From: Conner, Dede - KDE Division Director
Sent: Monday, May 5, 2025 10:09 AM
To: All State KSIS Contacts
Subject: KSIS Notification: Safe Schools End of Year Reporting 2024-2025

KSIS Points of Contact:

FYI – the information below went out to Safe Schools contacts yesterday.

From: Spalding, Windy - Office of Continuous Improvement and Support
Sent: Sunday, May 4, 2025 2:27 PM
Subject: Safe Schools End of Year Reporting 2024-2025

District Safe Schools Administrators,
The superintendent and the Director of Special Education must complete a survey verifying the accuracy of the data from the *Safe Schools Report* by **June 27**. The KDE will extract the data from the *Infinite Campus (IC) Reporting Warehouse* on **July 1**. The Safe Schools report can be found via KY State Reporting. Local districts must grant appropriate staff access to these reports. These reports include sensitive data; therefore, KDE advises districts to implement restricted access.

The timeline and tasks for this data collection and reporting are as follows:
- **May 1**: Safe schools data verification window opens.
    - Generate the Safe Schools report (extract type: Detail), resolve all errors and review any warnings produced.
    - Generate the Safe Schools report (extract type: Aggregate District Level) to view the data in an aggregate format.
- **June 27**: Safe schools data verification window closes.
- **June 27:** Superintendent (or designee) and Director of Special Education verification of accuracy is required through the following surveys:
    - [Superintendent or Designee Validation Survey](#)
    - [Director of Special Education Validation Survey](#)
- **July 1**: KDE extracts data from the *Safe Schools Report* from *IC Reporting Warehouse*.
- **July 15**: Aggregate Safe Schools data will be available for district and school review via the School Report Card secure site.
- **August 5**: District and school review of Safe Schools data in the School Report Card secure site must be complete and approved.

The [*Behavior Data Standards*](#) provide information for data entry inquiries.

For questions regarding behavior data entry and reporting, contact [Windy Spalding by email](#) or [Blake Konny by email](#). For questions regarding behavior data entry and reporting of special education students, please contact [Amy Patterson by email](#).

Windy Spalding
Data Manager
Office of Continuous Improvement and Support
Phone: (502) 564-5130 Ext. 4063

Email: windy.spalding@education.ky.gov
300 Sower Blvd. – 5th floor
Frankfort, KY 40601