EARLY CHILDHOOD

Foundations for School Success (FSS) User Guide

KANSAS
STATE DEPARTMENT OF
EDUCATION

Kansas leads the world in the success of each student.

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www.ksde.gov/board

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
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success

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MISSION

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

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EARLY CHILDHOOD FOUNDATION FOR SCHOOL SUCCESS
Introduction

The intent of high-quality Early Childhood programs is to provide children the best possible start in life. The Kansas State Department of Education (KSDE) is dedicated to ensuring that each student enters kindergarten at age five socially, emotionally, and academically prepared for success. KSDE supports local agencies providing early learning opportunities.

The Early Childhood Foundations for School Success (FSS) application gathers data on Kansas Pre-school Pilot (KPP). FSS also allows Kansas Parents as Teachers (KPAT) and Non-Public Kansas Preschool Pilot (KPP) programs to assign Kansas Individual Data on Students State Student Identifier (KIDS ID) for new students participating in the program. KSDE web applications should work with the latest versions of all modern browsers. However, for best results, KSDE recommends use of the following:

- Microsoft Edge version 18 or newer
- Apple Safari version 12.1 or newer
- Google Chrome version 76 or newer
- Mozilla Firefox version 68 or newer

This User's Guide will describe how to:

- Request access to the Foundations for School Success system;
- Access the system;
- Navigate the system;
- Search for a child;
- Add a child;
- Edit a child;
- Complete program surveys, and;
- Generate reports.

We have also included some notes and tips that highlight important topics.

NOTE: the "Notes" box will mention items that require special attention.
TIP: the "Tip" box will contain recommendations and/or "shortcuts" as the user works through Foundations for School Success.

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Important Terms

If you are new to Foundations for School Success, this glossary of terms clarifies words and phrases that may be unfamiliar to you. Please review these important terms before continuing:

Term	Meaning
Confidential Data	At KSDE, this includes any data that is personally-identifiable, with the exception of business directory data and public employment data such as place and address of employment, business phone number, business email address. Confidential data is not to be disclosed except through contractual agreement.
Early Childhood Foundations for School Success	An authenticated application that collects data on children and educators enrolled in KSDE early childhood programs including non-school based preschool, school-based preschool, and home visiting. Often referred to as Foundations for School Success or FSS.
Early Childhood Special Education	Special Education programs for children from birth to 5 years old including Part C Infant Toddler Early Intervention and Part B, Section 619.
Generation Code	An appendage (suffix) used to denote the child's generation in his/her family. Not every child will have a generation code. Examples: Jr., Sr., III, etc.
Grade Level	An assignment within the KIDS Collection System that has a specific association. Users that are unsure of the appropriate corresponding grade level for a student should review the KIDS Collection System File Specifications at https://kidsweb.ksde.gov/
KIDS	Kansas Individual Data on Students- A KSDE software application that allows Districts and Organizations to report data for students by the student's State Student Identifier (SSID).
KIDS Assignment System	A program that assigns and tracks State Student Identifiers (SSIDs) to individual children.
KIDS Collection System	Kansas Individual Data on Students (KIDS) Collection-A KSDE software application that allows districts and organizations to report data for children/students by the student's State Student Identifier (SSID).
KIDS Collection System File Specifications	A document that contains the formatting requirements, definitions, and permitted values for the KIDS Collection System. This document can be found of the KIDS website at https://kidsweb.ksde.gov/

KIDS ID	A central identifying number for a Kansas child/student. Interchangeable term for SSID.
KPP Survey	A survey that all Kansas Preschool Pilot (KPP) programs must complete. The survey has four tabs and all four tabs must be complete in order to submit.
KPP Non-Public Participants	A feature for non-public participants of the Kansas Preschool Pilot (KPP) to search for a student with a previously assigned KIDS SSID number and assign children to the KPP program. All non-public participants must utilize this dashboard option.
Organizations	A school district, cooperative, privately funded organization, or any other entity that provides services to children.
Reporting Window	The time period that data can be entered for a particular survey.
Search for Child	A feature that allows users to either search for a student previously assigned an SSID number or assign to a student an SSID number.
SSID	State Student Identifier (SSID) - A central identifying number for a Kansas child/student. Interchangeable term for KIDS ID.
State Fiscal Year	The period from July 1st to June 30th of the following year. The State Fiscal Year is referred to by the second year. For example, the State Fiscal Year that runs from July 1, 2017, to June 30, 2018 would be the 2018 State Fiscal Year.
Survey	This term is used for a questionnaire or survey that collects data within FSS.

User Access Levels

Kansas Preschool Pilot program (Public and Non-Public Participants)

District/Org Read Only – This role is intended to be used for reviewing the data entered and for generating reports. This role is ready only and does not have the ability to search for and create new SSIDs for children.

