INSTRUCTION MANUAL

PRINCIPAL’S BUILDING REPORT (PBR)

Web Application: Principal’s Building Report

Due Date: October 10, 2019

School Finance
www.ksde.org
August 2019
Mission
To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

Vision
Kansas leads the world in the success of each student.

Motto
Kansans CAN.

Successful Kansas High School Graduate
A successful Kansas high school graduate has the
• Academic preparation,
• Cognitive preparation,
• Technical skills,
• Employability skills and
• Civic engagement
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

Outcomes for Measuring Progress
• Social-Emotional growth measured locally
• Kindergarten readiness
• Individual Plan of Study focused on career interest
• High school graduation
• Postsecondary success
REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason of Change</th>
<th>Edited By</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/5/2019</td>
<td>Initial Document Created for 2019-20 version of the Principal Building Report.</td>
<td>Rose Ireland</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RELATED DOCUMENTS

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Document Title/Location</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/5/2019</td>
<td>Initial Document Created for 2019-20 version of the Principal Building Report.</td>
<td>The purpose of this handbook 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.</td>
</tr>
<tr>
<td>8/2/2019</td>
<td>KIDS 2019-20 Record Submission Calendar</td>
<td>Contains an overview of the KIDS record types and the Collection Schedule of Submission Windows for the year.</td>
</tr>
<tr>
<td>8/30/2019</td>
<td>KIDS 2019-20 Submission Details Documents (ASGT, ENRL, EOYA, EXIT, K-CAN, MILT, QERY, SMSC, SPED, TASC &amp; TEST)</td>
<td>Eleven 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.</td>
</tr>
</tbody>
</table>
This page blank for printing purposes.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVISION HISTORY AND RELATED DOCUMENTS</td>
<td>3</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>5</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>6</td>
</tr>
<tr>
<td>ACCESS</td>
<td>7-9</td>
</tr>
<tr>
<td>ABOUT THIS MANUAL</td>
<td>10</td>
</tr>
<tr>
<td>IMPORTANT TERMS</td>
<td>11</td>
</tr>
<tr>
<td>USER LEVELS</td>
<td>12</td>
</tr>
<tr>
<td>LOGGING INTO THE PBR</td>
<td>13</td>
</tr>
<tr>
<td>QUICK &quot;TOUR&quot; OF THE PBR</td>
<td>14-23</td>
</tr>
<tr>
<td>Welcome Page</td>
<td>14</td>
</tr>
<tr>
<td>Administrative Data</td>
<td>15</td>
</tr>
<tr>
<td>Building Info</td>
<td>15</td>
</tr>
<tr>
<td>Contact Person</td>
<td>15</td>
</tr>
<tr>
<td>Schedule Info</td>
<td>16</td>
</tr>
<tr>
<td>Daily Schedule</td>
<td>16</td>
</tr>
<tr>
<td>Weekly Schedule</td>
<td>16</td>
</tr>
<tr>
<td>Kindergarten Sessions</td>
<td>17</td>
</tr>
<tr>
<td>Headcount Table</td>
<td>18-19</td>
</tr>
<tr>
<td>Weightings Table</td>
<td>20</td>
</tr>
<tr>
<td>Seminar Minutes</td>
<td>21</td>
</tr>
<tr>
<td>Total Virtual Credits (20 &amp; Older)</td>
<td>21</td>
</tr>
<tr>
<td>2/20 (excluding Virtual)</td>
<td>21</td>
</tr>
<tr>
<td>Approve/Submit PBR</td>
<td>21-22</td>
</tr>
<tr>
<td>Print PBR</td>
<td>23</td>
</tr>
<tr>
<td>Print Prior Years</td>
<td>23</td>
</tr>
<tr>
<td>HELP RESOURCES</td>
<td></td>
</tr>
<tr>
<td>CONTACT INFORMATION</td>
<td>24</td>
</tr>
<tr>
<td>CONFIDENTIALITY &amp; SECURITY</td>
<td>24</td>
</tr>
<tr>
<td>Data Confidentialy</td>
<td>24</td>
</tr>
<tr>
<td>Computer Environment Security</td>
<td>24</td>
</tr>
<tr>
<td>APPENDIX: DATA QUALITY</td>
<td>25</td>
</tr>
<tr>
<td>Issues with Data</td>
<td>26</td>
</tr>
<tr>
<td>Increasing Data Quality</td>
<td>26</td>
</tr>
</tbody>
</table>
INTRODUCTION

