

EPSB Contact information

- *LEAD support/guidance*
 - LEAD Help Desk
 - toll free at 888-598-7667
 - Crystal's direct line at 502-782-2133
 - cghord@ky.gov
 - EPSBLEADTEAM@ky.gov
- *LEAD/User login, user id, and password*
 - EPSB Help Desk
 - toll free at 888-598-7667
- *Certification Questions*
 - Division of Certification
 - toll free at 888-598-7667

LEAD Timeline and Checklist 2017-2018

FALL LEAD

August 15

- LEAD opens to districts
- Districts may begin to upload of export files
- Verify SSNs for any Staff Warning errors “SSN not found in EPSB Database”
- Address other common errors such as “No courses for staffmember”

September 1-15

- Have first upload of export file completed by now
- Run the 1st Preliminary Audit Report
- Optional - Run ERROR Report (Excel file)

September 29

- All "Staff Warnings" (incorrect SSN, no courses for staffmember) should be resolved
- Give staff listing pages of full report to schools for verification

Ongoing

- Have schools make assignment and content corrections at the school level
- Continue to export and upload to EPSB as necessary
- Re-run the Preliminary Audit Report, as necessary, to see the newest updates

October 2

- MUNIS data should begin to appear first week of October
- Districts verify all MUNIS errors are clear
- **Sign off once all MUNIS data is included your report and clear**

October 9-16

- Have most edits completed
- Consult with your district KTIP coordinator if you have outstanding SOE errors (KTIP deadline for fall usually around Oct. 15th)
- Give full reports to school level administration for verification of certified staff

October 18

- Recommended deadline for switching from editing at the local level to editing online only (Edit LEAD Data Comment section)

November 1

- **Deadline to digitally sign-off on your report to fully submit it**

November – January

- Update and verify roles in Kentucky Educator Certification Inquiry (KECI)
- Have principals carefully review Full Data reports prior to Spring LEAD

SPRING LEAD

January 9

- LEAD opens to districts
- Districts may begin to upload of export files
- Verify SSNs for any Staff Warning errors "SSN not found in EPSB Database"
(These errors should not appear if corrected in Fall, unless new staff hired after fall LEAD)

January 23

- Have first upload of export file completed by now
- Run the 1st Preliminary Audit Report

February 5

- 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 and content 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 13

- Have most edits completed
- Consult with your district KTIP coordinator if you have outstanding SOE errors (KTIP deadline Feb. 15th)

February 16

- Get full reports to school level administration for verification

February 21

- Recommended deadline for switching from editing at the local level to editing online only (Edit LEAD Data Comment section)

February 28

- **Deadline to digitally sign-off on your report to fully submit it**

MUNIS Reference Chart

PSD #	DESCRIPTION	Certification Required	Other Commonly Used Titles	Special Information	Alternate CSD MUNIS Numbers	
0010	School District Superintendent	School Superintendent				
0020	School District Deputy Supt	School Superintendent				
0030	School District Asst Supt	School Superintendent				
0040	Director of Finance & Business	School Superintendent OR School Business Administrator OR hold a bachelor's or advanced degree in business	School Business Administrator or Finance Officer	May be certified or classified - use CSD code if classified	7184 - 7186	Finance Officer Series
0050	Director of Exceptional Child	Director of Spec. Education Certificate	Director of Special Education			
0060	Director of Federal Programs	School Superintendent OR Supervisor of Instruction OR School Principal			7461 - 7465	Director Series
0065	Dean of Students	School Principal				
0070	Dir of Food Service & Nutrition				7466 - 7468	School Food Service Director Series
0080	Director of Pupil Personnel	Director of Pupil Personnel Certificate	DPP			
0090	Dir of Pupil Transportation			May be certified or classified - use CSD code if classified	7461 - 7465	Director Series
0100	Dir of District Personnel			May be certified or classified - use CSD code if classified	7461 - 7465	Director Series
0110	Dir of Family Resource Center (District Level Director of FRYSC)			May be certified or classified - use CSD code if classified	7461 - 7465	Director Series
0120	Dir of District-Wide Programs	School Superintendent OR Supervisor of Instruction OR School Principal		Someone certified as a School Business Administrator is also permissible in some circumstances	7461 - 7465	Director Series
0130	School Health Coordinator	Any valid classroom certificate OR Certification for School Nurse			7271	Local District Health Coordinator
0140	District Assessment Coordinator	School Superintendent OR Supervisor of Instruction OR School Principal	DAC	Persons serving as DAC prior to 10/1/2001 are grandfathered in to continue		

