



Kentucky Department of Education 2014–15 KSIS End-of-Year Training

Capital Plaza Tower, State Board Room (125) and Webcast
April 29, 2015
9:30 a.m. Eastern / 8:30 a.m. Central

Your links to join the meeting

The Webcast will be opened at 9:00 a.m. (EDT) for login.

If you are using a Windows-based device, right click and open hyperlink or copy below and paste into your browser: <mms://video1.education.ky.gov/encoder3a>

If you are using a smartphone (Droid, iPhone or Mac), right click and open hyperlink or copy below and paste into your browser: <http://mediaportal.education.ky.gov/watch-live/>

To ask questions and interact with the presenters right click and open hyperlink or copy below and paste into your browser: <http://app.gosoapbox.com> Access Code: KDEDData

Have a technical issue? Contact your district technician.





Welcome and Housekeeping

Becky Jenkins
KIDS, Enterprise Data Division

Q&A and EILA Credit

- Presentation slides and notes, and training agenda:
[KDE KSIS Training Web page](#)
- Have a question? Post it to GoSoapBox and it will be answered during or the at the end of the session.
<http://app.gosoapbox.com> Access Code: KDEData
- Want EILA credit? Be sure to register and complete the online training evaluation/self-attestation survey.



Start	Session	Presenter
9:30	Welcome & Housekeeping	Becky Jenkins , Office of Knowledge, Information and Data Services (KIDS) Enterprise Data Division 502-564-2020 x 2475
9:35	KTS Data Exchange Scheduling	Tanya Fluke , Office Career and Technical Education Division of Technical Schools and Federal Programs 502-564-3472 ext. 4205
10:35	Data Synchronization: POS and IC	Brad Blunt , Office of Administration and Support (OAS) Division of School and Community Nutrition 502-564-5625 ext. 4932
11:05	Break	
11:15	Seek at Risk ADM	Brad Blunt , Office of Administration and Support (OAS) Division of School and Community Nutrition 502-564-5625 ext. 4932
11:30	Intervention Data	April Pieper , Office of Next Generation Learners (ONGL) Division of Learning Services 502-564-4970 ext. 4519
12:00	Lunch Break	



Start	Session	Presenter
1:00	Cohort End of Year Reporting	Tina Logan , Office of Assessment and Accountability (OAA) Division of Assessment Design and Implementation 502-564-9873 x 4474
1:30	Safe Schools End of Year Reporting	Windy Newton , Office of Next Generation Schools and Districts (ONGSD) Division of Student Success 502-564-2116 ext. 4063
2:15	CIITS Job Categories	Lindsey Robinson , Office of Knowledge, Information and Data Services (KIDS), Enterprise Data Division 502-564-2020 ext. 2474
2:30	Wrap-up	Becky Jenkins , Office of Knowledge, Information and Data Services (KIDS) Enterprise Data Division 502-564-2020 x 2475





KTS Data Exchange Begins at 9:35 a.m. (EDT)

You can ask questions and interact with the presenters during the training through GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



KTS Data Exchange

Tanya Fluke, Systems Consultant IT
Office of Career and Technical Education
Division of Technical Schools and Federal Programs

Agenda

- ▶ Support & Resources
- ▶ Project Deadlines
- ▶ Course Creation Flow
- ▶ Course Numbering and Scheduling
- ▶ Grading Setup and Syncing
- ▶ Attendance Reporting
- ▶ Program Flags

Support & Resources

- ▶ [KSIS–KTS Data Exchange Webpage](#)
 - Documentation
 - Training Videos
 - How–To Videos
- ▶ **Campus Forum – Campus Community**
 - PATH: Forum Home > State Specific Information > Kentucky > Kentucky Tech Systems (KTS) Data Exchange
- ▶ [KTS Support Email](#)

Deadlines

- ▶ May 1, 2015
 - Technical schools should be finished with course/section creation process.
- ▶ May 1, 2015 – August 1, 2015
 - High Schools should use this timeframe to follow directives for course/section creation and scheduling of students.
 - Technical Schools should work with high schools and verify that they received student demographic data and students are scheduled into the correct courses.

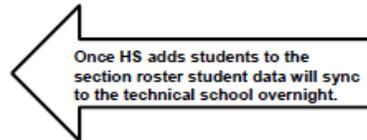
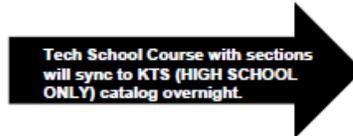
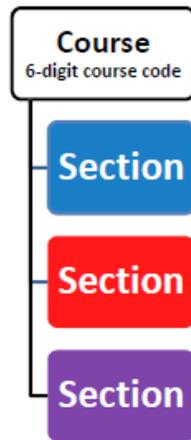
User Group Setup

- The KTS Data Exchange user group has been added to district database statewide.
- People associated with the KTS data exchange must be added to this user group in order to see reports related to the KTS Data Exchange in the Process Alert area.
- It is important to add the “kdeadmin” user account to the KTS Data Exchange user group for support purposes.
- Click [here](#) for documentation for proper setup.

KTS Data Exchange Course Creation Flow

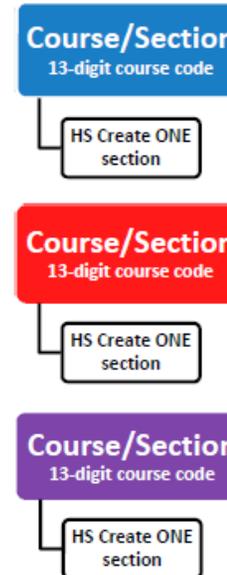
Technical School

The course creation process must begin at the technical school.
(Scheduling > Add Course)



Home High School

High School will switch to KTS Course Catalog (HIGH SCHOOL ONLY)
(System Administration > Resources > Schools)
Pull courses into HS database which contain the correct 3-digit Tech_School_ID prefix.
(Scheduling > Add Course)



Course Number & Scheduling

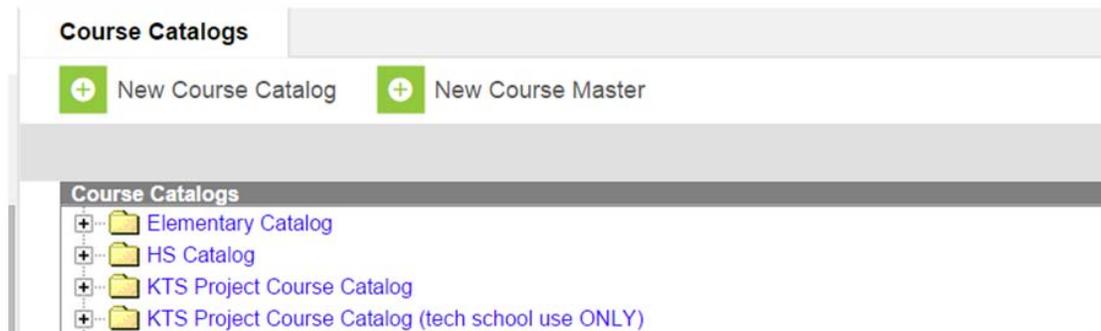
Explanation of Course Codes for KTS – Campus Data Exchange

Course codes are a critical element used in the data exchange between technical centers and home high schools. As courses and sections are set up in the technical centers, the automated process adds identifiers to the course code and uploads each course to the KTS Course Catalog in the home high schools. A prefix and suffix are added to the state course code to create a unique 13-digit number that identifies the technical school, period and section of the course being taught. Example:

Technical school ID* + State Course Code + Technical School Period Number + Technical School Section Number
714480503P103

The above technical course code represents a course that is being taught at Jessamine County ATC and is indicated by using the *Technical Center ID: **(714)**. The name of the course is Basic Welding and indicated by the state course code **480503**. The period the course will be taught is period one, and indicated by **P1**. The section in which the course is taught is section three, and indicated by **(03)**.

[Click here for documentation](#)



Tanya Fluke



Grading Setup and Syncing

Grading Tasks

+ New + New One-time Task

Grading Tasks

- Final Exam
- Final Grade
- Semester
- Six Weeks Grade
- Trimester
- Mid-Term Progress
- Nine Weeks Grade
- CTE Term Grade
- CTE Final Grade

Score Groups & Rubrics

Save Delete + New Score Group + New Rubric

Score Groups & Rubrics Editor

Name	Type
AP STANDARDS BASED SCALE	Score Group
CTE Numeric	Score Group
HS Credit Standard Scale(MS)	Score Group
KCHS Standards Based Scale	Rubric
Perf-Virtual Courses	Score Group
Primary Scale	Score Group
Standard Scale	Score Group
Standards Based Scale	Score Group
Weighted Scale	Score Group

Score Group Detail

*Name
CTE Numeric

Score Group List Items Detail

Sequence Name	Score	Passing Score	Credit Coeff.	Minimum GPA %	GPA Value	GPA Unweighted Value	GPA Bonus Points
X 1	100	100	✓	1	99.5		0
X 2	99	99	✓	1	98.5		0
X 3	98	98	✓	1	97.5		0
X 4	97	97	✓	1	96.5		0
X 5	96	96	✓	1	95.5		0

[Click here for documentation](#)

Attendance

- ▶ At this time attendance data is not included in the nightly sync for the KTS Data Exchange.
- ▶ This will require High School attendance clerical staff to manually enter technical school attendance.
- ▶ To assist, a real-time KTS Attendance Report has been developed and is available for use to those who have the proper user rights.

