



**Kentucky
Department of Education
2015-16 KSIS
Beginning-of-Year Training**

Capital Plaza Tower, State Board Room (125) and Webcast
July 22-23, 2015
9:30 a.m. Eastern / 8:30 a.m. Central

KSIS Beginning-of-Year Training July 23 (Day 2)

Your links to join the meeting

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

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

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

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

Have a technical issue? Contact your district technician.





Welcome and Housekeeping

Becky Jenkins
KIDS, Enterprise Data Division

KSIS Beginning-of-Year Training July 23 (Day 2)

Q&A and EILA Credit

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



4

Start	Session	Presenter
9:30	Welcome & Housekeeping	Becky Jenkins , Office of Knowledge, Information and Data Services (KIDS) Enterprise Data Division 502-564-2020 x 2475
9:35	Preschool	Annie Rooney-French , Office of Next Generation Learners, Division of Program Standards 502-564-2106 x 4736
10:05	Early Graduation	Kelly Clark , Office of Next Generation Learners, Division of Program Standards 502-564-2106 x 4521
10:35	Break	
10:50	English Learners (EL) Data Cleanup	Gary Martin , Office of Next Generation Learners, Division of Learning Service 502-564-4970 x 4157
11:10	Data Security Best Practices	Robert Hackworth , Office of Knowledge, Information and Data Services, Division of Engineering and Management 502-564-2020 x 2436
11:40	Lunch	



5

Start	Session	Presenter
1:00	KTS Data Exchange: Proper Setup for Accurate Grade Sync	V. , Office of Career and Technical Education, Division of Technical Schools and Federal Programs 502-564-4286 x 4205
1:45	Break	
2:00	KTS Attendance Processing from The High School Perspective	Tanya Fluke , Office of Career and Technical Education, Division of Technical Schools and Federal Programs 502-564-4286 x 4205
2:45	2015-16 Dropout Report (SY 2014-15 data)	Cheri Meadows , Office of Administration and Support, Division of District Support 502-564-5279 x 4451
3:15	Wrap-up and Adjour	Becky Jenkins



6



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

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

KYSIS Beginning-of-Year Training, July 23 (Day 2)



Enrolling Preschool Children in IC

Annie Rooney French Ph.D., Preschool Consultant
Office of Next Generation Learners
Division of Program Standards

KYSIS Beginning-of-Year Training, July 23 (Day 2)

Preschool in Infinite Campus

Agenda

- ▶ Directions for enrolling preschool children
- ▶ Changes for 2015-16 school year
- ▶ Including children from First Steps and Head Start

Annie Rooney French



9

Grade 97, 98, 99

- ▶ A child in:
 - Grade 97– the child was 2 years old on Aug. 1; turns 3 after August 1st
 - Grade 98 – the child was 3 years old on or before August 1st
 - Grade 99 – the child has their 4th birthday on or before August 1st
- ▶ If an at risk child comes to your district and the child turns 4 after August 1st, that child would be eligible for preschool next year.

Annie Rooney French



10

Preschool Eligibility

- ▶ If a child arrives who is eligible for the preschool program (with a disability or at risk) during the school year, the district is required to accept the child
- ▶ State funded preschool programs may not have a waiting list; the services must be provided.
- ▶ Districts may accept over income or other children at their discretion if space is available

Annie Rooney French



11

Grade 99 At Risk

- ▶ This category is only for children who are enrolled in Grade 99; 4 years old by August 1
- ▶ For 2015–16, eligibility changes from 150% to 160% of the Federal Poverty Rate
- ▶ The check box will change to say, “State Funded At Risk” in an upcoming release

Preschool Type

Disabled State Fund

Head Start

Up to 150% of the Fed. Poverty

Head Start Enhanced

Over Income Preschool

Other, Specify

Other

Annie Rooney French

12

Eligibility for preschool and K

- ▶ The date of preschool eligibility for at risk was changed to August 1 last year (2014-15)
- ▶ The eligibility for kindergarten remains October 1st until the 2017-18 school year
- ▶ 5-year-old children with birthdays between August 1 and October 1 could be eligible for either preschool or kindergarten
- ▶ KDE will support at risk funding for only one year of preschool (grade 99)

Annie Rooney French



13

Grade 99 with disabilities continued from the previous year

- ▶ Enroll the child at the beginning of the school year
- ▶ Check "Disabled State Fund"
- ▶ These other boxes may be checked
 - For Grade 99 - State-Funded at risk or
 - For Grade 99 - Over Income
 - Head Start Enhanced



Annie Rooney French

Grade 99 in KSI/RTI

- If the child failed screening but is not at-risk
- ▶ Enroll the child in the preschool program (with parents permission)
 - ▶ The child may be enrolled as enrollment type N if interventions are provided outside of school, or
 - ▶ Enrollment type P if the child is receiving interventions in the classroom

Annie Rooney French



15

Grade 99 in KSI/RTI

- ▶ Do not create a preschool tab during KSI interventions
- ▶ If the child is determined eligible, end date the original enrollment using the W01 code and re-enroll the child using the R01 code using the date of the IEP or soon afterwards.
- ▶ Enter appropriate data on the preschool tab reflecting the new enrollment date. Children should have one active preschool record.

