



KIDS 2012-2013 Submission Details Document: EXIT

Introduction

This document contains information specific to the submission of EXIT records to the Kansas Individual Data on Students (KIDS) System for the EXIT Collection. The EXIT Collection focuses on gathering exit information on students who have left a school for a variety of reasons (e.g., graduation, dropout, transfers, etc.).

Submission Window

EXIT records should be submitted as soon as possible after the student's last day of membership whenever a student has transferred, dropped out, graduated, etc. Once the Dropout/Graduation Summary Report for the 2011-2012 school year is submitted, EXIT records can no longer be submitted with Exit/Withdrawal dates prior to 10/1/2012.

Submission Guidelines

Students to Submit

Schools must submit an EXIT record as soon as possible after the student's last day of membership. If a student transfers to a different school within the same district, sending an EXIT record is required to guard against unresolved exits on the Dropout/Graduation Summary Report. Data should be current as of the student's last day of membership.

Who Submits?

An EXIT record for a student can be submitted only by the D2: AYP/QPA School (the building or the district containing the building in field D2), except in special circumstances described in the EXIT Notes/Recommendations section. EXIT records submitted by a school not listed as D2: AYP/QPA School in the EXIT record (and not the district containing the building listed as D2: AYP/QPA School in the EXIT record) will result in an error, except in special circumstances described in the EXIT Notes/Recommendations section.

The Use of EXIT Submissions

EXIT records provide information for student assessment participation requirements, for graduation and dropout counts, and for rates calculated and used in AYP determinations. EXIT records are used to pre-populate the Dropout/Graduation Summary Report. In addition, EXITS are used to determine the school's accountability for students taking state assessments and may be used to update information in other systems and applications; therefore it is important that the data be as timely and as accurate as possible.

Required & Optional Data Elements

Required Data Elements

The following fields are *required* for EXIT 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 Identifier
- D14 Current School Year
- D15 Funding School Identifier
- D16 Attendance School/Program Identifier
- D18 School Entry Date
- D26 Exit/Withdrawal Date
- D27 Exit/Withdrawal Type
- D29 Post Graduation Plans
- D30 Comprehensive Race
- D31 Eligibility for National School Lunch Program
- D32 Primary Disability Code
- D33 Gifted Student Code
- D40 ESOL/Bilingual Program Participation Code

Optional Data Elements

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

- D6 Legal Middle Name
- D7 Generation Code
- D19 District Entry Date
- D20 State Entry Date
- 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 EXIT may be left blank. Values included in data fields that are neither required nor optional for EXIT are not validated and will not be stored.

Exit information (D26, D27, and D29) can be included ONLY on EXIT record types. If exit data is included on any other record type (i.e., ENRL), it will generate a data error.

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. To simplify verification of exit data, reports are specific to the types of exits reported. As principals and superintendents review the Dropout/Graduation Summary Report, they will be directed to research values based on KIDS EXIT submissions. The KIDS EXIT data can be shared with the principals, superintendents and program staff by generating the detailed data from the appropriate KIDS reports by the current KIDS users or by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since the reports are dynamic and EXIT records may be submitted at any time.

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 EXIT submissions:

Standard Reports:

- Graduates
- Dropouts
- Unresolved Exits
- Current Year AYP Students

Accountability Reports:

- AYP Dropout Percentage Report

Discrepancy Reports:

- EXIT EOYA Discrepancy Report

EXIT Notes/Recommendations

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

Dropout/Graduation Summary Report: The Dropout/Graduation Summary Report calculates the Annual Dropout Rate and the federally mandated 4-year Adjusted Cohort Graduation Rate.

- The Annual Dropout Rate reflects the number of seventh thru twelfth grade students who drop out in any one school year. This calculation uses the EXIT records submitted to KIDS by the AYP School.
- The 4-year Adjusted Cohort Graduation Rate is the number of students who graduate in four years with a regular high school diploma, divided by the number of students who entered high school four years earlier (adjusting for transfers in and out). This calculation uses a combination of KIDS EOYA and EXIT records submitted. For more information on the 4-Year Adjusted Cohort Graduation Rate calculation, see the 4-Year Adjusted Cohort Graduation Rate 2012-2013 Fact Sheet found on the “Graduation” page on the KSDE website: <http://www.ksde.org/Default.aspx?tabid=4606>.
- Starting in the 2012-2013 school year, note that for D27: Exit/Withdrawal Type, codes 8=Graduated with regular diploma and 22=Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services deemed necessary by the IEP team counts as a graduate for the 4-Year Adjusted Cohort Graduation Rate. For a complete list of Exit/Withdrawal Types, their use, and impact on the 4-Year Adjusted Cohort Graduation Rate, see the KIDS EXIT Codes (D27) Applied to Graduation Rate Formula document found on the Graduation page on the KSDE website: <http://www.ksde.org/Default.aspx?tabid=4606>.
- Codes 14=Discontinued schooling, 16=Moved, not known to be continuing, 17=Unknown, 19=Transfer to an adult education facility, and 20=Transferred to a juvenile or adult correctional facility for student in grades 7-12 will count as dropouts in the Annual Dropout Rate calculation.

Students that have been identified as Unresolved Exits on the Dropout/Graduation Summary Report, and that have not been addressed by the AYP school or district will be counted as dropouts for the district and will have an EXIT record created (by KSDE) with the D27: Exit/Withdrawal type = 98 (Unresolved Exit) in the KIDS System. These records will be included in the federally mandated 4-year Adjusted Cohort Graduation formula if the unresolved exit was the last exit in KIDS in the student’s 4-year cohort year. The EXIT records with Exit/Withdrawal type 98 will be viewable in the Student History Report for the student and the student will no longer show on the Unresolved Exit Report.