District/Org Update – This role is intended to be used for data reporting, data entry and generating reports, including the ability to search for and create new SSIDs for children for each organization.

KPP Multi-Org Read Only – This role is intended to be used for reviewing the data entered and for generating reports for multiple organizations through a single Common Authentication account. This role is read only and does not have the ability to search for or create new SSIDs for children for each organization.

KPP Multi-Org Update – This role is intended to be used for data reporting, data entry and generating reports for multiple organizations through a single Common Authentication account, including the ability to search for and create new SSIDs for children for each organization.

Note for all KPP users: If your organization is not participating in the KPP program for the current school year, no access will be granted to any of the KPP screens in the application (Survey, Roster or Non-Public Roster).

Note for Multi-Org users: Multi-Org users cannot have access to both KPP and KPAT screens in the application. If you are a Multi-Org user for both programs, KPP and KPAT, you need to have one account for KPP Multi-Org and one account for KPAT Multi-Org.

Kansas Preschool Pilot (Public Participants)								
Application Access Level	**KPP Survey**	**KPP Roster**	**KPP Non-Public Roster**	**Create/ Search SSID**	**Write /Edit/ Save**	**Submit/ Unlock**	**Reports**	**Reports for Success in School**
District/Organization								
District/Org Read Only	X	X					X	
District/Org Update	X	X		X	X	X	X	
Multi-Organization								
KPP Multi-Org Read Only	X	X					X	
KPP Multi-Org Update	X	X		X	X	X	X	

Kansas Preschool Pilot (Non-Public Participants)								
Application Access Level	KPP Survey	KPP Roster	KPP Non-Public Roster	Create/ Search SSID	Write /Edit/ Save	Submit /Unlock	Reports	Reports for Success in School
District/Organization								
District/Org Read Only	X		X					
District/Org Update	X		X	X	X	X		
Multi-Organization								
KPP Multi-Org Read Only	X		X					
KPP Multi-Org Update	X		X	X	X	X		

Kansas Parents As Teachers program

District/Org Read Only – This role is intended to be used for generating reports. This role is read only and does not have the ability to search for and create new SSIDs for children.

District/Org Update – This role is intended to be used for generating reports, including the ability to search for and create new SSIDs for children for each organization.

KPAT Multi-Org Read Only – This role is intended to be used for generating reports for multiple organizations through a single Common Authentication account. This role is read only and does not have the ability to search for or create new SSIDs for children for each organization.

KPAT Multi-Org Update – This role is intended to be used for generating reports for multiple organizations through a single Common Authentication account, including the ability to search for and create new SSIDs for children for each organization.

Note for Multi-Org users: Multi-Org users cannot have access to both KPP and KPAT screens in the application. If you are a Multi-Org user for both programs, KPP and KPAT, you need to have one account for KPP Multi-Org and one account for KPAT Multi-Org.

Kansas Parents As Teachers								
Application Access Level	KPP Survey	KPP Roster	KPP Non-Public Roster	Create/ Search SSID	Write /Edit/ Save	Submit /Unlock	Reports	Reports for Success in School
District/Organization								
District/Org Read Only							X	X
District/Org Update				X			X	X
Multi-Organization								
KPAT Multi-Org Read Only							X	X
KPAT Multi-Org Update				X			X	X

Registering for Access

Gaining Access to Foundations for School Success- new login:

Individuals who do not have access to KSDE web applications need to register. Register by going to https://apps.ksde.gov/authentication/login.aspx and click on the New User Registration "Register" button.
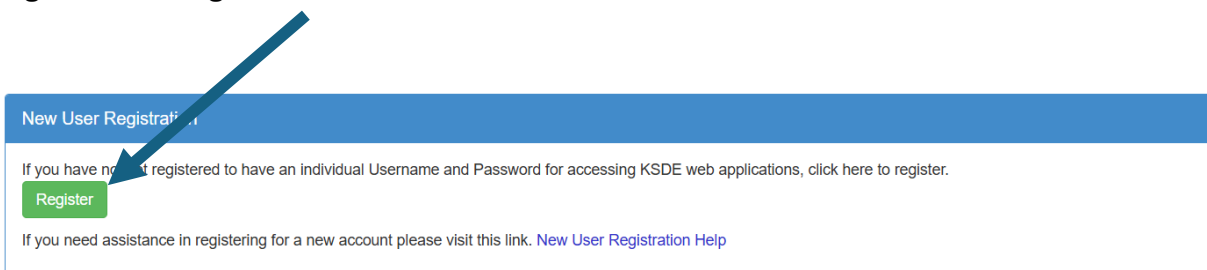
On the Registration page, enter your business contact information (First Name, Last Name, Phone Number and Email Address). Next, select your organization from the "Organization" drop-down list. From the "Building" drop-down list, select "All Buildings."

