



Kentucky Department of Education
Every Child Proficient and Prepared for Success

Kentucky Student Information System (KSIS)

Infinite Campus
Beginning of Year (BOY) Training
July 24-25, 2013

BOY July 25.....Session Begins 9:00 AM ET

KSIS BOY Training Agenda

- ▶ Free & Reduced Lunch
- ▶ Raising the Bar - Data use
- ▶ Improving the Use of Education Data
- ▶ Changes to the Conference Summary
- ▶ Preschool
- ▶ BRIGANCE, Prior Settings
- ▶ Gifted and Talented

BOY July 25



Kentucky Department of Education
Every Child Proficient and Prepared for Success

Free & Reduced Lunch Striving for Perfection

Brad Blunt
OAS - Division of School and Community Nutrition

BOY July 25.....Session Begins 9:05 AM

Agenda

- ▶ Importance of data quality
- ▶ Data Integrity
- ▶ Prevention and Monitoring

Brad Blunt



Brad Blunt



Data Integrity: Entry of Student Information

Brad Blunt

Data Integrity: Sources for Errors

Entering new students is a tough job!



1. "How do you spell your name?"

-Catherine, Cathy, Cathie, Cathey, Kathy, etc.

2. Missing SSNs

-Immigrants often do not have an SSN



3. Transferring students/No Shows

-Transient nature with some students increases probability of not identifying them using student locator

--Different parent/guardian enrolls them

--Provides nickname or middle name in lieu of birth name

Brad Blunt

State what you want

› Enrollment forms should clearly state the format and type of info

▫ Student's *legal* name

▫ Last Name, First Name, Middle Name, Suffix (Jr., Sr., etc.)

▫ *Optional Info* Nickname

▫ SSN ___ - ___ - ___

▫ DOB ___ / ___ / _____
(Month / Day / Year)

Takeaway: How might your enrollment form be changed to more clearly ask for information?

Brad Blunt

Entry of student information

• Standard

• Key points:

- No punctuation
- Father's last name followed by mother's last name

• Consistent

- Discuss KDE data standards with all staff, including food service dept./FRAM Coordinator

• Checked

- Verify data entry for accuracy

Brad Blunt

Standards/Benefits

Go back to the source

- Follow KDE data standards regarding enrollment of new students
 - <http://education.ky.gov/districts/tech/sis/pages/ksis-data-standards.aspx>
- Highlight the benefits
 - What's in it for me? (WIFM)

Brad Blunt

Finding the errors

Sources to identify errors in student demographic info includes:

- Parents - "That's not my child's name"
- Students
- Food Service
- Transfer requests

Takeaway: What's your feedback loop to identify errors?

Brad Blunt



Data Errors: Solutions for identifying and resolving with POS and IC

Brad Blunt

Setup: Data Synchronization

- ▶ All districts must have set up a new data import mapping in IC for SY 13-14
- ▶ Reference documents are under:
<http://education.ky.gov/federal/SCN/Pages/Technical-Reference.aspx>

Brad Blunt

Data Synchronization



Goal: Assign meal status to students in IC based on data from POS

Issue: Data integrity issues prevent meal status into IC

Brad Blunt

Identifying the Errors

- Food service POS and IC share information based on state student identifier (SSID)
 - Uniquely identifies the student
- Multiple reasons for data synchronization errors (and thus missing meal status in IC)
 - Solution depends on the originating issue



Brad Blunt

Finding the errors



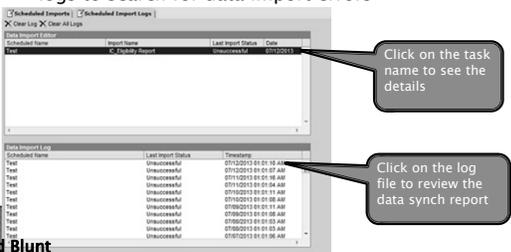
- › Campus tracks the status of the data import from POS
 - Path: FRAM > Eligibility Import Wizard > Scheduled Imports - Scheduled Import Logs



Brad Blunt

Finding the errors

- › Scheduled Import Log
 - 'Successful' means the data imported in
 - Review **both** 'Unsuccessful' and 'Successful' import logs to search for data import errors



Brad Blunt

IC Eligibility Import Report

Kentucky State Eligibility Import Report

THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.

