

Synergy SISTM

State of Kansas Reporting Administrator and User Guide



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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

| Date | Volume | Edition | Revision | Content |
|---------------|--------|---------|----------|---|
| November 2011 | 1 | 1 | 1 | <ul style="list-style-type: none"> Initial release of this document |
| June 2012 | 1 | 1 | 2 | <ul style="list-style-type: none"> Updated the District State Requirements Modified the Summer Withdrawals explanation Added the District Discipline Code Setup section Added the following lookup tables: Course Types, Funding Source, Instructional Level, SCED Subject Area, Subject Area Lookup, Vocational Educational Type, Summer Withdrawal Code, Incident Context, Incident Location, Incident Role, and Relation to School Added the District Course Data Entry chapter Added the Course Section Data Entry chapter Added the Incidents Data Entry chapter Added the following sections to the Reports chapter: Student Course (SCRS) Collection, Course Walk Extract, and , Kansas Discipline Incident Extract Added the following sections to the Extract File Mapping chapter: SCRS — Student Course Collection, Course Walk Extract, and Kansas Discipline Incident Extract |

| Date | Volume | Edition | Revision | Content |
|---------------|--------|---------|----------|---|
| | | | | <ul style="list-style-type: none"> Added the following sections to the Calculations chapter: SCRS Collection Field Calculations, KCCMS Extract Field Calculations, and , Kansas Discipline Incident Extract Field Calculations |
| November 2012 | 1 | 1 | 3 | <ul style="list-style-type: none"> Updated the District State Requirements <ul style="list-style-type: none"> Added the Assessment Definition Requirements Added the District Setup – System Tab section Updated the State Requirements: <ul style="list-style-type: none"> Removed the Test Sorts section from the State Requirements screen; these fields were moved to the State tab of the Student.KS screen. Added the Assessment Definition requirements Added the following K12.CourseInfo.KS Lookup Table <ul style="list-style-type: none"> Local Subject Area Added the following K12.Enrollment Lookup Table <ul style="list-style-type: none"> SrUserDd06 (Neighborhood Building Identifier) Added the following K12.ProgramInfo.KS Lookup Tables <ul style="list-style-type: none"> Disability Code Eligibility Code Frequency Code Placement Code Setting Code Status Code Added the following K12.Discipline Lookup Tables: <ul style="list-style-type: none"> Modification |

| Date | Volume | Edition | Revision | Content |
|------|--------|---------|----------|---|
| | | | | <ul style="list-style-type: none"> Offender Motivation Added the following K12.DisciplineInfo Lookup Table: <ul style="list-style-type: none"> Referrer Type Modified the following lookup tables: <ul style="list-style-type: none"> Summer Withdrawal Lookup Table section: Added a comment that the user should use valid state Exit/Withdrawal codes to define the Summer Withdrawal Lookup Table. Grade Lookup Table: Changed the 03 code description to 5 Yr-Old and Older Preschooler; Added instructions to define three separate Kindergarten grade levels for AM, PM, and Full-day Kindergarten, each assigned a state code value of 05; Added additional instructions to assign an Alt Code 3 value equal to F to the Full-Day Kindergarten code to properly extract the All Day Kindergarten field value on the KAN-Service Extract. SrUserCode02 (State Mathematics Assessment) Lookup Table: Added the following values: D – General – KCA/English/Braille/Hard of Hearing and E – KAMM – KCA/English/Braille/Hard of Hearing. Added the following phrase to the second paragraph: “...for students in grades 08 through 16.” SrUserCode03 (State Reading Assessment) Lookup Table: Added the following values: D – |

| Date | Volume | Edition | Revision | Content |
|------|--------|---------|----------|--|
| | | | | <p>General – KCA/English/Braille/Hard of Hearing and E – KAMM – KCA/English/Braille/Hard of Hearing. Added the following phrase to the second paragraph: “...for students in grades 08 through 16.”</p> <ul style="list-style-type: none"> • SrUserCode04 (K-8 State Science Assessment) Lookup Table: Added the following values: D – General – KCA/English/Braille/Hard of Hearing and E – KAMM – KCA/English/Braille/Hard of Hearing. • SrUserCode05 (HS State Life Science Assessment) Lookup Table: Added the following values: D – General – KCA/English/Braille/Hard of Hearing and E – KAMM – KCA/English/Braille/Hard of Hearing. Added the following phrase to the second paragraph: “...for students in grades 14 through 16.” • SrUserCode06 (HS State Physical Science Assessment) Lookup Table: Added the following values: D – General – KCA/English/Braille/Hard of Hearing and E – KAMM – KCA/English/Braille/Hard of Hearing. Added the following phrase to the second paragraph: “...for students in grades 14 through 16.” • SrUserCode07 (K-8 State History/Gov. Assessment) Lookup Table: This test is not offered in the 2012 school year. Removed all state code values except “blank” |

| Date | Volume | Edition | Revision | Content |
|------|--------|---------|----------|--|
| | | | | <ul style="list-style-type: none"> • SrUserCode08 (HS State History/Gov. Assessment: World Focus) Lookup Table: Added the following values: D – General – KCA/English/Braille/Hard of Hearing and E – KAMM – KCA/English/Braille/Hard of Hearing. Added the following phrase to the second paragraph: "...for students in grades 14 through 16." • SrUserCode09 (HS State History/Gov. Assessment: U.S. Focus) Lookup Table: Added the following values: D – General – KCA/English/Braille/Hard of Hearing and E – KAMM – KCA/English/Braille/Hard of Hearing. Added the following phrase to the second paragraph: "...for students in grades 14 through 16." • SrUserCode10 (State Writing Assessment) Lookup Table: Added the appropriate state codes. Added the following phrase to the fourth paragraph: "...for students in grades 10, 13, and 16." • SrUserCode11 (KELPA) Lookup Table: Modified the code 2 description. • Leave Code Lookup Table: Removed state code 9 – Completed school with other credentials; Added state code 22 – Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transactional services deemed necessary by the IEP team; Added additional |

| Date | Volume | Edition | Revision | Content |
|------|--------|---------|----------|--|
| | | | | <p>validation for code 29—if Post-Graduation Plans equals 3, then Exit/Withdrawal Type (Leave Code) must equal 22.</p> <ul style="list-style-type: none"> • Post Graduation Plans Lookup Table: Added state code 9 – Receiving special education transition services; Added validation for state code 9—if Exit/Withdrawal Type (Leave Code) equals 22, then Post Graduation Plans must equal 9. • Primary Disability Lookup Table: Replaced MR – Mental Retardation state code with ID – Intellectual Disability state code. • ELL Program Code Lookup Table: Modified state code 5 description to include the following example: “Example: The district is still obligated to provide ESOL support even if a parent has submitted a waiver that prevents their child from receiving ESOL services.” • Served with At Risk Funds Lookup Table: Revised the state code 1 description; removed state codes 2 and 3. • Title I SES Providers Lookup Table: Revised the state code values • Added the Department field to the District Course screen, Course tab field table. • Modified the Student.KS screen, Enrollment tab section: <ul style="list-style-type: none"> • Modified the AYP/APA field • Added the Neighborhood field • Modified the Student.KS screen, |

| Date | Volume | Edition | Revision | Content |
|------|--------|---------|----------|--|
| | | | | <p>State tab section:</p> <ul style="list-style-type: none"> • Renamed the Ten Mile Law field to Non Resident Transportation • Added the Test Sorts figure and field definitions • Added the Spoken by Adults at Home field to the English Language Learners, ELL tab field definition table • Added the SE Student Screen Data Entry chapter • Modified the Special Ed Student Services.KS Screen Data Entry chapter <ul style="list-style-type: none"> • Added the Services Tab – KAN-Serv Data Grid and Services Tab – KAN-Serv Services Detail sections. These tabs contain the fields extracted for the KAN-Service Extract. • Replaced the Special Ed Student Services section with the Disabilities tab section. This tab contains the fields extracted for the KIDS Collection extracts. • Added Chapter Fifteen – Imports. • Modified Chapter Sixteen – Reports <ul style="list-style-type: none"> • Renamed the SCRS Student Course Extract to STCO Student Course Extract to comply with Kansas state requirements • Renamed the Course Walk Extract to KCCMS • Added the KAN-Service Extract Report process • Added the following fields to the KIDS Collection TEST record: <ul style="list-style-type: none"> • D65: High School Life |

| Date | Volume | Edition | Revision | Content |
|------|--------|---------|----------|---|
| | | | | <p>Science Grouping Indicator 1</p> <ul style="list-style-type: none"> • D66: High School Life Science Grouping Indicator 2 • D67: High School Physical Science Grouping Indicator 1 • D68: High School Physical Science Grouping Indicator 2 • D71: High School History/Gov: World Focus Grouping Indicator 1 • D72 High School History/Gov: World Focus Grouping Indicator 2 • D73: High School History/Gov: US Focus Grouping Indicator 1 • D74: High School History/Gov: US Focus Grouping Indicator 2 <ul style="list-style-type: none"> • Renumbered the KIDS Collection extract fields to match the new state file layout. • Changed the status of the following fields from the KIDS Collection ASGT file to required: <ul style="list-style-type: none"> • D32: Primary Disability Code • D33: Gifted Student Code • D40: ESOL Program Participation Code • Changed the status following fields from the KIDS Collection EXIT file to required: <ul style="list-style-type: none"> • D3: Residence District • D15: Funding School Identifier • D16: Attendance School Identifier • Removed the following fields from all applicable KIDS Collection Extracts: <ul style="list-style-type: none"> • D12: SSN • D35: Special Education Program Ending Date |

| Date | Volume | Edition | Revision | Content |
|------|--------|---------|----------|---|
| | | | | <ul style="list-style-type: none"> • D43: ESOL Program Ending date • D45: Career and Technical Education Student • Renamed the SCRS Extract to STCO Extract • Modified the STCO Extract File Layout • Renamed the Course Walk Extract to KCCMS • Added the KAN_Service Import and Extract. • Modified the D43: Title I Participation field calculation for the KIDS Collection Extract |

CONVENTIONS USED IN THIS MANUAL

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.



Tip – Suggests advanced techniques or alternative ways of approaching the subject.



Note – Provides additional information or expands on the topic at hand.



Reference – Refers to another source of information, such as another manual or website



Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



Caution: The Edupoint family of software does not support the use of pop-up blockers. Please disable any pop-up blockers (also known as pop-up ad blockers) on the system before logging into any Edupoint product.

Chapter One: INSTALLATION

In this chapter, the following topics are covered:

- ▶ Recommended systems configuration
- ▶ How to download the latest release
- ▶ Pre-installation preparation
- ▶ Software installation steps

Synergy SIS SOFTWARE INSTALLATIONS

Follow these steps to install the Kansas State Reporting software for Synergy SIS.



Note: After installing a new Synergy SIS release it may be necessary to deploy the latest state patch.

Deploy All Patches

1. In your local **Services** start the service **Remote Registry**.
 - Select **Control Panel > System and Security > Administrative Tools**.
 - Scroll down to locate **Remote Registry**.
 - Right-click to **Stop and Restart the service**.
2. Open the **RT Dashboard**.
 - Select **Start > Programs > Edupoint > RT Dashboard**
 - Right-click **RT Servers**, and then choose **Click Deployment Assistant....**
 - Click **Check All** to select all servers.
 - Click **Choose Files**.
3. Select the file location of the patch (the directory to which the zip files were extracted, i.e., C:\XXSRC_YY_MM_#; where XX is the state abbreviation, YY is the year, MM is the month and # is the number of the release).
4. Select **Files of type – All Files**.
5. Choose all files in the folder.
6. Click **Open**.
 - Click **Deploy**.
 - Check the log file to make sure that “Server data committed” is displayed at the end of the log.

Restart IIS

Use one of these methods to restart IIS:

- On the Command Prompt
 1. Click **Start > Run**, type **cmd**, and click **OK** to open the Command Prompt.
 2. Type **iisreset /restart** and press **Enter**.
- In the Control Panel
 1. Go to **Control Panel > System and Security > Administrative Tools** and double-click **Services**.
 2. Scroll down to locate IIS Admin Services.
 3. Right-click to Stop and Restart the service.

GETTING STARTED AFTER INSTALLATION

After successfully installing the Synergy SIS State Reporting software, your administrator must complete the following action:

Change State CTDS Code Field

On the Organization Screen, change the State CTDS Code field label to State School Code.

1. Click **Synergy SIS > Setup > Property Override** to open the Property Override screen.
2. Click **K12 > School > State School Code**. Drag the scroll bar to the top of the screen to view the entry fields.
3. Type “**State School Code**” in the **Label** field.
4. Type “**State School Code**” in the **Short Label** field.
5. Click the **Save** button to save the change.
6. Go to **Synergy SIS > Setup > Organization** to verify that the change was made.

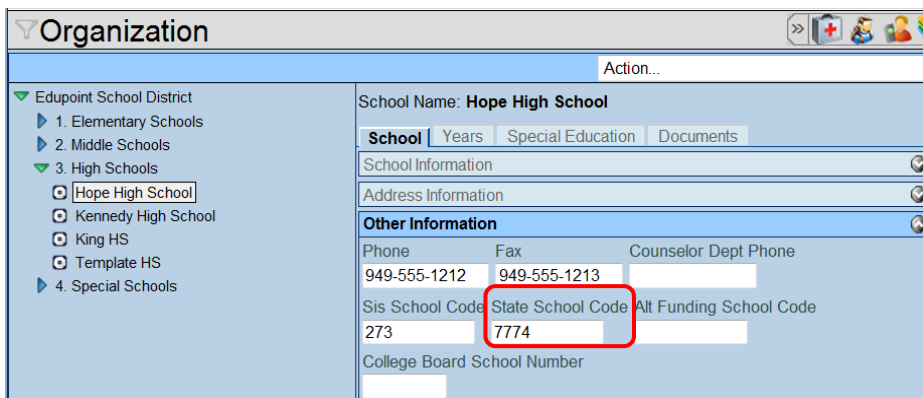
The screenshot shows the 'Organization' screen with the 'School' tab selected. The 'Other Information' section is expanded, showing fields for Phone, Fax, Counselor Dept Phone, Sis School Code, State School Code, and Alt Funding School Code. The 'State School Code' field is highlighted with a red box and contains the value '7774'. The 'Sis School Code' field contains '273'. The 'Phone' field contains '949-555-1212' and the 'Fax' field contains '949-555-1213'. The 'Counselor Dept Phone' field is empty. The 'College Board School Number' field is also empty. The left sidebar shows a tree view of the organization structure, with 'Hope High School' selected under 'High Schools'.

Figure 1 – Organization screen, School tab, Other Information

Change the Offender Referral Field Label

On the Incidents screen, Participants tab, Other Involved Person grid, change the Offender Referral label to Offender/Victim Referral.

1. Click **Synergy SIS > Setup > Property Override** to open the Property Override screen.
2. Click **K12 > K12.DisciplineInfo > StudentNonIncidentDiscipline > OffenderReferrals**. Drag the scroll bar to the top of the screen to view the entry fields.
3. Type “Offender/Victim Referral” in the **Label** field.
4. Type “Offender/Victim Referral” in the **Short Label** field.
5. Click the **Save** button to save the change.
6. Go to **Synergy SIS > Discipline Incident > Incidents > Participants > Other Involved Person > Details** to verify that the change was made.

The screenshot shows the 'Incidents' screen with the 'Participants' tab selected. Under the 'Other Involved Persons' section, a grid lists participants, with 'Jones' selected. The 'Incident Information' section is expanded, showing fields for 'Injury Description', 'Incident Role' (set to 'Victim'), and 'Offender/Victim Referrals'. The 'Offender/Victim Referrals' field is highlighted with a red box, indicating the location where the label change should be made.

Figure 2 – Incidents screen, Participants tab, Other Involved Persons grid, Incident Information

ACCESSING THE KANSAS REPORTING SCREENS

The **KS** folder of the Synergy SIS menu (also known as the PAD tree) includes the **KIDS Collection** screen, as well as its associated reports and setup screens. The KIDS Collection screen is discussed in Chapter 3, [Setup and Configuration](#), beginning on [page 27](#) of this guide.

The setup and configuration required for the KIDS Collection screen is discussed in Chapter 2 of this guide.

To access the **KS folder**:

1. Open the **Synergy SIS Navigation Tree** by clicking on the **Tree** button at the top of the page.



Figure 3 – Synergy SIS Navigation Tree

2. Expand the Synergy SIS folder by clicking on the **blue triangle pointing right**, next to the word Synergy SIS. Once clicked, the triangle will turn green and point downward.



Figure 4 – Synergy SIS Folder

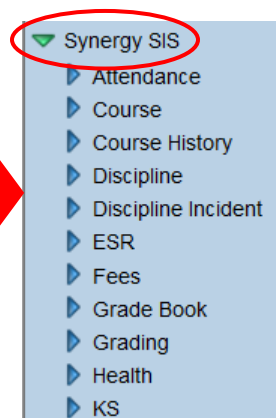


Figure 5 – Synergy SIS Folder Expanded

- Under the Synergy SIS folder, open the **KS** folder by clicking on the blue triangle pointing right, next to the words **KS**. Once clicked, the triangle will turn green and point downward.

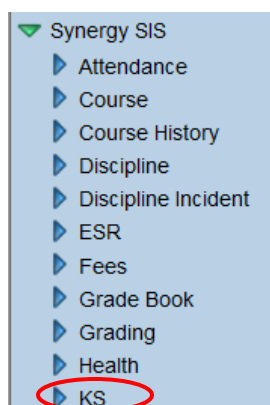


Figure 6 – KS Folder

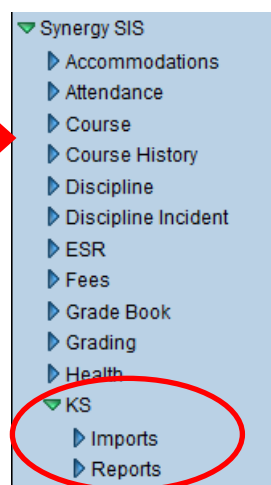


Figure 7 – KS Folder Expanded



Note: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using “>”. The example above would be indicated as Synergy SIS > KS. This would mean go to the Navigation Tree, click on the Synergy SIS folder, and then click on the KS folder.

Chapter Two: SETUP AND CONFIGURATION

In this chapter, the following topics are covered:

- ▶ Setup required for Kansas State Reporting

ORGANIZATION SETUP

Verify correct entry of the County, District and School numbers. The Organization screen is used to define the district structure within Synergy SIS. Each school is assigned a Kansas School code known as the AYP/QPA School Identifier. The AYP/QPA School Identifier codes are used to ensure the data to the correct school within the district.

The County Code value is extracted only for the KAN-Service Extract.

Organization — District

1. Navigate to the **Synergy SIS > System > Setup > Organization Screen**.
2. From the **Organization** screen, click the district to be updated.
3. In the **District Number** field, verify the district number is correct.
4. In the County Code field, verify that the county code matches the alphabetical abbreviation for the county.

Organization Name: **Edupoint School District**

District Special Education

District Setup Options

District Information

Organization Name: Edupoint School District

District Number: 229

Alt ID:

Superintendent's Name:

Superintendent's Title:

County Code: AL

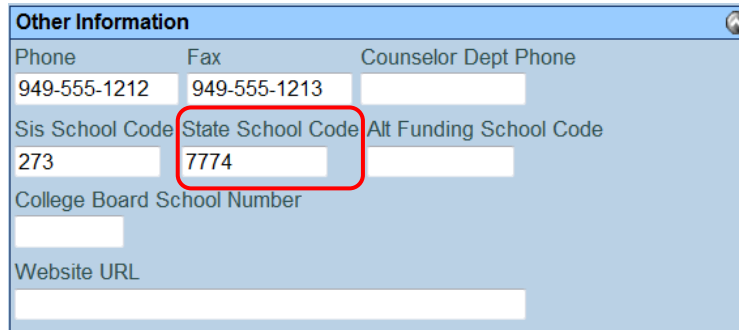
County:

Figure 8 – Organization, District Setup

Organization — School

Prior to entering the State School Code your system administrator should change the State CTDS Code field label to State School Code.

1. Navigate to the **Synergy SIS > System > Setup > Organization Screen**.
2. From the **Organization** screen, select the appropriate school to be updated.
3. Verify the 4-digit **State School Code** is correctly entered.



| Phone | Fax | Counselor Dept Phone |
|-----------------------------|-------------------|-------------------------|
| 949-555-1212 | 949-555-1213 | |
| Sis School Code | State School Code | Alt Funding School Code |
| 273 | 7774 | |
| College Board School Number | | |
| | | |
| Website URL | | |
| | | |


Figure 9 – Organization, School Setup

4. Repeat this step for each school in the district.

Organization — Hiding Schools From Use

Select the **Hide Organization from General Use** check box to remove a school from the School Chooser on the State Reporting interface screens and any other screen on which the School Chooser is available. Use this option only for schools that are closed so that they do not show on the School Chooser list.

1. Navigate to **Synergy SIS > System > Setup > Organization**.
2. From the **Organization** screen, select the appropriate school to be updated.
3. In the **Other Information** section click to select the **Hide Organization from General Use** check box.



| Phone | Fax | Counselor Dept Phone |
|--|-----------------|-------------------------|
| 949-833-2900 | | |
| Sis School Code | State CTDS Code | Alt Funding School Code |
| 258 | | |
| Website URL | | |
| http://www.edupoint.com | | |
| <input checked="" type="checkbox"/> Live In Genesis <input type="checkbox"/> Hide Organization From General Use | | |
| Central Print ID | | |
| to update this value, change State CTDS Code. | | |
| | | |

Figure 10 – Organization, School Setup

DISTRICT SETUP

Define the following parameters in the District Setup screen.

Current School Year

The Current School Year is used to calculate the School Year for the KIDS Collection, including the STCO extract.

1. Navigate to **Synergy SIS > System > Setup > District Setup Screen > Options** tab.
2. In the **Current System Year** section, click to select the **Current Year**.

The screenshot shows the 'District Setup' window with the 'Options' tab selected. The window has a title bar 'District Setup' and a toolbar with icons. Below the title bar is a tabbed interface with 'Options', 'System', 'Grade Setup', 'Teacher/VUE', 'Labels', 'Auto-Sequence', 'Reports', 'Waivers', and 'Mobile Apps'. The 'Options' tab is active and contains several sections:

- Current System Year**: A section with a 'Current Year' dropdown menu set to '2011-2012' and a 'Base Year' text box containing '2006'.
- Year Permissions**: A section with three columns: 'Previous Year(s) Permission', 'Current Year Permission', and 'Next Year(s) Permission'. Each column has a dropdown menu set to 'Update'.
- Summer School**: A section with two columns: 'Summer School Year' and 'Summer School Type', both with dropdown menus.
- Organization Year Tree**: A section with a list of years (2006, 2007, 2008) and an 'Action...' button.

Figure 11 – District Setup, Options tab

District Setup – System Tab

Set the following indicators on the System tab of the District Setup screen.

Show District of Residence as Lookup

Select the Show District of Residence as Lookup setting to allow users to select the District of Residence from a lookup list.

1. Navigate to **Synergy SIS > System > Setup > District Setup Screen > System tab**.
2. Click to select Show District of Residence as Lookup check box.

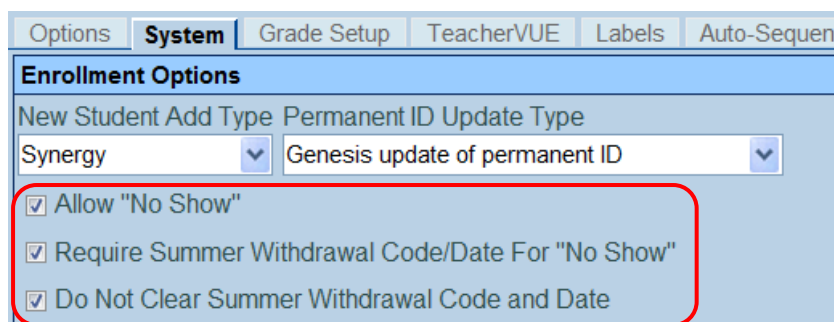
The screenshot shows the 'District Setup' window with the 'System' tab selected. On the left, there are several unchecked checkboxes: 'Delete Course Requests on No Show and Inactivate', 'Delete New Year Enrollment on No Show of Student in Current Year', 'Keep Concurrent Enrollment On Inactivate Student', 'Require Withdrawal Reason Code', 'Allow Simple Delete of Enrollment', and 'Disable New Year Activation'. Below these is a 'Withdrawal Reason Text' field and a 'New Year Def used when adding new students' dropdown. On the right, there are dropdowns for 'Default SPED Exit Code' (set to '5-Moved, known to be continuing') and 'Default GATE Exit Reason' (set to '6-End of school year'). Below these are several checkboxes: 'Use Grid For Transportation Requirements', 'Force one race to be selected even if Hispanic', 'Show District Of Residence as Lookup' (which is checked and highlighted with a red rectangle), 'Show Non-District School Lookup As A Find View', and 'Require Find Before Adding New Parents'.

Figure 12 – District Setup, System tab

Allowing No-Shows

Select the Allow “No Show” setting to collect leave codes and leave dates for students who are No Shows. A No Show student is a student that enrolled but never attended a school in the district. Follow the normal process to inactivate a student that was enrolled in the district. .

1. Navigate to **Synergy SIS > System > Setup > District Setup Screen > System** tab.
2. Click to select the following check boxes:
 - Allow “No Show” check box.
 - Require Summer Withdrawal Code/Date for “No Show”
 - Do Not Clear Summer Withdrawal Code and Date



The screenshot shows the 'System' tab of the 'District Setup' screen. Under the 'Enrollment Options' section, there are two dropdown menus: 'New Student Add Type' set to 'Synergy' and 'Permanent ID Update Type' set to 'Genesis update of permanent ID'. Below these, three checkboxes are visible and checked: 'Allow "No Show"', 'Require Summer Withdrawal Code/Date For "No Show"', and 'Do Not Clear Summer Withdrawal Code and Date'. These three checkboxes are enclosed in a red rectangular box.

Figure 13 – District Setup, System tab

Summer Withdrawals

Students who finished the previous school year in the district but do not return for the new school year are considered Summer Withdrawals. These students may have Enter Dates on or before the first day of school, if your school district follows this business practice.

The school district is required to track Summer Withdrawal Dates/Codes when a student who transferred during the summer is inactivated. However, the district is not required to track No Show students. A No Show student is a student that enrolled in your district over the summer but did not attend the school in the new school year. To exclude these No Show students from the state reports, the district must define a Summer Withdrawal Code for No Shows with a State Code equal to N in the K12.Demographics.Summer Withdrawal Code lookup table.

DISTRICT STATE REQUIREMENTS

Verify the following parameters are defined for the district:

- **District Entry Codes** — select the entry codes that indicate an entry or re-entry into the district.
- **Graduation Code** — select the leave code that indicates a student has graduated.
- **Incomplete Marks** — select the marks that indicate a student did not receive a grade in a course in which the student was enrolled.
- **Assessment Definitions** — add one assessment definition record for each type of assessment test to be reported to the state. Assessment definitions are extracted on the TEST Collection, which is part of the KIDS Collection. An assessment definition defines the method of delivery to students taking the assessment. The district-level assessment definition is extracted if the assessment methods are not defined at the state and/or student level.

These code selections apply to all schools in the district.

Defining the District Entry Codes, Graduation Code, and Incomplete Marks

1. Navigate to **Synergy SIS > System > Setup > District State Requirements**.
2. In the **District Entry Codes** section, click to select the check box that corresponds to an entry code that indicates entry or re-entry into the district. The District Entry Code is used to calculate the District Entry Date based on a student's enrollment history.
3. In the **Graduation Code** field, click to select the leave code that indicates a student has graduated. The Graduation Code is used to determine the Exit/Withdrawal Date for early graduates.
4. In the **Incomplete Marks** section, click to select each mark that indicates the student did not receive a grade in an enrolled course.

Organization Name: **Edupoint School District**

Options

District Entry Codes
Select all of the entry codes that indicate an entry or re-entry into the district

Entry Code
☒ E1 ☒ E2 ☐ E3 ☐ E4 ☐ E5 ☐ E6 ☐ E7 ☐ E8 ☐ E9 ☐ E10
☐ E11 ☐ E12 ☐ E13 ☐ E14 ☐ E15 ☐ E16 ☐ ER ☐ ET ☒ R1 ☒ R2
☐ R3 ☐ R4 ☐ R5 ☐ R6 ☐ R9 ☐ R10 ☐ R11 ☐ R12

Graduation
Select a leave code that indicates a student has graduated

Graduation Code
 8-Graduated with regular diploma

Incomplete Marks
Select all of the marks that indicate that a student did not earn a grade

Mark
☒ I ☐ F ☒ WF ☐ B- ☐ D+ ☐ C+ ☐ B ☐ B+ ☐ C ☐ C-
☐ A ☐ D- ☐ A- ☐ D ☐ A+

Figure 14 – District State Requirements

Defining Assessment Definitions at the District Level

Follow these steps to define an assessment definition for each assessment to be reported to the Kansas State Department of Education.

1. Navigate to **Synergy SIS > System > Setup > District State Requirements**.
2. In the **Assessment Definition** grid, click the **Add** button.
3. In the **Assessment Test Type** field, click the **Drop-down arrow** to select the type of assessment test.
4. Click the **Save** button to save the records.

The screenshot shows the 'District State Requirements' form. The 'Assessment Definition' grid is highlighted with a red box. It contains one row with 'Line' 1 and 'Assessment Test Type' set to 'Math'. The grid has columns for 'Line', 'School Year', 'Grade Level', and 'Minutes Enrolled'. There are 'Add' and 'Show Detail' buttons to the right of the grid.

Figure 15 – District State Requirements, Assessment Definition grid

5. In the **Assessment Definition** grid, click to select an **Assessment Test Type** record, and then click the **Show Detail** button. The **Assessment Detail** grid displays.
6. Click the **Add** button.
7. In the **Grade** field, click the **Drop-down arrow** to select the grade level to which this test is administered.
8. In the **Assessment Method** field, click the **Drop-down arrow** to select the method of delivery for the assessment test.
9. Repeat steps 7 and 8 for each grade and assessment method that pertains to the assessment definition.
10. Click the **Save** button to save the records.

The screenshot shows the 'Assessment Definition' form with the 'Assessment Detail' grid highlighted by a red box. The 'Test Type' is 'Math'. The 'Assessment Detail' grid has columns for 'Line', 'Grade', and 'Assessment Method'. It contains two rows: Line 1 with Grade 08 and Line 2 with Grade 11, both with the method '1-General - Paper/English'. There are 'Add' and 'Hide Detail' buttons to the right of the grid.

Figure 16 – District State Requirements, Assessment Detail grid

SCHOOL SETUP

Define the following parameters in the School Setup screen.

Exclude From State Reporting

If a school is not eligible for state funding or should be excluded from Kansas State reporting requirements, use the Exclude from State Reporting check box to exclude that school from the state reporting process.

1. Navigate to **Synergy SIS > System > Setup > School Setup > Basic Info** tab.
2. From the **Organization** screen, select the appropriate school to be updated.
3. From the **Other Info** section, click to select the **Exclude from State Reporting** check box.

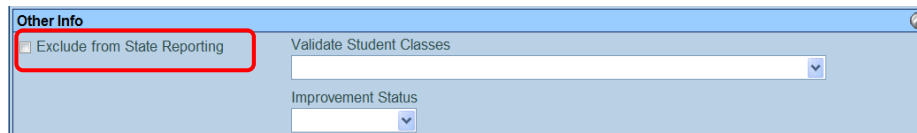
The screenshot shows a software interface titled "Other Info". On the left, there is a checkbox labeled "Exclude from State Reporting" which is currently unchecked. To its right, there is a text input field labeled "Validate Student Classes" with a dropdown arrow on the right side. Below these, there is another text input field labeled "Improvement Status" with a dropdown arrow on the right side. The "Exclude from State Reporting" checkbox is highlighted with a red rectangular border.

Figure 17 – School Setup , Other Options section





Note: When this box is selected, the school is excluded from all state reports.

STATE REQUIREMENTS

Define the following state requirement parameters:

- First and second semester term date ranges used in the truancy calculation.
- Assessment Definitions — add one assessment definition record for each type of assessment test to be reported to the state. Assessment definitions are extracted on the TEST Collection, which is part of the KIDS Collection. An assessment definition defines the method of delivery to students taking the assessment. The state-level assessment definition is extracted if the assessment method is not defined at the student level.

Term Setup

1. Select the school to be updated.
2. Navigate to **Synergy SIS** > System > Setup > State Requirements.
3. Under **Term Setup**, enter the following fields:
 - In the **Semester 1** section, click the **Calendar**  button to select the **Start Date** and **End Date** for the first semester; or type each date in M/D/YY format.
 - In the **Semester 2** section, click the **Calendar**  button to select the **Start Date** and **End Date** for the second semester; or type each date in M/D/YY format.

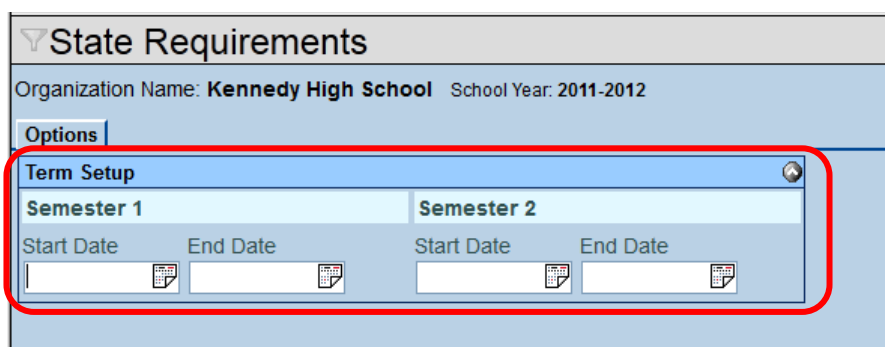


Figure 18 – State Requirements, Term Setup for Truancy Calculation

4. Repeat this process for each school in the district.

Defining Assessment Definitions at the State Level

Follow these steps to define an assessment definition for each assessment to be reported to the Kansas State Department of Education.

1. Navigate to **Synergy SIS > System > Setup > State Requirements**.
2. In the **Assessment Definition** grid, click the **Add** button.
3. In the **Assessment Test Type** field, click the **Drop-down arrow** to select the type of assessment test.
4. Click the **Save** button to save the records.

The screenshot shows the 'State Requirements' window for 'Kennedy High School' in the '2011-2012' school year. The 'Assessment Definition' grid is visible, showing a table with columns: Line, Meeting Day, Minutes Enrolled, and Assessment Test Type. A red box highlights the 'Add' button and the 'Assessment Test Type' field, which is currently set to 'K-8 Science'.

Figure 19 – State Requirements, Assessment Definition grid

5. In the **Assessment Definition** grid, click to select an **Assessment Test Type** record, and then click the **Show Detail** button. The **Assessment Detail** grid displays.
6. Click the **Add** button.
7. In the **Grade** field, click the **Drop-down arrow** to select the grade level to which this test is administered.
8. In the **Assessment Method** field, click the **Drop-down arrow** to select the method of delivery for the assessment test.
9. Repeat steps 7 and 8 for each grade and assessment method that pertains to the assessment definition.
10. Click the **Save** button to save the records.

The screenshot shows the 'State Requirements' window for 'Kennedy High School' in the '2011-2012' school year. The 'Assessment Definition' grid is visible, showing a table with columns: Line, Meeting Day, Minutes Enrolled, and Assessment Test Type. A red box highlights the 'Add' button and the 'Assessment Test Type' field, which is currently set to 'K-8 Science'.

Figure 20 – State Requirements, Assessment Detail grid

PROGRAM SETUP

Use the following screens to define programs required for state reporting.

- Needs/Programs Definition screen
- Special Ed Service Definition screen

Needs/Programs Definition

Use the Needs/Programs Definition screen to verify the Title I and Title III programs codes are defined.

To verify the Needs/Programs Definitions:

1. Navigate to **Synergy SIS > Student Programs > Setup > Needs/Programs Definition.**
2. Review the existing programs defined for your district and verify that these program codes are defined:
 - **T1 – Title I**
 - **T3 – Title III**
3. Verify that the following Program Levels are defined for the Title 1 program definition
 - **M – Math**
 - **R – Reading**
 - **O – Other**

Title I is used to calculate the Title I Supplemental Educational Services (SES) for each Title I student in the KIDS Collection extracts. Title III is used to calculate the values for an Immigrant student.

The following figure shows the T1 program code definition.

| Programs/Levels Definition | | | | | |
|--|-------------|--------------------------|--|----------------------|----------------------|
| State Code: T1 Description: Title1 | | | | | |
| Levels | | | | | |
| State Code | Description | School Based | | | |
| T1 | Title1 | <input type="checkbox"/> | | | |
| Options | | | | | |
| The Program is available for the following grades (blank means all) <input type="checkbox"/> All <input type="checkbox"/> None <input type="checkbox"/> Birth - 2 <input type="checkbox"/> Kindergarten <input type="checkbox"/> PreK3 <input type="checkbox"/> PreK4 <input type="checkbox"/> PreK5 <input type="checkbox"/> At Risk 4 year old <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> NG | | | | | |
| | | | Mass Update Student Program Options Closes At End Of Year <input type="checkbox"/> | | |
| Levels | | | | | |
| | | | <input type="button" value="Add"/> <input type="button" value="Show Detail"/> | | |
| Line | Limit Code | Limit Description | State Code | Valid Year Range | |
| | | | | Year Start | Year End |
| 1 | M | Math | M | <input type="text"/> | <input type="text"/> |
| 2 | O | Other | O | <input type="text"/> | <input type="text"/> |
| 3 | R | Reading | R | <input type="text"/> | <input type="text"/> |

Figure 21 – Needs/Programs Definition for T1 – Title I Program

The following figure shows the T3 program code definition.

Figure 22 – Needs/Programs Definition for T1 – Title III Program

Special Ed Service Definition

Use the Special Ed Service Definition screen to define the special education program codes.

1. Navigate to **Synergy SIS > Student Programs > Setup > Special Ed Service Definition**.
2. Review the existing special education programs defined for your district and verify that these program codes are defined:
 - Blank – None
 - AM – Autism
 - DB – Death/blindness
 - DD – Developmentally delayed (ages 3-9 only)
 - ED – Emotional disturbance
 - HI – Hearing impairment
 - ID – Intellectual disability
 - LD – Specific learning disability
 - MD – Multiple disabilities
 - OH – Other health impairment
 - OI – Orthopedic impairment
 - SL – Speech/language disability
 - TB – Traumatic brain injury
 - VI – Visual Impairment

The following figure shows the AM – Autism special education service program code definition.

| Line | Service Code | Service Description | State Code | Is Self Contained | Valid Year Range |
|------|--------------|--|------------|--------------------------|---------------------|
| | | | | | Year Start Year End |
| 1 | A | Outside Reg Class < 21% of the day (res) | A | <input type="checkbox"/> | Year Start Year End |
| 2 | B | Outside Reg Class for at least 21% but < 60% (res) | B | <input type="checkbox"/> | Year Start Year End |
| 3 | C | Outside Reg Class > 60% of the day (sc) | C | <input type="checkbox"/> | Year Start Year End |

Figure 23 – Special Ed Service Definition screen



Note: Service Codes and Service Descriptions are not required for state reporting. The State Code is the only value extracted.

DISTRICT DISCIPLINE CODE SETUP

Before reporting discipline incidents to the state, use the District Discipline Code Setup screen to identify the Incident Type Group and related Incident Type Classifier codes that the district is required to report to the Kansas Department of Education. These discipline incident codes are set up in the District Discipline Code Setup screen.

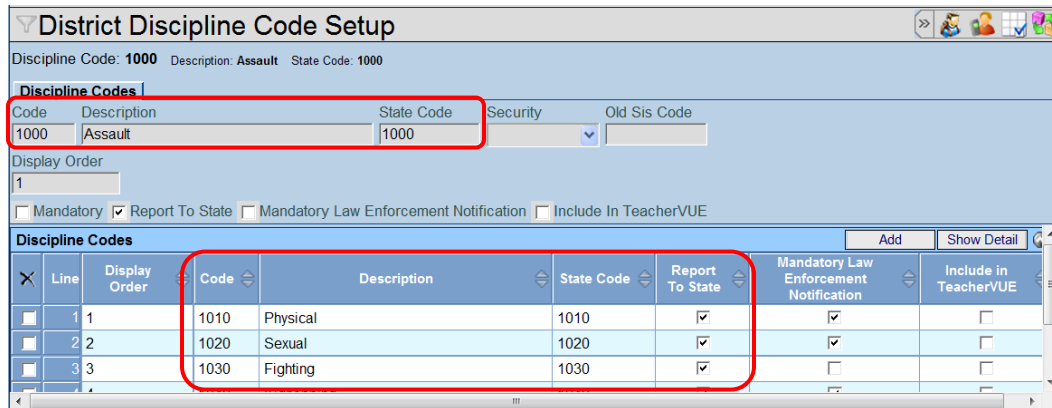
Refer to “KAN-DIS 2011-2012 Import File Specs v1.00” spreadsheet for a list of state-required discipline incident codes

To identify the state-required discipline incident codes:

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Discipline Code Setup**.
2. Review each discipline code (Incident Type Group) to verify that the following fields are complete, if the state requires you to report discipline records for that discipline code:
 - a. **State Code** — type the state-required value
 - b. **Report To State** check box — click to select this check box if this the district is required to report incidents for this discipline code to the state
3. In the **Discipline Codes** grid, verify that the Incident Type Classifier codes associated with the Incident Type Group (Discipline Code) are defined. Remember to include the **State Code** field value, **Report to State** check box, and **Mandatory Law Enforcement Notification** check box, if appropriate.
4. Click **Save** to save any changes.

5. If applicable, verify that the Weapon Codes are defined for each Incident Type Classifier Group.
 - a. In the Discipline Codes Grid, click the Line 1, and then click the Show Details button.
 - b. Scroll down to the Detail 1 Codes grid and verify that the appropriate state-required Weapon Codes are defined for that Incident Type Classifier code.
 - c. Repeat for each Incident Type Classifier code displayed in the Discipline Codes grid.

The following figures illustrate the District Discipline Code Setup screen.



District Discipline Code Setup

Discipline Code: 1000 Description: Assault State Code: 1000

Discipline Codes

| Code | Description | State Code | Security | Old Sis Code |
|------|-------------|------------|----------|--------------|
| 1000 | Assault | 1000 | | |

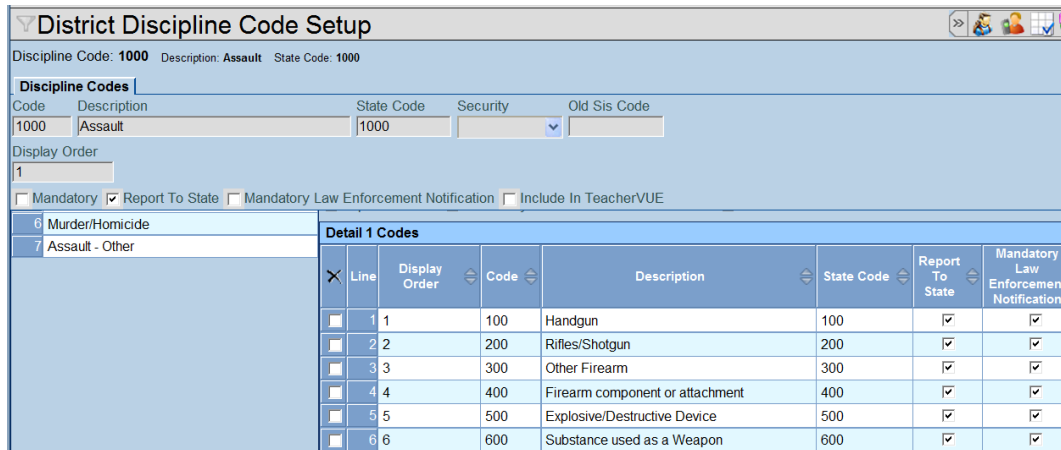
Display Order: 1

☐ Mandatory ☒ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes

| Line | Display Order | Code | Description | State Code | Report To State | Mandatory Law Enforcement Notification | Include in TeacherVUE |
|------|---------------|------|-------------|------------|-------------------------------------|--|--------------------------|
| 1 | 1 | 1010 | Physical | 1010 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | 2 | 1020 | Sexual | 1020 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3 | 3 | 1030 | Fighting | 1030 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Figure 24 – District Discipline Code Setup screen



District Discipline Code Setup

Discipline Code: 1000 Description: Assault State Code: 1000

Discipline Codes

| Code | Description | State Code | Security | Old Sis Code |
|------|-------------|------------|----------|--------------|
| 1000 | Assault | 1000 | | |

Display Order: 1

☐ Mandatory ☒ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes

| | |
|---|-----------------|
| 6 | Murder/Homicide |
| 7 | Assault - Other |

Detail 1 Codes

| Line | Display Order | Code | Description | State Code | Report To State | Mandatory Law Enforcement Notification |
|------|---------------|------|---------------------------------|------------|-------------------------------------|--|
| 1 | 1 | 100 | Handgun | 100 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | 2 | 200 | Rifles/Shotgun | 200 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | 3 | 300 | Other Firearm | 300 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4 | 4 | 400 | Firearm component or attachment | 400 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5 | 5 | 500 | Explosive/Destructive Device | 500 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6 | 6 | 600 | Substance used as a Weapon | 600 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Figure 25 – District Discipline Code Setup screen, Discipline Code Details

Chapter Three: LOOKUP TABLE MAPPED VALUES

In this chapter, the following topics are covered:

- ▶ Mapping Lookup Table codes for Kansas State Reporting

OVERVIEW

Verify that all tables defined in the Kansas State Reporting Data Mapping portion of this guide are set up correctly with the associated state values. Valid values are found in the following Kansas State Department of Education publications:

- “Kids 2011-2012 Collection System File Specifications” document located on the following state Web site: Kansas Individual Data on Students (KIDS).
- “KCCMS 2011-2012 Import File Specifications (From Districts to KSDE) Detail Record Layout” document located on the following state Web site: [Kansas Course Codes](#).
- [“2011-2012 KSDE – IDEA Part B and Gifted Special Education Data Dictionary” document located on the following state Web site: KAN – Service Special Ed.](#)

In general, during the file and reporting process, the state code is extracted, if a state-defined value is mapped to the standard Synergy SIS code (i.e., Grade). If the state code value is blank, the standard Synergy SIS code is extracted.

There are a few tables where the Alt Code 3 field is mapped to the state values and used to calculate a numeric value based on the codes assigned to the student’s record. These tables are:

- Ethnicity Lookup Table
- Childhood Programs Lookup Table
- Title I SES Program Lookup Table

To update the Lookup Table definitions:

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. From **the Lookup Table Definition** screen, locate the appropriate table to be updated. Refer to the following table for a list of Lookup Definition screens and tables.
3. In each **Synergy SIS Lookup Table**, verify that the standard Synergy SIS values are mapped to their corresponding Kansas state reporting values.

| Screen | Table | Corresponding State Field |
|----------------|-------------------------------------|--|
| K12 | Grade | Grade Level |
| | Language | First Language |
| | Pathway (<i>High School Only</i>) | Career and Technical Education Student |
| K12.CourseInfo | Course Type | Delivery Type |
| | Funding Source | Targeted Program |
| | Instructional Level | Course Level |
| | SCED Subject Area | StateSubject Area |
| | Subject Area | Local Subject Area |
| | Voc Ed Type | College/Career |

| Screen | Table | Corresponding State Field |
|--------------------|------------------------|--|
| K12.Demographics | Homeless | Residence of Homeless Student while Homeless |
| | Post Secondary | Post Graduation Plans |
| | SrUserCode02 | State Mathematics Assessment |
| | SrUserCode03 | State Reading Assessment |
| | SrUserCode04 | K-8 State Science Assessment |
| | SrUserCode05 | HS State Life Science Assessment |
| | SrUserCode06 | HS State Physical Science Assessment |
| | SrUserCode07 | K-8 State History/Gov Assessment |
| | SrUserCode08 | High School State History/Gov. Assessment: World Focus |
| | SrUserCode09 | High School State History/Gov. Assessment: U.S. Focus |
| | SRUserCode10 | This field is reserved for the collection of the State Writing Assessment, when implemented by the Kansas DOE. Note: Optionally, this field can be used to import the students' state writing assessment data during the conversion process. However, these values may need to be changed when the Kansas DOE publishes the valid state reporting codes for this field. |
| K12.Discipline | SRUserCode11 | Kansas English Language Proficiency Assessment (KELPA) |
| | Summer Withdrawal Code | Summer Withdrawal Code |
| | Incident Context | Time Classifier |
| | Incident Location | Location Classifier |
| | Incident Role | Offender Type |
| K12.DisciplineInfo | Relation to School | Victim Type |
| | Motivation | Motivation |
| K12.DisciplineInfo | Referrer Type | Reporter |
| K12.Enrollment | Access 504 | Qualified for 504 |
| | District of Residence | Residence District Identifier |

| Screen | Table | Corresponding State Field |
|--------------------|---------------------------|---|
| | Leave Code | Exit/Withdrawal Type |
| | SrUserCodeDD01 | AYP/QPA School Number Responsible Building Identifier Service Location Identifier |
| | SrUserCodeDD02 | Funding School |
| | SrUserCodeDD03 | Alternate School/Program Identifier |
| | SrUserCodeDD04 | Concurrent High School Enrollment |
| | SrUserCodeDD05 | Special Circumstances Transfer Choice |
| | SrUserCodeDD06 | Neighborhood Building Identifier |
| K12.KS | Neglected Student | Neglected Student |
| | Served With At Risk Funds | Served with At-Risk Funds |
| | Virtual Education Student | Virtual Education Student |
| K12.ProgramInfo | Childhood Programs | Early Childhood Program Participation |
| | ELL Program Code | ESOL/Bilingual Program Participation Code |
| | FRM Code | Eligibility for National School Lunch Program |
| | Gate Code | Gifted Student Code |
| K12.ProgramInfo.KS | Disability Code | Primary Disability Secondary Disability |
| | Eligibility Code | Eligibility (Funding) Code |
| | Frequency Code | Frequency |
| | Placement Code | SRS/JJA/Parental Placement Code |
| | Setting Code | Setting Code |
| | Service Code | SPED Service |
| | Status Code | Status Code |
| | Title I SES Providers | Title I SES Provider |
| Revelation | Country | Country of Birth |
| | Ethnicity | Comprehensive Race |
| | Gender | Gender |
| | Hispanic Ethnicity | Hispanic Ethnicity |
| | State | State / Province |

K12 LOOKUP TABLES

Verify that the following state code values are mapped in the following K12 Lookup Tables.

Grade Lookup Table

Follow this path to access the Grade Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Grade.**

The Kansas Department of Education requires all schools to use the grade level reporting codes documented in the following table. The student's grade level is entered in the Grade field on the **Student Screen > Enrollment** tab.

The screenshot shows the 'Student.KS' interface. At the top, it displays 'Student Name: Abbott, Andrew E.', 'School: Eisenhower Middle School', 'Homeroom: 201', and 'Teacher: O'Malley, T.'. Below this are tabs for 'Demographics', 'Parent/Guardian', 'Other Info', 'Emergency', 'Enrollment' (which is selected), 'Enrollment History', 'Classes', and 'Documents'. The 'Enrollment' tab contains fields for 'Last Name' (Abbott), 'First Name' (Andrew), 'Middle Name' (Edward), 'Suffix' (empty), 'Perm ID' (124013), 'Grade' (08, highlighted with a red box), and 'Gender' (Male). Below these fields is the 'Enrollment Information' section, which includes 'SAIS ID' (0002402752), 'Enter Date' (08/30/2011), 'Enter Code' (E1), 'Leave Date' (empty), 'Leave Code' (empty), and 'ADA/ADM' (empty).

Figure 26 – Student screen, Enrollment tab with Grade field

For Kindergarten students, add a grade level for each type of Kindergarten offered at your school (e.g., AM, PM, and Full-Day). In the State Code column, assign a State Code value of 03 to each grade level. In addition, assign an Alt Code 3 value of F (full-time) to the Full-Day Kindergarten code. This is required to calculate the All Day Kindergarten field included on the KAN-Services Extract. For example:

| Grade Level | Description | State Code | Alt Code 3 |
|-------------|-----------------------|------------|------------|
| KA | AM Kindergarten | 03 | |
| KP | PM Kindergarten | 03 | |
| KF | Full-Day Kindergarten | 03 | F |

Verify the following state codes are defined in the **State Code** column of the Grade Lookup Table. You must map each grade state code to the corresponding standard Synergy SIS codes defined in the **Code** column. The codes are listed in alphanumeric order by **Code**.

| State Code | Description |
|------------|---|
| 00 | Birth – 2 years old, includes Special Education Infant/Toddler (optional group) |
| 01 | 3-Yr-Old Preschooler |
| 02 | 4-Yr-Old Preschooler |
| 03 | 5-Yr-Old and Older Preschooler |

| State Code | Description |
|------------|-----------------------|
| 04 | Four-Year-Old At-Risk |
| 05 | Kindergarten |
| 06 | First Grade |
| 07 | Second Grade |
| 08 | Third Grade |
| 09 | Fourth Grade |
| 10 | Fifth Grade |
| 11 | Sixth Grade |
| 12 | Seventh Grade |
| 13 | Eighth Grade |
| 14 | Ninth Grade |
| 15 | Tenth Grade |
| 16 | Eleventh Grade |
| 17 | Twelfth Grade |
| 18 | Not Graded |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Grade Lookup Table with all of the valid state values; or enter the state values only for those grades that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Language Lookup Table

Follow this path to access the Language Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Language.**

The Language code is entered in the **First Learned** field on the **Student Programs > English Language Learners (ELL) > ELL** tab for any student whose first language learned was not English. If this field is blank, English is extracted as the student's first language.