Attendance Processes at the Technical School

- ▶ Technical school teachers will post attendance each period in their ATC district IC database.
 - Teacher posted attendance is unknown attendance.
- ▶ Unknown attendance can be left as is or clerical staff at the technical school can process attendance using the Attendance Wizard to resolve unknown attendance codes.
- ▶ A real-time [KTS Attendance Report](#) can be run to verify attendance entered at the high school.
 - PATH: KY State Reporting > Edit Reports > KTS Attendance Report

High School Attendance Processes

- ▶ High School attendance clerical staff can run the real-time [KTS Attendance Report](#) to verify unknown attendance at the Technical Center.
 - PATH: KY State Reporting > Edit Reports > KTS Data Exchange (rights will need to be granted by district KSIS POC)
- ▶ High School attendance clerical staff will manually enter technical school attendance into the high school IC database.

Program Flags

Aaron, Aaron  SE  Medical  KTS Home School  Legal

Grade: 11 #12360 DOB: 05/31/1997 Gender: M

Lincoln County High School

ANY
QUESTIONS
?

Tanya Fluke





Data Synchronization: POS and IC

Begins at 10:35 a.m. (EDT)

You can ask questions and interact with the presenters during the training though GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



Data Synchronization: POS and IC

Brad Blunt, Data Controller
Office of Administration and Support



Grants
eRate
Meal
FRYSC
Assessment

waivers

Textbook



Agenda

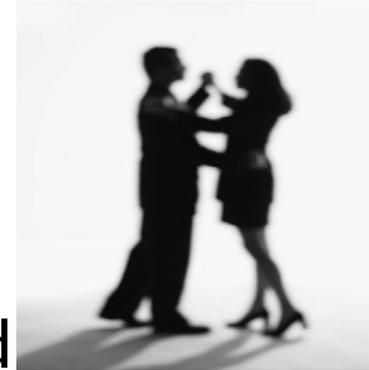
- ▶ What you need to do
 - Establish a process
- ▶ How you will know it's right
 - Quality assurance checks
 - Troubleshooting
- ▶ Where to get help
 - Guides and videos

Meal Status & IC FRAM

- Numerous federal and state reports (including SEEK) utilize meal status from Infinite Campus
- Meal Status originates from your Food Service POS system and is synchronized with Infinite Campus on a regular basis¹

¹ Those not affected will be districts who are district-wide Community Eligibility Provision (CEP) and any district who is using Infinite Campus as their POS

Data Synchronization



Data synchronization is a dance: everything must be carefully orchestrated to work properly.

Finding the match – POS Data Synch



The POS file is matching against what is in IC based on a **key** field. When both key fields equal each other a successful match occurs – and a meal status record is generated in Campus.

CEP Data Synchronization

Data synchronization must be adjusted depending on your CEP type

Mixed CEP Districts¹

School	Action Required
Non-CEP	Upload both meal status and DC information (if using POS to import DC file)
CEP	Turn off data synchronization with Campus

Full CEP Districts

Action Required

Turn off the data synchronization with Campus

¹ IC POS users have a special setup; please contact Brad Blunt for details

Roles and Responsibilities

- Important to clarify roles and responsibilities with your process to ensure free/reduced data is accurate and complete in IC

Major Responsibilities

- Who will download the direct certification file?
- Who shall set up the data synch between POS and IC?
- Who will check the accuracy of free/reduced data in IC against food service POS?
- Who will periodically check the POS import for success of data synchronization and resolve errors?
- How we will communicate if there is a problem?

Ready! Set! Go!

1. Stop the POS import in IC

2. Roll forward your POS for SY 15-16

3. Change the year to 15-16 in the IC data import mapping

4. Turn the data synchronization back on between your POS and IC

KEY!

June: Stop the POS Import



Stop the scheduled imports in IC by placing “**” in front of Host IP address after the last day of school for students

FRAM>Eligibility Import Wizard>Scheduled Imports

Data Import Detail

Active

***Import Name**
12-13 POS Import

***Eligibility Import Mapping**
POS Import

***User Name**
jsmith

***Protocol**
SMB

***Host**
**10.1.123.456

***Password**
.....

Domain
Kentucky

***Directory Path**
//Imports/IC

***Scheduled Time**
01:00 AM

***Scheduled Day**
[Dropdown]

Frequency Type: Daily, Weekly, Monthly

Frequency: [Dropdown]

The file name in this directory path must start with IC_Eligibility.

Buttons: Test Connection, Test Import, Run Import



Deadline

July 1, 2015



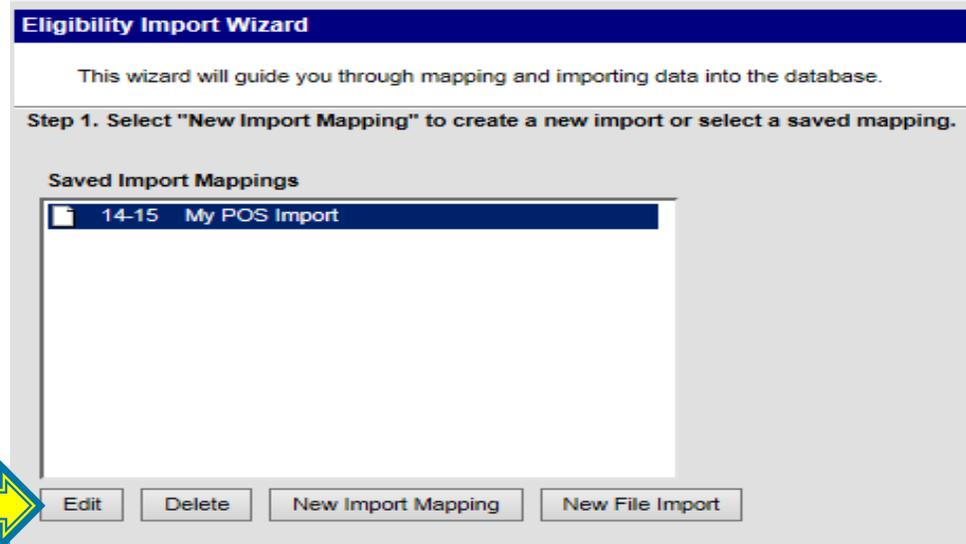
By July 1, 2015 you must **stop** the SY 14-15 import mapping or your data may be corrupted in IC.

Roll Forward – POS System

- ✓ The food service director should roll the POS system forward into SY 15–16
- ✓ Any meal status from the POS should then reflect SY 15–16
- ✓ Food Service Director should notify IT staff person responsible for Scheduled Imports when this is complete

Update Data Import Mapping

- ✓ The school year will need to be updated in the FRAM>Eligibility Import Wizard for SY 15-16
- ✓ Navigate to the Eligibility Import Wizard and select your current year's data import mapping
- ✓ Click "Edit"



Brad Blunt



Update Data Import Mapping

- ✓ Update the school year to SY 15-16

Eligibility Import Wizard

Step 2. Name the file, enter a selection for each option and upload a file to continue.

*Name
My POS Import

*School Year
14-15

*What is the file type?
Comma Separated Values

*Which field(s) in the data file will map to student identifiers?
State ID

*Is this a Direct Certification file?
 Yes No

*Does file include headers?
 Yes No

*Browse and select import file.
Browse... Upload & Continue

File already exists on the server
D:\CampusDocumentStore\batchReports\batchQueue\staging_scramble\35124\2014-11-03-09-47-20\DidNotApply.csv Continue

