KIDS 2012-2013 Submission Details Document: EOYA

Introduction

This document contains information specific to the submission of EOYA records to the Kansas Individual Data on Students (KIDS) System for the End of Year Accountability Collection. The purpose of the EOYA Collection is to gather attendance, membership, truancy, and program participation data for all students who were in membership at the AYP School at any point during the school year.

Submission Window

The window for submitting EOYA records is May 6, 2013-June 14, 2013. EOYA records cannot be submitted outside of this submission window. The student data that is submitted for EOYA should be current as of the last day of school or the last day the student was in membership at that school.

Submission Guidelines

Students to Submit

All students (both *active* and *inactive—including those that exited before the end of the school year*) from all grade levels including preschool and non-graded students:

- Where your school was considered the D2: AYP/QPA School at any point during the school year for the student;
- If you provided services to a student at any point during the school year, but you were not the D2: AYP/QPA School and no other school will be submitting EOYA records for that student

Who Submits?

The D2: AYP School should submit EOYA records for all its active and inactive students. If a student attended your school, but your school is not the AYP School, you should not submit the student on an EOYA record, except in special circumstances described in the EOYA Notes/Recommendations section. Instead, communicate with the student's AYP School to make sure the information is submitted correctly.

The Use of EOYA Submissions

Student records submitted to EOYA will be used for:

- To calculate school, district, and state attendance rate for AYP purposes;

- As the basis of the yearly student population from which the 4-year and 5-year Adjusted Cohort Graduation Rates will be calculated;
- To populate the Title IV Report of the Kansas Discipline Incident System (KAN-DIS) with students indicated as truant and students indicated as using the Special Circumstances Transfer Choice provision will pre-populate the Title IV Report of the Kansas Discipline Incident System (KAN-DIS);
- To collect Title I Participation data previously reported on the LCP Annual Report; and
- To populate demographic student data in Pathways and Success in Schools.

It is important that EOYA records be submitted in a timely manner so that the data used in other applications will be accurate. For additional information on the use of EOYA records, see the EOYA Notes/Recommendations section of this document.

Required & Optional Data Elements

Required Data Elements

The following fields are *required* for EOYA 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
☐	D13	State Student ID
☐	D14	Current School Year
☐	D15	Funding School Identifier
☐	D16	Attendance School/Program Identifier
☐	D17	Virtual Education Student
☐	D18	School Entry Date (AYP school)
☐	D19	District Entry Date (AYP district)
☐	D20	State Entry Date
☐	D21	Cumulative Number of Days in Membership
☐	D22	Cumulative Number of Days in Attendance
☐	D23	Truant Student
☐	D28	Special Circumstances Transfer Choice
☐	D30	Comprehensive Race
☐	D31	Eligibility for the National School Lunch Program
☐	D32	Primary Disability Code
☐	D33	Gifted Student Code
☐	D34	Qualified for 504
☐	D35	Early Childhood Program Participation
☐	D36	Residence of Homeless Student While Homeless

- ☐ 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
- ☐ D43 Title I Participation
- ☐ D44 Title I Supplemental Education Services
- ☐ D45 Title I SES Hours Participated
- ☐ D46 Title I SES Provider
- ☐ D53 Served with At-Risk Funds
- ☐ D55 Immigrant Student
- ☐ D56 Country of Birth
- ☐ D57 Refugee Status
- ☐ D58 Neglected Student

Optional Data Elements

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

- ☐ D6 Legal Middle Name
- ☐ D7 Generation Code
- ☐ 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 EOYA may be left blank. Values in data fields that are neither required nor optional for EOYA 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 EOYA 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 EOYA 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 EOYA submissions:

Standard Reports:

- ☐ Accepted Records by Type-EOYA
- ☐ Current Year AYP Students
- ☐ Homeless Student
- ☐ Early Childhood Program Participation

Accountability:

- ☐ Truancy Report
- ☐ Student Attendance Ratio Report
- ☐ Attendance Rate Report
- ☐ EOYA EXIT Assignment Discrepancy Report

EOYA Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the EOYA 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.

