



**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)

KSIS End-of-Year Training April 21, 2016

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: KEDData

Have a technical issue? Contact your district technician.





Welcome and Housekeeping

Becky Jenkins
KIDS, Enterprise Data Division

KSIS End-of-Year Training April 21, 2016

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.



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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 Stone , ONGL, Division of Learners 502-564-7056 x 4117
11:30	Lunch	



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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 Lazarin , 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 Adjour	Becky Jenkins , KIDS, Enterprise Data Division 502-564-2020 x 2475



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**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

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**Data Synchronization
Point-of-Sale and
Infinite Campus**

Brad Blunt, Data Controller
Office of Administration and Support

KSIS End-of-Year Training April 21, 2016

Why this is important

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

Brad Blunt



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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

Brad Blunt



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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

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Data Synchronization

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



Finding the match - POS Data Synth



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.

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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

Brad Blunt  13

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?

Brad Blunt  14

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!

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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

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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.

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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

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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"



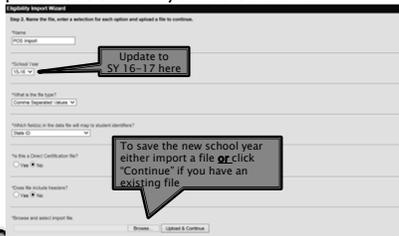
Brad Blunt



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Update Data Import Mapping

- ✓ Update the school year to SY 16-17



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Reactivate the Data Synch

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



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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

Brad Blunt



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Troubleshooting

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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

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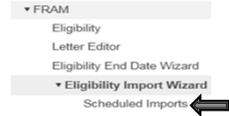


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Finding the errors



Campus tracks the status of the data import from POS
◦ Path: FRAM > Eligibility Import Wizard > Scheduled Imports - Scheduled Import Logs



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Finding the errors

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

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IC Eligibility Import Report

Kentucky State
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	1004	13

Updated Records

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

Warnings are FYI only; can generally be ignored

Line	Message	Source	Certified Type
Line 100	WARNING 2015 - The record is updated with the Direct Type.	Non-Direct	Did Not Apply
Line 101	WARNING 2015 - The record is updated with the Direct Type.	Direct	SHAP
Line 102	WARNING 2015 - The record is updated with the Direct Type.	Non-Direct	Did Not Apply

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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

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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

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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)

Brad Blunt  30



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

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

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SEEK At Risk ADM

Brad Blunt, Data Controller
Office of Administration and Support

KSIS End-of-Year Training April 21, 2016

Agenda

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

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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.

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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

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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

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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.

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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.

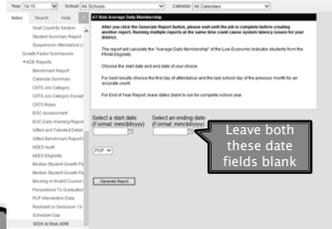


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Generating the Report

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



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Verifying Enrollments

Infinite Campus

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
<input checked="" type="checkbox"/>	02	P		08/13/2014	08/25/2014

Enrollment Segment

SEEK At Risk ADM

DistrictName	SchoolName	State	PersonName	Grade	InstructionalDays_1	StartEnrollment	EndEnrollment	EnrollmentDays	ADM_1
00E County	00E ELEMENTARY SCHOOL	21202340	ANDERSON, SAM	2	108	8/13/2014	8/25/2014	13	0.054

Enrollment Segment

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At Risk vs. FRAM (simplified)

At Risk - verifies enrollments

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
<input checked="" type="checkbox"/>	00	P	Buchanan Elem School 2015 A	08/13/2014	

Start Status: E01 First enrollment of the year
End Status:

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

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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

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Data Validation

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

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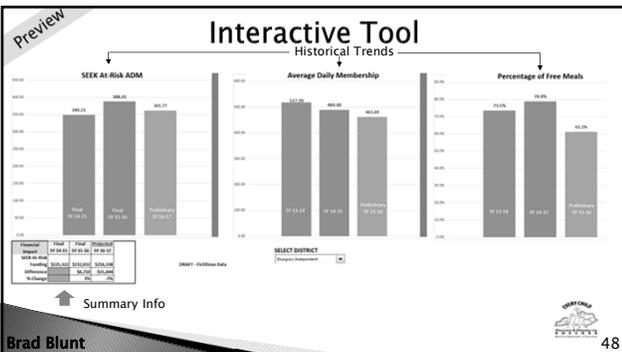
Interactive SEEK At Risk Tool

