

Kentucky State Reporting Quick Reference Guide
 (Click individual report's hyperlink for a Quick Reference Card with additional information.)
 (Rev. 5/8/2019)

Path	Report Name	Report Description
KY State Reporting / KDE Reports	A Advanced Coursework	The purpose of this report is to produce aggregated Opportunity and Access information for advanced coursework and the supporting student level detail.
KY State Reporting / KDE Reports	A Behavior	The purpose of this report is to produce aggregated Opportunity and Access scores for behavior data and the supporting student level detail.
KY State Reporting / KDE Reports	A Gifted and Talented – Opportunity and Access	The purpose of this report is to produce aggregated Gifted and Talented data and the supporting student level detail for quality assurance review.
KY State Reporting / KDE Reports	A Transition Readiness HighSchool	The purpose of this report is to produce aggregated accountability information for transition readiness and the supporting student level detail for high school students.
KY State Reporting / Edit Reports	Accommodations Report	This report provides a list of active special education students and the required accommodations from their IEP
KY State Reporting / KDE Reports	Active User Account Access/Usage	The purpose of this report is to provide information regarding active Campus user accounts for current/former district employees. The report should be used to identify accounts for employees that have left the district that should be disabled or stale accounts that are not being used and could present a security risk.
KY State Reporting / KDE Reports	Adv Courses and Exams	Advanced Courses and Exams reports provide data for students taking Advanced Placement (AP), International Baccalaureate (IB) and Cambridge Advanced International (CAI) courses. The data includes the number of students taking a course, completing a course, taking the corresponding exam and receiving a qualifying score on the exam.
KY State Reporting / KDE Reports	Alternate Assessment Tracking	<p>The purpose of this report is to generate a list of students eligible to take alternative assessments along with their primary disability and communication status (Dimension A, Dimension B, or none). NOTE: Records without Communication Status should be corrected to meet the data standard. If there is a Communication Status without Alternate Assessment selected, it should be corrected as well.</p> <p>Use the Campus toolbar to select the school/academic year for the report. Students meeting the selection criteria with alternate assessments will be included in the Excel file.</p>

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KY State Reporting / KDE Reports	Benchmark Report	<p>The purpose of these reports is to show students' longitudinal results on major assessments by content area. You may run the report for English, Mathematics, Reading, or Science for all students in the selected grade. If the student has state published scores for the selected content area on these assessments: K-PREP (grades 3-8), ACT, and SAT, they will be reported. If multiple scores exist for ACT or SAT, the highest scale score will be reported. If multiple scores exist for Kindergarten Readiness or K-PREP, the most recent score will be reported. Since the Kindergarten Readiness assessment is not content specific, it will appear in each of the reports when available.</p> <p>The Benchmark Met column will report Met or Not Met based on the results of the most recent assessment. Students who have not met benchmark on their most recent assessment should be receiving intervention services. If the PLP Intervention tab has current data for the selected subject, the Intervention column will show "Active" or "Multiple" if multiple records exist. If the intervention service has ended, the student service results will be shown.</p>
KY State Reporting / Edit Reports	Calendar Edits Report	<p>This report identifies calendars that have some of the following errors:</p> <ol style="list-style-type: none"> a. School months that do not cover all days in the calendar. b. A Day Event (not Regular or Low Weather) that is marked for attendance. c. School Months with other than 20 days. d. Identify number of Opening days, Closing Days, Holidays, Professional Development days, and Makeup days in each calendar. e. No non-instructional minutes for lunch on every period structure. <p>The user will use this report to identify and correct those calendars found in each section of the report.</p>
KY State Reporting	Calendar Report	This tool will extract data to complete the KY Calendar Report. Choose the State Format to get the file in the state defined Fixed Width format, otherwise choose one of the testing/debugging formats.
KY State Reporting / KDE Reports	Calendar Summary	This report lists the 6-hour days and shortened days in the calendar. It gives total hours for the calendar and any banked hours.
KY State Reporting / KDE Reports	Chronic Absenteeism	The purpose of this report is to produce aggregate and detailed chronic absenteeism data. Kentucky Department of Education (KDE) defines chronically absent as a student who is present 90% or less of full-time equivalency. Both reports calculate school/district chronic absenteeism

