Kansas leads the world in the success of each student.
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
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
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 - 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”)
KCAN- New Fields

- Renumbering
  - F32: User Filed 1
  - F33: User Filed 2
  - F34: User Filed 3
## KCCMS NEW TITLES FOR LOCAL COLLEGE/CAREER

<table>
<thead>
<tr>
<th>CollegeCareer N</th>
<th>Not dual credit/Regular course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CollegeCareer D</td>
<td>Dual credit NOT funded (college/high school)</td>
</tr>
<tr>
<td>CollegeCareer T</td>
<td>CTE course NOT funded or part of an approved Pathway (Local CTE Program)</td>
</tr>
<tr>
<td>CollegeCareer X</td>
<td>CTE credit/not funded IN an approved Pathway (Introductory level)</td>
</tr>
<tr>
<td>CollegeCareer F</td>
<td>CTE credit/funded course IN an approved Pathway (Technical/Application level)</td>
</tr>
<tr>
<td>CollegeCareer</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>CollegeCareer C</td>
<td>CTE Dual credit funded IN an approved Pathway/ NOT Excel in CTE/Taught within K-12 building</td>
</tr>
<tr>
<td>CollegeCareer L</td>
<td>CTE Dual Credit IN an approved program/Pathway/Excel in CTE Funded only</td>
</tr>
<tr>
<td>CollegeCareer R</td>
<td>CTE Dual credit NOT part of an approved program/Pathway/ Excel in CTE Funded only</td>
</tr>
</tbody>
</table>
SPED COLLECTION (NEW)

Special Education Students
Entry into Sped-Pro without claiming
- D32: Primary Disability - WD = Yes,…
- 2018-2019
- No reports
COLLECTION SCHEDULE
## KIDS PLANNED CHANGES: EXPECTED COLLECTION SCHEDULE

<table>
<thead>
<tr>
<th>Collection</th>
<th>Focus</th>
<th>Submission Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASGT</td>
<td>Obtain SSIDs, update core student data, and claim students</td>
<td>Any Time</td>
</tr>
<tr>
<td>SPED</td>
<td>Student demographics for Sped-Pro.</td>
<td>Any Time</td>
</tr>
<tr>
<td>ENRL</td>
<td>Funding and Enrollment: populate PBR and SO66</td>
<td>09/20/18-10/11/18</td>
</tr>
<tr>
<td>TEST</td>
<td>State Assessments: populate CETE website, populates Measurable Objectives, etc.</td>
<td>09/04/18-06/28/19</td>
</tr>
</tbody>
</table>
# KIDS PLANNED CHANGES: EXPECTED COLLECTION SCHEDULE

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<thead>
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</thead>
<tbody>
<tr>
<td>SMSC</td>
<td>REAP Funding</td>
<td>12/03/18-01/04/19</td>
</tr>
<tr>
<td>MILT</td>
<td>Military Funding</td>
<td>02/20/19-03/18/19</td>
</tr>
<tr>
<td>EOYA</td>
<td>End of Year Accountability: populates Measurable Objectives, state, and federal counts</td>
<td>05/13/19-06/28/19</td>
</tr>
<tr>
<td>TASC</td>
<td>Teacher and Student Connection for Success in School and Interim Assessments</td>
<td>08/01/18-06/14/19</td>
</tr>
</tbody>
</table>
## KIDS PLANNED CHANGES: EXPECTED COLLECTION SCHEDULE

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

- KIDS New Staff
- Collection Workshops
- Data Quality Certification (DQC) Program
- DQC Concentration Electives
- KIDS Conference Calls
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
DATA FLOW PROCESS
Data are entered/updated in SIS

Extract a file/report out of SIS

Log in to KIDS and upload file
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
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
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
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

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
## Assignment Vs Collection

<table>
<thead>
<tr>
<th><strong>KIDS Assignment</strong></th>
<th><strong>KIDS Collection</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited access</td>
<td>Direct access</td>
</tr>
<tr>
<td>Manages core data</td>
<td>Manages the rest of the data elements</td>
</tr>
<tr>
<td>Vendor product</td>
<td>Built by KSDE</td>
</tr>
<tr>
<td>Generates ID numbers</td>
<td>Reads and cross-checks ID numbers</td>
</tr>
<tr>
<td>Searches for core student data/IDs</td>
<td>Generates data reports</td>
</tr>
</tbody>
</table>
STUDENT INFORMATION SYSTEM (SIS)
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
Logging in
Clicking on “Batch Upload” will allow users with “Write Access” to upload batch files containing KIDS records.
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.
Districts confirm data accuracy to KSDE for use in statewide reports.
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
# Collection Schedule

<table>
<thead>
<tr>
<th>Record</th>
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<tbody>
<tr>
<td>ASGT</td>
<td>Claim new students or demographic changes for existing students. Obtain SSIDs, update core student data, and claim students</td>
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<tr>
<td>SPED</td>
<td>Populates student in Sped-Pro without claiming.</td>
</tr>
<tr>
<td>ENRL</td>
<td>Funding and Enrollment: populate PBR and SO66</td>
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<td>TEST</td>
<td>State Assessments: populate CETE website, populates Measurable Objectives, KITE, etc.</td>
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<tr>
<td>SMSC</td>
<td>REAP Funding (for small, rural public schools)</td>
</tr>
<tr>
<td>MILT</td>
<td>Military dependent students&lt;br&gt;Collects enrollment data for districts whose student population significantly increases after the September 20th (ENRL) funding count due to military movement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submission Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any time</td>
</tr>
<tr>
<td>Any time</td>
</tr>
<tr>
<td>9/20/2018 - 10/11/2018</td>
</tr>
<tr>
<td>9/04/18 - 6/28/19</td>
</tr>
<tr>
<td>12/03/2018-1/04/2019</td>
</tr>
<tr>
<td>2/20/2019 - 3/18/2019</td>
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</tr>
<tr>
<td>KCAN</td>
<td>Student Course: Collecting course outcome for specific student populations</td>
<td>9/5/2018-8/16/2019</td>
</tr>
<tr>
<td>TASC</td>
<td>Teacher and Student Connection: populates rosters in Success in School and rosters for Interim Assessments in KITE</td>
<td>8/1/2018-6/14/2019</td>
</tr>
<tr>
<td>EXIT</td>
<td>Students leaving school, date, reason, and any post-graduation plans</td>
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<td>Retrieve existing KIDS data about students without claiming them or changing the data</td>
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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
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
Why are data submitted to KSDE via KIDS?

- For state reporting
- For federal reporting
- For accreditation and accountability
Uploading KIDS Data

- Access the student information system (SIS)
- Generate SIS Report
- Extract file from SIS
- Log in to KIDS
- Upload file to KIDS
Uploading KIDS Data

Access the Student Information System (SIS)
Generate SIS Report
Extract file from SIS
Log in to KIDS
Upload file to KIDS
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
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 users with “Write Access” to upload batch files containing KIDS records.

Clicking on “Reports” will take you to the Reports page where you are able to generate various reports.

Clicking on “Search Core Data” will allow users to search core data stored in the Assignment System.

Clicking on “Mode Selection” will take you to the screen to select either Production or Validation Mode.
FILE SPECIFICATIONS

KIDS 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
KIDS REPORTS
DEMONSTRATION
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

- 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 (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.
FERPA Websites

• KSDE FERPA Resources

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)
FERPA Websites

- FERPA Sherpa

The Education Privacy Resource Center

for
STUDENTS
for
PARENTS
for
EDUCATORS
for
LEAS
for
SEAS
for
HIGHER ED
for
ED TECH
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.
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.”
QUESTIONS AND ANSWERS