

# Data Standard System Administration

## Rev. 10/18/2016

### Ownership and History

#### Standard prepared by:

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#### Office(s)

Office of Finance and Operations

Office of Finance and Operations

#### Revision history

**October 18, 2016**

- The District and School Collection Repository (DASCR) web application tool allows schools and districts to add, update and close schools on-line. District staff who submit school changes, logon through the secure web applications portal [here](#) and then select “District and School Collection Repository”. Note: This system is not used to update name changes of school districts.
- Addition of State Grade Level 20 for tracking of adult education classes

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## Data Standard System Administration

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### Overview

#### Description

Standardized school and district information forms the foundation for the KSIS. The federal requirement is that each school board must have their own policy on what student registry information will include, per FERPA, because student registry information may be released to the public.

#### Regulation citation(s)

- [KRS 158.060](#), [KRS 158.070](#), [KRS 159.035](#)

#### Data use

- Registry Information, mailing labels and reports
- Data Sharing between systems: Assist, P20

#### Related ad-hoc filters and reports

- 

#### Training

Resource: [USPS Abbreviations](#)

Campus Community: [District Information](#); [School Information](#)

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### Section A – District

#### Campus Path: System Administration / Resources / District Information

*Please enter all information using upper and lower case. This data is extracted by KDE for mailing labels and other reports and should be uniform across all districts.*

District Detail		
<b>*Name</b>	<b>*State District Number</b>	<b>State</b>
Knox County	301	KY
NCES DistrictID		
2103150		
District Contact First Name		District Contact Last Name
Walter T.		Hulett
<b>*Phone</b>		<b>Fax</b>
( 606 ) 546 - 3157 x		( 606 ) 546 - 2819 x
Type		Email
URL		
Region Number		Federal Tax ID
Address		
200 Daniel Boone Dr		
City		State
Barbourville		KY
Zip		County
40906		Knox x
Physical Address		
200 Daniel Boone Dr		
Physical City		Physical State
Barbourville		KY
Physical Zip		
40906		

**District Name** and **State District Number** are state-owned fields. This information will be entered by KDE and will be visible in district editions as locked, read-only fields.

#### District Contact Information

**First Name:** Enter legal first name of the superintendent

**Last Name:** Enter legal last name of the superintendent

**Phone:** Enter the district office phone number - Format: (###) ###-####

**Fax:** Enter the district office fax number - Format: (###) ###-####

**Email:** Enter the email address of the superintendent

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**Address:** Use standard USPS abbreviations. If PO Box, enter here. **NO PUNCTUATION, upper and lower case**

**City:** Enter the city of the *mailing* address

**State:** Enter the state of the *mailing* address (system defaults to KY)

**Zip Code:** Enter the zip code of the *mailing* address

**Physical Address:** Use standard USPS abbreviations - **NO PUNCTUATION, upper and lower case**

- Court - Ct
- Road - Rd
- Avenue - Ave
- Street - St
- Boulevard - Blvd
- Parkway - Pkwy
- Highway - Hwy
- Route - Rt
- Lane – Ln
- Circle - Cir
- Place - Pl
- Drive – Dr

**City:** Enter the city for the *physical* address

**State:** Enter the state for the *physical* address (system defaults to KY)

**Zip:** Enter the zip code of district office's *physical* address

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## Section B – School

### Campus Path: System Administration / Resources / School

*Please enter all information using upper and lower case. This data is extracted by KDE for mailing labels and other reports and should be uniform across all districts.*

**School Detail**

**\*Name**  
DEWITT ELEMENTARY SCHOOL

**\*Location Number**  
170

NCES School Number  
2103150 - 00842

**\*Type**  
01: Regular School

Standard Code (SIF StatePrId)  
[ ]

CEEB Number  
[ ]

**State Classification**  
A1: Principal or head teacher controlled school

Course Catalog - Master List  
District Catalog

**\*Phone**  
( 606 ) 542 - 4274 x [ ]

Fax  
( 606 ) 542 - 4279 x [ ]

Email  
simon.smith@knox.kyschools.u

Dual Enrollment

URL  
[ ]

Principal Name  
Simon Smith

Principal Title  
[ ]

Principal Email  
simon.smith@knox.kyschools.u

Agency  
[ ]

**\*Address**  
P O BOX 9

**\*City**  
DEWITT

**\*State**  
Kentucky

**\*Zip**  
40930

Physical Address  
P O BOX 9

Physical City  
DEWITT

Physical State  
Kentucky

Physical Zip  
40930

Comments  
[ ]

FRYSC Center  
30104: DEWITT/FLAT LICK FRC

eTranscript School ID  
[ ]

Food Service SiteID  
[ ]

- Modified by: Unknown

**School Name, Location Number, School Type and State Classification** are state-owned fields. This information will be entered by KDE and will be visible in district editions as locked, read-only fields.

