# Kentucky Department of Education 2014-15 KSIS Midyear Training

Webcast
January 7, 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. (EST).

If you are using a Windows-based device, click:
mms://video1.education.ky.gov/encoder3a

If you are using a smartphone (Droid, iPhone or Mac), click:
http://mediaportal.education.ky.gov/watch-live/

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

**Have a technical issue?** Contact your district technician.



## Welcome and Housekeeping

DeDe Conner, Director
KIDS, Enterprise Data Division

## Q&A and EILA Credit

- **Presentation slides and notes**
  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: edtech
- **Want EILA credit?** Be sure to register and complete the online training evaluation/self-attestation survey.

4

| Start | Session | Presenter |
|---|---|---|
| 9:30 | Welcome & Housekeeping | DeDe Conner, Office of Knowledge, Information and Data Services (KIDS) Division of Enterprise Data 502-564-2020 x 2208 |
| 9:35 | Student Voice | Jeffrey Coles, Office of Next Generation Learners (ONGL), Division of Next Generation Professionals 502-564-1479 ext. 4536 |
| 10:05 | Break | |
| 10:15 | KTS Data Exchange Project | Tanya Fluke, Office Career and Technical Education, Division of Technical Schools and Federal Programs 502-564-3472 ext. 4205 |
| 11:00 | Amending the Calendar | Lori Davis, Office of Administration and Support (OAS), Division of District Support 502-564-5279 ext. 4413 |
| 11:30 | Meal Status Data and SEEK At-Risk: Are you at risk for losing funding? | Brad Blunt, Office of Administration and Support (OAS), Division of School and Community Nutrition 502-564-5625 ext. 4932 |
| 12:15 | Civil Rights Data Collection (CRDC) | Jessica Carlton, Office of Knowledge, Information and Data Services (KIDS),Division of Enterprise Data 502-564-2020 ext. 2466 |
| 12:45 | Other Current Topics/ Wrap-up | DeDe Conner |

5

## Preparing for Student Voice in Infinite Campus

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

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

KSIS Midyear Training – January 7, 2015

# Preparing for Student Voice in Infinite Campus

Jeffrey Coles, Program Consultant
Office of Next Generation Learners
Division of Next Generation Professionals

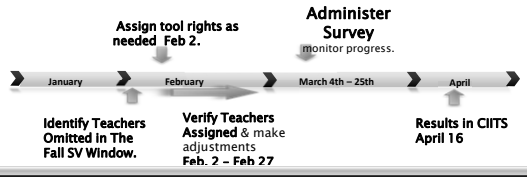
KSIS Midyear Training – January 7, 2015

## Student Voice Changes for 14-15

- No K-2 Survey
- Spring SV survey window March 4-25
- Student Voice Windows Open for 15 days
- Auto-assignment of Survey Type
- OPGES Pilot Paper/Pencil
- Dates must be followed – No extensions

8

## Critical Actions for Student Voice Second Window




Student Voice Planning Timeline

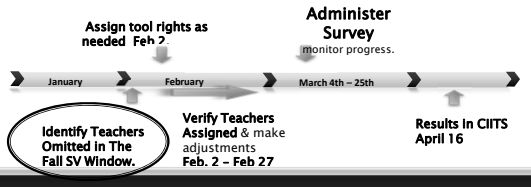
9

## Who is doing what?

- Who is your district/school PGES contact?
- Who is creating and supporting student accounts?
- Who is assigning survey types to teachers?
  - How will changes be communicated in a timely manner to person making changes?
  - How do you make sure no one is missed?
- Who needs to run SV reports?
- Who will make changes to courses and rosters in IC if needed?
- Do you know your district's Student Voice plan?