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		data based on full-time equivalency (FTE) attendance. KDE calculates chronic absenteeism by dividing student's FTE present minutes by FTE instructional minutes and rounding to the nearest whole percent.
KY State Reporting / Edit Reports	Class Rank Numeric	This report lists student's class rank using numeric values.
KY State Reporting / Edit Reports	Custom Assessment Report	The purpose of this report is to allow school/district staff to see students' results on major assessments by content area. Since this report is using students who completed the academic year – our numbers may be slightly different than the School Report Card (SRC). The report includes students who have a primary enrollment in your school/district and completed the academic year selected in the Campus Toolbar. Available assessments are KPREP, EOC (End of Course), ACT, Plan, Explore, Stanford 10 and Advanced Placement.
KY State Reporting	Dropout Report	<p>The Dropout Report produces a list of students who are considered Dropouts under State guidelines. When a calendar is selected, the report pulls Regular dropouts from the prior school year (the Minus One Year) and calculates Summer dropouts using both the Minus One Year and the Minus Two Year. For example, if the 15-16 calendar is selected, the report pulls Regular Dropouts entirely from the Minus One Year: 14-15. In this scenario, Summer Dropouts will be pulled from data 13-14 (-2 Year) and 14-15.</p> <p>Note: The Dropout Report communicates with the State database to provide accurate reporting. Please allow for additional response time when generating this report. The report can only be run in batch mode to allow District-State communication.</p>
KY State Reporting / KDE Reports	Dual Credit Scholarship	<p>These reports facilitate the submission of Dual Credit Scholarship data to KHEAA. The reports will include 11th and 12th grade students in courses set up per the Dual Credit Data Standard.</p> <p>Step 1 - Run the Error Report option. KHEAA will reject students with missing data elements but will not produce an error at the time of submission. Last four of social security number and full mailing address are required. Missing or incorrect data must be corrected in Infinite Campus. After corrections are made, run the report again. The Error Report should return no data before moving to Step 2.</p>

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		<p>Step 2 - Run the Validation Report option to preview what will be submitted to KHEAA. Only Middle Initial, Zip plus 4 and Email Address may be blank. Providing an email address allows KHEAA to contact the student in a timely manner.</p> <p>Step 3 - Run the Submission Report option to create the file to submit to KHEAA. KHEAA allows uploads throughout the year and will ignore previously submitted students. To modify existing student information, contact KHEAA. Opening the Submission Report using Excel will corrupt the required data formatting.</p>
KY State Reporting	Dual Enrollment Cap Summary	The Dual Enrollment Cap Summary provides a list of students who are subject to the Dual Enrollment Cap in Kentucky attendance reports. Students must have no more than one Primary enrollment and one Secondary enrollment at any given time.
KY State Reporting / KDE Reports	Enrollment End Status Validation Report	The purpose of this report is to assist school/district staff in the annual verification of high school student enrollment end status. This report will include all students in grade levels selected. You can use this report to confirm all student enrollments have an end status. The report can also be used to accompany the G-code Validation High School Aggregate report to filter and troubleshoot discrepancies. This report will run for ALL grades 09-14, or you may select a specific grade from the selection menu below. The report will generate in Excel format.
KY State Reporting / KDE Reports	EOC Assessment	<p>This process creates a report of all students in grades 9-12 for upload of multiple student accounts into the QualityCore End-of-Course online system.</p> <p>The School or District Administrator will use the Excel file to upload student account information into the QualityCore system.</p> <p>You must select the school from the menu bar as each school must have a separate file.</p> <p>When prompted to “Open” or “Save File”, choose “Open File”. The number that appears when choosing to save the file is the district number and school number. Use the .xls or .xlsx extension when saving the file.</p>
KY State Reporting / KDE Reports	EOC Early Warning Report	The purpose of this report is to assist school/district staff to identify students who do not have End-of-Course data. The EOC Early Warning report indicates whether a student has a score for state required EOC assessments. A student who has taken the EOC assessment will have an indicator of Yes. A student who has not taken the EOC assessment will have an indicator of No. Exempted status will be indicated by Yes (exempted) or No (not exempt). The report includes

