



## Guidelines for Reporting Early Childhood Program Participants in KIDS

### Introduction:

As part of the process to build a complete history of a student's learning experiences connected through KSDE's longitudinal data system, children participating in certain early childhood programs administered by early childhood educational entities in Kansas should have Kansas Individual Data on Students (KIDS) State Student Identifiers (SSIDs) assigned and may need to be reported on several KIDS collections.

KIDS SSIDs are generated for the following early childhood program participants:

- Kansas Parents as Teachers program (KPAT)
- Early Childhood Special Education Part B, Section 619
- Preschool-Aged At-Risk
- Other preschool students who do not generate state school finance formula funding
- Kansas Preschool Pilot (KPP)

A child enrolled in preschool and/or participating in any of the early childhood programs listed above administered by a district or other entity should have an SSID generated for them. The SSID may be generated via the KIDS Collection System or Foundations for School Success. It is recommended to use the KIDS Collection System to generate an SSID whenever possible. **Because there are many programs that require an SSID for participants, a child may already have an SSID when they enroll in your district or program for the first time. A search can be done to find existing SSIDs for children by using the "Search Core Data" functionality in KIDS.**

**Note Grade Level Change After Enrollment:** A child's age on or before August 31 determines their Current Grade Level age. Once a grade level is entered in KIDS, that grade level should remain for the entire school year even when a child has a birthday. For example, a child that is sent on a KIDS record in August as grade level 'PR' = Preschooler should remain as a 'PR'-grade level throughout the entire school year—even when the child has a birthday and turns 5 years old. A change in KIDS grade level should only occur when the child changes programs or when a new school year rolls over.

**Note:** The field D59 should **only** be marked "Yes" if a student participates or participated in the Kansas Preschool Pilot during this school year. You can click [HERE](#) to view Kansas Preschool Pilot grantees for the 2023-2024 school year. Districts that do not have Kansas Preschool Pilot grant funding should not report any students as participating in the Kansas Preschool Pilot.

### Help Desk Protocol:

Questions pertaining to technical issues such as an error screen when trying to log in, files that are rejected, etc. should be directed to the IT Help Desk at 785-296-7935. Questions about program content such as program requirements and eligibility should be directed to the appropriate administrator for each program.

## What's New

There are several important changes for the 2023-2024 school year.

- **Current Grade Level (D10):** This field no longer changes based on distinguishing 3- and 4-year-olds or whether a child meets Preschool-Aged At-Risk at-risk criteria.
- **K-12 Kansas At-Risk Program Participation (D39):** Note that at-risk funds may be used for qualified preschool students. KIDS records for preschool students should indicate whether a student meets any of the at-risk student criteria for field D39. The name "K-12 Kansas At-Risk Program Participation" distinguishes this funding from "Preschool-Aged At-Risk" funding.
- **Preschool-Aged At-Risk Program Participation (D58):** This field indicates whether a student meets one of the listed Preschool-Aged At-Risk at-risk criteria. Note that if a student both has a disability AND meets one of the Preschool-Aged At-Risk at-risk criteria, they should be reported as 1 = Yes, meets one or more of the above at-risk student criteria. These students will be funded as preschool students with a disability (not preschool-aged at-risk students).

### Any KIDS Collection Records:

Here are some guidelines for which codes to enter for the early childhood program participant:

**Accountability School:** Identifier for the accredited school in the district which administers the program. In the case that the program does not have a particular building associated with it, use the district central office code.

**Attendance School:** Building code where the program/activities occur. In the case that the program does not have a particular building associated with it, use the district central office code in the district where the activities occur.

**Funding School:** This should be the same building code indicated in the Accountability School field.

**District Entry Date:** This should be the date the child enrolls in the district for the preschool program even if it is not the current program that is being reported in KIDS this year (e.g. if a student participated in a district sponsored PAT program last year, the District Entry Date should reflect the date the student began participating in the PAT program last year.) This date will not change until the child moves away from the district.

**School Entry Date:** This should be the date the child enrolls in the Accountability School for the early childhood program.

**State Entry Date:** This should be the date the child enrolls in the State for a preschool program. The State Entry Date will remain the same date on all KIDS records until the child moves outside of Kansas.

**Cumulative Number of Days in Membership and Cumulative Number of Days Attended:** This information is based on the length of time the student is associated with

your school or district as a whole. Membership and attendance data for children with a Current Grade Level 00-04 or 33 will not be included in a school or districts Attendance Rate for accountability calculation. Data is required in these fields, but the data is not used in the accountability calculation for the district. Participants in the KPAT program should consider each visit as one (1) day of attendance.