The purpose of the PBR is to give building/district staff the opportunity to review and approve the enrollment data used for funding. Individual student records are submitted to the Kansas Individual Data on Students (KIDS) system. The KIDS ENRL (enrollment) Collection is the official enrollment for all students enrolled and attending on September 20.

Accuracy is extremely important when submitting KIDS records. The KIDS ENRL Collection is the official data used to determine the enrollment and various weightings used for computing the district’s General Fund and Supplemental General Fund Budgets. The aggregate ENRL data will populate to the Headcount Table and Weightings Table, as well as the Superintendent’s Organization Report. Throughout the year, requests for information from these reports will be provided to the Legislature, U.S. Department of Education, educators, members of the media and patrons.

Instructions are provided on each screen. Additional detailed information may be available for a screen by clicking on the Help icon in the upper righthand corner of the screen.

Dale M. Dennis

Deputy Commissioner
Division of Fiscal & Administrative Services
Kansas State Department of Education
ddennis@ksde.org

Craig Neuenswander

Director, School Finance
Division of Fiscal & Administrative Services
Kansas State Department of Education
craign@ksde.org
ACCESS

Current Users

If you already have access to KSDE Web Applications, log in and make sure you have “Principal Building Report” in your list of Web Applications.

1. Go to: https://apps.ksde.org/authentication/login.aspx
2. Log In and click on “Accept” on the Legal Notice screen.
3. Check to see if you have “Principal Building Report” in your list of web applications (it may be a different number on your screen than number shown in the screen shot below). If you do not, click on “Manage My Account”.

![User Login for KSDE Web Applications (Test)](image)

4. If your account has district level access, Principal Building Report will be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to “Principal Building Report” and then select “School Update”.

![Check box for Principal's Building Report 2](image)

**NOTE:** If you do not see Principal Building Report listed here, your account does not have district level access. Please see the New Users section below to register a new account with district level access.

**TIP:** If you must register for a new username and password, take a minute to note what current Web Applications you are registered for and what user level you are for each. Then, when you re-register for a new username and the LEA Forms application, you can also check the web applications you were already registered for and have all web applications you use available to you under your new username and password.
5. Scroll down to the bottom and fill in the three fields under “In Case You Forget Your Password”.

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):

Submit

6. Click on “Submit”. Once this happens, our IT department will email the contact denoted as “Superintendent” on the Principal Building Report web application for approval.

7. Once the Superintendent approves the request, our IT department will add the requested application to your account. When complete, they will email you to let you know that you can now access the new application as requested.

8. You will then be able to go to: https://apps.ksde.org/authentication/login.aspx and sign in. You should then see all web applications you had registered and been approved for.

New Users

Individuals who do not have access to KSDE web applications will need to register for access.

1. Go to: https://apps.ksde.org/authentication/login.aspx
2. Click on “Register”
3. Enter in the required information.
   a. Make sure to select your district from the “Organization” drop down list.
      Select your Building” in the “Building” drop down list. This will then populate a list of applications below.

      KSDE User Registration Form

      * Indicates required field.

      Please enter your contact information:
      First Name:*
      Last Name:*
      Phone:**
      Email Address:*  

      Please select the organization and building that you belong to:
      Organization: USD 101 Eire-Galesburg
      Building: **** Please select a building ****

      Please enter a Username and password.
      Username:*  
      Password:*  
      Confirm Password:*  

      Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character.

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

      b. Scroll down and Check “Principal Building Report”, and make sure that “School Update” is highlighted as your user level.

