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OFFICE OF KNOWLEDGE, INFORMATION, AND  
DATA SERVICES (KIDS)

DIVISION OF ENTERPRISE DATA

## **TRAINING – DOCUMENT**

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Infinite Campus – CIITS  
Data Mapping

Version 1.0.2  
December 9, 2013

## Revision History

Version	Date	Contributor(s)	Brief Description of Revision
1.0.0	6/19/2013	Nick Gustin	Original document
1.0.1	7/22/2013	Nick Gustin	Added mobility rate detail, updated K-PREP assessment section
1.0.2	12/9/2013	Nick Gustin	Added Standardized Assessments KPI; Updated screenshots per new CIITS version release

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## School & District Data

### Key Performance Indicator (KPI) Dashboard

The KPI dashboard provides users with a quick look at statistics in the institution they have been assigned (district, school, or classroom). Users with appropriate permissions can “drill down” into KPI statistics to access additional details about the aggregate numbers. More information about each KPI is below.

Four **Student Attendance and Enrollment** KPIs are available on the KPI dashboard in the School & District data module including 1) Total Enrollment, 2) Mobility Rate percentage, 3) Special Ed percentage and 4) English Learner percentage. In addition, **Standardized Assessments** KPIs are available for the K-PREP assessment.

#### Total Enrollment

The number of students who are currently enrolled in the institution level selected.

#### Mobility Rate

The percentage of students, enrolled anytime in the current school year, having select withdrawal codes in the institution level selected. Student enrollments with one of the following end status codes are used included in this calculation: W02, W07, W12, W20, W21, W22, W23, W24, or W25.

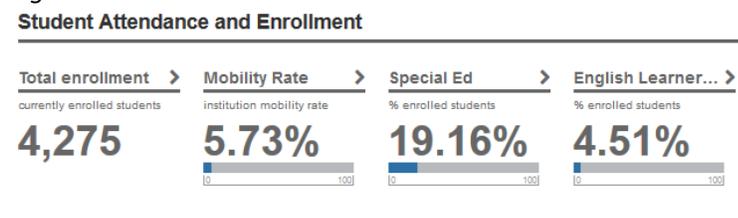
#### Special Ed

The percentage of currently enrolled students who are receiving Special Education program services in the institution level selected. See Student Profile > Programs section for more information.

#### English Learner (EL)

The percentage of currently enrolled students who are receiving LEP program services in the institution level selected. See Student Profile > Programs section for more information.

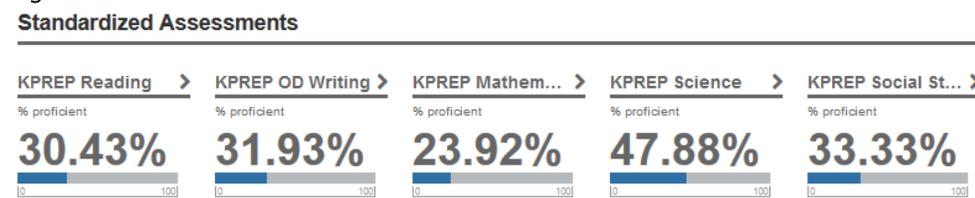
Figure 1.1 Student Attendance and Enrollment KPI Dashboard



### KPREP Reading, Writing, Mathematics, Science, Social Studies

The percentage of currently enrolled students who are proficient in the subject area.

Figure 1.2 Standardized Assessments KPI Dashboard





Primary household address and telephone data is extracted from the Households tab in Infinite Campus.

Figure 2.2 Address/Telephone Information on the Student Profile

**IC**

**CIITS**

School Choice | Credentials | Overrides | Fees | Pro Dev | Pro Dev Totals

Demographics | Identities | **Households** | Relationships | Enrollments | District Emp

New Household Membership

**Smith Household \*\*Primary**

Household Membership

	Start Date	End Date	Secondary
<a href="#">Edit</a>	10/11/2007		

Household Phone & Address(es)

	Start Date
Phone (502)564-2020	
Address 500 Mero St, Frankfort, KY 40601	

[Map](#) 06/01/2013

**Personal Information**

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**Guardian or Parent** Jane Smith, John Smith

**Address** 500 Mero St  
Frankfort, KY 40601

Date of birth, gender, and race/ethnicity data is extracted from the Identities tab in Infinite Campus.