D26: EXIT/Withdrawal Date: Schools are required to report an EXIT/Withdrawal Date of the student’s last day of membership or the date on which the student was graduated or the date on which a student with disabilities met district graduation requirements for a regular diploma. EXIT/Withdrawal dates are to be indicators of when a student’s affiliation with a school ended, **not** an indication of the date a school submitted the EXIT record to KIDS.

D27: EXIT/Withdrawal Type: Only students with a value in D10: Current Grade Level greater than code 13 (eighth grade) may have an EXIT record with an Exit/Withdrawal Type of 8 = graduated with regular diploma.

Exit/Withdrawal Type of 18=Student data claimed in error/never attended should only be used when the student was claimed in the KIDS Assignment System by the school or district in error and no other information has been submitted about the student. It is only appropriate to use this code if the student enrolled but never attended your school.

Exit/Withdrawal Type of 7=Matriculation to another school should be used when a student naturally progresses from one building to another building within the same district because of completion of a grade level. For example, matriculation occurs when a student advances from 5th grade at the elementary school into the 6th grade at the middle school.

Students with Disabilities: Students with disabilities who have met graduation requirements but remain in school for transition services as outlined in their IEP should be reported in the following manner:

- Use the value of “22” on D27: Exit/Withdrawal Type for a student with disabilities who met the district graduation requirements for a regular diploma but is remaining in school to receive transitional services deemed necessary by the IEP team. (The important key is the student has not received a regular high school diploma. The student may have met all of the graduation requirement and/or may have participated in the graduation ceremony but did not receive a diploma.)
- This will count as a graduate in the graduation calculation.
- If D27: Exit/Withdrawal Type=22, then D29: Post-Graduation Plans must be 9=Receiving special education transition services.
- If D27: Exit/Withdrawal Type=22, then D32: Primary Disability Code must be a valid, nonblank value.
- Those students will then continue to receive transitional services in following years and will be submitted on subsequent KIDS records until they are no longer receiving transitional services.
- Once they are no longer receiving transitional services, another EXIT record should be submitted with the Exit/Withdrawal Type of 8=Graduated with regular diploma.

Multiple Record Types in a Single Batch: The KIDS Collection System will accept EXIT records in batches containing other record types, but your Student Information System (SIS) may or may not support the creation of mixed batches.

Correcting an EXIT Record: If you submitted an EXIT record for a student with incorrect information, you can submit an EXIT record with the same State Student Identifier, AYP School, and Exit Date with the corrected information to update the student’s EXIT record. If you submitted an EXIT record with an incorrect D26: Exit/Withdrawal Date, submit an EXIT record with the same State Student Identifier, AYP School, and Exit Date with a code of “99” in field D27: EXIT/Withdrawal Type to “undo” that EXIT record in KIDS. Then submit **another** EXIT record with the correct D26: Exit/Withdrawal Date.

Undoing an EXIT Record: If you accidentally submit an EXIT record for a student who did not really leave, then you can submit an EXIT record with the same State Student Identifier, AYP School, and Exit Date with a code of “99” in field D27: EXIT/Withdrawal Type to “undo” that EXIT record in KIDS.

EXIT Records and Assessments: EXIT records are used by CETE to remove students from schools’ active testing rosters *before* those students are tested. To undo EXIT records that were submitted erroneously to KIDS (and provided to CETE), the

school should submit another EXIT record with code 99 in D27: EXIT/Withdrawal Type (undo). Note, however, that a “C” (clear) code in one of the Assessment fields on the TEST record will also remove students from schools’ active testing rosters. For more information on the use of “C” codes on TEST records, see the KIDS Submission Details Document-TEST.

Impact of Not Submitting EXIT Records in a Timely Manner: It is recommended that EXIT records be sent to the KIDS Collection System as soon as possible when membership ends. It is up to the discretion of the individual schools and districts to determine at what point an EXIT record is submitted for a student that is gone for an extended period of time. Keep in mind the following when making this decision:

- During a testing window, if an EXIT record is not sent, the school and district could be penalized when the student is not assessed in the content area.
- EXIT records will remove students from a school or district state assessment roster, OTL reports, and the AYP performance and/or participation calculations (depending on the exit and school entry dates for that student.)
- The Days Attended and Days in Membership for each student are used in the Attendance Ratio calculation.
- Students in grades 7-12 submitted with an Exit/Withdrawal Types of 14 = Discontinued schooling, 16=Moved, not known to be continuing, 17=Unknown, 19=Transfer to an adult education facility, and 20=transferred to a juvenile or adult correctional facility are considered dropouts in the Annual Dropout Rate Calculation.

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

Documents

Consult the following documents for additional information pertaining to the submission of EXIT 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 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.
- **Dropout/Graduation Information Documents:** Additional information about the Dropout/Graduation Summary Report and the 4-Year Adjusted Cohort Graduation Rate including the user’s guide is posted on the KSDE State and Federal Programs website under “Graduation.”
(<http://www.ksde.org/Default.aspx?tabid=4606>)
- **4-Year Adjusted Cohort Graduation Rate 2012-2013 Fact Sheet:** The Fact Sheet for the 4-Year Adjusted Cohort Graduation Rate calculation is posted at the KSDE State and Federal Programs website under “Graduation.”
(<http://www.ksde.org/LinkClick.aspx?fileticket=iP3kQfpOblE%3d&tabid=4606&mid=10955>)

Help Resources

In preparing your EXIT 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 or Dropout/Graduation Summary Report Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org
- AYP/QPA Helpdesk: 785-296-2261 or gpa@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	3.19.121	<ul style="list-style-type: none">• Updated for 2012-2013 school year

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