



Principal's Building Report (PBR)

2017-18 User's Guide

Please Note: This help resource may refer to screen elements by their color and may be best viewed in full color.

<https://svapp15586.ksde.org/authentication/login.aspx>

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Revision History

Date	Reason for Changes	Version
5/28/2017	Initial Document copied to 2017-18 SY version of the PBR – John Price.	1.0
9/9/2017	Document Finalized – Rose Ireland, Sara Barnes	1.0.1
9/12/2017	Updated Related Documents Date; Finalized Review – Sara Barnes	1.0.2

Related Documents

All documents unless otherwise specified may be found on the KIDS Project website (www.ksde.org/kids) under the “Documents” tab.

Date	Document Title/Location	Comments
8/10/2017	2017-18 Enrollment Handbook http://www.ksde.org/Portals/0/Auditing/Enrollment%20Handbook%20FY18.pdf?ver=2017-08-29-153235-157	The purpose of this booklet is to explain how a student is counted and how to determine the appropriate entries into the KIDS system to generate the correct amount of state aid.
9/03/2017	KIDS 2017-2018 File Specifications	Data Dictionary offering a complete list of the KIDS Collection fields and their valid values.
9/03/2017	KIDS 2017-2018 Submission Overview	Contains an overview of the KIDS record types and the Collection Schedule of Submission Windows for the year.
9/09/2017	KIDS 2017-2018 Submission Details (ENRL, TEST, EXIT, ASGT, MILT, TITL, EOYA, & QERY)	Eight documents (one for each KIDS record type—ENRL, TEST, EXIT, etc.) that contain a list of required and optional data elements, submission guidelines, and list which reports return data submitted by that record type.

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Part I: Introduction

Welcome to the Principal's Building Report (PBR)! Whether you have been involved with the PBR in the past or are brand-new to the PBR, the Kansas State Department of Education (KSDE) wants to be sure that you have information and resources to make the submission of your school's PBR run smoothly.

If you are a veteran PBR user, then this manual will serve as a reference that you can use to review the increased functionality of the redesigned PBR.

If you are a new PBR user, then this manual will give you a jump-start on the basics of the PBR before you begin your report and forward it electronically, to the superintendent, for approval.

Part II: About this Manual

This User's Guide will describe how to:

- Navigate through the PBR screens.
- Help you identify where data is pulling from the KIDS collection system.
- Answer questions on how data should appear in your report and the purpose behind the collection.
- Review specific information about your reported totals and help you audit this data against your student information system, for the purpose of ensuring data accuracy.
- View various sub-reports that are collected for the purpose of funding and other state reporting data.

We have also included some notes and tips that highlight important topics.

NOTE: The "Notes" box will mention items that require special attention.

TIP: The "Tip" box will contain recommendations and/or "shortcuts" as the user works through the Principal's Building Report.

Part III: Important Terms

Are you new to the vocabulary of KIDS? Don't worry—KSDE has created a glossary of terms in the next few pages to help clarify words and phrases that may be unfamiliar to you. Please take a minute to review these important terms before continuing:

Term	Meaning
Directory Updates	A web application that is used to populate building specific data to portions of the PBR. The Directory Updates web application is maintained by district level administrators, typically the board clerk and/or superintendent.
ENRL Record	The ENRL Collection focuses on gathering enrollment and program participation information on students. This is the data that is used to populate sections of the Principal's Building Report (PBR) and the Superintendent's Organizational Report (SO66) which are in turn used for state funding (based on the September 20th Rule) and for federal funding calculations.
KIDS System	Kansas Individual Data on Students (KIDS) is a sophisticated software system used to manage educational data collected to meet state and federal reporting requirements. Data uploaded from your student information system to KIDS, is used to populate the PBR.
Student Information System (SIS)	A software program that administers and maintains student information, such as enrollment, scheduling, attendance, accounting, and grade reporting, for that district/school. This software is installed on the school's local network and computers.
Superintendent's Organization Report (SO66)	A district level report that compiles data from the PBRs and provides the initial, unaudited data used for student funding. Principals, or the appropriate designee, approve the PBR for the superintendent's review and acceptance of the building totals.
Principal's Building Report (PBR)	A building level report that compiles data from KIDS ENRL. Principals (or other designees) approve the PBR for the Superintendent to submit.

Part IV: User Levels

School-level access is usually for data entry staff, administrators, and program staff who are submitting and/or viewing PBR data **only** for their school. District-level access is for data entry staff, administrators, and program staff who submit and view PBR data for multiple schools within the same district.

“Update” access is the most typical form of access, and allows the user to both work in the application and view reports that are generated from KIDS data. “Read-only” access does not allow the user to interact with the application (i.e., upload batch files), but allows the user to view the data and reports contained in the PBR. Also be aware that the types of reports that you have access to depend on what is entered in the “Building” field on the web applications registration page.

