



Kentucky Department of Education 2015-16 KSIS End-of-Year Training

State Board Room (125), 500 Mero Street, Frankfort and KDE Media Portal
April 20-21, 2016
9:30 a.m. (ET) / 8:30 a.m. (CT)



Links to join the training

The webcast will open at 9:00 a.m. (ET) for login.

To join the training via KDE Media Portal, right click and open the hyperlink or copy and paste it into your browser:

<http://mediaportal.education.ky.gov/watch-live/>

To ask questions and interact with the presenters right click and open the hyperlink or copy and paste it into your browser:

<http://app.gosoapbox.com> Access Code: KDEData

Have a technical issue? Contact your district technician.



Welcome and Housekeeping

Becky Jenkins
KIDS, Enterprise Data Division



Q&A and EILA Credit

- **Presentation slides and training agenda:**
[KDE KSIS Training Web page](#)
- **Have a question?** Post it to GoSoapBox:
<http://app.gosoapbox.com> Access Code: KDEData
- **Want EILA credit?**
Register and complete the online evaluation/self-attestation survey.

Start	April 21 (Day 2) Sessions	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	IC/ POS Data Synchronization	Brad Blunt , Office of Administration and Support (OAS), Division of District Support 502-564-5279 x 4932
10:05	SEEK At Risk ADM	Brad Blunt & Samantha Engstrom , OAS, Division of District Support Brad: 502-564-5279 x 4932 Samantha: 502-564-5279 x 4434
10:35	Break	
10:50	Gifted and Talented Records Clean-up	Leann Pickerill , Office of Next Generation Learners, Division of Learners 502-564-7056 x 4736
11:00	Intervention Tab: End-of-Year Procedures	Jarod Slone , ONGL, Division of Learners 502-564-7056 x 4117
11:30	Lunch	

Start	Session	Presenter
1:00	Original and Amended School Calendars	Cheri Meadows & Garnetta Barnette , OAS, Division of District Support Cheri: 502-564-5279 x 4451 Garnetta: 502-564-5279 x 4419
1:45	SAAR Submission	Ronda Devine , OAS, Division of District Support 502-564-5279 x 4444
2:30	Break	
2:45	Homeless Education	Helen Jones & Cathy Lazzarin , Office of Next Generation Schools & Districts, Division of Consolidated Plans & Audits Helen: 502-564-3791 x 4070 Cathy: 502-564-3791 x 4006
3:30	Graduates - Updating end status, graduation tab and SDRR Cohort Reports	Tina Logan , Office of Assessment and Accountability (OAA), Division of Assessment and Design Implementation Cheri: 502-564-9853 x 4740
4:10	Wrap-up and Adjourn	Becky Jenkins , KIDS, Enterprise Data Division 502-564-2020 x 2475



Data Synchronization Point-of Sale and Infinite Campus Begins at 9:35 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:
<http://app.gosoapbox.com>
Access Code: KDEDData



Data Synchronization Point-of-Sale and Infinite Campus

Brad Blunt, Data Controller
Office of Administration and Support

Why this is important

- ▶ Quality data impacts the districts
 - Testing
 - Student fee waivers
 - SEEK At Risk
 - State and federal programs



Agenda

- ▶ What you need to do
 - Establish a process
- ▶ How you will know it's right
 - Quality assurance checks
 - Troubleshooting
- ▶ Where to get help
 - Guides and videos



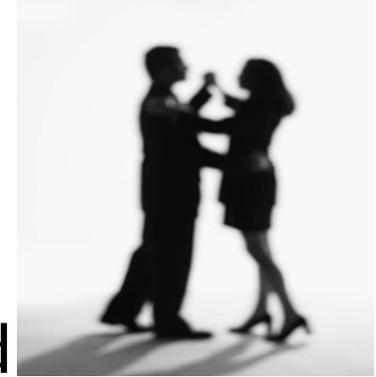
Meal Status & IC FRAM

- Meal Status originates from your Food Service POS system and is synchronized with Infinite Campus on a regular basis¹

¹ Those not affected will be districts who are district-wide Community Eligibility Provision (CEP) and any district who is using Infinite Campus as their POS



Data Synchronization



Data synchronization is a dance: everything must be carefully orchestrated to work properly

Finding the match – POS Data Synch



The POS file is matching against what is in IC based on a **key** field. When both key fields equal each other a successful match occurs – and a meal status record is generated in Campus.





CEP Data Synchronization

Data synchronization must be adjusted depending on your CEP type

Partial CEP Districts¹

School	Action Required
Non-CEP	Upload both meal status and DC information (if using POS to import DC file)
CEP	Turn off data synchronization with Campus

Full CEP Districts

Action Required

Turn off the data synchronization with Campus

¹ IC POS users have a special setup; please contact Brad Blunt for details



Roles and Responsibilities

- Important to clarify roles and responsibilities with your process to ensure free/reduced data is accurate and complete in IC

Major Responsibilities

- Who will download the direct certification file?
- Who will set up the data synch between POS and IC?
- Who will check the accuracy of free/reduced data in IC against food service POS?
- Who will periodically check the POS import for success of data synchronization and resolve errors?
- How we will communicate if there is a problem?



Ready! Set! Go!

1. Stop the POS import in IC



2. Roll forward your POS for SY 16-17



3. Change the year to 16-17 in the IC data import mapping



4. Turn the data synchronization back on between your POS and IC



KEY!



June: Stop the POS Import



Stop the scheduled imports in IC by placing “**” in front of Host IP address after the last day of school for students

FRAM>Eligibility Import Wizard>Scheduled Imports

Data Import Detail

Active *Import Name 12-13 POS Import

*Eligibility Import Mapping POS Import

*User Name jsmith

*Protocol SMB *Host **10.1.123.456

*Password *****

Domain Kentucky

*Directory Path //Imports/IC

The file name in this directory path must start with IC_Eligibility.

Frequency Type Frequency Scheduled Day *Scheduled Time

Daily 01:00 AM

Weekly

Monthly

Test Connection Test Import Run Import





Deadline

July 1, 2016



By July 1, 2016 you must **stop** the SY 15-16 import mapping or your data may be corrupted in IC.



Roll Forward – POS System

- ✓ The food service director should roll the POS system forward into SY 16–17
- ✓ Any meal status from the POS should then reflect SY 16–17
- ✓ Food Service Director should notify IT staff person responsible for Scheduled Imports when this is complete

Update Data Import Mapping

- ✓ The school year will need to be updated in the *FRAM* > *Eligibility Import Wizard* for SY 16-17
- ✓ Navigate to the Eligibility Import Wizard and select your current year's data import mapping
- ✓ Click "Edit"

Eligibility Import Wizard

This wizard will guide you through mapping and importing data into the database.

Step 1. Select "New Import Mapping" to create a new import or select a saved mapping.

Saved Import Mappings

14-15 My POS Import

Edit Delete New Import Mapping New File Import

Update Data Import Mapping

- ✓ Update the school year to SY 16-17

Eligibility Import Wizard

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

*Name
POS Import

*School Year
15-16

*What is the file type?
Comma Separated Values

*Which field(s) in the data file will map to student identifiers?
State ID

*Is this a Direct Certification file?
 Yes No

*Does file include headers?
 Yes No

*Browse and select import file.
Browse... Upload & Continue

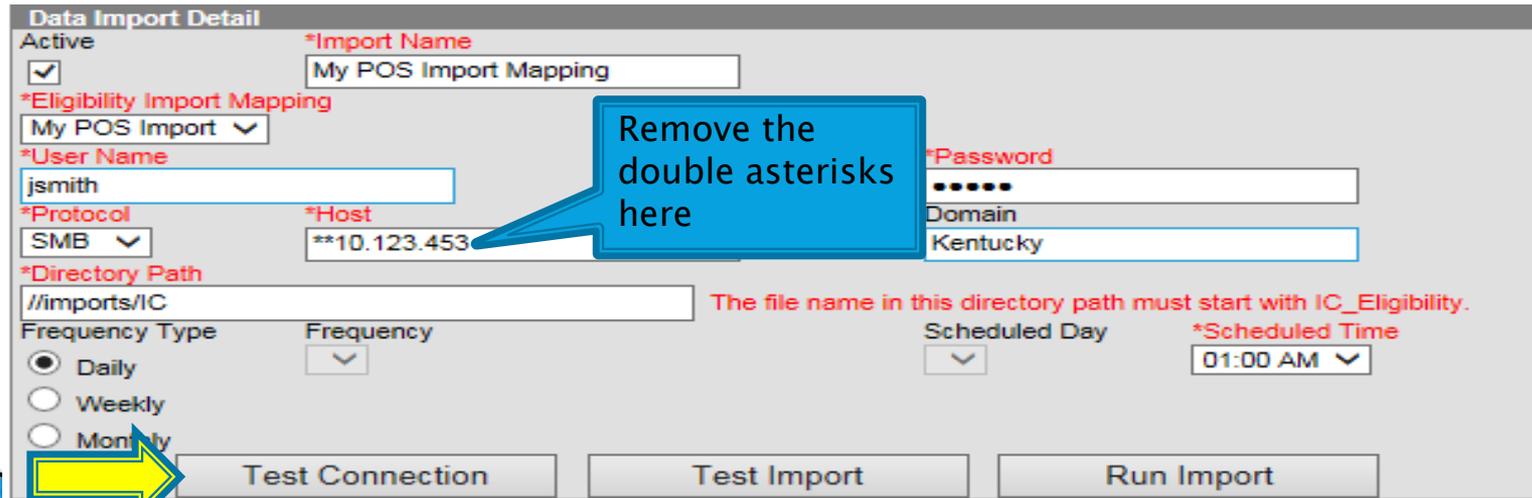
File already exists on the server
D:\CampusDocumentStore\batchReports\batchQueue\staging_scramble\36643\2015-12-15-09-57-40\SCNDC_HISTORY_DCEXTEND_2015_JUL_BBLUNT_SCRAMBLED.csv Continue

Update to SY 16-17 here

To save the new school year either import a file or click "Continue" if you have an existing file

Reactivate the Data Synch

- ✓ Remove the double asterisks to restart the synchronization
- ✓ Click “Save”
- ✓ Click “Test Connection” to ensure it works



The screenshot shows the 'Data Import Detail' form with the following fields and values:

- Active:**
- *Import Name:** My POS Import Mapping
- *Eligibility Import Mapping:** My POS Import
- *User Name:** jsmith
- *Protocol:** SMB
- *Host:** **10.123.453
- *Password:**
- Domain:** Kentucky
- *Directory Path:** //imports/IC
- Frequency Type:** Daily, Weekly, Monthly
- Frequency:** [Dropdown]
- Scheduled Day:** [Dropdown]
- *Scheduled Time:** 01:00 AM

Annotations:

- A blue callout box points to the double asterisks in the Host field with the text: "Remove the double asterisks here".
- A yellow arrow points to the "Test Connection" button.

Buttons at the bottom: Test Connection, Test Import, Run Import.

Warning text: "The file name in this directory path must start with IC_Eligibility."



Checklist



- ✓ Verify your data synchronization between POS and IC has been stopped **before** any rollover with the POS system
- ✓ After the POS rollover, re-start the scheduled import process after updating the data import template
- ✓ Check the scheduled import tool log file on a monthly basis
- ✓ Compare free, reduced and paid counts from the FRAM Eligibility report to the POS system; investigate any large differences



Troubleshooting

Brad Blunt





POS Data Synch: What could go wrong?

Shown below are common scenarios with data synchronization:

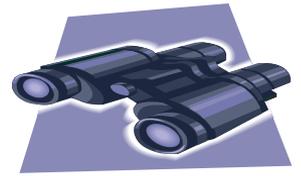
“The data synch has stopped working”

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

“My free/reduced percentage appears low in IC”

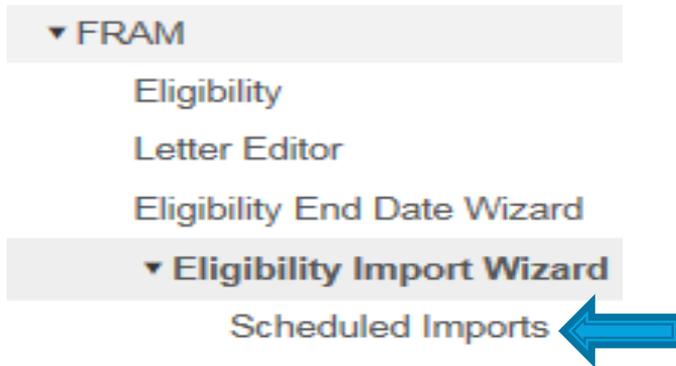
- ✓ Verify all values are mapped in POS import mapping
- ✓ Check when latest data synch was done under *Scheduled Imports* > *Scheduled Import Log*
- ✓ Spot check a few students without a meal status against POS

Finding the errors



Campus tracks the status of the data import from POS

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



Finding the errors

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

Scheduled Imports **Scheduled Import Logs**

Clear Log Clear All Logs

Data Import Editor

Scheduled Name	Import Name	Last Import Status	Date
Import	IC POS import	Successful	04/15/2016

Data Import Log

Scheduled Name	Last Import Status	Timestamp
Import	Successful	04/15/2016 01:00:00 AM
Import	Successful	04/14/2016 01:00:00 AM
Import	Successful	04/13/2016 01:00:00 AM
Import	Successful	04/12/2016 01:00:00 AM
Import	Successful	04/11/2016 01:00:00 AM
Import	Successful	04/10/2016 01:00:00 AM
Import	Successful	04/09/2016 01:00:00 AM
Import	Successful	04/08/2016 01:00:00 AM
Import	Successful	04/07/2016 01:00:00 AM

Click on the task name to see the details

Click on the log file to review the data synchronisation report

IC Eligibility Import Report

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

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

Focus on any errors/warnings

Summary

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

Updated Records

Name	School Year	Status
Line 187. ERROR 1001 - State ID '406'		not found
Line 365. ERROR 1001 - State ID '401'		not found
Line 380. ERROR 2001 - Multiple matches found for Student		
Line 400. ERROR 2001 - Multiple matches found for Student		
Line 660. ERROR 1001 - State ID ' ' not found		
Line 663. ERROR 2001 - Multiple matches found for Student		
Line 920. ERROR 2001 - Multiple matches found for Student State ID (2 matches)		
Line 926. ERROR 2001 - Multiple matches found for Student State ID (2 matches)		
Line 1268. ERROR 2001 - Multiple matches found for Student		
Line 155. WARNING 3037 - The record was updated with the Direct Type.		
Line 156. WARNING 3037 - The record was updated with the Direct Type.		
Line 1203. WARNING 3037 - The record was updated with the Direct Type.		

Error/Warning

POS Import Only: Preschool student SSNs! These should have SSIDs: follow KDE data entry instructions for enrolling preschool students in Infinite Campus; incorrect SSIDs in the POS need to be corrected with what is in Campus

Duplicate SSIDs in IC; student enrollment records need to be merged

Existing Eligibility Records

Name	School Year	Start Date	End Date	Eligibility Type	Eligibility	Source	Certified Type
						Non-Direct	Did Not Apply
						Direct	SNAP
						Non-Direct	Did Not Apply

Warnings are FYI only; can generally be ignored



Resolution for Common Messages

Issue	Resolution
State ID “XXXXXXXXXX” not found	Determine student SSID in IC and then assign that SSID in POS; If student is enrolled, then assign an SSID to the student following KDE data standards
Multiple matches found for State Student ID “XXXXXXXXXX”	Merge records in Infinite Campus following district policy on merging
Record contains End Date before Start Date	Ensure the data import mapping has the correct school year chosen in the Eligibility Import Wizard; Verify the POS data extract file is for SY 16-17
ERROR ##### Invalid [FieldName]	Locate the errant record: review the data import mapping to ensure all data values are mapped
WARNING XXXX	Warnings are for your info only: can be viewed and generally ignored



Useful Ad Hoc Reports

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

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



Resources

Technical Reference Guidance

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

Campus Community

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

Contact Information:

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



SEEK At Risk ADM Begins at 10:05 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:
<http://app.gosoapbox.com>
Access Code: KDEDData



SEEK At Risk ADM

Brad Blunt, Data Controller
Office of Administration and Support



Agenda

- ▶ Understanding the funding formula
- ▶ Components of SEEK At Risk
- ▶ Key points
- ▶ Timeline
- ▶ Verification of data
- ▶ Checklist
- ▶ Getting help



SEEK funding formula [702 KAR 3:270](#)

- Section 1(1) "At-risk student amount" means 15% of the **per pupil guaranteed base funding amount** calculated pursuant to KRS 157.360 times the sum of the average daily membership of students approved for **free meals** the prior fiscal year and the number of state agency children served pursuant to KRS 158.135.
- Section 2(h) The prior year average daily membership of students approved for **free lunch** reported through the student information system.



