KIDS 2013-2014 Submission Details Document: ENRL

Introduction

This document contains information specific to the submission of ENRL records to the Kansas Individual Data on Students (KIDS) Collection System for the funding and enrollment collection. The ENRL Collection focuses on gathering enrollment and program participation information on students. This is the data that is used to populate sections of the Principal's Building Report (PBR) and the Superintendent's Organizational Report (SO66) which are in turn used for State funding (based on the September 20th Rule) and for federal funding calculations.

Submission Window

The window for submitting ENRL records is September 20, 2013—October 10, 2013. The student data that is submitted for ENRL should be current as of September 20, 2013. ENRL records cannot be submitted outside of this submission window.

Submission Guidelines

Students to Submit

ENRL records for all active students (based on the September 20th rule for enrollment and attendance) must be submitted during the submission window.

Who Submits?

Public schools must submit ENRL records for all students for which they expect to receive State funding. Records should be submitted with the Funding School containing the code for the school that will receive funding, and with the Accountability School containing the code for the school that is accountable for the student's assessment results. Private schools must submit ENRL records for all students for accreditation reasons.

The Use of ENRL Submissions

ENRL records with Minutes Enrolled greater than 17 (FTE 0.1 or greater) will be used to populate the school's PBR and the district's SO66. Each school will prepare and submit its own PBR. Each public school district will prepare and submit its own SO66. Data reported on ENRL submissions are evaluated by KSDE's fiscal auditors during the audit process.

Required & Optional Data Elements

Required Data Elements

The following fields are *required* for ENRL record submissions:

☐	D1	Record Type
☐	D2	Accountability School Identifier
☐	D3	Resident District
☐	D4	Legal Last Name
☐	D5	Legal First Name
☐	D8	Gender
☐	D9	Date of Birth
☐	D10	Current Grade Level
☐	D11	Local Student Identifier
☐	D12	Hispanic Ethnicity
☐	D14	Current School Year
☐	D15	Funding School Identifier
☐	D16	Attendance School/Program Identifier
☐	D17	Virtual Education Student
☐	D18	School Entry Date (Accountability)
☐	D19	District Entry Date (Accountability)
☐	D20	State Entry Date
☐	D24	Minutes Enrolled
☐	D25	Concurrent High School Enrollment
☐	D30	Comprehensive Race
☐	D31	Eligibility for the National School Lunch Program
☐	D32	Primary Disability Code
☐	D33	Gifted Student Code
☐	D35:	Residence of Homeless Student while Homeless
☐	D36	ESOL/Bilingual Program Entry Date
☐	D37	First Entry Date into a School in the US
☐	D38	First Language
☐	D39	ESOL/Bilingual Program Participation Code
☐	D40	ESOL/Bilingual Student Contact Minutes
☐	D41	Career and Technical Education Contact Minutes
☐	D43	Miles Transported
☐	D44	Transportation FTE
☐	D45	Student's Transportation Street Address[1]
☐	D46	Student's Transportation City
☐	D47	Student's Transportation Zip
☐	D48	Non-resident Transportation
☐	D50	Immigrant Student
☐	D51	Country of Birth

[1] Fields D45 and D46 are required if the student being reported is a virtual education student or if is transported 2.5 miles or more. Fields D45 and D46 are not required if the student being reported is not a virtual education student and is transported less than 2.5 miles.

Optional Data Elements

The following fields are *optional* for ENRL record submissions:

- ☐ D6 Legal Middle Name
- ☐ D7 Generation Code
- ☐ D13 State Student Identifier
- ☐ D45 Student's Transportation Street Address
- ☐ D46 Student's Transportation City
- ☐ D84 User Field 1
- ☐ D85 User Field 2
- ☐ D86 User Field 3

Optional fields are validated and stored if submitted. All other data fields that are neither required nor optional for ENRL may be left blank. If there are values in data fields that are neither required nor optional, then that data is not validated and not stored. The exception to this is EXIT data (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plans); exit data fields **MUST** be blank on ENRL records or an error will be generated.

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. As principals review their PBR reports and superintendents review their SO66 reports, they will be directed to research values based on KIDS ENRL submissions. Principals will find that many filters are available in the PBR Enrollment report in KIDS. Superintendents will find that there are reports in KIDS that are specific to sections of the SO66. Although data can also be shared by generating the appropriate KIDS Reports, 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 ENRL records are submitted to KIDS after the report was generated.

