KIDS Submission Overview: 2013-2014

Introduction

This document outlines the general requirements and timelines for submitting data to the KIDS Collection System in 2013-2014.

Record Types

Record type codes must be included in the first field on the KIDS record to indicate the purpose of the data submission.

The possible values are:

ENRL for the Funding & Enrollment collection
TEST for the State assessments collection
TITL for the REAP Allocations
MILT for the Military and Virtual Student counts collection
EOYA for the End of Year Accountability collection
STCO for the Student Course collection
ASGT for obtaining State IDs for students, updating core student data, and claiming a student
EXIT for exiting students
QERY for retrieving existing KIDS data about students without claiming them or changing the data

Please note that exit information can only be submitted on an EXIT record type. If exit information is included on other record types (ENRL, TEST, TITL, etc) the records will be rejected.

Because some of the collection windows overlap (e.g., ENRL and TEST) and because there are record types that can be submitted at any time (i.e., ASGT, EXIT, and QERY), you may submit batch files to KIDS that have a mix of different record types. It is also possible to have different record types for the same student in the same batch (i.e., an ENRL record for John Smith and an EXIT record for John Smith in the same batch). The record types that ***cannot*** be submitted in a mixed batch are STCO and QERY. STCO and QERY records must be submitted in their own, homogeneous batches.

Expected Collection Schedule

All submission window dates are subject to change.

Collection	Focus	Submission Window	Data as of
ENRL	Funding and Enrollment	09/20/2013 – 10/10/2013	9/20/2013
TEST	Assessment Testing	01/13/2014 – 06/13/2014	Initial populating of test roster and for CETE to issue test tickets.
			Day student takes assessment (if student data changes after the initial submission)
TITL	REAP Funding, Title Allocations	12/02/2013 – 01/10/2014	12/02/2013
MILT	Military and Virtual Student Enrollment	02/20/2014 – 03/10/2014	2/20/2014
EOYA	End of Year Accountability	05/05/2014 – 06/13/2014	Student's last day of membership for the school year.
STCO	Student Course	07/15/2013 – 8/15/2014	At time of submission.
ASGT	Claim new students or demographic changes for existing students	Any time	At time of submission.
EXIT	Students leaving school	As soon as possible after leaving	Student's last day of membership.
		Once the Dropout/Graduation Summary Report (for 12-13 SY) is submitted, records can no longer be submitted with Exit/Withdrawal dates prior to 10/1/2013.	Submission
QERY	Student information gathering	Any time	

General Collection Guidelines

2013-2014 ENRL Collection: Funding & Enrollment[1]

1. Submission Window: September 20, 2013 – October 10, 2013.
2. Purpose: This record type collects official enrollment data for reports and for state and federal funding calculations.
3. All enrolled and attending students should be submitted, with data current as of September 20th (following the official rules for who can be included in the September 20th count).
4. Data from ENRL records are used on the Principals' Building Report (PBR) and the Superintendent's Organizational Report (SO66).
5. Private schools who do not receive state or federal funding must still submit their students to ENRL for accreditation purposes.
6. For information on the required and optional fields for ENRL, please refer to the KIDS 2013-2014 Submission Details: ENRL document.

2013-2014 TEST Collection: Assessments & Accountability

1. Submission Window: January 13, 2014 – June 13, 2014
2. Purpose: This record type collects demographic and assessment data for generating CETE's testing rosters for State assessments and accountability data.
3. TEST records do not need to be submitted for formative assessments.
4. For information on the required and optional fields for TEST, please refer to the KIDS 2013-2014 Submission Details: TEST document.

2013-2014 TITL Collection: REAP Funding

1. Submission Window: December 2, 2013 – January 10, 2014
2. Purpose: This record type collects data about districts that may be eligible for Rural Education Achievement Program (REAP) funding.
3. Districts with an Average Daily Attendance of 3000 students or less and that have a Common Core of Data (CCD) locale code of 6, 7, or 8 may be eligible for additional REAP grant funding and should submit all of their students who are enrolled on December 1st to the TITL collection.
4. For information on the required and optional fields for TITL, please refer to the KIDS 2013-2014 Submission Details: TITL document.

[1] SEPTEMBER 20 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. For specific attendance guidelines for foreign exchange students, virtual education students, and alternative school students, see the KIDS 2013-2014 Submission Details Document-ENRL located on the KIDS project website (www.ksde.org/kids) under the documents tab.

2013-2014 MILT Collection: Military & Virtual Count[2]

1. Submission Window: February 20, 2014 – March 10, 2014.
2. Purpose: This record type collects data for virtual students and districts that may be eligible for additional funding due to military dependent students.
3. Districts that on February 20th have at least 25 (or 1% of their total September 20th enrollment, whichever is fewer) new military dependent students may be eligible for additional funding and should submit their students for the MILT collection. Districts submitting to MILT may send all of their students or just the military dependent students.
4. Districts/schools that provide virtual education classes or programs must submit all second semester virtual education students, including those who were counted in the fall ENRL Collection and are still enrolled, as part of the MILT collection.
5. Data should be current as of February 20th.
6. For information on the required and optional fields for MILT, please refer to the KIDS 2013-2014 Submission Details: MILT document.

