

**Kansas Statutes Annotated 72-6215, the Kansas Student Data Privacy Act (SDPA), requires the Kansas State Board of Education to report prior to May 15 each year Statewide Longitudinal Data System (SLDS) information to the Governor and Legislature. Report for school year 2015-2016:**

***(a)Any categories of student data collected for the statewide longitudinal student data system that are not otherwise described as student data under K.S.A. 2015 Supp., and amendments thereto.***

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## Auditor

### Overview

All information included in this application is pulled from other data systems, such as the Kansas Educational Directory application, the KIDS Collection System, and the SO66. Auditors are supplied enrollment data submitted via ENRL records from KIDS into the Audit Application.

#### Changes from the 2014-2015 school year:

- Will not load Direct Certification, KELPA 1<sup>st</sup>, or KELPA 2<sup>nd</sup> data into the application this year.
- Removed the ability to view and modify MILT records for the KIDS Collection System. No MILT collection this year.

## Auditor Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Description	Used For
<b>Student Data</b>				
State Student Identifier	N/A	Text	Prepopulated from KIDS ENRL records	Student Identification
Last Name	N/A	Text	Prepopulated from KIDS ENRL records	Student Identification
First Name	N/A	Text	Prepopulated from KIDS ENRL records	Student Identification
Middle Name	N/A	Text	Prepopulated from KIDS ENRL records	Student Identification
Gen.	N/A	Text	Prepopulated from KIDS ENRL records	Student Identification
Local ID	N/A	Text	Prepopulated from KIDS ENRL records	Student Identification
DOB	N/A	MM/DD/YYYY	Prepopulated from KIDS ENRL records	Student Identification
Age	N/A	Text	Calculated from DOB based on age as of 9/20 of current year.	State Funding
Attendance Bldg.	N/A	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	Prepopulated from KIDS ENRL records	To populate generated KIDS records
Funding Bldg.	N/A	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	Prepopulated from KIDS ENRL records	State Funding
Accountability Bldg.	N/A	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	Prepopulated from KIDS ENRL records	To populate generated KIDS records
School Lunch	N/A	<ul style="list-style-type: none"><li>0 = Not Eligible</li><li>1 = Eligible for Reduced Price Lunch</li><li>2 = Eligible for Free Lunch</li></ul>	Prepopulated from KIDS ENRL records	State Funding
Direct Certification	N/A	<ul style="list-style-type: none"><li>Y=Yes</li><li>NA=Not on List</li></ul>	Prepopulated from Direct Certification-Not loaded during 2015-2016 school year.	Verification of NSL Program Eligibility

Field Name	Req/ Opt	Values	Description	Used For
Migrant	N/A	<ul style="list-style-type: none"><li>• Y=Yes</li><li>• N=No</li></ul>	Prepopulated from Migrant	Verification of NSL Program Eligibility
Residence of Homeless Student while Homeless	N/A	<ul style="list-style-type: none"><li>• 0 = Not a homeless student.</li><li>• 1 = Accompanied homeless student doubled up.</li><li>• 2 = Accompanied homeless student stayed in hotel/motel.</li><li>• 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care.</li><li>• 5 = Accompanied homeless student was unsheltered.</li><li>• 6 = Unaccompanied homeless student doubled up.</li><li>• 7 = Unaccompanied homeless student stayed in hotel/motel.</li><li>• 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care.</li><li>• 9 = Unaccompanied homeless student was unsheltered.</li></ul>	Prepopulated from KIDS ENRL records	Verification of NSL Program Eligibility

Field Name	Req/ Opt	Values	Description	Used For
Virtual	N/A	<ul style="list-style-type: none"><li>0 = Student is not a Virtual Education Student and has not been one during the current school year.</li><li>1 = Student is currently a Virtual Education Student.</li><li>2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year.</li><li>3 = Virtual AP Student</li></ul>	Prepopulated from KIDS ENRL records	State Funding

Field Name	Req/ Opt	Values	Description	Used For
First Language	N/A	<ul style="list-style-type: none"><li>• 0 = English</li><li>• 1 = Chinese (Mandarin, Cantonese, or Taiwanese)</li><li>• 2 = Dinka (Sudanese)</li><li>• 3 = French</li><li>• 4 = High German</li><li>• 5 = Hmong</li><li>• 6 = Khmer (Cambodian)</li><li>• 7 = Korean</li><li>• 8 = Lao</li><li>• 10 = Filipino, Tagalog, Visaya (Phillippines)</li><li>• 11 = Russian</li><li>• 13 = Spanish</li><li>• 14 = Vietnamese</li><li>• 15 = Arabic</li><li>• 16 = Other</li><li>• 17 = Somali</li><li>• 18 = Thai</li><li>• 19 = Portuguese</li><li>• 20 = Farsi, Daric, Tajiki (Persian in Iran, Afghanistan, Tajikistan)</li><li>• 21 = Chuukese or Pohnpeian (Marshall Island/Micronesia)</li><li>• 22 = Bosnian</li><li>• 23 = Burmese, Karen Languages of Myanmar</li><li>• 24 = Hindi</li><li>• 25 = Urdu</li><li>• 26 = Swahili or Kiswahili</li></ul>	Prepopulated from KIDS ENRL records	Verification of ESOL Program Participation

Field Name	Req/ Opt	Values	Description	Used For
First Language	N/A	<ul style="list-style-type: none"><li>• 27 = Nepali</li><li>• 28 = Sign Language (ASL or Other Sign)</li><li>• 29 = Serb, Croatian, or Montenegrin</li><li>• 31 = Turkish</li><li>• 33 = Haitian/Haitian Creole</li><li>• 34 = Gujarati</li><li>• 35 = Punjabi</li><li>• 36 = Pashto, Pusto, or Afghan</li><li>• 38 = Mayan, Quiche, K'iche', Mam (Guatemala &amp; Mexico)</li><li>• 40 = Ilokano</li><li>• 42 = Low German</li><li>• 45 = Native American Languages</li><li>• 46 = Japanese</li><li>• 47 = Amharic</li><li>• 48 = Kinyarwanda</li><li>• 49 = Quechua (of Peru, Bolivia, Ecuador)</li></ul>	Prepopulated from KIDS ENRL records	Verification of ESOL Program Participation
Child of Military Family	N/A	<ul style="list-style-type: none"><li>• 0 = No</li><li>• 1 = Yes</li></ul>	Prepopulated from KIDS ENRL records	To populate generated KIDS records

Field Name	Req/ Opt	Values	Description	Used For
PBR Grade	N/A	<ul style="list-style-type: none"><li>• S3</li><li>• S4</li><li>• S5</li><li>• P3</li><li>• P4</li><li>• P5</li><li>• K</li><li>• 01</li><li>• 02</li><li>• 03</li><li>• 04</li><li>• 05</li><li>• 06</li><li>• 07</li><li>• 08</li><li>• 09</li><li>• 10</li><li>• 11</li><li>• 12</li></ul>	Prepopulated from PBR	State Funding
Minutes Enrolled	N/A	Text	Prepopulated from KIDS ENRL records	State Funding
Primary Disability	N/A	<ul style="list-style-type: none"><li>• Y=Yes</li><li>• N=No</li></ul>	Prepopulated from KIDS ENRL records	State Funding
Gifted Student	N/A	<ul style="list-style-type: none"><li>• Y=Yes</li><li>• N=No</li></ul>	Prepopulated from KIDS ENRL records	State Funding
CTE Minutes	N/A	Number	Prepopulated from KIDS ENRL records	State Funding



Field Name	Req/ Opt	Values	Description	Used For
Concurrent HS	N/A	<ul style="list-style-type: none"> <li>0 = None</li> <li>1 = Any Kansas Board of Regents approved and funded CTE course at a Technical College or Community College</li> <li>2 = Community college</li> <li>3 = State university</li> <li>4 = Private college or other postsecondary</li> <li>5 = High school CTE program outside of main campus</li> </ul>	Prepopulated from KIDS ENRL records	State Funding
School Entry Date	N/A	MM/DD/YYYY	Prepopulated from KIDS ENRL records	State Funding
District Entry Date	N/A	MM/DD/YYYY	Prepopulated from KIDS ENRL records	To populate generated KIDS records
State Entry Date	N/A	MM/DD/YYYY	Prepopulated from KIDS ENRL records	To populate generated KIDS records
First Entry Date into a School in the United States	N/A	MM/DD/YYYY	Prepopulated from KIDS ENRL records	Verification of ESOL Program Participation
Miles Transported	N/A	Number	Prepopulated from KIDS ENRL records	State Funding
Transportation FTE	N/A	Number	Prepopulated from KIDS ENRL records	State Funding
Residence District Identifier	N/A	Text	Prepopulated from KIDS ENRL records	State Funding
Trans. Address	N/A	Text	Prepopulated from KIDS ENRL records	Verification of Miles Transported
Trans. City	N/A	Text	Prepopulated from KIDS ENRL records	Verification of Miles Transported
Trans. Zip	N/A	Text	Prepopulated from KIDS ENRL records	Verification of Miles Transported
Non-Resident Transportation	N/A	0 = No 1 = Yes	Prepopulated from KIDS ENRL records	State Funding
ESOL Minutes	N/A	Text	Prepopulated from KIDS ENRL records	Verification of ESOL Program Participation

Field Name	Req/ Opt	Values	Description	Used For
ESOL Program Participant	N/A	<ul style="list-style-type: none"> <li>0 = Not an ESOL eligible student and not an ESOL monitored student</li> <li>1 = Title III Funded</li> <li>2 = State ESOL/Bilingual Funded</li> <li>3 = Both Title III and State ESOL/Bilingual Funded</li> <li>4 = Monitored ESOL student</li> <li>5 = ESOL program eligible, but not currently receiving ESOL services</li> <li>6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding</li> </ul>	Prepopulated from KIDS ENRL records	Verification of ESOL Program Participation
ESOL Entry Date	N/A	MM/DD/YYYY	Prepopulated from KIDS ENRL records	Verification of ESOL Program Participation
KELPA 1 <sup>st</sup>	R	Text	Prepopulated KELPA scores from the previous year-Not loaded during 2015-2016 school year.	Verification of ESOL Program Participation
KELPA 2 <sup>nd</sup>	R	Text	Prepopulated KELPA scores from the 2 <sup>nd</sup> previous year- Not loaded during 2015-2016 school year.	Verification of ESOL Program Participation
Immigrant Student	N/A	<ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes, and receiving Title III Immigrant Services</li> <li>2 = Yes, but not receiving Title III Immigrant Services</li> </ul>	Prepopulated from KIDS ENRL records	To populate generated KIDS records
Country of Birth	N/A	Text	Prepopulated from KIDS ENRL records	To populate generated KIDS records
Hispanic Ethnicity	N/A	<ul style="list-style-type: none"> <li>Y=Hispanic/Latino</li> <li>N=Not Hispanic/Latino</li> </ul>	Prepopulated from KIDS ENRL records	Student Identification

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Race	N/A	<ul style="list-style-type: none"><li>Position 5-White</li><li>Position 4-Native Hawaiian or Other Pacific Islander</li><li>Position 3-Black or African American</li><li>Position 2-Asian</li><li>Position 1-American Indian Or Alaska Native</li></ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"><li>0 = No</li><li>1 = Yes</li></ul>	Prepopulated from KIDS ENRL records	Student Identification
Gender	N/A	<ul style="list-style-type: none"><li>0 = Female</li><li>1 = Male</li></ul>	Prepopulated from KIDS ENRL records	Student Identification
KIDS Grade	N/A	<ul style="list-style-type: none"><li>00=Birth-2yrs</li><li>01=3-Yr-Old Preschooler</li><li>02=4-Yr-Old Preschooler</li><li>03=5-Yr-Old and Older Preschooler</li><li>04=4-Yr-Old At-Risk</li><li>05=Kindergarten</li><li>06=First Grade</li><li>07=Second Grade</li><li>08=Third Grade</li><li>09=Fourth Grade</li><li>10=Fifth Grade</li><li>11=Sixth Grade</li><li>12=Seventh Grade</li><li>13=Eighth Grade</li><li>14=Ninth Grade</li><li>15=Tenth Grade</li><li>16=Eleventh Grade</li><li>17=Twelfth Grade</li><li>18=Not Graded</li></ul>	Prepopulated from KIDS ENRL records	Student Identification

Field Name	Req/ Opt	Values	Description	Used For
FTE	N/A	Number	Prepopulated from KIDS ENRL records	State Funding
ESOL Diff.	N/A	Number	Computed number showing the difference from the claimed and audited ESOL minutes.	Auditor Use
CTE Diff.	N/A	Number	Computed number showing the difference from the claimed and audited CTE minutes.	Auditor Use
At-Risk Diff.	N/A	<ul style="list-style-type: none"><li>-1</li><li>+1</li></ul>	If the auditor changed the free status (either free to paid/reduced or paid/reduced to free) the result is either a -1 or +1.	Auditor Use
Virt. Ed/IEP/Multi District	N/A	Checkbox	Used if Virtual Education student on an IEP in multiple districts to adjust FTE.	State Funding
Beg. FTE	N/A	Number	Calculated from KIDS ENRL records	State Funding
SO66 Headcount	N/A	Number	Prepopulated from SO66	Auditor Use
SO66FTE	N/A	Number	Prepopulated from SO66	Auditor Use
Claimed Headcount		Number	Calculated in application	Auditor Use
Claimed FTE		Number	Calculated in application	Auditor Use

## Auditor File Exchange

### Overview

The Auditor File Exchange application is a method for school districts and the KSDE Auditors to share information needed for Auditing purposes in a safe, secure environment. Users are able to upload various types of documents for a specific district and have that data available to the KSDE Auditors and school district personnel only. Utilizing the Auditor File Exchange is optional.

**No changes from the 2014-2015 school year.**

## Auditor File Exchange Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Description	Used For
<b>Uploading Files – Manage Files</b>				
Upload File	O		Currently allowed file extensions are .doc, docx, .pdf, .xlsx, .xlsm, .xls, .accdb, .csv, and .txt.	Collection Type
Fiscal Year (FY)	R	<ul style="list-style-type: none"><li>• 2013-2014</li><li>• 2014-2015</li><li>• 2015-2016</li></ul>	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
District Identifier	N/A	District number (e.g., D0101) assigned by the state.	This is prepopulated based on the user login.	Associates the file with a district
<b>View/Download Files</b>				
Filename	N/A	Text	This is prepopulated based on the files that have been uploaded and is the name of the uploaded file.	File Identification
District	N/A	Text	This is prepopulated based on the user login.	District Identification
Fiscal Year (FY)	N/A	<ul style="list-style-type: none"><li>• 2013-2014</li><li>• 2014-2015</li><li>• 2015-2016</li></ul>	This is prepopulated based on the files that have been uploaded The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
Uploaded by	N/A	Text	This is prepopulated based on the files that have been uploaded. It is the username of the person that uploaded the file.	File identification
Date Added	N/A	Text	Month, day, and year of the person that uploaded the file.	File identification

# Direct Certification

## Overview

Direct Cert is used to provide schools a method to quickly ‘directly certify’ students for free/reduced lunch benefits. This list provides one source for students automatically qualified through participation in federal/state programs. DCF provides a list of kids receiving aid/participating in assistance programs Foster Care, Temporary Assistance for Needy Families (TANF) and Food Assistance (FA). This data is used to determine the student’s state ID via the KIDS System; any students not matched through this process is then run through an internal matching process which looks at name, birthdate, address and DCF Case number to determine if a KIDS SSID exists. The ID provides the officially registered district to which the child is assigned. Districts can only view data on students within their district.

**No changes from the 2014-2015 school year.**

## Direct Certification Data Dictionary 2015-2016

Field Name	Req/Opt	Values	Description	Used For
DCStudentID	R	Unique 12-digit numeric value, system assigned.	Primary key	
ProgramYear	O	Integer: year value	Designates school year of record	
<b>Student Data</b>				
StuFirstNme	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
StuMiddleNme	O	Character (single)	Prepopulates from DCF file	Sponsor Search/Matching
StuLastNme	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
SSNbr	O	Nchar(10)	Prepopulates from DCF file	Sponsor Search/Matching
StuBirthDte	O	DateTime	Prepopulates from DCF file	Sponsor Search/Matching
StateIdNbr	O	Varchar(20)	Prepopulates from KIDS	Sponsor Search/Matching
Addr	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
City	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
County	O	Char (2)	Prepopulates from DCF file	Matching/ID
State	O	Char (2)	Prepopulates from DCF file	Matching
Zip	O	Char (5)	Prepopulates from DCF file	Matching
ZipFour	O	Char (4)	Prepopulates from DCF file	Matching
<b>Parent Data</b>				
AFCaNbr	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
AFPParentFirstNme	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
AFPParentLastNme	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
FSCaNbr	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
FSParentFirstNme	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
FSParentLastNme	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
FCCaNbr	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
FCParentFirstNme	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching



FCParentLastNme	O	Varchar(50)	Prepopulates from DCF file	Sponsor Search/Matching
<b>Student Data</b>				
District	O	Char (3)	Prepopulates from DCF file	Matching
GroupId	O	int	Generated by matching process identifies what process successfully matched the student to get and ID from KIDS	Internal reporting
KidsDistrict	O	Char(5)	District officially on file: prepopulates from KIDS	Security
LocalStuld	O	Varchar(20)	Student school ID : prepopulates from Kids	ID confirmation
MasterInd	O	smallint	Used to identify the 'master' record for the student	Indicates the most current record
CreateDte	O	DateTime	Date the record was created & inserted into table	Internal tracking
bldg_no	O	Char(4)	Prepopulates from KIDS: building number within district	Sponsor search
NewInd	O	smallint	Used to identify the most recent data received on student	Indicates change in data
ProgramType	O	Char(2)	Identifies the program to which the student is associated & therefore qualifying he/she for 'Directly Certified'	internal

# Driver Education Reimbursement

## Overview

The Driver Education Reimbursement has an application access level as District, however, each accredited building (public/private school) will be listed if offering a program type for “automobile” or “motorcycle” state safety course. This application collects Faculty Data and Student Data, which is used to determine State Safety Aid entitlement, paid November 1 of each school year. KSA 8-272 provides for the State Safety Aid monies to be distributed to the respective public schools based upon the ratio of the number of pupils which completed the course to the total number of pupils for such completed courses. Private school students completing the course receive direct payment. Automobile amount per pupil and Motorcycle amount per pupil will vary for each course, based upon the total students enrolled.

**No changes from the 2014-2015 school year.**

## Driver Education Reimbursement Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Description	Used For
<b>Administrative Data</b>				
Program Type	R	Text – menu selected	Menu selection for Automobile or Motorcycle.	Determines funding for either Automobile or Motorcycle safety course.
Building	R	Text – menu selected	Menu selection for high school building offering course.	Informational purposes only.
Contact Name	R	Text (alpha) – hand entered	Contact name for person completing application.	Informational purposes only.
Email	R	Text (alpha) – hand entered	Email address for person completing application.	Informational purposes only.
Phone Number	R	Numeric – hand entered	Phone number for person completing application.	Informational purposes only.
<b>Application Data</b>				
Total Students	R	Numeric – hand entered	Total headcount for students completing course.	Determines funding for either Automobile or Motorcycle safety course.
Have all teachers met requirements?	R	Bit – checkbox	District confirms all teachers of driver education met requirements necessary for this school to be eligible for reimbursement.	Determines funding eligibility for high school offering course.
Semester Available	R	Bit – checkbox	District identifies if courses are available for Summer School Only or Yearly (may include summer school).	Informational purposes only.
Records Available	R	Bit – checkbox	District identifies if class and driving records are available at the office of: Superintendent, Principal, or Both	Audit purposes to determine where records are available upon request.
<b>Faculty Data</b>				
First Name	R	Text (alpha) – hand entered	First name of teacher	Validation of teaching certification.
MI	O	Text (alpha) – hand entered	Middle initial of teacher	Validation of teaching certification.
Last Name	R	Text (alpha) – hand entered	Last name of teacher	Validation of teaching certification.

Field Name	Req/ Opt	Values	Description	Used For
Teacher ID	R	Unique numeric value (max 10 digit) – hand entered	Teacher ID as printed on valid teaching certificate collected for automobile teachers	Validation of teaching certification.
Motorcycle Safety Number	R	Numeric – hand entered	Collected for motorcycle teachers instead of the teacher ID	Validation of motorcycle teacher certificate.
Certificate Expiration	R	Date – hand entered	Expiration date of teaching certificate	Validation of teaching certification.
Substitute Certificate	R	Bit – checkbox	Check = yes; Blank = no Verifies if substitute teaching status for automobile teachers only	Validation of teaching certification.
Email Address	O	Text (alpha) – hand entered	Email address of teacher	Validation of teaching certification.
Teach Online	R	Bit – checkbox	Check = yes; Blank = no Verifies if class was taught online	Informational purposes only.
<b>Student Data</b>				
First Name	R	Text (alpha) – hand entered	First name of student completing course for automobile or motorcycle state safety.	Audit purposes to determine if student met requirements for funding.
Last Name	R	Text (alpha) – hand entered	Last name of student completing course for automobile or motorcycle state safety.	Audit purposes to determine if student met requirements for funding.
Grade	R	Text – menu selected	Grade of student completing course for automobile or motorcycle state safety.	Audit purposes to determine if student met requirements for funding.
Date of Birth	R	Date – hand entered	Date of birth of student completing course for automobile or motorcycle state safety.	Audit purposes to determine if student met requirements for funding.
Begin Date	R	Date – hand entered	Begin date for automobile or motorcycle state safety course.	Audit purposes to determine if student met requirements for funding.
Completion Date	R	Date – hand entered	Completion date for automobile or motorcycle state safety course.	Audit purposes to determine if student met requirements for funding.
Course Taken Online	R	Bit – checkbox	Check = yes; Blank = no Identifies if course for automobile state safety was online. Does not apply to motorcycle students since it cannot be taken online.	Informational purposes only.
Class Minutes	R	Numeric – hand entered	Motorcycle students only – number of class minutes.	Audit purposes to determine if student met requirements for funding.

Field Name	Req/ Opt	Values	Description	Used For
Wheel Minutes	R	Numeric – hand entered	Motorcycle students only – number of behind the wheel minutes.	Audit purposes to determine if student met requirements for funding.
Driving Range Minutes	R	Numeric – hand entered	Motorcycle students only – number of minutes on driving range.	Audit purposes to determine if student met requirements for funding.

## Fitnessgram Data Dictionary

### Overview

Fitnessgram is an application used by Physical Education teachers to assess the fitness levels of their students on a variety of fitness measures. The teachers are able to enter the student fitness data and generate student reports, reports that can be shared with parents, and reports that summarize class performance. The data is also shared with KSDE which can analyze the fitness levels as well as the relationship between performance on the fitness measures and some academic performance indicators. The use of Fitnessgram by schools is made possible through a grant from the Kansas Health Foundation.

**No changes from the 2014-2015 school year.**

## Fitnessgram Data Dictionary 2015-2016

Field Name	Req/Opt	Values	Description	Used For
<b>tbl_userassessment</b>				
ID	R	int	Unique ID: key	<p>Data that is collected is used by KSDE for an annual analysis to look at the relationship between student fitness data and student academic performance. All student data is de-identified prior to data analysis.</p> <p>Participating teachers and schools can develop individual student, class, school, and district-side reports.</p>
user-Id	R	int	User	
Last-Modified		datetime	Date record last updated	
Height-Feet	O	int	Student height – feet	
Height-Inches	O	Float(8)	Student height – inches	
Weight	O	float	Weight	
Age		int	Age of student	
Grade-ID		int	Grade of student	
Triceps-Skinfold		Float(8)	Not collected	
Calf-Skinfold		Float(8)	Not collected	
Abdominal-Skinfold		Float(8)	Not collected	
Body-Mass-Index		Float(8)	BMI score for student	
Percent-Body-Fat		Float(8)	Not collected	
Pacer		int	Number of PACER laps completed	
Pacer15		int	Number of PACER laps completed	
Pacer20		int	Number of PACER laps completed	
One-Mile-Run		int	Time elapsed to run a mile	
Walk-Test		int	Not collected	
Walk-Test-HR		int	Not collected	
Push-Up		int	Number of push-ups completed	
Pull-Up		int	Not collected	
Flexed-Arm-Hang		int	Not collected	
Modified-Pull-Up		int	Not collected	
Sit-And-Reach-Left		Float(8)	Inches student can reach with left leg extended	
Sit-And-Reach-Right		Float(8)	Inches student can reach with right leg extended	
Shoulder-Stretch-Left		Float(8)	Not collected	
Shoulder-Stretch-Right		Float(8)	Not collected	
Curl-Up		int	Number of curl-ups completed by student	
Trunk-Lift		int	Inches reached on trunk lift by student	
assessment-Id		int	Not collected	

Field Name	Req/Opt	Values	Description	Used For	
Aerobic~Rating		Float(8)	Not collected		
Stregth~Rating		Float(8)	Not collected		
Height		Float(8)	Height of student		
Mile~Min		int	Minutes elapsed during mile run test		
Mile~Sec		int	Seconds elapsed during mile run test		
Walk~Min		int	Not collected		
Walk~Sec		int	Not collected		
Exemption~Code		varchar(50)	Exemption code provided by Fitnessgram		
Temp~Rank		int	Not collected		
tbl_userassessmentFullReportData					
User~Id		int	User ID (foreign key)	Data that is collected is used by KSDE for an annual analysis to look at the relationship between student fitness data and student academic performance. All student data is de-identified prior to data analysis.	
Assessment~Id		int	Assessment ID (foreign key)		
Pacer15Score		int	15 meter PACER score		
Pacer15HFZResult		int	Healthy Fitness Zone score for 15 M PACER		
Pacer15Percentage		int	Percentage of Students in HFZ for 15 M PACER		
Pacer20Score		int	20 meter PACER score		Participating teachers and schools can develop individual student, class, school, and district-side reports.
Pacer20HFZResult		int	Healthy Fitness Zone score for 20 M PACER		
Pacer20Percentage		int	Percentage of Students in HFZ for 20 M PACER		
One~Mile~Run~Score		int	Student time on mile run		
One~Mile~Run~HFZResult		int	Healthy Fitness Zone score for student mile run		
One~Mile~Run~Percentage		int	Percentage of students in HFZ for mile run		
One~Mile~Walk~Score		int	Not collected		
One~Mile~Walk~HFZResult		int	Not collected		
One~Mile~Walk~Percentage		int	Not collected		
Body~Mass~Index~Score		float	Student BMI score		
Body~Mass~Index~HFZResult		int	Healthy Fitness Zone score for student BMI		
Body~Mass~Index~Percentage		int	Percentage rank of student relative to BMI scores		
Percent~Body~Fat~Score		float	Not collected		
Percent~Body~Fat~HFZResult		int	Not collected		
Percent~Body~Fat~Percentage		int	Not collected		
Push~Up~Score		int	Number of push-ups completed by student		
Push~Up~HFZResult		int	Healthy Fitness Zone score for push-ups		
Push~Up~Percentage		int	Percentage rank of student relative to push-ups		



Field Name	Req/Opt	Values	Description	Used For
Flexed-Arm-Hang-Score		int	Not collected	
Flexed-Arm-Hang-HFZResult		int	Not collected	
Flexed-Arm-Hang-Percentage		int	Not collected	
Modified-Pull-Up-Score		int	Not collected	
Modified-Pull-Up-HFZResult		int	Not collected	
Modified-Pull-Up-Percentage		int	Not collected	
Sit-And-Reach-LScore		float	Inches student can reach with left leg extended	
Sit-And-Reach-RScore		float	Inches student can reach with right leg extended	
Sit-And-Reach-HFZResult		int	Healthy Fitness Zone score for sit-and-reach	
Sit-And-Reach-Percentage		int	Percentage rank of student relative to sit-and-reach	
Shoulder-Stretch-LScore		int	Not collected	
Shoulder-Stretch-RScore		int	Not collected	
Shoulder-Stretch-HFZResult		int	Not collected	
Shoulder-Stretch-Percentage		int	Not collected	
Curl-Up-Score		int	Number of curl-ups completed by student	
Curl-Up-HFZResult		int	Healthy Fitness Zone score for curl-ups	
Curl-Up-Percentage		int	Percentage rank of student relative to cur-ups	
Trunk-Lift-Score		int	Inches reached on trunk lift by student	
Trunk-Lift-HFZResult		int	Healthy Fitness Zone score for trunk lift	
Trunk-Lift-Percentage		int	Percentage rank of student relative to trunk lift	
Unique-ID		uniqueidentifier	UniqueID	
Exemption-Code		Nvarchar(50)	Exemption code provided by Fitnessgram	
VO2From-Walk		float	VO2 score computed from mile walk	
VO2From-Run		float	VO2 score computed from mile run	
VO2From-Pacer20		float	VO2 score computed from 20 m PACER	
VO2From-Pacer15		float	VO2 score computed from 15 m PACER	
Flex-Test-Name		int	Not collected	
Flex-HFZ		int	Not collected	
Total-Tests-Taken		int	Total fitness tests student completes	
Total-Tests-Passed		int	Total fitness tests with student in Healthy Fitness Zones	

## Early Childhood Foundations for School Success (FSS)

### Overview

*Early Childhood Foundations for School Success (FSS)* is a web-based application through Authenticated Applications used to collect data on children, families and educators in early childhood programs, specifically Parents as Teachers and the Kansas Preschool Program. The surveys completed are determined by the program type; no one program collects all of the data elements/surveys. For the Parents as Teachers program, FSS provides the necessary data collection to measure outcomes for state accountability, meet affiliation requirements of the National Parents as Teachers program, and provides data for local programs to use in continuous quality improvement. There are several optional fields to allow family choice on what is disclosed. Families may opt out of the data collection which does not impact their ability to access local program services. This web-based application:

- Reflects the data collection intended to connect early learning with the K-12 and beyond Longitudinal Data System in Kansas;
- Aligns with the Kansas School Readiness Framework that defines School Readiness as occurring within the broad context of community, educational environment, family, and the individual child. These four components function as interdependent systems of support that have multi-directional influences; and
- Provides data that can inform programs, policy, funding and systems for families and children that support their ability to thrive and their success in learning environments throughout their lifespan.

**No changes from the 2014-2015 school year.**

## Early Childhood Foundations for School Success (FSS) Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Description	Used For
<b>Child Survey</b>				
SSID	Y	10 digits	The unique number assigned to the student by the KIDS Assignment System.	Student Identification
Child's Legal First Name	Y	Up to 50 characters	Child's legal first name verified against KIDS Assignment System. The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Student Identification
Child's Legal Middle Name	N	Up to 50 characters	Child's legal middle name verified against KIDS Assignment System. The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Student Identification
Child's Legal Last Name	Y	Up to 50 characters	Child's legal last name verified against KIDS Assignment System. The name borne in common by members of the student's family.	Student Identification
Generation Code	N	Up to 50 characters	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III) verified against KIDS Assignment System.	Student Identification
Gender	Y	<ul style="list-style-type: none"> <li>0: Female</li> <li>1: Male</li> </ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species verified against KIDS Assignment System.	Student Identification
Date of Birth	Y	MM/DD/YYYY	The month, day and year on which the child was born verified against KIDS Assignment System.	Student Identification
Child's Race	Y	<ul style="list-style-type: none"> <li>American Indian or Alaska Native (Origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.)</li> </ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. Child Race is determined by the child's primary caregiver and may check more than one race. Verified against KIDS Assignment System.	Student Identification

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>Asian (Origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)</li> <li>Black or African American (Origins in any of the black racial groups of Africa.)</li> <li>Native Hawaiian or other Pacific Islander (Origins in any of the original peoples of Hawaii, Guan, Samoa or other Pacific Islands.)</li> <li>White (Origins in any of the original peoples of Europe, the Middle East, or North Africa.)</li> </ul>		
Child's Ethnicity	Y	<ul style="list-style-type: none"> <li>Hispanic/Latino (Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)</li> <li>Not Hispanic/Latino</li> </ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations. Child's Ethnicity is determined by the child's primary caregiver. Verified against KIDS Assignment System.	Student Identification
Date Child Demographics Completed	Y	MM/DD/YYYY	Date that the child survey form was completed.	Identify what year data is valid.
Primary Funding Source for this child. (At least 30% funding. Check up to three sources that apply to this child)	Y	<ul style="list-style-type: none"> <li>KSDE Parents as Teachers</li> <li>KSDE Kansas Preschool Program</li> <li>Children's Cabinet Early Childhood Block Grant</li> <li>Children's Cabinet CBCAP</li> <li>KDHE MIECHV</li> <li>DCF Kansas Early Head Start</li> </ul>	Indicate up to three funding sources. This designation allows reports to be filtered by funding source.	Filter to provide aggregate reporting by funder.

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>Federal Early Head Start</li> <li>Federal Head Start</li> <li>Federal Early Childhood Special Education</li> <li>KDHE Early Childhood Special Education</li> <li>Private</li> <li>Other</li> </ul>		
Zip Code	Y	10 characters	Child's residential zip code.	Filter to provide aggregate reporting by zip code.
Birth Weight –lbs.-	N	1-20	Child's pounds at birth.	Parents as Teachers National Program Requirement; Healthy Child Characteristics Aggregate Reporting
Birth Weight – oz.-	N	0-15	Child's ounces at birth.	Parents as Teachers National Program Requirement; Healthy Child Characteristics Aggregate Reporting
Premature?	N	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Designated as premature birth or not by the physician.	Parents as Teachers National Program Requirement; Healthy Child Characteristics Aggregate Reporting
Any Illness or complications during pregnancy or delivery?	N	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Primary caregiver report of any complications during pregnancy or delivery.	Parents as Teachers National Program Requirement; Healthy Child Characteristics Aggregate Reporting
Is/Was this child breast fed for at least 3 months during the baby's first 6 months?	N	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Primary caregiver report indicating if this child was breast fed for at least 3 months during the child's first 6 months.	Parents as Teachers National Program Requirement; Healthy Child Characteristics Aggregate Reporting
During this program year, does this child have a doctor he/she sees regularly?	N	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Primary caregiver report of well child health care.	Parents as Teachers National Program Requirement; Healthy Child Characteristics Aggregate Reporting
During this program year, has this child had any chronic (reoccurring over	N	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Primary caregiver report indicating any chronic medical conditions potentially influencing the child's development.	Parents as Teachers National Program Requirement; Healthy Child Characteristics Aggregate Reporting

Field Name	Req/ Opt	Values	Description	Used For
more than 3 months) medical conditions with the potential for negatively influencing development?				
In the last 12 months, was the child taken to the dentist or received dental care?	N	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Primary caregiver report indicating child's dental care.	Parents as Teachers National Program Requirement; Healthy Child Characteristics Aggregate Reporting
As of the date of this screening, are immunizations current for this child? (If yes, skip the following question)	N	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Primary caregiver report regarding child's immunization status.	Parents as Teachers National Program Requirement; Healthy Child Characteristics Aggregate Reporting
If the immunizations are not current, check all of the following that apply:	N	<ul style="list-style-type: none"> <li>• Family opts out for religious or medical reasons</li> <li>• Family lacks access to services (i.e. transportation)</li> <li>• Immunization is not available at this time due to shortage of supply</li> <li>• Other</li> </ul>	Primary caregiver report if child's immunization status is not current.	Aggregate data in reporting for state systems.
Home Visiting Program: Number of visits scheduled	N	0-365	<p>For a child newly enrolled this program year, this refers to the number of visits scheduled between initial enrollment date and the child's survey completed date.</p> <p>For a child continuing enrollment from a prior year, this refers to the number of visits scheduled from the date of the last completed survey or up to 12 months (whichever is less) prior to the child's survey completed date.</p>	Filter to provide aggregate reporting based on dosage of intervention.

Field Name	Req/ Opt	Values	Description	Used For
Home Visiting Program: Number of visits completed	N	0-365	For a child newly enrolled this program year, this refers to the number of visits completed between initial enrollment date and the child's survey completed date.  For a child continuing enrollment from a prior year, this refers to the number of visits completed from the date of the last completed survey or up to 12 months (whichever is less) prior to the child's demographics completed data.	Filter to provide aggregate reporting based on dosage of intervention.
Preschool, Center or School classroom based program or group based service complete: Maximum number of Days in the year that a child can attend this program	N	Up to 3 digits	Number of attendance days provided by program.	Filter to provide aggregate reporting based on dosage of intervention.
Preschool, Center or School classroom based program or group based service complete: Number of Program Hours within a Day	N	Up to 2 digits	Number of instructional hours per day provided by program.	Filter to provide aggregate reporting based on dosage of intervention.
Preschool, Center or School classroom based program or group based service complete: Number of days this child has attended this program	N	Up to 3 digits	Actual number of days the child attended the program as of the date of the survey completion.	Filter to provide aggregate reporting based on dosage of intervention.
List of Early Childhood Program options the child was enrolled in during the	N	<ul style="list-style-type: none"> <li>• Early Head Start</li> <li>• Part C</li> <li>• Infant/Toddler Early Intervention</li> <li>• Head Start</li> </ul>	Identification of early childhood programs attended by this child in the past 12 months.	Filter to provide aggregate reporting based on dosage of interventions.

Field Name	Req/ Opt	Values	Description	Used For
past 12 months (select any that apply):  (Not required as there isn't an option for 'no participation')		<ul style="list-style-type: none"> <li>Community or Private Preschool or Child Care Center</li> <li>School based Preschool (such as 4 year Old At Risk Preschool) or Child Care center</li> <li>Early Childhood Special Education (3 to 5 year olds)</li> <li>Parents as Teachers</li> <li>Healthy Families</li> <li>Family Child Care Home</li> <li>Other</li> </ul>		
Child's Program Start Date	Y	Date MM/DD/YYYY	Date of child's first day attending the program (date of first home visit in which the child was present).	Filter to provide aggregate reporting based on dosage of intervention.
Child's Program Exit Date	N	Date MM/DD/YYYY	Date of child's last day in attendance at the program (date of last home visit in which the child was present) if the child has exited the program.	Filter to provide aggregate reporting based on dosage of intervention.
List of reasons for a child to exit a program:  (The reason that a child left a program, required if there is a Program End Date)	N	<ul style="list-style-type: none"> <li>The child is too old to participate or the family completed the service cycle</li> <li>The family or child transitioned to another early childhood or family support program</li> <li>The child/family moved out of the service area</li> <li>Family regularly missed scheduled personal visits</li> <li>Family could not be located</li> <li>Family was dissatisfied with the program</li> <li>Left program for other reasons/unknown</li> </ul>	Program identification of the reason a child exited the program.	Parents as Teachers National Program Requirement; Program Accountability
The Primary Caregiver has provided consent to share the demographic	Y	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Option provided if parent consent to share data with other programs in FSS if child moves and enrolls in	Identity Security



Field Name	Req/ Opt	Values	Description	Used For
and survey data entered during the current State Fiscal Year for this child with external agencies who provide services for the child or family.			another program to eliminate duplication of data collection and entry.	
Excluded Demographics, Other	N	Up to 50 characters	Option for programs to exclude data in reports.	Exclude incomplete or inaccurate data from reports.
Excluded survey	N	<ul style="list-style-type: none"> <li>Child/family left the program before the survey was completed.</li> <li>Unable to complete as child was not cooperating in the process.</li> <li>Child is <ul style="list-style-type: none"> <li>participating in Part</li> <li>C. Screening not conducted.</li> </ul> </li> <li>Parent/Caregiver declined to participate in or complete the survey.</li> <li>Survey was not completed or incomplete due to failure of the program to follow up with the family.</li> <li>Survey was not completed or incomplete due to inability to schedule completion with the family.</li> <li>Other</li> </ul>	Reason the program is excluding data in reports. A survey may be marked Exclude with any number of questions answered. When the user chooses to Exclude a survey the user must select one of the reasons.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement
<b>Hearing Screen</b>				
Date Hearing Screen Completed	Y	Date MM/DD/YYYY	Date the hearing screen completed.	Identify what year data is valid.
Screening Location	Y	<ul style="list-style-type: none"> <li>Child's Home</li> <li>School District or Agency Building</li> <li>Other</li> </ul>	The setting in which the hearing screen occurred.	Parents as Teachers National Program Requirement for Hearing Screening; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Screening Equipment	Y	<ul style="list-style-type: none"> <li>• OAE (Otoacoustic Emission Testing)</li> <li>• ABR (Automated auditory Brain Stem Response)</li> <li>• Other</li> </ul>	Type of hearing screen conducted.	Parents as Teachers National Program Requirement for Hearing Screening; Program Accountability and Continuous Quality Improvement
Left Ear Screening Results	Y	<ul style="list-style-type: none"> <li>• Passed</li> <li>• Failed</li> <li>• Inconclusive</li> </ul>	Left ear hearing screen result.	Parents as Teachers National Program Requirement for Hearing Screening; Program Accountability and Continuous Quality Improvement
Right Ear Screening Results	Y	<ul style="list-style-type: none"> <li>• Passed</li> <li>• Failed</li> <li>• Inconclusive</li> </ul>	Right ear hearing screen result.	Parents as Teachers National Program Requirement for Hearing Screening; Program Accountability and Continuous Quality Improvement
As a result of this hearing screening, was a recommendation for further assessment or services provided to the parent(s)? (If yes, complete the following question)	Y	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Educator indicates if further assessment is recommended for this child based on hearing screen results.	Parents as Teachers National Program Requirement for Hearing Screening; Program Accountability and Continuous Quality Improvement
Did the family access recommended services for this child? (If no, complete the following question)	N	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Educator indicates if primary caregiver accessed further assessment if recommended.	Parents as Teachers National Program Requirement for Hearing Screening; Program Accountability and Continuous Quality Improvement
Check all of the following that apply:	N	<ul style="list-style-type: none"> <li>• Family declined further services.</li> <li>• Family opts out for religious or other medical reasons.</li> <li>• Family lacks access to services (i.e. distance for treatment, lack of transportation, etc.)</li> </ul>	Primary caregiver reason when family decided not to access further assessment based on hearing screen results.	Parents as Teachers National Program Requirement for Hearing Screening; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>Additional testing is cost prohibitive.</li> <li>Other</li> </ul>		
Excluded survey  (A survey may be marked Exclude with any number of questions answered. When the user chooses to Exclude a survey the user must select one of the following reasons: )	N	<ul style="list-style-type: none"> <li>Child/family left the program before the survey was completed.</li> <li>Unable to complete as child was not cooperating in the process.</li> <li>Child is</li> <li>participating in Part</li> <li>C. Screening not conducted.</li> <li>Parent/Caregiver declined to participate in or complete the survey.</li> <li>Survey was not completed or incomplete due to failure of the program to follow up with the family.</li> <li>Survey was not completed or incomplete due to inability to schedule completion with the family.</li> <li>Other</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement
<b>Vision Screen</b>				
Date Vision Screen Completed	Y	Date MM/DD/YYYY	Date the Vision Screen completed.	Identify what year data is valid.
Screening Location	Y	<ul style="list-style-type: none"> <li>Child's Home</li> <li>School District or Agency Building</li> <li>Other</li> </ul>	The setting in which the vision screen occurred.	Parents as Teachers National Program Requirement for Vision Screening; Program Accountability and Continuous Quality Improvement
Screening Method	Y	<ul style="list-style-type: none"> <li>Functional Vision Screen</li> <li>Acuity charts/cards</li> <li>Automated (SureSight, etc.)</li> <li>Other</li> </ul>	Type of vision screen conducted.	Parents as Teachers National Program Requirement for Vision Screening; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Left Eye Screening Results	Y	<ul style="list-style-type: none"> <li>Passed</li> <li>Failed</li> <li>Inconclusive</li> </ul>	Left eye vision screen result.	Parents as Teachers National Program Requirement for Vision Screening; Program Accountability and Continuous Quality Improvement
Right Eye Screening Results	Y	<ul style="list-style-type: none"> <li>Passed</li> <li>Failed</li> <li>Inconclusive</li> </ul>	Right eye vision screen result.	Parents as Teachers National Program Requirement for Vision Screening; Program Accountability and Continuous Quality Improvement
As a result of this vision screening, was a recommendation for further assessment or services provided to the parent(s)? (If yes, complete the following question)	Y	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Educator indicates if further assessment is recommended for this child based on vision screen results.	Parents as Teachers National Program Requirement for Vision Screening; Program Accountability and Continuous Quality Improvement
Did the family access recommended services for this child? (If no, complete the following question)	N	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Educator indicates if primary caregiver accessed further assessment if recommended.	Parents as Teachers National Program Requirement for Vision Screening; Program Accountability and Continuous Quality Improvement
Check all of the following that apply	N	<ul style="list-style-type: none"> <li>Family declined further services.</li> <li>Family opts out for religious or other medical reasons.</li> <li>Family lacks access to services (i.e. distance for treatment, lack of transportation, etc.)</li> <li>Additional testing is cost prohibitive.</li> <li>Other</li> </ul>	Primary caregiver reason when family decided not to access further assessment based on vision screen results.	Parents as Teachers National Program Requirement for Vision Screening; Program Accountability and Continuous Quality Improvement
Excluded survey	N	<ul style="list-style-type: none"> <li>Child/family left the program before the survey was completed.</li> <li>Unable to complete as child was</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
(A survey may be marked Exclude with any number of questions answered. When the user chooses to Exclude a survey the user must select one of the following reasons: )		<ul style="list-style-type: none"><li>not cooperating in the process.</li><li>Child is</li><li>Participating in Part C. Screening not conducted.</li><li>Parent/Caregiver declined to participate in or complete the survey.</li><li>Survey was not completed or incomplete due to failure of the program to follow up with the family.</li><li>Survey was not completed or incomplete due to inability to schedule completion with the family.</li><li>Other</li></ul>		
<b>Ages and Stages Questionnaire 3 (ASQ 3)</b>				
Date ASQ Completed	Y	Date MM/DD/YYYY	Date the ASQ 3 was completed.	Identify what year data is valid.
ASQ Age Selection	Y	<ul style="list-style-type: none"><li>2 months</li><li>4 months</li><li>6 months</li><li>8 months</li><li>9 months</li><li>10 months</li><li>12 months</li><li>14 months</li><li>16 months</li><li>18 months</li><li>20 months</li><li>22 months</li><li>24 months</li><li>27 months</li><li>30 months</li><li>33 months</li></ul>	Educator identification of the specific questionnaire used to conduct the ASQ 3.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>36 months</li> <li>42 months</li> <li>48 months</li> <li>54 months</li> <li>60 months</li> </ul>		
Was the age adjusted for prematurity when selecting questionnaire?	Y	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Educator identification is the ASQ age form used was adjusted if the child was premature.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
Communication	Y	0-60 in multiples of 5	Communication subscale score.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
Gross Motor	Y	0-60 in multiples of 5	Gross Motor subscale score.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
Fine Motor	Y	0-60 in multiples of 5	Fine Motor subscale score.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
Problem Solving	Y	0-60 in multiples of 5	Problem Solving subscale score.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
Personal-Social	Y	0-60 in multiples of 5	Personal-Social subscale score.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
Follow-up action taken, check all that apply:	Y	<ul style="list-style-type: none"> <li>Provide activities and rescreen in [see ASQ09] months</li> <li>Refer to primary health care provider or other community</li> </ul>	Educator indicates action following the ASQ 3 screen results.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		agency (specify reason): [see ASQ10] <ul style="list-style-type: none"> <li>Refer to early intervention/early childhood special education</li> <li>No further action taken at this time</li> <li>Other (specify):</li> </ul>		
If a referral was made, did the family access recommended services for this child?	Y	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Educator indicates if primary caregiver accessed further assessment if recommended.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
If the family did not access recommended services, check all of the following that apply:	Y	<ul style="list-style-type: none"> <li>Family declined further services.</li> <li>Family opts out for religious or other medical reasons.</li> <li>Family lacks access to services (i.e. distance for treatment, lack of transportation, etc.)</li> <li>Additional testing is cost prohibitive.</li> <li>Other</li> </ul>	Primary caregiver reason when family decided not to access further assessment based on vision screen results.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
Excluded survey  (A survey may be marked Exclude with any number of questions answered. When the user chooses to Exclude a survey the user must select one of the following reasons: )	N	<ul style="list-style-type: none"> <li>Child/family left the program before the survey was completed.</li> <li>Unable to complete as child was not cooperating in the process.</li> <li>Child is</li> <li>participating in Part</li> <li>C. Screening not conducted.</li> <li>Parent/Caregiver declined to participate in or complete the survey.</li> <li>Survey was not completed or incomplete due to failure of the program to follow up with the family.</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>Survey was not completed or incomplete due to inability to schedule completion with the family.</li> <li>Other</li> </ul>		
<b>Ages and Stages Questionnaire: Social Emotional (ASQ:SE)</b>				
ASQ: SE Completion Date	Y	Date MM/DD/YYYY	Date the ASQ:SE was completed.	Identify what year data is valid.
ASQ Age Selection	Y	<ul style="list-style-type: none"> <li>6 months</li> <li>12 months</li> <li>18 months</li> <li>24 months</li> <li>30 months</li> <li>36 months</li> <li>48 months</li> <li>60 months</li> </ul>	Educator identification of the specific questionnaire used to conduct the ASQ:SE.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
Child's ASQ:SE score	Y	1-99	Aggregate ASQ:SE Score.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
Follow-up action taken, check all that apply:	Y	<ul style="list-style-type: none"> <li>Provide activities and rescreen in [see ASQSE04] months</li> <li>Refer to primary health care provider or other community agency (specify reason): [see ASQSE05]</li> <li>Refer to early intervention/early childhood special education</li> <li>No further action taken at this time</li> <li>Other</li> </ul>	Educator indicates action following the ASQ 3 screen results.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement



Field Name	Req/ Opt	Values	Description	Used For
If a referral was made, did the family access recommended services for this child?	N	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Educator indicates if primary caregiver accessed further assessment if recommended.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
If the family did not access recommended services, check all of the following that apply:	N	<ul style="list-style-type: none"> <li>Family declined further services.</li> <li>Family opts out for religious or other medical reasons.</li> <li>Family lacks access to services (i.e. distance for treatment, lack of transportation, etc.)</li> <li>Additional testing is cost prohibitive.</li> <li>Other</li> </ul>	Primary caregiver reason when family decided not to access further assessment based on vision screen results.	Parents as Teachers National Program Requirement for Developmental Screening; Program Accountability and Continuous Quality Improvement
Excluded survey  (A survey may be marked Exclude with any number of questions answered. When the user chooses to Exclude a survey the user must select one of the following reasons: )	N	<ul style="list-style-type: none"> <li>Child/family left the program before the survey was completed.</li> <li>Unable to complete as child was not cooperating in the process.</li> <li>Child is</li> <li>participating in Part</li> <li>C. Screening not conducted.</li> <li>Parent/Caregiver declined to participate in or complete the survey.</li> <li>Survey was not completed or incomplete due to failure of the program to follow up with the family.</li> <li>Survey was not completed or incomplete due to inability to schedule completion with the family.</li> <li>Other</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
<b>Family Survey</b>				
Primary Caregiver's First Name:	Y	Up to 50 characters	Primary caregiver's first name. The name given to the primary caregiver at birth, baptism, or during another naming ceremony, or through legal change. The primary caregiver is the individual(s) as determined by the family who provides primary responsibility for parenting the child. This could be a parent, foster parent, adoptive parent, grandparent or other relative, etc.	Family Identification
Primary Caregiver's Last Name:	Y	Up to 50 characters	Primary caregiver's last name.	Family Identification
Primary Caregiver's date of birth:	Y	MM/DD/YYYY	Primary caregiver's date of birth.	Family Identification
Primary Caregiver's Gender:	Y	<ul style="list-style-type: none"> <li>Male</li> <li>Female</li> </ul>	The primary caregiver's gender, the concept describing the biological traits that distinguish the males and females of a species	Family Identification
Family ID	Y	Generated by the program Alphanumeric	The number assigned to each family in Foundations for School Success that consist of the first two digits=KS and then the first three digits of the district or consortium followed by the number assigned to each family beginning with the number 1. (Ex. D0303 – Family ID = KS303X).	Family Identification
Date Family Survey Completed:	Y	Date MM/DD/YYYY	Date the family survey completed.	Identify what year data is valid.
Primary Funding Source for this child.  (At least 30% funding. Check up to three sources that apply to this child)	Y	<ul style="list-style-type: none"> <li>KSDE Parents as Teachers</li> <li>KSDE Kansas Preschool Program</li> <li>Children's Cabinet Early Childhood Block Grant</li> <li>Children's Cabinet CBCAP</li> <li>KDHE MIECHV</li> <li>DCF Kansas Early Head Start</li> <li>Federal Early Head Start</li> <li>Federal Head Start</li> </ul>	Indicate up to three funding sources. This designation allows reports to be filtered by funding source.	Filter to provide Filter to provide aggregate reporting by funder.

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>Federal Early Childhood Special Education</li> <li>KDHE Early Childhood Special Education</li> <li>Private</li> <li>Other:</li> </ul>		
Zip Code	Y	10 characters	Zip code of the primary caregiver's residence.	Filter to provide aggregate reporting by zip code.
What is the highest level of education of the Primary Caregiver?	N	<ul style="list-style-type: none"> <li>Elementary or junior high school</li> <li>Some high school</li> <li>High school graduate or GED</li> <li>Trade/vocational training</li> <li>Some college credits</li> <li>Two-year college degree (associates)</li> <li>4-year college degree or higher</li> </ul>	Primary caregiver indicates highest level of education completed.	Family demographics served by program; Parents as Teachers National Program Requirement
What is the Primary Caregiver's relationship to the PRIMARY CHILD involved in this program (if mother or father, circle appropriate relationship)?	Y	<ul style="list-style-type: none"> <li>Mother (biological/adoptive/foster/step/non-biological)</li> <li>Father (biological/adoptive/foster/step/non-biological)</li> <li>Grandparent</li> <li>Other relative</li> <li>Other non-relative</li> </ul>	Primary caregiver indicates their relationship to the child enrolled in the program.	Family demographics served by program; Parents as Teachers National Program Requirement
Is the primary child the Primary Caregiver's first child?	N	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Primary caregiver indicates if the child enrolled in the program is the caregiver's first child.	Family demographics served by program; Parents as Teachers National Program Requirement
What is the Primary Caregiver's current marital status?	N	<ul style="list-style-type: none"> <li>Married</li> <li>Partnered</li> <li>Single</li> <li>Divorced</li> <li>Widowed</li> <li>Separated</li> </ul>	Primary caregiver indicates marital status at the time the family survey is completed.	Family demographics served by program

Field Name	Req/ Opt	Values	Description	Used For
What is the Primary Caregiver's current living situation?	N	<ul style="list-style-type: none"> <li>• Own my own home</li> <li>• Renting</li> <li>• Sharing housing with relatives/friends (more than 6 months)</li> <li>• Living somewhere temporarily intended for less than 6 months (shelter, temporarily staying with friends/relatives)</li> </ul>	Primary caregiver indicates their living situation at the time the family survey is completed.	Family demographics served by program; Parents as Teachers National Program Requirement
Was the Primary Caregiver homeless any time within the last 12 months?	N	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Primary caregiver indicates if they were homeless any time within the 12 months preceding the date the family survey is completed.	Family demographics served by program; Parents as Teachers National Program Requirement
Is the Primary Caregiver currently employed?	N	<ul style="list-style-type: none"> <li>• Yes, full-time</li> <li>• Yes, part-time</li> <li>• No</li> </ul>	Primary caregiver indicates their employment status on the date the family survey is completed.	Family demographics served by program; Parents as Teachers National Program Requirement
Primary Caregiver Two's First Name:	N	Up to 50 characters	First name of a second primary caregiver as determined by the family.	Family Identification
Primary Caregiver Two's Last Name:	N	Up to 50 characters	Last name of a second primary caregiver as determined by the family.	Family Identification
Primary Caregiver Two's date of birth:	N	Date MM/DD/YYYY	Date of birth of the second primary caregiver as determined by the family.	Family Identification
Primary Caregiver Two's Gender:	N	<ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> </ul>	Gender of the second primary caregiver as determined by the family.	Family Identification
What is the highest level of education of the child's second primary caregiver?	N	<ul style="list-style-type: none"> <li>• Elementary or junior high school</li> <li>• Some high school</li> <li>• High school graduate or GED</li> <li>• Trade/vocational training</li> <li>• Some college credits</li> <li>• Two-year college degree (associates)</li> <li>• 4-year college degree or higher</li> </ul>	Highest level of education completed by the second primary caregiver as determined by the family.	Family demographics served by program; Parents as Teachers National Program Requirement

Field Name	Req/ Opt	Values	Description	Used For
What is the primary language spoken in your home?	N	<ul style="list-style-type: none"> <li>English</li> <li>Spanish</li> <li>Arabic</li> <li>Caribbean language (French Creole/Haitian</li> <li>European or Slavic language</li> <li>Pacific Island language</li> <li>Far Eastern Asian languages (Japanese, Vietnamese)</li> <li>Native North American or Alaska Native language</li> <li>African language</li> <li>Other</li> </ul>	Caregiver report of the primary language spoken in the home.	Family demographics served by program; Parents as Teachers National Program Requirement
What is the average family income (include all Earnings from Work, Welfare/Child Support/Alimony, Pensions/Retirement/Social Security or Other Income received by adults responsible for the child or children in this family) in a year?	N	<ul style="list-style-type: none"> <li>\$0 - \$10,000</li> <li>\$10,001 - \$20,000</li> <li>\$20,001 - \$30,000</li> <li>\$30,001 - \$40,000</li> <li>\$40,001 - \$50,000</li> <li>More than \$50,001</li> </ul>	Caregiver report of the average family income range.	Family demographics served by program; Parents as Teachers National Program Requirement
Has the total income in the household increased by 5% or more in the past 12 months?	N	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Caregiver report if household increased by 5% or more in the last 12 months.	Family demographics served by program; Parents as Teachers National Program Requirement
How many people (including all adults and children) live in the household?	N	1-99	Caregiver report on the number of people living in the household at the time the family survey is completed.	Family demographics served by program; Parents as Teachers National Program Requirement

Field Name	Req/ Opt	Values	Description	Used For
Is anyone in the household currently on active duty in the Armed Forces or in the reserve component (e.g. National Guard, Reserves)?	N	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Caregiver report if anyone in the household is currently on active duty in the Armed Forces or reserves.	Family demographics served by program; Parents as Teachers National Program Requirement
Which, if any, of the following does the family currently receive or access? (Check all that apply)	N	<ul style="list-style-type: none"> <li>• Food stamps</li> <li>• WIC</li> <li>• KanCare</li> <li>• TANF</li> <li>• Earned Income Tax Credit</li> <li>• Mental Health Services</li> <li>• Unemployment benefits</li> <li>• Child Care Subsidy/Assistance</li> <li>• Substance Abuse</li> <li>• Employment Resources</li> <li>• Tobacco Cessation Services</li> <li>• Domestic Violence Services</li> <li>• Public Housing or Utilities</li> <li>• Job Training/Adult Education</li> <li>• Parent Education Classes</li> <li>• Nutrition or Food Resources</li> <li>• English Language Classes</li> <li>• Other social services</li> <li>• None of the above</li> </ul>	Caregiver report on services accessed at the time the family survey is completed.	Family demographics served by program
Which, if any, of the following community services has the family accessed in the past 12 months? (Check all that apply)	Y	<ul style="list-style-type: none"> <li>• Public Library or Book Mobile</li> <li>• Health/Medical Services</li> <li>• Dental Service</li> <li>• Recreation/Enrichment Activities including Parks</li> <li>• Grocery Store</li> <li>• Community Transportation Services</li> </ul>	Caregiver report on community services accessed in the past 12 months.	Family demographics served by program

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>None of the above</li> </ul>		
Please read the following items and select the column that best describes the frequency with which this activity occurs.	Y	<ul style="list-style-type: none"> <li>Someone reads to my child in our home.</li> <li>My child and I talk about things that happened during the day.</li> <li>Someone is active and involved in my child's play.</li> <li>Someone takes my child to a museum, library, learning or activity center or the zoo.</li> <li>Someone talks with the teacher or educator of any early childhood programs that my child attends.</li> </ul>	Caregiver report on the frequency of parent-child activities that occur in the home.	Parent-Child Interaction Aggregate Reporting
Family's Program Start Date: (Entered for each program)	Y	MM/DD/YYYY	Date of the first personal visit for this family.	Filter to provide aggregate reporting based on dosage of intervention.
Family's Program Exit Date:  (Entered for each program, if entered, then Fam38 is required)	N	MM/DD/YYYY	Date of the family's last visit or child's last day of attendance in the program.	Filter to provide aggregate reporting based on dosage of intervention.
List of reasons for a family to exit a program:  (The reason that a family left a program, required if there is a Program End Date [Fam04])	N	<ul style="list-style-type: none"> <li>The child is too old to participate or the family completed the service cycle.</li> <li>The family or child transitioned to another early childhood or family support program</li> <li>The child/family moved out of the service area</li> <li>Family regularly missed scheduled personal visits</li> <li>Family could not be located</li> </ul>	Reason the family exited the program.	Parents as Teachers National Program Requirement; Program Accountability

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>Family was dissatisfied with the program</li> <li>Left program for other reasons/unknown</li> </ul>		
Home Visiting Programs Only: Number of Personal Visits completed over the last 12 months?	Y	1-99	<p>For a new family, this refers to the number of visits completed as of the family's demographics completed date.</p> <p>For an existing family, this refers to the number of visits completed up to 12 months prior to the family's demographics completed date.</p>	Filter to provide aggregate reporting based on dosage of intervention.
Home Visiting Programs Only: Number of Group Connections attended over the last 12 months?	Y	1-99	<p>For a new family, this refers to the number of group connections attended as of the family's demographics completed date.</p> <p>For an existing family, this refers to the number of group connections up to 12 months prior to the family's demographics completed date.</p>	Filter to provide aggregate reporting based on dosage of intervention.
Home Visiting Programs Only: Number of Parent Educators providing Personal Visits over the last 12 months?	Y	1-99	Number of Parent Educators assigned to provide services to this family over the past 12 months from the date the family survey is completed.	Filter to provide aggregate reporting based on number of parent educators (turnover).
Preschool, Center or School classroom based program or group based service only: If this program provides for parent/child conferences or other individual parent or group meetings, how many parent/child conferences or other	Y	1-99	Total number of parent or parent/child meetings offered to parents.	Filter to provide aggregate reporting based on dosage of intervention.



