

KDE KEDS Online User Guide

Section 3: Importing Child Records

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Ensuring all Students are in Infinite Campus

Every week during a data collection point, KEDS receives a data download from Infinite Campus. To ensure all your children are included, they must be of preschool age (between 2.5 and 5 years old).

This data includes:

1. Student ID (SSID)
2. First, Last Name
3. Birthdate
4. Gender
5. Ethnicity
6. IEP Status
7. Enrollment Date
8. Exit Date
9. District
10. School

Which Students to Include

All children enrolled in the district preschool program or being served by the district, ages 3-4, must be entered in Infinite Campus and have a completed assessment.

This **does** include children with an IEP housed outside the preschool (including Head Start and speech-only children).

Children who are served by the Head Start program who do not have an IEP may be entered as well, *though this is not a requirement*.

Missing Students

Teachers who have missing children should contact their coordinator, Coordinators assign children to teachers.

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If the Coordinator is unable to locate a child, there are three ways to contact KEDS. We do ask that you PLEASE do not email child identifying information.

Phone: 859-257-4913

Fax: 859-257-2769

Online: https://uky.qualtrics.com/SE/?SID=SV_ePXaWQtmSN2hH12

Data Access

Preschool Coordinators have access to all child data in their district. As the Preschool Coordinator sets up teacher accounts, they assign individual students to those teachers. When the teachers login they can only access the data for those children assigned to them.

Key staff in the KEDS office have access to the student data. All data is encrypted using an SSL (Secure Socket Layer).

Precautions are in place to ensure confidentiality of data. For example, should anyone try to “hack” the system – what they find will be gibberish!