



Guidelines for KIDS Reporting: Students Attending Other Educational Placements

Introduction:

This document is focused on the process of reporting student-level data to the KIDS Collection System on students in a juvenile correctional facilities (JCF), Kansas Department of Corrections Facilities (KDOC), juvenile detention centers (JDC), psychiatric residential treatment facilities (PRTF), or other alternate program placements. The type of record, time of year, and the relationship between the district and the program may change the recommended reporting requirements.

Overview of various educational placements:

Kansas Department of Corrections Facilities

Operated by: Kansas Department of Corrections

1. **Placement:** Long-term placement as a result of adjudication
2. **Services:** Offers full range of academic services
3. **Building:** Included in KESA
4. **Organization:** KDOC facilities have a district number assigned
5. **Report in KIDS:** KDOC facilities report data in KIDS
6. **State Assessments:** Exempt from State assessments §300.324(d)
7. **Funding:** Division of Juvenile Services

KDOC Facilities with Diploma Completion Services			
Org No	Org Name	Building No	Building Name
S0521	Kansas Department of Corrections	7464	Central Office
S0521	Kansas Department of Corrections	7436	Topeka Correctional Facility
S0521	Kansas Department of Corrections	7437	Hutchinson Correctional Facility
S0521	Kansas Department of Corrections	7432	Lansing Correctional Facility
S0521	Kansas Department of Corrections	9675	Norton Correctional Facility
S0521	Kansas Department of Corrections	7457	Winfield Correctional Facility
S0521	Kansas Department of Corrections	7459	El Dorado Correctional Facility
S0521	Kansas Department of Corrections	7462	Ellsworth Correctional Facility
S0521	Kansas Department of Corrections	7463	Larned Correctional Mental Health Facility

Juvenile Correctional Facilities (Accredited)

1. **Operated by:** Kansas Department of Corrections—Juvenile Services
2. **Placement:** Long-term placement as a result of adjudication
3. **Services:** Offers full range of academic services
4. **Building:** Included in Kansas Education Systems Accreditation (KESA)
5. **Organization:** Each accredited JCF has a district number assigned
6. **Report in KIDS:** JCFs report data in KIDS
7. **State Assessments:** Yes, administer State assessments
8. **Funding:** Receive direct funding from KSDE

Juvenile Correctional Facility Schools			
Org No	Org Name	Building No	Building Name
S0521	Lawrence Gardner High School	7465	Lawrence Gardner High School

State Hospital Schools (Accredited)

1. **Operated by:** State of Kansas
2. **Placement:** Individuals (minimum age 6 years) are admitted on a voluntary basis with the signed consent of the parents or legal guardian. Individuals must be classified as eligible for the ICF/IID level of care and in need of active treatment. The Community Developmental Disability Organization and Managed Care Organization working with the person and parent or legal guardian must determine that services are not available in the community and PSHTC is the least restrictive environment for the individual before requesting admission.
1. **Services:** Offers full range of academic services
2. **Building:** Included in KESA
3. **Organization:** State Hospital Schools have district numbers assigned
4. **Report in KIDS:** State Hospital Schools report data in KIDS
5. **State Assessments:** Yes, administer State assessments
6. **Funding:** Primary funding through the Centers for Medicaid and Medicare Services

State Hospital Schools			
Org No	Org Name	Building No	Building Name
S0507	St. Hosp. Training Center Parsons	8614	St. Hosp. Training Center Parsons

Kansas Department of Correction Facilities, Juvenile Correctional Facilities, State Schools, and State Hospital Schools:

Students attending an accredited KDOC facility, accredited JCF, State school, or a State Hospital school will have the data reported by the entity that provides educational services in the facility. The Accountability, Funding, Attendance, and Student School building numbers in KIDS will be the building number assigned to that building. (See the tables above for the specific building numbers.)

KIDS Collections:

ASGT Collection

ASGT records should be sent to claim a student once the student enters the facility and begins to receive educational services.

ENRL Collection

ENRL records should be sent for all students attending KDOCs, JCFs, State schools, and State hospital schools following the September 20th rule to populate the Principal's Building Report (PBR) for each building.

EOYA Collection

EOYA records should be sent for all students that attended the building at any point during the school year. The Cumulative Days in Membership and Cumulative Days in Attendance fields should represent the days at that facility.