User Level	Defined Roles/Responsibilities
School Update	<ul style="list-style-type: none">• Has write access to change manual data entry on the PBR for the building for which he/she is responsible.• Has read access to the PBR for the building for which he/she is responsible.
School Read-Only	<ul style="list-style-type: none">• Has read access to PBR for the building for which he/she is responsible.
District Update	<ul style="list-style-type: none">• Has write access to change manual data entry on the PBR for buildings in the district for which he/she is responsible.• Has read access to the PBR for buildings in the district for which he/she is responsible.
District Read-Only	<ul style="list-style-type: none">• Has read access to the PBR for buildings in the district for which he/she is responsible.

Part V: Registering for Access to the PBR

Individuals who do not have access to KSDE web applications need to register. Use the following web address: <https://svapp15586.ksde.org/authentication/login.aspx> At this website, click on the Register button, as shown below:

NOTE: You may want to skip this section if you have used the PBR before, or if you already registered for access to the PBR.

Kansas CAN User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

Login

[Forgot Your Password?](#)

KSDE applications support the following browsers: for Microsoft Windows - Internet Explorer (IE) IE 10, IE 11 when run in compatibility mode; for Macintosh - Firefox v27 to v44.0
[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

New User Registration

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

Register

On the Registration page, enter the required information. Be aware that the buildings and districts that you have access to depend on what is displayed in the “Building” field on the web applications registration page. For example, if you will be submitting and viewing data at the district-level, select the “All Buildings” option under the “Building” field. If you will be submitting and viewing data at the building-level, select the appropriate building.

TIP: Do not use spaces when defining your User Name login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the User Name ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>
Phone #:*	<input type="text"/>
Email Address:*	<input type="text"/>

Please select the organization and building that you belong to:*

Organization: **** Please select an organization ****	▼	Building: **** Please select a building ****	▼
---	---	--	---

Please enter a login ID and password.

Login ID:*	<input type="text"/>
Password:*	<input type="password"/>
Confirm Password:*	<input type="password"/>

Please enter a password that contains at least 6 characters and at least one uppercase letter, one lowercase letter, and one number or special character.

IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question:

Birthdate (MM/DD/YYYY):*

Question:*

Answer (this field is case-sensitive):*

<input type="checkbox"/> Pathways	School Read-Only School Data Entry
<input checked="" type="checkbox"/> Principal's Building Report	School Read Only School Update
<input type="checkbox"/> QPA Quality Criteria Collection New	School
<input type="checkbox"/> School Counseling Standard/Program of Excellence Award	

When you have completed all required information on the registration form, click the "Submit" button at the bottom of the screen. If all data on the registration form is valid, you will get a message that says "Thank You for Registering". The registration request will be forwarded to

the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use.

Individuals who already have access to KSDE web applications can use the Manage My Account option to add the Principal's Building Report to their list of applications. As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add the Principal's Building Report to your list of available KSDE web applications...

- Login on the KSDE Web Applications page
- Click the "Manage My Account" link
- Check the box in front of Principal's Building Report
- Select your access level (school or district and read-write or read-only)
- Click "Submit"

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access the Principal's Building Report.

The screenshot shows the 'KSDE Web Applications' page. At the top, there is a header 'KSDE Web Applications'. Below it, the text 'My Applications (Click a link below)' is displayed. A list of 13 applications follows, each with a blue link: 1. Annual Statistical Report(18E), 2. Directory Updates - User approval pending or application not active., 3. Directory Updates, 4. Driver Education Reimbursement - User approval pending or application not active., 5. EDEN Meta Data Administration, 6. Form240, 7. Juvenile Detention Center - Final, 8. KIDS Collection 2018, 9. Lea Forms, 10. Principal's Building Report (PBR), 11. SPEDPro, 12. State Forms, and 13. Superintendent's Organization Report (SO66). At the bottom of the list, there are two buttons: 'Manage My Account' and 'Logoff'. The 'Manage My Account' button is circled in red.

TIP: If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. You will be navigated to a screen in which you must enter your Username then click <Send Password Reset Token>. In order for you to change your password, an email with a temporary link will be sent to the email address associated with the username.

Part VI: Logging into the Principal’s Building Report

The Principal’s Building Report, like the other KSDE web applications, is available on the KSDE Authentication page. To access the Building Report, enter your username and password on the KSDE Web Applications page (<https://apps.ksde.org/authentication/login.aspx>).

Individuals will need to read the Legal Notice and click on the Accept link to continue.

KSDE Web Applications - Legal Notice

Applications provided by the Kansas State Department of Education through this authentication website may include data which are protected under the [Kansas Student Data Privacy Act \(SDPA\)](#), as authorized by K.S.A. 72-6215 through 72-6223, and amendments thereto, and the federal [Family Educational Rights and Privacy Act \(FERPA\)](#), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.

