



**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)**



# Links to join the training

- ▶ For the 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 right click and open the hyperlink or copy and paste it into your browser:  
<http://app.gosoapbox.com> Access Code: KDEData
- ▶ Have a technical issue? Contact your district technician.





# Welcome and Housekeeping

Becky Jenkins  
Office of Education Technology (OET)  
Division of School Data Services

# 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 post-training  
online evaluation/self-attestation survey.



# Instructional Management System (IMS) and Educator Development (ED) Tools

Begins at 9:35 a.m. (ET)

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



Start	April 20 (Day-1) Sessions	Presenter
9:30	<b>Welcome &amp; Housekeeping</b>	<b>Becky Jenkins</b> , Office of Education Technology (OET), Division of School Data Services 502-564-2020 x 2475
9:35	<b>Instructional Management System (IMS) and Educator Development (ED) Tools</b>	<b>Maritta Horne</b> , OET, Division of School Data Services 502-564-2020 x 2478
10:05	<b>Intervention Tab</b>	<b>Jarod Slone</b> , Office of Teaching and Learning (OTL), Division of Learning Services Jarod - 502-564-4970 x 4117
10:35	<b>Break</b>	
10:50	<b>Administering Student Voice Surveys in Infinite Campus</b>	<b>Shale Detwiler</b> , OET, Division of School Data Services 502-564-2020 x 2479
11:20	<b>Introduction to Preschool in Infinite Campus</b>	<b>Annie Rooney-French</b> , OTL, Division of Program Standards 502-564-7056 x 4736
12:05	<b>Lunch</b>	
1:15	<b>2016-17 Dropout (SY 2015-16) Fall Data Collection</b>	<b>Tina Logan &amp; David Curd</b> , Office of Assessment and Accountability (OAA), Division of Accountability, Data and Analysis Tina - 502-564-9853 x 4740 David - 502-564-9853 x4744
1:45	<b>Early Warning System</b>	<b>Donna Deal &amp; Windy Newton</b> , Office of Continuous Improvement and Support (OCIS), Division of Student Success Donna - 502-564-2116 x 4032 Windy - 502-564-2116 x 4063
2:45	<b>Break</b>	
3:00	<b>Special Education Data and Reporting in Infinite Campus</b>	<b>Joe McCowan &amp; Amy Patterson</b> , OTL, Division of Learning Services Joe - 502-564-4970 x 4121 Amy - 502-564-4970 x 4513
4:00	<b>Adjourn</b>	

# Instructional Management System (IMS) and Educator Development (ED) Tools

Maritta Horne, Instructional Management System (IMS) Service Manager

Lyndsey Robinson, IMS Integration Specialist

Michael Spence, IMS Technical Analyst

Office of Education Technology  
Division of School Data Services



# Communication

- ▶ Please communicate this information to all district level employees.
- ▶ It is important that educators are set up properly in IC to receive the permissions needed in IMS and ED Tools



# Viewing Past Students

- ▶ **TEACHERS, need to access student data when school's out?** Use the Instructional Management System (IMS) Classrooms and School & District Data modules! Learn how to use these convenient tools by watching this [video](#).



# Viewing Future Students

- ▶ Teachers can view future students in IMS for their upcoming sections if they are set up properly in Infinite Campus. Navigate to Student Performance in the Classrooms module, select the future course/section from the “Section Chooser” drop down list, select either the Student List or Student Analysis tab, if no students are displayed, click on the “All Students” button to display students.
- ▶ For details refer to the Quick Reference Card (QRC) for [Viewing Future Students](#).



# IMS/ED Tools Access Change/End

- ▶ All individuals who have an active district employment record, at least one active district assignment record, and a valid kyschools.us email address entered in Infinite Campus automatically receive an IMS/ED Tools 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 employment and district assignment records will result in the individual's IMS/ED Tools 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 by following the same click path above.



# CIITS Roles Report in IC

- ▶ Districts may use the “CIITS Roles” report in Infinite Campus to see CIITS custom roles 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*.
- ▶ Report is in Excel format.
- ▶ Custom roles on the right may have been assigned either at the district or school level.
- ▶ Custom roles are assigned using the Title field on the District Assignments tab.

- Analyst
- Assessment Manager
- EDS Manager
- Leader Evaluator
- Leadership
- Materials Approver
- PD Activity Reviewer
- PD Administrator
- PD Create PD
- PD Facilitator
- Roster Manager
- Specialist
- Test Item Admin

Employment Assignment Information

School  
 CIITS Access  
 \*Start Date: 05/06/2014  
 End Date:   
 Type:   
 FTE of Assignment:   
 Title: **CIITS District Analyst**  
 Assignment Code:

Run_Date	District_Number	District_Name	School_Number	School_Name	Staff_Name	Staff_ID	CIITS_Role	Assignment_Startdate
6/16/2016	999	Disney World	0	Magic Kingdom Elementary School	Mickey Mouse	999_1111	CIITS District Leadership	8/14/2014
6/16/2016	999	Disney World	0	Animal Kingdom Middle School	Minnie Mouse	999_2222	CIITS School Leadership	8/1/2014
6/16/2016	999	Disney World	0	Epcot Alternative School	Donald Duck	999_3333	EDS - CIITS Manager	8/14/2014
6/16/2016	999	Disney World	0	Hollywood Studios High School	Daisy Duck	999_4444	CIITS School Analyst	7/1/2014



# ED Tools Job Categories

- ▶ Data in IC will be used to align **certified staff who will be evaluated** to a job category.
- ▶ Type/Alt Type will be used to determine a person's job category in ED Tools.
  - ▶ Type/Alt Type is located on the District Assignments tab in IC.
- ▶ Type/Alt Type should **NEVER** be left blank.
- ▶ Type/Alt Type must be the same on all active assignment records within a school, but may be different between schools.
- ▶ **NEVER** delete an assignment record; end date the assignment instead.



