

# K I D S 2014-2015 Collection System File Specifications



*This resource serves as the KIDS Collections data dictionary.*

This document contains:

- Formatting requirements for SIS Collection Export Batch Files including the header and trailer record requirements
- Definitions and permitted values for all data elements collected via KIDS
- References to supporting resources

This document does not include:

- Collection specific requirements and recommendations, see the KIDS Submission Detail Documents
- KIDS Collection edit checks, see the KIDS Business Rules
- Information about KIDS Reports, see the Report Descriptions on the KIDS website

## Header Record Layout

Header Record Layout				
Field Ref #	Field	Maximum Length	Format Details	Comments/Values
H1	Record Type	2	TH	Must contain the characters "TH"
H2	Extract Date	10	mm/dd/yyyy	Date export file was created. Month and day must include any leading zeroes.
H3	Extract Time	8	hh:mm:ss	Time export file was created.
H4	Transmission ID	10	9999999999	An arbitrary number. Must match the Transmission ID in the Trailer record.
H5	Version	10	10.0	Always "10.0". This version number differentiates the possible versions of the file structure.
H6	Delimiter Character	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'.

## Trailer Record Layout

Trailer Record Layout				
Field Ref #	Field	Length	Format Details	Comments/Values
T1	Record Type	2	TT	Trailer Record and contains 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. The value is left aligned without trailing spaces.

# K I D S 2014-2015 Collection System File Specifications

## Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC Records

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D1	Record Type	4	Alphanumeric	All	<p>A designation of the collection to which the record belongs. Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ ENRL Funding and Enrollment</li> <li>▪ TEST Assessment information</li> <li>▪ EOYA End-of-year reporting</li> <li>▪ EXIT for Exit records</li> <li>▪ ASGT for getting a state identification number, updating core data, claiming a student</li> <li>▪ QERY<sup>1</sup> for performing a query of pre-existing KIDS data without claiming</li> <li>▪ MILT for Military and Virtual Student counts</li> <li>▪ SMSC for REAP Allocations</li> </ul>
D2	Accountability School Identifier	4	Alphanumeric	All	<p>The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school in which the student is included for accountability purposes: that is, measures such as average daily attendance and state assessment scores are assigned to this school when determining accountability. This identifier can be found in the Kansas Educational Directory.</p> <p>For ENRL, MILT, and SMSC records, this field must contain a valid School ID number belonging to an accredited school, district central office, '0001' or '0002.' If a student is associated with multiple schools, and an unaccredited private school, home school, or a school in another state is accountable for that student use the following building codes: '0001' when the student's information is included in the accountability results of another state and '0002' when the student attends an unaccredited private school or is home schooled. If the value is '0001' or '0002', then D15: Funding School must contain a valid School ID number or district central office.</p> <p>For EOYA, TEST, and EXIT records, this field must contain a valid School ID number belonging to an accredited school, district, central office, '0001' or '0002.' If a student is associated with multiple schools, and an unaccredited private school, home school, or a school in another state is accountable for that student use the following building codes: '0001' when the student's information is included in the accountability results of another state and '0002' when the student attends an unaccredited private school or is home schooled. If the value is '0001' or '0002', then D16: Attendance School/Program Identifier must be a valid School ID number belonging to an accredited school or district central office within the submitting district.</p> <p>For ASGT records, this field must contain a valid School ID number, '0001' or '0002.'</p>

<sup>1</sup> QERY requires only the state identification number or the Accountability School Identifier and Legal Last Name. However, additional information allows a better match.

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D3	Residence District Identifier	5	Alphanumeric	All	The unique number that 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. This identifier can be found in the Kansas Educational Directory. Use state district alphanumeric code number (e.g., D0101), except for out-of-state residences. In that case, use the 2-letter State code for that State (e.g., 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. Note: Private schools can use the public district number in which the private school resides.
D4	Legal Last Name	60	Alphanumeric	All	The name borne in common by members of the student's family.
D5	Legal First Name	60	Alphanumeric	All	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.
D6	Legal Middle Name	60	Alphanumeric	All	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	Generation Code	10	Alphanumeric	All	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).
D8	Gender	1	Numeric	All	The student's gender, the concept describing the biological traits that distinguish the males and females of a species. Allowable values are: <ul style="list-style-type: none"> <li>▪ 0 = Female</li> <li>▪ 1 = Male</li> </ul>
D9	Date of Birth	10	mm/dd/yyyy	All	The month, day, and year on which the student was born.

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D10	Current Grade Level	2	Alphanumeric	All	<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. 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 (1) students in alternative schools/programs who previously dropped out and who are being submitted again, or (2) 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 two criteria for "Not Graded" mentioned above apply.</p> <p>Allowable values are:</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	Local Student Identifier	20	Alphanumeric	All	The unique alphanumeric code assigned to the student by the school or local education agency.
D12	Hispanic Ethnicity	1	Alphanumeric	All	<p>Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations, are:</p> <ul style="list-style-type: none"> <li>• Y = Hispanic/Latino</li> <li>• N = NOT Hispanic/Latino</li> </ul>
D13	State Student Identifier	10	9999999999	All	The unique number assigned to the student by the KIDS Assignment System. Once a State ID is assigned and updated in the school's dataset, subsequent collections (SIS Exports) must have this value supplied to avoid near matches.
D14	Current School Year	4	yyyy	All	The ending year of the current school year. For example, if it is the 2014-2015 school year, enter 2015.

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D15	Funding School	4	Alphanumeric	All	<p>The unique number that 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 for state funding and/or for the Principal's Building Report. 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) or has preschoolers who are not assigned to a school, the district central office building number should be used.</p> <p>For ENRL records, '0003' should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility.</p> <p>For ENRL, SMSC, and MILT records if the D2: Accountability School value is '0001' or '0002', then this must contain a valid School ID number belonging to an accredited school or district central office.</p>
D16	Attendance School/ Program Identifier	4	Alphanumeric	All	<p>The unique number that has been assigned to the school or program by the state. In this case, it is the unique number of the school or program in which the student is physically located and attends class. This identifier can be found in the Kansas Educational Directory.</p> <p>For TEST records, this is the location where the student is to take the state assessments.</p> <p>For TEST, EXIT, and EOYA records, if the D2: Accountability School value is '0001' or '0002', then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district.</p>
D17	Virtual Education Student	1	Numeric	ENRL, MILT, EOYA	<p>Indicator of whether a student is participating in a virtual education school or program that is approved for State funding. Only report if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. In order to enter a non-blank value, the D10: Current Grade Level must be 05-18.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 0 = Student is not a Virtual Education Student and has not been during the current school year.</li> <li>▪ 1 = Student is currently a Virtual Education Student.</li> <li>▪ 2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year.</li> <li>▪ 3 = Virtual AP Student – Student is currently taking at least one virtual Advanced Placement (AP) course not offered by the student's resident district, and the resident district contains at least 200 square miles or at least 260 FTEs.</li> </ul> <p>If both codes "1" and "3" apply to a particular student, report the student as code "3."</p> <p>For more information on reporting virtual education students refer to the "Guidelines for Reporting Virtual Students" on the KIDS project website (<a href="http://www.ksde.org/kids">www.ksde.org/kids</a>).</p>