Focus on any errors/warnings

Errors/Warnings: 13

Updated Records

Name	School Year	Start Date	End Date	Eligibility Type	Eligibility	Source	Certified Type	Status
Error/Warning								
Line 187. ERROR 1001 - State ID 4261				not found				
Line 385. ERROR 1001 - State ID 4261				not found				
Line 390. ERROR 2001 - Multiple matches found for SSCSSID 01								
Line 400. ERROR 2001 - Multiple matches found for Student ID								
Line 400. ERROR 1001 - State ID 4261				not found				
Line 603. ERROR 2001 - Multiple matches found for Student State ID				(2 matches)				
Line 603. ERROR 2001 - Multiple matches found for Student State ID				(2 matches)				
Line 626. ERROR 2001 - Multiple matches found for Student State ID				(2 matches)				
Line 626. ERROR 2001 - Multiple matches found for Student State ID				(2 matches)				
Line 1206. ERROR 2001 - Multiple matches found for Student State ID				(2 matches)				
Line 155. WARNING 3037 -								
Line 155. WARNING 3037 -								
Line 1203. WARNING 3037 -								
Line 1203. WARNING 3037 -								
Existing Eligibility Records								
Name	School Year	Start Date	End Date	Eligibility Type	Eligibility	Source	Certified Type	Status
	2014	07/01/2013	06/30/2014	Meal	Free	Non-Direct	Meal	Did Not Apply
	2014	07/11/2013	06/30/2014	Meal	Free	Direct	Meal	Did Not Apply

Brad Blunt

Resolution for Common Messages

Issue	Resolution
State ID "XXXXXXXXXX" not found	Determine student SSID in IC and then assign that SSID in POS; If student is enrolled then assign SSID to student following KDE data standards
Multiple matches found for State Student ID "XXXXXXXXXX"	Merge records in Infinite Campus following district policy on merging
Record contains End Date before Start Date	Ensure the data import mapping has the correct school year chosen in the Eligibility Import Wizard; Verify the POS data extract file is for SY 13-14
ERROR ##### Invalid [FieldName]	Locate the errant record; review the data import mapping to ensure all data values are mapped
WARNING XXXX	Warnings are for your info: can be viewed and generally ignored

Brad Blunt



Monitoring and Prevention: Keeping data synchronization matching

Brad Blunt

Monitoring

- **Recommendation:** Monthly monitoring of data synchronization
 - Set up recurring appointment on Outlook calendar
- Reconciliation between POS and Infinite Campus on meal status counts at least twice a year (i.e., October qualifying data & April DC Reporting)
 - Meal status counts (Free, Reduced and Paid) should be reasonably similar accounting for withdrawn & new students, those not in Campus that are in POS (vice versa), etc.

Brad Blunt

Prevention



- ▶ Follow KDE data standards on enrolling new students
 - Ensure thorough search is performed on existing students

- ▶ “How close am I?”
 - Check with Food Service Director (FSD) to obtain free/reduced percentage from POS: systems should closely match each other

- ▶ Joint ownership of data
 - IT staff for technical assistance and FSD for meal status

Brad Blunt

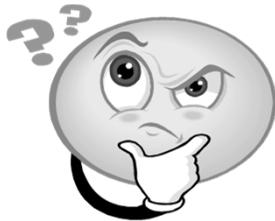
Resources

- ▶ SCN Technical Reference
 - <http://education.ky.gov/federal/SCN/Pages/Technical-Reference.aspx>

- ▶ Campus Community
 - <http://community.infinitecampus.com/home/>

Brad Blunt

Questions



Brad Blunt



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Raising the Bar – Data Use

Jennifer J. Todd Ph.D.
Research Analyst
Delivery Unit
Office of the Commissioner

BOY July 25.....Session Begins 9:35 ET

2015 Target Metrics: Student Outcomes




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What are we trying to do?

How are we trying to do it?

At any given moment, how do we know we are on track?

What are we going to do if we are not on track?

Delivery Strategic Plan

Project Management

KDE Work
programs projects processes

Jennifer Todd

Developing the Delivery Plans

Three specific actions are taken in developing the Delivery Plans.



