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# We will be getting started in a few moments...

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# Pre-Collection

## Extended Workshop

**2014-2015 Military and Virtual Student Collection  
(MILT)**



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# Session Agenda

- MILT Collection Overview
- Review MILT Data Elements
- Reports
- Special Notes
- Data Quality Best Practices
- Help Resources Review
- Question & Answer Session



# MILT Collection Overview

- Military Dependent Students
- Virtual Education Students

# Purpose of MILT

- The focus of this collection is on gathering student enrollment data for districts whose student population significantly increases after the September 20<sup>th</sup> (ENRL) funding count due to **military** movement.
- It also gathers student enrollment data for schools and districts with **virtual** education students.



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# Submission Window

- The window for submitting MILT records to KIDS is February 20, 2015 – March 10, 2015.
- Student data must be current as of:  
**February 20, 2015.**

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# Students to Submit

- **Military Dependent Students:** Students who are attending on February 20, 2015 and who were **not** included in the September 22, 2014 district count, should have MILT records submitted by eligible districts.
- **Virtual Education Students:** All virtual students enrolled and attending on February 20<sup>th</sup>, should be submitted.

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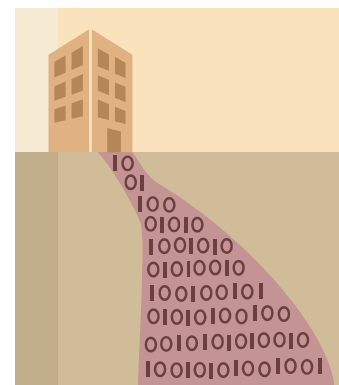
# Who Submits?

## The Funding School should submit MILT records

- All public schools should submit MILT records for military dependent students.
- All public schools providing or contracting for the second semester virtual education services should submit MILT records for virtual education students.



# MILT Data Elements



# Required Fields

Field Number	Excel Column	KIDS Collection Field Requirements Record MLT Type 2014-15	
D1	A	Record Type	R
D2	B	Accountability School Identifier	R
D3	C	Residence District Identifier	R
D4	D	Legal Last Name	R
D5	E	Legal First Name	R
D6	F	Legal Middle Name	O
D7	G	Generation Code	O
D8	H	Gender	R*
D9	I	Date of Birth	R
D10	J	Current Grade Level	R*
D11	K	Local Student Identifier	R
D12	L	Hispanic Ethnicity	R
D13	M	State Student Identifier	O
D14	N	Current School Year	R
D15	O	Funding School Identifier	R
D16	P	Attendance School/Program Identifier	R
D17	Q	Virtual Education Student	R*
D18	R	School Entry Date	R
D19	S	District Entry Date	R
D20	T	State Entry Date	R
D21	U	Cumulative Number of Days in Membership	
D22	V	Cumulative Number of Days Attended	
D23	W	Truant Student	
D24	X	Minutes Enrolled	R*
D25	Y	Concurrent High School Enrollment	R*
D26	Z	Exit/Withdrawal Date	E
D27	AA	Exit/Withdrawal Type	E
D28	AB	Special Circumstances Transfer Choice	
D29	AC	Post-Graduation Plans	E
D30	AD	Comprehensive Race	R
D31	AE	Eligibility for National School Lunch Program	R*
D32	AF	Socio-Economic Status Indicator	
D33	AG	Primary Disability Code	X
D34	AH	Gifted Student Code	X
D35	AI	Qualified for 504	
D36	AJ	Residence of Homeless Student while Homeless	
D37	AK	ESOL/Bilingual Program Entry Date	X
D38	AL	First Entry Date into a School in the United States	X
D39	AM	First Language	R*
D40	AN	ESOL/Bilingual Program Participation Code	R*
D41	AO	ESOL/Bilingual Program Ending Date	
D42	AP	ESOL Bilingual Student Contact Minutes	X
D43	AQ	Career and Technical Education Contact Minutes	X
D44	AR	Title I Participation	
D45	AS	Miles Transported	R*
D46	AT	Transportation FTE	R*

