

Infinite Campus: KECSAC Membership Report

Quick Reference Card

Release date: 9/9/2015

Custom Report: KECSAC Membership Report: The purpose of this report is to provide the districts with a membership report of all state agency children served in A6 programs and A1 or A5 schools that serve KECSAC children. The report is used to monitor the accuracy of enrollments and the KECSAC tab data. This report will only be valid for A1, A5 or A6 schools and will not return any information if run for schools of other state classifications. Only students with active KECSAC records based on the range of dates entered will be included in the report. A separate worksheet will be created for each school in Excel.

Selection Criteria:

Range of Dates: Selects KECSAC records active during the range.

Enrollments: All Enrollments – reports any enrollments that match the active dates of KECSAC records for the range selected; multiple records will be produced for students with multiple enrollments during the range of dates entered.

Last Enrollment Only – reports only the last enrollment that matches the active dates of KECSAC records for the range selected; this selection will produce one record per student regardless of multiple enrollments within the facility.

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Pathway: KY State Reporting > KDE Reports > KECSAC Membership Report

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: Available as an Excel Sheet.

State Class	SSID	Student Name	Grade	Gender	Age	R/E Code	R/E Description	Special Ed Status	Primary Disability	Program 504	LEP Status	KECSAC Start Date	Classification for SCA	KECSAC End Date	Enroll Start Date	Enroll Start Status	Enroll End Date	Enroll End Status
A6			11	M	17	6	White	N		N	N	07/16/2014	03 - DJJ-Committed to or in custody of	04/27/2015	07/16/2014	E01	02/27/2015	W01
A6			12	M	19	4	Black or	N		N	N	04/04/2014	03 - DJJ-Committed to or in custody of	12/19/2014	07/16/2014	E01	12/18/2014	W22
A6			10	M	18	6	White	N		N	N	10/20/2014	03 - DJJ-Committed to or in custody of	12/10/2014	10/20/2014	R21	12/10/2014	W22
A6			09	M	17	4	Black or	Y	EMD	N	N	07/17/2014	03 - DJJ-Committed to or in custody of		07/17/2014	E01	06/18/2015	CO1
A6			12	M	19	6	White	Y	EMD	N	N	09/22/2014	03 - DJJ-Committed to or in custody of	06/02/2015	09/22/2014	R21	06/02/2015	G02
A6			10	M	17	6	White	N		N	N	10/20/2014	03 - DJJ-Committed to or in custody of		10/20/2014	R21	06/18/2015	CO1
A6			10	M	17	6	White	Y	EMD	N	N	07/16/2014	03 - DJJ-Committed to or in custody of		07/16/2014	E01	06/18/2015	CO1
A6			10	M	16	6	White	N		N	N	10/23/2014	03 - DJJ-Committed to or in custody of	12/19/2014	10/23/2014	R21	12/19/2014	W22

This report contains highly sensitive information about students and must be handled appropriately.

How to use report:

- 1) Run for a point in time as requested by KECSAC, i.e. 10/15/2015 – 10/15/2015.
 - a) Check for missing students.
 - b) Follow [Alternative Education Programs / KECSAC](#) data standard guidelines for KECSAC students.
 - c) Make needed corrections in IC.
 - d) Rerun the report.
 - e) **Do not submit this report.** The data will be pulled at KDE.

- 2) Run for a range of dates to validate records.
 - a) Make sure each KECSAC record has a matching Enrollment.
 - b) Make sure start and end dates match when appropriate
 - c) If the enrollment has ended, make sure the KECSAC record is end dated.
 - d) If a new enrollment is started, make sure a new KECSAC record is created.

NOTES:

Facilities that do not have a 210 day calendar in IC must end date a student's KECSAC record on 6/30 and create a new KECSAC record for the new year on 7/1 for those students who receive services over the summer months.

Reporting for students receiving services in the summer in facilities that do not have a 210 day calendar in IC may require reporting those students separately to KECSAC.