

**From:** [Jenkins, Becky - Division of School Data Services](#)  
**To:** [All State KSIS Contacts](#)  
**Subject:** KSIS Notification: Growth Factor Report  
**Date:** Wednesday, September 07, 2016 8:14:15 AM  
**Attachments:** [image003.png](#)  
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KSIS Contact:

The information below was included in the Commissioner's Monday Message to superintendents yesterday.

Those receiving this at KSB and KSD, please make sure all employees receive it. Also, ATC principals are asked to forward it to their staff members.



***COMMISSIONER'S MONDAY MESSAGE ON  
TUESDAY – September 6, 2016***

*from*  
***Commissioner of Education Stephen L. Pruitt***

❖ ***Growth Factor Report – Deadline November 1***

The Growth Factor Report is due to KDE ten days after the last day of the second month of school, but not later than November 1<sup>st</sup> of each school year. The Growth Factor Report is mandatory for each district to complete. The purpose of the report provides funding to school districts throughout the state of Kentucky.

The Growth Factor Report includes aggregate day's attendance and absence, race and gender count, adjustments for less than full-time attendance (partial day), non-resident/non-contract students, and overage and underage students for the first two (2) months of school.

The Growth Factor Report should be submitted via the Kentucky Department of Education website. The link for submission is [here](#). Once you have accessed the link, please follow the steps accordingly.

Please contact Ronda Devine if you have any questions at [ronda.devine@education.ky.gov](mailto:ronda.devine@education.ky.gov), or call her at (502)564-5279, ext. 4444.



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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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