

## LEAD 2015 – 2016

New LEAD Coordinator Training



---

---

---

---

---

---

---

---

## This presentation will cover:

- LEAD – what it is and why we do it
- The EPSB LEAD web application
- An overview of the LEAD
- Reading LEAD reports and resolving LEAD issues
- The LEAD timeline – important dates and pacing recommendations



---

---

---

---

---

---

---

---

## LEAD – the what and why

- LEAD stands for
  - Local
  - Educator
  - Assignment
  - Data
- Authorized by KRS 161.1221 and 16 KAR 1:050



---

---

---

---

---

---

---

---

## LEAD – the what and why

- Ensures a properly certified educator in every position.
- Looks at all courses and compares staff and course information to the teacher certification database.
- Ramifications for assignments not in compliance can be loss of SEEK funds or legal action against administrator and/or teacher certificates.



---

---

---

---

---

---

---

---

## LEAD – the what and why

- LEAD data is also used for:
  - Highly Qualified (HQ) teacher reporting
  - Other state/federal reports as needed
  - Data research by EPSB, KDE, and LRC
  - Open Records Requests
  - Course data will be used for Teacher of Record/Professional Growth and Evaluation System information (TOR/PGES)
- Data Quality is of vital importance.



---

---

---

---

---

---

---

---

## Tips



---

---

---

---

---

---

---

---

## Helpful Hints

- The LEAD process is a team approach.
- Involve HR staff, curriculum specialists, special ed coordinators, guidance counselors, finance officers
  - Provide training to staff as needed (counselors, principals, attendance staff, and curriculum specialists)
    - TIP: Train staff to use the "Staff Locator" in IC when adding new staffmembers
- Create a consistent method for communicating information from the school to the district level during LEAD reporting



---

---

---

---

---

---

---

---

## Helpful Hints

- Upload your report early and as frequently as needed
  - Early upload allows staff assignment changes to happen early
  - As paperwork is processed at EPSB, corrections happen automatically
- Uploading to our site allows you to view any certification or coding errors AND allows us to see that information so we can help you. Your report is not officially "submitted" until you sign off.
- **Do not wait to hear from EPSB after an upload. We do not notify you concerning errors during the uploading phase.**



---

---

---

---

---

---

---

---

## Related Topics

- Integrated Science 2-4
  - Districts will need to submit the electronic approval request form if planning to offer state course numbers 303092, 303093, 303099, or 303010.
  - These will automatically clear once the approval has been granted.
  - Email [EPSBLEADTEAM@KY.gov](mailto:EPSBLEADTEAM@KY.gov) to request form
- KECI (Kentucky Educator Certification Inquiry)
  - Principals and district personnel can use the permissions tool in KECI to find out exactly what an individual can teach. If you have questions, please contact the LEAD Help Desk.
- MUNIS
  - MUNIS errors related to job class corrections will be corrected by re-submitting the district PSD/CSD file to KDE (usually done by your finance officer)



---

---

---

---

---

---

---

---

# The Online EPSB LEAD Web Application



---

---

---

---

---

---

---

---

## Access

- Log in from the [www.epsb.ky.gov](http://www.epsb.ky.gov) homepage then select LEAD from your EPSB Online Services menu OR
- Web address to directly access the online EPSB LEAD site is <https://wd.kyepsb.net/EPSB.WebApps/LEAD>
- Login using your user ID and password
- Contact Cindy Godsey or the EPSB help desk if you have problems logging in



---

---

---

---

---

---

---

---

## Navigating the Site

Home | User | Upload Files | Edit LEAD Data | Reports | Signoff and Submit Final LEAD Data | Allen County

Welcome to the online EPSB LEAD Site

This site has many tools to help you complete your LEAD Report. All of the tools will be available for use beginning September 2<sup>nd</sup>

**Getting Started**

To get started, you will upload files, and then run a Preliminary Audit Report. We recommend uploading your files and running your first Preliminary Audit Report within the first two weeks of school. The preferred process for editing is as follows:

- Upload the files
- Run the Preliminary Audit Report
- Investigate lock-outs and make needed adjustments
- Use your access to make the changes.
- Upload the files again.
- Run the Preliminary Audit Report again
- Investigate and make adjustments again
- Continue to repeat this until the LEAD data is correct
- Submit the LEAD data on or before the deadline **November 1st**

LEAD Coordinators may also choose to edit using the "Edit LEAD Data" tool available below. It is important to note, the initial files for the LEAD Editor are uploaded from your current files. Changes made using the "Edit LEAD Data" tool are not saved in the districts, these changes are saved on EPSB servers. **Because of this, additional uploads will erase changes made in the LEAD Editor.**