Special Circumstances For D2: AYP School Submitting EOYA Records: If a student is associated with multiple schools, and an unaccredited private school, home school, or a school in another state is accountable for that student, use the following building codes for D2: AYP/QPA School: '0001' when the student's information is included in the accountability results of another state and '0002' when the student attends an unaccredited private school or is home schooled. When using '0001' or '0002' as the D2: AYP/QPA School, the D16: Attendance School can submit EOYA records. When students fall into one of these two categories, it is important that the '0001' or '0002' code is used for the D2: AYP/QPA School, not the school providing the educational services, on all KIDS Collection submissions.

Inactive Students: Submitting records for students who have moved to another AYP school will *not* result in the student being claimed back by your school.

Changes in Status: There are several fields on the EOYA Collection that a student's status may change between the last day of school and June 30, and the schools can choose to report the student's status as of June 30. For example, if a student will be served with At-Risk funds during the summer school session, the student can be reported as a 1 on D53 even though the student is not served with At-Risk funds as of the last day of school. To see a complete list of these fields, refer to Appendix A at the end of this document.

Multiple AYP Schools: Multiple AYP schools may need to report attendance information for the same student for EOYA (if that student has moved during the year). For example, if "John Smith" attended School A from 8/31/12-12/1/12 and then transferred to school B for the remainder of the year, then both schools would need to report this student for EOYA. Both schools would include the appropriate days in membership and attendance for their respective schools.

Attendance & Membership: Fields D21: Cumulative Days in Membership and D22: Cumulative Days in Attendance should represent the total cumulative days in membership/attendance. For example, if "John Smith" attended School A from 8/31/12–12/1/12, transferred to school B, and then re-entered School A on 2/2/13, then School A would report the combined cumulative days in membership/attendance for 8/31/12 through 12/1/12 AND for 2/2/13 through the end of the school year.

D17: Virtual Education Students: This field should indicate whether the student has been a virtual education student at the current AYP School at any point during the current school year. Students should be marked as virtual education students only if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. Unlike the ENRL and MILT Collections, EOYA does not require the AYP School to submit the address information (Transportation fields D49-D51) for virtual students, although that data can be submitted on EOYA records as optional fields. For additional information on what students should be counted as virtual education students, refer to the Guidelines for Reporting Virtual Education Students in KIDS document.

D23: Truant Students: This field is a yes/no field asking whether a student has been "truant" at any point during the year. "Truancy" is a violation of state, school district, or school policy relating to attendance. The data in this field is used to pre-populate the Title IV Report of the Kansas Discipline Incident System (KAN-DIS). For more information regarding truancy, see state statute 72-1113, located on this website: http://www.ksde.org/Default.aspx?PageContentID=24&tabid=447.

D34: Qualified for 504: Report in this field the students who are *qualified* for 504, not just the students who are currently on a 504 plan. By definition all students who have a primary disability should be coded in this field as *(1) – Currently a 504 Qualified Student* in KIDS.

D35: Early Childhood Program Participation: This field should be marked for students known to be participating in any of the listed Early Childhood Education Programs during the school year. If the student participated in more than one program during the school year, indicate all that apply. For more information, refer to the Guidelines for Reporting Early Childhood Program Participants in KIDS document.

D43: Title I Participation: If a school is a Title I schoolwide building, they should report all students as receiving Title I services with a value of "1" in this field on EOYA records. If a school is a Title I Targeted Assistance building, report only the students who received Title I services.

Title I Supplemental Education Services (D44, D45, & D46): Students do not automatically receive Title I Supplemental Education Services by attending a school on improvement. For a student to have information in these fields the student must meet three requirements:

1. The student must be on free or reduced lunch program
2. The student must be attending a school that is on Improvement
3. The student must be receiving Supplemental Educational Services (SES) from one of the listed providers for D46: Title I SES Provider

A student who receives Title Services but does not meet all three requirements should not be reported in these three fields. All three data elements must have data if the student receives SES.

