KEES Reporting

Office of Education Technology
School Data Services
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Kentucky Educational Excellence Scholarship

- **The <u>KEES program</u> provides scholarships to student who earn at least a 2.5 GPA each year they attend a certified Kentucky high school.**

- **The better students do in high school, the more they earn toward college.**

- **Students may also earn awards for ACT/SAT scores and Advanced Placement (AP), International Baccalaureate (IB) or Cambridge Advanced International (CAI) test scores. Home school and GED graduates may earn awards based on their ACT scores.**

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KEES Eligibility Requirements

To be considered eligible for KEES, a student must:

- Be a United States citizen, national or permanent resident

- Be a Kentucky resident or maintain legal residence in Kentucky while attending a U.S. Congressional Page school or participating in an approved Foreign Exchange program

- Be enrolled in a certified Kentucky high school for at least 140 days of the minimum school term

- Take at least five courses during the academic year, unless the student qualifies as a mid-year graduate

- Not be a convicted felon

- The KEES report only validates the minimum course requirement. Schools must set the Enrollment record KEES Override to NO for students who do not meet the other eligibility criteria.

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Academic Eligibility Requirements

- Courses must amount to 5.0 credits/units for a full school year; 3.0 for fall semester graduates
  - Only one experience-based work course per academic year shall count for purposes of satisfying KEES curriculum requirements.
  - The only courses that are allowed more than one credit per course code are the Career Pathway Cooperative Education Courses. See KEES Eligibility QRC for approved course codes.
- GPA of 2.5 or higher
- Enrolled 140 days

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Prior to working with KEES data

- Verify high school course setup
  - Correct State Code
  - GPA Weight = Credits Attempted
  - Difficulty Level is set if appropriate
  - Score group is using standard 4.0 scale for unweighted GPA
  - Use [QA Courses](#) report to identify setup concerns

- Post grades

- Post grades to transcripts

- Assign appropriate G-code end status and enrollment end date to all graduates

- Post graduation data

- End all other student enrollment records

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Verify Course Setup

- KEES audits have found issues that impact GPA
  - Difficulty level must be AP, DC, IB or CAI for qualifying courses
  - Unweighted GPA must be standard 4.0 scale
  - GPA Weight must match credits attempted
  - Pass/Fail course must have zero GPA weight

- Run Grading & Standards / Reports / Course Credit to compare the GPA Weight and Credits before posting to transcript

- Run KEES Invalid GPS on transcript ad hoc
  - This ad hoc will list any transcript entries where the unweighted GPA for an A in not 4, B is not 3, etc. These entries should be corrected before submitting the KEES report.

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Prior to Running the Spring Report

- Set the KEES Override on Enrollment tab for applicable students

- Run the KEES Data Error Report
  - Correct missing student addresses and SSN
  - Validate the list of students with KEES Override set to NO

- Run the KEES – Spring Graduates w/ Wrong Diploma period ad hoc report and correct issues identified

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Using the KEES Override

- If the KEES Override field is selected on the enrollment record as Yes, this value is displayed in the extract.

- If the KEES Override field is selected as No, the student WILL NOT be reported on the KEES Spring or Mid-Year Graduate report and will be reported on the Data Error report.

If the KEES Override field is NULL, the following logic applies:

- If Foreign Exchange checkbox is marked on the enrollment record, KEES Eligible Student = N.

- If student is in the 8th grade, KEES Eligible Student = N.

- If student is enrolled 140 days or more within a district for the calendar year being reported AND the student has a yearly KEES GPA of 2.5 or above AND the student took the minimum number of courses, KEES Eligible Student = Y.

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KEES – Spring Graduates w/Wrong Diploma Period

- This ad hoc will produce a list of students who have a diploma date greater than or equal to January 15 and who have a diploma period of Mid-Year Graduate.

- The correct diploma period for these students is Spring Graduate.

- If there are students on this list, you must change the diploma period prior to running the KEES report.
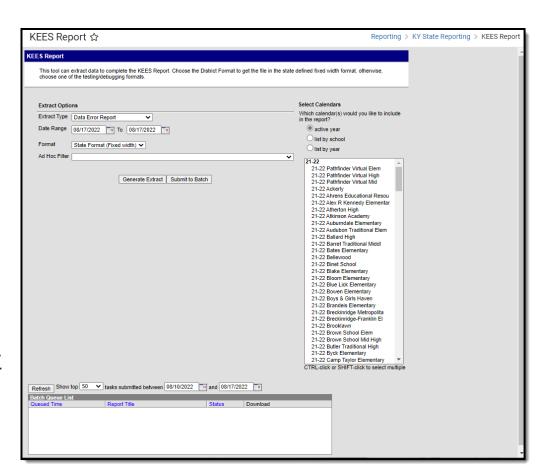
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KEES Eligibility Report

- The KEES Eligibility report is a way to review all students and the number of course Credits/Units they are scheduled per year. This report should be generated at the beginning of the year. To access the KEES Eligibility report, go to KY State Reporting | KDE Reports | KEES Eligibility.

- The purpose of this report is to identify students who may not qualify to receive the KEES Scholarship based solely on their schedule. This report is used as a guide to facilitate review. Complexities in schedules may necessitate further review of individual student results.

- For any school year, course with state code 901005 (Experience-based Work) are capped at one (1) course credit, no matter how many credits are taken.

- For a student taking 3 credits of Experience-based Work and 4 credits of other academic courses, the total number of the course credits calculated for KEES is 5 course credits: 1 Experience-based Work credit and 4 academic credits.

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Running the KEES Report

- Select the desired extract type.
- Enter the desired date range.
- Select the appropriate format.
- Select the calendars to include in the report.
- Select an ad hoc filter (optional).
- Click generate report to view the report immediately. Select submit to batch to have the report generate in a batch queue.
- Path: Reporting | KY State Reporting |KEES Report
- [KEES (Kentucky) Knowledge Base Article](#)

Running the KEES Report

- Spring report: The student's primary enrollment in the selected calendar must be within the date range specified in the report extract editor OR have one of the following End Status values within the academic year indicated in the Campus toolbar: C01, G01, G02, G03, or G04

- Students not enrolled as of end date on the report with any withdrawal code other than those listed above will not appear on the report.

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