

Individuals with Disabilities Education Act (IDEA) Quick Start Instructions for 2013–14 School Year

To access the IDEA Discipline Report, log into the KAN-DIS application, hover your mouse over the View link and select Reports from the drop down menu. Note: School Administrator, School Data Entry, and District Data Entry level users can make entries in this report, but it can only be submitted to KSDE by a School Administrator level user.



Selecting Reports from the drop down menu under the View link will open the Report Selection Screen. To open the IDEA Report, select the Report Name.

NCLB Reports:		Report Status
Table 1 : Incident Count		Modified By User
Table 2 : Student Count		Modified By User
Table 3 : Students Involved With Firearms		Modified By User
Table 4 : Firearm Outcomes		Modified By User
Table 5 : Educational Services		Modified By User
Table 6 : Title IV		Modified By User
Table 8 : Crime Matrix		Modified By User
Table 9 : Behavior Incident Count		Modified By User
Table 10 : Bullying Incident Count		Modified By User

Submit all NCLB and IDEA reports

IDEA Reports:		Report Status
Table 7 : IDEA		Modified By User

Emergency Safety Intervention Reports:		Report Status
Seclusion Report		Modified By User
Restraint Report		Modified By User

Submit all Seclusion and Restraint reports

If you are planning to use Method 1: Individual Incident Entry or Method 2: Individual Incident Import, making any changes to the IDEA report will prevent any subsequent incidents from being populated into the report even if they are in the Approved folder.

These quick start instructions are designed for users who will mainly be using Method 3: NCLB/IDEA Aggregate Reporting and wish to enter incidents throughout the year rather than waiting until the end of the year to enter each IDEA incident separately.

Regardless of which method was used to enter IDEA incidents, you will see the following screen. Input your incident into the fields and click on “Insert Record” when done.

Table 7 : IDEA Incomplete

Report all incidents involving IDEA students that result in an ISS, OSS or Expulsion. Include individual student information for all students involved in an incident that have an IEP for a disability at the time of the incident.

IMPORTANT: If you use Individual Incident Data Entry or Individual Incident Import to enter discipline incidents, do not enter or edit incidents in the IDEA report directly. If you do, any subsequent incidents you enter via data entry or import involving IDEA students will not be populated into the report, even if they are in the Approved folder. Direct entry into the IDEA Aggregate Report is intended for users who are not using Individual Incident Data Entry or Individual Incident Import to enter discipline incidents involving IDEA students.

[Export](#)

	Incident Date	KIDS Student ID	Drug	Serious Injury	Weapon	Hearing Officer	Violation Conduct	ISS Days	OSS Days	EXP Days	Services
Insert Record			<input type="checkbox"/>	0	0	0	<input type="checkbox"/>				

[Save](#) [Back to Reports](#)

Once your data is saved, the “Edit” and “Delete” buttons will appear next to your record(s) as shown below in red. Use these buttons to the left of each incident to manage the incidents. **Edit** allows you to make changes to an incident that has already been inserted into the report. **Delete** allows you to remove the entire incident from the report.

To add an additional incident, select Insert Record, shown below in green.

Table 7 : IDEA Modified By User

Report all incidents involving IDEA students that result in an ISS, OSS or Expulsion. Include individual student information for all students involved in an incident that have an IEP for a disability at the time of the incident.

IMPORTANT: If you use Individual Incident Data Entry or Individual Incident Import to enter discipline incidents, do not enter or edit incidents in the IDEA report directly. If you do, any subsequent incidents you enter via data entry or import involving IDEA students will not be populated into the report, even if they are in the Approved folder. Direct entry into the IDEA Aggregate Report is intended for users who are not using Individual Incident Data Entry or Individual Incident Import to enter discipline incidents involving IDEA students.

Export

	Incident Date	KIDS Student ID	Drug	Serious Injury	Weapon	Hearing Officer	Violation Conduct	ISS Days	OSS Days	EXP Days	Services
Edit Delete	12/29/2009	7706587371	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	3	0	<input type="checkbox"/>
Insert Record			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>

Save **Back to Reports**

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 All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged.
 Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the [KSDE Use Policy](#).

Additional incidents may be added by filling in the date, ID, days suspended or expelled, and placing the appropriate checkmarks in the drug, serious injury, weapon, hearing officer, violation conduct, and services fields. For explanations of each of these data elements, consult the definitions section on the KAN-DIS website, <http://www.ksde.org/Default.aspx?tabid=3375>. Once the information has been entered for the incident, select Insert Record to save the record. Repeat this process for each subsequent incident.

Incidents can be stored and managed in this report and once the Submission Window for the IDEA reports opens, the Submit Report button from the Reports page will no longer appear grayed out and a School Administrator level user can submit the final report.

Submit all
NCLB and
IDEA reports

NCLB Reports:	Report Status
Table 1 : Incident Count	Modified By User
Table 2 : Student Count	Modified By User
Table 3 : Students Involved With Firearms	Modified By User
Table 4 : Firearm Outcomes	Modified By User
Table 5 : Educational Services	Modified By User
Table 6 : Title IV	Modified By User
Table 8 : Crime Matrix	Modified By User
Table 9 : Behavior Incident Count	Modified By User
Table 10 : Bullying Incident Count	Modified By User

Submit all
Seclusion and
Restraint reports

IDEA Reports:	Report Status
Table 7 : IDEA	Modified By User

Submit all
Seclusion and
Restraint reports

Emergency Safety Intervention Reports:	Report Status
Seclusion Report	Modified By User
Restraint Report	Modified By User

Submitting the NCLB/IDEA reports will not submit the Seclusion and Restraint reports. You must click on the submit button for those reports to be submitted.

Error Messages

Any error message(s) you have will appear below the incident you entered as shown below in red. All errors must be fixed before an incident will be saved.

Table 7 : IDEA Modified By User

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Export

	Incident Date	KIDS Student ID	Drug	Serious Injury	Weapon	Hearing Officer	Violation Conduct	ISS Days	OSS Days	EXP Days	Services
Insert Record	*	*	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>				

- Incident date is required
- State ID is required

Save **Back to Reports**

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For questions on Table 7: IDEA please contact:

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