

From: Conner, Dede - KDE Division Director
Sent: Wednesday, February 15, 2023 1:48 PM
To: All State KSIS Contacts
Subject: KSIS Notification: Student Records Transfer Report

KSIS Points of Contact:

FYI - The information below went out to Foster Care Liaisons today. Please help to ensure the appropriate individuals have access to this report.

THANKS!

From: Newton, Windy - Office of Continuous Improvement and Support
Sent: Wednesday, February 15, 2023 1:38 PM
To: Newton, Windy - Office of Continuous Improvement and Support
Subject: Student Records Transfer Report

District Foster Care Liaisons,
Good afternoon, KDE has published updates to the *Student Records Transfer* report in Infinite Campus (IC). This report is located via KY State Reporting | KDE Reports and districts must grant appropriate staff access to the report. In the fall, districts provided KDE with feedback on issues with the report and suggestions for improvement.

The updates to the report are outlined below:

- Count of days will now only count instructional days.
- W12 (withdraw under jurisdiction of the court) enrollments will be excluded from the report if the subsequent enrollment is in the same district.
- R21 (re-entry from public or non-public school) enrollments with a subsequent W21 (withdraw to non-public school) will be excluded from the report.
- Request to Release Day Count will only produce data and be included in the aggregate report if a records release has been received; the count was previously accumulating based on a student's withdrawal from the district.

The purpose of this report is to assist district personnel in monitoring records transfer requests for students enrolling from or withdrawing to other Kentucky school districts. A foster indicator assists districts in tracking compliance with HB 312 (2020) which creates specific time requirements for the enrollment, records request, and release of records for students in foster care.

See the report's [Quick Reference Guide](#) for additional details. We always appreciate feedback and suggestion for the KDE custom reports housed in IC. Please let us know if you have any questions or concerns, thank you!

Note: This message will also be shared with KSIS Point of Contact and Director of Pupil Personnel distribution lists.

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