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2025-2026 School Report Card – Districts Review and Approve Data

Submitted by Anthony Walters

The Overview and Education Opportunity domains are now open in the School Report Card (SRC) portal for district review. Data not yet available in these domains includes:

- Teacher Turnover
- Inexperienced Staff
- IB and CAI exams scores under Advanced Courses and Exams

The Career and Technical Education and Transition to Adult Life domains are expected to open Sept. 22. The public release for School Report Card will be in mid-October.

Districts have until Sept. 25 to enter or update information in the Collection Tool, review data in the Preview Tool, flag concerns and approve domains in the Approval Tool. When flagging issues, provide detailed explanations and identify the specific information displayed to assist KDE in investigating the concern.

Visit the SRC Resource webpage for updates on timeline, resources, and communications. The [Quality Assurance \(QA\) Worksheet](#) includes a list of data reported in the School Report Card Suite and QA tools available for verification. [The SRC Collector Items document](#) details information on each collector item that must be entered.

General questions regarding the School Report Card can be directed to [KDE Data Services by email](#).

Infinite Campus Fall User Groups

Submitted by Crystal Darnell

[Registration](#) is now open for Kentucky Fall 2026 User Groups. Sessions have been scheduled for September in three locations across the state with one virtual session. This is a great opportunity for teachers, school office staff, curriculum directors, and system administrators to collaborate, share insights, and swap success stories.

Register and participate in the most convenient location to learn about the latest release highlights, Kentucky-specific updates, what is coming next and much more while networking with peers. There is no participation fee, and lunch is provided at no cost.

If you have questions regarding user group sessions, reach out to [Lisa DeGaris by email](#). Visit the [KDE KSIS training page](#) for more information and [User Group Agenda](#).

Free and Reduced Cost Data Forms Due by Oct. 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 2026-2027 school year. This helps to ensure accurate e-Rate 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 Program Flags Must Be Completed by 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. 15 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](#) and contact [Sarah Medley by email](#) with any questions.

Foster Care and Student Records Transfer Report

Submitted by Margalee Conlee

Districts are encouraged to periodically generate the [Student Record Transfer Report](#) in Infinite Campus to monitor compliance with [KRS 199.802](#) which created specific time requirements for requesting and releasing records for students in foster care. Records must immediately be requested by the new school and released by the prior school on the working day the request is received. District personnel can use this report to monitor student records transfer requests for students enrolling in or withdrawing from other Kentucky school districts during the school year.

It is important to keep in mind the timeframes to request records transfer, as well as the time it takes to release records. The report can be generated for all schools or a single school within the district. A foster indicator is included in the report output to help monitor compliance. Suggested uses include:

- Generate a detailed and/or aggregate report to identify enrollments with no records requests initiated.
- Identify withdrawals with records requested that have not been released.
- Identify withdrawals for which a records request has not been made, and follow-up is needed.
- Monitor timeliness of records transfer requests/releases to identify potential need for more training or guidance.

Ensuring students are enrolled and records are requested and transferred promptly helps to ensure that students in foster care are on the path to success and receive all appropriate services in their new school as quickly as possible. The report is not intended for data cleanup, as the records transfer data cannot be changed; however, the information in the report can help to identify issues to improve processes.

If student records have not been requested from the student's new school, district staff are encouraged to use the [student locator](#) to find where the student is enrolled and contact the school to determine why records have not yet been requested. System administrators should assign tool rights to the school district staff responsible for records transfer or management of that work.

For details on importing foster care student data, reference the [Foster Care Data Standard](#). For instructions on the student record transfer process, reference the [Student Records Transfer Data Standard](#).

For questions regarding the Foster Care and Students Record Transfer Report, contact [Sharma Aitken by email](#) or [Margalee Conlee 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) generates this extract multiple times throughout the year for federal reporting requirements as well as determining Title III allocation funding. 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:

- 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.
- 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.
- 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.

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 (PSP). 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 federal reporting requirement and to prepare for ACCESS 2027 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 preparation of ACCESS 2027 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 Report](#) should be used to ensure the "Date Entered U.S. School" field is completed accurately.

If you have additional questions or concerns, contact [Margalee Conlee by email](#).

ACT Scores for 2025-26 Early Graduation Completers

Submitted by Caryn Davidson

As reported in the *March 2026 KSIS Newsletter*, ACT scores are not available in Infinite Campus for 2025-2026. Schools were asked to manually enter ACT scores into Infinite Campus and to reach out to [Caryn Davidson by email](#) to ensure their scores could be manually checked. If an [Early Graduation Program \(EGP\)](#) student has not received the scholarship, please verify scores are in Infinite Campus and reach out to [Caryn Davidson](#) as soon as possible for assistance.

