

# Data Standard Student Enrollment

## Rev. 7/3/2023

### Ownership and History

**Standard prepared by:**

Josh Whitlow

**Data steward(s)**

[Josh Whitlow](#), (502) 564-5279 ext. 4450

**Office(s)**

Office of Finance and Operations

**Revision history****July 3, 2023**

Update for 2023-24 school year.  
G-Code SB 128 (2021), Supplement School Year Program  
Challenge Academies Information

**February 22, 2023**

FAQ from Office of Civil Rights added to Program 504  
Pronoun Information

**January 26, 2023**

Clarification added on Dropout Reasons – KDE no longer collects this information.

**December 15, 2022**

Birth Date is now a required field when searching for a student.

**September 28, 2022**

Added State Race Ethnicity codes

**July 14, 2022**

Removed Extra Year in Primary  
Clarified data in English Learner section and deleted Migrant and Homeless procedures no longer needed.

**April 6, 2022**

Updated Refugee

**August 16, 2021**

Additional information added to Extra Year in Primary program information.

# Data Standard Student Enrollment

Rev. 7/3/2023

Contents

<b>Ownership and History .....</b>	<b>1</b>
<b>Overview .....</b>	<b>3</b>
<b>Section A – Enrolling a Student.....</b>	<b>4</b>
<b>Section B – Enrollment Detail .....</b>	<b>9</b>
<b>Section C – State Reporting Fields .....</b>	<b>13</b>

## Data Standard Student Enrollment

Rev. 7/3/2023

### Overview

#### Description

As new students are enrolled, the process below should be followed to ensure students are enrolled correctly and duplicate student records are not created. All districts should be using the Student Locator to enroll students.

- Student identification: Identifying and tracking students as they transfer from one district to another, out of state, or out of country is important for tracking a student's progress.
- Student Records Transfer: The student locator allows school districts in Kentucky to transfer educational records with students. KDE strongly recommends that districts import enrollment history on all transferred students. Enrollment history is necessary to verify school entry information on the Demographics tab, 9<sup>th</sup> grade entry on the Graduation tab, number of days enrolled in a KY school for KEES and the number of days enrolled for school accountability.
- Prevents Duplicate Students: Failure to link prior education records to new enrollments creates duplicate students at the school district level or at the state level in Infinite Campus. Fixing these duplicates takes much more time than initially setting the student up correctly.

#### Regulation citation(s)

- KRS 158.030, KRS 159.010, 159.170, 702 KAR 7:125, 704 KAR 7:090

#### Data use

- Federal Funding and Reporting
- State Funding and Reporting
- Student Assessment and Accountability
- Data Sharing between systems – P20

#### Related ad-hoc filters and reports

- Path: Student Information / Reports / State Enrollment Verification Report
- Path: Student Information / Reports / State Enrollment Overlap
- Path: KY State Reporting / Edit Reports / Missing Enrollment End Status Report

#### Training

Additional enrollment documentation is available via [Infinite Campus Community](#).

More information on [Dropout Data](#).

# Data Standard Student Enrollment

Rev. 7/3/2023

## Section A – Enrolling a Student

**Classic Path:** Student Information | Student Locator

**Search Terms:** Student Locator Wizard

Look up student in the Student Locator tool

- The Search fields is available on the Student Locator when the Last Name, First Name, Gender AND Birth Date fields are populated, OR when the State ID field is populated.

The screenshot shows the Student Locator tool interface. On the left, there are several input fields: Last Name, First Name, Gender (a dropdown menu), Birth Date (with a calendar icon), Middle Name, SSN # (with three separate boxes), and State ID. Below these fields is a 'Search-->' button. To the right of the input fields is a table with the following headers: Name, State ID, Gender, Birth Date, and %. The table is currently empty. At the bottom right of the interface is a 'Create New Student >' button.

If student is not found, 'Create a New Student'

Add student information – field definitions below.