10

**Critical Actions for Student Voice Second Window**

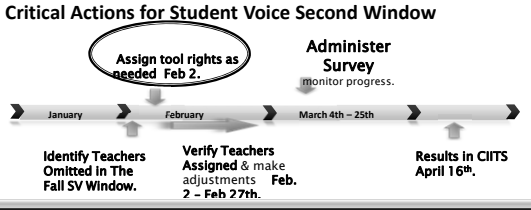



**Student Voice Planning Timeline**

- 78 Districts Chose to Participate in Fall Window
- At least 10 Districts Indicated Teachers Were Not Manually Assigned a Survey Type in the Fall
- Over 8,300 Teachers Participated

11

**Critical Actions for Student Voice Second Window**

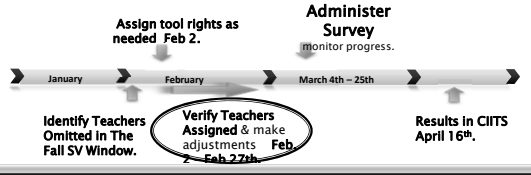



**Student Voice Planning Timeline**

To Verify Survey Types and Monitor Survey Completion New Permissions Must Be Assigned in IC

12

## Critical Actions for Student Voice Second Window



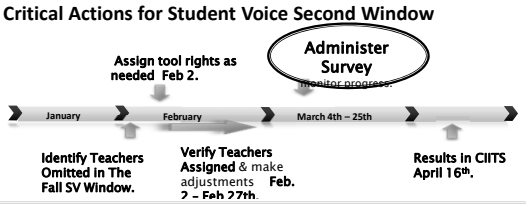

### Student Voice Planning Timeline

- Utilize "Educators with Count" report to verify participation
- Review listing of assigned teachers for completeness and correctness

See the "Administrator How-To" tab in the Student Voice Web Page Toolkit for detailed instruction.

13

## Critical Actions for Student Voice Second Window



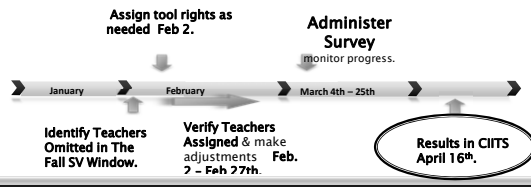

### Student Voice Planning Timeline

- After March 4th Monitor Completion of SV Survey using "Educators with Count" report using Include Count options

See the "Administrator How-To" tab in the Student Voice Web Page Toolkit for detailed instruction.

14

## Critical Actions for Student Voice Second Window

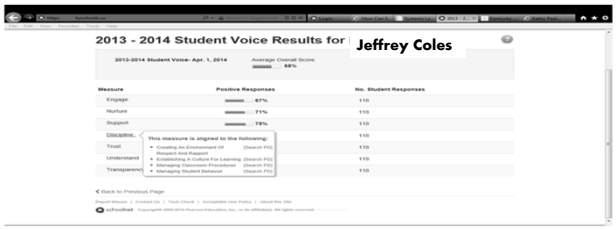



### Student Voice Planning Timeline

15

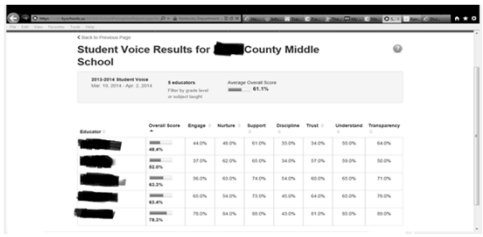
# Teacher Student Perception Results

# Suggested Professional Learning

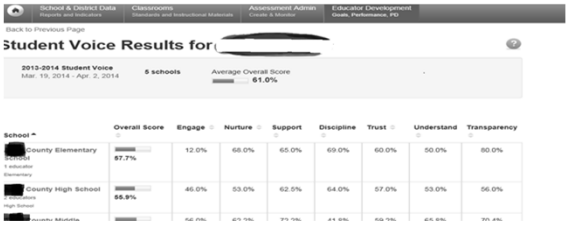



17

# School Student Perception Results



## District Student Perception Results




## Questions?

**Contact:**

Jeffrey Coles
Education Administration Program Consultant

Jeffrey.coles@education.ky.gov

Phone: **502-564-1479 ext. 4536**

20

## KTS Data Exchange Project

Begins at 10:15 a.m. (EST)

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

KSIS Midyear Training – January 7, 2015

# KTS Data Exchange Project

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

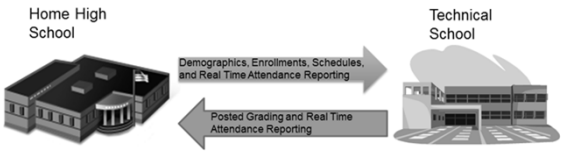


## Agenda

- Project Overview
- Resources
- Course Numbering and Scheduling
- Grading Setup and Syncing
- Attendance Reporting
- Program Flags



