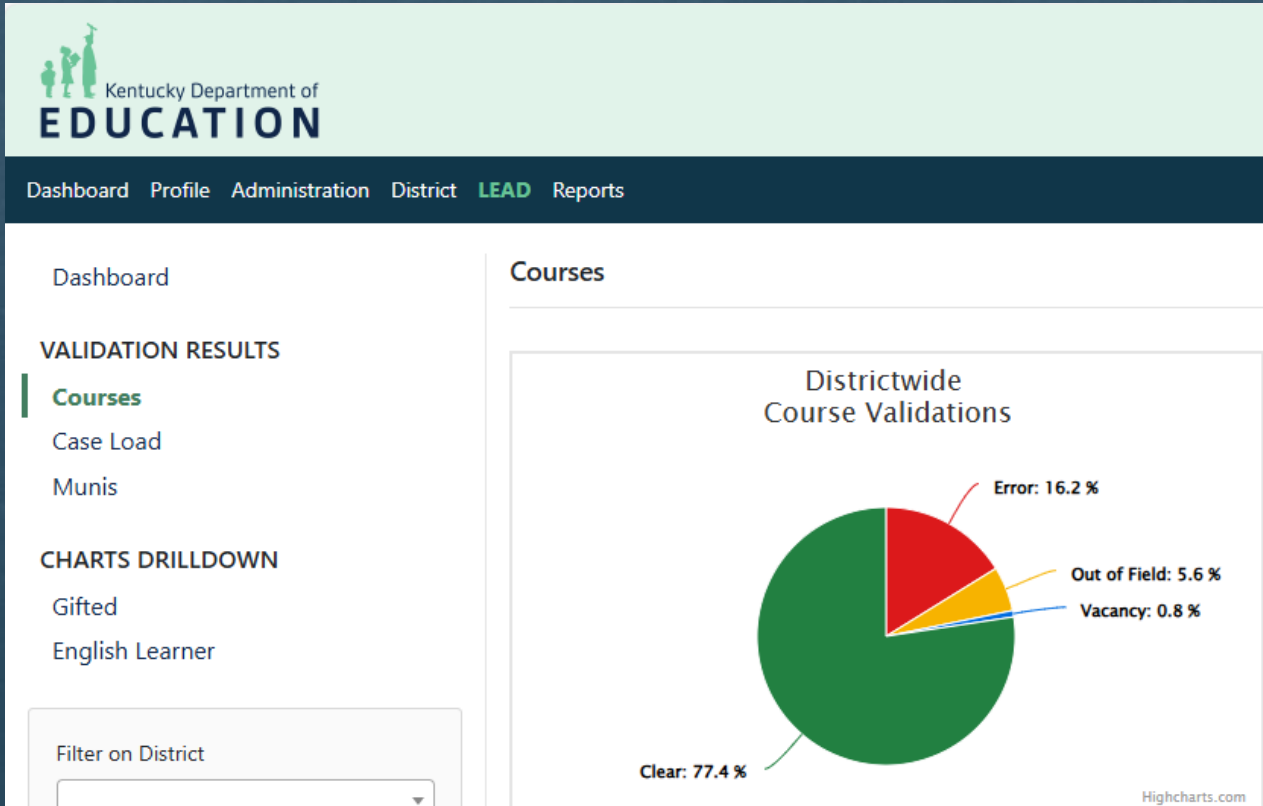


Local Educator Assignment Data (LEAD): More Than Just an Annual Report

Tessa Harris – Academic Program Manager
Megan Alfonso – KECS technical analyst

December 5, 2025

Our Session Goals



- ◆ Understanding LEAD and Data Flow
- ◆ LEAD Reporting
- ◆ Identifying Critical issues
- ◆ Aligning Courses and Credentials
- ◆ Action Plan and Conclusion

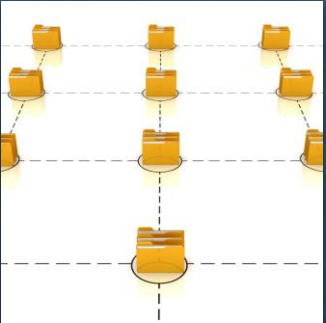
Understanding LEAD and Data Flow

Understanding LEAD? (The "Why")



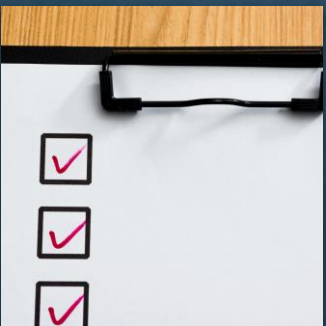
Certification Verification

LEAD ensures all students are taught by properly certified educators



Integration of Data Systems

LEAD links information in Infinite Campus with educator credentials in KECS



Data Requirements

LEAD supports District, State, and Federal reporting

LEAD Data (The “What”)



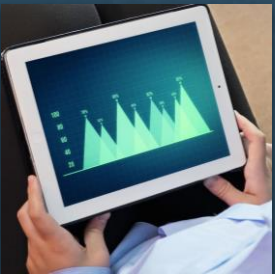
Staff Data

Staff data must include accurate employment records with correct dates and EPSB IDs for effective LEAD reporting.



Course Data

Course data requires correct state course codes and accurate primary teacher assignments for reliable reporting.



Student Data

Student data must show current enrollment, scheduling, and special education indicators for accurate caseload reports.

The Data Journey: (The "How")

Data Extraction from Infinite Campus

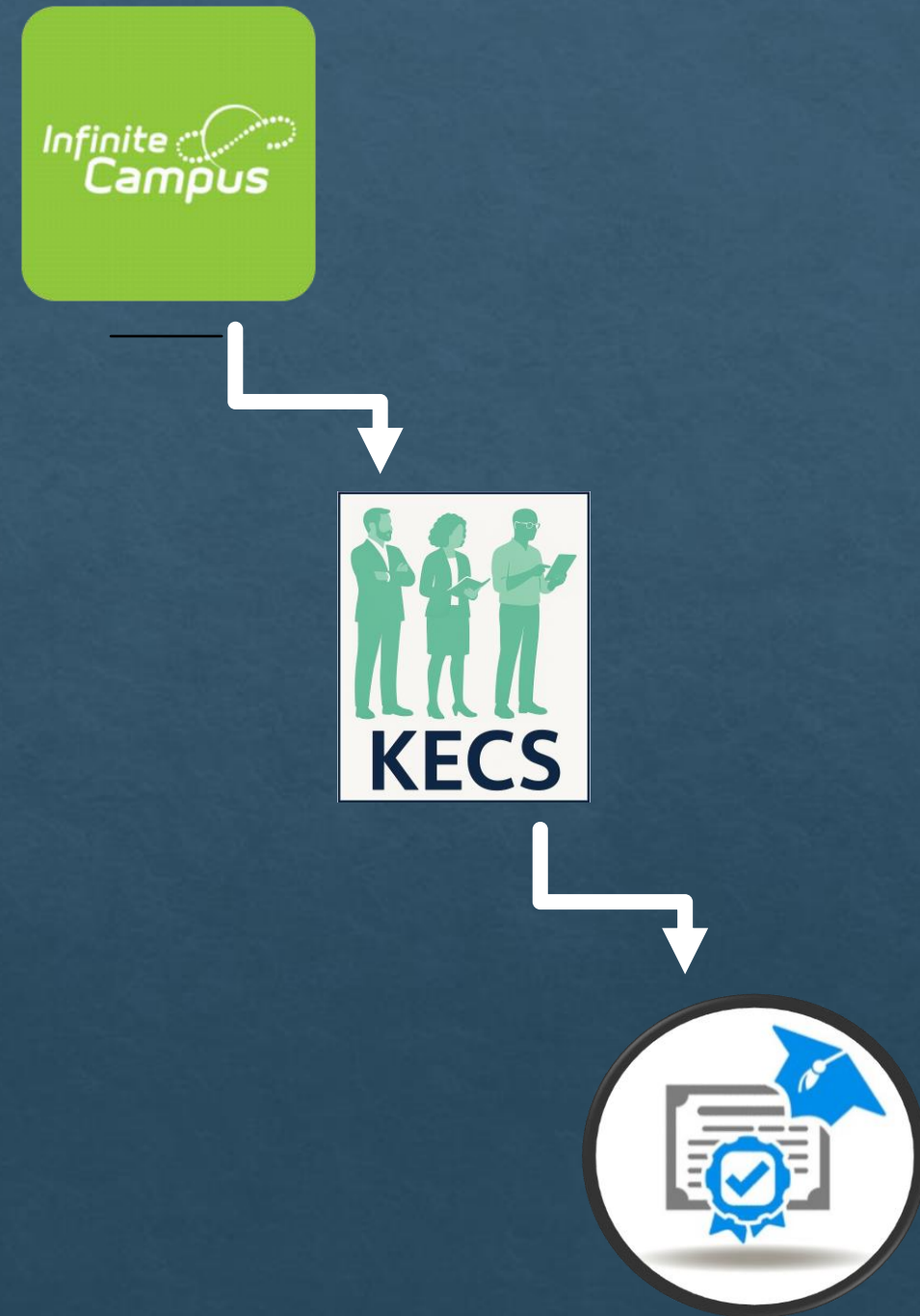
Infinite Campus serves as the source for course, staff, and enrollment data which is collected in the LEAD Extract.

Data Validation in KECS

KECS validates extracted data by matching course information with teachers' certifications and permissions.

Issue Reporting

Discrepancies or missing data generate issue reports to highlight areas needing correction and review.



LEAD Reporting

Staffing Setup

Complete staffing in Infinite Campus and KECS to
Prepare for LEAD reporting

- ❖ Incorrect staffing in Infinite Campus will result in errors in LEAD reporting
- ❖ Correct staffing in KECS allows district and school staff to view LEAD data

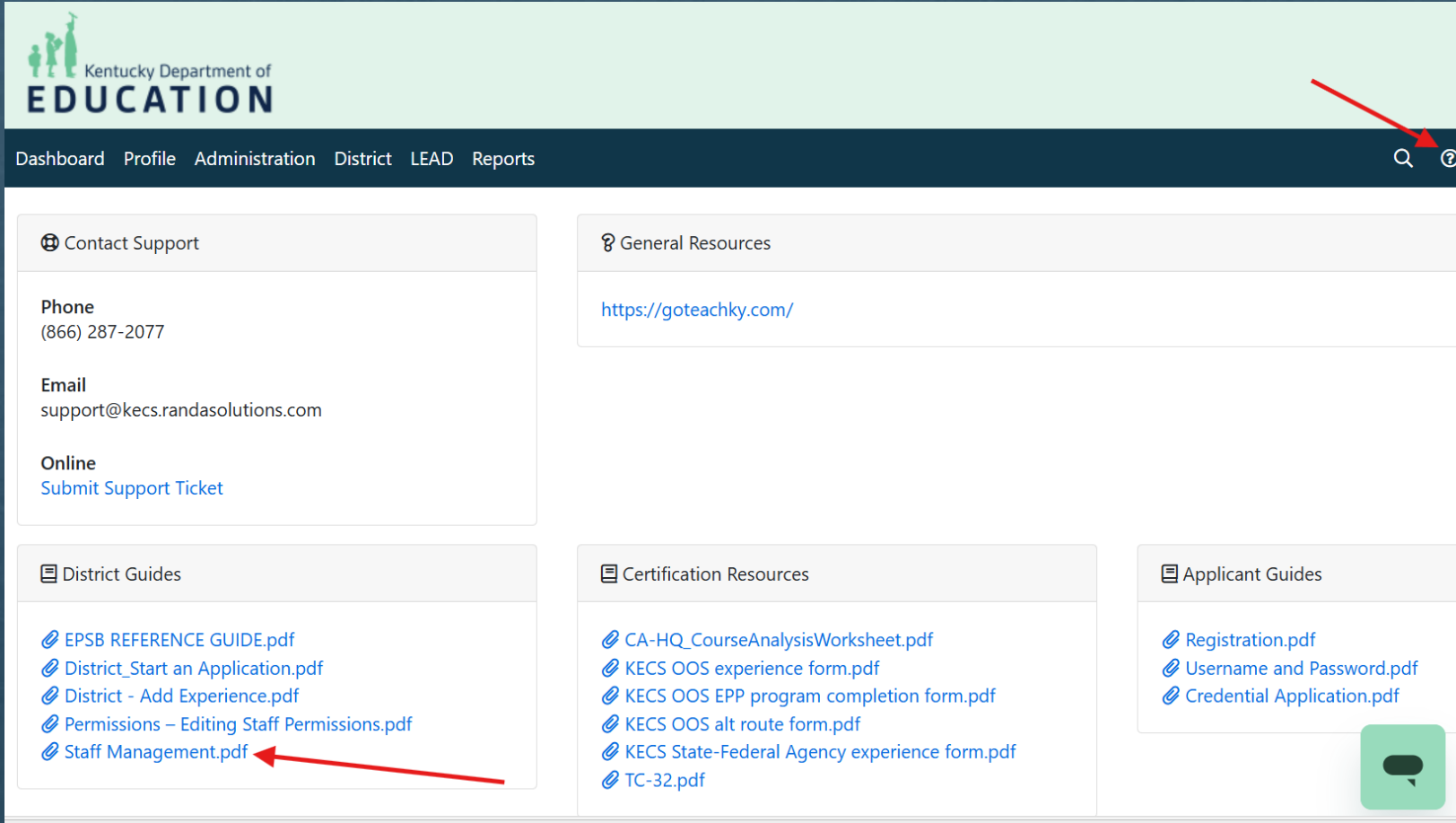
Staffing Setup - IC

For assistance with Staffing in Infinite Campus refer to the [Census \(Staff Information\) Data Standard](#).

This guide provides step by step instructions on how to properly set up and modify:

- ❖ Staff
- ❖ Vacancy Placeholders
- ❖ College Professor Placeholders
- ❖ District Employment
- ❖ District Assignments

Staffing Setup - KECS



The screenshot shows the KECS Staffing Setup interface. At the top is the Kentucky Department of Education logo. Below it is a navigation bar with links: Dashboard, Profile, Administration, District, LEAD, and Reports. In the top right corner of the navigation bar, there is a magnifying glass icon and a help icon, with a red arrow pointing to the help icon. The main content area is divided into several sections:

- Contact Support**: Includes Phone (866) 287-2077, Email (support@kecs.randasolutions.com), and an Online link to Submit Support Ticket.
- General Resources**: Includes a link to <https://goteachky.com/>.
- District Guides**: Includes links to EPSB REFERENCE GUIDE.pdf, District_Start an Application.pdf, District - Add Experience.pdf, Permissions - Editing Staff Permissions.pdf, and Staff Management.pdf. A red arrow points to the Staff Management.pdf link.
- Certification Resources**: Includes links to CA-HQ_CourseAnalysisWorksheet.pdf, KECS OOS experience form.pdf, KECS OOS EPP program completion form.pdf, KECS OOS alt route form.pdf, KECS State-Federal Agency experience form.pdf, and TC-32.pdf.
- Applicant Guides**: Includes links to Registration.pdf, Username and Password.pdf, and Credential Application.pdf.

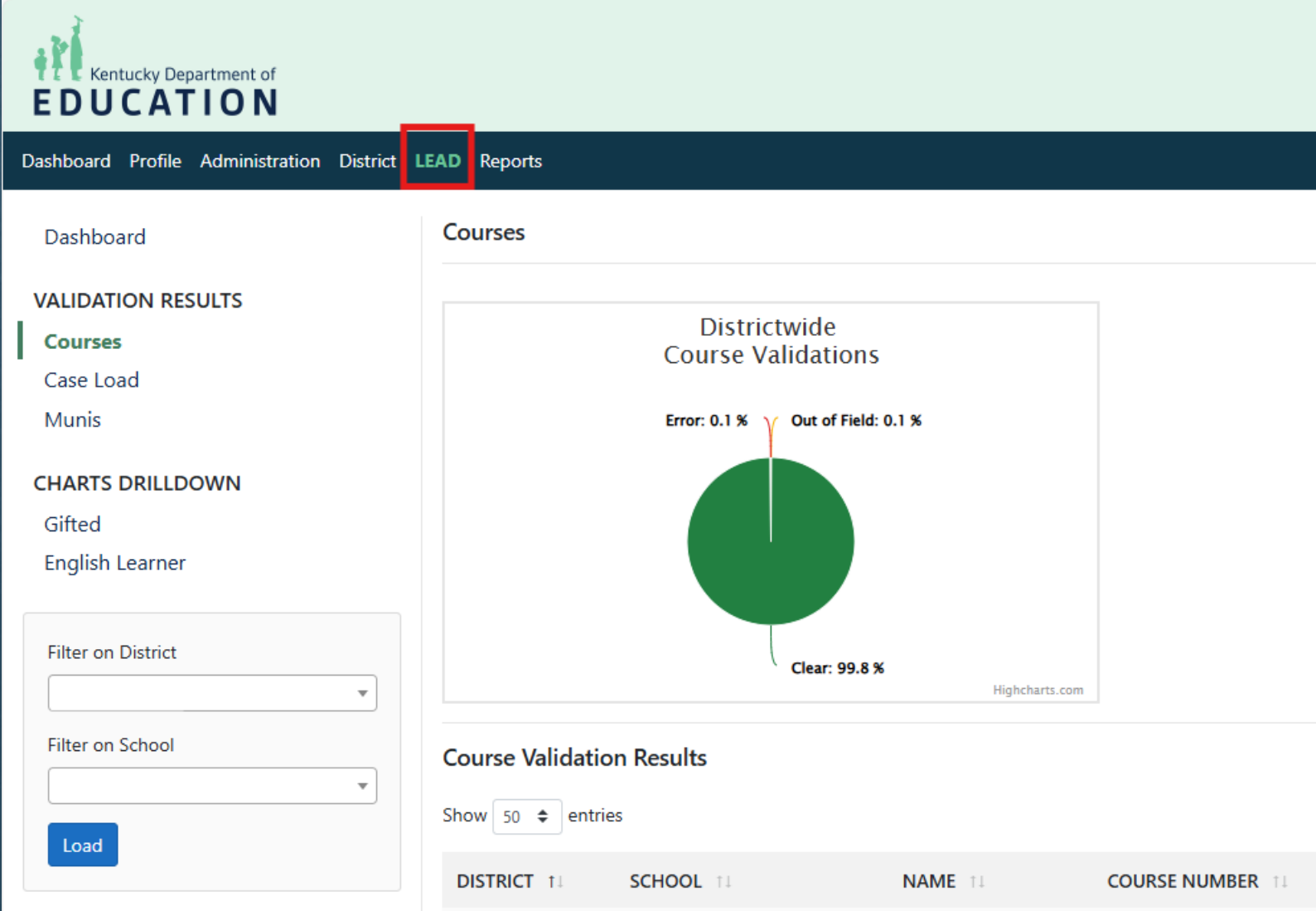
A green chat bubble icon is located in the bottom right corner of the interface.

