



Kentucky Department of

Our Children,



Our Commonwealth

Education

Kentucky Department of Education 2016-17 KSIS Beginning-of-Year Training

**State Board Room (125), 500 Mero Street, Frankfort and KDE
Media Portal**

April 20 and 21, 2016

9:30 a.m. (ET) / 8:30 a.m. (CT)



2016-17 Dropout Fall Data Collection (SY 2015-16)

David Curd, DBA IT and Tina Logan, DBA IT
Office of Assessment and Accountability
Division of Accountability, Data and Analysis



Agenda

- ▶ **Submission of the 2016-2017 Dropout Data Collection for the 2015-2016 School year**
 - **How to run the state dropout report in Infinite Campus**
 - **SDRR Dropout preview**
 - **Contact Information**





- ▶ Districts review their dropout data through the Infinite Campus (IC) State Dropout Report between October 1-October 31. Prior to October 1, the Dropout Guidelines will be sent to districts in a Monday DAC email.
- ▶ After the due date of November 1, the preliminary dropout data will be loaded to the Student Data Review and Rosters (SDRR) application for final data review.
- ▶ Requested data exceptions, such as a change of accountability to state, will be handled through SDRR change requests.
- ▶ Districts will be notified through the Monday DAC email when data is available in SDRR to review.

Running Dropout Report



Infinite Campus District Edition

Year **16-17** School All Schools Calendar All Calendars

Index Search < **Dropout Report**

> Attendance
> Scheduling
> Fees
> Grading & Standards
> Medicaid
> Program Admin
> Ad Hoc Reporting
> User Communication
> Assessment
> System Administration
> FRAM
> Messenger
> Surveys
> KY State Reporting
 > Edit Reports
 > KDE Reports
 Calendar Report
Dropout Report
Dual Enrollment Cap Summary
Extended School Services Report
FRYSC Group Program Report
FRYSC State Report
Growth Factor
IDEA Dec 1 Count Extract
KEES Report
LEAD Extract
LEP Extract
Preschool Enrollment Count
Reading Intervention Extract

The Dropout Report produces a list of students who are considered Dropouts under State guidelines. When a calendar is selected, the report pulls Regular dropouts from the prior school year (the Minus One Year) and calculates Summer dropouts using both the Minus One Year and the Minus Two Year. For example, if the 15-16 calendar is selected, the report pulls Regular Dropouts entirely from the Minus One Year: 14-15. In this scenario, Summer Dropouts will be pulled from data 13-14 (-2 Year) and 14-15.

Note: The Dropout Report communicates with the State database to provide accurate reporting. Please allow for additional response time when generating this report. The report can only be run in batch mode to allow District-State communication.

Extract Options
Format: State Format (CSV) Select All
Submit to Batch

Select Calendar
Which calendar(s) would you like to include in the report?
 active year previous year

16-17
16-17 Ackerly
16-17 Ahrens Educational Resou
16-17 Alex R Kennedy
16-17 Atherton High School
16-17 Atkinson Academy
16-17 Auburndale Elementary Sc
16-17 Audubon Traditional Elem
16-17 Audubon Youth Developmen
16-17 Ballard High
16-17 Barret Traditional Middl
16-17 Bates Elementary
16-17 Bellewood
16-17 Binet School
16-17 Blake Elementary
16-17 Bloom Elementary
16-17 Blue Lick Elementary
16-17 Bowen Elementary
16-17 Boys Haven
16-17 Brandeis Elementary
16-17 Breckinridge Metropolita
16-17 Breckinridge/Franklin El
16-17 Brooklawn
16-17 Brown School Elem
16-17 Brown School High
16-17 Brown School Middle
16-17 Butler Traditional High
16-17 Byck Elementary
16-17 Camp Taylor Elementary
16-17 Cane Run Elementary
CTRL-click or SHIFT-click to select multiple

Show Inactive Schools
This tool pulls schools that were active in a previous year and are no longer active.