**ENRL Records:** Preschool-Aged At-Risk (3- and 4-year olds) and 3, 4, and 5-year-old students with an IEP must be submitted on ENRL and MILT records to generate state funding (and any accompanying weightings). Early childhood students without an IEP and other non-funded preschool programs should be included on ENRL records; however, these students will not generate state funding.

**EXIT Records:** EXIT records should only be sent when a child is no longer associated with the Accountability School and should not be sent when a child's participation in a program ends. For example, when services a student receives from an Early Childhood Special Education Part B, Sec 619 Program ends, a KIDS EXIT record is NOT required. When a student that has received services from an Early Childhood Special Education Part B, Sec 619 Program moves out of the district, a KIDS EXIT record should be sent.

**EOYA Records:** EOYA records for children in early childhood programs need to be submitted by accredited public and private school districts. EOYA records should be submitted for all children participating in Early Childhood Special Education Part B, Sec 619 Program, a Preschool-Aged At-Risk program, Kansas Parents as Teachers program, or a Kansas Preschool Pilot program. Submitting an EOYA record, does not require the schools/districts to claim the child.

**EOYA Data Fields:** Here are some guidelines for some of the required fields on EOYA records:

**Immigrant Student:** This field does not apply to children younger than 3 years old, per the federal definition for receiving these services. Indicate only for children 3 years old or older, if applicable.

**Kansas Parents as Teachers Program (KPAT):** Required for student grades 00-04, 33. Indicator of a student who participates or participated in a State funded Kansas Parents as Teachers Program, during this school year.

**Kansas Pre-K Pilot (KPP):** An indication that the child participates or participated in the Kansas Preschool Pilot during this school year. This field is required in grades PR where the district is participating in the Kansas Preschool Pilot.

**Minutes Enrolled:** Required for ENRL records. When reporting minutes for Kansas Pre-K Pilot (KPP) and Kansas Parents as Teachers Program (KPAT) participants sum all the minutes for a week and divide by 5.

**Primary Disability Indicator:** For children ages 0-2 years old, do not report a value in Primary Disability Indicator if the child does not have an Individual Education Plan (IEP) even if the child is receiving services through an Individualized Family Service Plan (IFSP).

**Qualified for 504:** Leave this field blank unless a disability was indicated in Primary Disability

Code.

**Residence of Homeless Student while Homeless:** This field should be indicated if applicable.

**TEST and SMSC Records:**

Early childhood students should not be included on TEST or SMSC records.

## **KIDS and Early Childhood Special Education Part B, Sec 619 Program (Part B):**

**(Child's age: 3 – 5 years)**

### **Authorizing Agency:** KSDE

The IDEA Preschool Program (Part B, Section 619) Early Childhood Special Education is designed to guarantee a Free Appropriate Public Education (FAPE) to children with disabilities age three through five. Under this program preschool children with disabilities are entitled to special education and related services in the Least Restrictive Environment (LRE). It addresses individual needs within the context of developmentally appropriate activities, including early learning experiences in language, pre-reading and writing skills, play, and other social emotional areas. More information on Part B of IDEA may be found on the [Preschool Programming webpage](#).

**KIDS Grade Level:** The grade level of the child being reported to KIDS should be one of the following values for a child receiving Part B services (see the KIDS File Specifications document for more detailed information about grade levels):

'PR' = 3-year old preschooler

'PR' = 4-year old preschooler

'PR' = 5-year old and older preschooler

**Important Note:** When **accredited** private school students receive special education services part time from a public school (regardless of whether the services are physically located at the public-school district, the private school, or at another location), both schools must work together on submitting data to the KIDS Collection System to make sure students are available in SPEDPro. The SPEDPro system is the KSDE application that gathers special education data on students with an IEP.

The private school should send all KIDS records for those students with the public-school building as the Funding School. A public school should NOT send up those students with '0002' in the Accountability School Identifier because those students are not unaccredited private school or homeschooled students. When a record is submitted with '0002' in the Accountability School Identifier field, the Attendance School field is going to be the school/district of record for those students in KIDS for accountability purposes.

**Obtaining State Student Identifiers:** A child receiving Part B services will need to have an SSID generated for them.

- Submit an ASGT Record to the KIDS Collection System

### **Part B Participants and KIDS Collection Records:**

See the guidance in the "KIDS Collection Records" section.

## **KIDS and Infant Toddler Early Intervention Services, Part C (tiny-k):**

**(Child's Age:** Birth through 2 years)

**Authorizing Agency:** Kansas Department of Health and Environment (KDHE)

Part C of IDEA is referred to as Kansas Infant-Toddler Services/tiny-k. Kansas Infant Toddler Services (authorized by the Individuals with Disabilities Education Act - IDEA Part C) is administered by the Kansas Department of Health and Environment (KDHE). KDHE provides grants to local networks to assist in maintaining and implementing a statewide system of coordinated, comprehensive, multidisciplinary early intervention services for infants and toddlers with disabilities (birth through 2) and their families.

