SPEDPro Beginners Training

Piece of the Puzzle

By: Mason Vosburgh
Agenda

Discussion Item One – Common Authentication
Log in, Access

Discussion Item Two – Getting started
Selecting the organization, Navigation pane, Calendar Set up, apply building settings, checking building minutes entering providers

Discussion Item Three – Student Data
Student Search, Keyboard Entry, Import / Upload batch files

Discussion Item Four – Verifications

Discussion Item Five – Exiting students

Discussion Item Six – Reports

Discussion Item Seven – Other Issues
Common Authentication System

Log in

- Go to KSDE Web Applications
- Enter User name
- Enter Password
- Log In

If you have not registered, go here

- Complete the registration form with your organization level and all buildings
Choose SPEDPro for District Update permissions and submit request

KSDE web applications should work with the latest versions of all modern browsers. However, for best results, KSDE recommends use of the following:

- Windows - Microsoft Internet Explorer [version 10+], Google Chrome [latest version]
- MacOS - Mozilla Firefox [latest version]
The RED Banner is an alert that specific KSDE web applications will be unavailable for specific periods of time due to:

- The application may be undergoing routine maintenance
- Application upgrades
- Bug fixes

Wait for the RED Banner to be removed before logging in. Note other web applications not identified with a RED Banner are accessible.
Getting Started

Select desired organization level – Click the “Go”

Navigation Pane

- Select the destination in the application where the desired task is completed.

Students
- Buildings, Calendars, settings

Personnel
- Verifications
- Upload / Import
- Reports
- Yearly Student roll over
Getting Started

Calendars select from Navigation Pane

Select the target school year for which the calendar applies.
Getting Started

Calendars

1) Set default district level calendar for all grades, all buildings.

2) Enter first and last day of school.

3) Mark days not in session

4) Save

5) Create new calendar for any programs / buildings that does not follow the district calendar
Getting Started

Building Settings set up from Navigation Pane

1) For buildings without approved settings, Choose a building
2) Select “New” to enter settings for a school year
Getting Started
Coding building and Program Settings

1) Mark (all that apply) the setting codes that represent the programs that are offered in the building

2) As you work on this, it is considered to be “In progress”. Save keeps the data in progress

3) The save and submit button is selected to send to KSDE for approval.

4) KSDE will deny invalid settings

5) If a error is made, you can un-submit or delete and start over and resubmit.
Getting Started
Coding building and Program Settings

1) Settings list page shows the status of each building

   1) In Progress – settings list is not completed. Additional work needed before submission
   2) Submitted – Settings list is completed, submitted and awaiting approval
   3) Approved – Settings align with the Directory and are available for selection on service lines
   4) Declined – Settings do not exist in the building or do not align with Directory. Settings must be created anew and resubmitted for approval

Settings List

<table>
<thead>
<tr>
<th>School Year: 2018 - 2019</th>
<th>District: USD 262 - Valley Center Pub Sch</th>
<th>Building: All Buildings</th>
<th>Status: All</th>
</tr>
</thead>
</table>

Search

<table>
<thead>
<tr>
<th>Actions</th>
<th>Building</th>
<th>Status</th>
<th>Submitted By</th>
<th>Last Modified</th>
</tr>
</thead>
</table>

4 results
Getting Started

Directory Updates

DIRECTORY NAVIGATION: FIND ORGANIZATION, THEN SELECT BUILDINGS IN ORGANIZATION

<table>
<thead>
<tr>
<th>Daily Schedule</th>
<th>08:00 am</th>
<th>08:30 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismissal Time</td>
<td>12:15</td>
<td>12:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Length of Day</td>
<td>450 minutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch Period</td>
<td>30 minutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Lunch Periods</td>
<td>0 minutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Class Time</td>
<td>420 minutes</td>
<td></td>
</tr>
</tbody>
</table>

Pre-School Sessions

Provide all information for each Pre-School session. If lunch period varies, report the longest lunch period including any break and passing time immediately preceding and following the lunch period. Please see the Directory Manual for questions. For further clarification, please contact Mason Vosburgh (mason.vosburgh@ksde.org) at (785) 296-4815.

