

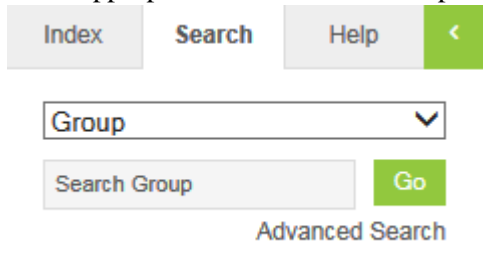
KECSAC Membership - Infinite Campus

User Rights

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

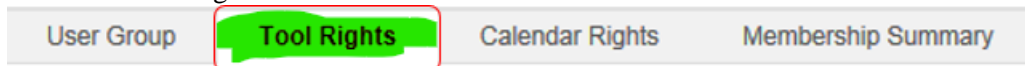
PATH: System Administration | User Security | User or User Group

Step 1: Select appropriate User or User Group



The screenshot shows a search interface with a top navigation bar containing 'Index', 'Search', 'Help', and a back arrow. Below this is a search box with the placeholder text 'Group' and a dropdown arrow. Underneath the search box is a 'Search Group' button and a green 'Go' button. At the bottom of the search area is a link for 'Advanced Search'.

Step 2: Select the Tool Rights tab



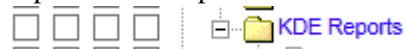
The screenshot shows a horizontal navigation bar with four tabs: 'User Group', 'Tool Rights', 'Calendar Rights', and 'Membership Summary'. The 'Tool Rights' tab is highlighted with a green background and a red border.

Step 4: Expand KY State Reporting



The screenshot shows a tree view of folders. The 'KY State Reporting' folder is expanded, indicated by a yellow folder icon and a blue text label.

Step 5: Expand KDE Reports



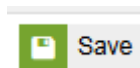
The screenshot shows a tree view of folders. The 'KDE Reports' folder is expanded, indicated by a yellow folder icon and a blue text label.

Step 6: Select R W checkboxes



The screenshot shows a table of checkboxes for 'R', 'W', 'A', and 'D'. The 'R' and 'W' checkboxes are checked and highlighted with a green background. The 'A' and 'D' checkboxes are unchecked. To the right of the table is a folder icon and the text 'KECSAC Membership'.

Step 7: Save

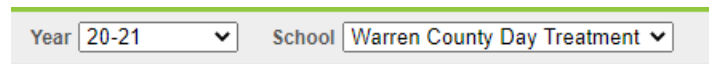


The screenshot shows a 'Save' button with a green document icon.

Report Requirements

The purpose of this report is to produce a 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 data entered on the student's KECSAC tab. Reference the [KECSAC Data Standards](#) for entry instructions on the KECSAC tab.

Select Year and School in the Toolbar



The screenshot shows a toolbar with two dropdown menus. The 'Year' dropdown is set to '20-21' and the 'School' dropdown is set to 'Warren County Day Treatment'.

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.

Select a range of dates:

Start (Format: mm/dd/yyyy) End (Format: mm/dd/yyyy)

12/01/2020 12/01/2020

All Enrollments
 Last Enrollment Only

Generate Report

- 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 December 1st, start date will be 12/01/CCYY and end date would be 12/01/CCYY. This will produce a list of students enrolled and active KECSAC on 12/01 of specified year.
- 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 in the facility on specified date or within date range AND an active KECSAC record on specified date or within date range entered on the report landing page.

Report Output

The data will be produced in an Excel file. If multiple schools were included, each school included will have an individual worksheet for each school containing the appropriate data.

Warren County Day Treatment

The following data elements will be produced on the report:

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

Questions

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