Data Standard Alternative Education Programs - KECSAC (Kentucky Educational Collaborative for State Agency Children)

Rev. 7/1/2026

Ownership and History

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Revision history

July 1, 2026

Review for 2026-2027 School Year

SAC Eligibility of FAIR Team Referral updated to CDW Referral

Update Student Records editor in Section D

Added Neglected and Delinquent Eligibility Report

Data Standard Alternative Education Programs - KECSAC

Rev. 7/01/2026

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Data Standard Alternative Education Programs - KECSAC

Rev. 7/01/2026

Overview

Description

This standard details requirements for students being served by the local school district who have been placed by a state agency and are generating KECSAC funds. Districts must have a *Memorandum of Agreement (MOA)* with KECSAC to receive these funds for services provided to state agency placed students.

Regulation citation(s)

- 704 KAR 19:002 Alternative Education Programs
- KRS 160.380 Definition of an alternative education program
- 505 KAR 1:080 Kentucky Educational Collaborative for State Agency Children
- KRS 158.135 Reimbursement for school services for state agency children

Data use

- This data will be used to determine accountability for state-placed students.
- This data will be provided to KECSAC for data analysis and public reporting.
- This data will be used for determination of Title I, Part D funding.
- This data will be publicly reported via the School Report Card.

Resources

- KDE's Alternative Education Programs and ILPA website
- KECSAC's website
- Guidance for Alternative Education Programs
- Alternative Education Programs/ILPA Data Standard
- Alternative Programs - Out of District Data Standard
- Student Records Transfer Data Standard
- ILPA User Security Document
- ILPA Setup Instructions
- ILPA Team Member District Assignment Instructions
- Individual Learning Plan (ILPA) Addendum Checklist

Reports

- *KECSAC Membership*
  Search Term: KECSAC Membership
  The purpose of this report is to provide districts with a membership report of all state agency children served in A6 programs and A1 or A5 schools that serve KECSAC children. The report is used to monitor the accuracy of enrollments with corresponding data on the student's KECSAC tab. Reference the Quick Reference Card.
- *Neglected and Delinquent Eligibility Report*
  Search Term: Neglected and Delinquent
  The purpose of this report is to provide details and counts of students enrolled in a facility and additional data to assist in determining if a facility is eligible for Title I, Part D funding. The report will use the data on the KECSAC (Kentucky Educational Collaborative for State Agency Children) tab to determine student level eligibility and facility eligibility. Reference the Quick Reference Card.
- *Alternative Education Programs* report
  Search Term: Alternative Education Programs

The purpose of this report is to assist districts and alternative educational programs (AEP) in obtaining data to provide technical assistance and monitoring of students served by off-site and on-site AEPs. Reference the Quick Reference Card.

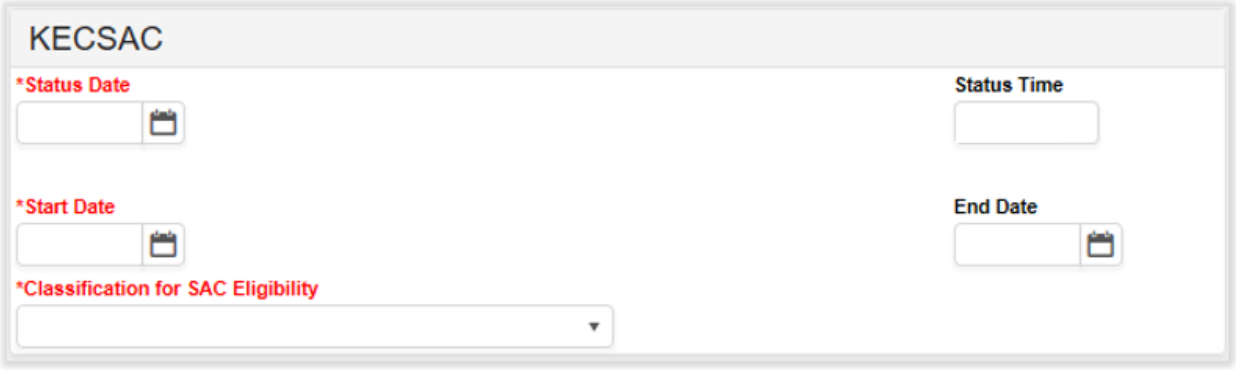
- *Transient Population Report*
  Search Term: Transient Population
  This report can be used to identify transient students currently enrolled in a district and/or school. Students are identified as transient if they have been enrolled in 3 or more schools in the current school year; 5 or more schools in the last 2 school years; or 10 or more schools in the last 5 school years. Reference the Quick Reference Card.
- *Student Performance Monitoring Report*
  Search Terms: Student Performance Monitoring Report
  The detailed report will generate a list of students enrolled in the school or district selected with demographics, behavior, attendance, grades, response to intervention, on track to graduate indicators and early warning scores. Reference the Quick Reference Card.