Employment Assignment Information	
School	DEWITT ELEMENTARY SCHOOL
*Start Date	End Date
11/10/2014	
Type	FTE of Assignment
07:Other	
Alternate Type	
ISC: School Instructional Specialist/Coach	

For more information regarding Job Category Setup for Certified Staff see the Quick Reference Card (QRC) for [Job Category Setup for Certified Staff](#).

# Type/Alt Type values aligned to a job category

IC 'Type' value and corresponding CIITS job category

## IC Type

01 – Teacher  
02 – Administrator  
03 – Counselor  
05 – Speech Therapist  
06 – Librarian

07 / REH: Rehabilitation Counselor  
07 / SOW: Social Worker  
07 / PSY: Psychologist  
07 / OCC: Occupational Therapist  
07 / PHT: Physical Therapist  
07 / REC: Recreation Therapist  
07 / SPT: Speech Therapist  
07 / ISC: Instructional Specialist/Coach

Principal (identified by email)

## CIITS Job Category

Teacher  
School Administrator  
Guidance Counselor  
Therapeutic Specialist  
Library Media Specialist

Guidance Counselor  
Guidance Counselor  
Psychologist  
Therapeutic Specialist  
Therapeutic Specialist  
Therapeutic Specialist  
Therapeutic Specialist  
Instructional Specialist / Coach

Principal

# Type/Alt Type values **NOT** aligned to a job category

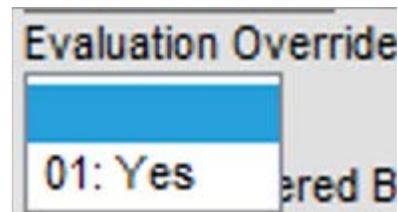
- ▶ 04 – Support
- ▶ 07 – Audiologist
- ▶ 07 – Interpreter
- ▶ 07 – Other Non-Professional
- ▶ 07 – Other Professional
- ▶ 07 – Teacher Aide
- ▶ 07 – Work Study Coordinator



# Evaluation Override



- ▶ Evaluation Override is used to determine which job category (not at which school) someone will receive when they are assigned to multiple schools with differing Type/Alt Types.
  - For example, Michael is a counselor at the middle school and an administrator at the high school.
  - He is being evaluated as a counselor. Therefore, Evaluation Override is set to “Yes” on his counselor assignment at the middle school.
- ▶ Evaluation Override is located on the District Assignments tab.



# 01:Teacher Precedence

- ▶ If assigned to multiple schools with differing Type/Alt types and one of the types is 01:Teacher, you will automatically receive the job category of Teacher regardless of Evaluation Override.
  - For example, Lyndsey is a teacher with Type 01:Teacher at the middle school and a counselor with Type 03:Counselor at the high school.
  - She is to be evaluated as a teacher.
  - Set Evaluation Override to “Yes” for her 01:Teacher assignment at the middle school.
  - She will appear in the TPGES windows at all schools where she is assigned.



# 01:Teacher Precedence

- ▶ If assigned to multiple schools with differing Type/Alt types and one of the types is 01:Teacher, you will automatically receive the job category of Teacher regardless of Evaluation Override.
  - For example, Maritta is a teacher with Type 01:Teacher at the middle school and a counselor with Type 03:Counselor at the high school.
  - She is to be evaluated as a counselor.
  - Maritta cannot have any Type 01:Teacher assignments because it has top priority when determining job categories.
  - All of her assignments at both schools should be Type 03:Counselor.
  - In order to be a teacher in Infinite Campus, Maritta will need to have the Teacher checkbox checked for at least one of her middle school assignments.
    - ✓ Teacher checkbox is located on the District Assignments tab.
  - She will appear in the OPGES windows at all schools where she is assigned.



Employment Assignment Information		
School		
CIITS Access		
*Start Date	End Date	
05/06/2014		
Type	FTE of Assignment	
03:Counselor		
Alternate Type		
Reading First		
Evaluation Override		
PD Class Offered By		
PD Class Applied Hours		
Special Ed	Advisor	Teacher
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# CIITS Job Category Reports in IC

- ▶ KDE has developed two custom reports in Infinite Campus for districts to use to ensure data is correct and certified staff are aligned to the correct job category
- ▶ The reports can be found in *Infinite Campus District Edition under Index > KY State Reporting > KDE Reports*:
  1. ***CIITS Job Category Report (Excel)*** will display persons who are set up correctly and their respective job category based on the Type/Alt types and (if set) the Evaluation Override on their active District Assignment records. Refer to the [Job Category Setup for Certified Staff QRC](#) for information on setting up certified staff.
    - ✓ Once all setup for certified staff is complete in Campus, run this report for each school and have principals check for accuracy.
  2. ***CIITS Job Category Exception Report (PDF)*** will display any person not aligned to a job category due to improper setup of the Type/Alternate Type value(s) on the person's active District Assignment records. This report will also display any users who have different Type/Alternate Type values between schools where the Evaluation Override needs to be set. Refer to the [Correcting CIITS Job Category Exceptions QRC](#) for information on each exception and corrective action.



# IMS/ED Tools Job Category Setup for Principals

- ▶ For principals, in addition to giving the principal a Type of 02:Administrator, also enter the principal's email address on the School Resource page in Campus.
- ▶ Click Path:  
Index → System Administration → Resources → School
  - Enter principal's email in the "Principal Email" field.

School Detail

\*Name  
CENTRAL ELEMENTARY SCHOOL

Principal Email  
john.doe@knox.kyschools.us



# IMS/ED Tools Job Category Setup for Assistant Principals



- ▶ For assistant principals, ensure that the Type field is set to 02:Administrator on **all active** assignments.
- ▶ Set the Title field on one of the active assignments to “CIITS School Leadership.”

A screenshot of a software interface titled "Employment Assignment Information". The form contains several fields: "School", "CIITS Access", "\*Start Date" (with a calendar icon and the value "06/17/2015"), "End Date" (with a calendar icon), "Title" (a dropdown menu with "CIITS School Leadership" selected), "Type" (a dropdown menu with "02:Administrator" selected), "FTE of Assignment", and "Assignment Code". Red rectangular boxes highlight the "Start Date", "Type", and "Title" fields.

