

# KECS LEAD Extract (Kentucky)

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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 before sending their data to the state.

KECS LEAD Extract ☆

Reporting > KY State Reporting > KECS LEAD Extract

KECS LEAD Extract

This tool extracts data to complete the Local Educator Assignment Data (LEAD) Extract. Calendars and enrollment marked 'exclude' are included in this report. Only schools with a State Classification of A1, A2, A3, A4, A5, A6, A7, A8, B1, B2, C1, C2, or D1 can show on this report. Choose the format you would like to produce the data in for testing / debugging.

Extract Options

Date Range

07/01/2024 - 06/30/2025

Format

CSV

☒ Exclude Cross-Site Data

Report(s):

☐ Detail
 ☐ Staff (Detail)
 ☐ Caseload (Aggregate)
 ☐ Classes (Aggregate)
 ☐ Schoolwide (Aggregate)
 ☒ Issues

Generate Extract

Submit to Batch

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year
 ☐ list by school
 ☐ list by year

24-25 Dr. J. Blaine Hudson Mid  
 24-25 Dr. William H. Perry Ele  
 24-25 Dunn Elementary  
 24-25 Dupont Manual High  
 24-25 Eastern High  
 24-25 Echo Trail Middle School  
 24-25 Eisenhower Elementary  
 24-25 Engelhard Elementary  
 24-25 Fairdale Elementary  
 24-25 Fairdale High  
 24-25 Farmer Elementary  
 24-25 Famsley Middle  
 24-25 Fern Creek Elementary  
 24-25 Fern Creek High  
 24-25 Field Elementary  
 24-25 First Steps Early Interv  
 24-25 Foster Traditional Acade  
 24-25 Frayser Elementary  
 24-25 Georgia Chaffee Teenage  
 24-25 Goldsmith Elementary  
 24-25 Grace M. James Acad High  
 24-25 Grace M. James Acad Mid  
 24-25 Greathouse/Shryock Tradi  
 24-25 Greenwood Elementary  
 24-25 Guteruth Elementary  
 24-25 Hartstern Elementary  
 24-25 Hawthorne Elementary  
 24-25 Hazelwood Elementary  
 24-25 Head Start  
 24-25 Heuser Hearing & Languag

CTRL-click or SHIFT-click to select multiple

Refresh

Show top 50 tasks submitted between 01/23/2025 and 01/30/2025

Batch Queue List

Queued Time	Report Title	Status	Download

KECS LEAD Extract

## 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 \(Aggregate\)](#)

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- [Schoolwide \(Aggregate\)](#)
- [Issues](#)

# Report Population and Business Rules

#	Requirements
R1	The report can be run against a district's active year as well as any prior year.
R2	The report can be run in District Editions.
R3	The report will be generated in CSV or HTML format.
R4	The report will be produced with a custom name.
R4.BR1	The file name will be produced in the following format: KECS_LEAD_ReportName.csv
R5	The report will generate a detail list for other reports to pull information from (DETAIL).
R5.BR1	Enrollments must be active AND student must be rostered on the last day of the section to be included in the report.
R5.BR2	Courses must be active to be included in the report.
R5.BR3	Calendar year should overlap the Extract Editor date ranges.
R5.BR4	Schools must have a State Classification of A1, A2, A3, A4, A5, A6, A7, A8, B1, B2, C1, C2, or D1 to be included in the report.
R5.BR5	Calendars and Grade Levels marked as 'exclude' within Infinite Campus are still included in this report.
R5.BR6	Enrollments marked as 'exclude' within Infinite Campus are still included in this report.
R5.BR7	Exclude all enrollments marked as no shows.
R5.BR8	Exclude all calendars marked as summer school.
R5.BR9	If a student has multiple active enrollments, use the last (most recent) enrollment. If there are multiple active enrollments with the same start dates and same end dates (or all end dates null), look at Service Type P, then highest enrollmentID
R6	The report will generate an aggregated list of course sections for a given calendar (CLASSES).
R6.BR1	CLASSES will pull all records from the DETAIL report.
R6.BR2	CLASSES should contain courses that have no students assigned to them.

