



KIDS 2013-2014 Submission Details Document: EOYA

Introduction

This document contains information specific to the submission of EOYA records to the Kansas Individual Data on Students (KIDS) System for the End of Year Accountability Collection. The purpose of the EOYA Collection is to gather attendance, membership, truancy, and program participation data for all students who were in membership at the Accountability School at any point during the school year.

Submission Window

The window for submitting EOYA records is May 5, 2014-June 13, 2014. EOYA records cannot be submitted outside of this submission window. The student data that is submitted for EOYA should be current as of the last day of school or the last day the student was in membership at that school.

Submission Guidelines

Students to Submit

All students (both active and inactive—including those that exited before the end of the school year) from all grade levels including preschool and non-graded students:

- Where your school was considered the Accountability School at any point during the school year for the student
- If you provided services to a student at any point during the school year, but you were not the Accountability School and no other school will be submitting EOYA records for that student

Who Submits?

The Accountability School should submit EOYA records for all its active and inactive students. If a student attended your school, but your school is not the Accountability School, you should not submit the student on an EOYA record, except in special circumstances described in the EOYA Notes/Recommendations section. Instead, communicate with the student's Accountability School to make sure the information is submitted correctly.

The Use of EOYA Submissions

Student records submitted to EOYA will be used for:

- calculation of school, district, and state attendance rate for accountability purposes;
- as the basis of the yearly student population from which the 4-year and 5-year adjusted cohort graduation rates will be calculated;
- to populate the Title IV Report of the Kansas Discipline Incident System (KAN-DIS) with students indicated as truant and students indicated as using the Special Circumstances Transfer Choice provision; and
- to collect Title I Participation data previously reported on the LCP Annual Report.

It is important that EOYA records be submitted in a timely manner so that the data used in other applications will be accurate. For additional information on the use of EOYA records, see the EOYA Notes/Recommendations section of this document.

Required & Optional Data Elements

Required Data Elements

The following fields are *required* for EOYA record submissions:

- | | | |
|--------------------------|-----|---|
| <input type="checkbox"/> | D1 | Record Type |
| <input type="checkbox"/> | D2 | Accountability School Identifier |
| <input type="checkbox"/> | D3 | Residence District Identifier |
| <input type="checkbox"/> | D4 | Legal Last Name |
| <input type="checkbox"/> | D5 | Legal First Name |
| <input type="checkbox"/> | D8 | Gender |
| <input type="checkbox"/> | D9 | Date of Birth |
| <input type="checkbox"/> | D10 | Current Grade Level |
| <input type="checkbox"/> | D11 | Local Student Identifier |
| <input type="checkbox"/> | D12 | Hispanic Ethnicity |
| <input type="checkbox"/> | D13 | State Student ID |
| <input type="checkbox"/> | D14 | Current School Year |
| <input type="checkbox"/> | D15 | Funding School Identifier |
| <input type="checkbox"/> | D16 | Attendance School/Program Identifier |
| <input type="checkbox"/> | D17 | Virtual Education Student |
| <input type="checkbox"/> | D18 | School Entry Date |
| <input type="checkbox"/> | D19 | District Entry Date |
| <input type="checkbox"/> | D20 | State Entry Date |
| <input type="checkbox"/> | D21 | Cumulative Number of Days in Membership |
| <input type="checkbox"/> | D22 | Cumulative Number of Days in Attendance |
| <input type="checkbox"/> | D23 | Truant Student |
| <input type="checkbox"/> | D28 | Special Circumstances Transfer Choice |
| <input type="checkbox"/> | D30 | Comprehensive Race |
| <input type="checkbox"/> | D31 | Eligibility for the National School Lunch Program |
| <input type="checkbox"/> | D32 | Primary Disability Code |
| <input type="checkbox"/> | D33 | Gifted Student Code |
| <input type="checkbox"/> | D34 | Qualified for 504 |

- ☐ D35 Residence of Homeless Student While Homeless
- ☐ D36 ESOL/Bilingual Program Entry Date
- ☐ D37 First Entry Date into a School in the US
- ☐ D38 First Language
- ☐ D39 ESOL/Bilingual Program Participation Code
- ☐ D42 Title I Participation
- ☐ D50 Immigrant Student
- ☐ D51 Country of Birth
- ☐ D52 Refugee Status
- ☐ D53 Neglected Student

Optional Data Elements

The following fields are *optional* for EOYA record submissions:

- ☐ D6 Legal Middle Name
- ☐ D7 Generation Code
- ☐ D84 User Field 1
- ☐ D85 User Field 2
- ☐ D86 User Field 3

Optional fields are validated and stored if submitted. All other data fields that are neither required nor optional for EOYA may be left blank. Values in data fields that are neither required nor optional for EOYA 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 EOYA 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 EOYA records are submitted to KIDS.