Facts About SEEK At Risk

- ▶ Only FREE SES/meal status is used for SEEK At Risk
 - Based on the last meal status in Infinite Campus
- ▶ At Risk data is extracted from the Infinite Campus State reporting warehouse for use in the SEEK calculation for the upcoming year.*
- ▶ Average Daily Membership (ADM) – Aggregate days membership of pupils in a public school divided by the actual number of days the school is in session.

*State Reporting Data Warehouse is a direct pull from your district data



SEEK At Risk Report

Students are assigned a meal/SES status in Infinite Campus



SEEK At Risk ADM report only displays students whose last meal/SES status is Free



Free meal/SES status is combined with the enrollment records to be displayed on the SEEK At Risk ADM Report





Timeline

Early
May

Receive an email with a link to the preliminary SEEK At Risk ADM Report.

- **Action Item:** Review your preliminary data for accuracy and completeness following the suggested review guidelines in the SEEK At Risk ADM Manual.

Early June

Receive an email with the final SEEK At Risk ADM number that is pulled from the Data Reporting Warehouse (District Edition) with instructions to verify your data.

Mid-June

- **Action Item:** Contact Samantha Engstrom by June 17th to confirm the SEEK At Risk ADM data is final.



Tips on Verification

- ▶ If a student has **multiple enrollments** with a free lunch status during the school year, the free lunch ADM will be given for **each enrollment** per school.

Tip: Export the SEEK At Risk ADM report to a CSV format; sort by SSID to locate multiple enrollments for the same student by school

- ▶ If a district makes any changes to their At Risk data between the time of the email notification between early June and mid-June, they need to contact Samantha Engstrom.

Generating the Report

Run the SEEK At Risk ADM Report for SY 15–16 using “All Calendars” – This will give you a full list of your students

Year 14-15 School All Schools Calendar All Calendars

Index Search Help < AT Risk Average Daily Membership

Seat Count By Section
Student Summary Report
Suspension Attendance Li
Growth Factor Submission
▼ KDE Reports
Benchmark Report
Calendar Summary
CIITS Job Category
CIITS Job Category Except
CIITS Roles
EOC Assessment
EOC Early Warning Report
Gifted and Talented Detail
Gifted Benchmark Report
KEES Audit
KEES Eligibility
Median Student Growth Pe
Median Student Growth Pe
Missing or Invalid Course :
Persistence To Graduator
PLP Intervention Data
Restraint or Seclusion 13-
Schedule Gap
SEEK At Risk ADM
SPED EOY Behavior Data

After you click the Generate Report button, please wait until the job is complete before creating another report. Running multiple reports at the same time could cause system latency issues for your district.

The report will calculate the "Average Daily Membership" of the Low Economic Indicator students from the FRAM Eligibility.

Choose the start date and end date of your choice.

For best results choose the first day of attendance and the last school day of the previous month for an accurate count.

For End of Year Report, leave dates blank to run for complete school year.

Select a start date (Format: mm/dd/yyyy)

Select an ending date (Format: mm/dd/yyyy)

PDF ▼

Generate Report

Leave both these date fields blank



Average Daily Membership for *At Risk Students

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

<u>District Name/</u>	<u>Student</u> <u>SSID</u>	<u>Student Name</u>	<u>Grade</u>	<u>Instructiona</u> <u>I Days from</u> <u>Calendar</u>	<u>Enroll</u> <u>Start</u> <u>Date</u>	<u>Enroll</u> <u>End</u> <u>Date</u>	<u>Enrolled</u> <u>Instructiona</u> <u>I Days</u>	<u>SEEK</u> <u>AtRisk</u> <u>ADM</u>
<u>County</u>								
<u>School Name</u>								
<u>ELEMENTARY SCHOOL</u>								
	2120: [REDACTED]	[REDACTED]	00	168	8/13/2014	11/17/2014	65	0.387
	2120: [REDACTED]	[REDACTED]	00	168	3/3/2015	3/27/2015	17	0.101
	2120: [REDACTED]	[REDACTED]	00	168	8/13/2014	11/17/2014	65	0.387
	2120: [REDACTED]	[REDACTED]	00	168	3/3/2015	3/27/2015	17	0.101
	2120: [REDACTED]	[REDACTED]	00	168	8/13/2014		168	1.000
	2120: [REDACTED]	[REDACTED]	00	168	8/13/2014		168	1.000
	2120: [REDACTED]	[REDACTED]	00	168	8/13/2014		168	1.000

Calculation: Enrolled Instructional Days divided by Instructional Days from Calendar





- ▶ Check the student count at the bottom of the report

District Totals:

Count of Students:

459

386.924

If the student was enrollment in multiple schools/grades then each enrollment will be reflected in the school/grade detail records.

This report reflects the student ADM for SEEK Funding and does not include any preschool students.

**Total SEEK
ADM**



Finding potential problems...

▶ Run report in CSV

Example - Fictitious Data

DistrictName	schname	stateid	personname	grade	instructionaldays_1	startenrollment	endenrollment	enrolleddays	ADM_1
KDE County	KDE ELEMENTARY SCHOOL	2120123456	ADAMS, JOHN	6	168	8/13/2014		168	1
KDE County	KDE ELEMENTARY SCHOOL	2120123457	ADAMS, SUSAN	1	168	8/13/2014		168	1
KDE County	KDE ELEMENTARY SCHOOL	2120123458	ADAMS, TAMARA	2	168	8/13/2014		168	1
KDE County	KDE ELEMENTARY SCHOOL	2120123459	AMSTEAD, MICHAEL	2	168	8/13/2014		168	1
KDE County	KDE ELEMENTARY SCHOOL	2120123460	ANDERSON, SAM	0	168	8/13/2014	8/25/2014	9	0.054
KDE County	KDE ELEMENTARY SCHOOL	2120123461	BROWN, CHRIS	0	168	3/3/2015	3/27/2015	17	0.101
KDE County	KDE ELEMENTARY SCHOOL	2120123462	CATSKILLS, BRANDON	0	168	8/13/2014	11/17/2014	65	0.387
KDE County	KDE ELEMENTARY SCHOOL	2120123463	DEAVERT, STEPHEN	0	168	3/3/2015	3/27/2015	17	0.101

▶ Filter on ADM < 1

DistrictName	schname	stateid	personname	grade	instructionaldays	startenrollment	endenrollment	enrolleddays	ADM
KDE County	KDE ELEMENTARY SCHOOL	2120123460	ANDERSON, SAM	0	168	8/13/2014	8/25/2014	9	0.054
KDE County	KDE ELEMENTARY SCHOOL	2120123461	BROWN, CHRIS	0	168	3/3/2015	3/27/2015	17	0.101
KDE County	KDE ELEMENTARY SCHOOL	2120123462	CATSKILLS, BRANDON	0	168	8/13/2014	11/17/2014	65	0.387
KDE County	KDE ELEMENTARY SCHOOL	2120123463	DEAVERT, STEPHEN	0	168	3/3/2015	3/27/2015	17	0.101

Verifying Enrollments

Infinite Campus

Enrollment Editor						
Edit	Grade	Type	Calendar	Start Date	End Date	
	02	P		08/13/2014	08/25/2014	

Enrollment Segment

SEEK At Risk ADM

DistrictName	schname	stateid	personname	grade	instructionaldays_1	startenrollment	endenrollment	enrolleddays	ADM_1
KDE County	KDE ELEMENTARY SCHOOL	2120123460	ANDERSON, SAM	2	168	8/13/2014	8/25/2014	9	0.054

Enrollment Segment



At Risk vs. FRAM (simplified)

At Risk – verifies enrollments

Enrollment Editor					
Edit	Grade	Type	Calendar	Start Date	End Date
	00	P	Buchanan Elem School 2015 A	08/13/2014	
<i>Start Status: E01 First enrollment of the year</i>					
<i>End Status:</i>					

FRAM – identifies students as free

Eligibility

Save New Delete

Eligibility Editor						
School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
14-15	Meal	Free	4103	Direct SNAP	07/03/2014	06/30/2015





Checklist

- ❑ *(Non-IC POS users)* Verify that the POS system is communicating properly (and currently) with IC
- ❑ Check that the free meal student counts in IC are comparable to the POS using the FRAM Eligibility Report:
 - ❑ Observe State Exclude
 - ❑ Grades 00 -14
- ❑ Compare last year's SEEK At Risk ADM to the current year for reasonableness
- ❑ *(Optional)* Sort the SEEK At Risk ADM report by student name in Excel to see a student's multiple enrollments and associated ADM

Data Validation

- ▶ Two questions
 - How do I know my data is correct?
 - Where should I go to fix it?

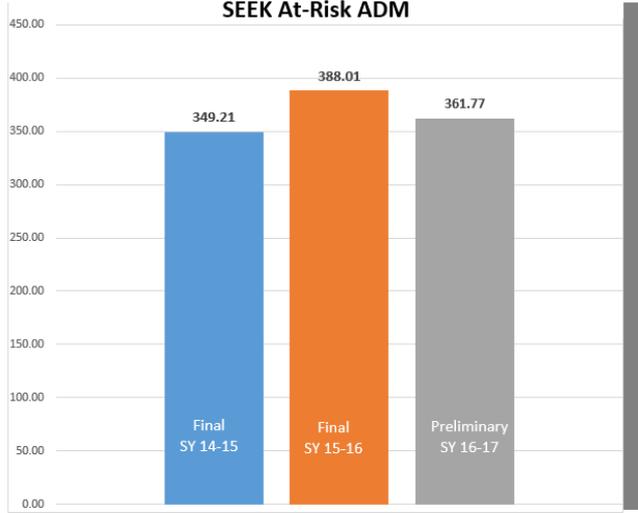
Interactive SEEK At Risk Tool

- ▶ Interactive tool in Excel for SEEK At Risk that displays current and past data for comparison purposes
- ▶ Will be posted on SEEK At Risk website:
<http://education.ky.gov/districts/SEEK/Pages/SEEK-At-Risk-.aspx> and updated weekly

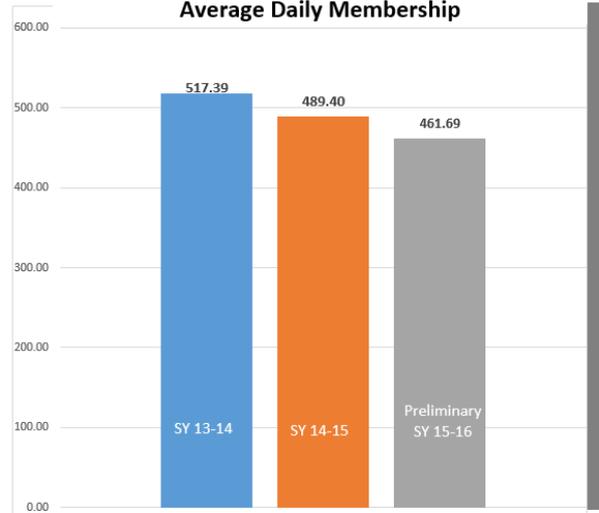
Interactive Tool

Historical Trends

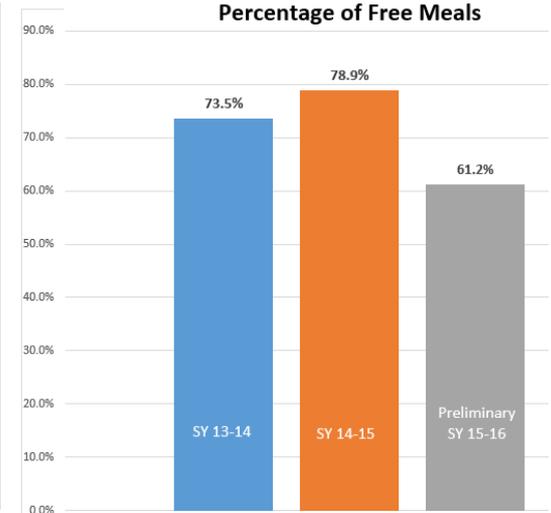
SEEK At-Risk ADM



Average Daily Membership



Percentage of Free Meals



Financial Impact	Final SY 14-15	Final SY 15-16	Projected SY 16-17
SEEK At-Risk			
Funding	\$225,322	\$232,032	\$216,338
Difference		\$6,710	-\$15,694
% Change		3%	-7%

DRAFT - Fictitious Data

SELECT DISTRICT

Bluegrass Independent

Summary Info





For the year ahead...

- ▶ KDE recommends running the SEEK At Risk ADM Report once a month to ensure current, correct data
- ▶ Monthly checks make it easier to check the numbers for accuracy and will make for an easier End of Year for 16-17



Contacts

- ▶ Samantha Engstrom

samantha.engstrom@education.ky.gov

(502) 564- 5279

- ▶ Cheri Meadows

cheri.meadow@education.ky.gov

(502) 564-5279



Gifted and Talented: Validation Tools and Data Verification

Begins at 10:50 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:
<http://app.gosoapbox.com>
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Gifted and Talented: Validation Tools and Data Verification

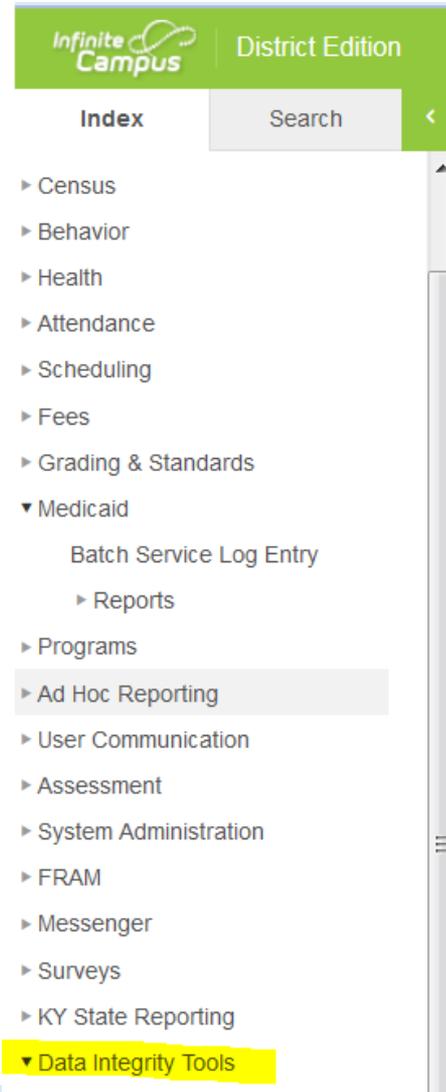
Leann Pickerill, Gifted and Talented Consultant
Office of Next Generation Learners
Division of Learning Services

Validation Report for Gifted and Talented

- ▶ The Gifted and Talented Validation Report is used to ensure all students in the district are accounted for in State Edition and District Edition of Infinite Campus.
- ▶ This process is used to validate data sets at the end of the year for School Report Card.

Step 1: Log in to Infinite Campus (IC).

Step 2: Scroll down towards the bottom of the Index and click **DATA INTEGRITY TOOLS**.



Step 3: Select Data Validation

- ▼ Data Integrity Tools
 - ▼ Data Validation
 - Definition Bank
 - Definition Groups
 - ▶ Reports
 - ▶ Data Certification

Step 4: Select Reports

- ▼ Data Integrity Tools
 - ▼ Data Validation
 - Definition Bank
 - Definition Groups
 - ▼ Reports
 - Definition Gro
 - ▶ Data Certification

Step 5: Select Definition Group Extract

- ▼ Reports
 - Definition Group Extract

You will complete two extracts using this tool:

1. You will generate a **State Dataset**.
2. You will generate a **Local Dataset** from your district.

Definition Group Extract

The Definition Group Extract tool allows district users to select a validation group and report format to view and extract data. The Definition Group Extract also allows a district user to select the data source to view their data. A user can select their local data, or view their data in the state edition, via Batch Queue, to compare data in both editions.

Data Validation Group
Select Group ▼

Report Format
HTML ▼

Report Data Source
Local Dataset ▼

Generate Report

Generating the State Dataset

- ▶ Select these from the dropdown boxes:
 - Gifted and Talented Group
 - Report Format CSV
 - State Dataset
- ▶ After making selections, click **Generate Report**.

Definition Group Extract

The Definition Group Extract tool allows district users to select a validation group and report format to Definition Group Extract also allows a district user to select the data source to view their data. A user can view their data in the state edition, via Batch Queue, to compare data in both editions.

