

**From:** Conner, Dede - KDE Division Director  
**Sent:** Monday, September 23, 2024 3:35 PM  
**To:** All State KSIS Contacts  
**Subject:** KSIS Notification: Retention Reporting (2024-2025)  
**Importance:** High

Please verify the district's 2024-2025 retention data (students retained from 2023-2024 SY to the 2024-2025 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 27<sup>th</sup>: Data should be verified, and all errors resolved by schools and districts.
- November 1<sup>st</sup>: Retention data will be extracted from Infinite Campus by KDE.

Please contact [Windy Spalding](#) with questions or concerns, thank you!

***Windy Spalding***

Data Manager

Office of Continuous Improvement and Support

Phone: (502) 564-5130 Ext. 4063

Email: [windy.spalding@education.ky.gov](mailto:windy.spalding@education.ky.gov)

300 Sower Blvd. – 5th floor

Frankfort, KY 40601

*This email may contain confidential data or information and is intended solely for the use of the individual or entity to whom it is addressed. If you are not the named addressee you should not disseminate, distribute, or copy this e-mail, and you are requested to notify the sender immediately.*