PSD #	DESCRIPTION	Certification Required	Other Commonly Used Titles	Special Information	Alternate CSD MUNIS Numbers	
0150	Instructional Coordinator	Supervisor of Instruction OR School Principal	District Title I Coordinator			
0160	Exceptional Child Coordinator	Endorsement for Director of Special Ed. OR Director of Special Ed certificate OR endorsement for Supervisor of Special Ed OR Consultant for Special Ed				
0170	Instructional TV Coordinator	Any valid classroom certificate				
0180	Professional Development Coordinator	Supervisor of Instruction OR School Principal				
0190	Instructional Tech Coordinator	Any valid classroom certificate	District Tech Coordinator (DTC)	District Level		
0200	Job Training Coordinator					
0210	District Headstart Coordinator	Supervisor of Instruction OR School Principal			7330	Headstart Coordinator
0230	Academic Program Consultant	Supervisor of Instruction OR Consultant Certificate	Curriculum Specialist	District Level		
0240	School Psychometrist	Valid certificate for area				
0250	School Psychologist	Valid certificate for area		May be certified or classified - use CSD code if classified	7289	Clinical Psychologist
0255	Speech Therapist	Valid certificate for area		May be certified or classified - use CSD code if classified	7293 7294	Speech Language Pathology Assistant Speech Language Pathologist
0260	Central Media Librarian	Valid certificate for area				
0270	School Social Worker	Valid certificate for area		May be certified or classified - use CSD code if classified	7882	Social Worker
0280	Supervisor of Instruction	Supervisor of Instruction				
0290	Other Central Office Positions	Job description review required by EPSB				
0300	Federal Grants Coordinator	Any valid classroom certificate		at the school level ONLY		
0310	Testing Coordinator	Individual Intellectual Assessment OR Psychometrist OR Supervisor OR Guidance Counselor				

PSD #	DESCRIPTION	Certification Required	Other Commonly Used Titles	Special Information	Alternate CSD MUNIS Numbers	
0320	District Administrator – Staff Supervisor	Supervisor of Instruction OR School Principal				
0330	District Administrator – Student Supervisor	Supervisor of Instruction OR School Principal				
0340	District Administrator – Staff & Student Supervisor	Supervisor of Instruction OR School Principal				
1010	School Principal	School Principal				
1020	School Vice Principal	School Principal				
1030	Local Voc School Principal	Vocational School Principal				
1040	Local Voc School Vice Principal	Vocational School Principal				
1050	Guidance Counselor	Guidance Counselor				
1060	Media Librarian	Valid certificate for area				
1070	School Nurse	Valid certificate for area		May be certified or classified - use CSD code if classified	7261 7262 7263	
1080	Director Family Resource/Youth Service Center (School Level)	Any Valid classroom certificate		May be certified or classified - use CSD code if classified	7488 - 7493	Adv. Registered Nurse Practitioner Registered Nurse School Nurse
2010	Preschool Classroom Instructor	Valid certificate for area				FRC Coordinator Series
2020	Preschool Instructional Supervisor/Coordinator	Supervisor of Instruction OR School Principal				
2025	Kindergarten Instructor	Valid certificate for area				
2030	Primary Classroom Instructor	Valid certificate for area				
2040	Elementary Classroom Instructor	Valid certificate for area				
2050	Middle School Classroom Instructor	Valid certificate for area				
2060	High School Classroom Instructor	Valid certificate for area				
2070	Job Training Instructor	Any valid classroom certificate	JTPA			

PSD #	DESCRIPTION	Certification Required	Other Commonly Used Titles	Special Information	Alternate CSD MUNIS Numbers	
2080	Local Career & Technical Instr	Valid certificate for area				
2090	Chapter I Instructor/Title I Instructor	Valid certificate for area				
2095	Exceptional Child Instructor	Valid certificate for area				
2096	Homebound Teacher	Any valid classroom certificate				
2099	Substitute Teacher					
2100	Gifted & Talented Instructor	Gifted Ed Endorsement on Certificate		Endorsement only needed if more than 1/2 teaching duties are GT related		
2110	Gifted & Talented Coordinator	Gifted Ed Coordinator Approval				
2200	Memorandum of Agreement (MOA)			Qualifications per hiring agency		
2210	Consultant	Consultant Certificate (in area of specialization)	Curriculum Resource Teacher			
2211	Technology Resource Teacher	Any valid classroom certificate		School Level position		
2212	Athletic Director	Any valid classroom certificate		May be certified or classified - use CSD code if classified	7344	
2220	Early Childhood Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				Athletic Director
2230	Exceptional Childhood Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)	Special Education Facilitator			
2240	Math Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				
2250	Science Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				
2260	Reading Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)	Reading First Coach			