- ▶ This will assign a job category of School Administrator to the assistant principal.
- ▶ Assistant principals will appear in the PPGES windows.

# IC Setup for District Evaluators



- ▶ District staff assigned at the district office will have access to every school in the district.
  - CIITS District Leadership allows access to all TPGES and OPGES windows at every school.

- ✓ To receive Student Growth Goals (SGGs) from educators, [change your default institution](#) to the school where the educator is located. Once the default institution is changed, your name will be available for the educator to select when sharing SGGs.

- CIITS District Leader Evaluator allows access to all PPGES windows at every school.

- ▶ District staff only assigned at the district office are not evaluated in the system.
- ▶ Staff assigned to only the district office may have any type in the Type field.
- ▶ District office staff do not receive a job category.

# IC Setup for District Staff to be Evaluated using PGES

- ▶ Staff assigned to the district office that should be evaluated in PGES should also be assigned to a school.
- ▶ The school assignment should have a valid type that maps to a job category.
- ▶ Set the Evaluation Override on the assignment at the school if the type on the district office assignment is different than the type on the school assignment.



# Kentucky Tech System (KTS) Setup



- ▶ Assigning Infinite Campus user access in an area technology center (ATC) to a high school staff member who is not an employee of the ATC requires unique setup to maintain IMS/ED Tools access in their home high school:
  - Create person record (not staff) for the high school staff member in the ATC Infinite Campus database.
  - Leave Email field on Demographics tab blank or enter email in Secondary Email field.
    - ✓ Or, enter a non-kyschools.us email in Email field.
  - If adding an assignment on the District Assignments tab, leave the Type field blank or choose 04:Support.
  - Create user account for the person and contact [Tanya Fluke](#) to assign appropriate tool rights.

Refer to the [KTS Setup for IC Access Only QRC](#) for more details.

# Questions?

- ▶ **Contact: (502) 564-2020**
  - **Maritta Horne, ext. 2478**  
[Maritta.Horne@education.ky.gov](mailto:Maritta.Horne@education.ky.gov)
  - **Lyndsey Robinson, ext. 2474**  
[Lyndsey.Robinson@education.ky.gov](mailto:Lyndsey.Robinson@education.ky.gov)
  - **Michael Spence, ext. 2273**  
[Michael.Spence@education.ky.gov](mailto:Michael.Spence@education.ky.gov)





# Intervention Data

Begins at 10:05 a.m. (ET)

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



# Intervention Data

Jarrod S. Slone

Education Academic Program Consultant

Office of Teaching and Learning

# Required Users for the Intervention Tab



- **Focus Schools – All novice students**
- **High Schools – All seniors who did not meet ACT benchmark(s)**
- **All ESS – all students served by ESS**
- **All students served with Mathematics Achievement Fund (MAF) or Read to Achieve Grant (RTA)**

# Important Information

- All intervention information tab data should be entered into the PLP Intervention Tab.
- In reviewing data from this year's IC entries, we discovered that some people have been entering information into the new Infinite Campus Response to Intervention (RTI) tab (which may or may not be visible in your district). While this is a useful tool, all intervention data should be entered into the intervention tab through the PLP process.
- Your district may choose to use the optional RTI tab as a supplemental resource.



# How do I determine which students did not meet benchmark?

- ▶ In Infinite Campus, in the Index, select:
  - ▼ KY State Reporting
    - ▼ KDE Reports
      - Benchmark Report

This report will give you a list of those students who qualify for intervention.





To see a report of students previously enrolled in or to check current intervention records in your district

- ▼ KY State Reporting

- ▼ KDE Reports

- Benchmark Report

- Custom Assessment Report

- Novice Reduction



- PLP Intervention Data



# Options for the PLP Report



Select a start date (Format: mm/dd/yyyy)

Select an ending date (Format: mm/dd/yyyy)

Select Grade:

- All
- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 14
- 96
- 97
- 98
- 99

Intervention Type:

- All
- Course
- ESS
- RTA
- MAF
- Other

Content Area:

- All
- Reading
- Writing
- Reading and Writing
- Math
- Science
- Social Studies
- Behavior
- Other

Created in District:

- Yes
- No

File Type:

- XLS
- CSV

SSID:

# How to enter a record into the Intervention tab

► For more information on how to input student records into Infinite Campus, click [here](#) to access the data standard.



Data Standard - Intervention

1	Intervention		
<b>KDE Contact (Data Steward)</b>	April Pieper, 502-564-4970 ext. 4519	Updated	9/26/14
<b>Description</b>	Appropriately planned interventions help more students reach college readiness benchmarks, increasing College Career Readiness (CCR) rates. The Intervention Tab collects data about intervention services provided to students and their outcomes. KDE's delivery plans and strategies emphasize a school-wide system of interventions to meet the needs of all students. The Kentucky System of Interventions (KSIY Response to Interventions (RII) for P-12 are designed to address the academic and behavioral needs of all students. Well-designed and appropriately delivered intervention services will help more students meet proficiency expectations and college and career readiness benchmarks. Targeted Transitional Interventions, for grades 8-12, are designed to help students meet college-readiness standards.		
<b>Data Standard Reg sites, data use, etc.</b>	<ul style="list-style-type: none"> <li>704 KAR 3.305 outlines requirements for transitional courses/interventions for all students who do not meet statewide college readiness benchmarks. KRS 158.0459 outlines legislative requirements for Educational Planning and Assessment System (EPAS) related interventions.</li> <li>KRS 158.305 and 703 KAR 3.095 define intervention requirements for grades K-3 and KRS 158.0453 defines intervention requirements for grades 3-8.</li> </ul>		
<b>How is data used</b>	<ul style="list-style-type: none"> <li>The data will be used to help provide best practice data to schools/districts on the success of intervention programming, as well as to provide overall student improvement data to the Kentucky Board of Education and relevant stakeholders.</li> <li>Annual Report of Intervention Use and Success in Open House and/or School Report Card.</li> <li>P20 - Research and analysis.</li> </ul>		
<b>Noted Changes for current year</b>	<ul style="list-style-type: none"> <li>Usage required for:                             <ul style="list-style-type: none"> <li>Third Year Focus Schools - All novice students</li> <li>High Schools - All seniors who did not meet ACT benchmark(s)</li> <li>All ESS - all students served by ESS funds</li> <li>All students served with Mathematics Achievement Fund or Read to Achieve Grant</li> </ul> </li> <li>Districts that have an alternative collection system and can provide the student-level detail on interventions in a standard Excel spreadsheet each year are exempt from the Infinite Campus data collection. Data are due to KDE by June 30 each year.</li> </ul>		
<b>Available Ad-Hoc &amp; Reports</b>	<ul style="list-style-type: none"> <li>KY State Reporting &gt; KDE Reports &gt; Benchmark Report will provide schools with a list of students who did not meet benchmark on Kindergarten Readiness, K-PREP, or college readiness exams.</li> </ul>		
<b>Available Training</b>	<ul style="list-style-type: none"> <li>A training video is available <a href="#">here</a> to assist with implementation and use of this custom tab.</li> <li>Resources for the tab are available <a href="#">here</a> to assist with implementation and use of this custom tab.</li> </ul>		

