

**From:** Conner, Dede - KDE Division Director  
**Sent:** Friday, May 5, 2023 9:52 AM  
**To:** All State KSIS Contacts  
**Subject:** KSIS Notification: Work Based Learning Access

KSIS POC – the information below was shared with CTE contacts earlier this week. Please help to ensure the appropriate individuals have the access they need. THANKS

## Now Available in Infinite Campus: Work-Based Learning (WBL) Data Collection for Post-Secondary Readiness

Infinite Campus (IC) has released a new Career Readiness record to collect data for reporting WBL for post-secondary readiness in cooperative (co-op) and internship courses.

Communicate and plan with your school or district career and technical education coordinator regarding who will enter the data into IC and which students will qualify. Students enrolled in cooperative or internship courses who have a minimum of 300 hours of on-the-job work experience in their course and have passed the course qualify for this indicator. Hours may have been accumulated between July 1, 2022, and June 30, 2023, for the 2022-2023 school year. Any data reported by July 31, 2023, will be included in the next state release for school accountability.

- Career Readiness Tool Path: Student Information | Program Participation | Career Readiness
- Career Readiness Report Path: KY State Reporting | Career Readiness Report

As a reminder, all co-op and internship courses should adhere to information in [Kentucky's Work-Based Learning Manual](#) and to [705 KAR 4:041](#).

*If you have questions about entering data, contact [Holly Tracy](#) or [Amy Tracy](#). If you have questions about what students qualify, please contact [Regan Satterwhite](#).*

### **Holly Tracy**

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