---

---

---

---

---

---

---

---

## Navigating the Site

1. Link to Kentucky Educator Certification Inquiry (KECI) to check certificate type, status, and permissions

2. Returns to the main LEAD page

3. Page to upload file once it has been exported from the SIS

4. Online LEAD editor – use for final corrections once SIS corrections are complete

5. View Preliminary Audit Report, Full Data Report for district and specific schools; e-mail reports to building level principals

6. Use your user ID and password to digitally signoff and submit your report by November 1

EPSCB  
Educator Practice Support Bureau

---

---

---

---

---

---

---

---

## The LEAD Steps

All steps are in the “Quick Reference – LEAD Process Steps” document

EPSCB  
Educator Practice Support Bureau

---

---

---

---

---

---

---

---

## The LEAD Steps

- STEP 1 – Create the LEAD extract file in Infinite Campus
- STEP 2 – Upload the file to the EPSB website
- STEP 3 – Open and review the report
- STEP 4 – Correct issues

**Steps 1-4 will be repeated multiple times**

- STEP 5 – Submit the report

EPSCB  
Educator Practice Support Bureau

---

---

---

---

---

---

---

---

# Creating the extract file

## Step 1



---

---

---

---

---

---

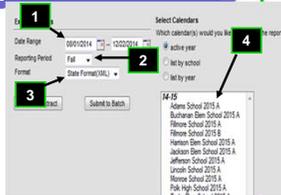
---

---

# Selections on the extract page in IC

Steps 1.1-1.6

1. Date Range
  - For the fall report: start of school to the last day of school in December
  - For the spring report: start of school to the last day of school
2. Reporting Period
  - Choose the appropriate report (fall or spring)
3. Format
  - For upload to EPSSB website the XML format **must** be selected
  - For review purposes you can generate as CSV or HTML format
    - This is a good way to check for duplicate staff members
4. Calendars
  - Use CTRL+click or SHIFT+click to select more than one calendar
    - For the final LEAD extract, **all schools** must be included
    - For review purposes, you can upload one school/calendar at a time



IC Path:  
KY State Reporting>LEAD Extract



---

---

---

---

---

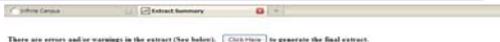
---

---

---

# Extract Summary

Step 1.7



There are errors and/or warnings in the extract (see below). [Click Here](#) to generate the final extract.

Error: The following records are missing SSS, EMP TYPE, or both and will NOT be included in the final report. (Number of Records: 215)

DFG	VERMON	DISTRIC	TNUMBR	DISTRICNAME	ACAD_YR	ENDING	SEQUEN	NUMBER	SSS	SCRCODE	CNUM
08-KR-2010	18-11-27	R-1007-2	999	KDE Covert	10		3			071	101_1
08-KR-2010	18-11-27	R-1007-2	999	KDE Covert	10		2			071	101_2
08-KR-2010	18-11-27	R-1007-2	999	KDE Covert	10		1			071	101_22
08-KR-2010	18-11-27	R-1007-2	999	KDE Covert	10		3			071	101_3
08-KR-2010	18-11-27	R-1007-2	999	KDE Covert	10		2			071	102_1

- If an error report is generated, review the errors
- These are errors that will NOT be included in your extract file
  - They are not your LEAD errors, they are data issues
- Continue with the extract process even if errors are not clear the first time
  - All errors will need to be cleared before the final upload



---

---

---

---

---

---

---

---

## Extract Summary - errors

- **Error: "The following records do not have SSN, EMP TYPE or Both and will NOT be included in the final report"**
  - Selection Criteria (From IC):
    - 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.
  - 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



---

---

---

---

---

---

---

---

## Extract Summary - errors

- **Error: "Warning: The following staffs have duplicate SSNs. (Number of Records:##)"**
  - Selection Criteria (From IC):
    - 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.
  - How to Correct:
    - Check census list for duplicate entries for the staff member
    - Ensure each staffmember has a distinct SSN



---

---

---

---

---

---

---

---

## Extract Summary - errors

- **Error: "Warning: The following EMP TYPE 01 staff are NOT assigned to a course section"**
  - Selection Criteria (From IC):
    - 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.
      - 01= Teacher
    - Staff member must have a District Assignment that overlaps the time period defined in the extract editor to be considered for this warning.
  - 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



---

---

---

---

---

---

---

---

## Extract Summary - errors

- **Error: "Warning: The Core ID and ALTCNUM are both blank"**
  - Selection Criteria (From IC):
    - Includes a list of course names and section numbers where both the Core ID (core content indicator) and ALTCNUM (state code) are null.
      - ALTCNUM = state course code (course tab)
      - CORE\_ID = core content (section tab)
  - 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



---

---

---

---

---

---

---

---

## Extract Summary - errors

- **Error: "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 (From IC):
    - 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.
  - 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



