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KIDS 2023-2024 Submission Details Document: MILT

Introduction - General

This document contains information specific to the submission of MILT records to the Kansas Individual Data on Students (KIDS) Collection System for the Military Student Collection. This collection gathers student enrollment data for districts whose student population significantly increases after the September 20 (ENRL) funding count due to military movement.

A MILT Collection record is sent up when a school/district observes an increase (25 FTE or 1% or greater) in students due to parental military involvement after the September 20 count date.

[Tutorial](#) : MILT Self-paced Training (Submitting):
> Go through this tutorial as another option to view the general information, data fields, reports, and resources.

What's New
- Changes
  - D2: Accountability School Identifier –DCO accepted grade level changes
  - D10: Grade Level –grade levels
  - D17: Virtual Education Student - respective grade levels; note update
  - D25: Concurrent High School Enrollment –acceptable values – '0' or '1'
  - D34: Eligibility for National School Lunch program and/or At-Risk Funding - clarification note on values 3 & 4
  - D45: ESOL Bilingual Student Contact Minutes - note update on restrictions
  - D46: Career and Technical Education Contact Minutes - respective grade levels; note update
  - D59: Kansas Pre-K Pilot Program (KPP) - note update on ages
  - D60: Kansas Parents as teachers Program (KPAT) -note update on ages
- New
  - D39: K-12 Kansas At-Risk Program Participation
  - D58: Preschool-Aged At-Risk Program Participation
- Removed
  - D21: First Instructional Date

Introduction - Submission Guidelines

Records Unique in Batch By:
• D1: Record Type
• D13: State Student Identifier

Students to Submit: Military Dependent Students.
- Eligible districts should submit MILT records for all students who are dependents of active, full-time military personnel, who are enrolled and attending on February 20, 2024, and who were not included in the September 20, 2023 district count.
- Districts may submit all of the students who are enrolled and attending on February 20 or only those students who meet the definition of "child of military family." Military dependent students who were enrolled and attending on September 20 will not count again for the MILT collection funding calculations, since they were already included in the ENRL funding calculations; however, submitting them will not result in an error.

Submission School:
The Funding School should submit MILT records. For military dependent students, schools or districts where the students are enrolled should submit MILT records.

* Accredited private schools do not need to submit MILT records. *

Submission Window: February 20, 2024 – March 13, 2024.
- Student data that is submitted for MILT should be current as of February 20, 2024.

Use of MILT Submissions:
The KIDS MILT collection uses the Military Connected Student Indicator field to identify students who are dependents of military personnel. This information will be used to determine if a district is eligible for additional funding.
- If the enrollment of "Military Dependent" students on February 20 (not enrolled on September 20) is 25 FTE or an FTE equal to or greater than 1% of the current year September 20 enrollment (excluding virtual students), the February 20 count will be added to the district's enrollment.

KIDS Collection Field Requirements Record MILT Type 2023-24

Field Number	Excel Column	Field Name	MILT
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
D17	Q	Virtual Education Student	R*
D18	R	School Entry Date	R
D19	S	District Entry Date	R
D20	T	State Entry Date	R
D24	X	Minutes Enrolled	R
D25	Y	Concurrent High School Enrollment	C
D26	Z	Exit/Withdrawal Date	E
D27	AA	Exit/Withdrawal Type	E
D28	AB	Unweighted Grade Point Average (GPA)	E
D29	AC	High School Credits Earned	E
D30	AD	High School Credits Required to Graduate	E
D33	AG	Comprehensive Race	R
D34	AH	Eligibility for National School Lunch Program and/or At-Risk Funding	R*
D35	AI	Primary Disability Indicator	R*
D36	AJ	Gifted Student Indicator	X
D38	AL	Residence of Homeless Student while Homeless	R*
D39	AM	K-12 Kansas At-Risk Program Participation	C
D40	AN	ESOL /Bilingual Program Entry Date	X
D41	AO	First Entry Date into a School in the United States	X

D42	AP	First Language	R*
D43	AQ	ESOL/Bilingual Program Participation Code	R*
D45	AS	ESOL Bilingual Student Contact Minutes	X
D46	AT	Career and Technical Education Contact Minutes	X
D48	AV	Miles Transported	R
D49	AW	Transportation FTE	R
D50	AX	Student's Street Address	R
D51	AY	Student's City	R
D52	AZ	Student's Zip Code	R
D53	BA	Non-Resident Transportation	R*
D54	BB	Military Connected Student Indicator	R*
D55	BC	Immigrant Student	R*
D56	BD	Country of Birth	X
D58	BF	Preschool-Aged At-Risk Program Participation	C
D59	BG	Kansas Pre-K Pilot Program (KPP)	C
D60	BH	Kansas Parents as Teachers Program (KPAT)	C
D89	CK	User Field 1	O
D90	CL	User Field 2	O
D91	CM	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 MILT may be left blank. Values in data fields that are neither required nor optional for MILT are not validated and will not be stored. The exception to this is EXIT data (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plans); exit data fields **MUST** be blank on MILT records or an error will be generated.

