

Kansas State Department of Education



Student Record Exchange

SRE

2014 – 2015

User's Guide

Please Note: This help resource may refer to screen elements by their color and may be best viewed in full color.

[http://www.ksde.org/Agency/FiscalandAdministrativeServices/InformationTechnology\(IT\)/StudentRecordExchange\(SRE\).aspx](http://www.ksde.org/Agency/FiscalandAdministrativeServices/InformationTechnology(IT)/StudentRecordExchange(SRE).aspx)

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Revision History

Date	Reason for Changes	Version
3/30/2015	Created document.	1.00

Related Documents

Date	Document Title/Location	Comments
4/29/14	Quick Start Guide to SRE	This is a short resource to help you navigate the SRE system.
4/29/14	Registering for Access to SRE in Common Authentication	This document describes how to register for access to SRE or how to add SRE to an existing username in Common Authentication. This document also contains a description of the various access levels for SRE
4/29/14	SRE Contact in Directory Updates	This document explains the relationship between SRE and the Directory Updates system. It also describes where in Directory Updates you can edit the SRE Contact data.

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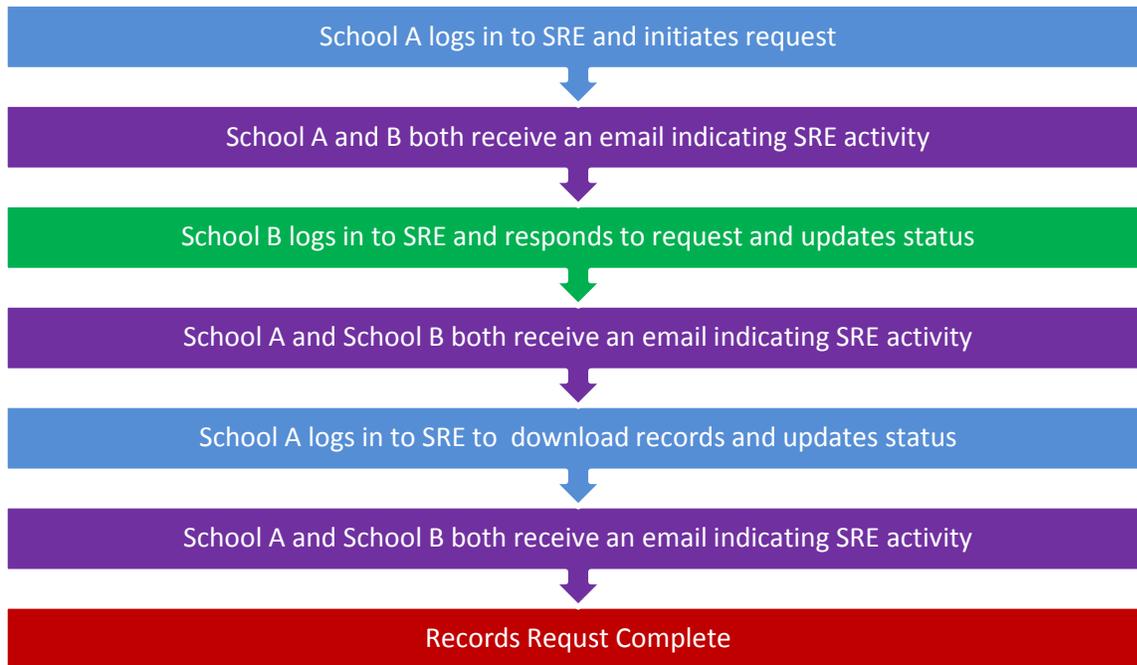
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I. Introduction

Student Record Exchange (SRE) is available to all public school districts and accredited private schools. SRE provides a secure and efficient electronic exchange of student records as students move between schools in Kansas. SRE takes advantage of KSDE's common authentication system and secure socket layer technology to provide a safe and secure way to send and receive student records.

When there has been activity in SRE for a building, an email is sent to the email address indicated as the SRE Contact in the Directory Updates system. For more information about this SRE contact, see the SRE Contact in Directory Updates section of this guide.

The SRE system provides two schools a system to request, fulfill, send, and receive student records electronically.



Whether you have been involved with SRE since its pilot stage or are brand-new to the SRE system, the Kansas State Department of Education (KSDE) wants to be sure that you have information and resources to make the request and submission of students' records run smoothly.

If you are a "veteran" SRE user, then this manual will serve as a reference that you can use to review the increased functionality of the SRE system.

If you are a new SRE user, then this manual will give you a jump-start on the basics of the software system before you begin submitting or fulfilling requests for student records at your school or district.

II. About this Manual

This User's Guide will describe how to:

- Initiate a request for students' records in the SRE System;
- Respond to requests for students' records and upload records in the SRE System;
- Monitor the SRE System for records status;
- Update status of students' records in the SRE System;
- Find the SRE Contact at any building that is eligible to use SRE;
- Search for a student's prior school and district contact information;
- Search for a student;
- View previous records requests; and
- Generate reports that display information submitted to the KIDS System.

We have also included some notes and tips that highlight important topics.

NOTE: The "Notes" box will mention items that require special attention.

TIP: The "Tip" box will contain recommendations and/or "shortcuts" as the user works through SRE.

