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NEW - Moral Instruction Provider Reporting Tool

Submitted by Caryn Davidson

[SB 19](#) (2025) amended [KRS 158.200](#) to include the following: “Local boards of education shall allow pupils to be excused for up to one (1) hour on no more than one (1) day each week, which shall include time attributed to travel to and from, to attend a district approved request for a moral instruction offering upon receiving the consent of the pupil's parent or guardian.” This regulation requires new data collection and new reporting for Moral Instruction Providers. Reporting includes: (1) Name of each applicant that submitted a request to provide a moral instruction offering; (2) the date of the application; (3) the local board’s approval or denial of the application; and (4) if the request was denied, reason for denial.

KDE must report annually by Dec. 1 to the Legislative Research Commission for referral to the appropriate Interim Joint Committee on Education. **Districts will meet the legislative requirements for quarterly reporting of Moral Instruction Providers to KDE through a custom tool in Infinite Campus.** Please see the [Moral Instruction Providers Guidance Document](#) for more information about using this tool and send any questions to [Caryn Davidson by email](#).

Free and Reduced Cost Data Forms Due by October 1

Submitted by Samantha Engstrom

Districts must input all free and reduced cost meal data (including the Household Income Form (HIF), National School Lunch Program, direct data entry, and direct certification uploads) into the Infinite Campus [Free and Reduced Application Management](#) tool. Districts must meet the Oct. 1 deadline to ensure maximum counts for free and reduced cost meal status for the district school year 2025-2026. This helps to ensure accurate eRate and federal reporting.

If there is a clear disclaimer to indicate that the purpose of submitting the form is not to grant free or reduced cost meal benefits, the electronic HIF option in Infinite Campus can be used for full Community Eligibility Provision (CEP) districts to process HIF. Currently, partial CEP districts are unable to use this option due to the requirement that the USDA Free Reduced Lunch Applications and HIFs must be kept separately.

For partial CEP districts, a fillable HIF is available as an option that allows households to complete and sign the form electronically. Guardians have the option to send the form back to the school via email. Data from the fillable form must be entered into the FRAM tool in Infinite Campus. Districts should print and retain the HIFs in a secure location for 10 years. A sample of the fillable form was sent to the directors of pupil personnel.

If you have questions or need to request a copy of the fillable HIF, contact [Samantha Engstrom by email](#).

Intent for Early Graduation Deadline is Oct. 15

Submitted by Sarah Medley

All students planning to complete the Early Graduation Program must complete the Intent for [Early Graduation \(IEG\) form](#) and be flagged in Infinite Campus prior to the Oct. 1 deadline. The [Early Graduation Data Standard](#) provides instructions for assigning the IEG flag. For more information and updated guidance, please see the [Early Graduation Program webpage](#). For questions, contact [Sarah Medley by email](#).

Parchment Back to School Webinars

Submitted by Daniel Bradley

As the new year gets underway, KDE encourages counselors, registrars, and other staff that assist with transcripts to take advantage of the upcoming webinars provided by our state-wide transcript partner, Parchment. Webinars are scheduled for Sept. 9 and 23 at 1pm Eastern/12pm Central. Material to be covered will include best practices, new features, and how to get the most out of your Parchment account. [Registration is open](#) for both sessions.

Content is also available to assist students; Parchment has videos to assist students with their transcript ordering process. Videos are available to help students [confirm grades have posted](#), [ordering a transcript](#), [processing orders](#), and [how to place and order on hold](#). Parchment's [Learner Help Center](#) is an additional resource for assistance.

As a final reminder, free transcripts for 2025 graduates end Aug. 30. After that date, former students are considered alumni and are charged a fee for each transcript ordered.

New Look Location for Pre-School Service Record and Preschool Reports

Submitted by Taysha Oglesby

With the transition to New Look only in Infinite Campus, the Pre-School Service Record can now be found in the Student Information Module under State Programs or by searching for "Pre-School" in the tool search. Additionally, all preschool reports are available in the Reporting Module under KDE Reports and KY State Reporting, or by searching for "Preschool" in the tool search. For more information about the preschool service records, view the [Preschool Data Standard](#). For questions, contact [Taysha Oglesby by email](#).

