Guidelines for Reporting Career and Technical Education Data in KIDS

Introduction:

This document provides guidelines for reporting career and technical education (CTE) data on students to the KIDS Collection System. This document provides guidance on how to properly report CTE students on ENRL records for the Kansas Individual Data on Students (KIDS) System.

A bill passed by the legislature in 2012 (Senate Bill 155—K.S.A. 72-4417 c1 and 2) changed the way districts receive funding for Kansas Board of Regents (KBOR) approved and funded CTE courses at a technical college or community college. Tuition for eligible tiered technical education course work at a technical college or community college are paid directly by KBOR to the technical college or community college for approved-for-funding CTE courses. Districts and the Kansas State Department of Education (KSDE) will not be in that funding loop. KSDE will provide funding to districts only for CTE courses offered by a school district and included in an approved Pathway.

Introduction – Guidance:

Courses approved for funding and offered by a school district: Districts should report in KIDS these students in the Career and Technical Education Contact Minutes field with the correct number of minutes. Note: Local College/Career field in KCCMS = F or C.

Courses approved for Excel in CTE funding and offered by a technical college or community college: Districts should report these students in KIDS as a Concurrent High School Student. The technical college or community college will receive funding for those courses directly from KBOR. These courses should NOT be included in the Career and Technical Education Contact Minutes field. Including minutes for these courses will result in audit exceptions. Note: College/Career field in KCCMS = L or R.

KIDS Records and Career and Technical Education:

All students that are enrolled in a district delivered and approved Pathway CTE course on September 20, 2021 should be reported on KIDS ENRL records by the funding school/district. How that data are reported will vary depending on whether the course is approved for funding and offered by a technical college or community college, or if the course is approved for funding and is being offered by a school district. (See the Appendix at the end of the document for specific guidance on various reporting scenarios.)

Resources:

Enrollment Handbook 2021-2022 School Year: Detailed information and guidelines about the September 20th rule and the students who can be counted for funding purposes during the ENRL Collection are posted at the KSDE Fiscal Auditing website.

KIDS 2021-2022 Submission Details Document—ENRL: This document reviews the required and optional fields for submitting the ENRL record to the KIDS Collection System, and also includes recommendations and tips for submitting ENRL records to the system. Posted on the KIDS Project Documents website.

Revision History

Version	Date	Changes
10.0	8.1.2021	Updated for the 2021-2022 school year.

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Appendix: **Scenarios:** Scenarios provided below to help explain various reporting situations districts may encounter. Report the following data on KIDS ENRL records:

Schools	Scenario	Concurrent High School Student	CTE Contact Minutes
• **Technical School** • **High School**	1. Student is attending an CTE program at a technical school during the morning (160 minutes) and the local high school during the afternoon. The student is enrolled in three core courses in the afternoon, but none of them are CTE courses.	1= Any Kansas Board of Regents approved and funded CTE course at a Technical College or Community College	Blank
• **Technical School** • **High School**	2. Student is attending an CTE program at a technical school during the morning (160 minutes) and the local high school during the afternoon. The student is enrolled in three courses in the afternoon, and one of them is a CTE course that meets for 50 minutes a day at the high school.	1=Any funding eligible approved CTE course at a technical college or community college.	50
• **Community College** • **High School**	3. Student is attending an approved-for-funding CTE course at the local high school that meets for 50 minutes a day. The student also takes a college level English course that is for concurrent enrollment and is being offered by the local community college.	2=Community college.	50
• **Community College** • **High School**	4. Student is attending a local community college and takes an approved-for-Excel in CTE funding CTE course (50 minutes) and a college-level English course.	1= Any Kansas Board of Regents approved and funded CTE course at a Technical College or Community College	0

	The remainder of student's schedule is completed at the local high school.	***Note**: If a student is enrolled in an approved CTE course **and** a non-CTE course through a post-secondary institution, mark a value of "1" in D26.*	
• **High School Only**	5. Student is attending an approved-for-funding CTE program at the local high school that meets for a total of 100 minutes a day. The remainder of student's schedule is completed at the local high school in non-CTE courses.	"Blank"	100