

June 7, 2016

The following was sent to all program directors.



REGISTER NOW! KYAE Policy and KAERS training

Program Directors,

The KYAE Policy and KAERS all-day trainings will be held in several places around the state **the last week of July and the first week of August.**

The trainings will be open to EVERYONE, particularly those who regularly use KAERS for any reason (including student records and reports), as well as **EVERYONE** who is involved in implementing policy.

The trainings will involve two documents, the 2016-17 KYAE Standard Operating Policy and Procedures Manual, as well as the 2016-17 KAERS Manual (both will be posted in KAERS upon release). Please bring both of these manuals with you to the training. You will be provided with an opportunity to ask questions about both in advance of the training.

The KAERS portion of the training will include foundational aspects of using KAERS (e.g., creating/uploading classes, enrolling students, etc.), including new 2016-17 releases and reports. Both experienced and new users will benefit from the training. The policy portion of the training will include 2016-17 policy updates, as well as how KAERS components correlate to policy.

PROGRAM DIRECTORS PLEASE NOTE: Make sure your appropriate staff are registered for this important training. [Click here](#) for dates, directions and locations for training. Please sign up for the closest training in your area in order to keep travel time to a minimum. Training will be conducted from 9:30 a.m. to 4:00 p.m. local time. **Space is limited so please register as soon as possible.**

To register, contact Debbie McCoy at DebbieM.McCoy@ky.gov, or 502-573-5114, ext. 103; **e-mail is preferred.** Please specify the training session you would like to attend. Debbie will confirm your registration by e-mail.

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