If you have the correct permissions to set up Staffing in KECS you can log in and download the Staff Management guide for guidance.

Accessing LEAD

To access LEAD log in to [The Kentucky Educator Credentialing System](#).

If you have the correct permissions, you will find LEAD in the top menu bar.



The screenshot shows the LEAD application interface. At the top, the Kentucky Department of Education logo is on the left, and the navigation bar includes links for Dashboard, Profile, Administration, District, **LEAD** (highlighted with a red box), and Reports. The main content area is divided into two columns. The left column contains a sidebar with 'VALIDATION RESULTS' (including Courses, Case Load, and Munis) and 'CHARTS DRILLDOWN' (including Gifted and English Learner). Below these are filters for 'Filter on District' and 'Filter on School', each with a dropdown menu, and a 'Load' button. The right column features a 'Courses' section with a 'Districtwide Course Validations' chart. The chart is a pie chart showing 'Clear: 99.8 %' in green, 'Error: 0.1 %' in red, and 'Out of Field: 0.1 %' in yellow. Below the chart is a 'Course Validation Results' section with a 'Show 50 entries' dropdown and a table with columns for DISTRICT, SCHOOL, NAME, and COURSE NUMBER.

Kentucky Department of
EDUCATION

Dashboard Profile Administration District **LEAD** Reports

Dashboard

VALIDATION RESULTS

- Courses**
- Case Load
- Munis

CHARTS DRILLDOWN

- Gifted
- English Learner

Filter on District

Filter on School

Load

Courses

Districtwide Course Validations

Error: 0.1 % Out of Field: 0.1 %

Clear: 99.8 %

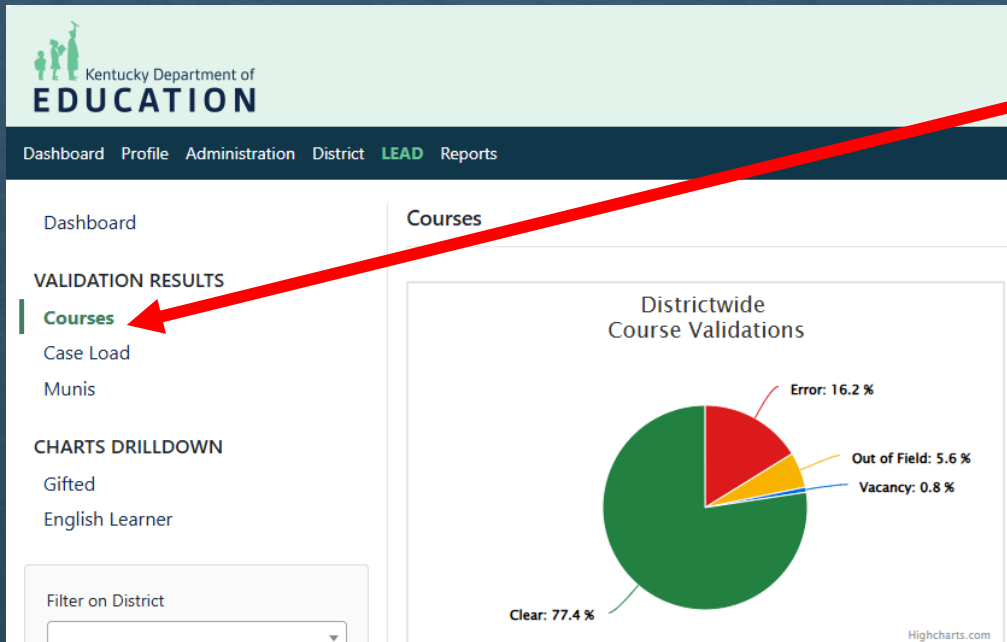
Highcharts.com

Course Validation Results

Show 50 entries

DISTRICT	SCHOOL	NAME	COURSE NUMBER
----------	--------	------	---------------

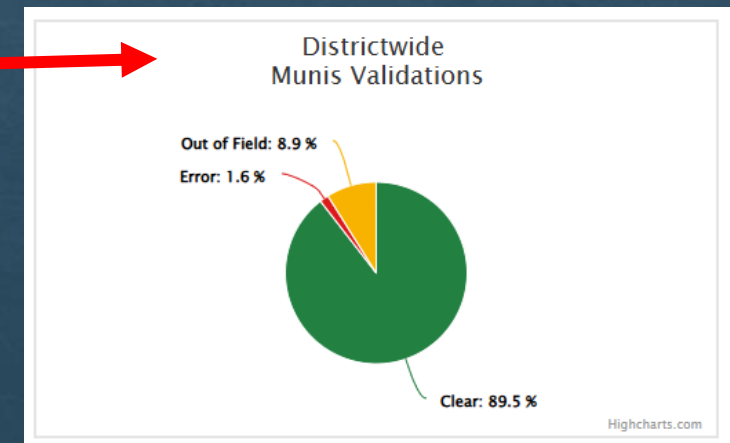
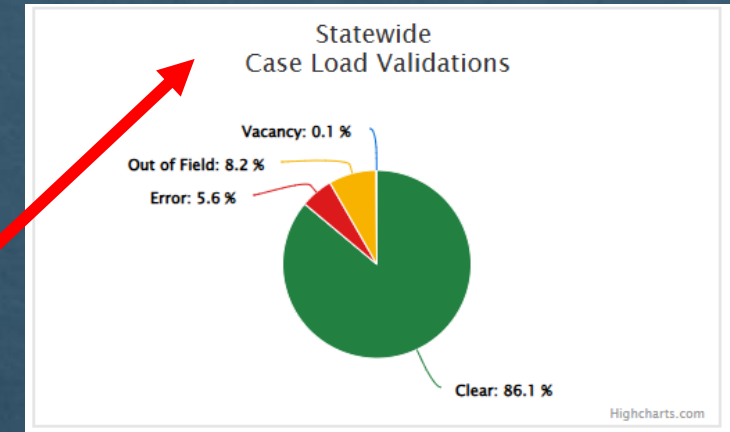
Validation Results in LEAD



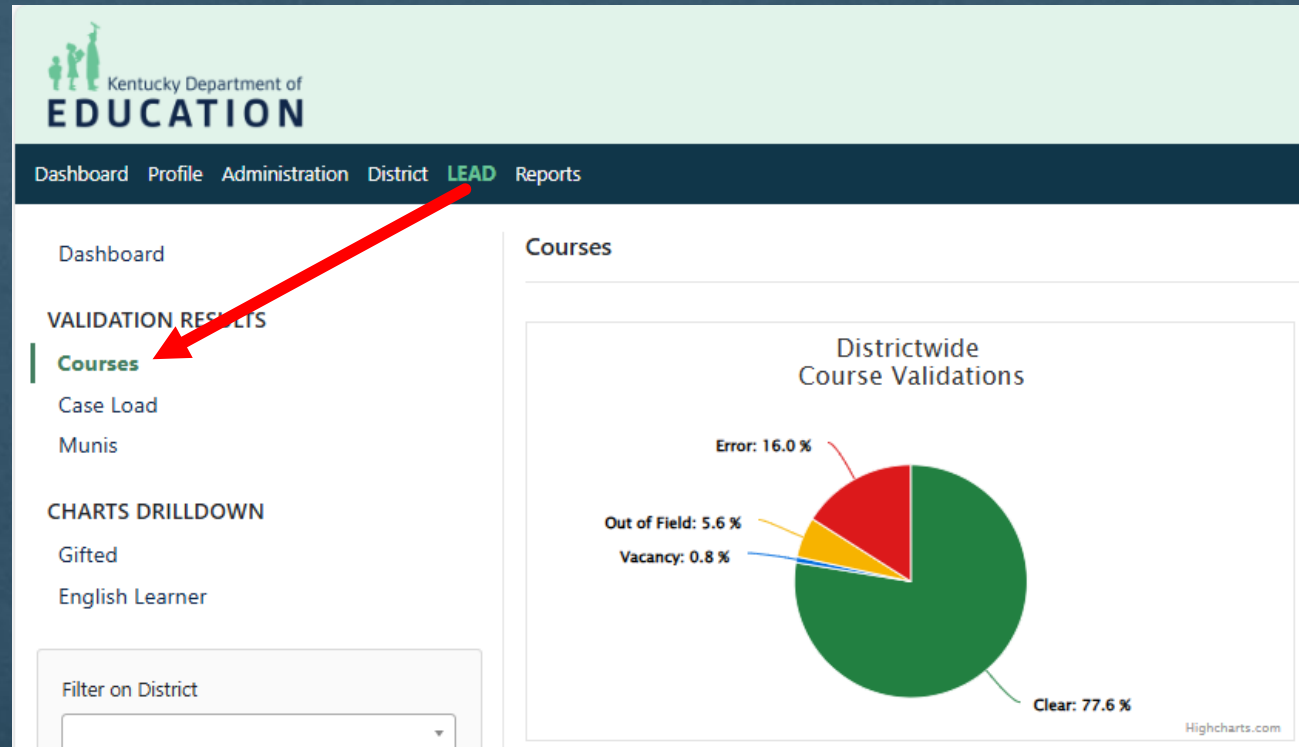
◆ Courses

◆ Case Load

◆ Munis



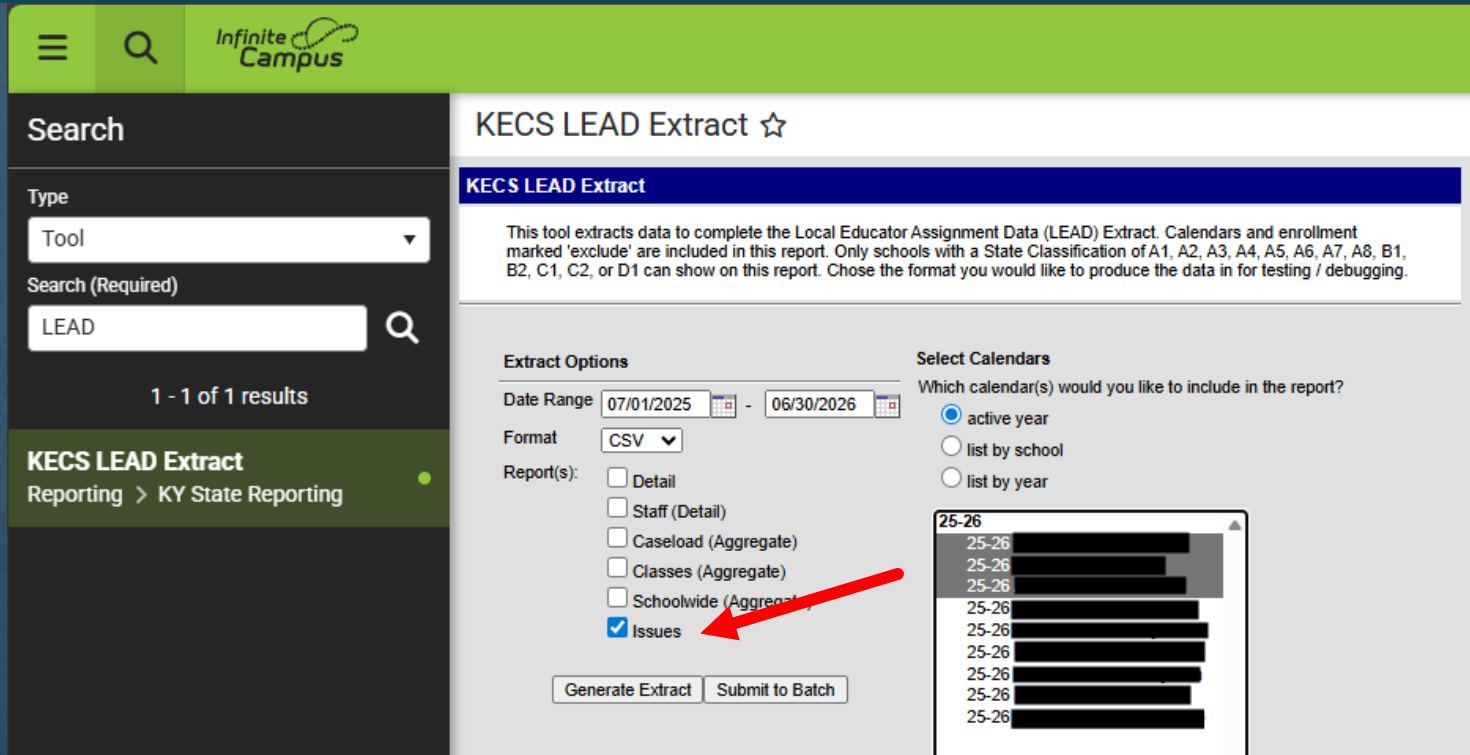
Reporting: Courses



LEAD > Validation Results > Courses

Purpose: Ensuring teacher/course alignment, LEAD Reporting in November, Data Reporting

Reporting: Courses



Search

Type
Tool

Search (Required)
LEAD

1 - 1 of 1 results

KECS LEAD Extract
Reporting > KY State Reporting

KECS LEAD Extract ☆

KECS LEAD Extract

This tool extracts data to complete the Local Educator Assignment Data (LEAD) Extract. Calendars and enrollment marked 'exclude' are included in this report. Only schools with a State Classification of A1, A2, A3, A4, A5, A6, A7, A8, B1, B2, C1, C2, or D1 can show on this report. Choose the format you would like to produce the data in for testing / debugging.

Extract Options

Date Range: 07/01/2025 - 06/30/2026

Format: CSV

Report(s):
☐ Detail
☐ Staff (Detail)
☐ Caseload (Aggregate)
☐ Classes (Aggregate)
☐ Schoolwide (Aggregate)
☒ Issues

Select Calendars

Which calendar(s) would you like to include in the report?

