



## KSIS Beginning of Year Training

July 23 – 24, 2014  
8:30 a.m. (CT) / 9:30 a.m. (ET)

KSIS Beginning-of-Year Training, July 23-24, 2014

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## Welcome and Housekeeping

Becky Jenkins  
KIDS, Enterprise Data Division

KSIS Beginning-of-Year Training, July 23-24, 2014

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### EILA Credit / Lync Assistance

- ▶ **EILA Eligible Training**
  - Registered participants are eligible for EILA credit. Online training evaluation survey must be completed for credit to be awarded.
  - If participating in a group setting, email a sign-in list to Linda Burton.
- ▶ **Lync Assistance**
  - For assistance with your Lync connection, audio or visual settings, contact the KETS Service Desk:
    - (502) 564-2002 (local)
    - (866) 538-7435 (toll free)
    - [ketshelp@education.ky.gov](mailto:ketshelp@education.ky.gov)
  - **Important:** Meeting link should be opened using Internet Explorer, not Chrome or Firefox.



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## Questions and Information

- ▶ **Have a question for the presenter?** Post it in the Lync chat window and it will be answered during the Question and Answer period at the end of the session.
- ▶ **Have a technical issue?** Contact the KETS Service Desk.
  - (502) 564-2002 (local)
  - (866) 538-7435 (toll free)
  - [ketshelp@education.ky.gov](mailto:ketshelp@education.ky.gov)
- ▶ **Presentations for Beginning of Year Training**
  - Available online:
    - <http://education.ky.gov/districts/tech/sis/Pages/KSIS-Training.aspx>



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## KSIS Beginning of Year Training: Agenda

Start	End	Session	Presenter
9:00 am	9:30	Lync online meeting login and equipment test	
9:30	9:35	Welcome & Housekeeping	Becky Jenkins KIDS, Enterprise Data Division
9:35	10:35	Scheduling for the SAAR	Garnetta Barnette OAS, Division of District Support
10:35	10:45	Break	
10:45	11:15	Attendance Interventions	Garnetta Barnette
11:15	11:45	Early Graduation	Kelly Clark ONCL, Division of Program Standards
11:45	12:15 pm	Utilizing Persistence to Graduation Data	Bonnie Tomberlin ONCL, Division of Learning Services
12:15	12:30	Closing for online session	Becky Jenkins
12:30	1:30	Break	
1:30	4:30	KDE Technical Assistance on Request	KDE



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## Scheduling for the SAAR

Garnetta Barnette, System Consultant  
Office of Administrative Support  
Division of District Support

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## Today's topics

- Virtual and performance-based schedules
- Students who attend 2 schools in the same district, at the same time
- Students attending off campus courses
- Students attending alternative schools
- SPED students with Full Funding
- Reports

Garnetta Barnette



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## Virtual or performance-based

- › Can be scheduled into the day or periods outside the standard day
- › Will never show on monthly reports
- › All classes can be scheduled into one period outside the standard day.
- › If multiple classes are scheduled into one period during the standard day, you will only get attendance credit for one.

Garnetta Barnette



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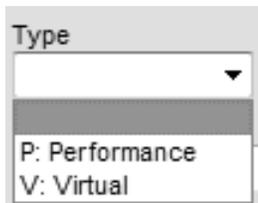
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## Virtual or performance-based

- › Make sure you select the correct type class.



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### Students who attend 2 schools

- ▶ Should have P: Primary in one school and S: Partial in the other
- ▶ Can be fully scheduled in the Primary school and only scheduled into certain classes in the other
- ▶ Conversely, can be scheduled into the classes they actually attend in both schools
- ▶ The school that has the primary enrollment is accountable for assessments even if the student is scheduled into no classes there.

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### Students attending off campus courses

- ▶ Option 1: Seat time attendance
  - How will you track attendance?
  - What will students do on days of the week when no class is scheduled?
  - What will students do when break days are not the same?
- ▶ Option 2: Performance-based
  - No seat time attendance
  - Attendance is based on student passing the course

Garnetta Barnette



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### Select the correct teaching method

Teaching Method
01: Direct Instruction
02: 3rd Party Contract
10: Digital Learning Provider
11: Dual Credit - District Offered
12: Dual Credit - College Offered
13: Credit Recovery - Direct Instruction
14: Credit Recovery - Digital Learning Provider
15: Transitional Course - KDE Curriculum
16: NAF Academy Course
17: NAF Academy Dual Credit - District Offered
18: NAF Academy Dual Credit - College Offered
19: District Provided Self Study

Garnetta Barnette



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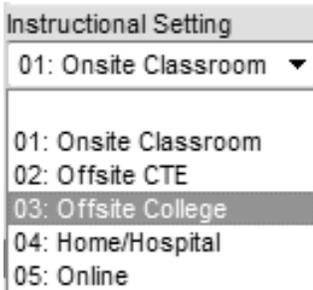
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## And instructional setting



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## SPED students with Full Funding

- ▶ Partial day
  - No changes
- ▶ Partial week
  - Use PW attendance code
    - Mapped to Absent, Exempt
  - Use the code when students are out-based on their IEP.
  - Adjust attendance similar to the way home hospital is done.