A list of available applications will be displayed. Scroll down to "Early Childhood Foundations for School Success" and select the checkbox in the first column to choose that application. From the Application Access Level column, select the level that is appropriate for you (see the User Access Levels Section earlier in this document).

Login ID

Enter a user name (login ID) and password. You determine your login ID. Do not use spaces. You also determine your password; be sure to follow the password requirements that shown on the screen.

Security Questions

When registering for any application you are required to provided two pieces of security information. The security questions help retrieve your password if you forget it. They also allow you to make any subsequent changes to your login, once it is established. First, enter your birthdate following the format shown on screen. Second, enter a security question and answer. When you have completed all required information on the registration form, click the "Submit" button at the bottom of the screen.

> **TIP:** You will need to remember the Login ID, password, security question/answer, and birthdate you entered. KSDE does not store this information for you.

If all data on the registration form is valid, you will get a message that says "Thank You for Registering." The registration request will be forward to the district superintendent, or designee at your organization, for approval. You will receive an email when your access request is approved and your username and password are ready for use. Approval may take several business days.

> **NOTE**: If you do not receive the email announcing you are approved within three business days, check to see if the email was sent to your spam or junk folder. If not, contact the superintendent for verification of approval. Contact KSDE Help Desk at 785-296-7935 if the superintendent has sent the email reply, but you have not received the confirmation email.

Gaining Access to Foundations for School Success- existing login:

Individuals who already have access to KSDE web applications at the district level can use the "Manage My Account" option to add Foundations for School Success to their list of applications at that user access level. If the existing username is a school-level access, a new registration will need to be created at a district-level (see the previous section for guidance on creating a new login). As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add Foundations for School Success to your list of available KSDE web applications

1. Login on the KSDE Web Application page
2. Click the "Manage My Account" link
3. Check the box in front of Foundations for School Success
4. Select your access level
5. Scroll down and enter birthday and answer security question exactly the way you did when you registered
6. Click "Submit"

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access Foundations for School Success.

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

Gaining Multi-Org Access to Foundations for School Success-new login:

Gaining access to Foundations for School Success for multiple organizations may be necessary when a coordinator directs programs for multiple school districts or when an educator works with children from multiple school districts. Start the process by completing the online registration form for the consortium or for one of the districts. Follow the directions described in the Gaining Access to Foundations for School Success— new login section in the previous section. It doesn't matter if you start with the consortium or which district you choose.

The entire process of gaining access to one district must be completed before you request access to additional districts. When selecting the level, be sure to select one district from the organization drop down menu and select "All Buildings" from the building drop down menu. TIP: If you forget your KSDE web applications password, click on the link that says, "Forgot Your Password?" on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

Once the screen displays the list of available web applications, scroll down to Early Childhood Foundations for School Success. Place a check in the box to the left of the Foundations for School Success name to select the application. Then select "KPP Multi-Org Update, KPP Multi-Org Read Only, KPAT Multi-Org Update, or KPAT Multi-Org Read Only."
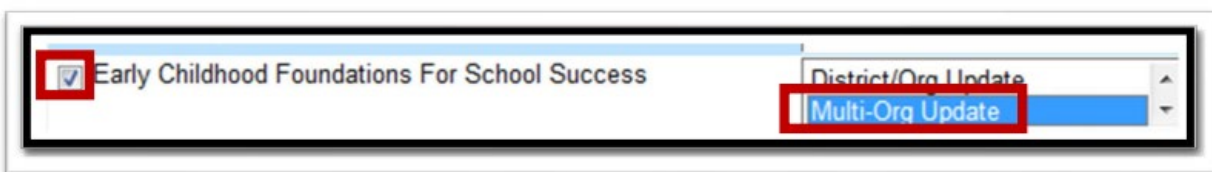
After submitting the online registration request, the superintendent of the consortium or district will be contacted to approve access. The Authentication system will only contact one superintendent for approval.

**In addition to registering for access, please send an email to helpdesk@ksde.gov indicating that you have requested multi-org access and provide a list of districts for which you need access to Foundations for School Success.

Once the first district has approved the request, you will have access to Foundations for School Success for that one district only. To gain access to FSS to additional districts, you

will need to contact and request that the superintendent(s) of the other district(s) send an email to helpdesk@ksde.gov granting your approval to Foundation for School Success.

Only those districts whose superintendents send an approval email will be manually added by KSDE Helpdesk Staff to your KSDE account. Phone calls are not an acceptable means of granting approval. If a superintendent refuses to grant you access to FSS for that district, KSDE will honor the superintendent's refusal and will not grant access to the denied requester.

