



# KSIS Beginning-of-Year Supplemental Slides

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2016-17 Beginning-of-Year Training

# Supplemental Agenda

- ▶ Active Year / Scope Year Change
- ▶ Annual FERPA Notification
- ▶ Assessment Update
- ▶ Attendance Code for Basic Training
- ▶ Chronic Absenteeism
- ▶ Civil Rights Data Collection (CRDC)
- ▶ Cloud Migration
- ▶ Data Standards
- ▶ Date of Birth and Age Appropriate Grade Placement Enhancement
- ▶ Enrollment Reminders
- ▶ Enrollment – Student Locator
- ▶ KDE is Moving!
- ▶ KDE – Renaming of Offices/Divisions
- ▶ School Report Card
- ▶ Student Health Office Visits
- ▶ Terms of Service for Software, Apps and Web-based Tools
- ▶ Training Resources
- ▶ Update Contacts



## Active Year/Scope Year Change

- ▶ **Active Year – Change when ready!**
  - Determines which enrollment is highlighted on enrollment screen and data visible on Parent Portal.
  - Districts may want to limit access on Portal until scheduling is complete.
  - Do not change until Campus has run the KY Enrollment Script in your district if requested through support.
- ▶ **Scope Year Change – Scheduled for August 3**
  - Impacts data syncing related to School Report Card
  - Districts need to create 2017-18 school year prior to change
- ▶ See [Summer 2016 KSIS & More newsletter](#) for more information on these and other beginning of year reminders



# Annual Notifications

- ▶ **Review and distribute annual parent notification**
  - **Right to inspect, review, and amend student education records.**
  - **Definition of directory information and how to opt out. Consider limited directory information policy to limit sharing of PII.**
  - **Definition of school official and what constitutes legitimate education interest. *Does data sharing with KHEAA for dual credit scholarship fit district definition?***
  - **Notice of rights regarding conduct of surveys, collection and use of information.**

FERPA – 20 U.S.C. § 1232g; 34 CFR Part 99  
PPRA - 20 U.S.C. § 1232h; 34 CFR Part 98



# Assessment Update

## ▶ **2015-16 Assessments in Production**

- ACT (National) September, October and December 2015, February, April 2016
- ACT (Junior) – March 2016
- Compass up to 6/16/2016
- KYOTE up to 6/9/2016
- Kindergarten Readiness
- CTE Data (ASVAB, KOSSA, NCRC, Industry Certification)

## ▶ **Coming Soon**

- AP scores – will publish scores next week (beginning 7/25/2016).



## Attendance Code for Basic Training

- ▶ **New State Attendance Code will be added to Infinite Campus to comply with HB 87**
  - **HB 87 allows a high school student to be marked present for up to ten days when attending basic training in the U.S. Armed Forces**
  - **The new state code will be BT: Basic Training**
  - **Status: Present and Excuse: Exempt**



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KDE will be working with Campus to get this new code added to all districts and attendance reports updated to work with the new code. Districts will be notified when the code and report changes will be available in a Campus release.

# Chronic Absenteeism

- ▶ **New with ESSA - Chronic Absenteeism is now measured and reported at the federal level.**
  - This is defined as students who miss 17 or more days, whether excused or unexcused.
  - The measure includes days for out of school suspensions.
  
- ▶ **Resources are provided on the Attendance Works web page - <http://www.attendanceworks.org/>**
  - September is Attendance Awareness month – materials to assist districts are at the link above.
  
- ▶ **A team at KDE is working on a state definition and will provide more information in the coming school year.**



## Civil Rights Data Collection (CRDC)

- ▶ LEA data collection - all schools/districts must report 2015-16 data. Expect collection to open in late fall to early winter.
- ▶ KDE will prepopulate data similar to what was done for 2013-14.
- ▶ District responsibility to verify data and validate within Office of Civil Rights data system.
- ▶ Designate CRDC Contacts through People Role Manager Web Application to ensure information is getting to the right individuals locally.
- ▶ KDE website will be kept up-to-date as more information is known.
- ▶ <http://education.ky.gov/districts/tech/sis/Pages/KY-CRDC.aspx>



First CRDC letter went out to superintendents in March or April.

## Cloud Migration

- ▶ Districts opting to move to Cloud will do so in 2016-17
- ▶ Frankfort-hosted districts during winter break 2016
- ▶ Other districts split between
  - Spring Break 2017
  - Summer Break 2017
- ▶ Readiness Guide will be shared in early fall.



# Data Standards

- ▶ Program areas continue to update data standards documents to include changes for the 2016-17 school year
- ▶ Standards recently updated include:
  - Early Graduation
  - Early Learning/Prior Settings
  - Enrollment
  - FRYSC
  - Gifted & Talented
  - LEP
  - Preschool
  - Special Education
  - System Administration
  - TEDS
  - Title I
- ▶ Reminder: updates are made throughout the year as needed when new functionality is added or reporting requirements change. Check date on each document for most recent updates.
- ▶ District feedback on this documentation is always welcomed. Email Becky Jenkins with your suggestions for improving or clarifying any of the data standards documents.



Some of the changes are simply updates to screenshots or clarification. Major changes are noted in the header section under “Noted Changes for current year”.

## Date of Birth and Age Appropriate Grade Placement Enhancement

- ▶ New functionality has been added to Infinite Campus to alert users when a student is about to be enrolled into a grade level that may be incorrect based on the student's age
- ▶ Age/grade level parameters are set at the district level.

Path: System Administration>Resources>Grade Level Definitions>Grade Level Age

- Grade Level Age tab – Administrators can enter a minimum age and maximum age for each grade level and select a date by which the student must meet those requirements
  - A warning message will display when enrolling a student in a potentially incorrect grade level
  - An Exclude from Grade/Age Validation is available on the Grade Levels tab
- ▶ More information available on [Campus Community](#) or in the [Campus.1617 Lunch and Learn](#)



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This is optional for districts to use, but could greatly enhance data quality.

