KIDS 2020-2021 Submission Details Document: KCAN

Introduction - General
This document contains information specific to the submission of Kansans Can (KCAN) Records to the Kansas Individual Data on Students (KIDS) System for the KCAN Data Collection. The KCAN data collection focuses on collecting the course outcomes in accordance with the State Board initiatives.

A KCAN record is best summarized by submitting for only those students listed in the Students to Submit section of this document.

Tutorial : Uploading an KCAN (Common Issues):
Go through this tutorial to watch the basics of an KCAN and how to handle common issues.

Tutorial : Uploading an KCAN (Submitting):
Go through this tutorial to watch how to upload an KCAN and work through the issues that may arise in a collection upload.

What's New
- Couse Status Value 70 = Assessment Scores - Removed;
- F25 – F27: History/Gov Assessment Task Score 1 – 3 - Removed:
- Grade Level value '33' - Added:
- KCC ID "HistoryGovScore" - Removed:
- Workbase Learning - Added: Data Field

Introduction - Submission Guidelines

Students to Submit: KCAN records are only required for the following population:
- Career Technical Education (CTE) students' Pathway course outcomes for high school students
- CTE Certifications earned by students
- Dual Credit course outcomes for high school students
- Migrant students
- Migrant students with Received Services (summer school). Can only be submitted from June 1 – September 3, 2021.
- Virtual Education Students 20 and Over
- Work-based Learning course outcomes for high school students

*Accredited private schools should submit KCAN Records according to the guidance outlined in this document. *

Submission School
- Student's School Identifier building for the program that is required to submit the data

Submission Window: August 3, 2020 – September 7, 2021
- KCAN records with course outcomes for CTE courses should be submitted by 6/15/2021 to populate the Pathways application for required federal submission.
- KCAN Records must be submitted in a batch by themselves—they cannot be mixed in a KIDS batch with other record types.

The Use of KCAN Record Submissions
- Support the Kansas State Board of Education initiatives
- Populate data in the Pathways application
- Provide verification of course completion for virtual students 20 and over
- Course enrollment and course outcomes of Migrant students
- Track MigrantServices provided during Summer term
- Track CTE certifications earned while student is in high school
- Collect dual college credit courses completed in high school

Data should be current as of the last day of the course-grading period

KIDS Collection Field Requirements KCAN Record Type 2020-21

Field Number	Excel Column	Field Name	KCAN
F1	A	Record Type	R
F2	B	Student's School Identifier	R
F3	C	Student's Legal Last Name	R
F4	D	Student's Legal First Name	R
F5	E	Student's Legal Middle Name	O
F6	F	Student's Generation Code	O
F7	G	Student's Gender	R
F8	H	Student's Date of Birth	R
F9	I	Student's Current Grade Level	R
F10	J	Student's Local Identifier	O
F11	K	Student's Hispanic Ethnicity	R
F12	L	State Student Identifier	R
F13	M	School Year	R
F14	N	Student's Comprehensive Race	R
F15	O	Virtual Education Student	R
F16	P	Migrant Student	R
F17	Q	Student is a Single Parent	X
F18	R	Term	R
F19	S	KCC Identifier	R
F20	T	Course Section	R
F21	U	Local Course ID	R
F22	V	Course Status	R
F23	W	Letter Grade	X
F24	X	Percent Grade	O
F25	Y	Work-based Learning	C
F26	Z	College Credits Earned	O
F27	AA	CTE Certification Earned	O
F28	AB	Date Earned	O
F29	AC	Graduation Year	O
F30	AD	First Instruction Date	C
F31	AE	Last Instruction Date	C
F32	AF	Instructional Minutes Completed	C
F33	AG	User Filed 1	O
F34	AH	User Field 2	O
F35	AI	User Field 3	O

Blank	Values submitted in these fields will not be validated or stored on the indicated Record Type.
C	Required = Conditionally required. Required if certain conditions are meet.
E	Must be blank
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.
R	Required = Must contain a valid non-blank value; Zero is considered a non-blank value.
R*	Required = Must contain one of the provided valid values.
X	Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value.

Optional fields are validated and stored, if submitted. All other data fields that are neither required nor optional for TEST may be left blank. Values in data fields that are neither required nor optional for TEST are not validated and will not be stored. The exception to this is EXIT data (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plan); exit data fields MUST be blank on TEST records or an error will be generated.

