

KSIS/Infinite Campus



Kentucky Department of Education
KIDS – Division of Enterprise Data



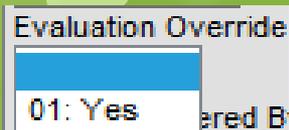
KSIS/Infinite Campus Spring Update

AGENDA:

- CIITS Job Categories**
- Civil Rights Data Collection (CRDC)**
- Data Security and Privacy**
- Data Standards**
- End of Year Training**
- eTranscript Usage**
- Intervention**
- KTS Data Exchange Project**
- State Assessment Data Load**
- State Course Code Changes**
- Website resources**
- On the horizon**

CIITS: Job Categories for 2015-2016

- 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.
 - 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 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.
 - Preliminary analysis shows Evaluation Override will need to be set for very few (usually less than 10) staff per district.



CIITS: Job Category Preparation

Two new KDE reports available in IC district sites to help districts prepare:

- **CIITS Job Category report** ([Quick Reference Card](#))
 - Displays staff who will be aligned to a job category and their designated job category.
- **CIITS Job Category Exception report** ([QRC](#))
 - Displays staff who will NOT be aligned to a job category along with detailed exception code.

To ensure that certified staff are aligned to the correct job category in 2015-2016:

- Review the two reports in IC.
- Run the CIITS Job Category report; verify the person's job category is correct.
- Run the CIITS Job Category Exception report; resolve any issues for **certified staff** by end of May.
- Review article in February & April [KSIS & More newsletter](#).

Civil Rights Data Collection (CRDC)

○ KY CRDC Schedule

- March 23 – 25 Districts that want to opt out should go into the system and make their selection.
- March 26 – 27 KDE will load data.
- March 28 – April 10 Districts review data KDE has loaded in the CRDC on-line system.
- April 11 – April 17 KDE will reload data if any issues are found. (Note: Districts can opt out after the initial load and before reload.)
- April 20 – Districts should begin entering data.
- Early to late July CRDC is expected to close.

CRDC - Important Information

- Districts will need to verify the data that KDE loads and enter other district/school data. Ultimately, the district is responsible for the quality of the CRDC data.
- CRDC file elements along with information on what districts and schools will have to enter locally is available on the CRDC webpage or click [here](#). Ad-hocs available to assist with validation.
- The OCR will be publishing CRDC tip sheets designed to help schools and districts enter data and/or answer common questions. Once they have been created, KDE will provide them on the [KDE CRDC webpage](#), where you can always find the latest CRDC data.
- OCR is setting up a CRDC Kentucky Workspace to facilitate communication. More information will be sent out on this tool as it becomes available.
- The OCR is aware spring break will be during the collection window and said they will take that into consideration when setting the close date. The close date will be NO SOONER than 75 days after CRDC opens. KDE does not yet know the date CRDC is expected to close.
- KDE Contact for questions: [Jessi Carlton](#) and [Tyra Dunn-Thomas](#)

Data Security and Privacy

Administrative | Districts | Jobs | Legislature | Media | Parents | Public | Researchers | Students | Teachers

Home / District/School Support / Technology / Data Privacy and Security

Additional Technology Resources
Continuous Instructional Improvement Technology System (CIITS) ▾
eTranscript
Financial Management System (MUNIS)
Kentucky Student Information Systems (KSIS) ▾
KETS Funding and Reporting
KETS Master Plan ▾
Office 365 ▾
Technology Purchasing and Standards
Technology Support and Services

Data Privacy and Security

Published: 12/9/2014 12:34 PM

In this age of data-driven decision making, data is foundational to the success of the process. Whether discussing student achievement, program monitoring, education funding, accountability or any other education-related conversation, data is at the center of the discussion.

The Kentucky Department of Education (KDE) is required by state and federal law to collect and store student and educator records. Click [here](#) for information on Kentucky data collection systems.

The Department takes seriously its obligation to protect the privacy of data collected, used, shared and stored.

KDE Policy and Documents

Review and Approval Procedures: Agreements Involving Personally Identifiable Information (PII)

The Department has developed a review and approval process for all data requests that involve disclosure of PII. Click [here](#) to view details on the data request process.

District Guidance on Student Information Security and Privacy (November 2014)

Topics covered include: Links to general resources, training, uses of data, breaches in security; data sharing agreements; disclosure of student data for studies on behalf of the district and for audits, evaluation, or compliance monitoring and parent notification about and access to student records.

Data Collection Opt Out Requests

To support Kentucky school districts on data collection issues, KDE prepared this guidance for local education agencies when responding to requests that no personally identifiable information (PII) about student(s) is included in Kentucky's data collection system(s).

