



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.

| 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 |



Preparing for Student Voice in Infinite Campus Begins at 9:35 a.m. (EST)

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Access Code: edtech



Preparing for Student Voice in Infinite Campus

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

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

Critical Actions for Student Voice Second Window

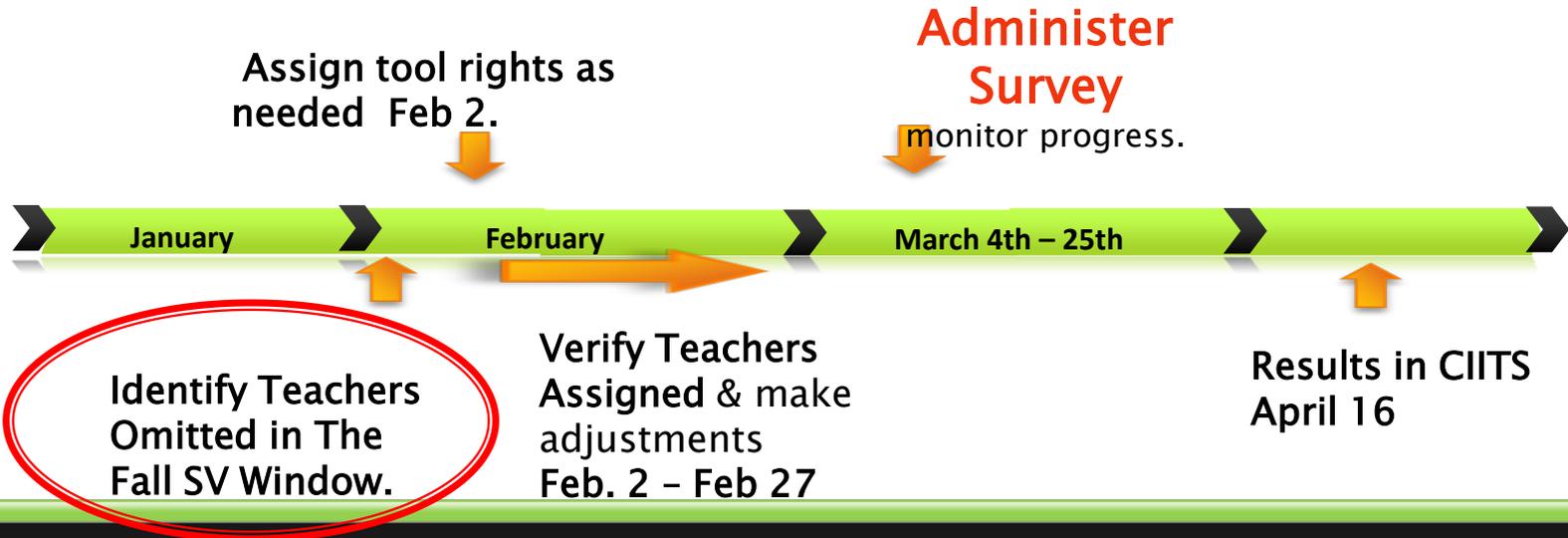


Student Voice Planning Timeline

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?

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

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

Critical Actions for Student Voice Second Window



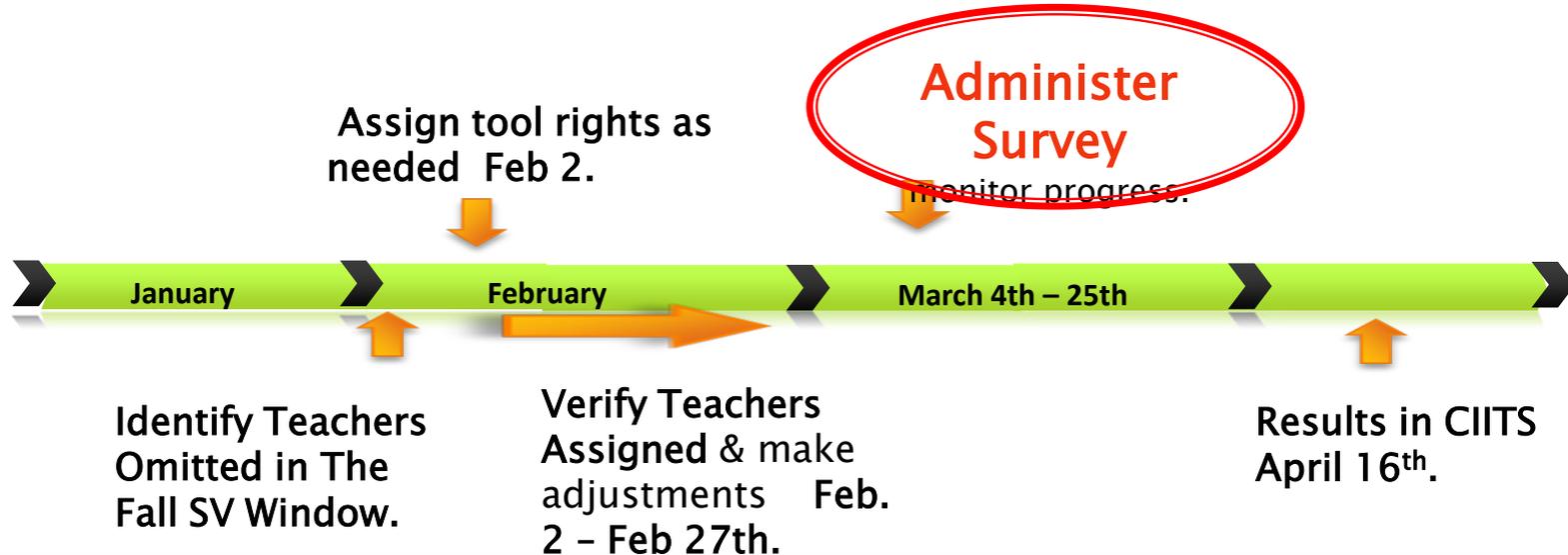
Student Voice Planning Timeline

- ▶ 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.



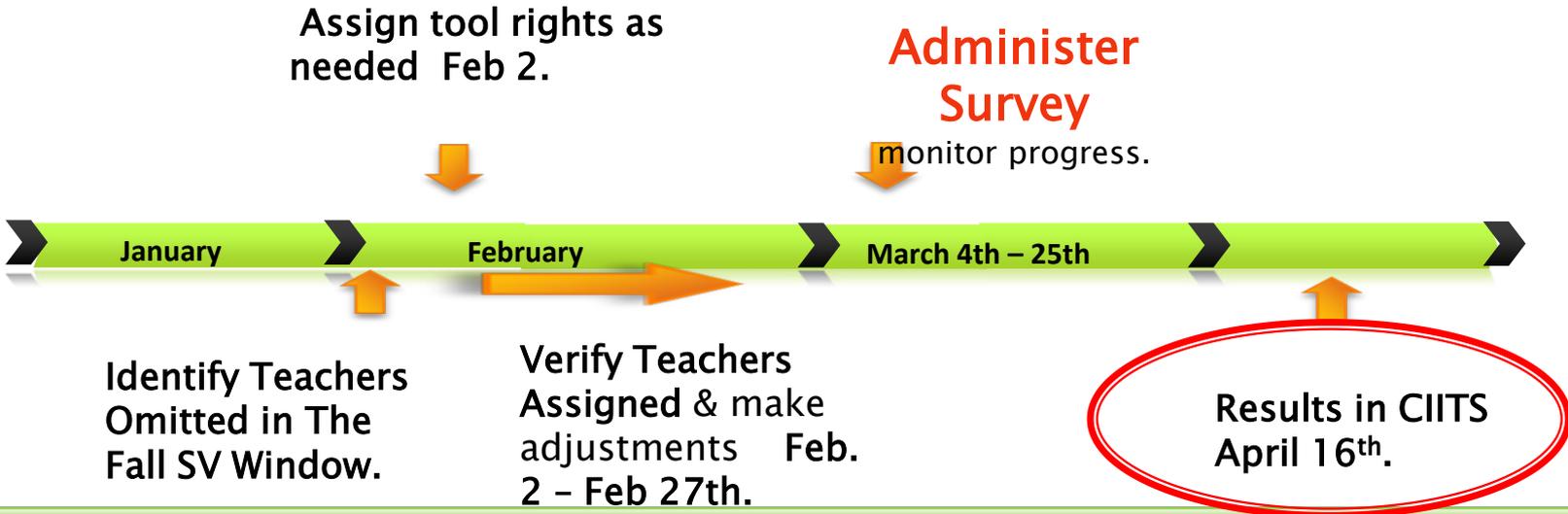
Critical Actions for Student Voice Second Window



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.

