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**Non-Traditional Instruction (NTI) data Collection***Submitted by Windy Spalding*

Guidance for collection of Non-Traditional Instruction during the 2023-24 school year can be found in the [Non-Traditional Instruction Data Standard](#). The data will be collected from Infinite Campus (Campus) at the district level. The NTI Data Collection tab is located via System Administration | District Information. User rights to this tab must be granted to the appropriate staff in the district responsible for NTI. The data collected will include the NTI day used, reason for usage, student, and teacher participation rates.

The 2023-24 NTI Data Collection tab in Campus must be completed by April 1. This tab is located via System Administration | Resources | District Information. KDE will extract the data on Monday, April 8. The records will be sent to the commissioner for review and approval. The days documented in the NTI Data Collection tab must match the NTI Days indicated on the district's school calendar. Additional resources can be found on the [KDE Non-Traditional Instruction webpage](#). For additional questions or concerns, contact [Windy Spalding by email](#) or [Steven Kissinger by email](#).

**KSIS Infinite Campus End-of-Year training***Submitted by Alesha Kaman*

On Tuesday, April 23, KDE will provide Kentucky Student Information System (KSIS) Infinite Campus end-of-year training. The training will focus on information districts need for end of school year processes. Districts can participate online at 9:30 a.m. (ET), 8:30 a.m. (CT). Feel free to join for specific sessions of your choice or all sessions. Visit the [KDE KSIS Training webpage](#) to register and watch for the agenda that will be available soon on the same webpage.

**Career Readiness tool enhancements***Submitted by Holly Tracy*

Changes are coming to the Career Readiness tool in Infinite Campus in the April release.

The Status field will be required and include options of IP: In-Progress, F: Fail, and P: Pass. Districts may use the In-Progress status to track student's work-based learning (WBL) experience as the progress or when a student is completing a co-op or internship that spans across more than one school year. With the addition of the Fail option, districts will be able to track their students that failed to meet the requirements of the work-based learning experience.

The Hours field will be required and can be 0 for In-Progress status records. The district will need to finalize the Status and Hours at the end of the student's participation in the program.

The Type options will be limited to Cooperative Education, Paid Internship, and Unpaid Internship due to KRS 158.6455. The statute provides for completing a Kentucky Board of Education approved cooperative or internship that is aligned with a credential or associate degree and which provides a minimum of 300 hours of on-the-job work experience is an indicator of postsecondary readiness in Kentucky's Accountability System.

Refer to the [Frequently Asked Questions \(FAQ\) Co-ops and Internships for State Accountability](#) for more information.

## Review data for end of year reporting

*Submitted by Alesha Kaman*

Prepare now for end of year reporting by reviewing and verifying data to ensure correct data is available for School Report Card (SRC) and other reporting. This issue of *KSIS Infinite Campus News* includes several articles regarding data quality and cleanup. Be proactive to lessen the burden of data reviews and data reloads during the school report card review period.

Many of the Infinite Campus extracts and reports used for state reporting identify potential data issues. KDE Quality assurance (QA) reports are also available to assist with data review and cleanup. The QA reports can be found under KY State Reporting | KDE Reports. The [State Reporting Quick Reference Guide](#) provides descriptions of each report and includes links to individual quick reference cards (QRC) for information on use of each report. In addition, the [School Report Card \(SRC\) QA Worksheet](#) includes resources to help ensure SRC data accuracy.

Reference the [KSIS Data Standards webpage](#) for data entry guidance for specific data elements and collections, and KDE contacts who can provide assistance.

## Data quality clean-up and Student Data Review and Roster (SDRR)

*Submitted by Crystal Darnell*

In April, the Office of Assessment and Accountability will pull roster data for Student Data Review and Roster (SDRR). To check for student enrollment records missing in State Edition, run the [State Enrollment Verification Report](#) (path: Student Information | Reports or Tool Search: State Enrollment Verification Report). When generating the report, be sure the Calendar Excluded selection box is checked; excluded calendars such as private school or home school calendars do not synchronize to State Edition and will inflate counts if not excluded. Review the enrollments missing at State Edition. After data issues are resolved, the system administrator must complete a manual sync of state data to resolve missing enrollments.

