KIDS 2012-2013 Submission Details Document: STCO

Introduction

This document contains information specific to the submission of STCO Records to the Kansas Individual Data on Students (KIDS) System for the Student Course (STCO) Data Collection. The STCO data collection focuses on providing links among the courses students take during the school year; including the educator teaching the course and the outcome in the course.

Submission Window

The window for submitting STCO Records to KIDS is August 15, 2012 – August 15, 2013. STCO Records should be submitted as soon as possible after a grade is determined. Although the STCO Submission Window will be open until 8/15/2013, please note that CTE courses must be submitted by 6/15/2013 to be populated into the Pathways application and any STCO Records submitted after KIDS version 9.0 is released in July 2013 will need to follow the KIDS file formatting requirements for version 9.0. STCO Records must be submitted in a batch by themselves—they cannot be mixed in a KIDS batch with other record types (such as ENRL, TEST, ASGT, etc.).

Submission Guidelines

Students to Submit

To provide course outcomes, a school or district must send all K-12 students on a STCO Record for each course a student receives a course outcome by an educator that has been assigned to that course in the Educator Data Collection System (EDCS). Data should be current as of the last day of the course grading period.

To establish a course, teacher, student link in other systems such as Success in School, Fitnessgram, Collaborative Workspace, Interim Assessments (from CETE), etc, submission of STCO Records are required for public and private accredited schools and districts. A school or district may choose to submit STCO Records for any or all students in PK-12 grades for course-teacher-student linking.

Who Submits?

The F16: Educator School Identifier or district for which the student's educator and course are reported in the Educator Data Collection System (EDCS) should submit STCO Records for students enrolled in and attending courses.

The Use of STCO Record Submissions

STCO Records are being collected in order to provide an educator, course, and student link. This data will be used to:

- Provide credit earned in courses for qualified admissions by post-secondary institutions;

- Provide educators a link to current students' data in CETE accounts;
- Build class rosters for a teacher to sign students up for interim assessments;
- Use the Kansas Writing Instruction and Evaluation Tool (KWIET);
- Provide educators a link to current students' data to aide in improving student learning via the Collaborative Workspace;
- Build the Student Roster in the Kansas Educator Evaluation Protocol (KEEP);
- Create a teacher's roster for the K-FIT application;
- Create list of Pre-K students to report survey data in Success in Schools;
- Populate data in the Pathways application; and
- Provide course outcome data for research purposes.

Required/Optional Data Elements

Required Data Elements: The following fields are *required* for STCO Record submissions:

☐ F1: Record Type
☐ F2: Student's AYP/QPA School Identifier
☐ F3: Student's Legal Last Name
☐ F4: Student's Legal First Name
☐ F6: Student's Generation Code
☐ F7: Student's Gender
☐ F8: Student's Date of Birth
☐ F9: Student's Current Grade Level
☐ F11: Student's Hispanic Ethnicity
☐ F12: State Student Identifier
☐ F13: School Year
☐ F14: Student's Attendance School Identifier
☐ F15: Student's Comprehensive Race
☐ F16: Educator School Identifier
☐ F17: KCC Identifier
☐ F18: Course Section
☐ F20: Course Status
☐ F23: Educator Identifier
☐ F24: Educator Last Name
☐ F25: Educator's First Name

Optional Data Elements: The following fields are *optional* for STCO Record submissions:

☐ F5: Student's Legal Middle Name
☐ F10: Student's Local ID
☐ F19: Local Course ID
☐ F21: Letter Grade
☐ F22: Percent Grade
☐ F26: Educator's Middle Name
☐ F27: User Field 1
☐ F28: User Field 2
☐ F29: User Field 3

KIDS Reports

Reports are provided in the KIDS Collection System for review and verification of submitted STCO data. Although data can also be shared by exporting the appropriate KIDS reports to Excel, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional STCO Records are submitted to KIDS after the export of reports.

The detailed descriptions of each report available in the KIDS Collection System may be found on the KIDS project website – www.ksde.org/kids under the "Report Descriptions" tab or by visiting this website: http://www.ksde.org/Default.aspx?tabid=3500. The following reports are particularly important to STCO Record submissions:

STCO:

- ☐ Current STCO Records
- ☐ Student Course Discrepancy Report

STCO Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the STCO Record. In working with the KIDS Collection System, many circumstances apply only to the record you are submitting. How one data element is reported may change for other submissions from the recommendations appearing below.

