

From: [Conner, Dede - KDE Division Director](#)
To: [All State KSIS Contacts](#)
Subject: KSIS Notification: Title III English Learners and Immigrant End of Year Data
Date: Thursday, May 8, 2025 1:55 P.M.

KSIS Points of Contact:

FYI – this information was shared with Title III District Coordinators earlier today.

From: Conlee, Margalee - Division of School and Program Improvement
<margalee.conlee@education.ky.gov>

Sent: Thursday, May 8, 2025 11:43 AM

Subject: FW: Title III English Learners and Immigrant End of Year Data

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 2025 ACCESS EL records must be updated as follows:
 - *Program Status* must be updated to **EL Exited**.
 - *Program Exit Date* of **6/30/2025** entered, which will auto populate the
 - *Program Exit State* to **Kentucky**, update if necessary.
 - End date ALL EL Services as of **6/30/2025**.
 - End date ALL EL Accommodations as of **6/30/2025**. 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 1st**. 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 if possible.
 - 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 **6/27/2025**.
- KDE will extract Immigrant data for state and federal reporting and funding purposes on or after **July 1st**. 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 **6/27/2025**.

Ensure this message is shared with the staff in the schools who work with this program.

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!

Margalee Turner Conlee

Division of School & Program Improvement 300 Sower Blvd.

Frankfort, KY 40601

(502)564-3791 Ext. 2470

Email: Margalee.Conlee@Education.ky.gov