Critical Actions for Student Voice Second Window



Student Voice Planning Timeline

Teacher Student Perception Results



School & District Data
Reports and Indicators

Classrooms
Standards and Instructional Materials

Assessment Admin
Create & Monitor

Teacher Development
Goals, Performance, PD

2013 - 2014 Student Voice Results for [REDACTED]



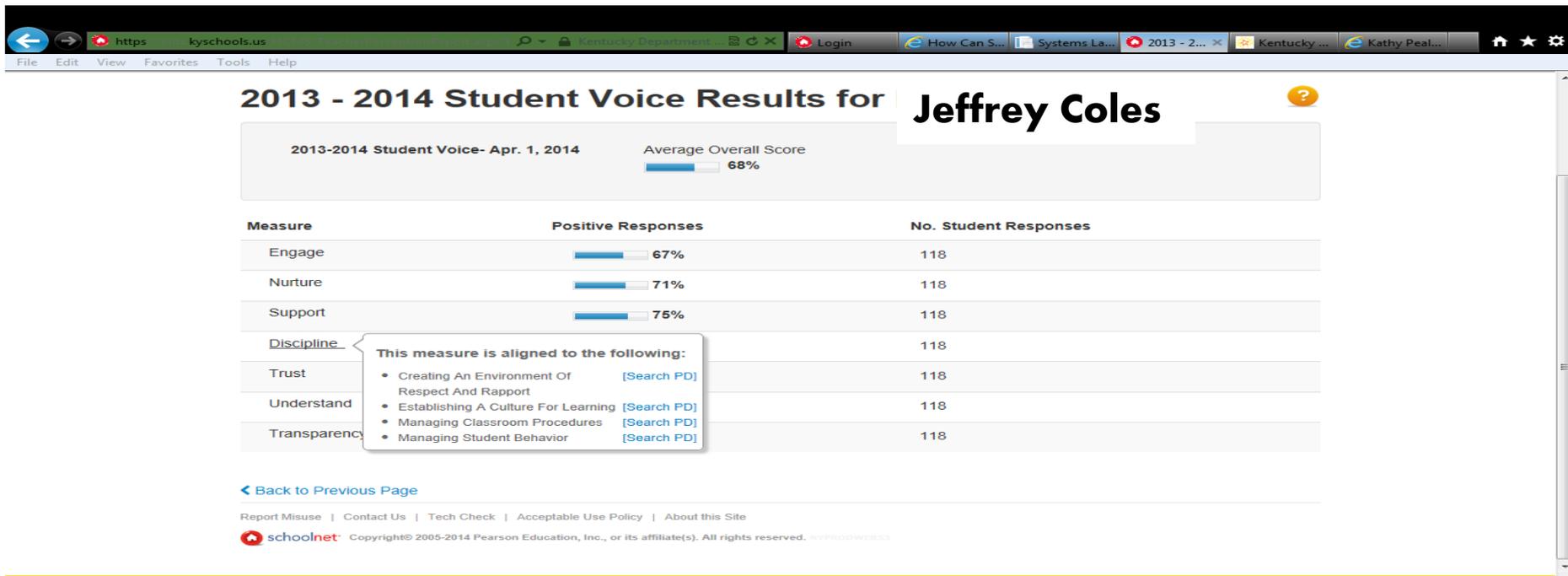
2013-2014 Student Voice- Mar. 1, 2014

Average Overall Score

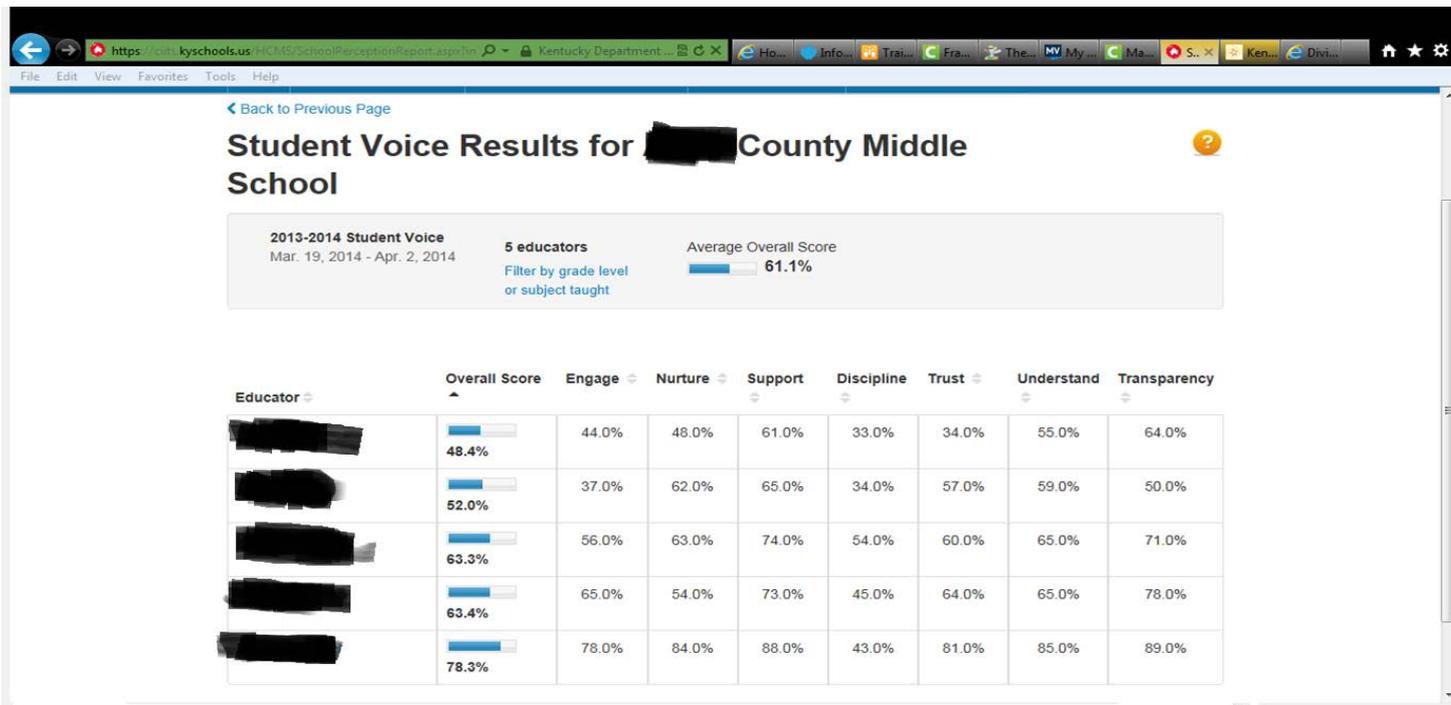


| Measure | Positive Responses | No. Student Responses |
|--------------|--------------------|-----------------------|
| Engage | 78% | 25 |
| Nurture | 84% | 25 |
| Support | 88% | 25 |
| Discipline | 43% | 25 |
| Trust | 81% | 25 |
| Understand | 85% | 25 |
| Transparency | 89% | 25 |