To identify issues that might prevent syncing such as duplicate students and issues with student demographic data, run the [Data Validation Report](#) for Data Validation Group: Student Rules (path: System Administration | Data Utilities | Data Validation Report or Tool Search: Data Validation Report). Use [Data Health Check to Data Validations Checklist](#) to ensure users who were users of the *Data Health Check Report* have proper access to the *Data Validations Report* to view the results of rules included in default validation groups. Districts that have issues with duplicates, blended records, pending SSIDs, syncing issues, and others will need to submit a [SSID Issues Form](#) to KDE to resolve these issues.

Below are quick reference cards with details and contacts for reports to help with SDRR data quality cleanup:

- [QA English Learners Report](#) finds errors that may be causing records to not synchronize. Work with your English Learner coordinator to help with resolving issues (path: KY State Reporting | KDE Reports | QA English Learners or Tool Search: QA English Learners).
- [QA Free and Reduced Lunch Report](#) can be used to ensure all free and reduced lunch records are reporting correctly. Work with your Free/Reduced Application Management (FRAM) coordinator to help with resolving issues (path: KY State Reporting | KDE Reports | QA Free and Reduced Lunch or Tool Search: QA Free and Reduced Lunch).
- [QA SPED Report](#) identifies students with Individual Education Programs (IEPs) that have missing information or are unlocked. Work with your director of Special Education to help with resolving issues (path: KY State Reporting | KDE Reports | QA SPED or Tool Search: QA SPED).

## Title III English Learner Data Quality Review

*Submitted by Margalee Conlee*

The Infinite Campus English Learner (EL) extract is used to determine the EL counts for every district. KDE generates this extract multiple times throughout the year for federal reporting requirements as well as determining Title III funding allocations. Information and step-by-step instructions regarding the creation and maintenance of EL student records can be found in the [English Learner Data Standard](#). *(Continued on page 3.)*

## Title III English Learner Data Quality Review *(Continued from page 2.)*

The following common data quality issues will cause errors and result in the student not appearing on the English Learner extract and therefore not be included in the district's EL student count:

- Home Primary Language – Students whose home primary language is left blank or listed as English will not be included in the extract. The home primary language is based on the information provided on the [Home Language Survey \(HLS\)](#) completed upon the student's *initial* enrollment in a Kentucky public school district. This information should not be changed if the student transfers to another district within Kentucky or when the student exits the EL program.
- EL Services – Students must have at least one active EL Service type to be considered an EL student for reporting purposes.
- EL Instructional Accommodations – Students must have at least one active EL instructional accommodation to be considered an EL student for reporting.

English Learner services and accommodations should only be end-dated if the student exits EL program status, or the student no longer needs the service or accommodation based on an update to the student's EL Program Services Plan (PSP). For students who exit the EL program status based on reaching attainment on the annual ACCESS assessment, the end date should be June 30 of the year in which the student reached attainment.

Data quality issues often arise when an EL student transfers between districts. The Student Records Transfer process is summarized in Section F of the [English Learner Data Standard](#) and expanded guidance is available in the [Student Records Transfer Data Standard](#).

There are two additional reports available for districts to ensure English Learner data is accurate. The reports are located via KY State Reporting | KDE Reports | QA English Learners or Tool Search: QA English Learners. They are available options on the reports landing page and are described below:

- *Reach ACCESS Attainment Error Report* provides a list of students who are indicated as EL but reached attainment on a prior ACCESS assessment.
- *No Prior ACCESS Attainment Error Report* provides a list of students who are not indicated as EL but have not previously reached attainment on a prior ACCESS assessment. NOTE: This report will list students who have been determined as EL misidentified. The date for this field will be highlighted in orange and can be disregarded.

Districts are encouraged to generate these reports in addition to the English Learner extract error/warning report and conduct data quality checks to ensure reports are error-free. The *English Learner Extract Report* can be found in IC via KY State Reporting. Users must be granted access to these reports by the district's Campus administrator.

