

# LEAD Manual



# EPSB Contact information

- *LEAD support/guidance*
  - LEAD Help Desk
    - toll free at 888-598-7667
    - Cindy's direct line at 502-782-2133
    - [EPSBLEADTEAM@ky.gov](mailto:EPSBLEADTEAM@ky.gov)
- *LEAD/User login, user id, and password*
  - EPSB Help Desk
    - toll free at 888-598-7667
- *Certification Questions*
  - Division of Certification
    - toll free at 888-598-7667
- *Highly Qualified Questions*
  - EPSB HQ Team
    - toll free at 888-598-7667
    - [EPSBHQ@ky.gov](mailto:EPSBHQ@ky.gov)

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# **Important Dates 2015-2016**

## **FALL**

**September 1**

- ***EPSB LEAD reporting system activated***

**November 1**

- ***Deadline to digitally sign-off on your Fall report to fully submit it***

## **SPRING**

**January 11**

- ***EPSB LEAD reporting system activated***

**February 29**

- ***Deadline to digitally sign-off on your Spring report to fully submit it***

**March 1 – 31**

- ***HQ report tool will be available***
- ***NOTE: Principals will NOT be able to access the HQ Reporting Tool via EPSB website until the district LEAD coordinator has signed off on the LEAD report***



# Pacing Timeline 2015-2016

## FALL

- September 18
- Have first upload of export file completed by now
  - Run the 1st Preliminary Audit Report
- September 30
- All "Staff Warnings" (incorrect SSN, no courses) should be resolved
  - Give staff listing pages of full report to schools for verification
- Ongoing
- Have schools make assignment and content corrections at the school level
  - Continue to export and upload to EPSB as necessary
  - Always re-run the Preliminary Audit Report to see the newest updates
- October 1
- MUNIS data should begin to appear
  - ***DO NOT sign off until MUNIS data is in your report.***
- October 5
- Have most edits completed
- October 9
- Consult with your district KTIP coordinator if you have outstanding SOE errors (***KTIP deadline 10/15***)
  - Give full reports to school level administration for verification
- October 19
- Recommended deadline for switching from editing at the local level to editing online only
- November 1**
- ***Deadline to digitally sign-off on your report to fully submit it***
- November – January
- Update and verify roles in Kentucky Educator Certification Inquiry (KECI)
  - Continue to pre-populate HQ status boxes in the SIS. Use the online HQ calculator as necessary
  - Have principals carefully review Full Data reports prior to Spring LEAD

# **Pacing Timeline 2015-2016**

## **SPRING**

- January 25
  - Have first upload of export file completed by now
  - Run the 1st Preliminary Audit Report
- February 5
  - All "Staff Warnings" (incorrect SSN, no courses) - should be resolved
  - Give staff listing pages of full report to schools for verification
- Ongoing
  - Have schools make assignment and content corrections at the school level
  - Continue to export, and upload to EPSB as necessary
  - Always re-run the Preliminary Audit Report to see the newest updates
- February 10
  - Have most edits completed
  - Consult with your district KTIP coordinator if you have outstanding SOE errors (**KTIP deadline 2/15**)
- February 15
  - Get full reports to school level administration for verification
- February 19
  - Recommended deadline for switching from editing at the local level to editing online only
- February 29**
  - **Deadline to digitally sign-off on your report to fully submit it**
- March 1 – 31
  - HQ report tool will be available
  - ***NOTE: Principals will NOT be able to access the HQ Reporting Tool via EPSB website until the district LEAD coordinator has signed off on the LEAD report***

# **LEAD**

# **Resources**

**Content Tree**

**Population list**

**MUNIS certification reference**

**16 KAR 4:010**

**Quick reference sheet: Dual Credit**

**How to address LEAD error comments**

**KDE SIS Contact Information**

# Content Areas

- KENTUCKY CURRICULUM ELEMENTS (Must select specific content) (0)
  - Art (76) (**NCLB Art**)
    - AP History of Art (371) (**NCLB Art**)
    - AP Studio Art (2-D Design) (390) (**NCLB Art**)
    - AP Studio Art (3-D Design) (391) (**NCLB Art**)
    - AP Studio Art Drawing (373) (**NCLB Art**)
    - AP Studio Art General (372) (**NCLB Art**)
  - Career and Technical Education (Must select specific content) (110)
    - Agriculture (124)
      - Ag. Environmental Technology (247)
      - Agribiology for Life Science Credit (520) (**NCLB Biology**)
      - Agricultural Math for the Math Elective Requirement (550) **NCLB Mathematics**
      - Agriscience for Life Science Credit (521) (**NCLB Biology**)
      - Animal Science (226)
    - Business (111)
      - Business Economics for Economics Credit within Social Studies (522) (**NCLB Economics**)
      - Computer and Technology Applications (Advanced) (131)
      - Financial Literacy for the Math Elective Requirement (551) **NCLB Mathematics**
      - Math for Business and Industry for the Math Elective Requirement (526) (**NCLB Mathematics**)
      - Touch Keyboarding (255)
      - Web Page Design (308)
    - Family and Consumer Sciences (112)
      - Commercial Foods (280)
      - Consumer Economics for Economics within Social Studies (523) (**NCLB Economics**)
      - Culinary Skills (133)
      - FCS Life Skills/Health for Health Credit (532)
      - Money Skills for the Math Elective Requirement (552) **NCLB Mathematics**
      - Nutritional and Food Science for the Life Science Component within the Science Requirement (528) (**NCLB Biology**)
    - Health Science (CTE) (140)
      - Biomedical Science (554)
      - Health and Wellness for the Health Component within the Health Requirement (536)
      - Medicaid Nurse Aide (293)
      - Medical Science for the Life Science Component within the Science Requirement (527) (**NCLB Biology**)
    - Industrial Education (295)
      - *Industrial Safety (568)*
      - *Welding for Maintenance (569)*
      - *HVAC for Maintenance (570)*
      - *Machine Tool Technology for Maintenance (571)*
      - *HVAC Metal Fab (572)*
      - *Residential Maintenance Carpentry (573)*
      - *Residential Maintenance HVAC (574)*
      - *Residential Maintenance Masonry (575)*
      - *Residential Maintenance Plumbing (576)*
      - *Residential Maintenance Wiring (577)*
      - *Media Arts (578)*
      - *Emergency Services (579)*

- Air Conditioning Technology (125)
- Automotive Technology (127)
- Aviation Technology (182)
- Building and Apartment Maintenance (128)
- Collision Repair and Refinish Technology (126)
- Commercial and Recreational Small Engine Technology (155)
- Computer Aided Drafting (130)
- Computer Aided Drafting for Geometry Requirement (524)
- Construction Technology for Industrial Ed. Credit (357)
- Construction Technology/Geometry for Geometry Requirement (525)
- Cosmetology (132)
- Dental (539)
- Desktop Publishing (296)
- Diesel Technology (134)
- Drafting (179)
- EMS Training (541)
- Electrical Technology (135)
- Electronics Technology (136)
- Energy Technology (560)
- Engineering Technology (542)
- Environmental Technology (545)
- Fire Service Technology (176)
- Food Service (178)
- Heavy Equipment Operation (544)
- Heavy Highway Construction (543)
- Industrial Automation Technology (297)
- Industrial Chemical Technology (298)
- Industrial Electronics Technology (299)
- Industrial Maintenance Technology (143)
- Law Enforcement (175)
- Machine Tool Technology (146)
- Major Appliance Technology (147)
- Manufacturing Technology (360)
- Masonry (149)
- Metal Fabrication (151)
- Mining (181)
- Multimedia Technology (152)
- Plastics Technology (300)
- Plumbing Technology (180)
- Printing Technology (301)
- Residential/Commercial Carpentry (129)
- Residential/Commercial Electricity (302)
- Special Topics in Industrial Education (304)
- Telemedia Technology (303)
- Visual Communication Art Technology (157)
- Welding (158)
- Wood Manufacturing Technology (159)
- Information Technology (144)
  - *Computer Science* (96)
  - *Digital Literacy* (579)
  - AP Computer Science (214)
  - Computer Laboratory (508)
  - Computer and Technology Applications (Advanced) (131)

- Informatics (564)
  - Programming (Advanced) (98)
  - Web Page Design (308)
- Leadership Dynamics (313)
- Marketing (148)
- Pathway to Careers (347)
- Principles of Teaching (555)
- Engineering and Technology\_(122)
  - Advanced Manufacturing Technology (558)
  - Aerospace Engineering (559)
  - Engineering (557)
  - Introduction to Engineering For Physical Science Elective Credit (531) (**NCLB Science**)
  - Pre-Engineering (548)
- Elementary Education (160) (**NCLB Elementary**)
- English Language Arts (53) (**NCLB English**)
  - AP English (211) (**NCLB English**)
  - Broadcast Journalism (71)
  - Composition (70) (**NCLB English**)
  - Debate (61)
  - Drama (66)
  - English I (56) (**NCLB English**)
  - English II (57) (**NCLB English**)
  - English III (58) (**NCLB English**)
  - English IV (59) (**NCLB English**)
  - English as a Second Language (161) (**NCLB English**)
  - Introduction to Communication (348)
  - Journalism (62)
  - Literacy (502) (**NCLB Reading**)
  - Photojournalism (65)
  - Reading (55) (**NCLB Reading**)
  - Speech/Oral Communication (English) (60)
  - Writing (69) (**NCLB English**)
- Health Education (48)
  - Integrated Health and Physical Education (6-12) (209)
- Library (172)
- Mathematics (32) (**NCLB Mathematics**)
  - AP Calculus (199) (**NCLB Mathematics**)
  - AP Computer Science (214)
  - AP Statistics (197) (**NCLB Mathematics**)
  - Advanced Topics in Mathematics (204) (**NCLB Mathematics**)
  - Algebra I (34) (**NCLB Mathematics**)
  - Algebra II (35) (**NCLB Mathematics**)
  - Analytic Geometry (46) (**NCLB Mathematics**)
  - Applied Mathematics (40) (**NCLB Mathematics**)
  - Calculus (39) (**NCLB Mathematics**)
  - Consumer Mathematics (43) (**NCLB Mathematics**)
  - Extended Topics In Algebra (Data and Measurement) (195) (**NCLB Mathematics**)
  - Finite/Discrete Mathematics (198) (**NCLB Mathematics**)
  - General Mathematics (42) (**NCLB Mathematics**)
  - Geometry (37) (**NCLB Mathematics**)
  - Informal Geometry (515) (**NCLB Mathematics**)
  - Integrated Mathematics 1 (200) (**NCLB Mathematics**)
  - Integrated Mathematics 2 (201) (**NCLB Mathematics**)
  - Integrated Mathematics 3 (202) (**NCLB Mathematics**)
  - Integrated Mathematics 4 (203) (**NCLB Mathematics**)

- Middle School Mathematics (193) (**NCLB Mathematics**)
- Practical Mathematics (41) (**NCLB Mathematics**)
- Pre-Algebra (516) (**NCLB Mathematics**)
- Pre-Calculus (38) (**NCLB Mathematics**)
- Probability/Statistics (196) (**NCLB Mathematics**)
- Programming (Advanced) (98)
- Remedial Mathematics (184) (**NCLB Mathematics**)
- Trigonometry (45) (**NCLB Mathematics**)
- Music (78) (**NCLB Music**)
  - AP Music Listening and Literature (378) (**NCLB Music**)
  - AP Music Theory (377) (**NCLB Music**)
  - Band (79) (**NCLB Music**)
  - Choral Music (80) (**NCLB Music**)
  - Conducting (Instrumental) (376) (**NCLB Music**)
  - Conducting (Vocal) (375) (**NCLB Music**)
  - Instrumental Music (164) (**NCLB Music**)
  - Jazz/Stage Band (85) (**NCLB Music**)
  - Music History (82) (**NCLB Music**)
  - Music Keyboard (81) (**NCLB Music**)
  - Orchestra (86) (**NCLB Music**)
  - Theory of Music (84) (**NCLB Music**)
  - Vocal Music (165) (**NCLB Music**)
- Physical Education (49)
  - Dance (380)
  - Integrated Health and Physical Education (6-12) (209)
- Science (Must select specific content) (1) (**NCLB Science**)
  - Conceptual Progression Science 1 (561) (**NCLB Science**)
  - Conceptual Progression Science 2 (562) (**NCLB Science**)
  - Conceptual Progression Science 3 (563) (**NCLB Science**)
  - Integrated Science (Non-High School) (553) (**NCLB Science**)
  - Integrated Science 1 (168) (**NCLB Science**)
  - Integrated Science 2 (171) (**NCLB Science**)
  - Integrated Science 3 (177) (**NCLB Science**)
  - Integrated Science 4 (185) (**NCLB Science**)
  - Life Science (26) (**NCLB Science**)
    - AP Biology (10) (**NCLB Biology**)
    - AP Environmental Science (192) (**NCLB Biology**)
    - Anatomy and Physiology (9) (**NCLB Biology**)
    - Biology (2) (**NCLB Biology**)
    - Botany (5) (**NCLB Biology**)
    - Ecology (6) (**NCLB Biology**)
    - Forensic Science (518) (**NCLB Science**)
    - Marine Biology (7) (**NCLB Biology**)
    - Microbiology (187) (**NCLB Biology**)
    - Nutrition (3) (**NCLB Biology**)
    - Zoology (4) (**NCLB Biology**)
  - Physical Science (23) (**NCLB Science**)
    - Chemistry (27) (**NCLB Chemistry**)
      - AP Chemistry (31) (**NCLB Chemistry**)
      - Biochemistry (30) (**NCLB Chemistry**)
      - Forensic Science (518) (**NCLB Science**)
      - Inorganic Chemistry (29) (**NCLB Chemistry**)
      - Organic Chemistry (28) (**NCLB Chemistry**)
    - Earth Science (17) (**NCLB Earth/Space Science**)
      - Astronomy (21) (**NCLB Earth/Space Science**)
      - Earth-Space Science (18) (**NCLB Earth/Space Science**)

- Environmental Science (24) (**NCLB Science**)
    - Geology (22) (**NCLB Earth/Space Science**)
    - Oceanography (20) (**NCLB Earth/Space Science**)
    - Soil Science (19) (**NCLB Earth/Space Science**)
  - Intro to Chemistry and Physics (513) (**NCLB Science**)
  - Physics (11) (**NCLB Physics**)
    - AP Physics (16) (**NCLB Physics**)
  - Principles of Technology (Applied Physics) (366) (**NCLB Physics**)
- Social Studies (99) (**NCLB Social Studies**)
  - AP European History (216) (**NCLB History**)
  - AP Government (220) (**NCLB Government**)
  - AP Psychology (219)
  - AP U.S. Government and Politics (383) (**NCLB Government**)
  - AP U.S. History (218) (**NCLB History**)
  - AP World Geography (217) (**NCLB Geography**)
  - American Studies (369) (**NCLB Government**)
  - Anthropology (174)
  - Civics (108) (**NCLB Civics**)
  - Economics (103) (**NCLB Economics**)
  - Geography (107) (**NCLB Geography**)
  - Global Issues (517)
  - Human Geography (386) (**NCLB Geography**)
  - Humanities (Social Studies) (109)
  - Kentucky Studies (100)
  - Law and Justice (510) (**NCLB Civics**)
  - Political Science (106) (**NCLB Government**)
  - Psychology (105)
  - Sociology (104)
  - U.S. History (221) (**NCLB History**)
  - World Civilization (102) (**NCLB Government**)
  - World History (385) (**NCLB History**)
- Varies (509)
  - Advisor/Advisee (6-12) (365)
  - Arts and Humanities/History and Appreciation of the Visual and Performing Arts (72)
  - Board Approved Elective (538)
  - Career Choices, Middle School (341)
  - Career Options, High School (343)
  - Computer Laboratory (508)
  - Cross-Age Tutoring (363)
  - Driver and Traffic Safety Education (51)
  - Jr. National Guard (556)
  - Life Skills (Special Education) (546)
  - Military Science (JROTC) (173)
  - Newspaper (64)
  - Non-instructional content (507)
  - Peer Tutoring (364)
  - Practical Living/Life Skills for Elective Credit (113)
  - Speech Therapy (547)
  - Study Skills (999)
  - Web Page Design (308)
  - Yearbook (63)
- World Language (Must select specific content) (87)
  - AP French (392) (**NCLB French**)
  - AP German (394) (**NCLB German**)
  - AP Latin (519) (**NCLB Latin**)
  - AP Spanish (397) (**NCLB Spanish**)

- American Sign Language (93)
- Arabic (549) **NCLB Foreign Language**
- Chinese (167) **(NCLB Foreign Language)**
- French (88) **(NCLB French)**
- German (90) **(NCLB German)**
- Greek (170) **(NCLB Foreign Language)**
- Hebrew (94) **(NCLB Foreign Language)**
- Italian (169) **(NCLB Foreign Language)**
- Japanese (95) **(NCLB Japanese)**
- Latin (91) **(NCLB Latin)**
- Russian (92) **(NCLB Russian)**
- Spanish (89) **(NCLB Spanish)**

