

From: [Jenkins, Becky - Division of Enterprise Data](#)
To: [All State KSIS Contacts](#)
Subject: FW: Dual Credit Scholarship Data Requirements
Date: Thursday, August 04, 2016 9:19:39 AM

KSIS Contact:

FYI - The email below was sent to counselors this morning from the Office of Career & Technical Education.

From: Whitaker, Kiley - Division of Technical Schools and Federal Programs
Sent: Thursday, August 04, 2016 9:14 AM
Subject: Dual Credit Scholarship Data Requirements

Counselors:

On June 24, Governor Bevin signed an [Executive Order establishing the Dual Credit Scholarship \(DCS\) program](#) for high school students. This scholarship gives students the opportunity to take two dual credit courses per year with a maximum of nine credit hours across their high school career with no tuition cost to the student. The Kentucky Higher Education Assistance Authority (KHEAA) will administer this program. Each school district should have received information from KHEAA about this scholarship and the allotment of funds available to your district. The funds are primarily for seniors, but can be used for juniors, sophomores, and freshmen (in this order of priority) to the extent that funds are available. This program also sets a tuition ceiling for all dual credit courses for high school students at Participating Post-Secondary Institutions (PPIs) at \$52.00 per post-secondary credit hour.

For students to take advantage of this opportunity, districts/schools are required to provide information to KHEAA on all dual credit students and courses twice a year (Fall and Spring). To assist with this reporting, KDE has updated Infinite Campus to include two new custom fields on the Course tab and a custom report which is used to submit DCS data to KHEAA. Courses must be set up following the Dual Credit Data Standard guidelines to be included on the report. Some data elements required by the scholarship must be manually entered into the report before uploading to KHEAA.

All dual credit information must be uploaded to KHEAA [prior to August 30th](#) for the Fall semester. Please do not wait until August 30th to try this for the first time.

A [KSIS-KHEAA webpage](#) has been created on KDE's website to provide information about the Dual Credit Scholarship Program. Items currently on the site include:

- [KSIS Dual Credit Data Standard](#) – This document gives guidance on all required information that must be entered on the Course tab in Infinite Campus.
- [KSIS Dual Credit Scholarship Quick Reference Card](#) (QRC) – This document provides instructions for generating the new Dual Credit Scholarship report to create a file for submission to KHEAA. The QRC contains details on data that must be manually entered into

the report and guidance about additional fields that must be removed prior to uploading.

- [Training video](#) | [Slide presentation](#) – KSIS Beginning of Year training DCS data requirements presentation.
- [KHEAA Participating Postsecondary Institution \(PPI\) list](#)
- [KHEAA Guidance document](#)
- [KHEAA Q&A](#)
- [KHEAA Timeline](#)

For questions specific to the Dual Credit Scholarship, contact:

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If you have questions about the report or data requirements, please feel free to contact me.

Mr. Kiley Whitaker

Academic Program Manager

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