      School Read Only
      School Update

      c. If there are any other applications you would like to register for, please go through and check those as well as highlighting the requested user level for each one.

      d. Click on Submit. Once this happens, our IT department will email the contact denoted as “Superintendent” on the Directory Updates web application for approval.

4. Once the Superintendent approves the request, our IT department will add the requested application to your account. When complete, they will email you to let you know that you can now access the new application as requested.

5. You will then be able to go to: https://apps.ksde.org/authentication/login.aspx and sign in.
NOTE: Some of the applications may be grayed out. This means 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.

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.

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.
# IMPORTANT TERMS

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:

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directory Updates</td>
<td>A district level web application, typically managed by someone in the Central Office (e.g., Superintendent, Board Clerk or other designated individual). Directory data for the building, such as Schedule Information, populates to portions of the PBR.</td>
</tr>
<tr>
<td>ENRL Record</td>
<td>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.</td>
</tr>
<tr>
<td>KIDS System</td>
<td>Kansas Individual Data on Students (KIDS) system is 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.</td>
</tr>
<tr>
<td>Student Information System (SIS)</td>
<td>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.</td>
</tr>
<tr>
<td>Superintendent’s Organization Report (SO66)</td>
<td>A district-level report that aggregates unaudited data from the KIDS ENRL to determine funding. The electronic submission is considered your signature as certifying the data as accurate when submitted to KSDE.</td>
</tr>
<tr>
<td>Principal’s Building Report (PBR)</td>
<td>A building-level report that compiles data from KIDS ENRL. Principals (or other designees) approve the PBR for the Superintendent to submit.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>User Level</th>
<th>Defined Roles/Responsibilities</th>
</tr>
</thead>
</table>
| School Update    | • 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 | Has read access to PBR for the building for which he/she is responsible.                     |
| District Update  | • 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| Has read access to the PBR for buildings in the district for which he/she is responsible.      |
LOGGING INTO THE PBR

The Principal’s Building Report 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.

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

NOTE: Some of the applications may be grayed out. This means 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.
Quick “Tour” of the PBR

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.

About The Principal’s Building Report (PBR)

The purpose of the PBR is to give building/district staff the opportunity to review and approve the enrollment data used for funding. Individual student records are submitted to the Kansas Individual Data on Students (KIDS) system. The KIDS ENRL (enrollment) Collection is the official enrollment for all students enrolled and attending on September 30.

Accuracy is extremely important when submitting KIDS records. The KIDS ENRL Collection is the official data used to determine the enrollment and various weightings used for computing the district’s General Fund and Supplemental General Fund budgets. The aggregate ENRL data will populate to the Headcount Table and Weightings Table, as well as the Superintendent’s Organization Report. Throughout the year, requests for information from these reports will be provided to the Legislature, U.S. Department of Education, educators, members of the media and patrons.

Instructions are provided on each screen. Additional detailed information may be available for a screen by clicking on the question mark icon in the upper right hand corner of the screen.


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

To find out more information, go to KIDS Project Website at [http://www.ksde.org/kids](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 six links that can be used to navigate in the application – Administrative Data, Schedule Info, Headcount Table, Weightings Table, Approve/Submit PBR, and Print PBR

Clicking on any of the menu items will link directly to that page. Quickly navigate to screens that have been started, require further review, or to verify data.

Clicking “Approve/Submit PBR” when all information has been verified will indicate this report is ready for the superintendent’s review.

Clicking on “Print PBR” will allow users to print sections or the entire report.
Create 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. If you are needing to “Edit the PBR” you will need to go back and click on Manage my Account and change your access level to School Update.

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.

Administrative Data

Building Info

The first screen users will see is the Administrative Data Screen. Here building data is populated from the Directory Updates web application, Buildings Screen. If any of the information in the “Building Info” section is incorrect, please log into the Directory Updates web application to enter the correct data. Revisions will be reflected on the PBR in real time.

Contact Person

Users are required to enter contact information for this report, including name, phone number, and position. The contact person should be the person who is most familiar with, or can most conveniently answer questions regarding details of the report.

