September 14, 2020

Dear Educators,

Thank you for your efforts to navigate these uncertain times. Your hard work and thoughtful approach to adapt to the COVID-19 pandemic is sincerely appreciated.

The Kentucky Department for Public Health (KDPH) is providing additional resources for students, parents, and educators to support their informed decision-making related to the COVID-19 pandemic. As part of these efforts, KDPH has created an online survey for K-12 educational institutions to report new COVID-19 cases and quarantined persons. Every public and private K-12 school will complete the reporting process daily, Monday through Friday, for each day school is in session via in-person, virtual, or hybrid mode of instruction. The data elements required and process for reporting them are described in the documents accompanying this letter.

The data collected will appear on a public dashboard accessed via www.kycovid19.ky.gov. Interested persons may sort the data by state, county, school district (if applicable), and individual school. Explanatory text on the dashboard will disclaim that the data represents good faith reporting by schools and that there will be inherent limitations to it. We welcome your constructive feedback as we strive to balance transparency, accuracy, and simplicity.

Please note that the online survey tool is the first element of the complete reporting process. On any day a school reports a non-zero value for new reported students and/or school personnel, the school will communicate with the local health department to provide additional information and public health guidance. This communication is essential and is the way public health and schools will collaborate in the contact tracing, isolation, and quarantine processes.

These are difficult times and much has been asked of us. Thank you for your leadership and dedicated service to our students and communities.

With gratitude,

[Signature]

Steven J. Stack, MD
Commissioner
K-12 COVID-19 School Self-Reporting Access Request
For District/School Official Use Only

To ensure your school’s self-reported data is only provided by you or your delegate, we will be granting access to the daily form and request that those responsible for providing your school’s data complete the access request form.

School personnel responsible for daily reporting of K-12 COVID-19 School Self-Reported Data will need to complete the access request form through the link provided below. Once you have requested access, our team will check to see if you have an existing Kentucky Online Gateway (KOG) account which will be used for sign-on and authentication for the daily K-12 COVID-19 School Self-Reported Data form.

- If you **have** an existing account, you will receive access to start your schools daily self-reporting within 48 hours of your request.
- If you **do not have** an existing account, you will receive instructions on how to setup a KOG account within 48 hours of your request. Once your KOG account has been activated, you will have access to start your schools daily self-reporting. Instructions on completing your schools daily self-report will be provided once your access has been granted.

Access Request Link: [K-12 COVID-19 School Self-Reported Data Access Request](#)

For questions related to the access request form, please contact: COVIDSchoolReport@ky.gov.

Screen shot of the information collected for the access request:

**Note:** Reporting can be completed at the school level by a school official or a district official may request access to all schools within the district for daily report completion on behalf of the school.
Once you have completed the Access Request form and your access to the K-12 COVID-19 School Self-Reported Data daily survey has been granted, additional instructions for daily reporting will be provided.

The K-12 COVID-19 School Self-Reported form is behind the Commonwealth’s secured single sign-on solution, the Kentucky Online Gateway (KOG). Only those users with a KOG account and granted permissions to your school will be able to access the daily survey and the data that has been reported for your school. Other users will not be able to enter information on behalf of your school or see your school’s data through this form.

Additional detailed instructions along with the form link will be provided once access has been granted. For the INITIAL submission, the answers should reflect the preceding 24 hours (i.e., prior 1 day).

For questions related to your account or survey access, please contact: COVIDSchoolReport@ky.gov.

Screen shot of the information collected for the daily self-reporting:

**Note:** Reporting can be completed at the school level by a school official or a district official may request access to all schools within the district for daily report completion on behalf of the school.