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

Your links to join the meeting

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

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

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

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

Have a technical issue? Contact your district technician.

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

Welcome and Housekeeping

Becky Jenkins
KIDS, Enterprise Data Division

Q&A and EILA Credit

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

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

Start	Session	Presenter
9:30	Welcome & Housekeeping	**Becky Jenkins**, Office of Knowledge, Information and Data Services (KIDS) Enterprise Data Division 502-564-2020 x 2475
9:35	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	

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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 Adjourn	**Becky Jenkins**

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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

Enrolling Preschool Children in IC

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

KSIS 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

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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

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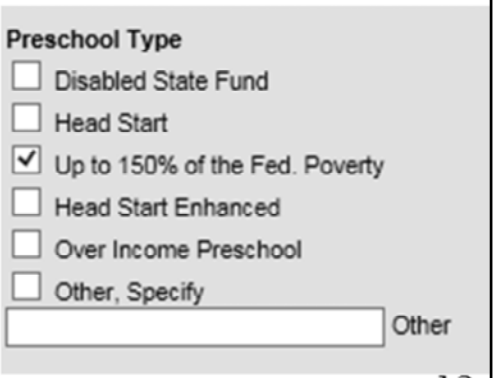
Preschool Eligibility

- 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

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



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

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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

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

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W01 – Transferred to another enrollment in same school
R01 – Transferred from another enrollment in same school

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

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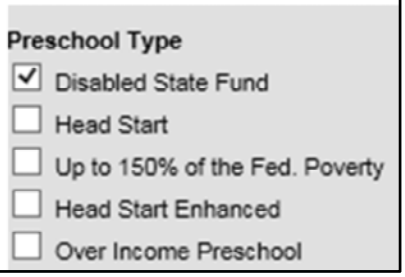
C01- Close of Year

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



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

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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

"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

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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.

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.

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

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"

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

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W01 – Transferred to another enrollment in same school
R01 – Transferred from another enrollment in same school

Contact

- For additional information please contact:

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

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

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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

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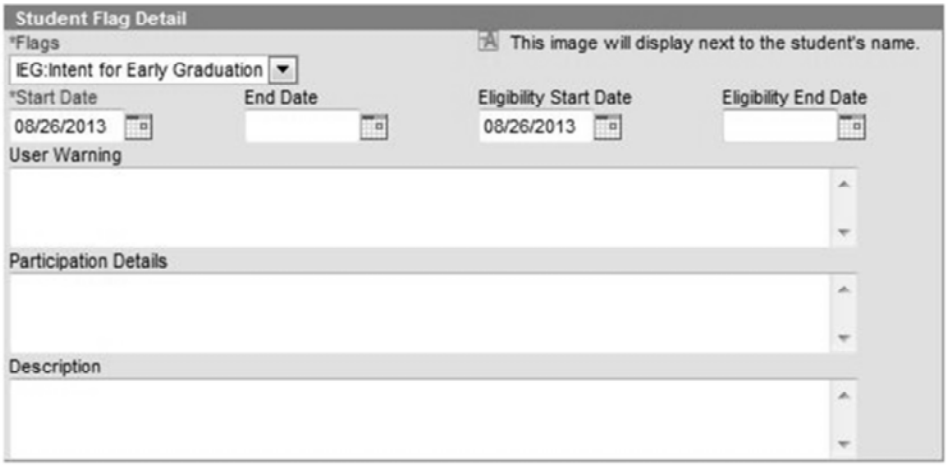
Data Entry for Early Graduation Students

Program Flag – Intent for Early Graduation



Kelly Clark

Start Date: Start date for student to enter participation as an Early Graduate: This field creates the flag that is seen on student record.
Eligibility Start Date: Date of approval (all signatures complete and the Letter of Intent loaded into ILP) for student to begin Early Graduation pathway. In most cases, the start date and eligibility date will be the same.
The Early Graduation regulation states that student participation in Early Graduation be entered into the ILP and IC no later than October 1 of the academic year that they make the declaration.
Once the information has been entered, click Save. The flag will appear next to the student's name in the header row based on the start date assigned.
End Date: End date for flag to display on student record
Eligibility End Date: Date student exits participation in Early Graduation pathway (Remove Letter of Intent from ILP). This is not the graduation date but the termination of this pathway.

Early Graduation vs. graduate early

- What's the difference?

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	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

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Early Graduation is a legislated accelerated pathway for students in high school who meet the criteria and do so in three or less years of high school. Seniors who are in their 4th year who wish to "leave early" and have met their district requirements SHOULD NOT be flagged.

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	8/6/2014		8/6/2014			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
- KHEAA 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

If students are marked as 12th graders – KHEAA, who pulls data straight from IC for the Early Graduation Scholarship and KEES **WILL NOT** recognize 12th grade students as being eligible. This means they **WILL NOT** receive their money for college.

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 ES	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

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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

The cohort year is auto populated in IC according to the first year of 9th grade enrollment. Some students from out of state or other situations entering our schools may have a missing or incorrect cohort year, Double check that the year is there and is correct.

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	6/18/1998	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

The START DATE for a student signals participation as an Early Graduate: T<u>his field creates the flag that is seen on the student record.</u> The Start date MAY NOT be ANY LATER THAN OCTOBER 1st for the academic year the student plans to graduate. Financial estimates at both KDE and KHEAA are made based on these initial numbers to move SEEK funding for the Early Graduation Scholarship. In addition, the legislation specifically states Oct 1st as the deadline to apply; we must follow the legislation. An extension was allowed the first year only due to the slow initial awareness of the program. There will be no further extensions or exemptions. ELIGIBILITY START DATE - In most cases, the start date and eligibility date will be the same. The start date creates the EG flag and the eligibility start date notes the date of approval (all signatures complete and the Letter of Intent loaded into ILP) for student to begin Early Graduation pathway- Each has a different function in IC, one that creates the flag and one that signals participation.

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	6/18/1998	2016	9/30/2014	2/10/2015	9/30/2014	2/10/2015	Voluntary Acade	5/29/2015	CO1	

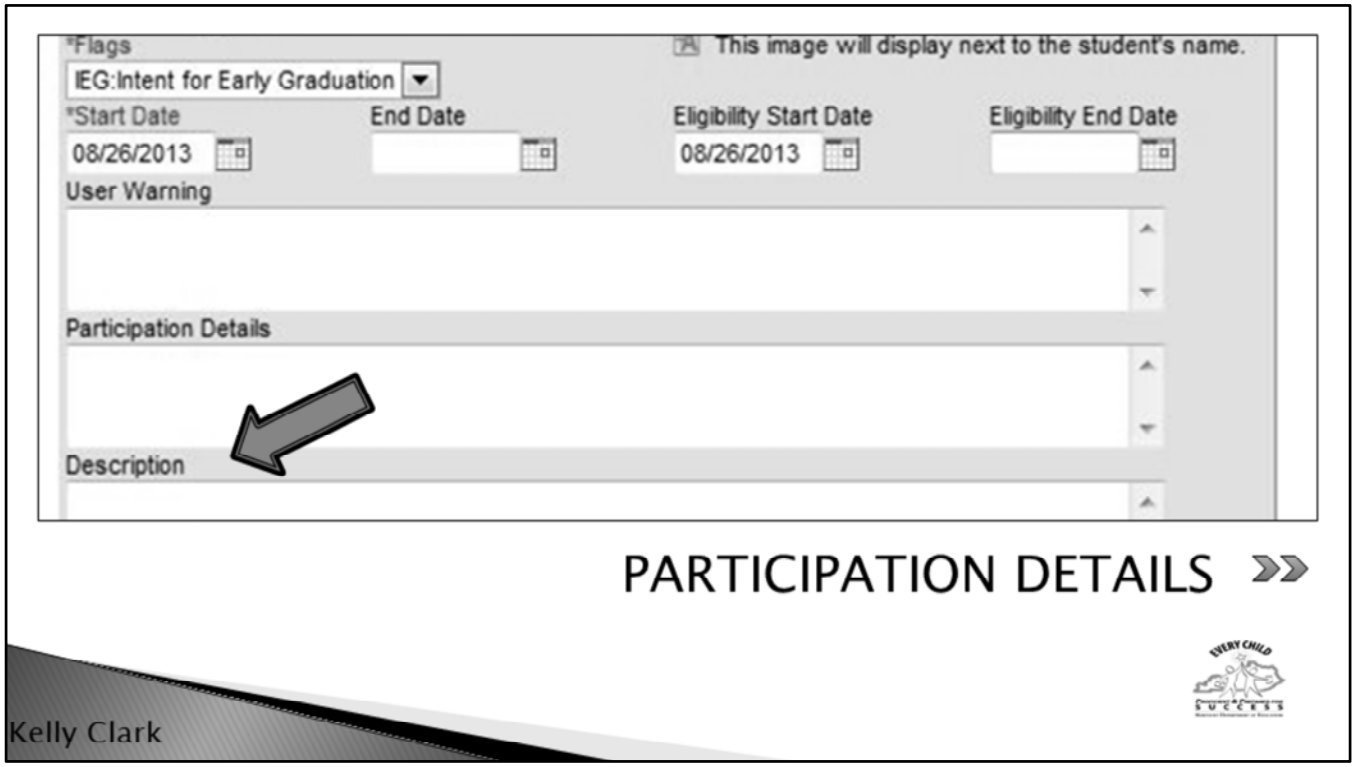
The red arrows show how the start date and eligibility start dates have been entered correctly BEFORE the OCTOBER 1st cut-off
The blue arrows show the end date and eligibility end date filled out correctly. This student withdrew from EG in February.

END DATE and ELIGIBILITY END DATE

Each serves a different function - BOTH must be filled out

Kelly Clark

END DATE: Students who leave EG for any reason should have the end date marked, this date is the when the student exited BUT NOT GRADUATED, from the program.
<u>The End Date turns off the EG flag in IC.</u>
ELIGIBILITY END DATE: . Signals the end of participation in EG. These two fields will most likely be the same – just remember, these fields are NOT when the student GRADUATES, but when they stop being an Early Graduate before completing the program.



This field is ONLY for noting the reason for exiting participation in Early Graduation. Utilize these reasons: Voluntary Academic, Voluntary Financial/Scholarships, Involuntary Academic, Health, and Athletics. Further explanation of the reasons for exiting participation are in the Guidance Document.

If you need to make notes about grades, assessment scores or meeting notes, please use the “Description field”.

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 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	10	5/19/1999	2017	9/4/2014	6/2/2015	9/4/2014	6/2/2015	student scored a	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	June	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)
June entered EG this year and still has two years to complete, should not have any "end" dates filled.

Kelly Clark

Jane has a different end date and eligibility end date – the 11th was when EOC scores came in and she was finished with EG requirements - and on the 29th the school completed all their end of year records and assigned enrollment end status.

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 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.