# Data Standard Student Enrollment

Rev. 7/3/2023

The screenshot displays a web-based form for student enrollment, divided into several sections:

- Person Info:** Includes fields for Student Number (Automatically Generated) and State ID (Pending).
- Identity Info:** Contains fields for Last Name, First Name, Middle Name, Suffix, Gender, Pronouns, Birth Date, and Soc Sec Number. There is an "Upload Picture" button and a "No Image Available" message.
- Race/Ethnicity:** Features a dropdown for "Is the individual Hispanic/Latino?", a checkbox section for "Is the individual from one or more of these races?" (with options: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White), and a "State Race Ethnicity" dropdown.
- Birth Country:** Includes a dropdown menu and fields for "Date Entered US School", "Birth Certificate", and "Original KY School Entry".
- Home Primary Language:** A dropdown menu.
- Native American Language:** A dropdown menu.
- Nickname:** A text input field.
- Comments:** A large text area for notes.
- Enrollment Detail:** Includes fields for Enrollment ID, Calendar, Schedule (Main), Grade, Class Rank Exclude, External LMS Exclude, Start Date, End Date, End Action, Service Type, Local End Status, State End Status, Dropout Reasons, Start Comments, and End Comments.

**Last Name:** The last name given to a student at birth or legal court documents, as indicated on their birth certificate, social security card or passport or through a legal name change; such as, adoption or marriage certificate. If student has dual last names, whether hyphenated or not, both last names should be entered in this field. **NO PUNCTUATION including hyphens/dashes or apostrophes should be used even if it appears on the birth certificate or other legal documentation. BEST PRACTICE:** When a student's last name contains the last name of both parents, questions arise over the order of entering the last names. Based on common practice, KDE suggests listing the father's last name first and the mother's maiden name as the second last name. When enrolling students with dual last names, district personnel may need to search the Student Locator on both last names separately or in combination to locate the correct student. When reviewing the results of the search, the user can hover over the names to see the district where the student was last enrolled to help identify the correct student.

**First Name:** The first name given to a student as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. The first name should contain the proper first name of the student, including dual first names such as Anna Maria.

## Data Standard Student Enrollment

Rev. 7/3/2023

Please do not use nicknames here. **NO PUNCTUATION including hyphens/dashes or apostrophes should be used even if it appears on the birth certificate or other legal documentation.**

**Middle Name:** The middle name given to a student as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. If a student does not have a middle name, it should be left blank. If only the middle initial is given, do not put punctuation at the end of the letter. If a female student is married, it is acceptable to put the maiden name in the middle name field. If a student has more than one middle name, please place both names in the middle name field. **NO PUNCTUATION; including hyphens/dashes or apostrophes should be used even if it appears on the birth certificate or other legal documentation.** *Note: Even though this field is not required within Campus, it is important to include the middle name if available since it is used for properly identifying and matching students, e.g. John James Smith vs. John Paul Smith.*

**Suffix:** Select student's suffix, if any, from drop down menu, an appendage used to denote a student's generation in his family. (e.g., Jr, Sr, III).

**Gender:** Select student's gender from drop down menu - Male or Female.

**Birth Date:** Enter month, day, year (mm/dd/yy or mmdyyy) on which the student was born. *Note: In other countries, the common format is DD/MM/YYYY so please ensure the birthdate is entered correctly when enrolling a student.*

**Social Security Number:** This field should contain the official number given by the Social Security Administration. If a student or parent refuses to give the information, it should be left blank. DO NOT place the student number in the SSN field. The field should only contain the SSN as assigned. **SSN is required for the KEES report for students in grades 8-12. KDE recommends completing this field for all students when information is available as this data is used for matching students for various state and federal reporting purposes.**

### Protected Identity Information

If your district chooses to use this Infinite Campus functionality, please visit [Campus Community](#) and search "Census" for guidance. The legal name is available to differentiate from the name on a student's birth certificate and the name a student needs to be referred. For example, students in custody disputes and/or protected foster care. KDE does not recommend that districts create flags for name changes.