Field Name	Req/ Opt	Values	Description	Used For
individual parent or group meetings did you offer this year?				
Preschool, Center or School classroom based program or group based service only: How many parent/child conferences or other individual parent or group meetings did the family attend this year?	Y	1-99	Total number of parent or parent/child meetings actually attended by the family.	Filter to provide aggregate reporting based on dosage of intervention.
Preschool, Center or School classroom based program or group based service only: Number of Educators providing services from this program to the family this program year	Y	1-99	Number of educators assigned to provide services to the family/child during the year.	Filter to provide aggregate reporting based on dosage of intervention.
The Primary Caregiver has provided consent to share the family demographic and survey data entered during the current State Fiscal Year with external agencies who provide services for the family or its members.	Y	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Option provided if parent consent to share data with other programs in FSS if child moves and enrolls in another program to eliminate duplication of data collection and entry.	Identity Security
Excluded demographics  (A survey may be marked Exclude with any number of questions answered.	N	<ul style="list-style-type: none"> <li>• Child/family left the program before the survey was completed.</li> <li>• Parent/Caregiver declined to participate in or complete the survey.</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
When the user chooses to Exclude a survey the user must select one of the following reasons: )		<ul style="list-style-type: none"> <li>Survey was not completed or incomplete due to failure of the program to follow up with the family.</li> <li>Survey was not completed or incomplete due to inability to schedule completion with the family.</li> <li>Other</li> </ul>		
<b>Protective Factors Survey</b>				
Date Protective Factors Survey Completed	Y	MM/DD/YYYY	Date the Protective Factors Survey was completed	Identify what year data is valid.
Part I: Question 1: In my family, we talk about problems.	N	<ul style="list-style-type: none"> <li>Never</li> <li>Very Rarely</li> <li>Rarely</li> <li>About Half the Time</li> <li>Frequently</li> <li>Very Frequently</li> <li>Always</li> </ul>	Caregiver response. Question is included in scoring the Family Functioning/Resiliency Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part I: Question 2: When we argue, my family listens to “both sides of the story.”	N	<ul style="list-style-type: none"> <li>Never</li> <li>Very Rarely</li> <li>Rarely</li> <li>About Half the Time</li> <li>Frequently</li> <li>Very Frequently</li> <li>Always</li> </ul>	Caregiver response. Question is included in scoring the Family Functioning/Resiliency Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part I: Question 3: In my family, we take time to listen to each other.	N	<ul style="list-style-type: none"> <li>Never</li> <li>Very Rarely</li> <li>Rarely</li> <li>About Half the Time</li> <li>Frequently</li> <li>Very Frequently</li> <li>Always</li> </ul>	Caregiver response. Question is included in scoring the Family Functioning/Resiliency Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement

Field Name	Req/ Opt	Values	Description	Used For
Part I: Question 4: My family pulls together when things are stressful.	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring the Family Functioning/Resiliency Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part I: Question 5: My family is able to solve our problems.	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring the Family Functioning/Resiliency Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part II: Question 6: I have others who will listen when I need to talk about my problems.	N	<ul style="list-style-type: none"> <li>• Strongly Disagree</li> <li>• Mostly Disagree</li> <li>• Slightly Disagree</li> <li>• Neutral</li> <li>• Slightly Agree</li> <li>• Mostly Agree</li> <li>• Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Social Support Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part II: Question 7: When I am lonely, there are several people I can talk to.	N	<ul style="list-style-type: none"> <li>• Strongly Disagree</li> <li>• Mostly Disagree</li> <li>• Slightly Disagree</li> <li>• Neutral</li> <li>• Slightly Agree</li> <li>• Mostly Agree</li> <li>• Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Social Support Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part II: Question 8: I would have no idea where to turn if my family needed food or housing.	N	<ul style="list-style-type: none"> <li>• Strongly Disagree</li> <li>• Mostly Disagree</li> <li>• Slightly Disagree</li> <li>• Neutral</li> <li>• Slightly Agree</li> <li>• Mostly Agree</li> <li>• Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Concrete Support Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement

Field Name	Req/ Opt	Values	Description	Used For
Part II: Question 9: I wouldn't know where to go for help if I had trouble making ends meet.	N	<ul style="list-style-type: none"> <li>Strongly Disagree</li> <li>Mostly Disagree</li> <li>Slightly Disagree</li> <li>Neutral</li> <li>Slightly Agree</li> <li>Mostly Agree</li> <li>Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Concrete Support Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part II: Question 10: If there is a crisis, I have others I can talk to.	N	<ul style="list-style-type: none"> <li>Strongly Disagree</li> <li>Mostly Disagree</li> <li>Slightly Disagree</li> <li>Neutral</li> <li>Slightly Agree</li> <li>Mostly Agree</li> <li>Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Social Support Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part II: Question 11: If I needed help finding a job, I wouldn't know where to go for help.	N	<ul style="list-style-type: none"> <li>Strongly Disagree</li> <li>Mostly Disagree</li> <li>Slightly Disagree</li> <li>Neutral</li> <li>Slightly Agree</li> <li>Mostly Agree</li> <li>Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Concrete Support Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part III: Question 12: There are many times when I don't know what to do as a parent.	N	<ul style="list-style-type: none"> <li>Strongly Disagree</li> <li>Mostly Disagree</li> <li>Slightly Disagree</li> <li>Neutral</li> <li>Slightly Agree</li> <li>Mostly Agree</li> <li>Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring Child Development/Knowledge of Parenting.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part III: Question 13: I know how to help my child learn.	N	<ul style="list-style-type: none"> <li>Strongly Disagree</li> <li>Mostly Disagree</li> <li>Slightly Disagree</li> <li>Neutral</li> <li>Slightly Agree</li> <li>Mostly Agree</li> <li>Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring Child Development/Knowledge of Parenting.	State measurement of program outcome; Parents as Teachers National Program Requirement

Field Name	Req/ Opt	Values	Description	Used For
Part III: Question 14: My child misbehaves just to upset me.	N	<ul style="list-style-type: none"> <li>• Strongly Disagree</li> <li>• Mostly Disagree</li> <li>• Slightly Disagree</li> <li>• Neutral</li> <li>• Slightly Agree</li> <li>• Mostly Agree</li> <li>• Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring Child Development/Knowledge of Parenting.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part IV: Question 15: I praise my child when he/she behaves well.	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring Child Development/Knowledge of Parenting.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part IV: Question 16: When I discipline my child, I lose control.	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring Child Development/Knowledge of Parenting.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part IV: Question 17: I am happy being with my child	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring the Nurturing and Attachment Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part IV: Question 18: My child and I are very close to each other	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring the Nurturing and Attachment Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement

Field Name	Req/ Opt	Values	Description	Used For
Part IV: Question 19: I am able to soothe my child when he/she is upset	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring the Nurturing and Attachment Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Part IV: Question 20: I spend time with my child doing what he/she likes to do.	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring the Nurturing and Attachment Subscale.	State measurement of program outcome; Parents as Teachers National Program Requirement
Excluded survey  (A survey may be marked Exclude with any number of questions answered. When the user chooses to Exclude a survey the user must select one of the following reasons: )	N	<ul style="list-style-type: none"> <li>• Child/family left the program before the survey was completed.</li> <li>• Parent/Caregiver declined to participate in or complete the survey.</li> <li>• Survey was not completed or incomplete due to failure of the program to follow up with the family.</li> <li>• Survey was not completed or incomplete due to inability to schedule completion with the family.</li> <li>• Other</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete data from report
<b>Educator Survey</b>				
Educator First Name	Y	Up to 50 characters Or Displayed based on Educator ODS data	Educator's legal first name. The name given to the educator at birth, baptism, or during another naming ceremony, or through legal change.	Educator Identification

Field Name	Req/ Opt	Values	Description	Used For
Educator Last Name	Y	Up to 50 characters Or Displayed based on Educator ODS data	Educator's legal last name.	Educator Identification
Gender	Y	<ul style="list-style-type: none"> <li>Male</li> <li>Female</li> </ul>	The educator's gender, the concept describing the biological traits that distinguish the males and females of a species verified against KIDS Assignment System.	Educator Identification
Do you have a teaching license issued by the Kansas State Department of Education?	Y	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Enter only if the teaching license is current. Do not enter expired license. Educator Report	Educator Identification
Educator ID	N	10 digits, verified against Educator ODS	Unique ID assigned to each teacher at the time of licensure by KSDE.	Educator Identification
Early Childhood Educator ID	Y	Six digits	ID Provided by the program IF the educator does not have a Teacher License issued by KSDE. The number assigned to each educator working in Foundations for School Success that consist of the first three digits of the district or consortium followed by three digits assigned to each person. (Ex. D0303 – Pat ID = 303XXX.	Educator Identification
Date Educator Survey Completed	Y	MM/DD/YYYY	Date the educator survey was completed.	Identify what year data is valid.
What is the highest level of education completed	Y	<ul style="list-style-type: none"> <li>High School or GED</li> <li>60 college credit hours in early childhood or related course work from an Accredited Higher Education Institution or more but no degree</li> <li>Two-year college degree (associates) from an Accredited Higher Education Institute</li> <li>4-year college degree (bachelors) from an Accredited Higher</li> </ul>	Educator report of the highest education level completed.	Educator demographics. Program Accountability.

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>Education Institute</li> <li>Master's degree or higher from an Accredited Higher Education Institute</li> <li>Child</li> <li>Development</li> <li>Associate (CDA) Credential issued by the Council for Professional Recognition</li> </ul>		
If a degree has been obtained as noted above, indicate the field:	Y	<ul style="list-style-type: none"> <li>Early Childhood, Early Childhood Unified, Human Development &amp; Family Life</li> <li>Early Childhood Special Education</li> <li>Social Work</li> <li>Other</li> </ul>	Educator report of degree field, if applicable.	Educator demographics. Program Accountability.
Indicate language proficiency with the following (check all that apply):  -Oral-	Y	<ul style="list-style-type: none"> <li>English</li> <li>Spanish</li> <li>Arabic</li> <li>Caribbean language (French Creole/Haitian)</li> <li>European or Slavic language</li> <li>Pacific Island language</li> <li>Far Eastern Asian languages (Japanese, Vietnamese)</li> <li>Native North American or Alaska Native language</li> <li>African language</li> <li>Other</li> </ul>	Educator report of oral proficiency in languages.	Educator demographics.
Indicate language proficiency with the following (check all that apply):  -Written-	Y	<ul style="list-style-type: none"> <li>English</li> <li>Spanish</li> <li>Arabic</li> <li>Caribbean language (French Creole/Haitian)</li> <li>European or Slavic language</li> <li>Pacific Island language</li> </ul>	Educator report of written proficiency in languages.	Educator demographics.



Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>Far Eastern Asian languages (Japanese, Vietnamese)</li> <li>Native North American or Alaska Native language</li> <li>African language</li> <li>Other</li> </ul>		
Other educator licenses:- License Name	N	Text – up to 50 characters	Educator report of other licenses held.	Educator demographics.
Other educator licenses:- License Number	N	Text – up to 50 characters	Educator report of license number.	Educator demographics.
Educator Program Start Date	Y	MM/DD/YYYY	Educator's first official date at the program on the job.	Educator demographics. Program experience.
Educator Program Exit Date	N	MM/DD/YYYY	Educator's last official date at the program on the job.	Educator demographics. Program experience.
List of reasons for a Classroom Teacher or Home Visitor to leave a program:	Y	<ul style="list-style-type: none"> <li>Left for other employment in the early childhood field</li> <li>Left for other employment outside the early childhood field</li> <li>Left work force</li> <li>Retired</li> <li>Moved</li> <li>Laid off/employer action due to program budget</li> <li>Laid off/employer action other</li> <li>Left program for other reasons/unknown</li> <li>Other</li> </ul>	The reason that an educator left a program, required if there is a Program End Date.	Educator demographics.
Are you currently:	Y	<ul style="list-style-type: none"> <li>Full-time (30 or more hours per week)</li> <li>Part-time (less than 30 hours per week)</li> </ul>	Educator identification of full time or part time employment in the program.	Educator demographics.
What is your current position?	Y	<ul style="list-style-type: none"> <li>Parent</li> <li>Educator/Home Visitor</li> <li>Classroom Teacher that includes</li> </ul>	Educator report of the job position held in the program.	Educator demographics.

Field Name	Req/ Opt	Values	Description	Used For
		home visiting		
How long have you actively worked in the role of Parent Educator/Home Visitor? -Years-	Y	0-99	Educator report of the number of years of experience as a parent educator/home visitor.	Educator demographics.
How long have you actively worked in the role of Parent Educator/Home Visitor? -Months-	Y	0-11	Educator report of the number of months of experience as a parent educator/home visitor.	Educator demographics.
How long have you actively worked in the role of a Classroom Teacher or Educator of a group of children in a setting such as a home or library? -Years-	Y	0-99	Educator report of the number of years worked in an early childhood classroom or with children in a group setting.	Educator demographics.
How long have you actively worked in the role of a Classroom Teacher or Educator of a group of children in a setting such as a home or library? -Months-	Y	0-11	Educator report of the number of months worked in an early childhood classroom or with children in a group setting.	Educator demographics.
Do you have a current professional development plan based on the Parents as Teachers or other Early Childhood Core Competencies?	Y	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Educator report indicating whether or not a professional development plan is in place at the time the survey is completed.	Educator demographics.

Field Name	Req/ Opt	Values	Description	Used For
If employed for more than 1 year, how many Professional Development clock hours related to the Parents as Teachers or other Early Childhood Core Competencies did you complete in the past program year?	Y	0-99	Educator report of the number of professional development clock hours relevant to their work with children completed in the past year (from the date the survey is completed).	Educator demographics.
<b>Home Visitor Rating Scale A+</b>				
HOVRS Completion Date:	Y	MM/DD/YYYY	Date the HOVRS A+ is completed.	Identify what year data is valid.
Home Visitor Facilitation of Parent-Child Interaction  -Inadequate-	N	<ul style="list-style-type: none"> <li>1.1 rarely addresses parent-child interactions.</li> <li>2.1 rarely addresses or directs parent's interaction with child, telling parent what to do.</li> <li>3.1 interacts with either parent or child but not both.</li> <li>4.1 rarely helps parent respond to child's cues for interaction.</li> <li>5.1 does not provide encouragement or reinforcement for positive interactions between parent and child.</li> <li>6.1 does not bring or use materials or activities to</li> </ul>	Likert scale measure of home visitor facilitation of parent-child interaction during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		promote parent-child interaction.		
Home Visitor Facilitation of Parent-Child Interaction  -Adequate-	N	<ul style="list-style-type: none"><li>• 1.3 tries to facilitate interactions, even if not always effectively.</li><li>• 2.3 supports parent's interactions with child, by commenting on observed parent-child interactions.</li><li>• 3.3 interacts with both parent &amp; child but occasionally directs attention to only parent or child when there are opportunities to interact with both.</li><li>• 4.3 observes parent-child interactions &amp; occasionally comments on child's cues or gives feedback to parent for interaction, but misses some opportunities.</li><li>• 5.3 occasionally provides encouragement or reinforcement for positive interactions between parent and child.</li><li>• 6.3 brings materials or activities to the home to promote parent-child interactions.</li></ul>	Likert scale measure of home visitor facilitation of parent-child interaction during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Home Visitor Facilitation of Parent-Child Interaction  -Good-	N	<ul style="list-style-type: none"> <li>• 1.5 frequently facilitates parent-child interactions.</li> <li>• 2.5 encourages parent's interaction with child, by discussing how observed interactions support child's development.</li> <li>• 3.5 frequently interacts with both parent &amp; child, excluding neither.</li> <li>• 4.5 observes parent-child interaction and consistently provides appropriate comments on child's cues, suggestions, feedback, &amp; questions to parent to promote parent-child interactions, rarely missing opportunities.</li> <li>• 5.5 frequently provides encouragement or reinforcement for positive interactions between parent and child.</li> <li>• 6.5 uses materials already in the home and/or family routines to promote parent-child interaction.</li> </ul>	Likert scale measure of home visitor facilitation of parent-child interaction during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement
Home Visitor Facilitation of Parent-Child Interaction  -Excellent-	N	<ul style="list-style-type: none"> <li>• 1.7 frequently facilitates parent-child interactions and supports interactions as needed without interrupting.</li> </ul>	Likert scale measure of home visitor facilitation of parent-child interaction during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>• 2.7 promotes parent-child interaction by describing, linking to this child's development, and expanding to other ways and places to do something similar.</li> <li>• 3.7 frequently interacts with both parent &amp; child and helps sustain engagement of child with parent.</li> <li>• 4.7 uses comments, suggestions, feedback, &amp; questions to promote responsive parent-child interaction and expresses child's response by "speaking for child."</li> <li>• 5.7 encourages or reinforces and prompts positive parent-child interactions.</li> <li>• 6.7 uses home's materials and routines and guides parents to identify new uses for household materials to support child's development.</li> </ul>		
Overall Rating	Y	1.0 to 7.0	Overall measure of home visitor facilitation of parent-child interaction during an observed visit. Measure of Home Visit Process Quality.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Home Visitor Responsiveness to Family  -Inadequate-	N	<ul style="list-style-type: none"> <li>1.1 does not plan well for the visit.</li> <li>2.1 does not have necessary materials for the visit.</li> <li>3.1 rarely asks questions to get more information.</li> <li>4.1 is not attentive to what parent and child are doing.</li> <li>5.1 persists with activity that does not meet parent or child's interests or needs.</li> <li>6.1 directs agenda and activities of home visit or does not set or follow an agenda.</li> </ul>	Likert scale measure of home visitor responsiveness to family during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement
Home Visitor Responsiveness to Family  -Adequate-	N	<ul style="list-style-type: none"> <li>1.3 has a plan for the visit but does not ask for parent input for next visit.</li> <li>2.3 is prepared for activities of the home visit (e.g., has necessary materials).</li> <li>3.3 occasionally gets more information by asking open-ended or follow-up questions.</li> <li>4.3 observes parent and child but does not always respond or react to what parent and child are doing when necessary.</li> </ul>	Likert scale measure of home visitor responsiveness to family during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>• 5.3 occasionally follows parent and child lead in activities.</li> <li>• 6.3 allows some input from parent on agenda and activities of home visit.</li> </ul>		
Home Visitor Responsiveness to Family  -Good-	N	<ul style="list-style-type: none"> <li>• 1.5 asks parents about activities to bring to future home visit(s).</li> <li>• 2.5 brings or does activities selected by parents.</li> <li>• 3.5 frequently gets more information by asking open-ended or follow-up questions.</li> <li>• 4.5 observes and reacts to parent and child by making comments, providing information, or suggesting activities.</li> <li>• 5.5 frequently follows parent and child lead in activities, changing pace or activities to meet family interests or needs.</li> <li>• 6.5 sets agenda and activities for home visit after getting input from family.</li> </ul>	Likert scale measure of home visitor responsiveness to family during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement
Home Visitor Responsiveness to Family	N	<ul style="list-style-type: none"> <li>• 1.7 plans next visit with parent, and helps parent decide on activities,</li> </ul>	Likert scale measure of home visitor responsiveness to family during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement



Field Name	Req/ Opt	Values	Description	Used For
-Excellent-		<p>materials, &amp; who will provide them.</p> <ul style="list-style-type: none"> <li>• 2.7 emphasizes parent-selected activities and organizes home visit around them</li> <li>• 3.7 gets information from open-ended or follow-up questions and uses the information to increase effectiveness of home visit.</li> <li>• 4.7 observes, reacts, and provides reflective feedback, ideas, and developmental information about parent-child interactions and child's development.</li> <li>• 5.7 follows parent and child lead in activities, and acknowledges parent or child interests or needs.</li> <li>• 6.7 follows parent-suggested agenda and activities and provides additional related information to supplement activities.</li> </ul>		
Overall Rating	Y	<ul style="list-style-type: none"> <li>• 1.0 to 7.0</li> </ul>	Overall scale measure of home visitor responsiveness to family during an observed visit. Measure of Home Visit Process Quality.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Home Visitor Relationship with Family  -Inadequate-	N	<ul style="list-style-type: none"> <li>• 1.1 rarely interact sociably with each other.</li> <li>• 2.1 seem critical, condescending, tense, or detached with each other.</li> <li>• 3.1 do not appear to enjoy visit.</li> <li>• 4.1 parent appears uncomfortable or uninterested in answering questions or speaking with home visitor.</li> <li>• 5.1 home visitor ignores family members other than parent and child.</li> <li>• N/A-No other family members present</li> <li>• 6.1 home visitor shows little to no familiarity with family.</li> <li>• 7.1 home visitor does not show respect or acceptance of family system.</li> <li>• 8.1 home visitor brings up issues in an insensitive or disrespectful manner.</li> </ul>	Likert scale measure of home visitor relationship with family during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement
Home Visitor Relationship with Family  -Adequate-	N	<ul style="list-style-type: none"> <li>• 1.3 occasionally interact sociably with each other.</li> <li>• 2.3 interact with little to no tension but are not overly warm with each other.</li> <li>• 3.3 occasionally appear to</li> </ul>	Likert scale measure of home visitor relationship with family during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"><li>enjoy home visit (positive emotions &amp; statements).</li><li>• 4.3 parent answers questions but does not elaborate or initiate discussion.</li><li>• 5.3 home visitor interacts with family members other than parent and child but does not involve them in activities.</li><li>• N/A-No other family members present</li><li>• 6.3 home visitor shows some familiarity with family but does not ask questions beyond those dictated by home visit.</li><li>• 7.3 home visitor appears to be accepting of the family system.</li><li>• 8.3 home visitor tries to bring up issues in a sensitive or respectful manner but not always effectively.</li></ul>		
Home Visitor Relationship with Family  -Good-	N	<ul style="list-style-type: none"><li>• 1.5 are relaxed and obviously enjoy interacting.</li><li>• 2.5 are warm and respectful of each other.</li><li>• 3.5 obviously enjoy home visit (positive emotions &amp;</li></ul>	Likert scale measure of home visitor relationship with family during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		statements). <ul style="list-style-type: none"> <li>• 4.5 parent shares information, problems, or concerns openly with home visitor.</li> <li>• 5.5 home visitor attempts to involve everyone in the room in activities.</li> <li>• N/A - No other family members present</li> <li>• 6.5 home visitor is interested in what is happening with the family as evident by familiarity with the family as well as by asking relevant questions.</li> <li>• 7.5 home visitor shows respect and acceptance of the family system</li> <li>• 8.5 home visitor brings up issues in a sensitive or respectful manner.</li> </ul>		
Overall Rating	Y	1.0 to 7.0	Overall scale measure of home visitor relationship with family during an observed visit. Measure of Home Visit Process Quality.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement
Home Visitor Nonintrusiveness  -Inadequate-	N	<ul style="list-style-type: none"> <li>• 1.1 often tells parent what to do or rarely make suggestions for what parent could do.</li> <li>• 2.1 takes over activities or fails to provide guidance for parent-child</li> </ul>	Likert scale measure of home visitor nonintrusiveness during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<p>interaction.</p> <ul style="list-style-type: none"> <li>• 3.1 plays with or teaches child herself or fails to hand toys or other materials to parent and child.</li> <li>• 4.1 persists with activity too hard for or not of interest to parent or child or fails to respond to parent &amp; child cues by changing pace or activities.</li> <li>• 5.1 is directive and frequently intrudes on or interrupts the parent-child interaction.</li> </ul>		
<p>Home Visitor Nonintrusiveness</p> <p>-Adequate-</p>	N	<ul style="list-style-type: none"> <li>• 1.3 makes suggestions for what parent could do, but not excessively.</li> <li>• 2.3 occasionally guides aspects of parent-child interaction (e.g., provides reinforcement to child).</li> <li>• 3.3 occasionally hands toys or other materials to child instead of parent.</li> <li>• 4.3 occasionally responds to parent &amp;/or child cues (e.g., lack of interest, difficulty with task) by changing pace or activities.</li> <li>• 5.3 occasionally intrudes</li> </ul>	Likert scale measure of home visitor nonintrusiveness during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		on or interrupts the parent-child interaction.		
Home Visitor Nonintrusiveness  -Good-	N	<ul style="list-style-type: none"> <li>1.5 seeks and responds to parent ideas &amp; interests for interactions.</li> <li>2.5 sits back when parent-child interaction is ongoing and allows parent to control/direct interaction.</li> <li>3.5 frequently hands toys and other materials for child to parent instead of to child.</li> <li>4.5 frequently responds to parent &amp;/or child cues (e.g., lack of interest, difficulty with task) by changing pace or activities when needed.</li> <li>5.5 rarely intrudes on or interrupts the parent-child interaction.</li> </ul>	Likert scale measure of home visitor nonintrusiveness during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement
Home Visitor Non-intrusiveness  -Excellent-	N	<ul style="list-style-type: none"> <li>1.7 seeks and responds to parent interests for interactions and encourages those interactions during home visit.</li> <li>2.7 sits back when parent-child interaction is ongoing and actively observes, as evident from later reflective comments.</li> </ul>	Likert scale measure of home visitor nonintrusiveness during an observed visit.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>• 3.7 consistently hands toys or other materials for child to parent and asks how parent wants to use materials.</li> <li>• 4.7 adapts pace or activities to parent</li> <li>• &amp;/or child cues and asks parent questions to help parent adapt or enrich interaction or activities with child.</li> <li>• 5.7 Does not intrude on or interrupt parent- child interactions.</li> </ul>		
Overall Rating	Y	1.0 to 7.0	Overall scale measure of home visitor non-intrusiveness during an observed visit. Measure of Home Visit Process Quality.	Quality Measurement of Home Visit Process Quality; Program Accountability and Continuous Quality Improvement
Parent-Child Interaction During Home Visit  -Inadequate-	N	<ul style="list-style-type: none"> <li>• 1.1 interaction is minimal, negative, or nonresponsive.</li> <li>• 2.1 have little to no positive physical contact.</li> <li>• 3.1 are positioned away from each other during activities.</li> <li>• 4.1 parent is rarely attentive to what child is doing.</li> <li>• 5.1 parent is not responsive or responds negatively to child's behavior, vocalizations, or</li> </ul>	Likert scale measure of parent-child interaction during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<p>emotional expressions during the home visit.</p> <ul style="list-style-type: none"><li>• 6.1 parent persists in activities that child is not interested in or when child is looking at or reaching for other things.</li><li>• 7.1 are rarely engaged in activities together during the home visit.</li></ul>		
Parent-Child Interaction During Home Visit  -Adequate-	N	<ul style="list-style-type: none"><li>• 1.3 interact with some warmth (e.g., positive expressions or tone, smiling).</li><li>• 2.3 occasionally make positive physical contact, but touch may more often be instrumental (i.e., with purpose of accomplishing something like moving child, wiping child's nose, etc.)</li><li>• 3.3 are occasionally in close physical proximity during activities.</li><li>• 4.3 parent tries to attend to what child is doing but occasionally does not.</li><li>• 5.3 parent occasionally responds positively to child's behavior, vocalizations, or emotional expressions during home</li></ul>	Likert scale measure of parent-child interaction during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement



Field Name	Req/ Opt	Values	Description	Used For
		visit. <ul style="list-style-type: none"> <li>6.3 parent occasionally changes pace or activity to meet child's interest or needs (based on where child looks, what child reaches for, emotions child expresses).</li> <li>7.3 are engaged in activities together on and off during the home visit</li> </ul>		
Parent-Child Interaction During Home Visit  -Good-	N	<ul style="list-style-type: none"> <li>1.5 interact with a great deal of warmth (e.g., positive expressions or tone, smiling).</li> <li>2.5 frequently make positive physical contact.</li> <li>3.5 frequently remain in close physical proximity during activities.</li> <li>4.5 parent frequently attends to what child is doing.</li> <li>5.5 parent frequently responds positively to child's behavior, vocalizations, or emotional expressions during visit.</li> <li>6.5 parent frequently changes pace or activity to meet child's interest or need (based on where child looks, what child</li> </ul>	Likert scale measure of parent-child interaction during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		reaches for, emotions child expresses). <ul style="list-style-type: none"> <li>7.5 are frequently engaged in activities together during the home visit.</li> </ul>		
Parent-Child Interaction During Home Visit  -Excellent-	N	<ul style="list-style-type: none"> <li>1.7 interact with warmth and show appreciation to each other.</li> <li>2.7 make positive physical contact during home visit activities and contact is helpful or affectionate without being intrusive.</li> <li>3.7 remain in close physical proximity during activities and readily engage in positive interactions during activities.</li> <li>4.7 parent consistently attends to what child is doing and sometimes describes child's behavior.</li> <li>5.7 parent typically responds positively to child's behavior, vocalizations, or expressions and encourages or supports child's learning and development.</li> <li>6.7 parent adapts</li> </ul>	Likert scale measure of parent-child interaction during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		activities to child's interest or need and shows enthusiasm about what child is doing. <ul style="list-style-type: none"> <li>7.7 are engaged together in all the parent-child home visit activities and consistently enjoy the interactions.</li> </ul>		
Overall Rating	Y	1.0 to 7.0	Overall scale measure of parent-child interaction during an observed visit. Measure of Home Visit Effectiveness.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement
Parent Engagement During Home Visit  -Inadequate-	N	<ul style="list-style-type: none"> <li>1.1 does not indicate interest in material or activities.</li> <li>2.1 does not participate in home visit activities; is distracted or involved in another activity.</li> <li>3.1 leaves the room.</li> <li>4.1 does not initiate activities or conversations with child or home visitor; home visitor must prompt parent to engage in activities or interactions.</li> <li>5.1 rarely asks or answers questions</li> <li>6.1 positions self away from home visitor and child.</li> </ul>	Likert scale measure of parent engagement during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Parent Engagement During Home Visit  -Adequate-	N	<ul style="list-style-type: none"> <li>• 1.3 indicates occasional interest in home visit material or activities.</li> <li>• 2.3 occasionally participates in activities.</li> <li>• 3.3 when participating in activities, is more passive than active.</li> <li>• 4.3 occasionally initiates activities.</li> <li>• 5.3occasionally asks or answers questions but does not elaborate.</li> <li>• 6.3 is in proximity to home visitor and child during most of the home visit.</li> </ul>	Likert scale measure of parent engagement during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement
Parent Engagement During Home Visit  -Good-	N	<ul style="list-style-type: none"> <li>• 1.5 frequently appears interested in home visit activities or materials.</li> <li>• 2.5 is an active participant in activities.</li> <li>• 3.5 engages in play and learning activities with child and/or home visitor whenever opportunity is available.</li> <li>• 4.5 frequently initiates activities.</li> <li>• 5.5 frequently asks questions, initiates discussions, or provides</li> </ul>	Likert scale measure of parent engagement during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		information related to topic of discussion. <ul style="list-style-type: none"> <li>6.5 remains in close proximity to child and home visitor throughout visit.</li> </ul>		
Parent Engagement During Home Visit  -Excellent-	N	<ul style="list-style-type: none"> <li>1.7 is consistently interested in visit activities and materials and identifies other activities and materials to try with child.</li> <li>2.7 is an active participant and maintains focus on home visit topics and activities.</li> <li>3.7 actively engages in play and activities and shows enthusiasm about doing activities.</li> <li>4.7 initiates activities and bases activities or conversations on child's interests or behavior.</li> <li>5.7 initiates conversations and offers information and topics that are related to child's development or family well-being.</li> <li>6.7 is in close proximity to child and home visitor throughout visit and readily interacts with both.</li> </ul>	Likert scale measure of parent engagement during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Overall Rating	Y	1.0 to 7.0	Overall scale measure of parent engagement during an observed visit. Measure of Home Visit Effectiveness.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement
Child Engagement During Home Visit  -Inadequate-	N	<ul style="list-style-type: none"> <li>1.1 does not participate in home visit activities.</li> <li>2.1 cries when coaxed to participate in activities or interactions during home visit</li> <li>NA for infants under 12 months</li> <li>3.1 does not interact with parent and/or home visitor.</li> <li>4.1 does not appear interested in the home visit activities (for example, through gaze or body language).</li> </ul>	Likert scale measure of child engagement during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement
Child Engagement During Home Visit  -Adequate-	N	<ul style="list-style-type: none"> <li>1.3 sometimes participates in home visit activities.</li> <li>2.3 requires coaxing to participate in activities or interactions during home visit.</li> <li>NA for infants under 12 months</li> <li>3.3 sometimes interacts with the parent and/or home visitor (including through body language, gaze, gestures, or vocalizations).</li> </ul>	Likert scale measure of child engagement during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>4.3 indicates occasional interest in home visit activities (for example, through gaze or body language).</li> </ul>		
Child Engagement During Home Visit  -Good-	N	<ul style="list-style-type: none"> <li>1.5 frequently participates in home visit activities.</li> <li>2.5 tries to initiate activities or interactions during home visit.</li> <li>NA for infants under 12 months</li> <li>3.5 frequently interacts with the parent and/or home visitor (including through body language, gaze, gestures, or vocalizations).</li> <li>4.5 frequently shows interest in home visit activities (for example, through gaze or body language).</li> </ul>	Likert scale measure of child engagement during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement
Child Engagement During Home Visit  -Excellent-	N	<ul style="list-style-type: none"> <li>1.7 participates in all the child/parent- child home visit activities and actively engages with both materials and parent.</li> <li>2.7 initiates activities or interactions and initiations are successful and appropriate.</li> <li>NA for infants under 12</li> </ul>	Likert scale measure of child engagement during an observed visit.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		months <ul style="list-style-type: none"> <li>• 3.7 interacts with parent and home visitor and sustains positive interactions.</li> <li>• 4.7 consistently shows interest in child/parent-child home visit activities and shows enthusiasm when doing activities.</li> </ul>		
Overall Rating	Y	1.0 to 7.0	Overall scale measure of child engagement during an observed visit. Measure of Home Visit Effectiveness.	Quality Measurement of Home Visit Effectiveness; Program Accountability and Continuous Quality Improvement
<b>Transition Survey</b>				
Question 1: Broad transition activities and timelines are identified and shared among partner early childhood programs (i.e. open house, Child Find, opportunities for families to meet staff in the programs)	Y	<ul style="list-style-type: none"> <li>• No/Never</li> <li>• Some</li> <li>• Most</li> <li>• Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 2: Families are provided with information about all early childhood programs in the community and parental choice is respected.	Y	<ul style="list-style-type: none"> <li>• No/Never</li> <li>• Some</li> <li>• Most</li> <li>• Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 3: Programs providing services to the same	Y	<ul style="list-style-type: none"> <li>• No/Never</li> <li>• Some</li> <li>• Most</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program



Field Name	Req/ Opt	Values	Description	Used For
family have joint transition meetings.		<ul style="list-style-type: none"> <li>• Yes/Always</li> </ul>	childhood programs as well as children transitioning to Kindergarten.	Accountability and Continuous Quality Improvement
Question 4: Processes are in place for enrollment and referral, screening and evaluation. Partner early childhood programs align practices to be as family friendly as possible (i.e. shared forms).	Y	<ul style="list-style-type: none"> <li>• No/Never</li> <li>• Some</li> <li>• Most</li> <li>• Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 5: Processes are in place for follow up on children who have transitioned to determine if families accessed the service successfully.	Y	<ul style="list-style-type: none"> <li>• No/Never</li> <li>• Some</li> <li>• Most</li> <li>• Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 6: Processes are in place to ensure that staff and family members are actively involved in the program's transition policies and practices.	Y	<ul style="list-style-type: none"> <li>• No/Never</li> <li>• Some</li> <li>• Most</li> <li>• Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 7: Staff in the program have received training and understands how to carry out their roles and responsibilities for transition activities.	Y	<ul style="list-style-type: none"> <li>• No/Never</li> <li>• Some</li> <li>• Most</li> <li>• Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Question 8: Early childhood partner programs discuss continuity in child expectations using the Kansas Early Learning document.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 9: Methods are in place to support communication among partners including staff to staff communication.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 10: Individual transition plans are developed for each child and family.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 11: Families are aware of the importance of transition planning and have the information they need to actively participate in transition planning for their child.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 12: Families participate as partners with staff in transition planning activities.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 13:	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to	Quality measurement of transition practices impacting family accessibility to programs and

Field Name	Req/ Opt	Values	Description	Used For
Families' needs related to transition are assessed and addressed.		<ul style="list-style-type: none"> <li>• Most</li> <li>• Yes/Always</li> </ul>	include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 14: Families actively participate in gathering information about their child's growth and development for the purposes of assessment during transition.	Y	<ul style="list-style-type: none"> <li>• No/Never</li> <li>• Some</li> <li>• Most</li> <li>• Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Question 15: Families actively participate in the evaluation of the transition activities and process	Y	<ul style="list-style-type: none"> <li>• No/Never</li> <li>• Some</li> <li>• Most</li> <li>• Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices impacting family accessibility to programs and positive child outcomes; Program Accountability and Continuous Quality Improvement
Date Transition Screen Completed:	Y	MM/DD/YYYY	Date the transition survey completed.	Identify what year data is valid.
Job Title	Y	Up to 50 characters	Title of Educator completing the report	Educator demographic.
Excluded survey  (A survey may be marked Exclude with any number of questions answered. When the user chooses to Exclude a survey the user must select one of the following reasons: )	N	<ul style="list-style-type: none"> <li>• Child/family left the program before the survey was completed.</li> <li>• Unable to complete as child was not cooperating in the process.</li> <li>• Child is participating in Part C. Screening not conducted.</li> <li>• Parent/Caregiver declined to participate in or complete the survey.</li> <li>• Survey was not completed or incomplete due to</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		failure of the program to follow up with the family. <ul style="list-style-type: none"> <li>Survey was not completed or incomplete due to inability to schedule completion with the family.</li> <li>Other</li> </ul>		
<b>Classroom Practices Survey</b>				
My classroom schedule includes time for students to work and play in centers.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
My classroom contains multiple centers, including a relaxation center.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
My classroom has well defined spaces, including at least one area that allows a child to work alone.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
There are multiple materials in the different centers or areas of the room that students are able to access independently.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Original student work is displayed on the classroom.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Each student has multiple examples of her/his work displayed within a school year.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
At least some of the student's work is displayed at their eye level.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Classroom furniture is an appropriate size for the students.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
The students, including those with special needs, can independently access facilities, equipment and materials.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
The arrangement of furniture allows all students to move easily around the room.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are given an opportunity to wash their hands before snacks, lunch, and as needed throughout the day.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students can access working computers in my classroom.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I can quickly contact the office from my classroom, if there is an emergency.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program

Field Name	Req/ Opt	Values	Description	Used For
				Accountability and Continuous Quality Improvement
Staff at this school, including me, keep their CPR skills up to date.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Positive attention for desired behavior is used.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Redirection and planned ignoring are used for minor instances of undesirable behavior.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Shared book reading activities occur in both large and small groups.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Focus activities that support language and literacy skills are provided to all students in the class.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
The classroom environment includes multiple examples of literacy and language supports that include books, writing utensils	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
and other literacy materials.				
The classroom schedule includes small group, large group, and individual practice literacy experiences.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Hands on materials, such as unifix cubes, games, small toys, or art materials, are provided for the students in multiple subject areas.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Hands on materials are adapted to meet the diverse learning needs of the students.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are taught proper use of materials via modeling, instruction of rules and poster examples.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Computers are used by students for many different instructional tasks, such as for educational games, practicing a skill, or drawing.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement



Field Name	Req/ Opt	Values	Description	Used For
Data collected on student progress is used to make instructional decisions.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Data are collected on IEP objectives as students with disabilities participate in regular classroom activities.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Planning, joint teaching, and/or sharing of responsibilities occur with special education teachers about students in my class with disabilities.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Each child has the opportunity to talk with an adult instructor (teacher/paraprofessional) formally, apart from regular classroom discussions.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I prompt students to elaborate on their responses through the use of What, Where, Why and How questions.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement



Field Name	Req/ Opt	Values	Description	Used For
Students are provided opportunities to talk with their classmates about classroom activities or projects.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are encouraged to share their own opinions, present information and discuss issues within classroom discussions.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Cooperative learning experiences, wherein a small group of children must complete a group project, are provided.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Multiple grouping (pairs, small group, whole group, etc.) methods are used when providing instruction.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students work on projects/activities that require them to integrate multiple skills (e.g., the use of writing, fine motor, and numeracy skills for one project).	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Students have an opportunity to participate in science activities.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Opportunities to learn about the world, other cultures, our country and its many cultures are provided.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Classroom activities or centers in fine arts are offered.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
All students are provided an opportunity to participate in gross motor activities outside of physical education and recess periods.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are able to observe an adult instructor use the internet or CD-ROM materials.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are provided opportunities to make decisions that affect the	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program

Field Name	Req/ Opt	Values	Description	Used For
entire class or a group of children.		<ul style="list-style-type: none"> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>		Accountability and Continuous Quality Improvement
Students are given opportunities to choose activities, participate in centers or select from teacher identified options.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are allowed to choose by whom they will sit and/or work or with whom they will play in the classroom.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Posted classroom rules are taught and regularly reviewed outside instances of student discipline.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are encouraged to negotiate their own solutions to (minor) problems by applying problem solving strategies.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Classroom examples (books, activities, materials, etc.) of diversity are representative of our community's diversity.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Examples of community role models (police, teachers, doctors, etc.) are represented by all racial backgrounds in classroom media.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students can independently access self- selected activities when finished with a whole group project.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are allowed extra time, if needed, to complete a project or task.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I provide students with a two-five minute warning of all upcoming transitions in the classroom.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students with disabilities/special education services participate fully in classroom learning activities.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students with disabilities/special education services	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program

Field Name	Req/ Opt	Values	Description	Used For
participate in small and large group classroom activities.		<ul style="list-style-type: none"> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>		Accountability and Continuous Quality Improvement
I provide positive behavioral support to all children including those who are difficult to manage in the regular education setting (i.e., my classroom).	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I ignore minor instances of negative behavior.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I use peers as models for positive behavior.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
When children engage in minor negative behavior I redirect them to a more desired activity/behavior.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are taught proper use of materials via modeling, instruction of rules, and poster examples.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>1: Less often than monthly</li> </ul>		
Data on each child's progress are collected through authentic assessment strategies (observation, portfolios, collection of permanent projects, etc.).	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I meet with parents, other teachers and staff, and administrators to collaborate on specific ways to meet students' needs.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
When I make special education referrals, special education staff, including the school psychologist, have everything they need to make education planning decisions.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I compare data from individual children to whole class data and curricular benchmarks in order to meet individual child needs.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I change instructional strategies to suit my instructional needs.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>1: Less often than monthly</li> </ul>		
I make changes in classroom activities based on data from students' work.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I make changes in classroom activities based on student behavior in the classroom.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I systematically evaluate my curriculum/program of instruction.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I use instructional strategies that are well researched and found in peer reviewed – research publications.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I use student data to determine which instructional strategies are effective.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I view incidents of negative behavior as an	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program



Field Name	Req/ Opt	Values	Description	Used For
opportunity to teach children.		<ul style="list-style-type: none"> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>		Accountability and Continuous Quality Improvement
I provide targeted instruction to each child who needs it, as they need it.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I use multiple educational and behavioral interventions so that I can meet the needs of children who have different levels of ability.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Student progress measures can be directly tied to specific instruction in my class.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I am aware when students are making inadequate progress and immediately make referrals for specialized services as necessary.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I actively work to engage all parents in my class, including parents whose children struggle as well	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement



Field Name	Req/ Opt	Values	Description	Used For
as those whose children progress well.		<ul style="list-style-type: none"> <li>1: Less often than monthly</li> </ul>		
My class is a full day every day classroom	Y	<ul style="list-style-type: none"> <li>1: Yes</li> <li>2: No</li> </ul>	Educator report of full day every day classroom.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I have special education students in my classroom.	Y	<ul style="list-style-type: none"> <li>1: Yes</li> <li>2: No</li> </ul>	Educator report on the inclusion of special education students in the classroom.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I have at risk students in my classroom.	Y	<ul style="list-style-type: none"> <li>1: Yes</li> <li>2: No</li> </ul>	Educator report on the inclusion of at risk students in the classroom.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Excluded survey  (A survey may be marked Exclude with any number of questions answered. When the user chooses to Exclude a survey the user must select one of the following reasons: )	N	<ul style="list-style-type: none"> <li>Child/family left the program before the survey was completed.</li> <li>Unable to complete as child was not cooperating in the process.</li> <li>Child is participating in Part C. Screening not conducted.</li> <li>Parent/Caregiver declined to participate in or complete the survey.</li> <li>Survey was not completed or incomplete due to failure of the program to follow up with the family.</li> <li>Survey was not completed or incomplete due to inability to schedule</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		completion with the family. • Other		
<b>Kansas Early Learning Inventory for 4 Year Olds (KELI-4) Survey</b>				
Uses pincer grasp when using writing utensils	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Cuts on a straight line, holding paper	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Cuts simple shapes grasping scissors with thumb on top	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Runs/walks with a coordinated gait	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Completes a puzzle with 5-7 interlocking pieces	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Uses restroom with minimal adult supervision	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Hops on one foot	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Can catch a ball with both hands	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can throw a small ball with both hands	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can put on/take off coat with little or no assistance	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can unzip clothing with minimal help	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Follows basic directions within appropriate length of time with no or minimal prompting	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Follows set rules in group play or activities	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Perseveres on a task even when clearly frustrated with minimal or no adult prompting	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Follows established classroom routines with minimal prompting	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Collaborates with others to carry out a play theme (e.g. hospital or grocery store)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Maintains interest in activity for at least 10-15 minutes	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Plays in dramatic play area with other children, pretending to be someone or something else	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Stays 'on task' during activities	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Offers to help others who may be in distress (crying, frowning, looking confused)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Adapts behavior to be appropriate in different environments	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Makes eye contact with adult or peer during conversations	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Accepts consequences for own actions	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Copes with frustration—calms self within a few minutes	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Copes well with disappointment	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Negotiates rules in a group or play activity	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Obtains adult assistance when necessary to settle a serious conflict with peers	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Seeks and maintains positive relationships with others	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Plays well/interacts appropriately with two or more peers	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Names at least one friend	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Uses four to seven-word sentences with correct word order	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Asks questions to increase understanding including 'how' questions	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Answers appropriately when asked what to do if tired, cold, hungry	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Completes simple verbal analogies (e.g. a daddy is big, a baby is -small-)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Uses complete sentences to communicate	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Stays on topic during conversation	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Recalls information and sequence of a story	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Tells stories based upon personal experiences, imagination, and/or stories from books	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Tells stories with a beginning, middle and end	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement



Field Name	Req/ Opt	Values	Description	Used For
Imitates rhythmic patterns in songs, rhymes, and fingerplays	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Matches words that rhyme (e.g. selects 2 out of a list of 3 words)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Identifies some beginning sounds in words	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Recognizes that print represents spoken words (i.e. first name in print, environmental print)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can break a word into syllables (e.g. clap number of syllables)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Makes letter-sound connections	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Recognizes words with a common beginning sound	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Identifies the number of syllables in a word	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Recognizes printed name	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Identifies some known letters of the alphabet in familiar and unfamiliar words	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Discriminates between letters that look similar (e.g. knows that a 'm' is not a 'n')	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Sings the 'alphabet song'	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can find familiar words within a story or print	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Pretends to read easy or predictable books	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Runs finger along text starting at the top of the page and moving toward the bottom of the page while pretending to read (understands print directionality)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement



Field Name	Req/ Opt	Values	Description	Used For
Demonstrates knowledge that a book has a front and a back	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Demonstrates an understanding that print goes from left to right	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Demonstrates an understanding that words in a sentence are separated by spaces	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Demonstrates pretend writing, including some letters	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Copies letters	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Uses both drawing and writing (not necessarily correct spelling) to demonstrate own ideas for sharing with others	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Demonstrates an understanding that once an oral message is written, it reads the same way every time (recognizes signs, messages from the teacher)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Can write own name	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Counts orally from 1 to 10	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Recognizes numbers from 1-10 when shown the numbers out of order	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can assign a number to a small number of items quickly and accurately	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Understands that the last number word used in counting represents the total number in the collection (cardinal rule)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Able to compare by counting or matching two groups of items that contain up to five objects each, despite the similarity or dissimilarity between items in each group	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can recognize and label a number of items that are arranged in a pattern (e.g. items are arranged like dots on a domino)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
Adds two groups of concrete objects by counting the total (e.g. three blue pegs and three yellow pegs equals six pegs altogether)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Identifies positions as first and last	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Notifies and copies simple repeating patterns	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Sorts objects using one or two attributes	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Compares groups based upon single attributes (more/less; long/short)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Consistently names some basic colors	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Is able to match a color name to its corresponding hue	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Uses classroom materials for their intended purpose	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>4: Always</li> </ul>		
Works to achieve a self-selected goal	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Asks questions about objects, organisms, and events in own environment	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Answers questions and/or tests predictions using simple logic or experiments (e.g. This is bigger and will sink, let's try it)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Excluded survey	N	<ul style="list-style-type: none"> <li>Child/family left the program before the survey was completed.</li> <li>Unable to complete as child was not cooperating in the process.</li> <li>Child is participating in Part C. Screening not conducted.</li> <li>Parent/Caregiver declined to participate in or complete the survey.</li> <li>Survey was not completed or incomplete due to failure of the program to follow up with the family.</li> <li>Survey was not completed or incomplete due to</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement

Field Name	Req/ Opt	Values	Description	Used For
		inability to schedule completion with the family. <ul style="list-style-type: none"><li>• Other</li></ul>		

## Kansas Discipline Incident System (KAN-DIS)

### Overview

The Kansas Discipline Incident System (KAN-DIS) is an online web application that all accredited public or private schools use to provide information on individual discipline incidents. The application automatically generates IDEA student discipline data report as well as the ESEA Discipline Report based on the data submitted via KAN-DIS. The goals of KAN-DIS are: to provide a free, useful, KIDS-integrated web application that schools and districts can use to maintain information on a wide variety of discipline-related incidents; to ensure accurate and timely reporting of discipline incidents as required by Federal Special Education (IDEA) and Safe and Drug-Free School programs and; to lay the groundwork for research/analysis by districts regarding the relationship between discipline incidents and academic performance, special education status, demographic data, etc.

Incident Reporting:

**Only the required incident data will be available to the State at an aggregate level – all other data (i.e., student-level) will be available only to the districts.**

Incidents will be entered into KAN-DIS in one of three (3) ways:

- Via online individual discipline incident entry
- Via batch upload of incidents from a school/district's local discipline entry system to KAN-DIS
- Via online summary data entry for ESEA Discipline reporting only (student level data must be provided for IDEA reporting)

All accredited public schools must report the required incident data via KAN-DIS. All state or special purpose schools who receive IDEA funding are required to report their incidents via KAN-DIS as well. Use of the KAN-DIS is optional for private schools, as their data is not required for State and Federal reporting purpose. However, private schools who receive funding for providing services to special education students may be required to report discipline incidents only in the IDEA report or the Emergency Safety Interventions Report for all students. Schools/districts are required to report the following incidents:

1. All students, report any incident involving violence, weapons/ firearms, and /or substance abuse (including drugs, alcohol, or tobacco) even if no action was taken by the school.
2. For IDEA Students:
  - a. Report all ISS, OSS, and EXP of at least one school day for all disciplinary reasons that resulted in a disciplinary removal from the student's current placement.
3. For Non-IDEA Students:
  - a. Report all ISS, OSS and EXP due to violence, weapons/firearms, alcohol, or substance abuse of at least one school day.

- b. Report all ISS, OSS, and EXP if the student was removed from their regular school program for the remainder of the year or longer for any disciplinary reason.

**Changes from the 2014-2015 school year:**

- 1. Default years were updated from 2015 to 2016.

## Kansas Discipline Incident System (KAN-DIS) Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Description	Used For
<b>Discipline Incident Wizard</b>				
The wizard provides an interface for entering discipline incident information in a step-by-step process. Each step of the wizard will provide a different description, contained in the panel to the left of the wizard, which informs the user how to successfully complete the current step. The wizard is accessed from the File → New NCLB/IDEA Incidents menu item.				
<b>Step 1: Incident</b> – This page is where the details of the incident can be entered.				
<b>Identifying Information</b>				
Date	R	Date Picker/Calendar	Field that, if selected, will display a calendar so that the date of the incident can be selected.	User Entry
Incident Title	R	Free text	The title of actual incident.	User Entry
Time	O	AM or PM reporting; Format __:__ AM	Drop-down field that allows the user to enter the time the incident occurred.	User Entry
School Year	R	2015	Drop-down field that is populated with the current school year. The year is not editable.	System Function
<b>Time of Day Information</b>				
Time Group	R	No Answer During School Hours Outside School Hours	Drop-down field that allows the user to select the timeframe that the incident occurred.	User Entry
Time Classifier	O	No Answer In Transit At school-sponsored activity Other	Drop-down field that allows the user to select the appropriate time classifier for the reported incident.	User Entry
Time Description	O	Free text	Field that allows the user to enter a description regarding the time the incident occurred.	User Entry
<b>Location Information</b>				
Location Group	R	No Answer On Campus Off Campus	Drop-down field that allows the user to select the appropriate location of where the incident occurred.	User Entry
Location Classifier – On Campus	R	No Answer Classroom Hallway/Stairwell Cafeteria Gym Restroom	Drop-down field that allows the user to select the location of where the incident occurred, whether it is On Campus or Off Campus.  Note: The Location Classifier will display a different list of options for incidents that were On Campus and Off Campus. If “On Campus” is selected, then one of the corresponding values is required.	User Entry



		Auditorium Outside Stadium Other		
Location Classifier – Off Campus	R	No Answer Sponsored Activity Off Campus Sponsored Transportation Other	Drop-down field that allows the user to select the location of where the incident occurred, whether it is On Campus or Off Campus. If “Off Campus” is selected, then one of the corresponding values is required.	User Entry
Location Description	R	Free text	Editable field that allows the user to add the description of where the incident occurred.	User Entry
<b>Miscellaneous</b>				
Reporter	R	No Answer Student Professional Staff Administrator Other School Staff Law Enforcement Officer Nonschool Personnel Unknown	Drop-down field that allows the user to select who is doing the reporting	User Entry
Incident Log	R	Free text	Editable field that allows the user to provide an account of the incident	User Entry
Previous	O	N/A	Button that, if selected, will save the information entered on the Step 1: Incident page and navigate to the Step 2: Incident Types page.	User Entry
Next	O	N/A	Button that, if selected, will save the information entered on the Step 1: Incident page and navigate to the Welcome to the Discipline Incident Wizard page.	User Entry
<b>Step 2 – Incident Type Information</b> – This page is where the type of incident can be entered.				
<b>Incident Type Information</b>				
New Incident Type	O	N/A	Button that, if selected, will allow the user to enter a New Incident Type.	User Entry
Incident Type Group	R	No Answer Assault Weapons Threat Alcohol-Related Drug-Related Tobacco-Related Arson	Drop-down field that allows the user to select the appropriate Incident Type.  Note: The Incident Type Classifier will display a different list of options for incidents for each of the Incident Type Groups.	Federal Reporting

		Behavior Forgery Gambling Theft Sexual Offenses – Non-Violent Trespassing Truancy Vandalism Inappropriate Computer Use Cumulative Due Process Determination Other		
Incident Type Classifier – Assault	R	No Answer Physical Sexual Fighting Kidnapping Robbery Murder/Homicide Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Assault” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Weapons	R	No Answer Possession Use Solicitation/Sale Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Weapons” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Threat	R	No Answer Intimidation Bullying: Physical Bullying: Verbal Bullying: Cyberbullying Bullying: Relational Harassment: Hate-Related Harassment: Sexual School Threat Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Threat” is selected as the Incident Type Group, then one of the corresponding values is required.	State and Federal

Incident Type Classifier – Alcohol-Related	R	No Answer Alcohol Possession Alcohol Use Alcohol Solicitation/Sale Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Alcohol-Related” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Drug-Related	R	No Answer Marijuana Possession Marijuana Use Marijuana Solicitation/Sale Illicit Drug Possession Illicit Drug Use Illicit Drug Solicitation/Sale Drug Paraphernalia/Possession Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Drug-Related” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Tobacco-Related	R	No Answer Tobacco Possession Tobacco Use Tobacco Solicitation/Sale Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Tobacco-Related” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Arson	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Behavior	R	No Answer Academic Misconduct Disruptive Lying Obscene Insubordination Failure to Serve Sentence Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Behavior” is selected as the Incident Type Group, then one of the corresponding values is required.	State and Federal
Incident Type Classifier – Forgery	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Gambling	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Theft	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting

Incident Type Classifier – Sexual Offenses – Non-Violent	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Trespassing	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Truancy	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Vandalism	R	No Answer School Property Personal Property Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Vandalism” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Inappropriate Computer Use	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Cumulative	R	No Answer Points/Demerits Tardies Warnings Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Cumulative” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Due Process Determination	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Other	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Description	O	Free text	Field that allows the user to enter a description of the incident.	User Entry
Previous	O	N/A	Button that, if selected, will save the information entered on the Step 2: Incident Types page and navigate to the Step 1: Incident page.	User Entry
Next	O	N/A	Button that, if selected, will save the information entered on the Step 2: Incident Types page and navigate to the Step 3: Individuals page.	User Entry
<b>Step 2 – Incident Types Records</b> – This page is where the list of incident types entered can be selected and deleted or selected.				