III. Important Terms

Are you new to the vocabulary of SRE? If so, don't worry—KSDE has created a glossary of terms to help clarify words and phrases that may be unfamiliar to you. Please take a minute to review these important terms before continuing:

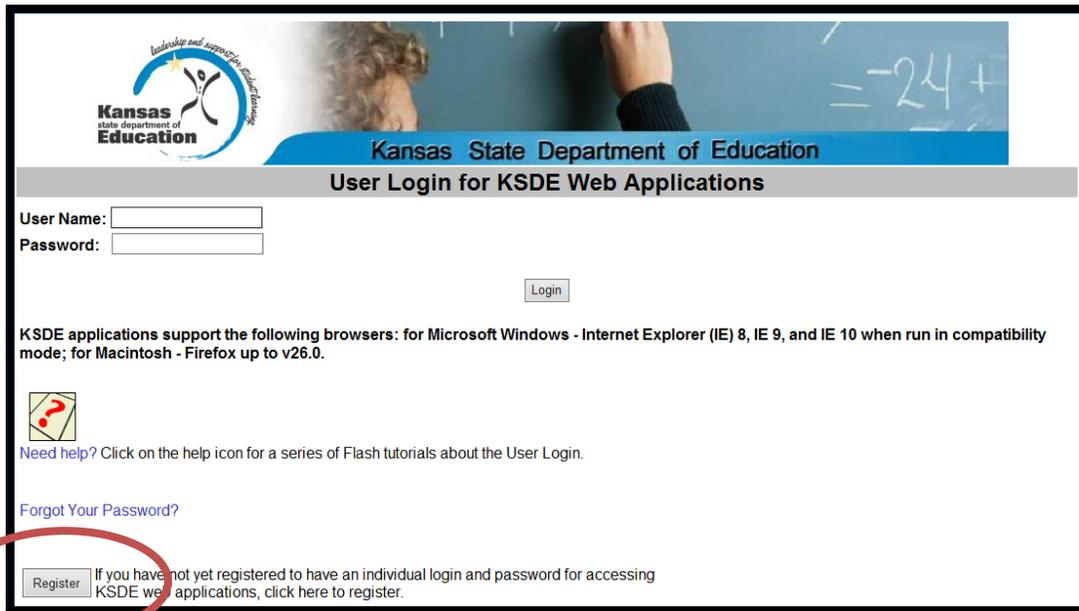
Term	Meaning
Building Data Screen	Screen listing SRE contact and other information regarding that school.
Dashboard	Page listing five most recent request made by the enrolling school or the prior school.
FERPA	FERPA (Family Educational Rights and Privacy Act) protects the privacy of student education records and applies to all schools or education agencies or institutions that receive funds under an applicable program of the U.S. Department of Education.
Opt Out	Option allowing districts and buildings to notify student record requesters that responders are out for a period of time and requests will be replied to at a later date or that SRE is not being used for records requests.
Request Completed	Enrolling school downloaded or received the student records.
Request Responded	Prior school attached requested records or sent them by fax or mail.
Request Submitted	Enrolling school submitted a request for student records.
Request Updated	Enrolling school updated the student records request.
School/District Receive	Access level for school or district with the authority to receive student record requests only.
School/District Send	Access level for school or district with the authority to respond to student record requests only.
School/District Send/Receive	Access level for school or district with the authority to request student records and respond to student record requests.
SRE Contact	The designated staff member(s) at a school authorized to send and receive student records.

V. Registering for Access to SRE

A. *Gaining Access to SRE—new login:*

Individuals who do not have access to KSDE web applications need to register. Use the following web address: <https://online.ksde.org/authentication/login.aspx>. At this website, click on the Register button, as shown below:

NOTE: Skip this section if you have used SRE before, or if you already registered for access to SRE.



Kansas State Department of Education
User Login for KSDE Web Applications

User Name:
Password:

Login

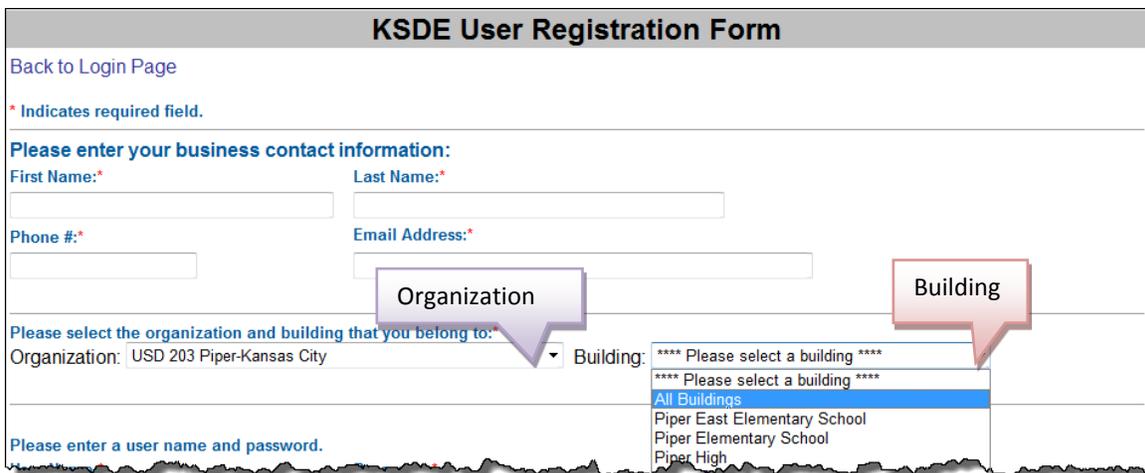
KSDE applications support the following browsers: for Microsoft Windows - Internet Explorer (IE) 8, IE 9, and IE 10 when run in compatibility mode; for Macintosh - Firefox up to v26.0.

[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

[Forgot Your Password?](#)

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

On the Registration page, enter your business contact information (First Name, Last Name, Phone #, and Email Address). Next, select your organization from the “Organization” drop-down list. From the “Building” drop-down list, select “**All Buildings**” for district-level access or select your specific building for school-level access.



KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your business contact information:

First Name:* Last Name:*

Phone #:* Email Address:*

Please select the organization and building that you belong to:

Organization: Building:

Please enter a user name and password.

Application Access Level

A list of available applications is now displayed. Scroll down to “Student Record Exchange” and select the checkbox in the first column to choose that application. From the Application Access Level column, select the level that is appropriate for you (see the User Access Levels section found later in this document). The following example displays the district-level option since “All Buildings” was selected from the “Building” drop-down list.