- ▶ 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

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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

Brad Blunt



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Contacts

- ▶ Samantha Engstrom
samantha.engstrom@education.ky.gov
(502) 564- 5279
- ▶ Cheri Meadows
cheri.meadow@education.ky.gov
(502) 564-5279

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**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>
Access Code: KDEDData

KSIS End-of-Year Training April 21, 2016



Gifted and Talented: Validation Tools and Data Verification

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

KYS End-of-Year Training April 21, 2016

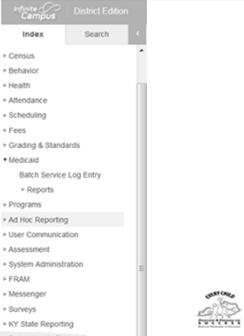
Validation Report for Gifted and Talented

- ▶ 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.

Leann Pickerill 

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

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



Leann Pickerill 

Step 3: Select Data Validation

Step 4: Select Reports

Step 5: Select Definition Group Extract



Leann Pickerill

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.



Leann Pickerill

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.



Leann Pickerill

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.



Leann Pickerill



Retrieving the State Dataset

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



- ▶ 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.

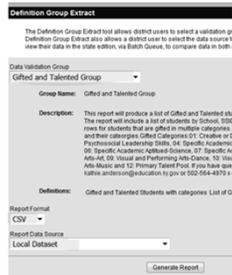
Gifted and Talented Students with categories	SSID	Grade	First Name	Last Name	Category	Enrollment End Date
School Name						

Leann Pickerill



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.



Leann Pickerill



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

Leann Pickerill



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 K SIS 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

Leann Pickerill



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.

Leann Pickerill



Questions?

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

Leann Pickerill





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

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Intervention Tab: End of Year Procedures

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

KSIS End-of-Year Training April 21, 2016

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

Intervention	
Status Date 06/29/2016	Status Time 04:15 PM
Start Date 06/10/2015	End Date
Student Service Results	Student Service Results Other (Only if Student Service Results is 6: Other)
Tier Status	Total Hours Served



- ▶ 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



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How do I verify Intervention data?

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

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.



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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



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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

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



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

Office of Next Generation Learners
Division of Learning Services
500 Mero Street, 19th Floor CPT
Frankfort, KY 40601

Jarrod.slone@education.ky.gov
502-564-4970, ext. 4117



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Questions



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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: KEDData



Original and Amended School Calendars

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

KSYS End-of-Year Training April 21, 2016

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
 - Disaster days
 - Holidays
 - Emergency hours
 - Teacher equivalency days
 - Nontraditional days
 - Make-up days
 - Break days
 - Etc.

Cheri Meadows & Garnetta Barnette



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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**

Cheri Meadows & Garnetta Barnette



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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

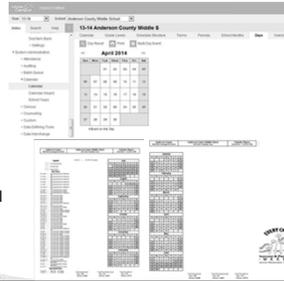


Calendar Report

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



Cheri Meadows & Garnetta Barnette

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



Cheri Meadows & Garnetta Barnette

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

Cheri Meadows & Garnetta Barnette



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



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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



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What if the calendar file is rejected?

- An error listing will be generated by the Calendar Application indicating the file errors
- The list of errors will indicate the type of errors and where the error is
- The error(s) must be corrected, your calendar edit reports reran, then resubmitted



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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

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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

Cheri Meadows & Garnetta Barnette



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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.

Cheri Meadows & Garnetta Barnette



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SAAR Submission

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

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

K SIS End-of-Year Training April 21, 2016



SAAR Submission

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

K SIS End-of-Year Training April 21, 2016

Agenda

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

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Ronda Devine

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)

Ronda Devine  10

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

Ronda Devine  11

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

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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

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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.

