

## Student Record Exchange (SRE)

KSDE Information Technology



## Agenda

- What is SRE?
- Who uses SRE?
- How does SRE work?
  - Request flow
  - System Navigation
- Who do I contact when I have questions?



## What is SRE?



## SRE Overview

- SRE is available free of charge to all districts to facilitate 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 a method for encrypting information over the internet to provide an efficient, safe and secure way to send and receive student records.



## SRE Overview: FERPA

- FERPA does allow the disclosure of education records by a sending school to a receiving school.
- As part of the request process within SRE, both a prior school and an enrolling school will be required to certify that a records request meets specific elements as it pertains to a student transfer.



## Who uses SRE?



## SRE Users

- SRE is available for use by the following building types:
  - Public schools
  - Private schools
  - Service centers
  - Special education cooperatives and interlocals



## SRE Users: Available Roles

User Role (District or School)	Permissions
Send Receive 	<ul style="list-style-type: none"> <li>Submit a student records request</li> <li>Attach student records to the request</li> <li>Update the status of a request</li> <li>View the student records attached to the request</li> </ul>
Send Only 	<ul style="list-style-type: none"> <li>Attach student records</li> <li>Update the status for requests</li> </ul>
Receive Only 	<ul style="list-style-type: none"> <li>Submit a student records request</li> <li>View the student records attached to the request</li> </ul>



## SRE Contact

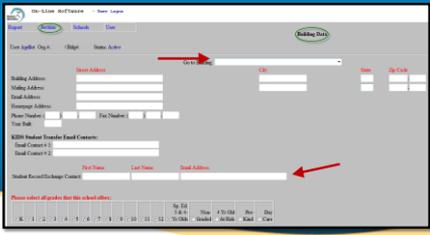
- The Directory Updates system contains an SRE Contact for each building in each district.
- The email for the SRE Contact is where the alert is sent indicating that activity has occurred in SRE for that building.



Resource: SRE Contact in Directory Updates

## SRE Contact

- The Student Record Exchange Contact is located on the Building Data screen.



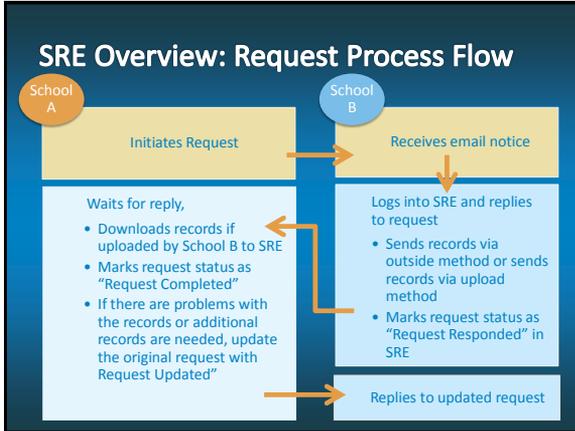

Resource: SRE Contact in Directory Updates

## How does SRE work?




## SRE Overview: Data Flow



### SRE: Dashboard

- The first screen you see when you log in to SRE is the Dashboard.
- The five most recent requests are displayed.
- Depending on your access level, you will see requests that you have made, requests that other schools have made, or both.

Kansas Department of Education

### SRE: Dashboard

Color status indicators for request with Last Modified date over 7 days old.

Sample Data

Kansas Department of Education



### SRE: Search School Contact Info

- The Search School Contact Info screen is where you will look for the SRE Contact information for any building that is eligible to use SRE.
- Select the student's prior school district from the dropdown list.
- A list of buildings for that district is displayed in the table.

Dashboard

- Search School Contact Info
- Submit Request
- My Requests
- Received Requests
- Student Search
- Logout

Kansas Department of Education

## SRE: Search School Contact Info

Select a district to access a list of all buildings in the district

Click on "Request Records" to send a request to that building.