Accept

Decline

The user will see the Principal’s Building Report on his/her list of approved KSDE applications (example list shown below), and he/she will need to click on the application to open it.

NOTE: Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications. Additionally, the numbering of applications is unique to each individual user.

KSDE Web Applications

My Applications (Click a link below)

1. Annual Statistical Report(18E)
2. Directory Updates - User approval pending or application not active.
3. Directory Updates
4. Driver Education Reimbursement - User approval pending or application not active.
5. EDEN Meta Data Administration
6. Form240
7. Juvenile Detention Center - Final
8. KIDS Collection 2018
9. Lea Forms
10. Principal's Building Report (PBR)
11. SPEDPro
12. State Forms
13. Superintendent's Organization Report (SO66)

Manage My Account

Logoff

After clicking on the link for the Principal's Building Report, you will see the Welcome page.

Part VII: Quick “Tour” of the Principal’s Building Report

Welcome Page

For most users, this is the first screen that will appear after entering the report. From here you will be able to begin the report, jump to a specific screen, and review some basic information about the report.

Welcome
Welcome

USD #: D0101, Erie-Galesburg
Bldg #: 0111, Erie Elementary
View PBR

School Year: 2017 - 2018

Status: **In Progress**
Status Date: 9/1/2017 2:03:18 PM

The Principal's Building Report

The Principal's Building Report gathers and organizes data regarding headcount enrollment and additional school building level data. Data is collected from the KIDS Collection System and the Directory Updates Web Application. Only authorized personnel have access to these two applications. Instructions are provided on each screen. Additional detailed help may be available for a screen by clicking on the question mark icon in the upper right hand corner of the screen. Some screens have specific points of contact for additional questions. Additional help can be found by downloading the user manual located at: <http://www.ksde.org/Default.aspx?tabid=429>

Questions regarding the completion of his report may be directed to Rose Ireland, in School Finance, at 785-296-4973 or emailed to rireland@ksde.org

Completing the Report

Accuracy and completeness in reporting are extremely important since state aid payments and accreditation of schools are based on information given on the reports. Throughout the year, requests for information from these reports are given to legislators, educators, the U.S. Department of Education, members of the media, and patrons.

KSDE has a server designated to run our web based applications. This server should adequately support the large volume of users and allow you to complete these applications with minimal disruptions. Successful uploads to the KIDS Collection System should populate to this report every 15 minutes. Changes to the Directory Updates web application should reflect on this report in real time. **Delays to updates may occur if a large number of districts upload student data at peak times.**

KIDS Collection System

In an effort to meet the reporting requirements of the Federal *No Child Left Behind* legislation and reduce the data burden on local schools and districts, the Kansas State Department of Education has developed a student-level record system, known as Kansas Individual Data on Students, or KIDS. The KIDS system maintains student confidentiality while allowing for more accurate data available in multiple formats in a timelier manner.

The Funding & Enrollment (ENRL) collection focuses on gathering the enrollment information on students. In order for a school district to receive funds, ALL students must be included in the KIDS system. KIDS data will determine enrollment and most weightings including: Vocational, Bilingual, At-Risk and Transportation. This is also the data that is used to populate sections of the Principal's Building Report and the Superintendent's Organizational Report.

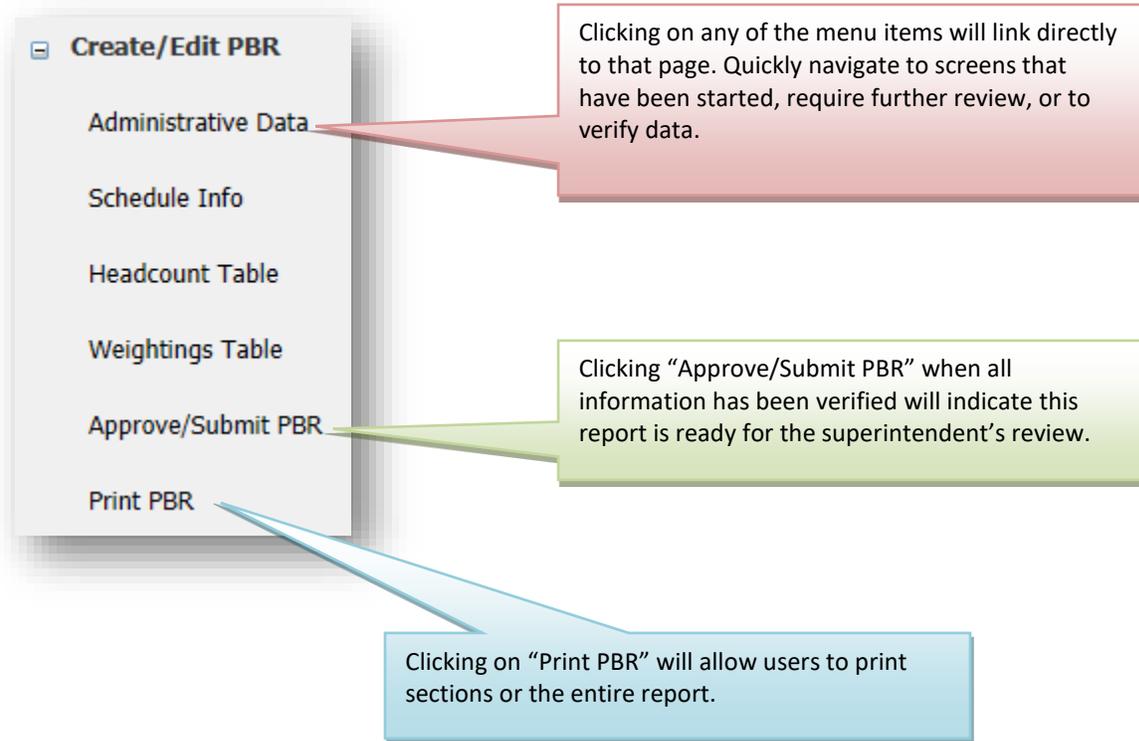
To find out more information, go to the KIDS Project Website at <http://www.ksde.org/kids>

