

LEAD 2015-2016

LEAD Process Refresher



This presentation will cover:

- ▶ Submission dates and pacing target timeline
- ▶ Review of updated LEAD manual materials
- ▶ The LEAD Steps
- ▶ Review of how to read a LEAD report
- ▶ Using the error comments to solve issues
- ▶ Using the Online LEAD Editor
- ▶ Common pitfalls and things to remember



Submission Dates

<i>FALL</i>	
September 1	EPSB LEAD reporting system activated
November 1	Deadline to digitally sign-off on your report to fully submit it
<i>Spring</i>	
January 11	EPSB LEAD reporting system activated
February 29	Deadline to digitally sign-off on your report to fully submit it
March 1 – 31	HQ report tool will be available <i>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</i>



Pacing Target Dates – 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 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 <u>Do not sign off until MUNIS data is in your report</u>



Pacing Target Dates – Fall cont.

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	<i>Recommended</i> deadline for switching from editing at 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 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 Target Dates – 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 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



Pacing Target Dates – Spring cont.

February 10	Consult with your district KTIP coordinator if you have outstanding SOE errors (KTIP deadline 2/15)
February 15	Give 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 <i>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</i>



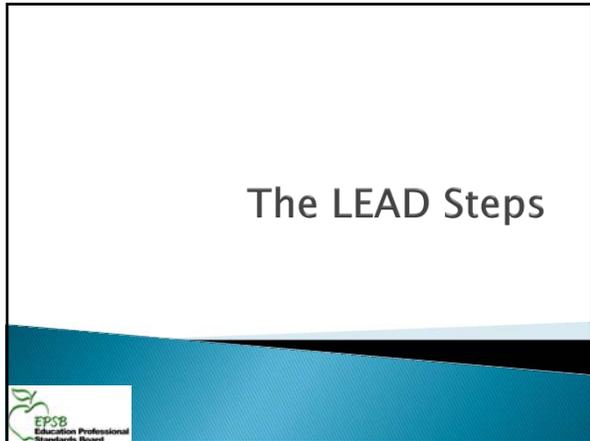
The LEAD Manual

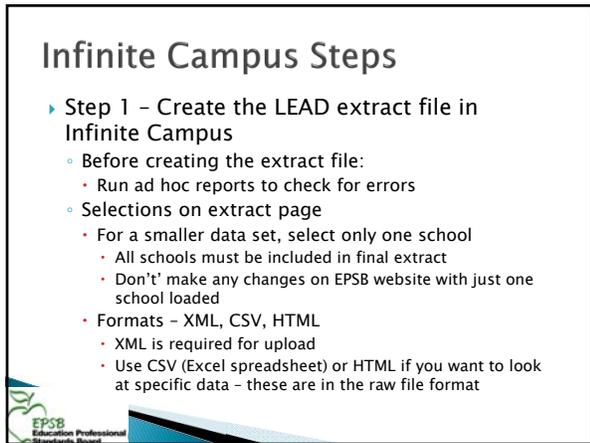


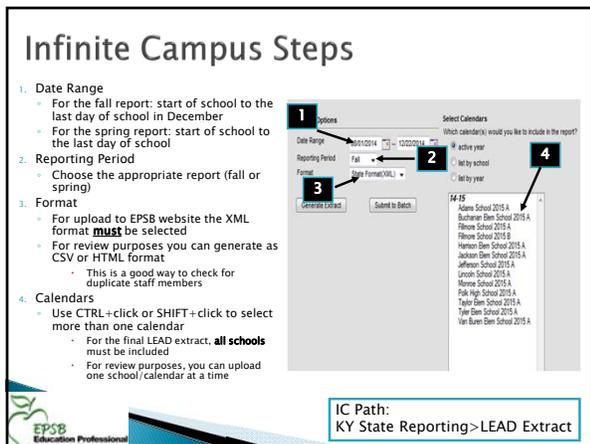
The LEAD Manual

- ▶ Resources section
 - Content list
 - Bold NCLB indicators are HQ required areas
 - MUNIS reference chart
 - If an individual has no certification, they should not have any of these codes
 - How to address LEAD error comments
- ▶ FAQ section
- ▶ SIS Related Documents
 - LEAD Data Elements
 - LEAD Elements from IC PowerPoint
 - Extract Errors
 - Scheduling Standards
- ▶ Appendices
 - Glossary
 - All report comments are in the Glossary
 - Sample LEAD report
 - HQ Notes for principals
 - Quick Reference to LEAD steps
 - Keep this page handy at ALL times









