

From: Burton, Linda - Division of School Data Services
Sent: Tuesday, May 10, 2022 10:16 AM
To: All State KSIS Contacts
Cc: Conner, Dede - KDE Division Director; Newton, Windy - Office of Continuous Improvement and Support
Subject: KSIS Notification: Safe Schools End of Year Reporting

The information below went out to safe school administrators earlier today. Please help emphasize the need for data quality and ensuring that the correct folks have access to the reports for validation.

Thank you.

Linda Burton

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From: Newton, Windy - Office of Continuous Improvement and Support
Sent: Tuesday, May 10, 2022 9:51 AM
To: Newton, Windy - Office of Continuous Improvement and Support
Subject: Safe Schools End of Year Reporting

Good morning Safe School Administrators,
End of year safe schools (behavior) data verification window is now open. The Superintendent (or designee) and Director of Special Education (DoSE) must each complete a survey verifying the accuracy of the data from the *Safe Schools Report* by **June 30**. KDE will extract the data from the *Infinite Campus (IC) Reporting Warehouse* on **July 5**. The Safe Schools report can be found via KY State Reporting, user access may need to be granted by district KSIS administrator.

The timeline and tasks for this reporting are as follows:

- **May 10:** Safe schools data verification window opens
 - Generate the Safe Schools report (extract type: Detail), resolving all errors and reviewing any warnings produced
 - Generate the Safe Schools report (extract type: Aggregate District Level) to view the data in an aggregate format
- **June 30:** Safe schools data verification window closes
- **June 30:** Superintendent (or designee) and Director of Special Education verification of accuracy is required through the following surveys:
 - [Superintendent or Designee Validation Survey](#)

- [Director of Special Education Validation Survey](#)
- **July 5:** KDE extracts data from the *Safe Schools Report* from *IC Reporting Warehouse*
- **July 15:** Aggregate Safe Schools data will be available for district and school review via the School Report Card secure site
- **July 29:** District and school review of Safe Schools data must be complete and approved

The [Behavior Data Standards](#) provide information for data entry inquiries.

For questions regarding behavior data entry and reporting, please contact [Windy Newton](#) at (502) 564-5130, ext. 4063 or [Blake Konny](#) at (502) 564-4772, ext. 4019. For questions regarding special education data entry, please contact [Amy Patterson](#) at (502) 564-4970, ext. 4513. Thank you!

Windy Newton

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