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

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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

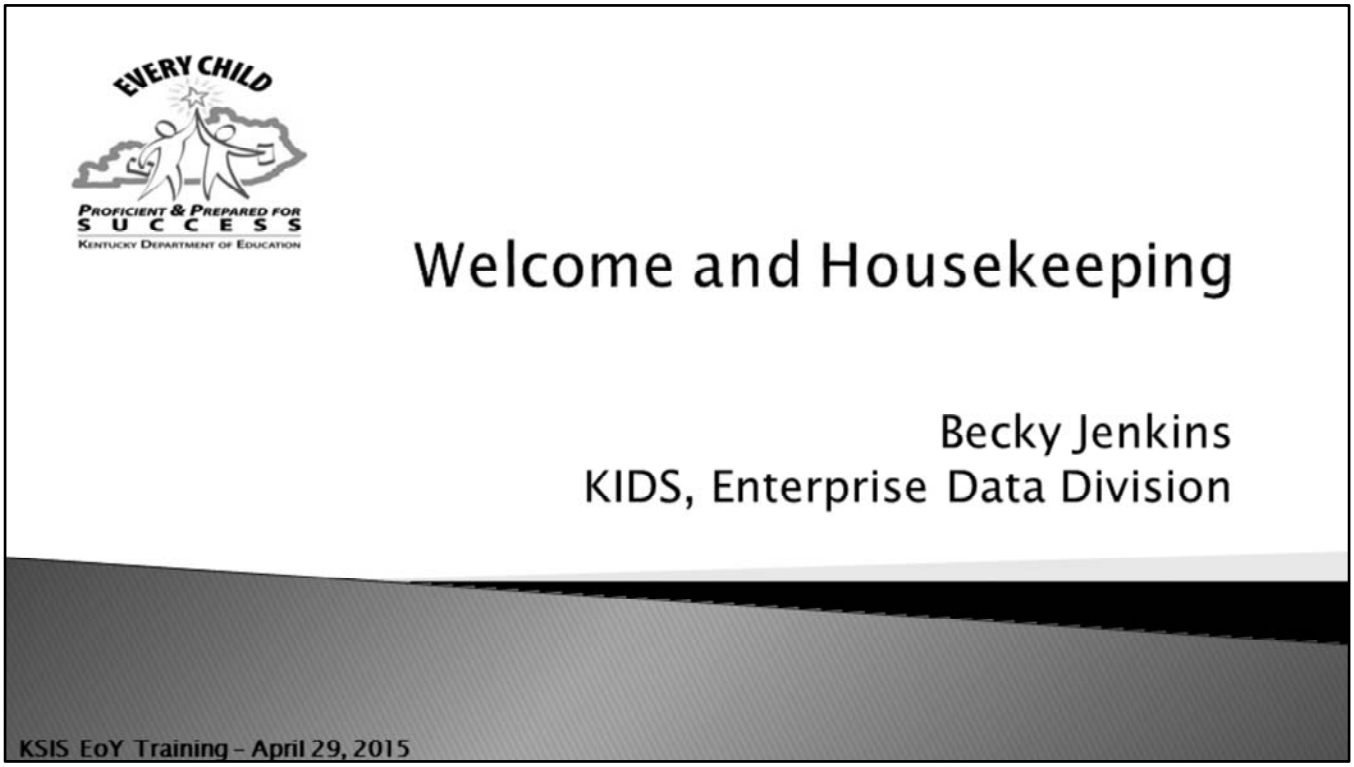
If you are using a smartphone (Droid, iPhone or Mac), right click and open hyperlink or copy below and paste into your browser: http://mediaportal.education.ky.gov/watch-live/

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: KDEData

Have a technical issue? Contact your district technician.

2

The End of Year training sessions will be recorded and available for reference on the KSIS Training Web page in approximately 7 – 10 days.


EVERY CHILD
PROFICIENT & PREPARED FOR
SUCCESS
KENTUCKY DEPARTMENT OF EDUCATION
Welcome and Housekeeping
Becky Jenkins
KIDS, Enterprise Data Division
KSIS EoY Training – April 29, 2015

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.

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The training registration link will remain live for 7-10 days for anyone who is participating today but hasn't registered. Place cursor over the links, right click, select Open Hyperlink.

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**	

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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

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KTS Data Exchange

Begins at 9:35 a.m. (EDT)

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

KSIS EoY Training – April 29, 2015

KTS Data Exchange

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

KSIS EoY Training – April 29, 2015

Agenda

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

Tanya Fluke

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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

Tanya Fluke

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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.

Tanya Fluke

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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.

Tanya Fluke

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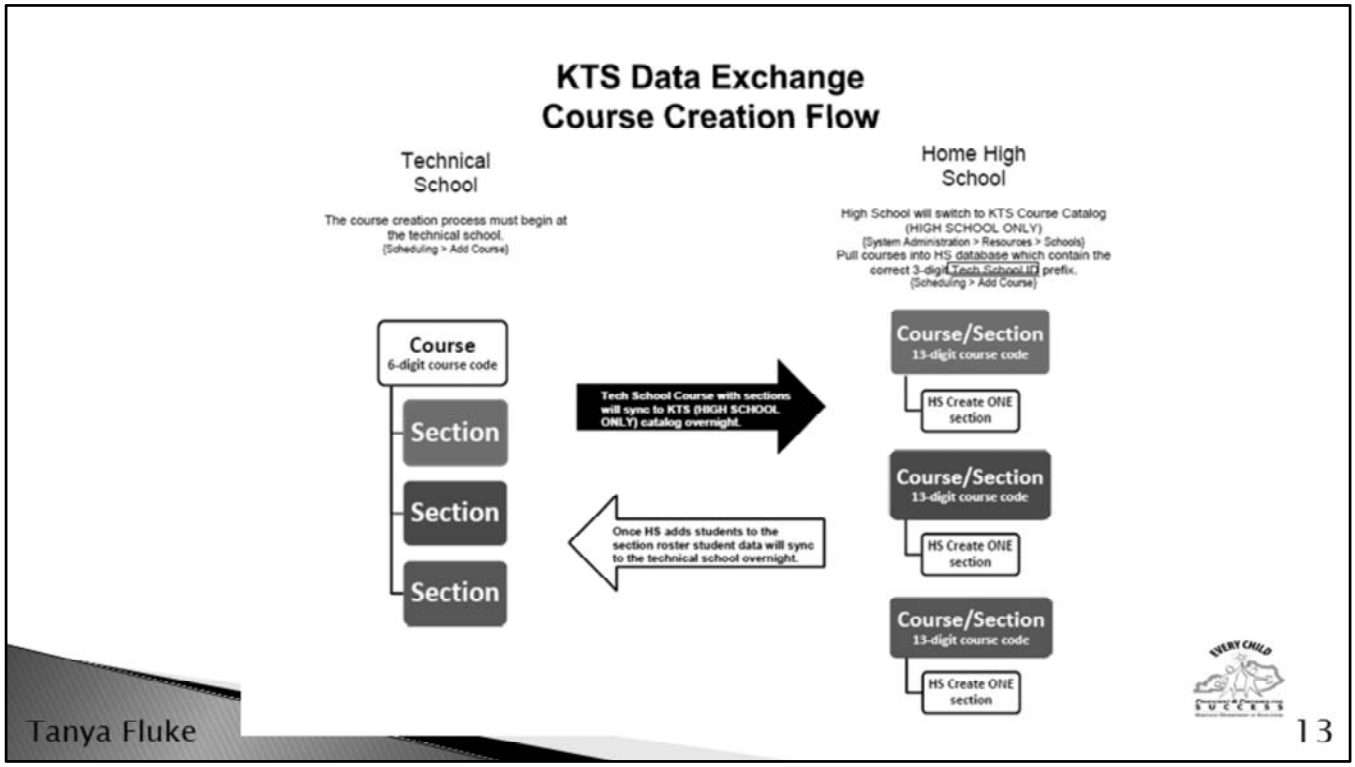
KTS Data Exchange
Course Creation Flow
Technical School
The course creation process must begin at the technical school.
(Scheduling > Add Course)
Home High School
High School will switch to KTS Course Catalog (HIGH SCHOOL ONLY)
(System Administration > Resources > Schools)
Pull courses into HS database which contain the correct 3-digit Tech School ID prefix.
(Scheduling > Add Course)
Course
6-digit course code
Section
Section
Section
Tech School Course with sections will sync to KTS (HIGH SCHOOL ONLY) catalog overnight.
Once HS adds students to the section roster student data will sync to the technical school overnight.
Course/Section
13-digit course code
HS Create ONE section
Course/Section
13-digit course code
HS Create ONE section
Course/Section
13-digit course code
HS Create ONE section
Tanya Fluke
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Course Number & Scheduling