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

KDE Contact: Kelly Clark, kelly.clark@education.ky.gov

English Learners (EL) Data Cleanup

Begins at 10:50 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)

English Learners (EL) Data Cleanup

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

KSIS 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

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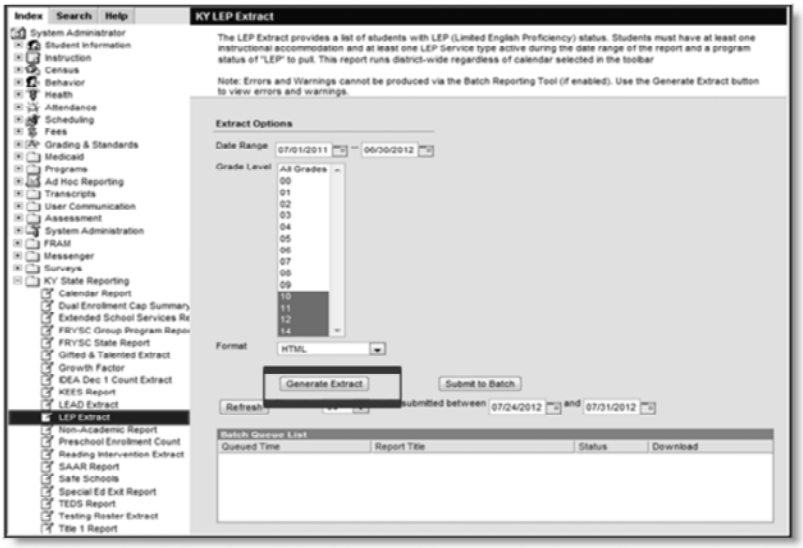
The topics covered today are ones that commonly cause districts to have inaccurate data of LEP students in IC. Accurate EL student data is important for federal reporting, Title III and SEEK allocations and ensuring that all EL students are receiving proper services.

KY State Reporting > LEP Extract



Gary Martin

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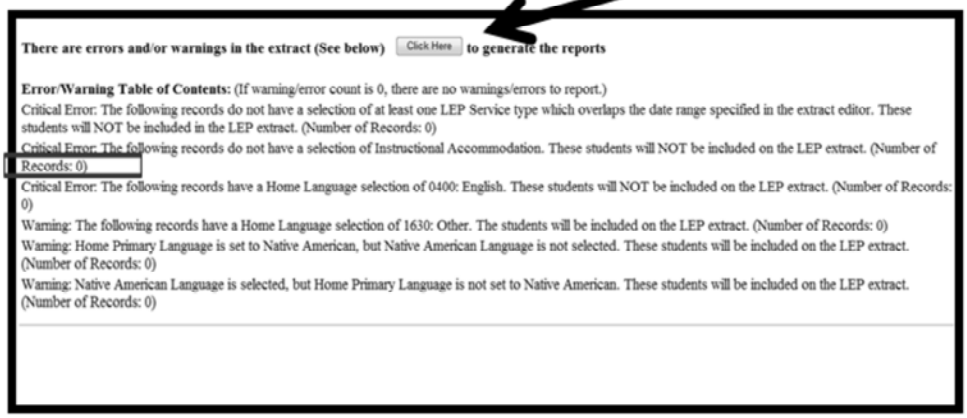
It is important for Districts to run the LEP extract on a *regular basis* to check and clean up errors and ensure that all EL students are identified and receiving services.

This information is used to determine the eligibility for Title III Subgrant funding and SEEK funding.

To check for errors, the path is **KY State Reporting > LEP Extract. Select "All Grades" and click "Generate Extract"**

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)

Critical Error: The following records do not have a selection of Instructional Accommodation. 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 0400: 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 1630: 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

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After clicking ***Generate Report***, the following screen will appear.
The first line will say **"There are errors and/or warnings in the extract (see below)"** but you need to check the table of contents below.
It will describe the different Critical Errors and Warnings, but should have a zero after the Number of Records for each.
If the records indicate zero, select "Click Here" to generate the extract report.

Correcting LEP Service Type Critical Errors

Gary Martin

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If there are Critical Errors of No Service Type, you need to review the PSP.
All LEP students must have at least one Service Type in Infinite Campus.
If the student was in your district the previous year, but you **end dated** their LEP services, they will show as a Critical Error. Services only need to be end dated for students that transfer, exit LEP or if you are changing the Service type for the student.
Even **if the parent declines services**, the student still needs a Service Type **(SEI – Sheltered English Instruction**) and Instructional Accommodation to meet OCR guidelines.

LEP Services

Gary Martin

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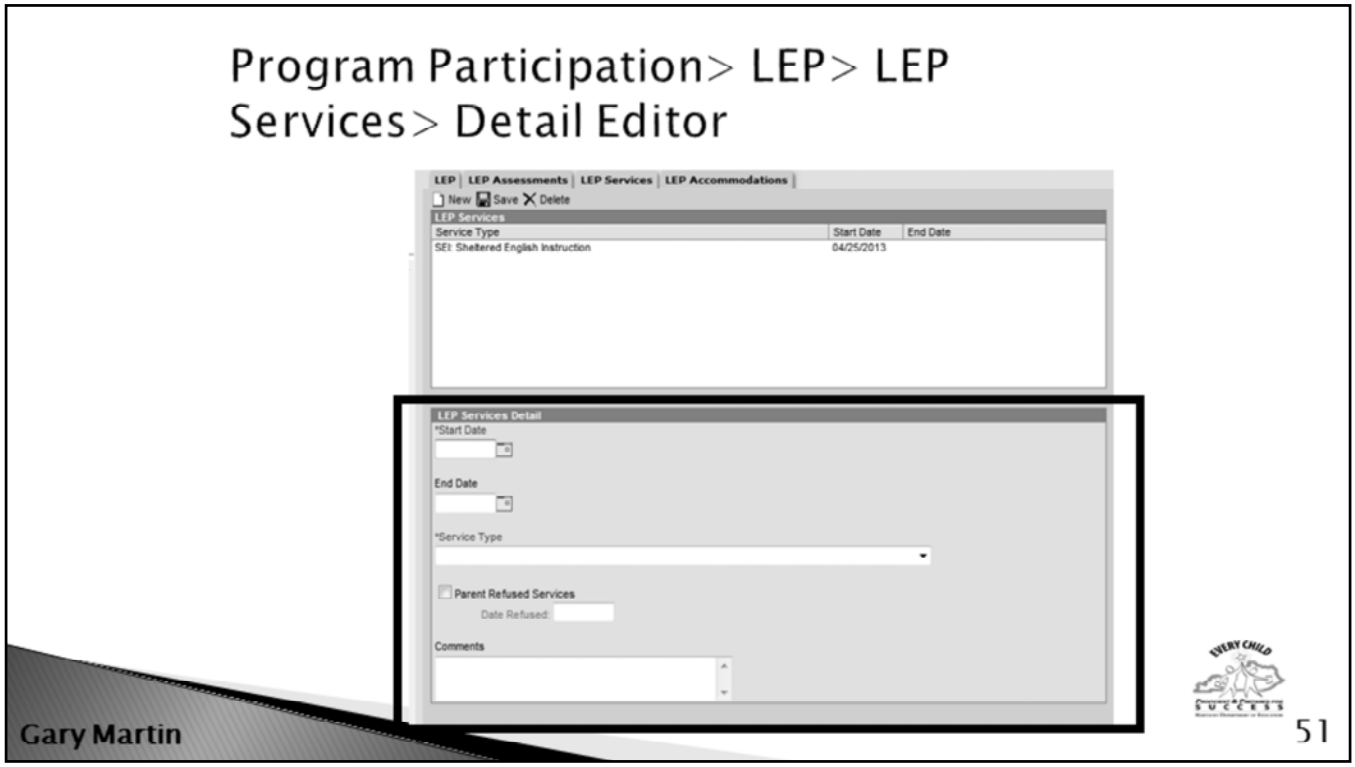
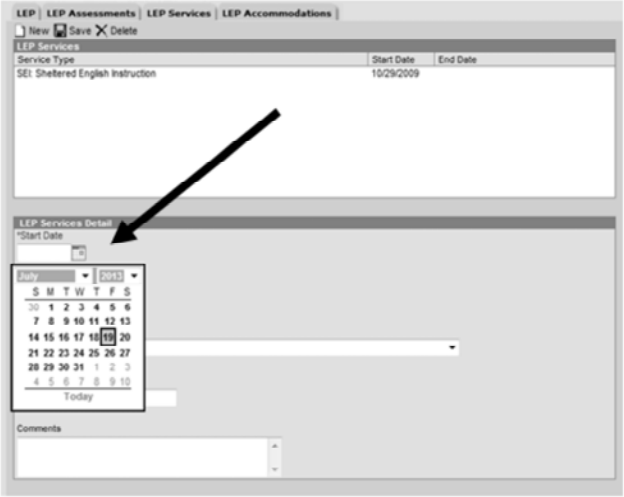
As an EL District Coordinator, to correct the Critical Errors, you must be given at least **R**(ead) and **W**(rite) edits to the LEP Services tool in order to edit LEP service records. If you do not have those Tool Rights, you will need to contact your IC District POC
The IC Campus path is *System Administration > User Security > User > Tool Rights*



Changes to the LEP Service are decided by the PSP committee.
To enter a new LEP Service:
After selecting the student, in the **Index**, click on **Program Participation**, and select **LEP**
The **LEP Tab** for the student will be displayed. Select **LEP Services**.
Select the **New** button.
The **LEP Services Detail Editor** will appear below the LEP tab.

LEP Start Date



Gary Martin

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Enter the service **Start Date**. A drop down calendar will appear. Click on the start date and select the date based on the PSP.

LEP Service Type

Gary Martin

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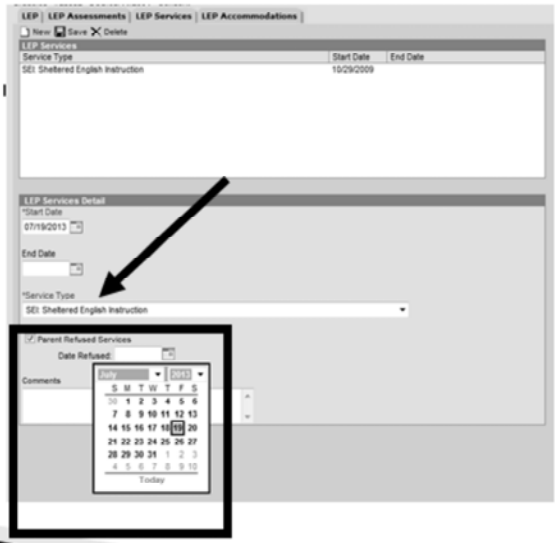
Select the **Service Type**.
You will have a drop down menu. Select each Service that applies based on the student's **PSP**.
You can enter comments if necessary about the services.
Select the **Save** icon. The service will appear in the LEP Services window.

Parent Refuses Services



Gary Martin

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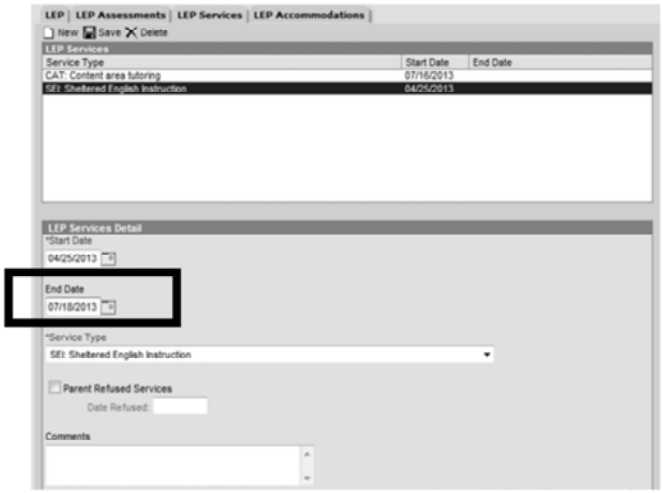
If the parent refused the service, check the **Parent Refused Services** and enter the **Date Refused**.
If the parent declines services, the student still needs a Service Type **(SEI – Sheltered English Instruction**) and an Accommodation to meet OCR guidelines
Enter any **Comments** about the service.
Select the **Save** icon. The service will appear in the LEP Services window.