Please select the applications that you would like to access:*

Application Name	Application Access Level
<input type="checkbox"/> Accreditation System	District Update District Approve
<input type="checkbox"/> State Form	District
<input checked="" type="checkbox"/> Student Record Exchange	District Send Receive Records District Receive Records Only
<input type="checkbox"/> Superintendent's Organization Report (SO66)	District/Org Read Only

Login ID

Enter a user name (login ID) and password. You determine your login ID. Do not use spaces. You will also determine your password, but be sure to follow the password requirements that are shown on the screen.

TIP: Do not use spaces when defining your login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the Login ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

Please enter a user name and password.

User Name:*

Password:*

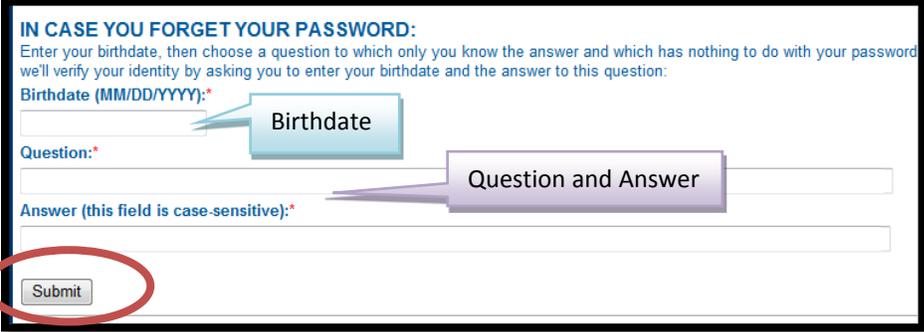
Please reenter your password:*

Password requirements

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character. Do not use the characters "" ", "#", "<" or ">".

Security Questions

When registering for any application you are required to provide two pieces of security information. These are used to help retrieve your password if you forget it, or to make any subsequent changes to your login once it has been established. First, enter your birthdate following the format shown on screen. Second, enter a security question and answer. When you have completed all required information on the registration form, click the “Submit” button at the bottom of the screen.



The screenshot shows a registration form titled "IN CASE YOU FORGET YOUR PASSWORD:". Below the title, there is a blue instruction box: "Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password we'll verify your identity by asking you to enter your birthdate and the answer to this question:". The form contains three input fields: "Birthdate (MM/DD/YYYY):*", "Question:*", and "Answer (this field is case-sensitive):*". A red circle highlights the "Submit" button at the bottom left. Callout boxes point to the "Birthdate" field, the "Question and Answer" field, and the "Submit" button.

If all data are valid, you will get a message that says “Thank You for Registering.” The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use. Approval may take several business days. The application will appear in the list of available applications, but will gray out and will be inaccessible until approval has been granted.

NOTE: If you do not receive the email announcing you are approved within three business days, check to see if the email was sent to your spam or junk folder. If not, contact the superintendent for verification that approval was granted. Contact KSDE Help Desk at 785-249-7935 if the superintendent has sent the email reply, but you have not received the confirmation email.

B. Gaining Access to SRE—existing login:

Individuals who already have access to KSDE web applications can use the Manage My Account option to add the SRE to their list of applications. If the existing username is at a different access level than what is required for SRE, a new registration will need to be created (see the previous section for guidance on creating a new login). Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access SRE.

To add SRE to your list of available KSDE web applications...

- Login on the KSDE Web Applications page
- Click the “Manage My Account” link

KSDE Web Applications

Click a link below.

1. Dropout/Graduation Summary Report - Special Access - User approval pending or application not active.
2. KIDS Collection 2013
3. System for the Education Enterprise in Kansas (SEEK)

[Manage My Account](#)
[Logout](#)

- Check the box in front of Student Record Exchange
- Select your access level
- Scroll down and answer the security question exactly the way you did when you registered
- Click "Submit"

Please select the applications that you would like to access:*

Application Name	Application Access Level
<input type="checkbox"/> Accreditation System	District Update District Approve
<input type="checkbox"/> [Application Name] (18E)	
<input type="checkbox"/> State Form	District
<input checked="" type="checkbox"/> Student Record Exchange	District Send Receive Records District Receive Records Only
<input type="checkbox"/> Superintendent's Organization Report (SO66)	District/Org Read Only

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access Student Record Exchange.

TIP: If you forget your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

VI. User Levels

Role	Search School Contact	Submit Request	Student Search	Run Reports	Send Records
School					
School Send/ Receive	X	X	X	X	X
School Receive	X	X	X	X	
School Send	X				X
District/Organization					
District/ Send/ Receive	X	X	X	X	X
District/ Receive	X	X	X	X	
District/ Send	X				X

VII. Logging into SRE

SRE, like the other KSDE web applications, is available on the KSDE Authentication page. To access SRE, enter your KSDE username and password to the KSDE Web Applications page (<https://online.ksde.org/authentication/login.aspx>). The user will see SRE on his/her list of approved KSDE applications (example list shown below), and he/she will need to click on Student Record Exchange to open it.

Kansas State Department of Education
KSDE Web Applications

Click a link below.

1. [Student Record Exchange](#)

[Manage My Account](#)
[Logoff](#)

[System Maintenance Notices](#)

© 2013 Kansas State Department of Education, All Rights Reserved.
 Teacher Licensure and Accreditation: (785) 296-2288
 IT Help Desk: (785) 296-7935
 900 SW Jackson, Suite 106
 Topeka, KS 66612

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the [KSDE Use Policy](#).

NOTE: Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications.

VIII. “Tour” of SRE

A. Dashboard

This will be the first screen the user sees. It will display the five most recent requests sent and/or received, depending on your access level.

Requests can be filtered by “Request” or “Status”.