State-Level Data Collection

Kentucky's data systems collect a variety of information at the

Kentucky Department of Education

- [KDE Data Access Policy](#)
- [Data Requests](#)
- [Data Governance](#)
- [Data Collection and Use](#)
- [Data Breach and House Bill 341](#)

U.S. Department of Education

- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Model Notification of Rights for Elementary and Secondary Schools](#)

National Forum on Education Statistics

- [The Forum Guide to Data Ethics](#)
- [Improving Education Data](#)

Privacy Technical Assistance Center (PTAC)

- [Transparency Best Practices for Schools and Districts](#)
- [FERPA Exceptions Summary](#)
- [Best Practices for Data Destruction](#)
- [Protecting Student Privacy While Using Online Education Services](#)
- [FERPA Awareness Training](#)
 - [101 - for Local Education Agencies](#)
 - [FERPA 201 - Data Sharing under FERPA](#)
- [Data Breach Response Checklist](#)

Data Quality Campaign

- [A Stoplight for Student Data Use](#)

Other Resources

Reports and other Documents on Student Data Privacy and Security:

- [Guidance for Schools and Districts: Best Practices](#)



Data Security and Privacy

KDE MOUs updated to include new HB5 and HB232 requirements that went into effect January 1.

- Data sharing agreements that include Personally Identifiable Information (PII) should include provisions for new requirements for data breach & cloud storage
- KDE MOUs can be used as guide for districts. Available at bottom of [KDE data request webpage](#) (link from Researchers tab)

Evaluations, audits or compliance activities - [Memorandum of Understanding \(MOU\) template with exhibits](#) for requests under the FERPA exception to carry out evaluations, audits, or compliance activities. (Rev. 2/16/2015)

Studies - [Memorandum of Understanding \(MOU\) template with exhibits](#) for requests under the FERPA exception to conduct studies. (Rev. 2/16/2015)

- [Privacy Technical Assistance Center \(PTAC\) Guidance](#) – *recently released*
 - Model Terms of Service for Online Educational Services
 - Data Breach Response Training Kit.



Data Standards - Reminder

- Data Standards are available on-line [here](#) -or- search KDE website – keyword, “data standards.”
- The standards are available as individual documents by topic.
- The standards are updated when:
 - state/federal reporting requires change
 - data quality issues are identified
 - new functionality is added to Infinite Campus
- A KSIS Notification is sent to districts when any major change is made to a standard.
- Following the guidelines contained in these documents helps to ensure data quality, consistency and comparability across districts.
- YOUR INPUT IS WELCOME!!!!!!

Data Standard – Census (Teacher)

4F	Credentials Tab
Campus Path:	Census People Credentials
Licensure/Certification Employment Credential Information	
*Start Date 07/01/2010	
End Date []	
<input type="checkbox"/> Fully Certified	
LEP Credential []	
SPED Related Services Credential []	
License Number 199902875	
License / Certification Type []	

EPSB ID #s should be entered in the District Assignment "credentials" tab.

License Number: All certified staff must have their EPSB ID Number in this field. HR personnel can find this number on the EPSB website in the secure Kentucky Educator Certification Inquiry lookup on www.epsb.ky.gov.

End of Year Training

Scheduled April 29-30 via Lync

TOPICS Include:

- Calendars
- Cohort
- G Codes
- Health Reporting
- IC and POS Data Synchronization
- Intervention Data
- KTS Data Exchange Project Scheduling
- Non-traditional Days
- SAAR
- Safe Schools EOY Reporting
- SEEK at Risk ADM

Other Suggestions?

eTranscript

Published: 3/3/2015 9:30 AM

The Kentucky eTranscript system provides a simple and secure way for high school students to send their transcripts to participating colleges and universities at no cost. The eTranscript service is available in all public schools. Features and benefits of the eTranscript system include:

- convenient online access available 24/7
- touch-free, complete automation from student request to delivery
- tracking of student's transcript request
- seamless integration with the Kentucky Student Information System for efficient processing
- secure and FERPA-compliant data transfer
- reporting metrics and analytic insight for educators and administrators
- statewide adoption of a standard transcript format

User feedback and usage numbers

Usage reports by academic year

- 2013-14 (Kentucky first year eTranscripts generated)
- 2014-15 (eTranscripts generated by school and district through (03/02/15)
- 2014-15 (Students registered for eTranscript by school, district and graduation year through 11/29/14)

Customer feedback on deployment and use of eTranscript

"Thank you!!! Parchment has simplified my job and saved me so much time!!!!" This is a quote from Teresa Hockman, records clerk at Pleasure Ridge Park High School in Jefferson County, made during the June 26 Virtual Listening Forum hosted by Parchment and Kentucky's education agencies. Staff from schools, colleges and universities participated in the event to provide feedback on their experiences with implementation and use of the new process. For a recording of the event, click [here](#).