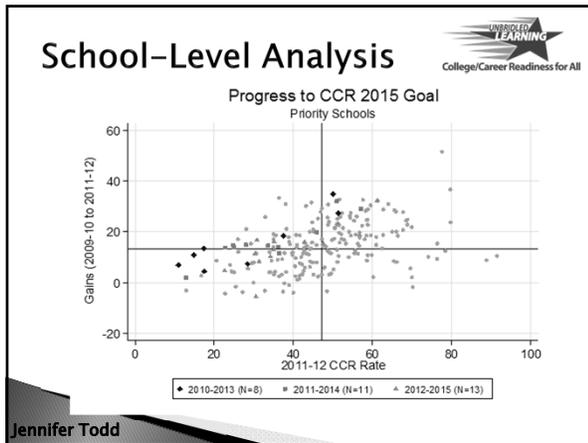
1. Reform Strategy

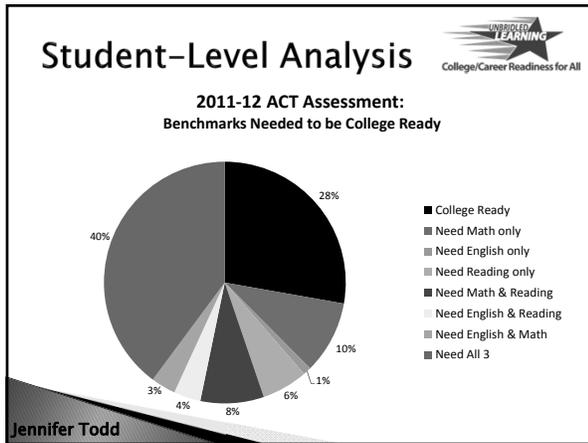
2. Delivery Chains

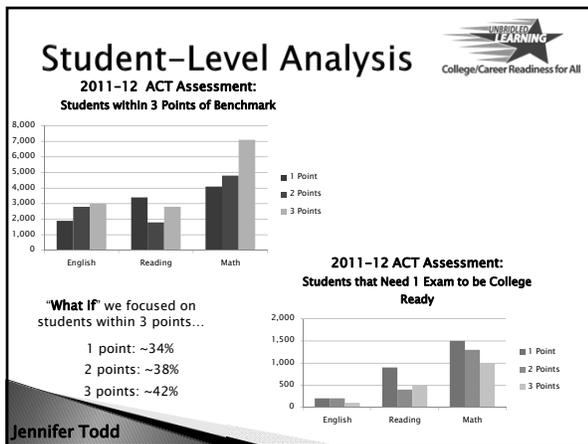
3. Trajectories

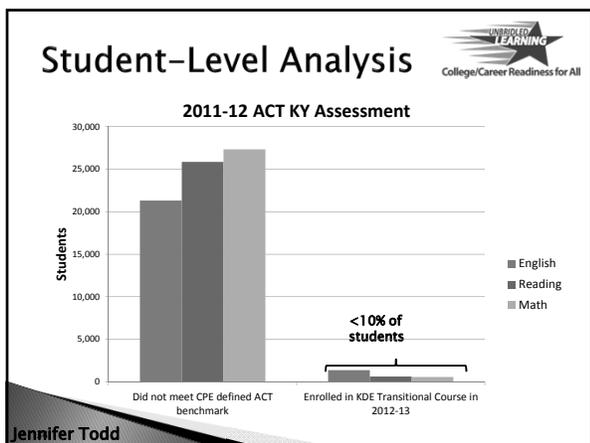
Delivery Plans

Jennifer Todd









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Improving the Use of Education Data: Putting the Pieces together

Kate Akers Ph.D.
Deputy Executive Director
The Kentucky Center for Education and Workforce Statistics

BOY July 25.....Session Begins 9:50 ET

What is the Center?

- Objective source of data that links early childhood, k-12, teacher certification, postsecondary, adult education workforce and other data to provide a better picture of the overall impact of state policies and practices.
- Located in the Education and Workforce Development Cabinet, Office of the Secretary
- Created in December 2012 by Executive Order and ratified into law in 2013 legislative session
- Maintain the Kentucky Longitudinal Data System
- Continues the work of the P-20 Data Collaborative
- Governed by a Board consisting of:

Board

- Education and Workforce Development Cabinet Secretary (CHAIR)
- KDE Commissioner
- CPE President
- EPSB Executive Director
- KHEAA Executive Director

Kate Akers

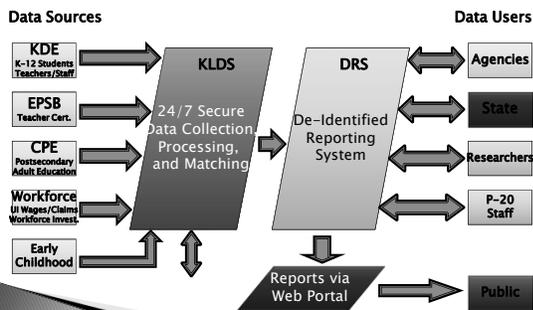
Why share data?

Institutions, K-12 schools, agencies, and the state all win when we share data to provide real, outcomes information about what works and what doesn't.

1. How well are graduates (and drop-outs) doing in the workforce? Are they employed or earning a living wage? How does this differ for graduates meeting career readiness criteria?
2. Are teacher prep programs producing graduates who are improving student learning?
3. What are the teacher turnover rates by school district? By teacher prep institution? Where do teachers work when they leave a school district?
4. Is the state's education pipeline aligned with the skills and needs of the state's economy and culture?
5. How do graduates meeting college readiness criteria perform in college? What about graduates not meeting criteria?

