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SAAR Data Clean Up & Submission Due by June 30

Submitted by Laura Loman

The Superintendents' Annual Attendance Report (SAAR) for School Year 2025- 26 is due on June 30th. The submission window will open on May 15. SAAR can be submitted but will not be approved by KDE until your amended calendar has been approved. All data cleanup should be completed prior to submitting the SAAR. Please refer to the [SAAR Guidance Document](#) for details regarding data cleanup reports.

For questions, contact [Laura Loman by email](#) or (502) 564-5279 ext. 4485.

Immigrant Data Collection and End of Year Reporting 2025-2026

Submitted by Margalee Conlee

The immigrant reporting deadline for the 2025-2026 school year is June 30. KDE will extract the data on July 1 for federal reporting purposes. To ensure the immigrant data is accurate, reference the [Immigrant Data Standards](#).

Districts are advised to generate the [Title III Immigrant report](#) in Infinite Campus to verify the data for accuracy. For questions regarding immigrant data collection or reporting, contact [Windy Spalding by email](#) or [Margalee Conlee by email](#).

June 15 Deadline for Assignment G-Code End Status

Submitted by Rodney Bennett and Josh Whitlow

No later than June 15, district should end-date 2025-2026 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. (Path: Student Information | General Student Administration | Enrollment End Batch Wizard) The end status code will be different for graduates so they must be done 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. Tool Search: Enrollment End Batch Wizard.

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. 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. State Published Ad Hoc is available to verify seniors who participated in SSYP program have the correct end status. (Path: Reporting | Ad Hoc Reporting | Data Export | State Published Ad Hoc | ENR – Senior SSYP Invalid G-Code).

In preparation for the start of School Year 2026-2027, districts should review guidelines regarding no show enrollments in the [Pupil Attendance Manual](#) or the [Data Standard: No Shows](#) located on the [KSIS Data Standards webpage](#).

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.

Enrollment Reminders

Submitted by Josh Whitlow

Districts must close out School Year 2025-2026 by adding an appropriate end date and end status to all 2025-2026 student enrollments. The process can be done quickly and en masse using the Enrollment End Batch tool available under System Administration | Student | Enrollment End Batch. Ensure graduation dates are posted and graduation codes are set before running final transcripts or generating the KEES extract. In preparation for the start of School Year 2026-2027, districts should review guidelines regarding “no show” enrollments in the [Pupil Attendance Manual](#) or the [Data Standard: No Shows](#) located on the [KSIS Data Standards webpage](#). If there are any questions, please contact [Josh Whitlow by email](#) or 502-564-5279 ext. 4450.

Reminders for Successfully Closing Out School Year 2025-2026

Submitted by Josh Whitlow

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 2026-2027 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 Wizard
- Run the Enrollment Cleanup Wizard to remove 2026-2027 enrollments for any student who withdrew prior to the end of school.
 - 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 Report
- 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 on 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 Wizard

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 2026-2027 data on the parent portal until student schedules are complete. To limit access on the parent portal.
 - Tool Search: Portal Display Options

More information is available on [Kentucky – End-of-Year Checklist](#). Please contact [Josh Whitlow by email](#) or (502) 564-5279, ext. 4450.

Original and Amended Calendar Submission

Submitted by Josh Whitlow

2026-2027 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](#).

- 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 the 170-day requirement.
 - State date – on or after August 24, 2026
 - Use G: Planning days to get calendars to 185 contract days for teachers

2025-2026 Amended calendars may be submitted after the conclusion of the school year and **after** Monday, May 18th via the same KDE Web App. Guidance can be found in [Amending Calendar Guidance Manual](#).

- 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 enter as “E: Teacher Equivalency using the Day Setup tool.
 - 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. Please contact your [district WAAPOC](#) if you need help getting access to the app. Please contact [Josh Whitlow by email](#) or (502) 564-5279, ext. 4450.

Alternative Education Program Updates for 2026-2027

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 2026-2027 school year.

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 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. If 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 on-site program is “an alternative education program located within an existing A1 school.” To be appropriately tracked in IC, 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*. Reference section B of the [Alternative Education Program Data Standards](#).

