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)

Staff Data

Data Element	Location in Infinite Campus	Special Information
District Number and School Code	*System Administration*	
Staff member first and last name	Demographics Tab	All staff members are included in the extract file
Staff member SSN	Demographics Tab and Identities tab	
Staff member teacher number	Demographics Tab	
Employee type (and alternative employee type if needed)	District Assignment Tab	Employees must have an active record on both the District Employment Tab and the District Assignment Tab

Course Data

Data Element	Location in Infinite Campus	Special Information
District Number and School code	System Administration	
SSN of teacher of record	Demographics Tab and Identities Tab Section Tab	This is based on the Primary Teacher selection on the Section Tab
Course name	Course Master/Course Tab	
Course ID number	Course Master/Course Tab and Section Tab	This number is a combination of the course number and the section number
Low and High grade of course	Student information	If no students are enrolled, it defaults to the grade range of the school
Number of students enrolled	Class roster	
Core Content number	Section Tab	This is ignored unless the state course number is 909999 with a few exceptions
State Course number	Course Master or Course Tab	This number is used to assign the core content in LEAD
Population ID	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)

Course Data (continued)		
Data Element	**Location in Infinite Campus**	**Special Information**
SSN of additional teachers	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
Term offered	Section Schedule Placement/Calendar information	
HQ status	Section Tab	
Instructional Setting	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 • 01-Onsite Classroom (default) • 02-Offsite CTE • 03-Offsite College • 04-Home/Hospital • 05-Online • 06-Blended Learning
Teaching Method	Course Tab	Defines how the course is taught • 01-Direct Instruction (default) • 02-3rd Party Contract • 10-Digital Learning Provider • 11-Dual Credit – District Offered • 12-Dual Credit – College Offered • 13-Credit Recovery – direct instruction • 14-Credit Recovery – digital learning provider • 15-Transitional Course – KDE curriculum • 16-NAF Academy Course • 17-NAF Academy Dual Credit – District offered • 18-NAF Academy Dual Credit – College offered • 19-District Provided self study

LEAD Data Elements from Infinite Campus

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

Special Type	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 • 01 – None (default) • 02 - Alternative Classroom ***(Use for all Alternative Classes – New 2013-14)*** • 03 - ESL Classroom • 04 - Gifted Classroom • 05 - Special Education Classroom • 06 - Speech Therapy