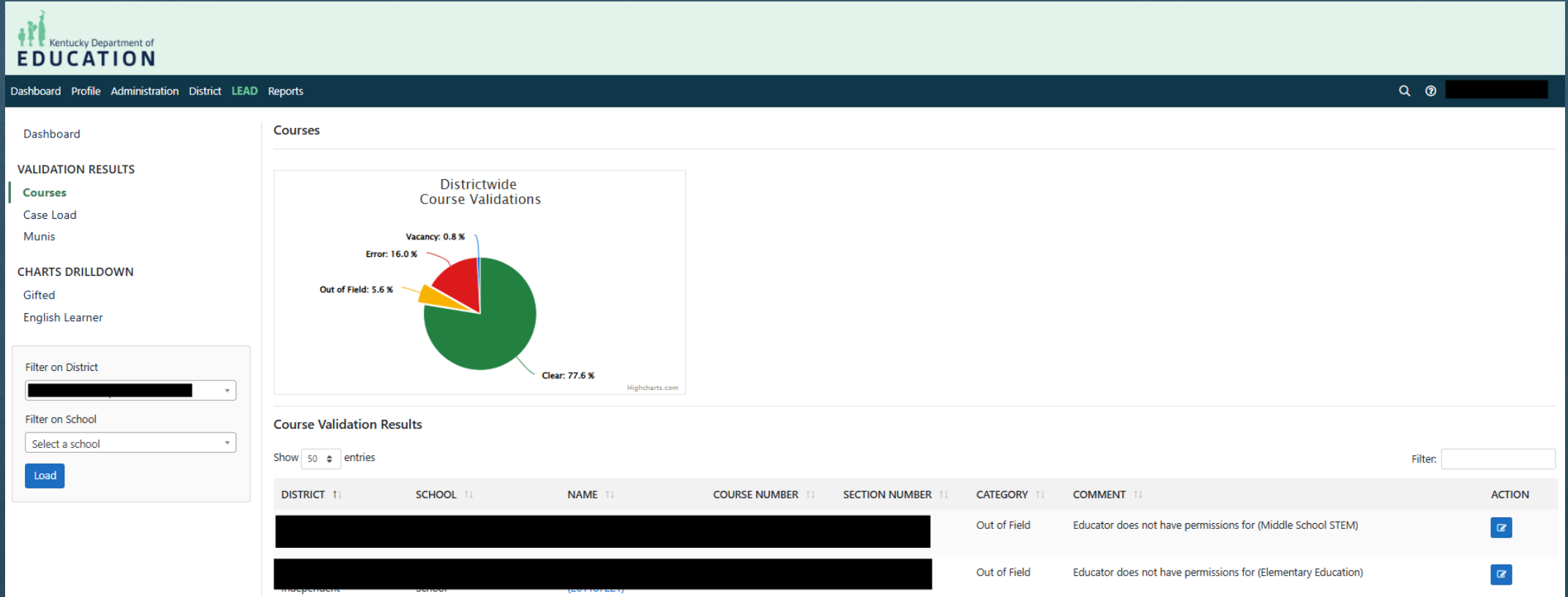
☒ active year
☐ list by school
☐ list by year

25-26
25-26
25-26
25-26
25-26
25-26
25-26
25-26
25-26

Generate Extract Submit to Batch

- ❖ Infinite Campus: Run the LEAD Extract: Issues Report
- ❖ Warnings 1 to 14 of the report relate to the Courses dashboard
- ❖ For support with the Report Logic refer to [KECS LEAD Extract Issues Report Knowledgebase Article](#)
- ❖ Correct Errors in Infinite Campus

Reporting: Courses



The screenshot shows the LEAD Reporting interface for Courses. The left sidebar contains navigation links: Dashboard, Profile, Administration, District, LEAD, and Reports. Under LEAD, there are sections for VALIDATION RESULTS (Courses, Case Load, Munis) and CHARTS DRILLDOWN (Gifted, English Learner). A filter section allows filtering by District and School, with a Load button. The main content area displays a pie chart titled 'Districtwide Course Validations' and a table titled 'Course Validation Results'.

Districtwide Course Validations

Category	Percentage
Clear	77.6 %
Error	16.0 %
Out of Field	5.6 %
Vacancy	0.8 %

Course Validation Results

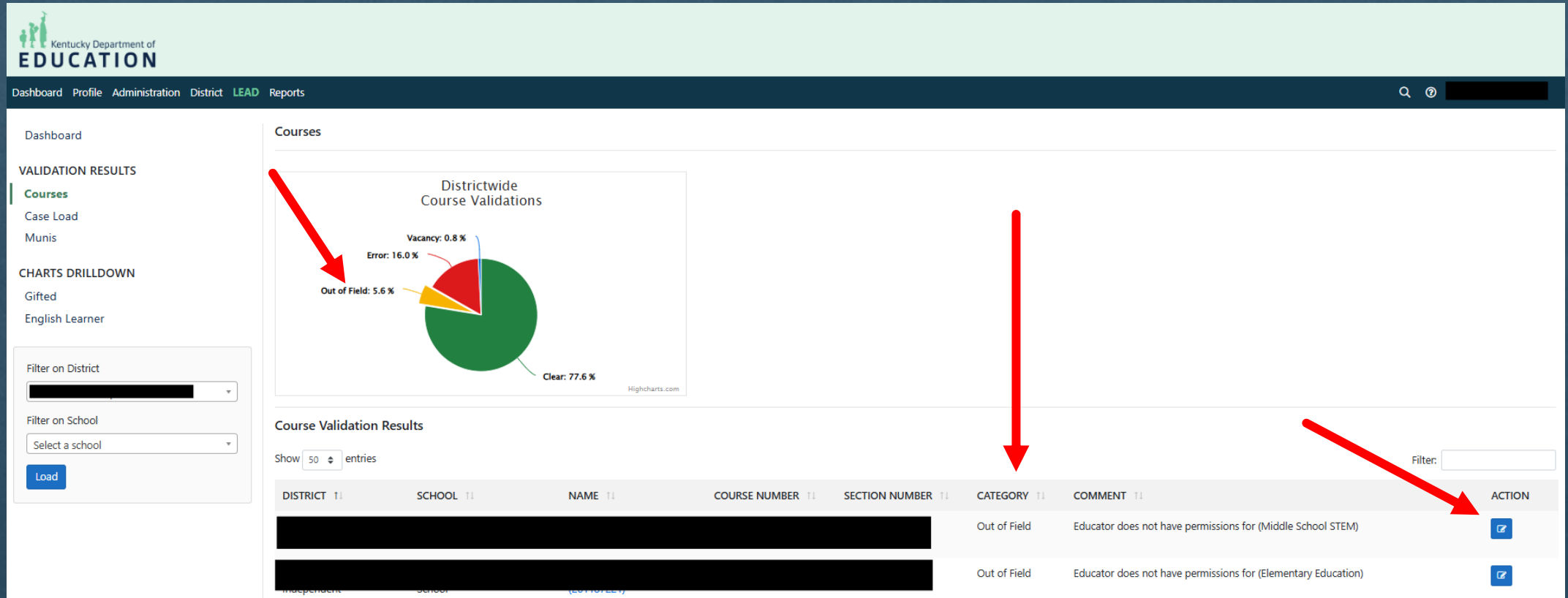
Show 50 entries

DISTRICT	SCHOOL	NAME	COURSE NUMBER	SECTION NUMBER	CATEGORY	COMMENT	ACTION
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Out of Field	Educator does not have permissions for (Middle School STEM)	[Edit]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Out of Field	Educator does not have permissions for (Elementary Education)	[Edit]

❖ Check Validation Results in LEAD

- ❖ Note: Changes in Infinite Campus will be reflected in LEAD the following day

Reporting: Courses



- ❖ You can select a category in the pie chart to filter the results
- ❖ You can click the Blue action button for more information

Reporting: Courses

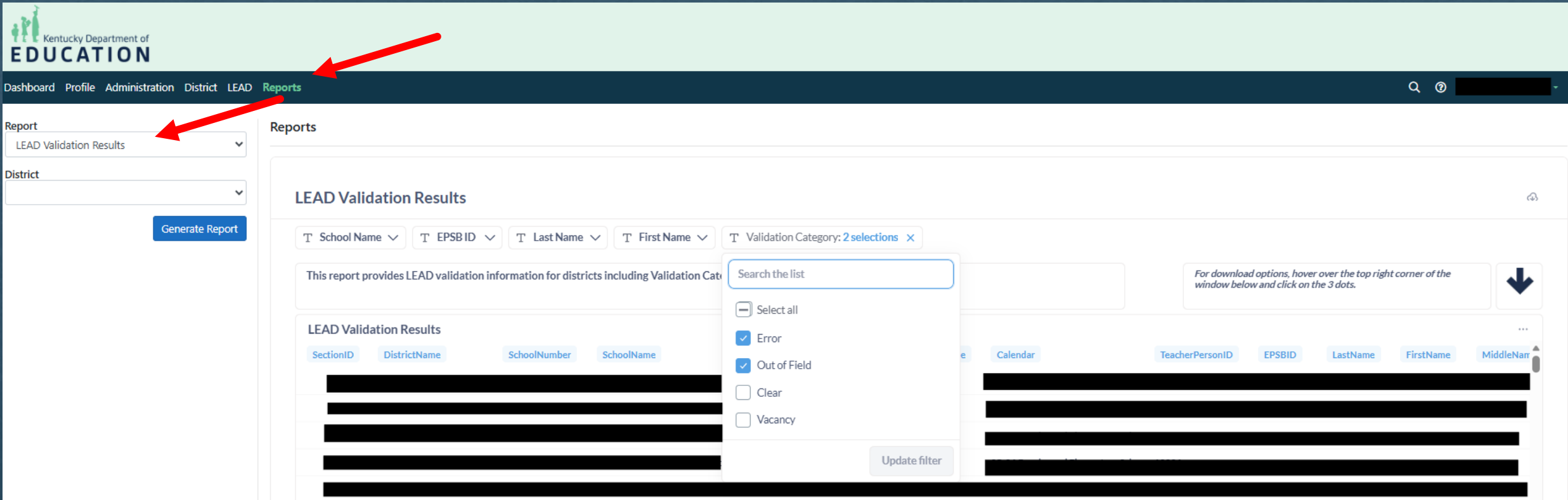
Edit Validation Results ×

VALIDATION DETAILS

Name [REDACTED]	Teacher PersonId [REDACTED]	EPSB ID [REDACTED] (Valid)
SectionID [REDACTED]	District [REDACTED]	School [REDACTED]
Section Special Type 01	Instructional Setting 01	Teaching Method 01
Schedule Structure Name [REDACTED]	Calendar [REDACTED]	
Course Number [REDACTED]	Course Name/Code IDEA Lab Leaders (300190)	Core Content 10082 - Middle School STEM
Low Grade 6	High Grade 6	

The most important information for LEAD to validate courses is the State Course Code

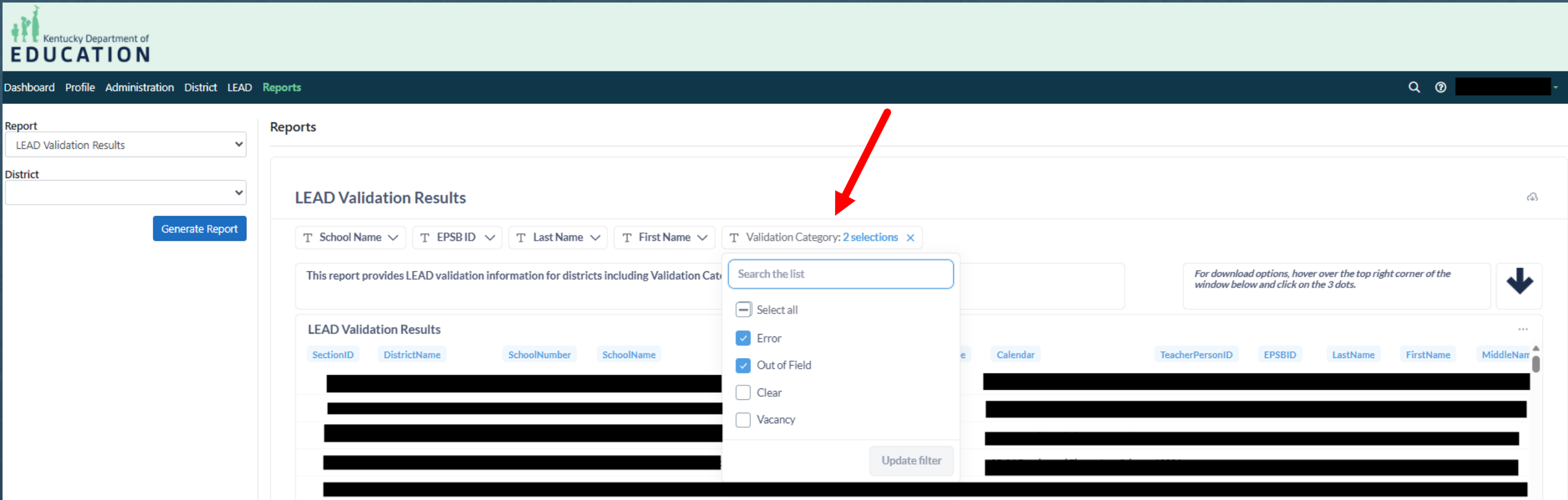
Reporting: Courses



The screenshot shows the Kentucky Department of Education's Reports section. The top navigation bar includes links for Dashboard, Profile, Administration, District, LEAD, and Reports. The Reports section is active, and the 'Report' dropdown menu is set to 'LEAD Validation Results'. A red arrow points to the 'Reports' link in the navigation bar, and another red arrow points to the 'LEAD Validation Results' dropdown. The main content area displays the 'LEAD Validation Results' report, which includes a search bar, a filter dropdown (currently showing 'Error' and 'Out of Field'), and a table of results. The table has columns for SectionID, DistrictName, SchoolNumber, and SchoolName. A download icon is visible in the top right corner of the report area.

- ❖ If you have the correct permissions on KECS you can also visit the Reports section by clicking Reports in the upper menu.
- ❖ Select the LEAD Validation Results report in the dropdown.

Reporting: Courses



Report: LEAD Validation Results

District: [Dropdown]

Generate Report

Reports

LEAD Validation Results

T School Name T EPSB ID T Last Name T First Name T Validation Category: 2 selections X

This report provides LEAD validation information for districts including Validation Category: [Dropdown]

Search the list

- ☐ Select all
- ☒ Error
- ☒ Out of Field
- ☐ Clear
- ☐ Vacancy

Update filter

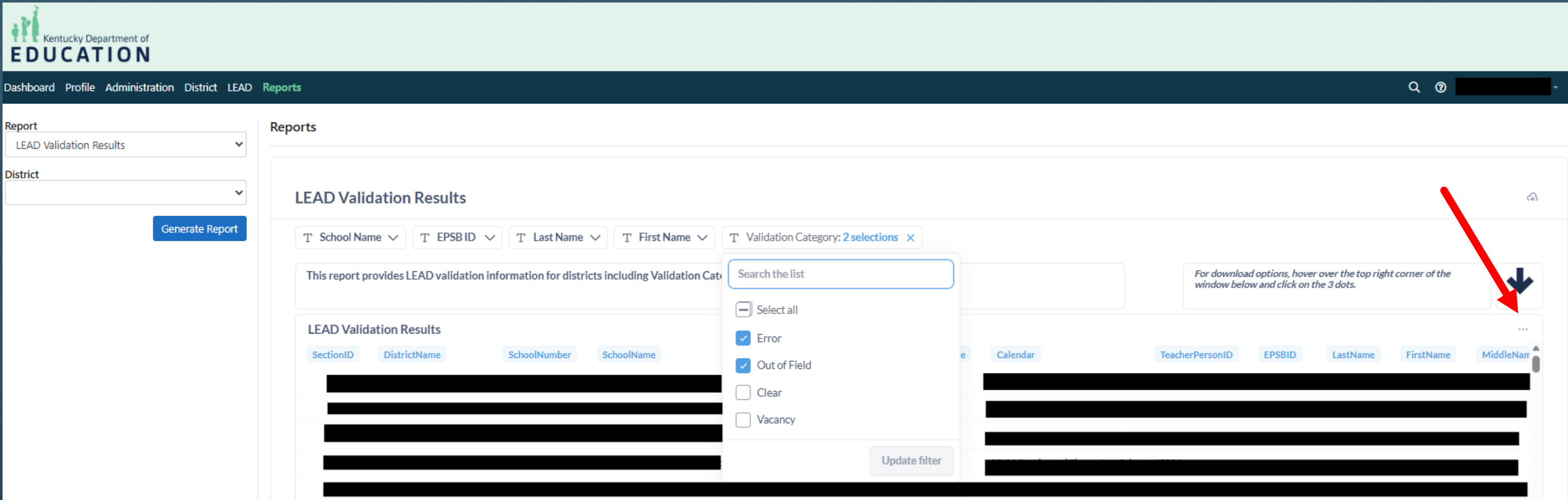
For download options, hover over the top right corner of the window below and click on the 3 dots.

Download

SectionID	DistrictName	SchoolNumber	SchoolName
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

- ❖ You can filter your results in a variety of ways, such as by the Validation Categories: Error and Out of Field.