---

---

---

---

---

---

---

---

## Extract Summary - errors

- **Error: "Warning: The sections listed below have never had a Primary Teacher assigned. These sections will not report on LEAD."**
  - Selection Criteria (From IC):
    - 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.
  - 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



---

---

---

---

---

---

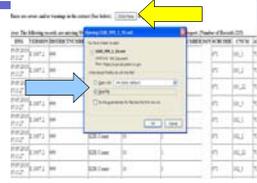
---

---

## Saving the file

Steps 1.8-1.10

- Select "Click Here" to proceed
- When it gives you the option to open or save, choose "save"
  - If the file already exists, cancel the save, go to your desktop to rename the old file and the old zip file, and then click the "Click Here" again
  - If you see an error that states "Infinite Campus cannot download Prism" try using Mozilla Firefox instead of Internet Explorer.
- Save the file to your desktop (in a LEAD folder if possible)
- Go to the file location to zip the file
  - Right click on the file name
  - Select "Send to" and "Compressed Folder"



Verify the file name as you save  
Should be LEAD\_123\_1\_16.xml  
(.xml may be hidden)  
123 = district number  
1 = reporting period  
1 is for fall, 2 is for spring  
16= school year



---

---

---

---

---

---

---

---

---

---

## Upload the file Review Reports

Steps 2 and 3



---

---

---

---

---

---

---

---

---

---

## Upload Report

Step 2; Step 3.1

After successful upload (and confirmation), go to the Reports page

The EPSB LEAD system will warn you if the file name is not correct. It must be a zipped .xml file.

If you see the big red stop sign or an error message, e-mail [EPSBLEADTEAM@ky.gov](mailto:EPSBLEADTEAM@ky.gov) with your name, the district name, and the time of your error



---

---

---

---

---

---

---

---

---

---

## EPSB Site Steps

- Step 3 – Open and review the report
  - Always open preliminary audit report immediately after successful upload
  - Use the “comments” to determine how to correct errors
  - After the first upload, have the schools review the staff list on the full data report for inaccuracies




---

---

---

---

---

---

---

---

---

---

---

---

## Open and Review Reports

Step 3.2

Organization	Preliminary	Full	Email
Denville Independent			<input type="checkbox"/> Keith Lusk (School District Superintendent) (keith.lusk@denville.kyschools.us ) <input type="checkbox"/> Jay Campbell (Director of Finance and Business) (jcamp@emil.com)
Kate Middle School			<input type="checkbox"/> Keith Lusk (Director of District Personnel) (keith.lusk@denville.kyschools.us ) <input type="checkbox"/> Gregory Shupey (LEAD Coordinator) (Greg.Shupey@denville.kyschools.us )
Denville High School			<input type="checkbox"/> Beth Lee (School Principal) (beth.lee@denville.kyschools.us ) <input type="checkbox"/> Aaron Ehrengrun (School Principal) (aaron.ehrengrun@denville.kyschools.us )
Hogsett Elementary School			<input type="checkbox"/> Les Labriola (School Principal) (les.labriola@denville.kyschools.us )
Jennine Rogers Elementary School			<input type="checkbox"/> Robin Kelly (School Principal) (Robin.Kelly@denville.kyschools.us )
Sumner Children's Services - Woodburn			<input type="checkbox"/> Robin Kelly (School Principal) (Robin.Kelly@denville.kyschools.us )
Tyler Elementary School			<input type="checkbox"/> Keith Spafford (School Principal) (Keith.Spafford@denville.kyschools.us )

- Choose appropriate report icon to view – usually Preliminary
  - District-wide information is listed first
  - School-specific reports are available next to the school's name
  - You can open a report at any time without re-uploading




---

---

---

---

---

---

---

---

---

---

---

---

## Open and Review Reports

Steps 3.3-3.5

1. Check the File Export date in the File Summary (p. 3 of the report) **File Exported At: 26-FEB-08**
2. Review the first page of each school for "SSN" and "No Courses" errors (Staff warnings)
3. Review each teacher's individual listing for any LEAD issues (will say "certification issue")