Suggested Professional Learning



School Student Perception Results



District Student Perception Results

[School & District Data](#) Reports and Indicators |
 [Classrooms](#) Standards and Instructional Materials |
 [Assessment Admin](#) Create & Monitor |
 [Educator Development](#) Goals, Performance, PD

[Back to Previous Page](#)

Student Voice Results for [Redacted]



2013-2014 Student Voice | 5 schools | Average Overall Score: **61.0%**
 Mar. 19, 2014 - Apr. 2, 2014

| School ^ | Overall Score | Engage | Nurture | Support | Discipline | Trust | Understand | Transparency |
|---|---------------|--------|---------|---------|------------|-------|------------|--------------|
| [Redacted] County Elementary School 1 educator Elementary | 57.7% | 12.0% | 68.0% | 65.0% | 69.0% | 60.0% | 50.0% | 80.0% |
| [Redacted] County High School 2 educators High School | 55.9% | 46.0% | 53.0% | 62.5% | 64.0% | 57.0% | 53.0% | 56.0% |
| [Redacted] County Middle | | 56.0% | 62.0% | 72.0% | 44.0% | 50.0% | 65.0% | 70.0% |



Questions?

Contact:

Jeffrey Coles

Education Administration Program Consultant

Jeffrey.coles@education.ky.gov

Phone: 502-564-1479 ext. 4536



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



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

Home High School



Demographics, Enrollments, Schedules,
and Real Time Attendance Reporting



Posted Grading and Real Time
Attendance Reporting



Technical School



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](#)

Course Numbering and Scheduling

Explanation of Course Codes for KTS – Campus Data Exchange

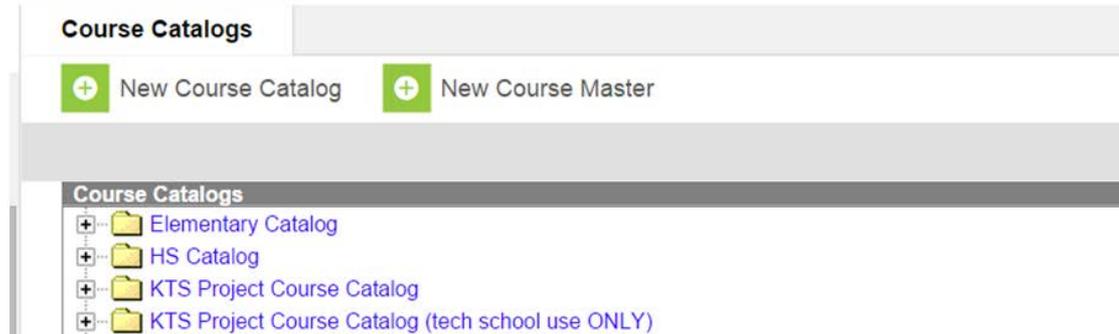
Course codes are a critical element used in the data exchange between technical centers and home high schools. As courses and sections are set up in the technical centers, the automated process adds identifiers to the course code and uploads each course to the KTS Course Catalog in the home high schools.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



The screenshot shows a web interface for managing course catalogs. At the top, there is a search bar and two buttons: "New Course Catalog" and "New Course Master". Below this is a section titled "Course Catalogs" containing a list of folders with expandable icons:

- Elementary Catalog
- HS Catalog
- KTS Project Course Catalog
- KTS Project Course Catalog (tech school use ONLY)

Grading Setup and Syncing

Grading Tasks

Grading Tasks

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

Score Groups & Rubrics

Score Groups & Rubrics Editor

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

Score Group Detail

Name

CTE Numeric

Score Group List Items Detail

| Sequence | Name | Score | Passing Score | Credit Coeff. | Minimum GPA % | GPA Value | GPA Unweighted Value | GPA Bonus Points |
|----------|------|-------|-------------------------------------|---------------|---------------|-----------|----------------------|------------------|
| X 1 | 100 | 100 | <input checked="" type="checkbox"/> | 1 | 99.5 | | | 0 |
| X 2 | 99 | 99 | <input checked="" type="checkbox"/> | 1 | 98.5 | | | 0 |
| X 3 | 98 | 98 | <input checked="" type="checkbox"/> | 1 | 97.5 | | | 0 |
| X 4 | 97 | 97 | <input checked="" type="checkbox"/> | 1 | 96.5 | | | 0 |
| X 5 | 96 | 96 | <input checked="" type="checkbox"/> | 1 | 95.5 | | | 0 |



Attendance Reporting



Index Search Help

- Messenger
- Surveys
- ▼ KY State Reporting
 - ▼ Edit Reports
 - Accommodations Report
 - Calendar Edits Report
 - Class Rank Numeric
 - Expulsion Attendance Report
 - H1N1 Attendance Report
 - H1N1 School Closings Report
 - Missing Enrollment End Status Report
 - Multiple Enrollment Attendance Report
 - Overage/Underage Report
 - Schedule Gap Report
 - Schedule Structure Grades Report
 - Seat Count By Section
 - Student Summary Report
 - Suspension Attendance Linkage
 - KTS Attendance**

Technical School Attendance

Technical School Attendance Report

Please choose a small date range. Please do not click Generate Report more than once.

I am a Home District
 I am a Technical School

Select Technical School
Kentucky Tech System

Start Date: 10/21/2014
End Date: 10/21/2014

Sort:
 By school, then student name
 By school, then grade, then student name
 By student name

Generate Report

Program Flags

Aaron, Aaron



SE



Medical



KTS Home School



Legal

Grade: 11

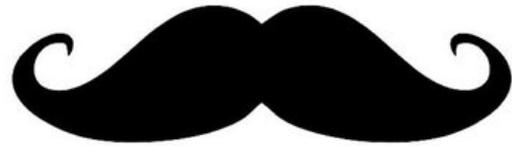
#12360

DOB: 05/31/1997

Gender: M

Lincoln County High School

Questions?



**I Mustache
You a Question**



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

<< **December 2013** >>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

▼ Event on this Day

Day Detail

Date: 12/10/2013 Day #: 75

*Period Schedule
REG ▼

School Day: Instruction: Attendance:

Start Time: _____ End Time: _____ Duration: 0

The duration field will be calculated automatically

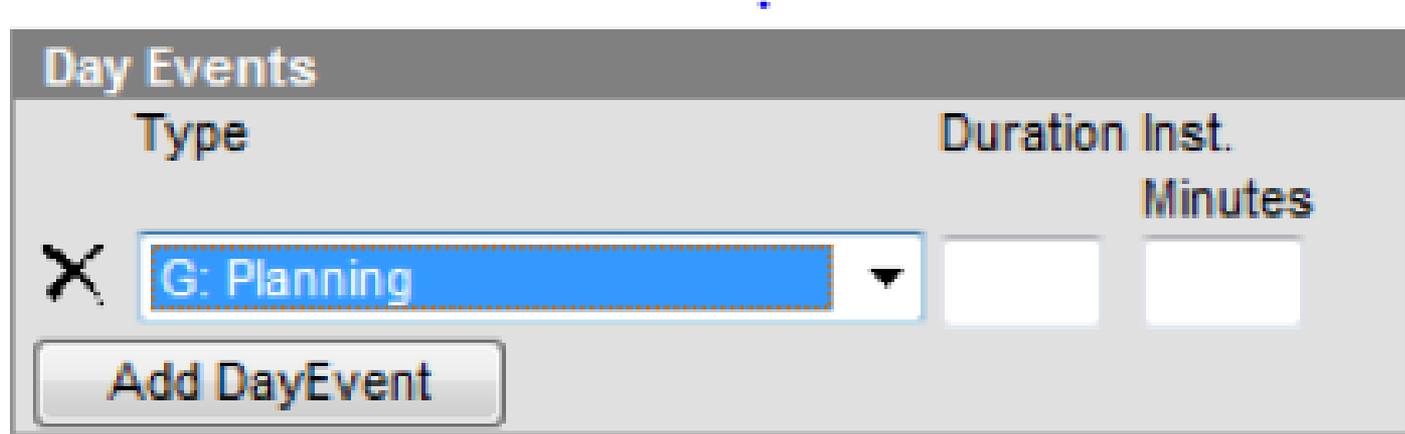
Comments: _____

Day Events

| Type | Duration | Inst. Minutes |
|---|----------|---------------|
| <input type="button" value="Add DayEvent"/> | | |

Closing School – teachers work

- ▶ Add a day event of “Planning”, “Teacher Equivalency”, or “Professional Day”.



