KANSAS
STATE DEPARTMENT OF
EDUCATION

KIAS - Kansas Integrated Accountability System

Quick Start Guide

for LEA Users

Discipline Data Collection

LEADER
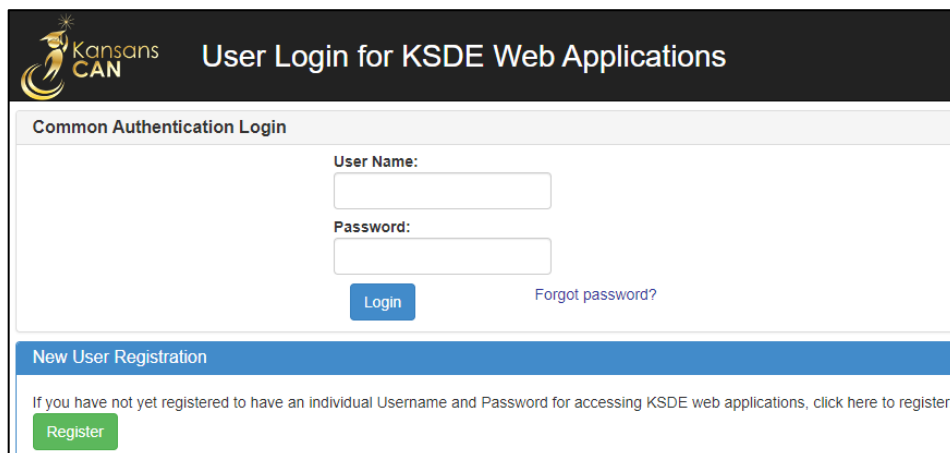### S E R V I C E S

Introduction

This document will explain how LEAs can use the Kansas Integrated Accountability System (KIAS) to complete the Discipline Data Collection module. This module is used to record events and response to incidents involving student discipline.

KIAS System Basics

Login

Type the following in your browser's address or location field to display the KSDE login page:
https://apps.ksde.org/authentication/login.aspx

KIAS is part of KSDE's single sign-on system, so after logging in, click on the link that says **Kansas Integrated Accountability System (KIAS)** to get into the KIAS system.

The **LEA Home** page displays.

If a user is a district-level administrator, the screen will display discipline incident data for all of the buildings within that district which the user can edit. If the user has building-level access only, the screen will display only the data for the building to which the user is associated.

The access level of "District User" should not be used for discipline data collection; users with this level of access cannot enter, edit, view, or submit discipline data. If a user has been registered as a district user, they need to log out and complete the following steps to receive district admin permissions:

1. Login at https://apps.ksde.org/authentication/login.aspx

2. Click Manage My Account

3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.

4. Select **District Admin** as the Application Access Level so it appears in dark blue.

5. Enter **birthdate** and **answer** the security question.

6. Click **Submit** when the form is completed.

All registrations and changes to user accounts will be reviewed and approved by the district superintendent. Users will receive an email when access is granted.

Task Navigation Area

Along the left side of the all KIAS pages is the Task Navigation Area, where you can jump to common tasks by clicking on the link for the task you would like to accomplish.

The Task Navigation Area for the building users displays the clickable options for Manage Applications, Home, Reports, Help, and Logout. District admins have links to each of those, as well as an additional link for Maintenance.

Review Summary

Review Summary:
Current Event Window: Data Collection | **Window Dates:** 01/01/2018 - 06/30/2018 (52 days left) | **Event Status:** Not
Event Status: Not Started | **KSDE Contact:** | DisciplineKIAS@ksde.org

Each of the modules has a yellow bar which displays the current event window, the dates for that window, how many days are left, the current status for the specific event, and KSDE contact information should a user have any content questions or questions about the process.

Each of the modules has a blue bar which displays event windows that occur throughout the current monitoring process. The options on this bar will vary by module.

Support

Software support is provided by Leader Services' help desk staff. Leader's help desk can be reached by email at **helpdesk@leaderservices.com** or by calling toll-free 877-456-8777.

