



## Guidelines for Reporting Virtual Education Students in KIDS

### Introduction:

This document provides guidelines regarding the process of reporting information on students participating in virtual education to the KIDS Collection System. The definition of a “virtual” student as it is reported in KIDS is different than a “virtual” course as it has been defined for reporting in the Kansas Course Code Management System (KCCMS) and a “virtual” teacher as it has been defined for reporting in the Educator Data Collection System (EDCS).

### Changes in Virtual Students Reporting:

- Updated KCAN record information to include Virtual Education Students 19 and Under, grade level 14-18.

### Defining Virtual:

#### Funding:

Funding is based on three different categories: Full-Time Virtual Students 19 and younger, Part-Time Virtual Students 19 and younger and Virtual Credits Earned by Students 20 and older. The student’s age will be determined as of September 20.

### Virtual Education Students 19 and Under, Grade Level 14-18, if a Dropout Diploma Completion Virtual Student:

- Course outcomes for completed virtual courses  
Starting in 2022-23, Virtual Education Students 19 and under, grades level 14-18, **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 14-18 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)
- Grade Level 14-18
- 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 older):**

Virtual students 20 and over will still need to have an ENRL record submitted to include those students in headcount data reported for your district. Virtual students 20 and over who are enrolled on or before September 20<sup>th</sup> (end of first count window) should have an ENRL record submitted with 360 minutes enrolled, REGARDLESS of the actual number of minutes they are in attendance during that period. This ensures the student is included in the district's headcount; it does not affect funding, which is based on credits earned. If such a student enrolls after count date, the student should have an ASGT record submitted to KIDS.

#### **Schools, Programs, and Brick and Mortar**

The list of all USDs that have a Virtual School or Virtual Program approved by KSDE, and the approved grades, is posted on [KSDE's Virtual Schools website](#) under "Virtual School and Program Directory". If your USD is not on this list, or the grades are not accurate, please contact KSDE's Virtual team at [virtual@ksde.org](mailto:virtual@ksde.org). The list has each school marked as either a School or Program as defined below.

Virtual Schools: approved virtual schools hosted by the district. Virtual Schools are required to have a KSDE building number which will be used as the Funding and Accountability Buildings on KIDS records for virtual students. Other state reports for Virtual Schools are now also required.

Virtual Programs: students receiving virtual education within a district that is approved to contract with a service center or interlocal to provide virtual education. Currently, these programs are not required to have a KSDE building number.

Traditional (Brick & Mortar) and Virtual Students: If a virtual student 19 and younger is enrolled at both a traditional (brick & mortar) school and a virtual school or program within the same district, two ENRL records must be submitted for the student. The virtual school or program will be limited to the number of minutes remaining after the traditional (brick & mortar) school's minutes are subtracted from 360.

### **When is a Course Considered a Virtual Course?**

You do not designate a course as a virtual course in KIDS, schools/districts do report virtual courses for Virtual 20 and Over on Students on a KCAN record. The following guidance is intended to provide clarification on virtual course reporting for KCAN purposes.

**KCCMS:** A virtual course is any course delivered online.

**EDCS:** Any course that is taught using distance-learning technologies which predominately use internet-based methods is considered a virtual course. Any course that is taught on-line by a computer program is considered a virtual course. Instruction is asynchronous.

In contrast, a course offered by a school, where the student attends on-site within the designated and regular period in the school day in an on-line class and is not considered a virtual course, school, or program. Any course that is delivered online, but a teacher is providing the instruction from somewhere is not considered a virtual course. It is considered distance learning.

### **When is a Student Considered a Virtual Student?**

A student is considered a virtual student if he/she is attending an approved virtual building and is able to take classes anytime, anywhere (instruction is asynchronous). If the student is taking a course online at his/her school during school hours, he/she would not be considered a virtual student. A Virtual Student is reported on KIDS ENRL and EOYA records.

**Example - Online Class (not Virtual):** A district may not have a local foreign language teacher available to provide in-person foreign language classes to traditional students. Therefore, the school has an online foreign language class taught by a certified teacher at the same scheduled times each week at the traditional (brick & mortar) school during school hours to the same set of students. The students attending the foreign language class are NOT virtual students, but traditional (brick & mortar) students.

## **Best Practices Scenarios**

**Scenario 1:** Student is 19 and under attending only an approved virtual school or program for all courses:

This student is reported by the virtual school or program that is approved for State funding as a virtual student in the Virtual Education Student field for the courses enrolled. This student is asynchronous to their traditional brick and mortar building and can take the courses any time. This student's full-time equivalent enrollment (FTE) will be calculated by taking the minutes enrolled

divided by 360. The number of pupils enrolled full-time will be multiplied by \$5,600 to determine the amount of funding. (Kindergarten students enrolled full-time for 360 minutes will receive \$5,600.) Student's enrolled less than full-time will have an FTE calculated and multiplied by \$2,800 to determine the amount of funding. See the Audit Guide in the Enrollment Handbook for reporting minutes.