## Project Overview



## Support & Resources

- KSIS-KTS Data Exchange Webpage
  - Documentation
  - Training Videos
  - How-To Videos
- Campus Forum
  - PATH: Forum Home > State Specific Information > Kentucky > Kentucky Tech System (KTS) Data Exchange
- KTS Support Email

25

## Course Numbering and 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

26

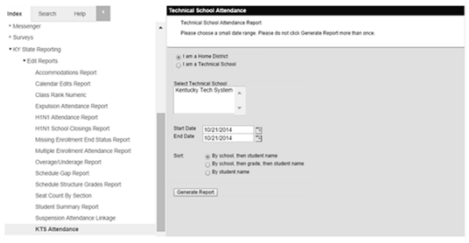
## Grading Setup and Syncing

Click here for Documentation

27

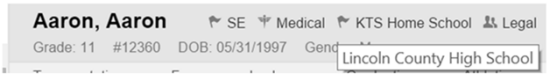
## Attendance Reporting

Click here for Documentation




28

## Program Flags




29

## Questions?

30

## Amending the Calendar

Begins at 11:00 a.m. (EST)

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



## Amending the Calendar

Lori Davis, Resource Management Analyst
Office of Administrative Support
Division of District Support

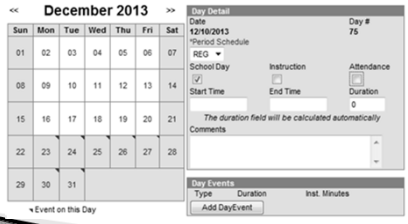


## Today's Topics

- Canceling school due to weather or illness
- Delay or early dismissal due to weather
- Nontraditional days

## Closing School – teachers work

- Uncheck Instruction and Attendance




34

## Closing School – teachers work

- Add a day event of "Planning", "Teacher Equivalency", or "Professional Day".

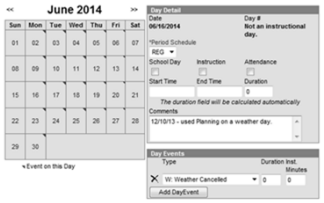
35

## Adding the Weather day

- The Weather day must be accounted for so that the number of makeup days can be correctly calculated for future years. Since you cannot show two day events on one day, this can be entered in the tenth month. In the comments, indicate which teacher day was actually a weather day.

36

## The Weather day is added at the end of the calendar




37

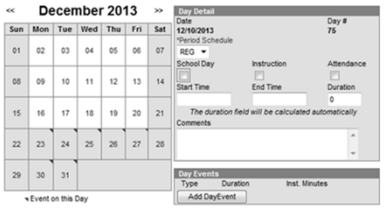
## Option 2

- Alternately, you can enter the weather day on the day it happens and add the teacher equivalency day in School Month 10.
- This requires additional changes to the calendar just like when school is also cancelled for the teachers.

38

## When the day is also cancelled for teachers

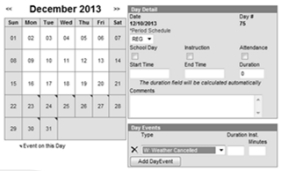
- Uncheck all three boxes.




39

## Weather or Illness?

- Choose “Weather Cancelled” or “Closed Due to Illness” in the dropdown




40

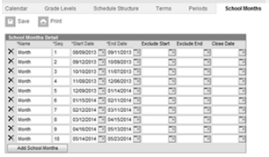
## School Months

- Adjust start and end dates of school months. Each month except month 10 must have 20 school days.
- The end date of the month with the cancellation must be changed and the start and end dates of subsequent months must be changed.
- If you suspect there may be additional cancelled days before the end of the 20-day month, you may wait to change the school months.