Contact Us:



eTranscript Resources

- [Kentucky eTranscript Video - See how it works!](#)
- [District Setup](#)
- [Frequently Asked Questions](#)
- [eTranscript Elements](#)
- [Sample eTranscript](#)

Communications

- 5/15/14 [All Kentucky public high schools now online with electronic transcripts](#)
- 7/29/13 [Kentucky eTranscript news release](#)
- 7/12/13 [Commissioner's message on registration](#)
- 6/11/13 [Commissioner's message to superintendents](#)
- 5/22/14 [Other state and national media coverage](#)



Intervention Tab

- Update on Usage
 - 188,793 student intervention plans
- Common Data Entry Errors
 - Must select Intervention Type
 - Must enter a Start Date
 - Must select Content Area
 - Any “other” selections should be explained
- Reminder that all records should be end-dated when the school year ends

Intervention (new PLP Intervention Data report)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	District Number	District Name	School Number	School Name	SSID	Last Name	First Name	Grade	Content	Content Other	Start Date	End Date	Type	State Code	Tier	Results	Results Other
1																	
2	301	A County	071	A ELEMENTARY SCHOOL	8529631470	ASTUDENT	ONE	06	1: Reading		08/04/2014		5: Other		2: Tier 2		
3	301	A County	071	A ELEMENTARY SCHOOL	8529631470	ASTUDENT	ONE	06	4: Math		10/20/2014		5: Other		3: Tier 3		
4	301	A County	071	A ELEMENTARY SCHOOL	8529631470	ASTUDENT	ONE	06	4: Math		08/04/2014	10/10/2014	5: Other		2: Tier 2	2: Exited to another intervention	
5	301	A County	071	A ELEMENTARY SCHOOL	9999999999	ASTUDENT	TWO	02	1: Reading		10/20/2014		2: ESS		2: Tier 2		
6	301	A County	071	A ELEMENTARY SCHOOL	7589321466	ASTUDENT	FIVE	04	1: Reading		12/02/2014		5: Other		2: Tier 2		
7	301	A County	071	A ELEMENTARY SCHOOL	7589321466	ASTUDENT	FIVE	04	4: Math		12/02/2014		2: ESS		3: Tier 3		
8	301	A County	071	A ELEMENTARY SCHOOL	7589321466	ASTUDENT	FIVE	04	8: Other	Spanish	08/11/2014	10/02/2014	5: Other		2: Tier 2	4: Moved from school	Transferred

	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
	Materials 1	Materials Code 1	Materials 2	Materials Code 2	Staff	Location	Delivery Method	Delivery Other	Total Hours	Duration	Frequency	Funding Source	Funding Other
1													
2	1: Teacher Developed Intervention Lessons		5: Vendor Program	2223	1: Certified	1: On-Site	3: Blended				1: Daily		
3	1: Teacher Developed Intervention Lessons		5: Vendor Program		1: Certified		3: Blended				1: Daily		
4	5: Vendor Program	3325							40				
5	5: Vendor Program	2201: CARS/ STARS	5: Vendor Program	2222: Other Reading Resource	1: Certified		3: Blended				2: 2 days/week		
6	1: Teacher Developed Intervention Lessons		5: Vendor Program	2226	1: Certified		1: In-Person			3: 45 minutes	1: Daily	3: Title 1	
7	5: Vendor Program	3319			5: Computer Based		2: Online			4: 60 minutes	2: 2 days/week		
8	7: Other	0000	6: Vendor Provided Service	3333: Other Math Resource	4: Peer Tutor	2: Off-Site	3: Blended	Delivery other	35	5: > 60 minutes	6: Other	5: Other	Other Funding

	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW
	Comments 1	Comments 2	Literacy Readiness	Reading Phonics	Reading Fluency	Reading Comprehension	Reading Vocabulary	Handwriting	Writing Mechanics	Writing Content	Math Number Sense	Math Computation	Numeracy	Math Reasoning	Geometry	Probability Statistics	Measurement	Algebraic Thinking	Social / Emotion
1																			
2			Yes	Yes	Yes	Yes	Yes												
3											Yes	Yes	Yes						
4	FASTT Math is helping but he needs additional help											Yes							
5																			
6	This is a test.	Comments 2		Yes	Yes	Yes													
7											Yes	Yes	Yes	Yes					Yes
8	comments 1	comments 2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM
	Cognitive	Language	Behavior	Adaptive Skill(s)	Credit Recovery	Acceleration	Skill Other	Skill Described	Parent(s) Notified	Parent(s) Included In Planning	Parent(s) Provided Resources	Parent(s) Attended Meeting	Parent(s) Provided With	Referred	Referral Description	Record Date Time
1																
2									Yes	Yes	Yes	Yes	Yes			8/4/2014 2:44:00 PM
3																12/5/2014 2:49:00 PM
4									Yes							9/8/2014 2:46:00 PM
5																12/5/2014 3:05:00 PM
6							This is a test	Yes	Yes	Yes	Yes	Yes	Yes			12/2/2014 9:07:00 AM
7														Yes	In testing as of Nov 2014	12/2/2014 9:11:00 AM
8	Yes	Yes	Yes	Yes	Yes	Yes	All checkboxes yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	All checkboxes yes	12/2/2014 9:18:00 AM

