KSIS & More

Verify teacher course assignments and student rosters

Now is the time to verify that grades four through eight mathematics and reading courses are aligned properly for calculating a teacher's median student growth percentile (MSGP). Use the "Teacher Course Check" report in Infinite Campus to see which courses are included in the calculation. PATH: KY State Reporting > KDE Reports > Teacher Course Check

- Run the report for 2015-16 and make any course code corrections before October 1 when the MSGP will be generated statewide.
- Run the report for 2016-17 and make any course code corrections for next year's MSGP calculation.

For more information, see the Teacher Course Check Quick Reference Card, or contact Christine Meisberger by email or phone at 502-564-1479 ext. 4510.

For information about MSGP calculations, see the Median Student Growth Percentiles web page.

Student Voice administration in Infinite Campus

Student Voice Surveys may be administered in Infinite Campus between Sept. 1, 2016 and March 1, 2017.

CIITS/EDS reporting periods for the 2016-17 school year are Sept. 1 through Dec. 23 and Dec. 24 through March 1, 2017.

Results for surveys administered in Infinite Campus will be loaded into CIITS/EDS approximately three weeks after a reporting period ends. The survey end date will determine the reporting period. One result per teacher per district will be loaded for each reporting period.

Results can also be viewed using the Student Voice –

Teacher Results report in Infinite Campus. This report provides results immediately after the survey ends. PATH: KY State Reporting > KDE Reports > Student Voice – Teacher Results

Additional updated information on Infinite Campus survey implementation will be available on the Student Voice web page.

For more information, contact Joyce Richards by email or telephone at 502-564-1479, ext. 4532. For Student Voice technical assistance, contact Shale Detwiler by email or telephone at 502-564-2020, ext. 2279.

High school counselors are encouraged to participate in a Ky. specific eTranscript webinar

Parchment, in collaboration with KDE, is offering a Kentucky-specific e-Transcript webinar for high school counselors. DeDe Conner, KDE's School Data Services director, will participate in the webinar. All registered staff will receive a link to the recorded training after the event.

When: Wednesday, Sept.14 at 12:00 p.m. (ET)

Webinar topics:
- o Uploading rosters
- o Using registration codes
- o Parchment registration and ordering demonstration (See what your students see.)
- o Using your custom Parchment Order Link

To register and to receive webinar login information, click here.

Kentucky Student Information System Fall User Group meetings

The Kentucky Student Information System (KSIS) User Groups will meet Oct. 11-14 in western Kentucky and Oct. 18-21 in eastern Kentucky. Each meeting will be from 9:00 a.m. to 3:00 p.m. (local time). District contacts will receive an email from Lisa Rhoton with locations and agenda details.

If a district would like to volunteer to host a meeting, please contact Lisa Rhoton by email or telephone at 502-758-3680.

Preschool in Infinite Campus

2016-17 is the last year that there is a difference in the eligibility date between preschool and kindergarten. Children whose family income is up to 160 percent of poverty are eligible for preschool if their fourth birthday is on or before Aug. 1. The kindergarten five-year old eligibility date is Oct. 1 and will change to Aug. 1 for the 2017-18 school year.

Preschool programs may not have waiting lists. Eligible children (at risk and/or with a disability) may not be denied placement due to availability of space. Provisions must be made for serving all eligible children.

This year there is an emphasis on ensuring that the children's information related to home language and family components is recorded in Infinite Campus.

- Home language:
  o Districts are required to ask about the home language of all incoming students.
  o This language information is recorded in Infinite Campus under Census > People > Demographics > Home Primary Language
  o If Home Primary Language is not entered, the system defaults to English, which may cause problems when English Learners advance to kindergarten.
- The Family Components are filled out for preschoolers in the state funded program:

Family information will be collected at the end of the school year in the Preschool Performance Report.

For more information, contact Annie Rooney French by email or telephone at 502-564-7056 x4736.

School Report Card

The School Report Card verification period ended on Aug. 30. Districts should have entered all collection data and verified the Learning Environment and Finance tabs by that date. Updates can still be made if necessary.

