

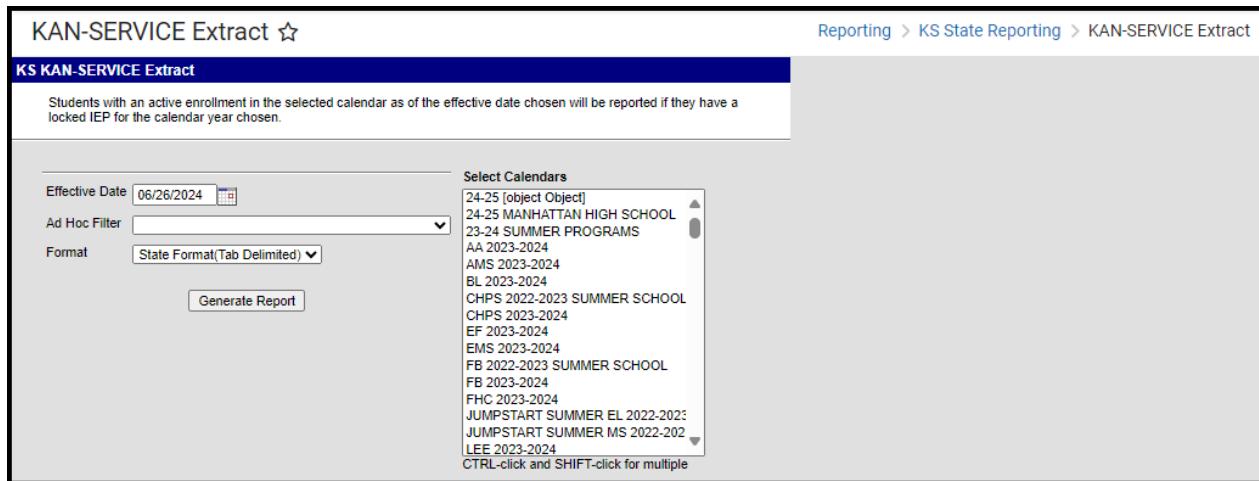
# KAN-SERVICE Export (Kansas)

Last Modified on 12/14/2025 8:45 pm CST

[Report Logic](#) | [Report Editor](#) | [Generate the KAN-SERVICE Export](#) | [Report Layout](#)

Tool Search: KAN-Service Extract

The KAN-SERVICE Export reports Special Education and Gifted data, providing a format that can be submitted to the Kansas Department of Education.



KAN-SERVICE Extract ☆

Reporting > KS State Reporting > KAN-SERVICE Extract

**KS KAN-SERVICE Extract**

Students with an active enrollment in the selected calendar as of the effective date chosen will be reported if they have a locked IEP for the calendar year chosen.

Effective Date: 06/26/2024

Ad Hoc Filter:

Format: State Format(Tab Delimited)

Generate Report

Select Calendars

- 24-25 [object Object]
- 24-25 MANHATTAN HIGH SCHOOL
- 23-24 SUMMER PROGRAMS
- AA 2023-2024
- AMS 2023-2024
- BL 2023-2024
- CHPS 2022-2023 SUMMER SCHOOL
- CHPS 2023-2024
- EF 2023-2024
- EMS 2023-2024
- FB 2022-2023 SUMMER SCHOOL
- FB 2023-2024
- FHC 2023-2024
- JUMPSTART SUMMER EL 2022-2023
- JUMPSTART SUMMER MS 2022-2023
- LEE 2023-2024

CTRL-click and SHIFT-click for multiple

## Report Logic

The following logic is used to report students:

- Only students who have an enrollment in the selected calendar(s) and a locked IEP for that calendar year are included in the report.
- Students report if the student's enrollment record has a GI: Gifted code and a locked KS Gifted PLP for the selected calendar year.
- Students only report if there is an active enrollment in the selected calendar as of the effective date chosen on the report editor. If the effective date is blank, any student who has an enrollment in the chosen calendar(s) and a locked IEP/PLP is eligible to be included on the report.
- One record per locked IEP/PLP report.
- If a student has a locked IEP/PLP for the chosen calendar year, but does not have any services defined in the IEP/PLP (no service code), the student does not report.
- Students only report a SPED instruction service if the number of days are greater than zero. If the Number of Sessions field is zero, the service instance is excluded from the report.

Each student record contains 1 header (fields 1-28) and at least 1 set of service data (fields R1-R13). For students receiving more than one service, additional sets of service data are appended to the student's record.

