

From: [Conner, Dede - Director, Division of Enterprise Data](#)
To: [All State KSIS Contacts](#)
Subject: KSIS Notification: ATC Dual Credit Courses
Date: Friday, August 26, 2016 11:19:27 AM
Attachments: [image001.png](#)

KSIS Contact:

FYI -The information below was sent to ATC staff earlier this morning. Please share with your high school counselors. THANKS!

From: Whitaker, Kiley - Division of Technical Schools and Federal Programs
Sent: Friday, August 26, 2016 11:06 AM
To: Whitaker, Kiley - Division of Technical Schools and Federal Programs
<kiley.whitaker@education.ky.gov>
Subject: ATC Dual Credit Courses

Hello all,

I know that there are a lot of questions around the Dual Credit course setups and that you have received a lot of information from your feeder high schools. I am going to attempt to address as many of these as possible.

First, you can direct all your schools to the Dual Credit webpage to get more information on the Dual Credit Scholarship and data requirements.

KDE page – <http://education.ky.gov/districts/tech/sis/Pages/KSIS-KHEAA.aspx>

KHEAA page – https://www.kheaa.com/website/kheaa/dual_credit?main=1

ATC courses in the ATC IC do not need to change to the Dual Credit Scholarship format. For this first year due to the sync already being in place, only the feeder school ATC courses that they pull in will need to match this format. In future years, we will set the ATC courses up in this format so that when feeder schools pull the courses in, they will already have the correct set up.

Next, ATCs do not turn in Dual Credit Scholarship information to KHEAA, only feeder districts. This means that for this first year, the feeder high schools need to change a few things about the courses they have pulled in from the ATC into their schedules.

Local Course Numbers must NOT change – This will ruin the sync between the ATC and the high school.

Local Course Name must change – Feeder Schools must change their course names to match the AAAA NNNN in the Dual Credit Data Standard at the link above.

Difficulty Level must be marked Dual Credit in order for the students in the course to pull into the file so if it is not already marked, it will need to be completed.

DCS School must be marked with the appropriate post-secondary partner school – It is our responsibility to provide that information to the feeder high schools.

Last, there are some situations that have come up that need to be addressed –

1. Dual Credit Courses that are both classroom and lab in one course. If the Post-Secondary partner has two different courses to represent this, it is important that we match this format.
 - a. Feeder Districts can create a new course using the appropriate Lab name, include the course during the same period as the classroom course, copy the roster from the classroom to the lab, mark it without credits, grading or attendance. They will need to mark it as Dual Credit in the difficulty level dropdown, choose the DCS School and check the DCS Lab Indicator on the course tab. This will be a placeholder so that it is a separate course and will pull that information into their upload file that goes to KHEAA. (If you have already done this in a different way and solved the issue, you do not need to do this. If you have not solved this issue, this is the preferred method for handling this.)
2. Dual Credit courses that have dual credit and non-dual credit students in one course
 - a. Because of the KTS exchange, changing the set up at this point is not going to be possible. We do need to find a way for non-dual credit students to be identified, but we are not going to be able to make this change before Tuesday. Also, feeder high schools will need to remove non-dual credit students from the file before uploading to KHEAA. Once again, we will need to take additional steps to fix this issue, but are unable to do so at this late date for the upload.

Please note, these are temporary solutions and everyone involved is looking at finding a cleaner and more efficient way for this to occur in the future.



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PLEASE NOTE: Starting August 22 through September 30, the Kentucky Department of Education will be relocating to a new building in Frankfort. Staff phone numbers will not change, but due to the move, there may be a slight delay in responding to your phone call or email.

If you plan on attending a KDE meeting or wish to visit a staff member during this 6-week time period, please confirm ahead of time at which building you will be meeting.

The address of the new building is [300 Sower Blvd.](#), Frankfort, KY 40601. Mail sent to the 500 Mero Street address will be delivered to the new building daily during the transition period.

Thank you for your patience during this time. We hope to be better able to serve you from our new location.

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