## Data Standard Student Enrollment

Rev. 7/3/2023

### Race/Ethnicity

Race/Ethnicity

**\*Is the individual Hispanic/Latino?**

N: No ▾

**\*Is the individual from one or more of these races?**  
(check all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

**State Race Ethnicity**

6 White

**\*Race/Ethnicity Determination**

01: Parent Identified ▾

**Race/Ethnicity:** Select the appropriate answer for the ethnicity question, '**Is the individual Hispanic/Latino?**' Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic/Latino or Latino." After selecting the appropriate answer to the Hispanic question, at least one of the following race codes must also be selected:

- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

### State Race Ethnicity

- 01 = Hispanic or Latino
- 02 = American Indian or Alaska Native
- 03 = Asian
- 04 = Black or African American
- 05 = Native Hawaiian or Other Pacific Islander
- 06 = White
- 07 = Two or More Races

## Data Standard Student Enrollment

Rev. 7/3/2023

**Race/Ethnicity Determination:** Select the appropriate Race/Ethnicity Determination option from the dropdown list, if applicable. The option selected identifies how the individual's race/ethnicity was determined. The options are listed below:

- 01 - Parent Identified
- 02 - Self Identified
- 03 - Observer Determined
- 04 – Unknown

**Birth Country:** Select country in which student was born from drop down menu; system default is United States.

**Date Entered US School:** Enter month, day, year (MM/DD/YY) the student **first entered a school in the United States**. A student who has been attending one or more schools in any one or more States for more than three full academic years is no longer classified *immigrant*. The U.S. Department of Education defines state as one of the 50 states, Puerto Rico and the District of Columbia. This data element is required for determination of a student's Immigrant status. Reference the [Immigrant Data Standard](#) for additional guidance.

**Original KY School Entry:** Month, day, year (mm/dd/yy or mmdyy) of an individual's initial entry into a Kentucky public school - If a student enrolls in Kentucky as an entry-level student, withdraws to non-Kentucky school and returns several years later, the original entry date would NOT change (**Initial Entry Only**).

**Home Primary Language:** Home language is defined as the language most frequently spoken at home. In the case of a foreign-born student living in an English-speaking home of his/her adopted family, choose the student's native language. **You should select a language from an alphabetical list of world languages**. Additional guidance regarding Home Primary Language for EL students can be found in the [English Learners Data Standard](#).

**Native American Home Language:** This field should only be populated when the Home Primary Language selected is Native American. Then choose from an alphabetical list of Native American languages. If the language is not on this list, choose OTHER.

**Reference guides for getting student names right:** Getting a student's name right is the first step in welcoming him or her to school. Getting a name correct in Infinite Campus can help avoid duplicate student records. A new set of reference guides from Regional Educational Laboratory (REL) Northwest can help. The [Getting It Right guides](#) provide districts with guidance for consistently entering students' names. The printer-friendly guides include easy-to-follow tips and guidelines for registering students with non-English home languages. For each home language, the guides provide information on the typical number of given names or family names, the order of the names and where the names might fit into common database fields. In addition to facilitating accurate data entry, these guides can help front office staff and registrars greet and address parents and other family members in a culturally responsive and respectful way. To download and print the reference go to [Getting It Right: Reference Guides for Registering Students With Non-English Names](#)



## Data Standard Student Enrollment

Rev. 7/3/2023

### Section B – Enrollment Detail

Classic Path: Student Information | General | Enrollments Tab | New Enrollment

Search Terms: Enrollment

The screenshot shows a form titled "General Enrollment Information" with a close button in the top right corner. The form is organized into several sections:

- \*Calendar:** A dropdown menu.
- \*Schedule:** A dropdown menu with "Regular" selected.
- \*Grade:** A dropdown menu.
- Class Rank Exclude:** A checkbox.
- External LMS Exclude:** A checkbox.
- \*Start Date:** A date picker with a "No Show" checkbox.
- End Date:** A date picker.
- End Action:** A dropdown menu.
- \*Service Type:** A dropdown menu with "P: Primary" selected.
- \*Local Start Status:** A dropdown menu with "Select a Value" selected.
- Local End Status:** A dropdown menu with "Select a Value" selected.
- State Start Status:** A dropdown menu.
- State End Status:** A dropdown menu.
- Dropout Reasons:** A dropdown menu.
- Start Comments:** A text area.
- End Comments:** A text area.

