Supplemental School Year Program
Program Indicator

Overview

Kentucky [Senate Bill 128](#) established a Supplemental School Year Program for the 2021-2022 school year to allow any student in grades kindergarten through 12 during the 2020-2021 school year to repeat the grade level in 2021-2022 if the district offers the Supplemental School Year Program. Refer to [Senate Bill 128: Supplemental School Year Program Guidance 2.0](#) and [Infinite Campus Documentation](#) for additional guidance.

There are two designations of program participation:

- Supplemental School Year Program (SSYP) – students who are repeating grades K-12 that did not graduate.

- Supplemental School Year Program Graduated (SSYPG) – students who meet all graduation requirements and graduated in 2021 but decide to return to repeat their senior year.

Districts must indicate students participating in the Supplemental School Year Program individually or using a batch wizard in Infinite Campus (IC).

NOTES:

- SSYP/SSYPG students should not be considered or marked as retained on the student's enrollment record.
- Students grade level should match their 2020-21 grade level.
- Students that decide not to participate after the school year starts will need to remove the program indicator and change the grade to the correct grade level. This is a districts decision.
- SSYPG students that do not complete the year will be end dated on the last day they attend school and the end status should be the same as it was for the 20-21 school year.

Tool Rights

Infinite Campus administrators must assign tool rights to the appropriate individuals before program indicators can be seen or updated.
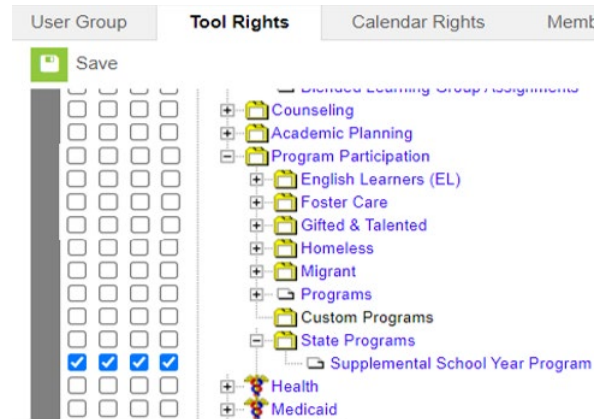
Assigning Supplemental School Year Program Indicator

There are three methods that can be used for assigning SSYP/SSYPG indicators. Districts can choose to enter data into Infinite Campus (1) by student or for groups of students through one of two batch methods (2A) Selection Editor or (2B) Import File.

1. **Individual Student Method**

Path - Student Information/Program Participation/State Programs/Supplemental School Year Program

- **Start Date:** Enter the first day of school in 21-22 school year

- **End Date:** Enter the last day of the 21-22 school year

- **Select Program Type:**

  o SSYP: Supplemental School Year Program

o   SSYPG: Supplemental School Year Program – 2021 Graduate

- Cohort Year and Diploma Date will be displayed from the Graduation tab and populated only for high school students as applicable. Districts should not input anything into these fields.

2. Batch Methods

2A – Use the Selection Editor to update groups of students.

Path - Ad Hoc Reporting/Filter Designer/Selection Editor

The Selection Editor provides a list of all students who can be selected for the query. Once chosen, the selected filter is saved and can be used in the Federal/State Program Update Wizard.

Schools with returning graduated seniors will need to create two selection editor ad hocs. One for students K-12th grade (non-graduates) and another for returning graduated 12th grade students.

The Federal/State Program Updater allows users to import federal or state program participation using a file created through selection editor ad hoc. A user can add, edit, or delete federal or state program participation data.

Using the Selection Editor Ad Hoc(s)

2B - Import File through the Federal State Program Updater

The student identifier (SSID) is the link that allows importing federal/state program participation to student records. A CSV file that contains the minimum information will need to be created with the required information: SSID, Start Date, End Date and Program Type (SSYP or SSYPG).

Path - Program Admin/Federal/State Program Update Wizard

The [Federal/State Program Updater](#) also allows users to import federal or state program participation using an import file.

NOTE: Cohort Year and Diploma Date should not be included in import file as these fields will populate from the Graduation Tab, if applicable.

