KECSAC Membership Report

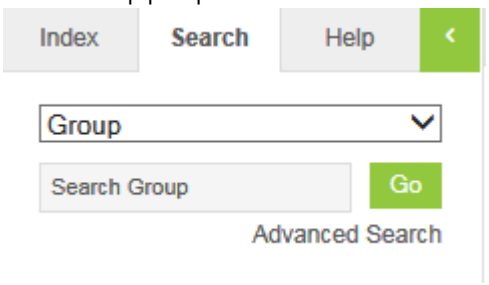
Infinite Campus

User Rights

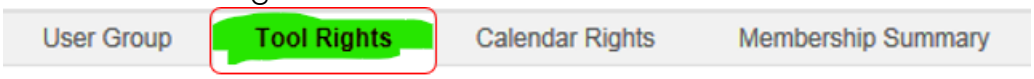
Appropriate users in the district must be given access to the *KECSAC Membership* report.

PATH: System Administration | User Security |User or User Group

Step 1: Select appropriate User or User Group



Step 2: Select the Tool Rights tab

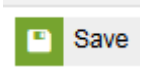


Step 4: Expand KY State Reporting

Step 5: Expand KDE Reports

Step 6: Select R W checkboxes

Step 7: Save

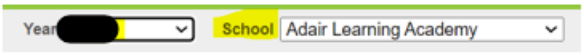


Report Requirements

The purpose of this report is to produce a membership of all state agency children served in A6 programs and A1 or A5 schools that serve Kentucky Educational Collaborative for State Agency Children (KECSAC). This report will be used to monitor accuracy of enrollments and data entered on the student's KECSAC tab. Reference the KECSAC Data Standards for entry instructions on the KECSAC tab.

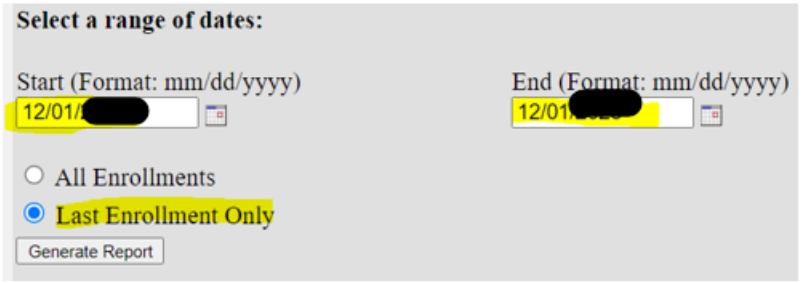
Generate Report

Select Year and School in the Toolbar



Selecting All Schools and All Calendars in the toolbar and generating the report will output data for any school in the district that has active students with data on the KECSAC tab.

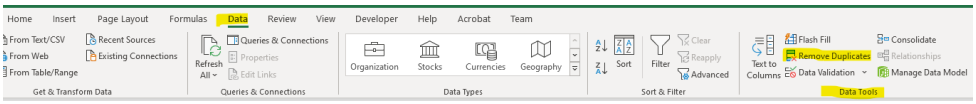
PATH: KY State Reporting | KDE Reports | *KECSAC Membership*



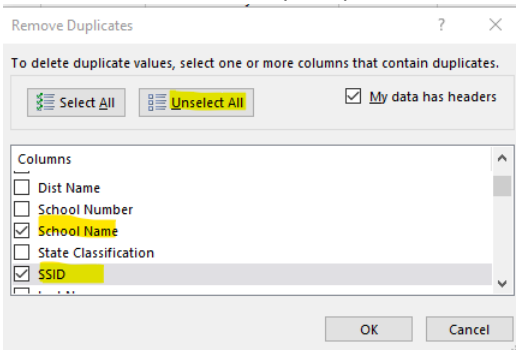
- Enter Start Date and End Date for generation of the report.
- This should be the start and end date for reporting criteria that will capture students enrolled with an active KECSAC record on the dates entered.
- For example, KECSAC requires a count of students served on December 1st, start date will be 12/01/CCYY and end date would be 12/01/CCYY. This will produce a list of students enrolled and active KECSAC on 12/01 of specified year.
- Select *All Enrollments* if running the report for a span of dates, such as an entire academic year. This will produce a report with all enrollments (possibly multiple) for students enrolled in the facility.
- Select Last Enrollment Only if generating the report for a specific date OR a span of dates. This will produce one enrollment per student.
- Select *Generate Report* to produce an excel file with student data who have an enrollment in the facility on specified date or within date range AND an active KECSAC record on specified date or within date range entered on the report landing page.

Report Output

The data will be produced in an Excel file. The data output should be used to populate data entry of the *Annual KECSAC Census Survey*. The output could produce a student more than one time in the facility if the student has multiple active KECSAC records. To get a unique count Remove Duplicates function is required. To remove duplicates, navigate to the Data tab and click the Remove Duplicates option in the Data Tools section.



Click the Unselect All button, select School Name and SSID indicators and click the OK button. This will remove any duplicate students within the facility.



Data Quality Review

The data will output as an Excel file, the following items should be checked.

1) Students with State Classification A1 or A5 (district-operated schools) – confirm the student is still considered a State Agency Child (SAC)
   a) If student is considered SAC, then no action is needed.
   b) If student is no longer SAC, then the KECSAC tab must be end dated as the date the student no longer qualified or enrolled into the A1 or A5 school. To update student KECSAC record navigate to Student Information | ILPA | General | KECSAC tab. Enter appropriate end date into all active records.
2) Students with State Classification A6 (KECSAC facility) – confirm all students are still considered SAC
   a) If there are students in the facility not generated on this report, the student's KECSAC record must be created. To create a student KECSAC record navigate to Student Information | ILPA | General | KECSAC tab.
   b) Students generating on the KECSAC Membership Report who no longer qualify as SAC must have all active KECSAC records end dated as of the date the student no longer qualified as SAC.
3) Confirm that all KECSAC students have only one active KECSAC record. All previous KECSAC records should be end dated.