



Beginning of Year (BOY) Training Supplemental Information

Becky Jenkins, KSIS Service Manager
Office of Knowledge, Information and Data Services (KIDS)
Division of Enterprise Data

KSIS Beginning of Year Training July 22-23, 2015

BOY Supplemental Topics

- ▶ Active/Scope Year Change
- ▶ Assessment Update
- ▶ 2017-18 Course Code Changes
- ▶ Civil Right Data Collection Update
- ▶ Craft Academy
- ▶ Data Standards Updates
- ▶ Enrollment Reminders
- ▶ eTranscripts
- ▶ Inactive Diploma Types
- ▶ Kindergarten Readiness
- ▶ School Report Card
- ▶ SRC-Course Information
- ▶ Teacher Turnover
- ▶ Training Opportunities
- ▶ Uninterrupted Scholars Act
- ▶ KSIS Resources



Active Year/Scope Year Change

- ▶ Active Year – Change when ready!
 - Determines which enrollment is highlighted on enrollment screen and data visible on Parent Portal.
 - Districts may want to limit access on Portal until scheduling is complete.
 - Do not change until Campus has run the KY Enrollment Script in your district if requested through support
- ▶ Scope Year Change – Scheduled for Aug 12
 - Impacts data syncing related to School Report Card
 - Districts need to create 2016–17 school year prior to change
- ▶ See Summer 2015 KSIS & More newsletter for more information on these and other beginning of year reminders.



The KY Enrollment script updates the Special Education and State Reporting sections of 15-16 enrollments that were rolled forward early in the spring to begin scheduling. This is only run in your district if requested through a support ticket to Campus. Do not change Active Year until notified through your support ticket that the script has been completed in your district.

Once the scope year is changed to 15-16, the 14-15 school year becomes the -1 year and only limited data syncing from district to state will be available. It is important for districts to review their School Report Card data for 14-15 and make any necessary changes prior to the scope year change on August 12. The 16-17 school year needs to be created so it can be set up as the +1 year for data syncing purposes.

Assessment Update

▶ 14–15 Assessments in Production

- ACT (National) up to 4/2015
- ACT (Junior)
- Compass up to 5/1/15
- KYOTE up to 3/2/15
- Kindergarten Readiness
- Plan and Explore
- ACCESS Kindergarten and Tiers A, B and C
- CTE assessments (KOSSA, ASVAB, NCRC and Industry Certification)

▶ Coming soon!

- AP



2017–18 Course Code Changes

- ▶ KDE Beginning work on course code changes
- ▶ Districts will be involved
- ▶ Limited changes for 2016–17
- ▶ Expect significant changes for 2017–18
- ▶ State Course Code standardization
- ▶ Timeline – work to kick off in February 2016 with changes in place by December 2016 for 2017–18 school year



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This is just an FYI - work has just begun on major course code revisions for the 2017-18 school year.

KDE will get district input because its important for understanding impact to changes to how local course code is used in Campus.

There will be no new changes for 2016-17; a few may have already been approved but nothing beyond those changes.

Looking at how the state course code and local course codes are used and aligned – have found significant issues with state course code use in Campus as Median Student Growth Percentiles have been calculated and as rosters are created for assessments.

Expect this work to kick-off in early 2016 – goal is to have everything done by the end of 2016 so schools can begin scheduling in early 2017 using the new codes.

Kiley Whitaker and Joseph McCowan are the leads here at KDE for this work.

Civil Rights Data Collection (CRDC) Update

- Closure Date
 - The Office of Civil Rights has granted Kentucky a two-week extension for school and district completion of the CRDC submission.
 - Final due date for CRDC submission is now **August 21st, 2015.**
- New reports available
 - Submission Review Report
 - Data Feedback Reports
- Assistance
 - Contact CRDC Partner Support Center for assistance as needed at (844) 338-2732 or CRDC@SANAMETRIX.COM.
- Welcome feedback on whether state should continue to prepopulate data going for future collections. 2015-16 collection expected Fall 2016.



