

Generate and Understand the KEES Report.

[Report Selection Criteria](#) | [Generating the KEES Report](#) | [Report Layouts](#)

PATH: *KY State Reporting > KEES Report*

The Kentucky Educational Excellence Scholarship Report is a merit-based scholarship program that is administered by the Kentucky Higher Education Assistance Authority (KHEAA). Students in grades 9-12 may earn a yearly GPA award if they achieve a grade point average (GPA) of 2.5 or higher in any year of high school while meeting the KEES curriculum requirements. In addition, students may earn a KEES bonus award after they have at least one qualifying GPA award if their highest ACT composite score is 15 or higher or a 710 or better on the SAT (critical reading and math) by the date of high school graduation.

Image 1: KEES Report Editor

To be considered eligible for KEES, a student must:

- Be a United States citizen, national or permanent resident.
- Be a Kentucky resident or maintain legal residence in Kentucky while attending a U.S. Congressional Page school or participating in an approved Foreign Exchange program.
- Be enrolled in a certified Kentucky high school for at least 140 days of the minimum school term.
- Take at least five courses during the academic year, unless the student qualifies as an early graduate.
- Not be a convicted felon.

The KEES Report does not perform validations on the eligibility criteria. However, schools may use the Override options for students who do not meet the criteria, if needed.

KEES GPA

Because the GPA calculation is used in this extract, it is very important to correctly indicate courses as being AP, IB, or DC where applicable.

The KEES GPA differs from the unweighted Kentucky GPA calculation in the following ways:

- IB (International Baccalaureate) courses receive 1 additional point. A student who achieves an "A" in such a course, for example, will receive $4.0 + 1.0 = 5.0$ GPA for this course.
- AP (Advanced Placement) courses receive 1 additional point. The example functions the same as IB.
- DC (Dual Credit) courses receive 1 additional point. The example functions the same as AP and IB.

Due Dates

The KEES Report is collected twice a year:

- Students who graduate mid-year are reported by January 15.
- Students who graduate at the end of the school year are reported by June 30.

Report Selection Criteria

The KEES report only displays students who meet specific criteria within a chosen calendar (or set of calendars).

- [Spring Graduate](#)
- [Early Graduates](#)
- [Data Error Report](#)

Spring Graduate

The KEES Spring Report only displays students who meet the following criteria:

- The student's primary enrollment in the selected calendar must be active on or before the end date of the date range entered.
- Students must not have the Foreign Exchange checkbox marked on their enrollment.
- Students must not have the Out of State checkbox marked on their enrollment record.
- Students must be assigned state grade levels 8-14 only.
- Students in grade 14 must have a non-zero cumulative GPA on their transcript.

Early Graduates

The KEES Early Graduates Report only displays students who meet the following criteria:

- The student must have a Graduation record with a Diploma Period of 1: Early Graduate.
- The student's primary enrollment record must be active for at least one day within the date range entered.
- The student must not have the Foreign Exchange checkbox marked on their enrollment.
- Students must not have the Out of State checkbox marked on their enrollment record.
- Students must be assigned state grade levels 8-14 only.
- Students in grade 14 must have a non-zero cumulative GPA on their transcript.

Data Error Report

Students who meet the reporting criteria for the Early Graduate or Spring Report but do not have vital demographic information entered within Campus will appear in the Data Error Report. Students who have a KEES Override value of N entered on their enrollment record are also included in the Data Error Report.

Generating the KEES Report

1. Select the desired **Extract Type**.
 - **Data Error Report** - Indicates students missing vital demographic information or who have a KEES Override value of N.
 - **Spring Report** - Reports demographic information for students actively enrolled in grades 8-12 as well as their mailing addresses.
 - **Early Graduate Report** - Reports demographic and mailing address information for students actively enrolled in grades 8-12 who also have an Early Graduate Graduation record.
2. Enter the desired **Date Range**.
3. Select the appropriate **Format**.
4. Select the **Calendars** to include in the report.
5. Select an **Ad Hoc Filter** (optional).
6. Click the **Generate Report** button to view the report immediately. Select **Submit to Batch** to have the report generate in a batch queue. This is especially useful for preventing system performance issues when generating the report for a large set of data.

