

Kansas State Department of Education



2013-2014 Kansas Discipline Incident System

User's Guide

<http://www.ksde.org/kandis>

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Part I.

Introduction

The Kansas State Department of Education (KSDE), with funding from a grant awarded through the Federal Safe and Drug-Free Schools program, has created a system for entering, storing, maintaining, and analyzing data related to school incidents resulting in disciplinary action(s) for students. This system, the Kansas Discipline Incident System (KAN-DIS), consists of an online tool for schools and districts to use for entering information on individual incidents, including time, location, type of incident, student(s) involved, non-student(s) involved, and disciplinary action taken. The tool will also allow school and district administrators to see summaries of the data entered, and submit required data to KSDE in fulfillment of State and Federal reporting requirements.

Purposes

The purposes of the Kansas Discipline Incident System (KAN-DIS) are as follows:

- To provide a free, useful tool to schools and districts in which they can maintain information on a wide variety of discipline-related incidents.
- To facilitate accurate and timely reporting of discipline incidents as required by Special Education (IDEA) and No Child Left Behind (NCLB).
- To lay the groundwork for the analysis of data regarding the relationship between discipline incidents and academic performance, special education status, demographic data, and other variables.

Required Incidents and Reporting

All accredited public schools must report the required incident data via KAN-DIS. All state or special purpose schools who receive IDEA funding are required to report their incidents via KAN-DIS as well. Use of the KAN-DIS is optional for private schools, as their data is not required for State and Federal reporting purpose. However, private schools who receive funding for providing services to special education students may be required to report discipline incidents only in the IDEA report or the Emergency Safety Interventions Report for all students. Schools/districts **are required** to report the following incidents:

1. All students, report any incident involving violence, weapons/ firearms, and /or substance abuse (including drugs, alcohol, or tobacco) even if no action was taken by the school.
2. For IDEA Students...
 - a. Report all ISS, OSS, and EXP of **at least one school day** for all disciplinary reasons that resulted in a disciplinary removal from the student's current placement.
3. For Non-IDEA Students...
 - a. Report all ISS, OSS and EXP due to violence, weapons/firearms, alcohol, or substance abuse of at least **one school day**.
 - b. Report all ISS, OSS, and EXP if the student was removed from their regular school program for the remainder of the year or longer for any disciplinary reason.

KAN-DIS is designed to record all of the types of incidents mentioned that are necessary for Federal reporting related to No Child Left Behind (NCLB), Safe and Drug-Free Schools (SDFS), and Special Education (IDEA). The system also accommodates many incident types and disciplinary actions that

are **not** required for Federal reporting purposes. This design allows KAN-DIS to be used as a school or district's comprehensive, all inclusive Discipline Information System.

In many sections of KAN-DIS, schools and districts may choose to report only at a primary, category level, or to report at a more specific, subcategory level. For example, when reporting the location of an incident, schools can simply indicate whether the incident occurred on-campus or off-campus. Alternatively, schools can choose to report that the incident was in a specific on- or off-campus location, such as a classroom, stadium, cafeteria, school-sponsored transportation, etc.

The categories, definitions, and fields required for KAN-DIS system will be updated on an annual basis to comply with federal reporting requirements and to integrate any changes suggested and agreed upon by the application users in Kansas and KSDE.

The table below represents the incidents that must be reported to KAN-DIS, and the incidents that are optional for KAN-DIS reporting.

Action Taken	Student	Type of Incident			
		Violence	Weapons	Substance Abuse	Other
In School Suspensions	IDEA	X	X	X	X
	Non-IDEA		#		
Out of School Suspensions	IDEA	X	X	X	X
	Non-IDEA	X	X	X	*
Expulsions	IDEA	X	X	X	X
	Non-IDEA	X	X	X	*
Other	IDEA	X	X	X	*
	Non-IDEA	*	#	*	*
X= required *= report the incident only if the action taken by the school was for the remainder of the school year or longer #= report the incident only if the weapon used was a firearm					

How Data Is Submitted to KAN-DIS

Discipline data is entered into KAN-DIS in one of **three** ways:

1. **Individual Incident Entry**: online data entry on an incident-by-incident basis using the long form incident wizard,
2. **Individual Incident Import**: a batch file upload process from your SIS Vender where incident-level discipline information is exported from the school or district's local student information system (SIS) into a file that is then uploaded to the KAN-DIS system, or
3. **NCLB Summary/IDEA Student Level Reporting**: aggregated incident entry only on an interface within KAN-DIS similar to the NCLB Discipline Report application used in previous years.
 - a. **Emergency Safety Intervention Reporting**: The use of Emergency Safety Interventions is reported quarterly, and an incident must be reported in the quarter it occurred. (For more information regarding the Emergency Safety Intervention Report in KAN-DIS consult the Quick-Start Instructions for the report on the KAN-DIS project website at www.ksde.org/kandis under the "Documents" tab.)

Once data is entered into KAN-DIS, it must be reviewed and approved at the school administrator-level. **School administrators are responsible for officially submitting the required incident data to KSDE.**

KSDE will only be able to view the incident data after it has been verified, approved, and submitted to KSDE by the school administrator, KSDE will only have access to the aggregate totals (not individual incident information).

Terms and Definitions

	Meaning
NCLB	The No Child Left Behind federal legislation signed into law on January 8, 2002.
FBI	Federal Bureau of Investigation
KBI	Kansas Bureau of Investigation
NCES	National Center on Educational Statistics
SDFS	Safe & Drug Free Schools
GFSA	Gun Free Schools Act
IDEA	Individuals with Disabilities Education Act (Special Education)
KAN-DIS	Kansas Discipline Incident System
SIS	Student Information System. A software application that administers and maintains student information, such as enrollment, scheduling, attendance, accounting and grade reporting in a district/school.
Incident	A school matter that results in disciplinary action(s) for student(s).
ISS or OSS	In-School-Suspension or Out-of-School Suspension
Victim	A victim is someone who was harmed in some way as a result of the incident
Offender	An offender is an individual who committed the incident resulting in disciplinary action.
EXP	Expulsion
PBR	Principal's Building Report
PBS	Positive Behavior Support
Emergency Safety Intervention Report	The Emergency Safety Interventions Report will record incidents of seclusion and restraint for all students. Consult the Quick-Start Instructions for the Safety Intervention Report on the KAN-DIS project website at www.ksde.org/kandis under the "Documents" tab for more information.

KAN-DIS User Level Definitions

User Level	Defined Roles/Responsibilities	Approval Privileges
School Data Entry	<ul style="list-style-type: none"> Create, modify, and delete an incident in the “In Progress” status for their school. Access individual incident summary reports, import batch files, and export files for their school. View and edit aggregate reports for their school. 	<ul style="list-style-type: none"> Submit incidents for approval Cannot approve incidents Cannot submit school level aggregate reports.
School Administrator*	Same as School Data Entry plus: <ul style="list-style-type: none"> Create, modify, and delete any incident in the “Pending School Approval” status for their school. Return incidents to “In Progress”. Can permanently remove deleted items from the Recycle Bin. Can view, edit, or submit school level aggregate reports. 	<ul style="list-style-type: none"> Approve individual incidents Submit school level aggregate reports to KAN-DIS Return incidents that have been submitted for School Approval to “In Progress”
School Read Only	<ul style="list-style-type: none"> To view reports and incidents entered for the selected building. 	<ul style="list-style-type: none"> None
District Data Entry	Same as School Data Entry plus: <ul style="list-style-type: none"> Access individual incident summary reports, import batch files, and export files for any school in their district. View and edit school level aggregate reports for any school in their district. Access Report Submission Status Report for their district. 	<ul style="list-style-type: none"> Submit incidents for approval Cannot approve incidents Cannot submit school level aggregate reports.
District Administrator*	<ul style="list-style-type: none"> Review (read) any incident at any level of the approval process, but cannot create, modify, or delete incidents. Access individual incident summary reports for students at any school in their district. Access Report Submission Status Report for their district. Review (read) school level aggregate reports. 	<ul style="list-style-type: none"> Approve incidents (if allowed by their district) Return incidents that have been marked “Approved at the School level” to “In Progress” Return incidents that have been submitted for District Approval to “In Progress” Cannot edit or submit school level aggregate reports.
District Read Only	<ul style="list-style-type: none"> To view reports and incidents entered at a District Level. 	<ul style="list-style-type: none"> None

* Depending on the approval process established for your district these roles and access privileges may change.

System Requirements

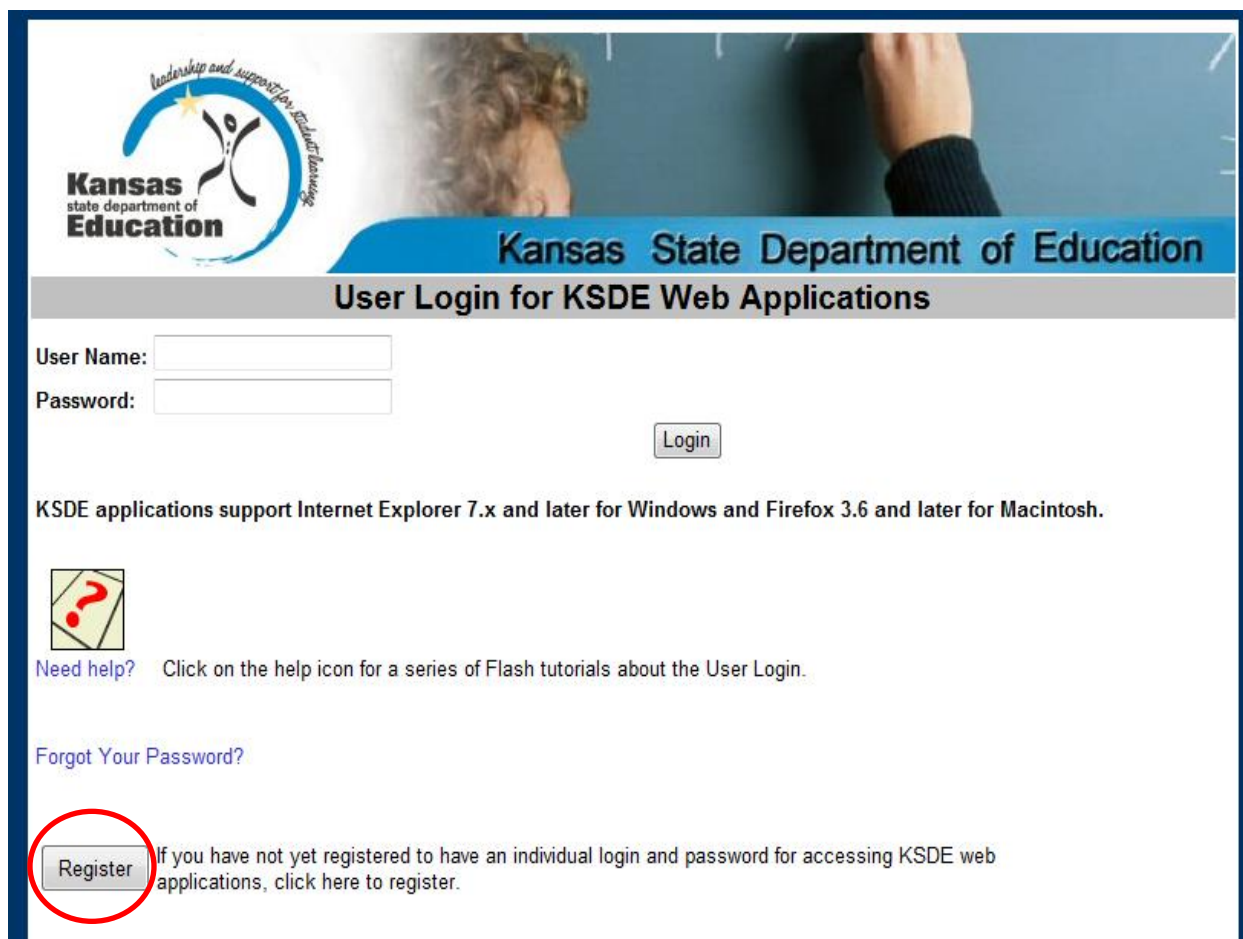
KSDE supports the following Browsers

Operating System	Browser	Browser Version
Windows 7	IE	7.x
Macintosh	Firefox	3.6

Registering

NOTE: You may want to skip this section if you have used the KAN-DIS system before, or if you already registered for access to the KAN-DIS system.

Individuals who do not have access to KSDE web applications need to register. Use the following web address: <https://online.ksde.org/authentication/login.aspx>. At this website, click on the Register button, as shown below in red.

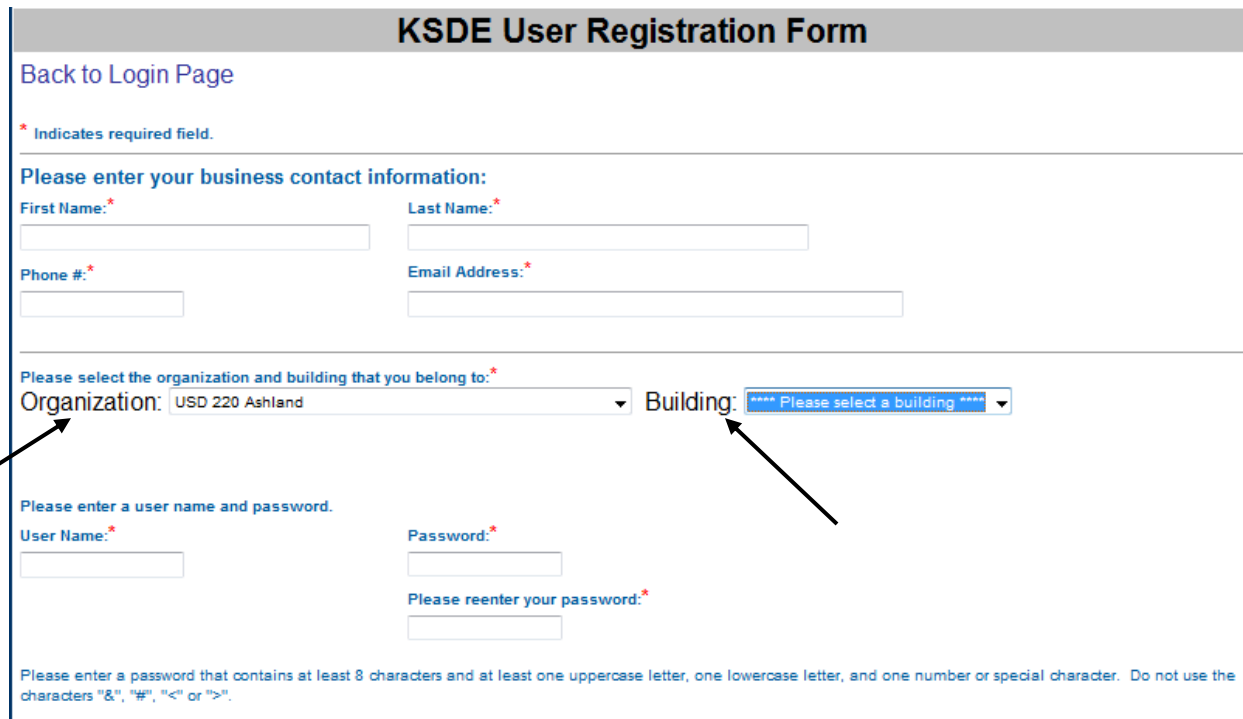


The screenshot shows the 'User Login for KSDE Web Applications' page. At the top left is the Kansas State Department of Education logo. Below it are fields for 'User Name:' and 'Password:', followed by a 'Login' button. A message states: 'KSDE applications support Internet Explorer 7.x and later for Windows and Firefox 3.6 and later for Macintosh.' Below this is a help icon (a question mark in a box) with the text 'Need help? Click on the help icon for a series of Flash tutorials about the User Login.' Further down is a link 'Forgot Your Password?'. At the bottom, a 'Register' button is circled in red, with the text 'If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.'