41

## School Months

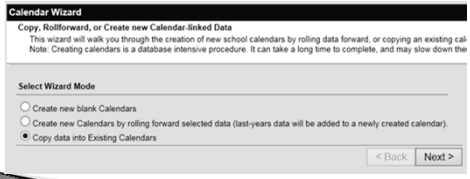
- *Path:* Index > System Administration > Calendar > Calendar > School Months




42

## Copying School Months

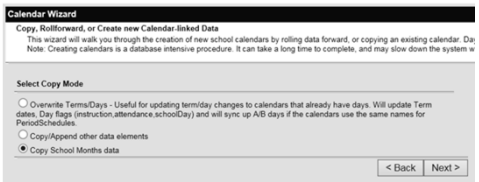
- PATH: System Administration>Calendar> Calendar Wizard




43

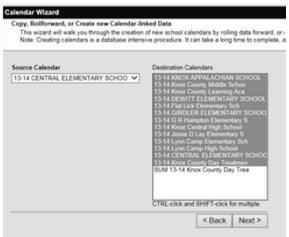
## Copying School Months

- Select Copy School Months data



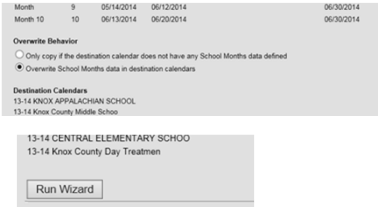

44

## Copying School Months




45

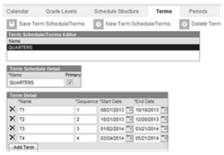
## Copying School Months




46

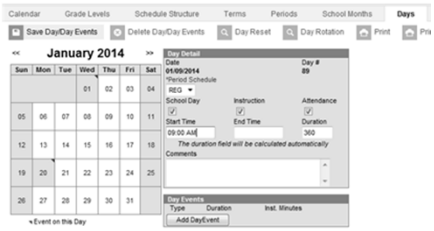
## Terms

- If the weather day changes the end of terms, dates should be changed on the Terms tab.
- Make sure the last term includes any instructional days you have added.




47

## Shortened days

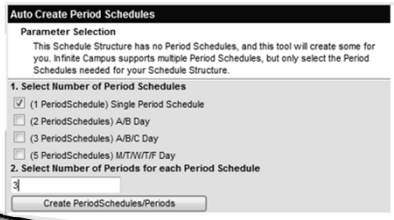



48

# Instructional Minutes

# Extending the Day

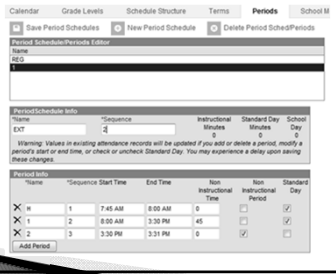
- Create a new period schedule






# Extended Period Schedule

## Extended Period Schedule




52

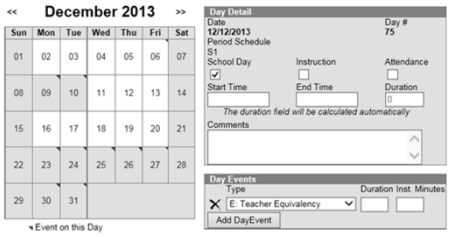
## Add the extended day to the Day

53

## Schedule Course Sections

54

# Nontraditional days




55

# Contact information

- Calendars
  - Ruth Wilkes: 859-583-3417
  - Sheila Harned: 270-705-9158
  - Scott Rose: 606-776-0798
- Nontraditional Days
  - David Cook
  - David.Cook@education.ky.gov
  - 502-564-4201 ext.4832

56

# Are You "At Risk" for Losing Funding?

Begins at 11:30 a.m. (EST)

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

KSIS Midyear Training – January 7, 2015

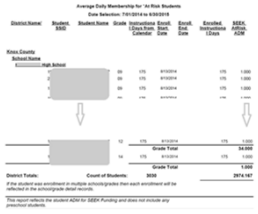
# Are You "At Risk" for Losing Funding?

