KIDS 2023-2024 Submission Details Document: ENRL

Introduction – General

This document contains information specific to the submission of ENRL records to the Kansas Individual Data on Students (KIDS) Collection System for the funding and enrollment collection. The ENRL Collection focuses on gathering enrollment and program participation information on students.

Submitting the ENRL record provides funding for schools and districts based on student population needs and the number of minutes a student is enrolled at a school on the September 20 count day.

[Tutorial](#) : Uploading an ENRL (Common Issues):
Go through this tutorial to watch the basics of an ENRL and how to handle common issues.

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
  - D29: High School Credits Earned
  - D30: High School Credits Required to Graduate
  - D31: Dropout Diploma Completion Virtual Student
  - 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
- All pre-K through adult (including virtual students 20 and over)
- All active students (based on the September 20th rule for enrollment and attendance)

Submission School
- Public schools must submit ENRL records for all students for which they are the Funding School.
- Private schools must submit ENRL records for all students for which they are the Accountability School (attendance data from the 9/20 count are used for accreditation).

*Accredited private schools should submit ENRL Records according to the guidance outlined in this document. *

Submission Window: September 20, 2023 - October 10, 2023.
- Student data should be current as of September 20, 2023.
- ENRL records cannot be submitted outside of the submission window.

The Use of ENRL Submissions
- ENRL records with Minutes Enrolled greater than 17 (FTE 0.1 or greater) will be used to populate the school's Principal's Building Report (PBR) and the district's Superintendent's Organization Report (SO66).
- Data reported on ENRL submissions are evaluated by KSDE's fiscal auditors during the audit process.
- Federal reporting.
- National School Lunch Program (NSLP) eligibility verification.
- Evaluating possible or future funding formulas.
- KSDE K-12 and Building Report Card Reports.

KIDS Collection Field Requirements ENRL Record Type 2023-24

Field Number	Excel Column	Field Name	ENRL
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	C
D30	AD	High School Credits Required to Graduate	C
D31	AE	Dropout Diploma Completion Virtual Student	C
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*
D44	AR	Language Instruction Education Program Type	C
D45	AS	ESOL Bilingual Student Contact Minutes	X
D46	AT	Career and Technical Education Contact Minutes	X

Field Number	Excel Column	Field Name	ENRL
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 ENRL may be left blank. If there are values in data fields that are neither required nor optional, then that data is not validated and not 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 ENRL records or an error will occur.

Guidance

The list of recommendations, notes, and submission tips below apply to the ENRL 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:

Career and Technical Education Contact Minutes:
Report the number of minutes a student received instruction in a funding eligible, approved Pathway CTE course on September 20. Note: the 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.

A student cannot have Career and Technical Education Contact Minutes and be a Virtual Education Student (D17) or a Dropout Diploma Completion Virtual Student (D31).

Concurrent High School Enrollment/ CTE Students:
A district that has a student attending any Kansas Board of Regents approved and funded CTE course at a technical college or community college, an accredited community college, State college, private college, or postsecondary institution for dual credit courses not part of a CTE program will report a value of '1' in the Concurrent High School Enrollment field.

If a student is _not_ enrolled in a course or program that meets one of the above criteria, the school or district will report a value of '0'.

Current Grade Level (Update)
Grade levels were converted to reflect the students' actual grade (i.e., 1st grade = 01, 2nd grade = 02, 3rd grade = 03, etc....)

Dropout Diploma Completion Virtual Student
An indicator that the student has been identified as a Dropout Diploma Completion Virtual Student. A Dropout Diploma Completion Virtual Student, as defined in K.S.A. 72-3715, is a student 19 years of age or younger as of September 20 and meets all the criteria identified below. These students should be identified in this field and will be funded based on course credits earned from July 1, 2023, through June 30, 2024. This field is required when D10: Current Grade Level is equal to 09, 10, 11 or 12 and D17: Virtual Education Student is marked as a '1' or '2'.

