



Infinite Campus

Kentucky Student Information System (KSIS)

Fall

UPDATE

Kentucky Department of Education



KIDS – Division of Enterprise Data
September/October 2015

Infinite Campus/KSIS Update

- Assessment Update
- Attendance Code Reminders
- CIITS reminders
- Civil Rights Data Collection
- Data Quality Issues
- Data Standards
- Dual Credit Courses
- Early Learning /Prior Settings Tab
- EOC Course Setup
- eTranscript
- Homeless Data Entry
- Intervention Records and Data Quality Issues
- KTS Data Exchange
- Median Student Growth Percentile
- Preschool Fall Enrollment Count
- SRC – Equity - Teacher Turnover
- Special Education
- State Course Codes 2016-2017
- Student Voice Surveys for Other Professionals
- Student Voice Surveys for Teachers
- Upcoming Training
- Open Discussion

Assessment Update

- 2014-2015 Assessment Data Loaded and Published to districts include:
- Kindergarten Readiness, Explore, Plan, Access, ASVAB, KOSSA, NCRC, Industry Certification, Compass (up to May 1, 2015), KYOTE (Up to June 30, 2015), ACT National (up to June 30, 2015), ACT Junior.
- ACT National Test – published only to those districts that have selected to receive them. We now can exclusively publish data for a specific school year.
- Files we are working on and soon to publish include:
- AP, K-Prep (All Grades), Stanford 10, EOC, Growth, and CCR.
- If you have any questions about the published data, please contact [Raymond Carter](#)

Attendance Code Reminders

- Documentation on Partial Week Attendance Tracking can be found at http://education.ky.gov/districts/tech/sis/Documents/Partial-Week_Full-Funding_Attendance-Tracking.pdf
- School districts should track flu like illness using the codes below, as requested by the CDC, to assist with tracking communicable diseases:
 - ILE – Excused
 - ILD – Dr. Note
 - ILP – Parent Note
 - ILU – Unexcused



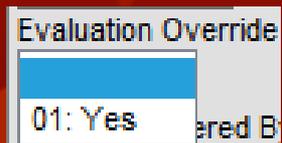
Attendance Code Reminders

Non-Traditional Instructional Days (Adjustment to SEEK)

- Non-traditional instructional days (N days) may be taken by school districts who are approved by the Kentucky Board of Education.
- Infinite Campus is working to add a Non-Traditional Instructional Day (N) event type for the 2015-16 school year. Once available to districts, each Non-Traditional Instructional Day that is taken will be marked **N** in the Days tab as they occur.
- The district must keep documentation in the central office showing that attendance on the specified dates were part of their approved state application.

CIITS Job Categories

- Data in IC will be used to align **certified staff who will be evaluated** to a job category. Job category aligns them to the correct evaluation framework in CIITS.
- Job categories will be determined using Type / Alternate Type value on a person's active assignment records in IC.
 - DO **NOT** LEAVE THE TYPE FIELD **BLANK**
 - Type / Alternate Type must be the **same** on all of a person's active assignment records **within one school** in IC.
 - Type/Alternate Type may be different **between schools** in IC.
 - If Type/Alternate Type value is different **between schools**, the New field on the District Assignments tab "**Evaluation Override**" must be set to **01: Yes** to specify which value the person should be aligned with when determining job category.
 - Only needs to be set for certified staff who have different Type/Alt Type values between schools. (cannot have different types at the same school)