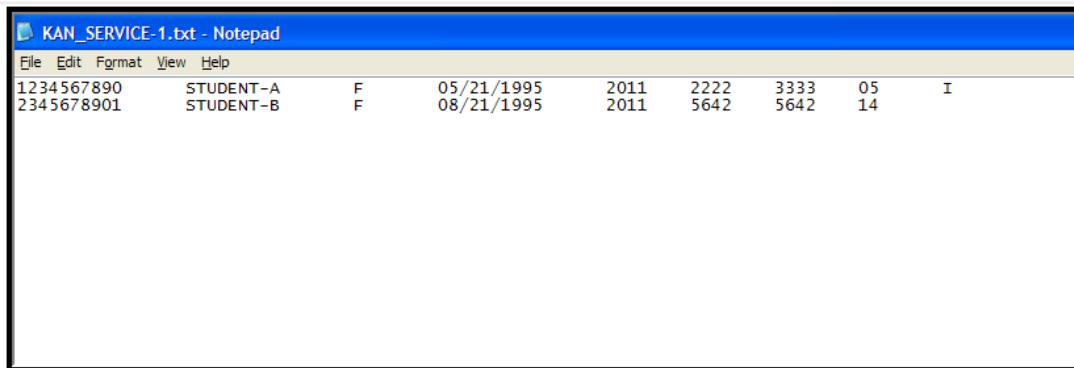
## Report Editor

The following defines the available options on the report editor.

Editor Option	Description
<b>Effective Date</b>	The date by which student's enrollment must be active in order to be included on the report. The current date is entered as the default date. Use the <i>Calendar</i> icon to select a new date or enter the date in the field in <i>mmddyy</i> format.
<b>Ad hoc Filter</b>	Selection narrows the students that may be included (if logic requirements are met) in the extract. Ad hoc filters are created in the <a href="#">Filter Designer</a> .
<b>Format</b>	Determines the display of the report. This extract can be generated in CSV, HTML or the State Format (tab delimited). Use either CSV or HTML formats for testing and data review prior to submitting the data to the state. Use the State Format for submitting the data to the state.
<b>Calendars</b>	Selection indicates the calendar of enrollments that are included in the report.

## Generate the KAN-SERVICE Export

1. Enter the **Effective Date**.
2. Select an **Ad hoc filter**, if desired.
3. Select the desired **Format**.
4. Select the **Calendars** to include in the export.
5. Click the **Generate Report** button. The extract displays in a new window in the selected format.



1234567890	STUDENT-A	F	05/21/1995	2011	2222	3333	05	14	I
2345678901	STUDENT-B	F	08/21/1995	2011	5642	5642			I

KAN-SERVICE Export - State Format (tab delimited)

A	B	C	D	E	F	G	H	I	J
1 KIDSID	StudentLegalLastName	StudentGender	StudentDateOfBirth	SchoolYear	ResponsibleBuildingID	NeighborhoodBuildingID	GradeLevel	KANSERVICE	ExitDate
2 1234567890	STUDENTLAST	F	5/21/1995	2011	2222	3333	5	I	
3 2345678901	STUDENTLAST	F	8/21/1995	2011	5642	5642	14		
4 3456789012	STUDENTLAST	M	4/12/1995	2011	5642	5642	7	R	
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

KAN-SERVICE Export -CSV Format

Records:2						
KIDSID	StudentLegalLastName	StudentGender	StudentDateOfBirth	SchoolYear	ResponsibleBuildingID	NeighborhoodBuildingID
1234567890	STUDENT-A	F	05/21/1995	2011	2222	3333
2345678901	STUDENT-B	F	08/21/1995	2011	5642	5642

KAN-SERVICE Export - HTML Format

# Report Layout

## Report Header

Data Element	Description	Location
<b>KIDS ID</b>	State-assigned student identifier <i>Numeric, 10 digits</i>	Student Information > Special Education > Documents > Plan > Enrollment Status > State ID  PlanState.stateID
		Student Information > PLP > Documents > Plan > Enrollment Status > State ID  Census > People > Demographics > Personal Identifiers > State ID