Figure 2.3 Date of birth, gender, and race/ethnicity data on the Student Profile

The screenshot shows the Infinite Campus interface with the 'Identities' tab selected. The 'Identities Editor' table lists two identities for Nick Smith. Below this, the 'Identity Information' section contains fields for PersonID (2761), Last Name (Smith), First Name (Nick), Gender (Male), and Birth Date (12/12/1996). The 'Race/Ethnicity' section is highlighted with a red box, showing State Race/Ethnicity: 6:White, Federal Designation: 6:White, Race(s): White, and Hispanic/Latino: N:No. Below this is the 'Personal Information' section, which is also highlighted with a red box. It includes Guardian or Parent (Jane Smith, John Smith), Address (500 Mero St, Frankfort, KY 40601), Telephone ((502)564-2020), Date of Birth (12/12/1996), Gender (Male), Ethnicity (NOT Hispanic/Latino), Race (White), Race Reporting Category (White), Lunch Status (N/A), Special Education (Yes), and Gifted & Talented (Yes). A note on the right states: 'Note: Lunch Status is not loaded into CIITS.'

The Special Education indicator (Yes/No) on the student profile is set based on whether the student has special education program records. See Student Profile > Programs section for more information.

Figure 2.4 Special Education indicator on the Student Profile

Special Education Yes  
 Gifted & Talented Yes

The Gifted & Talented indicator (Yes/No) on the student profile is set based on whether the student has Gifted & Talented program records. **See Student Profile > Programs section for more information.**

Figure 2.5 Gifted & Talented indicator on the Student Profile

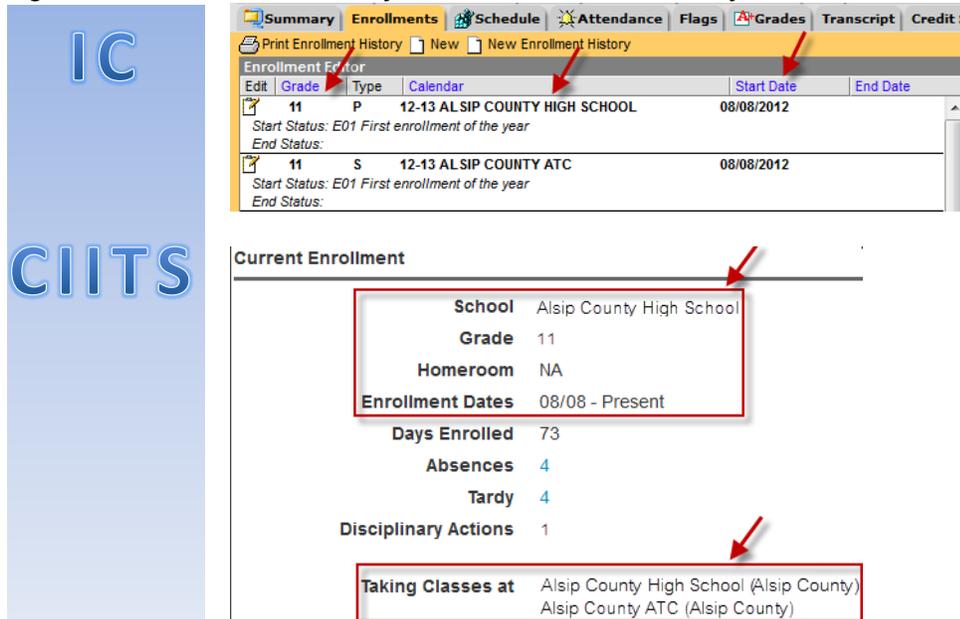
Special Education Yes  
 Gifted & Talented Yes 

**Current Enrollment**

Current enrollment information displayed is reflective of the student’s primary, active enrollment.

