

**From:** Conner, Dede - KDE Division Director  
**Sent:** Wednesday, July 24, 2024 10:51 AM  
**To:** All State KSIS Contacts  
**Cc:** Whitlow, Josh - Division of District Support  
**Subject:** KSIS Notification: 2024-2025 KDE Attendance Clerk Training

KSIS Points of Contact – FYI – this information has also been shared with DPPs. Reach out to Josh Whitlow if you have any questions. THANKS

The 2024-25 School Year is beginning soon! KDE will be providing attendance clerk training for all Kentucky schools across the state. The training is designed for DPP's, KSIS points of contact, principals, assistant principals, and attendance clerks (New and Season). This will be an in-person training, and EILA credit will be provided for training completion.

Please click the registration link below if you plan to attend the training. There are multiple locations and dates available. There are morning and afternoon training sessions each day the trainings are conducted. The agenda is provided below.

Agenda:

ICU/Campus Community/Passport

KDE Documentation

- Data Standards
- Pupil Attendance Manual (PAM)
- Attendance Audit Review

Why do we take Attendance?

- State Attendance Codes

Attendance Prerequisites

Process of taking attendance

- Attendance Wizard
- Understanding Whole Day/Half Day Attendance

Tools for Troubleshooting/monitoring Attendance

- Individual Student Attendance

High Level Ad Hoc Training

KY Reports

- Balancing School Attendance Months
- ADM/ADA Reports
- V/PB Attendance Credit

To register for KY Attendance Clerk session, please follow the steps below:

- Visit [2024-25 Attendance Clerk Training](#) to confirm your participation
- Enter your email address, name, school level, job role
- Select your location
- Select AM or PM session
- Click Submit

If you have any questions, please reach out to Josh Whitlow by [email](#).

***Josh Whitlow***

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