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 ENRL submissions:

Standard Reports:

- ☐ Accepted Record by Batch
- ☐ Accepted Records by Type-ENRL
- ☐ Homeless Student

PBR Reports:

- ☐ PBR Enrollment
- ☐ Students in Multiple Schools

S066 Reports:

- ☐ Juvenile Detention Center Students
- ☐ Out of State Students
- ☐ SO66 Non-Resident Students
- ☐ SO66 Transported Students

ENRL Notes/Recommendations

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

Building Codes: For ENRL submissions, if "0001" or "0002" is entered as the Accountability School, then the Funding School must contain a valid School ID number or district central office of the submitting district.

September 20th Rule: A student must be enrolled and attending on September 20. If absent on September 20 then the student must have attended once before September 20 and once after September 20 but on or before October 4. If September 20 falls on a non-school day, use the first school day after September 20.

- ☐ Foreign exchange students cannot be included in the count for state-aid funding unless they will be enrolled for at least one semester or two quarters. If the foreign exchange student does **not** meet the requirements for state aid funding, please enter zero as the number of minutes the student is enrolled on September 20.
- ☐ In order to be counted, virtual education students must be enrolled on September 20 and attend one day on or before September 19 and one day on or after September 20, but on or before October 4.
- ☐ In order to be counted, alternative school (where attendance is not mandatory) students must be enrolled on September 20 and meet one of the following: a) attended on September 20th and one other day either before September 20 or after September 20th, but on or before October 4, or b) attended one day before September 20 and one day after September 20 and on or before October 4.

Students Reported by Multiple Buildings: Please see the "Enrollment Handbook 2013-2014 School Year" for guidance on reporting students attending multiple buildings**.**

If multiple schools erroneously submit ENRL records for the same student, each school will have that student listed on its PBR. Schools and districts can run the "Student in Multiple Schools" report to identify their students submitted by another school or district. Auditors will be given a report of students that appear on multiple PBRs so that they can determine which school should report the student for funding.

Updating Core Student Data: KSDE recommends submitting ASGT records **before** submitting ENRL records to update core student data and to increase processing time on ENRL uploads. If a student's ENRL record is submitted to KIDS by the Accountability School and the grade level and school year have not been previously updated in KIDS, then the accountability school will be required to update the student's core data and resolve any near matches before the record is accepted. Only the Accountability School can modify core student data for records that contain a State Student Identifier (SSID). If a student's ENRL record is submitted to KIDS by the Funding School and the grade level and school year have not been previously updated in KIDS, the Funding School will not be permitted to update the student's core data; however, the record will be accepted as long as the SSID matches a valid ID in the KIDS System.

Students without SSIDs: If a student's ENRL record is submitted to KIDS by the Accountability School or the Funding School, and an SSID is not included in the student record, the submitter will be required to obtain an SSID for the student through the Manage Core Data Process before the record is accepted. This SSID should then be added to the school's local student information system for subsequent KIDS submissions. For additional information about processing records for students without SSIDs, please refer to the KIDS 2013-2014 User's Guide.

Juvenile Detention Centers and Psychiatric Residential Treatment Facilities: Any student attending a Juvenile Detention Center that is reported by your district will need to be submitted as part of the KIDS ENRL records in order to populate a screen on the Superintendent's Organizational Report (SO66) dedicated to these centers/facilities. Such centers/facilities should be submitted with:

- ☐ Accountability School as the district's central office,
- ☐ Funding School of "0003,"
- ☐ Attendance School as the building number of the Juvenile Detention Center or Psychiatric Residential Treatment Facility where the student is attending.

Removing students appearing on the PBR/SO66: In order to remove a student submitted on an ENRL record from a PBR/SO66, a new ENRL record for that student must be submitted that includes the same Funding School as the original ENRL record and also has a value of "0" in the Minutes Enrolled field. Sending an EXIT record will **not** remove a student from the PBR/SO66 if he/she was previously submitted on an ENRL record with Minutes Enrolled greater than 17.

Virtual Education Students: If a student is marked as a Virtual Education Student, then the Student's Transportation Street Address and Student's Transportation City fields must contain information for that virtual student. Students should only be marked as virtual education students if the submitter is the school or district providing the virtual education services or is the school or district contracting with an approved program to provide the virtual education services via a service center. For additional information on which students should be counted as virtual education students, refer to the Guidelines for Reporting Virtual Education Students in KIDS document.

Concurrent High School Enrollment: A district that has a student attending any Kansas Board of Regents approved and funded CTE course at a technical college or community college will report a value of "1" in the High School Enrollment field.

Career and Technical Education Contact Minutes: Report the number of minutes a student received instruction in an approved for funding CTE course or State approved course on September 20. Note: the time spent in any approved CTE courses through a post-secondary institution should not be counted toward the minutes reported in this field. The funding for CTE courses that are concurrent enrollment, as reported in the Concurrent High School Enrollment field will not be included in the funding calculations at KSDE.

