KIDS 2012-2013 Submission Details Document: MILT

Introduction

This document contains information specific to the submission of MILT records to the Kansas Individual Data on Students (KIDS) Collection System for the Military and Virtual Student Collection. This collection gathers student enrollment data for districts whose student population significantly increases after the September 20th (ENRL) funding count due to military movement. It also gathers student enrollment data for schools and districts with virtual education students.

Submission Window

The window of time for submitting MILT records to KIDS is February 20, 2013–March 11, 2013. The student data that is submitted for MILT should be current as of February 20, 2013.

Submission Guidelines

Students to Submit

Military Dependent Students: Eligible districts should submit MILT records for all students who are dependents of active, full-time military personnel, who are enrolled and attending on February 20, 2013, and who were not included in the September 20, 2012 district count. Districts may submit all of the students who are enrolled and attending on February 20th, or only those students who meet the definition of "child of military family." Military dependent students who were enrolled and attending on September 20th will **not** count again for the MILT collection funding calculations, since they were already included in the ENRL funding calculations; however, submitting them will not result in an error.

Virtual Education Students: All virtual students enrolled and attending on February 20th should be submitted as part of the MILT Collection. If the student was enrolled during the first semester, but not the second semester do not report the student as a Virtual Education student on the MILT Collection.

Who Submits?

The D15: Funding School should submit MILT records. For military dependent students, schools or districts where the students are enrolled should submit MILT records. For virtual education students, only those funding schools or districts providing second semester virtual education services or contracting with an approved program to provide virtual education services via a service center should submit MILT records.

The Use of MILT Submissions

Military Dependent Students: KIDS uses field D54: Child of Military Family to identify students who are dependents of military personnel to determine if a district is eligible for additional funding.

Virtual Education Students: The students submitted in D17: Virtual Education Student on February 20th will provide a second semester count for informational and second semester virtual AP funding purposes.

Required & Optional Data Elements

Required Data Elements

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

- ☐ D1 Record Type
- ☐ D2 AYP/QPA School Identifier
- ☐ D3 Residence District Identifier
- ☐ 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
- ☐ D19 District Entry Date
- ☐ D20 State Entry Date
- ☐ D24 Minutes Enrolled
- ☐ D25 Concurrent High School Enrollment
- ☐ D30 Comprehensive Race
- ☐ D31 Eligibility for National School Lunch Program
- ☐ D32 Primary Disability Code
- ☐ D33 Gifted Student Code
- ☐ D37 ESOL/Bilingual Program Entry Date
- ☐ D38 First Entry Date into a School in the US
- ☐ D39 First Language
- ☐ D40 ESOL/Bilingual Program Participation Code
- ☐ D41 ESOL/Bilingual Student Contact Minutes
- ☐ D42 Career and Technical Education Contact Minutes
- ☐ D47 Miles Transported
- ☐ D48 Transportation FTE
- ☐ D49 Student’s Transportation Street Address
- ☐ D50 Student’s Transportation City
- ☐ D51 Student’s Transportation Zip
- ☐ D52 Non-resident Transportation (10 Mile Law)
- ☐ D54 Child of Military Family

Optional Data Elements

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

- ☐ D6 Legal Middle Name
- ☐ D7 Generation Code
- ☐ D13 State Student Identifier
- ☐ D49 Student's Transportation Street Address
- ☐ D50 Student's Transportation City
- ☐ D51 Student's Transportation Zip
- ☐ D89 User Field 1
- ☐ D90 User Field 2
- ☐ D91 User Field 3

Optional fields are validated and stored, if submitted. All other data fields that are neither required nor optional for MILT may be left blank. Values in data fields that are neither required nor optional for MILT are not validated and will not be stored. The exception to this is EXIT data (fields D26, D27, & D29); exit data fields **MUST** be blank on MILT records or an error will be generated.

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. 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 MILT records are submitted to KIDS.

The detailed descriptions of each of the reports 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 MILT submissions:

Standard Reports:

- ☐ Accepted Records by Type-MILT

PBR Reports:

- ☐ Virtual Education Students

MILT Reports:

- ☐ Student of Military Families- District Eligibility for Additional Funding
- ☐ Student of Military Families- Not Counted Sept 20 ENRL
- ☐ Virtual Education Students

MILT Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the MILT record. In working with the KIDS 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.

Weighted Funding: The February 20th count is treated like the September 20th count for enrollment purposes and includes all weighted items (such as at-risk, vocational, bilingual, and transportation) that are assigned to these students.

