

**Process for Obtaining State Student Identifiers
For Children 3-5 with IEPs**

Work with the current KIDS Administrators in the school or district to upload the children's data to the KIDS systems just like any other child in the district.

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.

Official enrollment in the district is not a requirement to submit a collection/ASGT record. This is particularly true for preschoolers who because of their age are not eligible to enroll in school. The IEP serves as the enrollment document in these cases.

Preschoolers on an IEP who are associated with private/parochial schools are eligible for state and federal funds. The district should be proactive in obtaining the KIDS numbers for any private / parochial school student to access funds available.

With the upcoming release of the KAN_Service application (the new MIS application), KIDS administrators will be required to submit ASGT records in real time. The KIDS numbers and district association is a prerequisite for all of the SPED applications for data entry to be possible. This means that even after the September 20 collection, the requirement for the KIDS ID number is mandatory.