Data Validation Group
Gifted and Talented Group

Group Name: Gifted and Talented Group

Description: This report will produce a list of Gifted and Talented students that are active in the state. The report will include a list of students by School, SSID, Grade, Name and Category for students that are gifted in multiple categories. Please compare this list to their categories. Gifted Categories: 01: Creative or Divergent Thinking, 02: Gifted Leadership Skills, 03: Psychosocial Leadership Skills, 04: Specific Academic Aptitude-Language Arts, 05: Specific Academic Aptitude-Science, 06: Specific Academic Aptitude-Social Studies, 07: Specific Academic Aptitude-Visual Arts, 08: Specific Academic Aptitude-Visual and Performing Arts-Dance, 09: Visual and Performing Arts-Music and 12: Primary Talent Pool. If you have questions please contact Kathy Anderson at kathie.anderson@education.ky.gov or 502-564-4970 x.4133. Thanks.

Definitions: Gifted and Talented Students with categories List of Gifted and Talented Students

Report Format
CSV

Report Data Source
State Dataset (Will be sent to batch queue)

Generate Report

State Report Output
Refresh Show top 50 tasks submitted between 04/01/2016 and 04/08/2016

Batch Queue List

Queued Time	Report Title	Status	Download
-------------	--------------	--------	----------



Generating the State Dataset

- ▶ Please note – the State Dataset validation report will NOT be generated immediately:
 - When generating the report, District Edition sends a request to State Edition for a state report of the data in your district.
 - The report is sent back to the district in the State Report Output area once compiled; please remember to check the status periodically.

State Report Output

Refresh Show top 50 tasks submitted between 04/01/2016 and 04/08/2016

Batch Queue List			
Queued Time	Report Title	Status	Download
04/08/2016 09:50:09 AM	DataValidation - Run At State	Queued	



Retrieving the State Dataset

- ▶ Once completed, select **Get the report** under the Download column:

The screenshot shows a web interface titled "State Report Output". It includes a "Refresh" button, a "Show top 50" dropdown, and a date range filter for "tasks submitted between 04/01/2016 and 04/08/2016". Below this is a "Batch Queue List" table with the following data:

Queued Time	Report Title	Status	Download
04/08/2016 09:50:09 AM	DataValidation - Run At State	Completed	Get the report

- ▶ Once you have generated the state dataset, you should save it as a Microsoft Excel file named **State_GT_15_16**.
- ▶ This will give you a list of ALL students in the district currently identified for gifted and talented services in State Edition of IC.

Gifted and Talented Students with categories						
School Name	SSID	Grade	First Name	Last Name	Category	Enrollment End Date



Generating the Local Dataset

- ▶ Select these from the dropdown boxes
 - Gifted and Talented Group
 - Report Format CSV
 - Local Dataset
- ▶ After making selections, click **Generate Report.**

Definition Group Extract

The Definition Group Extract tool allows district users to select a validation group. Definition Group Extract also allows a district user to select the data source to view their data in the state edition, via Batch Queue, to compare data in both.

Data Validation Group

Gifted and Talented Group

Group Name: Gifted and Talented Group

Description: This report will produce a list of Gifted and Talented students. The report will include a list of students by School, SSID, and rows for students that are gifted in multiple categories, and their categories. Gifted Categories: 01: Creative or Psychosocial Leadership Skills, 04: Specific Academic, 06: Specific Academic Aptitude-Science, 07: Specific Arts-Art, 09: Visual and Performing Arts-Dance, 10: Visual Arts-Music and 12: Primary Talent Pool. If you have questions, contact kathie.anderson@education.ky.gov or 502-564-4970 x.

Definitions: Gifted and Talented Students with categories List of G

Report Format

CSV

Report Data Source

Local Dataset

Generate Report



Generating the Local Dataset

- ▶ Once you have generated the local dataset, you should save it as a Microsoft Excel file and title it **District_GT_15_16**.
- ▶ This will give you a list of ALL students in the district currently identified for gifted and talented services.

Gifted and Talented Students with categories						
School Name	SSID	Grade	First Name	Last Name	Category	Enrollment End Date

Comparing the State and Local Datasets

- ▶ Once both data sets are generated, you will examine the data sets to ensure a direct match.
 - Guiding Questions
 - Do you have the same number of records on each spreadsheet?
 - If not, what is different? You will want to make a list of ALL discrepancies.
 - If records appear on district, but not state, run a manual sync of Gifted data at the district level (Talk to your KSIS administrator)
 - Check to ensure that all records for each student are present. If discrepancies are present, document those. If possible, attempt to transfer in the record that is missing from a prior district.
 - Example: Students with multiple records will appear multiple times – once for each record.

State	District
Susie- 2	Susie- 2
Susie- 4	Susie- 4
Susie- 6	Susie- 6
Susie- 8	Susie- 8

Comparing the State and Local Datasets

- ▶ Once you have completed the validation process and corrected any errors:
 - If lists match, please complete the record verification form and submit to KDE.
 - If the lists are different, you must contact Leann Pickerill at leann.pickerill@education.ky.gov to determine next steps for troubleshooting.

Questions?

- ▶ Contact: Leann Pickerill
 - leann.pickerill@education.ky.gov
 - (502) 564 – 4970 ext. 4120



Intervention Tab: End of Year Procedures

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

Ask questions and interact with presenters through GoSoapBox:

<http://app.gosoapbox.com>

Access Code: KDEDData



Intervention Tab: End of Year Procedures

Jarrod S. Slone
Education Academic Program Consultant
Office of Next Generation Learners
Division of Learning Services



Required Usage

- ▶ Third-year Focus schools – All novice students
- ▶ High schools – All seniors who did not meet ACT benchmark(s)
- ▶ All ESS – all students served by ESS funds
- ▶ All students served with Mathematics Achievement Fund or Read to Achieve Grant



Year-End Procedures

- ▶ All intervention records must be closed at the end of the school year or when the intervention ends
- ▶ Review and correct intervention records for accuracy and completeness by June 30
- ▶ KDE will pull the data

Closing a Record

- ▶ Add End Date, Student Service Results (if 6: Other, explain) and Total Hours Served

The screenshot shows a form titled "Intervention" with the following fields and values:

Field	Value
*Status Date	08/29/2016
Status Time	04:15 PM
Start Date	08/10/2015
End Date	[Empty]
Student Service Results	[Empty]
Student Service Results Other	Only if Student Service Results is 6: Other
Tier Status	[Empty]
Total Hours Served	[Empty]

The fields for End Date, Student Service Results, Student Service Results Other, and Total Hours Served are highlighted in yellow.

- ▶ Verify and correct all other required fields



Student Service Results

- ▶ 3: Continue in intervention
 - Only use if the student has not successfully exited by the end of the school year and should continue in a Tier 2 or 3 intervention during the next school year
 - Set End Date to 6/30/2016 or last date served
- ▶ 5: Graduated – did not meet goals
 - Only used if the student is graduating high school
- ▶ 6: Other
 - Must explain in Student Service Results Other

How do I verify Intervention data?

Path: KY State Reporting > KDE Reports > PLP Intervention Data

The screenshot shows a web-based form for generating a PLP Intervention Data report. It includes the following fields and options:

- Select a start date (Format: mm/dd/yyyy):** 07/01/2015
- Select an ending date (Format: mm/dd/yyyy):** 06/30/2016
- Select Grade:** A dropdown menu with options: All, 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 14, 96, 97, 98, 99.
- Intervention Type:** A dropdown menu with options: All, Course, ESS, RTA, MAF, Other.
- Content Area:** A dropdown menu with options: All, Reading, Writing, Reading and Writing, Math, Science, Social Studies, Behavior, Other.
- File Type:** A dropdown menu with options: XLS, CSV.
- SSID:** An empty text input field.
- Generate Report:** A button at the bottom left.

Run PLP Intervention Data report throughout the year to assure all information has been entered correctly.

- Use the date range parameters to limit the report to records with Start Dates within the range
 - Ending date may be left blank
- Use other parameters as desired to select particular records
- Click on “Generate Report” button at the bottom of the page.



Working with the data in Excel

- ▶ Sort each subcategory by date, name, etc. and double check to make certain there are no missing fields
- ▶ All should have Start Date, Type and Content
 - Start Date should not be in the future
 - Type and Content should make sense (i.e. MAF & Math)
- ▶ End Date and Results should be blank if the student has not exited the intervention
 - By June 30, none should be blank
- ▶ Make corrections in IC as needed
- ▶ See [Quick Reference Card](#) for more ideas



Data Quality Issues

- ▶ 49% with Type “1: Course” have missing or invalid State Course Code
- ▶ 45% with Content “8: Other” have nothing specified in Content Other
- ▶ 66% with Intervention Materials “3: Post-Secondary Transitional” have no Materials Code
- ▶ 23% have no Tier (okay if Tier 1)
- ▶ 10% are end dated in the future
- ▶ 6% have End Date without Service Results



Common Data Entry Issues

- ▶ Missing Start Date
- ▶ Missing Intervention Type
- ▶ Missing Intervention Content Area
- ▶ Selecting “8: Other” for Intervention Content Area and
 - Content Area Other lists multiple content areas
 - Separate records are required for each content area
 - Content Area Other lists an area available in Intervention Content Area such as Math or Reading
 - Content Area Other is blank (must specify)

Intervention Type 1: Course records

Required Fields

- Start Date
- End Date
- Student Service Results
- Total Hours Served
- Intervention Type
- Intervention Content Area
- Intervention Materials
- Materials Code

The screenshot shows a form titled "Intervention" with various fields. The following fields are highlighted in yellow: Start Date (08/10/2015), Tier Status (dropdown), Intervention Type (1: Course), Intervention Content Area (dropdown), Intervention Materials 1 (dropdown), Intervention Materials 2 (If using secondary source), State Course Code (dropdown), and Content Area Other (text field). The following fields are highlighted in green: Status Date (08/29/2016), End Date (empty), Student Service Results (dropdown), Total Hours Served (text field), and Materials Code 1 (If applicable). Other fields include Status Time (04:15 PM), Student Service Results Other (text field), and Materials Code 2 (If applicable).

Highlighted fields should be entered when creating the record.
Green fields are entered when closing the record.

All other Intervention Type records

Required Fields

- Start Date
- End Date
- Student Service Results
- Tier Status
- Total Hours Served
- Intervention Type
- Intervention Content Area
- Intervention Materials
- Materials Code*
- Intervention Staff
- Delivery Location
- Delivery Method
- Frequency
- Duration

The screenshot shows a form titled "Intervention" with various input fields. The fields are organized into two columns. The left column contains: *Status Date (08/29/2016), Start Date (08/10/2015), Student Service Results (dropdown), Tier Status (dropdown with note "If Tier 1, do not select"), Intervention Type (5: Other), Intervention Content Area (dropdown), Intervention Materials 1 (dropdown), Intervention Materials 2 (dropdown with note "If using secondary source"), Intervention Staff (dropdown), Delivery Method (dropdown), and Frequency (dropdown). The right column contains: Status Time (04:15 PM), End Date (empty), Student Service Results Other (dropdown), Total Hours Served (input), State Course Code (input), Content Area Other (dropdown with note "Only if Intervention Content Area is 8: Other"), Materials Code 1 (input with note "If applicable"), Materials Code 2 (input with note "If applicable"), Delivery Location (dropdown), Delivery Method Other (dropdown with note "Only if Delivery Method is 4: Other"), and Duration (dropdown). A large yellow highlight covers the Start Date, End Date, Student Service Results, Tier Status, Intervention Type, Intervention Content Area, Intervention Materials 1, Intervention Materials 2, Intervention Staff, Delivery Method, and Frequency fields. A red highlight covers the Content Area Other, Materials Code 1, Materials Code 2, and Delivery Method Other fields.

Highlighted fields should be entered when creating the record.
Green fields are entered when closing the record.

Optional Fields

These field may be required by the district but are not required by KDE.

The screenshot displays a web form with two columns of optional fields. The left column includes text input boxes for 'Comments' and 'Comments Continued', a dropdown for 'Funding Source', and a section for 'Area(s) of Student Need' with a list of checkboxes for Literacy Readiness, Reading Fluency, Reading Vocabulary, Writing Mechanics, Math Number Sense, Math Numeracy Readiness, Geometry, and Measurement. The right column includes a 'Funding Other' text box, a list of checkboxes for Reading Phonics, Reading Comprehension, Writing Hand Writing, Writing Content, Math Computation, Math Reasoning, Probability / Statistics, and Algebraic Thinking, and a second list of checkboxes for Measurement, Social/Emotional, Language, Adaptive Skill(s), Acceleration, Content Other, Parental/Guardian Involvement, Notified of Inter. Plan, Provided W/ Resources, Provided with student data, Referred, Algebraic Thinking, Cognitive, Behavior, and Credit Recovery. Both columns also feature 'Other Description' and 'Referral Description' text input boxes.

Field Name	Field Type
Comments	Text Input
Comments Continued	Text Input
Funding Source	Dropdown
Funding Other	Text Input
Area(s) of Student Need	Text Input
Literacy Readiness	Checkbox
Reading Fluency	Checkbox
Reading Vocabulary	Checkbox
Writing Mechanics	Checkbox
Math Number Sense	Checkbox
Math Numeracy Readiness	Checkbox
Geometry	Checkbox
Measurement	Checkbox
Reading Phonics	Checkbox
Reading Comprehension	Checkbox
Writing Hand Writing	Checkbox
Writing Content	Checkbox
Math Computation	Checkbox
Math Reasoning	Checkbox
Probability / Statistics	Checkbox
Algebraic Thinking	Checkbox
Measurement	Checkbox
Social/Emotional	Checkbox
Language	Checkbox
Adaptive Skill(s)	Checkbox
Acceleration	Checkbox
Content Other	Checkbox
Parental/Guardian Involvement	Checkbox
Notified of Inter. Plan	Checkbox
Provided W/ Resources	Checkbox
Provided with student data	Checkbox
Referred	Checkbox
Algebraic Thinking	Checkbox
Cognitive	Checkbox
Behavior	Checkbox
Credit Recovery	Checkbox
Other Description	Text Input
Referral Description	Text Input
Included in Planning	Checkbox
Attended Intervention Meeting	Checkbox



Updating a Record

- ▶ Districts may make policies about how often to update records (such as total hours served). KDE requests they be opened at the beginning of the intervention and closed at the end of the intervention.
- ▶ Focus schools as identified by KDE and/or programs (such as MAF and RTA) may also have set requirements for data entry updates.



Deleting a Record

- ▶ If you find blank or duplicate records, it is permissible to delete them.
- ▶ Your district KSIS system administrator may delete them or give you rights to delete them.
- ▶ If a record is false or faulty and cannot be corrected, it is permissible to delete it.



How does changing schools impact intervention records?

- ▶ Student moves schools within the district
 - Why do I see records from a previous school?
 - Can I hide them?
 - Can I delete them?
- ▶ Student moves schools district to district
 - Can I see records from previous school?

Data Entry and Verification Deadlines

- ▶ June 30
All normal school year records must be entered and corrected
- ▶ September 30
ESS Summer School must be entered and corrected

For more information

Jarrold S. Slone

Education Academic Program Consultant

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Division of Learning Services
500 Mero Street, 19th Floor CPT
Frankfort, KY 40601

Jarrod.slone@education.ky.gov

502-564-4970, ext. 4117

Questions





Original and Amended School Calendars

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

Ask questions and interact with presenters through GoSoapBox:

<http://app.gosoapbox.com>

Access Code: KDEDData



Original and Amended School Calendars

Cheri Meadows, Branch Manager
Garnetta Barnette, Systems Consultant IT
Office of District Support
Division of Administrative Support

Objective

- ▶ Ensure school districts use the correct procedures for successful submission of their 2016–17 Original Calendars and 2015–16 Amended School Calendars
- ▶ Calendar compliance issues may include:
 - Weather days
 - Emergency hours
 - Make-up days
 - Break days
 - Disaster days
 - Teacher equivalency days
 - Holidays
 - Nontraditional days
 - Etc.

Calendar Facts

Calendars must be submitted to KDE prior to June 30 in accordance with 702 KAR 7:125. The calendar is verified for compliance with statutes, regulations and legislation established by the KY General Assembly.

