KIDS 2013-2014 Submission Details Document: TITL

Introduction

This document contains information specific to the submission of TITL records to the Kansas Individual Data on Students (KIDS) System. The TITL collection focuses on small districts eligible for Rural Education Achievement Program (REAP) funding. This Collection is **not** about students who participate in Title I programs.

Submission Window

The window of time for submitting TITL records to KIDS is December 2, 2013 – January 10, 2014. TITL records cannot be submitted outside of this collection window. The student data submitted for TITL should be current as of December 2, 2013, unless the student left the school prior to December 2, and then the data should be as of their last day of school.

Submission Guidelines

Students to Submit

Districts with an Average Daily Attendance of 3,000 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 students in grades K-12 who are enrolled any time between the first day of school and December 2 for the TITL collection. This Collection is **not** about students who participate in Title I programs.

Who Submits?

The Funding School should submit TITL records. All public school districts with enrollments of 3,000 students or less should submit TITL records for all students. Private schools do not qualify for REAP funding and do not need to submit TITL records.

The Use of TITL Submissions

TITL records provide demographic and attendance data from small districts that may be eligible for REAP funding, which includes the *Small Rural School Achievement* (SRSA) grant or the *Rural Low-Income* grant. It is important that these records be submitted in a timely manner so that these funding calculations will be accurate.

Required & Optional Data Elements

Required Data Elements:

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

- ☐ D1 Record Type
- ☐ D2 Accountability 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 Identifier
- ☐ D14 Current School Year
- ☐ D15 Funding School Identifier
- ☐ D16 Attendance School/Program Identifier
- ☐ D18 School Entry Date (Accountability)
- ☐ D19 District Entry Date (Accountability)
- ☐ D20 State Entry Date
- ☐ D21 Cumulative Days in Membership (from the start of school to 12/02/13)
- ☐ D22 Cumulative Days in Attendance (from the start of school to 12/02/13)
- ☐ D30 Comprehensive Race

Optional Data Elements

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

- ☐ D6 Legal Middle Name
- ☐ D7 Generation Code
- ☐ 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 TITL may be left blank. Values in data fields that are neither required nor optional for TITL are not validated and will not be 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 TITL 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 TITL 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 at www.ksde.org/kids under the "Report Descriptions" tab or visiting this website: http://www.ksde.org/Default.aspx?tabid=3500. The following reports are particularly important to TITL submissions:

Standard Reports:

- ☐ Accepted Records by Type--TITL

Accountability Reports:

- ☐ TITL Attendance Rate-Detail
- ☐ TITL District Average Daily Attendance

TITL Notes/Recommendations

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

Building Codes: For TITL 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.

REAP Funding: The Rural Education Achievement Program (REAP) funding is based on the Average Daily Attendance (ADA) data that is collected in the TITL collection. The REAP funding includes the Rural Low-Income School grants and the Small Rural Schools grants. Districts with an ADA of 3,000 students or less that have a CCD locale code of 6, 7, or 8 may be eligible for a REAP grant and should submit all students to the TITL collection. Districts (not individual schools) are eligible for REAP funding.

Students Leaving before December 2: Remember that all students enrolled at any time between the first day of school through December 2rd should be submitted on TITL records. If a student exits school between the first day of school and December 2, he/she should still be submitted for TITL (although his/her Cumulative Days in Attendance and Cumulative Days in Membership should reflect only the time he/she was enrolled at school).

Homeschooled or Private School Students: Homeschooled or Private School students who go to a public school district for State-funded services should be included in the public school district for REAP calculations. Attendance and membership should be based on the time spent at the funding school for services. Students served at a learning center, via virtual education, or by any other means where state funding is not received and/or attendance data is not provided should not be included in the TITL collection for REAP calculations.

Days in Membership & Days in Attendance: Days in Membership and Days in Attendance are critical fields for districts seeking REAP funding because eligibility for the REAP funding depends on the values in those fields. The data in those fields should reflect the attendance and membership information from the first day of school through December 2, 2013.

If a student attends, exits, and then re-enrolls, the values in those fields should represent the total number of Days in Membership and Days in Attendance. Carefully review the Cumulative Days in Membership and Attendance data for reasonableness (i.e., 180 days in attendance is not reasonable for August-December data).

Multiple Schools: Multiple funding schools may need to report attendance information for the same student for TITL (if that student has moved between the beginning of school and December 2). For example, if "John Smith" attended School A from 8/31/13-11/1/13 and then transferred to school B, then both schools would need to report this student for TITL. Both schools would include the appropriate days in the Cumulative Days in Membership and the Cumulative Days in Attendance fields for their schools.

Documents

Consult the following documents for additional information when preparing your TITL 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.

Help Resources

In preparing your TITL 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
- ☐ REAP Funding questions: Nicole Clark at nclark@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 TITL 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

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