

# The LEAD Process

Summer 2010



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## This presentation will cover:

- LEAD – what it is and why we do it
- New items and the LEAD timeline for 2010-2011
- LEAD elements gathered from Infinite Campus
- LEAD extract errors
- Resolving LEAD issues



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## LEAD – the what and why

- LEAD stands for
  - Local
  - Educator
  - Assignment
  - Data
- Authorized by KRS 161.1221 and 16 KAR 1:050



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## LEAD – the what and why

- Ensures a properly certified educator in every position.
- Looks at all courses and compares staff and course information to the teacher certification database.
- Ramifications for assignments not in compliance can be loss of SEEK funds or legal action against administrator and/or teacher certificates.



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## LEAD – the what and why

- LEAD data is also used for:
  - Highly Qualified (HQ) teacher reporting
  - Other state/federal reports as needed
  - Data research by EPSB, KDE, and LRC
  - Open Records Requests
- Data Quality is of vital importance.



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## New for 2010-2011

- A new look and feel to the LEAD website
- Timeline
  - Later opening and later due date (similar to Fall 2009 modified schedule)
- Spring Extract Dates
  - The spring extract will include all year
  - Select the data range from the start of school to the end of school



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## New for 2010-2011

- Process for pulling content
  - With very few exceptions the core content will now be pulled ONLY from the 6 digit state course code
  - Courses with a state code of 909999 and some elementary courses will be the only ones using the core content drop down on the section tab.
- 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 this year once the approval has been granted.



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## Helpful Hints

- Remember – this is a team approach.
  - Involve and train involved parties as needed (HR staff, curriculum specialists, special ed coordinators, guidance counselors, finance officers, principals, and attendance staff)
- Upload your report early and as frequently as needed
  - Uploading to our site allows you to view any certification or coding errors AND allows us to see that information so we can help you. Your report is not officially “submitted” until you sign off.
- **Do not wait to hear from EPSB after an upload. We do not notify you concerning errors during the uploading phase.**



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## Timeline

Important Dates  
Pacing Target Dates



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## Important Dates

FALL	
September 9	EPSB LEAD reporting system activated
November 1	Deadline to digitally sign-off on your report to fully submit it
Spring	
January 13	EPSB LEAD reporting system activated
February 28	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>




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## Pacing Target Dates - Fall

September 24	Have first upload of export file completed by now Run the 1st Preliminary Audit Report
October 1	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 5	MUNIS Data should begin to appear <b><u>Do not sign off until MUNIS data is in your report</u></b>




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## Pacing Target Dates – Fall cont.

October 8	Have most edits completed
October 11	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 20	<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 EPSB will auto-update the role of teacher 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




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## Pacing Target Dates – Spring

February 1	Have first upload of export file completed by now Run the 1st Preliminary Audit Report
February 7	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 11	Have most edits completed




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## Pacing Target Dates – Spring cont.

February 11	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 21	Recommended deadline for switching from editing at the local level to editing online only
February 28	<b>Deadline to digitally sign-off on your report to fully submit it</b>
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>




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## LEAD elements from Infinite Campus

- Staff data
- Course data




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# 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




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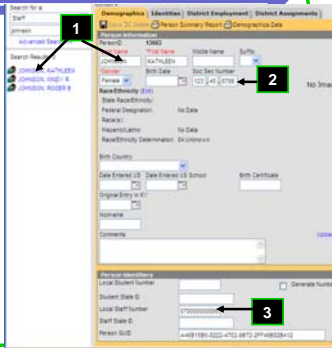
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# Staff Data – Demographics Tab

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




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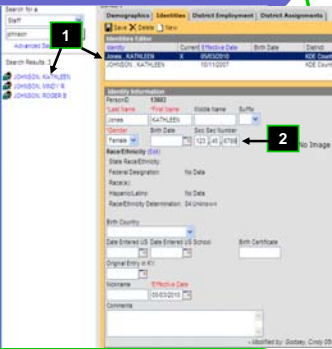
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# Staff Data – Identities Tab

