

From: Conner, Dede - KDE Division Director

Sent: Friday, May 12, 2023 3:31 PM

To: All State KSIS Contacts

Subject: KSIS Notification - Using Campus Messenger to communicate about the Affordable Connectivity Program (ACP) - Revised Guidance Documentation and Training Video are Available

Please see updates to guidance and training video for using Campus Messenger to communicate about the Affordable Connectivity Program (ACP).

- Guidance Documentation – [Revised documentation* for using Campus Messenger to communicate with parents and provide verification of eligibility is available to download here.](#)
- Training video - The May 5 training on [Campus Messenger setup for ACP was recorded and the video is available here.](#) The video is also available on the [KSIS Training webpage.](#)

*The sample letter was revised May 10 to include a note to parents explaining that only one student is needed to verify household eligibility for ACP. New fields were also added to the sample letter to provide school information needed for verification of eligibility. The fields come from Infinite Campus data and include the school address, city, state, zip code and phone number. The step-by-step instructions were revised to include the new school fields.

Please visit the [KDE Affordable Connectivity Program Webpage](#) for these training resources, and for more information about enrollment and resources schools can use for outreach to families about the ACP.

Please send questions about using Campus Messenger to produce ACP notifications to [KDE Data Services.](#)

From: Conner, Dede - KDE Division Director

Sent: Thursday, April 27, 2023 7:19 AM

To: All State KSIS Contacts All State CIOs

Subject: KSIS Notification - Using Campus Messenger to communicate about the Affordable Connectivity Program (ACP)

KDE will host a 30-minute online training session Friday, May 5, 10 a.m. ET/9 a.m. CT to assist districts in setting up Campus Messenger to promote the Affordable Connectivity Program (ACP). Jennifer Winburn will go through the step-by-step process to setup Campus Messenger to easily provide ACP information and the eligibility letter families need to complete the application process. Those participating can setup Messenger for their school during the training. The training will be recorded and posted on the [KDE ACP Webpage](#) and the [KSIS Training webpage.](#) You must register in advance to receive the TEAMS link needed to join the training.

Now is a great time to let families know that they can save on their home or mobile internet connectivity and devices. Help your students connect and continue learning over the summer months and be ready for the fall semester. Qualifying households can save up to \$30/month on new or existing internet service and receive a one-time discount up to \$100 for the purchase of a tablet, laptop, or desktop computer. Parents or guardians simply need an eligibility letter from the school to complete the federal application. All families with students receiving free- or reduced-priced lunch are automatically eligible, including all students who attend a Community Eligibility Provision (CEP) school, regardless of income. Over 80% of Kentucky households with a student enrolled in public schools qualify for a

monthly ACP discount on their home internet service; however, less than 40% of those eligible have enrolled into the program.

Visit the [KDE ACP webpage](#) for more information.

Training Details

What: Using Campus Messenger to communicate about the Affordable Connectivity Program
When: May 5, 10 a.m. ET/9 a.m. CT
Venue: Microsoft Teams Link (You must register to receive the link.)
Registration: [Registration Link](#)
Video: Training will be recorded and the video will be available the following week on the [KDE ACP Webpage](#) and the [KSIS Training webpage](#)

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