Annie Rooney French



16

Grade 99 in KSI/RTI

- ▶ If the child does not qualify for special education services, and will not enter into the preschool program, the district should end the child's enrollment using the C01 code
- ▶ Another option (based on district policy) would be to enroll the child in the regular program as an over-income or other eligibility (no funding) preschool student

Annie Rooney French



17

Grade 99, 98 and 97 with disability

For the children where the IEP is created during the current school year and the child is served in the preschool classroom

- ▶ Enrollment Service Type "P" Primary
- ▶ The IEP date must match the enrollment date
- ▶ The preschool tab should have "Disabled State Fund" checked

Preschool Type

Disabled State Fund

Head Start

Up to 150% of the Fed. Poverty

Head Start Enhanced

Over Income Preschool

Annie Rooney French

Grade 99, 98 and 97 with disability

Enrollment Type "N" special ed only

- ▶ This is a child who is receiving only special ed services, no preschool classroom services. He/she is brought to the school for intervention, or a district person goes to a home or other setting to provide services
- ▶ Do not fill out the preschool tab for children in Enrollment Type N

Annie Rooney French



19

Grade 99, 98 and 97 with disability

- ▶ If "home" is checked, the child will only count for IDEA (Part B) funding, not preschool state funds
- ▶ Head Start and contracted site children with disabilities will be entered into the IC system. If the Head Start school is not in the system, use the elementary school where the child will attend for kindergarten

Annie Rooney French



20

"Other" children served in grades 99, 98 and 97 (no disabilities)

- ▶ Possible enrollees include over income children, English Learners, universal preschool (all 4s), tuition, etc.
- ▶ Fill out the preschool tab and check Over Income or Other
- ▶ They will show up in the preschool count but they are not counted for funding purposes.

Annie Rooney French



21

Head Start served in a school district building

- ▶ A Head Start child may receive preschool services in the school building. Often these are blended programs. A child may also be receiving services such as lunch, transportation and other related services.
- ▶ Mark the preschool type as "Head Start". Do not mark other items such as at risk status or other. No need to fill out the Family Component or home visit dates.

Annie Rooney French



22

Head Start Enhanced

- ▶ Includes preschool children who are state-funded and are also receiving "enhanced" Head Start funds. These children are receiving Head Start services in addition to preschool services.
- ▶ Choose the state funded eligibility criteria such as State Funded At Risk and/or Disabled State Fund. Also click on Head Start Enhanced.

Annie Rooney French



23

Head Start Enhanced

- ▶ A child may **not** be both Head Start and Head Start Enhanced
- ▶ Head Start grantees have a limited number of Head Start Enhanced slots available
- ▶ Head Start Enhanced children may **not** be included in the Head Start Full Utilization number of at-risk 4 year olds

Annie Rooney French



24

First Steps

- ▶ Enroll First Steps children as Enrollment Service Type "N" Special Ed Services in order to provide interventions during the time of determining eligibility
- ▶ Do not click on "State Exclude"

Annie Rooney French



25

First Steps

- ▶ Do not fill out the preschool tab until he/she is determined eligible for special education services.
- ▶ If the child is determined to be eligible for preschool services, end date the initial enrollment using the W01 code and begin their new enrollment using the R01 code. Make sure the preschool start date on the tab also matches the new start date.

Annie Rooney French



26

Contact

- ▶ For additional information please contact:

Annie Rooney French Ph.D.
annie.rooney-french@education.ky.gov
502-564-7056 x4736

Annie Rooney French



27



Early Graduation
Begins at 10:05 a.m. (EDT)

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

KSIS Beginning-of-Year Training, July 23 (Day 2)



Early Graduation

Kelly Clark, Strategy Lead: Early Graduation
 Office of Next Generation Learners
 Division of Program Standards

KSIS Beginning-of-Year Training, July 23 (Day 2)

Beginning 2014-2015

- ▶ **DEFINED**
 A student meeting the performance criteria AND doing so in three years or less of high school and before the age of 18.
- ▶ **MEETING THIS CRITERIA**
 - Meet proficiency benchmarks on four required end-of-course exams after taking the courses (ENG II, ALG II, BIOLOGY, US HISTORY)
 - Meet CPE-ACT defined college readiness benchmarks (English = 18, Reading = 20, Mathematics = 19)
 - **Or** Meet CPE defined college readiness benchmarks on COMPASS or KYOTE

Kelly Clark 30  30

Flagging the student in IC

Step-by-step screen shots can be found in Guidance Document

Students must be flagged correctly by October 1st

Letters of Intent must be placed in student ILP

New this year: Student Survey

Kelly Clark



Data Entry for Early Graduation Students

Program Flag – Intent for Early Graduation

Student Flag Detail

*Flags
 EG Intent for Early Graduation This image will display next to the student's name.

*Start Date: 08/26/2013 End Date: Eligibility Start Date: 08/26/2013 Eligibility End Date:

User Warning:

Participation Details:

Description:

Kelly Clark



Early Graduation vs. graduate early

▶ What's the difference?

District	School	Last Name	First Name	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	12	6/1/1997	2015	12/3/2014					12/19/2014	G01	12/19/2014

Student is already in 4th year of high school - NOT ELIGIBLE to be part of Early Graduation program - do not flag 12th graders

Kelly Clark



District	School	Last Na	First Na	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	12	2/18/2000	2017	8/20/2014					6/4/2015	G01	6/4/2015
ABLE	ABLE HS	Carter	Jane	12	2/25/1998	2016	8/8/2014		8/8/2014			6/4/2015	G01	6/4/2015

Student's Cohort years show that they are in 10th and 11th grade - and graduated this year (2015) by marking them as 12th graders rather than their actual grade level - KHAAA WILL NOT recognize them as being part of Early Graduation and WILL NOT pay out the Scholarship

**Student Grade:
Students in Early Graduation MUST be marked as being in the 9th, 10th or 11th grade**

Kelly Clark



Only flag students in high school

District	School	Last Na	First Na	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	2	5/7/2007		4/15/2014	4/9/2015				5/29/2015	CO1	

Student is in 2nd grade - NOT ELIGIBLE for Early Graduation (yet) Wait until high school entry to flag student. Well done for thinking ahead...just don't flag quite yet.