Explanation of Course Codes for KTS – Campus Data Exchange

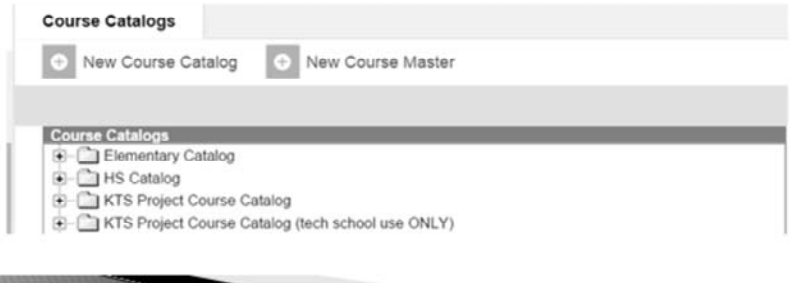
Course codes are a critical element used in the data exchange between technical centers and home high schools. As courses and sections are set up in the technical centers, the automated process adds identifiers to the course code and uploads each course to the KTS Course Catalog in the home high schools. 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



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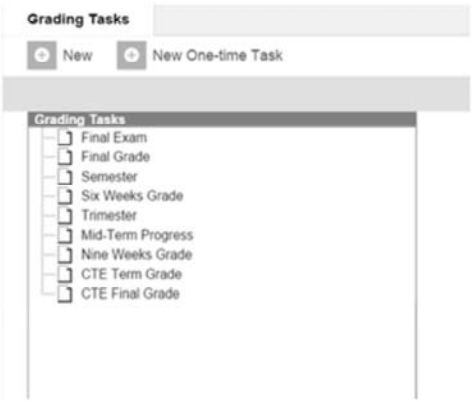
Grading Setup and Syncing



Click here for documentation

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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

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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.

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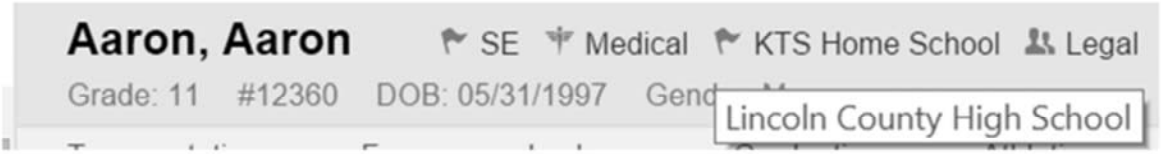
Program Flags



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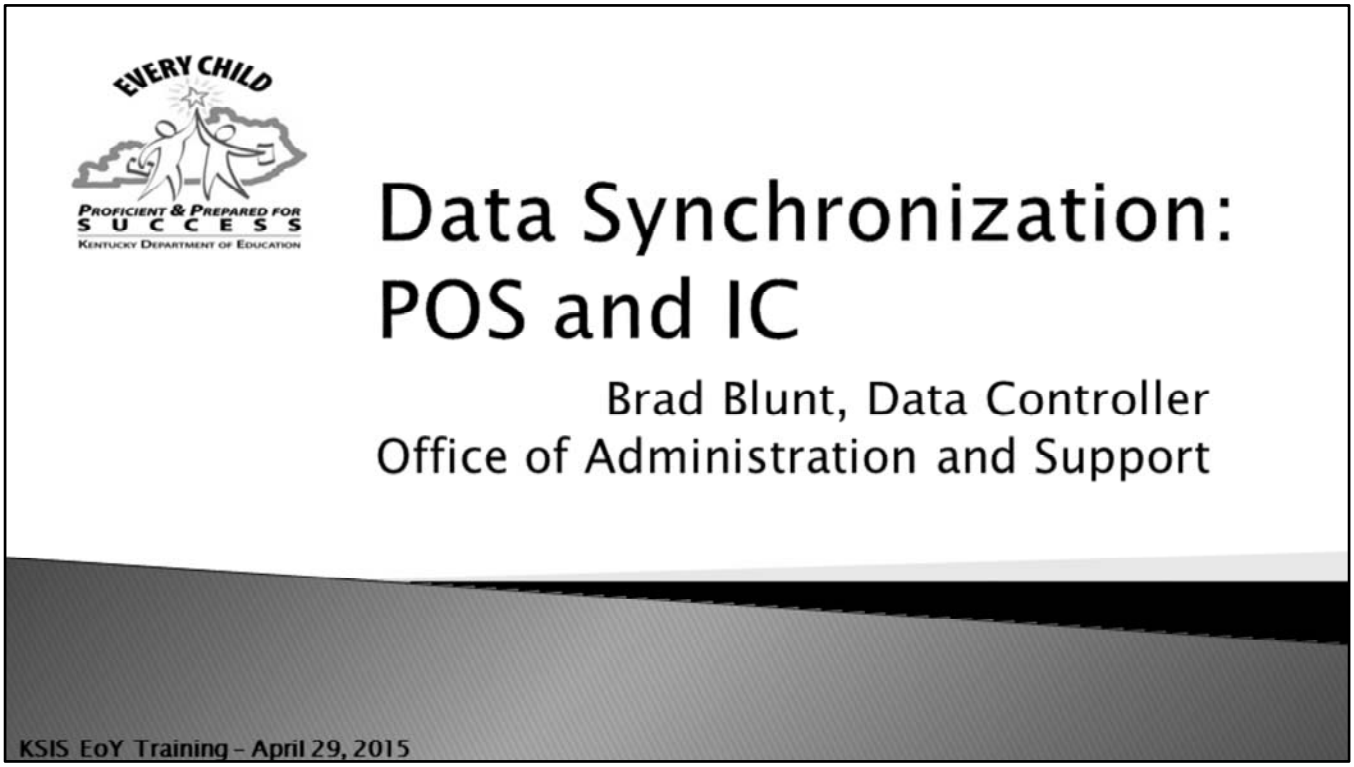
Data Synchronization: POS and IC

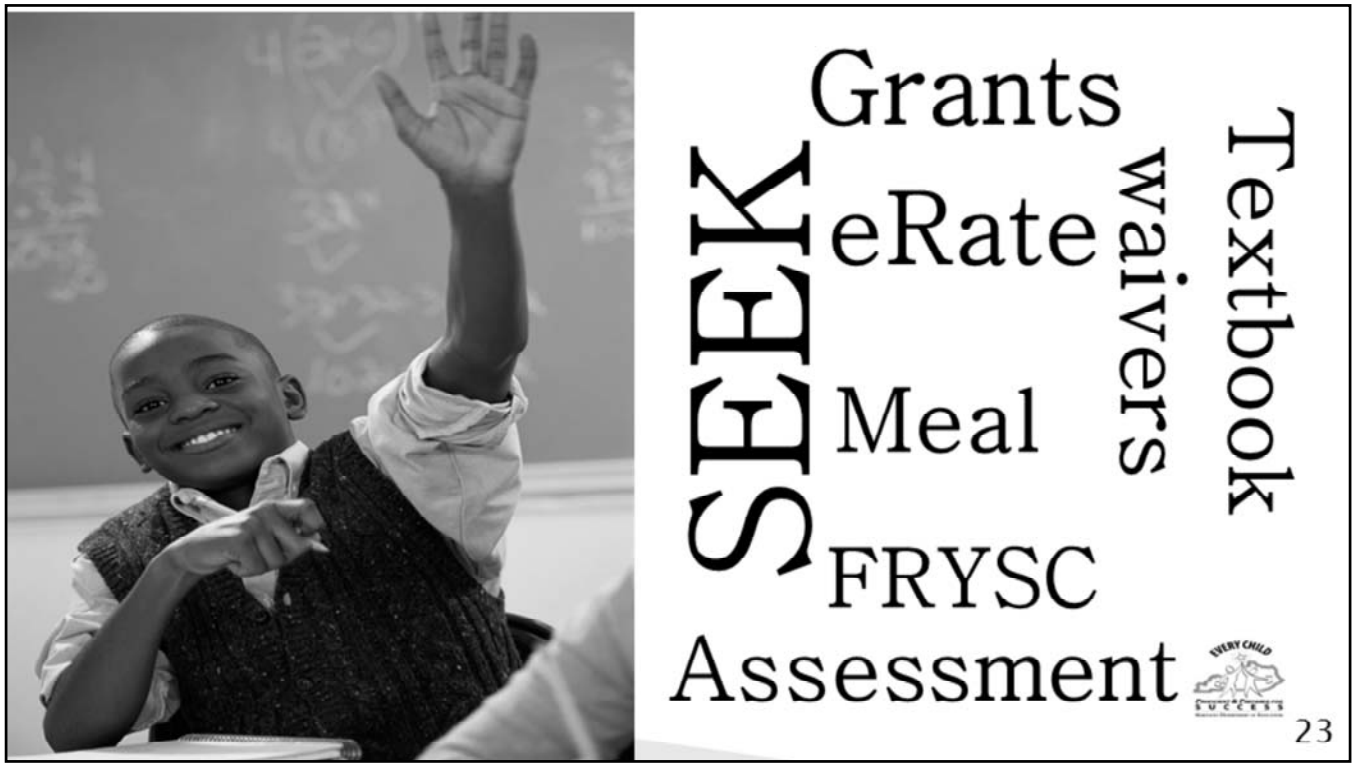
Begins at 10:35 a.m. (EDT)

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

KSIS EoY Training – April 29, 2015



This session will focus on data synchronization between your food service POS and Campus.