#	Requirements
R6.BR3	CLASSES will group by: End Year, District Number, District Name, School Number, School Name, State Classification, Calendar, Schedule Structure Name, Course Number, Course Name, Section Number, Section ID, Course Code, Core Content, Teaching Method, Instructional Setting, Section Special Type, KTSEExchange, Responsive, Person ID, Section Start Date, Section End Date
R6.BR4	CLASSES will sort by the following in ascending order: <ol style="list-style-type: none"> <li>1. End Year</li> <li>2. District Name</li> <li>3. School Name</li> <li>4. Calendar Name</li> <li>5. Schedule Structure Name</li> <li>6. Course Number</li> <li>7. Section Number</li> </ol>
R7	The report will generate a list of active staff for a given calendar (STAFF).
R7.BR1	Staff must have both a District Assignment and District Employment record that overlap reported school year (7/1-6/30) to be considered active staff.
R7.BR2	STAFF will sort by the following in ascending order: <ol style="list-style-type: none"> <li>1. EndYear</li> <li>2. DistrictNumber</li> <li>3. PersonID</li> <li>4. SchoolNumber</li> <li>5. Type</li> <li>6. AltType</li> </ol>
R8	The report will generate an aggregated list of information for the school (SCHOOLWIDE).
R8.BR1	SCHOOLWIDE will select records from DETAIL where: <ul style="list-style-type: none"> <li>• Include records where State ID is NOT NULL</li> <li>• Report at the school level so students may have enrollments in multiple calendars or schedule structures</li> <li>• If the DETAIL report has more than one Enrollment ID for a student within the same school: <ol style="list-style-type: none"> <li>1. If multiple enrollments exist with the same Service Type, report the one where the Enrollment End Date is NULL or is the last day of instruction</li> <li>2. Report the enrollment with Service Type = P</li> <li>3. If no primary enrollments, report the enrollment with Service Type = S</li> <li>4. If no partial day enrollments, report the enrollment with Service Type = N</li> </ol> </li> </ul>
R8.BR2	SCHOOLWIDE will group by: End Year, District Number, District Name, School Number, School Name, State Classification

#	Requirements
R8.BR3	SCHOOLWIDE will sort by the following in ascending order: <ol style="list-style-type: none"> <li>1. EndYear</li> <li>2. DistrictName</li> <li>3. SchoolName</li> </ol>
R9	The report will generate an aggregated list of information for each case manager (CASELOAD).
R9.BR1	CASELOAD will select records from DETAIL where: <ul style="list-style-type: none"> <li>• State ID is NOT NULL and Primary Disability Enrollment is NOT NULL and Case Manger PersonID is NOT NULL</li> <li>• Reporting at the district level so students may have enrollments in multiple calendars or schedule structures</li> <li>• If the DETAIL report has more than one Enrollment ID for a student within the same school: <ol style="list-style-type: none"> <li>1. If multiple enrollments exist with the same Service Type, report the one where the Enrollment End Date is NULL or is the last day of instruction</li> <li>2. Report the enrollment with Service Type = P</li> <li>3. If no primary enrollments, report the enrollment with Service Type = S</li> <li>4. If no partial day enrollments, report the enrollment with Service Type = N</li> </ol> </li> <li>• Case Manager Person ID will be 0 if any active students with a disability do not have an active case manager.</li> </ul>
R9.BR2	CASELOAD will group by: End Year, District Number, District Name, Case Manager Person ID
R9.BR3	CASELOAD will sort by the following in ascending order: <ol style="list-style-type: none"> <li>1. End Year</li> <li>2. District Name</li> <li>3. Case Manager Person ID</li> </ol>
R10	The report will generate a list of issues with the data used in other reports (ISSUES).

## Report Editor

### LEAD Extract Editor Options

Field	Description
<b>Date Range</b>	Determines a date range for the report. Dates are entered in mmddyyyy format or used the calendar icon to select a date. The <b>Start Date</b> field may be left blank in order to pull data from the beginning of the selected school year. The <b>End Date</b> field can have an end date of the last day of the school year, or the current date.

Field	Description
<b>Format</b>	Determines how the report will be generated. Options include CSV and HTML to review data prior to submission.
<b>Exclude Cross-Site Data</b>	When marked checkbox is marked, the report does not include cross-site homeroom data. Cross-site must be enabled at the district level for this checkbox to display. This checkbox defaults to marked.
<b>Report(s)</b>	<ul style="list-style-type: none"> <li>• <b>Detail:</b> Generates a detail list for other reports to pull information from.</li> <li>• <b>Staff (Detail):</b> Generates a list of active staff for a given calendar.</li> <li>• <b>Caseload (Aggregate):</b> Generates an aggregated list of information for each case manager.</li> <li>• <b>Classes (Aggregate):</b> Generates an aggregated list of course sections for a given calendar.</li> <li>• <b>Schoolwide (Aggregate):</b> Generates an aggregated list of information for the school.</li> <li>• <b>Issues:</b> Generates a list of issues with the data used in other reports.</li> </ul>
<b>Select Calendar</b>	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. When applicable, mark the **Exclude Cross-Site Data** checkbox.
4. Choose which **Report(s)** to include.
5. Select the **Calendars** to include on the report.
6. Click **Generate Extract** or **Submit to Batch**.