!	O	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Delete	O	Unchecked – Default Checked	Checkbox that allows the user to select the record(s) that is/are to be deleted.	User Entry
Group	R	Alpha-numeric	Non-editable field that will display the Incident Type Group that was selected on the Step 2 page.	System Function
Classifier	R	Alpha-numeric	Non-editable field that will display the Incident Type Classifier that was selected on the Step 2 page.	System Function
Date Created	R	Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was created on the Step 2 page.	System Function
Created By	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and entered the information on the Step 2 page.	System Function
Date Modified	R	Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified on the Step 2 page.	System Function
Modified By	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the information on the Step 2 page.	System Function
New Incident Type	O	N/A	Button that, if selected, will close the “Incident Types Records” screen, and will open the “Step 2: Incidents” page, in order to enter an additional incident.	User Entry
Select	O	N/A	Hyperlink that, if selected, will open the Incident Type Details page.	User Entry
Previous	O	N/A	Button that, if selected, will save the information entered on the Step 2: Incident Types page and navigate to the Step 1: Incident page.	User Entry
Next	O	N/A	Button that, if selected, will save the information entered on the Step 2: Incident Types page and navigate to the Step 3: Individuals page.	User Entry
<b>Action Details</b>				
Action	R	No Answer Minor Punishment Detention Conference with Student Conference with Student and Parent Confiscation of Contraband Demerit Probation Restitution Saturday School In-school suspension	Drop-down field that allows the user to select the Action that was taken as a result of the incident.	Federal Reporting

		Removal or out-of-school suspension – with services – partial school year Removal or out-of-school suspension – with services – remainder of school year Removal or out-of-school suspension – without services – partial school year Removal or out-of-school suspension – without services – remainder of school year Expulsion With Services – Partial School Year Expulsion With Services – Remainder of School Year Expulsion Without Services – Partial School Year Expulsion Without Services – Remainder of School Year Student Transfer Within District Student Transfer to Another District		
Action (continued)	R	Referred to local law enforcement – No Charges Referred to local law enforcement – Misdemeanor Charges Referred to local law enforcement – Felony Charges Referred to local law enforcement – Unknown No School Response	Drop-down field that allows the user to select the Action that was taken as a result of the incident.	Federal Reporting

		Other Removal – Student Death Other Removal – Incarceration Other Removal – Withdrawals Other		
Action Description	O	Free Text	Field that will allow the user to enter a description of the action taken against the offender, if desired.	User Entry
Length In Days	R	Numeric	Field that will allow the user to enter the number of whole days that the student will have to perform the action selected, if required by the type of action selected.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Action Details” page and open the “Incident Types Records” page.	User Entry
Next	O	N/A	Button that, if selected, will close the “Action Details” page and open the “Action Records for this Individual” page.	User Entry
<b>Action Records for this Individual</b>				
!	O	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Delete	O	Unchecked – Default Checked	Checkbox that allows the user to select the record(s) that is/are to be deleted.	User Entry
Action Type	R	Alpha-numeric	Non-editable field that will display the Action Type that was selected on the “Action Details” page.	System Function
Length In Days	R	Numeric	Non-editable field that will display the Length in Days that were entered on the “Action Details” page.	System Function
Description	R	Alpha-numeric	Non-editable field that will display the Action Description that was entered on the “Action Details” page.	System Function
Select	O	N/A	Hyperlink that, if selected, will open the Action Details page.	User Entry
New Action	O	N/A	Button that, if selected, will close the “Action Records for this Individual” page and will open the “Actions Detail” page, in order to add a new action for the incident, if needed.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Action Records for this Individual” page and will open the “Actions Detail” page for the most recent action entered.	User Entry
Next	O	N/A	Button that, if selected, will close the “Action Records for this Individual” page and will open the “Step 3: Individuals” page.	User Entry
<b>Weapon Records for this Individual</b>				

New Weapon	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Weapons Detail” page, in order to add a new weapon to the incident, if needed.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Weapons Detail” page for the most recent action entered.	User Entry
Next	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Step 3: Individuals” page.	User Entry
<b>Weapon Details</b>				
Weapon Type	R	No Answer Handguns Rifles/Shotguns Other Firearm Firearm component or attachment Explosive/Destructive Device Substance used as a Weapon Knife/Cutting Instrument Other Weapon	Drop-down field that allows the user to select the type of weapon that used during the incident.	Federal Reporting
Weapon Description	O	Free text	Field that allows the user to enter a description for the weapon used during the incident, if desired.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Weapon Details” page and will open the “Weapons Records for this Individual” page for the list of weapons that have been associated with the incident.	User Entry
Next	O	N/A	Button that, if selected, will close the “Weapon Details” page and will open the “Step 3: Individuals” page.	User Entry
<b>Weapon Records for this Individual</b>				
!	O	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Delete	O	Unchecked – Default Checked	Checkbox that allows the user to select the record(s) that is/are to be deleted.	User Entry
Weapon Type	R	Alpha-numeric	Non-editable field that will display the Weapon Type that was selected on the “Weapon Details” page.	System Function
Description	O	Alpha-numeric	Non-editable field that will display the Weapon Description that was entered on the “Weapon Details” page.	System Function



New Weapon	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Weapons Detail” page, in order to add a new weapon to the incident, if needed.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Weapon Details” page for the list of weapons that have been associated with the incident.	User Entry
Next	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Individual Records for this Incident” page.	User Entry
<b>Step 3 – Individuals</b> – This page is where the individuals associated with the incident can be entered.				
<b>Identifying Information</b>				
Incident Role	R	Offender Victim	Drop-down field that allows the user to select the appropriate role of the individual, in regards to the incident.	Federal Reporting
Individual Type – Offender	R	No Answer Current Student Expelled/Suspended Student Former Student Student at Different School Teacher Principal/Vice Principal Other Staff Member Parent Unknown Other	Drop-down field that allows the user to select the appropriate individual type for the Offender.	Federal Reporting
Individual Type – Victim	R	No Answer Current Student Expelled/Suspended Student Former Student Student at Different School Teacher Principal/Vice Principal Other Staff Member Parent Unknown Other	Drop-down field that allows the user to select the appropriate individual type for the Victim.	Federal Reporting
<b>Demographics</b>				

Find Student	O	N/A	Button that, if selected, will open the Student Finder Wizard, in order to search the KIDS System for the State Student Identifier, and if found, will populate the remaining fields in the Demographics section. This button is only editable if the Individual Type selected is “Current Student” or “Expelled/Suspended Student.”	User Entry
First Name	O	Free Text	Field where the individual student’s First Name can be entered, or it will be populated by the KIDS System if the student is found when searching by the State Student Identifier.	User Entry
Last Name	O	Free Text	Field where the individual student’s Last Name can be entered, or it will be populated by the KIDS System if the student is found when searching by the State Student Identifier.	User Entry
Date of Birth	O	Date Picker/Calendar	Field that, if selected, will display a calendar so that the student’s Date of Birth can be selected, or it will be populated by the KIDS System if the student is found when searching by the State Student Identifier.	User Entry
Gender	O	Female Male	Drop-down field that allows the user to select the appropriate Gender of the student, or it will be populated by the KIDS System if the student is found when searching by the State Student Identifier.	User Entry
Grade Level	O	Not Applicable Special Education Infant/Toddler 3-Yr-Old Preschooler 4-Yr-Old Preschooler 5-Yr-Old Preschooler 4-Yr-Old At-Risk Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade Sixth Grade Seventh Grade Eighth Grade Ninth Grade Tenth Grade Eleventh Grade Twelfth Grade	Drop-down field that allows the user to select the appropriate Grade Level of the student, or it will be populated by the KIDS System if the student is found when searching by the State Student Identifier.	Federal Reporting

		Not Graded		
<b>Student Finder Wizard – Search Type</b> – This page is used to determine which type of student search will be conducted (State Student Identifier or Student Information).				
Search Type	R	Select a Search Type... State Student Identifier Student Information	Drop-down field that allows the user to select the method in which the student information should be searched.	User Entry
Next	O	N/A	Button that, if selected, will either open the State Student Identifier Search page or the Student Information page.	User Entry
Cancel	O	N/A	Button that, if selected, will cancel the search function and return to the “Step 3: Individuals” page without populating any student information.	User Entry
<b>State Student Identifier Search</b> – This selection will allow the user to search by the State Student Identifier number.				
State Student Identifier	O	Numeric	Field where the individual student’s KIDS ID number can be entered, if the Search Type selected is “State Student Identifier.” This field is required if the Individual Type selected is “Current Student” or “Expelled/Suspended Student.”	User Entry
Previous	O	N/A	Button that, if selected, will close the student search screen and return to the “Step 3: Individuals” page without populating any student information.	User Entry
Next	O	N/A	Button that, if selected, will open the “Step 3: Individuals” page, which will be populated with the following information for the State Student Identifier entered in a non-editable table: <ul style="list-style-type: none"> <li>• State Student Identifier</li> <li>• Last Name</li> <li>• First Name</li> <li>• Middle Name</li> <li>• Generation Code</li> <li>• Birth Date</li> <li>• Gender</li> <li>• Grade Level</li> <li>• Primary Race</li> <li>• District ID</li> <li>• Building ID</li> <li>• School Year</li> </ul>	User Entry
Cancel	O	N/A	Button that, if selected, will cancel the search function and return to the “Step 3: Individuals” page without populating any student information.	User Entry
<b>Student Information Search</b> – This selection will allow the user to search by different Student Information fields.				
Student Information – Last Name	O	Alpha-numeric	Field that allows the user to enter a Last Name for the student whose information is being searched for in the KIDS System.	User Entry

Student Information – First Name	O	Alpha-numeric	Field that allows the user to enter a First Name for the student whose information is being searched for in the KIDS System.	User Entry
Student Information – Gender	R	Female Male	Field that allows the user to enter a gender for the student whose information is being searched for.	User Entry
Student Information – Grade Level	R	Not Applicable Special Education Infant/Toddler 3-Yr-Old Preschooler 4-Yr-Old Preschooler 5-Yr-Old Preschooler 4-Yr-Old At-Risk Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade Sixth Grade Seventh Grade Eighth Grade Ninth Grade Tenth Grade Eleventh Grade Twelfth Grade Not Graded	Drop-down field that allows the user to select the appropriate Grade Level for the student whose information is being searched for in the KIDS System.	Federal Reporting
Birth Date	O	Date Picker/Calendar	Field that allows the user to select the appropriate Birth Date for the student whose information is being searched for in the KIDS System.	User Entry
Previous	O	N/A	Button that, if selected, will close the student search screen and return to the “Step 3: Individuals” page without populating any student information.	User Entry
Next	O	N/A	Button that, if selected, will return a listing of students found in the KIDS System that match the search criteria entered.	User Entry
Cancel	O	N/A	Button that, if selected, will cancel the search function and return to the “Step 3: Individuals” page without populating any student information.	User Entry
<b>Student Finder Wizard – Search Results</b> – This page appears once the Next button has been selected and will display the list of students who match the search criteria entered.				

Select	O	N/A	Hyperlink that, if selected, will open the “Step 3: Individuals” page, which will be populated with the following information for the student selected in a non-editable table: <ul style="list-style-type: none"><li>• State Student Identifier</li><li>• Last Name</li><li>• First Name</li><li>• Middle Name</li><li>• Generation Code</li><li>• Birth Date</li><li>• Gender</li><li>• Grade Level</li><li>• Primary Race</li><li>• District ID</li><li>• Building ID</li><li>• School Year</li></ul>	User Entry
State Student Identifier	R	Numeric	Non-editable field that will be populated with the assigned KIDS ID number(s) from the KIDS System, for the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
Last Name	R	Alpha-numeric	Non-editable field that will be populated with the Last Name of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
First Name	R	Alpha-numeric	Non-editable field that will be populated with the First Name of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
Middle Name	R	Alpha-numeric	Non-editable field that will be populated with the Middle Name of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
Generation Code	R	Alpha-numeric	Non-editable field that will be populated with the Suffix (i.e., Jr., III, etc.) for the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function

Birth Date	R	Alpha-numeric; Date format MM/DD/YYYY	Non-editable field that will be populated with the Birth Date of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
Gender	R	Alpha	Non-editable field that will be populated with the Gender of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
Grade Level	R	Alpha-numeric	Non-editable field that will be populated with the Grade Level of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	Federal Reporting
Primary Race	R	Alpha	Non-editable field that will be populated with the Primary Race of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
District ID	R	Alpha-numeric	Non-editable field that will be populated with the District ID of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	Federal Reporting
Building ID	R	Numeric	Non-editable field that will be populated with the Building ID number of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	Federal Reporting
School Year	R	Numeric; Format YYYY	Non-editable field that will be populated with the School Year that corresponds with the data of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	Federal Reporting
Next	O	N/A	Button that, if selected, will open the “Step 3: Individuals” page, which will be populated with the following information for the student selected in a non-editable table: <ul style="list-style-type: none"> <li>• State Student Identifier</li> <li>• Last Name</li> <li>• First Name</li> <li>• Middle Name</li> <li>• Generation Code</li> </ul>	User Entry

			<ul style="list-style-type: none"><li>• Birth Date</li><li>• Gender</li><li>• Grade Level</li><li>• Primary Race</li><li>• District ID</li><li>• Building ID</li><li>• School Year</li></ul>	
Cancel	O	N/A	Button that, if selected, will return the user to the “Step 3: Individuals” page without selecting a student.	User Entry
<b>Student Finder Wizard – Selected Student view</b> – This page appears once the Select button has been clicked for one of the students in the Search results page, and will display the student’s information.				
Select	O	N/A	<p>Hyperlink that, if selected, will open the “Step 3: Individuals” page and will display the following information for the student selected in a non-editable table:</p> <ul style="list-style-type: none"><li>• State Student Identifier</li><li>• Last Name</li><li>• First Name</li><li>• Middle Name</li><li>• Generation Code</li><li>• Birth Date</li><li>• Gender</li><li>• Grade Level</li><li>• Primary Race</li><li>• District ID</li><li>• Building ID</li><li>• School Year</li></ul> <p>Note: This data will be populated from the KIDS System.</p>	User Entry
Previous	O	N/A	Button that, if selected, will return the user to the Search Results page.	User Entry
Finish	O	N/A	<p>Button that, if selected, will close the Student Finder Wizard and will populate the Demographics section with the following information:</p> <ul style="list-style-type: none"><li>• State Student Identifier</li><li>• First Name</li><li>• Last Name</li><li>• Date of Birth</li></ul>	User Entry

			<ul style="list-style-type: none"> <li>Gender</li> <li>Grade Level</li> </ul>	
Cancel	O	N/A	Button that, if selected, will return the user to the “Step 3: Individuals” page without populating any information into the Demographics section.	User Entry
<b>Description</b>				
Individual Description	O	Free Text	Field that allows the user to enter a description of the incident.	User Entry
Referrals	O	Free Text	Field that allows the user to enter referral information regarding the incident.	User Entry
<b>Victim Information</b>				
Injury	R	No Answer No Injury Minor Injury Major Injury	Drop-down field that allows the user to select the appropriate type of injury received by the victim during the incident.	Federal Reporting
Previous	O	N/A	Button that, if selected, will take the user to the “Step 2: Incident Types” page.	User Entry
Next	O	N/A	Button that, if selected, will open the list of records for each of the students involved with the particular incident on the “Individual Records for this Incident” page.	User Entry
<b>Individual Records for this Incident</b> – This page will display the list of students who are associated with the particular incident.				
!	O	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Delete	O	Unchecked – Default Checked	Checkbox that allows the user to select the record(s) that is/are to be deleted.	User Entry
Incident Role	R	Alpha	Non-editable field that will display the Incident Role that was selected on the Step 3 page.	System Function
Individual Type	R	Alpha	Non-editable field that will display the Individual Type that was selected on the Step 3 page.	System Function
First Name	R	Alpha-numeric	Non-editable field that will be populated with the First Name of the student associated with the incident.  Note: This value will either be populated from the KIDS system or will contain information as entered by the user on the Step 3 page.	System Function
Last Name	R	Alpha-numeric	Non-editable field that will be populated with the Last Name of the student associated with the incident.  Note: This value will either be populated from the KIDS system or will contain information as entered by the user on the Step 3 page.	System Function



Birth Date	R	Alpha-numeric; Date format MM/DD/YYYY	Non-editable field that will be populated with the Birth Date of the student associated with the incident.  Note: This value will either be populated from the KIDS system or will contain information as entered by the user on the Step 3 page.	System Function
Gender	R	Alpha	Non-editable field that will be populated with the Gender of the student associated with the incident.  Note: This value will either be populated from the KIDS system or will contain information as entered by the user on the Step 3 page.	System Function
State Student Identifier	R	Numeric	Non-editable field that will be populated with the assigned KIDS ID number(s) from the KIDS System, for the student associated with the incident.  Note: This value will be populated from the KIDS system.	System Function
Grade Level	R	Alpha-numeric	Non-editable field that will be populated with the Grade Level of the student associated with the incident.  Note: This value will either be populated from the KIDS system or will contain information as entered by the user on the Step 3 page.	System Function
Date Created	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the student information was added to the incident on the Step 3 page.	System Function
Created By	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and entered the information on the Step 3 page.	System Function
Date Modified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the student information was modified on the Step 3 page.	System Function
Modified By	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the information on the Step 2 page.	System Function
Select	O	N/A	Hyperlink that, if selected, will open the student information record so that it can be viewed or modified for the incident.	User Entry
New Individual	O	N/A	Button that, if selected, will open the “Step 3: Individuals” page, in order to add an additional individual to the current incident.	User Entry
Previous	O	N/A	Button that, if selected, will return the user to the Step 2: Incident Types page without selecting a student record.	User Entry
Next	O	N/A	Button that, if selected, will take the user to the “Discipline Incident Wizard is Complete” page.	User Entry

<b>The Discipline Incident Wizard is Complete</b> – This page will indicate that the data entry wizard steps have been completed, and that the user will be able to either view the report of the incident, or enter a new incident through the wizard.				
View a Detail Report for this incident	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry
Begin a New Incident	O	N/A	Hyperlink that, if selected, will open the “Welcome to the Discipline Incident Wizard” page, so that a new incident can be entered through the wizard.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Discipline Incident Wizard is Complete” page, and open the “Individual Records for this Incident” page.	User Entry
Finish	O	N/A	Button that, if selected, will close the “Discipline Incident Wizard is Complete” page, and open the “Incidents – In Progress” page in the “My Incidents” section.	User Entry
<p style="text-align: center;"><b>My NCLB/IDEA Incidents</b></p> <p>This section allows the user to display each of the incidents that they have entered, and the status of each of the incidents. The incidents will be displayed in sub-pages based on the following statuses:</p> <ul style="list-style-type: none"> <li>• In Progress</li> <li>• Pending School Approval</li> <li>• Pending District Approval</li> <li>• Approved</li> <li>• Deleted Items</li> <li>• Search Results</li> </ul>				
<b>Incidents – In Progress</b> – This page will display a list of incidents that have the status of “In Progress.”				
New	O	N/A	Button that, if selected, will close the “My Incidents – In Progress” page, and will open the “Welcome to the Discipline Incident Wizard” page, where the user can enter a new incident.	User Entry
Remove	O	N/A	Button that, if selected, will delete the row of the incident(s) selected with a checkmark.	User Entry
Send	O	N/A	Drop-down field that will allow the user to Send All of the incidents, or only the ones selected, for administrator approval.	User Entry
Year	R	Numeric; format YYYY 2008 2009 2010 2011 2012 2013	Drop-down field that will allow the user to change the School Year, in order to search for any incidents that are at the status of “In Progress.”	User Entry

		2014 2015 2016 - Default		
Search	O	N/A	Button that, if selected, will open a modal “Incident Search Criteria” screen that contains the following search criteria fields: <ul style="list-style-type: none"> <li>• Begin Date</li> <li>• End Date</li> <li>• Incident Title</li> <li>• Local Incident ID</li> <li>• State Student ID</li> <li>• Incident Type Group</li> <li>• Action</li> </ul>	User Entry
Select	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry
Email	R	N/A	Icon that displays when the record has been sent for Review/Approval.	System Function
Row selection	O	Unchecked – Default Checked	Checkbox that, if selected, will allow the user to remove the row, or send it to the either the School Administrator or the District Administrator for review/approval.	User Entry
!	R	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Incident Title	R	Alpha-numeric	Non-editable field that will display the Incident Title that was added on the Step 2 page.	System Function
Date	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident occurred.	System Function
SchoolYear	R	Alpha-numeric; Format YYYY	Non-editable field that will display the School Year that the incident occurred.	System Function
DateCreated	R	Alpha-numeric	Non-editable field that will display the date that the incident was created.	System Function
CreatedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and created the incident.	System Function
DateModified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified.	System Function
ModifiedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the incident.	System Function
<b>Incident Search Criteria</b> – This modal screen will allow the user to enter a combination of search criteria, in order to search for an incident record, regardless of approval process status. The incidents in the search results returned will display in the “Search Results” page, and they may be viewed or edited.				

Begin Date	O	Date Picker/Calendar	Field that, if selected, will display a calendar so that a specific begin date can be selected.	User Entry
End Date	O	Date Picker/Calendar	Field that, if selected, will display a calendar so that a specific end date can be selected.	User Entry
Incident Title	O	Free text	The title of actual incident.	User Entry
Local Incident ID	O	Numeric	Field that will allow for entry of a Local Incident ID, to be used as search criteria.	User Entry
State Student ID	O	Numeric	Field that will allow for entry of a student's State Student ID, to be used as search criteria.	User Entry
Incident Type Group	O	No Answer Assault Weapons Threat Alcohol-Related Drug-Related Tobacco-Related Arson Behavior Forgery Gambling Theft Sexual Offenses – Non-Violent Trespassing Truancy Vandalism Inappropriate Computer Use Cumulative Due Process Determination Other	Drop-down field that allows the user to select the appropriate Incident Type.	Federal Reporting
Action	O	No Answer Minor Punishment Detention Conference with Student Conference with Student and Parent	Drop-down field that allows the user to select the Action that was taken as a result of the incident.	Federal Reporting

		Confiscation of Contraband Demerit Probation Restitution Saturday School In-school suspension Removal or out-of-school suspension – with services – partial school year Removal or out-of-school suspension – with services – remainder of school year Removal or out-of-school suspension – without services – partial school year Removal or out-of-school suspension – without services – remainder of school year Expulsion With Services – Partial School Year Expulsion With Services – Remainder of School Year Expulsion Without Services – Partial School Year Expulsion Without Services – Remainder of School Year Student Transfer Within District Student Transfer to Another District		
Action (continued)	O	Referred to local law enforcement – No Charges Referred to local law enforcement – Misdemeanor Charges	Drop-down field that allows the user to select the Action that was taken as a result of the incident.	Federal Reporting

		Referred to local law enforcement – Felony Charges Referred to local law enforcement – Unknown No School Response Other Removal – Student Death Other Removal – Incarceration Other Removal – Withdrawals Other		
Ok	O	N/A	Button that, if selected, will open an incident search results screen that will be populated with the incidents that met the entered search criteria.	User Entry
Cancel	O	N/A	Button that, if selected, will close the “Incident Search Criteria” modal screen, and will return the user to the “Incidents – In Progress” page.	User Entry
<b>Pending School Approval</b> – This page will display a list of incidents that have the status of “Pending School Approval.” This page will be present if the “Is individual incident approval required at the District level” value was set as “True” and the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” in the “District Approval Settings” page.				
New	O	N/A	Button that, if selected, will close the “Pending School Approval” page, and will open the “Welcome to the Discipline Incident Wizard” page, where the user can enter a new incident.  Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” in the “District Approval Settings” page.	User Entry
Remove	O	N/A	Button that, if selected, will delete the row of the incident(s) selected with a checkmark.  Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” in the “District Approval Settings” page.	User Entry

Return	O	N/A	<p>Drop-down field that will allow the user to Send All of the incidents, or only the ones selected, back to the corresponding school for correction/review. The status will be changed to “In Progress”.</p> <p>Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” in the “District Approval Settings” page.</p>	User Entry
Approve	O	N/A	<p>Drop-down field that will allow the user to change the status of All of the incidents, or only the ones selected, to “Approved.”</p> <p>Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” in the “District Approval Settings” page.</p>	User Entry
Year	R	Numeric; format YYYY 2008 2009 2010 2011 2012 2013 2014 2015 2016 - Default	Drop-down field that will allow the user to change the School Year, in order to search for any incidents that are at the status of “Pending School Approval.”	User Entry
Search	O	N/A	<p>Button that, if selected, will open a modal “Incident Search Criteria” screen that contains the following search criteria fields:</p> <ul style="list-style-type: none"><li>• Begin Date</li><li>• End Date</li><li>• Incident Title</li><li>• Local Incident ID</li><li>• State Student ID</li><li>• Incident Type Group</li><li>• Action</li></ul>	User Entry
Select	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry

Email	R	N/A	Icon that displays when the record has been sent for Review/Approval.	System Function
Row selection	O	Unchecked – Default Checked	Checkbox that, if selected, will allow the user to remove the row, or send it to the District Administrator for review/approval.	User Entry
!	R	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Incident Title	R	Alpha-numeric	Non-editable field that will display the Incident Title that was added on the Step 2 page.	System Function
Date	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident occurred.	System Function
SchoolYear	R	Alpha-numeric; Format YYYY	Non-editable field that will display the School Year that the incident occurred.	System Function
DateCreated	R	Alpha-numeric	Non-editable field that will display the date that the incident was created.	System Function
CreatedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and created the incident.	System Function
DateModified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified.	System Function
ModifiedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the incident.	System Function
<b>Pending District Approval</b> – This page will display a list of incidents that have the status of “Pending District Approval.” This page will only be present if the “Is individual incident approval required at the District level” value was set as “True” and the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “District Administrator” in the “District Approval Settings” page.				
New	O	N/A	Button that, if selected, will close the “Pending District Approval” page, and will open the “Welcome to the Discipline Incident Wizard” page, where the user can enter a new incident.  Note: This button will only be present if the “Is individual incident approval required at the District level” value was set as “True” in the “District Approval Settings” page.	User Entry
Return	O	N/A	Drop-down field that will allow the user to Send All of the incidents, or only the ones selected, back to the corresponding school for correction/review. The status will be changed to “In Progress”.  Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “District Administrator” in the “District Approval Settings” page.	User Entry



Approve	O	N/A	Drop-down field that will allow the user to change the status of All of the incidents, or only the ones selected, to “Approved.”  Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “District Administrator” in the “District Approval Settings” page.	User Entry
Year	R	Numeric; format YYYY 2008 2009 2010 2011 2012 2013 2014 2015 2016 - Default	Drop-down field that will allow the user to change the School Year, in order to search for any incidents that are at the status of “Pending District Approval.”	User Entry
Search	O	N/A	Button that, if selected, will open a modal “Incident Search Criteria” screen that contains the following search criteria fields: <ul style="list-style-type: none"> <li>• Begin Date</li> <li>• End Date</li> <li>• Incident Title</li> <li>• Local Incident ID</li> <li>• State Student ID</li> <li>• Incident Type Group</li> <li>• Action</li> </ul>	User Entry
Select	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry
Email	R	N/A	Icon that displays when the record has been Approved.	System Function
Row selection	O	Unchecked – Default Checked	Checkbox that, if selected, will allow the user to Approve the incident.	User Entry
!	R	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Incident Title	R	Alpha-numeric	Non-editable field that will display the Incident Title that was added on the Step 2 page.	System Function

Date	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident occurred.	System Function
SchoolYear	R	Alpha-numeric; Format YYYY	Non-editable field that will display the School Year that the incident occurred.	System Function
DateCreated	R	Alpha-numeric	Non-editable field that will display the date that the incident was created.	System Function
CreatedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and created the incident.	System Function
DateModified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified.	System Function
ModifiedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the incident.	System Function
<b>Approved</b> – This page will display a list of incidents that have the status of “Approved.”				
New	O	N/A	Button that, if selected, will close the “Approved” page, and will open the “Welcome to the Discipline Incident Wizard” page, where the user can enter a new incident.	User Entry
Year	R	Numeric; format YYYY 2008 2009 2010 2011 2012 2013 2014 2015 2016 - Default	Drop-down field that will allow the user to change the School Year, in order to search for any incidents that are at the status of “Approved.”	User Entry
Search	O	N/A	Button that, if selected, will open a modal “Incident Search Criteria” screen that contains the following search criteria fields: <ul style="list-style-type: none"> <li>• Begin Date</li> <li>• End Date</li> <li>• Incident Title</li> <li>• Local Incident ID</li> <li>• State Student ID</li> <li>• Incident Type Group</li> <li>• Action</li> </ul>	User Entry
Select	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry

Email	R	N/A	Icon that displays when the record has been sent for to KSDE.	System Function
Row selection	O	Unchecked – Default Checked	Checkbox that, if selected, will allow the user to remove the row, or submit it to KSDE.	User Entry
!	R	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Incident Title	R	Alpha-numeric	Non-editable field that will display the Incident Title that was added on the Step 2 page.	System Function
Date	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident occurred.	System Function
SchoolYear	R	Alpha-numeric; Format YYYY	Non-editable field that will display the School Year that the incident occurred.	System Function
DateCreated	R	Alpha-numeric	Non-editable field that will display the date that the incident was created.	System Function
CreatedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and created the incident.	System Function
DateModified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified.	System Function
ModifiedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the incident.	System Function
<b>Deleted Items</b> – This page will display a list of incidents that have the status of “Deleted.”				
New	O	N/A	Button that, if selected, will close the “Deleted” page, and will open the “Welcome to the Discipline Incident Wizard” page, where the user can enter a new incident.	User Entry
Remove	O	N/A	Button that, if selected, will delete the row of the incident(s) selected with a checkmark.  Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” or “District Administrator” in the “District Approval Settings” page.	User Entry
Return	O	N/A	Drop-down field that will allow the user to Send All of the incidents, or only the ones selected, back to the corresponding school for correction/review. The status will be changed to “In Progress”.  Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the	User Entry

			District Administrator” value was set to “School Administrator” or “District Administrator” in the “District Approval Settings” page.	
Year	R	Numeric; format YYYY 2008 2009 2010 2011 2012 2013 2014 2015 2016 - Default	Drop-down field that will allow the user to change the School Year, in order to search for any incidents that are at the status of “Deleted.”	User Entry
Search	O	N/A	Button that, if selected, will open a modal “Incident Search Criteria” screen that contains the following search criteria fields: <ul style="list-style-type: none"> <li>• Begin Date</li> <li>• End Date</li> <li>• Incident Title</li> <li>• Local Incident ID</li> <li>• State Student ID</li> <li>• Incident Type Group</li> <li>• Action</li> </ul>	User Entry
Select	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry
Email	R	N/A	Icon that displays when the record has been sent for Review/Approval.	System Function
Row selection	O	Unchecked – Default Checked	Checkbox that, if selected, will allow the user to remove the row, or return it to the school for review/approval.	User Entry
!	R	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Incident Title	R	Alpha-numeric	Non-editable field that will display the Incident Title that was added on the Step 2 page.	System Function
Date	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident occurred.	System Function
SchoolYear	R	Alpha-numeric; Format YYYY	Non-editable field that will display the School Year that the incident occurred.	System Function
DateCreated	R	Alpha-numeric	Non-editable field that will display the date that the incident was created.	System Function

CreatedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and created the incident.	System Function
DateModified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified.	System Function
ModifiedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the incident.	System Function
<b>NCLB Reports</b>				
<b>NCLB Reports</b> – This page will display the list of NCLB, IDEA, and Emergency Safety Intervention (ESI) reports that are required to be completed for Federal and State reporting. Note: Users may either the information manually in the “NCLB Reports” section, or they may upload in the information in the “Import Data for NCLB/IDEA Reports” section.				
NCLB Reports	R	N/A	Hyperlinks that, if selected, will take the user to the corresponding NCLB reports, as follows: <ul style="list-style-type: none"><li>• Table 1: Incident Count</li><li>• Table 2: Student Count</li><li>• Table 3: Students Involved with Firearms</li><li>• Table 4: Firearm Outcomes</li><li>• Table 5: Educational Services</li><li>• Table 6: Title IV</li><li>• Table 8: Crime Matrix</li><li>• Table 9: Behavior Incident Count</li><li>• Table 10: Bullying Incident Count</li></ul>	User Entry
IDEA Reports	R	N/A	Hyperlink that, if selected, will take the user to the Table 7: IDEA report.	User Entry
Emergency Safety Intervention Report	R	N/A	Hyperlink that, if selected, will take the user to the ESI Report.	User Entry
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the corresponding report in the NCLB, IDEA, and Emergency Safety Intervention (ESI) Report sections.	System Function
<b>Table 1: Incident Count</b> – This page is utilized to report the cumulative number of incidents in which students were removed from their regular education program for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions, and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, weapons possession and violent incident with physical injury, the most serious reason for removal as a result of the incident will be reported.  The following hierarchy will be used to determine the most serious reason for the incident: <ul style="list-style-type: none"><li>• Violence with physical injury</li><li>• Violence without physical injury</li><li>• Weapons possession (no injury)</li><li>• Drugs</li></ul>				

• Alcohol				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 1: Incident Count report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Incident Count data.	User Entry
Grade	R	Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade Sixth Grade Seventh Grade Eighth Grade Ninth Grade Tenth Grade Eleventh Grade Twelfth Grade Not Graded Total Incidents	Table rows that will be populated with any previously entered or uploaded data in the Illicit Drug, Alcohol, Weapon, and Violent Incident columns.  Each grade will display on a separate row, and the sum of the rows will be displayed in the Incident Count Total and Incident Grand Total columns. The sum of the columns will be displayed in the Total Incidents row.	Federal Reporting
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Illicit Drug – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for an Illicit Drug incident.	Federal Reporting

Illicit Drug – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for an Illicit Drug incident.	Federal Reporting
Illicit Drug – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for an Illicit Drug incident.	Federal Reporting
Illicit Drug – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for an Illicit Drug incident.	Federal Reporting
Alcohol – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for an Alcohol incident.	Federal Reporting
Alcohol – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for an Alcohol incident.	Federal Reporting
Alcohol – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for an Alcohol incident.	Federal Reporting
Alcohol – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other Removal (Other), for an Alcohol incident.	Federal Reporting
Weapon – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Weapon incident.	Federal Reporting
Weapon – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Weapon incident.	Federal Reporting
Weapon – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for a Weapon incident.	Federal Reporting
Weapon – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other Removal (Other), for a Weapon incident.	Federal Reporting
Violent Incident: Injury – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Violent Incident that resulted in an injury.	Federal Reporting

Violent Incident: Injury – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: Injury – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: Injury – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other Removal (Other), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: No Injury – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Violent Incident that did not result in an injury.	Federal Reporting
Violent Incident: No Injury – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Violent Incident that did not result in an injury.	Federal Reporting
Violent Incident: No Injury – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for a Violent Incident that did not result in an injury.	Federal Reporting
Violent Incident: No Injury – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other Removal (Other), for a Violent Incident that did not result in an injury.	Federal Reporting
Incident Count Total – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the ISS fields for the corresponding row. If any of the ISS fields are manually updated, then the Incident Count Total – ISS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the OSS fields for the corresponding row. If any of the OSS fields are manually updated, then the Incident Count Total – OSS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Exp fields for the corresponding row. If any of the Exp fields are manually updated, then the Incident Count Total – Exp field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Other fields for the corresponding row. If any of the Other fields are manually updated, then the	System Function



			Incident Count Total – Other field will also need to be manually updated; this field does not auto-calculate the total.	
Incident Grand Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the Incident Count Total values (ISS, OSS, Exp, and Other) for the corresponding row. If any of the values in the ISS, OSS, Exp, or Other fields are manually updated, then the Incident Grand Total field will also need to be manually updated; this field does not auto-calculate.	System Function
Total Incidents	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns. If any of the values are changed within the table, the Total Incidents row will automatically calculate the totals for the corresponding columns.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Incident Count table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry
<b>Table 2: Student Count</b> – This page is utilized to report the number of students removed from their regular education programs for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates among in-school suspensions, out-of-school suspensions, expulsions, and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. If a student has multiple incidents for the same discipline reason, the student is reported only once per discipline reason by the most serious Action Taken. If multiple students were involved in the same discipline incident, they will be reported separately in this report.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 2: Student Count report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Student Count data.	User Entry
Grade	R	Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade Sixth Grade Seventh Grade Eighth Grade Ninth Grade Tenth Grade Eleventh Grade Twelfth Grade	Table rows that will be populated with any previously entered or uploaded data in the Illicit Drug, Alcohol, Weapon, and Violent Incident columns.  Each grade will display on a separate row, and the sum of the rows will be displayed in the Student Count Total and Student Count Grand Total columns. The sum of the columns will be displayed in the Total Students row.	Federal Reporting

		Not Graded Total Incidents		
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Illicit Drug – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through In-School-Suspension (ISS), for an Illicit Drug incident.	Federal Reporting
Illicit Drug – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for an Illicit Drug incident.	Federal Reporting
Illicit Drug – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Expulsion (Exp.), for an Illicit Drug incident.	Federal Reporting
Illicit Drug – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Other Removal (Other), for an Illicit Drug incident.	Federal Reporting
Alcohol – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through In-School-Suspension (ISS), for an Alcohol incident.	Federal Reporting
Alcohol – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for an Alcohol incident.	Federal Reporting
Alcohol – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Expulsion (Exp.), for an Alcohol incident.	Federal Reporting
Alcohol – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Other Removal (Other), for an Alcohol incident.	Federal Reporting

Weapon – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Weapon incident.	Federal Reporting
Weapon – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Weapon incident.	Federal Reporting
Weapon – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Expulsion (Exp.), for a Weapon incident.	Federal Reporting
Weapon – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Other Removal (Other), for a Weapon incident.	Federal Reporting
Violent Incident: Injury – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: Injury – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: Injury – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Expulsion (Exp.), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: Injury – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Other Removal (Other), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: No Injury – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Violent Incident that did not result in an injury.	Federal Reporting
Violent Incident: No Injury – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Violent Incident that did not result in an injury.	Federal Reporting
Violent Incident: No Injury – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Expulsion (Exp.), for a Violent Incident that did not result in an injury.	Federal Reporting
Violent Incident: No Injury – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Other Removal (Other), for a Violent Incident that did not result in an injury.	Federal Reporting

Student Count Total – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the ISS fields for the corresponding row. If any of the ISS fields are manually updated, then the Student Count Total – ISS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Student Count Total – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the OSS fields for the corresponding row. If any of the OSS fields are manually updated, then the Student Count Total – OSS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Student Count Total – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Exp fields for the corresponding row. If any of the Exp fields are manually updated, then the Student Count Total – Exp field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Student Count Total – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Other fields for the corresponding row. If any of the Other fields are manually updated, then the Student Count Total – Other field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Student Count Grand Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the Student Count Total values (ISS, OSS, Exp, and Other) for the corresponding row. If any of the values in the ISS, OSS, Exp, or Other fields are manually updated, then the Student Count Grand Total field will also need to be manually updated; this field does not auto-calculate.	System Function
Total Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns. If any of the values are changed within the table, the Total Students row will automatically calculate the totals for the corresponding columns.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Student Count table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the “NCLB Reports” page.	User Entry
<b>Table 3: Students Involved with Firearms</b> – This page is utilized to report the unduplicated number of students who were involved in an incident involving a firearm by type of firearm, plus the total number of incidents. Note: This table will only include weapons which are used as firearms. Any incident in which a student was found to have brought a firearm to school or possessed a firearm at the school will be reported, even if the expulsion is shortened or no penalty is imposed. Any incidents in which a student with disabilities (IDEA) brought a firearm to school or possessed a firearm at school will also be included, even if it is determined that the incident is a manifestation of the student's disability. The total number of students reported will be entered by grade, total number of students overall, and total number of incidents overall. Note: The total number of students reported in Table 3 will equal the total number of IDEA and Non-IDEA students reported in Table 4.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 3: Students Involved with Firearms report, based on the data-entry stage of the report.	System Function

Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Students Involved with Firearms data.	User Entry
Grade	R	Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade Sixth Grade Seventh Grade Eighth Grade Ninth Grade Tenth Grade Eleventh Grade Twelfth Grade Not Graded Total Students Total Incidents	Table rows that will be populated with any previously entered or uploaded data in the Handguns, Rifles / Shotguns, Multiple Firearms, and Other Firearms columns. Each grade will display on a separate row, and the sum of the rows will be displayed in the Total column. The sum of the students involved with firearms in each of the columns will be displayed in the Total Students row. The sum of the incidents where students were involved with firearms will be displayed in the Total Incidents column.	Federal Reporting
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Handguns	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students who were involved in an incident involving a handgun.	Federal Reporting
Rifles / Shotguns	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students who were involved in an incident involving a rifle or a shotgun.	Federal Reporting
Multiple Firearms	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students who were involved in an incident involving multiple firearms.	Federal Reporting

Other Firearms	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students who were involved in an incident involving other types of firearms.	Federal Reporting
Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding rows. If any of the values in the Handguns, Rifles / Shotguns, Multiple Firearms, or Other Firearms fields are manually updated, then the Total field will also need to be manually updated; this field does not auto-calculate.	System Function
Total Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns where students were involved with firearm incidents. If any of the values are changed within the table, the Total Students row will automatically calculate the totals for the corresponding columns.	System Function
Total Incidents	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns where there were incidents involving firearms. If any of the values are changed within the table, the Total Incidents row will automatically calculate the totals for the corresponding columns.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Students Involved with Firearms table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry
<b>Table 4: Firearm Outcomes</b> – This page is utilized to report the unduplicated number of students who were involved in an incident involving a firearm by outcome and IDEA status. Note: This table will only include weapons which are used as firearms. Alternate Placement or No Alternate Placement will be reported for Expulsions involving Non-IDEA Students only. Other Removals will include outcomes such as death, withdrawal, or incarceration. Note: The total number of students reported in Table 3 will equal the total number of IDEA and Non-IDEA students reported in Table 4.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 4: Firearm Outcomes report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Firearms Outcomes data.	User Entry
Action Taken	R	Expulsion (Modified) Expulsion (Not Modified) Other Removal Other Discipline Action No Action Total	<p>Table rows that will be populated with any previously entered or uploaded data in the IDEA Students, and Alternate Placement and No Alternate Placement for Non-IDEA Students columns.</p> <p>Each action taken will display on a separate row, and the sum of the rows will be displayed in the Total column. The sum of the students involved with firearms by outcome in each of the columns will be displayed in the Total row. The sum of the incidents where students were involved with firearms by outcome will be displayed in the Total Students column.</p>	Federal Reporting



Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
IDEA Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of IDEA students who were involved in an incident involving a firearm by outcome.	Federal Reporting
Non-IDEA Students: Alternate Placement	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of non-IDEA students in alternate placement who were involved in an incident involving a firearm by outcome.	Federal Reporting
Non-IDEA Students: No Alternate Placement	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of non-IDEA students not in alternate placement who were involved in an incident involving a firearm by outcome.	Federal Reporting
Total Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding rows. If any of the values in the IDEA Students, Alternate Placement and No Alternate Placement for Non-IDEA fields are manually updated, then the Total Students field will also need to be manually updated; this field does not auto-calculate.	System Function
Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns where students were involved with firearms by outcome. If any of the values are changed within the table, the Total row will automatically calculate the totals for the corresponding columns.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Firearm Outcomes table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry
<b>Table 5: Educational Services</b> – This page is utilized to report the number of students removed for disciplinary reason from their regular school program for the remainder of the school year or longer, including Gun Free Schools Act removals.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 5: Educational Services report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Educational Services data.	User Entry

Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Non-IDEA Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of non-IDEA students who were removed for a disciplinary reason from their regular school program for the remainder of the school year or longer, including Gun Free Schools Act removals.	Federal Reporting
IDEA Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of IDEA students who were removed for a disciplinary reason from their regular school program for the remainder of the school year or longer, including Gun Free Schools Act removals.	Federal Reporting
Total Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding rows. If any of the values in the non-IDEA Students and IDEA fields are manually updated, then the Total Students field will also need to be manually updated; this field does not auto-calculate.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Educational Services table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry
<b>Table 6: Title IV</b> – This page is utilized to report the number of students who were expelled for having been convicted or adjudicated for a criminal felony offense; students who were exercising the Unsafe School Choice Option and transferring to a different school within the district; and students who were truant within the school year. This information is required for Federal Title IV reporting. "Criminal felony offense" is defined as any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. "Truant" is defined as any student with 3 consecutive unexcused absences, 5 unexcused absences in any semester, or 7 unexcused absences in a year (whichever comes first) initially populated based upon EOYA submissions to KIDS. "Unsafe School Choice Option" is a provision of Federal Law allowing a student to transfer out of a school deemed "persistently dangerous." Truancy and Unsafe School Choice Options are initially reported via the KIDS Collection System. Note: The total number of "Students expelled for having been convicted of or adjudicated for a criminal felony offense" will not exceed the number of Student Count/Student Count Total Expulsions reported in Table 2.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 6: Title IV report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Title IV data.	User Entry



Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields for the table editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the table. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the table back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Students expelled for having been convicted or adjudicated for a criminal felony offense:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of non-IDEA students expelled for having been convicted or adjudicated for a criminal felony offense within the school year.	Federal Reporting
Students exercising the Unsafe School Choice Option and transferring to a different school within the district:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students exercising the Unsafe School Choice Option and who transferred to a different school within the district during the school year.  Note: This data will be pre-populated from the KIDS EOYA collection, but will also be editable to allow for any changes.	Federal Reporting
Students truant this school year:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students who were truant during the school year.  Note: This data will be pre-populated from the KIDS EOYA collection, but will also be editable to allow for any changes.	Federal Reporting
<b>Table 8: Crime Matrix</b> – This page is utilized to report the cumulative number of incidents where a student was involved in any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. This information is required for Federal Title IV reporting.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 8: Crime Matrix report, based on the data-entry stage of the report.	System Function
Crime	R	Felonies Misdemeanors Other Totals	Table rows that will be populated with any previously entered or uploaded data in the At School Normal, School Property, Supervised Normal, and Supervised Outside columns.	Federal Reporting

			Each crime will display on a separate row, and the sum of the columns will be displayed in the Totals row.	
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Felonies	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of felonies that any students were involved in against other persons, including: murder, aggravated assault, battery, criminal threat, hazing, kidnapping, robbery, burglary, stalking, child abuse, terroristic threat, or sex crimes, such as: rape, aggravated indecent liberties with a child, sexual battery, and sexual exploitation of a child during the school year.	Federal Reporting
Misdemeanors	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of misdemeanors that any students were involved in against other persons during the school year.	Federal Reporting
Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of other types of criminal acts committed by students during the school year.	Federal Reporting
Totals	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns where students were involved in criminal acts. If any of the values are changed within the table, the Totals row will automatically calculate the totals for the corresponding columns.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Crime Matrix table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry

**Table 9: Behavior Incident Count** – This page is utilized to report the cumulative number of incidents in which students were removed from their regular education program for at least an entire school day for academic misconduct, disruptive behavior, obscene behavior, lying, and/or other behavior. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, obscene behavior and violent incident with physical injury, report the most serious reason for removal as a result of the incident.

The following hierarchy will be used to determine the most serious reason for the incident:

<ul style="list-style-type: none"> <li>• Academic Misconduct</li> <li>• Disruptive Behavior</li> <li>• Obscene Behavior</li> <li>• Lying</li> <li>• Other Behavior</li> </ul>				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 9: Behavior Incident Count report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Behavior Incident Count data.	User Entry
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Academic Misconduct – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Academic Misconduct.	State and Federal
Academic Misconduct – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Academic Misconduct.	State and Federal
Academic Misconduct – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Academic Misconduct.	State and Federal
Academic Misconduct – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Academic Misconduct.	State and Federal
Disruptive Behavior – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Disruptive Behavior.	State and Federal

Disruptive Behavior – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Disruptive Behavior.	State and Federal
Disruptive Behavior – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Disruptive Behavior.	State and Federal
Disruptive Behavior – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Disruptive Behavior.	State and Federal
Obscene Behavior – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Obscene Behavior.	State and Federal
Obscene Behavior – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Obscene Behavior.	State and Federal
Obscene Behavior – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Obscene Behavior.	State and Federal
Obscene Behavior – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Obscene Behavior.	State and Federal
Lying – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Lying.	State and Federal
Lying – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Lying.	State and Federal
Lying – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Lying.	State and Federal
Lying – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Lying.	State and Federal
Other – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Other removals.	State and Federal

Other – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Other removals.	State and Federal
Other – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Other removals.	State and Federal
Other – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Other removals.	State and Federal
Incident Count Total – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the ISS fields for the corresponding row. If any of the ISS fields are manually updated, then the Incident Count Total – ISS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the OSS fields for the corresponding row. If any of the OSS fields are manually updated, then the Incident Count Total – OSS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Exp fields for the corresponding row. If any of the Exp fields are manually updated, then the Incident Count Total – Exp field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Other fields for the corresponding row. If any of the Other fields are manually updated, then the Incident Count Total – Other field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Grand Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the Incident Count Total values (ISS, OSS, Exp, and Other) for the corresponding row. If any of the values in the ISS, OSS, Exp, or Other fields are manually updated, then the Incident Grand Total field will also need to be manually updated; this field does not auto-calculate.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Behavior Incident Count table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the “NCLB Reports” page.	User Entry

**Table 10: Bullying Incident Count** – This page is utilized to report the cumulative number of incidents in which the student(s) was removed from their regular education program for at least an entire school day for physical, cyber, verbal, and/or relational bullying. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other

removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, physical bullying and verbal bullying, the most serious reason for removal as a result of the incident will be reported.

The following hierarchy will be used to determine the most serious reason for the incident:

- Physical Bullying
- Cyberbullying
- Verbal Bullying
- Relational Bullying

Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 10: Bullying Incident Count report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Bullying Incident Count data.	User Entry
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Physical – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Physical incidents.	State and Federal
Physical – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Physical incidents.	State and Federal
Physical – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Physical incidents.	State and Federal
Physical – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Cyber incidents.	State and Federal



Cyber – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Cyber incidents.	State and Federal
Cyber – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Cyber incidents.	State and Federal
Cyber – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Physical incidents.	State and Federal
Cyber – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Cyber incidents.	State and Federal
Verbal – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Verbal incidents.	State and Federal
Verbal – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Verbal incidents.	State and Federal
Verbal – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Verbal incidents.	State and Federal
Verbal – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Verbal incidents.	State and Federal
Relational – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Relational incidents.	State and Federal
Relational – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Relational incidents.	State and Federal
Relational – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Relational incidents.	State and Federal
Relational – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Relational incidents.	State and Federal

Total Incidents – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the ISS fields for the corresponding row. If any of the ISS fields are manually updated, then the Total Incidents – ISS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Total Incidents – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the OSS fields for the corresponding row. If any of the OSS fields are manually updated, then the Total Incidents – OSS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Total Incidents – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Exp fields for the corresponding row. If any of the Exp fields are manually updated, then the Total Incidents – Exp field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Total Incidents – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Other fields for the corresponding row. If any of the Other fields are manually updated, then the Total Incidents – Other field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Grand Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the Incident Count Total values (ISS, OSS, Exp, and Other) for the corresponding row. If any of the values in the ISS, OSS, Exp, or Other fields are manually updated, then the Incident Grand Total field will also need to be manually updated; this field does not auto-calculate.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Bullying Incident Count table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the “NCLB Reports” page.	User Entry
<b>IDEA Reports</b>				
<b>Table 7: IDEA</b> – This page is utilized to report all incidents involving IDEA students that result in an ISS, OSS, or Expulsion. Include individual student information for all students involved in an incident that have an IEP for a disability at the time of the incident.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 7: IDEA report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated IDEA data.	User Entry
Insert Record	O	N/A	Hyperlink that, if clicked, will insert the record as appended to the table. Each subsequent record saved will then add additional rows to the table.	User Entry



Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Delete	O	N/A	Button that, if selected, will remove the row from the table.	User Entry
Incident Date	R	Date Format [MM/DD/YYYY]; Defaulted to <blank>	Editable field where the date the incident occurred will be entered.	User Entry
KIDS Student ID	R	Numeric; Defaulted to <blank>	Editable field where the KIDS ID will be entered for the student who committed the incident.	User Entry
Drug	O	Checkbox	Editable checkbox that can be selected if an incident involving an IDEA student, resulting in an ISS, OSS, or Expulsion, was due to Drugs.	Federal Reporting
Serious Injury	O	Checkbox	Editable checkbox that can be selected if an incident involving an IDEA student, resulting in an ISS, OSS, or Expulsion, resulted in Serious Injury.	Federal Reporting
Weapon	O	Checkbox	Editable checkbox that can be selected if an incident involving an IDEA student, resulting in an ISS, OSS, or Expulsion, was due to Weapon use.	Federal Reporting
Hearing Officer	O	Checkbox	Editable checkbox that can be selected if an incident involving an IDEA student, resulting in an ISS, OSS, or Expulsion, involved a Hearing Officer.	Federal Reporting
Violation Conduct	O	Checkbox	Editable checkbox that can be selected if an incident involving an IDEA student, resulting in an ISS, OSS, or Expulsion, resulted in a Violation Conduct.	Federal Reporting
ISS Days	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field where the number of full days an IDEA student received an In-School-Suspension (ISS) can be entered, if they are due to incidents involving Drugs, Serious Injury, Weapons, a Hearing Officer, or a Violation Conduct.	Federal Reporting
OSS Days	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field where the number of full days an IDEA student received an Out-of-School-Suspension (OSS) can be entered, if they are due to incidents involving Drugs, Serious Injury, Weapons, a Hearing Officer, or a Violation Conduct.	Federal Reporting
EXP Days	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field where the number of full days an IDEA student received an Expulsion (EXP) can be entered, if they are due to incidents involving Drugs, Serious Injury, Weapons, a Hearing Officer, or a Violation Conduct.	Federal Reporting
Services	O	Checkbox	Editable checkbox that can be selected if the student received IDEA services, while serving an ISS, OSS, or EXP due to an incident involving Drugs, Serious Injury, Weapons, a Hearing Officer, or a Violation Conduct.	Federal Reporting
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the IDEA table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry

Submit Report	O	N/A	Button that, if selected, will submit incident data that was entered into the table. This button will only be activated during the submission window for IDEA reports, and will only appear for users at the school administrative level.	User Entry
<b>Emergency Safety Intervention Report</b>				
<p><b>ESI Report</b> – This page is utilized to enter the number of incidents that resulted in Emergency Safety Intervention (ESI).</p> <p>"Seclusion," when used with a student, means that all the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. The student is placed in an enclosed area by school personnel.</li> <li>2. The student is purposefully isolated from adults and peers.</li> <li>3. The student is prevented from leaving, or it is reasonably believed that the student will be prevented from leaving, the enclosed area.</li> </ol> <p>"Physical restraint" means bodily force used to substantially limit a student's movement.</p>				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the ESI Report, based on the data-entry stage of the report.	System Function
Reporting Period	R	1 2	Drop-down list that where the appropriate reporting period can be selected.	System Function
Total Number of Physical Restraint Incidents:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of physical restraint incidents can be entered for the corresponding reporting period.	State Requirement
Total Number of Students Physically Restrained:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of students who were physical restrained can be entered for the corresponding reporting period.	State Requirement
Total Minutes of Physical Restraint:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of minutes that students were in physical restraint can be entered for the corresponding reporting period.	State Requirement
Total Number of Seclusion Incidents:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of seclusion incidents can be entered for the corresponding reporting period.	State Requirement
Total Number of Students Secluded:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of students who were secluded can be entered for the corresponding reporting period.	State Requirement

Total Minutes of Seclusion:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of minutes that students were in seclusion can be entered for the corresponding reporting period.	State Requirement
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the ESI Report.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the “NCLB Reports” page.	User Entry
Submit to KSDE	O	N/A	Button that, if selected, will submit ESI Report data that was entered to KSDE. This button will only be activated during the submission window for IDEA reports, and will only appear for users at the school administrative level.	User Entry
<b>Import Data for NCLB/IDEA Reports</b> This page is where the user can upload the information that will populate the NCLB and IDEA reports, if this method is preferred. Note: Users may either upload information or enter the information manually in the “NCLB/IDEA Reports” section.				
File/Record	O	Defaulted to <blank>	Non-editable field that will be populated with the file name of the .txt or .xml file to be imported, once the file has been opened using the “Browse” button.	System Function
Browse...	O	N/A	Button that, if selected, will open a “Choose File to Upload” window, where the user will be able to navigate to import a .txt or .xml file.	User Entry
Upload File	O	N/A	Button that, if selected, will import the .txt or .csv file, and the uploaded files for the district will display in descending order in the “Uploaded Files” section.	User Entry
Text File / XML File	R	Text File [Default] XML File	Radio buttons that will indicate whether the district is uploading a .txt or .xml file.	User Entry
Begin Date	O	Date Picker/Calendar	Field that, if selected, will display a calendar so that a specific begin date can be selected.	User Entry
End Date	O	Date Picker/Calendar	Field that, if selected, will display a calendar so that a specific end date can be selected.	User Entry
Retrieve Batch List	O	N/A	Button that, if selected, will display the uploaded files for the district in descending order in the “Uploaded Files” section for the date range selected.	User Entry
Upload ID	R	Numeric	Non-editable field that will display the unique system-assigned ID number for each batch that has been uploaded.	System Function
Uploaded	R	Date Format MM/DD/YYYY; Defaulted to <blank>	Non-editable field that will display the date that the batch was uploaded.	System Function
Total/Correct/Errored	R	Alpha-numeric Format #####/#####/#####	Non-editable field that will display the total number of rows, the number of correct rows, and the number of rows with errors.	System Function
Status	R	FATAL ERROR END	Non-editable field that will display the status of the batch.	System Function
Fatal Error	R	Alpha-numeric	Non-editable field that will display the message of the fatal error, if applicable.	System Function

Details	O	N/A	Button that, if selected, will display the details of the corresponding batch. The fields displayed will include: Upload ID File Name Extract Date Extract Time Version Transmission ID Record Count Error Count Upload Date	User Entry
Errors	O	N/A	Button that, if selected, will display the line location information of the error.	User Entry
View	O	N/A	Button that will appear if the Errors button has been selected. If the View button is selected, the error message will be opened and can be viewed or exported to Excel.	User Entry
Download to Excel	O	N/A	Button that, if clicked, will open Excel, and will be populated with the list of error messages for the batch.	User Entry
<b>Approval Processing for NCLB/IDEA Reports</b> This page is where the District can edit their “District Approval Settings” regarding the approval workflow for the entire district.				
Edit	O	N/A	Button that, if selected, will allow the user to edit the setting values for the District Approval Settings.  Note: These settings are only editable by the District Administrator user role for the corresponding district.	User Entry
Is individual incident approval required at the District level?	O	Unchecked – Default Checked	Editable checkbox that will allow the user to select whether approval for the individual incidents is required at the district level. Once the selections have been saved, one of the following values will display, depending on the if the checkbox was checked: <ul style="list-style-type: none"> <li>• True – checked</li> <li>• False - unchecked</li> </ul>	User Entry
When data entry is complete, should individual incidents be escalated to the School Administrator	R	N/A	Drop-down field that will allow the user to indicate whether the incidents should be escalated to the School Administrator or the District Administrator for approval. Once the selections have been saved, one of the following values will display, depending on which value was selected: <ul style="list-style-type: none"> <li>• School Administrator</li> <li>• District Administrator</li> </ul>	User Entry

or the District Administrator?			Note: The District Administrator can only be selected for this setting if the “Is individual incident approval required at the District level” selection is checked (marked as “True”).	
Can an individual school see incidents from other schools within the district?	O	Unchecked – Default Checked	Editable checkbox that will allow the user to select whether the schools within the district will be able to view incidents from the other schools within the district. Once the selections have been saved, one of the following values will display, depending on the if the checkbox was checked: <ul style="list-style-type: none"> <li>• True – checked</li> <li>• False - unchecked</li> </ul>	User Entry
Can Data Entry users see incidents that have been sent to Admin for approval?	O	Unchecked – Default Checked	Editable checkbox that will allow the user to select whether data entry-only users will be able to view incidents that have been sent to the Admin for approval. Once the selections have been saved, one of the following values will display, depending on the if the checkbox was checked: <ul style="list-style-type: none"> <li>• True – checked</li> <li>• False - unchecked</li> </ul>	User Entry
Save	O	N/A	Button that, if selected, will save the selections that were made by the District Administrator for the District Approval Settings, and the page will change from editable to un-editable.	User Entry
Cancel	O	N/A	Button that, if selected, will clear the selections made on the District Approval Settings page, and the page will change from editable to un-editable.	User Entry
Field Name	Req/ Opt	Values	Description	Used For
<b>Discipline Incident Wizard</b> The wizard provides an interface for entering discipline incident information in a step-by-step process. Each step of the wizard will provide a different description, contained in the panel to the left of the wizard, which informs the user how to successfully complete the current step. The wizard is accessed from the File → New NCLB/IDEA Incidents menu item.				
<b>Step 1: Incident</b> – This page is where the details of the incident can be entered.				
<b>Identifying Information</b>				
Date	R	Date Picker/Calendar	Field that, if selected, will display a calendar so that the date of the incident can be selected.	User Entry
Incident Title	R	Free text	The title of actual incident.	User Entry
Time	O	AM or PM reporting; Format __:__ AM	Drop-down field that allows the user to enter the time the incident occurred.	User Entry
School Year	R	2016	Drop-down field that is populated with the current school year. The year is not editable.	System Function
<b>Time of Day Information</b>				

Time Group	R	No Answer During School Hours Outside School Hours	Drop-down field that allows the user to select the timeframe that the incident occurred.	User Entry
Time Classifier	O	No Answer In Transit At school-sponsored activity Other	Drop-down field that allows the user to select the appropriate time classifier for the reported incident.	User Entry
Time Description	O	Free text	Field that allows the user to enter a description regarding the time the incident occurred.	User Entry
<b>Location Information</b>				
Location Group	R	No Answer On Campus Off Campus	Drop-down field that allows the user to select the appropriate location of where the incident occurred.	User Entry
Location Classifier – On Campus	R	No Answer Classroom Hallway/Stairwell Cafeteria Gym Restroom Auditorium Outside Stadium Other	Drop-down field that allows the user to select the location of where the incident occurred, whether it is On Campus or Off Campus.  Note: The Location Classifier will display a different list of options for incidents that were On Campus and Off Campus. If “On Campus” is selected, then one of the corresponding values is required.	User Entry
Location Classifier – Off Campus	R	No Answer Sponsored Activity Off Campus Sponsored Transportation Other	Drop-down field that allows the user to select the location of where the incident occurred, whether it is On Campus or Off Campus. If “Off Campus” is selected, then one of the corresponding values is required.	User Entry
Location Description	R	Free text	Editable field that allows the user to add the description of where the incident occurred.	User Entry
<b>Miscellaneous</b>				
Reporter	R	No Answer Student Professional Staff Administrator Other School Staff	Drop-down field that allows the user to select who is doing the reporting	User Entry

		Law Enforcement Officer Nonschool Personnel Unknown		
Incident Log	R	Free text	Editable field that allows the user to provide an account of the incident	User Entry
Previous	O	N/A	Button that, if selected, will save the information entered on the Step 1: Incident page and navigate to the Step 2: Incident Types page.	User Entry
Next	O	N/A	Button that, if selected, will save the information entered on the Step 1: Incident page and navigate to the Welcome to the Discipline Incident Wizard page.	User Entry
<b>Step 2 – Incident Type Information</b> – This page is where the type of incident can be entered.				
<b>Incident Type Information</b>				
New Incident Type	O	N/A	Button that, if selected, will allow the user to enter a New Incident Type.	User Entry
Incident Type Group	R	No Answer Assault Weapons Threat Alcohol-Related Drug-Related Tobacco-Related Arson Behavior Forgery Gambling Theft Sexual Offenses – Non-Violent Trespassing Truancy Vandalism Inappropriate Computer Use Cumulative Due Process Determination Other	Drop-down field that allows the user to select the appropriate Incident Type.  Note: The Incident Type Classifier will display a different list of options for incidents for each of the Incident Type Groups.	Federal Reporting

Incident Type Classifier – Assault	R	No Answer Physical Sexual Fighting Kidnapping Robbery Murder/Homicide Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Assault” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Weapons	R	No Answer Possession Use Solicitation/Sale Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Weapons” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Threat	R	No Answer Intimidation Bullying: Physical Bullying: Verbal Bullying: Cyberbullying Bullying: Relational Harassment: Hate-Related Harassment: Sexual School Threat Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Threat” is selected as the Incident Type Group, then one of the corresponding values is required.	State and Federal
Incident Type Classifier – Alcohol-Related	R	No Answer Alcohol Possession Alcohol Use Alcohol Solicitation/Sale Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Alcohol-Related” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Drug-Related	R	No Answer Marijuana Possession Marijuana Use Marijuana Solicitation/Sale Illicit Drug Possession Illicit Drug Use Illicit Drug Solicitation/Sale	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Drug-Related” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting



		Drug Paraphernalia/Possession Other		
Incident Type Classifier – Tobacco- Related	R	No Answer Tobacco Possession Tobacco Use Tobacco Solicitation/Sale Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Tobacco-Related” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Arson	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Behavior	R	No Answer Academic Misconduct Disruptive Lying Obscene Insubordination Failure to Serve Sentence Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Behavior” is selected as the Incident Type Group, then one of the corresponding values is required.	State and Federal
Incident Type Classifier – Forgery	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Gambling	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Theft	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Sexual Offenses – Non- Violent	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Trespassing	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Truancy	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Vandalism	R	No Answer School Property Personal Property	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting

		Other	Note: If “Vandalism” is selected as the Incident Type Group, then one of the corresponding values is required.	
Incident Type Classifier – Inappropriate Computer Use	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Cumulative	R	No Answer Points/Demerits Tardies Warnings Other	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.  Note: If “Cumulative” is selected as the Incident Type Group, then one of the corresponding values is required.	Federal Reporting
Incident Type Classifier – Due Process Determination	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Classifier – Other	R	No Answer	Drop-down field that allows the user to select the incident type for the Incident Type Group selected.	Federal Reporting
Incident Type Description	O	Free text	Field that allows the user to enter a description of the incident.	User Entry
Previous	O	N/A	Button that, if selected, will save the information entered on the Step 2: Incident Types page and navigate to the Step 1: Incident page.	User Entry
Next	O	N/A	Button that, if selected, will save the information entered on the Step 2: Incident Types page and navigate to the Step 3: Individuals page.	User Entry
<b>Step 2 – Incident Types Records</b> – This page is where the list of incident types entered can be selected and deleted or selected.				
!	O	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Delete	O	Unchecked – Default Checked	Checkbox that allows the user to select the record(s) that is/are to be deleted.	User Entry
Group	R	Alpha-numeric	Non-editable field that will display the Incident Type Group that was selected on the Step 2 page.	System Function
Classifier	R	Alpha-numeric	Non-editable field that will display the Incident Type Classifier that was selected on the Step 2 page.	System Function
Date Created	R	Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was created on the Step 2 page.	System Function
Created By	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and entered the information on the Step 2 page.	System Function

Date Modified	R	Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified on the Step 2 page.	System Function
Modified By	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the information on the Step 2 page.	System Function
New Incident Type	O	N/A	Button that, if selected, will close the “Incident Types Records” screen, and will open the “Step 2: Incidents” page, in order to enter an additional incident.	User Entry
Select	O	N/A	Hyperlink that, if selected, will open the Incident Type Details page.	User Entry
Previous	O	N/A	Button that, if selected, will save the information entered on the Step 2: Incident Types page and navigate to the Step 1: Incident page.	User Entry
Next	O	N/A	Button that, if selected, will save the information entered on the Step 2: Incident Types page and navigate to the Step 3: Individuals page.	User Entry
<b>Action Details</b>				
Action	R	No Answer Minor Punishment Detention Conference with Student Conference with Student and Parent Confiscation of Contraband Demerit Probation Restitution Saturday School In-school suspension Removal or out-of-school suspension – with services – partial school year Removal or out-of-school suspension – with services – remainder of school year Removal or out-of-school suspension – without services – partial school year Removal or out-of-school suspension – without	Drop-down field that allows the user to select the Action that was taken as a result of the incident.	Federal Reporting

		services – remainder of school year Expulsion With Services – Partial School Year Expulsion With Services – Remainder of School Year Expulsion Without Services – Partial School Year Expulsion Without Services – Remainder of School Year Student Transfer Within District Student Transfer to Another District		
Action (continued)	R	Referred to local law enforcement – No Charges Referred to local law enforcement – Misdemeanor Charges Referred to local law enforcement – Felony Charges Referred to local law enforcement – Unknown No School Response Other Removal – Student Death Other Removal – Incarceration Other Removal – Withdrawals Other	Drop-down field that allows the user to select the Action that was taken as a result of the incident.	Federal Reporting
Action Description	O	Free Text	Field that will allow the user to enter a description of the action taken against the offender, if desired.	User Entry

Length In Days	R	Numeric	Field that will allow the user to enter the number of whole days that the student will have to perform the action selected, if required by the type of action selected.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Action Details” page and open the “Incident Types Records” page.	User Entry
Next	O	N/A	Button that, if selected, will close the “Action Details” page and open the “Action Records for this Individual” page.	User Entry
<b>Action Records for this Individual</b>				
!	O	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Delete	O	Unchecked – Default Checked	Checkbox that allows the user to select the record(s) that is/are to be deleted.	User Entry
Action Type	R	Alpha-numeric	Non-editable field that will display the Action Type that was selected on the “Action Details” page.	System Function
Length In Days	R	Numeric	Non-editable field that will display the Length in Days that were entered on the “Action Details” page.	System Function
Description	R	Alpha-numeric	Non-editable field that will display the Action Description that was entered on the “Action Details” page.	System Function
Select	O	N/A	Hyperlink that, if selected, will open the Action Details page.	User Entry
New Action	O	N/A	Button that, if selected, will close the “Action Records for this Individual” page and will open the “Actions Detail” page, in order to add a new action for the incident, if needed.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Action Records for this Individual” page and will open the “Actions Detail” page for the most recent action entered.	User Entry
Next	O	N/A	Button that, if selected, will close the “Action Records for this Individual” page and will open the “Step 3: Individuals” page.	User Entry
<b>Weapon Records for this Individual</b>				
New Weapon	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Weapons Detail” page, in order to add a new weapon to the incident, if needed.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Weapons Detail” page for the most recent action entered.	User Entry
Next	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Step 3: Individuals” page.	User Entry
<b>Weapon Details</b>				

Weapon Type	R	No Answer Handguns Rifles/Shotguns Other Firearm Firearm component or attachment Explosive/Destructive Device Substance used as a Weapon Knife/Cutting Instrument Other Weapon	Drop-down field that allows the user to select the type of weapon that used during the incident.	Federal Reporting
Weapon Description	O	Free text	Field that allows the user to enter a description for the weapon used during the incident, if desired.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Weapon Details” page and will open the “Weapons Records for this Individual” page for the list of weapons that have been associated with the incident.	User Entry
Next	O	N/A	Button that, if selected, will close the “Weapon Details” page and will open the “Step 3: Individuals” page.	User Entry
<b>Weapon Records for this Individual</b>				
!	O	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Delete	O	Unchecked – Default Checked	Checkbox that allows the user to select the record(s) that is/are to be deleted.	User Entry
Weapon Type	R	Alpha-numeric	Non-editable field that will display the Weapon Type that was selected on the “Weapon Details” page.	System Function
Description	O	Alpha-numeric	Non-editable field that will display the Weapon Description that was entered on the “Weapon Details” page.	System Function
New Weapon	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Weapons Detail” page, in order to add a new weapon to the incident, if needed.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Weapon Details” page for the list of weapons that have been associated with the incident.	User Entry
Next	O	N/A	Button that, if selected, will close the “Weapon Records for this Individual” page and will open the “Individual Records for this Incident” page.	User Entry
<b>Step 3 – Individuals</b> – This page is where the individuals associated with the incident can be entered.				

