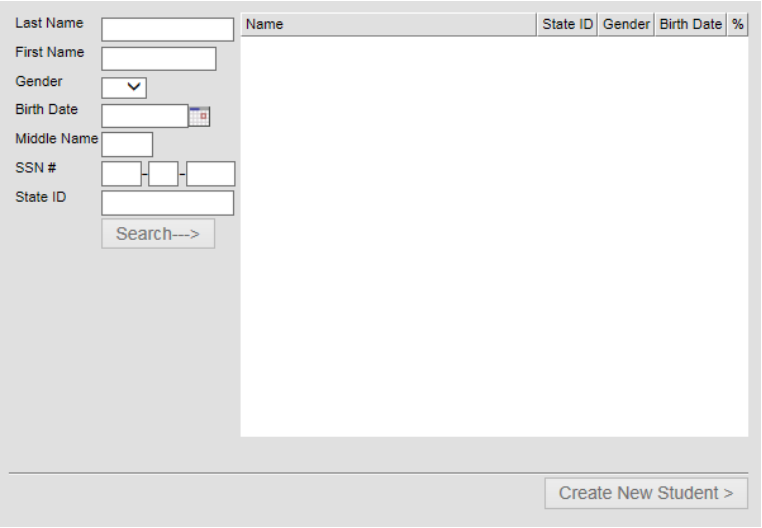
7	Student Enrollment		
KDE Contact (Data Steward)	Cheri Meadows	Updated	1/5/17
Description	As new students are enrolled, the process below should be followed to ensure students are enrolled correctly and duplicate student records are not created. **All districts should be using the Student Locator to enroll students.**		
Data Standard Reg sites, data use, etc.	• Student identification: Identifying and tracking students as they transfer from one district to another, out of state, or out of country is important for tracking a student's progress. • Student Records Transfer: The student locator allows school districts in Kentucky to transfer educational records with students. KDE strongly recommends that districts import enrollment history on all transferred students. Enrollment history is necessary to verify school entry information on the Demographics tab, 9th grade entry on the Graduation tab, number of days enrolled in a KY school for KEES and the number of days enrolled for school accountability. • Prevents Duplicate Students: Failure to link prior education records to new enrollments creates duplicate students at the school district level or at the state level in Infinite Campus. Fixing these duplicates takes much more time than initially setting the student up correctly. • KRS 158.030, KRS 159.010, 159.170, 702 KAR 7:125, 704 KAR 7:090		
How is data used	• Federal Funding and Reporting • State Funding and Reporting • Student Assessment and Accountability • Data Sharing between systems – CIITS, P20		
Noted Changes for current year	• Addition of State Grade Level 20: Post Secondary for tracking of adult education classes • Getting It Right reference guide for proper student name data entry • Change to Underage Waiver due to new kindergarten entry age		
Available Ad-Hoc & Reports	Path: Student Information> Reports> State Enrollment Verification Report Path: Student Information> Reports> State Enrollment Overlap Path: KY State Reporting> Edit Reports> Missing Enrollment End Status Report		
Available Training	Additional enrollment documentation is available via Infinite Campus Community. More information on dropout data is available from: http://education.ky.gov/AA/Reports/Pages/DropoutData.aspx Free/Reduced Application Management (FRAM) Data Standard: http://education.ky.gov/districts/tech/sis/Documents/DataStandard-FRAM.pdf		

