



## Course-Teacher-Student Data Reporting Responsibility Decision Tree

To accurately determine which educational entity should be reporting course-teacher-student data, there are several questions to consider. (Does the student earn a course outcome? Is the teacher who determines the course outcomes physically teaching in your building or a building in your district? Is this a virtual course, a distance learning course, or dual credit? Is this a Pathways course?)

To help answer these course-teacher-student data reporting questions, KSDE has created a decision tree. This guidance incorporates mapping courses in Kansas Course Code Management System (KCCMS), assigning courses to educators in EDCS, and reporting STCO data in Kansas Individual Data on Students (KIDS). It has been developed in collaboration with KSDE consultants from all three program areas.

Since definitions vary slightly depending upon the system for which you are reporting the data, we have defined two items for clarification:

- **KCCMS**
  - **Virtual Course**—Any course taken online.
  - **Distance Learning Course** (or IDL)—The course is taught by a teacher of record in a classroom, but the students are in a different classroom.
- **EDCS**
  - **Virtual Course**— Instruction given by a computer program not a teacher (A-Plus, e2020, Plato, etc.)
  - **Distance Learning Course** (or IDL)—Any course that is delivered online, but a teacher is providing the instruction from somewhere else.
- **KIDS**
  - **Virtual**—Virtual student data is not collected on STCO records except to capture the course outcome. A student is considered a virtual student if he/she is attending an approved virtual school or program and is able to take classes anytime, anywhere. If the student is taking a course online at his/her school during school hours, he/she would not be considered a virtual student. A Virtual Student is reported on KIDS ENRL, MILT and EOYA records.
  - **Distance Learning**—This data is not collected in KIDS except to capture the course outcome on STCO records.

Follow this series of questions/actions when determining accurate reporting of course-teacher-student data:

### 1. Did the student earn a course outcome for the course?

- If no, then no STCO record is needed.
- If yes, then move on to question 2.

Situation	KCCMS Reporting	EDCS Reporting	KIDS STCO Reporting
Student takes a course but does not earn a course outcome.	○ No data necessary	○ No data necessary	○ No data necessary

**2. Is the teacher who determines the course outcomes physically teaching in your building or a building in your district (regardless of who pays the teacher’s salary)?**

- If the answer is no, then move on to question 3.
- If the answer is yes, then skip to question 4.

**3. Is the course considered a ‘virtual’ or a ‘distance learning’ course? (See the definitions above.)**

- If the answer is no, then move on to question 4.
- If the answer is yes, then follow this guidance:

Situation	KCCMS Reporting	EDCS Reporting	KIDS STCO Reporting
Student is taking a course that is through a computer program such as e2020, A-Plus, Plato, etc.	<ul style="list-style-type: none"> <li>○ Indicate a <b>‘V’</b> in Delivery Type field</li> </ul>	<ul style="list-style-type: none"> <li>○ The district that offers the course reports the teacher</li> <li>○ The educator proctoring the course is considered the teacher of record</li> <li>○ The virtual course monitor need only be licensed at the appropriate level</li> <li>○ The <b>‘Virtual Course Monitor’</b> box should be selected</li> </ul>	<ul style="list-style-type: none"> <li>○ The school that has the teacher assigned to the course in EDCS submits the STCO records</li> </ul>
Student is taking a course from another school or program. The teacher is in a separate location from the student and provides instruction and feedback via a computer program.	<ul style="list-style-type: none"> <li>○ Indicate a <b>‘V’</b> in Delivery Type field</li> </ul>	<ul style="list-style-type: none"> <li>○ The teacher teaching the course should be reported by each building where a student is receiving instruction for the course</li> <li>○ Split the FTE among all buildings involved</li> <li>○ The teacher providing the instruction is considered the teacher of record, not the classroom proctor</li> <li>○ The <b>‘Distance Learning’</b> box should be selected</li> </ul>	<ul style="list-style-type: none"> <li>○ Each building that reports the educator will send STCO records for the students that earn a course outcome</li> </ul>
Student is taking a course from another school or program. The teacher is in a separate location from the student and provides instruction and feedback via IDL, Channel 1, etc.	<ul style="list-style-type: none"> <li>○ Indicate a <b>‘D’</b> in Delivery Type field</li> </ul>	<ul style="list-style-type: none"> <li>○ The teacher teaching the course should be reported by each building where a student is receiving instruction for the course</li> <li>○ Split the FTE among all buildings involved</li> <li>○ The teacher providing the instruction is considered the teacher of record, not the classroom proctor</li> <li>○ The <b>‘Distance Learning’</b> box should be selected</li> </ul>	<ul style="list-style-type: none"> <li>○ Each building that reports the educator will send STCO records for the students that earn a course outcome</li> </ul>

