KFETS Kentucky Field Experience Tracking System

Candidate



Log in to EPSB

The preferred browser for KFETS is IE 9 and above

Kentucky.gov

KY Agencies KY Services EPSB

Search

Education Professional Standards Board

Waiting for Your Credentials? Click Before You Call !

Certification How Do I... **EPSB** Quick Links Assessment Requirements Become a Teacher Educator Preparation Become a Principal NOTICE: EPSB Special Meeting to be held January 27th Renew My Credential Internships **Emergency Substitute Certification** Become Nationally Certified Data & Research Find an Education Program **Certification Application** Check HQ Status Board Information TC-HQ Process to Add Areas of Certification Find HQ & NCLB Resources Ethics View the KEPP Report Card EPSB Committee & Task Force Minutes Check Educator Credentials Out-of-State Online Programs for Rank Change or View My Application Status Certification Pay File a Data/Record Request 2013 KCEWS High School Feedback Reports NEW! Certification Fee The Education Professional Standards Board (EPSB) is Partner Links responsible for issuing and renewing certificates for all Kentucky teachers and administrators. Staff works closely with local school Commonwealth of KY Check districts in the hiring process to help ensure a properly Kentucky.gov Certification credentialed educator in every professional position in Kentucky Education & Workforce Status public schools. Staff also works with Kentucky colleges and Development Cabinet universities, out-of-state institutions, and national evaluation KY Department of Education agencies on the preparation of Kentucky certified educators. More CPE information... AIKCU Education EPSB Goals and Strategies KACTE **KVS** KYVL KYVC. 100 Airp NCATE/CAEP EPSB Web Portal Frankfor KY Center for Workforce Phone: (Click Log in to EPSB Log in Statistics PESBA o FPSB Federal US Department of Education Toll Free NCI B Troops To Teachers Contact the EPSB via Email Helpful Links EPSB Statutes ducators.org EPSB Regulations

PGES KET Encyclomedia Teacher Resource Center If you have an EPSB account, enter your username and password under "Existing User? Log in Here" If you do not have an EPSB account, click "Create New Account" under "New User? Create Account Here" If you have an account but forgot your log in information, click "Reset Account" under "Forgot Log in Info? Reset Here"

Log in to EPSB Account and...

The EPSB's new web portal allows educators to create private accounts, update demographic information, and have read-only access to their certification records with 24/7 secure access.

- Registered members may use the web portal to check on application status.
- · Certification fees may be electronically paid using E-Pay.
- School district administrators can obtain certification data on current or potential employees using the KY Educator Certification Inquiry program.
- The Intern Management System (IMS) electronically gathers and tracks information relating to a teacher's internship period. Confirmations of Employment (COE), Records of the Teacher Internship Year (RTIYs) and Resource Teacher Time Sheets (RTTs).
- The Cooperating Teacher Assignment is used by Student Teacher Supervisors and the Cooperating Teacher Payment program to electronically complete the payment process.
- Click on the slide show icon below to view the EPSB registration process for new users.



User Name: Password:	Type User Name Here
	Log In
New User? (Create Account Here: 🔞
	Create New Account
Forgot Log i	in Info? Reset Here:
lf you do not rem Reset Account t	nember your user name or password you can click the

• For questions and comments Click here.

KFETS link

125			Contact help Sign C	Jui
FEPSB	Education Professional Standards	Boa	ard	
User Name: TTILLET2 EPS	SB ID: 200006257		EPSB Online Services	
You are here: My Account				
	N	ly Ac	count	
Welcome, Terri Test_Record [edit] Email: IMSHELP@KY.GOV [edit]			What would you like to do today? (Hide Details)	*
Tuesday, January 28, 2014			Calculate highly qualified status	
EPSB Online Services	(Hide Details)	2	Compare Teacher Preparation Programs	
	(Update my contact information	
EPSB Online Services			View my certification history	
Cooperating Teacher	Assignment		My Online Account Setting (Hide Details)	~
Highly Qualified Calco	lator			
Kentucky Educator C	artification Inquiny		My Demographic Verify and undate your mailing address, email address, date of birth, phone	
KEPP Report Card	entileation inquiry		number and other demographic information.	
My Account			Password & Hint Questions	
EPSB WebSite			Change your password settings, create or choose your own hint questions a	ind
KFETS	Click KFETS to enter the Kentucky		answers for password recovery.	
KYECert	Field Experience Tracking System		 User Agreement View your signed user agreement and user responsibilities to access EPSB. 	
Electronic Payment Ser	vice (Hide Details)	~	resources online.	
Electronic Payment Ser	vice (Alde Detalis)	~	My Profile (Hide Details)	-
Pay Using	the EPSB services you can pay certification		ing rione (inde betans)	~
Certification Fee inform	nline with E-Pay(View Slide Show). For more ation regarding fees and options; Click here.		 Credential View your current credentials; e.g. credential details, certificate effective date expiration. 	e,
My Application Informat	tion (Hide Details)	*	 Education View your education gualification; e.g. degree, institution and year. 	
 My Application Sta View all the application 	atus ations submitted to EPSB, view the status of the		 Training Data View your training information; e.g. type of training, date, location. 	
application, and se	ee EPSD comments on the application.		► Assessments	
 My Application Fe Payments received receipte for the track 	e information d by the EPSB for issuing certificates. View		View your professional tests; e.g. assessment name, date, score, EPSB an CTE result.	hd
service (E-Pav).	insaction completed using the electronic payment		▶ Roles	
			View your roles; e.g. organization type, organization role, status.	



The preferred browser for KFETS is IE 9 and above. Other browsers may have formatting issues.

(*) indicates the field is required.

Questions regarding field experience entries should be sent to your institution/Field Experience Coordinator.

www.epsb.ky.gov

Choose Course(s)



Choose Course(s)



Selected courses will appear in this area once the Add Course(s) button is clicked. If you wish to delete a course, click the X under Delete on the far right side of the screen.

Deleting a course will delete all data associated with student activities, experiences, and hours.

KFETS	_	Kentucky Field Experience Tracking System					
Quick Links	Choose Course(s)						
»Introduction	IHE: Please Se	elect One 🔻	School Year:	Please Select One	•		
»Choose Course(s)	Semester:	. ▲	Course(s):		· ·		
»Add Candidate Activity	Click A	dd Candidate Activ	vity to b	egin –			
Reports		g neid expensive					
» <mark>Course Status</mark>							
»Detailed Summary			_			10	
	IHE	Course Number	_	Semester	School Year	Delete	
wneip	University of Kentucky	A-E-576 Art in Middle Scho	ools(30)	Spring	20122013	×	
	University of Kentucky	A-E-577 Art in Secondary Sci	hools(30)	Spring	20122013	×	
	University of Kentucky	A-E-579 Arts and Humaniti Education(30)	es in Art	Fall	20132014	×	

KFETS		Kentucky Field Experie	nce Tracking	System		
Quick Links »Introduction	Add Activities: 2013-2014	Select the appropriate wish to enter field	riate sch experier	ool year te ice data	o access the c	hosen courses you
»Choose Course(s)	University/ College	Course	Year	Semester	Data Entry Hours	Action
»Add Candidate Activity	> University of Kentucky	A-E-577 Art in Secondary Schools(30)	20132014	Spring	Not Started	Add Activity
Perente	> University of Kentucky	A-E-579 Arts and Humanities in Art Education(30)	20132014	Fall	In Progress	Add Activity
» <u>Course Status</u> » <u>Detailed Summary</u> »Help	Courses ad year will app	ded for the selected sc bear	hool			Click the Add Activity button to begin entering fie experience

"Not Started" will show under Data Entry Hours until field experience data has been entered for that course; "In Progress" will show once field experience is entered for that course.