On the Registration page, enter the required information. Be aware that the buildings and districts that you have access to depend on what is displayed in the “Building” field on the web applications

registration page. For example, if you will be submitting and viewing data at the district-level, select the “All Buildings” option under the “Building” field. If you will be submitting and viewing data at the building-level, select the appropriate building.

TIP: Do not use spaces when defining your User Name login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the User Name ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.



The image shows a web form titled "KSDE User Registration Form". At the top left is a link "Back to Login Page". Below it is a note: "* Indicates required field." The form is divided into sections. The first section is "Please enter your business contact information:" and contains four fields: "First Name:" (with an asterisk), "Last Name:" (with an asterisk), "Phone #:" (with an asterisk), and "Email Address:" (with an asterisk). The second section is "Please select the organization and building that you belong to:" and contains two dropdown menus: "Organization:" (with the text "USD 220 Ashland" and an arrow pointing to it) and "Building:" (with the text "**** Please select a building ****" and an arrow pointing to it). The third section is "Please enter a user name and password." and contains three fields: "User Name:" (with an asterisk), "Password:" (with an asterisk), and "Please reenter your password:" (with an asterisk). At the bottom, there is a password requirement note: "Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character. Do not use the characters '&', '#', '<' or '>'."

When you have completed all required information on the registration form, click the “Submit” button at the bottom of the screen.

If all data on the registration form is valid, you will get a message that says “Thank You for Registering”. The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use.

Individuals who already have access to KSDE web applications can use the Manage My Account option to add the KAN-DIS Report to their list of applications. As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add the KAN-DIS to your list of available KSDE web applications:

- Login on the KSDE Web Applications page
- Click the “Manage My Account” link

- Check the box in front of KAN-DIS (current year)
- Select your access level (school or district)
- Click “Submit”

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access the KAN-DIS.

TIP: If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

Logging into the KAN-DIS Report

KAN-DIS, like the other KSDE web applications, is available on the KSDE Authentication page. To access the KAN-DIS, enter your username and password on the KSDE Web Applications page (<https://online.ksde.org/authentication/login.aspx>). The user will see the KAN-DIS Report on his/her list of approved KSDE applications (example list shown below), and he/she will need to click on the application to open it.



Click a link below.

- 1.ARRA LCP System
- 2.Assessment and Accountability Communications
- 3.AYP/QPA Accountability
- 4.Board Materials
- 5.BOE Reports
- 6.Corrective Action Plan
- 7.Directory Updates
- 8.Dropout/Graduation Summary Report
- 9.EDCS
- 10.K-Para System
- 11.Kan-Dis 2013 - User approval
- 12.LCP System
- 13.Measurable Objectives
- 14.QPA Quality Criteria Collection

Manage My Account
Logoff

System Maintenance Notices

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Help Desk: (785) 296-7935
Front Desk: (785) 296-3201
FAX: (785) 296-7933
120 SE 10th Avenue
Topeka, KS 66612-1182

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the [KSDE Use Policy](#).

NOTE: Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications. Additionally, the numbering of applications is unique to each individual user.

If you are a district level user, you will be prompted to select a building, and then click OK (shown below). All other users will go directly to the KAN-DIS main screen for their school.

The screenshot shows a web application interface for the Kansas State Department of Education. At the top, there is a header with the Kansas State Department of Education logo on the left and the text "Kansas State Department of Education" on the right. Below the header is a navigation bar with links: "File", "View", "Options", "Help", and a link "Click here for s". The main content area is titled "Building Selection" and "Please Select a Building". It contains a message: "It has been determined that you have a district-level user type. The Kansas Discipline Incident System requires that you enter data at the school-level. In order to continue, you must select a building from within your district that you want to view or edit discipline incident data for." Below this message is a list of radio buttons for building selection: "Cornerstone Alternative Charter High School", "Galena Dist Cherokee Co", "Galena High" (which is selected and circled in red), "Galena Middle School", "Liberty Elem", and "Spring Grove Primary Center". At the bottom of the list is an "Ok" button, also circled in red.

Kansas State Department of Education

File View Options Help Click here for s

Building Selection Please Select a Building

It has been determined that you have a district-level user type. The Kansas Discipline Incident System requires that you enter data at the school-level. In order to continue, you must select a building from within your district that you want to view or edit discipline incident data for.

☐ Cornerstone Alternative Charter High School

☐ Galena Dist Cherokee Co

☒ Galena High

☐ Galena Middle School

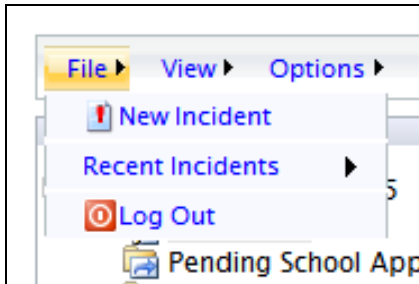
☐ Liberty Elem

☐ Spring Grove Primary Center

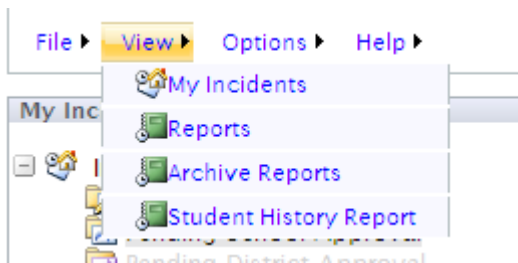
Ok

KAN-DIS Main Screen

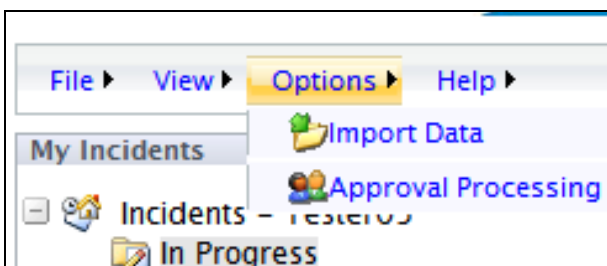
Across the top of the KAN-DIS main screen the user's username, user level, district and building information are displayed.



File—The file button brings up a menu where you can enter a new incident, access your most recent incidents, or log out of KAN-DIS.



View—The view button brings up a menu where you can view incidents that have been entered into the application, manage the aggregate NCLB/IDEA reports or generate reports.

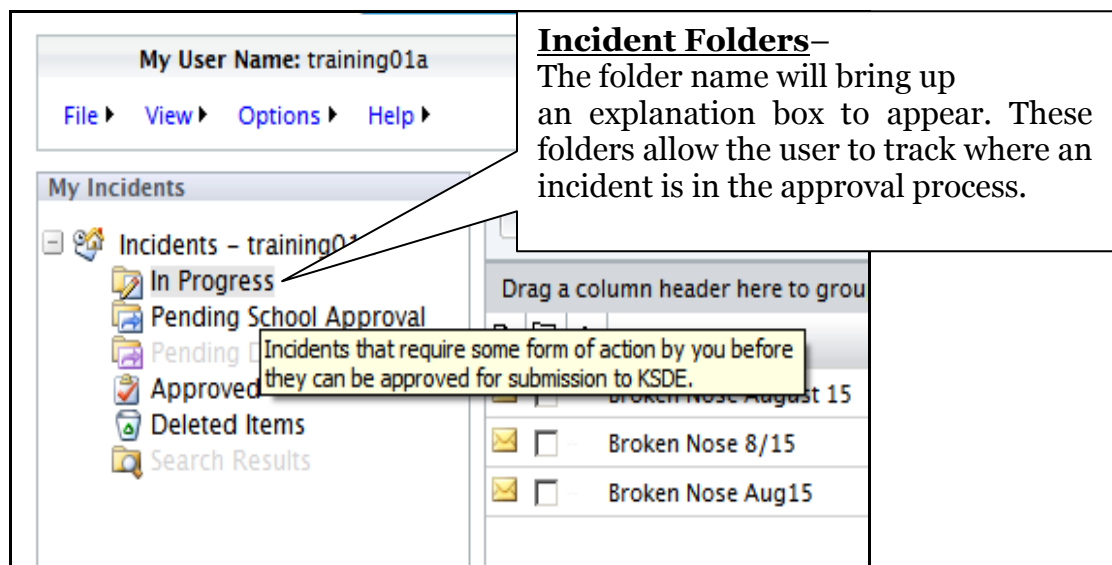
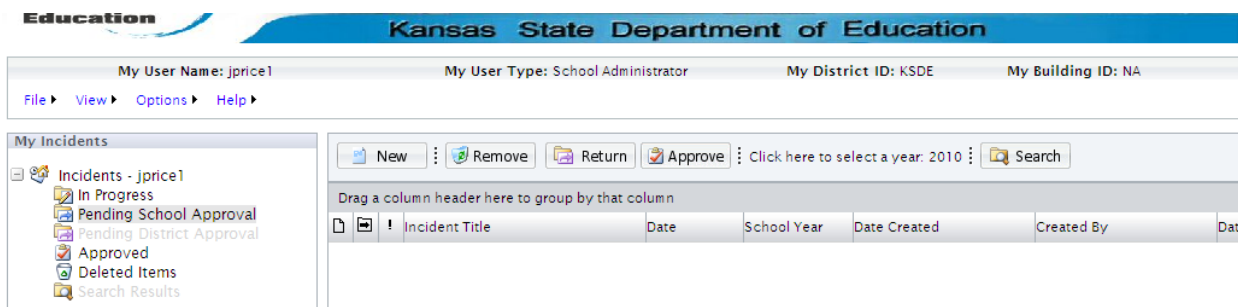


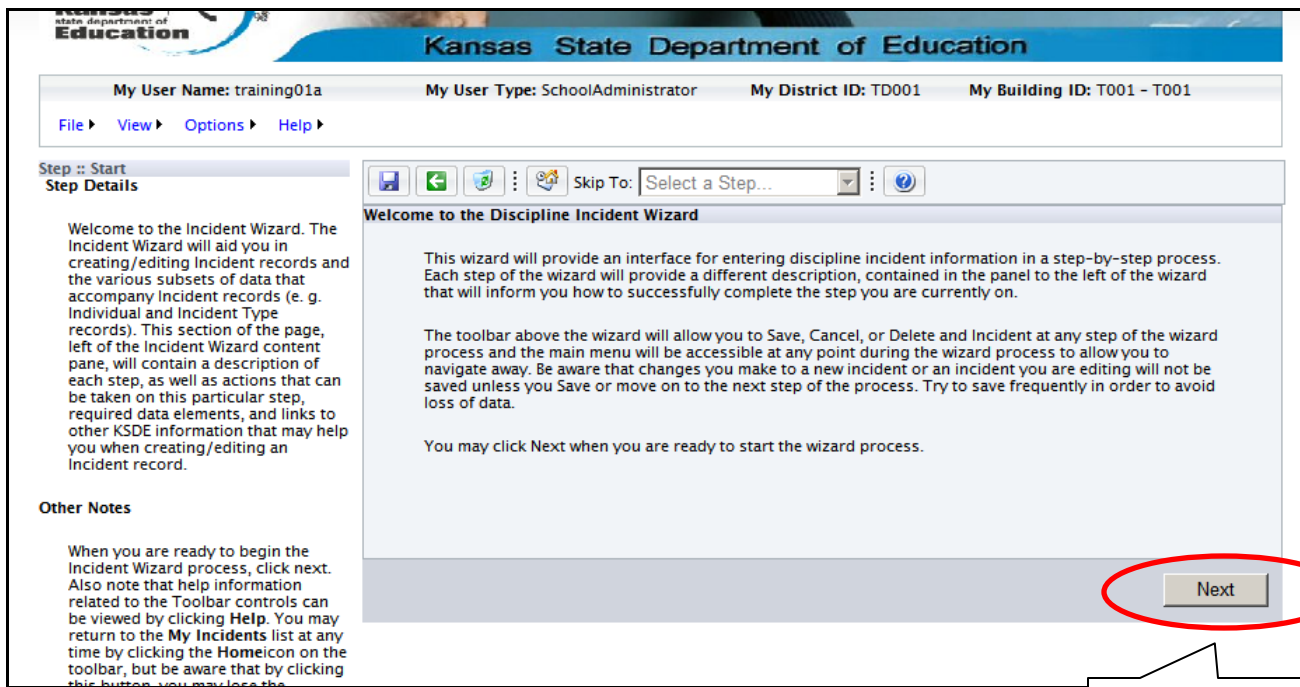
Options—The options button brings up a menu where you can import a file from your SIS by clicking on "Import Data" or change the approval process settings for your district by clicking on "Approval Processing." The options available under this tab depend on the user's level of access.



Help—The help button brings up a menu of help resources, including the KAN-DIS User's Guide and links to the frequently asked questions on the KAN-DIS project website.

