KIDS 2014-2015 Submission Details Document: STCO

Introduction

This document contains information specific to the submission of STCO Records to the Kansas Individual Data on Students (KIDS) System for the Student Course (STCO) Data Collection. The STCO data collection focuses on providing links among the courses students take during the school year; including the educator teaching the course and the outcome in the course.

Submission Window

The window for submitting STCO Records to KIDS is July 15, 2014 – August 14, 2015. STCO Records should be submitted as soon as possible after a grade is determined. Although the STCO Submission Window will be open until 8/15/2015, please note that STCO records with course outcomes for CTE courses should be submitted by 6/15/2015 to be populated into the Pathways application. Also, any STCO Records submitted after KIDS version 11.0 is released in July 2015 will need to follow the KIDS file formatting requirements for version 11.0. STCO Records must be submitted in a batch by themselves—they cannot be mixed in a KIDS batch with other record types (such as ENRL, TEST, ASGT, etc.).

There is an overlap in the submission window for STCO records in KIDS. There is a period of time (two to three weeks) that KIDS will accept both the prior year STCO records and the current year STCO records. It is important that the correct year be entered in the School Year field on STCO records during that period of overlap.

Submission Guidelines

Students to Submit

To provide course outcomes, a school or district must send STCO Records for all K-12 students for each course that students receive a course outcome. The educator must be assigned to that course in the Educator Data Collection System (EDCS). Data should be current as of the last day of the course grading period.

To establish a course, teacher, student link in other systems such as Success in School, Fitnessgram, etc., submission of STCO Records are required for public and private accredited schools and districts. A school or district may choose to submit STCO Records for any or all students in PK-12 grades to establish the course-teacher-student connection.

Who Submits?

The Educator School Identifier for which the student's educator and course are reported in EDCS should submit STCO Records for students enrolled in and attending courses.

The Use of STCO Record Submissions

STCO Records are being collected in order to provide an educator, course, and student link. Uses of this data may include:

- Provide data on credit earned in courses for qualified admissions by post-secondary institutions;
- Provide educators a link to current students' data in Center for Educational Testing and Evaluation (CETE) accounts;
- Use CETE's Formative Assessments;
- Create an educator's roster for the purpose of allowing educator roster verification of the students for which the educator is accountable in the Teacher Access to Student Performance (TASP) application;
- Create a teacher's roster for the Kansas Fitnessgram (K-FIT) application;
- Create list of Pre-K students to report survey data in Success in Schools;
- Allow postsecondary institutions to evaluate how well they are preparing educators;
- Provide data through the Student Record Exchange for students that move between schools;
- Populate data in the Pathways application;
- Provide course outcome and course sequence data for program evaluation.

Required/Optional Data Elements

Required Data Elements: The following fields are *required* for STCO Record submissions:

KIDS Collection Field Requirements by Record Type 2014-15

Field Number	*Excel Column*		STCO
F1	**A**	Record Type	R
F2	**B**	Student's Accountability School Identifier	R
F3	**C**	Student's Legal Last Name	R
F4	**D**	Student's Legal First Name	R
F5	**E**	Student's Legal Middle Name	O
F6	**F**	Student's Generation Code	O
F7	**G**	Student's Gender	R
F8	**H**	Student's Date of Birth	R
F9	**I**	Student's Current Grade Level	R
F10	**J**	Student's Local Identifier	O
F11	**K**	Student's Hispanic Ethnicity	R
F12	**L**	State Student Identifier	R
F13	**M**	School Year	R
F14	**N**	Student's Attendance School Identifier	R
F15	**O**	Student's Comprehensive Race	R
F16	**P**	Educator School Identifier	R
F17	**Q**	KCC Identifier	R
F18	**R**	Course Section	R
F19	**S**	Local Course ID	R
F20	**T**	Course Status	R
F21	**U**	Letter Grade	O