<table>
<thead>
<tr>
<th>Start (AM or PM)</th>
<th>Lunch Minutes (Must be a number from 0 to 60)</th>
<th>Class Time (AM or PM)</th>
<th>Days Per Week (Must be a number from 1-5)</th>
<th>Pre-School Program Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:15</td>
<td>0</td>
<td>12:15</td>
<td>5</td>
<td>Head Start</td>
</tr>
</tbody>
</table>

1) Section A, Daily Schedule = Grade 1-12 Schedule

2) Section B, Preschool Sessions schedules only

1) Section C, Kindergarten sessions schedules only
Getting Started
Building Information and Directory sessions

1) Minutes column pull from the State Directory
2) Note: Accuracy of session times and
3) Note: Preschool Program types reported
4) Corrections are made in the State Directory
5) Calendars and Settings are entered by the local MIS clerk
Getting Started

Know everything about your buildings

1) Discover what programs are offered in what buildings
2) Know what each program is named
3) Program types and setting must match
4) Corrections to programs and minutes are made in the State Directory
5) Corrections to settings are made in SPEDPro
## Getting Started

### Program and setting matches

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Directory value</th>
<th>Setting Code</th>
<th>Program Type</th>
<th>Directory value</th>
<th>Setting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headstart</td>
<td>6</td>
<td>B, K</td>
<td>SPED Reverse Mainstream Class</td>
<td>9</td>
<td>W</td>
</tr>
<tr>
<td>4 Year Old At-Risk</td>
<td>7</td>
<td>B, K</td>
<td>All other Reg / Gen Ed Preschool</td>
<td>10</td>
<td>B, K</td>
</tr>
<tr>
<td>Integrated SPED Class</td>
<td>8</td>
<td>R</td>
<td>Itinerant Services – All other</td>
<td>10</td>
<td>G</td>
</tr>
</tbody>
</table>

### IEP Service Lines

<table>
<thead>
<tr>
<th>Actions</th>
<th>ID</th>
<th>Start</th>
<th>End</th>
<th>Frequency</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Choose)</td>
<td>54093</td>
<td>8/17/2016</td>
<td>10/10/2016</td>
<td>55 minutes / day 5 day(s) / week Every 1 weeks</td>
<td>USD 111 - Doniphan West Schools</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>week(s) 38 total day(s)</td>
<td>Integated Special Education Setting (age 3, 4, 5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Special Educations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>336363636 - Six, Thirty</td>
</tr>
</tbody>
</table>

0201 - Doniphan West Elementary School

<table>
<thead>
<tr>
<th>Type: District Level Grade(s): All Grades</th>
<th>Start</th>
<th>End</th>
<th>Frequency</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Integated Special Education Setting (age 3, 4, 5)</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>Special Educations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>336363636 - Six, Thirty</td>
</tr>
</tbody>
</table>

### Class Info

<table>
<thead>
<tr>
<th>Class</th>
<th>Total</th>
<th>Days/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 1-12</td>
<td>420</td>
<td>450</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>420</td>
<td>450</td>
</tr>
<tr>
<td>Pre-K Head Start</td>
<td>180</td>
<td>180</td>
</tr>
<tr>
<td>Pre-K 4 year old at risk</td>
<td>180</td>
<td>180</td>
</tr>
<tr>
<td>Pre-K Reverse Mainstream Spec Ed (&lt;50% IEP)</td>
<td>180</td>
<td>450</td>
</tr>
</tbody>
</table>
Getting Started

New Providers

Select Personnel List from Navigation Pane

1) Select the Target school year
2) Select the District / Organization
3) Click the New Button
Getting Started