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		<p>actively enrolled students who, on the date of the report, have a primary enrollment in grades 8 through 12. The report will generate in Excel format.</p> <p>For the Alt-Assessed students, the appropriate Alt-KPREP assessment will substitute for its corresponding EOC assessment. Alt-KPREP09 = EOCE Alt-KPREP10 = EOCA Alt-KPREP11 = EOCEB Alt-KPREP12 = EOCH</p> <p>Note: All scores are as of July 15 of the prior school year. This report is not used for accountability.</p> <p>To generate the report, select one assessment or all, and one grade level or all.</p> <p>State required EOC assessments: EOCA - Algebra II EOCEB - Biology EOCE - English II EOCH - U.S. History</p>
KY State Reporting / Edit Reports	Expulsion Attendance Report	<p>This report identifies those students who have been expelled with state code SSP2 and have invalid data due to the attendance data not being entered properly to match the start date/time and end date/time of the behavior resolution.</p> <p>The state Expulsion code SSP2 – Expulsion Not Receiving Services requires that the student have standard attendance events for Absent / Unexcused that match exactly the start and end date / time of the resolution.</p>
KY State Reporting	Extended School Services Export	<p>This tool can extract data to complete the Extended School Services Export. Choose the District Format to get the file in the state defined Fixed Width format, otherwise, choose one of the testing/debugging formats.</p> <p>(Note: For historical purposes only. ESS tab has been deactivated and data is now entered on the Intervention tab)</p>

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KY State Reporting	FRYSC Group Program Report	The FRYSC Group Programs report pulls data from the student FRYSC tab. The report can be run by FRYSC Center, Calendar, or Program. Note: if no Group Programs are set up in the Programs / FRYSC Group Programs administrative screen, no programs will appear in the selection box when the Program radio button is selected.
KY State Reporting	FRYSC State Report	The state extract will compile student and group level information at both the state and district level for FRYSC. The State Report will account for aggregate totals for Mode of Intervention, Time Frame and Individual Interventions and Group Programs. The FRYSC State Report will provide for detailed counts by category and program title
KY State Reporting	Funding Gap Audit	This report will identify students without enough time scheduled to generate a full day's attendance funding on a per day basis for the calendar selected in the toolbar. Time scheduled will include scheduled Virtual and Performance Based course minutes. This file is intended for auditing purposes and is not submitted to the state.
Ky State Reporting / KDE Reports	G-Code Validation High School – Aggregate Report	Using the Infinite Campus toolbar, the aggregate report produces a summary, by school of students who have graduated. You have the option to choose a grade, if necessary, in the selection criteria. This report looks at students with a valid G-Code (G01, G02, G03, and G04). The report counts 3 items. The number of valid G-codes, diploma types (excluding GED), and diploma dates. It then compares the 3 counts, to see if they are, “equal”, generating any appropriate error messages. This report generates a PDF. This report should be run, after the graduation process has been done for the school year.
KY State Reporting / KDE Reports	G-Code Validation Pre-High School	This report will generate an Excel file of enrollment records with an end status of G01, G02, G03, G04, using the information selected in the Campus Toolbar, for grades (K thru 8).
KY State Reporting / KDE Reports	Gifted and Talented Detail	The Gifted and Talented Detail provides a list of students that have been identified in one or more of the gifted categories for students in grades 4-12. This report will pull students who have a Primary Talent Pool status and who are in grades Kindergarten through third grade. The count will also provide data for students regarding twice exceptionality, English Language Learners, gender and ethnicity.
KY State Reporting / KDE Reports	Gifted Benchmark Report DE	The purpose of these reports is to show Gifted and Talented (GT) students' longitudinal results on major assessments by content area. You may run the report for English, Mathematics, Reading, Science, Social Studies, Writing or Language Mechanics. If the student has state pushed scores for the selected content area on these assessments: K-PREP (grades 3-8),

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		<p>EXPLORE, PLAN, ACT, COMPASS and KYOTE, they will be reported. If multiple scores exist for an assessment, the highest scale score will be reported.</p> <p>If the student has been formally identified as GT, their Gifted Student Service Plan (GSSP) should match the interventions or service delivery options the student is being offered.</p>
KY State Reporting	Growth Factor	The Growth Factor report is used by KDE to determine whether any adjustments to the prior year's SAAR report values are warranted. This report is run in the fall and is based on data from school months 1 and 2.
KY State Reporting / KDE Reports	Homeless Benchmark	<p>The purpose of these reports is to show homeless students' longitudinal results on major assessments by content area. You may run the report for English, Mathematics, Reading, or Science for all students in the selected grade. If the student has state published scores for the selected content area on these assessments: K-PREP (grades 3-8), EXPLORE, PLAN, ACT, COMPASS and KYOTE, they will be reported. If multiple scores exist for ACT, COMPASS and KYOTE, the highest scale score will be reported. If multiple scores exist for K-PREP, EXPLORE or PLAN, the most recent scale score will be reported. Since the Kindergarten Readiness assessment is not content specific, it will appear in each of the reports when available.</p> <p>The Benchmark Met column will report Met or Not Met based on the results of the most recent assessment for K-PREP, EXPLORE and PLAN. If the benchmark has been met on any ACT, COMPASS or KYOTE assessment, the Benchmark Met column will report Met. Students who have not met benchmark on their most recent assessment should be receiving intervention services. If the PLP Intervention tab has current data for the selected subject, the Intervention column will show "Active" or "Multiple" if multiple records exist. If the intervention service has ended, the student service results will be shown.</p>
KY State Reporting / KDE Reports	IC Employment Verification	The purpose of this report is to provide a tool to assist schools and districts with employment verification within Infinite Campus. The report runs from State Edition to incorporate all district assignments; data is pulled from the reporting warehouse and is as of the previous Friday.
KY State Reporting	IDEA Dec 1 Count Extract	This tool will extract data to complete the IDEA Dec 1 Count Extract. Choose the State Format to get the file in the state defined csv format, otherwise choose one of the testing/debugging formats.
KY State Reporting / KDE Reports	Intent for Early Graduation	The purpose of this report is to show students that are flagged as intent for early graduation. The results returned will be the scale scores for the following assessments: ACT (English, Reading, Math) and EOC (English II, Algebra II, Biology, US History). If multiple scores exist for an