LEAD elements from Infinite Campus

Staff data

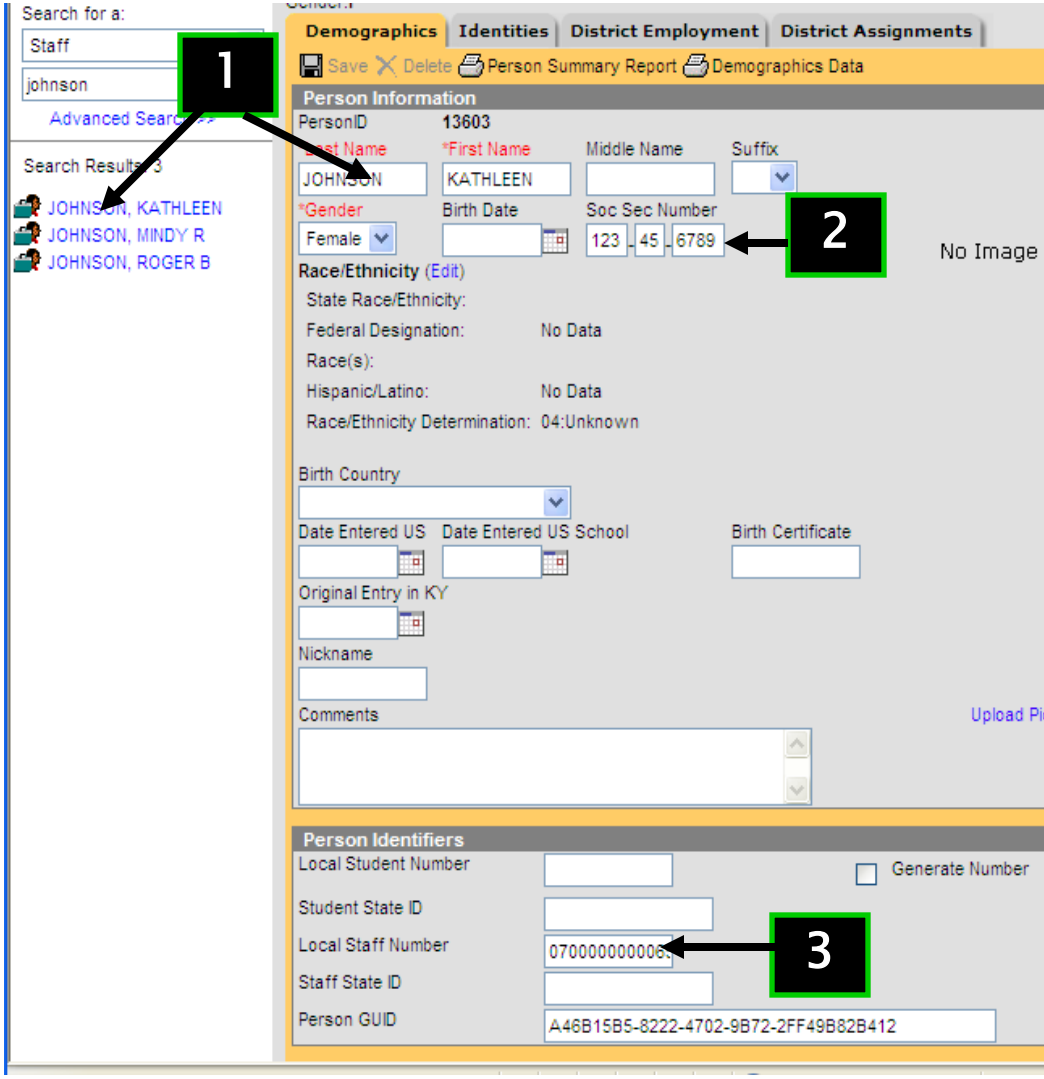
Course data

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

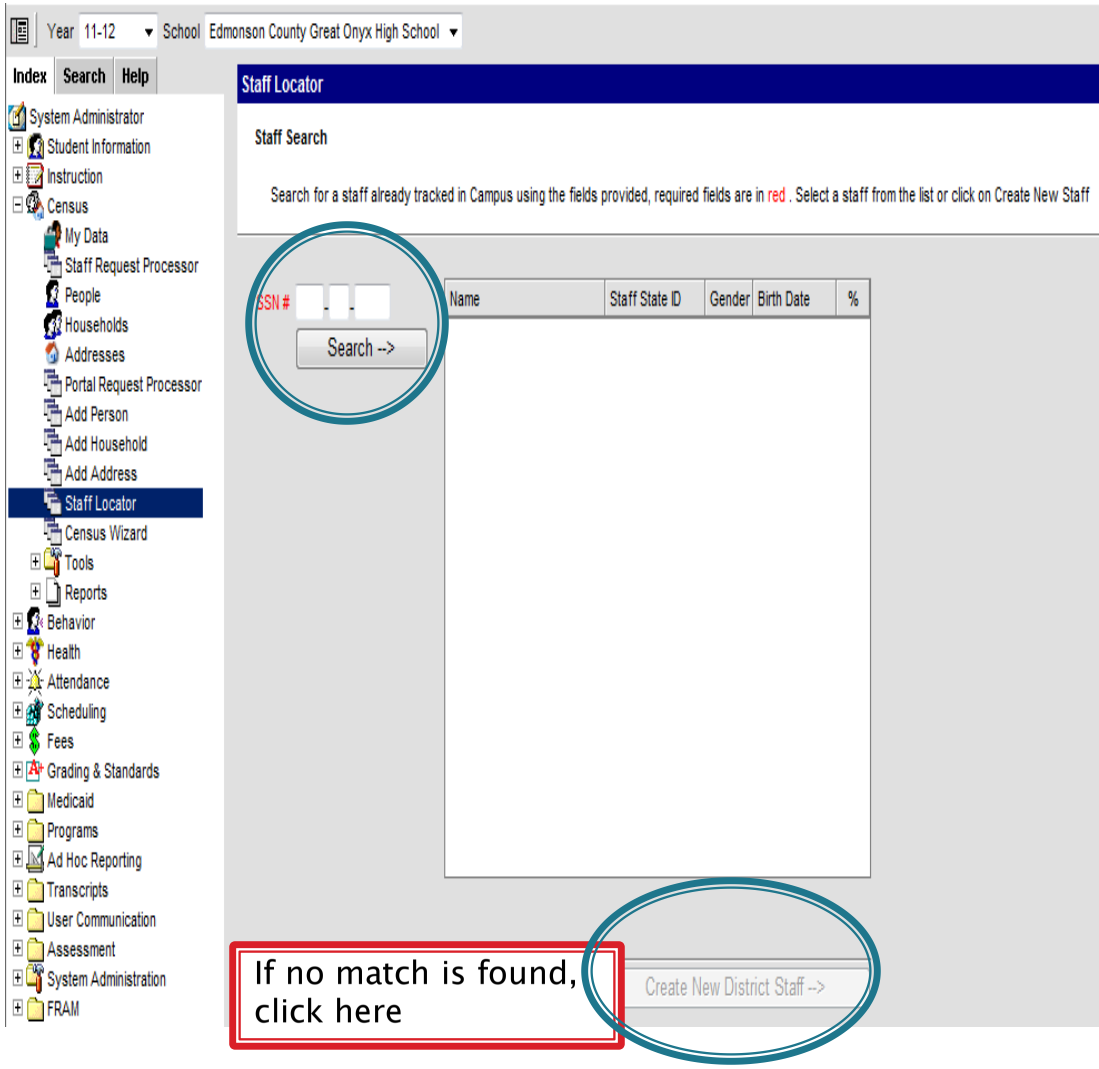
Staff Data – Demographics Tab

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 number
   - Must be numbers only
   - Required to make person "staff"