PSD #	DESCRIPTION	Certification Required	Other Commonly Used Titles	Special Information	Alternate CSD MUNIS Numbers	
2270	Social Studies Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				
2280	Foreign Language Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				
2290	Health Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				
2300	Music Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				
2310	Art Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				
2320	Physical Education Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				
2330	English Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				
2340	Business Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				
2350	Elementary Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)	Reading First Coach			
2360	Industrial Arts Consultant	Supervisor of Instruction OR Consultant Certificate (in area of specialization)				
3020	Migrant Advocate	Any valid classroom certificate			7886	

Please note - an individual holding any of the job classes that require a teaching certificate or a principal certificate cannot serve in that role with just a Statement of Eligibility.

Quick Reference – LEAD Process Steps

STEP 1 – Create the LEAD extract file in Infinite Campus

1. Go to the LEAD Extract page in Infinite Campus: PATH: Index > KY Reporting > LEAD Extract
2. Enter the Date Range for the report
 - a. For the Fall submission the Date Range should be from the start of school to the end of December
 - b. For the Spring submission the Date Range should be from the start of school to the scheduled end of school in May
3. Select “Fall” or “Spring” as the reporting period
4. Select a report Format. For LEAD extract, select XML as the format
5. Select the Calendars to include on the report
 - a. Select “Active Year”
 - i. *To review smaller data sets* you can select one school or multiple schools using the Ctrl key – make sure to select all calendars within one school.
 - ii. *When doing the final LEAD report*, all calendars **must** be selected by using the Shift key to select multiple calendars
6. Click “Generate Extract”
7. If an error report is generated, review the errors – continue even if errors are not clear the first time (will need to be cleared before the final upload)
8. Select “Click Here” to generate final extract
9. Save the xml file (preferably to a LEAD folder on your desktop)
10. Zip the xml file
 - a. Find the file that was just created
 - b. Right click on it
 - c. Select “Properties” and verify the created date (make sure you’ve got the correct file)
 - d. Right click again and select *Send To>Compressed Folder*

STEP 2 – Upload the file to the EPSB website

1. Go to the EPSB LEAD application
 - a. www.epsb.ky.gov, log in and select LEAD OR
 - b. <https://wd.kyepsb.net/EPSB.WebApps/LEAD/> to go directly to the application after log in
2. Select “Upload Files” from the top bar
3. Click “Browse”
 - a. Select “Desktop” and then the folder where you saved your LEAD file
 - b. Click the zipped file created during the extract process (file will have the zipper icon - )
4. Click “Upload”
5. Once screen says “Back,” your upload is complete

After the first upload only: have the schools review the staff list for inaccuracies using the full data report

(Continued on next page)

Quick Reference – LEAD Process Steps

STEP 3 – Open and review the report

1. While still in the LEAD application, select “Reports” from the top bar
2. Click the PDF icon beside the district name in the “Preliminary” Column
3. Check the File Export date in the File Summary
4. Review the first page of each school for “SSN” and “No Courses” errors (Staff warnings).
 - a. These must be resolved before final submission
5. Review each teacher’s individual listing for any LEAD issues

STEP 4 – Correct issues

1. Once you have identified Staff Warnings and LEAD certification issues, go back to Infinite Campus
 - a. Make needed corrections
 - b. Contact teachers about certification issues
 - c. Contact the district finance officer for MUNIS jobclass code corrections
2. Repeat Steps 1, 2, and 3 as many times as needed

STOP HERE – these steps will be repeated multiple times. Do not move on until most corrections have been made using Infinite Campus

3. Final edits can be done in the LEAD application (**do not go to this step until all possible corrections have been made in Infinite Campus and uploaded through the LEAD application**)
 - a. Go to the EPSB LEAD application (see Part 2 for the web address)
 - b. Select “Edit LEAD Data” from the top bar
 - c. Click a teacher’s name
 - d. Scroll to the course with the error
 - e. Click “Edit” and make the corrections in the pop up box
 - f. Click “Save” – NOTE: ERROR WILL STILL SHOW UNTIL REPORT IS RUN
 - g. Once all corrections have been made, select “Reports” from the top bar – DO NOT UPLOAD A NEW FILE
 - h. Click the PDF icon beside the district name in the “Preliminary” column
4. IF you upload a new file after changes have been made using the “Edit LEAD Data” page, **those changes will be lost**

