The School Data Services team wishes you peace, joy, and prosperity this holiday season and throughout the coming year. Thank you for your wonderful partnership throughout the years.

Pictured left to right: Shauna Dunham, Tia Spence-Gigger, Tessa Harris, Linda Burton, Ryan Adcock, Jennifer Winburn, Lisa Keeter, Kathy Kurtz, DeDe Conner, James Reed, Jeanne Devers, Candy Johnson, David Couch, Michael Sivils, Robbin Bond, Crystal Darnell, Janice Harris, Tania Arnett, Holly Tracy; not pictured: Phil Bigard, Pat Black, Sriharsha Vejella

KY Homeless Services new collection

Submitted by Zachary Stumbo and Windy Newton

The Infinite Campus.2239 Nov. release included a new data collection labeled KY Homeless Services. The new collection is not state mandated but is a new option for districts to collect services such as enrollment, academic and enrichment support provided to students identified as homeless. Homeless students are identified by local district liaisons using a definition from the federal McKinney-Vento Law that states, "homeless children and youth mean individuals who lack a fixed, regular and adequate nighttime residence…" While the new KY Homeless Services section is optional, widespread adoption will be mutually beneficial as the data transfers with the student as a *Summary Report* and the fields are available for reporting via ad-hoc functionality.

Additionally, the KY Homeless Services section will offer the optional Homeless Youth and Children Addendum to Services Form. The form will allow documentation of students' strengths and needs; the form is scheduled to be included in the Dec. 14, Infinite Campus 2247 release.

Screenshots, data element names and descriptions have been added to the Data Standard Homeless Children and Youth. Section B of the data standard covers the KY Homeless Services and Section C covers the Addendum to Services Form.

Program related questions should be directed to Zachary Stumbo. Data collection and reporting questions can be directed to Margalee Conlee, or Windy Newton.

December 1 Child Count

Submitted by Amy Patterson

To assist with the preparation of the December 1 Child Count, the Office of Special Education and Early Learning has created a short Beginning of the Year Child Count Video that provides step-by-step directions for completing this report. Additional information is also listed below. If you need additional support with December 1 Child Count data, please contact Amy Patterson by email.

IDEA Dec 1 Child Count Reporting - Due the first Friday following Dec. 1 (Dec. 2)

- District personnel should review data in the IDEA Dec 1 Count Extract in Infinite Campus to ensure all enrolled students with individual education plans (IEPs) appear on the report with accurate demographic data. Pathway: KY State Reporting/IDEA Dec 1 Count Extract.
- On Friday, Dec. 2, after 4 p.m. (ET), district personnel should not make any changes affecting the *IDEA Dec 1 Child Count Report*
- KDE will run the official *IDEA Dec 1 Child Count* report between 4 p.m. on Friday, Dec. 2 and 8 a.m. (ET) on Monday, Dec. 5. The following additional steps will also be taken on Dec. 5:
    - The KDE will publish the data in the official Infinite Campus report found under KY State Reporting/KDE Reports/IDEA Dec.1 Federal Submission Validation.
    - Directors of Special Education (DoSEs) will be asked to review the data in the *IDEA Dec 1 Federal Submission Validation Report* for accuracy and completeness. District personnel should email the Special Education data manager within the Office of Special Education and Early Learning with any concerns.
    - KDE will send an email survey link to all DoSEs to verify that data in the *IDEA Dec 1 Federal Submission Validation Report* is accurate.

Student Locator enhanced to prevent duplication of student records

Submitted by Josh Whitlow and Jennifer Winburn

With the Dec. 14 Campus.2247 release, Student Locator will be enhanced to include Birth Date as a required field to alleviate duplication of students when a new student is enrolled into the system. When searching for a student, the birth date field must be entered to activate the search button for Student Locator. The Birth Date field is in addition to other required fields that include Last Name, First Name, Gender or State ID.

Duplicate student records cleanup

Submitted by Samantha Engstrom

Each month, districts should run the Duplicate Students Search Report to identify duplicate student records in Infinite Campus. Use the Combine Person Tool to combine verified duplicate records. Tool rights to the Combine Person Tool should be restricted to a select few in the district and extreme care taken when using the tool. The *Duplicate Students Search Report* can be found under Student Information/Reports/Duplicate Students Search. The Combine Person Tool is available under System Administration/Data Utilities/Combine Person.