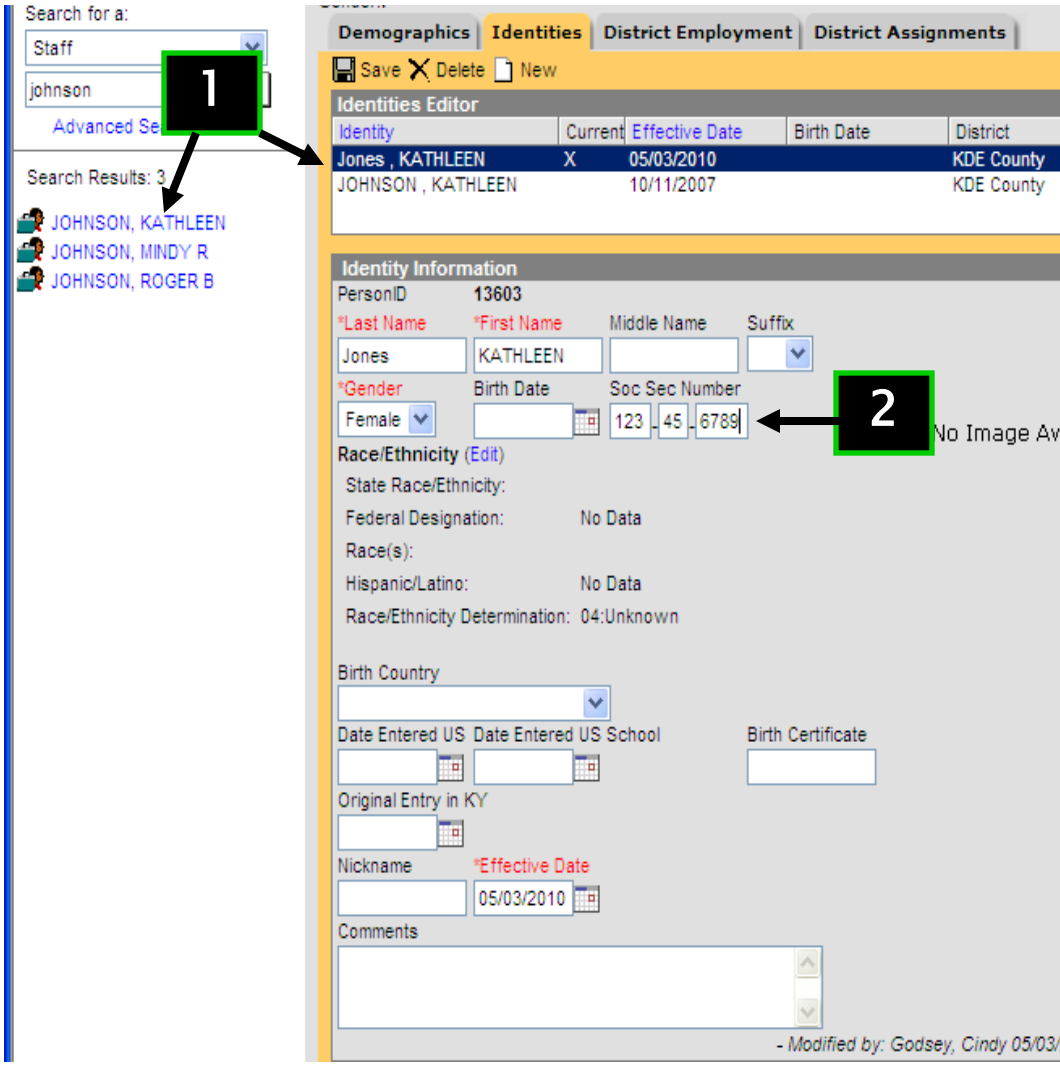
Staff Data – Demographics

- Use the "Staff Locator" when adding a new staff person
  - **PATH: Census>Staff Locator**
  - Uses SSN to find people statewide
  - Helps with data quality so people are not duplicated
  - Ensures teaching assignment history is at State level



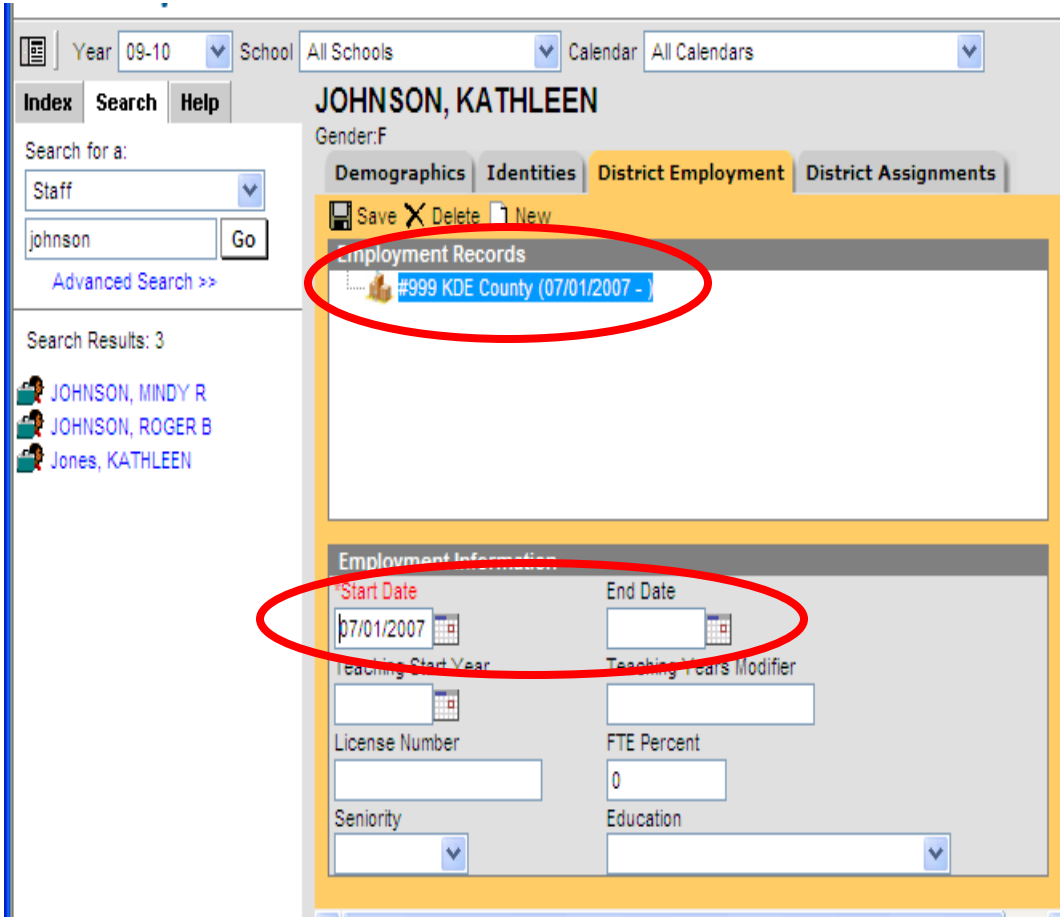
Staff Data – Identities Tab

1. Name
   - 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
   - Is required
   - Make sure the SSN's on the demographics tab and the identities tab match
     - Check all identities