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- Districts should be wrapping up submission of the CRDC data soon. The Office of Civil Rights did extend the Kentucky due date but with School Report Card verification going on during the same time it's still going to seem like the due date is here before we know it.
- CRDC is introducing new reports that may be helpful to districts that have already completed their CRDC submission or are in the process of completing.
 - The New "Submission Review Report is available to help districts with validation. The submission report is a PDF report that represents a snapshot of the data submitted at the time the report is ran. Each PDF contains an entire LEA or school form with all questions, instructions and data elements shown, whether submitted or not, along with any comments or reason codes associated with the data elements or tables. Two ways the submission report can be used: (1) To confirm and double check submitted data. (2) To identify gaps in what has been submitted to date.
 - The Data Feedback Reports, which are expected soon, will include eight different reports focusing on specific topic areas within an LEA's data submission. Each of the reports will provide an LEA-level summary of the current submitted values for the relevant data elements, and will make it easier for LEA staff to review their data submissions in these areas at a glance.
 - Both the Data Feedback Report and the Submission Review Report will be located in the Reports section of the submission tool.
- At this point in the collections, KDE has limited capability to assist districts. Questions should be directed to CRDC Partner Support.

- We do welcome feedback both positive and negative on KDE's assistance in prepopulating 2013-14 data.
- The next collection is scheduled for 2015-16 data so expect to do this again next year. Your feedback will help us to decide if we continue to provide state-level assistance for this local collection and if we do, what refinements are needed.

Civil Rights Data Collection (CRDC) 2015–16

- ▶ 2013–14 was first year for KDE assistance pre-populating CRDC.
- ▶ Need feedback from districts on whether to continue this for the coming year.
- ▶ Basis for bullying – Infinite Campus does not yet collect – won't have set up at beginning of this year. Plan to collect this outside of Infinite Campus for CRDC reporting purposes.
- ▶ Comment Period open now through August 3rd.



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Due to delays with the 2013-14 collection, it's going to seem like this is a every year collection instead of every other year.

This was the first time KDE prepopulated data, and we'll need feedback on whether this should continue. CRDC is not a state collection, it's a local education agency collection – we are only able to help because we have the statewide Student Information System and can do some reporting on behalf of schools and districts. Ultimately it is the districts responsibility to verify and complete CRDC.

One area that we were not able to pull from Infinite Campus is Basis for Bullying. While Campus is aware of the requirement to collect and are working towards including it; but it will not be ready for the beginning of this year. We suggest that schools and districts try to collect this outside of Infinite Campus until a time it is available in Infinite Campus.

On June 4th, OCR comment period was opened with an announcement in Federal Register/Vol. 80. The comment period extends for 60 days. Proposed changes include:

The proposed 2015–16 CRDC is nearly identical to the 2015–16 CRDC previously approved by OMB in February 2014 (OMB control #1870-0504). OCR is proposing several minor changes and clarifications for the previously-approved 2015–16 CRDC based on comments received and questions raised by LEAs during the administration of the 2013–14 CRDC. In particular, OCR proposes the following

from:

- drop the “students transferred to a regular school for disciplinary reasons” data element from the collection (the “students transferred to an alternative school” data element would remain in the collection) [see Attachment A-2, pages 35 and 36 (Data Groups 922 and 923); also see Attachment A-3, page 17 (Data Category: Discipline Method)];
- add new child count data element for children who were two-years old on the child count date, but who were served in a local educational agency (LEA) preschool program for three- through five-year-olds [see Attachment A-2, page 70 (Data Group 957); also see Attachment A-3, page 7 (Data Category: Age (Preschool))];
- expand high school equivalency exam preparation program student participation and credentials data elements to include GED test preparation programs, High School Equivalency Test (HiSet) preparation programs, Test Assessing Secondary Completion (TASC) preparation programs, and any other state-authorized high school equivalency exam preparation programs [see Attachment A-2, pages 46 and 47 (Data Groups 928 and 929); also see Attachment A-4, page 17 (Directional Indicator 8)];
- alter the child count date for students served under the IDEA to October 1 of the school year [see Attachment A-2, page 109 (Data Group 180)]; and
- modify the corporal punishment indicator from whether a school uses corporal punishment to whether a school has any students who receive corporal punishment [see Attachment A-4, page 10 (Directional Indicator 4)].

In all other respects, the proposed 2015–16 CRDC is identical to the 2015–16 CRDC that was approved in February 2014.

If your district does want to respond you will need to do this quickly if you haven’t already. Comments are due on or before August 3rd.