Garnetta Barnette



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## Checking the SAAR

- ▶ To check students with seat time attendance run the report for one student for one day to make sure they are generating one day of ADA.
- ▶ To check virtual or performance-based students run the detail type SAAR for RV Virtual Performance Based Attendance.

RV Virtual Performance Based Attendance

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### Checking V/PB attendance

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### Checking seat time attendance

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### Schedule gap reports

- ▶ KY State Reporting
  - Edit Reports
    - Schedule Gap Report
- ▶ KY State Reporting
  - KDE Reports
    - Schedule Gap Report
- ▶ Ad Hoc Reporting
  - Enrolled days vs. Scheduled Days

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### Ad Hoc Scheduled vs Enrolled

ID #	Field	Operator	Value
X 1	student.firstName		
X 2	student.lastName		
X 3	kyOfficialAtdDetail.EnrolledDays	<>	kyOfficialAtdDetail.ScheduledDays
X 4	kyOfficialAtdDetail.ScheduledDays		

Add



Garnetta Barnette 22

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### Contact Information

- ▶ SAAR: Steve Young
  - [Steve.Young@education.ky.gov](mailto:Steve.Young@education.ky.gov)
  - 502-564-5279 X4423
- ▶ Attendance: Cheri Meadows
  - [Cheri.Meadows@education.ky.gov](mailto:Cheri.Meadows@education.ky.gov)
  - 502-564-5279 X4451
- ▶ Garnetta Barnette
  - [Garnetta.Barnette@education.ky.gov](mailto:Garnetta.Barnette@education.ky.gov)
  - 502-564-5279 X4419



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## Creating an Attendance Intervention tab

Garnetta Barnette, System Consultant  
Office of Administrative Support  
Division of District Support

K SIS Beginning-of-Year Training, July 23-24, 2014

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## Attendance Intervention tab

Garnetta Barnette

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## Student with Attendance Interventions

Date	Time	Custom Data
04/30/2014	01:19 PM	Comment=Called home but no answer. Left a message on Facebook asking for mother to give me a call. Method=PC; Phone Call
04/24/2014	01:16 PM	Comment=Called home to speak with mother. No one answered phone. Method=PC; Phone Call
02/20/2014	02:00 PM	Method=PC; Phone Call
10/28/2013	01:16 PM	Method=ID; 3 Day Letter
10/28/2013	01:16 PM	Comment=Called home but no answer. Method=PC; Phone Call
06/30/2013	10:55 AM	Comment=Spoke with mother. She stated that [redacted] was out of town with grandfather. Method=PC; Phone Call

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## Ad hoc report

Name	Date	Method	Comment
	06/30/2013	PC	Spoke with mother. She stated that [redacted] was out of town with grandfather.
	10/28/2013	PC	Called home but no answer.
	10/28/2013	30%	
	02/20/2014	PC	Called home to speak with mother. No one answered phone.
	04/24/2014	PC	Called home but no answer. Left a message on Facebook asking for mother to give me a call.
	04/30/2014	PC	Called home but no answer. Left a message on Facebook asking for mother to give me a call.

Garnetta Barnette

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System Administration > Custom > Custom tab

Garnetta Barnette 28

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System Administration > Custom > Custom Attribute

Garnetta Barnette 29

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Adding items to drop down list

Garnetta Barnette 30

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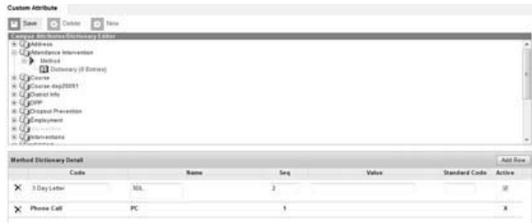
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### Defining values in the dropdown



Garnetta Barnette



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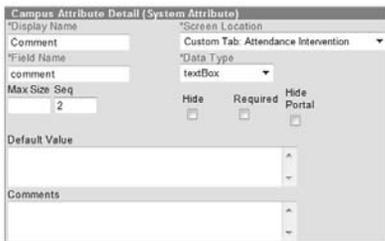
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### Adding a comment field