**File Summary**

Year: 2007-2008 Spring

FILED: ANY\_TOWN\_SCHOOL

File Exported At: 26-FEB-08

320 staff members

1433 courses

1433 course errors

**Any Town High School**

Staff Page: 99 / 126

Staff ID	Staff Name	Staff Title	Staff Status	Staff Comments
00000001	00000001	TEACHER	ACTIVE	No courses for staff member
00000002	00000002	TEACHER	ACTIVE	No courses for staff member
00000003	00000003	TEACHER	ACTIVE	No courses for staff member
00000004	00000004	TEACHER	ACTIVE	No courses for staff member
00000005	00000005	TEACHER	ACTIVE	No courses for staff member
00000006	00000006	TEACHER	ACTIVE	No courses for staff member
00000007	00000007	TEACHER	ACTIVE	No courses for staff member
00000008	00000008	TEACHER	ACTIVE	No courses for staff member
00000009	00000009	TEACHER	ACTIVE	No courses for staff member
00000010	00000010	TEACHER	ACTIVE	No courses for staff member
00000011	00000011	TEACHER	ACTIVE	No courses for staff member
00000012	00000012	TEACHER	ACTIVE	No courses for staff member
00000013	00000013	TEACHER	ACTIVE	No courses for staff member
00000014	00000014	TEACHER	ACTIVE	No courses for staff member
00000015	00000015	TEACHER	ACTIVE	No courses for staff member
00000016	00000016	TEACHER	ACTIVE	No courses for staff member
00000017	00000017	TEACHER	ACTIVE	No courses for staff member
00000018	00000018	TEACHER	ACTIVE	No courses for staff member
00000019	00000019	TEACHER	ACTIVE	No courses for staff member
00000020	00000020	TEACHER	ACTIVE	No courses for staff member
00000021	00000021	TEACHER	ACTIVE	No courses for staff member
00000022	00000022	TEACHER	ACTIVE	No courses for staff member
00000023	00000023	TEACHER	ACTIVE	No courses for staff member
00000024	00000024	TEACHER	ACTIVE	No courses for staff member
00000025	00000025	TEACHER	ACTIVE	No courses for staff member
00000026	00000026	TEACHER	ACTIVE	No courses for staff member
00000027	00000027	TEACHER	ACTIVE	No courses for staff member
00000028	00000028	TEACHER	ACTIVE	No courses for staff member
00000029	00000029	TEACHER	ACTIVE	No courses for staff member
00000030	00000030	TEACHER	ACTIVE	No courses for staff member
00000031	00000031	TEACHER	ACTIVE	No courses for staff member
00000032	00000032	TEACHER	ACTIVE	No courses for staff member
00000033	00000033	TEACHER	ACTIVE	No courses for staff member
00000034	00000034	TEACHER	ACTIVE	No courses for staff member
00000035	00000035	TEACHER	ACTIVE	No courses for staff member
00000036	00000036	TEACHER	ACTIVE	No courses for staff member
00000037	00000037	TEACHER	ACTIVE	No courses for staff member
00000038	00000038	TEACHER	ACTIVE	No courses for staff member
00000039	00000039	TEACHER	ACTIVE	No courses for staff member
00000040	00000040	TEACHER	ACTIVE	No courses for staff member
00000041	00000041	TEACHER	ACTIVE	No courses for staff member
00000042	00000042	TEACHER	ACTIVE	No courses for staff member
00000043	00000043	TEACHER	ACTIVE	No courses for staff member
00000044	00000044	TEACHER	ACTIVE	No courses for staff member
00000045	00000045	TEACHER	ACTIVE	No courses for staff member
00000046	00000046	TEACHER	ACTIVE	No courses for staff member
00000047	00000047	TEACHER	ACTIVE	No courses for staff member
00000048	00000048	TEACHER	ACTIVE	No courses for staff member
00000049	00000049	TEACHER	ACTIVE	No courses for staff member
00000050	00000050	TEACHER	ACTIVE	No courses for staff member
00000051	00000051	TEACHER	ACTIVE	No courses for staff member
00000052	00000052	TEACHER	ACTIVE	No courses for staff member
00000053	00000053	TEACHER	ACTIVE	No courses for staff member
00000054	00000054	TEACHER	ACTIVE	No courses for staff member
00000055	00000055	TEACHER	ACTIVE	No courses for staff member
00000056	00000056	TEACHER	ACTIVE	No courses for staff member
00000057	00000057	TEACHER	ACTIVE	No courses for staff member
00000058	00000058	TEACHER	ACTIVE	No courses for staff member
00000059	00000059	TEACHER	ACTIVE	No courses for staff member
00000060	00000060	TEACHER	ACTIVE	No courses for staff member
00000061	00000061	TEACHER	ACTIVE	No courses for staff member
00000062	00000062	TEACHER	ACTIVE	No courses for staff member
00000063	00000063	TEACHER	ACTIVE	No courses for staff member
00000064	00000064	TEACHER	ACTIVE	No courses for staff member
00000065	00000065	TEACHER	ACTIVE	No courses for staff member
00000066	00000066	TEACHER	ACTIVE	No courses for staff member
00000067	00000067	TEACHER	ACTIVE	No courses for staff member
00000068	00000068	TEACHER	ACTIVE	No courses for staff member
00000069	00000069	TEACHER	ACTIVE	No courses for staff member
00000070	00000070	TEACHER	ACTIVE	No courses for staff member
00000071	00000071	TEACHER	ACTIVE	No courses for staff member
00000072	00000072	TEACHER	ACTIVE	No courses for staff member
00000073	00000073	TEACHER	ACTIVE	No courses for staff member
00000074	00000074	TEACHER	ACTIVE	No courses for staff member
00000075	00000075	TEACHER	ACTIVE	No courses for staff member
00000076	00000076	TEACHER	ACTIVE	No courses for staff member
00000077	00000077	TEACHER	ACTIVE	No courses for staff member
00000078	00000078	TEACHER	ACTIVE	No courses for staff member
00000079	00000079	TEACHER	ACTIVE	No courses for staff member
00000080	00000080	TEACHER	ACTIVE	No courses for staff member
00000081	00000081	TEACHER	ACTIVE	No courses for staff member
00000082	00000082	TEACHER	ACTIVE	No courses for staff member
00000083	00000083	TEACHER	ACTIVE	No courses for staff member
00000084	00000084	TEACHER	ACTIVE	No courses for staff member
00000085	00000085	TEACHER	ACTIVE	No courses for staff member
00000086	00000086	TEACHER	ACTIVE	No courses for staff member
00000087	00000087	TEACHER	ACTIVE	No courses for staff member
00000088	00000088	TEACHER	ACTIVE	No courses for staff member
00000089	00000089	TEACHER	ACTIVE	No courses for staff member
00000090	00000090	TEACHER	ACTIVE	No courses for staff member
00000091	00000091	TEACHER	ACTIVE	No courses for staff member
00000092	00000092	TEACHER	ACTIVE	No courses for staff member
00000093	00000093	TEACHER	ACTIVE	No courses for staff member
00000094	00000094	TEACHER	ACTIVE	No courses for staff member
00000095	00000095	TEACHER	ACTIVE	No courses for staff member
00000096	00000096	TEACHER	ACTIVE	No courses for staff member
00000097	00000097	TEACHER	ACTIVE	No courses for staff member
00000098	00000098	TEACHER	ACTIVE	No courses for staff member
00000099	00000099	TEACHER	ACTIVE	No courses for staff member
00000100	00000100	TEACHER	ACTIVE	No courses for staff member

