

Process for Obtaining State Student Identifiers For Children Birth to Three with IFSPs

The Part C data base contains a module that appears on the local network's main screen. The module is identified as KIDS ID Assignment and contains instructions for creating a batch file for obtaining KIDS ID numbers. Each local Part C network has the capability of using this module to upload children's data to the KIDS systems. When the batch file is uploaded, there are instructions to follow to download the KIDS ID numbers. The assigned KIDS ID numbers appear in the blank field in the child's record. The ID numbers are generated through the KIDS collection system. The record type used is known as an assignment record. The common term for this record type is an ASGT record.

There is a button on the KIDS ID screen to process a returned batch file. Clicking this button selects the downloaded file. When the process button is selected, the batch file is read and the KIDS ID number assigned to a child by KSDE is placed in the appropriate field in the Part C database.

The second function of the module is to prepare and upload a correcting batch file. Each local Part C network has the capability to prepare a batch file for children that already have a KIDS ID number assigned. This function is used for correcting information (i.e. birth date, name spelling) after a KIDS ID number is already assigned.

If there are questions or problems with assignment of KIDS ID numbers or with correction of child data after the KIDS ID number is assigned following the Part C process, contact Jim North at jim@jnsoftware.net.

When the lead agency for a local Part C program is a school district, the lead agency may choose to follow this process for obtaining state student identifiers for children birth to three with IFSPs or the process used for preschoolers with IEPs.