Disclaimer

KFETS	Kentucky Field Experience Tracking System
Quick Links	The Education Professional Standards Board (EPSB) is the state agency responsible for issuing certificates for all Kentucky teachers. Students enrolled in an educator preparation college course and completing field experience activities are responsible for reporting and electronically entering accurate field experience information. Institutions are responsible for verifying student submissions of field experiences and ensuring each submission meets the
» <u>Introduction</u> » <u>Choose Course(s)</u>	requirements of the EPSB. Any deliberate submission of inaccurate information is subject to investigation. Accept Cancel
» <u>Add Candidate Activity</u>	
Reports	This disclaimer will appear before each initial field experience entry for a course. Clicking "Accept" is verifying that you have read and understand the statement.
» <u>Course Status</u>	
» <u>Detailed Summary</u>	
»Help	



B. Observations in schools and related agencies (If a public, Kentucky school is selected, data for Diverse Group Information will be populated by Infinite Campus data)

- C. Student tutoring
- D. Interaction with families of students
- E. Attendance at a school board or school-based council meeting
- F. Participation in a school-based professional learning community
- G. Opportunities to assist teachers or other school professionals (if a public, Kentucky school is selected, data for Diverse Group Information will be populated by Infinite Campus data)
- H. Other (when selected for overall category, or within categories, all information must be entered manually)

Category Information

KFETS	Kentucky Field Experience Tracking System						
Quick Links	Manage Activities » Add Activity Exit With Out Saving				Save & Exit Save & Add New		
»Introduction	Catagony Inform	Select a field ex	perience Category	for the field expe	rience data you are		
» <u>Choose Course(s)</u>	Category:	Please Select One	¥ *				
»Add Candidate Activity	Field Experienc	B. Observations in schools and related agencies C. Student tutoring					
Reports	Did this field expe	D. Interaction with families of students XP6 E. Attendance at a school board and school- based council meeting					
» <u>Course Status</u>	Diverse Group:	F. Participation in a school-based professional learn G. Opportunities to assist teachers or other school (ing community professionals				
»Detailed Summary	Race:	H. Other Please Select One P: Grade Level					
»Help	Free Reduced Lun	nch: Select Free,Reduced,Lu 🔻	English Language	Learners: Select LEP(Yes or No)) -		
	Special Education	n: Select Special Educatio 🔻	Gifted: Select Gifte	ed 🔻			
	Description of A	Activity/ Reflection:					
	Spell Check Maximum 4000 C	Characters			~		
					Save & Exit Save & Add New		

If you are uncertain about which category to choose, contact your Field Experience Coordinator or institution.

www.epsb.ky.gov

B. Observations in schools and related agencies

Schools

If observations in a Kentucky public school is selected, data from Infinite Campus will populate the Diverse Groups Information. If data is not available, manually enter the data in the Diverse Groups Information section. If the teacher/course does not appear, select "Other" at the bottom of the teacher name list to manually enter data. enter your field experience hours under category "H. Other".

If observations in a school is selected and either the experience was out-of-state and/or in a private school, data for Diverse Groups Information must be manually entered.

Related Agencies

If you select observations in related agencies, manually entering the data is required.

www.epsb.ky.gov

B. Observations in schools

School/Kentucky/Public

KFETS	Kentucky Field Experience Tracking System				
Quick Links	Manage Activities » Add Activity			Exit With Out Saving Sa	ve & Exit Save & Add New
»Introduction					
»Choose Course(s)	Category Information B. Observations in schoo	ls and related agencies	*		
»Add Candidate Activity	Category: School	-	*		
Reports	Field Experience in Kentucky				
» <u>Course Status</u>	Did this field experience take place in Ke	entucky: Ves	No		
»Detailed Summary	District Information				
»Help	School Type: Public		 Select a I	District	
	District: Allen County			School	Select a
	School: Allen County Primary Ce	enter-5010	Select a	SCHOOL	Course
	Teacher, School Personnel, Related	Agency Personnel Information	1		Number for that
	Teacher: Select a Teacher	* Select	a Course Number:	Select a Course	Class*
	Attendance Date and Hours Inform	ation	er* Selec	ct the date the field ex	xperience was
	Date of Attendance:	Hours: 1	- Comp	pleted and select the	number of hours
	Diverse Groups Information		comp	pleted for that activity	and course
	Race: Sel	ect Race 👻	Grade: Grade Level	•	Data for Diverse
	Free Reduced Lunch: Sel	ect Free,Reduced,Lu 🔻	English Language Lea	arners: None 🔻	
	Special Education: Set	ect Special Educatio 🔻	Gifted: Select Gifted	•	filled for
	Description of Activity/ Reflection:				observations in a
					school*
	This box is available for of the field experience	entering your Descript	tion of the Activi	ty and/or Reflection	
	Spell Check				
	Maximum 4000 Characters	elect Save & Exit or Save &	& Add New (add a r	new activity)	ve & Exit Save & Add New

*If a teacher or course does not appear in the dropdown list, data for Diverse Groups Information will not appear. Choose "Other" at the bottom of the list of Teachers to manually enter data.

B. Observations in schools

School/Kentucky/Non-Public

KFETS	Kentucky Field Experience Tracking System						
Quick Links	Manage Activities » Add Activity			Exit With Out Saving	Save & Exit	Save & Add New	
»Introduction							
»Choose Course(s)	Category Information	chools and related agencies	*				
»Add Candidate Activity	Category:		*				
Reports	Field Experience in Kentucky						
»Course Status	Did this field experience take place	n Kentucky: 🔘 Yes	© No				
»Detailed Summary	District Information						
»Help	School Type. Non-Public		*				
	District: Academy for Indivi	dual Excellence-Louisville	Select a	a District			
	School: Academy for Individ	dual Excellence-Louisville		a School if it is not au	tomatically loo	ked	
	Teacher, School Personnel, Rel	ated Agency Personnel Infor	mation		Enter Teacher	/School	
	Name of the Teacher/ School Perso	nnel Working with: First Name	Last N	Name *	Course Inform	Information and ormation for that	
	Course: Course Number	Course Section Course Nar	ne *	~	Teacher/Schoo	ol Personnel	
	Attendance Date and Hours Inf	ormation	s	elect the date the fi	eld experience	was completed	
	Date of Attendance:	Hours: 1		nd select the numbe	er of hours com	pleted for that	
	Diverse Groups Information		a	ictivity and course			
	Race:	Select Race 🔻	Grade: Grade Lev	rel 🔻	L_ Sele	ct Diverse Groups	
	Free Reduced Lunch:	Select Free, Reduced, Lu 🔻	English Language	e Learners: None	- Info	rmation for the	
	Special Education:	Select Special Educatio 🔻	Gifted: Select Gifte	ed 🔻	field	l experience	
	Description of Activity/ Reflect	on:					
	This box is available Reflection of the field	for entering your De experience	scription of the Ac	tivity and/or	~		
	Maximum 4000 Characters	Select Save & Exit or S	ave & Add New (add	a new activity)	Cours Or Fuilt	Cours Of A did Marrie	

