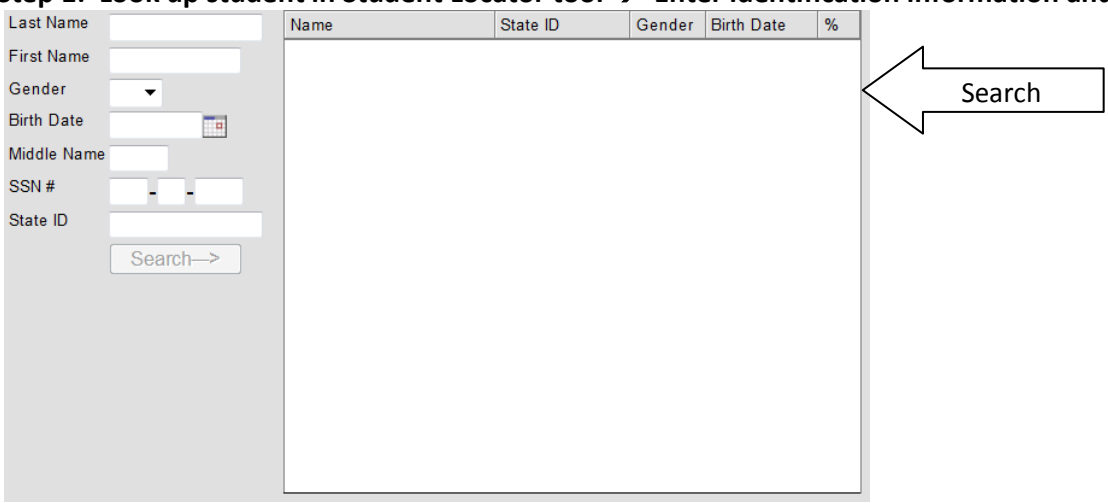
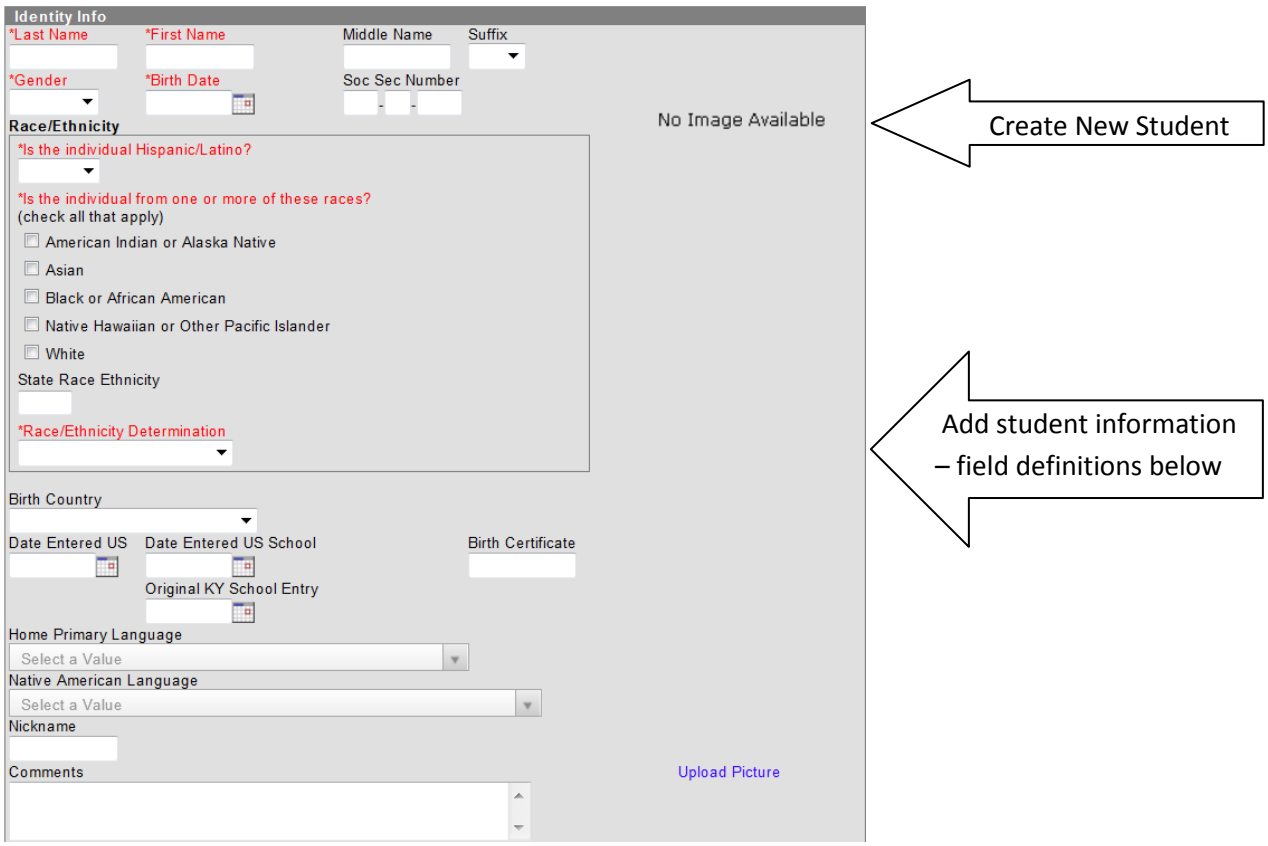
7	Student Enrollment		
KDE Contact (Data Steward)	Cheri Meadows	Updated	8/01/14
Description	As new students are enrolled in the school, the process referenced below should be followed to ensure students are enrolled correctly and duplicate student records are not created. **All districts should be using the Student Locator to enroll students.**		
Data Standard Reg sites, data use, etc.	• Student identification - identifying students and being able to track students as they transfer from one district or another is important for tracking a student's progress. • Student Records Transfer - the student locator function allows Kentucky districts to transfer education records with the students. This helps a teacher see the student's background to better meet the student's educational needs. KDE strongly recommends that districts import enrollment history on 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 number of days enrolled for school accountability. • Prevents Duplicate Students – failure to link prior education records to new enrollment creates duplicate students in Infinite Campus. Fixing these duplicates is much more difficult than setting the student up correctly initially; there can also be costs associated with the clean-up. • KRS 159.170, 702 KAR 7:125, 704 KAR 7:090, OAG 82-44		
How is data used	• Federal Reporting • State Reporting • Data Sharing between systems – CIITS, P20 Data Mart • School District Funding		
Noted Changes for current year	Withdrawal code W02 and W22 redefined Re-entry code R01 redefined New Withdrawal codes W29 and W30 Preschool age requirements change from October 1 to August 1		
Available Ad-Hoc & Reports	Path: Student Information> Reports> State Enrollment Verification Report Path: Student Information> Reports> State Enrollment Overlap Report Path: KY State Reporting> Edit Reports> Missing Enrollment End Status Report.		
Available Training	Additional enrollment documentation at available Infinite Campus Community		