Questions about KIDS? E-mail KSDE at kids@ksde.org

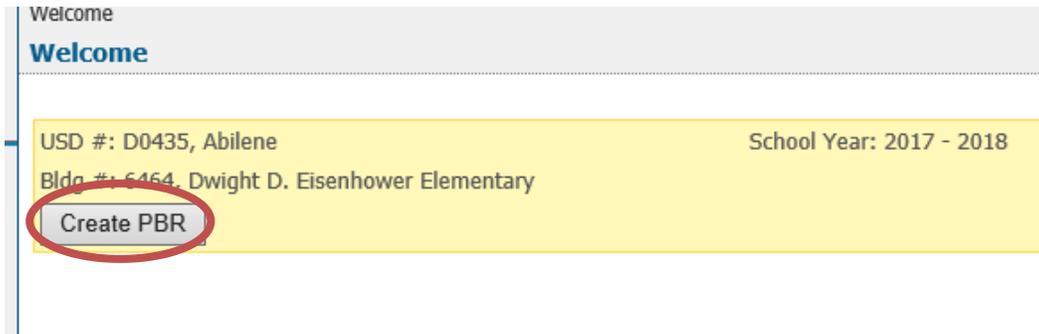
TIP: The “Logout” link provided on all screens (in the top left corner) allows the user to exit the application at any time. The “Applications List” link allows you to go directly to your authenticated home page.

Navigation Menu

Below is the navigation menu that lists the nine links that can be used to navigate in the application – **Administrative Data**, **Schedule Info**, **Headcount Table**, **Weightings Table**, **Approve/Submit PBR**, and **Print PBR**.



When you are ready to begin the Principal’s Building Report, click on the “**Create PBR**” button below the school building data. Once you begin the report, this button will change to “**Edit PBR**”. Alternately, based upon your access level and user rights, the button may say “**View PBR**”. Click this button to resume your report or click on one of the menu items to go directly to that page.



Page Navigation

To navigate from page to page you will see a series of buttons on the screen. The following buttons are available for selection: **Previous**, **Save & Previous**, **Save**, **Save & Next**, and **Next**. Not all buttons will be available on all screens and may not be available if you have approved your report for superintendent review.



TIP: You should not use the “**Refresh**,” “**Back**,” or “**Forward**” browser buttons with the Principal’s Building Report. There are links on every page that allow access to other screens.

Part VIII: Navigating the PBR

A. Administrative Data

The first screen users will see is the Administrative Data Screen. Here building data is populated from the Directory Updates Web Application, Buildings Screen. Users are required to enter contact information for this report, including name, position title, and phone number. Once entered, click on the next button to proceed to the next screen.

Create/Edit PBR » Administrative Data

Administrative Data

USD #: D0101, Erie-Galesburg School Year: 2017 - 2018
Bldg #: 0111, Erie Elementary

BUILDING INFO

School Year:	2017 - 2018	District:	Erie-Galesburg, USD # 101
School:	Erie Elementary, #0111	Year Built:	1945
Building Type:	Elementary		
Grades Offered:	K,1,2,3,4,5,S3,AR,PK		
Principal:	Rosie Fry		

** If the above building data is incorrect, please correct it in the Directory Updates web application.*

CONTACT PERSON

Name:	Phone:	Position:
Sara Barnes	(785) 296-4972	Tester

NOTE: While reviewing a prior year PBR may be helpful to compare data, it is NOT recommended that you use prior year reports as a guide to completing your current report. Data, requirements, and screens change from year to year, and using old reports may create confusion or questionable data quality.

