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Title III English Learner Data Quality Review

Submitted by Margalee Conlee

The Infinite Campus English Learner (EL) extract is used to determine the EL counts for every district. KDE generates this extract multiple times throughout the year for federal reporting requirements as well as determining Title III funding allocations. 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 appearing on the **English Learner** extract and therefore not be included in the district's EL student count:

- 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](#) (HLS) completed upon the student's initial enrollment in a Kentucky public school district. This information should not be changed if the student transfers to another district within Kentucky or when the student exits the EL program.
- EL Services – Students must have at least one active EL Service type to be considered an EL student for reporting purposes.
- EL Instructional Accommodations – Students must have at least one active EL **instructional** accommodation to be considered an EL student for reporting.

English Learner 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 (PSP). For students who exit the EL program status based on reaching attainment on the annual ACCESS assessment, the end date should be June 30 of the year in which the student reached attainment.

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](#).

There are two additional reports available for districts to ensure English Learner data is accurate. The reports are located via KY State Reporting | KDE Reports | [QA English Learners](#) or Tool Search: QA English Learners. These are available options on the reports landing page and are described below:

- Reach ACCESS Attainment Error Report provides a list of students who are indicated as EL but reached attainment on a prior ACCESS assessment.
- No Prior ACCESS Attainment Error Report provides a list of students who are not indicated as EL but have not previously reached attainment on a prior ACCESS assessment. NOTE: This report will list students who have been determined as EL misidentified. The date for this field will be highlighted in orange and can be disregarded.

Districts are encouraged to generate these reports in addition to the English Learner extract error/warning report and conduct data quality checks to ensure reports are error-free. The English Learner Extract Report can be found in Campus via KY State Reporting | KDE Reports. Users must be granted access to these reports by the district's Campus administrator.

For the EL reporting timeline, reference Section G of the [English Learner Data Standard](#). For questions or concerns, contact [Margalee Conlee](#) by email.

Update Your KECS Profile

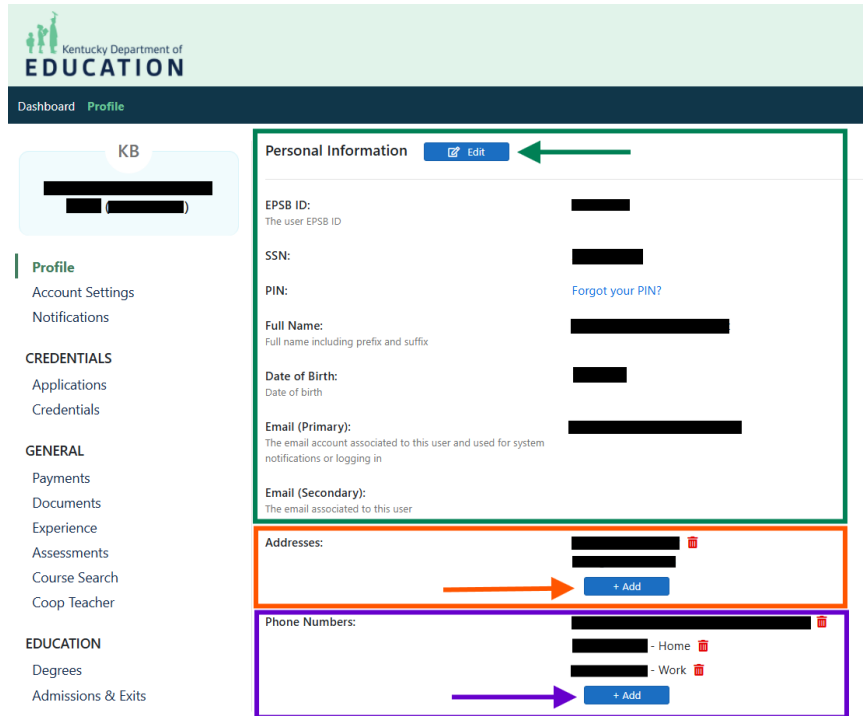
Submitted by Tessa Harris

A significant number of errors have been identified in the teacher demographic data on the [Kentucky Educator Credentialing System \(KECS\)](#) website. To ensure the highest quality data is maintained, share this important message with your staff.

Personal Information: Staff members are asked to log into [KECS](#), view the profile screen, and review any personal information. If errors are found with date of birth, email addresses or name spellings, select EDIT at the top of the page to update this important information. Names must be updated in the case of a name change and preferred name, or nicknames should be added if applicable. Staff are encouraged to add an additional email address, if possible, as school email addresses can often change. Once changes have been made select SAVE at the bottom.