Kelly Clark



District	School	Last Na	First Na	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	11	5/7/1996	2015	9/30/2014					5/29/2015	G03	5/29/2015

This student's cohort year indicates this would be their 4th year in high school, they are NOT ELIGIBLE for Early Graduation. The G03 code also shows they did not meet the Early Graduate requirements in three years or less of high school. The end and start dates and eligibility dates are blank - raising questions about this student.

COHORT YEAR

Kelly Clark



District	School	Last Na	First Na	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	11	6/10/1998	2016	9/30/2014	2/10/2015	9/30/2014	2/10/2015	Voluntary Acade	5/29/2015	CO1	

The red arrows show how the start date and eligibility start dates have been entered correctly BEFORE the OCTOBER 1st cut-off
The blue arrows show the end date and eligibility end date filled out correctly. This student withdrew from EG in February.

START DATE and ELIGIBILITY START DATE
Each serves a different function - BOTH must be filled out

Kelly Clark

District	School	Last Na	First Na	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	11	6/10/1998	2016	9/30/2014	2/10/2015	9/30/2014	2/10/2015	Voluntary Acade	5/29/2015	CO1	

The red arrows show how the start date and eligibility start dates have been entered correctly BEFORE the OCTOBER 1st cut-off
The blue arrows show the end date and eligibility end date filled out correctly. This student withdrew from EG in February.

END DATE and ELIGIBILITY END DATE
Each serves a different function - BOTH must be filled out

Kelly Clark

Flags This image will display next to the student's name.

EG: Intent for Early Graduation

*Start Date End Date Eligibility Start Date Eligibility End Date

User Warning

Participation Details

Description

PARTICIPATION DETAILS >>

Kelly Clark

What Graduation code do I use for Early Graduates?

If the flagged Early Graduate completes the program successfully, you use the

- G-01 Code-A pupil who graduates in less than four (4) years

If the student exits Early Graduation, they should have one of these:

- C-01 A pupil who completes the school year in the school of the most current enrollment or
- One of the applicable W-Codes

District	School	Last Name	First Name	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	10	5/19/1999	2017	9/4/2014	6/2/2015	9/4/2014	6/2/2015	student scored aj	5/29/2015	CO1	
ABLE	ABLE HS	Smith	Jane	11	4/16/1998	2016	8/18/2014		8/18/2014	5/11/2015		5/29/2015	G01	5/29/2015
ABLE	ABLE HS	Smith	Jane	9	11/25/1999	2018	8/18/2014		8/18/2014			5/29/2015	CO1	

These are CORRECT EXAMPLES with all the fields filled:
 Johnny exited EG and will return as a "regular" 11th grader
 Jane successfully completed EG and has graduated- when they passed EOC (Not necessary)
 Jane entered EG this year and still has two years to complete, should not have any "end" dates filled.

Kelly Clark

You would NEVER use a G02, G03 or G04 code for an Early Graduate, since those codes indicate graduating in four or more years and Early Graduates MUST graduate in three years or less.
 For more information:
http://education.ky.gov/districts/tech/sis/Documents/EOYGraduateCode_2014-15.pdf

District	School	Last Name	First Name	Grade	DOB	Cohort Year	Start Date	End Date	Eligibility Start Date	Eligibility End Date	Participation Details	Enrollment End Date	Enrollment End Status	Diploma Date
ABLE	ABLE HS	Smith	Johnny	11	5/7/1996	2015	9/30/2014					5/29/2015	G03	5/29/2015

This student's cohort year indicates this would be their 4th year in high school, they are NOT ELIGIBLE for Early Graduation. The G03 code also shows they did not meet the Early Graduate requirements in three years or less of high school. The end and start dates and eligibility dates are blank- raising questions about this student.

Kelly Clark

Few things to remember

- G-code at graduation ends the student's record in IC
- Only fill out Participation Details if student withdraws
- Must keep students in IC in 9th, 10th or 11th grade for KHEAA to award Scholarship and KEES money

Kelly Clark

Resources on KDE Website

- › Early Graduation page and supporting documents
- › Early Graduation Data Standards

<http://education.ky.gov/educational/Al/earlygrad/Pages/default.aspx> <http://education.ky.gov/districts/tech/sis/Documents/DataStandardEarlyGraduation.pdf>

Kelly Clark 



English Learners (EL) Data Cleanup
Begins at 10:50 a.m. (EDT)

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Access Code: KDEData

KESIS Beginning-of-Year Training July 23 (Day 2)



English Learners (EL) Data Cleanup

Gary Martin
EL (Title III) Consultant
ONGL-Division of Learning Services
Diverse Learners Branch

KESIS Beginning-of-Year Training July 23 (Day 2)

Topics

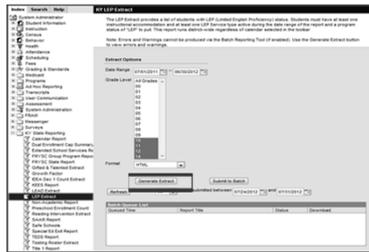
- ▶ LEP Extract
- ▶ Critical Errors
 - Service Type
 - Instructional Accommodations
 - Home Language
- ▶ Duplicate LEP students
- ▶ LEP Student Transfer
- ▶ Exited EL Students