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D18	School Entry Date	10	mm/dd/yyyy	ASGT, ENRL, TEST, EOYA, SMSC, MILT, EXIT	The month, day, year on which the student enrolls and begins to receive instructional services in a school. <u>If the student should leave and then re-enroll, this date should reflect the most recent enrollment date.</u>
D19	District Entry Date	10	mm/dd/yyyy	ASGT, ENRL, TEST, EOYA, SMSC, MILT, EXIT	The month, day, year on which the student enrolls and begins to receive instructional services in a school district. <u>If the student should leave the district and then re-enroll, this date should reflect the most recent enrollment date.</u>
D20	State Entry Date	10	mm/dd/yyyy	ASGT, ENRL, TEST, EOYA, SMSC, MILT, EXIT	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas. <u>If the student should leave Kansas and then re-enroll in a Kansas school, this date should reflect the most recent enrollment date.</u>
D21	Cumulative Number of Days in Membership	5	Numeric 999.9	EOYA, SMSC, EXIT	The number of days the student has been enrolled (days present plus days absent) in this school when school was in session during the current school year. Note: Half-day kindergarten students should not have their days of attendance divided by two. Count them in attendance for every day they attend their half-day program. Cannot be greater than 366.
D22	Cumulative Number of Days Attended	5	Numeric 999.9	EOYA, SMSC, EXIT	The number of days the student has been present in this school when school was in session during the current school year. Note: Half-day kindergarten students should not have their days of attendance divided by two. Count them in attendance for every day they attend their half-day program. Cannot be greater than 366.
D23	Truant Student	1	Alphanumeric	EOYA	An indicator of whether or not the student has been truant at any time during the current school year. Allowable values: <ul style="list-style-type: none"> <li>▪ 0 = No</li> <li>▪ 1 = Yes</li> </ul> Note: if a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.

## K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D24	Minutes Enrolled	3	Numeric 999	ENRL, MILT	The number of minutes per day that the student was enrolled in this district on September 20 (see September 20 Rule below <sup>2</sup> ) &, if applicable, on Feb. 20 <sup>3</sup> . The minutes should not include the lunch period or transition time from lunch to class. Passing periods that are between classes a student attends can be counted. The entry can be zero for the September 20 snapshot in cases where the student attends a public school but does not qualify to be counted for funding purposes. Note: Schools and districts enter minutes. To compute FTE, KSDE will divide this number by 360, except for those students who are also enrolled in an area vocational technical school or other postsecondary institution. The number of minutes for dual enrolled students will be divided by 300 for FTE purposes. Note: In cases where the number of minutes enrolled per day varies or the student does not attend school 5 days a week, sum all minutes for a normal 5-day week and divide by 5.

<sup>2</sup> SEPTEMBER 20 RULE: A student must be enrolled and attending on September 20. If absent on September 20 then the student must have attended once before September 20 and once after September 20 but on or before October 4. If September 20 falls on a non-school day, use the first school day after September 20. For specific attendance guidelines for foreign exchange students, virtual education students, and alternative school students, see the KIDS 2013-2014 Submission Details Document - ENRL located on the KIDS project website ([www.ksde.org/kids](http://www.ksde.org/kids)) under the documents tab.

<sup>3</sup> FEBRUARY 20 RULE: A student (Child of Military Family) must be enrolled and attending on February 20. If absent on February 20 then the student must have attended once on or after February 1, and once after February 20 but on or before March 4. If February 20 falls on a non-school day, use the first school day after February 20.

# K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D25	Concurrent High School Enrollment	1	Numeric	ENRL, MILT	<p>A description of a second educational program enrollment for a high school student on September 20 (see September 20 Rule below) &amp;, if applicable, Feb. 20. The enrollment must have been in an accredited program or institution. <b>Accredited programs can be delivered at the high school or at the institution providing the service.</b> When a student is enrolled in multiple accredited programs, select one of them. In order to mark 1-5 in this field, D10: Current Grade Level must be 15-18 or 14-18 if "GI" is marked in D34: Gifted Student Code.</p> <p>Allowable values:</p> <ul style="list-style-type: none"> <li>▪ 0 = None</li> <li>▪ 1 = Any Kansas Board of Regents approved and funded CTE course at a Technical College or Community College</li> <li>▪ 2 = Community college</li> <li>▪ 3 = State university</li> <li>▪ 4 = Private college or other postsecondary</li> <li>▪ 5 = High school CTE program outside of main campus</li> </ul> <p><b>Note1:</b> Students enrolled in the Kansas Academy of Math and Science (KAMS) at Fort Hays State University should be marked with a value of "3".</p> <p><b>Note2:</b> Beginning in the 2012-13 school year, students taking an approved CTE course through a post-secondary institution should be marked with a value of "1" and the time spent in these classes should <b>not</b> be counted toward the minutes reported in D43: Career and Technical Education Contact Minutes. If a student is enrolled in an approved CTE course and a non-CTE course through a post-secondary institution, mark a value of "1" in this field.</p> <p><b>Note3:</b> If a student attends an approved CTE program offered by a school district in a separate district owned facility away from the high school campus, the student should be reported with a value or "5".</p>
D26	Exit/Withdrawal Date	10	mm/dd/yyyy	EXIT	<p>The month, day, year 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. This field must be blank on all record types except EXIT records.</p>