F22	**V**	Percent Grade	O
F23	**W**	Educator Identifier	R
F24	**X**	Educator's Last Name	R
F25	**Y**	Educator's First Name	R
F26	**Z**	Educator's Middle Name	O
F27	**AA**	User Field 1	O
F28	**AB**	User Field 2	O
F29	**AC**	User Field 3	O

R Required = Must contain a valid non-blank value.
R* Required = Must contain a valid non-blank value, including zero
X Required = Must contain valid non-blank value or must be blank: blanks will be considered a null value
O Optional = Must contain a valid non=blank value or must be blank: blanks will be considered no response. Field will be validated and stored if submitted.
Blank – Values submitted in these fields will not be validated or stored on the indicated Record type.
E Must be blank.

KIDS Reports

Reports are provided in the KIDS Collection System for review and verification of submitted STCO data. Although data can also be shared by exporting the appropriate KIDS reports to Excel, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional STCO Records are submitted to KIDS after the export of reports.

The detailed descriptions of each report available in the KIDS Collection System may be found on the KIDS project website – www.ksde.org/kids under the "Report Descriptions" tab or by visiting this website: http://community.ksde.org/Default.aspx?tabid=3500. The following reports are particularly important to STCO Record submissions:

Standard:

- ☐ Accepted Records (Batch)
- ☐ Accepted Records by Type - STCO

STCO:

- ☐ Current STCO Records
- ☐ Student Course Discrepancy Report
- ☐ Current Year Credit by Student Report
- ☐ Info for STCO
- ☐ Individual QA Curriculum Report

STCO Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the STCO Record. In working with the KIDS Collection System, many circumstances apply only to the record you are submitting. How one data element is reported may change for other submissions from the recommendations appearing below.

Determining "Unique" Records: Records are unique by set:

- ☐ F12: State Student Identifier
- ☐ F13: School Year
- ☐ F16: Educator School Identifier
- ☐ F17: KCC Identifier
- ☐ F18: Course Section
- ☐ F19: Local Course ID
- ☐ F23: Educator Identifier

The most recently submitted record for each complete set of fields above will be considered the "current" information for that student and course. Records are considered unique not by one data element but by the set of data elements listed above.

Validations: All STCO Records must contain a State Student Identifier (SSID) that exists in the KIDS Assignment System. STCO Records will validate that the Educator Identifier, Kansas Course Code Identifier (KCC ID), and Local Course ID are associated with each other and with the Educator School Identifier and that the "Confirm for STCO" checkbox has been selected in the EDCS.

The KCC ID is a unique identifier given to each course the district has mapped in the Kansas Course Code Management System (KCCMS). This identifier includes all 10 course attributes associated with the course in KCCMS.

Undoing Records: To undo a previously submitted STCO record that was submitted in error, submit a new STCO record matching the previously submitted STCO record on State Student Identifier, School Year, Educator School Identifier, KCC ID, Course Section, Local Course ID, and Educator Identifier fields and including a code 99="Record Submitted in Error" in the Course Status field.

Updating Records: To update data in the State Student Identifier, School Year, Educator School Identifier, KCC ID, Course Section, Local Course ID, or Educator Identifier fields on a previously submitted STCO record, an undo record must first be sent as described in the section above. An updated STCO record can then be submitted with the correct information.

To update data in any of the other fields on a previously submitted STCO record, submit an updated record with matching values in the State Student Identifier, School Year, Educator School Identifier, KCC ID, Course Section, Local Course ID, and Educator Identifier fields and the updated information in the other field(s). The most recently submitted record will be considered the "current" information.

STCO and Class Rosters: To create a class roster in another system (Fitnessgram, Success in Schools, etc.), send an STCO record. If the record is needed before a student has earned a course outcome, send the STCO record indicating that a student is enrolled in a particular course with "00" or <Null> in the Course Status field and nothing in the Letter Grade and Percent Grade fields. An STCO record with or without a course outcome can be used in other KSDE applications for roster purposes.