The screenshot shows a window titled "Day Events" with a table for adding events. The table has columns for "Type", "Duration", and "Inst. Minutes". A dropdown menu is open for the "Type" column, showing "G: Planning". Below the table is a button labeled "Add DayEvent".

| Type | Duration | Inst. Minutes |
|---------------|----------|---------------|
| X G: Planning | | |

Add DayEvent

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.

The Weather day is added at the end of the calendar

<< June 2014 >>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----|-----|-----|-----|-----|-----|-----|--|
| 01 | 02 | 03 | 04 | 05 | 06 | 07 | |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | | | | | | |

▼ Event on this Day

Day Detail

Date: 06/16/2014 Day #: Not an instructional day.

*Period Schedule: REG

School Day: Instruction: Attendance:

Start Time: End Time: Duration: 0

The duration field will be calculated automatically

Comments: 12/10/13 - used Planning on a weather day.

Day Events

| Type | Duration Inst. | Minutes |
|------------------------|----------------|---------|
| ✗ W: Weather Cancelled | 0 | 0 |

Add DayEvent

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.

When the day is also cancelled for teachers

- ▶ Uncheck all three boxes.

<< **December 2013** >>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

▼ Event on this Day

Day Detail

| | | | |
|--|--------------------------|--------------------------|----|
| Date | 12/10/2013 | Day # | 75 |
| *Period Schedule | | | |
| REG | | | |
| School Day | Instruction | Attendance | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Start Time | End Time | Duration | |
| | | 0 | |
| <i>The duration field will be calculated automatically</i> | | | |
| Comments | | | |
| <input type="text"/> | | | |

Day Events

| Type | Duration | Inst. Minutes |
|---|----------|---------------|
| <input type="button" value="Add DayEvent"/> | | |

Weather or Illness?

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

<< December 2013 >>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

▼ Event on this Day

Day Detail

Date: 12/10/2013 Day #: 75

*Period Schedule
REG ▼

School Day Instruction Attendance

Start Time End Time Duration

The duration field will be calculated automatically

Comments

Day Events

| Type | Duration | Inst. | Minutes |
|------------------------|----------------------|----------------------|----------------------|
| ✕ W: Weather Cancelled | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Add DayEvent

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.

School Months

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

Calendar Grade Levels Schedule Structure Terms Periods **School Months**

 Save  Print

| School Months Detail | | | | | | |
|----------------------|------|-------------|------------|---------------|-------------|------------|
| *Name | *Seq | *Start Date | *End Date | Exclude Start | Exclude End | Close Date |
| X Month | 1 | 08/09/2013 | 09/11/2013 | | | |
| X Month | 2 | 09/12/2013 | 10/09/2013 | | | |
| X Month | 3 | 10/10/2013 | 11/07/2013 | | | |
| X Month | 4 | 11/08/2013 | 12/06/2013 | | | |
| X Month | 5 | 12/09/2013 | 01/14/2014 | | | |
| X Month | 6 | 01/15/2014 | 02/11/2014 | | | |
| X Month | 7 | 02/12/2014 | 03/11/2014 | | | |
| X Month | 8 | 03/12/2014 | 04/15/2014 | | | |
| X Month | 9 | 04/16/2014 | 05/13/2014 | | | |
| X Month | 10 | 05/14/2014 | 05/23/2014 | | | |

Copying School Months

- ▶ PATH: System Administration > Calendar > Calendar Wizard

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.

Select Wizard Mode

Create new blank Calendars

Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).

Copy data into Existing Calendars

Copying School Months

- ▶ Select Copy School Months data

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Day
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system w

Select Copy Mode

- Overwrite Terms/Days - Useful for updating term/day changes to calendars that already have days. Will update Term dates, Day flags (instruction,attendance,schoolDay) and will sync up A/B days if the calendars use the same names for PeriodSchedules.
- Copy/Append other data elements
- Copy School Months data

< Back

Next >

Copying School Months

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, a

Source Calendar

13-14 CENTRAL ELEMENTARY SCHOO ▼

Destination Calendars

13-14 KNOX APPALACHIAN SCHOOL
13-14 Knox County Middle Schoo
13-14 Knox County Learning Aca
13-14 DEWITT ELEMENTARY SCHOOL
13-14 Flat Lick Elementary Sch
13-14 GIRDLER ELEMENTARY SCHOOL
13-14 G R Hampton Elementary S
13-14 Knox Central High School
13-14 Jesse D Lay Elementary S
13-14 Lynn Camp Elementary Sch
13-14 Lynn Camp High School
13-14 CENTRAL ELEMENTARY SCHOC
13-14 Knox County Day Treatmen
SUM 13-14 Knox County Day Trea

CTRL-click and SHIFT-click for multiple

< Back

Next >

Copying School Months

| | | | | |
|----------|----|------------|------------|------------|
| Month | 9 | 05/14/2014 | 06/12/2014 | 06/30/2014 |
| Month 10 | 10 | 06/13/2014 | 06/20/2014 | 06/30/2014 |

Overwrite Behavior

- Only copy if the destination calendar does not have any School Months data defined
- Overwrite School Months data in destination calendars

Destination Calendars

13-14 KNOX APPALACHIAN SCHOOL
13-14 Knox County Middle Schoo

13-14 CENTRAL ELEMENTARY SCHOO
13-14 Knox County Day Treatmen

Run Wizard

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.

Calendar Grade Levels Schedule Structure **Terms** Periods

Save Term Schedule/Terms New Term Schedule/Terms Delete Term

Term Schedule/Terms Editor

Name
QUARTERS

Term Schedule Detail

*Name Primary
QUARTERS

Term Detail

| *Name | *Sequence | *Start Date | *End Date |
|-------|-----------|-------------|------------|
| X T1 | 1 | 08/21/2013 | 10/18/2013 |
| X T2 | 2 | 10/21/2013 | 12/20/2013 |
| X T3 | 3 | 01/02/2014 | 03/21/2014 |
| X T4 | 4 | 03/24/2014 | 05/21/2014 |

Add Term

Shortened days

Calendar Grade Levels Schedule Structure Terms Periods School Months **Days**

Save Day/Day Events
 Delete Day/Day Events
 Day Reset
 Day Rotation
 Print
 Pri

<< **January 2014** >>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 01 | 02 | 03 | 04 |
| 05 | 06 | 07 | 08 | 09 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Event on this Day

Day Detail

Date: 01/09/2014 Day #: 89

***Period Schedule:**

REG ▾

School Day: Instruction: Attendance:

Start Time: 09:00 AM End Time: Duration: 300

The duration field will be calculated automatically

Comments:

Day Events

| Type | Duration | Inst. Minutes |
|--------------|----------|---------------|
| Add DayEvent | | |

Instructional Minutes

Calendar Grade Levels Schedule Structure Terms Periods School Months **Days**

Save Day/Day Events Delete Day/Day Events Day Reset Day Rotation Print Print

<< **January 2014** >>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 01 | 02 | 03 | 04 |
| 05 | 06 | 07 | 08 | 09 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

• Event on this Day

Day Detail

Date: 01/09/2014 Day #: 89

*Period Schedule

REG

School Day: Instruction: Attendance:

Start Time: 9:00 AM End Time: Duration: 360

The duration field will be calculated automatically

Comments:

Day Events

| Type | Duration Inst. |
|--------------|----------------|
| X R. Regular | 330 |

Add DayEvent

Extending the Day

- ▶ Create a new period schedule

Auto Create Period Schedules

Parameter Selection

This Schedule Structure has no Period Schedules, and this tool will create some for you. Infinite Campus supports multiple Period Schedules, but only select the Period Schedules needed for your Schedule Structure.