Kate Akers

How does it work?



Kate Akers

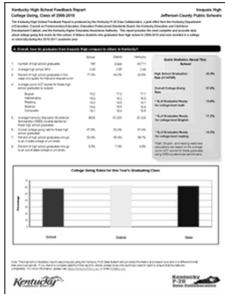
Early Childhood Profile



- ▶ Kindergarten screen per pilot data for participating counties and the state
- ▶ Participation in publicly funded preschool, head start and childcare
- ▶ Quality and availability of child care and the education of the early childhood workforce
- ▶ Demographic data provided representing key indicators of possible barriers to success for young children and their families
- ▶ Participation in public health and social service programs

Kate Akers

High School Feedback Reports



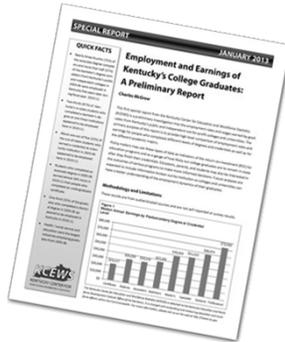
School and district level data about graduating students. Primary information includes:

- › High school graduation rates
- › College going rates (in-state public and independent, in-state private, and out-of-state public or private)
- › College going rates by race, economic groups, and special education
- › College readiness by subject area.
- › Complete list of all the colleges and universities where graduates attended.

Kate Akers

New and Upcoming Reports

- › Discovering the percentage of students enrolled in postsecondary and with employment records
- › Identifying the percentage of teachers with a second job
- › Examining the cost of college and employment and earning of graduates
- › Employment of high school graduates, drop outs and adult education students
- › College graduate earning potential
- › Analyses to evaluate workforce training programs



Kate Akers

Questions?

Kate.akers@ky.gov



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Break

BOY July 25.....Next Session Begins 10:15 ET



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**Special Education
Changes to the
Conference Summary**

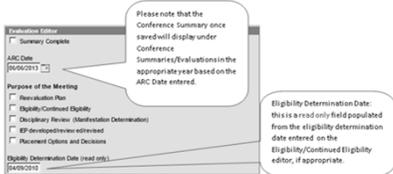
Nick Easter Ed.D.
Diverse Learners Branch
Division of Learning Services
Office of Next Generation Learners

BOY July 25.....Session Begins 10:15 ET

KY Conference Summary

Campus Path: Student Information > Special Education > Documents

- ▶ The Conference Summary change was release July 2013.
- ▶ This change consisted of the removal of the Evaluation Date.
- ▶ The Evaluation Date will still be on previous Conference Summaries as a historical record.



Please note that the Conference Summary once saved will display under Conference Summaries/Evaluations in the appropriate year based on the ARC Date entered.

Eligibility Determination Date: this is a read only field populated from the eligibility determination date entered on the Eligibility/Continued Eligibility editor, if appropriate.

Nick Easter

KY Consent Form

Campus Path: Student Information > Special Education > Documents

- ▶ The KY Consent form is a new form that was release July 2013.
- ▶ The KY Consent form is a new editor based form that replaces three forms found in the "Create new Simple Form" option of the New document Wizard.
- ▶ The three simple forms include:
 - Consent to Evaluate/Reevaluate
 - Evaluation Planning Form
 - Consent for Special Education and Related Services

Nick Easter

KY Consent Form

Campus Path: Student Information > Special Education > Documents

Evaluation Type: Select if the Evaluation is an Initial or Reevaluation.

Notice Date: The notice date is the date KY Consent form was created.

*Note: This date is required and auto populates with the date the KY Consent was created.

Date of Consent for Initial Evaluation: This is the date consent was signed by the parents to conduct the an Initial Evaluation.

*Note: This date is required and auto populates from the previous KY Consent form.

Date of Consent for Services: This is the date the parent signs the Consent for Special Education and Related Services Form.

*Note: This date is required.

Date of Consent for Reevaluation: This is the date the parent signs the Consent to Evaluate/Reevaluate form.

Nick Easter

IDEA Dec 1 Count Extract

Campus Path: KY State Reporting >IDEA Dec 1 Count Extract

The IDEA Dec 1 Count Extract will extract data to complete the IDEA Dec 1 Count Extract. Choose the State Format to get the file in the state defined csv format, otherwise choose one of the testing/debugging formats.

The format has change for the IDEA Dec 1 Count Extract and the ability to run the Extract editor will now allow the user to generate the report directly (in real time) or via the Batch Queue.