B. Schedule Info

Daily Schedule/Weekly Schedule

The Schedule Info Screen displays data populated from the Directory Updates Web Application, Buildings Screen. If changes need to be made, the central office must make changes to the Directory Updates Web Application.

Create/Edit PBR » Schedule Info

Schedule Info

USD #: D0101, Erie-Galesburg
Bldg #: 0111, Erie Elementary

School Year: 2017 - 2018

If data on this page is incorrect or not available, please have your District Central Office update it in the Directory Updates Web Application.

DAILY SCHEDULE

Starting Time:

Dismissal Time:

Total Length of Day:

minutes

Lunch Minutes:

minutes

Break Periods (doesn't include passing periods):

minutes

Total Class Time:

minutes

WEEKLY SCHEDULE/OTHER

All High Schools will need to have a copy of your class schedule and bell schedule available at the time of the KSDE audit.

Does this building have a block schedule for the 2017 - 2018 school year?

No Answer

School Days Per Week:

No Answer

Kindergarten Sessions

Additionally, users who have selected grades “K” in the Directory Updates Web Application, Buildings Screen, will be prompted for information regarding the number of Kindergarten students they have by length of day. Users will need to manually enter the headcount into each session reported.

The current/expected values are a comparison of the value entered on this screen, and the actual headcount enrollment uploaded to the KIDS Collection System. These two values **must** match before you will be allowed to approve your report.

KINDERGARTEN SESSIONS						
Provide all information for each kindergarten class. Class times are required. Contact Rose Ireland at (785)296-4973 for questions concerning this section.						
Session #	Starting Time	Lunch Minutes	Days per Week	Dismissal Time	Headcount	Format
1	08:00 AM	0	5	11:30 AM	<input type="text" value="9"/>	Half-day, every day
2	12:00 PM	0	5	03:15 PM	<input type="text" value="9"/>	Half-day, every day
					18 (current) 18 (expected)	

C. Headcount Table

The Headcount Table provides a snapshot of enrollment as it relates to funding, and further disaggregates the totals into subgroups that could potentially affect weightings for funding.

Create/Edit PBR > Headcount Table

Headcount Table

USD #: D0101, Erie-Galesburg School Year: 2017 - 2018
 Bldg #: 0111, Erie Elementary

The headcount enrollment information is for all grades of all students that are counted for funding in this building report as of the KIDS Collection System 9/20 Count date. ALL enrollment data is prepopulated from data submitted to the KIDS Collection System.
 Note: Virtual students are included in the Total Headcount and FTE columns only.

Grade	Total Headcount	Free Meal Headcount	Reduced Meal Headcount	IEP Headcount	Bilingual Headcount	Concurrent High School Student Headcount	FTE
Kindergarten	38	14	9	3	0	0	38.0
Grade 1	40	13	13	5	1	0	40.0
Grade 2	13	4	4	2	1	0	13.0
Grade 3	14	3	6	2	0	0	14.0
Grade 4	16	11	2	2	0	0	16.0
Grade 5	9	4	3	1	0	0	9.0
4-Year Old At-Risk	23	9	6	0	0	0	11.5
Sub-Total	153	58	43	15	2	0	141.5
Pre-Kindergarten (non IEP)	4	0	0	0	0	0	0.0
Total	157	58	43	15	2	0	141.5

Previous Next

To find additional information on what students are used to populate the totals, users simply need to click on the number, and a window will display with this student name and additional information.

The data that displays depends on the column you select. You can use this list to balance against your student information system. Data is downloadable to MS Excel.

KIDS Enrollment Records
REDUCED MEAL HEADCOUNT for Kindergarten
 4 Records found

Close Window Download Data

State Student Identifier	Local Student Identifier	First Name	Middle Name	Last Name	Generation Code	Gender	Hispanic Ethnicity	Comprehensive Race	Grade
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In populating the Headcount Table, data is pulled from ENRL records uploaded to the KIDS Collection System. The following fields in KIDS affect data displayed here:

- D10: Current Grade Level (All Values)
- D24 Minutes Enrolled (Value greater than or equal to 18, or greater than or equal to 15 for concurrent high school enrollment students)
- D31: Eligibility for National School Lunch Program (Value 1-Reduced Lunch; Value 2-Free Lunch)
- D32: Primary Disability Code (Value WD) and D33: Gifted Student Code (Value GI)
- D39: ESOL/Bilingual Program Participation Code (Values 1, 2, or 3)
- D25: Concurrent High School Enrollment (All Values)

D. Weightings Table

The weightings page reports students who are included in special counts, such as Career and Tech Ed, ESOL, and virtual. Like on the Headcount Screen, clicking on underlined values will display a list of student included in the weighting.

