



**Beginning of Year
(BOY) Training
Supplemental Information**

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

BOY Supplemental Topics

- ▶ Data Access
- ▶ Data Security
- ▶ Data Quality
 - Kentucky Tech System (KTS) Data Exchange
 - MUNIS Data Exchange
 - SRIM Data Exchange
- ▶ Data Use
 - Civil Rights Data Collection
 - New P20 reports
 - Student Growth Percentile
 - Benchmark Reports
- ▶ eTranscripts
- ▶ KDE Notify
- ▶ Non-Academic Changes
- ▶ KDE User Access – KDE Admin
- ▶ Web Applications
 - District and School Collection Repository (DASCR)
 - School Report Card

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Data Access

- ▶ Encourage schools to review annual notifications to parents to ensure notice completely discloses data uses.
 - US ED – sample notification available [here](#)
- ▶ Ensure contracts with vendors specifically address how data will be used, secured, and destroyed. Limit data use to only contractual use.
- ▶ PTAC – [Protect Student Privacy While Using On-Line Educational Services](#)
- ▶ PTAC – [FERPA Exceptions Summary](#)

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Data Security

- ▶ Review local practices for allowing access to data.
- ▶ Limit access to those with educational need; and to specific area(s) of need.
- ▶ Establish local best practices for granting access as well as ending access as staff leave or change roles.
- ▶ Infinite Campus contract limits the ability to allow access to database with other vendors.
- ▶ Ensure data shared is shared securely.
- ▶ Do not share identifiable data via email. Limit access to SSN.
- ▶ Train data users on best practices (Identify who's responsible for this in your school or district.)
- ▶ PTAC - [FERPA Training](#) for local education agencies

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Data Quality

- ▶ Data use necessitates need for high-level of data quality. Examples
 - Teacher Effectiveness
 - School Report Card
 - Open House Reports
 - P20 Reports
- ▶ Train users within district on best practices.
- ▶ Share data standards with those responsible for data entry and use.
- ▶ KDE Data Stewards link on Data Governance webpage [here](#).
- ▶ Improving Education Data - [on-line training](#)

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Kentucky Tech System - Data Exchange Project

- ▶ Pilot 2014-15
- ▶ 10 participating technical schools
- ▶ Exchange includes:
 - From High School to Technical School
 - Student enrollment, demographic detail
 - Course scheduling
 - From Technical School to High School
 - Attendance
 - Grades
 - New KTS course codes, score group & grading tasks - only for pilot schools in 2014-15.

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MUNIS Data Exchange

- ▶ Defining requirements to automate staff load from MUNIS to Infinite Campus
- ▶ District level activity – expect to require at least once each year – refresh cycle would be defined at district.
- ▶ New MUNIS data fields include:
 - EPSB ID (to assist with matching)
 - Other Professional Classification (needed for EDS)
- ▶ Engaging districts in requirements gathering
- ▶ Planning for use summer 2015.

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SRIM Data Exchange

- ▶ SRIM is repository for school and district data. Considered authoritative source.
- ▶ DASCRC provides districts ability to update school data.
- ▶ Ability to update from SRIM to Infinite Campus being explored.
- ▶ Inconsistencies in data necessitate single point of entry with systematic way to keep systems aligned.

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Data Use: Civil Rights Data Collection (CRDC)

- ▶ Every school must report 2013–14 data
 - Includes most items collected in 2011–12
 - Small number of new items added for 2013–14
 - New optional items not required until 2015–16. KDE will include.
- ▶ Collection period opens October 2014
- ▶ Closes January 14, 2015
- ▶ KDE will assist with collection – 1530 of 1849 data elements can be provided from State
- ▶ Local Data Collection – schools and districts responsible for verification and other data elements.
- ▶ District review in process, draft requirements on-line here.
- ▶ Identify responsible staff for CRDC reporting.

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eTranscripts

- ▶ First year complete with majority of high schools using for final transcripts. Link to recording of virtual listening forum [here](#).
 - Over 69,000 KY transcripts sent electronically through Parchment.
 - Reminder 7/31/14 – last day for 2014 graduates to get free "student" transcript.
- ▶ New Parchment Project Manager – Heidi Dodge – hdodge@parchment.com
- ▶ Training Opportunities beginning August 2014
- ▶ 2014–15 – 1st step – register incoming high school seniors if not already done.



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KDE Notify App

- ▶ New KDE App – download from app provider
- ▶ Available for Windows, Android, and iOS devices
- ▶ One Stop App for system updates, includes:
 - Infinite Campus
 - Continuous Instructional Improvement System (CIITS)
 - MUNIS
 - KEN network
- ▶ Push notifications available to keep you informed on your mobile device.
- ▶ Click [here](#) to subscribe to KDE Notify.