Guidance

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

Career and Technical Education (CTE) Courses: Course outcomes for students in a Pathway should be submitted via a KCAN Record to KIDS Collection by 6/15/2021 to be populated into the Pathways system. The KCAN Record must be for the same building as the CTE Pathway was approved for in the Career Pathway Program of Study Application.

Submit only CTE courses where the KCC Identifier ends in F, C, L, and X.

F17: Student is a Single Parent: Students enrolled in CTE Pathways who meet the criteria to be considered a single parent must be identified for federal reporting of CTE students. A student is a single parent if the individual is unmarried or legally separated and have custody or joint custody of one or more minor children. This group includes teenagers or women who are pregnant.

Submit single parent information for only CTE courses where the KCC Identifier ends in F, C, L, and X. This information will populate the Pathways application.

CTE Certifications: Certifications should be entered into KIDS in the KCAN report after they are obtained by any HS student. Unfortunately, Excel in CTE certifications were not incentivized by the legislature for the 20-21 school year. However, some of the collected certifications are reflected in KSDE postsecondary success calculations for accreditation, so please continue to enter certifications students have achieved.

Please enter all certifications (see Appendix E)
1. Obtained by 2020 Seniors through the date Dec. 1, 2020
2. All certification obtained by any student in 20-21.

F19: KCC ID: field will contain the word 'Certificate'
F20: Course Section: field will contain the word 'Certificate'
F21: Local Course ID: field will contain the word 'Certificate'
F22: Course Status: will be '90' = Certificate Earned
F27: CTE Certification Earned

F28: Date Earned: The date on which the student earned the certification meaning the student has the Certificate in hand. This field is required if F19: KCC ID is 'Certificate'.

F29: Graduation Year: The school year during which the student has or will graduate from high school. For example, if it is the 2020-2021 school year, enter 2021. This field is required if F19: KCC ID is 'Certificate'.

Undoing Certification Records: To undo a previously submitted KCAN certification record submitted in error, submit a new KCAN certification record matching the previously submitted KCAN record on:

- F2: Student's School Identifier
- F12: State Student Identifier
- F13: School Year
- F18: Term
- F19: KCC Identifier
- F27: CTE Certification Earned

Enter a code '99' = Record Submitted in Error in the Course Status field

Updating Certification Records: To update data in the Student's School Identifier, State Student Identifier, School Year, Term, KCC Identifier, CTE Certification Earned fields on a previously submitted KCAN record, an undo record must first be sent as described in the section above. An updated KCAN record can then be submitted with the correct information.

- F2: Student's School Identifier
- F12: State Student Identifier
- F13: School Year
- F18: Term
- F19: KCC Identifier
- F27: CTE Certification Earned

Dual Credit Courses: Students earning credit in both high school and college for a course should be reported in the KCAN collection.

Submit only CTE courses where the KCC Identifier ends in C, D, L, or R.

F17: Student is a Single Parent: Students enrolled in Dual Credit course who meet the criteria to be considered a single parent must be identified for federal reporting of CTE students. A student is a single parent if the individual is unmarried or legally separated and have custody or joint custody of one or more minor children. This group includes teenagers or women who are pregnant.

Submit only Dual Credit courses where the KCC Identifier ends in C or L.

F19: KCC Identifier: 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. If this is a course where students enrolled will not all receive college credit this course should have two separate KCC Identifiers. One for dual credit and one that is not for dual credit.

F26: College Credit Earned: The number of college credits earned for the dual credit course.

Submit only CTE courses where the KCC Identifier ends in C, D, L, or R.

Grade Level Value '33':
Grade level value "33" is a new grade level for students who are three years old on or before August 31 of the current school year and who meet the at-risk criteria for the Preschool-Aged At-Risk program and do not have an IEP for a disability.

KCAN Course Records:
    Determining "Unique" Course Records: Records are unique by set:
- F2: Student's School Identifier
- F12: State Student Identifier
- F13: School Year
- F18: Term
- F19: KCC Identifier
- F20: Course Section
- F21: Local Course ID

The most recently submitted record for each complete set of fields above will be considered the "current" information for that student and course. Records are considered unique not by one data element but by the set of data elements listed above.