Building	Name	Address	City	State	Zip	Phone	Fax	Contact Name	E-mail Contact
100	West 8 Middle East	2012 South Center	Prichard	KS	67202	620.228.1188	620.228.1183	Sharon Adams	sharon@ksde.org
101	Lincoln East	126 South Center	Prichard	KS	67202	620.228.1141	620.228.1141	Sharon Adams	sharon@ksde.org
102	Washington Elementary	165 East 28th	Prichard	KS	67202	620.228.1138	620.228.1134	Sharon Adams	sharon@ksde.org
103	Madison East	428 West 28th	Prichard	KS	67202	620.228.1175	620.228.1214	Sharon Adams	sharon@ksde.org
104	Prichard Middle School	1124 S. Broadway	Prichard	KS	67202	620.228.1248	620.228.1248	Sharon Adams	sharon@ksde.org
105	Prichard High	1075 East 48th	Prichard	KS	67202	620.228.1228	620.228.1210	Sharon Adams	sharon@ksde.org

## SRE Student Search

## SRE: Student Search

- This screen provides the ability to search for a student in the KIDS system.
- The student search feature requires you to have a few basic pieces of information about the student to complete the search.

## SRE: Student Search

NOTE: If a KIDS ID is entered, all other fields are ignored.

State Student ID (KIDS ID):

Child's Legal First Name:

Child's Legal Middle Name:

Child's Legal Last Name:

Generation Code:  Gender:  Date of Birth:

Organization:  Building:  Grade Level:

Child's Race:  American Indian or Alaska Native,  Asian,  Black or African American,  Native Hawaiian or other Pacific Islander,  White

Child's Ethnicity:  Hispanic/Latino,  Not Hispanic/Latino

**Find Now** Clear

## SRE: Student Search

NOTE: If a KIDS ID is entered, all other fields are ignored.

State Student ID (KIDS ID):

Child's Legal First Name:

Child's Legal Middle Name:

Child's Legal Last Name:

Generation Code:  Gender:  Date of Birth:

Organization:  Building:  Grade Level:

Child's Race:  American Indian or Alaska Native,  Asian,  Black or African American,  Native Hawaiian or other Pacific Islander,  White

Child's Ethnicity:  Hispanic/Latino,  Not Hispanic/Latino

**Find Now** Clear

Certification:  I certify that I am requesting the disclosure of education records of the student included in this request because the student meets or exceeds a grade in the reporting school or current course. If the request is already entered and the disclosure is in process related to the student's enrollment or transfer.

State Student ID	First Name	Middle Name	Last Name	Generation Code	Gender	Date of Birth	Other Info	Match	Probability
11317628	Maverick	M	Christman		Male	06/26/1996	Enrollment District: 50319 Building: 1014 Grade Level: Elementary Ethnicity: Non-Hispanic Race: White	05	

**Request Records**

## SRE Submit Request



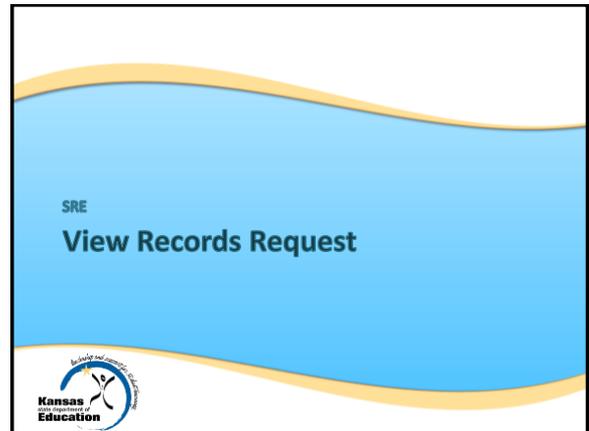


## SRE: Received Requests

- This screen displays the same information that is displayed in the "Received Requests" table on the "Dashboard."