Security

All information entered is protected by Secure Sockets Layer (SSL) technology, using a 256-bit encryption key. This is the same level of security used by many companies to protect credit card transactions and other sensitive data.

Logging Out

You can log out of KIAS by clicking on **Logout** on the left-hand side.

Discipline Data Collection Module

On the LEA Home page, the **Discipline Data Collection** line(s) will have a status of **Not Started**, **In Process**, or **Submitted to KSDE**. Building-level users will only see the discipline data collection for their building. District-level users will see all buildings in their district.

School Year	Data Collection	Report Status	Edit
Maintain Assessments			
2017 - 2018	DISCIPLINE DATA COLLECTION - Test Building 0100	In Process	✎
2017 - 2018	DISCIPLINE DATA COLLECTION - Test Building 0105	In Process	✎
2017 - 2018	DISCIPLINE DATA COLLECTION - Test Building 0106	In Process	✎
2017 - 2018	DISCIPLINE DATA COLLECTION - Test Building 0111	In Process	✎
2017 - 2018	DISCIPLINE DATA COLLECTION - Test Building 0112	In Process	✎
2017 - 2018	DISCIPLINE DATA COLLECTION - Test Building 0113	Submitted to KSDE	✎

As long as the current date is within the **Window Dates** range as reported on the yellow bar for each data collection, a collection with the status of **Submitted to KSDE** can be reopened by the district admins and building users, to be modified and resubmitted.

Scroll down to the **Discipline Data Collection** line and click on the pencil icon in the **Edit** column.

This will display the Data Collection tab.

LEA REVIEW: DISCIPLINE DATA COLLECTION - TEST BUILDING 9942 2017 - 2018

Review Summary:

Current Event Window: Data Collection | **Window Dates:** 01/01/2018 - 06/30/2018 (52 days left) | **Event Status:** Not Started | **KSDE Contact:** | DisciplineKIAS@ksde.org

Data Collection	Reports

DISCIPLINE INCIDENT DATA
PLEASE COMPLETE ALL DATA ENTRY. WHEN DONE PLEASE SUBMIT.

Data entry options

Add New Incident	➕ Add New Discipline Incident
Import Discipline Data	➕ Import Discipline Incident Data into KIAS
Download Excel Template for Importing	📊 Download Excel Template for Importing

No Discipline Incidents

There were no Discipline Incidents to report. ☐

Save

Search Options: **KIDS ID:** [   ] Search | Clear Search

Discipline Incident Data

KIDS ID	Incident Date	Involves Bullying?	Involves felony, misdemeanor, etc?	Involves firearms?	Involves student with a disability?	Involves expulsion not reported elsewhere?	Action
No Discipline Incident records found.							

If there are no discipline incidents to report, select the checkbox and click the **Save** button.

This will enable the **Submit** option on the page.

As previously stated, as long as the current date is within the **Window Dates** range as reported on the yellow bar for each data collection, a collection with the status of **Submitted to KSDE** can be reopened by the district admins and building users, to be modified and resubmitted.

Discipline incidents must be added to the system; there are two ways to do this. Incidents can be 1) added individually or 2) incident information can be imported from file.

1) To add a new incident individually, click on the **Add New Discipline Incident** link. This will display a form through which you can add incident data.

Note that the number of questions that appear on this screen will vary by building type; not all buildings are required to report all possible types of incidents.

Enter the requested information including selecting the radio buttons to answer **Yes** or **No** to indicate the type of incident being reported. If **Yes** is selected for one or more questions, that section of the page will expand to indicate that more information is required. The questions in the expanded sections will vary, depending upon the type of incident reported.

If the answer to the question "Do you have an incident to report involving firearms?" is Yes, an answer of Yes (with details supplied) is also required to the previous question, "Do you have an incident where the district reported a felony, misdemeanor, or explosives, firearms or other weapons to law enforcement?"