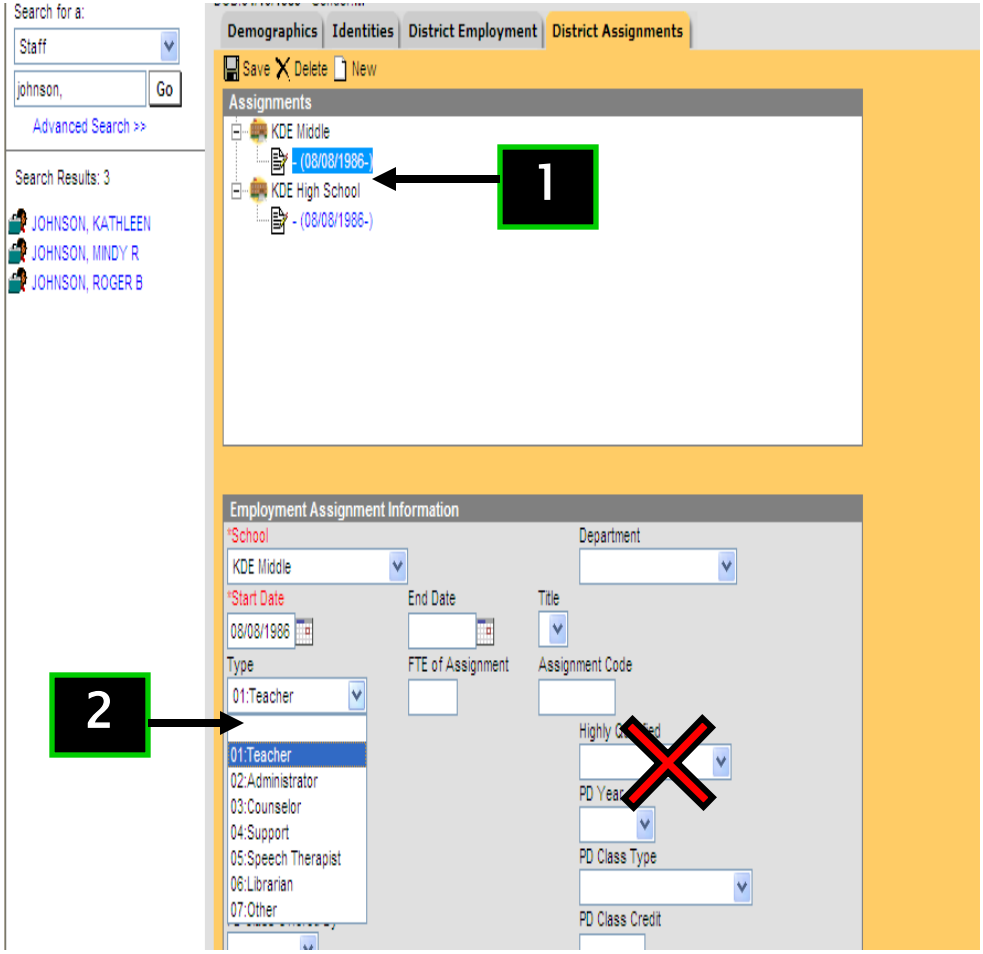
Staff Data – District Employment Tab

- 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)



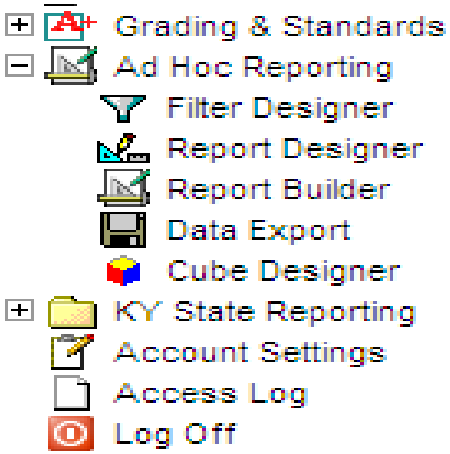
Staff Data – District Assignment Tab

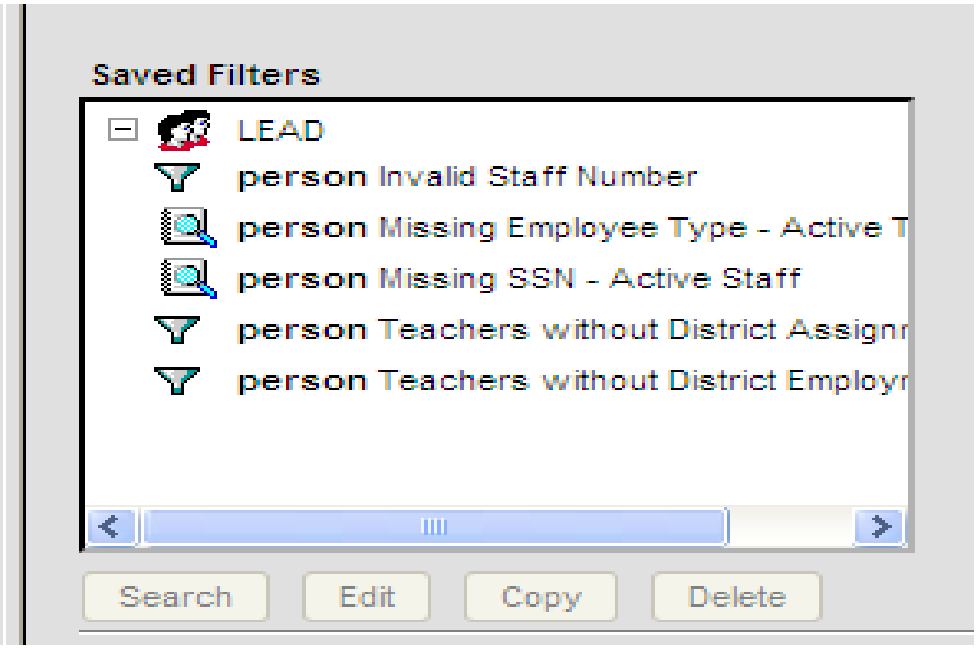
1. Must have an active assignment to be listed on a section
2. Employee type (EMP TYP on error reports)
   - All teaching staff should have an employee type of "01: Teacher" (**including** special ed teachers and related arts teachers such as music and P.E. teachers)
     - Use 05: Speech Therapist and 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)

