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POWERSCHOOL 2018-2019

Information Technology

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OVERVIEW

- What's new
    - Remove Fields and Values
    - Update Fields and Values
    - New Fields and Values
    - KCAN Collection
    - SPED

OVERVIEW

- Collection Schedule
- Best Practices
- Q&A Session

PLANNED CHANGES NOTE

These changes are current as of today…..

WHAT'S NEW

What's New

- D39: ESOL/Bilingual Program Participation Code - changes
- D54: Early Learning Participant – name change
- D55 : KPEP - name change

What's New

- D62 – D82: History/Government Fields
- D92: Kansas English Language Proficiency Assessment – updates
- KCAN: Migrant – Add field
- SPED – New Collection

REMOVED FIELDS AND VALUES

Removed Fields and Values

- D39: ESOL/Bilingual Program Participation Code
  - Value 4 = Monitored ESOL student …
- D62: History/Government Grouping Indicator 1
- D63: History/Government Grouping Indicator 2

Removed Fields and Values

- D69: Manufacturing Production Grouping Indicator

- D70: Design and Pre-Construction Grouping Indicator

- D71: Finance Grouping Indicator

- D72: Comprehensive Business Grouping Indicator

Removed Fields and Values

- D73: AV Communications Grouping Indicator
- D80: State History/Government Assessment Proctor ID
- D81: State History/Government Assessment First Name
- D82: State History/Government Assessment Last Name

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Removed Fields and Values

Career Competency Qualifiers

- D83: General CTE Assessment – Values 3 & 6
- D84: Comprehensive Agriculture Assessment – Values 3, 4, 6, & 7
- D85: Animal Systems Assessments – Values 3 & 6
- D86: Plant Systems Assessments – 3, 4, 6, & 7

Removed Fields and Values

- D87: Manufacturing Production Assessment

- D88: Design and Pre- Construction Assessment

- D89: Finance Assessment

- D90: Comprehensive Business Assessment

- D91: AV Communications Assessment

UPDATED FIELDS AND VALUES

Updated Fields and Values

- D10: Current Grade Level
  - Updated description language to align programs
- D14: Current School Year – 2019
- D40: ESOL Bilingual Program Ending Date
  - Updated… one year proficiency…transitional year

Updated Fields and Values

- D54: Early Learning Participant
  - Field name change - Kansas Preschool Program (KPP)
- D55: Kansas Parent Education Program Participant (KPEP)
  - Field name change - Kansas Parents as Teachers Program (KPAT)

Updated Fields and Values

- D73: State History Government Assessment
  - Updated language…no assessment
  - (Pilot year – assessment not through KITE)
- D92: Kansas English Language Proficiency Assessment
  - Value updates – new program participation codes

Updated Fields and Values

- D96: User Defined Field 1
- D97: User Defined Field 2
- D98: User Defined Field 3

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Updated Fields and Values

TASC Data Field

- C13: School Year = 2019

KCAN Data Field

- F13: School Year = 2019

NEW FIELDS AND VALUES

New Fields and Values

- D39: ESOL/Bilingual Program Participation Code
  - Value 7 = Transitional year. Student scored proficient …
  - Value 8 = Monitored ESOL…no more than two years.

New Fields and Values

- D82: American College Testing (ACT) Assessment
  - Student will take ACT
  - D10: Current Grade Level =16.
- D83: ACT WorkKeys Assessment
  - Student will take ACT WorkKeys
  - D10: Current Grade Level = 16

KCAN COLLECTION

KCAN - New Fields

- Add Fields (If F16: 1 = Yes)
    - First Instructional Date - current school year
    - Last Instructional Date - current school year
    - Instructional Hours Completed – upon Exit (F22: "04")

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KCAN- New Fields

- Renumbering
  - F32: User Filed 1
  - F33: User Filed 2
  - F34: User Filed 3

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KCCMS NEW TITLES FOR LOCAL COLLEGE/CAREER

CollegeCareer N	Not dual credit/Regular course
CollegeCareer D	Dual credit NOT funded (college/high school)
CollegeCareer T	CTE course NOT funded or part of an approved Pathway (Local CTE Program)
CollegeCareer X	CTE credit/not funded IN an approved Pathway (Introductory level)
CollegeCareer F	CTE credit/funded course IN an approved Pathway (Technical/Application level)

