



Kentucky Department of
E D U C A T I O N

Guiding Principles

for using course code 960001 Digital Learning Placeholder

The state course code 960001 can be used as a placeholder within the standard day schedule of Infinite Campus to block out the time a student spends on digital learning coursework that does not follow a typical semester schedule.

Once verification of enrollment has taken place by the high school and the student, the digital learning placeholder code can be used for scheduling students during the standard day. Attendance should be marked if the student is present in the school building while completing the coursework and under the supervision of a certified teacher.

When using the digital learning placeholder, the following practices should be adhered to:

- The actual course(s) being taken by the student must be set up with the appropriate name(s) and course code(s) as directed by the [Course Data Standard](#) outside of the standard day and marked as performance based. See the [Virtual Performance-Based Course set-up and Attendance Verification document](#) for more information.
- The placeholder should not be utilized with Attendance-based Online/Virtual courses because they are scheduled into the standard day. See [704 KAR 3:535](#) and [Guidance for Attendance-based Online/Virtual courses](#).
- If the courses are credit recovery courses, please ensure the correct teaching method is selected as indicated on page 7 of the [Course Data Standard](#).

State course code 960001 will not be reported for Postsecondary Readiness for Kentucky's Accountability System. Only courses with appropriate names and course codes will be reported for Postsecondary Readiness, even when they reside as performance-based outside of the standard day.