KANSAS STATE DEPARTMENT OF EDUCATION

FACT SHEET

Kansas Educational Data System

KITE ROSTERING FROM KEDS TROUBLESHOOTING STEPS

Introduction

KSDE is reviewing the steps to make sure your students get rostered into KITE appropriately. We believe there are items we need to clarify how information from the Student Information System (SIS) is sent to KSDE. We are also evaluating our process to publish rostering records to KU and KITE. We are working on the latter item. We are asking districts to review their data to make sure KSDE has everything they need to be rostered. This document provides schools and districts with some methods and troubleshooting steps to make sure their students and subsequent data are ready to be rostered.

Rostering Criteria

For students to roster in KITE, they must have a math, science, ELA or self-contained classroom section with a student and staff section record. This translates to a state course category starting with;

- 01 - High School ELA
- 02 - High School Math
- 03 - High School Science
- 51 - Middle School ELA
- 52 - Middle School Math
- 53 - Middle School Science
- 80 - Elementary Self-Contained Classroom
- 81 - Elementary ELA
- 82 - Elementary Math
- 83 - Elementary Science

Ways to check your data is getting uploaded to KSDE

KSDE provides 12 _INFORMATION jobs in the Data Validation Portal to show data that schools and districts have submitted to KSDE. The three jobs listed below are jobs you can currently use to confirm the necessary information has been submitted to KSDE for students to be submitted to KITE. Guidance on what resources to review in your Student Information System (SIS) is also provided.

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Courses_Submitted_INFORMATION

Make sure your courses are successfully published pin Courses_Submitted_INFORMATION > Courses. If not, make sure that your Course Offering and Sections resources for the appropriate courses are being published. If courses do not appear here, verify that the course is set to be sent to KSDE.

Students_INFORMATION

Confirm your students are listed in the Students_INFORMATION > Students. The resources and dependencies necessary to publish in this job is Student Identification, Student School Association, and Student Education Organization Association.

Note: If students do not appear and in the Students_INFORMATION job, make sure that the student enrollment date is not before the start of the term you are reporting classes. For example, if you split your courses into semesters, but your student enrollment date for this year is 8/1/2026 and your course enrollment date is 8/12/2026, the student will not

The key factor is that the enrollment date is within the course term start and end date.

Student_Course_Enrollments_INFORMATION

Confirm that student section enrollments are listed in the Student_Course_Enrollments_INFORMATION > StudentEnrollment job. You should see all the students, courses and staff for each section a student is enrolled in. The resources necessary to get information to publish in this job is listed below.

a. Course Offerings > Sections
b. Student Identification > Student School Association > Staff Sections
c. Student Identification > Student School Association > Student Education Organization Association
d. Staff Assignment > Staff Sections

Search or Export

While checking all these jobs to make sure the information is there, we suggest that you take advantage of the Export to CSV available at the bottom left-hand corner of each Task List Page so it can be pulled into and audited in your spreadsheet software. We also suggest that you use the Find function (CTRL-F or CMD-F) in your browser. We suggest searching for Student IDs, State Course Codes or Teachers, depending on which job above you are evaluating.

Rostering New Students

When you have all course, sections and staff sections configured to be published properly, the resources that you need to publish to roster new students are:

- Student Identification
- Enrollment
- Student Sections
- Student Education Organization Association

We continue to work to answer emails, questions and calls to address these issues. If you have one of the items listed above that you need assistance with, please submit a ticket with as much detail as you can provide and we will attempt to provide you with guidance on getting your students rostered.

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