EXIT Collection

When a student leaves, an EXIT record should be sent. The Cumulative Days in Membership and Cumulative Days in Attendance fields should represent the days at that facility. The EXIT/Withdrawal Type should indicate the known basis of the exit. (e.g. '8' = Graduated with regular diploma, '19' = Transfer to a GED completion program, '20' = Transferred to a juvenile or adult correctional facility where diploma completion services are not provided, etc.).

Incarcerated students on an IEP that turn 21 during the school year he/she is in custody should be reported as '13' = Reached maximum age for services.

SPED Collection

SPED records should be sent up in cases when existing KIDS record types do not meet the OSEP reporting requirements needed in the SPEDPro application. SPED records may report different accountability and funding schools from other record type, but are ignored for funding and accountability purposes. SPED records do not claim students for funding or accountability.

SMSC Collection

No SMSC records should be sent to KIDS by these facilities.

KCAN Collection

KCAN records should be sent for all Migrant students.

TASC Collection

TASC records should be sent for students if the facility offers interim math or ELA assessments in KITE.

TEST Collection

The TEST Collection process is the same as any other accredited schools. The student's test results are included in the accountability results for the educational entity.

Data Reporting in Other Systems:

- KIAS – Data are reported by the entity that provides educational services.
- SPED-Pro – Data are reported by the entity that provides educational services.
- LCP – Department of Corrections submits for all KDOC facilities, including JCFs. State Schools do submit, but State Hospital Schools do not.
- DGSR – Data are reported by the entity that provides educational services.
- AMOSS – The entity that provides educational does have access and will sign off on the data in the AMOSS system.
- EDCS – The entity that provides educational reports the educators.
- PBR – The entity that provides educational services submits the PBR.
- SO66 – These entities do not submit an SO66

KIDS Data Reported by Home District for Students at the Kansas Department of Corrections Facilities, Juvenile Correctional Facilities, State Schools, or State Hospital Schools:

ENRL – Student are not eligible to be counted in the regular enrollment of the student's home school district for the 9/20 count day if they do not meet the 9/20 count day attendance requirements.

EXIT – For school districts that have a student that is placed at one of these facilities, send an EXIT record with the appropriate code:

- Kansas Department of Correction Facility – '15' = Transfer to a juvenile or adult correctional facility where diploma completion services are provided.
- Juvenile Correctional Facility – '15' = Transfer to a juvenile or adult correctional facility where diploma completion services are provided.
- State Schools – '2' = Transfer to a public school in a different district in Kansas
- State Hospital Schools – '2' = Transfer to a public school in a different district in Kansas

EOYA – Students should have EOYA records sent for the period of time the student was enrolled and attending the home district.

SMSC – Students should be included on SMSC records of the student's home district if the student meets the attendance requirements of SMSC.

TASC and TEST records should not be sent unless the student meets the attendance requirements needed for State assessments.

Special Purpose Schools (Accredited)

1. **Operated by:** Special purpose schools are private accredited entities.
2. **Placement:** Referrals to Special Purpose Schools come from social service agencies (primarily Kansas and Missouri), local school districts, and parents or legal guardians. Some students are wards of the state and are placed here by the state. Students are either considered Day Students or Residential Students.
 - o *Day Students:* Parents or guardians or local school district IEP team can request their student attend one of the Special Purpose Schools. Certain documentation is required, such as the current IEP and/or psychological testing, before the child will be accepted. These students are typically considered residents of their “home” or resident district where they are enrolled, and will be bussed daily to the school. The resident district will contract with the Special Purpose School for the day services. See more regarding Day Students in the Approved (Kansas) Juvenile Detention Center and Psychiatric Residential Treatment Facilities section.
 - o *Residential Students:* These students are typically a ward of the state and are placed here by the state.
3. **Services:** Offers full range of academic services
4. **Building:** Included in KESA
5. **Organization:** Special Purpose Schools have district number assigned
6. **Report in KIDS:** Students are reported by the Special Purpose School and some of them will also be reported by their ‘home’ district for funding purposes.
7. **State Assessments:** Yes, administer State assessments
8. **Funding:** Because these Special Purpose Schools are private accredited entities, they do not receive funding from KSDE. However, the residential students are considered residents of the local school district (D0373 Newton, D0259 Wichita, or D0368 Paola) and will be claimed by the district for 9/20 enrollment counts for funding purposes. Day students will be counted by the ‘Home’ district for funding purposes. Students will be considered shared students for funding reasons.