Gary Martin



46

KY State Reporting > LEP Extract



Gary Martin



47

Generating the Report

There are errors and/or warnings in the extract (See below) [Click Here](#) to generate the reports

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)

Warning: The following records do not have a selection of Instructional Accommodations. These students will NOT be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records have a Home Language selection of 0000: English. These students will NOT be included on the LEP extract. (Number of Records: 0)

Warning: The following records have a Home Language selection of 1610: Other. The students will be included on the LEP extract. (Number of Records: 0)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)

Gary Martin



48

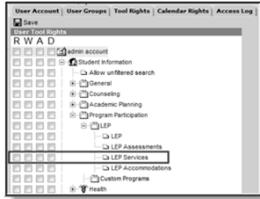
Correcting LEP Service Type Critical Errors

Gary Martin



49

LEP Services

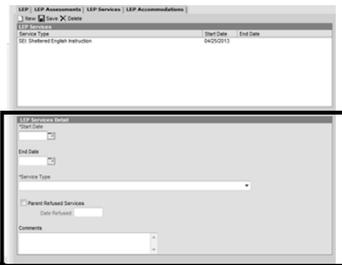


Gary Martin



50

Program Participation > LEP > LEP Services > Detail Editor

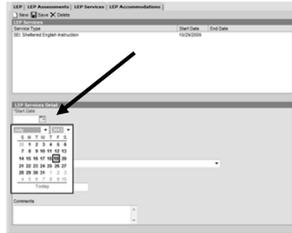


Gary Martin



51

LEP Start Date

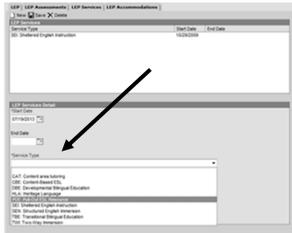


Gary Martin



52

LEP Service Type

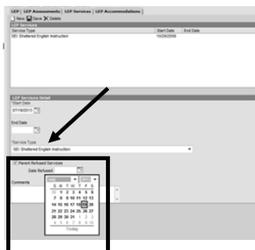


Gary Martin



53

Parent Refuses Services

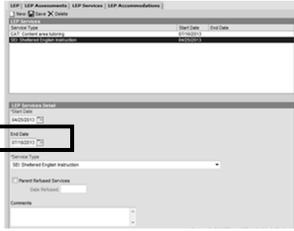


Gary Martin



54

End Dating LEP Services



Gary Martin



55

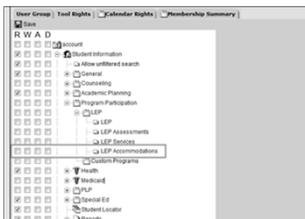
Correcting Accommodations Critical Errors

Gary Martin



56

LEP Accommodations

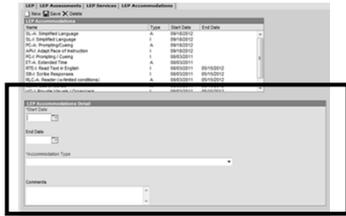


Gary Martin



57

Program Participation > LEP > LEP Accommodations > Detail Editor

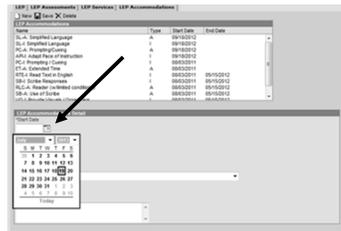


Gary Martin



58

LEP Accommodations Start Date



Gary Martin



59

LEP Accommodation Type

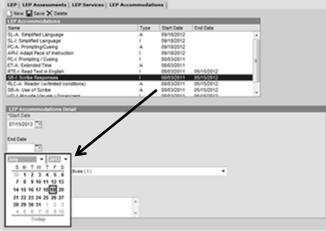


Gary Martin



60

End Dating Accommodations



Gary Martin



61

Home Language Errors/Warnings

Critical Error: The following schools have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records: 2)			
Home Language	Home Language Code	Home Language Description	Number of Records
0400	0400	English	2
Warning: The following schools have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records: 1)			
Home Language	Home Language Code	Home Language Description	Number of Records
1630	1630	Other	1

Critical Error: Home Language 0400: English (will not pull data)

Warning: Home Language 1630: Other (will pull data)

Gary Martin



62

Census > People



Gary Martin



63

Home Primary Language



Gary Martin



64

Home Primary Language



Gary Martin



65

Date Entered U.S.



Gary Martin



66

LEP Extract

How to create LEP Extracts: (1) Verify your user is in Green and you have permission to export.

Final Error: The following records do not have a selection of at least one LEP language and will therefore not be included in the extract unless these students will NOT be included in the LEP extract. (Number of Records: 0)

Final Error: The following records do not have a selection of Instructional Accommodations. These students will NOT be included in the LEP extract. (Number of Records: 0)

Final Error: The following records have a Home Language selection of 0000 English. These students will NOT be included in the LEP extract. (Number of Records: 0)

Warning: The following records have a Home Language selection of 1000 Other. The students will be included in the LEP extract. (Number of Records: 0)

Warning: Home Language is set to Native American, but Native American Language is not selected. These students will be included in the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included in the LEP extract. (Number of Records: 0)



Gary Martin



67

Duplicate Removal

Gary Martin



68

Duplicate removal

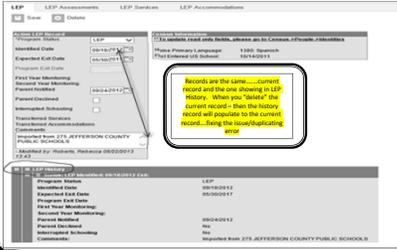
- ▶ The only way to edit LEP history is by deleting the current LEP record. If the LEP history is a duplicate, simply delete the current LEP record and use the one in the history.
- ▶ If it is not a duplicate, delete the current LEP, end date the LEP history, and then create a new LEP record with current information.

