

**KSIS End-of-Year Training
April 29, 2015**

**KTS Data Exchange Scheduling
Questions and Answers**

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- 1. Question: Will there be a recording available on the website for the April 23rd Attendance meeting held last week. If so, when?**

Answer: Yes, it should be available in the next couple of weeks. Problems with Lync caused issues that are being worked through.

- 2. Question: Can you send out the link to the KTS webpage and the link for the User Group Setup documentation? The links are not active on the PowerPoint.**

*Answer: <http://education.ky.gov/districts/tech/sis/Pages/KSIS-KTS-Data-Exchange.aspx>
http://education.ky.gov/districts/tech/sis/Documents/KSIS-KTS_AddUserGroup.pdf*

- 3. Question: Who is communicating this information to the High Schools?**

Answer: Tanya has been reaching out to high school principals and scheduling contacts through email. There have also been a number of articles in the KSIS & More Newsletter.

- 4. Question: We have a vocational school in a nearby county that students commute to. Does that vocational school have to be a separate IC setup?**

Answer: Yes - if locally administered, it would be a separate school within the district. If state operated, the schools are set up within a separate KTS district with each of the area technology centers being schools within that district.

- 5. Question: What teacher do we enter for that one section that we create?**

Answer: KDE recommends using the technical school teacher - also mark course as off-site technical. High schools should mark the Instructional Setting area of all technical courses as "Offsite CTE".

- 6. Question: Will waivers be an option in future years?**

Answer: Waivers are only available for locally-operated centers (CTC). All CTCs are welcome to submit a waiver for consideration each year. If a waiver is granted, it will be a one-year waiver. Districts can submit a waiver each year for consideration, as long as the waiver is submitted on or before the specified deadline each year.

- 7. Question: Will the ATC folks be able to see all demographics on our kids, households, discipline, free/reduced lunch data, etc. or is it limited?**

Answer: The following student data will sync to the technical schools:

- *Demographic*
- *Household*
- *IEP*
- *Health Condition Flags*
- *Legal Flags*
- *Free/Reduced Eligibility (only viewable by system admin)*

The following data will sync back to the high school from the technical school:

- Posted Grades

- 8. Question: Will the Vocational Tech Schools have the ability to use Behavior Management and keep their own behavior events at their locations?**

Answer: Technical schools will be able to use Behavior Management, but behavior data will not sync back and forth between the high school and the technical school.

- 9. Question: Will the data SYNC both ways? For example if they take attendance at the Technical will it SYNC back to the district database?**

Answer: At this time, no attendance data will sync either way.

- 10. Question: On free/reduced lunch data....our principals do not even have access to that information due to some federal rule that states only certain folks can have that. If the ATC folks get that data, we will have to open it to our principals!**

Answer: Access to the free/reduced lunch data, even at the technical school would require rights to see. Not everyone will have access; only KDE IC system administrators.

- 11. Question: ATC Attendance - When 11th grade takes the ACT in March, they do not go to the ATC. If the ATC marks them as absent for the day, can the local high school override this?**

Answer: The high schools are the A1 schools and are the authoritative source for attendance with KY State Reporting. Technical schools have been instructed to mark attendance as reflected in their building. They will have special codes to indicate if a student is at the high school for any reason. It is up to the high school attendance clerk to track attendance in the high school IC database according to the guidelines of the KY Pupil Attendance Manual.

- 12. Question: Will ATCs be able to enter their TEDS enrollments through our IC, like local districts? Or will we have to continue to use WebTEDS for enrollments?**

Answer: Technical schools will be able to enter TEDS data through the TEDS tab at the technical school IC.

- 13. Question: For behavior referral purposes--now I log into my feeder school's IC--I or my teachers are expected to write up students just as they do at the A1 school. What I am understanding is that will end--no more direct access to the feeder schools IC?**

Answer: Technical school principals will need to work with the local district to request or maintain user access. It is advised for technical school principals to discuss behavior referral processes in advance with the local districts to develop a plan before school begins. Behavior data will not sync between the technical school and the high school.

- 14. Question: Tanya, I have an email from you stating that the free/reduced lunch data will not sync. Has that changed?**

Answer: Free/reduced is included in data exchange; however the only people who will have access to this information are KDE IC system administrators.

- 15. Question: WE have four high schools. If a student moves from one high school to another, how does that affect the enrollment at the Technical Center?**

Answer: Primary enrollments will be maintained at the high schools. The script created by

Infinite Campus will look for enrollment record entries and withdrawals and in turn will either create a new secondary record or will end date the secondary record at the technical school. Students transferring within district will then need to be scheduled into the proper technical courses at the receiving high school in order to show up as an active student at the technical school again.