The Tool Bar above the list of incidents allows the user to create new discipline incidents, search for previous incidents, and submit incidents for approval. You may also remove discipline incidents.





Step by Step Instructions –By starting the wizard, the folders are no longer viewable; the left window pane has been replaced with a description of each step.

Discipline Incident Wizard
Click Next to begin entering a new discipline incident.

Part II Reporting Data

Step 1: Time and Location Screen

The time and location screen (shown below) records the time and location in which the incident occurred as well as the type of incident that occurred.

As you scroll down the screen, you will see drop down boxes that will allow you to enter more specific information about the incident. Remember: only the fields that appear in the left window pan (circled in red) are required by KSDE.

When you give the incident a title, make sure it is unique and easy to remember. Using the date of the incident in the title is recommended.

Do not use any student identifiable information such as names, initials, or state ID numbers in the title.

In the example above, the title contains the date that the incident occurred and a description of the incident; it does not include any student information such as names or student state ID numbers.

Step 2: Incident Type Screen

After entering the basic incident information, you will be asked to select an incident type. A drop down box will allow you to select the specific incident type. You repeat this process until all of your incidents have been entered.

Kansas State Department of Education

My User Name: training01a My User Type: SchoolAdministrator My District ID: TD001 My Building ID: T001 - T001

File View Options Help

Step :: Incident Type List

Step Actions

- Create a New Incident Type** - Click the **New Incident Type** button to create a new Incident Type record for this Incident.
- Delete an Incident Type** - You may select multiple or single rows in the table and use the **Delete** key on your keyboard or click the **Delete** button on the toolbar to delete that record. Hold down the **CTRL** key to select multiple rows.
- Next** - Click the **Next** button to continue to the Individual List step.
- Previous** - Click the **Previous** button to return to the Incident Detail step.

Incident Type Records for this Incident

No incident types have been saved for this incident. Click **New Incident Type** to create a new incident.

Note: At least one incident type is required per incident.

New Incident Type

Previous Next

Click next once the incident type has been selected.

Incident Type Group: No Answer

Incident Type Classifier:

Incident Type Description:

- No Answer
- Assault
- Weapons
- Threat
- Alcohol-Related
- Drug-Related
- Tobacco-Related
- Arson
- Behavior
- Forgery
- Gambling
- Theft
- Sexual Offenses - Non-Violent
- Trespassing
- Truancy
- Vandalism
- Inappropriate Computer Use
- Cumulative
- Due Process Determination
- Other

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t to having your actions

You will need to select an incident type from the list.

Definitions for each incident type, actions taken, incident classifiers or weapons can be found under the “Help” tab, click on Definitions.

Step 3: Individual Screen

On the Individual screen you can enter information about the offenders and the victims involved in the incident. You must add each individual involved by selecting “New Individual.” Note: you are required to indicate an offender but reporting victims is optional.

Step :: Individual List
Step Details

The Individual List step contains a table that holds records representing individuals involved in a single discipline incident. The records can be both Offenders and Victims associated with the incident.

Step Actions

- **Create a New Individual** - Click the **New Individual** button to create a new Individual record for this Incident.
- **Delete an Individual** - You may select multiple or single rows in the table and type **Delete** on your keyboard or click

Skip To: Step 3 - Individuals

Individual Records for this Incident

No individuals have been saved for this incident. Click **New Individual** to create a new individual.

New Individual

Previous Next

First, you will need to indicate whether the individual you are adding to the incident is an offender or victim. Use the Incident Role drop down box shown below to add a new offender or victim.

Skip To: Step 3 - Individuals

Individual Details

Identifying Information

Incident Role: Offender

Individual Type: Victim

Value determining whether the individual was an offender or victim in this incident.

One offender is required on each incident, however all victim information is optional. Please note if a victim is a current student, and a state student identification number is provided, it must be a valid state student identification number.

Entering an Offender

You will need to indicate the Individual Type using the drop down box. The only required fields on this screen are the individual role and the individual type.

Kansas State Department of Education

My User Name: training01a My User Type: SchoolAdministrator My District ID: TD001 My Building ID: T001 - T001

File ▸ View ▸ Options ▸ Help ▸

Step :: Individual Detail

Required Fields

- Individual Role
- Individual Type

Required Fields – Victim

- Injury

Required Fields – Offender

- GFSA Modification
- IDEA Disability
- Zero Tolerance

Required fields are always marked with **bold** font. These fields must be filled in before clicking **Save** or **Next**.

View the Toolbar **Help** for information on how the toolbar controls interact with this step.

Individual Details

Identifying Information

Incident Role: **Offender**

Individual Type: **No Answer**

Demographics

Find Student

State Student Identifier:

First Name:

Last Name:

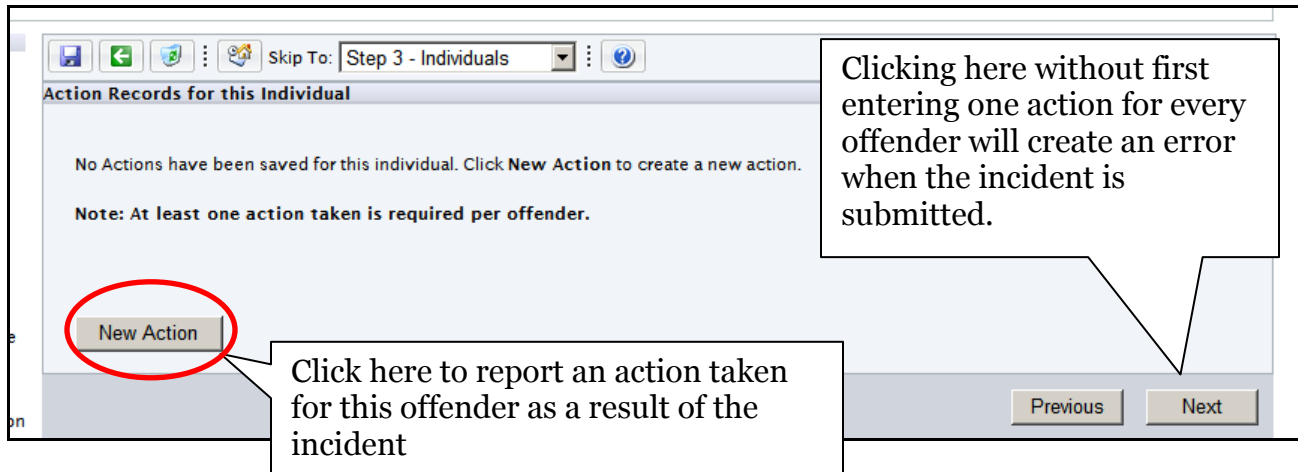
Date of Birth:

Gender: **Female**

Grade Level: **Not Applicable**

Entering an Action Taken

After entering all offender information, you will enter any actions taken with that offender. These are actions specific to this offender. Action is a required field for every offender listed in an incident. If there are multiple offenders, actions will be entered separately.

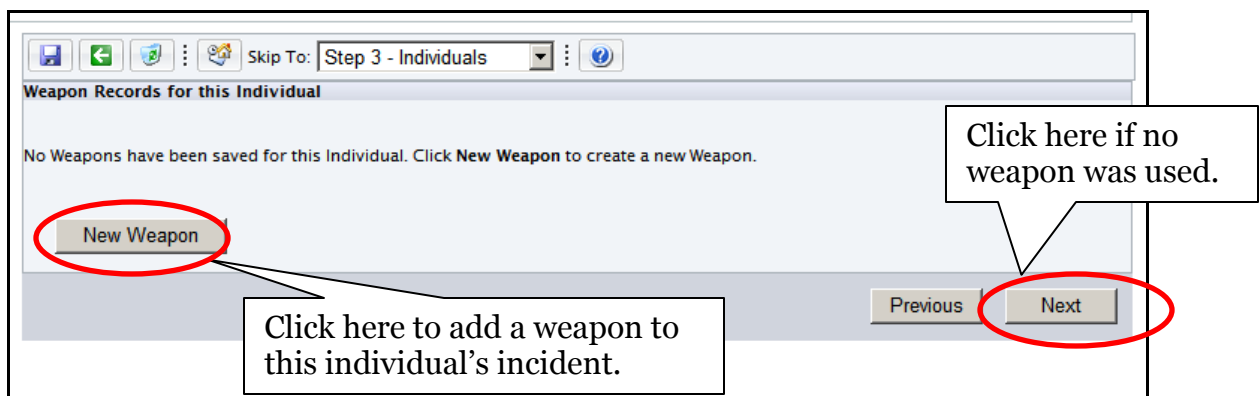


If you are entering an action, use the drop down box to select the action taken. The Action Taken is a required field. If the Action Taken is "Other," then a description of the action must be entered in the action description field.

If the action taken is a suspension or expulsion, the length in days also becomes a required field. You must report in full days and not half days.

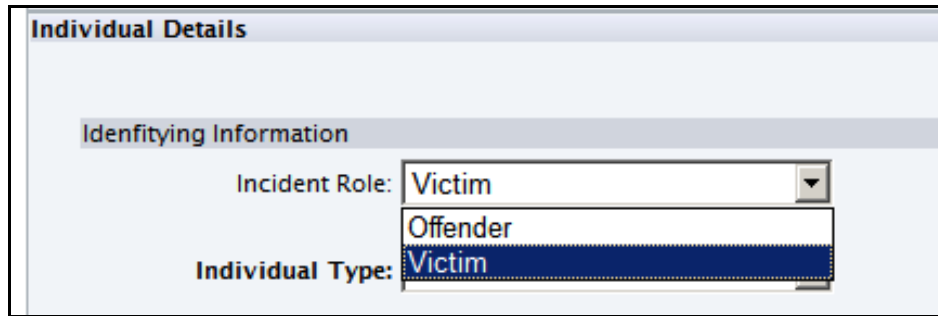
Entering a Weapon

After entering the Actions Taken for the individual, you will report if the individual used a weapon. If a weapon is used, be sure that incident type screen, weapons has been chosen. This information is specific to the individual. If you have an incident involving two offenders and only one used a weapon, you only report the weapon on the one individual. If the incident did not involve a weapon you will go to the next step.



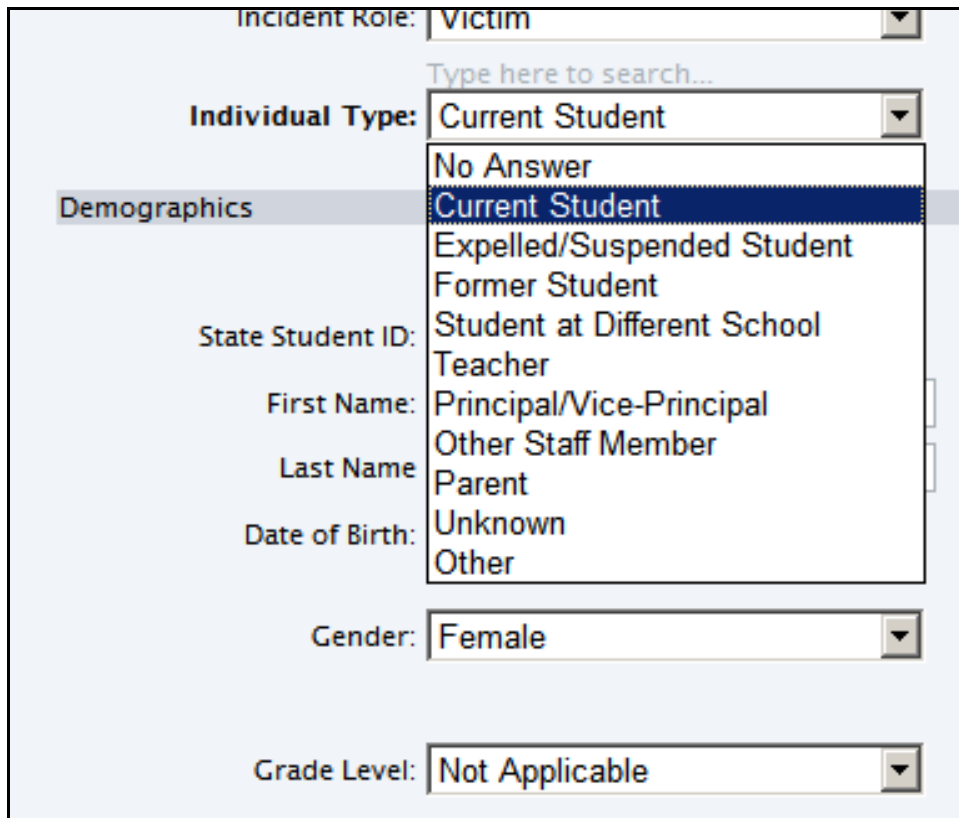
Entering a Victim

The process for entering a victim is similar to the process for entering an offender. To add a victim you must add a New Individual on Step 3. Similar to entering an offender, you must enter an incident role and individual type for each victim. Use the drop down menu to change the individual role from offender to victim.



The screenshot shows a form titled "Individual Details". Under the "Identifying Information" section, there are two dropdown menus. The first is labeled "Incident Role:" and has "Victim" selected. The second is labeled "Individual Type:" and has "Victim" selected. The "Victim" option in the second dropdown is highlighted in blue.

Then use the drop down menu to select Individual Type. Depending upon the victim type selected the Demographic information field's change. If the victim is a current student, you may choose to use the Find Student Wizard to search for the student either by their current state ID number or their information, but this is not required information for victims who are current or expelled/suspended students.



The screenshot shows the "Demographics" section of the "Individual Details" form. The "Incident Role:" dropdown is set to "Victim". The "Individual Type:" dropdown is set to "Current Student", and its list is expanded, showing options: "No Answer", "Current Student" (highlighted in blue), "Expelled/Suspended Student", "Former Student", "Student at Different School", "Teacher", "Principal/Vice-Principal", "Other Staff Member", "Parent", "Unknown", and "Other". Below this, there are fields for "State Student ID:", "First Name:", "Last Name:", and "Date of Birth:". The "Gender:" dropdown is set to "Female". The "Grade Level:" dropdown is set to "Not Applicable".

Aggregate Discipline Incident Data

Report Selection Screen

Selecting “Reports” on the “View” drop down menu will open the Report Selection Screen. On this screen, click on the name of the report to begin entering or editing the aggregate discipline incident data. The left side of the Report Selection Screen indicates whether the report is incomplete, has been modified by the user, or has been submitted to KSDE. Reports submitted to KSDE are viewable but are unable to be edited.