# Additional Resources for the Intervention Tab

Click [here](#) to access the page referenced below

## **Infinite Campus Intervention Tab**

*Published: 7/6/2016 8:41 AM*

[Infinite Campus Intervention Tab Materials Reference Sheet \(updated 7/6/2016\)](#)

[Student Progress Monitoring Tool](#)

[Intervention Data Standard](#)

[Intervention Tab Planner](#)

[Intervention Record of Attendance](#)

[Recorded Lync Session for ESS Intervention Tab](#)

[Intervention Tab Webinar](#)

[FAQs for the Intervention Tab](#)

Click [HERE](#) to be taken to the KSIS Trainings Throughout the Year



# Required information in Intervention tab for Intervention, MAF, and RTA Students



Required Fields(beginning and during the year):

- Start date
- Intervention Type
- Intervention Content Area
- Intervention Materials
- Materials Code
- Intervention Staff
- Delivery Location
- Delivery Method
- Frequency
- Duration

Required Fields(end of year):

- All above plus
  - End date
  - Student Service Results
  - Total Hours Served

*Start Date	End Date
<input type="text"/>	<input type="text"/>
Student Service Results	Student Service Results Other
<input type="text"/>	<input type="text"/>
Tier Status	Total Hours Served
<input type="text"/>	<input type="text"/>
*Intervention Type	State Course Code
<input type="text"/>	<input type="text"/>
*Intervention Content Area	Content Area Other
<input type="text"/>	<input type="text"/>
Intervention Materials 1	Materials Code 1
<input type="text"/>	<input type="text"/>
Intervention Materials 2	Materials Code 2
<input type="text"/>	<input type="text"/>
Intervention Staff	Delivery Location
<input type="text"/>	<input type="text"/>
Delivery Method	Delivery Method Other
<input type="text"/>	<input type="text"/>
Frequency	Duration
<input type="text"/>	<input type="text"/>
Comments	Comments Continued
<input type="text"/>	<input type="text"/>

# Required information in Intervention tab for Intervention, MAF, and RTA Students



## New for 2016-17

- Based on district feedback, two new fields have been added to funding source(optional field for KDE).
  - **Option 6: CEIS**
  - **Option 7: ESS**

<b>*Start Date</b> <input type="text"/>	End Date <input type="text"/>
Student Service Results <input type="text"/>	Student Service Results Other <input type="text"/>
Tier Status <input type="text"/>	Total Hours Served <input type="text"/>
<b>*Intervention Type</b> <input type="text"/>	State Course Code <input type="text"/>
<b>*Intervention Content Area</b> <input type="text"/>	Content Area Other <input type="text"/>
Intervention Materials 1 <input type="text"/>	Materials Code 1 <input type="text"/>
Intervention Materials 2 <input type="text"/>	Materials Code 2 <input type="text"/>
Intervention Staff <input type="text"/>	Delivery Location <input type="text"/>
Delivery Method <input type="text"/>	Delivery Method Other <input type="text"/>
Frequency <input type="text"/>	Duration <input type="text"/>
Comments <input type="text"/>	Comments Continued <input type="text"/>

# Recommendations

- ▶ KDE recommends that your school or district consider updating progress notes, at least, quarterly. Your district or program (RTA, MAF) may have their own requirements.
- ▶ KDE will initiate pulls on September 30<sup>th</sup>, December 30<sup>th</sup>, March 30<sup>th</sup> and June 30<sup>th</sup>. Random data pulls will be conducted for Q1, Q2 and Q3.
- ▶ All intervention data must be entered and finalized by June 30<sup>th</sup>. End of year audits will be conducted at that point in time.
- ▶ All ESS data from the prior regular school year is due by June 30<sup>th</sup> as well. ESS Summer School data is due by September 30<sup>th</sup>.



# Statistics from SY2015-16

- ▶ **333, 940 records**
- ▶ **330, 481 (99%) have a content area selected**
- ▶ **333, 517 (99%) have a type selected**
- ▶ **294, 987 (88%) have an end date**
  - **39, 278 (13%) have an invalid end date**
- ▶ **299, 106 (90%) have results**
- ▶ **273, 005 (82%) have total hours**



# Statistics from SY 2015-16

- ▶ **292, 047 (87%) entered a materials code**
  - **204, 651 (70%) used teacher developed intervention lessons**
  - **4,241 (1%) used transitional materials**
  - **83, 155 (29%) used vendor programs**
    - ✓ **71,275 (86%) of these specified a valid program materials code**



# Common Issues from 2015-16 Intervention Tab audit

- ▶ One record per student per subject area
  - Only one record should exist per intervention i.e. reading, math, etc.
  - New records should not be created each quarter
  - Please be cautious not to create multiple records for students



# Common Issues from 2015-16

## Intervention Tab audit

- ▶ End dates should be entered when a child completes the subject area intervention.
- ▶ If the child will continue in a new subject area then the prior record should be end dated and marked as a “2: Exited to another intervention”.
- ▶ Code “3: Continue in Intervention” is only to be used at the end of the school year, not during the course of the year. This was the most common error on this year’s tab.