End Dating LEP Services



Gary Martin

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End Dating LEP Services:

LEP services do not need to be end dated at the end of each school year. However, they are to be reviewed yearly, within the first thirty days of the school year, as part of the PSP committee meeting. Changes in Services determined by the PSP committee must be entered into Infinite Campus.

To end date a service type that the student is no longer receiving

Select the **Service Type**

Enter the **date** the service ends

Select the **Save** icon.

When students transfer out of the district, LEP Services are to be **end dated**.

Correcting Accommodations Critical Errors

Gary Martin

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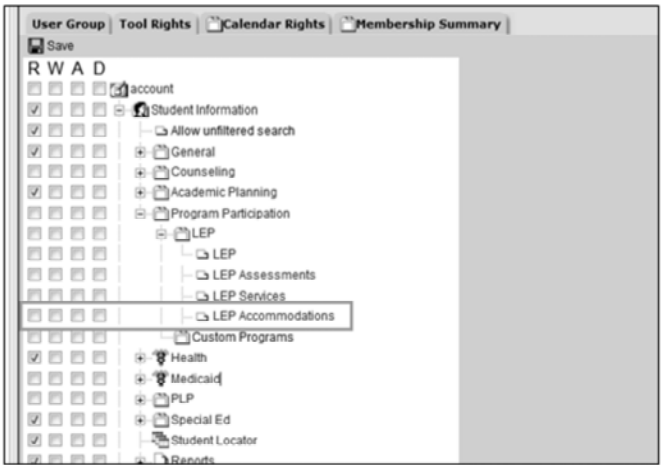
All LEP students must have at least one Instructional Accommodation in Infinite Campus. If the parent declines services, the student still needs an Instructional Accommodation to meet OCR guidelines.

LEP Accommodations



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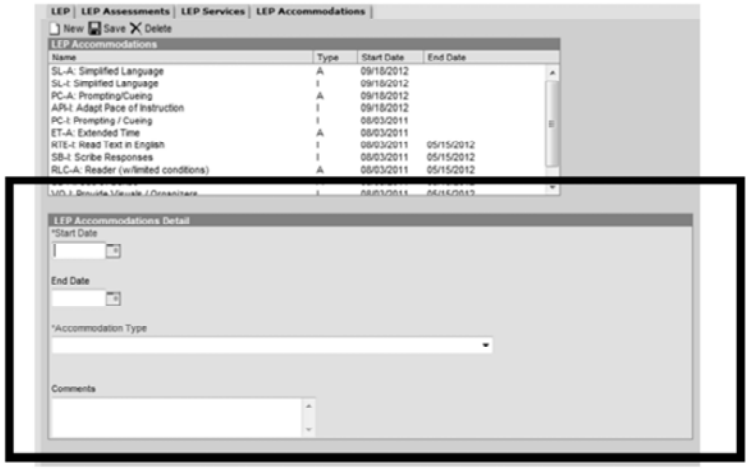
In order for you as **EL District Coordinator** to correct the Accommodations Critical Errors, you must be given at least **R**(ead) and **W**(rite) edits to the LEP Services tool in order to edit LEP Accommodations records.

The IC Campus path is *System Administration > User Security > User > Tool Rights*

Program Participation> LEP> LEP Accommodations> Detail Editor



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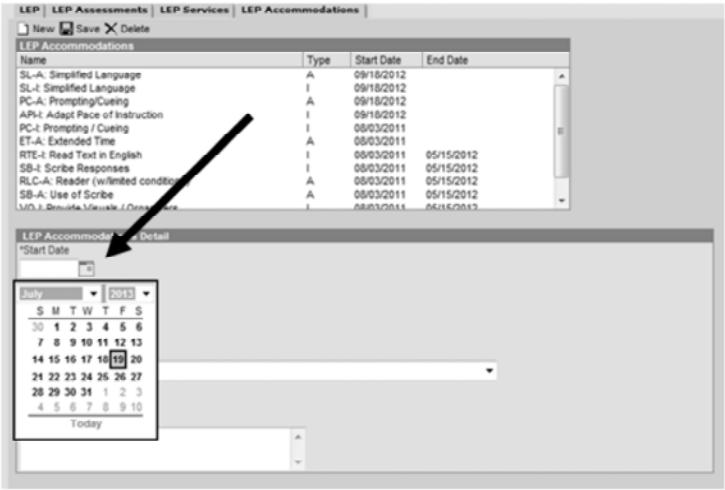
You will go to Program Participation for the student, click on LEP; this will display the LEP Tab; click on Accommodations

Changes to LEP Accommodations are decided by the PSP committee.
To enter a new LEP Accommodation:
Select **LEP Accommodations**
Select the **New** button. The **LEP Accommodations Detail Editor** will appear below.

LEP Accommodations Start Date



Gary Martin

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Enter the accommodation **Start Date**. A calendar will drop down. Select the date the accommodations start.

LEP Accommodation Type

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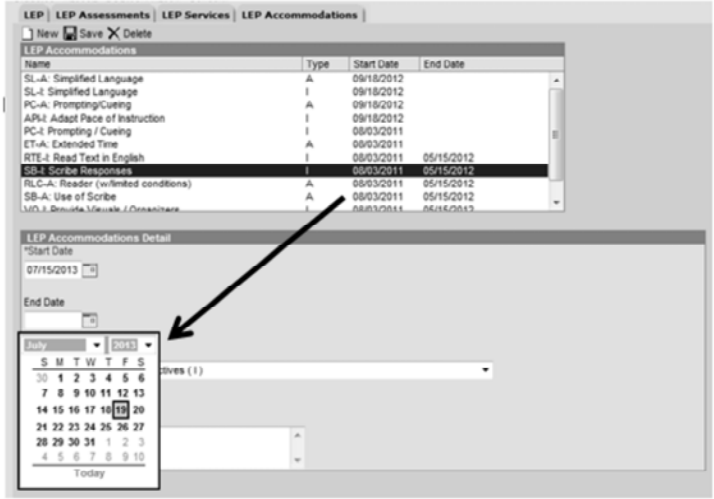
Select the **Accommodation Type**.
Enter any **Comments** about the accommodation.
Select the **Save** icon. The accommodation will appear in the LEP Accommodations window.
Select each **Accommodation** that applies based on the **PSP committee's** decisions. Make sure you click **Save**.
Each Accommodation you select and save should appear in the LEP Accommodations window.

End Dating Accommodations



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LEP Accommodations **DO NOT** need to be end dated at the end of the year. If all the Accommodations were ended the previous year for students still enrolled in the district, the students will appear as a Critical Error.

Decisions on beginning and ending accommodations provided to English Learners are decided by the PSP committee based on the student's most recent ACCESS Scores and corresponding level of English proficiency.

When student transfers out of the district, all accommodations are end dated.

To end an LEP accommodation:

Select the **Accommodation**

Enter the end date of the **Accommodation**

Select the **Save** icon.

.

Home Language Errors/Warnings

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records:2)

SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MIdd.Initial
023	Knox County Middle School	27823	JACKSON	JEREMIAH	
430	Jesse D Lay Elementary School	30088	CRISTOBAL	EDDIE	A

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records:1)

SchoolNumber	SchoolName	StateStudentID	LName	FName	MiddleInitial
410	Knox Central High School	2032	MARICLE	JOHN	B

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

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

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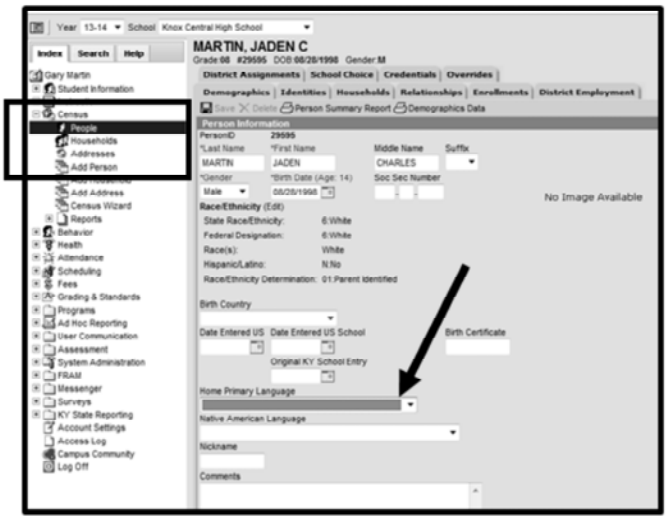
A third type of Critical Error results if the Home Language is listed as **0400: English.**
If the student's Home Primary Language is listed as **0400: English**, it will appear as a Critical Error and the student will not be included in the LEP extract.
A **Warning** of having a Home Language selection of **1630: Other** will be included in the LEP extract. However, it is important to correct this Home Language selection of **Other** for federal reporting.

Census> People



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If a Critical Error of Home Language 0400: English or Warning of Home Language: Other appears, you will need to go the **Demographics Tab** of the student. The path is **Census > People.**

Click on **Primary Home Language**.

Home Primary Language

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Choose the identified language from an alphabetical list of world languages.
If a student's Home Language is Native American, select Native American from the home language drop down menu. Then select the specific Native American Home Language from this drop down menu.
Native American Home Language: Choose from an alphabetical list of Native American languages.

Home Primary Language

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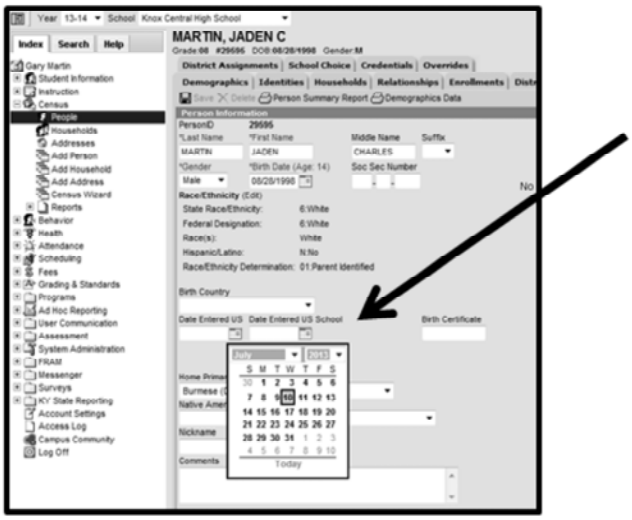
The language should now appear under **Home Primary Language**. Click **"Save"** once the correct information is entered.

Date Entered U.S.



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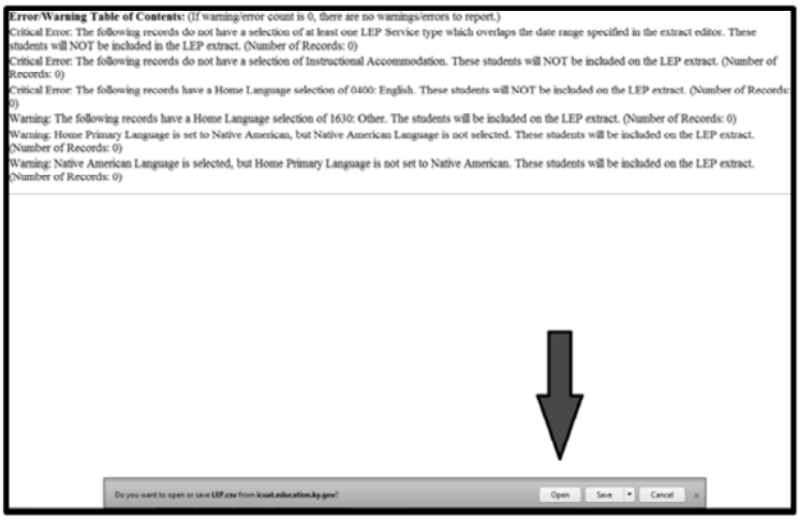
Select the **First Entered US School** field and a calendar will pop up. Select the appropriate date.
Click on the **Save** icon once the correct information has been entered.

