# KIDS 2021-2022 Submission Details Document: EXIT

## Introduction

This document contains information specific to the submission of EXIT records to the Kansas Individual Data on Students (KIDS) System for the EXIT Collection. The EXIT Collection focuses on gathering exit information on students who have left a school for a variety of reasons (e.g., graduation, dropout, transfers, etc.).

In short, an EXIT collection record is submitted anytime a student leaves a building to terminate association with a school.

**Tutorial : Uploading an EXIT (Common Issues):**

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

**Tutorial : Uploading an EXIT (Submitting):**

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

### What's New

- Eligibility for National School Lunch Program (Formerly D34)
  - Change Name to: Eligibility for National School Lunch Program and/or At-Risk Funding
  - Add Values 3 & 4
  - Add Values 3 & 4 to List of acceptable values for Eligibility for National School Lunch Program and/or At-Risk Funding
  - Update Comment/values for new and current values
    - 0 = Not Eligible.
    - 1 = Eligible for Reduced Price Lunch as determined by the National School Lunch Program Application.
    - 2 = Eligible for Free Lunch as determined by the National School Lunch Application or the Direct Certification process.
    - 3 = Eligible for Reduced Price Lunch as determined by the KSDE Household Economic Survey.
    - 4 = Eligible for Free Lunch as determined by the KSDE Household Economic Survey.
- Removed – Kansas Qualified Admissions Pre-College Curriculum

## Introduction - Submission Guidelines

**Records Unique in Batch By**:
•: Record Type
•: Accountability School
•: State Student Identifier

**Students to Submit**

- Pre-K through adult.
- Pre-K students—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.

*Data should be current as of the student's last day of membership. *

**Submission School?**

- Accountability School or the district that contains the Accountability School.
- If the Accountability School is '0001' or '0002', the Attendance School should submit EXIT records.

All accredited private schools should submit EXIT records according to the guidance outlined above.

**Submission Window:** Any time the KIDS Collection System is open.

- As soon as possible after the student's last day of membership whenever a student has transferred, dropped out, graduated, etc.
- Once the Dropout/Graduation Summary Report (DGSR) for the 2021-2022 school year is submitted, EXIT records can no longer be submitted with Exit/Withdrawal dates prior to 10/1/2021.

**Use of EXIT Submissions**

- State student assessment participation requirements (accountability)
- Pre-populate the DGSR (to determine cohorts, graduates, non-graduates, and dropouts)
- Update information in other systems and applications
- Calculate rates and used in accountability determinations
- Provide federal reporting

# KIDS Collection Field Requirements EXIT Record Type 2021-22

| Field Number | Excel Column | Field Name | EXIT |
|---|---|---|---|
| **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 |
| **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 |
| **D27** | **AA** | Exit/Withdrawal Date | R |
| **D28** | **AB** | Exit/Withdrawal Type | R |
| **D29** | **AC** | Unweighted Grade Point Average (GPA) | C |
| **D31** | **AE** | Post-Graduation Plans | R |
| **D32** | **AF** | Comprehensive Race | R |
| **D33** | **AG** | Eligibility for National School Lunch Program and/or At-Risk Funding | R* |
| **D34** | **AH** | Primary Disability Indicator | R* |
| **D35** | **AI** | Gifted Student Indicator | X |
| **D37** | **AK** | Residence of Homeless Student while Homeless | R* |
| **D41** | **AO** | ESOL/Bilingual Program Participation Code | R* |
| **D53** | **BA** | Military Connected Student Indicator | R* |
| **D90** | **CL** | User Field 1 | O |
| **D91** | **CM** | User Field 2 | O |
| **D92** | **CN** | 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 EXIT may be left blank. Values included in data fields that are neither required nor optional for EXIT are not validated and will not be stored.

*Exit information (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plans) can be included ONLY on EXIT record types. If exit data is included on any other record type it will generate a data error. *

## Guidance

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

**Attendance and Membership:**

Cumulative Days in Membership and Cumulative Days in Attendance should represent the total cumulative days in membership/attendance. For example, if "John Smith" attended School/Program A from 08/12/21 –11/23/21, transferred to School/Program B, and then re-entered School/Program A on 02/03/22. Then School/Program A would report the combined cumulative days in membership/attendance for 08/12/21 through 11/23/21 AND for 02/03/22 through the end of the school year.

**Correcting an EXIT Record**:

If you submitted an EXIT record for a student with incorrect information, you can submit an EXIT record with the same State Student Identifier (SSID), Accountability School, and Exit/Withdrawal Date with the corrected information to update the student's EXIT record. If you submitted an EXIT record with an incorrect Exit/Withdrawal Date, undo and resubmit.