> **Kansas Fitnessgram (K-FIT):** The K-FIT application provides physical education teachers a tool to facilitate fitness testing results to students and parents. STCO Records are required to populate the student lists in the K-FIT application.

The State Subject Area Code (first two digits in the KCC ID) must be one of the following:

08: Physical, Health, and Safety Education (secondary)
58: Physical, Health, and Safety Education (ms/jr. high)
88: Physical, Health, and Safety Education (elementary).

Kansas Interactive Testing Engine® (KITE)™: The KITE system provides an online testing interface for students that includes practice items and formative tools. KITE has several components, including:

KITE Client, an application students use to take tests, and KITE Educator Portal, an application that allows educators to enroll students in formative tests, monitor tests, and view reports. In order for someone with a Teacher role to have access to student rosters in KITE, STCO Records must be submitted to the KIDS Collection System. STCO records are NOT required for a Test Ticket to be generated for State Assessment purposes. For more information about KITE, visit this website: http://www.ksassessments.org/kite.

The State Subject Area Code (first two digits in the KCC ID) must be one of the following:

01: High School English Language and Literature
02: High School Math
03: Life/Physical Sciences, High School
04: Social Sciences/History, High School
51: Middle School/Junior High English Language and Literature
52: Middle School/Junior High Math
53: Life/Physical Sciences, Middle School
54: Social Sciences/History, Middle School
80: Elementary Self-Contained
81: Elementary English Language and Literature
82: Elementary Math
83: Life/Physical Sciences, Elementary
84: Social Sciences/History, Elementary

Success in Schools: The Success in School application collects school readiness data for 4-year-old At-Risk and 4-year-old preschoolers. The roster of students available for selection in Success in Schools is based on the STCO Records submitted to the KIDS system for that teacher. This requires that STCO Records be sent for 4-year-old-At-Risk and 4-year-old preschool students.

Reporting Summer School Outcomes: Course outcomes for summer school courses taken during the 2014 summer school session (through July 31, 2014) are required to be submitted on STCO records with the School Year="2014." The summer school course must be assigned to a licensed educator in EDCS for that district for the 2013-2014 school year. These records will be accepted through August 15, 2014. Summer school courses that end after July 31, 2014 should be reported in the 2014-2015 STCO collection.

Course outcomes for summer school courses taken during the 2015 summer school session (through July 31, 2015) are required to be submitted on STCO records with the School Year="2015." The summer school courses must be assigned to a licensed educator in EDCS for that district for the 2014-2015 school year. Make sure the 'Summer School' checkbox has been selected in EDCS for those course assignments. Summer school courses that end after July 31, 2015 should be reported in the 2015-2016 STCO collection.

Career and Technical Education (CTE) Courses: Course outcomes for students in a Pathway should be submitted via an STCO Record to KIDS Collection by 6/15/2015 to be populated into the Pathways system. The district that has the building with the teacher assigned to a CTE pathway course should submit the STCO Record. The STCO Record must be for the same building as the CTE Pathway was approved for in the Career Pathway Program of Study Application.

Letter Grade and Percent Grade: Either Letter Grade or Percent Grade must be reported when 01="Completed (Pass)" or 02="Completed (Fail)" is indicated in Course Status. Reporting in both fields is not required. The Letter Grade field is not tied to a specific rating scale. The Percent Grade field is based on a 0-100 scale but is not tied to a specific pass/fail cutoff value. The Course Status field will indicate whether the value reported in the Letter Grade and/or Percent Grade field relates to passing or failing of the course.

Letter Grade for grade levels 12 - 17

The Qualified Admissions reports added to the KIDS Collection System require that all courses used in the calculations have a Letter Grade populated for the course. In order to accurately calculate the grade point average we will add a list of specific grades required to be entered when this field is required. One of the following values must be submitted for students in grade levels 12-17 with a Course Status of '01' Completed (Pass):

- Valid Values:
  - A+
  - A
  - A-
  - B+
  - B
  - B-
  - C+
  - C
  - C-
  - D+
  - D
  - D-
  - P1
  - P2

P1=a grade of 'D' or higher and P2=a grade of 'C' or better. This is a local decision. It is based on the level that your school accepts a passing grade for a course.