B. Observations in schools

School/Out-of-state

KFETS	Kentucky Field Experience Tracking System					
Quick Links	Manage Activities » Add Activity		Exit With Out Saving	Save & Exit Save & Add New		
»Introduction						
»Choose Course(s)	B. Observations in schools and related agencies	*				
»Add Candidate Activity	Category: School	*				
Reports	Field Experience in Kentucky					
» <u>Course Status</u>	Did this field experience take place in Kentucky: ^(*) Yes *	(®N₀				
»Detailed Summary	Teacher, School Personnel, Related Agency Personnel Info	rmation	Er	nter Teacher/School		
»Help	Name of the Teacher/ School Personnel Working with: First Name	Last Na		ersonnel/Related Agency		
	Related Agency Name of Organization:	*				
	Address:	• /				
	State: Select a State 💌	Enter	School/Organization	Information		
	Phone Number:					
	Attendance Date and Hours Information	Sele	ct the date the field of	experience was completed		
	Date of Attendance: Hours: 1	activ	vity and course			
	Race: Select Race	Grade: Grade Level	•	Select Diverse Groups		
	Free Reduced Lunch: Select Free, Reduced, Lu 🔻	English Language L	earners: None	Information for the		
	Special Education: Select Special Educatio ▼	Gifted: Select Gifted	•	neia experience		
	Description of Activity/ Keriection:					
	This box is available for entering your D	escription of the Act	ivity and/or Reflec	tion		
	of the field experience					
	Snell Chark			`		
	Maximum 4000 Characters	Save & Add New (add a	new activity)			
	Select Save & Exit or	Save & Add New (add a	new activity)	Save & Exit Save & Add New		

B. Observations in related agencies

Related Agency/ Kentucky

KFETS	Kentucky Field Experience Tracking System				
Quick Links	Manage Activities > Add Activity Exit With Out Saving Save & Exit Save & Add New				
»Introduction					
	Category Information				
»Choose Course(s)	B. Observations in schools and related agencies				
»Add Candidate Activity	Related Agency *				
Reports	Field Experience in Kentucky				
» <u>Course Status</u>	Did this field experience take place in Kentucky:				
»Detailed Summary	Teacher, School Personnel, Related Agency Personnel Information				
»Help	Name of the Teacher/ School Personnel Working with: First Name Last Name * Personnel/Related Agency				
	Related Agency				
	Name of Organization: *				
	Address: * Enter Related Agency Information				
	Phone Number:				
	Attendance Date and Hours Information				
	Date of Attendance: Hours: 1 and select the number of hours completed for that				
	Diverse Groups Information activity and course				
	Race: Select Race Grade: Grade Level Select Diverse				
	Free Reduced Lunch: Select Free, Reduced, Lu English Language Learners: None				
	Special Education: Select Special Educatio Gifted: Select Gifted for the field				
	Description of Activity/ Reflection:				
	This box is available for entering your Description of the Activity and/or Reflection of the field experience Spell Check				

Save & Exit

Save & Add New

B. Observations in related agencies

Related Agency/Out-of-state

KFETS	Kentucky Field Experience Tracking System					
Quick Links	Manage Activities » Add Acti	vity		Exit With Out Saving	Save & Exit Save & Add New	
»Introduction						
»Choose Course(s)	Category Information	s in schools and related agencies	* •			
»Add Candidate Activity	Category: Related Agence		• •			
Reports	Field Experience in Kentuck	У				
»Course Status	Did this field experience take pl	ace in Kentucky: © Yes	@ No			
Detailed Summany	Teacher School Personnel	Related Agency Personnel Informat	ion			
··· Detaned_Summary	Name of the Teacher/ School P	ersonnel Working with: First Name	Last Name		Personnel/Related Agency	
»Help	Related Agency		and the second	~	Personnel Information	
	Name of Organization:		•	-		
	Address:		· A Enter F	Related Agency Int	formation and select the State	
	State:	elect a State	the fie	ld experience occ	urred	
	Phone Number:		Sala	at the data the f	ield experience was	
	Attendance Date and Hours	Information	Sele	vieted and cale	the number of hours	
	Date of Attendance:	Hours: 1		pleted and selec	at the number of nours	
	Diverse Groups Information		• com	pleted for that a	activity and course	
	Race:	Select Race	Grade: Grade Level	•	Select Diverse	
	Free Reduced Lunch:	Select Free,Reduced,Lu 👻	English Language Lea	arners: None	- Groups	
	Special Education:	Select Special Educatio 🝷	Gifted: Select Gifted	•	Information for the	
	Description of Activity/ Ref	lection:			field experience	
	This box is availab of the field experie Spell Check Maximum 4000 Characters	le for entering your Descr nce Select Save & Exit or Sa	iption of the Activi	ty and/or Reflec	ction ~	

- Did this field experience take place in Kentucky? Yes and Public or Non-Public
 - Select district information
 - Manually enter teacher, school personnel, or related agency personnel information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection
 - Select Save & Exit or Save & Add New
- Did this field experience take place in Kentucky? No
 - Manually enter teacher, school personnel, related agency personnel information
 - Manually enter name of organization and related information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection
 - Select Save & Exit or Save & Add New
- Other
 - Select "Other" if the student teaching occurred outside of a school
 - Manually enter required data

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Kentucky/Public or Non-Public

KFETS	Kentucky Field Experience Tracking System					
Quick Links	Manage Activities » Add Activity	Exit With Out Saving Save & Exit Save & Add New				
»Introduction						
wChaosa Course(s)	Category Information					
» <u>choose course(s)</u>	Category: C. Student tutoring	.▼_*				
»Add Candidate Activity	Field Experience in Kentucky					
Reports	Did this field experience take place in Kentucky:	© No				
»Course Status	District Information	The same information is required below for Public and				
»Detailed Summary	School Type: Public	Non-Public				
»Help	District: Select a District	Select a District				
	Teacher, School Personnel, Related Agency Personnel Inform	ation Enter Teacher/School				
	Name of the Teacher/ School Personnel Working with: First Name	Last Name * Personnel Information and				
	Course: Course Number Course Section Course Name	* Section, and Name for that				
	Attendance Date and Hours Information	Teacher/School Personnel				
	Date of Attendance: Hours: 1	Select the date the field experience was completed				
	Diverse Groups Information	and select the number of hours completed for that activity and course				
	Race: Select Race	Grade: Grade Level Select the Diverse				
	Free Reduced Lunch: Select Free,Reduced,Lu	English Language Learners: None Groups Information				
	Special Education: Select Special Educatio 🔻	Gifted: Select Gifted				
	Description of Activity/ Reflection:					
	This box is available for entering your Desc of the field experience	eription of the Activity and/or Reflection				
	Maximum 4000 Characters	Save & Exit Save & Add New				