The screenshot shows the 'English Language Learners' screen for student Abbott, Andrew E. The 'ELL' tab is selected. The 'First Learned' field in the 'Languages' section is highlighted with a red box. The field contains the value 'French'. Other fields include 'Home Language' (00), 'Spoken to Student at Home', 'Spoken by Student at Home', and 'Spoken by Adults at Home'.

Figure 27 – English Language Learners screen, ELL tab with First Learned field

Verify the Language state codes are defined in the **State Code** column of the Language Lookup Table. Refer to the “Kids 2011-2012 Collection System File Specifications” document located on the following state Web site: [Kansas Individual Data on Students \(KIDS\)](#) for a list of valid state language codes.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Language Lookup Table with all of the valid state values; or enter the state values only for those languages that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Pathway Lookup Table

Follow this path to access the Pathway Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Pathway.**

The Pathway code is entered in the **CTE Pathway** field on the **Student > State** tab for any student that is enrolled in a Career and Technology program. A student is considered a CTE Participant if that student has earned one (1) or up to (but not including) three (3) credits in the career and technical education (CTE) program area/Career Clusters pathway specified and is in grade 9, 10, or 11.

The screenshot shows the 'Student.KS' interface. At the top, it displays student information: Student Name: **Abbott, Andrew E.**, School: **Eisenhower Middle School**, Homeroom: **201**, Teacher: **O'Malley, T.**. Below this are tabs for Demographics, Parent/Guardian, Other Info, Emergency, Enrollment, Enrollment History, Classes, and Documents. The 'Enrollment' tab is active, showing fields for Last Name (Abbott), First Name (Andrew), Middle Name (Edward), Suffix, Perm ID (124013), Grade (08), and Gender (Male). Below these fields is a section for 'Ten Mile Law' with a checkbox. Underneath, there are four dropdown menus: 'CTE Pathway' (highlighted with a red box and set to 'Communicative'), 'Neglected Student' (set to '1-Currently served un...'), 'Virtual Education Student' (set to '2-Student is not currently a V...'), and 'Served With At Risk Funds' (set to '1-Served through state at-risk').

Figure 28 – Student screen, State tab with CTE Pathway field

Verify the CTE Pathway state codes are defined in the **State Code** column of the Pathway Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| 1 | Career and Technical Education Participant (not participating in a CTE Nontraditional Program/Career Clusters Pathway Codes 2–28) |
| 2 | Power, Structural and Technical Systems 01.0201 |
| 3 | Plant Systems 01.1101 |
| 4 | Agriculture Science 01.9999 |
| 5 | Communications Technology 10.0105 |
| 6 | Graphic & Printing Equipment Operator 10.0305 |

| Code | Description |
|------|---|
| 7 | Programming and Software Development11.0201 |
| 8 | Network Systems 11.0901 |
| 9 | Pre - Engineering Tech 14.0101 |
| 10 | Production Tech 15.0613 |
| 11 | Design and Pre-construction 15.1303 |
| 12 | Culinary Arts and Hospitality Mgmt 19.0505 |
| 13 | Early Childhood Ed 19.0709 |
| 14 | Auto Body/Collision Repair Tech 47.0603 |
| 15 | Auto Tech 47.0604 |
| 16 | Small Engines Mechanics Tech 47.0606 |
| 17 | Motorcycle Tech 47.0611 |
| 18 | Vehicle/Mobile Equip Mechanic 47.0699 |
| 19 | Business/Office Ed 52.0401 |
| 20 | Information Processing/Data Entry 52.0407 |
| 21 | Info. Support & Services 11.0301 |
| 22 | Mobile Equipment Maintenance 47.9999 |
| 23 | Programming & Software Develop 11.0201 |
| 24 | Emergency & Fire Mgmt Services 43.0299 |
| 25 | BioChem/Green/Hazmat 14.1401 |
| 26 | BioMedical 14.0501 |
| 27 | Cartography/Geospatial/Spatial Math 15.1102 |
| 28 | Govt & Public Admin 44.0401 |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Pathway Lookup Table with all of the valid CTE Pathway state values; or enter the state values only for those CTE Pathway codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

K12.COURSEINFO LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.CourseInfo Lookup Tables.

Course Type Lookup Table

Follow this path to access the Course Type Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseInfo > Course Type**.

The Course Type code is entered in the **Other Provider Information>Course Type** field on the **District Course > Course** tab to identify the primary mode of delivery used for the course.

The screenshot shows the 'District Course' window with the 'Course' tab selected. The 'Other Provider Information' section is expanded, and the 'Course Type' dropdown menu is highlighted with a red box. The 'Course Type' field is currently set to 'GENERAL'. Other fields visible include 'Course ID: MA181', 'Course Title: Math 8', 'Provider ID', 'Provider Name', 'Provider Description', 'Voc Ed Type', 'Qualifies for Alternate State Funding', 'Funding Source', 'Apportionment Category', and 'Proficiency Core'.

Figure 29 – District Course screen, Course tab with Course Type field

Verify the Course Type codes are defined in the **State Code** column of the Course Type Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|------------------------------|
| D | Distance Learning |
| G | General |
| M | Self-contained, Multi Grade |
| S | Self-contained, Single Grade |
| V | Virtual |

Department Lookup Table

Follow this path to access the Department Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseInfo > Department.**

The Department code is entered in the Course Info>Department field on the **District Course > Course** tab. It is used to calculate the method by which the district wants to sort test tickets for distribution to schools and to disaggregate test results for the following test subjects, based on the students' schedules.

- Math
- Reading
- K-8 Science
- K-8 History
- Writing
- HS Life Science
- HS Physical Science
- HS History/Gov: Word
- HS History/Gov: U.S.

The screenshot shows the 'District Course' window with the 'Course Info' tab selected. The 'Course ID' is AR82 and the 'Course Title' is Art History. In the 'Course Info' section, the 'Department' dropdown is set to 'AR-Art'. Other fields include 'Course Duration' (YR-Year), 'College Prep' (dropdown), 'Credit' (1.00), and 'Max Credit' (1.00). There are also checkboxes for 'Teacher Aide', 'Extended Day', 'College Approved', and 'Distance Learning Course'.

Figure 30 – District Course screen, Course Info, Department field

Verify that the following department codes exist in the Department Lookup Table, and that each department code is assigned the corresponding **Alt Code 3** value. The department code in the **Code** column is user-defined.

| Code | Description | Alt Code 3 |
|------|-----------------------|------------|
| MA | Math | M |
| RD | Reading | R |
| K8SC | K-8 Science | S |
| K8SS | K-8 History | H |
| WR | Writing | W |
| HSLs | HS Life Science | LS |
| HSPS | HS Physical Science | PS |
| HSGW | HS History/Gov: World | HWF |
| HSGU | HS History/Gov: U.S. | WUF |



Note: To override a calculated test sort value, enter the group indicators for that test on the State tab of the Student screen.

Funding Source Lookup Table

Follow this path to access the Funding Source Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseInfo > Funding Source.**

The Funding Source code is entered in the **Other Provider Information>Funding Source** field on the **District Course > Course** tab to identify a course that is funded specifically for the benefit of the sub group indicated by the selected code.

The screenshot shows the 'District Course' screen with the 'Course' tab selected. The 'Funding Source' dropdown menu is highlighted with a red box and shows the value 'GENERAL'. Other fields visible include Course ID (MA181), Course Title (Math 8), and various provider information fields.

Figure 31 – District Course screen, Course tab with Funding Source field

Verify the Funding Source codes are defined in the **State Code** column of the Funding Source Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|--|
| A | At Risk |
| E | ESOL |
| G | General, the default value, means this course is not funded by any program |
| M | Migrant |
| S | Special Education |

Instructional Level Lookup Table

Follow this path to access the Instructional Level Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseInfo > Instructional Level.**

The Instructional Level code is entered in the **Other Information>Instructional Level** field on the **District Course > Course** tab to identify the level associated with the course offered.

The screenshot shows the 'District Course' window with the 'Course' tab selected. The 'Other Information' section is expanded, and the 'Instructional Level' dropdown menu is highlighted with a red box. The 'Old SIS Course ID' is MA181, and the 'Category Code' is 2422. The 'Course ID' and 'Course Title' are also MA181 and Math 8 respectively.

Figure 32 – District Course screen, Course tab with Instructional Level field

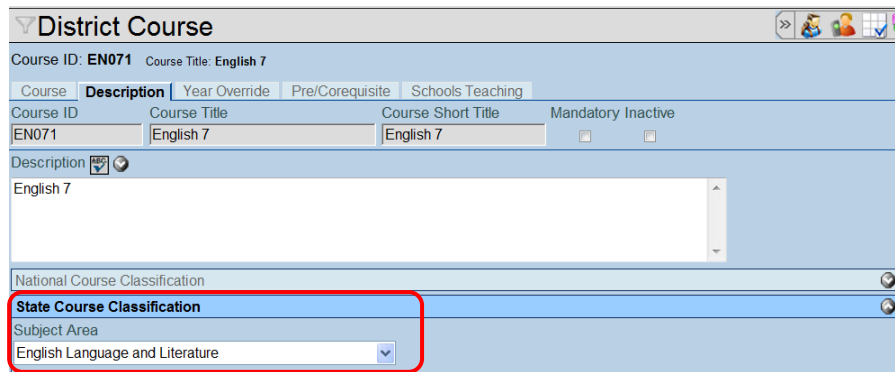
Verify the Instructional Level codes are defined in the **State Code** column of the Instructional Level Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|------------------------------|
| B | Basic Remedial |
| E | Enriched/Advanced |
| G | General |
| H | Honors |
| X | No specified level for rigor |

SCED Subject Area Lookup Table

Follow this path to access the SCED Subject Area Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseInfo > SCED Subject Area.**

The SCED Subject Area code is entered in the **State Course Classification>Subject Area** field on the **District Course > Description** tab to identify the state-required subject area in which this course belongs.



The screenshot shows the 'District Course' window with the 'Description' tab selected. The 'Course ID' is 'EN071' and the 'Course Title' is 'English 7'. The 'Description' field contains 'English 7'. The 'State Course Classification' section is highlighted with a red box, showing 'Subject Area' with a dropdown menu set to 'English Language and Literature'.

Figure 33 – District Course screen, Description tab with Subject Area field

Verify the SCED Subject Area state codes are defined in the **State Code** column of the SCED Subject Area Lookup Table. The codes are listed in alphanumeric order by **Code**. Refer to the “KCCMS 2011-2012 Import File Specifications (From Districts to KSDE) Detail Record Layout” document located on the following state Web site: [Kansas Course Codes](#) for a list of valid SCED Subject Codes.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SCED Subject Area Lookup Table with all of the valid state values; or enter the state values only for those SCED subject area codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Subject Area Lookup Table

Follow this path to access the Subject Area Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseInfo > Subject Area.**

The Subject Area code is entered in the **Course Subject Area>Subject Area 1** field on the **District Course > Course** tab to identify the local course subject area in which this course belongs. The Alt Code 3 field is extracted for the Local Subject Area field on the KCCMS Extract if the Local Subject Area field is blank.

The screenshot shows the 'District Course' window for Course ID MA181, titled 'Math 8'. The 'Course' tab is active. Under 'Course Subject Areas', 'Subject Area 1' is set to '6'. Other fields like 'Subject Area 2', 'Subject Area 3', 'Subject Area 4', 'Subject Area 5', and 'Local Subject Area' are also visible but empty. The 'Alt Code 3' field is highlighted with a red box.

Figure 34 – Student screen, Course tab with Subject Area 1 field

Verify the Subject Area 1 codes are defined in the **Alt Code 3** column of the Subject Area Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|-------------------------------|
| 1 | Fine/Applied Arts |
| 2 | English 9 th Grade |
| 3 | English Writing |
| 4 | English Literature |
| 5 | English Elective |
| 6 | Mathematics |
| 7 | Science Required |
| 8 | Science Elective |
| 9 | American History |
| 10 | Government |
| 11 | Free Enterprise |
| 12 | World History Geography |
| 13 | Physical Education 09-12 |
| 14 | Physical Education 10-12 |
| 15 | Electives |

Vocational Education Type Lookup Table

Follow this path to access the Vocational Education Type Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseInfo > Voc Ed Type.**

The Vocational Education Type code is entered in the **Other Provider Information>Voc Ed Type** field on the **District Course > Course** tab to identify a course that is approved by the state for CTE credit or dual credit.

The screenshot shows the 'District Course' screen with the 'Course' tab selected. The 'Voc Ed Type' field is highlighted with a red box. The field is a dropdown menu with the value 'NOT DUAL CREDIT' selected. Other fields visible include 'Course ID: MA181', 'Course Title: Math 8', 'Provider ID', 'Provider Name', 'Provider Description', 'University Area 1' through 'University Area 5', 'Qualifies for Alternate State Funding', 'Funding Source' (GENERAL), 'Apportionment Category', 'Course Type', and 'Proficiency Core'.

Figure 35 – District Course screen, Course tab with Voc Ed Type field

Verify the Vocational Education Type codes are defined in the **State Code** column of the Voc Ed Type Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| C | CTE credit in an approved and funded program pathway for which a student receives college credit |
| D | Dual credit (college high school) |
| E | CTE Exploratory course NOT funded in an approved program pathway (for only 7 th and 8 th grade) |
| F | CTE credit in an approved and funded program pathway for which a student receives only high school credit |
| L | CTE credit NOT funded in an approved program pathway and college credit |
| N | Not dual credit (default value) |
| R | CTE dual credit course NOT part of an approved Program or Pathway |
| T | CTE NOT part of an approved Program or Pathway |
| X | CTE credit in an approved but unfunded program pathway for which a student receives only high school credit |

K12.COURSEINFO.KS LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.CourseInfo.KS Lookup Tables.

Local Subject Area

Follow this path to access the Local Subject Area Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseInfo.KS > Local Subject Area.**

The Local Subject Area code and description are user-defined. These codes identify the general content area under which a course will fall, as designated by the school district. Examples of Local Subject Areas may include, Math, English, and History.

The Local Subject Area code is defined for each applicable course in the Course Subject Areas section of the District Course screen. If the Local Subject Area field is blank, the Alt Code 3 field mapped to the Subject Area 1 field is extracted.

The screenshot shows the 'District Course' screen for Course ID MA181, Course Title Math 8. The 'Course Subject Areas' section is expanded, showing five subject area dropdown menus. The 'Local Subject Area' dropdown menu is highlighted with a red box. The 'Course Restrictions' section shows Gender, Grade Low, and Grade High fields. The 'Other Information' section shows Old SIS Course ID, Category Code, and Instructional Level fields.

Figure 36 – District Course screen, Course Subject Areas, Local Subject Area

Verify the user-defined codes are defined in the **Code** column of the Local Subject Area Lookup Table.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Local Subject Area Lookup Table with all of the user-defined values; or enter the user-defined state values only for those Local Subject Area codes that are relevant to your school or district. Do not run these scripts if there are existing values that should not be deleted.

After importing the user-defined codes, you can manually enter additional user-defined codes in this table, if applicable.

K12.DEMOGRAPHICS LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.Demographic Lookup Tables.

Homeless Lookup Table

Follow this path to access the Homeless Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > Homeless.**

The Homeless code is entered in the **Homeless** field on the **Student > Other Info** tab to identify homeless student's residence while homeless. If this field is blank or equal to zero (0), the student is not considered homeless.

The screenshot shows the 'Student.KS' interface with the 'Other Info' tab selected. The student's name is 'Abbott, Andrew E.', school is 'Eisenhower Middle School', homeroom is '201', and teacher is 'O'Malley, T.'. The 'Homeless' field is a dropdown menu currently set to a blank value, highlighted with a red rectangle. Other fields include 'Refugee' (unchecked), 'Foster Home' (unchecked), 'Counselor Name' (Staff, Staff), 'ELL Code' (blank), 'ELL Date' (blank), 'Country Of Citizenship' (blank), 'Non Citizen Type' (blank), 'School' (Eisenhower Middle School), 'Homeroom' (201), and 'Teacher' (O'Malley, T.).

Figure 37 – Student screen, Other Info tab with Homeless field

Verify the following state codes are defined in the **State Code** column of the Homeless Lookup Table. The codes are listed in alphanumeric order by **Code**.

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

| Code | Description |
|------|---|
| 8 | Unaccompanied student stayed in shelters, transitional housing, or is awaiting foster care |
| 9 | Unaccompanied student was unsheltered (e.g. car, parks, campgrounds, temporary trailer, or abandoned buildings) |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Homeless Lookup Table with all of the valid state values; or enter the state values only for those homeless codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Post Secondary Lookup Table

Follow this path to access the Post Secondary Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > Post Secondary.**

The Post Secondary code is entered in the **Post Secondary** field on the **Student > Other Info** tab to identify student's plans after graduation. This field is required when the Leave Code equals one of the following:

- 8 – Graduated with regular diploma
- 9 – Completed school with other credentials (e.g., District-Awarded GED)
- 22 – Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services deemed necessary by the IEP team.

If the Leave Code equals 22, Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transactional services deemed necessary by the IEP team, the Post Secondary value must equal 9, Receiving special education transition services.

If the student's post-graduation plans are not known, enter **8 – All Other Graduates/State Unknown** in the **Post Secondary** field for that student.

The screenshot shows the 'Student.KS' application interface. At the top, it displays student information: Student Name: **Abbott, Andrew E.**, School: **Eisenhower Middle School**, Homeroom: **201**, Teacher: **O'Malley, T.**. Below this are tabs for Demographics, Parent/Guardian, **Other Info**, Emergency, Enrollment, Enrollment History, Classes, Documents, and Student Contact. The 'Other Info' tab is active, showing fields for Last Name (Abbott), First Name (Andrew), Middle Name (Edward), Suffix, Perm ID (124013), Grade (08), and Gender (Male). Below these are sections for 'Additional Addresses' and 'Graduation Information'. The 'Graduation Information' section has fields for Graduation Date, Graduation Status, Post Secondary (highlighted with a red box), and Expected Graduation Year (2012).

Figure 38 – Student screen, Other Info tab with Post Secondary field

Verify the following state codes are defined in the **State Code** column of the Post Secondary Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| 1 | 4-Year College or University |
| 2 | 2-Year College |
| 3 | Other Type College/Other Postsecondary |
| 4 | Employment |
| 5 | Unemployment |
| 6 | Parenting |
| 7 | Military Service |
| 8 | All Other Graduates/Status Unknown |
| 9 | Receiving special education transition services |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Post Secondary Lookup Table with all of the valid state values; or enter the state values only for those Post Secondary codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SrUserCode02 Lookup Table

Follow this path to access the SrUserCode02 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > SrUserCode02**. This table stores the State Mathematics Assessment codes extracted for the KIDS TEST Collection.

This SrUserCode02 code is entered in the **Math** field on the **Student > State** tab for students in grades 08 through 16.

The screenshot shows the 'Student.KS' interface with the 'State' tab selected. The student's name is 'Abbott, Andrew E.', and the grade is '180'. The 'Assessments' section is expanded, and the 'Math' field is highlighted with a red box, showing a dropdown menu with 'S-General - Rr' selected. Other assessment fields like Reading, Writing, K-8 Science, and K-8 History/Gov are also visible.

Figure 39 – Student Screen, State tab showing the Math field

Verify the following state codes are defined in the **State Code** column of the SrUserCode02 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| 1 | General — Paper/English |
| 2 | General — KCA/English |
| 3 | Alternate High School |
| 4 | KAMM — Paper/English |
| 5 | KAMM — KCA/English |
| 6 | General — Paper/Spanish |
| 7 | General — KCA/Spanish |
| 8 | General — Braille/English |
| 9 | KAMM — Braille/English |
| A | General — Audio/KCA |
| C | Clear test subject indicator |
| D | General – KCA/English/Braille/Hard of Hearing |
| E | KAMM – KCA/English/Braille/Hard of Hearing |
| F | General – Read Aloud/Individual/KCA/Spanish |
| G | General – Read Aloud/Group/KCA/Spanish |
| H | General – Read Aloud/Group/Paper/Spanish |

| Code | Description |
|------|---|
| I | KAMM Read Aloud /Individual/KCA |
| J | KAMM – Read Aloud/Individual/Paper |
| K | KAMM – Audio/KCA |
| L | General – Large Print/English |
| M | KAMM Large Print/English |
| P | General – Read Aloud/Individual/Paper/Spanish |
| R | General – Read Aloud/Individual/KCA |
| S | General – Read Aloud/Individual/Paper |
| T | General – Read Aloud/Group/KCA |
| U | General – Read Aloud/Group/Paper |
| V | KAMM Read Aloud/Group/KCA |
| W | KAMM Read Aloud/Group/Paper |
| X | Spanish Side by Side English |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserCode02 Lookup Table with all of the valid State Mathematics Assessment values; or enter the state values only for those State Mathematics Assessment codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SrUserCode03 Lookup Table

Follow this path to access the SrUserCode03 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > SrUserCode03**. This table stores the State Reading Assessment codes extracted for the KIDS TEST Collection.

This SrUserCode03 code is entered in the **Reading** field on the **Student > State** tab for students in grades 08 through 16.

The screenshot shows the 'Student.KS' interface with the 'State' tab selected. The student's name is 'Abbott, Andrew E.' and the school is 'Eisenhower Middle School'. The 'Assessments' section is expanded, and the 'Reading' dropdown menu is highlighted with a red rectangle, showing the selected code '8-General - Br'.

Figure 40 – Student Screen, State tab showing the Reading field

Verify the following State Reading Assessment codes are defined in the **State Code** column of the SrUserCode03 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| 1 | General — Paper/English |
| 2 | General — KCA/English |
| 3 | Alternate High School |
| 4 | KAMM — Paper/English |
| 5 | KAMM — KCA/English |
| 8 | General — Braille/English |
| 9 | KAMM — Braille/English |
| A | General — Audio/KCA |
| C | Clear test subject indicator |
| D | General – KCA/English/Braille/Hard of Hearing |
| E | KAMM – KCA/English/Braille/Hard of Hearing |
| I | KAMM Read Aloud /Individual/KCA |
| J | KAMM – Read Aloud/Individual/Paper |
| K | KAMM – Audio/KCA |
| L | General – Large Print/English |
| M | KAMM Large Print/English |
| R | General – Read Aloud/Individual/KCA |

| Code | Description |
|------|---------------------------------------|
| S | General – Read Aloud/Individual/Paper |
| T | General – Read Aloud/Group/KCA |
| U | General – Read Aloud/Group/Paper |
| V | KAMM Read Aloud/Group/KCA |
| W | KAMM Read Aloud/Group/Paper |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserCode03 Lookup Table with all of the valid State Reading Assessment values; or enter the state values only for those State Reading Assessment codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SrUserCode04 Lookup Table

Follow this path to access the SrUserCode04 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > SrUserCode04**. This table stores the K-8 State Science Assessment codes extracted for the KIDS TEST Collection.

This SrUserCode04 code is entered in the **K-8 Science** field on the **Student > State** tab.

The screenshot shows the 'Student.KS' interface with the 'State' tab selected. Under the 'Assessments' section, the 'K-8 Science' dropdown menu is highlighted with a red box and contains the selected value '8-General - Br'. Other assessment fields like Math, Reading, Writing, K-8 History/Gov, and KELPA are also visible.

Figure 41 – Student Screen, State tab showing the K-8 Science field

Verify the following K-8 State Science Assessment codes are defined in the **State Code** column of the SrUserCode04 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|-------------------------|
| 1 | General — Paper/English |
| 2 | General — KCA/English |
| 3 | Alternate High School |

| Code | Description |
|------|---|
| 4 | KAMM — Paper/English |
| 5 | KAMM — KCA/English |
| 6 | General — Paper/Spanish |
| 7 | General — KCA/Spanish |
| 8 | General — Braille/English |
| 9 | KAMM — Braille/English |
| A | General — Audio/KCA |
| C | Clear test subject indicator |
| D | General – KCA/English/Braille/Hard of Hearing |
| E | KAMM – KCA/English/Braille/Hard of Hearing |
| F | General – Read Aloud/Individual/KCA/Spanish |
| G | General – Read Aloud/Group/KCA/Spanish |
| H | General – Read Aloud/Group/Paper/Spanish |
| I | KAMM Read Aloud /Individual/KCA |
| J | KAMM – Read Aloud/Individual/Paper |
| K | KAMM – Audio/KCA |
| L | General – Large Print/English |
| M | KAMM Large Print/English |
| P | General – Read Aloud/Individual/Paper/Spanish |
| R | General – Read Aloud/Individual/KCA |
| S | General – Read Aloud/Individual/Paper |
| T | General – Read Aloud/Group/KCA |
| U | General – Read Aloud/Group/Paper |
| V | KAMM Read Aloud/Group/KCA |
| W | KAMM Read Aloud/Group/Paper |
| X | Spanish Side by Side English |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserCode04 Lookup Table with all of the valid K-8 State Science Assessment values; or enter the state values only for those K-8 State Science Assessment codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SrUserCode05 Lookup Table

Follow this path to access the SrUserCode05 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > SrUserCode05**. This table stores the High School State Life Science Assessment codes extracted for the KIDS TEST Collection.

This SrUserCode05 code is entered in the **HS Life Science** field on the **Student > State** tab for students in grades 14 through 16.

The screenshot shows the 'Student.KS' window with the 'State' tab selected. The student's name is 'Abbott, Andrew E.' and the school is 'Eisenhower Middle School'. The 'Assessments' section is expanded, showing various assessment categories. The 'HS Life Science' field is highlighted with a red box, and its value is '8-General - Br'.

Figure 42 – Student Screen, State tab showing the HS Life Science field

Verify the following High School State Life Science Assessment codes are defined in the **State Code** column of the SrUserCode05 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| 1 | General — Paper/English |
| 2 | General — KCA/English |
| 3 | Alternate High School |
| 4 | KAMM — Paper/English |
| 5 | KAMM — KCA/English |
| 6 | General — Paper/Spanish |
| 7 | General — KCA/Spanish |
| 8 | General — Braille/English |
| 9 | KAMM — Braille/English |
| A | General — Audio/KCA |
| C | Clear test subject indicator |
| D | General – KCA/English/Braille/Hard of Hearing |
| E | KAMM – KCA/English/Braille/Hard of Hearing |
| F | General – Read Aloud/Individual/KCA/Spanish |
| G | General – Read Aloud/Group/KCA/Spanish |
| H | General – Read Aloud/Group/Paper/Spanish |

| Code | Description |
|------|---|
| I | KAMM Read Aloud /Individual/KCA |
| J | KAMM – Read Aloud/Individual/Paper |
| K | KAMM – Audio/KCA |
| L | General – Large Print/English |
| M | KAMM Large Print/English |
| P | General – Read Aloud/Individual/Paper/Spanish |
| R | General – Read Aloud/Individual/KCA |
| S | General – Read Aloud/Individual/Paper |
| T | General – Read Aloud/Group/KCA |
| U | General – Read Aloud/Group/Paper |
| V | KAMM Read Aloud/Group/KCA |
| W | KAMM Read Aloud/Group/Paper |
| X | Spanish Side by Side English |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserCode05 Lookup Table with all of the valid High School State Life Science Assessment values; or enter the state values only for those High School State Life Science Assessment codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SrUserCode06 Lookup Table

Follow this path to access the SrUserCode06 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > SrUserCode06**. This table stores the High School State Physical Science Assessment codes extracted for the KIDS TEST Collection.

This SrUserCode06 code is entered in the **HS Physical Science** field on the **Student > State** tab for students in grades 14 through 16.

The screenshot shows the 'Student.KS' interface with the 'State' tab selected. The student's name is 'Abbott, Andrew E.' and the school is 'Eisenhower Middle School'. The 'Assessments' section is visible, with the 'HS Physical Science' field highlighted by a red box. The field is currently set to '8-General - Braille/English'.

Figure 43 – Student Screen, State tab showing the HS Physical Science field

Verify the following High School State Physical Science Assessment codes are defined in the **State Code** column of the SrUserCode06 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| 1 | General — Paper/English |
| 2 | General — KCA/English |
| 4 | KAMM — Paper/English |
| 5 | KAMM — KCA/English |
| 6 | General — Paper/Spanish |
| 7 | General — KCA/Spanish |
| 8 | General — Braille/English |
| 9 | KAMM — Braille/English |
| A | General — Audio/KCA |
| C | Clear test subject indicator |
| D | General – KCA/English/Braille/Hard of Hearing |
| E | KAMM – KCA/English/Braille/Hard of Hearing |
| F | General – Read Aloud/Individual/KCA/Spanish |
| G | General – Read Aloud/Group/KCA/Spanish |

| Code | Description |
|------|---|
| H | General – Read Aloud/Group/Paper/Spanish |
| I | KAMM Read Aloud /Individual/KCA |
| J | KAMM – Read Aloud/Individual/Paper |
| K | KAMM – Audio/KCA |
| L | General – Large Print/English |
| M | KAMM Large Print/English |
| P | General – Read Aloud/Individual/Paper/Spanish |
| R | General – Read Aloud/Individual/KCA |
| S | General – Read Aloud/Individual/Paper |
| T | General – Read Aloud/Group/KCA |
| U | General – Read Aloud/Group/Paper |
| V | KAMM Read Aloud/Group/KCA |
| W | KAMM Read Aloud/Group/Paper |
| X | Spanish Side by Side English |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserCode06 Lookup Table with all of the valid High School State Physical Science Assessment values; or enter the state values only for those High School State Physical Science Assessment codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SrUserCode07 Lookup Table

Follow this path to access the SrUserCode07 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > SrUserCode07**. This table stores the K-8 State History/Gov Assessment codes extracted for the KIDS TEST Collection.

This SrUserCode07 code is entered in the **K-8 History/Gov** field on the **Student > State** tab. This test is not offered in the current school year. Leave the K-8 History/Gov field blank.

The screenshot shows the 'Student.KS' form with the 'State' tab selected. The student's name is 'Abbott, Andrew E.' and the school is 'Eisenhower Middle School'. The 'Assessments' section is visible, with the 'K-8 History/Gov' field highlighted by a red box. The field is currently empty, and the dropdown menu shows '8-General - Br' as the selected option. Other assessment fields like 'Math', 'Reading', 'Writing', 'K-8 Science', 'KELPA', 'HS Life Science', 'HS Physical Science', 'HS History/Gov: World Focus', and 'HS History/Gov: U.S. Focus' are also visible.

Figure 44 – Student Screen, State tab showing the K-8 History/Gov field

Verify the following K-8 State History/Gov Assessment codes are defined in the **State Code** column of the SrUserCode07 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|-------|--|
| Blank | This test is not offered in the current school year. |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserCode07 Lookup Table with all of the valid K-8 State History/Gov Assessment values; or enter the state values only for those K-8 State History/Gov Assessment codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SrUserCode08 Lookup Table

Follow this path to access the SrUserCode08 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > SrUserCode08**. This table

stores the High School State History/Gov. Assessment: World Focus codes extracted for the KIDS TEST Collection.

This SrUserCode08 code is entered in the **HS History/Gov: World Focus** field on the **Student > State** tab for students in grades 14 through 16.

The screenshot shows the 'Student.KS' interface with the 'State' tab selected. The student's name is 'Abbott, Andrew E.' and the school is 'Eisenhower Middle School'. The 'Assessments' section is expanded, showing various assessment categories. The 'HS History/Gov: World Focus' field is highlighted with a red box. The field is a dropdown menu with the following options: 'S-General - Rr', '8-General - Br', '8-General - Br', '8-General - Br', '8-General - Br', '1-KELPA for c', 'HS Life Science', 'HS Physical Science', 'HS History/Gov: World Focus', 'HS History/Gov: U.S. Focus', '8-General - Br', '8-General - Braille/English', '8-General - Braille/English', and '8-General - Braille/English'.

Figure 45 – Student Screen, State tab showing the HS History/Gov: World Focus field

Verify the following High School State History/Gov. Assessment: World Focus codes are defined in the **State Code** column of the SrUserCode08 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| 1 | General — Paper/English |
| 2 | General — KCA/English |
| 3 | Alternate High School |
| 4 | KAMM — Paper/English |
| 5 | KAMM — KCA/English |
| 8 | General — Braille/English |
| 9 | KAMM — Braille/English |
| A | General — Audio/KCA |
| C | Clear test subject indicator |
| D | General – KCA/English/Braille/Hard of Hearing |
| E | KAMM – KCA/English/Braille/Hard of Hearing |
| I | KAMM Read Aloud /Individual/KCA |
| J | KAMM – Read Aloud/Individual/Paper |
| K | KAMM – Audio/KCA |
| L | General – Large Print/English |
| M | KAMM Large Print/English |
| R | General – Read Aloud/Individual/KCA |
| S | General – Read Aloud/Individual/Paper |
| T | General – Read Aloud/Group/KCA |

| Code | Description |
|------|----------------------------------|
| U | General – Read Aloud/Group/Paper |
| V | KAMM Read Aloud/Group/KCA |
| W | KAMM Read Aloud/Group/Paper |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserCode08 Lookup Table with all of the valid High School State History/Gov. Assessment: World Focus values; or enter the state values only for those High School State History/Gov. Assessment: World Focus codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SrUserCode09 Lookup Table

Follow this path to access the SrUserCode09 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > SrUserCode09**. This table stores the High School State History/Gov. Assessment: U.S. Focus codes extracted for the KIDS TEST Collection.

This SrUserCode09 code is entered in the **HS History/Gov: U.S. Focus** field on the **Student > State** tab for students in grade levels 14 through 16.

The screenshot shows the 'Student.KS' interface with the 'State' tab selected. The student's name is 'Abbott, Andrew E.' and the school is 'Eisenhower Middle School'. The 'Assessments' section is expanded, showing various dropdown menus. The 'HS History/Gov: U.S. Focus' dropdown is highlighted with a red box, showing the selected value '8-General - Braille/English'.

Figure 46 – Student Screen, State tab showing the HS History/Gov: U.S. Focus field

Verify the following High School State History/Gov. Assessment: U.S. Focus codes are defined in the **State Code** column of the SrUserCode09 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| 1 | General — Paper/English |
| 2 | General — KCA/English |
| 4 | KAMM — Paper/English |
| 5 | KAMM — KCA/English |
| 8 | General — Braille/English |
| 9 | KAMM — Braille/English |
| A | General — Audio/KCA |
| C | Clear test subject indicator |
| D | General – KCA/English/Braille/Hard of Hearing |
| E | KAMM – KCA/English/Braille/Hard of Hearing |
| I | KAMM Read Aloud /Individual/KCA |
| J | KAMM – Read Aloud/Individual/Paper |
| K | KAMM – Audio/KCA |
| L | General – Large Print/English |

| Code | Description |
|------|---------------------------------------|
| M | KAMM Large Print/English |
| R | General – Read Aloud/Individual/KCA |
| S | General – Read Aloud/Individual/Paper |
| T | General – Read Aloud/Group/KCA |
| U | General – Read Aloud/Group/Paper |
| V | KAMM Read Aloud/Group/KCA |
| W | KAMM Read Aloud/Group/Paper |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserCode09 Lookup Table with all of the valid High School State History/Gov. Assessment: U.S. Focus values; or enter the state values only for those High School State History/Gov. Assessment: U.S. Focus codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SrUserCode10 Lookup Table

This field is reserved for the collection of the State Writing Assessment, when implemented by the Kansas DOE.



Note: Optionally, this field can be used to import the students' state writing assessment data during the conversion process. However, these values may need to be changed when the Kansas DOE publishes the valid state reporting codes for this field.

Follow this path to access the SrUserCode10 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > SrUserCode10**. This table stores the State Writing Assessment codes extracted for the KIDS TEST Collection.

This SrUserCode10 code is entered in the **Writing** field on the **Student > State** tab for students in grade levels 10, 13, and 16.

The screenshot shows the 'Student.KS' interface with the 'State' tab selected. The student's name is 'Abbott, Andrew E.' and the school is 'Eisenhower Middle School'. The 'Assessments' section is visible, with the 'Writing' field highlighted by a red box. The 'Writing' field is currently empty, and the 'State Code' column in the SrUserCode10 Lookup Table is the target for this field.

Figure 47 – Student Screen, State tab showing the Writing field

Verify the following State Writing Assessment codes are defined in the **State Code** column of the SrUserCode10 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|-------------------------------|
| 1 | General — Paper/English |
| 3 | Alternative |
| 4 | KAMM — Paper/English |
| 8 | General — Braille/English |
| 9 | KAMM — Braille/English |
| C | Clear test subject indicator |
| L | General – Large Print/English |
| M | KAMM Large Print/English |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserCode10 Lookup Table with all of the valid State Writing Assessment values; or enter the state values only for those State Writing Assessment codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SrUserCode11 Lookup Table

Follow this path to access the SrUserCode11 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > SrUserCode11**. This table stores the Kansas English Language Proficiency Assessment (KELPA) codes extracted for the KIDS TEST Collection.

This SrUserCode11 code is entered in the **KELPA** field on the **Student > State** tab.

The screenshot shows the 'Student.KS' form with the 'State' tab selected. The 'Assessments' section is expanded, and the 'KELPA' dropdown menu is highlighted with a red box, showing the option '1-KELPA for c'.

Figure 48 – Student Screen, State tab showing the KELPA field

Verify the following KELPA codes are defined in the **State Code** column of the SrUserCode11 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| 1 | KELPA for current or monitored ESOL student. Note: A value of 1 is selected for a student when the ESOL/Bilingual Program Participation Code (Field D42) equals 1-4 or 6. |
| 2 | KELPA for student who is ESOL program eligible, but not currently receiving ESOL program services. Note: A value of 2 is selected for a student when the ESOL/Bilingual Program Participation Code (Field D42) equals 5 or is blank. |
| C | Clear test subject indicator |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserCode11 Lookup Table with all of the valid Kansas English Language Proficiency Assessment (KELPA) values; or enter the state values only for those Kansas English Language Proficiency Assessment (KELPA) codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Summer Withdrawal Code Lookup Table

Follow this path to access the Summer Withdrawal Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > Summer Withdrawal Code**. This table stores the summer withdrawal codes used to track the students that withdrew from the district over the summer; and to define the code used to identify No Show students that enrolled in the district during the summer but failed to attend school in the fall. No Show students are excluded from the state reports.

This Summer Withdrawal Code is entered in the **No Show Student** screen.

Figure 49 – No Show Student screen

Verify that the Summer Withdrawal Codes used in the district are defined in the Summer Withdrawal Code Lookup Table. The Summer Withdrawal Codes are the same codes defined in the Leave Code Lookup Table. The user need only add the codes used by their district to identify a summer withdrawal student.



Note: If the district has already established summer withdrawal codes, the user must assign the Leave Code value that corresponds to the user-defined summer withdrawal code. Use the State Code or Alt Code 3 column to map the state values to the user-defined values.

| Code | Description |
|------|---|
| 1 | Transfer to a public school in the same district |
| 2 | Transfer to a public school in a different district in the same state |
| 3 | Transfer to a public school in a different state |

| Code | Description |
|------|--|
| 4 | Transfer to an accredited private school |
| 5 | Transfer to unaccredited private school |
| 6 | Transfer to home schooling |
| 7 | Matriculation to another school |
| 8 | Graduated with regular diploma |
| 9 | Completed school with other credentials (e.g., District-Awarded GED) |
| 10 | Student death |
| 11 | Student illness |
| 12 | Student expulsion (or long-term suspension) |
| 13 | Reached maximum age for services |
| 14 | Discontinued schooling (including preschoolers/Kindergartners who are removed from schooling by parents) |
| 15 | Transfer to an accredited or non-accredited Juvenile Correctional Facility where educational services are provided |
| 16 | Moved within the US, not known to be continuing |
| 17 | Unknown |
| 18 | Student data claimed in error/never attended |
| 19 | Transfer to an adult education facility (i.e. for GED completion) |
| 20 | Transferred to a juvenile or adult correctional facility where educational services are not provided |
| 21 | Student moved to another country, may or may not be continuing |
| 98 | Unresolved Exit |
| 99 | Undo a previously submitted EXIT Record |

The user must also add the user-defined code used by the district to identify a No Show student. The user must assign a State Code value equal to N to the user-defined No Show code for state reporting purposes.

| Name: Summer Withdrawal Code Namespace: K12.Demographics Locked: N | | | | | | | |
|---|------|-----------|------|-------------------------------------|-----------|------------|------------|
| <input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and not eval | | | | | | | |
| Lookup Values | | | | | | | |
| X | Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 |
| <input type="checkbox"/> | 1 | 0 | S1 | Summer transfer – out of district | | | |
| <input type="checkbox"/> | 2 | 0 | S10 | Summer transfer - detention | | | |
| <input type="checkbox"/> | 3 | 0 | S11 | Summer GED | | | |
| <input type="checkbox"/> | 4 | 0 | S12 | Summer transfer - vocational school | | | |
| <input type="checkbox"/> | 5 | 0 | S13 | Summer completer | | | |
| <input type="checkbox"/> | 6 | 0 | S14 | No Show | | N | |
| <input type="checkbox"/> | 7 | 0 | S2 | Summer illness | | | |

Figure 50 – Summer Withdrawal Code Lookup Table



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Summer Withdrawal Code Lookup Table with all of the valid Summer Withdrawal codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

K12.DISCIPLINE LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.Discipline Lookup Tables.

Incident Context Lookup Table

Follow this path to access the Incident Context Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Discipline > Incident Context.**

The Incident Context code is entered in the **Incident Context Code** field on the **Incident Add** screen to identify the time of day that the discipline incident occurred.

Figure 51 – Incident Add screen

Verify the following state codes are defined in the **State Code** column of the Incident Context Lookup Table. The codes are listed in alphanumeric order by Code.

| Code | Description |
|------|-------------------|
| 110 | Before Classes |
| 115 | After Classes |
| 120 | Morning Classes |
| 125 | Afternoon Classes |

| Code | Description |
|------|------------------------------|
| 130 | Morning Recess/Break |
| 140 | Lunch |
| 150 | Afternoon Recess/Break |
| 199 | Other During School Hours |
| 210 | In Transit |
| 230 | At School-Sponsored Activity |
| 299 | Other Outside School Hours |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Incident Context Lookup Table with all of the valid Incident Context codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Incident Location Lookup Table

Follow this path to access the Incident Location Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Discipline > Incident Location.**

The Incident Location code is entered in the **Location** field on the **Incident Add** screen to identify the location where the discipline incident occurred.

The screenshot shows the 'Incident Add' screen with the following fields and values:

- Information Tab:**
 - Incident Date: 03/06/2012
 - Incident Time: 12:00 PM
 - Referrer Last Name: Smith
 - Referrer First Name: John
 - Referral Date: 03/06/2012
 - Staff Name: Weathers, Julia
- Description:** Pushing/shoving in food line
- Private Description:** (Empty)
- Incident Cost:** (Empty)
- Incident Context Code:** Lunch
- Incident Context Comment:** Pushing and shoving
- Location:** Cafeteria (highlighted with a red box)

Figure 52 – Incident Add screen

Verify the following state codes are defined in the **State Code** column of the Location Lookup Table. The codes are listed in alphanumeric order by Code.

| Code | Description |
|------|-------------------------------|
| 101 | Classroom |
| 105 | Hallway/Stairwell |
| 110 | Cafeteria |
| 120 | Gym |
| 130 | Restrooms |
| 140 | Auditorium |
| 150 | Outside |
| 160 | Stadium |
| 199 | Other On Campus |
| 210 | Sponsored Activity Off Campus |
| 230 | Sponsored Transportation |
| 299 | Other Off Campus |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Incident Location Lookup Table with all of the valid Incident Location code values; or enter the state values only for those Incident Location codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Incident Role Lookup Table

Follow this path to access the Incident Role Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Discipline > Incident Role.**

The Incident Role code is entered in the **Incident Role** field on **Participants** tab of the **Incidents** screen to identify the involvement of each person that participated in the discipline incident. The Incident Role is used to calculate the Offender Type and Victim Type values on the Kansas Discipline Incident extract file when a student is involved in the incident, and that student is identified as either the offender or the victim.

| Incidents | | | | | | | | | |
|--|--------------------|---------------|----------------------|---------------------|-------------------------------------|----------------|-------------------------------|------------------|--|
| Incident ID: 7 Incident Date: 03/06/2012 Referred By: Smith, John Entered By: McGrew, Tom Organization Name: Eisenhower Middle School - KS | | | | | | | | | |
| Information Participants Violations Documents | | | | | | | | | |
| Date | Time | Incident ID | Referrer Last Name | Referrer First Name | Referral Date | Staff Name | | | |
| 03/06/2012 | 10:00 AM | 7 | Smith | John | 03/06/2012 | McGrew, Tom | | | |
| Participant Totals | | | | | | | | | |
| Offender | Additional Victims | Total Victims | Bystander or Witness | | | | | | |
| 2 | | 0 | 0 | | | | | | |
| Students Involved | | | | | | | | | |
| Line | Student Name | Gender | Grade | Incident Role | Injuries Sustained | Violation List | School Of Enrollment | Disposition Code | |
| 1 | Acevedo, Theresa | F | 07 | Offender | <input checked="" type="checkbox"/> | Fighting | Eisenhower Middle School - KS | | |
| 2 | Acosta, Billy E. | M | 07 | Offender | <input type="checkbox"/> | Fighting | Eisenhower Middle School - KS | | |

Figure 53 – Incident Add screen

Verify the following state codes are defined in the **State Code** column of the Incident Role Lookup Table. The codes are listed in alphanumeric order by Code.

| Code | Description |
|------|-----------------------------|
| 1 | Current Student |
| 2 | Expelled/Suspended Student |
| 3 | Former Student |
| 4 | Student at Different School |
| 5 | Teacher |
| 6 | Principal/Vice-Principal |
| 7 | Other Staff Member |
| 8 | Parent |
| 9 | Unknown |
| 10 | Other |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Incident Role Lookup Table with all of the valid Incident Role codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Modification Lookup Table

Follow this path to access the Modification Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Discipline > Modification.**

The Modification code is entered in the **Modification** field in the Student Discipline screen if the student's expulsion length was shortened or changed to a suspension by the superintendent under the case-by-case modification provisions of Section 4141(b)(1) of the Gun Free Schools Act (GFSA).

The screenshot displays the 'Student Disposition' form for a student named Kathleen D. Acosta at Kennedy High School, Grade 210. The form is divided into several sections:

- Information:** Includes fields for Disposition Number (11), Disposition Date (09/27/2012), and Staff Name (Hyde, Kathy).
- Disposition Description:** Contains a dropdown for Disposition Code (set to 'In-school suspension'), a text field for Place Moved To, a dropdown for Modification, a dropdown for Authority Code, and a checkbox for Zero Tolerance. There are also text areas for Additional Text and Comment.
- Dates:** Includes fields for Start Date (09/27/2012), End Date (10/05/2012), Disposition Review Date, Completed (checkbox), and Receives Support Services (dropdown). It also has fields for Attendance Reason Code, Hours, Reassignment Days, Assigned Start Date, and Assigned End Date.
- Expulsion Modified:** Includes a checkbox, a text field for Days Reduced, and a checkbox for Did Return.
- GFSA Modification Description:** A large text area for additional details.

Figure 54 - Student Disposition Screen, Modification field

Verify the following state codes are defined in the **State Code** column of the Modification Lookup Table. The codes are listed in alphanumeric order by Code.

| Code | Description |
|------|-------------|
| 1 | Yes |
| 2 | No |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Modification Lookup Table with all of the valid Modification codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Offender Motivation Lookup Table

Follow this path to access the Offender Motivation Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Discipline > Offender Motivation.**

The Offender Motivation code is entered in the **Motivation** field in the Discipline Incidents grid of the Student Incident screen to identify the probable motivation that caused the offender to act. Click the Show Detail button to display the Offender Information section where the Motivation field is located.

The screenshot shows the 'Student Incident' screen for a student named Douglas L. Abers at Kennedy High School. The 'Discipline Incidents' grid is visible, with the first incident selected. The 'Student Incident Detail' tab is active, showing the 'Offender Information' section. The 'Motivation' field is highlighted with a red box, displaying the value 'Peer Attention - To gain peer attention.' The 'Motivation Description' field is also visible below it.

Figure 55 – Student Incident screen, Discipline Incidents grid, Student Incident Detail tab, Offender Information

Verify the following state codes are defined in the **State Code** column of the Offender Motivation Lookup Table. The codes are listed in alphanumeric order by Code.

| Code | Description |
|------|---|
| 1 | Adult Attention – To gain teacher or other adult attention |
| 2 | Peer Attention – To gain peer attention |
| 3 | Gain Item or Activity – To gain a desired item or activity |
| 4 | Control – To gain control over others or the situation |
| 5 | Avoid Adult – To avoid or escape teacher or other adult interaction |
| 6 | Avoid Peer – To avoid or escape peer interaction |
| 7 | Avoid Activity – To avoid or escape undesired activity, task, or setting |
| 8 | Avoid Situation – To avoid or escape a difficult or frustrating situation |
| 9 | Self Expression – To express oneself |
| 10 | Justice or Revenge – To seek justice or revenge |
| 11 | Other – Other motivation |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Offender Motivation Lookup Table with all of the valid Offender Motivation codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Relation to School Lookup Table

Follow this path to access the Relation to School Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Discipline > Relation to School.**

The Relation to School code is entered in the **Relation to School** field in the **Participants** tab of the **Incidents** screen to identify the involvement of a person outside of the school in the discipline incident. The Relation to School value is used to calculate the Offender Type and Victim Type values on the Kansas Discipline Incident extract file when a non-student is involved in the incident, and that non-student is identified as either the offender or the victim.

The screenshot shows the 'Incidents' screen with the 'Participants' tab selected. The 'Other Involved Persons' section is visible, showing a table with columns: Line, Last Name, First Name, Middle Name, Gender, Relation To School, Incident Role, and Injuries Sustained. The 'Relation To School' dropdown menu is highlighted with a red box, showing 'Other Staff Member' selected.

| Line | Last Name | First Name | Middle Name | Gender | Relation To School | Incident Role | Injuries Sustained |
|------|-----------|------------|-------------|--------|--------------------|---------------|-------------------------------------|
| 1 | Jones | Betty | | F | Other Staff Member | Victim | <input checked="" type="checkbox"/> |

Figure 56 – Incidents screen, Participants tab, Other Involved Persons section

Verify the following state codes are defined in the **State Code** column of the Relation to School Lookup Table. The codes are listed in alphanumeric order by Code.

| Code | Description |
|------|--------------------------|
| 3 | Former Student |
| 5 | Teacher |
| 6 | Principal/Vice-Principal |
| 7 | Other Staff Member |
| 8 | Parent |
| 9 | Unknown |
| 10 | Other |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Relation to School Lookup Table with all of the valid Relation to School codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable

K12.DISCIPLINEINFO LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.DisciplineInfo Lookup Tables.

Referrer Type Lookup Table

Follow this path to access the Referrer Type Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Discipline > Referrer Type.**

The Referrer Type code is entered in the **Referrer Type** field when a discipline incident is added to the Incidents screen. The referrer type identifies the person that reported the discipline incident. This field is extracted for the Reporter field on the Kansas Discipline Incident Extract.

The Referrer Type displays on the Information tab of the Incidents screen.

The screenshot shows the 'Incidents' screen with the 'Information' tab selected. The 'Referrer Type' field is highlighted with a red box and contains the value 'Professional'. The form includes fields for Incident ID, Incident Date, Referred By, Entered By, Organization Name, Date, Time, Incident ID, Referrer Last Name, Referrer First Name, Referral Date, Staff Name, Description, Private Description, Gang Related, Hate Related, Incident Cost, Incident Context Code, Incident Context Comment, and State Incident Number.

Figure 57 – Incident screen, Information tab

Verify the following state codes are defined in the **State Code** column of the Reported by Type Lookup Table. The codes are listed in alphanumeric order by Code.

| Code | Description |
|------|---|
| 1 | Student – The incident was reported by an individual who was enrolled in an instructional program in a school at the time the incident occurred. |
| 2 | Professional Staff – The incident was reported by a member of the professional staff at the school at the time the incident occurred, e.g., Teacher, Substitute, Counselor, Medical Staff, etc. |
| 3 | Administrator – The incident was reported by an administrator in the school (or school district) at the time the incident occurred. |
| 4 | Other School Staff – The incident was reported by another school staff member (school support personnel, maintenance personnel, etc.) in the school at the time the incident occurred. |
| 5 | Law Enforcement Officer – The incident was reported by a law enforcement officer at the time the incident occurred. |
| 6 | Non-school Personnel – The incident was reported by an individual who did not attend or work for the school (parent, community member, etc.) |
| 7 | Unknown – The incident was anonymously reported. |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Referrer Type Lookup Table with all of the valid Referrer Type codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable

K12.ENROLLMENT LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.Enrollment Lookup Tables.

Access 504 Lookup Table

Follow this path to access the Access 504 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Access 504.**

The Access 504 code is entered in the **Access 504** field on the **Student > Enrollment** tab to identify a student as a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.. If this field is blank or equal to zero (0), the student is not a 504 qualified student.



Notes: Students receiving special education services because of a disability automatically qualify. Therefore any student marked with a disability code must be marked as a 1 – Currently a 504 qualified student.

If a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th. If the district wants to change the value submitted based on this rule, it will need to manually change the value. There is historical tracking of the previous value. The change is not extracted if a new enrollment history record is created after the last day of school and before July 1.