# Populations

- Alternative (21)
- Autistic (13)
- Deaf/Blind (23)
- Developmentally Delayed (11)
- Emotional Behavior Disability (17)
- English Language Learners - Extensive Support (22)
- English Language Learners - Moderate Support (26)
- Functional Mental Disability (5)
- General (1)
- Gifted (16)
- Hearing Impaired (9)
- Homebound (24)
- Migrant (20)
- Mild Mental Disability (4)
- Multiple Disabilities (7)
- Orthopedically Impaired (8)
- Other Health Impaired (3)
- Preschool (19)
- Specific Learning Disability (2)
- Speech Impaired (12)
- Traumatic Brain Injury (14)
- Visually Impaired (10)

MUNIS certification reference rev

PSD #	DESCRIPTION	Certification Required	Other Commonly Used Titles	Special Information	Alternate CSD MUNIS Numbers
0010	School District Superintendent	School Superintendent			
0020	School District Deputy Supt	School Superintendent			
0030	School District Asst Supt	School Superintendent			
0040	Director of Finance & Business	School Superintendent OR School Business Administrator OR hold a bachelor's or advanced degree in business	School Business Administrator or Finance Officer	May be certified or classified - use CSD code if classified	7184 - 7186 Finance Officer Series
0050	Director of Exceptional Child	Director of Spec. Education Certificate	Director of Special Education		
0060	Director of Federal Programs	School Superintendent OR Supervisor of Instruction OR School Principal			7461 - 7465 Director Series
0065	Dean of Students	School Principal			
0070	Dir of Food Service & Nutrition				7466 - 7468 School Food Service Director Series
0080	Director of Pupil Personnel	Director of Pupil Personnel Certificate	DPP		
0090	Dir of Pupil Transportation			May be certified or classified - use CSD code if classified	7461 - 7465 Director Series
0100	Dir of District Personnel			May be certified or classified - use CSD code if classified	7461 - 7465 Director Series
0110	Dir of Family Resource Center (District Level Director of FRYSC)			May be certified or classified - use CSD code if classified	7461 - 7465 Director Series
0120	Dir of District-Wide Programs	School Superintendent OR Supervisor of Instruction OR School Principal		Someone certified as a School Business Administrator is also permissible in some circumstances	7461 - 7465 Director Series
0130	School Health Coordinator	Any valid classroom certificate OR Certification for School Nurse			7271 Local District Health Coordinator
0140	District Assessment Coordinator	School Superintendent OR Supervisor of Instruction OR School Principal	DAC	Persons serving as DAC prior to 10/1/2001 are grandfathered in to continue	

MUNIS certification reference rev

PSD #	DESCRIPTION	Certification Required	Other Commonly Used Titles	Special Information	Alternate CSD MUNIS Numbers
0150	Instructional Coordinator	Supervisor of Instruction OR School Principal	District Title I Coordinator		
0160	Exceptional Child Coordinator	Endorsement for Director of Special Ed. OR Director of Special Ed certificate OR endorsement for Supervisor of Special Ed OR Consultant for Special Ed			
0170	Instructional TV Coordinator	Any valid classroom certificate			
0180	Professional Development Coordinator	Supervisor of Instruction OR School Principal			
0190	Instructional Tech Coordinator	Any valid classroom certificate	District Tech Coordinator (DTC)	District Level	
0200	Job Training Coordinator				
0210	District Headstart Coordinator	Supervisor of Instruction OR School Principal			Headstart Coordinator
0230	Academic Program Consultant	Supervisor of Instruction OR Consultant Certificate	Curriculum Specialist	District Level	
0240	School Psychometrist	Valid certificate for area			
0250	School Psychologist	Valid certificate for area		May be certified or classified - use CSD code if classified	7289 Clinical Psychologist
0255	Speech Therapist	Valid certificate for area		May be certified or classified - use CSD code if classified	7293 7294 Speech Language Pathology Assistant Speech Language Pathologist
0260	Central Media Librarian	Valid certificate for area			
0270	School Social Worker	Valid certificate for area		May be certified or classified - use CSD code if classified	7882 Social Worker
0280	Supervisor of Instruction	Supervisor of Instruction			
0290	Other Central Office Positions	Job description review required by EPSB			
0300	Federal Grants Coordinator	Any valid classroom certificate		at the school level ONLY	
0310	Testing Coordinator	Individual Intellectual Assessment OR Psychometrist OR Supervisor OR Guidance Counselor			
0320	District Administrator – Staff Supervisor	Supervisor of Instruction OR School Principal			

MUNIS certification reference rev

PSD #	DESCRIPTION	Certification Required	Other Commonly Used Titles	Special Information	Alternate CSD MUNIS Numbers
0330	District Administrator – Student Supervisor	Supervisor of Instruction OR School Principal			
0340	District Administrator – Staff & Student Supervisor	Supervisor of Instruction OR School Principal			
1010	School Principal	School Principal			
1020	School Vice Principal	School Principal			
1030	Local Voc School Principal	Vocational School Principal			
1040	Local Voc School Vice Principal	Vocational School Principal			
1050	Guidance Counselor	Guidance Counselor			
1060	Media Librarian	Valid certificate for area			
1070	School Nurse	Valid certificate for area		May be certified or classified - use CSD code if classified	7261 7262 7263  Adv. Registered Nurse Practitioner Registered Nurse School Nurse
1080	Director Family Resource/Youth Service Center (School Level)	Any Valid classroom certificate		May be certified or classified - use CSD code if classified	7488 - 7493 FRC Coordinator Series
2010	Preschool Classroom Instructor	Valid certificate for area			
2020	Preschool Instructional Supervisor/Coordinator	Supervisor of Instruction OR School Principal			
2025	Kindergarten Instructor	Valid certificate for area			
2030	Primary Classroom Instructor	Valid certificate for area			
2040	Elementary Classroom Instructor	Valid certificate for area			
2050	Middle School Classroom Instructor	Valid certificate for area			
2060	High School Classroom Instructor	Valid certificate for area			
2070	Job Training Instructor	Any valid classroom certificate	JTPA		
2080	Local Career & Technical Instr	Valid certificate for area			
2090	Chapter I Instructor/Title I Instructor	Valid certificate for area			
2095	Exceptional Child Instructor	Valid certificate for area			
2096	Homebound Teacher	Any valid classroom certificate			
2099	Substitute Teacher				
2100	Gifted & Talented Instructor	Gifted Ed Endorsement on Certificate		Endorsement only needed if more than 1/2 teaching duties are GT related	
2110	Gifted & Talented Coordinator	Gifted Ed Coordinator Approval			

MUNIS certification reference rev

PSD #	DESCRIPTION	Certification Required	Other Commonly Used Titles	Special Information	Alternate CSD MUNIS Numbers
2200	Memorandum of Agreement (MOA)			Qualifications per hiring agency	
2210	Consultant	Consultant Certificate (in area of specialization)	Curriculum Resource Teacher		
2211	Technology Resource Teacher	Any valid classroom certificate		School Level position	
2212	Athletic Director	Any valid classroom certificate		May be certified or classified - use CSD code if classified	7344 Athletic Director
2220	Early Childhood Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			
2230	Exceptional Childhood Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)	Special Education Facilitator		
2240	Math Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			
2250	Science Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			
2260	Reading Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)	Reading First Coach		
2270	Social Studies Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			
2280	Foreign Language Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			
2290	Health Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			
2300	Music Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			
2310	Art Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			

PSD #	DESCRIPTION	Certification Required	Other Commonly Used Titles	Special Information	Alternate CSD MUNIS Numbers
2320	Physical Education Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			
2330	English Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			
2340	Business Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			
2350	Elementary Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)	Reading First Coach		
2360	Industrial Arts Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)			
3020	Migrant Advocate	Any valid classroom certificate			7886 Migrant Recruiter

Please note - an individual holding any of the job classes that require a teaching certificate or a principal certificate can not serve in that role with just a Statement of Eligibility.

**16 KAR 4:010. Qualifications for professional school positions.**

RELATES TO: KRS 158.782, 161.020, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1) authorizes the Education Professional Standards Board to establish standards and requirements for obtaining and maintaining a teaching certificate and for programs of preparation for teachers and other professional school personnel, and KRS 161.030(1) requires all certificates issued under KRS 161.010 to 161.126 to be issued in accordance with the administrative regulations of the board. This administrative regulation establishes certificate qualifications for the positions in a local school district for which a specific certificate is not available.

Section 1. This administrative regulation shall not apply to a position for which a specific certificate is available under another administrative regulation promulgated by the board in KAR Title 16.

Section 2. School Business Administrator. The qualifications for the position of school business administrator shall be one (1) of the following:

- (1) Kentucky certification for school superintendent;
- (2) A bachelor's or advanced degree in business; or
- (3) Valid Kentucky certification for school business administrator issued prior to September 1, 1994.

Section 3. Director of Districtwide Services. A director of district wide services shall qualify for this position on the basis of certification either as a school superintendent, supervisor of instruction, school business administrator, or principal.

Section 4. Director of Federally Supported Programs. A director of federally supported programs shall qualify for this position on the basis of certification either as a school superintendent, supervisor of instruction, or school principal.

Section 5. Consultant. A consultant in elementary education, special education, or in an academic subject field shall qualify for the position on the basis of the following:

- (1) Option 1:
  - (a) Master's degree or nondegree fifth-year program;
  - (b) Certification in the appropriate subject field or service area; and
  - (c) Three (3) years of teaching experience in the appropriate subject field or service area.
- (2) Option 2: Teacher leader endorsement as established in 16 KAR 5:010.

Section 6. Reading Program Consultant. A reading program consultant shall qualify for the position on the basis of certification as a reading specialist or as an elementary consultant with a minimum of thirty-six (36) clock hours of professional development training in reading instruction as verified by the local school district superintendent when the consultant application is submitted.

Section 7. Gifted Education Coordinator. A gifted education coordinator shall qualify for the position on the basis of the following:

- (1) A master's degree or nondegree fifth-year program;
- (2) A certificate endorsement for teacher of gifted education; and
- (3) Three (3) years of teaching experience.

Section 8. Special Education Work Study Program Coordinator. A special education work study program coordinator shall qualify for the position on the basis of certification as a teacher of exceptional children.

Section 9. Professional Development Coordinator. The professional development coordinator shall qualify for the position on the basis of certification as a principal or supervisor of instruction.

Section 10. Instructional Television Coordinator. An instructional television coordinator shall qualify for the position on the basis of certification for classroom teaching.

Section 11. Instructional Coordinator. The instructional coordinator shall qualify for the position on the basis of certification for supervisor of instruction or school principal at the appropriate level.

Section 12. School Health Coordinator. A school health coordinator shall qualify for the position on the basis of certification for classroom teaching or certification for school nurse.

Section 13. Chapter I Remedial Mathematics. A teacher holding a valid early elementary certificate, grades K-4, shall qualify for teaching mathematics in a Chapter I program in grades 5-8.

Section 14. Teachers for Alternative Schools. A classroom teacher in an alternative school shall qualify on the basis of a certificate valid for classroom teaching.

Section 15. Instructional Technology Director. An instructional technology director shall qualify on the basis of a certificate valid for classroom teaching.

Section 16. Federal Grant Coordinator - School Level. A federal grant coordinator at the school level shall qualify on the basis of a certificate valid for classroom teaching.

Section 17. Job Training Partnership Act Teacher. A teacher in the JTPA Program shall qualify on the basis of a certificate valid for classroom teaching.

Section 18. Family Resource Center Director. A family resource center director shall qualify on the basis of a certificate valid for classroom teaching or for

administration.

Section 19. Migrant Advocate. A migrant advocate shall qualify on the basis of a certificate valid for classroom teaching.

Section 20. Home and Hospital Teacher. A home and hospital teacher shall qualify on the basis of a certificate valid for classroom teaching.

Section 21. Dean of Students. A dean of students shall qualify on the basis of an instructional leadership certificate - school principal.

Section 22. Testing Coordinator. A testing coordinator shall qualify on the basis of an individual intellectual assessment certificate, psychometrist certificate, supervisor certificate, or guidance certificate.

Section 23. District Assessment Coordinator. A district assessment coordinator shall qualify on the basis of certification either as a school superintendent, supervisor of instruction, or school principal.

Section 24. Highly-skilled Educator. (1) A highly-skilled educator shall qualify on the basis of qualifications established by the Kentucky Department of Education pursuant to KRS 158.782 and 703 KAR 5:170.

(2)(a) Successful experience as a highly-skilled educator since July 1, 1998 shall be considered administrative experience for purposes of advanced administrative certification.

(b) The Education Professional Standards Board shall review the certification qualifications established in this subsection if any of the following requirements of the highly-skilled educator program are substantially revised by the General Assembly or the Kentucky Department of Education:

1. Selection criteria;
2. Training requirements; or
3. Functions and responsibilities.

Section 25. Athletic Director. An athletic director, if serving in a position paid from the certified salary schedule, shall qualify on the basis of a certificate valid for classroom teaching or for administration. (SBE 42.510; 1 Ky.R. 501; eff. 3-12-75; Am. 5 Ky.R. 611; eff. 3-7-79; 19 Ky.R. 1139; 1539; eff. 1-4-93; 24 Ky.R. 176; 574; eff. 9-4-97; 28 Ky.R. 469; 869; eff. 10-1-2001; recodified from 704 KAR 20:165, 7-2-2002; 31 Ky.R. 1853; 32 Ky.R. 28; eff. 8-8-05; 34 Ky.R. 1079; 1689; eff. 2-1-2008.)

**Quick Reference Sheet for District Human Resources Personnel/LEAD Coordinators:  
REVISED June 2012**

**DUAL CREDIT TEACHERS**

**I have students that take courses from a local college/university faculty member for dual credit. How do I certify the college faculty member so these courses clear LEAD and the HQ Report?**

**IF the teacher is paid and selected by the local district**, apply for a Provisional Certificate for College Faculty. Also mark the "Teaching method" in the SIS as **Dual Credit – District Offered**.

Per 16 KAR 9:020, college faculty working in such a capacity can receive a Provisional Certificate. Through this certificate, the teachers will clear LEAD, and the course will be identified as having a Highly Qualified instructor. This certificate is good for one year, and may be renewed for one additional year. See below for application requirements and instructions.

This classification does not apply to college faculty members teaching high school students under the employment of the local college/university. (*In this case, mark the "Teaching Method" in the SIS as **Dual Credit – College Offered**. If the students go to the university also mark the "Instructional Setting" as **Offsite College**. No additional certification is required for the college faculty member and HQ is not required*)

**Requirements:**

1. The faculty member shall hold either a Doctoral degree or a Master's degree with documented expertise in the specific teaching or administrative assignment
2. Must be a regular, full-time faculty member at a regionally or nationally accredited institution of higher education
3. Must have at least one year of teaching experience at the college level
4. Must be recommended by the local school district superintendent
5. Must also be recommended by the head of the faculty member's unit at the college/university where they are employed

**Application:**

1. Use Form TC-1
2. Section I:B – type of certificate requested is "Provisional One-Year Certificate for College Faculty"
3. Please include specific teaching area requested
4. Include a recommendation letter for the college/university department head verifying education level, major, and years of experience in college teaching
5. Certification may be renewed for one year upon recommendation of the local school superintendent AND the appropriate college/university unit head

**Renewal Information:**

1. This certification may only be renewed once
2. Persons desiring to continue after two years teaching under this provision may qualify for the College Faculty Alternative Route to Certification Option 3 (Contact EPSB for more information on Option 3)
3. Teaching experience acquired while holding a Provisional One-Year Certificate for College Faculty can not be used to satisfy the beginning teacher testing and internship requirements

**EPSB Contact**

Additional information can be obtained by contacting an EPSB certification specialist at 1-888-568-7667

## How to Correct LEAD Errors – School Page

Error	What does it mean?	How do I correct?
No Courses for Staffmember	The file from IC did not have this teacher as the primary or additional teacher on any courses.	<p>1. Check the teacher’s schedule to make sure the individual has been assigned to one or more courses within the instructional minutes</p> <p>2. Collaborating teachers must be linked as “teacher” or “section staff” on the courses in which they collaborate</p> <p>3. If the teacher does not have their own group of students you can list them as a collaborating teacher or assign them their own course in the schedule, making sure to manually assign a population.</p> <p><b>4. This is an acceptable error if the individual’s assignment at that location ended after the start of school – email <a href="mailto:EPSBLEADTEAM@KY.GOV">EPSBLEADTEAM@KY.GOV</a> with their end date</b></p>
SSN Not found in EPSB Database	The SSN in Infinite Campus does not match the one in the EPSB system	<p>1. Check the SSN in IC against outside documentation (payroll, etc) and make any needed corrections</p> <p>2. Look up individual by name in KECI to ensure they have a listing at EPSB – contact Cindy by phone if the SSN is wrong at EPSB</p> <p>3. If the individual is a support person, the error still must be resolved as it indicates that they have been assigned as primary or secondary teacher to one or more courses – email Cindy and let her know to add the SSN to the EPSB database</p> <p><b><u>DO NOT EMAIL A FULL SSN!!</u></b></p>
Certification Issue	The individual has an actual LEAD kickout of some type – it may be IC related or MUNIS related	Look at the individual teacher’s listing in the report to see the error.