Change or End employee assignments to maintain appropriate CIITS user accounts

- All individuals who have a district employment assignment and a valid kyschools.us email address entered in Infinite Campus automatically receive a CIITS user account.
- Upon an employee's separation from the district, districts should end date all of the employee's district employment record(s) and district assignment record(s) in Infinite Campus. Click path: Census > People > District Employment; Census > People > District Assignments.
- Failure to end date all of the employee's district assignments will result in the individual's CIITS account remaining active.
- If the employee is changing assignments, their former district assignment should be end dated and their new district assignment should be set up following the same click path as above.
- DO **NOT DELETE** ANY DISTRICT EMPLOYMENTS OR ASSIGNMENTS FROM IC
- DO **NOT CHANGE** THE ASSIGNMENT FOR ANY DISTRICT ASSIGNMENT IN IC (end date and create a new assignment)
- Districts may use the CIITS Roles report in Infinite Campus to see custom CIITS role assignments for their district and school staff, the institution in which the permissions are assigned, and the assignment start date. The path to run the report is KY State Reporting > KDE Reports > CIITS Roles.

CIITS Contact Info

For Questions or Concerns
regarding Infinite Campus setup
for CIITS contact:

Michael Spence,

CIITS Technical Analyst

michael.spence@education.ky.gov



Civil Rights Data Collection

- 2013-14 Collection closed
- 2015-16 Collection will open fall 2016.
- Lessons learned from current year?
- KDE Assistance again for 2015-16?



Data Quality Issues

- Course Codes
- Gifted & Talented data – K-3
 - Please remember to end-date PTP records upon a student's transition from 3rd to 4th grade in order to help prevent invalid records from rolling forward.
- Validation of 2015 Graduate Data

Data Standards – what's new

- FRAM
- FRYSC
- Homeless
- Special Education
- TED
- Transportation

Coming Soon!

- Attendance
- Behavior
- Census
- Enrollment
- System Administration

Dual Credit Courses

How to give GPA bump for KEES calculation

- New Dual Credit option for Difficulty Level

- Course
- Course Master
- Transcript

Difficulty Level

DC: Dual Credit

- KEES Extract will use this indicator in Campus.1537 planned for October 14 deployment
- Must be populated when creating Dual Credit transcript entries manually
- Student KEES scholarship money will be reduced if transcript entries are incorrect
- Populate for all Dual Credit Courses prior to posting grades to transcript
 - Detailed instructions handout is also available on KSIS Data Standards web page under Other Procedural Documents
 - New State Published Ad Hoc – **curriculum** Dual Credit Courses



Early Learning/Prior Settings Tab

- Districts must collect prior settings data showing where students received early care during the year prior to kindergarten.
- All new kindergarten students must have at least one prior setting selected from the categories of state-funded preschool, Head Start, child care, home or other.
- An instructional video for entering prior settings data is located on KDE's Media Portal:
<http://mediaportal.education.ky.gov/preschool/2013/07/common-kindergarten-screen/>
- Contact: Melody.Cooper@education.ky.gov



Adding an EOC assessment to your EOC Course

- There has been a major change to the way we administer End Of Course Assessments.
- We now require each school to add the EOC assessment to the Course or Course Master
- This needs to be setup by **October 30, 2015**. If you have any question about how to set this up, you can review the linked document and if that is unclear you can contact KDE at kdedatarequest@education.ky.gov
- [Adding Assessment to EOC](#)



eTranscript

- Preparing for SY 2015-16 transcript season
 - Upload your Junior and Senior student rosters from Campus into your Parchment account
 - Distribute the registration codes via email or the print method
 - Encourage your juniors and seniors to register at Parchment.com
- Parchment 7 was released in July
 - Schools can upload transcripts before they are requested
 - Schools can choose to release transcripts automatically
- Updates coming soon to the District Setup Guide to include updated Parchment screenshots

Homeless Data Entry

Unaccompanied Youth field

The screenshot shows a web form titled "State Reporting Fields". It contains several sections of checkboxes and dropdown menus. The "Homeless" checkbox is checked. The "Unaccompanied Youth" dropdown menu is visible at the bottom right of the form.