To open a report, click on the name of the report. This applies for all tables.

The Report Status appears here. Once the status of a report indicates that the report has been “Modified by User,” that table will no longer pull data from the individual incidents that have been entered in another portion of the application. This applies for all tables.

Submit all
NCLB and
IDEA reports

Submit

NCLB Reports:	Report Status
Table 1 : Incident Count	Modified By User
Table 2 : Student Count	Modified By User
Table 3 : Students Involved With Firearms	Modified By User
Table 4 : Firearm Outcomes	Modified By User
Table 5 : Educational Services	Modified By User
Table 6 : Title IV	Modified By User
Table 8 : Crime Matrix	Modified By User
Table 9 : Behavior Incident Count	Modified By User
Table 10 : Bullying Incident Count	Modified By User

IDEA Reports:	Report Status
Table 7 : IDEA	Modified By User

Submit all
Seclusion and
Restraint reports

Submit

Emergency Safety Intervention Reports:	Report Status
Seclusion Report	Modified By User
Restraint Report	Modified By User

All school districts must submit the Emergency Safety Interventions Report each year, even if you have zero incidents to report. Please contact the KSDE Help Desk if you have any questions.

NCLB Summary Reports

Table 1: Incident Count

For instructions on how to calculate the values reported in the NCLB/IDEA Summary Reports, see the Training Examples for the Final Aggregate Reports in KAN-DIS 13-14 document on the KAN-DIS project website (www.ksde.org/kandis)

To enter aggregate data in the table, select the Edit button on the left side of the table shown below in blue. If you have no incidents to report in the table, select Submit Report at the bottom of the screen. To return to the Report Selection Screen without submitting the report, select Back to Reports.

Table 1 : Incident Count

Report the cumulative number of incidents in which students were removed from their regular education program for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, weapons possession and violent incident with physical injury, report the most serious reason for removal as a result of the incident.

Use the following hierarchy for the most serious reason for the incident:

- Violence with physical injury
- Violence without physical injury
- Weapons possession (no injury)
- Drugs
- Alcohol

Click on "Export" to open the report as an Excel Spreadsheet on all tables.

 **Export**

	Grade	Illicit Drug				Alcohol				Weapon				Violent Incident								Incident Count Total				Incident Grand Total
														Injury				No Injury								
		ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
Edit	Kindergarten	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	First Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Second Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Third Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Fourth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Fifth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Sixth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Seventh Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Eighth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Ninth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Tenth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Eleventh Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Twelfth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Not Graded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Total Incidents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save

Back to Reports

To save the report to KSDE, select "Save" button. To return to the Report Selection Screen without submitting the reports, select the "Back to Reports" button. You will follow this process for all tables.

After clicking on Edit, the user will be able to hand enter the aggregate data for each row. To save the data that have been entered, click on Update. To avoid saving any data entered for that row, click on Cancel. Repeat this process for each subsequent row.

	Illicit Drug				Alcohol				Weapon				Violent Incident								Incident Count Total				Incident Grand Total
													Injury				No Injury								
	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	Oss	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
Update Cancel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	


Table 2: Student Count

To enter aggregate data in the table, select the Edit button on the left side of the table shown below in blue. If you have no incidents to report in the table, select Submit Report at the bottom of the screen. To return to the Report Selection Screen without submitting the report, select Back to Reports.

Table 2 : Student Count

Incomplete

Report the number of students removed from their regular education programs for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates among in-school suspensions, out-of-school suspensions, expulsion and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. If a student has multiple incidents for the same discipline reason, report the student only once per discipline reason by the most serious Action Taken. If multiple students were involved in the same discipline incident, they should each be reported separately in this report.

 **Export**

	Grade	Illicit Drug				Alcohol				Weapon				Violent Incident								Student Count Total				Student Count Grand Total
														Injury				No Injury								
		ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
Edit	Kindergarten	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	First Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Second Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Third Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Fourth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Fifth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Sixth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Seventh Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Eighth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Ninth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Tenth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Eleventh Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Twelfth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Not Graded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Total Students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

[Save](#) [Back to Reports](#)

After clicking on Edit, the user will be able to hand enter the aggregate data for each row. To save the data that have been entered, click on Update. To avoid saving any data entered for that row, click on Cancel. Repeat this process for each subsequent row.

	Grade	Illicit Drug				Alcohol				Weapon				Violent Incident								Student Count Total				Student Count Grand Total
														Injury				No Injury								
		ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
Edit	Kindergarten	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Update Cancel	First Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Edit	Second Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Edit	Third Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Table 3: Students with Firearms

To enter aggregate data in the table, select the [Edit](#) button on the left side of the table shown below in blue. If you have no incidents to report in the table, select [Submit Report](#) at the bottom of the screen. To return to the Report Selection Screen without submitting the report, select [Back to Reports](#).

Table 3 : Students Involved With Firearms

Incomplete

Note that this table should only include weapons which are used as firearms. Report the unduplicated number of students who were involved in an incident involving a firearm by type of firearm, plus the total number of incidents. Any incident in which a student was found to have brought a firearm to school or possessed a firearm at the school should be reported, even if the expulsion is shortened or no penalty is imposed. Any incidents in which a student with disabilities (IDEA) brought a firearm to school or possessed a firearm at school should also be included, even if it is determined that the incident is a manifestation of the student's disability. Report the total number of students by grade, total number of students overall, and total number of incidents overall. *Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

[Export](#)

	Grade	Handguns	Rifles / Shotguns	Multiple Firearms	Other Firearms	Total
Edit	Kindergarten	0	0	0	0	0
Edit	First Grade	0	0	0	0	0
Edit	Second Grade	0	0	0	0	0
Edit	Third Grade	0	0	0	0	0
Edit	Fourth Grade	0	0	0	0	0
Edit	Fifth Grade	0	0	0	0	0
Edit	Sixth Grade	0	0	0	0	0
Edit	Seventh Grade	0	0	0	0	0
Edit	Eighth Grade	0	0	0	0	0
Edit	Ninth Grade	0	0	0	0	0
Edit	Tenth Grade	0	0	0	0	0
Edit	Eleventh Grade	0	0	0	0	0
Edit	Twelfth Grade	0	0	0	0	0
Edit	Not Graded	0	0	0	0	0
Edit	Total Students	0	0	0	0	0
Edit	Total Incidents	0	0	0	0	0

[Save](#)

[Back to Reports](#)

After clicking on [Edit](#), the user will be able to hand enter the aggregate data for each row. To save the data that have been entered, click on [Update](#). To avoid saving any data entered for that row, click on [Cancel](#). Repeat this process for each subsequent row.

	Grade	Handguns	Rifles / Shotguns	Multiple Firearms	Other Firearms	Total
Edit	Kindergarten	0	0	0	0	0
Edit	First Grade	0	0	0	0	0
Update Cancel	Second Grade	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Edit	Third Grade	0	0	0	0	0
Edit	Fourth Grade	0	0	0	0	0
Edit	Fifth Grade	0	0	0	0	0

Table 4: Firearm Outcomes

To enter aggregate data in the table, select the **Edit** button on the left side of the table shown below in blue. Please note: on the Firearm Outcomes report, Alternate Placement only applies to Non-IDEA students who were expelled. Values for Alternate Placement for other outcomes cannot be edited for this reason. If you have no incidents to report in the table, select **Submit Report** at the bottom of the screen. To return to the Report Selection Screen without submitting the report, select **Back to Reports**.

Table 4 : Firearm Outcomes

Incomplete

Note that this table should only include weapons which are used as firearms. Report the unduplicated number of students who were involved in an incident involving a firearm by outcome and IDEA status. Alternate Placement or No Alternate Placement needs to be reported for Expulsions involving Non-IDEA Students only. Other Removals would include outcomes such as death, withdrawal, or incarceration. *Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

[Export](#)

	IDEA Students	Non-IDEA Students		Total Students
Action Taken		Alternate Placement	No Alternate Placement	
Edit Expulsion (Modified)	0	0	0	0
Edit Expulsion (Not Modified)	0	0	0	0
Edit Other Removal	0	0	0	0
Edit Other Discipline Action	0	0	0	0
Edit No Action	0	0	0	0
Edit Total	0	0	0	0

[Save](#) [Back to Reports](#)


After clicking on **Edit**, the user will be able to hand enter the aggregate data for each row. To save the data that have been entered, click on **Update**. To avoid saving any data entered for that row, click on **Cancel**. Repeat this process for each subsequent row.

	IDEA Students	Non-IDEA Students		Total Students
Action Taken		Alternate Placement	No Alternate Placement	
Edit Expulsion (Modified)	0	0	0	0
Edit Expulsion (Not Modified)	0	0	0	0
Edit Other Removal	0	0	0	0
Update Cancel Other Discipline Action	<input type="text" value="0"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
Edit No Action	0	0	0	0
Edit Total	0	0	0	0

[Save](#) [Back to Reports](#)

Table 5: Educational Services

To enter aggregate data in the table, select the Edit button on the left side of the table shown below in blue. Please note: the Education Services Report will not pre-populate any incidents because removals lasting the remainder of the school year or longer are not collected on individual incidents. If you have no incidents to report in the table, select Submit Report at the bottom of the screen. To return to the Report Selection Screen without submitting the report, select Back to Reports.

Table 5 : Educational Services		Incomplete		
Report the number of students removed for disciplinary reason from their regular school program for the remainder of the school year or longer, including Gun Free Schools Act removals.				
 Export				
<u>Edit</u>	Services Provided	0	0	0
<u>Edit</u>	Services Not Provided	0	0	0
<u>Edit</u>	Total	0	0	0

After clicking on Edit, the user will be able to hand enter the aggregate data for each row. To save the data that have been entered, click on Update. To avoid saving any data entered for that row, click on Cancel. Repeat this process for each subsequent row.

		Non-IDEA Students	IDEA Students	Total Students
<u>Edit</u>	Services Provided	0	0	0
<u>Edit</u>	Services Not Provided	0	0	0
<u>Update</u> <u>Cancel</u>	Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>


Table 6: Title IV Reporting

To enter aggregate data in the table, select the Edit button on the left side of the table shown below in blue. Please note: the Title IV Report will pre-populate any students reported as exercising the Unsafe School Choice Option or reported as truant on KIDS EOYA records. Students expelled for felonies will have to be manually entered since felony information is not collected on individual incidents. If you have no incidents to report in the table, select Submit Report at the bottom of the screen. To return to the Report Selection Screen without submitting the report, select Back to Reports.

Table 6 : Title IV

Incomplete

The following information is required for Federal Title IV reporting. "Criminal felony offense" is defined as any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. "Truant" is defined as any student with 3 consecutive unexcused absences, 5 unexcused absences in any semester, or 7 unexcused absences in a year (whichever comes first) initially populated based upon EOYA submissions to KIDS. "Unsafe School Choice Option" is a provision of Federal Law allowing a student to transfer out of a school deemed "persistently dangerous." Truancy and Unsafe School Choice Options are initially reported via the KIDS Collection System. *Please note that the total number of "Students expelled for having been convicted of or adjudicated for a criminal felony offense" should not exceed the number of Student Count/Student Count Total Expulsions reported in Table 2.

 Export

Students expelled for having been convicted or adjudicated for a criminal felony offense:	0
Students exercising the Unsafe School Choice Option and transferring to a different school within the district:	0
Students truant this school year:	0

[Edit](#)

Save

Back to Reports

IMPORTANT: The first row of this report must be hand entered using the Edit link. The remaining rows are populated automatically from EXIT and EOYA records submitted to KIDS. Before using the Edit link to add data to the first row, be sure that all of your KIDS entries for Truancy and Unsafe School Choice are up-to-date. If you edit the report before completing your KIDS entries, subsequent records submitted to KIDS will not update automatically. This may result in incorrect or incomplete data.

After clicking on Edit, the user will be able to hand enter the aggregate data for each row. To save the data that have been entered, click on Update. To avoid saving any data entered for that row, click on Cancel.

Table 7: IDEA

To add an additional incident, select Insert Record, shown below in blue. Additional incidents may be added by filling in the date, ID, days suspended or expelled, and placing the appropriate checkmarks in the drug, serious injury, weapon, hearing officer, conduct violation and services fields. For explanations of each of these data elements, consult the KAN-DIS File Specifications Document. Once the information has been entered for the incident, select Insert Record to save the record. Repeat this process for each subsequent incident.


To edit data already pre-populated in the table, select the Edit button on the left side of the table (not shown below). Please note: Approved individual incidents will pre-populate this report.

Table 7 : IDEA

Modified By User

Report all incidents involving IDEA students that result in an ISS, OSS or Expulsion. Include individual student information for all students involved in an incident that have an IEP for a disability at the time of the incident.

IMPORTANT: If you use Individual Incident Data Entry or Individual Incident Import to enter discipline incidents, do not enter or edit incidents in the IDEA report directly. If you do, any subsequent incidents you enter via data entry or import involving IDEA students will not be populated into the report, even if they are in the Approved folder. Direct entry into the IDEA Aggregate Report is intended for users who are not using Individual Incident Data Entry or Individual Incident Import to enter discipline incidents involving IDEA students.

 **Export**

	Incident Date	KIDS Student ID	Drug	Serious Injury	Weapon	Hearing Officer	Violation Conduct	ISS Days	OSS Days	EXP Days	Services
Edit	12/19/2009	7706587371	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	3	0	<input type="checkbox"/>
Delete			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>
Insert Record			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>

Save

Back to Reports

Incidents can be stored and managed in this report and once the Submission Window for the IDEA reports opens, the Submit Report button will no longer appear grayed out and a school administrative level user can submit the final report.

Table 8: Crime Matrix

The information is required for Federal Title IV reporting. Report the cumulative number of incident(s) that a student was involved in any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a child.




My User Name: do462-da My User Type: District Administrator My District ID: D0462 My Building ID: 7254 - Central Jr-Sr High

[File](#) ▶ [View](#) ▶ [Options](#) ▶ [Help](#) ▶

Table 8 : Crime Matrix Incomplete

	Locations, Frequencies, and Types of Criminal Acts			
Crime	At School Normal	School Property	Supervised Normal	Supervised Outside
Edit Felonies	0	0	0	0
Edit Misdemeanors	0	0	0	0
Edit Other	0	0	0	0
Totals	0	0	0	0

Save Back to Reports

Table 9: Behavior Incident Report

For instructions on how to calculate the values reported in the NCLB/IDEA Summary Reports, see the [Guidance for Submitting NCLB/IDEA Reports in KAN-DIS 2013-2014](#) document on the KAN-DIS project website (www.ksde.org/kandis).

