



KIDS 2023-2024 Submission Details Document: EOYA

Introduction – General

This document contains information specific to the submission of End-of-Year Accountability (EOYA) records to the Kansas Individual Data on Students (KIDS) System for the End of Year Accountability Collection. The purpose of the EOYA Collection is to gather attendance, membership, truancy, and program participation data for all students who were in membership at the Accountability School at any point during the school year.

The EOYA Collection can be seen like a year-end summary of all of the students a school/district have or had a primary responsibility to educate at some point in the current school year.

Tutorial: Uploading an EOYA (Common Issues):

Go through this tutorial to watch the basics of an EOYA 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
 - D32: Special Circumstances Transfer Choice – note update
 - D34: Eligibility for National School Lunch program and/or At-Risk Funding - clarification note on values 3 & 4
 - D59: Kansas Pre-K Pilot Program (KPP) - note update on ages
 - D60: Kansas Parents as teachers Program (KPAT) -note update on ages
 - D61: Dyslexia Screener – note updates
 - D62: Dyslexia Subtest – note updates
 - D63: Dyslexia Spring Benchmark Performance Level – note updates
 - D78: History/Gov Claim/Thesis Score – grade level updates
 - D79: History/Gov Evidence Score – grade level updates
 - D80: History/Gov Reasoning Score – grade level updates
 - D88: Individual Plan of Study (IPS) – grade level updates
- New
 - 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
 - D43: ESOL/Bilingual Program Ending Date

Introduction - Submission Guidelines

Records Unique in Batch By:

- D1: Record Type
- D2: Accountability School Identifier
- D13: State Student Identifier

Students to Submit

- Pre-K through adult.
- Both active and inactive—including those that exited before the end of the school year.
- If your school was considered the Accountability School at any point during the school year for the student.
- If you provided services to a student at any point during the school year, but you were not the Accountability School and no other school will be submitting EOYA records for that student. This would include homeschooled students, non-accredited private school students, or students whose accountability school is a school in another state.

Submission School?

- Accountability School
- Attendance School if the Accountability School is '0001' or '0002'

If a student attended your school but another school is the Accountability School, communicate with the student's Accountability School to make sure the information is submitted correctly.

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

Submission Window: May 6, 2024 – June 30, 2024.

- Student data should be current as of the last day of school or the last day the student was in membership at that school. EOYA records should be submitted in a timely manner so that the data used in other applications will be accurate. Use of EOYA Submissions
- Calculation of school, district, and state attendance rate for accountability purposes and for calculating federal funding.
- As the basis of the yearly student population from which the 4-year and 5-year adjusted cohort graduation rates will be calculated.
- Subgroup determination for use in accountability reporting.
- To collect Title I Participation data. Title I Participation is also used for the LCP Annual Report.
- Chronic absenteeism data.

KIDS Collection Field Requirements EOYA Record Type 2023-24

Field Number	Excel Column	Field Name	Field Requirements
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
D21	U	Cumulative Number of Days in Membership	R
D22	V	Cumulative Number of Days Attended	R
D23	W	Truant Student	R*
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	E
D30	AD	High School Credits Required to Graduate	E
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
D37	AK	Qualified for 504	R*
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*
D47	AU	Title I Participation	R*
D54	BB	Military Connected Student Indicator	R*
D55	BC	Immigrant Student	R*
D56	BD	Country of Birth	X
D57	BE	Neglected Student	R*
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
D61	BI	Dyslexia Screener	C
D62	BJ	Dyslexia Subtest	C
D63	BK	Dyslexia Spring Benchmark Performance Level	C
D78	BZ	History/Gov Claim/Thesis Score	R*
D79	CA	History/Gov Evidence Score	R*
D80	CB	History/Gov Reasoning Score	R*
D88	CJ	Individual Plan of Study (IPS)	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 met.
 - 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 ASGT may be left blank. Values included in data fields that are neither required nor optional for ASGT are not validated and will not be stored. The exception to this is EXIT data (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plans); exit data fields MUST be blank on ASGT records or an error will be generated.

Guidance

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

Academic Measures of Student Success (AMOSS) Application:

Within this application (populated by EOYA and TEST), buildings and districts will be able to view and verify participation and graduation rates, as well as assessment performance level by grade reports and the complete student test report. A correction window will be provided for buildings and districts once the application opens to allow districts the opportunity to correct any students who may or may not need to be included for accountability purposes.