- Dashboard
- Search School Contact Info
- Submit Request
- My Requests
- Received Requests**
- Student Search
- Reports

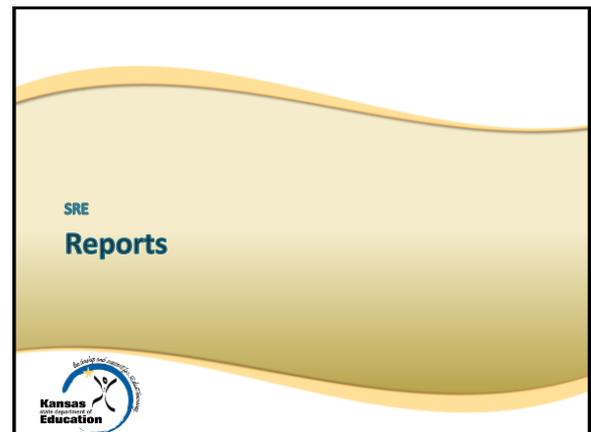
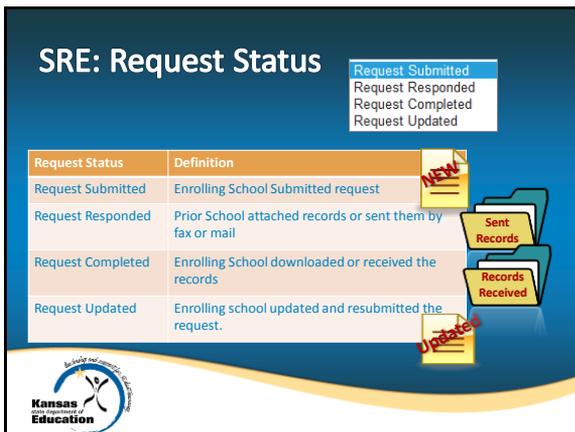
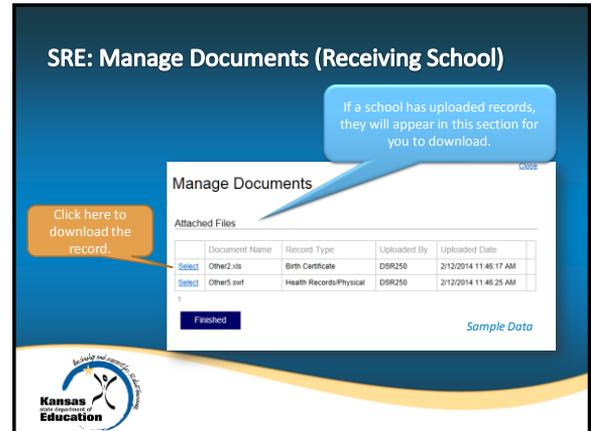
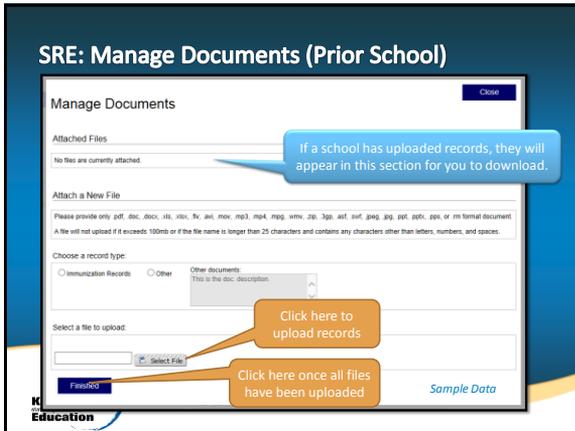
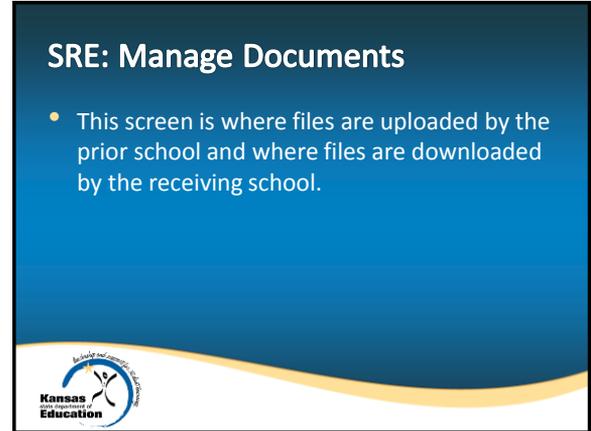
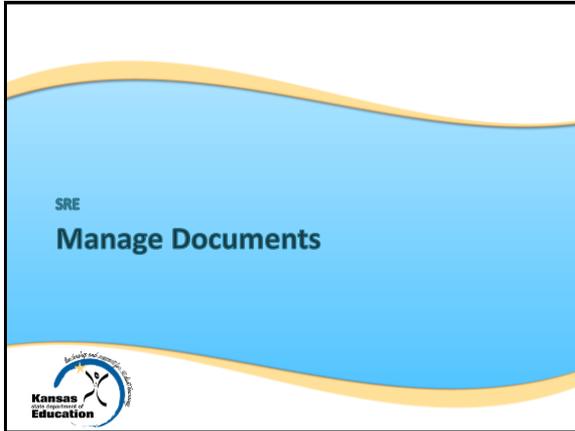
## SRE: Received Requests