Infinite Campus Steps

- ▶ Step 1 – continued
 - Extract Summary (Error report)
 - The summary error report created during the extract process indicates records that will not be included in the file uploaded to EPSB.
 - These are NOT your LEAD errors; they **MUST** be resolved for accurate reporting
 - Complete the extract process and upload to the EPSB site even if errors remain at first
 - Save and Zip the file



EPSB Site Steps

- ▶ Step 2 – Upload the file to the EPSB website
 - The EPSB LEAD system will warn you if the file name is not correct. It must be a zipped file. Acceptable versions include:
 - LEAD_xxx_#_16 (icon must have zipper)
 - LEAD_xxx_#_16.xml (icon must have zipper)
 - LEAD_xxx_#_16.xml.zip
 - # - 1 indicates Fall; 2 indicates spring
 - If duplicate data exists in your file, it will not load = big red stop sign on upload
 - If you see the stop sign, e-mail EPSBLEADTEAM@ky.gov with your name, the district name, and the time of your error



EPSB Site Steps

- ▶ Step 3 – Open and review the report
 - Always open preliminary audit report immediately after successful upload
 - Use the “comments” to determine how to correct errors
 - After the first upload, have the schools review the staff list on the full data report for inaccuracies



Correcting and Finalizing

- ▶ Step 4 – Correct issues
 - Make corrections in Infinite Campus
 - 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
 - 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*)



Correcting and Finalizing

- ▶ Step 5 – Submit the report
 - Prior to sign off, have each school principal verify the full report for their school. Things they should look for include:
 - Teachers on the 1st page showing with no courses
 - Teachers with incorrect or missing schedules or content
 - Teachers missing from the report completely.
 - NOTE: collaborating special education teachers will not have an individual listing but should appear in the teacher list.
 - HQ status for each course once it has been entered at the school
 - Sign off indicates you are done working with the report and all data is accurate
 - No changes after sign off
 - Errors still on the report as of Nov. 1 will be reported to KDE



How to Read a LEAD Report



Preliminary Audit 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.



Preliminary Audit Report comments

- ▶ 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 \$\$)



Preliminary Audit Report comments

- ▶ Specify Content
 - The content is currently displaying "none."
 - Assign a state course code on the course tab
 - If the state code of 909999 has been assigned on the course tab, you will need to assign a content for each section on the section tab
 - Do not assign a content on the section tab otherwise
 - Any content listed on the section tab will be ignored unless the state code is 909999 or one of a few specific elementary course codes



Preliminary Audit Report comments

▸ Specify Population

- If the population is displaying on the LEAD report as "None", there are no active students in the course.
 - This will also cause the grade range to default to the range of the school
- Assign students to the course or assign a population on the section tab
 - If the course was used at some point during the term, but all students have withdrawn, you must assign a population – it cannot be left as "none"



Preliminary Audit Report comments

▸ Out of Field

- The content for the course does not match the certification of the teacher
- Check the state course code to make sure it is appropriate for the course
- Check the section tab to remove an incorrect content



Preliminary Audit Report comments

▸ Out of Population

- One or more of the populations of the students does not match the certification of the teacher
- Remember – populations are assigned based on the students on the roster in the class and cannot be changed
- An FMD student mainstreamed into the classroom of a general ed teacher **requires** a collaborating FMD certified teacher
- Check the roster of students for active special ed flags and locked IEPs if the population is "General" in a special ed class.
 - A student cannot have overlapping IEPs – use IC Caseload Summary Report to find
- Change the Special Type if needed