In addition, the KAR defines “long-term placement” as a placement in an AEP for greater than ten (10) school days. The definition allows the program twenty (20) school days to complete the Individual Learning Plan Addendum (ILPA) for those students meeting the definition of long-term placement. 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](#). For questions, contact [Windy Spalding by email](#) or [Leticia Porter by email](#).

New and Revised Kentucky Improvement Plan Tools Available in Infinite Campus for Reading and Math

Submitted by Caryn Davidson

A new Kentucky Math Improvement Plan form and a revised Kentucky Reading Improvement Plan form along with associated reports are now available in Infinite Campus. Reading and math improvement plans are required by law; however, using the forms in Infinite Campus is not required; it is an option that is being provided based on district requests. For those not using Infinite Campus to record Mathematics or Reading Improvement Plans, no action is needed.

Adding Improvement Plans to a student’s record in Infinite Campus allows multiple users to access the same form, allows schools to share the form with parents/guardians through the Parent Portal, and allows the form to travel with a student should they transfer to another school – whether it’s within the district or to another district. Having a record of a student’s Improvement Plan in Infinite Campus allows schools to share their historical intervention record and helps to ensure a more seamless transition for transient students. Read on for additional information about each form and report.

For questions regarding using either improvement plan form and/or report in Infinite Campus, contact [Tania Arnett by email](#). **Note:** Users must be granted access by local KSIS administrators before they can see referenced tools and/or reports.

Revised Reading Improvement Plan Form and Report

A revised version of the Reading Improvement Plan form, titled “Kentucky Reading Improvement Plan Form” is available in Infinite Campus for use in the 2026-2027 school year with a start date of July 1, 2026. New to this version of the form are the School Year, Form Start Date and Form End Date fields. Additionally, all notes sections in the form have been revised to allow up to 5,000 characters. The previous version of the form will be inactive as of June 30, 2026. Please see the [Guidance Document for Adding a Reading Improvement Plan to a Student Record in Infinite Campus](#) for more information about using the form in Infinite Campus.

To view aggregate data from the previous and newly revised forms, users can generate the [Reading Improvement Plan Report](#) in Infinite Campus. The purpose of this report is to allow district and school leaders to monitor students with Reading Improvement Plans. The report will provide a spreadsheet with detailed student level Reading Improvement Plan information. The report will be updated starting July 1, for the 2026-2027 school year, to include the newly added fields, allowing users to filter on the Form End Date to remove inactive forms.

For general questions about Reading Improvement Plan requirements, contact Director of Early Literacy, contact [Christie Biggerstaff by email](#).

New Mathematics Improvement Plan Form and Report

A new fillable form based on the Mathematics Improvement Plan Template, titled “Kentucky Mathematics Improvement Plan” is available now in Infinite Campus for use in the 2026-2027 school year with a start date of July 1, 2026. This form mirrors the adaptations to the template found on the Kentucky Reading Improvement Plan Form within

Infinite Campus. More information can be found in the [Guidance Document for Adding a Mathematics Improvement Plan Form to a Student Record in Infinite Campus document](#).

Similar to the [Reading Improvement Plan Report](#) in Infinite Campus, users will be able to generate the [Mathematics Improvement Plan Report](#) in IC for the 2026-2027 school year. The purpose of this report is to allow district and school level leaders to monitor students with Mathematics Improvement Plans. The report will provide a spreadsheet with detailed student level Mathematics Improvement Plan information. This spreadsheet can be filtered on the Form End Date to remove inactive forms.

For general questions about Mathematics Improvement Plan requirements, contact Director of Math Education, [Chelsey Tingle by email](#).

New State-published Ad Hoc to Track GRAD Score Changes

Submitted by Daniel Bradley

New state-published ad hoc filters are available to identify students with declines in their GRAD Score and can be used in conjunction with the Early Warning and Insights tools. These filters (GradScoreChange 30 Days, GradScoreChange 7 Days, GradScoreChange 90+ Days) are available in the State Published folder within Filter Designer (Tool Search: Filter Designer). Each filter uses a pass-through SQL query and differs by date range, comparing the daily GRAD score to scores from 7, 30, or 90+ days prior. Returned records reflect GRAD score decreases of 10 or more points during the selected timeframe.