Determining "Unique" Records: Records are unique by set:

- ☐ F12: State Student Identifier
- ☐ F13: School Year
- ☐ F16: Educator School Identifier
- ☐ F17: KCC Identifier
- ☐ F18: Course Section
- ☐ F23: Educator Identifier

The most recently submitted record for each complete set of fields above will be considered the "current" information for that student and course. Records are considered unique not by one data element but by the set of data elements listed above.

Validations: All STCO Records must contain a State Student Identifier (SSID) that exists in the KIDS Assignment System. STCO Records will validate that the Educator Identifier and Kansas Course Code (KCC) Identifier are associated with each other and with the School Identifier and that the "Confirm for STCO" checkbox has been selected in the Educator Data Collection System (EDCS).

The KCC Identifier is a unique identifier given to each course the district has mapped in the Kansas Course Code Management System (KCCMS). This identifier includes all 17 course attributes indicated for the course.

Undoing Records: To undo a previously submitted STCO record that was submitted in error, submit a new STCO record matching the previously submitted STCO record on fields F12, F13, F16, F17, F18, and F23 and including a code 99=Record Submitted in Error in field F20: Course Status.

Updating Records: To update data in fields F12, F13, F16, F17, F18, and F23 on a previously submitted STCO record, an undo record must first be sent as described in the section above. An updated STCO record can then be submitted with the correct information.

To update data in any of the other fields on a previously submitted STCO record, submit an updated record with matching values for fields F12, F13, F16, F17, F18, and F23 and the updated information in the other field(s). The most recently submitted record will be considered the "current" information.

STCO and Class Rosters: To create a class roster in another system (Fitnessgram, Success in Schools, etc.), send an STCO record indicating that a student is enrolled in a particular course with "00" or <Null> in F20: Course Status and nothing in fields F21: Letter Grade and F22: Percent Grade.

Interim Assessments: The Kansas Interim Assessments are available at three different points prior to the summative assessment and are designed to provide students and educators estimates of student achievement in regard to the appropriate grade's mathematics and reading tested indicators. STCO and TEST Records are needed for students taking Interim Assessments from CETE.

For Math and Reading Interim Assessments, State Subject Area Code (first two digits in the F17: KCC Identifier) must be one of the following:

01: High School English Language and Literature
02: High School Math
03: Life/Physical Sciences, High School
04: Social Sciences/History, High School
51: Middle School/Junior High English Language and Literature
52: Middle School/Junior High Math
53: Life/Physical Sciences, Middle School
54: Social Sciences/History, Middle School
80: Elementary Self-Contained
81: Elementary English Language and Literature
82: Elementary Math
83: Life/Physical Sciences, Elementary
84: Social Sciences/History, Elementary

Kansas Educator Evaluation Protocol (KEEP): KEEP is a tool that provides a seamless evaluation system of teachers, principals and superintendents supported by goal setting and evidence of practice. STCO Records are required to populate the student rosters in the KEEP system.

Kansas Fitnessgram (K-FIT): The K-FIT application provides physical education teachers a tool to facilitate fitness testing results to students and parents. STCO Records are required to populate the student lists in the K-FIT application.

The State Subject Area Code (first two digits in the F17: KCC Identifier) must be one of the following:

08: Physical, Health, and Safety Education (secondary)
58: Physical, Health, and Safety Education (ms/jr.high)
88: Physical, Health, and Safety Education (elementary).

Kansas Writing Instruction & Evaluation Tool (KWIET): KWIET is an online environment where students compose pieces of writing in response to writing tasks and where teachers evaluate, score, and provide feedback upon that student writing. In order for a school or district to take advantage of KWIET, STCO Records must be submitted to the KIDS Collection System. This year the State writing assessment will be administered through KWIET. STCO Records and TEST Records must be submitted to the KIDS Collection System to use KWIET for instructional purposes and for the State writing assessment.

