



# KSIS & More

## For consistent and accurate data, update People Role Manager as you update the online school directory

People Role Manager is the primary source for all school and district contact information including contacts previously listed only in the online school directory. Updates made in People Role Manager will post in real time to the online school directory in Open House. Now is a good time to add new contacts and enter end dates for contacts who are no longer with the school or district.

Please remember that CIITS contact roles are included, so it is important they are accurate to ensure that appropriate school and district personnel receive important

CIITS communications.

Click [here](#) to review current district and school contact information. District Web apps administrator points-of-contact (WAAPOCs) can designate users of the People Role Manager application. The local individual(s) with People Role Manager access should make corrections and updates in the People Role Manager Web Application. To see your district's WAAPOC, go to the [online directory](#), select your district and the designated WAAPOC will display on the page.

## Infinite Campus beginning-of-year process

Campus Community provides information to help schools and districts prepare for the first day of school.

The [Beginning of School Year Process documentation](#) includes information, task checklists and links to detailed

documentation for the topics listed below.

- system administration
- calendar
- census
- student information

- scheduling
- instruction
- fees
- grading and standards

## Prepare now for the scope year change planned for August 12

The scope year change is planned for August 12 to coincide with the Infinite Campus E.1529 release. Because School Report Card data validation is due August 15, **it is important that any corrections needed in SY 2014-15 data be made prior to the scope year change on August 12**, particularly if changes are needed for data that is outside of the limited syncing capabilities of the Minus 1 year. It is imperative that district staff create the 2016-17 school year prior to the change of scope year. Instructions to add the 2016-17 school year are available on [Campus Community](#).

With this scope year change:

- 2015-16 becomes the scope year (real time data syncing)
- 2014-15 becomes the Minus 1 year (limited manual syncing)
- 2016-17 becomes the Plus 1 year (limited manual syncing)
- 2013-14 no longer available for any data synchronizing

Scope year is set up each year by Infinite Campus. It is typically set to the current school year and determines the school year for which district data syncs in real time to the state edition. Limited data is also available for manual synchronizing in the Minus 1 (previous school year) and Plus 1 (next school year). A table of available sync objects for each of these years is available in Campus Community.

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# How to complete the Enrollment End Batch process

Before the new school year begins, districts must enter the end date and end status for all 2014-15 student enrollments. This process can be done quickly and easily by using the Enrollment End Batch tool. The tool is available under **System Administration > Student > Enrollment End Batch**.

If an error occurs during the enrollment end batch process, the user should manually correct the error. For example, if all students are marked as retained, you will have to correct each record individually.

Follow these steps to complete the Enrollment End Batch process:

- 1.) Select Calendar
- 2.) Select Fields – end date, end status, end action
- 3.) Select Grade(s)
- 4.) Select Run

## Parchment 7 provides streamlined process for eTranscripts

With the July deployment of Parchment 7, schools can pre-load all e-transcripts or other credentials at once into the Credential Library. When a transcript request arrives, the system will automatically match the request and the credential.



All that remains for staff action is to approve and send the transcript. A school can streamline the process even further by choosing to automatically approve matched requests.

As students/learners earn more credentials over the course of their academic and professional career, they can collect them in their Parchment account, send official copies to verified receivers, or safely share on Facebook or LinkedIn.

System logs show that 30 percent of students place their transcript orders on their phones or tablets. Parchment's optimized mobile site now supports students ordering all of their credentials on mobile devices.

To get more information and to register for webinar training to become familiar with the new features, click [here](#).

## Non-traditional instructional day event type added to Infinite Campus

Infinite Campus is working to add a non-traditional instructional day event type. For the 2015-16 school year, the Kentucky Department of Education (KDE) granted waivers to 44 school districts, allowing use of virtual or other non-traditional means of instruction when school is cancelled because of weather or another emergency. KDE will provide guidance on use of the new non-traditional instruction day event type when it becomes available in a Campus release.

Additional information about the waivers is available in the [June 18 KDE News Release No. 15-065](#). For questions about your calendar or monthly report, contact your assigned field staff consultant by e-mail or phone.