The contact may be, but is not limited to: the principal, the superintendent, the board clerk, the business manager, an administrative assistant, an IT staff member, or other appropriate personnel.
Schedule Info

The Schedule Info screen displays data populated from the Directory Updates web application, Buildings screen. Corrections to this data must be entered into the Directory Updates web application by district-level personnel and once made will reflect in the PBR in real time.

Daily Schedule

Count as minutes enrolled:
- Time spent in class.
- Passing periods, not to exceed 10 minutes, between classes.
- Mid-morning and/or mid-afternoon recess, up to 15 minutes each.

Do not count as minutes enrolled:
- Lunchtime and one passing period either before OR after lunch
- Recess that is immediately preceding or following lunch
- Breaks

Weekly Schedule

All High Schools will need to have a copy of your class schedule available at the time of the KSDE audit.
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 for each Kindergarten Session type. 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 your district uploaded to the KIDS Collection System. These two values must match before you will be allowed to approve your report. If your expected number is incorrect, you will need to log into the KIDS web application and upload the correct data for the missing or additional students so it will match the actual number you have and are entering into the PBR.
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.

The aggregate enrollment counts are pre-populated based upon individual student ENRL records submitted to the KIDS Collection system. To correct the headcount, an updated ENRL record must be submitted for the student(s) in question. To remove a student from the enrollment count, submit an updated ENRL record with Minutes Enrolled = 0 for this funding building.

For purposes of At-Risk funding, the free meal headcount excludes any pupil enrolled less than full-time in grades 1 through 12 or any student 20 years of age or older as of September 20; these provisions would not apply for any student who has an individualized education program (IEP).

Five year old pre-school students that meet the age requirement (5 years of age on or before August 31) should be reported as Kindergarten for funding purposes, regardless of their placement.

Note: Virtual students are included in the Total Headcount and FTE column only.

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. Please note, the following rules apply in the reported data:

- **Students must have an ENRL record with 18 minutes or more** to be counted, which will generate their FTE. Students with 17 minutes or less will not be counted as they will not generate an FTE (17 ÷ 360 = .047 = 0.0 FTE). **Concurrently enrolled** students must have 15 minutes or more.
- **All students are reported at the grade level indicated by their KIDS record.** If a student is five years of age by August 31, they should be reported as Kindergarten regardless of actual grade placement.
- **Does not include students residing at the Flint Hills Job Corps Center, or students confined in a juvenile detention facility or psychiatric residential treatment facility under KSA 72-1173**
- **Free Meal Headcount** excludes any pupil enrolled less than full-time in grades 1 through 12 or any student 20 years of age or older as of September 20. These provisions would not apply for any student that has an individualized education plan (IEP).
- **IEP Headcount** includes all students who have active IEPs (D35 and D36).
- **Bilingual Contact Hours** includes students with a participation code of 1, 2, 3 or 7 in field D42 and **Bilingual Student Contact Minutes** in field D44 of the KIDS File Specs. Bilingual Headcount includes students with a participation code of 1, 2, 3, 5, 6, or 7.
- **Concurrent High school enrollment** is students reported in field D26 of the KIDS Files Specs, who are receiving both high school and college credit for coursework.
Headcount Table continued…

FTE (full time equivalency) is computed based on KIDS ENRL minutes enrolled (D25). A part-time student is a student who attends school less than 360 minutes per day or a student who attends high school and a postsecondary school for dual credit, for less than 300 minutes a day (see KSA 72-3220 and 72-5132).

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)
- D25 Minutes Enrolled (Value greater than or equal to 18, or greater than or equal to 15 for concurrent high school enrollment students)
- D26: Concurrent High School Enrollment (1, 2, 3, 4, & 5)
- D34: Eligibility for National School Lunch Program (Value 1-Reduced Lunch; Value 2-Free Lunch)
- D35: Primary Disability Code (Value WD) and D36: Gifted Student Code (Value GI)
- D42: ESOL/Bilingual Program Participation Code (Values 1, 2, 3, 5, 6, and 7)
Weightings Table

The Weightings Table page reports students who are included in special counts, such as Career and Tech Ed, Bilingual, 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:

- D17: Virtual Education Student (Values 1)
- D25: Minutes Enrolled (For Part time: Value greater than 17 and less than 360, or greater than 14 and less than 300 for concurrent high school enrollment students)
- D42: ESOL/Bilingual Participation Codes (Values for headcount: 1, 2, 3, 5, 6 & 7 – Values for Contact Minutes: 1, 2, 3 & 7)
- D44: ESOL/Bilingual Student Contact Minutes (divided by 60 to convert to hours)
- D45: Career and Technical Education (CTE) Contact Minutes (divide by 60 to calculate hours)
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](https://www.ksd.org) and scroll down to the Calculators section, or download the "CTE Contact Minutes Calculator – 19-20".

**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.

Total Virtual Credits (20 & Older)

Please enter your total number of credits earned for the school year July 1, 2019 to June 30, 2020 for your virtual students that are 20 years old or older.

2/20 (excluding Virtual) Column

This column is only for buildings that are eligible to turn in a 2/20 enrollment. If your building is not eligible to turn in a 2/20 enrollment, please enter 0. For buildings that are eligible to turn in a 2/20 enrollment, please enter your estimated headcount for 2/20 in the Headcount field. For buildings that are eligible to turn in a 2/20 enrollment, please enter your estimated Free Meals for At-Risk Funding for 2/20 in the Free Meals for At-Risk Funding field.

Approve/Submit PBR

When the PBR report is accurate, it is time to approve the report for your district’s Superintendent to review. This page will display a list of *warnings* that may require additional review, and possibly edits, by you before submitting.

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, the district has identified grade levels in the Directory Updates application, but did not upload students in all grades selected into the KIDS Collection System. The warning serves to ensure that the building is properly coding their students for potential funding.

Even though this warning does not have to be corrected before submitting your PBR, it is good practice to verify that the data uploaded into KIDS is correct before submitting your PBR.

If the severity of the warning is “Cannot Submit” and also has the “Stop Submit?” box checked, the error must be resolved before users can approve the report.
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.

**WAIT! An error was found after approving the PBR – now what?**

If an error in data is discovered after approving the PBR report, first contact the person in your district responsible for submitting the SO66 report to KSDE.

- *If the SO66 was already submitted to KSDE*, the contact person will need to call KSDE School Finance to request the SO66 and your PBR be unsubmitted. This way the district office is aware they must resubmit the SO66 again after your PBR corrections are complete.

- *If the SO66 report has not been submitted yet*, you may call the School Finance office to request your PBR be unsubmitted.

School Finance (785) 296-4973
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”.

Print Prior Years

Users also have the ability to download previous years PBR by selecting the school year from the pull down list and click the Download button. Be advised that screens, data, or requirements may have changed from previous years and may not match data collected, the manner in which it is collected, or purpose behind the collection for this collection year.

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.
CONTACT INFORMATION

KSDE contact information in case you have questions.

School Finance  (785) 296-3872
Rose Ireland  (785) 296-4973  rireland@ksde.org
Christie Wyckoff  (785) 296-6321  cwyckoff@ksde.org
Sara Barnes  (785) 296-4972  sbarnes@ksde.org

CONFIDENTIALITY & SECURITY

Data Confidentiality

In recognition of the importance of confidentiality surrounding student data, KSDE has developed a Privacy Statement. This statement 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 Privacy Statement document can be found on the Research and Evaluation page of the KSDE website.

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:
  - At least 8 characters long
  - Contains at least 1 numeric value or special character
  - Contains at least 1 upper case letter
  - 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.
  - Be sure to know the source and the reason for an attachment before opening it.
  - Be wary of URLs in email.
  - Use care when downloading files.
  - Do not run/install a program with an unknown origin.
  - Do not download software unless it was written by an entity you trust.
  - Do not give permission to third parties to download software on your machine.

**Additional Data Security & Confidentiality Tips**

- 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.

**APPENDIX: 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:

- **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.

###

T/J PBR Users Guide V1.1 FY20