**Calendar:** Select the name of the school calendar into which the student is enrolled.

**Schedule:** Select the appropriate schedule structure of the calendar for student's enrollment.

**Grade:** Use drop down menu to select grade level of student: 95 – infants, 96 – 1 year olds, 97 – 2 year olds, 98 – 3 year olds, 99 – 4 year olds, 00 – Kindergarten, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 and 14

AGE REQUIREMENTS: Age requirements for grades 96-01 must be followed unless student has an underage waiver.

- Grade 96 – must turn 1 year of age on or before August 1st
- Grade 97 – must turn 2 years of age on or before August 1st
- Grade 98 - must turn 3 years of age on or before August 1st
- Grade 99 - must turn 4 years of age on or before August 1st
- Grade 00 - must turn 5 years of age on or before August 1st
- Grade 01 - must turn 6 years of age on or before August 1st

NOTE: Grade 14 may only be selected for Special Education Students participating in Alternate Assessment, as determined by the student's Admissions and Release Committee and documented on his or her IEP. This student must turn 17 years of age on or before October 1st of current school year and must have progressed through a grade 12 assessments.

State Grade Level 20: Post-Secondary should only be selected for those persons taking adult classes. Adult education students enrolled in this grade level should be marked state exclude and scheduled into a calendar marked Exclude. Beginning in 2020, [Senate Bill 63](#) allows districts to create a district-operated program where residents over the age of 21, who previously dropped out of high school and completed

## Data Standard Student Enrollment

Rev. 7/3/2023

at least 16 credit hours, can virtually complete high school and receive a high school diploma. If the district operates such a program, the students should be enrolled as Grade 20 and the “Virtual HS Completion Program” flag should be added to the student’s record.

**Start Date:** Enter the date in which enrollment began.

**End Date:** Enter ending date of student’s selected enrollment. End date should be last day of attendance in the district. Missing end dates is a data quality issue that affects reporting and data extractions completed on behalf of school districts. KDE strongly recommends that districts generate the edit report (Path: KY State Reporting | Edit Reports | Missing Enrollment End Status) that will identify most of the enrollments missing an end status.

**No Show:** Indicates the student did not attend the first day of school in current school year as expected. Marks inactive; student attendance and student are removed from class rosters. Schedule can be restored if student re-enrolls (see [User Guide: No Shows](#) under Other Procedural Documentation on the [K SIS Data Standards](#) webpage).

### Start Status:

Select appropriate entry or re-entry code (State defined codes)

- **E01** - a pupil enrolled for the first time during the current year in either a public or nonpublic school in the United States; (This includes students enrolling for the first time in a public school district who have attended only homeschool or private school in prior years.)
- **E02** - a pupil previously enrolled during the current school year in either a public or nonpublic school in another state who has not previously enrolled in Kentucky during the current school year;
- **E03** - current regulation states ‘a pupil enrolling for the first time during the current school year in either a public or nonpublic school, who withdrew as a W24 or W25 for previous school years. KDE is currently working to update this regulation;
- **E98** – The system will generate this start status if the student is still enrolled in the prior district. Contact the prior school to have them end date the prior enrollment before requesting a student records transfer. Then change the start status to the appropriate status.
- **R01** - A pupil who changes grade, schedule structure, or enrollment service type in the same school;
- **R02** - a pupil received from another public school in the same public school district;
- **R06** - a pupil reentering the school after dropping out, discharge or expulsion from a school district in Kentucky during the current school year, who has not entered any other school during the intervening period;
- **R20** - a pupil previously enrolled in a home school in Kentucky during the current school year; (This includes students who have attended a public school in KY during the current year and are returning to public school after being homeschooled.)
- **R21** - a pupil previously enrolled in any public or nonpublic school (excluding home schools) in Kentucky during the current school year who have a prior withdrawal code in Student Information System; (This includes students who have attended public school in KY during the current year and who are returning to public school after attending a nonpublic school, not including homeschool.)

