

**KSIS Infinite Campus 2023-2024 Kentucky-Specific Beginning-of-Year Training
Question and Answer Transcript
July 20, 2023**

Student Tracking - Enrollment to Attendance and beyond

1. Are there any districts that are using the electronic option in IC/parent portal?
Hopkins.
2. On the HH form if a doctor states a student will be out for 2 months, but that changes do we ask for a doctor's update then? Or do we only do that after 6 months?
If there is a change longer than a week but within the first six months, then the changes must be in writing and signed by the doctor. If it will only be for a few days or a week, you would not need to have the physician make updates on the paperwork.
3. Can you select the "Full Funding" waiver checkbox for Partial Day and Partial Week students or is it only Partial Day?
Full funding can be checked for either partial day or partial week. Remember that partial day or partial week must be written in the student's current IEP.

You should check the full-funding box for either Partial Day or Partial Week to ensure you get full funding for that student. They must have an IEP and it must be listed in the IEP, and it must have board approval.
4. Do we have to use the attendance codes and have the checkbox on the enrollment tab?
Yes, to receive funding, you must use the appropriate attendance codes and checkbox checked.
5. What is the alternative attendance code we should use for students in a behavior facility that are enrolled?
A student cannot be marked on HH for the first five days. They should be marked absent for the first five days before HH begins.
6. Will the report pull Special Education Students? Does the IEP trump the second doctors note?
The new report has a column to show if a student has an active IEP. The IEP does trump the doctor's note for Home Hospital.

ARC recommendations and the active IEP trumps a doctor's note.
7. What if the behavior facility is part of our district? We provide educational services at the facility. What would we use to code those enrolled students that are enrolled for less than 5 days? We unenroll the student from their primary school and re-enroll at the facility. Is this not the correct thing to do?
Is the behavioral facility a school in your district? If not, then they are absent from the school where they reside and then once paperwork is established for home hospital, and they are absent for five days, on the sixth, they can be enrolled and on HH in accordance to their paperwork.
8. I apologize if this is a repetitive question. Does it have to specifically say "the student qualifies for full funding" in the IEP or do the times alone qualify us to select the "full funding" checkbox?
The student's IEP must state the times the student to be out of the school day. It does not have to specifically say "the student qualifies for full funding."

9. We have a student going to the Craft Academy. Do we keep them enrolled or mark them No Show? Do we get funding for them?

You will keep the students enrolled and will receive funding. Craft Academy will send you grades at the end of each semester that will need to be add to the student's transcript.

10. Why are KY districts not using IC Food Service?

Food service Point of Sale (POS) system decisions are determined by individual districts and not KDE. The state food service POS provider who won the statewide bid is Heartland Moasic, that offers various components and features not available by other providers. Districts can choose to use the statewide POS at no cost to them (paid for by KDE Division of School and Community Nutrition) or the district can pay for a different POS vendor. Please contact [Tim Cooper](#) with any additional questions.

11. For the FRAM Import Mapping can we just changed the dates on the Map Importing or are we required to create all new Mapping?

You can just change the school year. Import mappings do not need to be recreated.

12. If 2 counties share transportation for the school for the blind, can the district providing transportation claim the neighboring county for reimbursement?

Transportation for KSB/KSD students can be claimed outside of IC though a process with the Division of District Support. A district should not "code" another district student in IC to track transportation for funding purposes. District may contract with other districts to address this cost. Please reach out to [Krystal Smith](#) for additional information.

13. Why can't non-CPE schools receive direct certification information? Would that not impact student data information for the school?

Non-CEP schools CAN receive direct certification information. Schools who do not participate in USDA National School Lunch Programs cannot receive direct certification information. For questions, please contact [Tim Cooper](#).

14. Can you repeat the best procedures for students in a behavioral health facility for a short time (2-3 days)?

If a student is in a behavioral facility for under five days, they must be counted absent. You should not withdraw the student. The student still resides in your district. Your district is responsible for that student. You cannot withdraw them.

15. I'm sorry can you repeat the answer to - What is the alt attn code to use for students in a behavior facility that are enrolled for less than 5 days, is the student marked as present if we can't use HH?

No, if it is 5 days or less, the student must be marked Absent. HH can begin on day 6.

16. I have found language in the data standards that does not specify "exactly" that partial day students must have an IEP. Do partial day students have to have an IEP? My district (Model Laboratory Schools) is the one that had an issue with this in 22-23, and I am still not clear on how we should have handled the situation. A student (no IEP) was on H/H after major back surgery. At the end of H/H, the physician said student could return to school for half-days for one week before returning to full-time attendance. I feel like a partial day schedule would have been a good solution for that one week. The student should not have been "penalized" by being marked absent/excused for half a day every day of that week; yet, we were told we could not use partial day because student did not have an IEP. And, the partial day messed up our SAAR report so we ended up removing partial day and marking her excused absent on those days. No need to mention this to everyone. I just wanted to put this in writing as something the KSIS team could discuss. Model is an anomaly in Kentucky's public schools, I realize this, but I can't imagine we're the only school that has had this situation. Thank you.