Update to SY 15-16 here

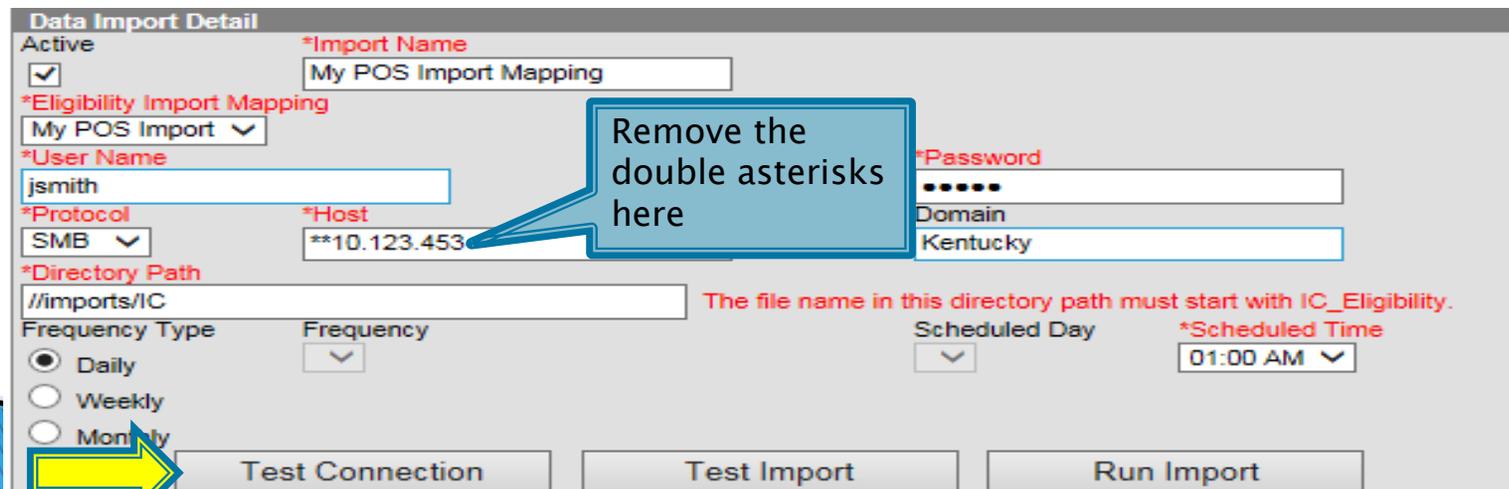
To save the new school year either import a file or click "Continue" if you have an existing file

Brad Blunt



Reactivate the Data Synch

- ✓ Remove the double asterisks to restart the synchronization
- ✓ Click “Save”
- ✓ Click “Test Connection” to ensure it works



The screenshot shows the 'Data Import Detail' form with the following fields and values:

- Active:**
- *Import Name:** My POS Import Mapping
- *Eligibility Import Mapping:** My POS Import
- *User Name:** jsmith
- *Protocol:** SMB
- *Host:** **10.123.453
- *Password:** *****
- Domain:** Kentucky
- *Directory Path:** //imports/IC
- Frequency Type:** Daily (selected)
- Frequency:** (dropdown)
- Scheduled Day:** (dropdown)
- *Scheduled Time:** 01:00 AM

Annotations:

- A blue callout box points to the double asterisks in the Host field, containing the text: "Remove the double asterisks here".
- A yellow arrow points to the "Test Connection" button.

Buttons at the bottom: Test Connection, Test Import, Run Import.

Red text note: "The file name in this directory path must start with IC_Eligibility."

Checklist



- ✓ Verify your data synchronization has been stopped before any rollover with the POS system
- ✓ After the POS rollover re-start the scheduled import process
- ✓ Check the scheduled import tool log file on a monthly basis
- ✓ Compare free, reduced and paid counts from the FRAM Eligibility report to the POS system; investigate any large differences

Troubleshooting

Brad Blunt



POS Data Synch: What could go wrong?

Shown below are common scenarios with data synchronization:

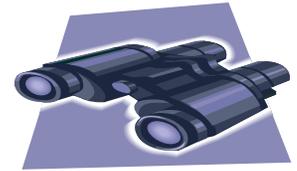
“The data synch has stopped working”

- ✓ Confirm that the username and password are correct under Scheduled Imports
- ✓ Verify that the file path/folder name has not changed
- ✓ Confirm that a file of “IC_Eligibility.txt” is being produced by the POS server

“My free/reduced percentage appears low in IC”

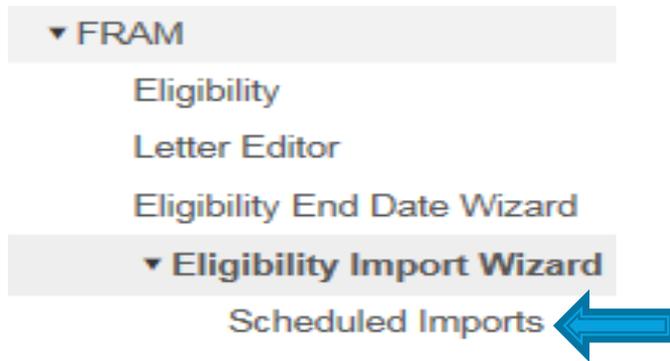
- ✓ Verify all values are mapped in POS import mapping
- ✓ Check when latest data synch was done under Scheduled Imports>Scheduled Import Log
- ✓ Spot check a few students without a meal status against POS

Finding the errors



Campus tracks the status of the data import from POS

- Path: FRAM > Eligibility Import Wizard > Scheduled Imports – Scheduled Import Logs



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

The screenshot displays two windows from a software application. The top window, titled 'Scheduled Imports', has a sub-tab 'Scheduled Import Logs'. It contains a table with the following data:

Scheduled Name	Import Name	Last Import Status	Date
Test	IC_Eligibility Report	Unsuccessful	07/12/2013

The bottom window, titled 'Data Import Log', contains a table with the following data:

Scheduled Name	Last Import Status	Timestamp
Test	Unsuccessful	07/12/2013 01:01:10 AM
Test	Unsuccessful	07/12/2013 01:01:07 AM
Test	Unsuccessful	07/11/2013 01:01:16 AM
Test	Unsuccessful	07/11/2013 01:01:04 AM
Test	Unsuccessful	07/10/2013 01:01:11 AM
Test	Unsuccessful	07/10/2013 01:01:08 AM
Test	Unsuccessful	07/09/2013 01:01:11 AM
Test	Unsuccessful	07/09/2013 01:01:08 AM
Test	Unsuccessful	07/08/2013 01:01:03 AM
Test	Unsuccessful	07/08/2013 01:01:03 AM
Test	Unsuccessful	07/07/2013 01:01:06 AM

Click on the task name to see the details

Click on the log file to review the data synch report

IC Eligibility Import Report

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

Focus on any errors/warnings

Summary

New	Ended	Removed	Existing	Errors/Warnings
0	0	0	1594	13

Updated Records

Name	School Year

Error/Warning

Line 187. ERROR 1001 - State ID '406' not found

Line 365. ERROR 1001 - State ID '401' not found

Line 380. ERROR 2001 - Multiple matches found for Student State ID

Line 400. ERROR 2001 - Multiple matches found for Student State ID

Line 660. ERROR 1001 - State ID ' ' not found

Line 663. ERROR 2001 - Multiple matches found for Student State ID

Line 920. ERROR 2001 - Multiple matches found for Student State ID (2 matches)

Line 926. ERROR 2001 - Multiple matches found for Student State ID (2 matches)

Line 1269. ERROR 1001 - State ID '404' not found

Line 1268. ERROR 2001 - Multiple matches found for Student State ID

Line 155. WARNING 3037 - The record is updated with the Direct Type.

Line 156. WARNING 3037 - The record is updated with the Direct Type.

Line 1203. WARNING 3037 - The record is updated with the Direct Type.

POS Import Only: Preschool student SSNs! These should have SSIDs: follow KDE data entry instructions for enrolling preschool students in Infinite Campus; incorrect SSIDs in the POS need to be corrected with what is in Campus

Duplicate SSIDs in IC; student enrollment records need to be merged

Existing Eligibility Records

Name	School Year	Start Date	End Date	Eligibility Type	Eligibility	Source	Certified Type
						Non-Direct	Did Not Apply
						Direct	SNAP
						Non-Direct	Did Not Apply

Warnings are FYI only; can generally be ignored

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 15-16
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

Useful Ad Hoc Reports

Several useful ad hoc reports have been placed under the “State Published” folder in IC

- FRAM Transposed Meal Eligibility Dates
 - Locates records where the meal status data was imported into the wrong school year
- FRAM Missing Meal Eligibility Records – District
- FRAM Missing Meal Eligibility Records – School
 - High counts of missing meal eligibility records may signify a problem within the school and/or district

Resources

Technical Reference Guidance

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

Campus Community

<http://community.infinitecampus.com/home/>

Contact Information:

Brad Blunt (brad.blunt@education.ky.gov)

Brad Blunt





Seek at Risk ADM Begins at 11:15 a.m. (EDT)

You can ask questions and interact with the presenters during the training through GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



SEEK At Risk ADM

Brad Blunt, Data Controller
Office of Administration and Support

Agenda

- ▶ Understanding the funding formula
- ▶ Components of SEEK At Risk
- ▶ Key points
- ▶ Timeline
- ▶ Verification of data
- ▶ Checklist
- ▶ Getting help

SEEK funding formula [702 KAR 3:270](#)

- Section 1(1) "At-risk student amount" means 15% of the per pupil guaranteed base funding amount calculated pursuant to KRS 157.360 times the sum of the average daily membership of students approved for **free meals** the prior fiscal year and the number of state agency children served pursuant to KRS 158.135.
- Section 2(h) The prior year average daily membership of students approved for **free lunch** reported through the student information system.

Facts About SEEK At Risk

- ▶ Only FREE SES/meal status is used for SEEK At Risk based on the last meal status in Infinite Campus.
- ▶ At Risk data is extracted from the Infinite Campus State reporting warehouse on the last working day of June each year for use in the SEEK calculation for the upcoming year.*
- ▶ Average Daily Membership (ADM) – Aggregate days membership of pupils in a public school divided by the actual number of days the school is in session.