Request ID	Last Name	First Name	State	Student ID	Prior District	Prior Building	Date Requested	User	Request Status	Last Modified
View 164	Test	New	222222222	D0101	0105	3/11/2015 8:08 AM	bcavner	Submitted	3/25/2015 3:14:51 PM	
View 175	Test	Brian	11111111111	D0101	0111	3/23/2015 10:12 AM	SRE0101sro0105	Submitted	3/23/2015 10:12:29 AM	
View 174	Test	Brian	11111111111	D0101	0111	3/23/2015 10:02 AM	SRE0101sro0105	Completed/Cancelled	3/23/2015 10:08:27 AM	
View 160	Test	Brian	11111111111	D0101	0111	3/9/2015 9:18 AM	bcavner	Completed/Cancelled	3/23/2015 9:59:25 AM	
View 164	Test	Tom	2343243	D0200	0132	2/19/2015 7:07 AM	bcavner	Updated	3/17/2015 10:12:16 AM	

View any request by selecting the “View” link.

Request ID	Last Name	First Name	State	Student ID	Enrolling District	Enrolling Building	Date Requested	User	Request Status	Last Modified
View 158	Side	Mr	222222222	D0230	0790	3/9/2015 8:59 AM	Tester0230	Submitted	3/25/2015 4:04:46 PM	
View 164	Test	New	222222222	D0101	0105	3/11/2015 8:08 AM	bcavner	Submitted	3/25/2015 3:14:51 PM	
View 166	Jones	Tom	7247784679	D0230	0790	3/13/2015 8:02 AM	Tester0230OSO	Submitted	3/13/2015 8:02:35 AM	

NOTE: The request rows will change to a blue color for requests that are over 7 days old. A request becomes inactive after 30 days from the last day a file was uploaded.

Depending on your access level, you may see different options in the left navigation pane.

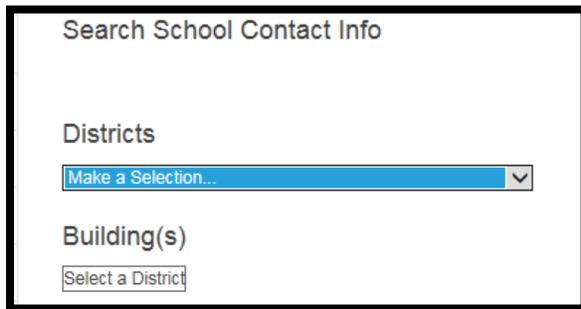
This screen is for a school send only user. The menu choices are limited.

B. Search School Contact Info

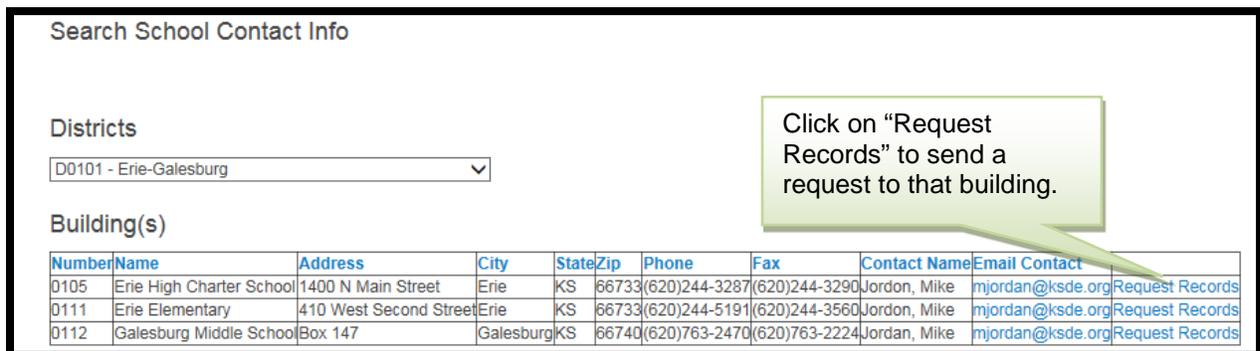
The Search School Contact Info screen is where you will look for the SRE Contact information for any building that is eligible to use SRE:



Select the student's prior district from the district dropdown list. A list of buildings for that district is displayed in the table.



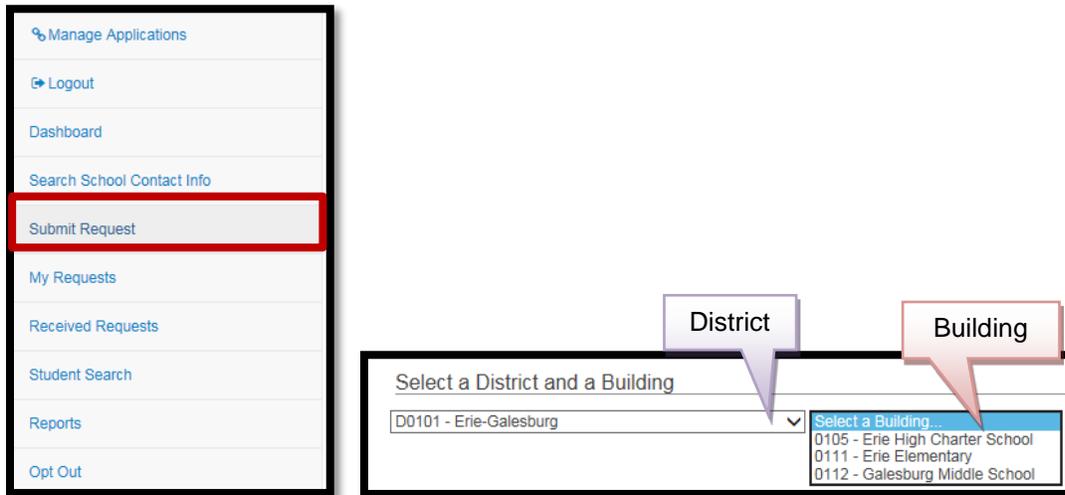
With the list of buildings displayed, click on the 'Request Records' link for the building where you would like to send the request.



