KSIS NEWS

Infinite Campus

Kentucky Student Information System

KSIS Infinite Campus News Volume 16, Issue 6 – June 2023

Close out school year 2022-2023 using these tips

Submitted by Josh Whitlow

Please review the tips below to ensure successful close out of the 2022-2023 school year.

- Enrollment Roll Forward – Path: System Administration/Student/Enrollment Roll Forward
  - Use the Enrollment Roll Forward tool to roll forward currently enrolled students into the school they will attend next year.
  - Run the Enrollment Roll Forward tool again to build schedules for the 2023-2024 enrollments created by the enrollment roll forward ran prior to the end of school. This second process will roll forward any student who enrolled after the earlier roll forward.
- Enrollment Cleanup Wizard – Path: System Administration/Student/Enrollment Cleanup Wizard
  - Run the Enrollment Cleanup Wizard to remove 2023-2024 enrollments for any student who withdrew prior to the end of school.
  - Use the new Enrollment Cleanup Wizard tools to update state reporting and special education fields on the student enrollment tab. This must be done prior to end dating the current year enrollments
- Enrollment Reminders
  - Post all grades and transcripts then roll forward enrollments prior to ending student enrollments.
  - Update enrollments with an E98 temporary start status with the correct status. Path: Student Information/Reports/Enrollment Status
  - Correct all overlapping primary enrollments of more than one day. Path: Student Information/Reports/State Enrollment Overlap
  - Before entering enrollment end dates, generate and securely save necessary local reports that pull only actively enrolled students.
  - Student enrollment end dates have no impact to most state reports; however, the *Student Health Immunization Report* will exclude any student with an enrollment end date. Districts have the option to generate and securely save a copy of this report before entering the enrollment end date.
  - Enter an enrollment end date and status for all students actively enrolled on the last instructional day of school. Path: System Administration/Student/Enrollment End Batch
- Active Year
  - Active Year controls the data visible and the enrollment that is highlighted on the enrollment screen. Path: System Administration/Calendar/School Years
  - Until student schedules are complete, you may want to limit access to 2023-2024 data on the parent portal. To limit access on the parent portal: Path: System Administration/Portal/Preferences

Please review other end of year tasks on Kentucky – End-of-Year Checklist. For more information, please contact Josh Whitlow by email or telephone at (502) 564-5279, ext. 4450.

Assign G-Code end status by June 15

Submitted by Rodney Bennett and Josh Whitlow

Enrollments for 2022-2023 graduates must be end dated no later than June 15. On June 28, data for cohort graduation rates will be extracted from Infinite Campus. Use the Enrollment End Batch process for students' enrollment for the selected calendar and grade level. Graduate end status codes will be different and must be completed prior to creating the end status code for the rest of the students. Path: System Administration/Student/Enrollment/End Batch.

Graduating student enrollments that need less common end status codes must be manually entered one at a time. The four G-Code end statuses are:

- G01: graduated in less than four years
- G02: graduated in four years
- G03: graduated in five years
- G04: graduated in six or more years

G01 is only used when a student graduates prior to starting their fourth year. If a student graduates any time after starting their fourth year, the student should be given a G02 end status. Similarly, if a student graduates any time after starting their fifth/sixth year, the student should be given a G03/G04 end status; this includes students who selected SB128(2021) Supplemental School Year Program (SSYP). A new state published ad hoc will help verify seniors who participated in the SSYP program have the correct end status. Path: Ad Hoc/Data Export/State Published Ad Hoc/ENR – Senior SSYP Invalid G-Code. For more information regarding G-Codes for SSYP students please reference SB128 Guidance.

Students completing the school year who do not receive a G-Code should have the proper end status assigned to their enrollment record:

- W28: Reached maximum age for services without earning a regular or alternative diploma.
- CO1: Completed the school year.

Prior to running final transcripts or generating the KEES extract, post the graduation dates and graduation codes.

If you have questions about G-Codes, contact Rodney Bennett by email or telephone at (502) 564-5279, ext. 4449. For questions about no show enrollments or other end of year enrollment processes, contact Josh Whitlow by email or telephone at (502) 564-5279, ext. 4450.

eTranscript services during the summer months

Submitted by Sarah Robbins

Summer staffing schedules may make things difficult for students who need to order transcripts in June and July. Below are some tips to help students make their transitions smooth.

Remind students to change their Parchment email address before they lose access to their school email.

Remind the students who are graduating that they will be deemed alumni after Aug. 30 and charges will apply for their transcript requests after that date.

Upload all final transcripts to Parchment as soon as grades are final and graduation dates have been added to Infinite Campus student records.

Encourage students to order transcripts in Parchment before the last day of school and choose the Hold for Grades option to ensure they receive their final transcripts with the diploma date.