*State Reporting data warehouse is a direct pull from your district data

SEEK At Risk Report

Students are assigned a meal/SES status in Infinite Campus



SEEK At Risk ADM report only displays students whose last meal/SES status is Free

1
2
3

Free meal/SES status is combined with the enrollment records to be displayed on the SEEK At Risk ADM Report



Timeline

Early
May

Receive an email in early May with a link to the preliminary SEEK At Risk ADM Report.

- **Action Item:** Review your preliminary data for accuracy and completeness following the suggested review guidelines in the SEEK At Risk ADM Manual.

Mid-June

Receive an email in mid June with the final SEEK At Risk ADM number that is pulled from the Data Reporting Warehouse (District Edition) with instructions to verify your data.

End of
June

- **Action Item:** Contact Samantha Engstrom by June 30 to confirm the SEEK At Risk ADM data is final.

Tips on Verification

- ▶ If a student has **multiple enrollments** with a free lunch status during the school year, the free lunch ADM will be given for **each enrollment** per school.

Tip: Export the SEEK At Risk ADM report to a CSV format; sort by SSID to locate multiple enrollments for the same student by school

- ▶ If a district makes any changes to their At Risk data between the time of the email notification in mid-June and the end of JUNE they need to contact Samantha Engstrom.

Generating the Report

Run the SEEK At Risk ADM Report for SY 14-15 using “All Calendars” This will give you a full list of your students.

Year 14-15 School All Schools Calendar All Calendars

Index Search Help < AT Risk Average Daily Membership

Seat Count By Section
Student Summary Report
Suspension Attendance Li
Growth Factor Submission
▼ KDE Reports
Benchmark Report
Calendar Summary
CIITS Job Category
CIITS Job Category Except
CIITS Roles
EOC Assessment
EOC Early Warning Report
Gifted and Talented Detail
Gifted Benchmark Report
KEES Audit
KEES Eligibility
Median Student Growth Pe
Median Student Growth Pe
Missing or Invalid Course :
Persistence To Graduation
PLP Intervention Data
Restraint or Seclusion 13-
Schedule Gap
SEEK At Risk ADM
SPED EOY Behavior Data

After you click the Generate Report button, please wait until the job is complete before creating another report. Running multiple reports at the same time could cause system latency issues for your district.

The report will calculate the "Average Daily Membership" of the Low Economic Indicator students from the FRAM Eligibility.

Choose the start date and end date of your choice.

For best results choose the first day of attendance and the last school day of the previous month for an accurate count.

For End of Year Report, leave dates blank to run for complete school year.

Select a start date (Format: mm/dd/yyyy)

Select an ending date (Format: mm/dd/yyyy)

PDF ▾

Generate Report

Leave both these date fields blank



Average Daily Membership for *At Risk Students

Date Selection: 7/01/2014 to 6/30/2015

<u>District Name/</u>	<u>Student</u> <u>SSID</u>	<u>Student Name</u>	<u>Grade</u>	<u>Instructiona</u> <u>I Days from</u> <u>Calendar</u>	<u>Enroll</u> <u>Start</u> <u>Date</u>	<u>Enroll</u> <u>End</u> <u>Date</u>	<u>Enrolled</u> <u>Instructiona</u> <u>I Days</u>	<u>SEEK</u> <u>AtRisk</u> <u>ADM</u>
<u>County</u>								
<u>School Name</u>								
ELEMENTARY SCHOOL								
	2120		00	168	8/13/2014	11/17/2014	65	0.387
	2120		00	168	3/3/2015	3/27/2015	17	0.101
	2120		00	168	8/13/2014	11/17/2014	65	0.387
	2120		00	168	3/3/2015	3/27/2015	17	0.101
	2120		00	168	8/13/2014		168	1.000
	2120		00	168	8/13/2014		168	1.000
	2120		00	168	8/13/2014		168	1.000

Calculation: Enrolled Instructional Days divided by Instructional Days from Calendar



Brad Blunt



- ▶ Check the student count at the bottom of the report

District Totals:

Count of Students:

459

386.924

If the student was enrollment in multiple schools/grades then each enrollment will be reflected in the school/grade detail records.

This report reflects the student ADM for SEEK Funding and does not include any preschool students.

Total SEEK
ADM

Finding potential problems...

- ▶ Run report in CSV

Example - Fictitious Data

DistrictName	schname	stateid	personname	grade	instructionaldays_1	startenrollment	endenrollment	enrolleddays	ADM_1
KDE County	KDE ELEMENTARY SCHOOL	2120123456	ADAMS, JOHN	6	168	8/13/2014		168	1
KDE County	KDE ELEMENTARY SCHOOL	2120123457	ADAMS, SUSAN	1	168	8/13/2014		168	1
KDE County	KDE ELEMENTARY SCHOOL	2120123458	ADAMS, TAMARA	2	168	8/13/2014		168	1
KDE County	KDE ELEMENTARY SCHOOL	2120123459	AMSTEAD, MICHAEL	2	168	8/13/2014		168	1
KDE County	KDE ELEMENTARY SCHOOL	2120123460	ANDERSON, SAM	0	168	8/13/2014	8/25/2014	9	0.054
KDE County	KDE ELEMENTARY SCHOOL	2120123461	BROWN, CHRIS	0	168	3/3/2015	3/27/2015	17	0.101
KDE County	KDE ELEMENTARY SCHOOL	2120123462	CATSKILLS, BRANDON	0	168	8/13/2014	11/17/2014	65	0.387
KDE County	KDE ELEMENTARY SCHOOL	2120123463	DEAVERT, STEPHEN	0	168	3/3/2015	3/27/2015	17	0.101

- ▶ Filter on ADM < 1

DistrictName	schname	stateid	personname	grade	instructionaldays	startenrollment	endenrollment	enrolleddays	ADM
KDE County	KDE ELEMENTARY SCHOOL	2120123460	ANDERSON, SAM	0	168	8/13/2014	8/25/2014	9	0.054
KDE County	KDE ELEMENTARY SCHOOL	2120123461	BROWN, CHRIS	0	168	3/3/2015	3/27/2015	17	0.101
KDE County	KDE ELEMENTARY SCHOOL	2120123462	CATSKILLS, BRANDON	0	168	8/13/2014	11/17/2014	65	0.387
KDE County	KDE ELEMENTARY SCHOOL	2120123463	DEAVERT, STEPHEN	0	168	3/3/2015	3/27/2015	17	0.101

Verifying Enrollments

Infinite Campus

Enrollment Editor						
Edit	Grade	Type	Calendar	Start Date	End Date	
	02	P		08/13/2014	08/25/2014	

Enrollment Segment

SEEK At Risk ADM

DistrictName	schname	stateid	personname	grade	instructionaldays_1	startenrollment	endenrollment	enrolleddays	ADM_1
KDE County	KDE ELEMENTARY SCHOOL	2120123460	ANDERSON, SAM	2	168	8/13/2014	8/25/2014	9	0.054

Enrollment Segment



At Risk vs. FRAM (simplified)

At Risk – verifies enrollments

Enrollment Editor						
Edit	Grade	Type	Calendar	Start Date	End Date	
	00	P	Buchanan Elem School 2015 A	08/13/2014		
<i>Start Status: E01 First enrollment of the year</i>						
<i>End Status:</i>						

FRAM – identifies students as free

Eligibility

Save New Delete

Eligibility Editor						
School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
14-15	Meal	Free	4103	Direct SNAP	07/03/2014	06/30/2015

Brad Blunt



Checklist

- ❑ *(Non-IC POS users)* Verify that the POS is communicating properly (and currently) with IC.
- ❑ Check that the free meal student counts in IC are comparable to the POS using the FRAM Eligibility Report:
 - ❑ Observe State Exclude
 - ❑ Grades 00 -14
- ❑ Compare last year's SEEK At Risk ADM to the current year for reasonableness.
- ❑ *(Optional)* Sort the SEEK At Risk ADM report by student name in Excel to see a student's multiple enrollments and associated ADM.

For the year ahead...

