



Illinois State Board of Education

Kindergarten Individual Development Survey (KIDS)

Step 1 – Enroll All Kindergarten Students

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- In order to transmit data to KIDStech, all Kindergarten students must first be enrolled.
 - Create KIDStech Account
 - **Step 1 – Enroll All Kindergarten Students**
 - Step 2 – Create Teacher Course Assignments
 - Step 3 – Create Student Course Assignments
 - Step 4 – Verify Kindergarten Class Roster
 - Step 5 – Transmit Data to KIDStech



Note: When enrolling students, if Home Language is not “English” (“000” via Batch), four additional questions will ultimately be triggered within the KIDS application.



Step 2 – Create Teacher Course Assignments

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- Teacher Course Assignments must be created.
 - Create KIDStech Account
 - Step 1 – Enroll All Kindergarten Students
 - **Step 2 – Create Teacher Course Assignments**
 - Step 3 – Create Student Course Assignments
 - Step 4 – Verify Kindergarten Class Roster
 - Step 5 – Transmit Data to KIDStech



Step 2 – Create Teacher Course Assignments

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- In order to create the necessary links between Teacher Course Assignments and Student Course Assignments, the data areas listed below must match exactly:
 - **Student Serving RCDTS must match the Teaching Location RCDTS**
 - **School Year**
 - **State Course Code**
 - **Term**
 - **Section Number**
- The Section Number is particularly important to double-check, due to the flexibility required for this field.
- This is very important for data quality, we want to ensure that the appropriate teacher is being matched to the correct students.



Step 2 – Create Teacher Course Assignments

- KIDStech only tracks one teacher for any kindergarten student.
- If a student has more than one teacher, the KIDS teacher can be chosen based on the table below – use the highest ‘priority’ course the student is taking.

Priority	Course Code	State Course Title
1	51028A000	Language Arts (kindergarten)
2	51040A000	Reading (kindergarten)
3	51130A000	Writing (kindergarten)
4	52030A000	Mathematics (kindergarten)
5	53230A000	Science (kindergarten)
6	54430A000	Social Studies (kindergarten)
7	73030A000	Non-subject Specific – (kindergarten)
8	55030A000	Dance (kindergarten)
9	55070A000	Drama (kindergarten)
10	55130A000	Music (kindergarten)
11	55180A000	Art (kindergarten)
12	56030A000	Foreign Language (kindergarten)
13	58030A000	Physical Education (kindergarten)



Step 3 – Create Student Course Assignments

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- Student Course Assignments must be created and these must match corresponding Teacher Course Assignments.
 - Create KIDStech Accounts
 - Step 1 – Enroll All Kindergarten Students
 - Step 2 – Create Teacher Course Assignments
 - **Step 3 – Create Student Course Assignments**
 - Step 4 – Verify Kindergarten Class Roster
 - Step 5 – Transmit Data to KIDStech



Step 3 – Create Student Course Assignments

<p><u>Student Information</u> Student ID SAP ID Student Last Name Student First Name Birth Date Home RCDTS</p>	<p><u>Teacher Information</u> IEIN Local Teacher ID Teacher Last Name Teacher First Name Teacher Birth Date Employer RCDTS</p>
<p><u>Location / Course</u> Serving School School Year State Course Code Term (Semester) Section Number</p>	<p><u>Location / Course</u> Teaching Location RCDTS School Year State Course Code Term (Semester) Section Number</p>
<p><u>Course Information</u> Local Course ID Local Course Title Student Course Start Date Course Level Course Credit Articulated Credit Dual Credit Course Setting Actual Attendance Total Attendance Single Parent including Single Pregnant Woman Displaced Homemaker Course Numeric Grade Maximum Numeric Grade Student Course End Date Course Final Letter Grade/ Completion Status</p>	<p><u>Course Information</u> Local Course ID Local Course Title Teacher Course Start Date Role of Professional Teacher Commitment Actual Attendance Total Attendance Teacher Course End Date Reason for Exit</p>

These 5 elements link a Teacher Course Assignment to a Student Course Assignment:

- Student Serving RCDTS must match Teaching Location RCDTS
- School Year
- State Course Code
- Term (Semester)
- Section Number



