KIDS 2020-2021 Submission Details Document: QERY

Introduction

This document contains information specific to the submission of QERY records to the Kansas Individual Data on Students (KIDS) Collection System. QERY is different from other KIDS record types (such as ENRL, TEST, etc.) in that rather than submitting student data to the State, schools will use QERY records to retrieve data about their students. The results of submitting a batch file containing QERY records will be a file including additional data fields for all students submitted in that QERY batch.

What's New

- No respective changes for the 2020-2021 school year

Introduction - Submission Guidelines

Students to Submit

QERY records may be submitted for any student in order to receive, via batch file, the most recent KIDS data submitted for a student.

- Any student.
- If you have claimed the student, the data returned to the user will be the most recent data submitted by your school.
- If the student was claimed by another school/district, the data returned will be the most recent data submitted by the student's current Accountability School.
- If the report is generated at the district level and both schools are within that district, the data returned will be that of the current Accountability School.

Submission School:

- Any school (Accountability, Funding, or Attendance, but not Educator School Identifier) may submit QERY records.
- This is not a required submission.
- The type of data that is returned on a student will depend on whether the school submitting the QERY record is the current Accountability School for that State Student ID (SSID) or not. More data elements are returned to the current Accountability School because the student will be included in their accountability calculations. FERPA regulations only allow the current school to have access to a student's data.

Submission Window

- Any time KIDS is available.
- QERY records must be submitted in a batch file by themselves—they cannot be mixed in a KIDS batch file with other record types (such as ENRL, TEST, ASGT, etc.).

The Use of QERY Submissions

The QERY record may be useful for retrieving student demographic and program participation data about new students, including district and state entry dates

Data Returned

The data returned in a QERY file differs based on whether a SSID is included in the QERY record, and also whether the submitting school is the current accountability school in the KIDS System.

When the State Student ID is known and submitter is the current Accountability School: If a QERY record is submitted to the KIDS Collection System containing a SSID by the Accountability, then the following fields of data will be returned to the submitter in the QERY results file:

- D2: Accountability School Identifier
- D4: Legal Last Name
- D5: Legal First Name
- D6: Legal Middle Name
- D7: Generation Code
- D8: Gender
- D9: Date of Birth
- D10: Current Grade Level
- D12: Hispanic Ethnicity
- D13: State Student Identifier
- D14: Current School Year
- D16: Attendance School/Program Identifier
- D19: District Entry Date
- D20: State Entry Date
- D33: Comprehensive Race
- D35: Primary Disability Indicator
- D36: Gifted Student Indicator
- D37: Qualified for 504
- D39: ESOL/Bilingual Program Entry Date
- D40: First Entry into a School in the US
- D41: First Language
- D42: ESOL/Bilingual Program Participation Code
- D55: Immigrant Student
- D56: Country of Birth

When the State Student ID is unknown and/or submitter is not the current Accountability School: If a QERY record is submitted to the KIDS Collection System without a SSID by any school or with a SSID by a school other than the accountability school, then the following fields will be returned to the submitter:

- D2 Accountability School Identifier
- D4 Legal Last Name
- D5 Legal First Name
- D6 Legal Middle Name
- D7 Generation Code
- D8 Gender

- D9 Date of Birth
- D10 Current Grade Level
- D12 Hispanic Ethnicity
- D13 State Student Identifier
- D14 Current School Year
- D16 Attendance School/Program Identifier
- D20 State Entry Date
- D33 Comprehensive Race

Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the QERY record. In working with the KIDS Collection 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:

Accredited Private Schools: Private schools may submit QERY records according to the guidance outlined above.

Accuracy of Returned Results: Remember, the accuracy of the data returned on a QERY depends on the accuracy of the data entered at the student's Accountability School.

New Students to the KIDS Collection System: If you submit a QERY record for a student who is new to Kansas or new to the KIDS System and who does not have a previous Accountability School in KIDS, then you will see a message for that student record in the "View Data Errors" file that says, "No errors—no records found."

Reducing Possible Matches Returned: Whenever possible, submit QERY records with the SSID. This will return data only for your student.

If you did not include a SSID in your QERY record and the system finds multiple students who potentially match the data, then you will receive a message that says "(Not an Error). The QERY process found matches on the following IDs (xxxxxxxxxx, xxxxxxxxxx)" and the system will display the first 10 SSIDs that potentially match that data.

School Years Available: For the 2020-2021 school year, schools submitting QERY records will be able to see data starting from the 2006-2007 to present, not from the 2005-2006 school year. Data from the 2005-2006 school year is available via individual Student History reports.

State Student ID: If the SSID is included in a QERY record, then it "trumps" all other data included in the record. So, for example, if you include all the required and optional information for one student, but then include the SSID for a different student, the system will return results for the student with the SSID and not the other student.

Required and Optional Data Elements

The fields that are required and/or optional for QERY records depend on whether the SSID is known for the student on which the submitter wishes to gather information. If the SSID is known, then a much smaller set of data is needed in the QERY record than if it is not.

When the State Student ID is known:

Required: The following fields are required for QERY records that are submitted with an SSID:

- D1 Record Type
- D2 Accountability School
- D13 State Student Identifier
- D14 Current School Year

Optional: For QERY records with an SSID, all other optional fields are irrelevant, as the search will be based solely on the SSID.

When the State Student ID is unknown:

Required: The following fields are required for QERY records that are submitted without an SSID:

- D1 Record Type
- D4 Legal Last Name
- D14 Current School Year

Optional: Including optional fields for QERY records without an SSID will refine the search and make it more likely that a single match will be found. However, the QERY search is based on exact matches, so alternate spellings for first names, for example, will not result in a match. The following fields are optional for QERY records submitted without an SSID:

- D3 Residence District Identifier
- D5 Legal First Name
- D6 Legal Middle Name
- D7 Generation Code
- D8 Gender
- D9 Date of Birth
- D10 Current Grade Level
- D11 Local Student ID
- D12 Hispanic Ethnicity
- D15 Funding School Identifier
- D16 Attendance School/Program Identifier
- D33 Comprehensive Race
- D91 User Field 1
- D92 User Field 2
- D93 User Field 3

Optional fields are validated, if submitted. All other data fields that are neither required nor optional for QERY may be left blank. Values in data fields that are neither required nor optional for QERY 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 a QERY record or an error will be generated.

Resources

Documents

Consult the following documents for additional information specific to QERY records. Unless specified otherwise below, the most recent version of all documents are located on the KIDS Project Documents website.

- **KIDS 2020-2021 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System.
- **KIDS 2020-2021 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 QERY submissions, you may need technical assistance. 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

Revision History

Version	Date	Changes
14.00	08.01.20	• Updated for the 2020-2021 school year

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