Allowable values:
- 0 = No, the student does not fit the below dropout criteria.
- 1 = Yes, all three of the following criteria are true:
  o The student is 19 years of age or younger.
  o The student has a credit deficiency of less than 75% of credits that should have been earned to be considered on track for graduation.
  o The student is a dropout because their parent or legal guardian signed them out or they did not attend 60 consecutive days during the prior year (22-23) or the current year (23-24).

A dropout diploma completion virtual student as defined here is different from a dropout student as defined for a district's annual Dropout/Graduation Summary Report (DGSR). A student cannot be both a Virtual Education Student and a Dropout Diploma Completion Virtual student.

ESOL/Bilingual Student Contact Minutes:
The number of minutes the student received instruction in an approved ESOL/Bilingual program on September 20 for ENRL or February 20 for MILT records. This includes students in ESOL/Bilingual Program Participation Code with a value of (1, 2, 3, and 7). The program must be taught by a teacher with ESOL endorsement or on Plan of Study for ESOL endorsement to be approved. This field is blank if the student is not an ESOL or ESOL eligible student, is an ESOL monitored student, or is not enrolled in an ESOL program.

A student cannot have ESOL/Bilingual Student Contact Minutes and be a Virtual Education Student (D17) or a Dropout Diploma Completion Virtual Student (D31).

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.

A "3" or "4" should only be selected for students attending a school that participates as a Community Eligible School (CEP) or for students attending a school district's preschool program and the program or child does not participate in CACFP/SNP reimbursement. CEP schools should not mark all students with a "2". Rather mark 3 or 4 only for those students with a completed KSDE Household Economic Survey

General ENRL Reporting Practices
- Building Codes: For ENRL submissions, if '0001' or '0002' is entered as the Accountability School, then the Funding School must contain a valid School ID number or district central office of the submitting district.
- School Entry Date: School Entry Date should be the date the student entered the Funding School. This date only changes if the student leaves and returns.
- September 20th Rule: A student must be enrolled and attending on September 20. If absent on September 20 then the student must have attended once before September 20 and once after September 20 but before October 4. If September 20 falls on a non-school day, use the first school day after September 20.
- Foreign exchange students cannot be included in the count for state-aid funding unless they will be enrolled for at least one semester or two quarters. If the foreign exchange student does not meet that requirement, please enter zero as the number of minutes the student is enrolled on September 20.
- To be counted, virtual students 19 and under must attend at least two days to be included in the district's virtual enrollment count. Students must attend a single day on or before September 19 AND a single day on or after September 20, but before October 4.
- Virtual students 20 and over (on September 20) will be funded on credits earned and do not have to meet attendance requirements.

- In order to be counted, alternative school and program (where attendance is not mandatory) students must be enrolled on September 20 and attend one day on or before September 20 and one day on or after September 20, but before October 4.
- If multiple schools erroneously submit ENRL records for the same student, each school will have that student listed on its PBR. Schools and districts can run the "Student in Multiple Schools Discrepancy" report to identify their students submitted by another school or district. Auditors are given a report of students that appear on multiple PBR's to determine which school should report the student for funding.

High School Credits Earned:
The total number of completed credits earned towards High School graduation. This field must be blank on all record types except ENRL and EXIT records. This field is required when D10: Current Grade Level is equal to 09, 10, 11 or 12.

High School Credits Required to Graduate:
The total number of completed credits required for High School graduation. This field must be blank on all record types except ENRL and EXIT records. This field is required when D10: Current Grade Level is equal to 09, 10, 11 or 12.

Immigrant Student:
An indicator of whether 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.
Not working on academic grade level
- Not meeting the requirements necessary for promotion to the next grade; is failing subjects or courses of study
- Not meeting the requirements necessary for graduation from high school (e.g., potential dropout)
- Has insufficient mastery of skills or is not meeting state standards
- Has been retained
- Has high rate of absenteeism
- Has repeated suspensions or expulsions from school
- Qualifies for homeless and/or migrant
- Identified as an English Language Learner
- Has social emotional needs that cause a student to be unsuccessful in school
- Is identified as a student with dyslexia or characteristics of dyslexia

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 IT, PR.

Only children receiving services supported by the Kansas State Department of Education's Kansas Parents as Teachers grant should be marked as 1. Children who receive Parents as Teachers programming that is supported through other funding sources should have a zero in this field.
Age eligibility: Prenatal to 72 months.