TIP: If the SRE Contact that is displayed for your building is not correct, the data needs to be updated in the Directory Updates system. Please see the SRE Contact in Directory Updates or the "SRE Contact in Directory Updates" guidance document available on the SRE webpage for more information.

C. **Submit Requests**

This section provides information on where you submit requests for records from another building.



TIP: Depending on whether you reached the Submit a Request page by selecting the link in the left navigation pane or if you used the “Request Records” link from the Search School Contact” screen, you may need to select a district and school before selecting the enrolling building or you may be able to immediately begin selecting documents.

Select all of the requested Documents that you would like to have from the prior district.

Submit a Request

District and Building

Select a District and a Building

D0101 - Erie-Galesburg | 0111 - Erie Elementary

Select the enrolling building:

0111 - Erie Elementary

Student Information

First Name(Required)	Middle Name	Last Name(Required)
James		Carter
State Student ID	Date of Birth	Grade Level
Gender	Notes	
M	As soon as possible please for Direct Certification purposes.	

Requested Documents

Select All/None

- Immunization Records
- Birth Certificate
- Health Records/Physical
- Discipline/Behavior
- Report Cards/Grades
- Current Schedule
- Transcript
- Assessment Scores
- Attendance
- Student Plan to Graduate
- 504 Plan
- Homeless Status
- ELL Program
- Special Education Records/IEP
- Other

Describe the document:

Also need before and after school care information. |

School Information

District	Building
D0101 Erie-Galesburg	0111 Erie Elementary
Contact	Email
Jordan, Mike	mjordan@ksde.org
Address	Phone
410 West Second Street	(820)244-5191
Erie, KS	Fax
66733	(820)244-3560

I certify that I am requesting the disclosure of education records of the student included in this request because the student seeks or intends to enroll in the receiving school or school system, or the student is already enrolled and the disclosure is for purposes related to the student's enrollment or transfer.

Submit

After selecting the Submit button, the follow screen appears. You can view the request via filtering for the district and school or using the My Requests link.

Submit a Request

Select a District and a Building

Select a District...

Your request has been sent.

Once the request has been sent, an email, similar to the one below, is sent to the person listed as the SRE Contact in the Directory Updates system for both the sending and the receiving building.

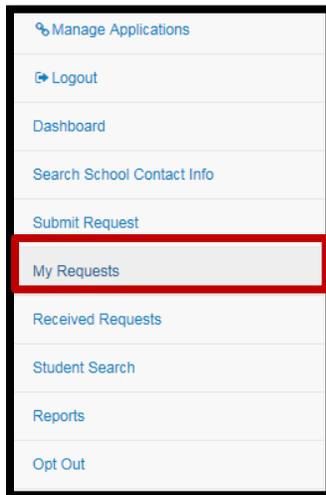
Mike Jordan: There have been student records request activity for your school. Please log into the Student Record Exchange application to see the detailed information about the request(s).
<https://online.ksde.org/authentication/login.aspx>

Request ID	Current Status
176	Submitted

NOTE: When there has been activity in SRE for a building, the system sends out an email notification approximately every two hours during the work day indicating that activity has occurred in a records request in SRE.

D. My Requests

This screen displays the same information that is displayed in the “My Requests” table on the “Dashboard.” It contains a list of all the records requests you have sent.



View any of the requests by selecting the “View” link in the left column. You can also filter by the request (All, Active, or Inactive) or by the status of the request (All Statuses, Submitted, Responded, Completed/Cancelled, or Updated).

Request filters

Monitor requests via the “Request Status” column.

My Requests

Active Requests | All Statuses

	Request ID	First Name	Middle Name	Last Name	State	Student ID	Grade	Date of Birth	Prior District	Prior Building	Date Requested	Request Status	Last Modified
View	6	sdf		sdf				4/1/1969	D0103	2780	3/5/2015 7:11 AM	Submitted	3/5/2015 7:11:36 AM
View	5	Brian		Cavner				4/1/1969	D0102	0124	3/5/2015 7:08 AM	Updated	3/5/2015 11:03:03 AM
View	3	Just	A	Student		987654456789	14	12/31/2010	D0437	6532	3/4/2015 3:49 PM	Updated	3/5/2015 11:32:05 AM
View	1	Jessica	Devon	Johnson		2823838554	17	3/20/1989	D0437	6527	3/9/2015 12:51 PM	Submitted	3/9/2015 12:51:19 PM
View	2	Sara	Cassie	Odom		3815563526	14	9/24/1992	D0101	0105	3/9/2015 1:10 PM	Submitted	3/9/2015 1:10:27 PM
View	4	New	k	Test		2222222222	8	1/1/1970	D0101	0105	3/11/2015 8:08 AM	Submitted	3/25/2015 3:14:51 PM

Select “View” to see outstanding request details.

When you select a request, you will see the detail information. The optional text box allows the requester to specify documents outside those in the list.

Request Status

Just Student
ID: 987654456789

Change Status | Edit Request | Get Report

Request ID: 153
Last Modified: 3/9/2015 11:32:09 AM

Student Information

First Name: Just, Middle Name: A, Last Name: Student
State Student ID: 987654456789, Date of Birth: 12/31/2010, Grade Level: 14
Gender: M

Requested Documents

- Immunization Records
- Birth Certificate
- Health Records/Physical
- Discipline/Behavior
- Report Cards/Grades
- Current Schedule
- Transcript
- Assessment Scores
- Attendance
- Student Plan to Graduate
- 504 Plan
- Homeless Status
- ELL Program
- Special Education Records/IEP
- Other

Other documents:
Favorite recipes from the cafeteria

Add/View Documents

“Other documents” details

Add/View Documents tab.

A notes text box allows for further details regarding the request, while the rest of the page provides more information about the buildings.

Please rush!

