



## **KIDS 2019-2020 EOYA**

### **Days in Membership/Days in Attendance Guidance**

#### **Introduction**

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.

#### **What's New?**

Due to the COVID-19 pandemic and the closure of school facilities, Kansas public and private accredited districts will report days in attendance (ADA) and days in membership (ADM) on KIDS EOYA records from the first day of membership through Friday, March 13, 2020 for the 2019-2020 school year.

#### **What Changes will Districts Need to Make?**

- This will require manual changes to how district calendars are currently set-up in student information systems (SIS).
- The prerequisites defined in the calendar are used to calculate ADA/ADM, attendance rates and chronic absenteeism rates.
- Updates to the calendar should occur for all days on or after March 16, 2020 through the end of the 19-20 school year to ensure attendance is not required or taken on these days.
- The changes should match how days such as Spring Break, Christmas Break, etc. are defined in the SIS to ensure accurate ADA/ADM data up to March 16, 2020.
- Districts will log-in to the authenticated application, "Directory Updates" to update the "Total Class Days" to reflect membership days from the beginning of the school year through the end of the day on March 13, 2020.

#### **Submission Guidelines**

**Submission Window:** May 11, 2020 – June 26, 2020.

- 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.

## 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.

## Who Submits?

- 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.\*

## The 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.

## EOYA 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:

### 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.

**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.

**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.

**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'.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**Title I Participation:**

If a school is a Title I school wide building, they should report all students as receiving Title I services with a value of ‘1’ = Yes, is currently receiving Title I services in a Title I school wide in this field on EOYA records. 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.

**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.

### **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.

### **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.

- KIDS 2019-2020 File Specifications Document
- KIDS 2019-2020 User's Guide
- Guidelines for Reporting Virtual Education Students in KIDS
- Guidelines for Reporting Homeless Students

### **Help Resources**

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.

- KIDS Technical Support: KSDE Helpdesk 785-296-7935 or [kids@ksde.org](mailto:kids@ksde.org).
- Accountability Helpdesk: 785-296-2325 or [amoss@ksde.org](mailto:amoss@ksde.org).
- Homeless Student questions: contact Maureen Ruhlman at [mruhlman@ksde.org](mailto:mruhlman@ksde.org) or visit the [KSDE Homeless Children and Youth](#) website.
- For reporting Virtual Students contact Mike Pounds at [mpounds@ksde.org](mailto:mpounds@ksde.org).