D53: Served with At-Risk Funds: Schools will report only those students who have been served with At-Risk funds during the current school year (July 1, 2012 through June 30, 2013), not students served in previous years. For example: If a student was indicated as eligible for reduced price or free lunch in D31: Eligibility for National School

Lunch Program, then the student should have been served with At-Risk funds and should be indicated as such in D53: Served with At-Risk Funds.

AYP/QPA Accountability System: Once a building or district signs off on their data with the Data Checklist/Signoff Tool, they can no longer do corrections via TEST submissions or send end of year information via EOYA submissions in the KIDS Collection System. Signing off on AYP/QPA assessment data prior to submission of the EOYA may cause issues with submission of the KAN-DIS Report and the LCP Annual Report. The AYP/QPA Summary Report is not complete until attendance information is pulled from the EOYA. Your Administrator should not sign off on your district's data in the AYP/QPA Accountability System until all TEST and EOYA records have been submitted in the KIDS Collection System.

Cohort for Federal Graduation Formula: EOYA records will be used to construct a complete list of students who have ever entered or left a graduating class or cohort, as defined by their 9th-grade status. These cohorts, together with all transfers in and transfers out, will be used to calculate the federally required Adjusted Cohort Graduation Rates for all students and student subgroups. Because the adjusted cohort formula requires that a class be followed across several years, the records you submit will continue to be used in the cohort calculations in later years.

Accredited Private Schools: Accredited private schools should submit EOYA records according to the guidance outlined above.

Documents

Consult the following documents for additional information specific to the EOYA Collection when preparing your EOYA 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.
- ☐ **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.
- ☐ **Guidelines for Reporting Early Childhood Program Participants in KIDS:** This document provides guidance on reporting early childhood program participants via field D35 in the EOYA KIDS Collection.
- ☐ **Guidelines for Reporting Homeless Students**: This document provides guidance on reporting homeless students via field D36 in the EOYA KIDS Collection.

- ☐ **At-Risk Guidance:** The definition of an at-risk student can be found in the At-Risk Guidance on the State Programs section of the KSDE Website under "State and Federal Programs/State Programs" go to the documents section of the page and select "At Risk Pupil Assistance Program Guidelines" or click on this link: (http://www.ksde.org/Default.aspx?tabid=289).

Help Resources

In preparing your EOYA 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
- ☐ Accountability Helpdesk: 785-296-2261 or mo@ksde.org
- ☐ At-Risk Student questions: contact Norma Cregan at ncregan@ksde.org
- ☐ Homeless Student questions: contact Tate Toedman at ttoedman@ksde.org or visit the KSDE website http://www.ksde.org/Default.aspx?tabid=372
- ☐ 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 EOYA 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	8.31.12	• Updated virtual education student contact information
7.02	2.8.13	• Added additional guidance to the D53: Served with At-Risk Funds section • Updated the Help Resources section

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 A: EOYA Data Elements Reporting Snapshot Guidelines

On the EOYA Collection, most data elements should have the last day of membership reported, however many data elements may require the inclusion of students whose status has changed at some point during the year being reported on EOYA or may change between the last day of the school year and June 30th. Use the table below to assist you when preparing EOYA records.

Ref #	Field	Report status as of the student's last day of membership for the school year	Report if student met definition at any time during the school year	If a student's status will change between the last day of school and June 30, schools can choose to report the student's status as of June 30.
D10	Current Grade Level	X		
D12	Hispanic Ethnicity	X		
D17	Virtual Education Student		X	
D23	Truant Student		X	X
D28	Special Circumstances Transfer Choice		X	
D30	Comprehensive Race	X		
D31	Eligibility for the National School Lunch Program	X		
D32	Primary Disability Code	X		
D33	Gifted Student Code	X		
D34	Qualified for 504		X	X
D35	Early Childhood Program Participation		X	
D36	Residence of Homeless Student While Homeless		X	X
D37-D40	ESOL Fields	X		
D43-D46	Title I Fields		X	X
D53	Served with At-Risk Funds		X	X
D55	Immigrant Student		X	X
D56	Country of Birth			X
D57	Refugee Status		X	X
D58	Neglected Student		X	X