Discipline Incident

❓ KIDS ID:	111111
Incident Date:	05/09/2018
Do you have an incident to report involving bullying?	◯ Yes ⦿ No
❓ Do you have an incident where the district reported a felony, misdemeanor, or explosives, firearms, or other weapons to law enforcement?	⦿ Yes ◯ No

Kansas School Safety and Security Act

Did school staff report an act to law enforcement that constituted or involved...	☐ A felony ☐ A misdemeanor ☐ The possession, use, or disposal of explosives, firearms, or other weapons
Did the act reported to law enforcement occur...	[▼]
Was an arrest and referral to law enforcement or juvenile intake and assessment services made in connection to the incident?	◯ Yes ◯ No

Do you have an incident to report involving firearms?	⦿ Yes ◯ No

Students Involved with Firearms

Weapon Type:	Handguns ▼
Discipline method for IDEA student:	Expulsion that was modified to less than one year and received Educational Services under IDEA. ▼
Discipline method for non-IDEA student:	▼

Do you have an incident to report involving a child with a disability (IDEA)?	◯ Yes ⦿ No
❓ Do you have an expulsion to report that is not reportable in any previous section?	◯ Yes ⦿ No

Click on the ❓ icon next to the question, if available, to get additional data entry instructions for that field.

Click **Save** when all information about the incident has been entered. If a user attempts to type in an incident date that is not within the date range for reporting incidents, or does not complete all required sections for each question, the screen will display an error message.
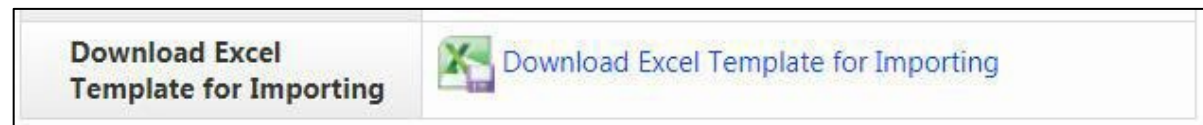
Please correct the following error(s):

- Incident Date 05/09/2016 not within range (7/1/2017 - 6/30/2018).
- The possession, use, or disposal of explosives, firearms, or other weapons' must be checked if 'Do you have an incident to report involving firearms?' is 'Yes'
- 'A felony', 'A misdemeanor', or 'The possession, use, or disposal of explosives, firearms, or other weapons' must be checked if Do you have an incident where the district reported a felony, misdemeanor, or explosives, firearms, or other weapons to law enforcement?' is Yes.
- 'Did the act reported to law enforcement occur...' is a required field.
- 'Was an arrest and referral to law enforcement or juvenile intake and assessment services made in connection to the incident' is required.

1) Student data can also be imported from a Microsoft Excel file (.xlsx), text file (.txt), or CSV file (.csv).

IMPORTANT NOTE: Importing a file into KIAS using this feature will delete all currently existing Discipline data.

Use the **Download Excel Template for Importing** link to obtain a sample file with the data fields that are required for the import. A portion of the template spreadsheet is shown below.

To begin the data import, click on the **Import Discipline Incident Data into KIAS** link.

Select a file to import by pressing the **Choose File** button.

Browse to locate the data file and upload the file. Confirm whether or not you are using the Excel template for importing, and if not, if there is a header row on your import file. Click the **Import File** button to import the file into KIAS.

If there are any errors in the uploaded data, **none of the information will be uploaded** and a list of the errors will be displayed.

Import Discipline Data

The following Is a list of errors that must be corrected before the file will upload:

Row #10 Demographics section - Column "C" is not a valid date. (Tuesday)
Row #11 Bullying section - Column "F" must be a number. (X)
Row #11 Bullying section - If 'Days of OSS' has a value, then 'Bullying Type' cannot be blank.
Row #11 Kansas School Safety and Security Act section - Column "J" must be a Y or N. (ASDF)

A validation tool can be downloaded from the **Import Discipline Data into KIAS** page, by clicking on the **Download Validation Instructions for Importing** link, which will explain the fields required for the import.

