

Data Standard System Administration

Rev. 10/14/2021

Ownership and History

Standard prepared by:

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Data steward(s)

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Office(s)

Office of Finance and Operations

Revision history**October 1, 2021**

- Added information on new “Primary Program Offered” indicator in Section B
- Added CEP Provision in Section B

June 30, 2019

- Updated data steward information

July 6, 2020

- Dates updated

August 4, 2021

- Updated Attendance codes and full day Kindergarten funding

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Overview

Description

Standardized school and district information forms the foundation for the Kentucky Student Information System (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, Kentucky Center for Statistics (KYSTATS)

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		
*Name	*State District Number	State
Knox County	301	KY
NCES DistrictID		
2103150		
District Contact First Name		District Contact Last Name
Walter T.		Hulett
*Phone		Fax
(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 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 – example PO Box 458**

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 <input type="checkbox"/>
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	- Modified by: Unknown
Food Service SiteID	

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**

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

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) for changes/additions to the list of **centers**.

DEWITT ELEMENTARY SCHOOL (170) School History
Original Record

Program Participation

Title 1
Schoolwide Program

Title III

RCCI School
Primary Program Offered

USDA Programs

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

Provision: 5: CEP
Provision Type: SBP NSLP

Provision Base Year: 18-19
Provision End Year: 21-22

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

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Title I: Title I status. See [Title I](#) data standard for instructions on changing the Title 1 status.

Primary Program Offered: This indicator should be checked if a school offers a primary program as defined by KRS 158.031 (3). Indicator can be checked in most recent school history record. A new school history record should be created if a school discontinues a primary program to uncheck this indicator.

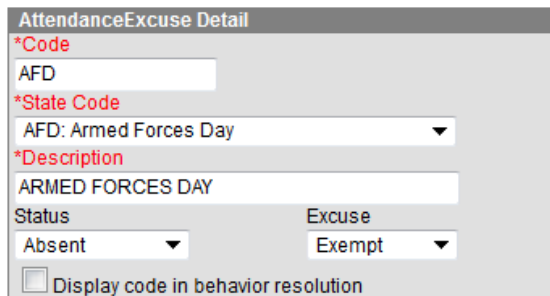
The primary program shall include the following critical attributes: developmentally appropriate educational practices; multiage and multiability classrooms; continuous progress; authentic assessment; qualitative reporting methods; professional teamwork; and positive parent involvement.

Please contact standards@education.ky.gov with any questions.

Community Eligibility Provision (CEP): This is an import step if you a new CEP district or have added new CEP schools since the previous year. Notice the school name at the top to ensure that you are adding the provision to the correct school. Typically, CEP will be approved for your school or districts for 4 years so you can update that under Provision End Year to prevent from having to do this every year, unless something changes.

Section C – Attendance Codes

Campus Path: System Administration / Attendance / Attendance Codes



The screenshot shows a form titled "AttendanceExcuse Detail". It contains the following fields:

- *Code:** A text input field containing "AFD".
- *State Code:** A dropdown menu with "AFD: Armed Forces Day" selected.
- *Description:** A text input field containing "ARMED FORCES DAY".
- Status:** A dropdown menu with "Absent" selected.
- Excuse:** A dropdown menu with "Exempt" selected.
- Display code in behavior resolution

Code: Enter the Attendance Code as it should appear in 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*

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

State Code, Status, and Excuse for frequently used attendance codes:

- 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**
- Basic Training in the U.S. Armed Forces = **BT**; Status = **Present**; Excuse = **Exempt**
- College Visit = **O: Other**; Status = **Absent**; Excuse = **Exempt**
- Educational Enhancement Opportunity = **EHO**; Status = **Absent**; Excuse = **Exempt**
- Illness Related Closing (flu like symptoms) = **ILD/ILE/ILP**; Status = **Absent**; Excuse = **Excused**
- Illness Related Closing (flu like symptoms) = **ILU**; Status = **Absent**; Excuse = **Unexcused**
- Field Trip = **O: Other**; Status = **Present**; Excuse = **Exempt**
- 4-H Activities = **O: Other**; Status = **Present**; Excuse = **Exempt**
- Home Hospital = **O: Other**; Status = **Present**; Excuse = **Exempt**
- Honor Guard = **O: Other**; Status = **Present**; Excuse = **Exempt**
- Quarantined Receiving Services = **QRS**; 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**

Districts should not create Exempt codes other than those listed above.

Contact Josh Whitlow (josh.whitlow@education.ky.gov) for approval of district Exempt Attendance Codes. 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 SCHOO		
*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		

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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.

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

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.

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Kindergarten Code: For 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.

HB 382 (2021) allocated funding for full day kindergarten during the 2021-2022 school year. This Kindergarten Code data, along with the number of instructional minutes for kindergarten students, will be pulled to verify full day kindergarten funding.

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

Calendar Grade Levels **Schedule Structure** Terms Periods

+ New Save Delete

Schedule Structures Editor

Name

Main

Schedule Structure Detail

Structure ID

110

*Name

Main

Most schools should only have one schedule structure.

Section G – Terms

Campus Path: System Administration / Calendar / Calendar / Terms

Terms Editor: To add a new term/term schedule click New Term Schedule/Terms

Calendar Grade Levels Schedule Structure **Terms**

Save Term Schedule/Terms + New Term Schedule/Terms X

Term Schedule/Terms Editor

Name

QUARTERS

Term Schedule Detail

*Name Primary

QUARTERS

Term Detail

	*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

Add Term

Term Schedule Detail: Enter name of Term Schedule

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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

Periods Editor: To add a new period schedule click New Period Schedule

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
<input checked="" type="checkbox"/>	1	1	07:55 AM	08:35 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2	2	08:35 AM	09:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	3	3	09:50 AM	11:00 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4	4	11:00 AM	12:35 PM	25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	5	5	12:35 PM	01:40 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	6	6	01:40 PM	02:50 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	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

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.

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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)
- 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**

<< **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:

The duration field will be calculated automatically

Comments:

Day Events

Type	Duration	Inst. Minutes
<input type="button" value="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 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), Non-traditional Instruction (N)

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.

Code	Name	Seq	Value	Standard Code	Active
X 1	Advanced Diploma	1		5	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	
X 25	International Baccalaureate	7		1	

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).