

From: Conner, Dede - KDE Division Director
Sent: Wednesday, September 17, 2025 10:10 AM
To: All State KSIS Contacts
Subject: KSIS Notification: Immigrant Reporting Timeline

KSIS Points of Contact:

FYI – The information below was also shared with Title III coordinators yesterday.

From: Conlee, Margalee - Division of School and Program Improvement
Sent: Tuesday, September 16, 2025 11:50 AM
Subject: Immigrant Reporting Timeline

District Title III Coordinators,

It is that time of year for KDE to extract Immigrant student counts from Infinite Campus to determine Immigrant Subgrant allocations for eligible districts. KDE will extract district's Immigrant student counts on October 14. Please ensure all Immigrant data is updated, and errors are corrected by **October 10**. Districts are eligible to receive the Immigrant subgrant regardless of their participation in the Title III English Learner (EL) subgrant.

Districts should generate the *Title III Immigrant* report to address data quality issues and confirm accuracy of students indicated as immigrant. This report is located via KY State Reporting | KDE Reports | *Title III Immigrant*. Appropriate access to the report must be granted by the district IC administrator. Enter the date range on the landing page as **7/01/2025 to 10/01/2025**. Entering this date will ensure calculation of the greater than 3 years in US school is calculated based on 10/01/2025 as opposed to the end of the school year.

When reviewing the output of this report, users should work to resolve any *Error Messages* (column P) involving *Date Entered US School* in (column O). Both cells will be highlighted in **yellow**. Users will need to work with their district IC administrator to obtain access to this report.

Reference the [Immigrant Data Standards](#) for data entry guidance. Please let us know if you have questions or concerns, thank you!

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