

**From:** Burton, Linda - Division of School Data Services  
**Sent:** Friday, September 29, 2023 12:34 PM  
**To:** All State KSIS Contacts  
**Cc:** Spalding, Windy - Office of Continuous Improvement and Support  
**Subject:** KSIS Notification: Retention Reporting

FYI – The information below was shared with DPPs this morning.

From: Devine, Ronda - Division of District Support  
Sent: Friday, September 29, 2023 10:15 AM  
To: Spalding, Windy - Office of Continuous Improvement and Support  
Subject: Retention Reporting  
Importance: High

All,  
All,

Please see the notice below on behalf of Windy Spalding. Thank you!

Please verify the district's 2023 retention data (students retained from 2022-23 SY to the 2023-24 SY) by following the [Retention Reporting Process guidance](#). Retention reporting includes students retained in grades 4-12.

The retention data collection timeline is as follows:

- October 31st: Data should be verified, and all errors resolved by schools and districts.
- November 1st: Retention data will be extracted from Infinite Campus by KDE.

This data will be publicly reported on the 2023-24 School Report Card. Please contact [Windy Spalding](#) with questions or concerns, thank you!

***Windy Spalding***

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