

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

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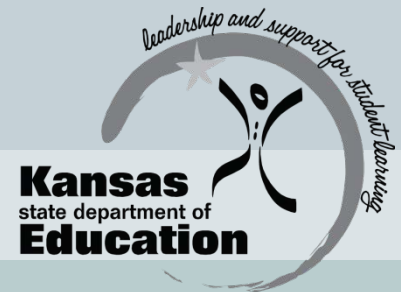
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Pre-Collection Extended Workshop

**2014-2015 ENROLLMENT AND FUNDING COLLECTION
(ENRL)**



ENRL Session Agenda

- ENRL Collection Overview
- Data Elements
- Reports Related to ENRL
- Special Notes
- Documents
- Data Quality Best Practices
- Help Resources
- Closing



ENRL Collection Overview

Purpose of ENRL

- To gather enrollment data about students enrolled and attending on September 22nd
- To populate sections of the Principal's Building Report (PBR) and Superintendent's Organizational Report (SO66) that are used for state funding calculations and for some federal funding calculations

Submission Window

- September 22, 2014 through October 10, 2014.
- Student data must be current as of September 22nd.
- Once the PBR has been submitted for a building, no ENRL records will be accepted.



Students to Submit

- Records for all active students **enrolled** and **attending** as of September 22nd (per the September 20th rule)
 - The attendance “rule” for virtual students is different!

Who Submits?

- All accredited public and private schools in Kansas
 - Public schools must submit ENRL records for all students for which they expect to receive state funding.
 - Private schools must submit ENRL records for all students for accreditation reasons.
- Every school builds its own PBR—if multiple schools claim funding for the same students, then a report will indicate that information, and the information also goes to the auditors.



Use of ENRL Data

- Students with Minutes Enrolled greater than 17 (FTE .1 or greater) will be used to populate the school's PBR and the district's SO66 Report.



Data Elements

Required Fields

- D1 Record Type
- D2 Accountability School Identifier
- D3 Resident 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
- D14 Current School Year
- D15 Funding School Identifier
- D16 Attendance School/Program Identifier
- D17 Virtual Education Student
- D18 School Entry Date (Accountability)
- D19 District Entry Date (Accountability)
- D20 State Entry Date
- D24 Minutes Enrolled
- D25 Concurrent High School Enrollment
- D30 Comprehensive Race
- D31 Eligibility for the National School Lunch Program
- D32 Socio-Economic Status (SES) Indicator
- D33 Primary Disability Code
- D34 Gifted Student Code
- D36 Residence of Homeless Student while Homeless
- D37 ESOL/Bilingual Program Entry Date
- D38 First Entry Date into a School in the US
- D39 First Language
- D40 ESOL/Bilingual Program Participation Code

Required Fields

- D42 ESOL/Bilingual Student Contact Minutes
 - D43 Career and Technical Education Contact Minutes
 - D45 Miles Transported
 - D46 Transportation FTE
 - D47 Student's Transportation Street Address
 - D48 Student's Transportation City
 - D49 Student's Transportation Zip
 - D50 Non-resident Transportation
 - D51 Child of Military Family
 - D52 Immigrant Student
 - D51 Country of Birth
- Fields D47 and D48 are required if the student being reported is a virtual education student or if is transported 2.5 miles or more. Fields D47 and D48 are not required if the student being reported is not a virtual education student and is transported less than 2.5 miles.

Optional Fields

- D6 Legal Middle Name
- D7 Generation Code
- D13 State Student Identifier
- D47 Student's Transportation Street Address
- D48 Student's Transportation City
- D85 User Field 1
- D86 User Field 2
- D87 User Field 3

Reports



Reports Related to ENRL

- The following reports are particularly important to ENRL submissions:
 - Standard Reports:
 - ✦ Accepted Records by Batch
 - ✦ Accepted Records by Type-ENRL
 - ✦ Homeless Student
 - PBR Reports:
 - ✦ PBR Enrollment
 - ✦ Students in Multiple Schools
 - SO66 Reports:
 - ✦ Juvenile Detention Center Students
 - ✦ Out-of-State Students
 - ✦ SO66 Non-Resident Students
 - ✦ SO66 Transported Students

KIDS Reports Related to ENRL

Return to App List Logout

Production Mode v10.0 Sat, Aug 23 2014

Building: District Level

Home > Reports > PBR Bottom of Page

Report Descriptions

Report Category: PBR

Reports

- [PBR Enrollment](#)
- [Students in Multiple Schools](#)

