



# KSIS & More

## Use revised 2015-16 math course codes for scheduling

KDE revised the descriptions for math courses to include language from Kentucky’s mathematics academic standards. Districts must use the revised documentation available [here](#) when assigning course codes.

KDE also eliminated duplicate course codes referencing the same math content. The table below lists the invalidated

math courses in the first column and provides the appropriate code in the second column.

Districts should update their course catalogs and their 2015-16 math courses to use the course codes shown below. For information related to math course codes, contact Robin Hill by [email](#).

Math Course Codes that will NOT be valid in 2015-2016		What to Use in Place of the Invalid State Math Code	
Pre-Algebra (Grades 6-8 - non-HS credit)*	270222	Appropriate and Valid Grade Level Course Code	
Algebra 1 (Grades 6-8 - HS credit)	270232	HS Algebra 1	270304
Honors Algebra 1	270305	HS Algebra 1	270304
Accelerated Algebra 1	270306	HS Algebra 1	270304
MST Algebra 1	270307	HS Algebra 1	270304
Geometry (Grades 6-8 - HS credit)	270233	HS Geometry	270401
Honors Geometry	270402	HS Geometry	270401
Accelerated Geometry	270403	HS Geometry	270401
MST Geometry	270404	HS Geometry	270401
Geometry through Construction Technology	270411	HS Geometry	270401
Geometry through Computer Aided Drafting	270412	HS Geometry	270401
Integrated Technical Geometry 1	270421	HS Geometry	270401
Integrated Technical Geometry 2	270422	HS Geometry	270401
Honors Pre-Calculus	270502	Pre-calculus	270501
Accelerated Pre-Calculus	270503	Pre-calculus	270501
MST Pre-Calculus	270504	Pre-calculus	270501
Accelerated Probability and Statistics	270603	Probability and Statistics	270602
Honors Finite Mathematics	270613	Finite Mathematics	270612
Technical Mathematics	270643	Consult Career Pathway	

\*Pre-Algebra (270301) is only valid for high school students who are not prepared for HS mathematics.

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# KTS data exchange update

Communication between technical school principals and high school schedulers is vital for a successful scheduling process in preparation for statewide implementation of the KTS data exchange in SY 2015-16. Technical school principals will contact their relative high school schedulers when they have created the technical courses and sections in Infinite Campus. Technical school staff will complete this

step no later than May 1.

When the technical courses and sections are created, high school schedulers will then begin their scheduling process. For documentation and videos to assist with course creation and the scheduling process go to the [KTS Data Exchange](#) webpage. Direct any questions to [ktssupport@education.ky.gov](mailto:ktssupport@education.ky.gov).

The Kentucky Technical System

Data Exchange is a secure transfer of data between the home high school and the technical school. The project has piloted with nine schools for the 2014-15 SY. Full implementation will occur for 2015-16 SY to include all 53 area technology centers (ATCs), several locally-run career technology centers (CTCs) and with participation of the high schools that send students to these technical schools.

## CRDC action plan

The U.S. Office of Civil Rights (OCR) plans to open the Civil Rights Data Collection (CRDC) before the end of March. Prior to the opening, OCR will provide superintendents with a login and password that will allow access their district's CRDC information and to allow others to assist in data reporting.

Once CRDC opens, KDE will populate district-level local education agency (LEA) and school data. Please review your data during the review period noted below and notify Jessi Carlton by [email](#) if issues are identified, but do not enter additional data until after KDE reloads any corrected data.

### Kentucky CRDC Sequence of Activities

1. During the first two days the system is open, districts that want to opt out should go into the CRDC system to make their CRDC action plan selection. If CRDC is not open before your district leaves for spring break, and you want to opt-out of the KDE data load, please contact CRDC at the number below and they will make the opt out selection for your district.
2. KDE will then take two days to load data to the CRDC system.
3. Districts will have approximately two weeks to review data KDE loaded in the CRDC system. Once districts have reviewed the data, they can opt out before KDE reloads any data.
4. If any issues are identified, KDE will take two more days to reload data.
5. After any reload of data, districts should begin entering their additional district/school data.
6. CRDC will close NO SOONER than 75 days after opening.

### Other CRDC information

- Ultimately, the district is responsible for the quality of their CRDC data and should verify the data KDE has loaded and enter additional district/school data.
- The OCR will take into consideration the impact of spring breaks occurring during the collection window when setting the CRDC closing date. No date has been set at this time.
- The OCR will publish CRDC tip sheets to help schools and districts enter data and to answer common questions. KDE will publish the tip sheets on the [KDE CRDC webpage](#), where you can always find the latest CRDC information.
- OCR has set up a CRDC Kentucky Workspace to facilitate communication. If you have not received communication about the KY Workspace and would like to join, please contact [Molly Hash](#).
- CRDC file elements and information on what districts and schools are responsible for entering locally are available on the [KDE CRDC webpage](#).