Personnel Entry Form

1) Enter the Provider (CAPS) ID number
2) Enter the Provider Name
3) Add the Organization where the provider delivers services
ID Alert

1) Once an ID number is entered, it cannot be removed.
2) Incorrect ID numbers can be disassociated from an organization, removing them from service line selection.
1) **Check Service Line Provider role**
   1) Only Required Role
   2) Repeat for each organization the provider travels to.
   3) Save
Getting Started

Provider Search

1. Enter Search Criteria
   a) ID
   b) Name
   c) Role

2. Click Search

3. Selection Action
Getting Started
Import Providers

1) A batch file of Providers can be Imported through the Upload link on the Navigation Pane
2) Select Personnel as the file type
3) Browse to locate the file
4) Select the file
5) Click upload
Student Data

2 methods for student data entry

- Keyboard entry.
  1. Student Search: Find a student in the application
  2. Select status – where to find the student
     1. In SPEDPro
     2. KIDS Collection
     3. Search
Student Data

2 methods for student data entry

- Keyboard entry.
  1. Create Student profile
  2. Select the New button for new profile
  3. Select the target school year for which the profile applies

1. Some data pulls from the KIDS record
   1. Student Name
   2. Birthday
   3. Race / ethnicity
   4. LEP

![Student List](image_url)
Student Data
2 methods for student data entry

- Keyboard entry. **Profile**
  1. Drop Down Menus for the selection of data elements
  2. Optional fields are selected
  3. Conditional fields are selected when applicable
  4. Note: A student has 1 profile per school year. Multiple profiles for the same student will generate verification errors

![Student Form Image]
Student Data

2 methods for student data entry

• Keyboard entry.
  1. From the Actions Menu
  2. Profiles can be edited, view only or deleted
  3. Go to the IEP page
  4. Go to catastrophic Aid page
Student Data
2 methods for student data entry

- Keyboard entry.
- Student has no IEP entered
- Because data entry is incomplete, OSEP data is not calculated
- New IEP is selected
**Student Data**

2 methods for student data entry

- Keyboard entry.
- Enter IEP date
  - Do not tab
- Save the Date
- IEP is listed with alert of no service lines
- Action – View Service line
- Action – New Service line
- Action – Delete Service line
- Action – Copy Service line
- Edit IEP to mark Allow Gap for students who move out and back in
2 methods for student data entry

- **Keyboard entry.**
- Select service line data for each of the service line fields
  - Service Organization
  - Attendance building
  - Responsible school
  - Disability and Gifted
  - Provider
  - Start and end dates, minutes
  - Frequency or total days

![Anticipated Services Form](image_view)
Service line data can change if service minutes, frequency, locations, disability category or responsible schools change.
**Student Data**

2 methods for student data entry

Duration is determined by total days. There are 2 options, the user would select 1 option consistently

1. Total Days between Start and End dates
2. Days per week and frequency
Student Data

2 methods for student data entry

Alert:
Always import complete data for school year. All IEPs and All Service for each import, original and subsequent. Subsequent imports erase all prior data for the student.

- Importing.
  1. Go to upload
  2. Import type – student & IEP
  3. Select upload mode
  4. Select Browse to find the file
  5. Navigate to file location
  7. Upload
Student Data

2 methods for student data entry

Alert notes guidance; copy the text in the alert message and paste into Excel. Compare the header to the data. If the header has different data than the import. The wrong import type was selected.