Reporting: Courses



Dashboard Profile Administration District LEAD **Reports**

Report: LEAD Validation Results

District: [Select]

Generate Report

Reports

LEAD Validation Results

T School Name T EPSB ID T Last Name T First Name T Validation Category: 2 selections X

This report provides LEAD validation information for districts including Validation Category: [Select]

Search the list

- ☐ Select all
- ☒ Error
- ☒ Out of Field
- ☐ Clear
- ☐ Vacancy

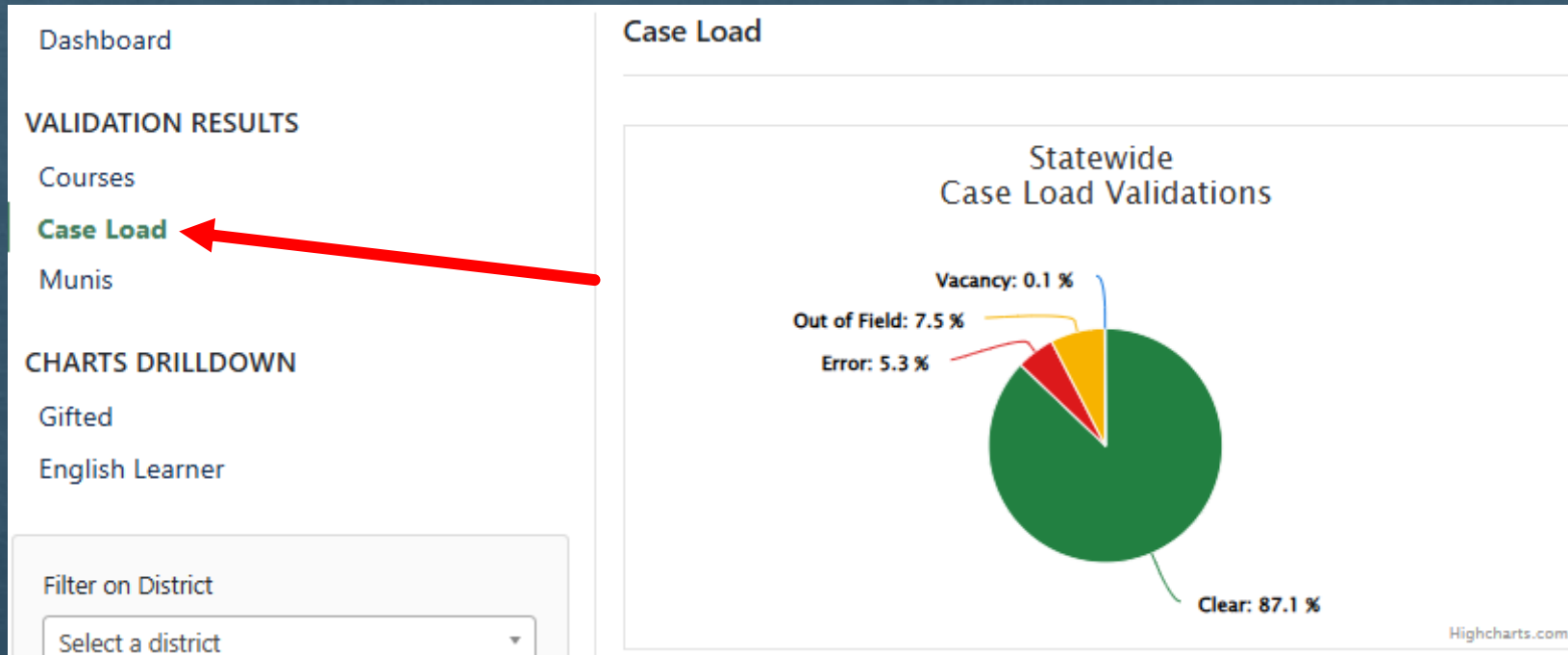
Update filter

For download options, hover over the top right corner of the window below and click on the 3 dots.

Table columns: SectionID, DistrictName, SchoolNumber, SchoolName, TeacherPersonID, EPSBID, LastName, FirstName, MiddleName

- ❖ You also have the option to download this report by clicking on the three dots in the top right-hand corner

Reporting: Case Load



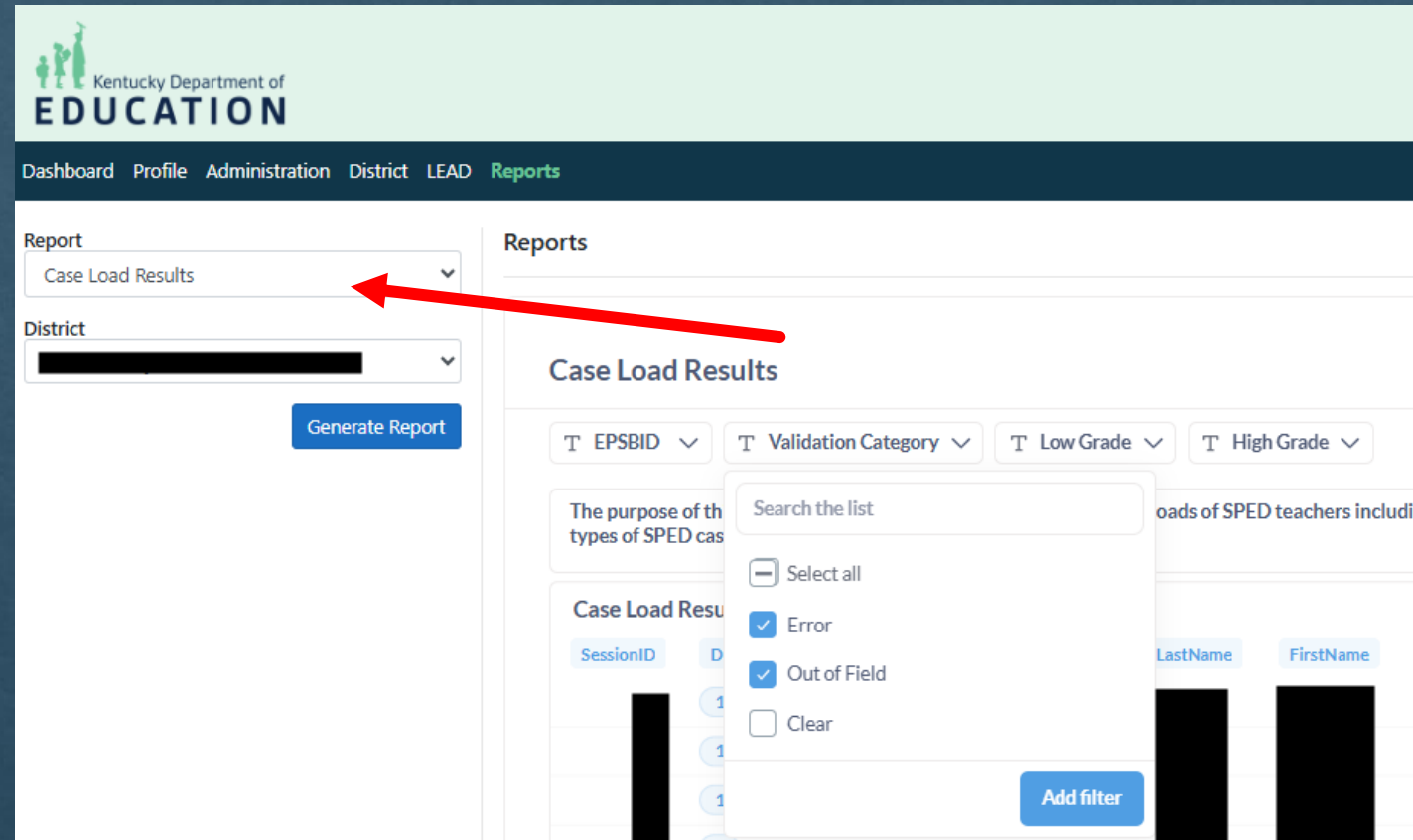
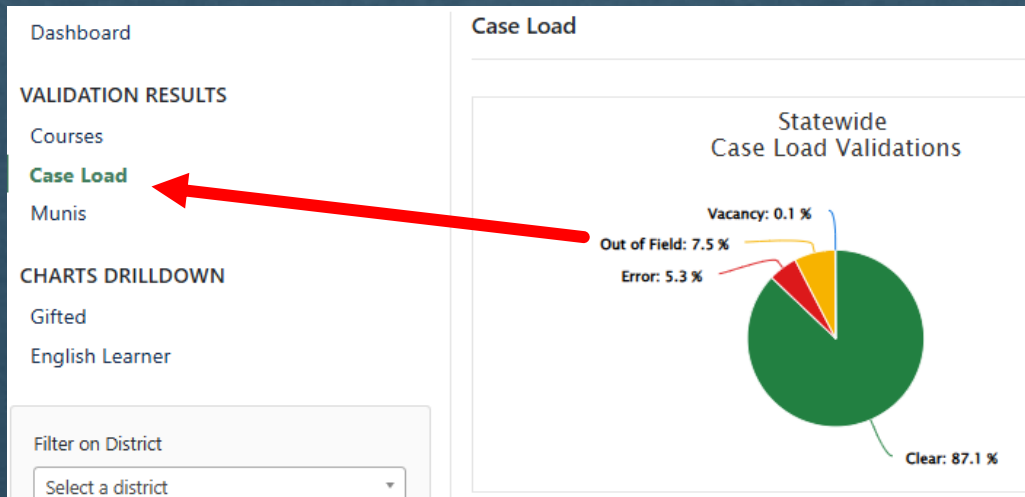
LEAD > Validation Results > Case Load

Purpose: Ensuring Case Worker and Special Education Student Alignment

[illegible]

- ❖ Infinite Campus: Run the LEAD Extract: Issues Report
 - ❖ Warnings 15 to 17 of the report relate to the Case Load dashboard
- ❖ Infinite Campus: Run the QA SPED: Error Report
- ❖ Correct Errors in Infinite Campus

Reporting: Case Load



Kentucky Department of
EDUCATION

Dashboard Profile Administration District LEAD **Reports**

Report

Case Load Results

District

Generate Report

Case Load Results

T EPSBID T Validation Category T Low Grade T High Grade

The purpose of the types of SPED caseloads of SPED teachers including

Case Load Results

SessionID D LastName FirstName

Search the list

- Select all
- ☒ Error
- ☒ Out of Field
- ☐ Clear

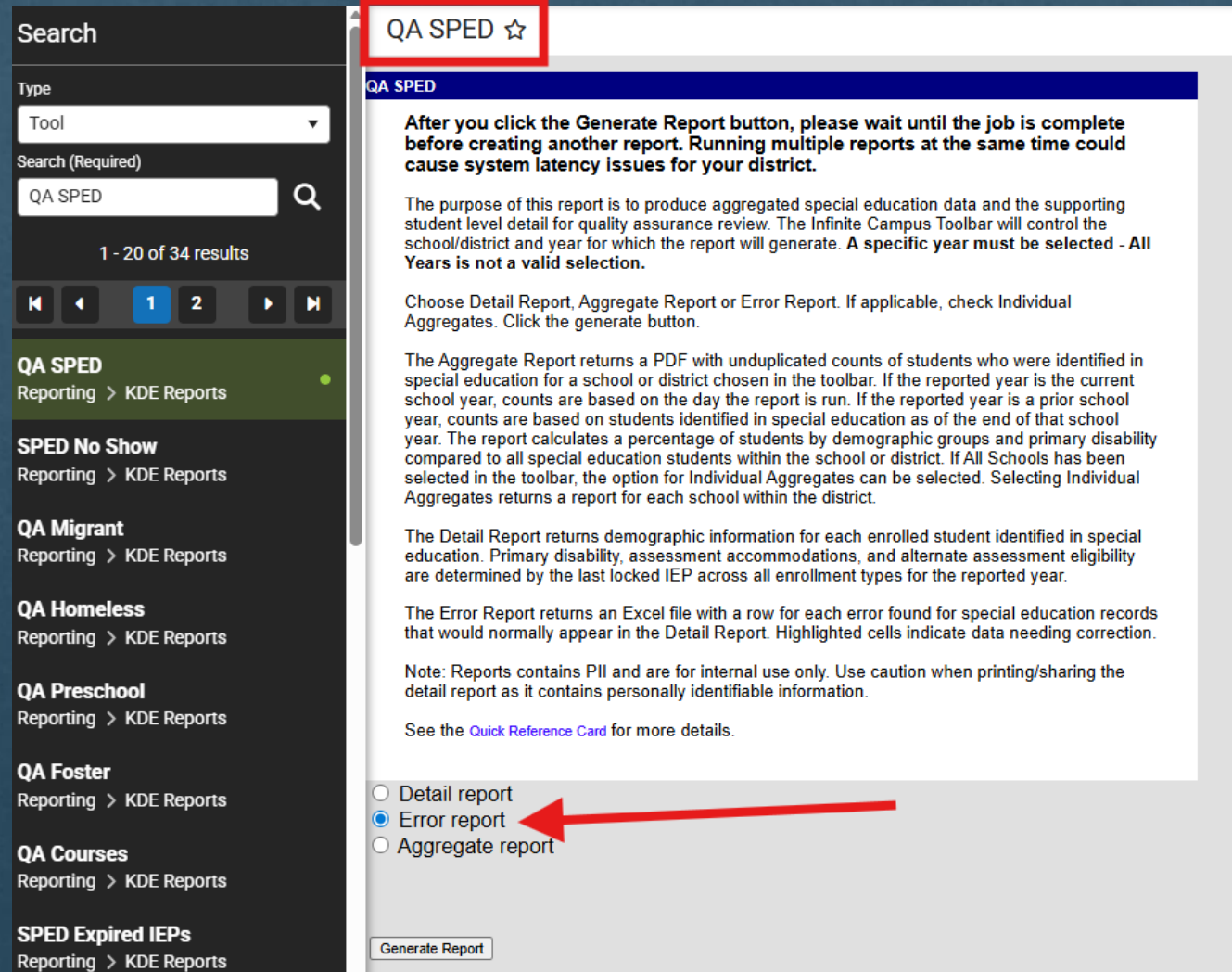
Add filter

- ❖ Check the Case Load Validation Results in LEAD
- ❖ Note any Errors or Out of Field Messages
- ❖ If you have Reports access you can run the Case Load Results Report

Reporting: Case Load

We are currently experiencing an issue with some incorrect warnings 15 and 16 on the Infinite Campus KECS LEAD Extract: Issue Report.

- Run the **QA SPED: Error Report**
- Correct all errors listed there.
- Ignore warnings 15 and 16 appearing on the **KECS LEAD Extract: Issue Report**.



Search

Type
Tool

Search (Required)
QA SPED

1 - 20 of 34 results

QA SPED
Reporting > KDE Reports

SPED No Show
Reporting > KDE Reports

QA Migrant
Reporting > KDE Reports

QA Homeless
Reporting > KDE Reports

QA Preschool
Reporting > KDE Reports

QA Foster
Reporting > KDE Reports

QA Courses
Reporting > KDE Reports

SPED Expired IEPs
Reporting > KDE Reports

QA SPED ☆

QA SPED

After you click the Generate Report button, please wait until the job is complete before creating another report. Running multiple reports at the same time could cause system latency issues for your district.

The purpose of this report is to produce aggregated special education data and the supporting student level detail for quality assurance review. The Infinite Campus Toolbar will control the school/district and year for which the report will generate. **A specific year must be selected - All Years is not a valid selection.**

Choose Detail Report, Aggregate Report or Error Report. If applicable, check Individual Aggregates. Click the generate button.

The Aggregate Report returns a PDF with unduplicated counts of students who were identified in special education for a school or district chosen in the toolbar. If the reported year is the current school year, counts are based on the day the report is run. If the reported year is a prior school year, counts are based on students identified in special education as of the end of that school year. The report calculates a percentage of students by demographic groups and primary disability compared to all special education students within the school or district. If All Schools has been selected in the toolbar, the option for Individual Aggregates can be selected. Selecting Individual Aggregates returns a report for each school within the district.

The Detail Report returns demographic information for each enrolled student identified in special education. Primary disability, assessment accommodations, and alternate assessment eligibility are determined by the last locked IEP across all enrollment types for the reported year.

The Error Report returns an Excel file with a row for each error found for special education records that would normally appear in the Detail Report. Highlighted cells indicate data needing correction.

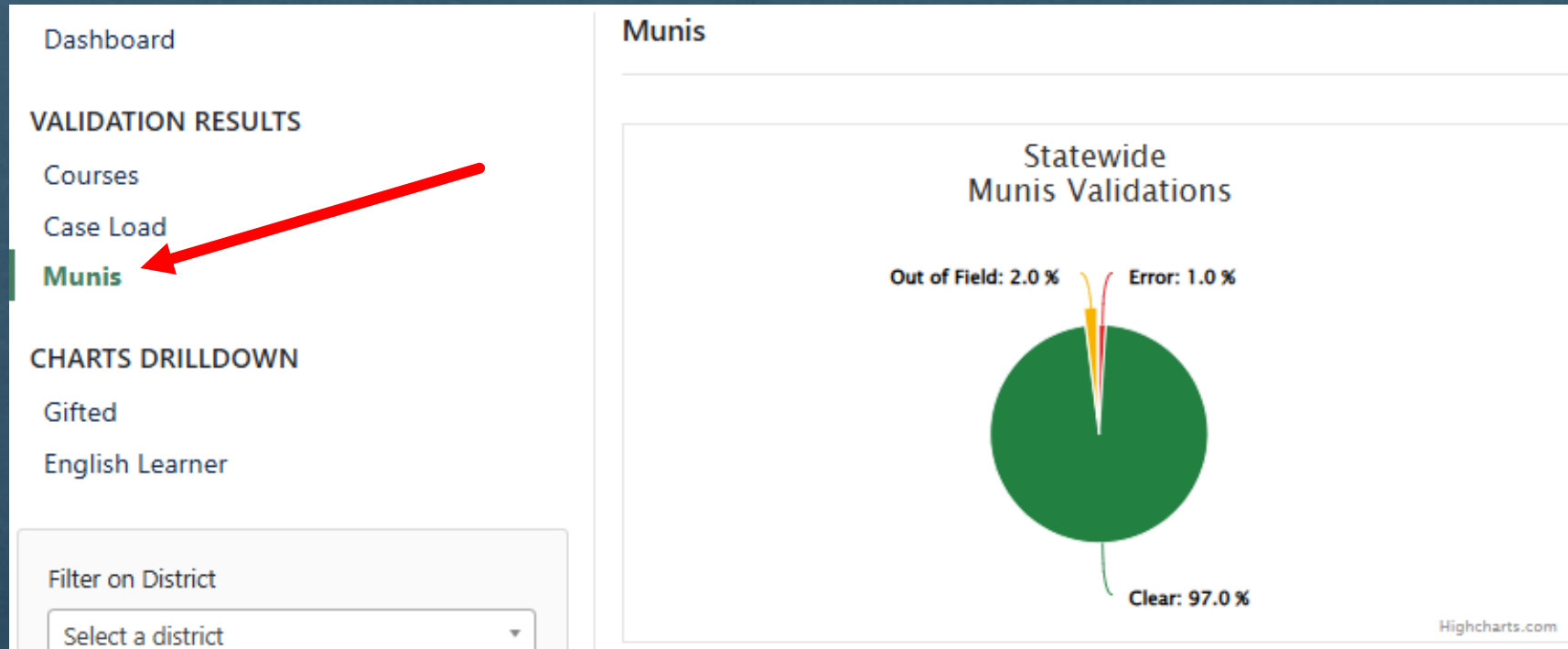
Note: Reports contains PII and are for internal use only. Use caution when printing/sharing the detail report as it contains personally identifiable information.

