KIDS 2013-2014 Submission Details Document: ASGT

Introduction

This document contains information specific to the submission of ASGT records to the Kansas Individual Data on Students (KIDS) System. The ASGT record is used to allow staff to obtain identification numbers called State Student Identifiers (SSID) for new students, update "core" student data linked to a student's SSID, to track students as they move between schools in the State of Kansas also known as "claiming" a student, and to establish a student—building link that will allow a student to become available in other KSDE applications. Once ASGT records are processed in KIDS, any new SSIDs created should be added to your local Student Information System (SIS) for use in subsequent KIDS submissions.

Submission Window

There is no specific collection window associated with ASGT records. They can be submitted any time the KIDS Collection System is open. However, because other applications may be dependent upon a school or district claiming a student, it is recommended that ASGT records are submitted routinely such as daily or weekly. The KIDS Collection System accepts ASGT records in "mixed" batches (batches that contain multiple KIDS record types).

Submission Guidelines

Students to Submit

When a new student enrolls in your school you can submit an ASGT record to the KIDS Collection System to obtain a unique SSID for that student or to "claim" that student from his/her previous school. In addition, if a student's "core data" (see the Core Student Data section of this document for a complete list of core data fields) changes, then you should submit an ASGT record to update that information. Please note that additional KIDS Collections may also need updated records submitted when a student's demographic information changes as well.

Who Submits?

Generally, the Accountability School Identifier will submit ASGT records. However, at the start of the school year, the Funding School may wish to submit records for students in order to obtain SSIDs for new students entering their school, as well as home-schooled and/or out-of-state students in preparation for the ENRL submission. In this case, the Funding School should be careful to include the correct Accountability School Identifier code for each new student.

The Funding School may also submit ASGT records if they are a public school providing special services to a student enrolled and attending a private school and the public school building has not been provided on any KIDS record sent by the private school. In

this case, the public school should be careful to include the correct building numbers and leave the SSID field blank. This will allow the student to appear in KAN-SERVICE for special education reporting without claiming a student from the private school.

The Use of ASGT Submissions

ASGT records are used primarily for the creation and management of unique SSIDs for students receiving education services in the State of Kansas. Public schools, private accredited schools, and some early child education programs are required to have an SSID for each student for funding, accountability, and accreditation purposes. The same SSID should be used during a student's entire educational career and is the key element in KSDE's longitudinal data system.

ASGT records may be needed to allow students to become available in other KSDE applications. For example, schools and districts should submit ASGT records to allow them to identify students that automatically qualify as being eligible for free lunches in the Direct Certification system well before they send ENRL records, so that they are able to notify the legal guardian before the September 20th count day.

Required & Optional Data Elements

Required Data Elements

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

- ☐ D1 Record Type
- ☐ D2 Accountability School Identifier
- ☐ D3 Residence District
- ☐ 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
- ☐ D14 Current School Year
- ☐ D15 Funding School Identifier
- ☐ D16 Attendance School/Program Identifier
- ☐ D30 Comprehensive Race
- ☐ D32 Primary Disability Code
- ☐ D33 Gifted Student Code
- ☐ D39 ESOL Program Participation Code

Optional Data Elements

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

- ☐ D6 Legal Middle Name
- ☐ D7 Generation Code
- ☐ D13 State Student Identifier
- ☐ D18 School Entry Date
- ☐ D19 District Entry Date

- ☐ D20 State Entry Date
- ☐ D84 User Field 1
- ☐ D85 User Field 2
- ☐ D86 User Field 3

All other data fields that are neither required nor optional for ASGT may be left blank.

Values included in data fields that are neither required nor optional for ASGT, 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 ASGT 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 ASGT records are submitted to KIDS.

The detailed descriptions of each report 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 ASGT submissions:

Standard Reports:

- ☐ Accepted Records by Type—ASGT
- ☐ Current Year Accountability Students
- ☐ Gained/Lost Students Report
- ☐ Unresolved Exits
- ☐ Retired State Student IDs Report

ASGT Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the ASGT record. In working with the KIDS System, many circumstances apply only to the record type you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below.

Core Student Data: The basic demographic data for a student (referred to as "core student data") contained on ASGT records is stored in the KIDS System. When KIDS records are submitted, the KIDS System compares the core student data contained in the student's record with the core student data already stored in KIDS for that SSID. If the core data matches, the record is accepted.