Ensure Student Names Match Infinite Campus Records for Advanced Placement (AP) Exam Registration

Submitted by Tania Arnett

The Kentucky Department of Education (KDE) uses a student's first and last names from Infinite Campus to match the Advanced Placement (AP) file to input scores into Infinite Campus. When registering students for AP exams, KDE asks that the student's first and last names be entered exactly as they appear in Infinite Campus. This will help ensure student exam scores can be matched successfully. Avoid using nicknames, suffixes or any other abbreviations. For example, if the student's name is "James" in Infinite Campus, but goes by "Jim," be sure to use "James" in the AP registration. Additional discrepancies to watch for include punctuation, spaces, and the use of middle names. For example, if a student goes by "Mary Beth" but the name is split into first name "Mary" and middle name "Beth" in Infinite Campus, the test registration should reflect the first name "Mary."

It is important for KDE to be able to match student exam scores with their records in Infinite Campus to ensure proper population of student transcripts and accurate data for the Advanced Coursework and Exams portion of the School Report Card. For questions, contact [Tania Arnett by email](#).

Infinite Campus Server Upgrades

Submitted by Lisa Keeter

Infinite Campus will upgrade servers to SQL 2022 and move servers to the Atlanta data center over the winter break. This will occur from Dec. 22 through Jan. 2 for most districts. Plan for a two-day outage; a new URL will be assigned as part of the transition.

Review your district's outage window in the [Data Center Move Schedule](#). Dates have been set based on the original calendars approved by KDE to avoid impact to instructional days; however, there may be planning or makeup days impacted. If school is in session during the outage, preparation will be needed in advance to take attendance on paper for entry into Campus after the update is completed. Staff will need to plan to post grades at the end of the semester around the outage.

This critical maintenance window is designed to improve performance, enhance security, and provide greater resilience for all districts. For enhanced security, the Atlanta data center requires that any SQL connection to a Kentucky server be from the Next Generation K-12 Internet. Staff will need to be physically connected from a KDE or district facility or use the KDE VPN when using SQL Server Management Studio. Additional guidance will be provided on how this will impact third-party vendor connections.

Infinite Campus will open a support case for each district by Nov. 1 to facilitate communication. You can start preparing now by (1) notifying staff that Infinite Campus will be unavailable during the district's outage; (2) identifying local connections that will need to be updated to ensure continuity. Reach out to the Campus Support Team if you have any concerns.

New Kentucky Reading Improvement Plan Form Now Available in Infinite Campus

Submitted by Caryn Davidson

A new version of the Reading Improvement Plan, titled "Kentucky Reading Improvement Plan Form" is now available in Infinite Campus for use in the 2025-2026 school year. For those not using Infinite Campus to record Reading Improvement Plan forms, no action is needed.

- The word "Template" has been removed from the title per district request, otherwise the form itself is exactly the same as the prior version.
- The new form has added functionality in that information entered into the fields on the form will populate into a database making it possible for schools and districts to run a report that consolidates all Reading Improvement Plan forms assigned to students in one place for quick and easy review.
- The KDE is currently developing this report, and further communication will follow with how to use the report once it is completed.

Communication Error

It was communicated in error through the Early Literacy Newsletter on Aug. 19 that both forms would be available for the 2025-2026 school year, and the form was not going to be sunset until June 30, 2025. This was corrected in the Aug. 26 Early Literacy Newsletter.

What changed

- The old form, "KY Reading Improvement Plan," will be **sunset on Sept. 10, 2025**. After that date, you **cannot** add it to new students.

What this means

- Good news - If a student already has the old form for 2025–2026, you can still edit it all year.
- However, **any data kept on the old form will not appear in the new consolidated report.**

What you need to do

- **Haven't used the old form yet this year?** Do nothing. No further action is required.
- **Teachers have used the old form and you don't need to use the new report?** Do nothing. No further action is required.
- **Teachers have used the old form and you do want to use the new report?** Consider recreating the students' plan on the **new** form (even if you started on the old one). The old form can also be end dated by a district KSIS administrator prior to the Sept. 10 sunset date to prevent teachers from continuing to use the form.

