



Quick Start Guide to:



Student Record Exchange (SRE)

1. Log in to SRE

- a. Go to <https://online.ksde.org/authentication/login.aspx>.
- b. Type in your User Name and Password.



If you do not have access to SRE, see the handout for registering for access. If you forgot your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication page. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. KSDE does not know your password, so you are responsible for managing and remembering it.

- c. Click on the "Login" button.
- d. Select "Student Record Exchange" from the list of available applications.



If SRE is grayed out, this means that you have not been approved for access to it yet. Contact the superintendent at your district to let him/her know that you are awaiting approval.

2. Dashboard—depending on your access level, this screen shows your recent requests and your recently received requests.

- a. You have the ability to view any of the requests by selecting the "View" link in the left column in either list.
- b. You have the ability to filter by the request (All, Active, or Inactive) or by the status of the request (All, Submitted, Responded, Completed/Cancelled, or Updated).



~When a request is shaded red, it indicates that the request has not had any activity (change in status) for 7 days.

~A request becomes inactive after 30 days from the last day a file was uploaded. Only the last 5 request of each (My Requests and Received Requests) will be displayed on the Dashboard.

3. Search School Contact Info—this screen is where you are able to search for the SRE Contact of another school.

- a. Select a district from the district dropdown list.
- b. A list of each active building in the district is displayed.
- c. You are able to request records for a particular school by selecting the "Request Records" link for that school.



If the SRE Contact that is displayed for your building is not correct, the data needs to be updated in the Directory Updates system. An "SRE Contact in Directory Updates" guidance document is available on the SRE webpage.

- 4. Submit Request**—this screen is where you submit a request for records from another building.
- Depending on whether you reached this page by selecting the link in the left navigation pane or whether you used the “Request Records” link from the “Search School Contact” page or whether you used the “Requests Records” link from the “Student Search” screen, you may need to start by selecting a district and school before selecting the enrolling building or you may be able to begin selecting documents that you are requesting.
 - Select all of the Requested Documents that you would like to have from the prior district.
 - Select the “Certification” checkbox before clicking on the “Submit” button.



~If you select the “Other” box, an additional box appears that allows you to enter a description of what record you are requesting.

~Once the request has been submitted, the prior district’s SRE Contact will receive an email indicating that a request has been made in SRE.

- 5. My Requests**—this screen is the same information displayed in the “My Requests” table on the “Dashboard.”
- You have the ability to view any of the requests by selecting the “View” link in the left column in either list.
 - You have the ability to filter by the request (All, Active, or Inactive) or by the status of the request (All, Submitted, Responded, Completed/Cancelled, or Updated).
- 6. Received Requests**—this screen is the same information displayed in the “Received Requests” table on the “Dashboard.”
- You have the ability to view any of the requests by selecting the “View” link in the left column in either list.
 - You have the ability to filter by the request (All, Active, or Inactive) or by the status of the request (All, Submitted, Responded, Completed/Cancelled, or Updated).
- 7. Student Search**—this screen provides the ability to search for a student in the KIDS system.
- You have two options: entering the SSID or the student’s name, gender and DOB.
 - Click in the “Certification” checkbox before clicking on the “Find Now” button.
 - If you entered the student’s name, gender and DOB, a list of students that closely match the data you entered is displayed in a table.
 - Find your student and click on the “Use this ID” link.



~Don’t forget to select the “Certification” checkbox because it is required.

~If you search for a student without entering the SSID, the First Name, Last Name, Gender, and DOB fields are all required.

- 8. Reports**—this screen is where you can generate reports that display information that has been submitted to the KIDS system. The data may be useful for you when determining where the student was previously attending, what courses the student has taken, and if there are services that the student received or programs the student attended while attending a prior school.
- a. Enrollment History: shows all the schools where the student was reported as having attended in the past and the dates of attendance.
 - i. Select “Enrollment History” from the dropdown list.
 - ii. Select either “excel” or “pdf” as the Export Type.
 - iii. Select the “Certification” checkbox before clicking on the “Get Report” button.
 - b. Student Courses: shows all of the courses that have been reported for the student in the KIDS Collection System.
 - i. Select “Student Courses” from the dropdown list.
 - ii. Select either “excel” or “pdf” as the Export Type.
 - iii. Select the “Certification” checkbox before clicking on the “Get Report” button.
 - c. Student Records: shows the final version of some of the data submitted on ENRL, TITL, MILT, TEST, EXIT, and EOYA.
 - i. Select “Student Records” from the dropdown list.
 - ii. Select either “excel” or “pdf” as the Export Type.
 - iii. Select the “Certification” checkbox before clicking on the “Get Report” button.



~For more information on the various collections (ENRL, TITL, MILT, etc.) please see the Submission Overview document located on the “Documents” tab of the KIDS website: <http://community.ksde.org/Default.aspx?tabid=2508>.

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