Data Element	Description	Location
<b>Student's Legal Last Name</b>	<p>The student's legal last name as reported on the Student Demographics editor on the IEP.</p> <p><i>Alphanumeric, 60 characters</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Student Demographics &gt; Last Name</p> <p>Identity.lastName</p> <p>Student Information &gt; PLP &gt; Plan &gt; Student Demographics &gt; Last Name</p> <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Last Name</p>
<b>Student Gender</b>	<p>The indication of the student being either male or female as reported on the Student Demographics editor on the IEP.</p> <p><i>Alphabetic, 1 character (M or F)</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Student Demographics &gt; Gender</p> <p>Identity.gender</p> <p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Student Demographics &gt; Gender</p> <p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Gender</p>
<b>Student's Date of Birth</b>	<p>The student's date of birth as documented on the birth certificate or court document.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Student Demographics &gt; Birth Date</p> <p>Identity.birthDate</p> <p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Student Demographics &gt; Birth Date</p> <p>Demographics &gt; Person Information &gt; Date of Birth</p>
<b>School Year</b>	<p>The school year for which the data is being reported as indicated by the student's IEP Plan Year.</p> <p><i>Numeric, 4 digits (YYYY)</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Year</p> <p>School.schoolyear</p> <p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Year</p>

Data Element	Description	Location
<b>Responsible Building Identifier</b>	<p>The school building accountable for the student in terms of AYP and/or funding.</p> <p>If the Responsible Building field is blank, the AYP School Override value reports. If both fields are blank, the school number of enrollment reports.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Enrollment &gt; State Report Elements &gt; Responsible Building Identifier</p> <p>EnrollmentKS.responsibleBldg</p>
<b>Neighborhood Building Identifier</b>	<p>The student's neighborhood building number. If this value is not populated, the school number of enrollment reports.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Enrollment &gt; State Report Elements &gt; Neighborhood Bldg Identifier</p> <p>EnrollmentKS.neighborhoodBldg</p>
<b>Grade Level</b>	<p>Student's grade level of enrollment. This value reports the mapped state grade level. If the state grade level is not mapped or the grade level no longer exists, the grade level reports from the IEP.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Student Demographics &gt; Grade</p> <p>Enrollment.grade</p> <p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Student Demographics &gt; Grade</p> <p>Grade Level Setup &gt; State Grade Level Code</p> <p>GradeLevel.stateGrade</p>

Data Element	Description	Location
<b>KAN-SERVICE Status Code</b>	<p>The student's special education status. See the <a href="#">Special Education Status Options</a> for more information.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Enrollment Status &gt; Special Ed Status</p> <p>Enrollment.specialEdStatus</p> <p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Enrollment Status &gt; Special Education Status</p> <p>Enrollments &gt; Special Education Fields &gt; Special Education Status</p> <p>PlanState.specialEdStatus</p>
<b>Exit Date</b>	<p>The date the responsible building ceased being responsible for providing the student with special education services. This is only required if the KAN-SERVICE Status Code is an exited code (A, D, G, H, L, M, O, T, W or X).</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Special Education Fields &gt; Special Education Exit Date</p> <p>Enrollment.spedExitDate</p>
<b>Evidence</b>	<p>Optional field, no data is collected.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>N/A</p>

Data Element	Description	Location
<b>Initial Special Education Evaluation Date</b>	<p>The date the student was evaluated for special education services.</p> <p>If the student has a locked evaluation in the chosen calendar year and the Evaluation Type is Initial, the evaluation date reports. If there is more than one evaluation for the year being reported, the most recent date is used.</p> <p>This field reports blank if the student has a PLP (gifted student).</p> <p><i>Date field, 10 characters (M/DD/YYYY)</i></p>	<p>Student Information &gt; Special Education Documents &gt; Evaluation &gt; Evaluation Header &gt; Evaluation Date</p> <p>Eval.evalDate</p>
<b>Special Education Re-Evaluation Date</b>	<p>The date the student was most recently re-evaluated for Special Education services.</p> <p>If a student has a locked evaluation in the selected calendar year and the Evaluation Type is Reevaluation, the Evaluation Date reports. If there is more than one evaluation for the date being reported, the most recent date reports.</p> <p>This field reports blank if the student has a PLP (gifted student).</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Student Information &gt; Special Education &gt; Evaluation &gt; Evaluation Header &gt; Evaluation Date</p> <p>Eval.reevalDate</p>
<b>School Psychologist SSN</b>	<p>Optional field, no data is collected.</p>	<p>N/A</p>
<b>Speech Language Pathologist SSN</b>	<p>Optional field, no data is collected.</p>	<p>N/A</p>