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		<p>assessment, the highest scale score will be reported.</p> <p>When the list of intent for early graduates is sent to KHEAA, it is reported from Infinite Campus State Edition. Therefore, this report runs against the reporting warehouse copy of State Edition that is updated each weekend. Please keep this in mind when reviewing data that has changed during the week.</p>
KY State Reporting / KDE Reports	KECSAC Membership Report	<p>The purpose of this report is to provide the districts with an ADM report of all state agency children served in A6 programs and A1 or A5 schools that serve KECSAC children. Report is used to monitor the accuracy of enrollments and the KECSAC tab data. This report will only be valid for A1, A5 or A6 schools and will not return any information if run for schools of other classifications.</p>
KY State Reporting / KDE Reports	KEES Audit	<p>The report may take several minutes to render. Please do not click Generate Report More than once.</p> <p>Minimum requirements for KEES eligibility:</p> <ul style="list-style-type: none"> • Number of Courses - 5.0 Credits/Units for full year; 3.0 for fall semester graduates. • GPA of 2.5 or better • Enrolled 140 days <p>Totals for current year are not complete until final grades are posted at the end of the year.</p> <p>Enter student's SSID to generate report.</p>
KY State Reporting / KDE Reports	KEES Eligibility	<p>The purpose of these reports is to identify students who do not qualify to receive the KEES Scholarship based on their schedule. This report should be used as a guide to facilitate review. Complexities in schedules may necessitate further review of individual student results.</p>
KY State Reporting	KEES Report	<p>This tool can extract data to complete the KEES Report. Choose the District Format to get the file in the state defined fixed width format, otherwise, choose one of the testing/debugging formats.</p>
KY State Reporting / Edit Reports	KTS Attendance by School	<p>The purpose of this report is to assist in tracking student attendance at schools participating in the KTS Data Exchange. The KTS Attendance by School report will; allow users at the technical school (ATCs & CTCs) to view student's attendance in their home district, and allow the user at the home high school to view student's attendance at the technical school. This report will be filtered by school, if the report results include more than one technical school or home high school.</p>

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KY State Reporting / KDE Reports	KTS Posted Grade Audit	The purpose of this report is to allow technical school administrators to generate a list of teachers with the number of grades posted for each course/section. This includes only the CTE Term Grades, CTE Final Exam and CTE Final Grades. The report is written to function for the technical schools ONLY .
KY State Reporting / Edit Reports	KTS Transcript	The purpose of this report is to allow users at the technical school (ATCs & CTCs) to view a student's transcript information from the student's home high school.
KY State Reporting / KDE Reports	KY Health Office Visit	The purpose of this report is to aggregate (1) a school/district's health office visits; (2) the discharges associated with those visits; (3) utilization of stock Epinephrine or stock Narcan.
KY State Reporting / KDE Reports	KY Immunization Certificates	The purpose of this report is to produce aggregate and detailed immunization certificate data for students in grade 00 and grade 06. The Infinite Campus Toolbar will control the school for which the report will generate.
KY State Reporting	LEAD Extract	This tool extracts data to complete the Local Educator Assignment (LEAD) Extract. Choose the State Format to produce a file in state-defined XML format; otherwise, choose CSV or HTML for testing/debugging.
KY State Reporting	LEP Extract	The LEP Extract provides a list of students with LEP (Limited English Proficiency) status. Students must have at least one instructional accommodation and at least one LEP Service type active during the date range of the report and a program status of "LEP" to pull. This report runs district-wide regardless of calendar selected in the toolbar. Note: Errors and Warnings cannot be produced via the Batch Reporting Tool (if enabled). Use the Generate Extract button to view errors and warnings.
KY State Reporting / KDE Reports	Mathematics Achievement Fund	The purpose of this report is to provide required intervention and assessment data for students served by the Mathematics Achievement Fund (MAF) grant.
KY State Reporting / KDE Reports	Median Student Growth Percentile - Detail	The purpose of this report is to show how a teacher's single-year and three-year combined Median Student Growth Percentile is calculated for Math or Reading. The end year indicates the ending year of the third reporting year. You may choose content area, and (optionally) a specific teacher. The report will contain data for the school that you have selected in the menu bar above. All teacher and student associations in Math or Reading in courses in grades 04-08 will be included on the report, along with the students' growth scores in the respective content area. Indicators for whether the teacher/student were concurrent in the specified courses for 100 days