- Importing.
  1. Upload history
  2. Check Import results
  3. Note alerted records
  4. Alert notes explain why import had discrepancies
## Student Data

Use Import Template to find missing or invalid data in Import file

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>KIDS ID</strong></td>
<td><strong>Last Name</strong></td>
<td><strong>Gender</strong></td>
<td><strong>DOB</strong></td>
<td><strong>School Year</strong></td>
<td><strong>Assign Child count</strong></td>
<td><strong>Neigh. Bldg</strong></td>
<td><strong>Grade</strong></td>
<td><strong>Status Code</strong></td>
<td><strong>Exit Date</strong></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>6272231121</strong></td>
<td>Billing</td>
<td><strong>1</strong></td>
<td>8/5/2001</td>
<td>2017</td>
<td>D0111</td>
<td>0200</td>
<td>17</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Unable to</td>
<td>Anderson</td>
<td><strong>0</strong></td>
<td>5/21/1917</td>
<td>2017</td>
<td>D0499</td>
<td>9999</td>
<td>02</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Alert message**

**Bad DOB**

**Invalid building**

**Missing Exit date**
Student Data
Importing Alerts and failed to import

- Import alerts

- There is not a KIDS collection record present from the organization for which you are submitting, or the data does not match
- No permissions.
- Spelling of last name
- Gender
- Date of Birth
- Responsible school

- File format will prevent successful imports

- Invalid / Non-existing KIDS ID
- The imported file does not meet the specifications. Too long or too short.
- The format of the data is incorrect. For example a date field is 98/HQ/20!* grade field is not numeric - P4, Name field is not alpha – Sm!t8
Verifications

Default to all students with verification

Verifications can be filtered by:

Agency / Building

Student or ID #

Flag / type

Open / unresolved

Search

Print verification report

Verifications List

KIDS ID: 1234569874

School Year: 2018 - 2019

District: USD 111 - Doniphan West Schools

Responsible Building: All Buildings

Flag: 0203

Personnel: Dumpty, Humpty 8989898917

Status: Open/Unresolved

Search

228 result(s)

Actions | Flag | Details
--- | --- | ---
• Notes (0) | • 0004 | KIDS ID: 4501611715
• Open/Unresolved | Student: Deroeck, Lorin
• Error | IEP: 10/19/2018
• Service Line Setting is missing or not Approved for the Service Location.

• Notes (0) | • 0004 | KIDS ID: 4638520766
• Open/Unresolved | Student: Dolin, Norah
• Error | IEP: 10/19/2018
• Service Line Setting is missing or not Approved for the Service Location.
Verification report

Report lists Profile ID, IEP ID, Service line ID or NPE ID. Use ID number as reference to find data triggering verification.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Student Last Name</th>
<th>Student First Name</th>
<th>KIDS ID</th>
<th>DOB</th>
<th>Responsible Org</th>
<th>Responsible Bldg</th>
<th>Flag</th>
<th>Profile ID</th>
<th>IEP ID</th>
<th>Service Line</th>
<th>NPE Contract ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quicksall</td>
<td>Johanna</td>
<td></td>
<td>4610995492</td>
<td>05/30/2015</td>
<td>D0437</td>
<td>0201</td>
<td>0004</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPED Teacher</td>
<td>Arballo</td>
<td></td>
<td>8711815361</td>
<td>11/23/2002</td>
<td>D0111</td>
<td>0201</td>
<td>0004</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech Provider</td>
<td>Harper</td>
<td>Andrew</td>
<td>5738373065</td>
<td>10/15/1996</td>
<td>D0111</td>
<td>0201</td>
<td>0004</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bunny Ears</td>
<td>Mcfield</td>
<td>Laurette</td>
<td>9114067935</td>
<td>05/21/2016</td>
<td>D0437</td>
<td>6512</td>
<td>0005</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Show</td>
<td>Harper</td>
<td>Andrew</td>
<td>5738373065</td>
<td>10/15/1996</td>
<td>D0111</td>
<td>0201</td>
<td>0005</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sherling</td>
<td>Brandin</td>
<td></td>
<td>1002152283</td>
<td>04/08/2013</td>
<td>D0259</td>
<td>6513</td>
<td>0045</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Speech Provider</td>
<td>Ahyou</td>
<td>Jakob</td>
<td>9378275435</td>
<td>04/30/2014</td>
<td>D0437</td>
<td>6513</td>
<td>0020</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Vandiford</td>
<td>Faith</td>
<td></td>
<td>6026325484</td>
<td>02/14/2016</td>
<td>D0111</td>
<td>0201</td>
<td>0007</td>
<td></td>
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<tr>
<td>Vandiford</td>
<td>Faith</td>
<td></td>
<td>6026325484</td>
<td>02/14/2016</td>
<td>D0111</td>
<td>0201</td>
<td>0150</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Exiting
Exit data is listed on the student profile.

