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Graduation Code (G-Code) End Status due June 15

Submitted by Rodney Bennett and Josh Whitlow

No later than June 15, districts should end-date 2024-25 enrollments of their graduates using the [Enrollment End Batch](#) process. Graduate data will be extracted from Infinite Campus on June 30 for Cohort Graduation Rates.

The graduate end status process must be completed before end-dating the enrollments of other students. The Enrollment End Batch process is used to end a student's enrollment for the selected calendar and grade level. Student enrollments needing less common end status codes should be manually entered one at a time.

The four G-Code end statuses are:

- G01: graduated in less than four years
- G02: graduated in four years
- G03: graduated in five years
- G04: graduated in six or more years

If a student graduates any time after starting his/her 4th year, the student should be given a G02 end status. Similarly, if a student graduates any time after starting his/her fifth/sixth year, the student should be given a G03/G04 end status; **this includes student(s) that selected SB128 (2021) (Supplemental School Year Program)**. G01 is only used when a student graduates prior to starting his/her 4th year. Students completing the school year who do not receive a G-Code should have the appropriate end status assigned to their enrollment record:

- W28: Reached maximum age for services without earning a regular or alternative diploma
- CO1: Completed the school year

Ensure graduation dates are posted, and graduation codes are set before running final transcripts or generating the KEES extract. A State Published Ad Hoc (*ENR – Senior SSYP Invalid G-Code*) is available to verify seniors who participated in SSYP program have the correct end status.

In preparation for the start of School Year 2025-26, districts should review guidelines regarding no show enrollments in the [Pupil Attendance Manual](#) or the User Guide: No Shows located on the KSIS Data Standards webpage in the Other Procedural Documentation section.

If you have questions about G-Codes, contact [Rodney Bennett by email](#) or telephone at (502) 564-5279, ext. 4449. For questions regarding no show enrollments or other end-of-year enrollment processes, contact [Josh Whitlow by email](#) or telephone at (502) 564-5279, ext. 4450.

Questions regarding G-Codes for SSYP students are addressed in the [SB128 Guidance](#).

Reminders for successfully closing out School Year 2024-2025

Submitted by Josh Whitlow

As the 2024-25 school year comes to an end, please review the Enrollment and Active Year information below for successfully closing out the school year.

Enrollment Roll Forward

- Use the [Enrollment Roll Forward](#) tool to roll forward any currently enrolled students into the school they will attend next year.
- Update 2025-2026 enrollments created by an enrollment roll forward prior to the end of school to build schedules by running the Enrollment Roll Forward tool again – This process rolls forward any student who enrolled since the previous roll forward. (Tool Search: Enrollment Roll Forward)
- Run the [Enrollment Cleanup Wizard](#) to remove the 2025-26 enrollments for any student who withdrew prior to the end of the school year. (Tool Search: Enrollment Cleanup Wizard)

Enrollment Reminders

- Post all grades and transcripts then roll forward enrollments prior to ending student enrollments.
- Update enrollments with an E98 temporary start status with the correct status. (Tool Search: [Enrollment Status](#))
- Correct all overlapping primary enrollments of more than one day. (Tool Search: [State Enrollment Overlap](#))
- Generate and securely save necessary local reports that pull only actively enrolled students before entering enrollment end dates.
- Student enrollment end dates have no impact to most state reports; however, the [Student Health Immunization Report](#) will exclude any student with an enrollment end date. District option, generate and securely save a copy of this report before you enter the enrollment end date.
- Enter an enrollment end date and status for all students actively enrolled on the last day of school. (Tool Search: [Enrollment End Batch](#))

Active Year

- Active Year controls the data visible and the enrollment that is highlighted on the enrollment screen. (Tool Search: [School Year Setup](#))
- You may want to limit access to 2025-2026 data on the parent portal until student schedules are complete. (Tool Search: [Portal Display Options](#))

For more information on [Kentucky – End-of-Year Checklist](#), contact [Josh Whitlow by email](#) or by telephone at (502)564-5279 ext. 4450.

Other Enrollment Reminders

Submitted by Josh Whitlow

Districts must close out School Year 2024-2025 by adding an appropriate end date and end status to all 2024-2025 student enrollments. The process can be done quickly and en masse using the [Enrollment End Batch](#) tool.

In preparation for the start of School Year 2025-2026, districts should review guidelines regarding “no show” enrollments in the [Pupil Attendance Manual](#) or the [User Guide: No Shows](#) located on the [KSIS Data Standards webpage](#) in the Other Procedural Documentation section.

