



## Guidelines for Determining KIDS Collection Building Identifier

### Introduction:

The building identifier submitted on a KIDS record must be a valid KSDE 4-digit building ID number, 0001, 0002, or 0003. For most students only one building is associated with their education in a given year, however in some cases there may be many different relationships educational entities (schools, districts, consortiums, etc.) have with students. Determining what building number to use in the KIDS Collection building fields can be confusing when multiple educational entities are involved with a student. This resource is designed to help provide guidance in determining which building number to use when submitting KIDS Collection records.

- Consult the KSDE Education Directory to find the 4-digit number assigned to the building to be sent to the KIDS Collection System, or consult the designated KIDS person in the school or district.
- Use “0001” if the student’s information is included in the accountability results of another state.
- Use “0002” if the student attends an unaccredited private school or is home schooled.
- Use “0003” if the student attends a non-accredited Juvenile Correctional Facility.

The building identifier may vary depending on what record type is being submitted, what cooperative arrangement has been established at the building or district, and other circumstances.

See the Appendix at the end of the document for a list of terms related to the determination of building identifiers in KIDS.

### KIDS Building Fields:

**D2: AYP/QPA School Identifier**—identifier of the accredited school in which the student is included for AYP/QPA accountability purposes.

When multiple educational entities are involved with a student, the schools or districts work together to make the determination as to which school is the D2: AYP/QPA School. This decision is usually based on where the student receives the majority (core) of instruction in assessed content areas. There should be consistency from year to year as to which school is the AYP School.

- a. If no agreement is reached and the student is enrolled in a private accredited school but attending class(es) in the public school or provided instruction by the public school or a Special Education Coop, the private accredited school is the AYP School (includes IEP and non IEP students).
- b. If no agreement is reached and the student is a student with an IEP and both schools are public schools, the funding school is also the AYP School.

- c. If the student is attending a community learning center (CLC) and is not an adult, the funding school is also the AYP School. (Note: CLC may be utilized for a variety of situations, including an age 18-21 program for transitioning IEP students in life skills programs, an early childhood facility for both IEP and non-IEP students, or a facility where student learn job skills in the community such as an auto mechanic shop, plumbing or electrical shop, etc.)
- d. If a student with disabilities is not attending a particular school but rather a specialized program, there are three options from which the district may select the AYP School:
  - The school sending the student to the program is the AYP School;
  - the funding school is the AYP School or
  - the district may assign the AYP School as any of the district’s accredited schools which sent students to the program for that school year.
- e. In the case that the Early Childhood program is part of a consortium, cooperative, service center, etc. involving multiple districts, a user can request access to the KIDS Collection System for multiple districts to submit KIDS records for each of those districts. See the Multi-District Access to KIDS document on the KIDS website. In the case that the early childhood program is not owned by a specific district or does not have a particular building associated with it; use the district central office code of the child’s resident district as the D2: AYP/QPA School.

**D16: Funding School**—identifier of the school in which the student’s enrollment is counted for state funding and/or for the Principal’s Building Report.

If the student is enrolled in a private accredited school but also attending class(es) in the public school or provided instruction by the public school, the public school is the Funding School. The public school building number should be reported in the D16: Funding School field on records submitted to KIDS by both the public school and private school.

**D17: Attendance School/Program Identifier**—identifier of the school or program in which the student is physically located and attends class, where the student takes State assessments, or the building number of the building associated with the program.

**F16: Educator School Identifier**—identifier of the school or program where the teacher reported on the record is assigned to teach the course as reported in the Educator Data Collection System (EDCS). Special circumstances which may affect this are described in the Submission Details Document: STCO. This field is included on STCO Records only.

### Special Building Relationships:

**Public School providing services to an accredited private school student for a non-assessed content area:** When a student attends an accredited private school but also attends a public school for instruction in a non-assessed content area, the private school is considered the D2: AYP/QPA School Identifier and the public school is considered the D15: Funding School and will be submitted that way when KIDS records are submitted by both schools. Each entity will report their own building as the D16: Attendance School when submitting records to KIDS.

**Public School providing services to an accredited private school student for an assessed content area:** When a student attends an accredited private school but attends a public school for instruction in an assessed content area, both schools are considered the D2: AYP/QPA School Identifier. Each entity will use their building number as the D2: AYP/QPA School and will “claim” the student from each other when submitting KIDS records. The public school is considered the D15: Funding School and will be submitted that way when KIDS records are

submitted by both schools. Each entity will report their own building as the D16: Attendance School when submitting records to KIDS.

**Public School providing services to a student who is enrolled in an unaccredited private school, is homeschooled, or a school in another state is accountable for that student:**

When a student attends an unaccredited private school; is homeschooled; or a school in another state is accountable for that student but the student attends a public school for instruction in any content area, the public school will submit the KIDS records with either “0001” or “0002” in the D2: AYP/QPA School Identifier and with the public school building number in the D15: Funding School and the D16: Attendance School. If “0001” or “0002” is entered in D2: AYP/QPA School on TEST records, then the students’ assessment results will be included in the AYP determinations of the D16: Attendance School.

**KAN-SERVICE:** For a student to be populated in KAN-SERVICE for a district, a KIDS Collection record must have been submitted with the state student identification (SSID) number in the record for a building in that district. One of the fields (D2: AYP/QPA Identifier, D15: Funding School, or D16: Attendance School) on the KIDS record must be a building in the submitter’s district *other than the district central office*.

If a student is participating in an early childhood program and has an IEP, one of the building fields submitted on the KIDS Collection record **MUST** have an accredited building number for a building in the district that is not the district central office.

## Revision History

Version	Date	Changes
2.0	4/3/12	<ul style="list-style-type: none"><li>• Document creation</li></ul>

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

## Appendix: Terminology Table

Term	Definition
AYP	Adequate Yearly Progress (AYP) is the process for making judgment as to whether or not all public elementary and secondary schools, districts, and states are reaching the annual targets to ensure that all students achieve the state's definition of proficiency by 2013-2014. AYP is federally determined. The calculation of AYP includes State reading assessment results, State mathematics assessment results, State reading assessment participation rates, State mathematics assessment participation rates, attendance rates (elementary and middle schools and districts), and graduation rates (secondary schools and districts). Whatever building number appears in the D2: AYP/QPA School Identifier in KIDS will determine which school is accountable for that student's assessment results, attendance data, graduation data, and participation data.
EDCS	The Educator Data Collection System (EDCS) is the system that collects information about the professional and demographic characteristics of district staff across the state of Kansas and the system from which the Licensed Personnel Report snapshot is generated. KIDS STCO Records are validated against data collected in this system.
IEP	Individual Education Plan (IEP) is a document that documents special education services for special-needs students.
KAN-SERVICE	The KAN-SERVICE system is the data collection system designed to allow data of special education students to be submitted to KSDE for state and federal data reporting requirements.
QPA	Kansas accredits K-12 schools according to Kansas Accreditation Regulations (KAR) 91-31-31 through 91-21-42. These regulations are collectively known as Quality Performance Accreditation (QPA). A school is assigned its accreditation status annually based upon performance and quality criteria. Whatever building number appears in the D2: AYP/QPA School Identifier for a student in KIDS will determine for which school the student's data is included in determining performance criteria.