Craft Academy and Gatton Academy

- ▶ Students maintain primary enrollment at home high school
- ▶ For SEEK funding at home high school
 - Schedule academy students into an all day course
 - Detailed documentation on [KSIS Data Standards webpage](#)
 - Use academy name as the course name
 - Performance based, Non-attendance, Non-Transcript Dual Credit, Offsite College
 - Post Pass/Fail Final Grade at end of year
- ▶ Manually post course grades and credits to transcript or use National Records Transfer for Craft students



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- Kentucky has two residential Science and Mathematics academies for juniors and seniors
 - Craft Academy opens this fall at Morehead State University with 60 students
 - Is using Infinite Campus with secondary enrollments only
 - Has begun requesting Student Records Transfers
 - Gatton Academy begins their 9th year this fall at Western Kentucky University with 120 students
 - KDE has found that many of these students have been marked No Show by their home high school
- Home high school still can receive SEEK funding if guidelines are followed and student passes their courses
- Documentation will be updated and renamed to include Craft Academy specific guidelines
 - http://education.ky.gov/districts/tech/sis/Documents/Gatton_Academy_IC_Setup_Home_School.pdf

Data Standards Updates

- ▶ Program areas are working on updating data standards documents to include changes for the 2015–16 school year
- ▶ Notification will go out to districts when most of the updates are complete
- ▶ Reminder: updates are made throughout the year as needed when new functionality is added or reporting requirements change. Check date on each document for most recent updates.
- ▶ District feedback on this documentation is always welcomed. Email Becky Jenkins with your suggestions for improving or clarifying any of the data standards documents.



Enrollment Reminders

- ▶ 2014–15
 - All student enrollments must be ended with appropriate date and end status code
 - Use available custom reports and ad hoc queries to review data
- ▶ 2015–16
 - Run Enrollment Cleanup Wizard
 - Verify enrollments have been created with correct start date and status (E01)
 - Review No Show Guidance before first day of school (on Data Standards webpage under Other Procedural Documents)



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As of 7/21, there were over 85,000 enrollments in 119 districts with no end date/status.

Enrollment custom reports and state published ad hoc filters:

- KY State Reporting>KDE Reports>Enrollment End Status Validation Report
- KY State Reporting>KDE Reports>G-Code Validation High School Aggregate
- KY State Reporting>KDE Reports>G-Code Validation High School Detail
- Ad Hoc Reporting>Filter Designer>State Published>ENR – Student Enrollments Missing End Date/Status

eTranscripts

- ▶ New functionality within Parchment tool makes it easier to pre-load and match transcripts.
- ▶ Parchment has optimized the mobile site to enhance student experience.
- ▶ July 2015 feedback from secondary and post-secondary schools continues to be extremely positive.
- ▶ Over 120,000 transcripts were sent as eTranscripts through Parchment for 2014-15.
- ▶ eTranscript statistics available [here](#).



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High School Counselors have received information on Parchment 7 – new features will make it easier to match and preload transcripts, add credentials and will also improve the experience for those ordering transcripts through mobile devices.

Post-secondary schools have positive feedback on eTranscripts during the July advisory group discussion. There was some concern expressed that final transcripts were received in paper format – and we have reached out to schools to find out reasons they decided to use paper vs electronic for final transcripts.

Over 120,000 transcripts were released through Parchment eTranscript system. Pass along our thanks to your high school counselors for helping make this a positive experience for students, high schools, colleges and universities.

If you are curious about your high school #s they are posted on-line on the eTranscript webpage.

<http://education.ky.gov/districts/tech/eTrans/Pages/default.aspx>

Inactive Diploma Types

- ▶ Advanced Diploma, Commonwealth Diploma and District/State Approved Secondary GED are no longer valid for state data collection
- ▶ Campus will generate a script on August 12 to set inactive all local diploma types mapped to the standard code for these diploma types.
- ▶ Do not make changes to your existing diploma types.
- ▶ New local diploma types can be created and mapped to one of the three remaining standard diploma types: General, Alternative or Adult GED.
- ▶ A KSIS notification and guidance document will be sent out to districts next week.



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Changes must not be made to the standard code mapping of existing diploma types. This will cause a loss of historical data.