1. Select Number of Period Schedules

(1 PeriodSchedule) Single Period Schedule

(2 PeriodSchedules) A/B Day

(3 PeriodSchedules) A/B/C Day

(5 PeriodSchedules) M/T/W/T/F Day

2. Select Number of Periods for each Period Schedule

Create PeriodSchedules/Periods

Extended Period Schedule

Calendar Grade Levels Schedule Structure Terms **Periods** School Mo

Period Schedule/Periods Editor

Name
REG

1

PeriodSchedule Info

| *Name | *Sequence | Instructional Minutes | Standard Day Minutes | School Day |
|-------|-----------|-----------------------|----------------------|------------|
| 1 | 1 | 0 | 0 | 0 |

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period info

| *Name | *Sequence | Start Time | End Time | Non Instructional Time | Non Instructional Period | Standard Day |
|-------|-----------|------------|----------|------------------------|--------------------------|--------------------------|
| X 1 | 1 | | | 0 | <input type="checkbox"/> | <input type="checkbox"/> |
| X 2 | 2 | | | 0 | <input type="checkbox"/> | <input type="checkbox"/> |
| X 3 | 3 | | | 0 | <input type="checkbox"/> | <input type="checkbox"/> |

Instructional Minutes Preference for 13-14 School Year

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods

School Day Preference for 13-14 School Year

- Exclude non-instructional periods
- Include non-instructional minutes
- Include time gaps between periods

Extended Period Schedule

Calendar Grade Levels Schedule Structure Terms **Periods** School M

Period Schedule/Periods Editor

Name
REG
1

PeriodSchedule Info

*Name: EXT *Sequence: 2 Instructional Minutes: 0 Standard Day Minutes: 0 School Day: 0

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

| | *Name | *Sequence | Start Time | End Time | Non Instructional Time | Non Instructional Period | Standard Day |
|---|-------|-----------|------------|----------|------------------------|-------------------------------------|-------------------------------------|
| X | H | 1 | 7:45 AM | 8:00 AM | 0 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| X | 1 | 2 | 8:00 AM | 3:30 PM | 45 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| X | 2 | 3 | 3:30 PM | 3:31 PM | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Add the extended day to the Day

<< **March 2014** >>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | 01 |
| 02 | 03 | 04 | 05 | 06 | 07 | 08 |
| 09 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

▼ Event on this Day

Day Detail

Date: 03/28/2014 Day #: 143

*Period Schedule

REG y Instruction Attendance

REG

EXT End Time Duration

0

The duration field will be calculated automatically

Comments

Day Events

| Type | Duration | Inst. Minutes |
|---|----------|---------------|
| <input type="button" value="Add DayEvent"/> | | |

Schedule Course Sections

Section | Staff History | Roster | Attendance | Grading By Task | Gr

Save Delete

Section Editor

SectionID
80947

*Section Number Teacher Display Name
1 Barnette, G

Max Students Lunch Count Milk Count Adult Count
30 (30)

Room Skinny Seq Team Homeroom

Instructional Setting (Override)
 (01)

*Highly Qualified
Highly Qualified

Primary Teacher
Barnette, Garnetta

Special Type
01: None

Population ID

Core Content
Select a Value

Warning: The following Period Schedule(s) are not scheduled to occur during Term T1: EXT

Warning: The following Period Schedule(s) are not scheduled to occur during Term T2: EXT

Section Schedule Placement

| | QUARTERS | | | | | |
|-----|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| | T1 | T2 | T3 | T4 | EXT | EXT |
| H | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| KSI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Nontraditional days

<< **December 2013** >>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

▼ Event on this Day

Day Detail

| | | | | |
|--|--------------------------|--------------------------------|-------|----|
| Date | 12/12/2013 | | Day # | 75 |
| Period Schedule | S1 | | | |
| School Day | Instruction | Attendance | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Start Time | End Time | Duration | | |
| <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> | | |
| <i>The duration field will be calculated automatically</i> | | | | |
| Comments | | | | |
| <input type="text"/> | | | | |

Day Events

| Type | Duration | Inst. | Minutes |
|--|----------------------|----------------------|----------------------|
| <input checked="" type="checkbox"/> E: Teacher Equivalency | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add DayEvent"/> | | | |

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



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



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/ | Student SSID | Student Name | Grade | Instructional Days from Calendar | Enroll. Start Date | Enroll. End Date | Enrolled Instructional Days | SEEK AtRisk ADM |
|-------------------------|-----------------|---------------------------|-------------|--|--------------------------|------------------------|-----------------------------------|-----------------------|
| Knox County | | | | | | | | |
| School Name | | | | | | | | |
| High School | | | | | | | | |
| | 1 | [REDACTED] | 09 | 175 | 8/13/2014 | | 175 | 1.000 |
| | 2 | [REDACTED] | 09 | 175 | 8/13/2014 | | 175 | 1.000 |
| | 1 | [REDACTED] | 09 | 175 | 8/13/2014 | | 175 | 1.000 |
| | 4 | [REDACTED] | 09 | 175 | 8/13/2014 | | 175 | 1.000 |
| | 1 | [REDACTED] | 12 | 175 | 8/13/2014 | | 175 | 1.000 |
| | 1 | [REDACTED] | 14 | 175 | 8/13/2014 | | 175 | 1.000 |
| | | | | Grade Total | | | | 34.000 |
| | | | | Grade Total | | | | 1.000 |
| District Totals: | | Count of Students: | 3030 | | | | | 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.

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.

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

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.

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.

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.

Other Eligibility Issues

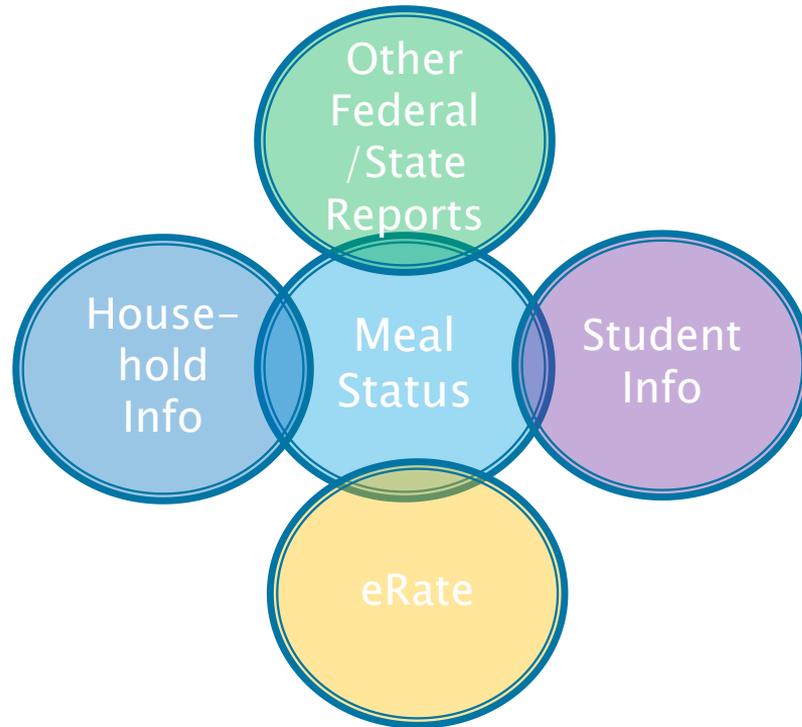
- ▶ The SEEK At Risk Report only uses Free eligibility.
- ▶ However, eligibility records are used for many other things.
- ▶ The remainder of this session will cover ways to make sure all of your eligibility records are correct.