2013-2014 EOYA Collection: End of Year Accountability

1. Submission Window: May 5, 2014 – June 13, 2014.
2. Purpose: This record type collects demographic, program participation, and attendance data for use in accountability determinations and other end of year federal reporting.
3. Records for all students (both active and inactive) who attended at any time during the year should be submitted, and data should be current as of the student's last day of membership for the school year.
4. Data from EOYA records are used in the Kansas-Discipline Incident System (KAN-DIS) and in determining cohorts on the Dropout and Graduation Summary Report (DGSR).
5. For information on the required and optional fields for EOYA, please refer to the KIDS 2013-2014 Submission Details: EOYA document.

2013-2014 STCO Collection: Student Course

1. Submission Window: July 15, 2013 – August 15, 2014.
2. Purpose: This record type collects the student, course, and teacher link along with the outcome/grade that the student earned in the course.
3. All public and accredited private schools should send PK-12 students for the purpose of linking the course, teacher and student. All public and accredited private schools should send course outcomes for K-12 students.
4. Records should be submitted by the school or district for which the teacher and course are reported in the Educator Data Collection System (EDCS).
5. For information on the required and optional fields for STCO, please refer to the KIDS 2013-2014 Submission Details: STCO document.

[2] FEBRUARY 20 RULE: A student (Child of Military Family) must be enrolled and attending on February 20. If absent on February 20 then the student must have attended once on or after February 1, and once after February 20 on or before March 4. If February 20 falls on a non-school day, use the first school day after February 20.

2013-2014 ASGT Collection: Assigning & Managing State Student Identification Numbers

1. Submission Window: ASGT records can be submitted at any time.
2. Purpose: This record type collects core student demographic data for the assigning and management of State Student IDs.
3. ASGT records can be submitted to the KIDS Collection System to
    a. update or correct errors in core student data for students who already have State IDs;
    b. obtain State IDs for new students;
    c. claim students enrolling at your school who already have State IDs; and
    d. update the school year and grade level information for students at the beginning of the year.
4. Data from ASGT records are used in Direct Certification to identify students that are directly qualified as eligible for the free or reduced price lunch program before the ENRL submission.
5. For information on the required and optional fields for ASGT, please refer to the KIDS 2013-2014 Submission Details: ASGT document.

2013-2014 EXIT Collection: Exiting Students

1. Submission Window: EXIT records are required for students moving between schools within a district as well as moving between districts. EXIT records should be submitted as soon as possible after the student's last day of membership whenever a student has moved, transferred, dropped out, or graduated.
2. EXIT records are required for students moving between schools within a district, as well as moving between districts.
3. Purpose: This record type collects data for student assessment participation requirements, for graduation and dropout counts, and for rates calculated and used in accountability determinations and federal reporting.
4. Exit information (fields D26, D27, & D29) can be included ONLY on EXIT record types. For example, if a school submits an ENRL record type that includes values in fields D26, D27, or D29, an error record will be generated by the file submission.
5. Data from EXIT records are used in determining cohorts, graduates, non-graduates, and dropouts on the Dropout and Graduation Summary Report (DGSR).
6. For information on the required and optional fields for EXIT, please refer to the KIDS 2013-2014 Submission Details: EXIT document.

2013-2014 QERY Submission: Obtaining Student Information from KIDS

1. Submission Window: QERY records can be submitted at any time, by any school.
2. Purpose: This record type enables the school or district to obtain data about specific students previously submitted to the KIDS Collection System.
3. QERY records cannot be included in a batch file with other record types.
4. The QERY record is an optional record type that is used to return the most recent information (such as primary disability, demographic information, grade level, etc.) about a student. This may potentially be from that student's previous Accountability School.
5. The amount of information returned from a QERY record submission is dependent upon the submitting school's relationship to the student, and on the amount of information included in the QERY submission. More data is returned if the student's current Accountability School submits the QERY record.

6. For information on the required and optional fields for QERY, please refer to the KIDS 2013-2014 Submission Details: QERY document.

Documents

Consult the following documents for additional information when preparing your KIDS 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.
- ☐ **KIDS 2013-2014 Step-by-Step Submission Instructions:** This document provides instructions in a checklist format for submitting batch files of student records to KIDS. It includes instructions for correcting errors and resolving near-matches.
- ☐ **KIDS 2013-2014 Submission Details documents (ENRL, TEST, etc.)**: These documents include the required fields; optional fields; and other tips, recommendations, and information specific to each record type.

Help Resources

In preparing your KIDS 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
- ☐ KIDS Training: www.ksde.org/kids under the "Training" tab.
- ☐ KIDS FAQs: www.ksde.org/kids under the "FAQs" tab.

Revision History

Version	Date	Changes
8.00	2.22.13	• Updates for 2013-2014 school year
8.01	3.18.13	• Updated TEST window

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