To enter aggregate data in the table, select the Edit button on the left side of the table shown below in blue. If you have no incidents to report in the table, select Save at the bottom of the screen. To return to the Report Selection Screen without saving the report, select Back to Reports.

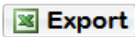
Table 9 : Behavior Incident Count

Modified By User

Report the cumulative number of incidents in which students were removed from their regular education program for at least an entire school day for academic misconduct, disruptive behavior, obscene behavior, lying, and/or other behavior. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, obscenes possession and violent incident with physical injury, report the most serious reason for removal as a result of the incident.

Use the following hierarchy for the most serious reason for the incident:

- Academic Misconduct
- Disruptive Behavior
- Obscene Behavior
- Lying
- Other Behavior



Export

	Academic Misconduct				Disruptive Behavior				Obscene Behavior				Lying				Other				Incident Count Total				Incident Grand Total	
	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other		
Edit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Save

Back to Reports

After clicking on [Edit](#), the user will be able to hand enter the aggregate data for each row. To save the data that have been entered, click on [Update](#). To avoid saving any data entered for that row, click on [Cancel](#).

	Academic Misconduct				Disruptive Behavior				Obscene Behavior				Lying				Other				Incident Count Total				Incident Grand Total	
	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other		
Update Cancel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Table 10: Bullying Incident Report

For instructions on how to calculate the values reported in the NCLB/IDEA Summary Reports, see the [Guidance for Submitting NCLB/IDEA Reports in KAN-DIS 2013-2014](#) document on the KAN-DIS project website (www.ksde.org/kandis).

To enter aggregate data in the table, select the [Edit](#) button on the left side of the table shown below in blue. If you have no incidents to report in the table, select [Save](#) at the bottom of the screen. To return to the Report Selection Screen without saving the report, select [Back to Reports](#).


Table 10 : Bullying Incident Count

Modified By User


Report the cumulative number of incidents in which the student(s) was removed from their regular education program for at least an entire school day for physical, cyber, verbal and/or relational bullying. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, physical bullying and verbal bullying, report the most serious reason for removal as a result of the incident.

Use the following hierarchy for the most serious reason for the incident:

- Physical Bullying
- Cyberbullying
- Verbal Bullying
- Relational Bullying

 **Export**

	Physical				Cyber				Verbal				Relational				Total Incidents				Incident Grand Total
	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
Edit	2	0	0	0	4	0	0	0	1	0	0	0	3	0	0	0	10	0	0	0	4

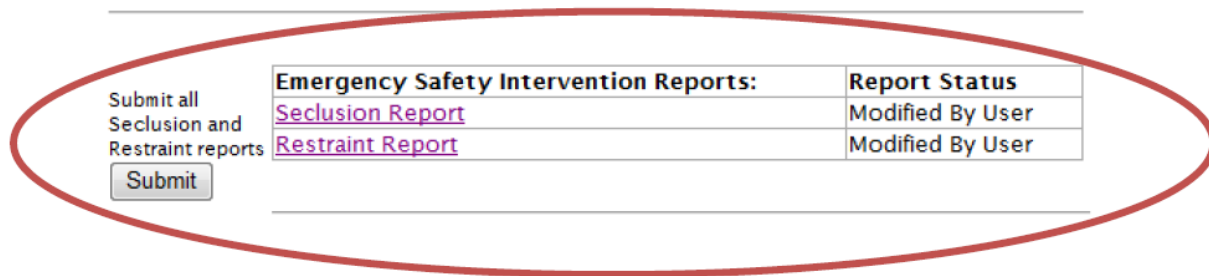
 **Save** [Back to Reports](#)

	Physical				Cyber				Verbal				Relational				Total Incidents				Incident Grand Total
	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
Update Cancel	2	0	0	0	4	0	0	0	1	0	0	0	3	0	0	0	10	0	0	0	4

Emergency Safety Intervnetion Reports (Seclusion and Restraint)

To access the Emergency Safety Intervention Reports (Seclusion and Restraint), log into the KAN-DIS 2012 application as a school data entry or school administrator level user, go to the View link and select “Reports” from the drop down menu.

Please note: The Emergency Safety Interventions Reports are stand-alone reports in the KAN-DIS application and the Emergency Safety Interventions Reports will not pull any incidents entered elsewhere in the KAN-DIS application. The Emergency Safety Interventions Reports should be submitted by a School Administrator quarterly.



Submit all
Seclusion and
Restraint reports


Emergency Safety Intervention Reports:	Report Status
Seclusion Report	Modified By User
Restraint Report	Modified By User

Submitting the NCLB/IDEA Summary Reports

Once all error messages are resolved for all reports and you have saved them, the reports will need to be submitted by a School Administrative Level User. From the Reports main page, selecting the “Submit” button, will allow you to submit all seven reports at one time.

Submit all NCLB and IDEA reports 	NCLB Reports:		Report Status
	Table 1 : Incident Count		Modified By User
	Table 2 : Student Count		Modified By User
	Table 3 : Students Involved With Firearms		Modified By User
	Table 4 : Firearm Outcomes		Modified By User
	Table 5 : Educational Services		Modified By User
	Table 6 : Title IV		Modified By User
	Table 8 : Crime Matrix		Modified By User
	Table 9 : Behavior Incident Count		Modified By User
	Table 10 : Bullying Incident Count		Modified By User

IDEA Reports:		Report Status
Table 7 : IDEA		Modified By User

Submit all Seclusion and Restraint reports 	Emergency Safety Intervention Reports:		Report Status
	Seclusion Report		Modified By User
	Restraint Report		Modified By User

Please note: The Emergency Safety Intervention Reports must be submitted separately from the NCLB and IDEA reports. Below are the due dates and each quarter reports must be submitted, even if the numbers are zero.

Quarterly Reporting Dates

Quarter 1 Entry Dates: July 1, 2013 – September 30, 2013

Quarter 1 Submission Window: September 30, 2013 – October 15, 2013

Quarter 2 Entry Dates: October 1, 2013 – December 31, 2013

Quarter 2 Submission Window: December 31, 2013 – January 15, 2014

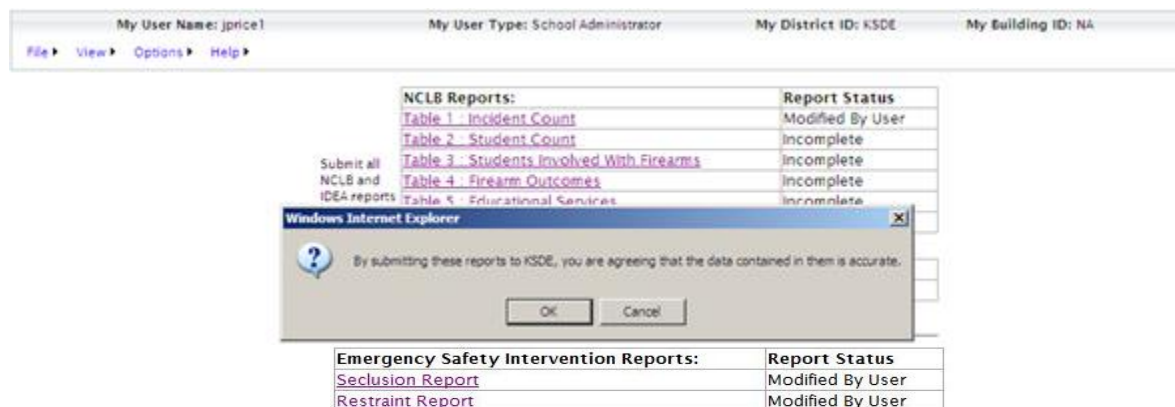
Quarter 3 Entry Dates: January 1, 2014 – March 31, 2014

Quarter 3 Submission Window: March 31, 2014 – April 15, 2014

Quarter 4 Entry Dates: April 1, 2014 – June 30, 2014

Quarter 4 Submission Window: May 15, 2014 – June 30, 2014

A confirmation message will appear. Clicking “OK” will submit the reports and the reports will become locked and no further edits will be allowed and no further incidents will populate onto the reports.

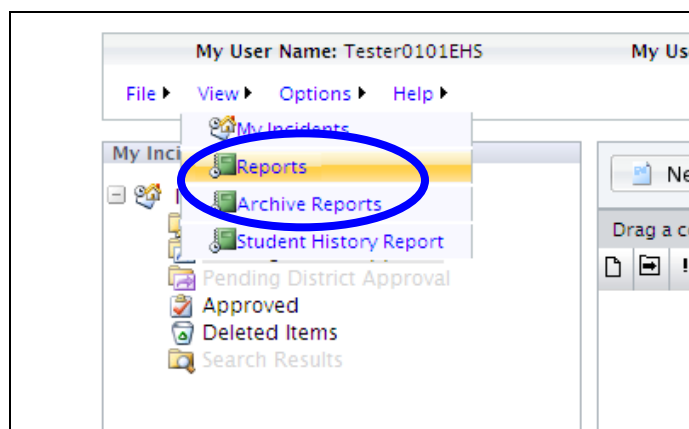


Final NCLB/IDEA Aggregate Reports

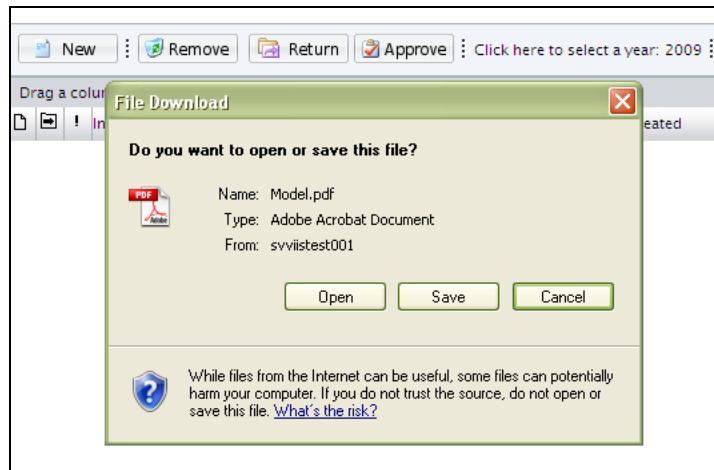
Schools can enter the summary data required for NCLB reporting via an online NCLB report interface (similar to the one used in previous years but now it is located within the KAN-DIS application). The school principal must sign off on the NCLB discipline report in order to submit to KSDE. These schools will also have to enter the required student-level IDEA discipline data into KAN-DIS in the IDEA discipline data table, or via the KAN-DIS online incident-level data reporting interface.

Please note: Only the **school administrative level user** will be able to view, enter, edit, or submit the aggregate reports.

To access the Reporting interface in the KAN-DIS application, hover over the “View” link with the mouse to open a drop down menu. On the drop down menu, select “Reports.”



Hover over “View” with the mouse and select “Archive Reports” to open or save a PDF of the previous NCLB Reports. Previous IDEA reports are not available as an Archive Report.



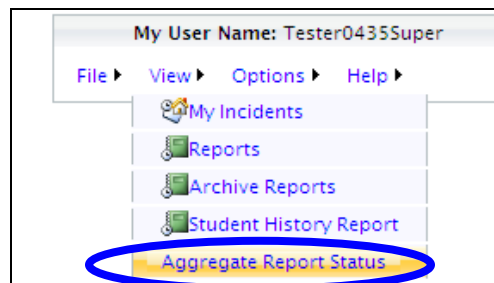
IDEA Summary Report

Incidents can be stored and managed in this report and once the Submission Window for the IDEA reports opens, the Submit Report button will no longer appear grayed out and a school administrative level user can submit the final report.

To enter aggregate data in the table, select the Edit button on the left side of the table. If you have no incidents to report in the table, select Save at the bottom of the screen. To return to the Report Selection Screen without saving the report, select Back to Reports

Aggregate Report Submission Status Report

District level users have the ability to monitor the submission status of the aggregate reports for the schools in their districts. To access the Submission Status Report, access the View menu on the KAN-DIS Main Screen and click on Aggregate Report Status (shown below in blue).




District Level Users may select to display All Buildings or one building from their district. The information may be exported as Excel spreadsheet by clicking on the Export button (shown below in blue).

All Buildings
Bentwood Elem
Black Bob Elem
Briarwood Elem
Brougham Elem
California Trail Jr High

Select "All Buildings" to view the Aggregate Report Status for all buildings in your district. Select a building to view the Aggregate Report Status for each building separately.

The status column will indicate if the report is Incomplete, has been modified by User, or has been Submitted. Reports are required to be submitted, even if the school had no discipline incidents they are required to report.

 **Export** Results per Page: Report Type:

District	Building	Building Name	Report	Period	Status
D0233	0845	Olathe Northwest High School	Table 1 : Incident Count		Incomplete
D0233	0845	Olathe Northwest High School	Table 2 : Student Count		Incomplete
D0233	0845	Olathe Northwest High School	Table 3 : Students Involved With Firearms		Incomplete
D0233	0845	Olathe Northwest High School	Table 4 : Firearm Outcomes		Incomplete
D0233	0845	Olathe Northwest High School	Table 5 : Educational Services		Incomplete
D0233	0845	Olathe Northwest High School	Table 6 : Title IV		Incomplete
D0233	0845	Olathe Northwest High School	Table 7 : IDEA		Incomplete
D0233	0845	Olathe Northwest High School	Special Education Seclusion Report	1	Incomplete
D0233	0845	Olathe Northwest High School	Special Education Seclusion Report	2	Incomplete
D0233	0845	Olathe Northwest High School	Special Education Seclusion Report	3	Incomplete
D0233	0846	Regency Place Elementary	Table 1 : Incident Count		Incomplete
D0233	0846	Regency Place Elementary	Table 2 : Student Count		Incomplete
D0233	0846	Regency Place Elementary	Table 3 : Students Involved With Firearms		Incomplete
D0233	0846	Regency Place Elementary	Table 4 : Firearm Outcomes		Incomplete
D0233	0846	Regency Place Elementary	Table 5 : Educational Services		Incomplete
D0233	0846	Regency Place Elementary	Table 6 : Title IV		Incomplete
D0233	0846	Regency Place Elementary	Table 7 : IDEA		Incomplete
D0233	0846	Regency Place Elementary	Special Education Seclusion Report	1	Incomplete
D0233	0846	Regency Place Elementary	Special Education Seclusion Report	2	Incomplete
D0233	0846	Regency Place Elementary	Special Education Seclusion Report	3	Incomplete
D0233	0847	Frontier Trail Jr High	Table 1 : Incident Count		Incomplete
D0233	0847	Frontier Trail Jr High	Table 2 : Student Count		Incomplete
D0233	0847	Frontier Trail Jr High	Table 3 : Students Involved With Firearms		Incomplete
D0233	0847	Frontier Trail Jr High	Table 4 : Firearm Outcomes		Incomplete
D0233	0847	Frontier Trail Jr High	Table 5 : Educational Services		Incomplete

1 2 3 4 5 6 7 8 9 10 ...