Cancel

Student Grade Level: ALL

Virtual Ed. Students: Yes

Concurrently Enrolled Students:

CTE Contact Minutes:

ESOL Contact Minutes:

Part-time Students: Yes No

IEP:

KAMS Students: No

Run Report

KIDS Reports Related to ENRL

| | A | B | C | D | E | F |
|---|--------------------------|-----------------------|------------|-------------|-----------|--------|
| 1 | PBR Enrollment | | | | | |
| 2 | | | | | | |
| | Accountability School ID | Residence District ID | First Name | Middle Name | Last Name | Gender |
| 3 | 0105 | D0101 | Steven | Gage | Edwards | 1 |
| 4 | 0105 | D0101 | Giovanni | Edward | Nash | 1 |
| 5 | 0105 | D0101 | Thomas | Chester | McKenzie | 1 |
| 6 | 0105 | D0101 | Vincent | Ambrose | Smith | 1 |
| 7 | | | | | | |

| | Q | R | S | T | U | V | |
|--|--------------------|-------------------|------------------|-----------------------------------|--------------------|-----------------------------|---------------------|
| | | | | | | | |
| | Virtual Ed Student | School Entry Date | Minutes Enrolled | Concurrent High School Enrollment | Comprehensive Race | Primary Disability Code P E | Gifted Student Code |
| | 1 | 2011-08-29 | 400 | 0 | 00001 | | |
| | 1 | 2011-08-29 | 400 | 0 | 10000 | | |
| | 3 | 2011-08-29 | 400 | 0 | 10000 | | |
| | 3 | 2011-08-29 | 400 | 0 | 10000 | | |

KIDS Reports Related to ENRL

Return to App List
Logout

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

Production Mode V10.0 Sat, Aug 23 2014
Building: District Level

Home > Reports > Standard Bottom of Page

[Report Descriptions](#)
Report Category: Standard

Reports
[Accepted Records](#)
[Accepted Records by Type](#)
[Current Year Accountability Students](#)
[Dropouts](#) - Generated: Aug 22 2014 7:14PM
[EOYA Report](#)
[EXIT Status](#)
[Gained/Lost Students](#)
[Graduates](#)
[Homeless Student](#)
[Retired State Student IDs](#)
[Student History](#)

Cancel

School Year: 2014-2015

Student Grade Level: ALL

Definition: ENRL

Run Report

KIDS Reports Related to ENRL

Homeless Student

| | Accountability School ID | Last Name | First Name | Middle Name | Gender | Date of Birth | Grade Level | Local Student ID | Hispanic Ethnicity | State Student ID | Current School Year | Funding School ID | Attendance School ID | Comprehensive Rate |
|---|--------------------------|-----------|------------|-------------|--------|---------------|-------------|------------------|--------------------|------------------|---------------------|-------------------|----------------------|--------------------|
| 4 | 0105 | Calloway | Mary | Ann | 0 | 1992-06-17 | 14 | 555005 | N | 4860569326 | 2014 | 0105 | 0105 | 10000 |
| 5 | 0111 | Dorsey | Clara | Holly | 0 | 2001-11-13 | 05 | 50032 | N | 3369339307 | 2014 | 0111 | 0111 | 10000 |
| 6 | 0105 | Thompson | Blaine | Anthony | 1 | 1989-11-13 | 17 | 509968 | N | 3739683929 | 2014 | 0105 | 0105 | 10000 |
| 7 | 0112 | Gaines | Claudia | Alaina | 0 | 1994-11-22 | 12 | 540502 | N | 6947625475 | 2014 | 0112 | 0112 | 10000 |
| 8 | 0112 | Woodard | Jazmin | Genesis | 0 | 1995-08-08 | 12 | 542035 | N | 6253737114 | 2014 | 0112 | 0112 | 10000 |

Special Notes



Special Notes

- Building Codes
 - Accountability School Identifier = 0001 or 0002
 - Funding School = must contain a valid School ID number or district central office



Special Notes

- September 20th Rule
- Fiscal Auditing webpage
(<http://www.ksde.org/Agency/FiscalandAdministrativeServices/FiscalAuditing.aspx>)
 - Enrollment Handbook-FY 15
 - Audit Guides
 - Worksheets

