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Growth Factor Submission Time is Almost Here

Submitted by Laura Loman

The Growth Factor report submission window opens October 1 and is due to KDE ten days after the last day of the second month of school, but no later than November 1 each school year. This report is mandatory for every district and is used to help identify districts experiencing growth that may qualify for additional funding. KDE will also send official notices to each district.

The Growth Factor report includes:

- Aggregate days of attendance and absence
- Race and gender counts
- Adjustments for less than full-time (partial day) attendance
- Non-resident/non-contract students
- Overage and underage students for the first two months of school

KRS 157.360 (8) states, "Program funding shall be increased when the average daily attendance in any district for the first two months of the current school year is greater than the average daily attendance of the first two months of the previous school year." The percentage of growth is multiplied by the previous school year's end-of-year ADA to determine the additional ADA funding a district will receive. If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district.

Districts should submit the Growth Factor report via the Submit Growth Factor Report hyperlink available on the [KDE Growth Factor Reports webpage](#) following the provided steps in the [SAAR Guidance Document](#). If you have any questions, contact [Laura Loman by email](#).

Intent for Early Graduation Deadline is October 15

Submitted by Sarah Medley

All students planning to complete the Early Graduation Program must complete the Intent for Early Graduation (IEG) form and be flagged in Infinite Campus prior to the Oct. 15 deadline. The [Early Graduation Data Standard](#) provides instructions for assigning the IEG flag. For more information and updated guidance, please see the [Early Graduation Program webpage](#) and contact [Sarah Medley by email](#) with any questions.

NEW – Virtual Program Indicator and KRS 158.120 Tracking

Submitted by Online/Virtual Support Team

A new Virtual Program indicator has been added to Infinite Campus Enrollment records. Districts must select the appropriate code for all students enrolled in a full-time online virtual/remote program. The Virtual Program indicator includes four options for reporting: (1) Full-Time Enrolled Online Virtual and Remote (OVR), (2) Full-Time Enrolled OVR with sibling exception (OVRSE), (3) Full-Time OVR with Armed Forces exception (OVRAFE), (4) Full-Time with medical conditions exception (OVRMCE). Most Full-Time Online Virtual and Remote Students will be reported as #1 OVR;

however, code students with well-documented qualifying exceptions accurately so they are recognized as exceptions for KRS 158.120 tracking.

In accordance with [House Bill 241](#) (2025 Regular Session) that amended [KRS 158.120](#), Section 4, KDE must report and monitor the annual [Virtual Program Nonresident Enrollment Cap](#). Non-resident students enrolled full-time as virtual/remote students are capped at 1% of previous years statewide enrollment. Data reported in the new Virtual Program indicator and the Resident District indicator in Infinite Campus are used to monitor the number of statewide full-time virtual/remote enrollments. If the total statewide virtual/remote enrollment hits .85% of the cap on nonresident students, KDE will notify districts with requirements before any additional non-resident virtual students can be enrolled. Students identified with an enrollment exception, per KRS 158.120 - via the new “virtual program indicator”, will be excluded from the statutorily defined statewide enrollment cap.

The Virtual Program indicator must be used for all students in a full-time virtual/remote program regardless of residency status. See Virtual Program and Non-Resident reporting details in the [Student Enrollment Data Standard](#) for more information on enrollment reporting. Additional guidance will be available soon.

For questions related to on-line virtual/remote programs or HB241, contact the [online/virtual support team](#) for assistance.

Attendance Codes for Influenza-like Symptoms

Submitted by Josh Whitlow

The Cabinet for Health and Family Services (CHFS) is anticipating a high number of flu cases during the 2025–26 school year. In response, CHFS has asked the Division of District Support to provide weekly aggregate counts of flu-related student absences. This information will help state health officials monitor the spread of influenza-like illness and better support schools and communities.

To ensure consistent reporting across districts, the following attendance codes, outlined in the [Pupil Attendance Manual](#), should be used when recording student absences due to influenza-like illness:

- **ILID** – Influenza-like illness, excused with doctor note
- **ILIE** – Influenza-like illness, excused
- **ILIP** – Influenza-like illness, excused with parent note
- **ILIU** – Influenza-like illness, unexcused

Accurate use of these codes is essential for maintaining reliable statewide data. For questions about attendance codes or how to apply them, please contact [Josh Whitlow by email](#) or at (502) 564-5279 ext. 4450 with questions.

Advanced Placement (AP) Exam Registration: Ensure Student Names Match Infinite Campus Records

Submitted by Tania Arnett

KDE uses a student’s first and last names from Infinite Campus to match the Advanced Placement (AP) file to load Assessment scores. To ensure student exam scores can be matched successfully, KDE asks that the student’s first and last names be entered exactly as they appear in Infinite Campus when registering students for AP exams.