Add/View Notes

Special notes/instruction for student records request

Enrolling School

District	Building
D0101 Erie-Galesburg	0105 Erie High Charter School
Contact	Email
Jordan, Mike	mjordan@ksde.org
Address	Phone
1400 N Main Street	(620)244-3287
Erie, KS	Fax
66733	(620)244-3290

Prior School

District	Building
D0437 Auburn Washburn	6532 Washburn Rural High
Contact	Email
Jordan, Mike	mjordan@ksde.org
Address	Phone
5900 SW 61st	(785)339-4100
Topeka, KS	Fax
66619	(785)339-4125

To view documents requested, select the Add/View Documents button (above).

Manage Documents

Close

Link to download files

Attached Files

	Document Name	Record Type	Uploaded By	Uploaded Date	
Select	Other15.zip	Immunization Records	bcavner	3/18/2015 6:57:24 AM	Delete
Select	Other8.docx	Immunization Records	bcavner	3/18/2015 6:57:29 AM	Delete
Select	Other7.xlsx	Immunization Records	bcavner	3/18/2015 7:01:38 AM	Delete

1

Attach a New File

Please provide only .pdf, .doc, .docx, .txt, .xls, .xlsx, .zip format document.

A file will not upload if it exceeds 30mb or if the file name is longer than 25 characters and contains any characters other than letters, numbers, and spaces.

Choose a record type:

Immunization Records Attendance
 Birth Certificate Student Plan to Graduate
 Health Records/Physical 504 Plan
 Discipline/Behavior Homeless Status
 Report Cards/Grades ELL Program
 Current Schedule Special Education Records/IEP
 Transcript Other
 Assessment Scores

Other documents:
sdf

E. Received Requests

This screen contains the same information displayed in the “Received Requests” table on the “Dashboard.” It contains a list of all the records requests that have been sent by another building.

- Manage Applications
- Logout
- Dashboard
- Search School Contact Info
- Submit Request
- My Requests
- Received Requests**
- Student Search
- Reports
- Opt Out

View any of the requests by selecting the “View” link in the left column. You can also filter by the request (All, Active, or Inactive) or by the status of the request (All Statuses, Submitted, Responded, Completed/Cancelled, or Updated).

The screenshot shows the SRE interface with a table of received requests. Callouts include:

- Request filters:** A callout pointing to the dropdown menu above the table, which is currently set to 'Active Requests' and 'All Statuses'.
- Monitor requests via the "Request Status" column:** A callout pointing to the 'Request Status' column in the table.
- Select "View" to see outstanding request details:** A callout pointing to the 'View' link in the first column of the table.

Request ID	First Name	Middle Name	Last Name	State Student ID	Grade	Date of Birth	Enrolling District	Enrolling Building	Date Requested	Request Status	Last Modified
View 157	Timmy	Two	Toes			3/5/2005	D0230	0787	3/5/2015 8:44 AM	Updated	3/5/2015 9:27:16 AM
View 158	Mr	Bright	Side		09	1/1/2006	D0230	0790	3/9/2015 8:59 AM	Submitted	3/25/2015 4:04:46 PM
View 159	My	Personal	Test	3815563526	14	12/24/2003	D0230	0790	3/9/2015 9:09 AM	Submitted	3/9/2015 9:09:09 AM
View 162	Sara	Cassie	Odom	2222222222	8	9/24/1992	D0101	0105	3/9/2015 1:10 PM	Submitted	3/9/2015 1:10:27 PM
View 164	New	k	Test	2222222222	8	1/1/1970	D0101	0105	3/11/2015 8:08 AM	Submitted	3/25/2015 3:14:51 PM
View 166	Tom	Bob	Jones	7247784679	15	3/24/1994	D0230	0790	3/13/2015 8:02 AM	Submitted	3/13/2015 8:02:35 AM

To submit documents requested, select the Add/View Documents button.

The screenshot shows the 'Requested Documents' section for a student named Brian Test. Callouts include:

- Required FERPA "Certification" checkbox:** A callout pointing to a red-bordered box containing a FERPA certification form with a checkbox.
- If the certification box is not checked a red error reminder displays:** A callout pointing to a red error message that says "Certification Required".
- Select Add/View Notes to edit appropriately:** A callout pointing to the 'Add/View Notes' button.

The Manage Documents screen allows you to upload files if you are the prior school.

Manage Documents

Close

Attached Files

	Document Name	Record Type	Uploaded By	Uploaded Date	
Select	Homeless Status.doc	Homeless Status	SRE0101sso0111	3/23/2015 10:07:30 AM	Delete

1

Attach a New File

File restrictions

Please provide only .pdf, .doc, .docx, .txt, .xls, .xlsx, or .zip format document.

A file will not upload if it exceeds 30mb or if the file name is longer than 25 characters and contains any characters other than letters, numbers, and spaces.

Choose a record type:

Immunization Records Attendance Other documents:
 Birth Certificate Student Plan to Graduate All that and more
 Health Records/Physical 504 Plan
 Discipline/Behavior Homeless Status
 Report Cards/Grades ELL Program
 Current Schedule Special Education Records/IEP
 Transcript Other
 Assessment Scores

Select a file to upload:

NOTE: See the file restrictions above for accepted file formats, file size, and file name limitations.

Click “Select File” to browse file to upload to send to the requesting school. Select “Finished” once all files are uploaded.

Select a file to upload:

Select File

Browse file to upload Select “Finished”

Finished

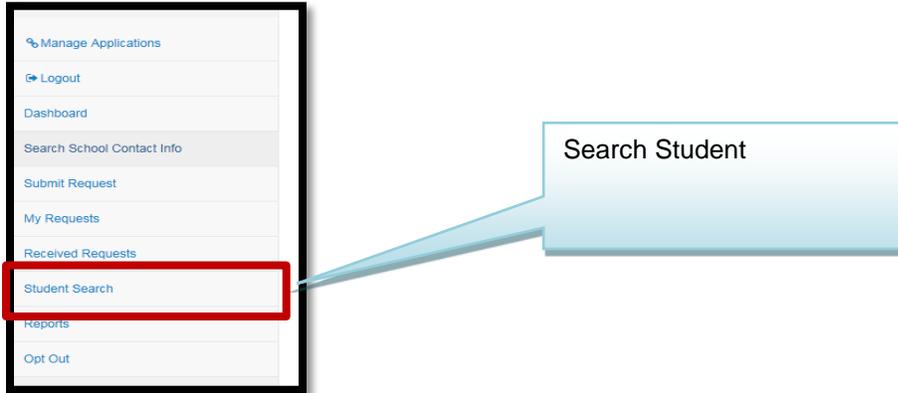
The system sends out an error message if anything other than alpha characters is used.

