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## Run School Profile Courses Report Now for Accurate School Report Card Data Next Year

*Submitted by Caryn Davidson*

The [School Profile Courses Report](#) provides information on courses that populate the School Profile and General Education Coursework sections of the School Report Card. Run the School Profile Courses Report now and review and correct errors to ensure an accurate population of course information on the 2024-25 School Report Card. Also, consider fixing the errors on the 2025-26 calendar if you have already rolled courses over.

For questions, contact [Caryn Davidson by email](#).

## Homeless Data End of Year Reporting 2024-25

*Submitted by Margalee Conlee*

To prepare for 2024-25 end of year reporting, review the homeless student data within Infinite Campus. This data is used for federal reporting and allocation determinations. The aggregate data is also publicly reported annually on the School Report Card.

Within Infinite Campus, district and school homeless liaisons should generate the [QA Homeless Report](#) to ensure that all students who have been served as homeless within the district are included in reporting. Districts also can use this report to ensure all students identified as homeless are marked to receive free lunch. Records with a lunch status of reduced or paid will be indicated with a highlighted cell. Note, if the student is no longer enrolled in your district, the lunch status cannot be updated.

Additional ad-hoc reports are available to assist in data quality review of homeless data. The reports are state-published and listed below:

- Homeless record missing for transfer students
- Homeless record prior year but not selected year

Local districts must grant appropriate staff access to these reports. These reports include sensitive data; therefore, KDE advises districts to implement restricted access.

All data should be complete and accurate by June 27, 2025. The data will be extracted by KDE on July 1, 2025. Reference the [Homeless Data Standards](#) for data entry instruction and reporting requirements. Additional resources include the [Homeless Children and Youth Data Collection and Reporting webpage](#) and the [Pupil Attendance Manual](#) – Residency and Homeless Sections. For program related questions, contact [Zach Stumbo by email](#), Homeless State Coordinator. For data collection and reporting questions, contact [Margalee Conlee by email](#).

## Immigrant Data Collection and End of Year Reporting 2024-25

*Submitted by Margalee Conlee*

The immigrant reporting deadline for the 2024-25 school year is June 27. KDE will extract the data on July 1 for state and federal reporting purposes. To ensure the immigrant data is accurate, follow the [Immigrant Data Standards](#) and generate the [Title III Immigrant Report](#) to address data quality issues with the **Date Entered US School** data element. Local districts must grant appropriate staff access to reports. This report includes sensitive data; therefore, KDE advises districts to implement restricted access.

Districts are advised to run periodic data quality checks to ensure data reporting is error-free. Errors with the Date Entered US School data element will be highlighted in yellow. Reference the Infinite Campus: KDE Report | Title III Quick Reference Card for report details.

For the immigrant reporting timeline, reference Section C of the [Immigrant Data Standards](#). For questions regarding immigrant data collection or reporting, contact [Windy Spalding by email](#) or [Margalee Conlee by email](#).

## Safe Schools End of Year Reporting 2024-25

*Submitted by Windy Spalding*

The superintendent and the Director of Special Education must complete a survey verifying the accuracy of the data from the [Safe Schools Report](#) by **June 27**. The KDE will extract the data from the *Infinite Campus Reporting Warehouse* on **July 1**. The Safe Schools report can be found via KY State Reporting. Local districts must grant appropriate staff access to these reports. These reports include sensitive data; therefore, KDE advises districts to implement restricted access.

The timeline and tasks for this data collection and reporting are as follows:

- **May 1:** Safe schools data verification window opens.
  - Generate the Safe Schools report (extract type: Detail), resolve all errors and review any warnings produced.
  - Generate the Safe Schools report (extract type: Aggregate District Level) to view the data in an aggregate format.
- **June 27:** Safe schools data verification window closes.
- **June 27:** Superintendent (or designee) and Director of Special Education verification of accuracy is required through the following surveys:
  - [Superintendent or Designee Validation Survey](#)
  - [Director of Special Education Validation Survey](#)
- **July 1:** KDE extracts data from the *Safe Schools Report* from *IC Reporting Warehouse*.
- **July 15:** Aggregate Safe Schools data will be available for district and school review via the School Report Card secure site.
- **August 5:** District and school review of Safe Schools data in the School Report Card secure site must be complete and approved.

The [Behavior Data Standards](#) provide information for data entry inquiries.

For questions regarding behavior data entry and reporting, contact [Windy Spalding by email](#) or [Blake Konny by email](#). For questions regarding behavior data entry and reporting of special education students, contact [Amy Patterson by email](#).

## KEES reporting tips

*Submitted by Daniel Bradley*

Providing accurate data to the Kentucky Higher Education Assistance Authority (KHEAA) is vital for students' eligibility for Kentucky Educational Excellence Scholarship (KEES) program. The submission for students who have completed their work is due by June 30. Records for students who complete their work after June 30 should be submitted to KHEAA in small batches until all eligible students have been submitted.