Per [704 KAR 3:305, Section 4\(3\)\(d\)](#), each EGP participant must meet the college readiness benchmarks established by the [Council on Postsecondary Education \(CPE\)](#) in [13 KAR 2:020](#) for placement in credit-bearing courses without the need for remediation. To meet this requirement, EGP students may use benchmark scores from the ACT, SAT or a combination of both. Schools must ensure that all scores are entered into Infinite Campus so that the student may receive proper credit for meeting the benchmark requirements.

Content Area	ACT Benchmark	SAT Benchmark
English*	18	490
Reading	20	490
Mathematics	19	510

*The College Board does not have an English subscore for the SAT. Therefore, an evidence-based reading and writing (EBRW) score of 490 in reading on the SAT will also satisfy the English benchmark requirement. If a student chooses to only utilize ACT benchmarks, the student must meet the subscore benchmark in all three areas, English, Reading and Mathematics.

Verify Special Education Exit Data with the SPED Exit Detail Report

Submitted by Amy Patterson

The [SPED Exit Detail Report](#) in Infinite Campus helps districts verify exit status details for students with Individual Education Programs (IEPs). The report provides student-level data on students ages 14 to 21 who are shown in Infinite Campus as having exited special education services. Districts can use this report to support data quality reviews and federal reporting verification. The [SPED Exit Detail Report](#) compares the special education exit data in the Special Ed Fields section of the Enrollment record to the KDE-determined special education exit status and date. The column in the report labeled “KDE Determined SPED Exit Status” is the official status used for federal reporting under the Individuals with Disabilities Education Act (IDEA). The report is pulled from a table that is refreshed weekly for the current year.

For more information about this report beginning on page 19 of the [Special Education Reporting Manual](#) and the [Exiting Students on the Alt Diploma Track Quick Reference Guide](#).

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, 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 issues 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](#).

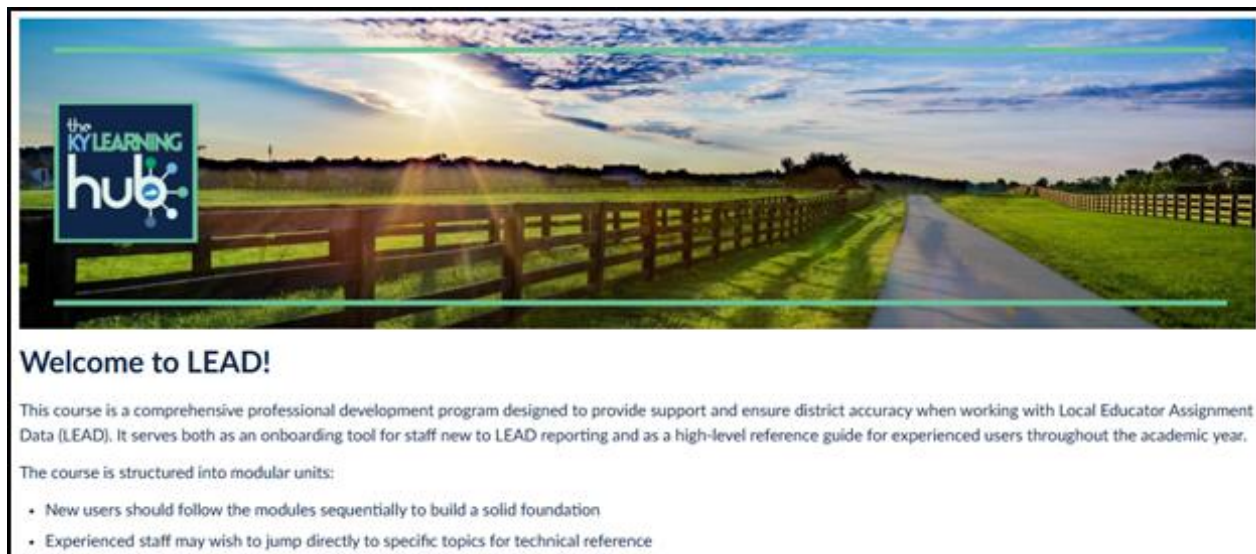
LEAD Training and Resource Canvas Course Now Available

Submitted by Tessa Harris

The Office of Educator Licensure and Effectiveness is pleased to announce that a new comprehensive professional development course on the [KY Learning Hub](#) titled [LEAD: Data Flow, Validation, and Reporting](#) has been published. This course was designed for HR staff, LEAD Coordinators, Infinite Campus Coordinators, and CIOs with both novice and expert LEAD users in mind.

The all-inclusive course serves as a vital onboarding tool to build a solid operational foundation for those new to state data systems, while simultaneously functioning as a high-level technical reference guide that experienced staff can

consult throughout the academic year. Structured into self-paced, modular units, the program allows participants to either progress sequentially or jump directly to complex topics.



Welcome to LEAD!

This course is a comprehensive professional development program designed to provide support and ensure district accuracy when working with Local Educator Assignment Data (LEAD). It serves both as an onboarding tool for staff new to LEAD reporting and as a high-level reference guide for experienced users throughout the academic year.