KCCMS NEW TITLES FOR LOCAL COLLEGE/CAREER

CollegeCareer C	CTE Dual credit funded IN an approved Pathway/ NOT Excel in CTE/Taught within K-12 building
CollegeCareer L	CTE Dual Credit IN an approved program/Pathway/Excel in CTE Funded only
CollegeCareer R	CTE Dual credit NOT part of an approved program/Pathway/ Excel in CTE Funded only

SPED COLLECTION (NEW)

Special Education Students

SPED

- Entry into Sped-Pro without claiming
  - D32: Primary Disability - WD = Yes,…
  - 2018-2019
  - No reports

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COLLECTION SCHEDULE

KIDS PLANNED CHANGES: EXPECTED COLLECTION SCHEDULE

Collection	Focus	Submission Window
ASGT	Obtain SSIDs, update core student data, and claim students	Any Time
SPED	Student demographics for Sped-Pro.	Any Time
ENRL	Funding and Enrollment: populate PBR and SO66	09/20/18-10/11/18
TEST	State Assessments: populate CETE website, populates Measurable Objectives, etc.	09/04/18-06/28/19

KIDS PLANNED CHANGES: EXPECTED COLLECTION SCHEDULE

Collection	Focus	Submission Window
SMSC	REAP Funding	12/03/18-01/04/19
MILT	Military Funding	02/20/19-03/18/19
EOYA	End of Year Accountability: populates Measurable Objectives, state, and federal counts	05/13/19-06/28/19
TASC	Teacher and Student Connection for Success in School and Interim Assessments	08/01/18-06/14/19

KIDS PLANNED CHANGES: EXPECTED COLLECTION SCHEDULE

Collection	Focus	Submission Window
KCAN	Course information to support the Kansas State Board of Education Kansans Can initiatives	08/01/18-08/16/19
EXIT	Students leaving school, date, reason, and any post-graduation plans	As soon as possible after leaving.
		Once the Dropout/Graduation Summary report for 17-18 school year is submitted.
QERY	Retrieve existing KIDS data about students without claiming them or changing the data	Any time

BEST PRACTICES

Best Practices

School Entry Date - Reset to recent

Example:

Student enrolls August; EXITS December.

Student returns March; SED is MARCH

- Many SIS's retain original entry dates
    - Must be manually re-entered to recent

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Best Practices

EXIT DATE

- "No show" students exit prior year
    - "No show" in August, exited May

- Exit day after the last "attendance"
    - Last attended 03/30/18; EXIT 04/02/18.

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TRAINING

Training

- KIDS New Staff
- Collection Workshops
- Data Quality Certification (DQC) Program
- DQC Concentration Electives
- KIDS Conference Calls

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QUESTIONS AND ANSWERS

AGENDA PART II

1. KIDS Data Flow Process

2. KIDS Overview – The W's

3. File Specifications Demonstration

4. KSDE and KIDS Website

5. Reports – Demo / Practice

6. Data Security and Privacy

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DATA FLOW PROCESS

Data are entered/updated in SIS

Extract a file/report out of SIS

Log in to KIDS and upload file

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STUDENT INFORMATION SYSTEM (SIS)

Core Student Data

State Student ID (SSID) - unique student identifier

- Via Assignment
- 10-digits - throughout accredited academia
- Core Student Data - basic student information
- Core data are entered in SIS

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Core Student Data elements required to generate an SSID:

SSID

First Name

Middle Name

Last Name

Suffix

Gender

Date of Birth

Hispanic Ethnicity

Comprehensive Race

Grade

Accountability School

District

Resident District

Local ID

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Core Student Data

State Student Identifier (SSID) - generated by KSDE

Legal First Name - child's given name

Legal Middle Name - second given name

Legal Last Name - family or surname

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Core Student Data

Generation Code (Suffix) - Jr., II, III).

Gender - biological traits distinguishing sexes

Date of Birth - month, day, and year

Hispanic Ethnicity – not race

Comprehensive Race - general racial community category(ies)

Core Student Data

Current Grade Level – instructional service level

Accountability School Identifier – responsible for education

District – where Accountability School associated

Residence District Identifier – where child resides

Local Student Identifier – LEA alphanumeric code

Identity Data

Unique and should not change

Found on legal documents

Proof of Identity at Enrollment

- Kansas State Statute 72-9934

- Defines proof of identity at enrollment

IDENTITY DATA IN KIDS

Data submitted

Data stored in KIDS Assignment

SSID

First, Middle, Last Name

Suffix

Gender

Date of Birth

Data are entered/updated in SIS

Extract a file/report out of SIS

Log in to KIDS and upload file

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Assignment Vs Collection

KIDS Assignment

Limited access

Manages core data

Vendor product

Generates ID numbers

Searches for core student data/IDs

KIDS Collection

Direct access

Manages the rest of the data elements

Built by KSDE

Reads and cross-checks ID numbers

Generates data reports

STUDENT INFORMATION SYSTEM (SIS)