16-17
Myers Middle School (Last Active 2015-2016)
ZZ(A) Buechel Metropolitan High (Last Active 2015-2016)
ZZ(A) Kennedy Metro Middle School (Last Active 2015-2016)

- Year at top left set to 16-17
- Choose KY State Reporting, Dropout Report
- Select Calendar- Leave set to Active Year. This will pull the 15-16 school year data.
- Choose schools. Can choose 1 (by clicking on school name), multiple schools (by clicking on alt plus school) or all schools by clicking on Select All
- Submit to Batch

Dropout Report, Submit to Batch



Extract Options

Format: Select All

Select Calendar

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

active year previous year

- 16-17
- 16-17 Ackerly
- 16-17 Ahrens Educational Resou
- 16-17 Alex R Kennedy
- 16-17 Atherton High School
- 16-17 Atkinson Academy
- 16-17 Auburndale Elementary Sc
- 16-17 Audubon Traditional Elem
- 16-17 Audubon Youth Developmen
- 16-17 Ballard High**
- 16-17 Barret Traditional Middl
- 16-17 Bates Elementary
- 16-17 Bellewood
- 16-17 Binet School
- 16-17 Blake Elementary
- 16-17 Bloom Elementary
- 16-17 Blue Lick Elementary
- 16-17 Bowen Elementary
- 16-17 Boys Haven
- 16-17 Brandeis Elementary
- 16-17 Breckinridge Metropolita
- 16-17 Breckinridge/Franklin El
- 16-17 Brooklawn
- 16-17 Brown School Elem
- 16-17 Brown School High
- 16-17 Brown School Middle
- 16-17 Butler Traditional High
- 16-17 Byck Elementary
- 16-17 Camp Taylor Elementary
- 16-17 Cane Run Elementary

CTRL-click or SHIFT-click to select multiple

Batch Queue Reporting Options

Select Batch Queue Options

High Priority

Keep Until I Delete

Start Date/Time

➤ After clicking on Submit to Batch, click OK.

Dropout Report- Batch Queue



Infinite Campus District Edition

Year 16-17 School All Schools Calendar All Calendars

Index Search < **User: kdeadmin**
Person: Administrator, System

Admin Queue History

Refresh Save Delete Delete All Cancel All Restart All Cancelled

Show top 50 tasks submitted between 07/05/2016 and 07/12/2016

| Queued Time | Report Title | Username | Status | Start Time | End Time | Download |
|------------------------|----------------|----------|-----------|------------------------|------------------------|--------------------------------|
| 07/12/2016 09:12:08 AM | Dropout Report | kdeadmin | Completed | 07/12/2016 09:12:43 AM | 07/12/2016 09:13:35 AM | Get the report |
| 07/05/2016 11:23:06 PM | Transcript | sdavis9 | Completed | 07/05/2016 11:27:02 PM | 07/05/2016 11:27:13 PM | Get the report |

Batch Queue Detail

| Report Title | Status | Get the report |
|--------------|-----------|----------------|
| Transcript | Completed | |

System Administration

- Attendance
- Auditing
- Batch Queue
- Batch Queue Admin

- Go to System Administration, Batch Queue, Batch Queue Admin and you will see report listed. Click on Refresh periodically until Get the report shows under Download.

Dropout Review- SDRR



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

Home > Login Logout

Welcome!

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

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

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

Please use your user name and password.

DAC - Please use [KDE Web user ID and password](#) to login or contact your local WAAPOC to gain access.

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

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

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

 E-mail : [keshelpdesk@education.ky.gov](mailto:ketshelpdesk@education.ky.gov)

Registered Users

User Name:

Password:

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

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

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

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



Copyright © 2013 Kentucky Department of Education-OAA Privacy | Disclaimer | Contact Us | Help

After November 1, preliminary data will be loaded to SDRR for review.

Districts will be notified when data is available in the Monday DAC email.



Student Data Review and Rosters



| | | | | |
|---|---|---|---|--|
| <p>Data Review Status: CLOSED</p> <p>Student Listing Change Listing Transfers Listing Download</p> <p>Go to Data Review</p> | <p>Rosters Status: OPEN</p> <p>Student Listing Change Listing Transfers Listing Download</p> <p>Go to Rosters</p> | <p>Cohort Status: OPEN</p> <p>Student Listing Change Listing Download</p> <p>Go to Cohort</p> | <p>Access Status: OPEN</p> <p>Student Listing Change Listing Transfers Listing Download</p> <p>Go to Access</p> | <p>CCR Scores Status: OPEN</p> <p>Student Listing Change Listing Download</p> <p>Go to CCR</p> |
| <p>Dropout Status: OPEN</p> <p>Student Listing Change Listing Download</p> <p>Go to Dropout</p> | | | | |

- Dropout will be green during active review period. Click on box to move to Dropout section in SDRR.