Training

- Trainings are posted on KDE's Student Information System – Alternative Education Programs and ILPA website.

Section A – KECSAC Tab

Tool Search: KECSAC



Status Date: Defaults to the date the record is created (no requirement to change)
Status Time: Defaults to the time the record is created (no requirement to change)
Start Date: Enter the date the student was placed in the state agency program or when a student from any public school is placed under the care of a state agency. This is the date the district or school begins receiving KECSAC funds for the student.
End Date: Enter the date the student withdrew from the state agency program or no longer generates KECSAC funds for the school in which the student is enrolled.
KECSAC records should correspond to student Enrollment records. When a student moves in and out of KECSAC facilities a new record should be created.

When enrollment records are ended as C01: Close of Year, the corresponding KECSAC tab will end date. Districts should create a new KECSAC record corresponding to the start date of the student's first enrollment in the new school year.

Classification for SAC Eligibility: Select from the drop list one of the six classification categories that qualifies the student as state agency eligible.

01: Court ordered to attend program: Those children being served in a DJJ operated or contracted institution or program who are placed in the program via an official order from a judicial court in Kentucky.

02: DCBS-Committed to or in custody of; in home and community-based services provided as an alternative to intermediate care facility services for the intellectually disabled. Reference KRS 158.135 (1)(a)(2).

03: DJJ-Committed to or in custody of - Those children committed to or in custody of the Department of Juvenile Justice and placed in a department operated or contracted facility or program. Reference KRS 158.135 (1)(a)(3).

04: Placed or financed in a private facility agreement w/Cabinet (MHDT and some DCBS) - committed to or in custody of the Cabinet for Health and Family Services and placed, or financed by the cabinet, in a Cabinet for Health and Family Services operated or contracted institution, treatment center, facility, including those for therapeutic foster care and excluding those for nontherapeutic foster care. Reference KRS 158.135 (1)(a)(1a).

05: Probated – When a person has been convicted of an offense or who has entered a plea of guilty and is not sentenced to imprisonment, but placed on supervision, guidance, assistance or direction provided as a probation service. Reference KRS 533.020.

06: CDW Referral – Court designated worker referral to a DJJ contracted or operated Day Treatment Program. Reference KRS 158.135 (1)(a)(4), KRS 605.030 and the KY Courts Court Designated Worker Program website.

Clarification for foster youth: To be considered a KECSAC child, the student must be of school age AND committed to or in the custody of the Cabinet AND placed or financed in a DCBS operated or contracted institution, treatment center, or facility. Traditional foster youth who live in a traditional family home are not considered a state agency student, even though they are committed to or in the custody of the Commonwealth because they are not in an institution, treatment center or facility.

Abbreviations for state agency placement:

- DCBS: Department for Community Based Services
- DJJ: Department of Juvenile Justice
- MHDT: Mental Health Day Treatment

Section B – KECSAC and Accountability

For a student to be counted as a state agency student for Student Data Review and Rosters (SDRR) and accountability, the KECSAC records must match the start and end dates in the state agency facility (A6 program) enrollment.