○ KDE Contact: Intervention - [April Pieper](#)



KY Tech Schools (KTS) Data Exchange

- KTS Data Exchange project highlights

- Transfer of student data from the high school to the technical school.
- Transfer of posted grades from the technical school to the high school.
- Real-time attendance and schedule reports available to users.
- Eliminates duplicate data entry.
- Allows technical schools to fully utilize functionality in IC and CIITS.
- Full implementation required for the 2015-16 school year for all ATCs, CTCs and subsequent high schools.

- Training

- Recorded training videos along with other training materials can be accessed on the [KTS Data Exchange webpage](#)
- Attendance Clerk Lync Training – April 23, 2015 (for tech & HS clerks)

- Waiver Process

- CTCs only can apply for a one-year waiver from the project. The waiver form can be found on the [KTS Data Exchange webpage](#). Send completed waiver request forms to ktssupport@education.ky.gov. The deadline to submit a waiver request is April 1, 2015.

- Questions

- Tanya Fluke, Office of Career & Technical Education, KTS Project Lead
- ktssupport@education.ky.gov



State Assessment Data Load

- Assessment data recently loaded and published to all districts:
 - 2014-15 Kindergarten Readiness scores and Social Self Help,
 - EXPLORE
 - PLAN
- Data Refreshed: *Modified scores impact small number of schools*
 - 2014 End-of-Course
 - 2014 K-PREP - Note: test structure has been modified too. Users can now see the status of students who are exempt, from within the assessment tab.
- ACT Nationals (for tests taken through December) – published to only those districts that have selected to receive in 2014 survey.
- Other:
 - Assessments loaded as received. Currently in process:
 - Compass
 - KYOTE
 - ASVAB
 - KOSSA
 - NCRC
 - Industry Certification
- If you have any questions about the published data, please contact [Raymond Carter](#).



State Course Code Updates

- Revised Course Codes for 2015-2016 are posted in IC
- 2015-2016 course code documents are due to become available during the week of March 16 – 20
- The Kentucky Uniform Academic Course Codes web page is in the process of being updated to include new information on dual credit, CTE, Transitional Courses, Math course codes, and Median Student Growth Percentile (MSGP)



State Course Code Changes – Math

- Course descriptions have been revised to include language from Kentucky's mathematics academic standards
- Consolidating State Codes (same content = same state code)
 - No Pre-Algebra (270222)
 - Use the math course code that matches the grade level of students and content being taught
 - Algebra 1 always use 270301
 - 270232, 270305, 270306, 270307 no longer valid
 - Geometry always use 270401
 - 270233, 270402, 270403, 270404, 270411, 271412, 270421, 270422 no longer valid
 - Pre-Calculus always use 270501
 - 270502, 270503, 270504 no longer valid
 - Probability and Statistics always use 270602
 - 270603 no longer valid
 - Finite Mathematics always use 270612
 - 270613 no longer valid
- For information related to math course codes contact Robin Hill at robin.hill@education.ky.gov



State Course Code Changes - Dual Credit

- KDE has added course codes for entry-level dual credit courses
- These codes are not meant to limit the courses that may be taken as dual credit, but are some common courses that may be offered
- The appropriate choices for Teaching Method and Instructional Setting should be used in combination with the new codes
- For any questions, contact Amy Patterson (amy.patterson@education.ky.gov)



Website & Other Resources

- [KSIS Training](#)
- [State published ad-hoc filters](#)
- [KY State Reporting, Custom Edit and KDE reports](#)
- [State Reporting](#) submission dates, processes and contact information for 2014-15



On the Horizon....

- Advanced diploma, Commonwealth diploma and District/State Approved Secondary GED – “inactive” state diploma type
- DASCR to Infinite Campus for school data
- Graduation/End Status Validation Reports
- Individual Learning Plan (ILP) – RFP to be released soon
- MUNIS to Infinite Campus data load
- Validation/Certification - standard tool for reporting

**Open Discussion
and
Questions**