The screenshot shows the 'Student.KS' interface with the 'Enrollment' tab selected. The student's name is 'Abbott, Andrew E.' and the school is 'Eisenhower Middle School'. The 'Enrollment Activity' section is expanded, showing fields for 'Last Activity Date' (08/30/2011), 'Effective Date', 'Override ADA/ADM of No', 'Grade' (180), 'Previous Grade Exit Code', 'FTE' (1.00), 'Tuition Payer Code', 'Eligible for state funding', 'District Of Residence' (123456000), 'Instructional Setting' (Y), 'Program Code' (01), 'Special Enrollment Code' (Open Enrollment), 'Special Program Code', 'Access 504' (2), and 'Homebound'. The 'Access 504' field is highlighted with a red box.

Figure 58 – Student screen, Enrollment tab with Access 504 field

Verify the following state codes are defined in the **State Code** column of the Access 504 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|-------|---|
| Blank | Not a 504 qualified student and has not been this school year |
| 1 | Currently a 504 qualified student |
| 2 | Not currently a 504 qualified student but has been this school year |

District of Residence Lookup Table

Follow this path to access the District of Residence Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > District.**

The District of Residence code is entered in the **District of Residence** field on the **Student > Enrollment**. This value is extracted for the Residence District Identifier field on the KIDS Collection.

The screenshot shows the 'Student.KS' interface with the 'Enrollment' tab selected. The student's name is 'Abbott, Andrew E.' and the school is 'Eisenhower Middle School'. The 'Enrollment Activity' section is expanded, showing fields for 'Grade' (180), 'Previous Grade Exit Code' (1.00), 'Tuition Payer Code' (Eligible for state funding), 'District Of Residence' (123456000), and 'Instructional Setting' (Y). The 'District Of Residence' field is highlighted with a red box.

Figure 59 – Student screen, Enrollment tab with District of Residence field

Verify the Residence District Identifier state codes are defined in the **State Code** column of the District of Residence Lookup Table. Refer to the “Kids 2011-2012 Collection System File Specifications” document located on the following state Web site: [Kansas Individual Data on Students \(KIDS\)](#) for a list of valid District of Residence codes.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the District of Residence Lookup Table with all of the valid District of Residence codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable

Leave Code Lookup Table

Follow this path to access the Leave Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Leave Code.**

The Leave Code is entered in the **Leave Code** field on the **Student > Enrollment** tab when the student withdraws from the school district. The leave code value is extracted for the Exit/Withdrawal Type field on the KIDS EXIT Collection.

If the Post Secondary value equals 9, Receiving special education transition services, then the Leave Code value must equal 22, Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transactional services deemed necessary by the IEP team.

The screenshot shows the 'Student.KS' interface. At the top, it displays 'Student Name: Abbott, Andrew E.', 'School: Eisenhower Middle School', 'Homeroom: 201', and 'Teacher: O'Malley, T.'. Below this are tabs for 'Demographics', 'Parent/Guardian', 'Other Info', 'Emergency', 'Enrollment', 'Enrollment History', 'Classes', 'Documents', and 'Student Contact'. The 'Enrollment' tab is active. It shows fields for 'Last Name' (Abbott), 'First Name' (Andrew), 'Middle Name' (Edward), 'Suffix', 'Perm ID' (124013), 'Grade' (180), and 'Gender' (Male). Below these is the 'Enrollment Information' section, which includes 'SAIS ID' (0002402752), 'Enter Date' (08/30/2011), 'Enter Code' (E1), 'Leave Date', 'Leave Code' (highlighted with a red box), and 'ADA/ADM'.

Figure 60 – Student screen, Enrollment tab with Leave Code field

Verify the following Exit/Withdrawal Type state codes are defined in the **State Code** column of the Leave Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|--|
| 1 | Transfer to a public school in the same district |
| 2 | Transfer to a public school in a different district in the same state |
| 3 | Transfer to a public school in a different state |
| 4 | Transfer to an accredited private school |
| 5 | Transfer to unaccredited private school |
| 6 | Transfer to home schooling |
| 7 | Matriculation to another school |
| 8 | Graduated with regular diploma |
| 10 | Student death |
| 11 | Student illness |
| 12 | Student expulsion (or long-term suspension) |
| 13 | Reached maximum age for services |
| 14 | Discontinued schooling (including preschoolers/Kindergartners who are removed from schooling by parents) |
| 15 | Transfer to an accredited or non-accredited Juvenile Correctional Facility where educational services are provided |

| Code | Description |
|------|--|
| 16 | Moved within the US, not known to be continuing |
| 17 | Unknown |
| 18 | Student data claimed in error/never attended |
| 19 | Transfer to an adult education facility (i.e. for GED completion) |
| 20 | Transferred to a juvenile or adult correctional facility where educational services are not provided |
| 21 | Student moved to another country, may or may not be continuing |
| 22 | Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transactional services deemed necessary by the IEP team. |
| 98 | Unresolved Exit |
| 99 | Undo a previously submitted EXIT Record |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Leave Code Lookup Table with all of the valid Leave Code values; or enter the state values only for those Leave Codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SrUserDd01 Lookup Table

Follow this path to access the SrUserDd01 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SrUserDd01**. This table stores the school identifier extracted for these fields:

- AYP/QPA School Identifier code extracted for the KIDS Collection.
- Responsible Building Identifier-SIS extracted for the KAN-Service Extract.
- Primary Service Location extracted for the KAN-Service Extract

The school identifier is a unique number assigned to the school building by the state.

This SrUserDd01 code is entered in the **AYP/QPA** field on the **Student > Enrollment** tab.

The screenshot shows the 'Student.KS' interface with the 'Enrollment' tab selected. The student's name is 'Abers, Douglas L.', school is 'Kennedy High School', and grade is '200'. Under the 'School Codes' section, the 'AYP/QPA' field is highlighted with a red box. Other fields include 'Funding', 'Attendance', and 'Neighborhood'.

Figure 61 – Student screen, Enrollment tab with AYP/QPA field

Refer to the Kansas Education Directory for the AYP/QPA School Identifier that is valid for the school building.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserDd01 Lookup Table with all of the valid AYP/QPA School Identifier values; or enter the state values only for those AYP/QPA School Identifier codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SRUserDd02 Lookup Table

Follow this path to access the SRUserDd02 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd02**. This table stores the Funding School code extracted for the KIDS Collection. The Funding School is a unique number assigned to the school building by the state, in which the student's enrollment is counted for state funding and/or for the Principal's Building Report.



Notes: If a district does not have a school for an educational level (e.g., does not have a high school) or has preschoolers who are not assigned to a school, the district central office building number should be used.

For ENRL records, 0003 should be used for the Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is „0001” or „0002”, then this must contain a valid School ID number belonging to an accredited school or district central office.

This SRUserDd02 code is entered in the **Funding** field on the **Student > Enrollment** tab.

The screenshot shows the 'Student.KS' interface with the 'Enrollment' tab selected. The student's name is 'Abers, Douglas L.', and the school is 'Kennedy High School'. The 'Funding' field under 'School Codes' is highlighted with a red box. The 'Funding' field is currently empty, and the 'Attendance' and 'Neighborhood' fields are also empty.

Figure 62 – Student screen, Enrollment tab with Funding School field

Refer to the Kansas Education Directory for the Funding School code that is valid for the school building.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserDd02 Lookup Table with all of the valid Funding School values; or enter the state values only for those Funding School codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SRUserDd03 Lookup Table

Follow this path to access the SRUserDd03 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd03**. This table stores the Attendance School / Program Identifier code extracted for the KIDS Collection. The Attendance School / Program Identifier is a unique number assigned to the school or program by the state. It identifies the school or program in which the student is physically located and attending class.



Note: For TEST records, this is the location where the student is to take the state assessments. For TEST, EXIT, and EOYA records, if the AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district.

This SRUserDd03 code is entered in the **Attendance** field on the **Student > Enrollment** tab.

The screenshot shows the 'Student.KS' interface with the 'Enrollment' tab selected. The student's name is 'Abers, Douglas L.', school is 'Kennedy High School', and homeroom is '424'. The 'Enrollment' tab contains fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', and 'Gender'. Below these are sections for 'Enrollment Information', 'Enrollment Activity', 'State Enrollment Activity', and 'School Codes'. The 'School Codes' section includes 'AYP/QPA', 'Funding', 'Attendance', and 'Neighborhood'. The 'Attendance' field is highlighted with a red box.

Figure 63 – Student screen, Enrollment tab with Attendance School field

Refer to the Kansas Education Directory for the Attendance School / Program Identifier code that is valid for the school or program.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserDd03 Lookup Table with all of the valid Attendance School / Program Identifier values; or enter the state values only for those Attendance School / Program Identifier codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SRUserDd04 Lookup Table

Follow this path to access the SRUserDd04 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd04**. This table stores the Concurrent High School Enrollment code extracted for the KIDS Collection. The Concurrent High School Enrollment code identifies a second educational program enrollment for a high school student on September 20 and, if applicable, February 20 of the current school year.



Note: Students enrolled in the Kansas Academy of Math and Science (KAMS) at Fort Hays State University should be marked with a value of 3.

This SRUserDd04 code is entered in the **Concurrent HS Enrollment** field on the **Student > Enrollment** tab.

The screenshot shows the 'Student.KS' interface with the 'Enrollment' tab selected. The student's name is 'Abers, Douglas L.', school is 'Kennedy High School', homeroom is '424', and teacher is 'Szafranski, B.'. The 'Enrollment' tab contains several sections: 'Enrollment Information', 'Enrollment Activity', 'State Enrollment Activity', and 'School Codes'. In the 'State Enrollment Activity' section, the 'Concurrent HS Enrollment' dropdown menu is highlighted with a red box. Other fields include 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', 'Gender', 'Special Circumstances', 'AYP/QPA', 'Funding', 'Attendance', and 'Neighborhood'.

Figure 64 – Student screen, Enrollment tab with Concurrent HS Enrollment field

Verify the following Concurrent High School Enrollment state codes are defined in the **State Code** column of the SRUserDd04 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|-------|-----------------------------|
| Blank | None |
| 1 | Technical School or College |
| 2 | Community college |
| 3 | State university |
| 4 | Private college |
| 5 | Other postsecondary |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SRUserDd04 Lookup Table with all of the valid Concurrent High School Enrollment values; or enter the state values only for those Concurrent High School Enrollment codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

SRUserDd05 Lookup Table

Follow this path to access the SRUserDd05 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd05**. This table stores the Special Circumstances Transfer Choice code extracted for the KIDS Collection. The Special Circumstances Transfer Choice indicates whether or not the student's transfer was related to provisions of Federal Law. This field should include information on students transferring within or outside the district.

This SRUserDd05 code is entered in the **Special Circumstances** field on the **Student > Enrollment** tab.

The screenshot shows the 'Student.KS' interface with the 'Enrollment' tab selected. The student's name is 'Abers, Douglas L.' and the school is 'Kennedy High School'. The 'Special Circumstances' field under 'State Enrollment Activity' is highlighted with a red box. Below it, the 'School Codes' section is visible with fields for AYP/QPA, Funding, Attendance, and Neighborhood.

Figure 65 – Student screen, Enrollment tab with Special Circumstances field

Verify the following Special Circumstances Transfer Choice state codes are defined in the **State Code** column of the SRUserDd05 Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|-------|--|
| Blank | No transfer under these provisions |
| 1 | Transfer using Title I school on improvement choice provision |
| 2 | Transfer using unsafe school provision (applicable only when student transfers to another school within the same district) |
| 3 | Student applied to transfer to a school not on improvement but was denied |
| 4 | Student was offered the choice to transfer to a school not on improvement but declined. Student did not transfer |

| Code | Description |
|------|---------------------|
| 5 | Other postsecondary |



Notes: Options 1 or 2 must be reported by the gaining school. Options 3 and 4 must be reported by the school the student is attempting to leave.

Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserDd05 Lookup Table with all of the valid Special Circumstances Transfer Choice values; or enter the state values only for those Special Circumstances Transfer Choice codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

SRUserDd06 Lookup Table

Follow this path to access the SRUserDd06 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd06**. This table stores the Neighborhood Building Identifier-SIS codes extracted for the KAN-Service Extract. The Neighborhood Building Identifier-SIS identifies the school in which the parent chooses to enroll the student for general education or in which the parent would choose to enroll the student if the student was not placed elsewhere for educational services.

This SRUserDd06 code is entered in the Neighborhood field on the Student.KS screen.

The screenshot shows the 'Student.KS' screen with the 'Enrollment' tab selected. The student's name is 'Abers, Douglas L.', school is 'Kennedy High School', and homeroom is '424'. The 'Enrollment' tab is active, showing fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', and 'Gender'. Below these are sections for 'Enrollment Information', 'Enrollment Activity', 'State Enrollment Activity', and 'School Codes'. The 'Neighborhood' field under 'School Codes' is highlighted with a red box.

Figure 66 – Student.KS screen, Enrollment tab with Neighborhood field

Refer to the Kansas Education Directory for the Neighborhood Building Identifier-SIS that is valid for the school building.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserDd06 Lookup Table with all of the valid Neighborhood Building Identifier-SIS values; or enter the state values only for those Neighborhood Building Identifier-SIS codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

K12.KS LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.KS Lookup Tables.

Neglected Student Lookup Table

Follow this path to access the Neglected Student Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.KS > Neglected Student**.

The Neglected Student code is entered in the **Neglected Student** field on the **Student > State** tab to identify a neglected student who was served under Title I Part A funds at some time during the year.



Note: If a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th. If the district wants to change the value submitted based on this rule, it will need to manually change the value because there is historical tracking of the previous value. The change is not extracted if a new enrollment history record is created after the last day of school and before July 1.

Student.KS

Student Name: **Abbott, Andrew E.** School: **Eisenhower Middle School** Homeroom: **201** Teacher: **O'Malley, T.**

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Student Contact Log **State**

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Abbott Andrew Edward 124013 180 Male

☒ Ten Mile Law

CTE Pathway **Neglected Student** Virtual Education Student Served With At Risk Funds

Communications ☒ 1-Currently served under Title I Part A 2-Student is not currently a V 1-Served through state at-risk

Figure 67 – Student screen, Enrollment tab with Neglected Student field

Verify the following state codes are defined in the **State Code** column of the Neglected Student Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|-------|---|
| Blank | Not served under Title I Part A this school year |
| 1 | Currently served under Title I Part A |
| 2 | Not currently served under Title I Part A but has been this school year |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Neglected Student Lookup Table with all of the valid state values; or enter the state values only for those Neglected Student codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Served With At Risk Funds Lookup Table

Follow this path to access the Served With At Risk Funds Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.KS > Served With At Risk Funds.**

The Served With At Risk Funds code is entered in the **Served With At Risk Funds** field on the **Student > State** tab to identify a student that received services through at-risk funded programs during the current school year.



Note: If a student's status will change between the last day of school and June 30th, schools can choose to report the student's status as of June 30th. If the district wants to change the value submitted based on this rule, it will need to manually change the value because there is historical tracking of the previous value. The change is not extracted if a new enrollment history record is created after the last day of school and before July 1.

The screenshot shows the 'Student.KS' screen with the 'Enrollment' tab selected. The student's name is 'Abbott, Andrew E.' and the school is 'Eisenhower Middle School'. The 'Served With At Risk Funds' field is highlighted with a red box, showing the value '1-Served through state at-risk'.

Figure 68 – Student screen, Enrollment tab with Served With At Risk Funds field

Verify the following state codes are defined in the **State Code** column of the Served With At Risk Funds Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|-------|--|
| Blank | Not served during the year |
| 1 | Served through state at-risk funded programs |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Served With At Risk Funds Lookup Table with all of the valid state values; or enter the state values only for those Served With At Risk Funds codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Virtual Education Student Lookup Table

Follow this path to access the Virtual Education Student Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.KS > Virtual Education Student.**

The Virtual Education Student code is entered in the **Virtual Education Student** field on the **Student > State** tab to identify a student that is participating in a virtual education school or program that is approved for State funding.

Figure 69 – Student screen, Enrollment tab with Virtual Education Student field

Verify the following state codes are defined in the **State Code** column of the Virtual Education Student Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|-------|---|
| Blank | Student is not a Virtual Education Student and has not been during the current school year. |
| 1 | Student is currently a Virtual Education Student. |
| 2 | Student is not currently a Virtual Education Student, but has been at some point during the current school year. |
| 3 | Virtual AP Student – Student is currently taking at least one virtual Advanced Placement (AP) course not offered by the student's resident district, and the resident district contains at least 200 square miles or at least 260 FTEs. |



Notes: If both codes 1 and 3 apply to a particular student, report the student as code 3.

Optionally, run the SQL Scripts provided during the implementation process to populate the Virtual Education Student Lookup Table with all of the valid state values; or enter the state values only for those Virtual Education Student codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

K12.PROGRAMINFO LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.ProgramInfo Lookup Tables.

Childhood Programs Lookup Table

Follow this path to access the Childhood Programs Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo > Childhood Programs.**

The Childhood Programs are assigned to students in the **Student Programs > Childhood Program Participation** screen.

Childhood Program Participation

Student Name: **Abbott, Andrew E.** School: **Eisenhower Middle School** Status: **Active** Room Name: **201** VerboseAge: **13 yrs 8 mths**

Programs | Programs Transactions

| Last Name | First Name | Middle Name | Perm ID | Grade | Gender | Birth Date |
|-----------|------------|-------------|---------|-------|--------|------------|
| Abbott | Andrew | Edward | 124013 | 180 | Male | 02/04/1998 |

Add Program

Childhood Programs:

Services

| Line | Description | Code | Enter Date | Leave Date | CTDS | Family Income | Live In Household | Mother Emp Status | Father Emp Status | PPVT Exempt | Adult Education ID |
|------|-----------------------------|------|------------|------------|-----------|---------------|-------------------|-------------------|-------------------|-------------|--------------------|
| 1 | Early Childhood Block Grant | 1 | 08/20/2001 | 06/14/2002 | 123456000 | | | | | | |

Figure 70 – Childhood Program Participation screen, Programs tab with Childhood Programs field

The Early Childhood Program Participation field is extracted as a 4-digit numeric code (0000) where a value of zero (0) indicates the student did not participate in an Early Childhood program and a value of one (1) indicates the student did participate in an Early Childhood program. The numeric value assigned in the Alt Code 3 field on the Childhood Programs Lookup Table determines the position of each program in the numeric string.



Note: To report a value other than Blank or 0000 on the KIDS Collection extract, the student's Current Grade Level (Field D10 on the KIDS Collection extract) must equal 00-04.

Name: **Childhood Programs** Namespace: K12.ProgramInfo Locked: N

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless

Lookup Values Add

| X | Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status | |
|--------------------------|------|-----------|------|------------------------------------|-----------|------------|------------|--------------|------------|----------|
| | | | | | | | | | Year Start | Year End |
| <input type="checkbox"/> | 1 | 0 | C | Community Preschool or Center | | | 3 | | | |
| <input type="checkbox"/> | 2 | 0 | H | Headstart | | | 1 | | | |
| <input type="checkbox"/> | 3 | 0 | I | Part C Infant/Toddler | | | 2 | | | |
| <input type="checkbox"/> | 4 | 0 | O | Other District Sponsored Preschool | | | 4 | | | |

Figure 71 – Childhood Programs Lookup Table

For example, if a student is identified as having participated in a Headstart program (Alt Code 3 = 1) and a Community Preschool or Center (Alt Code 3 = 3), the extracted value is calculated as follows: 1010.

Verify the following state codes are defined in the **State Code** column of the Childhood Programs Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description | Alt Code 3 |
|------|------------------------------|------------|
| 1 | Early Childhood Block Grant | 3 |
| 2 | State Family Literacy | 1 |
| 3 | Title I Even Start | 2 |
| 4 | Migrant Education Even Start | 4 |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Childhood Programs Lookup Table with all of the valid state values; or enter the state values only for those Childhood Program codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

ELL Program Code Lookup Table

Follow this path to access the ELL Program Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo > ELL Program Code.**

The ELL Program Codes are assigned to students in the **Student Programs > English Language Learners** screen.

The screenshot shows the 'English Language Learners' screen for student Abbott, Andrew E. at Eisenhower Middle School. The 'ELL' tab is selected. The 'Program' field in the 'ELL Status' section is highlighted with a red box, showing 'State ESOL/Bilingual Funded'.

Figure 72 – English Language Learners screen, ELL tab with Program field

Verify the following state codes are defined in the **State Code** column of the ELL Program Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|-------|--|
| Blank | Not an ESOL eligible student and not an ESOL monitored student |
| 1 | Title III Funded |
| 2 | State ESOL/Bilingual Funded |
| 3 | Both Title III and State ESOL/Bilingual Funded |
| 4 | Monitored ESOL student (status after scoring a “4/Fluent” ESOL performance level in all domains (Reading, Writing, Listening, and Speaking) and score a “4/Fluent” ESOL performance level in the Total/Composite category for two consecutive years) Students are listed as monitored status for no more than two years after they stop receiving ESOL services. |
| 5 | ESOL program eligible, based on an English language proficiency test, but not currently receiving ESOL program services. Example: The district is still obligated to provide ESOL support even if a parent has submitted a waiver that prevents their child from receiving ESOL services. |
| 6 | Receives ESOL services and not funded with Title III and/or State ESOL Funding. |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the ELL Program Code Lookup Table with all of the valid state values; or enter the state values only for those ELL Program codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Frm Code Lookup Table

Follow this path to access the Frm Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo > Frm Code.**

The Frm Codes are assigned to students in the **Student Programs > Free and Reduced Meals** screen to identify students that participate in the Free and Reduced Meals program.

The screenshot shows the 'Free and Reduced Meals' screen for student Abbott, Andrew E. The 'FRM' tab is selected. Below the student information, there is a table with the following data:

| Line | Enter Date | Frm Code | Exit Date |
|------|------------|----------|-----------|
| 1 | 10/12/2011 | F-Free | |

Figure 73 – Free and Reduced Meals screen, FRM tab with Frm Code field

Verify the following state codes are defined in the **State Code** column of the Frm Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|-------|----------------------------------|
| Blank | Not Eligible |
| 1 | Eligible for Reduced Price Lunch |
| 2 | Eligible for Free Lunch |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Frm Code Lookup Table with all of the valid state values; or enter the state values only for those Frm codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

GATE Code Lookup Table

Follow this path to access the GATE Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo > GATE Code.**

The GATE Codes are assigned to students in the Student Programs > Student GATE screen to identify a student that has an active Individual Education Plan (IEP) for giftedness, which documents that the student receives special education services.

The screenshot shows the 'Student GATE' window for a student named Abbott, Andrew E. The 'Current GATE Code' section is highlighted with a red box, showing 'GI-Giftedness' as the selected code, with an 'Enter Date' of 10/12/2011. Below this, there are checkboxes for 'High Achievement', 'Intellectual', 'Leadership', 'Specific Academic', and 'Visual/Performing Arts'. At the bottom, there is a 'GATE History' table with columns for Line, Enter Date, Gate Code, Gate Grade, Exit Date, Exit Reason, and Test Scores (Test, FS, Partial, Screen, MC, Comment).

Figure 74 – GATE Code screen, Student GATE tab with Gate Code field

Verify the following state codes are defined in the **State Code** column of the GATE Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|-------------|
| GI | Giftedness |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the GATE Code Lookup Table with all of the valid state values; or enter the state values only for those GATE codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

K12.PROGRAMINFO.KS LOOKUP TABLES

Verify that the following state code values are mapped in the appropriate K12.ProgramInfo.KS Lookup Table.

Disability Code Lookup Table

Follow this path to access the Disability Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo.KS > Disability Code.**

The Disability Codes identify the special education student's primary and, if applicable secondary disability. It is extracted for the Primary Disability and Secondary Disability fields on the KAN-Service Extract.

The Primary Disability and Secondary Disability are assigned to the student on the **Student Programs > Special Ed Student Service.KS > Services tab.**

The screenshot shows the 'Special Ed Student Services.KS' window. At the top, it displays student information: Student Name: Abers, Douglas L., School: Kennedy High School, Status: Active, Room Name: 424, VerboseAge: 16 yrs 3 mths. Below this is a tabbed interface with 'Services' selected. The 'Services' tab shows a table with columns: Last Name, First Name, Middle Name, Perm ID, Grade, Birth Date. The first row shows: Abers, Douglas, Lowell Carter, 900757, 200, 05/25/1996. Below the table is a 'KAN-Serv Data' section with a table. The first row is highlighted in blue and has a red box around the 'Primary Disability' field, which contains the value 'AM'. Other fields in the row include 'Secondary Disability' (HI), 'Exit Date', 'Status Code' (R), 'Placement Code' (L), 'Eligibility Code' (1), 'Init Eval Date' (04/23/2012), 'Re Eval Date' (04/24/2013), 'Consent Date' (11/05/2011), 'Manager SSN', 'Psychologist SSN', 'Pathologist SSN', and 'Evidence'. There are also checkboxes for 'Gifted', 'Extended School Year', 'Behavior Intervention Plan', and 'Special Ed Transportation'.

Figure 75 – Special Ed Student Services.KS screen, Services tab with Primary Disability field

Verify the following state codes are defined in the **State Code** column of the Disability Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| AM | Autism |
| DB | Deaf-Blindness |
| DD | Developmentally Delayed - Students age 3 – 9 only (valid only for primary disability) |
| ED | Emotional Disturbance |
| GI | Giftedness |
| HI | Hearing Impairment |

| Code | Description |
|------|--------------------------------|
| ID | Intellectual Disability |
| LD | Specific Learning Disability |
| MD | Multiple Disabilities |
| OH | Other Health Impairment |
| OI | Orthopedic Impairment |
| SL | Speech / Language Disabilities |
| TB | Traumatic Brain Injury |
| VI | Visual Impairment |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Disability Code Lookup Table with all of the valid state values; or enter the state values only for those Disability Codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Eligibility Code

Follow this path to access the Eligibility Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo.KS > Eligibility Code**

The Eligibility Code identifies a student's eligibility for either special education services under Part B of IDEA or gifted services under Kansas Special Education regulations. The eligibility code assigned to the student also determines the organization providing that service, either a public school (USD, COOP or Interlocal) or a Kansas Operated State facility.

A student is assigned an Eligibility Code of 5 when the student is claimed for funding by the reporting agency, for example, the student is served by your LEA under contact with the student's responsible district. These students are excluded from the count on the KAN-Service Extract.

The Status Code is assigned to the student on the **Student Programs > Special Ed Student Services.KS > Services tab**.

The screenshot shows the 'Special Ed Student Services.KS' window. At the top, it displays student information: Student Name: Abers, Douglas L., School: Kennedy High School, Status: Active, Room Name: 424, Verbose Age: 16 yrs 3 mths. Below this is a tabbed interface with 'Services' selected. The 'Services' tab shows a form with fields for Last Name, First Name, Middle Name, Perm ID, Grade, and Birth Date. Below this is a table titled 'KAN-Serv Data' with columns for Line, IEP Date, and Detail. The first row of the table is highlighted, showing a line number of 1 and an IEP Date of 08/28/2012. The 'Detail' column for this row is expanded, showing various fields including Migration Date, Primary Disability, Secondary Disability, Exit Date, Status Code, Placement Code, Eligibility Code (highlighted with a red box), Init Eval Date, Re Eval Date, Consent Date, Manager SSN, Psychologist SSN, Pathologist SSN, Evidence, and checkboxes for Gifted, Extended School Year, Behavior Intervention Plan, and Special Ed Transportation.

Figure 76 – Special Ed Student Services.KS screen, Services tab with Eligibility Code field

Verify the following state codes are defined in the **State Code** column of the Eligibility Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|------------------------------------|
| 1 | Public School, COOP, or Interlocal |
| 2 | Special Purpose School |
| 4 | Gifted Only |
| 5 | Not Claimed |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Eligibility Code Lookup Table with all of the valid state values; or enter the state values only for those Eligibility Codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Frequency Code

Follow this path to access the Frequency Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo.KS > Frequency Code**

The Frequency Code identifies a how often a student receives a service on a weekly basis. It is entered in the Every X Weeks field when a service record is added to the KAN-Serv Services grid. For example, enter a Frequency code of 1 if the student receives the service every week, 2 if the student receives the service every other week, and so on.

The Frequency Code is assigned to the student on the **Student Programs > Special Ed Student Services.KS > Services tab > KAN-Serv Services grid**.

Figure 77 – Special Ed Student Services.KS screen, KAN Serv Services Detail with Frequency Code field

Verify that weekly increments are defined in the **State Code** column of the Frequency Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|----------------|
| 1 | Every Week |
| 2 | Every 2 Weeks |
| 3 | Every 3 Weeks |
| 4 | Every 4 Weeks |
| 8 | Every 8 Weeks |
| 9 | Every 9 Weeks |
| 12 | Every 12 Weeks |
| 18 | Every 18 Weeks |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Frequency Code Lookup Table with all of the valid state values; or enter the state values only for those Frequency Codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Placement Code Lookup Table

Follow this path to access the Placement Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo.KS > Placement Code**

The Placement Code identifies the entity that placed the student in a special education setting. It is entered if the student meets all of the following qualifications:

- The student is attending and receiving services in a residential or correctional facility.
- The Dept. of Social and Rehabilitation Services (SRS), the Juvenile Justice Authority (JJA) or the child's parent placed the student in the residential or correctional facility.
- The LEA is providing services because the above facility is in the LEA's catchment area.

If this field is blank or all three of these conditions are not met, a Placement Code of L (LEA) is extracted for the student record.

The Placement Code is assigned to the student on the **Student Programs > Special Ed Student Services.KS > Services tab**.

The screenshot shows the 'Special Ed Student Services.KS' screen. At the top, it displays student information: Student Name: Abers, Douglas L., School: Kennedy High School, Status: Active, Room Name: 424, Verbose Age: 16 yrs 3 mths. Below this is a tabbed interface with 'Services' selected. The 'Services' tab shows a table with columns: Last Name, First Name, Middle Name, Perm ID, Grade, Birth Date. The student's details are listed: Abers, Douglas, Lowell Carter, 900757, 200, 05/25/1996. Below the table is the 'KAN-Serv Data' section. It has a table with columns: Line, IEP Date, and Detail. The first row is highlighted. The 'Detail' section for this row shows various fields: Migration Date (08/28/2012), Primary Disability (AM), Secondary Disability (HI), Exit Date, Status Code (R), Placement Code (L), Eligibility Code, Init Eval Date (04/23/2012), Re Eval Date (04/24/2013), Consent Date (11/05/2011), Manager SSN, Psychologist SSN, Pathologist SSN, Evidence, and checkboxes for Gifted, Extended School Year, Behavior Intervention Plan, and Special Ed Transportation. The 'Placement Code' field is highlighted with a red box.

Figure 78 – Special Ed Student Services.KS screen, Services tab with Placement Code field

Verify the following state codes are defined in the **State Code** column of the Placement Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|-------------|
| J | JJA |
| L | LEA |
| S | SRS |
| P | Parent |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Placement Code Lookup Table with all of the valid state values; or enter the state values only for those Placement Codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Setting Code Lookup Table

Follow this path to access the Setting Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo.KS > Setting Code**.

The Setting Code the location where the special education or related service is delivered to the student. It is assigned when adding a service record to the KAN-Serv Services grid.

Figure 79 – Special Ed Student Services.KS screen, KAN Serv Services Detail with Setting Code field

Verify the following state codes are defined in the **State Code** column of the Setting Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|---|
| A | Home-Based |
| B | Early Childhood Setting |
| C | Special Ed Direct Services in a General Ed Classroom in an elementary or Secondary Building |
| D | Non-School Settings |

| Code | Description |
|------|---|
| E | Community Based Direct Instruction |
| F | Early Childhood Special Education Classroom |
| G | Special Ed Direct Services in a Special Ed Classroom in an Elementary or Secondary Building |
| H | Alternative School |
| I | Incarceration |
| J | Special Day School |
| K | Early Childhood Program Time without Services (for ages 3,4,5) |
| L | Hospital |
| M | Residential Setting |
| O | Home School |
| P | Homebound |
| R | Integrated Special Education Setting (age 3,4,5) |
| S | Extended School year Setting |
| T | Extracurricular |
| U | Under Suspension / Under Expulsion |
| W | Reverse Mainstream ECSE Classroom Setting |
| X | Indirect Services |
| Y | Juvenile Correction Facility |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Setting Code Lookup Table with all of the valid state values; or enter the state values only for those Setting Codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Service Code Lookup Table

Follow this path to access the Services Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo.KS > Service Code.**

The Service Code identifies the service the student is receiving. It is assigned when adding a service record to the KAN-Serv Services grid.

The screenshot shows the 'KAN Serv Services Detail' window. The 'Service Code' field is highlighted with a red rectangle and shows 'CM'. The 'Setting Code' field shows 'E'. The 'Location ID' field shows '1011 State K'. The 'Frequency' field shows '1'. The 'Provider SSN' field is empty. The 'Weeks' field shows '36', 'Total Days' shows '144', 'Minutes Per Day' shows '180', and 'Days Per Week' shows '2'. There are checkboxes for 'Primary Location' and 'Primary Provider', both of which are checked.

Figure 80 – Special Ed Student Services.KS screen, KAN Serv Services Detail screen with Setting Code field

Verify the following state codes are defined in the **State Code** column of the Service Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|--|
| AC | Attendant Care |
| AP | Adapted PE |
| AS | Assistive Technology |
| AT | Art Therapy |
| AU | Audiology |
| CM | Case Management |
| CS | Counseling |
| DI | Diagnostic Medical |
| DM | Dance Movement Therapy |
| GI | Gifted Education Services |
| IN | Interpreter Services |
| KT | Participation in an early childhood program without SPED support |
| MA | Mobility Assistance |
| MS | Special Music Education |
| MT | Music Therapy |
| NU | School Nurse Services |
| OM | Orientation and Mobility for individuals with visual impairments |
| OT | Occupational Therapy |
| PC | Parent Counseling |
| PS | Psychological Services |

| Code | Description |
|------|--|
| PT | Physical Therapy |
| RC | Rehabilitation Counseling |
| RE | Recreation |
| SE | Special Education Services |
| SH | School Health Services |
| SS | Speech and Language as a related service |
| SU | Supplementary Services |
| SW | Social Work Services |
| TS | Transition Services |
| TT | Travel Training |
| VO | Vocational Special Education |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Service Code Lookup Table with all of the valid state values; or enter the state values only for those Service Codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Status Code Lookup Table

Follow this path to access the Status Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo.KS > Status Code.**

There are two categories of status codes: Active and Inactive (Exit). An Active Status Code identifies the annual status of a student currently receiving special education services. An Inactive (Exit) _Status Code is assigned to a student who no longer receives special education or related services.

The Status Code is assigned to the student on the **Student Programs > Special Ed Student Services.KS > Services tab.**

The screenshot shows the 'Special Ed Student Services.KS' window for student 'Abers, Douglas L.' at 'Kennedy High School'. The 'Services' tab is active. The 'KAN-Serv Data' table shows a single row with 'Line' 1 and 'IEP Date' 08/28/2012. The 'Detail' pane on the right shows various fields: 'Migration Date' (08/28/2012), 'Primary Disability' (AM), 'Secondary Disability' (HI), 'Exit Date' (empty), 'Status Code' (R, highlighted with a red box), 'Placement Code' (L), 'Eligibility Code' (1), 'Init Eval Date' (04/23/2012), 'Re Eval Date' (04/24/2013), 'Consent Date' (11/05/2011), 'Manager SSN', 'Psychologist SSN', 'Pathologist SSN', 'Evidence' (empty), 'Gifted' (unchecked), 'Extended School Year' (unchecked), 'Behavior Intervention Plan' (checked), and 'Special Ed Transportation' (checked).

Figure 81 – Special Ed Student Services.KS screen, Services tab with Status Code field

Verify the following state codes are defined in the **State Code** column of the Status Code Lookup Table. The codes are grouped by category, and then listed in alphanumeric order by **Code**.

| Code | Description |
|----------------------------|---|
| Active Status Codes | |
| B | Children age 3 who transition from Part C services to Part B by their 3rd birthday. |
| C | Continuing Student – from previous school year. |
| E | Entering from another District or Agency – from outside the catchment area, this school year. |
| I | Re-initiation of Services |
| K | Under (Out of School) Expulsion – currently, at the time of the collection. |
| N | New Referral |
| Q | Under Long-term (Out of School) Suspension - currently, at the time of the collection. |

| Code | Description |
|-------------------------------------|---|
| R | Returning to a Special Education Program |
| Inactive (Exit) Status Codes | |
| A | Action initiated Withdrawn from Special Education – by parent or student if services have ceased due to an act taken by parent or student (without written revocation of services) and the LEA has evidence the student is continuing in the general education environment. |
| D | Dropped Out of School |
| G | Graduation with Diploma |
| H | Has earned or is enrolled in a GED program |
| L | Left State |
| M | Student has reached maximum age (21) |
| O | Objectives completed — student no longer meets eligibility criteria and does not qualify as a child with a disability. |
| T | Moved, known to be continuing |
| W | Written revocation of services - by parent or by student (if 18 years of age or older) and the LEA has evidence the student is continuing in the general education environment. |
| X | Deceased |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Status Code Lookup Table with all of the valid state values; or enter the state values only for those Status Codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Title I SES Providers Lookup Table

Follow this path to access the Title I SES Providers Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo.KS > Title I SES Providers**. Use this table to calculate the Title I SES Providers field included in the extract.

The Title I SES Providers are assigned to students that participated in a Title I program on the **Student Programs > Student Needs.KS > State** tab.



Note: If the student received Title I services at any time during the current school year, click to select the check box that corresponds to each provider that provided those services.

Student Needs.KS
 Student Name: **Acosta, Billy E.** School: **Eisenhower Middle School** Status: **Active** Room Name: **502** Age: **14 yrs 3 mths**

Needs | Needs Transactions | **State**

Last Name: **Acosta** First Name: **Billy** Middle Name: **Eduardo** Perm ID: **994134** Grade: **07** Gender: **Male** Birth Date: **07/17/1997**

Title I

☐ Applied to Title I Service

☐ Attending Non-Public School

Ses Hours Participated: **0**

Ses Providers

- ☐ Achievia Tutoring
- ☒ Club Z! Inc.
- ☐ Communities in Schools of KCK/Wyandotte County
- ☐ Carver Learning Systems
- ☐ Able Tutoring
- ☐ USD 453 Leavenworth
- ☐ ATS Education Consulting Project
- ☐ HUDDLE Learning, Inc.
- ☐ Other
- ☐ Catapult Learning
- ☒ Ace It! Tutoring by Sylvan
- ☐ USD 500 KCK Kidzone
- ☐ Bluestern Learning, LLC
- ☐ Jefferson Learning, LLC
- ☐ Educate Online Learning
- ☐ Abacus In-Home Tutoring, Inc.
- ☐ Keep Hope Alive
- ☐ USD 609 Southeast Kansas

Figure 82 – Childhood Program Participation screen, Programs tab with Childhood Programs field

Verify that each Title I SES Provider state code defined in the Title I SES Providers Lookup Table is assigned the numeric value used to calculate the Title I SES Provider value on the extract.

The Title I SES Providers field is extracted as an 18-digit numeric code (000000000000000000) where a value of zero (0) indicates the student did not receive Title I services from an SES Provider and a value of one (1) indicates the student did receive Title I services from an SES Provider. The numeric value assigned in the Alt Code 3 field on the Title I SES Provider Lookup Table determines the position of each provider in the numeric string.

Lookup Table Definition

Lookup Table Maintenance

Name: **Title I Ses Providers** Namespace: **K12.ProgramInfo.KS** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is defined.

| Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF |
|------|-----------|------|----------------------------------|-----------|------------|------------|--------------|
| 1 | 1 | 1 | Achievia Tutoring | | | 1 | |
| 2 | 2 | 2 | ATS Education Consulting Project | | | 2 | |
| 3 | 3 | 3 | Bluestern Learning, LLC | | | 3 | |
| 4 | 4 | 4 | Club Z! Inc. | | | 4 | |

Figure 83 – Title I SES Providers Lookup Table

For example, if a student is identified as having received services from Club Z! Inc. (**Alt Code 3 = 4**) and Ace It! Tutoring by Sylvan (**Alt Code 3 = 14**) the extracted value is calculated as follows: **000100000000010000**.

The following table shows the **Alt Code 3** value assigned to each Title I SES Provider state code. The codes are listed in alphanumeric order by **Code**.

| Code | Description | Alt Code 3 |
|------|--|------------|
| 1 | Achievia Tutoring | 1 |
| 2 | ATS Education Consulting Project | 3 |
| 3 | Bluestem Learning, LLC | 4 |
| 4 | Club Z! Inc. | 6 |
| 5 | HUDDLE Learning, Inc. | 7 |
| 6 | Jefferson Learning, LLC | 8 |
| 7 | Communities in Schools of KCK/Wyandotte County | 9 |
| 8 | Other (No longer collected) | 13 |
| 9 | Educate Online Learning | 15 |
| 10 | Carver Learning Systems | 19 |
| 12 | Abacus In-Home Tutoring, Inc | 23 |
| 13 | Able Tutoring | 24 |
| 14 | Ace It! Tutoring by Sylvan | 25 |
| 15 | Keep Hope Alive | 26 |
| 17 | USD 500 KCK Kidzone Before and After School & Summer Program | 28 |
| 30 | 1 to 1 Tutor, LLC | 30 |
| 31 | Alternative Unlimited, Inc. | 31 |
| 32 | Applied Scholastic International | 32 |
| 33 | Imagine Learning | 33 |
| 34 | Rocket Learning Partners, LLC | 34 |



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Title I SES Providers Lookup Table with all of the valid state values; or enter the state values only for those Title I SES Provider codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

REVELATION LOOKUP TABLES

Verify that the following state code values are mapped in the following Revelation Lookup Tables.

Country Lookup Table

Follow this path to access the Country Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Country**. Use this table to define the state codes for the student's Country of Birth.

The Country of Birth is entered in the **Birth Country** field on the **Student.KS > Demographics** tab for each student.

The screenshot shows the 'Student.KS' interface. At the top, it displays 'Student Name: Abbott, Andrew E.', 'School: Eisenhower Middle School', 'Homeroom: 201', and 'Teacher: O'Malley, T.'. Below this is a tabbed interface with 'Demographics' selected. The 'Demographics' tab shows fields for Last Name (Abbott), First Name (Andrew), Middle Name (Edward), Suffix, Perm ID (124013), Grade (08), and Gender (Male). Below the 'Demographics' tab is the 'Student Information' section. It includes fields for Home Language (00), Spoken to Student at Home, Nick Name, Last Name Goes By, SAIS ID (0002402752), Birth Date (02/04/1998), Birth Place (Titusville), Birth Verification (Birth Certificate or Affidavit), Birth Certificate Num, Birth State (Pennsylvania), Birth Country (United States of America), and Email (Andrew.Abbott@esd.com). The 'Birth Country' field is highlighted with a red box.

Figure 84 – Student.KS screen, Demographics tab, Student Information

Verify the Country state codes are defined in the **State Code** column of the Country Lookup Table. Refer to the “Kids 2011-2012 Collection System File Specifications” document located on the following state Web site: [Kansas Individual Data on Students \(KIDS\)](#) for a list of valid state country codes.



Optionally, run the SQL Scripts provided during the implementation process to populate the Country Lookup Table with all of the valid state values; or enter the state values only for those countries that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Ethnicity Lookup Table

Follow this path to access the Ethnicity Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Ethnicity**. Use this table to calculate the Comprehensive Race field included in the extract.

The student's race is identified in the **Race and Ethnicity** section of the **Student.KS > Demographics** tab.

Student.KS

Student Name: **Acosta, Billy E.** School: **Eisenhower Middle School** Homeroom: **502** Teacher: **Stallings, R.**

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Documents | Student Contact L

Last Name: **Acosta** First Name: **Billy** Middle Name: **Eduardo** Suffix: Perm ID: **994134** Grade: **07** Gender: **Male**

Race and Ethnicity

Hispanic/Latino: **Hispanic** Resolved Race/Ethnicity: **Hispanic**

Race: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Figure 85 – Student.KS screen, Demographics tab, Race and Ethnicity

The Comprehensive Race field is extracted as a 5-digit numeric code (00000) where a value of zero (0) indicates the student is not of that race and a value of one (1) indicates the student is of that race. The value assigned in the **Alt Code 3** field on the Ethnicity Lookup Table determines the position of each race in the numeric string.

| Name: Ethnicity Namespace: Revelation Locked: N | | | | | | | |
|--|------|-----------|------|---|-----------|------------|------------|
| <input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the | | | | | | | |
| Lookup Values | | | | | | | |
| ✕ | Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 |
| <input type="checkbox"/> | 1 | 1 | 1 | American Indian or Alaska Native | | | AI |
| <input type="checkbox"/> | 2 | 2 | 2 | Asian | 2 | | A |
| <input type="checkbox"/> | 3 | 3 | 3 | Black or African American | | | B |
| <input type="checkbox"/> | 4 | 4 | 4 | Native Hawaiian or Other Pacific Islander | | | P |
| <input type="checkbox"/> | 5 | 5 | 5 | White | 5 | | W |

Figure 86 – Ethnicity Lookup Table

For example, if a student has the Asian and Black or African American Race check boxes selected on **Student.KS > Demographics** tab, the extracted Comprehensive Race value is calculated as follows: **00110**. The positions are defined in descending order from left to right; therefore position 5 will display first in the numeric progression.

The following table shows the **Alt Code 3** value assigned to each Ethnicity state code.

| Code | Description | Alt Code 3 |
|------|---|------------|
| 1 | American Indian or Alaskan Native | AI |
| 2 | Asian | A |
| 3 | Black or African American | B |
| 4 | Native Hawaiian or Other Pacific Islander | P |
| 5 | White | W |



Optionally, run the SQL Scripts provided during the implementation process to populate the Ethnicity Lookup Table with all of the valid state values; or enter the state values only for those ethnicity codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Gender Lookup Table

Follow this path to access the Country Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Gender**. Use this table to define the state codes for the student's gender.

The Gender is entered in the **Gender** field on the **Student.KS > Demographics** tab for each student.

The screenshot shows the 'Student.KS' interface. At the top, it displays 'Student Name: Abbott, Andrew E. Jr.', 'School: Eisenhower Middle School', 'Homeroom: 201', and 'Teacher: O'Malley, T.'. Below this is a tabbed interface with 'Demographics' selected. The 'Demographics' tab contains fields for 'Last Name' (Abbott), 'First Name' (Andrew), 'Middle Name' (Edward), 'Suffix' (Jr.), 'Perm ID' (124013), 'Grade' (180), and 'Gender' (Male). The 'Gender' field is highlighted with a red box.

Figure 87 – Student.KS screen, Demographics tab

Verify the following state codes is defined in the **State Code** column of the Gender Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|-------------|
| 0 | Female |
| 1 | Male |

Hispanic Ethnicity Lookup Table

Follow this path to access the Hispanic Ethnicity Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Hispanic Ethnicity**. Use this table to define the state codes used to identify students with a Hispanic or Latino ethnicity.

The student's Hispanic/Latino ethnicity is identified in the **Race and Ethnicity** section of the **Student.KS > Demographics** tab.

Student.KS

Student Name: **Abbott, Andrew E. Jr.** School: **Eisenhower Middle School** Homeroom: **201** Teacher: **O'Malley, T.**

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Documents | Student Contact Log

Last Name: **Abbott** First Name: **Andrew** Middle Name: **Edward** Suffix: **Jr.** Perm ID: **124013** Grade: **180** Gender: **Male**

Race and Ethnicity

Hispanic/Latino: **Non-Hispanic** Resolved Race/Ethnicity: **01**

Race: ☒ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Figure 88 – Student.KS screen, Demographics tab

Verify the following state codes are defined in the **State Code** column of the Hispanic Ethnicity Lookup Table. The codes are listed in alphanumeric order by **Code**.

| Code | Description |
|------|--------------|
| N | Non-Hispanic |
| Y | Hispanic |

State Lookup Table

Follow this path to access the State Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > State.**

Verify the State codes are defined in the **State Code** column of the State Lookup Table. Refer to the “Kids 2011-2012 Collection System File Specifications” document located on the following state Web site: [Kansas Individual Data on Students \(KIDS\)](#) for a list of valid State codes.



Optionally, run the SQL Scripts provided during the implementation process to populate the State Lookup Table with all of the valid state values; or enter the state values only for those states that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Chapter Four: DISTRICT COURSE DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific course values located in the District Course Screen

DISTRICT COURSE SCREEN

Use the District Course Screen to identify the courses offered at all schools in the district. Complete the following fields for each course included in the Kansas state reports.

To display the District Course Screen:

1. Navigate to **Synergy SIS > Course > District Course**.
2. From the Tab area, search for a course and modify the fields as needed.

Course Tab

District Course

Course ID: **MA181** Course Title: **Math 8**

| Course ID | Course Title | Course Short Title | Mandatory | Inactive | Always Show In Course History | Add |
|-----------|--------------|--------------------|--------------------------|--------------------------|-------------------------------|--------------------------|
| MA181 | Math 8 | Math 8 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Course Info

Course Duration: S2-Semester 2 Department: **MA-Math** College Prep: ☐ Credit: **0.50** Max Credit: 0.50

Academic Type: **Regular**

☐ Teacher Aide ☐ Extended Day ☐ Distance Learning Course ☐ Online Course

☐ College Approved ☐ Pass/Fail Only

Scheduling Options

Duplicate Request: Status:

Schedule Priority: **Core (High)** School Name:

Optimum Size: Maximum Size:

Year Start: Year End:

ParentVUE Options

Grade Range Low: **6** Grade Range High: Schedule Priority:

☐ Do not show in online course requests (PVUE/SVUE)

Course Restrictions

Gender: Grade Low: **180** Grade High: **180**

Other Information

Old SIS Course ID: **MA181** Category Code: **2422** Instructional Level: **General**

NCLB Core:

Test Value:

☐ Exclude From State Reporting ☐ Exclude From Eligibility Course Count

☐ Exclude From Attendance Letters ☐ Exclude From Eligibility Course Count Multiplier

☐ Technical Course Technical Provider:

Other Provider Information

Provider ID: Provider Name:

Provider Description:

Voc Ed Type: **N**

☐ Qualifies for Alternate State Funding Funding Source: **G**

Apportionment Category: Course Type: **G** Proficiency Core:

Course Subject Areas

Subject Area 1: **6** Subject Area 2: Subject Area 3:

Subject Area 4: Subject Area 5: Local Subject Area:

College Area 1: College Area 2: College Area 3:

College Area 4: College Area 5:

University Area 1: University Area 2: University Area 3:

University Area 4: University Area 5:

Figure 89 – District Course screen, Course tab

| Field | Required | Note |
|----------------------------|-----------------|--|
| Course ID | Yes | District Course ID |
| Course Title | Yes | Course Description |
| Department | Yes | Used to calculate the method by which the district wants to sort test tickets for distribution to schools and to disaggregate test results for the following test subjects, based on the students' schedules. <ul style="list-style-type: none"> • Math • Reading • K-8 Science • K-8 History • Writing • HS Life Science • HS Physical Science • HS History/Gov: Word • HS History/Gov: U.S. |
| Credit | Yes | Credit |
| Grade Low | Yes | Grade Level |
| Subject Area 1 | Yes | Local Subject Area Extract Alt Code 3 if Local Subject Area field is blank. |
| Local Subject Area | Yes | Local Subject Area |
| Instructional Level | Yes | Course Level |
| Voc Ed Type | Yes | College/Career |
| Funding Source | Yes | Targeted Program |
| Course Type | Yes | Delivery Type |



Description Tab

District Course

Course ID: **EN071** Course Title: **English 7**

Course **Description** | Year Override | Pre/Corequisite | Schools Teaching

| Course ID | Course Title | Course Short Title | Mandatory | Inactive |
|-----------|--------------|--------------------|--------------------------|--------------------------|
| EN071 | English 7 | English 7 | <input type="checkbox"/> | <input type="checkbox"/> |

Description  

English 7

National Course Classification

Subject Area Course Level

Course Code

Sequence Available Credit

State Course Classification

Subject Area

Course Level

☐ Basic or remedial course

☐ General or regular course

☐ Enriched or advanced course

☐ Honors course

☐ Dual/concurrent enrollment course

☐ Articulation agreement course

☐ Industry/occupational certification course

☐ Not applicable

☐ No credit

Standard Addressed

☐ Grad Requirement Indicator

☐ End Of Course Indicator

☐ IB Indicator ☐ AP Indicator

☐ AICE Indicator ☐ IGCSE Indicator

College Code College Course Code College Course Credits

State Course Code

Figure 90 – District Course screen, Description tab

| Field | Required | Note |
|--------------------------|------------|--|
| Sequence | Yes | Sequence – Extract the first digit on the left Sequence Total – Extract the last digit on the right Example: if 13 is entered, the Sequence = 1 and the Sequence Total = 3. The Sequence field is used to identify a course that is divided into multiple components. |
| Subject Area | Yes | State Subject Area Code |
| State Course Code | Yes | State Course Identifier |

Chapter Five: COURSE SECTION DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific course values located in the Course Section Screen

COURSE SECTION SCREEN

Use the Course Section Screen to identify the course section offered at all schools in the district and the staff that will teach that course section. Complete the following fields for each course included in the Kansas state reports.

To display the District Course Screen:

1. Navigate to **Synergy SIS > Schedule > Section**.
1. From the Tab area, search for a course and modify the fields as needed.