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Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D27	Exit/Withdrawal Type	2	Numeric	EXIT	<p>The circumstances under which the student exited from membership in this district or school. This field must be blank on all record types except EXIT records.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 1 = Transfer to a public school in the same district</li> <li>▪ 2 = Transfer to a public school in a different district in Kansas</li> <li>▪ 3 = Transfer to a public school in a different state</li> <li>▪ 4 = Transfer to an accredited private school in Kansas or in a different state</li> <li>▪ 5 = Transfer to non-accredited private school in Kansas or in a different state</li> <li>▪ 6 = Transfer to home schooling<sup>4</sup></li> <li>▪ 7 = Matriculation to another school</li> <li>▪ 8 = Graduated with regular diploma</li> <li>▪ 10 = Student death</li> <li>▪ 11 = Student illness</li> <li>▪ 12 = Student expulsion (or long-term suspension)</li> <li>▪ 13 = Reached maximum age for services<sup>5</sup></li> <li>▪ 14 = Discontinued schooling (including preschoolers/Kindergartners who are removed from schooling by parents)</li> <li>▪ 15 = Transfer to an accredited or non-accredited Juvenile Correctional Facility where educational services are provided.<sup>6</sup></li> <li>▪ 16 = Moved within the US, not known to be enrolled in school</li> <li>▪ 17 = Unknown</li> <li>▪ 18 = Student data claimed in error</li> <li>▪ 19 = Transfer to a GED completion program</li> <li>▪ 20 = Transferred to a juvenile or adult correctional facility where educational services are not provided.</li> <li>▪ 21 = Student moved to another country, may or may not be continuing<sup>7</sup></li> <li>▪ 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.<sup>8</sup></li> <li>▪ 98 = Unresolved Exit</li> <li>▪ 99 = Undo a previously submitted EXIT Record</li> </ul>

<sup>4</sup>This code includes students who leave the formal education system to continue a religious community-based education (i.e. Amish).

<sup>5</sup> If student was previously submitted with an Exit/Withdrawal Type = 22, then the student should not be submitted with an Exit/Withdrawal type of 13. An Exit/Withdrawal Type = 8 should be submitted when the student no longer receives transitional services.

<sup>6</sup>The accredited juvenile correctional facilities are as follows: Lawrence Gardner (Topeka), Westside School (Larned State Hospital), and Judge Riddel Boys Ranch (Goddard).

<sup>7</sup> This would include foreign exchange students going back to their home country.

<sup>8</sup> This code can only be submitted for students marked with a nonblank value in D33: Primary Disability Code.

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Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values										
D28	Special Circumstances Transfer Choice	1	Alphanumeric	EOYA	<p>An indication of whether the student's transfer was related to provisions of Federal Law. This field should include information on students transferring within or outside the district.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 0 = No transfer under these provisions</li> <li>▪ 2 = Transfer using unsafe school provision (applicable only when student transfers to another school within the same district)</li> </ul> <p>This must be reported by the gaining school.</p>										
D29	Post-Graduation Plans	1	Numeric	EXIT	<p>The intended post-secondary direction of graduates. A graduate is defined as a student who receives a high school diploma or other school-awarded certificate of completion. This field is required when D27: EXIT/Withdrawal Type = '8', or '22'. For graduates who did not report current or future status, use the "Status Unknown" category. Post-Graduation Plans code 9 can only be used when D27: EXIT/Withdrawal Type = '22'.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 1 = 4-Year College or University</li> <li>▪ 2 = 2-Year College</li> <li>▪ 3 = Other Type College/Other Postsecondary</li> <li>▪ 4 = Employment</li> <li>▪ 5 = Unemployment</li> <li>▪ 6 = Parenting</li> <li>▪ 7 = Military Service</li> <li>▪ 8 = All Other Graduates/Status Unknown</li> <li>▪ 9 = Receiving Special Education Transition Services</li> </ul>										
D30	Comprehensive Race	5	<p>A "bit" oriented format.</p> <p>Position 1 is the right-most digit of the 5 digits.</p> <p>Position 5 is the left-most.</p> <p>Thus, 10000 represents White.</p>	ALL	<p>General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. All five positions must be filled with either a 0 or a 1, and at least one category must be filled with a 1.</p> <p>Positions:</p> <ul style="list-style-type: none"> <li>▪ Position 5-White</li> <li>▪ Position 4-Native Hawaiian or Other Pacific Islander</li> <li>▪ Position 3-Black or African American</li> <li>▪ Position 2-Asian</li> <li>▪ Position 1-American Indian or Alaska Native</li> </ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"> <li>▪ 0 = No</li> <li>▪ 1 = Yes</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Pos. 5</th> <th>Pos. 4</th> <th>Pos. 3</th> <th>Pos. 2</th> <th>Pos. 1</th> </tr> </thead> <tbody> <tr> <td>White</td> <td>NH/PI</td> <td>Black</td> <td>Asian</td> <td>AI/AN</td> </tr> </tbody> </table>	Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1	White	NH/PI	Black	Asian	AI/AN
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D31	Eligibility for National School Lunch Program	1	Alphanumeric	ENRL, TEST, EOYA, MILT, EXIT	<p>An indication of the student's eligibility for free or reduced price lunch programs. This eligibility is established through the Direct Certification process, National School Lunch Program application, or the State At-risk application.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 0 = Not Eligible</li> <li>▪ 1 = Eligible for Reduced Price Lunch</li> <li>▪ 2 = Eligible for Free Lunch</li> </ul> <p>Note: Approved Community Eligibility Provision schools should <b>not</b> mark all students with 2 = Eligible for Free Lunch.</p>
D32	Socio-Economic Status (SES) Indicator	1	Alphanumeric	ENRL, TEST, EOYA, MILT, EXIT	<p>We will not be collecting this field in the 2014-2015 school year. Any data submitted in this field will be validated but will not be stored in the database.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ Blank</li> <li>▪ 0</li> <li>▪ 1</li> </ul>
D33	Primary Disability Code	2	Alpha	ASGT, ENRL, TEST, EOYA, MILT, EXIT	<p>An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Education Act (IDEA-Part B), which documents that the student receives special education services. Report the student's primary area of disability.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ Blank = None</li> <li>▪ AM = Autism</li> <li>▪ DB = Deaf/blindness</li> <li>▪ DD = Developmentally delayed (ages 3-9 only)</li> <li>▪ ED = Emotional disturbance</li> <li>▪ HI = Hearing impairment</li> <li>▪ ID = Intellectual disability</li> <li>▪ LD = Specific learning disability</li> <li>▪ MD = Multiple disabilities</li> <li>▪ OH = Other health impairment</li> <li>▪ OI = Orthopedic impairment</li> <li>▪ SL = Speech/language disability</li> <li>▪ TB = Traumatic brain injury</li> <li>▪ VI = Visual impairment</li> </ul>
D34	Gifted Student Code	2	Alpha	ASGT, ENRL, TEST, EOYA, MILT, EXIT	<p>An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ Blank = None</li> <li>▪ GI = Giftedness</li> </ul>