Save & Exit

Kentucky/Other

KFETS	Kentucky Field Experience Tracking System				
Quick Links	Manage Activities » Add Activity	Exit With Out Saving Save & Exit Save & Add New			
»Introduction					
»Choose Course(s)	Category Information	× *			
»Add Candidate Activity	Field Experience in Kentucky				
Reports	Did this field experience take place in Kentucky; (No			
»Course Status					
»Detailed Summary	District Information School Type: Other	Select "Other" if student tutoring occurred outside of a school			
»Help	Teacher, School Personnel, Related Agency Personnel Information	Enter Teacher/School			
- 1923-1974 - 19	Name of the Teacher/ School Personnel Working with: First Name	Last Name * Personnel/Related Agency			
	Related Agency	Personnel Information			
	Name of Organization:	*			
	Address:	Enter Organization Information			
	Phone Number:				
	Attendance Date and Hours Information	Select the date the field experience was completed			
		activity and course			
	Race: Select Race	Grade: Grade Level			
	Free Reduced Lunch: Select Free, Reduced, Lu 🔻	English Language Learners: None Groups Information			
	Special Education: Select Special Educatio 👻	Gifted: Select Gifted			
	Description of Activity/ Reflection:	experience			
	This box is available for entering your Descrip of the field experience	tion of the Activity and/or Reflection			
	Maximum 4000 Characters Select Save & Exit or Save 8	Add New (add a new activity)			

Out-of-state

KFETS		Kentucky Field	Experienc <mark>e Tracking</mark> Syster	n		
Quick Links	Manage Activities » Add Activ	ity		Exit With Out Saving	Save & Exit	Save & Add New
wintroduction	l					
	Category Information					
»Choose Course(s)	Category: C. Student tutor	ing	* *			
»Add Candidate Activity	Field Experience in Kentucky					
Reports	Did this field experience take pla	ce in Kentucky: © Yes *	● No			
»Course Status	Teacher, School Personnel, I	Related Agency Personnel Infor	mation		Enter Teach	er/School
»Detailed Summary	Name of the Teacher/ School Pe	rsonnel Working with: First Name	Last Na	me *	Personnel/R	elated Agency
»Help	Related Agency				Personnel In	formation
	Name of Organization:		*			
	Address:		* 🖊 Ente	er Organization Inform	mation and sel	ect the State
	State: Sel	ect a State	the the	field experience occu	urred	
	Phone Number:					
	Attendance Date and Hours	Information	Sel	ect the date the field	d experience w	as completed
	Date of Attendance:	Hours: 1	- * 📿 and	d select the number of	of hours compl	eted for that
	Diverse Groups Information		act	ivity and course		
	Race:	Select Race 🔻	Grade: Grade Level	•	Sele	ct Diverse
	Free Reduced Lunch:	Select Free,Reduced,Lu 🔻	English Language l	earners: None	Grou	ps Information
	Special Education:	Select Special Educatio 🔻	Gifted: Select Gifted	•	expe	rience
	Description of Activity/ Refle	ection:				
	This box is available of the field experien	e for entering your Des ce	cription of the Acti	vity and/or Reflect	tion ^ ~	
	Spell Check Maximum 4000 Characters	Select Save & Exit or Sa	ave & Add New (add a	new activity)	Save & Exit	Save & Add New

- Did this field experience take place in Kentucky? Yes and Public or Non-Public
 - Select district information
 - Manually enter teacher, school personnel, or related agency personnel information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection
- Did this field experience take place in Kentucky? No
 - Manually enter teacher, school personnel, related agency personnel information
 - Manually enter name of organization and related information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection
- Other
 - Select "Other" if the interaction with families of students occurred outside of a school
 - Manually enter required data

Kentucky/Public and Non-Public

KFETS		Kentucky Field Experience Tracking System					
Quick Links	Manage Activities » Add	Activity		Exit With Out Saving	Save & Exit Save & Add New		
»Introduction							
»Choose Course(s)	Category Information	· · · · · · · · · · · · · · · · · · ·					
Add Candidata Activity	Category. D. Interact	tion with families of students					
»Add Candidate Activity	Field Experience in Ken	tucky					
Reports	Did this field experience tal	ke place in Kentucky: 🔎 Yes	© No				
»Course Status	District Information		The sa	me information is req	uired below for Public and		
»Detailed Summary	School Type: Public		- Non-Pu	ublic			
»Help	District: Select a D	istrict	Select	a District			
	School: Select a Se	hool	Select	a School			
	Teacher, School Person	nel, Related Agency Personnel Info	ormation				
	Name of the Teacher/ Scho	ol Personnel Working with: First Name	Last	Name *	Enter Teacher/School Personnel Information		
	Attendance Date and H	ours Information		Select the date the fig	eld experience was completed		
	Date of Attendance:	Hours: 1	· 🗘 ·	and select the numbe	er of hours completed for that		
	Diverse Groups Informa	ition	activity and course				
	Race:	Select Race 🔻	Grade: Grade Lev	vel 🔻	Select Diverse		
	Free Reduced Lunch:	Select Free,Reduced,Lu 🔻	English Language	e Learners: None	Groups Information		
	Special Education:	Select Special Educatio 🔻	Gifted: Select Gift	ed 🔻	experience		
	Description of Activity/	Reflection:					
	This box is avail of the field expe Spell Check Maximum 4000 Characters	able for entering your De rience	escription of the Ac	tivity and/or Reflec	ction		

Save & Add New

Save & Exit

Kentucky/Other

KFETS	Kentucky Field Experience Tracking System				
Quick Links	Manage Activities » Add Activity			Exit With Out Saving	Save & Exit Save & Add New
»Introduction					
»Choose Course(s)	Category Information	students	* *		
»Add Candidate Activity	Field Experience in Kentucky	students			
Reports			No		
Course Status	Did this field experience take place in Kentuc	ky: *	NO		
» <u>Course Status</u>	District Information		Select "Other" f	or interactions wi	ith families of students that
»Detailed Summary	School Type: Other		occurred outside	e of a school	
»Help	Teacher, School Personnel, Related Age	ency Personnel Information	1		Enter Teacher/School
	Name of the Teacher/ School Personnel Work	ing with: First Name	Last Name	· (7	Personnel/Related Agency
	Related Agency			1	Personner mormation
	Name of Organization:		*		
	Address:		* Enter Or	ganization Inform	ation
	Phone Number:				
	Attendance Date and Hours Information	1	Selec	ct the date the fie	Id experience was completed
	Date of Attendance:	Hours: 1	- And s	elect the number	of hours completed for that
	Diverse Groups Information		activ	ity and course	
	Race: Select Ro	ce 🔻	Grade: Grade Level	•	Select Diverse
	Free Reduced Lunch: Select Free	e,Reduced,Lu 🔻	English Language Lea	rners: None	Groups Information
	Special Education: Select Sp	ecial Educatio 🔻	Gifted: Select Gifted	•	experience
	Description of Activity/ Reflection:				
	This box is available for er of the field experience	itering your Descrip	otion of the Activ	ity and/or Refle	ction
	Spell Check Select Maximum 4000 Characters	Save & Exit or Save &	Add New (add a ne	w activity)	Save & Exit Save & Add New