Identifying Information				
Incident Role	R	Offender Victim	Drop-down field that allows the user to select the appropriate role of the individual, in regards to the incident.	Federal Reporting
Individual Type – Offender	R	No Answer Current Student Expelled/Suspended Student Former Student Student at Different School Teacher Principal/Vice Principal Other Staff Member Parent Unknown Other	Drop-down field that allows the user to select the appropriate individual type for the Offender.	Federal Reporting
Individual Type – Victim	R	No Answer Current Student Expelled/Suspended Student Former Student Student at Different School Teacher Principal/Vice Principal Other Staff Member Parent Unknown Other	Drop-down field that allows the user to select the appropriate individual type for the Victim.	Federal Reporting
Demographics				
Find Student	O	N/A	Button that, if selected, will open the Student Finder Wizard, in order to search the KIDS System for the State Student Identifier, and if found, will populate the remaining fields in the Demographics section. This button is only editable if the Individual Type selected is “Current Student” or “Expelled/Suspended Student.”	User Entry
First Name	O	Free Text	Field where the individual student’s First Name can be entered, or it will be populated by the KIDS System if the student is found when searching by the State Student Identifier.	User Entry
Last Name	O	Free Text	Field where the individual student’s Last Name can be entered, or it will be populated by the KIDS System if the student is found when searching by the State Student Identifier.	User Entry

Date of Birth	O	Date Picker/Calendar	Field that, if selected, will display a calendar so that the student's Date of Birth can be selected, or it will be populated by the KIDS System if the student is found when searching by the State Student Identifier.	User Entry
Gender	O	Female Male	Drop-down field that allows the user to select the appropriate Gender of the student, or it will be populated by the KIDS System if the student is found when searching by the State Student Identifier.	User Entry
Grade Level	O	Not Applicable Special Education Infant/Toddler 3-Yr-Old Preschooler 4-Yr-Old Preschooler 5-Yr-Old Preschooler 4-Yr-Old At-Risk Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade Sixth Grade Seventh Grade Eighth Grade Ninth Grade Tenth Grade Eleventh Grade Twelfth Grade Not Graded	Drop-down field that allows the user to select the appropriate Grade Level of the student, or it will be populated by the KIDS System if the student is found when searching by the State Student Identifier.	Federal Reporting
<b>Student Finder Wizard – Search Type</b> – This page is used to determine which type of student search will be conducted (State Student Identifier or Student Information).				
Search Type	R	Select a Search Type... State Student Identifier Student Information	Drop-down field that allows the user to select the method in which the student information should be searched.	User Entry
Next	O	N/A	Button that, if selected, will either open the State Student Identifier Search page or the Student Information page.	User Entry
Cancel	O	N/A	Button that, if selected, will cancel the search function and return to the “Step 3: Individuals” page without populating any student information.	User Entry
<b>State Student Identifier Search</b> – This selection will allow the user to search by the State Student Identifier number.				



State Student Identifier	O	Numeric	Field where the individual student's KIDS ID number can be entered, if the Search Type selected is "State Student Identifier." This field is required if the Individual Type selected is "Current Student" or "Expelled/Suspended Student."	User Entry
Previous	O	N/A	Button that, if selected, will close the student search screen and return to the "Step 3: Individuals" page without populating any student information.	User Entry
Next	O	N/A	Button that, if selected, will open the "Step 3: Individuals" page, which will be populated with the following information for the State Student Identifier entered in a non-editable table: <ul style="list-style-type: none"> <li>• State Student Identifier</li> <li>• Last Name</li> <li>• First Name</li> <li>• Middle Name</li> <li>• Generation Code</li> <li>• Birth Date</li> <li>• Gender</li> <li>• Grade Level</li> <li>• Primary Race</li> <li>• District ID</li> <li>• Building ID</li> <li>• School Year</li> </ul>	User Entry
Cancel	O	N/A	Button that, if selected, will cancel the search function and return to the "Step 3: Individuals" page without populating any student information.	User Entry
<b>Student Information Search</b> – This selection will allow the user to search by different Student Information fields.				
Student Information – Last Name	O	Alpha-numeric	Field that allows the user to enter a Last Name for the student whose information is being searched for in the KIDS System.	User Entry
Student Information – First Name	O	Alpha-numeric	Field that allows the user to enter a First Name for the student whose information is being searched for in the KIDS System.	User Entry
Student Information – Gender	R	Female Male	Field that allows the user to enter a gender for the student whose information is being searched for.	User Entry
Student Information – Grade Level	R	Not Applicable Special Education Infant/Toddler 3-Yr-Old Preschooler 4-Yr-Old Preschooler 5-Yr-Old Preschooler	Drop-down field that allows the user to select the appropriate Grade Level for the student whose information is being searched for in the KIDS System.	Federal Reporting

		4-Yr-Old At-Risk Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade Sixth Grade Seventh Grade Eighth Grade Ninth Grade Tenth Grade Eleventh Grade Twelfth Grade Not Graded		
Birth Date	O	Date Picker/Calendar	Field that allows the user to select the appropriate Birth Date for the student whose information is being searched for in the KIDS System.	User Entry
Previous	O	N/A	Button that, if selected, will close the student search screen and return to the “Step 3: Individuals” page without populating any student information.	User Entry
Next	O	N/A	Button that, if selected, will return a listing of students found in the KIDS System that match the search criteria entered.	User Entry
Cancel	O	N/A	Button that, if selected, will cancel the search function and return to the “Step 3: Individuals” page without populating any student information.	User Entry
<b>Student Finder Wizard – Search Results</b> – This page appears once the Next button has been selected and will display the list of students who match the search criteria entered.				
Select	O	N/A	Hyperlink that, if selected, will open the “Step 3: Individuals” page, which will be populated with the following information for the student selected in a non-editable table: <ul style="list-style-type: none"><li>• State Student Identifier</li><li>• Last Name</li><li>• First Name</li><li>• Middle Name</li><li>• Generation Code</li><li>• Birth Date</li><li>• Gender</li><li>• Grade Level</li><li>• Primary Race</li></ul>	User Entry

			<ul style="list-style-type: none"> <li>• District ID</li> <li>• Building ID</li> <li>• School Year</li> </ul>	
State Student Identifier	R	Numeric	Non-editable field that will be populated with the assigned KIDS ID number(s) from the KIDS System, for the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
Last Name	R	Alpha-numeric	Non-editable field that will be populated with the Last Name of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
First Name	R	Alpha-numeric	Non-editable field that will be populated with the First Name of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
Middle Name	R	Alpha-numeric	Non-editable field that will be populated with the Middle Name of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
Generation Code	R	Alpha-numeric	Non-editable field that will be populated with the Suffix (i.e., Jr., III, etc.) for the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
Birth Date	R	Alpha-numeric; Date format MM/DD/YYYY	Non-editable field that will be populated with the Birth Date of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
Gender	R	Alpha	Non-editable field that will be populated with the Gender of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
Grade Level	R	Alpha-numeric	Non-editable field that will be populated with the Grade Level of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	Federal Reporting

Primary Race	R	Alpha	Non-editable field that will be populated with the Primary Race of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	System Function
District ID	R	Alpha-numeric	Non-editable field that will be populated with the District ID of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	Federal Reporting
Building ID	R	Numeric	Non-editable field that will be populated with the Building ID number of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	Federal Reporting
School Year	R	Numeric; Format YYYY	Non-editable field that will be populated with the School Year that corresponds with the data of the student(s) returned in the search results.  Note: This value will be populated from the KIDS system.	Federal Reporting
Next	O	N/A	Button that, if selected, will open the “Step 3: Individuals” page, which will be populated with the following information for the student selected in a non-editable table: <ul style="list-style-type: none"> <li>• State Student Identifier</li> <li>• Last Name</li> <li>• First Name</li> <li>• Middle Name</li> <li>• Generation Code</li> <li>• Birth Date</li> <li>• Gender</li> <li>• Grade Level</li> <li>• Primary Race</li> <li>• District ID</li> <li>• Building ID</li> <li>• School Year</li> </ul>	User Entry
Cancel	O	N/A	Button that, if selected, will return the user to the “Step 3: Individuals” page without selecting a student.	User Entry
<b>Student Finder Wizard – Selected Student view</b> – This page appears once the Select button has been clicked for one of the students in the Search results page, and will display the student’s information.				

Select	O	N/A	Hyperlink that, if selected, will open the “Step 3: Individuals” page and will display the following information for the student selected in a non-editable table: <ul style="list-style-type: none"><li>• State Student Identifier</li><li>• Last Name</li><li>• First Name</li><li>• Middle Name</li><li>• Generation Code</li><li>• Birth Date</li><li>• Gender</li><li>• Grade Level</li><li>• Primary Race</li><li>• District ID</li><li>• Building ID</li><li>• School Year</li></ul> Note: This data will be populated from the KIDS System.	User Entry
Previous	O	N/A	Button that, if selected, will return the user to the Search Results page.	User Entry
Finish	O	N/A	Button that, if selected, will close the Student Finder Wizard and will populate the Demographics section with the following information: <ul style="list-style-type: none"><li>• State Student Identifier</li><li>• First Name</li><li>• Last Name</li><li>• Date of Birth</li><li>• Gender</li><li>• Grade Level</li></ul>	User Entry
Cancel	O	N/A	Button that, if selected, will return the user to the “Step 3: Individuals” page without populating any information into the Demographics section.	User Entry
<b>Description</b>				
Individual Description	O	Free Text	Field that allows the user to enter a description of the incident.	User Entry
Referrals	O	Free Text	Field that allows the user to enter referral information regarding the incident.	User Entry
<b>Victim Information</b>				
Injury	R	No Answer No Injury Minor Injury	Drop-down field that allows the user to select the appropriate type of injury received by the victim during the incident.	Federal Reporting

		Major Injury		
Previous	O	N/A	Button that, if selected, will take the user to the “Step 2: Incident Types” page.	User Entry
Next	O	N/A	Button that, if selected, will open the list of records for each of the students involved with the particular incident on the “Individual Records for this Incident” page.	User Entry
<b>Individual Records for this Incident</b> – This page will display the list of students who are associated with the particular incident.				
!	O	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Delete	O	Unchecked – Default Checked	Checkbox that allows the user to select the record(s) that is/are to be deleted.	User Entry
Incident Role	R	Alpha	Non-editable field that will display the Incident Role that was selected on the Step 3 page.	System Function
Individual Type	R	Alpha	Non-editable field that will display the Individual Type that was selected on the Step 3 page.	System Function
First Name	R	Alpha-numeric	Non-editable field that will be populated with the First Name of the student associated with the incident.  Note: This value will either be populated from the KIDS system or will contain information as entered by the user on the Step 3 page.	System Function
Last Name	R	Alpha-numeric	Non-editable field that will be populated with the Last Name of the student associated with the incident.  Note: This value will either be populated from the KIDS system or will contain information as entered by the user on the Step 3 page.	System Function
Birth Date	R	Alpha-numeric; Date format MM/DD/YYYY	Non-editable field that will be populated with the Birth Date of the student associated with the incident.  Note: This value will either be populated from the KIDS system or will contain information as entered by the user on the Step 3 page.	System Function
Gender	R	Alpha	Non-editable field that will be populated with the Gender of the student associated with the incident.  Note: This value will either be populated from the KIDS system or will contain information as entered by the user on the Step 3 page.	System Function
State Student Identifier	R	Numeric	Non-editable field that will be populated with the assigned KIDS ID number(s) from the KIDS System, for the student associated with the incident.	System Function

			Note: This value will be populated from the KIDS system.	
Grade Level	R	Alpha-numeric	Non-editable field that will be populated with the Grade Level of the student associated with the incident.  Note: This value will either be populated from the KIDS system or will contain information as entered by the user on the Step 3 page.	System Function
Date Created	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the student information was added to the incident on the Step 3 page.	System Function
Created By	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and entered the information on the Step 3 page.	System Function
Date Modified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the student information was modified on the Step 3 page.	System Function
Modified By	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the information on the Step 2 page.	System Function
Select	O	N/A	Hyperlink that, if selected, will open the student information record so that it can be viewed or modified for the incident.	User Entry
New Individual	O	N/A	Button that, if selected, will open the “Step 3: Individuals” page, in order to add an additional individual to the current incident.	User Entry
Previous	O	N/A	Button that, if selected, will return the user to the Step 2: Incident Types page without selecting a student record.	User Entry
Next	O	N/A	Button that, if selected, will take the user to the “Discipline Incident Wizard is Complete” page.	User Entry
<b>The Discipline Incident Wizard is Complete</b> – This page will indicate that the data entry wizard steps have been completed, and that the user will be able to either view the report of the incident, or enter a new incident through the wizard.				
View a Detail Report for this incident	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry
Begin a New Incident	O	N/A	Hyperlink that, if selected, will open the “Welcome to the Discipline Incident Wizard” page, so that a new incident can be entered through the wizard.	User Entry
Previous	O	N/A	Button that, if selected, will close the “Discipline Incident Wizard is Complete” page, and open the “Individual Records for this Incident” page.	User Entry
Finish	O	N/A	Button that, if selected, will close the “Discipline Incident Wizard is Complete” page, and open the “Incidents – In Progress” page in the “My Incidents” section.	User Entry
<b>My NCLB/IDEA Incidents</b>				

<p>This section allows the user to display each of the incidents that they have entered, and the status of each of the incidents. The incidents will be displayed in sub-pages based on the following statuses:</p> <ul style="list-style-type: none"> <li>• In Progress</li> <li>• Pending School Approval</li> <li>• Pending District Approval</li> <li>• Approved</li> <li>• Deleted Items</li> <li>• Search Results</li> </ul>				
<b>Incidents – In Progress</b> – This page will display a list of incidents that have the status of “In Progress.”				
New	O	N/A	Button that, if selected, will close the “My Incidents – In Progress” page, and will open the “Welcome to the Discipline Incident Wizard” page, where the user can enter a new incident.	User Entry
Remove	O	N/A	Button that, if selected, will delete the row of the incident(s) selected with a checkmark.	User Entry
Send	O	N/A	Drop-down field that will allow the user to Send All of the incidents, or only the ones selected, for administrator approval.	User Entry
Year	R	Numeric; format YYYY 2008 2009 2010 2011 2012 2013 2014 2015 2016 - Default	Drop-down field that will allow the user to change the School Year, in order to search for any incidents that are at the status of “In Progress.”	User Entry
Search	O	N/A	Button that, if selected, will open a modal “Incident Search Criteria” screen that contains the following search criteria fields: <ul style="list-style-type: none"> <li>• Begin Date</li> <li>• End Date</li> <li>• Incident Title</li> <li>• Local Incident ID</li> <li>• State Student ID</li> <li>• Incident Type Group</li> </ul>	User Entry



			<ul style="list-style-type: none"> <li>Action</li> </ul>	
Select	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry
Email	R	N/A	Icon that displays when the record has been sent for Review/Approval.	System Function
Row selection	O	Unchecked – Default Checked	Checkbox that, if selected, will allow the user to remove the row, or send it to the either the School Administrator or the District Administrator for review/approval.	User Entry
!	R	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Incident Title	R	Alpha-numeric	Non-editable field that will display the Incident Title that was added on the Step 2 page.	System Function
Date	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident occurred.	System Function
SchoolYear	R	Alpha-numeric; Format YYYY	Non-editable field that will display the School Year that the incident occurred.	System Function
DateCreated	R	Alpha-numeric	Non-editable field that will display the date that the incident was created.	System Function
CreatedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and created the incident.	System Function
DateModified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified.	System Function
ModifiedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the incident.	System Function
<b>Incident Search Criteria</b> – This modal screen will allow the user to enter a combination of search criteria, in order to search for an incident record, regardless of approval process status. The incidents in the search results returned will display in the “Search Results” page, and they may be viewed or edited.				
Begin Date	O	Date Picker/Calendar	Field that, if selected, will display a calendar so that a specific begin date can be selected.	User Entry
End Date	O	Date Picker/Calendar	Field that, if selected, will display a calendar so that a specific end date can be selected.	User Entry
Incident Title	O	Free text	The title of actual incident.	User Entry
Local Incident ID	O	Numeric	Field that will allow for entry of a Local Incident ID, to be used as search criteria.	User Entry
State Student ID	O	Numeric	Field that will allow for entry of a student’s State Student ID, to be used as search criteria.	User Entry
Incident Type Group	O	No Answer Assault Weapons	Drop-down field that allows the user to select the appropriate Incident Type.	Federal Reporting

		Threat Alcohol-Related Drug-Related Tobacco-Related Arson Behavior Forgery Gambling Theft Sexual Offenses – Non-Violent Trespassing Truancy Vandalism Inappropriate Computer Use Cumulative Due Process Determination Other		
Action	O	No Answer Minor Punishment Detention Conference with Student Conference with Student and Parent Confiscation of Contraband Demerit Probation Restitution Saturday School In-school suspension Removal or out-of-school suspension – with services – partial school year Removal or out-of-school suspension – with services – remainder of school year	Drop-down field that allows the user to select the Action that was taken as a result of the incident.	Federal Reporting

		Removal or out-of-school suspension – without services – partial school year Removal or out-of-school suspension – without services – remainder of school year Expulsion With Services – Partial School Year Expulsion With Services – Remainder of School Year Expulsion Without Services – Partial School Year Expulsion Without Services – Remainder of School Year Student Transfer Within District Student Transfer to Another District		
Action (continued)	O	Referred to local law enforcement – No Charges Referred to local law enforcement – Misdemeanor Charges Referred to local law enforcement – Felony Charges Referred to local law enforcement – Unknown No School Response Other Removal – Student Death Other Removal – Incarceration Other Removal – Withdrawals	Drop-down field that allows the user to select the Action that was taken as a result of the incident.	Federal Reporting

		Other		
Ok	O	N/A	Button that, if selected, will open an incident search results screen that will be populated with the incidents that met the entered search criteria.	User Entry
Cancel	O	N/A	Button that, if selected, will close the “Incident Search Criteria” modal screen, and will return the user to the “Incidents – In Progress” page.	User Entry
<b>Pending School Approval</b> – This page will display a list of incidents that have the status of “Pending School Approval.” This page will be present if the “Is individual incident approval required at the District level” value was set as “True” and the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” in the “District Approval Settings” page.				
New	O	N/A	<p>Button that, if selected, will close the “Pending School Approval” page, and will open the “Welcome to the Discipline Incident Wizard” page, where the user can enter a new incident.</p> <p>Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” in the “District Approval Settings” page.</p>	User Entry
Remove	O	N/A	<p>Button that, if selected, will delete the row of the incident(s) selected with a checkmark.</p> <p>Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” in the “District Approval Settings” page.</p>	User Entry
Return	O	N/A	<p>Drop-down field that will allow the user to Send All of the incidents, or only the ones selected, back to the corresponding school for correction/review. The status will be changed to “In Progress”.</p> <p>Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” in the “District Approval Settings” page.</p>	User Entry
Approve	O	N/A	<p>Drop-down field that will allow the user to change the status of All of the incidents, or only the ones selected, to “Approved.”</p> <p>Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the</p>	User Entry

			District Administrator” value was set to “School Administrator” in the “District Approval Settings” page.	
Year	R	Numeric; format YYYY 2008 2009 2010 2011 2012 2013 2014 2015 2016 - Default	Drop-down field that will allow the user to change the School Year, in order to search for any incidents that are at the status of “Pending School Approval.”	User Entry
Search	O	N/A	Button that, if selected, will open a modal “Incident Search Criteria” screen that contains the following search criteria fields: <ul style="list-style-type: none"> <li>• Begin Date</li> <li>• End Date</li> <li>• Incident Title</li> <li>• Local Incident ID</li> <li>• State Student ID</li> <li>• Incident Type Group</li> <li>• Action</li> </ul>	User Entry
Select	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry
Email	R	N/A	Icon that displays when the record has been sent for Review/Approval.	System Function
Row selection	O	Unchecked – Default Checked	Checkbox that, if selected, will allow the user to remove the row, or send it to the District Administrator for review/approval.	User Entry
!	R	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Incident Title	R	Alpha-numeric	Non-editable field that will display the Incident Title that was added on the Step 2 page.	System Function
Date	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident occurred.	System Function
SchoolYear	R	Alpha-numeric; Format YYYY	Non-editable field that will display the School Year that the incident occurred.	System Function
DateCreated	R	Alpha-numeric	Non-editable field that will display the date that the incident was created.	System Function

CreatedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and created the incident.	System Function
DateModified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified.	System Function
ModifiedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the incident.	System Function
<b>Pending District Approval</b> – This page will display a list of incidents that have the status of “Pending District Approval.” This page will only be present if the “Is individual incident approval required at the District level” value was set as “True” and the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “District Administrator” in the “District Approval Settings” page.				
New	O	N/A	<p>Button that, if selected, will close the “Pending District Approval” page, and will open the “Welcome to the Discipline Incident Wizard” page, where the user can enter a new incident.</p> <p>Note: This button will only be present if the “Is individual incident approval required at the District level” value was set as “True” in the “District Approval Settings” page.</p>	User Entry
Return	O	N/A	<p>Drop-down field that will allow the user to Send All of the incidents, or only the ones selected, back to the corresponding school for correction/review. The status will be changed to “In Progress”.</p> <p>Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “District Administrator” in the “District Approval Settings” page.</p>	User Entry
Approve	O	N/A	<p>Drop-down field that will allow the user to change the status of All of the incidents, or only the ones selected, to “Approved.”</p> <p>Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “District Administrator” in the “District Approval Settings” page.</p>	User Entry
Year	R	Numeric; format YYYY 2008 2009 2010 2011	Drop-down field that will allow the user to change the School Year, in order to search for any incidents that are at the status of “Pending District Approval.”	User Entry

		2012 2013 2014 2015 2016 - Default		
Search	O	N/A	Button that, if selected, will open a modal “Incident Search Criteria” screen that contains the following search criteria fields: <ul style="list-style-type: none"> <li>• Begin Date</li> <li>• End Date</li> <li>• Incident Title</li> <li>• Local Incident ID</li> <li>• State Student ID</li> <li>• Incident Type Group</li> <li>• Action</li> </ul>	User Entry
Select	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry
Email	R	N/A	Icon that displays when the record has been Approved.	System Function
Row selection	O	Unchecked – Default Checked	Checkbox that, if selected, will allow the user to Approve the incident.	User Entry
!	R	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Incident Title	R	Alpha-numeric	Non-editable field that will display the Incident Title that was added on the Step 2 page.	System Function
Date	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident occurred.	System Function
SchoolYear	R	Alpha-numeric; Format YYYY	Non-editable field that will display the School Year that the incident occurred.	System Function
DateCreated	R	Alpha-numeric	Non-editable field that will display the date that the incident was created.	System Function
CreatedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and created the incident.	System Function
DateModified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified.	System Function
ModifiedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the incident.	System Function
<b>Approved</b> – This page will display a list of incidents that have the status of “Approved.”				

New	O	N/A	Button that, if selected, will close the “Approved” page, and will open the “Welcome to the Discipline Incident Wizard” page, where the user can enter a new incident.	User Entry
Year	R	Numeric; format YYYY 2008 2009 2010 2011 2012 2013 2014 2015 2016 - Default	Drop-down field that will allow the user to change the School Year, in order to search for any incidents that are at the status of “Approved.”	User Entry
Search	O	N/A	Button that, if selected, will open a modal “Incident Search Criteria” screen that contains the following search criteria fields: <ul style="list-style-type: none"> <li>• Begin Date</li> <li>• End Date</li> <li>• Incident Title</li> <li>• Local Incident ID</li> <li>• State Student ID</li> <li>• Incident Type Group</li> <li>• Action</li> </ul>	User Entry
Select	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry
Email	R	N/A	Icon that displays when the record has been sent for to KSDE.	System Function
Row selection	O	Unchecked – Default Checked	Checkbox that, if selected, will allow the user to remove the row, or submit it to KSDE.	User Entry
!	R	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Incident Title	R	Alpha-numeric	Non-editable field that will display the Incident Title that was added on the Step 2 page.	System Function
Date	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident occurred.	System Function
SchoolYear	R	Alpha-numeric; Format YYYY	Non-editable field that will display the School Year that the incident occurred.	System Function
DateCreated	R	Alpha-numeric	Non-editable field that will display the date that the incident was created.	System Function



CreatedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and created the incident.	System Function
DateModified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified.	System Function
ModifiedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the incident.	System Function
<b>Deleted Items</b> – This page will display a list of incidents that have the status of “Deleted.”				
New	O	N/A	Button that, if selected, will close the “Deleted” page, and will open the “Welcome to the Discipline Incident Wizard” page, where the user can enter a new incident.	User Entry
Remove	O	N/A	Button that, if selected, will delete the row of the incident(s) selected with a checkmark.  Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” or “District Administrator” in the “District Approval Settings” page.	User Entry
Return	O	N/A	Drop-down field that will allow the user to Send All of the incidents, or only the ones selected, back to the corresponding school for correction/review. The status will be changed to “In Progress”.  Note: This button will only be present if the “When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator” value was set to “School Administrator” or “District Administrator” in the “District Approval Settings” page.	User Entry
Year	R	Numeric; format YYYY 2008 2009 2010 2011 2012 2013 2014 2015 2016 - Default	Drop-down field that will allow the user to change the School Year, in order to search for any incidents that are at the status of “Deleted.”	User Entry

Search	O	N/A	Button that, if selected, will open a modal “Incident Search Criteria” screen that contains the following search criteria fields: <ul style="list-style-type: none"> <li>• Begin Date</li> <li>• End Date</li> <li>• Incident Title</li> <li>• Local Incident ID</li> <li>• State Student ID</li> <li>• Incident Type Group</li> <li>• Action</li> </ul>	User Entry
Select	O	N/A	Hyperlink that, if selected, will open a view of the report that can be printed or exported to Excel.	User Entry
Email	R	N/A	Icon that displays when the record has been sent for Review/Approval.	System Function
Row selection	O	Unchecked – Default Checked	Checkbox that, if selected, will allow the user to remove the row, or return it to the school for review/approval.	User Entry
!	R	Non-editable	Non-editable field that will display a red flag icon if there are any errors present in the record.	System Function
Incident Title	R	Alpha-numeric	Non-editable field that will display the Incident Title that was added on the Step 2 page.	System Function
Date	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident occurred.	System Function
SchoolYear	R	Alpha-numeric; Format YYYY	Non-editable field that will display the School Year that the incident occurred.	System Function
DateCreated	R	Alpha-numeric	Non-editable field that will display the date that the incident was created.	System Function
CreatedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and created the incident.	System Function
DateModified	R	Alpha-numeric; Date format MM-DD-YYYY	Non-editable field that will display the date that the incident was modified.	System Function
ModifiedBy	R	Alpha-numeric	Non-editable field that will display the User ID for the person who was logged in and modified the incident.	System Function
<b>NCLB Reports</b>				
<b>NCLB Reports</b> – This page will display the list of NCLB, IDEA, and Emergency Safety Intervention (ESI) reports that are required to be completed for Federal and State reporting. Note: Users may either the information manually in the “NCLB Reports” section, or they may upload in the information in the “Import Data for NCLB/IDEA Reports” section.				
NCLB Reports	R	N/A	Hyperlinks that, if selected, will take the user to the corresponding NCLB reports, as follows: <ul style="list-style-type: none"> <li>• Table 1: Incident Count</li> </ul>	User Entry

			<ul style="list-style-type: none"><li>• Table 2: Student Count</li><li>• Table 3: Students Involved with Firearms</li><li>• Table 4: Firearm Outcomes</li><li>• Table 5: Educational Services</li><li>• Table 6: Title IV</li><li>• Table 8: Crime Matrix</li><li>• Table 9: Behavior Incident Count</li><li>• Table 10: Bullying Incident Count</li></ul>	
IDEA Reports	R	N/A	Hyperlink that, if selected, will take the user to the Table 7: IDEA report.	User Entry
Emergency Safety Intervention Report	R	N/A	Hyperlink that, if selected, will take the user to the ESI Report.	User Entry
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the corresponding report in the NCLB, IDEA, and Emergency Safety Intervention (ESI) Report sections.	System Function
<p><b>Table 1: Incident Count</b> – This page is utilized to report the cumulative number of incidents in which students were removed from their regular education program for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions, and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, weapons possession and violent incident with physical injury, the most serious reason for removal as a result of the incident will be reported.</p> <p>The following hierarchy will be used to determine the most serious reason for the incident:</p> <ul style="list-style-type: none"><li>• Violence with physical injury</li><li>• Violence without physical injury</li><li>• Weapons possession (no injury)</li><li>• Drugs</li><li>• Alcohol</li></ul>				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 1: Incident Count report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Incident Count data.	User Entry
Grade	R	Kindergarten First Grade Second Grade Third Grade Fourth Grade	Table rows that will be populated with any previously entered or uploaded data in the Illicit Drug, Alcohol, Weapon, and Violent Incident columns.	Federal Reporting

		Fifth Grade Sixth Grade Seventh Grade Eighth Grade Ninth Grade Tenth Grade Eleventh Grade Twelfth Grade Not Graded Total Incidents	Each grade will display on a separate row, and the sum of the rows will be displayed in the Incident Count Total and Incident Grand Total columns. The sum of the columns will be displayed in the Total Incidents row.	
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Illicit Drug – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for an Illicit Drug incident.	Federal Reporting
Illicit Drug – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for an Illicit Drug incident.	Federal Reporting
Illicit Drug – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for an Illicit Drug incident.	Federal Reporting
Illicit Drug – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for an Illicit Drug incident.	Federal Reporting
Alcohol – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for an Alcohol incident.	Federal Reporting

Alcohol – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for an Alcohol incident.	Federal Reporting
Alcohol – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for an Alcohol incident.	Federal Reporting
Alcohol – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other Removal (Other), for an Alcohol incident.	Federal Reporting
Weapon – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Weapon incident.	Federal Reporting
Weapon – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Weapon incident.	Federal Reporting
Weapon – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for a Weapon incident.	Federal Reporting
Weapon – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other Removal (Other), for a Weapon incident.	Federal Reporting
Violent Incident: Injury – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: Injury – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: Injury – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: Injury – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other Removal (Other), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: No Injury – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Violent Incident that did not result in an injury.	Federal Reporting

Violent Incident: No Injury – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Violent Incident that did not result in an injury.	Federal Reporting
Violent Incident: No Injury – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for a Violent Incident that did not result in an injury.	Federal Reporting
Violent Incident: No Injury – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other Removal (Other), for a Violent Incident that did not result in an injury.	Federal Reporting
Incident Count Total – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the ISS fields for the corresponding row. If any of the ISS fields are manually updated, then the Incident Count Total – ISS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the OSS fields for the corresponding row. If any of the OSS fields are manually updated, then the Incident Count Total – OSS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Exp fields for the corresponding row. If any of the Exp fields are manually updated, then the Incident Count Total – Exp field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Other fields for the corresponding row. If any of the Other fields are manually updated, then the Incident Count Total – Other field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Grand Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the Incident Count Total values (ISS, OSS, Exp, and Other) for the corresponding row. If any of the values in the ISS, OSS, Exp, or Other fields are manually updated, then the Incident Grand Total field will also need to be manually updated; this field does not auto-calculate.	System Function
Total Incidents	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns. If any of the values are changed within the table, the Total Incidents row will automatically calculate the totals for the corresponding columns.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Incident Count table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the “NCLB Reports” page.	User Entry

<b>Table 2: Student Count</b> – This page is utilized to report the number of students removed from their regular education programs for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates among in-school suspensions, out-of-school suspensions, expulsions, and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. If a student has multiple incidents for the same discipline reason, the student is reported only once per discipline reason by the most serious Action Taken. If multiple students were involved in the same discipline incident, they will be reported separately in this report.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 2: Student Count report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Student Count data.	User Entry
Grade	R	Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade Sixth Grade Seventh Grade Eighth Grade Ninth Grade Tenth Grade Eleventh Grade Twelfth Grade Not Graded Total Incidents	Table rows that will be populated with any previously entered or uploaded data in the Illicit Drug, Alcohol, Weapon, and Violent Incident columns.  Each grade will display on a separate row, and the sum of the rows will be displayed in the Student Count Total and Student Count Grand Total columns. The sum of the columns will be displayed in the Total Students row.	Federal Reporting
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry



Illicit Drug – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through In-School-Suspension (ISS), for an Illicit Drug incident.	Federal Reporting
Illicit Drug – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for an Illicit Drug incident.	Federal Reporting
Illicit Drug – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Expulsion (Exp.), for an Illicit Drug incident.	Federal Reporting
Illicit Drug – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Other Removal (Other), for an Illicit Drug incident.	Federal Reporting
Alcohol – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through In-School-Suspension (ISS), for an Alcohol incident.	Federal Reporting
Alcohol – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for an Alcohol incident.	Federal Reporting
Alcohol – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Expulsion (Exp.), for an Alcohol incident.	Federal Reporting
Alcohol – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Other Removal (Other), for an Alcohol incident.	Federal Reporting
Weapon – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Weapon incident.	Federal Reporting
Weapon – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Weapon incident.	Federal Reporting
Weapon – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Expulsion (Exp.), for a Weapon incident.	Federal Reporting
Weapon – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Other Removal (Other), for a Weapon incident.	Federal Reporting



Violent Incident: Injury – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: Injury – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: Injury – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Expulsion (Exp.), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: Injury – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Other Removal (Other), for a Violent Incident that resulted in an injury.	Federal Reporting
Violent Incident: No Injury – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through In-School-Suspension (ISS), for a Violent Incident that did not result in an injury.	Federal Reporting
Violent Incident: No Injury – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for a Violent Incident that did not result in an injury.	Federal Reporting
Violent Incident: No Injury – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Expulsion (Exp.), for a Violent Incident that did not result in an injury.	Federal Reporting
Violent Incident: No Injury – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students that were removed for at least one day from the regular classroom through Other Removal (Other), for a Violent Incident that did not result in an injury.	Federal Reporting
Student Count Total – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the ISS fields for the corresponding row. If any of the ISS fields are manually updated, then the Student Count Total – ISS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Student Count Total – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the OSS fields for the corresponding row. If any of the OSS fields are manually updated, then the Student Count Total – OSS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Student Count Total – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Exp fields for the corresponding row. If any of the Exp fields are manually updated, then the Student Count Total – Exp field will also need to be manually updated; this field does not auto-calculate the total.	System Function

Student Count Total – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Other fields for the corresponding row. If any of the Other fields are manually updated, then the Student Count Total – Other field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Student Count Grand Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the Student Count Total values (ISS, OSS, Exp, and Other) for the corresponding row. If any of the values in the ISS, OSS, Exp, or Other fields are manually updated, then the Student Count Grand Total field will also need to be manually updated; this field does not auto-calculate.	System Function
Total Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns. If any of the values are changed within the table, the Total Students row will automatically calculate the totals for the corresponding columns.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Student Count table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the “NCLB Reports” page.	User Entry
<b>Table 3: Students Involved with Firearms</b> – This page is utilized to report the unduplicated number of students who were involved in an incident involving a firearm by type of firearm, plus the total number of incidents. Note: This table will only include weapons which are used as firearms. Any incident in which a student was found to have brought a firearm to school or possessed a firearm at the school will be reported, even if the expulsion is shortened or no penalty is imposed. Any incidents in which a student with disabilities (IDEA) brought a firearm to school or possessed a firearm at school will also be included, even if it is determined that the incident is a manifestation of the student's disability. The total number of students reported will be entered by grade, total number of students overall, and total number of incidents overall. Note: The total number of students reported in Table 3 will equal the total number of IDEA and Non-IDEA students reported in Table 4.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 3: Students Involved with Firearms report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Students Involved with Firearms data.	User Entry
Grade	R	Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade Sixth Grade Seventh Grade Eighth Grade Ninth Grade	Table rows that will be populated with any previously entered or uploaded data in the Handguns, Rifles / Shotguns, Multiple Firearms, and Other Firearms columns. Each grade will display on a separate row, and the sum of the rows will be displayed in the Total column. The sum of the students involved with firearms in each of the columns will be displayed in the Total Students row. The sum of the incidents where students were involved with firearms will be displayed in the Total Incidents column.	Federal Reporting

		Tenth Grade Eleventh Grade Twelfth Grade Not Graded Total Students Total Incidents		
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Handguns	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students who were involved in an incident involving a handgun.	Federal Reporting
Rifles / Shotguns	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students who were involved in an incident involving a rifle or a shotgun.	Federal Reporting
Multiple Firearms	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students who were involved in an incident involving multiple firearms.	Federal Reporting
Other Firearms	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students who were involved in an incident involving other types of firearms.	Federal Reporting
Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding rows. If any of the values in the Handguns, Rifles / Shotguns, Multiple Firearms, or Other Firearms fields are manually updated, then the Total field will also need to be manually updated; this field does not auto-calculate.	System Function
Total Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns where students were involved with firearm incidents. If any of the values are changed within the table, the Total Students row will automatically calculate the totals for the corresponding columns.	System Function

Total Incidents	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns where there were incidents involving firearms. If any of the values are changed within the table, the Total Incidents row will automatically calculate the totals for the corresponding columns.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Students Involved with Firearms table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry
<b>Table 4: Firearm Outcomes</b> – This page is utilized to report the unduplicated number of students who were involved in an incident involving a firearm by outcome and IDEA status. Note: This table will only include weapons which are used as firearms. Alternate Placement or No Alternate Placement will be reported for Expulsions involving Non-IDEA Students only. Other Removals will include outcomes such as death, withdrawal, or incarceration. Note: The total number of students reported in Table 3 will equal the total number of IDEA and Non-IDEA students reported in Table 4.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 4: Firearm Outcomes report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Firearms Outcomes data.	User Entry
Action Taken	R	Expulsion (Modified) Expulsion (Not Modified) Other Removal Other Discipline Action No Action Total	<p>Table rows that will be populated with any previously entered or uploaded data in the IDEA Students, and Alternate Placement and No Alternate Placement for Non-IDEA Students columns.</p> <p>Each action taken will display on a separate row, and the sum of the rows will be displayed in the Total column. The sum of the students involved with firearms by outcome in each of the columns will be displayed in the Total row. The sum of the incidents where students were involved with firearms by outcome will be displayed in the Total Students column.</p>	Federal Reporting
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
IDEA Students	R	Numeric;	Field that will display the number of IDEA students who were involved in an incident involving a firearm by outcome.	Federal Reporting

		Defaulted to '0,' if data has not yet been updated.		
Non-IDEA Students: Alternate Placement	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of non-IDEA students in alternate placement who were involved in an incident involving a firearm by outcome.	Federal Reporting
Non-IDEA Students: No Alternate Placement	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of non-IDEA students not in alternate placement who were involved in an incident involving a firearm by outcome.	Federal Reporting
Total Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding rows. If any of the values in the IDEA Students, Alternate Placement and No Alternate Placement for Non-IDEA fields are manually updated, then the Total Students field will also need to be manually updated; this field does not auto-calculate.	System Function
Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns where students were involved with firearms by outcome. If any of the values are changed within the table, the Total row will automatically calculate the totals for the corresponding columns.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Firearm Outcomes table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry
<b>Table 5: Educational Services</b> – This page is utilized to report the number of students removed for disciplinary reason from their regular school program for the remainder of the school year or longer, including Gun Free Schools Act removals.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 5: Educational Services report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Educational Services data.	User Entry
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry

Non-IDEA Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of non-IDEA students who were removed for a disciplinary reason from their regular school program for the remainder of the school year or longer, including Gun Free Schools Act removals.	Federal Reporting
IDEA Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of IDEA students who were removed for a disciplinary reason from their regular school program for the remainder of the school year or longer, including Gun Free Schools Act removals.	Federal Reporting
Total Students	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding rows. If any of the values in the non-IDEA Students and IDEA fields are manually updated, then the Total Students field will also need to be manually updated; this field does not auto-calculate.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Educational Services table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry
<b>Table 6: Title IV</b> – This page is utilized to report the number of students who were expelled for having been convicted or adjudicated for a criminal felony offense; students who were exercising the Unsafe School Choice Option and transferring to a different school within the district; and students who were truant within the school year. This information is required for Federal Title IV reporting. "Criminal felony offense" is defined as any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. "Truant" is defined as any student with 3 consecutive unexcused absences, 5 unexcused absences in any semester, or 7 unexcused absences in a year (whichever comes first) initially populated based upon EOYA submissions to KIDS. "Unsafe School Choice Option" is a provision of Federal Law allowing a student to transfer out of a school deemed "persistently dangerous." Truancy and Unsafe School Choice Options are initially reported via the KIDS Collection System. Note: The total number of "Students expelled for having been convicted of or adjudicated for a criminal felony offense" will not exceed the number of Student Count/Student Count Total Expulsions reported in Table 2.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 6: Title IV report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Title IV data.	User Entry
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields for the table editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the table. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the table back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry



Students expelled for having been convicted or adjudicated for a criminal felony offense:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of non-IDEA students expelled for having been convicted or adjudicated for a criminal felony offense within the school year.	Federal Reporting
Students exercising the Unsafe School Choice Option and transferring to a different school within the district:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students exercising the Unsafe School Choice Option and who transferred to a different school within the district during the school year.  Note: This data will be pre-populated from the KIDS EOYA collection, but will also be editable to allow for any changes.	Federal Reporting
Students truant this school year:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of students who were truant during the school year.  Note: This data will be pre-populated from the KIDS EOYA collection, but will also be editable to allow for any changes.	Federal Reporting
<b>Table 8: Crime Matrix</b> – This page is utilized to report the cumulative number of incidents where a student was involved in any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. This information is required for Federal Title IV reporting.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 8: Crime Matrix report, based on the data-entry stage of the report.	System Function
Crime	R	Felonies Misdemeanors Other Totals	Table rows that will be populated with any previously entered or uploaded data in the At School Normal, School Property, Supervised Normal, and Supervised Outside columns.  Each crime will display on a separate row, and the sum of the columns will be displayed in the Totals row.	Federal Reporting
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry

Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Felonies	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of felonies that any students were involved in against other persons, including: murder, aggravated assault, battery, criminal threat, hazing, kidnapping, robbery, burglary, stalking, child abuse, terroristic threat, or sex crimes, such as: rape, aggravated indecent liberties with a child, sexual battery, and sexual exploitation of a child during the school year.	Federal Reporting
Misdemeanors	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of misdemeanors that any students were involved in against other persons during the school year.	Federal Reporting
Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of other types of criminal acts committed by students during the school year.	Federal Reporting
Totals	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the corresponding columns where students were involved in criminal acts. If any of the values are changed within the table, the Totals row will automatically calculate the totals for the corresponding columns.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Crime Matrix table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry
<p><b>Table 9: Behavior Incident Count</b> – This page is utilized to report the cumulative number of incidents in which students were removed from their regular education program for at least an entire school day for academic misconduct, disruptive behavior, obscene behavior, lying, and/or other behavior. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, obscene behavior and violent incident with physical injury, report the most serious reason for removal as a result of the incident.</p> <p>The following hierarchy will be used to determine the most serious reason for the incident:</p> <ul style="list-style-type: none"> <li>• Academic Misconduct</li> <li>• Disruptive Behavior</li> <li>• Obscene Behavior</li> <li>• Lying</li> <li>• Other Behavior</li> </ul>				
Report Status	R	Incomplete Modified by User	Pre-populated with the current status of the Table 9: Behavior Incident Count report, based on the data-entry stage of the report.	System Function



		Submitted to KSDE		
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Behavior Incident Count data.	User Entry
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Academic Misconduct – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Academic Misconduct.	State and Federal
Academic Misconduct – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Academic Misconduct.	State and Federal
Academic Misconduct – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Academic Misconduct.	State and Federal
Academic Misconduct – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Academic Misconduct.	State and Federal
Disruptive Behavior – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Disruptive Behavior.	State and Federal
Disruptive Behavior – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Disruptive Behavior.	State and Federal
Disruptive Behavior – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Disruptive Behavior.	State and Federal
Disruptive Behavior – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Disruptive Behavior.	State and Federal

Obscene Behavior – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Obscene Behavior.	State and Federal
Obscene Behavior – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Obscene Behavior.	State and Federal
Obscene Behavior – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Obscene Behavior.	State and Federal
Obscene Behavior – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Obscene Behavior.	State and Federal
Lying – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Lying.	State and Federal
Lying – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Lying.	State and Federal
Lying – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Lying.	State and Federal
Lying – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Lying.	State and Federal
Other – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Other removals.	State and Federal
Other – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Other removals.	State and Federal
Other – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Other removals.	State and Federal
Other – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Other removals.	State and Federal

Incident Count Total – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the ISS fields for the corresponding row. If any of the ISS fields are manually updated, then the Incident Count Total – ISS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the OSS fields for the corresponding row. If any of the OSS fields are manually updated, then the Incident Count Total – OSS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Exp fields for the corresponding row. If any of the Exp fields are manually updated, then the Incident Count Total – Exp field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Count Total – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Other fields for the corresponding row. If any of the Other fields are manually updated, then the Incident Count Total – Other field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Grand Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the Incident Count Total values (ISS, OSS, Exp, and Other) for the corresponding row. If any of the values in the ISS, OSS, Exp, or Other fields are manually updated, then the Incident Grand Total field will also need to be manually updated; this field does not auto-calculate.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Behavior Incident Count table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the “NCLB Reports” page.	User Entry

**Table 10: Bullying Incident Count** – This page is utilized to report the cumulative number of incidents in which the student(s) was removed from their regular education program for at least an entire school day for physical, cyber, verbal, and/or relational bullying. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, physical bullying and verbal bullying, the most serious reason for removal as a result of the incident will be reported.

The following hierarchy will be used to determine the most serious reason for the incident:

- Physical Bullying
- Cyberbullying
- Verbal Bullying
- Relational Bullying

Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 10: Bullying Incident Count report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated Bullying Incident Count data.	User Entry
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Update	O	N/A	Hyperlink that, if clicked, will update/save any data that has been modified in the corresponding row. Once the Update hyperlink has been clicked, the Cancel hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Cancel	O	N/A	Hyperlink that, if clicked, will change the corresponding row back to the non-editable state, and any modified data will be cleared and will not be saved. The Update hyperlink will disappear, and the Edit hyperlink will again be present.	User Entry
Physical – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Physical incidents.	State and Federal
Physical – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Physical incidents.	State and Federal
Physical – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Physical incidents.	State and Federal
Physical – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Cyber incidents.	State and Federal
Cyber – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Cyber incidents.	State and Federal
Cyber – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Cyber incidents.	State and Federal
Cyber – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Physical incidents.	State and Federal

Cyber – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Cyber incidents.	State and Federal
Verbal – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Verbal incidents.	State and Federal
Verbal – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Verbal incidents.	State and Federal
Verbal – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Verbal incidents.	State and Federal
Verbal – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Verbal incidents.	State and Federal
Relational – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through In-School-Suspension (ISS), for Relational incidents.	State and Federal
Relational – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Out-of-School-Suspension (OSS), for Relational incidents.	State and Federal
Relational – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Expulsion (Exp.), for Relational incidents.	State and Federal
Relational – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the number of incidents where a student was removed for at least one day from the regular classroom through Other removal (Other), for Relational incidents.	State and Federal
Total Incidents – ISS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the ISS fields for the corresponding row. If any of the ISS fields are manually updated, then the Total Incidents – ISS field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Total Incidents – OSS	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the OSS fields for the corresponding row. If any of the OSS fields are manually updated, then the Total Incidents – OSS field will also need to be manually updated; this field does not auto-calculate the total.	System Function

Total Incidents – Exp.	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Exp fields for the corresponding row. If any of the Exp fields are manually updated, then the Total Incidents – Exp field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Total Incidents – Other	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of the Other fields for the corresponding row. If any of the Other fields are manually updated, then the Total Incidents – Other field will also need to be manually updated; this field does not auto-calculate the total.	System Function
Incident Grand Total	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Field that will display the cumulative total of each of the Incident Count Total values (ISS, OSS, Exp, and Other) for the corresponding row. If any of the values in the ISS, OSS, Exp, or Other fields are manually updated, then the Incident Grand Total field will also need to be manually updated; this field does not auto-calculate.	System Function
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the Bullying Incident Count table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the “NCLB Reports” page.	User Entry
<b>IDEA Reports</b>				
<b>Table 7: IDEA</b> – This page is utilized to report all incidents involving IDEA students that result in an ISS, OSS, or Expulsion. Include individual student information for all students involved in an incident that have an IEP for a disability at the time of the incident.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the Table 7: IDEA report, based on the data-entry stage of the report.	System Function
Export	O	N/A	Button that, if clicked, will open Excel, and will be populated with the populated IDEA data.	User Entry
Insert Record	O	N/A	Hyperlink that, if clicked, will insert the record as appended to the table. Each subsequent record saved will then add additional rows to the table.	User Entry
Edit	O	N/A	Hyperlink that, if clicked, will make each of the fields within the corresponding row editable. The Update and Cancel hyperlinks will be present once the Edit hyperlink has been clicked.	User Entry
Delete	O	N/A	Button that, if selected, will remove the row from the table.	User Entry
Incident Date	R	Date Format [MM/DD/YYYY]; Defaulted to <blank>	Editable field where the date the incident occurred will be entered.	User Entry
KIDS Student ID	R	Numeric; Defaulted to <blank>	Editable field where the KIDS ID will be entered for the student who committed the incident.	User Entry
Drug	O	Checkbox	Editable checkbox that can be selected if an incident involving an IDEA student, resulting in an ISS, OSS, or Expulsion, was due to Drugs.	Federal Reporting



Serious Injury	O	Checkbox	Editable checkbox that can be selected if an incident involving an IDEA student, resulting in an ISS, OSS, or Expulsion, resulted in Serious Injury.	Federal Reporting
Weapon	O	Checkbox	Editable checkbox that can be selected if an incident involving an IDEA student, resulting in an ISS, OSS, or Expulsion, was due to Weapon use.	Federal Reporting
Hearing Officer	O	Checkbox	Editable checkbox that can be selected if an incident involving an IDEA student, resulting in an ISS, OSS, or Expulsion, involved a Hearing Officer.	Federal Reporting
Violation Conduct	O	Checkbox	Editable checkbox that can be selected if an incident involving an IDEA student, resulting in an ISS, OSS, or Expulsion, resulted in a Violation Conduct.	Federal Reporting
ISS Days	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field where the number of full days an IDEA student received an In-School-Suspension (ISS) can be entered, if they are due to incidents involving Drugs, Serious Injury, Weapons, a Hearing Officer, or a Violation Conduct.	Federal Reporting
OSS Days	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field where the number of full days an IDEA student received an Out-of-School-Suspension (OSS) can be entered, if they are due to incidents involving Drugs, Serious Injury, Weapons, a Hearing Officer, or a Violation Conduct.	Federal Reporting
EXP Days	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field where the number of full days an IDEA student received an Expulsion (EXP) can be entered, if they are due to incidents involving Drugs, Serious Injury, Weapons, a Hearing Officer, or a Violation Conduct.	Federal Reporting
Services	O	Checkbox	Editable checkbox that can be selected if the student received IDEA services, while serving an ISS, OSS, or EXP due to an incident involving Drugs, Serious Injury, Weapons, a Hearing Officer, or a Violation Conduct.	Federal Reporting
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the IDEA table.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry
Submit Report	O	N/A	Button that, if selected, will submit incident data that was entered into the table. This button will only be activated during the submission window for IDEA reports, and will only appear for users at the school administrative level.	User Entry

### Emergency Safety Intervention Report

**ESI Report** – This page is utilized to enter the number of incidents that resulted in Emergency Safety Intervention (ESI).

"Seclusion," when used with a student, means that all the following conditions are met:

4. The student is placed in an enclosed area by school personnel.
5. The student is purposefully isolated from adults and peers.
6. The student is prevented from leaving, or it is reasonably believed that the student will be prevented from leaving, the enclosed area.

"Physical restraint" means bodily force used to substantially limit a student's movement.				
Report Status	R	Incomplete Modified by User Submitted to KSDE	Pre-populated with the current status of the ESI Report, based on the data-entry stage of the report.	System Function
Reporting Period	R	1 2	Drop-down list that where the appropriate reporting period can be selected.	System Function
Total Number of Physical Restraint Incidents:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of physical restraint incidents can be entered for the corresponding reporting period.	State Requirement
Total Number of Students Physically Restrained:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of students who were physical restrained can be entered for the corresponding reporting period.	State Requirement
Total Minutes of Physical Restraint:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of minutes that students were in physical restraint can be entered for the corresponding reporting period.	State Requirement
Total Number of Seclusion Incidents:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of seclusion incidents can be entered for the corresponding reporting period.	State Requirement
Total Number of Students Secluded:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of students who were secluded can be entered for the corresponding reporting period.	State Requirement
Total Minutes of Seclusion:	R	Numeric; Defaulted to '0,' if data has not yet been updated.	Editable field that where the total number of minutes that students were in seclusion can be entered for the corresponding reporting period.	State Requirement
Save	O	N/A	Button that, if clicked, will save any of the modifications made to any of the data within the ESI Report.	User Entry
Back to Reports	O	N/A	Button that, if clicked, will take the user back to the "NCLB Reports" page.	User Entry
Submit to KSDE	O	N/A	Button that, if selected, will submit ESI Report data that was entered to KSDE. This button will only be activated during the submission window for IDEA reports, and will only appear for users at the school administrative level.	User Entry
<b>Import Data for NCLB/IDEA Reports</b> This page is where the user can upload the information that will populate the NCLB and IDEA reports, if this method is preferred. Note: Users may either upload information or enter the information manually in the "NCLB/IDEA Reports" section.				



File/Record	O	Defaulted to <blank>	Non-editable field that will be populated with the file name of the .txt or .xml file to be imported, once the file has been opened using the “Browse” button.	System Function
Browse...	O	N/A	Button that, if selected, will open a “Choose File to Upload” window, where the user will be able to navigate to import a .txt or .xml file.	User Entry
Upload File	O	N/A	Button that, if selected, will import the .txt or .csv file, and the uploaded files for the district will display in descending order in the “Uploaded Files” section.	User Entry
Text File / XML File	R	Text File [Default] XML File	Radio buttons that will indicate whether the district is uploading a .txt or .xml file.	User Entry
Begin Date	O	Date Picker/Calendar	Field that, if selected, will display a calendar so that a specific begin date can be selected.	User Entry
End Date	O	Date Picker/Calendar	Field that, if selected, will display a calendar so that a specific end date can be selected.	User Entry
Retrieve Batch List	O	N/A	Button that, if selected, will display the uploaded files for the district in descending order in the “Uploaded Files” section for the date range selected.	User Entry
Upload ID	R	Numeric	Non-editable field that will display the unique system-assigned ID number for each batch that has been uploaded.	System Function
Uploaded	R	Date Format MM/DD/YYYY; Defaulted to <blank>	Non-editable field that will display the date that the batch was uploaded.	System Function
Total/Correct/Errored	R	Alpha-numeric Format #####/#####/#####	Non-editable field that will display the total number of rows, the number of correct rows, and the number of rows with errors.	System Function
Status	R	FATAL ERROR END	Non-editable field that will display the status of the batch.	System Function
Fatal Error	R	Alpha-numeric	Non-editable field that will display the message of the fatal error, if applicable.	System Function
Details	O	N/A	Button that, if selected, will display the details of the corresponding batch. The fields displayed will include: Upload ID File Name Extract Date Extract Time Version Transmission ID Record Count Error Count Upload Date	User Entry
Errors	O	N/A	Button that, if selected, will display the line location information of the error.	User Entry

View	O	N/A	Button that will appear if the Errors button has been selected. If the View button is selected, the error message will be opened and can be viewed or exported to Excel.	User Entry
Download to Excel	O	N/A	Button that, if clicked, will open Excel, and will be populated with the list of error messages for the batch.	User Entry
<b>Approval Processing for NCLB/IDEA Reports</b> This page is where the District can edit their “District Approval Settings” regarding the approval workflow for the entire district.				
Edit	O	N/A	Button that, if selected, will allow the user to edit the setting values for the District Approval Settings.  Note: These settings are only editable by the District Administrator user role for the corresponding district.	User Entry
Is individual incident approval required at the District level?	O	Unchecked – Default Checked	Editable checkbox that will allow the user to select whether approval for the individual incidents is required at the district level. Once the selections have been saved, one of the following values will display, depending on the if the checkbox was checked: <ul style="list-style-type: none"> <li>• True – checked</li> <li>• False - unchecked</li> </ul>	User Entry
When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator?	R	N/A	Drop-down field that will allow the user to indicate whether the incidents should be escalated to the School Administrator or the District Administrator for approval. Once the selections have been saved, one of the following values will display, depending on which value was selected: <ul style="list-style-type: none"> <li>• School Administrator</li> <li>• District Administrator</li> </ul> Note: The District Administrator can only be selected for this setting if the “Is individual incident approval required at the District level” selection is checked (marked as “True”).	User Entry
Can an individual school see incidents from other schools within the district?	O	Unchecked – Default Checked	Editable checkbox that will allow the user to select whether the schools within the district will be able to view incidents from the other schools within the district. Once the selections have been saved, one of the following values will display, depending on the if the checkbox was checked: <ul style="list-style-type: none"> <li>• True – checked</li> <li>• False - unchecked</li> </ul>	User Entry
Can Data Entry users see incidents that	O	Unchecked – Default Checked	Editable checkbox that will allow the user to select whether data entry-only users will be able to view incidents that have been sent to the Admin for	User Entry

have been sent to Admin for approval?			approval. Once the selections have been saved, one of the following values will display, depending on the if the checkbox was checked: <ul style="list-style-type: none"><li>• True – checked</li><li>• False - unchecked</li></ul>	
Save	O	N/A	Button that, if selected, will save the selections that were made by the District Administrator for the District Approval Settings, and the page will change from editable to un-editable.	User Entry
Cancel	O	N/A	Button that, if selected, will clear the selections made on the District Approval Settings page, and the page will change from editable to un-editable.	User Entry

## **KELPA – Annual Measurable Achievement Objectives (AMAOs) Report**

### **Overview**

Per Title III requirements, Kansas is required to assess the English language proficiency on every English Language Learner on an annual basis. The KELPA – AMAO system is used by district test administrators to review the test results for their students. The list of students to be tested are populated in the KELPA – AMAO system from the KIDS System, based on if the district chose either a “1” or a “2” in the D84 field (Kansas English Language Proficiency Assessment) within the KIDS System.

