From: Conner, Dede - KDE Division Director
Sent: Tuesday, February 11, 2025 2:54 PM
To: All State KSIS Contacts
Subject: KSIS Notification: English Learner Data Extract - Tentative EL 2025-2026 Allocations

KSIS Points of Contact:

FYI - The information below went out to Title III English Learner Coordinators earlier today.

From: Conlee, Margalee - Division of School and Program Improvement
Sent: Tuesday, February 11, 2025 11:54 AM
Subject: English Learner Data Extract - Tentative EL 2025-2026 Allocations

Title III English Learner Coordinators,

The Kentucky Department of Education will extract English Learner data from Infinite Campus on **March 11th, 2025**. Prior to 03/01/2025, districts should use the toolbar to select the 2024-2025 SY to generate the KY state report, *English Learners Extract* to review and resolve any critical errors or warnings produced. After 03/01/2025, districts can generate the report and extract the data by entering a date range of **7/1/2024 to 3/01/2025** on the report landing page to review and resolve any critical errors or warnings produced. Districts should also export the data into Excel to ensure all EL students served during the report range are reflected on the report. This should be done as many times as needed until end of day Friday, March 7th. The data will be pulled from Infinite Campus state after the weekend refresh on 3/11/2025. It is imperative that this data is complete and accurate as it will be used to determine *tentative* EL allocations for the 2025-2026 school year.

Districts must grant the appropriate users access to this report. Reference the English Learner Data Standards for data collection and reporting guidance.

If you need assistance during this data validation process, please contact Margalee Conlee. Thank you!

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