**NOTE:** If the student has an active secondary enrollment, and the student is on the roster for section(s) in the school of the secondary enrollment, then the school of the secondary enrollment is displayed next to ‘Taking Classes at’.

Figure 2.6 Current enrollment information on the Student Profile



The screenshot shows the Infinite Campus interface. On the left is a blue sidebar with 'IC' and 'CIITS' logos. The main content area has a navigation bar with tabs: Summary, Enrollments, Schedule, Attendance, Flags, Grades, Transcript, and Credit S. Below the navigation bar are buttons for 'Print Enrollment History' and 'New Enrollment History'. A table titled 'Enrollment History' has columns for Edit, Grade, Type, Calendar, Start Date, and End Date. It lists two enrollments for grade 11 at Alsip County High School and Alsip County ATC, both starting on 08/08/2012. Below the table is a 'Current Enrollment' section with a red arrow pointing to the title. It lists: School (Alsip County High School), Grade (11), Homeroom (NA), Enrollment Dates (08/08 - Present), Days Enrolled (73), Absences (4), Tardy (4), and Disciplinary Actions (1). At the bottom, 'Taking Classes at' is listed as Alsip County High School (Alsip County) and Alsip County ATC (Alsip County), with a red arrow pointing to this section.

**Current Academic Record**

Figure 2.7 Course/section information from student’s schedule on the Student Profile

**NOTE:** If the student has an active secondary enrollment, the courses/sections that a student is taking in the school of the secondary enrollment will be extracted from Infinite Campus and displayed in the ‘Current Academic Record’ section on the ‘Student Profile’.

IC

	Term Term 1 (08/15/12-10/11/12)	Term Term 2 (10/16/12-12/20/12)	
1	812206-1 AP US History Solo, Hans Rm: 204	812206-1 AP US History Solo, Hans Rm: 204	812206 Solo, H Rm: 20
2	834102-2 World Civilization Acc Bush, George Rm: 207	834102-2 World Civilization Acc Bush, George Rm: 207	834102 Bush, G Rm: 20
3	724203-1 Chemistry Acc Jeter, Derek Rm: 343	724203-1 Chemistry Acc Jeter, Derek Rm: 343	724203 Jeter, D Rm: 34

CIITS

### Current Academic Record

Course, Teacher	Term 1
AP US History 1, Hans Solo Alsip High School	80
Chemistry Acc 1, Derek Jeter Alsip High School	92
English 3 8, Barack Obama Alsip High School	88
Homeroom 1102, Bill Clinton Alsip High School	NA

Figure 2.8 Term grades information on the Student Profile

**812206-1 AP US History**  
Teacher: Solo, Hans

Section | **Staff History** | Roster | Attendance | **Grading By Task**

Save

Term 1 - **Term Grade**

**Fill Grades**

Task	Percent	Score	Comments
Term 1 - Term Grade			

Select items to fill:  Percent  Score  Comments

Name	Percent	Score	Comments
11 <b>Smith, Nick</b> #1900000000	80.22	B/80	

**Grading Tasks**

Save Delete New 1 New One-time Task

**Grading Tasks**

- MidTerm Grade
- Term Grade
- Final Exam Grade
- Final Course Grade
- Semester Grade
- XXXDisabled

