K-5 Plus (K5P) Program Reporting Guidance 2019-20

**Purpose:**

* K-5 Plus applies to kindergarten through 5thgrade students who are participating in this summer program.
  + Note: In 2019-20 program changed from K-3 Plus to K-5 Plus.
* The data is used to calculate funded students for the K-5 Plus program.

**Business Rules:**

* All students enrolled in the 25 day K5P summer program must be reported in the K5P collection in September using 9/1 as the snapshot date; date format= YYYY-09-01. These are students who start school earlier than their classmates, then at 40th day they will be reported in the SAME course codes (classes) as their other classmates at 40th day.
* The K5P collection window opens the 1st week in September (or sooner) and will remain open through the month of September
* At the 9/1 K5P reporting period, K-5 Plus Class Rosters will be reported to STARS. The Course Code must be **0K5P**. Course Code 0K3P has been deleted. There should be one 0K5P course code record in the COURSE ENROLL template submitted per participating K5P student.
* K5P students are identified as such in the ***PROGRAMS FACT*** template where field #5 ***Programs Code*** must be **K5P.** Program code K3P has been deleted.
* Report a ***STUDENT DAILY ATTENDANCE*** record for each student for each day they are enrolled in the K5P summer program indicating ATTD (Attended) or ABS (Absent). Students must be in attendance on July 17th to be funded (meaning an ATTD Student Daily Attendance record for 2019-07-17 must be found for that student); exceptions are made if school is not in session on that day.
* ***PROGRAMS FACT*** template where field #18 ***Participation Info Code*** is Conditionally Required when PROGRAMS CODE (Field#5) is populated with K5P (K-5 Plus program).
  + If field 5=K5P AND the student received Extended Learning Time anytime during the 25 days of K-5 Plus, then field #18 Participation Info Code will contain the value 50 to indicate Extended Learning Time was received by the K5P student. If the K5P student received no Extended Learning Time then no value will be entered.
* All K-5 plus programs are now 25 days (in prior years they were 20 or 25 days).
* PED IT loads one record for each K-5 Plus participating school with program start and end dates into table [StateDB].[dbo].[tbl\_k3p\_dates] for STARS reporting
  + Fields: SCHOOL\_YEAR, DISTRICT\_NAME, DISTRICT\_CODE, LOCATION\_NAME, LOCATION\_ID, Beg\_Date, End\_Date, FundedAttendanceDay, ProgramDays
* Bus mileage pertaining to K-5 Plus students will be collected for the first time in 2019-20.
* On **July 17, 2019**, each local school board of a school district and governing body of a state-chartered charter school shall document the number of miles traveled by each school bus on each school bus route, showing the route mileage in accordance with the type of road surface traveled.
* The total miles recorded shall not include non-essential deadhead miles.

