From: Conner, Dede - KDE Division Director
Sent: Tuesday, January 23, 2024 11:59 AM
To: All State KSIS Contacts
Subject: KSIS Notification: New Ad hoc report available for Legislative Research Commission (LRC) reporting

KSIS Points of Contact:

The information below went out in the [Commissioner's Monday email](#) to superintendents yesterday. You will find the new ad hoc report referenced in the highlighted section, "LRC 8th and 12th directory", with the state published ad hoc reports. If you have any questions, please email [KDE data services](#). THANKS

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LRC Requesting Student Information

As discussed during the [Jan. 16 Superintendents Webcast](#), the Legislative Research Commission (LRC) is requesting student information from all districts for the purpose of completing the annual graduation citations for 8th- and 12th-grade students from Kentucky legislators in your communities. The graduation citations are typically handed out by schools during graduation ceremonies and recognize the academic achievement of your students.

The Kentucky Department of Education (KDE) also addressed this LRC request with district chief information officers and EdTech Leaders during the [Jan. 16 EdTech Webcast](#). KDE will be sending a communication to each district's Kentucky Student Information System (KSIS) point of contact regarding this LRC request.

LRC is requesting the following student information: name, grade, district, district number, school, school number and academic year for all 8th- and 12th-grade students. KDE previously provided this information to LRC. However, upon further review of the applicable federal law, KDE determined that this information should instead be shared directly by districts to the LRC using the Family Educational Rights and Privacy Act (FERPA) and Kentucky Family Education Rights and Privacy Act (KYFERPA) directory information exception. See 20 U.S.C. § 1232g, 34 C.F.R. 99.31(a)(11), and KRS 160.720(2).

To meet this LRC request, KDE has developed a standard ad hoc reporting tool that will be available starting Jan. 23 in the Infinite Campus (IC) system for each district's KSIS point of contact to use to gather the data for the graduation citations. Each district's KSIS point of contact must verify that the exported data aligns to their local definition of FERPA directory information and remove the students that are opted out of the district disclosing directory information before sharing the CSV file with LRC.

The CSV file should be sent to grad.data@lrc.ky.gov. The LRC requests that districts submit the CSV file by **March 15** to ensure that they have sufficient time to complete the graduation citations prior to 2024 graduation ceremonies. LRC will send the completed paper graduation citations to each district for distribution to students.

The graduation citations recognize both the hard work of your students and schools by the Kentucky legislators serving your communities. KDE appreciates the commitment of Kentucky legislators to recognize the academic achievement of the Commonwealth's students and is

hopeful all districts will be able to share this information with the LRC so that your students can receive the recognition they deserve.

If you have any questions, you may contact KDE Associate Commissioner David Couch. who can address your technology-related questions or can point you to the right person at KDE or the LRC to answer your non-technology questions.

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