In early September, the other tabs will open to district assessment coordinators (DACs) for quality assurance before the card opens to the media and public in late September.

Direct questions regarding School Report Card Learning Environment data to KDEdatarequest@education.ky.gov.

Parchment Connect: 2016 Kentucky Member Conference

Tuesday, Oct. 4, 9:30 a.m. - 3:00 p.m. (ET)
UofL Miller Information Technology Center - Bigelow Hall, 2315 S. 1st Street, Louisville

The University of Louisville (UofL) is hosting a one day, free event that will offer an opportunity for Parchment members in Kentucky to come together to learn best practices, hear what's new on the horizon for Parchment, discuss emerging trends in academic credentials and network with their peers and members of the Parchment team.

Session topics and conference highlights include:
- Panel discussion with local high schools, higher ed admissions officers and registrars
- Product and Network updates from the Parchment Product team
- Training and best practices breakout sessions
- Emerging trends in academic credentials
- Q&A with Parchment Product and Member Development teams
- Network with colleagues from other secondary and postsecondary member institutions
- University of Louisville campus tour (optional)

To register, click here.

The KEES Eligibility report

The KEES Eligibility report may be generated to identify students who may not qualify, based on their schedule, to receive the KEES Scholarship. At the beginning of the school year, the report should be used to help verify course setup for KEES eligibility. Complexities in schedules may necessitate further review of individual student results. The report lists students and the number of course credits/units for which each student is scheduled per year. To access the KEES Eligibility report, go to KY State Reporting > KDE Reports > KEES Eligibility.

Please note that the combined total of co-op classes cannot exceed one (1) course credit for a student per school year, regardless of the number of co-op courses the student takes. For example, if a student is taking three credits of co-op courses and four credits other academic courses, the total number of course credits calculated for KEES will be five credits (one co-op credit and four academic credits).

Minimum requirements for KEES eligibility:
- **Number of courses - 5.0 credits/units for full year, 3.0 credits/units for fall semester graduates**
- **Minimum GPA of 2.5**
- **Enrolled 140 days**
- **Only one cooperative education course per academic year shall count for KEES curriculum requirements.**

If you have questions about KEES eligibility, contact Sara Wooden, KHEAA at swooden@kheaa.com or by phone at (502) 696-7397.

Select appropriate Difficulty Level to ensure students receive additional quality point for AP, DC or IB

Please share this information with staff whose responsibility it is to define and set-up courses, and with guidance counselors who manually create transcript entries.

To ensure that students receive the additional quality point for Advanced Placement (AP), International Baccalaureate (IB) and dual credit (DC) courses when calculating the GPA for KEES scholarships, staff must select the appropriate Difficulty Level on course masters, course records and manually created transcript entries. The KEES program allows AP, IB and DC coursework to be weighted in the GPA calculation. The KEES Report uses Difficulty Level to identify transcript entries that should be weighted for the GPA calculation.

2016-17 Cooperative Education Course Code Table

Course Name	State Course Codes
Agriculture Education Co-op	030790
Co-op I (Bus Mgt)	060101
Business Education Co-op	060107
Marketing Education Co-op	080707
Info Tech Co-op	110919
Co-op I (Nursing)	170601
Early Childhood Education Co-op	200210
Culinary Arts Co-op	200409
Hospitality Services Co-op	200690
Fashion & Interior Design Co-op	200810
Engineering and Technology Co-op	210330
Co-op I (Masonry)	460180
Co-op I (BAM)	460229
Co-op I (Carpentry)	460242
Co-op I (Electrical)	460345
Co-op I (Plumbing)	460518
Co-op I (Air Cond)	460880
Co-op I (Electronics)	470135
Co-op I (Ind Maint)	470305
Co-op I (Diesel)	470442
Co-op I (Auto)	470501
Co-op I (Auto Body)	470601
Co-op I (Machine Tool)	470929
Co-op Powersports/Motorcycle Technology	470852
Co-op I (CAD)	480142
Co-op I (Visual Comm)	480201
Co-op II (Visual Comm)	480202
Co-op III (Visual Comm)	480203
Co-op I (Graphic Tech)	480301
Co-op I (Welding)	480541
Co-op I (Wood)	480741
Co-op I (Metal Fab)	480803
Co-op (Media Arts)	480950
Industrial Education Co-op	499910
Experience-based work	901005

