

Data Standard Proactive Postsecondary Admissions

Rev. 10/15/2026

Ownership and History

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Overview

Purpose

This documentation details the Infinite Campus collections that must be completed by schools and districts to ensure compliance with the Family Education Rights and Privacy Act (FERPA) and meet legislative requirements for Kentucky Proactive Postsecondary Admissions Program, House Bill 307 (2026), reporting. The intent is to help post-secondary schools connect with students earlier about opportunities available and improve the application process for students.

District responsibilities

To support the program, school districts will annually invite high school students to participate, and report needed information into Infinite Campus to ensure only appropriate student records are reported.

KDE responsibilities

The Kentucky Department of Education (KDE) will provide universities with an annual file of high school students that includes: (1) directory information if the student is not opted out of sharing directory information, and (2) additional academic information if parents or eligible students have opted into the program.

REMINDER: Under FERPA, parents and eligible students (age 18 or older) may opt out of disclosure of student directory information. An opt-out remains in effect until the parent or eligible student revokes it. When a student turns 18 the FERPA rights transfer from the parent to the student.

Implementation timeline

Promotion of program and district data collections will begin during the 2026-2027 school year, with the first data sharing occurring in 2027 and proactive admission notifications beginning in 2028.

Regulation citations

- [House Bill 307 \(2026\)](#).
- [FERPA – 34 CFR Part 99](#)

Data use

- Districts will promote the Proactive Postsecondary Admissions Program annually to encourage families to participate.
- Districts will collect and enter information into Infinite Campus by July 1 each year.
- KDE will report to universities annually by Sept. 1, beginning 2027.
- Universities will promote postsecondary opportunities, financial aid and admissions processes to students beginning in 2028.
- Annual report on Proactive Postsecondary Admissions Program will be provided to legislators beginning in 2028.
- Districts can include the new state seals on transcripts (optional).

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Related ad hoc filters and reports

The following ad hoc reports have been created to assist with batch assigning forms to students (18 or over) and parents (under 18) for the Proactive Postsecondary Admissions Program (PPA).

Tool Search: Filter Designer | State Published

- PPA 18 and Over Students
- PPA Under 18 Students

Resources

[HB 307 Guidance](#)

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Section A – FERPA Directory Definition

Search Terms: FERPA Directory Definition

Districts must identify which elements are included in their local directory information definition in Infinite Campus. What districts identify as “directory” varies. KDE needs the district’s FERPA Directory Definition to ensure that only data designated as directory information by the district is shared with universities.

- KDE will use start and end dates to determine the valid directory information values for applicable year of reporting.
- FERPA Directory Definition record must be end dated and a new record created if the directory definition changes.

The screenshot shows the 'FERPA Directory Definition' form. At the top, there are fields for '*Status Date' (07/08/2026) and 'Status Time' (03:48 PM). Below these is a section titled 'Directory Information Items' with a checkbox labeled 'Check all items in the board policy.' followed by '*Effective Start Date' and 'Effective End Date' fields. The main body of the form contains two columns of checkboxes for various student information items: Student's full name, Student's mailing address, Student's telephone number, Student's school email address, Grade Level, Most recent educational institution, Student's dates of attendance, Degrees, honors & awards received, Student's date and place of birth, Student's major field of study, Participation in activities/sports, Student's weight/height athletics, Student's photograph/picture, and Other. A large empty text box is at the bottom right.

The FERPA Directory Definition tool includes:

Status Date: Automatically populates when the record is created.

Status Time: Automatically populates when the record is created.

Effective Start Date: Enter the date when the local directory information definition began.

Effective End Date: Only enter if a subsequent record is created to reflect changes in the directory information.

***Student's full name:** Check if the student's full name is included in the district's local directory information definition.

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***Student's mailing address:** Check if the student's mailing address is included in the district's local directory information definition.

***Student's telephone number:** Check if the student's telephone number is included in the district's local directory information definition.

***Student's school email address:** Check if the student's school email address is included in the district's local directory information definition.

***Grade Level:** Check if the student's grade level is included in the district's local directory information definition.

