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Preschool Fall Enrollment Count

Submitted by Andrea Bartholomew

All information for preschool enrollment should be completed, active, and locked by the close of business on Friday, December 5, 2025. This includes information located on the General Enrollment and State Program Preschool tabs, as well as Special Education Documents. Only children with active enrollments on or before December 1st will be included in the Fall enrollment count. To ensure maximum funding, use the time between December 1st and December 5th to correct errors in Infinite Campus such as duplicate records, miscoded grade levels, etc. Do not unlock or edit any information in Infinite Campus after the close of business December 5th until start of business December 9th. On December 8th, the enrollment data will be pulled from the district edition of Infinite Campus. If you have any questions regarding the Fall [Preschool Enrollment Count](#), please contact [Taysha Oglesby by email](#) or telephone at (502) 564-4970, ext. 4526.

Reminders for IDEA Dec. 1 Child Count

Submitted by Amy Patterson

Child Count is a snapshot of students with Individual Education Programs (IEPs) on Dec. 1. The official data pull will be the morning of Monday, Dec. 8, 2025.

- Districts should run the [IDEA Dec 1 Count Extract](#) as needed to ensure all students appear on the report, which updates in real time.
- The [IDEA Dec 1 Federal Submission Validation](#) (FSV) report only updates on Mondays. This represents the exact data that OSEEL would report if data were reported on that Monday.
- The only difference between the reports mentioned above is that the FSV only updates on Mondays and will only report a student on one report (if a student is enrolled in more than one school).
- All documents and enrollments affecting the child count must be locked and in place by the close of business on Friday, Dec. 5, 2025.
- On Monday, Dec. 8, Office of Special Education and Early Learning (OSEEL) will send a survey that you can submit to verify that districts have verified their data.

Here are some resources to help as you are preparing for Child Count.

- [Child Count for Beginners video](#)
- [Special Education Reporting Manual](#)

Contact [Amy Patterson by email](#) with any questions.

Read to Achieve and Mathematics Achievement Fund Custom Reports to Be Sunset Nov. 12

Submitted by Caryn Davidson

The Read to Achieve (RTA) and Mathematics Achievement Fund (MAF) Custom Reports will be sunset on Nov. 12, 2025. The reports no longer align with data being submitted by grantee schools. RTA schools may use the Early Literacy Universal Screener and Early Literacy Diagnostic Screener Custom Reports and MAF schools may use the Early Numeracy Universal Screener Custom Report to check their uploaded data beginning Nov. 12, 2025.

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

Course Codes 909995 and 909999

Submitted by Tessa Harris

Non-Instructional courses: State course code 909995 can be used for Roster Only Non-Instructional courses used to track groups of students for activities, clubs, sports, or testing groups. If 909995 is being used and the coach or sponsor is EPSB certified, assign them as primary teacher. If the coach or sponsor is not EPSB certified, assign a guidance counselor or other administrator as the primary teacher and the coach or sponsor as a teacher.

Instructional Courses: State course code 909999 should be used as a last resort in situations where a current state course code does not exist and there are no existing Kentucky Academic Standards aligned to the course. Therefore, it cannot be used for required courses. Carefully check for existing state course codes before using 909999. Courses using the state course code of 909999 must specify the Core Content Area being taught in each section. The content area and grade level must align with the primary teacher's active credential, or it will result in an Out of Field error. To check if a teacher has permission for a certain Core Content go to their Profile page on KECS, click on Credentials in the left-hand menu, and scroll to the bottom to find Credential Permissions for Active Credentials. See the [Guiding Principles For Using Course Code 909999](#) for more information.

Every course scheduled during instructional time, or that delivers instruction during non-instructional time, must use the state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in the [Searchable State Course Codes Database](#) within KECS. Please see the [Course Codes Frequently Asked Questions](#) document for more information about selecting the appropriate state course code.

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

New State Level Test Structures Available for Early Literacy and Early Numeracy Formative Assessments

Submitted by Tania Arnett

The Office of Teaching and Learning has created a state test structure for entering early literacy and early numeracy formative assessments in Infinite Campus to allow districts to share formative assessment data with the Kentucky Department of Education. This new approach improves data quality and makes assessment data more useful for reporting and evaluation of early literacy and early numeracy initiatives.

Read to Achieve (RTA) and Mathematics Achievement Fund (MAF) schools are required to use these test structures to submit data and all districts are invited to add formative assessment scores to the new state level structures in Infinite Campus using one of two procedures (manual or batch entry) outlined in the [KDE Early Literacy and Numeracy Test Recording in Infinite Campus guidance document](#).

New reports will be available for school and district use with the upcoming Infinite Campus release on Nov. 12. The reports are: Early Literacy Universal Screener Custom Report, Early Literacy Diagnostic Screener Custom Report, and Early Numeracy Universal Screener Custom Report.