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Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D35	Qualified for 504	1	Alphanumeric	EOYA	<p>An indication of whether or not the student is a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 0 = Not a 504 qualified student and has not been this school year</li> <li>▪ 1 = Currently a 504 qualified student</li> <li>▪ 2 = Not currently a 504 qualified student but has been this school year</li> </ul> <p>Note1: Students receiving special education services because of a disability automatically qualify. Therefore any student marked with a disability code in D33 must be marked as a '1';</p> <p>Note2: If a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.</p>

# K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D36	Residence of Homeless Student while Homeless	1	Alphanumeric	ENRL, EOYA, EXIT	<p>An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate nighttime residence and had a primary nighttime residence that was: shared with others due to loss of housing, economic hardship, or similar reason (1 &amp; 6); a temporary shelter such as a hotel or motel room or campground (2 &amp; 7); a supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill) or an institution that provides a temporary residence for individuals intended to be institutionalized (4 &amp; 8); or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (5 &amp; 9). (See section 725, Definitions, of the McKinney-Vento Homeless Assistance Act for a more detailed description of this data element.) If there were more than one such residence during the school year, please indicate the primary residence at the time they were identified as homeless.</p> <p>The term "unaccompanied homeless student" includes youth in homeless situations who are not in the physical custody of a parent or guardian.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 0 = Not a homeless student</li> <li>▪ 1 = Accompanied homeless student doubled up (e.g., with relatives, living with another family)</li> <li>▪ 2 = Accompanied homeless student stayed in hotel/motel</li> <li>▪ 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care</li> <li>▪ 5 = Accompanied homeless student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings)</li> <li>▪ 6 = Unaccompanied homeless student doubled up (e.g., with relatives, living with another family)</li> <li>▪ 7 = Unaccompanied homeless student stayed in hotel/motel</li> <li>▪ 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care</li> <li>▪ 9 = Unaccompanied homeless student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings)</li> </ul> <p>For more information on reporting the Residence of Homeless Student while Homeless refer to the "Guidelines for Reporting Homeless Students" on the KIDS project website (<a href="http://www.ksde.org/kids">www.ksde.org/kids</a>).</p>

# K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)						
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values	
<b>ESOL Field Requirements: D37-D42</b>	<b>Value in D40†</b>		<b>1, 2, or 3</b>	<b>4</b>	<b>5 or 6</b>	<b>0</b>
	Program Entry D37		Filled in	Filled in	Filled in	Blank
	US Entry D38		Filled in	Filled in	Filled in	Blank
	First Language D39***		Filled in	Filled in	Filled in	Filled in or 0
	Program End Date D41**		Blank	Filled in	Blank	Blank
	Minutes D42*		Filled in	Blank	Blank	Blank
					†On ASGT and EXIT record types, only D40: Program Participation is required. *D42: Minutes required for ENRL and MILT record types only. **D41: Program End Date is required for EOYA record type only. ***D39: First Language is required for all students; '0' is not a valid value for records with a value other than '0' in D40: Program Participation.	
<b>D37</b>	<b>ESOL/Bilingual Program Entry Date</b>	10	mm/dd/yyyy	ENRL, TEST, EOYA, MILT	The date an English Language Learner (ELL) qualifies for services in an English for Speakers of Other Languages (ESOL)/Bilingual Program. The ESOL Program Entry Date must be on or after the State Entry Date. Qualification is based on an English Language Proficiency test. This field is blank if the student is not an ESOL or ESOL eligible student. See D40.	
<b>D38</b>	<b>First Entry Date into a School in the United States</b>	10	mm/dd/yyyy	ENRL, TEST, EOYA, MILT	The month, day, year on which the student first entered and began to receive instructional services in a school or an educational institution in the USA. If not known, select a reasonable estimate, such as two years prior to the current date. The date must be on or before the D20: State Entry Date. This field is blank if the student is not an ESOL or ESOL eligible student. See the table above D37.	

# K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D39	First Language	2	Alphanumeric	ENRL, TEST, EOYA, MILT	<p>The code for the primary language or dialect (not ethnicity) of the student, according to the student's Home Language Survey. This field is required for all students submitted. Students reported with a value other than '0' in D40: ESOL/Bilingual Program Participation Code must report a valid value other than '0' in this field.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 0 = English</li> <li>▪ 1 = Chinese (Mandarin, Cantonese, or Taiwanese)</li> <li>▪ 2 = Dinka (Sudanese)</li> <li>▪ 3 = French</li> <li>▪ 4 = High German</li> <li>▪ 5 = Hmong</li> <li>▪ 6 = Khmer (Cambodian)</li> <li>▪ 7 = Korean</li> <li>▪ 8 = Lao</li> <li>▪ 10 = Filipino or Tagalog (Philippines)</li> <li>▪ 11 = Russian</li> <li>▪ 13 = Spanish</li> <li>▪ 14 = Vietnamese</li> <li>▪ 15 = Arabic</li> <li>▪ 16 = Other</li> <li>▪ 17 = Somali</li> <li>▪ 18 = Thai</li> <li>▪ 19 = Portuguese</li> <li>▪ 20 = Farsi (Iranian)</li> <li>▪ 21 = Chuukese (Marshall Island/ Micronesia)</li> <li>▪ 22 = Bosnian</li> <li>▪ 23 = Burmese</li> <li>▪ 24 = Hindi</li> <li>▪ 25 = Urdu</li> <li>▪ 26 = Swahili or Kiswahili</li> <li>▪ 27 = Nepali</li> <li>▪ 28 = American Sign Language (ASL)</li> <li>▪ 29 = Serb</li> <li>▪ 30 = Croatian</li> <li>▪ 31 = Turkish</li> <li>▪ 32 = Karen languages (Burma/Myanmar)</li> <li>▪ 33 = Haitian/Haitian Creole</li> <li>▪ 34 = Gujarati</li> <li>▪ 35 = Punjabi</li> <li>▪ 36 = Pashto, Pusto, or Afghan</li> <li>▪ 37 = Dari</li> <li>▪ 38 = Quiche</li> <li>▪ 39 = Mam</li> <li>▪ 40 = Ilokano</li> <li>▪ 41 = Visaya</li> <li>▪ 42 = Low German</li> <li>▪ 43 = Other Signed Language</li> <li>▪ 44 = English – with other language background</li> <li>▪ 45 = Native American Languages</li> <li>▪ 46 = Japanese</li> <li>▪ 47 = Amharic</li> </ul>