**Grading Task Detail**

\*Name  
Term Grade  
Number  
State Reported

**Current Academic Record**

Course, Teacher	Term 1
AP US History 1, Hans Solo Alsip High School	80

### Disciplinary Incidents tab

Figure 3.1 Disciplinary Incidents on the Disciplinary Incidents tab

IC

Incident Detail			
Incident ID:	D		
Alignment:	Discipline	Status:	Complete
Date/Time:	05/10/2013 3:50 PM	Submitted:	05/15/2013 9:12 AM
Damages:	\$0.00	Submitted By:	
Title:	Bus Disruption		
Location:	Bus		
Location Description:			
Context:			
Context Description:			
Incident Details:			
<b>Event/Role/Resolution: Bus Disruption</b>			
Event Type:	Bus Disruption (Event ID: )		
State Code:	01: Board Violation		
Call Police:	false	Arrest:	false
Violence Indicator:	false	Gang Related:	false
Civil Proceedings:	false	Charges:	false
Law Violation:			
Board Violation:	2002: Bus Disturbance		
Offender Type:			
Role:	Offender	Demerits/Points:	0
Injury:	No Injury		
Injury Description:			
Medical Service Provided:	No		
Participant Details:			
Resolution Type:	Loss Of Bus Privileg		
Assign Date:	05/13/2013		
Start Date:	05/14/2013	Start Time:	8:00 AM
End Date:	05/17/2013	End Time:	3:15 PM
Behavior Admin Staff Name:			
Resolution Details:	Can ride bus home today		

Student Overview

Standardized Tests

Disciplinary Incidents

Enrollment & Academic Record

Benchmark Tests

Classroom Tests

F

**2012-2013 Disciplinary Incidents** **7 Total Disciplinary Incidents**

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<b>Infraction Date</b>	<b>Infraction</b>	
5/10/2013	Bus Disruption	
<b>Response Date</b>	<b>Response</b>	<b>Response Duration (Days)</b>
5/14/2013	Loss Of Bus Privileg	4

**Programs tab**  
**Gifted & Talented**

Gifted & Talented data is extracted from the student’s Gifted & Talented tab in Infinite Campus.

**NOTE:**

The Enrollment Date and Status/Withdrawal Date displayed in CIITS is the start/end date of the student’s current primary enrollment.

Figure 4.1 Gifted & Talented program information on the Programs tab

The screenshot displays the Infinite Campus interface for the 'Gifted & Talented' section. The top navigation bar includes tabs for 'Athletics', 'AdHoc Letters', 'Waiver', 'Records Transfer', 'Gifted & Talented', 'FRYSC', 'Pre-School', 'Title 1 Services', and 'ES'. Below this is a 'KY Gifted & Talented Editor' table with columns for 'Start Date', 'End Date', 'Year Identified', and 'Category'. A table below shows 'Gifted & Talented Status' with fields for '\*Gifted Category', '\*Year Identified', '\*Start Date', and 'End Date'. At the bottom, there are navigation buttons for 'Student Overview', 'Standardized Tests', 'Disciplinary Incidents', 'Enrollment & Academic Record', 'Benchmark Tests', 'Classroom Tests', and 'Programs'. A table titled 'Programs for 2013-2014' shows a program for 'Gifted' with 'General Intellectual Ability' activity, an enrollment date of '08/14/2013', and a status of 'Ongoing'. Red arrows point to the 'Gifted & Talented Status' section and the 'Activity' column in the 'Programs for 2013-2014' table.

Start Date	End Date	Year Identified	Category
08/13/2008		2006	General Intellectual Ability

*Gifted Category	*Year Identified	*Start Date	End Date
02: General Intellectual Ability	2006	08/13/2008	

Program Name	Activity	Enrollment Date	Status/Withdrawal Date
Gifted	General Intellectual Ability	08/14/2013	Ongoing

**Migrant**

Migrant data is extracted from the student’s Migrant tab in Infinite Campus.

**NOTE:** The migrant data is input to Infinite Campus State Edition by state and regional migrant program administrators. The student will have a migrant program record on the Programs tab if the migrant program year on the Migrant tab is checked for the current school year. The Enrollment Date and Status/Withdrawal Date displayed on the Programs tab in CIITS next to the Migrant record is the start/end date of the student’s current primary enrollment.

Figure 4.2 Migrant program information on the Programs tab

The screenshot shows the Infinite Campus interface. At the top, there are navigation tabs: FRYSC, Pre-School, Title 1 Services, ESS, Attendance Group, TEDS, Accountability, and Migrant. Below these are 'Save' and 'Delete All' buttons. The main area is titled 'Migrant' and contains a form with a 'MIS2000 ID' field (KY1-12345) and an 'Active' checkbox (checked). A list of school years is shown with checkboxes: 09-10, 10-11, 11-12, 12-13, 13-14 (checked). A yellow sticky note is overlaid on the interface, stating: 'The 'Migrant' tab is a custom tab in Infinite Campus State Edition.' Below the form are several tabs: Student Overview, Standardized Tests, Disciplinary Incidents, Enrollment & Academic Record, Benchmark Tests, Classroom Tests, and Programs. The Programs tab is selected, showing a table titled 'Programs for 2013-2014'. The table has columns: Program Name, Activity, Enrollment Date, and Status/Withdrawal Date. One row is visible: Migrant, Migrant, 08/15/2013, Ongoing. A red arrow points to the 'Activity' column header.

