



## **KIDS 2023-2024 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 and to ensure appropriate funding for the student population listed below.

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.

### **What's New**

- Changes
  - F9: Grade Level –grade levels
  - F13: School year – respective year change
  - F15: Virtual Education Student – accepted grade level updates
  - F27: CTE Certification Earned – seven certifications added
  - F29: Graduation Year – Comments/Values changes
- New
  - No new fields
- Removed
  - No removed values

## Introduction - Submission Guidelines

**Students to Submit:** KCAN records are only required for the following population:

- All students grade 9-12 and ungraded (UG)
- 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 - enter data upon course enrollment and course exit or completion
- Migrant students with Received Services (summer school). Can only be submitted from June 1 – September 3, 2024.
- Virtual Education Students 20 and Over
- Virtual Education Students 19 and Under
- 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 21, 2023 – September 3, 2024

- KCAN records with course outcomes for CTE courses should be submitted by 6/15/2024 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 and ensure appropriate funding
- 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

**(All data should be current as of the last day of the course-grading period)**

## KIDS Collection Field Requirements KCAN Record Type 2023-24

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	C
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	O
F24	X	Percent Grade	O
F25	Y	Work-based Learning	C
F26	Z	College Credits Earned	C
F27	AA	CTE Certification Earned	C
F28	AB	Date Earned	C
F29	AC	Graduation Year	C
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 6/15/2024 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.

CTE Courses are those 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 22-23 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 certification (see Appendix E)

1. Obtained by 2023 Seniors through the date Dec. 1, 2023
2. All certification obtained by any student in 23-24.

**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 2023-2024 school year, enter 2024. 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.

Dual Credit Courses are those 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.

The courses meeting this criterion are 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.

### **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)

KIDS 2023-2024 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), ‘02’ = Completed (Fail), or ‘04’ = Exited before course completion (Migrant only) 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. When undoing a KCAN record (Course Status = ‘99’) with a previously reported grade, the originally reported grade should match the

original submission. 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
- '99' = Record Submitted in Error—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 1 Migrant Student Enrollment:** 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).

**Scenario 2 Migrant Student Leaves Early:** A Migrant student departs from the course before the end of the term. A KCAN record for this student should be submitted to indicate the student's course exit. To reflect the early exit use a '04' = Exited before course completion in F22: Course Status. This record should be submitted within two days of the student's exit.

The following information will also need to be submitted on this students KCAN record:

- F23: Letter Grade – as of the day the student left (required).
- F24: Percent grade – as of the day the student left (optional).
- F32: First Instruction Date—This is the first date the student received instruction in this course in the current term (F18).

**Scenario 3 Migrant Student Finishes:** A Migrant student departs from the course at the end of the term. A KCAN record for this student should be submitted to indicate the student's course exit. To reflect the completion use a '01' or '02' = Completed (Pass) or Completed (Fail), respectively, in F22: Course Status. This record should be submitted within the normal KCAN submission guidance.

The following information will also need to be submitted on this students KCAN record:

- F23: Letter Grade – as of the day the student left (required).
- F24: Percent grade – as of the day the student left (optional).
- F32: First Instruction Date—This is the first date the student received instruction in this course in the current term (F18).

**Migrant Services (summer):** Any migrant student who receives services during the summer school term must be submitted from June 1, 2024 – September 5, 2024.

(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

Then enter a code '99' = Record Submitted in Error in the Course Status field (**F223**).

**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 in the following key data fields.

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

**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
- F23: Letter Grade

Additionally, enter a code '99' = Record Submitted in Error in the Course Status field (**F23**).

**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 2023 summer school session (through July 31, 2023) are required to be submitted on KCAN records with the School Year = '2023.' Summer school courses that end after July 31, 2023 should be reported in the 2024 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 19 and Under, Grade Level 09-12 and UG, if a Dropout Diploma Completion Virtual Student:**

Starting in 2022-23, Virtual Education Students 19 and under, grades level 9-12 and UG, **if a Dropout Diploma Completion Virtual Student**, must submit course outcomes for completed virtual courses to ensure these students are funded as required by Senate Substitute for House Bill 2567.

Note: During 2023-24, after final KCAN submissions for 2022-23, KSDE will audit Virtual Students 19 and under, grade levels 09-12 and UG to identify dropout diploma completion virtual students. If a student has been funded as a full-time or part-time virtual student in 2022-23 in error, the following year (2023-24) an audit exception will be made and the student will be funded based on credits earned from July 1, 2022 to June 30, 2023 (up to a maximum of six credits).

Dropout Diploma Completion Virtual Students are defined as:

- Enrolled and attending virtually
- 19 years of age or younger (as of September 20)
- Grades 09-12 and UG
- Has a ratio of earned credits to expected credits for their cohort year of less than 75% AND
- Has dropped out of high school in one of the following ways:
  - o Did not attend any school for 60 consecutive days or more in the current school year

(2022-23) OR

- o Did not attend any school for 60 consecutive days or more in the preceding school year and the student did not finish the preceding year and it is not reasonably anticipated enroll or attend in the current year OR
- o Has been exempted from compulsory student attendance by written consent of the parent pursuant to K.S.A. 72-3120;
- Has not been counted in the enrollment of a virtual school as a full-time or part-time virtual student during the school year.

**Note: a dropout diploma completion virtual student as defined above is different from a dropout student as defined for a district's annual Dropout/Graduation Summary Report (DGSR). Please carefully consult the Submission Details Document for the End-of-Year Accountability Report.**

**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 field 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.

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 \(ksde.org\)](https://ksde.org) Please review for more information in regards to WBL.

[Kansas Work-Based Learning: Personalized Learning Plan Guidance Document \(ksde.org\)](https://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:

### **Student Course:**

- 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. All current documents are located on the [KIDS Project Document](#) website.

- KCCMS webpage: [Kansas Course Codes \(KCCMS\) \(ksde.org\)](#)
- KIDS 2023-2024 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](mailto:kccms@ksde.org)
- KIDS Collection Training: visit the [KIDS Project Training](#) website
- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or [kids@ksde.org](mailto:kids@ksde.org)
- Pathways: [pathwayshelpdesk@ksde.org](mailto:pathwayshelpdesk@ksde.org)
- Virtual Education 20 and Over, contact [Kids@ksde.org](mailto:Kids@ksde.org)

## Revision History

Version	Date	Changes
7.00	08/16/2023	Updated for the 2023-2024 school year
7.01	10/11/2023	Updated grade values for Virtual 19 and under Dropout Diploma Completion 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.