# K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D40	ESOL/Bilingual Program Participation Code	1	Alphanumeric	ASGT, ENRL, TEST, EOYA, MILT, EXIT	<p>The type of ESOL/Bilingual Program in which the student participates. This field must contain a 1, 2, 3, 4, 5, or 6 if D37 has a date.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 0 = Not an ESOL eligible student and not an ESOL monitored student</li> <li>▪ 1 = Title III Funded</li> <li>▪ 2 = State ESOL/Bilingual Funded</li> <li>▪ 3 = Both Title III and State ESOL/Bilingual Funded</li> <li>▪ 4 = Monitored ESOL student (status after scoring a “4/Fluent” ESOL performance level in all domains (Reading, Writing, Listening, and Speaking) <b>and</b> score a “4/Fluent” ESOL performance level in the Total/Composite category for two consecutive KELPA Assessments.) Students are listed as monitored status for no more than two years after they stop receiving ESOL services.</li> <li>▪ 5 = ESOL program eligible, based on an English language proficiency test, but not currently receiving ESOL program services. Example: Parents that have waived their child out of ESOL services, but the district is still obligated to provide ESOL support.</li> <li>▪ 6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding.</li> </ul>
D41	ESOL/Bilingual Program Ending Date	10	mm/dd/yyyy	EOYA	<p>Date (month, day, and year) student exits or becomes ineligible for an ESOL/Bilingual program, based on a determination of English language proficiency on the KELPA. Students exit the ESOL program when they score a “4/Fluent” ESOL performance level in all domains (Reading, Writing, Listening, and Speaking) <b>and</b> score a “4/Fluent” ESOL performance level in the Total/Composite category for two consecutive years. This field is blank if the student is not an ESOL or ESOL eligible student; or if the student is a current ESOL eligible student. A date given in this field must come after the date in D37.</p>
D42	ESOL Bilingual Student Contact Minutes	3	Numeric 999	ENRL, MILT	<p>The number of minutes the student received instruction in an approved ESOL/Bilingual program on September 20 (see September 20 Rule on page 7) &amp;, when applicable, Feb. 20. The program must be taught by a teacher with ESOL endorsement or on Plan of Study for ESOL endorsement to be approved. This field is blank if the student is not an ESOL or ESOL eligible student, is an ESOL monitored student, or is not enrolled in an ESOL program. See the table above D37.</p>



## K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D43	Career and Technical Education Contact Minutes	3	Numeric 999	ENRL, MILT	<p>The number of minutes a high school student received instruction in an approved for funding career and technical education course (or in state approved courses) on September 20 (see September 20 Rule on page 7) &amp; Feb. 20, excluding seminar minutes. Only students in grades 9-12 and not graded secondary students are included in the funding formula and should have minutes greater than zero. For all other students, this field should be blank.</p> <p>Note: Beginning with the 2012-13 school year, the time spent in any approved CTE courses through a post-secondary institution should <b>not</b> be counted toward the minutes reported in this field.</p>
D44	Title I Participation	1	Alphanumeric	EOYA	<p>Indicator of whether the student received Title I services at any time during the school year.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 0 = Did not receive Title I services at any time during the school year;</li> <li>▪ 1 = Yes, is currently receiving Title I services in a Title I school wide;</li> <li>▪ 2 = Yes, received services in a Targeted Assisted school at some time during the school year.</li> <li>▪ 3 = Yes, this is a student attending a nonpublic school who receives Title I services from the public school district</li> </ul> <p>Note: if a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.</p>
D45	Miles Transported	4	Numeric 99.9	ENRL, MILT	<p>The number of miles a student is transported one way at the school or district's expense, as measured from the front door of the student's residence to the front door of the school where the student attends the majority of his/her classes. The amount should be to nearest tenth without rounding. For example, 2.48 would be 2.4 and not 2.5. Mileage over 3.0 miles is counted as 3.0 for "miles transported" purposes. Because of this, you may enter 3.0 or the exact miles when a student is transported 3.0 miles or further. Use zero for students not transported. Do not include transportation of special education students claimed on the Special Education Transportation Expense Form 308. Do not include transportation of students to and from a technical school or community college.</p>
D46	Transportation FTE	3	Numeric 9.9	ENRL, MILT	<p>The student's round-trip transportation to school, to the nearest tenth. When the student is transported to and from school, the portion is 1.0. When a student is transported one way, the portion is .5. <b>Do not include transportation of special education students claimed on the Special Education Transportation Expense Form 308.</b></p>
D47	Student's Transportation Street Address	30	Alphanumeric Optional	ENRL, MILT	<p>The street number and street name of the address that is used for bus transportation on September 20 or February 20. This field is required for all students transported 2.5 miles or more at the district's expense and for those students participating in virtual education for ENRL and MILT. Do <b>not</b> include PO Box in this field, physical address is needed for address verification by Auditor.</p>

## K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D48	Student's Transportation City	20	Alpha Optional	ENRL, MILT	The name of the city in which the address is located. This field is required for all students transported 2.5 miles or more at the district's expense and for those students participating in virtual education for ENRL and MILT.
D49	Student's Transportation Zip Code	10	99999-9999	ENRL, MILT	The five or nine digit zip code portion of the transportation address. This field is required for all students on ENRL. This field is required for all students transported 2.5 miles or more at the district's expense and for those students participating in virtual education for MILT.
D50	Non-Resident Transportation	1	Alphanumeric	ENRL, MILT	An indication that the student is attending the district under an agreement by the district under KSA 72-1046b (over 2.5 mile law) <sup>9</sup> . Allowable values are: <ul style="list-style-type: none"> <li>• 0 = No</li> <li>• 1 = Yes</li> </ul>
D51	Child of Military Family	1	Alphanumeric	ENRL, MILT	An indicator of whether or not student has a parent who is on active duty in the U.S. military. Allowable values are: <ul style="list-style-type: none"> <li>▪ 0 = No</li> <li>▪ 1 = Yes</li> </ul>
D52	Immigrant Student	1	Alphanumeric	ENRL, EOYA	An indicator of whether or not the student is an immigrant, defined as being aged 3 through 21, not born in any state in the United States, and not being in attendance in schools in the states for more than three full academic years. This applies to foreign exchange students if they meet these criteria. Allowable values are: <ul style="list-style-type: none"> <li>▪ 0 = No</li> <li>▪ 1 = Yes, and receiving Title III Immigrant Services</li> <li>▪ 2 = Yes, but not receiving Title III Immigrant Services</li> </ul> Note: for EOYA, if a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.
D53	Country of Birth	30	Alphanumeric	ENRL, EOYA	Indicates the country of birth for Immigrant students. Required if '1' or '2' reported on D52: Immigrant Student. Note that this field is not related to citizenship or legal status. The country of birth should not be any of the 50 United States, the District of Columbia, or Puerto Rico.