PowerSchool

Infinite Campus

go.edustar

SKYWARD® K-12

Synergy® Student Information System

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Sample SIS File

- SIS file generally opens in Notepad
- You can convert into Excel document
- Excel upload possible as tab delimited

- May use our Collection templates
- https://kidsweb.ksde.org/Documents
- Related KIDS Resources

Data are entered/updated in SIS

Extract a file/report out of SIS

Log in to KIDS and upload file

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Logging in

User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

Login   Forgot password?

User Login for KSDE Web Applications

My KSDE Web Applications

Manage My Account   Log Off

** 1. Directory Updates - Legacy.
2. KCC Management System
3. KIDS Assignment System
4. KIDS Collection 2019
5. KSDE User Maintenance - Email Sups
6. KSDE User Maintenance - Manage User
7. KSDE User Maintenance - Requested Applications
8. KSDE User Maintenance - Requested Applications by District
9. License Application
** 10. Student Record Exchange - Legacy.
11. User Access Management System
12. User Account Management

** **Legacy Applications Login**

For all legacy applications you will need to log in again.

Uploading Files

Screen showing KIDS application interface:

User: KidsTrainers District: D0101(Erie-Galesburg) Building: 0000 Access Level: District Write

- Return to App List
- Logout

Production Mode   v10.0
Building: District Level

Home

Here is a notification.

Navigation menu:
- **Home**
  - Batch History
  - Batch Upload
  - Reports
    - Standard
    - PBR
    - SO66
    - Assessments
    - Discrepancies
    - Accountability
    - MILT
    - Student Course
    - Qualified Admissions
  - Mode Selection
- **Search Core Data**

Clicking on "Batch Upload" will allow users with "Write Access" to upload batch files containing KIDS records.

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We start with raw data. That data goes somewhere…

KIDS staff collect the data and submit it to KIDS.

KIDS staff take the data and enter
it into the system for the district.

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Districts confirm data accuracy to KSDE for use in statewide reports.

Reports

Rules

Policy

Regulations

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KIDS OVERVIEW –
THE W'S

The W's

What is KIDS?

- Kansas Individual Data on Students

- KSDE student data collection software system

Who submits data to KIDS?

- All public and private accredited schools

When does a school/district send data to KIDS?

- 11 different submissions and windows

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Collection Schedule

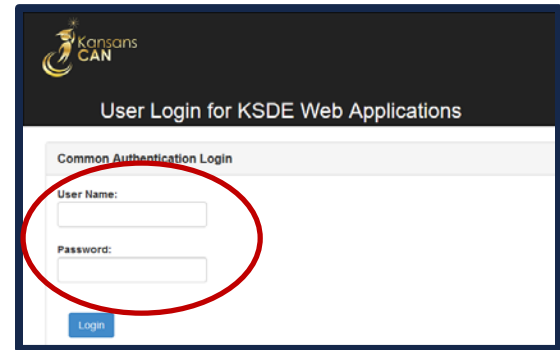| Record	Focus	Submission Window
ASGT	Claim new students or demographic changes for existing students. Obtain SSIDs, update core student data, and claim students	Any time
SPED	Populates student in Sped-Pro without claiming.	Any time
ENRL	Funding and Enrollment: populate PBR and SO66	9/20/2018 - 10/11/2018
TEST	State Assessments: populate CETE website, populates Measurable Objectives, KITE, etc.	9/04/18 - 6/28/19
SMSC	REAP Funding (for small, rural public schools)	12/03/2018-1/04/2019
MILT	Military dependent students. Collects enrollment data for districts whose student population significantly increases after the September 20th (ENRL) funding count due to military movement	2/20/2019 - 3/18/2019

Collection Schedule

Record	Focus	Submission Window
EOYA	End of Year Accountability: populates Measurable Objectives, state and federal counts	5/13/2019-6/28/2019
KCAN	Student Course: Collecting course outcome for specific student populations	9/5/2018-8/16/2019
TASC	Teacher and Student Connection: populates rosters in Success in School and rosters for Interim Assessments in KITE	8/1/2018- 6/14/2019
EXIT	Students leaving school, date, reason, and any post-graduation plans	Anytime
QERY	Retrieve existing KIDS data about students without claiming them or changing the data	Anytime

Where is KIDS?

