

**From:** Conner, Dede - KDE Division Director

**Sent:** Monday, May 20, 2024 3:21 PM

**To:** All State KSIS Contacts

**Subject:** KSIS Notification: Title III English Learners and Immigrant End of Year Data

**FYI - The information below was shared with Title III District Coordinators today.**

**From:** Spalding, Windy - Office of Continuous Improvement and Support

**Sent:** Monday, May 20, 2024 2:01 PM

Title III District Coordinators,

Good afternoon, this email is to inform end of year reporting requirements for English Learners and Immigrant data in Infinite Campus.

- English Learner students who indicate reaching attainment on the 2024 ACCESS EL records must be updated as follows:
  - *Program Status* must be updated to **EL Exited**.
  - *Program Exit Date* of **6/30/2024** entered, which will auto populate the *Program Exit State* to **Kentucky**, update if necessary.
  - End date ALL EL Services as of **6/30/2024**.
  - End date ALL EL Accommodations as of **6/30/2024**.
  - Do **not** change student's *Home Primary Language*.
  - Reference the [English Learner Data Standards](#) for additional guidance.
- **NOTE: 2024 WIDA Alternate ACCESS scores will not be delivered until 9/11/2024; for students exiting, the end dates will need to be back dated to 6/30/2024.**
- KDE will extract English Learner data for state and federal reporting and funding purposes on or after **July 1<sup>st</sup>**. To prepare, districts should do the following:
  - Generate the *English Learner Extract* via KY State Reporting (user access must be granted).
  - Resolve any errors produced when generating this report.
  - Review any warnings produced and resolve if able.
  - Extract the data into Excel and review to ensure all students served during the academic year are included in the extract.
  - Reference the [English Learner Data Standards](#) for additional guidance.
  - Complete this review and validation by **6/30/2024**.
- KDE will extract Immigrant data for state and federal reporting and funding purposes on or after **July 1<sup>st</sup>**. To prepare, districts can do the following:
  - Generate the *Title III Immigrant Report* via KY State Reporting | KDE Reports (user access must be granted).
  - Review the data produced to ensure all students served during the academic year are included.
  - Filter on the Error Message column – resolve any errors produced –
    - Date Entered US School > 3 Years – must deselect immigrant indicator on students' current year enrollment(s).
    - Date Entered US School Missing – must enter correct date via Census | People | Demographics tab.
  - Reference the [Immigrant Data Standards](#) for additional guidance.
  - Complete this review and validation by **6/30/2024**.

Please direct any program related questions to [Kaiman Triplett](#) or [Brandy Neal](#). Questions regarding IC data entry or reporting should be directed to [Margalee Conlee](#), thank you!

***Windy Spalding***

Data Manager

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