Current Students Tab

Section

Section ID: 0001 Course Title: Intro To Art School Year: 2011-2012

Current Students | Student Enrollment History | Meeting Days | Additional Staff | Staff History

Section ID: 0001 Course ID: AR01 Course Title: Intro To Art Staff Name: Stallings, Rebecca Room Name: 502

Section Info

Begin Period: 1 End Period: 1 Term Code: S1

Exclude Attendance: Include in Attendance Exclude Grading: Include in Grading Attendance Type:

Supplemental Funding Category:

Instructional Minutes Override: ☐ Using Elementary Minutes

Instructional Strategy: Category Code Override: ☐ Distance Learning ☐ Independent Study

Student Seat Totals

| Male | Female | Totals | Max | Open Seats |
|------|--------|--------|-----|------------|
| 19 | 9 | 28 | 29 | 1 |

Teacher Aide Seats

| Total | Max | Open Seats |
|-------|-----|------------|
| 0 | | 0 |

Grade Book Specialist

Grade Book Specialist Group:

State Reporting

☐ Course Excluded From State Reporting

Exclude From State Reporting NCLB Core:

Figure 91 – Schedule Section Screen, Current Students

| Field | Required | Note |
|--------------|----------|---------------------|
| Section ID | Yes | Course Section |
| Course ID | Yes | District Course ID |
| Course Title | Yes | Course Description |
| Staff Name | Yes | Educator Identifier |

Chapter Six: STUDENT SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific student data entry values located in the Student Screen

STUDENT.KS SCREEN

Use the Student.KS screen to collect student information required for Kansas state reporting. Complete the following fields in the Student screen for each student in the school and/or district.

To display the Student.KS screen:

1. Navigate to **Synergy SIS > Student > Student**.
2. From the Tab area, search for a student and modify the fields as needed.

Demographics Tab

The screenshot shows the Student.KS interface with the Demographics tab selected. The student's name is Abbott, Andrew E., and the school is Eisenhower Middle School. The Demographics section includes fields for Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Gender. The Student Information section includes fields for Home Language, Spoken to Student at Home, Nick Name, Last Name Goes By, SAIS ID, Birth Date, Birth Place, Birth Verification, Birth Certificate Num, Birth State, Birth Country, and Email. Red boxes highlight the Demographics fields and the Birth Date and Birth Country fields in the Student Information section.

Figure 92 – Student.KS screen, Demographics tab, Student Information

| Field | Required | Note |
|----------------------|------------|--------------------------|
| Last Name | Yes | Legal Last Name |
| First Name | Yes | Legal First Name |
| Middle Name | Yes | Legal Middle Name |
| Suffix | Yes | Generation Code |
| Perm ID | Yes | Local Student Identifier |
| Gender | Yes | Gender |
| SAIS ID | Yes | Student State Identifier |
| Birth Date | Yes | Date of Birth |
| Birth Country | Yes | Country of Birth |

Student.KS

Student Name: **Abbott, Andrew E.** School: **Eisenhower Middle School** Homeroom: **201** Teacher: **O'Malley, T.**

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Documents | Student Contact Log | State

Last Name: **Abbott** First Name: **Andrew** Middle Name: **Edward** Suffix: Perm ID: **124013** Grade: **08** Gender: **Male**

Race and Ethnicity

Hispanic/Latino: **Non-Hispanic** Resolved Race/Ethnicity: **01**

Race:

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White

Figure 93 – Student.KS screen, Demographics tab, Race and Ethnicity

| Field | Required | Note |
|------------------------|------------|---|
| Hispanic/Latino | Yes | Hispanic Ethnicity |
| Race | Yes | Comprehensive Race Note: You must select at least one race in addition to the Hispanic/Latino field value. |

Student.KS

Student Name: **Abers, Douglas L.** School: **Kennedy High School** Homeroom: **424** Teacher: **Szafranski, B.**

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Documents | Student Contact Log | State

Last Name: **Abers** First Name: **Douglas** Middle Name: **Lowell Carter** Suffix: Perm ID: **900757** Grade: **200** Gender: **Male**

Student Information

Race and Ethnicity

Home Address

Address: **8728 E Keats Av** Effective Date:

City: **Tempe** State: **AZ** ZIP Code + 4: **85660** ☒ Mail same as Home Address

Grid Code District of Residence by Address: **99999** **Map it!** **Schools**

County by Address

Mail Address

Address: **8728 E Keats Av**

City: **Tempe** State: **AZ** Zip Code + 4: **85660** **Map it!**

Figure 94 – Student.KS screen, Demographics tab, Home Address

| Field | Required | Note |
|--------------------------|------------|---------------------|
| County by Address | Yes | County of Residence |

Other Info Tab

Student.KS

Student Name: **Abbott, Andrew E.** School: **Eisenhower Middle School** Homeroom: **201** Teacher: **O'Malley, T.**

Demographics | Parent/Guardian | **Other Info** | Emergency | Enrollment | Enrollment History | Classes | Documents | Student Contact Log

Last Name: **Abbott** First Name: **Andrew** Middle Name: **Edward** Suffix: Perm ID: **124013** Grade: **08** Gender: **Male**

Other Information

Custody: Expected Graduation Year: **2012**

Original Enter Date: **08/09/2011** Original Enter Code: Original Enter Grade:

Original State Enter Date: US School Entry Date: **08/09/1999** Final Withdrawal Date: Immigration Date:

Psych Records: Special Ed Screening Date: **11/13/2008** Family Code: **One adult family** Dwelling Type: **House** Social Security Number: **123-45-6789**

☐ Us Citizen ☐ Chronic Illness ☐ Excessive Debt Indicator
☐ Directory List Exclude ☐ Migrant ☐ General Equivalency Diploma
☒ **Refugee** ☐ Foster Home

Counselor Name: **Staff, Staff** ELL Code: ELL Date: Country Of Citizenship: Non Citizen Type: **Homeless**

School: **Eisenhower Middle Schor** Homeroom: **201** Teacher: **O'Malley, T.**

Figure 95 – Student.KS, Other Info tab, Other Information

| Field | Required | Note |
|----------------------------------|------------|---|
| Original Enter Date | Yes | District Entry Date, if the Enter Date on the Student.KS screen – Enrollment tab is blank. |
| Original State Enter Date | Yes | State Entry Date |
| US School Entry Date | Yes | First Entry Date into a School in the United States; if blank, extract the District Entry Date |
| Immigration Date | Yes | Immigrant Student Calculate based on the Immigration Date and Student NEEDS – Enrolled in Title III program value. If the If the Immigration Date field is: <ul style="list-style-type: none"> Blank, extract a blank value Populated and the Student Needs value equals Title III, extract a 1 value Populated and Student Needs value does not equal Title III, extract a 2 value |
| Social Security Number | Yes | Social Security Number, extract only the last four digits |
| Refugee | Yes | Refugee Status |
| Homeless | Yes | Residence of Homeless Student while Homeless |

Student.KS

Student Name: **Abbott, Andrew E.** School: **Eisenhower Middle School** Homeroom: **201** Teacher: **O'Malley, T.**

Demographics Parent/Guardian **Other Info** Emergency Enrollment Enrollment History Classes Documents Student Contact Log State

Last Name First Name Middle Name Suffix Perm ID Grade Gender
 Abbott Andrew Edward 124013 08 Male

Additional Addresses Add Show Detail

| Line | Type | Location Type | School | Address | City | State | Zip Code | Transport Time | Transportation Days | | | | | | |
|------|------|---------------|--------|---------|------|-------|----------|----------------|---------------------|-----|-----|-----|-----|-----|-----|
| | | | | | | | | | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | | | | | | | | | | |

Graduation Information

| | | | |
|-----------------|-------------------|----------------|--------------------------|
| Graduation Date | Graduation Status | Post Secondary | Expected Graduation Year |
| | | | 2012 |

Figure 96 – Student.KS, Other Info tab, Graduation Information

| Field | Required | Note |
|--------------------------|------------|---|
| Graduation Date | Yes | Exit/Withdrawal Date if Graduation Date is not blank and on or before the As of Date; otherwise extract the Leave Date on Student.KS screen, Enrollment tab if not blank or on or before the leave date |
| Graduation Status | Yes | Exit Withdrawal Type if Graduation Date is not blank; otherwise extract the Leave Code on Student.KS screen, Enrollment tab, if not blank |
| Post Secondary | Yes | Post-Graduation Plans |

Enrollment Tab

Student Name: **Abbott, Andrew E.** School: **Eisenhower Middle School** Homeroom: **201** Teacher: **O'Malley, T.**

Demographics | Parent/Guardian | Other Info | Emergency | **Enrollment** | Enrollment History | Classes | Documents | Student Contact Log | State

Last Name: **Abbott** First Name: **Andrew** Middle Name: **Edward** Suffix: Perm ID: **124013** Grade: **08** Gender: **Male**

Enrollment Information

SAIS ID: **0002402752** Enter Date: **08/30/2011** Enter Code: **E1** Leave Date: Leave Code: ADA/ADM:

Figure 97 – Student.KS, Enrollment tab, Enrollment Information

| Field | Required | Note |
|-------------------|------------|--|
| Enter Date | Yes | School Entry Date If blank, extract the District Entry Date |
| Leave Date | Yes | Exit/Withdrawal Date |
| Leave Code | Yes | Exit/Withdrawal Type |

Student Name: **Abbott, Andrew E.** School: **Eisenhower Middle School** Homeroom: **201** Teacher: **O'Malley, T.**

Demographics | Parent/Guardian | Other Info | Emergency | **Enrollment** | Enrollment History | Classes | Documents | Student Contact Log | State

Last Name: **Abbott** First Name: **Andrew** Middle Name: **Edward** Suffix: Perm ID: **124013** Grade: **08** Gender: **Male**

Enrollment Activity

Last Activity Date: **08/30/2011** Effective Date:

Grade: **08** Previous Grade Exit Code: FTE: **1.00** Tuition Payer Code: **Eligible for state funding** District Of Residence: **123456000** Instructional Setting: **Y**

Program Code: **01** Special Enrollment Code: **Open Enrollment** Special Program Code: Access 504: **5** Homebound:

Came From: Moved To:

Enr User 1: Enr User 2: Enr User 3:

Enr User DD 4: Enr User DD 5: Enr User DD 6:

Figure 98 – Student.KS, Enrollment tab, Enrollment Activity

| Field | Required | Note |
|------------------------------|------------|---|
| Grade | Yes | Current Grade Level |
| District of Residence | Yes | Residence District Identifier If blank, extract the District Number from District Setup. |
| Access 504 | Yes | Qualified for 504 |

Student.KS

Student Name: **Abers, Douglas L.** School: **Kennedy High School** Homeroom: **424** Teacher: **Szafranski, B.**

Demographics | Parent/Guardian | Other Info | Emergency | **Enrollment** | Enrollment History | Classes | Documents | Student Contact Log | State

Last Name: **Abers** First Name: **Douglas** Middle Name: **Lowell Carter** Suffix: Perm ID: **900757** Grade: **200** Gender: **Male**

Enrollment Information

SAIS ID: **0001658169** Enter Date: **08/30/2011** Enter Code: **E2** Leave Date: Leave Code: ADA/ADM:

Enrollment Activity

State Enrollment Activity

Special Circumstances: Concurrent HS Enrollment:

School Codes

AYP/QPA: Funding: Attendance: Neighborhood:

Summer Withdrawal

Summer Withdrawal Code: Summer Withdrawal Date:

Figure 99 – Student.KS, Enrollment tab, State Enrollment Activity

| Field | Required | Note |
|---------------------------------|------------|---|
| Special Circumstances | Yes | Special Circumstances Transfer Choice |
| Concurrent HS Enrollment | Yes | Concurrent High School Enrollment |
| AYP/QPA | Yes | AYP/QPA School Identifier Responsible Building Identifier-SIS Primary Service Location If blank, extract the State School Code if populated else extract the School Id |
| Funding | Yes | Funding School If blank, extract the State School Code if populated else extract the School Id |
| Attendance | Yes | Attendance School/Program Identifier If blank, extract the State School Code if populated else extract the School Id |
| Neighborhood | Yes | Neighborhood Building Identifier-SIS If blank, extract the State School Code if populated else extract the School Id |

State Tab

Student.KS

Student Name: **Abers, Douglas L.** School: **Kennedy High School** Homeroom: **424** Teacher: **Szafranski, B.**

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Documents | Student Contact Log | **State**

Last Name: **Abers** First Name: **Douglas** Middle Name: **Lowell Carter** Suffix: Perm ID: **900757** Grade: **200** Gender: **Male**

☐ Non-Resident Transportation

CTE Pathway: **Career and Technical Education Student** Neglected Student: **1-Currently served** Virtual Education Student: **2-Student is not currently** Served With At Risk Funds: **1-Served through state a** Spoken by Adults at Home: **English (with other language)**

September

CTE Contact Minutes: **0** ESOL Contact Minutes: Minutes Enrolled: **315**

Transportation

Fte: Miles:

Address:

City: State: Zip Code:

+ 4:

February

CTE Contact Minutes: ESOL Contact Minutes: Minutes Enrolled:

Transportation

Fte: Miles:

Address:

City: State: Zip Code:

+ 4:

Figure 100 – Student.KS, State tab

| Field | Required | Note |
|------------------------------------|------------|--|
| Non Resident Transportation | Yes | Non Resident Transportation |
| CTE Pathway | Yes | Career and Technical Education Student |
| Neglected Student | Yes | Neglected Student |
| Virtual Education Student | Yes | Virtual Education Student |
| Served With At Risk Funds | Yes | Served with At-Risk Funds |
| CTE Contact Minutes | Yes | Career and Technical Education Contact Minutes Enter two values, one for the September submission and one for the February submission |
| ESOL Contact Minutes | Yes | ESOL Bilingual Student Contact Minutes Enter two values, one for the September submission and one for the February submission |
| Minutes Enrolled | Yes | Minutes Enrolled Enter two values, one for the September submission and one for the February submission. |
| Fte | Yes | Transportation FTE Enter two values, one for the September submission and one for the February submission |
| Miles | Yes | Miles Transported Enter two values, one for the September submission and one for the February submission |
| Address | Yes | Student's Transportation Street Address Enter two values, one for the September submission and one for the February submission |

| Field | Required | Note |
|---------------|------------|---|
| City | Yes | Student's Transportation City Enter two values, one for the September submission and one for the February submission |
| Zip +4 | Yes | Student's Transportation Zip Code Enter two values, one for the September submission and one for the February submission |

The screenshot shows the 'Student.KS' interface with the 'State' tab selected. The 'Test Sorts' section is highlighted with a red circle. It contains a grid of input fields for various subjects and indicators. The subjects listed are Math, Reading, Science, Physical Science, History/Government, Writing, Life Science, History/Government US Focus, History/Government World Focus, and KELPA. Each subject has two indicator input fields (Indicator 1 and Indicator 2).

Figure 101 – Student.KS, State tab, Test Sorts

| Field | Required | Note |
|---|-----------|--|
| Math Indicator 1-2 | No | Math Grouping Indicator 1 Math Grouping Indicator 2 |
| History/Gov Indicator 1-2 | No | K-8 History/Gov Grouping Indicator 1 K-8 History/Gov Grouping Indicator 2 |
| Reading Indicator 1-2 | No | Reading Grouping Indicator 1 Reading Grouping Indicator 2 |
| Writing Indicator 1-2 | No | Writing Grouping Indicator 1 Writing Grouping Indicator 2 |
| Science Indicator 1-2 | No | K-8 Science Grouping Indicator 1 K-8 Science Grouping Indicator 2 |
| Life Science Indicator 1-2 | No | High School Life Science Grouping Indicator 1 High School Life Science Grouping Indicator 2 |
| Physical Science Indicator 1-2 | No | High School Physical Science Grouping Indicator 1 High School Physical Science Grouping Indicator 2 |
| History/Government US Focus Indicator 1-2 | No | High School History/Gov: U.S. Focus Grouping Indicator 1 High School History/Gov: U.S. Focus Grouping Indicator 2 |
| History/Government World Focus Indicator 1-2 | No | High School History/Gov: World Focus Grouping Indicator 1 High School History/Gov: World Focus Grouping Indicator 2 |
| KELPA Indicator 1-2 | No | KELPA Grouping Indicator 1 KELPA Grouping Indicator 2 |

Student.KS

Student Name: **Abbott, Andrew E.** School: **Eisenhower Middle School** Homeroom: **201** Teacher: **O'Malley, T.**

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Student Contact Log **State**

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Abbott Andrew Edward 124013 08 Male

Assessments

Math Reading Writing K-8 Science K-8 History/Gov KELPA

S-General - Rt 8-General - Br 8-General - Br 8-General - Br 8-General - Br 1-KELPA for c

HS Life Science HS Physical Science HS History/Gov: World Focus HS History/Gov: U.S. Focus

8-General - Br 8-General - Braille/English 8-General - Braille/English 8-General - Braille/English

Figure 102 – Student.KS, State tab, Assessments

| Field | Required | Note |
|------------------------------------|------------|--|
| Math | Yes | State Mathematics Assessment |
| Reading | Yes | State Reading Assessment |
| Writing | Yes | State Writing Assessment This field is reserved for the collection of the State Writing Assessment, when implemented by the Kansas DOE. Note: Optionally, this field can be used to import the students' state writing assessment data during the conversion process. However, these values may need to be changed when the Kansas DOE publishes the valid state reporting codes for this field. |
| K-8 Science | Yes | K-8 State Science Assessment |
| K-8 History/Gov | Yes | K-8 State History/Gov Assessment |
| KELPA | Yes | Kansas English Language Proficiency Assessment (KELPA) |
| HS Life Science | Yes | High School State Life Science Assessment |
| HS Physical Science | Yes | High School State Physical Science Assessment |
| HS History/Gov: World Focus | Yes | High School State History/Gov. Assessment: World Focus |
| HS History/Gov: U.S. Focus | Yes | High School State History/Gov. Assessment: U.S. Focus |

Chapter Seven: PARENT SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific parent/guardian data entry values located in the Parent screen

PARENT SCREEN

Use the Parent screen to collect parent/guardian information required for Kansas state reporting. Complete the following fields in the Parent screen for each student in the school and/or district.

To display the Parent screen:

1. Navigate to **Synergy SIS > Parent > Parent**.
2. From the Tab area, search for a student and modify the fields as needed.

Demographics Tab

Figure 103 – Parent, Demographics tab

| Field | Required | Note |
|---------------------------|------------|--------------------------|
| Uniformed Military | Yes | Child of Military Family |

Chapter Eight: CHILDHOOD PROGRAM PARTICIPATION SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of students' childhood program participation data entry values

CHILDHOOD PROGRAM PARTICIPATION SCREEN

Use the Childhood Program Participation screen to identify the students that participated in an early childhood program, as required for Kansas state reporting. Complete the following fields in the Childhood Program Participation screen for each student in the school and/or district.

To display the Childhood Program Participation screen:

1. Navigate to **Synergy SIS > Student Programs > Childhood Program Participation**.
2. From the Tab area, search for a student and modify the fields as needed.

Childhood Program Participation

Student Name: **Abbott, Andrew E.** School: **Eisenhower Middle School** Status: **Active** Room Name: **201** VerboseAge: **13 yrs 8 mths**

Programs | Programs Transactions

| Last Name | First Name | Middle Name | Perm ID | Grade | Gender | Birth Date |
|-----------|------------|-------------|---------|-------|--------|------------|
| Abbott | Andrew | Edward | 124013 | 08 | Male | 02/04/1998 |

Add Program

Childhood Programs:

Services

| Line | Description | Code | Enter Date | Leave Date | CTDS | Family Income | Live in Household | Mother Emp Status | Father Emp Status | PPVT Exempt | Adult Education ID |
|------|-----------------------------|------|------------|------------|-----------|--------------------------|-------------------|--------------------------|--------------------------|-------------|--------------------|
| 1 | Early Childhood Block Grant | 1 | 08/20/2001 | 06/14/2002 | 123456000 | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | | |

Figure 104 – Childhood Program Participation, Programs tab

| Field | Required | Note |
|---------------------------|------------|--|
| Childhood Programs | Yes | Early Childhood Program Participation Calculated based on the value in this field and the history records. |

Chapter Nine:

ENGLISH LANGUAGE LEARNERS

SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of students' English language learner (ELL) program participation data entry values

ENGLISH LANGUAGE LEARNERS SCREEN

Use the English Language Learners screen to identify the students that participated in an English Language Learners program, as required for Kansas state reporting. Complete the following fields in the English Language Learners screen for each student in the school and/or district.

To display the English Language Learners screen:

1. Navigate to **Synergy SIS > Student Programs > English Language Learners**.
2. From the Tab area, search for a student and modify the fields as needed.

The screenshot shows the 'English Language Learners' screen for student Abbott, Andrew E. at Eisenhower Middle School. The 'ELL Status' tab is active. The 'Last Activity Date' is 08/31/2011 and the 'Program' is State ESOL/Bilingual Funder. The 'Grade' is 08. The 'Des Code' is empty. The 'Current Language Ability' is empty. The 'Exit Date' is empty. The 'Exit Reason' is empty. The 'Mainstream Eligibility' is empty.

Figure 105 – English Language Learners, ELL tab, ELL Status

| Field | Required | Note |
|---------------------------|------------|---|
| Last Activity Date | Yes | ESOL/Bilingual Program Entry Date |
| Program | Yes | ESOL/Bilingual Program Participation Code |

English Language Learners

Student Name: **Abers, Douglas L.** School: **Kennedy High School** Room Name: **424** Staff Name: **Szafranski, B.**

ELL | ELL Transactions | Assessment | DLA | Parent Contact | ELL History | Waiver History | Follow Up | ELL Semesters

Last Name: **Abers** First Name: **Douglas** Middle Name: **Lowell Carter** Suffix: Perm ID: **900757** Grade: **200** Gender: **Male**

ELL Status

Semesters

Waiver ☒ FEP

Languages

Home Language: **00** First Learned: **English (with other langi** Spoken to Student at Home: Spoken by Student at Home: Spoken by Adults at Home: **English (with other langi**

Figure 106 – English Language Learners, ELL tab, Languages

| Field | Required | Note |
|---------------------------------|------------|--------------------|
| First Learned | Yes | First Language |
| Spoken by Adults at Home | Yes | Language of Parent |

Chapter Ten: FREE AND REDUCED MEALS SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of students' Free and Reduced Meals program participation data entry values

FREE AND REDUCED MEALS SCREEN

Use the Free and Reduced Meals screen to identify the students that participated in a Free and Reduced Meals program, as required for Kansas state reporting. Complete the following fields in the Free and Reduced Meals screen for each student in the school and/or district.

To display the Free and Reduced Meals screen:

1. Navigate to **Synergy SIS > Student Programs > Free And Reduced Meals**.
2. From the Tab area, search for a student and modify the fields as needed.

Free and Reduced Meals

Student Name: **Abbott, Andrew E.** School: **Eisenhower Middle School** Status: **Active** Room Name: **201**

FRM | FRM Transactions

Last Name: **Abbott** First Name: **Andrew** Middle Name: **Edward** Suffix: Perm ID: **124013** Grade: **08** Gender: **Male**

Free and Reduced Meals Add

| X | Line | Enter Date | Frm Code | Exit Date |
|--------------------------|------|------------|----------|-----------|
| <input type="checkbox"/> | 1 | 10/12/2011 | F-Free | |

Figure 107 – Free and Reduced Meals

| Field | Required | Note |
|-----------------|------------|---|
| Frm Code | Yes | Eligibility for National School Lunch Program If the state code value is not equal to 1 or 2, extract a blank value. |

Chapter Eleven: SE STUDENT SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of special education (SE) student data entry values

SE STUDENT SCREEN

The SE Student data entry screen in the **Synergy SE** application is used to populate the KAN-Services table with the applicable special education student service records when the KAN Services Import is run.

To display the Student screen in the Synergy Special Education application:

1. Navigate to **Synergy SE > Student > Student**.
2. From the Tab area, search for a student and modify the fields as needed.

Process Docs

The data displayed on the Process Docs tab is imported into the Special Ed Student Services.KS screen when the KAN Services Import is run.

Figure 108 – SE Student screen, Process Docs tab

| Field | Required | Note |
|---------------------------|------------|--|
| Primary Disability | Yes | Primary Disability Gifted if Primary Disability equals GI |

Chapter Twelve: SPECIAL ED STUDENT SERVICES.KS SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of special education student services data entry values

SPECIAL ED STUDENT SERVICES.KS SCREEN

Use the Special Ed Student Services screen to identify the services provided to special education students, as required for Kansas state reporting. Complete the following fields in the Special Ed Student Services screen for each student in the school and/or district.

To display the Special Ed Student Services.KS screen:

3. Navigate to **Synergy SIS > Student Programs > Special Ed Student Services**.
4. From the Tab area, search for a student and modify the fields as needed.

Services Tab – KAN-Serv Data Grid

The data displayed on the Services tab is extracted for the KAN-Service Extract. If the Primary Disability is defined in the KAN-Serv Data Grid, it is also extracted on the KIDS Collection extracts. If the Primary Disability field is blank, the Need defined on the Disabilities tab and marked as Primary is extracted as the Primary Disability on the KIDS Collection Extracts.

Special Ed Student Services.KS

Student Name: **Abers, Douglas L.** School: **Kennedy High School** Status: **Active** Room Name: **424** VerboseAge: **16 yrs 4 mths**

Services | Disabilities | Disability Transactions | Other Information

Last Name: **Abers** First Name: **Douglas** Middle Name: **Lowell Carter** Perm ID: **900757** Grade: **200** Birth Date: **05/25/1996**

KAN-Serv Data

| Line | IEP Date | Detail |
|------|------------|---|
| 1 | 08/28/2012 | <p>IEP Information</p> <p><input type="checkbox"/> Locked</p> <p>Migration Date: 08/28/2012</p> <p>Status Code: D</p> <p><input type="checkbox"/> Gifted</p> <p><input type="checkbox"/> Behavior Intervention Plan</p> <p>Primary Disability: AM</p> <p>Secondary Disability: </p> <p>IEP Date: 08/28/2012</p> <p>Eligibility Code: 2</p> <p><input type="checkbox"/> Extended School Year</p> <p><input type="checkbox"/> Special Ed Transportation</p> <p>Placement Code: J</p> |

Figure 109 – Special Ed Student Services.KS, Services tab, KAN Serv Data Detail 1 of 2

| Field | Required | Note |
|-------------------------|------------|---|
| IEP Date | Yes | IEP Date |
| Status Code | Yes | Status Code |
| Eligibility Code | Yes | Eligibility (Funding) Code Report a value of 1 – Public School, COOP, Interlock for Special Ed (regular IEP). Report a value of 4 – Gifted Only if the student has a Gifted IEP. Leave a value of 2 – Special Purpose School, or 5 – Not |

| Field | Required | Note |
|-----------------------------------|-----------------|--|
| | | Claimed unchanged. Leave blank if the student does not have an IEP at the time of the extract. |
| Gifted | Yes | Gifted If the student has a current IEP with a Gifted service when the extract is run; otherwise, leave this check box unselected. |
| Extended School Year | Yes | Extended School Year If the student has a current IEP with an Extended School Year component when the extract is run; otherwise, leave this check box unselected. |
| Behavior Intervention Plan | Yes | Behavior Intervention Plan (BIP) If the student has a current IEP with a BIP when the extract is run; otherwise, leave this check box unselected. |
| Special Ed Transportation | Yes | Special Ed Transportation If the student has a current IEP with a Special Ed Transportation component when the extract is run; otherwise, leave this check box unselected. |
| Primary Disability | Yes | Primary Disability |
| Secondary Disability | No | Secondary Disability |
| Placement Code | Yes | <p>SRS/JJA/Parental Placement Code</p> <p>Data is entered into this field only if ALL of the following 3 conditions are met:</p> <ol style="list-style-type: none"> 1. The student is attending and receiving services in a residential or correctional facility. 2. The Dept. of Social and Rehabilitation Services (SRS), the Juvenile Justice Authority (JJA) or the child's parent placed the student in the residential or correctional facility. 3. The LEA is providing services because the above facility is in the LEA's catchment area. <p>If all 3 conditions are met, enter the appropriate letter code — S for SRS, J for JJA, P for Parent.</p> <p>If these 3 conditions are not met, enter the value L.</p> |

Special Ed Student Services.KS

Student Name: **Abers, Douglas L.** School: **Kennedy High School** Status: **Active** Room Name: **424** VerboseAge: **16 yrs 4 mths**

Services | Disabilities | Disability Transactions | Other Information

Last Name: **Abers** First Name: **Douglas** Middle Name: **Lowell Carter** Perm ID: **900757** Grade: **200** Birth Date: **05/25/1996**

Line: **1** IEP Date: **08/28/2012**

Detail | Services

IEP Information

Dates

Initial Evaluation Consent Received Date Initial Evaluation Determination Date Re-Eval Completion Date

Team Member

Case Manager School Psychologist Speech Language Pathologist

Exit Information

Exit Date Evidence

Figure 110 – Special Ed Student Services.KS, Services tab, KAN Serv Data Detail 2 of 2

| Field | Required | Note |
|---|------------|---|
| Initial Evaluation Consent Received Date | Yes | Initial Eval Determination Date |
| Re Eval Completion Date | Yes | Re-Eval Completion Date |
| Case Manager | Yes | Case Manager SSN Extracted from staff record in the Staff screen |
| School Psychologist | Yes | School Psychologist SSN Extracted from staff record in the Staff screen |
| Speech Language Pathologist | Yes | School Pathologist SSN Extracted from staff record in the Staff screen |
| Exit date | Yes | Exit Date If the Status Code is calculated use the corresponding date; otherwise extract this value. |
| Evidence | Yes | Evidence |

Services Tab – KAN-Serv Services Detail

Detail

Start Date: 08/28/2012 End Date: Service Code: CM Setting Code: E Location ID: 1011 State K Frequency: 1

Provider SSN: Weeks: 36 Total Days: 144 Minutes Per Day: 180 Days Per Week: 2

☒ Primary Location ☒ Primary Provider

Figure 111 – Special Ed Student Services.KS, Services tab, KAN-Serv Services Detail

| Field | Required | Note |
|-------------------------|------------|---|
| Start Date | Yes | Service Start Date |
| End Date | Yes | <p>Service End Date Extract this date if the Status Code equals:</p> <ul style="list-style-type: none"> A – Action initiated Withdrawn from Special Education D – Dropped Out of School G – Graduation with Diploma H – Has earned or is enrolled in a GED program L – Left State M – Student has reached maximum age (21) O – Objectives completed T – Moved, known to be continuing W – Written revocation of services X – Deceased <p>If blank, calculate this date based on the student's withdrawal date, if the student withdrew from the Responsible Building.</p> |
| Service Code | Yes | Service Code |
| Setting Code | Yes | Setting Code |
| Location ID | Yes | Service location Identifier |
| Frequency | Yes | Frequency |
| Provider SSN | Yes | Provider SSN |
| Weeks | Yes | Weeks |
| Total Days | Yes | Total Days |
| Minutes Per Day | Yes | Minutes per Day |
| Days Per Week | Yes | Days per Week |
| Primary Location | Yes | Primary Service Location |

| Field | Required | Note |
|------------------|----------|------------------|
| Primary Provider | Yes | Primary Provider |

Disabilities Tab

Use the Disabilities tab to identify the services provided to special education students on the KIDS Collection, as required for Kansas state reporting. Complete the following fields in the Special Ed Student Services screen for each student in the school and/or district.

Special Ed Student Services.KS

Student Name: **Abers, Douglas L.** School: **Kennedy High School** Status: **Active** Room Name: **424** VerboseAge: **16 yrs 3 mths**

Services **Disabilities** Disability Transactions Other Information

Last Name: **Abers** First Name: **Douglas** Middle Name: **Lowell Carter** Perm ID: **900757** Grade: **200** Birth Date: **05/25/1996**

Add Need/Disability

Need: **Autism** Add New Need/Disability

Disabilities

Service Code: **B**

Detail

Services

| Enter Date | Exit Date | Exit Reason | Funded SPED Service DOR | Special Enrollment Code | Primary Need |
|------------|-----------|-------------|-------------------------|-------------------------|-------------------------------------|
| 07/09/2012 | | | 229 | | <input checked="" type="checkbox"/> |

Figure 112 – Special Ed Student Services, Services tab

| Field | Required | Note |
|-------|----------|--|
| Need | Yes | Primary Disability Code if Primary Need check box is selected and the Enter Date falls within the reporting period |

Chapter Thirteen: STUDENT GATE SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of gifted student data entry values

STUDENT GATE SCREEN

Use the Student GATE screen to identify gifted students, as required for Kansas state reporting. Complete the following fields in the Student GATE screen for each student in the school and/or district.

To display the Student GATE screen:

1. Navigate to **Synergy SIS > Student Programs > Student GATE**.
2. From the Tab area, search for a student and modify the fields as needed.

Student GATE

Student Name: **Abbott, Andrew E.** School: **Eisenhower Middle School** Status: **Active** Room: **201**

Student GATE

| Last Name | First Name | Middle Name | Suffix | Perm ID | Grade | Gender |
|-----------|------------|-------------|--------|---------|-------|--------|
| Abbott | Andrew | Edward | | 124013 | 08 | Male |

Current GATE Code

| Gate Code | Enter Date | Gate Grade | Gate Program | Number Times Tested |
|---------------|------------|------------|--------------|---------------------|
| GI-Giftedness | 10/12/2011 | | | |

Gate Category: ☐ High Achievement ☐ Intellectual ☐ Leadership ☐ Specific Academic ☐ Visual/Performing Arts

Figure 113 – Student GATE, Current GATE Code

| Field | Required | Note |
|-----------|----------|--|
| Gate Code | Yes | Gifted Student Code If Gate Code is blank, extract a blank value. |

Chapter Fourteen: STUDENT NEEDS SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of Title I data entry values

STUDENT NEEDS SCREEN

Use the Student Needs screen to identify students that receive Title I services. Complete the following fields in the Student Needs screen for each student in the school and/or district.

Prior to identifying a Title I student, you must add the T1 code to the Needs/Programs Definition screen, Synergy SIS > Student Programs > Setup > Needs/Programs Definition (see page 38 for more information).

To collect Program information, complete the following steps:

1. Navigate to **Synergy SIS > Student Programs > Student Needs**.
2. From the Tab area, search for a student and modify the fields as needed.
3. From the **Add Needs** group box select the program you wish to add. Select **T1** for a Title I student.
4. Click the **Add New Need** button. The **Student Level Add** window will appear.
5. In the **Level Code** field, click to select the level of need for this student for the Title I program. Your choices are Math, Other, and Reading.
6. The **Enter Date** will default to the current date but can be changed.
7. The **Program Grade** field will populate with the current grade of the student.
8. Click the **Save Level** button. The Needs record displays on the Needs tab of the Student Needs.KS screen.

Needs Tab

Student Needs.KS

Student Name: **Acevedo, Theresa** School: **Eisenhower Middle School** Status: **Active** Room Name: **P4** Age: **12 yrs 4 mths**

Needs | Needs Transactions | State

Last Name: **Acevedo** First Name: **Theresa** Middle Name: Perm ID: **158104** Grade: **07** Gender: **Female** Birth Date: **06/17/1999**

Add

Needs: **Add New Need**

Needs **Show Detail**

| Line | Need Description | Program Code | Enter Date | Program Grade | Exit Date | Exit Reason |
|------|------------------|--------------|------------|---------------|-----------|-------------|
| 1 | Title1 | Math | 10/31/2011 | 07 | | |
| 2 | Title1 | Other | 10/31/2011 | 07 | | |
| 3 | Title1 | Reading | 10/31/2011 | 07 | | |

Figure 114 – Student Needs, Title 1 Student record

| Field | Required | Note |
|---------------------|------------|--|
| Needs | Yes | Needs code must equal T1 for a student that participates in a Title I program and T3 for a student that participates in a Title III program. |
| Program Code | Yes | Identifies the level of need for a student that participates in a Title I program. This field is not required for a Title III program. |

| Field | Required | Note |
|-------------------|------------|--|
| Enter Date | Yes | Date this student started participating in a Title I or Title III program. |

State Tab

Student Needs.KS

Student Name: **Abers, Douglas L.** School: **Kennedy High School** Status: **Active** Room Name: **424** Age: **16 yrs 3 mths**

Needs | Needs Transactions | **State**

Last Name: **Abers** First Name: **Douglas** Middle Name: **Lowell Carter** Perm ID: **900757** Grade: **200** Gender: **Male** Birth Date: **05/25/1996**

Title I

☐ Applied to Title I Service

☐ Attending Non-Public School

Ses Hours Participated:

Ses Providers:

- ☐ Achievia Tutoring
- ☐ Ace It! Tutoring by Sylvan
- ☐ Carver Learning Systems
- ☐ Bluestern Learning, LLC
- ☐ Applied Scholastic International
- ☐ Club Z! Inc.
- ☐ Communities in Schools of KCK/Wyandotte County
- ☐ Abacus In-Home Tutoring, Inc.
- ☐ Keep Hope Alive
- ☐ ATS Project Success
- ☐ 1 on 1 Tutor, LLC
- ☐ Imagine Learning
- ☐ HUDDLE Learning, Inc.
- ☐ Other
- ☐ Able Tutoring
- ☐ USD 500 KCK Kidzone
- ☐ Communities in Schools of Wichita/Sedgwick County
- ☐ Alternative Unlimited, Inc.
- ☐ Rocket Learning Partners, LLC
- ☐ Jefferson Learning, LLC
- ☐ Educate Online Learning

Figure 115. Student Needs Screen, State tab

| Field | Required | Note |
|------------------------------------|------------|---|
| Applied to Title I Service | Yes | Required if this student applied for Title I services but did not receive those services. Title I Supplemental Educational Services (SES) reported in the KIDS Collection equals 8 – Applied for Title I SES but did not receive services when this check box is selected. |
| Attending Non-Public School | Yes | Required if this student is receiving Title I services from a public school while attending a non-public school. |
| SES Hours Participated | Yes | Identify the number of hours in which the student participates in supplemental educational services. |
| SES Providers | Yes | Click to select the SES providers that are providing supplemental education services to this student. |

Chapter Fifteen: DISCIPLINE INCIDENT SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of school discipline incident data entry values

INCIDENTS SCREEN

To display the Incidents screen:

1. Navigate to **Synergy SIS >** .
2. From the Tab area, search for an incident and modify the fields as needed.

Information Tab

Incidents

Incident ID: 3 Incident Date: 08/23/2011 Referred By: Smith, Joe Entered By: user, adam Organization Name: Hope High School

Information | Participants | Violations | Documents

| Date | Time | Incident ID | Referrer Last Name | Referrer First Name | Referral Date | Staff Name |
|------------|---------|-------------|--------------------|---------------------|---------------|------------|
| 08/23/2011 | 1:15 PM | 3 | Smith | Joe | 08/23/2011 | user, adam |

Violation(s) associated with incident require that this incident be reported to police.

Description: Student was in possession of a firearm on campus.

Private Description:

☐ Gang Related ☐ Hate Related

| Incident Cost | Incident Context Code | Incident Context Comment |
|---------------|-----------------------|--------------------------|
| | 1 | |

Weapons:

Location Add

| Line | Location | Location Text |
|------|----------|---------------|
| 1 | 12 | |

Figure 116 – Incidents screen, Information tab

| Field | Required | Note |
|---------------------------------|----------|---|
| Incident ID | Yes | Local Incident ID |
| Date | Yes | Date |
| Time | Yes | Time |
| Description | Yes | Incident Title |
| Incident Context Code | Yes | Time Classifier |
| Incident Context Comment | Yes | Time Description Required if Time Classifier value equals 199 – Other School Hours or 299 – Other Outside School Hours |
| Location | Yes | Location Classifier |
| Location Text | Yes | Location Description Required if Location Classifier value equals 199 – Other On Campus or 299 – Other Off Campus. |

Participants Tab – Students Involved Details

Incidents

Incident ID: 3 Incident Date: 08/23/2011 Referred By: Smith, Joe Entered By: user, adam Organization Name: Hope High School

Information **Participants** Violations Documents

Date: 08/23/2011 Time: 1:15 PM Incident ID: 3 Referrer Last Name: Smith Referrer First Name: Joe Referral Date: 08/23/2011 Staff Name: user, adam

Violation(s) associated with incident require that this incident be reported to police.

Students Involved [Hide Detail] [Chooser]

| Line | Student Name |
|------|-------------------|
| 1 | Abbott, Billy C. |
| 2 | Acosta, Eugene A. |

Student Incident Detail Incident Detail Incident Violations Interventions Additional Information Enrollment Restrictions

Incident ID: 3 Incident Date: 08/23/2011 Entered By: user, adam Referred By: Smith, Joe

Print Discipline Report

Student Incident Information

Incident Role: Offender Cost to victim: School of Residence: Last Change Date: 04/20/2012 11:09:00 Last Change User: Kell, Steve

☒ Explained To Student ☐ Teacher Conference

Figure 117 – Incidents screen, Participants tab, Students Involved details

Students Involved [Hide Detail] [Chooser]

| Line | Student Name |
|------|-------------------|
| 1 | Abbott, Billy C. |
| 2 | Acosta, Eugene A. |

Student Incident Detail Incident Detail Incident Violations Interventions **Additional Information** Enrollment Restrictions

Incident ID: 3 Incident Date: 08/23/2011 Entered By: user, adam Referred By: Smith, Joe

Injury Information

☐ Injuries Sustained ☐ Serious Bodily Injury

Injury Description

Figure 118 – Incidents screen, Participants tab, Students Involved details

| Field | Required | Note |
|-----------------------|----------|---|
| Student Name | Yes | Used to extract Offender Student ID Number if Incident Role equals 1 (Offender) or Victim Student ID Number if Incident Role equals 2 (Victim). |
| Incident Role | Yes | Offender Type |
| Injuries Sustained | Yes | Victim Injury |
| Serious Bodily Injury | Yes | Used to calculate the victim injury code. |

Participants Tab – Other Involved Persons Details

Incidents

Incident ID: 3 Incident Date: 08/23/2011 Referred By: Smith, Joe Entered By: user, adam Organization Name: Hope High School

Information Participants Violations Documents

Date: 08/23/2011 Time: 1:15 PM Incident ID: 3 Referrer Last Name: Smith Referrer First Name: Joe Referral Date: 08/23/2011 Staff Name: user, adam

Violation(s) associated with incident require that this incident be reported to police.

Other Involved Persons Add Hide Detail

| Line | Name |
|------|---------|
| 1 | Hancock |

Information Incident Violations Dispositions

Personal Information

First Name: John Middle Name: Last Name: Hancock Suffix:

Gender: Birth Date:

Relation To School: 23 Relation To School Other: Type Of Employment:

Incident Information

☐ Injuries Sustained ☐ Serious Bodily Injury

Injury Description:

Figure 119 – Incidents screen, Participants tab, Other Involved Person details 1 of 3

Other Involved Persons Add Hide Detail

| Line | Name |
|------|---------|
| 1 | Hancock |

Information Incident Violations Dispositions

Personal Information

Incident Information

☐ Injuries Sustained ☐ Serious Bodily Injury

Injury Description:

Incident Role: Victim Cost to victim:

Figure 120 – Incidents screen, Participants tab, Other Involved Person details 2 of 3

Incidents

Incident ID: 2 Incident Date: 10/08/2011 Referred By: Jones, David Entered By: Komanchek, John Organization Name: Hope High School

Information Participants Violations Documents

Date: 10/08/2011 Time: 7:15 PM Incident ID: 2 Referrer Last Name: Jones Referrer First Name: David Referrer Type: Professional S Referral Date: 10/08/2011 Staff Name: Komanchek, John - Hope H

Incident Role Description

Offender/Victim Referrals

Figure 121 – Incidents screen, Participants tab, Other Involved Person details 3 of 3

| Field | Required | Note |
|---|-----------------|--|
| <i>Injuries Sustained</i> | Yes | Victim Injury Used to calculate the victim injury code. |
| <i>Serious Bodily Injury</i> | Yes | |
| <i>Incident Role</i> | Yes | Offender Type or Victim Type |
| <i>Incident Role Description</i> | Optional | Offender Description, if Relation to School equals Other and Incident Role equals Offender Victim Description, if Relation to School equals Other and Incident Role equals Victim |
| <i>Offender/Victim Referrals</i> | Optional | Offender Referral, if Relation to School equals Other and Incident Role equals Offender Victim Referral, if Relation to School equals Other and Incident Role equals Victim Note: Original field name if Offender Referral. Weidenhammer recommends changing the field label to Offender/Victim Referrals. |

Violations Tab

The screenshot shows the 'Incidents' screen with the 'Violations' tab selected. At the top, incident details are displayed: Incident ID: 3, Incident Date: 08/23/2011, Referred By: Smith, Joe, Entered By: user, adam, and Organization Name: Hope High School. Below this is a table with columns: Date, Time, Incident ID, Referrer Last Name, Referrer First Name, Referral Date, and Staff Name. The data row shows: 08/23/2011, 1:15 PM, 3, Smith, Joe, 08/23/2011, and user, adam. A green banner states: 'Violation(s) associated with incident require that this incident be reported to police.' Below the banner is a table of violations with columns: Line, Category, Number, and Description. The table lists five violations: 1. *Kidnapping, 2. *Dangerous Items, 3. *Dangerous Items, 4. Alcohol, and 5. Alcohol. The 'Violations Detail' section for line 2 is expanded, showing fields for Category (*Dangerous Items), Violation (Other Weapons), Violation Detail (Billy Club), Severity Level, and Additional Text. The 'Additional Text' field is highlighted with a red box.

Figure 122 – Incidents screen, Violations tab, Violations Detail

| Field | Required | Note |
|-------------------------|------------|---|
| Category | Yes | Incident Type Group |
| Violation | Yes | Incident Type Classifier |
| Violation Detail | Yes | Type of Weapon Value will extract only if the Incident Type Group equals 1200. |
| Additional Text | Yes | Incident Type Description Value will extract only if Incident Type Group equals 9999 or Incident Type Classifier equals one of the following values: 1099, 1299, 2099, 2199, 2399, 2599, 3399, 4499, and 5199. |

Student Disposition Screen

Student Disposition

Student Name: **Acosta, Kathleen D.** School Name: **Kennedy High School** Grade: **210**

Information

Disposition Number: **11** Disposition Date: **09/27/2012** Staff Name: **Hyde, Kathy**

Disposition Description

Disposition Code: **In-school suspension** Place Moved To: Modification: Authority Code: Zero Tolerance:

Additional Text: Comment:

Dates

Start Date: **09/27/2012** End Date: **10/05/2012** Disposition Review Date: Completed: Receives Support Services:

Attendance Reason Code: Hours: Reassignment Days:

Assigned Start Date: Assigned End Date:

Expulsion Modified: Days Reduced: Did Return:

GFSA Modification Description:

Figure 123 – Student Disposition add

| Field | Required | Note |
|--------------------------------------|--------------------|--|
| Disposition Code | Yes | Action Taken |
| Modification | Yes | GFSA Modification |
| Additional Text | Yes | Action Taken Description |
| Start Date | Yes | Length in School Days |
| End Date | Yes | Used to calculate Length in School Days if Reassignment Days field is 0 or blank. |
| Reassignment Days | Yes | Length in School Days Leave this field blank and enter the Start and End Dates to calculate this value. |
| GFSA Modification Description | Conditional | GFSA Modification Description If the Modification field value equals 1, extract this field. |

Chapter Sixteen: IMPORTS

In this chapter, the following topics are covered:

- ▶ KAN Services Import
- ▶ Student ID Import

KAN SERVICES IMPORT

Prior to generating the KAN-Service Extract, you can run the KAN Services Import process to populate the KAN-Services table with the applicable special education student service records prior to running the KAN-Service Extract file specifications for the reporting school year.



Note: To update Special Ed Student Services the import file format needs to match the file specifications for the KAN-Service Extract for the 2011/2012 school year. The update process first checks the database to see if service records exist for the migration date entered and the students specified in the uploaded data file. If service records are found they are removed prior to importing the records contained in the uploaded data file. Once complete, the result file should include a summary of how the uploaded data file was processed. Records contained in the result file that display red text in the message column were NOT imported.

Navigate to **Synergy SIS > KS > Imports > KAN Services Import** to access the **KAN Services Import** screen.

Process Status: Ready

KAN Services Import

To update Special Ed Student Services the import file format needs to match the file specifications for the Kan-Service Extract for the **2011/2012** school year. The update process first checks the database to see if service records exist for the migration date entered and the students specified in the uploaded data file. If service records are found they are first **removed** prior to importing the records contained in the uploaded data file being processed. Once complete, the result file should include a summary of how the uploaded data file was processed. Records contained in the result file that display red text in the message column, were **NOT** imported.

Import

Options

Field Delimiter: Tab Header Rows: Migration Date: 08/30/2012 Debugging Enabled: ☐

Debug Log Types

In order to process an uploaded file, first select a grid record by clicking the line number contained within a grid row and then click the Process button. If more than one grid row is selected ONLY the top most selected row will be processed.

Delete Documents

Import Files Add

| Line | Filename | Uploaded | File Processing | | | Status | Records Created | User Name | Doc | Result | Log |
|------|-------------------------------|---------------------|---------------------|---------------------|------------|--------|-----------------|--------------------|-----|--------|-----|
| | | | Started | Completed | Total Time | | | | | | |
| 1 | KAN_Serv_IMPORT Test(SKK).txt | 08/31/2012 06:25:00 | 08/31/2012 06:25:00 | 08/31/2012 06:25:00 | 00:00:00 | | 61 | Steve Kellenberger | | | |

Delete Documents

Figure 124 – KAN Services Import screen

To import special education student service records:

1. In the **Import Files** grid, click the **Add** button. The **Attach Document** screen appears.

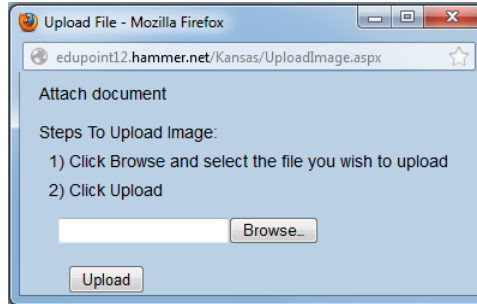



Figure 125 – Attach document screen

2. Click the **Browse** button to select the data file to be imported.
3. Click the **Upload** button to import the data file. The message "Upload successful!" displays when the import process is finished.
4. Click the **Ok** button. The KAN Services Import File displays in the Import Files grid.
5. In the **Field Delimiter** field, click to select the delimiter to insert between each field in the import file.
6. In the **Header Rows** field, type the number of header rows included in the import file.
7. In the **Migration Date** field, click the **Calendar**  button to select the migration date for the import, typically the first day of school; or type the date in M/D/YY format. This date is assigned to each imported special education student record.
8. Click the **Process** button to update the student records included in the import file.
9. Optionally, click the **View** button to view the import file data.
10. Click the **Result File** icon to view any errors that may have occurred during the import process. Resolve these errors as necessary.

STUDENT STATE ID IMPORT

Use the Student State ID Import process to import the unique numbers assigned by the KIDS Assignment System to each student in the school building or LEA. Before running this import process, download the Student State ID import file from the KIDS Assignment System Web site.

Navigate to **Synergy SIS > KS > Imports > Student State ID Import** To access the Student State ID Import screen.

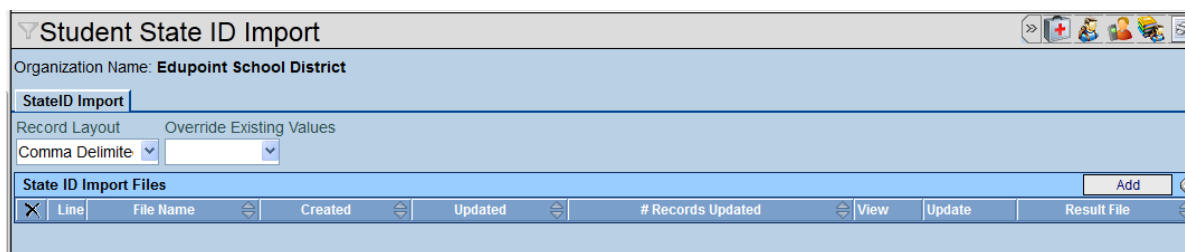


Figure 126 – Student State ID Import screen

To import student state ID records:

1. In the **State ID Import Files** grid, click the **Add** button. The **Attach Document** screen appears.

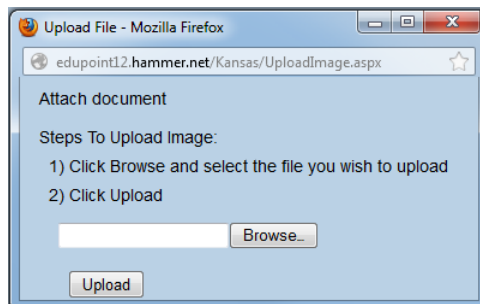


Figure 127 – Attach document screen

2. Click the **Browse** button to select the data file to be imported from the computer or local server.
3. Click the **Upload** button to import the data file. The message “Upload successful!” displays when the import process is finished.
4. Click the **Ok** button. The State ID Import File displays in the State ID Import Files grid.
5. In the **Record Layout** field, click to select the import file layout.
6. In the **Override Existing Values** field, click to select Y to override the existing student state IDs with the IDs contained in the import file; or click to select N to not override existing student state IDs.
7. Click the **Save** button.
8. Click the **Update** button to update the student records included in the import file.

9. Optionally, click the **View** button to view the import file data.
10. Click the **Result File** icon to view any errors that may have occurred during the import process. Resolve these errors as necessary.

Chapter Seventeen: REPORTS

In this chapter, the following topics are covered:

- ▶ Navigating the Report Screens
- ▶ What are the available Kansas State reports
- ▶ How to customize the reports before printing

NAVIGATING THE REPORT SCREENS

You generate the Kansas State Reporting Extracts from a customized report screen. While the information required on this report screen may change, some functions apply to all report screens. This section discusses these report screen similarities.