Image 5: Data Error Report, HTML Format

Report Layouts

The following provides information on the data elements reported in all of the extract types for KEES.

- [Data Error Report](#)
- [Spring Report](#)
- [Early Graduate](#)

Data Error Report Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Application
District Name	Name of the school district submitting the information.	Alphanumeric, 15 characters	District.name	System Administration > Resources > District Information > District Name

School Name	Name of the school building submitting the information.	Alphanumeric, 15 characters	School.name	System Administration > Resources > School > School Name
Last Name	Last name of the student being reported.	Alphanumeric, 35 characters	Identity.lastname	Census > People > Demographics > Person Information > Last Name
First Name	First name of the student being reported.	Alphanumeric, 12 characters	Identity.firstname	Census > People > Demographics > Person Information > First Name
Gender	Indication of student being either male or female.	Alphanumeric, 1 character	Identity.gender	Census > People > Demographics > Person Information > Gender
Race Code	Indicates student's race based on Federal race designations.	Numeric, 1 digit	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity
State Code	Student's state identification number	Numeric, 10 digits	Person.stateID	Census > People > Demographics > Person Identifiers > SSID
Foreign Exchange	Indication of student being a foreign exchange student. This field is not required for the Data Error Report.	Alphanumeric, 1 character Y or N	Enrollment.foreignExchange	Student Information > General > Enrollment > State Reporting Fields > Foreign Exchange Student
KEES Ineligible	Displays students who have a KEES override value chosen on the enrollment tab. This field is not required for the Data Error Report. If the KEES Override field is set to N, the	Alphanumeric, 1 character Y or N	EnrollmentKY.KEESOverride	Student Information > General > Enrollment > State Reporting Fields > KEES Override

student will not be included on the KEES report.

SSN	Student's Social Security number.	Numeric, 9 digits	Identity.SSN	Census > People > Demographics > Person Information > SSN
Birth Date	Student's date of birth	Date field, 8 characters CCYYMMDD	Identity.birthdate	Census > People > Demographics > Person Information > Birth Date
Street	Street from primary address of student's primary household.	Alphanumeric, 15 characters	Address.street	Census > Household > Address > Street
State	State of residence of student's primary household.	Alphanumeric, 2 characters	Address.state	Census > Household > Address > State
City	City of residence of student's primary household	Alphanumeric, 15 characters	Address.city	Census > Household > Address > City
Zip	5-digit zip code from primary address of student's primary household.	Numeric, 5 digits	Address.zip	Census > Household > Address > Zip

Spring Report Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Application
Social Security Number	Student's valid Social Security number	Numeric, 9 digits	Identity.SSN	Census > People > Demographics > Person Information > SSN
Last Name	Student's last name	Alphanumeric, 35 characters	Identity.lastname	Census > People > Demographics > Person Information > Last Name

First Name	Student's first name	Alphanumeric, 12 characters	Identity.firstname	Census > People > Demographics > Person Information > First Name
Middle Name	Student's middle initial	Alphanumeric, 1 character	Identity.middlename	Census > People > Demographics > Person Information > Middle Name
Date of Birth	Student's birth date.	Date field, 8 characters CCYYMMDD	Identity.birthDate	Census > People > Demographics > Person Information > Birth Date
Mailing Street	Street Address/PO Box/Route of student's primary household	Alphanumeric, 30 characters	Address.street Address.POBox Address.number Address.tag	Census > Household > Address > Street Census > Household > Address > PO Box Census > Household > Address > Number Census > Household > Address> Tag
City	City of residence of student's primary household	Alphanumeric, 24 characters	Address.city	Census > Household > Address > City
State	State of residence of student's primary household	Alphanumeric, 2 characters	Address.state	Census > Household > Address > State
Zip Code	Zip code associated with the mailing address	Numeric, 5 digits	Address.zip	Census > Household > Address > Zip