Data Element	Description	Location
<b>Case Manager SSN</b>	Optional field, no data is collected.	N/A
<b>Primary Disability</b>	<p>Reports the student's category of exceptionality as determined by the Eligibility team.</p> <p>See the list of <a href="#">Primary Disability</a> options for more information.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Enrollment Status &gt; Primary Exceptionality</p> <p>Enrollment.disability1</p> <hr/> <p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Enrollment Status &gt; Primary Exceptionality</p>
<b>Secondary Disability</b>	<p>If the student qualifies and is identified as having a secondary disability, the secondary disability reports.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Enrollment Status &gt; Secondary Exceptionality</p> <p>Enrollment.disability2</p> <hr/> <p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Enrollment Stats &gt; Exceptionality</p>
<b>Gifted</b>	<p>Indication of student being classified as Gifted.</p> <p><i>Y or N</i></p>	<p>Enrollments &gt; Special Education Fields &gt; Gifted Student</p> <p>Enrollment.disability10</p>
<b>Extended School Year</b>	<p>Indication of the student If the student is receiving extended school year services. This field reports Y if the student is marked as Yes for "Are ESY services necessary for this student with a disability?"</p> <p><i>Y or N</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Extended School Year</p> <p>PlanServiceProvided.esy</p> <hr/> <p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Extended School Year</p>

<b>Data Element</b>	<b>Description</b>	<b>Location</b>
<b>Special Education Transportation</b>	<p>Indication of the student receiving transportation services that is provided to the student.</p> <p>Y = Special N = Regular <i>Y or N</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Special Factors &gt; Transportation</p> <p>PlanServiceProvided.transportation</p> <p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Special Factors &gt; Transportation</p>
<b>All Day Kindergarten</b>	<p>Indicates the student attends more than a half day. If the student is in state grade levels 00-05 and is scheduled for half the instructional minutes in a day or more on the most recent instructional day that the student is scheduled for on or before the effective date, this field reports as Y.</p> <p><i>Y or N</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Student Demographics &gt; Grade</p> <p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Student Demographics &gt; Grade</p> <p>Student Information &gt; General &gt; Scheduling</p>
<b>Behavior Intervention Plan (BIP)</b>	<p>Indicates the student has an active behavior intervention plan, meaning a separate document or a goal or accommodation addressed on the IEP, consisting of strategies and services to address the behavior of a child with a disability and to help the child learn appropriate and responsible behavior in the school and other community-based education settings.</p> <p><i>Y or N</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Special Factors &gt; Does the student have an active behavior intervention plan?</p> <p>PlanServiceProvided.BIP</p>
<b>Eligibility (Funding) Code</b>	<p>Reports the code from the Special Education Funding Source field in the student's <a href="#">Enrollment</a> record.</p> <p><i>Numeric, 1 digit</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Special Education Fields &gt; Special Education Service Codes</p> <p>Enrollment.stateFundingCode</p>

Data Element	Description	Location
<b>SRS/JJA/Parental Code</b>	Reports the code entered on the student's enrollment record for SRS/JJA/Parental Placement.  <i>Alphabetic, 1 character</i>	Enrollments > Special Education Fields > SRS/JJA/Parental Placement  EnrollmentKS.SRS
<b>County of Residence</b>	Reports the county code from the address in the Student Demographics area of the IEP.  <i>Alphabetic, 2 characters</i>	Student Information > Special Education > Documents > Plan > Student Demographics  EnrollmentKS.countyofresident
		Student Information > PLP > Documents > Plan > Student Demographics
<b>Language of Parent</b>	The language commonly spoken by the student's parent/guardian.  <i>Alphabetic, 10 characters</i>	Census > Person > Identity > Preferred Contact Language  Identity.preferredcontactLanguage
<b>IEP Date</b>	The date the IEP team formally adopts a proposed IEP, this designating this date as the annual IEP review date.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Student Information > Special Education > Documents > Education plan > Start Date  Plan.IEPdate
		Student Information > PLP > Document > Education Plan > Start Date

# Service Fields

Data Element	Description	Location
<b>Service Location Identifier</b>	<p>Reports the location where the student receives services.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Instruction Services &gt; Special Education Location</p> <hr/> <p>PlanServiceProvided.locationSPED</p>
		<p>Student Information &gt; PLP &gt; Documents &gt; Instruction Services &gt; Special Education Location</p>