Gary Martin



69

Duplicate removal

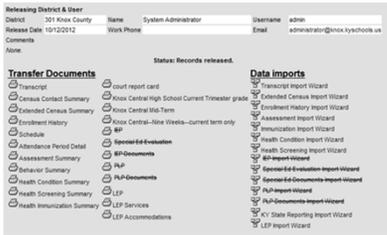


Gary Martin

70

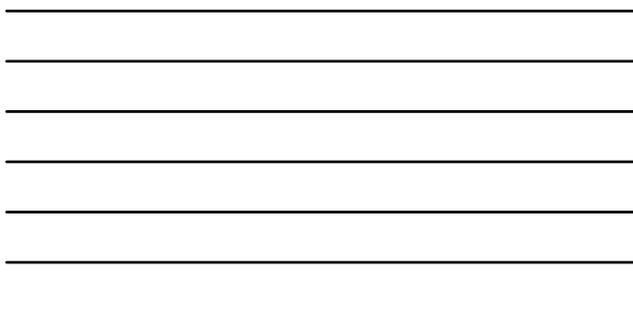


Transfer Documents – LEP



Gary Martin

71



Student records Transfer



Gary Martin

72



Exited LEP Students

- ▶ Exit date for students that achieve score on ACCESS is 1st day of NEXT school year
- ▶ EXAMPLE:
 - Achieved exit score on ACCESS in January 2015
 - Exit date would be August 2015
- ▶ **If you use last day of school year or date of assessment, then student will NOT count in the end of the year LEP extract**

Gary Martin



73

Contact and Resource Information

gary.martin@education.ky.gov

<http://education.ky.gov/specialed/EL/Pages/default.aspx>

Gary Martin



74



Data Security Best Practices

Begins at 11:10 a.m. (EDT)

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

KSIS Beginning-of-Year Training July 23 (Day 2)



Data Security Best Practices

Robert Hackworth, Chief Security Officer, KDE
Office of Knowledge, Information & Data Services
Division of Engineering and Management

KSIS Beginning-of-Year Training, July 23 (Day 2)

Security

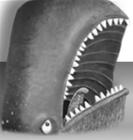
- A belated thanks for coming! Because...
 - You could be anywhere, doing anything other than this (especially those joining via webcast)
 - Being the “Security Guy” is like being the “video camera” guy at a family reunion – everyone stiffens up and you never get a hug
 - Nobody likes talking about security or “incidents”
 - Until they realize they don’t have any security or have had an “incident”
 - And by then, of course, it’s WAY. TOO. LATE.
 - It’s MUCH easier and cheaper to BE secure than it is to GET secure
- This is NOT a technical presentation. Let’s worry about the BASICS for now.

Robert Hackworth  77

My Presentation

1. Intro (already done!)
2. What is Security?
3. Let’s Talk About Risk
4. House Bills 5 and 232
5. Data Security and Breach Notification Guide
6. Get the Basics Right
7. Wrap Up

Robert Hackworth  78



WHY?

Do We Need Security?

- ▶ Confidentiality
 - Only the right people can see the data
- ▶ Integrity
 - The data are accurate and haven't been changed by an unauthorized person
- ▶ Availability
 - The data are there when you need them

Robert Hackworth  79

Security Follows Function



Uh...

Robert Hackworth  80



Um...

Robert Hackworth  81

Most Secure Automobile in World



In 1916

"Cadillac V8 Cabriolet 1916" by Lars-Olof Lundgren Swedien - Own work. Licensed under CC BY-SA 3.0 via Wikimedia Commons - https://commons.wikimedia.org/wiki/File:Cadillac_V8_Cabriolet_1916.jpg#/media/File:Cadillac_V8_Cabriolet_1916.jpg

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82

Life is Risky

- Most Victims Humans are BAD at Judging Risk



Robert Hackworth



83

Do NOT Listen to the Kitten



Robert Hackworth



84

Why is there So Much Risk?

- Times REALLY HAVE changed
- Because so much of our lives now depend on computers and networks
- Because so much of our lives are now captured on computers and networks - contacts, bank information, birthdays, SSNs...
- Because it's much easier, more profitable, and less risky to rob a computer than a bank

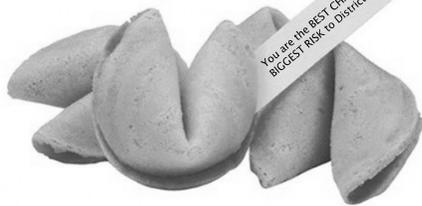
www.us-cert.gov/ncas/tips/st04-001



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85

Remember...