Out-of-state

KFETS	Kentucky Field Experience Tracking System					
Quick Links	Manage Activities » Add Acti	vity		Exit With Out Saving	Save & Exit	Save & Add New
»Introduction						
	Category Information					
»Choose Course(s)	Category: D. Interaction	with families of students	* *			
»Add Candidate Activity	Field Experience in Kentuck	y				
Reports	Did this field experience take p	ace in Kentucky: © Yes *	® N₀			
»Course Status	Teacher, School Personnel,	Related Agency Personnel Infor	mation	-		
»Detailed Summary	Name of the Teacher/ School P	ersonnel Working with: First Name	Last N		ersonnel/Rel	ated Agency
»Help	Related Agency			Pe	ersonnel Info	rmation
	Name of Organization:		*			
	Address:		* 📥 Ente	r Organization Informa	ation and sele	ect the State
	State: 5	elect a State	the f	ield experience occur	red	
	Phone Number:					
	Attendance Date and Hour	s Information	Se	lect the date the field	experience	was completed
	Date of Attendance:	Hours: 1		d select the number o	of hours comp	leted for that
	Diverse Groups Information	1	ac	tivity and course		
	Race:	Select Race	Grade: Grade Leve	el 🔻	Sele	ct Diverse
	Free Reduced Lunch:	Select Free,Reduced,Lu 🔻	English Language	Learners: None		ups Information
	Special Education:	Select Special Educatio 🔻	Gifted: Select Gifte	d 🔻	expe	erience
	Description of Activity/ Ref	lection:				
	This box is availat of the field experies	ble for entering your De ence	scription of the Ac	tivity and/or Reflec	tion ^ v	
	Maximum 4000 Characters	Select Save & Evit o	r Save & Add New /ac	ld a new activity)		

Save & Add New

Save & Exit

E. Attendance at a school board of school-based council meeting

- Did this field experience take place in Kentucky? Yes and Public or Non-public
 - Select district information
 - Select the job function of the teacher/school personnel
 - Manually enter teacher or school personnel information
 - Select the type of meeting
 - Select date and enter hour(s) of field experience
 - Enter reflection
- Did this field experience take place in Kentucky? No
 - Manually enter teacher or school personnel information
 - Manually enter name of organization and related information
 - Select the type of meeting
 - Select date and enter hour(s) of field experience
 - Enter reflection

E. Attendance at a school board of school-based council meeting

Kentucky/Public and Non-Public

KFETS	Kentucky Field Experience Tra	acking System
Quick Links	Manage Activities » Add Activity	Exit With Out Saving Save & Exit Save & Add New
»Introduction		
»Choose Course(s)	Category Information	
" <u>enouse coursep</u>	Category: E. Attendance at a school board and school- based council meeting	* *
»Add Candidate Activity	Field Experience in Kentucky	
Reports	Did this field experience take place in Kentucky: 🖉 Yes 🔘 No	
» <u>Course Status</u>	District Information	The same information is required below for Public and
»Detailed Summary	School Type: Please Select one	Non-Public
»Help	District: Select a District	Select a District
<u>.</u>	Job Function: Select a Job function	Select a Job Function
	Teacher, School Personnel, Related Agency Personnel Information	Enter Teacher/School
	Name of the Teacher/ School Personnel Working with: First Name	Last Name * Personnel Information
	Meeting Type: Select M	Meeting Type (SBDM= school-based council meeting; Schoo
	Attendance Date and Hours Information Board=	school board meeting)
	Date of Attendance: Hours: 1	Select the date the field experience was complete
	Description of Activity/ Reflection:	select the number of hours completed for that act and course
	This box is available for entering your Description of the field experience	of the Activity and/or Reflection

E. Attendance at a school board of school-based council meeting

Out-of-state

KFETS	_	Kentucky Field Experience Tracking System						
Quick Links	Manage Activities » Add	Activity		Exit With Out Saving	Save & Exit	Save & Add New		
»Introduction								
ci c ()	Category Information							
» <u>Choose Course(s)</u>	Category: E. Attenda	nce at a school board and school- based counci	I meeting 🔻 *					
»Add Candidate Activity	Field Experience in Kent	ucky						
Reports	Did this field experience tak	e place in Kentucky: © Yes	® N₀					
»Course Status	Teacher, School Person	nel, Related Agency Personnel Inform	ation		Enter Teacher	/School		
»Detailed Summary	Name of the Teacher/ Scho	ol Personnel Working with: First Name	Last Nam	e * 🗘	Personnel Info	ormation		
»Help	Meeting Type:	*	Select Meeting Ty	pe (SBDM= school-l	based council	meeting; School		
	Related Agency Board= school board meeting)							
	Name of Organization:		*					
	Address:		* 🖊 Enter	r Related Agency In	formation and	select the		
	State:	Select a State	State	the field experien	ce occurred			
	Phone Number:							
	Attendance Date and Ho	ours Information	Sele	Select the date the field experience was completed				
	Date of Attendance:	Hours: 1	and	select the number	of hours comp	pleted for that		
	Description of Activity/	Reflection:	acti	activity and course				
	This box is avai of the field expe	lable for entering your Desc rience	cription of the Activ	rity and/or Reflec	tion Ŷ			

Save & Exit

F. Participation in a school-based professional learning community

- Did this field experience take place in KY? Yes and Public or Non-public
 - Select district information
 - Manually enter teacher or school personnel information
 - Select date and enter hour(s) of field experience
 - Enter reflection
- Did this field experience take place in KY? No
 - Manually enter teacher or school personnel information
 - Manually enter name of organization and related information
 - Select date and enter hour(s) of field experience
 - Enter reflection

F. Participation in a school-based professional learning community

Kentucky/Public and Non-Public

KFETS	Kentucky Field Experience Tracking System					
Quick Links	Manage Activities » Add Activity	Exit With Out Saving Save & Exit Save & Add New				
»Introduction						
»Choose Course(s)	Category Information Category: F. Participation in a school-based professional learning community	▼ * *				
»Add Candidate Activity	Field Experience in Kentucky					
Reports	Did this field experience take place in Kentucky: Ves ONo					
»Course Status	District Information	The same information is required below for Public and				
»Detailed Summary	School Type: Please Select one	Non-Public				
»Help	District: Select a District	Select a District				
	School: Select a School	Select a School				
	Teacher, School Personnel, Related Agency Personnel Information					
	Name of the Teacher/ School Personnel Working with: First Name	Last Name * Enter Teacher/School				
	Attendance Date and Hours Information	Personner mormation				
	Date of Attendance: Hours: 1	Select the date the field experience was completed				
	Description of Activity/ Reflection:	activity and course				
	This box is available for entering your Description of the field experience	n of the Activity and/or Reflection				