Special Notes

- Updating Core Student Data
 - Accountability School
- Students without State IDs
 - Accountability School
 - OR
 - Funding School



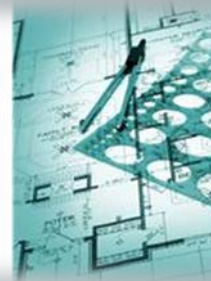
Special Notes

- Juvenile Detention Centers and Psychiatric Residential Treatment Facilities
 - Accountability School—District's Central Office
 - Funding School—0003
 - Attendance School—building number of the Juvenile Detention Center or Psychiatric Residential Treatment Facility where the student is attending

Special Notes

- Removing Students Appearing on the PBR
 - ENRL with Minutes Enrolled= 0
 - EXIT will NOT remove a student from PBR if ENRL record previously uploaded with Minutes Enrolled greater than 17.

Special Notes



- Career and Technical Education Contact Minutes
 - Report the number of minutes students receive instruction in an approved for funding CTE course or State approved course on September 22.
 - Do not include any time spent in any approved CTE courses through a post-secondary institution.
 - Funding for concurrent enrollment CTE courses, as reported in the Concurrent High School Enrollment field, is not included in the funding calculations at KSDE.
 - ✦ [Guidelines for Reporting Career and Technical Education Students](#)

Special Notes

- Virtual Education Students
 - Fill out transportation fields if providing virtual education.
- Miles Transported and Transportation FTE
 - All students at districts expense
 - 1.0 or .5 FTE
- Non-Resident Transportation
 - Greater than 2.5 miles
- Child of Military Family
 - Parent on active duty



Special Notes

- **Concurrent High School Enrollment**

Scenario 1:

Student is attending an approved-for-funding CTE program at a technical school during the morning (160 minutes) and the local high school during the afternoon. The student is enrolled in three core courses in the afternoon, but none of them are CTE courses.

What do you report in the Concurrent High School Enrollment field on an ENRL record?

1=Any approved CTE course at a technical college or community college.

What do you report in the CTE Contact Minutes field on an ENRL record?

Blank

Special Notes

- **Concurrent High School Enrollment**

Scenario 2:

Student is attending an approved for funding CTE program at a technical school during the morning (160 minutes) and the local high school during the afternoon. The student is enrolled in three courses in the afternoon, and one of them is a CTE course that meets for 50 minutes a day.

What do you report in the Concurrent High School Enrollment field on an ENRL record?

1=Any approved CTE course at a technical college or community college.

What do you report in the CTE Contact Minutes field on an ENRL record?

50

Special Notes



- **Concurrent High School Enrollment**

Scenario 3:

Student is attending an approved-for-funding CTE course at the local high school that meets for 50 minutes a day. The student also takes a college level English course that is for concurrent enrollment and is being offered by the local community college.

What do you report in the Concurrent High School Enrollment field on an ENRL record?

2 = Community college

What do you report in the CTE Contact Minutes field on an ENRL record?

50

Special Notes

- Students attending multiple buildings:
Accredited Private School & Public School
 - When a student is attending an accredited private school for the majority of classes, but is attending a public school for special services (speech, etc.) or for one or two classes (music, band, etc.), then report the following in KIDS for ENRL Collection:

Special Notes

Students attending multiple schools:

Accredited Private School & Public School

Public School Reports:

Accountability School

Private school number

Funding School

Public school number

Attendance School

Public school number

Private School Reports:

Accountability School

Private school number

Funding School

Public school number

Attendance School

Private school number



Special Notes

- Students attending multiple schools:
Unaccredited Private School or is Homeschooled & Public School
 - When a student is attending an unaccredited private school or is homeschooled for the majority of classes, but is attending a public school for special services (speech, etc.) or for one or two classes (music, band, etc.), then report the following in KIDS for ENRL Collection:

Special Notes

Students attending multiple schools:

Unaccredited Private School/Homeschooled & Public School

Public School Reports:

Accountability School

0002

Funding School

Public school number

Attendance School

Public school number

Unaccredited Private School:

Does not report data via KIDS



Special Notes

- Gained/Lost Emails
 - Are sent automatically when Accountability School changes – Does not contain personal student data
 - Recipients of gained/lost emails are **not** maintained by KSDE
 - Each school may designate up to 2 people to receive the emails by entering email addresses in the KSDE Directory Updates application.
 - “KSDE urgently recommends that you request records from the student’s prior school.”
 - Refer to the Gained/Lost Report in KIDS Collection.