7A	Enrolling a Student
Campus Path:	**Student Information > Student Locator**

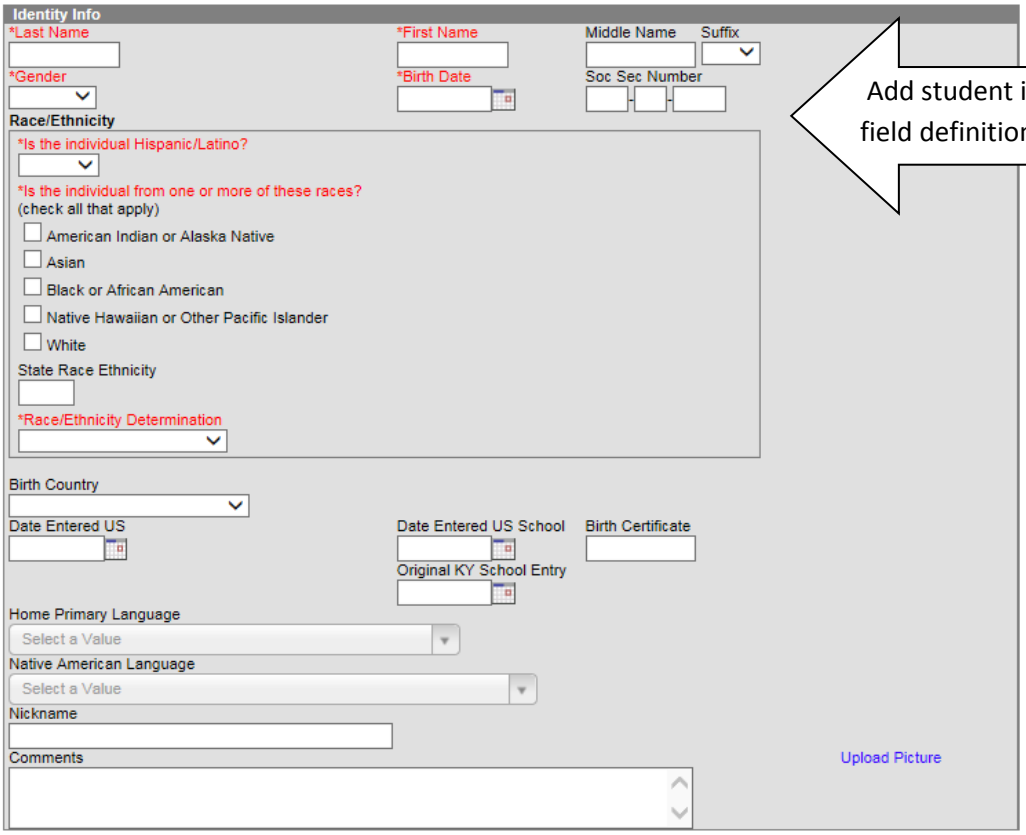
Step 1: Look up student in Student Locator tool → Enter identification information and select "Search"



Possible matches display to the right

Create New Student

If student is not found, 'Create a New Student'



Add student information – field definitions below

Last Name: The last name given to a student at birth or legal court documents, as indicated on their birth certificate, social security card or passport or through a legal name change; such as, adoption or marriage certificate. If student has dual last names, whether hyphenated or not, both last names should be entered in this field. **NO PUNCTUATION including hyphens/dashes or apostrophes should be used even if it appears on the birth certificate or other legal documentation**. **BEST PRACTICE**: When a student's last name contains the last name of both parents, questions arise over the order of entering the last names. Based on common practice, KDE suggests listing the father's last name first and the mother's maiden name as the second last name. When enrolling students with dual last names, district personnel may need to search the Student Locator on both last names separately or in combination to locate the correct student. When reviewing the results of the search, the user can hover over the names to see the district where the student was last enrolled to help identify the correct student.

First Name: The first name given to a student as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. The first name should contain the proper first name of the student, including dual first names such as Anna Maria. Please do not use nicknames here. **NO PUNCTUATION including hyphens/dashes or apostrophes should be used even if it appears on the birth certificate or other legal documentation**.

Middle Name: The middle name given to a student as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. If a student does not have a middle name, it should be left blank. If only the middle initial is given, do not put punctuation at the end of the letter. If a female student is married, it is acceptable to put the maiden name in the middle name field. If a student has more than one middle name, please place both names in the middle name field. **NO PUNCTUATION**; **including hyphens/dashes or apostrophes should be used even if it appears on the birth certificate or other legal documentation**. *Note: Even though this field is not required within Campus, it is important to include the middle name if available since it is used for properly identifying and matching students, e.g. John James Smith vs. John Paul Smith.*

Suffix: Select student's suffix, if any, from drop down menu, an appendage used to denote a student's generation in his family. (e.g., Jr, Sr, III).