Restricted characters were used. File name can only contain letters, numbers, and spaces.

Select File

F. Student Search

The Student Search screen is where you will search for a student to submit a request.



This screen provides the ability to search for a student and view data submitted in the KIDS system. The student search feature requires you to have a few basic pieces of information about the student to complete the search.

A screenshot of the 'Student Search' form. The form includes a note: 'NOTE: If a KIDS ID is entered, all other fields are ignored.' Below the note are input fields for 'State Student ID (KIDS ID):' (with value 5133518149), 'Student's Legal First Name:', 'Student's Legal Middle Name:', and 'Student's Legal Last Name:'. There are also dropdown menus for 'Organization:' (All Organizations), 'Building:' (All Buildings), and 'Grade Level:' (00: Birth - 2 years old). Below these are sections for 'Student's Race' and 'Student's Ethnicity', each with several radio button options. At the bottom of the form are 'Find Now' and 'Clear' buttons. A red rectangular box highlights the 'Certification' section, which contains a checked checkbox and the text: 'I certify that I am requesting the disclosure of education records of the student included in this request because the student seeks or intends to enroll in the receiving school or school system, or the student is already enrolled and the disclosure is for purposes related to the student's enrollment or transfer.' Below the certification section is the text 'Search Results | Total Count:'. Two callout boxes are present: one pointing to the 'Find Now' button with the text 'After the student data is entered select the "Find Now" button.', and another pointing to the certification checkbox with the text 'Required FERPA "Certification" checkbox'.

TIP: Remember to select the required FERPA "Certification" checkbox or you will get an error message.

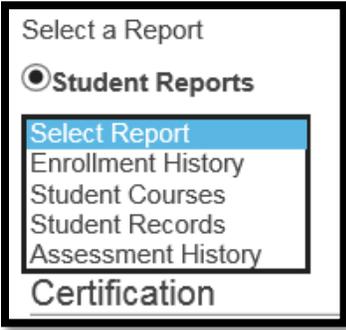
G. Reports

This screen helps generate reports that display information submitted to the KIDS system. The data may be useful for you when determining where the student was previously attending, what courses the student took, and if there are services that the student received or programs the student attended while attending a prior school.



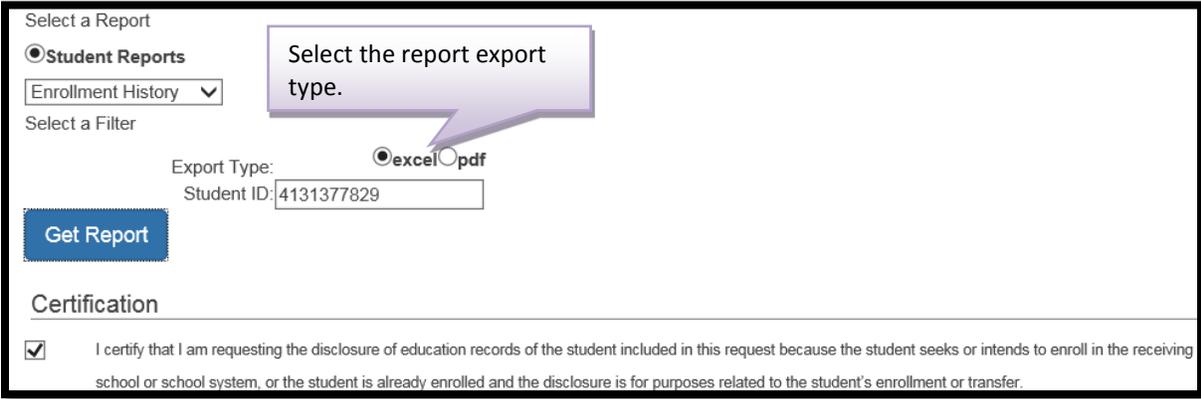
The screenshot shows the 'Reports' page with a sidebar on the left containing navigation links: Manage Applications, Logout, Dashboard, Search School Contact Info, Submit Request, My Requests, Received Requests, Student Search, and Reports. The main content area is titled 'Select a Report' and has 'Student Reports' selected. Below this is a 'Select Report' dropdown menu and a 'Get Report' button. A callout box points to the 'Certification' section, which contains a checked checkbox and the text: 'I certify that I am requesting the disclosure of education records of the student included in this request because the student seeks or intends to enroll in the receiving school or school system, or the student is already enrolled and the disclosure is for purposes related to the student's enrollment or transfer.'

From the dropdown list reports can be selected to find out more about students.



This close-up shows the 'Select a Report' dropdown menu with 'Student Reports' selected. The dropdown list is open, showing options: Select Report, Enrollment History, Student Courses, Student Records, Assessment History, and Certification.

The Enrollment History report shows all the schools where the student was reported as having attended in the past and the dates of attendance.



The screenshot shows the 'Reports' page with 'Student Reports' selected and 'Enrollment History' chosen from the dropdown. Below this is a 'Select a Filter' dropdown, an 'Export Type' dropdown with 'excel' selected, and a 'Student ID' input field containing '4131377829'. A 'Get Report' button is visible. A callout box points to the 'Export Type' dropdown with the text: 'Select the report export type.' Below the form is the 'Certification' section with a checked checkbox and the same text as in the first screenshot.

The Enrollment History displays in either an Excel or PDF document. All reports will have this option. All student data are from KIDS uploads.