Please feel free to contact Jessi Carlton by [email](#) with general questions about the CRDC. If you have questions regarding your district's login/password, opting-out during spring break, or data elements, please contact the CRDC Partner Support Center at (844) 338-2732 or [CRDC@SANAMETRIX.COM](mailto:CRDC@SANAMETRIX.COM).

## Training opportunities

**Attendance clerk training for KTS data exchange, April 23** – This training is designed for high school attendance clerks in districts that have a CTC and attendance clerks in technical schools. Staff from the Office of Administration and Support will be present to answer questions regarding attendance data standards and auditing. The training will be available for in-person participation in the KDE State Board Room (#125), 500 Mero Street, Frankfort or you may join via Lync, by clicking [here](#). To register and for more information, click [here](#).

**End-of-Year KSIS training, April 29-30** – KDE will provide end-of-year training for IC and CIITS district users. The training will be available by webcast. To register and for more details, go to the KSIS Training webpage.

**Infinite Campus User Group meetings summary** – A series of seven user group meetings were conducted in the latter half of March giving support staff and users an opportunity to discuss issues and ideas. If you were unable to join in one of the regional meetings, go to the [KSIS Training webpage](#) for a copy of the downloadable handouts used by KDE in all sessions.

**Data Privacy? Get Schooled** – The Data Quality Campaign (DQC) and the Foundation for Excellence in Education has developed a new online course for policy makers and education professionals. Click [here](#) for more information and to register for this free course.

**Campus Instruction (the NEW Grade Book)** – See attachment for free course offerings available this summer. Training sessions are for new users or those that have been using Campus Instruction and are looking for a refresher course.

## FERPA Exception Summary and KDE's Updated MOU templates

The various exceptions to FERPA can be confusing. Click [here](#) for a handy visual aid to help identify, at a glance, what FERPA exception applies to the data sharing work you are trying to do.

KDE has downloadable MOU templates, available on the KDE Data Request webpage as fillable forms and, upon request, as unlocked Word documents. KDE updated the templates to include provisions required by the new Personal Information and Security Breach Investigation Procedures and Practices Act, KRS 61.931 et seq. effective Jan. 1, 2015. Districts can use the KDE forms as templates to create their own agreements.

For KDE's data sharing MOU templates, click the following links: [MOU for Audit/Evaluation or Compliance Activities](#) and [MOU for Studies](#). To request unlocked versions of the templates, contact Linda Burton by [email](#).

## PTAC offers Model Terms of Service guidance document and Protecting Student Privacy While Using Online Educational Services video

The Privacy Technical Assistance Center (PTAC), working with the Department of Education's Family Policy Compliance office, has developed a new checklist document that provides a framework for evaluating online educational tools' Terms of Service Agreements. This document is intended to assist users in understanding how a given online service or app will collect, use and/or transmit user information so that they can then decide whether to sign up.

The document is available [here](#) and is divided into three sections:

- A checklist for evaluating Terms of Service Agreements to ensure that the app or program will handle data in a safe and secure manner.
- Warning signs and potential illegal practices to look out for when using these applications.
- Recommendations and best practices for what you or your organization can do to protect yourself and your data.

PTAC also has created a video version of their Protecting Student Privacy While Using Online Educational Services document. This video is a brief introduction to the privacy implications of these new classroom offerings and can serve as a great place to start the discussion in your school or district or as a training tool for your next faculty in-service day or professional development meeting. Click [here](#) for the video available via YouTube.

## High School Feedback Reports

The Kentucky Center for Education Workforce Statistics has published the High School Feedback Reports (HSFR) for the graduating classes of 2012 and 2011. This series of reports includes both college going as well as college success for Kentucky's public high school graduates. These reports follow students who graduated from high school in 2012 and enrolled in a college during the 2012-13 school year. Similar to previous reports, college-going rates are presented by demographic groups at the school, district and state level. Measures include high school and college GPA comparisons by subject area, hours earned, financial aid information, first to second year persistence measures and information on college going and performance for students not meeting Kentucky's benchmarks on their junior year ACT.

The reports, user guide and technical notes are expected to be made public the first week of April. Districts were provided an opportunity to review the reports in mid-March. Please contact Barrett Ross at [barrettm.ross@ky.gov](mailto:barrettm.ross@ky.gov) for questions about your district's report.