Step 3 – Create Student Course Assignments

- Student Enrollment - Student Course Assignment - View Details

Illinois State Board of Education

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SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing

Demographic | **Enrollments** | Program Indicators | Services

SID: 123456789
 Legal Last Name: Student | Legal First Name: Test | Legal Middle Name:

Enrollments 1

Enrollment is active

School Year for Serving	2022	RCDTS for Home	123456789012345
Enrollment Type for Serving	Original entry into a U.S school	RCDTS for Serving	123456789012345
Entry/Grade Level for Serving	Kindergarten	Percent of Day Attended (PDA)	1.00
Enrollment Date for Serving	08/17/2021	Tuition Received	No
Exit Date		Dual Language	Not A Participant in Dual Language Program
Exit Status		Language of Instruction	
Exit Type			

Collections

Student Course Assignment	View Details	Physical Restraint and Time Out	View Details
		Student Attendance	View Details
Discipline	View Details		
Homeless		Regional Safe School Program	
504 Plan	View Details		

Add Enrollment

Step 3 – Create Student Course Assignments

- To Update Student Course Assignments, click “Edit” button

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Adjusted Cohort

Teacher

Early Childhood Transition

Back To Enrollment

Student Course Assignment

SID: 123456789

Legal Last Name: Student Legal First Name: Test Middle Name: Enrollment Date: 08/17/2021

Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: School Year: 2022

Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade
Year Long	51028A000	Language Arts (kindergarten)	9369903	08/17/2021		1.000	
Year Long	52030A000	Mathematics (kindergarten)	9366903	08/17/2021		1.000	
Year Long	55130A000	Music (kindergarten)	9363803	08/17/2021		1.000	
Year Long	58030A000	Physical Education (kindergarten)	9367603	08/17/2021		1.000	

Edit

Step 3 – Create Student Course Assignments

- Updated Student Course Assignments, click “Next” button

Illinois State Board of Education

Helpful Resources | Contact Technical Support

Back To Enrollment

Student Course Assignment

SID: 123456789
Legal Last Name: Student Legal First Name: Test Middle Name: Enrollment Date: 08/17/2021
Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: School Year: 2022
Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

Subject Area: English Language And Literature
State Course: 01001A000-English/Language Arts I (9th grade)
Academic Term: - Select -

[View State Course Catalog](#) **Add Course**

Academic Term	State Course Id	State Course Title	Section	Start	End	Credit	Grade	Action
Year Long	51028A000	Language Arts (kindergarten)	9369903	08/17/2021		1.000		Select
Year Long	52030A000	Mathematics (kindergarten)	9366903	08/17/2021		1.000		Select
Year Long	55130A000	Music (kindergarten)	9363803	08/17/2021		1.000		Select
Year Long	58030A000	Physical Education (kindergarten)	9367603	08/17/2021		1.000		Select

Next Cancel

Step 4 – Verify Kindergarten Class Roster

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- After Students have been matched to Teachers via Course Assignments, verify the Kindergarten Class Roster prior to transmitting the related data.
 - Create KIDStech Account
 - Step 1 – Enroll All Kindergarten Students
 - Step 2 – Create Teacher Course Assignments
 - Step 3 – Create Student Course Assignments
 - **Step 4 – Verify Kindergarten Class Roster**
 - Step 5 – Transmit Data to KIDStech



Step 4 – Verify Kindergarten Class Roster

- The “Generate Report” Button Allows Verification

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains a navigation menu with the following items: SIS, IBM SIS Test User, Home, Student, Assessment (highlighted with a red box), Pre-ID, ACCESS, DLM-AA, IAR, KIDS (highlighted with a red box), SAT/PSAT, Correction, Unassigned, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Diligence Application. The main content area is titled 'Data Population to: KIDS Tech' and contains five steps:

- Step 1: Enroll Kindergarten Students into SIS within 10 days of arriving at the school.
- Step 2: Enter Teacher Course Assignment data within 5 days of the start of class.
- Step 3: Enter Student Course Assignment data within 5 days of student's enrollment.
- Step 4: Select the button below to create a report of the Kindergarten Roster that will be transmitted to KIDS Tech. If a student does not appear in the report, the Student or Teacher Course Assignments were entered incorrectly. Once a Student and Teacher Course Assignment are entered, the State Course Code, Term and Section number must match to appear on the generated report. A **Generate Report** button is highlighted with a red box.
- Step 5: Once the report has been generated and reviewed, select the button below to transmit the data to KIDS Tech. A **Transmit File** button is visible.