LEP Extract



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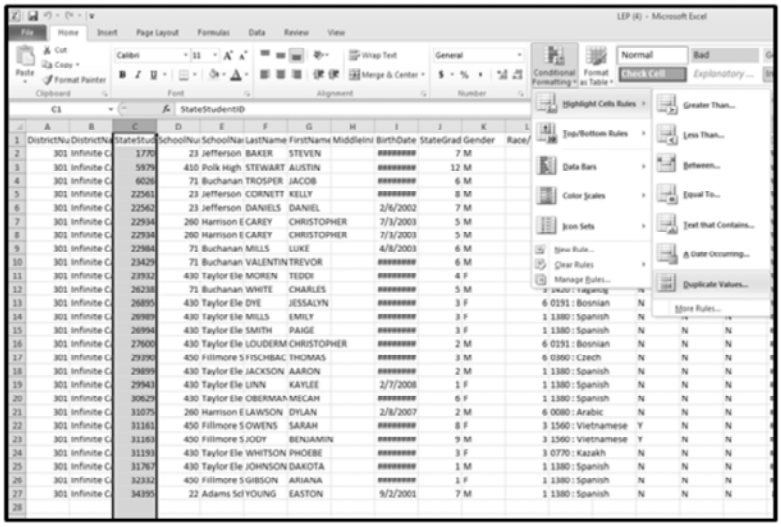
When Critical Errors have been corrected run the LEP extract. When the LEP extract is complete, click on “Open” and check the LEP information for any missing students or duplicates.

Duplicate Removal



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To check for duplicates in the extract, **highlight the SSID column**, then click on **Conditional Formatting** to expand and select **Highlight Cell Rules** & choose the **Duplicate Values** rule. It will then indicate what color it will highlight duplicates and you can sort by color to find and remove duplicates from the spreadsheet. You would need to go back into IC and take the steps to remove the duplicate history.

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.

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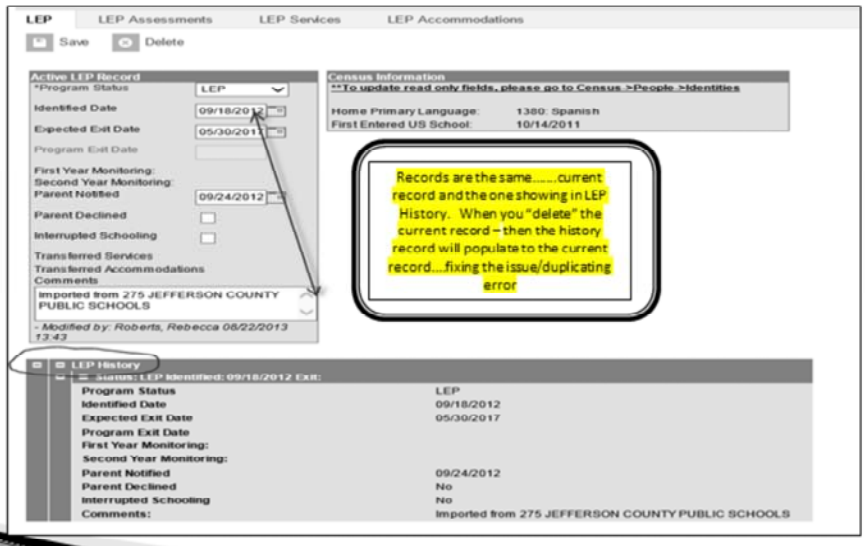
These are the directions for removing duplicates sent to districts that put in a ticket to IC.

Duplicate removal



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The thing you have to make sure is that the record that is showing in the "LEP History" is the same as the record on the tab itself. If it is – then once you delete the record that is showing on the tab – then the record that was in the LEP History moves to the LEP tab --- which fixes the duplicate.

triplicate --- will have to delete two LEP records for one student to make it work correctly.

Transfer Documents – LEP

Releasing District & User

District	301 Knox County	Name	System Administrator	Username	admin
Release Date	10/12/2012	Work Phone		Email	administrator@knox.kyschools.us

Comments

None.

Status: Records released.

Transfer Documents

- Transcript
- Census Contact Summary
- Extended Census Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary
- court report card
- Knox Central High School Current Trimester grade
- Knox Central Mid-Term
- Knox Central--Nine Weeks--current term only
- ~~IEP~~
- ~~Special Ed Evaluation~~
- ~~IEP Documents~~
- ~~PLP~~
- ~~PLP Documents~~
- LEP
- LEP Services
- LEP Accommodations

Data imports

- Transcript Import Wizard
- Extended Census Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard
- Health Screening Import Wizard
- ~~IEP Import Wizard~~
- ~~Special Ed Evaluation Import Wizard~~
- ~~Special Ed Documents Import Wizard~~
- ~~PLP Import Wizard~~
- ~~PLP Documents Import Wizard~~
- KY State Reporting Import Wizard
- LEP Import Wizard

Gary Martin

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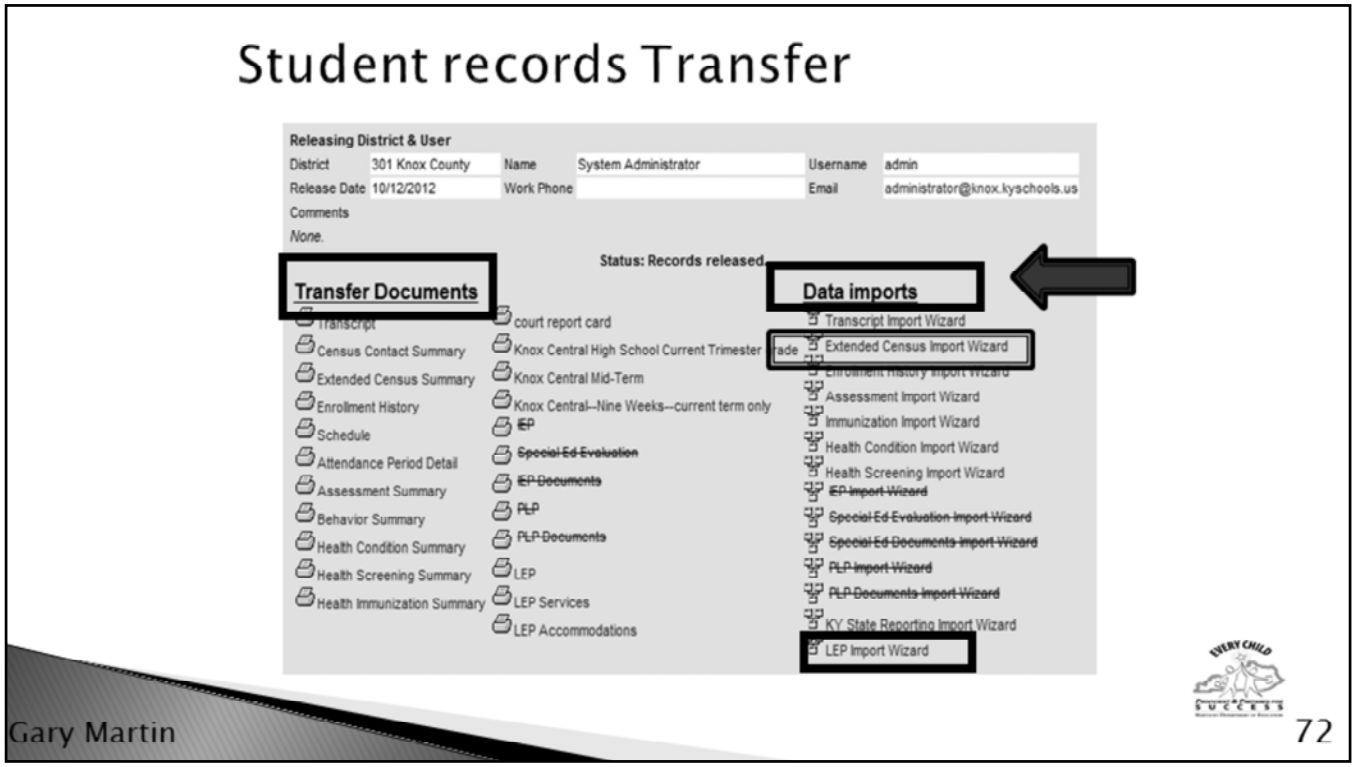
Transfer Documents are PDF documents available for download, saving and/or printing.
Data Imports are wizards that can be ran to transfer data directly from the former district database to the new district database.
Receiving District runs Import Wizard
User clicks on LEP Import Wizard



Make sure your staff that is involved in IC transfer of students complete the Data Imports
Transfer Documents are **PDF documents** available for **downloading, saving and/or printing**.
The New District must have a PSP committee meeting to determine **Services and Accommodations** for the transfer student, but printing these out could be useful for the committee to review and have as records. Clicking on Transfer Documents does **NOT** transfer the LEP data.
Data Imports are wizards that are run to transfer **data** directly from the former district database to the new district database.
The Receiving District must run the Import Wizards. *All* of the Data Import Wizards should be run by the user who is transferring the student. We are focusing on LEP data and problems that occur, for EL Coordinators and EL teachers it is relevant and vital that the **LEP Import Wizard** is run**.**

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

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The exit date for students should be the 1st day of the NEXT school year.
Districts do not need to enter ACCESS scores. OAA works with IC to push down the scores once the verification process is complete.