## Data Standard Student Enrollment

Rev. 7/3/2023

- **NS** - a pupil who completed the prior year with a C01 and was expected to enroll in the district but did not enroll by October 1 of the current year whose enrollment elsewhere cannot be substantiated. An appropriate end status should be selected on the no-show enrollment to identify what is known about the student; i.e. W22 if the student has enrolled in another district, W20 if enrolled in homeschool, etc.

**End Action:** Select if promoting, retaining or demoting a student to next or previous or the same grade level for the next school year. This can be left blank if the student is being promoted. If the student is being retained, the Retained status should be selected at the end of the school year.

**End Status:** Select appropriate withdrawal code (State defined codes)

- **W01** - a pupil transferred to another grade, schedule structure, or enrollment service type, in the same school. The reentry code to use with W01 shall be R01;
- **W02** - a pupil transferred to another public school in the same public school district. The reentry code to use with W02 shall be R02;
- **W07** - a pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition, or any other health-related condition for which the student is too ill to participate in regular school attendance or local homebound instructional services, or if the student has obtained a doctor's statement certifying the condition. The reentry code to use with W07 shall be R06;
- **W08** - a pupil withdrawn due to death;
- **W12** - a pupil under the jurisdiction of the court. For purposes of the W12 code, a pupil may be considered under the jurisdiction of the court on the day the petition is filed with the court. The reentry code to use with W12 shall be R06. For accountability purposes, a W12 shall be considered a dropout if the district cannot substantiate enrollment in the proper educational setting as designated by the court;
- **W17** - an entry level student in the primary program, withdrawn during the first two (2) months enrolled due to immaturity or mutual agreement by the parent, guardian or other custodian and the school in accordance with 704 KAR 5:060;
- **W20** - a pupil transferred to a home school. The reentry code to use with W20 shall be R20;
- **W21** - a pupil transferred to a nonpublic school (excluding home school). The reentry code to use with W21 shall be R21;
- **W22** - a pupil who has transferred to another Kentucky public school district and for whom a request for student records has been received or enrollment has been substantiated;
- **W23** - a pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year;
- **W24** - a pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated;

## Data Standard Student Enrollment

Rev. 7/3/2023

- **W25** – a pupil who is above minimum age for withdrawal and has dropped out of public school;
- **W26** - a pupil who has withdrawn from school after completing a secondary GED program and receiving a GED certificate;
- **W27** - a pupil who has withdrawn from school and subsequently received a GED;
- **W28** - a pupil who has reached the maximum age for education services without receiving a diploma or alternative high school diploma (formerly known as certificate of attainment);
- **W29** – a pupil who has moved out of state or outside the United States.
- **W30** - a pupil with an IEP enrolled in Grade 14 who has previously received a certificate of attainment (*Alternative High School Diploma*), reenrolled and withdrew prior to the end of the reporting school year.
- **C01** - a pupil who completes the school year in the school of the most current enrollment;
- **G01** - a pupil who graduates in less than four (4) years;
- **G02** - a pupil who graduates in four (4) years;
- **G03** - a pupil who graduates in five (5) years; (this includes students that selected SB 128 (2021), Supplement School Year Program).
- **G04** - a pupil who graduates in six (6) or more years

### NEW – Challenge Academies

As of the 2023-2024 school year Challenge Academies will be classified as an A5 schools. Students withdrawing from a district to a challenge academy must be withdrawn with a W22: A pupil who has transferred to another public Kentucky school district and for whom a request for student records has been received or enrollment has been substantiated. The academies must utilize the school records transfer process in IC to request records from the sending district.