[Home](#) > Dropout

Dropout

This section of SDRR is used to review demographic and reporting location data for the Kentucky State Dropout Report.

[Jump to Top](#)

From : 1/19/2016 9:00:00 AM EDT To : 2/5/2016 5:00:00 PM EDT
Currently Closed

| SDRR Tasks | Quick Links | Changes |
|---|---|---|
| <p><input type="checkbox"/> Verify each student is a dropout (W12, W23, W24, W25 or W28). For regular dropouts (dropped out during the 2015-16 school year), if the student had a substantiated enrollment in a homeschool (W20), nonpublic school (W21) or out of state (W29), change the end status in your local edition of Infinite Campus (IC). If this applies to a summer dropout (did not return to the 2015-16 school year after summer), add a 2015-16 NS enrollment with one of the three end statuses listed above. Changes in IC will not be reflected in SDRR during the data review period.</p> | <p>Dropout Student Listing * Dropout</p> <p>Dropout Change Listing</p> <p>Download - Dropout</p> | <p style="text-align: right;"> Total : 165</p> <p style="text-align: right;"> New : 0</p> <p style="text-align: right;"> Updated - Need Info : 0</p> <p style="text-align: right;"> Denied : 42</p> <p style="text-align: right;"> Closed : 2</p> <p style="text-align: right;"> Approved : 121</p> <p style="text-align: right;"> Pending OAA Approval : 0</p> <p style="text-align: right;">[All Tests] ▾</p> |
| <p><input type="checkbox"/> Verify demographics (Race/Ethnicity, Lunch, IEP, LEP). If in error, make the correction in your local edition of Infinite Campus as well as enter a change request in SDRR. Demographic changes will be automatically approved.</p> | | |
| <p><input type="checkbox"/> Verify accountable school. If accountability is set to a non-A1 school, you can change accountability on the enrollment screen in your local edition of Infinite Campus. If student is court ordered or dropped out in less than 30 days, submit a change request in SDRR for state accountability. Accountability cannot be tracked from an A1 school to another A1 school.</p> | | |
| <p><input type="checkbox"/> Review Dropout Change Listing in SDRR, noting any Denied or Updated changes for possible further action.</p> | | |
| <p><input type="checkbox"/> Update any student changes that are marked as Updated by OAA staff, to provide the information requested.</p> | | |

SDRR- Student listing



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters



Home > Dropout Student Listing

Logged in as: [betatester] -- Logout

Dropout Student Listing

2 rows returned

| Full Name | Grade | SSID | DOB | Gender | Race/Eth | Accountable School | Dropout Location School | Non Part | Lunch | IEP | EL/LEP | Dropout Type | End Status |
|------------|-------|------------|---------|--------|---------------------|--------------------|-------------------------|----------|-------|-----|--------|--------------|------------|
| [REDACTED] | 12 | [REDACTED] | 08/23/1 | M | Hisp: No Race: W | County High School | County High School | LOCKED | Paid | No | No | Summer | CO1 |
| [REDACTED] | 12 | [REDACTED] | 01/27/ | M | Hisp: No Race: W | County High School | County High School | - | Paid | No | No | Summer | CO1 |

Review list. Make changes in Infinite Campus. If changes cannot be made, you will be able to enter a change request to update data.



Dropout IC Report and SDRR Documentation

- ▶ When the updated Dropout guidelines and the SDRR User manual are posted, District Assessment Coordinators will be notified in the Monday DAC Email.
- ▶ Districts typically start reviewing the Dropout data between October 1st and October 31st through the IC State Dropout Report. Preliminary Dropout Data will be pulled after the November 1st deadline and viewable through SDRR. Data will be available for review and ticket submission for 10 days prior to final data is extracted from IC State.



Contact Information

Tina Logan: tina.logan@education.ky.gov,
(502) 564-9853 ext. 4740 or via Lync

David Curd: david.curd@education.ky.gov,
(502) 564-9853 ext. 4744 or via Lync