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		are included on the report. Student growth scores will only be attributed to a teacher for those teacher/student associations which meet the 100 day concurrency requirements.
KY State Reporting / KDE Reports	Median Student Growth Percentile - Summary	<p>The purpose of this report is to show a summary of a teacher's single-year and three-year combined Median Student Growth Percentile for Math or Reading and a count of attributed students per year. The end year indicates the ending year of the third reporting year. You may choose content area, and (optionally) a specific teacher. The report will contain data for three years, based on the end year.</p> <p>The report will contain data for the school that you have selected in the menu bar above. If "All Schools" is selected in the menu bar when this report is run, a teacher will display on the report one time for each school the teacher taught attributed students. The school name will appear in the column next to the teacher's name.</p>
KY State Reporting / Edit Reports	Missing Enrollment End Status Report	This report is intended to find those students who have an enrollment with an end date but no associated end status. The user will use this report to edit those ended enrollments and add the appropriate end status and resave the enrollment.
KY State Reporting / KDE Reports	Missing or Invalid StateCodes	<p>This report will find Active Courses in Instructional Periods with missing or invalid State Course Codes.</p> <p>Refer to the Uniform Academic Course Codes on the KDE website for course descriptions and parameters.</p>
KY State Reporting / Edit Reports	Multiple Enrollment Attendance Report	This report identifies those students who have at least two enrollments and due to a bug in the application may have had attendance associated with the later enrollment erroneously deleted. Users will use this report to identify likely situations where a student's enrollments and last changed dates point to the possibility that attendance could have been removed.
KY State Reporting / KDE Reports	MUNIS EPSB Upload	<p>This report builds a file containing teacher EPSB license numbers for upload to MUNIS. Only active employment assignments with an EPSB license number will be included in this file. The last four digits of the social security number and birthdate are used to find the matching staff record in MUNIS.</p> <p>In addition to the upload file, a validation report is available for review of staff member information. This report shows all actively employed staff, including those with no EPSB license number. The final column of the report indicates if the staff member will be included in the upload file. Additional information available in this report are staff member names, birthdate, last four digits of the social security number and EPSB license numbers. When a staff member is</p>

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		missing a birthdate, social security number or EPSB license number, the field is highlighted for easy identification. Corrections to staff records must be made in Infinite Campus before the upload file is created.
KY State Reporting / KDE Reports	Nurse Counts	The purpose of this report is to produce a list of district-hired and contract nurses within the school/district. The report pulls from the district assignment tab for district-hired nurses and the district health service providers tab for contract nurses. The total district nurse count, is an unduplicated count of school-level nurse data.
KY State Reporting / Edit Reports	Overage/Underage Report	This report identifies those students who fall into three potential age based categories that are NOT eligible for ADA funding as defined by KDE. The three categories are Underage Kindergarten, Underage First Grade and Overage.
KY State Reporting / KDE Reports	Persistence to Graduation	This tool identifies students who may be off-track to be promoted to the next grade level or graduate on-time. It is the responsibility of each school to determine necessary and appropriate supports and interventions for students who may be off-track for graduation. It is expected that using this tool will aid the district in increasing its graduation rate, as well as to fulfill the commitment to increase its college and career readiness rate.
KY State Reporting / KDE Reports	PLP Intervention Data	The purpose of this report is to identify students with records on the Intervention tab in the PLP module. By default, all records will be pulled for students from the school selected in the toolbar above. You may choose All Schools. The year selected on the toolbar will not limit the records reported to a school year. To limit the results by date, you must define a date range by selecting a start date and an end date. Additionally, you may filter the results by intervention type, content area, and grade level.
KY State Reporting	Preschool Enrollment Count	This tool will extract data to complete the Preschool Enrollment Count. Choose the State Format to get the file in the state defined csv format, otherwise choose one of the testing/debugging formats.
KY State Reporting / KDE Reports	QA Demographics	The purpose of this report is to produce aggregated Demographic data and the supporting student level detail for quality assurance review.
KY State Reporting / KDE Reports	QA English Learner	The purpose of this report is to produce aggregated English Learner data and the supporting student level detail for quality assurance review.
KY State Reporting / KDE Reports	QA Foster	The purpose of this report is to produce aggregated Foster Care data and the supporting student level detail for quality assurance review.

