

From: Conner, Dede - KDE Division Director
Sent: Monday, March 3, 2025 7:54 AM
To: All State KSIS Contacts
Subject: KSIS Notification: CPE Data Request for Directory Level Information
Importance: High

KSIS Points of Contact:

FYI the information below was sent out to all superintendents from the Council on Postsecondary Education (CPE) last week; this is an annual request. The [March KSIS Newsletter](#) included information on the state ad hoc report available to assist with sharing this information. Please help to ensure the appropriate local contacts have access to the report to complete this request. If you have questions, please reach out to [KDE data services](#).

Sent on behalf of Dr. Aaron Thompson, President of CPE:

In an effort to increase access and participation in higher education across the Commonwealth of Kentucky, the Kentucky Council on Postsecondary Education (CPE) and the public Kentucky institutions of higher education seek your assistance in obtaining certain **directory-level information** on your school's **10th and 11th grade students**.

By obtaining ready access to student directory information, our Kentucky schools can provide more opportunities to support students as they navigate their postsecondary educational plans. The universities across the Commonwealth would use this data to better support Kentucky high school students by providing information regarding college access options, affordability, as well as special opportunities for campus visits and other events for prospective students. More specifically, this information will be used to get in direct contact with potentially interested students to offer advice and facilitate their engagement with undertakings like FAFSA completion, scholarship and financial aid information, and admittance applications that will aid them in their decision-making about best institutional fit.

According to the U.S. Department of Education, directory information is data contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, this information would include, but not be limited to, name, address, telephone listing, date and place of birth, honors and awards, participation in officially recognized school activities and sports, and years of attendance. Under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a school may disclose all directory information to third parties, without consent, if it has given public notice of the types of information which it has designated as "directory information," the parent's and/or eligible student's right to restrict the disclosure of such information, and a reasonable amount of time within which a parent and/or eligible student may request the school not disclose that information.

The specific directory level information requested: name, address, email address, telephone listing, date of birth, and grade level. If you agree, **please provide the requested student information by uploading the excel Infinite Campus Ad-hoc report CPE-College Directory Information. Please email your report to cpestudentdirectory@ky.gov by March 15.** CPE will upload the data into its

secure Kentucky Postsecondary Education Data System (KPEDS), which currently maintains student level data from all colleges and universities in the state. From there, CPE will distribute the information to the requesting public colleges and universities through that same system.

Thank you for your consideration and all that you do to support our Kentucky students. If you have any questions, please feel free to contact me at amanda.ellis@ky.gov.

Best,

Amanda Ellis, Ed.D

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