For further questions, [contact Josh Whitlow by email](#) or 502-564-5279 ext. 4450

Transportation Code Roll Forward Reminders

Submitted by Josh Whitlow

The [Transportation Roll Forward Wizard](#) creates a new transportation record in the next school year for students. Students with a transportation record in a future calendar are not rolled forward again, therefore duplicate records will not be created. State funding provides an additional annual allocation for pupil transportation. This allocation is calculated based on how often a student rides the bus and uses the transportation code (T code) assigned to each student in Infinite Campus. The process can be done quickly and en masse using Tool Search: Transportation Roll Forward. T codes can fluctuate throughout the school year if the student's transportation circumstance changes. It is recommended by attendance auditors that T codes should be checked at least twice a year.

For questions about transportation codes, [contact Josh Whitlow by email](#) or 502-564-5279 ext. 4450.

Cautions when using Cross-Site Enrollment in Kentucky

Submitted by Josh Whitlow

Recently, Infinite Campus implemented new functionality that allows enrollment to cross between schools and districts. This feature was turned on for Kentucky for intradistrict use only, but since then the Office of District Support has raised several concerns with this functionality. One specific issue is that attendance time can be lost when start and end times for two schools sharing an enrollment do not align. Kentucky law is very clear regarding funding for attendance. The new Cross-Site Enrollment is not currently equipped to deal with all Kentucky funding scenarios. As of the published date, the Office of District Support recommends districts DO NOT use the Cross-Site Enrollment functionality in Infinite Campus. If a district elects to use cross-site enrollment functionality, District Support cannot predict the impact it may or may not have on attendance funding.

Original and Amended Calendar Submission

Submitted by Josh Whitlow

2024-2025 Original calendars may be submitted via the KDE Web App. Access the calendar application through the login screen on the KDE [School Calendar Submission](#) portal. After successful login, the link "Kentucky School Calendar" is available among the list of applications. Follow the link to upload the file. Guidance can be found in the [Calendar Setup Guidance Manual](#). Reminder:

- Traditional Calendars must have a minimum of 170 instructional days and 1,062 hours of instruction.
- Variable Instructional Calendars must have a minimum of 1,062 hours of instruction, but do not have to meet 170-day requirement.
 - Teacher contract days are equivalent to 170 days for contract purposes and should be entered as "E: Teacher Equivalency on the Days Tab.
 - Classified Staff contract days/hours must still be met.

Documentation is available at [KDE Website School Calendar Guidance and Submission Process](#) on how to prepare and submit Original and Amended calendars. Contact your [district WAAPOC](#) if you need help getting access to the app.

Final Transcripts Webinar Rescheduled for May 29

Submitted by Daniel Bradley

KDE encourages counselors, registrars, and other staff assisting with student transcripts to join the [Kentucky Final Transcripts End-of-Year Training](#), scheduled for Thursday, May 29 at 1:00 p.m. ET.

Kentucky universities continue to bring up issues caused by incomplete or untimely electronic transcripts. These issues are easily avoidable. Help make sure your students aren't impacted! Parchment, Infinite Campus, and KDE representatives will be available; training will include a review of the transcript process, appropriate settings, and an opportunity to ask questions.

Participants should [register in advance](#); on-line links to join the training will be shared after registration. Live participation is encouraged but the training will be recorded and available in the [KDE Media Portal](#). EILA credit will be available.

How to Fix Educator License Errors

Submitted by Tessa Harris

The [Kentucky Educator Credentialing System \(KECS\)](#) should be used to identify any LEAD errors; select the LEAD tab at the top of the page. If there are any course validation errors, you will see Error in the pie chart. Click on the word ERROR to filter the results, then type EPSB into the Filter box on the right side to check for any EPSB related comments.

You can refer to the [LEAD User Guide](#) for support or see below for common solutions for identity related issues.

Course Validation Error Comment: **No EPSB ID provided**

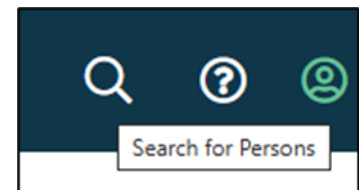
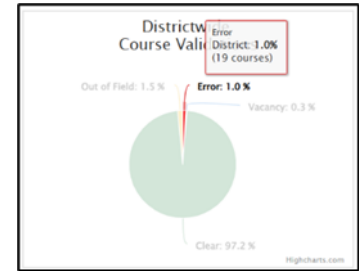
- In KECS: Copy the name shown in the Course Validation Results and then Search for Persons by clicking on the magnifying glass in the top right corner. Paste the name into the Search box and select Search. Once you locate the person, click on their name to view their profile and find their EPSB ID under their name on the top left of the page.
- Infinite Campus: Once you have located the EPSB ID on KECS search for the educator in District Edition. To look up the person in Infinite Campus paste their name into **Search | Staff**. Then navigate to their **Census | District Employment** and add their EPSB ID to the License Number box.