# Common Issues from 2015-16 Intervention Tab audit

- ▶ Do not use “5: Graduated-did not meet goals” for elementary or middle school
- ▶ If you use a code “6: Other” you have to describe the service results
- ▶ Total hours should be relative to the frequency and duration of the service provided.



# Common Issues from 2015-16

## Intervention Tab audit

### ► Intervention Type

- Type 1: Course
- You must use the approved Course Code and Name in Infinite Campus and that Code ([found in the Materials Record sheet](#)) must be entered into the tab
- Type 2: ESS
- You must enter all students who are serviced through ESS outside of the school day or during the school day if a daytime waiver has been submitted and approved by KDE. This includes students served by Gear Up, etc.



# Common Issues from 2015-16 Intervention Tab audit

## ► Intervention Type

- Type “8: Other”
- If this option is used, then you must specify the content in “Content Area Other”
  - ✓ Do not duplicate the available Content choices
  - ✓ Multiple subject areas, i.e. “math and reading”, is not allowed



# Common Issues from 2015-16

## Intervention Tab audit

### ► Intervention Materials

- If you use a “5: Vendor Program” then you must use a valid code found [here](#) in the Materials Reference Sheet.
- If you do not find a code for your vendor then please email Jarrod S. Slone at [jarrod.slone@education.ky.gov](mailto:jarrod.slone@education.ky.gov) and one will be assigned.
- If you use a “7: Other” then you must contact Jarrod S. Slone at [jarrod.slone@education.ky.gov](mailto:jarrod.slone@education.ky.gov) or April Pieper at [april.pieper@education.ky.gov](mailto:april.pieper@education.ky.gov).





# Jarrood S. Slone

Education Academic Program Consultant

502-564-4970 ext. 4117, [jarrod.slone@education.ky.gov](mailto:jarrod.slone@education.ky.gov)

# Administering Student Voice Surveys in Infinite Campus

Begins at 10:50 a.m. (ET)

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



# Administering Student Voice Surveys in Infinite Campus

Shale Detwiler, Resource Management Analyst  
Office of Education Technology  
Division of School Data Services



# Student Voice in Infinite Campus

- ▶ Infinite Campus Survey Administration
  - Sept. 1, 2016 - March 1, 2017
- ▶ Two Result Reporting Periods in CIITS
  - Jan. 2017 for surveys ending
    - ✓ Sept. 1, 2016 – Dec. 23, 2016
  - March 2017 for surveys ending
    - ✓ Dec. 24, 2016 – March 1, 2017
- ▶ For Educators only



# Scheduling a Student Voice Survey



- ▶ **PATH: System Administration > Resources > School**
- ▶ **Survey windows are maintained on the School Resource Tab**
- ▶ **Surveys are scheduled by school**

Index Search <

▼ System Administration

▼ Resources

School

School

School data is divided into two areas: School Detail and School History. By creating a new School History, the new information is added to the School History record, select an existing School History record to view current information, which can be modified as needed and added to the School History record.

**School Editor**

- + SCHOOL ONE
- + SCHOOL TWO
- + SCHOOL THREE
- + SCHOOL FOUR
- + SCHOOL FIVE

# Entering the SV Window Dates



- ▶ In School Editor
  - Click on school name
- ▶ In School Detail
  - Enter dates as MM/DD/YYYY
  - Or use Calendar icon to choose a date
  - Enter time as HH:MM AM (or PM)
- ▶ Click Save School

School

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a School History record, select an existing School History and click the New School History button. This will create a new School History record based on current information, which can be modified as needed and saved.

**School Editor**

- SCHOOL ONE
- SCHOOL TWO
- SCHOOL THREE
- SCHOOL FOUR
- SCHOOL FIVE

**School Detail**

\*Name: SCHOOL THREE      \*Location Number: 987

NCES School Number: 0000000      \*Type: D1: Regular School

Standard Code (SIF StatePrd): 00000      CEEB Number:

State Classification: A1: Principal or head teacher controlled school

Course Catalog - Master List: District Catalog

SV Window Start Date: 09/19/2016

SV Window Start Time: 9:00 AM

SV Window End Date: 10/07/2016

SV Window End Time: 3:00 PM

SV Auto-Assignment Choice: Assign: Survey Types to Type 01 District Assignments ONLY

SV Auto-Assignment Date: 09/01/2016



# SV Window Start Date and Time



Date and Time Student Voice Surveys open for students

- ▶ Must be
  - During Infinite Campus Administration Period
  - After the current day
- ▶ Cannot be during an active survey
- ▶ Surveys are created night before Start Date

School Detail

SV Window Start Date	09/19/2016
SV Window Start Time	9:00 AM
SV Window End Date	10/07/2016
SV Window End Time	3:00 PM
*SV Auto-Assignment Choice	Assign: Survey Types to Type 01 District Assignments ONLY
SV Auto-Assignment Date	09/01/2016

# SV Window End Date and Time



## Date and Time Student Voice Surveys close

- ▶ **Must be**
  - After SV Window Start Date/Time
  - Before 5:00 PM 03/01/2017
- ▶ **Surveys are active until the End Date/Time**
- ▶ **Survey End Date/Time determines CIITS reporting period**

**School Detail**

SV Window Start Date  
09/19/2016

SV Window Start Time  
9:00 AM

SV Window End Date  
10/07/2016

SV Window End Time  
3:00 PM

SV Auto-Assignment Choice  
Assign: Survey Types to Type 01 District Assignments ONLY

SV Auto-Assignment Date  
09/01/2016



# Review Student Voice Settings



- ▶ Use State Published Ad Hoc to review settings
  - **PATH: Ad Hoc > Data Export > State Published > curriculum Student Voice Survey School Parameters**
  - Use Campus Toolbar to choose a specific school or all schools