Guidance

The list of recommendations, notes, and submission tips below apply to the MILT record. In working with the KIDS System, many circumstances apply only to the record you are submitting.

How each data element is reported may differ for other submissions from the recommendations appearing below.

Career and Technical Education Contact Minutes:

Report the number of minutes a student received instruction in an approved for funding CTE course or State approved course on February 20.

- Time spent in any approved CTE courses through a post-secondary institution should not be counted toward the minutes reported in this field. The funding for CTE courses that are concurrent enrollment, as reported in the Concurrent High School Enrollment field will not be included in the funding calculations at KSDE.

Definition of Military Personnel:

The definition of a dependent of military personnel for the MILT Collection is as follows: "a person who is a dependent of a full-time, active- duty member of the military service, or a dependent of a member of any of the US military reserve forces who has been ordered to active duty."

The allowable values are:

- '0' = Student is not military connected.
- '1' = Student is a dependent of a member of the Active Duty Forces (full-time) Army, Navy, Air Force, Space Force, Marine Corps, or Coast Guard or a member of the National Guard or Reserve Forces called to Active Duty (full-time) at the time of submission.
- '2' = Student is a dependent of a traditional part-time status member of the National Guard or Reserve Forces (Army, Navy, Air Force, Space Force Marine Corps or Coast Guard). Part-time status members participate in the traditional part-time status of one weekend a month, two weeks a year.

Eligibility for National School Lunch Program and/or At-Risk Funding:

An indication of the student's eligibility for free or reduced-price lunch program. This eligibility is established through the Direct Certification process or the National School Lunch Program application. Approved Community Eligibility Provision (CEP) schools should NOT report 100% in this field. Rather, (CEP) schools should report only students that are eligible for free or reduced lunch based on a completed Household Economic Survey form for each student reported. Non-CEP schools do not need to change the way this data has been reported.

FTE vs. Headcount: The requirement for 25 new military dependent students and the military student enrollment 1% or more above the district's September 20 enrollment are based on FTE and not on headcount.

Immigrant Student:

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.

K-12 Kansas At-Risk Program Participation:
Identifies students K-12 who may be at-risk by meeting one or more of the designated risk factors. These eligibility requirements for the K-12 Kansas At-Risk Program should also be reported in the appropriate KIDS field:

- Child experiencing homelessness reported in D38: Residence of Homeless Student while Homeless
- Identified as an English Learner reported in D43: ESOL/Bilingual Program Participation Code

For additional information on the K-12 Kansas At-Risk Program please visit Kansas At-Risk Pupil Assistance Program (ksde.org).The information provided for this field is not used to generate funding and should match with the number of students reported in the LCP Annual Report as being served with at-risk funds.

A student cannot be both a K-12 Kansas At-Risk Program Participation student and a Virtual Education Student.

Note: This field can be also used for Pre-K students.

Kansas Parents as Teachers Program (KPAT):
This information is being collected to create awareness of students served in a specific family program. Only include students who are part of the State-funded PAT programs. This field will indicate if the child's family participates or participated in a Parents as Teachers Program during this school year. This field is required for students in grades 00-04 and 33, except grade level 03.

Kansas Pre-K Pilot Program (KPP):
This information is collected to indicate that the child participates or participated in the Kansas Preschool Pilot during this school year.   This field is required for students in grades 01-04 and 33, except grade level 03.

Miles Transported:
Report Miles Transported for all students transported at the district's expense. Schools and districts should report Miles Transported for their students, even if they are transported from outside the district.

- The Student's Street Address and Student's City must contain information for that transported student.
- A seat or an alternate mode of transportation must be provided for each student counted on the transportation list. This would apply to Miles Transported and Transportation FTE. Students do not have to actually ride the bus, but should they choose to do so, a seat must be made available.
- Students, enrolled in both a public school and private school, are counted for the same FTE on the bus transportation report as their enrollment is counted in the public school.
- Kindergarten students are counted as 1.0 FTE on the transportation list if transportation is provided to and from the attendance center at the district's expense, or if the district provides reimbursement to parents.
- Pupils transported one way by special education transportation on September 20 and one

way on regular route transportation can be claimed on regular route transportation as a 0.5 FTE and can be claimed on the special education transportation Form 308 for the cost of the other half of the trip. However, the actual costs must be kept for the other half of the trip.
- Do not include transportation of students to and from a technical school or community college.

