

Version History

Author	Revision Date	Comments
Samantha Engstrom	4/24/2015	Original
Samantha Engstrom	9/25/2017	Minor revisions
Samantha Engstrom	3/27/2019	Minor revisions
Samantha Engstrom	5/12/2023	Minor revisions, new verification method

Version History and revision dates (most recent revision 5/12/2023 by Samantha Engstrom)

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Overview

This manual will provide a brief overview of the SEEK ADM At Risk report for use by school districts. Additional SEEK funding is given to students with a free meal/SES status dependent upon the length of enrollment in the district. Districts retain the responsibility to review the report for completeness and accuracy.

Definition

Under state statute a portion of the SEEK funding formula is set aside for students with a free meal/SES status in Infinite Campus. The applicable regulatory citation pertaining to SEEK at risk is 702 KAR 3:270:

- Section 1(1) "At-risk student amount" means 15% of the **per pupil guaranteed base funding amount calculated** pursuant to KRS 157.360 times the sum of the average daily membership of students **approved for free meals the prior fiscal year and the number of state agency children** served pursuant to KRS 158.135.
- Section 2(h) The prior year average daily membership of students approved for free lunch reported through the student information system.

A report has been developed in Infinite Campus to assist districts with reviewing the at risk students. The report displays a list of students who meet **all** of the following criteria:

- Students with an enrollment record in grades K-14 in the current school year;
- Students whose last meal/SES status determined within the current school year on the FRAM meal eligibility module shows a status of "free";
- Students who are not marked as "State Exclude" on the enrollment tab.

Report Generation

The report is located under KY State Reporting>KDE Reports>SEEK At Risk ADM. Please see Figure 1 below.

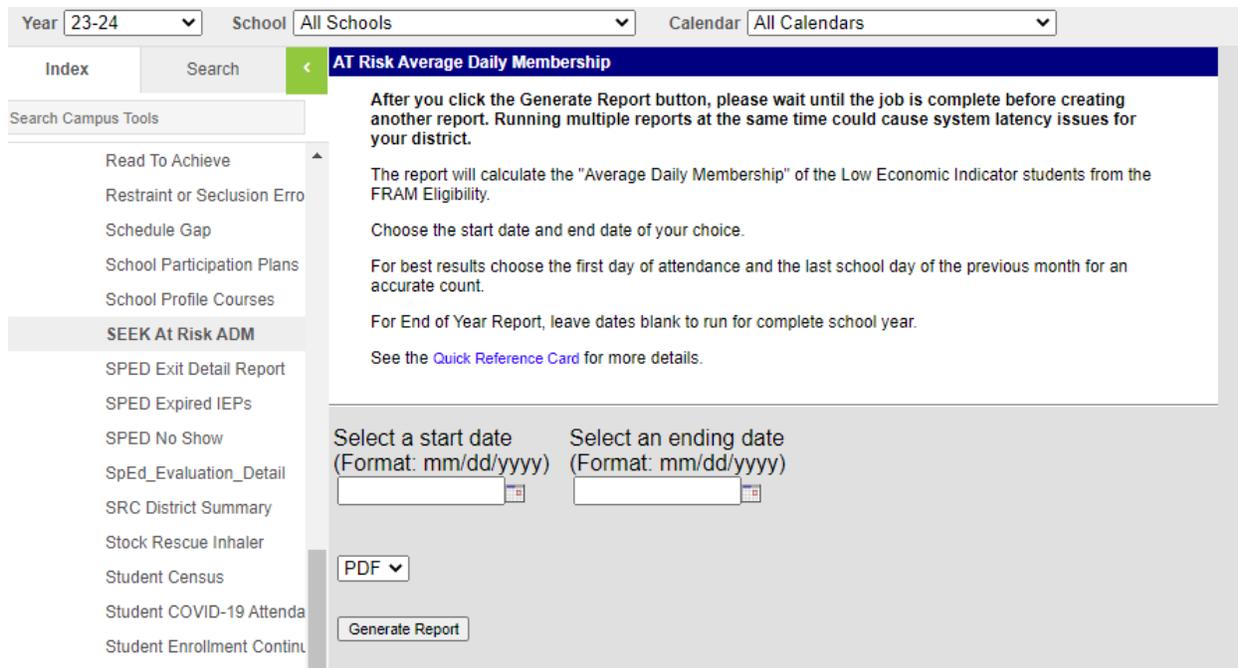


Figure 1: SEEK At Risk ADM Report Interface Screenshot

Ensure that you are under “All Schools” in the calendar dropdown list within Campus to obtain the report districtwide. To generate the report for the entire school year leave the start date field and ending date field blank.

