KIDS 2020-2021 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 ENRL and how to handle common issues.

Tutorial : Uploading an EOYA (Submitting):

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

What's New

- Dyslexia Screener – Added
- Dyslexia Spring Benchmark Performance Level – Added
- Dyslexia Subtest – Added
- Gifted Student Indicator (Name Change)
- Grade Level value '33'
- History/Gov Analyze Context and Draw Conclusions Score – Added
- History/Gov Recognize and Evaluate Score – Added
- History/Gov Research and Make Connections Score - Added
- Individual Plan of Study (IPS) - Added
- KPP – Added value and clarification comment
- KPAT – Added value and clarification comment
- Military Connected Student Indicator – Simple comment clarification updates
- Primary Disability Indicator (Name Change)
- Special Circumstances Transfer Choice – Added Value – 5 "…in another district."

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 10, 2021 – June 25, 2021.

- 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 2020-21

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**	First Instructional Date	C
D22	**V**	Cumulative Number of Days in Membership	R
D23	**W**	Cumulative Number of Days Attended	R
D24	**X**	Truant Student	R*
D31	**AE**	Special Circumstances Transfer Choice	R*
D33	**AG**	Comprehensive Race	R
D34	**AH**	Eligibility for National School Lunch Program	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**	ESOL/Bilingual Program Entry Date	X
D40	**AN**	First Entry Date into a School in the United States	X
D41	**AO**	First Language	R*
D42	**AP**	ESOL/Bilingual Program Participation Code	R*
D44	**AR**	ESOL/Bilingual Program Ending Date	X
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**	Kansas Pre-K Pilot Program (KPP)	R*
D59	**BG**	Kansas Parents as Teachers Program (KPAT)	R*
D60	**BH**	Dyslexia Screener	R
D61	**BI**	Dyslexia Subtest	R
D62	**BJ**	Dyslexia Spring Benchmark Performance Level	R
D78	**BZ**	History/Gov Recognize and Evaluate Score	R*
D79	**CA**	History/Gov Analyze Context and Draw Conclusions Score	R*
D80	**CB**	History/Gov Research and Make Connections Score	R*
D90	**CL**	Individual Plan of Study	R
D91	**CM**	User Field 1	O
D92	**CN**	User Field 2	O
D93	**CO**	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 EOYA may be left blank. Values in data fields that are neither required nor optional for EOYA 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 EOYA 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):

Within this application, 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 = '14' (9th grade) 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.

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 the early 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 NWF. Record subtest scores on in this field as indicated. Do not record composite scores. Scores are spring performance levels on the subtest indicated.

Eligibility for National School Lunch Program:
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. Rather, (CEP) schools should report only students that are ***eligible*** for free or reduced lunch based on a completed Household Economic Survey form for each student reported. Non-CEP schools do not need to change the way this data has been reported.

First Instructional Date:
First Instructional Date is required for students with certain qualifying conditions of:

- D35: Primary Disability Code = 'WD'
- D36: Gifted Student Code = 'GI'
- D37: Qualified for 504 > 0
- D38: Residence of Homeless Student while Homeless > 0
- D46: Title I Participation > 0
- D53: Military Connected Student Indicator > 0
- D54: Immigrant Student > 0
- D56: Neglected Student > 0

It is the month, day, year on which the student first receives instructional services during the current school year. If the student should leave and then re-enroll, this date should reflect the most recent instructional start date.

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.

History/Government Assessment (Pilot):

- Grades 3rd-12th
- A TEST Record will be submitted to KIDS to indicate a History/Gov Assessment is requested
  - D77: History/Gov Assessment must have indicated with a 2 = General Assessment
- Will not be administered through KITE. This assessment will be for districts that volunteered to be a part of the Pilot
- EOYA Records will be submitted to KIDS for the three task scores as they are completed
  - F25: History/Gov Recognize and Evaluate Score
  - F26: History/Gov Analyze Context and Draw Conclusions Score
  - F27: History/Gov Research and Make Connections Score
    - The Allowable Values for the scores are:
      - 00 = Student not assessed
      - 01 = Student scored at performance level 1
      - 02 = Student scored at performance level 2
      - 03 = Student scored at performance level 3
      - 04 = Student scored at performance level 4

History/Gov: Recognize and Evaluate Score, Analyze Context and Draw Conclusions Score, Research and Make Connections Score:
The performance level the student achieved inn Task 1, 2, and 3 of the History/Government state assessment. This scoring Assessment for the Task 1 Score is for the Recognize and Evaluate, Task 2 Analyze Context and Draw Conclusions Score, and Task 3 Research and Make Connections Score portion of the History/Gov Assessment for the grade level being assessed. This score tracking was moved from the KCAN Collection.

Immigrant Student:
An indicator of whether or not 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 or not the student has an individual plan of study. This field is required in grades 11-17. This field must be blank for all other grade levels.

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 00-04, except grade level 03.

Kansas Pre-K Pilot Program (KPP):
This information is collected to create awareness of students being served in early learning

programs. Only include students who are a part of the grant funded pilot program. This field will indicate if the student participates or participated in a district sponsored pre-K program, such as Head Start, a district childcare center, Peer Model/Mentor, or other program (NOTE: this should ***not*** include Parents as Teachers Program participants during this school year). This field is required for students in grades 01-04, except grade level 03.

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 8/15/18-11/20/18 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.

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'.

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 published 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 the EOYA Report in KIDS. For more information regarding truancy, see State Statute 72-1113. Truancy is not the same as chronic absenteeism.

Undoing an EOYA:
To undo an EOYA record, send another EOYA with D22: Cumulative Number of Days in Membership = -1 and D23:

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.

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. Unless specified otherwise below, the most recent version of all documents are located on the KIDS Project Documents website.

- Guidelines for Reporting Homeless Students
- Guidelines for Reporting Virtual Education Students in KIDS
- KIDS 2020-2021 File Specifications Document
- KIDS 2020-2021 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 Rachel Beech RBeech@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 Mike Pounds at Mpounds@ksde.org.

Revision History

Version	Date	Changes
15.00	08/01/2020	Updated for the 2020-2021 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.

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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 membershi	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
D10	Current Grade Level	X		
D12	Hispanic Ethnicity	X		
D17	Virtual Education Student		X	
D23	Truant Student		X	X
D28	Special Circumstances Transfer Choice		X	
D30	Comprehensive Race	X		
D31	Eligibility for the National School Lunch Program	X		
D32	Primary Disability Code	X		
D33	Gifted Student Code	X		
D34	Qualified for 504		X	X
D35	Residence of Homeless Student While Homeless		X	
D39—D45	ESOL Fields	X		
D55	Immigrant Student		X	X
D57	Neglected Student		X	X