- ▶ All calendars must be submitted electronically through the KDE Web Application: <https://applications.education.ky.gov/login/>
- ▶ If you need help with accessing this site or with user name/password assistance, please contact your district WAAPOC (Web Application Administrator Point of Contact). Information regarding WAAPOCs can be found at: [WAAPOC School District Contacts](#)
- ▶ 2016–17 Original Calendars can be submitted to KDE after April 25
- ▶ 2015–16 Amended Calendars can be submitted to KDE after the last day of the school term



Amended Calendar Requirements

HB 211 SCS1 – School calendars

- ▶ HB 211, as recently enacted by the General Assembly, provides flexibility for school districts to adjust school calendars in order to provide 1,062 hours of instruction
 - In the event this number of hours cannot be met despite the best efforts of the district, the district may request a waiver from the KDE Commissioner to set the last instructional day to occur on June 5, 2016
- ▶ If any school district believes they will have instructional days beyond June 5, they need to contact their field staff representative to discuss possible options

Strategies to reach 1,062 by June 5

- ▶ Lengthen the school day
 - Not to exceed 420 instructional minutes per day
- ▶ Convert non-instructional days (spring break days, Memorial Day, professional development days) to instructional days
 - Election Day may be used as an instructional day if no school in the district is used as a polling place
- ▶ Minimize non-instructional time (recess, passing time) during the existing day

Requesting a waiver

If a local district has implemented these strategies to reach 1,062 instructional hours and anticipates it cannot reach these hours by June 5, 2016:

- ▶ The district shall request assistance by **May 1, 2016**, if it does not wish to continue past June 5
- ▶ If, after providing planning assistance, the Commissioner determines the school district has maximized instructional time but cannot complete 1,062 hours by June 5, the district shall receive a waiver for any hours that would occur after June 5

Note: Since the calendar is particular to each individual school, the waiver will be granted based on the need of each individual school in the district

Options for Classified and Certified Staff

Instructional minutes added to a scheduled day

- ▶ If a district has added minutes to a regular instructional day in the effort to reach 1,062 instructional hours, added time can count toward a contract day for certified personnel
 - For example, a district may have had a regular day set at 375 minutes, but as of March 15, extended the day to 400 minutes. That extra 25 minutes each day can count toward a regular day. Since a regular day was established at 375 minutes, it would take 15 days of extended time to make a contract day.

Use of banked time previously established in the district

- ▶ If a district has established a policy stating the time in excess of 360 instructional minutes will count toward contract days for certified staff – this is a local decision

Work compensatory time

- ▶ Classified staff may be assigned to work additional time to count toward contract days as long as the total work time for a week is no more than 40 hours
 - Duties assigned for the compensatory time should be commensurate with the employee's regular job description.

NOTE: Districts are encouraged to consult with local legal counsel, prior to making any significant changes to employee contracts.



Common errors

- ▶ Gaps in school months
 - Check your school month ranges to make sure there are no gaps in the school months
 - Be sure to include all coded days in your 10th month calendar range
- ▶ There must be 20 days in each school month excluding the 10th month – it can contain less days
- ▶ Days in calendar cannot have more than one Day Event Type
- ▶ “Invalid day of the week, not 1–5”
 - This indicates that a Saturday or Sunday is selected as a school day

Note: It is Best Practice to use the edit reports before submitting your calendar

Common errors

- ▶ Hours: A calendar must consist of a minimum of 1,062 hours of instruction
- ▶ Original calendars must have a minimum of 170 instructional days
- ▶ Day Event Types are entered for Mondays through Fridays only
- ▶ Each week day (other than a regular day) must have an event type
 - ▶ No weekdays should be omitted or ‘Xed’ out in the Calendar
- ▶ Original calendars should include Make-up days equal to the maximum number of weather days in the 12-13 through the 14-15 school years
 - KDE staff checks this information manually during the Original Calendar submission process
- ▶ Unused “Make-up” days should be removed and not reported on the Amended Calendar

Preparing the Calendar in Infinite Campus

Once calendar edits are complete in Infinite Campus, it will be beneficial to run the following reports prior to creating and submitting the Amended Calendar

Calendar Edits Report Generate the Calendar Edits Report

Path:

*Index > KY State Reporting >
Edit Reports > Calendar Edits
Report*

Instructions:

- ▶ Select the school year and “All Schools” or a single school at the top of the screen
- ▶ Click Generate Report.

The screenshot displays the Infinite Campus District Edition interface. At the top, there are dropdown menus for Year (13-14), School (All Schools), and Calendar (All Calendars). Below these are navigation tabs for Index, Search, and Help. A left-hand menu lists various reports, with 'Calendar Edits Report' highlighted. The main content area shows the title 'Calendar Edits Report' and a warning message: 'This report may take several minutes to render. Please do not click Generate Report more than once.' It explains the purpose of the report is to identify calendars with errors, such as school months not covering all days, events marked for attendance, school months with other than 20 days, opening days, closing days, holidays, professional development days, and makeup days, and non-instructional minutes for lunch. A 'Generate Report' button is visible at the bottom of the main content area.

Calendar Edits Report

- Days with more than 1 event
- Days Outside of School Months
- Day Event Attendance
 - ▶ Indicates a Day Event incorrectly marked for attendance (Example: PD day/Holiday)
- School months with other than 20 days
 - ▶ Lists any month that does not meet the 20 day rule.
- Event Existence
 - ▶ The number of Opening, Closing, Makeup, Holidays and Professional Development days.
- Missing Lunch Minutes
 - ▶ A schedule that is missing lunch minutes
- Weekdays that are not regular days with no events
 - ▶ It will note if a school day is not marked as an event (other than a regular day).

The screenshot shows a PDF document titled "report.pdf - Adobe Reader". The main content is a "Calendar Edits Report" with a "Run Date : 4/23/2014 1:41:35 PM". The report is divided into sections for different schools. The first section is "Weekdays that are not regular days with no events". Under this section, there are two school entries:

- School: Anderson County Middle School**
Calendar: 13-14 Anderson County Middle S Schedule: Main
Date
6/10/2014
6/11/2014
6/12/2014
- School: Emma B. Ward Elementary School**
Calendar: 13-14 Emma B. Ward Elementary Schedule: Main
Date
6/10/2014

Calendar Summary Report

Path:

Index > KY State Reporting > KDE Reports > Calendar Summary

Instructions:

- ▶ Select the school year and “All Schools” or a single school at the top of the screen
- ▶ Click Generate Report

The Calendar Summary Report indicates the following:

- number of six hour days
- any shortened days
- total instructional hours
- the amount of banked time for each calendar

The screenshot displays the Infinite Campus District Edition web interface. At the top, there is a green header with the logo and the text "District Edition". Below the header, there are three dropdown menus: "Year" set to "13-14", "School" set to "All Schools", and "Calendar" set to "All Calendars". A navigation menu on the left includes "Index", "Search", "Help", and a list of reports such as "H1N1 School Closings Re...", "Missing Enrollment End St...", "Multiple Enrollment Attend...", "Overage/Underage Report", "Schedule Gap Report", "Schedule Structure Grades", "Seat Count By Section", "Student Summary Report", "Suspension Attendance Li...", "Growth Factor Submission", and "KDE Reports". The "Calendar Summary" report is selected and highlighted in blue. The main content area shows a "Calendar Summary" header, a warning message: "This report may take several minutes to render. Please do not click Generate Report more than once.", and a description: "This report lists the 5-hour days and shortened days in the calendar. It gives total hours for the calendar and any banked hours." Below this, there is a "PDF" dropdown menu and a "Generate Report" button.

Calendar Report

Path:

Index > System

Administration > Calendar

Instructions:

Select Days Tab and then select Print Icon.

About the Calendar Report:

- The Calendar Report will capture the entire school year in one snapshot
- Highlighting the Non-Instructional Days and Non-School Days assigned

The screenshot shows the Infinite Campus District Edition interface. At the top, it displays 'District Edition' and 'Year 13-14' for 'School Anderson County Middle School'. The left sidebar contains a navigation menu with 'Calendar' selected. The main area shows a calendar for 'April 2014' with a 'Print' icon highlighted. Below the calendar, there are options for 'Day Reset' and 'Multi Day Event'.

The screenshot shows the 'Calendar Report' for Anderson County Middle School. It features a legend on the left side with color-coded boxes for 'Instructional Day' (blue), 'Non-Instructional Day' (yellow), and 'Non-School Day' (grey). The main area displays a grid of the school year from August to May, with days color-coded according to the legend. The report includes a title 'Anderson County Middle School' and 'Calendar Report' and a date range '8/26/13 - 5/23/14'. At the bottom, there are summary statistics for 'Total Instructional Days', 'Total Non-Instructional Days', and 'Total Non-School Days'.



MISSOURI DEPARTMENT OF EDUCATION

Creating Calendar File

Path:

Index > KY State Reporting > Calendar Report

Instructions

Complete the following drop downs:

- ▶ Is Amended Calendar: Yes or No
- ▶ Calendar Type: Regular
- ▶ Board Approval Date: XX/XX/2016
- ▶ Exclude Calendars with state exclude: Yes
- ▶ Format: State Format (Fixed Width)
- ▶ Select Calendars button: list by year
- ▶ CTRL-click or SHIFT-click to select all required calendars to be submitted for 15-16
- ▶ Click: Generate Extract Button

Infinite Campus District Edition

Year: 13-14 School: Anderson County Middle School

Index Search Help

KY Calendar Report

This tool will extract data to complete the KY Calendar Report. Choose the State Format to get the file in the state defined Fixed Width format, otherwise choose one of the testing/debugging formats.

Is Amended Calendar: Yes

Calendar Type: Regular

Board Approval Date: 04/23/2014

Exclude Calendars with state exclude: Yes

Format: State Format (Fixed Width)

Generate Extract

Select Calendars

Which calendar(s) would you like to include in the report?

active year list by school list by year

13-14

- 13-14 Anderson County High, Soph
- 13-14 Anderson County Middle 8
- 13-14 Emma B. Ward Elementary
- 13-14 Elizabeth Sparrow Early Ch
- 13-14 Phoenix Academy
- 13-14 Robert B. Turner Element
- 13-14 Safford Street Elementary

CTRL-click or SHIFT-click to select multiple

Saving the Calendar File

- ▶ Save As window will pop up and will by default have the File Name and Save as type correct
 - Note the location of where this file will be saved so it can be retrieved for uploading to KDE
 - The file name and type must be CALXXX.16 for amended or CALXXX.17 for original calendars
 - XXX = District number

Submitting the Calendar File

KDE–Web Application

Menu for Calendar File Submission

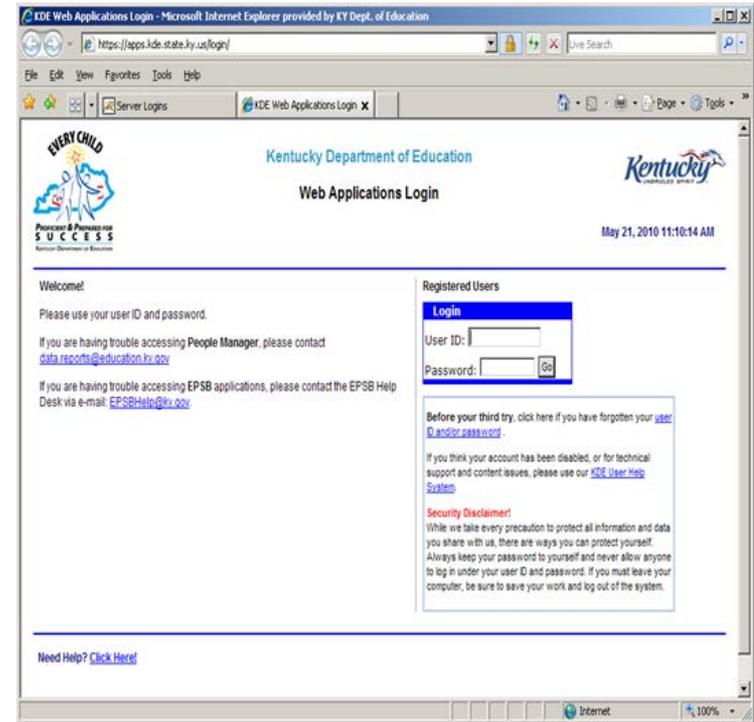
Instructions:

- ▶ Open Internet Browser and type in the URL address
<https://applications.education.ky.gov/login/>
- ▶ Enter your KDE web User ID and Password
- ▶ Click on “Go” button

After successful login, the web applications menu appears:

- ▶ Click on the link Kentucky School Calendar and this will take you to the file submission window

Note: If there are issues with logging in or the user name/password, please contact your district WAAPOC



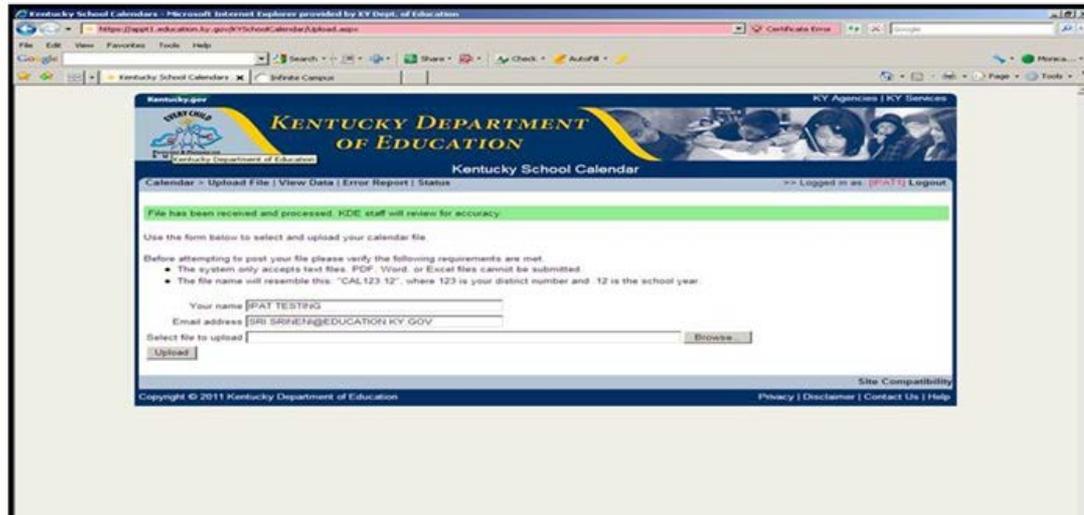
Submitting the Calendar File

Note: The file name should resemble “CALxxx.yy” where xxx stands for the 3-digit district code and yy stands for 2-digit calendar year

- After selecting the file to submit, click on the “Upload” button
- A message will appear on the screen in green, indicating the file was successfully uploaded

The system will notify KDE that the file has been submitted successfully

- If your file submission was successful you can “Logoff” to sign out of the application



Automated Email

- ▶ An automated e-mail message will be forwarded to the submitter stating the file was successfully submitted to KDE
- ▶ Auto Error Return will identify errors in the district's calendar submission and will send an automated approval or rejection notice by e-mail
- ▶ The Auto Error Return system will not allow multiple calendar submissions to prevent overlap

Calendar Review by KDE

- ▶ The calendar is reviewed manually by KDE field staff to verify the mandated requirements
 - If the calendar does not meet the requirements, the submitter will be notified to correct and resubmit
- ▶ If the school district has changed the calendar and needs to resubmit the file, a request for re-submittal must be obtained from the assigned KDE field staff consultant
 - To prevent an overlap, the calendar application will not permit a district to submit a calendar more than once unless KDE gives permission

KDE Field Staff Consultants

RUTH WILKES: 859-583-3417

SCOTT ROSE: 606-776-0798

SHEILA HARNED: 270-705-9158

For information on how to request planning assistance, please contact Cheri Meadows by e-mail at cheri.meadws@education.ky.gov or by telephone at (502) 564-5279, ext. 4451.



SAAR Submission

Begins at 1:45 p.m. (ET)

Ask questions and interact with presenters through GoSoapBox:

<http://app.gosoapbox.com>

Access Code: KDEDData



SAAR Submission

Ronda Devine, Education Consultant
Student Tracking, Health and Transportation Branch
KDE Division of District Support

Agenda

- ▶ Overview
- ▶ Preparation
 - Quality Review and Assurance
- ▶ Submission

Overview of SAAR Report

Purpose

- ▶ The Superintendent's Annual Attendance Report (SAAR) provides year-end attendance information used to calculate the school district's enrollment, membership, average daily membership (ADM), percent of attendance, home and hospital ADA and adjusted average daily attendance (AADA)

Due Date

- ▶ The SAAR is due to KDE by June 30
 - It is strongly encouraged that districts submit and verify their reports as soon as possible after the last student day of the school year



Focus Area

The SAAR includes the following information for the entire school year's aggregate days attendances and absences:

- Race and Gender count
- Adjustments for less than full-time attendance (Partial Day)
- Nonresident/Non-contract
- Overage and Underage
- Virtual/Performance Based Proficient
- Eligible suspensions and eligible expulsions
- Low attendance days

SAAR Focus Area Records

Record	Description
Record 1	Calendar
Record 2	Enrollment/Reenrollment
Record 3	Withdrawals
Record 5	Ethnic Count (R2 – R3 = R5)
Record 7	Aggregate Attendance



SAAR Focus Area Records

Record	Description	Definition
Record 9	Non-Contract Over/Under Attendance	‘Non Contract Aggregate Days Present’ is the amount of attendance for a student who was either non-contract, overage or underage that will be deducted from base (subtraction from the base).
Record H	Home/Hospital	Already included in base attendance (R7). RH record comes to KDE for the Home and Hospital ADA calculation. This is funded separately.
Record L	Five Low Attendance Days	‘Aggregate Low Attendance Days Present Total’ (subtraction from base).
Record W	Ten Low Attendance Weather Days	‘Aggregate Low Weather Attendance Days Present’ (addition to the base). The SAAR report reflects Full AADA with no adjustment made for kindergarten.