Student Voice Survey School Parameters Total Records: 5

All Records							
Sch #	School	Auto Assign Choice	Auto Assign Date	Survey Start Date	Survey Start Time	Survey End Date	Survey End Time
801	SCHOOL ONE	Assign	09/14/2016	10/03/2016	7:00 AM	10/07/2016	5:00 PM
802	SCHOOL TWO	No Change		11/14/2016	7:00 AM	11/22/2016	12:00 PM
803	SCHOOL THREE	Assign	10/23/2016	10/31/2016	7:00 AM	11/04/2016	05:00 PM
804	SCHOOL FOUR	Assign	10/03/2016	12/05/2016	7:00 AM	12/16/2016	5:00 PM
805	SCHOOL FIVE	Assign	01/02/2017	01/23/2017	8:00 AM	01/25/2017	4:00 PM
All Records							

# 15-day Scheduling Rules

- ▶ Surveys are generated night before State Date
  - ▶ Date surveys are generated is the day used to determine if a student meets the 15-day rules
    - Minimum of 15 instructional days during last 90 calendar days
- AND
- Minimum of 1 instructional day during last 15 calendar days



# Survey Window Reminders



- ▶ **Be mindful of term changes, breaks and inclement weather days**
  - Avoid starting immediately after extended breaks
  - Consider rescheduling if inclement weather occurs shortly before the Survey Start Date
- ▶ **Survey End Date/Time is important**
  - Surveys considered active until End Date/Time
  - End Date determines CIITS reporting period
  - New survey cannot start until prior survey ends

# Survey Window Recommendations



- ▶ **Keep windows short!**
  - **Allow time to schedule another survey period**
    - ✓ Additional window for “missed” educators
    - ✓ Reschedule for inclement weather
  - **Reduces vulnerability of surveys being taken outside of planned times**
- ▶ **Start and end surveys on school days**
- ▶ **End surveys on or before 5:00 PM**

# Survey Window Recommendations



- ▶ **Do NOT set survey window for the full Infinite Campus Administration Period**
- ▶ **Surveys results are not combined. Schedule all required students for a teacher during a single survey window**
- ▶ **Window dates are not tracked - only the current window is stored**
  - ▶ **Track window dates for use later when running Progress Monitoring and Teacher Results Reports**

# Changing SV Window Dates

- ▶ Changing Survey Start or End Date before surveys are generated “resets” the survey window dates
- ▶ Changing Survey Start or End Date will not effect active or completed surveys
  - Changing the Survey End Date WILL NOT change an active survey’s End Date
  - Once surveys are generated, they cannot be cancelled
- ▶ Each survey is unique by school and dates
  - Results WILL NOT be combined with another survey



# When Scheduling Another Survey

- ▶ **Can enter next survey window dates while current survey is active**
  - New survey window cannot begin before current survey window ends
  - New dates do not affect completed or active surveys
- ▶ **Remember to check and update educator assignments**



# Assigning Educator Survey Types

- ▶ Survey types can be assigned manually or automatically with Automatic Educator Assignment
- ▶ Educator Survey Types **MUST** be assigned **BEFORE** surveys generate
- ▶ Changing an educator's survey type does not effect surveys that have already been created



# Assigning Educator Survey Types



## ▶ Three Assignment Types

- Not Participating –
  - ✓ No surveys will be sent to students for this educator
- Grade 3-5 –
  - ✓ Grade 3-5 survey will be sent to all of this educator's students
- Grade 6-12 –
  - ✓ Grade 6-12 survey will be sent to all of this educator's students

# Scheduling Automatic Educator Assignment

- ▶ Settings maintained on School Resource Tab with SV Window settings
- ▶ Automatic Educator Assignment runs independently of survey generation
  - Assignment occurs night of SV Auto-Assignment Date
- ▶ Make manual adjustments **AFTER** Automatic Educator Assignment has run





# Scheduling Automatic Educator Assignment

- ▶ **PATH: System Administration > Resources > School**
- ▶ **Automatic Assignment is maintained on the School Resource Tab**
- ▶ **Assignments are made by school**

The screenshot shows a web interface for managing schools. On the left is a navigation menu with 'Index' and 'Search' tabs, and a tree view containing 'System Administration', 'Resources', and 'School'. The main content area has a 'School' search bar and a text block explaining that school data is divided into 'School Detail' and 'School History'. Below this is a 'School Editor' window with a list of five schools: SCHOOL ONE, SCHOOL TWO, SCHOOL THREE, SCHOOL FOUR, and SCHOOL FIVE, each with a plus icon to its left.



# Scheduling Automatic Educator Assignment



- ▶ In School Editor
  - Click on school name
- ▶ In School Detail
  - Choose SV Auto-Assignment Choice from the drop down
  - Enter date as MM/DD/YYYY
  - Or use Calendar icon to choose a date
- ▶ Click Save School

School

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SV Window Start Date: 09/19/2016

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\*SV Auto-Assignment Choice: Assign: Survey Types to Type 01 District Assignments ONLY

SV Auto-Assignment Date: 09/01/2016

# SV Auto-Assignment Choice

Determines how Student Voice Assignment Type is assigned to educators

## ▶ Three options

- No Change: Retain Existing Survey Types
- Assign: Survey Types to Type 01 District Assignments ONLY
- Clear All : Set All to Not Participating

School Detail

SV Window Start Date  
09/19/2016

SV Window Start Time  
9:00 AM

SV Window End Date  
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SV Window End Time  
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\*SV Auto-Assignment Choice  
Assign: Survey Types to Type 01 District Assignments ONLY

SV Auto-Assignment Date  
09/01/2016

No Change: Retain Existing Survey Types  
Assign: Survey Types to Type 01 District Assignments ONLY  
Clear All: Set All to Not Participating



# No Change: Retain Existing Survey Type

- ▶ “Do Nothing” setting - Current assignments will not be changed
- ▶ Useful for ensuring settings will not be changed if date entered into SV Auto-Assignment Date