The State Subject Area Code (first two digits in the F17: KCC Identifier) must be one of the following:

01: High School English Language and Literature
02: High School Math
03: Life/Physical Sciences, High School
04: Social Sciences/History, High School
51: Middle School/Junior High English Language and Literature
52: Middle School/Junior High Math
53: Life/Physical Sciences, Middle School
54: Social Sciences/History, Middle School
80: Elementary Self-Contained
81: Elementary English Language and Literature
82: Elementary Math
83: Life/Physical Sciences, Elementary
84: Social Sciences/History, Elementary

Collaborative Workspace: The Collaborative Workspace application provides educators a link to current students' data to aide in improving student learning.

Success in Schools: The Success in School application collects school readiness data for 4-year old At-Risk and 4 year old preschoolers. The roster of students available for selection in Success in Schools is based on the STCO Records submitted to the KIDS system for that teacher. This requires that STCO Records be sent for 4-year old At-Risk and 4 year old preschool students.

Reporting Summer School Outcomes: Because schools and districts have the ability to submit 2012-2013 STCO Records until August 15, 2013, course outcomes for summer school courses taken during the 2013 summer school session (through July 31, 2013) are required to be submitted. Summer school courses that end after July 31, 2013 should be reported in the 2013-2014 STCO collection. The summer school course must be assigned to a licensed educator in EDCS for that district or the record will be rejected. Assigning teachers to summer school courses in EDCS should occur after the LPR is submitted in April 2013.

Career and Technical Education (CTE) Courses: Course outcomes for students in a Pathway must be submitted via an STCO Record to KIDS Collection by 6/15/2013 to be populated into the Pathways system. The district that has the building with the

teacher assigned to a CTE pathway course should submit the STCO Record. The STCO Record must be for the same building as the CTE Pathway was approved for in the Career Pathway Program of Study Application.

Letter Grade and Percent Grade: Either F21: Letter Grade or F22: Percent Grade must be reported when 01=Completed (Pass) or 02=Completed (Fail) is indicated in F20: Course Status. Reporting in both fields is not required. The F21: Letter Grade field is not tied to a specific rating scale. The F22: Percent Grade field is based on a 0-100 scale but is not tied to a specific pass/fail cutoff value. The F20: Course Status field will enable us to determine whether the value reported in the F21: Letter Grade and/or F22: Percent Grade field relates to passing or failing of the course.

Reporting Course Outcomes (pass/fail, percent, or mark): On Student Course (STCO) records submitted to KIDS, the course should align the mark that is earned with the course credit and sequence as it was mapped in KCCMS. If the way your district assigned and recorded courses and grades in the local student information system does not align with what was mapped in KCCMS and assigned to an educator in EDCS, additional work may be necessary to align them. For more information and sample situations, see the Appendix at the end of this resource or the "KCCMS and KIDS STCO Course Alignment" document located on the Course-Teacher-Student webpage: http://www.ksde.org/Default.aspx?tabid=5151.

EDCS Info for STCO Report: Within the EDCS application, there is a report that provides a list of all educators in the district that have been assigned to a course and confirmed for STCO. Utilization of this report is encouraged for KIDS Data Coordinators to help properly align STCO Records with what has been indicated in the EDCS for the district.

Accredited Private Schools: Accredited private schools should submit STCO Records according to the guidance outlined above.

Educator ID: When a non-licensed educator is reported in EDCS, the educator's Social Security Number (SSN) is reported because an educator ID is not generated. The STCO records that are submitted to KIDS for those courses assigned to that educator should include the educator SSN in the F23: Educator ID field so that the record aligns with what has been reported in EDCS.

Documents

Consult the following document for additional information when preparing your STCO submissions. Unless specified otherwise below, the most recent version of all documents may be found on the KIDS Project website (www.ksde.org/kids) under the "Documents" tab.

- ☐ **KIDS 2012-2013 Collection File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System including STCO data elements.
- ☐ **2013 Interim Assessment Brief Information:** This document contains information on how to administer and access scores for the interim tests. This document may be found on the KSDE website (www.ksde.org) under the "Assessments" link and "Assessment Documents and Resources" section.

Help Resources

In preparing your STCO submissions, you may need technical assistance or reporting guidance. Depending upon the nature of the assistance you need, one or more of the following help resources may be useful.