SAAR Adjustments



Non-Traditional Instruction Days (NTI)

- ▶ **Record N** = Non-Traditional Instruction Days (NTI) can be used for school closings due to weather related issues. A Non-Traditional yearly plan must be approved by KDE, prior to the new school year. NTI days are considered a school day with instruction.

- ▶ **No transportation is calculated for N days**

Path > *System Administration* >
Calendar > *Calendar* > *Days*

<< February 2016 >>

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

▼ Event on this Day

Day Detail

Date 02/17/2016		Day # 113
Period Schedule S1		
School Day <input checked="" type="checkbox"/>	Instruction <input checked="" type="checkbox"/>	Attendance <input type="checkbox"/>
Start Time <input type="text"/>	End Time <input type="text"/>	Duration <input type="text" value="0"/>
The duration field will be calculated automatically		
Comments <div style="border: 1px solid gray; height: 30px; width: 100%;"></div>		

Day Events

Type	Duration	Inst. Minutes
✕ N: Non-traditional Instruction ▼	<input type="text" value="0"/>	<input type="text" value="0"/>
Add DayEvent		



Non-Traditional Instruction Days (NTI)

NTI days
appear here



Extract Format: PDF

Date Range To

School Month

- Month 1 (08/03/2015 - 09/28/2015)
- Month 2 (08/31/2015 - 09/25/2015)
- Month 3 (09/28/2015 - 10/30/2015)
- Month 4 (11/02/2015 - 12/02/2015)
- Month 5 (12/03/2015 - 01/11/2016)
- Month 6 (01/12/2016 - 02/09/2016)
- Month 7 (02/10/2016 - 03/10/2016)
- Month 8 (03/11/2016 - 04/15/2016)
- Month 9 (04/18/2016 - 05/13/2016)
- Month 10 (05/16/2016 - 06/07/2016)

Report Selection All Reports Last Year's Full SAAR ADA

- R1 School Calendar (Annual report)
- R2 Enrollment / Reenrollment (Annual report, enrollments count)
- R3 Withdrawals (Annual report, withdrawals count)
- R5 Ethnic Count (Active students on the end date of 10th school Month)
- R7 Aggregate Attendance
- R9 Non-Contract / Over Age - Under Age Attendance
- RH Home Hospital Attendance
- RL Five Low Attendance Days
- RW Ten Low Attendance Weather Days
More Weather Days have been set.
- RN Non-Traditional Instruction Days**
Days: 02/17/2016, 02/18/2016, 02/19/2016
- RL7 Low Attendance Health and Safety**
No Low Attendance Health and Safety Days have been set.
- RV Virtual Performance Based Attendance
- RS Out of School Suspension
- RX Expulsion
- District Daily Attendance

Generate Report Validation Report Submit to Batch

Select Students

Grade

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08

Ad Hoc Filter

Specify 5 Low Attendance Days [Load 5 Low Att. Days](#)

[Clear](#)

Adjusted AADA – Kindergarten

▶ *Adjusted Average Daily Attendance*

- The state of Kentucky provides funding for 50% (half) of kindergarten ADA, even if a school district chooses full day of kindergarten. This funding adjustment is made after submission of the SAAR to KDE.

▶ *Kindergarten Retention*

- If a student is retained in kindergarten with a grade level of 00 for the first year and 00 for the second year, grade 00 will be adjusted for the second year also. (= ½ SEEK ADA)



Calculation of SAAR AADA

Base Aggregate Days Present (R7) + Adjustment Aggregate Days Present (R7) + (Last Year's SAAR AADA * (Sum of Weather Days, NTI days) - Low Attendance Weather (RW), NTI Days, Aggregate Low Attendance Days Present (RL), Aggregate Days Present (R9)) divided by Number of Days Taught minus 5

$$\frac{R7 + R7 \text{ adjustment} + AADA (W+N) - (W-N-RL-R9)}{\text{Instructional Days} - 5}$$

SAAR Report Submission Steps

Quality Review

Enter Low Attendance Days

Generate SAAR Report

Submit SAAR to KDE

Verify SAAR with KDE

Quality Review Process



Preparing for the SAAR

- ▶ To begin preparation for the SAAR, review your data:
 - ✓ State Enrollment Overlap Report
 - ✓ Ethnicity/Missing Enrollment End Status
 - ✓ Kindergarten Full-Day/Half-Day Indicator
 - ✓ ADA/ADM Report – Full Year
 - ✓ Student Schedule Gap
 - ✓ Overlapping T-Codes/Missing T-Codes
 - ✓ Period Schedule Gaps
 - ✓ Non-Resident Students
 - ✓ Overage/Underage
 - ✓ Suspension/Expulsion
 - ✓ Partial Day Students
 - ✓ Home Hospital Students



Record 7 – Aggregate Days Attendance and Absences

State Enrollment Overlap

Path: *Student Information > Reports > State Enrollment Overlap*

- ▶ **Description:** Enrollment overlaps occur when the begin/end dates of one primary enrollment overlap with that of a second primary enrollment record for the same student. **KDE will not process a district SAAR until all overlaps of more than one day are corrected.**
- ▶ **Action:** Correct enrollment overlaps.



Record 5 – Ethnic Count

Run Records 2 and 3 of SAAR

- ▶ Select extract format of PDF, All Calendars, and date range should be blank

Ethnic Count

R2 (Enrollment + Reenrollment) – R3 (Withdrawals) = R5

Record 3 Withdrawals

Missing Enrollment End Status Report

Path: *KY State Reporting > Edit Reports > Missing Enrollment End Status Report*

- **Description:** Identifies students who have an enrollment with an end date but no associated end status
- **Action:** Add an end status to enrollment



Record 7 – Aggregate Days Attendance and Absences

Kindergarten

- ▶ The appropriate kindergarten code is selected from the dropdown menu:
 - **BDK:** Full and Half Day Kindergarten
 - **FDK:** Full Day Kindergarten
 - **HDK:** Half Day Kindergarten

Kindergarten Attendance

Path: *System Administration* >
Calendar > *Calendar* > *Grade Levels*

- System Administrator
- Corbin District Website
- Infinite Campus University
- Kentucky Dept. of Ed.
- Parent & Student Portal
 - ▶ Student Information
 - ▶ Instruction
 - ▶ Census
 - ▶ Behavior
 - ▶ Health
 - ▶ Attendance
 - ▶ Scheduling
 - ▶ Fees
 - ▶ Grading & Standards
 - ▶ Medicaid
 - ▶ Programs
 - ▶ Ad Hoc Reporting
 - ▶ User Communication
 - ▶ Assessment
 - ▼ System Administration
 - ▶ Attendance
 - ▶ Auditing
 - ▶ Batch Queue

Calendar **Grade Levels** Schedule Structure Terms Period

New Save Delete

Grade Level Editor	
Name	Seq
00	6
01	7
02	8

Grade Level Detail

Name (locked)
00

*Sequence Number
6

*State Grade Level Code
00: Kindergarten

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications
0

Kindergarten Code
BDK: Full and Half Day Kindergarten

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exempt from Assignment

Standard Code (SIF code)

Exclude from SIF reporting





Record 7 – Aggregate Days Attendance and Absence

Student Schedule Gaps

Path: *KY State Reporting > KDE Reports > Schedule Gap Report*

- ▶ **Description:** Used to locate student schedule gaps
- ▶ **Action:** Correct any schedule gaps for any dates shown on this report. Perform this for any withdrawn students as well, since they do affect the attendance reports.



Note: Virtual and Performance-Based courses will show a gap, this does not need to be corrected.



Record 7 – Aggregate Days Attendance and Absence

Audit Overlapping T Codes

Path: *Ad Hoc Reporting > Filter Designer > State Published*

- ▶ **Description:** Student records with overlapping transportation codes need to be corrected. Run this query for each school.
- ▶ **Action:** Correct any overlapping transportation records.



Record 7 – Aggregate Days Attendance and Absence

Audit Missing T-Codes

Path: *Ad Hoc Reporting* > *Filter Designer* > *State Published*

- ▶ **Description:** All students should have a T-Code associated with their school enrollment records.
- ▶ **Action:** Run the Missing T-Code filter for each school. Assign a transportation code and enter a date segment for students.

Record 7 – Aggregate Days Attendance and Absence

Close Gaps in Period Schedules

Path: System Administration > Calendar > Calendar > Periods Tab

Period Schedule/Periods Editor

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
L1	1	401	430	430

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

*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
X 1	1	08:00 AM	09:17 AM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 2	2	09:17 AM	10:33 AM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 3	3	10:33 AM	11:04 AM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 4	4	11:04 AM	12:44 PM	24	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 5	5	12:44 PM	02:00 PM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 6	6	02:00 PM	03:10 PM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>





Record 9 – Non-Contract / Overage –Underage Attendance

Non-Resident Non-Contract Students

Path: Ad Hoc Reporting > Filter Designer > State Published > Student Audit Non-Resident Non-Contract

- ▶ **Description:** Student Audit Non-Resident Non-Contract ad hoc identifies students who are non-residents and **do not** have a contract agreement
- ▶ **Action:** Verify that these students reside outside your district and you do not have a contract with that district



Note: The 'Resident District' value should be maintained by the district to indicate the resident district of any student who does not reside in the district.





Record 9 – Non-Contract / Overage –Underage Attendance

Non-Resident Contract Students

Path: *Ad Hoc Reporting > Filter Designer > State Published > Student Audit Nonresident Contracts*

- ▶ **Description:** The Student Audit Non-Resident Contracts ad hoc identifies students who are non-resident and **do** have a contract agreement
- ▶ **Action:** Verify that non-resident students have a contract on file.



Note: The 'Resident District' value should be maintained by the district to indicate the resident district of any student who does not reside in the district. If students on this ad hoc do not reside outside of your district, remove the resident district from their enrollment.

Record 9 – Non-Contract / Overage –Underage Attendance

Below is the proper set up for a Non-Contract student

Path: *Student Information > General > Attendance Group Tab*

The screenshot shows a software interface for configuring an attendance group. It features two main sections. The top section is a header labeled "Attendance Group" with a large empty text area below it. The bottom section is a form with the following fields:

- *Enrollment:** A dropdown menu containing the text "15-16 Knox Central High School Grade:12 Start:08/12/2015".
- *Attendance Group:** A dropdown menu with "NC:Non-Contract" selected.
- *Start Date:** A date field containing "08/12/2015" with a calendar icon to its right.
- End Date:** An empty date field with a calendar icon to its right.

Record 9 – Non-Contract / Overage –Underage Attendance

Below is proper set up for a Contract student

Path: *Student Information > General > Enrollments*

The screenshot shows a software interface for 'General Enrollment Information'. The form is divided into several sections:

- General Enrollment Information:** Includes fields for Calendar (15-16 PAINTSVILLE ELEMENTARY S), Schedule (Main), *Grade (02), Class Rank Exclude, *Start Date (08/13/2015), End Date, End Action, *Service Type (P: Primary), *Start Status (E01: First enrollment of the year), End Status, Dropout Reasons, Start Comments, and End Comments.
- Future Enrollment:** Includes Next Calendar, Next Schedule Structure, and Next Grade.
- State Reporting Fields:** Includes State Exclude, Migrant, Immigrant, Out Of State, Program 504, Homeless, Foreign Exchange, Drop Out Questionnaire Date, Perkins Only, Extra Year in Primary School Choice, Living Status, and Unaccompanied Youth.
- Resident District:** A dropdown menu showing 'Johnson County(285)', which is circled in red.
- School of Accountability:** A dropdown menu showing 'Select a Value'.
- District of Accountability:** A dropdown menu showing 'Select a Value'.
- KEES Override:** A dropdown menu.
- Special Ed Fields:** Includes Underage Waiver.





Record 9 – Non-Contract / Overage – Underage Attendance

Underage

There are two categories for Underage students:

- ✓ Grade 00 students are considered “Underage” for the entire year if their 5th birthday occurs after October 1st of the reporting year.
- ✓ Grade 01 students are considered “Underage” for the entire year if their 6th birthday occurs after October 1st of the reporting year.



Record 9 – Non-Contract / Overage –Underage Attendance

Overage/Underage

Path: *KY State Reporting > Edit Reports > Overage/Underage Report*

- ▶ **Description:** Identifies underage/overage students for further review.
 - Run this report for “All Schools, All Calendars”
- ▶ **Action:** Check the list for accuracy of student DOB or that all students with a waiver are correctly identified



Suspension Attendance

Path: *KY State Reporting > Edit Reports > Suspension Attendance*

- ▶ **Description:** The Suspension Attendance Report identifies those students who were suspended and have invalid data because:
 - Attendance data was not entered properly to match a behavior resolution,
 - Behavior resolution doesn't match attendance data for a state coded suspension.
- ▶ **Action:** The suspension code **SSP3** – Out of School Suspension – requires the proper state attendance code of S.



Note: Sometimes this report shows errors when days are shortened, but they are not actually errors.



Expulsion

Expulsion Attendance Report

Path: *KY State Reporting* > *Edit Reports* > *Expulsion Attendance Report*

- ▶ **Description:** Identifies those students who were expelled
- ▶ **Action:** state expulsion code **SSP2** for *Expulsion Not Receiving Services* requires that a student have a standard attendance event of Absent / Unexcused for all attendance days from the start date to the end date of the behavior resolution.

State Attendance Groups

Audit Partial Day

Path: *Ad Hoc Reporting > Filter Designer > State Published > Student Audit Partial Day*

- ▶ **Description:** Identifies students with a Partial Day attendance group. (*i.e.*, Students with IEPs whose LRE is partial day.)
- ▶ **Action:** Ensure that the setup is correct for partial day students.

State Attendance Groups

- ▶ Verify start date, start time and end time match the student's IEP (as applicable). Further information on partial day setup is available through the [Data Standards Attendance Document](#).

The screenshot displays the 'Attendance Group' configuration page. At the top, a header bar shows the group name '05 15-16 Anderson County Middle S 08/17/2015 (1)' and a link for 'StartDate: 08/17/2015 AttendanceGroup:PAR'. Below this, the main configuration area includes:

- *Enrollment:** 15-16 Anderson County Middle S Grade:05 Start:08/17/2015
- *Attendance Group:** A dropdown menu set to 'PAR:Partial Day'.
- *Start Date:** A date picker set to '08/17/2015'.
- End Date:** An empty date picker.
- Start Time:** An empty text input field.
- End Time:** An empty text input field.
- Avg Partial Minutes:** A text input field containing the value '54'.
- Percent Enrolled:** A text input field containing the value '12.7%'.
- Instructional Periods:** 07:50 AM - 02:55 PM

At the bottom, two informational notes are provided:

- * Partial Minutes was auto-calculated based on the maximum scheduled minutes if no start time and end time was specified
- * Adding/Changing the start/end time and start/end date will update the attendance records





State Attendance Groups

Audit Home and Hospital

Path: *Ad Hoc Reporting > Filter Designer > State Published*

- ▶ **Description:** Identifies students in any of the attendance groups
- ▶ **Action:** Ensure that attendance is marked properly for the HH students.



State Attendance Groups

Home and Hospital

Any student eligible for HH must be put in the HH attendance group to receive full funding through SEEK.

UI interface for adding an attendance group. The top bar contains buttons: Add Attendance Group, Save, Delete, and Documents. Below is a list of attendance groups, with one selected: "08 15-16 Anderson County Middle S 08/12/2015 (1)". A sub-item shows "StartDate: 02/01/2016 AttendanceGroup:HH". Below the list is a form for editing the selected group, showing fields for Enrollment, Attendance Group (set to HH:Home/Hospital), Start Date (02/01/2016), and End Date.