Use the new Google SSID Issues Form to submit SSID issues such as duplicate SSIDs, blended records, pending SSIDs or syncing. A Google account is not required to use the form. The form requires the contact's name, email, district name, issue type and at least one SSID. There is an option at the bottom of the form to send a copy of the submission form to the submitter's email.

If you identify duplicate student records that occur across two or more districts, contact Samantha Engstrom by email or telephone (502) 564-5279.

FRYSC access rights recommendations

Submitted by Melissa Newton

To ensure Family Resource/Youth Services Centers (FRYSC) information is correctly entered into Infinite Campus, FRYSC coordinators must have appropriate tool rights for access. Please refer to the FRYSC Administrator Guidebook for the recommended access rights for all FRYSC coordinators. Questions can be directed to Melissa Newton by email.

Benchmark reports

Submitted by KSIS Team

The KDE benchmark reports provide a longitudinal view of student's performance on summative assessments and identifies whether the benchmark was met on the latest summative assessment. The reports pull assessment data from State Edition to include results for students who tested in another district. The reports are run by subject for mathematics, reading, science, social studies, or writing (English) and include results from the Kentucky Summative Assessments (KSA), Kindergarten Readiness, American College Testing (ACT) and Scholastic Aptitude Test (SAT) when available. There are three variations of the benchmark reports. Select the report hyperlink below to view the relevant quick reference card that includes the KDE contact, report sample and suggested report uses.

1. [Benchmark Report](#) includes all students with a primary enrollment in the selected school year with indicators for economic disadvantaged, special education, English learner, and gifted and talented. The suggested users are principals, counselors, intervention coordinators and district assessment coordinators.
2. [Gifted Benchmark Report](#) only includes students identified as gifted in the selected gifted category (General Intellectual Ability, Specific Academic Aptitude in Math, Science, Social Students, or Language Arts). Suggested users are principals, counselors, and gifted coordinators.
3. [Homeless Benchmark Report](#) only includes students identified as homeless. In addition to assessment data, the report includes primary nighttime residence, an unaccompanied youth indicator, and the absentee percentage for the selected school year. Suggested users: principals, counselors, DDPs and homeless coordinators.

Users must be granted access by the KSIS administrator before they can access these reports. The KSIS administrator must use the [Custom Tool Placement Editor](#) to make KDE reports available for those using the "New Look" of Campus.

Before sharing the information with others, please remove sensitive indicators such as the homeless indicator, economically disadvantaged, and student groups.

January Growth Factor

Submitted by Laura Loman

January Growth Factor will not be completed during the 2022-2023 school year; however, districts should still complete data clean up. Please review steps in the [Superintendents Annual Attendance Report (SAAR) Submission Guide](#) to ensure all records are complete and ready for SAAR submission at the end of the school year.

If you have any questions, contact [Laura Loman by email](#) or by telephone at 502-564-5279, ext. 4485.

Check course setup now for next year's School Report Card

Submitted by Caryn Davidson

Several reports are available to ensure proper course set up. Proper course set up is important for many reasons including properly awarding student scholarship money for advanced coursework, School Report Card and other reporting purposes.

The [QA Courses Report](#) (KY State Reporting/KDE Reports/QA Courses) should be run during the current school year to ensure proper course set up for all courses. Users must be granted access by local KSIS administrators to be able to see this report. Running the QA Courses Report is especially important to correct any errors on advanced coursework courses which could affect student scholarships, and reporting of advanced coursework and exams on next year's School Report Card.

[The Advanced Coursework and Exams Report](#) can be run to check data pulled for the Advanced Coursework section of the 2022-2023 School Report Card though course completers, test takers and qualifying scores will not show until the completion of the school year and upon receipt of final test scores. All course information on transcripts should match the course set up in Infinite Campus. Data needs to be in accurate order for advanced coursework and exams information to be pulled correctly for School Report Card, transcript and KEES reporting.

