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Frequently Asked Questions

**General Questions
Course and Teacher Coding Questions**

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 Course and teacher information is rolled over into the Highly Qualified report for verification and correction using data gathered during spring LEAD reporting

A After the Spring LEAD report is finished, principals must verify each teachers' HQ status via the Highly Qualified Teacher Reporting Tool

A Using one of the three Highly Qualified options, pre-populate the HQ field in the SIS for each teacher's schedule on the section tab.

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. *NOTE: if the teacher is responsible for delivering core content instruction, they MUST demonstrate HQ status as defined by NCLB.*

- ◆ 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/HQ 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 and highly qualified?

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 and HQ is not required.

◆ 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 and highly qualified?

A If the college faculty member is paid and selected by the local district, certification is required as is HQ. 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. This can cause serious issues for HQ reporting. 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.