Go to teacher's listing on next pages




---

---

---

---

---

---

---

---

---

---

---

---

## Correcting Issues

Step 4



---

---

---

---

---

---

---

---

## Correcting and Finalizing

- Step 4 – Correct issues
  - Use the information found in the preliminary audit report to make corrections in Infinite Campus
  - 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**
  - 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*)



---

---

---

---

---

---

---

---

## Correcting Issues

Editing  
Step 4



---

---

---

---

---

---

---

---

## Correcting Issues Steps 4.1-4.2

- Most corrections should be made in Infinite Campus
- You must regenerate the extract and re-upload for any corrections made in IC to appear (Steps 1-3)
- **DO NOT move on to the online edit LEAD data page until most corrections have been made using Infinite Campus**
- We recommend you set a date (around October 19/February 19) after which you will only use the online edit LEAD data page
  - Do not use the online edit page until **all** staff warnings (incorrect SSN/no courses) have been corrected



---

---

---

---

---

---

---

---

## IMPORTANT!!

- Any changes you make using the online Edit LEAD Data page will be lost if you upload a new version of the export file
- Do not use the online Edit LEAD Data page until SSN and “No Courses” warnings have been resolved



---

---

---

---

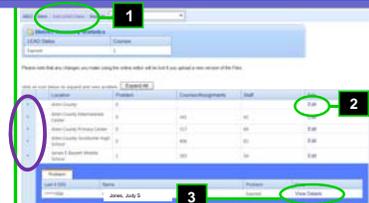
---

---

---

---

## Online LEAD Editor Main Edit Screen Step 4.3



1. To access this page, click “Edit LEAD Data”
2. To review an entire school, click the edit link
3. To edit an individual, click the **arrow** to expand the school and then click the “View Details” link



---

---

---

---

---

---

---

---



## Editing online

Step 4.3

- Once all corrections are made
  - Select "Reports" from the top bar
    - **DO NOT UPLOAD A NEW FILE**
  - Click the PDF icon beside the district name in the "Preliminary" column to view the updated report
- Don't forget to make the changes later in your SIS



---

---

---

---

---

---

---

---

## Submit and Sign Off

Step 5



---

---

---

---

---

---

---

---

## Finalizing

- Step 5 – Submit the report
  - Prior to sign off, have each school principal verify the full report for their school. Things they should look for include:
    - Teachers on the 1st page showing with no courses
    - Teachers with incorrect or missing schedules or content
    - Teachers missing from the report completely.
      - NOTE: collaborating special education teachers will not have an individual listing but should appear in the teacher list.
    - HQ status for each course once it has been entered at the school
  - Sign off indicates you are done working with the report and all data is accurate
    - No changes at the local level after sign off
    - Errors still on the report as of Nov. 1 will be reported to KDE
- **The deadlines to sign off on your report are:**
  - **Fall - November 1<sup>st</sup>**
  - **Spring – February 29<sup>th</sup>**



---

---

---

---

---

---

---

---

## Sign Off

Step 5

- When all corrections have been made, view your preliminary audit report one final time before sign off
- Select "Signoff and submit Final LEAD Data" from the top bar
- Enter your user ID, password, and your full name

Home | Home | Upload Files | Edit LEAD Data | Reports | Signoff and submit Final LEAD Data | Download Independent

Signing below indicates that you are finished working with your LEAD data, and expect no further uploads or changes.