Save & Exit

F. Participation in a school-based professional learning community

Out-of-state

KFETS	Kentucky Field Experie	ence Tracking System
Quick Links	Manage Activities » Add Activity	Exit With Out Saving Save & Exit Save & Add New
»Introduction		
»Choose Course(s)	Category Information	
" <u>Cilouse Courselat</u>	Category: F. Participation in a school-based professional learning commun	ity 🔻 *
»Add Candidate Activity	Field Experience in Kentucky	
Reports	Did this field experience take place in Kentucky: O Yes	
»Course Status	Teacher School Personnel Related Agency Personnel Information	
»Detailed Summary	Name of the Teacher/ School Personnel Working with: First Name	Last Name * Enter Teacher/School
»Help	Related Agency	Personner mormation
	Name of Organization:	*
	Address:	
		the field experience accurred
	State: Select a State	
	Phone Number:	
	Attendance Date and Hours Information	Select the date the field experience was completed
	Date of Attendance: Hours: 1	* and select the number of hours completed for that
	Description of Activity/ Reflection:	activity and course
	This box is available for entering your Descript of the field experience	ion of the Activity and/or Reflection

Save & Exit

Save & Add New

G. Opportunities to assist teachers or other school professionals

- Did this field experience take place in KY? Yes and Public
 - Select district information
 - Select teacher or school personnel information
 - Select date and enter hour(s) of field experience
 - Data from Infinite Campus will fill the diverse groups information (data prior to 2012 is not available)
 - Enter reflection
- Did this field experience take place in KY? Yes and Non-Public
 - Select district information
 - Manually enter teacher/school personnel information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection
- Did this field experience take place in KY? No
 - Manually enter teacher/school personnel information
 - Manually enter name of organization and related information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection

G. Opportunities to assist teachers or other school professionals

Kentucky/Public

KFETS		Kentucky Field	d Experience Tracking System			
Quick Links	Manage Activities » Add Activ	vity	[Exit With Out Saving	Save & Exit	Save & Add New
»Introduction						
	Category Information					
»Choose Course(s)	Category: G. Opportunitie	s to assist teachers or other school pro	fessionals 🔻 *			
»Add Candidate Activity	Field Experience in Kentuck	y				
Reports	Did this field experience take pla	ace in Kentucky:	© No			
»Course Status	District Information					
»Detailed Summary	School Type: Public		*			
»Help	District: Adair County		🔹 🗲 Select a 🛙	District		
	School: Adair County E	lementary School-1016	Select a S	chool		
	Teacher, School Personnel,	Related Agency Personnel Info	ormation			44
	Teacher: Select a Teache	→ ∆ Se	course Number	: Select a Course	*	Select a
	Attendance Date and Hours	Information Te	eacher*			Course
	Date of Attendance:	Hours: 1	- C Selec	t the date the field	experience w	as completed
	Diverse Groups Information		activ	ity and course	i nouro compr	
	Race:	Select Race 🔻	Grade: Grade Level	-	4 . Colle	at Discourse
	Free Reduced Lunch:	Select Free,Reduced,Lu 🔻	English Language Le	earners: None		ups Information
	Special Education:	Select Special Educatio 🔻	Gifted: Select Gifted	•	for	the field
	Description of Activity/ Ref	ection:			exp	erience
	This box is availab of the field experies Spell Check Maximum 4000 Characters	le for entering your De nce Select Save & Exit or S	escription of the Activ ave & Add New (add a no	ew activity)	Save & Exit	Save & Add New

If a teacher or course does not appear in the dropdown list, data for Diverse Groups Information will not appear. Choose "Other" at the bottom of the list of Teachers to manually enter data.

G. Opportunities to assist teachers or other school professionals

KFETS	Kentucky Field Experience Tracking System
Quick Links	Manage Activities > Add Activity Exit With Out Saving Save & Exit Save & Add New
»Introduction	
	Category Information
»Choose Course(s)	Category: G. Opportunities to assist teachers or other school professionals
»Add Candidate Activity	Field Experience in Kentucky
Reports	Did this field experience take place in Kentucky: Ves
» <u>Course Status</u>	District Information
»Detailed Summary	School Type: Non-Public
»Help	District: Academy for Individual Excellence-Louisville
Konge vone Øg	School: Academy for Individual Excellence-Louisville
	Teacher, School Personnel, Related Agency Personnel Information
	Name of the Teacher/ School Personnel Working with: First Name Last Name Personnel Information
	Course: Course Number Course Section Course Name * Enter Course Number, Section, and Name for the
	Attendance Date and Hours Information
	Date of Attendance: Hours: 1 Select the date the field experience was completed for that
	Diverse Groups Information activity and course
	Race: Select Race Grade: Grade Level Grade Level Grade Level
	Free Reduced Lunch: Select Free, Reduced, Lu English Language Learners: None Groups Information
	Special Education: Select Special Educatio Gifted: Select Gifted for the field
	Description of Activity/ Reflection:
	This box is available for entering your Description of the Activity and/or Reflection of the field experience
	Maximum 4000 Characters Select Save & Exit or Save & Add New (add a new activity)

Save & Exit

Save & Add New

G. Opportunities to assist teachers or other school professionals

Out-of-state

KFETS		Kentucky Field Ex	perience Tracking System	Î.		
Quick Links	Manage Activities » Add Acti	vity	[Exit With Out Saving	Save & Exit	Save & Add New
»Introduction						
	Category Information					
»Choose Course(s)	Category: G. Opportuniti	es to assist teachers or other school professi	onals 🔻 *			
»Add Candidate Activity	Field Experience in Kentuck	у				
Reports	Did this field experience take pl	ace in Kentucky: © Yes	® No			
»Course Status	Teacher School Personnel	Related Agency Personnel Inform	ation			
»Detailed Summary	Name of the Teacher/ School P	ersonnel Working with: First Name	Last Nan	ne *	Enter Teache	er/School
»Help	Related Agency				Personner in	Tormation
	Name of Organization:		*			
	Address:		* A Enter	Organization Inform	nation and se	lect the State
	State:	vlect a State	the fie	Id experience occu	rred	
	Phone Number:					
	Attendance Date and Hours	Information				
	Date of Attendance:	Hours: 1		ect the date the field of the field of the field of the number of the nu	eld experience	e was completed
	Diverse Groups Information		act	ivity and course	or nours con	ipieted for that
	Race:	Select Race	Grade: Grade Level	•	6.	
	Free Reduced Lunch:	Select Free,Reduced,Lu 🔻	English Language Le	arners: None		oups Information
	Special Education:	Select Special Educatio 🔻	Gifted: Select Gifted	-	fo	r the field
	Description of Activity/ Ref	lection			ex	perience
	This box is availab of the field experie Spell Check Maximum 4000 Characters	ole for entering your Desence Select Save & Exit or Save	cription of the Acti	vity and/or Refle	ction	

Other

Category "H. Other" should be used for field experiences that do not fit any of the other categories. All information should be manually entered to identify and describe the activity.