- ☐ KIDS Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org
- ☐ Educator Data Collection System or KEEP: Susan Helbert at shelbert@ksde.org or Lori Adams at ladams@ksde.org
- ☐ Interim Assessments: Cheryl Randall at crandall@ksde.org
- ☐ Kansas Course Codes Management System Jeannette Nobo at jnobo@ksde.org
- ☐ K-FIT: Mark Thompson at mathompson@ksde.org or visit this website http://www.kshealthykids.org/HKS_Menus/KFIT_Info.html
- ☐ KWIET Tool: Matt Copeland at mcopeland@ksde.org
- ☐ Pathways: pathwayshelpdesk@ksde.org
- ☐ Success in Schools: Gayle Stuber at gstuber@ksde.org
- ☐ For training in the KIDS Collection System: visit the KIDS project website at www.ksde.org/kids and go to the "Training" tab.
- ☐ For STCO Collection training: visit the Training registration website at http://events.ksde.org/ittraining and go to the "Pre-Collection Workshops" tab.

Revision History

Version	Date	Changes
1.00	3.19.12	• Updated for 2012-2013 school year
1.01	7.26.12	• Updated the Use of STCO Submission section • Updated the KWIET section
1.02	8.8.12	• Added a sentence to the Career and Technical Education (CTE) Courses section.
1.03	8.24.12	• Updated the Interim and Kansas Writing Instruction & Evaluation Tool (KWIET) sections.
1.04	9.12.12	• Deleted the Reporting Grades Across Terms section and replaced it with the Reporting Course Outcomes section. Added to The Use of STCO Record Submissions section. Changed the reference to D20 to F20 in the Letter Grade and Percent Grade section.
1.05	10.15.12	• Updated the Kansas Writing Instruction & Evaluation Tool section, Interim Assessments section, and added a website for K-FIT to the Help Resources section.
1.06	10.23.12	• Updated the Reporting Course Outcomes (pass/fail, percent, or mark) section and added the Appendix at the end.
1.07	1.4.13	• Added Educator ID paragraph. • Added two additional examples to the table in the Appendix.

An Equal Employment/Educational Opportunity Agency

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

KSDE General Counsel, 120 SE 10th Ave., Topeka, KS 66612, 785-296-3201.

Appendix:

Reporting course outcomes on Student Course (STCO) records submitted to KIDS should be consistent with how the course outcomes are indicated on the students' transcript or student record. If the way a district assigned and recorded courses and grades in the local student information system does not align with what was mapped in KCCMS and assigned to an educator in EDCS, additional work may be necessary to align them.

KSDE recognizes that because many districts do not have the ability to make changes within the SIS to an existing course schedule, the F27: User Field 1 will serve as a modifier field that will allow districts to help clarify the discrepancy by specifying a term for the reported course outcome.

Districts with consistent data will not need to utilize this temporary workaround.

Any value will be accepted in F27: User Field 1, but if any of the specified values are submitted, the stored KCC ID will be modified:

F27: User Field 1 values:

QTR1 = Quarter 1
QTR2 = Quarter 2
QTR3 = Quarter 3
QTR4 = Quarter 4
SEM1 = Semester 1
SEM2 = Semester 2

If F27: User Field 1 on a STCO record contains one of the above values, the F17: KCC Identifier submitted on that STCO record will be modified according to the logic below and stored as the KCC Identifier for that STCO record. The F17: KCC Identifier submitted by the school or district on the STCO record will be used to validate the record in EDCS, but the modified value will be saved as the KCC Identifier for that record.

Examples of the Modification of KCC Identifier					
		Modified course attributes			
F17	**F27**	***Credits***	***Sequence***	***Sequence Total***	**Stored KCCID**
04052G1.001114GGN	QTR1	*0.25*	*1*	*4*	04052G0.251414GGN
04052G1.001114GGN	QTR2	*0.25*	*2*	*4*	04052G0.252414GGN
04052G1.001114GGN	QTR3	*0.25*	*3*	*4*	04052G0.253414GGN
04052G1.001114GGN	QTR4	*0.25*	*4*	*4*	04052G0.254414GGN
04063G1.001114GGN	SEM1	*0.50*	*1*	*2*	04063G0.501214GGN
04063G1.001114GGN	SEM2	*0.50*	*2*	*2*	04063G0.502214GGN
80001G0.000117GGN	SEM1	*0.00*	*1*	*2*	80001G0.000127GGN
80001G0.000117GGN	SEM2	*0.00*	*2*	*2*	80001G0.000227GGN
04063G1.001114GGN					04063G1.001114GGN