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Do you have comments or suggestions for the newsletter? Please contact [linda.burton@education.ky.gov](mailto:linda.burton@education.ky.gov)

# State reporting reference documents

KDE has recently updated the [State Reporting Deadlines, Submission Processes and Contacts](#) reference chart. Districts are encouraged to review end of year reporting requirements.

The newly created [State Reporting Quick Reference Guide](#) defines each report located in Campus under *KY State Reporting*. Two of the reports include a hyperlink to their corresponding Quick Reference Card (QRC) and additional QRCs will soon be available to provide detailed information about each report, its purpose and suggested use.

## Assessment data loads and publishing

KDE has begun publishing the 2014-15 assessments. The following assessments have been loaded:

- Kindergarten Readiness including Social Self Help
- ACT National for testing dates through Dec. 2014
- EXPLORE
- PLAN

All scores will be published to districts with the exception of ACT scores, which are only published to those districts that opted to receive the scores in the 2014 survey.

Additional assessments will be loaded as available. The next assessments KDE will publish are the Compass and Kentucky Online Testing (KYOTE) results followed by the Career and Technical Education (CTE) files, Armed

Services Vocational Aptitude Battery (ASVAB), Kentucky Occupational Skills Standards Assessment (KOSSA), National Career Readiness Certification (NCRC), and Industry Certification. KDE will provide notifications as assessments are published.

KDE recently published modified End-of-Course and K-PREP scores to each district site. Updates affected only a small number of schools.

The K-Prep test structure was also updated to display the exemption status within the Assessment tab. See the illustration below.

If you have any questions about the published assessment data, please contact [Raymond Carter](#).

	Date	Percentile	Scale Score	Result
Language Mechanics	05/15/2014			
Mathematics	05/15/2014			
Reading	05/15/2014			
Writing	05/15/2014			

**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*

*Becky Jenkins*

*Jessica (Jessi) Carlton*

*Candy Johnson*

*Raymond Carter*

*Lisa Keeter*

*James (Jim) Denton*

*Lyndsey Robinson*

*Tyra Dunn-Thomas*

*Mandy Scramm*

*Nick Gustin*

*Richard Welbon*

*Maritta Horne*





# 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.

## Job categories for certified staff

In the 2015-16 school year, job categories will be used to align all certified staff to an evaluation framework in CIITS. A person's job category will be determined using the Type/Alternate Type value(s) on the person's active District Assignment records in Infinite Campus. In addition, a new Evaluation Override field now appears on the IC District Assignment tab that will be used to indicate which Type/Alternate Type value to align a person to if they have different job functions (Type/Alternate Type values) between multiple schools (e.g. Teacher in School A and Counselor in School B).

The majority of certified staff, if set up according to current data standards, will not need any modification in Infinite Campus to receive a job category. The Type/Alternate Type values on their active district assignment records should already be in place. The Evaluation Override only needs to be set for certified staff that have different Type/Alternate Type values between schools. The majority of certified staff will not need to have the Evaluation Override set. Refer to the [Job Category Setup for Certified Staff Quick Reference Card](#) for instructions on setting up certified staff to receive a job category.

To ensure that certified staff are aligned to the correct job category; districts will need to correct any setup issues on active district assignment records. Common setup issues for

existing certified staff may include:

- differing Type/Alternate Type values within one school,
- differing Type/Alternate Type values between schools and Evaluation Override not set, and
- selected Type/Alternate Type value is not aligned to a job category

KDE has developed two custom reports in Infinite Campus that Districts should use to ensure data is entered correctly and certified staff are aligned to a job category for the 2015-16 school year.

1) 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 Quick Reference Card](#) for information on each exception and corrective action.

2) 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.

## Summative Evaluation Tool

The Summary of Evidence Progress link is now available in the Educator Development tab within CIITS. Those individuals who have the rights to conduct observations in TPGES and OPGES or a site visit in PPGES have access to this tool to complete a summative evaluation.

[Log in to CIITS](#) and navigate to the Educator Develop-

ment tab.

Superintendents or their designees will also log in to CIITS and navigate to the Educator Development tab EDS Professional Learning Resource page.

Additional supporting documentation is located on the [TPGES Summative Evaluation Process webpage](#).

## Mini-release

On Feb. 20, Pearson applied a CIITS Mini-Release extending the Summary of Evidence forms to PPGES and OPGES (in addition to TPGES). This update also allows for suppressing numeric scores in Observation forms and individual Observation reports for teachers. Instead of displaying a numeric score from 1-4, it displays the rating names: Ineffective, Developing, Accomplished, and Exemplary. Note that the Observation Summary Report and EDS Dashboard web-parts for School and District Leadership will still display the scores until application of the 16.3 version update.