See the [Quick Reference Card](#) for more details.

☐ Detail report
☒ Error report
☐ Aggregate report

Generate Report

Reporting: Munis



LEAD > Validation Results > Munis

Purpose: PSD/CSD Reporting – Due by October 1st

- Any necessary changes must be completed by the end of November

The EERP (Munis) Data Journey:

Infinite Campus and KECS Validate the Data

- ◆ KECS and Infinite Campus work together, using a variety of reports, to check and validate Munis data.

The EERP Upload File is Created

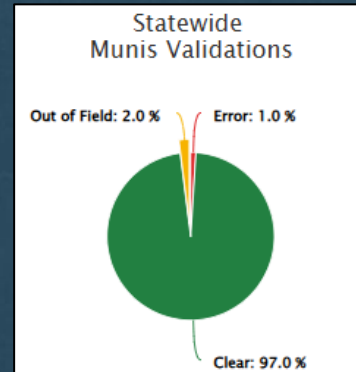
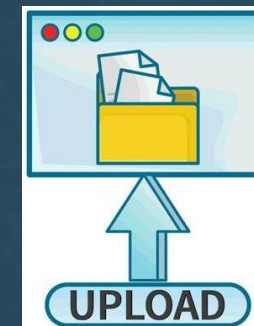
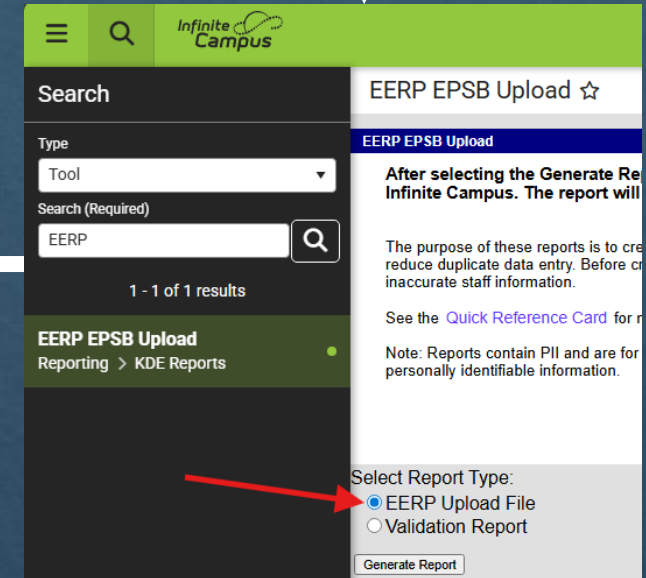
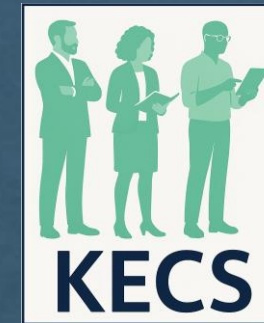
- ◆ Once changes are complete then the EERP Upload file can be created in Infinite Campus

Submit Files

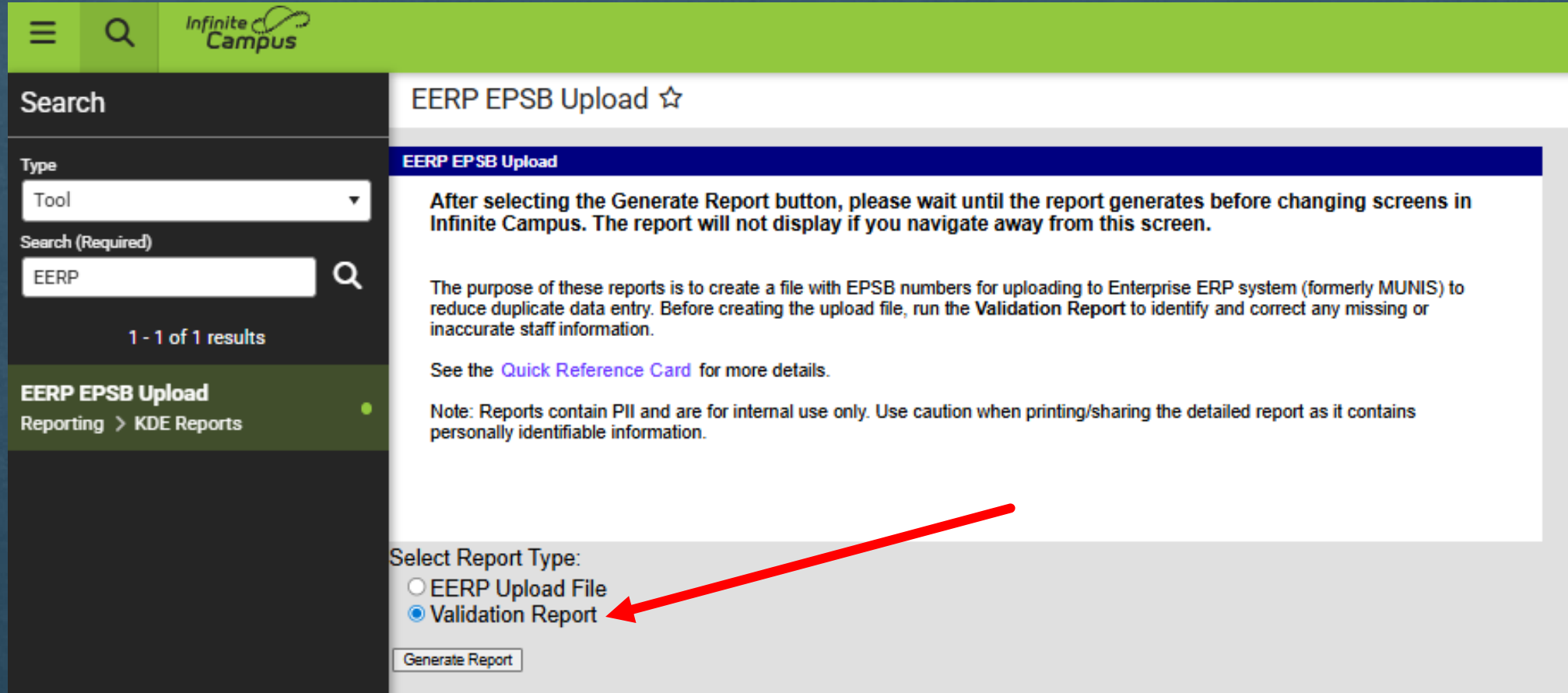
- ◆ For support with this contact the [KDE EERP team](#)

KECS Receives the Data

- ◆ Note that while other LEAD data updates the following day, EERP data updates every Monday



Reporting: Munis



The screenshot shows the Infinite Campus web application interface. On the left is a dark sidebar with a search bar and a list of results. The main content area is white with a green header bar. The search results show 'EERP EPSB Upload' as the only result. The main content area has a title 'EERP EPSB Upload' with a star icon. Below the title is a blue header bar with the text 'EERP EPSB Upload'. The main content area contains instructions and a 'Generate Report' button. A red arrow points to the 'Validation Report' radio button under the 'Select Report Type:' section.

Search

Type
Tool

Search (Required)
EERP

1 - 1 of 1 results

EERP EPSB Upload
Reporting > KDE Reports

EERP EPSB Upload ☆

EERP EPSB Upload

After selecting the Generate Report button, please wait until the report generates before changing screens in Infinite Campus. The report will not display if you navigate away from this screen.

The purpose of these reports is to create a file with EPSB numbers for uploading to Enterprise ERP system (formerly MUNIS) to reduce duplicate data entry. Before creating the upload file, run the Validation Report to identify and correct any missing or inaccurate staff information.

See the [Quick Reference Card](#) for more details.

Note: Reports contain PII and are for internal use only. Use caution when printing/sharing the detailed report as it contains personally identifiable information.

Select Report Type:

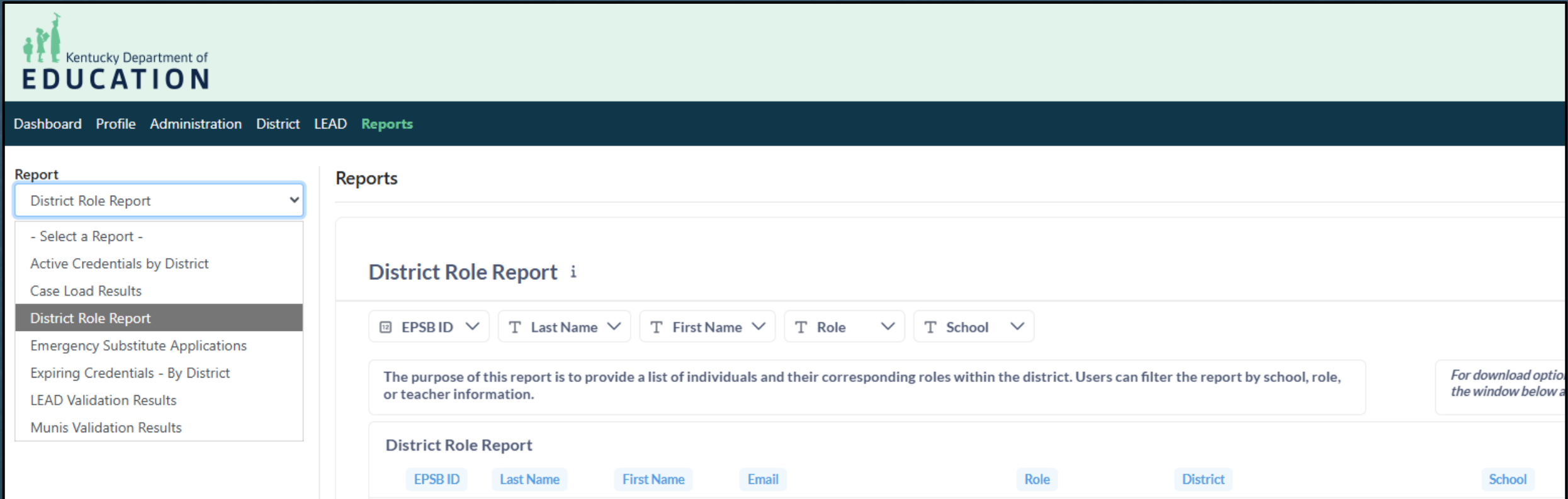
☐ EERP Upload File

☒ Validation Report

Generate Report

- ❖ Infinite Campus: Run the **EERP EPSB Upload: Validation Report**
- ❖ Correct Errors in Infinite Campus

Reporting: Munis



Dashboard Profile Administration District LEAD **Reports**

Report

District Role Report

- Select a Report -

Active Credentials by District

Case Load Results

District Role Report

Emergency Substitute Applications

Expiring Credentials - By District

LEAD Validation Results

Munis Validation Results

Reports

District Role Report ⓘ

EPSB ID Last Name First Name Role School

The purpose of this report is to provide a list of individuals and their corresponding roles within the district. Users can filter the report by school, role, or teacher information.

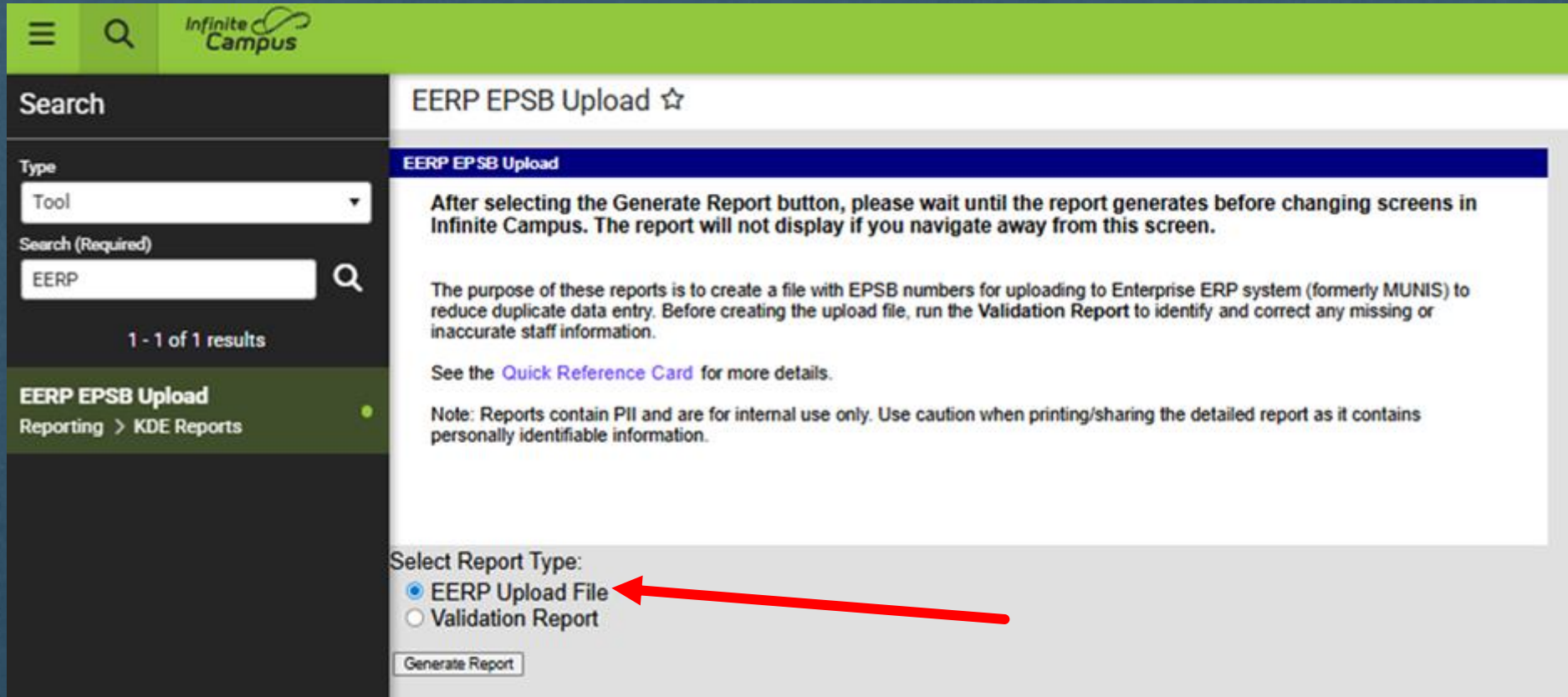
For download options, click the download icon in the window below a

District Role Report

EPSB ID Last Name First Name Email Role District School

- ❖ A tool in KECS you may want to use is the District Role Report
- ❖ Use it to find EPSB IDs
- ❖ Use it to confirm district/school staffing in KECS