**Dropout Reasons:** KDE no longer collects this information. School districts may use it internally, as needed W23 or W25 withdrawal code (Dropout – above minimum age for withdrawal) selected as end status.

**Service Type:** Indicates the type of enrollment and the intended service the student receives. The system defaults to P-Primary. Choose the appropriate type:

- **P: Primary** – All students must have a primary enrollment. That enrollment may or may not be in Infinite Campus. If this is the student’s only enrollment, the type should be P: Primary.
- **S: Partial** – Should only be used if the student has a primary enrollment in another school, ie. students attending a vocational school part of the day, or middle school student attending a high school for advanced services, or students attending a school that does not offer their grade level (their primary enrollment should be at the school they would otherwise attend). Secondary enrollments can be used for homeschool students taking courses in the district.
- **N: Special Ed Services** -- Students attending just for special education services/related services, i.e., private school or home school students who attend the district for special education/related

## Data Standard Student Enrollment

Rev. 7/3/2023

services only should be marked as N: Special Ed Services. To receive SEEK funding for these students, the N enrollment CANNOT be marked State Exclude.

### Note – S: Partial Enrollments for KSB and KSD:

Districts can choose to track enrollments for students who reside in their district but attend the Kentucky School for the Blind (KSB) or the Kentucky School for the Deaf (KSD) with an S:Partial enrollment. KSB and KSD will enter primary enrollments for the student. Districts may want to add a S: Partial enrollment with no schedule and no attendance to assist in tracking these students. Transportation reimbursements for daily trips and residential students are completed outside of IC for KSB/KSD students. Whether the home/resident district chooses to track the KSB/KSD student or not, the home/resident district must be included in the KSB/KSD students' ARC meetings.

## Section C – State Reporting Fields

**Classic Path:** Student Information | General | Enrollment Tab | State Reporting Fields

**Search Terms:** Enrollment

### State Reporting Fields

**State Exclude**

Immigrant       Refugee

Out Of State

Program 504      **School Choice**

Foreign Exchange

**Dropout Questionnaire**

**Resident District**

**Dropout/KTS Primary School**

**Dropout/KTS Primary District**

---

**KEES Override**         Underage Waiver

**State Exclude:** Check this box if student's attendance should not be calculated for ADA reporting purposes. **(Do not mark preschool students as State Exclude. They are automatically excluded from SAAR.)** The student's enrollment record will be flagged in red. Student's attendance will show as .00 on all attendance reports unless the selection is made to exclude these flagged students. These students may be included on other non-attendance related reports and the student's data will still be synced to state edition.

Similarly, an entire calendar can be marked Exclude to ensure that all students in that particular calendar are excluded from ADA reporting purposes. Examples of the use of an excluded calendar

## Data Standard Student Enrollment

Rev. 7/3/2023

include; a calendar consisting of only Grade 20 students, or a calendar used to track home school/private school students. Calendars can be excluded by checking the Exclude check box located at System Administration | Calendar | Calendar | Calendar.

**Immigrant:** Under Title III ESEA Section 3201 (5) Immigrant student is defined as an individual who:

- a) Is age 3 -21
- b) Was not born in any State of the United States of America (NOTE: The USDOE defines state as one of the 50 states, Puerto Rico and the District of Columbia. Adopted children from other countries and children born on military bases are included in this definition.)
- c) Has not been attending one or more schools in any one or more states in the US, for more than 3 cumulative full academic years.

NOTE: An Immigrant student may or may not be an English Learner student. An immigrant may or may not be a migrant and may or may not be a refugee. See separate [Immigrant Data Standard](#) document for additional information regarding immigrant student data.