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# Training, planning and tips for successful tech system data exchange

Two sessions in the July 22-23 KSIS Beginning-of-Year training are designed to help technical schools and corresponding home high schools with setup for accurate synchronization of grades and use of the [Technical Student ad-hoc query](#) for entering technical school attendance. Go to the KSIS Training webpage for the agenda and an overview of each training session.

Good communication is important for successful data exchange between schools. Before the school year begins, plan Kentucky Tech System (KTS) team meetings, involving the technical school principal and high school schedulers, to resolve scheduling issues and ensure processes are in place and understood.

## Reminders for high schools

Follow the course creation processes specified for this project because they

are different from the processes used by most schedulers. Deviation from the processes will result in errors and sync issues. Find all project-related documentation on the [KTS Data Exchange webpage](#).

To add technical school courses, follow the [High School Course Setup](#) documentation.

For clarification of how the course creation/sync process works, refer to the [Course Creation flowchart](#).

To add personnel to the Data Exchange user group, district administrators of the Infinite Campus (IC) system should refer to the [Data Exchange User Group Setup](#) documentation. Members of this group will receive error messages related to the data exchange in the Process Alert area of their Infinite Campus homepage. They should check the messages daily to resolve any setup

or sync issues in a timely manner.

## Reminders for technical schools

Supply your high schools with your technical school's master schedule to assist with high school scheduling and make yourself available to high school schedulers who may have questions about your master schedule.

Work with your high schools during their scheduling process. Watch for students as they populate into rosters in the Area Technology Center IC database. If students are missing from a particular high school, immediately contact the high school to resolve the issue.

Check daily for data exchange error messages in the Process Alert area of your Infinite Campus homepage. These crucial error messages will alert you to improper setup or sync issues that must be resolved.

## No-show enrollment guidance

A "no show" enrollment occurs when a student who completed the prior year with a C01 end status is not present for the first attendance day of the current year in the school where enrollment is expected. Do not delete an enrollment for a student in a "no show" situation. Instead, change the E01 entry status to NS: no show. Enter that day's date for the end date of the enrollment and provide an end status if it is known.

The only situation when it is appropriate to delete the enrollment is when a student enrolls in a different school in the same district on the first attendance day.

For guidelines regarding no show enrollments, go to the [Pupil Attendance Manual](#) or the [User Guide: No Shows](#) located in the Other Procedural Documentation section on the [KSIS Data Standards webpage](#).

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## ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page [here](#) or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."



## New reports for the CRDC – one available now and another soon

A new feature is available on the Civil Rights Data Collection (CRDC) submission tool that may prove helpful in the submission and certification of data. The Submission Review Report is a PDF report of all the data submitted for a district as a whole, or all the data submitted for a specific school within the district. It displays the questions in the survey instrument and the currently reported/submitted value or other response for each. The report can be used in two ways: to confirm and double check submitted data, or to identify gaps in what has been submitted to date.

The Data Feedback Report series will be released in the coming weeks and will include eight different reports focusing on specific topic areas within an LEA's data submission. Each of the reports will provide an LEA-level summary of the current submitted values for the relevant data elements, and will make it easier for LEA staff to review their data submissions in these areas at a glance.

Both the Data Feedback Report and the Submission Review Report will be located in the Reports section of the submission tool.

The CRDC Partner Support Center is available to answer any questions concerning the data collection process. Contact the CRDC Partner Support Center by e-mail at [crdc@sanametrix.com](mailto:crdc@sanametrix.com) or by phone at (844) 338-2732. Direct questions specifically about data loaded by KDE to [Tyra Dunn-Thomas](#).

# Upcoming KSIS training opportunities

For details and registration information about the training opportunities listed below, please go to the KSIS Training webpage.

