

From: Conner, Dede - KDE Division Director
Sent: Monday, June 12, 2023 2:58 PM
To: All State KSIS Contacts
Subject: KSIS Notification: Complete G-Code end-batch process by June 23, 2023

FYI – The information below went out to DPPs on Friday. Please help to ensure the appropriate folks can access the reports referenced below. THANKS!

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Subject: Complete G-Code end batch process by June 23, 2023

Complete G-Code end batch process by June 23

No later than **June 23**, districts should end-date the 2022-23 enrollments of their graduates using the Enrollment End Batch process. Graduate data will be extracted from Infinite Campus on June 28 for Kentucky's 2023 College and Career Readiness Report. (Path: System Administration | Student | Enrollment End Batch)

The **Enrollment End Status Validation Report** (Path: KY State Reporting | KDE Reports | Enrollment End Status Validation) should be used to clean up all errors. This report will show any student without an end status or students whose end status results in a mismatch/data error.

The end status code will be different for graduates so they must be done before end-dating the enrollments of other students. The Enrollment End Batch process is used to end a student's enrollment for the selected calendar and grade level. Student enrollments needing less common end status codes should be manually entered one at a time. (Path: System Administration | Student | Enrollment End Batch)

The four G-Code end statuses are:

- G01: graduated in less than four years
- G02: graduated in four years
- G03: graduated in five years
- G04: graduated in six or more years

If a student graduates any time after starting their fourth year, the student should be given a G02 end status. Similarly, if a student graduates any time after starting their fifth/sixth year, the student should be given a G03/G04 end status; this includes students who selected SB128(2021) Supplemental School Year Program (SSYP). A new state published ad hoc will help verify seniors who participated in the SSYP program have the correct end status. (Path: Ad Hoc | Data Export | State Published Ad Hoc | ENR – Senior SSYP Invalid G-Code) For more information regarding G-Codes for SSYP students please reference [SB128 Guidance](#).

G01 is only used when a student graduates prior to starting his/her 4th year. Students completing the school year who do not receive a G-Code should have the appropriate end status assigned to their enrollment record:

- W28: reached maximum age for services without earning a regular or alternative diploma
- CO1: completed the school year
- W30: a pupil with an IEP enrolled in Grade 14 who has previously received an alternative high school diploma, re-enrolled, and withdrew in the middle of the reporting school year

Grade 14 students withdrawn mid-year with a W30 end status are also reported on the College and Career Readiness Report. Ensure graduation dates are posted and graduation codes are set before running final transcripts or generating the KEES extract. In preparation for the start of School Year 2023-2024, districts should review guidelines regarding no show enrollments in the [Pupil Attendance Manual](#) or the [User Guide: No Shows](#) located on the [KSIS Data Standards webpage](#) in the Other Procedural Documentation section.

If you have questions about G-Codes, contact [L. Rodney Bennett by email](#) or telephone at (502) 564-5279, ext. 4449.

For questions regarding no show enrollments or other end of year enrollment processes, contact [Josh Whitlow by email](#) or telephone at (502) 564-5279, ext. 4450.

Thank You!