

End of Year Processing

For Kentucky School Districts

May 2008 User Guide

Objectives:

Student Information
System Administration
Edit Reports
End of Year reports



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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

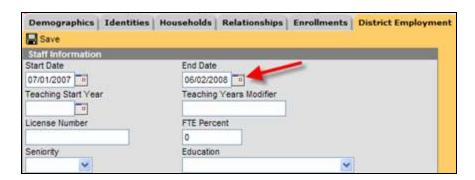
Employment records, school assignment information and user accounts should be reviewed and ended, if necessary, at the end of the school year.

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



District Assignments

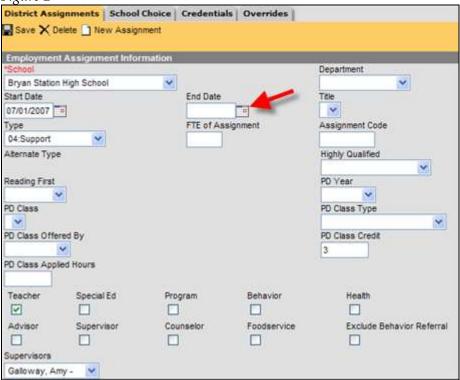
Path: Census > People > District Assignments

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.





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.

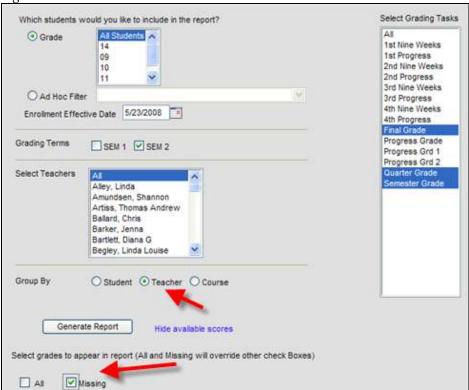
- 1. Select the Show available grading scores as shown in Figure 4.
- 2. Generate the report for all students. Enter an effective date (i.e., the day after teachers were to complete the posting grades process), select the final term, sort by teacher, select all grading tasks that factor into the end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



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

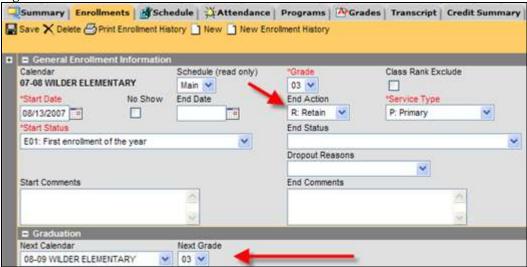
End Actions

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



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.

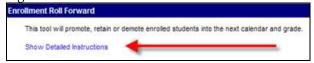
- 1. If the student is changing grade levels within the same calendar, modify the next year's enrollment record by changing the student's grade level.
- 2. If the student is changing grade levels requiring an enrollment record in a different calendar, the user should delete next year's enrollment record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



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 Select Fields to fill 07-08 WELLINGTON ELEMENTARY End 05/23/2008 07-08 WESTERN HIGH SCHOOL Date 07-08 WESTERN MIDDLE End COY: Close of Year 07-08 WESTPORT TAPP Status 07-08 WESTPORT TRADITIONAL MID End 07-08 WHEATLEY ELEMENTARY Action 07-08 WHEELER ELEMENTARY 07-08 WILDER ELEMENTARY Graduation 07-08 WILKERSON ELEMENTARY 07-08 WILT ELEMENTARY Dioloma Date 07-08 YOUNG ELEMENTARY 07-08 ZACHARY TAYLOR ELEMENTAR Diploma Type EARLY CH-ATKINSON ELEMENTARY EARLY CH-AUBURNDALE ELEMENTARY Diploma Period EARLY CH-BATES ELEMENTARY CTRL-click and SHIFT-click for multiple RUN Select Grades V 00 V 01 V 02 V 03 V 04 ☑ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 14 ☐ 95 97 98 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-

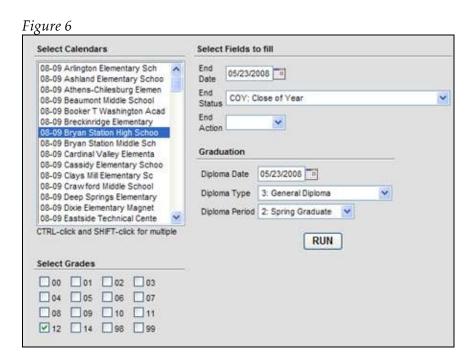
enrolled in the same calendar and grade. This tool is also useful if using school assignment to remove enrollment records of students who do not meet the assignment requirements.