The report can be generated in either a PDF or CSV (i.e., Excel) format.

Sample Report

A few things to note:

- The date the report is generated is in the upper left-hand corner (shown here 05/08/2023)
- The report is organized by school within the district.
- The report shows only **FREE** students
- The calculation for SEEK At Risk ADM is Enrolled Instructional Days divided by Instructional Days from Calendar

Average Daily Membership for *At Risk Students

Date Selection: 07/01/2023 to 06/30/2024

<u>District Name/</u>	<u>Student</u>	<u>Student Name</u>	<u>Grade</u>	<u>Instructiona</u>	<u>Enroll</u>	<u>Enroll</u>	<u>Enrolled</u>	<u>SEEK</u>
	<u>SSID</u>			<u>l Days from</u>	<u>Start</u>	<u>End</u>	<u>Instructiona</u>	<u>AtRisk</u>
				<u>Calendar</u>	<u>Date</u>	<u>Date</u>	<u>l Days</u>	<u>ADM</u>
Anderson County								
School Name								
Anderson County High School								
	1234567890	Lastname, Firstname	08	173	8/11/2022		173	1.000
Grade Total								1.000
	1234567890	Lastname, Firstname	09	173	8/11/2022		173	1.000
	1234567890	Lastname, Firstname	09	173	8/11/2022		173	1.000
	1234567890	Lastname, Firstname	09	173	8/11/2022		173	1.000

Figure 2: SEEK At Risk ADM Report Screenshot (Details)

To obtain the total ADM view the final page in the report.

District Totals:	Count of Students:	352	309.070
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If the student was enrollment in multiple schools/grades then each enrollment will be reflected in the school/grade detail records.

This report reflects the student ADM for SEEK Funding and does not include any preschool students.

** Students with more than one enrollment cannot have a total ADM greater than 1.*

Figure 3: SEEK At Risk ADM Report (Summary)

Verification Steps

The report is primarily composed of two data elements:

- Student enrollment
- Meal/SES status¹

Verifying both fields is important. However, the focus will be on meal/SES status since a record won't appear on the report unless the latest meal/SES record is free – and this is the most common problem that affects the report.

Verification of Meal Status

The default student meal/SES status is “paid”. Any other status must be assigned to each student. The source of the meal/SES status that feeds into the SEEK At Risk ADM report varies based on

¹ Meal/SES status will be used interchangeably in this manual. The socioeconomic status (SES) is used within Community Eligibility Provision districts.

participation in the Community Eligibility Provision (CEP), which provides school breakfast and lunch meals at no charge to students.

The CEP schools collect a socioeconomic status (SES) through a Household Income Form (HIF). The SES status of free/reduced/paid is determined in accordance with the USDA income guidelines. Processing is done within Infinite Campus.

For the non-CEP schools the food service director processes the forms in the point-of-sale (POS) system and then shared with Infinite Campus through a regular data transfer process. Matching on the student is done by state student identifier (SSID). Errors can occur through mismatches on SSID, POS and IC not communicating, problems with the IC data mapping, etc.: districts should check the proper functioning of the data synchronization between the POS and Campus.

Non-IC POS Districts – Responsibility for Meal/SES Status

School Designation	Form	Responsible Party	Status	Originating System
Non-CEP School	Household application	Food Service Director	Meal	Food Service POS System
CEP School	Household Income Form (HIF)	FRAM Coordinator	SES	Infinite Campus

Districts can take several steps toward verifying the accuracy of the meal/SES status. The steps taken are dependent on the district’s level of CEP participation: full, partial or none.

Steps for Verifying Meal Status

The FRAM Eligibility report in Infinite Campus (FRAM>Reports>Eligibility) displays a student count of meal/SES status by eligibility type.