We apologize for any inconvenience this change may have caused. For questions contact [Caryn Davidson by email](#).

Mathematics Achievement Fund and Read to Achieve Reports to be Sunset

Submitted by Tania Arnett

Starting with the 2025-26 school year, the Office of Teaching and Learning has revised the process for entering Read to Achieve and Mathematics Achievement Fund universal screeners and Read to Achieve diagnostics in Infinite Campus to improve data quality and make assessment data more useful for reporting and evaluation. New instructions for [KDE Early Literacy and Numeracy Test Recording in Infinite Campus](#) are available.

With these changes, the current [Mathematics Achievement Fund \(MAF\)](#) Report and the [Read to Achieve \(RTA\)](#) Report will be sunset October 8, 2025. Intervention data can be reviewed using the PLP report. Watch for more information in a future KSIS Newsletter about new reports coming to Campus for universal and diagnostic screeners. For questions contact [Tania Arnett by email](#).

Duplicate Student Records Cleanup

Submitted by Samantha Engstrom

Each month, districts should run the [Duplicate Student Search Report](#) to identify duplicate student records in Infinite Campus. Use the [Combine Person Tool](#) to combine verified duplicate persons that exist only in your district. Individual tool rights are required to the Combine Person Tool. This tool should be restricted to a select few in the district and extreme care should be taken when using the tool. Infinite Campus charges the district to separate data that was combined by mistake. To locate a tool in the new look, use Tool Search for the tool name.

Use the [SSID Google Form](#) to submit SSID issues such as duplicate SSIDs, blended records, pending SSIDs or syncing that must be resolved by KDE. A Google account is not required to use the form. The form requires the contact's name, email, district name, issue type and at least one SSID. There is an option at the bottom of the form to send a copy of the submission form to the submitter's email.

For questions regarding SSID issues, contact [Samantha Engstrom by email](#).

Title III (English Learners and Immigrant) Data Quality Review

Submitted by Margalee Conlee

The Infinite Campus [English Learner Extract](#) is used to determine the English Learners (EL) counts for every district. The Kentucky Department of Education (KDE) runs this extract multiple times throughout the year for federal reporting requirements as well as determining Title III allocation amounts. Information and step-by-step instructions regarding the creation and maintenance of EL student records can be found in the [English Learner Data Standard](#). The following common data quality issues will cause errors and result in the student not reporting on the English Learner extract and therefore not included in the district's EL student count:

- 1. Home Primary Language** – Students whose home primary language is left blank or listed as *English* will not be included in the extract. The home primary language is based on the information provided on the [Home Language Survey](#) completed upon the student's *initial* enrollment in a Kentucky public school. This information should not be changed if the student transfers to another district within Kentucky or when the student exits the EL program.
- 2. EL Services** – Students must have at least one active EL Service type to be considered an EL student for reporting purposes. EL services should not be end-dated each year or when the student withdraws from the district.
- 3. EL Instructional Accommodations** – Students must have at least one active EL Instructional Accommodation to be considered an EL student for reporting purposes. EL accommodations should not be end-dated each year or when the student withdraws from the district.

EL services and accommodations should only be end-dated if the student exits EL program status, or the student no longer needs the service or accommodation based on an update to the student’s EL Program Services Plan. For students who exit EL program status based on reaching attainment on the annual ACCESS assessment, the end date should be 6/30 of the year in which the student reached attainment.

The *English Learner Extract* should be generated, and errors produced addressed in preparation for the October 1 federal reporting requirement and to prepare for ACCESS 2026 testing rosters.

The [QA English Learners – Reach ACCESS Attainment Error Report and No Prior Access Attainment Error Report](#) can also be reviewed to ensure all students qualifying for EL services are included. This will assist in the preparation of ACCESS 2026 rosters.