Infinite Campus Intervention tab updates

Based on district feedback, KDE has implemented changes to the Intervention tab. Among the changes in the tab, KDE has integrated the following:

- Three existing fields are now required to save a record
    - o Start Date
    - o Intervention Type
    - o Intervention Content Area
- New Intervention Type options
    - o **6: Acceleration** – This intervention provides accelerated learning to supplement core instruction to the student.
    - o **7: Credit Recovery** – This intervention is one in which the student is taking part in the intervention in order to recover a credit required for their overall academic credit requirements.
- New Funding Source options (optional field)
    - o **6: CEIS** – The funds for the intervention come from Individuals with Disabilities Education Act under the Coordinated Early Intervening Services (CEIS) requirement.
    - o **7: ESS** – The funds for the intervention come from Extended School Services (ESS). When selected, the Intervention Type must be ESS.

KDE requires the population of all fields above the "Funding Source" field for all intervention records. In addition, Read to Achieve (RTA) and Mathematics Achievement Fund (MAF) intervention records require completion of the "Area(s) of Student Need" section. Please check your district policies for additional requirements.

KDE has added the list of state intervention course codes to the Infinite Campus Intervention Tab Materials Reference Sheet. Additional resources are available on the Infinite Campus Intervention Tab webpage. For more information, contact Jarrod Slone by email or April Pieper by email.

KTS optional attendance sync is new for SY 2016-17

The Kentucky technical school data exchange now includes an optional feature that synchronizes the previous day's unknown (yellow) attendance from the technical school to the high school. High schools who opt for this service would reconcile the synced attendance in their database the day after the nightly KTS data exchange sync. As always, attendance should be reviewed before reconciling. Below are pros and cons of the optional attendance sync.

Pros:
- Lessens the possibility of inaccurate attendance data being manually entered into the high school database.
- Saves the attendance clerk time because there is no need for manual entry of technical school attendance.
    Attendance clerks can use the Attendance Wizard to review the previous day's unknown attendance and reconcile. (While using the Attendance Wizard, HS attendance clerks may use the Technical School Ad Hoc Query located on the KTS Data Exchange webpage to assist with filtering technical school students.)
- Will not overwrite attendance already in the student's record at the high school.
    Example: A student who has been marked all day absent at the high school, but marked unknown at the technical school will not be overwritten with the KTS optional attendance synchronizes.
- The district controls the optional attendance sync - it can be turned on and off at the school level.
    - o System Administration > Resources > School > Select High School > Synchronize Tech Center Attendance checkbox

- o A checked box turns the feature on for each high school that wishes to participate. An unchecked box turns the feature off.
    - o There are no ramifications for trying it out. If you don't like the feature, you can turn the feature off and go back to the way attendance has been previously processed for technical school students.

Cons:
- Attendance sync will always be one day behind.
- Synced attendance will not convert courses from (pink) to (green) in the Classroom Monitor.

Technical school clerks and high school attendance clerks have specific responsibilities when processing attendance for technical school students. Refer to documentation shared during the KSIS beginning-of-year KTS Attendance Procedure session for more information about those specific responsibilities.

For questions about the KTS optional attendance sync, email ktssupport@education.ky.gov.

For questions about high school attendance policy, contact Garnetta Barnette by email.

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Terms of Service (TOS)

Schools and districts should exercise diligence when reviewing Terms of Service agreements (TOS) and follow established school and district policies and obligations regarding student privacy. Before you click "I Agree" make sure the agreement explicitly describes how the provider may use and share student data and that the use is allowable under FERPA as well as school and district policy.

Some disclosures of personally identifiable information (PII) to create user accounts or to set up individual student profiles may be accomplished under FERPA's directory information exception. [Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed;] For more information, see Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information.