The free/reduced meal status data has multiple uses, including the following list. The data is used in numerous state and federal reports as well as eligibility for additional benefits. And we mustn't neglect the import of the meal status to the student: research links consuming a school meal with improved student performance and fewer behavioral issues.

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

Brad Blunt

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Here is our agenda. My primary themes will be about the essential steps you need to take for the end of year and where to get help if you need it. I've worked to simplify what needs to be done and highlight the areas that merit your attention.

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 basis[1]

[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

Brad Blunt

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Numerous federal and state reports utilize meal status from Campus, which is the system of record. For districts not using Infinite Campus as their POS or those districtwide Community Eligibility – the meal status must be imported from the food service 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.

Brad Blunt

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In a ballroom dance each partner knows the steps they must take: they have clearly defined roles. The same is true with the POS and Campus. The premise of data synchronization is that two systems share data with each other based on a common field. The data transfer occurs based on a match with that common field. Between your food service POS and Campus that common field is the student state ID. Having that information in both systems allows them to communicate with each other. Using the SSID is fast, simple and leads to fewer errors than other possible matching criteria.

CEP Data Synchronization

Data synchronization must be adjusted depending on your CEP type

Mixed CEP Districts[1]

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

Brad Blunt

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We have over 100 districts on the Community Eligibility Provision. In this provision all students eat meals at no charge. Reimbursement is based on the percentage of directly certified students in your district. Food service does not collect household applications in this case. A HIF form is collected to obtain the socioeconomic status of students. As such you will need to turn off the data import between the POS and Campus. Shown above are the criteria based on your situation – partial or full CEP.

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?

Brad Blunt

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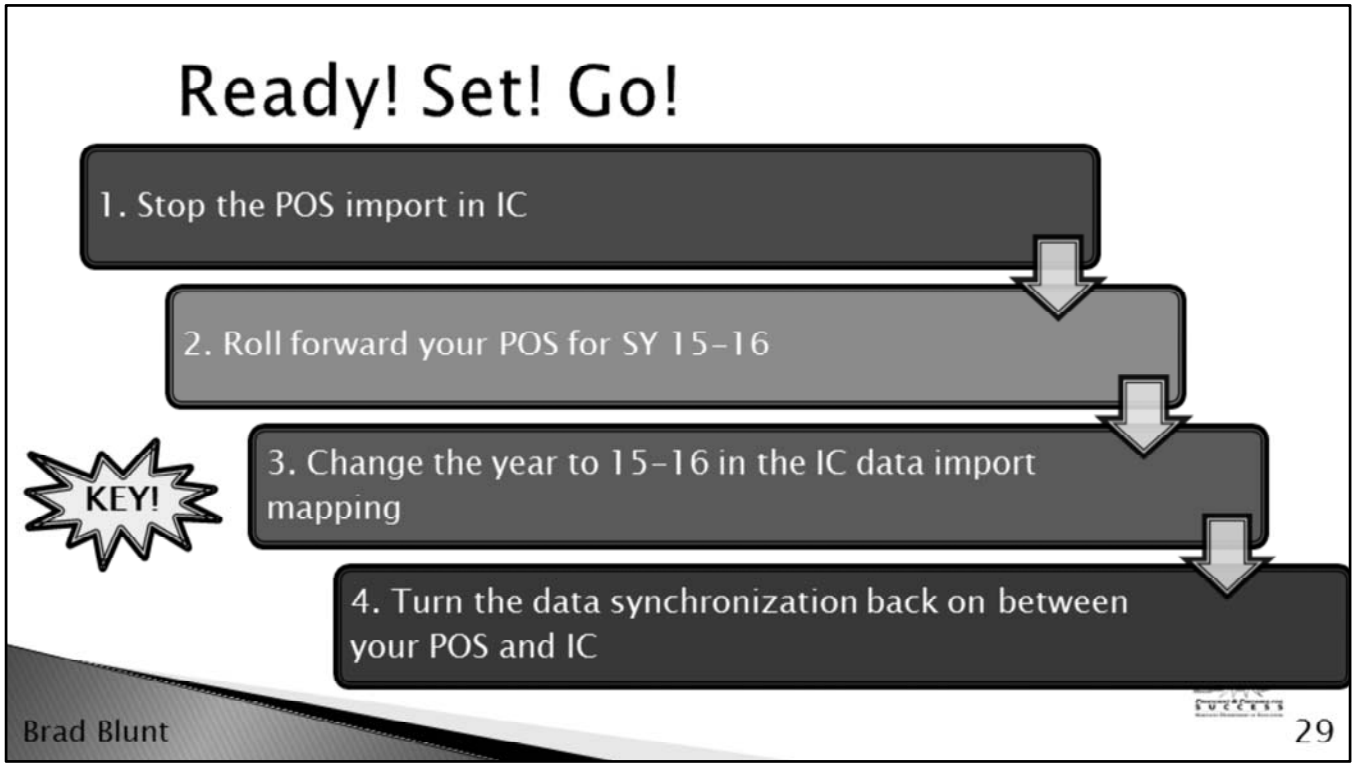
At the outset of any project you need to determine who will be your resources – and what responsibilities they will have. Depending on your needs data synchronization and DC imports require a team approach. The following list – which is not all encompassing - shows some areas that need to be discussed. The goal is to promote ownership and avoid finger pointing. And if the workload can be shared that helps a great deal. Who does the work depends on the district. Some districts have their IT staff heavily involved and others rely on the food service director. The best approach is what works for your district. A key point is for proper set up at the beginning of year and perform regular monitoring thereafter.



Four easy steps to update your IC settings for POS data import

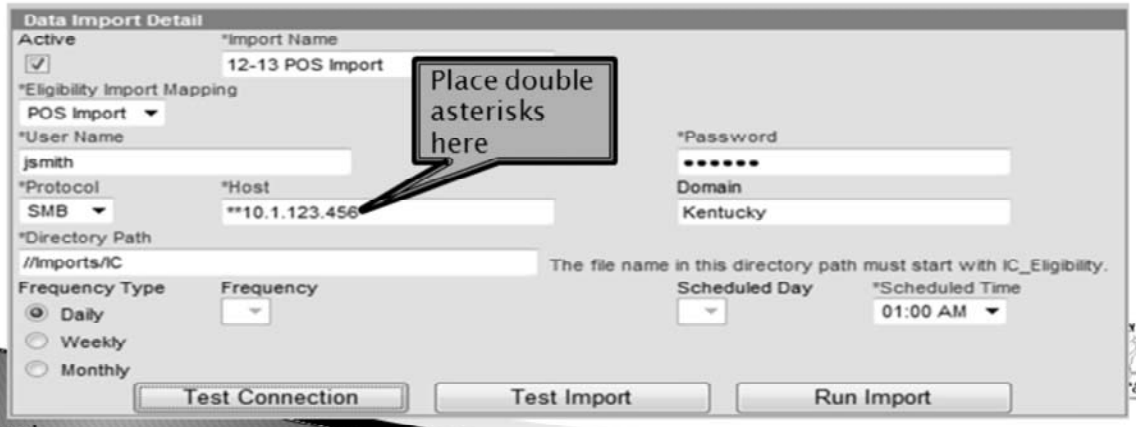
1. Stop POS import in IC
2. Roll the food service POS forward for SY 15-16
3. Change the year to 15-16 in your IC data import mapping
4. Turn the data synch back on in IC

Let's discuss the steps in further detail

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



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Begin by stopping the data import after the last day of school for students. The easiest means is to place double asterisks in the Scheduled Imports tool for the host IP address– then click "Save".

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.

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The data import mapping must be updated by July 1, 2015

Why? If you allow the POS to import meal status from the prior year into the current school year – this corrupts the data in IC for the prior year

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

Brad Blunt

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Food Service will roll their POS system into SY 15-16, preparing to process applications beginning July 1. When that is finished, Food Service should notify the KSIS contact that the POS is ready for SY 15-16

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

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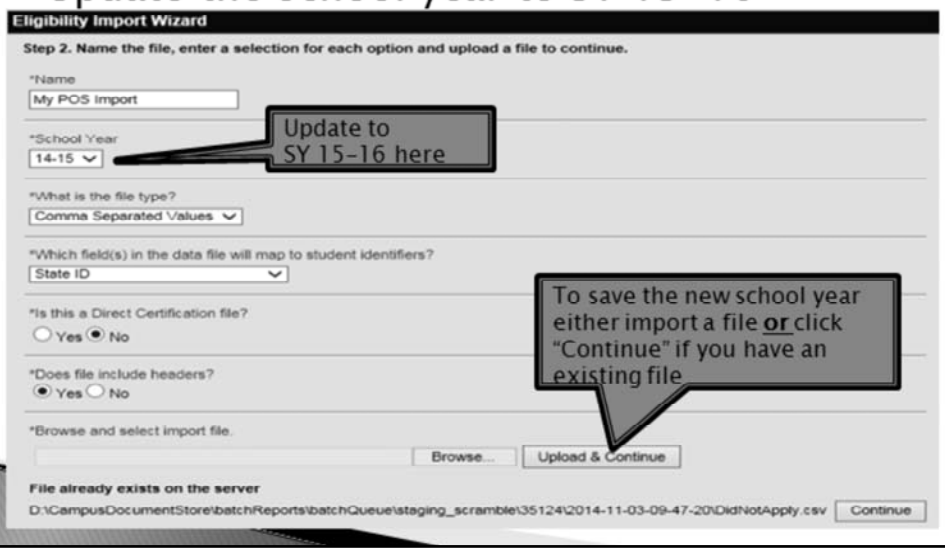
The Eligibility Import Wizard should be updated for SY 15-16. To do this:

- Navigate to FRAM>Eligibility Import Wizard.
- Select the current data import mapping and click "Edit".