Column	Section	Column Desc	Allowed Values	Validation
A	Demographics	Building ID	Numeric. Must be 4 positions.	Required.
B	Demographics	KIDS ID	Numeric	Required.
C	Demographics	Incident Date	Date (mm/dd/yyyy)	Required.
D	Bullying	Bullying Type	1,2,3 or 4	Required if either E, F, G or I has a value.
E	Bullying	Days of ISS	Decimal (for half days use .5)	Either this, F, G or I is required if D has a value.
F	Bullying	Days of OSS	Decimal (for half days use .5)	Either this, E, G or I is required if D has a value.
G	Bullying	Days of Expulsion	Decimal (for half days use .5)	Either this, E, F, or I is required if D has a value.
H	Bullying	Educational Services during Expulsion?	Yes/No	Required if F has a value. If this has a value then F is required.
I	Bullying	Days of Other	Decimal (for half days use .5)	Either this, E, F or G is required if D has a value.
J	Kansas School Safety and Security Act	Did school staff report an act to law enforcement that constituted or involved a felony?	Yes/No	If this is 'Yes', then both M and N are required.
K	Kansas School Safety and Security Act	Did school staff report an act to law enforcement that constituted or involved a misdemeanor?	Yes/No	If this is 'Yes', then both M and N are required.
L	Kansas School Safety and Security Act	Did school staff report an act to law enforcement that constituted or involved the possession, use, or disposal of explosives, firearms, or other weapons ?	Yes/No	If this is 'Yes', then both M and N are required. If this is 'Yes', then O is required.
M	Kansas School Safety and Security Act	Did the act reported to law enforcement occur ...	1,2 or 3	If this is not blank, then either J, K, or L must be Yes, and N is required.
N	Kansas School Safety and Security Act	Was an arrest and referral to law enforcement or juvenile intake and assessment services made in connection to the incident?	Yes/No	If this has a value, then M is required, and either J, K, or L must be Yes.

If there are no errors, the page will display the discipline incident data on the data collection tab. Additional individual student data can be added using the **Add New Discipline Incident** link, as described on page 8 of this manual.

Discipline Incident Data

KIDS ID	Incident Date	Involves Bullying?	Involves felony, misdemeanor, etc?	Involves firearms?	Involves student with a disability?	Involves expulsion not reported elsewhere?	Action
1111111111	1/10/2018	No	No	No	Yes	No	✏️ ❌
2222222222	1/11/2018	No	No	No	Yes	No	✏️ ❌
3333333333	1/12/2018	Yes	No	No	Yes	No	✏️ ❌
4444444444	1/13/2018	No	No	No	Yes	No	✏️ ❌
5555555555	1/14/2018	No	No	No	Yes	No	✏️ ❌
6666666666	1/15/2018	No	No	No	Yes	No	✏️ ❌
7777777777	1/16/2018	No	No	No	Yes	No	✏️ ❌
8888888888	1/17/2018	No	No	No	No	Yes	✏️ ❌

Incidents can be edited or deleted, as needed, under the **Action** column on the data collection tab. Deleted entries cannot be restored and must be reentered.

When all of your discipline incident data has been entered, click on the **Submit** button on the data collection tab.

Submit

When you have finished entering your building's discipline incident data, please click "Submit" to submit your data to KSDE.