Additional pages may be displayed by using the Results per page feature or by selecting the next page number appearing below the report list.

Using the Student History Report

To view a history report of a student's incidents or to generate a report of all incidents of a particular type, the **View** link will allow you to go to "Student History Report." Only approved incidents will be included in this report.

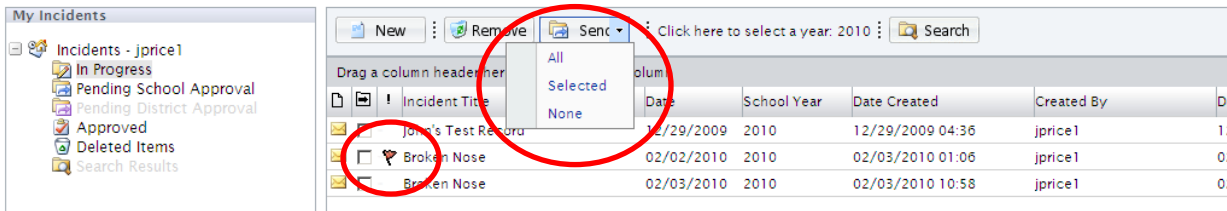
Click on the Search button and the Incident Search Criteria window. To generate a report for an individual student, enter the student's state student identification number. In order to generate a report by incident type, select only an incident type from the drop down menu. The date can be used to narrow the search parameters. Then select OK. Any incidents that meet the specified search criteria will appear in a list form.

The user can view a particular incident by double-clicking anywhere on the incident. The search feature pulls incidents from the In Progress folder, the Pending folder and the Approved folder. Incidents appearing with a green icon to the left of the incident title are **read only** and must be returned by an administrative user before you will be able to edit the incident.

Correcting Errors in Individual Incident Entry

In addition to the Discipline Incident wizard error messages, KAN-DIS will notify you if have made an entry error when you try to submit the incident for approval.

To submit an incident for approval, select the incident by placing a checkmark in the box to the left of the incident title and then clicking on the **Send** button's drop down arrow. On the drop down menu, click **SELECTED** to submit the incident. Clicking **ALL** will submit all of the incidents in the "In Progress" folder.



If there is an error in the incident, the incident will not be submitted for approval and will appear with a red flag. This indicates there is an error in the incident. Opening the incident summary report will provide a description of the incident.









The screenshot shows the 'Welcome to the Discipline Incident Wizard' window. It contains fields for District ID (TD001), Building ID (T001), and School Year (2009). The Incident Name is 'Birthday Fight 8/25/2008'. Below this is a table with columns: Local ID, Date, Incident Time, and Reporter. The 'Has Errors' field is circled in red. The 'Errors' section at the bottom contains text about valid values for incident roles.

Local ID	Date	Incident Time	Reporter
KVNpcf3f3RQvYMP	8/25/2008		No Answer

Time Group	Time Classifier	Time Description	Has Errors
During School Hours			True

Errors:
When an individual has an incident role of offender, Zero Tolerance must have a valid value that is not 'No Answer.', When an individual has an incident role of offender, IDEA Disability must have a valid value that is not 'No Answer.', When an individual has an

You can also open the incident by double-clicking anywhere on that incident highlighted below in blue. A red error message will appear on the incident entry screens.

Drag a column header here to group by that column						
			Incident Title	Date	School Year	Date Created
	<input type="checkbox"/>		Drugs found in locker	08/04/2008	2009	08/25/2008 03:30
	<input type="checkbox"/>		Bullying in parking lot	08/08/2008	2009	08/25/2008 03:32
	<input type="checkbox"/>		Food fight	08/11/2008	2009	08/25/2008 03:29
	<input type="checkbox"/>		Cafeteria Vandalism	08/13/2008	2009	08/25/2008 03:28

To open the incident to correct the error, you can either use the Select a Step... navigational drop down menu to view one of the steps in the incident or use the Next button indicated below in red.

Kan-Dis Incident Report

District ID KSDE **Building ID** NA **School Year** 2010

Incident Name
Broken Nose

Local ID	Date	Incident Time	Reporter
RvuytAAB0qN09aQ	2/2/2010	09:30 AM	Student
Location Group	Location	Location Description	
On Campus	Cafeteria		
Time Group	Time Classifier	Time Description	Has Errors
During School Hours	Morning Classes		True

Next

If the incident contains an error, an error description appears in red at the top of the screen.

The screenshot shows a web application window titled "Skip To: Step 1 - Incident". At the top, a red error message is displayed: "LocationGroup must have a valid value that is not 'No Answer.'". Below this, the "Incident Details" section is visible, containing three main sections: "Identifying Information", "Time of Day Information", and "Location Information".

Identifying Information

- Date: 03/12/2008
- Incident Title: Fight at Football Game
- Time:
- School Year: 2008
- Local Incident ID: BePtOYrOkqilnT2
- Status: In Progress

Time of Day Information

- Time Group: No Answer
- Time Classifier: No Answer
- Time Description:

Location Information

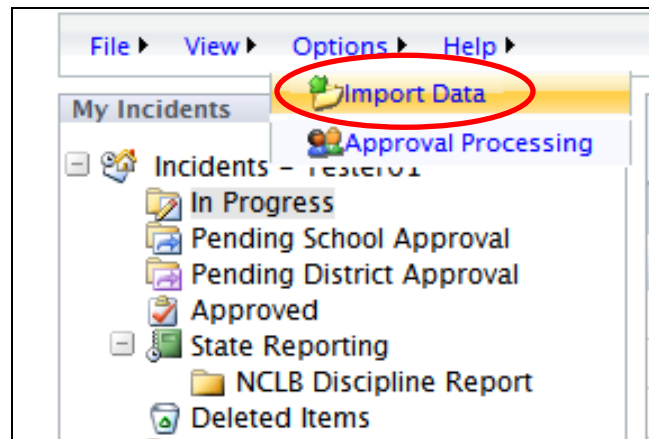
- Location Group: No Answer
- Location Classifier: Off Campus

If this screen appears you will need to turn off all programs and restart your computer.

Individual Incident Import Instructions

Uploading a Batch File

To import discipline incidents entered into a school's Student Information System (SIS), access the Options menu on the KAN-DIS Main Screen and click on Import Data.



Browse... Upload File

☒ Text File ☐ XML File

Provide a date range and select the "Retrieve Batch List" button to see all previously imported batch files occurring during the dates you have provided.

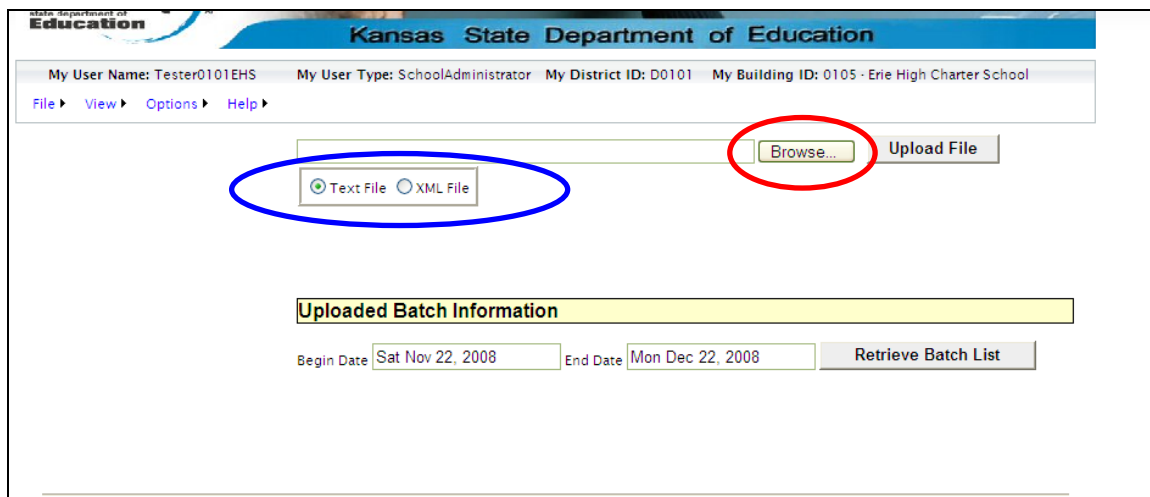
Uploaded Batch Information

Begin Date: Tue Feb 12, 2008 End Date: Thu Mar 13, 2008 Retrieve Batch List

		Upload ID	Uploaded	Total/Correct/Errored	Status	Fatal Error
Details	Errors	764	03/13/2008	102/102/0	END	
Details	Errors	763	03/13/2008	102/102/0	END	
Details	Errors	762	03/13/2008	30/30/0	END	

Step 1: Select the type of file to be uploaded.

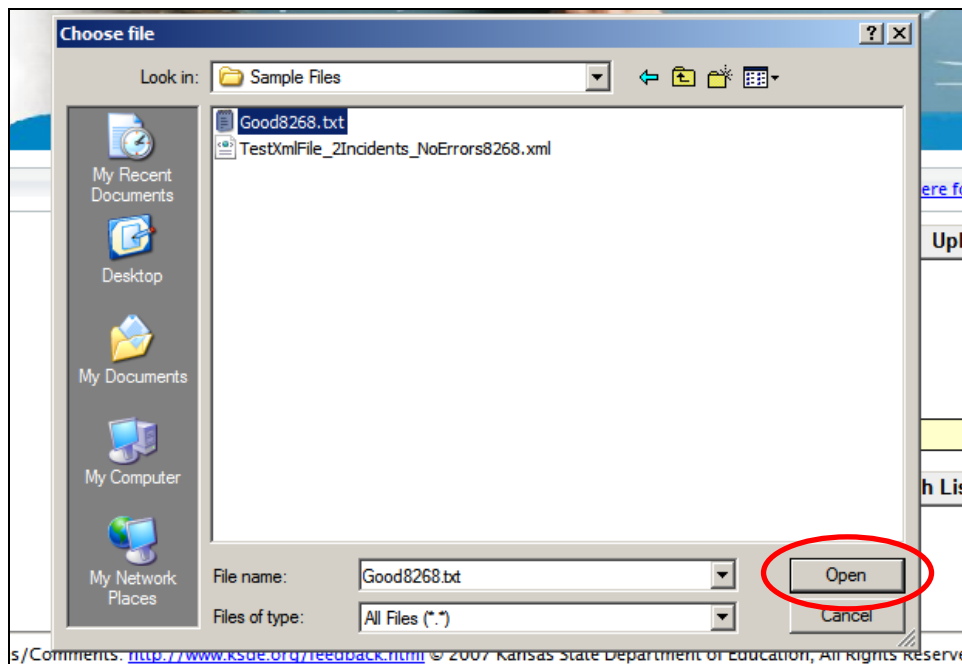
When importing a text file or XML file make sure that the appropriate file type has been selected in the box under the File Browser field shown below in blue. *Note: Failing to select the correct type of file will cause the import to fail.* Click on the Browse button to locate the file to be imported shown below in red.



The screenshot shows the Kansas State Department of Education File Browser interface. At the top, the header reads "Kansas State Department of Education". Below the header, user information is displayed: "My User Name: Tester0101EHS", "My User Type: SchoolAdministrator", "My District ID: D0101", and "My Building ID: 0105 - Erie High Charter School". A navigation bar includes links for "File", "View", "Options", and "Help". The main area features a "Text File" radio button (selected) and an "XML File" radio button, both highlighted with a blue oval. To the right is a "Browse..." button highlighted with a red oval, followed by an "Upload File" button. Below this is a section titled "Uploaded Batch Information" with a yellow background. It contains "Begin Date" (Sat Nov 22, 2008) and "End Date" (Mon Dec 22, 2008) fields, and a "Retrieve Batch List" button.

Step 2: Select the file to be uploaded.

Clicking on the Browse button will open a new window. In this window, locate the file you wish to import, select the file shown highlighted in blue below, and click Open shown below.



Step 3: Upload the file.

Clicking open will place the file's name in the File Browser field. Check to make sure the correct file name appears in the File Browser field. If the file name is correct and the correct file type is selected in the box under the field, click the Upload File button.

C:\Documents and Settings\kgriilot\Desktop\Sample Files\Good8268.txt Browse... **Upload File**

☒ Text File ☐ XML File

Uploaded Batch Information

Begin Date: Tue Feb 12, 2008 End Date: Thu Mar 13, 2008 Retrieve Batch List

Once the batch file has been successfully uploaded to KAN-DIS, you will see the following screen. You should see a message indicating that the upload is complete and contains no errors as shown below in green. Clicking on the Details button will allow you to view details on the batch file you just uploaded as shown below in red.

Upload Complete/No Errors

Uploaded Batch Information

Begin Date: Tue Feb 12, 2008 End Date: Thu Mar 13, 2008 Retrieve Batch List

		Upload ID	Uploaded	Total/Correct/Errored	Status	Fatal Error
Details	Errors	762	03/13/2008	30/30/0	END	

Step 4: Check the status of the batch file.