STEP 5 – Submit the report

1. Take one final look at your preliminary audit report to make sure all staff warnings and certification issues have been corrected
2. Send the link to the reports page to the school principals and have the school verify the full data report is accurate
3. Share a copy of the Preliminary Audit report with your superintendent if there are outstanding issues
4. Select “Signoff and Submit Final LEAD Data” from the top bar
5. Enter your user ID, full name and password
6. Select “Click here to agree and digitally sign”

**Quick Reference Sheet for District Human Resources Personnel/LEAD Coordinators:
REVISED July 2017**

DUAL CREDIT TEACHERS

I have students that take courses from a local college/university faculty member for dual credit. How do I certify the college faculty member so these courses clear LEAD?

IF the teacher is paid and selected by the local district, apply for a Provisional Certificate for College Faculty. Also mark the "Teaching method" in the SIS as **Dual Credit – District Offered**.

Per 16 KAR 9:020, college faculty working in such a capacity can receive a Provisional Certificate. Through this certificate, the teachers will clear LEAD. This certificate is good for one year, and may be renewed for one additional year. See below for application requirements and instructions.

This classification does not apply to college faculty members teaching high school students under the employment of the local college/university. (*In this case, mark the "Teaching Method" in the SIS as **Dual Credit – College Offered**. If the students go to the university also mark the "Instructional Setting" as **Offsite College**. No additional certification is required for the college faculty member*)

Requirements:

1. The faculty member shall hold either a Doctoral degree or a Master's degree with documented expertise in the specific teaching or administrative assignment
2. Must be a regular, full-time faculty member at a regionally or nationally accredited institution of higher education
3. Must have at least one year of teaching experience at the college level
4. Must be recommended by the local school district superintendent
5. Must also be recommended by the head of the faculty member's unit at the college/university where they are employed

Application:

1. Use Form CA-1
2. Section I:B – type of certificate requested is "Other - Provisional One-Year Certificate for College Faculty"
3. Please include specific teaching area requested
4. Include a recommendation letter for the college/university department head verifying education level, major, and years of experience in college teaching
5. Certification may be renewed for one year upon recommendation of the local school superintendent AND the appropriate college/university unit head

Renewal Information:

1. This certification may only be renewed once
2. Persons desiring to continue after two years teaching under this provision may qualify for the College Faculty Alternative Route to Certification Option 3 (Contact EPSB for more information on Option 3)
3. Teaching experience acquired while holding a Provisional One-Year Certificate for College Faculty can not be used to satisfy the beginning teacher testing and internship requirements

EPSB Contact

Additional information can be obtained by contacting an EPSB certification specialist at 1-888-568-7667

How to Correct LEAD Errors – School Page

Error	What does it mean?	How do I correct?
No Courses for Staffmember	The file from IC did not have this teacher as the primary or additional teacher on any courses.	<p>1. Check the teacher’s schedule to make sure the individual has been assigned to one or more courses within the instructional minutes</p> <p>2. Collaborating teachers must be linked as “teacher” or “section staff” on the courses in which they collaborate</p> <p>3. If the teacher does not have their own group of students you can list them as a collaborating teacher or assign them their own course in the schedule, making sure to manually assign a population.</p> <p>4. This is an acceptable error if the individual’s assignment at that location ended after the start of school – email EPSBLEADTEAM@KY.GOV with their end date</p>
SSN Not found in EPSB Database	The SSN in Infinite Campus does not match the one in the EPSB system	<p>1. Check the SSN in IC against outside documentation (payroll, etc) and make any needed corrections</p> <p>2. Look up individual by name in KECI to ensure they have a listing at EPSB – contact Crystal by phone if the SSN is wrong at EPSB</p> <p>3. 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 – email Crystal and let her know to add the SSN to the EPSB database</p> <p><u>DO NOT EMAIL A FULL SSN!!</u></p>
Certification Issue	The individual has an actual LEAD kickout of some type – it may be IC related or MUNIS related	Look at the individual teacher’s listing in the report to see the error.