Below the steps is a 'History of Data Transmission' table:

Record Count	Date Transmitted	User Id	
290	11/3/2021 7:44:33 PM		View Data
289	11/3/2021 7:35:50 PM		View Data
289	10/23/2021 8:40:24 AM		View Data
287	10/21/2021 9:13:26 AM		View Data
290	10/12/2021 10:21:15 PM		View Data
283	10/9/2021 12:51:08 PM		View Data
279	10/5/2021 6:47:39 AM		View Data
278	10/4/2021 12:17:11 PM		View Data
277	10/3/2021 8:48:29 AM		View Data
295	5/10/2021 9:37:47 AM		View Data

At the bottom of the table is a pagination control showing page numbers 1 through 10, followed by an ellipsis and a right arrow.



Step 4 – Verify Kindergarten Class Roster

- The KIDStech Transmission Report

KIDS Tech Transmission Report

SIS Home District: 12345678901 ISBE Test District

Columns	A Title One	C Home Language	E Homeless	G SES	I IDEA Services	K 21st Century
	B Eligible for Immigrant Education Program	D Native Language	F Migrant	H EL	J FRL/Low Income	

Title One Codes:

11 - School Title I Program	12 - Targeted Assistance Title I Program	13 - Not a Participant in Title I Program
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Race Codes:

11 - Hispanic or Latino	12 - American Indian or Alaska Native	13 - Asian
14 - Black or African American	15 - Native Hawaiian or Other Pacific Islander	16 - White
17 - Two or More Races		

IEIN: 1234567	Teacher Name: Teacher, Test	Serving School: 123456789012345	School Year: 2022
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Student ID	Student Name	Gender	Race	Birth Date	A	B	C	D	E	F	G	H	I	J	K
123456789	Student, Test	F	14	10/23/2015	11	No	000	000	No	No	No	No	No	Yes	No
123456789	Student, Test2	F	14	07/25/2015	11	No	000	000	No	No	No	No	No	Yes	No
123456789	Student, Test3	M	14	12/28/2015	11	No	000	000	No	No	No	No	No	Yes	No
123456789	Student, Test4	M	14	11/05/2015	11	No	000	000	No	No	No	No	No	Yes	No

Step 5 – Transmit Data to KIDStech

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- After data has been verified (and whenever updates are needed), transmit the Kindergarten data to KIDStech.
 - Create KIDStech Account
 - Step 1 – Enroll All Kindergarten Students
 - Step 2 – Create Teacher Course Assignments
 - Step 3 – Create Student Course Assignments
 - Step 4 – Verify Kindergarten Class Roster
 - **Step 5 – Transmit Data to KIDStech**



Step 5 – Transmit Data to KIDStech

- “Transmit File” Button (With Recent Files Below)

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar shows the navigation menu with 'KIDS' highlighted. The main content area is titled 'Data Population to: KIDS Tech' and contains five steps:

- Step 1: Enroll Kindergarten Students into SIS within 10 days of arriving at the school.
- Step 2: Enter Teacher Course Assignment data within 5 days of the start of class.
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- Step 5: Once the report has been generated and reviewed, select the button below to transmit the data to KIDS Tech. A 'Transmit File' button is visible and highlighted with a red box.

Below the steps is a 'History of Data Transmission' table:

Record Count	Date Transmitted	User Id
290	11/3/2021 7:44:33 PM	View Data
289	11/3/2021 7:35:50 PM	View Data
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287	10/21/2021 9:13:26 AM	View Data
290	10/12/2021 10:21:15 PM	View Data
283	10/9/2021 12:51:08 PM	View Data
279	10/5/2021 6:47:39 AM	View Data
278	10/4/2021 12:17:11 PM	View Data
277	10/3/2021 8:48:29 AM	View Data
295	5/10/2021 9:37:47 AM	View Data

The table includes a pagination bar at the bottom with numbers 1 through 10 and a '>>' button. The first row of the table is highlighted with a red border.