Special Purpose Schools			
Org No	Org Name	Building No	Building Name
X0015	Prairie View School	9915	Prairie View School
X0758	HeartSpring	1881	HeartSpring
Z0032	Lakemary Center	4727	Lakemary Center, Inc

Special Purpose Schools:

Students attending special purpose schools will have the data reported by the district that provides educational services in the facility and by the resident district for funding. For Special Purpose School reporting:

- Accountability School = Special Purpose School building number (9915, 1881, or 4727)
- Funding School for residential (stay on the premises) students = building number of the district central office of the district where the Special Purpose School is located
- Funding School for day (bussed to the school by the home district) students = building number of the district central office of the student’s home district
- Attendance School the is the Special Purpose School building number (9915, 1881, or 4727).

KIDS Collections for Special Purpose Schools Reporting:

ASGT Collection

ASGT records should be sent to claim a student once the student enters the facility and begins to receive educational services.

ENRL Collection

ENRL records should be sent for all students attending special purpose schools following the September 20th rule to populate the Principal's Building Report (PBR) for each building.

EOYA Collection

EOYA records should be sent for all students that attended the building at any point during the school year. The Cumulative Days in Membership and Cumulative Days in Attendance fields should represent the days at that facility.

EXIT Collection

When a student leaves, an EXIT record should be sent. The Cumulative Days in Membership and Cumulative Days in Attendance fields should represent the days at that facility. The EXIT/Withdrawal Type should indicate the known basis of the exit. (e.g. '2' = Transfer to a public school in a different district in Kansas, '8' = Graduated with regular diploma, '19' = Transfer to a GED completion program, '20' = Transferred to a juvenile or adult correctional facility where diploma completion services are not provided, etc.)

Students that are wards of the state on an IEP that turn 21 during the school year he/she is in custody should be reported as '13' = Reached maximum age for services.

SMSC Collection

No SMSC records should be sent to KIDS by these facilities.

SPED Collection

SPED records should be sent up in cases when existing KIDS record types do not meet the OSEP reporting requirements needed in the SPEDPro application. SPED records may report different accountability and funding schools from other record type, but are ignored for funding and accountability purposes. SPED records do not claim students for funding or accountability.

KCAN Collection

KCAN records should be sent for all Migrant students that earn a course outcome.

TASC Collection

TASC records should be sent for students if the facility offers interim math or ELA assessments in KITE.

TEST Collection

The TEST Collection process is the same as any other accredited schools. The student's test results are included in the accountability results for the educational entity.

Data Reporting in Other Systems:

- KIAS – Data are reported by the Special Purpose School.
- SPED-Pro – Data are reported by the responsible LEA or the Special Purpose School based on the specific facility the student attends.
- LCP – The Special Purpose school does not submit data.
- DGSR – Data are reported by the Special Purpose School.
- AMOSS – The Special Purpose School does have access and will sign off on the data in the AMOSS system.
- EDCS – The Special Purpose School reports the educators in EDCS.
- PBR – The Special Purpose School submits the PBR.
- SO66 – The Special Purpose School does not submit.

KIDS Data Reported by Resident District for Students at Special Purpose Schools:

ENRL – Because these Special Purpose Schools are private accredited entities, they do not receive funding from KSDE; however, they do send ENRL records for populating the PBR for accreditation. Residential students are considered residents of the local school district (D0373 Newton, D0259 Wichita, or D0368 Paola) and those districts will send ENRL records. Day students will be counted by the home (resident) district for funding purposes, and the 'Home' district will send ENRL records. Students will be considered shared students for funding reasons and will have two ENRL records submitted to KIDS by two different entities.

EXIT – For school districts that have a student that is placed at one of these facilities, send an EXIT record with the appropriate code:

- '4' = Transfer to an accredited private school in Kansas or in a different state

EOYA – Students should have an EOYA records sent for the period of time the student was enrolled and attending the resident district.

SMSC – Students should be included on SMSC records of the student's home district if the student meets the attendance requirements of SMSC.

KCAN records should not be sent unless the student earned a course outcome before or after being placed in the facility unless the student is a Migrant student which will have an KCAN sent with a Course Status of '04' = Exited before course completion (Migrant only).

TASC and TEST records should not be sent unless the student meets the attendance requirements needed for State assessments.