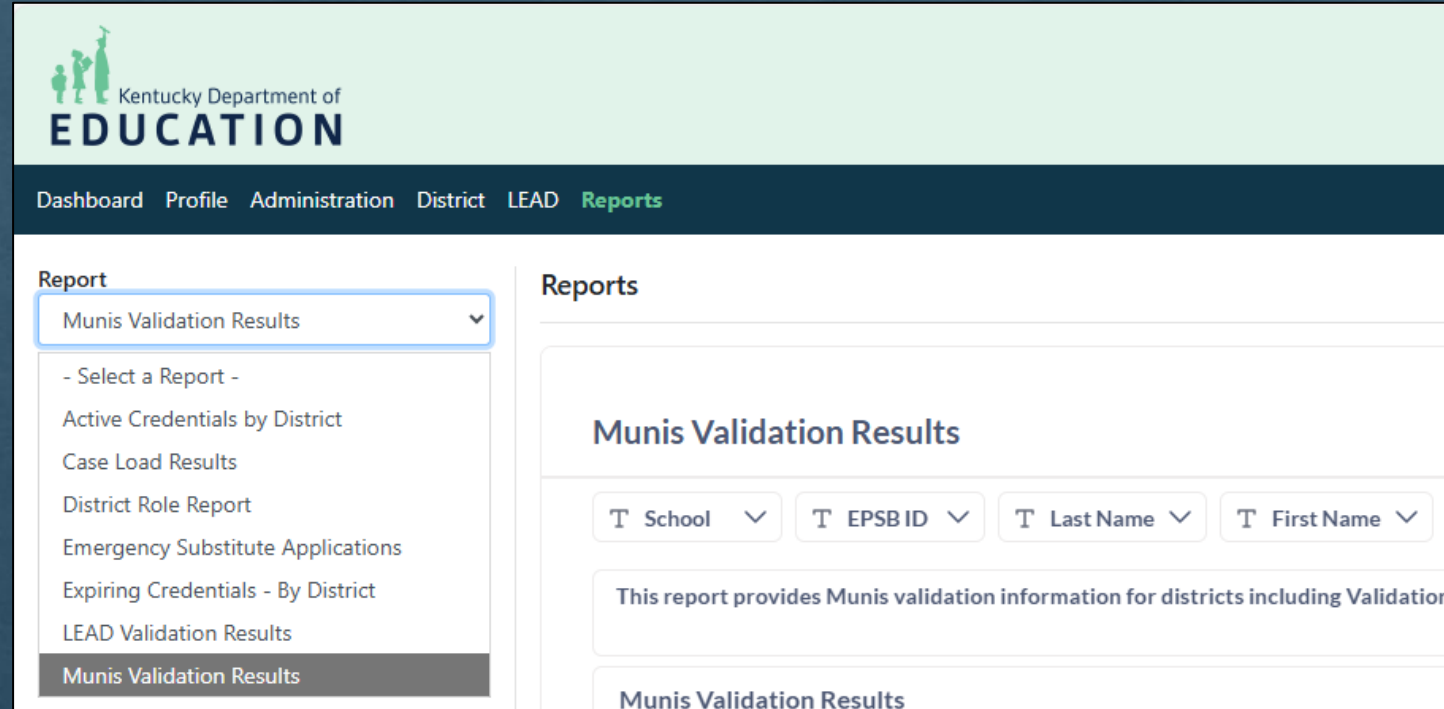
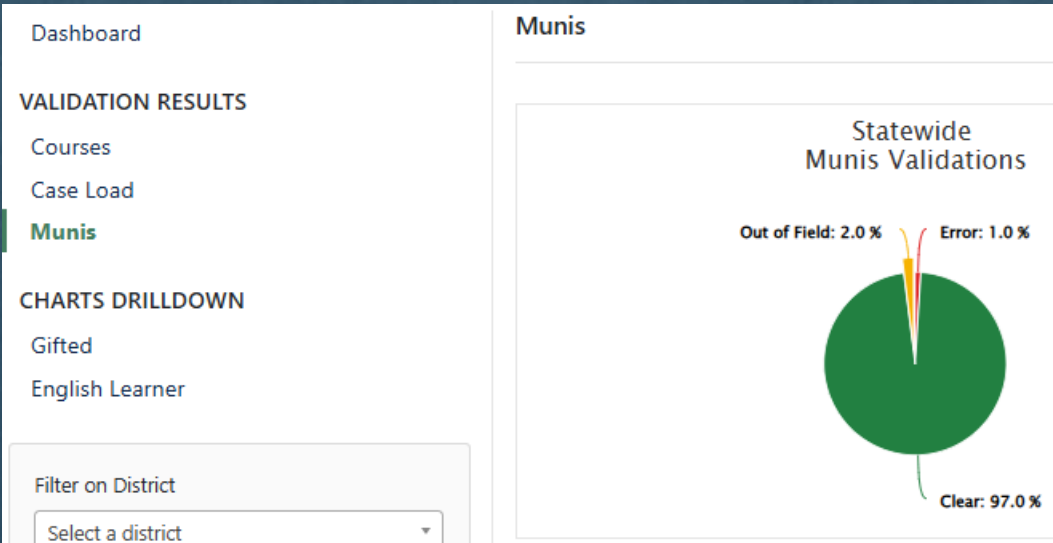
Reporting: Munis



The screenshot shows the Infinite Campus web interface. On the left is a dark sidebar with a search bar containing 'EERP' and a breadcrumb trail 'EERP EPSB Upload Reporting > KDE Reports'. The main content area has a green header with the Infinite Campus logo. Below the header, the title 'EERP EPSB Upload' is followed by instructions: 'After selecting the Generate Report button, please wait until the report generates before changing screens in Infinite Campus. The report will not display if you navigate away from this screen.' This is followed by a paragraph explaining the purpose of the reports and a note about PII. At the bottom, there is a 'Select Report Type:' section with two radio buttons: 'EERP Upload File' (which is selected and pointed to by a red arrow) and 'Validation Report'. A 'Generate Report' button is located below these options.

- ❖ Once all corrections are made in Infinite Campus download the EERP Upload File and submit it for Munis Reporting.
- ❖ You can contact the [KDE EERP team](#) by email for support

Reporting: Munis



- ❖ Check Validation Results in LEAD the following Monday
- ❖ Note any Errors or Out of Field Messages
- ❖ If you have Report access you can run the Munis Validation Results Report

Identifying Critical Issues

LEAD Resource

The screenshot shows the LEAD Resource page interface. At the top left is the Kentucky Department of Education logo. Below it is a navigation bar with links: Dashboard, Profile, District, LEAD, and Reports. On the right side of the navigation bar, there is a user profile icon circled in red, with a red arrow pointing to it from the right. The main content area is divided into several sections:

- Contact Support:** Includes phone number (866) 287-2077, email support@kecs.randasolutions.com, and a link to Submit Support Ticket.
- General Resources:** Includes a link to <https://goteachky.com/>.
- Certification Resources:** Includes links to CA-HQ_CourseAnalysisWorksheet.pdf, KECS OOS experience form.pdf, KECS OOS EPP program completion form.pdf, KECS OOS alt route form.pdf, KECS State-Federal Agency experience form.pdf, and TC-32.pdf.
- Applicant Guides:** Includes links to Registration.pdf, Username and Password.pdf, and Credential Application.pdf.
- KFETS:** Includes a link to Field_Experience_-_Educator[1].pdf.
- COOP:** Includes a link to Coop_Teacher_-_Educator_and_EPP_Supervisor[1].pdf.
- LEAD Resources:** Includes links to KECS Lead Extract Report (<https://kb.infinitecampus.com/help/kecslead>) and LEAD User Manual (https://www.education.ky.gov/districts/tech/sis/Documents/KECS_LEAD_User_Guide.pdf). A red arrow points to the LEAD User Manual link.

- ❖ Download the newest version of the LEAD User Manual for information about LEAD as well as how to correct LEAD issues.

Correcting Errors in LEAD:

LEAD User Guide

Contents

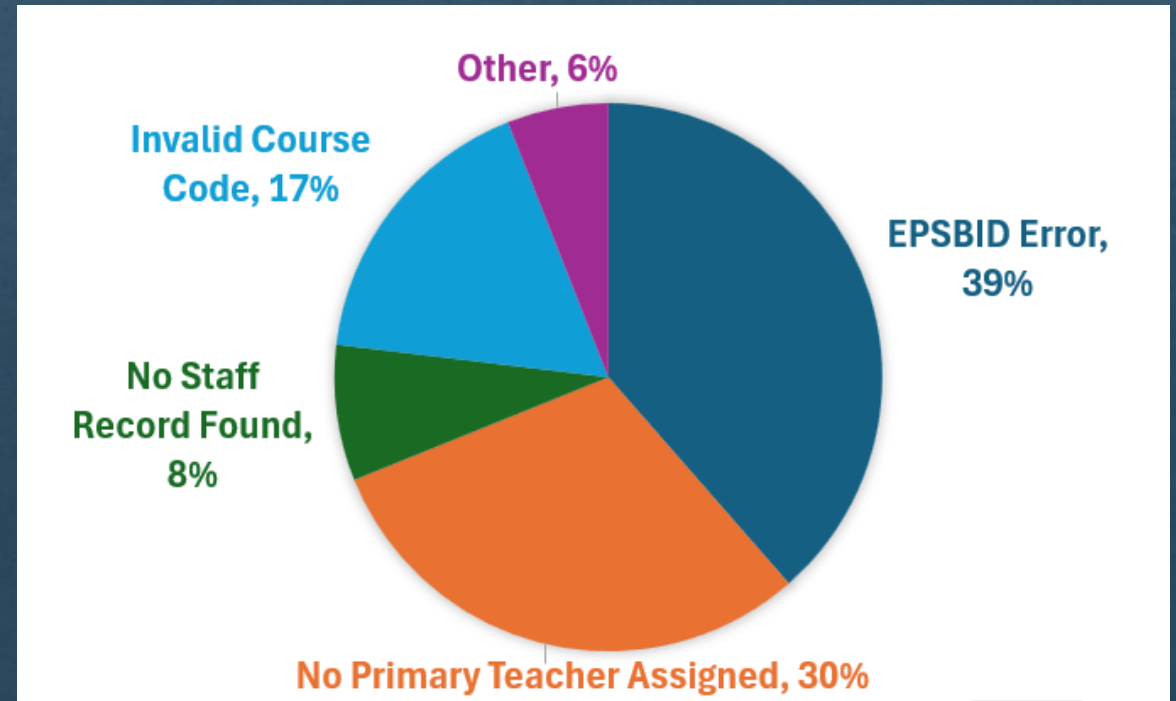
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- ◆ You can refer to the [LEAD User Guide](#) for information about LEAD including:
 - ◆ Course Validations
 - ◆ Case Load Validations
 - ◆ Munis Validations
 - ◆ Munis Reference Chart

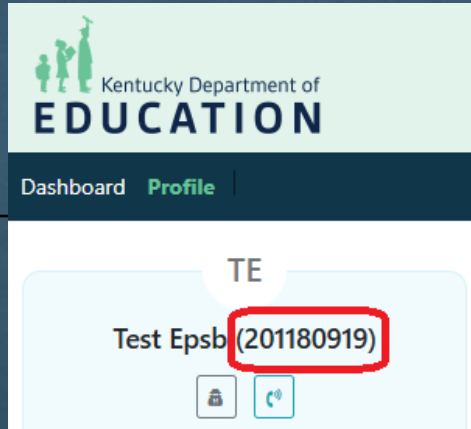
Courses: Errors

These 4 Errors in Course Validations make up 94% of all Errors

- #1) No EPSB ID Provided / Invalid EPSB ID
- #2) No Primary Teacher Assigned
- #3) Invalid Course Code
- #4) No Staff Record Found



#1) No EPSB ID Provided / Invalid EPSB ID



- ❖ Go to the Educator's Profile on KECS to find their EPSB ID
- ❖ Compare the person's information in KECS and IC to verify that it is the same person
- ❖ Update the License Number on the active District Employment record (in IC) to the correct EPSB ID
- ❖ Be careful NOT to include leading or trailing spaces

**If you have several EPSB ID Errors you could also download the District Role Report in KECS and use it to look up EPSB IDs*

#2) No Primary Teacher Assigned – Part 1

Section Staff History ☆

+ New Primary Teacher + New Teacher + New Section Staff

Staff History			
Name	Assignment Start	Assignment End	Access
There is no active primary teacher for this section.			

Every course needs a primary teacher assigned. These are the most common solutions:

- ◆ Check the Section Staff History of the course in Infinite Campus and assign the correct primary teacher
- ◆ If this a placeholder class (state course code of 800500, 909995, 950001 or 960001), assign a guidance counselor or an administrator as the primary teacher

#2) No Primary Teacher Assigned – Part 2


EPSB ID	First Name	Last Name
271	Placeholder	College Professor
261	Placeholder	Vacancy01
262	Placeholder	Vacancy02
263	Placeholder	Vacancy03
264	Placeholder	Vacancy04
265	Placeholder	Vacancy05
266	Placeholder	Vacancy06
267	Placeholder	Vacancy07
268	Placeholder	Vacancy08
269	Placeholder	Vacancy09
260	Placeholder	Vacancy10

EPSB ID	First Name	Last Name
641	Placeholder	Vacancy11
642	Placeholder	Vacancy12
643	Placeholder	Vacancy13
644	Placeholder	Vacancy14
645	Placeholder	Vacancy15
646	Placeholder	Vacancy16
647	Placeholder	Vacancy17
648	Placeholder	Vacancy18
649	Placeholder	Vacancy19
650	Placeholder	Vacancy20

- ◆ If the teaching position is vacant assign a vacancy placeholder as the primary teacher
 - ◆ *Note: A substitute teacher cannot be assigned as a primary teacher*
- ◆ If this is a college offered dual credit course, assign the college professor placeholder as the primary teacher




Placeholders must use an EPSB ID from this table found in the Census, Staff Information data standard.

#3) Invalid Course Code



Kentucky Department of
EDUCATION

[Dashboard](#) [Profile](#) [Administration](#) [District](#)


 ()

Profile
[Account Settings](#)
[Notifications](#)

CREDENTIALS
[Applications](#)
[Credentials](#)

GENERAL
[Payments](#)
[Documents](#)
[Experience](#)
[Assessments](#)
[Course Search](#)
[Coop Teacher](#)

The course does not have a state code specified, or it is invalid.

- ❖ Work with the school/teacher to determine the content being taught.
- ❖ Use the [State Searchable Course Code Database](#) to determine the appropriate state code.
- ❖ Update the state code on the course in Infinite Campus

Course Search

Code or Name

School Year:

2025-2026

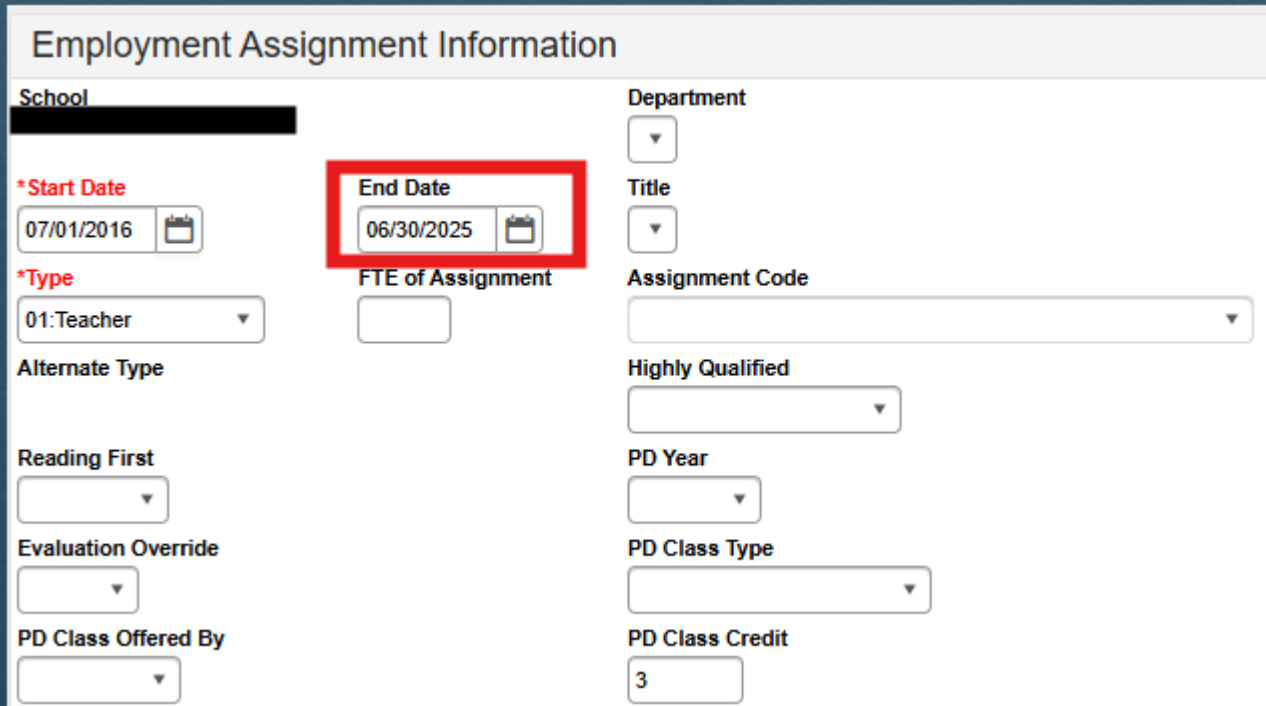
▼

Search

[Advanced Search](#)

#4) No Staff Record Found

This error appears when no active employment record matches the assigned teacher in the system.