Preliminary Audit Report comments

- ▶ **Out of Grade Range**
 - The grade range comes from the students enrolled in the section
 - If there are no students in the course, the grade range defaults to the range of the school
 - There is no way to edit the grade range in Infinite Campus.
 - If it has defaulted to the grade range of the school and this isn't accurate (e.g. an elementary math coach in a PS-6 school only working with K-3 students) LEAD coordinators can edit the grade range on the LEAD website



Preliminary Audit Report comments

- ▶ **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



Using the online LEAD editor



Correcting Issues

- ▶ Most corrections should be made in Infinite Campus
- ▶ You must regenerate the extract and re-upload for any corrections made in IC to appear (Steps 1-3)
- ▶ **DO NOT move on to the online edit LEAD data page until most corrections have been made using Infinite Campus**
- ▶ We recommend you set a date (around October 19/February 19) after which you will only use the online edit LEAD data page
 - Do not use the online edit page until **all** staff warnings (incorrect SSN/no courses) have been corrected

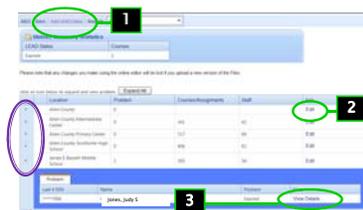


IMPORTANT!!

- ▶ Any changes you make using the online Edit LEAD Data page will be lost if you upload a new version of the export file
- ▶ Do not use the online Edit LEAD Data page until SSN and “No Courses” warnings have been resolved



Online LEAD Editor Main Edit Screen



1. To access this page, click “Edit LEAD Data”
2. To review an entire school, click the edit link
3. To edit an individual, click the **arrow** to expand the school and then click the “View Details” link



Editing online

- ▶ Once all corrections are made
 - Select "Reports" from the top bar
 - **DO NOT UPLOAD A NEW FILE**
 - Click the PDF icon beside the district name in the "Preliminary" column to view the updated report
- ▶ Don't forget to make the changes later in your SIS



Common Pitfalls and Things to Remember



Common pitfalls and errors

- ▶ Extract Errors
- ▶ Staff missing from LEAD report completely
- ▶ "No Courses for Staffmember" error
- ▶ Certified positions
- ▶ Upload errors
- ▶ Certification Issues



Common pitfalls and errors

- ▶ Extract Errors
 - PROBLEM: Spending too much time on the errors at the start of the reporting period
 - While these are errors that need to be resolved, they should not delay your initial upload by more than 1 week.
 - Move forward with uploading while continuing to work through the issues
 - PROBLEM: Not fixing the extract errors at all
 - Errors on the Extract Summary represent data pieces that will NOT make it into the LEAD report.
 - Serious data quality issue for the report
 - The extract report ***MUST*** be clean prior to your final extract.



Extract Errors

See the SIS section of the LEAD manual for details

- ▶ **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"
- ▶ **Error 2: Duplicate Social Security # Error**
 - Error text: **Warning:** The following staffs have duplicate SSNs. (Number of Records:##)"
- ▶ **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"
- ▶ **Error 4: Core ID / Alt CNUM both blank**
 - Error text: **Warning:** The Core ID and ALTCNUM are both blank"
- ▶ **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."
- ▶ **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.



Common pitfalls and errors

- ▶ Missing Staff
 - PROBLEM: Staffmembers, especially teaching staff, missing from the report entirely
 - Data Quality issue – need to catch EARLY
 - Even more important with TOR/PGES
 - How to find error: have schools do a staff list review within the first 2–3 uploads.
 - Carefully check both EPSB and SIS Name lists for any missing staff (compare names to make sure no error exists)
 - How to fix: ensure the staffmember has
 - A valid SSN in IC
 - A valid teacher/staff number in IC
 - A valid district employment and district assignment



Often, this requires a support ticket to IC to find/fix. FILE EARLY and follow up frequently. This is an error that must be resolved.