<sup>9</sup> The parent or legal guardian of any pupil who lives 2.5 or more miles from the attendance center the pupil would attend in the resident school district may apply to the board of education of a receiving school district for authority for such pupil to be furnished or provided transportation to school from the pupil's residence and from school to the pupil's residence by the receiving school district.

## K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D54	Refugee Status	1	Alphanumeric	EOYA	<p>A refugee is any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 0 = Not a refugee</li> <li>▪ 1 = Yes, has refugee status or has had refugee status at some point during the current school year</li> </ul> <p>Note: if a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.</p>
D55	Neglected Student	1	Alphanumeric	EOYA	<p>A flag that identifies a neglected student who was served under Title I Part A funds at some time during the year.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>▪ 0 = Not served under Title I Part A this school year</li> <li>▪ 1 = Currently served under Title I Part A</li> <li>▪ 2 = Not currently served under Title I Part A but has been this school year</li> </ul> <p>Note: if a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th.</p>
D56	Math Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants mathematics test tickets sorted for distribution to schools.
D57	Math Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants mathematics test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 <sup>st</sup> period.
D58	English Language Arts – ELA Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants English Language Arts (ELA) test tickets sorted for distribution to schools.
D59	English Language Arts – ELA Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants English Language Arts (ELA) test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 <sup>st</sup> period.
D60	Science Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants science test tickets sorted for distribution to schools.

# K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D61	Science Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants science test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 <sup>st</sup> period.
D62	History/Gov Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants history/government test tickets sorted for distribution to schools.
D63	History/Gov Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants history/government test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 <sup>st</sup> period.
D64	General CTE Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants the general CTE test tickets sorted for distribution to schools.
D65	General CTE Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants general CTE test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 <sup>st</sup> period.
D66	End of Pathways Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	The primary way by which the district wants End of Pathways test tickets sorted for distribution to schools.
D67	End of Pathways Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	A secondary way by which the district wants End of Pathways test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith Grouping Indicator 2 = 1 <sup>st</sup> period.
D68	KELPA Grouping Indicator 1	50	Alphanumeric	TEST (Optional)	This field will not be used during the 2014-2015 school year.
D69	KELPA Grouping Indicator 2	50	Alphanumeric	TEST (Optional)	This field will not be used during the 2014-2015 school year.
D70	State Mathematics Assessment	1	Alphanumeric	TEST	An indication of the test options the student will take in this subject area during the current school year. In order to have a nonblank value in this field, D10: Current Grade Level must equal 08-13, or 15. Allowable values for each position are the following. <ul style="list-style-type: none"> <li>▪ 0 = No test in this content area</li> <li>▪ 2 = CETE General Assessment</li> <li>▪ 3 = DLM/Alternate</li> <li>▪ N = Special Assessment Waiver (e.g. ACT, Explore)</li> <li>▪ C = Clear test subject indicator</li> </ul>

## K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D71	State Mathematics DLM Proctor ID	10	Numeric	TEST	The unique number assigned to the educator by the state in the Educator Licensure System. The proctor should be a licensed educator that requires access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D70: State Mathematics Assessment; but it is not required.
D72	State Mathematics DLM Proctor Name	100	Alphanumeric	TEST	The name of the educator that should have access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D70: State Mathematics Assessment and D71: State Mathematics DLM Proctor ID has a non-blank value; but it is not required.
D73	State English Language Arts – ELA Assessment	1	Alphanumeric	TEST	An indication of the test options the student will take in this subject area during the current school year. In order to have a nonblank value in this field, D10: Current Grade Level must equal 08-13, or 15. Allowable values for each position are: <ul style="list-style-type: none"> <li>▪ 0 = No test in this content area</li> <li>▪ 2 = CETE General Assessment</li> <li>▪ 3 = DLM/Alternate</li> <li>▪ N = Special Assessment Waiver (e.g. ACT, Explore)</li> <li>▪ C = Clear test subject indicator</li> </ul>
D74	State English Language Arts – ELA DLM Proctor ID	10	Numeric	TEST	The unique number assigned to the educator by the state in the Educator Licensure System. The proctor should be a licensed educator that requires access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D73: State English Language Arts - ELA Assessment; but it is not required.
D75	State English Language Arts – ELA DLM Proctor Name	100	Alphanumeric	TEST	The name of the educator that should have access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D73: State English Language Arts - ELA Assessment and D74: State English Language Arts – ELA DLM Proctor ID has a non-blank value; but it is not required.
D76	State Science Assessment	1	Alphanumeric	TEST	An indication of the test options the student will take in this subject area during the current school year. In order to have a nonblank value in this field, D10: Current Grade Level must equal 09, 12, or 16. Allowable values for each position are: <ul style="list-style-type: none"> <li>▪ 0 = No test in this content area</li> <li>▪ 2 = CETE General Assessment</li> <li>▪ 3 = DLM/Alternate</li> <li>▪ N = Special Assessment Waiver (e.g. ACT, Explore)</li> <li>▪ C = Clear test subject indicator</li> </ul>
D77	State Science DLM Proctor ID	10	Numeric	TEST	The unique number assigned to the educator by the state in the Educator Licensure System. The proctor should be a licensed educator that requires access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D76: State Science Assessment; but it is not required.