Web Documentation

[IDEA December 1 Child Count Check List](#)

<https://education-edit.ky.gov/specialed/excep/Documents/ICDocs/Infinite%20Campus%20Child%20Count%20Checklist.pdf>

Nick Easter

IDEA Dec 1 Count Error Report

Error #1:
 Student's Reevaluation is due before November 30th. Student will not produce a record on extract. Complete step 1 above to resolve error.

Critical Error: the following records have a Reevaluation Due Date on or before November 30 of this year, they will not be included on the report:

districtNumber	schoolNumber	SSID	lastName	firstName	reevaluationDate
101	102	9999999	EASTER	NICK	2011-11-11 00:00:00

Error #2:
 Student's Annual Review is due. Student will not produce a record on extract. Complete steps 2-5 above to resolve error.

Critical Error: the following records have an IEP End Date on or before November 30 of this year, they will not be included on the report:

districtNumber	schoolNumber	SSID	lastName	firstName	iepEndDate
101	171	8888888	SMITH	TAMMY	2011-11-21 00:00:00

Nick Easter

IDEA Dec 1 Count Error Report

Error #3:
 Student's current IEP does not have Setting or Primary Disability selected. Student will produce a record on extract, but data will be incomplete. Complete steps 4-5 to resolve error.

Warning: the following records are missing demographic information, but they will be included on the report. (Number of Records:2)

districtNumber	schoolNumber	SSID	lastName	firstName	birthDate	gender	race	ethnicity	primaryDisability
101	240	2345678	SENNY	RYAN	2005-08-22 00:00:00	M	6	6A	
101	450	6543210	SMITH	NATHAN	2002-09-22 00:00:00	M	1		05

Error #4:
 Student's disability is 15: Developmental Delay; however, according to student's birthdate, age over 9 years old. Student will not produce a record on extract. Reevaluation is required of student to resolve error.

Critical Error: The following students have a disability of Developmentally Delayed (15) and have turned 9 on or before December 1st of this year. These students will not be included on the report. (Number of Records:1)

districtNumber	schoolNumber	SSID	lastName	firstName	birthDate	disability
101	171	9975432	JONSON	TIM	2002-08-20 00:00:00	15

Nick Easter

IDEA Dec 1 Count Error Report

Error #3:
 The error reports active students who are missing data in the following demographic fields: gender, date of birth, race, state ID, first name, or last name.

Warning: the following records are missing demographic information, but they will be included on the report. (Number of Records:2)

districtNumber	schoolNumber	SSID	lastName	firstName	birthDate	gender	race	ethnicity	primaryDisability
101	240	2345678	SENNY	RYAN	2005-08-22 00:00:00	M	6	6A	
101	450	6543210	SMITH	NATHAN	2002-09-22 00:00:00	M	1		05

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districtNumber	schoolNumber	SSID	lastName	firstName	birthDate	disability
101	171	9975432	JONSON	TIM	2002-08-20 00:00:00	15

Nick Easter

Resources

<https://education-edii.ky.gov/special/except/Pages/Student-Information-System-Special-Education.aspx>

Documents and Resources

- › [Special Education Data Standards](#)
- › [CEIS Data Collection and Reporting](#)

Miscellaneous Instructions

- › [Transfer of Student Special Education Records](#)
- › [Help with Ad-hoc reporting](#)
- › [Infinite Campus Ad Hoc Query Instructions](#)
- › [Infinite Campus Ad Hoc Field Descriptions](#)
- › [Infinite Campus Ad Hoc Tool Rights](#)
- › [IDFA December 1 Child Count](#)
- › [User Rights for Special Education in IC](#)
- › [Special Education Private School Enrollment](#)
- › [Special Education Student Enrollment](#)
- › [FirstSteps Preschool Enrollment Process](#)
- › [Checklist for the submission of End of the Year Reports](#)
- › [Recommended Browser Settings for IC](#)
- › [Supported Platforms for IC](#)

Nick Easter



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Preschool

Annie Rooney-French
ONGL – Division of Program Standards

BOY July 25.....Session Begins 11:00 ET

Preschool enrollment

All state-funded 3 and 4 year old children who are counted for funding purposes should be enrolled in Infinite Campus.

3s and 4s with an active and locked disability and 4 year olds whose family income is up to 150% of poverty

Annie Rooney-French 60

Other Children Enrolled

Other preschoolers are enrolled if they are receiving services such as:

- Special Education only ("N")
- RTI/KSI (non income eligible)
- Head Start in school building
- FRYSC child care
- Over income preschool (if space is available)
- Other: Title I, ELL, universal preschool



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Grade 97, 98 or 99?