Common pitfalls and errors

- ▶ Certified Positions
 - PROBLEM: Classified persons serving in certified positions
 - Courses such as PLATO, KET, In-School Suspension/Detention (ISS/ISD/SAFE) **require a certified teacher serving in the classroom as the facilitator.**
 - Do not assign the certified individual as teacher of record just to clear LEAD



Common pitfalls and errors

- ▶ Upload errors
 - PROBLEM: Data issues causing upload errors/Big Red Stop Sign
 - How to find:
 - Stop sign error on upload OR
 - Error message:
 - The entry CNUM='0000_202', SCHCODE = '165', SSN = 'xxx-xx-xxxx', ACAD_YR_ENDING='2011', ACD_SCH_TERM='1' AND DISTNO='abc' has a teacher of record who is not listed in the staff data.
 - How to fix (or prevent):
 - Ensure the staffmember has a valid district employment and district assignment
 - Check the staff list for duplicated entries
 - **Train staff to use the "Staff Locator" when entering a new staffmember - searches by SSN**
 - Train staff to use the identities tab when changing name etc for current staff members
 - Check the identities tab for a missing/different SSN
 - Use only numerical values for the teacher number
 - If you get the Big Red Stop Sign, e-mail EPSBLEADTEAM@ky.gov with your name, the district name, and the time of your error



Common pitfalls and errors

- ▶ Certification issues (biggest problem!)
 - PROBLEM: Not using KECI and LEAD report to full advantage for permissions and certificate status
 - How to fix: **Use** (and share with your HR director) the Preliminary Audit Report from LEAD **by** October 1-15 to make sure you don't have:
 - Interns not in KTIP
 - Expired certificates
 - Teachers out of field
 - New principals without COE submitted, etc.



Common pitfalls and errors

- ▶ Certification issues (cont.)
 - No person without a valid certificate should still appear as a LEAD error by this time frame
 - All persons holding only an SOE must be entered into KTIP - this is not "Optional"
 - *If KTIP is out of "slots" the district must file a paper SOE as soon as the individual is hired*
 - Permissions can be found by searching for the teacher/intern in KECI—train principals!
 - KDE content permissions are in KECI, not course names



Reading and RTI

- ▶ There is a misconception that everyone can do reading
 - Only elementary and middle grades teachers can teach reading at all grade levels
 - HQ status is not automatic
- ▶ RTI and other intervention classes
 - Teachers must hold certification and be highly qualified for the **grade range, content, and population** for the content area in which they are providing intervention services
 - Special ed teachers usually cannot be the intervention teacher because they do not have permissions for general ed



State Course Codes

- ▶ Uses
 - Determine content for a course and who can teach it
 - Identify courses where an End of Course exam is required
 - Data research
 - School Report Card information
 - AP information
 - KEES and TEDS linkages
- ▶ Linking required by 704 KAR 3:540
- ▶ Look at the description, not just the title!



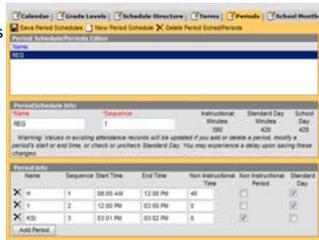
State Course Codes

- ▶ Use reports to check code linking
 - State Published ad hoc: "curriculum State Course Codes"
 - KDE Reports: Missing or Invalid Course State Codes
- ▶ It is recommended that these reports be run every summer
 - See the 2014 Beginning of the Year training for information on these reports (Session 2.5: Data Elements to consider for Course Setup)



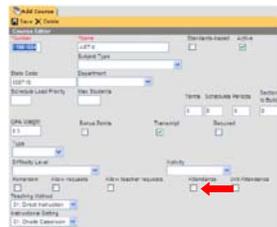
Elementary Scheduling

- ▶ New data standards in place last year for elementary scheduling: requires students be assigned to sections where the primary teacher is the individual actually providing content instruction
 - A single self-contained classroom can no longer be used
- ▶ Courses for each content must be created and scheduled within the instructional minutes of the day
- ▶ A multiple period, period schedule, can be setup to allow sorting by homeroom.