- Please do not use nicknames, suffixes or any other abbreviations. For example, if the student’s name is “James” in Campus, but goes by “Jim,” be sure to use “James” in the AP registration.
- Watch for punctuation, spaces, and use of middle names.
 - For example, if a student’s last name is “Smith-Robert” in Campus, then “Smith-Robert” should be used in the registration.
 - If a student goes by “Mary Beth” but the name is split into first name “Mary” and middle name “Beth” in Campus, the test registration should reflect the first name “Mary.”

It is important for KDE to be able to match student exam scores with their records in Infinite Campus to ensure proper population of student transcripts and accurate data for the Advanced Coursework and Exams portion of the School Report Card. Please contact [Tania Arnett by email](#) with any questions.

Verify Course Setup

Submitted by Caryn Davidson

Several reports are available to ensure proper course set up. Proper course set up is important for many reasons including properly awarding student scholarship money for advanced coursework, transcripts, School Report Card and other reporting purposes.

The [QA Courses Report](#) should be run during the current school year to ensure proper course set up for all courses. Users must be granted access by local KSIS administrators to be able to see this report. NEW GUIDANCE: We recommended **all schools** run these reports several times a year to help ensure accuracy. All schools should run the **"Only Courses with Setup Concerns"** report with the **"General concerns for all courses"** option. **Schools that serve high school students** should also run the **"Dual Credit concerns"** and **"Advanced (AP, IB, CAI) concerns"** options as they have several other checks for advanced courses.

Select Report

☐ KDE Reported Courses

☒ Only Courses with Setup Concerns

Select Type of Courses

☒ General concerns for all courses

☐ Dual Credit concerns

☐ Advanced (AP, IB, CAI) concerns

The [Advanced Coursework and Exams Report](#) can be run to check data pulled for the Advanced Coursework section of the 2025-2026 School Report Card though course completers, test takers and qualifying scores will not show until the completion of the school year and upon receipt of final test scores. All course information on transcripts should match the course set up in Infinite Campus. Proper course set up is necessary for advanced coursework and exams information to be correct for transcript, KHEAA scholarship reporting, and School Report Card.

The [School Profile Courses Report](#) provides information on courses that populate the School Profile section of School Report Card. Running the School Profile Courses Report for the 2025-26 school year now can help identify potential errors while they can be fixed and ensure correct population of course information on the 2025-26 School Profile Report that will come out in the fall of 2026. Please send any questions about proper course setup to [Caryn Davidson by email](#).

Check Your LEAD Data

Submitted by Tessa Harris

Before diving into Local Educator Assignment Data (LEAD) errors in the Kentucky Educator Credentialing System (KECS), make sure to address the issues listed in the [KECS LEAD Extract Issues Report](#) contained within the [KECS LEAD Extract](#) on Infinite Campus. This step ensures a smoother review process for your KECS data.

Note that we are currently experiencing an issue with incorrect warnings (7, 8, 9, 14, 15, 16, and 17) on the [KECS LEAD Extract Issues Report](#). These warnings mistakenly include results from students who have been dropped from courses. For now, run the Infinite Campus [QA SPED](#): Error Report and correct all errors listed. Once all errors on the QA SPED: Error Report are corrected, you can ignore warnings 7, 8, 9, 14, 15, 16, and 17 appearing on the KECS LEAD Extract: Issue Report.

To check for vacancies, errors, or out-of-field statuses, log in to the [Kentucky Educator Credentialing System \(KECS\)](#) and select "LEAD" from the top menu to view Course Validation Results.

For help refer to the [LEAD User Guide](#) which contains additional information about Validating Courses. Remember to use unique placeholders for each vacancy or college professor (e.g., Vacancy01, Vacancy02, etc., up to 20) per school. For more information about placeholders, consult the [Census, Staff Information](#) data standard. Note that modifications in Infinite Campus will be reflected in KECS LEAD the following day.

For questions regarding LEAD, contact the [LEAD Support Team by email](#).

Student Voice Reports to Be Sunset

Submitted by Melissa Davis

The Kentucky Department of Education (KDE) will officially sunset the following Student Voice reports in Infinite Campus with the upcoming Campus release on **October 8**.

- [Student Voice – Educators with List of Students](#)
- [Student Voice – Progress Monitoring](#)
- [Student Voice – Projected Counts](#)
- [Student Voice – Teacher Results](#)

Usage data from the 2024–25 school year shows very limited engagement with these reports. Feedback from districts suggests that this tool is no longer being actively utilized. As a result, the Student Voice reports will be removed from Infinite Campus as part of the October release. For questions, contact [KDE Data Services by email](#).

