

From: Lewis, Roxanne L
Sent: Tuesday, June 13, 2023 4:13 PM
Subject: KEES - KEES SPRING REPORT DUE JUNE 30TH
Importance: High

DON'T FORGET KEES REPORTING IS DUE JUNE 30TH 2023!

Dear KEES District Coordinators,

Kentucky state law requires end of year KEES information to be submitted to KHEAA by **June 30th** of every year. I know that things get crazy for you all towards the end of the year, so I wanted to provide some reminders.

reminders:

- Please submit a 2022-2023 ADD file first to get the records added to the database, then an UPDATE file
- The file should reported to KHEAA as a .txt file not an excel spreadsheet
 - o For IC users – extract the file a state format fixed width
- To be reported as free/reduced price lunch eligible the student must be means tested in accordance with the federal guidelines, even if your school/district participates in CEP
- For IC users – be sure all records are end dated and your graduates updated with a graduation date
- All eighth grade students should be reported to help streamline the dual credit process in 2023-2024
- All AP, IB and CAI courses should be weighted on a 5.0 scale even if your district does not weight on the transcript
- KHEAA does not have access to Infinite Campus. All questions or issues with the Spring KEES report should go to [Crystal Darnell](#) at Kentucky Department of Education.

We are working from home several days a week due to construction issues with our building, if you have trouble getting ahold of me via phone, please email me!

Thanks,

Roxanne Lewis
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