**Data Quality Engine (DQE) Business Rules:**

None

**Templates to submit to 9/1 snapshot window for K5P:**

* STUDENT
* STUDENT SNAPSHOT
  + Field 83, **Snapshot Date** valid values:YYYY-09-01 = K5P
    - must reflect appropriate date for submission window
* PROGRAMS FACT
  + Field 5, ***Programs Code*** must be **K5P**
  + Field 18, **Participation Info Code** valid value: **50** = Extended Learning Time
* STUDENT DAILY ATTENDANCE
  + Target Table: STUD\_ATTEND\_DAY
  + Field #4, Attendance Date
    - Report date of student’s attendance or absence for each day of enrollment in K5P (e.g. YYYY-MM-DD)
  + Field #8, Attendance Code Long
    - Report **ATTD** (=Attended) or **ABS** (=Absent) for each day the student is enrolled in K5P
  + Field #9, School Year Date
    - This will be the new school year and not the school year that just ended. e.g. For the 2019-20 school year it will be 2020-06-30.
* COURSE
  + Field 26, Semester (Supplementary Course Differentiator) valid values:  **5** = K5P 9/1
  + Field 27, Course Code Long
    - 1st 4 characters must be **0K5P** of this 8-alphanumeric course code
* COURSE INSTRUCTOR
  + Field 17, Semester (Supplementary Course Differentiator) valid values: **5** = K5P 9/1
  + Field 19, Course Code Long
    - 1st 4 characters must be **0K5P** of this 8-alphanumeric course code
  + Field 24, Snapshot Date valid values: **YYYY-09-01** = K5P
* COURSE ENROLL
  + Field 4, Enrollment Period Number valid values: **902** = K5P 9/1
  + Field 5, Effective Date valid values: **YYYY-09-01** = K5P 9/1
  + Field 13, Semester (Supplementary Course Differentiator) valid values: **5** = K5P 9/1
  + Field 14, Course Code Long
    - 1st 4 characters must be **0K5P** of this 8-alphanumeric course code
  + Field 21, Course Instructor Snapshot Date valid values: **YYYY-09-01** = K5P 9/1
* STAFF
* STAFF SNAPSHOT
  + Field 50, Snapshot Date valid values: **YYYY-09-01** = K5P 9/1
* VEHICLE SNAPSHOT
  + Field 3, Reporting Date Valid Value: **YYYY-09-01** = K5P 9/1
  + Field 18, Odometer Reading Date Valid Value: **2019-07-17**
* VEHICLE MILEAGE
  + Field 4, Reporting Date Valid Value: **YYYY-09-01** = K5P 9/1

**K5P Reports:**

New ***K-5 Plus*** report folder created:

[STARS Home](https://eui.ped.state.nm.us/sites/stars) > [STARS Test Reporting](https://eui.ped.state.nm.us/sites/stars/Test) > [Public Folders](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders) > [eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify) > [District and Location Reports](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports) > [K-5 Plus](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-5%20Plus)

* [K-5 Plus Classes, Teachers and Students](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-5%20Plus/K-5%20Plus%20Classes,%20Teachers%20and%20Students.rdl)
* [K5P Approved Programs](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-5%20Plus/K5P%20Approved%20Programs.rdl)
* [K5P Funded Students](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-5%20Plus/K5P%20Funded%20Students.rdl)
* [Student Daily Attendance Verification](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-5%20Plus/Student%20Daily%20Attendance%20Verification.rdl)

The below K3P reports and folder will remain for historical reporting. A new **K-5 Plus** reports folder was created and will contain rewritten K3P reports with K5P rules.

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| [STARS Home](https://eui.ped.state.nm.us/sites/stars) > [STARS Reporting](https://eui.ped.state.nm.us/sites/stars/prod) > [Public Folders](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders) > [eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify) > [District and Location Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports) > [K-3 Plus](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-3%20Plus)   * [EXCEPTION K3P student not funded due to missing 15th 12th day ATTENDANCE](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-3%20Plus/EXCEPTION%20K3P%20student%20not%20funded%20due%20to%20missing%2015th%2012th%20day%20ATTENDANCE.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FK%252D3%2520Plus%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB&DefaultItemOpen=1&DefaultItemOpen=1) * [K-3 Plus Classes, Teachers and Students](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-3%20Plus/K-3%20Plus%20Classes,%20Teachers%20and%20Students.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FK%252D3%2520Plus%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB&DefaultItemOpen=1&DefaultItemOpen=1) * [K3P Approved Programs](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-3%20Plus/K3P%20Approved%20Programs.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FK%252D3%2520Plus%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB&DefaultItemOpen=1&DefaultItemOpen=1) * [K3P Student Daily Attend Validation 20 and 25 Day Programs](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-3%20Plus/K3P%20Student%20Daily%20Attend%20Validation%2020%20and%2025%20%20Day%20Programs.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FK%252D3%2520Plus%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB&DefaultItemOpen=1&DefaultItemOpen=1) * [Student Daily Attendance Verification](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-3%20Plus/Student%20Daily%20Attendance%20Verification.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FK%252D3%2520Plus%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB&DefaultItemOpen=1&DefaultItemOpen=1) |

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**FAQ:** None at this time.