If you are unable to locate an educator by searching in KECS, it might be because the name is outdated. In Infinite Campus, check the **Census | Identity section for any alternative names that might be used in KECS.*

Course Validation Error Comment: **Invalid EPSB ID provided**

- In this case an EPSB ID has been entered in the License Number box in Campus, but it is invalid. Follow the steps above to check the EPSB ID in KECS and ensure that the correct number is being used in Infinite Campus.
- If the correct number is being used, then there may be leading or trailing spaces in the License Number box. Check for spaces and delete them.

For questions regarding LEAD, contact the [LEAD Support Team by email](#).



Teacher Turnover Reporting

Submitted by Tessa Harris

Each year the Kentucky Department of Education is required to report Teacher Turnover in the School Report Card. Teachers assigned to at least one course/section scheduled during instructional time will be included. Teachers that completed the previous academic year and any new teachers during the current school year are identified and compared to classroom teachers that completed the current school year.

The teacher turnover extract is run at the beginning of August; it creates a static data table that is used for all Teacher Turnover reporting. In August, districts can begin verifying current year teacher turnover data using the [Teacher Turnover Detail Report](#). KDE uses the same static data table for the School Report Card. Making changes in the Infinite Campus system after the extract is created will not automatically change the report output. For this reason, we ask that you verify and correct any errors in your teacher data by the end of July.

Ensuring all teachers are set up correctly will help to ensure accuracy of teacher turnover data. To verify your teacher data please refer to the above newsletter article, [How to Fix Educator License Errors](#). Additionally, we ask you to check your LEAD Errors for the comments: “No Primary Teacher Assigned” and “No Staff Record Found” and correct these errors, referring to the [LEAD User Guide](#) for support if needed.

For questions regarding LEAD, contact the [LEAD Support Team by email](#).

Dual Credit and Work-Based Learning Reminders

Submitted by Amy Tracy

Remember to ensure your [dual credit courses](#) are set up correctly and posted to transcript with difficulty level set as dual credit. Courses must be set up correctly for accountability before you close Infinite Campus for the school year. The [Quality Assurance \(QA\) Courses Report](#) can be used to help with course setup verification.

[Work-based learning](#) data entry must be entered into Infinite Campus by July 31. Please ensure credits are posted to transcript and entry is completed before you close Infinite Campus for the school year.

For questions regarding Dual Credit and Work-Based Learning, contact kdectedataservices@education.ky.gov.

Alternative Education Programs

Submitted by Windy Spalding

The Alternative Education Program (AEP) regulation [704 KAR 19:002](#) defines off-site and on-site programs. KDE asks that each district review all programs in the district to determine alternative education program designations and make appropriate updates prior to the start of the 2025-2026 school year. If request changes are needed, they can be submitted through KDE's Web Application - [DASCR](#). Reference KDE's School Change Requests [website](#) for additional information on DASCR submissions.

An off-site program is “an alternative education program located in a separate and dedicated program facility not located within an existing A1 school”. Off-site alternative education programs must request a School/Location code by submitting a New School Request through DASCR to be tracked correctly in Infinite Campus. Off-site programs are A5 (district-operated) or A6 (KECSAC-funded program serving state agency children). AEPs that serve both A5 and A6 students are considered blended programs and must have a state classification of A6 for reporting services—reference section A of the [Alternative Education Program Data Standards](#) to indicate school type and designation within Infinite Campus. Districts may use their discretion when determining the program classification if a program is a separate building but still located on the same campus as the A1.

An on-site program is “an alternative education program located within an existing A1 school.” To be appropriately tracked in Infinite Campus, on-site AEPs will need to utilize the course sections for the content classes received in the AEP within Infinite Campus, indicating Special Type selection of *02: Alternative Classroom*. This procedure may be used for students taking only one or two courses within the on-site AEP as well—reference section B of the [Alternative Education Program Data Standards](#).

Programs located in existing A1 schools serving different grade levels can choose to designate the program as an off-site or an on-site program.

In addition, the KAR defines “long-term placement” as a placement in an alternative education program for greater than ten (10) school days and requires these students to have an active, locked Individual Learning Plan Addendum (ILPA). The definition allows the program twenty (20) school days to complete the ILPA for long-term placed students. Reference Section D of the [Alternative Education Program Data Standards](#).

For additional information, reference the [Guidance for Alternative Education Program per 704 KAR 19:002](#) document posted along with additional resources on KDE's Alternative Education Programs [website](#). Contact [Windy Spalding by email](#) or [Leticia Porter by email](#) with questions.

