

In this issue

- [Civil Rights Data Collection – Prepare Now](#)
- [Data Calendar](#)
- [FAFSA Completion Initiative State-Published Ad Hoc Report](#)
- [Growth Factor Submission Time is Almost Here](#)
- [Intent for Early Graduation Program Flags due by Oct 15](#)
- [KECS Reports – Streamline Your Workflow & Save Time](#)
- [KSIS Ad hoc Reports and Documentation Updates](#)
- [Persistence to Graduation Report to be Sunset](#)
- [Preschool Enrollment Count Due Dec 4](#)
- [Proactive Postsecondary Admissions Program Update](#)
- [School Data Services Team](#)
- [School Report Card Sept. 30 Deadline](#)
- [Training updates](#)
- [Verify Course Setup](#)

School Report Card Sept. 30 Deadline

Submitted by Anthony Walters

The School Report Card Secure Portal is available, and all domains are open for district and school review. The deadline for entering collection details, verification and approvals is the end of this month. Please keep these deadlines in mind as the work is wrapped up in the coming days. The School Report Card Embargo begins on Oct. 13, and the public release of the School Report Card is scheduled for Oct. 15.

Visit the [School Report Card Resources webpage](#) for updates on timeline, resources, and communications. General questions regarding the School Report Card can be directed to [KDE Data Services by email](#).

Intent for Early Graduation Program Flags due by Oct. 15

Submitted by Sarah Medley

All students planning to complete the Early Graduation Program must submit 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](#). For additional questions regarding Early Graduation, contact [Sarah Medley by email](#).

Growth Factor Submission Time is Almost Here

Submitted by: Laura Loman

The Growth Factor report submission window opens Oct. 1 and is due to KDE ten days after the last day of the second month of school, but no later than Nov. 1. This report is mandatory for every district and is used to help identify districts experiencing growth that may qualify for additional funding.

The Growth Factor report includes:

- Aggregate days of attendance and absence
- Race and gender counts
- Adjustments for less than full-time (partial day) attendance
- Non-resident/non-contract students
- Overage and underage students for the first two months of school

KRS 157.360 (8) states, "Program funding shall be increased when the average daily attendance in any district for the first two months of the current school year is greater than the average daily attendance of the first two months of the previous school year." The percentage of growth is multiplied by the previous school year's end-of-year Average Daily Attendance (ADA) to determine the additional ADA funding a district will receive. If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district.

Districts should submit the Growth Factor report via the [Submit Growth Factor Report submission link](#). The

[KDE Growth Factor Reports webpage](#) includes additional information including the provided steps in the [SAAR Growth Factor Application Manual](#). If you have any questions, please contact [Laura Loman by email](#).

Preschool Enrollment Count Due Dec. 4

Submitted by Taysa Oglesby

All information for [preschool enrollment](#) should be completed, active, and locked by the close of business on Friday, Dec. 4. This includes information located on the General Enrollment and Preschool Service Record well as special education documents. Only children with active enrollments on or before Dec. 1 will be included in the Fall enrollment count. To ensure maximum funding, use the time between Dec. 1-4 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 Dec. 4 till start of business Dec. 8. On Dec 7, 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 [Taysa Oglesby by email](#) or telephone at (502) 564-4970, ext. 4526.

Civil Rights Data Collection (CRDC) - Prepare now for 2025-26 Reporting

Submitted by Robbin Bond

The next Civil Rights Data Collection (CRDC) collection will be for the 2025-26 school year and is tentatively scheduled to begin this fall. The Kentucky Department of Education (KDE) will continue to assist by prepopulating data that is available in state systems. Districts must enter the data not preloaded by the KDE and must validate all data prior to submission. The [KY CRDC webpage](#) and the [CRDC Resource Center webpage](#) include helpful resources; the timeline will be posted when available.

The Office of Civil Rights (OCR) sent an email on Aug. 18, to each superintendent and the two alternate contacts they had listed from the previous Civil Rights Collection. OCR noted that two additional emails will be sent out this Fall. The first email will notify the registered contacts when the submission process for the 2025–26 CRDC will begin. The second email will provide CRDC submission system login information prior to the opening of the system.

Please note, it is important for districts to update KDE CRDC contacts each year. These individuals will receive communications from the KDE regarding updates, reporting timelines and questions. To add or update the CRDC school or district contacts, please contact your district Web Apps Admin Point of Contact (WAAPOC). WAAPOCs are listed in the [District and School Directory](#). WAAPOCs can update CRDC contacts in the Person Role Manager application.

For more information regarding CRDC, please contact [KDE data services by email](#).