The detailed descriptions of each of the reports 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=2508>. The following reports are particularly important to EOYA submissions:

Standard Reports:

- ☐ Accepted Records by Type-EOYA
- ☐ Current Year Accountability Students
- ☐ Homeless Student
- ☐ EOYA Status Report

Accountability:

- ☐ Student Attendance Ratio Report
- ☐ Attendance Rate Report
- ☐ EOYA EXIT Assignment Discrepancy Report

EOYA Notes/Recommendations

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

School Entry Date: School Entry Date should be based on the date the student entered the Accountability School.

Special Circumstances For Accountability School Submitting EOYA

Records: If a student is associated with multiple schools, and an unaccredited private school, home school, or a school in another state is accountable for that student, use the following building codes for the Accountability School: '0001' when the student's information is included in the accountability results of another state and '0002' when the student attends an unaccredited private school or is home schooled. When using '0001' or '0002' as the Accountability School, the Attendance School should submit EOYA records. When students fall into one of these two categories, it is important that the '0001' or '0002' code is used for the Accountability School, not the school providing the educational services, on all KIDS Collection submissions.

Inactive Students: Submitting records for students who have moved to another Accountability School will *not* result in the student being claimed back by your school.

Changes in Status: There are several fields on the EOYA Collection that a student's status may change between the last day of school and June 30. Schools can choose to report the student's status as of June 30 or the last day of school. For example, if a student becomes qualified for a 504 plan during the summer school session, the student can be reported as a 1="Currently a 504 qualified student" in the Qualified for 504 field even though the student was not 504 qualified as of the last day of school. To see a complete list of these fields, refer to Appendix A at the end of this document.

Multiple Accountability Schools: Multiple accountability schools may need to report attendance information for the same student for EOYA (if that student has moved during the year). For example, if "John Smith" attended School A from 8/31/13-12/1/13 and then transferred to school B for the remainder of the year, then both schools would need to report this student for EOYA. Both schools would include the appropriate days in membership and attendance for their respective schools.

Attendance & Membership: Cumulative Days in Membership and Cumulative Days in Attendance should represent the **total** cumulative days in membership/attendance. For example, if "John Smith" attended School A from 8/31/13–12/1/13, transferred to school B, and then re-entered School A on 2/2/14, then School A would report the combined cumulative days in membership/attendance for 8/31/13 through 12/1/13 AND for 2/2/14 through the end of the school year.

Virtual Education Students: This field should indicate whether the student has been a virtual education student at the current Accountability School at any point during the current school year. Students should be marked as virtual education students only if the submitter is the school or district providing the virtual education services or contracting

with an approved program to provide the virtual education services via a service center. Unlike the ENRL and MILT Collections, EOYA does not require the Accountability School to submit the address information for virtual students, although that data can be submitted on EOYA records as optional fields. For additional information on which students should be counted as virtual education students, refer to the Guidelines for Reporting Virtual Education Students in KIDS document.

Truant Students: This field is a yes/no field asking whether a student has been “truant” at any point during the year. “Truancy” is a violation of state, district, or school policy relating to attendance. The data in this field is used to pre-populate the Title IV Report of the Kansas Discipline Incident System (KAN-DIS). For more information regarding truancy, see state statute 72-1113, located on this website:

https://svapp15586.ksde.org/regs_statutes/Stat_Reg_Results.aspx?Statute=72-1113&Regulation=0 .

Qualified for 504: Report in this field the students who are *qualified* for 504, not just the students who are currently on a 504 plan. By definition all students who have a primary disability should be coded in this field as 1=“Currently a 504 Qualified Student” in KIDS.

Title I Participation: If a school is a Title I school wide building, they should report all students as receiving Title I services with a value of 1=“Yes, is currently receiving Title I services in a Title I school wide” in this field on EOYA records. If a school is a Title I Targeted Assistance building, report only the students who received Title I services.