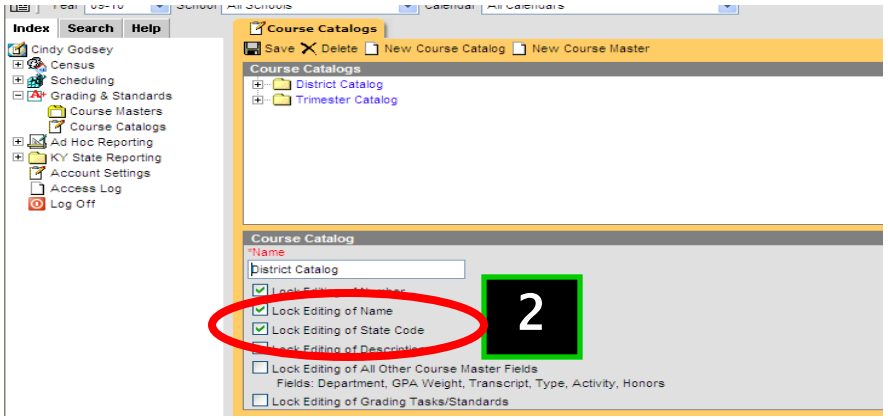


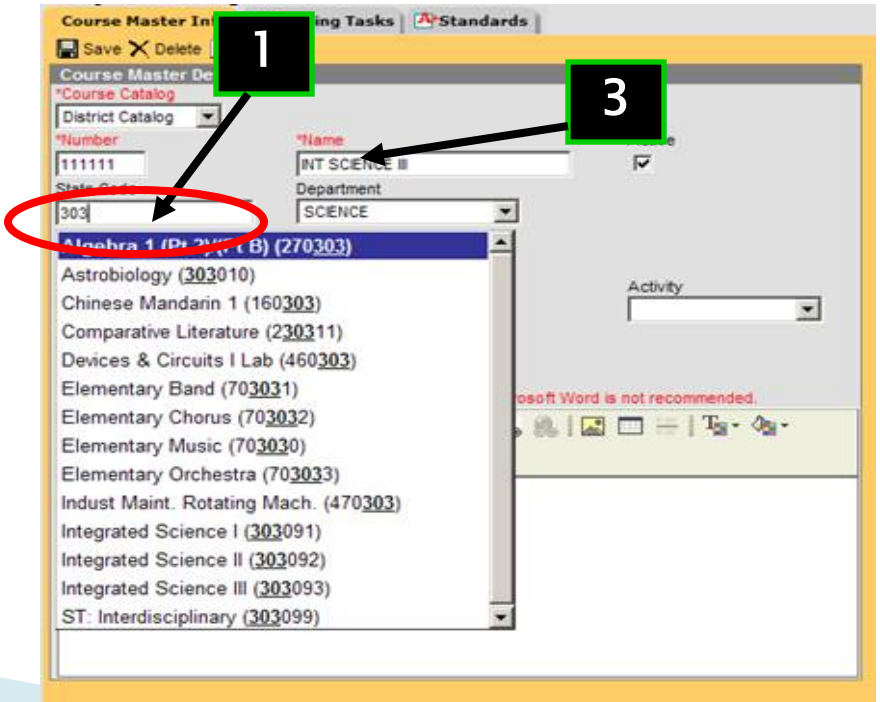


Course Data – Course Master

- KDE/EPSB recommends use of a district course catalog

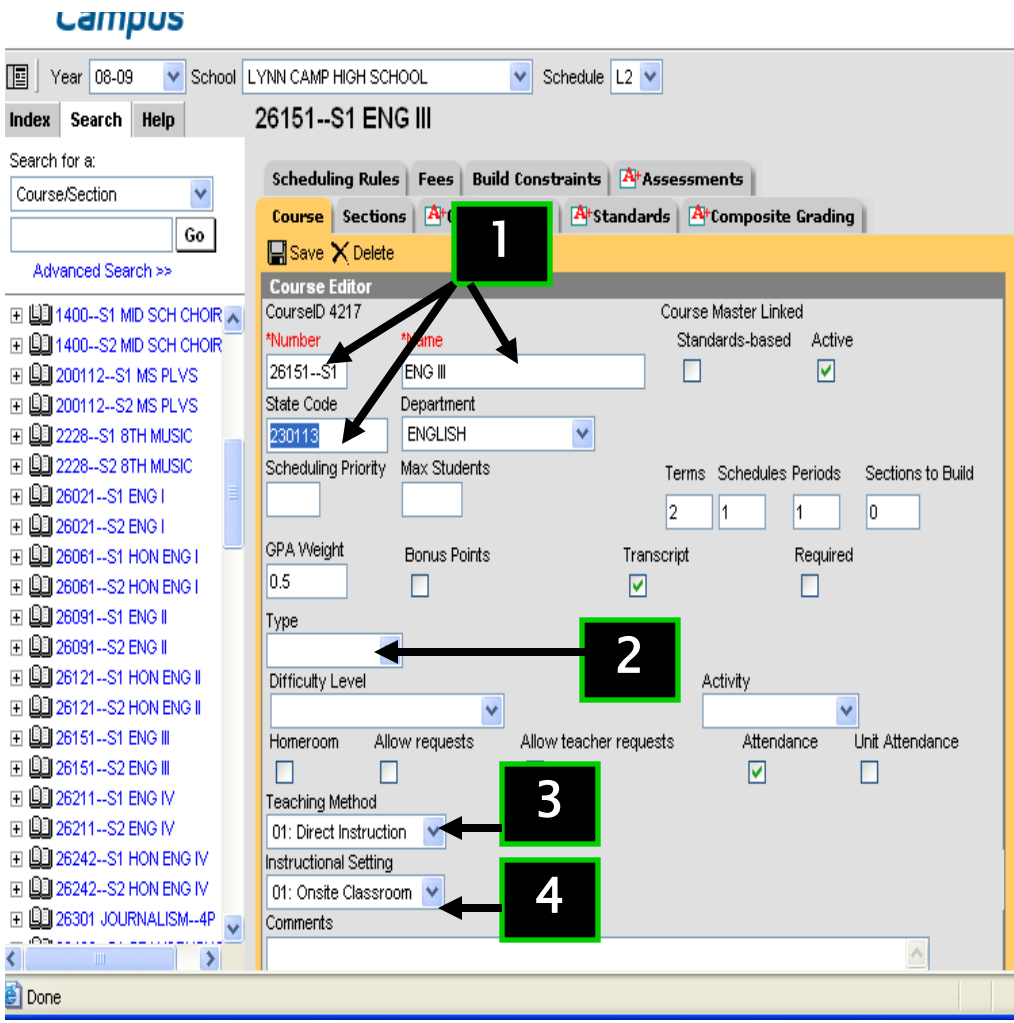
1. All courses **must** have a valid 6 digit state code from the Uniform Academic Course Code list (available on KDE's website)
   - Is used to assign the content (subject area)
   - Lookup function now available
2. Lock down state code before entering (will populate course tab)
3. Do not include any punctuation in the course name (& is OK)