**Refugee:** A refugee is any person who is outside his or her country of nationality or habitual residence and is unable or unwilling to return to or seek protection of that country due to a well-founded fear of persecution based on race, religion, nationality, membership in a particular social group, or political opinion. Individuals granted refugee status overseas by the U.S. Department of Homeland Security are brought to the United States for resettlement by the U.S. Department of State. Voluntary agencies and ORR assist with their resettlement and integration into the U.S. Refugees are eligible to receive ORR benefits and services from the first day they arrive in the U.S. The [Policy Letter 22-07](#) regarding the Refugee School Impact Program indicates states may provide services to children, youth and their parents (if applicable) within the first 5 years of their arrival or date of eligibility, but should prioritize services to those who have been in the United States for 1 year or less. Reference the [Office of Refugee Resettlement \(ORR\) website](#) for additional information.

**Out of State:** Use the checkbox to indicate a student that resides in another state; leave Resident District blank. This student must be placed in the NCO – Non-Contract Out of State Attendance Group.

**Extra Year in Primary:** Please note that beginning in the 22-23 school year, districts are no longer responsible for marking the Extra Year in Primary checkbox. KDE will determine the students who spent an extra year in the primary program by comparing kindergarten entrance dates with 4<sup>th</sup> grade entrance dates.

**Program 504:** Select this checkbox if a student with a disability meets the conditions for accommodations under section 504 of the Rehabilitation Act. This does not include children with disabilities who have an IEP. For guidance on students with disabilities under Section 504 please see the [Office of Civil Rights 504 FAQ](#).

**School Choice:** Kentucky has received a waiver from the USDOE from this requirement. School Choice is not an option.

## Data Standard Student Enrollment

Rev. 7/3/2023

**Foreign Exchange:** Required to be checked if student is part of the Foreign Exchange Program. Student must have a J-1 VISA and the school district must be SEVIS certified to receive SEEK funding for these students. By checking the Foreign Exchange box, the student is automatically excluded from KEES.

**Dropout Questionnaire Date:** KDE no longer collects this information. School districts may use it internally, as needed.

**Resident District:** Select from drop-down menu the student's district of residence (where the student lives). All students covered under the district's non-resident student policy should have a resident district entered. Child of District Employees should also have a resident district entered along with the CDE flag.

**Dropout/KTS Primary School:** Used for dropout tracking and KTS data exchange. Select from drop down menu the school the student should be reported at for dropout if different than the school where the student is enrolled. If not entered for student enrolled in a non-A1 facility, the dropout will be tracked back to the school of enrollment. For use in KTS data exchange, select the A1 school where the student is enrolled. This school will sync to the technical school during the data exchange to populate the KTS Flag and to be used in ad hoc reporting that identifies the student's home high school.

**Dropout/KTS Primary District:** Used for dropout tracking and KTS data exchange. Select from drop down menu the district the student should be reported at for dropout if different than the district where the student is enrolled. If not entered for student enrolled in a non-A1 facility, the dropout will be tracked back to the district of enrollment. For use in KTS data exchange, select the home district where the student is enrolled. This district will sync to the technical school during the data exchange to be used in ad hoc reporting that identifies the student's home district.

**KEES Override:** This field should be marked with a 'Yes' or 'No' when a student has special circumstances that override the established criteria for KEES eligibility. For example, a student who is a convicted felon should be marked 'No' even though they would otherwise be KEES eligible. A student considered KEES ineligible because they had been enrolled in a district less than 140 days should be marked 'Yes' if they have been enrolled in public schools in the state of Kentucky for at least 140 days and have a Yearly KEES GPA or 2.5 or above.

**Underage Waiver:** The Underage Waiver checkbox may be used for a student previously enrolled in a public school in another state that allows enrollment at an age younger than Kentucky, and their aggregate days attendance will **not** be adjusted from ADA. The checkbox may also be used for students who are underage for kindergarten as of August 1, who are approved through the local board to enter kindergarten. The Underage Waiver checkbox is used for acceleration directly to Grade 1 through the regulatory process, including KDE approval of the acceleration prior to use of the checkbox. Additional information is provided on the [Office of Teaching and Learning website](#).

**Note:** Special Education Fields are covered in a separate data standards document.