# K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D78	State Science DLM Proctor Name	100	Alphanumeric	TEST	The name of the educator that should have access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value of 3 = DLM/Alternate is selected in D76: State Science Assessment and D77: State Science DLM Proctor ID has a non-blank value; but it is not required.
D79	State History/Gov Assessment	1	Alphanumeric	TEST	An indication of the test options the student will take in this subject area during the current school year. In order to have a nonblank value in this field, D10: Current Grade Level must equal 11, 13, or 16. Allowable values for each position are: <ul style="list-style-type: none"> <li>▪ 0 = No test in this content area</li> <li>▪ 2 = CETE General Assessment</li> <li>▪ 3 = Alternate</li> <li>▪ C = Clear test subject indicator</li> </ul>
D80	General CTE Assessment	1	Alphanumeric	TEST	An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17. Allowable values are: <ul style="list-style-type: none"> <li>▪ 0 = No test in this content area</li> <li>▪ 2 = CETE General Assessment</li> <li>▪ C = Clear test subject indicator</li> </ul>
D81	End of Pathways Assessment	1	Alphanumeric	TEST	An indication of the subject area the student will take in this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17. Allowable values are: <ul style="list-style-type: none"> <li>▪ 0 = No test in this content area</li> <li>▪ A = Comprehensive Agriculture Assessment</li> <li>▪ B = Animal Systems Assessment</li> <li>▪ D = Plant Systems Assessment</li> <li>▪ E = Manufacturing Production Assessment</li> <li>▪ F = Design &amp; Pre Construction Assessment</li> <li>▪ G = Comprehensive Business Assessment</li> <li>▪ H = Finance Assessment</li> <li>▪ I = Marketing Assessment</li> <li>▪ J = Power, Structural, and Technical Systems</li> <li>▪ C = Clear test subject indicator</li> </ul>
D82	CTE cPass Proctor ID	10	Numeric	TEST	The unique number assigned to the educator by the state in the Educator Licensure System. The proctor should be a licensed educator that requires access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value other than '0' is selected in this field D80: General CTE Assessment or D81: End of Pathways Assessment; but it is not required.
D83	CTE cPass Proctor Name	100	Alphanumeric	TEST	The name of the educator that should have access to the student's assessment data through KITE. A non-blank value can only be submitted in this field if a value other than '0' is selected in D80: General CTE Assessment or D81: End of Pathways Assessment; and D82: CTE cPass Proctor ID has a non-blank value; but it is not required.

## K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, and SMSC (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Relevant for Rcrd Type	Comments/Values
D84	Kansas English Language Proficiency Assessment	1	Alphanumeric	TEST	<p>An indication of the test options in this subject area during the current school year. In order to have a nonblank value in this field, D10: Current Grade Level must equal 05-17.</p> <p>Allowable values for each position are:</p> <ul style="list-style-type: none"> <li>▪ 0 = No assessment in this content area</li> <li>▪ 1 = KELPA for current or monitored ESOL student.</li> <li>▪ 2 = KELPA for student who is ESOL program eligible, but not currently receiving ESOL program services.</li> <li>▪ C = Clear test subject indicator</li> </ul> <p>In order to have a '1' in this field, a student must be marked as '1'-4' or '6' on D40 ESOL Program Participation Code. In order to have a '2' in this field, a student must have a blank or be marked as '5' on D40.</p>
D85	User Field 1	500	Varchar	All (optional)	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.
D86	User Field 2	500	Varchar	All (optional)	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.
D87	User Field 3	500	Varchar	All (optional)	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.

# K I D S 2014-2015 Collection System File Specifications

## Student Course (STCO) Collection File Specifications



This resource serves as the KIDS Student Course (STCO) Collections data dictionary.

This document contains:

- Definitions and permitted values for all data elements collected via KIDS STCO
- References to supporting resources

This document does not include:

- Collection specific requirements and recommendations, see the STCO Submission Detail Document
- KIDS STCO Collection edit checks, see the KIDS Business Rules
- Information about KIDS STCO Reports, see the Report Descriptions on the KIDS website

### Detail Record Layout for STCO Records

Detail Record Layout for STCO Records (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values
F1	Record Type	4	Alphanumeric	Yes	A designation of the collection to which the record belongs. Allowable values are: <ul style="list-style-type: none"> <li>▪ STCO for Student Course</li> </ul>
F2	Student's Accountability School Identifier	4	Alphanumeric	Yes	The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school in which the student is included for accountability purposes. This identifier for schools can be found in the Kansas Educational Directory.
F3	Student's Legal Last Name	60	Alphanumeric	Yes	The name borne in common by members of the student's family.
F4	Student's Legal First Name	60	Alphanumeric	Yes	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.
F5	Student's Legal Middle Name	60	Alphanumeric	No	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.
F6	Student's Generation Code	10	Alphanumeric	No	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).
F7	Student's Gender	1	Numeric	Yes	The student's gender, the concept describing the biological traits that distinguish the males and females of a species. Allowable values are: <ul style="list-style-type: none"> <li>▪ 0 = Female</li> <li>▪ 1 = Male</li> </ul>
F8	Student's Date of Birth	10	mm/dd/yyyy	Yes	The month, day, and year on which the student was born.



# K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for STCO Records (District/School SIS Collection Export File)															
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values										
F9	Student's Current Grade Level	2	Alphanumeric	Yes	<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. Allowable values are:</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>										
F10	Student's Local ID	20	Alphanumeric	No	The unique alphanumeric code assigned to the student by the school or local education agency.										
F11	Student's Hispanic Ethnicity	1	Alphanumeric	Yes	<p>Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations, are:</p> <ul style="list-style-type: none"> <li>• Y = Hispanic/Latino</li> <li>• N = NOT Hispanic/Latino</li> </ul>										
F12	State Student Identifier	10	Numeric	Yes	The unique number assigned to the student by the KIDS Assignment System.										
F13	School Year	4	Numeric	Yes	The ending year of the current school year. For example, if it is the 2014-2015 school year, enter 2015.										
F14	Student's Attendance School Identifier	4	Alphanumeric	Yes	The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school or program in which the student is physically located and attends class. This identifier for schools can be found in the Kansas Educational Directory.										
F15	Student's Comprehensive Race	5	A "bit" oriented format. Position 1 is the right-most digit of the 5 digits. Position 5 is the left-most. Thus, 10000 represents White.	Yes	<p>General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. All five positions must be filled with either a 0 or a 1, and at least one category must be filled with a 1.</p> <p>Positions:</p> <ul style="list-style-type: none"> <li>▪ Position 5-White</li> <li>▪ Position 4-Native Hawaiian or Other Pacific Islander</li> <li>▪ Position 3-Black or African American</li> <li>▪ Position 2-Asian</li> <li>▪ Position 1-American Indian or Alaska Native</li> </ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"> <li>▪ 0 = No</li> <li>▪ 1 = Yes</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Pos. 5</td> <td>Pos. 4</td> <td>Pos. 3</td> <td>Pos. 2</td> <td>Pos. 1</td> </tr> <tr> <td>White</td> <td>NH/PI</td> <td>Black</td> <td>Asian</td> <td>AI/AN</td> </tr> </table>	Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1	White	NH/PI	Black	Asian	AI/AN
Pos. 5	Pos. 4	Pos. 3	Pos. 2	Pos. 1											
White	NH/PI	Black	Asian	AI/AN											

