



# *End of Year Processing*

## *For Kentucky School Districts*

---

May 2008

## User Guide

### **Objectives:**

- Student Information
- System Administration
- Edit Reports
- End of Year reports



©2008 Infinite Campus, Inc. All rights reserved.

INFINITE CAMPUS, the INFINITE CAMPUS logo and Transforming K12 Education are the trademarks of Infinite Campus, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, by anyone other than Infinite Campus, Inc. without written permission of Infinite Campus, Inc., 2 Pine Tree Drive, Suite 302, Arden Hills, MN 55112, tel. (651) 631-0000, email [info@infinitecampus.com](mailto:info@infinitecampus.com).



## Table of Contents

Table of Contents	I
Introduction	I
Overview of End of Year Processing	2
 Staff Information	 2
District Employment	2
District Assignments	3
User Accounts	3
 Student Information	 4
Final Grade Records	4
Missing Grades Report	4
Grading Window	5
Auto Grade	6
Report Card Batch	6
Transcript Post	6
Transcript Audit	6
Transcript Batch	7
Cumulative Labels	7
 Enrollment Records	 7
Demote, Promote, or Retain	7
Enrollment Roll Forward	8
End Enrollment Records	9
Enrollment Clean Up Wizard	9
Graduate Enrollment Records	10
Graduation Data Elements	10
 Student Lockers	 11
End Date or Delete Locker Assignments	11



Combination Rotation Wizard	11
Student Fees	11
Fee Audit	11
Fee Billing Batch	11
Fee Balance Applied to next year	11
System Administration	12
Next Year Calendar Preparation	12
Calendar Dates and Minutes	12
Term Schedule Dates	12
Period Schedule Times	12
School Months	12
First Day of Instruction	12
Summer School Preparation	12
Summer School Calendar Set Up	13
User Security Maintenance	13
Calendar Group Maintenance	13
Teacher Group Calendar Rights	14
Deactivate and Create New Accounts	14
Scope Year Change	14
Change the Active Year	14
Request a change in the Scope Year	15
KSIS Edit Reports	16
Course Codes	16
Expulsion Attendance Report	16
Missing Enrollment End Status Report	17
Multiple Enrollment Attendance Report	17
Overage/Underage Report	17
Schedule Structure Grades	17
End of Year Reports	18



Calendar Report	18
Extended School Services (ESS)	19
Gifted and Talented	21
KEES (Regular Graduates)	22
Limited English Proficiency (LEP)	27
Superintendent’s Annual Attendance Report (SAAR)	30
Safe Schools Report	30
Special Education Exit Report	30
Student Health Report	30
TEDS	30



## Introduction

This user guide provides information on endofyear processing in Kentucky school districts.

End of year processing involves generating final year-end reports required by the Department of Education, finalizing enrollments and ensuring enrollment information is correct for the next school year and modifying user access for those employees and students who will not be returning.

## Documentation

All documentation related to end-of-year processing is available from the Customer Support Portal (<http://support.infinitecampus.com>) for easy access and distribution among the district's users. Related documentation and guidance is also available from the Help Index.

Other state specific documentation is also available on the Customer Portal.

## Software Support

Contact the district's Campus Administrator for guidance on the end-of-year process.

## Feature Updates

As of the date of this document, no changes have been made to the features discussed. Please see the most current release notes for product fixes and enhancements. Recently addressed modifications are viewable within the Online Help Text when those items have adequately passed quality assurance procedures.

## Hardware Requirements

The tasks mentioned in this user guide are compatible with either a PC or a Macintosh. Please see the Supported Platforms Technical Reference for specific requirements.

## Overview of End-of-Year Processing

End of year (EOY) processing involves preparation for the next school year, summer school, closing out student information for the current calendar year, completing and submission of EOY reports due to the Kentucky Department of Education (KDE) by June 30, 2008. EOY report submission and data entry will need to be completed prior to August 1, 2008.

The end of year process involves district level Campus Administrators, school level secretaries and clerks. Appendix A provides an EOY Processing Checklist and Appendix B provides a visual timeline of events that need to be completed to close out a school year and prepare for the next.

## Staff Information

Employment records, school assignment information and user accounts should be reviewed and ended, if necessary, at the end of the school year.

## Staff Records

### District Employment

*Path: Census > People > District Employment*

Verify employment records at the close of every school year. Add newly hired staff to Census as people and add a district employment record. End Date all district employment records for staff that have left the district (Figure 1).

Figure 1

The screenshot shows a software interface with a tabbed menu at the top: Demographics, Identities, Households, Relationships, Enrollments, and District Employment. The 'District Employment' tab is selected. Below the tabs is a 'Save' button. The main area is titled 'Staff Information' and contains two columns of input fields. The left column includes 'Start Date' (07/01/2007), 'Teaching Start Year' (empty), 'License Number' (empty), and 'Seniority' (dropdown). The right column includes 'End Date' (06/02/2008), 'Teaching Years Modifier' (empty), 'FTE Percent' (0), and 'Education' (dropdown). A red arrow points to the 'End Date' field, which is highlighted with a red border.

## District Assignments

Path: Census > People > District Assignments

Verify district assignment records at the close of every school year. Add appropriate district assignment records to newly hired staff and modify records for staff that are changing positions or locations in your district (Figure 2).

End date any past district assignment records for staff leaving a particular position. Add new district assignment records for staff changing positions for the next school year.

**NOTE: Do NOT delete a district assignment record if the staff person served in the position and location in the past.**

Figure 2

The screenshot displays the 'District Assignments' form with the 'Employment Assignment Information' tab selected. The form includes fields for School (Bryan Station High School), Start Date (07/01/2007), End Date (highlighted with a red arrow), Type (04:Support), and various other assignment details. At the bottom, there are checkboxes for roles like Teacher, Special Ed, Program, Behavior, and Health, with 'Teacher' currently checked.

## User Accounts

Path: User Security > User > User Account

Deactivate user accounts for staff leaving the district. Enter the Expires Date that represents the date a staff person will no longer need access to the Campus application (Figure 3).



**NOTE:** The account will become disabled on the entered date, meaning the user will not be able to access Campus on the date entered in the Expires Date field or any date thereafter.

Figure 3



## Student Information

Several reports should be generated that relate to student grades and grades should be verified for accuracy and calculations. These reports are located throughout the product.

Transcript grades should be posted after final grades have been added by the teachers. Report cards should be generated and mailed to students as well.