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KY State Reporting / KDE Reports	QA Free and Reduced Lunch	The purpose of this report is to produce aggregated Free and Reduced Lunch data and the supporting student level detail for quality assurance review.
KY State Reporting / KDE Reports	QA Homeless	The purpose of this report is to produce aggregated Homeless data and the supporting student level detail for quality assurance review.
KY State Reporting / KDE Reports	QA Migrant	The purpose of this report is to produce aggregated Migrant student data and the supporting student level detail for quality assurance review.
KY State Reporting / KDE Reports	QA Military Connected	The purpose of this report is to produce aggregated Military Connected data and the supporting student level detail for quality assurance review.
KY State Reporting / KDE Reports	QA Preschool	The purpose of this report is to allow school and district personnel to generate a report to verify preschool counts.
KY State Reporting / KDE Reports	QA SPED	The purpose of this report is to allow school and district personnel to generate a report to verify special education counts.
KY State Reporting / KDE Reports	QA Student Counts	The purpose of this report is to allow school and district personnel to generate a report to verify enrollment counts and student details.
KY State Reporting / KDE Reports	Read to Achieve	The purpose of this report is to assist with administration of the Read to Achieve (RTA) grant by providing data that links RTA intervention to assessment data.
KY State Reporting	Reading Intervention Extract	This tool will extract data to complete the Reading Intervention Extract. Choose the State Format to get the file in the state defined csv format, otherwise choose one of the testing/debugging formats.
KY State Reporting / KDE Reports	Restraint or Seclusion 13-14 Only	This report will provide documentation detailing an individual student's data on the restraint or seclusion custom tab. This report remains for historical purposes and will only provide data entered during the 2013-14 school year.

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KY State Reporting / KDE Reports	Restraint or Seclusion Error Report	<p>This report will generate a list of behavior incidents involving restraint or seclusion that need correction. When run for All Schools, the report creates a separate worksheet named for each school with errors.</p> <p>The report will show behavior incidents meeting the following criteria:</p> <ol style="list-style-type: none"> 1. Response of restraint or seclusion without corresponding resolution 2. Resolution of restraint or seclusion without corresponding response <p>Note: Response Type "B03: Other" is NOT a restraint or seclusion response.</p>
KY State Reporting / KDE Reports	Restraint or Seclusion without Resolution	The purpose of this report is to show behavior incidents that have a Restraint or Seclusion behavior response, but no corresponding resolution. The report will display calendar, district, school, offender SSID, Incident ID, Incident Date, Response, and Resolution.
KY State Reporting	Retention Report	<p>The Retention Report produces a list of students who have been retained (do not advance to the next grade) in grades 4-12. When a calendar is selected, the report pulls most data from the prior school year (the Minus One Year). For example, if the 15-16 calendar is selected, the report pulls student's initial grade from the Minus One Year: 14-15, and compares to the grade in the Zero Year, 15-16.</p> <p>Note: The Retention Report communicates with the State database to provide accurate reporting. Please allow for additional response time when generating this report. The report can only be run in batch mode to allow District-State communication.</p>
KY State Reporting	SAAR Report	<p>Superintendent's Annual Attendance Report (SAAR) Enrollment Report</p> <p>The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide aggregate data suitable for state submission. The Detail report types provide student- level data for verification, analysis and reference.</p>
KY State Reporting	Safe Schools	The Safe Schools Report outputs as CSV (Comma Separated Value) file. The report contains behavioral information on students collected from schools and districts in Kentucky.
KY State Reporting	Safe Schools Historical	The Safe Schools Report - Historical contains behavioral information on students collected from schools and districts in Kentucky through the 17-18 School Year. If collecting behavior