# Assign: Survey Types to Type 01 District Assignments ONLY

- ▶ Assigns survey types to educators
- ▶ Assignment Rules
  - If Type 01: Teacher on Employment Assignment Information tab (Staff > District Assignment)
    - ✓ “Grade 3-5” – if Grade 3-5 students is largest enrollment
    - ✓ “Grade 6-12” – if Grade 6-12 students is largest enrollment
    - ✓ “Not Participating” – neither Grade 3-5 nor Grade 6-12 student group has at least 10 students
    - ✓ “Not Participating” – if only Grade K-2 students
  - If NOT Type 01 : Teacher – Survey Type will be set to “Not Participating”



# Clear All : Set All to Not Participating

- ▶ **“Reset” setting - Sets all staff to “Not Participating”**
- ▶ **Useful when majority of educators will NOT be participating in survey window**
  - **Use to set all teachers in a school to “Not Participating” then manually set a small number of teachers**



# SV Auto-Assignment Date

Date Automatic Assignment will run

- ▶ Must be current day or later day
- ▶ Can schedule anytime
- ▶ Assignment changes do not effect current active surveys
- ▶ Occurs night of date entered

School Detail

SV Window Start Date  
09/19/2016

SV Window Start Time  
9:00 AM

SV Window End Date  
10/07/2016

SV Window End Time  
3:00 PM

\*SV Auto-Assignment Choice  
Assign: Survey Types to Type 01 District Assignments ONLY

SV Auto-Assignment Date  
09/01/2016

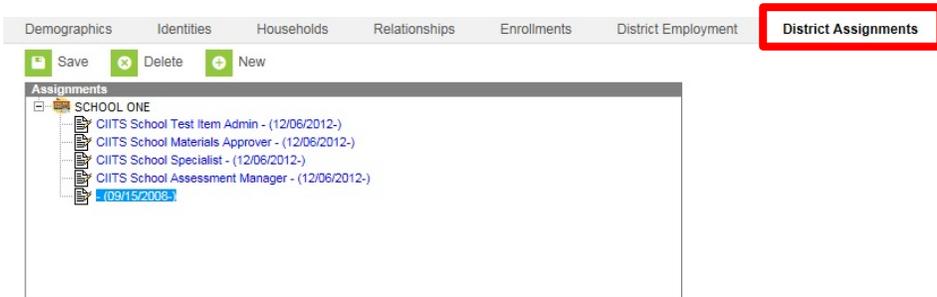


# Manual Educator Assignment

- ▶ May be used in place of or in addition to Automatic Educator Assignment
- ▶ Educator Survey Types **MUST** be assigned **BEFORE** surveys generate
- ▶ Changing an educator's survey type does not effect surveys that have already been created



# Manual Educator Assignment

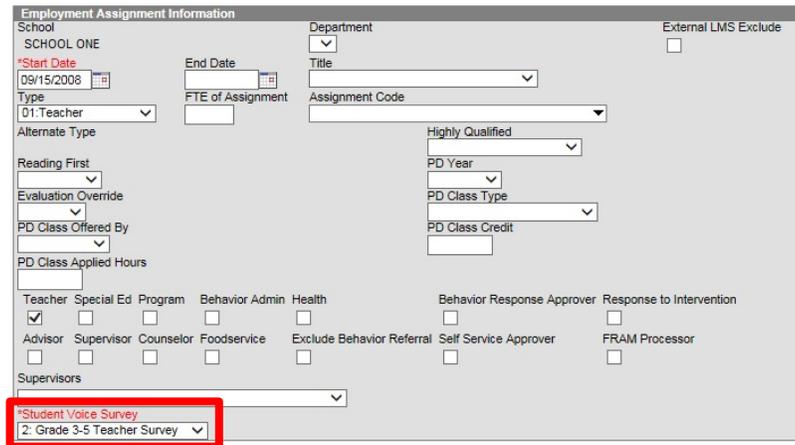


▶ **PATH > People > District Assignments**

▶ **In Assignments**

- **Click on the school assignment**

▶ **Survey Type must be the same for each active assignment in a school**



# Student Voice Survey

- ▶ Choose one of 3 options from drop down list
  - 0: Not Participating
  - 2: Grade 3-5 Teacher Survey
  - 3: Grade 6-12 Teacher Survey



Employment Assignment Information

School	SCHOOL ONE	Department	▼
*Start Date	09/15/2008	Title	▼
End Date		Assignment Code	▼
Type	01:Teacher	Highly Qualified	▼
FTE of Assignment		PD Year	▼
Alternate Type		PD Class Type	▼
Reading First	▼	PD Class Credit	
Evaluation Override	▼		
PD Class Offered By	▼		
PD Class Applied Hours			
Teacher	<input checked="" type="checkbox"/>	Special Ed	<input type="checkbox"/>
Program	<input type="checkbox"/>	Behavior Admin	<input type="checkbox"/>
Health	<input type="checkbox"/>	Behavior Response Approver	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	Supervisor	<input type="checkbox"/>
Counselor	<input type="checkbox"/>	Foodservice	<input type="checkbox"/>
Exclude Behavior Referral	<input type="checkbox"/>	Self Service Approver	<input type="checkbox"/>
FRA	<input type="checkbox"/>		<input type="checkbox"/>
Supervisors	▼		
*Student Voice Survey	2: Grade 3-5 Teacher Survey		

- 0: Not Participating
- 2: Grade 3-5 Teacher Survey
- 3: Grade 6-12 Teacher Survey

# Review Educator Assignments



- ▶ Use Projected Counts Report
  - PATH: KY State Reporting > KDE Reports > Student Voice – Projected Counts
- ▶ Choose one or more schools from the list
  - Only available **BEFORE** surveys are generated
  - Only schools with a survey scheduled to start in the future will display in the list
- ▶ Report output is a PDF or Excel file