After end of year processes have been completed, perform the following actions:

- Run Ad Hoc Reporting | Data Export | State Published | *student KEES – Spring Graduates w/Wrong Diploma Period*. Correct the diploma period for students returned in the results. The filter produces no results when the diploma period for all spring graduates is correct.
- Use the KEES Override on the Enrollment tab for applicable students. This includes students who are considered incomplete.
- When running the *KEES Report*, use the HTML format to produce readable output for review. The State Format is only needed when generating the file to load to KHEAA. The report contains sensitive, personally identifiable student data and must be securely handled.
- For the date range, if the district submitted a *Mid-Year Graduation Report*, set the start date to Jan. 15; otherwise, use the first day of the school year. The end date should be the last day of school.
- Run *KY State Reporting/KEES Report with Extract Type Data Error Report*. If possible, correct identified errors.
- Run *KY State Reporting/KEES Report with Extract Type Insufficient Enrollment*. Manually check if the reported students were enrolled in another Kentucky school district for at least 140 days.
- Run *KY State Reporting/KEES Report with Extract Type Spring Report*. Validate that the students are correctly reported as ineligible.

For more details on running the *KEES Report*, see the [Campus Community KEES article](#) and [KEES Reporting presentation](#). Submit questions about the KEES upload process to [Becky Gilpatrick by email](#).

## Early Graduation Program Data Clean-Up

*Submitted by Michelle Sircy*

The [Early Graduation Program Data Standard](#), indicates that it is time for the annual cleanup of Intent for Early Graduation (IEG) flags in Infinite Campus. Run the [Intent for Early Graduation Report](#) to identify students that were marked with the IEG flag in the fall. Any students that no longer want to participate in the Early Graduation Program, or those that are not able to meet the requirement, should have the End Date field updated and should have an exit reason entered into the Participation Details field. Any student that completed the Early Graduation Program should have the End Status field on the enrollment tab updated with code G01. For questions, contact [Caryn Davidson by email](#).

## SAAR Data Clean-up for Submission due June 30

*Submitted by Laura Loman*

Before June 30, districts must submit the *Superintendents' Annual Attendance Report (SAAR)* for school year 2024-25 using the SAAR application. All data cleanup should be completed prior to submitting the SAAR. Information on reports that can be used to help with data cleanup can be found in the [SAAR Submission Guide](#).

In accordance with [House Bill \(HB\) 241](#), if your district plans to take the ten (10) low attendance days as opposed to the five (5) low attendance days, KDE will be providing guidance on the SAAR submission process. In accordance with HB 241, If your district does not utilize any of the five disaster relief student attendance days or request a waiver of instructional days after June 4, 2025, the district's ADA for 2024-25 will be calculated after deducting ten (10) low attendance days, as opposed to the standard five (5) low attendance days outlined under KRS 157.320(1).

For questions regarding SAAR data or submission, contact [Laura Loman by email](#).

## Ensuring accuracy: Home Hospital Data Review

*Submitted by Josh Whitlow*

As we approach the end of the academic year, it is crucial to verify the accuracy of Home Hospital data. This process ensures that students' attendance records are correctly recorded. To assist districts in this endeavor, the [Home Hospital Validation Report](#) offers two reporting options.

Home Hospital Student Detail Report:

- This report provides a comprehensive list of all students with a Home Hospital Attendance Group assigned during the selected school year and school.
- It verifies that students have been correctly assigned to their attendance group.

- Additionally, it includes attendance and transportation information.

Home Hospital Errors Report:

- This report addresses two scenarios:
  - Students with HH Attendance Events Outside the Group: Lists students who have Home Hospital (HH) attendance events outside of a Home Hospital Attendance Group.
  - Students Without a Home Hospital Attendance Group: Identifies students who have Home Hospital attendance events but are not assigned to a specific group.

If you have any questions regarding the Home Hospital Validation Report, reach out to [Josh Whitlow by email](#).

## 2024-25 SEEK At Risk Verification Process

*Submitted by Samantha Engstrom*

The SEEK At Risk verification process has changed for the 2024-25 school year. This year the [SAAR Application](#) will be used to verify At Risk data. In mid-May KDE will begin uploading At Risk data to the SAAR application weekly. At Risk data must be verified before June 30. Once a number has been verified it cannot be changed.

Additional instruction on the new process was offered during the KSIS Infinite Campus End-of-Year training. Visit the [KDE Media Portal Archive Tab](#) for a link to the recorded session, and to request the presentation slides send an email request to [KDE Data Services](#).

For additional information contact [Samantha Engstrom by email](#).