Brad Blunt, Data Controller
Office of Administrative Support
Division of District Support



## The At Risk ADM Report

- KY Reporting > KDE Reports > SEEK At Risk ADM



Average Daily Membership for 'At Risk Students

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

| District Name/ School Name | Student SSID | Student Name | Grade | Instructional Days from Calendar | Enroll. Start. Date | Enroll. End. Date | Enrolled Instructional Days | SEEK Adjus. ADM |
|---|---|---|---|---|---|---|---|---|
| Knox County | | | | | | | | |
| School Name | | | | | | | | |
| [redacted] High School | | | | | | | | |
| | | | 09 | 175 | 8/13/2014 | | 175 | 1.000 |
| | | | 09 | 175 | 8/13/2014 | | 175 | 1.000 |
| | | | 09 | 175 | 8/13/2014 | | 175 | 1.000 |
| | | | [redacted] | [redacted] | [redacted] | | [redacted] | [redacted] |
| | | | 12 | 175 | 8/13/2014 | | 175 | 1.000 |
| | | | | | Grade Total | | | 54.000 |
| | | | 14 | 175 | 8/13/2014 | | 175 | 1.000 |
| | | | | | Grade Total | | | 1.000 |
| District Totals: | | Count of Students: | | 3036 | | | | 2974.167 |

*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.*

59

## Who is counted?

- Only students in grades kindergarten through 14.
- Only students whose most recent Eligibility is Free.
- Students who had Free eligibility at the time they withdrew.

60

## How is SEEK At Risk ADM calculated?

- Number of days enrolled / instructional days
- The district At Risk ADM is the sum of all eligible students' ADM

61

## Q&A

- What if a student is enrolled all year but is not identified as Free until January?
- You still get the full number of days enrolled divided by the number of instructional days added into your district At Risk ADM.

62

## Q&A

- What if a student has Free eligibility at the start of the year and changes to Reduced or Paid?
- Carryover eligibilities are not counted. The student will not be counted on the SEEK At Risk Report.

63

## Q&A

- But what if the student's financial situation changes later in the year to reduced or paid and they had Free eligibility for part of the year.
- If a student's eligibility changes to Reduced or Paid after they are designated Free, then you lose the At Risk ADM for the full year.

64

## Other Eligibility Issues

- The SEEK At Risk Report only uses Free eligibility.
- However, eligibility records are used for many other things.
- The remainder of this session will cover ways to make sure all of your eligibility records are correct.

65

## Meal Status in IC

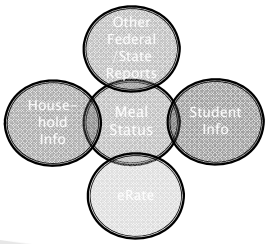
66

# Agenda

- Preparation
  - Preliminary requirements for good data quality of meal status
- Process
  - Establishing a good process for meal status
- Periodic Review
  - Engaging in regular checking of meal status data

67

# Preparation




68

# Preparation – Roles and Responsibilities

**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 will we **communicate** if there is a problem?

69

## Process

Set up data synchronization

Check data synch process

Engage in troubleshooting

70

## Process

PowerPoint presentations, a checklist and other helpful materials are on the SCN website under Schools>Technical Reference that provide further details on setting up IC and POS data synchronization

**Important!** Ensure that the upcoming school year is selected in the FRAM Eligibility Import Wizard.

71

## POS Data Synch: What could go wrong?

Shown below are common scenarios with data synchronization:

**"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

**"The data synch has stopped working"**

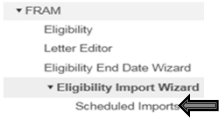
- ✓ Confirm that the username and password are correct under Scheduled Imports
- ✓ Verify that the file path/folder name has not changed
- ✓ Confirm that a file of "IC_Eligibility.txt" is being produced by the POS server

72

# Finding the errors

Campus tracks the status of the data import from POS

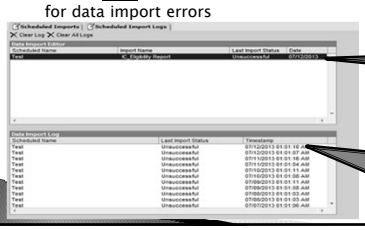
- Path: FRAM > Eligibility Import Wizard > Scheduled Imports – Scheduled Import Logs




73

# 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

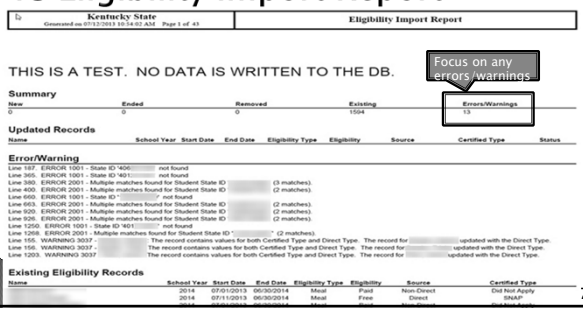


Click on the task name to see the details

Click on the log file to review the details of the data synch report …even if it states successful!