How to Correct LEAD Errors – Teacher Page

Error	What does it mean?	How do I correct?
Holds Only SOE/Must Submit COE	The only valid credential held by the teacher is a Statement of Eligibility which is not considered “certified” in and of itself	<ol style="list-style-type: none"> 1. If the teacher is new, please file the Confirmation of Employment with the KTIP office 2. If the teacher has completed KTIP, their current certification has expired and additional steps need to be taken.
Holds Only SOE – KTIP Approved	<ol style="list-style-type: none"> 1. The individual has been approved to enter KTIP but the internship certificate has not yet been processed OR 2. The individual has recently completed KTIP but the final report has not yet been submitted by the District KTIP coordinator 	<ol style="list-style-type: none"> 1. If this error appears for more than 1 week, please contact EPSBLEADTEAM@ky.gov for assistance 2. Contact your district KTIP coordinator to verify submission of the final report if KTIP was completed in the previous year
Holds Only SOE – KTIP Final	The individual has recently completed KTIP and a final report has been received but processing is not complete due to one or more missing items	Contact intern to see what needs to be submitted. Check application status in KECI to see what needs to be submitted (Usually just a fee)
Specify Content	The content for the course is displaying as none due to a missing or old state code OR a state code that requires manual final page of this section)	<ol style="list-style-type: none"> 1. Correct the state code or select one. This error can be prevented if the school runs the Missing or Invalid State Code report in IC. 2. If the state code is one requiring a manual content, assign one on the section tab
Specify Population	<p>The population is displaying as none because there are no active students on the roster</p> <p>DO NOT LEAVE THIS AS AN ERROR</p>	<ol style="list-style-type: none"> 1. If it is a section that will not be used and has never been used, delete the section 2. If it is a section that intentionally has no students on the roster (e.g. ISS/SAFE) put a population in the Population ID field on the section tab 3. If it is a section that had active students that have now withdrawn put a population in the Population ID field on the section tab showing who was in the section when it was active
Out of Field	The content as assigned by the state code does not match the certification of the teacher	<ol style="list-style-type: none"> 1. Verify that the correct state code has been used 2. Make teaching assignment changes as needed 3. Apply for the appropriate type of certification as needed

<p>Out of Population</p>	<p>One or more of the populations of the students does not match the certification of the teacher</p> <p>* Remember – populations are assigned based on the students on the roster in the class and cannot be changed using the Population ID dropdown</p>	<ol style="list-style-type: none"> 1. If an FMD population in a general ed class, attach a collaborating FMD teacher 2. If a small class normally designed for general ed students but only has special ed or gifted students, attach the appropriate collaborating teacher 3. If a SPED class with Gifted, ESL, or Speech Impaired population (or vice versa) change the Special Type indicator on the section tab 4. If a SPED class with SPED populations outside of the teachers certification assign a collaborating teacher (only if that teacher is truly collaborating) or apply for a SPED waiver as appropriate 5. If a SPED class with General population check students on roster for active special ed enrollment/flags, locked IEPS, non-overlapping IEPS, and file a support ticket with IC if no error is found. 6. Make teaching assignment changes as needed 7. Apply for the appropriate type of certification as needed
<p>Out of Grade Range</p>	<ol style="list-style-type: none"> 1. The grade range of the active students on the roster does not match the teacher’s certification <p>OR</p> <ol style="list-style-type: none"> 2. There are no active students on the roster so the grade range has defaulted to that of the school. 	<ol style="list-style-type: none"> 1. If a repeating or accelerated student, indicate this in the Edit LEAD Data Comments field for EPSB manual override. 2. If no students are active, edit the grade range in the Edit LEAD Data tab right before sign off 3. Make teaching assignment changes as needed 4. Apply for the appropriate type of certification as needed
<p>Incorrectly Coded (shows only on Edit LEAD data page not on Preliminary Audit Report)</p>	<p>Section has “Specify Content” or “Specify Population” error or both</p>	<p>See above for how to resolve</p>
<p>Insufficient Certification (course)</p>	<p>The teacher's certification does not match one or more parameters of the course, but</p>	<p>Carefully check each element of the section on the preliminary audit report to verify match to certification</p>

	the LEAD system is unable to identify the specific problem	
Insufficient Certification (MUNIS)	<p>The teacher/administrator cannot clear this particular jobclass with their current certification</p> <p>Reasons may be:</p> <ol style="list-style-type: none"> 1. No valid certification 2. Incorrect Jobclass for job duties 3. Not certified for job/jobclass 4. New Principal with SOE only – need to activate 	<p>If the summary jobclass number is wrong, have your finance officer correct the jobclass and contact KDE to have the PSD/CSD file denied so they can resubmit.</p> <p>If the principal has only an SOE, please complete the COE on the back and submit it with a \$50 fee.</p>

State Codes that require manual assignment of a state code

165699	Elementary School World Language Special Topics Immersion
499901	Foundations of Energy
499910	Industrial Education Co-op
499915	Industrial Education Internship
909999	School Defined Course

LEAD Frequently Asked Questions

General Questions

Populations

Q How are populations assigned in LEAD?

