LEAD CHECKLIST

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 needed 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

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

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