Contact and Resource Information

gary.martin@education.ky.gov

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

Gary Martin

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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: KDEData

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

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The time to prepare for a bad day is while you are still having good ones. And you can always have a worse one…

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

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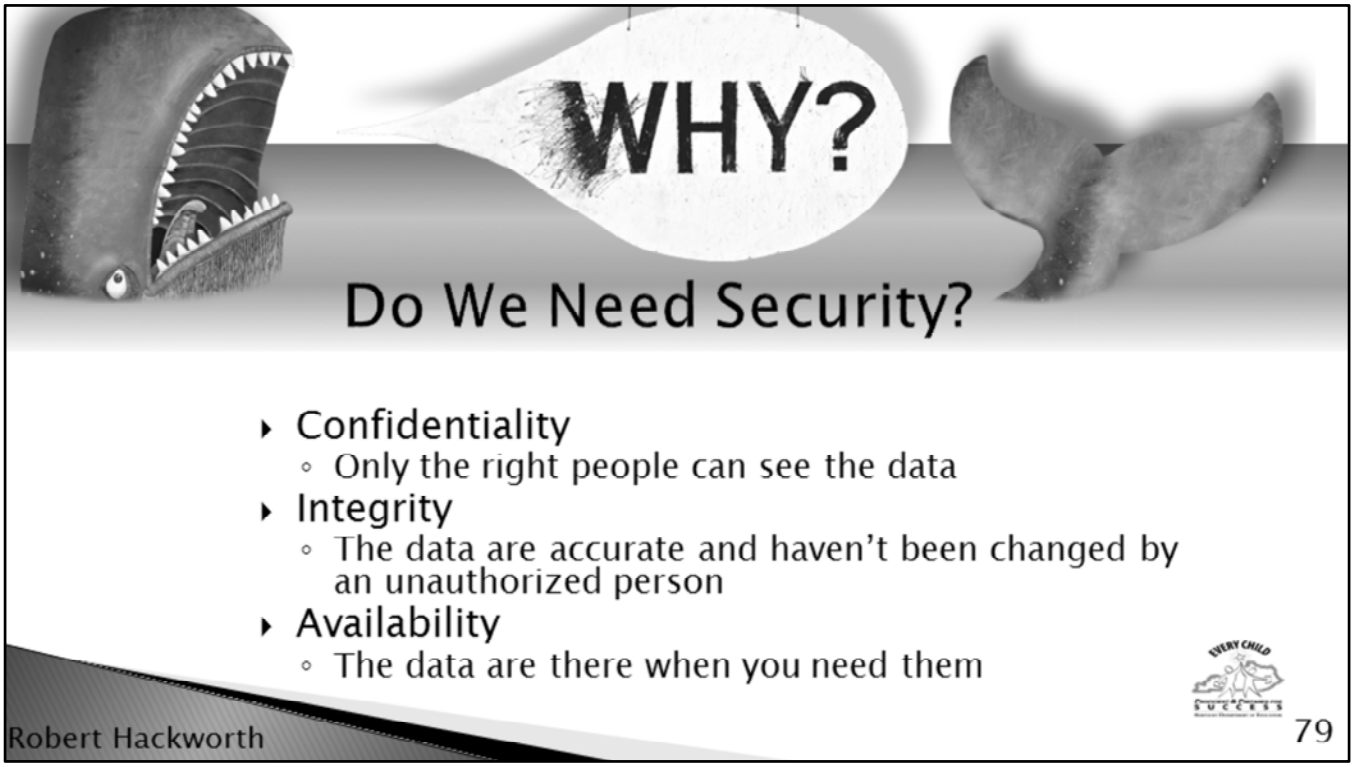
Sometimes it seems like folks need to better understand security (or be coerced by legislation) before they will put any effort into actually being secure.



These 3 concepts are HUGE and are the same whether the information is electronic or paper; KSIS or Financial (or even sports)

And, when you think about it, they can be applied to your house, car, anything. You expect only certain people to be able to get into your house; you expect your stuff to be where you left it; and you expect to be able to get in whenever you want and it will be there.

Security Follows Function

Robert Hackworth

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Or it should. Does this INCREASE or DECREASE security? Not only does it NOT increase security, because anyone can walk around the gate to get to the house, it DECREASES security by making us see security as something that is IN THE WAY.

Um…

Robert Hackworth

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Security should be appropriately sized for the risk. What's behind the door? Gold bricks or Duran Duran CDs?

Most Secure Automobile in World

In 1916

"Cadillac V8 Cabriolet 1916" by Lars-Göran Lindgren Sweden - 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

Robert Hackworth

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Cars were pretty much invented in the 1880s. But for the first 30 YEARS they lacked certain, basic security features, though Scientific American featured an article in 1908 about this problem.

This 1916 Cadillac had cutting-edge security features we still use today, and it had to start SOMEWHERE.

Kids today won't know to complain about the TSA…

Life is Risky

- Most ~~Victims~~ Humans are BAD at Judging Risk

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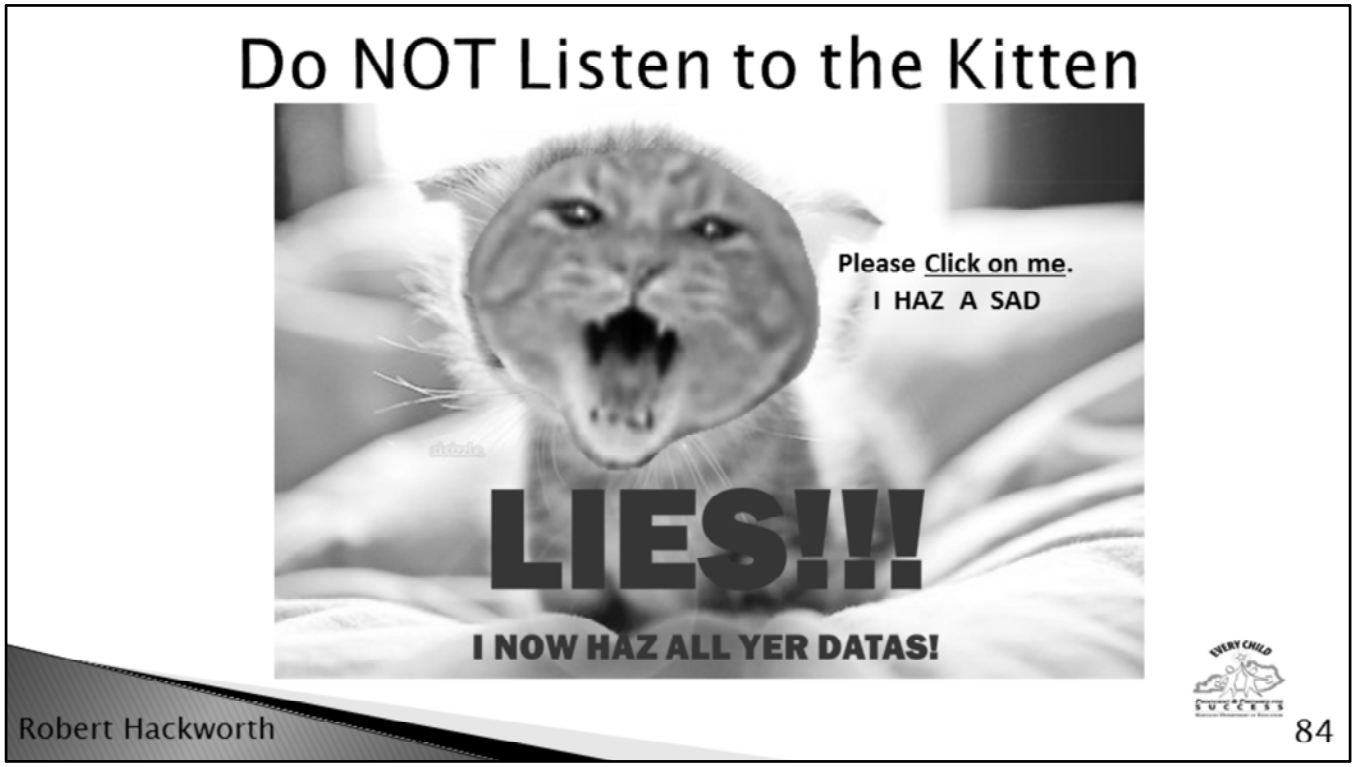

Humans will pick a cute kitty over security EVERY time. We are predictable, and people who commit crimes pretty much know that. That's why the idea of the "Trojan Horse" resonates so well and is still effective today. When it comes to clicking on a cute kitty or staying safe, humans will click on the cat EVERY TIME because 1) we like getting the reward of seeing cuteness; and 2) we don't fully understand or believe in the risk. And hackers know this, and realize that the best way to steal your info is by hacking YOU, not your computer!

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

Robert Hackworth

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These cyber-criminals are NOT the hypothetical shark. They are real, and are actively looking for victims.

Criminals understand risk; victims don't.

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

Security isn't "SOMEBODY'S" job; it's EVERYBODY'S job. Just like at home, EVERYONE has to learn how to lock the doors when you leave. Drive point home.

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

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Pull up HB 5 or resulting legislation, and go through important parts of “HB 5” including definition of a breach; that KDE, districts, and the vendors with which we contract, are impacted; that Personally Identifiable Information (PII) is clearly defined; that notification steps are clearly defined.

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

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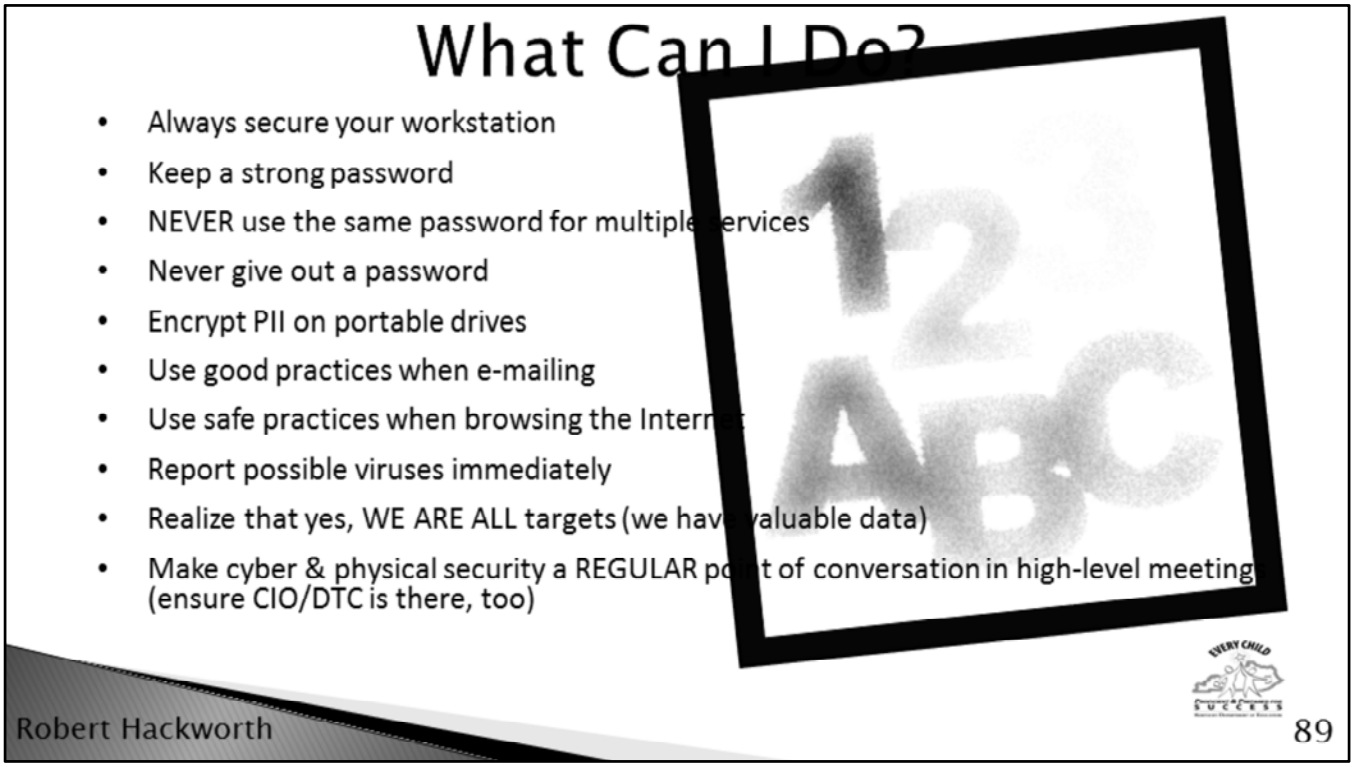

Believe it or not, the basics (that we all tend to ignore) are VERY HELPFUL!

