



# 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 webcast

The next CIITS webcast will be Thursday, May 5 at 10:30 a.m. ET. Topics to be discussed include:

- Job category setup
- Kentucky technical school (KTS) user setup in Infinite Campus
- Locating students after the end of the school year
- New 17.1 release features
- Preview of 18.0 release features

## Job categories for completion of Summary of Evidence

To complete the Summary of Evidence in the Educator Development Suite (EDS) in CIITS, certified staff must receive the proper job category assignment to access the corresponding EDS windows. Educators must be set up correctly in Infinite Campus to receive a job category.

KDE has developed two custom reports in Infinite Campus for districts to use to ensure data is correct and certified staff are aligned to a job category for the 2015-16 school year. The following reports can be found in Infinite Campus District Edition under Index, KY State Reporting, KDE Reports.

- The CIITS Job Category Report will list 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 Assign-

ment records. Refer to the [Job Category Setup for Certified Staff QRC](#) for information on setting up certified staff.

- The CIITS Job Category Exception Report will list 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 record. 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 assistance on job categories and proper Infinite Campus setup for certified staff, please contact Michael Spence by [email](#).

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

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