## Final Grade Records

### Missing Grades Report

*Path: Grading & Standards > Reports > Grades Report*

Check that teachers have posted final grades prior to using the auto grade tool, posting to transcript, and printing final report cards.

1. Select the Show available grading scores as shown in Figure 4.
2. Generate the report for all students. Enter an effective date (i.e., the day after teachers were to complete the posting grades process), select the final term, sort by teacher, select all grading tasks that factor into the end of year grades for students and select the Missing Grades checkbox (Figure 5).
3. Generate the report.

Use the report to contact teachers that have missing grades to date. Enter all grades prior to printing report cards or posting to transcript.

Figure 4



Figure 5

A screenshot of a 'Grading Window' form. The form is divided into several sections. At the top, it asks 'Which students would you like to include in the report?' with radio buttons for 'Grade' (selected) and 'Ad Hoc Filter'. Below this is a dropdown menu for 'All Students' with a list of years (14, 09, 10, 11). To the right, there is a 'Select Grading Tasks' list with options like 'All', '1st Nine Weeks', '1st Progress', '2nd Nine Weeks', '2nd Progress', '3rd Nine Weeks', '3rd Progress', '4th Nine Weeks', '4th Progress', 'Final Grade', 'Progress Grade', 'Progress Grd 1', 'Progress Grd 2', 'Quarter Grade', and 'Semester Grade'. Below the student selection, there is an 'Enrollment Effective Date' field with the date '5/23/2008'. The 'Grading Terms' section has checkboxes for 'SEM 1' and 'SEM 2' (checked). The 'Select Teachers' section has a dropdown menu with a list of teacher names. Below this, the 'Group By' section has radio buttons for 'Student', 'Teacher' (selected), and 'Course'. At the bottom, there is a 'Generate Report' button and a 'Hide available scores' link. A red arrow points to the 'Teacher' radio button. Below the 'Generate Report' button, there is a section 'Select grades to appear in report (All and Missing will override other check Boxes)' with checkboxes for 'All' and 'Missing' (checked). A red arrow points to the 'Missing' checkbox.

## Grading Window

Path: Grading & Standards > Grading Window

Use the grading window tool to lock out the ability for teachers to modify or post grades after a defined date. Any grades that need to be posted after closing the grading window will need to be changed by the office at the course level.

To close the grading window for all teachers and grading tasks in the district follow these steps:

1. Select the current year from the dropdown list.
2. Highlight all calendars in the list.
3. Click Next.
4. Highlight all grading tasks and standards.
5. Click Next.

6. Leave all check boxes blank.
7. Select Update Active Masks.

## Auto Grade

*Path: Grading & Standards > Auto Grade*

Use this tool if your district has set up composite grades. The Auto Grade tool will accurately calculate composite grades, based on the minimum percents set up on the score group, to a final grading task. This task should be completed after you have closed the grading window.

## Report Card Batch

*Path: Grading & Standards > Reports > Report Card*

If you need a paper copy of report cards for mailing and/or student files, generate report cards in batch with this tool. Set up the final report card in System Administration > Preferences > Reports or print report cards for this event by selecting “display options” within the Report Card batch tool.

## Transcript Post

*Path: System Administration > Student Portfolio > Transcript Post*

Prior to posting final grades to transcript it is important to verify the following:

1. Final Grades are posted by teachers.
2. Courses are marked as Transcript.
3. The grading task is marked as post to transcript.
4. The grading task as the appropriate Credit Value and Type selected for each course.

This tool may be run multiple times without duplicating transcript items. Only new records will be posted after the initial transcript post. After the transcript post, if a change is needed to a student’s transcript record it will need to be done manually in student information > general > transcript.

## Transcript Audit

*Path: Grading & Standards > Reports > Transcript Audit*

This report will generate a comparison report of all grading scores and transcript scores. Use this report to verify that the posted report card grade matches the transcript grade.

## Transcript Batch

*Path: Grading & Standards > Reports > Transcript Batch*

If you need a paper copy of student transcripts for mailing and/or student files, generate transcripts in batch with this tool. Set up the transcript in System Administration > Preferences > Reports or print transcripts by selecting “display options” within the Transcript batch tool. Transcripts should not be printed in batch until after current active enrollment records are ended. Instructions on how to end student enrollment records are on page 8.

## Cumulative Labels

*Path: Grading & Standards > Reports > Cumulative Labels*

If you need a label for student cum files, generate cumulative labels in batch with this tool. Only grading tasks with an assigned credit value and type will print on the cumulative labels. For best printing results use Avery 5163 labels. Cumulative Labels should not be printed until after current active enrollment records are ended. Instructions on how to end student enrollment records are on page 8.

## Enrollment Records

### Demote, Promote, or Retain

*Path: Student Information > General > Enrollments > General Enrollment Information Editor*

#### End Actions

End Action	Definition
D: Demote	Flags a student who will decrease at least one grade level (i.e., move from grade level 03 to grade level 02) during the current year or for the next school year.
P: Promote	Flags a student who will increase at least one grade level (i.e., move from grade level 03 to grade level 04) during the current year or increase at least two grade levels for the next school year.
R: Retain	Flags a student who will be remain in the same grade level for the next school year

#### Option 1: Prior to Enrollment Roll Forward

To demote, promote, or retain a student to the appropriate grade level for the next school year select the appropriate end action on the current enrollment record. In the graduation editor select the Calendar and grade level the student should be rolled forward to for the next school year (see Figure 7).

Figure 7

The screenshot shows the 'General Enrollment Information' form. The 'Enrollments' tab is selected. The form includes the following fields and values:

- Calendar:** 07-08 WILDER ELEMENTARY
- Schedule (read only):** Main
- \*Start Date:** 08/13/2007
- No Show:** ☐
- \*Start Status:** E01: First enrollment of the year
- \*Grade:** 03
- End Action:** R: Retain
- Class Rank Exclude:** ☐
- \*Service Type:** P: Primary
- End Status:** (empty dropdown)
- Dropout Reasons:** (empty dropdown)
- Start Comments:** (empty text area)
- End Comments:** (empty text area)
- Next Calendar:** 08-09 WILDER ELEMENTARY
- Next Grade:** 03

Red arrows point to the 'Grade' field and the 'Next Grade' field.

### Option 2: After Enrollment Roll Forward

If enrollment roll forward has taken place prior to knowing a student will be demoted, promoted, or retained the user will need to clean up next year's enrollment record by completing the following steps.