In populating the Weightings Table, data is pulled from data uploaded to the KIDS Collection System. The following fields in KIDS affect data displayed here:

- D42: Career and Technical Education (CTE) Contact Minutes
- D41: ESOL/Bilingual Student Contact Minutes (divided by 60 to convert to hours)
- D17: Virtual Education Student (Values 1)
- D24 Minutes Enrolled (For Part time: Value greater than 17 and less than 300, or greater than 14 and less than 300 for concurrent high school enrollment students)

Seminar minutes

Seminar minutes for Career and Tech Ed must be manually calculated and included here. For instructions and forms on calculating seminar minutes, please go to the auditing website to download the "Combined Bell Schedule, Daily and CTE Minutes Calculator":

<http://www.ksde.org/Default.aspx?tabid=319> Scroll down to Calculators.

NOTE: *Seminar minutes can only be calculated and entered manually. Do not add seminar minutes to your KIDS Collection uploads under CTE Contact Minutes. Doing so will result in an adjustment during your KSDE audit.*

Weighting Information is prepopulated from data submitted to the KIDS Collection System, except Seminar Minutes and Total Virtual Credits, which are hand entered. Beginning 2014-15, KSA 72-6464 etc excludes any pupil enrolled less than full time in grades 1 through 12 or any student over 19 years of age to be counted in the F (IEP). This count may vary from the Headcount table on the previous screen. 2016 Substitute for House Bill 2001 provides funding for full-time 18 years and under Virtual FTE at base state aid \$5,000; part-time 18 years and under Virtual FTE a student).

Weightings Category	Value	Weighted FTE (FTE)
CTE Contact Minutes	8,403.0	
Seminar Minutes	<input type="text" value="0"/>	
CTE Contact Hours	140.1	11.7
Bilingual Contact Hours	0.5	0.0
Bilingual Headcount	1.0	0.2
Free Meals for At-Risk Funding	8.0	3.9
High Density At-Risk Weighting		0
Virtual Students FTE (Full-Time)	6.0	\$ 30000
Virtual Students FTE (Part-Time)	0.0	\$ 0
Total Virtual Credits (19 and Older)	<input type="text" value="0"/>	\$ 0



E. Approve/Submit PBR

When the report is accurate, it is time to approve the report for superintendent review. This page will display a list of warnings that may require additional review. A warning does not necessarily mean that data is inaccurate; it simply means that data is missing or doesn't match an expected value. Some districts may receive no warnings at all. In the screenshot below, for example, the district may have identified grade levels in the Directory Updates application that their building serves, but may not have any students at that grade level, and so no students at that grade level were uploaded to the KIDS Collection System. The warning serves to ensure that the building is properly coding their students for potential funding.

If a warning is additionally checked under the "Stop Submit?" column, the error must be resolved before users can approve the report.

Create/Edit PBR > Approve/Submit PBR

Approve/Submit PBR

USD #: D0101, Erie-Galesburg School Year: 2017 - 2018
 Bldg #: 0111, Erie Elementary

The following errors and/or warnings exist:

Errors Missing Value : 4 Match Error : 2

Type	Brief	Description	Severity	Stop Submit?	Help Link (if available)
Missing Value	Weekly Schedule/Other	Please enter the block schedule	Cannot Submit	<input checked="" type="checkbox"/>	
Missing Value	Weekly Schedule/Other	Please enter the number of school days per week	Cannot Submit	<input checked="" type="checkbox"/>	
Missing Value	Kindergarten Sessions	Please enter the Kindergarten Session information	Cannot Submit	<input checked="" type="checkbox"/>	
Match Error	Kindergarten Sessions	The Kindergarten headcount total does not match the total from KIDS	Cannot Submit	<input checked="" type="checkbox"/>	
Missing Value	Daily Schedule	Please enter information in the Daily Schedule section	Cannot Submit	<input checked="" type="checkbox"/>	
Match Error	Headcount	The grades offered in the Directory differ from the grades in KIDS.	Warning	<input type="checkbox"/>	

Previous Approved By Principal Next

When all the errors and warnings have been addressed, the principal can click the, “**Approved By Principal**” button to begin the superintendent review. Once the report is approved, the report is complete. At this time, attempts to send KIDS Collection ENRL records will not be allowed.

NOTE: If an error in data is discovered after approving the report, you must contact School Finance at KSDE to reopen the report. If your district’s Superintendent Organization Report (SO66) has been submitted to KSDE, you must alert your district office to open their report.

F. Print PBR

The print function allows users to print individual sections of the report, or the report in its entirety. Simply click on a radio button and then click on “Download/Print as PDF”.

