LEAD User Guide

Contents

Introduction

The LEAD has been redesigned. This is an ongoing process to make the new system more user friendly and to improve the LEAD processes. As issues are identified, work will be done to resolve the issue as soon as possible. If you have any questions or concerns, please contact the LEAD Support Team by email.

Login to Kentucky Educator Credentialing System (KECS). If you have the appropriate role, you will see LEAD in the top menu bar (Fig. 1). Additional options may show depending on your role in KECS.

KECS Roles of Superintendent, Superintendent Designee, HR Director, HR Designee and LEAD Coordinator have access to LEAD. The HR Director and HR Designee can assign roles in KECS if you do not currently have access but need it.
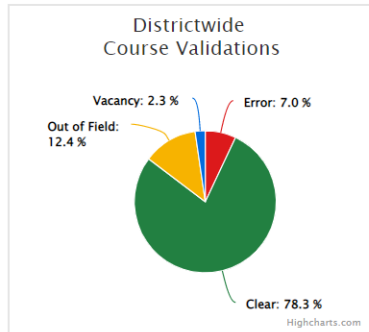

Fig. 1

Validation Results Courses (Default view)

Selecting LEAD from the menu will display Validation Results Courses. (Fig. 2)

Courses

Green: Clear (certification covers the content, grade level and disability (special education classrooms only) of student population)
Yellow: Out of Field (certification does not cover the content, grade level or disability (special education classrooms only) of student population)
Blue: Vacancy (district in process of hiring a primary teacher, position should be posted on Kentucky Educator Placement Service (KEPS))
Red: Error (data quality issues that must be corrected in Infinite Campus)
Fig. 2

To filter the Course Validation Results displayed under the graph to a specific category, select the colored wedge on the Districtwide Course Validations graph or filter on the district/school (Fig. 3). A district may not have all the possible categories. To filter to a specific school, begin typing the name in the Select a School field or select the school from the list. Select Load.

Fig. 3

The top bar of the Course Validation Results will allow you filter multiple ways (Fig. 4)

- To change the number of results displayed, select the double carrot next to 10 and select a different number of results to display.
- Use the Filter option to limit the results to those matching what is typed for all fields displayed.
- Select a heading to sort the results in ascending order of the selected heading. Select the heading again to change to descending order.

Course Validation Results

Fig. 4

Course Validations Category: Clear

To filter the Course Validation Results displayed under the graph to Clear, select Clear or the green wedge on the Districtwide Course Validations graph. (Fig. 5)

Courses

Districtwide
Course Validations

Vacancy: 2.3 %   Error: 7.0 %
Out of Field:
12.4 %

Clear: 78.3 %
Highcharts.com
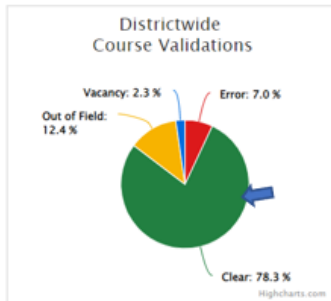
Clear

Teachers holding a special education certification clears on any content when Section Special Type is 05: Special Education Classroom.

Cleared (Active Credential Teacher, Alternative)

Cleared (Experience met)

Cleared (Special Type – Specific Disability)

Primary teacher's certification is checked for primary disabilities of students when Section Special Type is 05: Special Education Classroom.

Cleared (Teaching Method)

Cleared (Validation not needed)

Cleared for content

KTS Exchange Course

Offsite CTE 02: No validation required

Teaching Method 02: 3rd Party: No Validation Needed
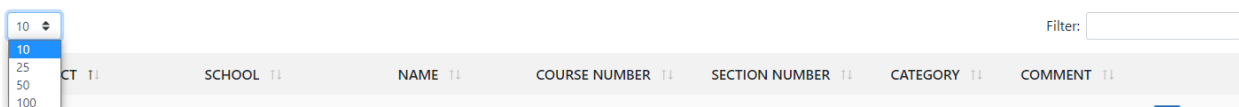
Teaching Method 12: Dual Credit: No Validation Needed