1. If the student is changing grade levels within the same calendar, modify the next year's enrollment record by changing the student's grade level.
2. If the student is changing grade levels requiring an enrollment record in a different calendar, the user should delete next year's enrollment record and manually add a new enrollment record for next year.

## Enrollment Roll Forward

*Path: System Administration > Student > Enrollment Roll Forward*

Roll student enrollment records forward prior to ending enrollment records for the current year. For more information on how to roll forward student records for the next school year click on "Show Detailed Instructions" (see Figure 8).

Figure 8

The screenshot shows the 'Enrollment Roll Forward' tool. The title bar is 'Enrollment Roll Forward'. The text inside the tool says: 'This tool will promote, retain or demote enrolled students into the next calendar and grade.' Below this text is a link labeled 'Show Detailed Instructions'. A red arrow points to the 'Show Detailed Instructions' link.

## End Enrollment Records

*Path: Student Information > Student > Enrollment End Batch*

End current year enrollment records after you have completed the roll forward process for the next school year. Graduating grade 12 students should be processed first and separately from other students. After this tool is used the user will not be able to roll forward or apply a graduation diploma date to students en masse.

Apply an end date that represents the last instructional day of the school year with an end status of COY: Close of Year (see Figure 9). Any students who vary from this end date or end status should be modified manually prior to using this tool. This tool will only update records where the end date and end status are null.

Students who have an End Action of Retained and Demoted will not be processed by this tool. The enrollment records of Retained and Demoted students will need to be manually processed with an End Date and End Status.

*Figure 9*

**Select Calendars**

- 07-08 WELLINGTON ELEMENTARY
- 07-08 WESTERN HIGH SCHOOL
- 07-08 WESTERN MIDDLE
- 07-08 WESTPORT TAPP
- 07-08 WESTPORT TRADITIONAL MID
- 07-08 WHEATLEY ELEMENTARY
- 07-08 WHEELER ELEMENTARY
- 07-08 WILDER ELEMENTARY
- 07-08 WILKERSON ELEMENTARY
- 07-08 WILT ELEMENTARY
- 07-08 YOUNG ELEMENTARY
- 07-08 ZACHARY TAYLOR ELEMENTAR
- EARLY CH-ATKINSON ELEMENTARY
- EARLY CH-AUBURNDALE ELEMENTARY
- EARLY CH-BATES ELEMENTARY

CTRL-click and SHIFT-click for multiple

**Select Fields to fill**

End Date: 05/23/2008

End Status: COY: Close of Year

End Action: None

**Graduation**

Diploma Date:

Diploma Type:

Diploma Period:

**Run**

**Select Grades**

<input checked="" type="checkbox"/> 00	<input checked="" type="checkbox"/> 01	<input checked="" type="checkbox"/> 02	<input checked="" type="checkbox"/> 03	<input checked="" type="checkbox"/> 04
<input checked="" type="checkbox"/> 05	<input type="checkbox"/> 06	<input type="checkbox"/> 07	<input type="checkbox"/> 08	<input type="checkbox"/> 09
<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 14	<input type="checkbox"/> 95
<input type="checkbox"/> 96	<input type="checkbox"/> 97	<input type="checkbox"/> 98	<input type="checkbox"/> 99	

## Enrollment Clean Up Wizard

*Path: System Administration > Student > Enrollment Clean Up Wizard*

The enrollment clean up wizard will be useful in cleaning up enrollment records that were rolled forward prior to a student withdrawing from school. The wizard will only remove an enrollment if it was created by the Enrollment Roll Forward tool and the student's end date is prior to the last day of the last term and the student has not re-



enrolled in the same calendar and grade. This tool is also useful if using school assignment to remove enrollment records of students who do not meet the assignment requirements.

## Graduate Enrollment Records

*Path: System Administration > Student > Enrollment End Batch*

Use the enrollment end batch tool to process graduate information prior to ending all other student enrollment records (see Figure 6). Note that this tool will apply the selections to all students in a particular grade level (e.g. grade 12) where the values are null. The end date entered should represent the last day students for the selected grade level will be attending classes.

Students flagged as retained or demoted will not be processed by this tool. This tool can be run multiple times, only student's with null values in the fields being applied, will be processed.

Figure 6

**Select Calendars**

- 08-09 Arlington Elementary Sch
- 08-09 Ashland Elementary Schoo
- 08-09 Athens-Chilesburg Elemen
- 08-09 Beaumont Middle School
- 08-09 Booker T Washington Acad
- 08-09 Breckinridge Elementary
- 08-09 Bryan Station High School
- 08-09 Bryan Station Middle Sch
- 08-09 Cardinal Valley Elementa
- 08-09 Cassidy Elementary School
- 08-09 Clays Mill Elementary Sc
- 08-09 Crawford Middle School
- 08-09 Deep Springs Elementary
- 08-09 Dixie Elementary Magnet
- 08-09 Eastside Technical Centre

CTRL-click and SHIFT-click for multiple

**Select Fields to fill**

End Date: 05/23/2008

End Status: COY; Close of Year

End:

Action:

**Graduation**

Diploma Date: 05/23/2008

Diploma Type: 3: General Diploma

Diploma Period: 2: Spring Graduate

**Select Grades**

☐ 00 ☐ 01 ☐ 02 ☐ 03

☐ 04 ☐ 05 ☐ 06 ☐ 07

☐ 08 ☐ 09 ☐ 10 ☐ 11

☒ 12 ☐ 14 ☐ 98 ☐ 99

**RUN**

## Graduation Data Elements

*Path: Student Information > General > Enrollments > Graduation Editor*

The transition year and NCLB status for graduating seniors need to be entered prior to August 1, 2008 (see Figure 7).

Figure 7

The screenshot shows a 'Graduation' form with several dropdown menus and text fields. Two red arrows point to the 'Diploma Date' and 'Diploma Type' fields. The 'Diploma Date' field contains '04/30/2008'. The 'Diploma Type' field contains '2: Commonwealth Diploma'. Other fields include 'Next Calendar', 'Next Grade', 'Diploma Period' (set to '2: Spring Graduate'), 'Transition Status' (set to '1: College in KY (at least 12 semester units)'), and 'NCLB Status' (set to '1: Graduated w/Diploma in 4 years').

## Student Lockers

### End Date or Delete Locker Assignments

*Path: System Administration > Lockers > Locker Schedule Wizard*

End Date or Delete the current year locker assignments by selecting the appropriate location, types, and grade levels.