- A** The populations will automatically assign based on the students enrolled in the course.
- A** Assign collaborative teachers as an additional teacher on the section tab as needed. (required for mainstreamed FMD students)
- A** If no students are assigned to the course, manually assign a population on the section tab. (**If there are students in the course, this field will be ignored.**)
- A** Courses designed for non-general populations should have the special type indicated on the section tab.
- A** General population will appear when a student does not have an active special enrollment elsewhere.

Social Security Numbers

Q An employee's Social Security number is incorrect. How do I correct it?

- A** Correct the SS# on the employee's demographics tab.

Highly Qualified

Q How does Highly Qualified relate to my LEAD report?

- A** Highly Qualified reporting is no longer required under ESSA, beginning with the 2016-2017 school year.

KDE Data Standards

Q Where can I find the KDE/Student Information System Data Standards?

- A** The KDE KSIS data standards are available on KDE's website at <http://education.ky.gov/districts/tech/sis/pages/ksis-data-standards.aspx>

LEAD Frequently Asked Questions

Uniform Academic Course Codes (formerly State Valid Course List)

Q Where can I find the Uniform Academic Course Codes and how do they impact LEAD?

A The full State Course List is available on the KDE website at

<http://education.ky.gov/curriculum/modcurrframe/Pages/Kentucky-Uniform-Academic-Course-Codes.aspx>

A Once a course has been linked its content will pull from the linked course *not the core content drop down*.

- ◆ Do not assign content in your SIS except for those courses with a coding of “School Defined Course” (code 909999)
- ◆ Only use state course code 909999 for those courses that do not match **any** other courses within the state course code list

A All courses must be linked per 704 KAR 3:540.

A The same uniform academic course code may be used for multiple courses within the district course master list

- ◆ Note: Separate district course numbers are required for courses with different teaching methods. (i.e. direct instruction and digital learning provider)

LEAD Frequently Asked Questions

Course and Teacher Coding Questions

Alternative Courses/Teachers

Q How should I assign alternative school teachers in a LEAD Report?

A You should report alternative school teachers at the school level in the alternative school's SIS. You will list the appropriate courses, assign the appropriate state course code to those courses through the valid course codes, and use Alternative for the population.

◆ The teachers must be assigned at least one course for each content area they teach.
Do not use one blanket "Alternative" course.

A If the course is being taught via an alternative method (i.e. self study curriculum or computer based instruction), please indicate this on the course tab under “teaching method.”

A Per KDE requirements, all courses must have the Special Type of “Alternative Classroom”

Computer Based/Distance Learning

Q How are distance learning courses and computer based instruction courses handled?

A Courses falling into each of these categories should be linked to the appropriate valid course. Please note that they must be set up separately from courses taught via direct instruction so schools can also mark the appropriate “Teaching Method” and/or “Instructional Setting” indicator on the course tab.

◆ **Please note that these courses require certified teachers.**

A Do not use the "Type" indicator on the course tab unless these are courses that have no 'seat time'.

Consultant/Resource Teachers

Q How do I code curriculum consultants/coaches/resource teachers?

A Persons serving in these types of positions should not have courses unless they are working with students. If they are working only with other teachers, do not assign them a course in the schedule; they should have an employee type of “Other-Professional”.

LEAD Frequently Asked Questions

Dual Credit/College Teachers

Q We offer dual credit courses; how do we code those courses?

A Enter the teacher's name and SSN and schedule in the SIS as you would any other teacher. Make sure to link the course to the appropriate valid course number.

◆ **Do not use one course for multiple content areas.**

◆ Certification requirements differ based on who employs the college faculty member – see the next two questions.

Q We have a college faculty member employed by the local university teaching a dual credit course. Does that individual have to be certified?

A If the college faculty member is under the employment of the local college/university, no additional certification is required for the college faculty member.

◆ If you do not have access to the SSN because the instructor is not your employee, use 333-33-3333

A Mark the "Teaching Method" as **Dual Credit – College Offered**.