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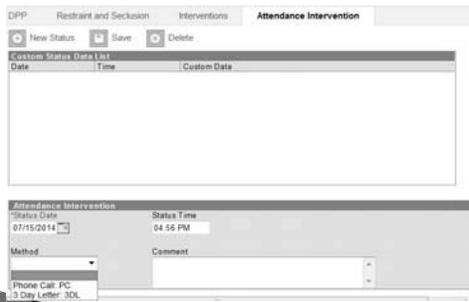
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### Viewing your new screen



Garnetta Barnette



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### All Attendance Interventions for a single student

Filter the data			
ID #	Field	Operator	Value
X 1	student.firstName		
X 2	student.lastName		
X 3	student.stateID	=	192345678
X 4	CustomStudent_Attendance Intervention Attendance Intervention_statusDate		
X 5	CustomStudent_Attendance Intervention method		
X 6	CustomStudent_Attendance Intervention comment		

Garnetta Barnette



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### All Attendance Interventions entered today

ID #	Field	Operator	Value
X 1	student.firstName		
X 2	student.lastName		
X 3	student.stateID		
X 4	CustomStudent_Attendance Intervention Attendance Intervention_statusDate		IS TODAY
X 5	CustomStudent_Attendance Intervention method		
X 6	CustomStudent_Attendance Intervention comment		

Garnetta Barnette



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### All Attendance Interventions entered yesterday

ID #	Field	Operator	Value
X 1	student.firstName		
X 2	student.lastName		
X 3	student.stateID		
X 4	CustomStudent_Attendance Intervention Attendance Intervention_statusDate		IS YESTERDAY
X 5	CustomStudent_Attendance Intervention method		
X 6	CustomStudent_Attendance Intervention comment		

Garnetta Barnette



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### A list of when three-day letters were sent

ID	Field	Operator	Value
X 1	student.firstName		
X 2	student.lastName		
X 3	student.stateID		
X 4	CustomStudent_Attendance Intervention Attendance Intervention_statusDate		
X 5	CustomStudent_Attendance Intervention.method	=	3 Day Letter
X 6	CustomStudent_Attendance Intervention.comment		

Garnetta Barnette




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### Output Formatting

Format the output file/report

Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment
student.firstName	<input checked="" type="checkbox"/>			First Name	
student.lastName	<input checked="" type="checkbox"/>			Last Name	
student.stateID	<input type="checkbox"/>				
CustomStudent_Attendance Intervention Attendance Intervention_statusDate	<input checked="" type="checkbox"/>	1	Ascend	Date	
CustomStudent_Attendance Intervention.method	<input checked="" type="checkbox"/>			Intervention	
CustomStudent_Attendance Intervention.comment	<input checked="" type="checkbox"/>			Comment	

Garnetta Barnette




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### Questions?

KDE Contact:  
 Garnetta Barnette  
[Garnetta.barnette@education.ky.gov](mailto:Garnetta.barnette@education.ky.gov)  
 502-564-5279 X4419

Garnetta Barnette




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## Early Graduation

### Amendment to 704 KAR 3:305

Kelly Clark, Instructional Specialist  
Academic Core  
Division of Program Standards

KSIS Beginning-of-Year Training, July 23-24, 2014

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## Beginning 2014-15

- ▶ DEFINED
  - A student meeting the performance criteria **AND** doing so in three years or less of high school and before the age of 18.
- ▶ CRITERIA
  - Meet proficiency benchmarks on KBE required end-of-course exams (ENG II, ALG II, BIOLOGY, US HISTORY)
  - Meet CPE-ACT defined college readiness benchmarks (English = 18, Reading = 20, Mathematics = 19)

Kelly Clark  **44**

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<ul style="list-style-type: none"> <li>▶ Early Graduation Certificate</li> <li>▶ One-time scholarship award to be used at a SACS accredited Kentucky two- or four-year public or non-profit institution.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Four years of (Kentucky Educational Excellence Scholarship) KEES if graduated after three years of high school.</li> <li>▶ Kentucky Higher Education Assistance Authority (KHEAA) calculates the KEES based on four years of high school attendance</li> </ul>
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## INCENTIVES

Kelly Clark  **45**

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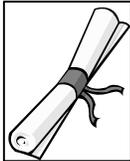
▶ **Student and family:**

- Discuss and be aware of financial incentives and possible obstacles
- Be prepared for non-traditional accelerated pathway

▶ **Student and school:**

- Alter schedules and accepted routines to complete pathway

**Recommended traits for success**  
This is an alternative and accelerated pathway - not intended for all students



Ideal Candidates for Early Graduation



Kelly Clark 46

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## Communicate Change

## Anticipate Questions

- Communication plan- Carter County sample
- Counseling informs decision
- Letter of Intent - IC and ILP
- Guidance document
- Frequently Asked Questions