**Phone:** Enter the school's phone number -Format: (###) ###-####

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**Fax:** Enter the school's fax number - Format: (###) ###-####

**Principal:** Enter full legal name of the school principal

**Principal Email:** Enter the email address of the school principal

**Address:** Use standard USPS abbreviations. If PO Box, enter here. **NO PUNCTUATION, upper and lower case**

**City:** Enter the city of the school's mailing address

**State:** Enter the state of school's mailing address (system defaults to KY)

**Zip Code:** Enter the zip code of school's mailing address

**Physical Address** (use standard USPS abbreviations): **NO PUNCTUATION, upper and lower case**

- Court - Ct
- Road - Rd
- Avenue - Ave
- Street - St
- Boulevard - Blvd
- Parkway - Pkwy
- Highway - Hwy
- Route - Rt
- Lane - Ln
- Circle - Cir
- Place - Pl
- Drive - Dr

**City:** Enter the city of school's physical address

**State:** Enter the state of school's physical address (system defaults to KY)

**Zip Code:** Enter the zip code of school's physical address

**FRYSC Center:** Select the appropriate center from the dropdown box. Contact Tonya Cookendorfer ([Tonya.Cookendorfer@ky.gov](mailto:Tonya.Cookendorfer@ky.gov)) for changes to the list of centers.

**Title I:** Title I information is now contained in the School History section of this tab. See separate document for more information regarding Title I.

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**DEWITT ELEMENTARY SCHOOL (170) School History**  
Original Record

Program Participation

Title I  
Schoolwide Program

Title III

RCCI School  
\_\_\_\_\_

USDA Programs

School Breakfast Program(SBP)  National School Lunch Program(NSLP)

Provision \_\_\_\_\_ Provision Type SBP  NSLP  Provision Base Year \_\_\_\_\_ Provision End Year \_\_\_\_\_

- Modified by: EVANS, MELISSA 05/29/2012 11:34

Targeted Assistance Eligible - No Program  
Targeted Assistance Program  
Schoolwide Eligible - Targeted Assistance  
Schoolwide Eligible - No Program  
Schoolwide Program  
Not a Title I School



## Section C – Attendance Codes

### Campus Path: System Administration / Attendance / Attendance Codes

AttendanceExcuse Detail

\*Code  
AFD

\*State Code  
AFD: Armed Forces Day

\*Description  
ARMED FORCES DAY

Status                      Excuse  
Absent                      Exempt

Display code in behavior resolution

**Code:** Enter the Attendance Code as it should appear in the drop down menu

**State Code:** Select the appropriate State Code from the drop down menu

**Description:** Enter the description of the Attendance Code

**Status:** Select the appropriate Status (Absent, Present) from the drop down menu

**Note:** *Tardy should not be selected; KY attendance is based on minutes absent/present*

**Excuse:** Select the appropriate Excuse (Excused, Unexcused, Exempt) from the drop down menu:

Armed Forces Day = **AFD**; Status = **Absent**; Excuse = **Exempt**  
Armed Forces Rest and Recuperation = **AFR**; Status = **Absent**; Excuse = **Exempt**  
Athlete Tournament Attendance = **ATA**; Status = **Present**; Excuse = **Exempt**  
College Visit = **O:Other**; Status = **Absent**; Excuse = **Exempt**  
Educational Enhancement Opportunity = **EHO**; Status = **Absent**; Excuse = **Exempt**  
Field Trip = **O: Other**; Status = **Present**; Excuse = **Exempt**  
Home Hospital = **O: Other**; Status = **Present**; Excuse = **Exempt**  
Partial Week = **O: Other**; Status = **Absent**; Excuse = **Exempt**  
State Fair = **O: Other**; Status = **Absent**; Excuse = **Exempt**  
Suspension = **S: Suspended** ; Status = **Absent**; Excuse = **Unexcused**  
Carryover Expulsion Excused = **CXE = O: Other**; Status = **Absent**; Excuse = **Exempt**  
Carryover Expulsion Unexcused = **CXU = O: Other**; Status = **Absent**; Excuse = **Exempt**