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"



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



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. **Required for KEES report of 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.**

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

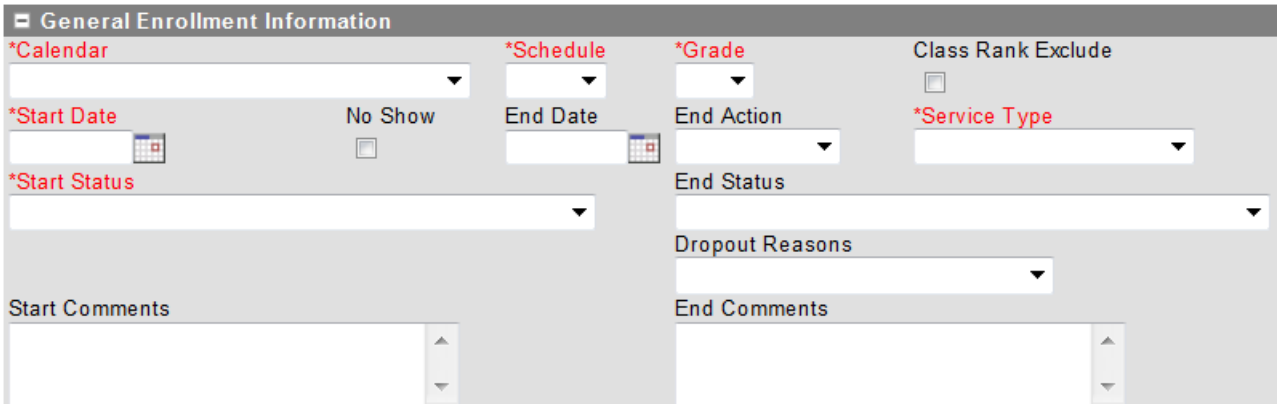
Date Entered US School: Enter month, day, year (mm/dd/yy or mmddyy) the student **first entered a K-12 program in a school in the United States.** A student who has been attending one or more schools in any one or more States for more than three full academic years is no longer classified 'immigrant'. 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: To be identified as LEP the 'Home Language' field must be selected as a language other than English. Choose from an alphabetical list of world languages. Selection of 1630: OTHER will result in a warning and the student will be included on the LEP extract. Home language is defined as the language most frequently spoken at home. This information is obtained through question 1 on the Home Language Survey available at http://education.ky.gov/specialed/el/pages/english-learners-and-immigrant--resources.aspx. **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.** If a student's Home Language is Native American, select Native American from the home language drop down menu. Then select the specific Native American Home Language from the drop down menu.

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*.

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.

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. 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 for more information)

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** - a pupil enrolling for the first time during the current school year in either a public or nonpublic school, who withdrew as a W06, W07, W13, W16 or W18 during the 2004-2005 school year or as a W24 or W25 for previous school years;
- **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.