Zip plus 4	Additional 4 digits assigned to the zip code	Numeric, 4 digits	Address.zip	Census > Household > Address > Zip
Diploma Date	Date on which student graduated or will graduate from high school. If the diploma date field is blank, this field will be populated with 0630XX (XX is the year in which the student is expected to graduate, based on the enrolled grade).	Date field, 8 characters CCYYMMDD	Graduation.diplomaDate	Student Information > Graduation > Diploma Date
Academic Year	School year corresponding to the calendar in which the report was generated. For example, if report is generated for the 2010-11 school year, this field will report as 20102011.	Date field, 8 characters CCYYCCYY	Not dynamically stored	Not dynamically stored
Grade Level	Student's grade level of enrollment. This grade level must = 08, 09, 10, 11 or 12.	Numeric, 2 digits	Enrollment.grade	Student Information > General > Enrollment > Grade Level
District Code	Displays the district code as determined by the Kentucky Department of Education.	Numeric, 3 digits	District.number	System Administration > Resources > District Information > Number
School Code	Displays the school code as determined by the Kentucky Department of Education.	Numeric, 3 digits	School.number	System Administration > Resources > School > Number
KEES Eligible Student	If the KEES Override field is selected on the enrollment record as Yes, this value is displayed in the extract.	Alphanumeric, 1 character	Enrollment.KEESOverride	Student Information > Enrollment > General > KEES Override

If the KEES Override field is selected as No, the student WILL NOT be reported on the KEES Spring or Early Graduate Report and will be reported on the Data Error Report.

If the KEES Override field is NULL, the following logic applies:

- If Foreign Exchange or Immigrant checkboxes are marked on the enrollment record, KEES Eligible Student = N.
- If student is in 8th grade, KEES Eligible Student = N.
- If student is enrolled 140 days or more within a district for the calendar year being reported AND the student has a yearly KEES GPA of 2.5 or above, KEES Eligible Student = Y.

The 140 day requirement DOES NOT apply to the early graduate report.

Not required for Academic Classification of 08.

Yearly Grade Point Average	Lists the student's GPA for the calendar year in which the report is generated. GPAs are displayed without decimal points.	Numeric, 3 digits	CreditHistory.credit	Student Information > General > Transcript
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No logic is implemented to

handle GPAs above 5.0. These will report as a normal GPA.

Any credits with 0 GPA weight are ignored.

Courses with a difficulty level of IB, AP, or DC receive 1.0 Bonus in addition to the GPA that is not weighted.

Only posted grades affect this GPA.

ACT Score

Displays the highest ACT score on record for the student. The value must be between 00 and 36.

Alphanumeric, 2 characters Test.score

Student Information > General > Assessments > ACT

SAT Score

Displays the highest SAT score on record for the student. This field is a summation of reading and math SAT scores. The value must be between 0000 and 1600.

Alphanumeric, 4 characters Test.score

Student Information > General > Assessments > SAT

Not required for Academic Classification of 08.

Displays Cumulative Grade Point Average without decimals.

Cumulative Grade Point Average

For special education students: If student has a Special Education Status of A: Active or AR: Active Referred AND the student has a GPA = 000, field will report as 001.

Alphanumeric, 3 characters CreditHistory.credit

Student Information > General > Transcript

Any credits with 0 GPA weight are ignored.

IB/AP/DC Courses receive 1.0 Bonus in addition to unweighted GPA

Only posted grades affect this GPA.

Gender	Indication of student being either male or female.	Alphabetic, 1 character M or F	Identity.gender	Census > People > Demographics > Person Information > Gender
Race	Federal indication of student's race/ethnicity	Numeric, 1 character	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity
SSID	Student's state identification number	Numeric, 10 digits	Person.stateID	Census > People > Demographics > Person Identifiers > SSID
SES	<p>Indication of student receiving free or reduced meals.</p> <p>A student is considered Y if they have a FRAM Eligibility during the date range entered. This includes "carry over" Eligibility records from the previous school year which has dates which overlap the date range entered.</p> <p>If the student does not have an FRAM Eligibility record, they are reported as N. If the student has a FRAM Eligibility record with a state code = 4198, they are reported as N. All 8th grade students are reported as N.</p>	Alphabetic, 1 character Y or N	Enrollment.mealstatus	<p>FRAM > Eligibility</p> <p>Student Information > General > Enrollments > State Reporting Fields > SES</p>

Indicates whether or not the student has graduated.