I hereby affirm and declare that the information provided in this report is true, accurate, and complete to the best of my knowledge. I further verify and understand that by typing my name in the signature box, I am affixing my electronic signature and that this constitutes a legally binding document.

User ID:   
Full Name:   
Password:

[Click Here To Agree And Digitally Sign](#)

EPFB  
Educational Performance  
Florida Board

---

---

---

---

---

---

---

---

---

---

## Reports

- Preliminary Audit Report
- Full Data Report
- E-mailing reports



---

---

---

---

---

---

---

---

---

---

## Reports

- Preliminary Audit Report
  - **Run after every upload**
  - Use to investigate errors
- Full Data Report
  - Run by mid October (fall) and by mid February (spring)
  - Use the e-mail tool to distribute portions to the appropriate school personnel for verification
  - Save a copy on disk or hard drive for a record of all data submitted



---

---

---

---

---

---

---

---

---

---





## Full Data Report

- Use to verify staff lists after first upload each semester
- Download in mid October (FALL) and mid-February (SPRING)
- Distribute to schools for verification of the information (use LEAD application e-mail tool)
- Make sure all principals have reviewed the information prior to HQ in March
  - Any needed corrections will be made by the school/district by unlocking your Spring report
  - Will result in all schools having to start over with HQ report




---

---

---

---

---

---

---

---

---

---

## E-mailing reports

- Check name of report recipient
  - If incorrect person is showing, update role in KECI
  - Individual must log in to update incorrect or missing e-mail addresses
- Type in message – be specific about which report you want the individual to view
- Click “Send Message” – this will send a link to this report page for their school only

Organization	Professionary	Full	Email
Deville Independent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Keith Lock (School District Superintendent) (Keith.Lock@deville.kyschools.us )
			<input type="checkbox"/> Steve Campbell (Director of Finance and Business) (Steve.Campbell@deville.kyschools.us )
			<input type="checkbox"/> Steve Campbell (Middle Finance Contact) (Steve.Campbell@deville.kyschools.us )
			<input type="checkbox"/> Keith Lock (Director of District Personnel) (Keith.Lock@deville.kyschools.us )
			<input type="checkbox"/> Gregory Schulz (LEAD Coordinator) (Greg.Schulz@deville.kyschools.us )
Dee Middle School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Beth Lee (School Principal) (Beth.Lee@deville.kyschools.us )
Deville High School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Aaron Whittington (School Principal) (Aaron.Whittington@deville.kyschools.us )
Huggart Elementary School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lisa Leffler (School Principal) (Lisa.Leffler@deville.kyschools.us )
John Riggins Elementary School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Trishie Kahl (School Principal) (Trishie.Kahl@deville.kyschools.us )
Sunrise Children's Services - Woodland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Shanon Kaly (School Principal) (Shanon.Kaly@deville.kyschools.us )
Talbot Elementary School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Keith Spivey (School Principal) (Keith.Spivey@deville.kyschools.us )

Please review your full report by clicking on the link provided. Check for missing teachers, incorrect assignments, and incorrect content, population, and grade range. Cindy Godsey – LEAD Coord.




---

---

---

---

---

---

---

---

---

---

## Teacher List Review

- Use the e-mail tool to send each school's full report early each reporting period
- Have school level staff (or district where appropriate) review the staff list and compare EPSB Name to SIS Name
  - If they are different individuals, correct the SSN at the school level
  - If someone's name has changed (marriage etc), they can contact EPSB to have the name changed in our database or change it by logging into their account
  - Make sure all teaching staff are listed in both the SIS and the EPSB columns




---

---

---

---

---

---

---

---

---

---





## Preliminary Audit Report – Staff Warnings

- No Courses for Staffmember (cont.)
  - If the individual is a teacher but does not have their own group of students (i.e. Gifted or Reading Recovery) you have 2 options
    - Assign them a course in the schedule; a population will be needed in the population dropdown
    - Assign them as a collaborating teacher in the courses from which they pull students
  - **Do not** change the employee type to Support or Other
  - Check SSN, District Assignment, and District Employment tabs for valid entries.
  - This is an acceptable error if the individual's assignment at that location ended after the start date on the extract
- **Please note – do NOT leave this error; a support ticket to Infinite Campus may be required if no obvious error is found.**