Don't Stop Deleting: Data Retention and Data Destruction for a Smooth Journey

To help state and local agencies manage the data life cycle, the Student Privacy Policy Office (SPPO), through its Privacy Technical Assistance Center (PTAC), will provide a webinar on Wednesday, May 28, 2-3 pm ET. This one-hour session will cover the data life cycle, including data retention and deletion requirements under the Family Educational Rights and Privacy Act (FERPA), best practices for data retention and destruction, and managing third parties when they hold students' data. [Sign up here](#).

Revised Kentucky Academic Standards for Visual and Performing Arts (2024) Now Available for Import into Infinite Campus

Submitted by Caryn Davidson

After undergoing a rigorous revision process that began in the winter of 2021, the revised *Kentucky Academic Standards (KAS) for Visual and Performing Arts (VPA)* were adopted into law in November 2024 and will be implemented in classrooms in the 2025-2026 school year. The previous digital *KAS for VPA* will be archived in Infinite Campus (IC) over the summer. Schools wanting to utilize the *KAS for VPA (2024)* in IC will need to import the digital standards and utilize the Standards Wizard to select the new set of standards in the settings menu and align standards to courses.

Please see the [Import Kentucky Academic Standards into Infinite Campus document](#) for more information regarding the standards import procedure and links to resources supporting next steps.

The KAS in Infinite Campus should be regarded as an interactive digital companion that can provide direct support for teachers who wish to utilize standards in IC. To implement high-quality, standards-aligned instruction, educators should continue to use the KAS documents available on the [KYstandards.org](https://www.kystandards.org).

Campus Community Resources

- Viewing and creating [Score Groups and Rubrics](#)
- Creating and managing groups and standards in the [Standards Bank](#)
- Align standards to courses or course masters en masse using [Standards Alignment Wizard](#)

Finalize TEDS Data Before the School Year is Closed

Submitted by Claude Christian

As districts prepare to close out the Technical Education Database System (TEDS) data for 2024-25, make sure to review the following.

School Deadline – Districts need to complete the last export to TEDS before adding an appropriate end date and end status to all 2024-2025 student enrollments. When a district ends a student's enrollment an automatic process posts the same end date to the student's active TEDS records in Infinite Campus.

- Do not remove an end date on the TEDS tab in Infinite Campus unless the student is currently enrolled in a class in that pathway.
- If the end date is removed on the TEDS tab in Infinite Campus during the 2024-25 school year, the student will remain active in TEDS. If the student is NOT enrolled in a course within a valid pathway during the 2024-25 school year, the data will be counted as a violation and could cause a funding issue.
- Removing the automatically posted end date on the TEDS tab will cause the student to be active in Infinite Campus for the 2025-26 school year even if they are NOT enrolled in a valid pathway. The data will be counted as a violation and could cause a funding issue.

Credits – Verify the information in TEDS has been updated to match the transcript at the end of the year.

Student Objective – Verify the information in TEDS has been updated to match the TEDS tab in Infinite Campus. Verify the student's exploring or concentrator selection.

Industry Certifications – Check that all attempts for industry certification have been entered in TEDS. Teachers should verify that they have provided all relevant information.

For questions concerning the completion of this data, reach out to your school-level TEDS coordinator.

KSIS Ad hoc Reports and Documentation Updates

Type	Name	Description	Date
Data Standard	Infinite Campus for Craft and Gatton Residential Academies - Course Setup, Grading and Attendance	Updated verbiage and KSIS point of contact for transcripts	5/8/2025
Data Standard	Student Records Transfer	Updated Data Stewards and Contact Information	5/14/2025

Type	Name	Description	Date
Data Standard	Graduation	Updated Path and Tool Search	5/16/2025
Data Standard	Course	Removed outdated screenshots and added links	5/16/2025
Data Standard	English Learners	Updated Disability Contact	5/20/2025
Data Standard	eTranscript	Updated Parchment Contact[5/21/2025

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
05/28	Don't Stop Deleting: Data Retention and Data Destruction	Microsoft Teams
05/29	End-of-Year Electronic Transcripts Training	Microsoft Teams
07/17	KSIS Infinite Campus Beginning of Year Training	Microsoft Teams

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

School Data Services Team

David Couch, associate commissioner; DeDe Conner, director; Linda Burton, assistant director

Ryan Adcock
Fred Barton
Phil Bigard
Pat Black
Robbin Bond
Daniel Bradley

Crystal Darnell
Melissa Davis
Shauna Dunham
Bradley Howard
Candy Johnson
Lisa Keeter

James Reed
Michael Sivils
Sriharsha Vejella
Anthony Walters

Office of Education Technology Division of School Data Services

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