- When a student enrolls into a state agency facility, a KECSAC record should be created with a start date that matches the student's enrollment start date.
- If a student withdraws from the facility, the active KECSAC record should be end dated to match the enrollment withdrawal date.
- If a student returns to a facility, a new KECSAC record should be created with a start date matching the new enrollment date.

ALL state agency enrollment dates must match the KECSAC record dates.

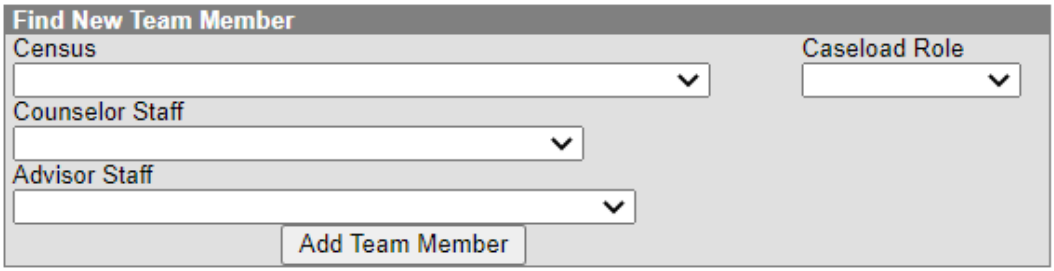
There are occurrences when a student will be enrolled in an A1 or A5 school and the student is placed in state agency care but remains enrolled in the A1 or A5 school (district operated programs). In these cases, the KECSAC start date would be the date the student was placed under the care of a state agency and the end date would be the date the student was removed from state agency care or has a gap in enrollment in which case it would match the end date of the last enrollment prior to the gap. A new KECSAC record would be created for enrollment after the gap.

Section C – ILPA Team Members Tab

The Team Members Tab data will populate the Team Meeting information within the ILPA editors. Enter all staff that will be participating in the transition planning for the specified student.

Tool Search: ILPA Team Members

Team members that are already in the system can be added using the **Find and Link New Team Member** button.



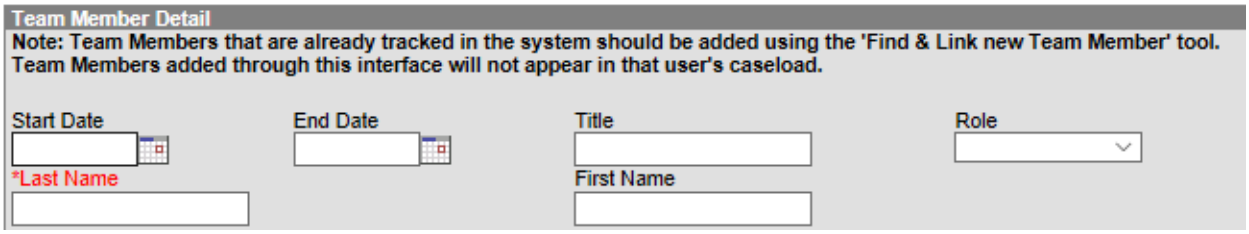
Census: Use this drop list to select team members from database census

Counselor Staff: This drop list will contain staff designated as counselor via **Census* | *Staff* | *District Assignments* (Reference ILPA Team Member District Assignment Instruction)

Advisor Staff: This drop list will contain staff designated as advisor or via **Census* | *Staff* | *District Assignments* (Reference ILPA Team Member District Assignment Instruction)

Caseload Role: Select from the drop list the appropriate

Team members not in the system must be entered using the **Enter New Team Member** button.



Start Date: Enter the date on which specified member is added to the team

End Date: Enter the date in which member was removed from the team, if applicable

Last Name: Enter the last name of the member

First Name: Enter the first name of the member

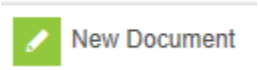
Role: Select the appropriate role for the member

Section D – Individual Learning Plan Addendum (ILPA)

Students placed long-term in a KECSAC program must have an active, **locked** *Individual Learning Plan Addendum* (ILPA). KDE defines long-term placement as more than 10 consecutive school days.