Change to inactive status

1. Select Basis of exit
2. Enter Exit Date
   1. Type
   2. Select from calendar

Evidence box used when students move out

Note: Students who move within Coop / Interlocal member districts do not qualify as exits.
Ending Services – How to Truncate end dates

1. Use exit date field to end all service end dates to equal the exit date – save

2. Method 2 – use Truncate button to end individual services on a given date
   1. Go to the IEP list
   2. Select the current IEP
   Enter the exit date as last day of services
   Truncate service end date to = exit date

Save
Annual Status

Student’s First Status of the school year.

• Students must be first reported as Active status to begin a school year.
• Student status must be promoted to current year status before initial entry into the MIS each school year.
• All active status change to Continuing on July 1 of the current school year.
• Children who turn 3 must be have an active status of New Referral (N) or C to B transition (B).

Failure to report an accurate initial active status may result in verification 0215. Changing the student’s Annual Status can only be done at the KSDE level.
Security Tips

• Do not attach or embed confidential student data to e-mails.
  • Upload your files to the MIS collection system which is a secure site.

• User names identify you by your agency and level of access.

• The same Password can be used with multiple user name log ins
**K Time**

Portion of the day students participate in a qualified program without IEP Support

<table>
<thead>
<tr>
<th>IEP Service Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>(Choose)</td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

*B (regular early childhood) programs qualify as K time when no IEP support is provided*

*Special education programs (A, D, E, G, J, M, O, P, R, U, W) never qualify for K time participation*
Catchment Area
The domain of your LEA / organization within its boundaries

- Coops and Interlocals
  - All member districts inclusive

- USD
  - All buildings and programs administered by the USD

- Private / Parochial Schools
  - Calendars and building settings are updated in the MIS by the LEA for which the Private / Parochial Schools is in the catchment area

- Exiting considerations
  - Students who move within the catchment do not qualify and are not considered exits
Reports
Reports from the navigation pane

Select the target school

Select the Organization

Select the report format

Select the report needed from the drop down menu and file type.

Click Go to generate the report.
Projected reports are used for quality checks before the Federal data is finalized and pulled.

Projected - End of Year

Report for fiscal year 2018

<table>
<thead>
<tr>
<th>KIDS ID</th>
<th>Student First Name</th>
<th>Student Last Name</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Local Student Identifier</th>
<th>Grade</th>
<th>Age on December 1</th>
<th>Age June 30</th>
<th>Primary Disability</th>
<th>Sec Dis</th>
<th>Gifted</th>
<th>Agency Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6630717465</td>
<td>Ellen</td>
<td>Acosta</td>
<td>07/31/2012</td>
<td>F</td>
<td>50008</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>DD</td>
<td>N</td>
<td></td>
<td>08/21/2017</td>
</tr>
<tr>
<td>9086435068</td>
<td>Skyler</td>
<td>Armstrong</td>
<td>05/17/2011</td>
<td>F</td>
<td>50008</td>
<td>K</td>
<td>6</td>
<td>7</td>
<td>ED</td>
<td>N</td>
<td></td>
<td>08/16/2017</td>
</tr>
<tr>
<td>8043268037</td>
<td>Sandy</td>
<td>Bai</td>
<td>05/11/1997</td>
<td>M</td>
<td>12</td>
<td>12</td>
<td>20</td>
<td>21</td>
<td>ED</td>
<td>N</td>
<td></td>
<td>08/01/2017</td>
</tr>
<tr>
<td>9589400434</td>
<td>Charity</td>
<td>Barton</td>
<td>04/24/1995</td>
<td>F</td>
<td>12</td>
<td>22</td>
<td>23</td>
<td>23</td>
<td>ED</td>
<td>N</td>
<td></td>
<td>08/01/2017</td>
</tr>
<tr>
<td>5415085491</td>
<td>Ebo</td>
<td>Beninati</td>
<td>06/28/2013</td>
<td>M</td>
<td>4-Yr-Old Preschooler</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>DD</td>
<td>N</td>
<td></td>
<td>08/01/2017</td>
</tr>
</tbody>
</table>