### Combination Rotation Wizard

*Path: System Administration > Lockers > Combination Rotation Wizard*

Run the Combination Rotation Wizard IF the combination locks will be changed over the summer. After using the Combination Rotation Wizard generate the locker combination report sorted by locker number to assist the staff in changing combinations over the summer.

## Student Fees

### Fee Audit

*Path: Student Information > Reports > Fee Audit*

If a school is using the Fee module in Campus this report will assist in closing out the school year.

### Fee Billing Batch

*Path: Student Information > Reports > Fee Billing Batch*

Print and mail final billing statements.

### Fee Balance Applied to next year

*Path: Student Information > General > Fees*

Enter remaining balances for the year for the student under next year as a carry forward balance. Clear out the current year fee to a balance of \$0.00 noting in the description the amount to be carried forward.



## System Administration

### Next Year Calendar Preparation

*Path: System Administration >Calendar > Calendar*

Verify that next year calendar information is complete for every school and schedule structure.

#### Calendar Dates and Minutes

Verify that the start and end date on the calendar tab for each school represent the Opening and Closing dates for staff. Enter the appropriate student day minutes that represent the time from the start of the school day to the end of the school day.

#### Term Schedule Dates

Verify that the start and end dates on the term schedule for each schedule structure correctly represents Regular Calendar for next year.

#### Period Schedule Times

Verify that the start and end times, non-instructional minutes, and non-instructional periods on the period schedule for each schedule structure correct.

#### School Months

Set up next year's school months for each schedule structure.

#### First Day of Instruction

Verify that the first date of instruction is the first date of term 1 and the start date on the majority of student enrollment records as set by enrollment roll forward tool match that Opening date of school for students.

### Summer School Preparation

*Path: System Administration >Calendar > Calendar*

Summer school should be set up as a separate calendar from the regular school year calendar. Sections, and scheduling students into the appropriate courses will be necessary to use Campus for Summer School data collection.

Instructions on how to set up a calendar refer to the Calendar Administration User Guide [UG\_CalendarAdministration.pdf] available on the Customer Portal. Course,

## Summer School Calendar Set Up

Use the Calendar Wizard to set up a new blank calendar (see Figure 10).

Figure 10

**Calendar Info**

Calendar ID: 701 School: 130 Buckhorn High School (schoolID:1)

\*Name: 08-09 BHS SS Number: [ ]

\*Start Date: 06/02/2008 \*End Date: 07/25/2008

Student Day (minutes): [ ] Teacher Day (minutes): [ ] Summer School: ☒ (indicated by red arrow)

Whole Day Absence (minutes): [ ] Half Day Absence (minutes): [ ] Exclude: ☐

Type: S: Summer School (indicated by red arrow) School Choice: ☐

Require Student Assignment: ☐

Comments: [ ]

## User Security Maintenance

Path: System Administration > User Security > User Groups

### Calendar Group Maintenance

Calendar Groups will need to be modified to represent appropriate access, years, and calendars.

A calendar group for the current school year will need the Year and Calendar modified as shown in Figure 11. Uncheck the modify rights check box for Calendar groups that represent read only access to last year's data.

Figure 11

Prior to Modifying

**User Group: Current Buckhorn High**

Calendar Rights

Rights Editor:

Name
07-08 BHS

School Year Rights:

School: Buckhorn High School

Year: 07-08 (indicated by red arrow)

Calendar: 07-08 BHS

Modify Rights: ☒

After Modifying

The screenshot shows a web application interface for managing user groups. The title is 'User Group: Current Buckhorn High'. There are four tabs: 'User Group', 'Tool Rights', 'Calendar Rights' (which is active), and 'Membership Summary'. Below the tabs are buttons for 'New', 'Save', and 'Delete'. The 'Rights Editor' section on the left has a table with one row: '08-09 Buckhorn High School'. The 'School Year Rights' section on the right contains three dropdown menus: 'School' (Buckhorn High School), 'Year' (08-09), and 'Calendar' (08-09 Buckhorn High School). A red arrow points to the 'Year' dropdown. At the bottom, there is a 'Modify Rights' checkbox which is checked.

## Teacher Group Calendar Rights

Teachers will need to be assigned to last year's calendar group (07-08) set up for read only access and modify rights (i.e. full access) to next year's calendar group (08-09) to copy lesson plans from last year to the next school year. Rights to last year's calendar group can be removed after Lesson Plans are copied.

## Deactivate and Create New Accounts

*Path: User Security > User > User Account*

Deactivate user accounts for graduated students, students who have moved away from the district, parents and staff leaving the district. Enter the Expires Date that represents the date a person will no longer need access to the Campus application or portal. The user's account will become disabled on the entered date.

Create new user accounts for new staff, students, and parents who will need access to either the Campus application or portal during the next school year.

## Scope Year Change Change the Active Year

*Path: System Administration > Calendar > School Years*

After all data has been entered, submitted, and finalized for state reporting change the active school year to the 08-09 school year (see Figure 12).

Figure 12

The screenshot shows a web form titled "School Year Detail". It contains the following elements:

- \*Label:** A text input field containing "08-09".
- Active:** A checkbox that is checked.
- \*Start Year:** A text input field containing "2008".
- \*End Year:** A text input field containing "2009".
- School Year:** A dropdown menu.
- Buttons:** "Load Preference From Previous Year" (highlighted with a blue border) and "Reset Default Preference".
- Instructional Minutes Preference:**
  - ☒ Exclude non-instructional periods
  - ☒ Exclude non-instructional minutes
  - ☒ Exclude time gaps between periods
- School Day Minutes Preference:**
  - ☒ Exclude non-instructional periods
  - ☐ Exclude non-instructional minutes (with a text input field for "Max non-instructional minutes per period")
  - ☐ Exclude time gaps between periods (with a text input field for "Max non-instructional minutes for period gaps")

## Request a change in the Scope Year

After all data has been entered, submitted, and finalized for state reporting contact the Blue Grass Support team by entering a ticket at <http://support.infinitecampus.com> to request a change in the Scope year. Note that once the scope year is changed no data entered in the previous year will synch to state edition. All districts are required to request this change to be completed prior to August 1, 2008.

## Process Inbox Messages

### Delete or Save Messages

This section provides recommendations for how to handle the Process Inbox messages, in general, and most importantly at the close of the school year. Specific users are able to view the following types of Process Inbox Messages on their home page:

- Vertical Interoperability – State Resync Requested
  - Records Transfer
    - Transfer Released
    - Request for you to release
    - Waiting

Click on the black **X** to the left of the message to remove it from the Process Inbox.