**Obtaining State Student Identifiers:** Since the 15-16 school year, children participating in the Infant Toddler Part C Networks were not assigned KIDS SSIDs.

## **KIDS and Preschool-Aged At-Risk:**

**(Child's Age:** 3 or 4 years)

### **Authorizing Agency:** KSDE

In districts operating approved preschool-aged at-risk programs, 3- and/or 4-year-old students who meet an at-risk criterion for the Preschool-Aged At-Risk program and who are enrolled and attending on Count Day will automatically count as a ½ student (0.5 FTE) in calculating a district's enrollment and accompanying weightings. To be funded, a preschool-aged at-risk student must be attending a program that meets all the KSDE Preschool-Aged At-Risk program requirements.

Preschool students with Individualized Education Plans (IEPs) who also meet Preschool-Aged At-Risk at-risk criteria should be reported as 1=Yes in field D58. These students generate the same amount of funding but will not be **funded** as Preschool-Aged At-Risk. .

Preschool children should be served together in classrooms that include students of differing abilities and backgrounds.

### **KIDS Grade Level:**

The grade level of the child being reported to KIDS should be reported as PR and indicated with a "1" value in the K-12 Kansas At-Risk Program Participation and the Kansas Pre-K Pilot Program data fields.

**This grade level must be correctly reported in the Kansas Pre-K Pilot Program data field for a preschool-aged at-risk student to generate funding.**

### **Obtaining State Student Identifiers:**

A child participating in Preschool-Aged At-Risk will have an SSID created via KIDS Collection just like other students attending a district.

### **Preschool-Aged At-Risk and KIDS Collection Records:**

See the guidance in the "KIDS Collection Records" section.

## **KIDS and Kansas Pre-K Pilot (KPP):**

**(Child's Age:** 3 or 4 years)

### **Authorizing Agency:** KSDE

The Kansas Preschool Pilot provides school districts and community partners with grant funding to support preschool programming. Grants support children aged 3 through 5; children eligible for kindergarten (age 5 on or before August 31) may not be served with these funds. At least 50 percent of the children served by Kansas Preschool Pilot funding must meet at least one at-risk criteria. Kansas Preschool Pilot programs may include Preschool-Aged At-Risk, Head Start, Early Childhood Special Education, and community preschool or child care programs.

Participating programs in the KPP need to obtain KIDS SSIDs for the children in the program.

**KIDS Grade Level:** The grade level of the child being reported to KIDS should be one of the following values for a child receiving KPP services (see the KIDS File Specifications document for more detailed information about grade levels):

'PR' = 3-year old preschooler

'PR' = 4-year old preschooler

**KPP Participants and KIDS Collection Records:** See the guidance in the “KIDS Collection Records” section.

These students should be included in collection ENRL, MILT, and EOYA records with a Yes in D59. **Only** include students who are a part of the grant funded KPP program in D59. It is not necessary to send EXIT records for KPP participants that, discontinue, age out, or leave the program.

**Obtaining State Student Identifiers:** A child participating in KPP will need to have a KIDS SSID generated for them. There are two options:

- Generate the SSID within Foundations for School Success
- Submit an ASGT Record to the KIDS Collection System

## **KIDS and Kansas Parents as Teachers Program (KPAT):**

(**Child's Age:** Prenatal to kindergarten eligibility)

**Authorizing Agency:** Kansas State Department of Education (KSDE)

The Parents as Teachers® (PAT) evidence-based affiliate model provides parents with the skills and knowledge they need to help make informed decisions regarding their child's education. The program includes personal visits, group connections, health, vision, hearing and developmental screenings, and supports family connections with other community services.

KSDE serves as the Parents as Teachers® State Office and supports local programs with implementing the Parents as Teachers affiliate model. The KPAT program is available to any parent, including fathers, relatives as caregivers, and foster and adoptive parents, who has a child under the age of kindergarten entry and lives within a participating school district. The entity fiscally responsible for the program (this could be a consortium of districts) is also responsible for generating SSIDs for the participants.

**Note:** KPAT consortiums should indicate the resident district according to where each child resides when submitting data. More information about KPAT programs in Kansas can be found here: on the [KPAT Webpage](#).