If you have a student who is regular ed on home hospital, and the doctor recommends on the return to school that they only come to school intermittently for a week or two, then keep them on home hospital, let them come to school as the physician recommended, and then take them off home hospital when they are fully back to their normal schedule. Keep record of when they are in the building and riding the bus for safety reasons. You will not get transportation credit for that time-period, but will get home hospital for that time. Once they are back to a full schedule, take them off home hospital.

17. Would we be able to check full funding for a partial day for a student with a 504 plan?

Students must have an active IEP to receive full funding. Students that only have a 504 plan cannot receive full funding.

18. We have to unenroll and re-enroll for students that go into a behavior facility with educational services, correct? If not, it would show as an overlap on the KY State Enrollment Overlap Report. Right?

If there is a contract with the district where the facility is located, then you can enroll and educate while they are there, then withdraw and the residing district enroll when they come back.

19. So your growth may not show until the end of the year if you have a sizeable virtual population?

That is correct.

20. How would you do a student that goes to a facility in the summer?

If a student is in a facility in the summer, that should not effect us on enrollment overlaps. It would only be during the time school starts. If they are in the facility when school starts, it depends on if there is an agreement with the facility and home district.

21. Can "Progress" Grading Tasks be set up for each term, in addition to the Final Grade, for parents to view student progress?

Yes, you can have grading tasks for each term but for funding the student needs a grade on the final grading task.

22. Does it have to be called "Final Grade". We post ours in the task that we call "Semester".?

You can use the task Semester as long as the Final Grade checkbox is marked on the Semester Grading Task Detail. Campus Path: Grading & Standards | Grading Task.

One other note, you must put the final grade in the final grading task. If you put the final grade only on the transcript, you will not receive attendance credit, you must put the final grade in the grading task.

23. What if we have a performance based student that leaves the district and enrolls into another county? Is there a way to get funding for this?

No - that is one of the cons on students in V/PB courses, if they leave before the semester end - you do not receive any funding for students that leave.

Growth Factor

No questions.

Virtual & Performance Base Tracking

24. Can you speak to Virtual Students and how that impacts Growth?

Students who are virtual not be calculated on your growth factor report. Funding for those student does not take place until they complete their virtual courses and a final grade is entered.

25. What if they finish a quarter?

It has to be a semester.

26. Can you explain the difference between virtual vs performance based for dual credit classes?

Virtual is 100% virtual with a 100% virtual teacher.

27. The V/P based students have to finish the Semester or does the Trimester work too?

Trimesters work as well.

28. We have a student who starts out on virtual...passing but returns to in person attendance...on how do you get credit for those weeks. They did not earn a credit but was passing??

You would not get attendance credit for the time they were in the virtual class if they did not finish and pass the course. You would, however, get the seat-time when they return to in-person.

29. I have one school that only enters a term grade and the other enters a final grade. I want to be sure both schools are getting full credit. Does it matter if it's term grade or final grade?

V/PB course must have a grading task of final grade for the SAAR to pull the student for funding.

Correction, as long as the term grade is marked correctly with Final Grade it does not matter if it listed as term grade or final grade.

Gifted and Talented (GT) Gifted Student Service Plan (GSSP)

30. I can't find a tool right in Campus specifically for GSSP. Do a staff member just need rights to Gifted and Talented "Documents" to be able to view the GSSP?

To view the GSSP you just need tool rights for Gifted & Talented.

Gifted and Talented (GT) Missing Records

If you need to request Missing Gifted Data from a school that was not the last district student attended. You will need to use the New National Records Transfer not the New State Transfer.

For New National Records Request you must search/select the district the request goes to. New State only goes last KY school the child attended.

Special Ed Document Updates

31. Has the new look for special ed already been pushed out?
Yes, the new special education look was release in Campus.2319. Campus.2319 went into production Wednesday, June 14th.

Course Setup

32. For our new A8 Program, do we use "Virtual" for the Course Type until the Attendance-Based Online Virtual type is added into Campus?
Please leave the type blank until the new Attendance-Based Online/Virtual type is added to IC and update the type once it has been added.
33. When the new Virtual/Attendance Type is added into Campus will Courses with "Virtual" currently selected be updated to Online/Virtual automatically?
Yes! This is just a name change and all courses currently marked "virtual" will be automatically be updated to "online/virtual."
34. Will all A8 Programs have the "Blended Instruction" Teaching Method since all of those students have to be in a Blended Learning Group?
No, not necessarily. If you aren't sure whether or not to use this teaching method, I would recommend reaching out to [Ben Maynard](#) with your scenario so he can help you think it through.
35. Can the guidance regarding leaving it blank and this information be sent out to the counselors group? They are working on schedules and courses now so this information would be time sensitive and most pertinent to them.
Great suggestion! Thank you! We will work with our Comprehensive School Counseling Program Coordinator to get a message out to this group.
36. Should dual credit courses be marked performance based?
Dual credit courses should be marked performance-based only if the student is taking the course for performance-based credit.