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 PR.

Kansas Preschool Pilot serves 3- and 4-year-old children (age as of Aug. 31 of the current school year) grade 'PR'. Children eligible for kindergarten (age 5 on or before August 31) may not be served with these funds.

Language Instruction Education Program Type:
This new Federal guideline requires KSDE to show what type of Language Education Program the student receives. This field is filled out for ESOL students. There are nine allowable values (00 – 08). Schools should choose a value based on the program a child receives most during the week.

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 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 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.

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 where 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.

Removing Students from PBR/ SO66:
To remove a student submitted on an ENRL record from a PBR/SO66, a new ENRL record for that student must be submitted that includes the same Funding School as the original ENRL record and also has a value of '0' in the Minutes Enrolled field.

Sending an EXIT record will not remove a student from the PBR/SO66 if he/she was previously submitted on an ENRL record with Minutes Enrolled greater than 17.

If the student was submitted on ENRL but did not participate in education during the current year, submitting an EXIT with a withdrawal type of 18 will undo the claiming for the student if the student continues to appear as part of the accountability school. This is only relevant if the final ENRL record shows '0' in Minutes Enrolled.

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.

Students in Other Placements:
Juvenile Detention Centers and Psychiatric Residential Treatment Facilities: Any student attending a Juvenile Detention Center that is reported by your district will need to be submitted as part of the KIDS ENRL records to populate a screen on the Superintendent's Organizational Report (SO66) dedicated to these centers/facilities. Such centers/facilities should be submitted with:
- Accountability School as an accredited building in the district.
- Funding School of '0003.'
- Attendance School as the building number of the Juvenile Detention Center or Psychiatric Residential Treatment Facility where the student is attending.

Students without SSIDs:
If a student's ENRL record is submitted to KIDS by the Accountability School or the Funding School, and an SSID is not included in the student record, the record will produce an error.

An ASGT record must be submitted for the student to obtain the SSID. Once this SSID is obtained, it should then be added to the school's local student information system for subsequent KIDS submissions.

Undoing an ENRL:
To undo an ENRL record, send another ENRL with D24: Minutes Enrolled = 0.

Updating Core Student Data
KSDE recommends submitting ASGT records before submitting ENRL records to update core student data and to decrease processing time on ENRL uploads.

If a student's ENRL record is submitted to KIDS by the Accountability School and the grade level and school year have not been previously updated in KIDS, then the accountability school will be

required to update the student's core data and resolve any near matches before the record is accepted. Only the Accountability School can modify core student data for records that contain a State Student Identifier (SSID).

If a student's ENRL record is submitted to KIDS by the Funding School and the grade level and school year have not been previously updated in KIDS, the Funding School will not be permitted to update the student's core data; however, the record will be accepted if the SSID matches a valid ID in the KIDS System.

Virtual Students Reporting:
If a student is marked as a Virtual Education Student, then the Student's Street Address and Student's City fields must contain information for that virtual student.

Students should only be marked as virtual education students if the submitter is the school or district providing the virtual education services or is the school or district contracting with an approved program to provide the virtual education services via a service center. No KIDS records should be sent for students that reside outside of the state of Kansas.

An update was made to accept grades KG, 01-12, or UG. A Virtual Education Student cannot be a Dropout Diploma Completion Virtual Student (D31) or have any ESOL Bilingual Contact minutes (D45), or any Career and Technical Education minutes (D46) or be a K-12 Kansas At-Risk student (D39).

For additional information for students who should be counted as virtual education students, refer to the Guidelines for Reporting Virtual Education Students document posted on the 'Documents' tab of the KIDS website.

Guidance – Scenarios

Scenario One:

A public school receives funding for providing special education services to a private school's student, both the public and the private schools send ENRL records. Both schools should show the public-school building number in the Funding School field.

