

The background of the slide is a composite image. The top left portion shows a line of yellow school buses, with the front of one bus clearly visible, displaying 'SCHOOL BUS' and the number '32'. The bottom left portion shows a classroom interior with blue walls, decorated with colorful balloons and framed pictures. Several white student desks and black chairs are arranged in the room.

# **Data Quality Assurance: Best Practices to Maximize the Quality of your Data**

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**E D U C A T I O N**

# Key Factors of High-Quality Data

- Law/Regulation
- Reward/Penalty
- Added Value
- District Validation
- KDE Inspection

# Are your data planets aligned?

In this session we will explore how to leverage available quality assurance tools to bring order to your galaxy of data.

Discussion question: What are some of the biggest challenges you face in ensuring data quality?



# Pillars of Data Quality

- Accuracy – Correctness and minimization of errors and inaccuracies
- Completeness – All necessary data elements are present without gaps or omissions
- Consistency – Similar data elements have the same meaning and format throughout the dataset
- Validity – Relevant, meaningful and aligned with intended purpose
- Timeliness – Up-to-date and available in a timely manner to support decision making

# Your Mission: Data Quality Best Practices

- What are some data quality best practices that your district has in place?
- What are some consequences of poor data quality?



# Mission Tools: Data Standards

- KSIS [Data Standards](#) should be used and shared among all staff responsible for entering information into Infinite Campus
- Data collected is used by KDE to meet reporting requirements, decision making and funding allocations
- Longitudinal data is shared across systems
- Data standards are updated as data elements are added or modified and include a revised date
- Contact information for additional support or questions

# Mission Tools: Data Reporting Calendar

- [Data Reporting Calendar](#) is available to help districts ensure data is correct before KDE reporting dates.
  - Now includes data quality tools and resources
- [KSIS Newsletter](#) includes upcoming data collection/reporting due dates.
- [KSIS Notifications](#) also provide alerts and reminders for upcoming data pulls



# Data Calendar Tools & Resources

Rev. 12/3/2025

KDE State Report Submissions 2025-2026

State Report	Due Date*	Data pulled at KDE	Update	Data Quality Tools & Resources
At Risk	June 30, 2026	Data pulled at KDE		<a href="#">SEEK at Risk ADM Report</a> <a href="#">SAAR Application</a> – Verify At Risk data <a href="#">At Risk Student Verification Process Video</a>
Automated External Defibrillators (AED)	Oct. 1, 2026	AED Tracking Web Application		<a href="#">School AED Counts</a>
Calendar (Current Year Amended)	June 30, 2026	<a href="#">KDE Application Login</a>		<a href="#">Kentucky End-of-Year Checklist</a>
Calendar (Upcoming Year Original)	June 30, 2026	<a href="#">KDE Application Login</a>		<a href="#">Kentucky Beginning-of-Year Checklist</a>
Career Readiness – Work Based Learning (2024-2025)	July 31, 2025	Data pulled at KDE		<a href="#">Amy Tracy</a> <a href="#">Career Readiness Report</a> <a href="#">Career Readiness: Work-Based Learning Data Standard</a> <a href="#">Dual Credit Course Data Standard</a> <a href="#">FAQ Co-ops and Internships for State Accountability</a> <a href="#">Kentucky's Work-Based Learning Manual</a> <a href="#">QA Courses Report</a>
Dropouts	Nov. 1, 2026	Data pulled at KDE		<a href="#">David Curd</a> <a href="#">Dropout Guidelines</a> <a href="#">Dropout Report</a>
Dual Credit Scholarship	Sept. 15, 2025 Jan. 15, 2026	<a href="http://www.kheaa.com">www.kheaa.com</a>		<a href="#">Roxanne Lewis</a> <a href="#">Dual Credit Course Data Standard</a> <a href="#">Dual Credit Scholarship Report</a>
Early Graduation Program	Oct. 15, 2025	Data pulled at KDE		<a href="#">Michelle Sircy</a> <a href="#">Early Graduation Program Data Standard</a> <a href="#">Intent for Early Graduation Report</a>
Early Literacy Universal Screener Early Literacy Diagnostic	Oct. 30, 2025 Feb. 15, 2026 May 30, 2026	Data pulled at KDE		<a href="#">Danielle Ward</a> <a href="#">Intervention – MAF/RTA Data Standard</a> <a href="#">QRC – Early Literacy Universal Screener</a> <a href="#">QRC – Early Literacy Diagnostic</a>
Early Numeracy Universal Screener	Oct. 30, 2025	Data pulled at KDE		<a href="#">Erin Chavez</a> <a href="#">Intervention – MAF/RTA Data Standard</a>



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# Data Calendar Tools & Resources

- Use the data quality tools & resources as a “one-stop shop” to validate data ahead of the due date.

