

**From:** Conner, Dede - KDE Division Director

**Sent:** Tuesday, July 15, 2025 2:31 PM

**To:** All State KSIS Contacts

**Subject:** KSIS Notification: 2025-26 School Year - KDE Attendance Clerk Training- REVISED

KSIS Points of Contact: Please see information below previously shared with DPPs, share as appropriate in your district.

THANKS

All,

The 2025-2026 school year is just around the corner! The Kentucky Department of Education (KDE) will be offering in-person Attendance Clerk Training sessions across the state. These sessions are designed for Directors of Pupil Personnel (DPPs), KSIS points of contact, principals, assistant principals, and attendance clerks—both new and experienced. EILA credit will be awarded upon completion.

Multiple training dates and locations are available. Please review the agenda below and register using the link provided.

**Locations:**

- Frankfort – KDE; Morning , **August 1<sup>st</sup>** 9:00 AM- 12:00 PM
- Russell County; Morning Session Only – **August 6<sup>th</sup>** - 9:00 – 12:00 EST
- Bowling Green Independent; Morning Session **August 12<sup>th</sup>** - 9:00 – 12:00 EST & Afternoon Session – 1:00 – 4:00 EST
- Laurel County; Morning Session Only – **August 20<sup>th</sup>** - 9:00 – 12:00 EST

**Training 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**
- **The 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**
- **Kentucky Reports**
  - Balancing School Attendance Months
  - ADM / ADA Reports
  - V/PB Attendance Credit

## How to Register:

1. Visit the registration link: [2025-2026 KDE Attendance Clerk Training](#)
2. Enter your **email address, name, school level, and job role**
3. Select your **preferred location**
4. Choose either the **AM or PM session**
5. Click **Submit**

If you have any questions, please contact [Josh Whitlow](#) via email.

### ***Josh Whitlow***

Resource Management Analyst III  
Division of District Support  
Office of Finance and Operations

Phone: (502) 564-5279 Ext. 4450

Email: [josh.whitlow@education.ky.gov](mailto:josh.whitlow@education.ky.gov)

300 Sower Blvd. – 4th floor

Frankfort, KY 40601

Twitter: @KyDeptofEd



*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.*