## How to Correct LEAD Errors – Teacher Page

Error	What does it mean?	How do I correct?
Holds Only SOE/Must Submit COE	The only valid credential held by the teacher is a Statement of Eligibility which is not considered “certified” in and of itself	<ol style="list-style-type: none"> <li>1. If the teacher is new, please file the Confirmation of Employment with the KTIP office</li> <li>2. If the teacher has completed KTIP, their current certification has expired and additional steps need to be taken.</li> </ol>
Holds Only SOE – KTIP Approved	<ol style="list-style-type: none"> <li>1. The individual has been approved to enter KTIP but the internship certificate has not yet been processed</li> <li>OR</li> <li>2. The individual has recently completed KTIP but the final report has not yet been submitted by the District KTIP coordinator</li> </ol>	<ol style="list-style-type: none"> <li>1. If this error appears for more than 1 week, please contact <a href="mailto:EPSBLEADTEAM@ky.gov">EPSBLEADTEAM@ky.gov</a> for assistance</li> <li>2. Contact your district KTIP coordinator to verify submission of the final report if KTIP was completed in the previous year</li> </ol>
Holds Only SOE – KTIP Final	The individual has recently completed KTIP and a final report has been received but processing is not complete due to one or more missing items	Contact intern to see what needs to be submitted. Check application status in KECI to see what needs to be submitted (Usually \$35 fee)
Specify Content	The content for the course is displaying as none due to a missing or old state code OR a state code that requires manual final page of this section)	<ol style="list-style-type: none"> <li>1. Correct the state code or select one. This error can be prevented if the school runs the Missing or Invalid State Code report in IC.</li> <li>2. If the state code is one requiring a manual content, assign one on the section tab</li> </ol>
Specify Population	<p>The population is displaying as none because there are no active students on the roster</p> <p><b>DO NOT LEAVE THIS AS AN ERROR</b></p>	<ol style="list-style-type: none"> <li>1. If it is a section that will not be used and has never been used, delete the section</li> <li>2. If it is a section that intentionally has no students on the roster (e.g. ISS/SAFE) put a population in the Population ID field on the section tab</li> <li>3. If it is a section that had active students that have now withdrawn put a population in the Population ID field on the section tab showing who was in the section when it was active</li> </ol>
Out of Field	The content as assigned by the state code does not match the certification of the teacher	<ol style="list-style-type: none"> <li>1. Verify that the correct state code has been used</li> <li>2. Make teaching assignment changes as needed</li> <li>3. Apply for the appropriate type of certification as needed</li> </ol>

<p>Out of Population</p>	<p>One or more of the populations of the students does not match the certification of the teacher</p> <p>* Remember – populations are assigned based on the students on the roster in the class and cannot be changed using the Population ID dropdown</p>	<ol style="list-style-type: none"> <li>1. If an FMD population in a general ed class, attach a collaborating FMD teacher</li> <li>2. If a small class normally designed for general ed students but only has special ed or gifted students, attach the appropriate collaborating teacher</li> <li>3. If a SPED class with Gifted, ESL, or Speech Impaired population (or vice versa) change the Special Type indicator on the section tab</li> <li>4. If a SPED class with SPED populations outside of the teachers certification assign a collaborating teacher (only if that teacher is truly collaborating) or apply for a SPED waiver as appropriate</li> <li>5. If a SPED class with General population check students on roster for active special ed enrollment/flags, locked IEPS, non-overlapping IEPS, and file a support ticket with IC if no error is found.</li> <li>6. Make teaching assignment changes as needed</li> <li>7. Apply for the appropriate type of certification as needed</li> </ol>
<p>Out of Grade Range</p>	<ol style="list-style-type: none"> <li>1. The grade range of the active students on the roster does not match the teacher’s certification</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>2. There are no active students on the roster so the grade range has defaulted to that of the school.</li> </ol>	<ol style="list-style-type: none"> <li>1. If a repeating or accelerated student, indicate this in the Edit LEAD Data Comments field for EPSB manual override.</li> <li>2. If no students are active, edit the grade range in the Edit LEAD Data tab right before sign off</li> <li>3. Make teaching assignment changes as needed</li> <li>4. Apply for the appropriate type of certification as needed</li> </ol>
<p>Incorrectly Coded (shows only on Edit LEAD data page not on Preliminary Audit Report)</p>	<p>Section has “Specify Content” or “Specify Population” error or both</p>	<p>See above for how to resolve</p>
<p>Insufficient Certification (course)</p>	<p>The teacher's certification does not match one or more parameters of the course, but the LEAD system is unable to identify the specific problem</p>	<p>Carefully check each element of the section on the preliminary audit report to verify match to certification</p>

Insufficient Certification (MUNIS)	<p>The teacher/administrator cannot clear this particular jobclass with their current certification</p> <p>Reasons may be:</p> <ol style="list-style-type: none"> <li>1. No valid certification</li> <li>2. Incorrect Jobclass for job duties</li> <li>3. Not certified for job/jobclass</li> <li>4. New Principal with SOE only – need to activate</li> </ol>	<p>If the summary jobclass number is wrong, have your finance officer correct the jobclass and contact KDE to have the PSD/CSD file denied so they can resubmit.</p> <p>If the principal has only an SOE, please complete the COE on the back and submit it with a \$50 fee.</p>
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State Codes that require manual assignment of a state code

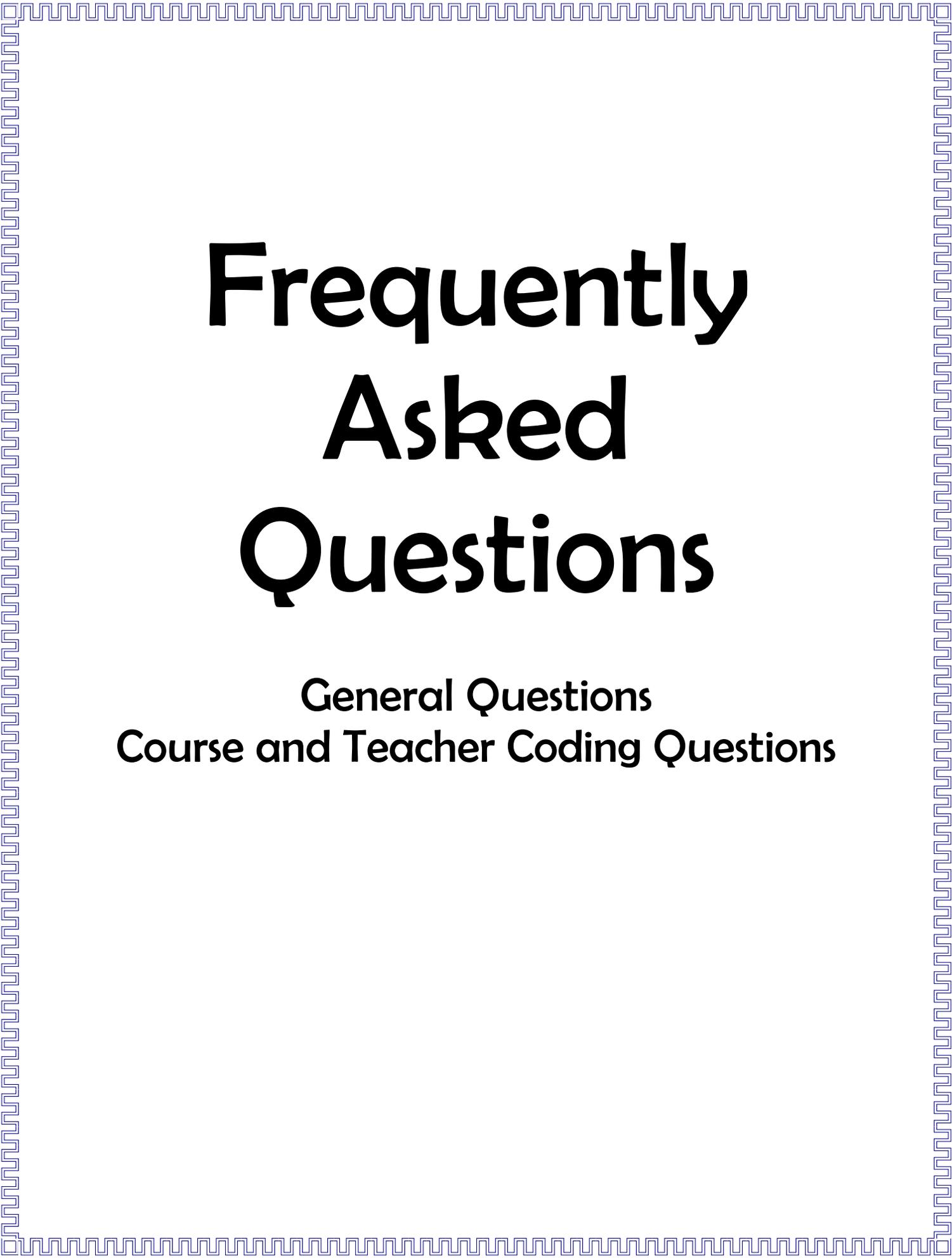
165699	Elementary School World Language Special Topics Immersion
499901	Foundations of Energy
499910	Industrial Education Co-op
499915	Industrial Education Internship
909999	School Defined Course



# KDE Student Information System

## Contact information

- *KDE SIS Support*
  - Lisa Keeter
    - 502-564-2020
    - [Lisa.Keeter@education.ky.gov](mailto:Lisa.Keeter@education.ky.gov)

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# Frequently Asked Questions

General Questions  
Course and Teacher Coding Questions

# LEAD Frequently Asked Questions

## General Questions

### Populations

**Q** How are populations assigned in LEAD?

**A** The populations will automatically assign based on the students enrolled in the course.

**A** Assign collaborative teachers as an additional teacher on the section tab as needed.  
(required for mainstreamed FMD students)

**A** If no students are assigned to the course, manually assign a population on the section tab. **(If there are students in the course, this field will be ignored.)**

**A** Courses designed for non-general populations should have the special type indicated on the section tab.

**A** General population will appear when a student does not have an active special enrollment elsewhere.

### Social Security Numbers

**Q** An employee's Social Security number is incorrect. How do I correct it?

**A** Correct the SS# on the employee's demographics tab.

### Highly Qualified

**Q** How does Highly Qualified relate to my LEAD report?

**A** Course and teacher information is rolled over into the Highly Qualified report for verification and correction using data gathered during spring LEAD reporting

**A** After the Spring LEAD report is finished, principals must verify each teachers' HQ status via the Highly Qualified Teacher Reporting Tool

**A** Using one of the three Highly Qualified options, pre-populate the HQ field in the SIS for each teacher's schedule on the section tab.

### KDE Data Standards

**Q** Where can I find the KDE/Student Information System Data Standards?

**A** The KDE KSIS data standards are available on KDE's website at  
<http://education.ky.gov/districts/tech/sis/pages/ksis-data-standards.aspx>

# LEAD Frequently Asked Questions

## **Uniform Academic Course Codes (formerly State Valid Course List)**

**Q** Where can I find the Uniform Academic Course Codes and how do they impact LEAD?

**A** The full State Course List is available on the KDE website at <http://education.ky.gov/curriculum/modcurrframe/Pages/Kentucky-Uniform-Academic-Course-Codes.aspx>

**A** Once a course has been linked its content will pull from the linked course *not the core content drop down*.

- ◆ Do not assign content in your SIS except for those courses with a coding of “School Defined Course” (code 909999)
- ◆ Only use state course code 909999 for those courses that do not match **any** other courses within the state course code list

**A** All courses must be linked per 704 KAR 3:540.

**A** The same uniform academic course code may be used for multiple courses within the district course master list

- ◆ Note: Separate district course numbers are required for courses with different teaching methods. (i.e. direct instruction and digital learning provider)

# LEAD Frequently Asked Questions

## Course and Teacher Coding Questions

### Alternative Courses/Teachers

**Q** How should I assign alternative school teachers in a LEAD Report?

**A** You should report alternative school teachers at the school level in the alternative school's SIS. You will list the appropriate courses, assign the appropriate state course code to those courses through the valid course codes, and use Alternative for the population. *NOTE: if the teacher is responsible for delivering core content instruction, they MUST demonstrate HQ status as defined by NCLB.*

- ◆ The teachers must be assigned at least one course for each content area they teach.  
**Do not use one blanket "Alternative" course.**

**A** If the course is being taught via an alternative method (i.e. self study curriculum or computer based instruction), please indicate this on the course tab under "teaching method."

**A** Per KDE requirements, all courses must have the Special Type of "Alternative Classroom"

### Computer Based/Distance Learning

**Q** How are distance learning courses and computer based instruction courses handled?

**A** Courses falling into each of these categories should be linked to the appropriate valid course. Please note that they must be set up separately from courses taught via direct instruction so schools can also mark the appropriate "Teaching Method" and/or "Instructional Setting" indicator on the course tab.

- ◆ **Please note that these courses require certified teachers.**

**A** Do not use the "Type" indicator on the course tab unless these are courses that have no 'seat time'.

### Consultant/Resource Teachers

**Q** How do I code curriculum consultants/coaches/resource teachers?

**A** Persons serving in these types of positions should not have courses unless they are working with students. If they are working only with other teachers, do not assign them a course in the schedule; they should have an employee type of "Other-Professional".

# LEAD Frequently Asked Questions

## Dual Credit/College Teachers

**Q** We offer dual credit courses; how do we code those courses?

**A** Enter the teacher's name and SSN and schedule in the SIS as you would any other teacher. Make sure to link the course to the appropriate valid course number.

◆ **Do not use one course for multiple content areas.**

◆ Certification/HQ requirements differ based on who employs the college faculty member – see the next two questions.

**Q** We have a college faculty member employed by the local university teaching a dual credit course. Does that individual have to be certified and highly qualified?

**A** If the college faculty member is under the employment of the local college/university, no additional certification is required for the college faculty member and HQ is not required.

◆ If you do not have access to the SSN because the instructor is not your employee, use 333-33-3333

**A** Mark the “Teaching Method” as **Dual Credit – College Offered**.

◆ If the students go to the university also mark the “Instructional Setting” as **Offsite College**.

**Q** We have a college faculty member employed by our district teaching a dual credit course. Does that individual have to be certified and highly qualified?

**A** If the college faculty member is paid and selected by the local district, certification is required as is HQ. Please apply for a Provisional One Year Certificate for College Faculty. (See the Quick Reference sheet in this manual).

**A** Mark the “Teaching Method” as **Dual Credit – District Offered**

## In School Suspension/SAFE teachers

**Q** How do I code SAFE / In-School-Suspension teachers?

**A** Schedule these teachers with at least one course and link to the appropriate course code in the valid course list. Use General as the population.

◆ **Please note that these are Teachers and are required to be certified.**

## Itinerate Teachers

**Q** Should itinerate teachers have courses at every school?

**A** Yes. Any teacher that sees students in that building should have at least one course or be assigned as an additional teacher.

# LEAD Frequently Asked Questions

## **Preschool Courses**

**Q** How are preschool assignments handled in LEAD?

**A** Link the course to “Preschool” in the valid courses, state code 700510; the population will be Preschool. Make sure students are assigned to the courses so the grade range displays correctly.

## **Psychologists, Nurses, and Social Workers**

**Q** How do you report school psychologists, school nurses, and school social workers on the LEAD Report?

**A** Do not assign courses to these individuals; use the employee type of “other”.

**A** If these individuals hold credentials/certificates from the EPSB, then they would be considered paid from the “certified salary schedule”, and you can report them with the appropriate job class code in MUNIS. If they are licensed with a state licensing agency but do not have certificates with the EPSB, and the district has a contract with them, then they should be considered classified employees and should have a classified MUNIS job class code.

## **Speech Therapists/Pathologists**

**Q** How do I code Speech Language Pathologists and Speech Language Pathology Assistants?

**A** You can code both certified and licensed SLPs and SLPAs one of three ways:

- ◆ in the schedule with their own courses
- ◆ as additional teachers on courses where they collaborate
- ◆ with no courses as long as they have an employee type of “05 – Speech Therapist” on the district assignment tab

**A** If you are assigning a course, use the appropriate state valid course number, 600206, which gives a content of Speech Therapy. The population will be Speech Impaired.

**A** If these individuals hold credentials/certificates from the EPSB you can report them with the appropriate certified job class code in MUNIS. *If they are licensed with a state licensing agency but do not have certificates with the EPSB, then they should be considered classified employees and should have a classified MUNIS job class code.*

**A** Courses coded for classified SLPs and SLPAs will kick out as an error until your district’s MUNIS data is received. Once that information has been loaded, IF the individual is coded correctly in MUNIS they will clear your report at that time.