When a district has a KPAT program, they may choose to document it in the Directory Updates application with a new building number to indicate that it is an unaccredited program. The district should use that building as the Attendance School/Program Identifier building on an ASGT record when uploading KIDS Collection records. The ASGT record should also have the district central office or any other accredited building number in their district as the Accountability School Identifier and the Funding School. Alternatively, a district may choose to not create a new building number to document a KPAT program, but rather to use the district central office or even an elementary building depending on what is appropriate for the district.



**KIDS Grade Level:** The grade level of the child being reported in a KPAT program via a KIDS Record should be one of the following values (see the KIDS File Specifications document for more detailed information about grade levels):

'IT' = Birth – 2-years old

'PR' = 3-year old preschooler

'PR' = 4-year old preschooler

**KPAT Participants and KIDS Collection Records:** See the guidance in the “KIDS Collection Records” section.

These students should be included in collection ENRL, MILT, and EOYA records with a Yes in D60. 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. It is not necessary to send EXIT records for KPAT participants that leave, discontinue, or age out of the KPAT program.

**Obtaining State Student Identifiers:** A child participating in a KPAT program will need to have a KIDS SSID generated for them. There are two options:

- Generate the SSID within Foundations for School Success
- Submit an ASGT Record to the KIDS Collection System

It is recommended to submit an ASGT Record to the KIDS Collection System whenever possible.

Because there are many programs that require an SSID for participants, a child may already have an SSID when they enroll in a PAT program for the first time. When using KIDS to generate the SSID, a search can be done to find existing SSIDs for children by using the “Search Core Data” functionality or by submitting a QUERY record to the KIDS Collection System. Foundations for School Success does not provide the option of searching for an SSID before generating an SSID, but it does compare the data submitted to the existing data in KIDS to find existing children that match the core data.

## Resources

### Documents:

Consult the following documents for additional information.

The following KIDS documents are located on the [KIDS Project Documents](#) website.

- **KIDS 2023-2024 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection system.
- **KIDS 2023-2024 KIDS Collection System User's Guide:** This document is a resource designed for those users accessing the KIDS Collection system to submit student data.
- **KIDS 2023-2024 Submission Details Documents:** These documents review the required and optional fields for each record type to the KIDS Collection System, and also includes recommendations and tips for submitting each record type to the system.
- **KSDE 2023-2024 Educational Directory:** This document will provide valid building codes for school buildings and district central offices in Kansas and may be found on the KSDE website at [ksde.org](https://ksde.org) on the "Directories" page.

### Technical:

- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or [kids@ksde.org](mailto:kids@ksde.org)
- For training in the KIDS system: visit the [KIDS Project Training](#).
- [Early Childhood webpage](#)

### Revision History:

Version	Date	Changes
15.00	08.16.2023	Updated for 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: Early Childhood Programs and KIDS System at a Glance

Early Childhood Program	Generate KIDS SSID	Oversight Authority	KIDS Grade Level	KIDS Collections
Kansas Parents as Teachers Program (KPAT)	<ul style="list-style-type: none"> <li>Within Foundations for School Success, or</li> <li>ASGT Record via KIDS Collection</li> </ul>	KSDE	<ul style="list-style-type: none"> <li>PR</li> </ul>	ENRL EOYA MILT
Infant/Toddler Early Intervention Services (Part C)	<ul style="list-style-type: none"> <li>KIDS SSIDs not generated while in the program</li> </ul>	KDHE	Not applicable	ASGT
Head Start	<ul style="list-style-type: none"> <li>Not required for Federal Head Start funding. However, these students are likely also participating in a Preschool-Aged At-Risk program- may be submitted via KIDS Collection or Foundations for School Success</li> </ul>	Federal	<ul style="list-style-type: none"> <li>PR</li> </ul>	ASGT ENRL EOYA
Early Childhood Special Education Part B Sec 619	<ul style="list-style-type: none"> <li>ASGT Record via KIDS Collection</li> </ul>	KSDE	<ul style="list-style-type: none"> <li>PR</li> </ul>	ASGT ENRL EOYA
Kansas Pre-K Pilot Program (KPP)	<ul style="list-style-type: none"> <li>Submit via KIDS Collection or Foundations for School Success</li> </ul>	KSDE	<ul style="list-style-type: none"> <li>PR</li> </ul>	ENRL EOYA MILT
Preschool-Aged At-Risk	<ul style="list-style-type: none"> <li>ASGT Record via KIDS Collection</li> </ul>	KSDE	<ul style="list-style-type: none"> <li>PR</li> </ul>	ASGT ENRL EOYA TASC
<p>*EXIT records should not be used to indicate that a child has completed an Early Childhood program and should be sent to the KIDS system only when the child is no longer associated with the Accountability School.</p>				

