



KIDS 2014-2015 Submission Details Document: ASGT

Introduction

This document contains information specific to the submission of ASGT records to the Kansas Individual Data on Students (KIDS) System. The ASGT record is used to allow staff to obtain identification numbers called State Student Identifiers (SSID) for new students, update “core” student data linked to a student’s SSID, to track students as they move between schools in the State of Kansas also known as “claiming” a student, and to establish a student—building link that will allow a student to become available in other KSDE applications. Once ASGT records are processed in KIDS, any new SSIDs created should be added to your local Student Information System (SIS) for use in subsequent KIDS submissions.

Submission Window

There is no specific collection window associated with ASGT records. They can be submitted any time the KIDS Collection System is open. However, because other applications may be dependent upon a school or district claiming a student, it is recommended that ASGT records are submitted routinely such as daily or weekly. The KIDS Collection System accepts ASGT records in “mixed” batches (batches that contain multiple KIDS record types).

Submission Guidelines

Students to Submit

When a new student enrolls in your school you can submit an ASGT record to the KIDS Collection System to obtain a unique SSID for that student or to “claim” that student from his/her previous school. In addition, if a student’s “core data” (see the Core Student Data section of this document for a complete list of core data fields) changes, then you should submit an ASGT record to update that information. Please note that additional KIDS Collections may also need updated records submitted when a student’s demographic information changes as well.

Who Submits?

Generally, the Accountability School Identifier will submit ASGT records.

However, at the start of the school year, the Funding School may wish to submit records for students in order to obtain SSIDs for new students entering their school, as well as home-schooled (0002) and/or out-of-state students (0001) in preparation for the ENRL submission. In this case, the Funding School should be careful to include the correct Accountability School Identifier code for each new student. The Funding School can only submit ASGT records if the SSID is blank or the Accountability School is 0001 or 0002.

Special reporting consideration for KAN-SERVICE—The Funding School may also submit ASGT records if they are a public school providing special services to a student enrolled and attending a private school and the public school building has not been provided on any KIDS record sent by the private school. In this case, the public school should be careful to include the correct building numbers and leave the SSID field blank. This will allow the student to appear in KAN-SERVICE for special education reporting without claiming a student from the private school.

The Use of ASGT Submissions

ASGT records are used primarily for the creation and management of unique SSIDs for students receiving education services in the State of Kansas. Public schools, private accredited schools, and some early child education programs are required to have an SSID for each student for funding, accountability, and accreditation purposes. The same SSID should be used during a student's entire educational career and is the key element in KSDE's longitudinal data system.

ASGT records may be needed to allow students to become available in other KSDE applications. For example, schools and districts should submit ASGT records to allow them to identify students that automatically qualify as being eligible for free lunches in the Direct Certification system well before they send ENRL records, so that they are able to notify the legal guardian before the September 20th count day.

KIDS Collection Field Requirements ASGT Record Type 2014-15

Field Number	Excel Column		
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	
D18	R	School Entry Date	O
D19	S	District Entry Date	O
D20	T	State Entry Date	O
D21	U	Cumulative Number of Days in Membership	
D22	V	Cumulative Number of Days Attended	
D23	W	Truant Student	
D24	X	Minutes Enrolled	
D25	Y	Concurrent High School Enrollment	
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	
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	
D38	AL	First Entry Date into a School in the United States	
D39	AM	First Language	
D40	AN	ESOL/Bilingual Program Participation Code	R*
D41	AO	ESOL/Bilingual Program Ending Date	
D42	AP	ESOL Bilingual Student Contact Minutes	
D43	AQ	Career and Technical Education Contact Minutes	
D44	AR	Title I Participation	
D45	AS	Miles Transported	
D46	AT	Transportation FTE	
D47	AU	Student's Transportation Street Address	

D48	AV	Student's Transportation City	
D49	AW	Student's Transportation Zip Code	
D50	AX	Non-Resident Transportation	
D51	AY	Child of Military Family	
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
<p>R Required = Must contain a valid non-blank value</p> <p>R* Required = Must contain a valid non-blank value, including zero</p> <p>X Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value.</p> <p>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.</p> <p>Blank Values submitted in these fields will not be validated or stored on the indicated Record Type.</p> <p>E Must be blank</p> <p>Updated 10/1/2014</p>			

All other data fields that are neither required nor optional for ASGT may be left blank.

Values included in data fields that are neither required nor optional for ASGT, are not validated and will not be stored. The exception to this is EXIT data (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plans); exit data fields **MUST** be blank on ASGT records or an error will be generated.

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. Although data can also be shared by generating the appropriate KIDS reports, 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 ASGT records are submitted to KIDS.

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 ASGT submissions:

Standard Reports:

- ☐ Accepted Records by Type—ASGT
- ☐ Current Year Accountability Students
- ☐ Gained/Lost Students Report
- ☐ Unresolved Exits
- ☐ Retired State Student IDs Report

ASGT Notes/Recommendations

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

Core Student Data: The basic demographic data for a student (referred to as “core student data”) contained on ASGT records is stored in the KIDS System. When KIDS records are submitted, the KIDS System compares the core student data contained in the student’s record with the core student data already stored in KIDS for that SSID. If the core data matches, the record is accepted.

In the event the data does not match the core student data in KIDS, the Manage Core Data Process may be triggered. A record with core data near matches found in the

Manage Core Data Process will need to be resolved before the record will be accepted. All records with near matches need to be processed via the Manage Core Data process.