Passwords aren't there to be convenient for YOU. They are there to protect the people whose data YOU have on YOUR computer. There MAY BE SOME inconvenience! ☺

- Keep a clean Computer
  - Call your CIO/DTC or tech person if you aren't sure about something BEFORE you download or click.
  - Be careful what you install but, once you do, keep it updated (especially PDF viewers, Java, etc.).
  - Avoid online games on Facebook or other sites like the PLAGUE!!
    - Same goes for greeting cards, funny slideshows, etc.
    - If it's a choice between being secure or funny kittens, a human will click on the kittens EVERY TIME
  - Be suspicious of urgent emails and links in emails from companies or folks you don't know.
- Use a STRONG password
  - Don't be the person whose password was stolen or guessed. It's really embarrassing on the news. "Password123" works, but it isn't good.
  - Use different passwords for different systems (email/Munis/etc.)

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

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

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Just think about ALL the different types of things we wouldn't do unless it made us more secure (some of which we may not like):

1. Having a door lock on our homes (does anyone still keep your doors unlocked?)
2. Safety belts
3. The BRAKE pedal in your car (I LOVE the brake pedal, because it ALLOWS me to go fast more than once. The gas pedal only MAKES me go fast…)
4. Child-proof caps

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?

Robert Hackworth

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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.

Robert Hackworth

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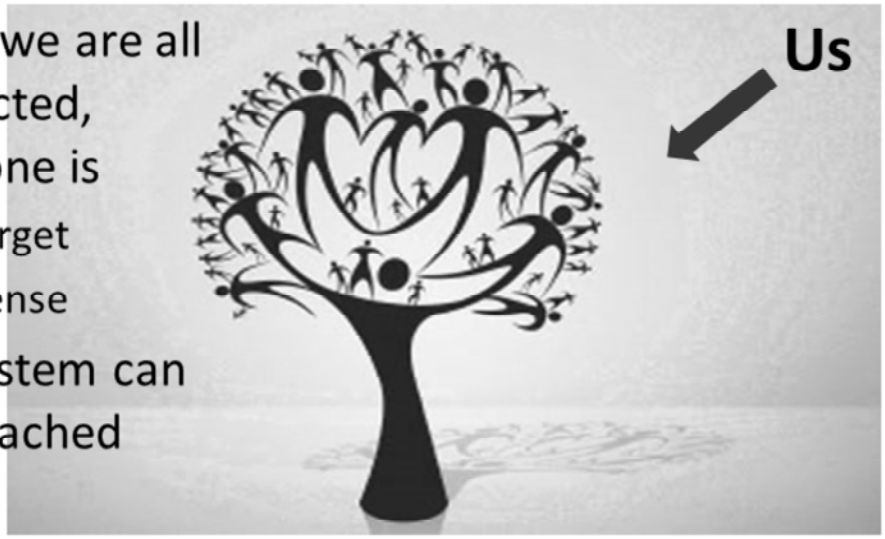
I'm not saying that we shouldn't use social media or that it's wrong. I AM saying that we should understand how the same information is used by different organizations for VERY different purposes. Giving this information up publicly can put ourselves and others at risk. Social media has been a BOON to crooks and identity thieves.

Final Thoughts

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



Robert Hackworth

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Thanks a Bunch!

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

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: KDEData

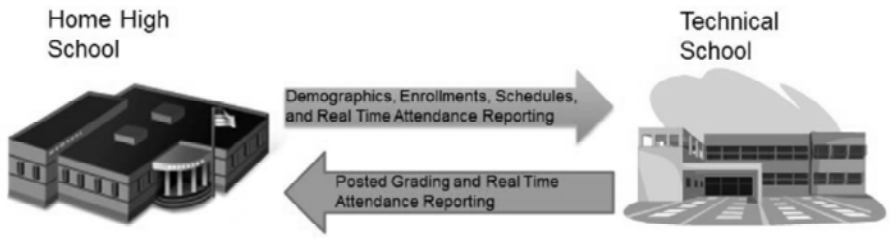
KTS Data Exchange Project: Proper Setup for Accurate Grade Sync

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

KSIS 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.



Tanya Fluke

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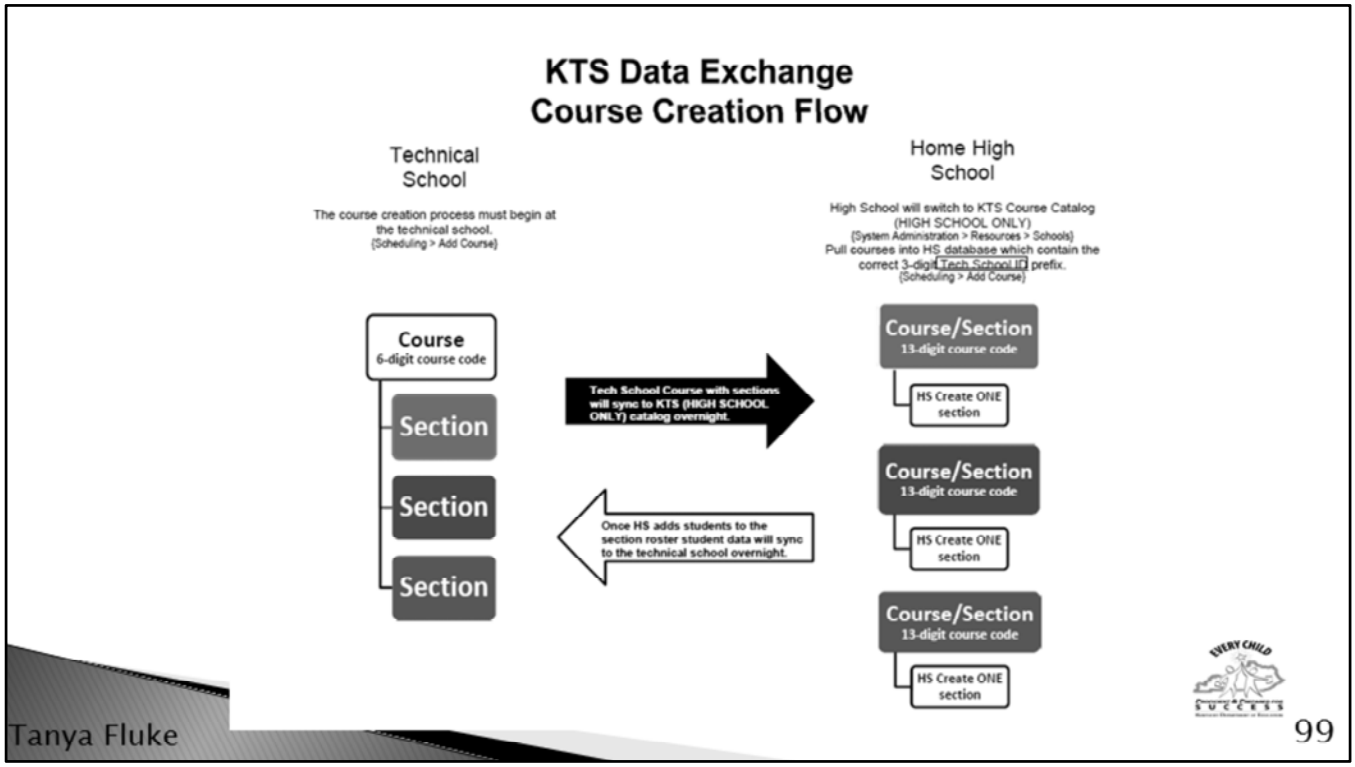
KTS Data Exchange
Course Creation Flow
Technical School
The course creation process must begin at the technical school.
(Scheduling > Add Course)
Home High School
High School will switch to KTS Course Catalog (HIGH SCHOOL ONLY)
(System Administration > Resources > Schools)
Pull courses into HS database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

Explanation of Course Codes for KTS – Campus Data Exchange

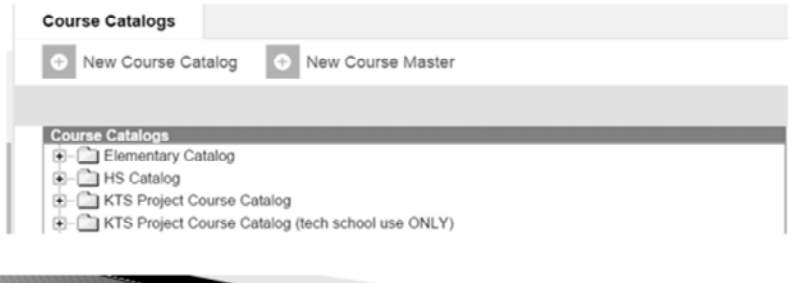
Course codes are a critical element used in the data exchange between technical centers and home high schools. As courses and sections are set up in the technical centers, the automated process adds identifiers to the course code and uploads each course to the KTS Course Catalog in the home high schools.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

High School Course Setup Document



Tanya Fluke

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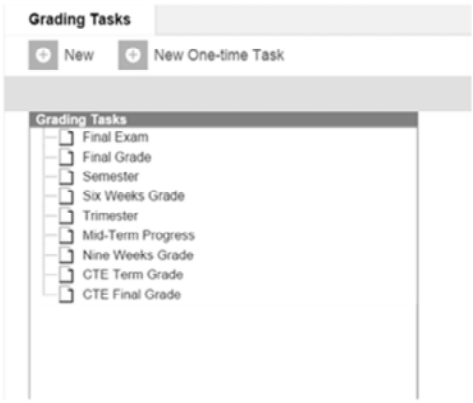
Grading Setup and Syncing



If using CTE Numeric Score Group, you must fill in GPA Values for Transcripts to post.

Grading Task Setup Document

Tanya Fluke

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Important Grading Task Details

- For this project, only use the CTE Term Grade and CTE Final Grade grading tasks. The use of any other grading tasks will result in an unsuccessful sync.
- Only one Active Mask can be checked at a time.
  - Checking more than one will produce an error and an unsuccessful sync.
- You should use the Grading Window feature to change the Active Mask in mass. (Grading & Standards > Grading Window)

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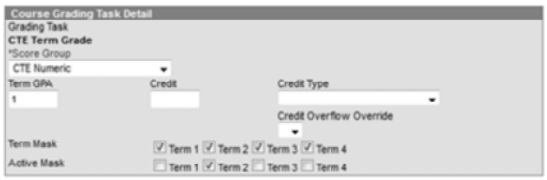
Active Mask Setup Example #1

- 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.

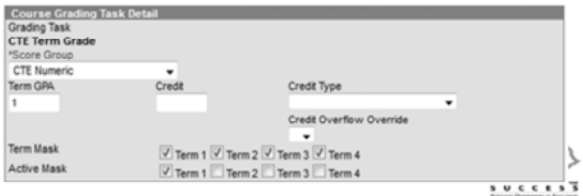
Technical School

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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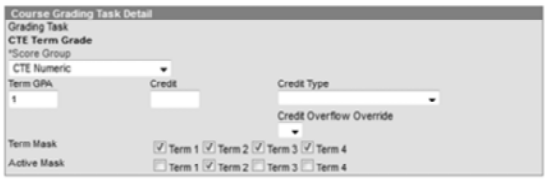
Active Mask Setup Example #2

- 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 4 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.