74

# IC Eligibility Import Report




Focus on any errors/warnings

75

## 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 14-15 |
| 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 |

76

## Quality Assurance Check

"How do I know my data is correct?"

| Comparison Data | Description |
|---|---|
| POS System | Most accurate and highest precision for non-CEP sites and districts |
| October Qualifying Data | Reports student enrollment and meal status percentage as of October 31st |
| Prior year meal status data | Provides a very good comparison; may not be accurate due to new schools, etc. |
| April DC Data | Good for CEP districts, this lists the DC numbers and total enrollment as of April 1st as reported from the POS; **CEP Districts:** as an approximation of the free meal status percentage multiply the DC percentage by a factor of 1.3 |

77

## SEEK At-Risk - Quality Check

| District | 13-14 Seek At-Risk | Free Count from Reporting Warehouse 11/28/2014 | October Qualifying Data | Percentage Change (October 2014 Qualifying Data to 2014 Free Count) |
|---|---|---|---|---|
| District A | 1,620.5 | 960 | 1,522 | +59% |
| District B | 1,002.63 | 654 | 1,115 | +70% |
| District C | 1,627.90 | 1,280 | 1,708 | +33% |
| District D | 235.91 | 194 | 297 | +53% |
| District E | 130.30 | 111 | 115 | +4% |

78

# FRAM Eligibility Report

Allows you to view aggregated count of meal status in IC with an option to include individual meal statuses

**Key Points**

- ✓ Date selected must be within the school calendar year
- ✓ Choose "Observe state exclude" to eliminate special ed only students, etc.
- ✓ Can choose "All" (default) or only selected grade levels
- ✓ Report can be generated in Excel (i.e., CSV)

79

# FRAM Eligibility Report

A summary of meal status is shown below

Summary for Eligibility Type: Meal

| Type | Free | Reduced | Paid | Total |
|---|---|---|---|---|
| **Direct Source** | | | | |
| Foster | 2 | 0 | 0 | 2 |
| Head Start | 0 | 0 | 0 | 0 |
| Homeless | 3 | 0 | 0 | 3 |
| Medicaid | 0 | 0 | 0 | 0 |
| Migrant | 0 | 0 | 0 | 0 |
| Runaway | 0 | 0 | 0 | 0 |
| FDPIR | 0 | 0 | 0 | 0 |
| SNAP | 3011 | 0 | 0 | 3011 |
| TANF | 0 | 0 | 0 | 0 |
| **Non-Direct Source** | | | | |
| Income | 280 | 279 | 549 | 1108 |
| Categorical | 57 | 0 | 0 | 57 |
| Override | 0 | 0 | 0 | 0 |
| Runaway | 0 | 0 | 0 | 0 |
| Foster | 3 | 0 | 0 | 3 |
| Migrant | 0 | 0 | 0 | 0 |
| Temporary/No Income | 0 | 0 | 0 | 0 |
| Head Start | 2 | 0 | 0 | 2 |
| RCCI | 0 | 0 | 0 | 0 |
| Early Childhood | 0 | 0 | 0 | 0 |
| Homeless | 0 | 0 | 0 | 0 |
| Declined | 0 | 0 | 0 | 0 |
| Denied | 0 | 0 | 0 | 0 |
| Did Not Apply | 1 | 1 | 237 | 239 |
| Socioeconomic Status | 0 | 0 | 0 | 0 |
| Even Start | 0 | 0 | 0 | 0 |
| Medicaid | 0 | 0 | 0 | 0 |
| [illegible] | 0 | 0 | [illegible] | 126 |
| Total | 3359 | 280 | [illegible] | 4551 |

A count of students without a meal status are located on the last row

| School Year | Student Name | Date of Birth | State ID | Grade | Eligibility Type | Eligibility | Source | Certified Type | School | Start Date | End Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 12-13 | [illegible] | [illegible] | [illegible] | 10 | Meal | Free | Non-Direct | Income | [illegible] | 04/09/2013 | 06/30/2013 |
| 12-13 | [illegible] | [illegible] | [illegible] | 05 | Meal | Free | Non-Direct | Income | [illegible] | 09/20/2012 | 06/30/2013 |
| 12-13 | [illegible] | [illegible] | [illegible] | 00 | Meal | Paid | | | [illegible] | 07/10/2012 | 06/30/2013 |