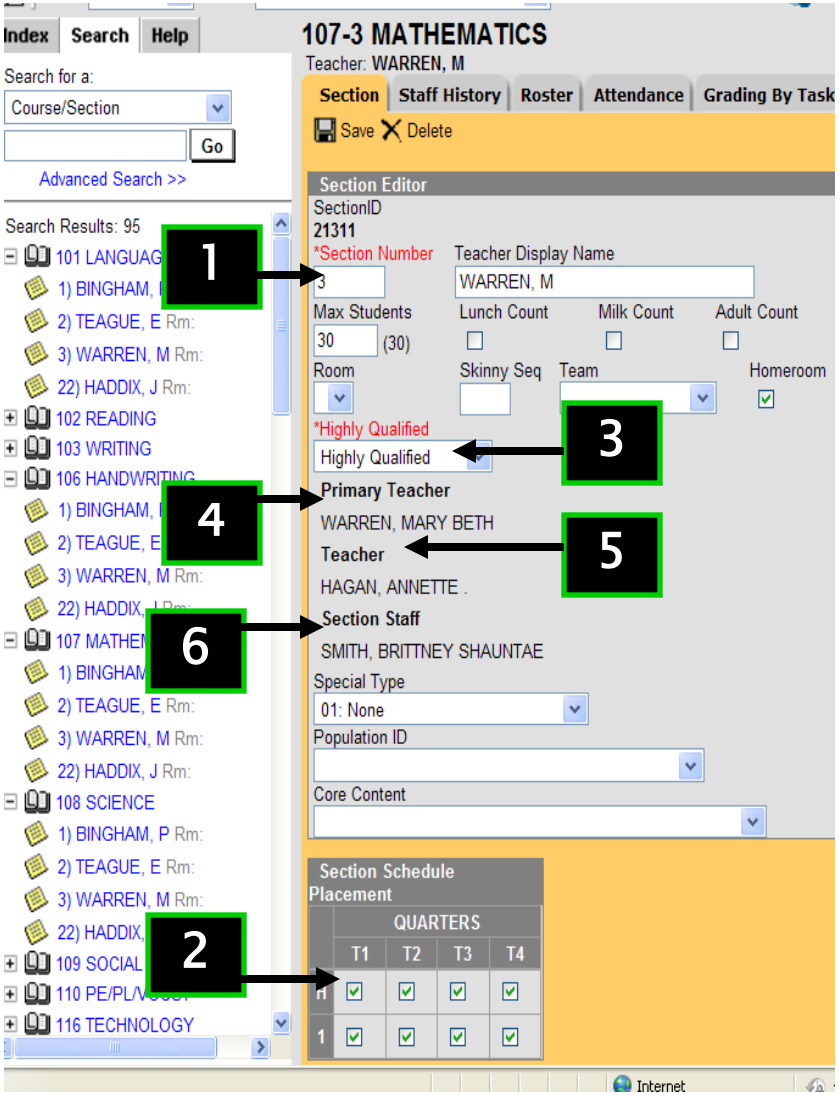
Course Data – Course Tab

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



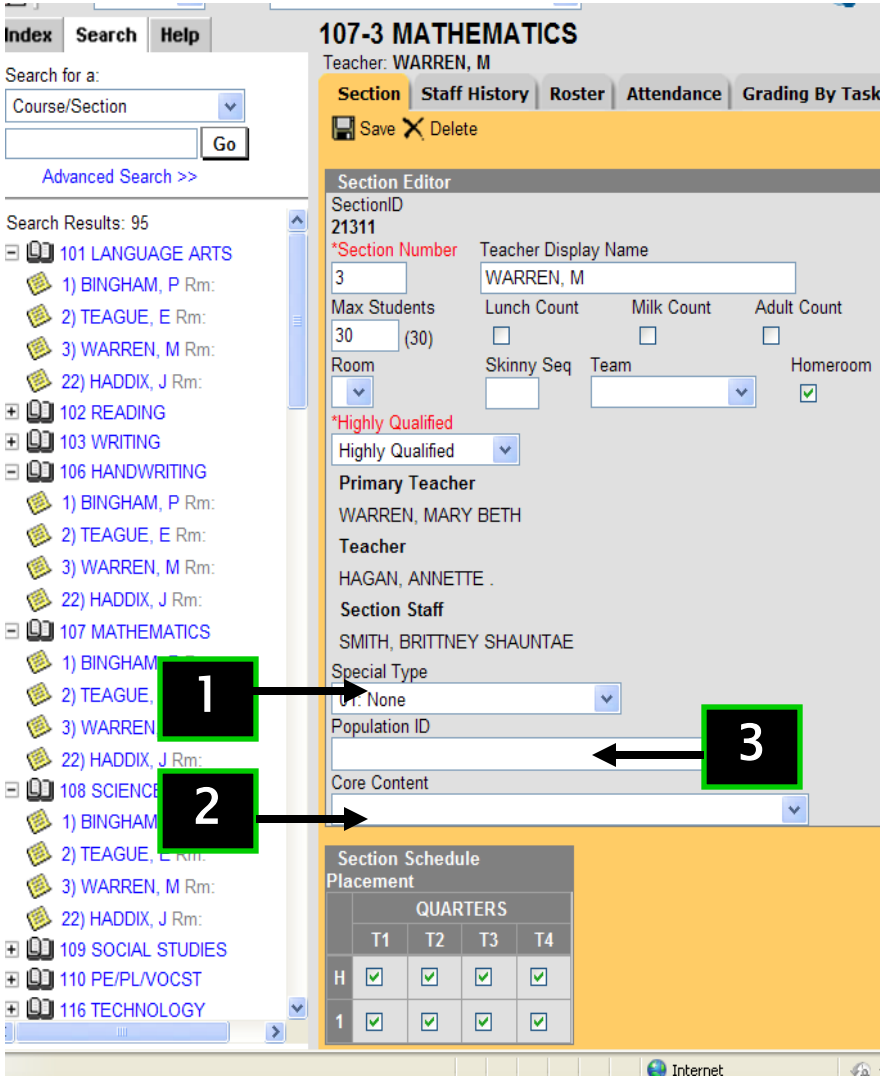
Course Data – Section tab

1. Section Number
   - Each section number must be distinct within a **school** – not just a calendar
2. Section Schedule Placement
   - All LEAD courses must be scheduled in an instructional period
3. HQ status of teacher as related to this particular course
   - 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
   - Identifies courses designed for special groups of students
   - Options:
     - 01 None (DEFAULT)
     - 02 Alternative Classroom
     - 03 ESL Classroom
     - 04 Gifted Classroom
     - 05 Special Education Classroom
     - 06 Speech Therapy
2. Population