## SRE: View Records Request

- This screen displays the same information that is displayed in the "My Requests" table on the "Dashboard."

## SRE: View Records Request



## SRE: Reports

- This screen is where you can generate reports that display information that has been submitted to the KIDS system.
- The data may be useful for you when determining where the student was previously attending, what courses the student has taken, and if there are services that the student received or programs the student attended while attending a prior school.

Dashboard

Reach School Contact Info

Student Package

My Requests

Accessed Reports

Student Search

Reports



## SRE: Reports

Reports

Select & Report

Select & Filter

Export Type:  PDF

Student ID: 413137829

Confirmation

Sample Data



## SRE: Reports

- Enrollment History

District	School	School Entry Date	State Entry Date	Grade Level	Exit Date	Exit Withdrawal Type	Exit Withdrawal Description
02259	Wichita	6542	Southwest High School	9/1/2012	14		
02319	Lawrence Gardner High School	6574	Lawrence Gardner High School	8/26/2011	16		

Sample Data



## SRE: Reports

- Student Courses

School Year	School Identifier	State Subject Area Code	State Course Identifier	Local Course Identifier	Section	State Course Title	Credits	Course Status	Letter Grade	Percent Grade
12	0212	5574	102	306	0210621	Trigonometry/Algebra 2	0			
13			14	151	1415101	Medical/Clerical Assisting	0			
14			17	002	1700201	Construction—Comprehensive	0			
16	0213	6823	17	001	1700101,0011140	Construction Careers Exploration	1	1		97
17	0214	6544	12	050	1205001,0011150	Finance Business Essentials	1	1		97

Sample Data



## SRE: Reports

- Student Records

Student ID	DOB	SSN	DOB	SSN	DOB	SSN	DOB	SSN	DOB	SSN	DOB	SSN	DOB	SSN	DOB	SSN	DOB	SSN	DOB	SSN			
02001	02/01/1980	123456789	02001	02/01/1980	123456789	02001	02/01/1980	123456789	02001	02/01/1980	123456789	02001	02/01/1980	123456789	02001	02/01/1980	123456789	02001	02/01/1980	123456789	02001	02/01/1980	123456789

Sample Data



## SRE

### Who do I contact when I have questions?

SRE

Student Record Exchange



## SRE Summary

- Contact the SRE helpdesk email account [sre@ksde.org](mailto:sre@ksde.org) or KSDE Help Desk 785-296-7935 with questions.



## SRE Summary

- Website: [http://www.ksde.org/Agency/FiscalandAdministrativeServices/InformationTechnology\(IT\)/StudentRecordExchange\(SRE\).aspx](http://www.ksde.org/Agency/FiscalandAdministrativeServices/InformationTechnology(IT)/StudentRecordExchange(SRE).aspx)
  - SRE User's Guide
  - SRE: Gaining Access to Common Authentication
  - Quick Start Guide to SRE



## SRE Summary

- When you use the "Student Search" in SRE, you are not claiming the student.
- When you submit a records request in SRE, you are not claiming the student.



## SRE Summary

- Consider a group email for a building as the SRE Contact email so that multiple people will receive the SRE activity email.