Districts can still choose to award a local “advanced diploma” but it must be set up as a new diploma code and mapped to the standard code (5) for a general diploma.

Kindergarten Readiness

- ▶ Prior Setting data for incoming kindergartners must be entered within 15 instructional days after the district screening window closes, with a final deadline of October 15.
- ▶ Districts where state-funded preschool is blended with Head Start
 - Ensure that all previous students have an entry for state-funded preschool AND Head Start
 - The building/school name will be the same, but the setting type will be different



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Please refer to the slides posted on the [Common Kindergarten Entry Screener](#) website for detailed instructions. The slides are titled “2013 BOY KG Training PowerPoint” under the “Training and Resources” section. Please contact Melody Cooper with additional questions: Melody.Cooper@education.ky.gov or (502) 564-7056, ext. 4763. <http://education.ky.gov/curriculum/conpro/prim-pre/Pages/Common-Kindergarten-Entry-Screener.aspx>

School Report Card

- ▶ SRC Secure Site opened July 2015.
- ▶ Access through web application only.
- ▶ Profile, Learning Environment and Finance tabs open now. Verification due:
 - Learning Environment→Safety – July 31st.
 - Learning Environment & Finance tabs – August 15th
- ▶ New Equity Tab to be added to Learning Environment early fall.
- ▶ Assessment, Accountability, Program Review and Delivery expected September 2016; public release late September or early October.



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The 2014-15 School Report Card is now open through the secure web application. Staff with access to the web application can see their district data.

The review period extends through mid-August with the exception of the Safety data. That data must be reviewed by July 31st to meet state reporting requirements. KDE provides the safety data to the Kentucky Center for Safe Schools and the Legislative Research Commission's Office of Education and Accountability in August.

Changes to the School Report Card were limited for the 2015 card pending a redesign for the 2016 School Report Card. There is one exception and that is a new Equity tab. This data will be released in mid to late August and will include:

- (1) Tell Data;
- (2) Overall Effectiveness of Teachers;
- (3) Growth Data;
- (4) New Teacher/KTIP Teacher %s;
- (5) Teacher Turnover.

Expect the schedule to be very similar to last year for the rest of the data to be loaded, verified and publically released.

School Report Card – Equity Tab

EQUITY LAYOUT FOR 2014-15 SCHOOL REPORT CARD						Learning Environment		
	Students	Teachers	Technology	Community	Safety	Programs	Equity	
Equity <i>Ensuring Excellent Educators for All</i>								
						Last update date: xx/xx/xxxx		
Equity Measure						School	District	State
<u>Working Conditions</u> * http://www.tellkentucky.org/		Managing Student Conduct		Strongly Agree/Agree				
		Community Engagement and Support		Strongly Agree/Agree				
		School Leadership		Strongly Agree/Agree				
<u>Overall Effectiveness of School Teachers and Leaders</u>				Exemplary/Accomplished				
<u>Overall Student Growth Rating of Teachers and Leaders</u>				High/Expected				
<u>Percentage of new and Kentucky Teacher Internship Program (KTIP) teachers</u>								
<u>Percentage of teacher turnover</u>				School-Level				



This Equity tab is new for 2015, it will be part of the Learning Environment tab. What you see presented here is just the prototype.

Equity Measures include:

Working Conditions -- 3 of the 8 constructs from TELL survey.

Overall Effectiveness and Overall Student Growth – from Professional Growth & Effectiveness System

Percentage of new & KTIP teachers – from EPSB

Percentage of teacher turnover – calculated by KDE.

This tab will be available in the School Report Card Secure site by mid-August for district review.

SRC–Course Information

- ▶ School Report Card > Learning Environment > Teachers > Teaching Methods (Courses Offered)
- ▶ Based on Unique State Code Teaching Method Instructional Setting
- ▶ If the same State Code is used on five courses with the same teaching method and instructional setting, SRC will have a count of 1

Teaching Method (Courses offered)	School				
	Onsite Classroom	Offsite CTE	Offsite College	Home/Hospital	Online
Credit Recovery - Digital Learning Provider	1				5
Credit Recovery - Direct Instruction					
Digital Learning Provider					55
Direct Instruction	113	50			105
District Provided Self Study					
Dual Credit - College Offered	2		15		25
Dual Credit - District Offered	2				
NAF Academy Course					
NAF Academy Dual Credit - District Offered					
Third Party Contract		1			
Transitional Course - KDE Curriculum					

