

**KSIS Infinite Campus 2022-2023 Beginning-Of-Year Training
Question and Answer Transcript
July 12, 2022**

Proper Use of CTE Co-Op and Work Based Learning Courses

1. Is Work Based Learning open to any student? I thought in the past there were some courses connected to it and an economic condition required?

CTE Co-Op's and CTE Internships are exclusive to students in career pathways. Students in Experience-based work (901005) courses do not have to be in a career pathway. If you have other questions, please contact Scott U'Sellis.

2. What course numbers are "CTE internship courses?"

You can also look up these courses on the [KDE Searchable State Code database](#).

030791, 060108, 080708, 110919, 460883, 460232, 460245, 460348, 499915, 460183, 460521, 210331, 200192, 200478, 200201, 200801, 200492, 200292, 200601, 170550, 170552, 170922, 170804, 461095, 461094, 461068, 480145, 470932, 470308, 480806, 480544, 480744, 480951, 470504, 470604, 470445.

3. Can you have 1 credit of CTE internship and 1 credit from 901005 (so you would have 2 credits from these courses)?

Most likely not, a student's work-based learning experience would either qualify as a CTE Internship or not.

4. When will the data extract be updated to include these new business rules?

The KEES extract already accommodates for the 900105 course code. We will start talking to KHEAA about restricting Internship course codes to 1 credit as well.

5. Will the KEES Extract be updated to correctly pull the number of credits for CTE internship courses?

We will start talking to KHEAA about restricting Internship courses to 1 credit.

Staff Setup

6. What report can we run to make sure all our teachers have an EPSBID in IC?

KY State Reporting | KDE Reports | MUNIS EPSB Upload, use the Validation Report option, see the [MUNIS EPSB Upload Quick Reference Card \(ky.gov\)](#) for suggested uses of report.

7. Does anyone know where a good training video for *Run / Upload – KDE KEES Eligibility Report?

For questions specific to KEES, contact a [KHEAA representative](#) or by telephone at (502) 696-7397.

8. Can we run the EPSBID Munis report if we do not use Munis?

Yes, the MUNIS EPSB upload report is an Infinite Campus report. Use the Validation Report option, see [MUNIS EPSB Upload Quick Reference Card \(ky.gov\)](#) for suggested uses of report.

Preschool Enrollment count and QA Preschool report

No Questions

We're taking attendance again!

9. Is KDE going to offer us any flexibility with Covid Absences for 22-23?

Since absence codes generate attendance funding, KDE cannot offer flexibility unless it is granted by a regulation or statute. The previous codes that allowed for flexibility were in regulations and statutes that expired on 6/30/22. The General Assembly would have to take action for us to allow attendance codes with this flexibility.

10. Can the attendance continue to fill out the information on the check-in/check-out log or are we going back to having the parents fill out the information, the signature?

Parents will need to sign in the signature box on the check-in/check-out log when a signature is required. Who fills out the other information can be a district decision, but parent/guardian must sign a student out in the elementary. Districts will need to look at district policies to determine if parent/guardian is required to sign out grades other than elementary.

11. Do children need a CDE Flag if they are a child of a district employee, but they live within the school district and would not qualify to have another resident district to be in the enrollment tab?

No, they do not. The CDE Flag is only for students that live outside of the district, but their parent/guardian are employed by your district.

12. Will the attendance clerk training happen in July or August?

Attendance clerk training will start in Mid-August through Mid-September. The trainings will be available throughout the state.

13. Should the secondary enrollment for a KSB/KSD student be marked as State Exclude or just Secondary?

The secondary enrollment should not be marked as State Exclude.

14. Should we delete the QRS and TRI codes? I don't see a place to end date.

Because the codes are tied to historical data, they cannot be deleted or end dated.

15. Will there be a specific code for student mental health days?

Yes, there will be a new attendance code created prior to the start of school. The new code will be MBH and with the description of Mental Behavioral Health HB 44.

16. Will we receive guidance from KDE on FRAM setup if we are transitioning to Mosaic?

Yes. An email was sent out to all KSIS points of contact and all Food Service Directors with directions to set up the data extract between Infinite Campus and Mosaic.

17. Due to bus driver shortages, we had several students come in school late and were given a "late bus" tardy code. Do we continue to do that?

That is a district decision. If a late bus code is used the status will need to be marked as absent.

18. Is the new Mosaic sync two way?

The new data extract is only one way. The extract will send student demographics including the householdID to Mosaic.

