

**From:** Conner, Dede - KDE Division Director  
**Sent:** Tuesday, May 7, 2024 12:36 PM  
**To:** All State KSIS Contacts  
**Cc:** Spalding, Windy - Office of Continuous Improvement and Support  
**Subject:** KSIS Notification: 2023-2024 Safe Schools Reporting

KSIS POC: FYI – the information below was shared with Safe Schools administrators earlier today.

**From:** Spalding, Windy - Office of Continuous Improvement and Support  
**Subject:** 2023-2024 Safe Schools Reporting

Good afternoon,

District Safe Schools Administrators,

It is that time of year to prepare for end of year reporting. The District Superintendent or designee and Director of Special Education must each complete a survey verifying the accuracy of the data from the *Safe Schools* report by **June 28<sup>th</sup>**. The KDE will extract the data from the *Infinite Campus (IC) Reporting Warehouse* on **July 1<sup>st</sup>**. The *Safe Schools* report can be found via Reporting | KY State Reporting, user access may need to be granted by the district KSIS administrator.

The timeline and tasks for this reporting are as follows:

- **May 7:** Safe schools data verification window opens.
  - Generate the *Safe Schools* report (extract type: Detail), resolving all errors and reviewing any warnings produced.
  - Generate the *Safe Schools* report (extract type: Aggregate District Level) to view the data in an aggregate format.
- **June 28:** Safe schools data verification window closes.
- **June 28:** Superintendent (or designee) and Director of Special Education verification of accuracy is required through the following surveys:
  - [Superintendent or Designee Validation Survey](#)
  - [Director of Special Education Validation Survey](#)
- **July 1:** KDE extracts data from the *Safe Schools Report* from *IC Reporting Warehouse*.
- **July 7:** Districts must review the *Safe Schools* report (extract type: Aggregate District Level and Aggregate School Level) to review data as it will be displayed on the 2023-2024 School Report Card.

**NOTE:** This will be a different process than previous years due to the change in School Report Card vendor for 2023-2024. Detailed instructions will be provided prior to this review period.
- **August 5:** District and school review of aggregate *Safe Schools* data must be complete and approved.

The [Behavior Data Standards](#) provide information for data entry inquiries. Reference the [Safe Schools Reporting PowerPoint](#) for reporting instructions. Additional resources can be found on [KDE's Safe Schools Data Collection and Reporting website](#).

For questions regarding behavior data entry and reporting, please contact [Windy Spalding](#) at (502) 564-5130, ext. 4063 or [Blake Konny](#) at (502) 564-4772, ext. 4019. For questions regarding behavior data entry and reporting of special education students, please contact [Amy Patterson](#) at (502) 564-4970 ext. 4513.

Thank you!

***Windy Spalding***

Data Manager

Office of Continuous Improvement and Support

Phone: (502) 564-5130 Ext. 4063

Email: [windy.spalding@education.ky.gov](mailto:windy.spalding@education.ky.gov)

300 Sower Blvd. – 5th floor

Frankfort, KY 40601

*This email may contain confidential data or information and is intended solely for the use of the individual or entity to whom it is addressed. If you are not the named addressee you should not disseminate, distribute, or copy this e-mail, and you are requested to notify the sender immediately.*