You access the Kansas Report Screens from the **KS > Reports** folder in the **Navigation Tree**.

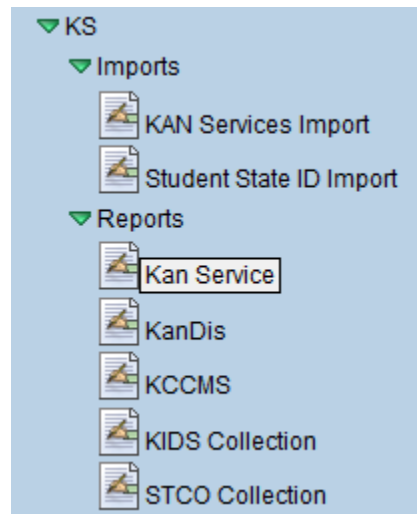

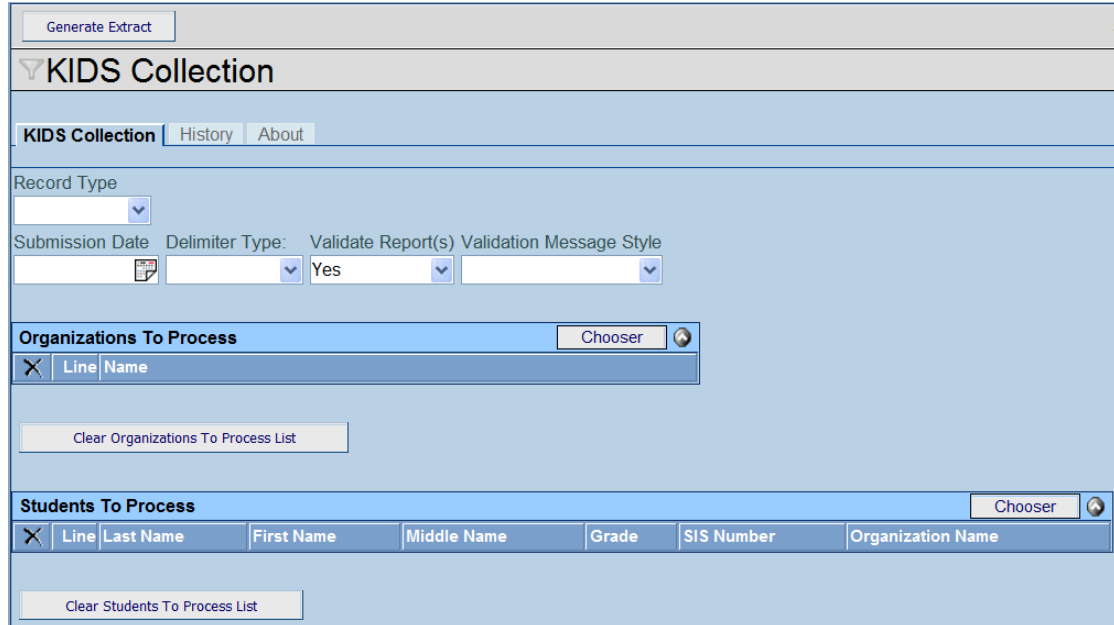


Figure 128 – KS Reports folder contents

You access a specific report screen by clicking the icon that represents that report. For example, to access the KIDS Collection Report Screen, click the **KIDS Collection**  button.



The screenshot shows the 'KIDS Collection' report screen. At the top, there is a 'Generate Extract' button. Below it, the title 'KIDS Collection' is displayed with a funnel icon. Underneath the title are three tabs: 'KIDS Collection' (selected), 'History', and 'About'. The main area contains several form elements: a 'Record Type' dropdown menu, a 'Submission Date' field with a calendar icon, a 'Delimiter Type' dropdown menu, a 'Validate Report(s)' dropdown menu set to 'Yes', and a 'Validation Message Style' dropdown menu. Below these are two sections for data selection. The first section is titled 'Organizations To Process' and includes a 'Chooser' button and a table with columns 'Line' and 'Name'. Below this table is a 'Clear Organizations To Process List' button. The second section is titled 'Students To Process' and includes a 'Chooser' button and a table with columns 'Line', 'Last Name', 'First Name', 'Middle Name', 'Grade', 'SIS Number', and 'Organization Name'. Below this table is a 'Clear Students To Process List' button.

Figure 129 – KIDS Collection Report Screen

The Report Screen has three tabs:

- Report Interface tab (see page [184](#))
- History tab (see page [185](#))
- About tab (see page [188](#))

The Report Interface Tab

Use the Report Interface tab to enter the fields required to extract the Kansas State Reporting Data for the report or data file (see [Figure 129 – KIDS Collection Report Screen](#)). The Report Interface tab may have the following components used to enter the record selection criteria:

- Data Entry fields – examples include the Record Type, Start Date, End Date, Validate Reports, Validation Message
- Grades — use the Grades section to filter the student selection by grade level.
- Organizations to Process – use the Organizations to Process list to include all students enrolled in selected schools or districts in the extract or report.
- Students to Process — use the Students to Process list to include specific student records in the extract or report. The Grades area is used to filter this list.
- Student Groups to Process — use the Student Groups to Process list to filter the student selection by student group
- Courses to Process — use the Courses to Process list to filter the records selected by one or more courses offered at the district or school level.
- Course Sections to Process — use the Course Sections to Process list to filter the student records selected for a file extract.

When Student Reports/Extracts are processed, student records are selected based on the Organizations to Process and the Students to Process selections. The Student Groups To Process and Grade sections are used to filter the Organizations To Process and Students To Process lists.

The Organizations To Process and Students To Process lists are mutually exclusive. If both lists have selections, the Students To Process list overrides the Organizations To Process list.

For example:

- If Grade equals “11”, Organizations To Process equals “Hope High School,” and Student Groups to Process equals the “Soccer Team,” the extract will include only those students in 11th grade that are members of the Soccer Team. If none of the students that are members of the Soccer Team are currently enrolled in 11th grade, zero (0) students are included in the extract.
- If both the Organizations To Process list and Students To Process list have selections, the file extract is built using the Students To Process list; the Organizations To Process list is ignored. In this example, if the Grade equals “11” and the Student Groups To Process equals the “Soccer Team,” the file extract will

include only those students listed in the Students To Process section that are in grade 11 and belong to the Soccer Team. If none of the students meet these record selection criteria, zero (0) students are included in the file extract.

After the report selection criteria is entered, click the **Generate Extract** button to create the extract file or report. Each time an extract or report is submitted, a record is added to the History tab.

The History Tab

All files, logs, and reports generated by the users are stored in the SQL database. Use the History tab to view these files, logs, and reports; view the parameters used to generate a file, log, or report; view an error log; and view the data results in the Extract Viewer.

If the job is not displayed, click the **Refresh** button to refresh the History screen.

Each time a file, log, or report is saved to the History tab, the SQL database increases in size. To keep the size of the SQL database manageable, click the **Clear Report History** button to remove history records that are no longer required. You can click the **Pinned** check box to prevent a report from being removed by the Clear Report History screen.

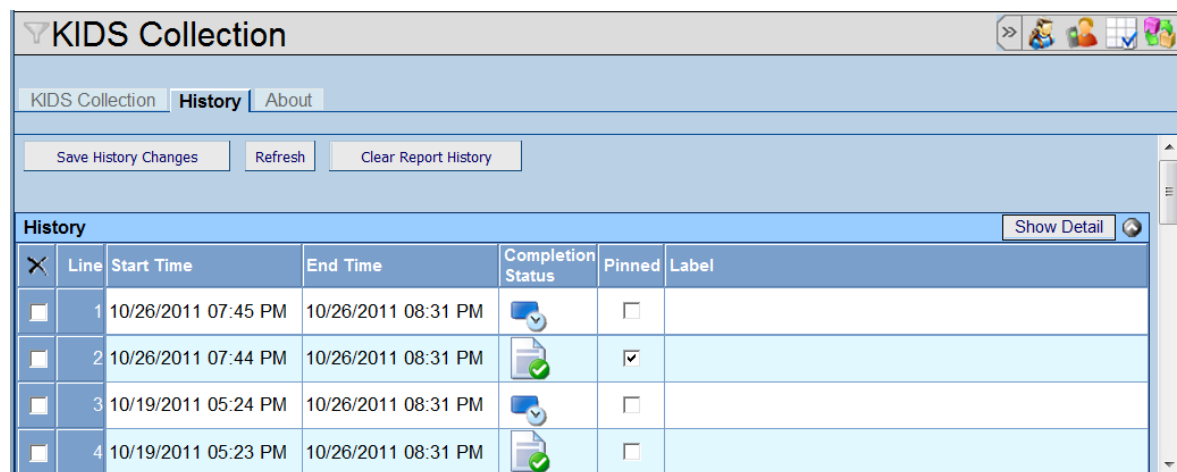





Figure 130 – KIDS Collection Screen, History tab

The following table explains each column heading.

| Column Heading | Definition |
|-------------------|--|
| Line | A line number is use to automatically sequence each history record. The records are sequenced in ascending order, beginning with the most recent history record. |
| Start Time | The date and time this report instance started running is displayed. |
| End Time | The date and time this report instance finished running is displayed. |

| Column Heading | Definition |
|--------------------------|---|
| Completion Status | <p>The following buttons represent the status of each report instance:</p> <p> Process is running/did not complete.</p> <p> Process Completed</p> <p> Report stopped due to errors</p> |
| Pinned | Click the Pinned check box to prevent a report from being removed by the Clear Report History process. You may want to use this option to keep a copy of the report for historical purposes. |
| Label | When a report is pinned, you can type a descriptive label for the report to be saved (for example, 2010/2011 Final Submission). |

Click a **Line** number, and then click the **Show Details** button to display details for that report instance. The **Parameters** tab shows the values used to extract the student data for this report instance.

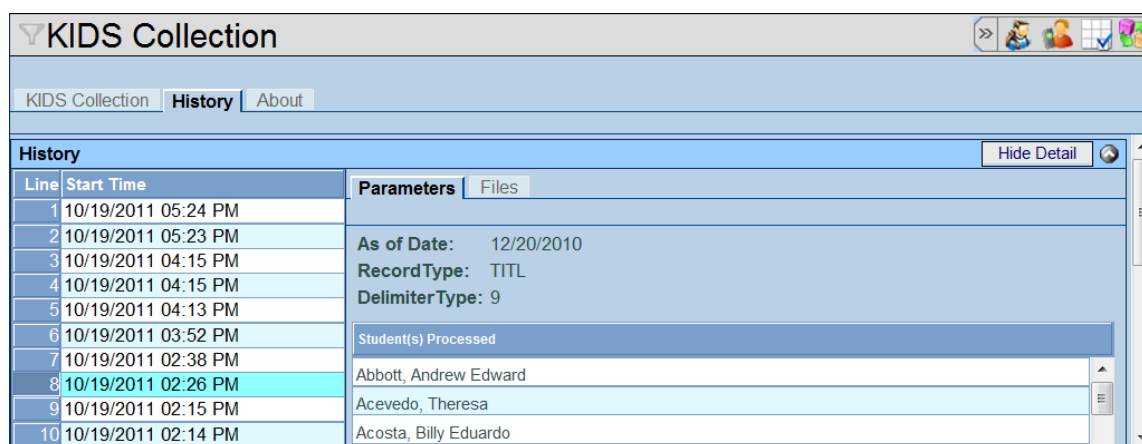


Figure 131 –History tab with details example

Click the **Files** tab to view the results of the report instance.

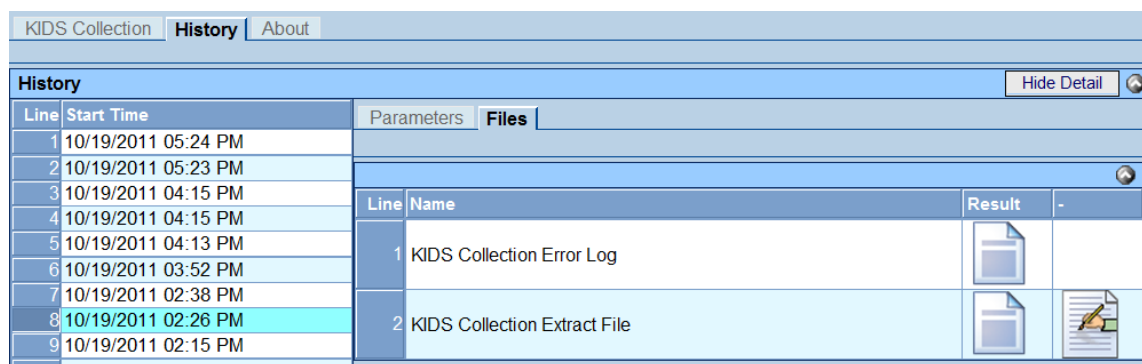




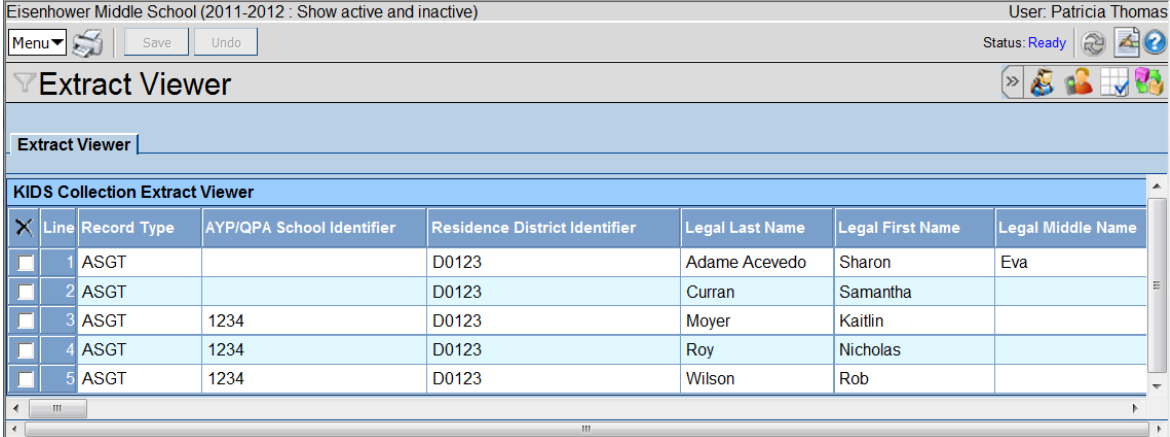
Figure 132 –History tab, Files tab example

Click the **Paper**  button to save the extract file (or error log) to the computer or network.

Click the **Hide Detail** button to hide the history file details.

The Extract Viewer

On the History > Files tab, click the **Paper and Pencil**  button to open the extract viewer to view, add and modify the extracted student records; and to add a student record to the extract.




| Line | Record Type | AYP/QPA School Identifier | Residence District Identifier | Legal Last Name | Legal First Name | Legal Middle Name |
|------|-------------|---------------------------|-------------------------------|-----------------|------------------|-------------------|
| 1 | ASGT | | D0123 | Adame Acevedo | Sharon | Eva |
| 2 | ASGT | | D0123 | Curran | Samantha | |
| 3 | ASGT | 1234 | D0123 | Moyer | Kaitlin | |
| 4 | ASGT | 1234 | D0123 | Roy | Nicholas | |
| 5 | ASGT | 1234 | D0123 | Wilson | Rob | |

Figure 133 – Extract Viewer example

To modify the student data:

1. Click the **Line** number of the record to be modified.
2. Tab to the field to be changed or click and drag the Horizontal scroll bar.
3. Make the necessary change to the student data.
4. Click the **Save** button to save the changes to the student data.
5. When finished modifying the student data, close the extract viewer. A modified student data extract is saved with the following name ([Extract File Name] (Modified)).

To delete records from the extract viewer:

1. Click to select the check box in the **Delete** column () that corresponds to the student record to be deleted.
2. Click the **Save** button to save the changes to the student data.
3. When finished modifying the student data, close the extract viewer. A modified student data extract is saved with the following name ([Extract File Name] (Modified)).

The About Tab

The About tab contains state-specific information about the extract or report.

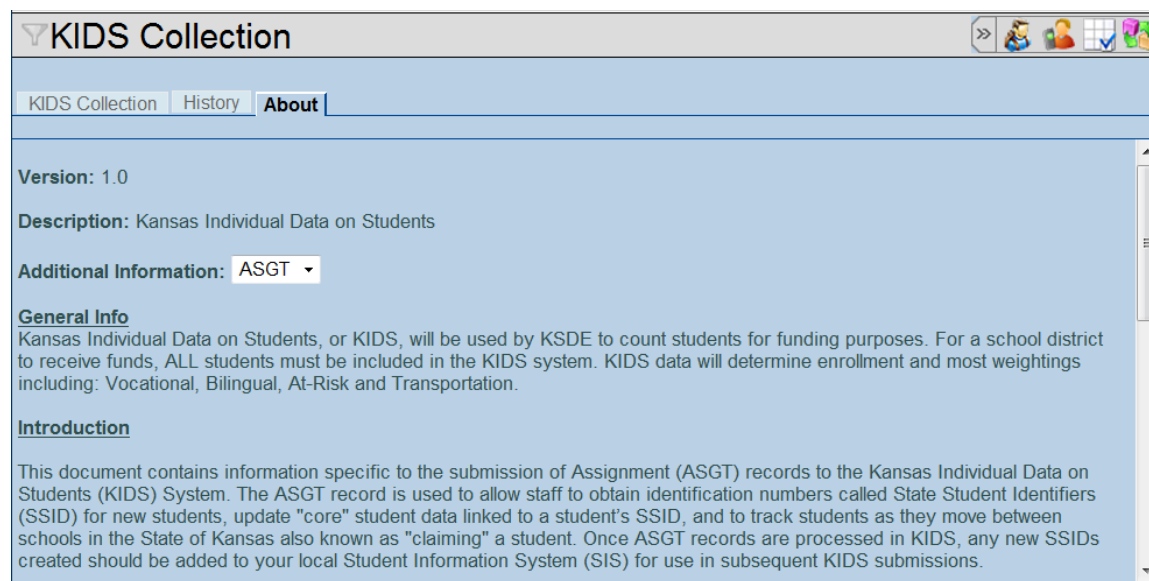


Figure 134 – About tab example

KIDS COLLECTION

The Kansas State Department of Education (KSDE) uses Kansas Individual Data on Students (KIDS) Collection to count students for funding purposes. A school district must include all students in the KIDS system to receive funds. KIDS Collection data will determine enrollment and most weightings including Vocational, Bilingual, At-Risk and Transportation.

By default the extract includes only students with an ADA/ADM value equal to Blank. Students with an ADA/ADM value equal to C – Concurrent will not have records created.

The extracts are grouped by AYP/QPA School Identifier except for the TITL Collection extract. The TITL Collection extract is grouped by Funding School.

The KIDS collection has eight separate files submitted at different dates throughout the school year.

- ASGT to request a state identification number (SSID) for new students, update core student data, and claim a student
- ENRL collection to report funding and enrollment
- EOYA collection to report end-of-year student counts
- EXIT collection to report students that have left the school or district
- MILT collection to report military and virtual student counts
- QERY to perform a query for pre-existing KIDS data without claiming a student
- TEST collection to report students' assessment data
- TITL collection to report REAP allocations

To access the KIDS Collection screen, navigate to **Synergy SIS > KS > Reports > KIDS Collection**.

The screenshot displays the 'KIDS Collection' interface. At the top, there is a 'Generate Extract' button. Below it, the title 'KIDS Collection' is shown with a dropdown arrow. The interface is divided into several sections:

- Options:** Includes tabs for 'Options', 'History', and 'About'. Below these are checkboxes for 'ONLY Process Students with Blank State IDs' and 'ONLY Process Students Enrolled On/After Start Date'. A 'Record Type' dropdown is set to 'ASGT'.
- Date and Delimiter Settings:** 'Start Date' is 09/19/2011 and 'End Date' is 09/23/2011, both with calendar icons. 'Delimiter Type' is set to 'Comma'. 'Validate Report(s)' is set to 'Yes' and 'Validation Message Style' is set to 'Paragraph'.
- Grade Selection:** A section titled 'Grade - Leave blank to include all grades' with a list of checkboxes for grades: 00, K, PK3, PK4, PK5, AR4, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, and NG.
- Organizations To Process:** A section with a 'Chooser' button and a table with columns: Line, Name.
- Students To Process:** A section with a 'Chooser' button and a table with columns: Line, Last Name, First Name, Middle Name, Grade, SIS Number, State ID, and Organization Name.
- Student Groups To Process:** A section with a 'Chooser' button and a table with columns: Line, Group Code, Description, and School Year.

Each of the three processing sections (Organizations, Students, and Student Groups) also includes a 'Clear [Section Name] To Process List' button.

Figure 135 – KIDS Collection screen

ASGT – Assignment Collection

Use the ASGT Collection to allow staff to obtain identification numbers called State Student Identifiers (SSID) for new students, update core student data linked to a student's SSID, and to track students as they move between schools in the State of Kansas (also known as claiming a student). After ASGT records are processed in KIDS, add any new SSIDs created to your local Student Information System (SIS) for use in subsequent KIDS submissions.

Click the About tab to view record submission details.

To generate the extract file:

1. On the **KIDS Collection** screen, click to select **ASGT** in the **Record Type** field.

Generate Extract

KIDS Collection

Options History About

Record Type ☐ ONLY Process Students with Blank State IDs ☐ ONLY Process Students Enrolled On/After Start Date

ASGT

Start Date End Date Delimiter Type Validate Report(s) Validation Message Style

09/19/2011 09/23/2011 Comma Yes Paragraph

Grade - Leave blank to include all grades

☐ 00 ☐ K ☐ PK3 ☐ PK4 ☐ PK5 ☐ AR4 ☐ 01 ☐ 02 ☐ 03 ☐ 04

☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ NG

Organizations To Process Chooser

| Line | Name |
|------|------|
|------|------|

Clear Organizations To Process List

Students To Process Chooser

| Line | Last Name | First Name | Middle Name | Grade | SIS Number | State ID | Organization Name |
|------|-----------|------------|-------------|-------|------------|----------|-------------------|
|------|-----------|------------|-------------|-------|------------|----------|-------------------|

Clear Students To Process List


Student Groups To Process Chooser

| Line | Group Code | Description | School Year |
|------|------------|-------------|-------------|
|------|------------|-------------|-------------|

Clear Student Groups To Process List

Figure 136 – KIDS Collection, ASGT Collection


2. Click to select the **ONLY Process Students with Blank State IDs** check box to generate this extract only to obtain SSID numbers for new students in the school or district. The extract will include only student records with a blank State Identification number. Leave this check box blank to update core student data or claim an existing student.

3. Click to select the **ONLY Process Students Enrolled On/After Start Date** check box to include only student enrollment with an Entry Date equal to or greater than the report Start Date. Use this option to reclaim students were enrolled, withdrawn, and then re-enrolled on or after the report start date.
4. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format. Any student with an enrollment record that falls between the start and end dates, and that meets the other student selection criteria, is included on the report.
5. In the **Delimiter Type** field, click to select the delimiter to insert between each field in the extract file.
6. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
7. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
8. In the **Grade** section, click to select each check box that corresponds to a grade levels of the students to be included in the extract. Use this option to filter the **Students To Process** and **Student Groups to Process** lists by grade level.

For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.
9. In **Organizations To Process** section, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
10. In **Students To Process** section, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

The **Organizations To Process** list is ignored if specific special education student records are selected for the extract.
11. In the **Student Groups to Process** section, click the **Chooser** button to select the student groups to which the students to be included in the file extract belong. Leave this section blank to include all students in the report selection process.
12. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
13. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History screen.
14. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on [page 185](#) for more information.
15. Click the **Files** tab to view the KIDS Collection Extract File (see [Figure 132](#) on page [186](#)).

16. Click the **Paper and Pencil**  button to view the ASGT record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on [page 187](#) for more information.

17. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
18. When the student data is verified correct, upload the KIDS Collection ASGT record to the [KIDS application](#).

ENRL – Funding and Enrollment Collection

Use the ENRL Collection to gather enrollment and program participation information on students that is used to populate sections of the Principal's Building Report (PBR) and the Superintendent's Organizational Report (SO66). The data on these reports is used for state funding (based on the September 20th Rule) and for federal funding calculations.

A student must meet the criteria specified in the September 20 Rule and/or February 20 Rules to be included in the extract. These rules are:

- **September 20 Rule** — a student must be enrolled and attending on September 20. If absent on September 20 then the student must have attended once before September 20 and once after September 20 but on or before October 4. If September 20 falls on a non-school day, use the first school day after September 20. For specific attendance guidelines for foreign exchange students, virtual education students, and alternative school students, see the KIDS 2011-2012 Submission Details Document - ENRL located on the [Kansas Individual Data on Students \(KIDS\) Web Site](#) under the Documents tab.
- **February 20 Rule** — a student (Child of Military Family) must be enrolled and attending on February 20. If absent on February 20 then the student must have attended once on or after February 1, and once after February 20 but on or before March 4. If February 20 falls on a non-school day, use the first school day after February 20.



Student data submitted in the ENRL Collection should be current as of the first submission date.



Click the About tab to view ENRL record submission details.

To generate the extract file:

1. On the **KIDS Collection** screen, click to select **ENRL** in the **Record Type** field.

The screenshot shows the 'KIDS Collection' interface. At the top is a 'Generate Extract' button. Below it is the 'KIDS Collection' title bar. The 'Options' tab is selected, showing fields for 'Record Type' (set to 'ENRL'), 'Calculate Minutes' (checked), 'Start Date' (09/19/2011), 'End Date' (09/23/2011), 'Submission Date' (09/13/2011), 'Delimiter Type' (Comma), 'Validate Report(s)' (Yes), and 'Validation Message Style' (Paragraph). There is a 'Grade' section with a checkbox 'Leave blank to include all grades' and a grid of checkboxes for grades 00 through NG. Below this are three sections: 'Organizations To Process', 'Students To Process', and 'Student Groups To Process', each with a 'Chooser' button and a table header. The 'Organizations To Process' table has columns 'Line' and 'Name'. The 'Students To Process' table has columns 'Line', 'Last Name', 'First Name', 'Middle Name', 'Grade', 'SIS Number', 'State ID', and 'Organization Name'. The 'Student Groups To Process' table has columns 'Line', 'Group Code', 'Description', and 'School Year'. Each section also has a 'Clear' button.

Figure 137 – KIDS Collection, ENRL Collection

2. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format. Any student with an enrollment record that falls between the start and end dates, and that meets the other student selection criteria, is included on the report.
3. In the **Submission Date** field, click the **Calendar**  button to select the submission date for the report; or type the date in M/D/YY format. This date must fall in September or February to extract the student data for the extract. Based on the date entered, the corresponding rule is used to include students in the extract.



The report process will stop if the submission date does not fall within September or February.

4. In the **Delimiter Type** field, click to select the delimiter to insert between each field in the extract file.
5. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.

6. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.

7. In the **Grade** section, click to select each check box that corresponds to a grade levels of the students to be included in the extract. Use this option to filter the **Students To Process** and **Student Groups to Process** lists by grade level.

For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.


8. In **Organizations To Process** section, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
9. In **Students To Process** section, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

The **Organizations To Process** list is ignored if specific special education student records are selected for the extract.

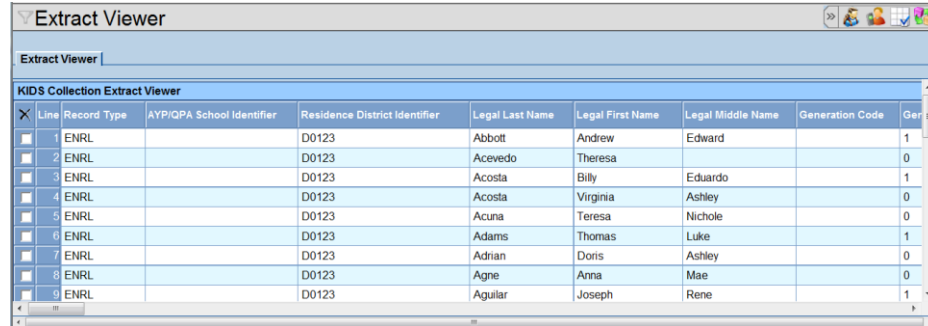
10. In the **Student Groups to Process** section, click the **Chooser** button to select the student groups to which the students to be included in the file extract belong. Leave this section blank to include all students in the report selection process.
11. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
12. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History screen.
13. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on [page 185](#) for more information.

14. Click the Files tab to view the KIDS Collection Extract File (see [Figure 132](#) on page [186](#)).

15. Click the **Paper and Pencil**  button to view the ENRL record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on [page 187](#) for more information.



| Line | Record Type | AYP/QPA School Identifier | Residence District Identifier | Legal Last Name | Legal First Name | Legal Middle Name | Generation Code | Gen E |
|------|-------------|---------------------------|-------------------------------|-----------------|------------------|-------------------|-----------------|-------|
| 1 | ENRL | | D0123 | Abbott | Andrew | Edward | | 1 |
| 2 | ENRL | | D0123 | Acevedo | Theresa | | | 0 |
| 3 | ENRL | | D0123 | Acosta | Billy | Eduardo | | 1 |
| 4 | ENRL | | D0123 | Acosta | Virginia | Ashley | | 0 |
| 5 | ENRL | | D0123 | Acuna | Teresa | Nichole | | 0 |
| 6 | ENRL | | D0123 | Adams | Thomas | Luke | | 1 |
| 7 | ENRL | | D0123 | Adrian | Doris | Ashley | | 0 |
| 8 | ENRL | | D0123 | Agne | Anna | Mae | | 0 |
| 9 | ENRL | | D0123 | Aguilar | Joseph | Rene | | 1 |

Figure 138 – Extract Viewer illustrating the KIDS Collection ENRL extract file

16. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
17. When the student data is verified correct, upload the KIDS Collection ENRL record to the [KIDS application](#).

EOYA – End of Year Accountability Collection

Use the EOYA Collection to gather attendance, membership, truancy, and program participation data for all students who were in membership at the AYP School at any point during the school year. A student's assigned AYP/QPA School Identifier must match the student's Attendance School ID to be included on the report (a Blank value is valid).

Click the About tab to view EOYA record submission details.




Student data submitted in the EOYA Collection should be current as of the last day of school or the last day the student was in membership at that school.

To generate the extract file:

1. On the **KIDS Collection** screen, click to select **EOYA** in the **Record Type** field.

The screenshot shows the 'KIDS Collection' interface. At the top is a 'Generate Extract' button. Below it is a tabbed interface with 'Options', 'History', and 'About' tabs. The 'Options' tab is active, showing the 'Record Type' dropdown set to 'EOYA'. Below this are fields for 'Start Date' (09/19/2011), 'End Date' (09/23/2011), 'Delimiter Type' (Comma), 'Validate Report(s)' (Yes), and 'Validation Message Style' (Paragraph). There is a 'Grade' section with a header 'Grade - Leave blank to include all grades' and a grid of checkboxes for grades 00 through 12 and NG. Below the grade section are three sections: 'Organizations To Process', 'Students To Process', and 'Student Groups To Process'. Each section has a 'Chooser' button and a table with columns for selection, line number, and various identifiers. There are also 'Clear' buttons for each of these lists.

Figure 139 – KIDS Collection, EOYA Collection

2. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format. Any student with an enrollment record that falls between the start and end dates, and that meets the other student selection criteria, is included on the report.
3. In the **Delimiter Type** field, click to select the delimiter to insert between each field in the extract file.
4. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
5. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
6. In the **Grade** section, click to select each check box that corresponds to a grade levels of the students to be included in the extract. Use this option to filter the **Students To Process** and **Student Groups to Process** lists by grade level.

For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.


7. In **Organizations To Process** section, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
8. In **Students To Process** section, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

The **Organizations To Process** list is ignored if specific special education student records are selected for the extract.

9. In the **Student Groups to Process** section, click the **Chooser** button to select the student groups to which the students to be included in the file extract belong. Leave this section blank to include all students in the report selection process.
10. Click the **Generate Extract** button. The Job Status screen appears. When the extract process is finished, the Job Status screen automatically closes.
11. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History screen.
12. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on [page 185](#) for more information.

13. Click the **Files** tab to view the KIDS Collection Extract File (see [Figure 132](#) on page [186](#)).

14. Click the **Paper and Pencil**  button to view the EOYA record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on [page 187](#) for more information.

15. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
16. When the student data is verified correct, upload the KIDS Collection EOYA record to the [KIDS application](#).

EXIT – EXIT Collection

Use the EXIT Collection to gather exit information on students who have left a school for a variety of reasons (e.g., graduation, dropout, transfers, etc.).

Click the About tab to view EXIT record submission details.




Submit student EXIT records as soon as possible after the student's last day of membership, including when a student has transferred, dropped out, or graduated. After the Dropout/Graduation Summary Report for the 2010-2011 school year is submitted, a district can no longer submit EXIT records with Exit/Withdrawal dates prior to October 1 of the current school year.

To generate the extract file:

1. On the **KIDS Collection** screen, click to select **EXIT** in the **Record Type** field.

Figure 140 – KIDS Collection, EXIT Collection

2. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format. Any student with an enrollment record that falls between the start and end dates and an exit date that falls within the start and end dates is included on the report.
3. In the **Delimiter Type** field, click to select the delimiter to insert between each field in the extract file.


4. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
5. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
6. In the **Grade** section, click to select each check box that corresponds to a grade levels of the students to be included in the extract. Use this option to filter the **Students To Process** and **Student Groups to Process** lists by grade level.

For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.
7. In **Organizations To Process** section, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
8. In **Students To Process** section, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

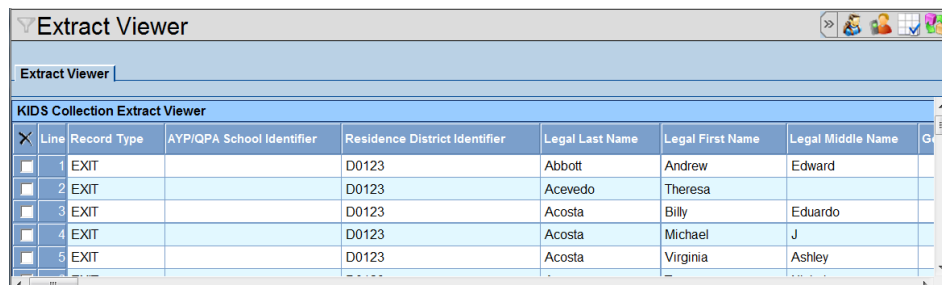
The **Organizations To Process** list is ignored if specific special education student records are selected for the extract.
9. In the **Student Groups to Process** section, click the **Chooser** button to select the student groups to which the students to be included in the file extract belong. Leave this section blank to include all students in the report selection process.
10. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
11. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History screen.
12. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on [page 185](#) for more information.

13. Click the **Files** tab to view the KIDS Collection Extract File (see [Figure 132](#) on page [186](#)).

14. Click the **Paper and Pencil**  button to view the EXIT record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on [page 187](#) for more information.



| Line | Record Type | AYP/QPA School Identifier | Residence District Identifier | Legal Last Name | Legal First Name | Legal Middle Name | Grade |
|------|-------------|---------------------------|-------------------------------|-----------------|------------------|-------------------|-------|
| 1 | EXIT | | D0123 | Abbott | Andrew | Edward | |
| 2 | EXIT | | D0123 | Acevedo | Theresa | | |
| 3 | EXIT | | D0123 | Acosta | Billy | Eduardo | |
| 4 | EXIT | | D0123 | Acosta | Michael | J | |
| 5 | EXIT | | D0123 | Acosta | Virginia | Ashley | |

Figure 141 – Extract Viewer illustrating the EXIT Collection extract file

15. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
16. When the student data is verified correct, upload the KIDS Collection EXIT record to the [KIDS application](#).

MILT – Military and Virtual Student Collection

Use the MILT Collection to gather student enrollment data for districts whose student population significantly increases after the September 20th (ENRL) funding count due to military movement. It also gathers student enrollment data for schools and districts with virtual education students.

A student is included in the extract if that student was in attendance on February 20th (as per the February 20 Rule; see [page 192](#)) and

- The Uniformed Military check box is selected for at least one of the student's parents/guardians; or
- The Virtual Education Student field on the Student > State Screen is not blank for the student.



Click the About tab to view MILT record submission details.

To generate the extract file:

1. On the **KIDS Collection** screen, click to select **MILT** in the **Record Type** field.

The screenshot shows the 'KIDS Collection' interface. At the top is a 'Generate Extract' button. Below it is the 'KIDS Collection' title bar. The 'Options' tab is selected, showing fields for 'Record Type' (set to 'MILT'), 'Calculate Minutes' (checked), 'Start Date' (09/19/2011), 'End Date' (09/23/2011), 'Submission Date' (09/13/2011), 'Delimiter Type' (Comma), 'Validate Report(s)' (Yes), and 'Validation Message Style' (Paragraph). There is a 'Grade' section with checkboxes for various grades (00, K, PK3, PK4, PK5, AR4, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, NG). Below this are three sections for 'Organizations To Process', 'Students To Process', and 'Student Groups To Process', each with a 'Chooser' button and a table header. The 'Organizations To Process' table has columns 'Line' and 'Name'. The 'Students To Process' table has columns 'Line', 'Last Name', 'First Name', 'Middle Name', 'Grade', 'SIS Number', 'State ID', and 'Organization Name'. The 'Student Groups To Process' table has columns 'Line', 'Group Code', 'Description', and 'School Year'. Each section also has a 'Clear Organizations To Process List', 'Clear Students To Process List', and 'Clear Student Groups To Process List' button.

Figure 142 – KIDS Collection, MILT Collection

2. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format. Any student with an enrollment record that falls between the start and end dates, and that meets the other student selection criteria, is included on the report.
3. In the **Submission Date** field, click the **Calendar**  button to select the submission date for the report; or type the date in M/D/YY format.
4. In the **Delimiter Type** field, click to select the delimiter to insert between each field in the extract file.
5. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
6. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.

7. In the **Grade** section, click to select each check box that corresponds to a grade levels of the students to be included in the extract. Use this option to filter the **Students To Process** and **Student Groups to Process** lists by grade level.

For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.


8. In **Organizations To Process** section, click the Chooser button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
9. In **Students To Process** section, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

The **Organizations To Process** list is ignored if specific special education student records are selected for the extract.

10. In the **Student Groups to Process** section, click the **Chooser** button to select the student groups to which the students to be included in the file extract belong. Leave this section blank to include all students in the report selection process.
11. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
12. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History screen.
13. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on [page 185](#) for more information.

14. Click the **Files** tab to view the KIDS Collection Extract File (see [Figure 132](#) on page [186](#)).

15. Click the **Paper and Pencil**  button to view the MILT record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on [page 187](#) for more information.

16. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
17. When the student data is verified correct, upload the KIDS Collection MILT record to the [KIDS application](#).

QUERY Collection

QUERY is different from other KIDS record types (such as ENRL, TEST, etc.) in that rather than submitting student data to the State, schools will use QUERY records to retrieve data about their students. The results of submitting a batch file containing QUERY records will be a file including additional data fields for all students submitted in that QUERY batch.

Click the About tab to view QUERY record submission details.




QUERY requires only the state identification number or the AYP/QPA School Identifier and Legal Last Name. However, additional information allows a better match.

To generate the extract file:

1. On the **KIDS Collection** screen, click to select **QUERY** in the **Record Type** field.

The screenshot shows the 'KIDS Collection' interface. At the top is a 'Generate Extract' button. Below it is the 'KIDS Collection' header. There are three tabs: 'Options', 'History', and 'About'. The 'Options' tab is active. Under 'Record Type', 'QUERY' is selected in a dropdown menu. Below this are fields for 'Start Date' (09/19/2011), 'End Date' (09/23/2011), 'Delimiter Type' (Comma), 'Validate Report(s)' (Yes), and 'Validation Message Style' (Paragraph). There is a 'Grade' section with a checkbox for 'Leave blank to include all grades' and a grid of checkboxes for grades 00 through NG. Below this is the 'Organizations To Process' section with a 'Chooser' button and a table with columns 'Line' and 'Name'. There is a 'Clear Organizations To Process List' button. Below that is the 'Students To Process' section with a 'Chooser' button and a table with columns 'Line', 'Last Name', 'First Name', 'Middle Name', 'Grade', 'SIS Number', 'State ID', and 'Organization Name'. There is a 'Clear Students To Process List' button. At the bottom is the 'Student Groups To Process' section with a 'Chooser' button and a table with columns 'Line', 'Group Code', 'Description', and 'School Year'. There is a 'Clear Student Groups To Process List' button.

Figure 143 – KIDS Collection, QUERY Collection

2. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format. Any student with an enrollment record that falls between the start and end dates, and that meets the other student selection criteria, is included on the report.
3. In the **Delimiter Type** field, click to select the delimiter to insert between each field in the extract file.

4. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
5. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
6. In the **Grade** section, click to select each check box that corresponds to a grade levels of the students to be included in the extract. Use this option to filter the **Students To Process** and **Student Groups to Process** lists by grade level.


For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.

7. In **Organizations To Process** section, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
8. In **Students To Process** section, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

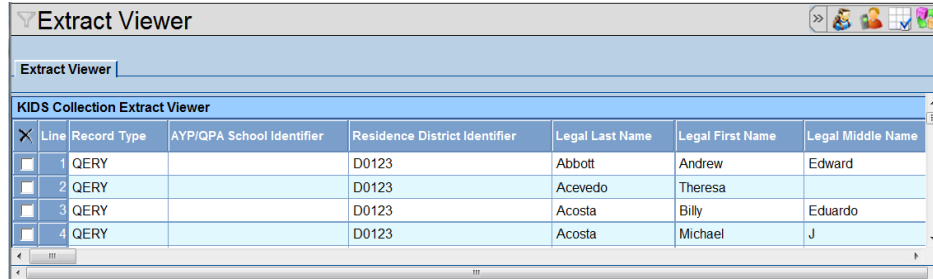
The **Organizations To Process** list is ignored if specific special education student records are selected for the extract.

9. In the **Student Groups to Process** section, click the **Chooser** button to select the student groups to which the students to be included in the file extract belong. Leave this section blank to include all students in the report selection process.
10. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
11. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History screen.
12. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.
13. Click the **Files** tab to view the KIDS Collection Extract File (see [Figure 132](#) on page [186](#)).

Refer to [The History Tab](#) procedure on [page 185](#) for more information.

14. Click the **Paper and Pencil**  button to view the QUERY record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on [page 187](#) for more information.



| Line | Record Type | AYP/QPA School Identifier | Residence District Identifier | Legal Last Name | Legal First Name | Legal Middle Name |
|------|-------------|---------------------------|-------------------------------|-----------------|------------------|-------------------|
| 1 | QUERY | | D0123 | Abbott | Andrew | Edward |
| 2 | QUERY | | D0123 | Acevedo | Theresa | |
| 3 | QUERY | | D0123 | Acosta | Billy | Eduardo |
| 4 | QUERY | | D0123 | Acosta | Michael | J |

Figure 144 – Extract Viewer illustrating the QUERY Collection extract file

15. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
16. When the student data is verified correct, upload the KIDS Collection QUERY record to the [KIDS application](#).

TEST Collection

Use the TEST Collection to gather data for the Center for Educational Testing and Evaluation (CETE) for grades 3-12 to use in generating testing rosters for state assessments, the CETE Interim assessments, the Kansas Writing Instruction and Evaluation Tool (KWIET); and for gathering demographic and program data for accountability.

Click the About tab to view TEST record submission details.



Student data that is submitted for TEST should be current as of the day the student takes an assessment, and so must be re-submitted if the student's status changes after the initial submission of the TEST record.


To generate the extract file:

1. On the **KIDS Collection** screen, click to select **TEST** in the **Record Type** field.

The screenshot shows the 'KIDS Collection' interface. At the top is a 'Generate Extract' button. Below it is a tabbed interface with 'Options', 'History', and 'About' tabs. The 'Options' tab is active, showing the following fields:

- Record Type:** A dropdown menu with 'TEST' selected.
- Start Date:** 09/19/2011, with a calendar icon.
- End Date:** 09/23/2011, with a calendar icon.
- Delimiter Type:** A dropdown menu with 'Comma' selected.
- Validate Report(s):** A dropdown menu with 'Yes' selected.
- Validation Message Style:** A dropdown menu with 'Paragraph' selected.
- Grade - Leave blank to include all grades:** A section with checkboxes for grades 00 through 12 and 'NG'. The checkboxes for 11 and 12 are checked.
- Organizations To Process:** A section with a 'Chooser' button and a table with columns 'Line' and 'Name'. Below the table is a 'Clear Organizations To Process List' button.
- Students To Process:** A section with a 'Chooser' button and a table with columns 'Line', 'Last Name', 'First Name', 'Middle Name', 'Grade', 'SIS Number', 'State ID', and 'Organization Name'. Below the table is a 'Clear Students To Process List' button.
- Student Groups To Process:** A section with a 'Chooser' button and a table with columns 'Line', 'Group Code', 'Description', and 'School Year'. Below the table is a 'Clear Student Groups To Process List' button.

Figure 145 – KIDS Collection, TEST Collection

2. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format. Any student who has an enrollment record that falls between the start and end dates and a grade level of 05 through 17 is included on the report.
3. In the **Delimiter Type** field, click to select the delimiter to insert between each field in the extract file.
4. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
5. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
6. In the **Grade** section, click to select each check box that corresponds to a grade levels of the students to be included in the extract. Use this option to filter the **Students To Process** and **Student Groups to Process** lists by grade level.

For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.


7. In **Organizations To Process** section, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
8. In **Students To Process** section, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

The **Organizations To Process** list is ignored if specific special education student records are selected for the extract.

9. In the **Student Groups to Process** section, click the **Chooser** button to select the student groups to which the students to be included in the file extract belong. Leave this section blank to include all students in the report selection process.
10. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
11. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History screen.
12. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on [page 185](#) for more information.

13. Click the **Files** tab to view the KIDS Collection Extract File (see [Figure 132](#) on page [186](#)).

14. Click the **Paper and Pencil**  button to view the TEST record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on [page 187](#) for more information.

15. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
16. When the student data is verified correct, upload the KIDS Collection TEST record to the [KIDS application](#).

TITL – Title Allocation Collection

Use the TITL Collection to gather data for small districts eligible for Rural Education Achievement Program (REAP) funding.

The TITL Collection extract is grouped by Funding School.

Click the About tab to view TITL record submission details.




The student data submitted for TITL should be current as of December 1 of the current school year, unless the student left the school prior to December 1, and then the data should be as of their last day of school.

To generate the extract file:

1. On the **KIDS Collection** screen, click to select **TITL** in the **Record Type** field.

The screenshot shows the 'KIDS Collection' interface. At the top is a 'Generate Extract' button. Below it is a tabbed interface with 'Options', 'History', and 'About' tabs. The 'Options' tab is active, showing the 'Record Type' dropdown set to 'TITL'. Below this are fields for 'Submission Date' (09/13/2011), 'Delimiter Type' (Comma), 'Validate Report(s)' (Yes), and 'Validation Message Style' (Paragraph). A 'Grade' section includes a checkbox for 'Leave blank to include all grades' and a grid of checkboxes for grades 00 through 12 and NG. Below the grade section is the 'Organizations To Process' section with a 'Chooser' button and a table with columns: Line, Name. Below this is a 'Clear Organizations To Process List' button. The 'Students To Process' section has a 'Chooser' button and a table with columns: Line, Last Name, First Name, Middle Name, Grade, SIS Number, State ID, Organization Name. Below this is a 'Clear Students To Process List' button. The 'Student Groups To Process' section has a 'Chooser' button and a table with columns: Line, Group Code, Description, School Year. Below this is a 'Clear Student Groups To Process List' button.


Figure 146 – KIDS Collection, TITL Collection

2. In the **Submission Date** field, click the **Calendar**  button to select the submission date for the report; or type the date in M/D/YY format. Any student with an active enrollment on this date is included in the extract. The submission date must fall within the month of December or an error message will display. If the Submission Date entered is a non-school day, the next valid school day is used to select the student enrollment records.
3. In the **Delimiter Type** field, click to select the delimiter to insert between each field in the extract file.
4. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
5. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
6. In the **Grade** section, click to select each check box that corresponds to a grade levels of the students to be included in the extract. Use this option to filter the **Students To Process** and **Student Groups to Process** lists by grade level.

For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.
7. In **Organizations To Process** section, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
8. In **Students To Process** section, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

The **Organizations To Process** list is ignored if specific special education student records are selected for the extract.
9. In the **Student Groups to Process** section, click the **Chooser** button to select the student groups to which the students to be included in the file extract belong. Leave this section blank to include all students in the report selection process.
10. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
11. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History screen.
12. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on [page 185](#) for more information.
13. Click the **Files** tab to view the KIDS Collection Extract File (see [Figure 132](#) on page [186](#)).

14. Click the **Paper and Pencil**  button to view the TEST record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on [page 187](#) for more information.

15. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
16. When the student data is verified correct, upload the KIDS Collection TEST record to the [KIDS application](#).

STUDENT COURSE (STCO) COLLECTION

The STCO Data Collection is used to gather data on the courses that students take during the school year, including the school staff that teaches the course and the grade earned by the student. There are two types of STCO data records:

- STCO Roster Records are submitted anytime during the school year. The STCO Roster Records are collected in order to provide a link between educators, courses, and students. School districts can use these records to:
 - Build class rosters for a teacher to sign students up for interim assessments
 - Use the Kansas Writing Instruction and Evaluation Tool (KWIET)
 - View historical assessment results via the Student Assessment History
 - Create a teacher's roster for the K-FIT application
 - Create a list of Prekindergarten students to survey for Success in Schools


Navigate to **Synergy SIS > KS > Reports > STCO Collection** to access the Student Course Collection screen.

The screenshot displays the 'STCO Collection' interface. At the top, there is a 'Generate Extract' button. Below it, the title 'STCO Collection' is shown. The interface includes several sections for configuring the report:

- Options:** Includes tabs for 'Options', 'History', and 'About'.
- Start Date and End Date:** Fields with calendar icons for date selection.
- Validate Report(s):** A dropdown menu currently set to 'Yes'.
- Validation Message Style:** A dropdown menu.
- Checkboxes:** 'Create '99' Records ONLY' and 'Create Exit/Withdrawn Records ONLY'.
- Grade Selection:** A section titled 'Grade - Leave blank to include all grades' with checkboxes for grades from 00 to NG.
- Organizations To Process:** A section with a 'Chooser' button and a table with columns 'Line' and 'Name'. Below the table is a 'Clear Organizations To Process List' button.
- Students To Process:** A section with a 'Chooser' button and a table with columns 'Line', 'Last Name', 'First Name', 'Middle Name', 'Grade', 'SIS Number', 'State ID', and 'Organization Name'. Below the table is a 'Clear Students To Process List' button.
- Student Groups To Process:** A section with a 'Chooser' button and a table with columns 'Line', 'Group Code', 'Description', and 'School Year'. Below the table is a 'Clear Student Groups To Process List' button.
- Course Sections To Process:** A section with a 'Chooser' button and a table with columns 'Line', 'Course ID', 'Course Title', 'Section ID', and 'Subject Area'. Below the table is a 'Clear Course Sections To Process List' button.

Figure 147 – STCO Collection screen

To generate the extract file:

1. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format.
2. In the **Delimiter Type** field, click to select the delimiter to insert between each field in the extract file.
3. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
4. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.


5. Click the **Create '99' Records ONLY** check box to create only '99' records (records submitted in error) when the extract process is run. The program will create these records when a student has a Class Leave date that falls within the Report Date Range. 99 records are used to remove a record that was previously submitted in error to the KIDS Database.
6. Click the **Create Exit/Withdrawn Records Only** to create only '04' records (student withdrew from a section) when the extract process is run. The program will create these records when a student has a Class Leave date that falls within the Report Date Range.
7. In the **Grade** section, click to select each check box that corresponds to a grade levels of the students to be included in the extract. Use this option to filter the **Students To Process** and **Student Groups to Process** lists by grade level.

For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.
8. In **Organizations To Process** section, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
9. In **Students To Process** section, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

The **Organizations To Process** list is ignored if specific special education student records are selected for the extract.
10. In the **Student Groups to Process** section, click the **Chooser** button to select the student groups to which the students to be included in the file extract belong. Leave this section blank to include all students in the report selection process.
11. In the **Course Sections To Process** section, click the **Chooser** button to select the Sections to be included in the file extract. Leave this section blank to include all Sections in the report selection process.

