

**From:** Conner, Dede - KDE Division Director  
**Sent:** Monday, March 4, 2024 3:11 PM  
**To:** All State KSIS Contacts  
**Subject:** KSIS Notification: Directory Request from CPE

KSIS POCs:

FYI – The information below/attached was sent to superintendents by the Council on Postsecondary Education (CPE); sharing with KSIS POC in case you get questions. Please ensure any data sharing aligns with local board policies and your local FERPA directory definition.

### **CPE Request for Directory Information** *(from Commissioner's Monday Message)*

In an effort to increase access and participation in higher education across the Commonwealth, the Kentucky Council on Postsecondary Education (CPE) and the public Kentucky institutions of higher education requested your assistance in obtaining high school directory-level information in a letter to superintendents dated Feb. 26.

CPE requested information be provided by March 15. To help with this reporting, the Kentucky Department of Education (KDE) created a standard ad-hoc report "CPE-College Directory Information" that is available in Infinite Campus with the state published ad-hoc reports. ***Districts should ensure that disclosure aligns to their local Family Educational Rights and Privacy Act directory definition and any opt-outs are removed from the report before sending to [CPE](#).***

Questions related to the Infinite Campus ad-hoc report can be directed to [KDE data services](#).

#### **DeDe Conner**

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**From:** Thompson, Aaron (CPE)  
**Sent:** Monday, February 26, 2024 4:20 PM  
**To:** Ellis, Amanda P (CPE)  
**Subject:** Directory Request from CPE

In an effort to increase access and participation in higher education across the Commonwealth of Kentucky, the Kentucky Council on Postsecondary Education (CPE) and the public Kentucky institutions of higher education seek your assistance in obtaining certain **directory-level information** on your school's **10<sup>th</sup> and 11<sup>th</sup> grade students**.

By obtaining ready access to student directory information, our Kentucky schools can provide more opportunities to support students as they navigate their postsecondary educational plans. The universities across the Commonwealth would use this data to better support Kentucky high school students by providing information regarding college access options, affordability, as well as special opportunities for campus visits and other events for prospective students. More specifically, this information will be used to get in direct contact with potentially interested students to offer advice and facilitate their engagement with undertakings like FAFSA completion, scholarship and financial aid information, and admittance applications that will aid them in their decision-making about best institutional fit.

According to the U.S. Department of Education, directory information is data contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, this information would include, but not be limited to, name, address, telephone listing, date and place of birth, honors and awards, participation in officially recognized school activities and sports, and years of attendance. Under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a school may disclose all directory information to third parties, without consent, if it has given public notice of the types of information which it has designated as "directory information," the parent's and/or eligible student's right to restrict the disclosure of such information, and a reasonable amount of time within which a parent and/or eligible student may request the school not disclose that information.

The specific directory level information requested: name, address, email address, telephone listing, date of birth, and grade level. If you agree, please provide the requested student information by uploading the excel Infinite Campus Ad-hoc report **CPE-College Directory Information**. Please email your report to [cpestudentdirectory@ky.gov](mailto:cpestudentdirectory@ky.gov) by March 15. CPE will upload the data into its secure Kentucky Postsecondary Education Data System (KPEDS), which currently maintains student level data from all colleges and universities in the state. From there, CPE will distribute the information to the requesting public colleges and universities through that same system.

If you have any questions, please contact [Dr. Amanda Ellis](#). Thank you for your consideration and all that you do to support our Kentucky students.

Your Partners in Education,  
*Council on Postsecondary Education*

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