◆ If the students go to the university also mark the "Instructional Setting" as **Offsite College**.

Q We have a college faculty member employed by our district teaching a dual credit course. Does that individual have to be certified?

A If the college faculty member is paid and selected by the local district, certification is required. Please apply for a Provisional One Year Certificate for College Faculty. (See the Quick Reference sheet in this manual).

A Mark the "Teaching Method" as **Dual Credit – District Offered**

In School Suspension/SAFE teachers

Q How do I code SAFE / In-School-Suspension teachers?

A Schedule these teachers with at least one course and link to the appropriate course code in the valid course list. Use General as the population.

◆ **Please note that these are Teachers and are required to be certified.**

Itinerate Teachers

Q Should itinerate teachers have courses at every school?

A Yes. Any teacher that sees students in that building should have at least one course or be assigned as an additional teacher.

LEAD Frequently Asked Questions

Preschool Courses

Q How are preschool assignments handled in LEAD?

A Link the course to “Preschool” in the valid courses, state code 700510; the population will be Preschool. Make sure students are assigned to the courses so the grade range displays correctly.

Psychologists, Nurses, and Social Workers

Q How do you report school psychologists, school nurses, and school social workers on the LEAD Report?

A Do not assign courses to these individuals; use the employee type of “other”.

A If these individuals hold credentials/certificates from the EPSB, then they would be considered paid from the “certified salary schedule”, and you can report them with the appropriate job class code in MUNIS. If they are licensed with a state licensing agency but do not have certificates with the EPSB, and the district has a contract with them, then they should be considered classified employees and should have a classified MUNIS job class code.

Speech Therapists/Pathologists

Q How do I code Speech Language Pathologists and Speech Language Pathology Assistants?

A You can code both certified and licensed SLPs and SLPAs one of three ways:

- ◆ in the schedule with their own courses
- ◆ as additional teachers on courses where they collaborate
- ◆ with no courses as long as they have an employee type of “05 – Speech Therapist” on the district assignment tab

A If you are assigning a course, use the appropriate state valid course number, 600206, which gives a content of Speech Therapy. The population will be Speech Impaired.

A If these individuals hold credentials/certificates from the EPSB you can report them with the appropriate certified job class code in MUNIS. *If they are licensed with a state licensing agency but do not have certificates with the EPSB, then they should be considered classified employees and should have a classified MUNIS job class code.*

A Courses coded for classified SLPs and SLPAs will kick out as an error until your district’s MUNIS data is received. Once that information has been loaded, IF the individual is coded correctly in MUNIS they will clear your report at that time.

LEAD Frequently Asked Questions

Special Education Teachers

Q When should a special ed teacher be assigned as the “Primary Teacher” in the SIS?

A When that teacher has been assigned the responsibility for the student’s learning in a subject/course; they are providing initial content instruction

Q Should collaborating special education teachers have their own courses in the schedule?

A No. We recommend that schools do not give collaborating special ed teachers their own courses. If a schedule is in for tracking purposes, code the state course code as 600299.

Career and Technical Education Courses/Teachers

Q How are career and technical education course assignments handled in LEAD?

A Each course must be listed as an individual course and linked to the appropriate state code.

◆ **Do not use one course for multiple content areas.**

There are two ways to handle CTE teachers:

A Option 1. If the CTE teacher is a district employee OR you have their SSN, enter that teacher and their courses in the SIS and code the appropriate state code for those courses.

◆ This is the preferred/recommended method. If the teacher is in your building this is the method that must be used.

A Option 2. If you do not have access to the CTE teacher’s SSN, code it as 333-33-3333 in the SIS and code an administrator as an additional teacher. (Principal, vice principal, guidance counselor – whoever is ultimately responsible for getting the students to/from the school). Once a state course has been linked the content will be pre-assigned. Mark the “Instructional Setting” as **Offsite CTE**.

◆ ****Do not use 3rd Party Contract** for CTE courses taught offsite.

◆ Districts can check to see if a teacher is certified, and check their permissions using the Kentucky Educator Certification Inquiry (KECI) available on the EPSB website.

Warning/Error Report

The LEAD will produce an HTML format warning/error report when the report is generated (using the “Generate Extract” button in the extract editor). This HTML warning report will contain the data described in the table below.