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




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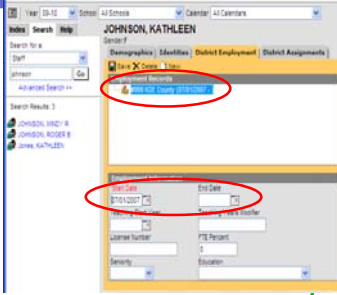
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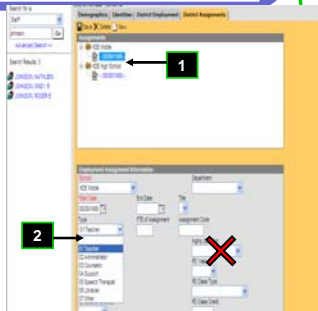
## Staff Data – District Employment Tab

- 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

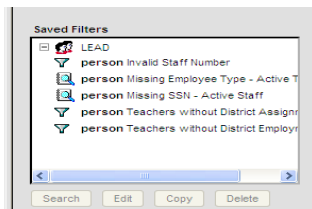
1. Must have an active assignment to be listed on a section
  - Each person must have only one current district assignment per location.
2. Employee type (EMP TYP on error reports)
  - All teaching staff should have an employee type of "01: Teacher" (**including** special ed teachers and related arts teachers such as music and P.E. teachers)
    - Use 05: Speech Therapist and 06: Librarian as needed



## 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)

- Grading & Standards
- Ad Hoc Reporting
- Filter Designer
- Report Designer
- Report Builder
- Data Export
- Cube Designer
- KY State Reporting
- Account Settings
- Access Log
- Log Off




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## Student Enrollments – LEP

- Path: Student > General > LEP Tab
- PR and FEP do not identify for LEAD

LEP

English Proficiency: [Dropdown]  
Start Date: [Date Picker]  
End Date: [Date Picker]

Non-English Background  
 LEP Expected Exit  
 Interrupted Schooling  
 Exit Criteria:  
 Assessment  
 GPA  
 Academic Progress  
 District Assessment  
 Teacher Recommendations  
 CATS

First US English School: [Date Picker]  
LEP Actual Exit: [Date Picker]  
LEP RREP Entered: [Date Picker]  
Currently Repeated Grade: [Date Picker]  
Bilingual/ESL Types:  
 CAT: Content area tutoring  
 CBE: Content-based ESL  
 DBE: Developmental bilingual education  
 FEP: Fully English Proficient  
 HLA: Heritage language  
 ROE: Pull-out ESU/Resource

LEP Identified: [Date Picker]  
LEP Enrolled: [Date Picker]  
 Limited or No Formal Schooling  
 Parent Notified

PR: Parent/Guardian refusal for services  
 SE: Sheltered English instruction  
 SEN: Structured English immersion  
 TBI: Transitional bilingual immersion  
 TWI: Two-way immersion

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## Student Enrollments – Special Ed

- Path: Student Information > General > Enrollment Tab > Special Education Fields

Special Ed Fields

Special Ed Status: [Dropdown] Full Funding:

A: Active

Primary Disability: [Dropdown]  
09: Other Health Impaired

Secondary Disability: [Dropdown]

Setting: [Dropdown]  
6B (age 6-21) 40% - 80% of day in general ed programs

Date Eligible but Refused: [Date Picker] Special Ed Exit Status: [Dropdown] Special Ed Exit Date: [Date Picker]

PartC ID: [Text Field]

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## The LEAD Steps

All steps are in the “Quick Reference – LEAD Process Steps” document

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# The LEAD Steps

- STEP 1 – Create the LEAD extract file in Infinite Campus
- STEP 2 – Upload the file to the EPSB website
- STEP 3 – Open and review the report
- STEP 4 – Correct issues

**Steps 1-4 will be repeated multiple times**

- STEP 5 – Submit the report



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# Creating the extract file

## Step 1



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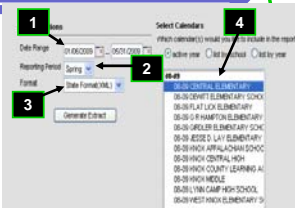
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# Selections on the extract page in IC