Update Data Import Mapping

✓ Update the school year to SY 15-16



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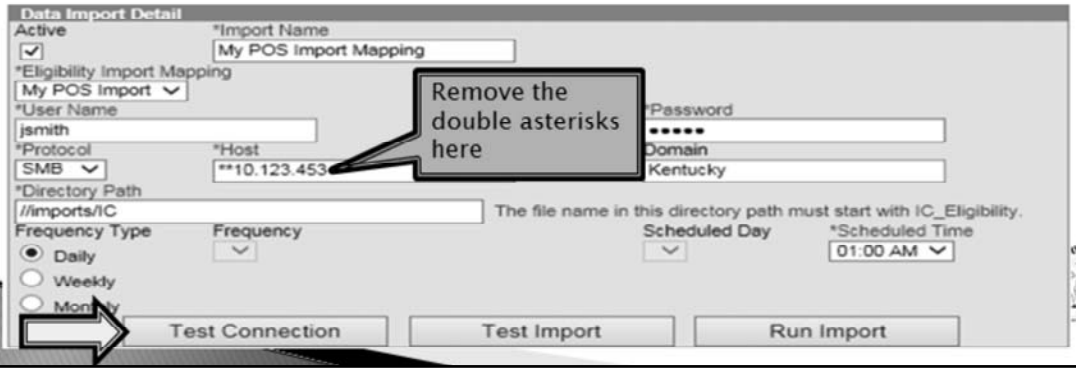
Under "School Year" select 15-16. To save your changes either import a POS data extract file **or** click "Continue" if you have an existing file on the server.

Question: Will I need to update any other values for the POS data import mapping?
No, not if you are keeping your same POS system. The data values you mapped for the POS import file in SY 14-15 should remain the same.

Reactivate the Data Synch

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



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Finally, remove the double asterisks and click "Test Connection" to ensure the import is working properly. If you changed servers then the IP address may need to be changed under "Host". Click "Save"

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

Brad Blunt

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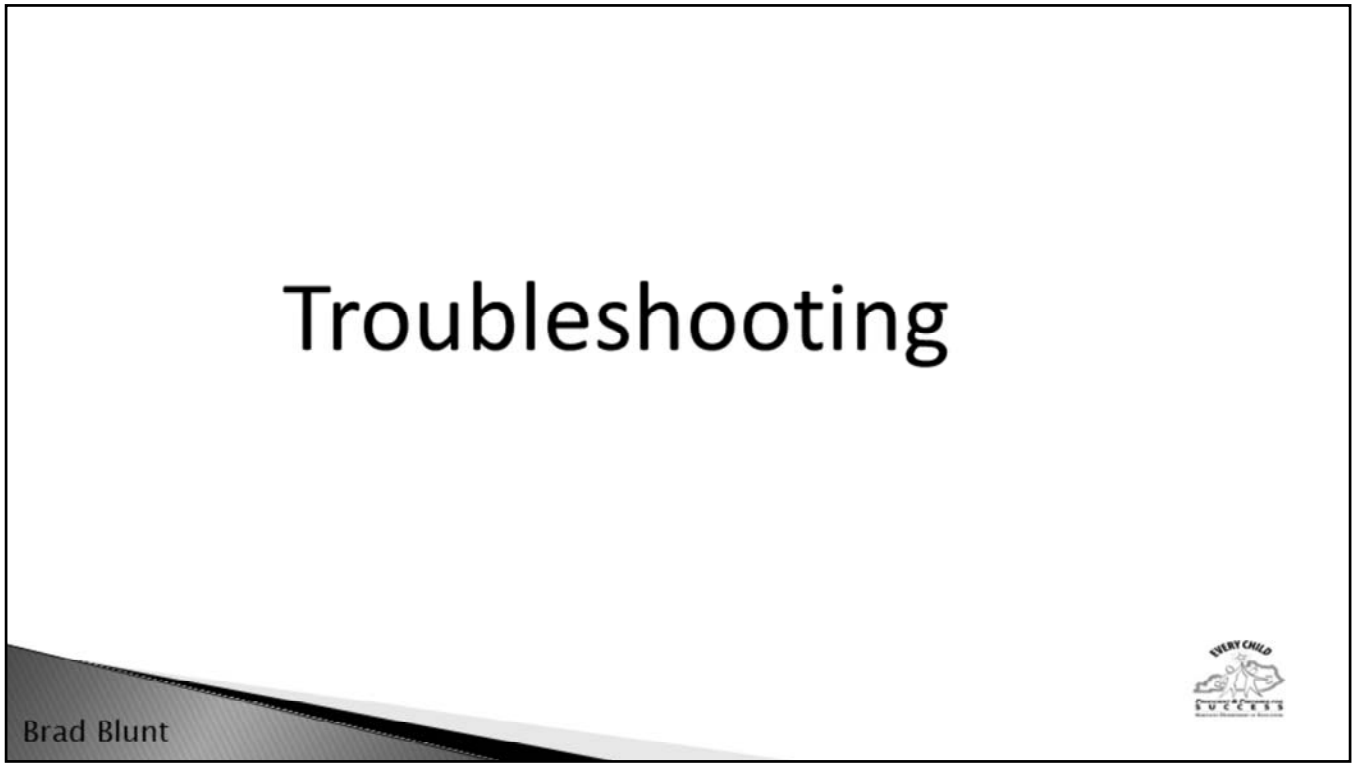
Here is a brief checklist of items that should be done during the POS data import update process. You will stop the data synchronization, perform the POS rollover, adjust the data import mapping to SY 15-16, and then re-start the data synchronization. The POS file import should be checked at least on a monthly basis to ensure it's working properly. Finally, you can check the free/reduced/paid counts to the POS.



Here is a set of slides to assist in troubleshooting.

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

Brad Blunt

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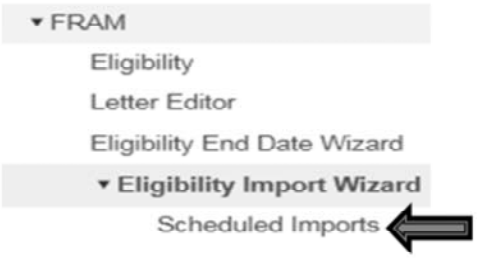
When something appears awry, here are a few areas to check for a diagnosis. I would begin with the FRAM Scheduled Import Log. Look there to see when the last successful synch was done. If that has been unsuccessful, then you can look at what is wrong with the communication between the POS and IC. Presuming that it's worked in the past – you want to check the configuration hasn't changed: verify the username and password are correct; the folder name for the IC_Eligibility file is still the same, a file is being produced since the rollover, and - if you have a new POS server – your IP address for the server is the same as before.

If your data synch has been successful then look for errors in the POS import mapping. We'll discuss that in further detail.

Finding the errors

Campus tracks the status of the data import from POS

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



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I want to discuss the Schedule Import Log in further detail and give you resolution steps for the common errors. Locate the scheduled import log by going to the FRAM>Eligibility Import Wizard>Scheduled Imports. You may need to ask your IC contact person for rights to this tool.