Core Student Data:

- ☐ D2 Accountability School Identifier
- ☐ D3 Residence District
- ☐ D4 Legal Last Name
- ☐ D5 Legal First Name
- ☐ D8 Gender
- ☐ D9 Date of Birth
- ☐ D10 Current Grade Level
- ☐ D11 Local Student Identifier
- ☐ D12 Hispanic Ethnicity
- ☐ D13 State Student Identifier
- ☐ D30 Comprehensive Race

School Entry Date: School Entry Date should be based on the date the student entered the Accountability School. In the case where the student's Accountability School is marked with a 0001 or 0002, the submitting school will use their School Entry Date. For example, when a homeschooled student is receiving services from a public school, the public school should report the date the services began.

New Students: It is recommended that schools/districts submit ASGT records to the KIDS Collection System for all new students to obtain SSIDs for them. In the event the student is new to the KIDS System and needs an SSID created, the system will generate a new SSID. If the student already has an SSID in the KIDS System, the SSID will be retrieved and core data updates will occur.

Updating Core Student Data: It is recommended that schools/districts submit an ASGT record to the KIDS Collection System any time a student's core demographic data changes. At the beginning of the school year sending ASGT records is recommended for all students to update the school year, grade level information, and any other core demographic changes on returning students. Changing the grade level and school year for all students generally will not trigger near-matches in the system (unless there was other core data, such as last name, that changed as well). Including the SSID in the ASGT records minimizes the likelihood of a near-match situation.

Claiming Students: It is recommended that schools/districts submit ASGT records to the KIDS Collection System when students change schools to update the Accountability School Identifier. Changing the Accountability School Identifier "claims" the student to the new building. Failing to claim students promptly may impact whether or not additional information can be gathered about that student in other KSDE applications.

Students without SSIDs: If a student's ASGT record is submitted to KIDS by the Accountability School Identifier or the Funding School and an SSID is not included in the student record, the submitting school will be required to obtain the SSID for the student. This is done through the Manage Core Data Process if a new SSID is not automatically generated at the time of submission. For additional information about processing records for students without SSIDs, please refer to the KIDS 2014-2015 User's Guide.

Avoiding Unnecessary Claiming Situations: Including the correct Accountability School Identifier when submitting ASGT records will help schools to avoid unintentionally claiming students from other accountability schools. Schools do not have to release (EXIT) a student before another school can claim the student. For additional information about determining the building codes for students, please refer to the Guidelines for Determining the KIDS Collection Building Identifier.

Undoing an ASGT: See the Exit/Withdrawal Type section of the Submission Details Document: EXIT.

Gained/Lost Claiming Emails: Gained/lost emails are triggered by a school claiming a student (by updating the Accountability School Identifier field) in the KIDS system. Emails are sent both to the school claiming the student and the school formerly listed as the Accountability School Identifier. Each school may designate up to 2 people to receive the Gained/Lost emails by entering email addresses in the KSDE Directory Updates application. **Note:** the date contained in the email is not the date of enrollment; it is the date that the student was claimed in the system. Similar information contained in these emails may be found on the Gained/Lost Students Report in the KIDS Collection System; however, the report will not display the urgent records request notice that the email does contain.

If you agree with the information in the email (indicating that the school claimed a new student or lost a student who no longer attends the school) then no further steps are required. However if you do not agree with the information in the email (indicating the school claimed a student from another school or lost a student who is still attending) additional steps may be needed. It is recommended that notification be sent to the other school to coordinate both schools efforts to submit the appropriate records (ASGT or EXIT).

Duplicate SSIDs: Great care should be taken when resolving near-matches to avoid the creation of a duplicate SSID for a student. If duplicate SSIDs are found for a student, please [call](#) the Help Desk at 785-296-7935 to request the investigation of duplicate SSIDs and KSDE staff will retire the duplicate SSID. Failing to report duplicate SSIDs to KSDE may create problems on subsequent KIDS submissions and will create a break with the longitudinal data for the student.

Accredited Private Schools: Accredited private schools should submit ASGT records according to the guidance outlined above. In cases where students are shared between public and private schools and both organizations provide instruction in a state assessed areas, both public and private schools may see an increase of claiming email notices from KSDE, particularly during the State assessments. In these cases the schools should not submit additional ASGT records to claim the students to be able to administer State assessments. TEST records claim a student and update any changed core student data when the submitting school indicates their building code in the Accountability School Identifier field. Public and private schools should work together to ensure accurate legal name and birthdates are provided on KIDS records.

Documents

Consult the following documents for additional information when preparing your ASGT 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 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System.
- ☐ **KIDS 2014-2015 User’s Guide:** This document is the comprehensive manual for submitting and processing student records in the KIDS Collection System. However, this manual does not contain specific information on each record type.
- ☐ **Guidelines for Determining KIDS Collection Building Identifier:** This document reviews the guidelines for determining the appropriate building identifier for submission on KIDS records.
- ☐ **Guidelines for Reporting Early Childhood Program Participants:** This document provides guidance on obtaining SSIDs for early childhood programs in KIDS.

Help Resources

In preparing your ASGT 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
- ☐ For training in the KIDS System: visit the KIDS project website at www.ksde.org/kids and go to the “Training” tab.

Revision History

Version	Date	Changes
9.00	5.20.14	<ul style="list-style-type: none">Updated for 2014-2015 school year
9.01	10.7.14	<ul style="list-style-type: none">Updated layout of field requirements

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201