Attendance Group			
08 15-16 Anderson County Middle S 08/12/2015 (1)			
StartDate: 02/01/2016 AttendanceGroup:HH			

Attendance Group			
*Enrollment	15-16 Anderson County Middle S Grade:08 Start:08/12/2015		
*Attendance Group	*Start Date	End Date	
HH:Home/Hospital	02/01/2016		



Low Attendance Days



Entering Low Attendance Days

After the quality assurance checks, perform the following:

- ✓ Run District Daily Attendance Report
- ✓ Check to see if any days are less than last year's AADA
- ✓ Enter appropriate L Days



Low Attendance Days

- All schools must be in session
- Five lowest days are automatically made L Days
- Days where attendance is less than last year's AADA can qualify for a bad weather day
 - Low Weather Day – L Code shows on Record W

District Daily Attendance Report

The District Daily Attendance Report should be used to determine low attendance weather days (W)

Example below: Previous Year AADA = 608.90

Path: *KY State Reporting > SAAR Report > District Daily Attendance*

Date		Present	Absent	Total	%	Type
03/31/2016 ^c	Tu	591.50	62.50	654.00	9.6%	
04/01/2016 ^c	F	593.50	60.50	654.00	9.3%	
12/07/2015 ^c	M	593.50	55.50	649.00	8.6%	
11/30/2015 ^c	M	593.50	53.50	647.00	8.3%	
10/02/2015 ^c	F	598.46	44.00	642.46	6.8%	
12/18/2015	F	600.87	49.00	649.87	7.5%	
09/14/2015	M	602.00	45.00	647.00	7.0%	
02/29/2016	M	603.00	47.00	650.00	7.2%	
10/23/2015	F	604.46	36.00	640.46	5.6%	
01/11/2016	M	605.37	48.50	653.87	7.4%	
12/04/2015	F	606.00	42.00	648.00	6.5%	
10/26/2015	M	606.46	35.00	641.46	5.5%	
11/09/2015	M	606.96	34.50	641.46	5.4%	
11/24/2015	Tu	607.00	43.00	650.00	6.6%	
12/14/2015	M	608.87	42.00	650.87	6.5%	
10/28/2015	W	608.96	32.50	641.46	5.1%	
08/24/2015	M	609.37	35.50	644.87	5.5%	
02/22/2016	M	609.50	40.50	650.00	6.2%	
10/16/2015	F	610.46	30.00	640.46	4.7%	

Below previous year AADA



District Daily Attendance Report

Date		Present	Absent	Total	%	Type
03/31/2016 ^c	Tu	591.50	62.50	654.00	9.6%	
12/07/2015 ^c	M	593.50	55.50	649.00	8.6%	
11/30/2015 ^c	M	593.50	53.50	647.00	8.3%	
04/01/2016 ^c	F	594.50	58.50	653.00	9.0%	
10/02/2015 ^c	F	598.46	44.00	642.46	6.8%	
12/18/2015 ^w	F	600.87	49.00	649.87	7.5%	L
09/14/2015	M	602.00	45.00	647.00	7.0%	
02/29/2016	M	603.00	47.00	650.00	7.2%	
10/23/2015	F	604.46	36.00	640.46	5.6%	
01/11/2016	M	605.37	48.50	653.87	7.4%	
12/04/2015 ^w	F	606.00	42.00	648.00	6.5%	L
10/26/2015	M	606.46	35.00	641.46	5.5%	
11/09/2015	M	606.96	34.50	641.46	5.4%	
11/24/2015	Tu	607.00	43.00	650.00	6.6%	
12/14/2015 ^w	M	608.87	42.00	650.87	6.5%	L
10/28/2015	W	608.96	32.50	641.46	5.1%	
08/24/2015	M	609.37	35.50	644.87	5.5%	
02/22/2016	M	609.50	40.50	650.00	6.2%	
10/16/2015	F	610.46	30.00	640.46	4.7%	
Last Year ADA		610.49				
02/10/2016	W	610.50	45.50	656.00	6.9%	
02/25/2016	Tu	610.50	38.50	649.00	5.9%	
11/18/2015	W	610.50	37.50	648.00	5.8%	

Previous Year AADA = 610.49

- ❖ After the five (5) lowest attendance days are deducted, a district may request an adjustment for up to ten (10) additional days when district attendance was low due to weather-related conditions.
- ❖ If the district's request is approved, the aggregate attendance for each day is deducted and replaced with prior year ADA, prior to calculating the district's ADA.
- ❖ Districts must keep documentation in the central office supporting the weather-related conditions that impacted attendance.

District Attendance – L Days

Path: *System Administration > Calendar > Calendar > Days*

<<
December 2015
>>

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

▼ Event on this Day

Day Detail

Date: 12/18/2015 Day #: 87

Period Schedule: S1

School Day <input checked="" type="checkbox"/>	Instruction <input checked="" type="checkbox"/>	Attendance <input checked="" type="checkbox"/>
Start Time <input type="text"/>	End Time <input type="text"/>	Duration <input type="text" value="0"/>

The duration field will be calculated automatically

Comments:

Day Events

Type	Duration	Inst.	Minutes
✕ L: Low Attn Weather (SAAR) ▼	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Add DayEvent

SAAR Report

Weather Days



Report Options

Report Type Detail Summary

Extract Format

Date Range To

School Month

- Month 1 (08/03/2015 - 08/28/2015)
- Month 2 (08/31/2015 - 09/25/2015)
- Month 3 (09/28/2015 - 10/30/2015)
- Month 4 (11/02/2015 - 12/02/2015)
- Month 5 (12/03/2015 - 01/11/2016)
- Month 6 (01/12/2016 - 02/09/2016)
- Month 7 (02/10/2016 - 03/08/2016)
- Month 8 (03/09/2016 - 04/12/2016)
- Month 9 (04/13/2016 - 05/10/2016)
- Month 10 (05/11/2016 - 06/14/2016)

Report Selection All Reports

- R1 School Calendar (Annual report)
- R2 Enrollment / Reenrollment (Annual report, enrollments count)
- R3 Withdrawals (Annual report, withdrawals count)
- R5 Ethnic Count (Active students on the end date of 10th school Month)
- R7 Aggregate Attendance
- R8 Non-Contract / Over Age - Under Age Attendance
- RH Home Hospital Attendance
- RL Five Low Attendance Days
- RW Ten Low Attendance Weather Days
No Low Weather Days have been set.
- RN Non-Traditional Instruction Days
Days: 09/11/2015
- RZ Low Attendance Health and Safety
Days: 09/10/2015
- RV Virtual Performance Based Attendance
- RS Out of School Suspension
- RX Expulsion
- District Daily Attendance

Select Calendars All Calendars

CTRL-click and SHIFT-click for multiple
(Calendars: 6 Schools: 0)

Select Students

Grade

Ad Hoc Filter

Specify 5 Low Attendance Days

<input type="text" value="09/01/2015"/>	<input type="text" value="08/31/2015"/>	Clear
<input type="text" value="08/24/2015"/>	<input type="text" value="09/14/2015"/>	<input type="text" value="08/25/2015"/>

Low Attendance

Submission of SAAR to KDE



SAAR Submission

- ✓ Generate the SAAR – State Format and PDF
- ✓ Archive the PDF in a secure location
- ✓ Submit SAAR through KDE Website

<http://opsupport.education.ky.gov/saar/>

Creating the SAAR State Format Fixed Width

Steps

1. Extract Format should be set to “State Format” (Fixed width)
2. Select Date Range but leave the date fields blank
3. Report Types should be marked as “All Reports”
4. Enter in last year’s Full SAAR AADA (relative for low attendance weather days)
5. Select Calendars should be marked as “All Calendars”
6. Click **Generate Report**
7. File name should be saved as SAARXXX.YY (XXX = District Number, YY= School Year) Example: SAAR011.16
8. Submit file to KDE.

The screenshot shows the 'Superintendent's Annual Attendance Report (SAAR) Enrollment Report' interface. The title bar reads 'Superintendent's Annual Attendance Report (SAAR)'. Below the title, it states 'Superintendent's Annual Attendance Report (SAAR) Enrollment Report' and 'The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide aggregate data suitable for state'. The interface is divided into several sections:

- Report Options:** Report Type is set to 'Summary' (radio button selected).
- Extract Format:** Set to 'State Format (Fixed width)' (dropdown menu).
- Date Range:** 'Date Range' radio button is selected. The date fields are empty.
- School Month:** A list of months from 1 to 10 is shown, each with an unchecked checkbox.
- Report Selection:** A list of report types with checkboxes: R1 School Calendar (Annual report), R2 Enrollment / Reenrollment (Annual report, enrollments count), R3 Withdrawals (Annual report, withdrawals count), R5 Ethnic Count (Active students on the end date of 10th school Month), R7 Aggregate Attendance, R9 Non-Contract / Over Age - Under Age Attendance, RH Home Hospital Attendance, RL Five Low Attendance Days, RW Ten Low Attendance Weather Days (No Low Weather Days have been set), RV Virtual Performance-Based Attendance, RS Out-of-School-Suspension, RX-Expulsion, and District-Daily Attendance.
- Report Selection:** 'All Reports' radio button is selected. A text field contains 'Last Year's Full SAAR ADA'.
- Select Calendars:** 'All Calendars' checkbox is checked. A list of school calendars is shown, including '15-16 Anderson County High Sch', '15-16 Anderson County Middle S', '15-16 Emma B. Ward Elementary', '15-16 Ezra Sparrow Early Child', '15-16 Phoenix Academy', '15-16 Robert B. Turner Element', and '15-16 Saffell Street Elementary'. A note below says 'CTRL-click and SHIFT-click for multiple (Calendars: 7 Schools: 7)'. A 'Select Students' section has 'All Students' selected in a dropdown menu.
- Grade:** A dropdown menu is set to 'All Students'.
- Ad Hoc Filter:** 'Ad Hoc Filter' radio button is unselected.
- Specify 5 Low Attendance Days:** A button labeled 'Load 5 Low Att. Days' is present. Below it are three empty text boxes and a 'Clear' button.
- Buttons:** 'Generate Report', 'Validation Report', and 'Submit to Batch' buttons are at the bottom.



Submission of the SAAR to KDE

- ▶ Each district's SAAR State Format file is submitted via the internet on the KDE website at: <http://opsupport.education.ky.gov/saar/>

The screenshot displays the KDE website interface for SAAR submission. The header includes the Kentucky.gov logo, navigation links for KY Agencies, KY Services, and a search bar. Below the header, there are links for About Schools & Districts, Instructional Resources, Administrative Resources, and Site Map. The main content area is titled "Home" and features a sidebar on the left with links for Ronda Devine (email), SAAR Error Checks (document), Growth Factor Error Checks (document), and January Growth Factor Error Checks (document). The main content area is titled "January Growth Factor" and contains two steps: "Step 1: Locate the file" and "Step 2: Check your file". Step 1 includes instructions on how to browse for the file and a "Browse..." button. Step 2 includes instructions on how to check the file and a "check file" button. The footer contains links for About this Site, Feedback, and Contact Us, along with a copyright notice for 1999-2012 Commonwealth of Kentucky.

Kentucky.gov KY Agencies | KY Services | Search KDE for ?

About Schools & Districts | Instructional Resources | Administrative Resources | Site Map

Home

January Growth Factor

Step 1: Locate the file

Press the "Browse" button and navigate to where your file is located. Only files named **JANGF [district number][school month].16** are accepted. The file you are submitting here is the 'State Format' (fixed width) from your student information system. Please **do not** send any PDF documents via this site.

Browse...

Step 2: Check your file

Press the "check file" button to send your file to be error checked and continue to Step 3. The error guide document on the left hand side of this page will show a list of all potential errors.

check file

About this Site | Feedback: webmaster@education.ky.gov | Contact Us

Privacy | Disclaimer | Accessibility Statement Copyright © 1999-2012 Commonwealth of Kentucky



Submission of the SAAR to KDE

- ▶ The file is submitted and goes through an error check process. Any errors found are listed on this page.

Step 3: Review any errors

Below you will find any errors in your file. If there are errors, please correct them in your file and start over at Step 1. Steps 1 □ 3 can be completed as many times as necessary. If no errors are present please continue to Step 4. If you complete step 4 your file will be locked and no new submissions can be made until KDE unlocks the file. If you need to resubmit, please [email the KDE Attendance Mailbox](#). If you need assistance with an error please contact ronda.devine@education.ky.gov.

COUNTY	1	0	12	Record 9 Over/Underage student count entered	Apr 18 2014	14
--------	---	---	----	--	-------------	----

Note: Errors must be corrected before the submission process is complete. School district personnel may consult with the KDE SAAR contact person for questions regarding errors.



Submission of the SAAR to KDE

- ▶ Once errors are corrected, the submission process is completed via the KDE website
- ▶ Please enter names as they appear in the global E-mail list

Step 4: Submit your file

If everything is satisfactory, enter your email, district and any comments you want to send, then press the "submit file" button. Please put your phone number and the names of any additional people to be notified in the comments field. **REMINDER:** Once submitted, the file will have to be reset by KDE if a new submission is needed.

 * your email
 * your name
 * your phone
 * your district
 * your Superintendent's name
 * your DPP's name

* your Finance Officer's name

comments

submit file





Submission of the SAAR to KDE

- ▶ Once your file is submitted it is reviewed at KDE
 - Your district will be contacted if KDE finds any discrepancies
- ▶ KDE will send the SAAR Summary back to you for verification
 - Once all districts have sent KDE an official email message verifying their SAAR, the process is complete

Thank you for your submission. KDE has been notified to review your data.

Step 5: Summary Reports

The submitted report will be reviewed and analyzed. KDE will generate your SAAR Summary Report and email your district a copy.

Step 6: Verification

Once you receive the SAAR Summary please review the contents carefully. If the summary report is satisfactory, **please reply via [email KDE](#) with an official statement of verification**. The SAAR will not be considered complete until KDE receives an official statement of verification.

SAAR Guidance Documentation

- ▶ The [SAAR Documentation Guidance](#) booklet is available from the KDE SAAR file submission Web site
 - Includes Error Checks
 - Step by step guidelines

Appendix

- ▶ Additional information is available in the appendix
 - SAAR Detail Reports

KDE Contact Information

KDE is available for questions during the SAAR submission process.

Please contact Ronda Devine for information and assistance:

502-564-5279, ext. 4444 or via email at ronda.devine@education.ky.gov

Appendix





SAAR Detail Reports

- ▶ Provide additional information using the same selection criteria, attendance calculation and business logic as the primary records
 - Offers additional information at the student level to aid in troubleshooting and analysis
 - Offers school-level listings of individual students who appear on the corresponding SAAR records.
- ▶ Select the “Detail” option in the extract editor for any of the following records: RV, RS, RX, R9 and RH. (For detail-level information on R7, refer to the ADA/ADM Detail report.)

SAAR Detail Reports

Superintendent's Annual Attendance Report (SAAR)

Superintendent's Annual Attendance Report (SAAR) Enrollment Report
The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide:

Report Options

Report Type: Detail Summary

Select Calendars: All Calendars

Extract Format: PDF

Date Range To

School Month

- Month 1 (08/03/2015 - 08/28/2015)
- Month 2 (08/31/2015 - 09/25/2015)
- Month 3 (09/28/2015 - 10/30/2015)
- Month 4 (11/02/2015 - 12/02/2015)
- Month 5 (12/03/2015 - 01/11/2016)
- Month 6 (01/12/2016 - 02/09/2016)
- Month 7 (02/10/2016 - 03/10/2016)
- Month 8 (03/11/2016 - 04/15/2016)
- Month 9 (04/18/2016 - 05/13/2016)
- Month 10 (05/16/2016 - 06/07/2016)

15-16 Dawson Springs Elementary
15-16 Dawson Springs Jr/Sr Hig

CTRL-click and SHIFT-click for multiple
(Calendars: 2 Schools: 2)

Select Students

Report Selection: All Reports

- R9 Over/Under Attendance
- R9 Non-Contract Attendance
- RH Home_Hospital Attendance
- RV Virtual Performance Based Attendance
- RS Out of School Suspension
- RX Expulsion

Grade: All Students, 00, 01, 02, 03, 04, 05, 06, 07, 08

Ad Hoc Filter

Generate Report Validation Report Submit to Batch

Refresh Show top 50 tasks submitted between 04/13/2016 and 04/20/2016

Detail Reports





SAAR Detail Reports

- ▶ **Record V** = Virtual: Virtual Proficient Aggregate Attendance Days' attendance for students who receive a proficient (pass) grade are populated on this record.
- ▶ **Record S** = Suspension: Eligible (10 day) Out of School Suspension Aggregate Absent Days (SSP3) attendance for students who have been suspended appear on this record (up to 10 days per student).
- ▶ **Record X** = Expulsion: 'District Eligible Expelled Aggregate Absent Days' (SSP1 + SSP2) attendance for students who have been expelled appear on this record, up to 175 of eligible expulsion per student

SAAR Detail Reports

RV Detail

- ▶ Students appear on the RV Detail report when they meet the criteria for Record V (Virtual/Performance). The detail report provides a list of students who are proficient.

RS Detail

- ▶ Students appear on the RS Detail report when they meet the criteria for Record S (Suspension Aggregate Attendance). The detail report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record S.

RX Detail

- ▶ Students appear on the RX Detail report when they meet the criteria for Record X (Expulsion Aggregate Attendance). The detail report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record X.



