

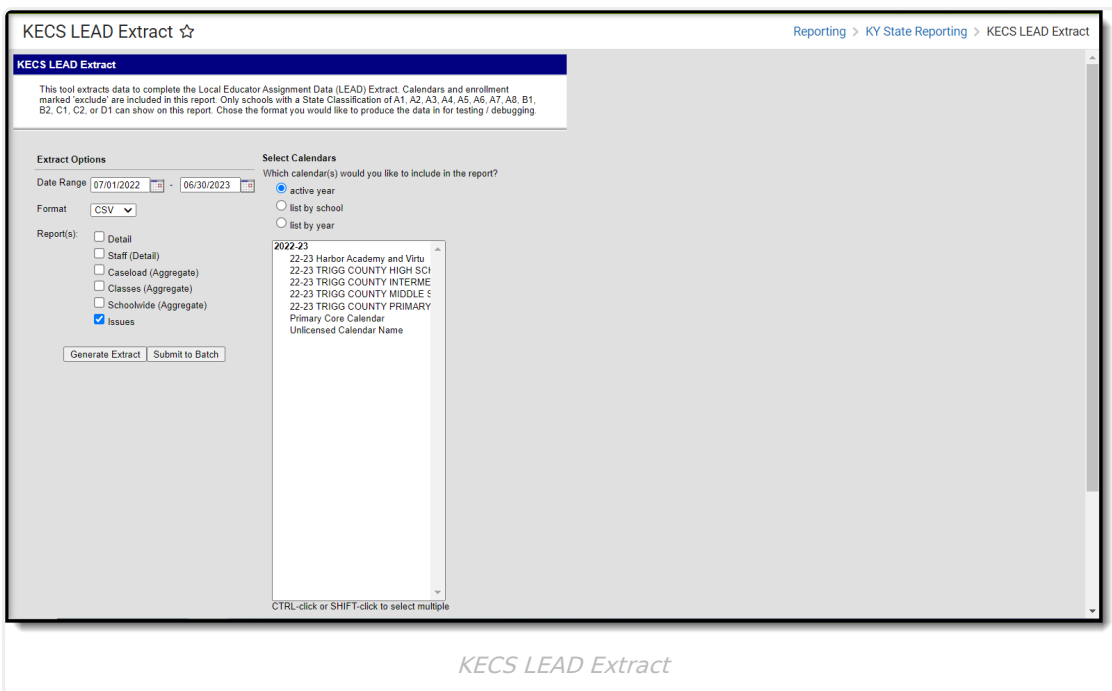
KECS LEAD Extract (Kentucky)

Last Modified on 12/20/2023 1:29 pm CST

[KECS LEAD Extract](#) | [Available KECS LEAD Extract Reports](#) | [Report Editor](#)

Tool Search: KECS LEAD Extract

The Kentucky Educator Credentialing System (KECS) Local Educator Assignment Data (LEAD) Extract includes data on classes, staff, schoolwide, and caseload with student counts and individual data on staff. There is also an issues report that details any issues with the data used in the other reports. The data format produced by Campus (CSV or HTML) will be provided to users for further analysis and use. The data collected allows users to detect data issues prior to sending their data to the state.



Available KECS LEAD Extract Reports

The following reports are available. Follow the link to see specific report logic and instructions on generating individual extracts:

- [Detail](#)
- [Staff \(Detail\)](#)
- [Caseload \(Aggregate\)](#)
- [Classes \(Aggregate\)](#)
- [Schoolwide \(Aggregate\)](#)
- [Issues](#)

Report Editor

LEAD Extract Editor Options

Field	Description
Date Range	Determines a date range for the report. Dates are entered in mmddyyyy format or used the calendar icon to select a date. The Start Date field may be left blank in order to pull data from the beginning of the selected school year. The End Date field can have an end date of the last day of the school year, or the current date.
Format	Determines how the report will be generated. Options include CSV and HTML to review data prior to submission.
Report(s)	<ul style="list-style-type: none"> • Detail: Generates a detail list for other reports to pull information from. • Staff (Detail): Generates a list of active staff for a given calendar. • Caseload (Aggregate): Generates an aggregated list of information for each case manager. • Classes (Aggregate): Generates an aggregated list of course sections for a given calendar. • Schoolwide (Aggregate): Generates an aggregated list of information for the school. • Issues: Generates a list of issues with the data used in other reports.
Select Calendar	Determines the Calendars to include on the report. Calendars can be sorted by Active Year, List by School or List by Year. Multiple calendars can be chosen by using the CTRL and SHIFT keys.

Generate the KECS LEAD Extract

1. Enter a **Date Range** for the report.
2. Select the **Format** of the report.
3. Choose which **Report(s)** to include.
4. Select the **Calendars** to include on the report.
5. Click **Generate Extract** or **Submit to Batch**.