KIDS 2012-2013 Submission Details Document: QERY

Introduction

This document contains information specific to the submission of QERY records to the Kansas Individual Data on Students (KIDS) Collection System. QERY is different from other KIDS record types (such as ENRL, TEST, etc.) in that rather than submitting student data to the State, schools will use QERY records to retrieve data about their students. The results of submitting a batch file containing QERY records will be a file including additional data fields for all students submitted in that QERY batch.

Submission Window

QERY records can be submitted at any time. However, QERY records must be submitted in a batch file by themselves—they cannot be mixed in a KIDS batch file with other record types (such as ENRL, TEST, ASGT, etc.).

Submission Guidelines

Students to Submit

QERY records may be submitted for any student in order to receive, via batch file, the most recent KIDS data submitted for a student. If you have claimed the student, the data returned to the user will be the most recent data submitted by your school. If the student was previously claimed by another school, the data returned will be the most recent data submitted by the student's previous AYP School. If the report is run at the district level and both schools are within that district, the data returned will be that of the current AYP School.

Who Submits?

Any school (AYP, Funding, Attendance, or School Identifier) may submit QERY records. However, the type and quantity of data that is returned on a student will depend on whether the school submitting the QERY record is the current AYP School for that State Student ID or not. More data is returned to the current AYP School since the student will be included in their AYP calculations. FERPA regulations allow the current school to have access to a student's data.

The Use of QERY Submissions

The use of QERY records is optional, and no school is required to submit them. The QERY record may be useful for retrieving demographic and program participation data about new students, including district and state entry dates.

Required & Optional Data Elements

The fields that are required and/or optional for QERY records depend on whether the D13: State Student ID is known for the student on which the submitter wishes to gather information. If the D13: State Student ID is known, then a much smaller set of data is needed in the QERY record than if it is not.

1. When the State Student ID is known:

Required: The following fields are required for QERY records that are submitted with a D13: State Student Identifier:

- ☐ D1 Record Type
- ☐ D13 State Student Identifier

Optional: For QERY records with a D13: State Student Identifier, all other optional fields are irrelevant, as the search will be based solely on the D13: State Student Identifier value.

2. When the State Student ID is unknown:

Required: The following fields are required for QERY records that are submitted without a D13: State Student Identifier:

- ☐ D1 Record Type
- ☐ D2 AYP/QPA School Identifier
- ☐ D4 Legal Last Name

Optional: Including optional fields for QERY records without D13: State Student Identifiers will refine the search and make it more likely that a single match will be found. However, the QERY search is based on exact matches, so alternate spellings for first names, for example, will not result in a match. The following fields are optional for QERY records that are submitted without a D13: State Student Identifier:

- ☐ D3 Residence District Identifier
- ☐ D5 Legal First Name
- ☐ D6 Legal Middle Name
- ☐ D7 Generation Code
- ☐ D8 Gender
- ☐ D9 Date of Birth
- ☐ D10 Current Grade Level
- ☐ D11 Local Student ID
- ☐ D12 Hispanic Ethnicity
- ☐ D14 Current School Year
- ☐ D15 Funding School Identifier
- ☐ D16 Attendance School/Program Identifier
- ☐ D30 Comprehensive Race
- ☐ D89 User Field 1
- ☐ D90 User Field 2
- ☐ D91 User Field 3

Optional fields are validated, if submitted. All other data fields that are neither required nor optional for QERY may be left blank. Values in data fields that are neither required nor optional for QERY 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 a QERY record or an error will be generated.

Data Returned

The data returned in a QERY results file differs based on whether a D13: State Student ID is included in the QERY record, and also based on whether the submitting school currently owns the student. In order to "own" a student, the school must be listed as the D2: AYP School in the KIDS System.