Common Authentication

- Register for a new username and password.

- Manage your account / Forget your password?

Protected via secure login Common Authentication.

- A username and password are required.

Registering for KIDS

Select access level – Depends on role

Application Access Level: KIDS Collection 2019

- Organization & Building- select to level
- District Read Only - to generate reports
- District Write - to update or send

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Registering for KIDS

Click a link below.

1. Directory Updates
2. KIDS Assignment System - User approval pending or application not active.
3. KIDS Collection 2017
4. Student Record Exchange
5. System for the Education Enterprise in Kansas (SEEK)

Manage My Account
Logoff

Back to Main Menu | Logout

* Indicates required field.

Please enter your business contact information:

First Name:*
Tracy

Last Name:*
Gallaway

Phone #:*
785-296-6054

Email Address:*
tgallaway@ksde.org

☑ KIDS Assignment System | State Read Only / Help Desk
☑ KIDS Collection 2017 | KSDE Audit / KSDE Admin

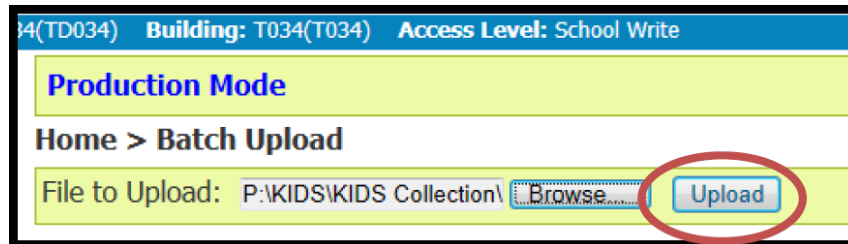# Why are data submitted to KSDE via KIDS?

- For state reporting
- For federal reporting
- For accreditation and accountability

State Reporting

Federal Reporting

Accountability

KiDS
Kansas Individual Data on Students

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Uploading KIDS Data

- Access the student information system (SIS)

- Generate SIS Report

- Extract file from SIS

- Log in to KIDS

- Upload file to KIDS

4(TD034) **Building:** T034(T034) **Access Level:** School Write

Production Mode

Home > Batch Upload
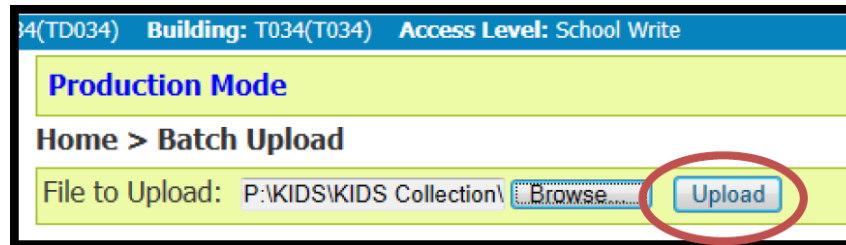
File to Upload: P:\KIDS\KIDS Collection\ Browse.... Upload

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Uploading KIDS Data

Access the Student Information System (SIS)

Generate SIS Report

Extract file from SIS

Log in to KIDS

Upload file to KIDS

34(TD034)	**Building:** T034(T034)	**Access Level:** School Write

Production Mode

Home > Batch Upload

File to Upload: P:\KIDS\KIDS Collection\ Browse...... Upload

KIDS Collection Webpage

Clicking on "Return to App List" will take users back to the list of KSDE applications they are approved for.

