

**From:** Conner, Dede - KDE Division Director  
**Sent:** Wednesday, September 17, 2025 10:07 AM  
**To:** All State KSIS Contacts  
**Subject:** KSIS Notification: English Learner (EL) October Reporting

KSIS Points of Contact:

FYI – information below was shared with Title III Coordinators yesterday.

**From:** Conlee, Margalee - Division of School and Program Improvement  
**Sent:** Tuesday, September 16, 2025 12:59 PM  
**Subject:** English Learner (EL) October Reporting

District Title III Coordinator,  
This email outlines important reporting timelines for English Learner (EL) data quickly approaching.

The 2025-2026 EL data as of October 1 will be extracted for tentative allocations and federal reporting on November 3. Districts will need to ensure data is accurate and correct by **October 31**. Schools and districts should generate the *English Learners Extract* via KY State Reporting in Infinite Campus to clean up errors and review data for accuracy. Details of the report are outlined below:

- Error/Warning Page –
  - All errors must be resolved by updating student record accordingly.
  - Warnings produced require review of student record for accuracy.
- Students with Program Status = EL must meet the following requirements to be included in reporting –
  - Primary Home Language must be a language other than English
  - Active EL Service
  - Active EL Instructional Accommodation
- Export EL data by selecting the *Click Here* button on the error/warning page. Review EL student records to ensure all EL students in the district are included.

KDE's Office of Assessment and Accountability (OAA) will extract active EL student data for district pre-code labels for 2026 ACCESS and ALT ACCESS on October 20. Districts should ensure all EL data is complete and accurate by end of day **October 17**. Districts and schools can utilize the *English Learner Extract* as instructed above to review errors/warnings for EL student data. In addition, the two error reports available on the landing page of the QA English Learner report available via KY State Reporting | KDE Reports. The details of the two error reports are outlined below:

- *Reach ACCESS Attainment Prior Error Report* – provides a list of students who are indicated as EL but who have reached attainment on a prior ACCESS assessment. Student record has a Program Status of EL and/or an active EL Service and/or active EL Instructional Accommodation that should be ended. Cells highlighted in yellow indicate the data quality issue that needs to be addressed in the student's EL record.
- *No Prior ACCESS Attainment Error Report* - provides a list of students who are not indicated as EL but have not previously reached attainment on a prior ACCESS assessment. Cells highlighted yellow indicate the data quality issue that needs to be addressed in the student's EL record. If the record has a Program Exit State other than Kentucky, this record can be disregarded. This report will also include students who have been determined as misidentified. These records will be highlighted in orange. These records should be reviewed to ensure all data elements are updated appropriately.

Appropriate staff must be granted access to these reports by the district Infinite Campus administrator.

Reference [English Learners Data Standards](#) for data entry guidance and reporting requirements. Please let us know if you have questions or concerns. Thank you!

*Margalee Turner Conlee*

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