



## Step-by-Step Instructions for all KIDS Submissions 2012-2013

### Introduction

These are step-by-step instructions for submitting batch files of student records to KIDS, including the processes for correcting errors and resolving near matches. The process outlined below may vary slightly depending upon the type of record being submitted and the type of building (AYP, Funding, or Attending) submitting the record. *Steps 9-11 describe the Manage Core Data process.*

Step	Action to Take
<b>Step 1:</b>	Update all pertinent student data in your Student Information System (SIS). <sup>1</sup>
	<ul style="list-style-type: none"> <li>•There are certain required and optional fields that correspond to each record type—make sure that you have updated at least the required fields that are the focus of the particular Collection (i.e., ENRL, TEST, EOYA, etc.).</li> <li>•The specific required and optional fields are discussed in detail in the Submission Details documents for each record type.</li> </ul>
<b>Step 2:</b>	Create an SIS KIDS Export Batch File by exporting the data from your SIS.
	<ul style="list-style-type: none"> <li>•Include the State Student ID for every student in your SIS who already has one.</li> <li>•This batch file must follow the specifications and format requirements outlined in the KIDS 2012 - 2013 File Specifications document.</li> <li>•Any errors that occur during the process of generating the KIDS file in your SIS should be directed to your SIS vendor contact.</li> </ul>
<b>Step 3:</b>	Log into KIDS via Common Authentication and upload the batch file to the KIDS Collection System on the <b>Batch Upload</b> screen.
	<ul style="list-style-type: none"> <li>•Please note that files are required to have a unique name before uploading.</li> </ul>
<b>Step 4:</b>	If the message on the Batch Upload screen indicates that the batch uploaded successfully, then proceed to <b>Step 5</b> .
	<ul style="list-style-type: none"> <li>•<b>If there is a (RED) message</b> that indicates that the file failed to upload, then make the corrections to the SIS Collection Export Batch File and repeat <b>Steps 2 and 3</b> until the file is uploaded successfully.</li> </ul>
<b>Step 5:</b>	Click the <i>Batch History</i> link to go to the Batch History page (make sure <u>all</u> processing is complete).
	<ul style="list-style-type: none"> <li>•<b>If only</b> a <i>View Data Errors</i> file was created... You will need to review the errors by clicking on the <i>View Data Errors</i> button. The error code will be at the end of each student record in the View Data Errors file. Once you have reviewed the errors, make the appropriate data corrections in your local SIS and then proceed to <b>Step 6</b>.</li> <li>•<b>If both</b> a <i>View Data Errors</i> file <u>and</u> a <i>Manage Core Data</i> button appear, go to <b>Step 8</b>.</li> <li>•<b>If NO</b> <i>View Data Errors</i> file and <b>NO</b> <i>Manage Core Data</i> buttons appear... All of your student records processed correctly; skip to <b>Step 14</b>.</li> <li>•<b>If only</b> a <i>Manage Core Data</i> file was created... You will need to skip to <b>Step 9</b>.</li> </ul>
<b>Step 6:</b>	Create a new SIS KIDS Export Batch File
	<ul style="list-style-type: none"> <li>•Include all records that have been corrected in your local SIS.</li> </ul>
<b>Step 7:</b>	Upload the new Batch File to KIDS.
	<ul style="list-style-type: none"> <li>•<b>If another</b> <i>View Data Errors</i> file is created, then repeat <b>Steps 5-7</b> until there are no remaining errors. Then proceed to <b>Step 14</b>.</li> </ul>
<b>Step 8:</b>	<b>If both</b> a <i>View Data Errors</i> file <u>and</u> <i>Manage Core Data</i> button are present.

<sup>1</sup>If your school/district does not have a Student Information System (SIS), then you can use KSDE's Online Data Tool (ODT) to generate KIDS files. Please contact KSDE at [kids@ksde.org](mailto:kids@ksde.org) for more information.