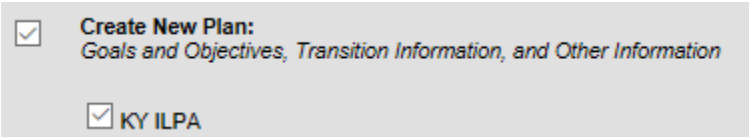
Tool Search: ILPA Documents

Click the *New Document* button

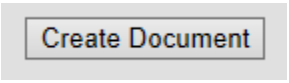


Select the *Create New Plan* indicator

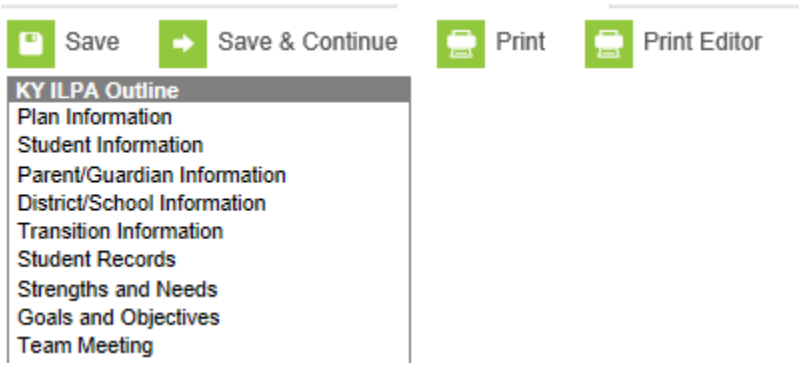
Select *KY ILPA* indicator



Click **Create Document** button



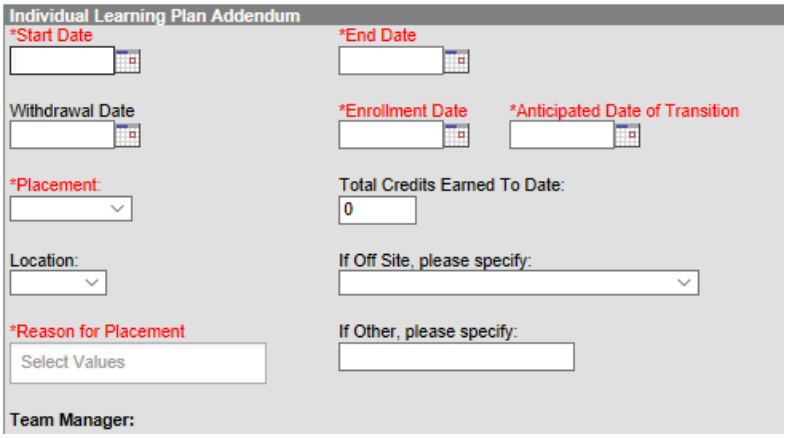
The KY ILPA Outline shows each editor of the plan and acts as a navigation tool. Saved editors display in bold.



While editing the plan, the following buttons are available for use:

- **Save:** Select to save the data entered on the current editor
- **Save and Continue:** Select to save the data entered on the current editor and to move to the next editor
- **Print:** Select to print the entire ILPA document (all editors)
- **Print Editor:** Select to print only the current editor

Plan Information editor



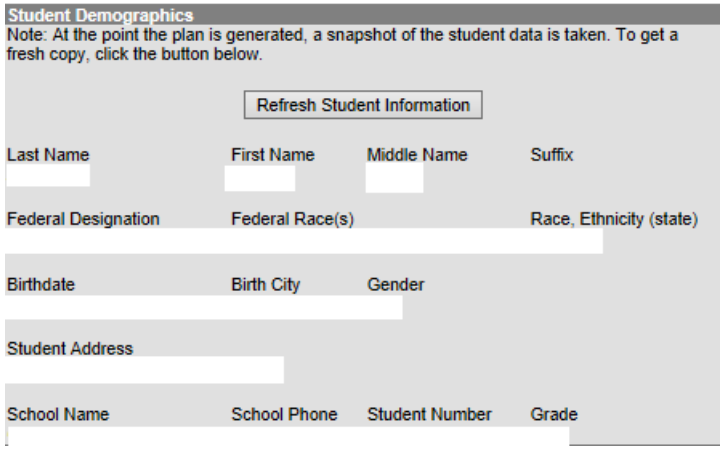
Start Date: Enter the start date of the plan
End Date: Enter the anticipated end date of the plan
Withdrawal Date: Enter the withdrawal date from the student's regular educational setting (previous A1 school)
Enrollment Date: Enter the enrollment date into the alternative education program
Anticipated Date of Transition: Enter the date the transition team anticipates the student to return to the regular educational setting
Placement: Select from the drop list student's placement in the program:

Voluntary (student choice)
Involuntary (school or court ordered)

Total Credits Earned to Date: Enter the total credits earned upon enrollment in the alternative education program
Location: Select from the drop list if the student will be in an off-site or an on-site alternative education program
If Off Site, please specify: If applicable, select from the drop list the off-site alternative education program
Reason for Placement: Select the reason(s) the student was placed in an alternative education program (multiple reasons can be selected)

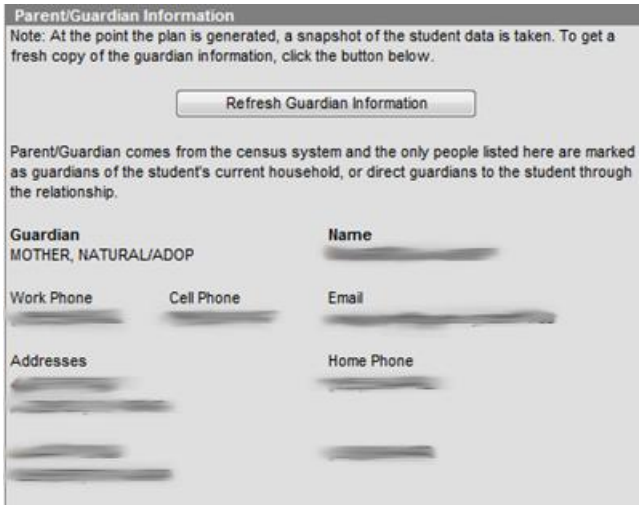
- A: Academics
- B: Behavior
- C: Credit Recovery
- E: Socio-Emotional
- O: Other, if selected, specify reason in textbox

Student Information editor



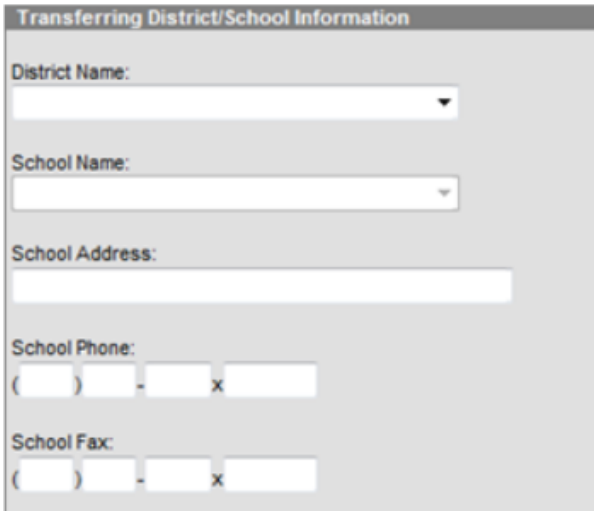
Refresh Student Information: Select to refresh the student demographics to the document; data will populate as *read only*

Parent/Guardian Information editor



Refresh Guardian Information: Select to refresh the student's guardian information to the document; the fields will populate from census as *read only*

District/School Information editor



District Name: Select from the drop list the district the student is transferring from

School Name: Select from the drop list the school the student is transferring from

NOTE: the school drop list will be auto populated based on the *District Name* selection