Definition of Military Personnel: The definition of a dependent of military personnel for the MILT Collection is as follows: "a person who is a dependent of a full-time, active-duty member of the military service, or a dependent of a member of any of the US military reserve forces who has been ordered to active duty."

Military Attendance Requirements: A student (Child of Military Family) must be enrolled and attending on February 20th. If absent on February 20, 2013, then the student must have attended once on or after February 1st and once after February 20th but on or before March 4th.

Military Funding Eligibility Criteria: Districts meeting the criteria for increased enrollment of 25 FTE (full-time equivalency) military dependent students or by a number of military dependent students equal to 1% or more of the district's total September 20 FTE enrollment are eligible for additional funding. The district's enrollment count for purposes of state funding will be increased by the number of military dependent students enrolled and attending on February 20, 2013 who were not counted on the September 20th enrollment count. Districts should refer to the "Student of Military Families—District Eligibility for Additional Funding" Report in KIDS to see if they are qualified for additional MILT funding based on the data that they submitted to KIDS.

FTE vs. Headcount: The requirement for 25 new military dependent students and the military student enrollment 1% or more above the district's September 20th enrollment are based on FTE and not on headcount.

Second Semester Virtual Funding: All students currently enrolled and attending a virtual course or program on February 20 should be reported. Additional funding is only available to second semester virtual AP students who were also counted in the September 2012 ENRL Collection. Students enrolling as a Virtual AP student after the September 20th count day are not eligible for additional funding. Note: To verify which virtual students were submitted on the ENRL collection, access the KIDS Reports page and run the PBR-Virtual Students Report.

Virtual Attendance Requirements: Second semester virtual students must be enrolled on February 20th, but do not have to be in attendance on February 20th.

D17: Virtual Education Students: If a student is marked as a Virtual Education Student in field D17, fields D49–D51 (Transportation fields) must contain information for that virtual student.

D25: Concurrent High School Enrollment: Changes to career and technical education (CTE) funding were made by the legislature this year that will impact the way districts report CTE courses to KIDS Collection. As a result, a district that has a student attending an approved for funding CTE course at a technical college or community college will report in D25: Concurrent High School Enrollment a 1=Any approved CTE course at a technical college or community college.

D42: Career and Technical Education Contact Minutes: 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 D25, will not be included in the funding calculations at KSDE for the 2012-2013 school year.

D47: Miles Transported: If a student has 2.5 miles or greater reported in field D47, fields D49–D51 (Transportation fields) 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 D47 and D48 – 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 .5 FTE and can be claimed on the special education transportation Form 308 for the cost of the return trip. However, the actual costs must be kept for the return trip.
- ☐ Do not include transportation of students to and from a technical school or community college.

D52: Non-resident Transportation (10 Mile Law): The 10 mile provision was changed to 2.5 miles this year by the legislature. 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 do not need to submit MILT records.

Documents

Consult the following documents for additional information specific to the MILT when preparing your MILT 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 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS system.

- ☐ **KIDS 2012-2013 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.
- ☐ **Enrollment Handbook 2012-2013 School Year (formerly the Counting KIDS Handbook):** Detailed information and guidelines about the September 20th rule and the students who can be counted for funding purposes and how to document attendance of virtual students are posted at the KSDE Fiscal Auditing website: http://www.ksde.org/Default.aspx?tabid=113.
- ☐ **Guidelines for Reporting Virtual Education Students in KIDS:** This document is focused on the process of reporting information on Virtual Education Students via field D17 participating in a funded virtual education program to the KIDS Collection System.

Help Resources

In preparing your MILT 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
- ☐ For Fiscal Auditing assistance contact Mike Murphy at mmurphy@ksde.org
- ☐ For Virtual Education Student questions: contact Jessica Noble at jnoble@ksde.org
- ☐ For training in the KIDS system: visit the KIDS project website at www.ksde.org/kids and go to the "Training" tab.
- ☐ For MILT 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
7.00	3.19.12	• Updated for 2012-2013 school year
7.01	6.25.12	• Updated field name of D52 and provided an explanation of D52. • Added D25: Concurrent High School Enrollment section to explain the changes that have occurred in reporting CTE students attending a community college for a Pathway. • Added D42: Career and Technical Education Contact Minutes to explain how to report these minutes when a student attends a community college for CTE courses. • Added information to the D47: Miles Transported section.
7.02	1.15.13	• Updated virtual education student questions contact information.

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