Optional Fields

D47	AU	Student's Transportation Street Address	X
D48	AV	Student's Transportation City	X
D49	AW	Student's Transportation Zip Code	X
D50	AX	Non-Resident Transportation	R*
D51	AY	Child of Military Family	R*
D52	AZ	Immigrant Student	
D53	BA	Country of Birth	
D54	BB	Refugee Status	
D55	BC	Neglected Student	
D56	BD	Math Grouping Indicator 1	
D57	BE	Math Grouping Indicator 2	
D58	BF	English Language Arts - ELA Grouping Indicator 1	
D59	BG	English Language Arts - ELA Grouping Indicator 2	
D60	BH	Science Grouping Indicator 1	
D61	BI	Science Grouping Indicator 2	
D62	BJ	History/Gov Grouping Indicator 1	
D63	BK	History/Gov Grouping Indicator 2	
D64	BL	General CTE Grouping Indicator 1	
D65	BM	General CTE Grouping Indicator 2	
D66	BN	End of Pathways Grouping Indicator 1	
D67	BO	End of Pathways Grouping Indicator 2	
D68	BP	KELPA Grouping Indicator 1	
D69	BQ	KELPA Grouping Indicator 2	
D70	BR	State Mathematics Assessment	
D71	BS	State Mathematics DLM Proctor ID	
D72	BT	State Mathematics DLM Proctor Name	
D73	BU	State English Language Arts - ELA Assessment	
D74	BV	State English Language Arts - ELA DLM Proctor ID	
D75	BW	State English Language Arts - ELA DLM Proctor Name	
D76	BX	State Science Assessment	
D77	BY	State Science DLM Proctor ID	
D78	BZ	State Science DLM Proctor Name	
D79	CA	State History/Gov Assessment	
D80	CB	General CTE Assessment	
D81	CC	End of Pathways Assessment	
D82	CD	CTE cPass Proctor ID	
D83	CE	CTE cPass Proctor Name	
D84	CF	Kansas English Language Proficiency Exam (KELPA)	
D85	CG	User Field 1	O
D86	CH	User Field 2	O
D87	CI	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 a 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

# Reports



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# Reports Related to MILT

- The following reports are particularly important to MILT submissions:
  - Standard Reports:
    - Accepted Records by Type-MILT
  - MILT Reports:
    - Student of Military Families-District Eligibility for Additional Funding
    - Student of Military Families-Not Counted Sept. 20 ENRL
    - Virtual Education Students (MILT)

# Accepted Records by Type - MILT

**KIDS Collection - Test**

User: KidsTrainers District: D0101(Erie-Galesburg) Building: 0000 Access Level: KSDE Admin

[Return to App List](#)  
[Logout](#)

**Home**

- Batch History
- Reports
  - Standard**
  - PBR
  - SO66
  - Admin
  - Assessments
  - Discrepancies
  - Accountability
  - MILT

**Production Mode**

District: USD 101 Erie-Galesburg  
Building: District Level

Home > Reports > Standard

[Report Descriptions](#)

Report Category: Standard

**Reports**

- [Accepted Records](#)
- [Accepted Records by Type](#)
- [Current Year Accountability Students](#)
- [Dropouts](#) - Generated: Jan 29 2015 7:01PM
- [EOYA Report](#)
- [EXIT Status](#)
- [Gained/Lost Students](#)

**Accepted Records by Type**

Student Grade Level: ALL  
Record Type: MILT  
From: 08/01/2014  
To: 01/30/2015  
[Run Report](#)

# Accepted Records by Type - MILT

## Accepted Records by Type

This report shows all records accepted for a particular record type. Users select the record type and date range, and are returned all records submitted to KIDS that meet those criteria. School-level users should be able to see all students submitted with their school listed, whether it was sent up by their school/district or another school/district.