# LEAD Frequently Asked Questions

## Special Education Teachers

**Q** When should a special ed teacher be assigned as the “Primary Teacher” in the SIS?

**A** When that teacher has been assigned the responsibility for the student’s learning in a subject/course; they are providing initial content instruction

**Q** Should collaborating special education teachers have their own courses in the schedule?

**A** No. We recommend that schools do not give collaborating special ed teachers their own courses. This can cause serious issues for HQ reporting. If a schedule is in for tracking purposes, code the state course code as 600299.

## Career and Technical Education Courses/Teachers

**Q** How are career and technical education course assignments handled in LEAD?

**A** Each course must be listed as an individual course and linked to the appropriate state code.

◆ **Do not use one course for multiple content areas.**

*There are two ways to handle CTE teachers:*

**A** Option 1. If the CTE teacher is a district employee OR you have their SSN, enter that teacher and their courses in the SIS and code the appropriate state code for those courses.

◆ This is the preferred/recommended method. If the teacher is in your building this is the method that must be used.

**A** Option 2. If you do not have access to the CTE teacher’s SSN, code it as 333-33-3333 in the SIS and code an administrator as an additional teacher. (Principal, vice principal, guidance counselor – whoever is ultimately responsible for getting the students to/from the school). Once a state course has been linked the content will be pre-assigned. Mark the “Instructional Setting” as **Offsite CTE**.

◆ **\*\*Do not use 3rd Party Contract** for CTE courses taught offsite.

◆ Districts can check to see if a teacher is certified, and check their permissions using the Kentucky Educator Certification Inquiry (KECI) available on the EPSB website.



# **S.I.S. Related Documents**

**LEAD Data Elements  
LEAD Elements from IC - PowerPoint  
Extract Summary Report  
Scheduling Standards**

## LEAD Data Elements from Infinite Campus

(Elements in Bold are entered by local staff; elements in italics pull from data in the system)

<b>Staff Data</b>		
<u><b>Data Element</b></u>	<u><b>Location in Infinite Campus</b></u>	<u><b>Special Information</b></u>
<i>District Number and School Code</i>	System Administration	
<b>Staff member first and last name</b>	Demographics Tab	All staff members are included in the extract file
<b>Staff member SSN</b>	Demographics Tab and Identities tab	
<b>Staff member teacher number</b>	Demographics Tab	
<b>Employee type (and alternative employee type if needed)</b>	District Assignment Tab	Employees must have an active record on both the District Employment Tab and the District Assignment Tab
<b>Course Data</b>		
<u><b>Data Element</b></u>	<u><b>Location in Infinite Campus</b></u>	<u><b>Special Information</b></u>
<i>District Number and School code</i>	System Administration	
<b>SSN of teacher of record</b>	Demographics Tab and Identities Tab Section Tab	This is based on the Primary Teacher selection on the Section Tab
<b>Course name</b>	Course Master/Course Tab	
<b>Course ID number</b>	Course Master/Course Tab and Section Tab	This number is a combination of the course number and the section number
<i>Low and High grade of course</i>	Student information	If no students are enrolled, it defaults to the grade range of the school
<i>Number of students enrolled</i>	Class roster	
<b>Core Content number</b>	Section Tab	This is ignored unless the state course number is 909999 with a few exceptions
<b>State Course number</b>	Course Master or Course Tab	This number is used to assign the core content in LEAD
<b>Population ID</b>	Student Enrollment Information (default)  Section tab if no students actively enrolled	Reflects population (general, special ed, gifted, etc) of students enrolled in course  Multiple records possible per course  If no students are enrolled in the course, it will default to "none" – enter on the Section tab

## LEAD Data Elements from Infinite Campus

(Elements in Bold are entered by local staff; elements in italics pull from data in the system)

<b>Course Data (continued)</b>		
<u><b>Data Element</b></u>	<u><b>Location in Infinite Campus</b></u>	<u><b>Special Information</b></u>
<b>SSN of additional teachers</b>	Demographics Tab and Identities Tab Section Tab	Additional teachers are those that collaborate with primary teacher of record  This is based on the Teachers and Section Staff selections on the Section Tab  Multiple records possible per course
<i>Term offered</i>	Section Schedule Placement/Calendar information	
<b>HQ status</b>	Section Tab	
<b>Instructional Setting</b>	Course Tab OR Section Tab  NOTE: An instructional setting can be selected on either the Course Tab or the Section Tab. A Section Tab selection will override the Course tab selection for that individual section number ONLY	Defines where the instruction is happening <ul style="list-style-type: none"> <li>• 01-Onsite Classroom (default)</li> <li>• 02-Offsite CTE</li> <li>• 03-Offsite College</li> <li>• 04-Home/Hospital</li> <li>• 05-Online</li> <li>• 06-Blended Learning</li> </ul>
<b>Teaching Method</b>	Course Tab	Defines how the course is taught <ul style="list-style-type: none"> <li>• 01-Direct Instruction (default)</li> <li>• 02-3rd Party Contract</li> <li>• 10-Digital Learning Provider</li> <li>• 11-Dual Credit – District Offered</li> <li>• 12-Dual Credit – College Offered</li> <li>• 13-Credit Recovery – direct instruction</li> <li>• 14-Credit Recovery – digital learning provider</li> <li>• 15-Transitional Course – KDE curriculum</li> <li>• 16-NAF Academy Course</li> <li>• 17-NAF Academy Dual Credit – District offered</li> <li>• 18-NAF Academy Dual Credit – College offered</li> <li>• 19-District Provided self study</li> </ul>

# LEAD Data Elements from Infinite Campus

(Elements in Bold are entered by local staff; elements in italics pull from data in the system)

<b>Special Type</b>	Section Tab	Use this drop down to indicate courses for special groups of students  Selections should be based on the students for whom the course is designed; do not choose based on the teacher certification <ul style="list-style-type: none"><li>• 01 – None (default)</li><li>• 02 - Alternative Classroom (<b><i>Use for all Alternative Classes – New 2013-14</i></b>)</li><li>• 03 - ESL Classroom</li><li>• 04 - Gifted Classroom</li><li>• 05 - Special Education Classroom</li><li>• 06 - Speech Therapy</li></ul>
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# LEAD elements from Infinite Campus

Staff data

Course data

# LEAD Data Elements

- ▶ Staff data
  - Demographics tab
  - Identities tab
  - District Employment tab
  - District Assignment tab
- ▶ Course data
  - Course Master (if used)
  - Course tab
  - Section tab
  - Student enrollment information

# Staff Data - Demographics Tab

1. Name
  - Each person must only have one entry in the Census data
2. SSN
  - Is required
  - Must be unique to each person
  - Make sure the SSN on the demographics tab matches the SSN on the identities tab
3. Teacher/Staff numbers only
  - Must be numbers only
  - Required to make person “staff”

The screenshot displays the 'Demographics' tab in a staff data management system. At the top, there are navigation tabs: 'Identities', 'District Employment', and 'District Assignments'. Below these are links for 'Person Summary Report' and 'Demographics Data'. The main content area is divided into two sections. The left section shows search results for 'johnson', with 'Advanced Search' and 'Search Results' options. Three results are listed: 'JOHNSON, KATHLEEN', 'JOHNSON, MINDY R', and 'JOHNSON, ROGER B'. A green box labeled '1' highlights the first result. The right section is a detailed form for 'Person ID 13603'. It includes fields for 'First Name' (KATHLEEN), 'Middle Name', 'Suffix', 'Birth Date', 'Gender' (Female), 'Soc Sec Number' (123 45 6789), and 'Race/Ethnicity' (04:Unknown). A green box labeled '2' highlights the 'Soc Sec Number' field. Below these are fields for 'State Race/Ethnicity', 'Federal Designation', 'Race(s)', 'Hispanic/Latino', and 'Race/Ethnicity Determination'. The bottom section contains fields for 'Birth Country', 'Date Entered US', 'Date Entered US School', 'Original Entry in KY', 'NickName', and 'Comments'. A green box labeled '3' highlights the 'Local Staff Number' field (070000000006) in the 'Person Identifiers' section. Other identifiers include 'Local Student Number', 'Student State ID', 'Staff State ID', and 'Person GUID' (A46B15B5-8222-4702-9B72-2FF4982B412).



# Staff Data - Identities Tab

1. Name
  - o Each person must only have one entry in the Census data
  - Use the Identities Tab to enter name change information
  - Make sure previous identities are not marked as current
2. SSN
  - o Is required
  - o Make sure the SSN's on the demographics tab and the identities tab match
  - Check all identities

The screenshot displays the 'Identities Editor' interface. At the top, there are tabs for 'Demographics', 'Identities', 'District Employment', and 'District Assignments'. Below the tabs, there are buttons for 'Save', 'Delete', and 'New'. The main area is divided into two sections: 'Identities Editor' and 'Identity Information'.

**Identities Editor:**

- Search for a: Johnson
- Advanced Search
- Search Results: 3
  - JOHNSON, KATHLEEN
  - JOHNSON, MINDY R
  - JOHNSON, ROGER B

**Identity Information:**

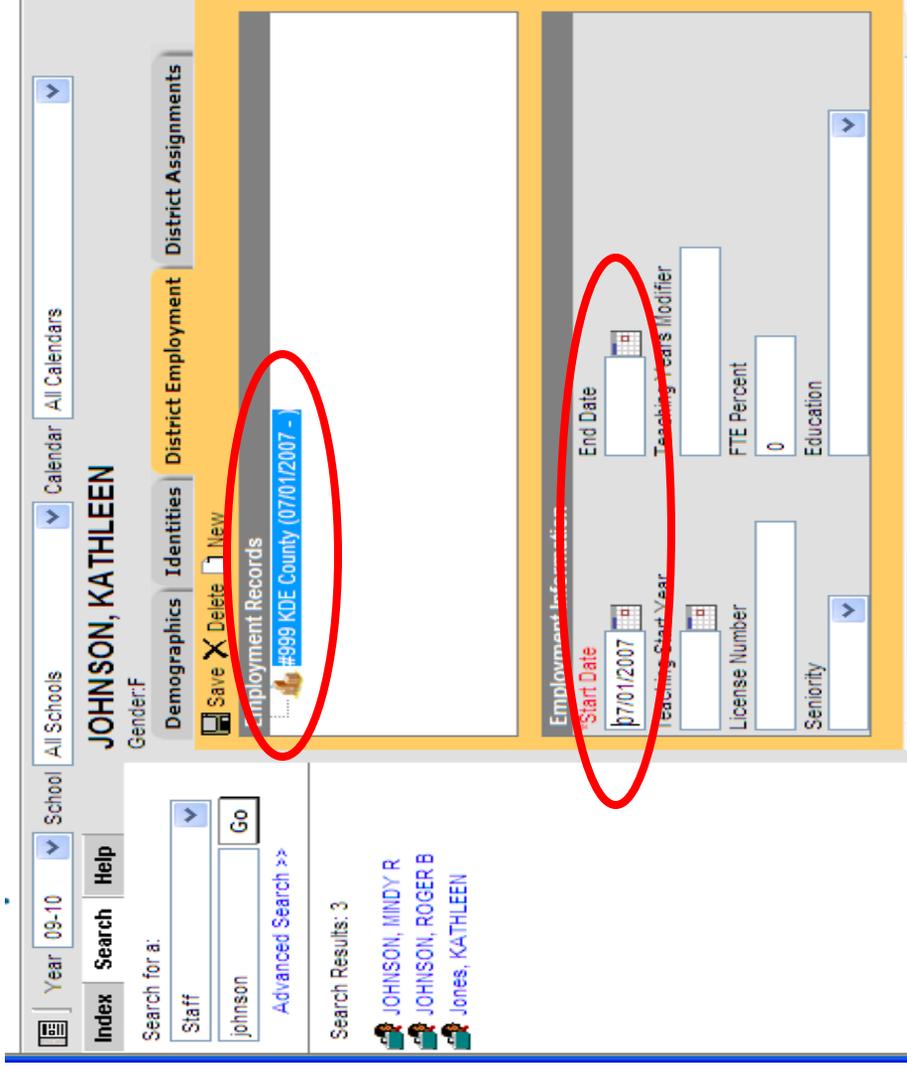
- PersonID: 13803
- \*Last Name: Jones
- \*First Name: KATHLEEN
- Middle Name: [ ]
- Suffix: [ ]
- \*Gender: Female
- Birth Date: [ ]
- Soc Sec Number: 123-45-6789
- Race/Ethnicity (Edit): [ ]
- State Race/Ethnicity: No Data
- Federal Designation: No Data
- Race(s): No Data
- Hispanic/Latino: No Data
- Race/Ethnicity Determination: 04:Unknown
- Birth Country: [ ]
- Date Entered US: [ ]
- Date Entered US School: [ ]
- Original Entry in KY: [ ]
- Nickname: [ ]
- \*Effective Date: 05/03/2010
- Comments: [ ]

Navigation arrows at the bottom indicate: 'No Image Available' (left), 'District Assignments' (right), and 'KDE County' (far right).

Annotations: A green box labeled '1' highlights the search results list. A green box labeled '2' highlights the 'Soc Sec Number' field.

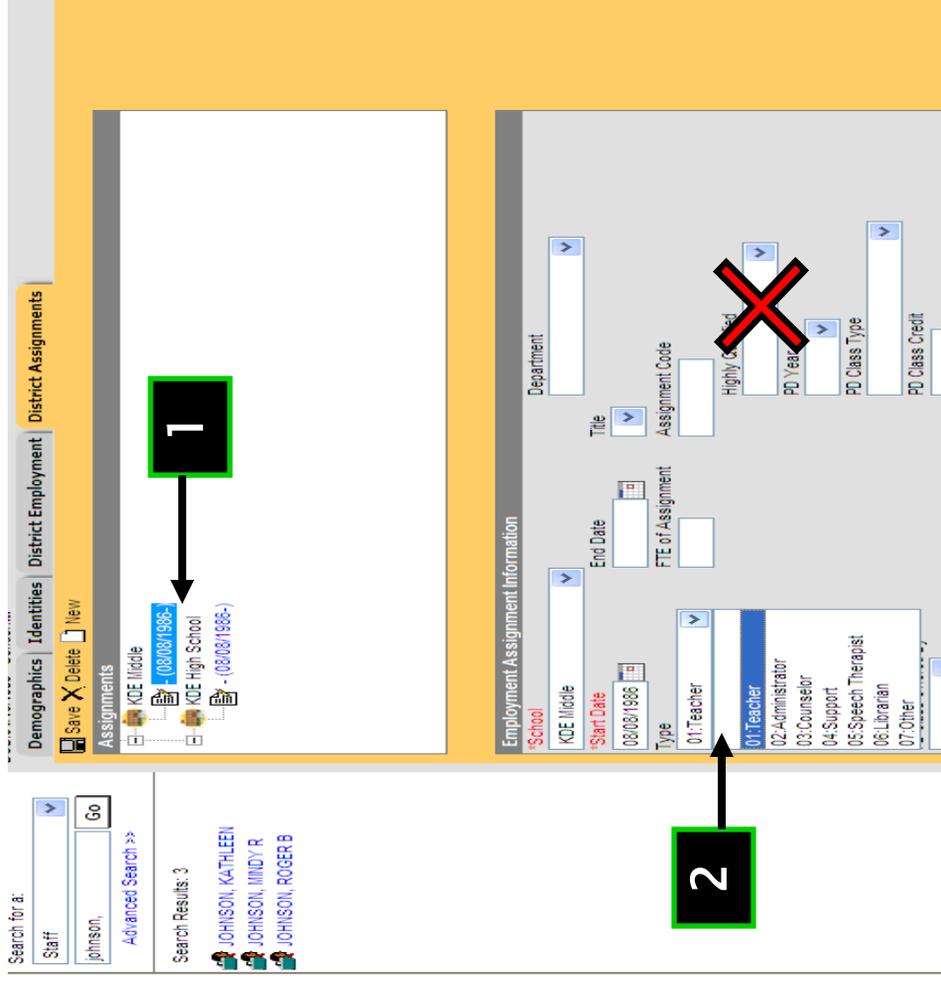
# Staff Data - District Employment Tab

- ▶ All staff must have an active district employment
- ▶ If a person is listed as teacher/additional teacher on a course, they must have an active employment even if they are not a district employee (i.e. vocational school teachers)



