Updating Child Records

KDE KEDS Fall Webinar

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HumanDevelopment institute

promoting independence, productivity and integration for all people

KDE KEDS Online User Guide

- KEDS Online homepage > Preschool > User Guide
  - Section 4: Updating Child Demographics
    - Using the All Children/My Classroom tab
    - Updating a Child's Demographic Record
    - Child Demographic Field Descriptions and Definitions
    - Students No Longer Receiving Serv

User Guide

Document Title

KDE KEDS Online User Guide — Table of Contents (PDF)

Section 1 — Overview of KEDS Online Website (PDF)

Section 2 — Establishing and Managing Teacher Accounts (PDF)

Section 3 — Importing Child Records (PDF)

Section 4 — Updating Child Demographics (PDF)

Levels of Accounts

All children; set up Coordinator Acct.

Statewide Admin

All children in district; set up Teacher

Preschool Coordinator

Other district staff

Don't have a coordinator account? Email Keds-tech@lsv.uky.edu and request an account form

Only children who have been assigned

Teacher

Teacher

Don't have a teacher account? Ask your coordinator!

Look for missing children

- Two possible causes
  - Coordinator has not assigned access
  - Children were not received by Infinite Campus
    - Ensure missing children:
      - ☑ Have an SSID assigned in Infinite Campus
      - ☑ Check the birthdate
      - OR
      - ☑ Have an active IEP or is enrolled in preschool classroom

Finished vs. Unfinished Student Records

- **Finished**
  - All questions are answered
    - Don't forget the Verification button at end.
  - If Enrollment Status = Withdrawn
    - There MUST be an exit date.
  - If IEP = YES
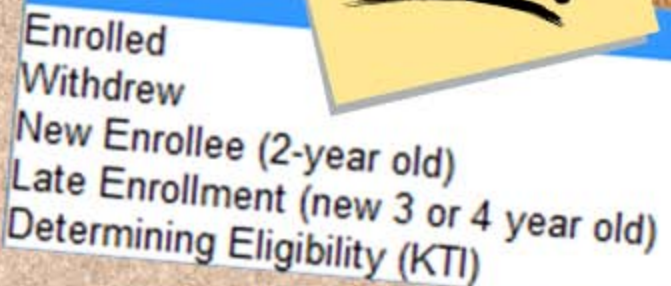   - There must be an IEP Type selected.
- **Unfinished**
  - Review fields, one field must be empty.

Enrollment Status

- Enrolled
  - In State-Funded Preschool classroom (e.g., KERA)
  - Receiving special education services
    - Active IEP
- Withdrew
  - No longer receiving services
  - Don't forget Exit Date
- New Enrollee
  - Referral from First Steps
- Late Enrollment
  - Enrolled after October 1
  - Record will be in KEDS until January 15
- Determining Eligibility
  - Will change to Enrolled if determined to be eligible
  - Or Withdrew if not eligible

URGENT!

Enrolled
Withdrew
New Enrollee (2-year old)
Late Enrollment (new 3 or 4 year old)
Determining Eligibility (KTI)

IC to KEDS

- Weekly uploads

- Now – less updating in KEDS
  - Keep IC current!