Special Notes

- Homeless Students

- An indication of nighttime residence of students who lacked, at any time during a school year, a fixed, regular, and adequate nighttime residence and had a primary nighttime residence that was: shared with others due to loss of housing, economic hardship, or similar reason.
- “Unaccompanied homeless student” includes youth in homeless situations who are not in the physical custody of a parent or guardian.
 - ✦ If a student is considered unaccompanied at any time this school year, they should be reported as unaccompanied for the remainder of the school year.
 - ✦ [Guidelines for Reporting Homeless Students in KIDS](#)

Special Notes

- Homeless Students

- Public schools should indicate whether a student was considered a homeless student at any point during the 2014-2015 year when submitting KIDS ENRL, EXIT, or EOYA records unless the student is a homeschooled student or unaccredited private school student.
- Private schools are not expected to report Homeless Student data on KIDS records.
- Each school should work with the district's appointed homeless liaison to ensure that the data submitted is accurate.

Special Notes

- Homeless Students

- Allowable values are:

- ✦ 0 = Not a homeless student
 - ✦ 1 = Accompanied homeless student doubled up (e.g., with relatives, living with another family)
 - ✦ 2 = Accompanied homeless student stayed in hotel/motel
 - ✦ 4 = Accompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care
 - ✦ 5 = Accompanied homeless student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings)
 - ✦ 6 = Unaccompanied homeless student doubled up (e.g., with relatives, living with another family)
 - ✦ 7 = Unaccompanied homeless student stayed in hotel/motel
 - ✦ 8 = Unaccompanied homeless student stayed in shelters, transitional housing, or is awaiting foster care
 - ✦ 9 = Unaccompanied homeless student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings)

Documents



Documents

Districts should refer to the following documents when preparing the ENRL submission:

- ❑ KIDS 2014-2015 File Specifications Document
- ❑ KIDS 2014-2015 User's Guide
- ❑ KIDS 2014-2015 Submission Details Document—ENRL
- ❑ Guidelines for Determining KIDS Collection Building Identifier
- ❑ Guidelines for Reporting Career and Technical Education Data to KIDS
- ❑ Guidelines for Reporting Virtual Education Students to KIDS
- ❑ Guidelines for Reporting Homeless Students
- ❑ Enrollment Handbook FY15
- ❑ PBR & SO66 User's Guides

Data Quality Best Practices



Data Quality Best Practices

- Submit ASGT records to update Core Student Data before submitting ENRL records.
- Submit your ENRL data early—then check your PBR reports so that you have plenty of time to correct any errors.
- Check the school/district/state entry dates prior to submitting ENRL records.
- Check the KIDS reports frequently for reasonableness.

Data Quality Best Practices

- Be sure to submit an EXIT record with the last day in membership in your district for students that enrolled but did not attend this year.
- Update transportation fields of students moving between buildings within your district.
- Monitor Minutes Enrolled field closely to make sure it is not including lunch periods.

Data Quality Best Practices

- Recent Data Quality tips:
 - Be sure that your district is identifying students eligible for Free meals using KSDE's Direct Certification application before the September 22nd count day. Districts missed out on funding because they didn't send ASGT records or search the Direct Certification list.
 - Review ESOL Minutes very carefully. A number of audit exceptions were found on ESOL minutes last year due to 1-2 minute corrections. See the ESOL guidelines in the Enrollment Handbook to make sure your ESOL minutes are being reported correctly.
 - Monitor the Students in Multiple Schools Report frequently during the ENRL submission Window to be alerted when another building reports it is the funding school for a student you also submitted for ENRL.



Help Resources



Help Resources

- KIDS Technical Support:
 - KSDE Helpdesk 785-296-7935 **OR**
 - KIDS Email (kids@ksde.org)
- Fiscal Auditing:
 - Mike Murphy at mmurphy@ksde.org
- PBR or SO66:
 - School Finance 785-296-4973
 - Sara Barnes at sbarnes@ksde.org

Help Resources Continued

- For training in the KIDS system: visit the KIDS project website at www.ksde.org/kids and go to the “Training” tab.
- KIDS Info Listserv
- FAQ's

Don't forget about the KIDS conference calls!

Closing



Q & A

- Are there specific ENRL reporting situations about which you are unsure?
- What questions do you have about the required/optional ENRL data fields?



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/676302.html>