To eliminate backorders, plan for year-round school and district staff members to continue processing transcripts through the summer.

Consider using a less restrictive transcript approval setting in Parchment for those times when staff may be unavailable. Go to Settings/To Do/Transcript Approval Setting and select from the three options:

Request Approval – each alumni request requires manual approval.

Alumni Approval – only the first alumni request requires manual approval.

Auto-Approval – no transcript requires manual approval.

Prominently display a link to Parchment on your district's website including instructions on how students can order transcripts when staff may not be in the building.

Refer to the Newsletter for Batch functionality and PESC mapping that must be completed for diploma type and difficulty levels.

Original and amended calendar submissions

Submitted by Josh Whitlow

Original calendars for school year 2023-2024 may be submitted via the KDE Web application. Access the calendar application through the login screen on the KDE School Calendar Submission portal. After successful login, the link to "Kentucky School Calendar" is available among the list of applications where you can upload the file. Guidance can be found in the Calendar Setup Guidance Manual. Additional information is provided below.

- Traditional calendars must have at least 170 instructional days and 1,062 hours of instruction.
- Variable instructional calendars must have a minimum of 1,062 hours of instruction, but do not have to meet the 170-day requirement.
  - State date – on or after August 28.
  - Use G: Planning days to get calendars to 185 contract days for teachers.
- 2022-2023 Amended calendars may be submitted after the conclusion of the school year and after Friday, May 15 via the same KDE Web App. Guidance can be found in Amending Calendar Guidance Manual.
  - Teacher contract days are equivalent to 170 days for contract purposes and should be enter as "E: Teacher Equivalency on the Days Tab.
  - Classified Staff contract days/hours must still be met.

Documentation on how to prepare and submit Original and Amended calendars is available at KDE Website School Calendar Guidance and Submission Process. Please contact your district WAAPOC if you need help getting access to the app. Please contact Josh Whitlow by email or telephone at (502) 564-5279, ext. 4450.

Enrollment reminders

Submitted by Josh Whitlow

Districts must close out School Year 2022-2023 by adding an appropriate end date and end status to all 2022-2023 student enrollments. The process can be done quickly and en masse using the Enrollment End Batch tool available under System Administration/Student/Enrollment End Batch. In preparation for the start of School Year 2023-2024, districts should review guidelines regarding no show enrollments in the Pupil Attendance Manual or the User Guide: No Shows located on the KSIS Data Standards webpage in the Other Procedural Documentation section. If there are any questions, please contact Josh Whitlow by email or telephone at (502) 564-5279, ext. 4450.

2022-2023 SEEK At Risk instructions have changed

Submitted by Samantha Engstrom

Instructions for the 2022-2023 SEEK At Risk have changed since the *April 2023 KSIS News* article. On June 1, each district will receive an email containing a link to the Support Education Excellence in *Kentucky (SEEK) At Risk Average Daily Membership (ADM) Report* and a request to review their data. Districts will need to verify by using the new At Risk Verification Google Form. Verification is due by June 30. On July 5, KDE will pull the verified data.
SEEK At Risk Timeline:

- June 1 – email will be sent to each district.
- June 30 – Verification of data is due.
- July 5 – KDE will pull SEEK At Risk data.
  Contact Samantha Engstrom by email or telephone at (502) 564-5279, ext. 4434 for more information.

Superintendent's Annual Attendance Report data cleanup and submission

Submitted by Laura Loman

Before June 30, districts must complete all data cleanup and submit their 2022-2023 school year Superintendents' Annual Attendance Report (SAAR) using the new SAAR application. Information to assist with data cleanup for the reports can be found on the SAAR webpage. You may also refer to the SAAR Data Clean-Up and Submission video recorded during the April 10 KSIS Infinite Campus end of year training. If you have questions about the SAAR, contact Laura Loman by email or telephone at (502) 564-5279, ext. 4485.

Register now for the 2021-2022 Civil Rights Data Collection

Submitted by Candy Johnson

The Civil Rights Data Collection (CRDC) is a local education agency (LEA) collection and begins with registration through the CRDC data submission system. The registration window is open through June 30. The process allows LEAs to update their contact profile and contact information for their schools in preparation for the 2021–2022 CRDC. To learn more about the process, view the [Registration Instructions video](#)

At this time, the Office of Civil Rights anticipates that the CRDC data submission system will open in the winter of 2023 for LEAs to submit data for the 2021–2022 CRDC. To reduce the burden on Kentucky districts, KDE will continue to assist by preloading data available at the state level.

You can contact the [PSC by email](#) or telephone at (855) 255-6901 between 9 a.m. and 5 p.m. (ET). Questions for KDE can be sent by email [KDE Data Services](#).