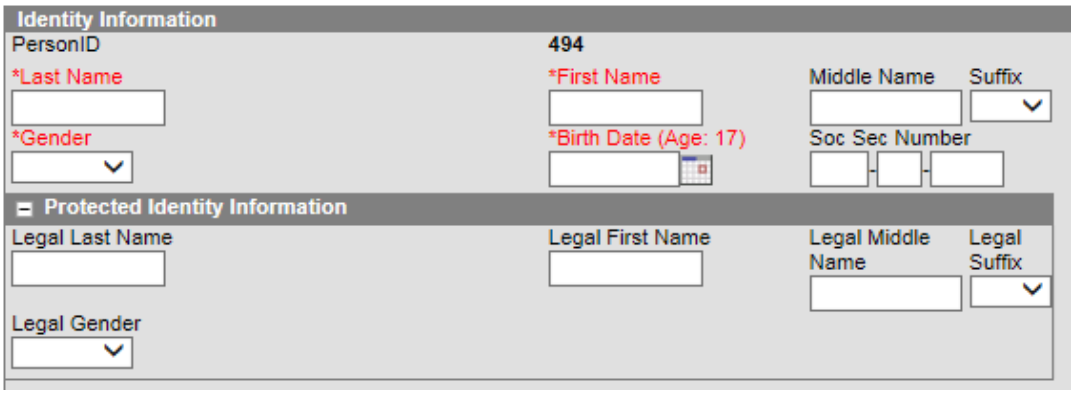
Gender: Select student's gender from drop down menu - Male or Female.

Birth Date: Enter month, day, year (mm/dd/yy or mmddyy) on which the student was born. *Note: In other countries, the common format is DD/MM/YYYY so please ensure the birthdate is entered correctly when enrolling a student.*

Social Security Number: This field should contain the official number given by the Social Security Administration. If a student or parent refuses to give the information, it should be left blank. DO NOT place the student number in the SSN field. The field should only contain the SSN as assigned. **SSN is required for the KEES report for students in grades 8-12. KDE recommends completing this field for all students when information is available as this data is used for matching students for various state and federal reporting purposes.**

Protected Identity Information
Legal Last Name, Legal First Name, Legal Middle Name, Legal Suffix, and Legal Gender: These fields are not available when using the Student Locator tool; but can be accessed on the Identities tab (Census > People > Identities) with proper tool rights. These fields should only be entered in the rare case where it is necessary to track a name or gender that is not the same as what is listed on their birth certificate or other legal document. Do not enter nicknames here or in the required name fields. These fields should be used if the student's health or safety would be in jeopardy if their legal name were visible in Infinite Campus. These fields should be used for

transgender students who want to be identified with a name and gender that has not yet been officially changed on their birth certificate or other legal document. The student's preferred name and gender should be entered in the required name and gender fields and the name and gender from the birth certificate or other legal document entered in the legal name and gender fields.



NOTE: Most reports including transcripts and report cards will not use the legal name field. However, an ad hoc can be used to get students' legal names if the user has tool rights to view these fields. If the legal name or legal gender fields are used in ad hoc it will show the information from the required name and gender fields if the legal name or gender is blank.

Race/Ethnicity: Select the appropriate answer for the ethnicity question, '**Is the individual Hispanic/Latino?**' Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term ``Spanish origin'' can be used in addition to ``Hispanic/Latino or Latino.'' After selecting the appropriate answer to the Hispanic question, at least one of the following race codes must also be selected:

- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Race/Ethnicity Determination: Select the appropriate Race/Ethnicity Determination option from the dropdown list, if applicable. The option selected identifies how the individual's race/ethnicity was determined. The options are listed below:

- 01 - Parent Identified
- 02 - Self Identified
- 03 - Observer Determined
- 04 – Unknown

Birth Country: Select country in which student was born from drop down menu; system default is United States.