Meal Status in IC

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

Preparation



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?

Process

Set up data synchronization



Check data synch process



Engage in troubleshooting



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.

Eligibility Import Wizard

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

*Name
POS Import

*School Year
14-15

POS Data Synch: What could go wrong?

Shown below are common scenarios with data synchronization:

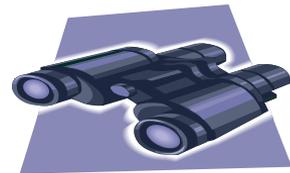
“My free/reduced percentage appears low in IC”

- ✓ 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

Finding the errors



Campus tracks the status of the data import from POS

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

▼ FRAM

Eligibility

Letter Editor

Eligibility End Date Wizard

▼ Eligibility Import Wizard

Scheduled Imports



Finding the errors

- ▶ Scheduled Import Log
 - 'Successful' means the data imported in
 - Review **both** 'Unsuccessful' and 'Successful' import logs to search for data import errors

The screenshot shows two windows from a software application. The top window is titled 'Data Import Editor' and has a tab for 'Scheduled Import Logs'. It contains a table with the following data:

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

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

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

Click on the task name to see the details

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

IC Eligibility Import Report

Kentucky State
Generated on 07/12/2013 10:54:02 AM Page 1 of 43

Eligibility Import Report

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

Focus on any
errors/warnings

Summary

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

Updated Records

| Name | School Year | Start Date | End Date | Eligibility Type | Eligibility | Source | Certified Type | Status |
|------|-------------|------------|----------|------------------|-------------|--------|----------------|--------|
|------|-------------|------------|----------|------------------|-------------|--------|----------------|--------|

Error/Warning

Line 187. ERROR 1001 - State ID '406[REDACTED]' not found
Line 365. ERROR 1001 - State ID '401:[REDACTED]' not found
Line 380. ERROR 2001 - Multiple matches found for Student State ID [REDACTED] (3 matches).
Line 400. ERROR 2001 - Multiple matches found for Student State ID [REDACTED] (2 matches).
Line 660. ERROR 1001 - State ID '[REDACTED]' not found
Line 663. ERROR 2001 - Multiple matches found for Student State ID [REDACTED] (2 matches).
Line 920. ERROR 2001 - Multiple matches found for Student State ID [REDACTED] (2 matches).
Line 926. ERROR 2001 - Multiple matches found for Student State ID [REDACTED] (2 matches).
Line 1250. ERROR 1001 - State ID '401[REDACTED]' not found
Line 1268. ERROR 2001 - Multiple matches found for Student State ID '[REDACTED]' (2 matches).
Line 155. WARNING 3037 - [REDACTED]: The record contains values for both Certified Type and Direct Type. The record for [REDACTED] updated with the Direct Type.
Line 156. WARNING 3037 - [REDACTED]: The record contains values for both Certified Type and Direct Type. The record for [REDACTED] updated with the Direct Type.
Line 1203. WARNING 3037 - [REDACTED]: The record contains values for both Certified Type and Direct Type. The record for [REDACTED] updated with the Direct Type.

Existing Eligibility Records

| Name | School Year | Start Date | End Date | Eligibility Type | Eligibility | Source | Certified Type |
|------------|-------------|------------|------------|------------------|-------------|------------|----------------|
| [REDACTED] | 2014 | 07/01/2013 | 06/30/2014 | Meal | Paid | Non-Direct | Did Not Apply |
| [REDACTED] | 2014 | 07/11/2013 | 06/30/2014 | Meal | Free | Direct | SNAP |
| [REDACTED] | 2014 | 07/01/2013 | 06/30/2014 | Meal | Paid | Non-Direct | Did Not Apply |

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 |

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 31 st |
| 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 1 st 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 |

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% |

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)

FRAM Eligibility Report

A summary of meal status is shown below

| Type | Summary for Eligibility Type: Meal | | | Total |
|--------------------------|------------------------------------|------------|------------|-------------|
| | Free | Reduced | Paid | |
| 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 |
| | 0 | 0 | 126 | 126 |
| Total | 3359 | 280 | 912 | 4551 |

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

| Sch. Year | Student Name | Date of Birth | State ID | Grade | Eligibility Type | Eligibility Source | Certified Type | School | Start Date | End Date |
|-----------|--------------|---------------|----------|-------|------------------|------------------------|----------------|--------|------------|------------|
| 12-13 | | | | 10 | Meal | Free Non-Direct Income | | | 04/08/2013 | 06/30/2013 |
| 12-13 | | | | 05 | Meal | Free Non-Direct Income | | | 09/20/2012 | 06/30/2013 |
| 12-13 | | | | 00 | Meal | Paid | | | 07/10/2012 | 06/30/2013 |

Missing meal status: Source and Certified Type are blank



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 |
| 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



Useful Ad Hoc Reports

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

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

Resources

Technical Reference Guidance

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

Campus Community

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

Contact Information:

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



Civil Rights Data Collection (CRDC) Begins at 12:15 p.m. (EST)

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

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.



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.



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.



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.



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



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”.



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.



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.



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.



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.



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

File Edit View Favorites Tools Help

Page Safety Tools

CRDC
Civil Rights Data Collection

New unique username & password for each users. *Not* the same as AWS username and password

Email Password

[Forgot your password?](#)

Welcome to the CRDC Data Entry Tool

Welcome to the CRDC Data Entry Tool. Using this tool, you can enter and revise data for any tables you have permission to edit. Tables you do not have permission to edit will appear grayed-out and you will not be able to enter or change data. Email your CRDC coordinator if there is a problem with your permissions.

Who is Conducting This Survey?

The ED Office for Civil Rights (OCR) is conducting this survey. The CRDC is a mandatory data collection, authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and under the Department of Education Organization Act (20 U.S.C. § 3413). The regulations implementing these provisions can be found at 34 CFR 100.6(b); 34 CFR 106.71; and 34 CFR 104.61.

What Is The Purpose Of This Survey?

The purpose of the U.S. Department of Education (ED) Civil Rights Data Collection (CRDC) is to obtain data related to the nation's public school districts and elementary and secondary schools' obligation to provide equal educational opportunity. To fulfill this goal, the CRDC collects a variety of information, including student enrollment and educational programs and services data that are disaggregated by race/ethnicity, sex, limited English proficiency, and disability. The CRDC is a longstanding and important aspect of ED's Office for Civil Rights overall strategy for administering and enforcing the civil rights statutes for which it is responsible. This information is also used by other ED offices as well as policymakers and researchers outside of ED.

Where will your information be reported?

Information reported on this survey becomes available to the public in a privacy protected format. You can see how the previous CRDC data were reported to the public by going to <http://ocrdata.ed.gov>.

Landing Page

Comprehensive collection of all resources

Error & data reports

Add new users & manage permissions



Resources Reports Admin

Home

CRDC Notifications

What you need to know to stay on track of your submission:

- School surveys are due by December 15, 2014
- Remember to change module statuses to "Data Entry Completed" when finished entering data

New due date minimum 75 days after opening

Data Entry

Select **School Form Submissions** if you are ready to enter data about schools. The School Form collects data about each of the schools in your LEA.

