

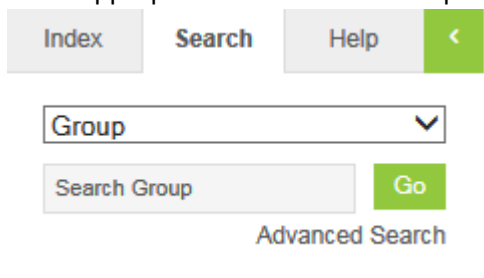
KECSAC Membership Report Infinite Campus

User Rights

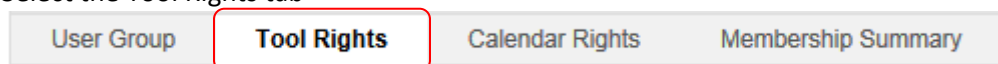
Appropriate users in the district must be given access to the KECSAC Membership Report.

PATH: System Administration | User Security | User or User Group

Step 1: Select appropriate User or User Group



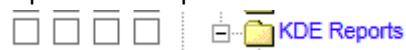
Step 2: Select the Tool Rights tab



Step 4: Expand KY State Reporting



Step 5: Expand KDE Reports

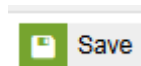


Step 6: Select R W checkboxes



R	W	A	D
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

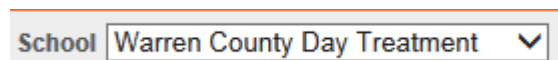
Step 7: Save



Report Requirements

The purpose of this report is to produce a quarterly Average Daily Membership of all state agency children served in A6 programs and A1 or A5 schools that serve Kentucky Educational Collaborative for State Agency Children (KECSAC). This report will be used to monitor accuracy of enrollments and KECSAC tab data.

Select School in the Toolbar



NOTE: If All Schools are selected in the School drop list, the report will only generate data on schools that have student records that include data on the KECSAC tab.

PATH: KY State Reporting | KDE Reports | KECSAC Membership

Select a range of dates:

Start (Format: mm/dd/yyyy)

End (Format: mm/dd/yyyy)

- Enter Start Date and End Date for generation of the report
- This should be the start and end date in which you want to capture students enrolled with an active KECSAC record on the dates entered
- For example, KECSAC requires a count of students served on October 15, start date will be 10/15/2015 and end date would be 10/15/2015. This will produce a list of students enrolled and active KECSAC on 10/15.

All Enrollments

Last Enrollment Only

- Select All Enrollments if running the report for a span of dates, such as an entire academic year. This will produce a report with all enrollments (possibly multiple) for students enrolled in the facility.
- Select Last Enrollment Only if you are running the report for a specific date OR a span of dates and only want ONE enrollment per student.
- Once you select Generate Report, an excel file will be produced with student data who have an enrollment AND a KECSAC record during the dates entered on the generate report screen

Report Output

The data will be produced in an Excel file, if multiple schools were included, each school will have a worksheet of data in the file.

Warren County Day Treatment

The following data elements will be produced on the report:

- | | |
|--|---|
| ➤ Report Date (date report generated) | ➤ Gender |
| ➤ From Date (date entered as the start date) | ➤ Age |
| ➤ To Date (date entered as the end date) | ➤ R/E Code and Description |
| ➤ District Number | ➤ Special Ed Status (yes or no) |
| ➤ District Name | ➤ Primary Disability (if SPED = yes) |
| ➤ School Number | ➤ Program 504 (yes or no) |
| ➤ School Name | ➤ LEP Status (yes or no) |
| ➤ State Classification | ➤ KECSAC Start Date (must be within date range entered on generate report screen) |
| ➤ Student SSID | ➤ Classification for SAC Eligibility |
| ➤ Student Name | ➤ KECSAC End Date |
| ➤ Grade | |

- Enrollment Start Date (must be within date range entered on generate report screen)
- Enrollment Start Status
- Enrollment End Date
- Enrollment End Status

Questions

- ▶ Sherri Clusky, KDE direct contact via 502-564-4772 ext. 4040 or sherri.clusky@education.ky.gov
- ▶ Windy Newton, IC related questions via 502-564-5130 ext. 5130 or windy.newton@education.ky.gov
- ▶ Kaye Parker, KECSAC program contact via 859-622-0011 or kaye.parker@edu.edu