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

Scheduled Imports | Scheduled Import Logs |

Clear Log Clear All Logs

Data Import Editor

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

Click on the task name to see the details

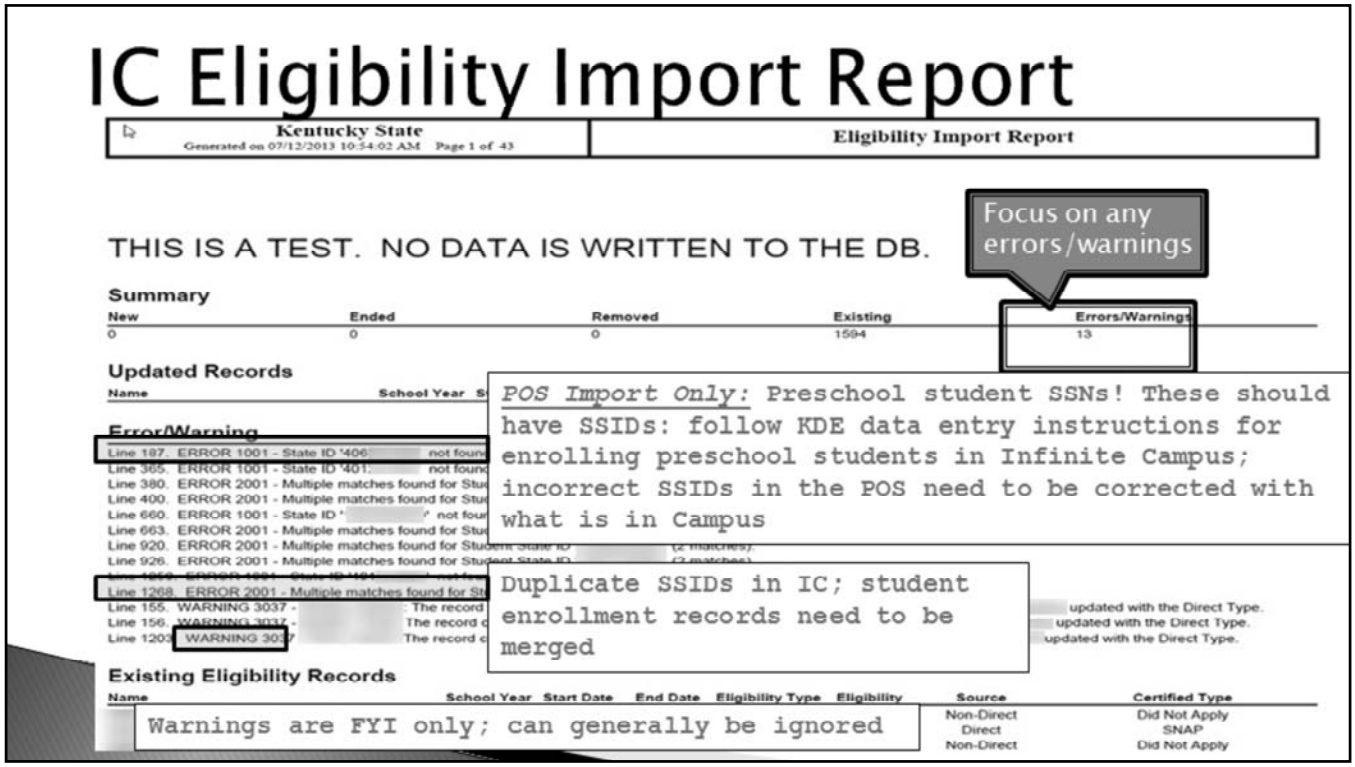
Data Import Log

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 log file to review the data synch report

Brad Blunt 40

On the second tab you will click on the first entry to see the details. Then click on the latest log file to view the details. The report shows the details of the scheduled import, as shown on the next slide.



Here is the data import report from Campus. You'll see a similar report for the DC imports as well as the POS data synchronization. The concepts are the same: what was successful and unsuccessful. Scroll down the report until you see "Error/Warning" section. Focus on the errors.

For your POS import you are matching on SSID against Campus. The SSIDs must be an exact match. Any mismatch will result in an error. In the example above the preschool students have a social security number assigned to them – and they should have an SSID. They need to be enrolled in Campus to obtain that. If the student has what appears to be a valid SSID and the entry of "State ID" not found appears then a discrepancy exists between Campus and your POS. Change the SSID in your POS to match what is in Campus.

Duplicate entries show as "Multiple matches" found. Merge those enrollment records in Campus. And you can generally ignore the warnings in Campus.

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

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Here is a general overview of common errors. We've discussed the state ID and multiple matches. With the end data before the start date – you are attempting to import the prior school year POS data extract into the current school year. With an invalid field name you have a record type (e.g., Medicaid) that is being imported from your POS system but is not included on the POS import mapping. To fix this import the current POS data synch file and map the "Medicaid" value.

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

Brad Blunt

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KDE has assembled a list of useful ad hoc reports – and placed them under the "State Published" folder in the Ad Hoc filter tool in Campus. Here are the most helpful. The transposed meal eligibility dates shows a list of students with transposed meal eligibility dates. You can then review these further. The set of filters for missing meal eligibility records list which students do not have a meal status record. If the student doesn't have a meal status record then they will receive a default value of "paid".

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

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Here is a list of resources. I will be available to assist you as well.

Seek at Risk ADM

Begins at 11:15 a.m. (EDT)

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

KSIS EoY Training – April 29, 2015

Welcome to the presentation on SEEK At Risk ADM. The presentation will help you get ready for the end of year submission to KDE.

Agenda

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

Brad Blunt

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Here is the agenda. I will present a brief overview of the report, focusing on ways you can validate your data. Since most of you are familiar with the SEEK ADM At Risk report fundamentals I'll spend a short amount of time on that topic.

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.

Brad Blunt

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The SEEK funding formula is as follows:

- [15% of the per pupil guaranteed base funding amount calculated] times the sum of the ADM of students approved for free meals in the prior fiscal year. Notice that the free meal statuses are highlighted as a reminder.

If you are curious about the SEEK funding formula please Google search 702 KAR 3:270 (colon). This will take you to the LRC website.

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

Brad Blunt

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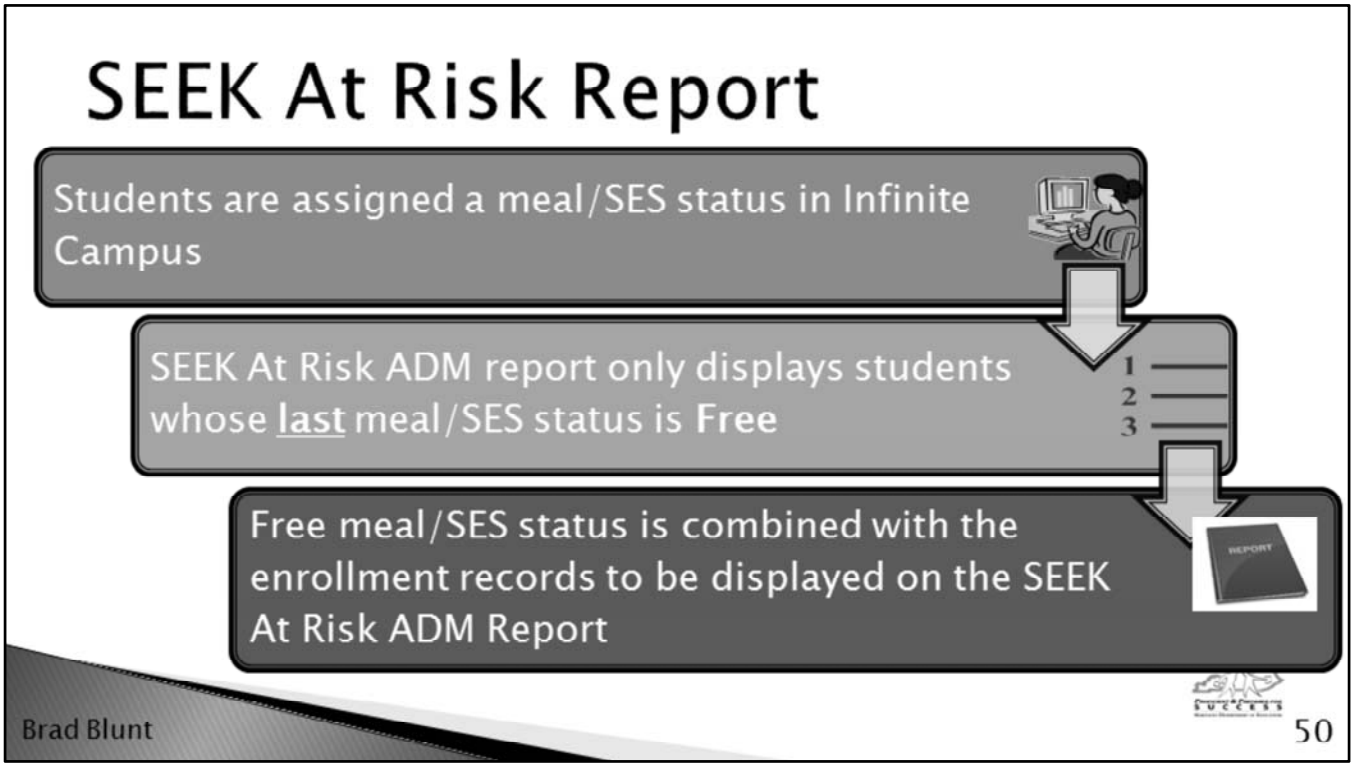
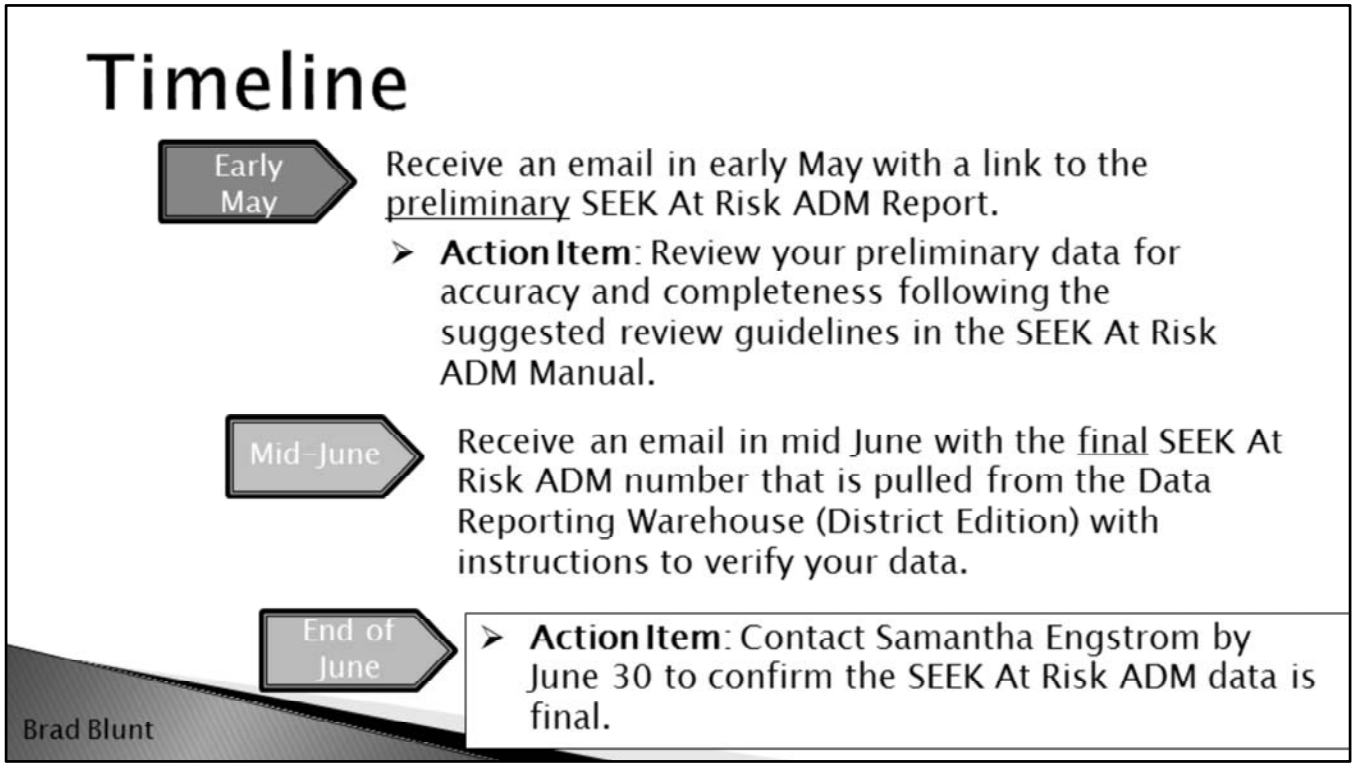
The last meal status on file in Campus is used to determine who appears on the SEEK At Risk report. The final pull will be June 30th from the State Reporting data warehouse, which is a direct pull from your district data. We will be using ADM to calculate the At Risk number.