Record Type	Accountability School ID	Residence District ID	Last Name	First Name	Middle Name	Generation Code	Gender	Date of Birth	Grade Level	Local Student ID	Hispanic Ethnicity
MILT	0105	D0248	Allison	Jack	Lee		1	1991-08-04	14	50058	N
MILT	0105	D0101	Anderson	Bailey	Leo		1	1989-09-06	14	855044	N
MILT	0105	D0101	Arthur	Elijah	Matthew		1	1991-12-27	14	505047	N
MILT	0105	D0101	Atkins	Chase	Hunter		1	1991-10-16	14	502252	Y
MILT	0111	D0101	Atkinson	Edwin	Lee		1	2002-10-25	05	50444	N
MILT	0111	D0101	Austin	Nathan	Paul		1	2001-07-09	07	50549	N
MILT	0111	D0101	Avila	Timothy	Michael		1	2002-01-11	06	50435	N
MILT	0111	D0101	Avala	Kasev	Kaila		0	1998-04-06	10	50275	N



# MILT Reports

## KIDS Collection - Test

User: KidsTrainers District: D0101(Erie-Galesburg) Building: 0000 Access Level: KSDE Admin

[Return to App List](#)  
[Logout](#)

- Home
  - Batch History
  - Reports
    - Standard
    - PBR
    - SO66
    - Admin
    - Assessments
    - Discrepancies
    - Accountability
    - MILT**
    - Student Course
    - Qualified Admissions
  - Mode Selection
  - Search Core Data
- Admin

**Production Mode**

District: USD 101 Erie-Galesburg  
Building: District Level

Home > Reports > MILT

[Report Descriptions](#)

Report Category: MILT

**Reports**

- [Student of Military Families - District Eligibility for Additional Funding](#)
- [Student of Military Families - Not Counted Sept 20 ENRL](#)
- [Virtual Education Students \(MILT\)](#)

# Student of Military Families – District Eligibility for Additional Funding Report

KIDS Collection - Test

This report shows the FEB 20th MILT FTE compared to the September 20th ENRL FTE, the percent change, and whether or not the district is qualified for additional MILT funding based on the data that they have submitted. At least 1% MILT FTE qualifies for additional funding. A total MILT FTE  $\geq 25$  qualifies for additional funding.

FEB_20_MILT_FTE	SEPT_20_ENRL_FTE	MILT_Percent	District_Eligible_For_Additional_Funding	Virtual_A/P
7	387.6	1.81	YES	0

## Student of Military Families – Not Counted Sept 20 ENRL Report

### Student of Military Families - Not Counted Sept 20 ENRL

This report shows the students who were submitted as children of military families in field D54 for the February 20th MILT Collection, and who were not counted with the district's ENRL submission on September 20th. School-level users should be able to see all students submitted with their school listed as the funding school.

Accountability School ID	Residence District ID	Last Name	First Name	Middle Name	Gender	Date of Birth	Grade Level KIDS	Grade Level PBR	Local Student ID	Hispanic Ethnicity	State Student ID
0105	D0101	Thornton	Billy	Bob		1 01/01/1994	15	10	12345	N	7632474099
0105	D0101	Sandstrom	Woodie	M		0 04/21/1997	17	12	1010004	Y	4535629064
0105	D0101	O'Connell	Rick			1 08/15/1995	17	12	128038	N	8189918532
0105	D0101	Mcgreal	Brenden			1 05/29/1997	17	12	1010001	N	7597687737
0105	D0101	Mccalley	Spurgeon	K		0 09/11/1996	17	12	1010002	N	7326204608
0105	D0101	Connon	Mahlon			0 06/05/1997	17	12	1010005	N	7257126399
0105	D0101	Neveux	Denis			1 03/29/1997	17	12	1010003	N	9084342976