District	School	School Entry Date	State Entry Date	Grade Level	Exit Date	Withdrawal Type	Exit Withdrawal Description
D0259	Wichita	1842	Southeast High	9/1/2012	9/1/2012	14	
S0319	Lawrence Gardner High School	8574	Lawrence Gardner High School	8/20/2011	6/29/1996	16	

The Student Courses report shows all of the courses that have been reported for the student in the KIDS Collection System.

Select a Report

Student Reports

Student Courses

Select a Filter

Export Type: excel pdf

Student ID: 4131377829

Get Report

Certification

I certify that I am requesting the disclosure of education records of the student included in this request because the student seeks or intends to enroll in the receiving school or school system, or the student is already enrolled and the disclosure is for purposes related to the student's enrollment or transfer.

The column headings are the same, however the rows may vary depending on the student course upload history.

School Year	School Identifier	State Subject Area Code	State Course Identifier	KCC Identifier	Local Course Identifier	Section	State Course Title	Credits	Course Status	Letter Grade	Percent Grade
2012	8574	02	106			02106G1.001113 GGX	Trigonometry/Algebra		0		
		14	151			14151G1.001114 GGX	Medical/Clerical Assisting		0		
		17	002			17002G1.001116 GGC	Construction—Comprehensive		0		
2013	1823	17	001	17001G1.001114G GF	17001	Construction 46.0000	Construction Careers Exploration	1	1		97
2014	1844	12	050	12050G1.001115G	S12050L	Finance	Business Essentials	1	1		97

The Student Records report shows the final version of some of the data submitted on ENRL, TITL, MILT, TEST, EXIT, and EOYA

Select a Report
 Student Reports
 Student Records ▾
 Select a Filter
 Export Type: excel pdf
 Student ID:

Certification

I certify that I am requesting the disclosure of education records of the student included in this request because the student seeks or intends to enroll in the receiving school or school system, or the student is already enrolled and the disclosure is for purposes related to the student's enrollment or transfer.

The data displayed is from the most recent information on the student submitted via KIDS.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student Records (Most Recent)													
2	Student ID: 4131377829 Date of Report: 3/29/2015 10:09 PM													
4	Student Name: Maverick Christmann													
9	Accountability School	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842
10	Residence District ID	D0259												
11	Legal Last Name	Christmann												
12	Legal First Name	Maverick												
13	Legal Middle Name													
14	Generation Code													
15	Gender	1	1	1	1	1	1	1	1	1	1	1	1	1
16	Date of Birth	1/27/1998	1/27/1998	1/27/1998	1/27/1998	1/27/1998	1/27/1998	1/27/1998	1/27/1998	1/27/1998	1/27/1998	1/27/1998	1/27/1998	1/27/1998
17	Current Grade Level	14	14	14	14	14	14	14	14	14	14	14	14	14
18	Local Student	3190101	3190101	3190101	3190101	3190101	3190101	3190101	3190101	3190101	3190101	3190101	3190101	3190101
19	Hispanic Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0
20	Current School Year	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015
21	Funding School	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842
22	Attendance School	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842	1842
23	Virtual Education Student	0	0											0
24	School Entry Date	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012
25	District Entry Date	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012
26	State Entry Date	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012	9/1/2012
27	Days in Membership													180
28	Days in Attendance													180
29	Truant Student													0

NOTE: More information on the various collections see the Submission Overview document located on the "Documents" tab of the KIDS website: Kidsweb.ksde.org.

The Assessment History report shows the last state assessments ordered for each student.

Select a Report

Student Reports

Assessment History ▾

Select a Filter

Export Type: excel pdf

Student ID:

Remember to check the required FERPA "Certification" checkbox.

Certification

I certify that I am requesting the disclosure of education records of the student included in this request because the student seeks or intends to enroll in the receiving school or school system, or the student is already enrolled and the disclosure is for purposes related to the student's enrollment or transfer.

Year	Grade Level	Subject Area ID	Subject Area	Performance Category ID	Performance Category	Gender	Primary Disability Code	Gifted Code	Total Questions	Total Responses	Responses Correct	Test Type
2006	Tenth Grade	1	Math	3	Meets standard (proficient)	M	NO	NO	84	84	48	1
2007	Eleventh Grade	1	Math	3	Meets standard (proficient)	M	NO	NO	84	84	48	1
	Eleventh Grade	4	Writing	5	Exemplary	M	NO	NO	0	0	0	1

H. Opt Out Option

This option allows users to select an “Out of Office” option where no staff will be able to respond to requests for records due to winter, spring, or summer breaks and other school events. Users will be able to select their district and schools depending on their access levels. Additionally users can select a date when staff is available to receive requests.

Opt out of participation

Make a Selection...

- 0105 - Erie High Charter School
- 0111 - Erie Elementary
- 0112 - Galesburg Middle School

This building is currently not participating in the Student Records Exchange application. Please submit your request to the address and/or phone number listed in the Search School Contact Info section of this application.

There is currently no person available at this building to respond to this request. We will return on (enter or select date from calendar) and will respond to your request at that time

< March 2015 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Submit

When a school or district is in the process of sending a records request to another school or district that has opted out of SRE a message similar to the following will be displayed on the Submit Request window before the “Submit” button is clicked.

There is currently no person available at this building to respond to this request. We will return on 03/31/2015 and will respond to your request at that time

IX. Help Resources

If you have difficulty working with the SRE system, please contact the KSDE Help Desk during regular business hours at (785) 296-7935. By contacting the Help Desk, your questions will be directed to the appropriate staff member.

If you need assistance or guidance on how to report a specific data element for a student, submit your questions via email to sre@ksde.org or visit the SRE Project website at <http://www.ksde.org/Default.aspx?tabid=884> for more information.

For more information on FERPA refer to the Privacy Technical Assistance Center (PTAC) on the National Center for Education Statistics website (<http://nces.ed.gov/programs/ptac/>).