From: Conner, Dede - KDE Division Director
Sent: Friday, May 5, 2023 1:56 PM
To: All State KSIS Contacts
Subject: KSIS Notification: Title III English Learners and Immigrant End of Year Data
Importance: High

KSIS POC: FYI- The information below was shared with Title I Coordinators earlier today.

From: Spalding, Windy - Office of Continuous Improvement and Support
Subject: Title III English Learners and Immigrant End of Year Data
Importance: High

Title III District Coordinators,
Good afternoon, this email is to inform end of year reporting requirements for English Learners and Immigrant data in Infinite Campus.

- English Learner students who indicate reaching attainment on the 2023 ACCESS EL records must be updated as follows:
    - *Program Status* must be updated to **EL Exited**.
    - *Program Exit Date* of **6/30/2023** entered, which will auto populate the *Program Exit State* to **Kentucky**, update if necessary.
    - End date ALL EL Services as of **6/30/2023**.
    - End date ALL EL Accommodations as of **6/30/2023**.
    - Do **not** change student's *Home Primary Language*.
    - Reference the English Learner Data Standards for additional guidance.
- KDE will extract English Learner data for state and federal reporting and funding purposes on or after **July 3rd** to prepare districts should do the following:
    - Generate the *English Learner Extract* via KY State Reporting (user access must be granted)
    - Resolve any errors produced when generating this report.
    - Review any warnings produced and resolve is necessary.
    - Extract the data into Excel and review to ensure all students served during the academic year are included in the extract.
    - Reference the English Learner Data Standards for additional guidance
    - Complete this review and validation by **6/30/2023**.
- KDE will extract Immigrant data for state and federal reporting and funding purposes on or after **July 3rd** to prepare districts can do the following:
    - Generate the *Title III Immigrant Report* via KY State Reporting | KDE Reports (user access must be granted)
    - Review the data produced to ensure all students served during the academic year are included.
    - Filter on the Error Message column – resolve any errors produced –
        - Date Entered US School > 3 Years – must deselect immigrant indicator on students' current year enrollment(s)
        - Date Entered US School Missing – must enter correct date via Census | People | Demographics tab.
    - Reference the Immigrant Data Standards for additional guidance
    - Complete this review and validation by **6/30/2023**.

Please direct any program related questions to Kaiman Triplett or Brandy Neal. Questions regarding IC data entry or reporting should be directed to Margalee Conlee, thank you!

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