2023-2024 Alternative Education Program updates

Submitted by Windy Spalding and April Stanley

The Alternative Education Program (AEP) regulation [704 KAR 19:002](#) was amended to define off-site from on-site programs. Since this regulation change took place in November of last year, districts should review their alternative education program designations and make appropriate updates prior to the start of the 2023-2024 school year. This includes submitting request changes through KDE's Web application [DASCR](#).

An off-site program is defined as "an alternative education program located in a separate and dedicated program facility not located within an existing A1 school." To correctly track off-site alternative education programs in Infinite Campus, submit a request through [DASCR](#) for a School/Location code. Off-site programs are A5 (district-operated) or A6 (KECSAC funded).

An on-site program is "an alternative education program located within an existing A1 school." To be appropriately tracked in Infinite Campus, on-site AEPs will need to utilize the course sections for the content classes received in the AEP within Infinite Campus, indicating Special Course Type = 02: Alternative. This procedure should be used for students taking only one or two courses within the on-site AEP as well; reference Section B of the [Alternative Education Program Data Standards](#).

AEPs that serve both A5 and A6 students are considered blended programs and must have a state classification of A6 for reporting services; reference section A of the [Alternative Education Program Data Standards](#) to indicate school type and designation within Infinite Campus. If a program is a separate building but still located on the same campus as the A1, districts may use discretion when determining the program classification. Programs located in an existing A1 school but serving different grade levels, may choose to designate the program as an off-site or an on-site program.

Additionally, revision of the KAR defines "long-term placement" as a placement in an alternative education program for greater than 10 school days. The definition allows the program 20 school days to complete the Individual Learning Plan Addendum (ILPA) for those students meeting the definition of long-term placement.

For more information, reference the [Guidance for Alternative Education Program per 704 KAR 19:002](#) document along with additional resources on KDE's [Alternative Education Programs webpage](#). If you have questions about the Alternative Education Program, please contact [April Stanley](#).

Work-Based Learning data collection for postsecondary readiness

Submitted by Holly Tracy

Infinite Campus has released a new Career Readiness record to collect data for Work-Based Learning (WBL) reporting in the postsecondary readiness cooperative (co-op) and internship courses.

Communicate and plan with your school or district career and technical education coordinator regarding who will enter the data into Infinite Campus and which students will qualify for this indicator. Hours may have been accumulated between July 1, 2022, and June 30, 2023, for the 2022-2023 school year. Any data reported by July 31 will be included in the next state release for school accountability.

Work-Based Learning data collection for postsecondary readiness (Continued from page 4.)

As a reminder, all co-op and internship courses should adhere to guidance in Kentucky's Work-Based Learning Manual and to 705 KAR 4:041.

If you have questions about entering WBL data, contact Holly Tracy or Amy Tracy. If you have questions about which students will qualify, please contact Regan Satterwhite.

Career and Technical Education end-of-program assessment scores for articulated credit are available for transcripts in Infinite Campus

Submitted by Sherri Craig

KDE has published the Career and Technical Education (CTE) end of program (EOP) assessment scores to Infinite Campus for students meeting benchmark in 2023. Students who passed the CTE EOP assessment and met other requirements identified in the statewide articulation agreements may request articulated credit with postsecondary partners. Districts are asked to turn on CTE assessments for transcripts in Infinite Campus to document this student achievement and assist with documentation for articulated credit.

The CTE EOP assessment (previously KOSSA) has been redesigned to display on the student's transcript only when the student has passed the assessment. Please go to Assessment/Test Setup in Infinite Campus and select each of the CTE EOP assessments to make sure the Display in Transcript box has been selected in order for the CTE EOP assessment to be displayed on the student's transcript. Make sure the Scale Score and Result boxes are unchecked.

Please email KDE Data Services with any technical questions, or contact the Office of Career and Technical Education by email or telephone at (502)-564-4628 for assistance related to CTE EOP assessments for articulated credit.

Missing Gifted and Talented records

Submitted by Kathie Anderson

When a student transfers to a new district, the student's Gifted and Talented (GT) record does not automatically transfer with the student. The GT record must be imported through the Infinite Campus process outlined in the Gifted and Talented Data Standard. The KSIS contact should review the process for importing GT records and also share this information with all staff who work with the transfer of records. Additionally, to ensure GT records are not missed when a student transfers, the KSIS staff could use the Data Integrity tools in Infinite Campus to compare local and state records, looking for discrepancies between the two sets of data. For more information on GT missing records and using Data Integrity Tools, refer to the GT Data Standard or contact Kathie Anderson.

New Gifted Student Services Plan

Submitted by Kathie Anderson

The Gifted Student Services Plan (GSSP) document coming in the 2319 Infinite Campus release will include several new features as listed below.