---

---

---

---

---

---

---

---

## Preliminary Audit Report – Staff Warnings

- SSN not found in EPSB Database
  - Check the SSN listed on the report against SSN/payroll documentation on file in the district
    - If not accurate, correct on either the Demographics or Identities tab
    - If accurate, check the EPSB website (use KECI) to see if a record exists for that individual
  - 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;
    - If the SSN is not on file at EPSB, contact Cindy Godsey



---

---

---

---

---

---

---

---

## IMPORTANT INFORMATION!

- Staff members showing as non-certification errors on the first page of a school report cannot be checked for certification errors!
- These staff warnings **must** be corrected first for your LEAD data to be accurate



---

---

---

---

---

---

---

---

## Preliminary Audit Report Assignment Errors

- This page shows certification information, MUNIS data, and assignment warnings for those with errors. Only the courses with errors will show. (examples on p. 5 & 7)
- Check MUNIS related errors – make sure the person has the correct job class code.
- Check the error message, which will assist you in resolving certification and coding issues. – see page 2 of your report for a detailed list of errors

Course	Course Title	Job Class	Assignment	Assignment Date	Assignment Status	Assignment Error
100000	Professional Certificate for Social Studies, 6-12	1000	1000	10/1/2018	Expired	Expired
100000	Professional Certificate for Social Studies, 6-12	1000	1000	10/1/2018	Expired	Expired
100000	Professional Certificate for Social Studies, 6-12	1000	1000	10/1/2018	Expired	Expired

Course	Course Title	Job Class	Assignment	Assignment Date	Assignment Status	Assignment Error
100000	Professional Certificate for Social Studies, 6-12	1000	1000	10/1/2018	Expired	Expired
100000	Professional Certificate for Social Studies, 6-12	1000	1000	10/1/2018	Expired	Expired
100000	Professional Certificate for Social Studies, 6-12	1000	1000	10/1/2018	Expired	Expired

---

---

---

---

---

---

---

---

---

---

---

---

## Preliminary Audit Report comments

- Certification Issue
  - There is an error with one or more of this individual's courses or with their MUNIS jobclass code. This comment is not always indicative of a problem with the individual's certificate; is usually indicates a miscode of some kind.
- Holds only SOE/Must Submit COE
  - The only valid credential held by the teacher is a Statement of Eligibility. If the teacher is new, please file the Confirmation of Employment with the KTIP office. If the teacher has completed KTIP, their current certification has expired and additional steps need to be taken.




---

---

---

---

---

---

---

---

---

---

---

---

## Preliminary Audit Report comments

- KTIP Approved
  - This comment can indicate 2 different things:
    1. The individual has recently completed KTIP but the final report has not yet been submitted by the District KTIP coordinator
    2. The individual has been approved to enter KTIP but the internship certificate has not yet been processed
- KTIP Final
  - The individual has recently completed KTIP and a final report has been received. Processing is not complete due to one or more missing items (usually \$\$)




---

---

---

---

---

---

---

---

---

---

---

---

## Preliminary Audit Report comments

### ● Specify Content

- The content is currently displaying "none."
- Assign a state course code on the course tab
- If the state code of 909999 has been assigned on the course tab, you will need to assign a content for each section on the section tab
  - Do not assign a content on the section tab otherwise
  - Any content listed on the section tab will be ignored unless the state code is 909999 or one of a few specific elementary course codes



---

---

---

---

---

---

---

---

## Preliminary Audit Report comments

### ● Specify Population

- If the population is displaying on the LEAD report as "None", there are no active students in the course.
  - This will also cause the grade range to default to the range of the school
- Assign students to the course or assign a population on the section tab
  - If the course was used at some point during the term, but all students have withdrawn, you must assign a population – it cannot be left as "none"



---

---

---

---

---

---

---

---

## Preliminary Audit Report comments

### ● Out of Field

- The content for the course does not match the certification of the teacher
- Check the state course code to make sure it is appropriate for the course
- Check the section tab to remove an incorrect content



---

---

---

---

---

---

---

---

## Preliminary Audit Report comments

- Out of Population
  - One or more of the populations of the students does not match the certification of the teacher
  - Remember – populations are assigned based on the students on the roster in the class and cannot be changed
  - An FMD student mainstreamed into the classroom of a general ed teacher **requires** a collaborating FMD certified teacher
  - Check the roster of students for active special ed flags and locked IEPs if the population is "General" in a special ed class.
    - A student cannot have overlapping IEPs – use IC Caseload Summary Report to find
  - Change the Special Type if needed