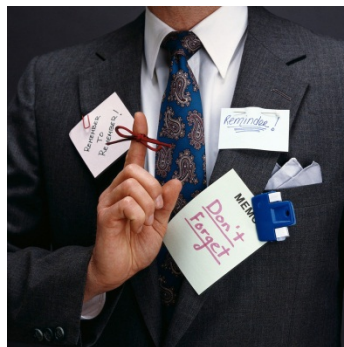
# Virtual Education Student (MILT) Report

## Virtual Education Students (MILT)

This report shows the data on Virtual Education Students in KIDS. Students who are marked as a “1” or a “3” on Virtual Education Student and submitted on a MILT record will appear.

Last Name	First Name	Middle Name	Gender	Date of Birth	Grade Level	Local Student ID	Hispanic Ethnicity	State Student ID	Current School Year	Funding District ID	Funding School ID
Edwards	Steven	Gage		1 09/17/1990	15	520505	N	5728918085	2015	D0101	0105
McKenzie	Thomas	Chester		1 07/09/1991	15	535558	N	4609870924	2015	D0101	0105
Nash	Giovanni	Edward		1 09/02/1991	15	50597	N	7848128148	2015	D0101	0105
Smith	Vincent	Ambrose		1 02/01/1989	17	50477	N	4323024339	2015	D0101	0105
Bradley	Arielle	Sidney		0 02/15/2001	05	525030	N	3216936864	2015	D0101	0111
Collins	Felicia	Elisabeth		0 07/11/1996	11	50098	N	3757296737	2015	D0101	0112

# MILT Special Notes



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# Special Notes

- **Definition of Military Personnel:** “a person who is a dependent of a full-time, active-duty member of the military service, or a dependent of a member of any of the US military reserve forces who has been ordered to active duty.”
- **School Entry Date:** School Entry Date should be based on the date the student entered the Funding School.

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# Special Notes

- **Military Attendance Requirements:** A student must be enrolled and attending on February 20<sup>th</sup>. If absent on February 20, 2015, then the student must have attended once on or after February 1<sup>st</sup> and once after February 20<sup>th</sup> but on or before March 4<sup>th</sup>.
- **Virtual AP Attendance:** Second semester virtual students must be enrolled and attending on February 20<sup>th</sup>, but do not have to be in attendance on February 20<sup>th</sup>.

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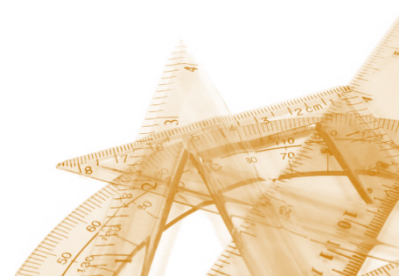
# Special Notes

- **Second Semester Virtual AP Funding:** Students reported as enrolled in a virtual AP class or program for the 2014 ENRL Collection and who are enrolled in the virtual class or program for the second semester must be submitted again.
- **Military Students Enrolled on September 20<sup>th</sup>:** Military dependent students enrolled and attending on September 20<sup>th</sup> will NOT count again for the MILT collection funding calculations.

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# Special Notes

- **Weighted Funding:** The February 20<sup>th</sup> count is treated like the September 20<sup>th</sup> count for enrollment.
- **FTE vs. Headcount:** The requirement for 25 new military dependent students and the military student enrollment 1% or more above the district's September 20<sup>th</sup> enrollment are based on FTE and not on headcount.



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# Special Notes

- **District Eligibility:** Refer to the “Student of Military Families-District Eligibility for Additional Funding” report.
- **Virtual Education Students:** Students marked as Virtual Education Student in field **D17** must have fields **D45-D47** complete.
- **Miles Transported:** A student that has 2.5 miles or greater reported in the Miles Transported field then fields **D45-D47** must be completed.