Field	Value/Status
State Exclude	<input type="checkbox"/>
Perkins Only	<input type="checkbox"/>
Migrant	[Dropdown]
Immigrant	<input type="checkbox"/>
Out Of State	<input type="checkbox"/>
Program 504	<input type="checkbox"/>
Homeless	<input checked="" type="checkbox"/>
Refugee	<input type="checkbox"/>
Extra Year in Primary	<input type="checkbox"/>
Living Status	[Dropdown]
Unaccompanied Youth	[Dropdown]

- Added Unaccompanied Youth to Enrollment > State Reporting Fields
 - Options are Yes or No
 - Choose Yes, if the student is not in the physical custody of a parent or guardian
- If Homeless indicator is selected, Living Status and Unaccompanied Youth are required fields
 - When editing a previous year enrollment that has the homeless indicator on, Unaccompanied Youth should be set to YES if Living Status selection is 09 and NO for all other Living Status selections
- Unaccompanied Youth option has been removed from the Living Status drop list.



Intervention Records

- Intervention records are REQUIRED for
 - All High School seniors who did not meet junior year ACT KY state-wide benchmarks (enter before October 30)
 - All students served by Extended School Services (ESS)
 - All students served by a Read to Achieve (RTA) or Mathematics Achievement Fund (MAF) grant
 - All students scoring NOVICE on state assessments in 3rd Year Needs Improvement Schools
- KDE data pulls
 - ESS Summer School records on September 30
 - Type: ESS and Start Date Range between 6/1/15 and 7/31/15
 - All Records with service dates indicating 2015-2016 School Year
 - October 30 January 30 March 30 June 30 (Final Pull)
 - Records do not need to be updated for each pull unless service has changed



Intervention Records Data Quality Issues

- Use PLP Intervention Data report to validate records
- Cleanup is still needed on last year's records
 - Over 3,000 records exist with SY 15-16 start dates that seems to be from last year
 - Start Date 8/16/2015, End Date 4/27/2015, Record Date 1/15/2015
 - Missing End Date, Total Hours Served and/or Results
- Common Data Entry Errors (please check for these often)
 - No "Intervention Type" selected
 - No content area selected
 - No start date or in the future by months or years
 - Content area "Other" and then multiple content areas entered in the explanation box (i.e. Reading, Math, Science). You must separate the content areas into separate records.
 - The course code is only entered if the Intervention Type is "Course" and is set up as a course in IC. You must use the STATE course code.

KTS Data Exchange

- [KTS Data Exchange User Group Setup](#)
- Granting Technical Principal District Access
- KTS Data Exchange Attendance
- ATC Student/Parent Portal [Login](#) & [Access Instructions](#)
- Support
 - KTS Data Exchange [webpage](#) & support email address
 - ktssupport@education.ky.gov
- Training
 - Upcoming
 - [Training for 2016-17 Schedule Preparations](#)
 - Kentucky Infinite Campus Interchange Sessions
 - KTS Grade Transfer
 - KTS Project Updates & Best Practices
 - Past
 - Proper Setup for Accurate Grade Sync [Video](#) & [PowerPoint](#)
 - KTS Attendance Processing from HS Perspective [Video](#) & [PowerPoint](#)



Median Student Growth Percentile

- 2014-15 calculation scheduled for late October.
- Teacher Course Check report updated to include 2015-16 course codes. Use this report to:
 - Validate 2014-15 teachers are correctly aligned to ELA and Math courses.
 - Validate 2015-16 teachers/courses aligned correctly.
- Quick Reference Card for Teacher Course Check is located on the KDE website [here](#)
- Reminders:
 - Limited to grades 4-8
 - Reading and Math courses only
 - Growth calculated from K-Prep scores from one year to next
 - Median calculation combines all student growth scores for teacher to determine median.
 - MSGP is used in teacher evaluation it so needs to be correct

Preschool Fall Enrollment Count

- Counts eligible state-funded preschool children (4-year-olds at risk and 3 & 4-year olds with disabilities) who are enrolled in the preschool program.
- The children must be enrolled in the preschool program on December 1, 2015.
- The final numbers will be pulled on Monday December 7, 2015.
- Check to see that the children are showing up by using the Preschool Enrollment Count detail report to verify students have a "1" in the appropriate column.