Elementary Scheduling

- ▶ Homeroom or self-contained courses can be scheduled across all instructional periods
 - At least one period should only have a homeroom/self-contained course scheduled to allow sorting
 - 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 all periods, attendance will only be taken once a day
 - All instructional courses will be placed in the instructional period. The attendance check box should be left blank.
- ▶ All specialty classes (art, music) should also be included in the instructional period (even if no grades are given). The attendance check box should be left blank.



Elementary Scheduling – how do I know it is correct?

Dept	Room	Team	Term	Schedule	Period	M	W
00	READING						
00	0001		ALL	REG	M	0	7
00	SOCIAL STUDIES						
00	0002		ALL	REG	M	0	7
00	HOMEROOM						
00	0003		ALL	REG	M	0	7
00	MATH						
00	0004		ALL	REG	M	0	7
00	0005		ALL	REG	M	0	7
00	0006		ALL	REG	M	0	7
00	0007		ALL	REG	M	0	7
00	0008		ALL	REG	M	0	7
00	0009		ALL	REG	M	0	7
00	0010		ALL	REG	M	0	7
00	0011		ALL	REG	M	0	7
00	0012		ALL	REG	M	0	7
00	0013		ALL	REG	M	0	7
00	0014		ALL	REG	M	0	7

Run Master Schedule report

Look for all content courses and check "Period" column

Rotation Classes

- In order to track which teacher is teaching which student in content areas, districts can no longer schedule students into rotating classes where multiple teachers teach different content areas.
- A separate course number linked to the appropriate state course code is required for each content within a rotation
 - No longer use the 909999 state course code
- If a composite grade is required for the rotation courses, please see the Scheduling Rotating Courses Manual developed by KDE for instructions on setting up composite grading using grading tasks. (link is provided in the Teacher of Record data standard)
 - <http://education.ky.gov/teachers/HiEffTeach/Documents/Manual%20for%20Composite%20Grading%20for%20Rotating%20Classes%20in%20infinite%20Campus.pdf>



LEAD and TSDL/TOR

- Scheduling accuracy is more important than ever to ensure correct, strong Teacher-Student Data Links (TSDL)
- From the Teacher of Record Data Standard:
 - A Teacher of Record in a Kentucky public school is a certified teacher who has been assigned the lead responsibility for the student's learning in a subject/course aligned to Kentucky Core Academic Standards or Career and Technical Skill Standards Documents.
- Same concept as used for LEAD – who is doing the teaching?



LEAD Related topics

- ▶ Integrated Science 2-4
 - Districts will need to submit the electronic approval request form if planning to offer state course numbers 303092, 303093, 303099, or 303010.
 - These will automatically clear once the approval has been granted.
 - Email EPSBLEADTEAM@KY.gov to request form
- ▶ MUNIS
 - MUNIS errors related to job class corrections will be corrected by re-submitting the district PSD/CSD file to KDE (usually done by your finance officer)
 - The sign off function will not be activated until after MUNIS has been received



Contact information – EPSB

- ▶ LEAD support/guidance
 - contact the LEAD Help Desk
 - 1-888-598-7667 (press 13 at the automated attendant) or EPSBLEADTEAM@ky.gov
 - Cindy's direct line is 502-782-2133
 - ▶ EPSB login, user id, and password
 - contact EPSB help desk
 - 1-888-598-7667 or EPSBHELP@ky.gov
 - ▶ Certification Questions
 - contact the Division of Certification
 - 1-888-598-7667 (press 11 at the automated attendant) or
 - 502-564-5846
 - ▶ HQ Questions
 - contact the HQ team
 - 1-888-598-7667 or EPSBHQ@ky.gov
- LEAD Manual available at www.epsb.ky.gov/certification/LEAD.asp