From: Conner, Dede - KDE Division Director
Sent: Friday, May 5, 2023 1:41 PM
To: All State KSIS Contacts
Subject: KSIS Notification: Safe Schools End of Year Reporting 2022-2023

KSIS POC: FYI - The information below was shared with Safe School Administrators earlier today.

From: Newton, Windy - Office of Continuous Improvement and Support
Sent: Thursday, May 4, 2023 12:52 PM
Subject: Safe Schools End of Year Reporting 2022-2023

Good afternoon,
District Safe Schools Administrators,
It is that time of year to prepare for end of year reporting. The superintendent or designee and Director of Special Education must each complete a survey verifying the accuracy of the data from the *Safe Schools Report* by **June 30**. The KDE will extract the data from the *Infinite Campus (IC) Reporting Warehouse* on **July 5**. The Safe Schools report can be found via KY State Reporting, user access may need to be granted by district KSIS administrator.
The timeline and tasks for this reporting are as follows:

- **May 5**: Safe schools data verification window opens.
    - Generate the Safe Schools report (extract type: Detail), resolving all errors and reviewing any warnings produced.
    - Generate the Safe Schools report (extract type: Aggregate District Level) to view the data in an aggregate format.
- **June 30**: Safe schools data verification window closes.
- **June 30**: 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 5**: KDE extracts data from the *Safe Schools Report* from *IC Reporting Warehouse*.
- **July 17**: Aggregate Safe Schools data will be available for district and school review via the School Report Card secure site.
- **July 31**: District and school review of Safe Schools data must be complete and approved.

The *Behavior Data Standards* provide information for data entry inquiries. Reference the Safe Schools Reporting PowerPoint for reporting instructions.

For questions regarding behavior data entry and reporting, please contact Windy Newton at (502) 564-5130, ext. 4063 or Blake Konny at (502) 564-4772, ext. 4019. For questions regarding behavior data entry and reporting of special education students, please contact Amy Patterson at (502) 564-4970 ext. 4513.

Thank you!

Windy (Newton) Spalding
Data Manager

Office of Continuous Improvement and Support
Phone: (502) 564-5130 Ext. 4063
Email: windy.newton@education.ky.gov
300 Sower Blvd. – 5th floor
Frankfort, KY 40601

Kentucky Department of EDUCATION