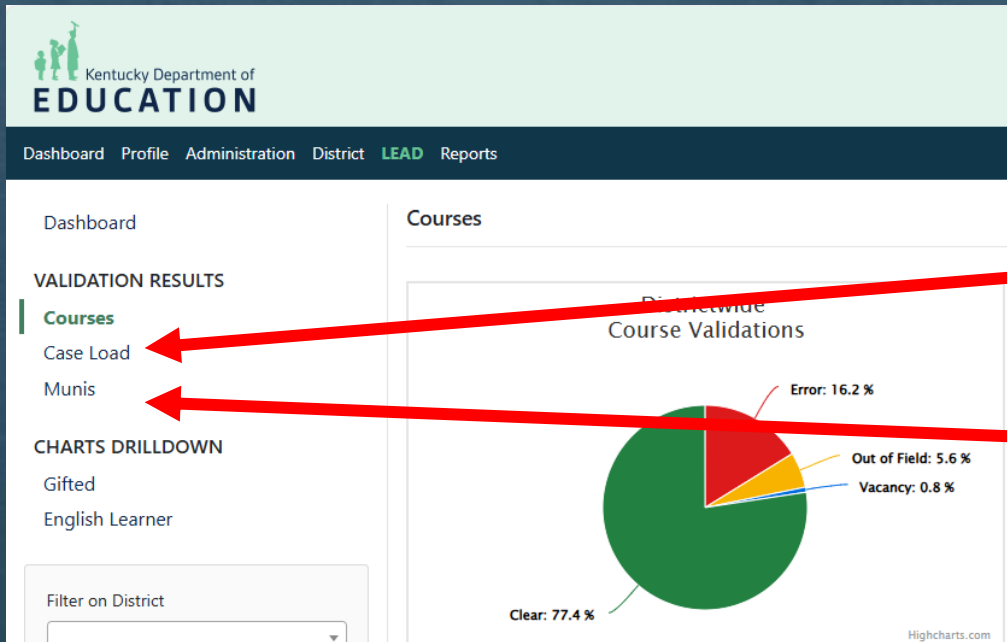


The screenshot shows a web form titled "Employment Assignment Information". The form is divided into several sections. The "School" field is a blacked-out text box. The "Department" field is a dropdown menu. The "Title" field is a dropdown menu. The "Assignment Code" field is a dropdown menu. The "Highly Qualified" field is a dropdown menu. The "PD Year" field is a dropdown menu. The "PD Class Type" field is a dropdown menu. The "PD Class Credit" field is a text box containing the number "3". The "Start Date" field is a date picker showing "07/01/2016". The "End Date" field is a date picker showing "06/30/2025" and is highlighted with a red border. The "FTE of Assignment" field is a text box. The "Type" field is a dropdown menu showing "01:Teacher". The "Alternate Type" field is a dropdown menu. The "Reading First" field is a dropdown menu. The "Evaluation Override" field is a dropdown menu. The "PD Class Offered By" field is a dropdown menu.

Employment Assignment Information	
School	Department
*Start Date	End Date
07/01/2016	06/30/2025
*Type	FTE of Assignment
01:Teacher	
Alternate Type	Assignment Code
Reading First	Highly Qualified
Evaluation Override	PD Year
PD Class Offered By	PD Class Type
	PD Class Credit
	3

- ❖ Verify the District Employment record is active with correct start and end dates to ensure validity.
- ❖ Confirm an active District Assignment record exists for the correct school and EPSB ID

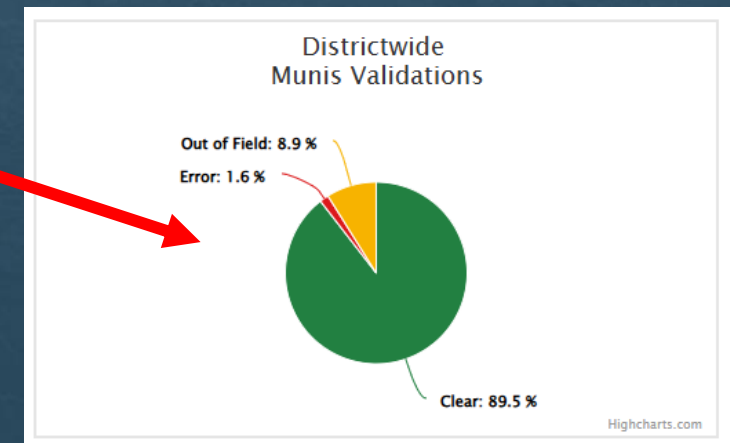
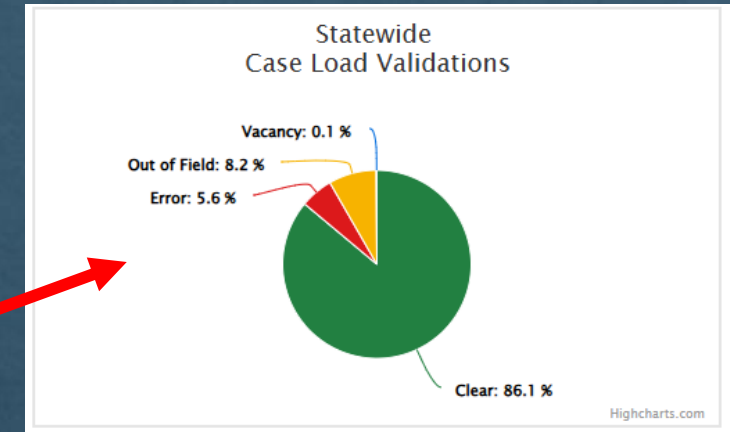
Validation Results in LEAD



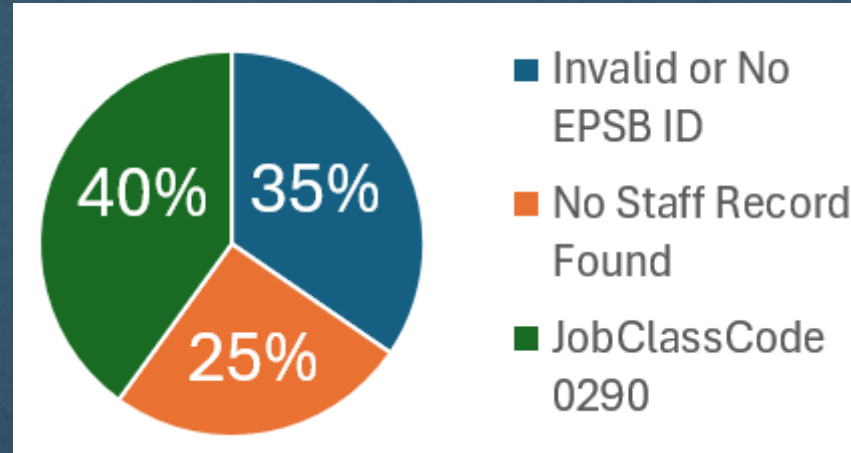
◇ Courses

◇ Case Load

◇ Munis



Case Load & Munis

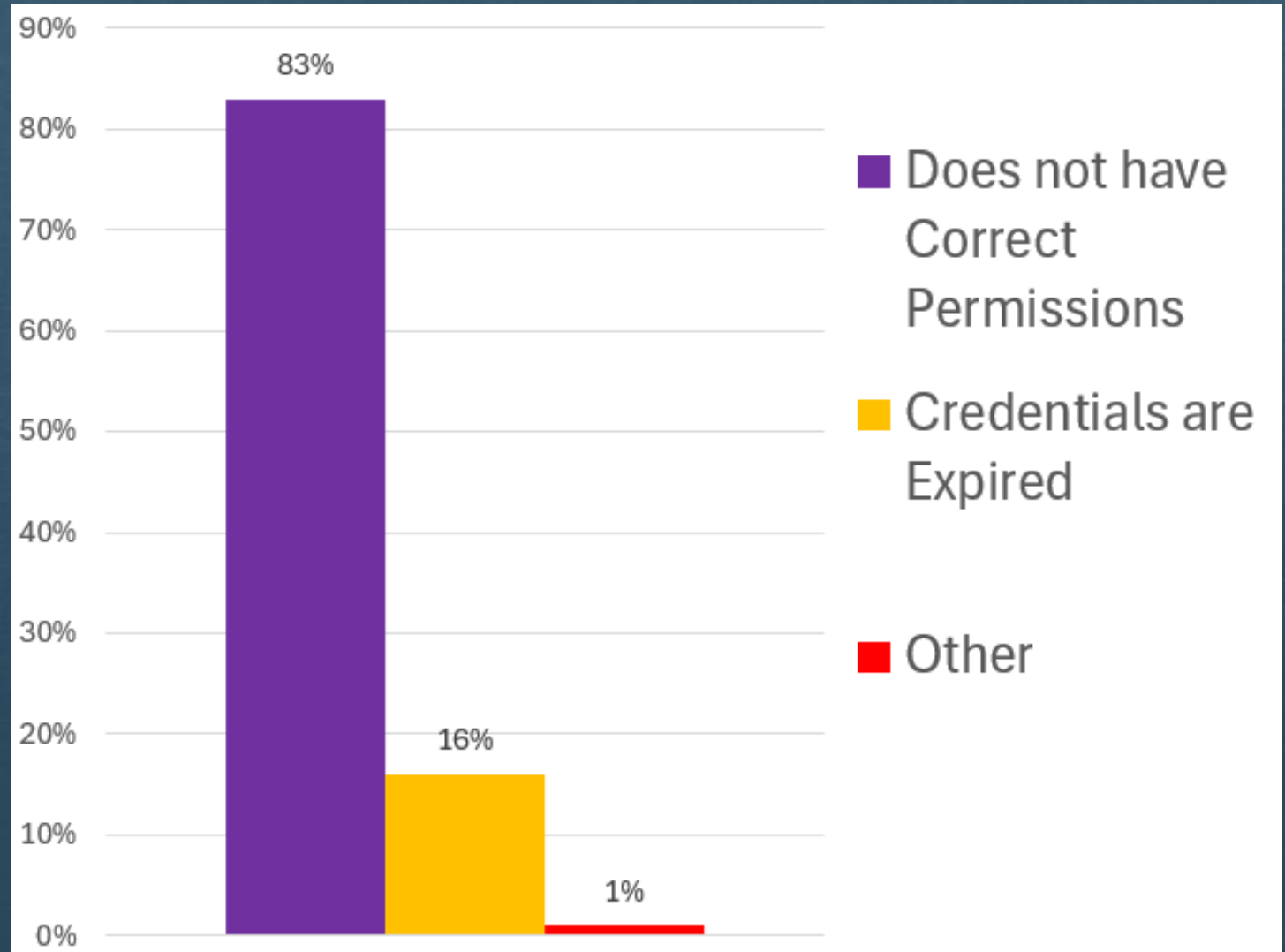


- EPSB ID Errors and No Staff Record Found
 - These can be resolved the same way they are for Course Validations
- JobClassCode 0290
 - This code should be used only as a last resort as it needs to be manually cleared
 - If JobClassCode 0290 needs to be used, then a job description must be sent to leadteam@education.ky.gov for approval

Aligning Courses and Credentials

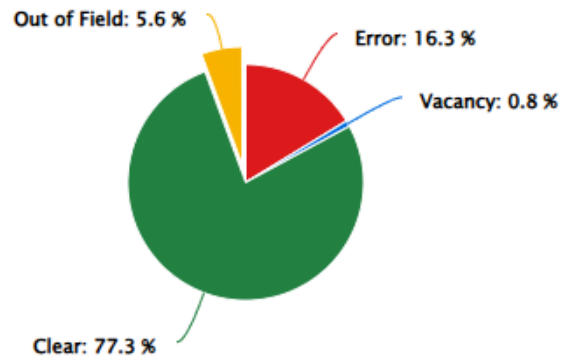
Courses: OOF Issues

Out Of Field messages in Course Validations are primarily about educator permissions. Aligning the content of the course with the permissions of the educator is paramount.



LEAD: Out of Field

Districtwide
Course Validations



Highcharts.com

Two types of Out Of Field Permission Errors

- ◆ Content
- ◆ Grade Range

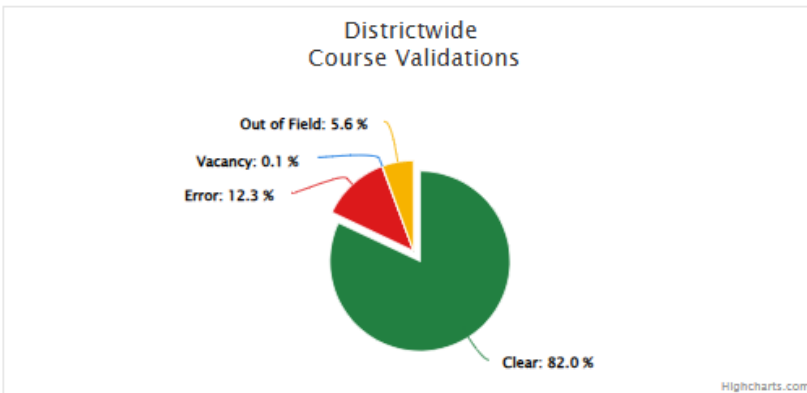
Course Validation Results

Show 50 entries

DISTRICT	SCHOOL	NAME	COURSE NUMBER	SECTION NUMBER	CATEGORY	COMMENT
					Out of Field	Educator does not have permissions for (Social Studies) within the grade range of 9-12
					Out of Field	Educator does not have permissions for (Social Studies)

LEAD: Out of Field

Courses



Course Validation Results

Show entries

Filter:

DISTRICT	SCHOOL	NAME	COURSE NUMBER	SECTION NUMBER	CATEGORY	COMMENT	ACTION

- ❖ When checking Out Of Field messages you can click on the blue action button to display more information about the course.

- A results window opens:
- Here we can see the Core Content is U.S. History
 - And we can see the Grade Range for this course is 9 to 11.
- And under the details we can see any active certifications that the educator has that can possibly clear the course.

Edit Validation Results

VALIDATION DETAILS

Name	Teacher PersonId	EPSB ID
[REDACTED]	[REDACTED]	[REDACTED] (Valid)
SectionID	District	School
[REDACTED]	[REDACTED]	[REDACTED]
Section Special Type	Instructional Setting	Teaching Method
01	01	01
Schedule Structure Name	Calendar	
Main	25-26 [REDACTED]	
Course Number	Course Name/Code	Core Content
[REDACTED]	US History (450812)	221 - U.S. History
Low Grade	High Grade	
9	11	

ACTIVE CREDENTIALS

i Listed below are active certifications that the educator currently has that can possibly clear the course. This does not take into account the grade ranges.

Show entries Filter:

CODE	CREDENTIAL	CONTENT	POPULATION	LOW	HIGH
KSS	Professional Certificate For Teaching Social Studies, Grades 8 Through 12	U.S. History	General	8th	12th

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Correcting Out of Field

Out of Field fixes for Placeholders

“Educator does not have permissions for (***)” - and the Educator holds a credential for Substitute Teaching**

- ✧ Substitute Teachers can not be the Primary Teachers. Use a Vacancy Placeholder for the primary teacher. See the [Census, Staff Information data standard](#) for more information.
- ✧ The substitute teacher can be assigned as a secondary teacher if needed

“Educator does not have permissions for (***)” - and the Educator is a College Professor Placeholder (271)**

- ✧ The Course Set up in Infinite Campus needs to change to Teaching Method 12: Dual Credit – College Offered

Correcting Out of Field

Out of Field fixes

“Educator does not have permissions for (***) within the grade range of 7-14”**

- ◆ When the section roster is empty, the course will default to the grade range of the school
 - ◆ Roster Students in the Course
 - ◆ Update the Grade Level Setup of the school if needed

“Educator does not have permission for (*a certain SPED Population* <autistic , speech, etc.>)”

- ◆ If this is a Special Education classroom, ensure that the educator has permissions for all the student populations
- ◆ If this is not a Special Education classroom change the Section Special Type to something other than 05

To View Educator Credential Permissions

The screenshot displays the KECS Educator Profile page. On the left is a navigation sidebar with sections: Profile, Account Settings, Notifications, CREDENTIALS (highlighted with a red arrow), GENERAL, EDUCATION, and LEGAL. The main content area is titled 'Credentials' and includes a '+ New' button and a 'Print Credential History' button. Below this is a table of credentials. The first row is highlighted with a red box. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 7 total entries)'. Further down is a 'Rank History' section with a '+ New' button and a table of rank history. Below that is a section titled 'Credential Permissions for Active Credentials' (highlighted with a red box). This section contains a table of permissions. The first row of this table is highlighted with a red box.