To determine the grade of the child, look at their age on October 1st.

For example: If a child is 2 years old on Oct. 1st, but turns 3 on or after October 2nd, that child would be a 97.



Annie Rooney-French

The Challenge

Enrolling the preschool children correctly is rather complex and the process needs to be implemented correctly, otherwise the children may not be counted.

Several data collectors use the information from Infinite Campus, not just counting the children for funding purposes.

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State Exclude

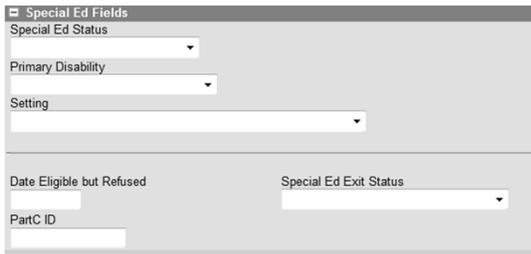


There is no need to click on State Exclude. Preschool is not included in the state reporting counts.

Annie Rooney-French

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Special Education Status



Look for a separate training for entering children with special needs and RTI/KSI

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Conference Summary

- Remember that Infinite Campus pulls the information about children with disabilities from the conference summary page. Make sure all the information is filled out, especially the disability identified.

**Disability (If Currently Identified):
Developmentally Delayed**

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IDEA only children

- ▶ 3 and 4 year-old children receiving IDEA **only** services “N” should not have the preschool tab filled out.
- ▶ Their data will be collected through the special education services section from their **active/locked IEP**.

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Preschool Tab

Pre-school

Path: Student | General | Pre-school Tab

Required for all students in the state-funded preschool, and Head Start children served by the preschool program who are receiving services in a classroom in grades 97, 98 and 99.

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71

This is the **preschool tab**. Notice the enrollment is filled out and the start date:

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Reminder

State-funded preschoolers must have the preschool tab filled out if they are to be counted for funding purposes.



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Preschool Type

▶ You may choose more than one.



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At Risk Preschoolers

Preschool Type

- Disabled State Fund
- Head Start
- Up to 150% of the Fed. Poverty
- Head Start Enhanced
- Over Income Preschool
- Other, Specify Other

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4s with disabilities

Preschool Type

- Disabled State Fund
- Head Start
- Up to 150% of the Fed. Poverty
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

For 4s with disabilities, you must click on a box to specify the child's income level, up to 150% of poverty or over income.

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Head Start Enhanced

Preschool Type

- Disabled State Fund
- Head Start
- Up to 150% of the Fed. Poverty
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

*Setting
01: Public School

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Head Start

Preschool Type

- Disabled State Fund
- Head Start
- Up to 150% of the Fed. Poverty
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

*Setting
01: Public School

Assessment Instrument Used
10: Teaching Strategies GOLD™

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Over Income

Preschool Type

Disabled State Fund

Head Start

Up to 150% of the Fed. Poverty

Head Start Enhanced

Over Income Preschool

Other, Specify

Other

The children in this category do not qualify for at risk and they do not have a disability. They may be enrolled if the district offers preschool spots to additional children who reside in the district.



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Setting

Select the appropriate setting from dropdown menu (Pick only one)

- 01: Public School
- 02: Home
- 03: Head Start
- 04: Contracted, Private Setting

*Setting

01: Public School ▼

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Assessment Instrument Used

Assessment Instrument Used

7: COR-Preschool ▼

Assessment Modality

2: Publisher's online ▼

These two items at the bottom of the preschool tab are the district assessment tool and how the information is collected.

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Family Component

- Social Service
- and Home Visits



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Home Visits

Family Component

- Home Visit
- Received Parent Education
- Need Adult Education
- Enrolled in Adult Ed/Literacy
- Need Social Services
- Received Social Services
- Volunteered in the Classroom
- Other Child in Preschool

Home Visit 1 Home Visit 2

08/30/2012 []

Be sure to check the home visit box and record the date of the home visit.

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Other Family Components

Family Component

- Home Visit
- Received Parent Education
- Need Adult Education
- Enrolled in Adult Ed/Literacy
- Need Social Services
- Received Social Services
- Volunteered in the Classroom
-

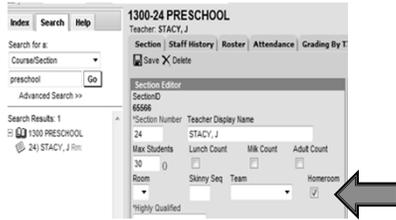
If the school/Head Start program provides additional family support, please record it by checking the appropriate box. This information will no longer be collected through an excel sheet at the end of the school year.

