



## **KIDS 2020-2021 Submission Details Document: SMSC**

### **Introduction - General**

This document contains information specific to the submission of Small School (SMSC) records to the Kansas Individual Data on Students (KIDS) System. The SMSC collection focuses on small districts eligible for Rural Education Achievement Program (REAP) funding.

The SMSC Collection record is submitted by small districts that meet the local code and other criteria as set in the Submission Guidelines section of this document.

#### **Tutorial : Uploading an SMSC (Common Issues):**

Go through this tutorial to watch the basics of an SMSC and how to handle common issues.

#### **Tutorial : Uploading an SMSC (Submitting):**

Go through this tutorial to watch how to upload an SMSC and work through the issues that may arise in a collection upload.

### **What's New**

- No changes effecting SMSC

## Introduction - Submission Guidelines

### Records Unique in Batch By:

- D1: Record Type
- D13: State Student Identifier

### Submission School

- Districts that have a Common Core of Data (CCD) locale code of 32, 33, 41, 42, or 43 who may be eligible for additional REAP grant funding.
- Funding School for all public-school districts.

Private schools do not qualify for REAP funding and should not submit SMSC records.

**Submission Window:** December 1, 2020 – January 8, 2021.

- Student data should be current as of December 1, 2020, unless the student left the school prior to December 1 and then the data should be as of his/her last day of school.

### Students to Submit:

- Full and part-time K-12 who are enrolled any time between the first day of school and December 1, 2020

### Use of Small School (SMSC) Submissions:

Funding calculations based on demographic and attendance data from small districts that may be eligible for REAP funding, which includes:

- The Small Rural School Achievement (SRSA) grant
- The Rural Low-Income grant

## KIDS Collection Field Requirements

### SMSC Record Type 2020-21

Field Number	Excel Column	Field Name	SMSC
<b>D1</b>	<b>A</b>	Record Type	R
<b>D2</b>	<b>B</b>	Accountability School Identifier	R
<b>D3</b>	<b>C</b>	Residence District Identifier	R
<b>D4</b>	<b>D</b>	Legal Last Name	R
<b>D5</b>	<b>E</b>	Legal First Name	R
<b>D6</b>	<b>F</b>	Legal Middle Name	O
<b>D7</b>	<b>G</b>	Generation Code	O
<b>D8</b>	<b>H</b>	Gender	R*
<b>D9</b>	<b>I</b>	Date of Birth	R
<b>D10</b>	<b>J</b>	Current Grade Level	R*
<b>D11</b>	<b>K</b>	Local Student Identifier	R
<b>D12</b>	<b>L</b>	Hispanic Ethnicity	R*
<b>D13</b>	<b>M</b>	State Student Identifier	R
<b>D14</b>	<b>N</b>	Current School Year	R
<b>D15</b>	<b>O</b>	Funding School Identifier	R
<b>D16</b>	<b>P</b>	Attendance School/Program Identifier	R
<b>D18</b>	<b>R</b>	School Entry Date	R
<b>D19</b>	<b>S</b>	District Entry Date	R
<b>D20</b>	<b>T</b>	State Entry Date	R
<b>D22</b>	<b>V</b>	Cumulative Number of Days in Membership	R
<b>D23</b>	<b>W</b>	Cumulative Number of Days Attended	R
<b>D33</b>	<b>AG</b>	Comprehensive Race	R
<b>D91</b>	<b>CM</b>	User Field 1	O
<b>D92</b>	<b>CN</b>	User Field 2	O
<b>D93</b>	<b>CO</b>	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 SMSC may be left blank. Values in data fields that are neither required nor optional for SMSC 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 SMSC records or an error will be generated

## **Guidance**

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

### **Building Codes:**

For SMSC 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.

### **Grade Level Value '33':**

Grade level value '33' is a new grade level for students who are three years old on or before August 31 of the current school year and who meet the at-risk criteria for the Preschool-Aged At-Risk program and do not have an IEP for a disability.

### **School Entry Date:**

Based on the date the student entered the Funding School.

### **Days in Membership and Days in Attendance:**

Days in Membership and Days in Attendance are critical fields for districts seeking REAP funding because eligibility for the REAP funding depends on the values in those fields. The data in those fields should reflect the attendance and membership information from the first day of school through December 1, 2020.