Submit

You will be asked to confirm that you wish to submit the assessment, verifying that the data is correct and in compliance with state law. After submission, the data is in "view only" mode.
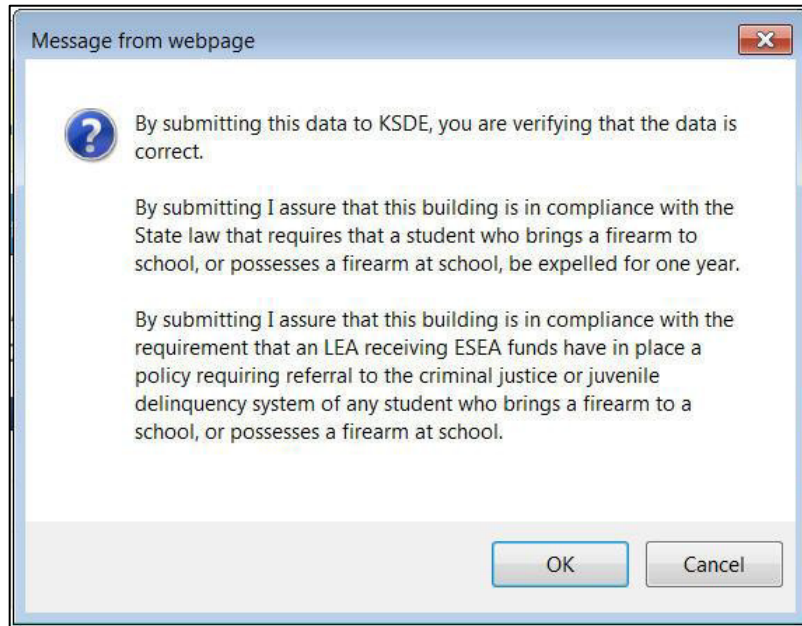
Should you need to modify the data after submission but before the end of the submission window as indicated in the yellow **Review Summary** bar, you can click on the **Reopen** button to do so.
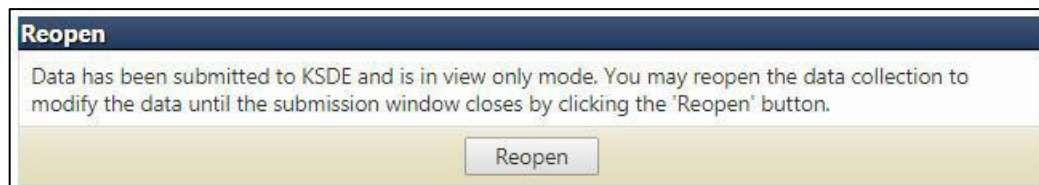
Make any necessary changes and submit the data again.

Reports

The **Reports** tab displays a link to the **Discipline Incident Detail Report**. Clicking on this link will allow you to select options including School Year, District, Building (option only for district-level users), Section (the type of information to report - not all types will be available to all users), and the format requested.

Note that by default, the report will only show submitted data. To request data that has not yet been submitted, select the **Show Not Submitted Incidents** checkbox.

DISCIPLINE INCIDENT DETAIL REPORT

THIS REPORT WILL LIST DISCIPLINE DATA ENTERED INTO KIAS FOR THE SELECTED SCHOOL YEAR. BY DEFAULT IT WILL ONLY SHOW SUBMITTED DATA; TO SHOW DISCIPLINE DATA THAT HAS NOT YET BEEN SUBMITTED CHECK THE 'SHOW NOT SUBMITTED INCIDENTS' CHECKBOX.

Options

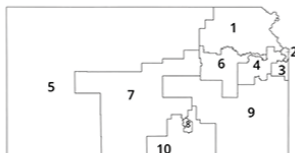|	
School Year:	2017 - 2018 ▼
District:	SD001 Test District SD001 ▼
Building:	All Buildings ▼
Section:	○ Students Involved with Firearms ○ Discipline of Students with Disabilities (IDEA) ○ Educational Services during Expulsion
Show Not Submitted Incidents:	☐ Show Not Submitted Incidents
Printed Report or Excel:	⦿ PDF ○ Excel

[Generate] [Return to Reports]

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Help Desk: (785) 296-7935

A second report is available to district-level users only. The **Submission Status Report** will display discipline data collections for the selected school year for buildings within the district, and whether or not they have submitted their data to KDSE. The report can be filtered using the **Submitted Status** dropdown to display either buildings that have submitted or those that have not submitted their data to KSDE. Leaving the field blank will display both options.

Kansas State Board of Education

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(785) 296-3203

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SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth
- Kindergarten readiness
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- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success

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To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

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Jan. 25, 2025

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