Miles Transported: Report Miles Transported for all students transported at the district's expense. Schools and districts should report Miles Transported for their students, even if they are transported under 2.5 miles or transported from outside the district. If a student has 2.5 miles or greater reported in the Miles Transported field, then

the Student's Transportation Street Address and Student's Transportation City must contain information for that transported student.

- ☐ A seat or an alternate mode of transportation must be provided for each student counted on the transportation list. This would apply to Miles Transported and Transportation FTE. Students do not have to actually ride the bus, but should they choose to do so a seat must be made available.
- ☐ Students, enrolled in both a public school and private school, are counted for the same FTE on the bus transportation report as their enrollment is counted in the public school.
- ☐ Kindergarten students are counted as 1.0 FTE on the transportation list if transportation is provided to and from the attendance center at the district's expense, or if the district provides reimbursement to parents.
- ☐ Pupils transported one way by special education transportation on September 20 and one way on regular route transportation can be claimed on regular route transportation as a 0.5 FTE and can be claimed on the special education transportation Form 308 for the cost of the other half of the trip. However, the actual costs must be kept for the other half of the trip.
- ☐ Do not include transportation of students to and from a technical school or community college.

Non-resident Transportation: The parent or legal guardian of any pupil who lives 2.5 or more miles from the attendance center the pupil would attend in the resident school district may apply to the board of education of a receiving school district for authority for such pupil to be furnished or provided transportation to school from the pupil's residence and from school to the pupil's residence by the receiving school district.

Accredited Private Schools: Accredited private schools should submit ENRL records according to the guidance outlined above. Private schools must submit ENRL records in order to build their PBR. ENRL records submitted by a private school should show the private school as the Accountability School. If a public school receives funding for the private school's student, then the ENRL record should show the public school in the Funding School field. Otherwise, the Funding School can be populated with the private school's building code.

Public School: (1111)	**Private School: (2222)**
☐ Accountability School: 2222 ☐ Funding School: 1111 ☐ Attendance School: 1111	☐ Accountability School: 2222 ☐ Funding School: 1111 ☐ Attendance School: 2222

If no ENRL records are submitted by the Accountability School (for the entire school, not just for a particular student), the Funding School's records will be used for the Principal's Building Reports for **both** schools. An example of this is outlined in Situation 1 below:

Situation 1	**Situation 2**
School A: ☐ Has no SIS ☐ Submits **no** ENRL records School B: ☐ Has an SIS ☐ Submits ENRL records ☐ Names School A as the Accountability School	School A: ☐ Has no SIS ☐ Submits at least **one** ENRL record School B: ☐ Has an SIS ☐ Submits ENRL records ☐ Names School A as the Accountability School
Both School A's & School B's PBRs are populated by School B's ENRL records.	School A's ENRL records populate **their** PBR. School B's ENRL records populate **their** PBR.

Documents

Consult the following documents for additional information specific to the Enrollment and Funding Collection when preparing your ENRL 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 2013-2014 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS system.
- ☐ **KIDS 2013-2014 User's Guide:** This document is the comprehensive manual for submitting and processing student records in the KIDS System. However, this manual does not contain specific information on each record type.
- ☐ **Guidelines for Determining KIDS Collection Building Identifier:** This document reviews the guidelines for determining the appropriate building identifier for submission on KIDS records.
- ☐ **Guidelines for Reporting Virtual Education Students in KIDS:** This document is focused on the process of reporting information on Virtual Education Students participating in a funded virtual education program to the KIDS Collection System.
- ☐ **Guidelines for Reporting Career & Technical Education Students in KIDS:** This document provides guidelines for reporting career and technical education (CTE) data on students to the KIDS Collection System.
- ☐ **Guidelines for Reporting Homeless Students**: This document provides guidance on reporting homeless students in the KIDS Collection System.
- ☐ **Enrollment Handbook 2013-2014 School Year:** This document contains guidelines about the September 20th rule and the students who can be counted for funding purposes during the ENRL Collection on the KSDE Fiscal Auditing website: http://www.ksde.org/Default.aspx?tabid=113.
- ☐ **PBR & SO66 User's Guides:** School Finance publishes user's guides and documentation regarding federal and state regulations that relate to funding on their website: http://www.ksde.org/Default.aspx?tabid=1877

Help Resources

In preparing your ENRL 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 email kids@ksde.org
- ☐ For Fiscal Auditing assistance contact Mike Murphy at mmurphy@ksde.org
- ☐ For PBR or SO66 assistance, contact Sara Barnes at sbarnes@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 ENRL Collection training: visit the Training registration website at www.events.ksde.org/ittraining and go to the "Pre-Collection Workshops" tab.

Revision History

Version	Date	Changes
8.00	2.22.13	• Updated for 2013-2014 school year
8.01	9.3.13	• Updated the Help Resources section

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