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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



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Non-Traditional Instruction Days (NTI)



NTI days appear here



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)

Ronda Devine



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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

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

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SAAR Report Submission Steps



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.



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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

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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

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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

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Kindergarten Attendance

Path: System Administration > Calendar > Calendar > Grade Levels

The screenshot shows a web-based interface for configuring 'Grade Levels'. On the left is a navigation menu with categories like 'System Administration', 'Calendar', 'Attendance', and 'Reporting'. The main area is titled 'Grade Levels' and contains a table with columns for 'Grade Level' and 'Attendance'. The 'Attendance' column has a dropdown menu open, showing options like 'None', 'Full', and 'Partial'. A red arrow points to the 'Attendance' dropdown. The bottom left of the slide says 'Ronda Devine' and the bottom right has a logo and the number '127'.

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.

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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.

Ronda Devine 129

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.

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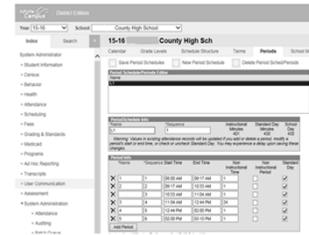


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Record 7 - Aggregate Days Attendance and Absence

Close Gaps in Period Schedules

Path: *System Administration>Calendar>Calendar>Periods Tab*



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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.

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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.



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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

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Record 9 - Non-Contract / Overage -Underage Attendance

Below is proper set up for a Contract student

Path: Student Information > General > Enrollments

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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.

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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

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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.

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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.

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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.

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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](#).

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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.

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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.

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Low Attendance Days



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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



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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



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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
03/25/2016	591.50	62.50	654.00	9.6%	
04/05/2016	593.50	60.50	654.00	9.3%	
12/07/2015	593.50	55.50	649.00	8.6%	
11/30/2015	593.50	53.50	647.00	8.3%	
10/02/2015	598.46	44.00	642.46	6.8%	
12/18/2015	602.87	49.00	649.87	7.5%	
09/14/2015	602.00	45.00	647.00	7.0%	
02/29/2016	603.00	47.00	650.00	7.2%	
10/22/2015	604.46	36.00	640.46	5.6%	
01/11/2016	605.37	43.50	653.87	7.4%	
12/04/2015	606.00	42.00	648.00	6.5%	
10/26/2015	606.46	35.00	641.46	5.3%	
11/05/2015	606.96	34.50	641.46	5.4%	
11/24/2015	607.00	43.00	650.00	6.6%	
12/14/2015	608.87	42.00	650.87	6.5%	
10/22/2015	609.86	32.50	644.36	5.1%	
08/24/2015	609.37	35.50	644.87	5.5%	
02/22/2016	609.50	40.50	650.00	6.2%	
10/16/2015	610.46	30.00	640.46	4.7%	



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Below previous year AADA

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/>



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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.



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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/>



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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: 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.

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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

*Submitting to KDE will allow your email address and phone number to be used to verify the content of the file. Please enter your phone number and the number of any additional contacts to be notified in the comments field. **REMARKS:** Once submitted the file will be sent to KDE if a new submission is needed.

*your email:

*your name:

*your phone:

*your district:

*your Superintendent's name:

*your CAP's name:

*your Finance Officer's name:

Comments:

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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 Report
 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.

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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

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Appendix

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

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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

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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.)

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SAAR Detail Reports

Detail Reports



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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

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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.