How to report ENRL Records for:

**Districts with an approved Virtual School<sup>1</sup> will submit ENRL records as follows:**

Accountability School	Virtual School Building Number
Funding School	Virtual School Building Number
Attendance School	Virtual School Building Number
Minutes Enrolled	Actual Minutes Enrolled
Virtual Student	01

**Districts with an approved Virtual Program<sup>1</sup> will submit ENRL records as follows:**

Funding School	Traditional (Brick & Mortar) Building Number - <i>Building (brick &amp; mortar) the student would attend if not virtual. May be Central Office building.</i>
Accountability School	Traditional (Brick & Mortar) Building Number - <i>Building (brick &amp; mortar) the student would attend if not virtual. Central Office building can ONLY be used for Adult Students (Grade Level 18).</i>
Attendance School	Traditional (Brick & Mortar) Building Number – <i>Building (brick &amp; mortar) the student would attend if not virtual. May be Central Office building.</i>
Minutes Enrolled	Actual Minutes a student is enrolled in the Virtual Program
(Virtual Student) Data Field	01

**Scenario 2:** Student is 19 and under attending an approved virtual school or program for part of the day and a brick-and-mortar school for the rest of the day.

Students enrolled less than full-time will have an FTE calculated and multiplied by \$2,800 to determine the amount of funding:

**In the same district with the same building number:** In districts where the virtual school or program is submitted under the same building number as the traditional building:

How to report ENRL Records for:

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<sup>1</sup> School must also be approved for the grade of the virtual students they are submitting. Please see the Schools, Programs and Brick & Mortar section above for more information.

The Traditional Building (Brick-and-Mortar):

Funding School	Traditional Building (Brick-and-Mortar)
Accountability School	Traditional Building (Brick-and-Mortar)
Attendance School	Traditional Building (Brick-and-Mortar)
Minutes Enrolled	Actual minutes enrolled at Traditional Building (Brick-and-Mortar)
(Virtual Student) Data Field	00

The Virtual School/Program<sup>1</sup>:

Funding School	District Central Office Building
Accountability School	Traditional Building (Brick & Mortar) – <i>building (brick-and-mortar) the student would attend if not virtual. Central Office building can ONLY be used for Adult Students (Grade Level 18).</i>
Attendance School	Traditional Building (Brick & Mortar) – <i>building (brick-and-mortar) the student would attend if not virtual. May be Central Office building.</i>
Minutes Enrolled	Actual minutes enrolled in the Virtual School/Program
(Virtual Student) Data Field	01

**In the same district with a separate number for the virtual school:** In districts where the virtual school or program is submitted under its own building number or the district central office:

How to report ENRL Records for:

The Traditional Building (Brick-and-Mortar):

Funding School	Traditional Building (Brick-and-Mortar)
Accountability School	Traditional Building (Brick-and-Mortar)
Attendance School	Traditional Building (Brick-and-Mortar)
Minutes Enrolled	Actual minutes enrolled at Traditional Building (Brick-and-Mortar)
(Virtual Student) Data Field	00

The Virtual School/Program<sup>1</sup>:

Funding School	Virtual School Building
Accountability School	Virtual School Building
Attendance School	Virtual School Building
Minutes Enrolled	Actual minutes enrolled in the Virtual School/Program—Maximum of 360
(Virtual Student) Data Field	01

**Scenario 3:** Student is 20 or over taking courses through an approved virtual school or program.

There is no count day for Virtual Students 20 and over. Funding for Virtual Students 20 and over will be based on credits earned between July 1, 2022 and June 30, 2023. The district will receive \$709 per credit hour earned by the student, up to 6 total credits per student. Credits earned are not limited to students who are enrolled during the count window, but rather any student who earns credit during the school year. However, an ENRL record will still be required for Virtual Students 20 and over on the count day in order to include those students in headcount data reported for your district. Virtual students 20 and over who are enrolled on or before September 20th (end of first count window) should have an ENRL submitted with 360 minutes, REGARDLESS of the actual number of minutes they are in attendance during that period.

ENRL Record:

The Virtual School<sup>2</sup>:

Funding School	Virtual School Building
Accountability School	Virtual School Building
Attendance School	Virtual School Building
Minutes Enrolled	360
(Virtual Student) Data Field	01

The Virtual Program<sup>2</sup>:

Funding School	Traditional Building (Brick & Mortar) – building (brick-and-mortar) <i>the student would attend if not virtual. May be Central Office building.</i>
Accountability School	Traditional Building (Brick & Mortar) – building (brick-and-mortar) <i>the student would attend if not virtual. Central Office building can ONLY be used for Adult Students (Grade Level 18). Do NOT use 0001 or 0002.</i>
Attendance School	Traditional Building (Brick & Mortar) – building (brick-and-mortar) <i>the student would attend if not virtual. May be Central Office building. Do NOT use 0001 or 0002.</i>
Minutes Enrolled	360
(Virtual Student) Data Field	01

**Scenario 4:** Student is taking an on-line class at a brick-and-mortar school. The district does not have an approved virtual school or program:

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<sup>2</sup> School must also be approved for the grade of the virtual students they are submitting. Please see the Schools, Programs and Brick & Mortar section above for more information.