**4. Is the course being taught by a non-licensed educator that is a college professor for dual credit?**

- If the answer is no, then move on to question 5.
- If the answer is yes, then follow this guidance:

Situation	KCCMS Reporting	EDCS Reporting	KIDS STCO Reporting
Student is taking a dual credit course taught by a non-licensed educator that is a college professor.	<ul style="list-style-type: none"> <li>○ Indicate the appropriate value in the College/ Career field</li> </ul>	<ul style="list-style-type: none"> <li>○ The principal, assistant principal, or counselor should be assigned the course</li> <li>○ The 'Dual Credit' box should be selected</li> </ul>	<ul style="list-style-type: none"> <li>○ The school that has the teacher assigned to the course in EDCS submits the STCO records</li> </ul>

**5. Is the course being taught by a non-licensed educator and is *NOT* a dual credit course?**

- If the answer is no, then move on to question 6.
- If the answer is yes, then follow this guidance:

Situation	KCCMS Reporting	EDCS Reporting	KIDS STCO Reporting
Student is taking a course taught by a non-licensed educator and the course is <i>not</i> a dual credit course.	<ul style="list-style-type: none"> <li>○ Map the course in your district</li> </ul>	<ul style="list-style-type: none"> <li>○ When a non-licensed educator is reported in EDCS, the educator's Social Security Number (SSN) is reported because an educator ID is not generated</li> <li>○ If the educator is part of the Jobs for American Graduates program; The "JAG" box should be selected</li> </ul>	<ul style="list-style-type: none"> <li>○ Indicate the educator SSN in the F23: Educator ID field</li> </ul>

**6. Is your school/district considered the Accountability school/district for the student, but the student is attending a non-accredited building that is not part of your district (such as a building at a service center, Interlocal, COOP, credit recovery center, etc.) as part of a contractual agreement?**

- If the answer is no, then move on question 7.
- If the answer is yes, then follow this guidance:

Situation	KCCMS Reporting	EDCS Reporting	KIDS STCO Reporting
Student is taking a course at a non-accredited building.	<ul style="list-style-type: none"> <li>○ Map the course in your district</li> </ul>	<ul style="list-style-type: none"> <li>○ The teacher teaching the course should be reported by the school/district that sends students to that building</li> <li>○ Split the FTE among all buildings involved</li> </ul>	<ul style="list-style-type: none"> <li>○ Each building that reports the educator will send STCO records for the students that earn a course outcome</li> </ul>

**7. Is the student an office aide (or a teacher aide with a teacher at a different school level—high school student that is a teacher aide for an elementary teacher)?**

- If the answer is no, then move on to question 8.
- If the answer is yes, then follow this guidance:

Situation	KCCMS Reporting	EDCS Reporting	KIDS STCO Reporting
Student is an office aide (or a teacher aide with a teacher at a different school level—high school student that is a teacher aide for an elementary teacher)	<ul style="list-style-type: none"> <li>○ Indicate the 'G' in the Delivery Type field</li> </ul>	<ul style="list-style-type: none"> <li>○ The principal, assistant principal, or counselor should be assigned the course</li> </ul>	<ul style="list-style-type: none"> <li>○ The school that has the teacher assigned to the course in EDCS submits the STCO records</li> </ul>

**8. Is the course an approved Pathways course?**

- If the answer is no, then move to number 9.
- If the answer is yes, then follow this guidance for EDCS reporting:

Situation	KCCMS Reporting	EDCS Reporting	KIDS STCO Reporting
Student is taking an approved Pathways course	<ul style="list-style-type: none"> <li>○ Indicate the appropriate value in the College/ Career field</li> </ul>	<ul style="list-style-type: none"> <li>○ The teacher teaching the course should be reported by the building with the <u>approved</u> Pathway</li> </ul>	<ul style="list-style-type: none"> <li>○ The school that has the teacher assigned to the course in EDCS submits the STCO records</li> </ul>

**9. Map the course in KCCMS, assign the course to the classroom teacher in EDCS, and submit the STCO record.**

**10. Do you still have a question about who should be reporting STCO records?**

- If the answer is no, then great!
- If the answer is yes, then please send an email to [kids@ksde.org](mailto:kids@ksde.org) or call 785-296-7935.

*The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201*