### **Changes from the 2014-2015 school year:**

During the 2014-2015 school year, districts were able to upload data directly to KELPA. That option will not be available for the 2015-2016 school year. The data will come directly from Center for Education Testing and Evaluation (CETE).

## KELPA – Annual Measurable Achievement Objectives (AMAOs) Report Data Dictionary 2015-2016

Field Name	Req/Opt	Values	Description	Used For
<b>AMAOs Report</b>				
<b>AMAOs Report page</b> – This page is utilized to view the KELPA results, and can be filtered by school year and population.				
Report Year	R	2010 2011 2012 2013 2014 2015 2016 [Default value]	Drop-down list that includes the options for years where the report data is available.	System Function
Organization	R	District Organization and District Name (non-editable field)	Populated with the district's organization number and name, based on the access level of the user logged in through the Authentication System.	System Function
USD #	R	The district's assigned USD number, preceded by 'D0.' (i.e., D0101, D0102, etc.)  Format: X####	Pre-populated field that displays the district's assigned organizational number based on the access level of the user logged in through the Authentication System.	System Function
USD Name	R	The name of the district	Pre-populated field that displays the district's name, as entered into the Directory Updates program, based on the access level of the user logged in through the Authentication System.	System Function
Title III Participant?	R	No Yes	Pre-populated field that displays whether the district is a Title III participant, or not. This information is based on whether the district received a Title III allocation for the school year selected, or if the district had enough ELL students (10) to generate funding.	System Function
Number of English Language Learners (ELLs) that took the KELPA	R	Hyperlink; Defaults to '0,' and will update as reports are uploaded.	Pre-populated sum of all students who took the KELPA for the year selected. When this link is clicked, the "Students (ELL) that took the KELPA" page will be opened. The value in the "Total" field	System Function

			will equal the amount in the “Number of English Learners (ELLs) that took the KELPA” field.	
Number of ELLs with valid total Scores	R	Hyperlink; Defaults to ‘0,’ and will update as reports are uploaded.	Pre-populated sum of all students who received a valid KELPA score for the year selected. When this link is clicked, the “Students (ELL) with valid total Scores” page will be opened. The value in the “Total” field will equal the amount in the “Number of ELLs with valid total Scores” field.	System Function
AMAO #2: Attaining Proficiency – 2016 Goal	R	Alpha-numeric	Pre-populated percentage of the 2016 Attaining Proficiency goal for AMAO #2, which is populated by KSDE for each school year.	System Function
Number of ELLs who scored fluent (4) in 2016	R	Hyperlink; Defaults to ‘0,’ and will update as reports are uploaded.	Pre-populated sum of all students who scored fluent (category of 4) for the year selected. When this link is clicked, the “Students (ELL) who scored fluent (4)” page will be opened. The value in the “Total” field will equal the amount in the “Number of ELLs who scored fluent (4) in 2016” field.	System Function
Percent of ELLs who scored fluent (4) in 2016	R	Alpha-numeric; Defaults to ‘0.00%,’ and will update as reports are uploaded.	Pre-populated percentage of all students who scored fluent (category of 4) for the year selected.	System Function
District made AMAO #2?	R	Yes No N/A	Pre-populated value based on whether the district made AMAO #2, or not.	System Function
Note: For 2015-2016, the AMAO #1 section will not be present; however, the following screen notes will be present:				
<ul style="list-style-type: none"> <li>Based on the fact that this is the first year of a new test, AMAO #1 will not be calculated.</li> </ul>				
<b>Students (ELL) that took the KELPA page</b> – This page is utilized to view the KELPA results of the students who took the KELPA, and can be filtered by school year and population. The results can then be printed or exported to Excel.				
Year	R	2010 2011 2012 2013 2014 [Default value]	Drop-down list that includes the options for years where the report data is available.	System Function

Organization	R	District Organization and District Name (non-editable field)	Populated with the district's organization number and name, based on the access level of the user logged in through the Authentication System.	System Function
Population	R	Students (ELL) that took the KELPA [Default value] Students (ELL) with valid total scores Students (ELL) with valid total scores (two years of data)  Note: These selections can also be accessed through the menu selections on the left-hand side of the page.	Drop-down list that includes the reports available for the district to view regarding the scores obtained by their students. (Note: Districts will only be able to see students associated with their district if one of the district's buildings is indicated as the Accountability (AYP) school in D2 within the KIDS System.)	System Function
Select	O	N/A	Button that, if selected, will display the report information on the screen, based on the year and population selections selected by the user.	System Function
Total	R	Numeric	Pre-populated sum of all students who took the KELPA for the year selected.	System Function
Name	R	Alpha-numeric Last Name, First Name	Pre-populated with the Last Name and First Name of the ELL student who took the KELPA for the year selected. The report displays in ascending alphabetical order by students' Last Name.	District Report Information
StateID	R	Numeric	Pre-populated with the student's assigned KIDS ID.	District Report Information
AYP School	R	Numeric	Pre-populated with the number of the AYP (Accountability) school that was associated with the student, in the D2 field of the KIDS System, for the year selected.	District Report Information
Grade	R	Alpha-numeric	Pre-populated with the grade level that was associated with the student, in the D10 field of the KIDS System, for the year selected.	District Report Information
2016 Cat	R	1 (Beginning) 2 (Intermediate)	Pre-populated with the number of the category that was assigned to the student, based on the	District Report Information

		3 (Advanced) 4 (Fluent) – Proficient	equated total score of each of the tested areas (domains).	
2016 Total Score	R	Numeric	Pre-populated with the total score of the student's KELPA test for the year selected.	District Report Information
<b>Students (ELL) with valid total Scores page</b> – This page is utilized to view the KELPA results of students with valid scores, and can be filtered by school year and population. The results can then be printed or exported to Excel.				
Year	R	2010 2011 2012 2013 2014 2015 2016 [Default value]	Drop-down list that includes the options for years where the report data is available.	System Function
Organization	R	District Organization and District Name (non-editable field)	Populated with the district's organization number and name, based on the access level of the user logged in through the Authentication System.	System Function
Population	R	Students (ELL) that took the KELPA Students (ELL) with valid total scores [Default value] Students (ELL) with valid total scores (two years of data)  Note: These selections can also be accessed through the menu selections on the left-hand side of the page.	Drop-down list that includes the reports available for the district to view regarding the scores obtained by their students. (Note: Districts will only be able to see students associated with their district if one of the district's buildings is indicated as the Accountability (AYP) school in D2 within the KIDS System.)	System Function
Select	O	N/A	Button that, if selected, will display the report information on the screen, based on the year and population selections selected by the user.	System Function
Total	R	Numeric	Pre-populated sum of all students who received a valid KELPA score for the year selected.	System Function
Name	R	Alpha-numeric Last Name, First Name	Pre-populated with the Last Name and First Name of the ELL student who received a valid KELPA score for the year selected. The report	District Report Information



			displays in ascending alphabetical order by students' Last Name.	
StateID	R	Numeric	Pre-populated with the student's assigned KIDS ID.	District Report Information
AYP School	R	Numeric	Pre-populated with the number of the AYP (Accountability) school that was associated with the student, in the D2 field of the KIDS System, for the year selected.	District Report Information
Grade	R	Alpha-numeric	Pre-populated with the grade level that was associated with the student, in the D10 field of the KIDS System, for the year selected.	District Report Information
2016 Cat	R	1 (Beginning) 2 (Intermediate) 3 (Advanced) 4 (Fluent) – Proficient	Pre-populated with the number of the category that was assigned to the student, based on the equated total score of each of the tested areas (domains).	District Report Information
2016 Total Score	R	Numeric	Pre-populated with the total score of the student's KELPA test for the year selected.	District Report Information
<b>Students (ELL) with valid total scores (two years of data) page</b> – This page is utilized to view the KELPA results of students with valid scores for two consecutive years, and can be filtered by school year and population. The results can then be printed or exported to Excel.				
Year	R	2010 2011 2012 2013 2014 2015 2016 [Default value]	Drop-down list that includes the options for years where the report data is available.	System Function
Organization	R	District Organization and District Name (non-editable field)	Populated with the district's organization number and name, based on the access level of the user logged in through the Authentication System.	System Function
Population	R	Students (ELL) that took the KELPA Students (ELL) with valid total scores Students (ELL) with valid total scores (two years of data) [Default value]	Drop-down list that includes the reports available for the district to view regarding the scores obtained by their students. (Note: Districts will only be able to see students associated with their district if one of the district's buildings is indicated as the Accountability (AYP) school in D2 within the KIDS System.)	System Function

		Note: These selections can also be accessed through the menu selections on the left-hand side of the page.		
Select	O	N/A	Button that, if selected, will display the report information on the screen, based on the year and population selections selected by the user.	System Function
Total	R	Numeric	Pre-populated sum of all students who received valid KELPA scores, for two consecutive years, for the year selected.	System Function
Name	R	Alpha-numeric Last Name, First Name	Pre-populated with the Last Name and First Name of the ELL student who received valid KELPA scores, for two consecutive years, for the year selected. The report displays in ascending alphabetical order by students' Last Name.	District Report Information
StateID	R	Numeric	Pre-populated with the student's assigned KIDS ID.	District Report Information
AYP School	R	Numeric	Pre-populated with the number of the AYP (Accountability) school that was associated with the student, in the D2 field of the KIDS System, for the year selected.	District Report Information
Grade	R	Alpha-numeric	Pre-populated with the grade level that was associated with the student, in the D10 field of the KIDS System, for the year selected.	District Report Information
2016 Cat	R	1 (Beginning) 2 (Intermediate) 3 (Advanced) 4 (Fluent) – Proficient	Pre-populated with the number of the category that was assigned to the student, based on the equated total score of each of the tested areas (domains).	District Report Information
2016 Total Score	R	Numeric	Pre-populated with the total score of the student's KELPA test for the year selected.	District Report Information
previous KELPA Cat	R	Fluent Not Fluent	Pre-populated with the number of the category that was assigned to the student for the previous year of the year selected, based on the equated total score of each of the tested areas (domains).	District Report Information

previous KELPA Total Score	R	Numeric	Pre-populated with the total score of the student's KELPA test for the year previous to the year selected.	District Report Information
<b>Students (ELL) who scored fluent (4) page</b> – This page is utilized to view the KELPA results of students who scored fluent (4), and can be filtered by school year and population. The results can then be printed or exported to Excel.				
Year	R	2010 2011 2012 2013 2014 2015 2016 [Default value]	Drop-down list that includes the options for years where the report data is available.	System Function
Organization	R	District Organization and District Name (non-editable field)	Populated with the district's organization number and name, based on the access level of the user logged in through the Authentication System.	System Function
Population	R	Students (ELL) that took the KELPA Students (ELL) with valid total scores Students (ELL) with valid total scores (two years of data) Students (ELL) with an increase (two years of data) Students (ELL) who scored fluent (4) [Default value]  Note: These selections can also be accessed through the menu selections on the left-hand side of the page.	Drop-down list that includes the reports available for the district to view regarding the scores obtained by their students. (Note: Districts will only be able to see students associated with their district if one of the district's buildings is indicated as the Accountability (AYP) school in D2 within the KIDS System.)	System Function
Select	O	N/A	Button that, if selected, will display the report information on the screen, based on the year and population selections selected by the user.	System Function
Total	R	Numeric	Pre-populated sum of all students who received a fluent (4) KELPA score, for the year selected.	System Function

Name	R	Alpha-numeric Last Name, First Name	Pre-populated with the Last Name and First Name of the ELL student who received a fluent (4) KELPA score, for the year selected. The report displays in ascending alphabetical order by students' Last Name.	District Report Information
StateID	R	Numeric	Pre-populated with the student's assigned KIDS ID.	District Report Information
AYP School	R	Numeric	Pre-populated with the number of the AYP (Accountability) school that was associated with the student, in the D2 field of the KIDS System, for the year selected.	District Report Information
Grade	R	Alpha-numeric	Pre-populated with the grade level that was associated with the student, in the D10 field of the KIDS System, for the year selected.	District Report Information
2016 Cat	R	Numeric	Pre-populated with the category of 4 (fluent), based on the score received by the student.	District Report Information
2016 Total Score	R	Numeric	Pre-populated with the total score of the student's KELPA test for the year selected.	District Report Information

## **Kansas Individual Data on Students (KIDS) Assignment System**

### **Overview**

The KIDS Assignment System is the mechanism responsible for assigning unique State Student IDs to all students and for storing “core” data about each student. Users are also able to utilize the KIDS Assignment System to search for, view, and verify data about existing students. KIDS Collection System users will interact differently with KIDS Assignment due to the Manage Core Data Process; therefore, users who access KIDS Assignment directly will see a slightly different interface than those who utilize Assignment through Collection.

**No changes from the 2014-2015 school year.**

## KIDS Assignment System Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Description	Used for
Record Type	R	ID	A designation of the collection to which the record belongs.	Collection Type
Current School Code	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Identity Management
Residence District Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2-letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Identity Management
Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management

Field Name	Req/ Opt	Values	Description	Used for
Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management
Legal Name Suffix	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
Gender	R	<ul style="list-style-type: none"><li>• 0=Female</li><li>• 1=Male</li></ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Identity Management
Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Identity Management

Field Name	Req/ Opt	Values	Description	Used for
Current Grade Level	R	<ul style="list-style-type: none"><li>• 00=Birth-2yrs</li><li>• 01=3-Yr-Old Preschooler</li><li>• 02=4-Yr-Old Preschooler</li><li>• 03=5-Yr-Old and Older Preschooler</li><li>• 04=4-Yr-Old At-Risk</li><li>• 05=Kindergarten</li><li>• 06=First Grade</li><li>• 07=Second Grade</li><li>• 08=Third Grade</li><li>• 09=Fourth Grade</li><li>• 10=Fifth Grade</li><li>• 11=Sixth Grade</li><li>• 12=Seventh Grade</li><li>• 13=Eighth Grade</li><li>• 14=Ninth Grade</li><li>• 15=Tenth Grade</li><li>• 16=Eleventh Grade</li><li>• 17=Twelfth Grade</li><li>• 18=Not Graded</li></ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Identity Management
Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management



Field Name	Req/ Opt	Values	Description	Used for
Race	R	<ul style="list-style-type: none"><li>1=American Indian Or Alaska Native</li><li>2=Asian</li><li>3=Black or African American</li><li>4=Native Hawaiian or Other Pacific Islander</li><li>5=White</li></ul>	General racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Identity Management
State Student Identifier	O	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
Current District Code	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2-letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which the student's enrollment is counted when reporting to the state.	Identity Management
Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
Ethnicity Indicator	R	<ul style="list-style-type: none"><li>01=Hispanic</li><li>02=Non Hispanic</li></ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Identity Management

Field Name	Req/ Opt	Values	Description	Used for
Race 2 Code	R	<ul style="list-style-type: none"><li>• 1=American Indian Or Alaska Native</li><li>• 2=Asian</li><li>• 3=Black or African American</li><li>• 4=Native Hawaiian or Other Pacific Islander</li><li>• 5=White</li></ul>	Secondary racial category which reflects the individual's recognition of his or her community or with which the individual most identifies. This field is used only if more than one race needs to be indicated for a student.	Identity Management
Race 3 Code	R	<ul style="list-style-type: none"><li>• 1=American Indian Or Alaska Native</li><li>• 2=Asian</li><li>• 3=Black or African American</li><li>• 4=Native Hawaiian or Other Pacific Islander</li><li>• 5=White</li></ul>	Third racial category which reflects the individual's recognition of his or her community or with which the individual most identifies. This field is used only if more than one race needs to be indicated for a student.	Identity Management
Race 4 Code	R	<ul style="list-style-type: none"><li>• 1=American Indian Or Alaska Native</li><li>• 2=Asian</li><li>• 3=Black or African American</li><li>• 4=Native Hawaiian or Other Pacific Islander</li><li>• 5=White</li></ul>	Fourth racial category which reflects the individual's recognition of his or her community or with which the individual most identifies. This field is used only if more than one race needs to be indicated for a student.	Identity Management

Field Name	Req/ Opt	Values	Description	Used for
Race 5 Code	R	<ul style="list-style-type: none"><li>• 1=American Indian Or Alaska Native</li><li>• 2=Asian</li><li>• 3=Black or African American</li><li>• 4=Native Hawaiian or Other Pacific Islander</li><li>• 5=White</li></ul>	Fifth racial category which reflects the individual's recognition of his or her community or with which the individual most identifies. This field is used only if more than one race needs to be indicated for a student.	Identity Management
Source System	N/A	<ul style="list-style-type: none"><li>• Default</li><li>• Early_Childhood</li><li>• Migrant</li><li>• KBOR</li><li>• EC_Foundations</li><li>• OWS_Part_C</li></ul>	The system that generated the SSID.	Master Data Management

## Kansas Individual Data on Students (KIDS) Collection

### Overview

The Kansas Individual Data on Students (KIDS) System was implemented by the Kansas Department of Education during the 2004-2005 school year to meet the reporting requirements of the Federal No Child Left Behind legislation. The KIDS system maintains student confidentiality while allowing for the submission of timely, accurate data in multiple formats. The KIDS system assigns a unique, randomly-generated state identification number for every student attending accredited public or private schools in Kansas. This ID number follows the student throughout his/her preK-12 education in Kansas schools. Through the use of the state identification number, KIDS reduces the time needed for data collection and allows quicker responses to data requests. The KIDS system allows a school or district to send data stored in the local student information system to the State by using secure batch file submissions. No direct data entry into the KIDS system is required. The KIDS system provides a number of reports to allow schools to review and verify the data submitted.

### Collections:

- ASGT for obtaining State IDs for students, updating core student data, and claiming a student
- ENRL for the Funding and Enrollment collection
- SMSC for the REAP Allocations
- TEST for the State assessments collection
- EOYA for the End of Year Accountability collection
- EXIT for exiting students
- QERY for retrieving existing KIDS data about students without claiming them or changing the data
- TASC for Teacher and Student connection
- STCO for the Student Course collection

**Changes from the 2014-2015 school year:**

<b>Field Ref#</b>	<b>Field</b>	<b>Record Type</b>	<b>Planned Change</b>
D1	Record Type	All	Removed the MILT collection, no longer needed for state funding.
D10	Current Grade Level	All	Modify the wording for the “Not Graded” code to the following: <ul style="list-style-type: none"><li>• The “Not Graded” code applies to students who are adults.</li></ul>
D27	Exit/Withdrawal Type	EXIT	Add the following value: <ul style="list-style-type: none"><li>• 23 = Student with an extended absence, planning to return.</li></ul> Further define 7=Matriculation to another school to the following: <ul style="list-style-type: none"><li>• Natural progression to another building in the same district due to promotion from one grade level to the next</li></ul>
D29	Post-Graduation Plans	EXIT	Remove the following value: <ul style="list-style-type: none"><li>• 9 = Receiving Special Education Transition Services.</li></ul>
D32	(Formerly D32) Socio-Economic Status (SES) Indicator	ENRL, TEST, EOYA, EXIT	This field will be removed.
D32	Primary Disability Code	ASGT, ENRL, TEST, EOYA, EXIT	Add new values: <ul style="list-style-type: none"><li>• ND = No Disability</li><li>• WD = Yes, is on an IEP and receives special education services</li></ul> Remove the following values: <ul style="list-style-type: none"><li>• AM = Autism</li><li>• DB = Deaf/blindness</li><li>• DD = Developmentally delayed (ages 3-9 only)</li><li>• ED = Emotional disturbance</li><li>• HI = Hearing impairment</li><li>• ID = Intellectual disability</li><li>• LD = Specific learning disability</li><li>• MD = Multiple disabilities</li><li>• OH = Other health impairment</li><li>• OI = Orthopedic impairment</li><li>• SL = Speech/language disability</li><li>• TB = Traumatic brain injury</li><li>• VI = Visual impairment</li></ul>

Field Ref#	Field	Record Type	Planned Change
D38	First Language	ENRL, TEST, EOYA	<p>Note Added: If a student is a dual-language learner, meaning two languages are present on their Home Language Survey, please select the language that they have in addition to English.</p> <p>Update/Add the following value names:</p> <ul style="list-style-type: none"> <li>• 10 = Filipino, Tagalog, Visaya (Phillipines)</li> <li>• 20 = Farsi, Daric, Tajiki (Perisian in Iranian, Afghanistan, Tajikistan)</li> <li>• 21 = Chuukese or Pohnpeian (Marshall Island/Micronesia)</li> <li>• 23 = Burmese, Karen Languages of Myanmar</li> <li>• 28 = Sign Language (ASL or Other Sign)</li> <li>• 29 = Serb, Croatian or Montenegrin</li> <li>• 38 = Mayan, Quiche, K'iche', Mam (Guatemala &amp; Mexico)</li> <li>• 48 = Kinyarwanda</li> <li>• 49 = Quechua (of Peru, Bolivia, Ecuador)</li> </ul> <p>Remove the following values:</p> <ul style="list-style-type: none"> <li>• 30 = Croatian</li> <li>• 32 = Karen languages (Burma/Myanmar)</li> <li>• 37 = Dari</li> <li>• 39 = Mam</li> <li>• 41 = Visaya</li> <li>• 43 = Other Signed Language</li> <li>• 44 = English – with other language background</li> </ul>
D44	Miles Transported	ENRL	<p>Add the following Note to Comments/Values:</p> <ul style="list-style-type: none"> <li>• Note: Make sure to report miles transported for <b>all</b> students transported at school or district's expense.</li> </ul>
D65	Comprehensive Agriculture Grouping Indicator	TEST	<p>Add the following field:</p> <ul style="list-style-type: none"> <li>• The way by which the district wants Comprehensive Agriculture test tickets sorted for distribution to schools</li> </ul>
D66	Animal Systems Grouping Indicator	TEST	<p>Add the following field:</p> <ul style="list-style-type: none"> <li>• The way by which the district wants Animal Systems test tickets sorted for distribution to schools</li> </ul>

Field Ref#	Field	Record Type	Planned Change
D67	Plant Systems Grouping Indicator	TEST	Add the following field: <ul style="list-style-type: none"> <li>The way by which the district wants Plant Systems test tickets sorted for distribution to schools</li> </ul>
D68	Manufacturing Production Grouping Indicator	TEST	Add the following field: <ul style="list-style-type: none"> <li>The way by which the district wants Manufacturing Production test tickets sorted for distribution to schools</li> </ul>
D69	Design and Pre-Construction Grouping Indicator	TEST	Add the following field: <ul style="list-style-type: none"> <li>The way by which the district wants Design and Pre-Construction test tickets sorted for distribution to schools</li> </ul>
D70	Finance Grouping Indicator	TEST	Add the following field: <ul style="list-style-type: none"> <li>The way by which the district wants Finance test tickets sorted for distribution to schools</li> </ul>
D71	Comprehensive Business Grouping Indicator	TEST	Add the following field: <ul style="list-style-type: none"> <li>The way by which the district wants Comprehensive Business test tickets sorted for distribution to schools</li> </ul>
D80	State Science Assessment	TEST	Change current grade levels: <ul style="list-style-type: none"> <li>Current Grade Level must equal 10, 13 or 16</li> </ul>
D81	End of Pathways Assessment	TEST	Remove this Field
D82	CTE cPass Proctor ID	TEST	Remove this Field
D83	CTE cPass Proctor Name	TEST	Remove this Field
D84	General CTE Assessment	TEST	Add the following value: <ul style="list-style-type: none"> <li>1 = Yes, test in this content area</li> <li>3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li> </ul> Remove the following value: <ul style="list-style-type: none"> <li>2 = General CETE Assessment</li> </ul>

Field Ref#	Field	Record Type	Planned Change
D85	Comprehensive Agriculture Assessment	TEST	<p>Add this field and the following Comments/Values:</p> <p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 2 = Yes, test in this content area with Power, Structural, and Technical Systems module</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• 4 = Yes test in this content area with Power, Structural, and Technical Systems module and Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>
D86	Animal Systems Assessment	TEST	<p>Add this field and the following Comments/Values:</p> <p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>



Field Ref#	Field	Record Type	Planned Change
D87	Plant Systems Assessment	TEST	<p>Add this field and the following Comments/Values:</p> <p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 2 = Yes, test in this content area with Horticulture module</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• 4 = Yes test in this content area with Horticulture module and Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>
D88	Manufacturing Production Assessment	TEST	<p>Add this field and the following Comments/Values:</p> <p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>
D89	Design and Pre-Construction Assessment	TEST	<p>Add this field and the following Comments/Values:</p> <p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>

Field Ref#	Field	Record Type	Planned Change
D90	Finance Assessment	TEST	<p>Add this field and the following Comments/Values:</p> <p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 2 = Yes, test in this content area with Accounting module</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• 4 = Yes test in this content area with Accounting module and Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>
D91	Comprehensive Business Assessment	TEST	<p>Add this field and the following Comments/Values:</p> <p>An indication of the test options the student will take for this CTE cPass assessment during the current school year. In order to have a non-blank value in this field, D10: Current Grade Level must equal 15-17.</p> <p>Allowable values are:</p> <ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>
D92	State English Language Proficiency Assessment (formerly KELPA)	TEST	<p>Change KELPA to ELPA in Comments/Values:</p> <p>Allowable values for each position are:</p> <ul style="list-style-type: none"><li>• 0 = No assessment in this content area</li><li>• 1 = ELPA for current or monitored ESOL student.</li><li>• 2 = ELPA for student who is ESOL program eligible, but not currently receiving ESOL program services.</li><li>• C = Clear test subject indicator</li></ul>

Field Ref#	Field	Record Type	Planned Change
F14	Funding School	STCO	<p>Added this field and the following Comments:</p> <p>The unique number that has been assigned to the school by the state. In this case, it is the unique number of the school in which the student's enrollment is counted for state funding and/or for the Principal's Building Report. This identifier can be found in the Kansas Educational Directory. If a district does not have a school for an educational level (e.g., does not have a high school) or has preschoolers who are not assigned to a school, the district central office building number should be used.</p>
F17	Virtual Education Student	STCO	<p>Added this field and the following Comments/Values:</p> <p>Indicator of whether a student is participating in a virtual education school or program that is approved for State funding. Only report if the submitter is the school or district providing the virtual education services or contracting with an approved program to provide the virtual education services via a service center. In order to enter a non-blank value, the D10: Current Grade Level must be 05-18.</p> <p>Allowable values:</p> <ul style="list-style-type: none"><li>0 = Student is not a Virtual Education Student and has not been during the current school year.</li><li>1 = Student is currently a Virtual Education Student.</li><li>2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year.</li><li>3 = Virtual AP Student – Student is currently taking at least one virtual Advanced Placement (AP) course not offered by the student's resident district, and the resident district contains at least 200 square miles or at least 260 FTEs.</li></ul> <p>If both codes "1" and "3" apply to a particular student, report the student as code "3."</p> <p>For more information on reporting virtual education students refer to the "Guidelines for Reporting Virtual Students" on the KIDS project website (<a href="http://kidsweb.ksde.org/">http://kidsweb.ksde.org/</a>).</p>

Field Ref#	Field	Record Type	Planned Change
F19	Term	STCO	<p>Added this field and the following Comments/Values:</p> <p>The term in which the course was taken and credit earned.</p> <p>Allowable values:</p> <ul style="list-style-type: none"><li>• S1 = Semester 1</li><li>• S2 = Semester 2</li><li>• Q1 = Quarter 1</li><li>• Q2 = Quarter 2</li><li>• Q3 = Quarter 3</li><li>• Q4 = Quarter 4</li><li>• T1 = Trimester 1</li><li>• T2 = Trimester 2</li><li>• T3 = Trimester 3</li><li>• YR = Year Long</li><li>• SM = Summer</li></ul>
F23	Course Status	STCO	<p>Remove the following Values:</p> <ul style="list-style-type: none"><li>• 00 = or &lt;Null &gt; = Enrolled</li><li>• 03 = Completed (Audited)</li><li>• 04 = Withdrawn</li></ul>

Added a new Teacher and Student Connection (TASC) Collection for use in creating rosters in other applications.

## Kansas Individual Data of Students (KIDS) Collection Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Description	Used For
<b>Fields Collected on ASGT Records-</b> for obtaining State IDs for students, updating core student data, and claiming a student.				
Record Type	R	ASGT	A designation of the collection to which the record belongs.	Collection Type
Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Identity Management
Residence District Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2-letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Identity Management
Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management
Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management

Field Name	Req/ Opt	Values	Description	Used For
Gender	R	<ul style="list-style-type: none"> <li>0=Female</li> <li>1=Male</li> </ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Identity Management
Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Identity Management
Current Grade Level	R*	<ul style="list-style-type: none"> <li>00=Birth-2yrs</li> <li>01=3-Yr-Old Preschooler</li> <li>02=4-Yr-Old Preschooler</li> <li>03=5-Yr-Old and Older Preschooler</li> <li>04=4-Yr-Old At-Risk</li> <li>05=Kindergarten</li> <li>06=First Grade</li> <li>07=Second Grade</li> <li>08=Third Grade</li> <li>09=Fourth Grade</li> <li>10=Fifth Grade</li> <li>11=Sixth Grade</li> <li>12=Seventh Grade</li> <li>13=Eighth Grade</li> <li>14=Ninth Grade</li> <li>15=Tenth Grade</li> <li>16=Eleventh Grade</li> <li>17=Twelfth Grade</li> <li>18=Not Graded</li> </ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Identity Management
Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management
Hispanic Ethnicity	R	<ul style="list-style-type: none"> <li>Y=Hispanic/Latino</li> <li>N=Not Hispanic/Latino</li> </ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Identity Management
State Student Identifier	O	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management

Field Name	Req/ Opt	Values	Description	Used For
Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.
Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Identity Management
Attendance School/Program Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Identity Management
School Entry Date	O	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	Identity Management
District Entry Date	O	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	Identity Management
State Entry Date	O	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	Identity Management

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Race	R	<ul style="list-style-type: none"><li>• Position 5-White</li><li>• Position 4-Native Hawaiian or Other Pacific Islander</li><li>• Position 3-Black or African American</li><li>• Position 2-Asian</li><li>• Position 1-American Indian Or Alaska Native</li></ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"><li>• 0 = No</li><li>• 1 = Yes</li></ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Identity Management
Primary Disability Code	R	<ul style="list-style-type: none"><li>• ND = No Disability</li><li>• WD = Yes, is on an IEP and receives special education services</li></ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Act (IDEA-Part B), which documents that the student receives special education services. Reported only if the student has a primary area of disability.	Program Participation
Gifted Student Code	X	<ul style="list-style-type: none"><li>• Blank = None</li><li>• GI = Giftedness</li></ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.	Program Participation



Field Name	Req/ Opt	Values	Description	Used For
ESOL/Bilingual Program Participation Code	R*	<ul style="list-style-type: none"><li>• 0 = Not an ESOL eligible student and not an ESOL monitored student</li><li>• 1 = Title III Funded</li><li>• 2 = State ESOL/Bilingual Funded</li><li>• 3 = Both Title III and State ESOL/Bilingual Funded</li><li>• 4 = Monitored ESOL student</li><li>• 5 = ESOL program eligible, but not currently receiving ESOL services</li><li>• 6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding</li></ul>	The type of ESOL/Bilingual Program in which the student participates.	Program Participation
User Field 1	O	Text	Optional field to be used at district's discretion.	None
User Field 2	O	Text	Optional field to be used at district's discretion.	None
User Field 3	O	Text	Optional field to be used at district's discretion.	None
<b>Fields Collected on ENRL Records-</b> for the Funding and Enrollment collection.				
Record Type	R	ENRL	A designation of the collection to which the record belongs.	Collection Type
Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Federal Reporting for Accredited nonpublic Schools

Field Name	Req/ Opt	Values	Description	Used For
Residence District Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2-letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	<ul style="list-style-type: none"> <li>State Funding</li> <li>State Reporting</li> </ul>
Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management
Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
Gender	R*	<ul style="list-style-type: none"> <li>0=Female</li> <li>1=Male</li> </ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	State and Federal Reporting category
Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	<ul style="list-style-type: none"> <li>Identity Management</li> <li>State mandatory attendance rules</li> <li>State Funding</li> </ul>

Field Name	Req/ Opt	Values	Description	Used For
Current Grade Level	R*	<ul style="list-style-type: none"> <li>00=Birth-2yrs</li> <li>01=3-Yr-Old Preschooler</li> <li>02=4-Yr-Old Preschooler</li> <li>03=5-Yr-Old and Older Preschooler</li> <li>04=4-Yr-Old At-Risk</li> <li>05=Kindergarten</li> <li>06=First Grade</li> <li>07=Second Grade</li> <li>08=Third Grade</li> <li>09=Fourth Grade</li> <li>10=Fifth Grade</li> <li>11=Sixth Grade</li> <li>12=Seventh Grade</li> <li>13=Eighth Grade</li> <li>14=Ninth Grade</li> <li>15=Tenth Grade</li> <li>16=Eleventh Grade</li> <li>17=Twelfth Grade</li> <li>18=Not Graded</li> </ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	<ul style="list-style-type: none"> <li>State and Federal Reporting category</li> <li>State Funding</li> </ul>
Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management
Hispanic Ethnicity	R	<ul style="list-style-type: none"> <li>Y=Hispanic/Latino</li> <li>N=Not Hispanic/Latino</li> </ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	State and Federal Reporting category
State Student Identifier	O	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.

Field Name	Req/ Opt	Values	Description	Used For
Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	<ul style="list-style-type: none"> <li>State Funding</li> <li>Federal Reporting</li> </ul>
Attendance School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Identity Management
Virtual Education Student	R*	<ul style="list-style-type: none"> <li>0 = Student is not a Virtual Education Student and has not been one during the current school year.</li> <li>1 = Student is currently a Virtual Education Student.</li> <li>2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year.</li> <li>3 = Virtual AP Student</li> </ul>	Indicator of whether a student is participating in a virtual education school or program that is approved for State funding.	State Funding
School Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	Identity Management
District Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	Identity Management

Field Name	Req/ Opt	Values	Description	Used For
State Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	Identity Management
Minutes Enrolled	R*	Text	The number of minutes per day that the student was enrolled in a district on September 20.	State Funding
Concurrent High School Enrollment	R*	<ul style="list-style-type: none"><li>• 0 = None</li><li>• 1 = Any Kansas Board of Regents approved and funded CTE course at a Technical College or Community College</li><li>• 2 = Community college</li><li>• 3 = State university</li><li>• 4 = Private college or other postsecondary</li><li>• 5 = High school CTE program outside of main campus</li></ul>	A description of a second educational program enrollment for a high school student at an accredited program or institution on September 20.	State Funding

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Race	R	<ul style="list-style-type: none"> <li>Position 5-White</li> <li>Position 4-Native Hawaiian or Other Pacific Islander</li> <li>Position 3-Black or African American</li> <li>Position 2-Asian</li> <li>Position 1-American Indian Or Alaska Native</li> </ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Identity Management
Eligibility for National School Lunch Program	R*	<ul style="list-style-type: none"> <li>0 = Not Eligible</li> <li>1 = Eligible for Reduced Price Lunch</li> <li>2 = Eligible for Free Lunch</li> </ul>	An indication of the student's eligibility for free or reduced price lunch programs.	<ul style="list-style-type: none"> <li>State Funding</li> <li>Federal Reporting</li> <li>Federal Funding Eligibility determinations</li> </ul>
Primary Disability Code	R	<ul style="list-style-type: none"> <li>ND = No Disability</li> <li>WD = Yes, is on an IEP and receives special education services</li> </ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Act (IDEA-Part B), which documents that the student receives special education services. Reported only if the student has a primary area of disability.	State Funding
Gifted Student Code	X	<ul style="list-style-type: none"> <li>Blank = None</li> <li>GI = Giftedness</li> </ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.	State Funding

Field Name	Req/ Opt	Values	Description	Used For
Residence of Homeless Student while Homeless	R*	<ul style="list-style-type: none"><li>• 0 = Not a homeless student.</li><li>• 1 = Accompanied homeless student doubled up.</li><li>• 2 = Accompanied homeless student stayed in hotel/motel.</li><li>• 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care.</li><li>• 5 = Accompanied homeless student was unsheltered.</li><li>• 6 = Unaccompanied homeless student doubled up.</li><li>• 7 = Unaccompanied homeless student stayed in hotel/motel.</li><li>• 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care.</li><li>• 9 = Unaccompanied homeless student was unsheltered.</li></ul>	<p>An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate residence and had a primary nighttime resident that meet the requirements under the federal McKinney-Vento Homeless Assistance Act.</p> <p>The term “unaccompanied homeless student” includes youth in homeless situations who are not in the physical custody of a parent or guardian.</p>	<ul style="list-style-type: none"><li>• Automatic eligibility for National School Lunch Program</li><li>• Eligibility for State and Federal Homeless programs</li></ul>

Field Name	Req/ Opt	Values	Description	Used For
ESOL/Bilingual Program Entry Date	X	MM/DD/YYYY	The date an English Language Learner (ELL) qualifies for services English for Speakers of Other Languages (ESOL)/Bilingual Program based on an English Language Proficiency test.	ESOL program eligibility determination and reporting
First Entry Date into a School in the United States	X	MM/DD/YYYY	The month, day, year on which the student first entered and began to receive instructional services in a school or an educational institution in the USA.	ESOL program eligibility determination and reporting



First Language	R*	<ul style="list-style-type: none"><li>• 0 = English</li><li>• 1 = Chinese (Mandarin, Cantonese, or Taiwanese)</li><li>• 2 = Dinka (Sudanese)</li><li>• 3 = French</li><li>• 4 = High German</li><li>• 5 = Hmong</li><li>• 6 = Khmer ( Cambodian)</li><li>• 7 = Korean</li><li>• 8 = Lao</li><li>• 10 = Filipino, Tagalog, Visaya (Phillippines)</li><li>• 11 = Russian</li><li>• 13 = Spanish</li><li>• 14 = Vietnamese</li><li>• 15 = Arabic</li><li>• 16 = Other</li><li>• 17 = Somali</li><li>• 18 = Thai</li><li>• 19 = Portuguese</li><li>• 20 = Farsi, Daric, Tajiki (Persian in Iran, Afghanistan, Tajikistan)</li><li>• 21 = Chuukese or Pohnpeian (Marshall Island/Micronesia)</li><li>• 22 = Bosnian</li><li>• 23 = Burmese, Karen languages of Myanmar</li><li>• 24 = Hindi</li><li>• 25 = Urdu</li><li>• 26 = Swahili or Kiswahili</li></ul>	The primary language or dialect (not ethnicity) of the student, according to the student's Home Language Survey.	ESOL program eligibility determination and reporting.
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Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"><li>• 27 = Nepali</li><li>• 28 = Sign Language (ASL or Other sign)</li><li>• 29 = Serb, Croatian or Montenegrin</li><li>• 31 = Turkish</li><li>• 33 = Haitian/Haitian Creole</li><li>• 34 = Gujarati</li><li>• 35 = Punjabi</li><li>• 36 = Pashto, Pusto, or Afghan</li><li>• 38 = Mayan, Quiche, K'iche', Mam (Guatemala &amp; Mexico)</li><li>• 40 = Ilokano</li><li>• 42 = Low German</li><li>• 45 = Native American Languages</li><li>• 46 = Japanese</li><li>• 47 = Amharic</li><li>• 48 = Kinyarwanda</li><li>• 49 = Quechua (of Peru, Bolivia, Ecuador)</li></ul>		

Field Name	Req/ Opt	Values	Description	Used For
ESOL/Bilingual Program Participation Code	R*	<ul style="list-style-type: none"> <li>0 = Not an ESOL eligible student and not an ESOL monitored student</li> <li>1 = Title III Funded</li> <li>2 = State ESOL/Bilingual Funded</li> <li>3 = Both Title III and State ESOL/Bilingual Funded</li> <li>4 = Monitored ESOL student</li> <li>5 = ESOL program eligible, but not currently receiving ESOL services</li> <li>6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding</li> </ul>	The type of ESOL/Bilingual Program in which the student participates.	<ul style="list-style-type: none"> <li>State Funding</li> <li>ESOL program eligibility determination and reporting.</li> </ul>
ESOL/Bilingual Student Contact Minutes	X	Text	The number of minutes the student received instruction from an ESOL endorsed teacher in an approved ESOL/Bilingual program on September 20.	State Funding
Career and Technical Education Contact Minutes	X	Text	The number of minutes a high school student received instruction in an approved for funding career and technical education course (or in state approved courses) on September 20.	State Funding
Miles Transported	R*	Text	The number of miles a student is transported one way at the school or district's expense.	State Funding
Transportation FTE	R*	Text	The student's round-trip transportation to school to the nearest tenth.	State Funding
Student's Transportation Street Address	X	Text	The street number and street name of the address that is used for bus transportation on September 20.	Verification of miles transported

Field Name	Req/ Opt	Values	Description	Used For
Student's Transportation City	X	Text	The name of the city in which the address is located.	Verification of miles transported
Student's Transportation Zip Code	R	Text	The five or nine digit zip code portion of the transportation address.	<ul style="list-style-type: none"> <li>Verification of miles transported</li> <li>NAEP Assessments</li> </ul>
Non-Resident Transportation	R*	<ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul>	An indication that the student is attending the district under an agreement by the district under KSA 72-1046b.	State Reporting Requirement
Child of Military Family	R*	<ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul>	An indicator of whether or not the student has a parent who is on active duty in the U. S. military.	Federal Reporting
Immigrant Student	R*	<ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes, and receiving Title III Immigrant Services</li> <li>2 = Yes, but not receiving Title III Immigrant Services</li> </ul>	An indicator of whether or not the student is an immigrant, defined as being aged 2 through 21, not born in any state in the United States, and not being in attendance in schools in the states for more than three full academic years.	Federal Reporting
Country of Birth	X	Text	Indicates the country of birth for Immigrant students.	Federal Reporting
User Field 1	O	Text	Optional field to be used at district's discretion.	None
User Field 2	O	Text	Optional field to be used at district's discretion.	None
User Field 3	O	Text	Optional field to be used at district's discretion.	None
<b>Fields Collected on SMSC Records-</b> for the REAP Allocations				
Record Type	R	SMSC	A designation of the collection to which the record belongs.	Collection Type
Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Identity Management

Field Name	Req/ Opt	Values	Description	Used For
Residence District Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2-letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas	The unique number of the district, assigned by the state, in which a student resides.	Identity Management
Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management
Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
Gender	R*	<ul style="list-style-type: none"><li>• 0=Female</li><li>• 1=Male</li></ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Identity Management
Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Identity Management

Field Name	Req/ Opt	Values	Description	Used For
Current Grade Level	R*	<ul style="list-style-type: none"> <li>• 00=Birth-2yrs</li> <li>• 01=3-Yr-Old Preschooler</li> <li>• 02=4-Yr-Old Preschooler</li> <li>• 03=5-Yr-Old and Older Preschooler</li> <li>• 04=4-Yr-Old At-Risk</li> <li>• 05=Kindergarten</li> <li>• 06=First Grade</li> <li>• 07=Second Grade</li> <li>• 08=Third Grade</li> <li>• 09=Fourth Grade</li> <li>• 10=Fifth Grade</li> <li>• 11=Sixth Grade</li> <li>• 12=Seventh Grade</li> <li>• 13=Eighth Grade</li> <li>• 14=Ninth Grade</li> <li>• 15=Tenth Grade</li> <li>• 16=Eleventh Grade</li> <li>• 17=Twelfth Grade</li> <li>• 18=Not Graded</li> </ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Identity Management
Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management
Hispanic Ethnicity	R	<ul style="list-style-type: none"> <li>• Y=Hispanic/Latino</li> <li>• N=Not Hispanic/Latino</li> </ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Identity Management
State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.

Field Name	Req/ Opt	Values	Description	Used For
Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Eligibility determination for REAP and Small School grants
Attendance School/Program Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Identity Management
School Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	Identity Management
District Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	Identity Management
State Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	Identity Management
Cumulative Number of Days in Membership	R	Text	The number of days the student has been enrolled in this school/program when school was in session during the school year.	Eligibility determination for REAP and Small School grants
Cumulative Number of Days Attended	R	Text	The number of days the student has been present in this school/program when school was in session during the current school year.	Eligibility determination for REAP and Small School grants

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Race	R	<ul style="list-style-type: none"><li>• Position 5-White</li><li>• Position 4-Native Hawaiian or Other Pacific Islander</li><li>• Position 3-Black or African American</li><li>• Position 2-Asian</li><li>• Position 1-American Indian Or Alaska Native</li></ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"><li>• 0 = No</li><li>• 1 = Yes</li></ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Identity Management
User Field 1	O	Text	Optional field to be used at district's discretion.	None
User Field 2	O	Text	Optional field to be used at district's discretion.	None
User Field 3	O	Text	Optional field to be used at district's discretion.	None
<b>Fields Collected on TEST Records-</b> for the State assessments collection				
Record Type	R	TEST	A designation of the collection to which the record belongs.	Collection Type
Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Accountability Determinations



Field Name	Req/ Opt	Values	Description	Used For
Residence District Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2-letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Identity Management
Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management
Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
Gender	R*	<ul style="list-style-type: none"> <li>0=Female</li> <li>1=Male</li> </ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	State and Federal Reporting category
Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Identity Management

Field Name	Req/ Opt	Values	Description	Used For
Current Grade Level	R*	<ul style="list-style-type: none"> <li>00=Birth-2yrs</li> <li>01=3-Yr-Old Preschooler</li> <li>02=4-Yr-Old Preschooler</li> <li>03=5-Yr-Old and Older Preschooler</li> <li>04=4-Yr-Old At-Risk</li> <li>05=Kindergarten</li> <li>06=First Grade</li> <li>07=Second Grade</li> <li>08=Third Grade</li> <li>09=Fourth Grade</li> <li>10=Fifth Grade</li> <li>11=Sixth Grade</li> <li>12=Seventh Grade</li> <li>13=Eighth Grade</li> <li>14=Ninth Grade</li> <li>15=Tenth Grade</li> <li>16=Eleventh Grade</li> <li>17=Twelfth Grade</li> <li>18=Not Graded</li> </ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	<ul style="list-style-type: none"> <li>Test Management</li> <li>Accountability Determinations</li> <li>State and Federal Reporting category</li> </ul>
Local School Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management
Hispanic Ethnicity	R	<ul style="list-style-type: none"> <li>Y=Hispanic/Latino</li> <li>N=Not Hispanic/Latino</li> </ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	State and Federal Reporting category
State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.

Field Name	Req/ Opt	Values	Description	Used For
Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Identity Management
Attendance School/Program Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Test Management
School Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	<ul style="list-style-type: none"><li>• Test Management</li><li>• Accountability Determinations</li></ul>
District Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	<ul style="list-style-type: none"><li>• Test Management</li><li>• Accountability Determinations</li></ul>
State Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	<ul style="list-style-type: none"><li>• Test Management</li><li>• Accountability Determinations</li></ul>

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Race	R	<ul style="list-style-type: none"> <li>Position 5-White</li> <li>Position 4-Native Hawaiian or Other Pacific Islander</li> <li>Position 3-Black or African American</li> <li>Position 2-Asian</li> <li>Position 1-American Indian Or Alaska Native</li> </ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	State and Federal Reporting category
Eligibility for National School Lunch Program	R*	<ul style="list-style-type: none"> <li>0 = Not Eligible</li> <li>1 = Eligible for Reduced Price Lunch</li> <li>2 = Eligible for Free Lunch</li> </ul>	An indication of the student's eligibility for free or reduced price lunch programs.	State and Federal Reporting category
Primary Disability Code	R	<ul style="list-style-type: none"> <li>ND = No Disability</li> <li>WD = Yes, is on an IEP and receives special education services</li> </ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Act (IDEA-Part B), which documents that the student receives special education services. Reported only if the student has a primary area of disability.	<ul style="list-style-type: none"> <li>Test Management</li> <li>State and Federal Reporting category</li> </ul>
Gifted Student Code	X	<ul style="list-style-type: none"> <li>Blank = None</li> <li>GI = Giftedness</li> </ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.	<ul style="list-style-type: none"> <li>Test Management</li> <li>State and Federal Reporting category</li> </ul>

Field Name	Req/ Opt	Values	Description	Used For
ESOL/Bilingual Program Entry Date	X	MM/DD/YYYY	The date an English Language Learner (ELL) qualifies for services English for Speakers of Other Languages (ESOL)/Bilingual Program based on an English Language Proficiency test.	ESOL program eligibility determination and reporting.
First Entry Date into a School in the United States	X	MM/DD/YYYY	The month, day, year on which the student first entered and began to receive instructional services in a school or an educational institution in the USA.	ESOL program eligibility determination and reporting.

First Language	R*	<ul style="list-style-type: none"><li>• 0 = English</li><li>• 1 = Chinese (Mandarin, Cantonese, or Taiwanese)</li><li>• 2 = Dinka (Sudanese)</li><li>• 3 = French</li><li>• 4 = High German</li><li>• 5 = Hmong</li><li>• 6 = Khmer ( Cambodian)</li><li>• 7 = Korean</li><li>• 8 = Lao</li><li>• 10 = Filipino, Tagalog, Visaya (Phillippines)</li><li>• 11 = Russian</li><li>• 13 = Spanish</li><li>• 14 = Vietnamese</li><li>• 15 = Arabic</li><li>• 16 = Other</li><li>• 17 = Somali</li><li>• 18 = Thai</li><li>• 19 = Portuguese</li><li>• 20 = Farsi, Daric, Tajiki (Persian in Iran, Afghanistan, Tajikistan)</li><li>• 21 = Chuukese or Pohnpeian (Marshall Island/Micronesia)</li><li>• 22 = Bosnian</li><li>• 23 = Burmese, Karen Languages of Myanmar</li><li>• 24 = Hindi</li><li>• 25 = Urdu</li><li>• 26 = Swahili or Kiswahili</li></ul>	The primary language or dialect (not ethnicity) of the student, according to the student's Home Language Survey.	ESOL program eligibility determination and reporting.
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Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"><li>• 27 = Nepali</li><li>• 28 = Sign Language (ASL or Other Sign)</li><li>• 29 = Serb, Croatian, or Montenegrin</li><li>• 31 = Turkish</li><li>• 33 = Haitian/Haitian Creole</li><li>• 34 = Gujarati</li><li>• 35 = Punjabi</li><li>• 36 = Pashto, Pusto, or Afghan</li><li>• 38 = Mayan, Quiche, K'iche', Mam (Guatemala &amp; Mexico)</li><li>• 40 = Ilokano</li><li>• 42 = Low German</li><li>• 45 = Native American Languages</li><li>• 46 = Japanese</li><li>• 47 = Amharic</li><li>• 48 = Kinyarwanda</li><li>• 49 = Quechua (of Peru, Bolivia, Ecuador)</li></ul>		

Field Name	Req/ Opt	Values	Description	Used For
ESOL/Bilingual Program Participation Code	R*	<ul style="list-style-type: none"> <li>0 = Not an ESOL eligible student and not an ESOL monitored student</li> <li>1 = Title III Funded</li> <li>2 = State ESOL/Bilingual Funded</li> <li>3 = Both Title III and State ESOL/Bilingual Funded</li> <li>4 = Monitored ESOL student</li> <li>5 = ESOL program eligible, but not currently receiving ESOL services</li> <li>6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding</li> </ul>	The type of ESOL/Bilingual Program in which the student participates.	State and Federal Reporting category
Math Grouping Indicator 1	O	Text	The primary way by which the district wants mathematics test tickets sorted for distribution to schools.	Test Management
Math Grouping Indicator 2	O	Text	The secondary way by which the district wants mathematics test tickets sorted within Grouping Indicator 1.	Test Management
English Language Arts – ELA Grouping Indicator 1	O	Text	The primary way by which the district wants English Language Arts (ELA) test tickets sorted for distribution to schools.	Test Management
English Language Arts – ELA Grouping Indicator 2	O	Text	The secondary way by which the district wants English Language Arts (ELA) test tickets sorted with in Grouping Indicator 1.	Test Management
Science Grouping Indicator 1	O	Text	The primary way by which the district wants science test tickets sorted for distribution to schools.	Test Management



Field Name	Req/ Opt	Values	Description	Used For
Science Grouping Indicator 2	O	Text	The secondary way by which the district wants science test tickets sorted within Grouping Indicator 1.	Test Management
History/Gov Grouping Indicator 1	O	Text	The primary way by which the district wants history/government test tickets sorted for distribution to schools.	Test Management
History/Gov Grouping Indicator 2	O	Text	The secondary way by which the district wants history/government test tickets sorted within Grouping Indicator 1.	Test Management
General CTE Grouping Indicator 1	O	Text	The primary way by which the district wants the general CTE test tickets sorted for distribution to schools.	Test Management
General CTE Grouping Indicator 2	O	Text	The secondary way by which the district wants the general CTE test tickets sorted within Grouping Indicator 1.	Test Management
Comprehensive Agriculture Grouping Indicator	O	Text	The way by which the district wants Comprehensive Agriculture test tickets sorted for distribution to schools.	Test Management
Animal Systems Grouping Indicator	O	Text	The way by which the district wants Animal Systems test tickets sorted for distribution to schools.	Test Management
Plant Systems Grouping Indicator	O	Text	The way by which the district wants Plant Systems test tickets sorted for distribution to schools.	Test Management
Manufacturing Production Grouping Indicator	O	Text	The way by which the district wants Manufacturing Production test tickets sorted for distribution to schools.	Test Management
Design and Pre-Construction Grouping Indicator	O	Text	The way by which the district wants Design and Pre-Construction test tickets sorted for distribution to schools.	Test Management
Finance Grouping Indicator	O	Text	The way by which the district wants Finance test tickets sorted for distribution to schools.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Business Grouping Indicator	O	Text	The way by which the district wants Comprehensive Business test tickets sorted for distribution to schools.	Test Management
ELPA Grouping Indicator 1	O	Text	This field will not be used during the 2015-2016 school year.	Test Management
ELPA Grouping Indicator 2	O	Text	This field will not be used during the 2015-2016 school year.	Test Management
State Mathematics Assessment	R*	<ul style="list-style-type: none"> <li>0 = No test in this content area</li> <li>2 = CETE General Assessment</li> <li>3 = DLM/Alternate</li> <li>N = Special Assessment Waiver (e.g. ACT, Explore)</li> <li>C = Clear test subject indicator</li> </ul>	An indication of the test options the student will take in this subject area during the current school year.	Test Management
State Mathematics DLM Proctor ID	O	The unique number assigned to the educator by the state in the Educator Licensure System.	A licensed educator that requires access to the student's assessment data through KITE.	Test Management
State Mathematics DLM Proctor Name	O	Text	The name of the educator that should have access to the student's assessment data through KITE.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
State English Language Arts – ELA Assessment	R*	<ul style="list-style-type: none"><li>0 = No test in this content area</li><li>2 = CETE General Assessment</li><li>3 = DLM/Alternate</li><li>N = Special Assessment Waiver (e.g. ACT, Explore)</li><li>C = Clear test subject indicator</li></ul>	An indication of the test options the student will take in this subject area during the current school year.	Test Management
State English Language Arts – ELA DLM Proctor ID	O	The unique number assigned to the educator by the state in the Educator Licensure System.	A licensed educator that requires access to the student's assessment data through KITE.	Test Management
State English Language Arts – ELA DLM Proctor Name	O	Text	The name of the educator that should have access to the student's assessment data through KITE.	Test Management
State Science Assessment	R*	<ul style="list-style-type: none"><li>0 = No test in this content area</li><li>2 = CETE General Assessment</li><li>3 = DLM/Alternate</li><li>N = Special Assessment Waiver (e.g. ACT, Explore)</li><li>C = Clear test subject indicator</li></ul>	An indication of the test options the student will take in this subject area during the current school year.	Test Management
State Science DLM Proctor ID	O	The unique number assigned to the educator by the state in the Educator Licensure System.	A licensed educator that requires access to the student's assessment data through KITE.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
State Science DLM Proctor Name	O	Text	The name of the educator that should have access to the student's assessment data through KITE.	Test Management
State History/Gov Assessment	R*	<ul style="list-style-type: none"><li>0 = No test in this content area</li><li>2 = CETE General Assessment</li><li>3 = DLM/Alternate</li><li>C = Clear test subject indicator</li></ul>	An indication of the test options the student will take in this subject area during the current school year.	Test Management
General CTE Assessment	R*	<ul style="list-style-type: none"><li>0 = No test in this content area</li><li>1 = Yes, test in this content area</li><li>3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Agriculture Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 2 = Yes, test in this content area with Power, Structural, and Technical Systems module</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• 4 = Yes, test in this content area with Power, Structural, and Technical Systems module and Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
Animal Systems Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
Plant Systems Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 2 = Yes, test in this content area with Horticulture module</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• 4 = Yes, test in this content area with Horticulture module and Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
Manufacturing Production Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
Design and Pre-Construction Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
Finance Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 2 = Yes, test in this content area with Accounting module</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• 4 = Yes, test in this content area with Accounting module and Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Business Assessment	R*	<ul style="list-style-type: none"> <li>0 = No test in this content area</li> <li>1 = Yes, test in this content area</li> <li>3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li> <li>C = Clear test subject indicator</li> </ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
State English Language Proficiency Assessment	R*	<ul style="list-style-type: none"> <li>0 = No test in this content area</li> <li>1 = KELPA for current or monitored ESOL student</li> <li>2 = KELPA for student who is ESOL program eligible, but not currently receiving ESOL program services</li> <li>C = Clear test subject indicator</li> </ul>	An indication of the test options in this subject area during the current school year.	Test Management
User Field 1	O	Text	Optional field to be used at district's discretion.	None
User Field 2	O	Text	Optional field to be used at district's discretion.	None
User Field 3	O	Text	Optional field to be used at district's discretion.	None
<b>Fields Collected on EOYA Records- or the End of Year Accountability collection</b>				
Record Type	R	EOYA	A designation of the collection to which the record belongs.	Collection Type
Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Accountability Determinations



Field Name	Req/ Opt	Values	Description	Used For
Residence School Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2-letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Identity Management
Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management
Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
Gender	R*	<ul style="list-style-type: none"><li>• 0=Female</li><li>• 1=Male</li></ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	State and Federal Reporting category
Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Identity Management

Field Name	Req/ Opt	Values	Description	Used For
Current Grade Level	R*	<ul style="list-style-type: none"> <li>• 00=Birth-2yrs</li> <li>• 01=3-Yr-Old Preschooler</li> <li>• 02=4-Yr-Old Preschooler</li> <li>• 03=5-Yr-Old and Older Preschooler</li> <li>• 04=4-Yr-Old At-Risk</li> <li>• 05=Kindergarten</li> <li>• 06=First Grade</li> <li>• 07=Second Grade</li> <li>• 08=Third Grade</li> <li>• 09=Fourth Grade</li> <li>• 10=Fifth Grade</li> <li>• 11=Sixth Grade</li> <li>• 12=Seventh Grade</li> <li>• 13=Eighth Grade</li> <li>• 14=Ninth Grade</li> <li>• 15=Tenth Grade</li> <li>• 16=Eleventh Grade</li> <li>• 17=Twelfth Grade</li> <li>• 18=Not Graded</li> </ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	State and Federal Reporting category
Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management
Hispanic Ethnicity	R	<ul style="list-style-type: none"> <li>• Y=Hispanic/Latino</li> <li>• N=Not Hispanic/Latino</li> </ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	State and Federal Reporting category
State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.