**Guidance with support is Key**



Kelly Clark 47

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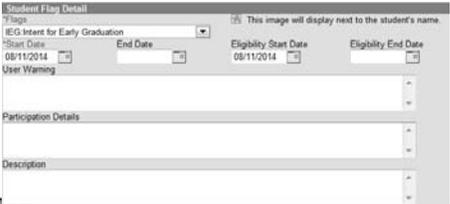
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## Indicating Participation in Infinite Campus

Once the student has completed the approval process and the Intent Form has all the necessary signatures, the Intent for Early Graduation flag should be assigned to the student.



The screenshot shows a 'Student Flag Detail' form with the following fields:
 

- Flag: IEG-Intent for Early Graduation
- Start Date: 08/11/2014
- End Date: [empty]
- Eligibility Start Date: 08/11/2014
- Eligibility End Date: [empty]
- User Warning: [empty]
- Participation Details: [empty]
- Description: [empty]



Kelly Clark 48

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## Exiting Participation

If a student chooses to exit participation, an end date and exit reason should be added to the flag in the Participation Details.

Student Flag Detail

Flag:  This image will display next to the student's name.

IEG Intent for Early Graduation:

Start Date	End Date	Eligibility Start Date	Eligibility End Date
08/11/2014		08/11/2014	03/25/2015

User Warning:

Participation Details

Exit Reason: Athletics

Description:

Kelly Clark



49

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## Contact and Resource Information

Kelly Clark  
Email: [kelly.clark@education.ky.gov](mailto:kelly.clark@education.ky.gov)  
Phone: 502-564-2106

Early Graduation Website  
<http://education.ky.gov/educational/AL/Pages/Early-Graduation.aspx>



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## Persistence to Graduation Tool

Bonnie Tomberlin, Consultant  
Office of Next Generation Learners  
Division of Learning Services

KSIS Beginning-of-Year Training, July 23-24, 2014

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### PtGT ...

- ▶ Is an early warning indicator system for *identifying students who may be off-track for on-time promotion and/or graduation*
- ▶ Provides critical student-level data to identify specific students in need of additional intervention and/or support
- ▶ Assigns every student a *RISK VALUE SCORE* based on research-based indicators

Bonnie Tomberlin



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### PtGT can be used by...

- ▶ Directors of pupil personnel (DPPs)
- ▶ District dropout prevention personnel (where applicable)
- ▶ Building principals and counselors
- ▶ Special education administrators
- ▶ FRYSC and YSC
- ▶ Teachers

Bonnie Tomberlin



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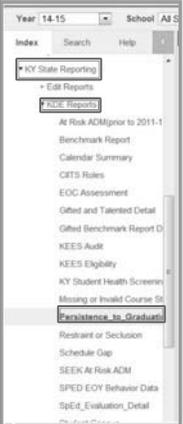
KY State Reporting

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KDE Reports

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**Persistence to Graduation**



Bonnie Tomberlin



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## PtGT

- Data analysis and root cause analysis
- Determine necessary and appropriate supports and interventions for students who may be off-track for graduation
- Provide targeted interventions to at-risk students
- Utilize available resources at community, district, state, and national levels

Bonnie Tomberlin



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## PtGT

### State Level Reporting

SchoolName	UserName	date	db_name	reportName	number
KDE Middle School	<a href="#">bonnie.tomberlin@education.ky.gov</a>	2014-04-01 08:22:00	KDE	PTC CSV	35
KDE High School	<a href="#">bonnie.tomberlin@education.ky.gov</a>	2014-04-01 08:22:00	KDE	PTC CSV	567
KDE Elementary School	<a href="#">bonnie.tomberlin@education.ky.gov</a>	2014-04-01 08:25:00	KDE	PTC CSV	35

Bonnie Tomberlin



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## Schedule a Training

- On data analysis/root cause analysis
- On the joining of evidence-based strategies and/or interventions with the identified risk factors

Bonnie Tomberlin



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**Bonnie Tomberlin**

[bonnie.tomberlin@education.ky.gov](mailto:bonnie.tomberlin@education.ky.gov)

(502) 564-4970 ext. 4517  
500 Mero Street  
Capitol Plaza Tower, 1904  
Frankfort, KY 40601



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**Closing**  
Becky Jenkins  
KIDS, Enterprise Data Division

KSIS Beginning-of-Year Training, July 23-24, 2014

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**KDE Technical Assistance on Request**  
1:30 p.m. - 4:30 p.m.

KSIS Beginning-of-Year Training, July 23-24, 2014

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