Users also have the ability to see your prior year PBR data by selecting the report feature. **Be advised that screens, data, or requirements may have changed from last year and may not match data collected, the manner in which it is collected, or purpose behind the collection for this collection year.**

USD #: D0101, Erie-Galesburg
Bldg #: 0111, Erie Elementary

School Year: 2017 - 2018

Select the section you want to download/print:

View prior year report: 2012 - 2013

- Administrative Data
- Schedule Information
- Headcount Table
- Weightings Table
- Entire PBR

Part X: Help Resources

Specific questions relating to a specialized topic should be directed to the point of contact listed on the screen.

If you have difficulty working with the KIDS system, please contact the KSDE Help Desk during regular business hours at (785) 296-7935. By contacting the Help Desk, your questions will be directed to the appropriate staff member.

If you need assistance or guidance on how to report a specific data element for a student, submit your questions via email to kids@ksde.org or visit the KIDS Project website at www.ksde.org/kids for guidance documents.

For additional guidance, please download the **Enrollment Handbook** located under Audit Guides heading, which includes auditing guidelines for counting pupils for funding purposes: <http://www.ksde.org/Default.aspx?tabid=319>

If any other questions arise in the completion of your report, please direct them to Rose Ireland, in School Finance, at 785-296-4973 or email at rireland@ksde.org.

Appendix A: Best Practices

File Management

The KIDS system relies upon data batch files as the means for collecting information from, and providing information back to, schools and districts in Kansas. The process of uploading and downloading batch files from KIDS can become very confusing if there is not a good file management and organizational system in place. Batch files look very similar to one another,

and it can be easy to misplace them while correcting file errors, downloading State IDs, and resubmitting corrected files to KIDS.

Organizing Files

- Although many people save data files directly onto their local computer (usually in the “My Documents” folder), it is best to save files onto a **server** that is backed up periodically. This ensures that information that you save will be retrievable if the worst case occurs and your local system or hard drive fails.
- It is also recommended that you use folders to organize your KIDS Collection files. Files that are “works-in-progress” should be separated from those that have been submitted in “final” form to KIDS and from files that have been processed and downloaded from KIDS. For example, you might find it helpful to create a “KIDS Collection Batch Files” folder that contains subfolders for *submitted files*, *downloaded files with errors*, etc.

Archiving Files

Archiving is the process of moving files and information that are no longer needed or used on a regular basis into a storage location. KSDE recommends archiving all uploaded and downloaded batch files after you have finished processing them. This helps prevent accidental overwriting of old, historical data with new data.

- KSDE recommends you move these archive files to another set of folders on the server hard drive. One option for archiving is to create archive files for each KIDS Collection subfolder (I.E. DOWNLOADERERROR) that you create. Another strategy would be to create a general Archive folder under the main KIDS Collection folder, and then create folders under Archive that represent each school year (i.e., “2017-2018”).
- Please note that schools and districts are **not** required to retain, store, and/or archive files that have been submitted to KIDS. Once a file has been submitted and all student records in that file have processed successfully, the batch files may be deleted from the local computer or network.

Confidentiality and Security

Data Confidentiality

In recognition of the importance of confidentiality surrounding student data, KSDE has developed a *Data Access and Use Policy for Personally Identifiable Student Information*. This policy has been adopted by KSDE and is included in all staff security awareness training.

We encourage districts to review and understand this policy. Districts should determine how the information in this policy relates to their staff and their internal practices, and are welcome to adopt it or any portion of it. The Access and Use policy document can be found on the KIDS project website (www.ksde.org/kids) under the “Documents” link.

Computer Environment Security

The following are generally considered to be the basic guidelines for maintaining a safe, secure computer environment. This is by no means a comprehensive list, but these guidelines can help ensure that viruses, hackers, and other threats do not compromise data or an entire computer network.

- Maintain up-to-date Antivirus software: Anti-virus software for any particular type of device should be running and up-to-date on every level of device, including clients, file servers, mail servers, and other types of networked devices.
- Use Host-based firewall software when possible: Host-based firewall software, for any particular type of device, should be running and configured according to the guidelines for your organization.
- Use strong Passwords and protect them: The following are guidelines for a “strong” password:
 1. At least 8 characters long
 2. Contains at least 1 numeric value or special character
 3. Contains at least 1 upper case letter
 4. Contains at least 1 lower case letter

There are some basic guidelines for creating good passwords. Do NOT write your passwords down on a notepad, on a sticky note, or anywhere else where it might be seen. Do not use the name of your partner, your address, your pet’s name, your children’s names, etc. as your password—these are probably the first words that somebody attempting to access your information or software system would try. Do not use words. No matter how expansive your vocabulary is, there exist “cracking” programs that can try every word in the dictionary to find your password. One of the best techniques for creating a good password is to use initials of a saying or sentence that is meaningful to you. Use numbers and “special” characters (such as symbols, spaces, and capital letters) in your password.

TIP: For example:
Phrase: Now Is the Time
Password: N0_1s_Th_T1
**Used the first 2 letters of each word and substituted zero and one for the “o” and “l”.