In Insights (Tool Search: Insights), the filters can be applied to the visualization by selecting Students and choosing the appropriate filter. They can also be applied to Early Warning data using the drop-down menu beneath the graph. Additional information on using Insights is available in the [Infinite Campus Knowledge Base](#).

Early Graduation Program – Flag Clean Up and ACT Scores

Submitted by Caryn Davidson

Per the [Early Graduation Program Data Standard](#), at this point in the year it is time to clean up Intent for Early Graduation (IEG) flags in Infinite Campus. All updates must be made by Tuesday, June 30, 2026, as a final list of eligible students will be sent to KHEAA on Wednesday, July 1, 2026.

Flag Clean Up

Run the Intent for Early Graduation Report (KY State Reporting | KDE Reports | Intent for Early Graduation) to identify students who were marked with the IEG flag in the fall. Any student who no longer wants to participate in the Early Graduation Program (EGP), or those who are not able to meet the requirements, should have the End Date and Eligibility End Date fields updated and should have an exit reason entered into the Participation Details field. Note: Please **do not add an Eligibility End Date** for students who have **successfully completed the requirements** for the EGP as this will mark them as "Withdrawn" on the EGP report, and **they will not receive their EGP Scholarship**.

Per the [Data Standard Student Enrollment](#), please mark students' End Status appropriately (see page 11).

Assessment Scores

The Kentucky Department of Education is in the process of updating the Early Graduation Report to include student SAT scores to help determine student eligibility. In the meantime, schools can manually check student SAT scores to determine eligibility using the SAT benchmarks on the [Council for Postsecondary Readiness' Academic Readiness Indicators](#) document.

ACT scores may also be used to determine eligibility, and ACT scores that were available prior to June 30, 2025, will remain on the report. As reported in the March 2026 KSIS Newsletter, ACT scores are no longer available for KDE to publish to school districts. Therefore, if an EGP student has taken the ACT on their own since June 30, 2025, to meet the assessment benchmarks for the program, the KDE does not have access to those scores.

If you have any students in this situation, contact [Caryn Davidson by email](#) with their SSIDs. So long as the district has entered the student ACT scores into Infinite Campus, they can be manually checked and included in the final list of eligible students sent to KHEAA in July.

Teacher Turnover Reporting

Submitted by Tessa Harris

Each year, the Kentucky Department of Education is required to report on Teacher Turnover. Anyone assigned to at least one course/section scheduled during instructional time who has a license number entered in the Infinite Campus District Employment record will be included. This report is run at the beginning of August from a static data table, not from live data. Making changes in Infinite Campus after the report is run will not change the report output unless KDE refreshes the static data table. For this reason, we ask that you verify and correct any errors in your teacher data by the end of the school year.

To verify your teacher data check your LEAD Errors for the comments:

- “No Primary Teacher Assigned”
- “No Staff Record Found”
- “Invalid EPSB ID Provided”
- “No EPSB ID provided”

If needed refer to the [LEAD User Guide](#) for support with correcting these errors.

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

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Transportation Code Roll Forward Reminders

Submitted by Josh Whitlow

The Transportation Roll Forward Wizard creates a new transportation record for students in the next school year. 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 the KSIS. The process can be done quickly and en masse using the Transportation Roll Forward tool under System Administration | Transportation | Transportation Roll Forward. T codes can change throughout the year if the student’s transportation circumstance changes during the school year. It is recommended by attendance auditors that T codes be checked at least twice a year. Transportation 2.0 is still in the works for Kentucky, at this time we ask that districts DO NOT turn this on until KDE is finished with testing. Please submit questions about transportation codes to [Josh Whitlow by email](#) or 502-564-5279 ext. 4450.

Cautions When Using Cross-Site Enrollment in Kentucky

Submitted by Josh Whitlow

Infinite Campus implemented functionality that allows enrollment to cross between schools and districts. The intradistrict option was turned on for Kentucky sites, but since then the Office of District Support has raised several concerns with the functionality. Kentucky law is very clear regarding funding of attendance, Cross-Site Enrollment is not currently equipped to deal with all Kentucky funding scenarios. Currently, District Support DOES NOT recommend districts 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.