Error 1: Missing Social Security # / Employee Type Error

Error text: “Error: The following records do not have SSN, EMP TYPE or Both and will NOT be included in the final report”

Selection Criteria:

- Primary or Secondary teachers without a social security number, Employee Type, or both are included in the error report. These teachers, and any courses for which they are assigned as the Primary teacher, will NOT be included on the final extract.
- Other than SSN, the staff members included in this report otherwise meet the criteria for the LEAD extract staff component.

Sort Order: Sorts by PersonID

Data Elements:

Data Element	Description
SchoolCode	school number
SSN	Social Security Number
Tnum	Teacher Staff Number
Lname	Last Name
Fname	First Name

- How to correct:
 - 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
 - Check all district assignments for a valid employee type (including CIITS roles)

Error 2: Duplicate Social Security # Error

Error text: "Warning: The following staffs have duplicate SSNs. (Number of Records:14)"

Selection Criteria:

- Staff members who appear in the staff component of the LEAD file and who share a social security number with another staff member on the list.
- Other than SSN, the staff members included in this report otherwise meet the criteria for the LEAD extract.

Sort Order: Sorts by PersonID

Data Elements:

Data Element	Description
SchoolCode	school number
SSN	Social Security Number
Tnum	Teacher Staff Number
Lname	Last Name
Fname	First Name

- How to Correct:
 - Check census list for duplicate entries for the staff member
 - Ensure each staffmember has a distinct SSN

Error 3: Emp Type 01 Not Assigned a Course/Section

Error text: "Warning: The following EMP TYPE 01 staff are NOT assigned to a course section"

Selection Criteria:

1. Includes a list of staff with EMP TYPE (employee type) = 01: Teachers who are not assigned to a course section as a Primary Teacher, Secondary Teacher or Section Staff in the Staff History tab at any time during time period defined in the extract editor.
2. Staff member must have a District Assignment that overlaps the time period defined in the extract editor to be considered for this warning.

Sort Order: Sorts by school code, then by Last Name, First Name.

Data Elements:

Data Element	Description
SchoolCode	school number
SSN	Social Security Number
Tnum	Teacher Staff Number
Lname	Last Name
Fname	First Name

- How to Correct:
 - 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

Error 4: Core ID / Alt CNUM both blank

Error text: “Warning: The Core ID and ALTCNUM are both blank”

Selection Criteria:

- Includes a list of course names and section numbers where both the Core ID (core content indicator) and ALTCNUM (state code) are null.

Sort Order: Sorts by course number, then by section number.

Data Elements: Full course record is displayed

- How to correct:
 - Assign a state course number
 - If the state course code is 909999 must also assign content
 - Check the KDE website for the Kentucky Valid Course List to verify numbers

Error 5: Primary Teacher not active on last day of section

Error text: “Warning: The most recent Primary Teacher for the listed sections has a staff history record end dated prior to the last day of the section. These sections will still report on LEAD. Most recent Primary Teacher is listed below with each applicable course.”

Selection Criteria:

- Includes a list of course names and section numbers where the Primary Teacher’s staff history record has been end dated prior to the last day of the section.
- Section must have had at least one Primary Teacher assigned at some point during the course to pull on this warning. Sections with no teachers assigned at any time during the section will not pull on this warning.

Sort Order: Sorts by course number then by section number.

Data Elements:

Data Element
DTG_VERSION
DISTRICTNUMBER
DISTRICTNAME
SCHCODE
ACAD_YR_ENDING
SEQUENCENUMBER
CNUM
TERMOFFERED
CORE_ID
TNUM
SSN
LNAME
FNAME
EMPTYTYPE
ALTCNUM

- How to Correct:
 - Ensure the current teacher for the course is listed as the Primary Teacher
 - The Primary Teacher cannot be left blank if the position is being filled by a substitute

Error 6: Section has no primary teacher

Error text: “Warning: The sections listed below have never had a Primary Teacher assigned. These sections will not report on LEAD.

Selection Criteria:

- Includes a list of course names and section numbers where no record exists on the Staff History tab for a Primary Teacher at any time during the section.

Sort Order: Sorts by course number, then by section number.

Data Elements:

Data Element
DTG VERSION
DISTRICTNUMBER
DISTRICTNAME
SCHCODE
ACAD_YR_ENDING
SEQUENCENUMBER
CNUM
TERMOFFERED
CORE_ID
ALTCNUM

- How to Correct:
 - Ensure the teacher for the course is listed as the Primary Teacher
 - The certified teacher serving as facilitator for courses offered through digital learning providers must be listed as the Primary Teacher