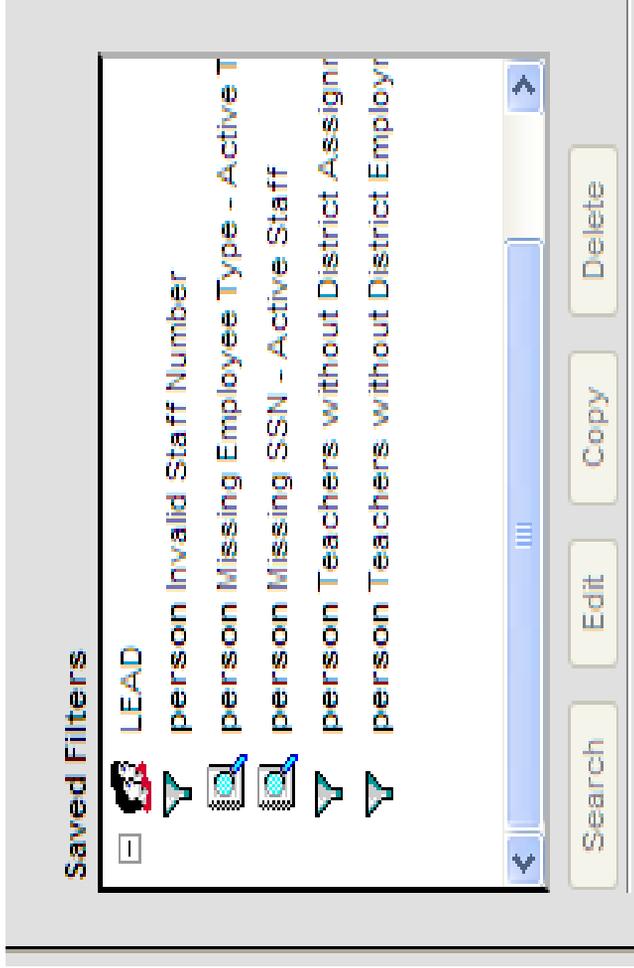
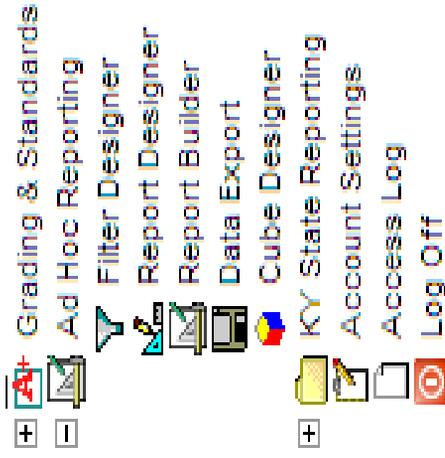
# Staff Data – District Assignment Tab

1. Must have an active assignment to be listed on a section
2. Employee type (EMP TYP on error reports)
  - o All teaching staff should have an employee type of “01: Teacher” (including special ed teachers and related arts teachers such as music and P.E. teachers)
    - Use 05: Speech Therapist and 06: Librarian as needed
  - ▶ If the individual has a CIITS role, the employee type on that role should match their regular employee type.



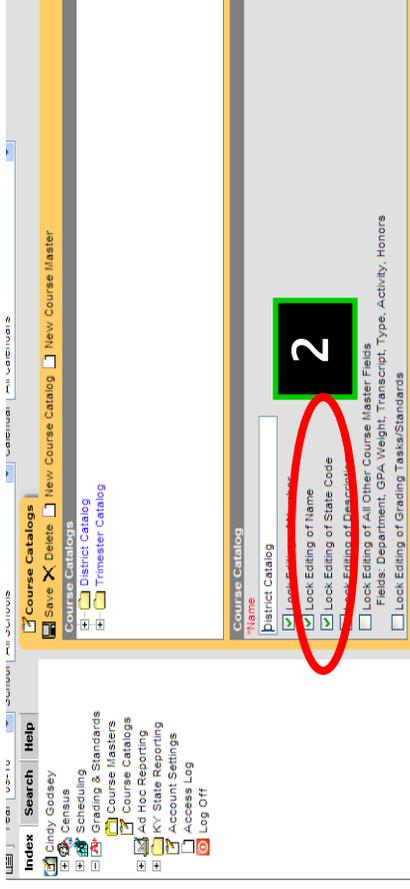
# Staff Data - Ad Hoc Reports

- ▶ KDE has developed 5 ad hoc reports to identify staff members that will cause problems in your LEAD data (see guidance in LEAD Manual)



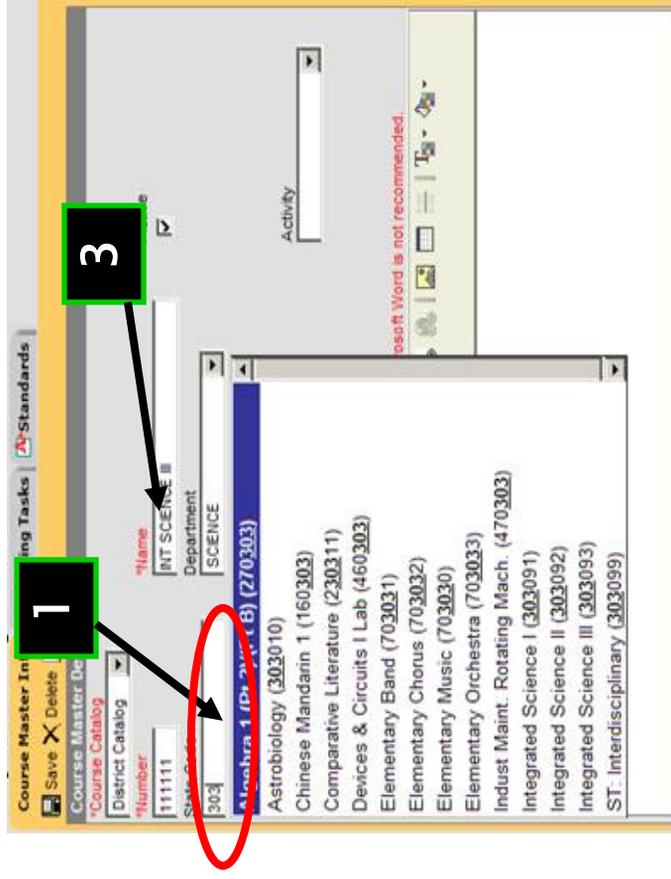
# Course Data - Course Master

- ▶ KDE/EPSPB recommends use of a district course catalog
- 1. All courses **must** have a valid 6 digit state code from the Uniform Academic Course Code list (available on KDE's website)



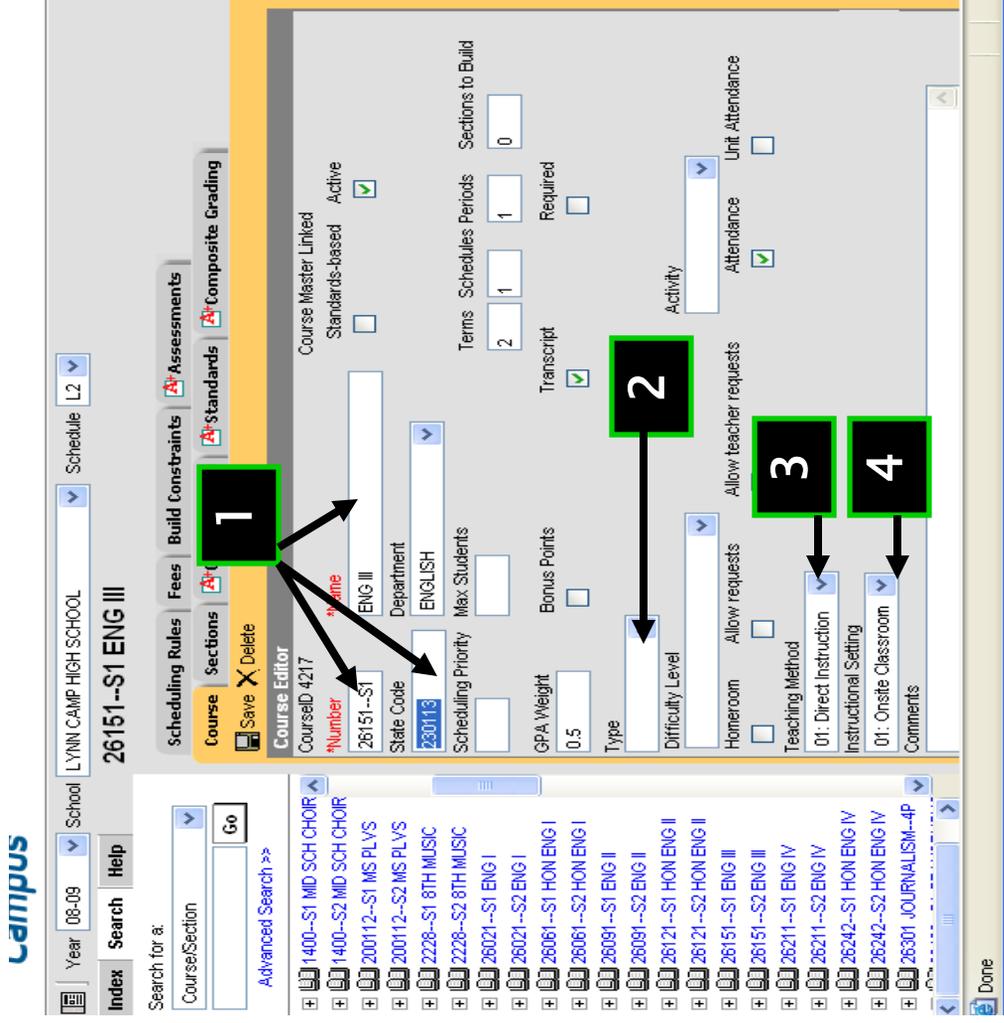
43

- Is used to assign the content (subject area)
  - Lookup function now available
2. Lock down state code before entering (will populate course tab)
  3. Do not include any punctuation in the course name (& is OK)



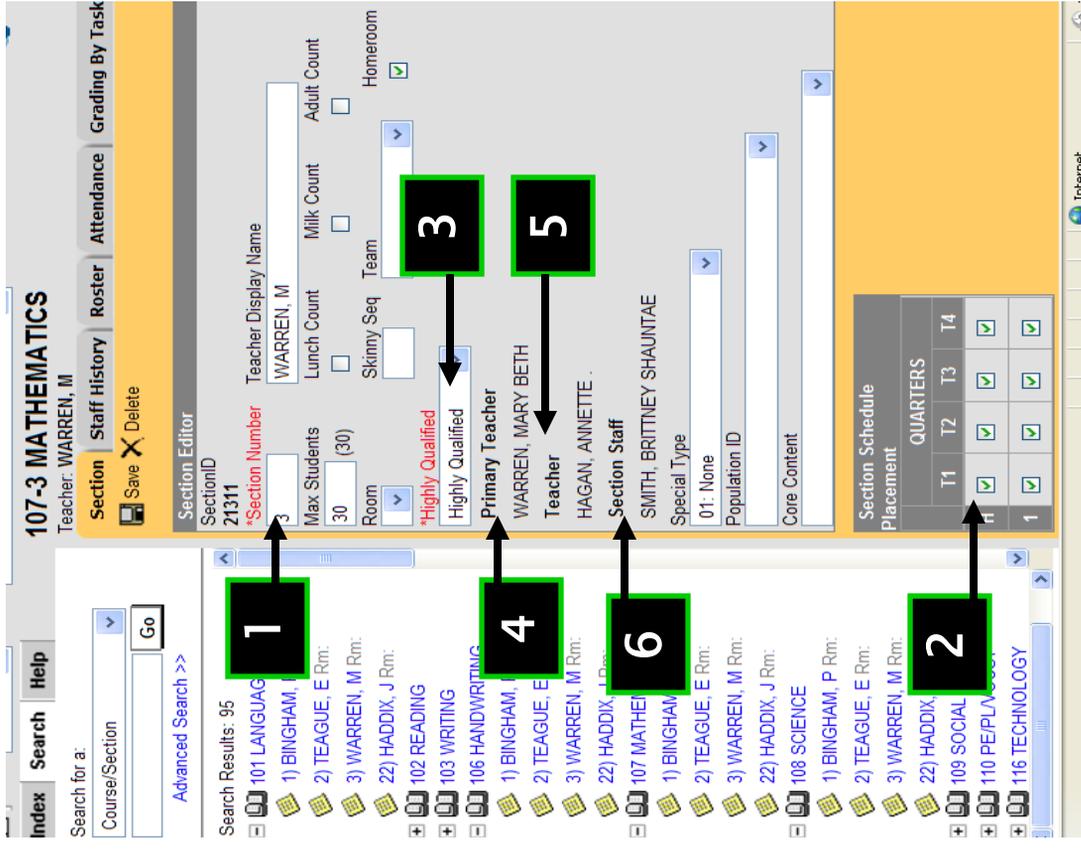
# Course Data - Course Tab

1. Course number, name, and state code come from the course master
2. Type
  - o ONLY use the Virtual indicator for courses not taught/overseen on the school grounds during the school day (classes that have no “seat time”)
  - o If Virtual or Performance are selected, the course does not appear in the LEAD data
3. Teaching Method
  - o Default is “Direct Instruction”
  - o Use this to indicate alternate teaching methods (e.g. digital learning provider, etc.)
  - o Courses with “seat time” should be marked here, not as Type-Virtual
4. Instructional Setting
  - o Default is “Onsite Classroom”
  - o Use this to indicate college, vocational, or homebound instruction



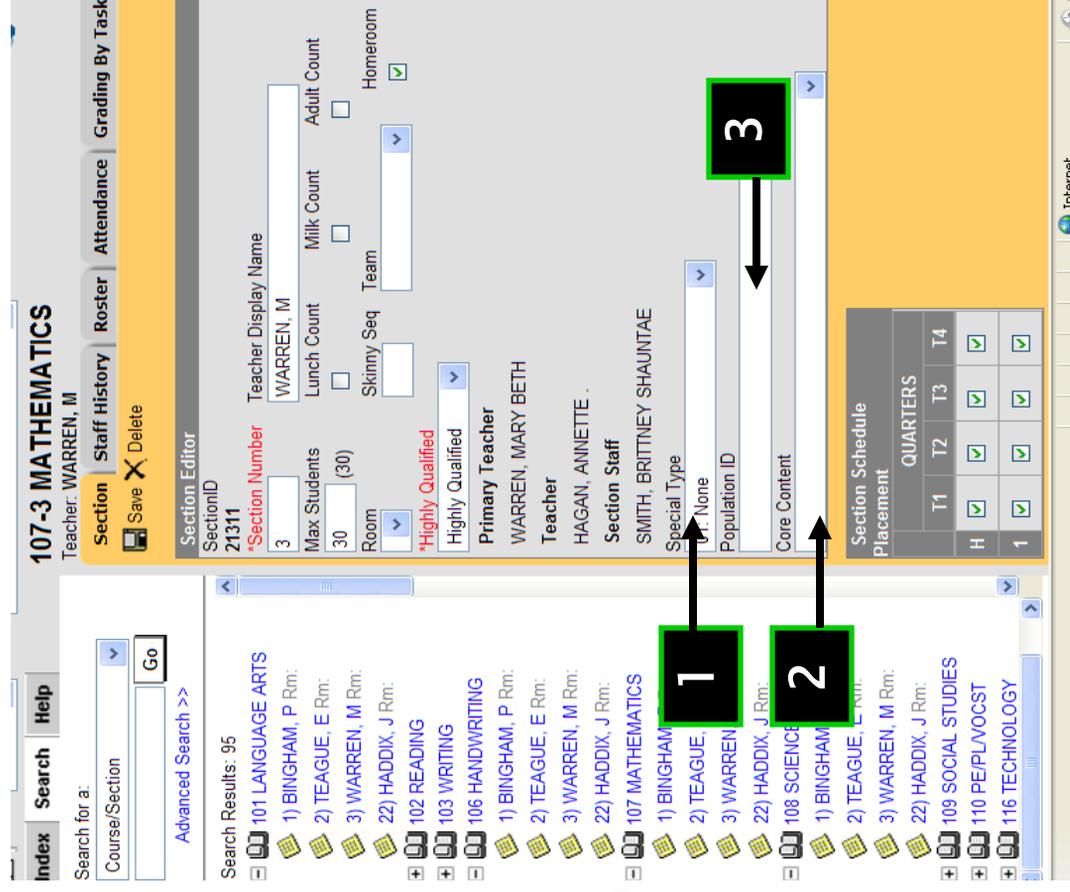
# Course Data - Section tab

1. Section Number
  - o Each section number must be distinct within a school – not just a calendar
2. Section Schedule Placement
  - o All LEAD courses must be scheduled in an instructional period
3. HQ status of teacher as related to this particular course
  - o Using one of the three Highly Qualified options, pre-populate the HQ field
4. “Primary Teacher” = Teacher of Record
5. “Teachers” = secondary/collaborative staff with access to grades and attendance
6. “Section Staff” = secondary or collaborative teachers for LEAD purposes only. No grade or attendance access is granted through this dropdown