# Enrollment Reminders

## ▶ 2015-16

- All student enrollments must be ended with appropriate date and end status code
  - ✓ This process can be done quickly and en masse by using the Enrollment End Batch tool available under System Administration > Student > Enrollment End Batch
- Use available custom reports and ad hoc queries to review data

## ▶ 2016-17

- Run Enrollment Cleanup Wizard
- Verify enrollments have been created with correct start date and status (E01)
- Review No Show Guidance before first day of school in the [Pupil Attendance Manual](#) or the [User Guide: No Shows](#) located in the Other Procedural Documentation section on the [KSIS Data Standards webpage](#)



## Enrollment Reminder – Student Locator

- ▶ Always use the Student Locator when enrolling students.
- ▶ Search for an existing record for the student before creating a new record.
- ▶ We see a large number of duplicate records created for preschool and kindergarten students when new records are created rather than enrolling students from existing records.
- ▶ Duplicate records cause multiple data syncing and/or reporting issues and have to be cleaned up by district/state personnel or Campus support.



## KDE is moving!

- ▶ In late August, KDE will begin moving out of the Capital Plaza Tower to its new location at 300 Sower Boulevard. This is on the East-West Connector (KY-676) in Frankfort
- ▶ All KDE offices with the exception of the Division of School & Community Nutrition will be located on the 4<sup>th</sup> and 5<sup>th</sup> floor of the new building.
- ▶ Phone numbers and email addresses will remain the same.



## KDE – Renaming of Offices/Divisions

- ▶ **Office of Administration and Support to the Office of Finance and Operations**
- ▶ **Office of Knowledge, Information and Data Services to the Office of Education Technology**
  - Division of KETS Engineering and Management to the Division of School Technology, Planning, and Project Management
  - Division of KETS Operations and Services to the Division of School Technology Services
  - Division of Enterprise Data to the Division of School Data Services
- ▶ **Office of Guiding Support Services to the Office of Legal, Legislative and Communication Services**
- ▶ **Office of Next Generation Schools and Districts to the Office of Continuous Improvement and Support**
- ▶ **Office of Next Generation Learners to the Office of Teaching and Learning**
- ▶ **Office of Assessment and Accountability**
  - Division of Assessment Design and Implementation to the Division of Accountability, Data and Analysis.
  - Division of Support and Research changed to the Division of Assessment Support



## School Report Card

- ▶ School Report Card secure site is now open.
- ▶ Learning Environment and Finance tabs need to be validated.
  - Learning Environment/Safety tab by August 1.
  - Other Learning Environment tabs by August 31.
  - Finance tab by August 31.
- ▶ Profile Tab – already open to public – verified in April. If superintendent, principals, board members or other demographics have changed since then, need to update through DASCRC or People Role Manager.



# Student Health Office Visits

- ▶ **Currently documented and maintained by school nurses on paper and kept on file in the health office or entered into the Health Office Visits section of Infinite Campus**
- ▶ **KDE Health Program staff have provided training on how to enter data in Infinite Campus rather than maintaining paper records**
  - **Using Campus to document records is a more efficient means for tracking and reporting data**
  - **Recent legislation requiring districts to stock EpiPens and Narcan. Documenting the instances of administration of these medications via ad hoc data reports will be beneficial in determining the extent of their use.**

**Note: Documenting health office visits in Infinite Campus remains voluntary**



## Terms of Service for Software, Apps and Web-based Tools

Reading them all is next to impossible. To help solve this problem, see if the vendor has signed the Student Privacy Pledge committing to responsible stewardship and appropriate use of student information. Click [here](#) for a list of companies that have signed the pledge, enforceable by the Federal Trade Commission, committing to:

- ▶ Not sell student information
- ▶ Not behaviorally target advertising
- ▶ Not change privacy policies without notice and choice
- ▶ Use data for authorized education purposes only
- ▶ Enforce strict limits on data retention
- ▶ Support parental access to, and correction of errors in, their children's information
- ▶ Provide comprehensive security standards
- ▶ Be transparent about collection and use of data

The US Department of Education Privacy Technical Assistance Center (PTAC) provides guidance, examples, and a checklist of key provisions and warnings. For additional information:

[Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices](#)

[Protecting Student Privacy While Using Online Educational Services: Model Terms of Service](#)

[PTAC Help Desk](#)



## Training Information & Resources

- ▶ **KSIS Training** page contains information about upcoming training opportunities as well as resource materials from past training.
- ▶ **Campus Community** – documentation, videos, simulations, forums, announcements, release notes and other resources regarding Infinite Campus functionality.
- ▶ **Infinite Campus University (ICU)** – live WebEx training available to all KY Infinite Campus users at no cost. Regional trainings held in KY such as Mastering the Fundamentals, Campus Database, etc. (see registration information for dates, locations and cost)
- ▶ **Recorded Campus Webinar** sessions available. Session offerings can be found on Campus Community in Forums | Announcements | ICU Recorded Webinar Sessions.
- ▶ **Campus/KDE Fall User Groups – Save the date!**
  - October 11-14 Western KY locations (TBD)
  - October 18-21 Eastern KY locations (TBD)



## Update District & School Contacts

- ▶ **Verify school and district contacts in on-line directory**  
<http://openhouse.education.ky.gov/Directory>
- ▶ **Update contacts through People Role Manager Web Application**  
<https://applications.education.ky.gov/login/>
- ▶ **Remember to end date in Infinite Campus and web applications staff that are no longer with the district.**

