



KEES Reporting

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What is KEES and Why report

- ▶ The KEES program provides scholarships to students who earn at least a 2.5 GPA each year they attend a certified Kentucky high school. The better they do in high school, the more they earn toward college.
- ▶ KEES defined - with Money amounts earned



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, if needed.



Academic Eligibility Requirements

- ▶ **Number of Courses - 5.0 Credits/Units for full 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**
- ▶ **GPA of 2.5 or better**
- ▶ **Enrolled 140 days**



Before working with KEES data

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



Verify the Course Setup is correct

- ▶ **KEES audits have found issues than 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 the KEES Invalid GPA on transcript ad hoc**
 - **This ad hoc will list any transcript entries where the unweighted GPA for an A is not 4, B is not 3, etc. These entries need to be corrected before submitting the KEES report.**



Before Running Spring Report

- ▶ Set the KEES Override on Enrollment tab for appropriate 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



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.



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.



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.**



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.



ACT Bonus Points

For ACT Score the KEES Report logic reports the highest composite score that meets the following criteria:

- Test Name contains ACT
 - ✓ Can be any name that contains 'ACT', like "Character Study"
- Subject = Composite
- National Code must have a National Test Code of ACT



ACT Setup



Test Detail

***Name**
ACT Composite

Parent Test
-KDE:ACT

**** Parent Test cannot be edited because scores exist for this test.**

Code Year
ACT-C [v]

Subject
Composite

Test Grade Level
[v]

Assessment Type
GEN: General Assessment

Standards Type
[v]

Start Date End Date
[calendar icon] [calendar icon]

Test Type

District Test

State Test
State Code
[v]

National Test
National Code
ACT

Display in Transcripts

SAT Bonus Points

For SAT Score the KEES Report logic reports the highest SUM of the SAT Mathematics and SAT Verbal scores from the same parent test.

To find the **SAT Mathematics** score:

- ▶ Test Name must contain SAT
 - Can be any name that contains 'SAT', like "Saturday Make-Up Test"
- ▶ Test Code = **SAT MATH**
 - If Test Code ≠ 'SAT MATH' exactly,
 - ✓ It must contain 'SAT MATH' such as "SAT Mathematics" AND
 - ✓ It must have a National Test Code of SAT

To find the **SAT Verbal** score:

- ▶ Test Name must contain SAT
 - Can be any name that contains 'SAT', like "Saturday Make-Up Test"
- ▶ Test Code = **SAT VERB**
 - If Test Code ≠ 'SAT VERB' exactly,
 - ✓ It must contain 'SAT VERB' such as "SAT Verbal" AND
 - ✓ It have a National Test Code of SAT



SAT Setup



Test Detail

***Name**
SAT MATH

Parent Test
-SAT:SAT

Code Year
SAT MATH [v]

Subject
[v]

Test Grade Level
[v]

Assessment Type
[v]

Standards Type
[v]

Start Date End Date
[] []

Test Type

District Test

State Test
State Code
[v]

National Test
National Code
SAT

Display in Transcripts

Scale Score Result

PESC Test (eTranscript)
[v]

PESC Sub-Test (eTranscript)
[v]