Data quality issues often arise when an EL student transfers between districts. The Student Records Transfer process is summarized in Section F of the [English Learner Data Standard](#) and expanded guidance is available in the [Student Records Transfer Data Standard](#).

KDE extracts immigrant student data from Infinite Campus multiple times a year to determine Title III Immigrant subgrant eligibility as well as for end-of-year reporting requirements. The [Immigrant Data Standard](#) and the [Title III Immigrant Infinite Campus Report](#) should be used to ensure the “Date Entered U.S. School” field is completed accurately for students identified as Immigrant.

Districts are advised to run periodic data quality checks to ensure reports are error-free. Infrequent data quality monitoring could result in critical errors remaining unaddressed and inaccurate reporting.

Reference Section G of the [English Learner Data Standard](#) for the EL Reporting Timeline and Section C of the [Immigrant Data Standard](#) for the Immigrant Reporting Timeline. If you have additional questions or concerns, contact [Margalee Conlee by email](#) or [Kaiman Triplett by email](#).

Teacher Equity Report for School Report Card

Submitted by Tessa Harris

Now is a good time for districts to review the Teacher Equity Report for School Report Card. The approval window will close on September 19, 2025.

The [Teacher Equity Report](#) in Infinite Campus is a valuable tool designed to support districts in reviewing student demographic data by primary teacher. This custom report helps schools better understand the distribution of students across classrooms and supports equity-related reporting efforts. It is especially useful when completing the [Ineffective Teacher School Report Card \(SRC\) Collection Tool](#). Due to legislative restrictions, KDE cannot collect this information directly from Infinite Campus, making district-level reporting essential.

To utilize this report for School Report Card purposes, users should perform a Tool Search for “Teacher Equity” and select the school the 2024-25 school year at the top. Then, users should select “Aggregate report,” enter the teacher’s EPSB ID, and click “Generate Report.” If a school has more than one ineffective teacher, be sure to run the report for each educator and combine the student counts. When entering data into the collector, report the total number of students served by all ineffective teachers using whole numbers only.

For questions contact [Tessa Harris by email](#).



Teacher Equity			
Reporting Year	2021		
District Number	999		
District Name	A District		
School Number	123		
School Name	ABC Elementary		
Classification	A1		
Title 1	Y		
Teacher EPSB #	9999999		
Teacher Name	Teacher, A		
Distinct Student Counts	Students for Teacher Count	Students for School Count	Percentage of Students
Gender			
Female	72	372	19.35%
Male	82	458	17.90%
Race/Ethnicity			
White	132	740	17.84%
Non White	22	90	24.44%
Student Group			
Economically Disadvantaged	97	512	18.95%
Non Economically Disadvantaged	57	318	17.92%
English Learner	5	8	62.50%
Non English Learners	149	822	18.13%
Special Education	13	61	21.31%
Non Special Education	141	769	18.34%
Foster	3	31	9.68%
Gifted and Talented	24	117	20.51%
Homeless	0	2	0.00%
Migrant	2	8	25.00%
Military Connected	0	0	0.00%

LEAD: Course Validations and Placeholders

Submitted by Tessa Harris

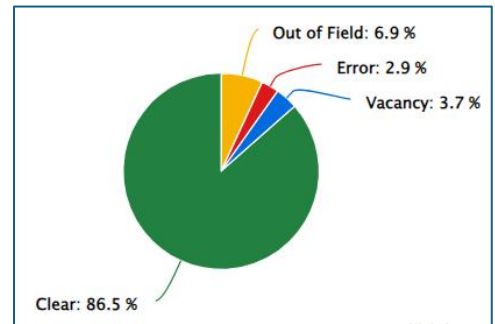
ATTENTION: Local Educator Assignment Data (LEAD) validations run daily. Corrections to courses in Infinite Campus will now be reflected in LEAD the following day.

Course Validations

Districts should review Course Validation Results to verify vacancies and confirm if staff members are showing as Error or Out of Field. To access the LEAD system, log in to the [Kentucky Educator Credentialing System \(KECS\)](#). LEAD is

conveniently located in the top menu bar. Users should select “LEAD” from the menu to view your Course Validation Results.