# Special Notes

- **Concurrent High School Enrollment:** A district with a student attending any Kansas Board of Regents approved and funding CTE course at a technical college or community college will report 1=“Any Kansas Board of Regents approved and funded CTE course at a technical college or community college.”





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# Special Notes

- **Career and Technical Education Contact Minutes:**  
Report the number of minutes a student received instruction in an approved for funding CTE course or State approved course on February 20<sup>th</sup>.
- Time spent in any approved CTE courses through a post-secondary institution should not be counted toward the minutes reported in this field.
- Funding for CTE courses that are concurrent enrollment, will not be included in the funding calculations at KSDE.

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# Special Notes

- **Non-resident Transportation:** The parent or legal guardian of any pupil who lives 2.5 or more miles from the attendance center the pupil would attend in the resident school district may apply to the board of education of a receiving school district for authority for such pupil to be furnished or provided transportation to school from the pupil's residence and from school to the pupil's residence by the receiving school district.
- **Accredited Private Schools:** Accredited private schools do not need to submit MILT records.

# Documents

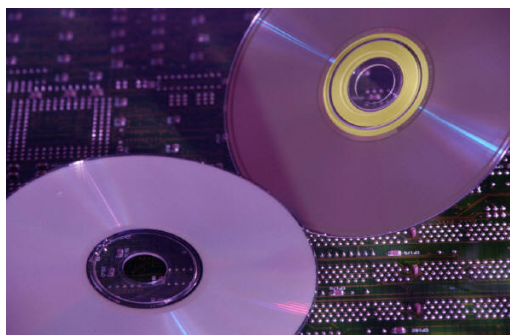


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# Documents

- Districts should refer to the following documents when preparing the MILT submission:
  - KIDS 2014-2015 File Specifications Document
  - KIDS 2014-2015 Submission Details Document: MILT
  - KIDS 2014-2015 User's Guide
  - Guidelines for Reporting Virtual Education Students in KIDS
  - Guidelines for Reporting Career & Technical Education Students in KIDS
  - Enrollment Handbook 2014-2015 School Year

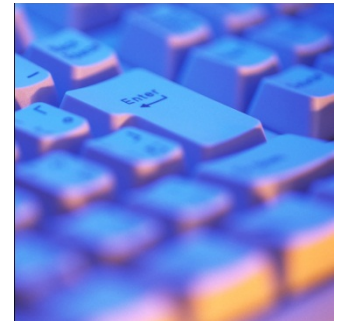
# Data Quality Best Practices



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# Data Quality Best Practices

- Submit your MILT data early – then check your reports so that you have plenty of time to correct any errors
- Check the school/district/state entry dates prior to submitting MILT records
- Check the KIDS reports to ensure accuracy in reporting
- Participate in the KIDS conference calls



# Help Resources



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# Help Resources

- KIDS Technical Support:
  - KSDE Helpdesk 785-296-7935 **OR**
  - KIDS Email ([kids@ksde.org](mailto:kids@ksde.org))
- Fiscal Auditing:
  - Mike Murphy at [mmurphy@ksde.org](mailto:mmurphy@ksde.org)
- Virtual Student:
  - Jessica Noble at [jnoble@ksde.org](mailto:jnoble@ksde.org)
  - Virtual Schools web page
    - <http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/GraduationandSchoolsofChoice/VirtualSchoolsandPrograms.aspx>





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# Help Resources Continued

- For training in the KIDS system: visit the KIDS project website at [www.ksde.org/kids](http://www.ksde.org/kids) and go to the “Training” tab.
- KIDS Info Listserv
  - Send an email to [kids@ksde.org](mailto:kids@ksde.org) requesting to be added to the listserv.
- FAQ's

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# Q & A

- What specific MILT reporting situations are you unsure about?
- What questions do you have about the required MILT data fields?



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# Thanks for Participating!

- Please access the Quia website to complete a session evaluation. The link is shown below, but you will also receive the link in an email after this presentation is complete.

<http://www.quia.com/sv/694768.html>