Guidelines for Reporting Career and Technical Education Data to KIDS

Introduction:

This document provides guidelines for reporting career and technical education (CTE) data on students to the KIDS Collection System. The 2012 spring legislative session brought changes to the way career and technical education data should be reported for funding purposes. This document explains those changes and provides guidance on how to properly report CTE students to KIDS.

Previous to the 2012-2013 school year, districts with students enrolled in CTE courses received funding by submitting "Career and Technical Education Contact Minutes" on ENRL and MILT records to KIDS. The data was used in calculating the district's adjusted weighted enrollment. A bill passed by the legislature (Senate Bill 155—K.S.A. 72-4417 c1 and 2) changed the way districts receive funding for approved CTE courses at a technical college or community college. Starting in the 2012-2013 school year, tuition for courses at a technical college or community college will be paid directly by the Kansas Board of Regents (KBOR) to the technical college or community college for approved-for-funding CTE courses. Districts and Kansas State Department of Education (KSDE) will not be in that funding loop. KSDE will provide funding to districts only for CTE courses offered by a school district.

KIDS Records and Career and Technical Education:

All students that are enrolled in a high-school approved CTE course on September 20, 2012 should be reported on KIDS ENRL records by the funding school/district. All students who qualify for the military 2nd count that are enrolled in a high school approved CTE course on February 20, 2013 should be reported on MILT records by the funding school/district. How that data is reported will vary depending on whether the course is approved for funding and offered by a technical college or community college, or if the course is approved for funding and is being offered by a school district. (See the Appendix at the end of the document for specific guidance on various reporting scenarios.)

Courses approved for funding and offered by a technical college or community college: Districts should report these students in KIDS as a concurrent high school student (D25). The technical college or community college will receive funding for those courses directly from KBOR. These courses should NOT be included in D42: Career and Technical Education Contact Minutes. Including minutes for these courses will result in audit exceptions.

Courses approved for funding and offered by a school district: Districts should report in KIDS these students in D42: Career and Technical Education Contact Minutes with the correct amount of minutes. The data will be used in calculating the adjusted weighted

enrollment multiplied by the base state aid per pupil and the district will receive funding from KSDE.

Additional Resources:

- **KIDS 2012-2013 Submission Details Document-ENRL:** This document reviews the required and optional fields for submitting the ENRL record to the KIDS Collection System, and also includes recommendations and tips for submitting ENRL records to the system. Posted on the "Documents" tab of the KIDS website: http://www.ksde.org/Default.aspx?tabid=2508.

- **KIDS 2012-2013 Submission Details Document-MILT**: This document reviews the required and optional fields for submitting the MILT record to the KIDS Collection System, and also includes recommendations and tips for submitting MILT records to the system. Posted on the "Documents" tab of the KIDS website: http://www.ksde.org/Default.aspx?tabid=2508.

- **Enrollment Handbook 2012-2013 School Year (formerly the Counting KIDS Handbook): (Available 8/1/12)** Detailed information and guidelines about the September 20th rule and the students who can be counted for funding purposes during the ENRL Collection are posted at the KSDE Fiscal Auditing website: http://www.ksde.org/Default.aspx?tabid=113.

Revision History

Version	Date	Changes
1.00	6/27/2012	• Document creation
1.01	9/21/2012	• Added Minutes Enrolled column to the Appendix

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Appendix

Scenarios: Scenarios have been provided below to help explain various reporting situations districts may encounter. Report the following data on KIDS ENRL and MILT records:

Schools	Scenario	D24: Minutes Enrolled	D25: Concurrent High School Student	D42: CTE Contact Minutes
• **Technical School** • **High School**	1. Student is attending an approved-for-funding CTE program at a technical school during the morning (160 minutes) and the local high school during the afternoon. The student is enrolled in three core courses in the afternoon for 150 minutes, but none of them are CTE courses.	310	1=Any approved CTE course at a technical college or community college.	Blank
• **Technical School** • **High School**	2. Student is attending an approved for funding CTE program at a technical school during the morning (160 minutes) and the local high school during the afternoon. The student is enrolled in three courses in the afternoon for 150 minutes, and one of them is a CTE course that meets for 50 minutes a day.	310	1=Any approved CTE course at a technical college or community college.	50
• **Community College** • **High School**	3. Student is attending an approved-for-funding CTE course at the local high school that meets for 50 minutes a day and attends high school for 370 minutes. The student also takes a college level English course that is for concurrent enrollment and is being offered by the local community college.	370	2=Community college.	50
• **Community College** • **High School**	4. Student is attending a local community college and takes an approved-for-funding CTE course (50 minutes) and a college-level English course for 50 minutes. The remainder of student's schedule is ~~completed~~ 260 minutes at the local high school for 260 minutes.	360	1=Any approved CTE course at a technical college or community college. ***Note**: If a student is enrolled in an approved CTE course **and** a non-CTE course through a post-secondary institution, mark a value of "1" in D25.*	0

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• **High School Only**	5. Student is attending an approved-for-funding CTE program at the local high school that meets for a total of 100 minutes a day. The remainder of student's schedule (270 minutes) is completed at the local high school in non-CTE courses.	370	"Blank"	100