Select **LEA Form Submissions** if you are ready to enter data about the LEA. The LEA Form collects data about the entire LEA.

Select a LEA

School Form Submissions LEA Form Submissions

Download Zipped LEA Submissions

OR

File Upload

Select **File Upload** if you want to submit any of your data by uploading a prepared CSV file (Flat File Submissions). You can use the File Upload feature to upload prepared data for all or part of your submission. Your file **MUST** meet the Flat File Submission Specifications.

- 1 The file must be a CSV file
- 2 The school or LEA identifier must be included on each row
- 3 There must be a header row that lists the data element names as defined in the Flat File Submission Specifications

File Upload

Select csv file

Viewable for ED and SEA

New functionality to download LEA file

Flat File Submission

The screenshot shows a web browser window with the URL `https://ec2-54-211-166-95.compute-1.amazonaws.com:8080/FileUpload?mode=new`. The page header includes the CRDC logo and navigation links for Resources, Reports, and Admin. The main content area is titled "Upload File" and contains instructions for uploading data. Below this is an "Upload History (Live)" section with a table of recent uploads. A callout box with an orange border and arrow points to the "File Checking Status" column of the table, containing the text "Status of file upload".

Upload File

To upload your data, please ensure that your file meets all of the requirements listed in the CRDC Flat File Specifications document (provide link here). Only CSV or Text Delimited files can be uploaded. All files must include your SCHID or LEAID for each row of data, and a header row with element names defined in the Flat File Specifications document.

[+ Add files...](#) [Start upload](#)

Upload History (Live)

Show entries

Search:

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|------|------------------------|-------------------------------|-------------------------------|------|------------------------|--|
| 1125 | mhijazi@sanamatrix.com | Tue, 12 Aug 2014 14:06:56 GMT | CRDC Data Entry Dev Tasks.odt | 8376 | Checking complete. | ERROR: File appears to be a binary file. Only text files in ASCII or UTF-8 encoding are supported. |
| 1124 | | Thu, 07 Aug 2014 17:56:35 GMT | TestUpload - Tiny.csv | 1354 | Checking complete. | Parsing complete. |
| 1123 | | Thu, 07 Aug 2014 17:54:11 GMT | Book1.csv | 73 | Checking complete. | Parsing complete. |
| 1122 | | Thu, 07 Aug 2014 17:52:42 GMT | TestUpload - Tiny.csv | 1354 | Checking complete. | Parsing complete. |
| 1121 | | Thu, 07 Aug 2014 17:51:24 GMT | TestUpload - Tiny.csv | 1354 | Checking complete. | Parsing complete. |

Data Entry: School Sort

Home >> School Form Submission >> Manage School Order

Manage School Order

By default, schools appear in alphabetical order for data entry. This tool allows you to change the order of the schools, if desired. You can use the drop-down boxes to sort by School ID, STID, Zip Code or County. You can also click on a specific school and drag it up or down in the list to change its position.

| School Name | School ID | STID | Zip Code | County |
|--------------------|-----------|------------|----------------|----------------|
| BONNIE BRAE ELEM | 245879632 | 8421 | 22032 | Fairfax County |
| FAIRFAX VILLA ELEM | 549875234 | 1452 22030 | Fairfax County | |
| DANIELS RUN ELEM | 478952166 | 2457 | 22030 | Fairfax City |
| FAIRVIEW ELEM | 124896354 | 1258 | 22039 | Fairfax County |

Organizes which school appears next when answering one question for multiple schools:

- Name
- NCES/CRDC ID
- State ID
- Zip Code
- County
- User designed order (elementary/high, etc.)

School Status Page

CRDC
Civil Rights Data Collection

Resources Reports Admin

Home >> School Navigation >> Virginia >> Fairfax County Public Schools >> Wilbert Tucker Woodson High School

School Form Submission for Wilbert Tucker Woodson High School [Switch School](#)

The Data Entry tool is organized by topical modules. Modules are groups of tables about the same topic area. For example, tables about math and science courses and classes form the Courses & Classes module. Each module has a 4-letter module code which is used to number tables within modules. For example, the first table in the Courses & Classes modules is labeled COUR-1.

Select any module to begin data entry or data review for the school listed.

[Download School Data](#)

| Acronym | Name | Status |
|---------|---|---------------------|
| SCHR | School Characteristics | Not Started |
| PSCH | Preschool | In Progress |
| ENRL | Enrollment | Data Entry Finished |
| PENR | Program Enrollment (Gifted & talented, Dual Enrollment, Credit Recovery) | In Progress |
| COUR | Courses & Classes | In Progress |
| APIB | Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment | In Progress |
| EXAM | SAT/ACT & Advanced Placement (AP) Exams | In Progress |
| STAF | School & School Support Staff | In Progress |
| SECR | School Security Staff | In Progress |
| ABSR | Chronic Absenteeism & Retention | In Progress |

Download school data file.

Status of data entry (work in progress)

Navigate by
"data
modules"

Module Landing Page

ENRL: Enrollment Status: Not Started

Review the module instructions, then select a table for data entry or review.

| Tables |
|--|
| ENRL-1: Overall Enrollment |
| ENRL-2: Enrollment of LEP Students |
| ENRL-3: Enrollment of Students with Disabilities |

Module Instructions

DATES
Report data from the 2013-14 school year. For most tables, the data reported should be based on a "Fall snapshot" of data from a single day between September 27 and December 31, 2013 inclusive. LEA's may choose any date within this time period. All data should be reported using the same Fall snapshot date, except:

The count of students with disabilities (IDEA) may be based either on the Fall snapshot date OR on the district's IDEA child count date.

SPECIAL INSTRUCTIONS
Students must be counted in the school where they actually physically attended for more than 50% of the school day. If a student attended two schools, each for exactly 50% of his or her school day, then count that student at their "home" or "primary" school, rather than at the school of a special program, such as a vocational program.

For distance education schools or virtual schools, students must be counted in the school from which they received more than 50% of their coursework.

KEY DEFINITIONS (click to read)

- Limited English Proficient (LEP or English Language Learner)
- Students with Disabilities (IDEA)
- Students with Disabilities (Section 504 only)

Select a specific table.

General Instructions that apply to all tables/questions in "data module"

Data Entry Screen



Switch between school mode and table mode navigation.

Review errors and warnings for this table.

Home >> School Navigation >> Virginia >> Fairfax County Public Schools >> Wilbert Tucker Woodson High School >> ENRL Enrollment >> ENRL-1

ENRL-1: Overall Student Enrollment

"Data request"

Review Data

Switch to Table Mode
Previous School School Navigation Next School

Important: Students must be counted in the school where they physically attend for more than 50% of the school day.

Enter overall student enrollment on the Fall 2013 snapshot date. Enter the number of students who were enrolled in preschool and grades K-12 (or the ungraded equivalent).

| | Hispanic | Amer. Indian / Alaska Native | Asian | Native Hawaiian / Pacific Islr | Black | White | Two or more races | Total |
|--|----------------------|------------------------------|----------------------|--------------------------------|----------------------|----------------------|----------------------|-------|
| Males enrolled at this school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0 |
| Females enrolled at this school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0 |
| Total Students enrolled at this school | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Additional Information

Any students who attended two schools?

If a student attended two schools, each for 50% of his or her school day, count that student at their "primary" or "home" school, rather than at the school of a special program, such as a vocational program.

Any students who attended distance education schools?

Expandable Q&A's specific to this question.

Auto-totals by race, gender, and grand total.

Navigation

Confirm Navigation

Would you like to review the data for errors and warnings, or do you want to leave the page?

Are you sure you want to leave this page?