Course Validations Category: Error

To filter the Course Validation Results displayed under the graph to Error, select Error or the red wedge on the Districtwide Course Validations graph. (Fig. 5)
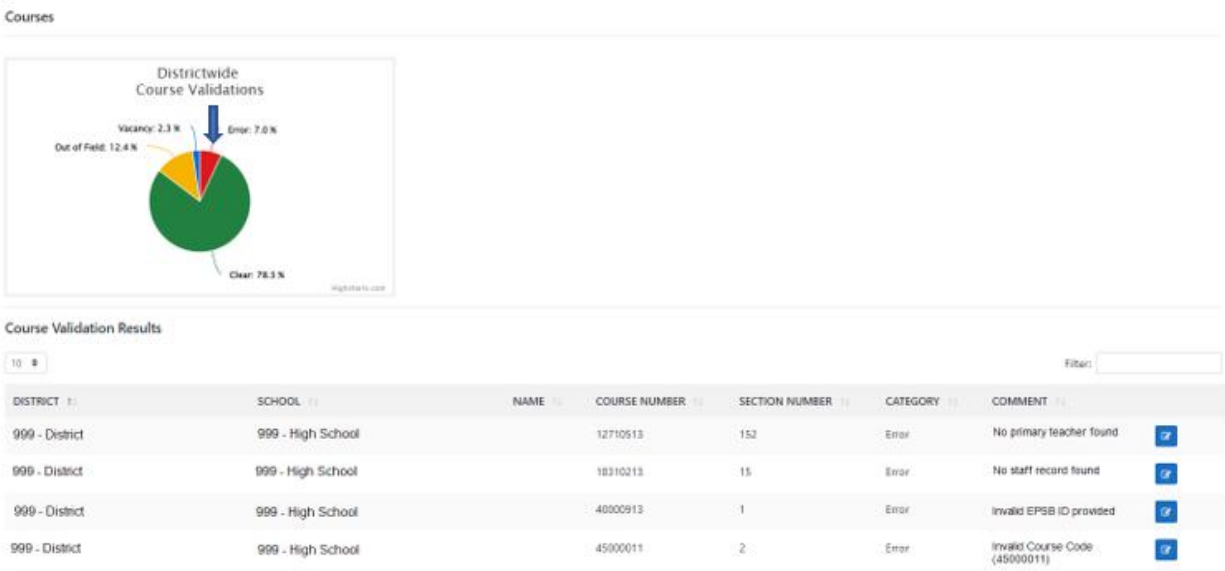
Fig. 5

No primary teacher found

- If the teaching position is vacant, assign a vacancy placeholder as the primary teacher per the guidance in the Census, Staff Information data standard.
- If this is a college offered dual credit course, assign the college professor placeholder as the primary teacher per the guidance in the Census, Staff Information data standard and ensure the course follows the guidance in the Dual Credit Course data standard. Verify that the Course Teaching Method is 12: College Offered – Dual Credit (**in IC**).
- If this a placeholder class (state course code of 800500, 909995, 950001 or 960001), assign a guidance counselor or other administrator as the primary teacher (**in IC**).
- If this is an instructional class,
    - If students have been or will be scheduled into this class, assign the EPSB certified primary teacher to the section (**in IC**).
    - If this course is not being offered this year, uncheck the Active indicator on the course (**in IC**).
    - If this section is not being used this year, but the course is, delete the section(s) that are not being used (**in IC**).
- If this is a non-instructional class used to track groups of students for activities, clubs, sports, or testing groups,
    - If the coach or sponsor is EPSB certified, assign them as primary teacher (**in IC**).
    - If the coach or sponsor is not ESPB certified, assign a guidance counselor or other administrator as the primary teacher and the coach or sponsor as a teacher (**in IC**).
    - Use state course code **909995: Roster Only Non-Instructional.**
- If this class tracks a teacher's planning time, assign the teacher as primary teacher and use state course code **909995: Roster Only Non-Instructional** (**in IC**).
- If this course tracks students that are office/teacher aides, assign the supervising EPSB certified teacher as primary teacher and use state course code **909020: Office/Teacher Aide** (**in IC**).

No Staff Record Found

- To be included in the Staff file, a person must have an active District Employment record and an active District Assignments at a school in IC. To identify the person in Campus, go to Search | All People | Advanced Search and enter the personID shown in KECS.
  - If the person is an active staff member, update the records following the guidance in the Census, Staff Information data standard.
  - If the person is not an active staff member, update primary teacher on the classes (**in IC**).