***Most recent educational institution:** Check if the student's most recent educational institution is included in the district's local directory information definition.

Student's dates of attendance: Check if the student's dates of attendance are included in the district's local directory information definition.

Degrees, honors & awards received: Check if the student's degrees, honors & awards received are included in the district's local directory information definition.

***Student's date and place of birth:** Check if the student's date and place of birth are included in the district's local directory information definition.

Student's major field of study: Check if the student's major field of study is included in the district's local directory information definition.

Participation in activities/sports: Check if the student's participation in activities/sports is included in the district's local directory information definition.

Student's weight/height athletics: Check if the student's weight and height for athletics are included in the district's local directory information definition.

Student's photograph/picture: Check if the student's photograph/picture is included in the district's local directory information definition.

Other: Optional, can be used to define any additional items the districts include in their local directory information definition that are not available as a checkbox.

*Items included in the annual file of high school students provided to universities.

Section B – FERPA

Search Terms: FERPA

Districts must identify any student who has opted out of sharing directory information and enter directory opt-outs(at minimum) into the Infinite Campus FERPA too. KDE will exclude those students from the file sent to universities. Districts must report directory opt-outs in this Infinite Campus form for KDE use; other dropdown options are optional to help minimize district reporting burden.

- The FERPA tool supports an all-or-nothing directory-information opt-out vs. selecting approved or not-approved data elements by field.

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- FERPA record must be end-dated, and a new record created whenever a parent or eligible student changes their choice. A record is in effect until a new record is entered regardless of school year.

Program Information

Start Date: **(Required)**

MM/DD/YYYY

End Date:

MM/DD/YYYY

School Year:

Changes Made By:

Question 1: Parent or eligible student (18 or over) response to sharing directory information:

Question 2: Parent or eligible student response to directory information being provided to the US Military for the sole purpose of informing students of potential career opportunities:

Question 3: Parent or eligible student response to directory information being shared with colleges and universities. NOTE: answer does not impact sharing for educational transition and scholarship reporting:

Question 4: Parent or eligible student response to sharing additional non-directory information for purpose of Proactive Postsecondary Admissions (PPA) program with KY public postsecondary education institutions:

Comments:
Maximum 255 characters

SaveCancel

- **Start Date:** The Start Date is a required field and should reflect the date entered. The record is in effect until a new record is entered.
- **End Date:** The End Date should be used only when information from the current record has ended and a new record is created. It is not a required field.
- **School Year:** (Optional) School year can be selected to indicate when the record was created.
- **Changes Made By:** (Optional) Schools or districts can enter comments that may be helpful locally. KDE does not use this field.

Changes Made By:

01: FERPA Survey Response

02: Parent/Guardian Request

03: District Admin Response

Question 1: Parent or eligible student (18 or over) response to sharing directory information: Select the appropriate option from the dropdown list. (KDE will use opt-out (only) to determine which student

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records should not be shared with colleges and universities. If Question 3 is “yes”, that overrides Question 1 “No”.)

Question 1: Parent or eligible student (18 or over) response to sharing directory information:

YES: Yes, allow sharing directory information.
NO: No, do not allow sharing directory information (opt-out).
PDNA: Parent did not answer.

Question 2: Parent or eligible student response to directory information being provided to the U.S. Military for the sole purpose of informing students of potential career opportunities: Select the appropriate option from the dropdown list. (For optional district use only, KDE does not use.)

Question 2: Parent or eligible student response to directory information being provided to the US Military for the sole purpose of informing students of potential career opportunities:

YES: Yes, allow sharing directory information with military.
NO: No, do not allow sharing directory information with military (opt-out).
PDNA: Parent did not answer.

Question 3: Parent or eligible student response to directory information being shared with colleges and universities. NOTE: answer does not impact sharing for educational transition and scholarship reporting: Select the appropriate option from the dropdown list. (KDE will use to determine if directory information can be shared with colleges and universities)

Question 3: Parent or eligible student response to directory information being shared with colleges and universities. NOTE: answer does not impact sharing for educational transition and scholarship reporting:

YES: Yes, allow sharing directory information with universities.
NO: No, do not allow sharing directory information with universities (opt-out).
PDNA: Parent did not answer.