# Course Data - Section tab cont.

1. Special Type
  - o Identifies courses designed for special groups of students
  - o Options:
    - 01 None (DEFAULT)
    - 02 Alternative Classroom
    - 03 ESL Classroom
    - 04 Gifted Classroom
    - 05 Special Education Classroom
    - 06 Speech Therapy
2. Population
  - o Leave blank unless there are no students on the roster
  - o This dropdown is ignored when there are active students on the roster
  - o If there are no students on the roster, the population for which the course is designed must be indicated here
3. Core Content
  - o Leave blank in most cases - the state course code provides the content
  - o A core content is required if state course code 909999 has been selected
  - o This dropdown will be ignored unless 909999 or some intermediate elementary state course codes have been selected



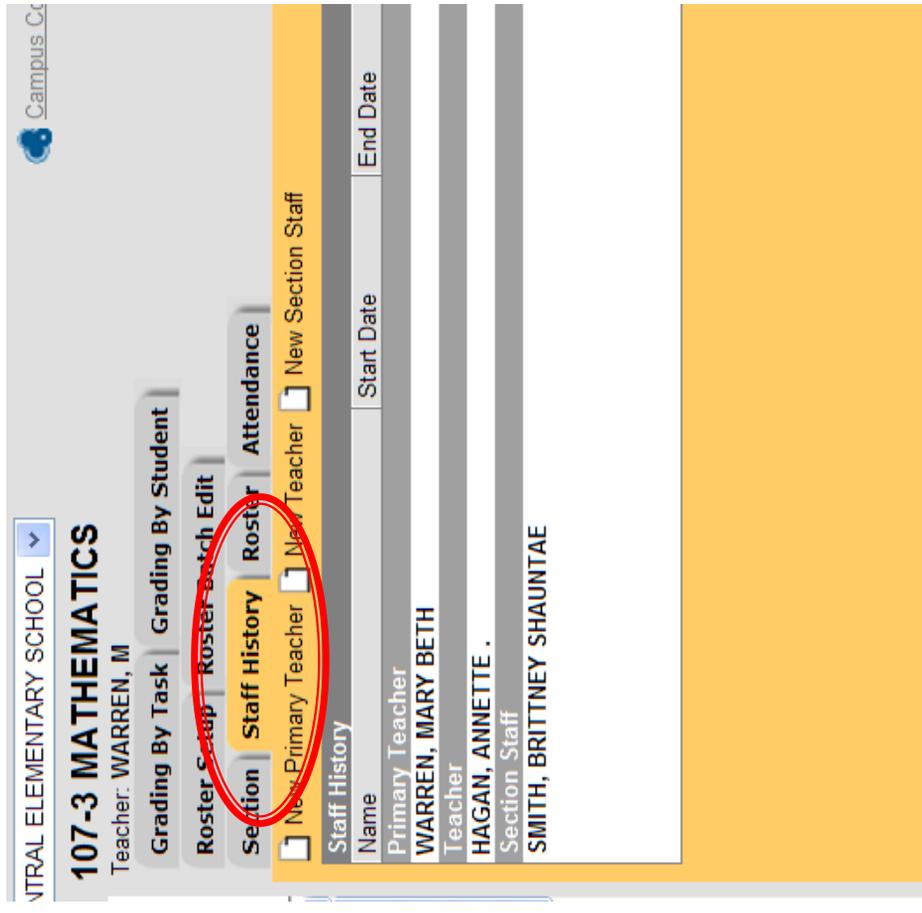
# Course Data - Section Staff History

Every section must have a Primary Teacher

1. “Primary Teacher” = Certified teacher who has been assigned the lead responsibility for the student’s learning in a subject/course
2. “Teachers” = An individual who has been assigned the responsibility to provide additional services that support and increase a student’s learning.
3. “Section Staff” = An individual who has been assigned the responsibility to provide additional services that support and increase a student’s learning.

▶ **Note:**

- ▶ Individuals added as Teacher have access to the Primary Teacher’s grade book and attendance roster.
- ▶ Individuals added as Section Staff do not have access.



# Course Data - Student Information

- ▶ Grade range comes from the students in the class
  - If no students are on the roster, the grade range defaults to that of the school and cannot be changed in the extract file
- ▶ Population elements in LEAD come from the student enrollments
  - Gifted
  - Limited English Proficient (LEP)
  - Special Education
- ▶ For a population to show in LEAD, there must be a start date and no end date

# Warning/Error Report

---

The LEAD will produce an HTML format warning/error report when the report is generated (using the “Generate Extract” button in the extract editor). This HTML warning report will contain the data described in the table below.

## Error 1: Missing Social Security # / Employee Type Error

**Error text:** “Error: The following records do not have SSN, EMP TYPE or Both and will NOT be included in the final report”

### Selection Criteria:

- Primary or Secondary teachers without a social security number, Employee Type, or both are included in the error report. These teachers, and any courses for which they are the assigned as the Primary teacher, will NOT be included on the final extract.
- Other than SSN, the staff members included in this report otherwise meet the criteria for the LEAD extract staff component.

Sort Order: Sorts by PersonID

### Data Elements:

Data Element	Description
SchoolCode	school number
SSN	Social Security Number
Tnum	Teacher Staff Number
Lname	Last Name
Fname	First Name

- How to correct:
  - Check the demographics tab and the identities tab to make sure the SSN’s are both there and both match; check all identities
  - Retype SSN on demographics tab and resave
  - Check census list for duplicate entries for the staff member
  - Check all district assignments for a valid employee type (including CIITS roles)

## Error 2: Duplicate Social Security # Error

**Error text:** "Warning: The following staffs have duplicate SSNs. (Number of Records:14)"

### Selection Criteria:

- Staff members who appear in the staff component of the LEAD file and who share a social security number with another staff member on the list.
- Other than SSN, the staff members included in this report otherwise meet the criteria for the LEAD extract.

**Sort Order:** Sorts by PersonID

### Data Elements:

Data Element	Description
SchoolCode	school number
SSN	Social Security Number
Tnum	Teacher Staff Number
Lname	Last Name
Fname	First Name

- How to Correct:
  - Check census list for duplicate entries for the staff member
  - Ensure each staffmember has a distinct SSN

### **Error 3: Emp Type 01 Not Assigned a Course/Section**

**Error text:** "Warning: The following EMP TYPE 01 staff are NOT assigned to a course section"

**Selection Criteria:**

1. Includes a list of staff with EMP TYPE (employee type) = 01: Teachers who are not assigned to a course section as a Primary Teacher, Secondary Teacher or Section Staff in the Staff History tab at any time during time period defined in the extract editor.
2. Staff member must have a District Assignment that overlaps the time period defined in the extract editor to be considered for this warning.

**Sort Order:** Sorts by school code, then by Last Name, First Name.

**Data Elements:**

<b>Data Element</b>	<b>Description</b>
SchoolCode	school number
SSN	Social Security Number
Tnum	Teacher Staff Number
Lname	Last Name
Fname	First Name

- How to Correct:
  - All teachers must have courses or should be assigned as an additional teacher
    - Gifted, homebound, special ed teachers must have courses or be assigned as an additional teacher
    - Curriculum coaches and others that work ONLY with teachers should not have an employee type of 01-Teacher
  - Do NOT change the employee type to make the error clear if the individual is a teacher

## **Error 4: Core ID / Alt CNUM both blank**

**Error text:** “Warning: The Core ID and ALTCNUM are both blank”

### **Selection Criteria:**

- Includes a list of course names and section numbers where both the Core ID (core content indicator) and ALTCNUM (state code) are null.

**Sort Order:** Sorts by course number, then by section number.

**Data Elements:** Full course record is displayed

- How to correct:
  - Assign a state course number
    - If the state course code is 909999 must also assign content
  - Check the KDE website for the Kentucky Valid Course List to verify numbers

## Error 5: Primary Teacher not active on last day of section

**Error text:** “Warning: The most recent Primary Teacher for the listed sections has a staff history record end dated prior to the last day of the section. These sections will still report on LEAD. Most recent Primary Teacher is listed below with each applicable course.”

### Selection Criteria:

- Includes a list of course names and section numbers where the Primary Teacher’s staff history record has been end dated prior to the last day of the section.
- Section must have had at least one Primary Teacher assigned at some point during the course to pull on this warning. Sections with no teachers assigned at any time during the section will not pull on this warning.

**Sort Order:** Sorts by course number then by section number.

### Data Elements:

Data Element
DTG VERSION
DISTRICTNUMBER
DISTRICTNAME
SCHCODE
ACAD_YR_ENDING
SEQUENCENUMBER
CNUM
TERMOFFERED
CORE_ID
TNUM
SSN
LNAME
FNAME
EMPTYTYPE
ALTCNUM

- How to Correct:
  - Ensure the current teacher for the course is listed as the Primary Teacher
  - The Primary Teacher cannot be left blank if the position is being filled by a substitute

## Error 6: Section has no primary teacher

**Error text:** “Warning: The sections listed below have never had a Primary Teacher assigned. These sections will not report on LEAD.

### Selection Criteria:

- Includes a list of course names and section numbers where no record exists on the Staff History tab for a Primary Teacher at any time during the section.

**Sort Order:** Sorts by course number, then by section number.

### Data Elements:

Data Element
DTG VERSION
DISTRICTNUMBER
DISTRICTNAME
SCHCODE
ACAD_YR_ENDING
SEQUENCENUMBER
CNUM
TERMOFFERED
CORE_ID
ALTCNUM

- How to Correct:
  - Ensure the teacher for the course is listed as the Primary Teacher
  - The certified teacher serving as facilitator for courses offered through digital learning providers must be listed as the Primary Teacher

# Scheduling Standards Elementary

**NOTE: This can be done with either one or two periods (as in the sample below). The 3 important criteria are 1) all courses are in an instructional period, 2) all courses have a content specific state code, and 3) the students are assigned to sections based on who is actually delivering content.**

## Elementary – 2 periods (both instructional)

**The student should be scheduled in the course with the teacher(s) who are actually teaching the students in each content area.**

- Homeroom and self-contained courses scheduled across both 1<sup>st</sup> and 2<sup>nd</sup> period
- The homeroom state code will vary based on self-contained (701010 or 702010) vs. departmentalized (703001)
- As long as the one class where attendance is taken spans both periods, attendance will only be taken once

**Period Schedule/Periods Editor**

Name  
REG

---

**PeriodSchedule Info**

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
REG	1	380	420	420

*Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.*

---

**Period Info**

Name	Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
X H	1	08:00 AM	12:00 PM	40	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 1	2	12:00 PM	03:00 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X KSI	3	03:01 PM	03:02 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

- All instructional courses will be placed in the second period. The attendance check box should be left blank.
- All specialty classes (art, music) should also be included in the second period. The attendance check box should be left blank.

**Add Course**  
 Save X Delete  
**Course Editor**

\*Number: 11061504    \*Name: ART III    Standards-based:     Active:

Subject Type: [Dropdown]  
 State Code: 500719    Department: [Dropdown]

Schedule Load Priority: [Text]    Max Students: [Text]    Terms: 0    Schedules: 0    Periods: 0    Sections to Build: 0

GPA Weight: 0.5    Bonus Points:     Transcript:     Required:

Type: [Dropdown]  
 Difficulty Level: [Dropdown]    Activity: [Dropdown]

Homeroom:     Allow requests:     Allow teacher requests:     Attendance:     Unit Attendance:  (indicated by a red arrow)

Teaching Method: 01: Direct Instruction [Dropdown]  
 Instructional Setting: 01: Onsite Classroom [Dropdown]  
 Comments: [Text Area]

- When adding the primary teacher to the instructional courses (i.e. reading, math etc.) please indicate the teacher that is actually providing the content instruction for the student, not just the homeroom teacher.
- Additional/collaborating teachers can be assigned as needed using the “Teacher” or “Section Staff” options on the staff history tab.

**106-1 HANDWRITING**  
 Teacher: Easter, Nick

Section | **Staff History** | Roster | Attendance | Grading By Task | Grading By Student | Roster Setup | Roster Batch Edit

New Primary Teacher     New Teacher     New Section Staff

Staff History			
Name	Start Date	End Date	District Assignment
Primary Teacher			
Easter, Nick			
Teacher			
Johnson, Candy			
Section Staff			
Godsey, Cindy			

**Definitions:**

**Primary Teacher** - Certified teacher who has been assigned the lead responsibility for the student’s learning in a subject/course

**Teacher/Section Staff** – An individual who has been assigned the responsibility to provide additional services that support and increase a student’s learning.

**Note:**

Individuals added as Teacher have access to the Primary Teacher’s grade book and attendance roster.

Individuals added as Section Staff **do not have** access.

# Scheduling Scenarios

## Middle School Rotation

### Middle School Rotation Classes that result in one full year grade

- Set up a distinct course using the appropriate state course code for each content that is a part of the rotation
- Primary Teachers must be assigned to courses linked to the state course code for the content that they are teaching.
- Students must be scheduled into individual sections of each course
  - Note: You can no longer schedule related Arts class under one course number. These courses must be distinct and identifiable by course content. If a composite grade is required to make an all year course, please see the KDE manual below for guidance on setting up grading tasks to accomplish this.
  - [Scheduling Rotating Courses Manual](#)



# Appendices

## LEAD Glossary

### Basic Terminology

Extract	The process in Infinite Campus for generating a LEAD file to upload to the EPSB website.
Full Data Report	A document showing all data submitted through the LEAD process.
LEAD	Local Educator Assignment Data
LEAD file/LEAD Extract File	The file generated during the extract process in Infinite Campus.
Preliminary Audit Report	The primary tool for working through LEAD data. This report should be generated by the coordinator after every upload. It will display only those individuals with unresolved LEAD issues.
Report/LEAD Report	The generic term used when referring to all things LEAD.
Run Report	Generating the PDF of the Preliminary Audit Report. This does not indicate a new upload is necessary.
Sign off	Entering ones user ID, password, and full name to indicate completion of the LEAD report/LEAD process.
Staff Warning	Comments appearing in red (other than "certification issue") on the school page of the preliminary audit report. These warnings must be corrected on the preliminary audit report but can be disregarded on the full data report.
Submit or Finalize	Finishing the LEAD report by using the sign off feature. Submitting indicates that work on the LEAD report is complete and all errors are either clear or are understood to be true certification issues. Once submitted/finalized, a district cannot access the LEAD data for further editing.
Upload	Sending the LEAD file to EPSB via the LEAD website once the file has been generated during the extract process in Infinite Campus.

### Data Elements

Content (CORE_ID)	The subject area of the course. This is assigned via the valid state code number. If incorrect, the state course code should be changed.
Employee Type	The type of job held by the individual as indicated on the District Assignment tab in Infinite Campus. All employee types are included in the LEAD file.
Instructional Setting	The indicator used to identify courses taught in a location other than the onsite classroom.
Jobclass	The four digit number used in MUNIS to identify the job title of an individual.
Population	The indicators used to identify students special ed category or other identifier (i.e. homebound or alternative). Students with no identifier will have a population of "General. The population is based on the active students enrolled in the course through the end of that course and cannot be changed.
State Course Code (ALTCNUM)	The six digit number used to identify the state valid course related to the course being taught.
Special Type	The indicator used to identify courses designed for special groups of students (i.e. alternative, gifted, or special ed).
Teaching Method	The indicator used to identify courses taught via alternative methods such as a digital learning provider or college provided instruction.

## LEAD Glossary

### Report Comments

Certification Issue	There is an error with one or more of this individual's courses or with their MUNIS jobclass code. This comment is not always indicative of a problem with the individual's certificate; it usually indicates a miscode of some kind.
Holds only SOE/Must Submit COE	The only valid credential held by the teacher is a Statement of Eligibility. If the teacher is new, please file the Confirmation of Employment with the KTIP office. If the teacher has completed KTIP, their current certification has expired and additional steps need to be taken.
Incorrectly Coded	(This error comment will only appear on the Edit LEAD Data Page). The content or the population is currently displaying "none." Supply the needed information to correct.
Insufficient Certification (course)	The teacher's certification does not match one or more parameters of the course, but the LEAD system is unable to identify the specific problem.
Insufficient Certification (MUNIS)	The teacher/administrator cannot clear this particular jobclass with their current certification.
KTIP Approved	This comment can indicate 2 different things: 1.) The individual has recently completed KTIP but the final report has not yet been submitted by the District KTIP coordinator; 2.) The individual has been approved to enter KTIP but the internship certificate has not yet been processed.
KTIP Final	The individual has recently completed KTIP and a final report has been received. Processing is not complete due to one or more missing items (usually \$\$).
No Courses for Staffmember	STAFF WARNING - this indicates that someone with an employee type of "Teacher" is not assigned as primary or secondary teacher on any course in the LEAD file. All persons with an employee type of "Teacher" should be assigned as primary or secondary teacher on at least one course.
Out of Field	The content specified for the course does not match the teacher's certification area.
Out of Grade Range	The grade level (s) of the students enrolled in the course does not match the teacher's certification area.
Out of Population	The population specified for the course does not match the teacher's certification area.
Specify Content	The content is currently displaying "none." To correct this, assign a valid state code on the course tab. If the state code of 909999 has been selected, assign the appropriate content on the section tab.
Specify Population	The population is currently displaying "none" indicating there are no students enrolled in the course. To correct this, either assign students to the section or assign the appropriate population on the section tab.
SSN Not Found in EPSB Database	STAFF WARNING - this indicates that the SSN as it appears in Infinite Campus does not match any SSN on file with EPSB. Should be addressed for all employee types as it indicates they are attached to a course.