Date Entered US School: Enter month, day, year (mm/dd/yy or mmddyy) the student **first entered a K-12 program in a school in the United States.** A student who has been attending one or more schools in any one or more States for more than three full academic years is no longer classified 'immigrant'. The U.S. Department of Education defines state as one of the 50 states, Puerto Rico and the District of Columbia.

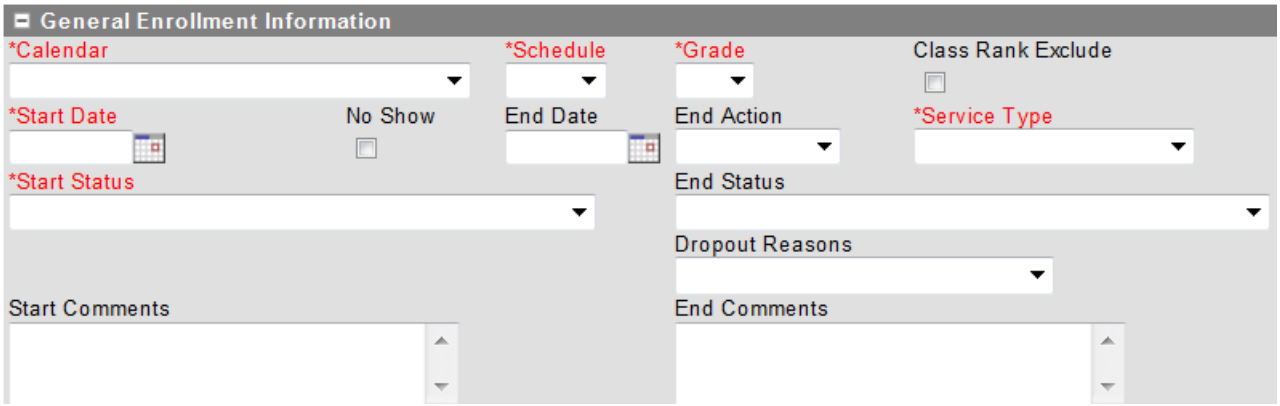
Original KY School Entry: Month, day, year (mm/dd/yy or mmddyy) of an individual's initial entry into a Kentucky public school - If a student enrolls in Kentucky as an entry-level student, withdraws to non-Kentucky school and returns several years later, the original entry date would NOT change **(Initial Entry Only).**

Home Language: Home language is defined as the language most frequently spoken at home. This field automatically defaults to English. In the case of a foreign-born student living in an English speaking home of his/her adopted family, choose the student's native language. **You should select a language from an alphabetical list of world languages**. Selection of *1630: OTHER* from the list will result in a warning that the student will be included on the LEP extract.

Native American Home Language: This field should only be populated when the Home Primary Language selected is Native American. Then choose from an alphabetical list of Native American languages. If the language is not on this list, choose *OTHER*.

New reference guides for getting student names right: Getting a student's name right is the first step in welcoming him or her to school. Getting a name correct in Infinite Campus can help avoid duplicate student records. A new set of reference guides from Regional Educational Laboratory (REL) Northwest can help. The Getting It Right guides provide districts with guidance for consistently entering students' names. The printer-friendly guides include easy-to-follow tips and guidelines for registering students with non-English home languages. For each home language, the guides provide information on the typical number of given names or family names, the order of the names and where the names might fit into common database fields. In addition to facilitating accurate data entry, these guides can help front office staff and registrars greet and address parents and other family members in a culturally responsive and respectful way. Click here to download and print the reference guides.

7B	Enrollment Detail
Campus Path:	**Student Information> General> Enrollments Tab> New enrollment**



Calendar: Select the name of the school calendar into which the student is enrolled.

Schedule: Select the appropriate schedule structure of the calendar for student's enrollment.