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.



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



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

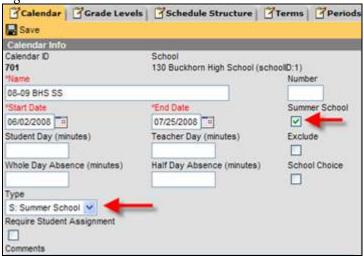
Summer school should be set up as a separate calendar from the regular school year calendar. Sections, and scheduling students into the appropriate courses will be necessary to use Campus for Summer School data collection.

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



User Security Maintenance

Path: System Administration > User Security > User Groups

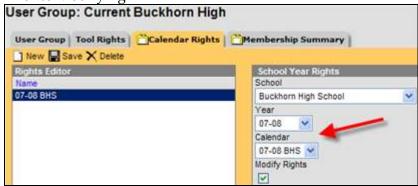
Calendar Group Maintenance

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



After Modifying



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.

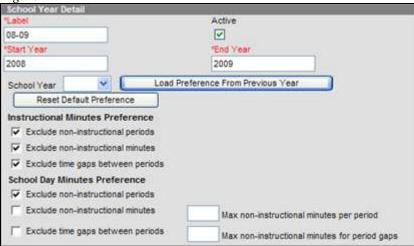
Create new user accounts for new staff, students, and parents who will need access to either the Campus application or portal during the next school year.

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



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
 - o 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-todate 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

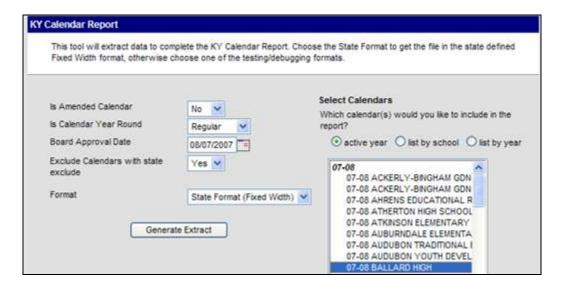
Path: Index > KY Reporting > Calendar Report

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



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)

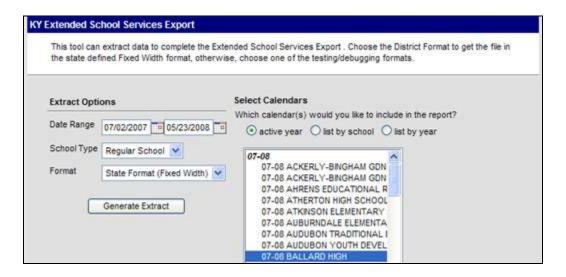
Path: Index > KY Reporting > KY Extended School Services Export

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



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)

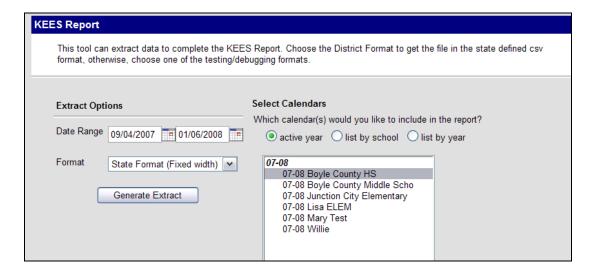
Path: Index > KY Reporting > KEES Extract

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



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.

