KSIS & More

KTS Data Exchange User Group

Each local KSIS system administrator must add their district staff associated with the KTS data exchange to the Infinite Campus KTS Data Exchange user group. For KDE to assist a district with their KTS project issues, the local administrator also must add the "kdeadmin" account to their district's KTS Data Exchange User Group. The user group is available in each Infinite Campus district database; go to Search > Group > KTS Data Exchange.

Click here for a guidance document titled, Data Exchange User Group Setup, or go to the KTS Data Exchange webpage.

Enrollment end batch process

No later than June 15, all districts must use the Infinite Campus enrollment end batch process to enter the end-date and -status (G-Code) for their graduates' 2014-15 enrollments. The enrollment end batch process ends student enrollments for the selected calendars and grade levels or student filters all at once, eliminating the need to select each individual student and end his/her enrollment. (Path: System Administration | Student) 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

Students completing the school year who do not receive a G-Code should have the appropriate 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

Please direct your questions to Samantha Engstrom, Division of District Support, by email or telephone at (502) 564-5279.

PGES4Me In Focus Together simulcast

The 2015 PGES4Me: In Focus Together simulcast will air live on July 28 from the Kentucky State University Research Farm. Additionally, 14 satellite sites will be available for school and district personnel to view the simulcast live. KDE encourages districts to make plans to attend. You also may want to consider using the simulcast as a beginning of year professional learning experience. For more information regarding registration and sites, visit the PGES4Me: In Focus Together webpage.

Teachers and districts have an opportunity to showcase their creativity and students through the PGES4Me: In Focus Together commercial contest! What does In Focus Together and #IFtogether mean to your class, to your school, or to your colleagues? Watch the KDE commercial sample here. For information, including criteria and how to submit commercials, check out the commercial contest flyer here. During the simulcast, those in attendance will select the winning commercials, which will be used throughout the 2015-16 school year to promote In Focus Together and #IFtogether. Don't miss this chance to highlight your classrooms, your schools, and your students!

Prepare now for your 2014-15 school report card

With the school year quickly coming to a close, districts should begin to review and cleanup data for their school report card. Finding and correcting issues now will make data verification a smoother process in the fall.

KDE is compiling a list of reports and state published ad hoc filters to assist districts in verifying data sets for the school report card. By early June, the list will be available on the KSIS Other Information webpage.

G-Code and Enrollment End Status Validation reports available

On May 13, KDE published two new reports in the KY State Reporting section to help districts verify the accuracy of their graduation data and enrollment end statuses.

- The G-code Validation High School Aggregate report provides a count for each of the three high school graduation indicators. The report is in .PDF file format.
- The Enrollment End Status Validation Report includes enrollment and graduation detail records based on parameters selected. This report, in Excel format, provides error messages to identify the student record(s) with inconsistent data and provides end status information.

If you have questions about these reports, contact James Denton by email.

End-of-year Safe Schools

By June 30, superintendents must verify and submit, using the Verification web application, his/her 2014-15 Safe Schools data. All errors and warnings must be resolved and the data validated prior to submittal.

The Behavior Data Standards and a recorded KDE training session for Safe Schools end-of-year reporting are available on KDE's Safe Schools webpage.

Timeline for validation and verification of Safe Schools data:

- May 15 – district verification window opens
- June 30 – district verification window closes
- June 30 – superintendent verification due to KDE
- July 6 – KDE will extract data from the Infinite Campus data warehouse.
- July 15 (tentative) – district and school level data will be available for viewing in the 2014-15 School Report Card secure site

July 31 (tentative - two weeks after availability in SRC) – verification of School Report Card behavior data ends

Changes to the 2014-15 Safe Schools extract:

- Special Ed status is based on the student having an active locked IEP on Dec. 1 of the reporting year.
- Added Distinct Count column to allow users to obtain a distinct count of events from multiple rows of resolutions per event.

If you have questions or issues regarding Safe Schools data or reporting, contact Windy Newton or Victoria Fields.

eTranscript information for high school counselors

Please share this information with high school counselors.

Transcript entries for offsite college courses

When a student takes a dual credit course at an offsite college, many school counselors must manually create the corresponding transcript entries in Infinite Campus. In this situation, the counselors should set the Instructional Setting to 03: Offsite College. (This is a relatively new field, which Infinite Campus added in late 2013.) If the Instructional Setting is not correct, the system cannot identify the credit as dual credit for reporting purposes and your district's educational options provided to students will be underreported. Please refer to the illustration below for the location of the Instructional Setting field.