Grade: Use drop down menu to select grade level of student: 95-infants, 96-1 year olds, 97 – 2 year olds, 98 – 3 year olds, 99 – 4 year olds, 00 – Kindergarten, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 and 14
AGE REQUIREMENTS: Age requirements for grades 96-01 must be followed unless student has an underage waiver.

- Grade 96 – must turn 1 year of age on or before August 1st
- Grade 97 – must turn 2 years of age on or before August 1st
- Grade 98 - must turn 3 years of age on or before August 1st
- Grade 99 - must turn 4 years of age on or before August 1st
- Grade 00 - must turn 5 years of age on or before October 1st
- Grade 01 - must turn 6 years of age on or before October 1st

NOTE: Grade 14 may only be selected for Special Education Students participating in Alternate Assessment, as determined by the student's Admissions and Release Committee and documented on his or her IEP. This student must turn 17 years of age on or before October 1st of current school year and must have progressed through a grade 12 assessments.

New State Grade Level 20: Post Secondary should only be selected for those persons taking adult classes. Adult education students enrolled in this grade level should be marked state exclude and scheduled into a calendar marked Exclude.

Start Date: Enter the date in which enrollment began.

End Date: Enter ending date of student's selected enrollment. End date should be last day of attendance in the district. Missing end dates is a data quality issue that affects reporting and data extractions completed on behalf of school districts. KDE strongly recommends that districts generate the edit report (*Path: KY State Reporting> Edit Reports> Missing Enrollment End Status*) that will identify most of the enrollments missing an end status.

No Show: Indicates the student did not attend the first day of school in current school year as expected. Marks inactive; student attendance and student are removed from class rosters. Schedule can be restored if student re-enrolls (see *User Guide: No Shows* under Other Procedural Documentation on the KSIS Data Standards webpage).

Start Status:
Select appropriate entry or re-entry code (State defined codes)

- **E01** - a pupil enrolled for the first time during the current year in either a public or nonpublic school in the United States;
- **E02** - a pupil previously enrolled during the current school year in either a public or nonpublic school in another state who has not previously enrolled in Kentucky during the current school year;
- **E03** - current regulation states 'a pupil enrolling for the first time during the current school year in either a public or nonpublic school, who withdrew as a W24 or W25 for previous school years'. KDE is currently working to update this regulation;
- **E98 –** The system will generate this start status if the student is still enrolled in the prior district. Contact the prior school to have them end date the prior enrollment before requesting a student records transfer. Then change the start status to the appropriate status.
- **R01** - A pupil who changes grade, schedule structure, or enrollment service type in the same school;
- **R02** - a pupil received from another public school in the same public school district;

- **R06** - a pupil reentering the school after dropping out, discharge or expulsion from a school district in Kentucky during the current school year, who has not entered any other school during the intervening period;
- **R20** - a pupil previously enrolled in a home school in Kentucky during the current school year;
- **R21** - a pupil previously enrolled in any public or nonpublic school (excluding home schools) in Kentucky during the current school year;
- **NS** - a pupil who completed the prior year with a C01 and was expected to enroll in the district but did not enroll by October 1 of the current year whose enrollment elsewhere cannot be substantiated. An appropriate end status should be selected on the no-show enrollment to identify what is known about the student; i.e. W22 if the student has enrolled in another district, W20 if enrolled in homeschool, etc.

End Action: Select if promoting, retaining or demoting a student to next or previous or the same grade level for the next school year. This can be left blank if the student is being promoted. If the student is being retained, the Retained status should be selected at the end of the school year.