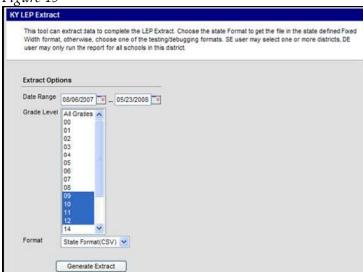
Data submitted should always be for the academic year just completed and must be received by KHEAA no later than June 30 each year, Early Graduate submission is due by December 15 each year. Further information or assistance with your submission, contact KHEAA at (800) 928-8926 ext. 6-7393 or visit the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

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

eport Options			Select Calendars All Calendar	
Extract Format	State Format (Fixed width)		08-09 Arington Elementary Sch 08-09 Ashland Elementary Schoo	^
Date Range Click date or mont Report Types	h to quick set the start/end date. All Types		08-09 Athens-Chilesburg Elemen 08-09 Beaumont Middle School 08-09 Brocker T Washington Acad 08-09 Breckinridge Elementary 08-09 Bryan Station High Schoo	
Rt School Calendar (Annual report) R2 Enrollment _Reenrollment (Annual report, enrollments count) R3 Withdrawals (Annual report, withdrawals count)		08-09 Bryan Station Middle Sch 08-09 Cardinal Valley Elementa 08-09 Cassidy Elementary Schoo 08-09 Clays Mill Elementary Sc 08-09 Craw ford Middle School 08-09 Deep Springs Elementary		
☑ R5 Ethnic Count (Active students on the end date of 10th school Month) ☑ R7 Aggregate Attendance ☑ R9 Non-Contract_Over_Under Attendance		08-09 Dixie Elementary Magnet 08-09 Eastside Technical Cente 08-09 Edythe Jones Hayes Middl 08-09 Garden Springs Elementar	v	
RH Home_Hosp RL Five Low Al RW Ten Low A Threshold: Pr	ttendance Days ttendance Weather Days		CTRL-click and SHIFT-click for my (Calendars: 50 Schools: 50)	ultiple
	ormance Based Atlandance			
RS Out of Scho	ol Suspension			

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
- 5. 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.

Special Education Exit Report

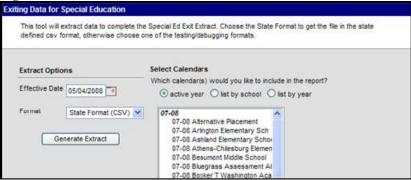
Path: Index > KY Reporting > Special Ed Exit Report

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.

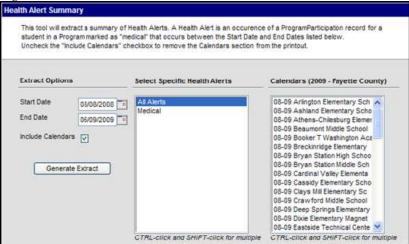
Health Alert Summary Report

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



Data Submission

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

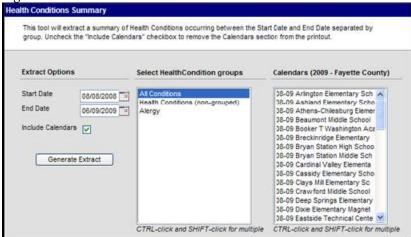
Health Conditions Summary Report

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
- 3. list.
- 4. Select All Conditions or the appropriate conditions for submission.
- 5. Click Generate Extract

Figure 24



Data Submission

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

TEDS

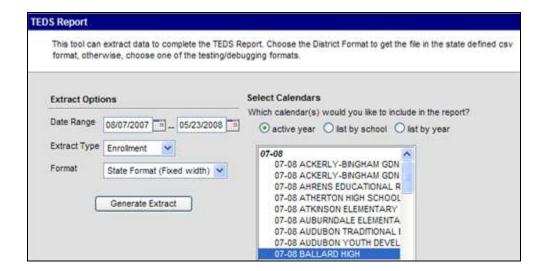
Path: Index > KY Reporting > TEDS Report

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



Data Submission

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

 $\frac{http://www.education.ky.gov/KDE/Instructional+Resources/Career+and+Technical+Edu}{cation/Technical+Education+Database+System/}.$

Data must be submitted by June 30, 2008.