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Preschool Course

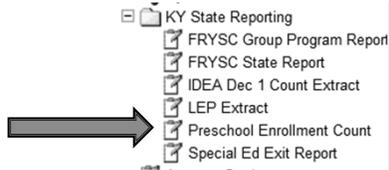
Once the student is deemed eligible for preschool, the student needs to be scheduled into a preschool course/section that is marked as their homeroom. This is required for the student to pull correctly for the KEDS extract.



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Preschool Enrollment Counts

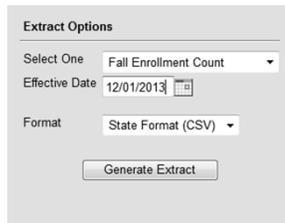


It's on the left hand side, under Index. Click on Preschool Enrollment Count.

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State Format Extract Fall Enrollment Count



Formerly known as the December 1 count. It will now be exclusively pulled from IC.

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State Format Extract Spring Enrollment

Extract Options

Select One: Spring Enrollment Count

Effective Date: 03/01/2014

Format: State Format (CSV)

Generate Extract

In the place of the supplemental 3 count, there is a Spring Enrollment on March 1st for all eligible children, 3 and 4s.

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Codes for Categories

Y4atRisk (Grade 99)
Y2WDisabilitySL (Grade 97)
Y3WDisabilitySL(Grade 98)
Y4WDisabilitySL (Grade 99)
Total SL
Y2WDisabilityMMD (Grade 97)
Y3WDisabilityMMD (Grade 98)
Y4WDisabilityMMD(Grade 99)
Total MMD

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Codes for Categories (2)

Y2WDisabilitySEV (Grade 97)
Y3WDisabilitySEV (Grade 98)
Y4WDisabilitySEV(Grade 99)
Total Severe
Y4WDisability150%ofPoverty
Y4WDisabilityOverIncome
Y3OrY4HeadStartEnhanced
Y3Or4WODisabilityOveIncome

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90

Codes for disabilities

SL
‣ 05 Speech Language



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Codes for disabilities

MMD
‣ 01 Mild Mental Disability
‣ 08 Orthopedically Impaired
‣ 09 Other Health Impaired
‣ 10 Specific Learning Disability
‣ 15 Developmentally Delayed

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Codes for disabilities

SEV - Severe
‣ 02 Functional Mental Disability
‣ 04 Hearing Impaired
‣ 06 Visually Impaired
‣ 07 Emotional Behavioral Disability
‣ 11 Deaf Blind
‣ 12 Multiple Disabilities
‣ 13 Autism
‣ 14 Traumatic Brain Injury

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2013-14 Timelines

- ▶ Fall Enrollment Count, Dec.1, pulled Dec. 15, 2013
- ▶ Spring Enrollment Count, March 1, pulled March 15, 2014
- ▶ No need to submit count.

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Changes to Data Pulls

- ▶ Infinite Campus developers will create a count that will include student's names and areas of eligibility including the over income children served. This will be listed according to school and separated by age (97, 98, 99).



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Example of extract for preschool

district Number	districtName	school Number	schoolName	SSID	Last Name	First Name	DOB	State Grade
301	XYZ County	71	CENTRAL	49874646	Smith	Toby	4/15/2009	98
301	XYZ County	240	ABC Elem	48789486	Jones	Annie	3/21/2009	98
301	XYZ County	320	QRS Elem	88764186	Baker	Eddie	2/1/2010	97
Total								

This database will have all the children's names, their IEP status, and each of the categories for the Fall and Spring Enrollment counts.

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Example of extract for preschool (2)

PS End Date	Y4atRisk	Y2W Disability SL	Y3W Disability SL	Y4W Disability SL	Total SL
	1	0	0	0	0
1/15/2013	0	0	0	0	1
	1	0	0	1	0
TOTALS	2	0	0	1	1

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Questions?



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Common Kindergarten Screen
Entering Prior Settings

Bill Buchanan
ONGL - Division of Program Standards

BOY July 25.....Session Begins 11:30 ET

704 KAR 5:070

- Districts are required to collect prior settings of all incoming kindergarten (00) students.
- “Prior early learning settings” means the following five (5) categories of early learning settings in which each student participated prior to attending kindergarten:
 - (a) Child care center;
 - (b) Head Start program
 - (c) State funded preschool;
 - (d) Home; or
 - (e) Other.