**Education Professional Standards Board**  
**Local Educator Assignment Data**  
**Any Town County**  
**Preliminary Audit Report**

Report Generated: 8:27:43AM 5/13/2008  
Total Pages: 7  
School Year: 2007-2008  
Semester: Spring

## General Guidelines

The Preliminary LEAD Audit Report is intended to assist you in identifying and correcting certification and coding problems within your district prior to the September 30th deadline for LEAD submissions. Below is a description of the comments included in the report which will assist you in resolving these certification and coding issues.

**Holds only SOE** - This comment is displayed for staff members that hold only a Statement of Eligibility. Staff may not teach or hold an administrative position with only a Statement of Eligibility.

**Holds only SOE - Must Submit COE - A COE (Confirmation of Employment) must be submitted for this staff person.** If the individual is a teacher, the teacher must be enrolled in the KTIP program by the District KTIP Coordinator via the online EPSB IMS (Intern Management System) application.

**Holds only SOE - KTIP - Approved** - The KTIP application has been approved, and the certificate is in the process of being granted.

**Holds only SOE - KTIP - Denied** - The KTIP application was denied. This teacher will not receive an internship certificate.

**Holds only SOE - KTIP - Pending** - The KTIP application is pending review by the KTIP staff.

**Holds only SOE - KTIP - Incomplete** - The KTIP application has been started by the District KTIP coordinator, but has not been submitted to the KTIP staff for review.

### Insufficient Certification

The individual does not hold suitable certification to do the specified task. Please ensure that the content and population have been specified correctly (None is not acceptable), and that any expired credentials have been renewed. Otherwise, additional certification such as an Emergency Certificate may be required. Please contact the Certification Department at EPSB for more information.

### No Current Certification

The individual does not currently have a valid certificate. This may be because credentials have expired and not been renewed, certification have been revoked or suspended, or the individual has never been certified. If a credential has expired, have the teacher renew it. Otherwise, additional certification such as an Emergency Certificate may be required. Please contact the Certification Department at EPSB for more information.

### Out of Field

The individual is not certified in the specified content area. Make sure a content has been supplied (None is not acceptable), and is correct. Make sure that any additional teachers associated with the course have been entered in STIOffice (as in collaborating courses, interdisciplinary courses, team-taught courses, and rotational courses). Otherwise, additional certification such as an Emergency Certificate may be required. Please contact the Certification Department at EPSB for more information.

### Out of Population

The individual is not certified in the population specified. Make sure a population has been supplied (None is not acceptable), and is correct. Make sure that any additional teachers associated with the course have been entered in STIOffice (as in collaborating courses, interdisciplinary courses, team-taught courses, and rotational courses). If the course is taught by a certified special education teacher, and the population that is kicking out represents a single special education student, waivers are available from the Kentucky Department of Education. Note that these waivers are not reflected in this report, and a course with valid waivers will be cleared manually by our certification specialists after the LEAD data has been formally submitted for review. Otherwise, additional certification such as an Emergency Certificate may be required. Please contact the Certification Department at EPSB for more information.

### Out of Grade Range

The individual is not certified in the grade range specified. Make sure a grade range has been supplied (None, Ungraded, and Sp.Ed are not acceptable) and is correct. Make sure that any additional teachers associated with the course have been entered in STIOffice (as in collaborating courses, interdisciplinary courses, team-taught courses, and rotational courses). Additional certification, such as an Emergency Certificate may be necessary. Contact our Certification Department for more information.

### Out of Job Function

The individual is not certified for the job function specified. All data from STI is considered to have a job function of Teacher. This comment frequently occurs if an administrator was erroneously entered into the STI Master Schedule as teaching a fake "course" such as "PRINCIPAL" or "GUIDANCE COUNSELOR". This comment may occasionally be displayed for Speech Pathologists and Media Librarians. In these cases, please contact our Certification Department to ensure that the person is permitted to perform the specified job. Additional certification, such as an Emergency Certificate may be necessary.

# Any Town County

## File Summary B

Year: 2007-2008 Spring  
 District: ANY TOWN COUNTY (999)  
 File Exported At: 26-FEB-08  
 Version: 10.0.4  
 339 staffmembers.  
 1433 courses.  
 1433 content areas.



School	School Code	Grade Range	Comments
Any Town County	N/A	N/A	0 certification issue(s), 0 MUNIS certification issue(s).
North Town Primary School	010	Entry - Primary	36 courses, 76 staffmembers, 0 certification issue(s), 0 MUNIS certification issue(s).
Any Town High School	040	9th - 12th	628 courses, 93 staffmembers, 22 certification issue(s), 1 MUNIS certification issue(s).
Any Town Middle School	050	6th - 8th	402 courses, 60 staffmembers, 9 certification issue(s), 0 MUNIS certification issue(s).
Central Preschool Center	016	Preschool - Preschool	2 courses, 20 staffmembers, 0 certification issue(s), 0 MUNIS certification issue(s).
South Town Elementary School	030	Primary - 5th	197 courses, 53 staffmembers, 0 certification issue(s), 0 MUNIS certification issue(s).
Any Town Day Treatment Ctr	012	6th - 12th	120 courses, 17 staffmembers, 0 certification issue(s), 0 MUNIS certification issue(s).

# Any Town High School

School Code: 050

Grade Range: 9th - 12th

413

Notes: 716 courses, 163 staffmembers, 4 certification issue(s), 0 MIUNIS certification issue(s).

Staff	SSN	Teacher #	EP SB Name	EMPTYTYPE	SIS NAME	COMMENT
<b>A</b>	1002012AB	1002012AB		TEACHER	MCDON, PAT	No courses for Staffmember.
	1003012CD	1003012CD		TEACHER	SMITH, SANDY	No courses for Staffmember.
	1004012EF	1004012EF		TEACHER	ADAMS, DEB	No courses for Staffmember.
	1005012GH	1005012GH		TEACHER	GODSEY, ROB	SSN not found in EPSB database.
	1006012IJ	1006012IJ		TEACHER	JONES, TERRY	No courses for Staffmember.
	1037098KL	1037098KL		TEACHER	BLACK, JENNIFER	No courses for Staffmember.
<b>B</b>	1046065MN	1046065MN		TEACHER	DAVIS, JAMES	No courses for Staffmember.
	1047027OP	1047027OP		TEACHER	GRANT, CATHY	No courses for Staffmember.
	1053029QR	1053029QR		TEACHER	JACKSON, HEATHER	SSN not found in EPSB database.
	1099033ST	1099033ST		TEACHER	HENRY, TRACY	No courses for Staffmember.
<b>C</b>	1011001UV	1011001UV		TEACHER	UNDERWOOD, STACEY	No courses for Staffmember.
	3456789AA	3456789AA		TEACHER	MCCOY, WILSON	SSN not found in EPSB database.
	1069077WX	1069077WX		TEACHER	LOVE, CARLOTTA	No courses for Staffmember.
<b>D</b>	1012398YZ	1012398YZ	Weaver, Dalton Charles	TEACHER	WEAVER, CHARLES	Certification Issue.

Name: Weaver, Dalton Charles      SSN: 1012398YZ      PSN\_ID: 211101050      District: Any Town County      School: Any Town High School

Code	Credential	Status	Effective	Expires
TPSS	Temporary Provisional Certificate For Social Studies, 8-12	Certificate Expired (50)	01/01/2005	12/31/2005
TPSS	Temporary Provisional Certificate For Social Studies, 8-12	Certificate Expired (50)	01/01/2006	12/31/2006
TPSS	Temporary Provisional Certificate For Social Studies, 8-12	Certificate Expired (50)	01/01/2007	12/31/2007

Last Name	First Name	Middle Initial	JobClass	JobClass Description	Comments
WEAVER	DALTON	C	2060	HIGH SCHOOL CLASSROOM INSTR	Insufficient Certification

## MUNIS error

Teacher	Course	KDE#	Description	Content	Population	Low	High	HQ	Comments
	2247.03	450835	WORLD CIV C/	World History	Gifted	10th	10th		Expired
	2246.05	450835	WORLD CIV	World History	General	10th	10th		Expired
	2246.05	450835	WORLD CIV	World History	Mild Mental Disability	10th	10th		Expired
	2246.05	450835	WORLD CIV	World History	Speech Impaired	10th	10th		Expired
	2246.01	450835	WORLD CIV	World Civilization	Gifted	10th	11th		Expired
	2247.01	450835	WORLD CIV C/	World Civilization	Speech Impaired	10th	10th		Expired
	2247.03	450835	WORLD CIV C/	World History	General	10th	10th		Expired
	2246.01	450835	WORLD CIV	World Civilization	General	10th	11th		Expired
	2246.01	450835	WORLD CIV	World Civilization	Speech Impaired	10th	11th		Expired
	2246.04	450835	WORLD CIV	World Civilization	General	10th	10th		Expired
	2246.04	450835	WORLD CIV	World Civilization	Specific Learning Disability	10th	10th		Expired
	2246.04	450835	WORLD CIV	World Civilization	Other Health Impaired	10th	10th		Expired
	2246.04	450835	WORLD CIV	World Civilization	Mild Mental Disability	10th	10th		Expired
	2246.04	450835	WORLD CIV	World Civilization	Speech Impaired	10th	10th		Expired
	2247.01	450835	WORLD CIV C/	World Civilization	General	10th	10th		Expired
	2247.01	450835	WORLD CIV C/	World Civilization	Gifted	10th	10th		Expired
	2247.02	450835	WORLD CIV C/	World Civilization	General	10th	12th		Expired
	2247.02	450835	WORLD CIV C/	World Civilization	Speech Impaired	10th	12th		Expired
	8002.12	909010	PLANNING	World Civilization	Gifted	10th	12th		Expired
	8002.52	909010	PLANNING	Non-instructional content	General	9th	12th		Expired
				Non-instructional content	General	9th	12th		Expired

## Course Error

## Any Town Middle School

School Code: 050

Grade Range: 6th - 8th

Notes: 402 courses. 60 staffmembers. 9 certification issue(s). 0 MUNIS certification issue(s).

<b>Staff</b>			
SSN	Teacher#	EPSE Name	COMMENT
1023401AB	1023401AB	Johnson, Rachel Kelly	Certification Issue.
		JOHNSON, RACHEL	

503

Name: Johnson, Rachel Kelly      SSN: 1023401AB      PSN\_ID: 98765      District: Any Town County      School: Any Town Middle School

Code	Credential	Status	Effective	Expires
SUBF	Certificate For Substitute Teaching Shall Not Be Valid For Continuous Part-Time Employment For Classroom Teaching Or As A Permanent R	History (97)	12/15/2006	06/30/2011
KG3S	Statement of Eligibility For Middle Grades English And Communications, Grades 5-9	Teacher SOE (10)	12/15/2006	12/31/2011
KG3I	Provisional Internship Certificate For Middle Grades English and Communications, Grades 5-9	Certificate Expired (50)	01/01/2007	06/30/2007
KG3I	Provisional Internship Certificate For Middle Grades English and Communications, Grades 5-9	Certificate Expired (50)	07/01/2007	12/31/2007
KG30	Professional Certificate For Middle Grades English And Communications, Grades 5-9	Cert Issued (30)	07/01/2007	06/30/2012
KG7S	Statement of Eligibility For Middle Grades Mathematics, Grades 5-9	Teacher SOE (10)	12/15/2006	12/31/2011
KG7I	Provisional Internship Certificate For Middle Grades Mathematics, Grades 5-9	Certificate Expired (50)	01/01/2007	06/30/2007
KG7I	Provisional Internship Certificate For Middle Grades Mathematics, Grades 5-9	Certificate Expired (50)	07/01/2007	12/31/2007
KG71	Professional Certificate For Middle Grades Mathematics, Grades 5-9	Cert Issued (30)	07/01/2007	06/30/2012

Last Name	First Name	Middle Initial	JobClass	JobClass Description	Comments

Teacher	Course	KDE#	Description	Content	Population	Low	High	HQ	Comments
	825.31	161108	SPANISH 8	Spanish	General	8th	8th		Out of Field
	825.21	161108	SPANISH 8	Spanish	General	8th	8th		Out of Field
	825.11	161108	SPANISH 8	Spanish	General	8th	8th		Out of Field
	725.33	161108	SPANISH 7	Spanish	General	7th	7th		Out of Field
	725.23	161108	SPANISH 7	Spanish	General	7th	7th		Out of Field
	725.13	161108	SPANISH 7	Spanish	General	7th	7th		Out of Field
	625.35	161108	SPANISH 6	Spanish	General	6th	6th		Out of Field
	625.25	161108	SPANISH 6	Spanish	General	6th	6th		Out of Field
	625.15	161108	SPANISH 6	Spanish	General	6th	6th		Out of Field

Course Error Only

**Education Professional Standards Board**  
**Local Educator Assignment Data**  
**Any Town County**  
**Full Data Report**

Report Generated: 8:44:46AM 5/13/2008  
Total Pages: 327  
School Year: 2007-2008  
Semester: Spring

# North Town Primary School

School Code: 010

Grade Range: Preschool - 2nd

2604

Notes: 90 courses, 28 staffmembers, 0 certification issue(s), 0 MUNIS certification issue(s).

SSN	Teacher #	EPSP Name	EMPTYTYPE	SIS NAME	COMMENT
111111AB	111111AB		SUPPORT	FISHER, BRENDA	
4234567CD	4234567CD		SUPPORT	GIBSON, DEBBIE	
9876543EF	9876543EF		SUPPORT	WILLIAMS, DIANE	
1015599GH	1015599GH		SUPPORT	CARR, HARRIET	
1014433IJ	1014433IJ	Adams, Virginia B			
1005066KL		Barton, Sally Cole			
8089944MN	8089944MN	Bowden, Roberta	TEACHER	BOWDEN, ROBERTA	
1018099OP		Bunch, Lisa Catherine			
1119813QR	1119813QR	Charles, Vicky Lynn	TEACHER	CHARLES, VICKY	
1038079ST	1038079ST	Cox, Brandon Ford	TEACHER	COX, BRANDON	
1043088UV	1043088UV	Davis, Drema Godsey	TEACHER	DAVIS, DREMA	
1053080WX		Douglas, Rebecca K			
1047700YZ	1047700YZ	Dunne, Jaqueline M	TEACHER	BROWN, JAQUELINE	
1050280BA	1050280BA	Frisco, Emily Katherine	TEACHER	FRISCO, KATHY	
1008989DC		Harrod, Lee Anne			
1008844FE	1008844FE	Hartford, Linda Carol	TEACHER	HARTFORD, LINDA	
1063388HG	1063388HG	Howard, Denis Michael	TEACHER	HOWARD, MICKEY	
1071726JI		Jones, Stephen Elliot			
1080708LK		Lawson, Yvette			
1049043NM	1049043NM	Mayler, Iris L	TEACHER	MAYLER, IRIS	
1008833PO		McCoy, Tonya H			
1072211RQ	1072211RQ	Morgan, Timothy Luke	SUPPORT	MORGAN, TIMOTHY	
1069944TS		Paul, Derek			
1041515VU	1041515VU	Peters, Sara Rosanne	TEACHER	PETERS, SARA	
1072277XW	1072277XW	Pool, Stanley E	TEACHER	POOL, STAN	
1009876ZY	1009876ZY	Rhodes, Jackson	TEACHER	RHODES, JACKSON	
1053545AZ	1053545AZ	Sampson, Kent A	SUPPORT	SAMPSON, KENT	
1079060BY	1079060BY	Smith, Cindy L	TEACHER	SMITH, CINDY	
1023456CX	1023456CX	Smith, Michelle LeAnne	TEACHER	SMITH, MICHELLE	
1031122DW		Sparks, Candace P			
1078080EV	1014433IJ	Stork, Gerald P	TEACHER	ADAMS, GINNY	
1112295FT	1112295FT	Strauss, Deborah	TEACHER	STRAUSS, DEBORAH	

Name: Douglas, Rebecca K      SSN: 1053080WX      PSN\_ID: 211234567      District: Any Town County      School: North Town Primary School

Code	Credential	Status	Effective	Expires
KEL	Professional Certificate For Teaching In Elementary School, Primary Through Grade 5	Cert Issued (30)	07/01/2006	06/30/2011
KELI	Provisional Internship Certificate For Teaching In Elementary School, Primary Through Grade 5	Certificate Expired (50)	07/01/2006	06/30/2007
KELS	Statement Of Eligibility For Provisional Certificate For Teaching In Elementary School, Primary Through Grade 5	Teacher SOE (10)	07/01/2006	06/30/2011
SUBF	Certificate For Substitute Teaching Shall Not Be Valid For Continuous Part-Time Employment For Classroom Teaching Or As A Permanent R	History (97)	07/01/2006	06/30/2011