Invalid EPSB ID provided

- In IC, the License Number field of the person's active District Employment record contains a value that does not match any existing EPSB IDs in KECS. Follow the guidance for error "No EPSB ID provided" to correct (**in IC**).

No EPSB ID provided

- Copy the name shown in the Course Validation Results
- To lookup the ESPB ID in KECS, navigate to Administration | Persons. Paste the name into Search and select Search. If this functionality is not available, work with the district HR Director or their designee.
- To lookup the person in IC in a separate window, paste the name into Search | Staff.
- Compare the person's information in KECS and IC to verify that the same person is being viewed in both systems. If a match is not found, the name in KECS may be out of date. Check IC's Census | Identity for other names that may be used in KECS.
- Update the License Number on the active District Employment record (**in IC**) to the correct EPSB ID per the guidance in the Census, Staff Information data standard.
  - When the correct person is found in KECS, copy the EPSB ID.
  - In IC, paste the EPSB ID into the License Number field of the person's active IC District Employment record and select Save. If this functionality is not available, work with the district Infinite Campus System Administrator to update the information.

Content required for course code: Not provided

- Courses using state course code of 165698, 230168, 230170, 230171, 499901, 499910, 499915 or 909999 must specify the content area being taught in each section.
  - If course code 909999 is being used for non-instructional classes for tracking groups of students for activities, clubs, sports, testing groups, etc. or teacher planning periods,
    - In IC, search for the listed course number in Course/Section or Course Master if the school uses a course catalog.
    - Update the state course code to 909995: Roster Only Non-Instructional.
    - Course catalog changes must be pushed to the calendars that need to be updated.
  - If the class is instructional,
    - Work with the school/teacher to determine the content being taught.
   - Update the section in IC

- Search for the listed course number.
- Select the listed section number.
- Select the **Core Content** that is being taught and select Save.
  - Do not use content code 507: Non-instructional content or 509: Varies since LEAD will report these as out of field.

No state code provided

- This class does not have a state code specified or it is invalid.
  - Work with the school/teacher to determine the content being taught.
  - Use the State Searchable Course Code Database to determine the appropriate state code. Questions about the appropriate state code should be sent to CourseCodes@education.ky.gov.
  - Update the state code on the course (**in IC**).

Course Validations Category: Out of Field

To filter the Course Validation Results displayed under the graph to Out of Field, select Out of Field or the yellow wedge on the Districtwide Course Validations graph. Validations are for the Primary Teacher only. Adding additional staff to a course will not change the out of field issues. (Fig. 6)

Districtwide Course Validations

Vacancy: 2.3 %   Error: 7.0 %
Out of Field: 12.4 %
Clear: 78.3 %
Highcharts.com
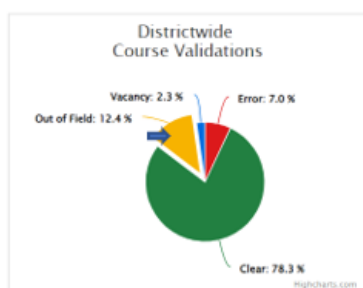
Course Validation Results

10 ⏷						Filter:	
DISTRICT	SCHOOL	NAME	COURSE NUMBER	SECTION NUMBER	CATEGORY	COMMENT	
999 - District	999 - High School	A Teacher	52009013	301	Out of Field	Educator's certification is expired	🖉
999 - District	999 - High School	A Teacher	52009013	302	Out of Field	Educator's certification is expired	🖉
999 - District	999 - High School	A Teacher	12710553	53	Out of Field	Educator does not have permissions for (Mathematics)	🖉

Educator's certification is expired

- To review the teacher's certifications, right click on the hyperlinked teacher's name and select open in a new tab. Does the teacher show an active certificate that applies to the content reported as expired?
- Have the HR Director work with the teacher to ensure that the appropriate applications have been submitted. Progress/Status of an application can be monitored in KECS by district HR staff and the teacher who submitted the application.

