

From: Conner, Dede - KDE Division Director
Sent: Friday, August 15, 2025 3:01 PM
To: All State KSIS Contacts
Subject: KSIS Notification: Beginning of the Year State Course Codes Message From KDE

KSIS Points of Contact: The information below was shared with Course Code contacts earlier today.

From: Davidson, Caryn - Office of Teaching and Learning on behalf of KDE Course Codes
Sent: Friday, August 15, 2025 2:40:28 PM
Subject: Beginning of the Year State Course Codes Message From KDE

Dear State Course Codes Contact,

We hope the 2025-2026 school year is off to a great start - whether you've already welcomed students or are preparing to welcome them soon!

This email provides a refresher on the resources available to support state course code selection and proper course set-up.

Note Regarding Change for AP Cybersecurity Course - skip if not applicable for your school/district
Please note that when we published the 2025-2026 course codes publication on the [Searchable State Course Codes Database \(SSCCD\)](#) last fall, the College Board anticipated offered two AP Cyber courses and we created course codes for both accordingly (110231 AP CK Cyber: Security and 110920 AP CK Cyber: Networking). It was recently brought to our attention that in follow through, the College Board has only created one course. Therefore, we have consolidated to match. This update has been made on the SSCCD but is not yet reflected in Infinite Campus (IC). IC recently changed their course management system and we have temporarily lost our ability to push changes to courses to districts. We are hoping this issue will be resolved soon. If your school is offering AP Cybersecurity this year, please use state course code [110230 AP Cybersecurity](#) (currently called AP CK Cyber: Security in IC) and the state name will automatically update when the push is made to districts. This will not affect any grades or attendance on the course.

Why Proper Course Set-up is Important

Proper course set-up is important for many reasons including accurate reporting for Advanced Coursework and Exams, Courses Offered on General Education Coursework and the School Profile Report on the School Report Card, accurate federal reporting, meeting district assurances to provide equitable access and opportunity for coverage of the *Kentucky Academic Standards* for all students, accurate student attendance and associated funding, correct student transcripts and the ability for students to be awarded course-based scholarships like KEES and dual credit scholarships.

Helpful Resources

Here are several helpful resources that exist to support your work. We recommend saving this email for future reference.

Choosing the Correct State Course Code

To help you choose the correct state course code, the [Searchable State Course Codes Database \(SSCCD\)](#) houses detailed information for each state course code, including certification details. We encourage you to visit the SSCCD first when you have questions about a course. To help you choose the

appropriate CTE state course code, please also refer to the Career and Technical Education Program of Studies guide for the appropriate year, which can be found on the [Career and Technical Education Resources webpage](#).

KDE Training

These two videos from the 2025 KSIS Beginning of the Year Training provide helpful course set up information.

- [Beginning of the Year KSIS Training: Course Set-Up Video](#) - provides an overview of most of the information included in this email - a great place to start!
- [Beginning of the Year KSIS Training: Virtual and Performance-Based Course Set-Up](#) - starting at minute 28:11, this training takes a deeper dive into proper course set up for virtual and performance-based courses to ensure proper funding

Infinite Campus Training

You may find the [Course Set-Up on-demand training from Infinite Campus \(IC\)](#) to be helpful if you need help learning about how to set up courses in IC.

Data Standards

First and foremost, the [Course Data Standard](#) and the [Dual Credit Course Data Standard](#) contain all the information you need for proper course set up in Infinite Campus. It is imperative that course set up accurately represent the learning taking place in classrooms and these data standards set the rules for accurate course set up.

NEW: Postsecondary Readiness Academic Readiness Indicator - Dual Credit

The [Postsecondary Readiness Academic Readiness Indicator - Dual Credit guidance document](#) provides guidance to schools and districts related to dual credit courses that may qualify as student demonstration of academic postsecondary readiness for the purposes of state accountability as provided in KRS 158.6455.

Revised: Guiding Principals for Using Placeholder Courses

The [Guiding Principles for Using Course Code 95001 Dual Credit Placeholder](#) and Guiding Principals for Using Course Code 96001 Digital Learning Placeholder have been revised to include more detailed guidance regarding proper course set up for placeholder courses.

Checking for Course Set-Up Errors

Four reports are currently available to help identify course set up errors: the QA Courses Report, the Dual Credit Scholarship Report, the Advanced Courses and Exams Report, and the School Profile Courses Report. All are available in Infinite Campus

The [QA Courses Report](#) (KY State Reporting/KDE Reports/QA Course) should be run during the current school year to ensure proper course set up for all courses. Users must be granted access by local KSIS administrators to be able to see this report. **NEW GUIDANCE: We recommended all schools run the "Only Courses with Setup Concerns" option and schools that serve high school students should also run the "Dual Credit" and "Advanced (AP, IB, CAI)" options as they contain several additional checks for advanced courses, several times a year.**

Dual Credit Scholarship Report

The [Dual Credit Scholarship Report](#) (KY State Reporting/KDE Reports/Dual Credit Scholarship) facilitates the submission of Dual Credit Scholarship and Work Ready Scholarship data to KHEAA. The report includes an error report, a validation report, and a way to create the submission file. The goal is to have zero errors in the error report, to then validate that all students are accurately showing in the validation report file, and then to create the submission file with confidence without opening the file upon creation.

Advanced Courses and Exams Report

The [Advanced Courses and Exams Report](#) (KY State Reporting/KDE Reports/Advanced Courses and Exams/Detail Report) can use the filter functionality in Excel to easily distinguish which advanced courses are being taught in their school buildings, online or on a college campus. The report pulls the data from the Course data. If your transcript entries are manually entered directly into the transcript, the DCS School and Teaching Method will be blank since those fields cannot be manually entered onto the transcript. The Classroom Setting (Instructional Setting) can be manually entered in the transcript. We strongly encourage you to run this report several times a year and fix any errors the report helps you identify. Fixing errors during the current school year is much easier than trying to fix them the following year when the School Report Card comes out.

School Profile Courses Report

The [School Profile Courses Report](#) (KY State Reporting/KDE Reports/School Profile Courses) provides information on courses that populate the School Profile section of the School Report Card. Running this report during the current school year can help prevent errors prior to data population on the School Report Card.

Frequently Asked Questions

The [Course Codes Frequently Asked Questions](#) document provides answers to many common questions. Our team strongly recommends you familiarize yourself with this document and the [Kentucky Uniform Course Codes webpage](#) provides links to other helpful documents.

2026-2027 Course Codes Release

Our 2026-2027 course codes release will occur this fall and we will send notification upon release.

Please do not hesitate to reach out to our team if you are unable to find what you need using these resources. We are always happy to help!

Sincerely,

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