For Certificates (where F19: KCC ID = Certificate):
• F2: Student's School Identifier
• F12: State Student Identifier
• F13: School Year
• F18: Term
• F19: KCC Identifier
• F27: CTE Certification Earned

For Migrant Students receiving Summer services (where F19: KCC ID = MigrantServices)
K I D S 2020-2021 Collection System File Specifications: KCAN
• F2: Student's School Identifier
• F12: State Student Identifier
• F13: School Year
• F18: Term
• F19: KCC Identifier

    Validations: KCAN Course Records must contain:
- F2: Student's School Identifier
- F12: State Student Identifier (SSID) that exists in the KIDS Assignment System
- F19: KCC Identifier
- F20: Local Course ID

*The KCC Identifier is a unique identifier given to each course the district has mapped in the Kansas Course Code Management System (KCCMS).

Letter Grade and Percent Grade: The Letter Grade must be reported on all KCAN records when

'01' = Completed (Pass) or '02' = Completed (Fail) is indicated in Course Status. The Percent Grade may be submitted, but it is not required. The Letter Grade field is not tied to a specific rating scale. The Percent Grade field is based on a 0-100 scale but is not tied to a specific pass/fail cutoff value. The Course Status field will indicate whether the value reported in the Letter Grade and/or Percent Grade field relates to passing or failing of the course.

Migrant Students: Migrant students are those identified by your district Migrant Coordinator. Course information reported on KCAN records will be used to populate the State and Federal Migrant systems. KCAN records for Migrant students need to be submitted for:
- Course enrollments for all courses the identified migrant student is enrolled in at the school
- Course outcomes for all completed courses
- Grade to date for courses exited before the course is completed when the student leaves the building
- MigrantServices provided during the Summer term

*It is critical to enter the grades as soon as possible after the student leaves.
- For a migrant student who leaves prior to the end of a term, a KCAN must be submitted within two days of departure, to meet the four-day federal reporting regulations.
- For a migrant student who finishes a course and remains for the next term, a KCAN must be submitted within 30 days of the end of the term.

KCAN records for Migrant students should include the following data:

F16: Migrant Student is a required field: '01' = Yes

*If a student at any time during the school year is considered a "migrant student," they should be reported as a '01' for the remainder of that school year.

F22: Course Status Allowable Values (Required)
- '00' = Enrolled (Migrant Only)
- '01' = Completed (Pass)
- '02' = Completed (Fail)
- '04' = Exited before course completion (Migrant Only)
- '80' = Migrant Services (Migrant Only)
- '90' = Certificate Earned
- '99' = Record Submitted in Error

F23: Letter Grade for Migrant student courses is required for the following Course Statuses (F22)
- '01'= Completed (Pass)—Required—Must contain a non-blank value
- '02' = Completed (Fail)—Required—Must contain a non-blank value
- '04' = Exited before course completion—Required—Must contain a non-blank value

F30: First Instruction Date: The first day of migrant student instruction for the current term (F18) is required.

F31: Last Instruction Date: The last day of migrant student instruction for the current term (F18) is required when reporting these course statuses:
- '01' = Completed (Pass)
- '02' = Completed (Fail)
- '04' = Exited before course completion

F32: Instructional Minutes Completed: The number of minutes completed by a migrant student for each course upon exit is required when reporting this course status:
- '04' = Exited before course completion

Scenario: A Migrant student enrolls in your district at the start of the school year.
A KCAN record for this student should be submitted to indicate the student's course enrollments. To reflect that this is an enrolled course you would use a '00' = enrolled in F22: Course Status.

The following information will also need to be submitted on this students KCAN record:
- F32: First Instruction Date—This is the first date the student received instruction in this course in the current term (F18).

MigrantServices (summer): Any migrant student who receives services during the summer school term must be submitted from June 1, 2020 – September 8, 2020.
(Remember if a Migrant Student also takes courses during the summer, those courses need to be upload via a separate KCAN Collection record.)

> **F19: KCC ID:** field will contain the word 'MigrantServices'
> **F20: Course Section:** field will contain the word 'MigrantServices'
> **F21: Local Course ID:** field will contain the word 'MigrantServices'
> **F22: Course Status:** will be '80' = Received Services (Migrant only)

Undoing MigrantServices Records: To undo a previously submitted KCAN MigrantServices record submitted in error, submit a new KCAN MigrantServices record matching the previously submitted KCAN record on:
- F2: Student's School Identifier
- F12: State Student Identifier
- F13: School Year
- F18: Term
- F19: KCC Identifier

Updating MigrantServices Records: To update data in the Student's School Identifier, State Student Identifier, School Year, Term, KCC Identifier, fields on a previously submitted KCAN record, an undo record must first be sent as described in the section above. An updated KCAN record can then be submitted with the correct information.
- F2: Student's School Identifier
- F12: State Student Identifier
- F13: School Year
- F18: Term

- F19: KCC Identifier

Enter a code '99' = Record Submitted in Error in the Course Status field.