Approved (Kansas)

Juvenile Detention Center and Psychiatric Residential Treatment Facilities

1. **Operated by:** Private entities or by local school district
Placement: Students are typically placed at JDCs, PRTFs, or local and county facilities. Students are considered residents of district where the facility is located. Short-term placement programs.
 - *Day Students:* Parents or guardians or local school district can request their student attend one of the Special Purpose Schools. Certain documentation is required, such as the current IEP and/or psychological testing, before the child will be accepted. These students are typically considered residents of their "home" or resident district where they are enrolled, and will be bussed daily to the school. The resident district will contract with the Special Purpose School for the day services.
2. **Services:** Limited academic services
3. **Building:** No included in KESA. These are attendance centers only.

4. **Organization:** Are not accredited entities and are attendance locations only
5. **Report in KIDS:** Districts that provide educational services in approved JDCs and PRTFs report data in KIDS.
6. **State Assessments:** Not recommended for assessments (No licensed personnel; cannot meet minimum APA testing guidelines necessary to ensure valid test.)
7. **Funding:** KSDE receives a list of JDC and PRTF programs eligible for funding each year from Kansas Department of Aging. Districts that provide educational services in approved JDCs and PRTFs receive funding for students from KSDE. The KIDS ENRL data is one of three counts used for funding.

Approved Juvenile Detention Centers (JDCs) and Psychiatric Residential Treatment Facilities (PRTFs)			
Org No	Org Name	Building No	Building Name
D0229	Blue Valley	7791	Marillac Juvenile Detention Center
D0233	Olathe	9309	Olathe Juvenile Detention Center
D0233	Olathe	9310	TLC for Children and Families, Inc.
D0248	Girard	1263	Girard Juvenile Detention Center
D0259	Wichita	1949	Wichita Juvenile Detention Center
D0290	Ottawa	2656	Ottawa Juvenile Detention Center
D0305	Salina	3025	St. Francis Academy - Salina
D0308	Hutchinson Public Schools	3138	Hutchinson Juvenile Detention Center
D0368	Paola	4703	Lakemary Center, Inc.
D0373	Newton	4815	United Methodist Youthville
D0373	Newton	4819	Prairie View
D0383	Manhattan-Ogden	5142	Flint Hills Job Corps Center
D0443	Dodge City	6708	TEC & Riata Way Program
D0453	Leavenworth	7027	Leavenworth Juvenile Detention Center
D0457	Garden City	7149	Garden City Juvenile Detention Center
D0475	Geary County Schools	7632	Junction City Juvenile Detention Center
D0489	Hays	7944	KVC Wheatland Psychiatric Hospital
D0497	Lawrence	8225	Lawrence Juvenile Detention Center
D0500	Kansas City	8357	Kansas City Juvenile Detention Center
D0500	Kansas City	8351	KVC Psychiatric Residential Treatment Center
D0501	Topeka Public Schools	8542	Topeka Juvenile Detention Center
D0501	Topeka Public Schools	8543	Florence Crittenton Services

Local and County Correction Facilities

1. **Operated by:** Public corrections, educational services by local school district
2. **Placement:** Short-to mid-term placements
3. **Services:** Limited academic services
4. **Building:** Not included in KESA and are attendance locations only
5. **Organization:** Facilities are not accredited and do not have numbers assigned by KSDE
6. **Report in KIDS:** Data reported in KIDS by the district that operates the educational program that provides the services where the facility is located
7. **State Assessments:** Not recommended for assessments (No licensed personnel; cannot meet minimum APA testing guidelines necessary to ensure valid test.) but are not exempt from State assessments
8. **Funding:** Local funding

Approved JDCs, PRTFs, or Local or County Facilities:

Students in these facilities will have the data reported by the district where the facility is located. Report the buildings in the following way:

- Accountability School = school building number where student would normally attend at that district
- Funding School = '0003' for JDCs and PRTFs
- Funding School = The building number of the school that would normally be used at that district for students in local or county facilities
- Attendance School = the building number of the JDC or PRT. For local or county facilities, use the 'Incarcerated' building number if there is one. Otherwise, use the district central office.

KIDS Data Are Reported by the District where the JDC, PRTFs, or Local or County Facility is located:

ASGT Collection

ASGT records should be sent to claim a student once the student enters the facility and begins to receive educational services.