Last Name	First Name	Middle Initial	JobClass	JobClass Description	Comments
DOUGLAS	REBECCA	K	2040	ELEMENTARY CLASSROOM INSTRUCTOR	Job Class Cleared

## MUNIS entry ONLY

Name: Dunne, Jaqueline M      SSN: 1047700YZ      PSN\_ID: 299123456      District: Any Town County      School: North Town Primary School

Code	Credential	Status	Effective	Expires
KEL	Professional Certificate For Teaching In Elementary School, Primary Through Grade 5	Cert Issued (30)	08/04/2003	06/30/2008
KELI	Provisional Internship Certificate For Teaching In Elementary School, Primary Through Grade 5	Certificate Expired (50)	08/04/2003	06/30/2004
KELS	Statement Of Eligibility For Provisional Certificate For Teaching In Elementary School, Primary Through Grade 5	History (97)	07/01/2003	06/30/2008
SUBF	Certificate For Substitute Teaching Shall Not Be Valid For Continuous Part-Time Employment For Classroom Teaching Or As A Permanent R	History (97)	07/01/2003	06/30/2008

Last Name	First Name	Middle Initial	JobClass	JobClass Description	Comments
BROWN	JAQUELINE	D	2030	PRIMARY CLASSROOM INSTRUCTOR	Job Class Cleared

Teacher	Course	KDE#	Description	Content	Population	Low	High	HQ	Comments
	7010201.01	701020	LANG ARTS	English Language Arts	General	1st	1st	HQ	Cleared
	7010301.01	701020	READING	Reading	General	1st	1st	HQ	Cleared
	7010401.01	701040	MATH	Mathematics	General	1st	1st	HQ	Jaqueline Dunne - Cleared, Stanley E Pool -
	7010501.01	701050	SOCIAL STUDI	Social Studies	General	1st	1st	HQ	Cleared
	7010601.01	701060	SCIENCE	Integrated Science 1	General	1st	1st	HQ	Cleared
	7030401.01	703040	TECHNOLOGY C	Computer and Technology Applications (/	General	1st	1st	NA	Cleared

All Courses Clear  
(additional teacher)

Name: Johnson, Rachel Kelly      SSN: 1023401AB      PSN\_ID: 98765      District: Any Town County      School: Any Town Middle School

Code	Credential	Status	Effective	Expires
SUBF	Certificate For Substitute Teaching Shall Not Be Valid For Continuous Part-Time Employment For Classroom Teaching Or As A Permanent R	History (97)	12/15/2006	06/30/2011
KG3S	Statement of Eligibility For Middle Grades English And Communications, Grades 5-9	Teacher SOE (10)	12/15/2006	12/31/2011
KG3I	Provisional Internship Certificate For Middle Grades English and Communications, Grades 5-9	Certificate Expired (50)	01/01/2007	06/30/2007
KG3I	Provisional Internship Certificate For Middle Grades English and Communications, Grades 5-9	Certificate Expired (50)	07/01/2007	12/31/2007
KG30	Professional Certificate For Middle Grades English And Communications, Grades 5-9	Cert Issued (30)	07/01/2007	06/30/2012
KG7S	Statement of Eligibility For Middle Grades Mathematics, Grades 5-9	Teacher SOE (10)	12/15/2006	12/31/2011
KG7I	Provisional Internship Certificate For Middle Grades Mathematics, Grades 5-9	Certificate Expired (50)	01/01/2007	06/30/2007
KG7I	Provisional Internship Certificate For Middle Grades Mathematics, Grades 5-9	Certificate Expired (50)	07/01/2007	12/31/2007
KG71	Professional Certificate For Middle Grades Mathematics, Grades 5-9	Cert Issued (30)	07/01/2007	06/30/2012

Last Name	First Name	Middle Initial	JobClass	JobClass Description	Comments
JONES	RACHEL	K	2050	MIDDLE SCHOOL CLASSROOM INSTR	Job Class Cleared

Teacher	Course	KDE#	Description	Content	Population	Low	High	HQ	Comments
625.35	SPANISH 6	161108	SPANISH 6	Spanish	Gifted	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
625.15	SPANISH 6	161108	SPANISH 6	Spanish	Gifted	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
624.26	GEOMETRY 6	270401	GEOMETRY 6	Geometry	Other Health Impaired	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
625.15	SPANISH 6	161108	SPANISH 6	Spanish	Other Health Impaired	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
824.12	GEOMETRY 8	270401	GEOMETRY 8	Geometry	Other Health Impaired	8th	8th		Cleared - Mainstreamed 2007-2008 waiver
724.24	GEOMETRY 7	270401	GEOMETRY 7	Geometry	General	7th	7th		Cleared
724.14	GEOMETRY 7	270401	GEOMETRY 7	Geometry	Gifted	7th	7th		Cleared
624.36	GEOMETRY 6	270401	GEOMETRY 6	Geometry	Other Health Impaired	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
624.26	GEOMETRY 6	270401	GEOMETRY 6	Geometry	General	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
624.26	GEOMETRY 6	270401	GEOMETRY 6	Geometry	Gifted	6th	6th		Cleared
818.34	A & A 8	904020	A & A 8	Advisor/Advisee (6-12)	Mild Mental Disability	8th	8th		Cleared - Mainstreamed 2007-2008 waiver
711.04	CAREER 7	901010	CAREER 7	Practical Living/Life Skills for Elective Cre	General	7th	7th		Cleared
818.34	A & A 8	904020	A & A 8	Advisor/Advisee (6-12)	General	8th	8th		Cleared
818.34	A & A 8	904020	A & A 8	Advisor/Advisee (6-12)	Specific Learning Disability	8th	8th		Cleared
818.34	A & A 8	904020	A & A 8	Advisor/Advisee (6-12)	Gifted	8th	8th		Cleared
825.31	SPANISH 8	161108	SPANISH 8	Spanish	General	8th	8th		Cleared
825.21	SPANISH 8	161108	SPANISH 8	Spanish	General	8th	8th		Out of Field
825.11	SPANISH 8	161108	SPANISH 8	Spanish	General	8th	8th		Out of Field
825.11	SPANISH 8	161108	SPANISH 8	Spanish	Mild Mental Disability	8th	8th		Out of Field
825.11	SPANISH 8	161108	SPANISH 8	Spanish	Gifted	8th	8th		Cleared - Mainstreamed 2007-2008 waiver
725.33	SPANISH 7	161108	SPANISH 7	Spanish	General	7th	7th		Cleared - Mainstreamed 2007-2008 waiver
725.23	SPANISH 7	161108	SPANISH 7	Spanish	General	7th	7th		Out of Field
725.13	SPANISH 7	161108	SPANISH 7	Spanish	General	7th	7th		Out of Field
725.13	SPANISH 7	161108	SPANISH 7	Spanish	Gifted	7th	7th		Out of Field
625.35	SPANISH 6	161108	SPANISH 6	Spanish	General	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
625.35	SPANISH 6	161108	SPANISH 6	Spanish	Mild Mental Disability	6th	6th		Out of Field
625.35	SPANISH 6	161108	SPANISH 6	Spanish	Speech Impaired	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
625.25	SPANISH 6	161108	SPANISH 6	Spanish	General	6th	6th		Out of Field
625.25	SPANISH 6	161108	SPANISH 6	Spanish	Specific Learning Disability	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
625.25	SPANISH 6	161108	SPANISH 6	Spanish	Speech Impaired	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
625.15	SPANISH 6	161108	SPANISH 6	Spanish	Gifted	6th	6th		Out of Field
625.15	SPANISH 6	161108	SPANISH 6	Spanish	General	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
625.15	SPANISH 6	161108	SPANISH 6	Spanish	Specific Learning Disability	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
625.15	SPANISH 6	161108	SPANISH 6	Spanish	Speech Impaired	6th	6th		Cleared - Mainstreamed 2007-2008 waiver
824.32	GEOMETRY 8	270401	GEOMETRY 8	Geometry	Specific Learning Disability	8th	8th		Cleared - Mainstreamed 2007-2008 waiver
824.22	GEOMETRY 8	270401	GEOMETRY 8	Geometry	Speech Impaired	8th	8th		Cleared
824.12	GEOMETRY 8	270401	GEOMETRY 8	Geometry	General	8th	8th		Cleared
824.12	GEOMETRY 8	270401	GEOMETRY 8	Geometry	General	8th	8th		Cleared
824.12	GEOMETRY 8	270401	GEOMETRY 8	Geometry	Mild Mental Disability	8th	8th		Cleared - Mainstreamed 2007-2008 waiver
824.12	GEOMETRY 8	270401	GEOMETRY 8	Geometry	Gifted	8th	8th		Cleared - Mainstreamed 2007-2008 waiver
724.34	GEOMETRY 7	270401	GEOMETRY 7	Geometry	General	8th	8th		Cleared

Some courses clear &  
MUNIS clear  
(same person as p.7)

## **Sample Preliminary Audit Report and Full Data Report Key**

- P. 3
  - A – Date of last file export. Check to make sure it is the correct date
  - B – File Summary. Includes:
    - School Year
    - District name and number
    - Version of SIS
    - Number of staff
    - Number of courses
    - Number of content areas
  - C – School summary box. Includes:
    - List of all schools
    - School code and grade range
    - Number of courses for that school
    - Number of staffmembers for that school
    - Number of certification (course related) issues
    - Number of MUNIS (job class related) issues
- P. 4
  - A – Sample of “No courses for Staffmember” error. MUST be corrected.
    - Option 1 – make sure they have courses assigned in the SIS
    - Option 2 – add them as an additional teacher to courses where they collaborate
    - Option 3 – change employee type if they are not a teacher
    - Option 4 – remove them from the SIS if they are no longer employed
  - B – Sample of SSN not found in EPSB database. Two digits in SSN are transposed – correct at the school level
  - C – Sample of SSN not found in EPSB database. “Dummy” SSN has been entered (consecutive numbers). Correct at school level
  - D – Certification Issue. Look at detail page for error
- P. 5&6
  - MUNIS and Course error (p.5)
    - MUNIS will always say “Insufficient Certification” for error
    - Look at comments column for reason for course related error. Only courses with errors will show
  - MUNIS box will be blank if there is no MUNIS related error once MUNIS has loaded (p.6)
- P. 9 (Full Data report staff list review)
  - A – Sample of EPSB name not matching SIS name; same person, different last name
  - B – Sample of EPSB name not matching SIS name; two different people – SSN needs to be updated in SIS
  - C and D – Samples of people in LEAD report via MUNIS only; SIS name, teacher # and Employee type are missing
- P. 10
  - Individual with no courses in SIS – only schedule and MUNIS listing appear
  - Individual with all courses and MUNIS cleared. Also shows sample of additional teacher listing
- P. 11/12
  - Full course and MUNIS listing for teacher with some course errors. Same person as on P. 7

## Content areas

The following content areas require an HQ teacher (status must be HQ or Not-HQ unless all content is delivered via online/distance learning):

- Elementary Education
- English;
- reading/language arts (Kentucky's "reading/writing");\*
- mathematics;
- science;
- foreign languages;
- civics and government (Kentucky's "political science"), economics, history, and geography (all of which fall under Kentucky's "social studies")\*\*; and
- arts (Kentucky's "art" and "music")

\*Courses in speech, journalism, yearbook, drama, theater, and debate are not required to be taught by HQ teachers.

\*\*Courses in sociology, psychology, humanities, and debate are not required to be taught by a HQ teacher.

HQ status is not required for teachers of content in physical education, health education, career and technical education, or driver education; teachers collaborating in the instruction of gifted or special education students; preschool teachers; or librarians, unless they also teach a core academic subject. **(Most of these should be marked as "HQ not required" if they appear in the report)**

## Certifications

Teachers holding the following certificates **cannot** be considered HQ for the course assignments covered by these certificates:

- Emergency
- Conditional
- Temporary (6-month for testing)
- Waiver
- Adjunct
- Statement of Eligibility (not considered a certificate – certification comes with KTIP)

## Special situations

- New to the profession teachers (internship certificate, Temporary Provisional) – these teachers must have either a major in the content area or have passed the content area Praxis to be HQ; they cannot use the HOUSSE index.
- Alternative school teachers ARE required to demonstrate HQ status for any course where they are delivering core content instruction.
- Special education teachers are required to demonstrate HQ status for any course where they are delivering core content instruction. *Please note that the special education tests required for certification do NOT make one HQ for a content area.*
- Moderate/Severe Disability teachers where all students are on the alternate assessment – these teachers must demonstrate HQ status to the level of an elementary teacher.

## Quick Reference – LEAD Process Steps

### STEP 1 – Create the LEAD extract file in Infinite Campus

1. Go to the LEAD Extract page in Infinite Campus: PATH: Index > KY Reporting > LEAD Extract
2. Enter the Date Range for the report
  - a. For the Fall submission the Date Range should be from the start of school to the end of December
  - b. For the Spring submission the Date Range should be from the start of school to the scheduled end of school in May
3. Select “Fall” or “Spring” as the reporting period
4. Select a report Format. For LEAD extract, select XML as the format
5. Select the Calendars to include on the report
  - a. Select “Active Year”
    - i. *To review smaller data sets* you can select one school or multiple schools using the Ctrl key – make sure to select all calendars within one school.
    - ii. *When doing the final LEAD report*, all calendars **must** be selected by using the Shift key to select multiple calendars
6. Click “Generate Extract”
7. If an error report is generated, review the errors – continue even if errors are not clear the first time (will need to be cleared before the final upload)
8. Select “Click Here” to generate final extract
9. Save the xml file (preferably to a LEAD folder on your desktop)
10. Zip the xml file
  - a. Find the file that was just created
  - b. Right click on it
  - c. Select “Properties” and verify the created date (make sure you’ve got the correct file)
  - d. Right click again and select *Send To>Compressed Folder*

### STEP 2 – Upload the file to the EPSB website

1. Go to the EPSB LEAD application
  - a. [www.epsb.ky.gov](http://www.epsb.ky.gov), log in and select LEAD OR
  - b. <https://wd.kyepsb.net/EPSB.WebApps/LEAD/> to go directly to the application after log in
2. Select “Upload Files” from the top bar
3. Click “Browse”
  - a. Select “Desktop” and then the folder where you saved your LEAD file
  - b. Click the zipped file created during the extract process (file will have the zipper icon - )
4. Click “Upload”
5. Once screen says “Back,” your upload is complete

**After the first upload only:** have the schools review the staff list for inaccuracies using the full data report

(Continued on next page)

## Quick Reference – LEAD Process Steps

### STEP 3 – Open and review the report

1. While still in the LEAD application, select “Reports” from the top bar
2. Click the PDF icon beside the district name in the “Preliminary” Column
3. Check the File Export date in the File Summary
4. Review the first page of each school for “SSN” and “No Courses” errors (Staff warnings).
  - a. These must be resolved before final submission
5. Review each teacher’s individual listing for any LEAD issues

### STEP 4 – Correct issues

1. Once you have identified Staff Warnings and LEAD certification issues, go back to Infinite Campus
  - a. Make needed corrections
  - b. Contact teachers about certification issues
  - c. Contact the district finance officer for MUNIS jobclass code corrections
2. Repeat Steps 1, 2, and 3 as many times as needed

### **STOP HERE – these steps will be repeated multiple times. Do not move on until most corrections have been made using Infinite Campus**

3. Final edits can be done in the LEAD application **(do not go to this step until all possible corrections have been made in Infinite Campus and uploaded through the LEAD application)**
  - a. Go to the EPSB LEAD application (see Part 2 for the web address)
  - b. Select “Edit LEAD Data” from the top bar
  - c. Click a teacher’s name
  - d. Scroll to the course with the error
  - e. Click “Edit” and make the corrections in the pop up box
  - f. Click “Save” – NOTE: ERROR WILL STILL SHOW UNTIL REPORT IS RUN
  - g. Once all corrections have been made, select “Reports” from the top bar – DO NOT UPLOAD A NEW FILE
  - h. Click the PDF icon beside the district name in the “Preliminary” column
4. IF you upload a new file after changes have been made using the “Edit LEAD Data” page, **those changes will be lost**

### STEP 5 – Submit the report

1. Take one final look at your preliminary audit report to make sure all staff warnings and certification issues have been corrected
2. Send the link to the reports page to the school principals and have the school verify the full data report is accurate (VERY important in Spring before Highly Qualified!)
3. Share a copy of the Preliminary Audit report with your superintendent if there are outstanding issues
4. Select “Signoff and Submit Final LEAD Data” from the top bar
5. Enter your user ID, full name and password
6. Select “Click here to agree and digitally sign”