End Status: Select appropriate withdrawal code (State defined codes)

- **W01** - a pupil transferred to another grade, schedule structure, or enrollment service type, in the same school. The reentry code to use with W01 shall be R01;
- **W02** - a pupil transferred to another public school in the same public school district. The reentry code to use with W02 shall be R02;
- **W07** - a pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition, or any other health-related condition for which the student is too ill to participate in regular school attendance or local homebound instructional services, or if the student has obtained a doctor's statement certifying the condition. The reentry code to use with W07 shall be R06;
- **W08** - a pupil withdrawn due to death;
- **W12** - a pupil under the jurisdiction of the court. For purposes of the W12 code, a pupil may be considered under the jurisdiction of the court on the day the petition is filed with the court. The reentry code to use with W12 shall be R06. For accountability purposes, a W12 shall be considered a dropout if the district cannot substantiate enrollment in the proper educational setting as designated by the court;
- **W17** - an entry level student in the primary program, withdrawn during the first two (2) months enrolled due to immaturity or mutual agreement by the parent, guardian or other custodian and the school in accordance with 704 KAR 5:060;
- **W20** - a pupil transferred to a home school. The reentry code to use with W20 shall be R20;
- **W21** - a pupil transferred to a nonpublic school (excluding home school). The reentry code to use with W21 shall be R21;
- **W22** - a pupil who has transferred to another Kentucky public school district and for whom a request for student records has been received or enrollment has been substantiated;
- **W23** - a pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year;
- **W24** - a pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated;
- **W25 –** a pupil who is above minimum age for withdrawal and has dropped out of public school;
- **W26** - a pupil who has withdrawn from school after completing a secondary GED program and receiving a GED certificate;
- **W27** - a pupil who has withdrawn from school and subsequently received a GED;

- **W28** - a pupil who has reached the maximum age for education services without receiving a diploma or alternative high school diploma (formerly known as certificate of attainment);
- **W29 –** a pupil who has moved out of state or outside the United States.
- **W30** - a pupil with an IEP enrolled in Grade 14 who has previously received a certificate of attainment (*Alternative High School Diploma*), reenrolled and withdrew prior to the end of the reporting school year.
- **C01** - a pupil who completes the school year in the school of the most current enrollment;
- **G01** - a pupil who graduates in less than four (4) years;
- **G02** - a pupil who graduates in four (4) years;
- **G03** - a pupil who graduates in five (5) years;
- **G04** - a pupil who graduates in six (6) or more years

Dropout Reasons: Required if W23 or W25 withdrawal code (Dropout – age 16 or older) selected as end status.

Service Type: Indicates the type of enrollment and the intended service the student receives. The system defaults to P-Primary. Choose the appropriate type:

- **P: Primary** – All students must have a primary enrollment. That enrollment may or may not be in Infinite Campus. If this is the student's only enrollment, the type should be P:Primary.
- **S: Partial** – Should only be used if the student has a primary enrollment in another school, ie. students attending a vocational school part of the day, or middle school student attending a high school for advanced services, or students attending a school that does not offer their grade level (their primary enrollment should be at the school they would otherwise attend).
- **N: Special Ed Services** -- Students attending just for special education services/related services, i.e., private school or home school students who attend the district for special education/related services only should be marked as N: Special Ed Services.

7C	State Reporting Fields
Campus Path:	**Student Information > General > Enrollment Tab > State Reporting Fields**

State Reporting Fields

State Exclude
Perkins Only
Migrant
Immigrant
Refugee
Out Of State
Extra Year in Primary
Program 504
School Choice
Homeless
Living Status
Unaccompanied Youth
Foreign Exchange
Dropout Questionnaire
Resident District
Select a Value
School of Accountability
Select a Value
District of Accountability
Select a Value
KEES Override
Underage Waiver

State Exclude: Check this box if student's attendance should not be calculated for ADA reporting purposes. (Do not mark State Exclude for preschool students. They are automatically excluded from SAAR.) The student's enrollment record will be flagged in red. Student's attendance will show as .00 on all attendance reports unless the selection is made to exclude these flagged students. These students may be included on other non-attendance related reports and the student's data will still be synched to state edition.

Perkins Only: This checkbox should only be marked on a student's enrollment record in a technical school that receives Perkins funding for the student, rather than funding based on the student's attendance. Using the Perkins Only checkbox will exclude the student from Growth Factor and SAAR.