The basic steps for compiling the SEEK At Risk report is as follows. The student receives a meal/SES status in Infinite Campus. Students whose last meal status is free within the school year are then extracted. The report combines the enrollment records for each student to display on the report.



The timeline of the key events are shown on this slide. You'll receive an email in early May with the preliminary SEEK At Risk ADM number for your district. Please verify the accuracy and completeness of the At Risk report during the month of May. In mid-June you'll receive our final At Risk number with instructions to validate the accuracy of that number. An email will need to be sent by June 30th to Samantha Engstrom that confirms your SEEK ADM number. Finally, at the end of June the data will be pulled from the data reporting warehouse to calculate SEEK At Risk ADM.

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.

Brad Blunt

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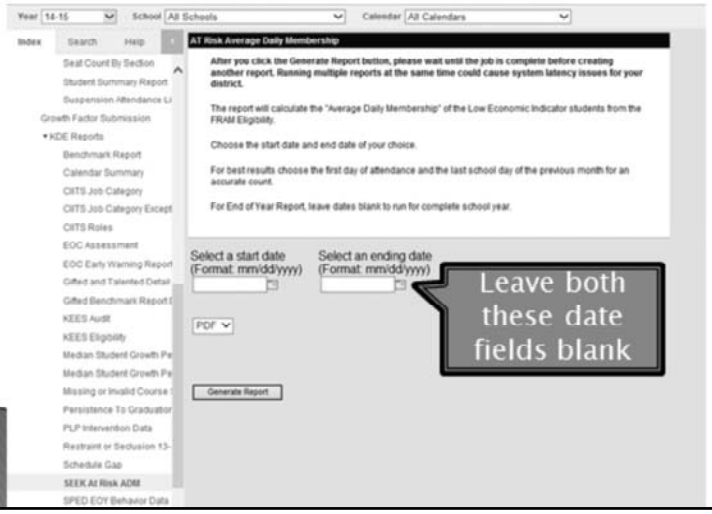
Students with multiple enrollments will have a separate record for each enrollment record within each school. For example a student is in an alternative program and comes back each then enrollment record would be on the report with the associated ADM. If you have multiple enrollments for a student you can view the report in Excel using CSV format – and then sort by SSID to group them together.

Also, if you make changes on the At Risk data during the final reporting period in mid-June then please contact Samantha.

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.



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The SEEK report is located in Campus under KY State Reporting > KDE Reports > At Risk ADM. To run the report for all schools choose "All Calendars" from the dropdown menu in the upper left hand corner of Campus, select PDF or CSV format, leave the dates blank and then generate the report.

Average Daily Membership for *At Risk Students

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

District Name/	Student SSID	Student Name	Grade	Instructional Days from Calendar	Enroll Start Date	Enroll End Date	Enrolled Instructional Days	SEEK AtRisk ADM
County								
School Name								
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

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Here is the report in a PDF version. For each school you will see their enrollment record information for each student. The ADM is calculated by taking enrolled instructional days divided by instructional days from the calendar.

- 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

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On this slide we have the final totals. You may see multiple enrollments for a student but each student is only counted once. The ADM number is shown after the count of students.

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

DistrictNan	schname	stateid	personname	grac	instructionaldays	startenrollme	endenrollme	enrolledda	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

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In this fictitious example you see the report exported to a CSV format. A filter is applied to limit the view to only students with less than 1 ADM. By filtering on students with less than 1 ADM you can then verify the accuracy of the start/end dates in Campus.

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

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Here is a view of the enrollment segments between Campus and the At Risk report. Make any corrections on the Enrollment Editor if any of this is incorrect.

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	

Start Status: E01 First enrollment of the year
End Status:

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

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Here is a simplified view with enrollment and FRAM meal eligibility shown. If a student is missing, then focus your attention on the FRAM meal eligibility record: a free status must be the last record in the school year.

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.

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A checklist has been compiled of key areas to review. Utilize this to help you in your verification process. Focus your attention on meal/SES status since this has the highest likelihood of being missing or in error.

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

Brad Blunt

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As a reminder we encourage you to run the SEEK At Risk SDM report each month to verify your numbers: it's easier to check for accuracy each month.

Contacts

- Samantha Engstrom
  samantha.engstrom@education.ky.gov
  (502) 564- 5279

- Cheri Meadows
  cheri.meadow@education.ky.gov
  (502) 564-5279

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If you have any issues or questions with your SEEK At Risk number this year don't hesitate to contact Samantha or Cheri.

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: KDEData

KSIS EoY Training – April 29, 2015

Intervention Data

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

KSIS EoY Training – April 29, 2015

Update on Usage

Currently 207,094 student intervention plans

April Pieper

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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 *

April Pieper

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Creating a Record

Path: Student General > PLP > General > Intervention

Start Date	End Date
Student Service Results	Student Service Results Other
Tier Status	Total Hours Served
Intervention Type	State Course Code
Intervention Content Area	Content Area Other
Intervention Materials 1	Materials Code 1
Intervention Materials 2	Materials Code 2
Intervention Staff	Delivery Location
Delivery Method	Delivery Method Other
Frequency	Duration

April Pieper

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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

April Pieper

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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

April Pieper

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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.

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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

April Pieper

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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

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It is easy to create a blank record. If a student is receiving services, update the blank record to the correct information.

Deletions can not be undone. Do not delete records because your school did not create them.

Delete will only show if you have the necessary tool rights.

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?

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Student moves schools within the district

Why do I see records from previous school? Intervention records are not school specific.

Can I hide them? You can compare enrollment start dates and intervention dates to eliminate

Can I delete them? No, they should not be deleted.

Student moves schools district to district

Can I see records from previous school? The records do not transfer between districts.

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.

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73

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.