If specific Course Section records are selected for the extract, any organizations selected in the **Organizations To Process** section are ignored during the record selection process.
12. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
13. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History screen.
14. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

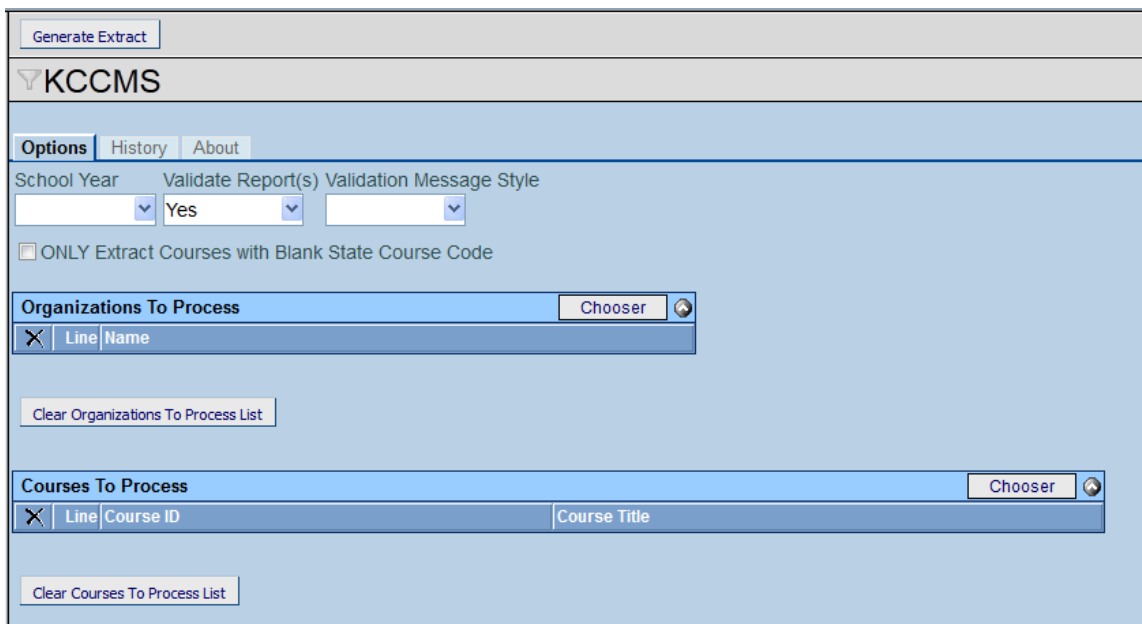
Refer to [The History Tab](#) procedure on [page 185](#) for more information.
15. Click the **Files** tab (see [Figure 132](#) on page [186](#)) to view the STCO Collection Extract file.

16. Click the **Paper and Pencil**  button to view the STCO record collection in the Extract File viewer.
You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on [page 187](#) for more information.
17. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
18. When the student data is verified correct, upload the STCO Collection record to the [KIDS Collection Web site](#).

KCCMS EXTRACT

The KCCMS Extract is used to report all courses offered by the school district to its students in the current school year.

Navigate to **Synergy SIS > KS > Reports > KCCMS** to access the KCCMS screen.



The screenshot shows the KCCMS interface. At the top is a 'Generate Extract' button. Below it is the 'KCCMS' title. There are three tabs: 'Options', 'History', and 'About'. Under the 'Options' tab, there are three dropdown menus: 'School Year', 'Validate Report(s)' (set to 'Yes'), and 'Validation Message Style'. Below these is a checkbox labeled 'ONLY Extract Courses with Blank State Course Code'. There are two main sections for selecting data: 'Organizations To Process' and 'Courses To Process'. Each section has a 'Chooser' button and a table with columns for 'Line' and 'Name' (or 'Course ID' and 'Course Title'). Below each table is a 'Clear Organizations To Process List' or 'Clear Courses To Process List' button.

Figure 148 – KCCMS screen


To generate the extract:

1. On the **KCCMS** screen, click to select the **School Year** for the course data included in the extract.
2. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
3. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.

4. Click to select the **ONLY Extract Courses with Blank State Course Code** to include only courses in the extract not currently assigned a State Course Code.
5. In **Organizations To Process** section, click the **Chooser** button to select the organizations offering the courses included in the file extract.
6. In the **Courses To Process** section, click the **Chooser** button to select the courses offerings to be included in the file extract. Leave this field blank to include all course offerings in the file extract.
7. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
8. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History list.
9. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on [page 185](#) for more information.

10. Click the **Files** tab (see [Figure 132](#) on page [186](#)) to view the KCCMS Extract file.

11. Click the **Paper and Pencil**  button to view the KCCMS Extract in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on [page 187](#) for more information.

12. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
13. When the student data is verified correct, upload the KCCMS Extract record to the Kansas State Department of Education Web site.

KANSAS DISCIPLINE INCIDENT EXTRACT

The Kansas Discipline Incident Extract is used to upload school discipline incidents to the Kansas Discipline Incident System (KAN-DIS) online Web application. Your district can use the KAN-DIS application to automatically generate the IDEA student discipline data report as well as the NCLB Discipline Report.


Refer to the following Web site and related documents for further information:

- [Kansas Discipline Incident System \(KAN-DIS\) Project Website](#)
- [2011-2012 Kansas Discipline Incident System User's Guide](#) published by the Kansas State Department of Education

To access the Kansas Discipline Incident Extract screen, navigate to **Synergy SIS > KS > Reports > Kansas Discipline Incident**.


Figure 149 – Kansas Discipline Incident screen

To generate the extract:

1. On the **Kansas Discipline Incident** screen, click to select the **School Year** for the course data included in the extract.
2. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format. Any discipline incident that falls within this date range is included on the report.
3. In the **Delimiter Type** field, click to select the delimiter to insert between each field in the extract file.
4. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
5. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
6. In **Organizations To Process**, click the **Chooser** button to select the organizations reporting the discipline incidents to be included in the file extract. Leave this section blank to include students from all organizations in the report selection process.
7. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
8. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History list.
9. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on [page 185](#) for more information.

10. Click the **Files** tab (see [Figure 132](#) on page [186](#)) to view the Kansas Discipline Incident Extract file.

11. Click the **Paper and Pencil**  button to view the Kansas Discipline Incident Extract in the Extract File viewer.

You can modify the discipline incident data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on [page 187](#) for more information.

12. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.

13. When the discipline incident data is verified correct, upload the Kansas Discipline Incident Extract file to the [KAN-DIS Application](#).

KAN-SERVICE EXTRACT

The KAN-Service Extract is used to upload special education student records to the Kansas Special Education Services (KAN-Service) online Web application. This data meets the federal and state reporting requirements.

Refer to the following Web site and related documents for further information:

- [Kansas Special Education Services \(KAN-Service\) Project Web site](#)
- [KAN-SERVICE 2012-2013 User's Guide](#) published by the Kansas State Department of Education



Note: Prior to running the KAN-Service Extract process, you should populate the KAN-Services tables with current data. This can be accomplished either by processing the KAN Services Import (refer to [KAN Services Import](#) beginning on page [176](#) for more information) or the Synergy SE>State Reporting Process.

To access the KAN-Service Extract screen, navigate to **Synergy SIS > KS > Reports > Kan Service**.

Generate Extract

KAN-Service

Options History About

Start Date End Date Delimiter Type Validate Report(s) Validation Message Style

09/01/2011 06/30/2012 Comma Yes Paragraph

Grade - Leave blank to include all grades

☐ 00 ☐ K ☐ PK3 ☐ PK4 ☐ PK5 ☐ AR4 ☐ 01 ☐ 02 ☐ 03 ☐ 04
☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ NG

Organizations To Process Chooser

| Line | Name |
|------|------|
|------|------|

Clear Organizations To Process List

Students To Process Chooser

| Line | Last Name | First Name | Middle Name | Grade | SIS Number | State ID | Organization Name |
|------|-----------|------------|-------------|-------|------------|----------|-------------------|
|------|-----------|------------|-------------|-------|------------|----------|-------------------|


Clear Students To Process List

Student Groups To Process Chooser

| Line | Group Code | Description | School Year |
|------|------------|-------------|-------------|
|------|------------|-------------|-------------|

Clear Student Groups To Process List

To generate the extract:

1. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format. Any special education student record with a migration date that falls between the start and end dates, and that meets the other student selection criteria, is included on the report. The latest date is extracted if multiple migration dates exist for a special education student record.
2. In the **Delimiter Type** field, click to select the delimiter to insert between each field in the extract file.
3. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
4. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.

5. In the **Grade** section, click to select each check box that corresponds to a grade levels of the students to be included in the extract. Use this option to filter the **Students To Process** and **Student Groups to Process** lists by grade level.

For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.

6. In **Organizations To Process** section, click the **Chooser** button to select the organizations reporting the special education student data to be included in the file extract. Leave this section blank to include students from all organizations in the report selection process.
7. In **Students To Process** section, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

The **Organizations To Process** list is ignored if specific special education student records are selected for the extract.

8. In the **Student Groups to Process** section, click the **Chooser** button to select the student groups to which the students to be included in the file extract belong. Leave this section blank to include all students in the report selection process.
9. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
10. Click the **History** tab to view the job status (see [Figure 130](#) on page [185](#)). If the job is not displayed, click the **Refresh** button to refresh the History list.
11. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on [page 185](#) for more information.

12. Click the **Files** tab (see [Figure 132](#) on page [186](#)) to view the Kansas Discipline Incident Extract file.

Chapter Eighteen: EXTRACT FILE MAPPING

In this chapter, the following topics are covered:

- ▶ KIDS Collection
- ▶ STCO Collection
- ▶ KCCMS Extract
- ▶ Kansas Discipline Incident Extract
- ▶ KAN-Services Extract

KIDS COLLECTION

ASGT – Assignment Collection

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-------------------------------|---------|---|--|--|--------------------------------------|--------|---|
| D1 | Record Type | 4 | N/A | KIDS Collection | Record Type | N/A | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office |
| D2 | AYP/QPA School Number | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | AYP/QPA School Identifier Or State CTDS Code | K12-Enrollment-SrUserDD01 | A/N | If the AYP/QPA School Number field is blank, the State CTDS Code is extracted. |
| D3 | Residence District Identifier | 5 | K12-EnrollmentInfo-StudentEnrollmentActivity-DistrictofResidenceDD Override if blank K12-Setup-DistrictSetup-DistrictNumber | Student.KS > Enrollment Or Organization > District | District of Residence Or District Number | K12-Enrollment-DistrictofResidenceDD | A/N | |
| D4 | Legal Last Name | 60 | K12-Student-LastName | Student.KS > Demographics | Last Name | N/A | A/N | |
| D5 | Legal First Name | 60 | K12-Student-FirstName | Student.KS > Demographics | First Name | N/A | A/N | |
| D6 | Legal Middle Name | 60 | K12-Student-MiddleName | Student.KS > Demographics | Middle Name | N/A | A/N | |
| D7 | Generation Code | 10 | K12-Student-Suffix | Student.KS > Demographics | Suffix | N/A | A/N | |
| D8 | Gender | 1 | K12-Student-Gender | Student.KS > Demographics | Gender | K12-Student_Gender | A/N | |
| D9 | Date of Birth | 10 | K12-Student-BirthDate | Student.KS > Demographics | Birth Date | K12-Student_BirthDate | Date | mm/dd/yyyy |
| D10 | Current Grade Level | 2 | K12-EnrollmentInfo-StudentEnrollmentActivity-Grade | Student.KS > Enrollment | Grade | K12-Enrollment-Grade | A/N | |
| D11 | Local Student Number | 10 | K12-Student-SisNumber | Student.KS > Demographics | Perm ID | N/A | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--------------------------------------|---------|--|--|---|---------------------------|--------|--|
| D12 | Hispanic Ethnicity | 1 | K12-Student-HispanicIndicator | Student.KS > Demographics | Hispanic/Latino | N/A | A/N | |
| D13 | State Student Identifier | 10 | k12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | |
| D14 | Current School Year | 4 | Calculated | N/A | N/A | N/A | YYYY | Calculated based on Start/End Dates entered on the Report Interface |
| D15 | Funding School | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD02 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Funding School Or State CTDS Code | K12.Enrollment-SrUserDD02 | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office. |
| D16 | Attendance School/Program Identifier | 4 | K12-KS-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD03 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Attendance School Or State CTDS Code | K12.Enrollment-SrUserDD03 | A/N | If the Attendance School field is blank, the State CTDS Code is extracted. For TEST records, this is the location where the student is to take the state assessments. For TEST, EXIT, and EOYA records, if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district. |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-------------------------|---------|--|---|--|------------------------------------|--------|--|
| D30 | Comprehensive Race | 5 | K12-Revelation-RevPerson Secondary Ethnic-EthnicCode | Student.KS > Demographics | Race | N/A | N | <p>Select each Race check box that applies to the student. When the extract process is run, the following values are extracted and concatenated to create a 5-digit Comprehensive Race code:</p> <p>0 = No (the check box is blank) 1 = Yes (the check box is selected)</p> <p>The positions are as follows:</p> <p>Position 5-White Position 4-Native Hawaiian or Other Pacific Islander Position 3-Blank or African American Position 2-Asian Position 1-American Indian or Alaska Native</p> <p>Example: The code assigned to a student identified as Asian and Black: 00110.</p> |
| D32 | Primary Disability Code | 2 | <p>K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode</p> <p>or</p> <p>If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is blank, extract K12-ProgramInfo-KS-KANServData-PrimaryDisability</p> <p>If K12-ProgramInfo-KS-KANServData-PrimaryDisability is blank, extract K12-ProgramInfo-SpecialEdStudentServices-Services when the Primary Need check box is selected</p> | <p>Synergy SE > Student > Student (Demographics)</p> <p>If blank, Student Program > Special Ed Student Services.KS(Services)</p> <p>If blank, Student Program > Special Ed Student Services.KS (Disabilities)</p> | <p>Primary Discipline</p> <p>If blank, Need with Primary Need check box selected</p> | K12.Special Ed. DISABILITY_CODE | A/N | <p>If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode field value equals GI, a blank value is extracted for this field.</p> |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|---|---|------------------------------------|---|--------|---|
| D33 | Gifted Student Code | 2 | If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode equals GI extract GI for this field. If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is not equal to "GI", check the K12-ProgramInfo-StudentGATE-GateCode. If the GATE Code is equal to "GI", extract that value. If there is no GATE record or there is no GI value for the student, a blank value is extracted. | Synergy SE > Student > Student (Demographics) If blank, Student Programs > Student GATE, if the GATE code equals "GI". | Primary Or Gate Code | N/A | A/N | Equals GI-Giftedness |
| D40 | ESOL/Bilingual Program Participation Code | 1 | K12-ProgramInfo-ELLHistory-PROGRAM_CODE | Student Programs > English Language Learners (ELL) > ELL | Program | K12-ProgramInfo-ELL-Language FirstLearn | A/N | Set up Program Codes with valid values in AltCode 3; if blank, extract the Blank value. |
| D89 | User Field 1 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D90 | User Field 2 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D91 | User Field 3 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |

ENRL – Funding and Enrollment Collection

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-------------------------------|---------|---|---|--|--------------------------------------|--------|---|
| D1 | Record Type | 4 | N/A | KIDS Collection | Record Type | N/A | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office |
| D2 | AYP/QPA School Number | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | AYP/QPA School Identifier Or State CTDS Code | K12-Enrollment-SrUserDD01 | A/N | If the AYP/QPA School Number field is blank, the State CTDS Code is extracted. |
| D3 | Residence District Identifier | 5 | K12-EnrollmentInfo-StudentEnrollmentActivity-DistrictofResidenceDD Override if blank K12-Setup-DistrictSetup-DistrictNumber | Student.KS > Enrollment Or Organization> District | District of Residence Or District Number | K12-Enrollment-DistrictofResidenceDD | A/N | |
| D4 | Legal Last Name | 60 | K12-Student-LastName | Student.KS > Demographics | Last Name | N/A | A/N | |
| D5 | Legal First Name | 60 | K12-Student-FirstName | Student.KS > Demographics | First Name | N/A | A/N | |
| D6 | Legal Middle Name | 60 | K12-Student-MiddleName | Student.KS > Demographics | Middle Name | N/A | A/N | |
| D7 | Generation Code | 10 | K12-Student-Suffix | Student.KS > Demographics | Suffix | N/A | A/N | |
| D8 | Gender | 1 | K12-Student-Gender | Student.KS > Demographics | Gender | K12-Student_Gender | A/N | |
| D9 | Date of Birth | 10 | K12-Student-BirthDate | Student.KS > Demographics | Birth Date | K12-Student_BirthDate | Date | mm/dd/yyyy |
| D10 | Current Grade Level | 2 | K12-EnrollmentInfo-StudentEnrollmentActivity-Grade | Student.KS > Enrollment | Grade | K12-Enrollment-Grade | A/N | |
| D11 | Local Student Number | 10 | K12-Student-SisNumber | Student.KS > Demographics | Perm ID | N/A | A/N | |
| D12 | Hispanic Ethnicity | 1 | K12-Student-HispanicIndicator | Student.KS > Demographics | Hispanic/Latino | N/A | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---------------------------------------|---------|--|--|--------------------------------------|--|--------|--|
| D13 | State Student Identifier | 10 | k12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | |
| D14 | Current School Year | 4 | Calculated | KIDS Collection | N/A | N/A | YYYY | Calculated based on Start/End Dates entered on the Report Interface |
| D15 | Funding School | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD02 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Funding School Or State CTDS Code | K12. Enrollment-SrUserDD02 | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office. |
| D16 | Attendance School/ Program Identifier | 4 | K12-KS-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD03 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Attendance School Or State CTDS Code | K12. Enrollment-SrUserDD03 | A/N | If the Attendance School field is blank, the State CTDS Code is extracted. For TEST records, this is the location where the student is to take the state assessments. For TEST, EXIT, and EOYA records, if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district. |
| D17 | Virtual Education Student | 1 | K12-KS-StudentKS-VirtualEducationStudent | Student.KS > State | Virtual Education Student | K12-KS-StudentKS-Virtual Education Student | N | |
| D18 | School Entry Date | 10 | K12-EnrollmentInfo-StudentSchoolYear-EnterDate Or If blank, default to the District Entry Date | Student.KS > Enrollment History | Enter Date | N/A | Date | If the student's Enter Date field is blank, the District Entry Date is extracted. Format: mm/dd/yyyy |
| D19 | District Entry Date | 10 | Calculated based on EnterCode: K12-Student-OriginalEnterDate or K12-EnrollmentInfo-StudentEnrollment-EnterDate | Student.KS > Other Info | Original Enter Date | N/A | Date | Format: mm/dd/yyyy |
| D20 | State Entry Date | 10 | K12-KS-Student-OriginalStateEntryDate Or If blank, default to the District Entry Date | Student.KS > Other Info | Original State Enter Date | N/A | Date | Format: mm/dd/yyyy |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|--|---|-----------------------------------|---------------------------------|--------|--|
| D24 | Minutes Enrolled | 3 | K12-KS-Student-MinutesEnrolled as an override to a calculation | Student.KS > State | Minutes Enrolled | N/A | N | Two values; one for the September submission and another for the February submission |
| D25 | Concurrent High School Enrollment | 1 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUser DD04 | Student.KS > Enrollment | Concurrent High School Enrollment | K12-Enrollment - SrEnrUser DD04 | N | |
| D30 | Comprehensive Race | 5 | K12-Revelation-RevPerson Secondary Ethnic-EthnicCode | Student.KS > Demographics | Race | N/A | N | <p>Select each Race check box that applies to the student. When the extract process is run, the following values are extracted and concatenated to create a 5-digit Comprehensive Race code:</p> <p>0 = No (the check box is blank) 1 = Yes (the check box is selected)</p> <p>The positions are as follows:</p> <p>Position 5-White Position 4-Native Hawaiian or Other Pacific Islander Position 3-Blank or African American Position 2-Asian Position 1-American Indian or Alaska Native</p> <p>Example: The code assigned to a student identified as Asian and Black: 00110.</p> |
| D31 | Eligibility for National School Lunch Program | 1 | K12-ProgramInfo-StudentFRMHistory – FrmCode | Student Programs > Free and Reduced Meals | Frm Code | K12-ProgramInfo-FrmCode | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|---|--|---|----------------------------------|--------|--|
| D32 | Primary Disability Code | 2 | K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode or If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is blank, extract K12-ProgramInfo-KS-KANServData-PrimaryDisability If K12-ProgramInfo-KS-KANServData-PrimaryDisability is blank, extract K12-ProgramInfo-SpecialEdStudentServices-Services when the Primary Need check box is selected | Synergy SE > Student > Student (Demographics) If blank, Student Program > Special Ed Student Services.KS(Services) If blank, Student Program > Special Ed Student Services.KS (Disabilities) | Primary Discipline If blank, Need with Primary Need check box selected | K12.Special Ed. DISABILITY_CODE | A/N | If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode field value equals GI, a blank value is extracted for this field. |
| D33 | Gifted Student Code | 2 | If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode equals GI extract GI for this field. If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is not equal to "GI", check the K12-ProgramInfo-StudentGATE-GateCode. If the GATE Code is equal to "GI", extract that value. If there is no GATE record or there is no GI value for the student, a blank value is extracted. | Synergy SE > Student > Student (Demographics) If blank, Student Programs > Student GATE, if the GATE code equals "GI". | Primary Or Gate Code | N/A | A/N | GateCode Equals GI-Giftedness |
| 37 | ESOL/ Bilingual Program Entry Date | 10 | K12-ProgramInfo-ELLHistory-EntryDate | Student Programs > English Language Learners (ELL) > ELL History | Date | N/A | Date | This field is blank if the student is not an ESOL or ESOL eligible student. See Reference # D44, ESOL Bilingual Student Contact Minutes. Format: mm/dd/yyyy |
| D38 | First Entry Date into a School in the United States | 10 | K12-Student-UsEntryDateSchool | Student.KS > Other Info | US School Entry Date | N/A | Date | If this field is blank, default to the District Entry Date. Format: mm/dd/yyyy |
| D39 | First Language | 2 | K12-ProgramInfo-ELL-LanguageFirst Learn | Student Programs > English Language Learners (ELL) > ELL | First Learned | K12-ProgramInfo-ELL-Program Code | A/N | If this field is blank, default this field to English. |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--|---------|--|--|---|--|--------|--|
| D40 | ESOL/ Bilingual Program Participation Code | 1 | K12-ProgramInfo- ELLHistory- PROGRAM_CODE | Student Programs > English Language Learners (ELL) > ELL | Program | K12- ProgramInfo- ELL- Language FirstLearn | A/N | Set up Program Codes with valid values in AltCode 3; if blank, extract the Blank value |
| D41 | ESOL Bilingual Student Contact Minutes | 3 | K12-KS-Student- ESOLContactMinute s | Student.KS > State | September ESOL Minutes Enrolled February ESOL Minutes Enrolled | N/A | N | Two values, one for September and one for February. If the February value is blank, default to the September value. |
| D47 | Miles Transported | 4 | K12-KS-StudentKS- TransportationMiles1 and K12-KS-StudentKS- TransportationMiles2 (1=Sept, 2=Feb) | Student.KS > State | Transportation Miles for September Transportation Miles for February | N/A | N | |
| D48 | Transportation FTE | 3 | K12-KS-StudentKS- TransportationFTE1 and K12-KS-StudentKS- TransportationFTE2 (1=Sept, 2=Feb) | Student.KS > State | Transportation FTE for September Transportation FTE for February | N/A | N | |
| D49 | Student's Transportation Street Address | 30 | K12-KS-StudentKS- Transportation Address1 and Transportation Address2 (1=Sept, 2=Feb) | Student.KS > State | Transportation Address for September Transportation Address for February | N/A | A/N | Default to Student Address if Blank. This field is optional. |
| D50 | Student's Transportation City | 20 | K12-KS-StudentKS- TransportationCity1 and TransportationCity2 (1=Sept, 2=Feb) | Student.KS > State | Transportation City for September Transportation City for February | N/A | A/N | This field is optional. |
| D51 | Student's Transportation Zip Code | 10 | K12-KS-StudentKS- TransportationZip51 and TransportationZip52 (1=Sept, 2=Feb) | Student.KS > State | Transportation Zip Code for September Transportation Zip Code for February | N/A | N | This field is optional. Format: 99999-9999 |
| D52 | Non-Resident Transportation (10 Mile Law) | 1 | K12-KS-StudentKS- TenMileLaw | Student.KS > State | Ten Mile Law | N/A | A/N | |
| D89 | User Field 1 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D90 | User Field 2 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--------------|---------|---------|--------------------|------------------------|--------------|--------|---|
| D91 | User Field 3 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |

EOYA – End of Year Accounting Collection

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-------------------------------|---------|---|--|--|--------------------------------------|--------|---|
| D1 | Record Type | 4 | N/A | KIDS Collection | Record Type | N/A | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office |
| D2 | AYP/QPA School Number | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | AYP/QPA School Identifier Or State CTDS Code | K12-Enrollment-SrUserDD01 | A/N | If the AYP/QPA School Number field is blank, the State CTDS Code is extracted. |
| D3 | Residence District Identifier | 5 | K12-EnrollmentInfo-StudentEnrollmentActivity-DistrictofResidenceDD Override if blank K12-Setup-DistrictSetup-DistrictNumber | Student.KS > Enrollment Or Organization > District | District of Residence Or District Number | K12-Enrollment-DistrictofResidenceDD | A/N | |
| D4 | Legal Last Name | 60 | K12-Student-LastName | Student.KS > Demographics | Last Name | N/A | A/N | |
| D5 | Legal First Name | 60 | K12-Student-FirstName | Student.KS > Demographics | First Name | N/A | A/N | |
| D6 | Legal Middle Name | 60 | K12-Student-MiddleName | Student.KS > Demographics | Middle Name | N/A | A/N | |
| D7 | Generation Code | 10 | K12-Student-Suffix | Student.KS > Demographics | Suffix | N/A | A/N | |
| D8 | Gender | 1 | K12-Student-Gender | Student.KS > Demographics | Gender | K12-Student_Gender | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--------------------------------------|---------|---|--|--------------------------------------|--|--------|--|
| D9 | Date of Birth | 10 | K12-Student-BirthDate | Student.KS > Demographics | Birth Date | K12-Student_BirthDate | Date | mm/dd/yyyy |
| D10 | Current Grade Level | 2 | K12-EnrollmentInfo-StudentEnrollmentActivity-Grade | Student.KS > Enrollment | Grade | K12-Enrollment-Grade | A/N | |
| D11 | Local Student Number | 10 | K12-Student-SisNumber | Student.KS > Demographics | Perm ID | N/A | A/N | |
| D12 | Hispanic Ethnicity | 1 | K12-Student-HispanicIndicator | Student.KS > Demographics | Hispanic/Latino | N/A | A/N | |
| D13 | State Student Identifier | 10 | K12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | |
| D14 | Current School Year | 4 | Calculated | KIDS Collection | N/A | N/A | YYYY | Calculated based on Start/End Dates entered on the Report Interface |
| D15 | Funding School | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD02 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Funding School Or State CTDS Code | K12.Enrollment-SrUserDD02 | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office. |
| D16 | Attendance School/Program Identifier | 4 | K12-KS-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD03 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Attendance School Or State CTDS Code | K12.Enrollment-SrUserDD03 | A/N | If the Attendance School field is blank, the State CTDS Code is extracted. For TEST records, this is the location where the student is to take the state assessments. For TEST, EXIT, and EOYA records, if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district. |
| D17 | Virtual Education Student | 1 | K12-KS-StudentKS-VirtualEducationStudent | Student.KS > State | Virtual Education Student | K12-KS-StudentKS-Virtual Education Student | N | |
| D18 | School Entry Date | 10 | K12-EnrollmentInfo-StudentSchoolYear-EnterDate Or If blank, default to the District Entry Date | Student.KS > Enrollment History | Enter Date | N/A | Date | If the student's Enter Date field is blank, the District Entry Date is extracted Format: mm/dd/yyyy |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|--|-------------------------|---------------------------|-------------------------------|--------|---|
| D19 | District Entry Date | 10 | Calculated based on EnterCode: K12-Student-OriginalEnterDate or K12-EnrollmentInfo-StudentEnrollment-EnterDate | Student.KS > Other Info | Original Enter Date | N/A | Date | Format: mm/dd/yyyy |
| D20 | State Entry Date | 10 | K12-KS-Student-OriginalStateEntry Date Or If blank, default to the District Entry Date | Student.KS > Other Info | Original State Enter Date | N/A | Date | Format: mm/dd/yyyy |
| D21 | Cumulative Number of Days in Membership | 5 | Calculated | N/A | N/A | N/A | N | Numeric with one decimal position (999.9) |
| D28 | Cumulative Number of Days in Attended | 5 | Calculated | N/A | N/A | N/A | N | Numeric with one decimal position (999.9) |
| D23 | Truant Student | 1 | Calculated | N/A | N/A | N/A | N | Blank = No 1 = Yes Truant is operationally defined as 3 consecutive unexcused absences, 5 unexcused absences in any semester, or 7 unexcused absences in any school year. |
| D28 | Special Circumstances Transfer Choice | 1 | K12-EnrollmentInfo-StudentEnrollment Activity-SrEnrUserDD05 | Student.KS > Enrollment | Special Circumstances | K12-Enrollment-SrUserEnr DD05 | N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|--|---|--|---------------------------------|--------|--|
| D30 | Comprehensive Race | 5 | K12-Revelation-RevPersonSecondary Ethnic-EthnicCode | Student.KS > Demographics | Race | N/A | N | <p>Select each Race check box that applies to the student. When the extract process is run, the following values are extracted and concatenated to create a 5-digit Comprehensive Race code:</p> <p>0 = No (the check box is blank) 1 = Yes (the check box is selected)</p> <p>The positions are as follows:</p> <p>Position 5-White Position 4-Native Hawaiian or Other Pacific Islander Position 3-Blank or African American Position 2-Asian Position 1-American Indian or Alaska Native</p> <p>Example: The code assigned to a student identified as Asian and Black: 00110.</p> |
| D31 | Eligibility for National School Lunch Program | 1 | K12-ProgramInfo-StudentFRMHistory – FrmCode | Student Programs > Free and Reduced Meals | Frm Code | K12-ProgramInfo-FrmCode | A/N | |
| D32 | Primary Disability Code | 2 | <p>K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode</p> <p>or</p> <p>If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is blank, extract K12-ProgramInfo-KS-KANServData-PrimaryDisability</p> <p>If K12-ProgramInfo-KS-KANServData-PrimaryDisability is blank, extract K12-ProgramInfo-SpecialEdStudentServices-Services when the Primary Need check box is selected</p> | <p>Synergy SE > Student > Student (Demographics)</p> <p>If blank, Student Program > Special Ed Student Services.KS(Services)</p> <p>If blank, Student Program > Special Ed Student Services.KS (Disabilities)</p> | <p>Primary Discipline</p> <p>If blank, Need with Primary Need check box selected</p> | K12.Special Ed. DISABILITY_CODE | A/N | <p>If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode field value equals GI, a blank value is extracted for this field.</p> |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|---|--|------------------------------------|--|--------|---|
| D33 | Gifted Student Code | 2 | If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode equals GI extract GI for this field. Otherwise, extract the value entered in K12-ProgramInfo-StudentGATE-GateCode. If there is no GATE record for the student, a blank value is extracted. | Synergy SE > Student > Student (Demographics) If blank, Student Programs > Student GATE | Primary Or Gate Code | N/A | A/N | Equals GI-Giftedness |
| D34 | Qualified for 504 | 1 | K12-EnrollmentInfo-StudentEnrollmentActivity-Access504 | Student.KS > Enrollment | Access 504 | K12-Enrollment-Access504 | A/N | |
| D35 | Early Childhood Program Participation | 4 | K12-ProgramInfo-ChildProgParticipation-ProgramCode | Student Programs > Childhood Program Participation | Childhood Programs | K12-ProgramInfo-ChildhoodProgParticipationUI-ChildhoodPrograms | N | 4 Position Value Position 1 = Headstart Position 2 = Part C Infant/Toddler Position 3 = Community Preschool or Center Position 4 = Other District Sponsored Preschools Allowable values in each position: 0 = No 1 = Yes |
| D36 | Residence of Homeless Student while Homeless | 1 | K12-Student-Homeless | Student.KS > Other Info | Homeless | K12-Student-Homeless | A/N | |
| D37 | ESOL/Bilingual Program Entry Date | 10 | K12-ProgramInfo-ELLHistory-EntryDate | Student Programs > English Language Learners (ELL) > ELL History | Date | N/A | Date | This field is blank if the student is not an ESOL or ESOL eligible student. See Reference # D44, ESOL Bilingual Student Contact Minutes. Format: mm/dd/yyyy |
| D38 | First Entry Date into a School in the United States | 10 | K12-Student-UsEntryDateSchool | Student.KS > Other Info | US School Entry Date | N/A | Date | If this field is blank, default to the District Entry Date. Format: mm/dd/yyyy |
| D39 | First Language | 2 | K12-ProgramInfo-ELL-LanguageFirstLearn | Student Programs > English Language Learners (ELL) > ELL | First Learned | K12-ProgramInfo-ELL-ProgramCode | A/N | If this field is blank, default this field to English. |
| D40 | ESOL/Bilingual Program Participation Code | 1 | K12-ProgramInfo-ELLHistory-PROGRAM_CODE | Student Programs > English Language Learners (ELL) > ELL | Program | K12-ProgramInfo-ELL-LanguageFirstLearn | A/N | Set up Program Codes with valid values in AltCode 3; if blank, extract the Blank value |
| D43 | Title I Participation | 1 | K12-ProgramInfo-StudentNeedsProgram-ProgramCode = T1 | Student Needs > Needs | Needs | K12-ProgramInfo-StudentProgramGrid-Needs | A/N | Program code must equal T1 |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|--|--|----------------------------|---------------------------|--------|---|
| D44 | Title I Supplemental Educational Services (SES) | 1 | K12-ProgramInfo-KS-StudentNeedsProgram-ProgramCode = T1 and K12-EnrollmentInfo-StudentSchoolYear-SrUserCheck01 = 1 (Yes) | Student Needs > Needs Student Needs > State | Applied to Title I Service | N/A | A/N | Use Applied to Title I Service check box to determine If student is eligible for T1 Services. Search Student Needs for Student Enrolled in T1 Program and extract the value in Program Level field; default to Code if State Code value is blank. If the Applied to Title I Service check box is selected, and the student is not enrolled in another Title I program, extract value 8 – Applied for Title I SES but did not receive services. |
| D45 | Title I SES Hours Participated | 1 | K12-EnrollmentInfo-StudentSchoolYear-SRUserDD01 | Student Needs > State | Ses Hours Participated | K12-Enrollment-SRUserDD01 | N | This field must contain a non-blank value if D48 – Title I Supplemental Educational Services (SES) is equal to a value other than 8. |
| D46 | Title I SES Provider | 18 | K12-EnrollmentInfo-StudentSchoolYear-TitleISESProvider | Student Needs > State | Ses Providers | N/A | N | Valid values 1 = Achievia Tutoring 2 = ATS Education Consulting Project 3 = Bluestem Learning, LLC 4 = Club Z! Inc. 5 = HUDDLE Learning, Inc. 6 = Jefferson Learning, LLC 7 = Communities in Schools of KCK/Wyandotte County 8 = Other 9 = Educate Online Learning 10 = Carver Learning Systems 11 = Catapult Learning 12 = Abacus In-Home Tutoring, Inc 13 = Able Tutoring 14 = Ace It! Tutoring by Sylvan 15 = Keep Hope Alive 16 = USD 453 Leavenworth 17 = USD 500 KCK Kidzone Before and After School & Summer Program 18 = USD 609 Southeast Kansas Educational Service Center Allowable values in each position: 0 = No 1 = Yes |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---------------------------|---------|---|---------------------------|---------------------------|--|--------|---|
| D53 | Served with At-Risk Funds | 1 | K12-KS-StudentKS-ServedWithAtRiskFunds | Student.KS > State | Served With At Risk Funds | K12-KS-StudentKS-ServedWithAtRiskFunds | A/N | |
| D55 | Immigrant Student | 1 | Calculate based on K12-Student-ImmigrationDate and Student NEEDS-Enrolled in Title III program If Immigration Date is not populated, extract a Blank value. If Immigration date is populated and Student Needs equals Title III then extract a value of 1. If Immigration date is populated and Student Needs does not equal Title III then extract value of 2 | Student.KS > Other Info | Immigration Date | N/A | A/N | District needs to identify Title III program on the StudentPrograms-Setup-Needs/Program Definition Screen. The state code must equal T3. |
| D56 | Country of Birth | 30 | K12--Student-BirthCountry | Student.KS > Demographics | Birth Country | K12-Student-BirthCountry | A/N | |
| D57 | Refugee Status | 1 | K12-Student-Refugee | Student.KS > Other Info | Refugee | N/A | A/N | |
| D58 | Neglected Student | 1 | K12-KS-Student-NeglectedStudent | Student.KS > State | Neglected Student | K12-KS-StudentKS-Neglected Student | A/N | |
| D89 | User Field 1 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D90 | User Field 2 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D91 | User Field 3 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |

EXIT – Exit Collection

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-------------------------------|---------|---|--|--|--------------------------------------|--------|---|
| D1 | Record Type | 4 | N/A | KIDS Collection | Record Type | N/A | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office |
| D2 | AYP/QPA School Number | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | AYP/QPA School Identifier Or State CTDS Code | K12-Enrollment-SrUserDD01 | A/N | If the AYP/QPA School Number field is blank, the State CTDS Code is extracted. |
| D3 | Residence District Identifier | 5 | K12-EnrollmentInfo-StudentEnrollmentActivity-DistrictofResidenceDD Override if blank K12-Setup-DistrictSetup-DistrictNumber | Student.KS > Enrollment Or Organization > District | District of Residence Or District Number | K12-Enrollment-DistrictofResidenceDD | A/N | |
| D4 | Legal Last Name | 60 | K12-Student-LastName | Student.KS > Demographics | Last Name | N/A | A/N | |
| D5 | Legal First Name | 60 | K12-Student-FirstName | Student.KS > Demographics | First Name | N/A | A/N | |
| D6 | Legal Middle Name | 60 | K12-Student-MiddleName | Student.KS > Demographics | Middle Name | N/A | A/N | |
| D7 | Generation Code | 10 | K12-Student-Suffix | Student.KS > Demographics | Suffix | N/A | A/N | |
| D8 | Gender | 1 | K12-Student-Gender | Student.KS > Demographics | Gender | K12-Student_Gender | A/N | |
| D9 | Date of Birth | 10 | K12-Student-BirthDate | Student.KS > Demographics | Birth Date | K12-Student_BirthDate | Date | mm/dd/yyyy |
| D10 | Current Grade Level | 2 | K12-EnrollmentInfo-StudentEnrollmentActivity-Grade | Student.KS > Enrollment | Grade | K12-Enrollment-Grade | A/N | |
| D11 | Local Student Number | 10 | K12-Student-SisNumber | Student.KS > Demographics | Perm ID | N/A | A/N | |
| D12 | Hispanic Ethnicity | 1 | K12-Student-HispanicIndicator | Student.KS > Demographics | Hispanic/Latino | N/A | A/N | |
| D13 | State Student Identifier | 10 | k12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---------------------------------------|---------|--|--|--------------------------------------|----------------------------|--------|--|
| D14 | Current School Year | 4 | Calculated | KIDS Collection | N/A | N/A | YYYY | Calculated based on Start/End Dates entered on the Report Interface |
| D15 | Funding School | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD02 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Funding School Or State CTDS Code | K12. Enrollment-SrUserDD02 | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office. |
| D16 | Attendance School/ Program Identifier | 4 | K12-KS-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD03 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Attendance School Or State CTDS Code | K12. Enrollment-SrUserDD03 | A/N | If the Attendance School field is blank, the State CTDS Code is extracted. For TEST records, this is the location where the student is to take the state assessments. For TEST, EXIT, and EOYA records, if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district. |
| D18 | School Entry Date | 10 | K12-EnrollmentInfo-StudentSchoolYear-EnterDate Or If blank, default to the District Entry Date | Student.KS > Enrollment History | Enter Date | N/A | Date | If the student's Enter Date field is blank, the District Entry Date is extracted Format: mm/dd/yyyy |
| D19 | District Entry Date | 10 | Calculated based on EnterCode: K12-Student-OriginalEnterDate or K12-EnrollmentInfo-StudentEnrollment-EnterDate | Student.KS > Other Info | Original Enter Date | N/A | Date | Format: mm/dd/yyyy |
| D20 | State Entry Date | 10 | K12-KS-Student-OriginalStateEntry Date Or If blank, default to the District Entry Date | Student.KS > Other Info | Original State Enter Date | N/A | Date | Format: mm/dd/yyyy |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|---|--|---------------------------------|---|--------|--|
| D6 | Exit/Withdrawal Date | 10 | K12-Student GraduationDate if not blank and on or before the As of Date Or K12-EnrollmentInfo-StudentEnrollment-LeaveDate if not blank or on or before the leave date | Student.KS > Other Info Or Student.KS > Enrollment | Graduation Date Or Leave Date | N/A | Date | The Graduation Date is extracted if it is not blank and on or before the As of Date. If the Graduation Date does not meet these criteria, the student's Leave Date is extracted, if not blank or on or before the leave date. Format: mm/dd/yyyy |
| D27 | Exit/Withdrawal Type | 2 | K12-EnrollmentInfo-StudentSchoolYear-LeaveCode or K12-KS-Student-GraduationStatus | Student.KS > Enrollment Or Student.KS > Other Info | Leave Code or Graduation Status | K12-Enrollment-LeaveCode Or K12-Student-Graduation Status | N | The Graduation Status is extracted if it is not blank; otherwise the student's Leave Code is extracted. |
| D29 | Post-Graduation Plans | 1 | K12-Student-PostSecondary | Student.KS > Other Info | Post Secondary | K12-Student-PostSecondary | N | |
| D30 | Comprehensive Race | 5 | K12-Revelation-RevPerson Secondary Ethnic-EthnicCode | Student.KS > Demographics | Race | N/A | N | Select each Race check box that applies to the student. When the extract process is run, the following values are extracted and concatenated to create a 5-digit Comprehensive Race code: 0 = No (the check box is blank) 1 = Yes (the check box is selected) The positions are as follows: Position 5 -White Position 4 -Native Hawaiian or Other Pacific Islander Position 3 -Blank or African American Position 2 -Asian Position 1 -American Indian or Alaska Native Example: The code assigned to a student identified as Asian and Black: 00110. |
| D31 | Eligibility for National School Lunch Program | 1 | K12-ProgramInfo-StudentFRMHistory – FrmCode | Student Programs > Free and Reduced Meals | Frm Code | K12-ProgramInfo-FrmCode | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|---|--|---|-----------------------------------|--------|---|
| D32 | Primary Disability Code | 2 | K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode or If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is blank, extract K12-ProgramInfo-KS-KANServData-PrimaryDisability If K12-ProgramInfo-KS-KANServData-PrimaryDisability is blank, extract K12-ProgramInfo-SpecialEdStudentServices-Services when the Primary Need check box is selected | Synergy SE > Student > Student (Demographics) If blank, Student Program > Special Ed Student Services.KS(Services) If blank, Student Program > Special Ed Student Services.KS (Disabilities) | Primary Discipline If blank, Need with Primary Need check box selected | K12.Special Ed. DISABILITY_CODE | A/N | If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode field value equals GI, a blank value is extracted for this field. |
| D33 | Gifted Student Code | 2 | If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode equals GI extract GI for this field. If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is not equal to "GI", check the K12-ProgramInfo-StudentGATE-GateCode. If the GATE Code is equal to "GI", extract that value. If there is no GATE record for the student, a blank value is extracted. | Synergy SE > Student > Student (Demographics) If blank, Student Programs > Student GATE, if the GATE code equals "GI". | Primary Or Gate Code | N/A | A/N | GateCode Equals GI-Giftedness |
| D37 | ESOL/Bilingual Program Entry Date | 10 | K12-ProgramInfo-ELLHistory-EntryDate | Student Programs > English Language Learners (ELL) > ELL History | Date | N/A | Date | This field is blank if the student is not an ESOL or ESOL eligible student. See Reference # D44, ESOL Bilingual Student Contact Minutes. Format: mm/dd/yyyy |
| D38 | First Entry Date into a School in the United States | 10 | K12-Student-UsEntryDateSchool | Student.KS > Other Info | US School Entry Date | N/A | Date | If this field is blank, default to the District Entry Date. Format: mm/dd/yyyy |
| D39 | First Language | 2 | K12-ProgramInfo-ELL-LanguageFirstLearn | Student Programs > English Language Learners (ELL) > ELL | First Learned | K12-Program Info-ELL-Program Code | A/N | If this field is blank, default this field to English. |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|---|--|------------------------|--|--------|---|
| D40 | ESOL/Bilingual Program Participation Code | 1 | K12-ProgramInfo-ELLHistory-PROGRAM_CODE | Student Programs > English Language Learners (ELL) > ELL | Program | K12-Program Info-ELL-Language FirstLearn | A/N | Set up Program Codes with valid values in AltCode 2; if blank, extract the Blank value |
| D89 | User Field 1 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D90 | User Field 2 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D91 | User Field 3 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |

MILT – Military and Virtual Student Collection

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-------------------------------|---------|---|--|--|--------------------------------------|--------|---|
| D1 | Record Type | 4 | N/A | KIDS Collection | Record Type | N/A | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office |
| D2 | AYP/QPA School Number | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | AYP/QPA School Identifier Or State CTDS Code | K12-Enrollment-SrUserDD01 | A/N | If the AYP/QPA School Number field is blank, the State CTDS Code is extracted. |
| D3 | Residence District Identifier | 5 | K12-EnrollmentInfo-StudentEnrollmentActivity-DistrictofResidenceDD Override if blank K12-Setup-DistrictSetup-DistrictNumber | Student.KS > Enrollment Or Organization > District | District of Residence Or District Number | K12-Enrollment-DistrictofResidenceDD | A/N | |
| D4 | Legal Last Name | 60 | K12-Student-LastName | Student.KS > Demographics | Last Name | N/A | A/N | |
| D5 | Legal First Name | 60 | K12-Student-FirstName | Student.KS > Demographics | First Name | N/A | A/N | |
| D6 | Legal Middle Name | 60 | K12-Student-MiddleName | Student.KS > Demographics | Middle Name | N/A | A/N | |
| D7 | Generation Code | 10 | K12-Student-Suffix | Student.KS > Demographics | Suffix | N/A | A/N | |
| D8 | Gender | 1 | K12-Student-Gender | Student.KS > Demographics | Gender | K12-Student_Gender | A/N | |
| D9 | Date of Birth | 10 | K12-Student-BirthDate | Student.KS > Demographics | Birth Date | K12-Student_BirthDate | Date | mm/dd/yyyy |
| D10 | Current Grade Level | 2 | K12-EnrollmentInfo-StudentEnrollmentActivity-Grade | Student.KS > Enrollment | Grade | K12-Enrollment-Grade | A/N | |
| D11 | Local Student Number | 10 | K12-Student-SisNumber | Student.KS > Demographics | Perm ID | N/A | A/N | |
| D12 | Hispanic Ethnicity | 1 | K12-Student-HispanicIndicator | Student.KS > Demographics | Hispanic/Latino | N/A | A/N | |
| D13 | State Student Identifier | 10 | k12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--|---------|--|--|--|--|--------|--|
| D14 | Current School Year | 4 | Calculated | KIDS Collection | N/A | N/A | YYYY | Calculated based on Start/End Dates entered on the Report Interface |
| D15 | Funding School | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD02 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Funding School Or State CTDS Code | K12. Enrollment-SrUserDD02 | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office. |
| D16 | Attendance School/ Program Identifier | 4 | K12-KS-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD03 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Attendance School Or State CTDS Code | K12. Enrollment-SrUserDD03 | A/N | If the Attendance School field is blank, the State CTDS Code is extracted. For TEST records, this is the location where the student is to take the state assessments. For TEST, EXIT, and EOYA records, if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district. |
| D17 | Virtual Education Student | 1 | K12-KS-StudentKS-VirtualEducationStudent | Student.KS > State | Virtual Education Student | K12-KS-StudentKS-Virtual Education Student | N | |
| D18 | School Entry Date | 10 | K12-EnrollmentInfo-StudentSchoolYear-EnterDate Or If blank, default to the District Entry Date | Student.KS > Enrollment History | Enter Date | N/A | Date | If the student's Enter Date field is blank, the District Entry Date is extracted Format: mm/dd/yyyy |
| D19 | District Entry Date | 10 | Calculated based on EnterCode: K12-Student-OriginalEnterDate or K12-EnrollmentInfo-StudentEnrollment-EnterDate | Student.KS > Other Info | Original Enter Date | N/A | Date | Format: mm/dd/yyyy |
| D20 | State Entry Date | 10 | K12-KS-Student-OriginalStateEntryDate Or If blank, default to the District Entry Date | Student.KS > Other Info | Original State Enter Date | N/A | Date | Format: mm/dd/yyyy |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|--|---|-----------------------------------|------------------------------|--------|--|
| D24 | Minutes Enrolled | 3 | K12-KS-Student-MinutesEnrolled as an override to a calculation | Student.KS > State | Minutes Enrolled | N/A | N | Two values; one for the September submission and another for the February submission |
| D25 | Concurrent High School Enrollment | 1 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD04 | Student.KS > Enrollment | Concurrent High School Enrollment | K12-Enrollment-SrEnrUserDD04 | N | |
| D30 | Comprehensive Race | 5 | K12-Revelation-RevPersonSecondary Ethnic-EthnicCode | Student.KS > Demographics | Race | N/A | N | <p>Select each Race check box that applies to the student. When the extract process is run, the following values are extracted and concatenated to create a 5-digit Comprehensive Race code:</p> <p>0 = No (the check box is blank) 1 = Yes (the check box is selected)</p> <p>The positions are as follows:</p> <p>Position 5-White Position 4-Native Hawaiian or Other Pacific Islander Position 3-Blank or African American Position 2-Asian Position 1-American Indian or Alaska Native</p> <p>Example: The code assigned to a student identified as Asian and Black: 00110.</p> |
| D31 | Eligibility for National School Lunch Program | 1 | K12-ProgramInfo-StudentFRMHistory – FrmCode | Student Programs > Free and Reduced Meals | Frm Code | K12-ProgramInfo-FrmCode | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|---|--|---|----------------------------------|--------|--|
| D32 | Primary Disability Code | 2 | K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode or If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is blank, extract K12-ProgramInfo-KS-KANServData-PrimaryDisability If K12-ProgramInfo-KS-KANServData-PrimaryDisability is blank, extract K12-ProgramInfo-SpecialEdStudentServices-Services when the Primary Need check box is selected | Synergy SE > Student > Student (Demographics) If blank, Student Program > Special Ed Student Services.KS(Services) If blank, Student Program > Special Ed Student Services.KS (Disabilities) | Primary Discipline If blank, Need with Primary Need check box selected | K12.SpecialEd.DISABILITY_CODE | A/N | If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode field value equals GI, a blank value is extracted for this field. |
| D33 | Gifted Student Code | 2 | If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode equals GI extract GI for this field. If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is not equal to "GI", check the K12-ProgramInfo-StudentGATE-GateCode. If the GATE Code is equal to "GI", extract that value. If there is no GATE record for the student, a blank value is extracted. | Synergy SE > Student > Student (Demographics) If blank, Student Programs > Student GATE, if the GATE code equals "GI". | Primary Or Gate Code | N/A | A/N | GateCode Equals GI-Giftedness |
| D37 | ESOL/Bilingual Program Entry Date | 10 | K12-ProgramInfo-ELLHistory-EntryDate | Student Programs > English Language Learners (ELL) > ELL History | Date | N/A | Date | This field is blank if the student is not an ESOL or ESOL eligible student. See Reference # D44, ESOL Bilingual Student Contact Minutes. Format: mm/dd/yyyy |
| D38 | First Entry Date into a School in the United States | 10 | K12-Student-UsEntryDateSchool | Student.KS > Other Info | US School Entry Date | N/A | Date | If this field is blank, default to the District Entry Date. Format: mm/dd/yyyy |
| D39 | First Language | 2 | K12-ProgramInfo-ELL-LanguageFirst Learn | Student Programs > English Language Learners (ELL) > ELL | First Learned | K12-ProgramInfo-ELL-Program Code | A/N | If this field is blank, default this field to English. |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|--|--|---|---|--------|---|
| D40 | ESOL/Bilingual Program Participation Code | 1 | K12-ProgramInfo-ELLHistory-PROGRAM_CODE | Student Programs > English Language Learners (ELL) > ELL | Program | K12-Program Info-ELL- Language FirstLearn | A/N | Set up Program Codes with valid values in AltCode 2; if blank, extract the Blank value |
| D41 | ESOL Bilingual Student Contact Minutes | 3 | K12-KS-Student-ESOLContact Minutes | Student.KS > State | September ESOL Minutes Enrolled February ESOL Minutes Enrolled | N/A | N | Two values, one for September and one for February. If the February value is blank, default to the September value. |
| D47 | Miles Transported | 4 | K12-KS-StudentKS-TransportationMiles1 and K12-KS-StudentKS-TransportationMiles2 (1=Sept, 2=Feb) | Student.KS > State | Transportation Miles for September Transportation Miles for February | N/A | N | |
| D48 | Transportation FTE | 3 | K12-KS-StudentKS-TransportationFTE1 and K12-KS-StudentKS-TransportationFTE2 (1=Sept, 2=Feb) | Student.KS > State | Transportation FTE for September Transportation FTE for February | N/A | N | |
| D49 | Student's Transportation Street Address | 30 | K12-KS-StudentKS-TransportationAddress1 and TransportationAddress2 (1=Sept, 2=Feb) | Student.KS > State | Transportation Address for September Transportation Address for February | N/A | A/N | Default to Student Address if Blank. This field is optional. |
| D50 | Student's Transportation City | 20 | K12-KS-StudentKS-TransportationCity1 and TransportationCity2 (1=Sept, 2=Feb) | Student.KS > State | Transportation City for September Transportation City for February | N/A | A/N | This field is optional. |
| D51 | Student's Transportation Zip Code | 10 | K12-KS-StudentKS-TransportationZip51 and TransportationZip52 (1=Sept, 2=Feb) | Student.KS > State | Transportation Zip Code for September Transportation Zip Code for February | N/A | N | This field is optional. Format: 99999-9999 |
| D52 | Non-Resident Transportation (10 Mile Law) | 1 | K12-KS-StudentKS-TenMileLaw | Student.KS > State | Ten Mile Law | N/A | A/N | |
| D54 | Child of Military Family | 1 | K12-ParentGuardianInfo-Parent-UniformedMilitary | Parent > Demographics | Uniformed Military | N/A | A/N | Any parent/guardian record. |
| D89 | User Field 1 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D90 | User Field 2 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--------------|---------|---------|--------------------|------------------------|--------------|--------|---|
| D91 | User Field 3 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |

QUERY Collection

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-------------------------------|---------|---|--|--|--------------------------------------|--------|---|
| D1 | Record Type | 4 | N/A | KIDS Collection | Record Type | N/A | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office |
| D2 | AYP/QPA School Number | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | AYP/QPA School Identifier Or State CTDS Code | K12-Enrollment-SrUserDD01 | A/N | If the AYP/QPA School Number field is blank, the State CTDS Code is extracted. |
| D3 | Residence District Identifier | 5 | K12-EnrollmentInfo-StudentEnrollmentActivity-DistrictofResidenceDD Override if blank K12-Setup-DistrictSetup-DistrictNumber | Student.KS > Enrollment Or Organization > District | District of Residence Or District Number | K12-Enrollment-DistrictofResidenceDD | A/N | |
| D4 | Legal Last Name | 60 | K12-Student-LastName | Student.KS > Demographics | Last Name | N/A | A/N | |
| D5 | Legal First Name | 60 | K12-Student-FirstName | Student.KS > Demographics | First Name | N/A | A/N | |
| D6 | Legal Middle Name | 60 | K12-Student-MiddleName | Student.KS > Demographics | Middle Name | N/A | A/N | |
| D7 | Generation Code | 10 | K12-Student-Suffix | Student.KS > Demographics | Suffix | N/A | A/N | |
| D8 | Gender | 1 | K12-Student-Gender | Student.KS > Demographics | Gender | K12-Student_Gender | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---------------------------------------|---------|---|--|--------------------------------------|----------------------------|--------|--|
| D9 | Date of Birth | 10 | K12-Student-BirthDate | Student.KS > Demographics | Birth Date | K12-Student_BirthDate | Date | mm/dd/yyyy |
| D10 | Current Grade Level | 2 | K12-EnrollmentInfo-StudentEnrollment Activity-Grade | Student.KS > Enrollment | Grade | K12-Enrollment-Grade | A/N | |
| D11 | Local Student Number | 10 | K12-Student-SisNumber | Student.KS > Demographics | Perm ID | N/A | A/N | |
| D12 | Hispanic Ethnicity | 1 | K12-Student-HispanicIndicator | Student.KS > Demographics | Hispanic/Latino | N/A | A/N | |
| D13 | State Student Identifier | 10 | k12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | |
| D14 | Current School Year | 4 | Calculated | KIDS Collection | N/A | N/A | YYYY | Calculated based on Start/End Dates entered on the Report Interface |
| D15 | Funding School | 4 | K12-EnrollmentInfo-StudentEnrollment Activity-SrEnrUser DD02 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Funding School Or State CTDS Code | K12. Enrollment-SrUserDD02 | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office. |
| D16 | Attendance School/ Program Identifier | 4 | K12-KS-EnrollmentInfo-StudentEnrollment Activity-SrEnrUser DD03 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Attendance School Or State CTDS Code | K12. Enrollment-SrUserDD03 | A/N | If the Attendance School field is blank, the State CTDS Code is extracted. For TEST records, this is the location where the student is to take the state assessments. For TEST, EXIT, and EOYA records, if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district. |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--------------------|---------|--|------------------------------|------------------------|--------------|--------|--|
| D30 | Comprehensive Race | 5 | K12-Revelation-RevPerson Secondary Ethnic-EthnicCode | Student.KS > Demographics | Race | N/A | N | <p>Select each Race check box that applies to the student. When the extract process is run, the following values are extracted and concatenated to create a 5-digit Comprehensive Race code:</p> <p>0 = No (the check box is blank) 1 = Yes (the check box is selected)</p> <p>The positions are as follows:</p> <p>Position 5-White Position 4-Native Hawaiian or Other Pacific Islander Position 3-Blank or African American Position 2-Asian Position 1-American Indian or Alaska Native</p> <p>Example: The code assigned to a student identified as Asian and Black: 00110.</p> |
| D89 | User Field 1 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D90 | User Field 2 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D91 | User Field 3 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |

TEST Collection

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-------------------------------|---------|---|--|--|--------------------------------------|--------|---|
| D1 | Record Type | 4 | N/A | KIDS Collection | Record Type | N/A | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office |
| D2 | AYP/QPA School Number | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | AYP/QPA School Identifier Or State CTDS Code | K12-Enrollment-SrUserDD01 | A/N | If the AYP/QPA School Number field is blank, the State CTDS Code is extracted. |
| D3 | Residence District Identifier | 5 | K12-EnrollmentInfo-StudentEnrollmentActivity-DistrictofResidenceDD Override if blank K12-Setup-DistrictSetup-DistrictNumber | Student.KS > Enrollment Or Organization > District | District of Residence Or District Number | K12-Enrollment-DistrictofResidenceDD | A/N | |
| D4 | Legal Last Name | 60 | K12-Student-LastName | Student.KS > Demographics | Last Name | N/A | A/N | |
| D5 | Legal First Name | 60 | K12-Student-FirstName | Student.KS > Demographics | First Name | N/A | A/N | |
| D6 | Legal Middle Name | 60 | K12-Student-MiddleName | Student.KS > Demographics | Middle Name | N/A | A/N | |
| D7 | Generation Code | 10 | K12-Student-Suffix | Student.KS > Demographics | Suffix | N/A | A/N | |
| D8 | Gender | 1 | K12-Student-Gender | Student.KS > Demographics | Gender | K12-Student_Gender | A/N | |
| D9 | Date of Birth | 10 | K12-Student-BirthDate | Student.KS > Demographics | Birth Date | K12-Student_BirthDate | Date | mm/dd/yyyy |
| D10 | Current Grade Level | 2 | K12-EnrollmentInfo-StudentEnrollmentActivity-Grade | Student.KS > Enrollment | Grade | K12-Enrollment-Grade | A/N | |
| D11 | Local Student Number | 10 | K12-Student-SisNumber | Student.KS > Demographics | Perm ID | N/A | A/N | |
| D12 | Hispanic Ethnicity | 1 | K12-Student-HispanicIndicator | Student.KS > Demographics | Hispanic/Latino | N/A | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--------------------------------------|---------|--|--|--------------------------------------|----------------------------|--------|--|
| D13 | State Student Identifier | 10 | k12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | |
| D14 | Current School Year | 4 | Calculated | KIDS Collection | N/A | N/A | YYYY | Calculated based on Start/End Dates entered on the Report Interface |
| D15 | Funding School | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD02 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Funding School Or State CTDS Code | K12. Enrollment-SrUserDD02 | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office. |
| D16 | Attendance School/Program Identifier | 4 | K12-KS-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD03 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Attendance School Or State CTDS Code | K12. Enrollment-SrUserDD03 | A/N | If the Attendance School field is blank, the State CTDS Code is extracted. For TEST records, this is the location where the student is to take the state assessments. For TEST, EXIT, and EOYA records, if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district. |
| D18 | School Entry Date | 10 | K12-EnrollmentInfo-StudentSchoolYear-EnterDate Or If blank, default to the District Entry Date | Student.KS > Enrollment History | Enter Date | N/A | Date | If the student's Enter Date field is blank, the District Entry Date is extracted Format: mm/dd/yyyy |
| D19 | District Entry Date | 10 | Calculated based on EnterCode: K12-Student-OriginalEnterDate or K12-EnrollmentInfo-StudentEnrollment-EnterDate | Student.KS > Other Info | Original Enter Date | N/A | Date | Format: mm/dd/yyyy |
| D20 | State Entry Date | 10 | K12-KS-Student-OriginalStateEntry Date Or If blank, default to the District Entry Date | Student.KS > Other Info | Original State Enter Date | N/A | Date | Format: mm/dd/yyyy |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|--|---|--|------------------------------------|--------|--|
| D30 | Comprehensive Race | 5 | K12-Revelation-RevPerson Secondary Ethnic-EthnicCode | Student.KS > Demographics | Race | N/A | N | <p>Select each Race check box that applies to the student. When the extract process is run, the following values are extracted and concatenated to create a 5-digit Comprehensive Race code:</p> <p>0 = No (the check box is blank) 1 = Yes (the check box is selected)</p> <p>The positions are as follows:</p> <p>Position 5-White Position 4-Native Hawaiian or Other Pacific Islander Position 3-Blank or African American Position 2-Asian Position 1-American Indian or Alaska Native</p> <p>Example: The code assigned to a student identified as Asian and Black: 00110.</p> |
| D31 | Eligibility for National School Lunch Program | 1 | K12-ProgramInfo-StudentFRMHistory – FrmCode | Student Programs > Free and Reduced Meals | Frm Code | K12-ProgramInfo-FrmCode | A/N | |
| D32 | Primary Disability Code | 2 | <p>K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode</p> <p>or</p> <p>If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is blank, extract K12-ProgramInfo-KS-KANServData-PrimaryDisability</p> <p>If K12-ProgramInfo-KS-KANServData-PrimaryDisability is blank, extract K12-ProgramInfo-SpecialEdStudentServices-Services when the Primary Need check box is selected</p> | <p>Synergy SE > Student > Student (Demographics)</p> <p>If blank, Student Program > Special Ed Student Services.KS(Services)</p> <p>If blank, Student Program > Special Ed Student Services.KS (Disabilities)</p> | <p>Primary Discipline</p> <p>If blank, Need with Primary Need check box selected</p> | K12.Special Ed. DISABILITY_CODE | A/N | <p>If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode field value equals GI, a blank value is extracted for this field.</p> |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|---|---|------------------------------------|--|--------|--|
| D33 | Gifted Student Code | 2 | If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode equals GI extract GI for this field. If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is not equal to "GI", check the K12-ProgramInfo-StudentGATE-GateCode. If the GATE Code is equal to "GI", extract that value. If there is no GATE record for the student, a blank value is extracted. | Synergy SE > Student > Student (Demographics) If blank, Student Programs > Student GATE, if the GATE code equals "GI". | Primary Or Gate Code | N/A | A/N | GateCode Equals GI-Giftedness |
| D37 | ESOL/Bilingual Program Entry Date | 10 | K12-ProgramInfo-ELLHistory-EntryDate | Student Programs > English Language Learners (ELL) > ELL History | Date | N/A | Date | This field is blank if the student is not an ESOL or ESOL eligible student. See Reference # D44, ESOL Bilingual Student Contact Minutes. Format: mm/dd/yyyy |
| D38 | First Entry Date into a School in the United States | 10 | K12-Student-UsEntryDateSchool | Student.KS > Other Info | US School Entry Date | N/A | Date | If this field is blank, default to the District Entry Date. Format: mm/dd/yyyy |
| D39 | First Language | 2 | K12-ProgramInfo-ELL-LanguageFirst Learn | Student Programs > English Language Learners (ELL) > ELL | First Learned | K12-Program Info-ELL-Program Code | A/N | If this field is blank, default this field to English. |
| D40 | ESOL/Bilingual Program Participation Code | 1 | K12-ProgramInfo-ELLHistory-PROGRAM_CODE | Student Programs > English Language Learners (ELL) > ELL | Program | K12-Program Info-ELL-Language FirstLearn | A/N | Set up Program Codes with valid values in AltCode 2; if blank, extract the Blank value |
| D59 | Math Grouping Indicator 1 | 50 | K12- KS-Student.KS-MathGrpIndicator1 | Student.KS > State | Math Group Indicator 1 | N/A | A/N | |
| D60 | Math Grouping Indicator 2 | 50 | K12- KS-Student.KS--MathGrpIndicator2 | Student.KS > State | Math Group Indicator 2 | N/A | A/N | |
| D61 | Reading Grouping Indicator 1 | 50 | K12- KS-Student.KS--ReadingGrp Indicator1 | Student.KS > State | Reading Group Indicator 1 | N/A | A/N | |
| D62 | Reading Grouping Indicator 2 | 50 | K12- KS-Student.KS-ReadingGrp Indicator2 | Student.KS > State | Reading Group Indicator 2 | N/A | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|---|--------------------|---------------------------------------|--------------|--------|-------|
| D63 | K-8 Science Grouping Indicator 1 | 50 | K12- KS-Student.KS-ScienceGrpIndicator1 | Student.KS > State | Science Group Indicator 1 | N/A | A/N | |
| D64 | K-8 Science Grouping Indicator 2 | 50 | K12- KS-Student.KS-ScienceGrpIndicator2 | Student.KS > State | Science Group Indicator 2 | N/A | A/N | |
| D65 | High School Life Science Grouping Indicator 1 | 50 | K12- KS-Student.KS-HsLifeSciGrpIndicator1 | Student.KS > State | HS Life Science Group Indicator 1 | N/A | A/N | |
| D66 | High School Life Science Grouping Indicator 2 | 50 | K12- KS-Student.KS-HsLifeSciGrpIndicator2 | Student.KS > State | HS Life Science Group Indicator 2 | N/A | A/N | |
| D67 | High School Physical Science Grouping Indicator 1 | 50 | K12- KS-Student.KS-HsPhySciGrpIndicator1 | Student.KS > State | HS Physical Science Group Indicator 1 | N/A | A/N | |
| D68 | High School Physical Science Grouping Indicator 2 | 50 | K12- KS-Student.KS-HsPhySciGrpIndicator1 | Student.KS > State | HS Physical Science Group Indicator 2 | N/A | A/N | |
| D69 | K-8 History/ Gov Grouping Indicator 1 | 50 | K12- KS-Student.KS-History/GovGrpIndicator1 | Student.KS > State | History/Gov Group Indicator 1 | N/A | A/N | |
| D70 | K-8 History/ Gov Grouping Indicator 2 | 50 | K12- KS-Student.KS-History/GovGrpIndicator2 | Student.KS > State | History/Gov Group Indicator 2 | N/A | A/N | |
| D71 | High School History/Gov: World Focus Grouping Indicator 1 | 50 | K12- KS-Student.KS-HistoryGovGrpIndicator1 | Student.KS > State | History/Gov Group Indicator 1 | N/A | A/N | |
| D72 | High School History/Gov: World Focus Grouping Indicator 2 | 50 | K12- KS-Student.KS-HistoryGovGrpIndicator2 | Student.KS > State | History/Gov Group Indicator 2 | N/A | A/N | |
| D73 | High School History/Gov: U.S. Focus Grouping Indicator 1 | 50 | K12- KS-Student.KS-HsHisgovUSGrpIndicator1 | Student.KS > State | History/Gov Group Indicator 1 | N/A | A/N | |
| D74 | High School History/Gov: U.S. Focus Grouping Indicator 2 | 50 | K12- KS-Student.KS-HsHisgovUSGrpIndicator2 | Student.KS > State | History/Gov Group Indicator 2 | N/A | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|------------------------------|---------|--|---|---|---------------------------|--------|-------|
| D75 | Writing Grouping Indicator 1 | 50 | K12- KS-Student.KS-WritingGrpIndicator 1 | Student.KS > State | Writing Group Indicator 1 | N/A | A/N | |
| D76 | Writing Grouping Indicator 2 | 50 | K12- KS-Student.KS-WritingGrpIndicator 2 | Student.KS > State | Writing Group Indicator 2 | N/A | A/N | |
| D77 | KELPA Grouping Indicator 1 | 50 | K12- KS-Student.KS-KelpaGrpIndicator1 | Student.KS > State | KELPA Group Indicator 1 | N/A | A/N | |
| D78 | KELPA Grouping Indicator 2 | 50 | K12- KS-Student.KS-KelpaGrpIndicator2 | Student.KS > State | KELPA Group Indicator 2 | N/A | A/N | |
| D79 | State Mathematics Assessment | 1 | <p>K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02</p> <p>If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = Math</p> <p>If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessment Def-TestType = Math</p> | <p>Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements</p> | <p>Math Or Assessment Method when Assessment Test Type = Math</p> | K12-Enrollment-SRUserDD02 | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|------------------------------|---------|---|---|--|---------------------------|--------|-------|
| D80 | State Reading Assessment | 1 | K12-EnrollmentInfo-StudentSchoolYear-SRUserDD03 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = Reading If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessment Def-TestType = Reading | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | Math Or Assessment Method when Assessment Test Type = Reading | K12-Enrollment-SRUserDD03 | A/N | |
| D81 | K-8 State Science Assessment | 1 | K12-EnrollmentInfo-StudentSchoolYear-SRUserDD04 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = K-8 Science If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessment Def-TestType = K-8 Science | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | K-8 Science Or Assessment Method when Assessment Test Type = K-8 Science | K12-Enrollment-SRUserDD04 | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|---|---|---|---------------------------|--------|-------|
| D82 | High School State Life Science Assessment | 1 | K12-EnrollmentInfo-StudentSchoolYear-SRUserDD05 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = High School Life Science If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessment Def-TestType = High School Life Science | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | HS Life Science Or Assessment Method when Assessment Test Type = High School Life Science | K12-Enrollment-SRUserDD05 | A/N | |
| D83 | High School State Physical Science Assessment | 1 | K12-EnrollmentInfo-StudentSchoolYear-SRUserDD06 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = High School Physical Science If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessment Def-TestType = High School Physical Science | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | HS Physical Science Or Assessment Method when Assessment Test Type = High School Physical Science | K12-Enrollment-SRUserDD06 | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--|---------|---|---|---|---------------------------|--------|-------|
| D84 | K-8 State History/Gov Assessment | 1 | K12-EnrollmentInfo-StudentSchoolYear-SRUserDD07 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = K-8 History/Gov If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessment Def-TestType = K-8 History/Gov | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | K-8 History/Gov Or Assessment Method when Assessment Test Type = K-8 History/Gov | K12-Enrollment-SRUserDD07 | A/N | |
| D85 | High School State History/Gov. Assessment: World Focus | 1 | K12-EnrollmentInfo-StudentSchoolYear-SRUserDD08 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = High School History/Gov: World Focus If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessment Def-TestType = High School History/Gov: World Focus | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | HS History/Gov: World Focus Or Assessment Method when Assessment Test Type = High School History/Gov: World Focus | K12-Enrollment-SRUserDD08 | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|---|---|---|---------------------------|--------|-------|
| D86 | High School State History/Gov. Assessment: U.S. Focus | 1 | K12-EnrollmentInfo-StudentSchoolYear-SRUserDD09 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = High School History/Gov: US Focus If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessment Def-TestType = High School History/Gov: US Focus | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | HS History/Gov: U.S. Focus Or Assessment Method when Assessment Test Type = High School History/Gov: US Focus | K12-Enrollment-SRUserDD09 | A/N | |
| D87 | State Writing Assessment | 1 | K12-EnrollmentInfo-StudentSchoolYear-SRUserDD010 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = Writing If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessment Def-TestType = Writing | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | Writing Or Assessment Method when Assessment Test Type = Writing | K12-Enrollment-SRUserDD10 | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--|---------|--|---|--|---------------------------|--------|---|
| D88 | Kansas English Language Proficiency Assessment (KELPA) | 1 | K12-EnrollmentInfo-StudentSchoolYear-SRUserDD011 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = KELPA If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessment Def-TestType = KELPA | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | KELPA Or Assessment Method when Assessment Test Type = KELPA | K12-Enrollment-SRUserDD11 | A/N | |
| D89 | User Field 1 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| 90 | User Field 2 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D91 | User Field 3 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |

TITL – Title Allocation Collection

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-------------------------------|---------|---|--|--|--------------------------------------|--------|---|
| D1 | Record Type | 4 | N/A | KIDS Collection | Record Type | N/A | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office |
| D2 | AYP/QPA School Number | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | AYP/QPA School Identifier Or State CTDS Code | K12-Enrollment-SrUserDD01 | A/N | If the AYP/QPA School Number field is blank, the State CTDS Code is extracted. |
| D3 | Residence District Identifier | 5 | K12-EnrollmentInfo-StudentEnrollmentActivity-DistrictofResidenceDD Override if blank K12-Setup-DistrictSetup-DistrictNumber | Student.KS > Enrollment Or Organization > District | District of Residence Or District Number | K12-Enrollment-DistrictofResidenceDD | A/N | |
| D4 | Legal Last Name | 60 | K12-Student-LastName | Student.KS > Demographics | Last Name | N/A | A/N | |
| D5 | Legal First Name | 60 | K12-Student-FirstName | Student.KS > Demographics | First Name | N/A | A/N | |
| D6 | Legal Middle Name | 60 | K12-Student-MiddleName | Student.KS > Demographics | Middle Name | N/A | A/N | |
| D7 | Generation Code | 10 | K12-Student-Suffix | Student.KS > Demographics | Suffix | N/A | A/N | |
| D8 | Gender | 1 | K12-Student-Gender | Student.KS > Demographics | Gender | K12-Student_Gender | A/N | |
| D9 | Date of Birth | 10 | K12-Student-BirthDate | Student.KS > Demographics | Birth Date | K12-Student_BirthDate | Date | mm/dd/yyyy |
| D10 | Current Grade Level | 2 | K12-EnrollmentInfo-StudentEnrollmentActivity-Grade | Student.KS > Enrollment | Grade | K12-Enrollment-Grade | A/N | |
| D11 | Local Student Number | 10 | K12-Student-SisNumber | Student.KS > Demographics | Perm ID | N/A | A/N | |
| D12 | Hispanic Ethnicity | 1 | K12-Student-HispanicIndicator | Student.KS > Demographics | Hispanic/Latino | N/A | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---------------------------------------|---------|--|--|--------------------------------------|---------------------------|--------|--|
| D13 | State Student Identifier | 10 | k12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | |
| D14 | Current School Year | 4 | Calculated | KIDS Collection | N/A | N/A | YYYY | Calculated based on Start/End Dates entered on the Report Interface |
| D15 | Funding School | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD02 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Funding School Or State CTDS Code | K12.Enrollment-SrUserDD02 | A/N | If the Funding School field is blank, the State CTDS Code is extracted. For ENRL records, 0003 should be used for Funding School if the student attends a non-accredited Juvenile Correctional Facility. For ENRL, TITL, and MILT records if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office. |
| D16 | Attendance School/ Program Identifier | 4 | K12-KS-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD03 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | Attendance School Or State CTDS Code | K12.Enrollment-SrUserDD03 | A/N | If the Attendance School field is blank, the State CTDS Code is extracted. For TEST records, this is the location where the student is to take the state assessments. For TEST, EXIT, and EOYA records, if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district. |
| D18 | School Entry Date | 10 | K12-EnrollmentInfo-StudentSchoolYear-EnterDate Or If blank, default to the District Entry Date | Student.KS > Enrollment History | Enter Date | N/A | Date | If the student's Enter Date field is blank, the District Entry Date is extracted Format: mm/dd/yyyy |
| D19 | District Entry Date | 10 | Calculated based on EnterCode: K12-Student-OriginalEnterDate or K12-EnrollmentInfo-StudentEnrollment-EnterDate | Student.KS > Other Info | Original Enter Date | N/A | Date | Format: mm/dd/yyyy |
| D20 | State Entry Date | 10 | K12-KS-Student-OriginalStateEntry Date Or If blank, default to the District Entry Date | Student.KS > Other Info | Original State Enter Date | N/A | Date | Format: mm/dd/yyyy |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|---|---------|--|---------------------------|-----------------------------------|------------------------------|--------|--|
| D21 | Cumulative Number of Days in Membership | 5 | Calculated | N/A | N/A | N/A | N | Numeric with one decimal position (999.9) |
| D22 | Cumulative Number of Days in Attended | 5 | Calculated | N/A | N/A | N/A | N | Numeric with one decimal position (999.9) |
| D24 | Minutes Enrolled | 3 | K12-KS-StudentKS-MinutesEnrolled as an override to a calculation | Student.KS > State | Minutes Enrolled | N/A | N | Two values; one for the September submission and another for the February submission |
| D25 | Concurrent High School Enrollment | 1 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD04 | Student.KS > Enrollment | Concurrent High School Enrollment | K12-Enrollment-SrEnrUserDD04 | N | |
| D30 | Comprehensive Race | 5 | K12-Revelation-RevPersonSecondary Ethnic-EthnicCode | Student.KS > Demographics | Race | N/A | N | <p>Select each Race check box that applies to the student. When the extract process is run, the following values are extracted and concatenated to create a 5-digit Comprehensive Race code:</p> <p>0 = No (the check box is blank) 1 = Yes (the check box is selected)</p> <p>The positions are as follows:</p> <p>Position 5-White Position 4-Native Hawaiian or Other Pacific Islander Position 3-Blank or African American Position 2-Asian Position 1-American Indian or Alaska Native</p> <p>Example: The code assigned to a student identified as Asian and Black: 00110.</p> |
| D89 | User Field 1 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |
| D90 | User Field 2 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--------------|---------|---------|--------------------|------------------------|--------------|--------|---|
| D91 | User Field 3 | 500 | N/A | N/A | N/A | N/A | A/N | Optional field available to the data extractor. This field may contain any data (except the delimiter character defined in the header record). The field must exist in this extract file. |

STCO – STUDENT COURSE COLLECTION

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-------------------------------------|---------|---|--|--|---------------------------|--------|--|
| F1 | Record Type | 4 | N/A | STCO Collection | Record Type | N/A | A/N | Allowable value is STCO |
| F2 | Student's AYP/QPA School Identifier | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization > School | AYP/QPA School Identifier Or State CTDS Code | K12-Enrollment-SrUserDD01 | A/N | If the AYP/QPA School Number field is blank, the State CTDS Code is extracted. |
| F3 | Student's Legal Last Name | 60 | K12-Student-LastName | Student.KS > Demographics | Last Name | N/A | A/N | |
| F4 | Student's Legal First Name | 60 | K12-Student-FirstName | Student.KS > Demographics | First Name | N/A | A/N | |
| F5 | Student's Legal Middle Name | 60 | K12-Student-MiddleName | Student.KS > Demographics | Middle Name | N/A | A/N | |
| F6 | Student's Generation Code | 10 | K12-Student-Suffix | Student.KS > Demographics | Suffix | N/A | A/N | |
| F7 | Student's Gender | 1 | K12-Student-Gender | Student.KS > Demographics | Gender | K12-Student_Gender | A/N | |
| F8 | Student's Date of Birth | 10 | K12-Student-BirthDate | Student.KS > Demographics | Birth Date | K12-Student_BirthDate | Date | mm/dd/yyyy |
| F9 | Student's Current Grade Level | 2 | K12-EnrollmentInfo-StudentEnrollmentActivity-Grade | Student.KS > Enrollment | Grade | K12-Enrollment-Grade | A/N | |
| F10 | Student's Local ID | 10 | K12-Student-SisNumber | Student.KS > Demographics | Perm ID | N/A | N | |
| F11 | Student's Hispanic Ethnicity | 2 | K12-Student-HispanicIndicato | Student.KS > Demographics | Hispanic/Latino | N/A | A/N | |
| F12 | State Student identifier | 10 | K12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | |
| F13 | School Year | 4 | Calculated | N/A | N/A | N/A | YYYY | Calculated based on Start/End Dates entered on the Report Interface |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--|---------|--|---|--------------------------------------|---------------------------|--------|--|
| F14 | Student's Attendance School Identifier | 4 | K12-KS-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD03 Override if blank K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization> School | Attendance School Or State CTDS Code | K12.Enrollment-SrUserDD03 | A/N | If the Attendance School field is blank, the State CTDS Code is extracted. For TEST records, this is the location where the student is to take the state assessments. For TEST, EXIT, and EOYA records, if the D2: AYP/QPA School value is 0001 or 0002, then this must contain a valid School ID number belonging to an accredited school or district central office within the submitting district. |
| F15 | Student's Comprehensive Race | 5 | K12-Revelation-RevPersonSecondary Ethnic-EthnicCode | Student.KS > Demographics | Race | N/A | N | Select each Race check box that applies to the student. When the extract process is run, the following values are extracted and concatenated to create a 5-digit Comprehensive Race code: 0 = No (the check box is blank) 1 = Yes (the check box is selected) The positions are as follows: Position 5 -White Position 4 -Native Hawaiian or Other Pacific Islander Position 3 -Blank or African American Position 2 -Asian Position 1 -American Indian or Alaska Native Example: The code assigned to a student identified as Asian and Black: 00110. |
| F16 | Educator School Identifier | N/A | Calculated based on the Assigned schools | N/A | N/A | N/A | A/N | |
| F17 | KCC Identifier | | Calculated by concatenating the 10 fields from the KCCMS File | N/A | N/A | N/A | N | |
| F18 | Course Section | 30 | K12-ScheduleInfo-Section-SectionID | Schedule > Section | Section ID | N/A | A/N | |
| F19 | Local Course ID | 50 | K12-CourseInfo-Course-CourseID | Course > Course District > Course | Course ID | N/A | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-----------------------|---------|---|---|------------------------|--------------|--------|---|
| F20 | Status | 2 | N/A – Calculated | N/A | N/A | N/A | N | Calculated based on the student's course history record. Refer to the STCO Collection Field on page 290 for more information. |
| F21 | Letter Grade | 2 | K12-CourseHistoryInfo-StudentCourseHistory-Mark | Student Course History > Course History | Mark | N/A | A/N | If numeric mark is not selected. |
| F22 | Percent Grade | 5 | K12-CourseHistoryInfo-StudentCourseHistory-Mark | Student Course History > Course History | Mark | N/A | N | If numeric mark is selected. Format: 999.9 |
| F23 | Educator Identifier | 10 | K12-Staff-StateID | Schedule > Section | | N/A | N | |
| F24 | Educator's Last Name | 500 | N/A | N/A | N/A | N/A | A/N | Optional |
| F25 | Educator's First Name | 500 | N/A | N/A | N/A | N/A | A/N | Optional |
| F26 | Educator's First Name | 500 | N/A | N/A | N/A | N/A | A/N | Optional |
| F27 | User Field 1 | 500 | N/A | N/A | N/A | N/A | A/N | N/A |
| F28 | User Field 1 | 500 | N/A | N/A | N/A | N/A | A/N | N/A |
| F29 | User Field 1 | 500 | N/A | N/A | N/A | N/A | A/N | N/A |

KCCMS EXTRACT

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|------------------------------------|---------|--|--|------------------------|------------------------------------|--------|--|
| C1 | Organization Identification Number | 5 | K12-District-DistrictNumber Or K12-School-StateSchoolCode | Organization > District or Organization > School | Record Type | N/A | A/N | For Public School Districts, the unique number that has been assigned to the district by the state. Example: D0437 For Private Schools, the unique number that has been assigned to the school by the state. Example:8565 |
| C2 | Local Subject Area | 100 | K12-CourseInfo--KS-CourseKS-LocalSubjectArea K12-CourseInfo--KS-CourseKS-LocalSubjectArea is blank, extract description for the Alt3 Code K12-CourseInfo-SubjectArea1 | Course > Course District > Course | Subject Area 1 | K12.CourseInfo.KS.LocalSubjectArea | A/N | Extract description |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-------------------------|---------|--|--|------------------------|------------------------------------|--------|---|
| C3 | Local Subject Area Code | 2 | K12-CourseInfo--KS-CourseKS-LocalSubjectArea K12-CourseInfo--KS-CourseKS-LocalSubjectArea is blank, extract the Alt3 Code defined for K12-CourseInfo-SubjectArea1 | Course > Course District > Course | Subject Area 1 | K12.CourseInfo.KS.LocalSubjectArea | A/N | Extract code |
| C4 | Local Course Identifier | 50 | K12-CourseInfo-Course-CourseID | Course > Course District > Course | Course ID | N/A | A/N | |
| C5 | Local Course Title | 100 | K12-CourseInfo-Course-CourseTitle | Course > Course District > Course | Course Title | N/A | A/N | |
| C6 | Local Course Descriptor | 2000 | K12-CourseInfo-Course-Description | Course > Course District > Description | Description | N/A | A/N | |
| C7 | Course Level | 1 | K12-CourseInfo-Course-InstructionalLevel | Course > Course District > Course | Instructional Level | K12.CourseInfo-InstructionalLevel | A/N | |
| C8 | Credits | 4 | K12-CourseInfo-Course-Credit | Course > Course District > Course | Credit | N/A | N | Optional |
| C9 | Sequence | 1 | K12-CourseInfo-Course-SCEDSequence | Course > Course District > Course | Sequence | N/A | N | Valid Range 1-9; extract the first number on the left. For example if the Sequence field = 13, the number "1" is extracted. |
| C10 | Sequence Total | 1 | K12-CourseInfo-Course-SCEDSequence | Course > Course District > Course | Sequence | N/A | N | Valid Range 1-9; extract the last number on the right. For example if the Sequence field = 13, the number "3" is extracted. |
| C11 | Grade Level | 2 | K12-CourseInfo-Course-GradeRangeLow | Course > Course District > Course | Grade Low | K12.Grade | A/N | For a multi-grade classroom, extract the Grade Low value |
| C12 | Target Program | 1 | K12-CourseInfo-Course-FundingSource | Course > Course District > Course | Funding Source | K12.CourseInfo-FundingSource | A/N | Default to G=General if the field is blank. |
| C13 | Delivery Type | 1 | K12-CourseInfo-Course-CourseType | Course > Course District > Course | Course Type | K12.CourseInfo-CourseType | A/N | Default to G=General if the field is blank. |
| C14 | College/ Career | 1 | K12-CourseInfo-Course-VocEdType | Course > Course District > Course | Voc Ed Type | K12.CourseInfo-VocEdType | A/N | Default to N=No Dual Credit if the field is blank. |
| C15 | Pending | 1 | N/A | N/A | N/A | N/A | A/N | To be determined; leave blank. |
| C16 | State Subject Area Code | 2 | K12-CourseInfo-Course-SCEDSubjectArea | District Course > Description | Subject Area | K12-CourseInfo-SCEDSubjectArea | N | Extract state code; if blank, default to CODE. |
| C17 | State Course Identifier | 3 | K12-CourseInfo-Course-StateCourseCode | District Course > Description | State Course Code | N/A | N | Optional |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|-----------------|---------|-------------------------------------|--------------------|------------------------|--------------|--------|--|
| C18 | Effective Date | 10 | K12-CourseInfo-Course-EffectiveDate | N/A | N/A | N/A | A/N | Optional Format: mm/dd/yyyy; if date is not specified, default to 07/01/YYYY, where YYYY equals the current fiscal year |
| C19 | Expiration Date | 10 | N/A | N/A | N/A | N/A | A/N | Optional; leave blank Format: mm/dd/yyyy |

KANSAS DISCIPLINE INCIDENT (KAN-DIS) EXTRACT

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|---------------|---------------------|---------|---------|--------------------|------------------------|--------------|--------|--|
| Header | | | | | | | | |
| H1 | Record Type | 2 | N/A | N/A | N/A | N/A | A/N | TH |
| H2 | Extract Date | 10 | N/A | N/A | N/A | N/A | A/N | mm/dd/yyyy |
| H3 | Extract Time | 8 | N/A | N/A | N/A | N/A | A/N | hh:mm:ss |
| H4 | Transmission ID | 10 | N/A | N/A | N/A | N/A | N | 9999999999 |
| H5 | Version | 3 | N/A | N/A | N/A | N/A | A/N | 1.0 |
| H6 | Delimiter Character | 25 | N/A | N/A | N/A | N/A | A/N | Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma). For a comma delimiter, the character literal would be 'delimiter=,' and the hex representation would be 'delimiter=0X2C'. For a tab delimiter, it is recommended that the hex representation be used. In that case, it would be 'delimiter=0X09'. |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------------------|--------------|---------|------------|--------------------|------------------------|--------------|--------|--|
| All Records | | | | | | | | |
| 1 | Record Type | 1 | Calculated | N/A | N/A | N/A | A/N | <p>The indicator that identifies the type of record contained in the row:</p> <p>I – Incident – one record per incident; contains incident information.</p> <p>T – Type – Violation associated with the incident.</p> <p>O – Offender – Information about the offender associated with the incident, both student and non-student.</p> <p>W – Weapon – violation associated with the incident. One record is created per offender, if the offender is associated with the violation; and the violation is assigned an Incident Type Group of 1200.</p> <p>A – Action Taken – one record is created per incident per offender if the offender is associated with a disposition.</p> <p>V – Victim – one record is created for each victim associated with the incident, both student and non-student.</p> |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|-------------------------------|---------------------|---------|---|---|--------------------------|------------------------------------|--------|--|
| Incident Record Format | | | | | | | | |
| I2 | District | 5 | K12-Setup-DistrictSetup-DistrictNumber | Organization > District | District Number | N/A | A/N | |
| I3 | School | 4 | K12-School-StateSchoolCode | Organization > School | State CTDS Code | N/A | N | |
| I3.5 | Incident Title | 25 | K12-DisciplineInfo-SchoolIncident-Description' | Discipline Incident > Incidents (Information) | Description | N/A | A/N | |
| I4 | Local Incident ID | 15 | K12-DisciplineInfo-SchoolIncident-IncidentID | Discipline Incident > Incidents (Information) | Incident ID | N/A | A/N | |
| I5 | Date | 10 | K12-DisciplineInfo-SchoolIncident-IncidentDate | Discipline Incident > Incidents (Information) | Incident Date | N/A | Date | mm/dd/yyyy |
| I6 | Time | 8 | K12-DisciplineInfo-SchoolIncident-IncidentTime | Discipline Incident > Incidents (Information) | Time | N/A | A/N | hh:mm:ss |
| I7 | Time Group | 4 | Calculated | N/A | N/A | N/A | N | If the Time Classifier value is less than 200, this field value equals 100 – During School Hours. If the Time Classifier value is greater than or equal to 200, this field value equals 200 – Outside School Hours. |
| I8 | Time Classifier | 4 | K12-DisciplineInfo-SchoolIncident-IncidentContextCode | Discipline Incident > Incidents (Information) | Incident Context Code | K12. Discipline. Incident Context | N | |
| I9 | Time Description | 255 | K12-DisciplineInfo-SchoolIncident-IncidentContext Comment | Discipline Incident > Incidents (Information) | Incident Context Comment | N/A | A/N | Extract only if Time Classifier equals 199 or 299. |
| I10 | Location Group | 4 | Calculated | N/A | N/A | N/A | N | If the Location Classifier value is less than 200, this field value equals 100 – On the school grounds. If the Time Classifier value is greater than or equal to 200, this field value equals 200 – Outside the school grounds. |
| I11 | Location Classifier | 4 | K12-DisciplineInfo-SchoolIncident Location-Location | Discipline Incident > Incidents (Information) | Location | K12. Discipline. Incident Location | N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|---------------------------|---------------------------|---------|---|---|------------------------|----------------------------------|--------|--|
| I12 | Location Description | 255 | K12-DisciplineInfo-SchoolIncident-Location-LocationText | Discipline Incident > Incidents (Information) | Location Text | N/A | A/N | Extract only if Location Classifier equals 199 or 299. |
| I13 | Reporter | 1 | K12-DisciplineInfo-SchoolIncident-ReferrerType | Discipline Incident > Incidents (Information) | Referrer Type | K12. DisciplineInfo ReferrerType | A/N | |
| I14 | School Year | 4 | Calculated | N/A | N/A | N/A | N | Based on the Begin and End Dates entered on the report interface |
| I15 | Incident Log | 500 | NOT COLLECTED | N/A | N/A | N/A | A/N | |
| Type Record Format | | | | | | | | |
| T2 | Incident Type Group | 4 | K12-DisciplineInfo-Setup-DistrictDiscipline Code-StateCode If blank, K12-DisciplineInfo-Setup-DistrictDiscipline Code-DiscCode | Discipline Incident > Incident(Violations) | Category | N/A | N | |
| T3 | Incident Type Classifier | 4 | K12-DisciplineInfo-Setup-DistrictDiscipline CodeSub1-StateCode If blank, K12-DisciplineInfo-Setup-DistrictDiscipline CodeSub1-DiscCode | Discipline Incident > Incident(Violations) | Violation | N/A | N | |
| T4 | Incident Type Description | 255 | K12-DisciplineInfo-StudentIncident Violation-AdditionalText | Discipline Incident > Incident(Violations) | Additional Text | N/A | A/N | Extract only if the Incident Type Group equals 9999; or Incident Type Classifier equals 1099, 1299, 2099, 2199, 2399, 2599, 3399, 4499, or 5199. |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|-------------------------------|----------------------------|---------|---|--|---|---|--------|---|
| Offender Record Format | | | | | | | | |
| O2 | Offender Type | 2 | K12-DisciplineInfo-StudentIncident Discipline-IncidentRole K12-DisciplineInfo-StudentNonIncident Discipline-IncidentRole K12-DisciplineInfo-StudentNonIncident Discipline-RelationToSchool | Discipline Incident > Incident (Participants) | Incident Role Relation To School | K12. Discipline. Incident Role K12. Discipline. Relation to School | N | <p>If the Incident Role – 1 – Offender:</p> <p>Extract a value of 1 – Current Student if the offender is a currently enrolled student; the disposition code is not equal to 400-599; and the school in which the student is enrolled is where the incident took place.</p> <p>Extract a value of 2 – Expelled/Suspended Student if the offender is a currently enrolled student; the disposition code is equal to 400-599; and the school in which the student is enrolled is where the incident took place.</p> <p>Extract a value of 4 – Student of Different School if the offender is a student currently enrolled in a school other than the school where the incident took place.</p> <p>If the offender is a non-student:</p> <p>Extract the Relation To School value. If the Relation to School value is blank, extract a value of 10</p> |
| O3 | Offender Student ID Number | 10 | K12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | Extract only if the Offender Type equals 1, 2 or 4. |
| O4 | Offender Referrals | 255 | K12-KS-DisciplineInfo-StudentNonIncident Discipline-OffenderReferrals | Discipline Incident > Incident (Participants – Other Involved Persons) | Offender/Victim Referrals | N/A | A/N | Extract only if the Offender Type equals 10. |
| O5 | Offender Description | 255 | K12-KS-DisciplineInfo-StudentNonIncident Discipline-IncidentRoleDesc | Discipline Incident > Incident (Participants – Other Involved Persons) | Incident Role Description | N/A | A/N | <p>Extract only if the Offender Type equals 10.</p> <p>Report will extract the data into the appropriate field based on the value in the Relation to School=Other and the Incident Role =Offender (1)</p> |
| O6 | GFSA Modification | 1 | K12-DisciplineInfo-StudentIncidentDisposition-Modification | Discipline Incident > Incident > Participant > Student Disposition | Modification | K12. Discipline. Modification | N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|-----------------------------------|-------------------------------|---------|---|---|-------------------------------|-----------------------------|--------|---|
| O7 | GFSA Modification Description | 255 | K12-DisciplineInfo-StudentIncidentDisposition-GfsaModDesc | Discipline Incident > Incident > Participant > Student Disposition | GFSA Modification Description | N/A | A/N | Extract only if the GFSA Modification field value equals 1. |
| O8 | IDEA Disability | 1 | Calculated | Calculated | Calculated | N/A | N | Extract only if the Offender Type equals 1 or 2 Calculated based on Primary Disability Code at the time of the incident. Any blank value in the Primary Disability field is reported as a 1 = YES. The process uses the IEP Date and Exit Date in the KAN Serv Data table (Special Ed Student Services) to determine if the student had an IEP at the time of the incident. |
| O9 | Disability Manifest | 1 | K12-KS-DisciplineInfo-StudentIncidentDiscipline-DisabilityManifest | Discipline Incident > Student Incident (Discipline – Student Incident Detail) | Disability Manifest | N/A | N | |
| O10 | Zero Tolerance | 1 | K12-KS-DisciplineInfo-StudentIncidentDiscipline-ZeroTolerance | Discipline Incident > Incident > Participant > Student Disposition | Zero Tolerance | N/A | N | |
| O11 | Motivation | 2 | K12-KS-DisciplineInfo-StudentIncidentDiscipline-Motivation | Discipline Incident > Student Incident (Discipline – Student Incident Detail) | Motivation | K12. Discipline. Motivation | N | |
| O12 | Motivation Description | 255 | K12-KS-DisciplineInfo-StudentIncidentDiscipline-MotivationDescription | Discipline Incident > Student Incident (Discipline – Student Incident Detail)Discipline Incident > Incident > | Motivation Description | N/A | A/N | |
| Weapon Type Record Format | | | | | | | | |
| W2 | Type of Weapon | 4 | K12-DisciplineInfo-Setup-DistrictDisciplineCodeSub2-StateCode If blank, K12-DisciplineInfo-Setup-DistrictDisciplineCodeSub2-DiscCode | Discipline Incident > Incident > Violations | Category | N/A | N | Extract only if the Incident Type Group equals 1200. |
| W3 | Weapon Description | 255 | K12-KS-DisciplineInfo-StudentIncidentDiscipline-WeaponDescriptionOther | Discipline Incident > Incident > Violations | Weapon Description Other | N/A | A/N | Extract only if the Type of Weapon equals 300 or 999. |
| Action Taken Record Format | | | | | | | | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--------------------------|---------|--|--|---------------------------------|--------------|--------|---|
| A2 | Action Taken | 4 | K12-DisciplineInfo-Setup-DistrictDispositionCode-StateCode K12-DisciplineInfo-Setup-DistrictDispositionCode-DispCode | Discipline Incident > Incident > Participants > Student Involved > Student Incident Detail | Disposition Code | N/A | N | |
| A3 | Length in School Days | 6 | K12-DisciplineInfo-StudentIncidentDisposition-ReassignmentDays K12-DisciplineInfo-StudentIncidentDisposition-StartDate K12-DisciplineInfo-StudentIncidentDisposition-EndDate | Discipline Incident > Incident > Participants > Student Involved > Student Incident Detail > | Days Or Start Date and End Date | N/A | N | 999.99 Extract only if Action Taken equals 450, 510, 515, 520, 525, 550, 555, 560, or 565. If Days field is blank, calculate the days using the Begin and End Date range. |
| A5 | Action Taken Description | 255 | K12-DisciplineInfo-StudentIncidentDisposition-AdditionalText | Discipline Incident > Incident > Participants > Student Involved > Student Incident Detail > Student Disposition | Additional Text | N/A | A/N | Extract only if Action Taken equals any value from 710 through 999. |

Victim Record Format

| | | | | | | | | |
|----|-------------|---|---|---|---|---|---|---|
| V2 | Victim Type | 2 | Calculated K12-DisciplineInfo-StudentIncidentDiscipline-IncidentRole = 2 K12-DisciplineInfo-StudentNonIncidentDiscipline-IncidentRole = 2 K12-DisciplineInfo-StudentNonIncidentDiscipline-RelationToSchool | Discipline Incident > Incident > Participants | Incident Role Relation To School | K12. Discipline. Incident Role K12. Discipline. Relation to School | N | If the Incident Role – 2 – Victim: Extract a value of 1 – Current Student if the offender is a currently enrolled student; the disposition code is not equal to 400-599; and the school in which the student is enrolled is where the incident took place. Extract a value of 2 – Expelled/Suspended Student if the offender is a currently enrolled student; the disposition code is equal to 400-599; and the school in which the student is enrolled is where the incident took place. Extract a value of 4 – Student of Different School if the offender is a student currently enrolled in a school other than the school where the incident took place. If the offender is a non-student: |
|----|-------------|---|---|---|---|---|---|---|

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|-----------------------|--------------------------|---------|--|---|---|--------------|--------|--|
| | | | | | | | | Extract the Relation To School value. If the Relation to School value is blank, extract a value of 10 |
| V3 | Victim Student ID Number | 10 | K12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | Extract only if the Victim Type equals 1, 2 or 4. |
| V4 | Victim Injury | 1 | Calculated K12-DisciplineInfo-StudentIncident Discipline-InjuriesSustained K12-DisciplineInfo-StudentIncident Discipline-SeriousBodilyInjury K12-DisciplineInfo-StudentNonIncident Discipline-InjuriesSustained K12-DisciplineInfo-StudentNonIncident Discipline-SeriousBodilyInjury | Discipline Incident > Incident > Participants > Students Involved > Additional Information Discipline Incident > Incident > Participants > Other Involved Persons > Additional Information | Injuries Sustained check box Serious Bodily Injury check box | N/A | N | Extract a 1 – No Injury if neither check box is selected. This is the default value if values 2 and 3 do not exist. Extract a 2 – Minor Injury if the Injuries Sustained check box is selected. Extract a 3 – Major Injury if the Seriously Bodily Injury check box is selected. |
| V5 | Victim Referrals | 255 | K12-DisciplineInfo-StudentNonIncident Discipline-OffenderReferrals | Discipline Incident > Incident > Participants > Other Involved Persons > Additional Information | Offender/Victim Referral | N/A | A/N | Extract only if the Victim Type equals 10 |
| V6 | Victim Description | 255 | K12-KS-DisciplineInfo-StudentNonIncident Discipline-IncidentRoleDesc | Discipline Incident > Incident > Participants > Other Involved Persons > Additional Information | Incident Role Description | N/A | A/N | Extract only if the Victim Type equal 10. Report will extract the data into the appropriate field based on the value in the Relation to School=Other and the Incident Role = Victim. |
| Trailer Record | | | | | | | | |
| T1 | Record Type | 2 | N/A | N/A | N/A | N/A | A/N | TT |
| T2 | Transmission ID | 10 | N/A | N/A | N/A | N/A | N | |
| T3 | Number of Records | 10 | Calculated | N/A | N/A | N/A | N | |