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Homeless Education

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

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

KESIS End-of-Year Training April 21, 2016



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

KESIS End-of-Year Training April 21, 2016

**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.



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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 2013-2018

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	(770) 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-Etamere 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	(770) 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	(770) 444-5600
Pike Co.	Rick Branham	rick.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;

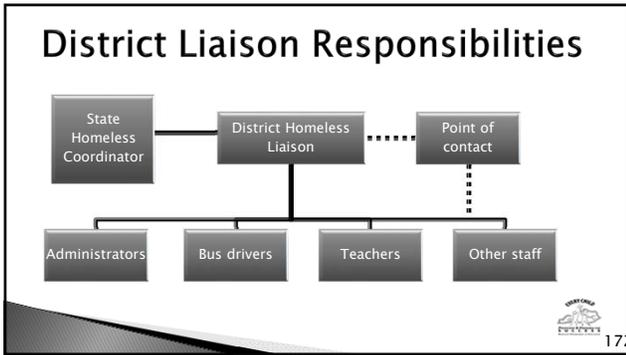
child or youth if sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason

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;

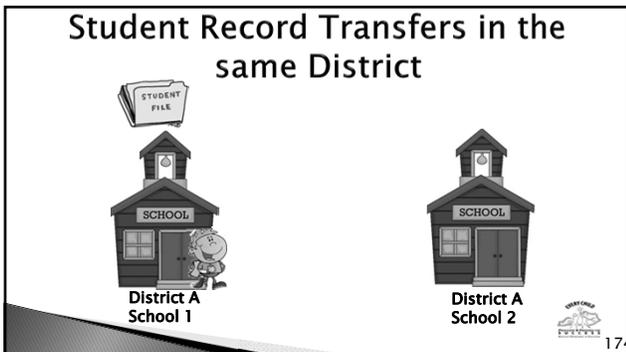
children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

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.









Student Record Transfers

The diagram illustrates the process of student record transfers. It shows a 'STUDENT FILE' icon at the top. Below it, three school building icons are arranged horizontally. The first is labeled 'District A', the middle is labeled 'Facility/ Group home', and the third is labeled 'District B'. A small '173' is in the bottom right corner.

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

A sign with a crown icon reads 'KEEP CALM AND CLEAN UP YOUR DATA'. A small '176' is in the bottom right corner.

15-16 Data Verification Ad Hoc Filters

State Published

- NEW!** student Homeless marked w/o free lunch
- NO CLEAN** student Homeless marked w/o living status marked
- Dist Data** student Homeless students w/o homeless marked
- student Homeless students w/o unaccompanied youth marked
- student Homeless Count End of Year Reporting

A small '177' is in the bottom right corner.

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.



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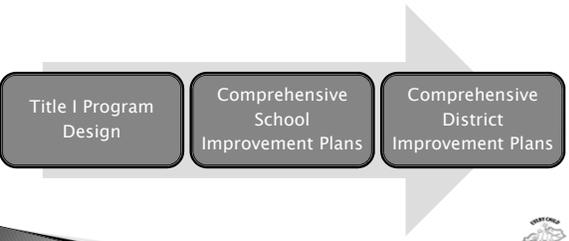
What is Data used for?

- 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



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Impact on closing achievement gaps




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KDE Website & Homeless Page

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

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KDE Website & Homeless Page cont....

Title X, Part C- Education for Homeless Children and Youth	Guidance for resolutions	Homeless Data	Monitoring Documents	Links
State Coordinator Contact	Dispute Process	Counts Maps	Self evaluation forms	McKinney- Vento Grant Recipients
USDE Homeless non-regulatory guidance	IC data standards	Data count by district and grade	On-site monitoring docs	District Liaison for each District

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Where to Find Data Standards

