

**From:** [Burton, Linda - Division of Enterprise Data](#)  
**To:** [All State KSIS Contacts](#)  
**Subject:** KSIS Notification - KEES Summer Report  
**Date:** Friday, June 06, 2014 8:02:20 AM  
**Attachments:** [image001.png](#)

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KSIS Contact,

On Monday, June 2, the Kentucky Higher Education Assistance Authority (KHEAA) sent the email below to KEES district coordinators. This KSIS notification provides additional information to help districts generate the KEES Spring report. Please share this information with the appropriate staff in your district.

- It is important that districts follow all normal end-of-year processes prior to end-dating any student enrollments.
- The “Yes” indicator for graduation confirmation on the KEES report requires the student to have an end status with an appropriate G code and a diploma date on the Graduation tab.
- The KEES report should not be generated and submitted until SY 2013-14 student enrollments have been end-dated for graduates.
- When selecting extract options to generate the KEES Spring report, use the day prior to the enrollment end date as the end date for the date range. Please see the screenshot below for an example of the extract options date range; if students graduated and were withdrawn on May 23, you would select May 22 in the end date field.

The screenshot shows the 'KEES Report' extraction tool. It has a title bar 'KEES Report' and a description: 'This tool can extract data to complete the KEES Report. Choose the District Format to get the file in the state defined fixed width or choose one of the testing/debugging formats.' Below this are two main sections: 'Extract Options' and 'Select Calendars'. In 'Extract Options', 'Extract Type' is set to 'Spring Report', 'Date Range' is from '05/01/2014' to '05/22/2014', and 'Format' is 'HTML'. There are 'Generate Extract' and 'Submit to Batch' buttons. In 'Select Calendars', the question is 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year' (selected), 'list by school', and 'list by year'. A list of schools is shown, with '13-14 EDMONSON COUNTY HIGH' selected.

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**From:** Megan Cummins (KEES Program Coordinator) [<mailto:megan.cummins@kheaa.com>]  
**Sent:** Monday, June 02, 2014 1:32 PM  
**Subject:** KEES Summer Reporting: Important Announcement

Dear KEES District Coordinators,

It has come to my attention that the new graduation confirmation field in the KEES spring report from Infinite Campus will not pull correctly until students have been end-dated. KDE has set up the report within IC to look at the G-code in determining graduation status, and they related to me that this requires an end-date.

Moving forward, please wait until your students have been end-dated before extracting and uploading your KEES file. If you feel that you will be unable to delay submitting your KEES report until after your students have been end-dated, please let me know. Please also bear in mind that all KEES reports need to be submitted on or before June 30th.

Again, feel free to contact me with any questions or concerns you may have. My apologies for any confusion this has

caused.

Best,

Megan Cummins  
KEES-Program Coordinator  
KHEAA