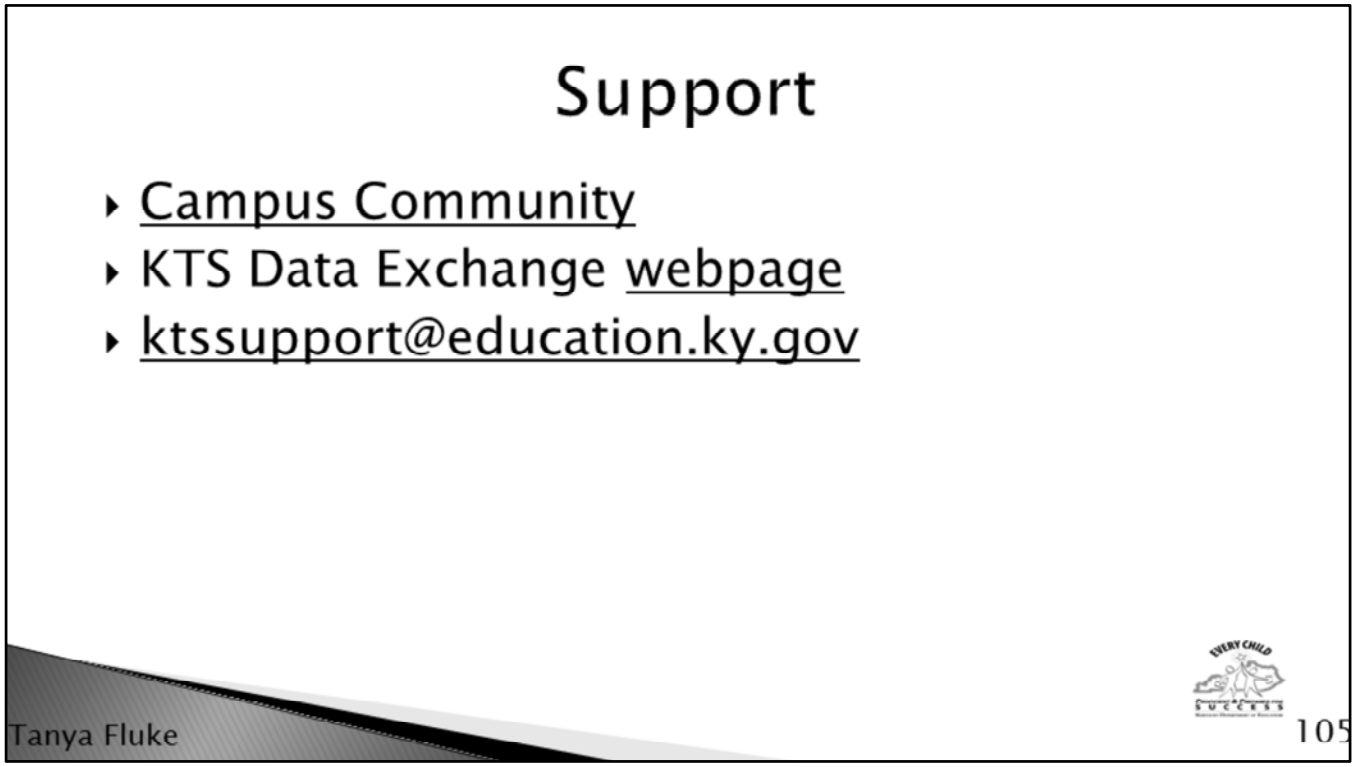
Technical School

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



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

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

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

KTS Attendance Processing from the High School Perspective

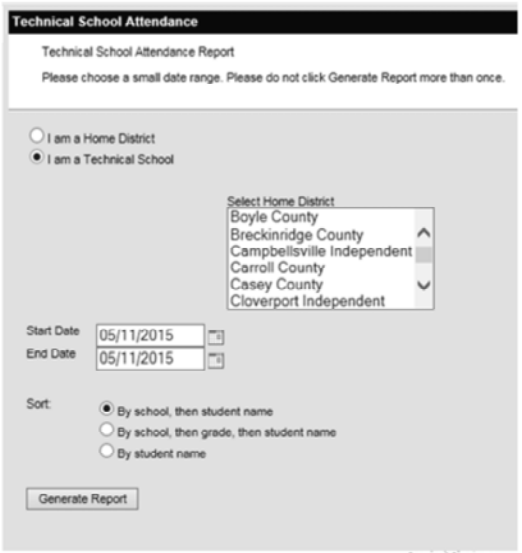
Tanya Fluke, Systems Consultant IT
Office of Career and Technical Education
Division of Technical Schools and Federal Programs

KSIS 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.

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 District (Carroll County) / Technical Center (Kentucky Tech System)

Attendance for [redacted] 2014

Home School Attendance

				Period	2	3	4	5	6	7	8		
SSID	Student	Grade	School		07:55-08:52	08:52-09:45	09:45-10:45	10:45-12:06	01:03-01:57	01:57-02:50	01:57-02:50	Check In/Out	Comments
1	A	11	CARROLL			A U	A U						
1	B	11	CARROLL			A E						In 09:20	dr. note
1	B	09	CARROLL					A U					
1	B	10	CARROLL COUNTY HIGH SCHOOL					A E				In 08:02 Out 08:41 In 11:30	court
2	C	11	CARROLL			A E	A E						
1	D	10	CARROLL COUNTY HIGH			A E						Out 08:45 In 09:40	court
1	F	9 12	CARROLL					A E	A E	A E	A E		
1	G	09	CARROLL								A U		
1	H	12	CARROLL					A E				Out 10:30	
1	I	11	CARROLL			A U	A U						
1	J	10	CARROLL					A E				Out 10:52	
1	K	09	CARROLL					A U					
1	K	09	CARROLL								P X		
1	L	11	CARROLL					A U					
1	N	12	CARROLL					A E	A E	A E	A E	Out 10:25	
1	N	10	CARROLL					A U					
1	P	09	CARROLL								A U		
1	R	11	CARROLL			A U	A U	A U					
1 [redacted]	T [redacted]	09	CARROLL								A E	Out 01:00	North Key

Technical School Attendance

				Period	2	3	4	5	6	7		
S	Student	Grade	School		08:36-09:42	09:46-10:36	10:45-11:30	12:00-12:59	01:03-01:53	01:57-02:50	Check In/Out	Comments
1	F	sa 12	Carroll County					A	A	A		
1	I	12	Carroll County					A	A	A		
1	N	12	Carroll County				A	A	A	A		
1	R	11	Carroll County	A	A							

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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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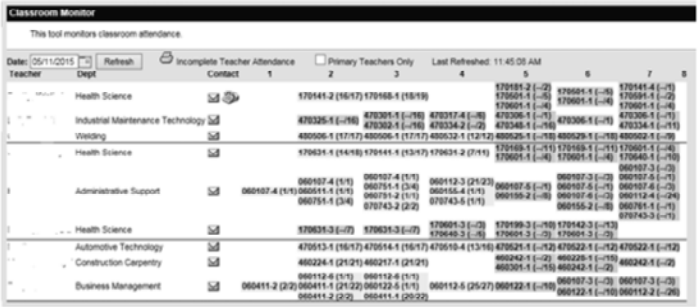
Classroom Monitor

- 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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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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Technical School Student Ad-Hoc Query

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

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Technical School Student Ad-Hoc Query

- For the *field*:
  Learner > Schedule >
  Course/Section > *courseNumber*
  Select "STARTS WITH" for the Operator
- Enter the correct Tech ID number in the Value field
  - To locate the proper Tech ID click here.
- Click Save or Save & Test
- You can also save the query in the KTS Data Exchange User Group to allow others to use the query.

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Attendance Wizard

Attendance > Attendance Wizard

Attendance Wizard is used to:

- Mark all 1st period Unknown attendance as Unexcused absences.
  - This will capture any accidental teacher marked 1st period tardies.
- Process attendance for multiple students such as late bus and field trip.
- Process attendance that is based on a date range.

Pro: Quickest way to validate attendance.
Con: Easy to overwrite existing attendance (*be careful*)

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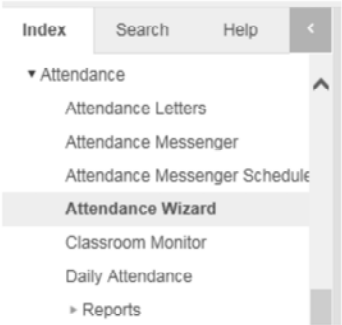
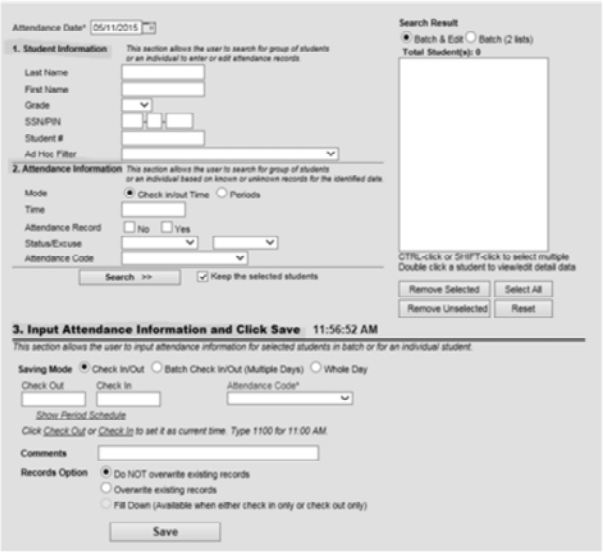
Attendance Wizard Layout





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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)

Tanya Fluke 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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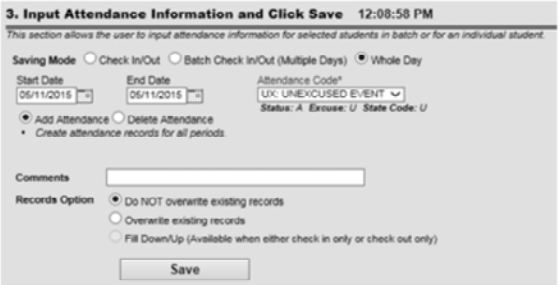
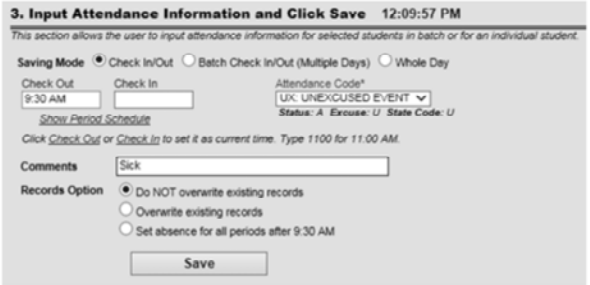
Attendance Wizard Layout

3. Input Attendance Information and Click Save.





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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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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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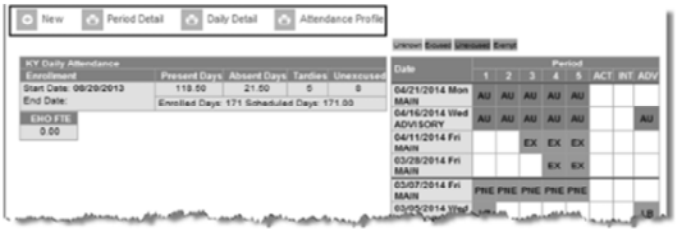
Student Attendance Tab

- 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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Support

- Campus Community
- KTS Data Exchange webpage
- ktssupport@education.ky.gov

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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: KDEData

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

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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