If a student attends, exits, and then re-enrolls, the values in those fields should represent the total number of Days in Membership and Days in Attendance. Carefully review the Cumulative Days in Membership and Attendance data for reasonableness (i.e., 180 days in attendance is not reasonable for August-December data).

### **REAP Funding:**

The Rural Education Achievement Program (REAP) funding is based on the Average Daily Attendance (ADA) data that is collected in the SMSC collection. The REAP funding includes the Rural Low-Income School grants and the Small Rural Schools grants. Districts that have a CCD locale code of 32, 33, 41, 42, or 43 may be eligible for a REAP grant and should submit all students to the SMSC collection. Districts (not individual schools) are eligible for REAP funding.

### **Shared Student:**

There are multiple situations when schools share a student. Please review the scenarios below when working on SMSC data:

### **Students Leaving before December 1:**

Remember that all students enrolled at any time between the first day of school through December 1, 2020 should be submitted on SMSC records. If a student exits school between the first day of school and December 1, he/she should be submitted for SMSC (the Cumulative Days in Attendance

and Cumulative Days in Membership should only reflect the time the student was enrolled in the submitting school).

## Guidance - Scenarios

### **Scenario One:**

When a public school receives funding for providing special education services to a private school student, the public school will include the student in SMSC reporting. Attendance and membership should be based on the time spent at the funding school for services. Students served at a learning center, via virtual education, or by any other means where state funding is not received and/or attendance data is not provided should not be included in the SMSC collection for REAP calculations.

<b>SMSC Record for Public School:</b>	<b>SMSC Record for Private School:</b>
<ul style="list-style-type: none"> <li>• Accountability School</li> <li>• Funding School</li> <li>• Attendance School</li> </ul>	<ul style="list-style-type: none"> <li>• No record submitted</li> </ul>

### **Scenario Two:**

Multiple funding schools may need to report attendance information for the same student for SMSC (if that student has moved between the beginning of school and December 1). For example, if “John Smith” attended School A from 8/13/20-11/6/20 and then transferred to school B, then both schools would need to report this student for SMSC. Both schools would include the appropriate days in the Cumulative Days in Membership and the Cumulative Days in Attendance fields for their schools.

<b>SMSC Record for School A</b>	<b>SMSC Record for School B</b>
<ul style="list-style-type: none"> <li>• Accountability School</li> <li>• Funding School</li> <li>• Attendance School</li> <li>• Days in Membership: 72</li> <li>• Days in Attendance: 70</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability School</li> <li>• Funding School</li> <li>• Attendance School</li> <li>• Days in Membership: 11</li> <li>• Days in Attendance: 7</li> </ul>

### **Scenario Three:**

Multiple funding schools may need to report attendance information for the same student for SMSC (if two schools both receive funding, then both schools would need to report this student for SMSC). Both schools would include the appropriate days in the Cumulative Days in Membership and the Cumulative Days in Attendance fields for their schools.

<b>SMSC Record for School A</b>	<b>SMSC Record for School B</b>

<ul style="list-style-type: none"> <li>• Accountability School</li> <li>• Funding School</li> <li>• Attendance School</li> <li>• Days in Membership: 72</li> <li>• Days in Attendance: 70</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability School:</li> <li>• Funding School:</li> <li>• Attendance School:</li> <li>• Days in Membership: 72</li> <li>• Days in Attendance: 70</li> </ul>
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## 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 SMSC records are submitted to KIDS.

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

### Attendance Reports:

- SMSC Attendance Rate-Detail
- SMSC District Average Daily Attendance

### Standard Reports:

- Accepted Records by Type—SMSC

## Resources

### Documents

Consult the following documents for additional information when preparing your SMSC submissions. Unless specified otherwise below, the most recent version of all documents are located on the [KIDS Project Documents page](#).

- KIDS 2020-2021 File Specifications Document
- KIDS 2020-2021 User's Guide

### Technical

In preparing your SMSC 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.

- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or email [kids@ksde.org](mailto:kids@ksde.org).
- REAP Funding questions: Nicole Clark at [nclark@ksde.org](mailto:nclark@ksde.org).
- For SMSC Collection training: visit the [KIDS Project Collection Workshops](#).

## Revision History

Version	Date	Changes
15.00	8.01.20	<ul style="list-style-type: none"><li>• Updated for the 2020-2021 school year</li></ul>

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.