This student should not be reported to KIDS as a virtual student in the Virtual Education Student field. The course is offered during a specific period during the school day and is taken at the brick and mortar school.

## **KIDS Collections and Virtual Students:**

Virtual Education Students are reported on ENRL and EOYA record types. ENRL records are submitted by the funding school and are used to determine funding allocations. EOYA records are used for accountability purposes and are submitted by the Accountability school.

The valid values to indicate a student is a Virtual Student in KIDS (Virtual Education Student) are as follows:

- '0' = Student is not a Virtual Education Student and has not been during the current school year.
- '1' = Student is currently a Virtual Education Student.
- '2' = Student is not currently a Virtual Education Student, but has been at some point during the current school year.

### **ENRL or MILT reported Virtual Students:**

ENRL records are submitted for the September 20 headcount, while MILT records are submitted for the February 20 headcount upon which a school's yearly funding is based. All virtual students for which the reporting school is receiving funding should be included as part of the ENRL or MILT submission for that school. **No KIDS records** should be sent for virtual students that reside outside of the state of Kansas.

Students should only be marked as virtual students

- if the submitter is the school or district providing the virtual education services.
- if the school or district is contracting with an approved program to provide the virtual education services via a service center and the student is a virtual student during the *first* half of the school year.
- if the school or district is contracting with an approved program to provide the virtual education services via a service center or interlocal and the student is a MILT virtual student during the *second* half of the school year.

For specific attendance requirements regarding virtual students for ENRL or MILT, see the Submission Details Document—ENRL, or the Submission Details Document—MILT located on the [KIDS Project Documents](#) website under the "Documents" tab.

The PBR Enrollment and Virtual Education Students (MILT) Reports can be generated in the KIDS Collection System under "PBR" or "MILT" category of Reports to see the students reported as a '1' on Virtual Education Student on ENRL or MILT records. These are the students that will be used to populate the Virtual Education Students field on the "Weightings" page of the Principal's Building Report (PBR).

### **EOYA reported Virtual Students:**

EOYA focuses on collecting attendance and membership data for **all** students who were enrolled at the Accountability School at any point during the year. This submission should include data for current virtual students as well as those who attended the Accountability School and then exited prior to the end of the school year.

For all virtual education students, the submitter should indicate whether the student has been a virtual education student at the current Accountability School at any point during the current school year. Students should only be marked as virtual students if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. Unlike the ENRL collection, EOYA does not require the Accountability School to submit the additional address information (Student's Transportation Street Address and Student's Transportation City) for virtual students, although that data can be submitted on EOYA records as optional fields.

Attendance data, specifically Days in Membership and Days in Attendance for virtual students reported on EOYA should refer to each session the student is assigned to throughout the year as their course of study.

\*EOYA records must be submitted for virtual students 20 and over. The records must be connected to a an Accountability Building, which can be the District Central Office. The number of days in membership and the number of days in attendance should be reported the same.

**Students Enrolled in Virtual Courses and KCAN:**

KCAN records should be sent for all 20 and over adult students that received a course outcome in a virtual course. KCAN records should be sent by the school or district providing the virtual education services or the school or district that is contracting with an approved program to provide the virtual education services via a service center or interlocal.

\*KCAN Submission window is 08/01/2022-09/05/2023.

- KCAN records are used for auditing purposes for virtual students 20 and over.



## Additional Resources:

For Virtual Student questions, contact the director of your virtual program/school or contact us:

- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or email [kids@ksde.org](mailto:kids@ksde.org)
- Virtual Students contact David Fernkopf at [dfernkopf@ksde.org](mailto:dfernkopf@ksde.org).

## Related Documentation:

The primary documentation for Virtual Schools and Programs can be found on the [Virtual Schools and Programs](#) link. The documents below are particularly important:

- 22-23 Funding and Auditing Documents
- Kansas Virtual Education Requirements and Monitoring Plan
- 2022-2023 Virtual Schools and Programs

The [Fiscal Auditing webpage](#) contains the document indicating how to count virtual students for funding and attendance purposes, located under the heading Audit Guides.

- Enrollment Handbook FY23

## Revision History

Version	Date	Changes
15.00	07/15/2022	Updated for the 2023 school year
15.01	08/19/2022	Updated Virtual Ed Students 19 and Under, GL 14-18

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.