For questions, contact [Tania Arnett by email](#).

TEDS Import - New Data Validation Process

Submitted by Claude Christian

As we grow in our data collection processes, there is a need to adjust our data validation process. Beginning October 1, 2025, TEDS import data will be validated based on the SSID, Date of Birth (DOB), First Name and Last Name. If there is a mismatch, users will see the following message **Error: The specified SSID and DOB combination does not match the SSID and DOB stored on the existing TEDS student Demographic record. Verify DOB.**

USERS SHOULD TEST THE IMPORT EARLY AND OFTEN UNTIL PREPARED TO COMPLETE AN OFFICIAL IMPORT. An error will occur if the data in TEDS does not match what you are attempting to import. If this occurs, verify the following:

- Verify the SSID
- Use documentation (other than Infinite Campus) to verify DOB and name.
- Correct any errors discovered in Infinite Campus, then create new export files from Infinite Campus and **TEST** the import into TEDS.
- If data is verified and there is still an error on import, contact KDE CTE Data Services at kdedctedataservices@education.ky.gov.

An import can be tested at any time. Please do not finalize an import until the data is error-free. If an import is finalized with errors, any records with identified errors will not be imported into TEDS.

Infinite Campus Server Upgrades

Submitted by Lisa Keeter

This winter, Infinite Campus databases will be upgraded to SQL 2022 and relocated to a different data center. As part of this upgrade, all districts that previously did not have a dedicated URL will receive one. KDE and Infinite Campus will offer a virtual question and answer (Q&A) session in November to address questions that have been submitted by districts. Please make sure your local technology contacts are aware of the upgrade and the upcoming Q&A session. Questions should be submitted in advance to [KDE Data Services by email](#).

Campus Support will be creating a case with details on needed actions by district staff and third-party integrations in early November. Downtime is planned for 2-4 days between Dec. 22 – Jan. 2. Check the [migration schedule](#) for your district's designated dates. See the [KSIS Infinite Campus News - September 2025](#) article for more information.

Data Visualization/Tableau Migration

Submitted by Daniel Bradley

The Data Visualization/Tableau servers will be impacted by the Infinite Campus server upgrade. The system will be unavailable beginning Dec. 15 and down until Jan. 9. Questions, regarding the Data Visualization Tableau system, can be directed to [KDE Data Services by email](#).

SSN Removal Tool in Infinite Campus

Submitted by Lisa Keeter

Some districts have experienced issues with the SSN Removal tool not running as scheduled. K-12 Solutions has provided an update to prevent conflicts with other jobs. Infinite Campus will deploy the fix with the next statewide update – scheduled no later than Nov. 12.

See the [SSN Removal Tool Guidance](#) for details about using the tool. Additionally, the KSIS Beginning of Year [SSN Removal tool training](#) is available on the KDE Media Portal.

KDE can host a virtual question and answer session in November if there are ongoing questions not addressed in current guidance. Please submit questions to [KDE Data Services by email](#) by Nov. 5 so we can determine if this additional opportunity would be helpful.

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Data Standard	Preschool	Annual data standard updates	10/01/2025
Data Standard	MAF or RTA Grants	Removed Tier 1 requirement for MAF	10/05/2025
Data Standard	System Administration	Annual data standard updates	10/15/2025

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 custom and 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
TBD	Campus Server Upgrades Q&A	Teams
TBD	SSN Removal Tool Q&A	Teams
12/4-5	Interchange	Omni Hotel, Louisville

Data Calendar

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

Due to KDE	Report	KDE Contact
11/01/2025	Dropout	David Curd
11/01/2025	Growth Factor	Ronda Devine
11/01/2025	Local Educator Assignment Data (LEAD) Fall	Tessa Harris
11/01/2025	Retention, Grades 4-12	Windy Spalding
11/03/2025	Special Education Exiting Data	Amy Patterson
11/15/2025	Audited - Annual Financial Report and balance sheet	Jackie Chism
11/15/2025	Kentucky Stats (KYSTATS) -longitudinal data	Phil Bigard
12/11/2025	Technical Education Database System (TEDS) (First Semester)	Claude Christian
12/08/2025	Preschool Enrollment Count (Fall)	Taysha Oglesby
12/08/2025	Exceptional Child Count by Disability	Amy Patterson
12/15/2025	KECSAC Membership Report	Windy Spalding

School Data Services Team

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

Ryan Adcock
Fred Barton
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Pat Black
Robbin Bond
Daniel Bradley
Crystal Darnell

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Shauna Dunham
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Bradley Howard
Candy Johnson
Lisa Keeter
Linda Newhouse

James Reed
Michael Sivils
Sriharsha Vejella
Kort Thompson
Anthony Walters

Office of Education Technology Division of School Data Services

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