Undoing Course Records: To undo a previously submitted KCAN record that was submitted in error, submit a new KCAN record matching the previously submitted KCAN record on:
- F2: Student's School Identifier
- F12: State Student Identifier
- F13: School Year
- F18: Term
- F19: KCC Identifier
- F20: Course Section
- F21: Local Course ID

Enter a code '99' = Record Submitted in Error in the Course Status field.

Updating Course Records: To update data in the Student's School Identifier, State Student Identifier, School Year, Term, KCC Identifier, Course Section, or Local Course ID fields on a previously submitted KCAN record, an undo record must first be sent as described in the section above. An updated KCAN record can then be submitted with the correct information.

To update data in any of the other fields on a previously submitted KCAN course record, submit an updated record with matching values in:
- F2: Student's School Identifier
- F12: State Student Identifier
- F13: School Year
- F18: Term
- F19: KCC Identifier
- F20: Course Section
- F21: Local Course ID

Update the information in the other field(s). The most recently submitted record will be considered the "current" information.

Reporting Summer School Outcomes: Course outcomes for summer school courses taken during the 2019 summer school session (through July 31, 2019) are required to be submitted on KCAN records with the School Year = '2019.' Summer school courses that end after July 31, 2019 should be reported in the 2020-2021 KCAN collection.

Virtual Education Student: KCAN records submitted with course outcomes earned at a virtual school or program should be submitted with a '1' in this field. Course Outcomes not earned through an approved virtual school or program should always report '0' in this field, even if the student was virtual in another school. If the approved virtual program uses the same building number as a traditional program, then the credit earned through the virtual program would be marked with a '1', and the credit earned through the traditional program would be reported with a '0' in the Virtual Education Student field.

Virtual Education Students 20 and Over: Course outcomes reported on KCAN records will be used to verify completion of course credits which fund virtual students who are 20 or over.

Work-based Learning: This filed is required to be filled out for all grades and courses with a Local Title or KCCID that indicates whether or not the course involves work-based learning. Note, this data field is left blank if the KCC Identifier contains "Certificate" or "MigrantServices". Otherwise, this data field is filled out with one of the valid values provided.

Work-based Learning (WBL) courses are all about the experiences that they provide for the student. All Pathway Application level course codes have those experiences built in to the course competencies.   Whether or not the course contains WBL should be a question that the district's teachers/staff answer about each course code's content.
Kansas Work-Based Digital Reference Guide (ksde.org) Please review for more information in regards to WBL.
Kansas Work-Based Learning: Personalized Learning Plan Guidance Document (ksde.org)
(Definitions of WBL experiences across the KS WBL Continuum within document)

Reports

Reports are provided in the KIDS Collection System for review and verification of submitted KCAN data. Although data can also be shared by exporting the appropriate KIDS reports to Excel, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional KCAN Records are submitted to KIDS after the export of reports.

The detailed descriptions of each report available in the KIDS Collection System may be found on the KIDS Project Report Descriptions website. The following reports are particularly important to KCAN submissions:

KCAN:
- Current KCAN Records
- Current Year Credit by Student Report
- Virtual 20 and Over KCAN Records Report

Standard Reports:
- Accepted Records (Batch)
- Accepted Records by Type - KCAN

Resources

Documents
Consult the following document for additional information when preparing your KCAN submissions. Unless specified otherwise below, the most recent version of all documents may be found on the [KIDS Project Document](#) website.

- KIDS 2020-2021 Collection File Specifications Document: This document serves as the data dictionary for all data elements collected through the KIDS Collection System including KCAN data elements.

Help Resources
In preparing your KCAN 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.

- Kansas Course Codes Management System (KCCMS) kccms@ksde.org
- KIDS Collection Training: visit the [KIDS Project Training](#) website
- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org
- Pathways: pathwayshelpdesk@ksde.org
- Virtual Education 20 and Over, contact Kids@ksde.org

Revision History

Version	Date	Changes
4.00	8/01/2020	Updated for the 2020-2021 school year
4.01	12/28/2020	Updated: • Students to Submit section – CTE Students and Work-based learning. • Work-based learning section text • CTE Section – Pathways submitted by 6/15/2021, Removed text on Excel In CTE – no longer funded • CTE Certification section – updated dates for certifications earned by Seniors and other students.

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.