Projected Reports
- Projected December 1 report
- Projected Gifted Summery report
- Projected End of Year
- Projected Table 5 Discipline report
- Projected Table 4 Exit report.

Review these reports in detail to assure all information is accurate.
Reports

Verification Reports

Several reports are for quality analysis, comparing student level data state wide. These reports flag inaccuracies in the current data that may need to be corrected locally.

Verification Reports

• Overlap Report
• Unresolved Exit Report
• Exit Status Report
• Unknown Exit report
• Idea Discipline Incident Report

These reports provide evidence that current information needs to be corrected.
2 Organization listed Overlap is in your data and a different agency. Service line dates overlap

1 Organization listed Overlap is in your data alone. Multiple profiles
Reports
Report Download

Open or Save the file
Report Tools – Use to Verify Data

Projected reports can be used to verify data during the collection.

- Use the column filters to find missing or inaccurate information.
- Missing Neighborhood / responsible schools.
- Missing Demographics like race / ethnicity can mean no KIDS records.
- Exit dates and exit codes not aligning.
- Age and grade levels not representative.
- Missing Grade levels.
- KG students with Preschool settings.
- Verify total number of students.
Discipline Data

Go to: Discipline Data
Select: target year
Review students, basis of removal, type of removal and days of removal

If discrepancies are found, alert your local KIAS administrator at the building or district level for corrections.

Revisit page for monthly updates to assure corrections have been made in KAN-Dis.

<table>
<thead>
<tr>
<th>Actions</th>
<th>In Report</th>
<th>KIDS ID</th>
<th>Student</th>
<th>Date</th>
<th>Org</th>
<th>Bldg</th>
<th>Basis</th>
<th>ISS</th>
<th>OSS</th>
<th>Expelled</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Choose)</td>
<td>Y</td>
<td>3739633929</td>
<td>Thompson, Blaine</td>
<td>11/11/2015</td>
<td>D0259</td>
<td>1677</td>
<td>W</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>N</td>
</tr>
</tbody>
</table>

KanDis - Discipline Data last updated 6/23/2016 11:47:02 AM
Help Desk contacts

If the application crashes, there is some helpful information to remember when reporting a crash.

You may be asked a series of questions to trouble shoot.

Your log in access?
D0701
Your permissions?
District user
What you are going specifically?
selecting a frequency on a service line
What student did this occur?
4587896541

SPEDPro Help – Mason, 785-296-4945, Mvosburgh@KSDE.Org
Directory Updates - Mason, 785-296-4945, Mvosburgh@KSDE.Org
State-wide Data Clerk contact info - Tim, http://ksdetasn.org/gstad
MIS Workshop Presentations - Tim, http://ksdetasn.org/gstad
Indicator 11 – Stacie Martin, Smartin@Ksde.org
Indicator 12 – Natalie McClane, NMcclane@KSDE.Org
KIAS System, navigation, data entry, or editing – Leader Services,(toll free) 877-456-8777
The ECSETS Help Desk by content area (file reviews, indicators, ESI, etc,) 785-296-3743
KSDE IT Help Desk, KIDS Data, Access to Authenticated applications - 785-296-7935