- ▶ KDE recommends running the SEEK At Risk ADM Report once a month to ensure current, correct data.
- ▶ Easier to check the numbers for accuracy and will make for an easier End of Year for 15–16

Contacts

- ▶ Samantha Engstrom

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(502) 564– 5279

- ▶ Cheri Meadows

cheri.meadow@education.ky.gov

(502) 564–5279



Intervention Data Begins at 11:30 a.m. (EDT)

You can ask questions and interact with the presenters during the training though GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



Intervention Data

April Pieper
Branch Manager, Differentiated Learning Branch
Office of Next Generation Learners
Division of Learning Services

Update on Usage

Currently 207,094 student intervention plans

March 30 Data Pull

Intervention Type

- Course- 43,031
- ESS- 62,163
- RTA- 11,229
- MAF- 4,760
- Other- 52,624 (Many times this is 2 content areas)
- Blank- 14,625 *

Creating a Record

Path: Student General > PLP > General > Intervention

Start Date <input type="text"/>	End Date <input type="text"/>
Student Service Results <input type="text"/>	Student Service Results Other <input type="text"/>
Tier Status <input type="text"/>	Total Hours Served <input type="text"/>
Intervention Type <input type="text"/>	State Course Code <input type="text"/>
Intervention Content Area <input type="text"/>	Content Area Other <input type="text"/>
Intervention Materials 1 <input type="text"/>	Materials Code 1 <input type="text"/>
Intervention Materials 2 <input type="text"/>	Materials Code 2 <input type="text"/>
Intervention Staff <input type="text"/>	Delivery Location <input type="text"/>
Delivery Method <input type="text"/>	Delivery Method Other <input type="text"/>
Frequency <input type="text"/>	Duration <input type="text"/>

Creating a Record – Type Course

- ▶ Path: Student General > PLP > General > Intervention
- ▶ Required fields
 - Start Date
 - Intervention Type = Course
 - State Course Code (6 digit state course code)
 - Matches state code of course on student's schedule
 - Intervention Materials and Materials Code
- ▶ Additional fields will be required when service ends

Creating a Record

- ▶ Path: Student General > PLP > General > Intervention
 - ▶ Required fields
 - Start Date
 - Tier Status
 - Intervention Type
 - Intervention Content Area – **One area per record**
 - If not in list, “Other” then specify in Content Area Other
 - DO NOT combine content areas using “Other”. Listing “Other” and then typing in Math/Reading/Social Studies is not an option. You need three separate records for this student.
 - Intervention Materials and Materials Code use both sets if applicable
 - Intervention Staff
 - Delivery Location
 - Delivery Method, if “Other” specify in Delivery Method Other
 - Frequency
 - Duration
- Additional fields will be required when service ends

Updating a Record

- ▶ KDE requests that a record be created when an intervention begins and closed when an intervention ends (end of year, student leaves school or exits intervention).
- ▶ Districts may make policies about how often to update records (such as total hours served).
- ▶ Programs (such as MAF and RTA) may also have set requirements for data entry updates.

Closing a Record

- ▶ Add End Date (last day served)
 - End of school year – Completed by June 30
 - Student leaves school
 - Student exits this intervention
- ▶ Add Student Service Result
- ▶ Add Total Hours
- ▶ Verify other fields are correct

Deleting a Record

- ▶ Establish a procedure in your school/district for deleting blank or duplicate intervention records
- ▶ Who will be allowed to delete records?
- ▶ If a record is needed but wrong, update it to the correct information instead of deleting
- ▶ Infinite Campus administrator can delete or give you rights to delete

FAQs

- ▶ Student moves schools within the district
 - Why do I see records from previous school?
 - Can I delete them?
- ▶ Student moves schools district to district
 - Can I see records from previous school?

Common Data Entry Errors

- Must select Intervention Type
- Must select Content Area
- Cannot combine multiple content areas and mark as “Other”
- Any “other” selections should be explained
- Must have a start date/end date/ student service result and total hours by June 30.

Data Pull Dates

- June 30, 2015
 - All files must be entered for this end-of-year date.
 - This is your final data entry for everything except ESS Summer School, which is due Sept. 30, 2015.



Using the PLP Intervention Data report

Lisa Keeter, Systems Consultant IT
Office of Knowledge, Information and Data Services (KIDS)
Division of Enterprise Data

Basic Information

- ▶ Path:
KY State Reporting > KDE Reports >
PLP Intervention Data
- ▶ Tool Rights: Who should be able to run?
 - Persons maintaining intervention records
 - ESS, MAF and RTA coordinators
 - Principals and their designees
- ▶ Report will open in Excel

Report Parameters

Select a start date
(Format: mm/dd/yyyy)

Select an ending date
(Format: mm/dd/yyyy)

Select Grade:

Range of start dates

Intervention Type:

Content Area:

All
Course
ESS
RTA
MAF
Other

All
Reading
Writing
Reading and Writing
Math
Science
Social Studies
Behavior
Other

All
00
01
02
03
04
05
06
07
08
09
10
11
12
14
96
97
98
99

Using Excel features

The screenshot shows the 'View' ribbon in Excel. The 'Freeze Panes' dropdown menu is open, displaying three options:

- Freeze Panes**: Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
- Freeze Top Row**: Keep the top row visible while scrolling through the rest of the worksheet.
- Freeze First Column**: Keep the first column visible while scrolling through the rest of the worksheet.

The screenshot shows the 'Sort & Filter' task pane in Excel. A red arrow points to the 'Filter' button in the ribbon. Another red arrow points to the 'Content' column header in the worksheet. A third red arrow points to the 'Blanks' checkbox in the filter dropdown menu.

Grade	Content	Content Other	Start Date	End Date	Type	State Code	Tier
Sort A to Z			04/2014		5: Other		2: Ti
Sort Z to A			20/2014		5: Other		3: Ti
Sort by Color			04/2014	10/10/2014	5: Other		2: Ti
Clear Filter From "Content"			20/2014		2: ESS		2: Ti
Filter by Color					5: Other		2: Ti
Text Filters			02/2014		2: ESS		3: Ti
			11/2014	10/02/2014	5: Other		2: Ti

To find records with no content selected

PLP Intervention Data sample report

	R	S	T	U	V
	Materials 1	Materials Code 1	Materials 2	Materials Code 2	Staff
1					
2	1: Teacher Developed Intervention Lessons		5: Vendor Program	2223	1: Certified
3	1: Teacher Developed Intervention Lessons		5: Vendor Program		1: Certified
4	5: Vendor Program	3325			
5	5: Vendor Program	2201: CARS/ STARS	5: Vendor Program	2222: Other Reading Resource	1: Certified
6	1: Teacher Developed Intervention Lessons		5: Vendor Program	2226	1: Certified
7	5: Vendor Program	3319			5: Computer Based
8	7: Other	0000	6: Vendor Provided Service	3333: Other Math Resource	4: Peer Tutor



	W	X	Y	Z	AA	AB	AC	AD
	Location	Delivery Method	Delivery Other	Total Hours	Duration	Frequency	Funding Source	Funding Other
1								
2	1: On-Site	3: Blended				1: Daily		
3		3: Blended				1: Daily		
4				40				
5		3: Blended				2: 2 days/week		
6		1: In-Person			3: 45 minutes	1: Daily	3: Title 1	
7		2: Online			4: 60 minutes	2: 2 days/week		
8	2: Off-Site	3: Blended	Delivery other	35	5: > 60 minutes	6: Other	5: Other	Other Funding



PLP Intervention Data sample report

AE	AF	AG	AH	AI	AJ	AK
Comments 1	Comments 2	Literacy Readiness	Reading Phonics	Reading Fluency	Reading Comprehension	Reading Vocabulary
		1: Literacy Readiness	Yes	Yes	Yes	Yes
FASTT Math is helping but he needs additional help						
This is a test.	Comments 2		Yes	Yes	Yes	
comments 1	comments 2	1: Literacy Readiness	Yes	Yes	Yes	Yes



BF	BG	BH	BI	BJ	BK	BL	BM
Parent(s) Notified	Parent(s) Included In Planning	Parent(s) Provided Resource	Parent(s) Attended Meeting	Parent(s) Provided With	Referred	Referral Description	Record Date Time
Yes	Yes	Yes	Yes	Yes			8/4/2014 2:44:00 PM
Yes							12/5/2014 2:49:00 PM
							9/8/2014 2:46:00 PM
Yes	Yes	Yes	Yes	Yes			12/5/2014 3:05:00 PM
Yes	Yes	Yes	Yes	Yes			12/2/2014 9:07:00 AM
Yes	Yes	Yes	Yes	Yes	Yes	In testing as of Nov 2014	12/2/2014 9:11:00 AM
Yes	Yes	Yes	Yes	Yes	Yes	All checkboxes yes	12/2/2014 9:18:00 AM



Data Quality Checks

- ▶ Start Date is blank
- ▶ Intervention Type is blank
- ▶ Intervention Content Area is blank
- ▶ Filter for End Date not (Blanks) and Student Service Results of (Blanks)
- ▶ Filter for End Date of (Blanks) and Student Service Results not (Blanks)
- ▶ If record has End Date and Student Service Results, then Total Hours Served needs a value

Data Quality Checks

- ▶ Intervention Type is 1: Course and State Course Code is (Blanks)
- ▶ Intervention Materials is 2–7 and Materials Code is (Blanks)
- ▶ Intervention Content Area 8: Other and Content Area Other is blank or has values that exist in Intervention Content Area (one record per content area)
- ▶ Materials Code label does not match or blank

Data Quality Checks

- ▶ Area(s) of Student Need do not match the Intervention Content Area i.e. Content is 1: Reading and Algebraic Thinking is Yes
- ▶ Start Date with End Date and Total Hours Served don't make sense
- ▶ Service Results 6: Other and Student Service Results Other is blank

Questions



Lisa Keeter





Cohort – End of Year Reporting Begins at 1:00 p.m. (EDT)

You can ask questions and interact with the presenters during the training though GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



Cohort End-of-Year Reporting

Tina Logan, Office of Assessment and Accountability,
Division of Assessment and Implementation

Agenda

- ▶ Graduate End Date and Status
- ▶ Graduation Tab
- ▶ Adjusted Cohort Graduation Rate and Student Listing (SDRR)
- ▶ End Status/Withdrawal Codes for cohort
- ▶ Dropout Accountability
- ▶ Cohort Accountability
- ▶ Cohort formulas
- ▶ Using SDRR to calculate preliminary rates
- ▶ Questions

Graduate End Date and Status

- ▶ For every graduate, enter both an end date and graduate end status

The screenshot shows a software interface for 'General Enrollment Information'. The 'End Date' field is highlighted with a red box, and the 'End Status' dropdown menu is also highlighted with a red box. Other visible fields include 'Calendar', 'Schedule (read only)', '*Grade', 'Class Rank Exclude', '*Start Date', 'No Show', '*Start Status', 'End Action', '*Service Type', and 'Dropout Reasons'.