You are the BEST CHAMPION for and BIGGEST RISK to District security



Robert Hackworth

86

House Bill 5 (KRS 61.931 et seq)

- Defines PII
- Requires state agencies, schools, districts and their contract holders to keep data secured
- Requires state agencies, schools, districts and their contract holders to report data breaches
 - Talk to your CIO, who has been highly briefed
 - House Bill 5 document with Highlighting
 - Important to anyone who shares data



Robert Hackworth

87

House Bill 232 (KRS 365.734)

- Protects student data from misuse by vendors by limiting its use to educational purposes, unless otherwise agreed to in writing by the students' parents or as permitted by FERPA
- Defines "student data"
 - Contract language should be amended to ensure vendors understand their responsibilities
 - House Bill 232 document with Highlighting

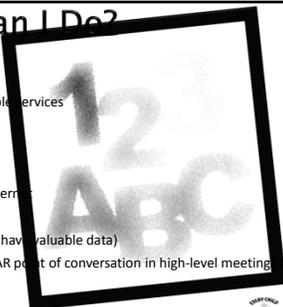
Robert Hackworth



88

What Can I Do?

- Always secure your workstation
- Keep a strong password
- NEVER use the same password for multiple services
- Never give out a password
- Encrypt PII on portable drives
- Use good practices when e-mailing
- Use safe practices when browsing the Internet
- Report possible viruses immediately
- Realize that yes, WE ARE ALL targets (we have valuable data)
- Make cyber & physical security a REGULAR part of conversation in high-level meetings (ensure CIO/DTC is there, too)



Robert Hackworth



89

KDE Resources

- Data Security and Breach Notification Best Practice Guide:
 - <http://education.ky.gov/districts/tech/Pages/Best-Practice.aspx>
- Data Privacy and Security
 - <http://education.ky.gov/districts/tech/Pages/Data-Security-Privacy.aspx>

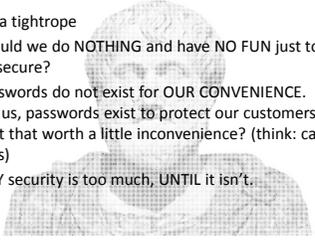
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90

Convenience vs. Security

- It's a tightrope
- Should we do NOTHING and have NO FUN just to be secure?
- Passwords do not exist for OUR CONVENIENCE. For us, passwords exist to protect our customers. Isn't that worth a little inconvenience? (think: car keys)
- ANY security is too much, UNTIL it isn't.



Robert Hackworth



91

And Since I Have You Here...

Q: Do these questions seem familiar?

- What is your favorite book?
- What is the name of the road you grew up on?
- What is your mother's maiden name?
- What was the name of your first/current/favorite pet?
- What was the first company that you worked for?
- Where did you meet your spouse?
- Where did you go to high school/college?
- What is your favorite food?
- What city were you born in?
- Where is your favorite place to vacation?

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92

Answer:

- These are the most popular password reset questions IN ADDITION TO being information we share on social media every day.
 - They are CONVENIENT.
 - They are really the opposite of security features.
 - They save companies, like banks, Amazon, etc., between \$51 and \$147 whenever you forget your password and need it reset.
- With the answers to these, I can MOST PROBABLY email Amazon, Apple, Chase, Twitter, etc. and steal your account/identity.



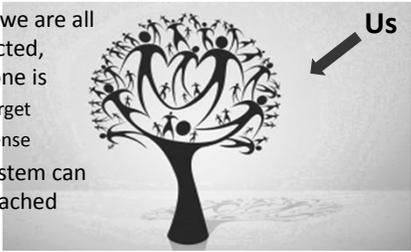
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93

Final Thoughts

- When we are all connected, everyone is
 - A Target
 - Defense
- Any system can be breached



Robert Hackworth



94

Thanks a Bunch!

- Robert Hackworth
 - KDE Chief Security Officer/Guy
 - Robert.Hackworth@education.ky.gov

Robert Hackworth



95



KTS Data Exchange: Proper Setup for Accurate Grade Sync

Begins at 1:00 p.m. (EDT)

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

KSIS Beginning-of-Year Training July 23 (Day 2)



KTS Data Exchange Project: Proper Setup for Accurate Grade Sync

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

KTS Beginning-of-Year Training July 23 (Day 2)

Data Flow Chart

- ▶ The KTS Data Exchange Project is a secure transfer of data from the home high school to the technical school, and back.
- ▶ If set up properly, posted grades will sync from the technical school to the home high school.



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KTS Data Exchange Course Creation Flow

Technical School

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

Course
5-digit course code

Section

Section

Section

Home High School

High School will switch to KTS Course Catalog (ORDER CONTROL, 01/1/13)
(Dates: Administration + Teachers + Students)
Full Courses into HIS database which contain the correct to apply (KTS database) results.
(Scheduling + Add Course)

Course/Section
13-digit course code

HS Create ONE section

Course/Section
13-digit course code

HS Create ONE section

Course/Section
13-digit course code

HS Create ONE section

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Active Mask Setup Example #1

- ▶ The Active Mask date range at the home high school must match the Active Mask date range at the technical school
 - ▶ Example #1: If the date is October 4th and the grading period at the technical school is in Term 2, the Active Mask term that falls within the grading period at the home high school must be checked. If October 4th falls within the Term 1 grading period at the home high school then that is the Active Mask that should be marked for a successful sync.

Technical School

Grading Period Schedule Example:
Term 1: August 1 – October 1
Term 2: October 2 – December 1

Home High School

Grading Period Schedule Example:
Term 1: August 1 – October 15
Term 2: October 16 – December 15

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103

Active Mask Setup Example #2

- ▶ The Active Mask date range at the home high school must match the Active Mask date range at the technical school.
 - ▶ Example #2: If the date is October 4th and the grading period at the technical school is in Term 2, the Active Mask term that falls within the grading period at the home high school must be checked. If October 4th falls within the Term 2 grading period at the home high school then that is the Active Mask that should be marked for a successful sync.