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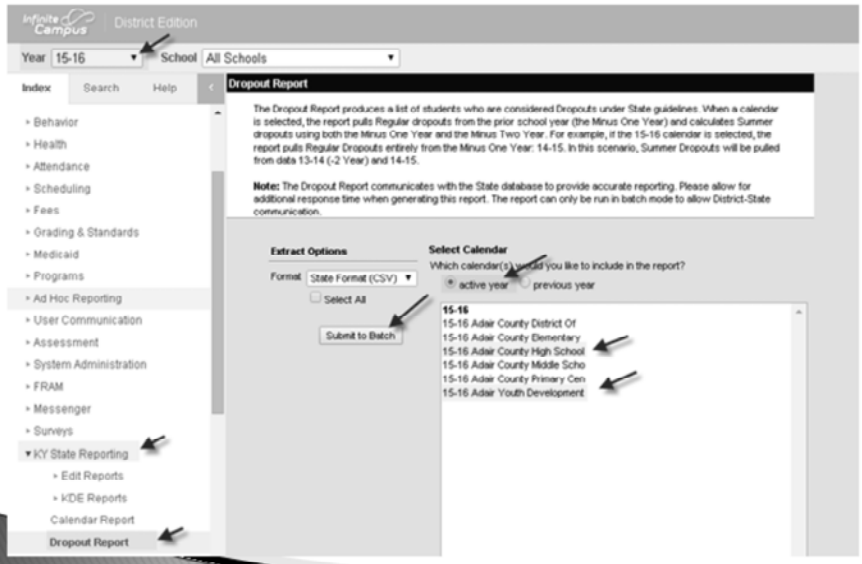
Running Dropout Report



- 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

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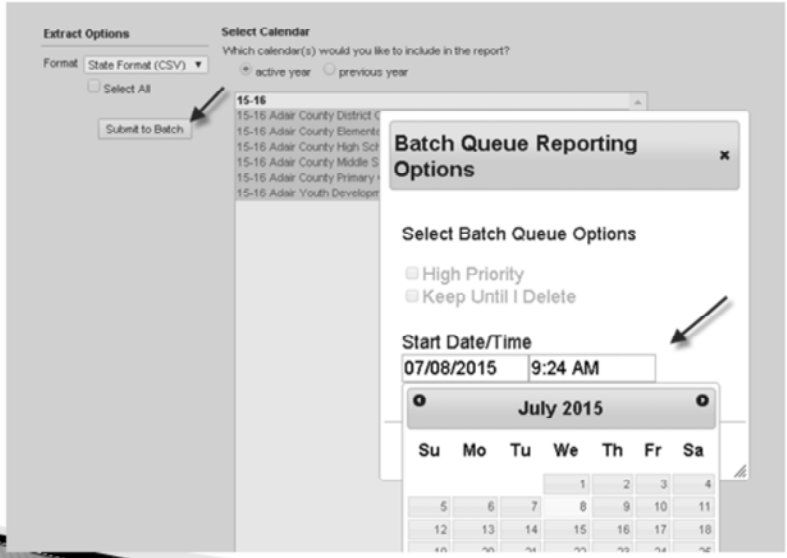
Choose KY State Reporting, Dropout Report
Year at top left set to 15-16
Select Calendar- Leave set to Active Year. This will pull the 14-15 school year data.
Choose schools (can click on all or multiple schools by clicking on alt plus school)
Submit to Batch

Dropout Report, Submit to Batch



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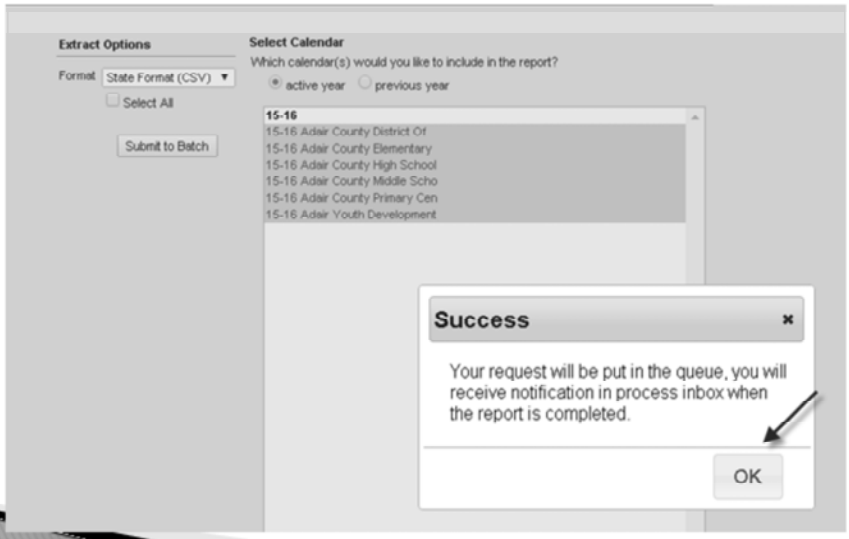
Dropout Report, Submit to Batch cont.



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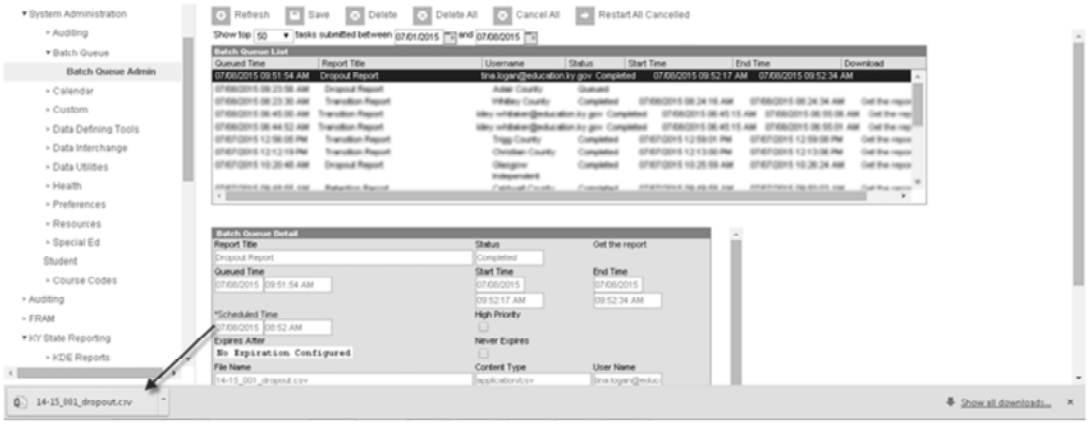
Batch queue– Download File



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

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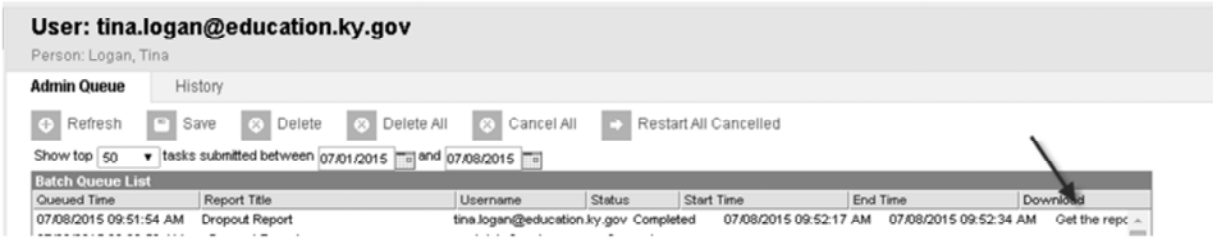
View from Chrome

Dropout Report– Batch Queue



- 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.

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Refresh screen through process (status will go from queued to processing to completed when done).
Under Download, click on Get the Report to download your file for review.

Dropout Review– SDRR

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

Tina Logan

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Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

Home

Logged in as: [FieldTester] -- Logout

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

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Home > Dropout

Dropout

This module is the location for cleaning up student accountability and demographic data. It is used ONLY during specific Dropout Data Review periods.

Jump to Top

From : 7/28/2014 9:00:00 AM EDT To : 7/31/2016 5:00:00 PM EDT

SDRR Tasks

- Verify each student is a dropout (W12, W23, W24, W25 or W28). For regular dropouts (dropped out during the 2013-14 school year), if the student had a substantiated enrollment in a homeschool (W20), nonpublic school (W21) or out of state (W29), change the end status in your local edition of Infinite Campus (IC). If this applies to a summer dropout (did not return to the 2013-14 school year after summer), add a 2013-14 NS enrollment with one of the three end statuses listed above. Changes in IC will not be reflected in SDRR during the data review period.
- Verify demographics (Gender, Race/Ethnicity, Lunch, IEP, LEP). If in error, make the correction in your local edition of Infinite Campus as well as enter a change request in SDRR. Demographic changes will be automatically approved.
- Verify accountable school. If accountability is set to a non-A1 school, you can change accountability on the enrollment screen in your local edition of Infinite Campus. If student is court ordered or dropped out in less than 30 days, submit a change request in SDRR for state accountability. Accountability cannot be tracked from an A1 school to another A1 school.
- Review Dropout Change Listing in SDRR, noting any Denied or Updated changes for possible further action.
- Update any student changes that are marked as Updated by OAA staff, to provide the information requested.

Quick Links

- Dropout Student Listing
  - Dropout
- Dropout Change Listing
- Download - Dropout

Changes

Total :	31
New :	1
Updated - Need Info :	0
Denied :	2
Closed :	0
Approved :	28
Pending OAA Approval :	0

[All Tests]

Tina Logan

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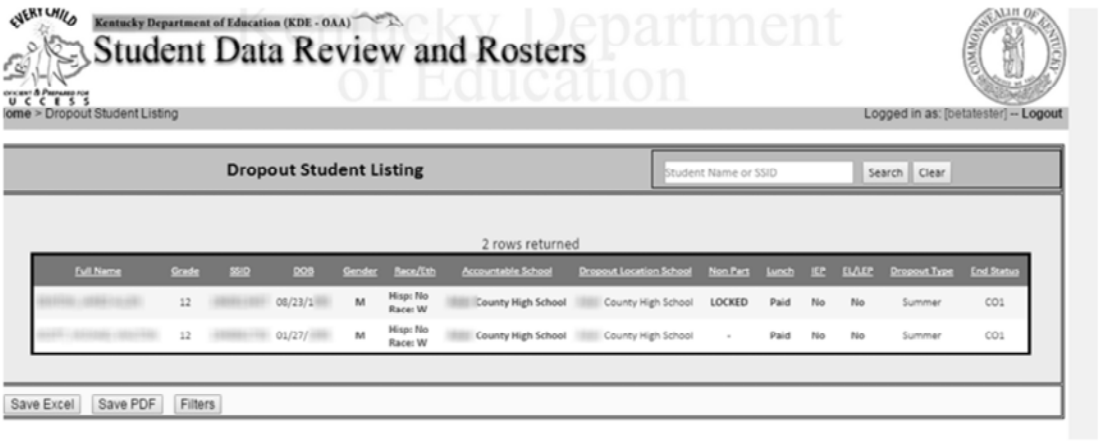
SDRR– Student listing



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Review list. Make changes in Infinite Campus. If changes cannot be made, you will be able to enter a change request to update data.

Dropout IC Report and SDRR Documentation

- When the updated Dropout guidelines and the SDRR User manual are posted, District Assessment Coordinators will be notified in the Monday DAC Email.

- Districts typically start reviewing the Dropout data between October 1st and October 31st through the IC State Dropout Report. Preliminary Dropout Data will be pulled after the November 1st deadline and viewable through SDRR. Data will be available for review and ticket submission for 10 days prior to final data is extracted from IC State.

Tina Logan

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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

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ANY
QUESTIONS
?

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