- 16. Question: Could the classes be set up to where when the mouse hovers over the course, the student names show up? Having to open every single course just to see if the student that is absent in in the course is too time consuming and repetitive.**

Answer: I'm not sure I understand this question. I would need more detail to be able to answer.

- 17. Question: The CTE Final Grade "post to transcript" checkbox is not checked...should it be?**

Answer: Yes. It has been reported that some of the "post to transcript" boxes did not get checked for CTE Final Grade when they were imported in the high school databases. Please go to Grading & Standards > Grading Tasks and select the CTE Final Grade grading task and check the "post to transcript" button, then save the record.

- 18. Question: What about an Honors CTE score group?**

Answer: You can duplicate the CTE Numeric score group to use for honors or weighted courses. The Minimum % portion of the Score Group must match because the script created by IC matches on that field.

- 19. Question: I guess everybody but me knows what CTE stands for?**

Answer: CTE stands for Career Technical Education.

- 20. Question: Is it ok to create a final exam that is worth 10% of the semester grade. Our local high school does this and we want to do the same.**

Answer: Technical schools who wish to include a final exam in their final grade can use the CTE Final Exam grading task and update the Composite Grading tab to calculate the CTE Final Grade, or they can instruct their teachers to add a "final exam" category in their gradebooks to calculate the final grade directly within the teacher's gradebook. If additional guidance is needed to set this up, please email ktssupport@education.ky.gov

- 21. Question: Is the grading task and score groups being setup on the district database or the CTE database?**

Answer: The grading tasks called CTE Term Grade and CTE Final Grade along with the score group called CTE Numeric should have been imported into all district databases in the state of Kentucky.

- 22. Question: Can I schedule students into two different courses at the same time. For example, our brakes class is taught first block and our suspensions class is taught first block. I need to show that a student is taking both of these classes at this time.**

Answer: Yes

- 23. Question: The tech center marks students absent if they are on a field trip, etc. this makes the HS attendance off from the TC. How can we fix this?**

Answer: I will need you to contact me at ktssupport@education.ky.gov so I can get further clarification from you to answer your question appropriately.

24. Question: I am not seeing the KTS Attendance Report you just talked about. Should I be seeing it now? Will that show up when we start next year? Where is the KTS attendance report in IC - and has it already been pushed out, or will that happen in the future?

Answer: I have requested that IC prepare a package to be included in the next Campus update that will include the report link for all KY districts.

25. Question: On check ins and outs..... I understand that the times must match between the two schools. Have you figured out if we should use the ATC time or the HS time for the auditors?

Answer: These times should match. So if the student is signing out directly from the technical school then that should be the time used. If the student is signing out directly from the high school then that should be the time used. I suppose it just depends on the common practices that you have set into place. Some districts make all of their technical students sign out from the high school only. Some districts allow students to sign out from the technical school.

26. Question: In my district there are high schools that send students to two different ATC's. Is that going to be a problem?

Answer: No. As long as the students are added to the correct course that contains the correct tech ID number this will not cause a problem.

27. Question: Was under the impression that teachers would post to an In Progress weekly, but I did not see an In Progress grading task. Is that something I will be able to add?

Answer: Grades will sync nightly from the technical school to the high school. However, we have asked that Technical school principals should direct their teachers to at least post weekly grades to the CTE Term Grade grading task.

28. Question: Having to look each student up to mark attendance individually is too much!

Answer: You can create an ad hoc including your technical school students and use the Attendance Wizard to mark attendance.

29. Question: If the TEDS data is completed in the CTE database will this sync?

Answer: No, TEDS data does not sync back to the home high school.

30. Question: My ATC is located within my high school and have been entering behavior records directly into the high school IC– will we now need to do paper behavior data? Or can they put it in the high school system?

Answer: Principals at the ATC can learn how to enter behavior data into their TECH IC system, print that report and send it to the HS. Or they can write up a referral and send it to the HS.

31. Question: From a CTC – Our TEDS info is loaded by someone at the CTC into the TEDS tab in the HS Infinite Campus. Who will enter that information now so it gets populated to the HS if the CTC has its own IC?

Answer: TEDS data is specific to the school that is serving the student through the CTE class. Data is entered on the TEDS tab by the CTC and the CTC would choose their school name as the School. When this data is uploaded to TEDS, it is uploaded to the CTC in TEDS. The home school would not have this data or be responsible for entering this data. If the home school is the location of the CTE class, then the home school is responsible for entering that data and choosing their school on the TEDS tab.

32. Question: Schedule syncing – At the beginning of the year, if someone is scheduled into the tech center and they get a secondary enrollment and then drop that class and leave the tech school what happens to the secondary enrollment?

Answer: If a student is end dated from the roster, it will end date their secondary enrollment. This may create “error notifications” that you will need to check. (Test to see if the record is totally deleted)

33. Question: Do the Program Flags automatically sync to the TECH IC?

Answer: Yes