002 EXAMPLE County District 1160 By-Pass North, Lawrenceburg, KY 40347 Generated on 05/08/2023 08:10:52 AM F 12345	Eligibility Report Period: 07/08/2022-06/08/2023 Grade: All Multiple Schools Selected
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Type	Summary for Eligibility Type: Meal			Total
	Free	Reduced	Paid	
Direct Source				
Foster	2	0	0	2
Head Start	0	0	0	0
Homeless	0	0	0	0
Medicaid	910	0	0	910
Migrant	0	0	0	0
Runaway	0	0	0	0
FDPIR	0	0	0	0
SNAP	463	0	0	463
TANF	28	0	0	28
Non-Direct Source				
Income	245	0	0	245
Categorical	0	0	0	0
Override	0	0	0	0
Runaway	0	0	0	0
Foster	0	0	0	0
Migrant	0	0	0	0
Head Start	0	0	0	0
RCCI	0	0	0	0
Early Childhood	0	0	0	0
Homeless	0	0	0	0
Declined	0	0	0	0
Denied	0	0	0	0
Did Not Apply	0	0	0	0
Socioeconomic Status	0	0	0	0
Even Start	0	0	0	0
Medicaid	0	0	0	0
Total	1648	0	0	1648

Figure 3: FRAM Eligibility Report Screenshot (Details)

The following steps should be done for verification of meal/SES status in the district:

1. Generate the FRAM Eligibility report (FRAM>Reports>Eligibility).
 - a. Set the following parameters:
 - i. **School Year:** Choose the current year (default)
 - ii. **Calendars:** Choose applicable calendars
 - iii. **Grades:** 00-14
 - iv. **Time Frame:** Period; enter the first day and last day of school for students
 - v. **Date:** Must be between the first day and last day of school for students
 - vi. **Eligibility Type:** Meal (include SES as well if you are using IC POS)
 - vii. **Eligibility:** Free
 - viii. **Eligibility Certified Type:** All
 - ix. **Observe State Exclude:** Marked
 - x. **Show Only Latest Eligibility:** Marked
 - xi. **(Optional) – Include Student Details:** Marked
 - b. *(Non-CEP Districts/Schools)* Compare the free student counts on the FRAM Eligibility report against your POS system for non-CEP schools, 2) for the CEP schools you can compare the free percentage against the prior year.

Enrollment

Districts can spot check enrollments, especially those students who have an ADM less than 1. Ensure that the correct start/end dates are entered.

Timeline

Activity	June 1	June 30	July 5	Comments
KDE data pull and email to districts	X			Clean- up of data by districts
Data Verification Due Date		X		Verification by district
Data Pull			X	Data extracted by KDE

Timeline table information can be found below

Districts should be aware of the timeline involved with SEEK At Risk ADM verification. A district's At Risk number will be emailed to the district's DPP for verification. The email will also provide instructions on certifying the report data.

Districts will need to confirm the accuracy of their SEEK At Risk ADM number with KDE by filling out the [At Risk Verification Google Form](#).

If you have any questions about the verification form, please contact Samantha Engstrom.

Frequently Asked Questions

What should I be verifying?

When you receive the SEEK At Risk ADM report you will want to verify that the number appears reasonable as compared to what is in Campus. You'll also want to compare what your current year's number is against the prior year(s). Use the steps shown above to verify the accuracy of your current SEEK At Risk ADM.

How do I verifying my SEEK At Risk ADM?

Districts need to fill out the SEEK At Risk ADM Google document for verification and tracking purposes. The google document can be found in the DPP email regarding SEEK At Risk ADM and in the section above.

The number of free students appears low for a school. What should I do?

Run the POS student roster for that school for all who have a free meal status and check each name against the SEEK At Risk ADM report. If a student does not appear on the report then investigate further: check that a free meal status record is in FRAM.

I found issues after the final deadline. What should I do to correct my numbers?

Issues found should be immediately reported to Samantha Engstrom.

Who should I contact if I have any questions?

Please contact Samantha Engstrom) at (502) 564-5625, ext. 4434 or email Samantha.engstrom@education.ky.gov.