**Missing meal status:** Source and Certified Type are blank

80

# FRAM Eligibility Report

A focus on free meal status is shown below:

| Type | Free |
|---|---|
| **Direct Source** | |
| Foster | 2 |
| Head Start | 0 |
| Homeless | 3 |
| Medicaid | 0 |
| Migrant | 0 |
| Runaway | 0 |
| FDPIR | 0 |
| SNAP | 3011 |
| TANF | 0 |
| **Non-Direct Source** | |
| Income | 280 |
| Categorical | 57 |
| Override | 0 |
| Runaway | 0 |
| Foster | 3 |
| Migrant | 0 |
| Temporary/No Income | 0 |
| Head Start | 2 |
| RCCI | 0 |
| Early Childhood | 0 |
| Homeless | 0 |
| Declined | 0 |
| Denied | 0 |
| Did Not Apply | 1 |
| Socioeconomic Status | 0 |
| Even Start | 0 |
| Medicaid | 0 |
| [illegible] | 0 |
| Total | 3359 |

**Observations**

- DC Foster appears low
- Head Start is under non-direct
- Medicaid is 0
- TANF (*aka* KTAP) is 0

**Action Items**

- ✓ Verify POS import mapping is correct
  - ✓ Values for KTAP and Medicaid s/b included
- ✓ Verify DC foster file is being imported
- ✓ Head Start students can be directly certified

81

## 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

82

## 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)

83

## Civil Rights Data Collection (CRDC)

Begins at 12:15 p.m. (EST)

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

KSIS Midyear Training – January 7, 2015

# Introduction to the Civil Rights Data Collection

SY 2013-2014

CRDC
Civil Rights Data Collection

## Who is participating in the CRDC?

- The CRDC is a mandatory data collection, authorized under the statutes and regulations.
- Every school district and all of the nation's public schools are participating in the 2013-14 CRDC. This includes all state-operated facilities for the deaf and blind and all educational programs at juvenile justice agencies.

CRDC
Civil Rights Data Collection

## Who is responsible for reporting the CRDC data?

- It is the Local Education Agency (LEA) Superintendent's responsibility to ensure that the data is submitted and certified by the due dates.
- Superintendent's discretion to decide whom to delegate the responsibility for collecting the information.
- KDE will assist public school districts with 2013-14 reporting.

CRDC
Civil Rights Data Collection

## Why is the CRDC Collected?

- To obtain data on key education and civil rights issues in our nation's public schools, including student enrollment and educational programs and services, disaggregated by race/ethnicity, sex, limited English proficiency and disability.

CRDC
Civil Rights Data Collection

## What is the data used for?

- The CRDC is a valuable source of information about access to educational opportunities in our nation's public schools that is used by other department offices as well as policymakers, researchers and many others in the education community.

CRDC
Civil Rights Data Collection

## Collection Phase Activities

- Districts enter/upload and validate their data via the web-based survey tool, and submit their data to the U.S. Department of Education through a Certification process.
- Tasks Include:
  - Submit data via file upload or data entry screens
  - Review data in web-based tool
  - Review and resolve errors and warnings
  - Certify Submission

CRDC
Civil Rights Data Collection

## IMPORTANT NOTE

- This year OCR has allowed states to pre-populate data where possible on behalf of the LEAs.
  - LEAs are responsible for verifying, approving and certifying data within the CRDC .
  - If your school or district chooses not to have KDE pre-populate then then schools and districts will have to "opt –out".

CRDC
Civil Rights Data Collection

## KY Specific Requirements

- Details of Kentucky collection are available on CRDC webpage
  - http://education.ky.gov/districts/tech/sis/Pages/KY-CRDC.aspx listed as "SY 2013-14 CRDC FFS Element Layout".
- There are data fields that KDE does not collect at the state level that must be entered by schools and districts. These data elements are detailed in the CRDC FFS Element Layout; the two tabs are labeled (1) LEA Needs to Provide and (2) School Needs to Provide.
- Start collecting the required information but please wait for KDE instructions before entering into the CRDC system.