- ▶ G01- A pupil who graduates in less than four (4) years. **On-Time Graduate 4 and 5 year reports**
- ▶ G02- A pupil who graduates in four (4) years. If a student graduates during the summer they have until the start of the next school year to be included in the prior year. **On-Time Graduate 4 and 5 year reports**
- ▶ G03- A pupil who graduates in five (5) years. **On-Time Graduate for 5 year report only. Not On-Time for 4 year report.**
- ▶ G04- A pupil who graduates in six (6) or more years **Not On-Time Graduate for 4 or 5 year report.**

Graduation Tab

- ▶ After selecting appropriate graduation end status, enter diploma date and type on graduation tab.

State Graduation Record
Earliest Grade 9 Enrollment Information Modified Date: 05/11/2013

Grade 9 Date	NCLB Cohort Year	District Number	District Name
08/11/2011	2015	481	Pendleton County

Enrollment Data: Pendleton County (481)

Graduation Detail: Pendleton County (481)

General Graduation Information

Diploma Date:

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/11/2011

NGA Cohort End Year: 2015

NCLB Cohort End Year: 2015

Post Grad Location:

Transition Status:

Adjusted Cohort Graduation Rate and Student Listing (SDRR)

Tina Logan



Cohort Student Listing in SDRR



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters



[Home](#) > [Login](#)

[Logout](#)

Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of the assessment results in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit data review requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.

SDRR will be used to conduct web-based data reviews for all state required assessments, including the Kentucky Performance Rating for Educational Progress (K-PREP), EXPLORE, PLAN, ACCESS for ELLs, ACT and other tests.

Please use your user name and password.

DAC - Please use [KDE Web user ID](#) and [password](#) to login or contact your local WAAPOC to gain access.

OAA Staff and Admin - Please contact Application Admin/developer to gain access.

School Staff and Related Users - Please contact your local WAAPOC to gain access.

 Toll Free : 1-866-538-7435
Local : 1-502-564-2002

 E-mail : ketshejpdsk@education.ky.gov

Registered Users

User Name:

Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

Security Disclaimer!

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.



Tina Logan

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Cohort Student Listing in SDRR, cont.

EVERY CHILD
Kentucky Department of Education (KDE - OAA)
Proficient & Prepared for SUCCESS
Home

Kentucky Department of Education

COMMWEALTH OF KENTUCKY

Logged in as: [FieldTester] -- Logout

Data Review Status: CLOSED Student Listing Change Listing Transfers Listing Download Go to Data Review	Rosters Status: OPEN Student Listing Change Listing Transfers Listing Download Go to Rosters	Cohort Status: OPEN Student Listing Change Listing Download Go to Cohort	Access Status: OPEN Student Listing Change Listing Transfers Listing Download Go to Access	CCR Scores Status: OPEN Student Listing Change Listing Download Go to CCR
Dropout Status: OPEN Student Listing Change Listing Download Go to Dropout				

Welcome, Field!

Latest announcement - 9/4/2014 8:27:00 AM by KDE Staff

The EXPLORE and PLAN Roster manual and videos may be found [here](#).

- If there is a question about assessment policies or procedures, please e-mail dsinfo@education.ky.gov.
- If you are not sure how to determine accountability, please review the accountability flow charts at the end of the

Cohort Student Listing in SDRR, cont.

Home > Cohort

Cohort

This module is the location for viewing Cohort Student Listing. All changes must be made in Infinite Campus.

[Jump to Top](#)

Data Last Updated
3/6/2015

Grade 12 students with blank end statuses are temporarily set to On-Time Status.

From : 1/26/2015 9:00:00 AM EDT To : 5/1/2015 5:00:00 PM EDT

SDRR Tasks	Quick Links	Changes
<input type="checkbox"/> Review Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch. If incorrect, submit a change request as well as make change in local edition of Infinite Campus.	<div style="border: 1px solid red; padding: 2px;"> Cohort Student Listing <ul style="list-style-type: none"> • 2013 6 Year Cohort • 2014 5 Year Cohort • 2015 4 Year Cohort </div> Cohort Change Listing Download - Cohort	<div style="text-align: right;"> 📄 Total : 2049 </div> <div style="text-align: right; margin-top: 5px;"> 🟢 New : 0 </div> <div style="text-align: right; margin-top: 5px;"> 🔄 Updated - Need Info : 0 </div> <div style="text-align: right; margin-top: 5px;"> 🚫 Denied : 56 </div> <div style="text-align: right; margin-top: 5px;"> 🔴 Closed : 24 </div> <div style="text-align: right; margin-top: 5px;"> 📄 Approved : 1969 </div> <div style="text-align: right; margin-top: 5px;"> 🔴 Pending OAA Approval : 0 </div> <div style="text-align: right; margin-top: 5px;"> [All Reports] ▼ </div>
<input type="checkbox"/> Review End Status and make corrections as needed in local edition of Infinite Campus.	Future Cohort Student Listings ¹ <ul style="list-style-type: none"> • 2016 Preliminary Cohort Report- First time grade 9 enrollments during 2012-2013 • 2017 Preliminary Cohort Report- First time grade 9 enrollments during 2013-2014 • 2018 Preliminary Cohort Report- First time grade 9 enrollments during 2014-2015 	
<input type="checkbox"/> Review End Date and make corrections as needed in local edition of Infinite Campus.	<p>¹ These reports are for informational purposes only. Lists contain students assigned to these cohort reports for your district, but may change due to future enrollment/withdrawals.</p>	
<input type="checkbox"/> Review Accountable School. If incorrect, submit change request.		
<input type="checkbox"/> Review Non Participation. If student is Foreign Exchange, in incorrect Cohort, or a Verified Transfer, submit change request.		
<input type="checkbox"/> Review Cohort Review Change listing in SDRR, noting any Denied or Updated changes for possible further action.		
<input type="checkbox"/> Update any student changes that are marked as updated by OAA staff, to provide the information requested.		
<input type="checkbox"/> At the end of the Cohort review window, save a copy of the Cohort student listing.		

Note: **Data Last Updated** shows the date of the Cohort data loaded to SDRR. Any changes made after this date will be reflected when data is updated.

Cohort Student Listing in SDRR, cont.



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

Kentucky Department of Education



Home > Data Review Student Listing

Logged in as: [FieldTester] -- Logou

Cohort Student Listing

Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	IEP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime
No	AALBERTS, ALYSSA MARIE	11	999999999	03/07/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W24	02/15/2013	No
No	AALBERTS, MATTHEW DWIGHT	10	999999999	10/27/1995	M	Hisp: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W22	10/28/2013	No
No	AALBERTS, MAYLEA MARIE	11	999999999	10/20/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	District GED	W27	01/17/2013	No
No	AALBERTS, OLIVIA MARIE	11	999999999	08/02/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W25	01/31/2013	No
No	AALDERS, MADISON LYNN	11	999999999	08/30/1996	F	Hisp: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W20	01/23/2013	No
No	AARON, ADRIANNA GRACE	11	999999999	05/04/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			No

Tina Logan



Cohort Student Listing in SDRR – Filters

Click on the Filters button at the bottom left.

You can filter the student list to view different groups as follows:

- By All Students, Accountable to District, Not Accountable to District
- By first letter of last name
- By grade level
- By Cohort Year (Cohort Type)
- On Time Status

The screenshot shows a 'Filters' panel with the following fields:

- Accountability: * (dropdown)
- On Time: * (dropdown)
- Cohort Type: * (dropdown)
- L. Name: * (dropdown)
- Grade: * (dropdown)
- District: * (dropdown)
- School: * (dropdown)

Buttons at the bottom: Apply, Clear Filter Selections, Cancel

District level users will also be able to filter by schools within their district.

School level users will only see their own school.

Cohort Student Listing in SDRR – Review

- Filter by Accountability, On Time and Non Part to limit list to students that should be reviewed first. Do this for all Cohort Reports available (i.e. 2015 4 year and 2014 5 year)

The screenshot displays a web application interface for filtering cohort students. At the top, a dropdown menu is set to "COHORT 4YR & 5YR -- 2015". Below this is a "Filters" dialog box with the following fields:

Filters		
Accountability: Accountable	Cohort Type: 2015 4 Year Cohort	District: *
On Time: No	L. Name: * Grade *	School: *
	Non Part: Participated	

At the bottom of the dialog box are three buttons: "Apply", "Clear Filter Selections", and "Cancel".