- **Green** (Green): Clear (The primary teacher certification covers the content, grade level, and disability for student populations assigned to the course.)
- **Yellow** (Yellow): Out of Field (The primary teacher certification doesn’t align with the content, grade level, or disability for student populations assigned to the course.)
- **Blue** (Blue): Vacancy (The district/school does not currently have a fully certified educator to assign to the primary teacher role; watch for postings on the Kentucky Educator Placement Service, KEPS.)
- **Red** (Red): Error (Data quality issues that require correction in Infinite Campus)



Refer to the [LEAD \(Local Educator Assignment Data\) Manual](#) for more information about Validating Courses.

Vacancies and Dual Credit College Professor Placeholders:

A unique placeholder should be used for each vacancy and/or college professor within a school. For example, if there are three staff vacancies in a school, three different vacancy placeholders need to be used: Vacancy01 Placeholder, Vacancy02 Placeholder, and Vacancy03 Placeholder. Up to 20 vacancy placeholders can be used per school.

For guidance and more information about placeholders refer to the [Census, Staff Information](#) data standard or contact the [LEAD Support Team by email](#).

EPSB ID	First Name	Last Name
271	Placeholder	College Professor
261	Placeholder	Vacancy01
262	Placeholder	Vacancy02

House Bill 142 Reminder

Submitted by Windy Spalding

[House Bill 142](#) (2024), was in effect starting with the 2024-25 school year. This new law requires districts to provide to the parent/guardian and the student evidence-based, age-appropriate nicotine cessation information as a discipline resolution for the first behavior incident including drug types of those listed below:

- Alternative Nicotine Products
- Nicotine Vapor Products
- Non-Nicotine Vapor Products
- Tobacco/Nicotine Product
- THC Electronic Vapor Product

The materials should be provided by the school counselor or other school-based mental health services and should include but not limited to materials, programs, and referrals for treatment.

Districts can reference the [Behavior Data Standard](#) on page 6, Section A for guidance on creating the resolution code in the district database. The bill enacts additional requirements for student behavior events in which the drug type selection is alternative nicotine and non-nicotine vapor, tobacco/nicotine, or THC electronic vapor products.

To add the resolution to student behavior, when a behavior event of Drug or Tobacco Use, Possession or Distribution should be selected, Drug Type data element requires a selection. If the drug type is one of the above products, the first resolution attached to the event should be the provision of the nicotine cessation information.

In addition, if a behavior event involving drug or tobacco results in a medical intervention, users must select the already existing indicator named *Medical Services Provided* in the Participant Details section of the Behavior Management Tool. Reference page 9, section C if the [Behavior Data Standards](#).

This data is reportable and can be tracked using the [Safe Schools report](#) via KY State Reporting in Infinite Campus. Users should consult KDE’s [Evidence-based Prevention and Cessation Materials](#) for resources intended to help ensure districts are implementing programs and resources that have been proven effective through research and evidence.

For questions regarding Infinite Campus set-up and student tracking contact [Windy Spalding by email](#). Questions regarding evidence-based prevention and cessation materials can be directed to [Jessica Johnson by email](#).

KSIS Ad Hoc Reports and Documentation Updates

Type	Name	Description	Date
Data Standard	ETranscript Data Standard	Updated Data Stewards and Contact Information	8/4/2025

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
09/22-26	Infinite Campus User Groups	Varies
09/23-25	KY System Admin & End User Training	Franklin County Schools
12/4-5	Kentucky Interchange	The Omni Hotel

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
09/30	Extended School Services (ESS)	Gerald Brashear
09/30	Support Education Excellence in Kentucky (SEEK) Tentative Calculation	Sheila Miller
09/30	Working Budgets	Sheila Miller
10/01	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	Sheila Miller
10/31	E-Rate	Scott Kane

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
Marissa Hancock
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Sriharsha Vejella
Anthony Walters

Office of Education Technology Division of School Data Services

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