## **KDE offering:**

KSIS Beginning-of-Year, 2 days

July 22-23 – Frankfort and via KDE Media Portal webcast; sessions will be recorded

## **Infinite Campus offerings:**

Mastering the Fundamentals, 4.5 days, \$750

Oct. 19-23 – Barren County

Mastering the Fundamentals II, 4 days, \$750

Nov. 9 -13 – Laurel County

Fundamentals of Campus Database, 3 days, \$900

Oct. 12-14 Frankfort

## **Parchment (eTranscript):**

General training; each session will cover the same material and will be recorded

Aug. 11 – Webinar

Sep. 16 – Webinar

### ***Office of Knowledge, Information and Data Services (KIDS)***

#### ***Division of Enterprise Data***

*David Couch, Associate Commissioner; DeDe Conner, Director; Linda Burton, Assistant Director*

*Ryan Adcock*

*Maritta Horne*

*Lori Bayless*

*Becky Jenkins*

*Jessica (Jessi) Carlton*

*Candy Johnson*

*Raymond Carter*

*Lisa Keeter*

*James (Jim) Denton*

*Lyndsey Robinson*

*Shale Detwiler*

*Michael Spence*

*Tyra Dunn-Thomas*

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**CIITS News You Can Use** *Continues on Page 5*



# CIITS News You Can Use

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 rollover to school year 2015-16

The CIITS SY 2015-16 rollover was completed July 15. You will not be able to see student enrollment until each district's first day of school. For more information on viewing data from the prior school year, refer to the [CIITS New School Year Resource Guide](#).

## Education technology for 2015-16

Commissioner Holliday announced the following decisions regarding current education technology for the 2015-16 school year:

- Instructional Management System (IMS) – continued availability for SY 2015-16
- ASSIST – continued availability for SY 2015-16 to support the comprehensive School and District Improvement Plans and Program Review usage
- Edivate (PD 360) – will not be a state-provided technology resource for SY 2015-16

- Educator Development Suite (EDS) – continued full access to all features of the platform only for those districts that elect to use EDS for data collection of the sources of evidence

**All districts will be required to submit summative data for certified staff (principals, teachers, and other professionals) using EDS.** KDE will provide electronic forms on the PGES website for districts that do not elect to use EDS for the Professional Growth and Effectiveness System (PGES) evidence collection.

## Change or end employee assignments to maintain appropriate CIITS user accounts

All individuals who have a district employment assignment and a valid kyschools.us e-mail address entered in Infinite Campus automatically receive a CIITS user account. Upon an employee's separation from the district, districts should end date all of the employee's district employment record(s) and district assignment record(s) in Infinite Campus. Click path: **Census > People > District Employment; Census > People > District Assignments.** Failure to end date all of the employee's district assignments will result in the individual's CIITS account remain-

ing active. If the employee is changing assignments, his/her former district assignment should be end dated and a new district assignment should be set up following the same click path as above.

Districts may use the CIITS Roles report in Infinite Campus to see custom CIITS role assignments for their district and school staff, the institution in which the permissions are assigned, and the assignment start date. The path to run the report is **KY State Reporting > KDE Reports > CIITS Roles.**

## CIITS IMS monthly webcast on August 27

The August 27 CIITS Instructional Management Suite (IMS) webcast will cover the following topics:

- an IMS update
- roles and permissions
- mini-trainings for student workspace, gradecam and assignments
- the Customer Solutions Manager for SAS Curriculum Pathways, Lee Ellen Harmer

For more information regarding CIITS training, visit the [CIITS Training Page](#).

### CIITS report bank updated

The third-party standardized assessment reports listed below have been updated in the CIITS report bank:

- 2014-15 Discovery Education Assessments (DEA)
- STAR (through 6/1/2015)
- MAP (through 4/15/2015)

### CIITS professional learning resources relocated

CIITS professional learning resources have been relocated from PowerSource to a Google training site located [here](#). This site is more user friendly and allows KDE to manage the training materials in a manner to meet Kentucky educators' needs. You can access these materials by clicking on "New CIITS Professional Learning Resources" on the left side of the CIITS homepage.

## CIITS job category evaluation override

The evaluation override in Infinite Campus only needs to be set for certified staff who have more than one assignment type at more than one school within a district. The Evaluation Override should be set to determine each certified staff person's job category for the 2015-16 school year. The Evaluation Override will not be used to determine the institution in which the certified staff person will be evaluated. The default institution set in CIITS will determine where the certified staff will be located in the Educator Development Suite (EDS) within CIITS.

For more information regarding Job Category Setup for certified staff, see the [Job Category Setup for Certified Staff Quick Reference Card \(QRC\)](#). The QRC includes a link to another QRC for changing your default role or institution within CIITS.

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