

## Setting Up High School Counselor to View Student Grade Detail in ATC Database

If you are an ATC that services multiple high schools in multiple districts you must be careful of causing FERPA violations. Below are the proper procedures you should take when adding these high school counselors to your database:

1. Refer to the [Video](#) on the KTS Data Exchange webpage for adding a staff to your database.
2. **DO NOT** add the feeder school counselor's email address to the "Email Address" field on the Demographic page. This may cause the counselor CIITS issues. You may add their email address to the "Secondary Email Address field.

**Snape, Severus**  
Gender: M

School Choice	Credentials	Overrides	Fees	ID History	Schedule	Payments
Demographics	Identities	Households	Relationships	Enrollments	District Employment	

Save
Delete
Person Summary Report
Demographics Data

Student State ID

Local Staff Number

Staff State ID

Person GUID

Portal Username No Active Portal Account

**Personal Contact Information**

Other Phone <input type="text"/>	Private <input type="checkbox"/>	Work Phone <input type="text"/>	Private <input type="checkbox"/>
Cell Phone <input type="text"/>	Private <input type="checkbox"/>	Pager <input type="text"/>	Private <input type="checkbox"/>
Email <input style="border: 2px solid red; border-radius: 50%; width: 100px; height: 20px;" type="text"/>	Private <input type="checkbox"/>	Secondary Email <input type="text" value="Severus.Snape@Hogwarts.com"/>	Private <input type="checkbox"/>

3. When adding the high school counselor, in the District Assignment area in the ATC database, you must add them as a Type of "Support". Giving them any other Type will potentially cause the counselor CIITS issues.
4. The Counselor checkbox must also be checked.

**Snape, Severus**  
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School Choice	Credentials	Overrides	Fees	ID History	Schedule	Payments	Impact A
Demographics	Identities	Households	Relationships	Enrollments	District Employment	Dis	

Save
Delete
New

**Employment Assignment Information**

School Barren County Area Technology Center	Department <input type="text"/>
*Start Date <input type="text" value="01/01/2019"/>	End Date <input type="text"/>
Type <input style="background-color: #ffff00;" type="text" value="04-Support"/>	FTE of Assignment <input type="text"/>
Alternate Type <input type="text"/>	Assignment Code <input type="text"/>
Reading First <input type="text"/>	Highly Qualified <input type="text"/>
Evaluation Override <input type="text"/>	PD Year <input type="text"/>
PD Class Offered By <input type="text"/>	PD Class Type <input type="text"/>
PD Class Applied Hours <input type="text"/>	PD Class Credit <input type="text"/>

Teacher <input type="checkbox"/>	Special Ed <input type="checkbox"/>	Program <input type="checkbox"/>	Behavior Admin <input type="checkbox"/>	Health <input type="checkbox"/>	Behavior Response Approver <input type="checkbox"/>	Response to Intervention <input type="checkbox"/>
Advisor <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Counselor <input checked="" type="checkbox"/>	Foodservice <input type="checkbox"/>	Exclude Behavior Referral <input type="checkbox"/>	Self Service Approver <input type="checkbox"/>	FRAM Processor <input type="checkbox"/>

5. For user security permissions, email [ktssupport@education.ky.gov](mailto:ktssupport@education.ky.gov) to request user security permissions be added.
6. You must then assign the counselor to the student's record. This can be done individually or in mass.
  - a. For Individual assignment – *Student Information > Counseling > General > Team Members > Assign the new team member with the counselor role.*

Summary **Team Members** Documents Contact Log

**+** Find & Link New Team Member **+** Enter New Team Member **+** Print Active Only **+** Print All

**Team Member Editor**

Start Date	End Date	Title	Name	Role

Fetch Classroom Teachers

**Find New Team Member**

Census  Role

Classroom Teachers

Counselor Staff

Advisor Staff

Add Team Member

- b. For In Mass assignment –
  - i. First, create an Ad Hoc Query to pull by each high school you service. Directions can be found on the [KTS Data Exchange webpage](#) in the [Student Feeder School Ad-Hoc Query](#).
  - ii. Go to *Scheduling > Fill Counselor* and use the Student Feeder School Ad-Hoc Query to assign the students to the counselor.

**Fill Counselor**

This tool will facilitate the mass assignment of students to a counselor.

**Search Students**

Grade  All Students

Ad Hoc Filter

Enrollment Effective Date  12/21/2015

Last Name  to

First Name  to

No Active Counselor

Counselor  Choose a Counselor

End existing counselors

**Search Result**

Grade	Name

Click to remove a student  
Ctrl-z to undo the removing