However, frequently this type of disclosure will be made under FERPA's school official exception. [Note: Per 34 CFR §§ 99.31(a)(1) and 99.7(a)(3)(iii)., a school or school district must establish criteria in the annual notification of FERPA rights about who is a "school official" and what constitutes a legitimate educational interest; determine that the disclosure is to a school official who has a legitimate educational interest in the education records; and use reasonable methods to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.]

The U.S. Department of Education Privacy Technical Assistance Center provides a handy visual aid to help identify, at a glance, what FERPA exception applies to the data sharing you may want to do. Click here for the FERPA Exceptions Summary.

For more guidance, published by PTAC, addressing privacy and security considerations relating to software, mobile apps, and web-based tools provided by a third-party to a school or district that students and/or their parents may access or use as part of a school activity, see Protecting Student Privacy While Using Online Educational Services: Model Terms of Service and Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices.

KSIS training resources

Beginning-of-year KSIS training

The July 20-21 beginning-of-year KSIS training was attended on-line or in-person by staff from 124 districts. Training videos, presentation slides and Q&A transcripts are available on the KSIS Training webpage for reference. EILA certificates have been distributed to district participants who completed the post-training survey. If you have questions about your EILA certificate or credit hours, contact Linda Burton by email.

Mid-year KSIS training

The mid-year KSIS training is tentatively scheduled for Jan. 12.

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Data Calendar list

For awareness purposes, the monthly Data Calendar list includes data pulled at the state level and data previously collected from districts for sharing with other state agencies or federal reporting. Please be aware of how data is being used and help ensure quality where applicable.

Due to KDE	Report	KDE Contact
9/1	Quality Core (End of Course)	Jennifer.Stafford@education.ky.gov
9/15	Advanced Placement (AP) Information	Raymond.Carter@education.ky.gov
9/15	Kentucky Performance Rating for Educational Progress (KPREP)	John.Wickizer@education.ky.gov
9/30	Extended School Services (ESS) (Summer 2014)	April.Pieper@education.ky.gov
9/30	Support Education Excellence in Kentucky (SEEK) Tentative Calculation	Chay.Ritter@education.ky.gov
9/30	Working Budgets	Chay.Ritter@education.ky.gov
10/1	Diversity Data - Fall Pull	ScottA.Smith@ky.gov
10/1	Free and Reduced Lunch	Tim.Cooper@education.ky.gov
10/1	Local Educator Assignment Data (LEAD) Report (received by EPSB)	cghord@ky.gov
10/1	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	Chay.Ritter@education.ky.gov
10/15	Kentucky Center for Educational Workforce Statistics (KCEWS)	DeDe.Conner@education.ky.gov
11/1	Board sets Tax Rates and submits Tax Rate Levied Form	Chay.Ritter@education.ky.gov
11/1	Dropout	Tina.Logan@education.ky.gov
11/1	E-Rate	Scott.Kane@education.ky.gov
11/1	Graduation	Tina.Logan@education.ky.gov
11/1	Growth Factor	Garnetta.Barnette@education.ky.gov
11/1	Local Educator Assignment Data (LEAD) Fall	cghord@ky.gov
11/1	Retentions	Windy.Newton@education.ky.gov
11/15	Audited - Annual Financial Report and balance sheet	Chay.Ritter@education.ky.gov
11/15	Limited English Proficient (LEP) - Roster & Labels	Chris.Williams@education.ky.gov
11/15	Limited English Proficient (LEP) - Test Book Orders	Chris.Williams@education.ky.gov
11/15	Technical Education Database System (TEDS) (First Semester)	Kiley.Whitaker@education.ky.gov

IMS News You Can Use   *Begins on Page 7*

IMS News You Can Use

Instructional Management System (IMS) News, a supplement to the KSIS & More newsletter, is focused on IMS & Educator Development (ED) data quality. IMS & ED 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.