Program Name	Activity	Enrollment Date	Status/Withdrawal Date
Migrant	Migrant	08/15/2013	Ongoing

**Limited English Proficiency (LEP) / English Learners (EL)**

LEP data is extracted from the student’s LEP Program Participation record in Infinite Campus.

**NOTE:** The student’s LEP Program Status must be “LEP”, the student must have at least one active LEP Accommodation, and the student must have at least one LEP Service record in a district of enrollment during the current year in order for LEP program records to be displayed in CIITS. The Enrollment Date and Status/Withdrawal Date displayed on the Programs tab in CIITS next to the LEP record is the start/end date of the student’s current primary enrollment.

Figure 4.3 LEP program information on the Programs tab

The screenshot displays the Infinite Campus (IC) interface for CIITS. On the left is a vertical sidebar with 'IC' at the top and 'CIITS' at the bottom. The main content area shows three tabs: 'LEP', 'LEP Assessments', 'LEP Services', and 'LEP Accommodations'. The 'LEP' tab is active, showing an 'Active LEP Record' with a dropdown menu set to 'LEP'. Below this are two sub-sections: 'LEP Services' and 'LEP Accommodations'. The 'LEP Services' table lists 'CAT: Content area tutoring' and 'POE: Pull-Out ESL Resource', both starting on 08/15/2012. The 'LEP Accommodations' table lists 'RTE-I: Read Text in English' and 'BED-I: Bilingual or English Dictionary', both starting on 08/15/2012. At the bottom, the 'Programs' tab is selected, showing a table for 'Programs for 2013-2014' with columns for Program Name, Activity, Enrollment Date, and Status/Withdrawal Date. The table lists 'Limited English Proficiency' with activities 'Content area tutoring' and 'Pull-Out ESL/Resource', both with an enrollment date of 08/07/2013 and a status of 'Ongoing'. Red arrows point to the 'LEP Services' and 'LEP Accommodations' tabs, the 'Programs' tab, and the 'Activity' column in the Programs table.

Service Type	Start Date	End Date
CAT: Content area tutoring	08/15/2012	
POE: Pull-Out ESL Resource	08/15/2012	

Name	Type	Start Date	End Date
RTE-I: Read Text in English	I	08/15/2012	
BED-I: Bilingual or English Dictionary	I	08/15/2012	

Program Name	Activity	Enrollment Date	Status/Withdrawal Date
Limited English Proficiency	Content area tutoring	08/07/2013	Ongoing
	Pull-Out ESL/Resource	08/07/2013	Ongoing



**Title I**

Title I data is populated on the Programs tab based on the student’s enrollment in a Title I school or individual Title I accommodations they are receiving.

**NOTE:** Students enrolled in a school with a Title I program participation type of ‘Schoolwide Program’ will have a Title I program record with “Schoolwide Program” displayed in CIITS. If the student is enrolled in a school with a Title I program participation type of ‘Targeted Assistance Program’ or ‘Schoolwide Eligible – Targeted Assistance’, and have individual accommodations with start/end dates in the current school year, then the individual services will be displayed in CIITS.

The Enrollment Date and Status/Withdrawal Date displayed on the Programs tab in CIITS next to the Title I record is the start/end date of the student’s current primary enrollment.