Educator does not have permissions for (content)

- If this is a special education classroom and the correct special education teacher is assigned as the primary teacher, change the section's **Special Type** to 05: Special Education Classroom (**in IC**).
- Work with teacher to verify that applications have been submitted for the necessary certifications.
- If this is a college offered dual credit course, using the college professor placeholder (EPSB ID 271) as the primary teacher, make sure that the Course **Teaching Method** is 12: College Offered – Dual Credit (**in IC**). Ensure the course follows the guidance in the Dual Credit Course data standard.

Educator does not have permissions for (disability)

- If this is a general education classroom, change the section's **Special Type** to 01: None (**in IC**).
- If this is a special education classroom and the correct primary teacher is assigned, work with the Director of Special Education (DoSE) who will use the Kentucky DoSE OneStop to submit a Program and Teacher Assignment Flexibility form via the secure server for processing.

Educator does not have permissions for (content) within the grade range (low-high)

- If the section has not been used and will not be used, consider deleting it.
- If the content does not match expectations, check the course state code. Use the Course Search to find the appropriate state code for the content, population, and grade level.
- If the grade range does not match expectations,
    - Check the grade levels of students scheduled into the section number and adjust as needed. LEAD allows up to 25% of students to be outside of the certification grade range.
    - When there are no active students on the last day of a section, LEAD gets the calendar's grade range. Check Calendar | Grade to see what grade levels are defined. When lower grades are defined for transcript needs use the *Exclude from Enrollment* indicator on those grades to prevent them from reporting to LEAD. See the System Administration data standard for additional information.

Educator must have 5 years of experience for this course

- Course codes with LEAD Content Area of Principles of Teaching require 5 years of experience. Work with the HR Director to document the teacher's experience in KECS. **District HR staff**: Pull up the educator in KECS, go to PROFILE at the top of page, then under the GENERAL section, click on "Experience". Add at least 5 years of experience in the Experience section. Once updated, the out of field message will update when the validation process is rerun over the weekend.
    - These are the Teaching and Learning pathway courses. If this person has at least 5 years of teaching experience (and is Rank II or Rank I), enter a minimum of 5 years of teaching experience in the EXPERIENCE section of KECS. This experience can be across multiple districts, if applicable.

More than 25% of students for the special education course are general population

- If this is a general education course, change the section's **Special Type** to 01: None (**in IC**).
- If this a special education course,

- o To identify the student(s) reporting as general population, in Infinite Campus run the KY State Reporting | KDE Reports | LEAD Data Detail report for the sectionID. filter on **Primary Disability in Section** is (Blanks).
  - ▪ Work with the Director of Special Education to correct any issues with the student's special education records.
- o If this error is reporting on multiple sections, work with the Director of Special Education to correct issues identified by the QA SPED Error report for all students.
- o For small classes, this error may persist until an IEP can be completed on a new student or renewed on an existing student whose IEP will expire during the course section.

Course Validations Category: Vacancy

To filter the Course Validation Results displayed under the graph to Vacancy, select Vacancy or the blue wedge on the Districtwide Course Validations graph. (Fig. 7)
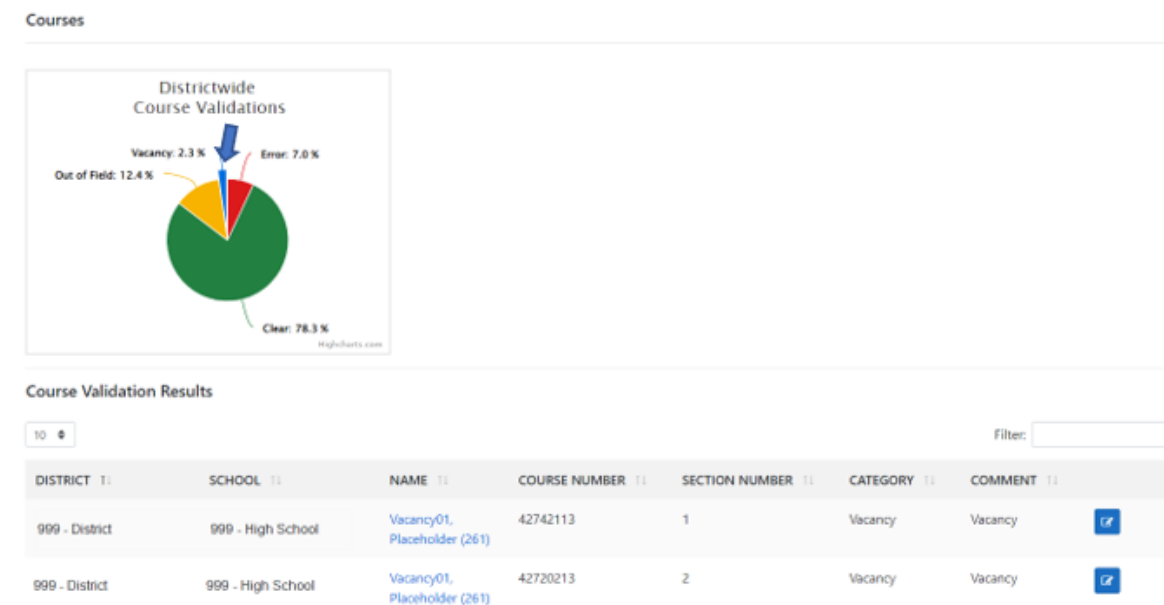

