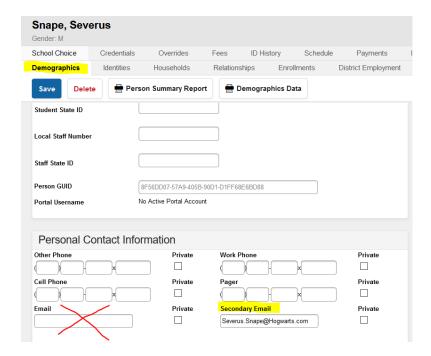
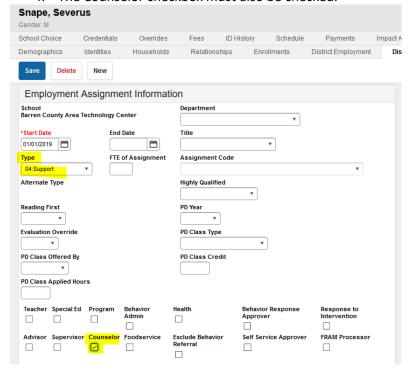
## Setting Up High School Counselor to View Student Grade Detail in ATC Database

If you are an ATC that services multiple high schools in multiple districts you must be careful of causing FERPA violations. Below are the proper procedures you should take when adding these high school counselors to your database:

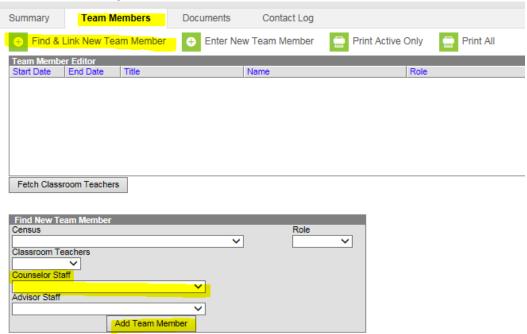
- 1. Refer to the Video on the KTS Data Exchange webpage for adding a staff to your database.
- 2. **DO NOT** add the feeder school counselor's email address to the "Email Address" field on the Demographic page. This may cause the counselor CIITS issues. You may add their email address to the "Secondary Email Address field.



- 3. When adding the high school counselor, in the District Assignment area in the ATC database, you must add them as a Type of "Support". Giving them any other Type will potentially cause the counselor CIITS issues.
- 4. The Counselor checkbox must also be checked.



- 5. For user security permissions, email ktssupport@education.ky.gov to request user security permissions be added.
- 6. You must then assign the counselor to the student's record. This can be done individually or in mass.
  - a. For Individual assignment *Student Information > Counseling > General > Team Members >* Assign the new team member with the counselor role.



- b. For In Mass assignment -
  - First, create an Ad Hoc Query to pull by each high school you service. Directions can be found on the <u>KTS Data Exchange webpage</u> in the <u>Student Feeder School Ad-Hoc Query</u>.
  - ii. Go to *Scheduling > Fill Counselor* and use the Student Feeder School Ad-Hoc Query to assign the students to the counselor.