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## Section D – Calendar

Campus Path: System Administration / Calendar / Calendar / Calendar Tab

Calendar Info		
Calendar ID	School	
116	071 CENTRAL ELEMENTARY SCHOOL (schoolID:14)	
*Name	Number	
15-16 CENTRAL ELEMENTARY SCHO		
*Start Date	*End Date	Summer School
07/01/2015	06/30/2016	<input type="checkbox"/>
Student Day (instructional minutes)	Teacher Day (minutes)	Exclude
415		<input type="checkbox"/>
Whole Day Absence (minutes)	Half Day Absence (minutes)	School Choice
		<input type="checkbox"/>
Type		
I: Instructional		
Require Student Assignment		
<input type="checkbox"/>		
Comments		
rolling 06/03/2015 10:25 AM		

**Name:** Name of the calendar for the school

**Start Date:** Enter the start date of the fiscal year – 07/01/####

**End Date:** Enter the end date of the fiscal year - 06/30/####

**Type:** Choose Instructional from the dropdown menu

**Section E – Grade Levels**

**Campus Path: System Administration / Calendar / Calendar / Grade Levels Tab**

Name (locked)  
00

\*Sequence Number  
6

\*State Grade Level Code  
00: Kindergarten

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

Kindergarten Code  
FDK:Full Day Kindergarten

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exempt from Assignment

Standard Code (SIF code)

Exclude from SIF reporting

State Grade Mapping	
State Grade	Sequence #
14	0
95	1
96	2
97	3
98	4
99	5
00	6
01	7
02	8
03	9
04	10
05	11
06	12
07	13
08	14
09	15
10	16
11	17
12	18
20	19

**Name:** Enter the grade name as you want it to appear in the system dropdown menu.

**Sequence:** Enter the sequence number as shown in the State Grade Mapping chart above.

**State Grade Level Code:** Verify each grade level is mapped to the appropriate state code.  
*This must be done for state reporting purposes.*

**New State Grade Level 20:** Post Secondary should 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.

**Kindergarten Code:** On Grade 00 select from the dropdown menu the type of Kindergarten offered at the school, if applicable. Options are Half-Day Kindergarten, Full-Day Kindergarten or Full and Half Day Kindergarten.

## Section F – Schedule Structure

**Campus Path:** System Administration / Calendar / Calendar / Schedule Structure

**Schedule Structure Editor:** To add a Schedule Structure Click New and add Schedule Name

Most schools should only have one schedule structure.

## Section G – Terms

**Campus Path:** System Administration / Calendar / Calendar / Schedule Structure

	*Name	*Sequence	*Start Date	*End Date
X	T1	1	08/01/2015	10/17/2015
X	T2	2	10/20/2015	12/19/2015
X	T3	3	01/02/2016	02/27/2016
X	T4	4	03/02/2016	06/30/2016

**Term Schedule Detail:** Enter name of Term Schedule

**Term Detail:** Enter name of Terms, Sequence, Start, and End Date. Terms must cover all instructional days in order for attendance reports to calculate correctly.

**Section H – Periods**

**Campus Path: System Administration / Calendar / Calendar / Periods**

Calendar    Grade Levels    Schedule Structure    Terms    **Periods**    School Mon

Save Period Schedules   
 New Period Schedule   
 Delete Period Sched/Periods

**Period Schedule/Periods Editor**

Name  
S1

---

**Period Schedule Info**

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
S1	1	390	415	415

*Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.*

**Period Info**

*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
X 1	1	07:55 AM	08:35 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 2	2	08:35 AM	09:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 3	3	09:50 AM	11:00 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 4	4	11:00 AM	12:35 PM	25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 5	5	12:35 PM	01:40 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 6	6	01:40 PM	02:50 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 7 ACTIVITY	7	02:50 PM	02:51 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Period Schedule Info:** Enter the name of Period Schedule

**Period Info:** Enter the Name, Sequence, Start Time, End Time, and Non Instructional Time, if applicable, for each period. Mark if the period is a Non Instructional Period, if applicable.



**Standard Day Box:** Periods, with the Standard Day box checked, determine the length of the school day used for attendance calculations. Instructional periods can be outside the standard day, for example night classes or early bird classes.

**Note:** Start Time and End Time should be consecutive between periods. Non instructional time includes time during the day for lunch, recess and passing time that is in excess of 5 minutes.