	<ul style="list-style-type: none"> <li>•At least one student record needs to be processed (for purposes of obtaining a State ID, claiming the student, or updating his/her core student data). <b>Click the <i>View Data Errors</i> file and select <i>Open</i>.</b></li> </ul>
	<ul style="list-style-type: none"> <li>▪ If the only errors that you see are <b><i>Mismatch on Student Element</i></b> errors verify the data you are uploading is correct, then <b>skip to Step 9.</b></li> </ul>
	<ul style="list-style-type: none"> <li>▪ If there are <b><i>other data errors present</i></b> as well, then you will need to correct those errors in the local SIS by <b>repeating Steps 6-7</b> until the only remaining errors in the <i>View Data Errors</i> file are <i>Mismatch on Student Element</i> errors. Then proceed to <b>Step 9.</b></li> </ul>
<b>Step 9:</b>	Click on the <i>Manage Core Data</i> button.
	<ul style="list-style-type: none"> <li>•This button will start the <i>Manage Core Data</i> process by comparing core data submitted on the records with previously submitted core data for each SSID.</li> </ul>
<b>Step 10:</b>	Review the <i>Manage Core Data</i> Screen
	<ul style="list-style-type: none"> <li>•A table will display with five tabs that provide detail on the batch file of student records submitted to KIDS that do not have an SSID or whose core data contains a mismatch error.</li> </ul>
	<ul style="list-style-type: none"> <li>• A green bar provides detail on the current record with (Batch ID, Upload Date, the number of records Pending Update, and those records that have been resolved).</li> </ul>
	(Note: Users should verify the student’s data is correct prior to choosing to make any changes in the system.)
<b>Step 11:</b>	Click on <i>Review Near-Matches</i> link next to the students’ name (Select the first student in the list of possible near-matches found to determine which step to take).
Use the <i>Search Core Data</i> link to help resolve near-matches.	<ul style="list-style-type: none"> <li>• <b>Option 1: Create a New ID.</b> You should only create a new ID if you are confident the student has never had a SSID created previously.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Option 2: Cancel the record.</b> Select <b>Cancel Resolve Near Match</b> if you determine that the core data you submitted for the student is incorrect, and you need to update your SIS and not the student’s core data stored in KIDS. Note: cancelling the record will prevent the system from accepting the record. A new record from your SIS will have to be submitted.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Option 3: Update Core Data.</b> Review each near match. If the correct student appears in the list of near-matches, click on the <b>Update Core Data</b> button found on the row for the students you wish to update. This will overwrite the core data in KIDS with the core data just submitted.</li> </ul>
	<ul style="list-style-type: none"> <li>• If you have more than one near-match to resolve, the system will automatically “<b>Go to next record,</b>” when the radio dial is selected, to resolve the next near-match in your list of students.</li> </ul>
<b>Step 12:</b>	Return to Batch History page, by clicking the <b>Batch History</b> button or link, and click on the <i>Rerun Batch</i> button to resubmit that file to KIDS.
	<ul style="list-style-type: none"> <li>•A message will appear in the Rerun Batch column with the new Batch ID.</li> <li>•A <b><i>Rerun Batch</i></b> button will <b>not</b> be present on ASGT, STCO, or QERY records.</li> </ul>
<b>Step 13:</b>	Ensure that all of the resubmitted records are error-free.
	<ul style="list-style-type: none"> <li>•If <b>another</b> <i>View Data Errors</i> file or <i>Manage Core Data</i> button is created, then repeat <b>Steps 5-12</b> until there are no remaining errors or near-matches to resolve.</li> </ul>
<b>Step 14:</b>	<b>Your submission is complete!</b> Update your SIS with any new State IDs created by downloading the <i>Retrieve Core Data</i> file ( <i>if present</i> ) from the KIDS system and uploading the file into your local SIS.

### **Help Resources:**

- Helpdesk 785-296-7935 or [kids@ksde.org](mailto:kids@ksde.org)



- KIDS Project Website: [www.ksde.org/kids](http://www.ksde.org/kids) for training, documents, and FAQs.