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Using the PLP Intervention Data report

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

KSIS EoY Training – April 29, 2015

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

Lisa Keeter

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Report Parameters

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

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

Range of start dates

Select Grade:

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

Intervention Type:

All
Course
ESS
RTA
MAF
Other

Content Area:

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

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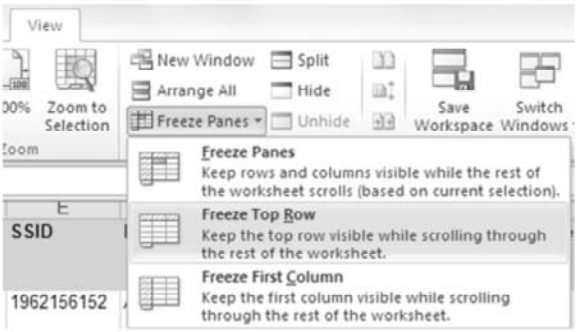
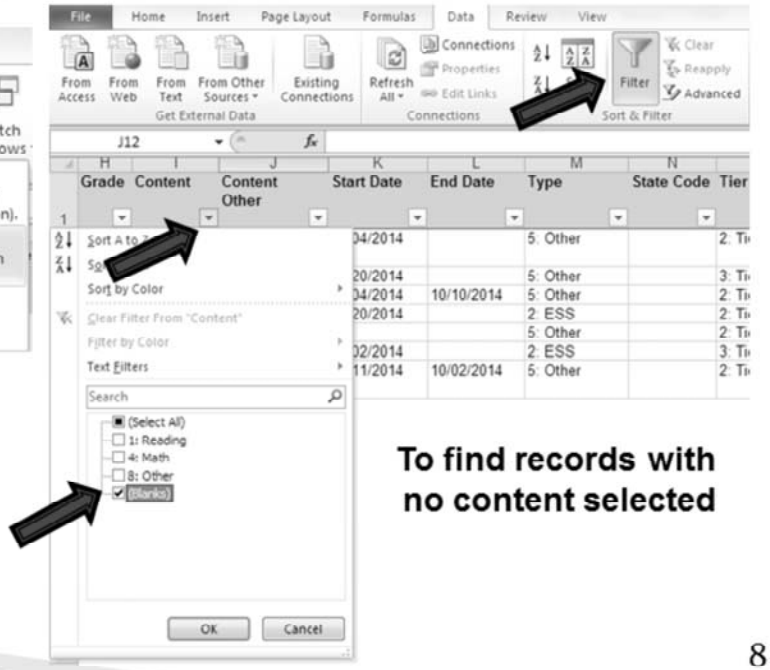
Using Excel features





To find records with no content selected

Lisa Keeter

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PLP Intervention Data sample report

Columns A–G from enrollment records. Can hide unneeded columns.

	A	B	C	D	E	F	G
1	District Number	District Name	School Number	School Name	SSID	Last Name	First Name
2	301	Knox County	071	CENTRAL ELEMENTARY SCHOOL	9992156152	ASTUDENT	ONE
3	301	Knox County	071	CENTRAL ELEMENTARY SCHOOL	9992156152	ASTUDENT	ONE
4	301	Knox County	071	CENTRAL ELEMENTARY SCHOOL	9992156152	ASTUDENT	ONE
5	301	Knox County	071	CENTRAL ELEMENTARY SCHOOL	9999987266	ASTUDENT	TWO
6	301	Knox County	071	CENTRAL ELEMENTARY SCHOOL	3333333390	ASTUDENT	FIVE
7	301	Knox County	071	CENTRAL ELEMENTARY SCHOOL	3333333390	ASTUDENT	FIVE
8	301	Knox County	071	CENTRAL ELEMENTARY SCHOOL	3333333390	ASTUDENT	FIVE

	I	J	K	L	M	N	O	P	Q
1	Content	Content Other	Start Date	End Date	Type	State Code	Tier	Results	Results Other
2	1: Reading		08/04/2014		5: Other		2: Tier 2		
3	4: Math		10/20/2014		5: Other		3: Tier 3		
4			08/04/2014	10/10/2014	5: Other		2: Tier 2	2: Exited to another intervention	
5	1: Reading		10/20/2014		2: ESS		2: Tier 2		
6	1: Reading				5: Other		2: Tier 2		
7	4: Math		12/02/2014		2: ESS		3: Tier 3		
8	8: Other	other content	08/11/2014	10/02/2014	5: Other		2: Tier 2	4: Moved from school	Transferred

PLP Intervention Data sample report

	R	S	T	U	V
1	Materials 1	Materials Code 1	Materials 2	Materials Code 2	Staff
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
1	Location	Delivery Method	Delivery Other	Total Hours	Duration	Frequency	Funding Source	Funding Other
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

Lisa Keeter

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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
							12/5/2014 2:49:00 PM
Yes							9/8/2014 2:46:00 PM
							12/5/2014 3:05:00 PM
Yes	Yes	Yes	Yes	Yes			12/2/2014 9:07:00 AM
					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

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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

Lisa Keeter

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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

Lisa Keeter

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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

Lisa Keeter

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Questions

Lisa Keeter

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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: KDEData

KSIS EoY Training – April 29, 2015

Cohort
End-of-Year Reporting

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

KSIS EoY Training – April 29, 2015

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

Tina Logan

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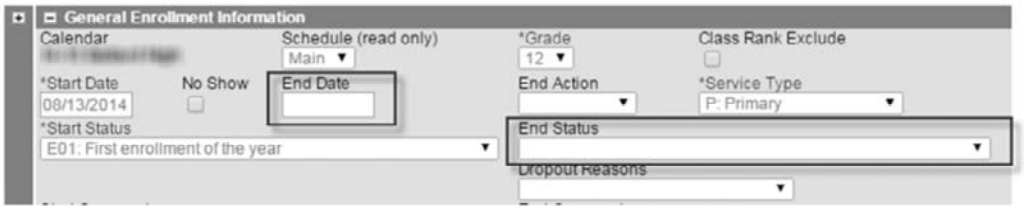
Graduate End Date and Status

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



- 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.**

Tina Logan

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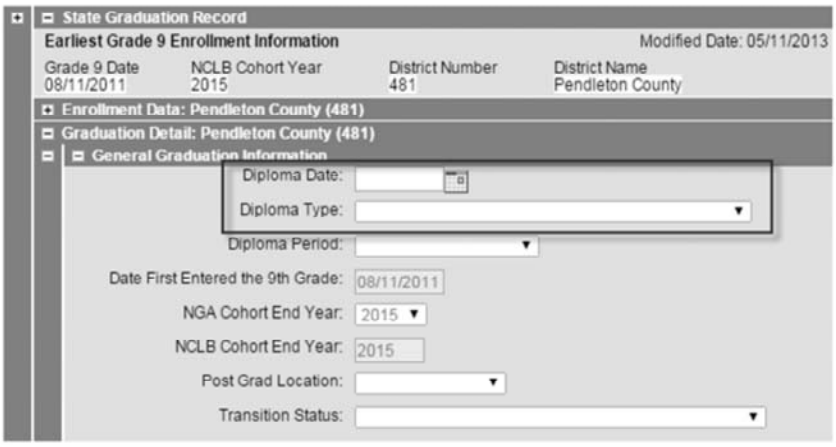
Graduation Tab

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



Tina Logan

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Adjusted Cohort Graduation Rate and Student Listing (SDRR)

Tina Logan

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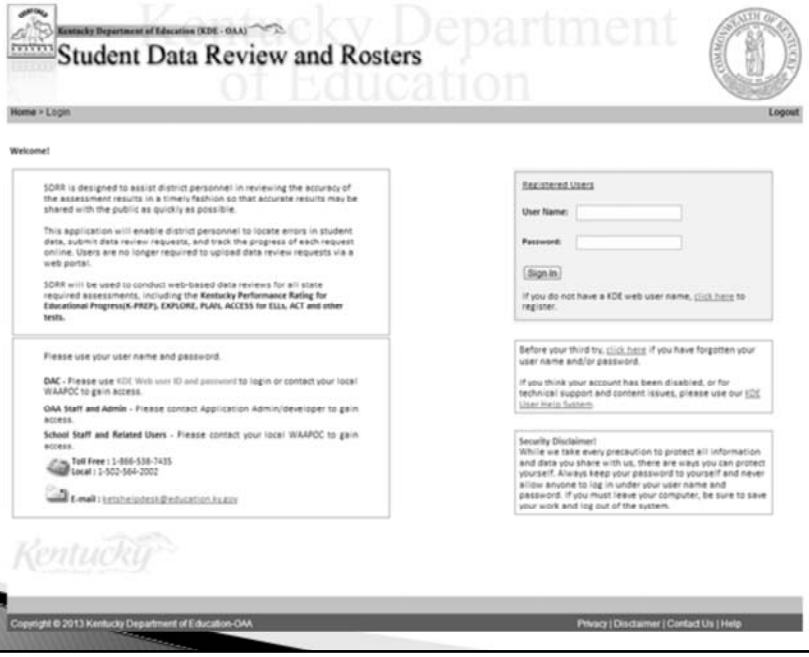
Cohort Student Listing in SDRR