Credentials + New Print Credential History

Show 50 entries Active Expired All Filter:

CODE	DESCRIPTION	STATUS	EFFECTIVE DATE	EXPIRATION DATE	ORGANIZATION	ACTION
KSS	KSS: Professional Certificate For Teaching Social Studies, Grades 8 Through 12	Active	7/1/2021	6/30/2028	None	

Showing 1 to 1 of 1 entries (filtered from 7 total entries) Previous 1 Next

Rank History + New

Show 50 entries Filter:

RANK	BEGIN	END	ACTION
Rank I	07/01/2023		

Showing 1 to 1 of 1 entries Previous 1 Next

Credential Permissions for Active Credentials

Show 50 entries Filter:

CONTENT	JOB FUNCTION	POPULATION	LOW	HIGH
Advisor/Advisee (6-12)	Teacher	Any	8th	12th
American Studies	Teacher	General	8th	12th

- ◇ First, locate the teacher's profile page on KECS
- ◇ In the left-hand column, click on 'Credentials'
- ◇ Credential Codes are at the top
- ◇ Scroll down on the page to find the Credential Permissions

Credential Permissions for Active Credentials

Show 50 entries

Filter:

CONTENT 1↓	JOB FUNCTION 1↓	POPULATION 1↓	LOW 1↓	HIGH 1↓
Advisor/Advisee (6-12)	Teacher	Any	All Grades	All Grades
Any	Teacher	Alternative	All Grades	All Grades
Any	Teacher	Autistic	All Grades	All Grades
Any	Teacher	Developmentally Delayed	All Grades	All Grades
Any	Teacher	Emotional Behavior Disability	All Grades	All Grades
Any	Teacher	Homebound	All Grades	All Grades
Any	Teacher	Migrant	All Grades	All Grades
Any	Teacher	Mild Mental Disability	All Grades	All Grades
Any	Teacher	Multiple Disabilities	All Grades	All Grades
Any	Teacher	Orthopedically Impaired	All Grades	All Grades
Any	Teacher	Other Health Impaired	All Grades	All Grades
Any	Teacher	Specific Learning Disability	All Grades	All Grades
Any	Teacher	Traumatic Brain Injury	All Grades	All Grades
Career Choices (Middle School)	Teacher	General	All Grades	All Grades
Career Options (High School)	Teacher	General	All Grades	All Grades
Computer Laboratory	Teacher	General	All Grades	All Grades

You can check if an educator has permissions for all the student populations by visiting their profile page on KECS and looking at their Credential Permissions.

Credential Permissions for Active Credentials

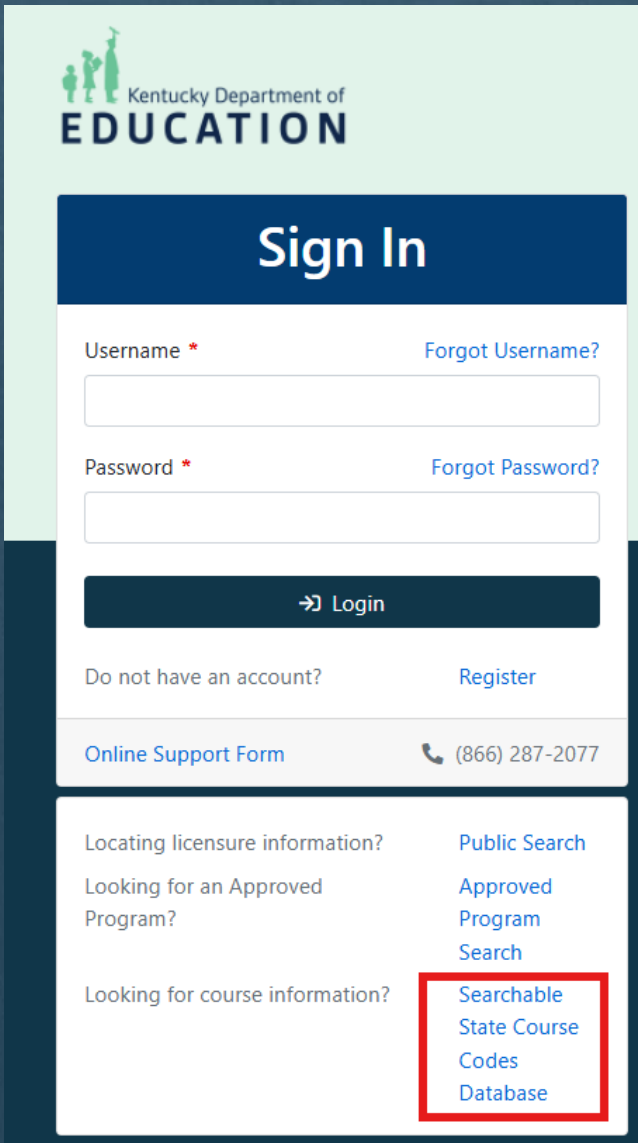
Show 50 entries

Filter:

CONTENT ↑↓	JOB FUNCTION ↑↓	POPULATION ↑↓	LOW ↑↓	HIGH ↑↓
Advisor/Advisee (6-12)	Teacher	Any	8th	12th
American Studies	Teacher	General	8th	12th
Anthropology	Teacher	General	8th	12th
Any	Teacher	Alternative	All Grades	All Grades
Any	Teacher	Homebound	All Grades	All Grades
Any	Teacher	Migrant	All Grades	All Grades
AP European History	Teacher	General	8th	12th
AP Government	Teacher	General	8th	12th
AP Psychology	Teacher	General	8th	12th
AP U.S. Government and Politics	Teacher	General	8th	12th
AP U.S. History	Teacher	General	8th	12th
AP World Geography	Teacher	General	8th	12th
Arts and Humanities/History and Appreciation of the Visual and Performing Arts	Teacher	General	6th	12th
Business Economics for Economics Credit within Social Studies	Teacher	General	8th	12th
Career Choices (Middle School)	Teacher	General	All Grades	All Grades
Career Options (High School)	Teacher	General	All Grades	All Grades

For general population courses you can check if the educator has permissions for both the content and the grade range of the course.

Searching State Course Codes



Kentucky Department of
EDUCATION

Sign In

Username * [Forgot Username?](#)

Password * [Forgot Password?](#)

[→ Login](#)

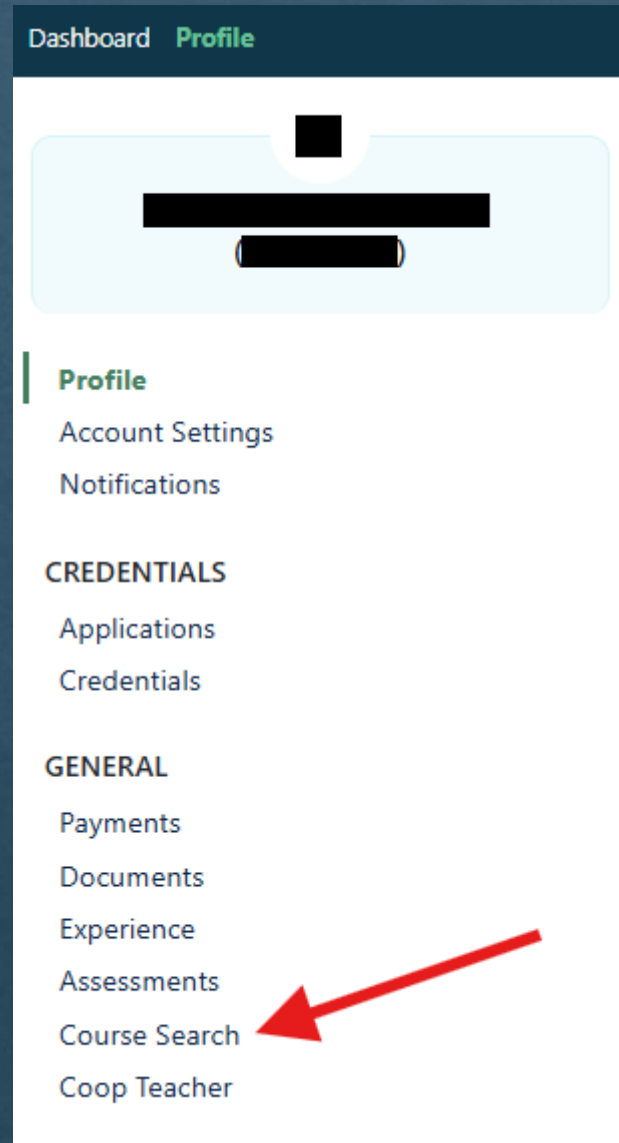
[Do not have an account?](#) [Register](#)

[Online Support Form](#) [\(866\) 287-2077](#)

Locating licensure information? [Public Search](#)

Looking for an Approved Program? [Approved Program Search](#)

Looking for course information? [Searchable State Course Codes Database](#)



Dashboard **Profile**

Profile

Account Settings

Notifications

CREDENTIALS

Applications

Credentials

GENERAL

Payments

Documents

Experience

Assessments

Course Search

Coop Teacher

Now that we can find the credentials and permissions of an educator navigate to the Searchable State Course Code Database by either:

- ❖ Selecting it on the sign in page
- ❖ Selecting it under GENERAL from a profile page
- ❖ Using a link: [Public Course Search](https://kecs.education.ky.gov/public/coursesearch)
 - ❖ *kecs.education.ky.gov/public/coursesearch*


Searching State Course Codes

Course Search

Code or Name

School Year: 2025-2026

Search [Advanced Search](#)



- ◆ Enter the correct School Year
- ◆ You can search by LEAD Content Area

Course Search

Code or Name

Certifications

Low Grade

All Grades

School Year: 2025-2026

Subjects

LEAD Content Areas

High Grade

All Grades

Program Areas

Populations

Search [Basic Search](#)

Aligning Courses to the Teacher

Profile

Account Settings

Notifications

CREDENTIALS

Applications

Credentials

GENERAL

Payments

Refunds

Credits

Documents

EDUCATION

Degrees

Admissions & Exits

Out of State License

Field Experience Records

LEGAL

Complaints

Cases

Credentials

+ New

Print Credential History

Show 50 entries

ActiveExpiredAll

Filter:

CODE	DESCRIPTION	STATUS	EFFECTIVE DATE	EXPIRATION DATE	ORGANIZATION	ACTION
KSS	KSS: Professional Certificate For Teaching Social Studies, Grades 8 Through 12	Active	7/1/2021	6/30/2028	None	

Showing 1 to 1 of 1 entries (filtered from 7 total entries)

Previous1Next

Rank History

+ New

Show 50 entries

Filter:

RANK	BEGIN	END	ACTION
Rank I	07/01/2023		

Showing 1 to 1 of 1 entries

Previous1Next

Credential Permissions for Active Credentials

Show 50 entries

Filter:

CONTENT	JOB FUNCTION	POPULATION	LOW	HIGH
Advisor/Advisee (6-12)	Teacher	Any	8th	12th
American Studies	Teacher	General	8th	12th

- ❖ In this example the school would like to offer a course about politics to Grade 12 students, they consider this educator with a KSS Credential

Economics	Teacher	General	8th	12th
Financial Literacy for the Math Elective Requirement	Teacher	General	8th	12th
Geography	Teacher	General	8th	12th
Global Issues	Teacher	General	8th	12th
Human Geography	Teacher	General	8th	12th
Humanities (Social Studies)	Teacher	General	8th	12th
Kentucky Studies	Teacher	General	8th	12th
Law and Justice	Teacher	General	8th	12th
Money Skills for the Math Elective Requirement	Teacher	General	8th	12th
None	Athletic Director	None	All Grades	All Grades
None	Dropout Prevention/Alternative Teachers	None	All Grades	All Grades
None	Federal Grants Coordinator- School Level	None	All Grades	All Grades
None	Homebound Teacher	None	All Grades	All Grades
Offsite Vocational	Teacher	Any	All Grades	All Grades
Pathway to Careers	Teacher	General	8th	12th
Peer Tutoring	Teacher	Any	All Grades	All Grades
Political Science	Teacher	General	8th	12th
Practical Living/Life Skills for Elective Credit	Teacher	General	8th	12th
Psychology	Teacher	General	8th	12th
Social Studies	Teacher	General	8th	12th
Sociology	Teacher	General	8th	12th
Study Skills	Teacher	General	8th	12th
U.S. History	Teacher	General	8th	12th
World Civilization	Teacher	General	8th	12th
World History	Teacher	General	8th	12th
Yearbook	Teacher	Any	8th	12th

Searching State Course Codes

Course Search

Code or Name		School Year: 2025-2026	Program Areas
<input type="text"/>		Subjects	<input type="text"/>
Certifications		LEAD Content Areas	Populations
<input type="text"/>		<input type="text" value="Political Science"/>	<input type="text"/>
Low Grade		High Grade	
<input type="text" value="All Grades"/>		<input type="text" value="All Grades"/>	<input type="button" value="Search"/> <input type="button" value="Basic Search"/>

Show 10 entries

Filter:

COURSE DETAILS	COURSE CODE ↑↓	COURSE NAME ↑↓	CREDITS ↑↓	LOW GRADE ↑↓	HIGH GRADE ↑↓	CONTENT AREA ↑↓	PROGRAM AREA ↑↓
Details	451029	Political Science	1.00	9th	12th	Political Science	Political Science and Government

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

- ❖ The LEAD Content area can be entered in the Course Search
- ❖ In this example there is only 1 course code listed that can be used for this content area : 451029
- ❖ Click on the blue DETAILS button to view more information

Details for 451029 Political Science

Description

Political Science is the study of local, national, and foreign political processes.If this course is selected as one of the three credits for social studies needed for graduation, the standards used for social studies are found within the three credit requirements. Meaning, the district will need to ensure that students have the opportunity to access all of the standards found within the Kentucky Academic Standards for social studies, including communicating conclusions and the four social studies disciplines of civics, economics, geography and history and the standards therein.

Program Area

Political Science and Government

Program Specific Area

Social Studies

LEAD Content Area

Political Science

Credits

1.00

Populations

General

Grade Bands

High School

Start Year

1999

End Year

N/A

Certifications

Show 10 entries

Search:

CODE	NAME	STATUS
AJG2	Adjunct Instructor for Middle Grades Social Studies	Active
AJSS	Adjunct Instructor For Social Studies, Grades 8-12	Active
CFSS	Provisional One-Year College Faculty Certificate for Teaching Social Studies, Grades 8-12	Active
CG20	Professional Certificate For College Faculty, Middle School Social Studies, Grades 5-9	Active
CG20P	Provisional Certificate For College Faculty, Middle School Social Studies, Grades 5-9	Active
CO20	Conditional One-Year Certificate For Middle School Social Studies, Grades 5-9	Active
COSS	Conditional One-Year Certificate For Social Studies, Grades 8-12	Active
CSS	Professional Certificate For College Faculty, Social Studies, Grades 8-12	Active
CSSI	Provisional Internship Certificate For College Faculty, Social Studies, Grades 8-12	Active
CSSP	Provisional Certificate For College Faculty, Social Studies, Grades 8-12	Active

Showing 1 to 10 of 70 entries

Previous 1 2 3 4 5 6 7 Next

- There are 70 different credentials that have the correct content permissions to teach this course.
- This does not take into account the grade range.
- The course will clear if the credential also aligns with the grade range of the students enrolled in the course.

Correcting Out of Field - Other

“Other” Out of Field fixes

“More than 25% of students for the special education course are general population”

- ◇ If this is a general education course, change the section's Special Type in Infinite Campus
- ◇ If it is a special education course, ensure all students are Active SPED students with locked IEPs

“Educator must have 5 years of experience for this course”

- ◇ If the educator has at least 5 years of experience, then District HR Staff can add experience to their KECS Profile
 - ◇ Another reason to keep Educator experience up to date is because it can affect COOP teacher assignments. Correct experience must be recorded for the assignment to clear.

Action Plan and Conclusion

Checklist – Part 1

Timeline: Before working on LEAD Reporting

- ☐ Download the most up to date version of the LEAD User Guide

Staffing

Timeline: Complete this at the beginning of the Academic Year and as needed with staff changes

- ☐ Complete Staffing in Infinite Campus
- ☐ Complete Staffing in KECS

EERP (Munis)

Timeline: Initial Upload Due October 1st, any modifications are due by the end of November

- ☐ Infinite Campus: Run the EERP EPSB Upload: Validation Report and correct errors
 - ☐ In KECS you may want to run the District Role Report for support with EPSBIDs
- ☐ Infinite Campus: Run the EERP EPSB Upload File and submit by October 1st

Timeline: The Monday after the October 1st submission

- ☐ In KECS check Munis Validation results for Errors and Out of Fields
 - ☐ In KECS you may want to run the Munis Validation Results Report
- ☐ Make necessary changes in Infinite Campus and resubmit as needed before November 30

Checklist – Part 2

Courses

Timeline: LEAD Reporting due the middle of November, Data Reporting ongoing throughout the year

- ☐ Infinite Campus: Run the KECS LEAD Extract Issue Report and correct Warnings 1 to 14
- ☐ KECS: Check LEAD Course Validations for Errors and Out of Fields and make corrections
 - ☐ In KECS you may want to run the LEAD Validation Results Report

Case Load

Timeline: Middle of November and as needed throughout the year

- ☐ Infinite Campus: Run the KECS LEAD Extract Issue Report and correct Warnings 15 to 17
 - ☐ In Infinite Campus you may want to run the QA SPED Error Report
- ☐ KECS: Check LEAD Case Load Validations for Errors & Out of Fields and make corrections

Resources

Resources

- [LEAD User Guide](#) - For information about LEAD
- [Census \(Staff Information\) Data Standard](#) - Infinite Campus Staffing and Placeholders
- [Staff Management](#) - Staffing in KECS
- [KECS LEAD Extract Issues Report Knowledge Base](#) – On Infinite Campus
- [KECS LEAD Extract Issues Report Logic](#) - On Infinite Campus
- [State Searchable Course Code Database](#)
- [Helpful Links](#) - Support with Course Codes

Contacts

Contacts

For support with LEAD: LEADteam@education.ky.gov

For support with EERP (Munis): EERP@education.ky.gov

For support with Course Codes: CourseCodes@education.ky.gov