Attendance and Membership:

Cumulative Days in Membership and Cumulative Days in Attendance should represent the total cumulative days in membership/attendance.

- A student is considered absent if he/she is not physically on school grounds and is not participating in instruction or instruction related activities at an off-grounds location as determined by the district's local policy. Any absence by a student for any reason, regardless of whether the absences are excused or unexcused (e.g., illness, suspension, parent permission), should not be included in the number of days attended.

Changes in Status:

There are several fields on the EOYA Collection that a student's status may change between the last day of school and June 30. Schools can choose to report the student's status as of June 30 or the last day of school.

- For example, if a student becomes qualified for a 504 plan during the summer school session, the student can be reported as a '1' = Currently a 504 qualified student in the Qualified for 504 field even though the student was not 504 qualified as of the last day of school. To see a complete list of these fields, refer to Appendix A at the end of this document.

Chronic Absenteeism:

KSDE will calculate chronic absenteeism based upon the data reported in EOYA records. Chronic absenteeism is calculated by dividing the Cumulative Days in Attendance by the Cumulative Number of Days in Membership. The data is reported in aggregate as part of federally mandated reports. Students included in federal reporting of chronic absenteeism are students who were absent 10%, or more, of the school days in which they were enrolled.

Cohort for Federal Graduation Formula:

EOYA records for students with a Current Grade Level 09 will be used to construct a cohort for graduation. These cohorts, together with all transfers in and transfers out, will be used to calculate the federally required Adjusted Cohort Graduation Rates for all students and student subgroups. Because the adjusted cohort formula requires that a class be followed across several years, the records submitted this year will continue to be used in the cohort calculations in later years.

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:
 - The student is 19 years of age or younger.
 - The student has a credit deficiency of less than 75% of credits that should have been earned to be considered on track for graduation.
 - 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.

Dyslexia Screener:

The Dyslexia fields are part of the KSDE State Board of Education initiative to identify students who demonstrate characteristics of dyslexia or are at risk of struggling to read. Using the KSDE Dyslexia Screening Rubric link to identify the dyslexia screener used in the school's system. The screener should match the requirements of the rubric by being reliable and valid.

Dyslexia Spring Benchmark Performance Level:

Enter the performance level from the spring testing window provided by your system screener.

Dyslexia Subtest:

The key identifiers for dyslexia in certain grades are Phoneme Segmentation Fluency (PSF), Nonsense Word Fluency (NWF), and Oral Reading Fluency (ORF). Kansas schools are screening all students on a variety of skills which will identify students who are struggling to read and identify possible reading interventions. KSDE is only asking for the following records of the recommended subtests for dyslexia, Kindergarten PSF, First Grade NWF, and Second Grade and Third Grade ORF. Record subtest scores on in this field as indicated. Do not record composite scores. Scores are spring performance levels on the subtest indicated. Eighth grade is reported for reading comprehension.

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

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.

History/Gov: Claim/Thesis Score, Evidence Score, Reasoning Score:

The performance level the student achieved in Task 1, 2, and 3 of the History/Government state assessment. This scoring Assessment for the Task 1 Score is for the Claim/Thesis, Task 2 Analyze Evidence Score, and Task 3 Reasoning Score portion of the History/Gov Assessment for the grade level being assessed. Grade levels 04, 07, 10, 11, or 12 are the acceptable grades.

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.

Inactive Students:

Submitting records for students who have moved to another Accountability School will not result in the student being claimed back by your school.

Individual Plan of Study:

An indication of whether the student has an individual plan of study. This field is required in grades 06-12. This field must be blank for all other grade levels.

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. 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 only. 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.

Multiple Accountability Schools:

Multiple accountability schools may need to report attendance information for the same student on EOYA submissions (if a student has moved during the year). For example, if "John Smith" attended School A from 8/16/23-11/17/23 and then transferred to school B for the remainder of the year, both schools would report this student on EOYA. Both schools would include the appropriate days in membership and attendance for their respective schools.

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
- 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.

Qualified for 504:

Report in this field the students who are qualified for 504, not just the students who are currently on a 504 plan. By definition, all students who have a primary disability should be coded in this field as '1' = Currently a 504 Qualified Student in KIDS. Include all students that qualify for 504 Plan, even if they do not have a written plan in place.

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.

