

**Kentucky Department of Education  
Office of Career and Technical Education  
502-564-3472 or 502-564-4286**

**Kentucky Technical System (KTS) Data Exchange – Waiver Request**

As a Career Technical Center (CTC) managed district, I request a waiver from 2018-19 implementation of the KTS Data Exchange process established by the Office of Career and Technical Education (OCTE), Kentucky Department of Education (KDE). I confirm below that the district meets the intentions of this effort currently and describe my processes below.

- Each technical center has been set up as a separate school in Infinite Campus with a unique ID specifically for that center.
- Student enrollments and attendance are tracked in Infinite Campus in the technical school.
- Technical Center teachers are set up in the technical center’s Infinite Campus database.
- Courses are established and students attending school are set up in Infinite Campus; students appear technical center teacher rosters regardless of feeder school.
- Attendance is being shared between the technical school and high schools in Infinite Campus.
- Grades are entered into the technical schools course/section and shared with all feeder high schools electronically.

Explanation of how the technical center staff is currently utilizing CIITS and EDS.

All processes being used must comply with the Family Educational Rights and Privacy Act (FERPA).

Submit completed waiver request forms to [ktssupport@education.ky.gov](mailto:ktssupport@education.ky.gov). Waiver requests will only be accepted if all questions are complete. The waiver must either be signed by the Superintendent or emailed from the Superintendent’s email account to be accepted. The *deadline* to request a waiver for the upcoming school year is **February 28<sup>th</sup>**. OCTE will respond to waiver request within 15 business days after receipt.

District #		District Name		KDE USE ONLY
School #		School Name		
Explain how students are enrolled in the technical center.				
Explain how courses are established and student rosters are created in the technical school’s Infinite Campus data system.				
Explain how attendance is tracked in Infinite Campus by the technical school and shared with feeder school(s).				
Explain how teachers at Technical Center use				

Infinite Campus to track grades for students in courses – how are grades shared with high school(s)?		
How is the technical center staff currently utilizing CIITS & EDS?		
Do you believe that all the student data (demographic, academic, grades & attendance) that is transferred or communicated between the feeder school(s) and the technical school comply with FERPA laws? Explain, if needed.		
Other information for consideration.		

I formally request a waiver due to the fact that our district has established practices in place and use that meet project expectations. Technical centers are set up as separate schools in Infinite Campus and district has existing practices to link teachers and students through class rosters within the technical center’s Infinite Campus database.

Requested by		Date	
Superintendent Approval			
Phone Number			

APPROVED		Date	
OCTE Signature		Title	
Explanation (If needed)			

DENIED		Date	
OCTE Signature		Title	
Explanation (If needed)			