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		information for the 18-19 School Year and beyond use the Safe Schools Report. The report outputs as a CSV (Comma Separated Value) file.
KY State Reporting / KDE Reports	Schedule Gap	<p>The purpose of the Schedule Gap Report is to identify those students who have gaps in their schedule on days that they are enrolled.</p> <p>If there is a gap in the schedule, attendance is not recorded for that period.</p> <p>If no grade is selected, the report will run for grades 00-14.</p> <p>When selected the checkbox titled 'exclude partial students' will exclude students who are in a partial day attendance group.</p>
KY State Reporting / Edit Reports	Schedule Gap Report	This report identifies those students who have gaps in their schedule on days that they are enrolled.
KY State Reporting / Edit Reports	Schedule Structure Grades Report	This report identifies any student who has an enrollment that contains a grade level without the proper association to the grade levels available in the schedule structure. The user will use this report to either correct the grade level present on the enrollment, or add the grade level to schedule structure so the data association is valid.
KY State Reporting / KDE Reports	School Profile Courses	The purpose of this report is to provide information on courses offered in the programs of Health and Physical Education (HPE), Career and Technical Education (CTE), Visual and Performing Arts (VPA), and World Languages (WL). The School Profile Report includes a summary of this course information.
KY State Reporting / Edit Reports	Seat Count by Section	This report provides a seat count for each course/section.
KY State Reporting / KDE Reports	SEEK At Risk ADM	<p>The report will calculate the "Average Daily Membership" of the Low Economic Indicator students from the FRAM Eligibility.</p> <p>Choose the start date and end date of your choice.</p> <p>For best results choose the first day of attendance and the last school day of the previous month for an accurate count.</p>

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 (Click individual report's hyperlink for a Quick Reference Card with additional information.)
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Path	Report Name	Report Description
		For End of Year Report, leave dates blank to run for complete school year.
KY State Reporting	Special Ed Exit Report	This tool will extract data to complete the Special Ed Exit Extract. Choose the State Format to get the file in the state defined csv format, otherwise choose one of the testing/debugging formats.
KY State Reporting / KDE Reports	SPED EOY Behavior Data	<p>Special Education End of Year Behavior Removal Report - Report of behavior removals of Special Education students from their regular setting; this includes; SSP3 (Out-of-School Suspension) and INSR (In-school Removal).</p> <p>Special Education End of Year Expulsion Report - Report of behavior resolutions of SSP1 (Expulsion-with services); SSP2 (Expulsion-without services). This report includes ALL students (Special education and regular education).</p> <p>When prompted to "Open" or "Save File", choose "Save File". The filename will include the district number for the submission to KDE.</p> <p>File should be submitted to KDE via the DoSE Secure File Upload site due annually July 31st.</p>
KY State Reporting / KDE Reports	SpEd_Evaluation_Detail	This report pulls special education evaluation information initial evaluations that have occurred during the selected calendar year.
KY State Reporting / KDE Reports	SRC District Summary	District-level detail from the School Report Card (SRC) and the Advanced Placement aggregated Custom Assessment report. The report meets requirements for sharing district summary-level data and can be used separately or for creating a local link to meet KRS 158.6453 (20) requirements
KY State Reporting / KDE Reports	Student Census	<p>The purpose of the Student Census Report is to show student and guardian demographic information.</p> <p>It is used extensively by the Office of Pupil Personnel and is referred to on a daily basis.</p> <p>The report is typically kept on file in the district central office.</p>
KY State Reporting / KDE Reports	Student Enrollment Continuity	This report will generate aggregate enrollment totals and percentage of students continually enrolled from kindergarten to 2nd grade, kindergarten to 5th grade, 6th grade to 8th grade, and 9th grade to 12th grade as applicable for the school or district.