KECS Reports: Streamline Your Workflow & Save Time

Submitted by Tessa Harris

The [Kentucky Educator Credentialing System \(KECS\)](#) is a statewide repository of educator credentials. Infinite Campus course and teacher data is matched against educator credentials daily to help districts determine whether educators hold the appropriate credentials for the courses they are teaching. KECS is used by districts to access and monitor educator credentials and Local Educator Assignment Data (LEAD) reporting. KECS includes reporting tools that help districts maintain accurate data and reduce the need for manual credential tracking.

KECS users with assigned permission can access reports by selecting **Reports** from the top menu and then choosing the desired report from the drop-down on the left. The user's district will be selected automatically. Select **Generate Report** to load the data. Some reports may take a few moments to load. Reports can be filtered for customized viewing and downloaded by selecting the three dots (...) in the upper-right corner. Details of the reports are provided below.

Credential & Renewal Tracking

- **Active Credentials By District:** Automatically displays active credentials across your district, with fully customizable filters.
- **Emergency Substitute Applications:** Tracks educators submitting emergency substitute applications.
- **Expiring Credentials - By District:** Highlights educators whose credentials have expired this year or are set to expire next year.
- **Unrenewed Expired Credentials:** Identifies staff whose credentials expired within the last 12 months without being renewed.

LEAD Reporting: *Presents the same data as in the LEAD dashboard, but in a downloadable table format.*

- **LEAD Validation Results:** This report provides LEAD validation information for districts.
- **Munis Validation Results:** This report provides Enterprise ERP (formerly Munis) validation information for districts.
- **Case Load Results:** Details special education teacher demographics alongside specific special education case load counts.

District Administration & User Permissions

- **District Role Report:** Lists assigned roles across district and school personnel.

For more information about specific KECS reports, enroll in the LEAD Canvas Course ([LEAD: Data Flow, Validation, and Reporting](#)) or contact the [LEAD Support Team by email](#).

Persistence to Graduation Report to be Sunset

Submitted by Windy Spalding

The [Persistence to Graduation](#) report within Infinite Campus will be sunset on Jan. 13, 2027. The report no longer provides schools with a clear picture of a student's at-risk indicators. See [Replacing the Infinite Campus Persistence to Graduation Tool](#) for a comparison of functionality to Early Warning tool.

Districts and schools are encouraged to utilize the Infinite Campus Early Warning tool to monitor students' GRAD score and at-risk indicators. Early Warning is a data mining tool that uses student level data to enable district and school personnel to better understand what is contributing to each student's risk of dropping out, and most importantly, what areas of intervention might yield the greatest impact on their journey towards graduation.

Every student is assigned a GRAD (Graduation-Related Analytic Data) Score based on a multitude of changing data points such as attendance, behavior, grades, enrollment history, demographics, test scores, grades, guardian involvement, household demographics, school type, and more. A visual dashboard allows users to view the entire school and view each individual student score in relation to other students in the school. Within the Early Warning tool, users can filter, utilize ad-hoc groups, and create a watch list of students. Analysis can be generated anytime and by multiple users.

Staff must work with the local District KSIS Primary Point of Contact to obtain appropriate access to this tool.

Additional information regarding the Early Warning Tool can be found on KDE's [Dropout Prevention and Persistence to Graduation website](#). For questions contact the [Persistence to Graduation Team by email](#).

FAFSA Completion Initiative State-Published Ad Hoc Report

Submitted by Daniel Bradley

A new ad hoc report is available to support KHEAA's *Free Application for Federal Student Aid* (FAFSA) Completion Initiative. HB257 includes reporting of FAFSA information in the School Report Card beginning in 2027. The new ad hoc report "KHEAA FAFSA Completion Initiative" can help districts with monitoring which students have completed their FAFSA.

[KHEAA](#) administers the FAFSA Completion Initiative (FCI), a process that provides participating districts with a weekly report on KY high school students who have completed their FAFSA. KHEAA is revising the FCI process beginning fall 2026. Participating schools will now identify their seniors to KHEAA and KHEAA will return a report on the FAFSA completion (or non-completion) status of each student on the school's roster.

Data sent to KHEAA must be in .csv format. Select export format "Delimited values (CSV)" and with the "Include column display header" unchecked. As a reminder, these reports contain sensitive identifiable data and must be handled appropriately.

The KDE recommends participating in KHEAA's FAFSA Completion Initiative to gain access to which students have completed the FAFSA. Reach out to [Charlene Myles by email](#) or your KHEAA outreach counselor for more information on the FAFSA Completion Initiative.