The [School Profile Courses Report](#) (KY State Reporting/KDE Reports/School Profile Courses) provides information on courses that populate the School Profile section of School Report Card. Running the

Check course setup now for next year's School Report Card *(Continued from page 3.)*

School Profile Courses Report for the 2022-2023 school year now can help identify potential errors while they can be fixed and ensure correct population of course information on the *2022-2023 School Profile Report*.

Please send any questions about proper course setup to the KDE Standards mailbox.

KECS 2023-2024 course codes view coming early Dec.

Submitted by Caryn Davidson

In early Dec., the new and improved Searchable State Course Codes Database (SSCCD), integrated into the Kentucky Educator Credentialing System (KECS), will include an updated view for the 2023-2024 school year. There are several minor changes to both Career and Technical Education (CTE) and academic courses.

Changes for CTE Courses include two new courses as well as four deprecated courses:

- 332002 Engineering Mechanics for 3D Printing and 332003 Additive Manufacturing Applications have been added for the 2023-2024 school year.
- 470470 Master Medium/Heavy Diesel Truck Service Technology (MTST) Section A, 470471 Master Medium/Heavy Diesel Truck Service Technology (MTST) Section B, 470523 Master Automobile Service Technology Section A and 470525 Master Automobile Service Technology Section B have been deprecated for the 2023-2024 school year.

Changes to academic courses primarily include name and course description updates for Advanced Placement (AP) and International Baccalaureate (IB) courses to keep in alignment with official names and descriptions coming from the College Board and International Baccalaureate organizations. Several Visual and Performing Arts (VPA) courses received slight name updates to better reflect VPA nomenclature. A new course code 270510 AP Pre-calculus is available for the 2023-2024 school year.

For a detailed list of course code changes, see the 2023-2024 Course Code Changes spreadsheet. (This spreadsheet will be updated 12/5.) Recommendations for replacement codes can be found on the Deprecated Course Codes and What to Use Instead spreadsheet. Both sheets include historical changes from the 2016-2017 school year to the present.

The Course Codes Frequently Asked Questions document is an excellent resource to help new and returning course codes contacts with proper course code usage.

Please send any questions to the KDE Course Codes mailbox.

Student data security and privacy webinar series

Submitted by DeDe Conner

The U.S. Department of Education Student Privacy Policy Office Privacy Technical Assistance Center (PTAC) is offering a three-day virtual webinar series on student privacy and data security. The series will provide the education community with opportunities to learn more about the Family Educational Rights and Privacy Act (FERPA), transparency, data security, data breach preparedness and response, and more. Register for each day of the series by clicking the links below. All sessions run from 2-4 p.m. (ET).

- Jan. 11 – FERPA 101 and Transparency Best Practices
- Jan. 18 – FERPA 201 and Vetting Educational Technology
- Jan. 25 – Data Security and Data Breach Response

Training updates

For more information and registration links for the following training events, go to the KSIS Training webpage.

Date	Event	Location
Dec. 1-2	2022 Infinite Campus Interchange	Omni Louisville Hotel
Jan. 12	Ky. Specific Infinite Campus mid-year training	KDE Media Portal

Data calendar

The monthly data calendar includes data pulled at the state level and data previously collected from districts for sharing with other state agencies or federal reporting. Please help ensure data is verified and available prior to the due date.

Due to KDE	Report	KDE Contact
12/01	Preschool Enrollment Count (Fall)	Taysha Oglesby
12/01	Exceptional Child Count by Disability	Amy Patterson
12/15	KECSAC Membership Report	Windy Newton
01/15	Kentucky Educational Excellence Scholarship (KEES) (Mid-year Graduates)	Crystal Darnell

School Data Services team

David Couch, associate commissioner; DeDe Conner, director; Linda Burton, assistant director

Ryan Adcock	Jeanne Devers	James Reed
Tania Arnett	Shauna Dunham	Michael Sivils
Phil Bigard	Tessa Harris	Holly Tracy
Pat Black	Candy Johnson	Sriharsha Vejella
Robbin Bond	Lisa Keeter	Jennifer Winburn
Crystal Darnell	Kathy Kurtz	

In Memoriam
Michael Spence
Jan. 30, 1975 - Oct. 27, 2022

Kentucky Department of Education
Office of Education Technology Division of School Data Services
Have a question or comment? Send it to the KDE Data Services mailbox.