

## Infinite Campus Guidelines for Preschool Data Entry October 2010

### Enrollment Guidelines:

1. Enroll children who qualify through at-risk or tuition (over income) and complete preschool tab. If children also participate in KSI, make changes in IC accordingly at completion of KSI. See procedure outlined below.  
\*\*Remember to update Preschool and/or Special Education Tabs.
2. What do we recommend concerning KSI enrollment?
  - a. Enroll ALL children into IC
  - b. Create and assign KSI enrollees into "KSI" course with set-up similar to Preschool Course (*i.e. not marked for attendance*)
  - c. At completion of KSI:
    - i. "Withdraw" children who do not qualify for special education using code C01.
    - ii. Place children who qualify for special education into classroom.
  - d. Complete Preschool Tab on all KSI enrolled children

**\*\*\*Evaluation must be completed; ARC must be convened and IEP developed; and the IEP must be entered and LOCKED in Infinite Campus prior to DEC 1 for inclusion in district's Dec 1 Count.**

### December 1 Count Guidelines:

1. Begin running counts periodically, to check numbers in IC database.
2. Generate December 1 Count from district IC database on DEC 1.
3. Identify federally funded only students. These students include Head Start children and IDEA funded children only; those for whom the district provided services but the children are not enrolled in the state-funded preschool program. (These children were previously reported on the 2nd page of the Dec 1 count form.) You may either generate ad hoc reports or hand count for these numbers.
4. Enter appropriate numbers (less the HS and IDEA only children) on the district IC generated Dec 1 Count.
5. Complete verification form (to be received via distribution list in November) and attach to Dec 1 count. Submit completed documents to [kdestatef@education.ky.gov](mailto:kdestatef@education.ky.gov) by December 15, 2010.
6. For additional information, we will have a WebEx training posted on line to access at your convenience. We request and appreciate your feedback during Leadership meetings on additional issues to include in the training. We will distribute the training and link to preschool coordinators when it is available in October after the completion of all Leadership meetings.