English Learner and Immigrant Data Standards and Reporting

37. Last year we were told (this was new) that we now accept scores from other states and no longer screen again. You are saying we DO screen again. Is this another change? Want to make sure I am clear.
Students must be administered the Home Language Survey (HLS) upon initial entry into a Kentucky public school. Therefore, if the results of the HLS, determine a language other than English the WIDA screener must be administered, and services be provided if screener indicates the need.

Clarification will be sent to Title III Coordinators, the guidance should stand as it was communicated at the start of the 22-23 SY. Students transferring from another state, EL assessment scores from all states should be accepted, regardless of the assessment used (WIDA and non-WIDA) or proficiency level requirements. EL students returning to Kentucky after moving out of state/country – Districts should search student locator to obtain previous records in Infinite Campus that should be imported and/or updated as needed. Do not create new records for these students. EL Students enrolling in Kentucky from another state - Districts should accept ELP scores for any EL students who transfer into Kentucky from another state (WIDA or non-WIDA). Students identified as EL in another state would need an EL record with a Program Status of EL and the Identified Date would be the date the student was identified in the originating state and the expected exit date of 5 years from the identified date should be entered. EL Services and Accommodations must be entered. Exited EL students transferring from another state – Districts should accept exiting scores from other states (WIDA and non-WIDA). An EL Exited record must be created with the Identified Date as the date identified in previous state. Enter Program Status of EL Exited and Program Exit Date entered as 6/30 of the year in which student reached attainment in previous state. Monitoring years will populate based on the exit date. If student had a previous active EL record in Kentucky, that record should be updated to EL Exited, Program Exit Date of 6/30 of the year of attainment. Monitoring years will populate based on the Program Exit Date. End date any active EL Services or Accommodations as of 6/30 of the year reaching attainment.

38. In the data standards it says we are accepting all EL records from other states, even non WIDA. But the slides say we have to rescreen them. Which one is it?

Screening must be done for students coming into the state for the first time, just to get proficiency levels and determine student needs for service and accommodations.

Clarification will be sent to Title III Coordinators, the guidance should stand as it was communicated at the start of the 22-23 SY. Students transferring from another state, EL assessment scores from all states should be accepted, regardless of the assessment used (WIDA and non-WIDA) or proficiency level requirements. EL students returning to Kentucky after moving out of state/country – Districts should search student locator to obtain previous records in Infinite Campus that should be imported and/or updated as needed. Do not create new records for these students. EL Students enrolling in Kentucky from another state - Districts should accept ELP scores for any EL students who transfer into Kentucky from another state (WIDA or non-WIDA). Students identified as EL in another state would need an EL record with a Program Status of EL and the Identified Date would be the date the student was identified in the originating state and the expected exit date of 5 years from the identified date should be entered. EL Services and Accommodations must be entered. Exited EL students transferring from another state – Districts should accept exiting scores from other states (WIDA and non-WIDA). An EL Exited record must be created with the Identified Date as the date identified in previous state. Enter Program Status of EL Exited and Program Exit Date entered as 6/30 of the year in which student reached attainment in previous state. Monitoring years will populate based on the exit date. If student had a previous active EL record in Kentucky, that record should be updated to EL Exited, Program Exit Date of 6/30 of the year of attainment. Monitoring years will populate based on the Program Exit Date. End date any active EL Services or Accommodations as of 6/30 of the year reaching attainment.

39. If we have misidentified students from last year, do we need to go back and update the Misidentified field?

KDE will notify districts of SSID records that will need to be updated.

40. If a student transfers into our district and they have previously been marked as homeless this school year, will their homeless start date be the day they enrolled in our district or can we enter the date they qualified in their previous district? Never mind, she answered the question. It is the enrollment date.

That is correct, the start date will be the date the student enrolled in your district.

Homeless Children and Youth: Data Collection Updates

No questions.

Moving from Reaction to Prevention: Using Early Warning in Infinite Campus

No questions.

Data Visualization

No questions.

Resyncing State Data

41. Why do so many faculty who have not been here in years so up?

Some issues may be from the conversion to Infinite Campus and cannot be fixed.

Others may be staff who have worked in multiple districts that were not added using Staff Locator. Staff who are gone do not need to be fixed. If current staff are not syncing and the selective Person/Identity resync is unsuccessful, please [contact Lisa Keeter via email](#) for assistance.

KDE Updates

No questions.