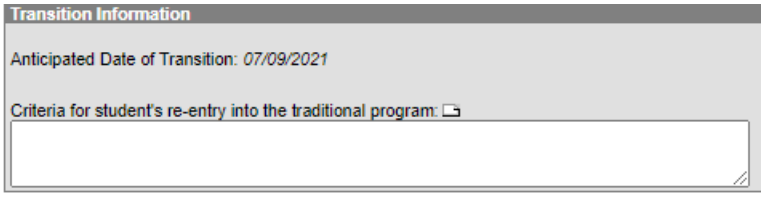
School Address: Enter the address of the school the student is transferring from **OPTIONAL**

School Phone: Enter the phone number of the school the student is transferring from **OPTIONAL**

School Fax: Enter the fax number of the school the student is transferring from **OPTIONAL**

NOTE: Address, Phone and Fax number would populate if school selected is within the same district

Transition Information editor

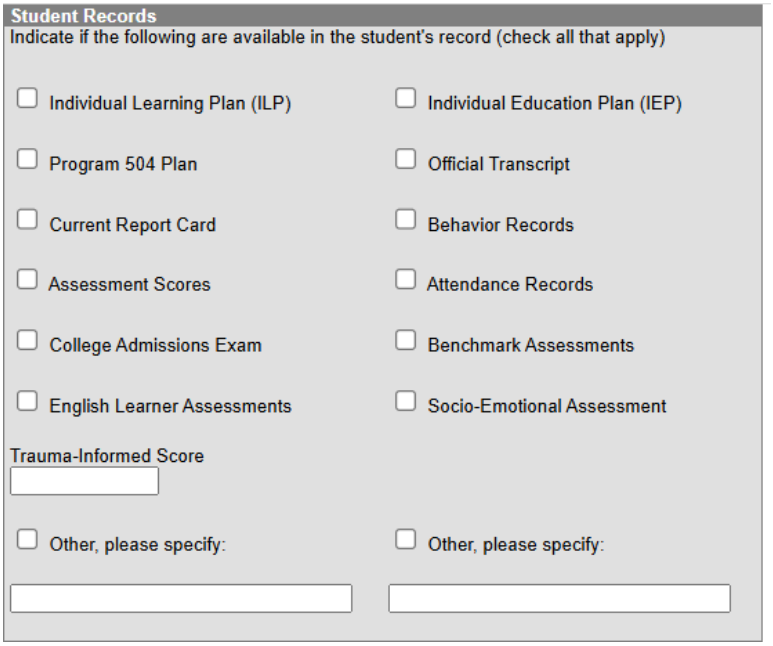


Anticipated Date of Transition: This field will populate from the date entered in the Plan Information editor as *read only*.

Criteria for student's re-entry into the traditional program: Enter the criteria student must meet to be re-enrolled into the student's previous school or regular educational setting.

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference ILPA Setup Instructions.

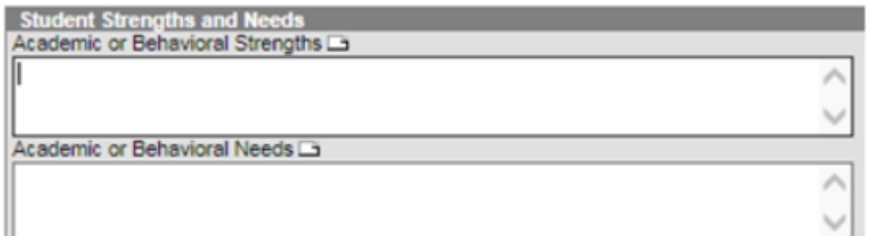
Student Records editor



Indicate availability of items in student's current educational record: check all that apply

- Individual Learning Plan (ILP) – if selected, a description box is activated to enter the ILP system utilized, and the date the ILP was created/modified.
- Individual Education Plan (IEP) – note students with an *active* IEP do not require an ILPA
- Program 504 Plan
- Official Transcript
- Current School Report Card
- Behavior Records
- Assessment Scores
- Attendance Records
- College Admission Exam
- Benchmark Assessments
- English Learner Assessments
- Socio-Emotional Assessment
- Trauma-Informed Score
- Other, Specify

Student Strengths and Needs editor

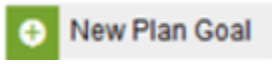


Academic or Behavioral Strengths: Enter student's academic or behavioral strengths
Academic or Behavioral Needs: Enter the student's academic or behavioral needs

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference ILPA Setup Instructions.