1. **When the State Student ID is known and submitter is the current AYP School:** If a QERY record is submitted to the KIDS Collection System containing a D13: State Student Identifier by the school that owns the student, then the following fields of data will be returned to the submitter in the QERY results file:

   - ☐ D2 AYP/QPA School Identifier
   - ☐ D4 Legal Last Name
   - ☐ D5 Legal First Name
   - ☐ D6 Legal Middle Name
   - ☐ D7 Generation Code
   - ☐ D8 Gender
   - ☐ D9 Date of Birth
   - ☐ D10 Current Grade Level
   - ☐ D12 Hispanic Ethnicity
   - ☐ D13 State Student Identifier
   - ☐ D14 Current School Year
   - ☐ D16 Attendance School/Program Identifier
   - ☐ D19 District Entry Date
   - ☐ D20 State Entry Date
   - ☐ D30 Comprehensive Race
   - ☐ D32 Primary Disability Code
   - ☐ D33 Gifted Student Code
   - ☐ D34 Qualified for 504
   - ☐ D35 Early Childhood Participation Code
   - ☐ D37 ESOL/Bilingual Program Entry Date
   - ☐ D38 First Entry into a School in the US
   - ☐ D39 First Language
   - ☐ D40 ESOL/Bilingual Program Participation Code
   - ☐ D55 Immigrant Student
   - ☐ D56 Country of Birth

2. **When the State Student ID is unknown and/or student is not a current AYP student:** If a QERY record is submitted to the KIDS Collection System without a D13: State Student Identifier by any school or with a D13: State Student Identifier by a school other than the school that owns the student, then the following fields will be returned to the submitter:

   - ☐ D2 AYP/QPA School Identifier
   - ☐ D4 Legal Last Name

- ☐ D5 Legal First Name
- ☐ D6 Legal Middle Name
- ☐ D7 Generation Code
- ☐ D8 Gender
- ☐ D9 Date of Birth
- ☐ D10 Current Grade Level
- ☐ D12 Hispanic Ethnicity
- ☐ D13 State Student Identifier
- ☐ D14 Current School Year
- ☐ D16 Attendance School/Program Identifier
- ☐ D30 Comprehensive Race

QERY Notes/Recommendations

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

Reducing Possible Matches Returned: Whenever possible, submit QERY records with the proper State Student ID in field D13. This will reduce the number of possible matches to your student that are returned in the QERY Results file.

If you did not include D13: State Student ID on your QERY record and the system finds multiple students who potentially match the data, then you will receive a message that says "(Not an Error) The QERY process found matches on the following IDs (xxxxxxxxxx, xxxxxxxxxx)" and the system will display the first 10 State Student IDs that potentially match that data.

D13: State Student ID: If the D13: State Student ID is included on a QERY record, then it "trumps" all other data included in the record. So, for example, if you include all the required and optional information for one student, but then include the SSID for a different student, the system will return results for the SSID and not the other student.

Accuracy of Returned Results: Remember that the accuracy of the data returned on a QERY depends on the accuracy of the data entered at the student's previous AYP School.

School Years Available: For the 2012-2013 school year, schools submitting QERY records will be able to see only data starting from the 2006-2007 to present, not from the 2005-2006 school year. Data from the 2005-2006 school year is only available via individual Student History reports.

New Students to the KIDS Collection System: If you submit a QERY record for a student who is new to Kansas or new to public school and who does not have a previous AYP School in KIDS, then you will see a message for that student record in the "View Data Errors" file that says, "No errors--no records found."

Accredited Private Schools: Private schools may submit QERY records according to the guidance outlined above.

Documents

Consult the following documents for additional information specific to QERY records. 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 Collection System.
- ☐ **KIDS 2012-2013 User's Guide:** This document is the comprehensive manual for submitting and processing student records in the KIDS Collection System. However, this manual does not contain specific information on each record type.

Help Resources

In preparing your QERY submissions, you may need technical assistance. 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 training in the KIDS system: visit the KIDS project website at www.ksde.org/kids and go to the "Training" tab.

Revision History

Version	Date	Changes
7.00	3.14.12	• Updated for 2012-2013 school year

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