Technical School

Grading Period Schedule Example:
Term 1: August 1 – October 1
Term 2: October 2 – December 1

Home High School

Grading Period Schedule Example:
Term 1: August 1 – October 1
Term 2: October 2 – December 1

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104

Support

- ▶ [Campus Community](#)
- ▶ [KTS Data Exchange webpage](#)
- ▶ ktssupport@education.ky.gov

Tanya Fluke



105



KTS Attendance Processing from The High School Perspective

Begins at 2:00 p.m. (EDT)

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

KSYS Beginning-of-Year Training, July 23 (Day 2)



KTS Attendance Processing from the High School Perspective

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

KSYS Beginning-of-Year Training, July 23 (Day 2)

KTS Attendance Report

Tool rights for the KTS Attendance Report must be granted at the district level.

Index Search Help

- KY State Reporting
 - Edit Reports
 - 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 Home District:
 Boyle County
 Brackenridge County
 Campbell/Boyle Independent
 Carroll County
 Casey County
 Clayport Independent

Start Date: 06/11/2015
 End Date: 06/11/2015

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

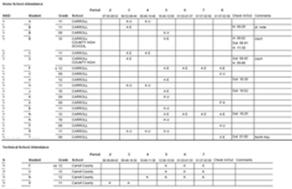
Generate Report

Documentation for the KTS Attendance Report can be found on the KTS Data Exchange webpage [here](#).

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KTS Attendance Report

- ▶ The home high school will use the **Technical School Attendance** section of this report to manually enter technical school student attendance information into their district database.
- ▶ Once the home high school enters attendance, both the technical school and the home high school will be able to view results under both Home High School Attendance and **Technical School Attendance** sections.
- ▶ Note the period schedule for each school is listed under each section to assist with accurate data entry at the home high school.



Home School District Database - Technical School Attendance Report

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Methods of Attendance Entry & Modification

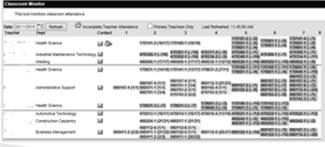
- ▶ **Teacher Entry through Period Attendance**
 - Not a valid method at home high school with KTS Project
- ▶ **Classroom Monitor**
- ▶ **Daily Attendance Screen**
 - Typically used to modify attendance data that has already been entered
- ▶ **Attendance Wizard**
 - Recommend using ad-hoc query to filter technical school students
- ▶ **Attendance Tab**



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Classroom Monitor

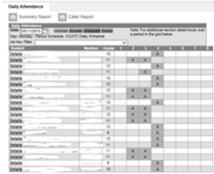
- ▶ Navigate to **Index > Attendance > Classroom Monitor**
- ▶ The Classroom Monitor is used to verify teachers are taking attendance every period. Classes displayed in **green** show attendance was recorded; classes in **pink** show attendance was not recorded. All teachers, even those with 100% perfect attendance, should click **Save** for every class they teach.
- ▶ Because of the nature of the KTS Data Exchange project, technical school courses will never change from **pink** to **green** unless manually modified by the attendance clerk.
- ▶ The Office of Administration and Support at KDE is aware and has communicated this to attendance auditors.



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Daily Attendance

- ▶ The Daily Attendance Screen:
 - **Attendance > Daily Attendance**
 - Provides one place to view all students marked absent daily.
 - The date can be changed showing students marked absent on another day.
 - Attendance clerks can edit a student's attendance from this screen.
 - Click blue **Details** link in front each student's name to view the Person Summary Report.
 - Click the **student's name** to view Daily Attendance.
 - Click **Attendance Code** to edit the student's attendance.
 - The Summary Report and Caller Report provide information for all students for the entire day.



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112

Technical School Student Ad-Hoc Query

- ▶ This ad-hoc query will assist attendance clerks with using the Attendance Wizard for attendance data entry for technical school students.

- Ad Hoc Reporting
 - Filter Designer
 - Letter Designer
 - Letter Builder
 - Data Export
 - Batch Queue



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113

Technical School Student Ad-Hoc Query

1. Name your query
2. Select these *fields*:
Demographics > *lastName*
Demographics > *firstName*
3. Select this *field*:
Learner > Schedule > *courseNumber*
4. Click **Next**



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114

Attendance Wizard Layout

- ▶ The Attendance Wizard has 3 sections:
 1. Student Information
 - This is where you can search for the students you are processing attendance for by entering Last Name, First Name, Grade, SSN, or Student Number; or by using an Ad Hoc Filter you have previously created.
 - Enter student criteria and click **Search** to see all students matching the criteria, (OR)
 - Select an Ad Hoc Filter and click **Search**.
 - This is where you can use the Technical School Student Ad-Hoc Query you just created.
 - You can search for part or all of a student's name.
 - You can use a combination of fields (i.e. Last Name and Grade).

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118

Attendance Wizard Layout

2. Attendance Information
 - In this section, you will search for the students you need to process attendance for based on existing attendance records.
 - The most common example of this is turning all 1st period Unknown attendance into Unexcused Absences.
 - After searching for students, using either Student Information or Attendance Information, all students matching the criteria display in the Search Results section to the right.

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119

Attendance Wizard Layout

3. Input Attendance Information and Click Save.

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120

Changing Unknowns into Unexcused Absences

- ▶ If a student is not present when first period begins, the teacher is to mark the student absent. Even if the student shows up late with a tardy slip, the teacher is to mark the student absent. The Attendance Clerk will go in and modify tardy attendance later to be accurate.
- ▶ The Attendance Clerk will use the Attendance Wizard to turn all 1st period Unknown attendance into Unexcused Absences. This process is known as "validating/reconciling" attendance.
- ▶ For the case of **Technical School Attendance**, the attendance clerk will want to use the KTS Attendance Report and the Technical School Student Ad-Hoc Query to enter 1st period attendance through the Attendance Wizard.