A value of Y is reported if:

- State Grade = 09, 10, 11 or 12.
- AND End Status is one of the following:
 - G01: Graduated in less than four (4) years
 - G02: Graduated in four (4) years
 - G03: Graduated in five (5) years
 - G04: Graduated in six (6) or more years
- AND Diploma Date is not null

High School Graduation Indicator

Alphabetic, 1 character

Enrollment.endStatus

Enrollment.grade

Graduation.diplomaDate

Student Information > General > Enrollments
Student Information > General > Graduation

Filler

N/A

N/A

N/A

N/A

Early Graduate Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Application
Social Security Number	Student's valid Social Security number	Numeric, 9 digits	Identity.SSN	Census > People > Demographics > Person Information > SSN
Last Name	Student's last name	Alphanumeric, 35 characters	Identity.lastname	Census > People > Demographics > Person Information > Last Name

First Name	Student's first name	Alphanumeric, 12 characters	Identity.firstname	Census > People > Demographics > Person Information > First Name
Middle Name	Student's middle initial	Alphanumeric, 1 character	Identity.middlename	Census > People > Demographics > Person Information > Middle Name
Date of Birth	Student's birth date.	Date field, 8 characters CCYYMMDD	Identity.birthDate	Census > People > Demographics > Person Information > Birth Date
Mailing Street	Street Address/PO Box/Route of student's primary household	Alphanumeric, 30 characters	Address.street Address.POBox Address.number Address.tag	Census > Household > Address > Street Census > Household > Address > PO Box Census > Household > Address > Number Census > Household > Address > Tag
City	City of residence of student's primary household	Alphanumeric, 24 characters	Address.city	Census > Household > Address > City
State	State of residence of student's primary household	Alphanumeric, 2 characters	Address.state	Census > Household > Address > State
Zip Code	Zip code associated with the mailing address	Numeric, 5 digits	Address.zip	Census > Household > Address > Zip

Zip plus 4	Additional 4 digits assigned to the zip code	Numeric, 4 digits	Address.zip	Census > Household > Address > Zip
Diploma Date	Date on which student graduated or will graduate from high school. If the diploma date field is blank, this field will be populated with 0630XX (XX is the year in which the student is expected to graduate, based on the enrolled grade).	Date field, 8 characters CCYYMMDD	Graduation.diplomaDate	Student Information > Graduation > Diploma Date
Academic Year	School year corresponding to the calendar in which the report was generated. For example, if report is generated for the 2010-11 school year, this field will report as 20102011.	Date field, 8 characters CCYYCCYY	Not dynamically stored	Not dynamically stored
Grade Level	Student's grade level of enrollment. This grade level must = 08, 09, 10, 11 or 12.	Numeric, 2 digits	Enrollment.grade	Student Information > General > Enrollment > Grade Level
District Code	Displays the district code as determined by the Kentucky Department of Education.	Numeric, 3 digits	District.number	System Administration > Resources > District Information > Number
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Cumulative Grade Point Average

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SSID	Student's state identification number	Numeric, 10 digits	Person.stateID	Census > People > Demographics > Person Identifiers > SSID
SES	Indication of student receiving free or reduced meals.	Alphabetic, 1 character Y or N	Enrollment.mealstatus	FRAM > Eligibility Student Information > General > Enrollments > State Reporting Fields > SES
	A student is considered Y if they have a FRAM Eligibility during the date range entered. This includes "carry over" Eligibility records from the previous school year which has dates which overlap the date range entered.			
	If the student does not have an FRAM Eligibility record, they are reported as N. If the student has a FRAM Eligibility record with a state code = 4198, they are reported as N.			

All 8th grade students are reported as N.

Indicates whether or not the student has graduated.

A value of Y is reported if:

- State Grade = 09, 10, 11 or 12.

- AND End Status is one of the following:

- G01: Graduated in less than four (4) years

Alphabetic, 1 character

Enrollment.endStatus

Enrollment.grade

Student Information > General > Enrollments

- G02: Graduated Y or N in four (4) years

Graduation.diplomaDate

Student Information > General > Graduation

- G03: Graduated in five (5) years

- G04: Graduated in six (6) or more years

- AND Diploma Date is not null

High School Graduation Indicator

Filler

N/A

N/A

N/A

N/A