**Dropout/Graduation Summary Report:**

The DGSR calculates federally mandated 4-year adjusted cohort graduation rate and reports the annual dropout count.

- The 4-year adjusted cohort graduation rate is the number of students who graduate in four years with a regular high school diploma, divided by the number of students who entered high school four years earlier (adjusting for transfers in and out). This calculation uses a combination of KIDS EOYA and EXIT records submitted. For more information on the 4-year adjusted cohort graduation rate calculation, see the 4-Year Adjusted Cohort Graduation Rate 2021-2022 Fact Sheet or the Kansas Graduation and Dropout Information Handbook found on the "Graduation and Dropouts" page on the KSDE website.
- Note that the Exit/Withdrawal Type, codes '8'= Graduated with regular diploma and '22' = Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services deemed necessary by the IEP team count as a graduate for the 4-year adjusted cohort graduation rate. For a complete list of exit/withdrawal types, and impact on the 4-year adjusted cohort graduation rate, see the KIDS EXIT Codes Applied to Graduation Rate Formula section in the Kansas Graduation and Dropout Information Handbook found on the "Graduation and Dropouts" page on the KSDE website.
- The annual dropout count reflects the number of seventh thru twelfth grade students who drop out in any one school year. This calculation uses the EXIT records submitted to KIDS by the Accountability School.
- Codes '14' = Discontinued schooling, '16' = Moved within the US, not known to be enrolled in school, '17' = Unknown, '19' = Transfer to a GED completion program, and '20' = Transferred to a juvenile or adult correctional facility where diploma completion services are not provided" for students in grades 7-12 will count as dropouts in the annual dropout count.

Students that have been identified as unresolved exits on the DGSR, and that have not been corrected by the accountability school or district will be counted as dropouts for the district and will have an EXIT record created (by KSDE) with the Exit/Withdrawal Type '98' = Unresolved Exit in the KIDS System. These records will be included in the federally mandated 4-year adjusted cohort graduation formula if the unresolved exit was the last exit in KIDS in the student's 4-year cohort year. The EXIT records with Exit/Withdrawal Type 98 will be viewable in the Student History Report for the student and the student will no longer show on the Unresolved Exit Report.

**Eligibility for National School Lunch Program and/or At-Risk Funding:**

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. The comments section of the File Specifications were updated to include if a student was deemed eligible for free or reduced price lunch via the KSDE Household Economic Survey.

**EXIT Records and Assessments:**

EXIT records are used by Kansas Assessment Program KAP) to remove students from schools' active testing rosters *before* those students are tested.

- To undo EXIT records that were submitted erroneously to KIDS (and provided to KAP), the school should submit another EXIT record with code '99' (undo) in the EXIT/Withdrawal Type field. Note, however, that a "C" (clear) code in one of the Assessment fields on the TEST record will also remove students from schools' active testing rosters. For more information on the use of 'C' codes on TEST records, see the KIDS Submission Details Document—TEST.

**EXIT/Withdrawal Date:**

Schools are required to report an EXIT/Withdrawal Date of the student's last day of membership or the date on which the student was graduated or the date on which a student with disabilities met district graduation requirements for a regular diploma. EXIT/Withdrawal dates are to be indicators of when a student's affiliation with a school ended, not an indication of the date a school submitted the EXIT record to KIDS.

- When a student does not return in the fall as expected, please use the last day in membership, from the prior school year, as the Exit/Withdrawal Date rather than a date in the current school year.

**First Instructional Date:**

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

- D34: Primary Disability Indicator = 'WD'
- D35: Gifted Student Indicator = 'GI'
- D37: Residence of Homeless Student while Homeless > 0
- D53: Military Connected Student Indicator > 0

If the other D21 conditions are true, but not reported on the EXIT collection, this field should remain blank.

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 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.

**Impact of Not Submitting EXIT Records in a Timely Manner:**
It is recommended that EXIT records be sent to the KIDS Collection System as soon as possible when membership ends. It is up to the discretion of the individual schools and districts to determine at what point an EXIT record is submitted for a student that is gone for an extended period of time. Keep in mind the following when making this decision:

- During a testing window, if an EXIT record is not sent, the school and district could be penalized when the student is not assessed in the content area.
- If a student is not exited you may be reducing your graduation rate, since students could be reported as non-graduates. It may also cause students to be misreported as unresolved exits; if not caught prior to the DGSR being signed off on, you may not be able to correct the data.

**Multiple Record Types in a Single Batch:**
The KIDS Collection System will accept EXIT records in batches containing other record types, but your Student Information System (SIS) may or may not support the creation of mixed batches.