H. Other

Kentucky

KFETS		Kentucky Field	Experience Tracking System	m							
Quick Links	Manage Activities » Add Ad	tivity		Exit With Out Saving	Save & Exit	Save & Add New					
»Introduction											
»Choose Course(s)	Category Information										
" <u>encose course</u> [s]	Category: H. Other		* *								
»Add Candidate Activity	Field Experience in Kentue	:ky									
Reports	Did this field experience take	place in Kentucky: 🔘 Yes	© No								
»Course Status	Teacher, School Personne	l, Related Agency Personnel Info	rmation		Enter Teache	r/School					
» <u>Detailed Summary</u>	Name of the Teacher/ School	Personnel Working with: First Name	Last Na	ime *	Personnel/Re	elated Agency					
»Help	Related Agency				Personnel Inf	formation					
	Name of Organization:		*								
	Address:		* 🗲 En	ter Organization Info	ormation						
	Phone Number:										
	Attendance Date and Hours Information Select the date the field experience was complete										
	Date of Attendance:	Hours: 1		and select the number of hours completed for that							
	Diverse Groups Information	ctivity and course									
	Race:	Select Race	Grade: Grade Level	-	Sel	ect Diverse					
	Free Reduced Lunch:	Select Free,Reduced,Lu 🔻	English Language I	_earners: None		oups Information					
	Special Education:	Select Special Educatio 🔻	Gifted: Select Gifted	1 -	 for exp 	the field perience					
	Description of Activity/ R	eflection:			19.00						
	This box is availa of the field experi	ble for entering your De	scription of the Acti	vity and/or Reflec	tion 个						

Select Save & Exit or Save & Add New (add a new activity)

Save & Exit

Save & Add New

H. Other

Out-of-state

KFETS	Kentucky Field Experie	ence Tracking System
Quick Links	Manage Activities » Add Activity	Exit With Out Saving Save & Exit Save & Add New
»Introduction		
	Category Information	
»Choose Course(s)	Category: H. Other	**
»Add Candidate Activity	Field Experience in Kentucky	
Reports	Did this field experience take place in Kentucky: O Yes	
»Course Status	Teacher, School Personnel, Related Agency Personnel Information	Enter Teacher/School
»Detailed Summary	Name of the Teacher/ School Personnel Working with: First Name	Last Name * Personnel/Related Agency
»Help	Related Agency	Personnel Information
	Name of Organization:	*
	Address:	* Forter Organization Information and select the State
	State: Select a State	the field experience occurred
	Phone Number:	
	Attendance Date and Hours Information	Select the date the field experience was completed
	Date of Attendance: Hours: 1	and select the number of hours completed for that
	Diverse Groups Information	activity and course
	Race: Select Race	Grade: Grade Level Select Diverse
	Free Reduced Lunch: Select Free, Reduced, Lu 🔻	English Language Learners: None Groups Information
	Special Education: Select Special Educatio 🔻	Gifted: Select Gifted
	Description of Activity/ Reflection:	
	This box is available for entering your Descrip of the field experience	otion of the Activity and/or Reflection

Save & Exit

Save & Add New

Activity details/ Edit and correct/ Duplicate

KFETS	Sana ya Mana	Ndaria Mira			Kentucky Field Experie	ence Tracking	j <mark>Sys</mark> tem			
Quick Links	Add /	Activiti 2014	ies:	•						
»Introduction										
»Choose Course(s)		Unive	ersity/ Colleg	ge	Course	Year	Semester	Data Entry Hours	Action	
»Add Candidate Activity	>	Unive	ersity of Ken	tucky	A-E-577 Art in Secondary Schools(30)	20132014	Spring	Not Started	Add Activity]
Reports 1.	>	Unive	ersity of Ken	tucky	A-E-579 Arts and Humanities in Art Education(30)	20132014	Fall	In Progress	Add Activity]
			Category	_		_	_			
» <u>Course Status</u>		>	B. Observ	ations in schoo <mark>l</mark> s and relate	ed agencies					
»Detailed Summary		>	C. Studen	t tutoring						
2.		>	E. Attenda	ance at a school board and	school- based council meeting					
»Help			State	District	Attended Date	lours Teac	:her	Action		
			In State	Assembly Christian Schoo Lexington	ol- 01/01/14 1			Edit /Correction	Duplicate	×

Click on arrow #1 to view the activities for the selected "In Progress" course. Click on arrow #2 to view details about the selected recorded activity. The activity may be edited/corrected by clicking the "Edit/Correction" button. The activity may be duplicated by clicking the "Duplicate" button. The activity may be deleted by clicking the red "X".

	Kentucky F	ield Expe	erie	ence Tracking System	n	
Manage Acti	ivities » Edit Activity			Back		
Category In	formation			Date & Hours		
Category:	B. Observations in schools and related agencies	*	*	Attendance Date: 1/7	7/2014	
Semester:	Fall		*	Hours: 3		•
School Year:	2013-2014	٣	•	Experience in Divers	se Groups	
Did this field	experience take place in Kentucky:			Race:	White	•
@ Yes	© No			Free Reduced Lunch:	Free, Paid	•
District Infor	mation			Special Education:	Speech Langu	age 🔻
School Type:	Public School	Ψ.	*	Grade:	Grade Level	•
District:	Allen County	-		LEP:	No	*
School:	Allen County Primary Center-5010	•	*	Gifted:	Select Gifted	-
Teacher/ Co	ourse Information					
Teacher:		-	•			
Course Numl	10300.00-MATHEMATICS - K-3011	-	*			
			1			
Reflection:						
	Manage Act Category In Category: Semester: School Year: Did this field © Yes District Infor School Type: District: School: Teacher/ Co Teacher: Course Num	Kentucky F Manage Activities >> Edit Activity Category Information Category: B, Observations in schools and related agencies Semester: Fall School Year: 2013-2014 Did this field experience take place in Kentucky: Image: Yes No District Information School Type: Public School District: Allen County School: Allen County Primary Center-5010 Teacher/ Course Information Teacher: [Course Number: 10300.00-MATHEMATICS - K-3011	Manage Activities >> Edit Activity Category Information Category: B. Observations in schools and related agencies Semester: Fall School Year: 2013-2014 Did this field experience take place in Kentucky: • Yes No District Information School Type: Public School District: Allen County School: Allen County Primary Center-5010 Teacher/ Course Information Teacher: Course Number: 10300.00-MATHEMATICS - K-3011	Kentucky Field Experie Manage Activities » Edit Activity Category Information Category: B. Observations in schools and related agencies Semester: Fall School Year: 2013-2014 Did this field experience take place in Kentucky: • • Yes No District Information • School Type: Public School District: Allen County School: Allen County Primary Center-5010 Teacher/ Course Information • Teacher: • Course Number: 10300.00-MATHEMATICS - K-3011 Reflection: •	Kentucky Field Experience Tracking System Manage Activities » Edit Activity Category Information Date & Hours Category Information Category: B. Observations in schools and related agencies Attendance Date: 1/7 Semester: Fall Hours: 3 School Year: 2013-2014 Experience in Diver Did this field experience take place in Kentucky: Race: Pree Reduced Lunch: School Year: ONo Free Reduced Lunch: District Information Special Education: School Type: Public School Grade: District: Allen County Primary Center-5010 Gifted: Teacher! Course Number: 10300.00-MATHEMATICS - K-3011 Reflection:	Kentucky Field Experience Tracking System Manage Activities > Edit Activity Category Information Date & Hours Category: B. Observations in schools and related agencies Attendance Date: 1/7/2014 Semester: Fall Hours: 3 School Year: 2013-2014 Experience in Diverse Groups Did this field experience take place in Kentucky: Race: White Pres No Free Reduced Lunch: Free, Paid School Type: Public School Grade: Grade Level District: Allen County LEP: No School: Allen County Primary Center-5010 Gitted: Select Gifted Teacher/ Course Number: 10300.00-MATHEMATICS - K-3011 FreeRelucein FreeRelucein Reflection: Reflection: Reflection: Select Gifted Select Gifted

Once edits/corrections have been made, click the "Update" button on the upper right hand corner of the screen.