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## Literacy Design Collaborative (LDC) CoreTools in CIITS

CIITS users can now access Literacy Design Collaborative exemplary modules and CoreTools through their CIITS accounts. When logging into CIITS, in the menu on the left side of the screen, LDC has been added as a new tool for teachers to use to design instruction.



After clicking on the LDC logo, the system will direct users to LDC's CoreTools. CoreTools provides teachers access to all of the latest in LDC, along with access to the LDC Curriculum Library which houses teacher-created LDC Modules, Mini-Tasks (best practice literacy strategies) and a module creation tool. Teachers can also search for Instructional Units in CIITS to access the exemplary LDC Modules listed below. These modules are linked through CoreTools. Once CIITS users create a CoreTools account, the modules can be copied into a teacher's CoreTools Library and can be edited and adapted for individual classroom use.

Congratulations to the following Kentucky teachers who have had modules nationally juried by LDC and deemed as Exemplary or Good to Go by a team of LDC's national jurors. Each of these modules is available in CIITS as an Instructional Unit in both live and PDF versions:

EXEMPLARY (published in CoreTools)

### **Human Impacts on Marine Ecosystems**

Amy Klein, Kelly Clifford, Doris Beverly, Ellen F. Sears and Audrey Harper

### **The Case for Revolution (A Close Reading LDC Module)**

Gary McCormick and Susan Weston

### **Existentialism and Kafka**

Sherri McPherson

### **Fire Down Below: Examining the Effectiveness of Various Antacids**

Amanda L. Houchens

### **Radioactivity And The Search For New Elements**

Michelle Buroker, Amy Klein, Susan Weston and Renee Boss

### **The Scarlet Letter and Hester Prynne**

Ashley Gore

### **Television in the 1950s and 1960s**

Steve Goodrid and Sharon Thurman

### **Line-Item Veto**

Justin Bailey and Bernadette Carpenter

### **Should Animals be Kept in Zoos?**

Angie Howard and Sharon Thurman

GOOD TO GO (published in CoreTools)

### **Predicting Social Behaviors of the Future**

Sarah Cox

April 2015



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## Hotfix

On Feb. 27, Pearson applied a CIITS hotfix to resolve the following reported issues:

- some Leadership could see the “Actions” link for a submitted Student Growth Goal, but clicking on the link does not produce the drop-down list to Review or Approve
- some Peer observations were being labeled as “Leadership”
- a new observation was not being saved for District Leadership users
- some teachers were unable to see their own comments in a Student Growth Goal they submitted
- some newly created observations would show a status of “scheduled” instead of “in-progress”
- the Observation Summary report did not allow the user to select all windows where there were completed observations
- PBS Learning resources were not accessible by users with the Leadership role
- printing Lesson Plans (PDF) did not include all of the content in the Lesson Plan

**KSIS & More** *continues on Page 8*

# FREE Course Offerings

**NEW Grade Book coming in June 2015**

Please remember JAVA Grade Book will be removed in June. For your convenience, below is a list of training sessions available this summer for Campus Instruction (the NEW Grade Book). Training sessions are for new users or those that have been using Campus Instruction and are looking for a refresher course. All training sessions are FREE of charge.

## ICU Training Dates & Times:

Tuesday, May 5 at 10 a.m. (CT)  
Wednesday, May 13 at 2:30 p.m. (CT)  
Thursday, May 21 at 10 a.m. (CT)  
Thursday, June 4 at 10 a.m. (CT)  
Monday, June 8 at 2:30 p.m. (CT)  
Tuesday, June 16 at 10 a.m. (CT)  
Friday, June 26 at 10 a.m. (CT)  
Tuesday, June 30 at 2:30 p.m. (CT)  
Wednesday, July 8 at 10 a.m. (CT)  
Monday, July 13 at 2:30 p.m. (CT)  
Friday, July 24 at 10 a.m. (CT)  
Thursday, July 30 at 2:30 p.m. (CT)  
Friday, August 7 at 10 a.m. (CT)  
Wednesday, August 12 at 2:30 p.m. (CT)  
Friday, August 21 at 10 a.m. (CT)  
Tuesday, August 25 at 2:30 p.m. (CT)  
Wednesday, September 2 at 10 a.m. (CT)

## Questions?

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*Campus Instruction users may need to update their web browsers, as IE9 is not supported for Campus Instruction Gradebook.*