## Section I – School Months

### System Administration / Calendar / Calendar / School Months

Calendar    Grade Levels    Schedule Structure    Terms    Periods    **School Months**

 Save     Print

School Months Detail									
	*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date		
X	Month 1	1	07/23/2015	08/22/2015					
X	Month 2	2	08/25/2015	09/19/2015					
X	Month 3	3	09/22/2015	10/20/2015					
X	Month 4	4	10/21/2015	11/17/2015					
X	Month 5	5	11/18/2015	12/17/2015					
X	Month 6	6	12/18/2015	01/27/2016					
X	Month 7	7	01/28/2016	02/24/2016					
X	Month 8	8	02/25/2016	03/25/2016					
X	Month 9	9	03/26/2016	04/29/2016					
X	Month 10	10	04/30/2016	06/30/2016					

**School Month Editor (Attendance Months):** Add school months. Enter beginning and ending date of school calendar months; total should equal 20 days, excluding days marked:

- Other (M)
- Weather (W)
- Break (K)
- Makeup (U)
- Closed Due to Illness (I)

**Note:** Month 10 date ranges need to include all days in the calendar, including makeup days.

**Section J – School Days**

Campus Path: System Administration / Calendar / Calendar / Days

“ “

Calendar    Grade Levels    Schedule Structure    Terms    Periods    School Months    **Days**

Save Day/Day Events    Delete Day/Day Events    Day Reset    Print    Multi Day Event

<<    **August 2015**    >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

▼ Event on this Day

**Day Detail**

Date: 08/01/2014    Day #: 1

Period Schedule: S1

School Day:     Instruction:     Attendance:

Start Time:    End Time:    Duration: 0

*The duration field will be calculated automatically*

Comments:

**Day Events**

Type	Duration	Inst. Minutes
Add DayEvent		

**Day Detail:** Choose the day you want to edit and mark if the day is a School Day, Instruction Day, and/or Attendance Day

**School Day, Instruction and Attendance checkboxes:**

- For Opening (O), Closing (C), Teacher Equivalency (E), Professional Day (P), Holiday (H), Planning (G), and Disaster (D) days, only the School Day checkbox should be marked.
- For all days in which students are in attendance, the School Day, Instruction and Attendance checkboxes must all be checked
- For Closed Due to Illness (I), Weather Cancelled (W), Break (K), Makeup (U), and Other (M) days, none of the three checkboxes should be marked.
- For Non-traditional Instruction (N) days, the School Day and Instruction checkboxes should be marked.

**Start Time:** Enter start time of shortened school day. **Note:** Time should only be entered if start time is different from Period Schedule for that day (e.g. One-hour delay).

**End Time:** Enter end time of shortened school day. **Note:** Time should only be entered if end time is different from Period Schedule for that day (e.g. Early Dismissal).

**Duration:** The duration will be calculated automatically from entries in the Start and End Time fields.

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**Day Events:** To add a day event, choose Add Day Event and select the appropriate Event.

**Non-attendance days:** Opening (O), Closing (C), Teacher Equivalency (E), Professional Day (P), Holiday (H), Planning (G), Disaster (D), Closed Due to Illness (I), Weather Cancelled (W), Break (K), Makeup (U), Other (M)

**Attendance days:** Regular (R), Low Attendance Weather SAAR (L)

### Section K – Diploma Codes

#### Campus Path: System Administration / Custom / Attribute Dictionary / Graduation / Diploma Types / Dictionary

Local diploma types must be mapped to state diploma codes in order for the dropout and graduation reports to work correctly.

Diploma Type Dictionary Detail							Add Row
	Code	Name	Seq	Value	Standard Code	Active	
X	1	Advanced Diploma	1		1	X	
X	3	General Diploma	3		5	X	
X	5	Adult GED	5		6	X	
X	6	Alternative High School Diploma	6		2	X	
X	01	Regular Diploma	0		3		
X	02	Other Credential	0		6		
X	2	Commonwealth Diploma	2		3		
X	4	District/State Approved GED	4		4		

Page 1 of 1 250 Rows Per Page 1 - 8 of 8

The State Diploma codes are:

Standard Code	Diploma Name
1	Advanced Diploma (no longer offered)
2	Alternative Diploma
3	Commonwealth Diploma (no longer offered)
4	District/State Approved Secondary GED (no longer offered)
5	General Diploma
6	Adult GED (formerly listed as Secondary GED)

Depending upon what type of other credentials are being used, 6 may or may not be the correct code for **Other Credential** (shown in screenshot).