- ▶ KDE Website – type Data Standards in search box

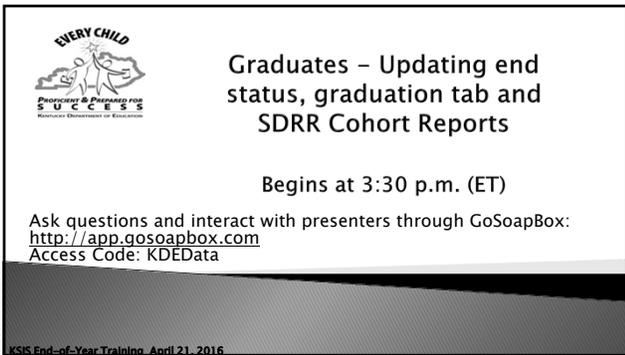
Web | Press Releases

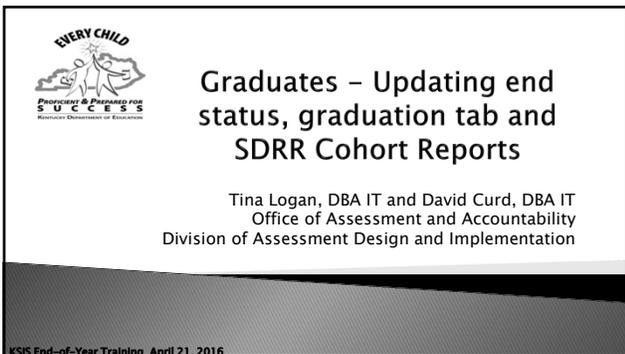
[Kentucky Department of Education : KSS Data Standards](http://education.ky.gov/districts/tech/sis/pages/kss-data-standards.aspx)
<http://education.ky.gov/districts/tech/sis/pages/kss-data-standards.aspx>
 This page is intended to help school districts with the **data standardization** process and **data** clean-up in the Kentucky Student Information System (KSSIS)/Infinite ...
- ▶ Infinite Campus – State Announcements

[09/17/2012]
[Systems Launchpad](#) has information from KDE on: Infinite Campus (IC) - [Data Standards*](#)

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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



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Graduate End Date and Status

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



- ▶ 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.**



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Graduation Tab

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



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



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Adjusted Cohort Graduation Rate and Student Listing (SDRR)



SDRR Login/Welcome Screen



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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.



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Cohort Student Listing in SDRR, cont.



› 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.



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Cohort Student Listing in SDRR, cont.

Name	Roll No.	Date	School	Accountable To	Grade	On Time	Accountable To District	Accountable To School	Accountable To District	Accountable To School	Accountable To District	Accountable To School
ABRAHAM, JACOB	00000000000000000000	06/01/2016	Abraham High	Abraham High	11	No	Yes	None	None	None	None	None
ADAMS, JACOB	00000000000000000000	06/01/2016	Abraham High	Abraham High	11	No	Yes	None	None	None	None	None
ADAMS, JACOB	00000000000000000000	06/01/2016	Abraham High	Abraham High	11	No	Yes	None	None	None	None	None
ADAMS, JACOB	00000000000000000000	06/01/2016	Abraham High	Abraham High	11	No	Yes	None	None	None	None	None
ADAMS, JACOB	00000000000000000000	06/01/2016	Abraham High	Abraham High	11	No	Yes	None	None	None	None	None
ADAMS, JACOB	00000000000000000000	06/01/2016	Abraham High	Abraham High	11	No	Yes	None	None	None	None	None
ADAMS, JACOB	00000000000000000000	06/01/2016	Abraham High	Abraham High	11	No	Yes	None	None	None	None	None
ADAMS, JACOB	00000000000000000000	06/01/2016	Abraham High	Abraham High	11	No	Yes	None	None	None	None	None
ADAMS, JACOB	00000000000000000000	06/01/2016	Abraham High	Abraham High	11	No	Yes	None	None	None	None	None
ADAMS, JACOB	00000000000000000000	06/01/2016	Abraham High	Abraham High	11	No	Yes	None	None	None	None	None



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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



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



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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



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 CED 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 C01 or C03- 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)
- W24*- 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 2016-15 school year or if the subsequent enrollment is at a dropout required for enrollment program, such as the Blossage Challenge Academy. Beginning with the 2016-15 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.



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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.



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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%.



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Cohort Calculation Formula

4-Year Adjusted Cohort Graduation Rate Calculation Formula

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

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

$$\frac{\text{Number of cohort members who earned a regular high school diploma by the end of the current school year}^1}{\text{Number of first-time 9th graders in the fall three years earlier}^2 \text{ (starting cohort) plus students who transferred in,} \\ \text{Minus students who transfer out, emigrate or die during the past 5 years}^3}$$

For example, the 2015 5-Year Rate includes the following years in the calculation: 2015-16¹, 2011-12², 2011-12 through 2015-16³



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Calculate preliminary rates using SDRR

4-Year Adjusted Cohort Graduation Rate Calculation Formula

$$\frac{A}{B}$$

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

A

A/B*100

B



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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.



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