Commissioner's Message regarding CIITS

The Continuous Instructional Improvement Technology System (CIITS), used in KY schools since 2009, consists of two primary components – the Instructional Management System (IMS) and the Educator Development Suite (EDS). KDE is investing more resources and training in the IMS portion of the program. Some of the new features include data dashboards for all users, more open resources for teachers and administrators, over 100,000 PBS/KET resources aligned to all Kentucky Academic Standards, and a more streamlined Assessment module. The education cooperatives are receiving continuous training on the IMS portion to help them better serve all districts. More improvements are coming in late October or early November with the 18.0 release. This will empower administrators to make informed decisions based on timely access to data analytics and trends that could affect their curriculum and learning environment. Finally, CIITS is bringing together formerly disparate functions of instruction, assessment, data analysis, and reporting into a single platform, reducing complexity and increasing effectiveness in the classroom.

IMS Educational Cooperative training

The first round of the Instructional Management System (IMS) Educational Cooperative trainings were completed in July and the Cooperatives will offer additional district training. Topics that will be covered are IMS features including accessing standards and instructional materials, supporting instructional planning, creating and administering assessments, monitoring student performance, grouping students for differentiated instruction, accessing saved and published reports, and additional reporting information. Click on the Educational Cooperative hyperlinks below for more information about trainings in your area.

Kentucky Educational Development Corporation
West Kentucky Educational Cooperative
Kentucky Valley Educational Cooperative
Green River Regional Educational Cooperative
Northern Kentucky Cooperative for Educational Services
Southeast/South-Central Educational Cooperative
Ohio Valley Educational Cooperative

Principals should review job category assignments for evaluation purposes

KSIS and CIITS contacts are asked to share the CIITS Job Category report and the CIITS Job Category Exception report, available in Infinite Campus, with school principals to help ensure data job categories are properly aligned for the 2016-17 school year. The reports can be found under Index, KY State Reporting, and KDE Reports. See below for a description of each report and links to quick reference cards (QRCs) for more information:

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 questions or assistance with Job Category setup, please contact Michael Spence by email.

Interim assessment data authorization – district action is required

All districts who wish to have their interim assessment data displayed in the Instructional Management System (IMS) of CIITS must submit 2016-17 data authorization forms for MAP, DEA, and/or STAR. The forms must be complete and be signed by the district CAO or superintendent for each assessment that pertains to the district. Districts may have more than one assessment for which they want to send an authorization. The KDE requests each district to submit the forms to Maritta Horne by email.

Downloadable interim assessment data authorization forms:

Discovery Education Assessment Data Authorization
NWEA MAP Data Authorization
Renaissance Learning Data Authorization

IMS webcast

The September Instructional Management System (IMS) webcast is scheduled for Sept. 29 at 10:00 a.m. ET. Discussion will focus on updated features and what's to come in the 18.0 release.

Assessment data loaded to IMS Production

The following 2015-2016 assessment data was loaded to production in August:
- ACT National
- COMPASS
- KYOTE

The EXPLORE/Plan/ACT reporting category was renamed ACT Reports and the ACT Junior with Benchmarks report was published to this category.

Teacher roster verification

Primary teachers can verify the accuracy of their student rosters using CIITS. Ensuring rosters are accurate helps ensure correct alignment of teachers to students for PGES purposes such as Student Voice and Median Student Growth Percentile (MSGP). For assistance with this process, use the Verify Your Roster Quick Reference Card.

Districts should verify and update their contacts

Verify your district's CIITS contacts are correct through the on-line school directory here. Each district's Web application administrator point-of-contact (WAAPOC) or their designee can update local contacts through the People Role Manager application. Click here for the KDE District and School Directory to find your WAAPOC and other district and school contacts.

Forgot your CIITS username or password?

If you do not remember your CIITS username or password, please use the Forgot Your CIITS Username or Password: Click here link on the CIITS login page. Do not use the First Time Logging In to CIITS: Click here link, which is only for first time users.

NEW PBS Learning Media resources

The Kentucky Educational Television (KET) Public Broadcasting Service (PBS) has released more than 50,000 new resources that are available within the Instructional Management System (IMS) for a total of more than 107,000 PBS Learning Media resources.