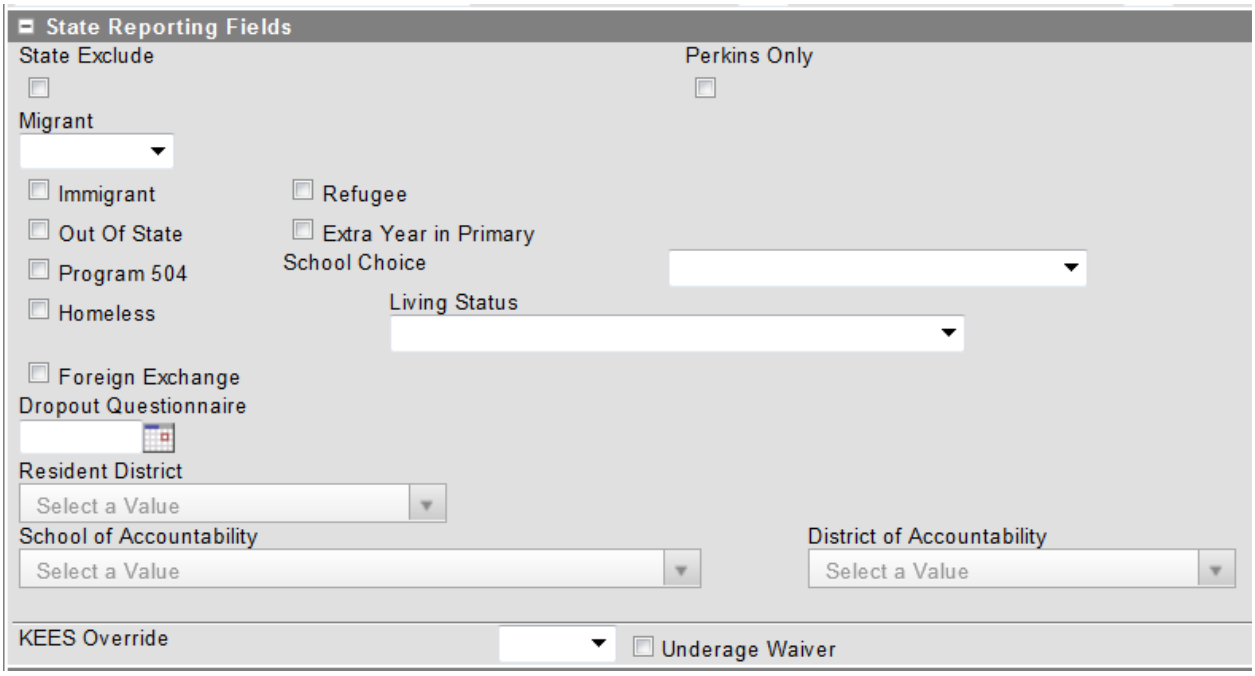
- **C01** - a pupil who completes the school year in the school of the most current enrollment;
- **G01** - a pupil who graduates in less than four (4) years;
- **G02** - a pupil who graduates in four (4) years;
- **G03** - a pupil who graduates in five (5) years;
- **G04** - a pupil who graduates in 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 Exclude: Check this box if student's attendance should not be calculated for ADA reporting purposes. 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 the 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. The Perkins Only indication will exclude the student from Growth Factor and SAAR.

Migrant: Migrant student is defined as an individual who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany or join such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work.

NOTE: A migrant student may or may not be an immigrant, and may or may not be a refugee.
KEY FEATURES: nature of parent's work and mobility across school districts

*This checkbox is available for districts if they want to keep track of their migrant population, it is not used for federal reporting and is **not** required. Infinite Campus State Edition has a migrant tab in which the four regional data clerks input the data for federal reporting purposes. They ensure that the student migrant number matches the student SSID.*

If your district would like to use the migrant indicator, please contact your regional migrant director. Our website contains a Statewide Migrant Map that identifies your director. They 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 a current enrollment report that can be used to maintain data in this field

Economic Indicator: This field has been hidden from view, but the information will still be available when generating reports of prior year's data. Information on free/reduced lunch status is now recorded in the FRAM module. See the FRAM section of this document for details on required data elements.

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 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.

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

Refugee: Refugee is defined as a person 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.
NOTE: A refugee student may or may not be an immigrant or may or may not be a migrant.
KEY FEATURE: reason for immigration to the United States

Out of State: Checkbox to indicate a student that resides in another state; leave Resident District blank.
NOTE: 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 checkbox if student with disability meets the conditions 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 2014-15 school year.

Homeless: Select indicator if student lacks a fixed, regular, and adequate nighttime residence. USDE Homeless Non-Regulatory Guidance defines a student as a homeless child or youth if sharing the housing of other persons

due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; children and youths who have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above. The term 'unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

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
09: Unaccompanied youth – not in the custody of a parent or guardian

See separate data standards document for additional information regarding homeless data collection and reporting.

Foreign Exchange: Required to be checked if student is part of the Foreign Exchange Program

NOTE: *LEP students cannot be marked as Foreign Exchange students. Foreign Exchange students cannot be marked LEP and are not eligible for LEP services.*

Dropout Questionnaire Date: The date on which the dropout questionnaire was completed. The questionnaire is required if W25 withdrawal code is selected as end status. A copy of the questionnaire should be kept on file in the central office.

Resident District: Select from drop-down menu the student's district of residence (where the student lives) for contract and no contract students.

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 a 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 5 but not more than 6 years old as of October 1 who are accelerated in 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.