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121

Processing Technical School Attendance using the Attendance Wizard

- ▶ For the case of **Technical School Attendance**, the attendance clerk will want to use the KTS Attendance Report in conjunction with the Technical School Student Ad-Hoc Query to manually enter 1st period attendance through the Attendance Wizard.
- ▶ This will be the quickest method of entry for **Technical School Attendance**.

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122

Student Attendance Tab

- ▶ The student's attendance tab contains all information pertaining to a student's attendance.
- ▶ Search for student and navigate to **Student Information > General > Attendance tab**.



- ▶ The student's Attendance tab contains these options:
 - **New:** Creates a new attendance event.
 - **Period Detail:** Generates student attendance report with period detail.
 - **Daily Detail:** Generates student daily attendance detail report.
 - **Attendance Profile:** Generates a report of the student's accumulated attendance for the full year.

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123

Support

- ▶ [Campus Community](#)
- ▶ [KTS Data Exchange webpage](#)
- ▶ ktssupport@education.ky.gov

Tanya Fluke



124



2015-16 Dropout Report (SY 2014-15 data) Begins at 2:45 p.m. (EDT)

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

KSIS Beginning-of-Year Training July 23 (Day 2)



2015-2016 Dropout Report (2014-2015 School Year Data)

Tina Logan, DBA IT and David Curd, DBA IT
Office of Assessment and Accountability
Division of Assessment and Design Implementation

KSIS Beginning-of-Year Training July 23 (Day 2)

Agenda

- ▶ We will cover the submission of the 2015-2016 Dropout Data Collection for the 2014-2015 School year.
 - How to run the state dropout report in Infinite Campus
 - SDRR Dropout preview
 - Contact Information

Tina Logan



127

Reminders

- ▶ As was the case last year, there is no longer a Nonacademic Report (Dropout, Retention and Transition to Adult Life). Three separate reports for this data have been created. This document details submission for Dropout data only. Contact information for Retention and Transition data can be found on the last slide in this presentation.
- ▶ Districts review their dropout data through the Infinite Campus (IC) State Dropout Report. After the due date of November 1, the preliminary dropout data will be loaded to the Student Data Review and Rosters (SDRR) application for final data review. Requested data exceptions, such as a change of accountability to state, will be handled through SDRR change requests.

Tina Logan



128

Running Dropout Report



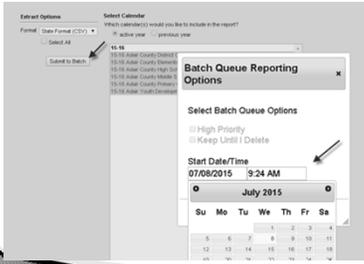
- Choose KY State Reporting, Dropout Report
- Year at top left set to 15-16
- Select Calendar-Leave set to Active Year. This will pull the 14-15 school year data.
- Choose schools (can click on all or multiple schools by clicking on alt plus school)
- Submit to Batch

Tina Logan



129

Dropout Report, Submit to Batch

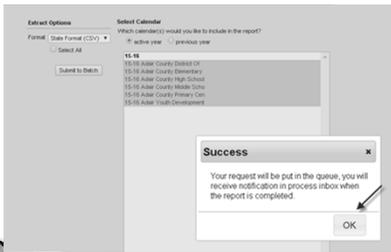


Tina Logan



130

Dropout Report, Submit to Batch cont.



Tina Logan



131

Batch queue- Download File



You will find the status under System Administration, Batch Queue, Batch Queue Admin

Tina Logan



132

Dropout Report- Batch Queue

User: tina.logan@education.ky.gov

Person: Logan, Tina

Admin Queue History

Refresh Save Delete All Cancel All Restart All Cancelled

Show list: 50 Tasks submitted between 07/20/2015 and 07/20/2015

Queue Name	Report Title	Username	Status	Start Time	End Time	Download
07/20/2015 09:51:54 AM	Dropout Report	tina.logan@education.ky.gov	Completed	07/20/2015 09:52:17 AM	07/20/2015 09:52:34 AM	Get the report...

- Refresh report until Status says Completed (Status will go from queued to processing to completed when done).
- Once report is ready, click Get the Report to download your file for review under the Download column.

Tina Logan



133

Dropout Review- SDRR

Kentucky Department of Education
Student Data Review and Rosters

Home

After November 1, preliminary data will be loaded to SDRR for review.

Administrative Tools

Dropout Review

CCR Scores

Tina Logan



134

Kentucky Department of Education
Student Data Review and Rosters

Home

Logged in as: tina.logan@education.ky.gov - Logout

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

Tina Logan



135

Contact Information

- ▶ Dropout Report
 - Tina Logan: tina.logan@education.ky.gov, (502) 564-9853 ext. 4740 or via Lync
 - David Curd: david.curd@education.ky.gov, (502) 564-9853 ext. 4744 or via Lync
- ▶ Retention Report
 - Windy Newton with the Division of Student Success at (502) 564-4772 or via Lync
- ▶ Transition Report
 - Kiley Whitaker with the Division of Technical Schools and Federal Programs at (502) 564-3472

Tina Logan



139





Wrap-up Begins at 3:15 p.m. (EDT)

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

KSIS Beginning-of-Year Training July 23 (Day 2)