**Vertical Interoperability** messages may be removed from the Process Inbox as these messages are for the user's information only. Either the district or Campus performed a resynch of the district's data to state edition on the date indicated on the message.

**Records Transfer** messages may be removed from the Process Inbox when the user has completed the task.

A **Transfer Released message** is for the user's information only to indicate that a student's records have been successfully transferred to a requesting district. After the user has read the message it may be removed.

A **Request for you to release** message requires the user to complete a task. It is recommended that the user completes requests for the current year promptly. After the task is done the user may remove the message from the Process Inbox. If the request is for the next school year, the user should wait to release the records until all end of year processes have been completed so that the data sent to the receiving district is as up-to-date as possible. In this case, it is recommended that that user **does not delete** the Process Inbox notice until that task is completed; after end of year processing work is completed.

A **Waiting** message is a reminder that the user has requested a student's records to be released from another district. It is recommended that the user contact's the district to release the records if the request is for the current year. After the district releases the records for the student, the user may delete the message from the Process Inbox. It is recommended that the user **does not delete** the Process Inbox notice if the district has not released the student records as it serves as a reminder to the user to contact the district to complete the task requested.

## KSIS Edit Reports

*Path: System Administration > KY State Reporting > Edit Reports*

### Course Codes

The purpose of the Course Codes report is to identify those courses which have either no state course code (section 1) or invalid course codes based on the published list of valid state course codes in section 2.

### Expulsion Attendance Report

The purpose of the Expulsion Attendance report is to identify those students who have been expelled with state code SSP2 and have invalid data due to the attendance data not being entered properly to match the start date/time and end date/time of the behavior resolution.

The state Expulsion code SSP2 – Expulsion Not Receiving Services requires that the student have standard attendance events for Absent / Unexcused that match exactly the start and end date / time of the resolution.

## Missing Enrollment End Status Report

There is a system preference in the application that supports ending an existing enrollment automatically when a new enrollment is created for that student in another school during the current school year. The application properly ends the prior enrollment with an end date however; it does not automatically select an associated end status. If the user specifically ends an enrollment through the user interface it does require the entry of an end status.

This report is intended to find those students who have an enrollment with an end date but no associated end status. The user will use this report find students who need to have their enrollment edited to add the appropriate end status and resave the enrollment.

## Multiple Enrollment Attendance Report

The purpose of the Multiple Enrollment Attendance report is to identify those students who have at least two enrollments and due to a bug in the application may have had attendance associated with the later enrollment erroneously removed. There is no definitive way to know if attendance has actually been removed systematically.

Users will use this report to identify likely situations where a student's enrollments and last changed dates point to the possibility that attendance could have been removed. The school attendance clerk will then need to review that student's records to verify attendance associated with the later enrollment is in fact correct, or adjust it so that it is.

## Overage/Underage Report

One of the key attendance adjustments traditionally has been students who are underage or overage and fall outside the boundaries as defined by attendance reporting regulation. Districts need a report that allows them to quickly identify which students are being identified as under or overage and thus included in the SAAR record 9 attendance adjustments. This report will list the three categories of age related exceptions for attendance calculation purposes. The three categories are Underage Kindergarten, Underage First Grade and Overage.

## Schedule Structure Grades

The data structure surrounding an enrollment is that a school can have one or more calendars for a given school year, a calendar can have one or more schedule structures and a schedule structure can have one or more grades. The issue is that for the first part of the school year there was no constraint the required the grade level to exist within the schedule structure the student is being enrolled into. Thus an enrollment could be created for a grade level that wasn't present in the schedule structure.

This doesn't necessarily mean that the enrollment is invalid, but that the grade level may just need to be added to the schedule structure. This report will identify any student who has an enrollment that contains a grade level without the proper association to the grade levels available in the schedule structure.

The user will use this report to either correct the grade level present on the enrollment, or add the grade level to schedule structure so the data association is valid.

## End of Year Reports

*Path: System Administration > KY State Reporting*

### Calendar Verification

*Path: Index > KY Reporting > Calendar Report*

The information provided in this section details how to generate the Amended Calendar for the 2007-08 school year and the Regular Calendar for the 2008-09 school year to submit to the Data Reports mail box.

For detailed information regarding how to set up Calendars refer to the User Guide titled Calendar Administration User Guide [UG\_CalendarAdministration.pdf] available on the Customer Portal.

To generate the Calendar Report extract for submission to the KDE Data Reports mail box, complete the following steps:

1. Select the appropriate answer, Yes or No, to the question "Is Amended Calendar?"
2. Select the appropriate answer, Regular or Alternative, to the question "Is the
3. Enter the Board Approval Date for the Calendar selected.
4. Determine if Calendars selected with "Exclude" checked should be included or not (Yes or No) for submission to KDE.
5. Review the data prior to submission by selecting the html or pdf format. Use these reports to make corrections to calendars prior to submission.
6. Select State Format (Fixed Width) for submission to the KDE Data reports mail box.
7. Click Generate Extract



**KY Calendar Report**

This tool will extract data to complete the KY Calendar Report. Choose the State Format to get the file in the state defined Fixed Width format, otherwise choose one of the testing/debugging formats.

Is Amended Calendar: No

Is Calendar Year Round: Regular

Board Approval Date: 08/07/2007

Exclude Calendars with state exclude: Yes

Format: State Format (Fixed Width)

**Generate Extract**

**Select Calendars**

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

☒ active year ☐ list by school ☐ list by year

**07-08**

- 07-08 ACKERLY-BINGHAM GDN
- 07-08 ACKERLY-BINGHAM GDN
- 07-08 AHRENS EDUCATIONAL R
- 07-08 ATHERTON HIGH SCHOOL
- 07-08 ATKINSON ELEMENTARY
- 07-08 AUBURNDALE ELEMENTA
- 07-08 AUDUBON TRADITIONAL I
- 07-08 AUDUBON YOUTH DEVEL
- 07-08 BALLARD HIGH

## Data Submission

The Calendar Report data submission for all schedule structures must be submitted to the Data Reports mail box by June 30, 2008. This includes all amended calendars for 2007-2008 school year and all regular calendars for the 2008-2009 school year.

## Extended School Services (ESS)

*Path: Index > KY Reporting > KY Extended School Services Export*

The information provided in this section details how to generate the Extended School Services for the Regular and Summer for the 2007-08 school year.

For detailed information regarding data entry refer to the [Name] User Reference [UR\_KYESS.pdf] available on the Customer Portal.