[Leave this Page](#) [Stay on this Page](#)

ENRL-1: Overall Student Enrollment

Review Data 35

Switch to Table Mode

Previous School School Navigation Next School

Important: Students must be counted in the school where they physically attend for more than 50% of the school day.

LEGEND: ✖ Errors ⚠ Warnings

Enter overall student enrollment on the Fall 2013 snapshot date. Enter the number of students who were enrolled in preschool and grades K-12 (or the ungraded equivalent).

| | Hispanic | Amer. Indian / Alaska Native | Asian | Native Hawaiian / Pacific Islldr | Black | White | Two or more races | Total |
|--|----------------------|------------------------------|----------------------|----------------------------------|----------------------|----------------------|----------------------|-------|
| Males enrolled at this school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0 |
| Females enrolled at this school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0 |
| Total Students enrolled at this school | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Additional Information

Any students who attended two schools?

If a student attended two schools, each for 50% of his or her school day, count that student at their "primary" or "home" school, rather than at the school of a special program, such as a vocational program.

Any students who attended distance education schools?

Onscreen errors and warnings.

Table Error Report

Download in excel.

Home >> School Navigation >> Virginia >> Fairfax

ENRL-1: Overall Student Enrollment

Error and Warning Summary for Overall Student Enrollment

[Download](#)

General LEP 504 IDEA

- + Table-level Check of Data Entered - Native Hawaiian or Other Pacific Islander **Error**
- + Table-level Check of Data Entered - Females **Error**
- + Table-level Check of Data Entered - Two or More Races **Error**
- + Table-level Check of Data Entered - Black or African American **Error**
- + Table-level Check of Data Entered - Males **Error**
- + Comparison Check of CCD Data with School Enrollment Data **Error**
- + Table-level Check of Data Entered - American Indian or Alaska Native **Error**
- + Table-level Check Range of Values Entered - Maximum Limit **Error**
- + Comparison Check of CCD Data with School Enrollment Data **Error**
- + Table-level Check Range of Values Entered - Greater than Zero **Error**
- + Table-level Check of Data Entered - White **Error**
- + Table-level Check of Data Entered - Hispanic **Error**

Important: Students must be counted in the school where they were enrolled in preschool and grades K-12.

LEGEND: ⊕ Errors ⚠ Warnings

Enter overall student enrollment on the following table. Students who were enrolled in preschool and grades K-12 were enrolled in preschool and grades K-12.

| | Hispanic | Amer. Indian / Alaska Native | Asian |
|--|----------------------|------------------------------|-------|
| Males enrolled at this school | <input type="text"/> | 0 | NA |
| Females enrolled at this school | <input type="text"/> | 0 | NA |
| Total Students enrolled at this school | 0 | 0 | 0 |

Additional Information

Any students who attended two schools?

If a student attended two schools, each for 50% of his or her school day, count that student at their "primary" or "home" school, rather than at the school of a special program, such as a vocational program.

Any students who attended distance education schools?

Decimal Data

Home >> School Navigation >> Virginia >> Fairfax County >> Fairfax High School >> STAF >> STAF-1

Review Data

Switch to Table Mode

Previous School School Navigation Next School

Important:

- Include teachers regardless of how they were funded (i.e., federal, state, and/or local funds)
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places, e.g., 4.00, 4.75).
- Teachers working towards certification by way of alternative routes, or teachers with an emergency, temporary, or provisional credential are not considered to have met state requirements.

Enter the number of full-time equivalent (FTE) teachers in preschool and grades K-12 (or the ungraded equivalent) on the Fall 2013 snapshot date overall and by their certification status.

| | FTE |
|--|----------------------|
| TOTAL number of full-time equivalent (FTE) teachers: | <input type="text"/> |
| Number of FTE teachers who were certified: | <input type="text"/> |
| Number of FTE teachers who were not certified: | <input type="text"/> |

Additional Information

Tenths and hundreds place pre-filled with zero's

12:11 PM 8/22/2014

Statement by U.S. Secretary of Education Arne Duncan on the 50th Anniversary of the Civil Rights Act of 1964

JULY 2, 2014

npr topics programs listen

NEWS & RECORD

JULY 15, 2014 WWW.NEWS-RECORD.COM

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Bleak picture for minority kids in public schools

The New York Times

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Black Students Face More Discipline, Data Suggests

news npr news investigations

National Data Confirm Cases Of Restraint And Seclusion In Public Schools

by JOSEPH SHAPIRO



The Civil Rights Project

Proyecto Derechos Civiles

Renewing the civil rights movement by bridging the worlds of ideas and action

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STEM Education Is a Civil-Rights Issue

Advocating for equal access to STEM education isn't merely a new feel-good fad.

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Answer Sheet

5 striking facts from new civil rights education data

Story: When good expulsion data goes bad

EdWeek Jan
10, 2013

State superintendent
gets a surprise
embargo notice

Photos are screenshot from public website.

July 22, 2014

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QUALITY COUNTS 2013
CODE OF CONDUCT Safety, Discipline, and School Climate
Published Online: January 4, 2013
Published in Print: January 10, 2013, as *Suspension, Expulsion Data Cast Some in Harsh Light*

Suspension, Expulsion Data Cast Harsh Light on Some Schools

By Nirvi Shah and Michele McNeil

An *Education Week* analysis of data collected by the U.S. Department of Education illustrates the wide variation in how schools use out-of-school suspension and expulsion to discipline students. It also calls into question the validity of the data for some schools.

For the 2009-10 school year, the Education Department's office for civil rights collected data for more than 72,000 schools and nearly 7,000 school districts about school discipline practices, along with information on a variety of other data points, including students' access to advanced courses, student retention, and teacher salaries and attendance rates.

Education Week found that at some schools, the proportion of students suspended out of school or expelled was 100 percent or very close to that. The analysis, which looked specifically at data submitted by schools with 300 students or more—**69 percent of schools nationwide have an enrollment of that size**, according to the National Center for Education Statistics

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Story: When good expulsion data goes bad

District reported a 96% expulsion rate at their high school, a certain error Causes?

- Decimal in the wrong place!

20 SCHOOLS WITH THE HIGHEST EXPULSION RATE

| STATE | DISTRICT | SCHOOL | ENROLLMENT | NUMBER EXPELLED | % EXPELLED |
|-------|------------------|-----------------------------|------------|-----------------|------------|
| WI | MAPLE | NORTHWESTERN HIGH*** | 395 | 380 | 96.2% |
| NC | MADISON COUNTY | MADISON MIDDLE | 475 | 365 | 76.8% |
| WA | PIONEER | PIONEER INTERMEDIATE/MIDDLE | 330 | 250 | 75.8% |
| TX | LAMPASAS | LAMPASAS MIDDLE*** | 690 | 425 | 61.6% |
| MS | NOXUBEE COUNTY | B F LIDDELL MIDDLE | 425 | 230 | 54.1% |
| TN | MEMPHIS | WESTSIDE MIDDLE** | 340 | 175 | 51.5% |
| AL | HOUSTON | REHOBETH HIGH | 630 | 295 | 46.8% |
| TN | MEMPHIS | NORTHSIDE HIGH | 475 | 185 | 38.9% |
| AZ | MARICOPA UNIFIED | DESERT WIND MIDDLE | 595 | 220 | 37.0% |



CRDC
Civil Rights Data Collection

CRDC Support

2013-14 Civil Rights Data Submission System will open in early January 2015

CRDC Partner Support Center:

(844) 338-2732 or CRDC@SANAMETRIX.COM

KDE Contact:

Jessi Carlton

(502) 564-2020 or 800-884-1754

Extension 2468

Jessica.Carlton@education.ky.gov





Other Current Topics & Wrap-up Begins at 12:45 p.m. (EST)

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



Thank you!

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