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Non-Academic Changes

- ▶ Non-Academic Report will go away in 2014–15.
- ▶ Replacing with separate reports.
- ▶ Graduation – 4, 5 and 6 year graduation rates
- ▶ Dropout – no longer part of accountability but reported annually on School Report Card (SRC)
- ▶ Retention – reported annually on SRC.
- ▶ Transition – reported annually on SRC. P20 system will be used to help validate data this year with intent to replace collection for 2015–16.



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User Account for KDEadmin

User: KDEadmin
Person: Administrator, System

User Account Editor
 Username: KDEadmin Password: [Redacted]
 Expires Date: [Redacted] Home Page: [Redacted]
 Force Password Change All Calendars
 Disabled

Product Security Role Assignments
 Student Information System
 Student Information System - Group Assignment
 Student Information System - Login As User

No Role Assignments

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User KDEadmin – Read Only

R W A D

KDEadmin account
 Student Information
 Personnel
 SDS Rights
 Census
 Behavior
 Health
 Attendance
 Scheduling
 Fees
 Needs
 Grading & Standards
 Medicaid
 Medicaid
 Progress
 Medicaid Reporting
 Transcripts
 User Communication
 Assessment
 System Administration
 Accountability
 IFRAT
 Messenger
 Surveys
 KY State Reporting
 Data Integrity Tools
 Account Settings
 Access Log
 Campus Community
 Log Off

LPA
 General
 Summary
 Team Members
 Documents
 Document Upload
 Locked
 Progress Report
 Contact Log
 Calendar
 Blank Forms
 PLP
 Special Ed
 General
 Summary
 Team Members
 Documents
 Plan
 Evaluation
 Progress Report
 Locked
 Document Upload
 Contact Log
 Calendar (new)
 Blank Forms

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Web Applications

- ▶ Access to School Report Card and DASCR through web application.
- ▶ Access to applications set up by WAAPOC

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Web Applications Login

Applications

D
District and School Collection Repository

K
KEPS

S
School Report Card (SECURE)

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District and School Collection Repository (DASCR)

- ▶ New web application for collecting information on new schools, changes to existing schools and/or school closure.
- ▶ Eliminates on-line form that has been used.
- ▶ Verify school and district data through on-line directory [here](#).
- ▶ If changes are needed - use appropriate web app
 - School demographic data - DASCR
 - Superintendent, Principal or other roles - People Manager
 - District data - email [Lori Davis](#)



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DASCR System

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DASCR
District and School Collection Repository

When a new school is created:

- ▶ A new school or new school number should only be created if:
 - The grade span of the school is greater than 2 grades, not including pre-K or kindergarten as a grade span.
 - The school principal or another change in the attendance area is required.
 - The school is about to close, or with different grade levels, merge with another school, or with a new school.
- ▶ A new school should NOT be created if:
 - The grade span of the school is 2 grades or less, but excluding pre-K or kindergarten.
 - The school principal or another address change, but the attendance area is not changing significantly.
 - The school principal is resigning or retiring.
 - A school is being established under provisions of ESEA.
 - The name of a school changes.
 - The school number changes.
 - A school changes districts or the boundary of a district changes.

When a school splits into two or more schools, the one that retains the most continuity is considered separate from the school, the grades closed, and the attendance area from which the school draws students of the original school makes the request and is to transfer and the other will remain in the request and not be an addition.

Update School Information without obtaining a new school number:

- School Demographic, Name, Status, Address or Phone
- School Enrollment, Grades, State Classification, Magnet Status
- Transportation (if applicable), Compensation (if applicable)

School Closure Criteria

Example:

- School merged into another school that provides essentially the same grades.
- School closed since enrollment is less than 100 students per year.
- The school is merged into an existing grade span or merged or consolidated with an existing grade span or new grade span.
- School closed and a new entity opened.
- School closed and a new entity opened.
- Low enrollment.
- Site or location issues.
- Low enrollment.



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School Report Card

- ▶ Initial Release - secure release opened July 18th.
 - Access limited to Profile, Learning Environment, and Finance Tabs.
 - NEW Finance tab for 2014 card
 - 2013-14 financial data not available until late in year.
 - Prior 2 years have been loaded.
 - Access through secure web application. Default access given to select roles defined in People Manager
 - Collector embedded into card.
- ▶ Next release - limited to DACs and Superintendents - Includes tabs: Assessment, Accountability, Delivery and NEW Program Review.
- ▶ NEW Career Readiness Tab - expected September release.
- ▶ Data Stewards available here.



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