- Service delivery options and comments will automatically populate from the student's Gifted and Talented (GT) record to his/her GSSP plan.
- The new Gifted Documents Import Wizard tool will import students' GSSP and *GT Progress Report* to the student's record.
- The *GSSP Portal Settings Report* will show the current settings for gifted students.
- The new GSSP Portal Options Update Tool can be used to enable or disable showing the GSSP in the Campus Student and Parent portals.

The KSIS contact will need to grant rights/permission for GT and other appropriate staff to see and use the new form and tools in Infinite Campus. If you have any questions, please contact [Kathie Anderson by email.](#) For more information about the GSSP and tools, refer to the [GSSP Training video](#) and [GSSP presentation.](#)

Transportation code roll forward

Submitted by Josh Whitlow

The Transportation Roll Forward Wizard creates a new transportation record in the next school year for students. Students with a transportation record in a future calendar are not rolled forward again, therefore duplicate records will not be created. State funding provides an annual additional allocation for pupil transportation. This allocation is calculated based on how often a student rides the bus with the transportation code (TCode) assigned to each student in Infinite Campus. The process can be done quickly and en masse using Transportation Roll Forward tool under System Administration/Transportation/Transportation Roll Forward. T-Codes can change throughout the year if the student's transportation circumstance changes during the school year. Attendance auditors recommend checking T-Codes at least twice a year. Please send questions about transportation codes to [Josh Whitlow by email](#) or telephone at (502)-564-5279, ext. 4450.

Affordable Connectivity Program revised guidance documentation

Submitted by Jennifer Winburn

Updated guidance and a training video for using Campus Messenger to communicate with families about the Affordable Connectivity Program (ACP) are available on [KDE Affordable Connectivity Program Webpage](#). On May 10, [The Using Campus Messenger guidance document](#) was updated to include a note to parents explaining that only one student is needed to verify household eligibility for ACP. New fields were also added to the sample letter to supply school information needed for verification of eligibility. The fields come from Infinite Campus data and include the school address, city, state, zip code and phone number. The step-by-step instructions were revised to include the new school fields.

Please send questions about using Campus Messenger to produce the ACP notifications to [KDE Data Services](#).

Training updates

For more information and registration links for the following training events, go to the [KSIS Training webpage](#).

Date	Event	Location
Multiple Dates Offered	Mastering the Campus Database I Mastering the Campus Database II	[KSIS Training](#) Opportunities
July 20	KSIS Infinite Campus beginning-of-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	Contact
06/01	Health Reports	Angie McDonald
06/01	Nurse Counts	Angie McDonald
06/01	Gifted and Talented State Assessed Areas for the School Report Card Validation	Kathie Anderson
06/01	Validation of Gifted and Talented Records	Kathie Anderson
06/01	Gifted and Talented Summative Evaluation	Kathie Anderson
06/15	Technical Education Database System (TEDS) (End of Year)	Claude Christian
06/30	English Learners (EL) and Immigrant	Margalee Conlee
06/30	Special Education (SPED) - Indicator 11 & 13 Spreadsheet	Amy Patterson
06/30	Kentucky Education Excellence Scholarship (KEES) (Regular Graduates)	Crystal Darnell
06/30	Safe Schools, including Special Education Behavior	Windy Newton, Amy Patterson
06/30	Homeless, Living Status and Unaccompanied Youth Data	Margalee Conlee
06/30	Superintendent's Annual Attendance (SAAR) Report	Laura Loman
06/30	School Report Card- Data Files	Dede Conner
06/30	Original School Calendar	Josh Whitlow
06/30	Amended School Calendar	Josh Whitlow
06/30	Title I School Status and Title I Targeted Assistance Student Data	Margalee Conlee
07/01	Tax Collection Reports	Krystal Smith
07/08	Certification of School Bus Mileage	Ann Culbertson
07/31	Special Education Exiting Data	Amy Patterson
07/25	Annual Financial Report and Balance Sheet (Unaudited)	Karen Conway
07/31	Graduation Codes	Rodney Bennett
08/15	Family Resource and Youth Service Centers (FRYSC)	Tonya Cookendorfer

School Data Services Team

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

Ryan Adcock	Shauna Dunham	Sarah Robbins
Tania Arnett	Matthew Evans	Michael Sivils
Phil Bigard	Tessa Harris	Max Sparkman
Pat Black	Candy Johnson	Sriharsha Vejella
Robbin Bond	Lisa Keeter	Jennifer Winburn
Crystal Darnell	Kathy Kurtz	
Danielle Dowell	James Reed	

Kentucky Department of EDUCATION

Office of Education Technology Division of School Data Services
Have a question or comment? Send it to KDE Data Services