For the EL reporting timeline, reference Section G of the [English Learner Data Standard](#). For questions or concerns, contact [Margalee Conlee by email](#).

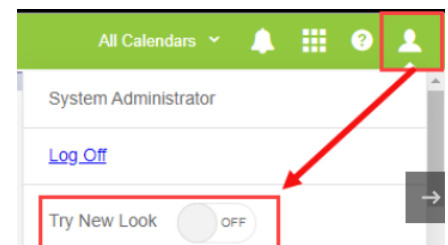
## Now is the time to move to the new look of Campus

*Submitted by Lisa Keeter*

Coming with the **July 2025** release, prior to the start of the **2025-26 school year**, the new look will be the only option for districts and the classic look will be deprecated. To help with this transition the Campus.2427 release (July 2024) will enable school districts to control setting the new look as the default when users log in. Now is a great time to get your documentation updated and allow users the option to use the new look.

To turn on the new look of Infinite Campus: Select the User Menu icon (the person icon in the upper right-hand corner of the screen). Click the Try New Look toggle from OFF to ON. If the toggle is not available, a district administrator needs to select the system preference *User access to the new look of Campus (Try New Look)* for all users. This preference can be accessed via System Administration | Preferences | System Preferences and locating the preference.

*(Continued on page 4.)*



## Now is the time to move to the new look of Campus *(Continued from page 3.)*

The new Infinite Campus experience contains all the same tools as the classic view and provides several improvements. New features include:

- A simplified navigation structure
- Responsive UI design
- A user-created menu of favorite tools
- Quick access to recently used tools
- Intuitive related tools toolbar
- Navigable breadcrumbs
- Robust in-tool person search
- A unified search menu for quickly searching a multitude of data
- A useful person information card

Get ahead of the 2025-26 school year and join the 30,000 other users who have moved to the new look. See [Try the New Look of Campus](#) for more information.

## State published ad hoc filters

*Submitted by Kathy Lindell*

State published ad hoc filters provide district users with tools to filter, display, and report specific database information based on the defined criteria. The [State Published Ad Hoc Filters list](#) provides a description and purpose of each filter. The filters are found under Ad Hoc Reporting | Data Export | State Published or Search Term: Data Export. Reach out to your district system administrator if you do not have access to the State Published Ad Hoc folder.

## KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Data Standard	<a href="#">English Learners</a>	Added clarification to WIDA Screener for Kindergarten and WIDA Online Screener in Section B.	3/1
Documentation	<a href="#">State Reporting Quick Reference Guide</a>	Removed the KDE reports that were recently sunset.	3/16

The KDE Data Governance Committee provides KSIS data standards to document requirements for data entry in Infinite Campus, Kentucky’s student information system (KSIS). Visit the [KSIS Data Standards webpage](#) for the complete list of standards along with other procedural documentation and contact information for specific data elements and data collections. The KSIS team also works with program areas to create and publish ad hoc reports along with other documentation to help with data quality. A listing of all published ad hoc reports and other documents can be found on the [KSIS Other Information](#) web page.

## Training updates

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

Date	Event	Location
04/15	Infinite Campus Spring User Group	Western Ky Education Center, Eddyville
04/16	Infinite Campus Spring User Group	Hart County Board of Education, Munfordville
04/17	Infinite Campus Spring User Group	Laurel County Board of Education, London
04/18	Infinite Campus Spring User Group	Rowan County Board of Education, Morehead
04/19	Infinite Campus Spring User Group	Franklin County Board of Education, Frankfort
04/23	KSIS Infinite Campus Kentucky-Specific End-of-Year Training	Microsoft Teams Town Hall

## 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
05/30	Tentative Budgets	<a href="#">Karen Conway</a>
05/31	KSB/KSD Certification for Transportation for Home Trips for Resident Pupils	<a href="#">Krystal Smith</a>
05/31	KSB/KSD Certification for Transportation for Daily Trips	<a href="#">Krystal Smith</a>

## School Data Services Team

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Office of Education Technology Division of School Data Services

Send any questions or comments to [KDE Data Services](#).