Fig. 7

Vacancy

- • If a teaching position is not vacant, update the primary teacher per the guidance in the Census, Staff Information data standard.
- • Use a vacancy placeholder for each distinct teacher needed at a school.
- • There are 20 vacancy placeholders available for each school. By properly utilizing vacancy placeholders, we can help provide an accurate depiction of your staffing needs. For information on how to add vacancy placeholders in Infinite Campus, please see the Census, Staff Information data standard
- • If you have any questions about the LEAD process, please reach out to the Office of Educator Licensure at LEADTeam@education.ky.gov.

Caseload Validations Category: Error

No Staff Record Found for Caseload

- To be included in the Staff file, a person must have an active District Employment record and an active District Assignments at a school in IC. To identify the person in Campus, go to Search | All People | Advanced Search and enter the personID shown in KECS.
    - o If the person is an active staff member, update the District Employment record and District Assignments record following the guidance in the Census, Staff Information data standard (**in IC**).
    - o If the person is not an active staff member, end date the Special Education Team Member record for each student on the caseload (**in IC**).
        - ▪ To identify the student(s) on the caseload, run KY State Reporting | KECS LEAD Extract | Detail report. Filter CaseManagerPersonID (Column BB) to the personID shown in KECS. Review the StateID and student name data (Columns AC-AE). Go to Student Information | Special Ed | General | Team Members for the identified students to end date the case manager assignment and add a new case manager as needed. See KECS LEAD Extract Detail Report and Special Ed Team Members
        for more information.

Caseload Validations Category: Out of Field

[#] students are without a case manager assigned

- All active special education students should have an active case manager assigned. Work with the Director of Special Education to assign a special education case manager to the students identified by the QA SPED Error report as not having a case manager.

Educator does not have permission for a disability.

- To identify the students assigned to an active staff member's case load, in Campus run Student Information | Reports | Caseload Summary.
- To identify the students assigned to any staff member's case load, in Campus run State Publish Ad hoc filter, TBD.

MUNIS Validations Category: Clear

Clear

Teacher has an active, valid certificate for the area indicated by their jobclass code.

Manual Override

KDE Staff have manually cleared an error, out of field, or vacancy message. Comments in the validation results should indicate the reason for the manual override.

MUNIS Validations Category: Out of Field

No Credential Permissions

Staff has no active credential for the jobclass submitted. Please:

- Review the jobclass code to ensure it is correct.
- If the jobclass code is correct, work with the district HR Director or Designee to renew or apply for the appropriate credential.

MUNIS Validations Category: Error

Invalid EPSB ID

Update Munis to the correct EPSB ID.

Validation for JobClassCode 0290 still under construction

Jobclass 0290 is designated for "Other Central Office Positions" that may not require certification. Historically, a Job description review has been required by EPSB to clear these. We no longer do these reviews except in exceptional circumstances. Please:

- Verify that there is no more appropriate jobclass code that can be used.
- If you have verified that there is no alternative to 0290, and that a job description review is required, please reach out to the LEAD Team at LEADTeam@education.ky.gov

**Please note – if you need to resubmit your corrected MUNIS file – please reach out to finance.reports@education.ky.gov and include which files (PSD or CSD) you would like for them to deny so it can be replaced with your corrected file.