Migrant: A migrant student is an individual that is under the age of 22 years old, is a migratory agricultural worker/fisher or has a parent/guardian or spouse that is; and has moved within the preceding 36 months in order to obtain or seek qualifying work, or to accompany/join one who has. A migrant student may or may not be an immigrant, and may or may not be a refugee.

KEY QUESTION: What is the nature of student's and/or parent's work and the mobility across school districts?

Your district is not required to use the migrant indicator. If your district would like to use the migrant indicator, please contact your regional migrant director. The KDE Web site contains a Statewide Migrant Map that identifies your director. The director will be able to provide an accurate list of migrant students in your area that can be used to populate this field. Additionally, local migrant staff receive current enrollment reports.

Immigrant: Under Title III NCLB**,** Immigrant student is defined as an individual who:

a) Is age 3 -21
b) Was not born in any State of the United States of America (NOTE: The USDOE defines state as one of the 50 states, Puerto Rico and the District of Columbia. Adopted children from other countries and children born on military bases are included in this definition.)

c) Has not been attending one or more schools in any one or more states in the US, for more than 3 full academic years.

NOTE: An Immigrant student may or may not be an LEP student. An immigrant may or may not be a migrant and may or may not be a refugee. An immigrant student is not a Foreign Exchange student.

See separate data standards document for additional information regarding immigrant student data.

Refugee: A refugee is defined as a student outside of his or her country of nationality who is unable or unwilling to return because of persecution or a well-founded fear of persecution on account of race, religion, nationality, or membership in a particular social group, or political opinion. Refugee families may also have fled from war or natural disaster. A refugee student may or may not be an immigrant or may or may not be a migrant.
KEY Question: What is the reason for immigration to the United States?

Out of State: Use the checkbox to indicate a student that resides in another state; leave Resident District blank. This student must be placed in the NCO – Non-Contract Out of State Attendance Group.

Extra Year in Primary: The primary program is a prerequisite for entrance into the fourth grade. If it is determined that a primary student is not prepared for entrance into the fourth grade, an additional year in primary may be offered to the student. The local school district must determine if the student has met the requirements for promotion to fourth grade. Example: According to student records maintained by the school, student A has not met the necessary requirements to complete the primary program. The school will be offering a fifth year in primary to the student to fully prepare the student for fourth grade. The student should be marked as Retained on their previous year enrollment and marked with the Extra Year in Primary indicator on the current year enrollment.

504 Program: Select this checkbox if a student with a disability meets the conditions for accomodations under section 504 of the Rehabilitation Act. This does not include children with disabilities who have an IEP.

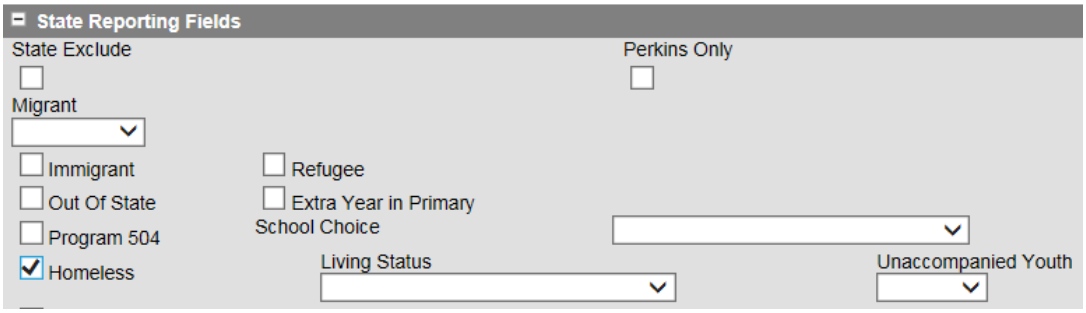
School Choice: Kentucky has received a waiver from the USDOE from this requirement. School Choice is not an option for the 2015-16 school year.