Verify Course Setup

Submitted by Caryn Davidson

Several reports are available to ensure proper course setup. Proper course setup is important for many reasons including properly awarding student scholarship money for advanced coursework, transcripts, School Report Card and other reporting purposes.

The [QA Courses](#) report should be run during the current school year to ensure proper course setup for all courses. Access to this report must be granted by local KSIS administrators before users can view. NEW GUIDANCE: We recommend all schools run the "Only Courses with Setup Concerns" using the "General Concerns for all courses" option several times a year to help ensure accuracy. Schools that serve high school students should also run the "Dual Credit Concerns" and "Advanced (AP, IB, CAI) Concerns" options as they have several other checks for advanced courses.

The [Advanced Coursework and Exams Report](#) can be run to check data pulled for the Advanced Coursework section of the 2026-27 School Report Card though course completers, test takers and qualifying scores will not show until the completion of the school year and upon receipt of final test scores. All course information on transcripts should match the course set up in Infinite Campus. Proper course set up is necessary for advanced coursework and exams information to be correct for transcript, KHEAA scholarship reporting, and School Report Card.

The [School Profile Courses Report](#) provides information on courses that populate the School Profile section of School Report Card. Running the School Profile Courses Report for the 2026-27 school year now can help identify potential errors while they can be fixed and ensure correct population of course information on the 2026-27 School Profile Report that will come out in the fall of 2027. For additional questions about proper course setup, send an email to the [Course Codes Email Box](#).

Proactive Postsecondary Admissions Program Update

Submitted by Crystal Darnell

The Proactive Postsecondary Admissions Program, established by House Bill 307, is designed to simplify college access by helping connect Kentucky students with public colleges and universities. School districts will help play a vital role in implementation by collecting and reporting student participation through Infinite Campus to KDE.

A new FERPA Directory Information tool (search term: FERPA Directory Definition) allows districts to identify which student data elements are included in their local directory information policy. This helps KDE ensure that only authorized information is shared while maintaining a historical record of policy updates.

Districts will use the Infinite Campus FERPA tool (search term: FERPA) to report students who have opted out of sharing directory information. While local collection processes may continue, reporting this information in Campus ensures accurate statewide reporting for the program.

New Infinite Campus opt-in forms, expected this fall, will allow parents and eligible students to authorize the sharing of non-directory information such as GPA, assessment scores, preferred communication methods, and Governor's Program participation. This information will help colleges provide more personalized admissions and financial aid outreach.

KDE is developing new state seals for graduates of the Governor's Scholars Program, Governor's School for the Arts, and Governor's School for Entrepreneurs. These seals will support Proactive Postsecondary Admissions Program reporting requirements and may also be displayed on student transcripts to recognize student achievement.

Questions about the program can be directed to [KDE Data Services by email](#).

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Ad hoc	N/D Child Count	Updated enrollment dates and student birth year for 2026-27.	8/26/26
Data Standard	Census, Staff Information	Updated Section C – Districts Assignments to always select the Program role for SSO from RapidIdentity.	8/27/26
Guidance	CUES Setup Uncheck Program for Staff	Updated guidance for CUES.	8/27/26
Guidance	CUES Setup Staff User Accounts	New guidance for staff users for CUES.	9/2/26
Guidance	SSN Removal Tool Guidance	Updated guidance for Medicaid usage of active student SSNs and auditing requirement to keep last four SSN of person signing FRAM applications.	9/10/26
Ad hoc	Migrant Filter	Updated to include students who were missing	9/18/26
Ad hoc	KHEAA FAFSA Completion Initiative	New report built to return the necessary information KHEAA is requesting for FAFSA Completion Initiative.	9/23/26
Guidance	State Published Ad Hoc Reports	Update list and description of state published ad hoc reports	9/23/26

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

Due to KDE	Report	KDE Contact
Oct. 1	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	Candy Johnson
Oct. 13	Immigrant Subgrant Allocations	Margalee Conlee
Oct. 16	Active English Learners (EL) -or Test Book Orders and Labels	Chris Williams
Oct. 31	E-Rate	Scott Kane
Nov. 1	Dropout	David Curd
Nov. 1	Growth Factor	Ronda Devine
Nov. 1	Local Educator Assignment Data (LEAD) Fall	Tessa Harris
Nov. 2	Retention, Grades 4-12	Windy Spalding
Nov. 2	October 1 English Learner Extract	Margalee Conlee
Nov. 2	Special Education Exiting Data	Amy Patterson
Nov. 15	Audited - Annual Financial Report and balance sheet	Jackie Chism
Nov. 25-Dec. 16	Kentucky Stats (KYSTATS) -longitudinal data	Phil Bigard

School Data Services Team

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

