

## 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><b>4. This is an acceptable error if the individual’s assignment at that location ended after the start of school – email <a href="mailto:EPSBLEADTEAM@KY.GOV">EPSBLEADTEAM@KY.GOV</a> with their end date</b></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 Cindy 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 Cindy and let her know to add the SSN to the EPSB database</p> <p><b><u>DO NOT EMAIL A FULL SSN!!</u></b></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"> <li>1. If the teacher is new, please file the Confirmation of Employment with the KTIP office</li> <li>2. If the teacher has completed KTIP, their current certification has expired and additional steps need to be taken.</li> </ol>
Holds Only SOE – KTIP Approved	<ol style="list-style-type: none"> <li>1. The individual has been approved to enter KTIP but the internship certificate has not yet been processed</li> <li>OR</li> <li>2. The individual has recently completed KTIP but the final report has not yet been submitted by the District KTIP coordinator</li> </ol>	<ol style="list-style-type: none"> <li>1. If this error appears for more than 1 week, please contact <a href="mailto:EPSBLEADTEAM@ky.gov">EPSBLEADTEAM@ky.gov</a> for assistance</li> <li>2. Contact your district KTIP coordinator to verify submission of the final report if KTIP was completed in the previous year</li> </ol>
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 \$35 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"> <li>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.</li> <li>2. If the state code is one requiring a manual content, assign one on the section tab</li> </ol>
Specify Population	<p>The population is displaying as none because there are no active students on the roster</p> <p><b>DO NOT LEAVE THIS AS AN ERROR</b></p>	<ol style="list-style-type: none"> <li>1. If it is a section that will not be used and has never been used, delete the section</li> <li>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</li> <li>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</li> </ol>
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"> <li>1. Verify that the correct state code has been used</li> <li>2. Make teaching assignment changes as needed</li> <li>3. Apply for the appropriate type of certification as needed</li> </ol>

<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"> <li>1. If an FMD population in a general ed class, attach a collaborating FMD teacher</li> <li>2. If a small class normally designed for general ed students but only has special ed or gifted students, attach the appropriate collaborating teacher</li> <li>3. If a SPED class with Gifted, ESL, or Speech Impaired population (or vice versa) change the Special Type indicator on the section tab</li> <li>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</li> <li>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.</li> <li>6. Make teaching assignment changes as needed</li> <li>7. Apply for the appropriate type of certification as needed</li> </ol>
<p>Out of Grade Range</p>	<ol style="list-style-type: none"> <li>1. The grade range of the active students on the roster does not match the teacher’s certification</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>2. There are no active students on the roster so the grade range has defaulted to that of the school.</li> </ol>	<ol style="list-style-type: none"> <li>1. If a repeating or accelerated student, indicate this in the Edit LEAD Data Comments field for EPSB manual override.</li> <li>2. If no students are active, edit the grade range in the Edit LEAD Data tab right before sign off</li> <li>3. Make teaching assignment changes as needed</li> <li>4. Apply for the appropriate type of certification as needed</li> </ol>
<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 the LEAD system is unable to identify the specific problem</p>	<p>Carefully check each element of the section on the preliminary audit report to verify match to certification</p>

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"> <li>1. No valid certification</li> <li>2. Incorrect Jobclass for job duties</li> <li>3. Not certified for job/jobclass</li> <li>4. New Principal with SOE only – need to activate</li> </ol>	<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>
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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