Reporting Course Outcomes (pass/fail, percent, or mark): STCO records submitted to KIDS should accurately reflect the amount of credit earned by each student for each course where a course outcome is given. If the way your district assigned and recorded courses and grades in the local student information system does not align with what was mapped in KCCMS and assigned to an educator in EDCS, additional work may be necessary to align them. Use the Current Year Credit by Student Report in KIDS to verify that the data is aligned across all systems.

EDCS Info for STCO Report: Within the EDCS application, there is a report that provides a list of all educators in the district that have been assigned to a course and confirmed for STCO. Utilization of this report is encouraged for KIDS data coordinators to help properly align STCO Records with what has been indicated in the EDCS for the school.

Educator ID: When a non-licensed educator is reported in EDCS, the educator's Social Security Number (SSN) is reported because an educator ID is not generated. The STCO records that are submitted to KIDS for those courses assigned to that educator should include the educator SSN in the Educator ID field so that the record aligns with what has been reported in EDCS.

Accredited Private Schools: Accredited private schools should submit STCO Records according to the guidance outlined above.

Documents

Consult the following document for additional information when preparing your STCO submissions. Unless specified otherwise below, the most recent version of all documents may be found on the KIDS Project website (www.ksde.org/kids) under the "Documents" tab.

- ☐ **KIDS 2014-2015 Collection File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System including STCO data elements.
- ☐ **Course-Teacher-Student Data Reporting Timeline 2014-2015:** This document displays the timeline for the applications that are involved in collecting the data that links the course, teacher, and student along with the applications that use the STCO data. The document is located on the Course-Teacher-Student webpage: http://www.ksde.org/Agency/FiscalandAdministrativeServices/InformationTechnology(IT)/Course-Teacher-StudentData.aspx.

Help Resources

In preparing your STCO submissions, you may need technical assistance or reporting guidance. Depending upon the nature of the assistance you need, one or more of the following help resources may be useful.

- ☐ KIDS Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org
- ☐ KSDE Course-Teacher-Student Data website: http://www.ksde.org/Agency/FiscalandAdministrativeServices/InformationTechnology(IT)/Course-Teacher-StudentData.aspx

- ☐ Educator Data Collection System (EDCS) Lori Adams at ladams@ksde.org or Shane Carter at scarter@ksde.org
- ☐ Kansas Course Codes Management System (KCCMS) kccms@ksde.org
- ☐ K-FIT: Mark Thompson at mathompson@ksde.org or visit this website http://www.kshealthykids.org/HKS_Menus/KFIT_Info.html
- ☐ KITE: http://www.ksassessments.org/kite or (785) 864 3537 or 1-855-277-9752 or via email at kap_support@ku.edu
- ☐ Pathways: pathwayshelpdesk@ksde.org
- ☐ Success in Schools: Gayle Stuber at gstuber@ksde.org
- ☐ For training in the KIDS Collection System: visit the KIDS project website at www.ksde.org/kids and go to the "Training" tab.
- ☐ For STCO Collection training: visit the Training registration website at http://events.ksde.org/ittraining and go to the "Pre-Collection Workshops" tab.

Revision History

Version	Date	Changes
3.00	5.21.14	• Updated for 2014-2015 school year
3.01	11.14.14	• Removed "Use CETE's Career Pathways Assessment System (cPass)" under Use of STCO Record Submissions • Updated layout of field requirements. • Removed Career Pathways Assessment System (cPass) paragraph • Removed Formative Assessment paragraph • Removed Interim Assessment paragraph • Edited KITE section to reflect "someone with a Teacher role" instead of "an educator".

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