KIDS 2021-2022 Submission Details Document: SPED

Introduction - General

This document contains information specific to the submission of SPED records to the Kansas Individual Data on Students (KIDS) System. The SPED record is used to allow the funding school or district to enter specific students previously submitted to the KIDS Collection System to associate the student with a special education record in Sped-Pro without claiming the student in KIDS. This record type is only for students receiving special education services and student data is not updated with this record type.

For examples on when to submit a SPED Collection record see the Guidance - Scenarios section of this document.

Tutorial: Uploading a SPED (Common Issues):

Go through this tutorial to watch the basics of a SPED and how to handle common issues.

What's New

- No Significant Changes

Introduction - Submission Guidelines

Records Unique in Batch By:

• D1: Record Type
• D13: State Student Identifier
• D15: Funding School Identifier

Students to Submit: Students with a

- Primary Disability Indicator of 'WD'
- Gifted Student Indicator of 'GI'

Submission School:

- Funding school
- Accountability School
- Cooperative (COOP) or Interlocal can request Funding/Accountability School to submit

Submission Window: Any time the KIDS Collection System is open.

Use of SPED Submissions

To associate a student with a special education record in Sped-Pro for the appropriate Funding or Accountability Building/District.

KIDS Collection Field Requirements SPED Record Type 2021-2022

Field Number	Excel Column	Field Name	SPED
D1	**A**	Record Type	R
D2	**B**	Accountability School Identifier	R
D3	**C**	Residence District Identifier	R
D4	**D**	Legal Last Name	R
D5	**E**	Legal First Name	R
D6	**F**	Legal Middle Name	O
D7	**G**	Generation Code	O
D8	**H**	Gender	R*
D9	**I**	Date of Birth	R
D10	**J**	Current Grade Level	R*
D11	**K**	Local Student Identifier	R
D12	**L**	Hispanic Ethnicity	R*
D13	**M**	State Student Identifier	R
D14	**N**	Current School Year	R
D15	**O**	Funding School Identifier	R
D16	**P**	Attendance School/Program Identifier	R
D18	**R**	School Entry Date	R
D19	**S**	District Entry Date	R
D20	**T**	State Entry Date	R
D21	**U**	First Instruction Date	C
D32	**AF**	Comprehensive Race	R
D34	**AH**	Primary Disability Indicator	R*
D35	**AI**	Gifted Student Indicator	X
D41	**AO**	ESOL/Bilingual Program Participation Code	R*
D90	**CL**	User Field 1	O
D91	**CM**	User Field 2	O
D92	**CN**	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 SPED may be left blank. Values in data fields that are neither required nor optional for SPED 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 SPED records or an error will be generated.

Guidance

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

Best Practice Recommendation:

You do not want to claim the student away from their new district. If you send an ASGT record this will claim the student in error. You can send a SPED record, which will allow your district to associate the student with a claim in SPED-Pro without claiming them away from their new district. The SPED record will make NO updates to the student record. If any updates to Core Data need to be made or a KIDS ID needs to be assigned a SPED record will not make these updates.

The following SPED record fields care required to be current year:

- D18: School Entry Date
- D19: District Entry Date

First Instructional Date:

First Instructional Date is required for students with certain qualifying conditions of:

- D34: Primary Disability Indicator = 'WD'
- D35: Gifted Student Indicator = 'GI'

It is the month, day, year on which the student first receives instructional services during the current school year. If the student should leave and then re-enroll, this date should reflect the most recent instructional start date.

Grade Level Value '33':

Grade level value "33" is 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.

Guidance - Scenarios

The following is a list of the normal occasions on which a school will want to upload a SPED Collection record.

Not Previously reported:

Anytime an IEP student is not reported in prior KIDS collections a SPED Collection is submitted.

Preschooler:

Submit a SPED Collection if there is Preschooler who starts IEP services after September 20. There are times when a SpEd determination may take time.

Public School:

If there is a private/parochial student that is served on an IEP by the public school, Coop or Interlocal, the public school will submit a SPED Collection in order to include the student in SpEd Pro without claiming the student away from the private/parochial school.

Student Left:

In the case where a student is served on an IEP beginning on first day of school, but exited prior to September 20, and an ASGT Collection record was not submitted previously, submit a SPED Collection record.

Similarly, a school should submit a SPED Collection if a student needs to have a claim entered in SPED-Pro but they already left to another district. No KIDS record was submitted for the student by the district to associate them in the SPED-Pro system before they exited.

Summer Program:

When public school students participate in the KSD or KSB summer / ESY program a SPED Collection needs to be submitted to associate a student for services needed for the summer program.

Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. Although data can also be shared by generating the appropriate KIDS reports, 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 ASGT records are submitted to KIDS.

The detailed descriptions of each report available in the KIDS Collection System are located in the Reports tab of the KIDS website. The following reports are particularly important to SPED submissions:

Standard Reports:

- Accepted Records (Batch)
- Accepted Records by Type

Resources

Documents

Consult the following documents for additional information when preparing your SPED submissions. Unless specified otherwise below, the most recent version of all documents are located on Documents tab of the KIDS website.

- KIDS 2021-2022 File Specifications Document: This document serves as the data dictionary for all data elements collected through the KIDS Collection System.
- KIDS 2021-2022 User's Guide: This document is the comprehensive manual for submitting and processing student records in the KIDS Collection System. However, this manual does not contain specific information on each record type.

Technical

In preparing your SPED submission, you may need technical assistance or reporting guidance. Depending upon the nature of the assistance you need, one or more of the following help resources may be useful.

- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org
- For training in the KIDS System visit the KSDE Training Portal website.

Revision History

Version	Date	Changes
4.00	8.01.21	Updated for the 2021-2022 school year.

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