Extract Options

Report Type Summary Detail

Select One Fall Enrollment Count ▼

Effective Date 12/01/2015 

School Report Card (SRC) – Equity - Teacher Turnover

- 2015 first calculation of teacher turnover
- Publically reported on new SRC Equity Page
- Teacher counted as turnover:
 - if didn't return from prior year
 - if returned to start the year but didn't finish the year.
 - if new teacher that worked more than 100 days but did not complete the year.
- Reminders:
 - Considered teacher if aligned to course/section in either year.
 - Must continue to be aligned to students to be considered teacher for calculation
- District feedback?

Special Education

- The Division of Learning Services will be providing Beginning of Year Training to Directors of Special Education and their assistants.
 - Training sessions will address:
 - Waiver Processes
 - Information on MOFE and CEIS
 - Time and Effort
 - December 1 Child Count
 - Infinite Campus updates
 - To register, please login to CIITS at <https://ciits.kyschools.us> and search for Beginning of the Year Training for Special Education in the PD Search under Educator Development.
 - Dates and locations for this training are as follows:
 - Monday, October 12 – General Butler State Park, Carrollton
 - Tuesday, October 13 – Capital Plaza Tower, Frankfort
 - Monday, October 19 – WKEC Conference Center, Eddyville
 - Tuesday, October 20 – Early College and Career Readiness Center, Elizabethtown
 - Wednesday, October 28 – Morehead Conference Center, Morehead
 - Thursday, October 29 – GC Garland Building, London
- **Note: Registration for the October 12 training in General Butler State Park will close on September 30.**
- For any questions, please contact amy.patterson@education.ky.gov or Joe McCowan at joseph.mccowan@education.ky.gov

State Course Codes 2016-2017

- There will be minimal changes to state course codes for the 2016-2017 school year.
- Changes already published will continue as published.
- Critical need changes will be made in a few areas that are causing issues for schools.

- Questions about Career and Technical Education (CTE) Course Codes can be sent to Kiley.Whitaker@education.ky.gov
- Non-CTE Course Code questions can be sent to Joseph.Mccowan@education.ky.gov



Student Voice Survey for Other Professionals

Who participates?

- Student voice surveys are administered for Other Professionals who have direct instructional interaction with students throughout the year
 - Library Media Specialist
 - Speech Pathologist
 - School Counselor
 - School Instruction Coach
 - School-based Psychologists serving students on a consistent schedule
- Students in Grades 3 – 12

Paper/Pencil Implementation

- Only implemented via paper/pencil or other manual means (Scan Tron, Survey Monkey, etc.). **Not available via Infinite Campus system**
- Survey questions are being revised to reflect area of expertise and are scheduled for release in late November
 - Detailed guidelines are being developed and will be relayed throughout the state



Student Voice Survey for Teachers

- Who participates?
 - Those being evaluated as a teacher with at least 10 eligible students
 - Students in Grades 3 – 12
- Paper/Pencil Option
 - Must use KDE defined questions and responses (same as last year)
 - May occur from now through March 4, 2016
- Infinite Campus Implementation – **Redesigned**
 - Training session at Interchange
 - Available: January 4, 2016 through March 4, 2016 – no Fall window
 - District controlled functionality by school
 - Automated assignment action and date
 - Survey start and end date
 - Student responses recorded anonymously
 - Teacher results will be per school
 - Results available in EDS by April 4, 2016



Upcoming Training

- Infinite Campus Training
 - Fundamentals of Campus Database 10/12-14
 - Mastering Fundamentals – 10/19-23
 - Mastering Fundamentals II – 11/9 -11/13
- KDE Interchange Sessions: November 19-20 at the Marriott Downtown in Louisville
- Mid-Year Training: January 12
- Other training needs?

Open Discussion