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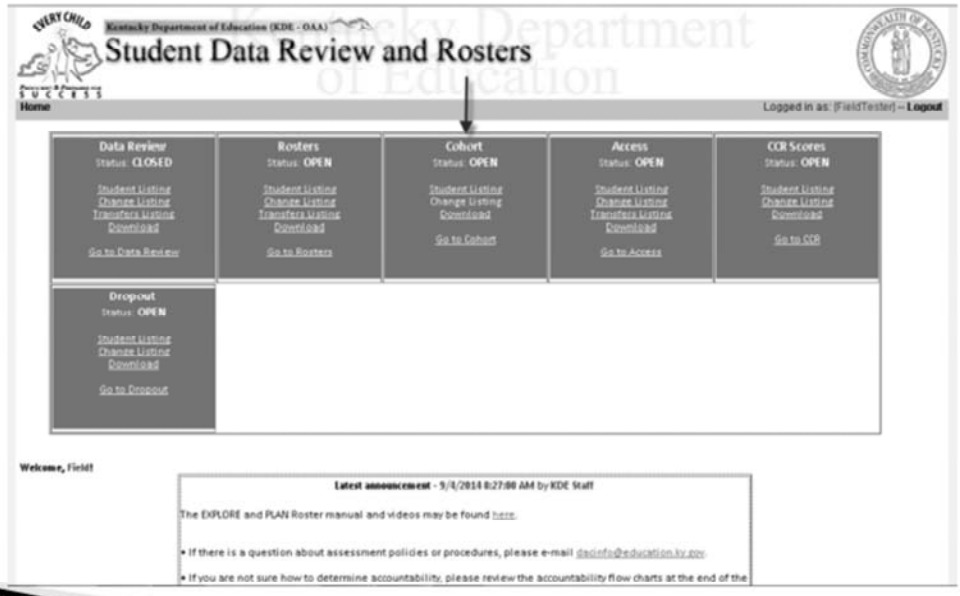
Cohort Student Listing in SDRR, cont.



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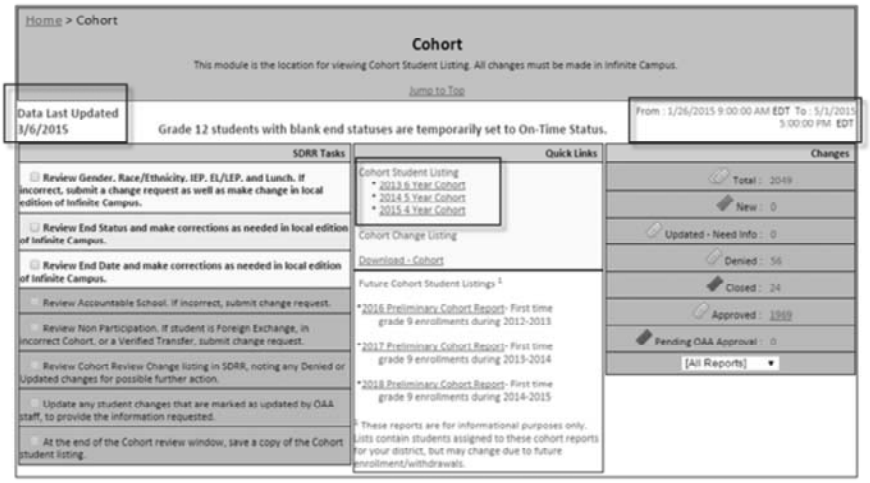
Cohort Student Listing in SDRR, cont.



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.

Tina Logan

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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

Student Name or SSID | Search | Clear

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	9999999999	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	9999999999	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	9999999999	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	9999999999	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	9999999999	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	9999999999	05/04/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			No

Tina Logan

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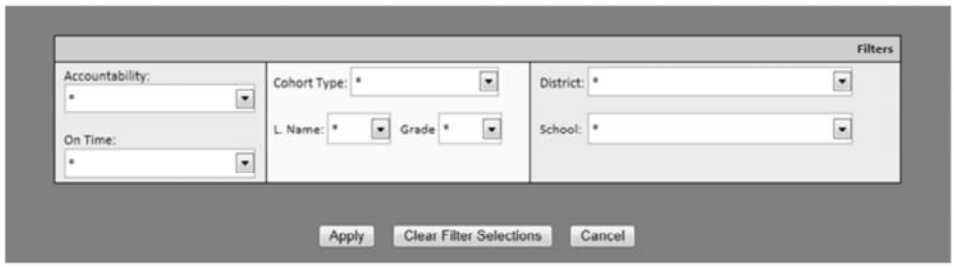
Cohort Student Listing in SDRR – Filters

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



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

School level users will only see their own school.

Tina Logan

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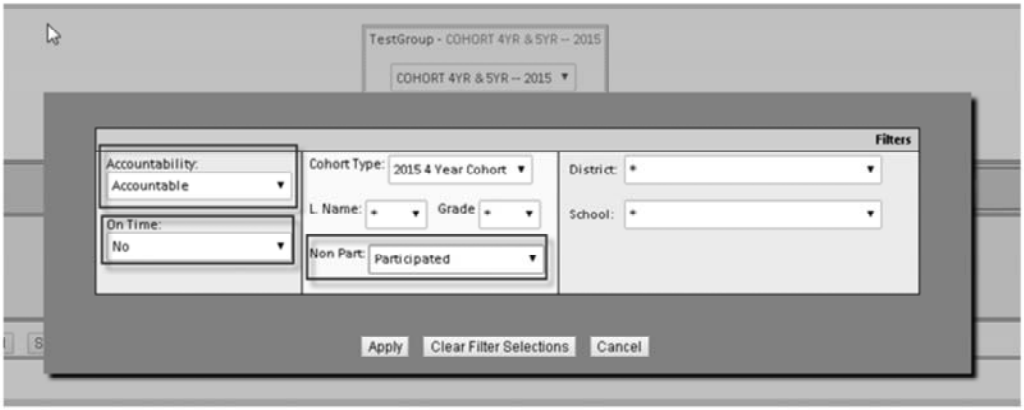
Cohort Student Listing in SDRR – Review

- 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)



Tina Logan

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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 C01 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.

Tina Logan

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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

Tina Logan

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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.

Tina Logan

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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.

Tina Logan

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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.

Tina Logan

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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

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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

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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

Tina Logan

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Calculate preliminary rates using SDRR

2015 Four Year Adjusted Cohort Graduation Rate Calculation Formula

$$\frac{\text{Number of cohort members who earned a regular high school diploma by the end of the 2014-15 school year}}{\text{Number of first-time 9th graders in the fall of 2011 (starting cohort) plus students who transferred in, Minus students who transfer out, emigrate or die during school years 2011-12, 2012-13, 2013-14 and 2014-15}} \quad \frac{A}{B}$$

A

B

A/B*100

Tina Logan

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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.

Tina Logan

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Questions?

Tina Logan

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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 though GoSoapBox: http://app.gosoapbox.com
Access Code: KDEData

KSIS EoY Training – April 29, 2015

Safe Schools

End-of-Year Reporting

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

KSIS EoY Training – April 29, 2015

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)

Windy Newton

109

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

Windy Newton

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Distinct count means if a behavior event has multiple resolutions added the event will have a count of one in the distinct count field to indicate it may be one count of bullying as opposed to three counts based on multiple resolutions (will show screenshot and explain in later slide)

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

Windy Newton

111

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

Windy Newton

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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.

Windy Newton

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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.

Windy Newton

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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

Windy Newton

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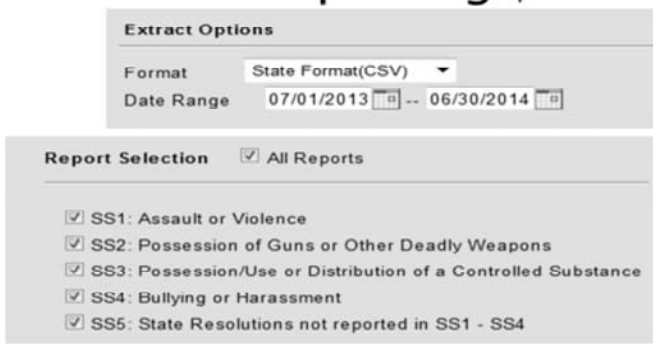
Reporting Path

- KY State Reporting | Safe Schools



Extract Options:
Date Range: should remain as default

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

Windy Newton

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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.

Windy Newton

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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

Windy Newton

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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.

Windy Newton

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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.

Windy Newton

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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.

Windy Newton

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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.

Windy Newton

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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.

Windy Newton

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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.

Windy Newton

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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.

Windy Newton

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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

Windy Newton

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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

Windy Newton

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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	resolutio	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

Windy Newton

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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.

Windy Newton

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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.

Windy Newton

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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

Windy Newton

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CIITS Job Categories

Begins at 2:15 p.m. (EDT)

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

KSIS EoY Training – April 29, 2015

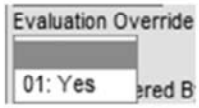
CIITS Job Categories

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

KSIS EoY Training – April 29, 2015

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.



Lindsey Robinson

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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.

Lindsey Robinson

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

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Access Code: KDEData

KSIS EoY Training – April 29, 2015

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.