Measurability Objective (MO) System: Once a building or district signs off on their data with the Data Checklist/Signoff Tool, they can no longer do corrections via TEST submissions or send end of year information via EOYA submissions in the KIDS Collection System. Signing off on accountability data prior to submission of EOYA records may cause issues with submission of the KAN-DIS Title IV Report and the LCP Annual Report. The MO Report is not complete until attendance information is pulled from EOYA records. Your administrator should not sign off on your district’s data in the MO System until all TEST and EOYA records have been submitted in the KIDS Collection System.

Cohort for Federal Graduation Formula: EOYA records will be used to construct a complete list of students who have ever entered or left a graduating class or cohort, as defined by their 9th-grade status. These cohorts, together with all transfers in and transfers out, will be used to calculate the federally required Adjusted Cohort Graduation Rates for all students and student subgroups. Because the adjusted cohort formula requires that a class be followed across several years, the records you submit will continue to be used in the cohort calculations in later years.

Accredited Private Schools: Accredited private schools should submit EOYA records according to the guidance outlined above. Note: Private schools are responsible for reporting the data in the Title I Participation field for each private school student who received Title I services from a public school. The public schools do not report this data on the private school students and should provide this data to the private school for EOYA reporting.

Documents

Consult the following documents for additional information specific to the EOYA Collection when preparing your EOYA 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 2013-2014 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS System.
- ☐ **KIDS 2013-2014 User’s Guide:** This document is the comprehensive manual for submitting and processing student records in the KIDS System. However, this manual does not contain specific information on each record type.
- ☐ **Guidelines for Reporting Virtual Education Students in KIDS:** This document is focused on the process of reporting data on Virtual Education Students participating in an approved virtual education school or program.
- ☐ **Guidelines for Reporting Homeless Students:** This document provides guidance on reporting homeless students in the KIDS Collection.

Help Resources

In preparing your EOYA 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
- ☐ Accountability Helpdesk: 785-296-2261 or mo@ksde.org
- ☐ Homeless Student questions: contact Tate Toedman at ttoedman@ksde.org or visit the KSDE website <http://www.ksde.org/Default.aspx?tabid=372>
- ☐ For Virtual Education Student questions: contact Jessica Noble at jnoble@ksde.org
- ☐ For training in the KIDS system: visit the KIDS project website at www.ksde.org/kids and go to the “Training” tab.
- ☐ For EOYA Collection training: visit the Training registration website at <http://community.ksde.org/Default.aspx?tabid=2517> and go to the “Pre-Collection Workshops” tab.

Revision History

Version	Date	Changes
8.00	2.22.13	<ul style="list-style-type: none">Updated for 2013-2014 school year
8.01	7.11.13	<ul style="list-style-type: none">Updated the Use of Data section.
8.02	10.24.13	<ul style="list-style-type: none">Updated the Use of EOYA Submissions section.
8.03	1.03.14	<ul style="list-style-type: none">Updated hyperlinks due to new KSDE Website and added School Entry Date sentence.

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Appendix A: EOYA Data Elements Reporting Snapshot Guidelines

On the EOYA Collection, most data elements should have the last day of membership reported, however many data elements may require the inclusion of students whose status has changed at some point during the year being reported on EOYA or may change between the last day of the school year and June 30th. Use the table below to assist you when preparing EOYA records.

Ref #	Field	Report status as of the student's last day of membership for the school year	Report if student met definition at any time during the school year	If a student's status will change between the last day of school and June 30, schools can choose to report the student's status as of June 30.
D10	Current Grade Level	X		
D12	Hispanic Ethnicity	X		
D17	Virtual Education Student		X	
D23	Truant Student		X	X
D28	Special Circumstances Transfer Choice		X	
D30	Comprehensive Race	X		
D31	Eligibility for the National School Lunch Program	X		
D32	Primary Disability Code	X		
D33	Gifted Student Code	X		
D34	Qualified for 504		X	X
D35	Residence of Homeless Student While Homeless		X	X
D36-D40	ESOL Fields	X		
D50	Immigrant Student		X	X
D51	Country of Birth			X
D52	Refugee Status		X	X
D53	Neglected Student		X	X