The course is structured into modular units:

- New users should follow the modules sequentially to build a solid foundation
- Experienced staff may wish to jump directly to specific topics for technical reference

For questions about this course or anything related to LEAD, contact the [LEAD Support Team by email](#).

FERPA Directory Definition

Submitted by Lisa Keeter

Districts must identify what elements are included in their local directory information definition in Infinite Campus using the FERPA Directory Definition tool. KDE will use the definition to determine what directory items can be provided for the Proactive Postsecondary Admissions Program. See [HB 307 Guidance](#) for more information on the program.

Screenshot of District-Level FERPA Directory Definition Tool

FERPA Directory Definition	
*Status Date 07/08/2026	Status Time 03:48 PM
Directory Information Items Check all items in the board policy.	
*Effective Start Date [Date Picker]	Effective End Date [Date Picker]
Student's full name ☐	Degrees, honors & awards received ☐
Student's mailing address ☐	Student's date and place of birth ☐
Student's telephone number ☐	Student's major field of study ☐
Student's school email address ☐	Participation in activities/sports ☐
Grade Level ☐	Student's weight/height athletics ☐
Most recent educational institution ☐	Student's photograph/picture ☐
Student's dates of attendance ☐	Other

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. The [Student Enrollment Data Standard](#) provides guidance on entering student names in 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 the student 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](#).

Parchment Reminders for the New School Year

Submitted by Daniel Bradley

As the new school year begins, schools are encouraged to review their Parchment setup and processes to ensure a smooth experience for students and staff. A variety of training resource videos are available to assist administrators with beginning-of-year tasks.

- Staff Access Verification - Administrators should verify all staff members who need access to Parchment have the appropriate permissions to process orders and view student records. Training video: [Admin User Accounts](#).
- Transcript-Ordering Link Setup – Schools and districts should ensure a Parchment transcript-ordering link or button is available and easy to locate on their website. Training video: [Posting an Order Link or Button to Your School's Parchment Storefront \(webpage\)](#).
- Student Account Creation - Students who are new to Parchment can take advantage of available account-creation resources and training materials to become familiar with the platform. Training video: [How to Create a Parchment Account](#).

KDE encourages users to review the [eTranscript Data Standard](#) to stay familiar with the Batch Report process. Staff should also regularly monitor the [Parchment To-Do List](#), where transcript requests awaiting action are displayed, and review procedures for processing orders and managing unmatched credentials when applicable.

Parchment offers a wide range of support resources, including the Learner Help Center, Admin User Guide, on-demand training webinars https://www.education.ky.gov/districts/tech/sis/Documents/Data_Standard_eTranscript.pdf, along with the updated [Parchment Award K12 Transcript Services Administrative User Guide](#). For additional assistance, Parchment Member Support is available Monday through Friday from 8 a.m. to 8 p.m. ET at (888) 662-0874 or via [Parchment Support via email](#).

KSIS Ad Hoc Reports and Documentation Updates

Type	Name	Description	Date
Ad Hoc Filter	Audit All Tool Rights	Fixed issued that was causing all users to be included.	Aug. 5
Ad Hoc Filter	Audit - Underage Kindergarteners	New – replacement for Underage Kindergarteners 24-25 with the birthday check updated for 2026-2027 enrollments.	Aug. 5
Ad Hoc Filter	Underage Kindergarteners 24-25	Unpublished – replaced by Audit - Underage Kindergarteners	Aug. 5
Data Standard	Health	Updates were made for contract providers.	Aug. 20

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 School Data Services 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](#) webpage.

Training Updates

For more information and registration links for the following training events, go to the [KSIS Training webpage](#).

Date	Event	Location
Aug. 26	FERPA Scenarios: FAQ and Facts	Virtual
Sept. 21	Infinite Campus Fall User Groups	Franklin County BOE
Sept. 22	Infinite Campus Fall User Groups	Laurel County Public Schools
Sept. 29	Infinite Campus Fall User Groups	Bowling Green Independent Schools
Sept. 30	Infinite Campus Fall User Groups	Virtual
Dec. 3-4	Infinite Campus Kentucky Interchange	Omni Hotel, Louisville, KY

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 to ensure data is verified and available prior to the due date.

Due to KDE	Report	KDE Contact
Sept. 30	Extended School Services (ESS)	Gerald Brashear
Sept. 30	Support Education Excellence in Kentucky (SEEK) Tentative Calculation	Sheila Miller
Sept. 30	Working Budgets	Sheila Miller
Oct. 1	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	Candy Johnson
Oct. 1	Immigrant Subgrant Allocations	Margalee Conlee
10/17	Active English Learners (EL) - or Test Book Orders and Labels	Chris Williams
10/31	E-Rate	Scott Kane

School Data Services Team

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

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Phil Bigard
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Office of Education Technology Division of School Data Services

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