---

---

---

---

---

---

---

---

## Preliminary Audit Report comments

- Out of Grade Range
  - The grade range comes from the students enrolled in the section
  - If there are no students in the course, the grade range defaults to the range of the school
  - There is no way to edit the grade range in Infinite Campus.
    - If it has defaulted to the grade range of the school and this isn't accurate (e.g. an elementary math coach in a PS-6 school only working with K-3 students) LEAD coordinators can edit the grade range on the LEAD website



---

---

---

---

---

---

---

---

## Preliminary Audit Report comments

- Incorrectly Coded (This error comment will only appear on the Edit LEAD Data Page).
  - The content or the population is currently displaying "none." Supply the needed information to correct
- Insufficient Certification (course)
  - The teacher's certification does not match one or more parameters of the course, but the LEAD system is unable to identify the specific problem
- Insufficient Certification (MUNIS)
  - The teacher/administrator cannot clear this particular jobclass with their current certification



---

---

---

---

---

---

---

---

## The LEAD Timeline

Submission deadlines  
Pacing recommendations




---

---

---

---

---

---

---

---

## Submission Dates

<i>FALL</i>	
September 1	EPSB LEAD reporting system activated
November 1	Deadline to digitally sign-off on your report to fully submit it
<i>Spring</i>	
January 11	EPSB LEAD reporting system activated
February 29	Deadline to digitally sign-off on your report to fully submit it
March 1 – 31	HQ report tool will be available <i>NOTE: Principals will NOT be able to access the HQ Reporting Tool via EPSB website until the district LEAD coordinator has signed off on the LEAD report</i>




---

---

---

---

---

---

---

---

## Pacing Target Dates - Fall

September 18	Have first upload of export file completed by now Run the 1st Preliminary Audit Report
September 30	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 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
October 1	MUNIS Data should begin to appear <b><u>Do not sign off until MUNIS data is in your report</u></b>




---

---

---

---

---

---

---

---

## Pacing Target Dates – Fall cont.

October 5	Have most edits completed
October 9	Consult with your district KTIP coordinator if you have outstanding SOE errors (KTIP deadline 10/15) Give full reports to school level administration for verification
October 19	<i>Recommended</i> deadline for switching from editing at local level to editing online only
November 1	<b>Deadline to digitally sign-off on your report to fully submit it</b>
November - January	Update and verify roles in KECI Continue to pre-populate HQ status boxes in the SIS. Use the online HQ calculator as necessary Have principals carefully review Full Data reports prior to Spring LEAD




---

---

---

---

---

---

---

---

---

---

## Pacing Target Dates – Spring

January 25	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 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 10	Have most edits completed




---

---

---

---

---

---

---

---

---

---

## Pacing Target Dates – Spring cont.

February 10	Consult with your district KTIP coordinator if you have outstanding SOE errors (KTIP deadline 2/15)
February 15	Give full reports to school level administration for verification
February 19	Recommended deadline for switching from editing at the local level to editing online only
February 29	<b>Deadline to digitally sign-off on your report to fully submit it</b>
March 1 – 31	HQ report tool will be available <i>NOTE: Principals will NOT be able to access the HQ Reporting Tool via EPSB website until the district LEAD coordinator has signed off on the LEAD report</i>




---

---

---

---

---

---

---

---

---

---

# Help



---

---

---

---

---

---

---

---

## Where to find information

- The web address to access the LEAD web application is <https://wd.kyepsb.net/EPsB.WebApps/LEAD/>
- This presentation and additional resources can be found at <http://www.epsb.ky.gov/certification/LEAD.asp>
  - Additional resources available
    - Content Tree
    - Populations list
    - MUNIS Certification Reference Chart
    - Links to the LEAD application and KECI
- For information regarding Highly Qualified issues, refer to the EPSB HQ Guidance Documents at <http://www.epsb.ky.gov/nclb.asp>



---

---

---

---

---

---

---

---

## Contact information - EPSB

- LEAD support/guidance
  - contact the LEAD Help Desk
    - 1-888-598-7667 (press 13 at the automated attendant) or [EPSBLEADTEAM@ky.gov](mailto:EPSBLEADTEAM@ky.gov)
    - Cindy's direct line is 502-782-2133
- EPSB login, user id, and password
  - contact EPSB help desk
    - 1-888-598-7667 or [EPSBHELP@ky.gov](mailto:EPSBHELP@ky.gov)
- Certification Questions
  - contact the Division of Certification
    - 1-888-598-7667 (press 11 at the automated attendant) or
    - 502-564-5846
- HQ Questions
  - contact the HQ team
    - 1-888-598-7667 or [EPSBHQ@ky.gov](mailto:EPSBHQ@ky.gov)



---

---

---

---

---

---

---

---

Questions?

R  
Research  
Innovation  
Partnership

---

---

---

---

---

---

---

---