To generate the KY Extended School Services Export for submission to the ESS application website complete the following steps:

1. Enter the Date Range the represents the data to submit for the school type selected.
2. Select the appropriate school type (Regular School or Summer School).
3. Select the appropriate Calendars.
4. Review the data prior to submission by selecting the html or csv format. Use these reports to make corrections to the ESS data prior to submission.
5. Select State Format (Fixed Width) for submission to the ESS web application site.
6. Click Generate Extract



**KY Extended School Services Export**

This tool can extract data to complete the Extended School Services Export . Choose the District Format to get the file in the state defined Fixed Width format, otherwise, choose one of the testing/debugging formats.

**Extract Options**

Date Range: 07/02/2007 to 05/23/2008

School Type: Regular School

Format: State Format (Fixed Width)

**Generate Extract**

**Select Calendars**

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

☒ active year ☐ list by school ☐ list by year

07-08

- 07-08 ACKERLY-BINGHAM GDN
- 07-08 ACKERLY-BINGHAM GDN
- 07-08 AHRENS EDUCATIONAL R
- 07-08 ATHERTON HIGH SCHOOL
- 07-08 ATKINSON ELEMENTARY
- 07-08 AUBURNDALE ELEMENTA
- 07-08 AUDUBON TRADITIONAL I
- 07-08 AUDUBON YOUTH DEVEL
- 07-08 BALLARD HIGH

## ESS Ad Hoc Filters

Path: Index > Ad Hoc Reporting > ESS filters

To assist in data validation and clean up efforts the following ad hoc filters have been created and are available in production.

### KDE ESS Active Student List

This report provides a list of students with an active enrollment record and an ESS Start Date in the current school year. This report has 'ess.SummerSchool = False' to view records for the regular school year. To view ESS for the summer term, set the indicator equal to 'True'.

### KDE ESS WD Student List

This report provides a list of students who have withdrawn from the district during the current year who have an ESS Start Date in the current year. The report has 'ess.SummerSchool = False' to view records for the regular school year. To view ESS for the summer term, set the indicator equal to 'True'.

### KDE ESS – Active Missing Learning Goal

This report provides a list of students with an active ESS enrollment record who do not have at least one learning goal indicated. For summer term make sure to set the indicator to 'True'.

### KDE ESS – WD Missing Learning Goal

This report provides a list of students who have withdrawn from the district during the current year who have an ESS Start Date and do not have at least one learning goal indicated. For summer term make sure to set the indicator to 'True'.

### **KDE ESS – Active Art Missing Serv Provider**

This report provides a list of students with an active ESS enrollment record who have the 'Art' learning goal without an 'Art' Service Provider indicated. For summer term make sure to set the indicator to 'True'.

Each 'Learning Goal' must have at least one 'Service Provider'. The reports below will provide a missing server provider list for each learning goal:

**KDE ESS Active Math Missing Serv Provider (Math)**

**KDE ESS Active PL Missing Serv Provider ( Practical Living)**

**KDE ESS Active Reading Missing Serv Provider (Reading)**

**KDE ESS Active Science Missing Serv Provider (Science)**

**KDE ESS Active Social Missing Serv Provider (Social Studies)**

**KDE ESS Active Voc Missing Serv Provider (Vocational)**

**KDE ESS Active Writing Missing Serv Provider (Writing)**

Similar reports can be created by users with appropriate rights to check the service providers for ESS students who have withdrawn.

## **Data Submission**

The KY Extended School Services Export data submission must be submitted to the Extended School Services application website located at <http://apps.kde.state.ky.us/ess/> by June 30, 2008 for the Regular school type and by September 15, 2008 for the Summer school type.

## **Gifted and Talented**

*Path: Index > KY Reporting > KY Gifted Status Report*

The information provided in this section details how to generate the Gifted Status report. For detailed information regarding data entry refer to the [Name] User Reference [UR\_KYGiftedTalented.pdf] available on the Customer Portal.

To verify data generated the KY Gifted Status Report follow the directions below. This report will not be submitted by school districts, KDE will pull this data from State Edition.

1. Enter the Date Range the represents the data expected to report.
2. Select the appropriate grade levels.
3. Review the data prior to the due date of May 9, 2008 in the html or csv format.
4. Click Generate Extract

## Data Submission

The KY Gifted Status report does NOT need to be submitted by school districts. This data will be pulled directly from State Edition. The data should be entered prior to May 9, 2008.

## KEES (Regular Graduates)

*Path: Index > KY Reporting > KEES Extract*

The information provided in this section details how to generate the KEES extract and submit the data to KHEAA.

For detailed information regarding eligibility, data entry, and error analysis refer to the User Reference titled KEES Data Submission [UR\_KYKEES.pdf] available on the Customer Portal.

To generate the KEES extract for submission to KHEAA, complete the following steps:

1. Enter a date range.
2. Select the appropriate Format.
3. Select State Format (Fixed width) when you are ready for submission to KHEAA.
4. Select HTML Format to view the information prior to submission to KHEAA.
5. Select the Calendars you would like to include in the report. Note: Data must be submitted for the current year by June 30.
6. Click Generate Extract

### KEES Report

This tool can extract data to complete the KEES Report. Choose the District Format to get the file in the state defined csv format, otherwise, choose one of the testing/debugging formats.

#### Extract Options

Date Range

Format

#### Select Calendars

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

☒ active year
 ☐ list by school
 ☐ list by year

07-08

07-08 Boyle County HS

07-08 Boyle County Middle Scho

07-08 Junction City Elementary

07-08 Lisa ELEM

07-08 Mary Test

07-08 Willie

## Data Submission

The KEES data submission for all students in grades 8 – 12 must be submitted to KHEAA by all public schools and private, parochial, or church schools certified by the Kentucky Board of Education.

Data submitted should always be for the academic year just completed and must be received by KHEAA no later than June 30 each year, Early Graduate submission is due by December 15 each year. Further information or assistance with your submission, contact KHEAA at (800) 928-8926 ext. 6-7393 or visit the website at <http://www.kheaa.com>.

## Limited English Proficiency (LEP)

*Path: Index > KY Reporting > LEP Extract*

The information provided in this section details how to generate the LEP extract and hoc filters to assist users in data validation and clean up. For detailed information regarding data entry and validation refer to the Kentucky LEP User Reference [UR\_KYLEP.pdf] available on the Customer Portal.

Figure 19

To verify data generated the KY LEP Report (see Figure 19) follow the directions below. This report will not be submitted by school districts, KDE will pull this data from State Edition.