Question 4: Parent or eligible student response to sharing additional non-directory information for purpose of Proactive Postsecondary Admissions (PPA) Program with KY public postsecondary education institutions: Select the appropriate option from the dropdown list.

NOTE: The Proactive Postsecondary Admissions Program Opt-In Form is the preferred method so that the communication method can be captured for opting in. Districts do have the option to batch upload responses from the form so they can be seen in the FERPA tool.

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Question 4: Parent or eligible student response to sharing additional non-directory information for purpose of Proactive Postsecondary Admissions (PPA) program with KY public postsecondary education institutions:

YES: Yes, allow sharing of PPA non-directory information with KY public universities (opt-in).

NO: No, do not allow sharing PPA non-directory information with KY public universities.

PDNA: Parent did not answer.

Comments: (Optional) For school use only, KDE will not use this field.

NOTE: Schools and districts can choose to use the batch upload process to enter this data in lieu of entering data for each student. See [Federal/State Program Update Wizard](#) documentation for more information.

Section C – Proactive Postsecondary Admissions Program Opt-In and Preferred Communication Method

Search Terms: Custom Forms

The [Proactive Postsecondary Admissions Program form](#) that is available in the Infinite Campus Counseling module can be used to help promote the Proactive Postsecondary Admissions Program through Campus Portal or Online registration. Utilizing Infinite Campus forms functionality with KDE created ad-hoc reports, can streamline this outreach.

Districts must promote and provide parents and eligible students 18 years of age or older an opportunity to opt in to the program. The additional non-directory information helps universities customize outreach to students. Infinite Campus must reflect opt-ins for KDE to include non-directory information for only applicable students. This non-directory data includes Cumulative Unweighted GPA, highest score on nationally recognized college readiness exam, preferred communications method, completion of Governor’s Education Program(s), and graduation date.

KDE published three Counseling custom forms to collect Proactive Postsecondary Admissions Program opt-ins for sharing student postsecondary admissions data beyond directory information. Students and families can access the [Directions for completing the form in Campus](#) for assistance with completing the form.

- **Parents** can complete the Proactive Postsecondary Admissions Opt-in PARENT form in the Campus Parent Portal for students under age 18.
- **Students age 18 or older** can complete the Proactive Postsecondary Admissions Opt-in STUDENT form in the Campus Student Portal.
- **Staff** complete the Proactive Postsecondary Admissions Opt-in PAPER form when a signed paper form is submitted. A [printable version of the form](#) can be made available to parents upon

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request. When a staff member enters the information from the paper form into Infinite Campus, they are certifying the paper form is signed and a copy is available.

- Database fields are created that are used by KDE to extract only the applicable students and data.

The form is titled "Consent to Participate" with a graduation cap icon. It includes a "Student Name" field with a placeholder "studentFirstName". The main text asks if the user opts in to allow the student's information to be shared with Kentucky's public colleges and universities for the Proactive Postsecondary Admissions Program. It lists the types of information shared: directory information, cumulative GPA, highest college readiness score, completion of the Governor's education programs, graduation date, and preferred communication method. There are two radio button options: "YES" and "NO". The "YES" option includes a statement of permission. The "NO" option includes a statement of non-permission. A note states that if a student opts in and then opts out, postsecondary institutions will continue to have access to the information shared during the period the student opted in. Below this is a section titled "Preferred Method of Communication" with a note that it is required only if selecting YES. It lists four radio button options: "Student's school email address", "Student's mailing address", "Student's phone number", and "Student's text message number (standard rates may apply)". A note asks if selecting NO, please tell us why, followed by a text input field labeled "Opt-Out Reason". At the bottom, there is a logo for "Futuriti" with the text "Explore Kentucky careers, colleges, scholarships, financial aid, & more". Below the logo is a description of Futuriti as a free online tool for planning what comes after high school. To the right of the description is a QR code and the text "FUTURITI.ORG".