Figure 4.5 Title I program data on the Programs tab

The screenshot displays the CIITS interface for Title I services. At the top, there are navigation tabs: Records Transfer, Gifted & Talented, FRYSC, Pre-School, and Title 1 Services. Below these are buttons for Add Title 1 Service, Save, and Delete. The main area shows a list of Title 1 Services, with one entry: 12 12-13 ALSIP COUNTY HIGH SCHOOL 08/08/2012 (1 Service). Below this, there are fields for Start Date (08/09/2012) and End Date. A red arrow points to the End Date field. Below the End Date field, there are sections for Title I Support Services (Counseling) and Title I Instructional Services (Mathematics). At the bottom, there are two tables showing program data for 2012-2013. The first table shows a 'Schoolwide Program' with an enrollment date of 08/08/2013 and status 'Ongoing'. The second table shows 'Instructional Services – Mathematics' with an enrollment date of 08/08/2013 and status 'Ongoing'. Two yellow callout boxes provide additional context: 'Student enrolled in a school with a Schoolwide Program' and 'Student enrolled in a school with a Targeted Assistance or Schoolwide Eligible Targeted Assistance Program'. A red arrow also points to the 'Activity' column in the second table.

### Standardized Tests tab

#### ACT

ACT test scores are extracted from the Assessment tab in **State Edition**.

Figure 5.1 ACT test results on the Standardized Tests tab

The screenshot displays the 'Assessment' tab in the Infinite Campus system. On the left, there is a vertical sidebar with 'IC' and 'CIITS' logos. The main content area shows a navigation bar with tabs: Summary, Enrollments, Schedule, Attendance, Flags, Grades, Transcript, and Assessment. The 'Assessment' tab is selected, showing a 'Test Scores' section with a tree view. The tree view lists 'ACT 03/01/2012' with a scale score of 20. Below this, there are sub-items for 'ACT Composite (ACT COMP) 03/01/2012' (Scale Score: 20), 'ACT English (ACT ENG) 03/01/2012' (Scale Score: 21), 'ACT English Rhetorical Skills (ACT ENG RHET) 03/01/2012' (Scale Score: 11), and 'ACT English Usage/Mechanics (ACT ENG UM) 03/01/2012' (Scale Score: 9). Below the tree view, there are tabs for 'Student Overview', 'Standardized Tests', 'Enrollment & Academic Record', 'Benchmark Tests', 'Classroom Tests', and 'Programs'. The 'Standardized Tests' tab is active, showing a summary card for 'ACT - 3/1/2012' for a 'Grade 11' student at 'Alsip High School'. Below the summary card, there is a table for 'Section: English' with columns for 'Score Group', 'Scale Score', 'Score Range', and 'National Norm'. The table shows a score group of 20-23, a scale score of 21, and a score range of 20-23. To the right of this table is another table with columns for 'Strand', 'Score Group', 'Scale Score', and 'National Norm'. The 'Usage/Mechanics' strand has a score group of N/A, a scale score of 9, and a national norm of 44. The 'Rhetorical Skills' strand has a score group of N/A, a scale score of 11, and a national norm of 60. Red arrows point to various elements in the screenshot, including the 'ACT 03/01/2012' folder, the 'ACT Composite' folder, the 'ACT English' folder, the 'ACT English Rhetorical Skills' folder, the 'ACT English Usage/Mechanics' folder, the 'ACT - 3/1/2012' text, the 'Standardized Tests' tab, the 'ACT - 3/1/2012' text in the summary card, the 'Section: English' header, the 'Score Group' row, the 'Scale Score' row, the 'Score Range' row, the 'National Norm' row, the 'Usage/Mechanics' row, and the 'Rhetorical Skills' row.

**College & Career Readiness (CCR)**

CCR test results are extracted from the Assessment tab in **State Edition**.

Figure 5.2 CCR test results on the Standardized Tests tab

The screenshot shows the 'Assessment' tab in the CIITS interface. Under 'Test Scores', the following items are listed:

- College/Career Readiness (CCR) 05/15/2012
- Bonus (CCRB) Scale Score: Result:
- Career Ready (CR2) Scale Score: Result:
- College Ready (CR1) 05/15/2012 Scale Score: Result: **Yes**

Below the list, a table displays the 'College Ready' status for 'College Ready (For Graduating Seniors)'. The status is 'Yes'.