HomelessIndicators: There are changes to the Homeless Data requirements within Infinite Campus. The changes and additional information regarding data entry of Homeless data collections have been detailed in the 2015-16 Homeless Data Standards.

Homeless: Select indicator if student lacks a fixed, regular, and adequate nighttime residence. (See Homeless data standard for definition of homeless child or youth.)

Unaccompanied Youth: An indicator for *Unaccompanied Youth* has been added to the Enrollment Tab | State Reporting Section. This data was previously an option in the *Living Status* drop list; therefore, that option has been removed from the drop down menu.

- Unaccompanied Youth is a required field if Homeless indicator is selected
- Ensure Unaccompanied Youth data is transferred district to district and school to school
- If a previous year enrollment in which Homeless Indicator had been selected is opened, a selection of Unaccompanied Youth will be required, user should select YES if Living Status selection is 09 and NO for all other Living Status selections



If a student is marked homeless at any point during the school year, the homeless checkbox must remain checked through the remainder of the school year, regardless of whether or not his/her status changes.
NOTE: Access to this field should only be given to the appropriate staff, consider CONFIDENTIAL.

Living Status: Select the Living Status of the student at the time the student is identified as homeless

01: Emergency Runaway Shelter
02: Motels/Hotels
03: Public/Private Nighttime Shelter
04: Special Care Facilities
05: Spouse Abuse Center
06: Uninhabitable Places (Example: Buses, Cars, Old Buildings, Campgrounds, etc.)
07: Friends or Relatives
08: Awaiting Foster Care Placement

See separate Homeless Data Standards document for additional information regarding homeless data collection and reporting.

FRAM/Homeless Students: If a student transfers district to district within the same academic year, the FRAM record does not transfer with the student record; therefore, the Homeless Coordinator should work with School Food Service Director to create a new FRAM record. (See FRAM Data Standard). Students deemed as homeless must have a corresponding FRAM record with Eligibility of Free Lunch Status.

Foreign Exchange: Required to be checked if student is part of the Foreign Exchange Program. Student must have a J-1 VISA and the school district must be SEVIS certified to receive SEEK funding for these students. By checking the Foreign Exchange box, the student is automatically excluded from KEES.

NOTE: *LEP students cannot be marked as Foreign Exchange students. Foreign Exchange students cannot be marked LEP and are not eligible for LEP services. See the separate LEP Data Standard.*

Dropout Questionnaire Date: KDE no longer collects this information. School districts may use it internally, as needed.

Resident District: Select from drop-down menu the student's district of residence (where the student lives/lays their head at night).

School of Accountability: Select from drop down menu the school accountable for Nonacademic data if other

than the school where the student is enrolled. If not entered for student enrolled in a non-A1 facility, the nonacademic data for that student will be tracked back to the school of enrollment.

District of Accountability: Select from drop down menu the district accountable for Nonacademic data if other than the district where the student is enrolled. If not entered for student enrolled in a non-A1 facility, the nonacademic data for that student will be tracked back to the district of enrollment.

KEES Override: This field should be marked with a 'Yes' or 'No' when a student has special circumstances that override the established criteria for KEES eligibility. For example, a student who is a convicted felon should be marked 'No' even though they would otherwise be KEES eligible. A student considered KEES ineligible because they had been enrolled in a district less than 140 days should be marked 'Yes' if they have been enrolled in public schools in the state of Kentucky for at least 140 days and have a Yearly KEES GPA or 2.5 or above.

Underage Waiver: The Underage Waiver checkbox may be used for a student previously enrolled in a public school in another state that allows enrollment at an age younger than Kentucky, and their aggregate days attendance will **not** be adjusted from ADA. The checkbox may also be used for students who are underage for kindergarten as of August 1, who are approved through the local board to enter kindergarten. The Underage Waiver checkbox is used for acceleration directly to Grade 1 through the regulatory process, including KDE approval of the acceleration prior to use of the checkbox.

Note: Special Education Fields are covered in a separate data standards document.