1. Enter the Date Range the represents the data expected to report.
2. Select the appropriate grade levels.
3. Review the data prior to the due date in the html or csv format.
4. Select State Format (Fixed Width) to verify the data that KDE will pull from

5. State Edition.
6. Click Generate Extract

## LEP Ad Hoc Filters

*Path: Index > Ad Hoc Reporting > LEP filters*

To assist in data validation and clean up efforts the following ad hoc filters have been created and are available in production.

### **KDE LEP Active Student List**

This report provides a list of students with an active enrollment record designated as IFEP, LEP, or RFEP.

### **KDE LEP WD Student List**

This report provides a list of LEP students who have withdrawn from the district during the current year who were designated LEP during the current school year.

### **KDE LEP Active – Home Language English**

This report provides a list of students with an active LEP enrollment record who have indicated the Home Language as English.

### **KDE LEP WD- Home Language English**

This report provides a list of LEP students that have withdrawn from the district during the current year who have indicated the Home Language as English.

### **KDE LEP Active – Prior Year Exit**

This report provides a list of students with an active LEP enrollment record who have an LEP Exit Date in the prior school year.

### **KDE LEP WD – Prior Year Exit**

This report provides a list of LEP students that have withdrawn from the district during the current year who have an LEP Exit Date in the prior school year.

### **KDE LEP Active – Missing Instructional Support**

This report provides a list of students with an active LEP enrollment record who have no Instructional Support indicated on their record.

### **KDE LEP WD – Missing Instructional Support**

This report provides a list of LEP students that have withdrawn from the district during the current year who have no Instructional Support indicated on their record.

## **Data Submission**

The KY LEP data does NOT need to be submitted by school districts. This data will be pulled directly from State Edition. The data should be entered prior to May 9, 2008. KDE will be analyzing this data monthly from the Campus State Edition and reporting the information as needed to the Federal Government and to the Kentucky Department of Education's Office of Assessment and Accountability.

All returning LEP student data should be updated within 30 days from the start of school and any newly enrolled LEP student data is required to be entered within two weeks of student's enrollment. For additional information, please contact Maureen Keithley at [Maureen.Keithley@education.ky.gov](mailto:Maureen.Keithley@education.ky.gov).

## **Superintendent's Annual Attendance Report (SAAR)**

*Path: Index > KY Reporting > SAAR Report*

The information provided in this section details how to generate the SAAR report. For detailed information regarding data entry refer to the Superintendent's Annual Attendance Report User Reference [UR\_KYSAAR.pdf] available on the Customer Portal.

To generate the SAAR Report (See Figure 20) for submission to the appropriate KDE Web Application, complete the following steps. It is recommended that the user limits the generation of the extract by a specific report type and limits the number of calendars selected as the SAAR is a very complex report.

1. Enter the Date Range the represents the data expected to report.
2. Select the appropriate Report Type(s)
3. Select the appropriate Calendar(s)
4. Review the data prior to the due date in the pdf or html format.
5. Select State Format (Fixed Width) for submission to the SAAR web application
6. site.
7. Click Generate Extract.

Figure 20

**Superintendent's Annual Attendance Report (SAAR)**

Superintendent's Annual Attendance Report (SAAR) Enrollment Report  
The SAAR Summary Report provides a summary of each district's attendance data for the entire school year. Included are average daily attendance of attendance.

**Report Options**

Extract Format:

Date Range:  To    
*Click date or month to quick set the start/end date.*

**Report Types:** ☒ All Types

- ☒ R1 School Calendar (Annual report)
- ☒ R2 Enrollment\_Reenrollment (Annual report, enrollments count)
- ☒ R3 Withdrawals (Annual report, withdrawals count)
- ☒ R5 Ethnic Count (Active students on the end date of 10th school Month)
- ☒ R7 Aggregate Attendance
- ☒ R9 Non-Contract\_Over\_Under Attendance
- ☒ RH Home\_Hospital Attendance
- ☒ RL Five Low Attendance Days
- ☒ RW Ten Low Attendance Weather Days  
Threshold: Present  Absent
- ☐ RV Virtual Performance-Based Attendance
- ☐ RS Out-of-School-Suspension
- ☐ RX Expulsion

**Select Calendars** ☐ All Calendars

- 08-09 Arlington Elementary Sch
- 08-09 Ashland Elementary Schoo
- 08-09 Athens-Chilesburg Elemen
- 08-09 Beaumont Middle School
- 08-09 Booker T Washington Acad
- 08-09 Breckinridge Elementary
- 08-09 Bryan Station High Schoo
- 08-09 Bryan Station Middle Sch
- 08-09 Cardinal Valley Elementa
- 08-09 Cassidy Elementary School
- 08-09 Clays Mill Elementary Sc
- 08-09 Crawford Middle School
- 08-09 Deep Springs Elementary
- 08-09 Dixie Elementary Magnet
- 08-09 Eastside Technical Cente
- 08-09 Edythe Jones Hayes Middl
- 08-09 Garden Springs Elementar

*CTRL-click and SHIFT-click for multiple  
(Calendars: 50 Schools: 50)*

## Data Submission

The file produced by this report is called SAAR999.07 (where 999 = your district number). The KY Superintendent's Annual Attendance Report data must be submitted to the SAAR application website located at <http://odss.education.ky.gov/saar/> by June 30, 2008.

## Safe Schools Report

*Path: Index > KY Reporting > Safe Schools Report*

The information provided in this section details how to generate the Safe Schools Report. For detailed information regarding data entry refer to the Safe Schools Report User Reference [UR\_KYSSR.pdf] available on the Customer Portal.

To generate the Safe Schools Report (see Figure 21) for submission to the appropriate KDE Web Application, complete the following steps.

1. Enter the Date Range the represents the data expected to report.
2. Select the appropriate grade levels.
3. Review the data prior to the due date in the pdf or html format.
4. Select State Format (Fixed Width) for submission to the Safe Schools web application site.
6. Click Generate Extract



## Data Submission

The Safe Schools Report data must be submitted to the KDE file upload portal at <http://apps.kde.state.ky.us/safeschools/> by June 30, 2008. The user will see two boxes for a user ID and password: Use the ID and password provided below – you do not need another one issued to you. The user ID is **safe** and the password is **schools** (see the illustration below).