**School Entry Date:**
School Entry Date should be the date the student entered the Accountability School. In the case where the student's Accountability School is marked with a 0001 or 0002, the Attendance School will use their School Entry Date.

**Special Circumstances for Accountability School Submitting EXIT Records:**
If the Accountability School is '0001' or '0002', the Attendance School should submit EXIT records.

**Students with Disabilities:**
Two scenarios require special consideration when reporting exit data for students with disabilities:
**Scenario One:**
Students with disabilities who have met graduation requirements but remain in school for transition services as outlined in their IEP should be reported in the following manner:

- Use the value of '22' on Exit/Withdrawal Type for a student with disabilities who met the district graduation requirements for a regular diploma but is remaining in school to receive transitional services deemed necessary by the IEP team. (The important key is the student has not received a regular high school diploma. The student may have met all of the graduation requirements and/or may have participated in the graduation ceremony but did not receive a diploma.)

  Please note these outcomes and required KIDS reporting when using Type 22:

- Primary Disability Code must be 'WD.'
- Post-graduation plan must be submitted in the D31 field: Post-Graduation Plans.
- Those students will then continue to receive transitional services in following years and will be submitted on subsequent KIDS records until they are no longer receiving transitional services.
- A student that has been exited with the Exit/Withdrawal Code of '22' is still considered a continuing twelfth grade student and should have a grade level of '17' = Twelfth Grade entered in the Current Grade Level field on all KIDS records.
- Once they are no longer receiving transitional services, another EXIT record should be submitted with the Exit/Withdrawal Type of '8' = Graduated with regular diploma.

*This will count as a graduate in the graduation calculation. *

**Scenario Two:**

Under the law, any IDEA student who is suspended or expelled is still active and not considered an exit. The district is obligated to continue to provide general education and special education support to meet the student's needs. It is important to remember that there are specific legal requirements for continuing to provide both SPED services and general instruction for students with IEPs who are expelled. It is recommended that school and district administrators and/or district counsel are involved to ensure these requirements are met. If you or anyone at your district has questions about these legal requirements, please contact Mark Ward, KSDE Special Education Services Attorney, at mward@ksde.org.

**Undoing an EXIT Record:**

If you accidentally submit an EXIT record for a student who did not really leave, then you can submit an EXIT record with the same SSID, Accountability School, and Exit/Withdrawal Date with a code of '99' in the EXIT/Withdrawal Type field to 'undo' that EXIT record in KIDS.

**Unweighted Grade Point Average:**

This is the student's unweighted cumulative GPA upon graduating from high school with a regular high school diploma. This field is required when D28: Exit/Withdrawal Type = '8'. The allowable values are: 0.00 - 4.00 The Unweighted GPA Definition is:

4.00 = A
3.00 = B
2.00 = C
1.00 = D
0.00 = F

This field is only accepted for EXIT records with a D28: Exit/Withdrawal Type = '8'. All other submissions will receive an error.

## Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. To simplify verification of exit data, reports are specific to the types of exits reported. As principals and superintendents review the DGSR, they will be directed to research values based on KIDS EXIT submissions. The KIDS EXIT data can be shared with the principals, superintendents and program staff by generating the detailed data from the appropriate KIDS reports by the current KIDS users or by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since the reports are dynamic and EXIT records may be submitted at any time.

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 EXIT submissions:

**Data Quality Reports:**

- EOYA/EXIT Assignment Comparison Report

**Standard Reports:**

- Current Year Accountability Students
- Dropouts
- EXIT Status Report
- Graduates
- Homeless Student
- Unresolved Exits

## Resources

### Documents

Consult the following documents for additional information pertaining to the submission of EXIT records. Unless specified otherwise below, the most recent version of all documents may be found on the KIDS Project Documents website.

**KIDS Documents:**

- Guidelines for Reporting Homeless Students
- KIDS 2021-2022 File Specifications Document
- KIDS 2021-2022 User's Guide

**Miscellaneous Documents: (See the KSDE Website)**

- Dropout/Graduation Information Documents

### Technical

In preparing your EXIT 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 or Dropout/Graduation Summary Report Technical Support:

- KSDE Helpdesk 785-296-7935 or kids@ksde.org
- Accountability Helpdesk: 785-296-1978 or amoss@ksde.org
- For EXIT Collection training: visit the_Collection Workshop under Training Tab of KIDS webpage.

## Revision History

| Version | Date | Changes |
|---|---|---|
| 16.00 | 08/01/21 | • Updated for the 2022 school year. |

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