Duplicate activity



All field experience data will be duplicated except for the Date of Attendance, Hours, and Comments Please be sure all other data should be duplicated before using this feature. Click "Update" to create a record of the field experience.

Course Status

• This tab enables you to view the status of each course. "In Progress" means that activities have been added to that course.

KFETS		Kentucky Fiel	d Experience Tracking Sy	stem	
Quick Links	Course Status:				
»Introduction				_	1
	College	Course	Semester	School Year	Status
» <u>Choose Course(s)</u>	T	1	T	1	
»Add Candidate Activity	University of Kentucky	A-E-576 Art in Middle Schools(30)	Spring	20122013	In Progress
Panarta	University of Kentucky	A-E-577 Art in Secondary Schools (30)	Spring	20122013	In Progress
»Course Status	University of Kentucky	A-E-579 Arts and Humanities in Art Education(30)	Fall	20132014	In Progress

»Help

Course Status

Data may be filtered by College, Course, Semester, School Year, and/or Status.

KFETS		Kentucky Fiel	d Experience Trackin	g System		
	Course Status:					
Quick Links						1 🖾
»Introduction	College	Course	Semester	School Year	Status	
»Choose Course(s)		1	T	20122013	NoFilter	
»Add Candidate Activity	University of Kentucky	A-E-576 Art in Middle Schools(30)	Spring	20122013	Contains	
"Add callulate Activity	University of Kentucky	A-E-577 Art in Secondary Schools	Spring	20122013	DoesNotContain	
Reports		(30)			StartsWith	
» <u>Course Status</u>	Data may be example: If y	filtered with the to ou want to filter of	text boxes courses fo	. For r the 2012-	EqualTo	
»Detailed Summary	2013 year on	lv. enter 2012201	3 into the	School Year	NotEqualTo	
······································	box and filter	r by selecting "C	ontains".		GreaterThan	
»Help		,			GreaterThanOrEqualTo	
					LessThanOrEqualTo	
					Between	
					NotBetween	
					IsEmpty	
					NotisEmpty	
					IsNull	
					NotisNull	

This tab will contain all activities and the hours recorded for each. Click on your name to view a breakdown of the course(s) and the category for each recorded activity.

KFETS				Kent	ucky Field Ex	perience	Tracking S	System				
Quick Links	Detailed Summary (Hours in Each Category											
»Introduction	All Years	•	All Semes	ters	Go							
» <u>Choose Course(s)</u>												
»Add Candidate Activity		_	_	_		_	Laboration	Aut		0		
Reports	Student Name	Year	Semester	Engagement with Diverse Populations	Observations in Schools and related agencies	Student Tutoring	with Families of Students	Attendance at a school board and school based Council meeting	Participation in a professional learning community	to assist teachers or other school professional	Other	Total
» <u>course status</u>						T						TT
»Detailed Summary	Test Record Terri -											
»Help	University of Kentucky	20122013	Spring	2-Activities	1		3					4
	Test Record ,Terri - University of Kentucky Clic	20132014 k to View act	Fall tivity detail	<u>4-Activities</u>	4	1		1				6
• 3×	Test Record Terri- Eastern Kentucky University - Transferred to University of Kentucky	20132014	Spring	1-Activities						1		1

Click on the arrow next to the course name to view demographics for that particular activity.

Deta	il Activity Report for: Test_R	lecord,Terri fo	r School Year: 20132014 and Semeste	er: Fall							Close
Orga	anization: University of Kentuc	ky									
											🗗
	CourseNo	Semester	Category	Attended Date	Hours	State	District	School	Job Function	School Type	Teacher
Π	T	T	T	T							
۱۱ ۱۱	A-E-579 Arts and Humanities in Art Education(30)	Fall	B. Observations in schools and related agencies	01/07/14	3	In State	Allen County	Allen County Primary Center-5010	None	Public	Freda Rigsby
Ŷ	A-E-579 Arts and Humanities in Art Education(30)	Fall	B. Observations in schools and related agencies	01/01/14	1	In State	Allen County		None		Mary Smith,
	Grade Race	_	Free Sj	pecial	_	Gifted	_		LEP Comments		
	Asian,Hi	ispanic/Latino	Free, Paid, Reduced	This is the Infinite Car	Divers mpus((se Group Categorie	Information s B and G o	selecte nly) in th	d or pulled f ne "Add Car	from ndidat	e
>	A-E-579 Arts and Humanities in Art Education(30)	Fall	C. Student tutoring	Activity" s	ection.						SILIU
>	A-E-579 Arts and Humanities in Art Education(30)	Fall	E. Attendance at a school board and school- based council meeting	01/01/14	1	In State	Assembly Christian School-Lexington	Assembly Christian School- 165027	SBDM Member	Private	×

Click on the activities under "Engagement with Diverse Populations" to view details about the recorded hours. This shows the breakdown of the hour(s) for that one activity.

KFETS				Kent	ucky Field Ex	perience	Tracking	System				
Quick Links	Detailed Summary: (Hours in Each Category)											
»Introduction	All Years	•	All Semes	ters 🔹	Go							
» <u>Choose Course(s)</u>												-
»Add Candidate Activity			_			_	1.4	Au		0		12
Reports	Student Name	Year	Semester	Engagement with Diverse Populations	Observations in Schools and related agencies	Student Tutoring	with Families of	and school based Council	Participation in a professional learning community	to assist teachers or other school	Other	Total
»Course Status							Students	meeting		professional		
» Detailed Summary				45								
»Help	<u>University of</u> <u>Kentucky</u>	20122013	Spring	2-Activities	1		3					4
	<u>Test Record , Terri -</u> <u>University of</u> <u>Kentucky</u>	20132014	Fall	4-Activities	4	1	ups	1				6
	Test Record ,Terri - Eastern Kentucky University - Transferred to University of Kentucky	20132014	Spring	<u>1-Activities</u>						1		1

This box shows the breakdown of the diverse group information for the selected number of activities and hours.

Detailed Hours							
Total Hours recorded	in Diverse	groups for : Test_Record,Terri for School Yea	r: 20132014 and S	emester: Spri	ng		Close
							🖾
Category	Date	Students with a minimum of two different ethnic or cultural groups in which the candidate would not be considered a member	Students from different socioeconomics groups	English Language Learners	Students with disabilities	Students across elementary,middle and secondary grade levels	Total
D. Interaction with families of students	02/06/14	v	v	~	v	v	
G. Opportunities to assist teachers or other school professionals	02/03/14	✓	v		v	v	
							Total: 8.75

The checked boxes indicate the interactions with Diverse Groups within that field experience.

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Exporting Data

Data may be exported to Excel from each of the following sections

Choose Course: Export course information to Excel by clicking the Excel icon

Course Status: Export course status information to Excel by clicking the Excel icon

Detailed Summary: Export activity summaries to Excel by clicking the Excel icon