Field Name	Req/ Opt	Values	Description	Used For
Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Identity Management
Attendance School/Program Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Identity Management
Virtual Education Student	R*	<ul style="list-style-type: none"> <li>0 = Student is not a Virtual Education Student and has not been one during the current school year.</li> <li>1 = Student is currently a Virtual Education Student.</li> <li>2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year.</li> <li>3 = Virtual AP Student</li> </ul>	Indicator of whether a student is participating in a virtual education school or program that is approved for State funding.	State and Federal Reporting category
School Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	Accountability Determinations
District Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	Accountability Determinations

Field Name	Req/ Opt	Values	Description	Used For
State Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	Accountability Determinations
Cumulative Number of Days in Membership	R	Text	The number of days the student has been enrolled in this school/program when school was in session during the school year.	<ul style="list-style-type: none"> <li>Average Daily Attendance (ADA) Calculations</li> <li>Average Daily Membership (ADM) Calculations</li> <li>Program Eligibility Determinations</li> </ul>
Cumulative Number of Days Attended	R	Text	The number of days the student has been present in this school/program when school was in session during the current school year.	<ul style="list-style-type: none"> <li>Average Daily Attendance (ADA) Calculations</li> <li>Average Daily Membership (ADM) Calculations</li> <li>Program Eligibility Determinations</li> </ul>
Truant Student	R*	<ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul>	An indicator of whether or not the student has been truant at any time during the current school year.	Federal Reporting
Special Circumstances Transfer Choice	R*	<ul style="list-style-type: none"> <li>0 = No transfer under these provisions</li> <li>2 = Transfer using unsafe school provision</li> </ul>	An indication of whether the student's transfer was related to provisions of federal law.	Federal Reporting
Comprehensive Race	R	<ul style="list-style-type: none"> <li>Position 5-White</li> <li>Position 4-Native Hawaiian or Other Pacific Islander</li> <li>Position 3-Black or African American</li> <li>Position 2-Asian</li> <li>Position 1-American Indian Or Alaska Native</li> </ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	State and Federal Reporting category

Field Name	Req/ Opt	Values	Description	Used For
Eligibility for National School Lunch Program	R*	<ul style="list-style-type: none"><li>0 = Not Eligible</li><li>1 = Eligible for Reduced Price Lunch</li><li>2 = Eligible for Free Lunch</li></ul>	An indication of the student's eligibility for free or reduced price lunch programs.	State and Federal Reporting category
Primary Disability Code	R	<ul style="list-style-type: none"><li>ND = No Disability</li><li>WD = Yes, is on an IEP and receives special education services</li></ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Act (IDEA-Part B), which documents that the student receives special education services. Reported only if the student has a primary area of disability.	State and Federal Reporting category
Gifted Student Code	X	<ul style="list-style-type: none"><li>Blank = None</li><li>GI = Giftedness</li></ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.	State and Federal Reporting category
Qualified for 504	R*	<ul style="list-style-type: none"><li>0 = Not a 504 qualified student and has not been this school year</li><li>1 = Currently a 504 qualified student</li><li>2 = Not currently a 504 qualified student but has been this school year</li></ul>	An indication of whether or not the student is a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.	State and Federal Reporting category

Field Name	Req/ Opt	Values	Description	Used For
Residence of Homeless student while Homeless	R*	<ul style="list-style-type: none"><li>• 0 = Not a homeless student.</li><li>• 1 = Accompanied homeless student doubled up.</li><li>• 2 = Accompanied homeless student stayed in hotel/motel.</li><li>• 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care.</li><li>• 5 = Accompanied homeless student was unsheltered.</li><li>• 6 = Unaccompanied homeless student doubled up.</li><li>• 7 = Unaccompanied homeless student stayed in hotel/motel.</li><li>• 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care.</li><li>• 9 = Unaccompanied homeless student was unsheltered.</li></ul>	<p>An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate residence and had a primary nighttime resident that meet the requirements under the federal McKinney-Vento Homeless Assistance Act.</p> <p>The term “unaccompanied homeless student” includes youth in homeless situations who are not in the physical custody of a parent or guardian.</p>	<ul style="list-style-type: none"><li>• State and Federal Reporting category</li><li>• Federal Reporting</li></ul>

Field Name	Req/ Opt	Values	Description	Used For
ESOL/Bilingual Program Entry Date	X	MM/DD/YYYY	The date an English Language Learner (ELL) qualifies for services English for Speakers of Other Languages (ESOL)/Bilingual Program based on an English Language Proficiency test.	<ul style="list-style-type: none"><li>• Accountability Determinations</li><li>• ESOL program eligibility determination and reporting</li></ul>
First Entry into a School in the United States	X	MM/DD/YYYY	The month, day, year on which the student first entered and began to receive instructional services in a school or an educational institution in the USA.	ESOL program eligibility determination and reporting

First Language	R*	<ul style="list-style-type: none"><li>• 0 = English</li><li>• 1 = Chinese (Mandarin, Cantonese, or Taiwanese)</li><li>• 2 = Dinka (Sudanese)</li><li>• 3 = French</li><li>• 4 = High German</li><li>• 5 = Hmong</li><li>• 6 = Khmer (Cambodian)</li><li>• 7 = Korean</li><li>• 8 = Lao</li><li>• 10 = Filipino, Tagalog, Visaya (Phillippines)</li><li>• 11 = Russian</li><li>• 13 = Spanish</li><li>• 14 = Vietnamese</li><li>• 15 = Arabic</li><li>• 16 = Other</li><li>• 17 = Somali</li><li>• 18 = Thai</li><li>• 19 = Portuguese</li><li>• 20 = Farsi, Daric, Tajiki (Persian in Iran, Afghanistan, Tajikistan)</li><li>• 21 = Chuukese, Pohnpeian (Marshall Island/Micronesia)</li><li>• 22 = Bosnian</li><li>• 23 = Burmese, Karen Languages of Myanmar</li><li>• 24 = Hindi</li><li>• 25 = Urdu</li><li>• 26 = Swahili or Kiswahili</li></ul>	The primary language or dialect (not ethnicity) of the student, according to the student's Home Language Survey.	ESOL program eligibility determination and reporting
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Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"><li>• 27 = Nepali</li><li>• 28 = Sign Language (ASL or Other Sign)</li><li>• 29 = Serb, Croatian, or Montenegrin</li><li>• 31 = Turkish</li><li>• 33 = Haitian/Haitian Creole</li><li>• 34 = Gujarati</li><li>• 35 = Punjabi</li><li>• 36 = Pashto, Pusto, or Afghan</li><li>• 38 = Mayan, Quiche, K'iche', Mam (Guatemala &amp; Mexico)</li><li>• 40 = Ilokano</li><li>• 42 = Low German</li><li>• 45 = Native American Languages</li><li>• 46 = Japanese</li><li>• 47 = Amharic</li><li>• 48 = Kinyarwanda</li><li>• 49 = Quechua (of Peru, Bolivia, Ecuador)</li></ul>		

Field Name	Req/ Opt	Values	Description	Used For
ESOL/Bilingual Program Participation Code	R*	<ul style="list-style-type: none"><li>• 0 = Not an ESOL eligible student and not an ESOL monitored student</li><li>• 1 = Title III Funded</li><li>• 2 = State ESOL/Bilingual Funded</li><li>• 3 = Both Title III and State ESOL/Bilingual Funded</li><li>• 4 = Monitored ESOL student</li><li>• 5 = ESOL program eligible, but not currently receiving ESOL services</li><li>• 6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding</li></ul>	The type of ESOL/Bilingual Program in which the student participates.	<ul style="list-style-type: none"><li>• State and Federal Reporting category</li><li>• ESOL program eligibility determination and reporting</li></ul>
ESOL/Bilingual Program Ending Date	X	MM/DD/YYYY	Date (month, day, and year) student exits or becomes ineligible for an ESOL/Bilingual program.	ESOL program eligibility determination and reporting

Field Name	Req/ Opt	Values	Description	Used For
Title I Participation	R*	<ul style="list-style-type: none"><li>0 = Did not receive Title I services at any time during the school year</li><li>1 = Yes, is currently receiving Title I services in a Title I school wide</li><li>2 = Yes, received services in a Targeted Assisted school at some time during the school year</li><li>3 = Yes, this is a student attending a nonpublic school who receives Title I services from the public school district</li></ul>	Indicator of whether the student received Title I services at any time during the school year.	Federal Reporting
Immigrant Student	R*	<ul style="list-style-type: none"><li>0 = No</li><li>1 = Yes, and receiving Title III Immigrant Services</li><li>2 = Yes, but not receiving Title III Immigrant Services</li></ul>	An indicator of whether or not the student is an immigrant, defined as being aged 2 through 21, not born in any state in the United States, and not being in attendance in schools in the states for more than three full academic years.	Federal Reporting
Country of Birth	X	Text	Indicates the country of birth for Immigrant students.	Federal Reporting

Field Name	Req/ Opt	Values	Description	Used For
Refugee Status	R*	<ul style="list-style-type: none"> <li>0 = Not a refugee</li> <li>1 = Yes, has refugee status or has had refugee status at some point during the current school year</li> </ul>	A refugee is any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.	Federal Reporting
Neglected Student	R*	<ul style="list-style-type: none"> <li>0 = Not served under Title I Part A this year</li> <li>1 = Currently served under Title I Part A</li> <li>2 = Not currently served under Title I Part A but has been this school year</li> </ul>	A flag that identifies a neglected student who was served under Title I Part A funds at some time during the year.	Federal Reporting
User Field 1	O	Text	Optional field to be used at district's discretion.	None
User Field 2	O	Text	Optional field to be used at district's discretion.	None
User Field 3	O	Text	Optional field to be used at district's discretion.	None
<b>Fields Collected on EXIT Records-</b> for exiting students				
Record Type	R	EXIT	A designation of the collection to which the record belongs.	Collection Type
Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Accountability Determinations

Field Name	Req/ Opt	Values	Description	Used For
Residence District Identifier	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2-letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Identity Management
Legal Last Name	R	Text	The name borne in common by members of the student's family.	Identity Management
Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Identity Management
Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Identity Management
Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Identity Management
Gender	R*	<ul style="list-style-type: none"><li>• 0=Female</li><li>• 1=Male</li></ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	State and Federal Reporting category
Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Identity Management

Field Name	Req/ Opt	Values	Description	Used For
Current Grade Level	R*	<ul style="list-style-type: none"> <li>• 00=Birth-2yrs</li> <li>• 01=3-Yr-Old Preschooler</li> <li>• 02=4-Yr-Old Preschooler</li> <li>• 03=5-Yr-Old and Older Preschooler</li> <li>• 04=4-Yr-Old At-Risk</li> <li>• 05=Kindergarten</li> <li>• 06=First Grade</li> <li>• 07=Second Grade</li> <li>• 08=Third Grade</li> <li>• 09=Fourth Grade</li> <li>• 10=Fifth Grade</li> <li>• 11=Sixth Grade</li> <li>• 12=Seventh Grade</li> <li>• 13=Eighth Grade</li> <li>• 14=Ninth Grade</li> <li>• 15=Tenth Grade</li> <li>• 16=Eleventh Grade</li> <li>• 17=Twelfth Grade</li> <li>• 18=Not Graded</li> </ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	State and Federal Reporting category
Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Identity Management
Hispanic Ethnicity	R	<ul style="list-style-type: none"> <li>• Y=Hispanic/Latino</li> <li>• N=Not Hispanic/Latino</li> </ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	State and Federal Reporting category
State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Identity Management
Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.

Field Name	Req/ Opt	Values	Description	Used For
Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Identity Management
Attendance School/Program Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Identity Management
School Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	Accountability Determinations
District Entry Date	O	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	Accountability Determinations
State Entry Date	O	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	Accountability Determinations
Cumulative Number of Days in Membership	R	Text	The number of days the student has been enrolled in this school/program when school was in session during the school year.	Attendance Verification
Cumulative Number of Days Attended	R	Text	The number of days the student has been present in this school/program when school was in session during the current school year.	Attendance Verification
Exit/Withdrawal Date	R	MM/DD/YYYY	The month, day, year of the student's last day of membership or the date on which the student graduated or the date on which a student with disabilities met district graduation requirements for a regular diploma.	Graduation Calculations

Field Name	Req/ Opt	Values	Description	Used For
Exit/Withdrawal Type	R	<ul style="list-style-type: none"><li>• 1 = Transfer to a public school in the same district</li><li>• 2 = Transfer to a public school in a different district in Kansas</li><li>• 3 = Transfer to a public school in a different state</li><li>• 4 = Transfer to an accredited private school in Kansas or in a different state</li><li>• 5 = Transfer to non-accredited private school in Kansas or in a different state</li><li>• 6 = Transfer to home schooling</li><li>• 7 = Matriculation to another school</li><li>• 8 = Graduated with regular diploma</li><li>• 10 = Student death</li><li>• 11 = Student illness</li><li>• 12 = Student expulsion (or long-term suspension)</li><li>• 13 = Reached maximum age for services</li><li>• 14 = Discontinued schooling</li></ul>	The circumstances under which the student exited from membership in this district or school.	<ul style="list-style-type: none"><li>• Graduation Calculations</li><li>• State and Federal Reporting category</li></ul>



Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"><li>• 15 = Transfer to an accredited or non-accredited Juvenile Correctional Facility where educational services are provided</li><li>• 16 = Moved within the US, not known to be enrolled in school</li><li>• 17 = Unknown</li><li>• 18 = Student data claimed in error</li><li>• 19 = Transfer to a GED completion program</li><li>• 20 = Transferred to a juvenile or adult correctional facility where educational services are not provided</li><li>• 21 = Student moved to another country, may or may not be continuing</li><li>• 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</li></ul>		

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"><li>• 23 = Student with an extended absence at the beginning of the school year, planning to return</li><li>• 98 = Unresolved Exit</li><li>• 99 = Undo a previously submitted EXIT record</li></ul>		
Post-Graduation Plans	R	<ul style="list-style-type: none"><li>• 1 = 4-year college or University</li><li>• 2 = 2-Year College</li><li>• 3 = Other Type of College/Other Postsecondary</li><li>• 4 = Employment</li><li>• 5 = Unemployment</li><li>• 6 = Parenting</li><li>• 7 = Military Service</li><li>• 8 = All Other Graduates/Status Unknown</li></ul>	The intended post-secondary direction of graduates.	State Reporting category

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Race	R	<ul style="list-style-type: none"> <li>Position 5-White</li> <li>Position 4-Native Hawaiian or Other Pacific Islander</li> <li>Position 3-Black or African American</li> <li>Position 2-Asian</li> <li>Position 1-American Indian Or Alaska Native</li> </ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	State and Federal Reporting category
Eligibility for National School Lunch Program	R*	<ul style="list-style-type: none"> <li>0 = Not Eligible</li> <li>1 = Eligible for Reduced Price Lunch</li> <li>2 = Eligible for Free Lunch</li> </ul>	An indication of the student's eligibility for free or reduced price lunch programs.	State and Federal Reporting category
Primary Disability Code	R	<ul style="list-style-type: none"> <li>ND = No Disability</li> <li>WD = Yes, is on an IEP and receives special education services</li> </ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Act (IDEA-Part B), which documents that the student receives special education services. Reported only if the student has a primary area of disability.	State and Federal Reporting category
Gifted Student Code	X	<ul style="list-style-type: none"> <li>Blank = None</li> <li>GI = Giftedness</li> </ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.	State and Federal Reporting category

Field Name	Req/ Opt	Values	Description	Used For
Residence of Homeless Student while Homeless	R*	<ul style="list-style-type: none"><li>• 0 = Not a homeless student.</li><li>• 1 = Accompanied homeless student doubled up.</li><li>• 2 = Accompanied homeless student stayed in hotel/motel.</li><li>• 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care.</li><li>• 5 = Accompanied homeless student was unsheltered.</li><li>• 6 = Unaccompanied homeless student doubled up.</li><li>• 7 = Unaccompanied homeless student stayed in hotel/motel.</li><li>• 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care.</li><li>• 9 = Unaccompanied homeless student was unsheltered.</li></ul>	<p>An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate residence and had a primary nighttime resident that meet the requirements under the federal McKinney-Vento Homeless Assistance Act.</p> <p>The term “unaccompanied homeless student” includes youth in homeless situations who are not in the physical custody of a parent or guardian.</p>	State and Federal Reporting category

Field Name	Req/ Opt	Values	Description	Used For
ESOL/Bilingual Program Participation Code	R*	<ul style="list-style-type: none"> <li>0 = Not an ESOL eligible student and not an ESOL monitored student</li> <li>1 = Title III Funded</li> <li>2 = State ESOL/Bilingual Funded</li> <li>3 = Both Title III and State ESOL/Bilingual Funded</li> <li>4 = Monitored ESOL student</li> <li>5 = ESOL program eligible, but not currently receiving ESOL services</li> <li>6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding</li> </ul>	The type of ESOL/Bilingual Program in which the student participates.	State and Federal Reporting category
User Field 1	O	Text	Optional field to be used at district's discretion.	None
User Field 2	O	Text	Optional field to be used at district's discretion.	None
User Field 3	O	Text	Optional field to be used at district's discretion.	None
<b>Fields Collected on QERY Records</b> - for retrieving existing KIDS data about students without claiming them or changing the data.				
Record Type	R	QERY	A designation of the collection to which the record belongs.	Collection Type
Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Data Retrieval

Field Name	Req/ Opt	Values	Description	Used For
Residence District Identifier	O	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2-letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Data Retrieval
Legal Last Name	R	Text	The name borne in common by members of the student's family.	Data Retrieval
Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Data Retrieval
Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Data Retrieval
Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Data Retrieval
Gender	O	<ul style="list-style-type: none"><li>• 0=Female</li><li>• 1=Male</li></ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Data Retrieval
Date of Birth	O	MM/DD/YYYY	The month, day and year on which the student was born.	Data Retrieval

Field Name	Req/ Opt	Values	Description	Used For
Current Grade Level	O	<ul style="list-style-type: none"> <li>• 00=Birth-2yrs</li> <li>• 01=3-Yr-Old Preschooler</li> <li>• 02=4-Yr-Old Preschooler</li> <li>• 03=5-Yr-Old and Older Preschooler</li> <li>• 04=4-Yr-Old At-Risk</li> <li>• 05=Kindergarten</li> <li>• 06=First Grade</li> <li>• 07=Second Grade</li> <li>• 08=Third Grade</li> <li>• 09=Fourth Grade</li> <li>• 10=Fifth Grade</li> <li>• 11=Sixth Grade</li> <li>• 12=Seventh Grade</li> <li>• 13=Eighth Grade</li> <li>• 14=Ninth Grade</li> <li>• 15=Tenth Grade</li> <li>• 16=Eleventh Grade</li> <li>• 17=Twelfth Grade</li> <li>• 18=Not Graded</li> </ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Data Retrieval
Local Student Identifier	O	Text	The unique value assigned to the student by the school or local education agency.	Data Retrieval
Hispanic Ethnicity	O	<ul style="list-style-type: none"> <li>• Y=Hispanic/Latino</li> <li>• N=Not Hispanic/Latino</li> </ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Data Retrieval
State Student Identifier	O	Text	The unique number assigned to the student by the KIDS Assignment System.	Data Retrieval
Current School Year	O	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.

Field Name	Req/ Opt	Values	Description	Used For
Funding School Identifier	O	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Data Retrieval
Attendance School Identifier	O	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Data Retrieval
Comprehensive Race	O	<ul style="list-style-type: none"><li>• Position 5-White</li><li>• Position 4-Native Hawaiian or Other Pacific Islander</li><li>• Position 3-Black or African American</li><li>• Position 2-Asian</li><li>• Position 1-American Indian Or Alaska Native</li></ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"><li>• 0 = No</li><li>• 1 = Yes</li></ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Data Retrieval
User Field 1	O	Text	Optional field to be used at district's discretion.	None
User Field 2	O	Text	Optional field to be used at district's discretion.	None
User Field 3	O	Text	Optional field to be used at district's discretion.	None
<b>Fields Collected on STCO Records -</b>				
Record Type	R	STCO	A designation of the collection to which the record belongs.	Collection Type



Field Name	Req/ Opt	Values	Description	Used For
Student's Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Building Identification
Student's Legal Last Name	R	Text	The name borne in common by members of the student's family.	Student Identification
Student's Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Student Identification
Student's Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Student Identification
Student's Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Student Identification
Student's Gender	R	<ul style="list-style-type: none"><li>• 0=Female</li><li>• 1=Male</li></ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Student Identification
Student's Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Student Identification

Field Name	Req/ Opt	Values	Description	Used For
Student's Current Grade Level	R	<ul style="list-style-type: none"> <li>• 00=Birth-2yrs</li> <li>• 01=3-Yr-Old Preschooler</li> <li>• 02=4-Yr-Old Preschooler</li> <li>• 03=5-Yr-Old and Older Preschooler</li> <li>• 04=4-Yr-Old At-Risk</li> <li>• 05=Kindergarten</li> <li>• 06=First Grade</li> <li>• 07=Second Grade</li> <li>• 08=Third Grade</li> <li>• 09=Fourth Grade</li> <li>• 10=Fifth Grade</li> <li>• 11=Sixth Grade</li> <li>• 12=Seventh Grade</li> <li>• 13=Eighth Grade</li> <li>• 14=Ninth Grade</li> <li>• 15=Tenth Grade</li> <li>• 16=Eleventh Grade</li> <li>• 17=Twelfth Grade</li> <li>• 18=Not Graded</li> </ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Student Identification
Student's Local ID	O	Text	The unique value assigned to the student by the school or local education agency.	Student Identification
Student's Hispanic Ethnicity	R	<ul style="list-style-type: none"> <li>• Y=Hispanic/Latino</li> <li>• N=Not Hispanic/Latino</li> </ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Student Identification
State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Student Identification
School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.

Field Name	Req/ Opt	Values	Description	Used For
Student's Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	State Funding
Student's Attendance School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Building Identification
Student's Comprehensive Race	R	<ul style="list-style-type: none"><li>• Position 5-White</li><li>• Position 4-Native Hawaiian or Other Pacific Islander</li><li>• Position 3-Black or African American</li><li>• Position 2-Asian</li><li>• Position 1-American Indian Or Alaska Native</li></ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"><li>• 0 = No</li><li>• 1 = Yes</li></ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Student Identification

Field Name	Req/ Opt	Values	Description	Used For
Virtual Education Student	R	<ul style="list-style-type: none"><li>0 = Student is not a Virtual Education Student and has not been one during the current school year.</li><li>1 = Student is currently a Virtual Education Student.</li><li>2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year.</li><li>3 = Virtual AP Student</li></ul>	Indicator of whether a student is participating in a virtual education school or program that is approved for State funding.	State Funding
Educator School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program where the student receives instruction.	Building Identification
Term	R	<ul style="list-style-type: none"><li>S1 = Semester 1</li><li>S2 = Semester 2</li><li>Q1 = Quarter 1</li><li>Q2 = Quarter 2</li><li>Q3 = Quarter 3</li><li>Q4 = Quarter 4</li><li>T1 = Trimester 1</li><li>T2 = Trimester 2</li><li>T3 = Trimester 3</li><li>YR = Year Long</li><li>SM = Summer</li></ul>	The term in which the course was taken and credit earned.	Course Identification

Field Name	Req/ Opt	Values	Description	Used For
KCC Identifier	R	Text	The unique identifier given to each course the district has mapped in the Kansas Course Code Management System (KCCMS).	Course Identification
Course Section	R	Text	The unique identifier assigned by the school/district to refer to an individual section of the course within the school year.	Course Identification
Local Course ID	R	Text	The identifier used by the school or district to identify an individual course in their Student Information System.	Course Identification
Course Status	R	<ul style="list-style-type: none"> <li>01 = Completed (Pass)</li> <li>02 = Completed (Fail)</li> <li>05 = Incomplete</li> <li>99 = Record Submitted in Error</li> </ul>	Indication of the student's status in the course.	Course Identification
Letter Grade	R	Text	Categorical letter grade achieved as of the end of the course.	Course Identification
Percent Grade	O	Text	Percent achieved as of the end of the course.	Course Identification
Educator Identifier	R	The unique number assigned to the educator by the state in the Educator Licensure System.	The Educator providing instruction to the student in this course.	Educator Identification
Educator's Last Name	R	Text	The name borne in common by members of the teacher's family.	Educator Identification
Educator's First Name	R	Text	The name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change.	Educator Identification
Educator's Middle Name	O	Text	The secondary name given to the teacher at birth, baptism or during another naming ceremony, or through legal change.	Educator Identification
User Field 1	O	Text	Optional field to be used at district's discretion.	None
User Field 2	O	Text	Optional field to be used at district's discretion.	None
User Field 3	O	Text	Optional field to be used at district's discretion.	None
<b>Fields Collected on TASC Records- for Teacher and Student Connection data</b>				

Field Name	Req/ Opt	Values	Description	Used For
Record Type	R	TASC	A designation of the collection to which the record belongs.	Collection Type
Student's Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Building Identification
Student's Legal Last Name	R	Text	The name borne in common by members of the student's family.	Student Identification
Student's Legal First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Student Identification
Student's Legal Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Student Identification
Student's Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Student Identification
Student's Gender	R	<ul style="list-style-type: none"><li>• 0=Female</li><li>• 1=Male</li></ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Student Identification
Student's Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Student Identification

Field Name	Req/ Opt	Values	Description	Used For
Student's Current Grade Level	R	<ul style="list-style-type: none"> <li>• 00=Birth-2yrs</li> <li>• 01=3-Yr-Old Preschooler</li> <li>• 02=4-Yr-Old Preschooler</li> <li>• 03=5-Yr-Old and Older Preschooler</li> <li>• 04=4-Yr-Old At-Risk</li> <li>• 05=Kindergarten</li> <li>• 06=First Grade</li> <li>• 07=Second Grade</li> <li>• 08=Third Grade</li> <li>• 09=Fourth Grade</li> <li>• 10=Fifth Grade</li> <li>• 11=Sixth Grade</li> <li>• 12=Seventh Grade</li> <li>• 13=Eighth Grade</li> <li>• 14=Ninth Grade</li> <li>• 15=Tenth Grade</li> <li>• 16=Eleventh Grade</li> <li>• 17=Twelfth Grade</li> <li>• 18=Not Graded</li> </ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Student Identification
Student's Local ID	O	Text	The unique value assigned to the student by the school or local education agency.	Student Identification
Student's Hispanic Ethnicity	R	<ul style="list-style-type: none"> <li>• Y=Hispanic/Latino</li> <li>• N=Not Hispanic/Latino</li> </ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Student Identification
State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Student Identification
School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Identify what year data is valid.

Field Name	Req/ Opt	Values	Description	Used For
Student's Attendance School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Building Identification
Student's Comprehensive Race	R	<ul style="list-style-type: none"> <li>• Position 5-White</li> <li>• Position 4-Native Hawaiian or Other Pacific Islander</li> <li>• Position 3-Black or African American</li> <li>• Position 2-Asian</li> <li>• Position 1-American Indian Or Alaska Native</li> </ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"> <li>• 0 = No</li> <li>• 1 = Yes</li> </ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Student Identification
Educator School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program where the student receives instruction.	Building Identification
State Subject Area Code	R	The number that has been assigned the subject area by the state.	The subject area in which the student receives instruction	Course Identification
State Course Identifier	R	The number that has been assigned to the course by the state.	The course in which the student receives instruction.	Course Identification



Field Name	Req/ Opt	Values	Description	Used For
Local Course ID	R	Text	The identifier used by the school or district to identify an individual course in their Student Information System.	Course Identification
Course Status	R	<ul style="list-style-type: none"> <li>01 = Enrolled</li> <li>99 = Record Submitted in Error</li> </ul>	Indication of the student's status in the course.	Course Identification
Educator Identifier	R	The unique number assigned to the educator by the state in the Educator Licensure System.	The Educator providing instruction to the student in this course.	Educator Identification
Educator's Last Name	R	Text	The name borne in common by members of the teacher's family.	Educator Identification
Educator's First Name	R	Text	The name given to the teacher at birth, baptism, or during another naming ceremony, or through legal change.	Educator Identification
Educator's Middle Name	O	Text	The secondary name given to the teacher at birth, baptism or during another naming ceremony, or through legal change.	Educator Identification
Educator's District Email Address	O	Text	The email address assigned to this educator by the school district.	Educator Identification
User Field 1	O	Text	Optional field to be used at district's discretion.	None
User Field 2	O	Text	Optional field to be used at district's discretion.	None
User Field 3	O	Text	Optional field to be used at district's discretion.	None

- R Required = Must contain a valid non-blank value
- R\* Required = Must contain a valid non-blank value, including zero
- X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value
- O Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.
- Blank Values submitted in these fields will not be validated or stored on the indicated Record Type.
- E Must be blank

**Glossary**

Term	Definition
DLM	Dynamic Learning Maps Alternate Assessment System, the assessment used to assess students with significant cognitive disabilities.
CETE	Center for Educational Testing and Evaluation, the vendor that administers the state assessments in Kansas. It is part of the University of Kansas' Achievement and Assessment Institute.
CTE	Career and Technical Education
cPass	Career Pathways Assessment System, an assessment that blends academic and hands-on skill assessment to measure high school student's readiness for postsecondary education and entry into the workforce.
KITE	Kansas Interactive Testing Engine client is the software that students use to take the state assessments.

## KNClaim Upload Application

### Overview

File Upload functions to provide support for free & reduced child care program participant claims and benefit issuance confirmation through administrative reviews

**No changes from the 2014-2015 school year.**

## KNClaim Upload Application

2015-2016

Field Name	Req/ Opt	Values	Description	Used For
<b>AdminReview</b>				
OffSiteReview tool	O	Document Upload	review tracking tool	Track review progress & documentation
<b>Student data</b>				
Benefit Issuance	O	Document Upload	Document providing consultant with a list of benefit applications and results to be appraised for the program review process (Document contains student name or number and benefit application status for each)	Help consultants and sponsors prepare for the review and confirm proper procedures are followed
<b>For Profit Roster</b>				
<b>Student data</b>				
FileData		Document Upload	Form upload from child care sponsors to support free/reduced participant #s: identifies students in attendance who have received meals from the center that month: file is stored in the database, encrypted and only accessible by the sponsor submitting the document or state individuals processing claim data (contains: sponsor name & number, site name, enrollment month and names of each student in attendance for the month, if enrollment & income eligibility is on file, date of expiration for income eligibility for each)	File uploaded by sponsor to support claim

## K-PAC Report – Kansas Pathway Assessments and Credentials (formerly known as Credential Incentive Reporting)

### Overview

In 2012, Governor Brownback announced the Career Technical Education Initiative to enhance career technical education in Kansas and better prepare high school students for college and careers. The Credential Incentive Reporting authenticated application is a repository of all students enrolled in a Kansas High School who earned an approved certification as defined by K.S.A. 72-4489.

Kansas school districts report the approved certifications earned and the test date the student received the certification within this authenticated application. Kansas high schools receive state dollars to pay college tuition for high school students earning college credits in technical courses and at the same time, earn an industry credential valued by employers as reported by Kansas High School. This application is utilized for the purpose of fulfilling the reporting requirements of K.S.A. 72-4489 and was put into implementation in the 2014-2015 school year.

### K-PAC Report Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Description	Used For
District Identifier	N/A	District number (e.g., D0101) assigned by the state.	This is prepopulated based on the user login.	Associates the file with a district
Building #	R	School number (e.g., D0101) assigned by the state.	This is entered by the user.	Associates the file with the district.
Student ID	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Student identification
Graduation Date	R	MM/DD/YYYY	The month, day and year on which the student graduated high school.	Audit purposes to determine if certification met requirements for funding.

Certification Code	R	<ul style="list-style-type: none"><li>• AAFCS pre-PAC - Fashion, Textiles and Apparel</li><li>• AAFCS pre-PAC - Broad Field Family &amp; Consumer Sciences</li><li>• AAFCS pre-PAC - Culinary Arts</li><li>• AAFCS pre-PAC - Early Childhood Education</li><li>• AAFCS pre-PAC - Family &amp; Community Services</li><li>• AAFCS pre-PAC - Nutrition, Food &amp; Wellness</li><li>• AAFCS pre-PAC - Personal &amp; Family Finance</li><li>• AAFCS pre-PAC Education Fundamentals</li><li>• AAFCS pre-PAC Interior Design Fundamentals</li><li>• ADDA - Certified Drafter</li><li>• Adobe Campaign</li><li>• Adobe Digital Publishing Suite</li><li>• Adobe Dreamweaver</li><li>• Adobe Flash</li><li>• Adobe Frame Maker</li><li>• Adobe Illustrator</li><li>• Adobe In-Design</li><li>• Adobe Media Optimizer</li><li>• Adobe Photoshop</li><li>• Adobe Premier Pro</li><li>• AHRI - HVAC Certifications</li><li>• ASE - Automobile Service Technician</li><li>• ASE - Maintenance &amp; Light Repair</li><li>• ASE - Master Automobile Service Technician</li><li>• ASE - Mechanical &amp; Electrical</li><li>• ASE - Non-Structural Analysis &amp; Damage Repair</li><li>• ASE - Painting &amp; Refinishing</li><li>• ASE - Structural Analysis &amp; Damage Repair</li><li>• ASE - Student Certification (4 areas)</li><li>• ASE - Student Certification Diesel (4 areas)</li><li>• ASK - MBA Research - Concepts of Entrepreneurship and Management Certification</li><li>• ASK - MBA Research - Concepts of Finance Certification</li></ul>	<p>The approved incentivized certifications per K.S.A. 72-4489.</p> <p>All Pathways assessments.</p> <p>All other recognized certifications.</p>	<p>Audit purposes to determine if certification met requirements of funding.</p>
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		<ul style="list-style-type: none"><li>• ASK - MBA Research - Fundamental Business Concepts Certification</li><li>• ASME - Section 9 Standards (6G Level</li><li>• Auto Desk - Certification Program for: User, Professional, Specialist</li><li>• AWS certification</li><li>• AWS SENSE Certification</li><li>• Beef Quality Assurance</li><li>• Cardio Pulmonary Resuscitation (CPR)</li><li>• CareerSafe - CyberSafe Safety Awareness Training</li><li>• Certified Med Aide (CMA)</li><li>• Certified Nurse Aide (CNA)</li><li>• Certified Protection Officer</li><li>• Cisco - Certified Entry Networking Technician</li><li>• Citrix Certified Associate - Networking</li><li>• Commercial Driver's License</li><li>• CompTIA A+, Network+, Server+, Security+</li><li>• EKG Technician</li><li>• Emergency Medical Responder (EMR) (First Responder)</li><li>• Emergency Medical Technician (EMT)</li><li>• Energy Industry Fundamentals (CEWD)</li><li>• EPA - Section 608 Certification</li><li>• EPA - Section 609 Certification</li><li>• EverFi</li><li>• Fire Fighter Level 1</li><li>• First Aid</li><li>• Home Health Aide</li><li>• HVAC Excellence - Core and Air Conditioning, Gas Heat &amp; Electrical</li><li>• HVAC Excellence - Core and Lt. Comm. Air Cond, Gas Heat &amp; Electrical</li><li>• HVAC Excellence - Core and Lt. Comm. Refrigeration &amp; Electrical</li><li>• I-CAR - Refinish Technician ProLevel 1</li><li>• ICE Core &amp; Commercial Refrigeration</li></ul>		
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		<ul style="list-style-type: none"><li>• ICE Core &amp; Light Commercial Air Cond. &amp; Heating</li><li>• ICE Core &amp; Res. Air Cond. &amp; Heating</li><li>• Kansas Agriculture Skills and Competencies Certificate</li><li>• Kansas Plant Systems Skills and Competencies Certificate</li><li>• Microsoft Office Specialist</li><li>• MSSC - Certified Production Technician</li><li>• NATE Core &amp; Air Conditioning</li><li>• NATE Core &amp; Air Distribution</li><li>• NATE Core &amp; Air-to-Air Heat Pumps</li><li>• NATE Core &amp; Gas or Oil Furnaces</li><li>• NATE Core &amp; Light Commercial / Commercial Refrigeration</li><li>• National Health Science Assessment</li><li>• National Safe Tractor and Machinery Operation Program (NSTMOP)(tractor safety)</li><li>• NCCER Core &amp; Carpentry Level 1</li><li>• NCCER Core &amp; Concrete Finishing</li><li>• NCCER Core &amp; Construction Laborer</li><li>• NCCER Core &amp; Electrical Level 1</li><li>• NCCER Core &amp; HVAC Levels 1 &amp; 2</li><li>• NCCER Core &amp; Industrial Maintenance Level 1</li><li>• NCCER Core &amp; Masonry Level 1</li><li>• NCCER Core &amp; Plumbing &amp; Pipefitting Level 1</li><li>• NCCER Core &amp; Sheet Metal Level 1</li><li>• NIMS Machining Level 1</li><li>• NIMS Metal Forming 1</li><li>• OSHA Safety Certification (10 Hour)</li><li>• Paraprofessional Certification</li><li>• Pesticide Applicator Certification, Personal or Commercial</li><li>• Pharmacy Technician</li><li>• Phlebotomy Technician</li><li>• Pork Quality Assurance</li><li>• Pro-Start</li><li>• Public Safety Telecommunications (911 Dispatching)</li><li>• ServSafe - Food Handlers</li></ul>		
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Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"><li>• ServSafe - Manager</li><li>• ServSafe Food Handler</li><li>• SMRP - Certified Maintenance &amp; Reliability Technician</li><li>• Solid Works Software Certification</li><li>• Telecommunication Apprentice Certification (ETA)</li><li>• WorkKeys</li></ul>		
Test Date	R	MM/DD/YYYY	The date the student earned the approved certification.	Audit purposes to determine if certification met requirements of funding.

\*\*\*NOTE – Up to four certification codes and test dates may be entered per student.

## Migrant System

### Overview

The Migrant System is used to enter Certificate of Eligibility (COE), enrollment, priority for services, courses, and services/referrals information for migrant-eligible children in Kansas.

**No changes from the 2014-2015 school year.**

## Migrant System Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Comments	Used For
<b>Certificate of Eligibility</b>				
COE#	R	Unique 12-digit numeric value, system assigned.	This child's certificate of eligibility ID	
<b>Parent Information</b>				
Male Parent/Guardian Last Name	O	Free text	The last name of the male parent. The term 'parent' includes a legal guardian or other person standing <i>in loco parentis</i> (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	National Certificate of Eligibility (COE)
Male Parent/Guardian First Name	O	Free text	The first name of the male parent. The term 'parent' includes a legal guardian or other person standing <i>in loco parentis</i> (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	National Certificate of Eligibility (COE)
Female Parent/Guardian Last Name	O	Free text	The last name of the female parent. The term 'parent' includes a legal guardian or other person standing <i>in loco parentis</i> (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	National Certificate of Eligibility (COE)
Female Parent/Guardian First Name	O	Free text	The first name of the female parent. The term 'parent' includes a legal guardian or other person standing <i>in loco parentis</i> (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	National Certificate of Eligibility (COE)
Physical Address	R	Free text	Physical Address where the child(ren) currently reside.	National Certificate of Eligibility (COE)
City	R	Free text	City where the child(ren) currently reside.	National Certificate of Eligibility (COE)

Field Name	Req/ Opt	Values	Comments	Used For
State	R	Free text	Current State where the child(ren) reside.	National Certificate of Eligibility (COE)
Zip	R	Free text	ZIP Code where the child(ren) currently reside.	National Certificate of Eligibility (COE)
Telephone	R	Free text	Valid Telephone Number for the child(ren).	National Certificate of Eligibility (COE)
<b>Child Information</b>				
Last Name 1	R	Free text	Student's legal last name (paternal). If child has multiple or hyphenated last name, contains the first part.	National Certificate of Eligibility (COE)
Last Name 2	O	Free text	If appropriate, child's legal last name (maternal). If child has multiple or hyphenated last name, contains the second part.	National Certificate of Eligibility (COE)
Suffix	O	Free text	An appendage, if any, used to denote a child's generation in his family (e.g., Jr., Sr., III, 3rd).	National Certificate of Eligibility (COE)
First Name	R	Free text	A name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	National Certificate of Eligibility (COE)
Middle Name	O	Free text	A secondary name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	National Certificate of Eligibility (COE)
Gender	R	<ul style="list-style-type: none"> <li>Male</li> <li>Female</li> </ul>	The concept describing the biological traits that distinguish the males and females of a species.	National Certificate of Eligibility (COE)
Date of Birth	R	Date	The evidence by which a child's date of birth is confirmed.	National Certificate of Eligibility (COE)
Birth Date Verification Code	R	1003: Baptismal or Church Certificate 1004: Birth Certificate 1005: Entry in Family Bible 1006: Hospital Certificate 1007: Parent's Affidavit 1008: Passport 1009: Physician's Certificate 1010: Previously Verified School Records 1011: State Issued ID		National Certificate of Eligibility (COE)

Field Name	Req/ Opt	Values	Comments	Used For
		1012: Driver's License 1013: Immigration Document 2382: Life Insurance Policy 9999: Other		
Multiple Birth	R	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Indicates if child is a twin, triplet, etc.	National Certificate of Eligibility (COE)
Residency Date	O	Date	<p>If the "Residency Date" is different from the QAD, record the month, day and year that the child entered the present school district. If the child qualified for the MEP on a move prior to the move to the present school district, the residency date will be later than the QAD. If the child moved prior to the worker's move, the residency date would precede the QAD.</p> <p>If the "Residency Date" is the same as the QAD, enter the QAD.</p>	National Certificate of Eligibility (COE)
Status	R	<ul style="list-style-type: none"> <li>In Process</li> <li>Under Review</li> <li>Assign KIDS IDs</li> <li>Closed</li> <li>Returned to Recruiter</li> <li>Approved</li> <li>Disapproved</li> <li>Submitted for Review</li> </ul>	The status of active COEs in the recruiter's work queue	National Certificate of Eligibility (COE)
Home School	O	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Indicates the whether the child is being home-schooled.	National Certificate of Eligibility (COE)
Ethnicity	O	<ul style="list-style-type: none"> <li>Hispanic/Latino</li> <li>Not Hispanic/Latino</li> </ul>		National Certificate of Eligibility (COE)
Race	O	<ul style="list-style-type: none"> <li>American Indian or Alaska Native</li> <li>Asian</li> </ul>		National Certificate of Eligibility (COE)

Field Name	Req/ Opt	Values	Comments	Used For
		<ul style="list-style-type: none"> <li>Black or African American</li> <li>Native Hawaiian or other Pacific Islander</li> <li>White</li> </ul>		
<b>Qualifying Move</b>				
Country	R	Free text	Country (other than the US) of residence of child(ren) prior to the qualifying move	National Certificate of Eligibility (COE)
State	R	Free text	State of residence of child(ren) prior to the qualifying move	National Certificate of Eligibility (COE)
City	R	Free text	City of residence of child(ren) prior to the qualifying move	National Certificate of Eligibility (COE)
School District	O	Free text	School District child(ren) previously moved from	National Certificate of Eligibility (COE)
Country	R	Free text	Country of residence in which the child(ren) resides following the qualifying move	National Certificate of Eligibility (COE)
State	R	Free text	State of residence in which the child(ren) resides following the qualifying move	National Certificate of Eligibility (COE)
City	R	Free text	City of residence in which the child(ren) resides following the qualifying move	National Certificate of Eligibility (COE)
School District	O	Free text	School District child(ren) previously moved to	National Certificate of Eligibility (COE)
The children moved	R	<ul style="list-style-type: none"> <li>On own as worker</li> <li>With the worker</li> <li>To join or precede the worker</li> </ul>	The reason the child moved	National Certificate of Eligibility (COE)
Qualifying Arrival Date	R	Date	In general, the qualifying arrival date (QAD) is the month, day, and year that the child completed a move with his or her parent to enable the parent to find qualifying employment. (See exceptions in NCLB Sec.1309(2)). In some cases, the child and worker may not always move together, in which case, the QAD would be the date the child joins the worker who has already moved, or the date when the worker joins the child who has already	National Certificate of Eligibility (COE)

Field Name	Req/ Opt	Values	Comments	Used For
			moved. The QAD is the date that the child's eligibility for the Migrant Education Program begins.	
Worker First Name	R	Free text		National Certificate of Eligibility (COE)
Worker Last Name	R	Free text		National Certificate of Eligibility (COE)
Work Relationship to Children	R	<ul style="list-style-type: none"><li>Guardian</li><li>Spouse</li><li>Parent</li></ul>	The child's relationship with the worker	National Certificate of Eligibility (COE)
<b>Qualifying Move Details</b>				
The worker moved due to economic necessity in order to obtain	O	<ul style="list-style-type: none"><li>Any work and obtained qualifying work soon after the move.</li><li>Qualifying work specifically, but did not obtain the work. If the worker did not obtain the qualifying work<ul style="list-style-type: none"><li>The worker has a prior history of moves to obtain qualifying work (provide comment)</li><li>There is other credible evidence that the worker actively sought qualifying work soon after the move (provide comment)</li></ul></li><li>Qualifying work and obtained qualifying work</li></ul>	The reason the worker moved.	National Certificate of Eligibility (COE)
Qualifying Work	R	Free text	Comments entered about the qualifying work	National Certificate of Eligibility (COE)



Field Name	Req/ Opt	Values	Comments	Used For
COE Qualifying Work Duration	R	<ul style="list-style-type: none"> <li>Temporary Employment</li> <li>Seasonal</li> </ul>	An indication of how long a worker was employed in agricultural or fishing work	National Certificate of Eligibility (COE)
COE Qualifying Work Type	R	<ul style="list-style-type: none"> <li>Agricultural</li> <li>Fishing</li> </ul>	Agricultural or fishing work that qualifies a worker eligible for the Migrant Education Program.	National Certificate of Eligibility (COE)
Personal Subsistence	O	Free text	An indication of whether the work was done for personal subsistence or not.	National Certificate of Eligibility (COE)
Personal Subsistence Comment	O	Free text	A comment that is required to be entered if “personal subsistence” is indicated. The comment must explain what is consumed.	National Certificate of Eligibility (COE)
Name of Employer	R	Free text	The name of the person who employs the worker.	National Certificate of Eligibility (COE)
Signature On File	R	Free text	An indication of whether the parent’s signature is on file or not	National Certificate of Eligibility (COE)
Location of Signed COE	R	Free text	The location of the signed COE if the signature is on file	National Certificate of Eligibility (COE)
Relationship to the Child	R	<ul style="list-style-type: none"> <li>Guardian</li> <li>Parent</li> <li>Self</li> <li>Spouse</li> </ul>	The relationship of the person signing the COE to the child.	National Certificate of Eligibility (COE)
Parent Signature Date	R	Free text	The date the COE was signed by the parent	National Certificate of Eligibility (COE)
Interviewer Signature	R	Free text	Certification that the interviewer certified the COE	National Certificate of Eligibility (COE)
Interviewer Signature Date	R	Free text	The date the interviewer certified and signed the COE	National Certificate of Eligibility (COE)
Reviewer Signature	R	Free text	The reviewers signature indicating the COE was reviewed	National Certificate of Eligibility (COE)
Reviewer Signature Date	R	Free text	The date the reviewer reviewed and signed the COE	National Certificate of Eligibility (COE)
<b>Student</b>				
Child Information	N/A	<ul style="list-style-type: none"> <li>KIDS ID</li> <li>Last Name1</li> <li>Last Name 2</li> <li>Suffix</li> </ul>	Prepopulated from KIDS	Student Identification

Field Name	Req/ Opt	Values	Comments	Used For
		<ul style="list-style-type: none"><li>• First Name</li><li>• Middle Name</li><li>• Birth Date</li></ul>		
COE Information	N/A	<ul style="list-style-type: none"><li>• Residency Date</li><li>• Name of School District</li><li>• Birth Date Verification Code</li><li>• Multiple Birth</li><li>• Gender</li></ul>	Prepopulated from COE	Student Identification
<b>Enrollment</b>				
Enrollment Information	N/A	<ul style="list-style-type: none"><li>• District</li><li>• Building</li><li>• Grade Name</li><li>• Enrollment Date</li></ul>	Prepopulated from KIDS	Enrollment Identification
<b>Courses</b>				
Display STCO data	N/A	<ul style="list-style-type: none"><li>• District</li><li>• Bldg No.</li><li>• Local Student ID</li><li>• Grade Level</li><li>• KCC ID</li><li>• Local Course ID</li><li>• Local Course Title</li><li>• Course Status</li><li>• Educator Bldg. No</li><li>• Teacher Last Name</li><li>• Teacher First Name</li><li>• Final Grade Percent</li><li>• Final Grade Letter</li></ul>	Prepopulated from KIDS	Course Information
<b>Priority for Service</b>				

Field Name	Req/ Opt	Values	Comments	Used For
Table A - Interruption during the Regular School Year	R	<ol style="list-style-type: none"><li>1. QAD of XX/XX/20XX (or start of regular school year) until end of regular school year in 20XX.</li><li>2. Moved from one district to another due to migrant lifestyle.</li><li>3. Absent for two or more weeks and then returns due to migrant lifestyle.</li><li>4. Officially withdrawn and gone for at least two weeks and then re-enrolled due to migrant lifestyle.</li></ol>	Projects must determine which students have the highest priority for services and serve them first. In order to be PFS a student must meet at least one of the criteria in both Table A and B.	PFS Determination  PFS is collected in the CSPR
Table B - At-Risk of Failing to Meet State Standards Criteria	R	<ol style="list-style-type: none"><li>5. Scored Academic Warning or Below Standard Reading Assessment</li><li>6. Scored Academic Warning or Below Standard Mathematics Assessment</li><li>7. Scored Academic Warning or Below Standard Writing Assessment</li><li>8. Scored Academic Warning or Below Standard Science Assessment</li><li>9. Scored Academic Warning or Below</li></ol>	Projects must determine which students have the highest priority for services and serve them first. In order to be PFS a student must meet at least one of the criteria in both Table A and B.	PFS Determination

Field Name	Req/ Opt	Values	Comments	Used For
		<p>Standard Social Studies Assessment</p> <p>10. Scored below proficient on State Assessments from other States.</p> <p>11. Scored below 50th percentile on norm-referenced test (Reading and/or Mathematics).</p> <p>12. Is below the grade level on any K-3 Reading diagnostic Assessment.</p> <p>13. Classified as non-English or limited English proficient on LAS, IPT, LPTS or Kansas English Proficiency Assessment (KELPA).</p> <p>14. Is behind in accruing credits toward graduation requirements.</p> <p>15. Placed in a class that is not age appropriate.</p> <p>16. Has grades indicating below average performance in Mathematics and/or Language Arts at the elementary level.</p> <p>17. Has grades indicating below average performance in Mathematics, Language</p>		

Field Name	Req/ Opt	Values	Comments	Used For
		Arts, Sciences or Social Studies at the middle or high school level. 18. Repeated a grade level or course.		
<b>Services</b>				
Responsible Service Agency	R	List of all districts	Prepopulated from Kansas Educational Directory	Determining end of eligibility
Graduation Status	R	<ul style="list-style-type: none"><li>• Graduated</li><li>• Completed GED</li></ul>	Completion of high school is the end goal of the migrant program	Determining end of eligibility
<b>Instructional Services</b>				
Term	R	Regular School Year		Collected in CSPR
Service	R	<ul style="list-style-type: none"><li>• After/Before School Instruction</li><li>• High School Credit Accrual</li><li>• In Class Direct Instruction</li><li>• Math Instruction</li><li>• Reading Instruction</li></ul>		Collected in CSPR
Provided By	R	<ul style="list-style-type: none"><li>• Teacher</li><li>• Paraprofessional</li></ul>		Collected in CSPR
Term	R	Summer/Intersession		Collected in CSPR
Service	R	<ul style="list-style-type: none"><li>• After/Before School Instruction</li><li>• High School Credit Accrual</li><li>• In Class Direct Instruction</li><li>• Math Instruction</li><li>• Reading Instruction</li></ul>		Collected in CSPR
Provided By	R	<ul style="list-style-type: none"><li>• Teacher</li><li>• Paraprofessional</li></ul>		Collected in CSPR

Field Name	Req/ Opt	Values	Comments	Used For
<b>MEP funded Support Services</b>				
Term	R	Regular School Year		Collected in CSPR
Service	R	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• Health</li> <li>• Necessary Educational Supplies</li> <li>• OSY Life Skills</li> <li>• Preschool</li> <li>• Transportation</li> </ul>		Collected in CSPR
Term	R	Summer/Intersession		Collected in CSPR
Service	R	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• Education Services</li> <li>• Health</li> <li>• Migrant Family Literacy</li> <li>• Necessary Educational Supplies</li> <li>• Nutrition</li> <li>• OSY Life Skills</li> <li>• Preschool</li> <li>• Social Services for Migrant Families</li> <li>• Transportation</li> </ul>		Collected in CSPR
<b>Non MEP funded Support Services</b>				
Term	O	Regular School Year		Reports
Service	O	<ul style="list-style-type: none"> <li>• ESOL</li> <li>• SPED</li> </ul>		Reports
Provided By	O	<ul style="list-style-type: none"> <li>• Teacher</li> <li>• Paraprofessional</li> </ul>		Reports
Term	O	Summer/Intersession		Reports
Service	O	<ul style="list-style-type: none"> <li>• ESOL</li> <li>• SPED</li> </ul>		Reports
Provided By	O	<ul style="list-style-type: none"> <li>• Teacher</li> <li>• Paraprofessional</li> </ul>		Reports

Field Name	Req/ Opt	Values	Comments	Used For
<b>Referred Services</b>				
Term	R	Regular School Year		Collected in CSPR
District	R	List of all districts	Prepopulated from Kansas Educational Directory	Verification that services are being accessed
Service	R	<ul style="list-style-type: none"><li>• Adult Basic Education Classes</li><li>• Computer Literacy Classes</li><li>• Early Childhood Classes</li><li>• Food and Clothing Assistance</li><li>• GED or Pre-GED Classes</li><li>• Health and Dental Screenings</li><li>• Job Training Programs</li><li>• Nutrition and Health Education Workshops</li><li>• Parenting Classes (for eligible youth)</li></ul>		Collected in CSPR
Provided By	R	<ul style="list-style-type: none"><li>• Teacher</li><li>• Paraprofessional</li><li>• Other</li></ul>		Collected in CSPR
Verified Services Received	R	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>		Collected in CSPR
Term	R	Regular School Year		Collected in CSPR
District	R	List of all districts	Prepopulated from Kansas Educational Directory	Verification that services are being accessed
Service	R	<ul style="list-style-type: none"><li>• Adult Basic Education Classes</li><li>• Computer Literacy Classes</li><li>• Early Childhood Classes</li><li>• Food and Clothing Assistance</li></ul>		Collected in CSPR

Field Name	Req/ Opt	Values	Comments	Used For
		<ul style="list-style-type: none"><li>• GED or Pre-GED Classes</li><li>• Health and Dental Screenings</li><li>• Job Training Programs</li><li>• Nutrition and Health Education Workshops</li><li>• Parenting Classes (for eligible youth)</li></ul>		
Provided By	R	<ul style="list-style-type: none"><li>• Teacher</li><li>• Paraprofessional</li><li>• Other</li></ul>		Collected in CSPR
Verified Services Received	R	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>		Collected in CSPR



Online Data Tool (ODT)

Overview

The System is a tool that allows schools without their own Student Information System (SIS) to generate KIDS Collection files in the format that the KIDS system can “read” and process. Using the ODT, schools can enter and update the data fields that the KIDS system requires and generate pre-formatted KIDS Collection files. ODT is targeted to small districts and schools that do not have an SIS in place. However, other schools may wish to use the ODT for storing certain small subpopulations of students (such as preschoolers) who would not normally be stored in an SIS.

Changes from the 2014-2015 school year:

- Fields added and removed to match the KIDS Collection System File Specifications.
- Values added and removed from fields to match the KIDS Collection System File Specifications.

File Layout	Remove the following fields: <ul style="list-style-type: none"><li>• Socio-Economic Status (SES) Indicator</li><li>• End of Pathways Grouping Indicator 1</li><li>• End of Pathways Grouping Indicator 2</li><li>• End of Pathways Assessment</li><li>• CTE cPass Proctor ID</li><li>• CTE cPass Proctor Name</li></ul>	
File Layout	Add the following new fields: <ul style="list-style-type: none"><li>• Comprehensive Agriculture Grouping Indicator</li><li>• Animal Systems Grouping Indicator</li><li>• Plant Systems Grouping Indicator</li><li>• Manufacturing Production Grouping Indicator</li><li>• Design and Pre-Construction Grouping Indicator</li><li>• Finance Grouping Indicator</li><li>• Comprehensive Business Grouping Indicator</li><li>• Comprehensive Agriculture Assessment</li><li>• Animal Systems Assessment</li><li>• Plant Systems Assessment</li></ul>	

	<ul style="list-style-type: none"> <li>• Manufacturing Production Assessment</li> <li>• Design and Pre-Construction Assessment</li> <li>• Finance Assessment</li> <li>• Comprehensive Business Assessment</li> </ul>	
Collection Level-ENRL	Remove the following fields to ENRL records: <ul style="list-style-type: none"> <li>• Socio-Economic Status (SES) Indicator</li> </ul>	
Collection Level-MILT	Remove the MILT Collection.	No longer need the second count day for Military funding under Block Grant funding.
Collection Level-EXIT	Remove the following field to EXIT records: <ul style="list-style-type: none"> <li>• Socio-Economic Status (SES) Indicator</li> </ul>	
Collection Level-TEST	Add the following fields to TEST records: <ul style="list-style-type: none"> <li>• Comprehensive Agriculture Grouping Indicator</li> <li>• Animal Systems Grouping Indicator</li> <li>• Plant Systems Grouping Indicator</li> <li>• Manufacturing Production Grouping Indicator</li> <li>• Design and Pre-Construction Grouping Indicator</li> <li>• Finance Grouping Indicator</li> <li>• Comprehensive Business Grouping Indicator</li> <li>• Comprehensive Agriculture Assessment</li> <li>• Animal Systems Assessment</li> <li>• Plant Systems Assessment</li> <li>• Manufacturing Production Assessment</li> <li>• Design and Pre-Construction Assessment</li> <li>• Finance Assessment</li> <li>• Comprehensive Business Assessment</li> </ul> Remove the following fields from TEST records: <ul style="list-style-type: none"> <li>• Socio-Economic Status (SES) Indicator</li> <li>• End of Pathways Grouping Indicator 1</li> <li>• End of Pathways Grouping Indicator 2</li> <li>• End of Pathways Assessment</li> <li>• CTE cPass Proctor ID</li> <li>• CTE cPass Proctor Name</li> </ul>	

Collection Level-EOYA	Remove the following fields to EOYA records <ul style="list-style-type: none"> <li>Socio-Economic Status (SES) Indicator</li> </ul>	
Field Level	Update Version number in header to 11.	
Field Level	Update Current School Year to 2016.	
Field Level	Add value to Exit/Withdrawal Type <ul style="list-style-type: none"> <li>23 = Student with an extended absence at the beginning of the school year, planning to return</li> </ul>	
Field Level	Remove value from Post-Graduation Plans <ul style="list-style-type: none"> <li>9 = Receiving Special Education Transition Services</li> </ul>	
Field Level	Remove values: <ul style="list-style-type: none"> <li>Blank = None</li> <li>AM = Autism</li> <li>DB = Deaf/blindness</li> <li>DD = Developmentally delayed (ages 3-9 only)</li> <li>ED = Emotional disturbance</li> <li>HI = Hearing Impairment</li> <li>ID = Intellectual disability</li> <li>LD = Specific learning disability</li> <li>MD = Multiple disabilities</li> <li>OH = Other health impairment</li> <li>OI = Orthopedic impairment</li> <li>SL = Speech/language disability</li> <li>TB = Traumatic brain injury</li> <li>VI = Visual Impairment</li> </ul> Add values <ul style="list-style-type: none"> <li>ND = No Disability</li> <li>WD = Yes, is on an IEP and receives special education services</li> </ul>	
Field Level	Update value name for First Language: <ul style="list-style-type: none"> <li>10 = Filipino, Tagalog, Visaya (Phillippines)</li> <li>20 = Farsi, Daric, Tajiki (Persian in Iran, Afghanistan, and Tajikistan)</li> <li>21 = Chuukese or Pohnpeian (Marshall Island/Micronesia)</li> <li>23 = Burmese, Karen Languages of Myanmar</li> <li>28 = Sign Language (ASL or Other Sign)</li> </ul>	Help reduce the number of students entered as Other.

	<ul style="list-style-type: none"><li>• 29 = Serb, Croatian, or Montenegrin</li><li>• 38 = Mayan, Quiche, K'iche', Mam (Guatemala &amp; Mexico)</li></ul> Add additional languages to First Language: <ul style="list-style-type: none"><li>• 48 = Kinyarwanda</li><li>• 49 = Quechua (of Peru, Bolivia, Ecuador)</li></ul> Remove the values from First Language: <ul style="list-style-type: none"><li>• 30 = Croatian</li><li>• 32 = Karen Languages (Burma/Myanmar)</li><li>• 37 = Dari</li><li>• 39 = Mam</li><li>• 41 = Visaya</li><li>• 43 = Other signed language</li><li>• 44 = English – with other language background</li></ul>	
Field Level	Remove value from General CTE Assessment <ul style="list-style-type: none"><li>• 2 = General CETE Assessment</li></ul> Add values to General CTE Assessment <ul style="list-style-type: none"><li>• 1 = Yes, test in this content area</li><li>• 3 = Yes, test in this content are with Career Competency Qualifier (CCQ)</li></ul>	
Field Level	Change the Field name from Kansas English Language Proficiency Assessment (KELPA) to State English Language Proficiency Assessment.	