ENRL Record for Public School: (1111)	ENRL Record for Private School: (2222)
Accountability School: 2222 Funding School: 1111 Attendance School: 1111	Accountability School: 2222 Funding School: 1111 Attendance School: 2222

Scenario Two:

A brick-and-mortar building and virtual school or program in two different districts both provide education to a virtual student 19 and under, both submit ENRL records to KIDS.
- The amount of funding the virtual school receives depends on the number of minutes enrolled at each building.

ENRL Record for Brick-and-Mortar School: (1111)	ENRL Record for Virtual School: (2222)
Accountability School: 2222 Funding School: 1111 Attendance School: 1111 Minutes Enrolled: 60	Accountability School: 2222 Funding School: 2222 Attendance School: 2222 Minutes Enrolled: 360

Scenario Three:

When two brick and mortar buildings in different districts both provide education to a student, both submit ENRL records to KIDS. The Accountability School will depend on which building will award a diploma to the student.

ENRL Record for Brick-and-Mortar School: (1111) (3 core content courses)	ENRL Record for Brick-and-Mortar School: (2222) (1 core content course)
Accountability School: 1111 Funding School: 1111 Attendance School: 1111 Minutes Enrolled: 300	Accountability School: 1111 Funding School: 2222 Attendance School: 2222 Minutes Enrolled: 60

Scenario Four:

When a brick-and-mortar building and virtual program in the same district both provide education to a student 19 and under and they both use the same building number, both submit ENRL records to KIDS. The virtual program must submit the ENRL record with the district office as the Funding School and indicate student is a virtual student. The amount of funding the virtual program receives depends on the number of minutes enrolled at each.

ENRL Record for Brick-and-Mortar School: (1111)	ENRL Record for Virtual Program: (1111)
Accountability School: 1111 Funding School: 1111 Attendance School: 1111 Minutes Enrolled: 300	Accountability School: 1111 Funding School: 2222 (district office) Attendance School: 1111 Minutes Enrolled: 60

Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. As principals review PBR reports and superintendents review SO66 reports, they will be directed to research values based on KIDS ENRL submissions. Principals will find that many filters are available in the PBR Enrollment report in KIDS. Superintendents will find that there are reports in KIDS that are specific to sections of the SO66. 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 ENRL records are submitted to KIDS after the report was generated.

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

PBR Reports:
- PBR Enrollment
- Student in Multiple Schools

S066 Reports:
- Juvenile Detention Center Students
- Out of State Students
- SO66 Non-Resident Students
- SO66 Transported Students

Standard Reports:
- Accepted Record by Batch
- Accepted Records by Type—ENRL
- Homeless Student

Resources

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

Guidelines Documents:
- Guidelines for Determining KIDS Collection Building Identifier
- Guidelines for Reporting Career and 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: (Found on the KSDE website)
- PBR and SO66 User's Guides: See the [School Finance](#) page of the KSDE website for the PBR and SO66 user's guides and documentation regarding federal and state funding regulations.
- [Enrollment Handbook 2023-2024 School Year](#): Found on the Audit Guides section of the Fiscal Auditing webpage. This document contains guidelines about the September 20th rule and the students who can be counted for funding purposes during the ENRL Collection on the KSDE Fiscal Auditing webpage.
- [File Specifications Document](#): Found on the Information Documents section of the KIDS website Documents tab. This document serves as the data dictionary for all data elements collected through the KIDS system.
- [Users' Guide](#): Found on the Information Documents section of the KIDS website Documents tab. This document is the comprehensive manual for submitting and processing student records in the KIDS System. However, this manual does not contain specific information on each record type.

Help Resources
In preparing your ENRL 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.
- Fiscal Auditing assistance contact Laurel Murdie at LMurdie@ksde.org
- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or email kids@ksde.org.
- PBR or SO66 assistance, contact Sarah McCullah at SMcCullah@ksde.org.
- Virtual Students contact Robin Kelso at [RKelso@ksde.org.](mailto:RKelso@ksde.org)

Revision History

Version	Date	Changes
18.00	08/16/2023	Updated for the 2023-2024 school year.
18.01	09/12/2023	Updated acceptable values on Concurrent High School Enrollment/ CTE Students and D24 on Undoing an ENRL sections.

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.

Kansans CAN
Kansas leads the world in the success of each student.