

Infinite Campus: SPED Exit Detail Report – Addressing Inconsistencies Exiting Students with an Alternative High School Diploma

Quick Reference Card

Release date: DATE

WHAT IS THE SPED EXIT DETAIL REPORT?

“This report in Infinite Campus (IC) provides student-level details for students ages 14 to 21 who may have exited from special education services for quality assurance review and verification of data for federal reporting. This report compares the Special Education Exit data on the enrollment record to the [Kentucky Department of Education] ‘KDE Determined Special Education Exit Status’ and ‘Date’. This report is pulled from a table that is refreshed weekly for the active year and has historical data for up to two prior years. Districts verifying the accuracy of the SPED Exit Detail Report for state reporting should review and address inconsistencies (highlighted in yellow on the report).”

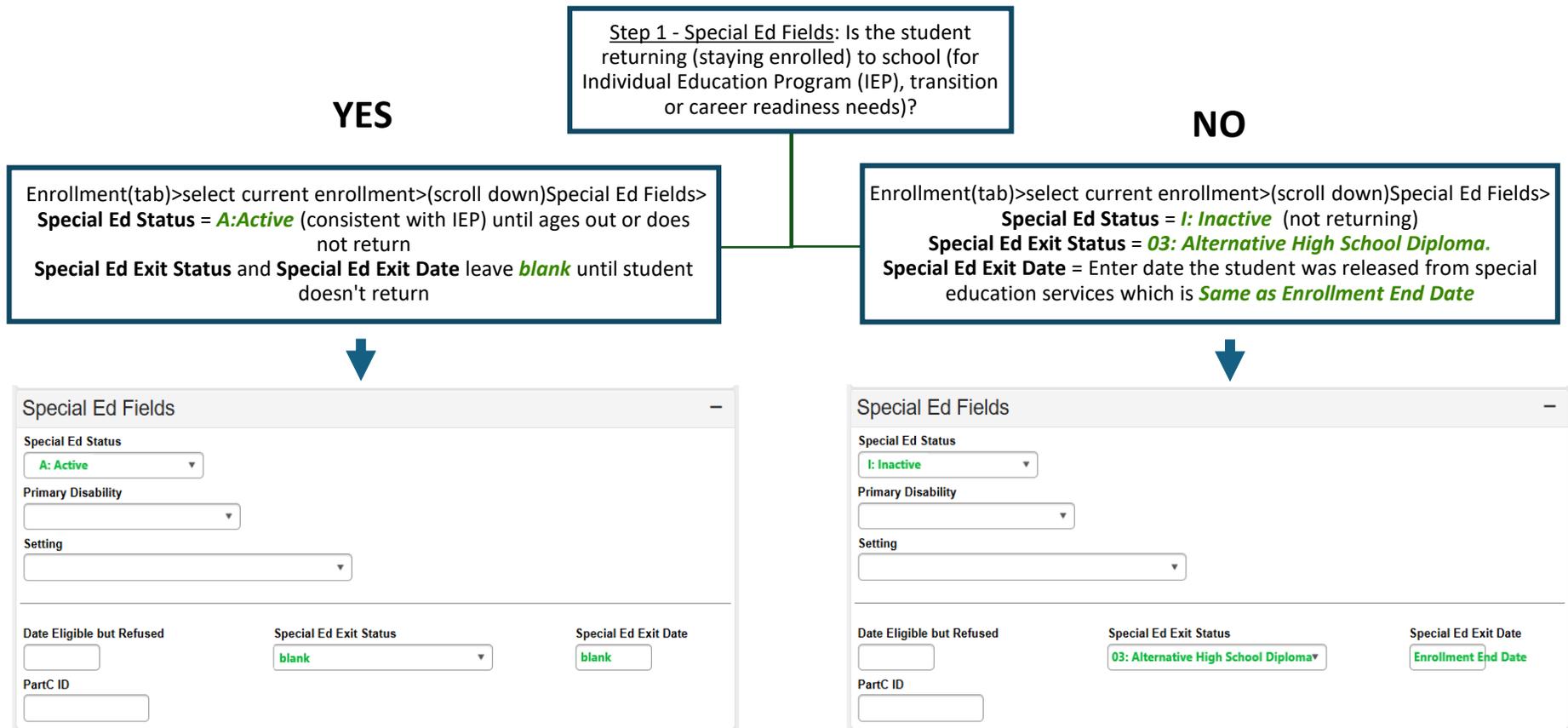
-from the SPED Exit Detail Report landing page in IC

See the [Special Education Reporting Manual 2024-2025](#) and [Infinite Campus: SPED Exit Detail Report Quick Reference Card](#) for more details.

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STEPS TO EXIT STUDENT WITH ALTERNATIVE DIPLOMA IN IC:

Below is a graphic representation of the steps for exiting a student with an Alternative High School Diploma using the Enrollment tab in IC. Step 1 includes directions for the Special Ed Fields and Step 2 for the Enrollment Editor. See [Data Standard - Enrollment](#) for state-defined codes and more information.



Step 2 - Enrollment Editor: Is the student returning (staying enrolled) to school (for IEP, transition or career readiness needs)?