Consent to Participate

Student Name

Do you opt in to allow the student's information to be shared with Kentucky's public colleges and universities for purposes of the Proactive Postsecondary Admissions Program? Information shared may include directory information, cumulative GPA, highest college readiness score, completion of the Governor's education programs, graduation date, and their preferred communication method.

☐ **YES**
I give my permission for my/my student's data to be shared with Kentucky public colleges and universities for use in the Proactive Postsecondary Admissions Program.

☐ **NO**
I do not give my permission for my/my student's non-directory information to be shared for the Proactive Postsecondary Admissions Program.

*Please note that if your student opts in to the program and then opts out of the program, postsecondary institutions will continue to have access to the information shared during the period the student opted in.

Preferred Method of Communication
Required only if selecting YES. Select one option below (from Infinite Campus records).

☐ Student's school email address
☐ Student's mailing address
☐ Student's phone number
☐ Student's text message number (standard rates may apply)

If selecting NO (opting out), please tell us why:

Futuriti Explore Kentucky careers, colleges, scholarships, financial aid, & more
Futuriti is Kentucky's free online tool for planning what comes after high school. Look into it together, at your own pace.

 **FUTURITI.ORG**

See Campus documentation on [Form Batch Setup](#) for more information on assigning a custom form to a group of students. KDE-created ad hoc reports are available to help districts add students to the appropriate form. The parent form is used for high school students under age 18; the student form is used for eligible high school students age 18 or older. The ad hoc reports referenced in the Overview section can be used to help with assigning the applicable form. The [Portal Usage Detail Report](#) can be used to see Campus Student Portal and Campus Portal accounts with usage for the Date Range entered. The *only include parents who have never accessed the Portal* option will help the school identify parents with inactive accounts that need encouragement to use Parent portal or an alternative communication method.

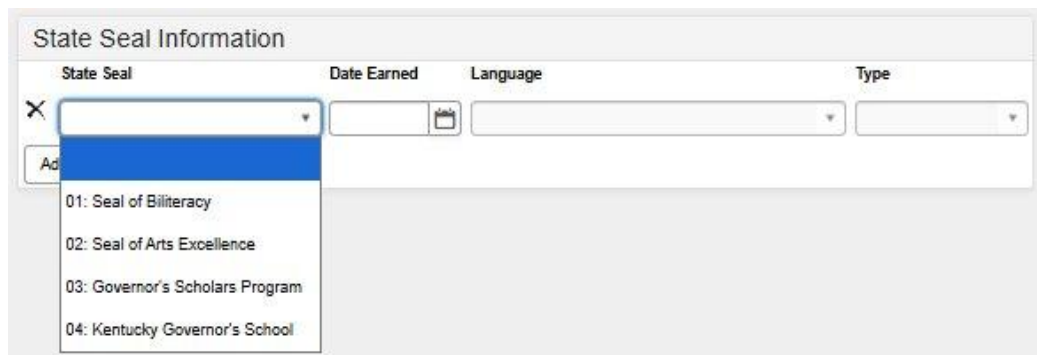
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Section D – Governor’s Education Program Completion

Search Terms: Graduation

Indicate if student is a graduate of Kentucky Governor's Scholars Program, Governor's School for the Arts, or Governor's School for Entrepreneurs. Districts should add seal to student’s record when applicable.



The screenshot shows a web form titled "State Seal Information". It contains four fields: "State Seal", "Date Earned", "Language", and "Type". The "State Seal" field is a dropdown menu that is currently open, displaying a list of four options: "01: Seal of Biliteracy", "02: Seal of Arts Excellence", "03: Governor's Scholars Program", and "04: Kentucky Governor's School". The "Date Earned" field has a calendar icon, and the "Language" and "Type" fields are also dropdown menus. There is a small "Add" button to the left of the "State Seal" dropdown.

Seals can also be used on transcripts; districts will need to set these up if they choose to include the seals on transcripts. For more information on assigning State Seals to transcripts see Section D of the [Graduation Data Standard](#).