

**The information below was sent to KEES points of contact on May 15, 2020.**

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**Date:** May 15, 2020 at 2:31:12 PM EDT  
**Subject:** **KEES Reporting Procedures for 2019-2020**

As you are most likely aware, June 30 is the statutory deadline for Kentucky Educational Excellence Scholarship (KEES) reporting. Considering the extraordinary circumstances that have impacted the 2019-2020 year, the Kentucky Higher Education Assistance Authority (KHEAA) realizes the June 30 deadline presents a challenge in situations where students need additional time to complete this year's coursework. Therefore, additional guidance is being issued to assist schools with the 2019-2020 KEES reporting process.

For the purposes of understanding when KEES data is to be reported, students should be identified as belonging to one of the following groups:

Group A – Students who have fully completed all of their coursework, have final grades, and are 100% finished with the 2019-2020 year.

Group B – Students who have at least one course that is incomplete or in progress. These students are **not finished** with the 2019-2020 year.

Schools are to report students in Group A (100% finished) by June 30. KHEAA is also asking that all 8<sup>th</sup> grade records be reported by June 30. KHEAA will consider the statutory deadline as having been met when your school reports these students (Group A/100% finished and 8<sup>th</sup> graders) by June 30.

Students in Group B are to be reported to KHEAA *after* their remaining coursework is completed, final grades have been issued, and they are 100% finished with the 2019-2020 year. KEES reporting timeframes for Group B students can extend beyond June 30 as needed. This means there may be several additional rounds of reporting over summer and possibly into fall before your school's entire 2019-2020 population has been submitted to KHEAA.

KEES data should only be submitted for students who are 100% finished with everything for the 2019-2020 year. **DO NOT report Group B students before they are completely finished with all of their coursework.** Schools must remove records for any Group B/incomplete/in progress students before submitting KEES data to KHEAA. The attached PDF contains instructions for Infinite Campus users to remove records.

KHEAA will be verifying each school's data submission contains only 100% finished students before loading it to the KEES database. Since school administrators are working from various locations, please contact Roxanne Lewis, KHEAA's KEES Program Coordinator, when your school's KEES report is submitted. Ms. Lewis can be reached at (800) 928-8926 ext. 67397, or (502) 696-7397, or [rlewis@kheaa.com](mailto:rlewis@kheaa.com).



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