Steps 1.1-1.6

1. Date Range
  - For the fall report: start of school to the last day of school in December
  - For the spring report: start of school to the last day of school (**CHANGE FOR 10-111**)
2. Reporting Period
  - Choose the appropriate report (fall or spring)
3. Format
  - For upload to EPSB website the XML format **must** be selected
  - For review purposes you can generate as CSV or HTML format
    - This is a good way to check for duplicate staff members
4. Calendars
  - Use CTRL+click or SHIFT+click to select more than one calendar
    - For the final LEAD extract, **all schools** must be included
    - For review purposes, you can upload one school/calendar at a time



IC Path:  
KY State Reporting>LEAD Extract



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# Extract Summary

Step 1.7



There are errors and/or warnings in the extract (See below). [Check Here](#) to generate the final extract.

Error: The following records are missing SSN, EMP TYPE, or both and will NOT be included in the final report. (Number of Records: 219)

DTG	VERSION	DISTRICTNUMBER	DISTRICTNAME	ACAD_YR_ENDING	SEQUENCENUMBER	SSN	SCHCODE	CNUM
04-04-2010 15-11-27	11007-2	999	KDE Cochar	10	3		071	101_1
04-04-2010 15-11-27	11007-2	999	KDE Cochar	10	3		071	101_2
04-04-2010 15-11-27	11007-2	999	KDE Cochar	10	3		071	101_22
04-04-2010 15-11-27	11007-2	999	KDE Cochar	10	3		071	101_3
04-04-2010 15-11-27	11007-2	999	KDE Cochar	10	3		071	102_1

- If an error report is generated, review the errors
- Continue with the extract process even if errors are not clear the first time
  - All errors will need to be cleared before the final upload)



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# Extract Summary - errors

- “The following records do not have SSN or EMP TYPE”
  - 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



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# Extract Summary - errors

- “The following EMP TYPE 01 staff are NOT assigned a course”
  - 01= Teacher
  - 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



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## Extract Summary - errors

- “The Core ID and ALTCNUM are both blank”
  - ALTCNUM = state course code (course tab)
  - CORE\_ID = core content (section tab)
  - Best practice is to assign a state course number (is also easier!)
  - Check the KDE website for the Kentucky Valid Course List to verify numbers



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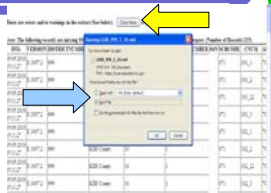
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## Saving the file

Steps 1.8-1.10

- Select “Click Here” to proceed
- When it gives you the option to open or save, choose “save”
  - If the file already exists, cancel the save, go to your desktop to rename the old file and the old zip file, and then click the “Click Here” again
  - If you see an error that states “Infinite Campus cannot download Prism” try using Mozilla Firefox instead of Internet Explorer.
- Save the file to your desktop (in a LEAD folder if possible)
- Go to the file location to zip the file
  - Right click on the file name
  - Select “Send to” and “Compressed Folder”



Verify the file name as you save  
Should be LEAD\_123\_1\_11.xml  
(.xml may be hidden)  
123 = district number  
1 = reporting period  
2 is for spring, 1 is for fall  
11 = school year



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## Upload the file Review Reports

Steps 2 and 3



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## Resolving LEAD issues

### Step 4



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## Preliminary Audit Report – Staff Warnings

- **SSN not found in EPSB Database**
  - Check the SSN listed on the report against SSN/payroll documentation on file in the district
    - If not accurate, correct on either the Demographics or Identities tab
    - If accurate, check the EPSB website (use KECI) to see if a record exists for that individual
  - 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;
    - If the SSN is not on file at EPSB, contact Cindy Godsey



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## Preliminary Audit Report – Staff Warnings

- **No Courses for Staffmember**
  - Check the schedule to make sure the individual has been assigned to one or more courses
    - If so, make sure the course is active and in a period within the instructional minutes
  - If the individual is a collaborating special ed teacher, they must be assigned as an additional teacher on one or more instructional courses



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## Preliminary Audit Report – Staff Warnings