State Report	Due Date*	Submission	Contact Email	Data Quality Tools & Resources
Gifted and Talented Data Validation	June 1, 2026	Gifted and Talented Records Validation Report	<a href="#">Lynn Lockard</a>	<a href="#">QA Gifted and Talented</a> <a href="#">Gifted and Talented Data Standard</a>
Gifted and Talented Summative Evaluation	June 1, 2026	Gifted and Talented Summative Evaluation Report	<a href="#">Lynn Lockard</a>	<a href="#">QA Gifted and Talented</a> <a href="#">Gifted Benchmark Report</a> <a href="#">Gifted and Talented Data Standard</a> <a href="#">QA Gifted and Talented</a>
Growth Factor	Nov. 1, 2025 Feb. 20, 2026	<a href="#">Attendance Reports</a>	<a href="#">Ronda Devine</a> <a href="#">Laura Loman</a>	<a href="#">Attendance Data Standard</a> <a href="#">Growth Factor Application User Guide</a> – Includes Infinite Campus Data Cleanup Checklist <a href="#">Growth Factor Web Resources</a> <a href="#">SAAR/Growth Factor Process Video</a>
Health Reports	June 30, 2026	Health Conditions/Alerts, Immunization Compliance and Screening Information pulled at KDE on 6/30	<a href="#">Tonia Hickman</a> <a href="#">Angela McDonald</a>	<a href="#">Health Data Entry Manual</a> <a href="#">Health Data Standard</a> <a href="#">Health Office Visit Complaint Report</a> <a href="#">KY Immunization Certificates</a> <a href="#">Student Health Screening Report</a>

# Data Calendar Tools & Resources

- Open the [Data Reporting Calendar](#)
- What are you responsible for in your district?
- What steps do you take to ensure that data is correct and complete before reporting dates?
- Suggestions? Email [kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov)

# Mission Tools: Quick Reference Cards

- Validation and Error Reports
- [Quick Reference Card](#)
- Includes
  - KDE Contact names
  - Helpful links to data standards and guidance documents
  - Report Sample
  - Suggested report uses

## Infinite Campus: QA Courses

## Quick Reference Card

Release date: 6/12/2019

Last Updated: 8/01/2025

**Custom Report: QA Courses** – The purpose of these reports is to produce a list of active courses with at least one section scheduled for quality assurance review. **KDE Reported Courses** will produce a list of active courses that meet the minimum requirements for the type of courses selected in calendars that are not marked as State Exclude. **Only Courses with Setup Concerns** will produce a list of courses with areas of concern highlighted and messages for the type of courses selected. Selecting a specific Type of Courses will filter the output to courses with those indicators. **All** will report active courses with at least one section scheduled. **Dual Credit** will report courses based on difficulty level. **Advanced (AP, IB, CAI)** will report Advanced Placement (AP), International Baccalaureate (IB) and Cambridge Advanced International (CAI) courses based on course state code and difficulty level.

**Selection Criteria:** Use the Campus toolbar to select the school(s) and calendar year you would like to use for the report. If you want data for multiple schools, choose “Select All.” Selecting “All Years” will not work. Select a Report and Type of Courses.

**KDE Contact:** [Caryn Davidson](#), Office of Teaching and Learning  
[KDE CTE Data Services](#), Office of Career and Technical Education

### Tool Search: QA Courses

*NOTE: Users must be granted access by local KSIS administrator before they see this report.*

**Report Sample:** The **KDE Reported Courses** report will generate in Excel format. Each row provides data for a unique calendar and unique course number. KDE does not report courses from calendars with State Exclude checked.