### *Welcome!*

For your convenience, we have posted this Web site so you can submit the 2007/2008 Safe Schools data file securely. Please use the user ID and password provided to you by the Kentucky Department of Education for uploading the data files. If you have any questions please call Elizabeth “Libby” Taylor at (502) 564-4772 or e-mail her at [libby.taylor@education.ky.gov](mailto:libby.taylor@education.ky.gov).

## Special Education Exit Report

*Path: Index > KY Reporting > Special Ed Exit Report*

The information provided in this section details how to generate the Special Education Exit report. For detailed information regarding data entry refer to the Kentucky Special Education Exit Report User Reference [UR\_KYSpEdExit.pdf] available on the Customer Portal.

To verify data generated the KY Special Education Exit Report (see Figure 22) follow the directions below.

1. Enter the Effective Date that represents the data expected to report (i.e., 06/30/2008).
2. Select the appropriate Calendars.
3. Review the data prior to the due date in the html format.
4. Select the State Format (CSV) for submission.
5. Click Generate Extract



Figure 22

## Data Submission

The KY Special Education Exit Report must be submitted via the Secure File Transfer (DoSE Upload) web application by July 31, 2008.

## Student Health Reports

The information provided in this section details how to generate the Student Health Reports. For detailed information regarding data entry refer to the Health Alert Summary Report User Reference [UR\_HealthAlertSummaryReport\_0508.pdf] and the Health Conditions Summary Report User References [UR\_HealthConditionsSummaryReport.pdf] available on the Customer Portal.

## Health Alert Summary Report

*Path: Index > Health > Reports > Health Alert Summary*

To generate the data for the Health Alert Summary Report (see Figure 23) follow the directions below..

1. Enter the Start and End Date the represents the data expected to report.
2. Select the All Calendars check box or select the appropriate calendars from the
3. list.
4. Select All Alerts or the appropriate alerts for submission.
5. Click Generate Extract

Figure 23

**Health Alert Summary**

This tool will extract a summary of Health Alerts. A Health Alert is an occurrence of a ProgramParticipation record for a student in a Program marked as "medical" that occurs between the Start Date and End Dates listed below. Uncheck the "Include Calendars" checkbox to remove the Calendars section from the printout.

Extract Options	Select Specific Health Alerts	Calendars (2009 - Fayette County)
Start Date: 03/08/2008 End Date: 08/09/2009 Include Calendars: <input checked="" type="checkbox"/> Generate Extract	All Alerts Medical	08-09 Arlington Elementary Sch 08-09 Ashland Elementary Scho 08-09 Athens-Chilesburg Elemer 08-09 Beaumont Middle School 08-09 Booker T Washington Ace 08-09 Breckinridge Elementary 08-09 Bryan Station High Schoo 08-09 Bryan Station Middle Sch 08-09 Cardinal Valley Elementa 08-09 Cassidy Elementary Scho 08-09 Clays Mill Elementary Sc 08-09 Crawford Middle School 08-09 Deep Springs Elementary 08-09 Dixie Elementary Magnet 08-09 Eastside Technical Cente

CTRL-click and SHIFT-click for multiple

## Data Submission

The Health Alert Summary Report must be submitted to the mail box by June 30, 2008.

## Health Conditions Summary Report

Path: Index > Health > Reports > Health Conditions Summary

To generate the data for the Health Conditions Summary Report (see Figure 24) follow the directions below.

1. Enter the Start and End Date the represents the data expected to report.
2. Select the All Calendars check box or select the appropriate calendars from the list.
3. Select All Conditions or the appropriate conditions for submission.
4. Click Generate Extract

Figure 24

**Health Conditions Summary**

This tool will extract a summary of Health Conditions occurring between the Start Date and End Date separated by group. Uncheck the "Include Calendars" checkbox to remove the Calendars section from the printout.

Extract Options	Select HealthCondition groups	Calendars (2009 - Fayette County)
Start Date: 08/08/2008 End Date: 08/09/2009 Include Calendars: <input checked="" type="checkbox"/> Generate Extract	All Conditions Health Conditions (non-grouped) Allergy	08-09 Arlington Elementary Sch 08-09 Ashland Elementary Scho 08-09 Athens-Chilesburg Elemer 08-09 Beaumont Middle School 08-09 Booker T Washington Ace 08-09 Breckinridge Elementary 08-09 Bryan Station High Schoo 08-09 Bryan Station Middle Sch 08-09 Cardinal Valley Elementa 08-09 Cassidy Elementary Scho 08-09 Clays Mill Elementary Sc 08-09 Crawford Middle School 08-09 Deep Springs Elementary 08-09 Dixie Elementary Magnet 08-09 Eastside Technical Cente

CTRL-click and SHIFT-click for multiple

## Data Submission

The Health Condition Summary Report must be submitted to the mail box by June 30, 2008.

## TEDS

*Path: Index > KY Reporting > TEDS Report*

The information provided in this section details how to generate the TEDS Report.

For detailed information regarding data entry refer to the [Name] User Reference [UR\_KYTEDS.pdf] available on the Customer Portal.

To submit data generated by the TEDS Report follow the directions below. This report will be submitted by school districts to the TEDS database.

1. Enter the Date Range the represents the data expected to report.
2. Select the Extract Type (Enrollment or Demographic).
3. Review the data prior to the due date of June 30, 2008 in the html format.
4. Select the State Format (Fixed Width) to be submitted to the TEDS database.
5. Click Generate Extract

**TEDS Report**

This tool can extract data to complete the TEDS Report. Choose the District Format to get the file in the state defined csv format, otherwise, choose one of the testing/debugging formats.

**Extract Options**

Date Range: 08/07/2007 -- 05/23/2008

Extract Type: Enrollment

Format: State Format (Fixed width)

**Generate Extract**

**Select Calendars**

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

☒ active year ☐ list by school ☐ list by year

07-08

- 07-08 ACKERLY-BINGHAM GDN
- 07-08 ACKERLY-BINGHAM GDN
- 07-08 AHRENS EDUCATIONAL R
- 07-08 ATHERTON HIGH SCHOOL
- 07-08 ATKINSON ELEMENTARY
- 07-08 AUBURNDALE ELEMENTA
- 07-08 AUDUBON TRADITIONAL I
- 07-08 AUDUBON YOUTH DEVEL
- 07-08 BALLARD HIGH

## Data Submission

The KY TEDS data submission must be submitted to the TEDS database for information go to:

<http://www.education.ky.gov/KDE/Instructional+Resources/Career+and+Technical+Education/Technical+Education+Database+System/>.

Data must be submitted by June 30, 2008.