Homeless Education

Begins at 2:45 p.m. (ET)

Ask questions and interact with presenters through GoSoapBox:

<http://app.gosoapbox.com>

Access Code: KDEDData



Homeless Education

Helen Jones, Title I/ State Homeless Coordinator
Cathy Lazarin, Resource Management Analyst
Office of Next -Generation Schools & Districts
Division of Consolidated Plans & Audits



Title X, Part C McKinney–Vento Homeless Education Program

The Stewart B. McKinney–Vento Homeless Assistance Act is a federal law which requires State educational agencies to ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

Title X, Part C McKinney–Vento Homeless Education Program cont.....

- ▶ Under the Title X there is a McKinney Vento competitive grant. In the state of KY this grant is awarded every three years. All districts are eligible to apply. The state of Kentucky currently has 15 districts that were awarded the McKinney Vento Homeless Grant.

McKinney-Vento Homeless Grant Recipients

2015-2018

District	Coordinator	Email	Contact #
Ashland Ind.	Dr. Patsy Lindsey	Patsy.lindsey@ashland.kyschools.us	(606) 327-2706
Barren Co.	Cortni Crews	cortni.crews@barren.kyschools.us	(270) 651-3787
Campbell Co.	Shelli Wilson	shelli.wilson@campbell.kyschools.us	(859) 635-2173
Eminence Ind.	Buddy Berry	buddy.berry@eminence.kyschools.us	(502) 845-5427
Erlanger-Elsmere Ind.	Shawn Neace	shawn.neace@erlanger.kyschools.us	(859) 727-2009
Fayette Co.	Faith Thompson	faith.thompson@fayette.kyschools.us	(859) 381-4228
Greenup Co.	Tammy Steele	tammy.steele@greenup.kyschools.us	(606) 473-1447
Henderson Co.	Nancy Gibson	nancy.gibson@henderson.kyschools.us	(270) 831-8772
Jefferson Co.	Giselle Danger-Mercaderes	giselle.danger-mercaderes@jefferson.kyschools.us	(502) 852-3650
Jessamine Co.	Jeff Castle	jeff.castle@jessamine.kyschools.us	(859) 885-4179
Knott Co.	Stephen Richardson	stephen.richardson@knott.kyschools.us	(606) 785-3153
Newport Ind.	Colonel Mike Wills	mike.wills@newport.kyschools.us	(859) 292-3001
Paducah Ind.	Troy Brock	troy.brock@paducah.kyschools.us	(270) 444-5600
Pike Co.	Rick Branham	ricky.branham@pike.kyschools.us	(606) 433-9344
Whitley Co.	Paula Rickett	paula.rickett@whitley.kyschools.us	(606) 549-7000

<http://education.ky.gov/federal/progs/txc/Pages/default.aspx>



Homeless Identification

The USDE Homeless Non-Regulatory Guidance defines a student as a homeless;

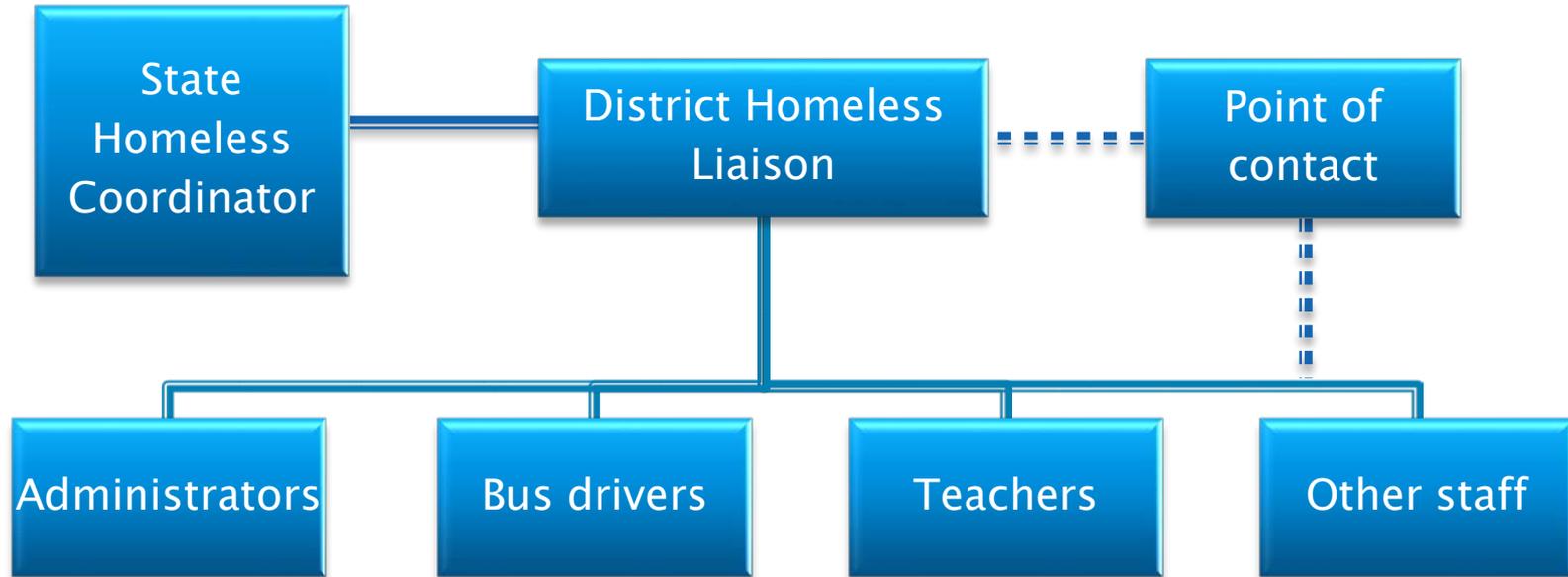
child or youth if sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason

children and youths who have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above. The term '**unaccompanied youth**' includes a youth not in the physical custody of a parent or guardian.

District Liaison Responsibilities



Data Entry

Program 504

Homeless

Living Status

- 01: Emergency Runaway Shelter
- 02: Motels/Hotels
- 03: Public/Private Nighttime Shelter
- 04: Special Care Facilities
- 05: Spouse Abuse Center
- 06: Uninhabitable Places
- 07: Friends or Relatives
- 08: Awaiting Foster Care Placement

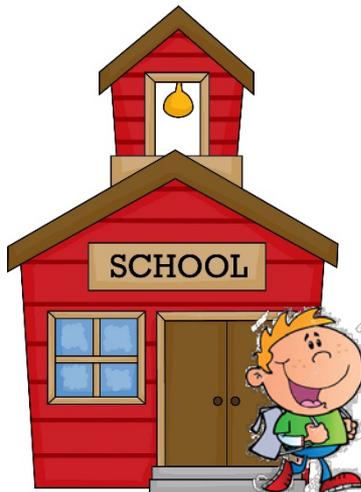
Unaccompanied Youth

- 01: Yes
- 02: No



Save

Student Record Transfers in the same District



District A
School 1



District A
School 2

Student Record Transfers



District A



Facility/
Group home



District B





15 – 16 Homeless Data End of Year



- ▶ Cleaning up the data
- ▶ Increase data quality
- ▶ Ad-hoc reports available in IC
- ▶ Run verification reports to ensure no errors in data are found within your district



15-16 Data Verification Ad Hoc Filters



student Homeless marked w/o free lunch



student Homeless marked w/o living status marked



student Homeless students w/o homeless marked



student Homeless students w/o unaccompanied youth marked



student Homeless Count End of Year Reporting

EVERY CHILD



Important reminders



- ▶ Once a student is identified as homeless, the student's homeless indicator and living status should remain selected in the student's record for the remainder of the academic year, regardless if his/her status changes and/or if student moves schools and/or districts.
- ▶ The data does not roll over to the new school year enrollment; therefore, districts should run the homeless count end of year reporting ad-hoc to ensure they have a list of students to evaluate at the beginning of next school year
- ▶ Once a student is identified as homeless, they should start receiving free lunch as part of their services provided. Make sure to collaborate with food services so this is entered into IC once a student is identified for services.

What is Data used for?

- ▶ Data is used to determine funding allocations, if applicable
- ▶ Data is reported to the USDoE annually
- ▶ Data is used for monitoring purposes at the state and federal level
- ▶ **NEW for 2015–16:** Homeless Counts per school, district and state will be publically reported on the School Report Card via the Learning Environment | Programs tab



Impact on closing achievement gaps

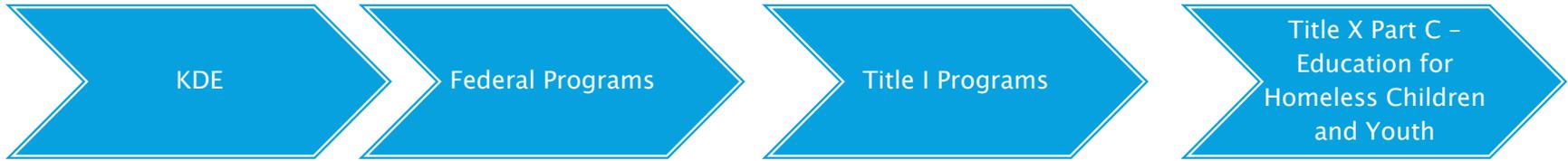


Title I Program
Design

Comprehensive
School
Improvement Plans

Comprehensive
District
Improvement Plans

KDE Website & Homeless Page



[Title X Part C - Education for Homeless Children and Youth](#)

KDE Website & Homeless Page cont....

Title X, Part C- Education for Homeless Children and Youth

State
Coordinator
Contact

USDE Homeless
non-regulatory
guidance

Guidance for resolutions

Dispute
Process

IC data
standards

Homeless Data

Counts Maps

Data count by
district and
grade

Monitoring Documents

Self evaluation
forms

On-site
monitoring
docs

Links

McKinney-
Vento Grant
Recipients

District Liaison
for each
District



Where to Find Data Standards

- ▶ KDE Website – type Data Standards in search box

Web

Press Releases

[Kentucky Department of Education : KSIS Data Standards](#)

<http://education.ky.gov/districts/tech/sis/pages/ksis-data-standards.aspx>

This page is intended to help school districts with the **data standardization** process and **data** clean-up in the Kentucky Student Information System (KSIS)/Infinite ...

- ▶ Infinite Campus – State Announcements

[09/17/2012]

[Systems Launchpad](#) has information from KDE on: Infinite Campus (IC) - [Data Standards](#)*



Q & A





Graduates – Updating end status, graduation tab and SDRR Cohort Reports

Begins at 3:30 p.m. (ET)

Ask questions and interact with presenters through GoSoapBox:

<http://app.gosoapbox.com>

Access Code: KDEData



Graduates – Updating end status, graduation tab and SDRR Cohort Reports

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



Agenda

- ▶ Graduate End Date and Status
- ▶ Graduation Tab
- ▶ Adjusted Cohort Graduation Rate and Student Listing (SDRR)
- ▶ End Status/Withdrawal Codes for cohort
- ▶ Dropout Accountability
- ▶ Cohort Accountability
- ▶ Cohort formulas
- ▶ Using SDRR to calculate preliminary rates
- ▶ Questions

Graduate End Date and Status

- ▶ For every graduate, enter both an enrollment end date and graduate end status.

The screenshot shows a software interface for 'General Enrollment Information'. The 'End Date' field is highlighted with a red box and contains the date 08/13/2014. The 'End Status' dropdown menu is also highlighted with a red box and shows 'E01: First enrollment of the year'. Other visible fields include 'Start Date' (08/13/2014), 'Start Status' (E01: First enrollment of the year), 'Grade' (12), and 'Service Type' (P: Primary).

- ▶ G01– A pupil who graduates in less than four (4) years. **On-Time Graduate 4 and 5 year reports (regular diploma recipients only)**
- ▶ G02– A pupil who graduates in four (4) years. If a student graduates during the summer they have until July 31st to be included in the prior year. **On-Time Graduate 4 and 5 year reports (regular diploma recipients only)**
- ▶ G03– A pupil who graduates in five (5) years. **On-Time Graduate for 5 year report only. (regular diploma recipients only) Not On-Time for 4 year report**
- ▶ G04– A pupil who graduates in six (6) or more years **Not On-Time Graduate for 4 or 5 year report.**

Graduation Tab

- ▶ After selecting appropriate graduation end status, enter diploma date and type on graduation tab.

State Graduation Record

Earliest Grade 9 Enrollment Information Modified Date: 05/11/2013

Grade 9 Date	NCLB Cohort Year	District Number	District Name
08/15/2012	2016	011	Anderson County

Enrollment Data: Anderson County (011)

Graduation Detail: Anderson County (011)

General Graduation Information

Diploma Date:

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/15/2012

NGA Cohort End Year: 2016

NCLB Cohort End Year: 2016

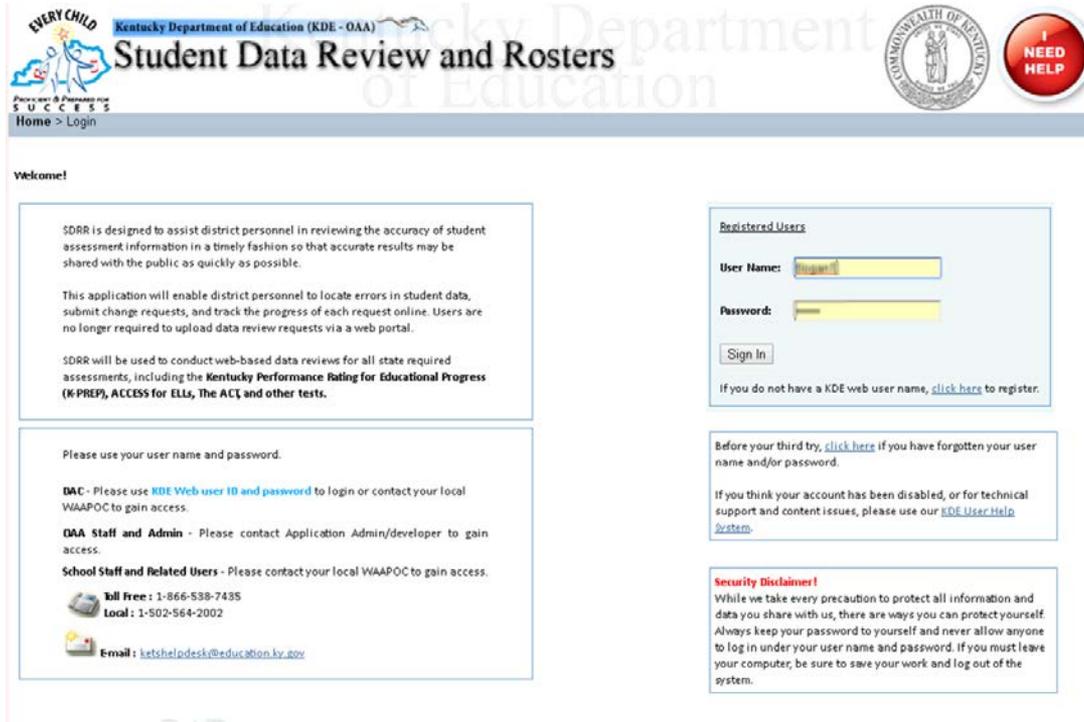
Post Grad Location:

Transition Status:

- ▶ Both must be entered for every graduate before that student's status will show as on-time.

Adjusted Cohort Graduation Rate and Student Listing (SDRR)

SDRR Login/Welcome Screen



The screenshot shows the SDRR Login/Welcome Screen. At the top left is the 'EVERY CHILD' logo with the tagline 'PROFICIENT & PREPARED FOR SUCCESS'. Next to it is the text 'Kentucky Department of Education (KDE - OAA)'. The main title is 'Student Data Review and Rosters'. On the right are the 'COMMONWEALTH OF KENTUCKY' seal and a red 'I NEED HELP' button. Below the title bar is a navigation menu with 'Home > Login'. The main content area is divided into several sections: a 'Welcome!' message, a large text box explaining the SDRR system's purpose and usage, a 'Registered Users' login form with fields for 'User Name' and 'Password', and a 'Sign In' button. Below the login form are instructions for new users and a link to register. Further down are instructions for users who have forgotten their credentials and a link to the 'KDE User Help System'. At the bottom right is a 'Security Disclaimer!' section with a warning about protecting user information.

EVERY CHILD
PROFICIENT & PREPARED FOR
SUCCESS
Kentucky Department of Education

Kentucky Department of Education (KDE - OAA)
Student Data Review and Rosters

COMMONWEALTH OF KENTUCKY
I NEED HELP

Home > Login

Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of student assessment information in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit change requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.

SDRR will be used to conduct web-based data reviews for all state required assessments, including the **Kentucky Performance Rating for Educational Progress (K-PREP)**, **ACCESS for ELLs**, **The ACT**, and other tests.

Please use your user name and password.

DAC - Please use **KDE Web user ID and password** to login or contact your local WAAPOC to gain access.

