LEAD elements from Infinite Campus
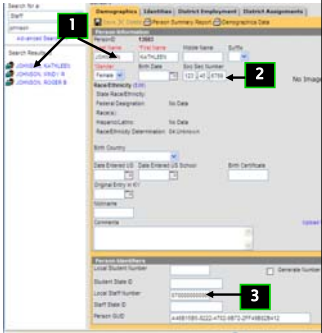
Staff data
Course data

LEAD Data Elements

▸ Staff data
- Demographics tab
- Identities tab
- District Employment tab
- District Assignment tab

▸ Course data
- Course Master (if used)
- Course tab
- Section tab
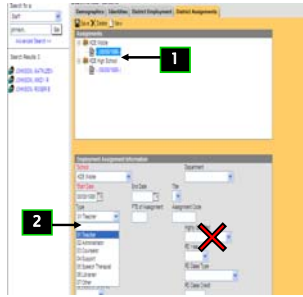- Student enrollment information

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Staff Data – Demographics Tab

1. Name
   - Each person must only have one entry in the Census data
2. SSN
   - Is required
   - Must be unique to each person
   - Make sure the SSN on the demographics tab matches the SSN on the identities tab
3. Teacher/Staff number
   - Must be numbers only
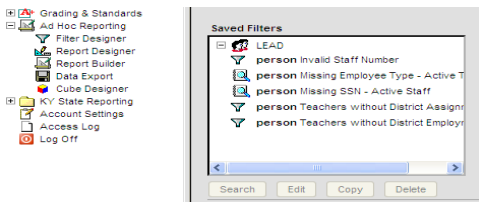   - Required to make person "staff"

Staff Data – Demographics

▶ Use the "Staff Locator" when adding a new staff person
  ◦ **PATH: Census>Staff Locator**
  ◦ Uses SSN to find people statewide
  ◦ Helps with data quality so people are not duplicated
  ◦ Ensures teaching assignment history is at State level

If no match is found, click here

Staff Data – Identities Tab

1. Name
   ◦ Each person must only have one entry in the Census data
     · Use the Identities Tab to enter name change information
     · Make sure previous identities are not marked as current
2. SSN
   ◦ Is required
   ◦ Make sure the SSN's on the demographics tab and the identities tab match
     · Check all identities

Staff Data – District Employment Tab

▶ All staff must have an active district employment
▶ If a person is listed as teacher/additional teacher on a course, they must have an active employment even if they are not a district employee (i.e. vocational school teachers)

Staff Data – District Assignment Tab

1. Must have an active assignment to be listed on a section
2. Employee type (EMP TYP on error reports)
   ◦ All teaching staff should have an employee type of "01: Teacher" (**including** special ed teachers and related arts teachers such as music and P.E. teachers)
      ▪ Use 05: Speech Therapist and 06: Librarian as needed
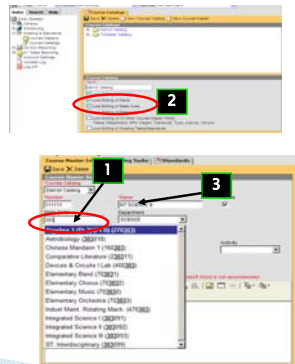   ▸ If the individual has a CIITS role, the employee type on that role should match their regular employee type.

Staff Data – Ad Hoc Reports

▸ KDE has developed 5 ad hoc reports to identify staff members that will cause problems in your LEAD data (see guidance in LEAD Manual)

Course Data – Course Master

▸ KDE/EPSB recommends use of a district course catalog
1. All courses **must** have a valid 6 digit state code from the Uniform Academic Course Code list (available on KDE's website)
   ◦ Is used to assign the content (subject area)
   ◦ Lookup function now available
2. Lock down state code before entering (will populate course tab)
3. Do not include any punctuation in the course name (& is OK)

Course Data – Course Tab

1. Course number, name, and state code come from the course master
2. Type
   - ONLY use the Virtual indicator for courses not taught/overseen on the school grounds during the school day (classes that have no "seat time")
   - If Virtual or Performance are selected, the course does not appear in the LEAD data
3. Teaching Method
   - Default is "Direct Instruction"
   - Use this to indicate alternate teaching methods (e.g. digital learning provider, etc.)
   - Courses with "seat time" should be marked here, **not** as Type–Virtual
4. Instructional Setting
   - Default is "Onsite Classroom"
   - Use this to indicate college, vocational, or homebound instruction

Course Data – Section tab

1. Section Number
   - Each section number must be distinct within a **school** – not just a calendar
2. Section Schedule Placement
   - All LEAD courses must be scheduled in an instructional period
3. HQ status of teacher as related to this particular course
   - Using one of the three Highly Qualified options, pre-populate the HQ field
4. "Primary Teacher" = Teacher of Record
5. "Teachers" = secondary/collaborative staff with access to grades and attendance
6. "Section Staff" = secondary or collaborative teachers for LEAD purposes only. No grade or attendance access is granted through this dropdown

Course Data – Section tab cont.

1. Special Type
   - Identifies courses designed for special groups of students
   - Options:
     - 01 None (DEFAULT)
     - 02 Alternative Classroom
     - 03 ESL Classroom
     - 04 Gifted Classroom
     - 05 Special Education Classroom
     - 06 Speech Therapy
2. Population
   - **Leave blank** unless there are no students on the roster
   - This drop down is ignored when there are active students on the roster
   - If there are no students on the roster, the population for which the course is designed must be indicated here
3. Core Content
   - **Leave blank** in most cases – the state course code provides the content
   - A core content is required if state course code 909999 has been selected
   - This dropdown will be ignored unless 909999 or some intermediate elementary state course codes have been selected
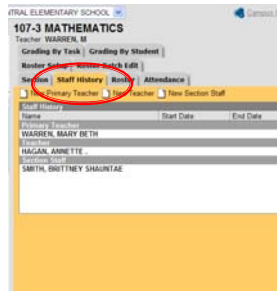
Course Data – Section Staff History

Every section must have a **Primary Teacher**

1. "Primary Teacher" = Certified teacher who has been assigned the lead responsibility for the student's learning in a subject/course
2. "Teachers" = An individual who has been assigned the responsibility to provide additional services that support and increase a student's learning.
3. "Section Staff" = An individual who has been assigned the responsibility to provide additional services that support and increase a student's learning.

▸ Note:
▸ Individuals added as Teacher have access to the Primary Teacher's grade book and attendance roster.
▸ Individuals added as Section Staff **do not have** access.

Course Data – Student Information

▸ Grade range comes from the students in the class
  ◦ If no students are on the roster, the grade range defaults to that of the school and cannot be changed in the extract file
▸ Population elements in LEAD come from the student enrollments
  ◦ Gifted
  ◦ Limited English Proficient (LEP)
  ◦ Special Education
▸ For a population to show in LEAD, there must be a start date and no end date