Address and Phone Numbers: Scroll down on the profile page to review the listed address(es) and phone number(s). Addresses and phone numbers should be kept up-to-date in the event of a move or change. Note that having a current address and phone number on file is essential for filing an application.

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



AED School Counts Report Sunset, Advise to Remove Tool Rights

Submitted by Jessi Carlton

The AED School Counts report has been sunset in Infinite Campus. AEDs are now tracked via another web application. Please remove Tool Rights to this tab to prevent unnecessary tracking in Infinite Campus.

The communication below has been sent directly to District Health coordinators:

KDE's new AED Tracking Web Application has been released and is ready for use! After data requirements have expanded to require the collection of multiple points, this tool was developed to streamline the reporting process. The new tool replaces previous use of Infinite Campus for this specific purpose of capturing AED information only. All other health-related data will continue to be submitted through Infinite Campus as in the past.

Please be aware of the following when reporting your AED data in the new application tool:

1. **Each district point of contact (District Health Coordinator - DHC) should reach out to your school health branch field staff to be given access to the web application the initial time.** Once the individual has been added to the tool by the regional field staff member, additional persons may be assigned by the district point of contact to enter school and/or district data. *CAUTION: Please be intentional in the selection of who needs access to enter data to ensure completeness, consistency and accuracy.*
2. **Individuals given access for reporting in August – October 2025 for last year's reporting will retain permissions and not have to seek authorization for the new data entry to begin on July 1.** New DHCs must contact the regional field staff member for secure access to the tool.

3. **This tool fulfills the requirement of all AED reporting. Therefore, no additional information or reports need to be sent to KDE once all the required data has been submitted into the AED Reporting Tool.** Tool functionality allows KDE to collect the information once districts have entered it.
4. **Data reporting and accuracy is the responsibility of the schools and districts.** KDE staff do not have rights to enter any data and will report the information entered through this tool.

For questions regarding AED reporting, contact [Jim Tackett by email](#).

Reminder: Don't Forget to Run School Profile Courses Report!

Submitted by Caryn Davidson

The School Profile Courses Report provides information on courses that populate the School Profile section of the School Report Card. Run the [School Profile Courses Report](#) (Tool Search | School Profile Courses Report) now for 2025-2026 to identify potential errors. Please review and correct errors to ensure accurate population of course information on the 2025-2026 School Profile Report and consider fixing the errors on the 2026-2027 calendar if you've already rolled courses over. If you have questions, contact [Caryn Davidson by email](#).

Non-Course Code Work-Based Learning (WBL) Deadline Reminder

Submitted by Amy Tracy

Districts wishing to submit applications for the [Non-Course Code \(WBL\) KBE Approval](#) accountability process must do so by May 1, 2026 for applicants to be considered for the current school year. Ensure that all required documentation is provided to avoid any delays or denials by the review committee.

Use the [checklist](#) provided to verify that all necessary components are included. This includes student identification, employer information, type of work-based learning, alignment with credential or associate degree programs, employer verification of 300+ hours of WBL experience, state course codes, justification of school support, required signatures, and any supporting documentation.

Once the request is submitted using the [Non-Course Cooperative \(Co-op\) or Internship Approval Request SharePoint](#) site, your student will be assigned a Record ID. Please record this ID for future correspondence regarding the approval request.

For additional information on cooperative education and internships for state accountability pursuant to [KRS 158.6455](#), please reference the [FAQ Co-op Internship for State Accountability](#) document.

Ensure Student Information Matches Infinite Campus Records for Advanced Placement (AP) Exam Registration

Submitted by Tania Arnett

The Kentucky Department of Education (KDE) uses a student's state ID (SSID), 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 state ID (SSID/Student Identifier), first name and last name 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](#).

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Report Quick Reference Card	Chronic Absenteeism QRC	Updated Program/Intervention Contact for the Office of Continuous Improvement and Support (OCIS)	3/2/2026
Report Quick Reference Card	W22 Student Subsequent Enrollment	Added instructional note to support filtering results to maximize information	3/9/2026
Data Standard	Enrollment	Added information for new Local End Status W31 Withdrawn from preschool program after school/parent agreement	3/11/2026
Report Quick Reference Card	QA English Learners	Updated Report layout	3/19/2026

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
04/13-15	Infinite Campus Spring User Groups	Varies
04/16	2025-2026 KSIS Infinite Campus End-of-Year Training	Microsoft Teams
04/17	Infinite Campus Spring User Groups – Virtual	Campus Community

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
5/30	Tentative Budgets	Karen Conway
5/31	KSB/KSD Certification for Transportation for Daily Trips	Ann Culbertson
5/31	KSB/KSD Certification for Transportation for Home Trips for Resident Pupils	Ann Culbertson

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](#).

