

# KDE KEDS Online User Guide

## Section 4: Updating Child Demographics

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### All Children★/Classroom Tab

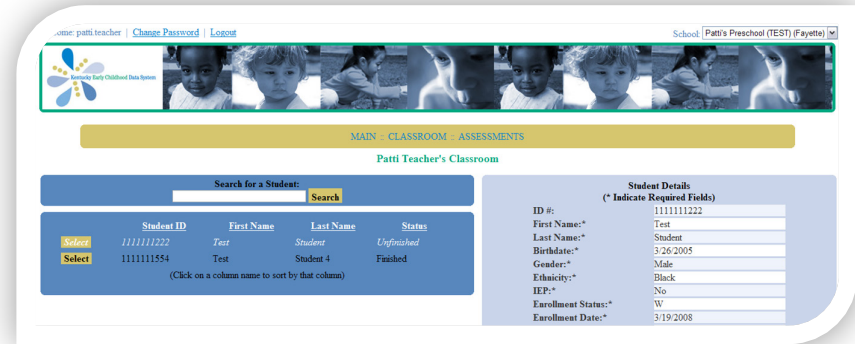
Preschool Coordinators or Teachers should review pre-populated

Infinite Campus data for all students in their district or school and correct any errors in the student demographic data. **Because this information was reported in Infinite Campus, any errors you may find will need to also be updated in Infinite Campus.**

You are able to search, find and edit students from this page. You are also able to sort the child records by clicking on the column heading (Student ID, First Name, Last Name, Teacher★, and Status). These headings are in white, underlined text. Click on the column heading once to sort in ascending order, and again to sort in descending order.

By default, only 10 records will show on a page. If multiple pages exist, the number of pages will appear at the bottom of the Student Search box. These numbers appear in white, and the page you are currently on will be the only page **not underlined**. To scroll through the additional pages of student records, you need only to click on the additional page numbers.

Above is a screenshot of what the All Students★ or Classroom screen looks like.



### To update a student’s demographic record:

1. Click **Select** next to the students Name. The student’s demographics will show in the student details box on the right.
2. Below the student details, click **Edit**. The student’s demographics are now able to be edited. Each field is described in the table below.
3. Once you have finished editing the student’s demographic record, click **Update**.

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### Child Demographic Field Description/Definition

Field	Description
<b>ID</b>	Child’s SSID or state-issued ID. Exported from IC. Also known as the SETS ID. Begins with 19, 20 or 21. This field <b>cannot</b> be edited and is the unique identifier used to match the child demographics to the assessment data.
<b>First, Last Name</b>	Child’s name. Exported from IC. This field can be edited.
<b>Birthdate</b>	Child’s date of birth. Exported from IC. This field can be edited.
<b>Ethnicity</b>	Child’s ethnicity. Exported from IC. This field can be edited.
<b>IEP</b>	Exported from IC, options are Yes or No. You are able to edit this field.
<b>Enrollment Status*</b>	<p><b>Enrolled</b> children are those currently receiving services (in the state-funded preschool or have an active IEP).</p> <p><b>Withdrawn</b> children are either no longer receiving services (e.g., child whose parents decided to move them to kindergarten this year or child who moved) OR a child who was enrolled during RTI but was determined ineligible.</p> <ul style="list-style-type: none"> <li>• Don’t forget the Exit date! If the child did not receive services this year, it’s ok to enter the enrollment date as the exit date.</li> </ul> <p><b>New Enrollee’s</b> are the two-year olds that are showing in KEDS because they are getting ready to transition into the preschool classroom.</p> <p><b>Late Enrollee’s</b> are similar to New Enrollee’s, but are 3- or 4-year olds who recently began receiving services and whose entry/baseline assessment will not be completed/finalized by November 15.</p> <p><b>Determining Eligibility</b> are the children who are in RTI.</p> <ul style="list-style-type: none"> <li>• Once a decision has been made about eligibility, their enrollment status will need to be updated to either Enrolled, Late Enrollment or Withdrawn.</li> <li>• <i>While a child is in RTI, an assessment is not required for the purposes of state reporting.</i></li> </ul>
<b>Enrollment Date</b>	Date child enrolled in program. Exported from IC. This field can be edited.
<b>Exit Date</b>	If Withdrawn, enter date services last received. If child never enrolled, enter the enrollment date as the exit date.
<b>District</b>	Kentucky School District. Exported from IC. This field cannot be edited.
<b>School</b>	School child is enrolled. Exported from IC. This field cannot be edited,
<b>Teacher</b>	This assigns a student to the teacher account. The list of teachers is generated from the list of Users previously have been established by the coordinator. This field is not required.
<b>At Risk**</b>	If the child’s family income is at or below 150% of the federal poverty guidelines – which makes that child eligible for the preschool program. Only 4-year olds can be considered at-risk eligible. This definition does not include disability status, a child can be at-risk with or without an IEP.
<b>Over Income**</b>	Over income is any family income 151% or higher of federal poverty guidelines. A child can be over-income with or without an IEP.
<b>ELL/LEP**</b>	English Language Learner/Limited English Proficient. The term 'limited English proficient' has been defined in Title IX of the No Child Left Behind Act under the General Provisions Part A, Section 9101. Definition. See the full definition below.
<b>Head Start</b>	Options are Yes, No or Early Head Start. Yes or No are exported from IC. Early Head Start is only an option in KEDS.

★ = Coordinators Only

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<b>IEP Type</b>	For those children with an IEP, choose Speech Only, Developmental Delay, or Significant Impairment. Required for those children whose IEP = Yes.
<b>Assessment*</b>	Choose the assessment tool used with this student. Reference the Assessment Tool Modalities for a list of approved assessment tools and collection methods.
<b>Assessment Method*</b>	Choose the approved method of data collection- Online, Diskette, Paper Protocol. Reference the Assessment Tool Modalities for a list of approved assessment tools and collection methods.

\*Those items with a single asterisk are required for coordinators. \*\*Those items marked with a double asterisk (\*\*) are required for Teachers.

Once a record has been marked Verified, the IC import will no longer move that record or update it with the most current information.

**How is LEP (*limited English proficiency*) defined?** The term 'limited English proficient' has been defined in Title IX of the No Child Left Behind Act under the General Provisions Part A, Section 9101. Definition:

TITLE IX—GENERAL PROVISIONS PART A—DEFINITIONS SEC. 9101. DEFINITIONS.

**LIMITED ENGLISH PROFICIENT** —The term 'limited English proficient', when used with respect to an individual, means an individual—

- (A) who is aged 3 through 21;
- (B) who is enrolled or preparing to enroll in an elementary school or secondary school;
- (C)(i) who was not born in the United States or whose native language is a language other than English;
  - (ii)(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
  - (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
  - (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual—
  - (i) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
  - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or

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(iii) the opportunity to participate fully in society.

### Students No Longer Receiving Services

If a student withdraws before the assessment is completed, mark the child's status as Withdrawn and enter the date the child last received services in the Exit Date box.

If a child enrolled, but never attended the program, mark the child's status as Withdrawn and enter the enrollment date as the Exit Date.

If you have questions about updating a child's record, please email [keds-tech@lsv.uky.edu](mailto:keds-tech@lsv.uky.edu).