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Entering Data

State Funded Preschool,=
Head Start
Child Care

Home, Private Sitter,
Kin Care, Therapy,
Other, Out of State

- Select **Type**
- Enter facility **Name**
 - Choose from list
 - Match by correct facility address
- Enter **Start Date**
- Enter **End Date**, if provided
- Enter **Comments**, if needed
- Click **SAVE** at the top of the “editor”

- Select **Type**
- Enter **Start Date**
- Enter **End Date**
- Enter **Comments**, if needed
- Click **SAVE** at the top of the “editor”

Bill Buchanan

Add Prior Settings

The screenshot shows a software interface with a top navigation bar containing various menu items. Two items are circled: 'Add Early Learning/Prior Settings' and 'Early Learning/Prior Settings'. Arrows point from these items to callout boxes below. The left box says 'Click here to add a new Prior Setting' and the right box says 'Tab is located under Student - General'. Below the navigation bar is a table with columns for Type, Name, Address, Start Date, and End Date. The table contains two rows of data.

Type	Name	Address	Start Date	End Date
01 State Funded Preschool	GRANT'S LOCK ELEMENTARY SCHOOL	544 West Clay Ridge Road Alexandria, KY 40301	07/15/2012	
05 Child Care	Little Lamb Pre-School	#1 Hudson Hollow Frankfort, KY 40601	12/12/2010	

Bill Buchanan

Required Fields

From the drop-down box, select the appropriate type

Begin typing name of location and select appropriate address

Enter the date services started for this student at this site

Bill Buchanan

Click SAVE after an entry is complete!

Address and license number populate automatically.

For fully BLENDED State Funded Preschool/Head Start Programs, districts should show that both Head Start and State Funded Preschool were attended (two entries, same school with different type)

End date and comments are not required. However, if an end date is given by the parent, please enter it. Comments would be any additional information district personnel may need.

Bill Buchanan

Home/Other Settings

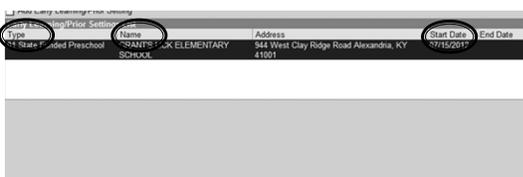
Enter the date the child began receiving care from the facility.

Choose the type of prior setting

- Out of state: State funded preschool
- Out of State: Head Start
- Out of State: Child Care
- Home
- Private Sitter
- Kin Care
- Therapy
- Other

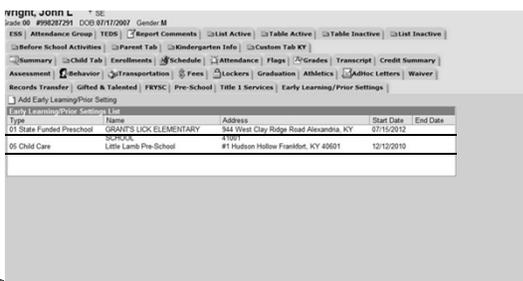
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Saved Example



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Multiple Entries of Prior Settings



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Deleting Duplicate or Inaccurate Records



If a mistake was made in an entry and a prior setting needs to be deleted. Select the prior setting that needs to be deleted, then click the 'Delete'.

Bill Buchanan

Questions, please contact:

- Katie Williams, School Readiness Consultant
 - Katie.williams@education.ky.gov
 - 502-564-7056, extension 4703
- Bill Buchanan, School Readiness Branch Manager
 - Bill.buchanan@education.ky.gov
 - 502-564-7056, extension 4702

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Break

BOY July 25.....Next Session Begins 12:10 ET



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Gifted and Talented

Kathie Anderson
Gifted & Talented Consultant
ONGL – Division of Learning Services

BOY July.....Session Begins 12:10 ET

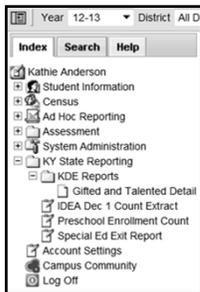
GT Data Entry Screen

- This screen will be displayed when you import the data from the “KY State Importing Wizard”
- Click “Save” to save the record
- It is **very important** that the Enrollment personnel notify Gifted and Talented staff of new Gifted and Talented students to the district



Kathie Anderson

Gifted and Talented Detail Report



Report may be run at any time during the year for a list of students who should have gifted and talented services. The report can be run for “all schools” if **permissions have been given** or for individual schools in a district. In order to generate the report, permissions must be given to see the report. Contact your Infinite Campus administrator for permissions. For more information, see EOY instructions posted on the [Gifted Resource Page](#) on the [KDE website](#).

Kathie Anderson

Gifted and Talented Resource Link:

- › <http://education.ky.gov/specialed/GT/Pages/Gifted-and-Talented-Resources.aspx>

Kathie Anderson



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Wrap-Up & Reminders

BOY July 25