## Online Data Tool (ODT) Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Description	Used For
<b>Students</b>				
Last Name	R	Text	The name borne in common by members of the student's family.	Create KIDS Collection files.
First Name	R	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Create KIDS Collection files.
Middle Name	O	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Create KIDS Collection files.
Generation Code	O	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Create KIDS Collection files.
Gender	R	<ul style="list-style-type: none"> <li>0=Female</li> <li>1=Male</li> </ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Create KIDS Collection files.
Date of Birth	R	MM/DD/YYYY	The month, day and year on which the student was born.	Create KIDS Collection files.
Accountability School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building that is held accountable for the student's education through measures of average daily attendance, state assessment scores, etc.	Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
Residence District	R	Use the district number (e.g., D0101) assigned by the state. In the case of out-of-state residences, use the 2-letter State code for that State (e.g., NE for Nebraska). This identifier can be found in the Kansas Educational Directory.	The unique number of the district, assigned by the state, in which a student resides.	Create KIDS Collection files.
Grade	R	<ul style="list-style-type: none"><li>• 00=Birth-2yrs</li><li>• 01=3-Yr-Old Preschooler</li><li>• 02=4-Yr-Old Preschooler</li><li>• 03=5-Yr-Old and Older Preschooler</li><li>• 04=4-Yr-Old At-Risk</li><li>• 05=Kindergarten</li><li>• 06=First Grade</li><li>• 07=Second Grade</li><li>• 08=Third Grade</li><li>• 09=Fourth Grade</li><li>• 10=Fifth Grade</li><li>• 11=Sixth Grade</li><li>• 12=Seventh Grade</li><li>• 13=Eighth Grade</li><li>• 14=Ninth Grade</li><li>• 15=Tenth Grade</li><li>• 16=Eleventh Grade</li><li>• 17=Twelfth Grade</li><li>• 18=Not Graded</li></ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Create KIDS Collection files.
Local Student Identifier	R	Text	The unique value assigned to the student by the school or local education agency.	Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
Hispanic Ethnicity	R	<ul style="list-style-type: none"><li>Y=Hispanic/Latino</li><li>N=Not Hispanic/Latino</li></ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Create KIDS Collection files.
State Student Identifier	R	Text	The unique number assigned to the student by the KIDS Assignment System.	Create KIDS Collection files.
Current School Year	R	Text	The ending year of the current school year. For example, if it is the 2015-2016 school year, enter 2016.	Create KIDS Collection files.
Funding School Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The accredited building or District Central Office where the student's enrollment is counted for state funding purposes.	Create KIDS Collection files.
Attendance /Program Identifier	R	The unique number that has been assigned to the school building by the state. This identifier can be found in the Kansas Educational Directory.	The school or program in which the student is physically located and attends class.	Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
Virtual Education Student	R	<ul style="list-style-type: none"> <li>0 = Student is not a Virtual Education Student and has not been one during the current school year.</li> <li>1 = Student is currently a Virtual Education Student.</li> <li>2 = Student is not currently a Virtual Education Student, but has been at some point during the current school year.</li> <li>3 = Virtual AP Student</li> </ul>	Indicator of whether a student is participating in a virtual education school or program that is approved for State funding.	Create KIDS Collection files.
School Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school.	Create KIDS Collection files.
District Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in a school district.	Create KIDS Collection files.
State Entry Date	R	MM/DD/YYYY	The month, day, year on which the student enrolls and begins to receive instructional services in Kansas.	Create KIDS Collection files.
Cumulative Membership Days	R	Text	The number of days the student has been enrolled in this school/program when school was in session during the school year.	Create KIDS Collection files.
Cumulative Attended Days	R	Text	The number of days the student has been present in this school/program when school was in session during the current school year.	Create KIDS Collection files.
Truant Student	R	<ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul>	An indicator of whether or not the student has been truant at any time during the current school year.	Create KIDS Collection files.



Field Name	Req/ Opt	Values	Description	Used For
Minutes Enrolled	R	Text	The number of minutes per day that the student was enrolled in a district on September 20.	Create KIDS Collection files.
Concurrent HS Enrollment	R	<ul style="list-style-type: none"><li>• 0 = None</li><li>• 1 = Any Kansas Board of Regents approved and funded CTE course at a Technical College or Community College</li><li>• 2 = Community college</li><li>• 3 = State university</li><li>• 4 = Private college or other postsecondary</li><li>• 5 = High school CTE program outside of main campus</li></ul>	A description of a second educational program enrollment for a high school student at an accredited program or institution on September 20.	Create KIDS Collection files.
Exit/Withdrawal Date	O	MM/DD/YYYY	The month, day, year of the student's last day of membership or the date on which the student graduated or the date on which a student with disabilities met district graduation requirements for a regular diploma.	Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
Exit/Withdrawal Type	O	<ul style="list-style-type: none"><li>• 1 = Transfer to a public school in the same district</li><li>• 2 = Transfer to a public school in a different district in Kansas</li><li>• 3 = Transfer to a public school in a different state</li><li>• 4 = Transfer to an accredited private school in Kansas or in a different state</li><li>• 5 = Transfer to non-accredited private school in Kansas or in a different state</li><li>• 6 = Transfer to home schooling</li><li>• 7 = Matriculation to another school</li><li>• 8 = Graduated with regular diploma</li><li>• 10 = Student death</li><li>• 11 = Student illness</li><li>• 12 = Student expulsion (or long-term suspension)</li><li>• 13 = Reached maximum age for services</li><li>• 14 = Discontinued schooling</li></ul>	The circumstances under which the student exited from membership in this district or school.	Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"><li>• 15 = Transfer to an accredited or non-accredited Juvenile Correctional Facility where educational services are provided</li><li>• 16 = Moved within the US, not known to be enrolled in school</li><li>• 17 = Unknown</li><li>• 18 = Student data claimed in error</li><li>• 19 = Transfer to a GED completion program</li><li>• 20 = Transferred to a juvenile or adult correctional facility where educational services are not provided</li><li>• 21 = Student moved to another country, may or may not be continuing</li><li>• 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</li></ul>		

Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"><li>• 23 = Student with extended absence at beginning of school year, planning to return</li><li>• 98 = Unresolved Exit</li><li>• 99 = Undo a previously submitted EXIT record</li></ul>		Create KIDS Collection files.
Special Circumstances Transfer	R	<ul style="list-style-type: none"><li>• 0 = No transfer under these provisions</li><li>• 2 = Transfer using unsafe school provision</li></ul>	An indication of whether the student's transfer was related to provisions of federal law.	Create KIDS Collection files.
Post Graduation Plans	R	<ul style="list-style-type: none"><li>• 1 = 4-year college or University</li><li>• 2 = 2-Year College</li><li>• 3 = Other Type of College/Other Postsecondary</li><li>• 4 = Employment</li><li>• 5 = Unemployment</li><li>• 6 = Parenting</li><li>• 7 = Military Service</li><li>• 8 = All Other Graduates/Status Unknown</li></ul>	The intended post-secondary direction of graduates.	Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Race	R	<ul style="list-style-type: none"> <li>Position 5-White</li> <li>Position 4-Native Hawaiian or Other Pacific Islander</li> <li>Position 3-Black or African American</li> <li>Position 2-Asian</li> <li>Position 1-American Indian Or Alaska Native</li> </ul> <p>Allowable values in each position:</p> <ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Create KIDS Collection files.
National Lunch Program	R	<ul style="list-style-type: none"> <li>0 = Not Eligible</li> <li>1 = Eligible for Reduced Price Lunch</li> <li>2 = Eligible for Free Lunch</li> </ul>	An indication of the student's eligibility for free or reduced price lunch programs.	Create KIDS Collection files.
Primary Disability Code	R	<ul style="list-style-type: none"> <li>ND = No Disability</li> <li>WD = Yes, is on an IEP and receives special education services</li> </ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Act (IDEA-Part B), which documents that the student receives special education services. Reported only if the student has a primary area of disability.	Create KIDS Collection files.
Gifted Student Code	X	<ul style="list-style-type: none"> <li>Blank = None</li> <li>GI = Giftedness</li> </ul>	An indication of whether or not the student has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.	Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
Qualified for 504	R	<ul style="list-style-type: none"><li>0 = Not a 504 qualified student and has not been this school year</li><li>1 = Currently a 504 qualified student</li><li>2 = Not currently a 504 qualified student but has been this school year</li></ul>	An indication of whether or not the student is a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.	Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
Residence of Homeless Student	R	<ul style="list-style-type: none"><li>• 0 = Not a homeless student.</li><li>• 1 = Accompanied homeless student doubled up.</li><li>• 2 = Accompanied homeless student stayed in hotel/motel.</li><li>• 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care.</li><li>• 5 = Accompanied homeless student was unsheltered.</li><li>• 6 = Unaccompanied homeless student doubled up.</li><li>• 7 = Unaccompanied homeless student stayed in hotel/motel.</li><li>• 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care.</li><li>• 9 = Unaccompanied homeless student was unsheltered.</li></ul>	<p>An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate residence and had a primary nighttime resident that meet the requirements under the federal McKinney-Vento Homeless Assistance Act.</p> <p>The term “unaccompanied homeless student” includes youth in homeless situations who are not in the physical custody of a parent or guardian.</p>	Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
ESOL/Bilingual Program Entry Date	X	MM/DD/YYYY	The date an English Language Learner (ELL) qualifies for services English for Speakers of Other Languages (ESOL)/Bilingual Program based on an English Language Proficiency test.	Create KIDS Collection files.
USA Entry Date	X	MM/DD/YYYY	The month, day, year on which the student first entered and began to receive instructional services in a school or an educational institution in the USA.	Create KIDS Collection files.



First Language	R	<ul style="list-style-type: none"><li>• 0 = English</li><li>• 1 = Chinese (Mandarin, Cantonese, or Taiwanese)</li><li>• 2 = Dinka (Sudanese)</li><li>• 3 = French</li><li>• 4 = High German</li><li>• 5 = Hmong</li><li>• 6 = Khmer (Cambodian)</li><li>• 7 = Korean</li><li>• 8 = Lao</li><li>• 10 = Filipino, Tagalog, Visaya (Phillippines)</li><li>• 11 = Russian</li><li>• 13 = Spanish</li><li>• 14 = Vietnamese</li><li>• 15 = Arabic</li><li>• 16 = Other</li><li>• 17 = Somali</li><li>• 18 = Thai</li><li>• 19 = Portuguese</li><li>• 20 = Farsi, Daric, Tajiki (Persian in Iran, Afghanistan, Tajikistan)</li><li>• 21 = Chuukese or Pohnpeian (Marshall Island/Micronesia)</li><li>• 22 = Bosnian</li><li>• 23 = Burmese, Karen Languages of Myanmar</li><li>• 24 = Hindi</li><li>• 25 = Urdu</li><li>• 26 = Swahili or Kiswahili</li></ul>	The primary language or dialect (not ethnicity) of the student, according to the student's Home Language Survey.	Create KIDS Collection files.
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Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"><li>• 27 = Nepali</li><li>• 28 = Sign Language (ASL or Other Sign)</li><li>• 29 = Serb, Croatian, or Montenegrin</li><li>• 31 = Turkish</li><li>• 33 = Haitian/Haitian Creole</li><li>• 34 = Gujarati</li><li>• 35 = Punjabi</li><li>• 36 = Pashto, Pusto, or Afghan</li><li>• 38 = Mayan, Quiche, K'iche', Mam (Guatemala &amp; Mexico)</li><li>• 40 = Ilokano</li><li>• 42 = Low German</li><li>• 45 = Native American Languages</li><li>• 46 = Japanese</li><li>• 47 = Amharic</li><li>• 48 = Kinyarwanda</li><li>• 49 = Quechua (of Peru, Bolivia, Ecuador)</li></ul>		Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
ESOL/Bilingual Program Participation Code	R	<ul style="list-style-type: none"> <li>0 = Not an ESOL eligible student and not an ESOL monitored student</li> <li>1 = Title III Funded</li> <li>2 = State ESOL/Bilingual Funded</li> <li>3 = Both Title III and State ESOL/Bilingual Funded</li> <li>4 = Monitored ESOL student</li> <li>5 = ESOL program eligible, but not currently receiving ESOL services</li> <li>6 = Receives ESOL services and not funded with Title III and/or State ESOL Funding</li> </ul>	The type of ESOL/Bilingual Program in which the student participates.	Create KIDS Collection files.
ESOL/Bilingual Program Ending Date	X	MM/DD/YYYY	Date (month, day, and year) student exits or becomes ineligible for an ESOL/Bilingual program.	Create KIDS Collection files.
ESOL/Bilingual Contact Minutes	X	Text	The number of minutes the student received instruction from an ESOL endorsed teacher in an approved ESOL/Bilingual program on September 20.	Create KIDS Collection files.
Career and Technical Education Contact Minutes	X	Text	The number of minutes a high school student received instruction in an approved for funding career and technical education course (or in state approved courses) on September 20.	Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
Title I Participation	R	<ul style="list-style-type: none"> <li>0 = Did not receive Title I services at any time during the school year</li> <li>1 = Yes, is currently receiving Title I services in a Title I school wide</li> <li>2 = Yes, received services in a Targeted Assisted school at some time during the school year</li> <li>3 = Yes, this is a student attending a nonpublic school who receives Title I services from the public school district</li> </ul>	Indicator of whether the student received Title I services at any time during the school year.	Create KIDS Collection files.
Miles Transported	R	Text	The number of miles a student is transported one way at the school or district's expense.	Create KIDS Collection files.
Transportation FTE	R	Text	The student's round-trip transportation to school to the nearest tenth.	Create KIDS Collection files.
Transportation Address	X	Text	The street number and street name of the address that is used for bus transportation on September 20.	Create KIDS Collection files.
Transportation City	X	Text	The name of the city in which the address is located.	Create KIDS Collection files.
Transportation Zip Code	X	Text	The five or nine digit zip code portion of the transportation address.	Create KIDS Collection files.
Non-Resident Transportation	R	<ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul>	An indication that the student is attending the district under an agreement by the district under KSA 72-1046b.	Create KIDS Collection files.
Child of Military Family	R	<ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul>	An indicator of whether or not the student has a parent who is on active duty in the U. S. military.	Create KIDS Collection files.

Field Name	Req/ Opt	Values	Description	Used For
Immigrant Student	R	<ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes, and receiving Title III Immigrant Services</li> <li>2 = Yes, but not receiving Title III Immigrant Services</li> </ul>	An indicator of whether or not the student is an immigrant, defined as being aged 2 through 21, not born in any state in the United States, and not being in attendance in schools in the states for more than three full academic years.	Create KIDS Collection files.
Country of Birth	X	Text	Indicates the country of birth for Immigrant students.	Create KIDS Collection files.
Refugee Status	R	<ul style="list-style-type: none"> <li>0 = Not a refugee</li> <li>1 = Yes, has refugee status or has had refugee status at some point during the current school year</li> </ul>	A refugee is any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.	Create KIDS Collection files.
Neglected Student	R	<ul style="list-style-type: none"> <li>0 = Not served under Title I Part A this year</li> <li>1 = Currently served under Title I Part A</li> <li>2 = Not currently served under Title I Part A but has been this school year</li> </ul>	A flag that identifies a neglected student who was served under Title I Part A funds at some time during the year.	Create KIDS Collection files.
Math Grouping Indicator 1	O	Text	The primary way by which the district wants mathematics test tickets sorted for distribution to schools.	Test Management
Math Grouping Indicator 2	O	Text	The secondary way by which the district wants mathematics test tickets sorted within Grouping Indicator 1.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
English Language Arts – ELA Grouping Indicator 1	O	Text	The primary way by which the district wants English Language Arts (ELA) test tickets sorted for distribution to schools.	Test Management
English Language Arts – ELA Grouping Indicator 2	O	Text	The secondary way by which the district wants English Language Arts (ELA) test tickets sorted with in Grouping Indicator 1.	Test Management
Science Grouping Indicator 1	O	Text	The primary way by which the district wants science test tickets sorted for distribution to schools.	Test Management
Science Grouping Indicator 2	O	Text	The secondary way by which the district wants science test tickets sorted within Grouping Indicator 1.	Test Management
History/Gov Grouping Indicator 1	O	Text	The primary way by which the district wants history/government test tickets sorted for distribution to schools.	Test Management
History/Gov Grouping Indicator 2	O	Text	The secondary way by which the district wants history/government test tickets sorted within Grouping Indicator 1.	Test Management
General CTE Grouping Indicator 1	O	Text	The primary way by which the district wants the general CTE test tickets sorted for distribution to schools.	Test Management
General CTE Grouping Indicator 2	O	Text	The secondary way by which the district wants the general CTE test tickets sorted within Grouping Indicator 1.	Test Management
Comprehensive Agriculture Grouping Indicator	O	Text	The way by which the district wants Comprehensive Agriculture test tickets sorted for distribution to schools.	Test Management
Animal Systems Grouping Indicator	O	Text	The way by which the district wants Animal Systems test tickets sorted for distribution to schools.	Test Management
Plant Systems Grouping Indicator	O	Text	The way by which the district wants Plant Systems test tickets sorted for distribution to schools.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
Manufacturing Production Grouping Indicator	O	Text	The way by which the district wants Manufacturing Production test tickets sorted for distribution to schools.	Test Management
Design and Pre-Construction Grouping Indicator	O	Text	The way by which the district wants Design and Pre-Construction test tickets sorted for distribution to schools.	Test Management
Finance Grouping Indicator	O	Text	The way by which the district wants Finance test tickets sorted for distribution to schools.	Test Management
Comprehensive Business Grouping Indicator	O	Text	The way by which the district wants Comprehensive Business test tickets sorted for distribution to schools.	Test Management
ELPA Grouping Indicator 1	O	Text	This field will not be used during the 2015-2016 school year.	Test Management
ELPA Grouping Indicator 2	O	Text	This field will not be used during the 2015-2016 school year.	Test Management
State Mathematics Assessment	R*	<ul style="list-style-type: none"> <li>0 = No test in this content area</li> <li>2 = CETE General Assessment</li> <li>3 = DLM/Alternate</li> <li>N = Special Assessment Waiver (e.g. ACT, Explore)</li> <li>C = Clear test subject indicator</li> </ul>	An indication of the test options the student will take in this subject area during the current school year.	Test Management
State Mathematics DLM Proctor ID	O	The unique number assigned to the educator by the state in the Educator Licensure System.	A licensed educator that requires access to the student's assessment data through KITE.	Test Management
State Mathematics DLM Proctor Name	O	Text	The name of the educator that should have access to the student's assessment data through KITE.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
State English Language Arts – ELA Assessment	R*	<ul style="list-style-type: none"> <li>0 = No test in this content area</li> <li>2 = CETE General Assessment</li> <li>3 = DLM/Alternate</li> <li>N = Special Assessment Waiver (e.g. ACT, Explore)</li> <li>C = Clear test subject indicator</li> </ul>	An indication of the test options the student will take in this subject area during the current school year.	Test Management
State English Language Arts – ELA DLM Proctor ID	O	The unique number assigned to the educator by the state in the Educator Licensure System.	A licensed educator that requires access to the student's assessment data through KITE.	Test Management
State English Language Arts – ELA DLM Proctor Name	O	Text	The name of the educator that should have access to the student's assessment data through KITE.	Test Management
State Science Assessment	R*	<ul style="list-style-type: none"> <li>0 = No test in this content area</li> <li>2 = CETE General Assessment</li> <li>3 = DLM/Alternate</li> <li>N = Special Assessment Waiver (e.g. ACT, Explore)</li> <li>C = Clear test subject indicator</li> </ul>	An indication of the test options the student will take in this subject area during the current school year.	Test Management
State Science DLM Proctor ID	O	The unique number assigned to the educator by the state in the Educator Licensure System.	A licensed educator that requires access to the student's assessment data through KITE.	Test Management



Field Name	Req/ Opt	Values	Description	Used For
State Science DLM Proctor Name	O	Text	The name of the educator that should have access to the student's assessment data through KITE.	Test Management
State History/Gov Assessment	R*	<ul style="list-style-type: none"><li>0 = No test in this content area</li><li>2 = CETE General Assessment</li><li>3 = DLM/Alternate</li><li>C = Clear test subject indicator</li></ul>	An indication of the test options the student will take in this subject area during the current school year.	Test Management
General CTE Assessment	R*	<ul style="list-style-type: none"><li>0 = No test in this content area</li><li>1 = Yes, test in this content area</li><li>3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Agriculture Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 2 = Yes, test in this content area with Power, Structural, and Technical Systems module</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• 4 = Yes, test in this content area with Power, Structural, and Technical module and Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
Animal Systems Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
Plant Systems Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 2 = Yes, test in this content area with Horticulture module</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• 4 = Yes, test in this content area with Horticulture module and Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
Manufacturing Production Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
Design and Pre-Construction Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
Finance Assessment	R*	<ul style="list-style-type: none"><li>• 0 = No test in this content area</li><li>• 1 = Yes, test in this content area</li><li>• 2 = Yes, test in this content area with Accounting module</li><li>• 3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>• 4 = Yes, test in this content area with Accounting module and Career Competency Qualifier (CCQ)</li><li>• C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management

Field Name	Req/ Opt	Values	Description	Used For
Comprehensive Business Assessment	R*	<ul style="list-style-type: none"><li>0 = No test in this content area</li><li>1 = Yes, test in this content area</li><li>3 = Yes, test in this content area with Career Competency Qualifier (CCQ)</li><li>C = Clear test subject indicator</li></ul>	An indication of the test options the student will take for this CTE cPass assessment during the current school year.	Test Management
State English Language Proficiency Assessment	R*	<ul style="list-style-type: none"><li>0 = No test in this content area</li><li>1 = ELPA for current or monitored ESOL student</li><li>2 = ELPA for student who is ESOL program eligible, but not currently receiving ESOL program services</li><li>C = Clear test subject indicator</li></ul>	An indication of the test options in this subject area during the current school year.	Test Management
User Field 1	O	Text	Optional field to be used at district's discretion.	None
User Field 2	O	Text	Optional field to be used at district's discretion.	None
User Field 3	O	Text	Optional field to be used at district's discretion.	None
Edit By	R	Text	Username for person editing the record.	Auditing
Edit Date	R	MM/DD/YYYY	Date record was last edited.	Auditing

R Required = Must contain a valid non-blank value

R\* Required = Must contain a valid non-blank value, including zero

X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value

O Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response.

Glossary

Term	Definition
DLM	Dynamic Learning Maps Alternate Assessment System, the assessment used to assess students with significant cognitive disabilities.
CETE	Center for Educational Testing and Evaluation, the vendor that administers the state assessments in Kansas. It is part of the University of Kansas' Achievement and Assessment Institute.
CTE	Career and Technical Education
cPass	Career Pathways Assessment System, an assessment that blends academic and hands-on skill assessment to measure high school student's readiness for postsecondary education and entry into the workforce.
KITE	Kansas Interactive Testing Engine client is the software that students use to take the state assessments.

## Outcomes Web System

### Overview

The Kansas Department of Health and Environment, Part C Infant-Toddler Services, and the Kansas State Department of Education, Part B preschool program, have worked together to develop a collaborative system for collecting and reporting early childhood outcomes data as required by the U.S. Department of Education, Office of Special Education Programs (OSEP). Outcome data is used at the federal level to examine the effectiveness of state programs serving children with disabilities from birth through age five, and the plan for collecting data is included in the State Performance Plan (SPP) and annual outcomes data is reported in the Annual Performance Report.

The three early childhood outcomes are:

1. Positive social-emotional skills (including social relationships),
2. Acquisition and use of knowledge and skills (including early language/communication, and literacy for three, four, and five year olds), and
3. Taking appropriate action to meet their needs.

To determine child progress on the outcomes, information is collected at two points in time: 1) when children first enter the early intervention or preschool program and 2) when children permanently exit the early intervention or preschool program. Assessment information is collected and used in a rating process using the Child Outcomes Summary Form, developed by the [Early Childhood Outcomes Center](#), to document the rating process. This information is then submitted into a statewide data collection system administered through the Kansas State Department of Education called the Outcomes Web Based System (OWS).

**No changes from the 2014-2015 school year.**

## Outcomes Web System Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Description	Used For
<b>Outcomes Web System Data</b>				
<b>Data Entry/Review/Print</b>				
Kids ID	R	Unique 10-digit numeric value, system assigned	This child's certificate of eligibility ID	Individual Student Tracking
<b>Search for Child</b>				
Search For:	R	Alphanumeric	Searches for a specific child by first name, last name, or Kids ID.	Individual Student Record Access
<b>Reports</b>				
Kids ID	R	Unique 10-digit numeric value, system assigned	This child's certificate of eligibility ID	Individual Student Tracking
District ID	R	Alphanumeric	The unique number that has been assigned to the district by the state. In this case, it is the unique number of the district where the student resides.	Student/District Tracking
Last Name	R	Free text	Student's legal last name (paternal). If child has multiple or hyphenated last name, contains the first part.	Individual Student Tracking
First Name	R	Free text	A name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	Individual Student Tracking
Middle Initial	O	Free text	A secondary name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	Individual Student Tracking
Date of Birth	R	mm/dd/yyyy	The month, day, and year on which the student was born.	Individual Student Tracking
Record Type	R	<ul style="list-style-type: none"> <li>• Program Entry</li> <li>• Program Exit</li> <li>• Org Entry</li> <li>• Org Exit</li> </ul>	The user can edit the program entry and exit (eg. date of birth, gender). When a child changes districts, the org. entry and org. exit can also be edited.	Tracking individual student progress
Outcome 1	R	<ul style="list-style-type: none"> <li>• 1 = Not Yet</li> <li>• 2</li> </ul>	Positive socio-emotional skills rating (including social relationships)	Federal Reporting Requirement for Early Childhood Special Education Section 619



Field Name	Req/ Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>3 = Emerging</li> <li>4</li> <li>5 = Somewhat</li> <li>6</li> <li>7 = Completely</li> </ul>	<ul style="list-style-type: none"> <li>The most appropriate rating between 1 and 7 is chosen by the rater.</li> <li>The supporting evidence must include at least one of the eight curriculum-based assessments if the child is rated below a 6 on any of the three outcomes.</li> </ul>	
Outcome 2	R	<ul style="list-style-type: none"> <li>1 = Not Yet</li> <li>2</li> <li>3 = Emerging</li> <li>4</li> <li>5 = Somewhat</li> <li>6</li> <li>7 = Completely</li> </ul>	Acquiring and using knowledge and skills rating <ul style="list-style-type: none"> <li>The most appropriate rating between 1 and 7 is chosen by the rater.</li> <li>The supporting evidence must include at least one of the eight curriculum-based assessments if the child is rated below a 6 on any of the three outcomes.</li> </ul>	Federal Reporting Requirement for Early Childhood Special Education Section 619
Outcome 3	R	<ul style="list-style-type: none"> <li>1 = Not Yet</li> <li>2</li> <li>3 = Emerging</li> <li>4</li> <li>5 = Somewhat</li> <li>6</li> <li>7 = Completely</li> </ul>	Taking appropriate action to meet needs rating <ul style="list-style-type: none"> <li>The most appropriate rating between 1 and 7 is chosen by the rater.</li> <li>The supporting evidence must include at least one of the eight curriculum-based assessments if the child is rated below a 6 on any of the three outcomes.</li> </ul>	Federal Reporting Requirement for Early Childhood Special Education Section 619
Service Date	R	mm/dd/yyyy	The service date is the last or first date of service, or the date of organizational exit or entry.	Federal Reporting Requirement for Early Childhood Special Education Section 619
<b>Part B KIDS Parameterized Data Report</b>				
Date Range Selection	R	<ul style="list-style-type: none"> <li>Date of Service</li> <li>Date of Database Entry</li> <li>From (mm/dd/yyyy)</li> <li>To (mm/dd/yyyy)</li> </ul>	Produces filtered results of the aggregate data described in the reports section above based on either date of service or date of database entry.	Federal Reporting Requirement for Early Childhood Special Education Section 619
District Selection	R	<ul style="list-style-type: none"> <li>All Districts</li> <li>Single District (with drop-down district selection list)</li> </ul>	Produces filtered results of the aggregate data described in the reports section above based on the district(s) alphanumeric identification.	Federal Reporting Requirement for Early Childhood Special Education Section 619

Field Name	Req/ Opt	Values	Description	Used For
Report Format Selection	R	<ul style="list-style-type: none"> <li>PDF</li> <li>Excel</li> </ul>		
<b>Part B KIDS No Permanent Exit Report</b>				
District Selection	R	<ul style="list-style-type: none"> <li>All Districts</li> <li>Single District (with drop-down district selection list)</li> </ul>	Produces filtered results of the aggregate data described in the reports section above based on the district(s) alphanumeric identification.	Federal Reporting Requirement for Early Childhood Special Education Section 619
Report Format Selection	R	<ul style="list-style-type: none"> <li>PDF</li> <li>Excel</li> </ul>		
<b>Part B KIDS with Permanent Exit Report</b>				
Date Range Selection	R	<ul style="list-style-type: none"> <li>Date of Service</li> <li>Date of Database Entry</li> <li>From (mm/dd/yyyy)</li> <li>To (mm/dd/yyyy)</li> </ul>	Produces filtered results of the aggregate data described in the reports section above for kids permanently exiting Part B services based on either date of service or date of database entry.	Federal Reporting Requirement for Early Childhood Special Education Section 619
District Selection	R	<ul style="list-style-type: none"> <li>All Districts</li> <li>Single District (with drop-down district selection list)</li> </ul>	Produces filtered results of the aggregate data described in the reports section above for kids permanently exiting Part B services based on the district(s) alphanumeric identification.	Federal Reporting Requirement for Early Childhood Special Education Section 619
Report Format Selection	R	<ul style="list-style-type: none"> <li>PDF</li> <li>Excel</li> </ul>	Choose from the PDF or Excel file option.	An Excel file allows us to create additional reports.
<b>Summary Statement Report</b>				
Fiscal Year Selection	R	Alphanumeric	Drop-down menu listing state fiscal years dating back to the implementation of the database	Historical reports and Federal reporting under Section 619.
District Selection	R	<ul style="list-style-type: none"> <li>All Districts</li> <li>Single District (with drop-down district selection list)</li> </ul>	Produces filtered results of the aggregate data described in the reports section above for kids participating in Part B services based on the district(s) alphanumeric identification. The report is itemized by outcome.	Federal Reporting Requirement for Early Childhood Special Education Section 619
<b>Administrator Options</b>				
<b>Edit History Options</b>				

Field Name	Req/ Opt	Values	Description	Used For
Summary Edit Reasons	R	<ul style="list-style-type: none"> <li>• Typed the wrong information</li> <li>• Date of birth needs to be updated</li> <li>• Wrong district chosen from drop down menu</li> <li>• Family relocated out of state without notification</li> <li>• Consolidation 2010</li> <li>• Provided with updated information</li> </ul>	Edit options allow KSDE administration to modify an existing child record with updated and/or corrected information.	Allows for correcting inaccurate data entry.
Report Selection	R	<ul style="list-style-type: none"> <li>• None</li> <li>• Test entry</li> </ul>		
<b>Edit Contacts</b>				
Edit Contacts	R	Alphanumeric	State-level administrator contact information (up to five contacts)	Provides the user a KSDE contact name and number for assistance purposes.
<b>Delete Old Entries</b>				
Delete Old Entries	R	Alphanumeric, alphabetized list: <ul style="list-style-type: none"> <li>• Last name, first name</li> <li>• Kids ID (10-digit)</li> <li>• Date of Birth (mm/dd/yyyy)</li> <li>• View record link</li> </ul>	Children listed in this field were never included in an Early Childhood Outcomes report, and are too old to be exited from their respective programs properly. The user has the option to download a PDF of the report or delete selected children from the list manually.	Cleaning up old data that is not included in any reporting.
<b>Change Kids ID</b>				
Kids ID of child to update	R	Numeric	Updates Outcomes Web System history records with current data from KIDS. Entering a Kids ID for update produces a page with child information including the current Kids ID in KIDS, the child's name in KIDS, the child's date of birth in KIDS,	Allows the user to assign a new ID and/or remove duplicate ID's for a child.

Field Name	Req/ Opt	Values	Description	Used For
			the child's OWS assessment history, the old KIDS ID, the new Kids ID, and the date of change.	
<b>Reports</b>				
Part B Admin Annual ECO Report	R	<ul style="list-style-type: none"><li>Fiscal year (numeric)</li><li>Format Selection (PDF or Excel)</li></ul>	Produces sorted results of the aggregate data described in the reports section above for kids participating in Part B services based on the district(s) alphanumeric identification. The report is itemized by outcome.	Federal Reporting Requirement for Early Childhood Special Education Section 619
Summary Statement Report	R	<ul style="list-style-type: none"><li>Fiscal Year</li><li>All Districts</li><li>Single District (with drop-down district selection list)</li><li>Format Selection (PDF or Excel)</li></ul>	Produces sorted results of the aggregate data described in the reports section above for kids participating in Part B services based on the district(s) alphanumeric identification. The report is itemized by outcome.	Federal Reporting Requirement for Early Childhood Special Education Section 619
Part B Admin Kids ID Report	R	<ul style="list-style-type: none"><li>Format (PDF or Excel)</li></ul>	Produces sorted results of Kids ID numbers by district.	Federal Reporting Requirement for Early Childhood Special Education Section 619
Part B Admin Annual ECO Report	R	<ul style="list-style-type: none"><li>Format (PDF or Excel)</li></ul>	Produces sorted results of Kids ID numbers by district. Identifies districts with no entry.	Federal Reporting Requirement for Early Childhood Special Education Section 619

Search KIDS/Add Child to KIDS				
Child's Legal First Name	Y	Alphanumeric	Child's legal first name verified against KIDS Assignment System. The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Student Identification
Child's Legal Middle Name	N	Alphanumeric	Child's legal middle name verified against KIDS Assignment System. The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Student Identification
Child's Legal Last Name	Y	Alphanumeric	Child's legal lasts name verified against KIDS Assignment System. The name borne in common by members of the student's family.	Student Identification
Generation Code	N	Alphanumeric	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III) verified against KIDS Assignment System.	Student Identification
Gender	Y	<ul style="list-style-type: none"><li>• 0: Female</li><li>• 1: Male</li></ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species verified against KIDS Assignment System.	Student Identification
Date of Birth	Y	MM/DD/YYYY	The month, day and year on which the child was born verified against KIDS Assignment System.	Student Identification

# Pathways

## Overview

The Pathways system is based on a nationwide initiative to move Career and Technical Education into a Cluster/Pathway model. A “Career Pathway Program of Study Application” (CPPSA) is a sequence of courses designed to reach a specific CTE goal. The CPPSA must be applied for and approved by the Kansas State Department of Education (KSDE). A pathway exists to mechanize and transform the Career and Technical Education application process into a fully automated system. A pathway also hosts the data collection portion of Career and Technical Education.

Note: All reporting is done at the aggregate level; individual student data is not reported at any level.

### **The following changes will be made to the Pathways system for 2015-2016:**

- A Local ID field will be added to the Pathways Courses report;
- The Program of Study table that duplicates data when there is more than 1 program of study in the pathway will be fixed;
- Multiple Approval/Disapproval letters that have been sent to the districts;
- A drop-down menu will be added for Certification Name to the Student Certification and Credentials Totals report; and,
- An issue with the Duplicate course information will be fixed within the Course Utilization report

### Pathways Data Dictionary 2015-2016

Field Name	Req/Opt	Values	Description	Used For
assessment_type	O		A free-form text field where the user can enter a description for the type of assessment used	Program of Study/User Entry
competency_percent	R	Alpha-numeric; percentage	The overall percentage of the competency score assigned by 3rd party assessment for a concentrator who exited	Perkins funding and Federal Reporting
exit_reason	O	Free-form text	The reason given to a Concentrator Who Exited for Other Reasons for exiting the program	Perkins State Plan
pathways_followup_status_id	R	1 - Employed 2 - Employed - Not Related to Program 3 - Continued Education 4 - Military 5 - No Placement 6 - Unknown 7 - Advanced Training	The unique ID assigned to the follow-up status record in the database	Perkins funding and Federal Reporting
pathways_student_status_id	R	1 - Participant 2 - Concentrator 3 - Concentrator who exited 4 - Concentrator who exited for other reasons	A number indicating if the student is a participant (has accrued 1 credit hour) or a concentrator (has accrued 3 credit hours) in a single pathway program.	Perkins funding and Federal Reporting
pathways_student_status_id	R	1 - Participant 2 - Concentrator 3 - Concentrator who exited 4 - Concentrator who exited for other reasons	A number indicating if the student is a participant (has accrued 1 credit hour) or a concentrator (has accrued 3 credit hours) in a single pathway program.	Perkins funding and Federal Reporting

pathways_student_status_id	R	1 - Participant 2 - Concentrator 3 - Concentrator who exited 4 - Concentrator who exited for other reasons	A number indicating if the student is a participant (has accrued 1 credit hour) or a concentrator (has accrued 3 credit hours) in a single pathway program.	Perkins funding and Federal Reporting
single_parent	R	0 - not a single parent -1 - single parent	An indication of whether or not the student is a single parent	Perkins funding and Federal Reporting
pass	R	0 - no, did not pass -1 - yes, passed	An indication of whether or not the student passed the assessment	Perkins funding and Federal Reporting
pass	R	0 - no, did not pass -1 - yes, passed	An indication of whether or not the student passed the assessment	Perkins funding and Federal Reporting
nontraditional	R	male - male female - female	An indication of whether males or females are underrepresented in the workplace for the career targeted by a program	Perkins funding and Federal Reporting
nontraditional	R	male - male female - female	An indication of whether males or females are underrepresented in the workplace for the career targeted by a program	Perkins funding and Federal Reporting
org_no	R	Alpha-numeric; pre-populated based on the user's login. (Format: D0XXX)	The unique identifier for the district associated with the CPPSA	Perkins funding and Federal Reporting
name	R	Employed - Related to Program - Employed - Not Related to Program - Continued Education - Military - No Placement - Unknown - Advanced Training -	The current status of the student (concentrator) who exited during the previous school year	Perkins funding and Federal Reporting



pathways_followup_status_id	R	1 - Employed - Related to Program 2 - Employed - Not Related to Program 3 - Continued Education 4 - Military 5 - No Placement 6 - Unknown 7 - Advanced Training	The unique ID assigned to the status record	Perkins funding and Federal Reporting
name	R	Participant - Concentrator - Concentrator who exited - Concentrator who exited for other reasons - No Status -	The name of the student's status in a single pathway program	Perkins funding and Federal Reporting
name	R	Participant - Concentrator - Concentrator who exited - Concentrator who exited for other reasons - No Status -	The name of the student's status in a single pathway program	Perkins funding and Federal Reporting
name	R	Participant - Concentrator - Concentrator who exited - Concentrator who exited for other reasons - No Status -	The name of the student's status in a single pathway program	Perkins funding and Federal Reporting

pathways_student_status_id	R	1 - Participant 2 - Concentrator 3 - Concentrator who exited 4 - Concentrator who exited for other reasons 5 - No Status	A number indicating if the student is a participant (has accrued 1 credit hour) or a concentrator (has accrued 3 credit hours) in a single pathway program.	Perkins funding and Federal Reporting
pathways_student_status_id	R	1 - Participant 2 - Concentrator 3 - Concentrator who exited 4 - Concentrator who exited for other reasons 5 - No Status	A number indicating if the student is a participant (has accrued 1 credit hour) or a concentrator (has accrued 3 credit hours) in a single pathway program.	Perkins funding and Federal Reporting
pathways_student_status_id	R	1 - Participant 2 - Concentrator 3 - Concentrator who exited 4 - Concentrator who exited for other reasons 5 - No Status	A number indicating if the student is a participant (has accrued 1 credit hour) or a concentrator (has accrued 3 credit hours) in a single pathway program.	Perkins funding and Federal Reporting
name	R	None - No gender specified Male - Male Female - Female	The gender of the student that is underrepresented in the workplace for the career targeted by the Pathway	Perkins funding and Federal Reporting
name	R	None - No gender specified Male - Male Female - Female	The gender of the student that is underrepresented in the workplace for the career targeted by the Pathway	Perkins funding and Federal Reporting
state_pathway_non_trad_gender_id	R	1 - None 2 - Male 3 - Female	The unique id associated with the non-traditional gender record in the database	Perkins funding and Federal Reporting
state_pathway_non_trad_gender_id	R	1 - None 2 - Male 3 - Female	The unique id associated with the non-traditional gender record in the database	Perkins funding and Federal Reporting

state_pathway_non_trad_gender_id	R	1 - None 2 - Male 3 - Female	The unique id associated with the non-traditional gender record in the database	Perkins funding and Federal Reporting
state_pathway_non_trad_gender_id	R	1 - None 2 - Male 3 - Female	The unique id associated with the non-traditional gender record in the database	Perkins funding and Federal Reporting
active	R	0 - No -1 - Yes	A flag indicating if the assessment tool used to evaluate the students is in effect and can be used.	System Function
assess_instrument_ID	R		The unique identifier assigned to the instrument used for the assessment	System Function
cipcode	R		Classification of Instructional Program (CIP) Code. The CIP is a 6 digit taxonomic coding scheme that contains titles and descriptions of primarily postsecondary instructional programs.	System Function
cipcode_ID	R		A unique ID assigned to CIP code record in the database	System Function
descr	R		The full description of the CIP code	System Function
expiration_date	R		The date the CIP code expired	System Function
title	R		The Title or Name of the CIP code	System Function
committee_member_role_ID	R	1 - Chair 2 - Vice-Chair 3 - Recorder/Secretary	A code identifying the role held by the committee member of the pathway.	Advisory Committee/User Entry

role	R	Chair - Chair Vice-Chair - Vice-Chair Recorder/Secretary - Recorder/Secretary	The role the individual holds on the CTE Advisory Committee	Advisory Committee/User Entry
committee_member_type_ID	R		A unique identifier assigned to the committee member type record in the database	Advisory Committee/User Entry
member_type	R	1 - Business/Industry Rep 2 - Post-Secondary Rep 3 - Student Rep 4 - Ex-Officio Member	The type of position or occupation of the Advisory Committee member	Advisory Committee/User Entry
committee_member_ID	R		A unique identifier assigned to the committee member in the database	Advisory Committee/User Entry
company	O	Free-form text	The company at which the advisory committee member works	Perkins State Plan
email	O		The email address of the advisory committee member	Advisory Committee/User Entry
first_name	O	Free-form text	The advisory committee member's first name	Perkins State Plan
last_name	O	Free-form text	The advisory committee member's last name	Perkins State Plan
occupation_ID	O	Numeric	The unique identifier assigned by KSDE to the occupation of the advisory committee member record in the database	Perkins State Plan

course_level	R	Introductory - The introductory level of the CTE course's progression Technical - The technical level of the CTE course's progression Application - The application level of the CTE course's progression Exploratory - The exploratory level of the CTE course's progression	The level of progression for which the CTE course (for an approved cluster/pathway) falls	System Function
course_level	R	Introductory - The introductory level of the CTE course's progression Technical - The technical level of the CTE course's progression Application - The application level of the CTE course's progression Exploratory - The exploratory level of the CTE course's progression	The level of progression for which the CTE course (for an approved cluster/pathway) falls	System Function
course_level_ID	R	2 - Introductory 3 - Technical 4 - Application 1 - Exploratory	The unique ID assigned to the CTE course progression level in the database	System Function
approval_ID	R		The unique ID assigned to the approval record in the database	KSDE Review

decline_reason_ID	R	1 - Advisory Committee 2 - Articulation Agreement 3 - Course/Credit Sequence 4 - Program of Study 5 - Teacher Licensure/Certification 6 - Other - see comments	The code given to the reason for the KSDE or District Authority's decision to decline a pathway	KSDE Review
approval_ID	R		The unique ID assigned to the approval record in the database	KSDE Review
approval_level_id	R	0 - District/Org Approve 3 - KSDE Approve	The code identifying the user role of the person who approved the pathway	KSDE Review
comments	R		A text field where information can be entered giving further explanation about the approval decision	KSDE Review
cpps_a_id	R		A unique ID identifying a specific pathway program of study application (CPPSA)	KSDE Review
school_yr	R		The school year a pathway was approved and available at the building level	KSDE Review
signature	R		The signature of the District Approve role who approves the Pathway to be submitted to KSDE	KSDE Review
status_by	R		The name of the person from the Common Authentication login used to change the status	KSDE Review
status_date	R		The date the status was changed	KSDE Review

status_ID	R	40 - Approved 41 - Declined 42 - Released 43 - Reopened	The unique identifier assigned to the status of cppsa	KSDE Review
comment	R		The comments entered by the District Authority if he or she selected "Other - see comments" for the decision to decline a pathway	KSDE Review
cppsa_comment_id	R		The unique id associated to the comment record in the database table	KSDE Review
cppsa_id	R		A unique ID identifying a specific pathway program of study application (CPPSA)	KSDE Review
cppsa_id	O		A unique ID identifying a specific pathway program of study application (CPPSA)	Improvement Plan/User Entry
developed_plan1	O	Free-form text	A text field where information is entered by the Advisory Committee about the items that were reviewed, executive and updated within in the Annual Pathways Improvement Plan for year 1	Perkins State Plan
developed_plan2	O	Free-form text	A text field where information is entered by the Advisory Committee about the items that were reviewed, executive and updated within in the Annual Pathways Improvement Plan for year 2	Perkins State Plan

developed_plan3	O	Free-form text	A text field where information is entered by the Advisory Committee about the items that were reviewed, executive and updated within in the Annual Pathways Improvement Plan for year 3	Perkins State Plan
meeting_date	O		The date that the Advisory Committee met	Improvement Plan/User Entry
meeting_id	O		The unique id associated to the meeting record in the database table	Improvement Plan/User Entry
reviewed_data	O		A text field where a summary of the meeting is added by the Advisory Committee	Improvement Plan/User Entry
cpps_a_course_ID	R		A unique ID identifying a specific pathway program of study application at a unique building or school.	System Function
cpps_a_course_ID	R		A unique ID identifying a specific pathway program of study application at a unique building or school.	System Function
cpps_a_id	R		A unique ID identifying a specific pathway program of study application (CPPSA)	System Function
credits	R		The number of credits for a course	Program of Study/User Entry
kansas_course_code	R		The unique identifier given to each course the district has mapped in the KCCMS. Includes attributes indicated for the individual course during the mapping process in KCCMS.	Program of Study/User Entry



local_course_id	R		The unique ID associated with the course in the Kansas Course Code Management System (KCCMS)	Program of Study/User Entry
local_course_title	R		The local title of the course	Program of Study/User Entry
state_course_identifier	R		The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.	System Function
state_pathway_course_ID	R		The unique identifier of a state pathway course	System Function
state_subject_code	R		The 2-digit code given to the state subject area.	System Function
cppsa_ID	R		A unique ID identifying a specific pathway program of study application (CPPSA)	System Function
ctso_ID	R		The unique identifier for the Career and Technical Student Organization (CTSO) affiliated with the pathway	System Function
assess_instrument_addl_info	R		The name of the assessment instrument	Program of Study
id	R		The unique ID assigned to the assessment instrument	System Function
programofstudy_ID	R		The unique ID assigned to the program of study application record in the database	System Function
id	R		The unique ID assigned to the record in the database	System Function
name	O	[Need to include values; drop-down; are these required?]	A certificate or credential attained by the student	Perkins State Plan
name	O	[Need to include values; drop-down; are these required?]	A certificate or credential attained by the student	Perkins State Plan

programofstudy_ID	R		The unique ID assigned to the program of study application record in the database	System Function
courses	R		A description or name of the course within the CPPSA	Program of Study/User Entry
courses	R		A description or name of the course within the CPPSA	Program of Study/User Entry
local_course_id	R		The unique ID associated with the course in the Kansas Course Code Management System (KCCMS)	Program of Study/User Entry
programofstudy_course_ID	R		The unique ID assigned to the program of study application course record in the database	Program of Study/User Entry
programofstudy_group_ID	R	1 - English/Language Arts 2 - Math 3 - Science 4 - Social Studies/Sciences 5 - Career and Technical Courses and/or Degree Major Courses for Pathway 6 - Other Required Courses, Other Electives, Recommended Electives, Learner Activities	The unique ID assigned to the program of study group	Program of Study/User Entry

programofstudy_group_ID	R	1 - English/Language Arts 2 - Math 3 - Science 4 - Social Studies/Sciences 5 - Career and Technical Courses and/or Degree Major Courses for Pathway 6 - Other Required Courses, Other Electives, Recommended Electives, Learner Activities	The unique ID assigned to the program of study group	Program of Study/User Entry
programofstudy_group_ID	R	1 - English/Language Arts 2 - Math 3 - Science 4 - Social Studies/Sciences 5 - Career and Technical Courses and/or Degree Major Courses for Pathway 6 - Other Required Courses, Other Electives, Recommended Electives, Learner Activities	The unique ID assigned to the program of study group	Program of Study/User Entry
programofstudy_ID	R		The unique ID assigned to the program of study record in the database	Program of Study/User Entry
programofstudy_yr	R		The available grade levels associated with each program of study (e.g. 9 = Gr Level 14 = Freshman)	Program of Study/User Entry
cipcode_ID	R		A unique ID used to reference a pathway or cipcode in the database.	System Function

saved_fileext	R		The file type extension of the statewide articulation agreement	System Function
saved_filename	R		The file name of the statewide articulation agreement	System Function
statewidearticulation_ID	R		The unique ID assigned to the statewide articulation agreement	System Function
uploaded_filename	R		The name of the articulation agreement that was uploaded to the database	System Function
cpps_a_ID	R		A unique ID identifying a specific pathway program of study application (CPPSA)	System Function
institution_id	R		The unique ID assigned to the post-secondary institution	System Function
org_no	R		The unique identifier for the district associated with the CPPSA	System Function
org_no	R		The unique identifier for the district associated with the CPPSA	System Function
programofstudy_ID	R		The unique ID assigned to the program of study application record in the database	System Function
career_goal_1	O		The student's description of his/her primary career interest or goal	Career Goals/User Entry
career_goal_2	O		The student's description of his/her secondary career interest or goal	Career Goals/User Entry
career_goal_3	O		The student's description of his/her third career interest or goal	Career Goals/User Entry
career_goal_4	O		The student's description of his/her fourth career interest or goal	Career Goals/User Entry

career_goal_5	O		The student's description of his/her fifth career interest or goal	Career Goals/User Entry
cipcode_goal	O		The CIP code of the Pathway the student is interested in going into	Career Goals/User Entry
cpps_a_id	R		A unique ID identifying a specific pathway program of study application (cpps_a) to which the student has been assigned	System Function
cpps_a_id	R		A unique ID identifying a specific pathway program of study application (cpps_a) to which the student has been assigned	System Function
followup_edit_by	R		The user name of the KSDE user that entered the follow-up information into the database	System Function
followup_edit_date	R		The date the KSDE user entered the follow-up information into the database	System Function
kids_id	R		The state student identifier of a student in the KIDS database that is assigned to a course approved in the pathway	System Function
pathways_followup_satisfaction_id	R	1 - Very Satisfied 2 - Satisfied 3 - Unsatisfied	The unique ID assigned to the follow-up satisfaction record in the database	Perkins funding and Federal Reporting
status_edit_by	R		The user name of the KSDE user that entered the student information into the database	System Function
status_edit_date	R		The date the KSDE user edited the student information into the database	System Function
cpps_a_id	R		A unique ID identifying a specific pathway program of study application (CPPSA)	System Function

cppsaprogramofstudy_assess_instruments_id	R		The unique id assigned to the assessment instrument provided to the student	System Function
kids_id	R		The state student identifier of a student in the KIDS database that was given the assessment	System Function
cppsaprogramofstudy_id	R		A unique ID identifying a specific pathway program of study application (CPPSA)	System Function
cppsaprogramofstudy_certification_id	R		The unique ID assigned to the program of study certification record in the database	System Function
kids_id	R		The state student identifier of a student in the KIDS database that awarded the certification	System Function
cipcode_id	R		A unique ID used to reference a pathway or cipcode record in the database.	System Function
cppsaprogramofstudy_id	R		A unique ID identifying a specific pathway program of study application (CPPSA)	System Function
bldg_no	R		A unique four digit integer number assigned to the building as identified in statewide directory database.	System Function
cppsaprogramofstudy_ID	R		A unique ID identifying a specific pathway program of study application (CPPSA)	System Function
form_completer_username	R		The username of the individual who completed the CPPS Application	System Function
org_no	R		A unique code assigned to the district which the pathway building is part of as identified in the directory database.	System Function

previously_approved	R	0 - No, not previously approved -1 - Yes, previously approved	An indication of whether the CPPSA was approved in a previous year	System Function
requires_reapproval	R	0 - No, does not require approval -1 - Yes, requires approval	An indication of whether a KSDE response request has been asked in the notes/questions section	System Function
school_yr	R		The school year a pathway is available at the building level.	System Function
state_pathway_ID	R		An automatically generated ID for each available pathway statewide.	System Function
status_date	R		The date the current status was assigned to the CPPSA	System Function
status_ID	R	1 - In Progress 2 - Released 3 - Approved by District 4 - Declined by District 6 - Approved by KSDE 7 - Declined by KSDE 8 - Canceled/Deleted	The current approval status of the CPPSA	KSDE Review
ctso_ID	R		The unique ID assigned to the Career and Technical Student Organization	System Function
full_name	R		The full name or description of the Career and Technical Student Organization	System Function
short_name	R		The short name or acronym of the Career and Technical Student Organization	System Function

decline_reason_ID	R	1 - Section IIa: Advisory Committee 2 - Section IV: Articulation Agreement 3 - Section III: Course/Credit Sequence 4 - Section IV: Program of Study 5 - Teacher License/Certification 6 - Other - see comments 8 - Testing 9 - Section IV: Certification/Credential 10 - Section IIb: Advisory Committee Meeting	The code given to the reason for a decision to decline a pathway	KSDE Review
descr	R	Section IIa: Advisory Committee - Section IV: Articulation Agreement - Section III: Course/Credit Sequence - Section IV: Program of Study - Teacher License/Certification - Other - see comments - Testing - Section IV: Certification/Credential - Section IIb: Advisory Committee Meeting -	The reason for KSDE's decision to decline a pathways	KSDE Review



Current_Grade_Level	R	00 - Age Birth-2 01 - 3-Yr-Old Preschooler 02 - 4-Yr-Old Preschooler 03 - 5-Yr-Old Preschooler 04 - 4-Year-Old At-Risk 05 - Kindergarten 06 - First grade 07 - Second grade 08 - Third grade 09 - Fourth grade 10 - Fifth grade 11 - Sixth grade 12 - Seventh grade 13 - Eighth grade 14 - Ninth grade 15 - Tenth grade 16 - Eleventh grade 17 - Twelfth grade 18 - Not graded	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session as documented in the KIDS system	System Function
grade_name	R		A description of the numeric version of the grade level	System Function
grade_number	R		The numeric version of the grade level of the student with an approved pathway	System Function
bldg_no	R		A unique number assigned to the building by the state	System Function
cipcode	R		Classification of Instructional Program (CIP) Code. The CIP is a 6 digit taxonomic coding scheme that contains titles and descriptions of primarily postsecondary instructional programs.	System Function

Non-Traditional-Name	R		The short name of the non-traditional program	System Function
Non-Traditional-Name	R		The short name of the non-traditional program	System Function
programname	R		The full name of the non-traditional program	System Function
programname	R		The full name of the non-traditional program	System Function
occupation_ID	R		The unique ID assigned to the occupation record in the database	Advisory Committee/User Entry
title	R		The title of the occupation	Advisory Committee/User Entry
approval_ID	R		The unique ID assigned the pathway approval record in the database	System Function
bldg_no	R		A unique number assigned to the building associated with the CPPSA	System Function
cipcode	R		Classification of Instructional Program (CIP) Code. The CIP is a 6 digit taxonomic coding scheme that contains titles and descriptions of primarily postsecondary instructional programs.	System Function
cpps_a_id	R		A unique ID identifying a specific pathway program of study application (CPPSA)	System Function
school_yr	R		The year in which the approval status of the pathway was given	System Function
state_pathway	R		The name of the state pathway	System Function
state_pathway_ID	R		An automatically generated ID for each available pathway statewide.	System Function

status	R	Approved - Approved pathway Not approved - Not approved pathway	The status of the pathway	KSDE Review
status_date	R		The date the status was applied to the pathway	KSDE Review
status_ID	R	40 - Approved 41 - Declined 42 - Released 43 - Reopened	The unique ID assigned to the status (approved or not approved) pathway	KSDE Review
action	R	View/Print - Edit - Cancel/Delete - Release - Respond to Note - Review - Approve/Decline - Assign Teachers - Update Current Students - Reopen Pathway - Assign Students - Update Previous Students -	An action taken or needing to be taken towards a specific pathway at a specific building.	System Function

action_ID	R	1 - View/Print 2 - Edit 3 - Cancel/Delete 4 - Release 6 - Respond to Note 7 - Review 8 - Approve/Decline 9 - Assign Teachers 10 - Update Current Students 11 - Reopen Pathway 12 - Assign Students 13 - Update Previous Students	A unique identifier identifying the action taken towards a specific pathway at a specific building.	System Function
active	R	0 - No -1 - Yes	An indication of whether the status of the cppsa is active or not	System Function
descr	R	1 - In Progress 2 - Released 3 - Approved by District 4 - Declined by District 6 - Approved by KSDE 7 - Declined by KSDE 8 - Canceled/Deleted 20 - Not Started 21 - Incomplete/Errors 22 - Valid 30 - Recommend to APPROVE 31 - Recommend to DECLINE 40 - Approved 41 - Declined 42 - Released 43 - Reopened	A description of the cppsa status	System Function

status_ID	R	1 - In Progress 2 - Released 3 - Approved by District 4 - Declined by District 6 - Approved by KSDE 7 - Declined by KSDE 8 - Canceled/Deleted 20 - Not Started 21 - Incomplete/Errors 22 - Valid 30 - Recommend to APPROVE 31 - Recommend to DECLINE 40 - Approved 41 - Declined 42 - Released 43 - Reopened	The unique ID assigned to a cppsa status	System Function
status_type	R	CPPSA - CPPSA_Approval - CPPSA_Recommend - CPPSA_Section -	The cppsa status type	KSDE Review
name	R	Very Satisfied - Satisfied - Unsatisfied -	The name or description of the satisfaction rating	Perkins funding and Federal Reporting
pathways_followup_satisfaction_id	R	1 - Very Satisfied 2 - Satisfied 3 - Unsatisfied	The unique ID assigned to the student's satisfaction rating after the follow-up meeting with a concentrator who exited	Perkins funding and Federal Reporting
fice_ID	O		The post-secondary institution's Federal Interagency Committee on Education Identifier	System Function
institution_ID	O		The unique ID assigned to the post-secondary institution	System Function

institution_name	O		The name of the post-secondary institution	System Function
active	R	0 - No -1 - Yes	An indication of whether the program of study group is active or not	System Function
group_name	R	English/Language Arts - Math - Science - Social Studies/Sciences - Career and Technical Courses and/or Degree Major C - Other Required Courses,Other Electives, Recommend -	The name of the group under which the course in the program of study falls	Program of Study/User Entry
group_name	R	English/Language Arts - Math - Science - Social Studies/Sciences - Career and Technical Courses and/or Degree Major C - Other Required Courses,Other Electives, Recommend -	The name of the group under which the course in the program of study falls	Program of Study/User Entry

group_name	R	English/Language Arts - Math - Science - Social Studies/Sciences - Career and Technical Courses and/or Degree Major C - Other Required Courses,Other Electives, Recommend -	The name of the group under which the course in the program of study falls	Program of Study/User Entry
programofstudy_group_ID	R	1 - English/Language Arts 2 - Math 3 - Science 4 - Social Studies/Sciences 5 - Career and Technical Courses and/or Degree Major Courses for Pathway 6 - Other Required Courses,Other Electives, Recommended Electives, Learner Activities	The unique ID assigned to the program of study group	Program of Study/User Entry
programofstudy_group_ID	R	1 - English/Language Arts 2 - Math 3 - Science 4 - Social Studies/Sciences 5 - Career and Technical Courses and/or Degree Major Courses for Pathway 6 - Other Required Courses,Other Electives, Recommended Electives, Learner Activities	The unique ID assigned to the program of study group	Program of Study/User Entry

programofstudy_group_ID	R	1 - English/Language Arts 2 - Math 3 - Science 4 - Social Studies/Sciences 5 - Career and Technical Courses and/or Degree Major Courses for Pathway 6 - Other Required Courses,Other Electives, Recommended Electives, Learner Activities	The unique ID assigned to the program of study group	Program of Study/User Entry
programofstudy_group_id	R	1 - English/Language Arts 2 - Math 3 - Science 4 - Social Studies/Sciences 5 - Career and Technical Courses and/or Degree Major Courses for Pathway	The unique ID assigned to the program of study group denoted by year	Program of Study/User Entry
programofstudy_group_id	R	1 - English/Language Arts 2 - Math 3 - Science 4 - Social Studies/Sciences 5 - Career and Technical Courses and/or Degree Major Courses for Pathway	The unique ID assigned to the program of study group denoted by year	Program of Study/User Entry
programofstudy_group_id	R	1 - English/Language Arts 2 - Math 3 - Science 4 - Social Studies/Sciences 5 - Career and Technical Courses and/or Degree Major Courses for Pathway	The unique ID assigned to the program of study group denoted by year	Program of Study/User Entry



programofstudy_group_id	R	1 - English/Language Arts 2 - Math 3 - Science 4 - Social Studies/Sciences 5 - Career and Technical Courses and/or Degree Major Courses for Pathway	The unique ID assigned to the program of study group denoted by year	Program of Study/User Entry
programofstudy_yr	R		The available grade levels associated with each program of study (e.g. 9 = Gr Level 14 = Freshman).	Program of Study/User Entry
active	R	0 - No -1 - Yes	A flag indicating if the code given to the group of years indicated is in effect and can be used.	System Function
programofstudy_yr	R		The available grade levels associated with each program of study (e.g. 9 = Gr Level 14 = Freshman).	Program of Study/User Entry
career_cluster_link	O		The internet address or URL (universal resource locator) for a resource, website, or specific file related to the career cluster	System Function
state_career_cluster_ID	R		The unique ID of the state career cluster	System Function
title	R		The title of the career cluster	System Function
consultant_username	R		The username of the consultant signed on to the Pathways application	System Function
lead	O	0 - no -1 - yes	An indication of whether the consultant is the lead consultant	System Function
state_pathway_consultant_ID	R		The unique ID assigned to the consultant	System Function
state_pathway_ID	R		An automatically generated ID for each available pathway statewide.	System Function

school_year	R		The year for which the course is available in a pathway at the state level	System Function
state_pathway_course_ID	R		The unique ID assigned to the state pathway course.	System Function
competency_profile_url	O		The internet address or URL for the competency profile related to the pathway course	System Function
course_level_ID	R	1 - Exploratory 2 - Introductory 3 - Technical 4 - Application	The unique ID assigned to the CTE pathway course progression level in the database	System Function
state_course_id	R		The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.	System Function
state_course_id	R		The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.	System Function
state_course_title	R		The 5-digit state course code and title of the course	System Function
state_course_title	R		The 5-digit state course code and title of the course	System Function
state_pathway_course_ID	R		The unique ID assigned to the state pathway course.	System Function
state_pathway_ID	R		An automatically generated ID for each available pathway statewide.	System Function
cipcode_ID	R		A unique ID used to reference a pathway or cipcode record in the database.	System Function

state_career_cluster_ID	R		The unique id assigned to the state career cluster	System Function
state_pathway_ID	R		An automatically generated ID for each available pathway statewide.	System Function
state_pathway_link	O		The Pathway design link in the application.	System Function
title	R		The name or title of the pathway	System Function
title	R		The name or title of the pathway	System Function
assess_instruments_ID	R		The unique id assigned to the assessment tool used by the student	System Function
descrip	R		The description of the assessment tool used by the student	System Function
school_yr	R		The year for a reported school session.	System Function
state_pathway_assessment_ID	R		The unique id assigned to the state pathway assessment	System Function
state_pathways_ID	R		An automatically generated ID for each available pathway statewide.	System Function

## SPEDPro

### Overview

Application is used to collect the data elements as required under sec. 618 of the Individuals with Disabilities Education Act.