- **Maintain good physical security:** Unauthorized physical access to an unattended device can result in harmful or fraudulent modification of data, fraudulent email use, or any number of other potentially dangerous situations. In light of this, where possible and appropriate, devices should be configured to "lock" and require a user to re-login if a computer is left unattended for more than 10 minutes.
- **Maintain regular backups:** Backup your system in proportion to the amount of data that you are willing to lose--work done last month? Last week? Today? Make sure you are able to restore data from your backup. Have a start-up disk handy in case your computer system files get damaged.
- **Use care when reading email and downloading files:** Emails are the principal sources of computer virus infections.
 1. Be sure to know the source and the reason for an attachment before opening it.
 2. Be wary of URLs in email.
 3. Use care when downloading files.
 4. Do not run/install a program with an unknown origin.
 5. Do not download software unless it was written by an entity you trust.
 6. Do not give permission to third parties to download software on your machine.

Additional Data Security & Confidentiality Tips

- Never attach student (KIDS) records to e-mails without encryption software in place.
- Don't share usernames and passwords; each individual should have their own.
- Position computer screens so that they are not visible to passers-by.
- Do not discuss confidential or sensitive information in a public or high-traffic area.
- Shred confidential information that is no longer needed (including KIDS reports).
- Take care when transporting confidential student information to or from work on a laptop.

Appendix B: Data Quality

Good data is critical to effective teaching, learning, and management of schools. Therefore, data should be treated as a resource that is as important to schools as staff and books, and policy-makers should be willing to invest time and effort toward the creation of high quality data. Four components of high quality data listed in the Forum Guide to Building a Culture of Quality Data (National Forum on Education Statistics, 2005) are:

- **Accuracy.** The information is correct and complete. Data entry procedures are reliable.

- **Security.** The confidentiality of student and staff records is ensured, and data are safe.
- **Utility.** The data provide the right information to answer the questions that are asked.
- **Timeliness.** Data are entered in a timely manner.

Issues with Data

Even though data quality is critical to accurate interpretation and effective use of data, the following challenges to data quality exist in most organizations:

- **Data redundancy.** The same data appears in different places and formats, and it is often unclear which of the incidences of the data is most accurate and/or most current.
- **High variability.** There are as many as ten variations in format, content, or meaning of a “fact” or piece of data.
- **Increasing volume and disparity of data.** Technology has allowed the rapid collection and storage of an increasing amount of data. Staff members who do not know that the data they need are already being collected or who are not satisfied with the accuracy and format of the data available to them can too easily begin their own separate collections. Not only does this increase disparity, it also increases costs and decreases productivity (since more time is spent finding needed data and resolving problems).

Increasing Data Quality

Steps can be taken to increase data quality and make data a true asset to education, including:

- Assigning a data steward for each collection who is truly knowledgeable about the collection
- Informing staff about the data being collected by the school or organization.
- Teaching staff members a number of ways to check data accuracy:
 - Spot check, using forms from which data were entered.
 - Develop and run automated data edits.
 - Check aggregate reports for reasonableness.
- Providing professional development related to the ways accurate data can support the overall purpose of education.
- Developing clear data policies, standards, definitions, and timelines:
 - Develop a process to follow if a data error is found.
 - Establish clear lines of responsibility for data-related tasks.
 - Provide training and documentation for each data collection.
 - Compile and publicly post a calendar of data-related dates and deadlines.
 - Provide opportunities for feedback about the data process, training, and/or documentation.
- Make assistance available if problems are encountered. Develop clear documentation about the data resources, and keep the documentation current so that staff can actually use the resources and so that data will not be lost due to staff attrition.

- Develop a phased improvement schedule instead of trying to overhaul the entire data resource at once. Incremental steps can help ensure success, gain recognition of the value of the initiative, and gain support for moving ahead.
- Ensure that the hardware and software products used at the school/district can support the data collection initiatives.
- Work hard to establish a data entry environment that is as secure and free of distractions as possible

The goal of any organization should be data that are alike in kind, quality, and character; and that are well integrated, easily identified and understood, readily accessed and shared, and utilized to their fullest potential (Brackett, 2000). It is important to help staff understand the current state of their organization's data resource and compare that state to this desired goal. When the benefits of a quality data resource are general knowledge, it is easier to remove obstacles that prevent attainment of the goal.

Educational organizations must make a concerted effort to reduce the natural drift of their data resource toward disparity and low quality and increase the general understanding of the role accurate, accessible data can play in improving teaching and learning. Data will not be considered an asset to education until this occurs.

Resources for more information

Brackett, Michael H., 2000. Data Resource Quality: Turning Bad Habits into Good Practices, Boston: Addison-Wesley.

U.S. Department of Education National Forum on Education Statistics, 2004. Forum Guide to Building a Culture of Quality Data: A School & District Resource, <http://nces.ed.gov>