End Year	District Number	School Number	District	School	Calendar	Course Number	Course Name	State Code	State Code Name	Teaching Method	Instructional Setting	Difficulty Level	Type	Attendance	Transcript	DCS	School
2019	999	999	District A	High School A	18-19 eSchool	3503	AP Biology	302646	AP Biology	01: Direct Instruction	01: Onsite Classroom	AP: Advanced Placement		Checked	Checked		
2019	999	999	District A	High School A	18-19 eSchool	5700	English I	230107	English I	01: Direct Instruction	01: Onsite Classroom			Checked	Checked		
2019	999	999	District A	High School A	18-19 eSchool	3400	MATH 213 College Algebra WKU	800021	Dual Credit Quantitative Reasoning	12: Dual Credit - College Offered	05: Online	DC: Dual Credit		Checked	Checked		Western Kentucky University

KDE Contact: Caryn Davidson  
Email: [caryn.davidson@education.ky.gov](mailto:caryn.davidson@education.ky.gov)  
Phone: (502) 564-9850 Ext. 4162

# What is a Quality Assurance (QA) Report?

- Data quality reports for state reported data
- Regular review and corrections during the year will reduce data quality issue for state reporting
- Run for an individual school or for district
- Aggregate reports for district and school
  - Unduplicated student counts
  - If Individual Aggregates is selected, the report will generate in Excel with a worksheet for each school
  - For a district aggregate, select All Schools in the Campus Toolbar
  - Compare to School Report Card data
- Detail reports provide student level data
- Suggested Users: SIS Admin, administrators

# Mission Tools: Quality Assurance Reports

- [QA Courses](#)
- [QA Homeless](#)
- [QA Demographics](#)
- [QA English Learner](#)
- [QA Foster](#)
- [QA Free and Reduced Lunch](#)
- [QA Gifted and Talented](#)
- [QA Migrant](#)
- [QA Military Connected](#)
- [QA Preschool](#)
- [QA SPED](#)
- [QA Student Counts](#)

Path: KY State Reporting | KDE Reports

# QA Courses

- To produce a list of active courses with at least one section scheduled
  - KDE Reported Courses
    - Active courses that meet minimum requirements for the selected type of courses
  - Only Courses with Setup Concerns
    - Courses with area of concern highlighted and messages for type selected
    - Use error messages to determine course of action.
- Select Type of Course

## Select Report

- ☒ KDE Reported Courses
- ☐ Only Courses with Setup Concerns

## Select Type of Courses

- ☒ All
- ☐ Dual Credit
- ☐ Advanced (AP, IB, CAI)

# QA SPED

- The purpose of this report is to allow school and district personnel to verify special education counts.
- The Detail Report returns demographic information for each enrolled student identified in special education.
- The Error Report returns an Excel file with a row for each error found for special education records that would normally appear in the Detail Report.
- The Create School Report Card File returns a CSV file with aggregated counts that is used to load School Report Card.



# Mission Tools: Data Validation Reports

- A *preventive* tool built to find erroneous data to ensure data is clean for reporting.
- Reports are executed by selecting a group containing a list of rules to validate the data in Infinite Campus. The rules and groups are tailored to the report requirements.
- Highlighted on the beginning & end of year checklists and CUES Project Implementation.

# Mission Tools: Student Locator Wizard

- Always use Student Locator when enrolling a new student regardless of their age.
  - If Online Registration does not automatically open Student Locator, tool search for “Student Locator Wizard”.
- This is the first step of ensuring proper student record transfer and data quality.
- Birth Date is a required field to activate the search.
  - If the name matches but not the date of birth, it’s likely not the correct person.
- Before creating a new student, double check that the student has not been enrolled in a Kentucky School District.

# Mission Tools: Student Records Transfer

- In the case of a student transferring from another public school district in Kentucky, once a student is enrolled using the Student Locator, the Student Records Transfer screen will automatically populate.
- To properly complete the request process, simply click the “Submit Request” button.
- If the screen does not appear, you must manually request records by searching for the student’s name and going to Student Information | General | Records Transfer | click New State Transfer Request.

# Mission Tools: SSID Issues Form

- If you are having SSID issues including:
  - duplicates
  - blended records
  - syncing of student SSID's

Compete and submit the [SSID Issues Form](#) to resolve these issues.

- If you enroll a student that receives a “Pending” Student StateID for more than 24 hours, you will need to put a support ticket into Campus.

# Mission Tools: State Person/Enrollment Verification Reports

- Use to verify that district records are available in State Edition
  - [State Person Identity Verification](#) report allows a district to compare its local student and staff person/identity records to those existing in State Edition.
  - [State Enrollment Verification](#) report allows a district to compare its local student enrollment data to that existing in State Edition.
- Suggested Users: SIS Admin

# What are your favorite data quality tools?



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# Questions?



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