Section	Score Group	College Ready
College Ready (For Graduating Seniors)	Yes (Distribution Chart)	Yes

**EXPLORE**

EXPLORE test scores are extracted from the Assessment tab in **State Edition**.

Figure 5.3 EXPLORE test results on the Standardized Tests tab

The screenshot shows the 'Assessment' tab in the CIITS interface. Under 'Test Scores', the following items are listed:

- 10-11 EXPLORE (KDE-EXP-10-11) 09/13/2010 Scale Score:13 Result:
- English (KDE-EXPL-English) Scale Score:10 Result:
- Rhetorical Skills (KDE-EXPL-ENGL-Rhetor) 09/01/2010 Scale Score:6 Result:
- Usage/Mechanics (KDE-EXPL-ENGL-Usage/) 09/01/2010 Scale Score:4 Result:

Below the list, a table displays the 'EXPLORE - 9/13/2010' results for 'Grade 08' at 'Alsip Middle School'. The section is 'English'. The table shows the following data:

Score Group	Subscores	Score Group	Scale Score
0 - 12	Rhetorical Skills	N/A	06
0 - 12	Usage/Mechanics	N/A	04
National Norm: 18			

**K-PREP**

Kentucky Performance Rating for Educational Progress (K-PREP) test scores are extracted from the Assessment tab in **State Edition**.

Figure 5.4 K-PREP test results on the Standardized Tests tab

The screenshot shows the 'Standardized Tests' tab in Infinite Campus. Under 'Test Scores', several tests are listed, with 'On Demand Writing (KPREP10W) 05/15/2012 Scale Score:11 Result:P' highlighted in a red box. Below this, a table displays the results for 'K-PREP' on 5/15/2012 at 'Level Grade 10'. The table has columns for Section, Score Group, Student Scale Score, and Performance Level. The row for 'On-Demand Writing' shows a 'Proficient' score group, a scale score of 11, and a 'Proficient' performance level.

Section	Score Group	Student Scale Score	Performance Level
On-Demand Writing	Proficient (Distribution Chart)	11	Proficient

**K-PREP End-of-Course (EOC)**

Kentucky Performance Rating for Educational Progress (K-PREP) End-of-Course test scores are extracted from the Assessment tab in **State Edition**.

Figure 5.5 K-PREP EOC test results on the Standardized Tests tab

The screenshot shows the 'Standardized Tests' tab in Infinite Campus. Under 'Test Scores', 'EOC US History (EOCH) 05/15/2012' is highlighted in a red box with a scale score of 144. Below this, a table displays the results for 'K-PREP End-of-Course - 5/15/2012' at 'Level U.S.History' for 'Alsip High School'. The table shows a 'Novice' performance level and a scaled score of 252.

Section: U.S.History	Score Group:	Scaled Score:	Performance Level:
	Novice	252	Novice

**PLAN**

PLAN test scores are extracted from the Assessment tab in **State Edition**.

Figure 5.6 PLAN test results on the Standardized Tests tab

The screenshot displays the 'Assessment' tab in the Infinite Campus system. The 'Test Scores' section lists several tests, with 'PLAN (KDE-PLAN) 09/17/2012' selected. The 'Test Score Detail' section shows the following information:

- English** (highlighted with a red arrow)
- \*District Tested:** 777 : ALSIP COUNTY
- \*School Tested:** ALSIP HIGH SCHOOL
- Scale Score:** 13 (highlighted with a red arrow)
- Proficiency Level:** (dropdown menu)
- Comments:** (text area)
- Rhetorical Skills Usage/Mechanics:** Scale Score 6 (highlighted with a red arrow)
- Rhetorical Skills:** Scale Score 6 (highlighted with a red arrow)

Below the details, the test is identified as 'PLAN - 9/17/2012' at 'Level: Grade 10' and 'School: Alsip High School'. The 'Section: English' is also noted.

Score Group	Subscores	Score Group	Scale Score	National Norm	State Norm
■ 13 - 15					
Scale Score: 13	Usage/Mechanics ■ 0 - 12		6	32	32
Score Range: 13 - 15	Rhetorical Skills ■ 0 - 12		6	33	33
National Norm: 27					