## Resync State Data – Only if using the Federal/State Program Updater

When using the federal or state program updater to post the Supplement School Year Program, you will need to run a resync for the information to be synced with the state.

Path - System Administration/Data Utilities/Sync State Data/Extended Learning Opportunity

	ExtendedLearningOpportunity	06/08/2021 14:37:43	Processed: 6 Errors: 0	○

Records Transfer Document

The Supplement School Year Program will be available in the Transfer Documents section of Student Records Transfer if a student were to enroll in another school district.

Path - Student Information/Records Transfer/Transfer Documents
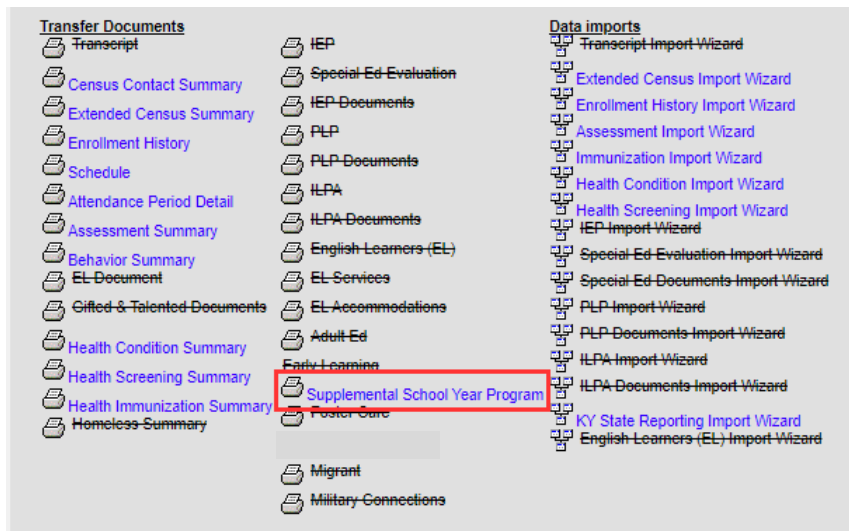
The Supplemental School Year Program report will only be in PDF format.
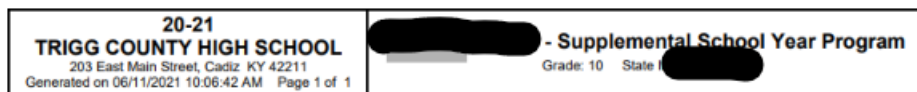
Reporting Options

State published ad hocs are available to help ensure data accuracy of students entered as participating in the SSYP or SSYPG program. KDE will create a report this fall that provides details on student enrollments with SSYP/SSYPG indicators to allow districts the ability access detail for all students including SSYP detail for transferred students that could impact 4 or 5 year graduation calculation.

Transcript Entries for SSYPG Participants

SSYPG Transcripts

Path - Student Information/General/Transcript or Counseling/General/Transcript

Supplemental coursework and subsequent grades may be included in the student's transcript for informational purposes at the discretion of the district.

Graduated students returning for a supplemental year can have coursework appear on transcript but any credit awarded to an already graduated student cannot be used toward high school graduation or be included in the student's final GPA since the student graduated and was awarded a diploma prior to completion of the supplemental course.

In order to make sure your student's supplemental courses are not affecting their GPA or credits, manual adjustments will need to be made to their transcript entries.

	Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempted	Credit Type	Actual Term	Terms Long	Comment
▼ Group: 20-21 - Lafayette High School - Grade Supp													
	161110.1422S1	Adv Spanish 3	No	100/A	5	4	0	0	0	World Languages	1	1	
	239111.2238S2	Journalism 1	No	100/A	4	4	0	0	0	Elective	2	1	
	340214.3072S2	Fitness & Weight Mgmt	No	100/A	4	4	0	0	0	Elective	2	1	

You must edit the transcript to a zero on the GPA weight, attempted credits and earned credits for each supplemental year student.

For questions or concerns, please contact:

Meredith Brewer, Ph.D.
Director of Education Policy, Office of the Commissioner
Kentucky Department of Education
(502) 892-6569
Meredith.Brewer@education.ky.gov