<b>Data Element</b>	<b>Description</b>	<b>Location</b>
<b>Primary Service Location</b>	Optional field, no data is collected.	
<b>Setting Code</b>	<p>Indicates where the special education or related service is being delivered.</p> <p><i>Alphabetic, 1 character</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Instruction Services &gt; Service Setting</p> <p>PlanServiceProvided.settings</p>
<b>Service Code</b>	<p>Condition of those not valid for Gifted only student not identified.</p> <p><i>Alphanumeric, 2 character</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Service</p> <p>PlanService.stateCode</p>
<b>Provider SSN</b>	<p>Reports the Social Security number of the person who is linked to the provider of the service being performed for the student. If no SSN is found for the person, this field reports blank.</p> <p><i>Numeric, 9 digits</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Service Provider</p> <p>Person.SSN</p>
<b>Primary Provider</b>	Optional field, no data is collected.	N/A

Data Element	Description	Location
<b>Service Start Date</b>	<p>The start date of the IEP Service.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Service Start Date</p> <p>PlanServiceProvided.startDate</p>
		<p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Service Start Date</p>
<b>Service End Date</b>	<p>The end date of the IEP Service.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Service End Date</p> <p>PlanServiceProvided.endDate</p>
		<p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Service End Date</p>
<b>Minutes per Day</b>	<p>The number of minutes per day the service is provided, both direct and indirect minutes.</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Service</p> <p>PlanServiceProvided.serviceDirect</p>
		<p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Service</p>
		<p>PlanServiceProvided.serviceIndirect</p>
<b>Days per Week</b>	<p>The number of days per week the service occurs.</p> <p><i>Numeric, 1 digits</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Plan &gt; Service</p> <p>PlanServiceLocation.serviceFrequency</p>
		<p>Student Information &gt; PLP &gt; Documents &gt; Plan &gt; Service</p>
		<p>Planservice.serviceFreqPeriod</p>

Data Element	Description	Location
<b>Weeks</b>	The number of weeks the service is provided.  <i>Numeric, 2 digits</i>	Student Information > Special Education > Documents > Plan > Service  PlanServiceProvided.startDate
		Student Information > PLP > Documents > Plan > Service  PlanServiceProvided.endDate
<b>Frequency</b>	Number of times the service is provided. If it is every week, reports 1. If every other week, reports 2, etc.	Student Information > Special Education > Documents > Plan > Instruction Services
	<ul style="list-style-type: none"> <li>• If service frequency is days, reports 1.</li> <li>• If service frequency is week, reports 1.</li> <li>• If service frequency is month, reports the number of weeks with an instructional day in the calendar between the service start and end date divided by the number of months with an instructional day in the calendar between the service start and end dates divided by the number of sessions per (round to the nearest whole number).</li> <li>• If number is less than 1, reports 1.</li> <li>• If service frequency is term, reports the number of weeks with an instructional day in the calendar between the service start and end dates divided by the number of terms in the calendar between the service start and end date, and divided by the</li> </ul>	Student Information > PLP > Documents > Plan > Instruction Services  PlanServiceLocation.serviceFrequency Planservice.serviceFreqPeriod PlanServiceProvided.startDate PlanServiceProvided.endDate

<b>Data Element</b>	<b>Description</b>	<b>Location</b>
	<p>number of sessions per (round to the nearest whole number).</p> <ul style="list-style-type: none"> <li>• If number is less than 1, reports 1.</li> <li>• If service frequency is year, reports the number of weeks with an instructional day in the calendar between the service start and end dates divided by the number of sessions per (round to nearest whole number).</li> <li>• If number is less than 1, reports 1.</li> </ul> <p><i>Numeric, 2 digits</i></p>	

Data Element	Description	Location
<b>Total Days</b>	<p>The total number of days that services are provided.</p> <ul style="list-style-type: none"> <li>• If service frequency is days, reports the number of instructional days between the start date and end date of the service.</li> <li>• If service frequency is week, reports the number of weeks with an instructional day between the start date and end date of the service, multiplied by the number of sessions per week.</li> <li>• If service frequency is month, reports the number of months with an instructional day between the start date and end date of the service, multiplied by the number of sessions.</li> <li>• If service frequency is term, reports the number of terms in the calendar between the service start and end dates, multiplied by the number of sessions per term.</li> <li>• If service frequency is year, reports the number of sessions per year.</li> </ul> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; Special Education &gt; Documents &gt; Instruction Services</p> <p>Student Information &gt; PLP &gt; Documents &gt; Instruction Services</p> <p>PlanServiceLocation.serviceFrequency      Planservice.serviceFreqPeriod      PlanServiceProvided.startDate      PlanServiceProvided.endDate</p>