Click on the Details button. The details of the batch file will appear above the list of uploaded batch files. The batch file that has the details displayed will appear highlighted in red in the list of uploaded batch files. Notice that each batch file uploaded is assigned an upload ID number. If there are no errors in the batch file, the Errors button will be grayed out. If the batch file contains errors, the Errors button will be red. *For instructions on correcting import errors, see the Correcting Errors in Import section of this document.*

Upload Batch Details

Upload ID	762
File Name	Good8268.txt
Extract Date	12/13/2007
Extract Time	15:31:18
Version	1.0
Transmission ID	Test233
Record Count	30
Error Count	0
Upload Date	3/13/2008 10:09:40 AM

Uploaded Batch Information

Begin Date: Tue Feb 12, 2008 End Date: Mar 13, 2008 Retrieve Batch List

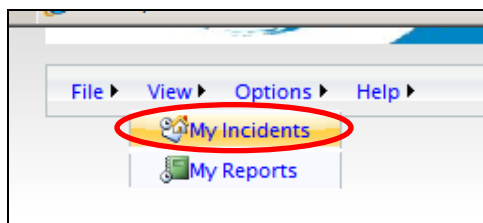
		Upload ID	Uploaded	Total/Correct/Errored	Status	Fatal Error
Details	Errors	763	03/13/2008	102/102/0	END	
Details	Errors	762	03/13/2008	30/30/0	END	

Each batch file is assigned an Upload ID number.

If the batch file contains any errors, this error button will appear in red. To correct import errors in KAN-DIS, see the Correcting Errors in Import section of this document.

Here you will see how many total data fields were successfully uploaded and how many had errors. Note: These numbers do not indicate how many total incidents were uploaded.

You can check the incidents imported in the batch file by returning to “My Incidents.”



























This is how the incidents will appear once they have been successfully uploaded via a batch file. There is no difference in the appearance between incidents that have been uploaded and those created in KAN-DIS.

New

Click here to select a year: 2008

Search

Drag a column header here to group by that column

  	Incident Title	Date	School Year	Date Created	Created By
  	assault	09/27/2007	2008	03/13/2008 10:09	Tester01
  	Halloween	10/31/2007	2008	03/13/2008 10:09	Tester01
  	Drugs	11/21/2007	2008	03/13/2008 10:09	Tester01
  	Brought	11/26/2007	2008	03/13/2008 10:09	Tester01
  	Fight	11/28/2007	2008	03/13/2008 10:09	Tester01
  	Fight in hallway 2	01/25/2008	2008	03/13/2008 10:10	Tester01
  	Fight in hallway	01/25/2008	2008	03/13/2008 10:10	Tester01

To view a particular incident, double-click anywhere on the incident line to view an Incident Summary Report. Depending upon user's level of access, they can now edit the incident. For instructions on editing an individual incident, see the process for entering a new incident in [Method 1: Individual Incident Entry](#) of this document. **Correcting Errors in Incident Import**

When uploading a batch file in KAN-DIS, two types of errors can occur. The first error type is known as a fatal error. A fatal error is an error that prevents the entire file from being uploaded into KAN-DIS. The second type is an error within a particular incident. This type of error prevents only the incident with the error from being uploaded. *Please note: both of the following sets of instructions pertain to text files only. Any import errors resulting from an XML file should be addressed in the SIS that created the XML file.*

Fatal Errors in a Text File

After uploading a batch file using a text file, there is a fatal error indicated by the screen below. This means that no part of the file successfully uploaded to KAN-DIS. Notice the error message in this example indicates that there was a problem in the trailer record of the text file.

☒ Text File
 ☐ XML File

There was a fatal error: The Trailer record type passed was ST instead of TT.

Uploaded Batch Information

Begin Date:
 End Date:

	Upload ID	Uploaded	Total/Correct/Errored	Status	Fatal Error
Details	838	03/17/2008	0/0/0	FATAL	The Trailer record type passed was ST instead of TT

To correct this type of error, you will need to open the text file and correct the trailer, however if the header and trailer are generated by your SIS, then notify your SIS vendor about the problem. The correction has been made in the trailer row highlighted below.

Location Classifier Group8268.txt - Notepad

File Edit Format View Help

TH 12/13/2007 15:31:18 Test233 1.0 Delimiter=0x09

I D0499 8268 Hallway fight 56428505214 11/28/2007 13:15:00 1

T 1000 1030

O 1 7837937171 jms offender

A 230

A 450 5

V 1 6834068511 3 Hospit

I D0499 8268 Ex student with gun

T 1200 1210

O 1 5937980905 Police

A 730 1 Sent to police to have

V 3

I D0499 8268 Reporter at school 322 11/21/2007 15:00:00

T 2300 2330

O 1 8523537228

A 650

V 3 1

I D0499 8268 valentine's d 82375135432 10/31/2007 14:00:00

T 9999 students p eyeballs in the cafeteria salad bar.

O 1 4755747589 2 2

O 1 3985945225 2 1

A 180

A 180

I D0499 8268 student ran over student 4266891051 9/27/2007 1

T 1000 1001 offender struck teacher in the face and head with a chair.

O 1 84060454 999 Classroom chair 2 1

A 750 Referred to Olathe PD

V 610 Transferred to juvenile detention facility

3 Teacher was treated for concussion, multiple lacerations

TT Test233 30

In the trailer row, ST has now been corrected to TT. Save the text file and upload the batch file again.

Incident Errors in a Text File

When uploading a batch file, an error may occur that prevents one or more of the incidents from being uploaded into KAN-DIS. When this occurs, you will see the following screen. On this screen you will notice the Errors button text now appears in red.

Browse... Upload File

☒ Text File ☐ XML File

1 record was in error.

Records in Error Download to Excel

View Messages	Errors	Line	Data
View	2	3	T 1111 1030

Uploaded Batch Information

Begin Date: Sat Feb 16, 2008 End Date: Mon Mar 17, 2008 Retrieve Batch List

	Upload ID	Uploaded	Total/Correct/Errored	Status	Fatal Error
Details Errors	846	03/17/2008	30/28/2	END	
Details Errors	841	03/17/2008	30/28/2	END	

Clicking on the Errors button shown above will allow you to view the line location information on the error. Click on the View button shown below to see the error message.

Records in Error

Download to Excel

View Messages	Errors	Line	Data
View	1	24	I D0499 8268 assault on Security guard 496789351 9/27/2007 10:00:00 100 120 During history class 100 101 In Mr. Norton's classroom

Uploaded Batch Information

Begin Date Sat Feb 16, 2008
End Date Mon Mar 17, 2008

Retrieve Batch List

		Upload ID	Uploaded ▾	Total/Correct/Errored	Status	Fatal Error
--	--	-----------	------------	-----------------------	--------	-------------

Clicking on the View button will open the error message. In this example shown below in blue, the School Year on the incident was left blank. To correct this error, the best practice is to return to the SIS that created the text file and correct the data before attempting to re-import the incident. It is recommended to import only the incidents that contained errors and had to be corrected to avoid importing the entire batch file again. However, if your SIS will not accommodate this best practice, you may submit the entire batch file to KAN-DIS again as long as you are utilizing a Local Incident ID number (See the KAN-DIS File Specifications document.) to ensure that incidents uploaded multiple times are aggregated properly. In the event an incident is uploaded multiple times, the data most recently imported and subsequently approved will be retained.

Browse...

Upload File

☒ Text File
☐ XML File

Message List

Error Message

[496789351] School Year must have a non-blank value.

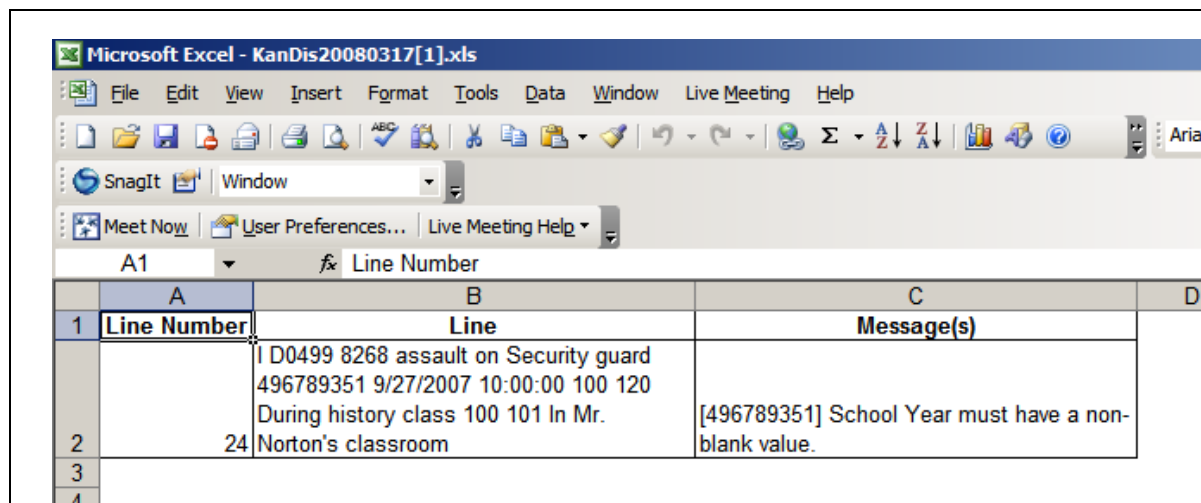
Records in Error

Download to Excel

View Messages	Errors	Line	Data
View	1	24	I D0499 8268 assault on Security guard 496789351 9/27/2007 10:00:00 100 120 During history class 100 101 In Mr. Norton's classroom

Uploaded Batch Information

On this screen you also have the option of downloading the error message to Excel by clicking on the Download to Excel button shown above in red. This opens the error message in Excel.



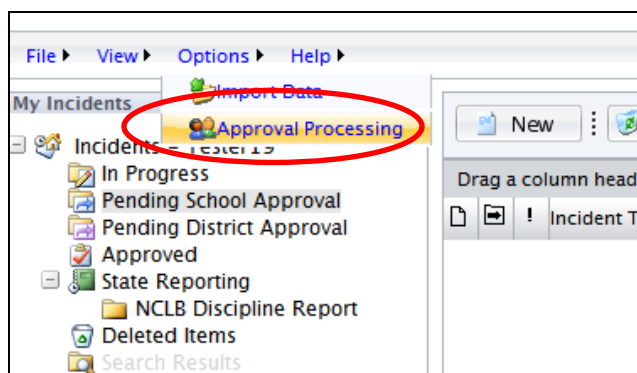
The screenshot shows a Microsoft Excel window titled "Microsoft Excel - KanDis20080317[1].xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, Live Meeting, and Help. The toolbar contains various icons for file operations and data manipulation. The active window is "A1" with the formula bar showing "Line Number". The spreadsheet has four columns: A (Line Number), B (Line), C (Message(s)), and D. The data is as follows:

Line Number	Line	Message(s)
1	D0499 8268 assault on Security guard 496789351 9/27/2007 10:00:00 100 120 During history class 100 101 In Mr. Norton's classroom	[496789351] School Year must have a non-blank value.
2		
3		
4		

Approval Process for Individual Incidents

A. Setting Approval Preferences (District Administrative Users Only)

To set school or district specific preferences, open the Options menu and select Approval Processing shown below. *Note: Only those with district level administrative access will be able to edit preferences.*



Clicking on Approval Processing will open the District Approval Setting page shown below.

District Approval Settings

The following is a list of the current approval process setup for your district.

If you would like to make changes, click **Edit**.

Setting Value	Setting Description
True	Is individual incident approval required at the District level?
School Administrator	When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator?
False	Can an individual school see incidents from other schools within the district?
True	Can Data Entry users see incidents that have been sent to Admin for approval?

Edit

Click on **Edit** to make any changes to the default approval settings.

This page allows you to make changes to the approval workflow for the entire district. The user can make changes by placing or removing checkmarks in the boxes shown below in green or by using the drop down box to select School or District Administrator shown below highlighted in blue. Clicking save will update your changes to the district approval settings. Clicking cancel will not save any changes to the district approval settings. An explanation for each of the four setting descriptions appears below.

District Approval Settings

You can use this section to edit the approval settings for your district.

Click **Update** to save new changes. Click **Cancel** to revert the most recent changes without saving.

Setting Value	Setting Description
<input checked="" type="checkbox"/>	Is individual incident approval required at the District level?
School Administrator	When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator?
<input type="checkbox"/>	Can an individual school see incidents from other schools within the district?
<input checked="" type="checkbox"/>	Can Data Entry users see incidents that have been sent to Admin for approval?

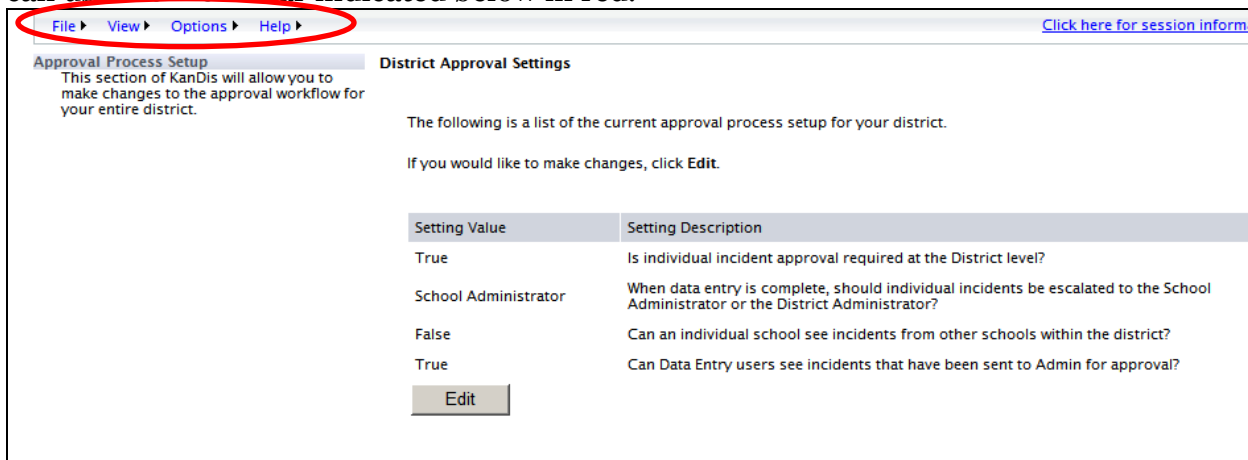
Save **Cancel**

Clicking here will save any changes to the district approval settings.

Clicking here will not save any changes made to the district approval settings.