# K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for STCO Records (District/School SIS Collection Export File)										
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values					
F16	Educator School Identifier	4	Alphanumeric	Yes	The unique number that has been assigned to the school building by the state. In this case, it is the unique number of the school or program where the teacher reported is assigned to teach the course as reported in the Educator Data Collection System (EDCS). This identifier for schools can be found in the Kansas Educational Directory.					
F17	KCC Identifier	17	Alphanumeric	Yes	The unique identifier given to each course the district has mapped in the Kansas Course Code Management System (KCCMS). This identifier includes all the course attributes indicated for the individual course during the mapping process in KCCMS.					
<b>Example:</b>  <b>KCCMS Field Name:</b>		<b>KCC Identifier example for a first semester general Algebra I course: 02052G0.501214GGN</b>								
		<b>02</b> State Subject Area Code	<b>052</b> State Course Identifier	<b>G</b> Course Level	<b>0.50</b> Credits	<b>1</b> Sequence	<b>2</b> Sequence Total	<b>14</b> Grade Level (course)	<b>G</b> Targeted Program	<b>G</b> Delivery Type
F18	Course Section	30	Alphanumeric	Yes	The unique identifier assigned by the school/district to refer to an individual section of the course within the school year. This is a locally-identified value that will help distinguish multiple local courses that map to the same KCC Identifier.					
F19	Local Course ID	50	Alphanumeric	Yes	The identifier used by the school or district to identify an individual course in their Student Information System.					
F20	Course Status	2	Numeric	Yes	Indication of the student's status in the course. Allowable values are: <ul style="list-style-type: none"> <li>• 00 or &lt;Null&gt; = Enrolled</li> <li>• 01 = Completed (Pass)</li> <li>• 02 = Completed (Fail)</li> <li>• 03 = Completed (Audited)</li> <li>• 04 = Withdrawn</li> <li>• 05 = Incomplete</li> <li>• 99 = Record Submitted in Error</li> </ul>					

# K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for STCO Records (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values
F21	Letter Grade	2	Alphanumeric	No	<p>Categorical letter grade level achieved as of the end of the course. If a value of "01" or "02" is submitted in the F20: Course Status field, either F21: Letter Grade or F22: Percent Grade need to have a non-blank value. Information can be submitted in both F21: Letter Grade or F22: Percent Grade.</p> <p>For F9: Student's Current Grade Levels 12-17 only: The letter grade information collected in this field for students with a F9: Student's Current Grade Level of 12-17 will be used to calculate a grade point average (GPA) in courses that have been approved to meet the Qualified Admissions pre-college curriculum requirements. In order to accurately calculate the Qualified Admissions GPA, one of the following values will be required for all courses with a F20: Course Status of '01':</p> <ul style="list-style-type: none"> <li>▪ A+</li> <li>▪ A</li> <li>▪ A-</li> <li>▪ B+</li> <li>▪ B</li> <li>▪ B-</li> <li>▪ C+</li> <li>▪ C</li> <li>▪ C-</li> <li>▪ D+</li> <li>▪ D</li> <li>▪ D-</li> <li>▪ P1 (equivalent to a grade of 'D' or higher)</li> <li>▪ P2 (equivalent to a grade of 'C' or higher)</li> </ul>
F22	Percent Grade	5	Numeric 999.9	No	Percent achieved as of the end of the course from 0.0 to 125.0% on a 100 point scale. If a value of "01" or "02" is submitted in the F20: Course Status field, either F21: Letter Grade or F22: Percent Grade need to have a non-blank value. Information can be submitted in both F21: Letter Grade or F22: Percent Grade. This field is not used in the Qualified Admissions pre-college curriculum GPA calculation.
F23	Educator Identifier	10	Numeric	Yes	The unique number assigned to the educator by the state in the Educator Licensure System. When a non-licensed educator has been reported in EDCS, the non-licensed educator's Social Security Number (SSN) should be reported in this field exactly as it was entered in the Educator Data Collection System (EDCS).
F24	Educator's Last Name	60	Alphanumeric	Yes	The name borne in common by members of the teacher's family.
F25	Educator's First Name	60	Alphanumeric	Yes	The name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change.
F26	Educator's Middle Name	60	Alphanumeric	No	The secondary name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.
F27	User Field 1	500	Alphanumeric	No	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.
F28	User Field 2	500	Alphanumeric	No	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.

# K I D S 2014-2015 Collection System File Specifications

Detail Record Layout for STCO Records (District/School SIS Collection Export File)					
Field Ref#	Field	Maximum Length	Format Details	Required	Comments/Values
F29	User Field 3	500	Alphanumeric	No	Field available to the data extractor. This field may contain any data (except the "delimiter character" defined in the header record). The field must exist in this extract file.

# K I D S 2014-2015 Collection System File Specifications

## Revision History

### Changes since version 1.00

- Added two Grouping Indicator fields D56-D69 for each assessment field.
- Add plus and minus grades to F21: Letter Grade.
- Updated ESOL Field Requirements table to correctly reflect rules for D41: ESOL Program Ending Date.

### Changes since version 1.01

- Updated D31: Eligibility for National School Lunch program to reflect new reporting for CEP schools.
- Removed field definition for D32: Socio-Economic Status Indicator and updated to reflect new reporting rules.
- Removed reference to ELPA21 on D84: Kansas English Language Proficiency Assessment field.
- Changed Current Grade Levels on D70: State Math Assessment, D73: State ELA Assessment, D76: State Science Assessment, D80: General CTE Assessment and D81: End of Pathways Assessment.

### Changes since version 1.02

- Updated D82: CTE cPass Proctor ID and D83: CTE cPass Proctor Name to say: “A non-blank value can only be submitted in this field if a value other than ‘0’ is selected in D80: General CTE Assessment or D81: End of Pathways Assessment.”
- Changed grade level 16 to 15 for D70: State Mathematics Assessment and D73: State English Language Arts – ELA Assessment.
- Added a value J = Power, Structural, and Technical Systems to D81: End of Pathways Assessment.
- Updated wording on Note3 on D25: Concurrent High School Enrollment.

### Changes since version 1.03

- Change grade level from 14-17 to 16 for D79: State History/Gov Assessment.

### Changes since version 1.04

- Updated the descriptions for all Grouping Indicators D56-D67 to reflect that they will not be used to disaggregate test results.
- Updated the KELPA Grouping indicators (D68 & D69) to indicate they will not be used this year.

### Changes since version 1.05

- Update the D39: First Language field to remove reference to nonblank value.
- Updated the D55: Neglected Student field to remove the reference to blank.

### ***An Equal Employment/Educational Opportunity Agency***

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