Gaining Multi-Org Access to Foundations for School Success- existing login:

Start by logging in to Authentication and clicking on the link to "Manage My Account." If you already have a district-level account, you will need to add the Foundations for School Success application. Make sure the "Application Access Level" level you select is the "Multi-Org" option. You will need to provide your birth date and the correct answer to your security question before submitting your request. Follow the same process indicated above for access to FSS with additional districts.

Logging into the System

The Foundations for School Success, like other KSDE web applications, is available on the KSDE Common Authentication page. To access Foundations for School Success, enter your KSDE username and password to the KSDE Web Applications page (https://apps.ksde.gov/authentication/login.aspx). Once access has been granted by the superintendent, you will see Foundations for School Success on your list of approved KSDE applications and you will need to click on the application name to open it.

> **NOTE:** Some of the applications may be grayed out. This means that they are either not active applications or that you have not yet been approved for access to those applications.

"Tour" of the System

The Home screen will be the first screen you see when logging into Foundations for School Success. The Home screen may have announcements or information pertaining to entering data in Foundations for School Success.

This is the user ID and the Access Level of the user

This is a link to the Help Page

This is the email address to use for questions.

This is the Navigation Pane

KPP Survey

All Kansas Preschool Pilot Grantees must complete this survey between May 1st and June 1st of each school year. The Survey includes multiple tabs that must be completed in order to submit.

Begin by selecting the KPP Survey from the Navigation Pane. Complete each of the survey questions on each of the tabs. Click the "Save" button at the bottom of the page as you complete each page to save along the way. This will save your information and allow you to return at a later time to complete the survey. After answering all survey questions on all tabs, click the "Submit" button at the bottom of the screen.

If errors are found during the "Save" process, a list of those errors will be displayed in the "Errors" List located a the bottom of the screen. The errors must be corrected before you are able to "Submit" the survey.

KPP Roster

The KPP Roster Page lists the students who have been reported in KIDS Collection as participating in the Kansas Preschool Pilot during this school year on the ENRL or EOYA Records. This page is intended to help programs understand which children were reported in the ENRL and EOYA records as KPP Students. This number should be close to the number of students reported in Foundations for School Success. If a district finds that the number of students reported in their ENRL is incorrect, districts are unable to change the ENRL, but they can make sure the EOYA report is correct.

KPP Non-Public Participants

The KPP Non-Public Participants Page allows Non-Public Participants to add children to their KPP Rosters and search children from their list of participants by using the Search Child on this page.

To search for a child, enter the Child's First and Last Names into the appropriate fields. Click the "Find Now button. If the child has been entered, their name will appear along with their entered information. If the child was enrolled in your KPP Program on September 20th select "yes" in the dropdown tab under that column. If the child was not, select "no". You can also remove the child from KPP by selecting the "Remove from KPP button. Please note, children should only be removed if they were never in the program at any point during the school year, such as students entered in error. If you can not find a child you need to add to your KPP roster, you will need to add the child under the "Search for Child" function described earlier.

Generate Reports

Reports are available to provide data entered into Foundations for School Success back to the district, organization, or consortium that entered it in an organized display. Click on the "Generate Reports" link from the navigation pane. Select the Fiscal year you would like to view from the dropdown box and then then select the Report you would like to view. These reports span the school years 2013 to present. Depending on the report you select, there may be additional filters that appear in the Select Filter section. Some reports will provide the option of exporting the data in Excel or in PDF. Once all filters have been entered, click on the "Get Report" button.

The following table provides a description of each one of the reports:

Report Name	Description	Potential Uses
Raw Data Reports	The report will contain the raw data for the completed survey chosen for a fiscal year. A time span of less than a fiscal year may be specified. This report only includes the data from surveys that have a completed status. No mathematical calculations have been applied to the data.	Data analysis based on the needs of the district or organization, including individual data. Could provide a local data source for research.
Child Demographics Report	This report will aggregate the data from child demographic surveys with a completed status.	Child demographic data can be used to describe the overall child population served by a program in a given fiscal year, to look at trends in child demographics over time, to assist in decisions targeting certain populations

Reports for Success in School

The Reports for Success in School page generates reports from the former Success in School Application. This Application is no longer used, but reports from 2012-2018 are still available in this tab. To access these reports, select the "Reports for Success in School" function from the Navigation Pane. Select the year along with the report you wish to view as well as any filter you wish to apply and then click "Get Report" at the bottom of the page.

Help Resources

The Documents below are located on the KSDE Early Childhood Programming webpage.

- Foundations for School Success Step-by-Step Guide for PreK Surveys

- Foundations for School Success Step-by-Step Guide for Non-Public Participants

- FSS Information Sheet

KSDE Help Desk: helpdesk@ksde.gov

IT Help Desk: 785-296-7935

Revision History

Date	Reason for Changes	Version
7/1/21	Updated manual in its entirety	8.0
5/15/25	Updated manual to remove Preschool-Aged At-Risk Survey	90.

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