School Entry Date:

School Entry Date should be the date the student entered the Accountability School.

Special Circumstances for Accountability School Submitting EOYA Records:

If the Accountability School is '0001' or '0002', the Attendance School should submit EOYA records. Please use the date that the student began taking a class(es) at the attendance school if the Accountability School is a '0001' or '0002'.

This documentation is based on Section 8532 of Every Student Succeeds Act and the student transferring must be transferring from a school that the KSDE has identified as a Persistently Dangerous School.

For additional information on KSDE qualified Persistently Dangerous Schools please visit Title IV-A Persistently Dangerous Schools

Title I Participation:

If a school is a Title I school wide building, they should report all students with a value of '1' = Yes, is currently receiving Title I services in a Title I school wide. This includes Pre-K students if they are included as part of the building. If a school is a Title I Targeted Assistance building, report only the students who received Title I services. KSDE publishes a list of Title I Schools.

Truant Students:

This field is a yes/no field asking whether a student has been "truant" at any point during the year. "Truancy" is a violation of state, district, or school policy relating to attendance. The data in this field is used to populate AMOSS EOYA Report in KIDS. For more information regarding truancy, see State Statute 72-2131. Truancy is not the same as chronic absenteeism.

Undoing an EOYA:

To undo an EOYA record, send another EOYA with Cumulative Number of Days in Membership = -1 and Cumulative Number of Days Attended = 0.

Virtual Education Students:

This field should indicate whether the student has been a virtual education student at the Accountability School/Program at any point during the current School/Program year. Students should be marked as virtual education students only if the submitter is the school/program or district that provided the virtual education services or contracted with an approved program to provide the virtual education services via a service center.

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).

Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. 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 EOYA records are submitted to KIDS.

The detailed descriptions of each of the reports available in the KIDS Collection System may be found on the KIDS Project Report Descriptions website. The following reports are particularly important to EOYA submissions:

Standard Reports:

- Accepted Records by Type—EOYA
- Current Year Accountability Students
- EOYA Report
- Homeless Student

Attendance:

- Attendance Rate Report
- Average Daily Attendance
- Chronic Absenteeism
- Student Attendance Ratio Report

Data Quality:

- Current Year EOYA Submission Comparison Report
- EOYA EXIT Assignment Comparison Report
- EOYA Prior Year Subgroup Comparison Report
- Virtual Schools Comparison Report

Resources

Documents

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

Guidelines for Reporting Homeless Students

- Guidelines for Reporting Virtual Education Students in KIDS
- KIDS 2023-2024 File Specifications Document
- KIDS 2023-2024 User's Guide

Technical

In preparing your EOYA 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.

- Accountability Helpdesk: 785-296-2325 or amoss@ksde.org.
- Homeless Student questions: contact Maureen Tabasko mtabasko@ksde.org or visit the [KSDE Homeless Children and Youth website](#).
- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org.
- Virtual Students contact Robyn Kelso at RKelso@ksde.org

Revision History

Version	Date	Changes
18.00	08/16/2023	Updated for the 2023-2024 school year.

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.



Appendix A: EOYA Data Elements Reporting Snapshot Guidelines

On the EOYA Collection, most data elements should have the last day of membership reported: however, many data elements may include students whose status has changed at some point during the year or may change between the last day of the school year and June 30. Use the table below to assist you when preparing EOYA records.

Ref #	Field	Report status as of the student's last day of membership for the school year	Report if student met definition at any time during the school year	If a student's status will change between the last day of school and June 30, schools can choose to report the student's status as of June 30.
D10	Current Grade Level	X		
D12	Hispanic Ethnicity	X		
D17	Virtual Education Student		X	
D23	Truant Student		X	X
D31	Dropout Diploma Completion Virtual Student		X	
D32	Special Circumstances Transfer Choice		X	
D33	Comprehensive Race	X		
D34	Eligibility for the National School Lunch Program and/or At-Risk Funding	X	X	
D35	Primary Disability Indicator	X		
D36	Gifted Student Indicator	X		
D37	Qualified for 504		X	X
D38	Residence of Homeless Student While Homeless		X	
D39	K-12 Kansas At-Risk Program Participation		X	
D40— D43	ESOL Fields	X		
D55	Immigrant Student		X	X
D57	Neglected Student		X	X
D58	Preschool-Aged At-Risk Program Participation		X	