In the event the data does not match the core student data in KIDS, the Manage Core Data Process may be triggered. A record with core data near matches found in the Manage Core Data Process will need to be resolved before the record will be accepted. All records with near matches need to be processed via the Manage Core Data process.

Core Student Data:

- ☐ D2 Accountability School Identifier
- ☐ D3 Residence District
- ☐ 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
- ☐ D30 Comprehensive Race

New Students: It is recommended that schools/districts submit ASGT records to the KIDS Collection System for all of their new students to obtain SSIDs for them. In the event the student is new to the KIDS System and needs an SSID created, the system will generate a new SSID. If the student already has an SSID in the KIDS System, the SSID will be retrieved and core data updates will occur.

Updating Core Student Data: It is recommended that schools/districts submit an ASGT record to the KIDS Collection System any time a student's core demographic data changes. At the beginning of the school year sending ASGT records is recommended for all students to update the school year, grade level information, and any other core demographic changes on returning students. Changing the grade level and school year for all students generally will not trigger near-matches in the system (unless there was other core data, such as last name, that changed as well). Including the SSID in the ASGT records minimizes the likelihood of a near-match situation.

Claiming Students: It is recommended that schools/districts submit ASGT records to the KIDS Collection System when students change schools to update the Accountability School Identifier. Changing the Accountability School Identifier "claims" the student to the new building. Failing to claim students promptly may impact whether or not additional information can be gathered about that student in other KSDE applications.

Students without SSIDs: If a student's ASGT record is submitted to KIDS by the Accountability School Identifier or the Funding School and an SSID is not included in the student record, the submitting school will be required to obtain the SSID for the student. This is done through the Manage Core Data Process if a new SSID is not automatically generated at the time of submission. For additional information about processing records for students without SSIDs, please refer to the KIDS 2013-2014 User's Guide.

Avoiding Unnecessary Claiming Situations: Including the correct Accountability School Identifier when submitting ASGT records will help schools to avoid unintentionally claiming students from other accountability schools. Schools do not have to release (EXIT) a student before another school can claim the student. For additional information about determining the building codes for students, please refer to the Guidelines for Determining the KIDS Collection Building Identifier.

Gained/Lost Claiming Emails: Gained/lost emails are triggered by a school claiming a student (by updating the Accountability School Identifier field) in the KIDS system.

Emails are sent both to the school claiming the student and the school formerly listed as the Accountability School Identifier. Each school may designate up to 2 people to receive the Gained/Lost emails by entering email addresses in the KSDE Directory Updates application. **Note:** the date contained in the email is not the date of enrollment; it is the date that the student was claimed in the system. Similar information contained in these emails may be found on the Gained/Lost Students Report in the KIDS Collection System; however, the report will not display the urgent records request notice that the email does contain.

If you agree with the information in the email (indicating that the school claimed a new student or lost a student who no longer attends the school) then no further steps are required. However if you do not agree with the information in the email (indicating the school claimed a student from another school or lost a student who is still attending) additional steps may be needed. It is recommended to notify the other school to coordinate both schools efforts to submit the appropriate records (ASGT or EXIT).

Duplicate SSIDs: Great care should be taken when resolving near-matches to avoid the creation of a duplicate SSID for a student. If duplicate SSIDs are found for a student, please email kids@ksde.org to request the investigation of duplicate SSIDs and KSDE staff will retire the duplicate SSIDs. Failing to report duplicate SSIDs to KSDE may create problems on subsequent KIDS submissions and will create a break with the longitudinal data for the student.

Accredited Private Schools: Accredited private schools should submit ASGT records according to the guidance outlined above. In cases where students are shared between public and private schools and both organizations provide instruction in a state assessed areas, both public and private schools may see an increase of claiming email notices from KSDE, particularly during the State assessments. In these cases the schools should not submit additional ASGT records to claim the students to be able to administer State assessments. TEST records claim a student and update any changed core student data when the submitting school indicates their building code in the Accountability School Identifier field. Public and private schools should work together to ensure accurate legal name and birthdates are provided on KIDS records.

Documents

Consult the following documents for additional information when preparing your ASGT 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 Collection System.
- ☐ **KIDS 2013-2014 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.
- ☐ **Guidelines for Determining KIDS Collection Building Identifier:** This document reviews the guidelines for determining the appropriate building identifier for submission on KIDS records.

- ☐ **Guidelines for Reporting Early Childhood Program Participants:** This document provides guidance on obtaining SSIDs for early childhood programs in KIDS.

Help Resources

In preparing your ASGT 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
- ☐ 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
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.