Final transcripts

Final transcripts should be sent through Parchment, Kentucky's standard transcript format and process. It is important that schools and students do not send paper transcripts to Kentucky colleges or universities. Kentucky postsecondary

schools have created workflows and electronic processes around the standard format to create internal efficiencies; failure to utilize the standard process can causes delays in processing student applications.

Each year, KDE receives complaints from universities regarding schools that are sending high school transcripts in mass or even individually in paper format. Please help by reminding counselors to use the standard process.

Please direct questions regarding use of the Parchment system to Mark Asma via email at masma@parchment.com.

End-of-year reporting

Districts are encouraged to review end-of-year reporting requirements. Please see the updated State Reporting Deadlines, Submission Processes and Contacts reference chart.

Reminders for successfully closing out SY 2014-15

Enrollment Roll Forward

- The Enrollment Roll Forward tool will roll forward currently enrolled students into the school they will attend next year.
- If students were rolled forward prior to the end of school to build schedules, the 2015-16 enrollments should be updated by running the Enrollment Roll Forward tool again to roll forward any students who enrolled since the previous roll forward.
- Run the Enrollment Cleanup Wizard to remove 2015-16 enrollments for any students who withdrew prior to the end of school.
- Districts may submit a support ticket requesting Infinite Campus to run the Ky. Enrollment Update Script to update state reporting and special education fields on the Student Enrollment Tab. For ease of identification, the subject line of the ticket should be "KY Enrollment Update Script." This is not mandatory, but if the district opts to have the script run, submit the request by July 15. Do not change Active Year until after Infinite Campus runs the script.

Enrollment reminders

- Update any enrollments with an E98 temporary start status to the correct status.
- Correct all overlapping primary enrollments of more than one day.
- Enter the enrollment end date and status for any student who was active on the last day of school after posting all grades and rolling enrollments forward.
- Generate and save all locally ran reports that pull only active students before entering the end date for the students.
- Generate the Student Health Immunization report before you enter the enrollment end date. (Most state reports are not impacted by entering the student enrollment end date; however, the Student Health Immunization report will exclude any student with an enrollment end date.)

Active year

- Change the active year as soon as there is a need for users to access the 2015-16 schedules and data. Active Year controls the data visible on the parent portal and the enrollment that is highlighted on the enrollment screen.
- You may want to limit access to the parent portal until schedules are completed. To limit access to the parent portal, follow this path — System Administration| Portal | Preferences — and uncheck anything that should not display over the summer.

Please contact Becky Jenkins, Division of Enterprise Data, by email if you have any questions.

Meal status data validation and preparations for SY 2015-16

In preparation for the end of year, districts should validate meal status data between Infinite Campus and the food service point of sale (POS). Slight differences may occur between the two systems' free/reduced numbers but the percentages should closely match. Meal status is a key component in many federal and state reports.

In preparation for the new SY 2015-16, districts* should update the Infinite Campus Eligibility Import Wizard in FRAM to ensure the continued successful import of meal status from the food service POS. No changes to the Infinite Campus Eligibility Import Wizard are in store for this year and the update process is straightforward. Failure of a district to update the Eligibility Import Wizard mapping timely or correctly will result in corruption of their prior school year data.

Click here for a presentation with accompanying notes on data validation and the update process or go to the Division of School and Community Nutrition's website. If you have questions about validating meal status data or updating the Eligibility Import Wizard, contact Brad Blunt by email.

*Updating the mapping is not applicable to districts that are fully participating in the Community Eligibility Provision or using Infinite Campus as their POS.

Training

Beginning-of-year

2015-16 KSIS beginning-of-year training is tentatively scheduled for July 22-23. Please hold these dates and watch for more information.

End-of-year

2014-15 End of Year training was conducted April 29 with 143 districts represented in person or via webcast. Recorded training videos, presentation slides and Q & A transcripts from this event are available on the KSIS Training webpage. By May 29, EILA certificates will be processed and distributed to participants meeting eligibility requirements. (Please note that completion of the online registration and the post-training survey are part of the requirements to receive credit for participation. If you did not register but would like to receive EILA credit, contact Ryan Adcock by email.)

Preparing for Campus Instruction

With the E.1525 release in July, we say goodbye to the Java Grade Book and all teachers will move to Campus Instruction. Whether staff are first time users, or experienced and only want a refresher course for back-to-school, there are plenty of free Infinite Campus University sessions to help prepare for Fall 2015.