DAA Staff and Admin - Please contact Application Admin/developer to gain access.

School Staff and Related Users - Please contact your local WAAPOC to gain access.

toll Free : 1-866-538-7435
 Local : 1-502-564-2002

Email : ketsheipodestk@education.ky.gov

Registered Users

User Name:

Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

Security Disclaimer!

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.

Cohort Student Listing in SDRR

- Green indicates the data is open for review. This screen will change as data/roster reviews are open. Cohort stays open for review all of the time and will change to allow change requests to be submitted after July 31st. For assistance or manual, click on button at top right or link in announcement box.

Student Data Review and Rosters

Users Online: 11

Data Review Status: CLOSED Student Listing Change Listing Download New: 0 Pending: 0	EOC Scores Status: CLOSED Student Listing Change Listing Download New: 0 Pending: 0	Cohort Status: OPEN Student Listing Change Listing Download New: 0 Pending: 0	Rosters Status: FINALIZING Student Listing Change Listing Download New: 0 Pending: 0	Access Status: CLOSED Student Listing Change Listing Download New: 0 Pending: 0	Access Data Review Status: CLOSED Student Listing Change Listing Download New: 0 Pending: 0
Dropout Status: CLOSED Student Listing Change Listing Download New: 0 Pending: 0	EOC Courses Status: CLOSED Select EOC Courses EOC Score Reports Manage EOC courses	District Test Windows Status: OPEN Elementary MAJ/04/yyyy Middle School MAJ/04/yyyy High School MAJ/04/yyyy			

Welcome, User!

Latest announcement - 6/14/2016 8:00:00 AM by EDC Staff

Manuals, training materials, and brief webcasts/training videos may be found [here](#). Assistance is also available by clicking on the large red HELP button at the top right of every page in SDRR.

Rosters are now closed for new changes. **All open change requests must be resolved by 5:00 pm EDT today.** There will be an additional opportunity to make student changes during the spring roster period, as well as during the pre-release cleanup in late summer and the data review period in early fall. We had to make some programming changes to SDRR that unfortunately resulted in EOC rosters having to close a couple of days early, at the same time as ACT rosters. We will work to find a way around this for future years when two different roster types overlap. However, if that hasn't been open since November, and will be open again in a few weeks with spring rosters. Student changes for The ACT and the End of Course exams can be requested at that time.

Spring rosters will open some time in late April, depending on the earliest testing window - OEA is still collecting the testing windows from DACL. DACL will be notified when the opening date for spring rosters is set. Spring rosters will include 6-PRP, Alternate K-PRP, EOCs (students currently enrolled in EOC courses and 12th grade students with missing EOC scores), COE, and The



Cohort Student Listing in SDRR, cont.

Home > Cohort

Cohort

This section of SDRR is used for viewing cohort student listing for current 4 and 5 year reports. All changes must be made in Infinite Campus and only during data review periods can a change be submitted for issues that cannot be resolved in Infinite Campus.

[Jump to Top](#)

Data Last Updated
1/25/2016

Grade 12 students with blank end statuses are temporarily set to On-Time status.

From: 1/13/2016 12:00:00 AM EDT To: 1/13/2016 5:00:00 PM EDT

SDRR Tasks	Quick Links	Changes
<input checked="" type="checkbox"/> Review Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch. If incorrect, submit a change request as well as make change in local edition of Infinite Campus.	Cohort Student Listing • 2015 5 Year Cohort • 2016 4 Year Cohort	Total: 0
<input checked="" type="checkbox"/> Review End Status and make corrections as needed in local edition of Infinite Campus.	Cohort Change Listing	New: 0
<input type="checkbox"/> Review End Date and make corrections as needed in local edition of Infinite Campus.	Download - Cohort	Updated - Need Info: 0
<input type="checkbox"/> Review Accountable School. If incorrect, submit change request.		Denied: 0
<input type="checkbox"/> Review Non Participation. If student is Foreign Exchange, in incorrect Cohort, or a Verified Transfer, submit change request.		Closed: 0
<input checked="" type="checkbox"/> Review Cohort Review Change listing in SDRR, noting any Denied or Updated changes for possible further action.		Approved: 0
<input type="checkbox"/> Update any student changes that are marked as updated by DAA staff, to provide the information requested.		Pending DAA Approval: 0
<input type="checkbox"/> At the end of the Cohort review window, save a copy of the Cohort student listing.		[All Reports] v

- ▶ Note: **Data Last Updated** shows the date of the Cohort data loaded to SDRR. Any changes made after this date will be reflected when data is updated.

Cohort Student Listing in SDRR, cont.



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

Kentucky Department of Education



Home > Data Review Student Listing

Logged in as: [FieldTester] -- Logout

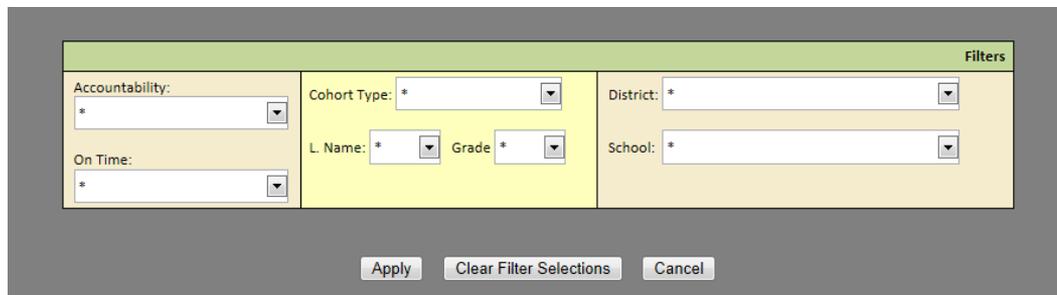
Cohort Student Listing

Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	IEP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime
No	AALBERTS, ALYSSA MARIE	11	999999999	03/07/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W24	02/15/2013	No
No	AALBERTS, MATTHEW DWIGHT	10	999999999	10/27/1995	M	Hisp: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W22	10/28/2013	No
No	AALBERTS, MAYLEA MARIE	11	999999999	10/20/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	District GED	W27	01/17/2013	No
No	AALBERTS, OLIVIA MARIE	11	999999999	08/02/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W25	01/31/2013	No
No	AALDERS, MADISON LYNN	11	999999999	08/30/1996	F	Hisp: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W20	01/23/2013	No
No	AARON, ADRIANNA GRACE	11	999999999	05/04/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			No



Cohort Student Listing in SDRR– Filters

- ▶ Click on the Filters button at the bottom left.
- ▶ You can filter the student list to view different groups as follows:
 - By All Students, Accountable to District, Not Accountable to District
 - By first letter of last name
 - By grade level
 - By Cohort Year (Cohort Type)
 - On Time Status



The screenshot displays a 'Filters' dialog box with a light green header. The main area is divided into three columns. The left column contains 'Accountability:' and 'On Time:' dropdown menus, both with an asterisk and a downward arrow. The middle column contains 'Cohort Type:' and 'L. Name:' dropdown menus (both with an asterisk and a downward arrow), and a 'Grade' dropdown menu (with an asterisk and a downward arrow). The right column contains 'District:' and 'School:' dropdown menus (both with an asterisk and a downward arrow). At the bottom, there are three buttons: 'Apply', 'Clear Filter Selections', and 'Cancel'.

- District level users will also be able to filter by schools within their district. School level users will only see their own school.

Cohort Student Listing in SDRR-Review

- ▶ Filter by Accountability, On Time and Non Part to limit list to students that should be reviewed first. Do this for all Cohort Reports available

Filters

Accountability: <input type="text" value="Accountable"/>	Cohort Type: <input type="text" value="2016 4 Year Cohort"/>	District: <input type="text" value="*"/>
On Time: <input type="text" value="No"/>	L. Name: <input type="text" value="*"/> Grade: <input type="text" value="*"/>	School: <input type="text" value="*"/>
	Non Part: <input type="text" value="Participated"/>	



End Status /Withdrawal Codes

Not on Time: Dropouts, Alternative HS Diploma and GED recipients

- ▶ W12- A pupil under the jurisdiction of the court
- ▶ W23- A pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year
- ▶ W24- A pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated
- ▶ W25- A pupil who is at least 16 years of age and has dropped out of public school
- ▶ W26- A pupil who has withdrawn from school after completing a secondary GED Option program and receiving a GED certificate
- ▶ W27- A student who has withdrawn from school and subsequently received a GED
- ▶ W28- A student who has reached the maximum age for education services without receiving diploma or alternative high school diploma
- ▶ CO1 or C01- A pupil who completes the school year in the school of the most current enrollment. No subsequent enrollment without a graduation end status (G01-G04) is a dropout.
- ▶ **Note: A W22 (transfer to another Kentucky public school) will be a dropout IF there is no subsequent enrollment.**

End Status /Withdrawal Codes, cont.

Verified Transfers – Removed from Cohort and Non Participation = 'VT'

- ▶ W07–A pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition or any other health-related condition for which the student is too ill to participate in regular school attendance or local homebound instructional services or if the student has obtained a doctor's statement certifying the condition.
- ▶ W08– A pupil withdrawn due to death
- ▶ W20– A pupil transferred to a home school. The re-entry code to use with W20 shall be R20
- ▶ W21– A pupil transferred to a nonpublic school (excluding home school)
- ▶ W22*– A pupil who has transferred to another public school district and for whom a request for student records has been received or enrollment has been substantiated or a pupil who is known to have moved out of the United States.
- ▶ ***Note: A W22 is not a verified transfer if there is no immediate enrollment into a Kentucky public school beginning with the 2014–15 school year or if the subsequent enrollment is at a dropout required for enrollment program, such as the Bluegrass Challenge Academy. Beginning with the 2014–15 school year, a W29 must be used to indicate an enrollment in another state.**
- ▶ W29– A pupil who has transferred to an out of state school for whom a request for student records has been received or enrollment has been substantiated

Dropout Accountability for Cohort

Student accountability for all students in a cohort will be assigned to the school unless the student being served by the local school district was placed by a state agency. These students should be indicated on the KECSAC tab and ticket entered in SDRR to change accountability to state.

Cohort Student Listing in SDRR– Excel/PDF

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

Cohort Student Listing

Students	Full Name	Grade	DOB	Gender	Enroll Date	Responsible School	Last Enrolled School	This Term	SE	ELCSE	Enroll	Enrollment Type	Enroll Status	Enroll Date	Enroll Term	
No	ALBERTS, KIM CHRISTOPHER	10	000000000	10/21/1995	M	High No Base W	N/A	Adair County High School	VT	No	No	Free	Name	W22	10/08/2013	No
No	AULDERS, GARRON	11	000000000	11/09/1995	M	High No Base W	N/A	Adair County High School	VT	No	No	Free	Name	W20	08/18/2012	No
No	AULDERS, MOLLY	11	000000000	03/07/1995	F	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name	W24	02/15/2013	No
No	AARDEAN, HENRICK WILLIAM	11	000000000	03/14/1995	M	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name	W23	10/18/2012	No
No	AARON, AARON AARON	11	000000000	02/13/1995	M	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name	W25	10/25/2012	No
No	AARON, ALYSSA	11	000000000	05/11/1995	F	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name	W27	01/17/2013	No
No	AARON, ANNA	11	000000000	05/02/1995	F	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name	W25	01/01/2013	No
No	AARON, ANTHONY	11	000000000	03/20/1995	M	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name	W29	03/20/2013	No
No	AARON, ARIEL PAUL	11	000000000	06/30/1995	F	High No Base W	N/A	Adair County High School	VT	No	No	Free	Name	W20	01/25/2013	No
No	AARON, AUTUMN	11	000000000	05/04/1995	F	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name			No
No	AARON, BRANDI	11	000000000	05/18/1995	F	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name	W28	10/16/2012	No
No	AARON, BROOKE RAE	12	000000000	09/08/1995	F	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name			Yes
No	AARON, BROOKE	11	000000000	11/11/1995	F	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name	W25	12/18/2012	No
No	AARON, CAMERON M	11	000000000	12/29/1995	M	High No Base W	N/A	Adair County High School	VT	No	No	Free	Name	W20	01/23/2013	No
No	AARON, CHRISTIAN EDWARD	12	000000000	12/11/1995	M	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name			Yes
No	AARON, CHRISTIAN	11	000000000	03/19/1996	M	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name			Yes
No	AARON, DALLAS DENISE	12	000000000	06/13/1996	M	High No Base W	Adair County High School	Adair County High School	-	No	No	Referred	Name			Yes
No	AARON, EMILY	12	000000000	07/12/1996	F	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name			Yes
No	AARON, ESTELLE DUCHON	11	000000000	11/20/1995	F	High No Base W	Adair County High School	Adair County High School	-	No	No	No	Name			Yes
No	AARON, JAMES JAMES	11	000000000	08/25/1996	M	High No Base W	Adair County High School	Adair County High School	-	No	No	Free	Name			Yes

Click on one of the export buttons at the bottom left.



Cohort Accountability

- ▶ The 5-year Adjusted Graduation Rate calculation counts for 20% of the Next-Generation Learners total score at the high school level.
- ▶ The 4-year Adjusted Graduation Rate will be compared to the graduation rate goals that were released in December of 2015 to determine if the goal has been met. The 2014 4-year was the baseline used to create an annual goal for every year through 2024. In 2024, the goal is 98%.

Cohort Calculation Formula

4-Year Adjusted Cohort Graduation Rate Calculation Formula

$$\frac{\text{Number of cohort members who earned a regular high school diploma by the end of the current school year}^1}{\text{Number of first-time 9}^{\text{th}} \text{ graders in the fall three years earlier}^2 \text{ (starting cohort) plus students who transferred in,} \\ \text{Minus students who transfer out, emigrate or die during the past 4 years}^3}$$

For example, the 2016 4-Year Rate includes the following years in the calculation: 2015-16¹, 2012-13², 2012-13 through 2015-16³

5-Year Adjusted Cohort Graduation Rate Calculation Formula

$$\frac{\text{Number of cohort members who earned a regular high school diploma by the end of the current school year}^a}{\text{Number of first-time 9}^{\text{th}} \text{ graders in the fall four years earlier}^b \text{ (starting cohort) plus students who transferred in,} \\ \text{Minus students who transfer out, emigrate or die during the past 5 years}^c}$$

For example, the 2015 5-Year Rate includes the following years in the calculation: 2015-16^a, 2011-12^b, 2011-12 through 2015-16^c



Calculate preliminary rates using SDRR

4-Year Adjusted Cohort Graduation Rate Calculation Formula

$$\frac{\text{Number of cohort members who earned a regular high school diploma by the end of the current school year}^1}{\text{Number of first-time 9}^{\text{th}} \text{ graders in the fall three years earlier}^2 \text{ (starting cohort) plus students who transferred in,} \\ \text{Minus students who transfer out, emigrate or die during the past 4 years}^3} \quad \frac{A}{B}$$

For example, the 2016 4-Year Rate includes the following years in the calculation: 2015-16¹, 2012-13², 2012-13 through 2015-16³

A

The screenshot shows the 'Filters' section of the SDRR interface. The 'Accountability' dropdown is set to 'Accountable'. The 'On Time' dropdown is set to 'Yes'. The 'Cohort Type' dropdown is set to '*'. The 'L. Name' dropdown is set to '*'. The 'Grade' dropdown is set to '*'. The 'Non Part' dropdown is set to 'Participated'. The 'District' and 'School' dropdowns are both set to '*'. At the bottom, there are buttons for 'Apply', 'Clear Filter', and 'Cancel'.

B

The screenshot shows the 'Filters' section of the SDRR interface. The 'Accountability' dropdown is set to 'Accountable'. The 'On Time' dropdown is set to '*'. The 'Cohort Type' dropdown is set to '*'. The 'L. Name' dropdown is set to '*'. The 'Grade' dropdown is set to '*'. The 'Non Part' dropdown is set to 'Participated'. The 'District' and 'School' dropdowns are both set to '*'. At the bottom, there are buttons for 'Apply', 'Clear Filter', and 'Cancel'.

$$A/B * 100$$

SDRR Cohort Technical Assistance

- ▶ For questions regarding password or access, contact local district WAAPOC– Web Apps Admin Point of Contact.
- ▶ For Cohort specific questions, contact Tina Logan at tina.logan@education.ky.gov or David Curd (david.curd@education.ky.gov) via e-mail or phone at 502-564-9853 extension 4740 for Tina or 4744 for David.
- ▶ For KECSAC tab questions, view data standard: <http://education.ky.gov/districts/tech/sis/Documents/DataStandard-AlternativeProgramsKECSAC.pdf> or contact Windy Newton or Sherri Clusky at (502) 564-4772.

Questions?



Wrap-up

Thank you!

You can ask questions through GoSoapBox

<http://app.gosoapbox.com>

Access Code: KDEData