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Path	Report Name	Report Description
KY State Reporting / Edit Reports	Student Summary Report	This report provides student summary data for an individual student which includes attendance, behavior and grades. (Useful report for DPPs)
KY State Reporting / KDE Reports	Student Voice Survey – Educator with List of Students	This report was designed to help with auditing assignment and participation of teachers and students for student voice survey completion. Use this report to monitor the progress of a survey window. This report shows each educator for a school, each student assigned to take a survey and if the student has completed the survey. This report will only show results while a survey window is active. Use this report to (1) Identify students who have not yet taken the survey; (2) Verify that students have completed surveys for an educator; (3) Verify educators could receive a minimum of 10 valid responses.
KY State Reporting / KDE Reports	Student Voice Survey – Progress Monitoring	This report was designed to help with auditing status of student voice survey completion. Use this report to monitor the progress of a survey window. This report will only provide results while a survey window is active. This report shows how many students received a survey for an educator and how many valid responses have been completed. Use this report to: (1) Verify educators will receive a minimum of 10 valid responses. (2) Verify that students have completed surveys for an educator.
KY State Reporting / KDE Reports	Student Voice Survey – Projected Counts	This report was designed to help with auditing student voice setup. This report will only show results BEFORE a survey window starts for a school. Use this report to verify an educator is set up for the appropriate survey type. This report will list all educators with a Type “01: Teacher” and their survey type. It also lists any educators who are not a Type “01: Teacher” but have been assigned a survey type of “Grade 3-5 Teacher Survey” or “Grade 6-12 Teacher Survey”. Only schools with a survey window scheduled to begin in the future will display in the “Schools” list. Use this report to verify: (1) educators are scheduled for the upcoming survey window; (2) enough students will receive the survey to meet the 10 student minimum for an educator; (3) an educator is assigned the proper survey type.
KY State Reporting / KDE Reports	Student Voice Survey – Teacher Results	This report displays response scores for each question in the student voice survey. One teacher per school and survey window are reported per page. Survey questions are grouped by construct and includes the construct score. Results are available only if there are a minimum of 10 student responses to a teacher survey and the survey window has ended.
KY State Reporting / KDE Reports	Teacher Course Check	The purpose of this report is to help with auditing Median Student Growth Percentile (MSGP) reports. If you have reading and/or mathematics teachers in grade 4-8, that don't have medians calculated or are missing courses in the calculation it may be because state course codes aren't assigned correctly. This report shows teachers and corresponding courses (local & state course

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Path	Report Name	Report Description
		<p>codes). The final column indicates if the state course code assigned is a mathematics or reading course. If the teacher is assigned a Math or Reading class and the eligible state code does not match the course assigned then the column will read NA. NA will also show up if the course is not part of the Reading or Math criteria.</p> <p>Selection Criteria.</p> <ol style="list-style-type: none"> 1. Academic Year. 2. Selection of school is optional. It will run for all schools if none is selected 3. Enter Teacher ID. Optional if all teachers are required 4. Select Grade or use default for all grades.
KY State Reporting / KDE Reports	Teacher Turnover Details	<p>The purpose of this report is to provide the raw data used to calculate the Teacher Turnover rate for a school. The report runs from a static data table and not from live data. Making changes in Infinite Campus will not change the report output unless KDE refreshes the static data table. Anyone assigned to at least one course/section scheduled during instructional time who has a license number entered in Infinite Campus Credentials tab will be included.</p> <p>The Infinite Campus Toolbar will control the school for which the report will generate. The End Year parameter below matches the School Report Card year for this calculation (Year 2 – YR2). Year 1 – YR1 is the prior year.</p> <p>Teacher Turnover Program Requirements Document (PRD)</p>
KY State Reporting	TEDS Report	This tool can extract data to complete the TEDS Report. Choose the District Format to get the file in the state defined csv format, otherwise, choose one of the testing/debugging formats.
KY State Reporting	Testing Roster Extract	This roster contains a list of all students who will be taking the Commonwealth Accountability Testing System (CATS) test. This report must be available on DE and sorted by School and grade level.
KY State Reporting / KDE Reports	Transient Population	The purpose of this report is to identify transient students currently enrolled in a district and/or school. Students are identified as transient if they have been enrolled in 3 or more schools in the current school year; 5 or more schools in the last 2 school years; or 10 or more schools in the last 5 school years.
KY State Reporting	Transition Report	The Transition Report produces a list of students who have graduated or otherwise completed their secondary education. When a calendar is selected, the report pulls most data from the prior

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Path	Report Name	Report Description
		<p>school year (the Minus One Year). For example, if the 18-19 calendar is selected, the report pulls student's enrollment data from the Minus One Year: 17-18.</p> <p>Note: The Transition Report communicates with the State database to provide accurate reporting. Please allow for additional response time when generating this report. The report can only be run in batch mode to allow District-State communication.</p>
KY State Reporting / KDE Reports	W22 Withdrawn Students	This report will generate a list of students with a W22 withdrawal (moved, re-enrolled in another Kentucky public district) without subsequent enrollment actions in Infinite Campus. This report can be used to identify students that could potentially be counted as dropouts if no subsequent enrollment exists. It also identifies subsequent enrollment information if a records transfer request has not been initiated.