ENRL Collection

ENRL records should be sent for all students following the September 20th rule to populate the Principal's Building Report (PBR).

Districts that operate JDCs and PRTFs will count students on three days during the school year and use the highest FTE to compute for funding. The three days are September 20, November 20, and April 20. Although there are three count days, JDCs and PRTFs are only required to submit the September 20 count through the KIDS system.

EOYA Collection

EOYA records should be sent for all students that attended at any point during the school year. The Cumulative Days in Membership and Cumulative Days in Attendance fields should represent the days at that facility.

EXIT Collection

When a student leaves the JDC, PTRF and the local or county facility, an EXIT record should be sent. The Cumulative Days in Membership and Cumulative Days in Attendance fields should represent the days at that facility. The EXIT/Withdrawal Type should indicate the known basis of the exit. (e.g. '2' = Transfer to a public school in a different district in Kansas, '19' = Transfer to a GED completion program, '20' = Transfer to a juvenile or adult correctional facility where educational services are not provided, etc.).

Incarcerated students on an IEP that turn 21 during the school year he/she is in custody should be reported as '13' = Reached maximum age for services.

SMSC Collection

No SMSC records should be sent for these student to KIDS by districts that have JDCs or PRTFs.

SPED Collection

SPED records should be sent up in cases when existing KIDS record types do not meet the OSEP reporting requirements needed in the SPEDPro application. SPED records may report different accountability and funding schools from other record type, but are ignored for funding and accountability purposes. SPED records do not claim students for funding or accountability.

KCAN Collection

KCAN records should be sent for all Migrant students that earn a course outcome.

TASC Collection

No TASC records should be sent to KIDS.

TEST Collection

Send the TEST record and then send an appropriate Special Circumstance (SC) code to remove the student from the district's accountability.

Data Reporting in Other Systems:

- KIAS – Data are reported by the district that provides educational services in the facilities.
- SPED-Pro – Data are reported by the district that provides educational services in the facilities.
- LCP – Data are reported by the district that provides educational services in the facilities.
- DGSR – Data are reported by the district that provides educational services in the facilities.
- AMOSS – The district that provides educational services in the facilities does have access and will sign off on the data in the AMOSS system.
- EDCS – The district that provides educational services in the facilities reports educators in EDCS.
- PBR – No PBR for these buildings.

KIDS Reporting by Home Districts for Students placed at a JDC, PRTF, or local or county facility:

ENRL – Student is not eligible to be counted in the regular enrollment of the student's home school district for the 9/20 count day if he/she do not meet the 9/20 count day attendance requirements.

EOYA – Student should have EOYA records sent for the period of time the student was enrolled and attending the home district.

EXIT – For school districts that have a student that is placed at one of these facilities, send an EXIT record with the Exit/Withdrawal Type of '20' = Transferred to a juvenile or adult correctional facility where diploma completion services are not provided.

SMSC – Student should be included on SMSC records of the student's home district if the student meets the attendance requirements of SMSC.

KCAN records should not be sent unless the student earned a course outcome before or after being placed in the facility unless the student is a Migrant student which will have an KCAN sent with a Course Status of '04' = Exited before course completion (Migrant only).

TASC and TEST records should not be sent unless the student meets the attendance requirements needed for State assessments.

Special Day Schools / Attendance Centers

1. **Operated by:** Private entities or by local school district
2. **Placement:** Short to long-term placement programs
3. **Services:** Limited to IEP students
4. **Building:** Special Day Schools / Attendance Centers are not included in KESA and are considered programs / attendance locations only.
5. **Organization:** Facilities do not have organization numbers assigned by KSDE
6. **Report in KIDS:** The home district reports data in KIDS.
7. **State Assessments:** The home district will be responsible for giving assessments.
8. **Funding:** The home district receives the funding.

KIDS Data Are Reported by Home District for Students placed at a Special Day School or Attendance Center:

These programs do not send data to KIDS. The home district sends all KIDS records and use the special day school/attendance center building number as the Attendance School.

For more information:

In preparing your KIDS submissions, you may need technical assistance or reporting guidance on reporting students attending juvenile detention facilities. Depending upon the nature of the assistance you need, one or more of the following help resources may be useful.

- KIDS Technical Support: 785-296-7935
- KSDE Helpdesk kids@ksde.org

Revision History

Version	Date	Changes
3.00	xx.xx.18	2018-2019 Updates

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.