   - <u>Leave blank</u> unless there are no students on the roster
   - This drop down is ignored when there are active students on the roster
   - If there are no students on the roster, the population for which the course is designed must be indicated here
3. Core Content
   - <u>Leave blank</u> in most cases – the state course code provides the content
   - A core content is required if state course code 909999 has been selected
   - This dropdown will be ignored unless 909999 or some intermediate elementary state course codes have been selected

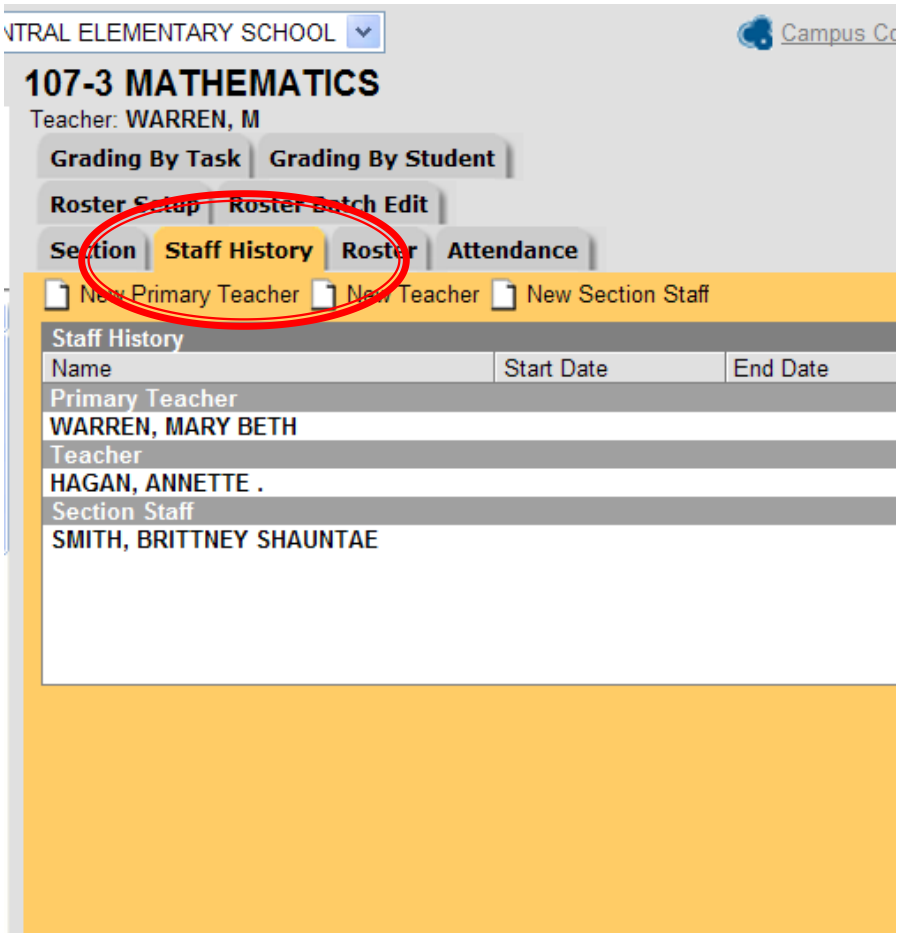


Course Data – Section Staff History

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:

Data Element	Description
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
EMPTYPE
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