User account and access information bar

News and announcements

Navigation Menu

Navigation

Clicking on "Home" on any subsequent screen in the application will return you to the KIDS Collection Production Mode Home page.
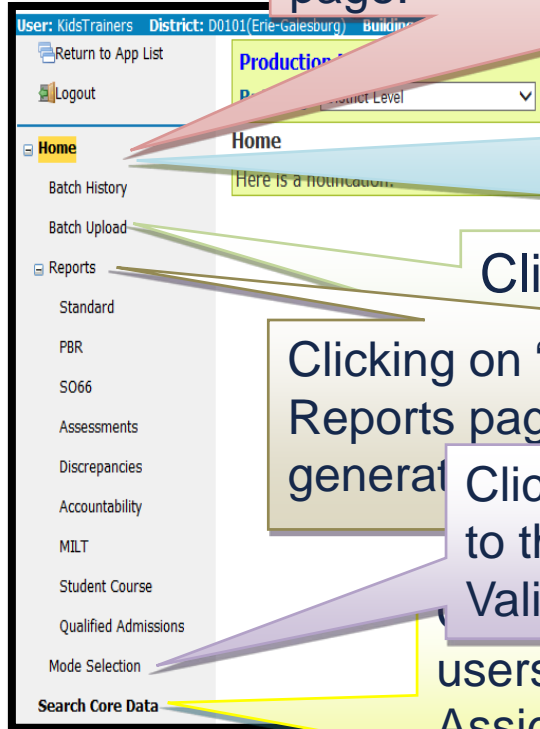
Clicking on "Batch History" will allow users to view previous batch files uploaded containing KIDS records.

Clicking on "Batch Upload" will allow ... load ...ords.

Clicking on "Reports" will take you to the Reports page where you are able to generat...

Clicking on "Mode Selection" will take you to the screen to select either Production or Validation Mode.

...users to search core data stored in the Assignment System.

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FILE SPECIFICATIONS

FILE SPECIFICATIONS

K I D S 2018-2019 Collection System File Specifications

This resource serves as the KIDS Collections data dictionary.

This document contains:
- Formatting requirements for SIS Collection Export Batch Files including the header and trailer record requirements
- Definitions and permitted values for all data elements collected via KIDS
- References to supporting resources

This document does not include:
- Collection specific requirements and recommendations, see the KIDS Submission Detail Documents
- KIDS Collection edit checks, see the KIDS Business Rules
- Information about KIDS Reports, see the Report Descriptions on the KIDS website

Sections
- Header/Trailer Record Layout
- Collection Overview
- ENRL, TEST, EOYA, EXIT, ASGT, QERY, MILT, SPED and SMSC Record Layout
- TASC Record Overview and Layout
- KCAN Record Overview and Layout
- Appendix A: Additional Documentation
- Appendix B: Required/Optional Fields
- Appendix C: Submission Graphic
- Appendix D: First Language Codes
- Appendix E: CTE Certification Codes
- Revision History

KSDE AND KIDS WEBSITES

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Data Central

KIDS

KIDS REPORTS DEMONSTRATION

☰ | **KSDE Training Portal**

KSDE Training Portal

Thanks for visiting the KSDE Training Portal!

Coming Soon: We'll be providing a new tutorial soon to help new (and current) users navigate and access the system.

Course categories

▷ Expand all

▷ Child Nutrition & Wellness (22)
▷ Data & Security Training (1)
▷ Data Quality Certification Program
▷ Data Quality Recertification (4)
▷ KIDS Training (3)
▷ School Transportation (5)
▷ FY 2018 E-Rate Training in Kansas (3)
▷ Career Standards and Assessment Services (2)
▷ Grant Applications (1)
▷ Virtual Schools and Programs

DATA SECURITY AND PRIVACY

FERPA

FERPA
Family Educational
Rights and Privacy Act

FERPA (Family Educational Rights and Privacy Act)

Protects student education records

Legal obligation to protect student data

Applies to anything identifiable to child

Seek district's legal representation for processes.

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FERPA Websites

- ## KSDE FERPA Resources

Agency » Office of the Commissioner » Office of General Counsel » FERPA and PPRA

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and all students certain rights with respect to education records. These rights extend to students in all grade levels, beginning in preschool and extending through their years in postsecondary institutions.

As more and more information management systems become electronic and accessible online, it is important to remain mindful about protecting student privacy and with whom and how student information should be shared.

- ## Privacy Technical Assistance Center (PTAC)

IES ⋅ NCES National Center for Education Statistics ☰ MENU

Privacy Technical Assistance Center (PTAC)
Publications & Products | Staff | Contact PTAC Help Desk

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FERPA Websites

- FERPA Sherpa

Best Practices

Do not share KSDE usernames/passwords.

Memorize passwords, do not write them down.

Turn computers so that screens are not visible to others.

Lock your computer when you are away from your desk.

Best Practices

If you are doing a presentation, do not use screenshots that illustrate student data.

Implement "Lock or Shred" practices.

File cabinets/drawers, not desktops.

Sealed envelopes.

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Best Practices

Do not take confidential work home.

Do not discuss confidential information in high traffic areas.

Be careful that general statements do not reveal specific student data: "100% of our 2nd graders are eligible for Free Lunch."

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QUESTIONS AND ANSWERS