CRDC
Civil Rights Data Collection

## IMPORTANT NOTE

Once the system opens:

1. KDE will provide timeline for districts to "opt-out" of the KDE data load.
2. KDE will then load data and provide districts with a two week validation period. During this two-week period districts that have not opted out should not enter any data into the system.
3. After validation period, KDE will reload data if necessary for updates. The file KDE sends to CRDC will overlay any entered data.
4. After the second KDE data load, districts will be free to enter data and KDE will be finished with the assistance that can be provided by the state.

CRDC
Civil Rights Data Collection

## If You Opt-Out

- School districts that opt-out of the KDE data upload should be collecting all required data for the 13-14 school year. They will be required to enter all required data either on-line or through batch upload in the CRDC web-based tool.
- Districts that do not require the assistance from the state should refer to CRDC resource page https://crdc.grads360.org/#program for any help.

CRDC
Civil Rights Data Collection

## Validation Help

- KDE has created a limited number of ad hocs to assist with verification, available as "State Published" ad hocs in Infinite Campus.
- These include: Algebra I, Algebra II, Geometry, Advanced Mathematics, Calculus, Biology, Chemistry , Physics, International Baccalaureate and AP courses.
- Note: LEP, Special Education and Gifted counts should be verified through local coordinators who validated data previously reported to KDE.

CRDC
Civil Rights Data Collection

## Tentative KY CRDC Schedule

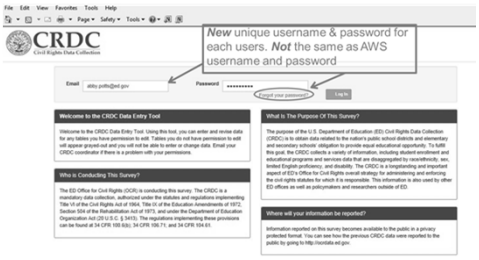
The U.S. Office of Civil Rights announced plans to open the Civil Rights Data Collection (CRDC) between Monday, Jan. 26 and Monday, Feb. 2. KDE will begin populating local education agency (LEA) and school data at that time.

| | |
|---|---|
| Jan. 26 - 28 | Districts that want to opt out should go into the system and make their selection. |
| Jan. 29 – 30 | KDE will load data. |
| Jan. 31 – Feb. 13 | Districts review data KDE has loaded in the CRDC on-line system. |
| Feb. 14 – 20 | KDE will reload data if any issues are found. *(Note: Districts do have option to opt out after the initial load and before reload.)* |
| Feb. 23 - | Districts should begin entering data. |

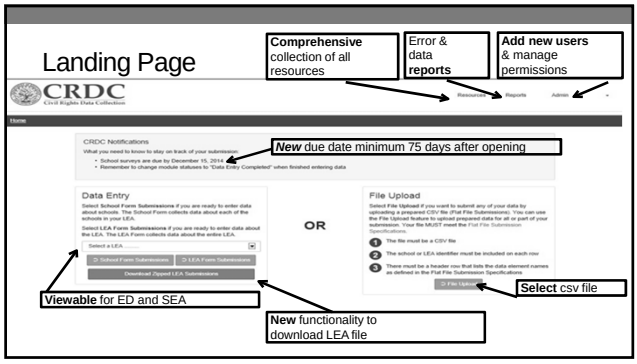
Mid to late April CRDC is expected to close.

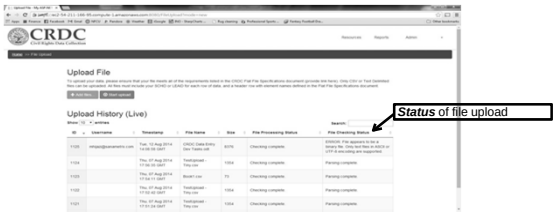
Districts can begin collecting data that can only be provided by the LEA or school. Fields that need to be populated locally are defined in the SY 2013-14 CRDC Element Layout in separate LEA and School tabs on the KDE CRDC webpage. Districts need to verify data loaded by KDE since they are ultimately responsible for the quality of the CRDC data.

## Preview




## Landing Page




## Flat File Submission