1. **Is individual incident approval required at the District Level?** – This option lets you determine whether a district-level administrator needs to approve individual incidents before they can be used for a school’s NCLB and IDEA reporting. Placing a check in the box means District-level approval IS required.
2. **When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator?** – If you placed a check in the box for the first option, you can choose to either have incidents escalate from In Progress to the School Administrator for approval and then to the District Administrator for approval, or directly to the District Administrator for approval without review by the School Administrator.
3. **Can an individual school see incidents from other schools within the district?** – Placing a check in the box for this item would let each school see (but not edit) incidents from any school in their district when running searches on students and other criteria.
4. **Can Data Entry users see incidents that have been sent to Admin for approval?** – Placing a check in this box will allow Data Entry users to continue to view incidents after then have marked them to be approved. Leaving the box unchecked means once a Data Entry user has sent an incident for approval, they can no longer access that incident.

After saving changes made to the district approval settings, the District Approval Settings screen will appear again. Check to make sure all of the settings values are correct. To exit out of this screen you can use the menu bar indicated below in red.



File View Options Help Click here for session information

Approval Process Setup
This section of KanDis will allow you to make changes to the approval workflow for your entire district.

District Approval Settings

The following is a list of the current approval process setup for your district.

If you would like to make changes, click **Edit**.

Setting Value	Setting Description
True	Is individual incident approval required at the District level?
School Administrator	When data entry is complete, should individual incidents be escalated to the School Administrator or the District Administrator?
False	Can an individual school see incidents from other schools within the district?
True	Can Data Entry users see incidents that have been sent to Admin for approval?

Edit

B. Submitting an Incident for Approval

Before submitting any incidents for approval, read the following:

If you are a first time, data entry level user on either the school or district level, check with your school and district administrators that all of the necessary approval settings have been set before you submit any incidents for approval.

Note: Submitting incidents before the approval settings are in place will affect your ability to successfully submit and track incidents in KAN-DIS.

Administrator level users only: For more information on how to set approval settings see the Setting Approval Preferences section of this document.

To submit an incident for school level approval, first you will need to select the incident you wish to submit by placing a checkmark in the box to the left of the incident's title shown below in blue. Click on the Send button to access a drop down menu. Here you may choose to send ALL or SELECTED. Clicking ALL will send all of the incidents in your "My Incidents" window pane for school approval except any that are red-flagged due to errors. Clicking SELECTED will only send the incidents you have selected with a checkmark. This is shown below in red.

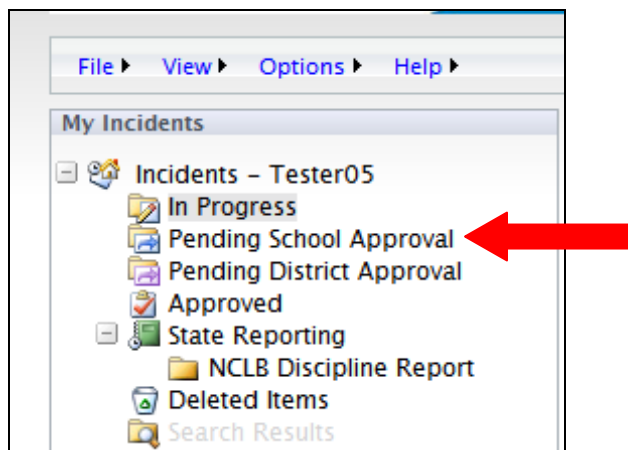
The screenshot displays the KAN-DIS web application interface. At the top, the header reads "Education Kansas State Department of Education". Below this, a user information bar shows: "My User Name: Tester19", "My User Type: SchoolAdministrator", "My District ID: D0499", and "My Building ID: 8268 - Spring Grove Primary Center". Navigation links for "File", "View", "Options", and "Help" are present.

The main content area is titled "My Incidents". On the left is a sidebar with a tree view containing: "Incidents - Tester19", "In Progress", "Pending School Approval", "Pending District Approval", "Approved", "Deleted Items", and "Search Results".




The central pane shows a table of incidents. Above the table are buttons for "New", "Remove", and "Send". The "Send" button is circled in red, and its dropdown menu is open, showing "All" and "Selected" options. The "Selected" option is highlighted in yellow. Below the table, the "Food fight" row is highlighted in blue, and its checkbox is circled in blue. The "Cafeteria Vandalism" row has an unchecked checkbox.

Incident Title	Date	School Year	Date Created	Created By
Drugs found in locker	08/04/2008	2009	08/25/2008 03:30	Tester19
Bullying in parking lot	08/08/2008	2009	08/25/2008 03:32	Tester19
Food fight	08/11/2008	2009	08/25/2008 03:29	Tester19
Cafeteria Vandalism	08/13/2008	2009	08/25/2008 03:28	Tester19

You may check to see that the incident you selected has been submitted for school approval by clicking on the Pending School Approval or the Pending District Approval folder.



Below you can see the incident submitted for school approval highlighted in blue. To the left of the box you will see a green report button, circled in red below. Clicking on the green report button will allow you to view an Incident Report for that incident. Only authorized users will be able to edit or revise an incident once it has been submitted for approval.

Kansas State Department of Education					
My User Type: SchoolAdministrator My District ID: D0499 My Building ID: 8268 - Spring Grove Primary Center					
<div> <div>New</div> <div>Click here to select a year: 2009</div> <div>Search</div> </div>					
Drag a column header here to group by that column					
	Incident Title	Date	School Year	Date Created	Created By
	Drugs found in locker	08/04/2008	2009	08/25/2008 03:30	Tester19
	Can you see me?	08/11/2008	2009	08/13/2008 02:50	Tester01
	Cafeteria Vandalism	08/13/2008	2009	08/25/2008 03:28	Tester19

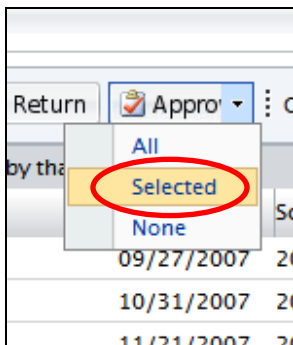
C. Approving an Incident

Depending on the individual school and district preferences for a school, the user may not have access to all user levels of KAN-DIS. Some schools are not required to have district approval and would not need to submit incidents beyond the school level. For further instructions regarding the various user levels in KAN-DIS, see the User Level definitions page in the Terms and Definitions section of this document.

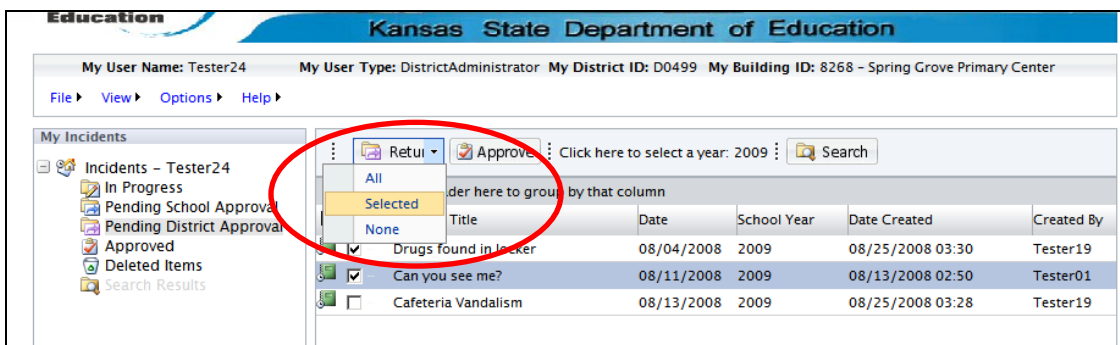
School Administrator Level

When a school administrator level user logs into KAN-DIS, they have the ability to edit an incident, return an incident to the data entry level, or approve the incident. Approving an incident sends the incident to the district level if district level approval is required. The user approves an incident by

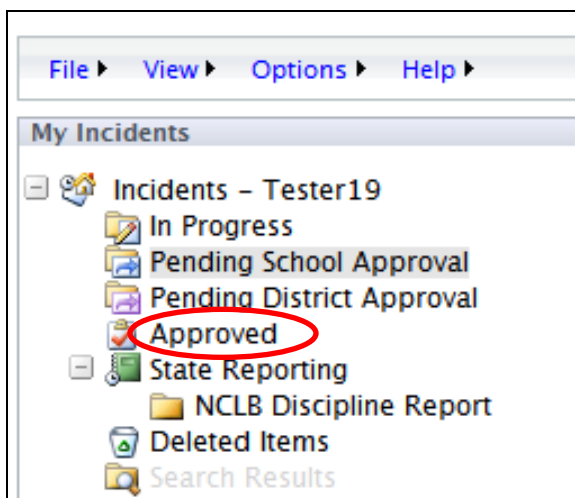
placing a checkmark to the left of the title of the incident and clicking on the Approve button and choosing ALL or SELECTED. The incident selected will be sent to the next level of approval or if the user is the last to approve the incident, the incident will be moved to the Approved folder.



On the school administrator level, the user can return incidents to the data entry level by placing a checkmark in the box to the left of the title of the incident and clicking on the Return button and choosing ALL or SELECTED. The incidents selected will return to the In Progress folder to wait editing.



The school administrator can either edit the incident directly using the steps outlined previously, or have the data entry level user edit and resubmit the incident for approval. If district level approval is not required, approving an incident at the school administrator level moves the incident to the approved folder and the incident can no longer be edited. Only incidents appearing in the approved folder will populate into the NCLB/IDEA aggregate reports.



District Administrator Level

If district level approval is required, approving an incident on the school administrator level submits the incident for district approval. On the district level, the approval process is the same as that for a school administrator level. Any incident can be returned or approved. Incidents approved at the district level are moved to the Approved folder. Incidents returned are moved to the In Progress folder. District Administrative users cannot edit incidents.

Depending upon the approval settings for each school/district, the approval process may differ from the images and basic process outlined here. For more information regarding approval settings, see the [Setting Approval Preferences](#) section of this document.

Appendices

KAN-DIS Help Resources

KAN-DIS Project Website: The KAN-DIS website (www.ksde.org/kandis) contains documents, definitions, and FAQs related to KAN-DIS. The website also contains a schedule for the KAN-DIS conference calls where announcements are shared and users can ask any KAN-DIS related questions.

KAN-DIS Listserv: Once you have been approved for access to the application, you will be added to the KAN-DIS email listserv and you will receive important updates regarding KAN-DIS.

KAN-DIS FAQs: Questions about KAN-DIS may be directed to the email account: kandis@ksde.org.

KSDE Help Desk: If you are working in the application and are encountering a problem with the software application, you can call our KSDE Help Desk at 785-296-7935.

Chapter 72. Schools

[Article 89B](#). School Safety and Security Act

→ **72-89b03. Information regarding identity of specified pupils, disclosure requirements; criminal acts, reports to law enforcement agencies and state board of education; school safety and security policies, availability; civil liability, immunity**

(a) If a school employee has information that a pupil is a pupil to whom the provisions of this subsection apply, the school employee shall report such information and identify the pupil to the superintendent of schools. The superintendent of schools shall investigate the matter and, upon determining that the identified pupil is a pupil to whom the provisions of this subsection apply, shall provide the reported information and identify the pupil to all school employees who are directly involved or likely to be directly involved in teaching or providing other school related services to the pupil. The provisions of this subsection apply to:

- (1) Any pupil who has been expelled for the reason provided by subsection (c) of [K.S.A. 72-8901](#), and amendments thereto, for conduct which endangers the safety of others;
- (2) any pupil who has been expelled for the reason provided by subsection (d) of [K.S.A. 72-8901](#), and amendments thereto;
- (3) any pupil who has been expelled under a policy adopted pursuant to [K.S.A. 72-89a02](#), and amendments thereto;
- (4) any pupil who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony under the laws of Kansas or the state where the offense was committed, except any pupil adjudicated as a juvenile offender for a felony theft offense involving no direct threat to human life; and
- (5) any pupil who has been tried and convicted as an adult of any felony, except any pupil convicted of a felony theft crime involving no direct threat to human life.

A school employee and the superintendent of schools shall not be required to report information concerning a pupil specified in this subsection if the expulsion, adjudication as a juvenile offender or conviction of a felony occurred more than 365 days prior to the school employee's report to the superintendent of schools.

(b) Each board of education shall adopt a policy that includes:

- (1) A requirement that an immediate report be made to the appropriate state or local law enforcement agency by or on behalf of any school employee who knows or has reason to believe that an act has been committed at school, on school property, or at a school supervised activity and that **the act involved conduct which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons;** and
- (2) the procedures for making such a report.

(c) School employees shall not be subject to the provisions of subsection (b) of [K.S.A. 72-89b04](#) and

amendments thereto if:

- (1) They follow the procedures from a policy adopted pursuant to the provisions of subsection (b); or
- (2) their board of education fails to adopt such policy.

(d) Each board of education shall annually compile and report to the state board of education at least the following information relating to school safety and security: The types and frequency of criminal acts that are required to be reported pursuant to the provisions of subsection (b), disaggregated by occurrences at school, on school property and at school supervised activities. The report shall be incorporated into and become part of the current report required under the quality performance accreditation system.

(e) Each board of education shall make available to pupils and their parents, to school employees and, upon request, to others, district policies and reports concerning school safety and security, except that the provisions of this subsection shall not apply to reports made by a superintendent of schools and school employees pursuant to subsection (a).

(f) Nothing in this section shall be construed or operate in any manner so as to prevent any school employee from reporting criminal acts to school officials and to appropriate state and local law enforcement agencies.

(g) The state board of education shall extract the information relating to school safety and security from the quality performance accreditation report and transmit the information to the governor, the legislature, the attorney general, the secretary of health and environment, the secretary of social and rehabilitation services and the commissioner of juvenile justice.

(h) No board of education, member of any such board, superintendent of schools or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omissions in complying with the requirements or provisions of the Kansas school safety and security act.

CREDIT(S)

[Laws 1995, ch. 123, § 3](#); [Laws 1996, ch. 87, § 2](#); [Laws 1998, ch. 171, § 4](#); [Laws 1999, ch. 116, § 47](#).

LIBRARY REFERENCES

[Schools](#)  [171](#).

Westlaw Topic No. [345k171](#).

[C.J.S. Schools and School Districts § 793](#).

K. S. A. 72-89b03, KS ST 72-89b03

Current through 2010 regular session

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If you have any suggestions or corrections for this manual,
please contact Teresa L. White at: twhite@ksde.org