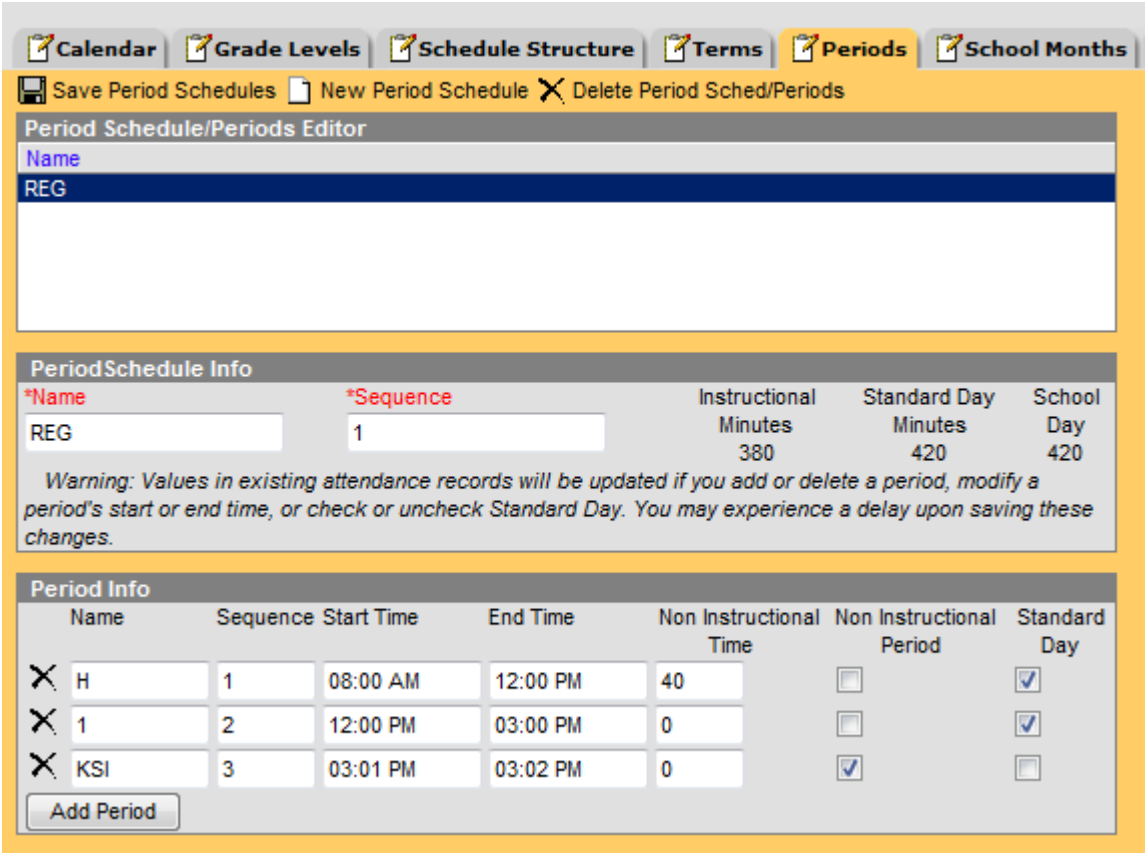
Scheduling Standards
Elementary

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.

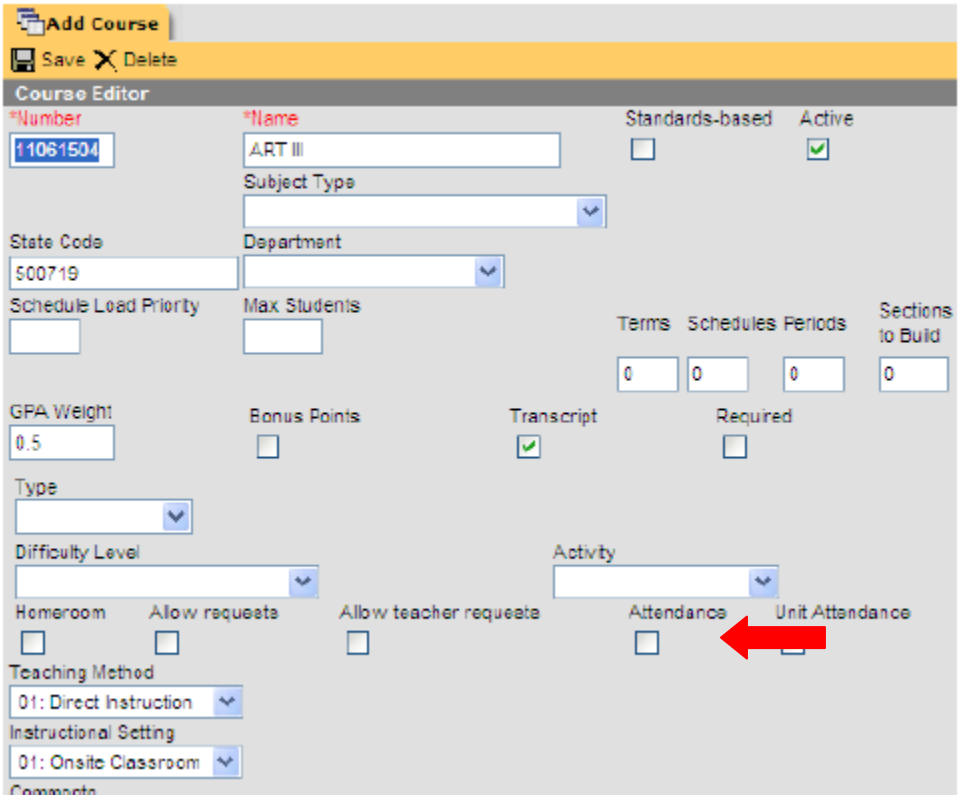
<u>Elementary – 2 periods (both instructional)</u>

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

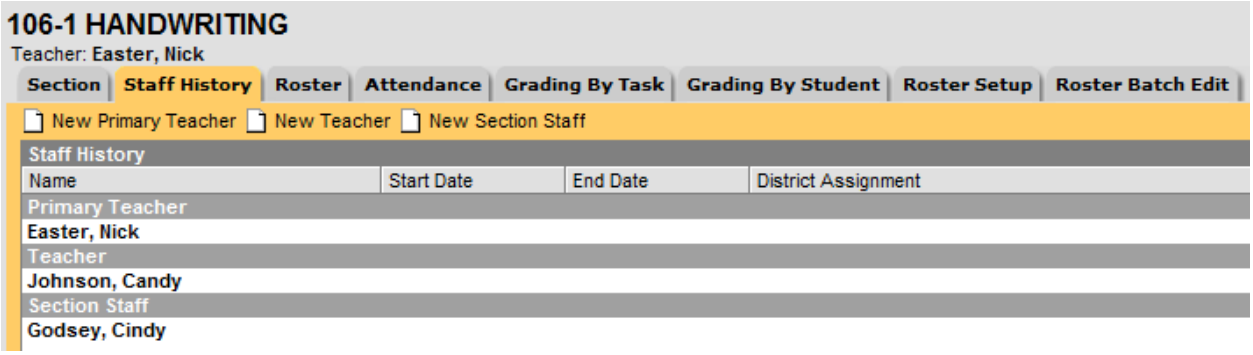
- Homeroom and self-contained courses scheduled across both 1st and 2nd period
- The homeroom state code will vary based on self-contained (701010 or 702010) vs. departmentalized (703001)
- As long as the one class where attendance is taken spans both periods, attendance will only be taken once



- 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.



- 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.



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