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Data Standard	Attendance Tracking for Full-time Virtual Students	Conversion of procedure/guidance document to data standard	4/27/2026

Type	Name	Description	Date
Data Standard	G Codes and C01 Codes Annual Reporting	Conversion of procedure/guidance document to data standard	4/27/2026
Data Standard	No Show Students	Conversion of procedure/guidance document to data standard	4/27/2026
Data Standard	Partial Week/Partial-Day Full Funding Attendance Tracking	Conversion of procedure/guidance document to data standard	4/27/2026
Data Standard	Virtual and Performance Based Course Setup	Conversion of procedure/guidance document to data standard	4/27/2026
Ad Hoc	Health Office Visit Missing Records Complete (new)	This filter will generate a list of students with health office visits during the selected year that are missing records. Scheduled visits in the future are not included in the results.	5/4/2026
Ad Hoc	GradScoreChange 30 days	This filter reports students with GRAD Scores that have dropped 10 points or more over the prior 30 days. Built to work with Early Warning, Insights, and Pivot Designer.	4/26/2026
Ad Hoc	GradScoreChange 7 days	This filter reports students with GRAD Scores that have dropped 10 points or more over the prior 7 days. Built to work with Early Warning, Insights, and Pivot Designer.	4/26/2026
Ad Hoc	GradScoreChange 90+ days	This filter reports students with GRAD Scores that have dropped 10 points or more over the prior 90+ days. Built to work with Early Warning, Insights, and Pivot Designer.	4/26/2026
Quick Reference Card	Migrant Student Performance Monitoring Report	QRC for new custom report	5/6/2026
Data Standard	Preschool	Updated Data Steward contact	5/12/2026
Data Standard	QA English Learner	Updated English Learners with Disability contact	5/15/2026
Data Standard	Immigrant Data	Updated Data Steward contact	5/15/2026

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
5/27	National Student Privacy & Data Security Webinar	Microsoft Teams
7/23	2026-27 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. Please help ensure data is verified and available prior to the due date.

Due to KDE	Report	KDE Contact
6/1	Gifted and Talented State Assessed Areas for the School Report Card Validation	Lynn Lockard

6/1	Validation of Gifted and Talented Records	Lynn Lockard
6/1	Gifted and Talented Summative Evaluation	Lynn Lockard
6/1	Health Reports	Angela McDonald
6/1	Nurse Counts	Angela McDonald
6/15	Technical Education Database System (TEDS) (End of Year)	Claude Christian
6/19	Graduation Codes	Rodney Bennett
6/30	At Risk - only Free students (ADM)	Samantha Engstrom
6/30	Amended School Calendar	Josh Whitlow
6/30	English Learners (EL) and Immigrant	Brandy Neal / Margalee Conlee
6/30	Homeless, Primary Nighttime Residence, and Unaccompanied Youth data	Margalee Conlee
6/30	Kentucky Educational Excellence Scholarship (KEES) (Regular Graduates)	Rebecca Gilpatrick
6/30	Migrant Count (Regular Year)	Christina Benassi / Margalee Conlee
6/30	Original School Calendar	Josh Whitlow
6/30	Safe Schools Report including Special Education	Windy Spalding / Amy Patterson
6/30	Special Education (SPED) - Indicator 11 & 13 Spreadsheet	Amy Patterson
6/30	Superintendent's Annual Attendance (SAAR) Report	Laura Loman
6/30	Exceptional Child Personnel data	Amy Patterson
6/30	Title I School Status and Title I Targeted Assistance student data	Margalee Conlee
6/30	School Report Card	DeDe Conner
6/30	Preschool Transition Survey (Indicator 12)	Amy Patterson
6/30	Foster Care data	Margalee Conlee / Sharma Aitken
7/8	Certification of School Bus Mileage	Ann Culbertson
7/25	Annual Financial Report and Balance Sheet (Unaudited)	Candy Johnson
7/25	Tax Collection Reports	Sheila Miller
7/31	Career Readiness (WBL)	Amy Tracy

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
Lisa Keeter
Linda Newhouse

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Anthony Walters

Office of Education Technology Division of School Data Services

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