Course Information

CourseID 16051

*Number 41061105	*Name ALGEBRA I
State Code 270304	Subject Type
Schedule Load Priority 1	Department MATHEMATICS
GPA Weight 1	Max Students
Type	Bonus Points
Difficulty Level	<input type="checkbox"/>
Homeroom <input type="checkbox"/>	Allow student requests <input checked="" type="checkbox"/>
Teaching Method 01: Direct Instruction	Allow to <input checked="" type="checkbox"/>
Instructional Setting 01: Onsite Classroom	

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This is not a count of teachers, local course numbers or sections.

Teacher Turnover

- ▶ Ways to be turnover
 - Teacher on last day of 13-14 but not a teacher in 14-15
 - Teacher for at least 100 days but no class on last day of 14-15
- ▶ Percentage calculation
$$\frac{\text{Number of Turnovers at School}}{\text{Number of Teachers on Last Day of 13-14}}$$
- ▶ How do I verify the turnover calculation?
 - Teacher level report will be available by mid-August
 - If you would like to help with testing by previewing your districts detailed data and providing feedback, please contact lisa.keeter@education.ky.gov



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Teacher is defined as someone assigned to at least one course/section scheduled during instructional time.

Turnover Non-returning: Teacher is scheduled on the last day of school in Year 1 and is not scheduled during Year 2.

Turnover Unfinished: Teacher is scheduled during Year 2 (can start at beginning or mid-year) and teaches for a minimum of 100 school days but is not scheduled on the last day of school of Year 2.

Issues we've found –

- Missing and Invalid Credentials License Number for certified teachers
- Wrong SSN numbers on teachers so can't be matched to EPSB records
- Teachers have multiple District Assignment records for a school with different Type values
- Teacher's District Assignment end dated in 2011 but still assigned to classes in 13-14, 14-15 and 15-16!
- Teacher leaves mid-year, Section Staff History end date set for some course sections but not all so looks like worked all year
- Teacher starts after first day of school, Section Staff History start date set for some course sections but not all so looks like worked all year

Training Opportunities

- ▶ Mastering the Fundamentals of Campus, Oct 19–23, Barren County
- ▶ Fundamentals of Campus Database, Oct 12–14, Frankfort
- ▶ Mastering the Fundamentals of Campus II, Nov 9–13, Laurel County
- ▶ Kentucky Interchange, Nov 19–20, Louisville
- ▶ Fall User Group Meetings, Sept 29–Oct 2 and Oct 6–9, held at various locations across the state. More information coming soon.
- ▶ Infinite Campus University (ICU) – log in to ICU and check out the upcoming WebEx training schedule. These trainings are offered to KY Campus users at no cost.



Uninterrupted Scholars Act

- ▶ Reminder – FERPA exception allows for sharing education records on foster children with caseworkers.
- ▶ This can be done by setting up a portal account for caseworker – non-household member.
- ▶ KDE is working on a statewide solution to reduce the local burden of providing records or setting up portal accounts – expected by end of 2015.



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Local districts have been sharing records with case workers for foster children by providing copies of records. Keep in mind that this can be done by setting up portal accounts for caseworkers or regional managers. This may prove to be easier than printing out copies of records. Providing access helps ensure these students are getting educational oversight by caseworkers.

KDE is currently working on a data exchange process to automate the transfer of records. This will help reduce the local burden of providing records but only for the current year of enrollment.

One of our own...Retiring ☹️

Candy Johnson is retiring 7/31/15.

We wish her all the best

and

thank her for all she has done to support KDE and districts during her time at KDE.



Best wishes to Candy Johnson as she moves into the next chapter of her live. She seems too young to retire. She will be missed here at KDE and by the districts she's helped. Best of luck!

KSIS Resources

- ▶ KSIS pages on the KDE Website dedicated specifically to KSIS initiatives:
 - KTS Data Exchange
 - KSIS Training
 - KSIS Other Information
 - KSIS Newsletters
 - KSIS Forms – contains access request links for KDE employees
 - KSIS District Contacts
 - KSIS Data Standards
 - KSIS Alerts and Notifications
 - Civil Rights Data Collection Information