KAN-SERVICE EXTRACT

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--------------------------------------|---------|---|--|----------------------------|---------------------------------|--------|---|
| 1 | KIDS ID – Extracted from SIS | 10 | K12-Student-StateStudentNumber | Student.KS > Demographics | SAIS ID | N/A | N | |
| 2 | Student's Legal Last Name—SIS | 60 | K12-Student-LastName | Student.KS > Demographics | Last Name | N/A | A/N | |
| 3 | Student's Gender—SIS | 1 | K12-Student-Gender | Student.KS > Demographics | Gender | K12-Student_Gender | A/N | |
| 4 | Student's Date of Birth—SIS | 10 | K12-Student-BirthDate | Student.KS > Demographics | Birth Date | K12-Student_BirthDate | Date | mm/dd/yyyy |
| 5 | School Year | 4 | Calculated | KIDS Collection | N/A | N/A | YYYY | Calculated based on Start/End Dates entered on the Report Interface |
| 6 | Responsible Building Identifier—SIS | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01 If blank, default to K12-School-StateSchoolCode | Student.KS > Enrollment Or Organization> School | AYP/QPA Or State CTDS Code | K12-Enrollment-SrUserDD01 | A/N | If the AYP/QPA School Number field is blank, the State CTDS Code is extracted. |
| 7 | Neighborhood Building Identifier—SIS | 4 | K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD06 If blank, default to K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01 | Student.KS > Enrollment | Neighborhood Or AYP/QPA | K12-Enrollment-SrUserDD06 | A/N | If the Neighborhood field is blank, the AYP/QPA (Responsible Building Identifier) is extracted. |
| 8 | Grade Level—SIS | 2 | K12-EnrollmentInfo-StudentEnrollmentActivity-Grade | Student.KS > Enrollment | Grade | K12-Enrollment-Grade | A/N | |
| 9 | Status Code | 1 | K12-ProgramInfo-KANServData-StatusCode | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Status Code | K12.ProgramInfo.KS.STAT US_CODE | A/N | May be calculated based on SIS data |
| 10 | Exit Date | 10 | K12-ProgramInfo-KANServData-ExitDate | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Exit Date | N/A | Date | mmddyyyy Calculated if the Status Code is calculated. |
| 11 | Evidence | | K12-ProgramInfo-KS-KANServData-Evidence | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Evidence | N/A | A/N | |
| 12 | Initial Eval Consent Rec'd date | 10 | K12-ProgramInfo-KANServData-InitialConsentReceivedDate | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Consent Date | N/A | Date | mmddyyyy |
| 13 | Re-Eval Completion Date | 10 | K12-ProgramInfo-KANServData-ReEvalCompletionDate | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Re Eval Date | N/A | Date | mmddyyyy |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|----------------------------------|---------|--|--|----------------------------|-------------------------------------|--------|--|
| 14 | School Psychologist SSN | 9 | K12-ProgramInfo-KANServData-SchoolPsychologistSsn | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Psychologist SSN | N/A | N | |
| 15 | Speech Language Pathologist SSN | 9 | K12-ProgramInfo-KANServData-SpeechLangPathologistSsn | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Pathologist SSN | N/A | N | |
| 16 | Case Manager SSN | 9 | K12-ProgramInfo-KANServData-CaseManagerSsn | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Manager SSN | N/A | N | |
| 17 | Primary Disability | 2 | K12-ProgramInfo-KANServData-PrimaryDisability | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Primary Disability | K12.Special Ed. DISABILITY_CODE | A/N | |
| 18 | Secondary Disability | 2 | K12-ProgramInfo-KANServData-SecondaryDisability | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Secondary Disability | K12.Special Ed. DISABILITY_CODE | A/N | |
| 19 | Gifted | 1 | K12-ProgramInfo-KANServData-Gifted | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Gifted | N/A | A/N | Valid values are: Y = Yes N = No "blank" = No |
| 20 | Extended School Year | 1 | K12-ProgramInfo-KANServData-ExtendedSchoolYear | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Extended School Year | N/A | A/N | Valid values are: Y = Yes N = No "blank" = No |
| 21 | Special Ed Transportation | 1 | K12-ProgramInfo-KANServData-SpecialEdTransportation | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Special Ed Transportation | N/A | A/N | Valid values are: Y = Yes N = No "blank" = No |
| 22 | All Day Kindergarten | 1 | Calculated based on K12-EnrollmentInfo-StudentEnrollmentActivity-Grade | Student.KS > Enrollment | Grade | K12-Enrollment-Grade | A/N | Valid values are: Y = Yes N = No "blank" = No |
| 23 | Behavior Intervention Plan (BIP) | 1 | K12-ProgramInfo-KANServData-BehaviorInterventionPlan | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Behavior Intervention Plan | N/A | A/N | Valid values are: Y = Yes N = No "blank" = No |
| 24 | Eligibility (Funding) Code | 1 | K12-ProgramInfo-KANServData-EligibilityCode | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Eligibility Code | K12.ProgramInfo.KS.ELIGIBILITY_CODE | A/N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--|--------------------------------|---------|---|---|----------------------------------|-----------------------------------|--------|---|
| 25 | RS/JJA/Parental Placement Code | 1 | K12-ProgramInfo-KANServData-PlacementCode | Special Ed Student Services.KS > Services > KAN-Serv Data grid | Placement Code | K12.ProgramInfo.KS.PLACEMENT_CODE | A/N | Data is entered into this field only if ALL of the following 3 conditions are met: 1. The student is attending and receiving services in a residential or correctional facility. 2. The Dept. of Social and Rehabilitation Services (SRS), the Juvenile Justice Authority (JJA) or the child's parent placed the student in the residential or correctional facility. 3. The LEA is providing services because the above facility is in the LEA's catchment area. If all 3 conditions are met, enter the appropriate letter code — S for SRS, J for JJA, P for Parent. If these 3 conditions are not met, enter the value L. |
| 26 | County of Residence | 2 | K12-Student-HomeCounty If this field is blank, default to K12-Setup-DistrictSetup-CountyCode | Student.KS > Demographics Or Organization > District Setup | County by Address Or County Code | N/A | A/N | |
| 27 | Language of Parent | 2 | K12-ProgramInfo-ELL-LanguageByAdultHome | English Language Learners > ELL | Spoken by Adults at Home | K12.Language | A/N | |
| 28 | IEP Date | 10 | K12-ProgramInfo-KANServData-IepDate | Special Ed Student Services.KS > Services > KAN-Serv Data grid | IEP Date | N/A | Date | mmddyyyy |
| Repeating Rows — one record is listed for each service included on the student's IEP for the current school year. | | | | | | | | |
| R1 | Service Location Identifier | 4 | K12-ProgramInfo-KANServServices-LocationID | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Location ID | K12-Enrollment-SrUserDD01 | A/N | |
| R2 | Primary Service Location | 1 | K12-ProgramInfo-KANServServices-PrimaryLocation | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Primary Location check box | N/A | A/N | Valid values are: Y = Yes N = No "blank" = No |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|----------------------------------|---------|---|---|----------------------------|---------------------------------|--------|--|
| R3 | Setting Code | 2 | K12-ProgramInfo-KANServServices-SettingCode | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Setting Code | K12.ProgramInfo.KS.SETTING_CODE | A/N | |
| R4 | Behavior Intervention Plan (BIP) | 4 | K12-ProgramInfo-KANServServices-ServiceCode | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Service Code | K12.SpecialEd.IEP.SPED_SERVICE | A/N | Extract from current IEP; do not change if there is no IEP at the time the extract is run. |
| R5 | Provider SSN | 9 | K12-ProgramInfo-KANServServices-ProviderSsn | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Provider SSN | N/A | N | |
| R6 | Primary Provider | 1 | K12-ProgramInfo-KANServServices-PrimaryProvider | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Primary Provider check box | N/A | A/N | Valid values are: Y = Yes N = No "blank" = No |
| R7 | Service Start Date | 10 | K12-ProgramInfo-KANServServices-StartDate | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Start Date | N/A | Date | mmddyyyy |
| R8 | Service End Date | 10 | K12-ProgramInfo-KANServServices-EndDate | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | End Date | N/A | Date | Mmddyyyy |
| R9 | Minutes per Day | 3 | K12-ProgramInfo-KANServServices-MinutesPerDay | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Minutes Per Day | N/A | N | |
| R10 | Days per Week | 1 | K12-ProgramInfo-KANServServices-DaysPerWeek | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Days Per Week | N/A | N | |
| R11 | Weeks | 2 | K12-ProgramInfo-KANServServices-Weeks | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Weeks | N/A | N | |

| Ref No | Data Element | Max Len | BO Name | Synergy SIS Screen | Synergy SIS Field Name | Lookup Table | Format | Notes |
|--------|--------------|---------|---|---|------------------------|--------------|--------|-------|
| R12 | Frequency | 2 | K12-ProgramInfo-KANServServices-Frequency | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Frequency | N/A | N | |
| R13 | Total Days | 3 | K12-ProgramInfo-KANServServices-TotalDays | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | Total Days | N/A | N | |

Chapter Nineteen: CALCULATIONS

In this chapter, the following topics are covered:

- ▶ Calculations for the KIDS Collection Extract Fields
- ▶ Calculations for the STCO Collection Extract Fields
- ▶ Calculations for the KCCMS Extract Fields
- ▶ Calculations for the Kansas Discipline Incident Extract Fields
- ▶ Calculations for the KAN-Service Extract Fields

KIDS COLLECTION FIELD CALCULATIONS

The following table contains the calculation used to determine the values extracted for each calculated field included in the KIDS Collection extracts. It also provides a cross-reference to the extracts that contain the calculated fields.

| Ref No | Data Element | Calculation | Screen | Record Types | | | | | | | |
|--------|--------------------------------------|---|---|--------------|------|------|------|------|-------|------|------|
| | | | | ASGT | ENRL | EOYA | EXIT | MILT | QUERY | TEST | TITL |
| D1 | Record Type | Value selected on Report Interface | K12.KS.Collections.KIDS.Collection | X | X | X | X | X | X | X | X |
| D2 | AYP/QPA School Identifier | Value entered on Student-Enrollment History-Enrollment Detail-AYP/QPA School . Process will extract the value for the appropriate enrollment record. If the value is blank, this field defaults back to State School code. | K12.KS.Student.KS (Enrollment/State Enrollment Activity) Organization-School-OtherInfo | X | X | X | X | X | X | X | X |
| D3 | Residence District Identifier | Process will extract the code from the State Code(Alt Cd 2) field; if the State Code is blank, the value is extracted from the Code field. If the Code field is blank the report will default to the District Number found on the Organization-District Tab (District Number) Report will extract the value with the appropriate prefix, (i.e., extract as 'D0229') | K12.KS.Student.KS (Enrollment/Enrollment Activity) Revelation.Organization Info.Organization | X | X | X | X | X | X | X | X |
| D10 | Current Grade Level | Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. | K12.KS.Student.KS (Enrollment) Extracting Field in History based on Report Dates | X | X | X | X | X | X | X | X |
| D14 | Current School Year | Based on the dates entered on the Report Interface. | K12.KS.Collections.KIDS.Collection | X | X | X | X | X | X | X | X |
| D15 | Funding School | Value entered on Student-Enrollment History-Enrollment Detail-Funding School. Process will extract the value for the appropriate enrollment record. If the value is blank, this field defaults back to State School code. | K12.KS.Student.KS (Enrollment/Enrollment Activity) Override - Organization-School-OtherInfo | X | X | X | X | X | X | X | X |
| D16 | Attendance School/Program Identifier | Value entered on Student-Enrollment History-Enrollment Detail-Attendance School. Process will extract the value for the appropriate enrollment record. If the value is blank, this field defaults back to State School code. | K12.KS.Student.KS (Enrollment/State Enrollment Activity) Override - Organization-School-OtherInfo | X | X | X | X | X | X | X | X |

| Ref No | Data Element | Calculation | Screen | Record Types | | | | | | | |
|--------|---|--|--|--------------|------|------|------|------|------|------|------|
| | | | | ASGT | ENRL | EOYA | EXIT | MILT | QERY | TEST | TITL |
| D18 | School Entry Date | Pulls all enrollments and will report the oldest Enter Date into the school of enrollment unless the student actually leaves the school (Enrollment record contains a Leave Date). When a student enrollment record contains a Leave Date, the next Enter Date into that school is used. | K12.KS.Student.KS (Enrollment History) | | X | X | X | X | | X | X |
| D19 | District Entry Date | <p>Pulls all enrollments and uses the Enter Date from the most recent enrollment that contains an Enter Code on the District State Requirements screen. (This is how re-entry is handled. The district must select all codes that signify an Entry or Re-Entry into the district)</p> <p>The Original Entry date, located on the Student>Other Info Tab (Other Information) is extracted if the calculation (Entry Code <> a Mapped Code) is unable to determine a District Entry Date.</p> | K12.KS.Student.KS (Other Info) | | X | X | X | X | | X | X |
| D21 | Cumulative Number of Days in Membership | <p>Calculated based on Enter/Exit Dates in Enrollment. Exit Date is the last day of Enrollment.</p> <p>Membership is calculation up to and including the ENR-LeaveDate not the Report End Date.</p> | | | | X | | | | | X |
| D22 | Cumulative Number of Days Attended | <p>Membership - Days ABS = Days Attended</p> <p>Calculates Days ABS based on UNX, UNV and EXC Attendance Types in the ALL Day Code</p> <p>Attendance is calculated up to and including the ENR-LeaveDate not the Report End Date.</p> | | | | X | | | | | X |
| D23 | Truant Student | <p>Calculated based On UNX Attendance Types in the Student Attendance Records using the State Definition of Truant: 3 consecutive UNX Abs or 5 UNX Abs in a Semester or 7 UNX Abs in a School Year.</p> <p>The district needs to define semesters on the State Requirements Screen. Dates should not overlap</p> | | | | X | | | | | |

| Ref No | Data Element | Calculation | Screen | Record Types | | | | | | |
|--------|---|--|--|--------------|------|------|------|------|------|------|
| | | | | ASGT | ENRL | EOYA | EXIT | MILT | QERY | TITL |
| D24 | Minutes Enrolled | <p>Totals minutes enrolled from the start date until the submission date and divides by total days enrolled to get an average number of minutes/day.</p> <p>There is an override field on the Student-State tab.</p> <p>Sep count date: Beg of school – 9/20 (or next valid school day) (minutes enrolled total for all days) / (days enrolled)</p> <p>Feb count date: 2/1 to 2/20 (or next valid school day) (minutes enrolled total for all days) / (days enrolled)</p> <p>If not blank, the Minutes Enrolled value on the Student-State Tab will override the calculated value.</p> | K12.KS.Student.KS (State) - one for Sept and one for Feb | | X | | | X | | |
| D25 | Concurrent High School Enrollment | <p>Calculated based on the value entered on the Student-Enrollment History-Enrollment Detail-(Concurrent HS).</p> <p>The district must populate the Drop Down for field SrEnrUserDD04 with the valid state values.</p> | K12.KS.Student.KS (Enrollment History) | | X | | | X | | |
| D26 | Exit/Withdrawal Date | Process searches all enrollment records for records where the Exit Date is within the Report Parameters and extracts this date. | K12.EnrollmentInfo. StudentEnrollment | | | | X | | | |
| D27 | Exit/Withdrawal Type | <p>Process searches all enrollment records for records where the Exit Date is within Report Parameters and extracts the corresponding Exit Code.</p> <p>The district must populate the Alt Cd2 in the Lookup Table with the Valid State value. This value is extracted this value if not blank.</p> <p>If the Alt Cd2 value is blank, the Code field value is extracted.</p> | K12.EnrollmentInfo. StudentEnrollment or K12.Student(Other Info) | | | | X | | | |
| D30 | Comprehensive Race | <p>Calculated code based on the 5 Race Boxes on the Demographics Tab. Alt CD 3 must be set up with State Codes listed below.</p> <p>I=American Indian A=Asian B=Black P=Hawaiian/Pacific Islander W=White</p> | K12.KS.Student.KS (Demographics) | X | X | X | X | X | X | X |
| D31 | Eligibility for National School Lunch Program | <p>Student Enrolled in Free/reduced Meals Program</p> <p>The student must be enrolled in the program during the Report Date Range and must have a FRM Code with State Value=1or 2; otherwise, this field is blank on the extract.</p> | K12.ProgramInfo.Free and Reduced Meals | | X | X | X | X | | X |

| Ref No | Data Element | Calculation | Screen | Record Types | | | | | | | |
|--------|---|--|---|--------------|------|------|------|------|------|------|------|
| | | | | ASGT | ENRL | EOYA | EXIT | MILT | QERY | TEST | TITL |
| D32 | Primary Disability Code | <p>Extract the value entered on K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode if not blank.</p> <p>If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode field value equals GI, extract a blank value.</p> <p>If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is blank and not equal to GI, extract the value entered on K12-ProgramInfo-KS-KANServData-PrimaryDisability.</p> <p>If K12-ProgramInfo-KS-KANServData-PrimaryDisability is blank, extract the value entered on K12-ProgramInfo-SpecialEdStudentServices-Services when the Primary Need check box is selected.</p> | K12.ProgramInfo. Special Ed StudentServices (Services) | | X | X | X | X | | X | |
| D33 | Gifted Student Code | <p>If K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode equals GI extract GI for this field.</p> <p>If the K12-SpecialEd-StudentSpecialEd-PrimaryDisabilityCode is not equal to "GI", check the K12-ProgramInfo-StudentGATE-GateCode. If the GATE Code is equal to "GI", extract that value.</p> <p>If there is no GATE record for the student, a blank value is extracted.</p> | <p>Synergy SE > Student > Student (Demographics)</p> <p>If blank, Student Programs > Student GATE, if the GATE code equals "GI".</p> | | X | X | X | X | | X | |
| D35 | Early Childhood Program Participation | <p>Current Grade must equal 00-04.</p> <p>The district must enter valid State values into the ChildHood Programs Lookup Table.</p> <p>The student must be enrolled in the program during the Report Date Range.</p> | K12.ProgramInfo.KS.C hildhood Program Participation | | | X | | | | | |
| D37 | ESOL/Bilingual Program Entry Date | <p>Student Programs-ELL History Tab — the student is enrolled in an ELL Program with a state code of 1, 2, or 3 during the Report Date Range.</p> <p>Report will extract the Enter Date that corresponds to the program in which the student is enrolled during that time.</p> | K12.ProgramInfo/ English Language Learners (ELL) | | X | X | X | X | | X | |
| D39 | First Language | Extract the ELL Program-Language First Learned field. If this field is blank, default to BLANK (English). | K12.ProgramInfo. English Language Learners (Languages) | | X | X | X | X | | X | |
| D40 | ESOL/Bilingual Program Participation Code | <p>ELL Program— the student must be enrolled in the Program during the Report Start/End Dates.</p> <p>The program extracts the corresponding State Value defined in ALT CD 2. If the ALT CD 2 field is blank, the CODE value is extracted. If no matches, BLANK is extracted.</p> | K12.ProgramInfo/ English Language Learners (ELL) | | X | X | X | X | | X | |

| Ref No | Data Element | Calculation | Screen | Record Types | | | | | | | |
|--------|---|---|--|--------------|------|------|------|------|------|------|------|
| | | | | ASGT | ENRL | EOYA | EXIT | MILT | QERY | TEST | TITL |
| D43 | Title I Participation | <p>When the Student NEEDS-State code equals T1, extract one of these values:</p> <p>1 – Yes, is currently receiving Title I services in a Title I school wide if the student has an active enrollment that falls within Report Date Range and student's Exit Date is greater than the Report End Date</p> <p>2 – Yes, received services in a Targeted Assisted school at some time during the school year if the student has an enrollment record with an Enter Date and Exit Date that falls within Report Date Range.</p> <p>3 – Yes, this is a student attending a non-public school who receives Title I services from the public school district if the student meets the same criteria as value 1 or 2 and attends a non-public schools (Attending Non-Public School field selected on the Student NEEDS-State tab).</p> <p>If none of these statements is true, this field is left blank in the extract, which indicates that the student did not receive services anytime during the year.</p> | K12.KS.ProgramInfo.K S.StudentNeeds.KS (Needs) K12.KS.ProgramInfo.K S.StudentNeeds.KS (State) | | | X | | | | | |
| D44 | Title I Supplemental Educational Services (SES) | <p>IF SrUserCheck01 (Student NEEDS-State - Applied To Title1 Service) is selected, extract a Value equal to 8 unless the student is enrolled in a Student Needs Program. Get list of Title 1 programs that exist for each category (i.e., Math, Reading, Other), and then load the Student Program,. Calculate the value based on the Categories.</p> <p>On the config screen the district may define the Level Code but the corresponding State Code must be M, R, and O for respective categories. This will be used to determine values 1-7</p> <p>If no matching Student Needs are found and SrUserCheck01 field is Blank, a BLANK is extracted for the report.</p> | K12.KS.ProgramInfo.K S.StudentNeeds.KS (Needs) K12.KS.StudentNeeds. KS (State) | | | X | | | | | |
| D46 | Title I SES Provider | <p>Calculated based on the providers selected on the Student Needs-State Tab. List of 18 providers corresponding to a value in the string.</p> <p>StateCode in Lookup Table (K12.ProgramInfo-Title I Ses Providers) must match the state values. This table will be setup with Installation but may need to be modified by client if the state changes the requirements.</p> | K12.KS.StudentNeeds. KS (State) | | | X | | | | | |
| D54 | Child of Military Family | Uniformed Military check box is selected on any Parent Guardian record for that child. | K12.ParentGuardian. Parent (Parent Info) | | | | | X | | | |

| Ref No | Data Element | Calculation | Screen | Record Types | | | | | | |
|--------|------------------------------|---|---|--------------|------|------|------|------|------|------|
| | | | | ASGT | ENRL | EOYA | EXIT | MILT | QERY | TITL |
| D55 | Immigrant Student | <p>Student NEEDS-State code must equal T3.</p> <p>Extract a Blank value if the Immigration Date is not populated.</p> <p>Extract a value of 1 if the Immigration date is populated and Student Needs equal Title III.</p> <p>Extract a value of 2 if either of these conditions is true:</p> <ul style="list-style-type: none"> No Student Needs records exist for a student and the Immigration date is populated The Immigration date is populated and Student Needs are not equal to Title. <p>The student must be enrolled in Title III during the report date range.</p> <p>Districts need to identify the Title III program on the StudentPrograms-Setup-Needs/Program Definition Screen.</p> | K12.KS.Student.KS (Other Info/Other Information) | | X | X | | | | |
| D79 | State Mathematics Assessment | <p>Value entered on K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02</p> <p>If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = Math</p> <p>If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessmentDef-TestType = Math</p> | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | | | | | | | X |
| D80 | State Reading Assessment | <p>Value entered on K12-EnrollmentInfo-StudentSchoolYear-SRUserDD03</p> <p>If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = Reading</p> <p>If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessmentDef-TestType = Reading</p> | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | | | | | | | X |

| Ref No | Data Element | Calculation | Screen | Record Types | | | | | | |
|--------|---|---|---|--------------|------|------|------|------|------|------|
| | | | | ASGT | ENRL | EOYA | EXIT | MILT | QERY | TITL |
| D81 | K-8 State Science Assessment | Value entered on K12-EnrollmentInfo-StudentSchoolYear-SRUserDD04 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = K-8 Science If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessmentDef-TestType = K-8 Science | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | | | | | | | X |
| D82 | High School State Life Science Assessment | Value entered on K12-EnrollmentInfo-StudentSchoolYear-SRUserDD05 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = High School Life Science If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessmentDef-TestType = High School Life Science | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | | | | | | | X |
| D83 | High School State Physical Science Assessment | Value entered on K12-EnrollmentInfo-StudentSchoolYear-SRUserDD06 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = High School Physical Science If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessmentDef-TestType = High School Physical Science | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | | | | | | | X |
| D84 | K-8 State History/Gov Assessment | Value entered on K12-EnrollmentInfo-StudentSchoolYear-SRUserDD07 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = K-8 History/Gov If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessmentDef-TestType = K-8 History/Gov | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | | | | | | | X |

| Ref No | Data Element | Calculation | Screen | Record Types | | | | | | |
|--------|--|---|---|--------------|------|------|------|------|------|------|
| | | | | ASGT | ENRL | EOYA | EXIT | MILT | QERY | TITL |
| D85 | High School State History/Gov. Assessment: World Focus | Value entered on K12-EnrollmentInfo-StudentSchoolYear-SRUserDD08 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = High School History/Gov: World Focus If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessmentDef-TestType = High School History/Gov: World Focus | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | | | | | | | X |
| D86 | High School State History/Gov. Assessment: U.S. Focus | Value entered on K12-EnrollmentInfo-StudentSchoolYear-SRUserDD09 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = High School History/Gov: US Focus If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessmentDef-TestType = High School History/Gov: US Focus | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | | | | | | | X |
| D87 | State Writing Assessment | Value entered on K12-EnrollmentInfo-StudentSchoolYear-SRUserDD010 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = Writing If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessmentDef-TestType = Writing | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | | | | | | | X |
| D88 | Kansas English Language Proficiency Assessment (KELPA) | Value entered on K12-EnrollmentInfo-StudentSchoolYear-SRUserDD011 If K12-EnrollmentInfo-StudentSchoolYear-SRUserDD02 is blank, extract K12-Setup-KS-Assessment Detail-Method when K12-Setup-KS-AssessmentDef-TestType = KELPA If K12-Setup-KS-Assessment Detail-Method is blank, extract K12-Setup-KS-District Assessment Detail-Method when K12-Setup-KS-DistrictAssessmentDef-TestType = KELPA | Student.KS > State Or Setup > State Requirements Or Setup > District State Requirements | | | | | | | X |

STCO COLLECTION FIELD CALCULATIONS

The following table contains the calculation used to determine the values extracted for each calculated field included in the STCO Collection extract. It also provides a cross-reference to the required and optional fields.

| Ref No | Data Element | Calculation | Screen | Required? | |
|--------|--|--|---|-----------|----------|
| | | | | Required | Optional |
| F1 | Record Type | Value selected on Report Interface | K12.KS.Collections.STCOCollection | X | |
| F2 | Student's AYP/QPA School Identifier | Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD01. If the value is blank, this field defaults back to K12-School-StateSchoolCode. | K12.KS.Student.KS (Enrollment/State Enrollment Activity) If blank, Organization-School-OtherInfo | X | |
| F3 | Student's Legal Last Name | Value entered on K12-Student-LastName | Student.KS> Demographics | X | |
| F4 | Student's Legal First Name | Value entered on K12-Student-FirstName | Student.KS> Demographics | X | |
| F5 | Student's Legal Middle Name | Value entered on K12-Student-MiddleName | Student.KS> Demographics | | X |
| F6 | Student's Generation Code | Value entered on K12-K12-Student-Suffix | Student.KS> Demographics | | X |
| F7 | Student's Gender | Value entered on K12-Student-Gender | Student.KS> Demographics | X | |
| F8 | Student's Date of Birth | Value entered on K12-Student-BirthDate | Student.KS> Demographics | X | |
| F9 | Student's Current Grade Level | Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-Grade | K12.KS.Student.KS (Enrollment) Extracting Field in History based on Report Dates | X | |
| F10 | Student's Local ID | Value entered on K12-Student-SisNumber | Student> Demographics | | X |
| F11 | Student's Hispanic Ethnicity | Value entered on K12-Student-HispanicIndicator | Student> Demographics | X | |
| F12 | State Student Identifier | Value entered on K12-Student-StateStudentNumber | Student> Demographics | X | |
| F13 | School Year | Value entered on K12-Setup-DistrictSetup-Context.Focus.year +1 | K12.Setup>District Setup | X | |
| F14 | Student's Attendance School Identifier | Value entered on K12-KS-EnrollmentInfo-StudentEnrollmentActivity-SrEnrUserDD03 If the value is blank, this field defaults back to K12-School-StateSchoolCode. | K12.KS.Student.KS(Enrollment/State Enrollment Activity) If blank, Organization-School-OtherInfo | X | |

| Ref No | Data Element | Calculation | Screen | Required? | |
|--------|------------------------------|---|---|-----------|----------|
| | | | | Required | Optional |
| F15 | Student's Comprehensive Race | Value entered on K12-Revelation-RevPersonSecondaryEthnic-EthnicCode. Extract Alt Code 3. | Student> Demographics | X | |
| F16 | Educator School Identifier | Calculated based on Assigned Schools | N/A | X | |
| F17 | KCC Identifier | Concatenate the 10 fields from the KCCMS Extract File to create this value. These fields are: Course Level (K12-CourseInfo-Course-SCEDCourseLevel) Credits (K12-CourseInfo-Course-Credit) Sequence (K12-CourseInfo-Course-SCEDSequence – first number on left) Sequence Total (K12-CourseInfo-Course-SCEDSequence – last number on right) Grade Level (K12-CourseInfo-Course-GradeRangeLow) Targeted Program (K12-CourseInfo-Course—FundingSource) Delivery type (K12-CourseInfo-Course-Course Type) College/Career (K12-CourseInfo-Course-VocEdType) State Subject Area Code (K12-CourseInfo-Course-SCEDSubjectArea) State Course Identifier (K12-CourseInfo-Course-StateCourseCode) | K12.CourseInfo.Course District And DistrictCourse-Description | X | |
| F18 | Course Section | Value entered on K12-ScheduleInfo-Section-SectionID | Schedule>Section | X | |
| F19 | Local Course ID | Value entered on K12-ScheduleInfo-Section-SectionID. Value will be Join to record in Course History. | K12.CourseInfo.Course District | | X |
| F20 | Course Status | Calculated as follows: 00 or <Null> – Not Complete; no course history record but there is an active class 01 – Completed (Pass); course history record with credit attempted(???), class not marked as audited and grade is not incomplete 02 – Completed (Fail); course history record with no credit attempted(???), class not marked as audited, and grade is not incomplete 03 – Completed (Audited); course history record class marked as audited and grade is not incomplete 04 – Withdrawn/Exited; student has a leave date prior or equal to the Reporting End Date 05 – Incomplete; course history record marked grade is incomplete 99 – Record Submitted in Error | N/A | X | |
| F21 | Letter Grade | Value entered on K12-CourseHistoryInfo-StudentCourse History-Mark | Student Course History > Course History | | X |

| Ref No | Data Element | Calculation | Screen | Required? | |
|--------|------------------------|--|---|-----------|----------|
| | | | | Required | Optional |
| F22 | Percent Grade | Value entered on K12-CourseHistoryInfo-StudentCourseHistory-Mark | Student Course History > Course History | | X |
| F23 | Educator Identifier | Value entered on K12-Staff-StateID | Schedule-Section | X | |
| F24 | Educator's Last Name | Value entered on K12-Staff-LastName | Staff>General | X | |
| F25 | Educator's First Name | Value entered on K12-Staff-FirstName | Staff>General | X | |
| F26 | Educator's Middle name | Value entered on K12-Staff-MiddleName | Staff>General | | X |
| F27 | User Field 1 | N/A | N/A | | X |
| F28 | User Field 2 | N/A | N/A | | X |
| F29 | User Field 3 | N/A | N/A | | X |

KCCMS EXTRACT FIELD CALCULATIONS

The following table contains the calculation used to determine the values extracted for each calculated field included in the KCCMS extract.

| Ref No | Data Element | Calculation | Screen |
|--------|------------------------------------|--|--|
| C1 | Organization Identification Number | For Public School Districts, the unique number that has been assigned to the district by the state. Example: D0437 For Private Schools, the unique number that has been assigned to the school by the state. Example:8565 | Organization > District or Organization > School |
| C2 | Local Subject Area | Value entered on K12-CourseInfo--KS-CourseKS-LocalSubjectArea If K12-CourseInfo--KS-CourseKS-LocalSubjectArea is blank, extract description for the Alt3 Code K12-CourseInfo-SubjectArea1 | Course > Course District > Course |
| C3 | Local Subject Area Code | Value entered on K12-CourseInfo--KS-CourseKS-LocalSubjectArea K12-CourseInfo--KS-CourseKS-LocalSubjectArea is blank, extract the Alt3 Code defined for K12-CourseInfo-SubjectArea1 | Course > Course District > Course |
| C4 | Local Course Identifier | Value entered on K12-CourseInfo-Course-CourseID | Course > Course District > Course |
| C5 | Local Course Title | Value entered on K12-CourseInfo-Course-CourseTitle | Course > Course District > Course |
| C6 | Local Course Descriptor | Value entered on K12-CourseInfo-Course-Description | Course > Course District > Description |
| C7 | Course Level | Value entered on K12-CourseInfo-Course-InstructionalLevel | Course > Course District > Course |

| Ref No | Data Element | Calculation | Screen |
|--------|----------------------------|---|-----------------------------------|
| C8 | Credits | Value entered on K12-CourseInfo-Course-Credit | Course > Course District > Course |
| C9 | Sequence | Value entered on K12-CourseInfo-Course-SCEDSequence Extract the first number on the left. For example if the Sequence field = 13, the number "1" is extracted. | Course > Course District > Course |
| C10 | Sequence Total | Value entered on K12-CourseInfo-Course-SCEDSequence Extract the last number on the right. For example if the Sequence field = 13, the number "3" is extracted. | Course > Course District > Course |
| C11 | Grade Level | Value entered on K12-CourseInfo-Course-GradeRangeLow Report the lowest grade level for multi-classroom settings | Course > Course District > Course |
| C12 | Target Program | Value entered on K12-CourseInfo-Course-FundingSource Default to G=General if field is NULL | Course > Course District > Course |
| C13 | Delivery Type | Value entered on K12-CourseInfo-Course-CourseType Default to G=General if field is NULL | Course > Course District > Course |
| C14 | College/ Career | Value entered on K12-CourseInfo-Course-VocEdType Default to N=Not Dual Credit if field is NULL | Course > Course District > Course |
| C15 | Pending | Leave this field blank. | N/A |
| C16 | State Subject Area Code | Value entered on K12-CourseInfo-Course-SCEDSubjectArea Extract only the code | District Course > Description |
| C17 | State Course Identifier | Value entered on K12-CourseInfo-Course-StateCourseCode | District Course > Description |
| C18 | Effective Date | If date is not specified, default to 07/01/YYYY, where YYYY equals the current fiscal year. | N/A |
| C19 | Expiration Date | Leave blank. | N/A |

KANSAS DISCIPLINE INCIDENT EXTRACT FIELD CALCULATIONS

The following table contains the calculations used to determine the values extracted for each calculated field included in the Kansas Discipline Incident Extract. It also provides a cross-reference to the required and optional fields.

| Ref No | Data Element | Calculation | Screen | Requirement Codes | |
|--------|---------------------|--|--------|-------------------|--------------|
| | | | | R — Required | O — Optional |
| Header | | | | | |
| H1 | Record Type | Value = TH | N/A | X | |
| H2 | Extract Date | mm/dd/yyyy | N/A | X | |
| H3 | Extract Time | hh:mm:ss | N/A | X | |
| H4 | Transmission ID | 9999999999 | N/A | X | |
| H5 | Version | Value = 1.0 | N/A | X | |
| H6 | Delimiter Character | Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma). For a comma delimiter, the character literal would be 'delimiter=,' and the hex representation would be 'delimiter=0X2C'. For a tab delimiter, it is recommended that the hex representation be used. In that case, it would be 'delimiter=0X09'. | N/A | X | |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | |
|-------------------------------|-------------------|--|--|-------------------|--------------|
| | | | | R – Required | O – Optional |
| All Records | | | | | |
| 1 | Record Type | <p>The indicator that identifies the type of record contained in the row:</p> <p>I – Incident – one record per incident; contains incident information.</p> <p>T – Type – Violation associated with the incident.</p> <p>O – Offender – Information about the offender associated with the incident, both student and non-student.</p> <p>W – Weapon – violation associated with the incident. One record is created per offender, if the offender is associated with the violation; and the violation is assigned an Incident Type Group of 1200.</p> <p>A – Action Taken – one record is created per incident per offender if the offender is associated with a disposition.</p> <p>V – Victim – one record is created for each victim associated with the incident, both student and non-student.</p> | N/A | X | |
| Incident Record Format | | | | | |
| 12 | District | Value entered on K12-Setup-DistrictSetup-DistrictNumber | Organization > District | X | |
| 13 | School | Value entered on K12-School-StateSchoolCode | Organization > School | X | |
| 13.5 | Incident Title | Value entered on K12-DisciplineInfo-SchoolIncident-Description' | Discipline Incident > Incident > Information | X | |
| 14 | Local Incident ID | Value entered on K12-DisciplineInfo-SchoolIncident-IncidentID | Discipline Incident > Incident > Information | X | |
| 15 | Date | Value entered on K12-DisciplineInfo-SchoolIncident-IncidentDate | Discipline Incident > Incident > Information | X | |
| 16 | Time | Value entered on K12-DisciplineInfo-SchoolIncident-IncidentTime | Discipline Incident > Incident > Information | | X |
| 17 | Time Group | <p>Calculated</p> <p>If the Time Classifier value is less than 200, this field value equals 100 – During School Hours.</p> <p>If the Time Classifier value is greater than or equal to 200, this field value equals 200 – Outside School Hours</p> | N/A | X | |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | |
|--------|----------------------|---|--|-------------------|--------------|
| | | | | R — Required | O — Optional |
| I18 | Time Classifier | Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-DisciplineInfo-SchoolIncident-IncidentContextCode | Discipline Incident > Incident > Information | X | |
| I19 | Time Description | Value entered on K12-DisciplineInfo-SchoolIncident-IncidentContext Comment Extract only if Time Classifier equals 199 or 299. | Discipline Incident > Incident > Information | X | |
| I110 | Location Group | Calculated If the Location Classifier value is less than 200, this field value equals 100 – On the school grounds. If the Time Classifier value is greater than or equal to 200, this field value equals 200 – Outside the school grounds | N/A | X | |
| I111 | Location Classifier | Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-DisciplineInfo-SchoolIncident Location-Location | Discipline Incident > Incident > Information | X | |
| I112 | Location Description | Value entered on K12-DisciplineInfo-SchoolIncident Location-LocationText Extract only if Location Classifier equals 199 or 299. | Discipline Incident > Incident > Information | X | |
| I113 | Reporter | Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-DisciplineInfo-SchoolIncident-ReferrerType | Discipline Incident > Incident > Information | | X |
| I114 | School Year | Calculated Based on the Begin and End Dates entered on the report interface | N/A | X | |
| I115 | Incident Log | NOT COLLECTED | N/A | | X |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | |
|---------------------------|---------------------------|---|---|-------------------|--------------|
| | | | | R — Required | O — Optional |
| Type Record Format | | | | | |
| T2 | Incident Type Group | <p>Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.</p> <p>Value entered on K12-DisciplineInfo-Setup-DistrictDiscipline Code-StateCode</p> <p>If blank, K12-DisciplineInfo-Setup-DistrictDiscipline Code-DiscCode</p> | Discipline Incident > Incident > Violations | X | |
| T3 | Incident Type Classifier | <p>Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.</p> <p>Value entered on K12-DisciplineInfo-Setup-DistrictDiscipline CodeSub1-StateCode</p> <p>If blank, K12-DisciplineInfo-Setup-DistrictDiscipline CodeSub1-DiscCode</p> | Discipline Incident > Incident > Violations | X | |
| T4 | Incident Type Description | <p>Value entered on K12-DisciplineInfo-StudentIncident Violation-AdditionalText</p> <p>Extract only if the Incident Type Group equals 9999; or Incident Type Classifier equals 1099, 1299, 2099, 2199, 2399, 2599, 3399, 4499, or 5199.</p> | Discipline Incident > Incident > Violations | X | |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | |
|------------------------|----------------------------|---|--|-------------------|--------------|
| | | | | R — Required | O — Optional |
| Offender Record Format | | | | | |
| O2 | Offender Type | K12-DisciplineInfo-StudentIncident Discipline-IncidentRole = 1 K12-DisciplineInfo-StudentNonIncident Discipline-IncidentRole = 1 K12-DisciplineInfo-StudentNonIncident Discipline-RelationToSchool If the Incident Role – 1 – Offender: Extract a value of 1 – Current Student if the offender is a currently enrolled student; the disposition code is not equal to 400-599; and the school in which the student is enrolled is where the incident took place. Extract a value of 2 – Expelled/Suspended Student if the offender is a currently enrolled student; the disposition code is equal to 400-599; and the school in which the student is enrolled is where the incident took place. Extract a value of 4 – Student of Different School if the offender is a student currently enrolled in a school other than the school where the incident took place. If the offender is a non-student: Extract the Relation To School value. If the Relation to School value is blank, extract a value of 10 | Discipline Incident > Incident > Participants | X | |
| O3 | Offender Student ID Number | Value entered on K12-Student-StateStudentNumber Extract only if the Offender Type equals 1, 2 or 4. | Student.KS > Demographics | X | |
| O4 | Offender Referrals | Value entered on K12-KS-DisciplineInfo-StudentNonIncidentDiscipline-OffenderReferrals Extract only if the Offender Type equals 10. | Discipline Incident > Incident > Participants – Other Involved Persons | X | |
| O5 | Offender Description | Value entered on K12-KS-DisciplineInfo-StudentNonIncidentDiscipline-AdditionalInfo Extract only if the Offender Type equals 10. | Discipline Incident > Incident > Participants – Other Involved Persons | X | |
| O6 | GFSA Modification | Value entered on K12-DisciplineInfo-StudentIncidentDisposition-Modification. | Discipline Incident > Incident > Participant > Student Disposition | X | |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | |
|----------------------------------|-------------------------------|--|---|-------------------|--------------|
| | | | | R — Required | O — Optional |
| O7 | GFSA Modification Description | Extract only if the GFSA Modification field equals 1 Value entered on K12-DisciplineInfo-StudentIncidentDisposition-GfsaModDesc. | Discipline Incident > Incident > Participant > Student Disposition | X | |
| O8 | IDEA Disability | Extract only if the Offender Type equals 1 or 2 Calculated based on Primary Disability Code at the time of the incident. Any blank value in the Primary Disability field is reported as a 1 = YES. The process uses the IEP Date and Exit Date in the KAN Serv Data table (Special Ed Student Services) to determine if the student had an IEP at the time of the incident.. | N/A | X | |
| O9 | Disability Manifest | Value entered on K12-KS-DisciplineInfo-StudentIncidentDiscipline-DisabilityManifest. | Discipline Incident > Student Incident (Discipline – Student Incident Detail) | X | |
| O10 | Zero Tolerance | Value entered on K12-KS-DisciplineInfo-StudentIncidentDiscipline-ZeroTolerance. | Discipline Incident > Student Incident (Discipline – Student Incident Detail) | X | |
| O11 | Motivation | Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-KS-DisciplineInfo-StudentIncidentDiscipline-Motivation. | Discipline Incident > Student Incident (Discipline – Student Incident Detail) | | X |
| O12 | Motivation Description | Value entered on K12-KS-DisciplineInfo-StudentIncidentDiscipline-MotivationDescription | Discipline Incident > Student Incident (Discipline – Student Incident Detail) | | X |
| Weapon Type Record Format | | | | | |
| W2 | Type of Weapon | Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-DisciplineInfo-Setup-DistrictDisciplineCodeSub2-StateCode If blank, K12-DisciplineInfo-Setup-DistrictDisciplineCodeSub2-DiscCode Extract only if the Incident Type Group equals 1200. | Discipline Incident > Incident > Violations | X | |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | |
|----------------------------------|--------------------------|---|--|-------------------|--------------|
| | | | | R — Required | O — Optional |
| W3 | Weapon Description | Value entered on K12-KS-DisciplineInfo-StudentIncident Discipline-Weapon DescriptionOther Extract only if the Type of Weapon equals 300 or 999. | Discipline Incident > Incident > Violations | X | |
| Action Type Record Format | | | | | |
| A2 | Action Taken | Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-DisciplineInfo-Setup-DistrictDispositionCode-StateCode K12-DisciplineInfo-Setup-DistrictDispositionCode-DispCode | Discipline Incident > Incident > Participants > Student Involved > Student Incident Detail | X | |
| A3 | Length in School Days | Value entered on K12-DisciplineInfo-StudentIncidentDisposition-ReassignmentDays OR Value entered on K12-DisciplineInfo-StudentIncidentDispositionStartDate K12-DisciplineInfo-StudentIncidentDisposition-DispositionEndDate Extract only if Action Taken equals 450, 510, 515, 520, 525, 550, 555, 560, or 565. If Days field is blank, calculate the days using the Begin and End Date range. | Discipline Incident > Incident > Participants > Student Involved > Student Incident Detail > | X | |
| A5 | Action Taken Description | Value entered on K12-DisciplineInfo-StudentIncidentDisposition-AdditionalText Extract only if Action Taken equals any value from 710 through 999. | Discipline Incident > Incident > Participants > Student Involved > Student Incident Detail > Student Disposition | X | |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | |
|-----------------------------|--------------------------|---|--|-------------------|--------------|
| | | | | R — Required | O — Optional |
| Victim Record Format | | | | | |
| V2 | Victim Type | <p>Calculated</p> <p>K12-DisciplineInfo-StudentIncident Discipline-IncidentRole = 2</p> <p>K12-DisciplineInfo-StudentNonIncident Discipline-IncidentRole = 2</p> <p>K12-DisciplineInfo-StudentNonIncident Discipline-RelationToSchool</p> <p>If the Incident Role – 2 – Victim:</p> <p>Extract a value of 1 – Current Student if the offender is a currently enrolled student; the disposition code is not equal to 400-599; and the school in which the student is enrolled is where the incident took place.</p> <p>Extract a value of 2 – Expelled/Suspended Student if the offender is a currently enrolled student; the disposition code is equal to 400-599; and the school in which the student is enrolled is where the incident took place.</p> <p>Extract a value of 4 – Student of Different School if the offender is a student currently enrolled in a school other than the school where the incident took place.</p> <p>If the offender is a non-student:</p> <p>Extract the Relation To School value. If the Relation to School value is blank, extract a value of 10</p> | Discipline Incident > Incident > Participants | X | |
| V3 | Victim Student ID Number | <p>Value entered on K12-Student-StateStudentNumber</p> <p>Extract only if the Victim Type equals 1, 2 or 4.</p> | Student.KS > Demographics | X | |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | |
|----------------|--------------------|---|--|-------------------|--------------|
| | | | | R — Required | O — Optional |
| V4 | Victim Injury | <p>Calculated</p> <p>K12-DisciplineInfo-StudentIncident Discipline-InjuriesSustained</p> <p>K12-DisciplineInfo-StudentIncident Discipline-SeriousBodilyInjury</p> <p>K12-DisciplineInfo-StudentNonIncident Discipline-InjuriesSustained</p> <p>K12-DisciplineInfo-StudentNonIncident Discipline-SeriousBodilyInjury</p> <p>Extract a 1 – No Injury if neither check box is selected.</p> <p>Extract a 2 – Minor Injury if the Injuries Sustained check box is selected.</p> <p>Extract a 3 – Major Injury if the Seriously Bodily Injury check box is selected.</p> | <p>Discipline Incident > Incident > Participants > Students Involved > Additional Information</p> <p>Discipline Incident > Incident > Participants > Other Involved Persons > Additional Information</p> | X | |
| V5 | Victim Referrals | <p>Value entered on K12-DisciplineInfo-StudentNonIncident Discipline-OffenderReferrals</p> <p>Extract only if Victim equals 10</p> | <p>Discipline Incident > Incident > Participants > Other Involved Persons > Additional Information</p> | | X |
| V6 | Victim Description | <p>Value entered on K12-KS-DisciplineInfo-StudentNonIncident Discipline-AdditionalInfo</p> <p>Extract only if Victim equals 10.</p> | <p>Discipline Incident > Incident > Participants > Other Involved Persons > Additional Information</p> | | X |
| Trailer | | | | | |
| T1 | Record Type | TT | N/A | X | |
| T2 | Transmission ID | N/A | N/A | X | |
| T3 | Number of Records | Calculated | N/A | X | |

KAN-SERVICE EXTRACT FIELD CALCULATIONS

The following table contains the calculations used to determine the values extracted for each calculated field included in the KAN-Service Extract. It also provides a cross-reference to the required, conditional, and optional fields.

| Ref No | Data Element | Calculation | Screen | Requirement Codes | | |
|--------|--|---|---|-------------------|-----------------|--------------|
| | | | | R — Required | C — Conditional | O — Optional |
| Header | | | | | | |
| 1 | KIDS ID – Extracted from SIS | Value entered on K12-Student- StateStudentNumber. | Student.KS > Demographics | X | | |
| 2 | Student’s Legal Last Name—SIS | Value entered on K12-Student-LastName. | Student.KS > Demographics | | | X |
| 3 | Student’s Gender—SIS | Value entered on K12-Student-Gender. | Student.KS > Demographics | X | | |
| 4 | Student’s Date of Birth—SIS | Value entered on K12-Student-BirthDate. | Student.KS > Demographics | X | | |
| 5 | School Year | Calculated based on Start/End Dates entered on the Report Interface. | KIDS Collection | X | | |
| 6 | Responsible Building Identifier—SIS | Value entered on K12-EnrollmentInfo- StudentEnrollmentActivity-SrEnrUser DD01. If the value is blank, this field defaults back to K12-School-StateSchoolCode. | Student.KS > Enrollment Or Organization > School | X | | |
| 7 | Neighborhood Building Identifier—SIS | Value entered on K12-EnrollmentInfo- StudentEnrollmentActivity- SrEnrUserDD06. If the value is blank, this field defaults back to K12-EnrollmentInfo-StudentEnrollment Activity-SrEnrUserDD01. | Student.KS > Enrollment | X | | |
| 8 | Grade Level— SIS | Value entered on K12-EnrollmentInfo- StudentEnrollmentActivity-Grade. | Student.KS > Enrollment | X | | |
| 9 | Status Code | Value entered on K12-ProgramInfo- KANServData-StatusCode. If the student has a Leave Date that falls within the report date range, the status code is calculated based on the assigned leave code: Status Code equals D – Dropped Out if the Leave Code equals 14 – Discontinued schooling (including PS/Kindergarteners who are removed from schooling by parents; used only for Grades 7-12 (State Codes 12-17); 16 – Moved within US, not known to be continuing; 17 – Unknown; or | Special Ed Student Services.KS > Services > KAN-Serv Data grid | X | | |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | | |
|--------|--------------|--|--------|-------------------|-----------------|--------------|
| | | | | R — Required | C — Conditional | O — Optional |
| | | <p>20 – Transferred to a juvenile or adult correctional facility where educational services are not provided.</p> <p>Status Code equals G – Graduated if the Leave Code equals 8 – Graduated with Diploma.</p> <p>Status Code equals H – GED if the Leave Code equals 19 – Transfer to an adult education facility (i.e., for GED completion).</p> <p>Status Code equals L – Left State if the leave code equals 3 – Transfer to a public school in a different state – Moved, continuing</p> <p>Status Code equals M – Maximum Age if the Leave Code equals 13 – Reached maximum age for services.</p> <p>Status Code equals T – Moved (Continuing) if the Leave Code equals 2 – Transfer to a public school in a different district in the same state</p> <p>Status Code equals X – Deceased if the Leave Code equals 10 – Student death.</p> <p>Status Code equals E – Entering if:</p> <ul style="list-style-type: none"> • The student has an IEP date that falls within the report date range; • The student has an assigned Entry Code in the student enrollment table; • The Status Code field is blank; and • The Status Code calculation process determined that the student does not have another Status Code <p>Status Code equals K – Expelled if the student as an incident infraction with an Action Taken equal to 550 – Expulsions With Services – Partial School Year; 555 – Expulsion With Services – Remainder of School Year; 560 – Expulsion Without Services – Partial School Year; or 565 – Expulsion Without Services – Remainder of School Year</p> <p>Status Code equal to Q – Long Term Suspension if the student has an incident infraction with an Action Taken equal to</p> | | | | |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | | |
|--------|----------------------------------|---|--|-------------------|-----------------|--------------|
| | | | | R — Required | C — Conditional | O — Optional |
| | | 510 – Removal or out-of-school suspension – with services – partial school year; 515 – Removal or out –of-school suspension – with services – remainder of school year; 520 – Removal or out-of-school suspension – without services – partial school year; or 525 – Removal or out-of-school suspension – without services – remainder of school year. | | | | |
| 10 | Exit Date | Value entered on K12-ProgramInfo-KANServData-ExitDate. Calculated if the Status Code is calculated. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | | X | |
| 11 | Evidence | Value entered on K12-ProgramInfo-KANServData-Evidence. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | | | X |
| 12 | Initial Eval Consent Rec'd date | Value entered on K12-ProgramInfo-KANServData-InitialConsentReceived Date. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | | | X |
| 13 | Re-Eval Completion Date | Value entered K12-ProgramInfo-KANServData-ReEvalCompletionDate. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | | | X |
| 14 | School Psychologist SSN | Value entered K12-ProgramInfo-KANServData-SchoolPsychologistSsn. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | | | X |
| 15 | Speech Language Pathologist SSN | Value entered K12-ProgramInfo-KANServData-SpeechLangPathologist Ssn. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | | | X |
| 16 | Case Manager SSN | Value entered K12-ProgramInfo-KANServData-CaseManagerSsn. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | | | X |
| 17 | Primary Disability | Value entered on K12-ProgramInfo-KANServData-PrimaryDisability. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | | X | |
| 18 | Secondary Disability | Value entered on K12-ProgramInfo-KANServData-SecondaryDisability. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | | X | |
| 19 | Gifted | Value entered on K12-ProgramInfo-KANServData-Gifted. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | X | | |
| 20 | Extended School Year | Value entered on K12-ProgramInfo-KANServData-ExtendedSchoolYear. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | X | | |
| 21 | Special Ed Transportation | Value entered on K12-ProgramInfo-KANServData-SpecialEdTransportation. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | X | | |
| 22 | All Day Kindergarten | Calculated If the K12-EnrollmentInfo-StudentEnrollmentActivity-Grade = 05 and the Alt Code 3 value = F, extract a Y. Otherwise, extract an N or leave blank. | Student.KS > Enrollment | X | | |
| 23 | Behavior Intervention Plan (BIP) | Value entered on K12-ProgramInfo-KANServData-BehaviorInterventionPlan. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | X | | |
| 24 | Eligibility (Funding) Code | Value entered on K12-ProgramInfo-KANServData-EligibilityCode. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | X | | |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | | |
|--|----------------------------------|--|---|-------------------|-----------------|--------------|
| | | | | R — Required | C — Conditional | O — Optional |
| 25 | SRS/JJA/Parental Placement Code | Value entered on K12-ProgramInfo-KANServData-PlacementCode. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | | X | |
| 26 | County of Residence | Value entered on K12-Student-HomeCounty. If K12-Student-HomeCounty is blank, extract the value entered in K12-Setup-DistrictSetup-CountyCode. | Student.KS > Demographics or Organization > District Setup | X | | |
| 27 | Language of Parent | Value entered on K12-ProgramInfo-ELL-LanguageByAdultHome. | English Language Learners > ELL | X | | |
| 28 | IEP Date | Value entered on K12-ProgramInfo-KANServData-IepDate. | Special Ed Student Services.KS > Services > KAN-Serv Data grid | X | | |
| Repeating Rows — one record is listed for each service included on the student's IEP for the current school year. | | | | | | |
| R1 | Service Location Identifier | Value entered on K12-ProgramInfo-KANServServices-LocationID. | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | X | | |
| R2 | Primary Service Location | Value entered on K12-ProgramInfo-KANServServices-PrimaryLocation. | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | X | | |
| R3 | Setting Code | Value entered on K12-ProgramInfo-KANServServices-SettingCode. | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | X | | |
| R4 | Behavior Intervention Plan (BIP) | Value entered on K12-ProgramInfo-KANServServices-ServiceCode. | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | X | | |
| R5 | Provider SSN | Value entered on K12-ProgramInfo-KANServServices-ProviderSsn | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | | X | |
| R6 | Primary Provider | Value entered on K12-ProgramInfo-KANServServices-PrimaryProvider. | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | | X | |
| R7 | Service Start Date | Value entered on K12-ProgramInfo-KANServServices-StartDate. | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | X | | |

| Ref No | Data Element | Calculation | Screen | Requirement Codes | | |
|--------|------------------|--|---|-------------------|-----------------|--------------|
| | | | | R — Required | C — Conditional | O — Optional |
| R8 | Service End Date | <p>Value entered on K12-ProgramInfo-KANServServices-EndDate.</p> <p>If the Status Code equals an Exit Status Code (A, D, G ,H ,L, M, O, T, W, or X), and the Service End Date field is blank, calculate this date using the student's Leave Date and Code.</p> <p>Recalculate the date if the student was removed from Special Ed by the district or the parent, or if a new IEP is late and an earlier IEP is still in effect.</p> <p>If the Service End Field is not blank, extract that date.</p> <p>Refer to page 9 of the "2011-2012_KSDE Sped_Schedule_Specifications_FY12.pdf".</p> | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | X | | |
| R9 | Minutes per Day | Value entered on K12-ProgramInfo-KANServServices-MinutesPerDay. | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | X | | |
| R10 | Days per Week | Value entered on K12-ProgramInfo-KANServServices-DaysPerWeek. | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | | | X |
| R11 | Weeks | <p>Value entered on K12-ProgramInfo-KANServServices-Weeks.</p> <p>Calculated using all IEP dates in the current school year. Refer to page 4 of the "2011-2012_KSDE Sped_Schedule_Specifications_FY12.pdf".</p> | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | | | X |
| R12 | Frequency | Value entered on K12-ProgramInfo-KANServServices-Frequency. | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | | | X |
| R13 | Total Days | <p>Value entered on K12-ProgramInfo-KANServServices-TotalDays.</p> <p>Calculated using all IEP dates in the current school year. Refer to page 4 of the "2011-2012_KSDE Sped_Schedule_Specifications_FY12.pdf".</p> | Special Ed Student Services.KS > Services > KAN-Serv Data grid > KAN-Services grid > KAN Serv Services Detail | | | X |

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