## Summer School Calendars

*Submitted by Josh Whitlow*

Summer school calendar setup in Infinite Campus is not required; however, KDE strongly recommends consistency in setting up summer school calendars. KDE can respond to legislative questions regarding districts' offerings of summer school if calendars are consistently named; otherwise, questions must be referred to the district for response.

To set up a summer school calendar:

- Begin the name with SUM.
- Set Type to summer school.
- Check the Summer School check box.
- Check the Exclude checkbox.

See the [Summer School Setup Guide](#) for more details.

For questions regarding calendar setup, contact [Josh Whitlow by email](#).

## Tableau Aggregated Only Data Visualizations Update

*Submitted by Daniel Bradley*

As of April 15, the dashboards and workbooks hosted on the Tableau Aggregated Only site are no longer available. Other Tableau reports continue to be available. The [Insights](#) (Tool Search: "Insights") within Infinite Campus provides alternative school-level aggregated data views. Campus users with Insights access can build a custom dashboard using the data from 28 pre-populated reports, as well as providing an opportunity to view or create reports individually.

## Final Transcripts Webinar on May 9th

*Submitted by Daniel Bradley*

In preparation for the end of the school year, Parchment is hosting an informational webinar on Friday, May 9<sup>th</sup> at 1pm EDT to cover the common topics associated with building and providing final transcripts to students. Encourage your counselors, registrars, and those most involved in the final transcript process to attend. See the [KSIS Training webpage](#) for more information.

## KSIS Ad Hoc Reports and Documentation Updates

Type	Name	Description	Date
Data Standard	<a href="#">English Learners</a>	Update Native American description	4/9

The KDE Data Governance Committee provides KSIS data standards to document requirements for data entry in Infinite Campus, Kentucky's student information system (KSIS). Visit the [KSIS Data Standards webpage](#) for the complete list of standards along with other procedural documentation and contact information for specific data elements and data collections. The KSIS team also works with program areas to create and publish ad hoc reports along with other documentation to help with data quality. A listing of all published ad hoc reports and other documents can be found on the [KSIS Other Information](#) web page.

## Training Updates

For more information and registration links for the following training events, go to the [KSIS Training webpage](#).

Date	Event	Location
05/09	Final Transcript Webinar	Parchment Zoom

## Data Calendar

The monthly data calendar includes data pulled at the state level and data previously collected from districts for sharing with other state agencies or federal reporting. Please help ensure data is verified and available prior to the due date.

Due to KDE	Report	KDE Contact
06/01	Gifted and Talented State Assessed Areas for the School Report Card Validation	<a href="#">Kathie Anderson</a>
06/01	Gifted and Talented Summative Evaluation	<a href="#">Kathie Anderson</a>
06/01	Health Reports	<a href="#">Angie McDonald</a>
06/01	Nurse Counts	<a href="#">Angie McDonald</a>
06/15	Technical Education Database System (TEDS) (End of Year)	<a href="#">Claude Christian</a>
06/30	Amended School Calendar	<a href="#">Josh Whitlow</a>
06/30	At Risk - only Free students (ADM)	<a href="#">Samantha Engstrom</a>
06/30	English Learners (EL) and Immigrant	<a href="#">Margalee Conlee</a>
06/30	Homeless, Living Status and Unaccompanied Youth Data	<a href="#">Margalee Conlee</a>
06/30	Kentucky Educational Excellence Scholarship (KEES) (Regular Graduates)	<a href="#">Daniel Bradley</a>
06/30	Migrant Count (Regular Year)	<a href="#">Margalee Conlee</a>
06/30	Original School Calendar	<a href="#">Josh Whitlow</a>
06/30	School Safety Report, including Special Education Behavior Reporting	<a href="#">Windy Spalding</a> <a href="#">Amy Patterson</a>
06/30	Special Education (SPED) - Indicator 11 & 13 Spreadsheet	<a href="#">Amy Patterson</a>
06/30	Superintendent's Annual Attendance (SAAR) Report	<a href="#">Laura Loman</a>
06/30	Title I School Status and Title I Targeted Assistance Student Data	<a href="#">Margalee Conlee</a>
06/31	Preschool Transition Survey (Indicator 12)	<a href="#">Amy Patterson</a>
07/01	Tax Collection Reports	<a href="#">Sheila Miller</a>
07/08	Certification of School Bus Mileage	<a href="#">Ann Culbertson</a>
07/25	Annual Financial Report and Balance Sheet (Unaudited)	<a href="#">Karen Conway</a>
07/31	Career Readiness (WBL)	<a href="#">Amy Tracy</a>
07/31	Graduation Codes	<a href="#">Rodney Bennett</a>

## School Data Services Team

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### Office of Education Technology Division of School Data Services

Send any questions or comments to [KDE Data Services](#)