- No Courses for Staffmember (cont.)
  - If the individual is a teacher but does not have their own group of students (i.e. Gifted or Reading Recovery) you have 2 options
    - Assign them a course in the schedule; a population will be needed in the population dropdown
    - Assign them as a collaborating teacher in the courses from which they pull students
  - **Do not** change the employee type to Support or Other
  - This is an acceptable error if the individual's assignment at that location ended after the start date on the extract



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## Preliminary Audit Report comments

- Specify Content
  - 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



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## 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"



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## 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



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## 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 if the population is "General" in a special ed class.
  - Change the Special Type if needed



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## 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
- Insufficient Certification
  - One or more of the above problems exist



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## Correcting Issues

Editing  
Step 4



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## Correcting Issues Steps 4.1-4.2

- 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 20/February 21) 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



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## 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



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## Online LEAD Editor

### Course edit box Step 4.3

- Make corrections (cannot edit KDE# or ID)
- Make course related comments here (i.e. repeating students)
- Click Update

NOTE:  
Error will still  
show in  
"Status" until  
report is run

Course ID: 202004L022  
Description: READING 1  
KDE#: 701230  
Credits: Reading  
Prerequisite: Algebra 1  
Low Grade: 7.0  
High Grade: 7.0  
Instructional Method: Direct Instruction  
Status: Pending



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## Online LEAD Editor

### MUNIS Data tab Step 4.3

- MUNIS errors will not appear on the "Edit LEAD data list"
  - Click "Edit" by school and then find the name in the drop down
- Click "Edit" to add comments regarding MUNIS errors

Job Class: 0200  
Description: Supervisor Of Instruction  
Status: Cleared  
Comments:

Job Class	Description	Status	Cleared	%
0200	Level Of Support Serv Ability	Cleared	76	8.00
0200	Other Services Ability	Cleared	76	8.00



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## Editing online

### Step 4.3

- 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



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## Submit and Sign Off

Step 5



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## Sign Off

- Once your report has been reworked multiple times to ensure accuracy and correctness, submit it to EPSB
- **The deadline to sign off on your Fall LEAD report is November 1<sup>st</sup>**
- **The deadline to sign off on your Spring LEAD report is February 28<sup>th</sup>**
- No changes at local level after sign-off
- Assume that errors you show on November 1 will be reported to KDE



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## Sign Off

Step 5

- When all corrections have been made, view your preliminary audit report one final time before sign off
- Select "Signoff and submit Final LEAD Data" from the top bar
- Enter your user ID, password, and your full name

Home | Sign Off | Sign Off and Submit Final LEAD Data | Sign Off and Submit Final LEAD Data | [Dismiss Independent](#)

Signing below indicates that you are finished working with your LEAD data, and expect no further uploads or changes.

I hereby affirm and declare that the information provided in this report is true, accurate, and complete to the best of my knowledge. I further verify and understand that by typing my name in the signature box, I am affixing my electronic signature and that this constitutes a legally binding document.

User ID:   
Full Name:   
Password:

[Click Here To Agree And Digitally Sign](#)



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# Help



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# Where to find information

- The web address to access the LEAD web application is <https://wd.kyepsb.net/EPSB.WebApps/LEAD/>
- This presentation and additional resources can be found at <http://www.epsb.ky.gov/certification/LEAD.asp>
  - Additional resources available
    - Content Tree
    - Populations list
    - MUNIS Certification Reference Chart
    - Links to the LEAD application and KECI
    - LEAD Data Change Tracking Form
- For information regarding Highly Qualified issues, refer to the EPSB HQ Guidance Documents at <http://www.epsb.ky.gov/nclb.asp>



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# Contact information - EPSB

- LEAD support/guidance
  - contact the LEAD Help Desk
    - 1-888-598-7667 or [EPSBLEADTEAM@ky.gov](mailto:EPSBLEADTEAM@ky.gov)
- EPSB login, user id, and password
  - contact EPSB help desk
    - 1-888-598-7667 or [EPSBHELP@ky.gov](mailto:EPSBHELP@ky.gov)
- Certification Questions
  - contact the Division of Certification
    - 1-888-598-7667
- HQ Questions
  - contact the HQ team
    - 1-888-598-7667 or [EPSBHQ@ky.gov](mailto:EPSBHQ@ky.gov)



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