Application for Catastrophic Aid and Non-Public Equivalency reimbursement

#### **Changes from the 2014-2015 school year.**

- Evaluation dates no longer collected
- Evidence of Receiving agency no longer collect
- Weeks of service no longer collected

## SPEDPro Data Dictionary 2015-2016

Field Name	Required /Optional /Conditional	Values	Description	Used For
KIDS ID	R	10 digit Numeric	Unique student identifier	Validation for IDEA 618 reporting requirements
Last Name, Student's Legal	R	60 character Alpha	Student name	Validation for IDEA 618 reporting requirements
Student's Gender	R	M F	Gender of student	IDEA 618 required reported value
Student's Birth Date	R	Date format	Date of birth	IDEA 618 required reported value
School Year	R	MM/DD/YYYY	Current school year	Validation for IDEA 618 reporting requirements
Assign Child Count	R	5 digit alpha numeric	Responsible organization	IDEA 618 required reported value
Neighborhood Building Identifier	R	4 digit Numeric	Student's school of enrollment for general education	IDEA 618 required reported value
Grade Level	R	01-12, KG, Preschool	Student's current grade level	Calculation variable for IDEA 618 reported environment category
Status Code	R	1 digit alpha	Current status of the student	Validation for IDEA 618 reporting requirements
Exit Date	C	MM/DD/YYYY	Date IEP services ceased	Validation for IDEA 618 reporting requirements
School Psychologist	O	9 digit Numeric	School Psychologist identifier	Local data management tool for IDEA 618 reporting
SLP	O	9 digit Numeric	SLP identifier	Local data management tool for IDEA 618 reporting
Case Manager	O	9 digit Numeric	Case Manager identifier	Local data management tool for IDEA 618 reporting
Extended School Year	O	Y N	Extended School Year indicator	State special education value
SPED Transportation	O	Y N	SPED Transportation indicator	State special education value

All Day Kindergarten	O	Y N	All Day Kindergarten indicator	Calculation variable for IDEA 618 reported environment category
Behavior Intervention Plan - BIP	O	Y N	Behavior Intervention Plan indicator	State special education value
Claiming Code	R	Y N	Claiming designation	Validation for IDEA 618 reporting requirements
Placements KDCF/JJA/LEA/Parent	R	S, P, L, J	Indicator of who placed the student in the given special education environment.	Calculation variable for IDEA 618 reported environment category
County of Residence	R	2 digit alpha	Student's county of residence	State special education value
Language of Parent	R	2 digit alpha	Spoken language of student's parents	Required for IDEA parental survey
IEP Date	R	MM/DD/YYYY	Date of student's IEP	Validation for IDEA 618 reporting requirements
Allow Gap in Service				
Responsible Building Identifier	R	4 digit Numeric	Student's accountability school	IDEA 618 required reported value
Primary Disability	C	2 digit alpha	Student's disability code	IDEA 618 required reported value
Secondary Disability	C	2 digit alpha	Student's disability code	IDEA 618 required reported value
Gifted	C	Y N	Student's gifted indicator	State special education value
Service Location (Attend Building) ID	R	4 digit Numeric	Location of special education services	Calculation variable for IDEA 618 reported environment category
Primary Service Location Indicator	O	Yes blank	Primary Service Location Indicator	Local data management tool for IDEA 618 reporting
Setting Code	R	1 digit alpha	Educational program code	Calculation variable for IDEA 618 reported environment category
Service	R	2 digit alpha	Type of Special education service code	State special education value
Provider	C	9 digit Numeric	Service provider identifier	State special education value
Primary Provider Indicator	O	Yes blank	Primary Service provider Indicator	Local data management tool for IDEA 618 reporting
Service Start Date	R	MM/DD/YYYY	Start date of IEP services	Calculation variable for IDEA 618 reported environment category

Service End Date	R	MM/DD/YYYY	End date of IEP services	Calculation variable for IDEA 618 reported environment category
Minutes per Day	R	1-999 numeric	Minutes of IEP service	Calculation variable for IDEA 618 reported environment category
Days per Week	R	1-5 numeric	Number of days per week IEP service is delivered	Calculation variable for IDEA 618 reported environment category
Frequency	C	2 digit Numeric	How often IEP services is delivered	Calculation variable for IDEA 618 reported environment category
Total days	C	1-365 numeric	How many days in service date range IEP services are delivered.	Calculation variable for IDEA 618 reported environment category

### Catastrophic Aid Application

Field Name	Req/Opt	Values	Description	Used For
KIDS ID	R	10 digit Numeric	Unique student identifier	Validation for student identification for fiscal auditing
Last Name, Student's Legal	R	60 character Alpha	Student name	Validation for student identification for fiscal auditing
Student's Gender	R	M F	Gender of student	Validation for student identification for fiscal auditing
Student's Birth Date	R	Date format	Date of birth	Validation for student identification for fiscal auditing
School Year	R	MM/DD/YYYY	Current school year	Validation for year claim is made
Assign Payment LEA	R			
Justification response 1	R	Open Text	Explanation as to why student has catastrophic expenses	Validation for claim
Justification response 2	R	Open Text	Explanation of cost accrued	Validation for claim
Justification response 3	R	Open Text	Explanation for need for outside contracted services	Validation for claim
Personnel Services - Salaries	C	\$ 0-999,999	Instructional cost per school year	Determination of total net costs

Employee Benefits	C	\$ 0-999,999	Instructional cost per school year	Determination of total net costs
Purchased Professional and Technical Services	C	\$ 0-999,999	Instructional cost per school year	Determination of total net costs
Include contract services provided by an agency other than your school district.	C	\$ 0-999,999	Instructional cost per school year	Determination of total net costs
Purchased Property Services	C	\$ 0-999,999	Instructional cost per school year	Determination of total net costs
Other Purchased Services	C	\$ 0-999,999	Instructional cost per school year	Determination of total net costs
Supplies and Materials	C	\$ 0-999,999	Instructional cost per school year	Determination of total net costs
Equipment (Attach List)	C	\$ 0-999,999	Instructional cost per school year	Determination of total net costs
Other	C	\$ 0-999,999	Instructional cost per school year	Determination of total net costs
Personnel Services - Salaries	C	\$ 0-999,999	Student Support cost per school year	Determination of total net costs
Employee Benefits	C	\$ 0-999,999	Student Support cost per school year	Determination of total net costs
Purchased Professional and Technical Services	C	\$ 0-999,999	Student Support cost per school year	Determination of total net costs
Include contract services provided by an agency other than your school district.	C	\$ 0-999,999	Student Support cost per school year	Determination of total net costs
Purchased Property Services	C	\$ 0-999,999	Student Support cost per school year	Determination of total net costs
Other Purchased Services	C	\$ 0-999,999	Student Support cost per school year	Determination of total net costs
Supplies and Materials	C	\$ 0-999,999	Student Support cost per school year	Determination of total net costs
Equipment (Attach List)	C	\$ 0-999,999	Student Support cost per school year	Determination of total net costs
Other	C	\$ 0-999,999	Student Support cost per school year	Determination of total net costs



Personnel Services - Salaries	C	\$ 0-999,999	Instructional Staff Support cost per school year	Determination of total net costs
Employee Benefits	C	\$ 0-999,999	Instructional Staff Support cost per school year	Determination of total net costs
Purchased Professional and Technical Services	C	\$ 0-999,999	Instructional Staff Support cost per school year	Determination of total net costs
Include contract services provided by an agency other than your school district.	C	\$ 0-999,999	Instructional Staff Support cost per school year	Determination of total net costs
Purchased Property Services	C	\$ 0-999,999	Instructional Staff Support cost per school year	Determination of total net costs
Other Purchased Services	C	\$ 0-999,999	Instructional Staff Support cost per school year	Determination of total net costs
Supplies and Materials	C	\$ 0-999,999	Instructional Staff Support cost per school year	Determination of total net costs
Equipment (Attach List)	C	\$ 0-999,999	Instructional Staff Support cost per school year	Determination of total net costs
Other	C	\$ 0-999,999	Instructional Staff Support cost per school year	Determination of total net costs
Personnel Services - Salaries	C	\$ 0-999,999	Transportation cost per school year	Determination of total net costs
Employee Benefits	C	\$ 0-999,999	Transportation cost per school year	Determination of total net costs
Purchased Professional and Technical Services	C	\$ 0-999,999	Transportation cost per school year	Determination of total net costs
Include contract services provided by an agency other than your school district.	C	\$ 0-999,999	Transportation cost per school year	Determination of total net costs
Purchased Property Services	C	\$ 0-999,999	Transportation cost per school year	Determination of total net costs
Other Purchased Services	C	\$ 0-999,999	Transportation cost per school year	Determination of total net costs
Supplies and Materials	C	\$ 0-999,999	Transportation cost per school year	Determination of total net costs

Equipment (Attach List)	C	\$ 0-999,999	Transportation cost per school year	Determination of total net costs
Supplies and Materials	C	\$ 0-999,999	Transportation cost per school year	Determination of total net costs
Special Education Transportation Reimbursement	C	\$ 0-999,999	Deduction of funds received from other sources	Determination of total net costs
Categorical Aid - Student's proportionate share	C	\$ 0-999,999	Deduction of funds received from other sources	Determination of total net costs
Federal VI-B funds - Student's proportionate share	C	\$ 0-999,999	Deduction of funds received from other sources	Determination of total net costs
Federal Medicaid Funds received for this student	C	\$ 0-999,999	Deduction of funds received from other sources	Determination of total net costs
State Medicaid Replacement Funds received for this student	C	\$ 0-999,999	Deduction of funds received from other sources	Determination of total net costs
All other State or Federal aid	C	\$ 0-999,999	Deduction of funds received from other sources	Determination of total net costs

**Non-Public Equivalency claim**

Field Name	Req/Opt	Values	Description	Used For
KIDS ID Number	R	10 digit Numeric	Unique student identifier	Validation for student identification for fiscal auditing
Last Name (Student)	R	60 character Alpha	Student name	Validation for student identification for fiscal auditing
Gender	R	M F	Gender of student	Validation for student identification for fiscal auditing
Birth Date	R	Date format MM/DD/YYYY	Date of birth	Validation for student identification for fiscal auditing

School Year	R	Date format MM/DD/YYYY	School year the claim is made	Validation for fiscal auditing
Assign Payment LEA	R	5 digit alpha numeric	Responsible organization	Identification of agency making the claim for reimbursement
IEP Date	R	Date format MM/DD/YYYY	Date of IEP in effect during school year	Validation for fiscal auditing
Contract Hours	R	1-1116	Number of hours of service per school year	Applies to the reimbursement formula
Contracted Service	R	From value list of all IEP services in SPEDPro	Type of IEP service provided	Applies to the reimbursement formula
Providing Agency	R	Open text	Name of the contracted agency	Validation for fiscal auditing
Service Start Date	R	Date format MM/DD/YYYY	When contracted services began	Validation for fiscal auditing
Service End Date	R	Date format MM/DD/YYYY	When contracted services began	Validation for fiscal auditing
Provider ID	R	10 digit provider identifier	Provider identification	Validation for license status check
Provider License Code	R	From value list of all IEP services in SPEDPro	Provider identification	Validation for license status check
Provider First Name	R	60 alpha characters	Provider identification	Validation for license status check
Provider Last Name	R	60 alpha characters	Provider identification	Validation for license status check

## **Student Record Exchange (SRE)**

### **Overview**

Student Record Exchange (SRE) is offered by KSDE and is available to all public school districts, accredited nonpublic schools, service centers, interlocals, and special education cooperatives. The SRE system provides two schools a system to request, fulfill, send, and receive student records electronically. SRE provides a secure and efficient electronic exchange of student records as students move between schools in Kansas. SRE takes advantage of KSDE's common authentication system and secure socket layer technology to provide Kansas school districts a safe and secure way to send and receive student records. SRE is not a required application and is only provided as a secure tool that districts may choose to utilize. SRE is a system where school personnel login and generate an electronic records request. SRE also provides an opt-out option for those districts that choose not to utilize it.

**No changes from the 2014-2015 school year.**

### Student Record Exchange (SRE) Data Dictionary 2015-2016

Field Name	Req/ Opt	Values	Description	Used for
<b>Search School Contact Info</b>				
Select a District	R	List of unified school districts, accredited nonpublic schools, service centers, interlocals, and special education cooperatives.	In order to view a school's SRE contact, the district where the school is located must be selected from the dropdown list.	District identification
Building Number	N/A	List of buildings in the selected district.	Prepopulated from the Kansas Educational Directory.	Building identification
Building Name	N/A	Name of building	Prepopulated from the Kansas Educational Directory.	Building identification
Building Address	N/A	Address of building	Prepopulated from the Kansas Educational Directory.	Building identification
City	N/A	City where the building is located	Prepopulated from the Kansas Educational Directory.	Building identification
State	N/A	Kansas	Prepopulated from the Kansas Educational Directory.	Building identification
Zip	N/A	Zip code of the building	Prepopulated from the Kansas Educational Directory.	Building identification
Phone	N/A	Telephone number for the building	Prepopulated from the Kansas Educational Directory.	Building identification
Fax	N/A	Fax number of the building	Prepopulated from the Kansas Educational Directory.	Building identification
Contact Name	N/A	Name of the person responsible for student records for the building	Prepopulated from the Kansas Educational Directory.	SRE contact identification

Field Name	Req/ Opt	Values	Description	Used for
Email Contact	N/A	Email address of the SRE contact	Prepopulated from the Kansas Educational Directory.	SRE contact identification
<b>Submit Request</b>				
Select a District	R	List of unified school districts, accredited nonpublic schools, service centers, interlocals, and special education cooperatives.	In order to submit a request, the district where the student previously attended must be selected from the dropdown list.	District identification
Select a Building	R	List of buildings available from selected district.	In order to submit a request, the building where the student previously attended must be selected from the dropdown list.	Building identification
Select the Enrolling Building	R	List of buildings available from selected district.	Depending on the access level of the person submitting the request, the specific building requesting the records must be selected.	Building identification
First Name	R	Text	The legal first name of the enrolling student.	Student identification
Middle Name	O	Text	The middle name of the enrolling student.	Student identification
Last Name	R	Text	The legal last name of the enrolling student.	Student identification
State Student ID	O	Text	The 10-digit ID number assigned to the student in the KIDS system.	Student identification
Date of Birth	O	Text	The month, day and year on which the student was born.	Student identification

Field Name	Req/ Opt	Values	Description	Used for
Grade Level	O	Text	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Student identification
Gender	O	<ul style="list-style-type: none"><li>• Male</li><li>• Female</li></ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Student identification
Notes	O	Text	Additional details about a student	Student identification
Requested Documents	R	<ul style="list-style-type: none"><li>• Select All/None</li><li>• Immunization Records</li><li>• Attendance</li><li>• Birth Certificate</li><li>• Student Plan to Graduate</li><li>• Health Records/Physical</li><li>• 504 Plan</li><li>• Discipline/Behavior</li><li>• Homeless Status</li><li>• Report Cards/Grades</li><li>• ELL Program</li><li>• Current Schedule</li><li>• Special Education Records/IEP</li><li>• Transcript</li><li>• Assessment Scores</li><li>• Other</li></ul>	Select the type of information that is being requested from previously attended school. 'Other,' when selected, provides space for documents to be listed that are not in the provided list.	Document identification

Field Name	Req/ Opt	Values	Description	Used for
School Information	N/A	<ul style="list-style-type: none"><li>• District</li><li>• Building</li><li>• Contact</li><li>• Email</li><li>• Address</li><li>• City</li><li>• State</li><li>• Zip</li><li>• Phone</li><li>• Fax</li></ul>	Prepopulated from the Kansas Educational Directory.	Identification of district, school, and SRE contact of student's prior school.
Certification Box	R	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>	<p>Check box that certifies that someone has the rights to view the requested information.</p> <p><i>I certify that I am requesting the disclosure of education records of the student included in this request because the student seeks or intends to enroll in the receiving school or school system, or the student is already enrolled and the disclosure is for purposes related to the student's enrollment or transfer.</i></p>	Data security



Field Name	Req/ Opt	Values	Description	Used for
<b>My Requests</b>				
Requests	N/A	<ul style="list-style-type: none"><li>• Request ID</li><li>• First Name</li><li>• Middle Name</li><li>• Last Name</li><li>• State Student ID</li><li>• Grade</li><li>• Date of Birth</li><li>• Prior District</li><li>• Prior Building</li><li>• Date Requested</li><li>• Request Status</li><li>• Last Modified</li></ul>	Prepopulated from requests that have been made from the district or building.	Request identification
Student Information	N/A	<ul style="list-style-type: none"><li>• First Name</li><li>• Middle Name</li><li>• Last Name</li><li>• State Student ID</li><li>• Date of Birth</li><li>• Grade Level</li><li>• Gender</li></ul>	Prepopulated from previously submitted request.	Student identification

Field Name	Req/ Opt	Values	Description	Used for
Requested Documents	N/A	<ul style="list-style-type: none"><li>• Immunization Records</li><li>• Attendance</li><li>• Birth Certificate</li><li>• Student Plan to Graduate</li><li>• Health Records/Physical</li><li>• 504 Plan</li><li>• Discipline/Behavior</li><li>• Homeless Status</li><li>• Report Cards/Grades</li><li>• ELL Program</li><li>• Current Schedule</li><li>• Special Education Records/IEP</li><li>• Transcript</li><li>• Assessment Scores</li><li>• Other</li></ul>	Prepopulated from previously submitted request. Other,' when selected, provides a list of requested documents not in the provided list.	Document identification
Notes	O	Text	Additional details about a request.	Communication
Enrolling School	N/A	<ul style="list-style-type: none"><li>• District</li><li>• Building</li><li>• Contact</li><li>• Email</li><li>• Address</li><li>• City</li><li>• State</li><li>• Zip</li><li>• Phone</li><li>• Fax</li></ul>	Prepopulated from the Kansas Educational Directory.	Identification of district, school, and SRE contact of enrolling school.

Field Name	Req/ Opt	Values	Description	Used for
Prior School	N/A	<ul style="list-style-type: none"><li>• District</li><li>• Building</li><li>• Contact</li><li>• Email</li><li>• Address</li><li>• City</li><li>• State</li><li>• Zip</li><li>• Phone</li><li>• Fax</li></ul>	Prepopulated from the Kansas Educational Directory.	Identification of district, school, and SRE contact of student's prior school.
<b>Received Requests</b>				
Requests	N/A	<ul style="list-style-type: none"><li>• Request ID</li><li>• First Name</li><li>• Middle Name</li><li>• Last Name</li><li>• State Student ID</li><li>• Grade</li><li>• Date of Birth</li><li>• Enrolling District</li><li>• Enrolling Building</li><li>• Date Requested</li><li>• Request Status</li><li>• Last Modified</li></ul>	Prepopulated from requests that have been made by other districts or buildings.	Request identification

Field Name	Req/ Opt	Values	Description	Used for
Student Information	N/A	<ul style="list-style-type: none"><li>• First Name</li><li>• Middle Name</li><li>• Last Name</li><li>• State Student ID</li><li>• Date of Birth</li><li>• Grade Level</li><li>• Gender</li></ul>	Prepopulated from a received request.	Student identification
Requested Documents	N/A	<ul style="list-style-type: none"><li>• Immunization Records</li><li>• Attendance</li><li>• Birth Certificate</li><li>• Student Plan to Graduate</li><li>• Health Records/Physical</li><li>• 504 Plan</li><li>• Discipline/Behavior</li><li>• Homeless Status</li><li>• Report Cards/Grades</li><li>• ELL Program</li><li>• Current Schedule</li><li>• Special Education Records/IEP</li><li>• Transcript</li><li>• Assessment Scores</li><li>• Other</li></ul>	Prepopulated from previously submitted request. Other,' when selected, provides a list of requested documents not in the provided list.	Document identification

Field Name	Req/ Opt	Values	Description	Used for
Upload File	O	<ul style="list-style-type: none"><li>• Immunization Records</li><li>• Attendance</li><li>• Birth Certificate</li><li>• Student Plan to Graduate</li><li>• Health Records/Physical</li><li>• 504 Plan</li><li>• Discipline/Behavior</li><li>• Homeless Status</li><li>• Report Cards/Grades</li><li>• ELL Program</li><li>• Current Schedule</li><li>• Special Education Records/IEP</li><li>• Transcript</li><li>• Assessment Scores</li><li>• Other</li></ul>	List of types of files that can be requested within SRE. Other,' when selected, provides a list of requested documents not in the provided list.	Document identification
Notes	O	Text	Additional details about a request.	Communication

Field Name	Req/ Opt	Values	Description	Used for
Certification Box	R	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>	<p>Check box that certifies that someone has the rights to provide the requested information.</p> <p>I certify that the school or school system is disclosing the education records of the student pursuant to a request from a receiving school or school system. I certify that the school made a reasonable attempt to notify the parent or eligible student at his or her last known address unless one of the following is true: a. The disclosure was initiated by the parent or eligible student. b. The school's annual FERPA notice pursuant to 34 CFR 99.7 includes a statement that it forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll (or is already enrolled), provided that the disclosure is for purposes related to the student's enrollment or transfer. 34 CFR 99.34(a)(1). I certify that the school will provide the parent or eligible student a copy of the record that was disclosed upon request. 34 CFR 99.34(a)(2). I certify that the school will conduct a hearing to consider a parent's or eligible student's request to amend the disclosed record should a hearing be requested. 34 CFR 99.34(a)(3).</p>	Data security

Field Name	Req/ Opt	Values	Description	Used for
Enrolling School	N/A	<ul style="list-style-type: none"><li>• District</li><li>• Building</li><li>• Contact</li><li>• Email</li><li>• Address</li><li>• City</li><li>• State</li><li>• Zip</li><li>• Phone</li><li>• Fax</li></ul>	Prepopulated from the Kansas Educational Directory.	Identification of district, school, and SRE contact of enrolling school.
Prior School	N/A	<ul style="list-style-type: none"><li>• District</li><li>• Building</li><li>• Contact</li><li>• Email</li><li>• Address</li><li>• City</li><li>• State</li><li>• Zip</li><li>• Phone</li><li>• Fax</li></ul>	Prepopulated from the Kansas Educational Directory.	Identification of district, school, and SRE contact of student's prior school.
<b>Student Search</b>				
State Student ID (KIDS ID)	R*	10-digit KIDS ID number	The unique number assigned to the student by the KIDS System.	Student identification
Student's Legal First Name	R*	Text	The name given to the student at birth, baptism, or during another naming ceremony, or through legal change.	Student identification

Field Name	Req/ Opt	Values	Description	Used for
Student's Legal Middle Name	R*	Text	The secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change. If only middle initial is available, that should be supplied.	Student identification
Student's Legal Last Name	R*	Text	The name borne in common by members of the student's family	Student identification
Generation Code	R*	Text	An appendage (suffix), if any, used to denote the student's generation in his/her family (e.g., Jr., Sr., III).	Student identification
Gender	R*	<ul style="list-style-type: none"><li>• Male</li><li>• Female</li></ul>	The student's gender, the concept describing the biological traits that distinguish the males and females of a species.	Student identification
Date of Birth	R*	Text	The month, day and year on which the student was born.	Student identification
Organization	O	List of unified school districts, accredited nonpublic schools, service centers, interlocals, and special education cooperatives.	The district where the student previously attended.	District identification
Building	O	List of buildings available from selected district.	The building where the student previously attended.	Building identification



Field Name	Req/ Opt	Values	Description	Used for
Grade Level	R	<ul style="list-style-type: none"><li>• 00: Birth – 2 years old</li><li>• 01: Pre-School Age 3</li><li>• 02: Pre-School Age 4</li><li>• 03: Pre-School Age 5</li><li>• 04: At-Risk Age 4</li><li>• 05: Kindergarten</li><li>• 06: 1<sup>st</sup> Grade</li><li>• 07: 2<sup>nd</sup> Grade</li><li>• 08: 3<sup>rd</sup> Grade</li><li>• 09: 4<sup>th</sup> Grade</li><li>• 10: 5<sup>th</sup> Grade</li><li>• 11: 6<sup>th</sup> Grade</li><li>• 12: 7<sup>th</sup> Grade</li><li>• 13: 8<sup>th</sup> Grade</li><li>• 14: 9<sup>th</sup> Grade</li><li>• 15 10<sup>th</sup> Grade</li><li>• 16: 11<sup>th</sup> Grade</li><li>• 17: 12<sup>th</sup> Grade</li><li>• 18: Not Graded</li></ul>	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	Student identification
Student's Race	O	<ul style="list-style-type: none"><li>• American Indian or Alaska Native</li><li>• Asian</li><li>• Black or African American</li><li>• Native Hawaiian or other Pacific Islander</li><li>• White</li></ul>	General racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Student identification
Student's Ethnicity	O	<ul style="list-style-type: none"><li>• Hispanic/Latino</li><li>• Not Hispanic/Latino</li></ul>	Indicates whether or not the student's ethnicity is Hispanic/Latino. Allowable values, based on federal regulations.	Student identification

Field Name	Req/ Opt	Values	Description	Used for
Certification Box	R	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>	<p>Check box that certifies that someone has the rights to view the requested information.</p> <p><i>I certify that I am requesting the disclosure of education records of the student included in this request because the student seeks or intends to enroll in the receiving school or school system, or the student is already enrolled and the disclosure is for purposes related to the student's enrollment or transfer.</i></p>	Data security
Results	N/A	<ul style="list-style-type: none"><li>• KIDS ID</li><li>• First Name</li><li>• Middle Name</li><li>• Last Name</li><li>• Generation Code</li><li>• Gender</li><li>• Date of Birth</li><li>• Enrollment District</li><li>• Building</li><li>• Grade Level</li><li>• Ethnicity</li><li>• Race</li></ul>	Prepopulated from KIDS Assignment	Student identification

Field Name	Req/ Opt	Values	Description	Used for
<b>Reports</b>				
Certification Box	R	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>	<p>Check box that certifies that someone has the rights to view the requested information.</p> <p><i>I certify that I am requesting the disclosure of education records of the student included in this request because the student seeks or intends to enroll in the receiving school or school system, or the student is already enrolled and the disclosure is for purposes related to the student's enrollment or transfer.</i></p>	Data security
Enrollment History	N/A	<ul style="list-style-type: none"><li>• State Student ID</li><li>• Student Name</li><li>• Migrant Status</li><li>• Qualifying Arrival Date (included only if Migrant Student = Y)</li><li>• District</li><li>• School</li><li>• School Entry Date</li><li>• State Entry Date</li><li>• Grade Level</li><li>• Exit Date</li><li>• Exit Withdrawal Type</li><li>• Exit Withdrawal Description</li></ul>	Prepopulated from KIDS Collection and Migrant	Report

Field Name	Req/ Opt	Values	Description	Used for
Student Courses	N/A	<ul style="list-style-type: none"><li>• Student Name</li><li>• State Student ID</li><li>• Date of Birth</li><li>• Current Grade Level</li><li>• Date of Report</li><li>• School Year</li><li>• School Identifier</li><li>• State Subject Area Code</li><li>• State Course Identifier</li><li>• KCC Identifier</li><li>• Local Course Identifier</li><li>• Section</li><li>• State Course Title</li><li>• Credits</li><li>• Course Status</li><li>• Letter Grade</li><li>• Percent Grade</li></ul>	Prepopulated from KIDS Collection and KIDS STCO records	Report

Student Records	N/A	<ul style="list-style-type: none"><li>• State Student ID</li><li>• Student Name</li><li>• Date of Report</li><li>• Accountability School</li><li>• Residence District ID</li><li>• Legal Last Name</li><li>• Legal First Name</li><li>• Legal Middle Name</li><li>• Generation Code</li><li>• Gender</li><li>• Date of Birth</li><li>• Current Grade Level</li><li>• Local Student ID</li><li>• Hispanic Ethnicity</li><li>• Current School Year</li><li>• Funding School</li><li>• Attendance School</li><li>• Virtual Education Student</li><li>• School Entry Date</li><li>• District Entry Date</li><li>• State Entry Date</li><li>• Days in Membership</li><li>• Days in Attendance</li><li>• Truant Student</li><li>• Minutes Enrolled</li><li>• Concurrent High School Enrollment</li><li>• Exit/Withdrawal Date</li><li>• Exit/Withdrawal Type</li><li>• Comprehensive Race</li></ul>	Prepopulated from KIDS Collection: ENRL, TITL, MILT, TEST, EXIT, and EOYA records	Report
429   Page			SRE	

Field Name	Req/ Opt	Values	Description	Used for
Student Records <i>continued....</i>	N/A	<ul style="list-style-type: none"><li>• Primary Disability Code</li><li>• Gifted Student Code</li><li>• Qualified for 504</li><li>• Homeless Student</li><li>• ESOL Program Entry Date</li><li>• U.S. Entry Date</li><li>• First Language</li><li>• ESOL Participation Code</li><li>• ESOL Program Ending Date</li><li>• ESOL Student Contact Minutes</li><li>• CTE Contact Minutes</li><li>• Title I Participation</li><li>• Child of Military Family</li><li>• Immigrant Student</li><li>• Country of Birth</li><li>• Refugee Status</li><li>• Neglected Student</li><li>• Record Common ID</li></ul>	Prepopulated from KIDS Collection: ENRL, TITL, MILT, TEST, EXIT, and EOYA records	Report

Field Name	Req/ Opt	Values	Description	Used for
Assessment History	N/A	<ul style="list-style-type: none"><li>• Student Name</li><li>• State Student ID</li><li>• Date of Report</li><li>• Year</li><li>• Grade Level</li><li>• Subject Area ID</li><li>• Subject Area</li><li>• Performance Category ID</li><li>• Performance Category</li><li>• Gender</li><li>• Primary Disability Code</li><li>• Gifted Code</li><li>• Total Questions</li><li>• Total Responses</li><li>• Responses Correct</li><li>• Test Type</li></ul>	Prepopulated from KIDS Collection and state assessment results.	Report
<b>Opt Out</b>				
Opt out of participation	O	<ul style="list-style-type: none"><li>• Not participating in SRE</li><li>• Not available for specified date range</li></ul>	Allows user to select a message that is automatically generated when another school/district requests records via SRE.	User preference setting

\* Either the KIDS ID or the remainder of the fields are required. If a KIDS ID is entered, all other fields are ignored.

## Early Childhood Success in School (EC-SIS)

### Overview

*Early Childhood Success in School (EC-SIS)* is a web-based application through Authenticated Applications used to collect data on children, families and educators in the State Pre-Kindergarten Program (Four year old At-risk). Teachers randomly select 10 children from their class and complete a survey on those children. Schools can then generate their own classroom reports and use the data in continuous quality improvement. Families may opt out of the data collection which does not impact their ability to access the program.

This web-based application:

- Reflects the data collection intended to connect early learning with the K-12 and beyond through the Longitudinal Data System in Kansas;
- Aligns with the Kansas School Readiness Framework that defines School Readiness as occurring within the broad context of community, educational environment, family, and the individual child. These four components function as interdependent systems of support that have multi-directional influences; and
- Provides data that can inform programs, policy, funding and systems for families and children that support their ability to thrive and their success in learning environments throughout their lifespan.

**No changes from the 2014-2015 school year.**



## Early Childhood Success in School Data Dictionary 2015-2016

Field Name	Req /Opt	Values	Description	Used For
<b>Child Survey</b>				
SSID	N/A	10 digits	Prepopulated from KIDS.	Student Identification
Child's Legal First Name	N/A	Up to 50 characters	Prepopulated from KIDS.	Student Identification
Child's Legal Middle Name	N/A	Up to 50 characters	Prepopulated from KIDS.	Student Identification
Child's Legal Last Name	N/A	Up to 50 characters	Prepopulated from KIDS.	Student Identification
Generation Code	N/A	Up to 50 characters	Prepopulated from KIDS.	Student Identification
Gender	N/A	<ul style="list-style-type: none"> <li>0: Female</li> <li>1: Male</li> </ul>	Prepopulated from KIDS.	Student Identification
Date of Birth	N/A	MM/DD/YYYY	Prepopulated from KIDS.	Student Identification
<b>Family Survey</b>				
What is the primary language spoken in your home?	N	<ul style="list-style-type: none"> <li>English</li> <li>Spanish</li> <li>Arabic</li> <li>Caribbean language (French Creole/Haitia</li> <li>European or Slavic language</li> <li>Pacific Island language</li> <li>Far Eastern Asian languages (Japanese, Vietnamese)</li> <li>Native North American or Alaska Native language</li> <li>African language</li> <li>Other</li> </ul>	Caregiver report of the primary language spoken in the home.	Family demographics served by program;
What is the average family income (include all Earnings	N	<ul style="list-style-type: none"> <li>\$0 - \$10,000</li> <li>\$10,001 - \$20,000</li> <li>\$20,001 - \$30,000</li> </ul>	Caregiver report of the average family income range.	Family demographics served by program;

Field Name	Req /Opt	Values	Description	Used For
from Work, Welfare/Child Support/Alimony, Pensions/Retirement/ Social Security or Other Income received by adults responsible for the child or children in this family) in a year?		<ul style="list-style-type: none"> <li>\$30,001 - \$40,000</li> <li>\$40,001 - \$50,000</li> <li>More than \$50,001</li> </ul>		
Has the total income in the household increased by 5% or more in the past 12 months?	N	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Caregiver report if household increased by 5% or more in the last 12 months.	Family demographics served by program;
How many people (including all adults and children) live in the household?	N	1-99	Caregiver report on the number of people living in the household at the time the family survey is completed.	Family demographics served by program;
Is anyone in the household currently on active duty in the Armed Forces or in the reserve component (e.g. National Guard, Reserves)?	N	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Caregiver report if anyone in the household is currently on active duty in the Armed Forces or reserves.	Family demographics served by program;
Which, if any, of the following does the family currently receive or access? (Check all that apply)	N	<ul style="list-style-type: none"> <li>Food stamps</li> <li>WIC</li> <li>KanCare</li> <li>TANF</li> <li>Earned Income Tax Credit</li> <li>Mental Health Services</li> </ul>	Caregiver report on services accessed at the time the family survey is completed.	Family demographics served by program

Field Name	Req /Opt	Values	Description	Used For
		<ul style="list-style-type: none"><li>• Unemployment benefits</li><li>• Child Care Subsidy/Assistance</li><li>• Substance Abuse</li><li>• Employment Resources</li><li>• Tobacco Cessation Services</li><li>• Domestic Violence Services</li><li>• Public Housing or Utilities</li><li>• Job Training/Adult Education</li><li>• Parent Education Classes</li><li>• Nutrition or Food Resources</li><li>• English Language Classes</li><li>• Other social services</li><li>• None of the above</li></ul>		
Which, if any, of the following community services has the family accessed in the past 12 months? (Check all that apply)	Y	<ul style="list-style-type: none"><li>• Public Library or Book Mobile</li><li>• Health/Medical Services</li><li>• Dental Service</li><li>• Recreation/Enrichment Activities including Parks</li><li>• Grocery Store</li><li>• Community Transportation Services</li><li>• None of the above</li></ul>	Caregiver report on community services accessed in the past 12 months.	Family demographics served by program
Please read the following items and select the column that best describes the frequency with	Y	<ul style="list-style-type: none"><li>• Someone reads to my child in our home.</li><li>• My child and I talk about things that happened during the day.</li><li>• Someone is active and involved in my child's play.</li></ul>	Caregiver report on the frequency of parent-child activities that occur in the home.	Parent-Child Interaction Aggregate Reporting

Field Name	Req /Opt	Values	Description	Used For
which this activity occurs.		<ul style="list-style-type: none"><li>Someone takes my child to a museum, library, learning or activity center or the zoo.</li><li>Someone talks with the teacher or educator of any early childhood programs that my child attends.</li></ul>		
<b>Protective Factors Survey</b>				
Date Protective Factors Survey Completed	Y	MM/DD/YYYY	Date the Protective Factors Survey was completed	Identify what year data is valid.
Part I: Question 1: In my family, we talk about problems.	N	<ul style="list-style-type: none"><li>Never</li><li>Very Rarely</li><li>Rarely</li><li>About Half the Time</li><li>Frequently</li><li>Very Frequently</li><li>Always</li></ul>	Caregiver response. Question is included in scoring the Family Functioning/Resiliency Subscale.	State measurement of program outcome;
Part I: Question 2: When we argue, my family listens to “both sides of the story.”	N	<ul style="list-style-type: none"><li>Never</li><li>Very Rarely</li><li>Rarely</li><li>About Half the Time</li><li>Frequently</li><li>Very Frequently</li><li>Always</li></ul>	Caregiver response. Question is included in scoring the Family Functioning/Resiliency Subscale.	State measurement of program outcome;
Part I: Question 3: In my family, we take time to listen to each other.	N	<ul style="list-style-type: none"><li>Never</li><li>Very Rarely</li><li>Rarely</li><li>About Half the Time</li><li>Frequently</li><li>Very Frequently</li><li>Always</li></ul>	Caregiver response. Question is included in scoring the Family Functioning/Resiliency Subscale.	State measurement of program outcome;

Field Name	Req /Opt	Values	Description	Used For
Part I: Question 4: My family pulls together when things are stressful.	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring the Family Functioning/Resiliency Subscale.	State measurement of program outcome;
Part I: Question 5: My family is able to solve our problems.	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring the Family Functioning/Resiliency Subscale.	State measurement of program outcome;
Part II: Question 6: I have others who will listen when I need to talk about my problems.	N	<ul style="list-style-type: none"> <li>• Strongly Disagree</li> <li>• Mostly Disagree</li> <li>• Slightly Disagree</li> <li>• Neutral</li> <li>• Slightly Agree</li> <li>• Mostly Agree</li> <li>• Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Social Support Subscale.	State measurement of program outcome
Part II: Question 7: When I am lonely, there are several people I can talk to.	N	<ul style="list-style-type: none"> <li>• Strongly Disagree</li> <li>• Mostly Disagree</li> <li>• Slightly Disagree</li> <li>• Neutral</li> <li>• Slightly Agree</li> <li>• Mostly Agree</li> <li>• Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Social Support Subscale.	State measurement of program outcome;
Part II: Question 8: I would have no idea where to turn if my family needed food or housing.	N	<ul style="list-style-type: none"> <li>• Strongly Disagree</li> <li>• Mostly Disagree</li> <li>• Slightly Disagree</li> <li>• Neutral</li> <li>• Slightly Agree</li> <li>• Mostly Agree</li> <li>• Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Concrete Support Subscale.	State measurement of program outcome;

Field Name	Req /Opt	Values	Description	Used For
Part II: Question 9: I wouldn't know where to go for help if I had trouble making ends meet.	N	<ul style="list-style-type: none"> <li>Strongly Disagree</li> <li>Mostly Disagree</li> <li>Slightly Disagree</li> <li>Neutral</li> <li>Slightly Agree</li> <li>Mostly Agree</li> <li>Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Concrete Support Subscale.	State measurement of program outcome;
Part II: Question 10: If there is a crisis, I have others I can talk to.	N	<ul style="list-style-type: none"> <li>Strongly Disagree</li> <li>Mostly Disagree</li> <li>Slightly Disagree</li> <li>Neutral</li> <li>Slightly Agree</li> <li>Mostly Agree</li> <li>Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Social Support Subscale.	State measurement of program outcome;
Part II: Question 11: If I needed help finding a job, I wouldn't know where to go for help.	N	<ul style="list-style-type: none"> <li>Strongly Disagree</li> <li>Mostly Disagree</li> <li>Slightly Disagree</li> <li>Neutral</li> <li>Slightly Agree</li> <li>Mostly Agree</li> <li>Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring the Concrete Support Subscale.	State measurement of program outcome;
Part III: Question 12: There are many times when I don't know what to do as a parent.	N	<ul style="list-style-type: none"> <li>Strongly Disagree</li> <li>Mostly Disagree</li> <li>Slightly Disagree</li> <li>Neutral</li> <li>Slightly Agree</li> <li>Mostly Agree</li> <li>Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring Child Development/Knowledge of Parenting.	State measurement of program outcome;
Part III: Question 13: I know how to help my child learn.	N	<ul style="list-style-type: none"> <li>Strongly Disagree</li> <li>Mostly Disagree</li> <li>Slightly Disagree</li> <li>Neutral</li> <li>Slightly Agree</li> <li>Mostly Agree</li> <li>Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring Child Development/Knowledge of Parenting.	State measurement of program outcome;

Field Name	Req /Opt	Values	Description	Used For
Part III: Question 14: My child misbehaves just to upset me.	N	<ul style="list-style-type: none"> <li>Strongly Disagree</li> <li>Mostly Disagree</li> <li>Slightly Disagree</li> <li>Neutral</li> <li>Slightly Agree</li> <li>Mostly Agree</li> <li>Strongly Agree</li> </ul>	Caregiver response. Question is included in scoring Child Development/Knowledge of Parenting.	State measurement of program outcome;
Part IV: Question 15: I praise my child when he/she behaves well.	N	<ul style="list-style-type: none"> <li>Never</li> <li>Very Rarely</li> <li>Rarely</li> <li>About Half the Time</li> <li>Frequently</li> <li>Very Frequently</li> <li>Always</li> </ul>	Caregiver response. Question is included in scoring Child Development/Knowledge of Parenting.	State measurement of program outcome;
Part IV: Question 16: When I discipline my child, I lose control.	N	<ul style="list-style-type: none"> <li>Never</li> <li>Very Rarely</li> <li>Rarely</li> <li>About Half the Time</li> <li>Frequently</li> <li>Very Frequently</li> <li>Always</li> </ul>	Caregiver response. Question is included in scoring Child Development/Knowledge of Parenting.	State measurement of program outcome;
Part IV: Question 17: I am happy being with my child	N	<ul style="list-style-type: none"> <li>Never</li> <li>Very Rarely</li> <li>Rarely</li> <li>About Half the Time</li> <li>Frequently</li> <li>Very Frequently</li> <li>Always</li> </ul>	Caregiver response. Question is included in scoring the Nurturing and Attachment Subscale.	State measurement of program outcome;
Part IV: Question 18: My child and I are very close to each other	N	<ul style="list-style-type: none"> <li>Never</li> <li>Very Rarely</li> <li>Rarely</li> <li>About Half the Time</li> <li>Frequently</li> <li>Very Frequently</li> <li>Always</li> </ul>	Caregiver response. Question is included in scoring the Nurturing and Attachment Subscale.	State measurement of program outcome;

Field Name	Req /Opt	Values	Description	Used For
Part IV: Question 19: I am able to soothe my child when he/she is upset	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring the Nurturing and Attachment Subscale.	State measurement of program outcome;
Part IV: Question 20: I spend time with my child doing what he/she likes to do.	N	<ul style="list-style-type: none"> <li>• Never</li> <li>• Very Rarely</li> <li>• Rarely</li> <li>• About Half the Time</li> <li>• Frequently</li> <li>• Very Frequently</li> <li>• Always</li> </ul>	Caregiver response. Question is included in scoring the Nurturing and Attachment Subscale.	State measurement of program outcome;
Excluded survey  (A survey may be marked Exclude with any number of questions answered. When the user chooses to Exclude a survey the user must select one of the following reasons: )	N	<ul style="list-style-type: none"> <li>• Child/family left the program before the survey was completed.</li> <li>• Parent/Caregiver declined to participate in or complete the survey.</li> <li>• Survey was not completed or incomplete due to failure of the program to follow up with the family.</li> <li>• Survey was not completed or incomplete due to inability to schedule completion with the family.</li> <li>• Other</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete data from report
<b>Transition Survey</b>				
Question 1: Broad transition activities and timelines are	Y	<ul style="list-style-type: none"> <li>• No/Never</li> <li>• Some</li> <li>• Most</li> <li>• Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement



Field Name	Req /Opt	Values	Description	Used For
identified and shared among partner early childhood programs (i.e. open house, Child Find, opportunities for families to meet staff in the programs)				
Question 2: Families are provided with information about all early childhood programs in the community and parental choice is respected.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement
Question 3: Programs providing services to the same family have joint transition meetings.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement
Question 4: Processes are in place for enrollment and referral, screening and evaluation. Partner early childhood programs align practices to be as family friendly as possible (i.e. shared forms).	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Question 5: Processes are in place for follow up on children who have transitioned to determine if families accessed the service successfully.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement
Question 6: Processes are in place to ensure that staff and family members are actively involved in the program's transition policies and practices.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement
Question 7: Staff in the program have received training and understands how to carry out their roles and responsibilities for transition activities.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement
Question 8: Early childhood partner programs discuss continuity in child expectations using the Kansas	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Early Learning document.				
Question 9: Methods are in place to support communication among partners including staff to staff communication.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement
Question 10: Individual transition plans are developed for each child and family.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement
Question 11: Families are aware of the importance of transition planning and have the information they need to actively participate in transition planning for their child.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement
Question 12: Families participate as partners with staff in transition planning activities.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement
Question 13: Families' needs related to transition are assessed and addressed.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Question 14: Families actively participate in gathering information about their child's growth and development for the purposes of assessment during transition.	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement
Question 15: Families actively participate in the evaluation of the transition activities and process	Y	<ul style="list-style-type: none"> <li>No/Never</li> <li>Some</li> <li>Most</li> <li>Yes/Always</li> </ul>	Educator report of frequency of research informed transition practices. Transition is defined as children transitioning to Kindergarten.	Quality measurement of transition practices between pre-kindergarten and kindergarten years. Program Accountability and Continuous Quality Improvement
Date Transition Screen Completed:	Y	MM/DD/YYYY	Date the transition survey completed.	Identify what year data is valid.
Job Title	Y	Up to 50 characters	Title of Educator completing the report	Educator demographic.
Excluded survey  (A survey may be marked Exclude with any number of questions answered. When the user chooses to Exclude a survey the user must select one of the following reasons: )	N	<ul style="list-style-type: none"> <li>Child/family left the program before the survey was completed.</li> <li>Unable to complete as child was not cooperating in the process.</li> <li>Child is participating in Part C. Screening not conducted.</li> <li>Parent/Caregiver declined to</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
		participate in or complete the survey. • Survey was not completed or incomplete due to failure of the program to follow up with the family. • Survey was not completed or incomplete due to inability to schedule completion with the family. • Other		
<b>Classroom Practices Survey</b>				
My classroom schedule includes time for students to work and play in centers.	Y	• 1: Never • 2: Generally • 3: Always	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
My classroom contains multiple centers, including a relaxation center.	Y	• 1: Never • 2: Generally • 3: Always	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
My classroom has well defined spaces, including at least one area that allows a child to work alone.	Y	• 1: Never • 2: Generally • 3: Always	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
There are multiple materials in the different centers or areas of the room that students are able to access independently.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Original student work is displayed on the classroom.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Each student has multiple examples of her/his work displayed within a school year.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
At least some of the student's work is displayed at their eye level.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Classroom furniture is an appropriate size for the students.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
The students, including those with special needs, can independently access facilities, equipment and materials.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
The arrangement of furniture allows all students to move easily around the room.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Students are given an opportunity to wash their hands before snacks, lunch, and as needed throughout the day.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students can access working computers in my classroom.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I can quickly contact the office from my classroom, if there is an emergency.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Staff at this school, including me, keep their CPR skills up to date.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Positive attention for desired behavior is used.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Redirection and planned ignoring are used for minor instances of undesirable behavior.	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Generally</li> <li>3: Always</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Shared book reading activities occur in both large and small groups.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
		monthly		
Focus activities that support language and literacy skills are provided to all students in the class.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
The classroom environment includes multiple examples of literacy and language supports that include books, writing utensils and other literacy materials.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
The classroom schedule includes small group, large group, and individual practice literacy experiences.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Hands on materials, such as unifix cubes, games, small toys, or art materials, are provided for the	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement



Field Name	Req /Opt	Values	Description	Used For
students in multiple subject areas.		a month • 2: Monthly • 1: Less often than monthly		
Hands on materials are adapted to meet the diverse learning needs of the students.	Y	• 6: Daily • 5: 2 or more days a week • 4: Once a week • 3: 2 or more times a month • 2: Monthly • 1: Less often than monthly	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are taught proper use of materials via modeling, instruction of rules and poster examples.	Y	• 6: Daily • 5: 2 or more days a week • 4: Once a week • 3: 2 or more times a month • 2: Monthly • 1: Less often than monthly	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Computers are used by students for many different instructional tasks, such as for educational games, practicing a skill, or drawing.	Y	• 6: Daily • 5: 2 or more days a week • 4: Once a week • 3: 2 or more times a month • 2: Monthly • 1: Less often than monthly	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Data collected on student progress is used to make instructional decisions.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Data are collected on IEP objectives as students with disabilities participate in regular classroom activities.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Planning, joint teaching, and/or sharing of responsibilities occur with special education teachers about students in my class with disabilities.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Each child has the opportunity to talk with an adult instructor (teacher/paraprofessional) formally, apart	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
from regular classroom discussions.		<ul style="list-style-type: none"> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>		
I prompt students to elaborate on their responses through the use of What, Where, Why and How questions.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are provided opportunities to talk with their classmates about classroom activities or projects.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are encouraged to share their own opinions, present information and discuss issues within classroom discussions.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Cooperative learning experiences, wherein a small group of	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
children must complete a group project, are provided.		<ul style="list-style-type: none"> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>		
Multiple grouping (pairs, small group, whole group, etc.) methods are used when providing instruction.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students work on projects/activities that require them to integrate multiple skills (e.g., the use of writing, fine motor, and numeracy skills for one project).	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students have an opportunity to participate in science activities.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Opportunities to learn about the world, other cultures, our country and its many cultures are provided.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Classroom activities or centers in fine arts are offered.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
All students are provided an opportunity to participate in gross motor activities outside of physical education and recess periods.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are able to observe an adult instructor use the internet or CD-ROM materials.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>		
Students are provided opportunities to make decisions that affect the entire class or a group of children.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are given opportunities to choose activities, participate in centers or select from teacher identified options.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are allowed to choose by whom they will sit and/or work or with whom they will play in the classroom.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Posted classroom rules are taught and regularly reviewed	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
outside instances of student discipline.		<ul style="list-style-type: none"> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>		
Students are encouraged to negotiate their own solutions to (minor) problems by applying problem solving strategies.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Classroom examples (books, activities, materials, etc.) of diversity are representative of our community's diversity.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Examples of community role models (police, teachers, doctors, etc.) are represented by all racial backgrounds in classroom media.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Students can independently access self- selected activities when finished with a whole group project.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are allowed extra time, if needed, to complete a project or task.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I provide students with a two-five minute warning of all upcoming transitions in the classroom.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students with disabilities/special education services participate fully in classroom learning activities.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement



Field Name	Req /Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>		
Students with disabilities/special education services participate in small and large group classroom activities.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I provide positive behavioral support to all children including those who are difficult to manage in the regular education setting (i.e., my classroom).	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I ignore minor instances of negative behavior.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I use peers as models for positive behavior.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>		
When children engage in minor negative behavior I redirect them to a more desired activity/behavior.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Students are taught proper use of materials via modeling, instruction of rules, and poster examples.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Data on each child's progress are collected through authentic assessment strategies (observation, portfolios, collection of permanent projects, etc.).	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
I meet with parents, other teachers and staff, and administrators to collaborate on specific ways to meet students' needs.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
When I make special education referrals, special education staff, including the school psychologist, have everything they need to make education planning decisions.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I compare data from individual children to whole class data and curricular benchmarks in order to meet individual child needs.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I change instructional strategies to suit my instructional needs.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>		
I make changes in classroom activities based on data from students' work.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I make changes in classroom activities based on student behavior in the classroom.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I systematically evaluate my curriculum/program of instruction.	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> <li>4: Once a week</li> <li>3: 2 or more times a month</li> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I use instructional strategies that are well researched and	Y	<ul style="list-style-type: none"> <li>6: Daily</li> <li>5: 2 or more days a week</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
found in peer reviewed – research publications.		<ul style="list-style-type: none"> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>		
I use student data to determine which instructional strategies are effective.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I view incidents of negative behavior as an opportunity to teach children.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I provide targeted instruction to each child who needs it, as they need it.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
I use multiple educational and behavioral interventions so that I can meet the needs of children who have different levels of ability.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Student progress measures can be directly tied to specific instruction in my class.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I am aware when students are making inadequate progress and immediately make referrals for specialized services as necessary.	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> <li>• 2: Monthly</li> <li>• 1: Less often than monthly</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I actively work to engage all parents in my class, including parents whose children struggle as well as those whose	Y	<ul style="list-style-type: none"> <li>• 6: Daily</li> <li>• 5: 2 or more days a week</li> <li>• 4: Once a week</li> <li>• 3: 2 or more times a month</li> </ul>	Educator report of frequency of research informed classroom practices that impact children's learning.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
children progress well.		<ul style="list-style-type: none"> <li>2: Monthly</li> <li>1: Less often than monthly</li> </ul>		
My class is a full day every day classroom	Y	<ul style="list-style-type: none"> <li>1: Yes</li> <li>2: No</li> </ul>	Educator report of full day every day classroom.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I have special education students in my classroom.	Y	<ul style="list-style-type: none"> <li>1: Yes</li> <li>2: No</li> </ul>	Educator report on the inclusion of special education students in the classroom.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
I have at risk students in my classroom.	Y	<ul style="list-style-type: none"> <li>1: Yes</li> <li>2: No</li> </ul>	Educator report on the inclusion of at risk students in the classroom.	Quality measurement of classroom teaching practices impacting child learning; Program Accountability and Continuous Quality Improvement
Excluded survey  (A survey may be marked Exclude with any number of questions answered. When the user chooses to Exclude a survey the user must select one of the following reasons: )	N	<ul style="list-style-type: none"> <li>Child/family left the program before the survey was completed.</li> <li>Unable to complete as child was not cooperating in the process.</li> <li>Child is participating in Part C. Screening not conducted.</li> <li>Parent/Caregiver declined to participate in or complete the survey.</li> <li>Survey was not completed or incomplete due to failure of the</li> </ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
		program to follow up with the family. <ul style="list-style-type: none"> <li>Survey was not completed or incomplete due to inability to schedule completion with the family.</li> <li>Other</li> </ul>		
<b>Kansas Early Learning Inventory for 4 Year Olds (KELI-4) Survey</b>				
Uses pincer grasp when using writing utensils	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Cuts on a straight line, holding paper	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Cuts simple shapes grasping scissors with thumb on top	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Runs/walks with a coordinated gait	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Completes a puzzle with 5-7 interlocking pieces	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement



Field Name	Req /Opt	Values	Description	Used For
Uses restroom with minimal adult supervision	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Hops on one foot	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can catch a ball with both hands	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can throw a small ball with both hands	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can put on/take off coat with little or no assistance	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can unzip clothing with minimal help	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Follows basic directions within appropriate length of time with no or minimal prompting	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Follows set rules in group play or activities	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Perseveres on a task even when clearly frustrated with minimal or no adult prompting	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Follows established classroom routines with minimal prompting	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Collaborates with others to carry out a play theme (e.g. hospital or grocery store)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Maintains interest in activity for at least 10-15 minutes	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Plays in dramatic play area with other children, pretending to be someone or something else	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Stays 'on task' during activities	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Offers to help others who may be in distress (crying, frowning, looking confused)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Adapts behavior to be appropriate in different environments	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Makes eye contact with adult or peer during conversations	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Accepts consequences for own actions	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Copes with frustration—calms self within a few minutes	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Copes well with disappointment	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Negotiates rules in a group or play activity	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Obtains adult assistance when necessary to settle a serious conflict with peers	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Seeks and maintains positive relationships with others	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Plays well/interacts appropriately with two or more peers	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Names at least one friend	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Uses four to seven-word sentences with correct word order	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Asks questions to increase understanding including 'how' questions	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Answers appropriately when asked what to do if tired, cold, hungry	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Completes simple verbal analogies (e.g. a daddy is big, a baby is -small-)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Uses complete sentences to communicate	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Stays on topic during conversation	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Recalls information and sequence of a story	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Tells stories based upon personal experiences, imagination, and/or stories from books	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Tells stories with a beginning, middle and end	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Imitates rhythmic patterns in songs, rhymes, and fingerplays	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Matches words that rhyme (e.g. selects 2 out of a list of 3 words)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Identifies some beginning sounds in words	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Recognizes that print represents spoken words (i.e. first name in print, environmental print)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can break a word into syllables (e.g. clap number of syllables)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>4: Always</li> </ul>		
Makes letter-sound connections	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Recognizes words with a common beginning sound	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Identifies the number of syllables in a word	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Recognizes printed name	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Identifies some known letters of the alphabet in familiar and unfamiliar words	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Discriminates between letters that look similar (e.g. knows that a 'm' is not a 'n')	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Sings the 'alphabet song'	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can find familiar words within a story or print	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement



Field Name	Req /Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>4: Always</li> </ul>		
Pretends to read easy or predictable books	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Runs finger along text starting at the top of the page and moving toward the bottom of the page while pretending to read (understands print directionality)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Demonstrates knowledge that a book has a front and a back	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Demonstrates an understanding that print goes from left to right	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Demonstrates an understanding that words in a sentence are separated by spaces	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Demonstrates pretend writing, including some letters	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Copies letters	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
		<ul style="list-style-type: none"> <li>• 4: Always</li> </ul>		
Uses both drawing and writing (not necessarily correct spelling) to demonstrate own ideas for sharing with others	Y	<ul style="list-style-type: none"> <li>• 1: Never</li> <li>• 2: Sometimes</li> <li>• 3: Usually</li> <li>• 4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Demonstrates an understanding that once an oral message is written, it reads the same way every time (recognizes signs, messages from the teacher)	Y	<ul style="list-style-type: none"> <li>• 1: Never</li> <li>• 2: Sometimes</li> <li>• 3: Usually</li> <li>• 4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can write own name	Y	<ul style="list-style-type: none"> <li>• 1: Never</li> <li>• 2: Sometimes</li> <li>• 3: Usually</li> <li>• 4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Counts orally from 1 to 10	Y	<ul style="list-style-type: none"> <li>• 1: Never</li> <li>• 2: Sometimes</li> <li>• 3: Usually</li> <li>• 4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Recognizes numbers from 1-10 when shown the numbers out of order	Y	<ul style="list-style-type: none"> <li>• 1: Never</li> <li>• 2: Sometimes</li> <li>• 3: Usually</li> <li>• 4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can assign a number to a small number of items quickly and accurately	Y	<ul style="list-style-type: none"> <li>• 1: Never</li> <li>• 2: Sometimes</li> <li>• 3: Usually</li> <li>• 4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement



Field Name	Req /Opt	Values	Description	Used For
Understands that the last number word used in counting represents the total number in the collection (cardinal rule)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Able to compare by counting or matching two groups of items that contain up to five objects each, despite the similarity or dissimilarity between items in each group	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Can recognize and label a number of items that are arranged in a pattern (e.g. items are arranged like dots on a domino)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Adds two groups of concrete objects by counting the total (e.g. three blue pegs and three yellow pegs equals six pegs altogether)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Identifies positions as first and last	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Notifies and copies simple repeating patterns	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Sorts objects using one or two attributes	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Compares groups based upon single attributes (more/less; long/short)	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Consistently names some basic colors	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Is able to match a color name to its corresponding hue	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Uses classroom materials for their intended purpose	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Works to achieve a self-selected goal	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Asks questions about objects, organisms, and events in own environment	Y	<ul style="list-style-type: none"> <li>1: Never</li> <li>2: Sometimes</li> <li>3: Usually</li> <li>4: Always</li> </ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
Answers questions and/or tests predictions using simple logic or experiments (e.g. This is bigger and will sink, let's try it)	Y	<ul style="list-style-type: none"><li>• 1: Never</li><li>• 2: Sometimes</li><li>• 3: Usually</li><li>• 4: Always</li></ul>	Educator report of frequency that the child performs specified skills. Skills are aligned with the Kansas Early Learning Standards for children.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
In your opinion, is this child ready for success in school?	Y	<ul style="list-style-type: none"><li>• BA: Below Average</li><li>• A: Average</li><li>• AA: Above Average</li></ul>	Educator determines overall readiness for success in school based upon professional understanding and knowledge of child's skills and abilities.	Program measurement of child growth; Program Accountability and Continuous Quality Improvement
Excluded survey	N	<ul style="list-style-type: none"><li>• Child/family left the program before the survey was completed.</li><li>• Unable to complete as child was not cooperating in the process.</li><li>• Child is participating in Part</li><li>• C. Screening not conducted.</li><li>• Parent/Caregiver declined to participate in or complete the survey.</li><li>• Survey was not completed or incomplete due to</li></ul>	If required items are not completed and cannot be obtained, then the program should mark the survey exclude.	Exclude incomplete or inaccurate data from reports; Program Accountability and Continuous Quality Improvement

Field Name	Req /Opt	Values	Description	Used For
		<div>failure of the program to follow up with the family.</div> <ul style="list-style-type: none"><li>• Survey was not completed or incomplete due to inability to schedule completion with the family.</li><li>• Other</li></ul>		