YES

NO

Enrollment(tab)>Enrollment Editor>
Start Status = Typically "**E01: First enrollment of the year**", but varies
End Status = "**C01:1: Close of year**" and new enrollment created when student returns
 Graduation(tab)>General Graduation Information
Diploma Type and **Diploma Date** = leave **blank**

Enrollment(tab)>Enrollment Editor>
Start Status = Typically "**E01: First enrollment of the year**", but varies
End Status = Should be appropriate **G code (varies)** when exits
 Graduation(tab)>General Graduation Information
Diploma Type = **6: Alternative High School Diploma**
Diploma Date = **Enter the last student instructional day**

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
14	P	Polk High School 2024 A	08/16/2023	
Start Status: E01 First enrollment of the year End Status:				
12	P	Polk High School 2023 A	08/10/2022	05/18/2023
Start Status: E01 First enrollment of the year End Status: C01 Close of Year				

General Graduation Information

GRAD Score: ⓘ

Diploma Date:

Diploma Type:

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
14	P	Polk High School 2024 A	08/16/2023	05/21/2024
Start Status: E01 First enrollment of the year End Status: G03 Graduated in five (5) years				
12	P	Polk High School 2023 A	08/10/2022	05/18/2023
Start Status: E01 First enrollment of the year End Status: C01 Close of Year				

General Graduation Information

GRAD Score: ⓘ

Diploma Date: **Enter the last student instructional day**

Diploma Type:

Note: To make changes to the Enrollment Editor, select the enrollment row needing edits and update the fields accordingly.

Documenting and Reporting Data:

Below are verification procedures to ensure accurate data reporting by the district that includes what the district needs to “Do” and a table of common inconsistencies and mistakes with their possible implications and impact.

Do

- Verify students only appear once on the SPED Exit Detail Report;
- Verify the **KDE Determined SPED Exit Status** on the SPED Exit Detail Report matches the **Enrollment End Status** on the Enrollment tab (See Appendix C: Enrollment Code Crosswalk in the Special Education Reporting Manual for more information);
- Ensure **Special Ed Exit Status** matches **Diploma Type** on Graduation tab;
- Create new enrollment each year until the student exits, not to return; and
- Award an Alternative High School Diploma to students who complete an alternative course of study based on the students needs.

Common Inconsistencies and Mistakes	Possible Implications and Impact
<p>SPED Exit Status on Enrollment tab does not match Diploma Type on Graduation tab. Examples: “02: Graduated with diploma,” but Diploma Type says, “Alternative High School Diploma,” or “03: Alternative High School Diploma,” but Diploma Type says, “General Diploma”.</p>	<ul style="list-style-type: none"> • The district’s SPED Exit Detail Report will identify an error, and the student will not be included in final KDE reporting. • KDE will identify the district as not having “timely and accurate submission of [Individuals with Disabilities Education Act] IDEA data” as indicated in the Risk Assessment Rubric.
<p>End Status on Enrollment tab indicates a G code instead of “C01: Close of Year” when the student is returning to the district.</p>	<ul style="list-style-type: none"> • Student may be included in Indicator 1 and Indicator 2 rates twice.
<p>SPED Exit Date is outside of school year though student is returning, not exiting. Example: SPED Exit Date was input when student was dismissed from a previous disability (such as Developmental Disability) during a prior enrollment.</p>	<ul style="list-style-type: none"> • The district’s SPED Exit Detail Report will include the student on the report, which is an error. • The district must update current enrollment to remove SPED Exit Status and SPED Exit Date if the student is returning.
<p>Grade 14 student completing an alternative course of study indicated as “07: Dropped Out” in KDE Determined SPED Exit Code of SPED Exit Detail Report, instead of “Alternative High School Diploma” or “Maximum Age”.</p>	<ul style="list-style-type: none"> • Student will be included in both the numerator and denominator of the dropout calculation, negatively impacting Indicator 2.
<p>District end dated IEP prior to exit, but SPED Exit Status indicates: “02: Graduated with Diploma,” “03: Alternative High School Diploma,” “06: Moved, Known to Continue” or “07: Dropped Out”.</p>	<ul style="list-style-type: none"> • Student file may not be included in SPED Exit Detail Report. • Student will not be included in the Indicator 1 and Indicator 2 calculations as a student with an IEP who exited. • KDE will identify the district as not having “timely and accurate submission of [Individuals with Disabilities Education Act] IDEA data” as indicated in the Risk Assessment Rubric.

Resources:

- [Special Education Resources for Using Infinite Campus \(IC\)](#) Includes the Special Education Document Data Standards, training resources and reporting dates.
- [Special Education Reporting Manual 2024-2025](#) Includes detailed information regarding special education data collection and reporting.
- [Data Standard Special Education Processes](#) Provides guidelines for entering and managing special education data within IC.
- [Data Standard Graduation](#) Provides guidelines for entering and managing graduation data in IC for graduation and transition reporting.
- [Data Standard Student Enrollment](#) Provides guidelines for entering and managing student identification, enrollment and transferring for enrollment and accountability reporting.
- [Infinite Campus SPED Exit Detail Report Quick Reference Card](#) Provides information on each field generated in the SPED Exit Detail Report and some suggested report uses.
- [Graduation Rate](#) Includes information from the Office of Assessment and Accountability on cohort graduation rate data for all students.