19. As far as the Mental Health or Behavioral Health days goes, does that count towards their PE days or is these extra days that the students get and we just code them mental health or behavioral health?

This is a district decision. HB44 allows for mental/behavioral health days, but it does not require them. If a district decides to allow these days, the district board policy must outline if these excused absences count towards other days allowed in the district.

20. Do we still need to keep up with Child of District employees with the new HB 563?

Yes, they will still need to be tracked for state reporting.

Full-time virtual student attendance tracking and virtual/performance-based course setup

21. The virtual classes are all performance base classes, so I thought the funding was performance based and not attendance based so why do we need attendance for the virtual school?

If the district's virtual school is only for grades 5-12, then yes, all the classes can be performance based. If the virtual school includes grades K-4, those grade levels cannot use a performance-based setup and the virtual waiver (with virtual attendance) must be used. If you have questions specific to your district's setup, please call Josh Whitlow or Jessi Carlton.

22. Our principal would like for us to sign students in through IC when they are late so it will be, On Time Data. Do we still need a Sign in log, or can it be sign out only?

District must have a paper log as well as IC log - KDE Field Staff will look at this to make sure both times match (paper and IC). This is for safety to have two logs to check.

23. So, is the NVA code used in place of the Unexcused code for Virtual Students?

The NVA code is the unexcused code for virtual students. You must select this code when setting up the district Virtual Attendance Preferences.

24. If the attendance checkbox is not checked, then participation cannot be taken. I don't understand how we are supposed to set up the virtual schools with performance.

Virtual schools for students grade 5-12 can use the virtual/performance-based setup where the attendance checkbox is NOT checked. These classes generate full attendance funding for the course once the course is passed.

If the virtual school is operating under the full-time virtual attendance waiver (and following the assurances in that waiver), then the attendance check box WILL be checked, and period attendance is required. This period attendance will be what generates attendance funding.

Please reach out to Josh Whitlow or Jessi Carlton if you have follow up questions.

25. Is traditional V/PB still grades 5-12?

Yes, traditional virtual/performance base courses are still for grades 5-12.

KDE Updates

26. Will the extra year in primary checkbox be removed from the enrollment tab?

The extra year in primary checkbox will be hidden in a future release of Campus. Historical data will still be accessible via ad hoc filter reporting.

Title III - English Learners and Immigrant Data Collection and Reporting

No Questions

Behavior Data Standards and reporting

27. In-school room use INSR and Alt school placement use INDR, is that correct?

INSR will be used for in-school suspension or temporary placement within the same school building.

INDR is used for temporary placement that is offsite. Some districts have students moved to another building, such as an alternative school, for a placement of a day or more.

28. Do I need to create an INDR attendance code or will it be pushed down from state?

There will not be an attendance code pushed down from the state. It will be up to the school/district to communicate between sites to ensure that students are marked present or absent.

29. Can you give an example “other” harassment?

Harassment could be based on other factors, such as economic status or another discrepancy of power.

Early Warning for Dropout Prevention

No Questions

Data Visualization for Assessments

30. What program will these be on?

The data visualizations launch from within Infinite Campus from *Tableau Visualizations. Please follow your district's procedure to request access from your Infinite Campus Administrator.

31. As the guidance counselor, will I have access to this site?

KDE recommends that the district grant access to individuals responsible for education programs that can benefit from access to the data visualizations, but it is a district decision. Please follow your district's procedure to request access from your Infinite Campus Administrator.

KDE Beginning-of-Year Checklist

32. How do you get to the scheduling center?

The path on the classic view of Infinite Campus is Scheduling | Scheduling Center | Scheduling Center. If you do not have access work with your system administrator.

33. Do we have an expected release date for the 22/23 Pupil Attendance Manual?

The Office of Finance and Operations expects to release the 22/23 Pupil Attendance Manual within the next few weeks.

34. What date does the course need to have the teacher and at least 1 student aligned to them?

There is not a hard deadline. KDE's guidance is to have teachers, students (that they have enrolled) and the course state code number set up in Infinite Campus two weeks prior to the start of your school year.

35. Where do I find the Beginning of the Year checklist?

[KSIS Other Information webpage](#) has a link to the checklist and many other resources.

KDE Data Standards

36. Are we always notified if these data standards are updated? I would hate to use my paper copies and then find out later that the data standard online has been updated and I am using outdated info. Any advice?

Typically, we refreshed over the summer; if updated at another time the KSIS newsletter will include an article or a notification is sent. Each standard has a date of last revision.