Goals and Objectives editor

Click **New Plan Goal** button



Goal Name: Enter descriptive name of goal
Area: Select from the drop list the area for the specified goal

- Academic
- Behavioral
- Socio-Emotional
- Other

Goal: Describe student's goal in specified area

Select Save to save current goal and enter a new goal
Select Save and Continue to save current goal and to move to the next editor

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference ILPA Setup Instructions.

Enter **Goal Objective(s)**

Select an appropriate goal in which to add the objective

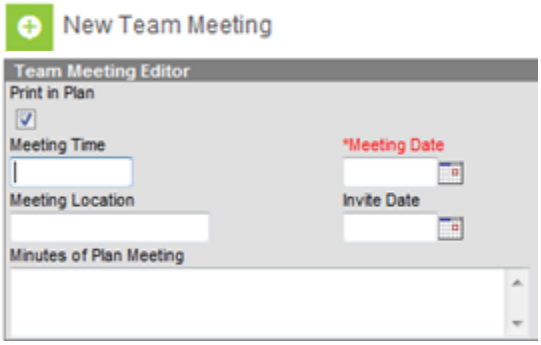
Click **New Plan Goal Objective** button

Enter Objective related to selected goal
Multiple objectives can be added to each goal by repeating these steps.

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference ILPA Setup Instructions.

Team Meeting editor

Select New Team Meeting



Print in Plan: Select this indicator to ensure the team meeting data entered will print in the plan
Meeting Time: Enter the time the team meeting occurred
Meeting Date: Enter the date the team meeting occurred
Meeting Location: Enter the location of the team meeting
Invite Date: Enter the date team members were invited to the meeting
Minutes of Plan Meeting: Enter the minutes of the meeting **OPTIONAL**

Team Meeting Attendance editor

This will display all Team Members entered on the Team Members Tab
Select an indicator for each member that was invited
Select an indicator for each member that attended
Save Document

From the documents tab the ILPA must be **LOCKED** to ensure successful student records transfer, synching data to the state and for reporting purposes.
Select **Documents**
Select KY ILPA
Click the Lock/Unlock button

If a student exits the program and returns within the same academic year, the *Copy* feature can be used instead of the district creating a new ILPA upon re-entry.

Section E – Copy Feature (use upon re-entry in alternative program within same academic year)

Upon a student's re-entry into an alternative educational program within the same academic year, a new ILPA is not required; the student's previous ILPA can be copied and updated, as necessary.

Tool Search: ILPA Documents

Select student's previous ILPA

Click the **Copy** button

Click **OK** when the warning appears

New Plan Type: default KY ILPA
Start Date: Enter the start date of the new ILPA (date on which revised plan will begin)
End Date: Enter the end date of the new ILPA
Click **Copy** button

This step will do the following:

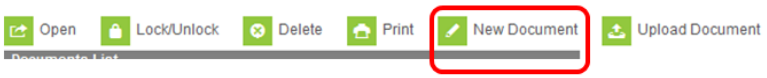
- Create an unlocked copy of the previous ILPA
- End date the previous ILPA one day less the start date of the new ILPA
- Previous ILPA will remain locked

Open the new ILPA and make appropriate updates to students' goals and objectives for the current stay in the alternative educational program.
When complete, **lock** the new ILPA.

