our best practice recommendation that when a student does not return in the fall as expected that the last day in membership from the prior school year be used as the Exit/Withdrawal Date rather than a date in the current school year.

Example: When school ended May 15, 2017, Jane has pre-enrolled for classes for the 2017-2018 school year. She is expected to return for her sophomore year. When school starts back up again in August, you receive a records request for Jane on August 10, 2017. It is our best practice recommendation that the May 2017 date be used as the Exit/Withdrawal Date rather than August 2017.

**Exit/Withdrawal Type:** See the file specifications document for the complete list of accepted values

- Only students with a value in Current Grade Level greater than code 13 (eighth grade) may have an EXIT record with an Exit/Withdrawal Type of 8="Graduated with regular diploma."
- Exit/Withdrawal Type of 23= "Student with extended absence at the beginning of the school year (through September 30), planning to return." This includes migrant students that exit due to the migratory nature of that work.
- Exit/Withdrawal Type of 18="Student data claimed in error by an ASGT record" should only be used to undo an ASGT Record.

**Students with Disabilities:** Two situations require special consideration when reporting exit data for students with disabilities

1. Students with disabilities who have met graduation requirements but remain in school for transition services as outlined in their IEP should be reported in the following manner:
  - Use the value of "22" on Exit/Withdrawal Type for a student with disabilities who met the district graduation requirements for a regular diploma but is remaining in school to receive transitional services deemed necessary by the IEP team. (The important key is the student has not received a regular high school diploma. The student may have met all of the graduation requirements and/or may have participated in the graduation ceremony but did not receive a diploma.)
  - This will count as a graduate in the graduation calculation.
  - If Exit/Withdrawal Type is 22, then Primary Disability Code must be 'WD.'
  - If Exit/Withdrawal Type is 22, a post-graduation plan must be submitted in the D29 field: Post-Graduation Plans. The post-graduation plan outlined in the student's IEP should be selected. For instance, if the student has a goal of going to work at the conclusion of his/her transitional services, then value of 4 = "Employment" should be selected.

- Those students will then continue to receive transitional services in following years and will be submitted on subsequent KIDS records until they are no longer receiving transitional services.
  - A student that has been exited with the Exit/Withdrawal Code of 22 is still considered a continuing twelfth grade student and should have a grade level of 12=Twelfth Grade entered in the Current Grade Level field on all KIDS records.
  - Once they are no longer receiving transitional services, another EXIT record should be submitted with the Exit/Withdrawal Type of 8="Graduated with regular diploma."
2. Under the law, any IDEA student who is suspended or expelled is still active and not considered an exit. The district is obligated to continue to provide general education and special education support to meet the student's needs. It is important to remember that there are specific legal requirements for continuing to provide both SPED services and general instruction for students with IEPs who are expelled. It is recommended that school and district administrators and/or district counsel are involved to ensure these requirements are met. If you or anyone at your district has questions about these legal requirements, please contact Mark Ward, KSDE Special Education Services Attorney, at [mward@ksde.org](mailto:mward@ksde.org).

**Student With Extended Absence at the Beginning of the School Year, Planning To Return:**

Students that are in attendance in your district at the end of the school year, but do not return at the start of the new school year (through September 30) because of a situation that prevents the student from attending prior to October 1, should have an EXIT sent with an Exit/Withdrawal Type of 23 and an Exit/Withdrawal Date as the last day of attendance for the prior school year. Some examples include a migrant family following the harvest or joining the military and attending basic training. This code would not be included in the Annual Dropout calculation and helps alleviate unresolved exits.

**Eligibility for National School Lunch Program:** Community Eligibility Provision (CEP) schools will need to make sure to report students that are **eligible** for free or reduced lunch based on Direct Certification or State At-Risk funding based on the State At-Risk application. Non-CEP schools do not need to change the way this data has been reported. CEP schools should NOT report 100% in this field based on CEP. This field collects a student's eligibility, not how a student pays for lunch.

**Multiple Record Types in a Single Batch:** The KIDS Collection System will accept EXIT records in batches containing other record types, but your Student Information System (SIS) may or may not support the creation of mixed batches.

**Correcting an EXIT Record:** If you submitted an EXIT record for a student with incorrect information, you can submit an EXIT record with the same State Student Identifier (SSID), Accountability School, and Exit/Withdrawal Date with the corrected information to update the student's EXIT record. If you submitted an EXIT record with an incorrect Exit/Withdrawal Date, undo and resubmit.

**Undoing an EXIT Record:** If you accidentally submit an EXIT record for a student who did not really leave, then you can submit an EXIT record with the same SSID, Accountability School, and Exit/Withdrawal Date with a code of "99" in the EXIT/Withdrawal Type field to "undo" that EXIT record in KIDS.

**EXIT Records and Assessments:** EXIT records are used by CETE to remove students from schools' active testing rosters *before* those students are tested. To undo EXIT records that were submitted erroneously to KIDS (and provided to CETE), the school should submit another EXIT record with code '99' (undo) in the EXIT/Withdrawal Type field. Note, however, that a "C" (clear) code in one of the Assessment fields on the TEST record will also remove students from schools' active testing rosters. For more information on the use of "C" codes on TEST records, see the KIDS Submission Details Document—TEST.

**Impact of Not Submitting EXIT Records in a Timely Manner:** It is recommended that EXIT records be sent to the KIDS Collection System as soon as possible when membership ends. It is up to the discretion of the individual schools and districts to determine at what point an EXIT record is submitted for a student that is gone for an extended period of time. Keep in mind the following when making this decision:

- During a testing window, if an EXIT record is not sent, the school and district could be penalized when the student is not assessed in the content area.
- EXIT records will remove students from a school or district state assessment roster and the accountability performance and/or participation calculations (depending on the exit and school entry dates for that student.)
- If a student is not exited you may be reducing your graduation rate, since students could be reported as non-graduates. It may also cause students to be misreported as unresolved exits; if not caught prior to the DGSR being signed off on, you may not be able to correct the data.

**Accredited Private Schools:** All accredited private schools should submit EXIT records according to the guidance outlined above.

## Documents

Consult the following documents for additional information pertaining to the submission of EXIT records. Unless specified otherwise below, the most recent version of all documents may be found 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 system.
- **KIDS 2017-2018 User's Guide:** This document is the comprehensive manual for submitting and processing student records in the KIDS System. However, this manual does not contain specific information on each record type.
- **Guidelines for Reporting Homeless Students:** This document provides guidance on reporting homeless students in the KIDS Collection System.
- **Dropout/Graduation Information Documents:** Additional information about the Dropout/Graduation Summary Report and the 4-year adjusted cohort graduation rate, including the Kansas Graduation and Dropout Information Handbook and the 2017-2018 Graduation Fact Sheet, is posted on the KSDE State and Federal Programs website under "Graduation and Dropouts." <http://www.ksde.org/Default.aspx?tabid=413>.

## Help Resources

In preparing your EXIT 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 or Dropout/Graduation Summary Report Technical Support: KSDE Helpdesk 785-296-7935 or [kids@ksde.org](mailto:kids@ksde.org)

- ☐ Accountability Helpdesk: 785-296-1978 or [amoss@ksde.org](mailto:amoss@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	<ul style="list-style-type: none"><li>Updated for 2017-2018 school year</li></ul>

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.