Infinite Campus is offering the course, IN 9010: Using the New Campus Instruction, multiple dates and times now through early September. The course will cover the new and redesigned tools available to users, specifically:

- accessing the Campus Instruction Application
- setting and configuring preferences
- new seating chart tool
- new looks for Roster and Attendance
- new Grade Book overview and configuration
- new Planner Tool for curriculum management
- available reports

Register at http://icu.infinitecampus.com/.

The new Instruction Module is not supported by Internet Explorer (IE) 9; districts must be on IE 10 to use this module. Campus expects full support of IE 11 by summer 2015.

Infinite Campus Kentucky offerings

To register for any of the following trainings that Infinite Campus will be providing in Kentucky, go to icu.infinitecampus.com. For more details, click here.

- Mastering the Fundamentals – 4.5 days
  June 22-26 – McCreary County
  July 13-17 – Fayette County
  October 19-23 – Location to be decided
  Cost: $750.00
- Mastering the Fundamentals II – 4 days
  July 20-23 – Frankfort
  November 9-12 – Laurel County
  Cost: $750.00
- Fundamentals of Campus Database – 3 days
  June 16-18 – Frankfort
  October 12-14 – Frankfort
  Cost: $900.00

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UNBRIDLED LEARNING

CIITS News You Can Use

June 2015

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

CIITS school year rollover

The CIITS School Year (SY) rollover is scheduled for the week of July 13. It is a best practice to correct all Job Categories prior to the SY rollover. Look for more information regarding the CIITS SY rollover in the July KSIS and More newsletter.

2015-16 job categories for certified staff to be evaluated

It is important that all districts review job category assignments for evaluation purposes, especially for the Other Professionals Growth and Effectiveness System (OPGES). KDE has developed two custom reports in Infinite Campus that districts should use to ensure data is correct and certified staff are aligned to a job category for the 2015-16 school year. The reports can be found in Infinite Campus District Edition under Index, KY State Reporting, KDE Reports. The reports are listed below with Quick Reference Cards (QRC) to assist in setup and corrective action:

1. **CIITS Job Category report** will display persons who are set up correctly and their respective job category based on the Type/Alternate value(s) and (if set) the Evaluation Override on their active District Assignment records. Districts may use this report to verify staff alignment to the correct job category. Refer to the Job Category Setup for Certified Staff QRC for information on setting up certified staff.
2. **CIITS Job Category Exception report** will display any person not aligned to a job category due to improper setup of the Type/Alternate Type value(s) on the person's active District Assignment records. This report will also display any users who have different Type/Alternate Type values between schools where the Evaluation Override needs to be set. Refer to the Correcting CIITS Job Category Exceptions QRC for information on each exception and corrective action.

For prior communications regarding setting up of Job Categories for certified staff who will be evaluated, see the April KSIS and More newsletter.

CIITS password change

On May 20, a password change was applied in CIITS for those who have not changed their password within 120 days. Refer to the Password Change & Requirements QRC and Video for more assistance. For prior communications regarding the password requirements see the May KSIS and More newsletter.

Updated CIITS Report Bank

The following reporting categories in the CIITS Report Bank have been updated with the reports listed below (*most recent reports). To access these reports go to the School & District Data tab and click on Report Bank, click the plus sign next to the respective reporting category:

Kentucky Performance Rating for Educational Progress (KPREP) / Alternate (ALT) KPREP Reports:

*KPREP Student Listing Report (Most Recent)

*Stanford 10 NRT Listing Report (Most Recent)

*ALT-KPREP Demographics (2013-2014)

*ALT-KPREP Scale Scores AT (2013-2014)

*ALT-KPREP Scale Scores TAR (2013-2014)

*KPREP Demographics (2013-2014)

*KPREP Lexile/Quantile (2013-2014)

ALT-KPREP Demographics (2012-2013)

KPREP Demographics (2012-2013)

KPREP Lexile/Quantile (2012-2013)

EXPLORE/PLAN/ACT Reports:

*PLAN Student Listing Scale Scores

(2014-2015)

PLAN Student Listing Scale Scores (2010-2011)

PLAN Student Listing Scale Scores (2011-2012)

PLAN Student Listing Scale Scores (2012-2013)

PLAN Student Listing Scale Scores (2013-2014)

KPREP End-of-Course Reports:

*KPREP EOC Student Listing Report (Most Recent)

STAR Reports:

All 2014-2015 STAR Reports have been updated through May 1, 2014.