End Status / Withdrawal Codes

Not on Time: Dropouts, Alternative HS Diploma and GED recipients

- W12– A pupil under the jurisdiction of the court
- W23– A pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year
- W24– A pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated
- W25– A pupil who is at least 16 years of age and has dropped out of public school
- W26– A pupil who has withdrawn from school after completing a secondary GED Option program and receiving a GED certificate
- W27– A student who has withdrawn from school and subsequently received a GED
- W28– A student who has reached the maximum age for education services without receiving diploma or alternative high school diploma CO1 or C01 – A pupil who completes the school year in the school of the most current enrollment. No subsequent enrollment without a graduation end status (G01–G04) is a dropout.
- Note: A W22 (transfer to another Kentucky public school) will be a dropout IF there is no subsequent enrollment.

End Status / Withdrawal Codes

Verified Transfers – Removed from Cohort and Non Participation = 'VT'

- W07–A pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition or any other health-related condition for which the student is too ill to participate in regular school attendance or local homebound instructional services or if the student has obtained a doctor's statement certifying the condition.
- W08– A pupil withdrawn due to death
- W20– A pupil transferred to a home school. The re-entry code to use with W20 shall be R20
- W21– A pupil transferred to a nonpublic school (excluding home school)
- W22*– A pupil who has transferred to another public school district and for whom a request for student records has been received or enrollment has been substantiated or a pupil who is known to have moved out of the United States.
- *Note: A W22 is not a verified transfer if there is no immediate enrollment into a Kentucky public school beginning with the 2014–15 school year or if the subsequent enrollment is at a dropout required for enrollment program, such as the Bluegrass Challenge Academy. Beginning with the 2014–15 school year, a W29 must be used to indicate an enrollment in another state.
- W29– A pupil who has transferred to an out of state school for whom a request for student records has been received or enrollment has been substantiated

Dropout Accountability for Cohort

- Student accountability for all students in a cohort will be assigned to the school unless the student being served by the local school district who have been placed by a state agency. These students should be indicated on the KECSAC tab and ticket entered in SDRR to change accountability to state.

Cohort Student Listing in SDRR – Excel/PDF

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

Cohort Student Listing

Selectable	Full Name	Grade	SSN	DOB	Gender	Race/Eth	Assessable School	Last Assessed School	Home Fact	EF	ELAF	Lunch	Distance Code	Test Status	Exp Date	On Date
No	AALBERT, KIM CHRISTOPHER	10	999999999	10/27/1995	M	High Race W	N/A	Adair County High School	VT	No	No	Free	None	W22	10/26/2013	No
No	AALDEK, CARON	11	999999999	11/06/1995	M	High Race W	N/A	Adair County High School	VT	No	No	Free	None	W20	08/13/2012	No
No	AALDEK, MOLLY	11	999999999	03/07/1995	F	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W24	02/15/2013	No
No	AARDEHAL, KENDRICK WILLIAM	11	999999999	03/14/1995	M	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	10/16/2012	No
No	AARON, AARON ALLEN	11	999999999	02/12/1995	M	High Race M	Adair County High School	Adair County High School	-	No	No	Free	None	W29	10/25/2012	No
No	AARON, ALYSA	11	999999999	02/12/1995	F	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W27	01/17/2013	No
No	AARON, ANNA	11	999999999	05/01/1995	F	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	01/14/2013	No
No	AARON, ANTHONY	11	999999999	03/20/1995	M	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	03/20/2013	No
No	AARON, ARI FAYE	11	999999999	06/30/1996	F	High Race W	N/A	Adair County High School	VT	No	No	Free	None	W20	01/23/2013	No
No	AARON, AUTUMN	11	999999999	05/04/1995	F	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	10/16/2012	No
No	AARON, BRANDI	11	999999999	06/18/1995	F	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	10/16/2012	No
No	AARON, BROOKE RAE	12	999999999	06/06/1995	F	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	12/13/2012	No
No	AARON, BROOKE	11	999999999	11/01/1995	F	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	12/13/2012	No
No	AARON, CAMERON M	11	999999999	11/08/1995	M	High Race W	N/A	Adair County High School	VT	No	No	Free	None	W20	01/25/2013	No
No	AARON, CHRISTIAN LEDNARD	12	999999999	12/11/1995	M	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	10/16/2012	Yes
No	AARON, CHRISTIAN	12	999999999	01/19/1996	M	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	10/16/2012	Yes
No	AARON, DALLAS WATKINS	12	999999999	06/12/1996	M	High Race W	Adair County High School	Adair County High School	-	No	No	Returned	None	W29	10/16/2012	Yes
No	AARON, EMILY	12	999999999	07/12/1996	F	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	10/16/2012	Yes
No	AARON, HAYLIE DUCHON	12	999999999	11/20/1995	F	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	10/16/2012	Yes
No	AARON, JAMES JAMES	12	999999999	06/23/1996	M	High Race W	Adair County High School	Adair County High School	-	No	No	Free	None	W29	10/16/2012	Yes

Click on one of the export buttons at the bottom left.

12345678910111213

Save Excel Save PDF Filters

Tina Logan



Cohort Accountability

The 5-year Adjusted Graduation Rate will be used in the 2015 Unbridled Learning accountability calculations 20% of the Next-Generation Learners total score at the high school level.

The 2015 4-year Adjusted Graduation Rate will be compared to the graduation rate goals that were originally released in the 2013 School Report Card (SRC) to determine if goal has been met. The goal was released in the 2013 SRC and repeated in the 2014 SRC. It used the 2013 4-year as the baseline to create a goal for every year till 2022. In 2022, the goal is 98%.

The 6-year Adjusted Graduation Rate and Student listing will be used for data cleanup and reporting purposes only.

Cohort Calculation Formula

2015 Four Year Adjusted Cohort Graduation Rate Calculation Formula

Number of cohort members who earned a regular high school diploma by the end of the 2014-15 school year

Number of first-time 9th graders in the fall of 2011 (starting cohort) plus students who transferred in,
Minus students who transfer out, emigrate or die during school years 2011-12, 2012-13, 2013-14 and 2014-15

2014 Five Year Adjusted Cohort Graduation Rate Calculation Formula

Number of cohort members who earned a regular high school diploma by the end of the 2014-15 School Year

Number of first-time 9th graders in the fall of 2010 (starting cohort) plus students who transferred in,
Minus students who transfer out, emigrate or die during school years 2010-11, 2011-12, 2012-13, 2013-14 and 2014-15

Calculate preliminary rates using SDRR

2015 Four Year Adjusted Cohort Graduation Rate Calculation Formula

Number of cohort members who earned a regular high school diploma by the end of the 2014-15 school year

A

Number of first-time 9th graders in the fall of 2011 (starting cohort) plus students who transferred in,
Minus students who transfer out, emigrate or die during school years 2011-12, 2012-13, 2013-14 and 2014-15

B

A

A screenshot of a web-based filter interface. The interface is titled 'Filters' and contains several dropdown menus. The 'Accountability' dropdown is set to 'Accountable'. The 'On Time' dropdown is set to 'Yes'. The 'Cohort Type' dropdown is set to '2015 4 Year Cohort'. The 'L. Name' and 'Grade' dropdowns are both set to a single asterisk (*). The 'Non Part.' dropdown is set to 'Participated'. The 'District' dropdown is set to 'Adair County'. The 'School' dropdown is set to 'Adair County High School'. At the bottom of the interface are three buttons: 'Apply', 'Clear Filter Selections', and 'Cancel'.

A/B*100

B

A screenshot of a web-based filter interface, identical to the one for 'A'. The 'On Time' dropdown is now set to a single asterisk (*). All other settings remain the same: 'Accountability' is 'Accountable', 'Cohort Type' is '2015 4 Year Cohort', 'L. Name' and 'Grade' are both set to a single asterisk (*), 'Non Part.' is 'Participated', 'District' is 'Adair County', and 'School' is 'Adair County High School'. The buttons at the bottom are 'Apply', 'Clear Filter Selections', and 'Cancel'.

SDRR Cohort Technical Assistance

- For questions regarding password or access, contact local district WAAPOC.
- For Cohort specific questions, contact Tina Logan at tina.logan@education.ky.gov or David Curd (david.curd@education.ky.gov) via e-mail or phone at 502-564-9853 extension 4740 for Tina or 4744 for David.
- For KECSAC tab questions, view data standard: <http://education.ky.gov/districts/tech/sis/Documents/DataStandard-AlternativeProgramsKECSAC.pdf> or contact Windy Newton or Sherri Clusky at (502) 564-4772.

Questions?