VPN Connection to Infinite Campus Ending Soon

Submitted by Lisa Keeter

KDE plans to shut down the site-to-site VPN between the Next Generation K-12 Internet and Infinite Campus. This is tentatively set for Oct. 15.

If your district still uses this VPN for data imports/exports or LDAP integrations, those processes may stop working after that date.

What to do now:

1. In Infinite Campus, run the Data Validation Report called *Identify jobs and configurations reliant on the site-to-site VPN*.
2. Review the results for any dependencies — even if you didn't get a Campus Support case.
3. If you find dependencies, work with your technical team, vendor partners and Infinite Campus Support to switch to another connection method before October 15.

Why this matters:

- Many districts received a Campus Support case with “2025-10-15 - KDE Site-to-site VPN Decommission” in the subject on Aug. 4, but others may have been missed.
- Running the report is the best way to be sure your district is ready.

Don't wait — act now to avoid service interruptions after Oct. 15. If you need more time, please notify [Lisa Keeter by email](#) so we can delay the decommissioning of the VPN.

New Student Privacy Resources from PTAC

Submitted by DeDe Conner

The Student Privacy Policy Office (SPPO), through its Privacy Technical Assistance Center (PTAC), released new resources sharing best practices and answering frequently asked questions.

[Disclosure Avoidance Best Practices](#) is a 35-minute webinar that provides an overview of best practices and staff training in the area of disclosure avoidance methodology and public reporting.

[Frequently Asked Questions \(FAQs\) on Photos and Videos under FERPA](#) provides information to help parents, students, and school officials determine whether a photo or video may be considered an “education record” under the Family Educational Rights and Privacy Act (FERPA). The document also provides guidance for education agencies and institutions to meet their obligation to give parents and eligible students the opportunity to inspect and review photos and videos that are determined to be education records. The FAQs on Photos and Videos Under FERPA document is available in [English](#) and [Spanish](#).

KDE is committed to protecting the privacy rights of students, teachers, and administrators in public schools throughout the state. Visit [the KDE Data Privacy for Schools and Districts webpage](#) for additional training videos and other resources.

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Guidance	SSN Removal Tool Guidance	KDE has created a guidance document on district use of the SSN Removal Tool.	9/3/2025
Data Standard	Enrollment	Added Virtual Enrollment indicator for students enrolled full-time in an online virtual/remote program.	9/10/2025
Guidance	State Reporting Quick Reference Guide	Updated descriptions of state reports available in Infinite Campus.	9/10/2025
Guidance	Early Graduation Program webpage	Intent for Early Graduation Deadline is October 15th	10/15/2025

The KDE Data Governance Committee provides KSIS data standards to document requirements for data entry in Infinite Campus, Kentucky's student information system (KSIS). Visit the [KSIS Data Standards webpage](#) for the complete list of standards along with other procedural documentation and contact information for specific data elements and data collections. The KSIS team also works with program areas to create and publish ad hoc reports along with other documentation to help with data quality. A listing of all published ad hoc reports and other documents can be found on the [KSIS Other Information](#) web page.

Training updates

For more information and registration links for the following training events, go to the [KSIS Training webpage](#).

Date	Event	Location
Dec. 4-5	Interchange	Omni Hotel, Louisville

Data Calendar

The monthly data calendar includes data pulled at the state level and data previously collected from districts for sharing with other state agencies or federal reporting. Please help ensure data is verified and available prior to the due date.

Due to KDE	Report	KDE Contact
10/1	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	Sheila Miller
10/10	Immigrant Subgrant allocations	Margalee Conlee
10/14	English Learners (EL) October Count (reference English Learners Extract in Infinite Campus)	Windy Spalding
10/14	Immigrant October 1 Count (reference Title III Immigrant report in Infinite Campus)	Windy Spalding
10/17	Active English Learners (EL) -for Test Book Orders and Labels	Chris Williams
10/31	E-Rate	Scott Kane
11/01	Dropout	David Curd
11/01	Growth Factor	Ronda Devine
11/01	Local Educator Assignment Data (LEAD) Fall	Tessa Harris
11/01	Retention, Grades 4-12	Windy Spalding
11/3	Special Education Exiting Data	Amy Patterson
11/15	Audited - Annual Financial Report and balance sheet	Jackie Chism
11/15	Kentucky Stats (KYSTATS) -longitudinal data	Phil Bigard

School Data Services Team

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Send any questions or comments to [KDE Data Services](#)