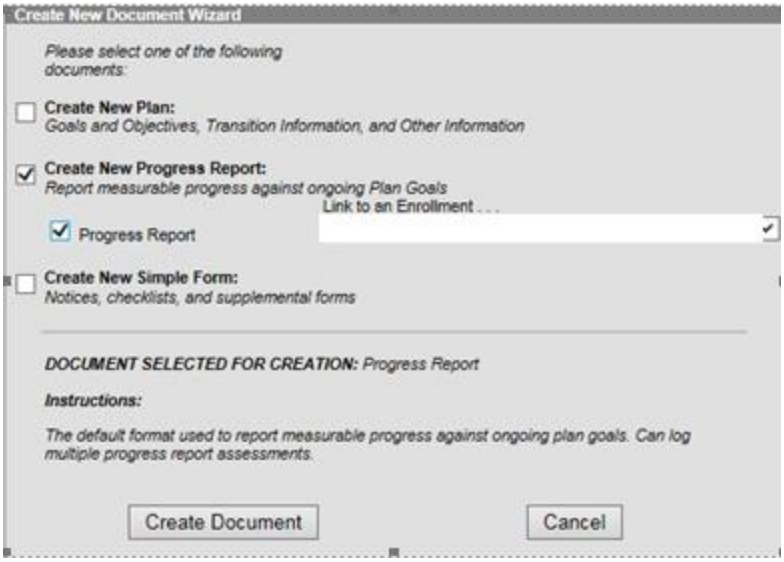
Section F – Progress Report

The progress of the students' goals and objectives should be monitored on a regular basis. KDE recommends monitoring progress of the student's goals and objectives based on the same timeline as progress is reported in the other schools in your district.

Tool Search: ILPA Documents
Click **New Document**



Select **Create New Progress Report**
Select **Progress Report**
Click **Create Document** button

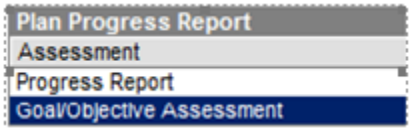


Progress Report editor

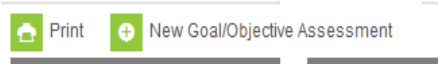
Plan to report on: Select the corresponding plan from the drop list
Report Date: Enter the progress report date
Click the **Save** button

Goal/Objective Assessment Editor

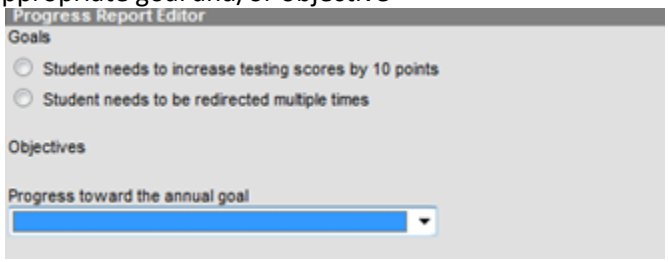
Click Goal/Objective Assessment in the Assessment editor



Click **New Goal/Objective Assessment**



Select appropriate goal and/or objective



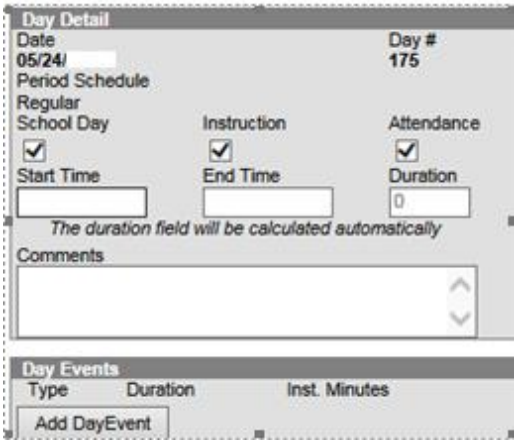
Select from the drop list the *Progress toward the annual goal
Note: This drop list must be populated via System Administration | ILPA | Progress Options, reference ILPA Setup Instructions.

Section G – Calendar Setup

Tool Search: Calendar Information
Facilities in which ALL students enrolled are KECSAC students (strictly A6 facility) can choose to have a separate school calendar that includes the extended days (210-day calendar).

Facilities in which there are district-placed and KECSAC students enrolled (blended A6 facility) should add the extended days as a summer calendar. The regular year calendar should have the same end date as the other schools in the district.

Mark the additional days *Regular School Day*, *Instruction* and *Attendance* as shown below:



Reference KDE's School Calendars website for instruction on calendar set up, using the calendar wizard and summer school calendar setup.