Tina Logan





Safe Schools End of Year Reporting Begins at 1:30 p.m. (EDT)

You can ask questions and interact with the presenters during the training through GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



Safe Schools End-of-Year Reporting

Windy Newton, ONGSD Data Manager
Victoria Fields, Program Consultant
Office Next Generation Schools and Districts

2014–15 End-of-Year Timeline

- ▶ **May 15th** – District verification window opens
- ▶ **June 30th** – District verification window closes
- ▶ **June 30th** – Superintendent verification due to KDE
- ▶ **July 1st** – KDE will extract data from IC data warehouse
- ▶ **July 15th (tentative)** – District and school level data will be available for viewing in the 14–15 School Report Card Data Collection tool
- ▶ **July 31st** – School Report Card verification of behavior data ends (two weeks after availability in SRC)

New for 2014-15

- ▶ IAES Resolution Codes added (SPED only)
 - Definitions
- ▶ Distinct Event count added to the Safe Schools extract
- ▶ Active Special Ed indication on the Safe Schools extract will be based on student's special education status as of Dec. 1 of the reporting year

Requirements for Safe Schools

- ▶ Any behavior resolution mapped to a state code of the following:
 - SSP1: Expelled, receiving services
 - SSP2: Expelled, not receiving services
 - SSP3: Out of School Suspension
 - INSR: In-School Removal
 - SSP7: Restraint
 - SSP8: Seclusion
 - IAES: Unilateral Removal by School Personnel – SPED
 - IAES: Removal by Hearing Officer – SPED

Requirements for Safe Schools

- ▶ Incidents involving law or board violations related to the following will produce a record **regardless** of resolution:
 - Assault or Violence
 - Guns or other weapons
 - Controlled substances (including alcohol or tobacco)
 - Bullying or Harassment

Data Standards

- ▶ A list of the select law and board violations can be found in the 2014–15 Safe Schools Data Standards on KDE's [KSIS Data Standards website](#).
- ▶ The data standards provide users with details as to what data must be entered into IC for safe schools reporting purposes. Descriptions and screenshots are part of the document.

Communication

- ▶ KDE's primary point of contact for Safe Schools data collection is the Safe Schools Coordinator for the district.
- ▶ All notifications sent to Safe Schools Coordinators are also sent to the KSIS Point of Contact.
- ▶ It is the district's Safe Schools Coordinator's responsibility to communicate important notifications regarding data entry and standards to the school users in their districts.

Safe Schools Extract

- ▶ The Safe Schools Extract is located via
KY State Reporting | Safe Schools
- ▶ The validation report should be run monthly and distributed to schools for clean up of error/warnings prior to the end of the school year

Reporting Path

▶ KY State Reporting | Safe Schools

Extract Options

Format

Date Range --

Extract Options:
Date Range: should remain as default

Report Selection All Reports

- SS1: Assault or Violence
- SS2: Possession of Guns or Other Deadly Weapons
- SS3: Possession/Use or Distribution of a Controlled Substance
- SS4: Bullying or Harassment
- SS5: State Resolutions not reported in SS1 - SS4

Sub-Reports:
Allows user to section out the categories of reporting

School and Grade Criteria:
Ensure all grades and schools are included in the verification process



Validation Checks



- ▶ **Errors** – Indicate problematic data that will NOT pull on the report
- ▶ **Warnings** – Indicate problematic data that WILL pull on the report

All errors and warnings should be resolved during the district verification process.

Export Validations to .CSV

- ▶ The error/warnings can be exported to .CSV to allow filtering of data to provide to schools for clean-up

To view the errors and/or warnings in a csv format click

Export to CSV



Error 1: Resolutions –Missing End Dates and/or Times

- ▶ This error will appear anytime a student has a state resolution without a resolution end date and or time.

To resolve this error, open event resolution; enter end date and/or time and save record

NOTE: There has been a validation put in place on the data entry screen that should prevent this error.

Error 2: State Resolutions missing a law or board violation selection

- ▶ This error will appear anytime a student has a state resolution without a law or board violation selected on the event.

To resolve this error, open behavior event; select the appropriate law or board violation

NOTE: There has been a validation put in place on the data entry screen that should prevent this error

Error 3: Event without a participant

- ▶ This error will appear anytime an event with a Safe Schools qualifying event or resolution is saved without a participant selected.

To resolve this error, find the referenced behavior incident, and add the participant to the event or resolution. If the event was created in error, then the event should be deleted.



Error 4: Behavior Incident outside of district enrollment

- ▶ This error will appear when a behavior incident date is outside any of the student's enrollments in the district.

Warning 1: Suspension/Attendance Dates and/or Times are Inconsistent

- ▶ This warning will appear for students who received a state resolution of SSP3 and the start/end date/times of the behavior resolution are not consistent with the check-in/out date/time within the student's attendance.

Warning 3: Behavior resolution outside of enrollment

- ▶ This warning will appear for students who have a resolution start or end date outside of any enrollment in the district.

Warning 4: Overlapping State Resolutions

- ▶ This warning will appear anytime a student has two or more state resolution records which overlap any span of date or time.

Extract Detail

- ▶ District Information
- ▶ School Information
- ▶ Student Demographics (SSID, Name, DOB, Race, Gender, SES, Special Ed Status)
- ▶ Incident Detail (Incident ID, Date, Time, Context, Location)
- ▶ Event Detail (Event ID, Role, Board Violation Code, Law Violation Code)
- ▶ Legal Sanctions (Call to Police, Arrest, Charges, Gang Related, Civil Proceedings, SRO, CDW)
- ▶ Resolution Detail (State Code, Start Date/Time, End Date/Time, Length in School Day)
- ▶ Distinct Count

Resolution Length School Days

- ▶ This field will calculate the number of days of the resolution based on the start and end date and the school days in the district calendar
- ▶ Snow days, break days, holidays, weekends will not be counted as a day in the resolution length

Distinct Count

- ▶ This field provides a distinct count per record based on the SSID and the Behavior Event ID fields.

StateID	EventID	Role	Board_Vic	Law_Viola	resolution	DistinctCount
1234567890	21752	O	8001			1
1234567890	21752	O	8001		INSR	0

- ▶ Record above one event of bullying with two resolutions, distinct count produced is 1

Validation and Verification

- ▶ Once the district has validated the 14–15 data and is confident the data is accurate, the district superintendent must complete the verification survey (provided at a later date).
- ▶ The data will then be extracted via the data reporting warehouse by KDE.

What is this data used for?

- ▶ Publically reported via Open House | School Report Card
- ▶ Per KRS 158.444, KDE must provide the data to the following agencies:
 - Kentucky Center for School Safety
 - Office of Education Accountability
 - Education Assessment & Accountability Review Subcommittee
- ▶ Data is reported annually to the U.S. Department of Education.

Questions



- ▶ Questions regarding the Safe Schools Extract, contact Windy Newton or Victoria Fields at 502-564-4772 or email windy.newton@education.ky.gov victoria.fields@education.ky.gov



CIITS Job Categories Begins at 2:15 p.m. (EDT)

You can ask questions and interact with the presenters during the training through GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData

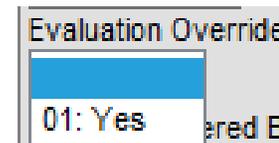


CIITS Job Categories

Lyndsey Robinson, CIITS Integration Specialist
Enterprise Data Division
Office of Knowledge, Information & Data Services

CIITS Job Categories

- ▶ Data in IC will be used to align **certified staff who will be evaluated** to a job category. Job category aligns them to the correct evaluation framework in CIITS.
- ▶ Job categories will be determined using Type / Alternate Type value on a person's active assignment records in IC.
 - Type / Alternate Type must be the same on all of a person's active assignment records **within one school** in IC.
 - Type/Alternate Type may be different **between schools** in IC.
 - If Type/Alternate Type value is different **between schools**, the New field on the District Assignments tab "**Evaluation Override**" must be set to specify which value the person should be aligned with when determining job category.
 - Only needs to be set for certified staff who have different Type/Alt Type values between schools.
 - Preliminary analysis shows Evaluation Override will need to be set for very few (usually less than 10) staff per district.



CIITS Job Categories

Two new KDE reports available in IC district sites to help districts prepare:

- **CIITS Job Category report**
 - Displays staff who will be aligned to a job category and their designated job category.
 - CIITS Job Category Setup for Certified Staff ([Quick Reference Card](#))
- **CIITS Job Category Exception report**
 - Displays staff who will NOT be aligned to a job category along with detailed exception code.
 - Correcting CIITS Job Category Exceptions ([Quick Reference Card](#))

To ensure that certified staff are aligned to the correct job category in 2015–2016:

- Review the two reports in IC.
 - Run the CIITS Job Category report; verify the person's job category is correct.
 - Run the CIITS Job Category Exception report; resolve any issues for **certified staff** by end of May.
- Review article in February & April [KSIS & More newsletter](#).



Wrap-up Begins at 2:30 p.m. (EDT)

You can ask questions and interact with the presenters during the training through GoSoapBox: <http://app.gosoapbox.com>
Access Code: KDEDData



Thank you!

The end-of-year training sessions were recorded and will be available for reference on the KSIS Training webpage in approximately 7 – 10 days.