Military Attendance Requirements:
A student (Child of Military Family) must be enrolled and attending on February 21. If absent on February 20, 2023, then the student must have attended once on or after February 1 and once after February 20, but before March 4.

Military Connected Student Indicator:
An indication that the student's parent or guardian is in the National Guard, or in the Reserve components of the United States military services at the time of submission. This data is required for federal reporting.

Military Funding Eligibility Criteria:
Districts meeting the criteria for increased enrollment of 25 FTE (full-time equivalency) military dependent students or by a number of military dependent students equal to 1% or more of the district's total September 20 FTE enrollment are eligible for additional funding. The district's enrollment count for purposes of state funding will be increased by the number of military dependent students enrolled and attending on February 20, 2024 who were not counted on the September 20 enrollment count. Districts should refer to the "Student of Military Families—District Eligibility for Additional Funding" Report in KIDS to see if they are qualified for additional MILT funding based on the data that they submitted to KIDS.

Minutes Enrolled:
The number of minutes per day that the student was enrolled in this district on September 20 &, if applicable, on February 20. The minutes should not Include the lunch period and one passing period either before or after lunch. 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.

Non-resident Transportation:
The parent or legal guardian of any pupil who lives further 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.

Preschool-Aged At-Risk Program Participation:
Identifies Pre-K students who may be at-risk by meeting one or more of the designated risk factors.

Allowable values:
- 0 = No, does not meet any of the above at-risk student criteria.

- 1 = Yes, meets one or more of the above at-risk student criteria.

These eligibility requirements for the Preschool-Aged At-Risk Program should also be reported in the appropriate KIDS field:
- Poverty reported in D34: Eligibility for National School Lunch Program and or At-Risk Funding
- Limited English Proficiency reported in D43: ESOL/Bilingual Program Participation Code
- Child experiencing homelessness reported in D38: Residence of Homeless Student while Homeless

For additional information on the Preschool-Aged At-Risk Program please visit https://www.ksde.org/Portals/0/Early%20Childhood/grants/Program%20Requirements%2023-24%20Preschool%20Aged%20At%20Risk.pdf?ver=2023-01-06-101932-270

The information provided for this field will be used to identify students eligible to be enrolled and generate funding for the Preschool-Aged At-Risk Program. Documentation for the criterion met for each child will need to be available for auditors.

Residence of Homeless Students While Homeless:
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.

School Entry Date:
School Entry Date should be based on the date the student entered the Funding School.

Weighted Funding:
The February 20 count is treated like the September 20 count for enrollment purposes and includes all weighted items (such as vocational, bilingual, and transportation) that are assigned to these students.

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 MILT records are submitted to KIDS.

The detailed descriptions of each of the reports available in the KIDS Collection System may be found on the [KIDS Project Report Descriptions](#) website. The following reports are particularly important to MILT submissions:

MILT Reports:
- Student of Military Families—District Eligibility for Additional Funding
- Virtual Education Students (MILT)

Standard Reports:
- Accepted Records by Type—MILT

Resources

Documents
Consult the following documents for additional information specific to the MILT when preparing your MILT submissions. All current documents are located on the [KIDS Project Documents](#) website.

Guidance Documents:
Guideline Documents: Located on [KIDS Documents](#) site.
- Guidelines for Determining KIDS Collection Building Identifier
- Guidelines for Reporting Career & Technical Education Students in KIDS
- Guidelines for Reporting Homeless Students
- Guidelines for Reporting Migrant Students
- Guidelines for Reporting Other Placements
- Guidelines for Reporting Preschool Students
- Guidelines for Reporting Virtual Education Students in KIDS

Miscellaneous Documents:
- Enrollment Handbook 2023-2024 School Year: Located on the KSDE [Fiscal Auditing](#) webpage.
- KIDS 2023-2024 File Specifications Document.
- KIDS 2023-2024 User's Guide.

Technical
In preparing your MILT submissions, you may need technical assistance or reporting guidance. Depending upon the nature of the assistance you need, one or more of the following help resources may be useful.
- KIDS system training: visit the [KIDS Project Training](#) website.
- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org.
- MILT Collection training: visit the [Collection Workshops](#) page.

Revision History

Version	Date	Changes
16.00	8.16.23	• Updated for the 2023-2024 school year.

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