# Review Educator Assignment



- ▶ **Projected Counts report shows**
  - If/Which survey will be sent for an educator
  - Estimated number of students to be sent survey invitation
  - **No Valid Sections** - indicates educator not assigned to course where surveys will be generated (ex. educator assigned to course scheduled during non-instructional time)

## Student Voice - Projected Teachers and Student Counts

SCHOOL ONE		Start: 10/03/2016 7:00 AM End: 10/07/2016 5:00 PM		
Last Name	First Name	ID	GrdLvl	Student Count
TEACHER	FIVE	54321	None	No valid sections
TEACHER	FOUR	12345	Gr. 3-5	26
TEACHER	ONE	01122	Gr. 6-12	15
TEACHER	THREE	09876	None	Not Participating
TEACHER	TWO	99663	Gr. 3-5	No valid sections

# Educator Assignment Recommendations

- ▶ Allow time to assign and review educator survey types before survey generation
  - Have at least two school days between automatic assignment and survey generation
  - Don't schedule for the same day
- ▶ If manual assignments have been made, use “No Change” in SV Auto-Assignment Choice
- ▶ Use “0: Not Participating” for teachers not participating in a survey



# Infinite Campus Reports available

Path: KY State Reporting > KDE Reports

## ▶ Student Voice –

- Educators with List of Students
- Progress Monitoring
- Projected Counts
- Teacher Results



# Student Voice - Educator with List of Students

- ▶ Only available while a survey is active
- ▶ Use to identify for each educator
  - Which students were sent a survey
  - Which students completed their surveys
- ▶ Choose one or more schools from the list
  - If too many schools are chosen, report will time out
    - ✓ Run larger schools singly
    - ✓ Run fewer than 20 schools



# Student Voice - Educator with List of Students



► Available as an Excel file

	A	B	C	D	E	F	G	H	I	J
1	<b>Student Voice - Educators with List of Students</b>		<b>Executed: 10/05/2016 02:37 PM</b>							
2										
3	<b>School</b>	<b>Last Name</b>	<b>First Name</b>	<b>ID</b>	<b>GrdLvl</b>	<b>Start Dt</b>	<b>Stu Last</b>	<b>Stu First</b>	<b>Survey Status</b>	
4	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	ONE	Not Started	
5	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	TWO	Not Started	
6	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	THREE	Not Started	
7	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	FOUR	Not Started	
8	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	FIVE	Not Started	
9	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	SIX	Not Started	
10	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	SEVEN	Not Started	
40	SCHOOL ONE	TEACHER	ONE	01122	Gr. 6-12	10/03/2016	STUDENT	ELEVEN	Submitted	
41	SCHOOL ONE	TEACHER	ONE	01122	Gr. 6-12	10/03/2016	STUDENT	TWELVE	Not Started	
42	SCHOOL ONE	TEACHER	ONE	01122	Gr. 6-12	10/03/2016	STUDENT	THIRTEEN	Submitted	
43	SCHOOL ONE	TEACHER	ONE	01122	Gr. 6-12	10/03/2016	STUDENT	FOURTEEN	Submitted	
44	SCHOOL ONE	TEACHER	ONE	01122	Gr. 6-12	10/03/2016	STUDENT	FIFTEEN	Not Started	

# Student Voice - Progress Monitoring



- ▶ Available **AFTER** surveys generate
  - Is available during the survey and after a survey ends
- ▶ Use to verify for an educator
  - That students were sent a survey invitation
  - Has received a minimum of **10 VALID** responses

# Student Voice - Progress Monitoring



- ▶ Date for report must be a day **DURING** an active survey
  - Keep a list of when surveys were taken
- ▶ Choose one or more schools from the list
  - If too many schools are chosen, report will time out
    - ✓ Run larger schools singly
    - ✓ Run fewer than 20 schools

# Student Voice - Progress Monitoring



► Available as a PDF or an Excel file

## Student Voice - Progress Monitoring

School	Last Name	First Name	ID	GrdLvl	Count of Sent	Usable Responses
SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	26	0
SCHOOL ONE	TEACHER	ONE	01122	Gr. 6-12	15	12
SCHOOL ONE	TEACHER	TWO	99663	Gr. 3-5	0	0

# Student Voice - Teacher Results

- ▶ Available
  - Immediately after survey ends
  - For the current school year
  - For all surveys taken during the school year
- ▶ Provides question level and construct level response reporting
- ▶ Each page contains one survey window for a single educator
  - Survey results are not combined



# Student Voice - Teacher Results

- ▶ Use to view teacher results
  - Before results available in CIITS
  - See results for multiple surveys
- ▶ Reports results for surveys with an END DATE during the date range entered
- ▶ Choose one or more schools from the list
  - If too many schools are chosen, report will time out
    - ✓ Run larger schools singly
    - ✓ Run fewer than 20 schools
- ▶ Can run for a single teacher
  - Leave blank to run for all teachers



# Student Voice - Teacher Results



► Only available as a PDF

## Student Voice - Teacher Results - Grade 3-5

School: SCHOOL ONE

District: Kentucky County

Survey Dates: 10/03/16-10/07/16

Teacher: TEACHER, ONE

Total Number of Respondents: 13

	Yes, Always	Mostly Yes	Maybe/ Sometimes	Mostly Not	No, Never
<b>Support – 54% Positive</b>					
My teacher pushes us to think hard about things we read.	7.7%	46.2%	23.1%	15.4%	7.7%
My teacher pushes everybody to work hard.	7.7%	46.2%	23.1%	15.4%	7.7%
In this class we have to think hard about the writing we do.	7.7%	46.2%	23.1%	15.4%	7.7%
<b>Transparency – 54% Positive</b>					
In this class we learn to correct our mistakes.	23.1%	30.8%	30.8%	7.7%	7.7%
This class is neat-everything has a place and things are easy to find.	23.1%	30.8%	30.8%	7.7%	7.7%
My teacher explains things in very orderly ways.	23.1%	30.8%	23.1%	15.4%	7.7%
My teacher knows when the class understands, and when we do not.	23.1%	30.8%	23.1%	15.4%	7.7%

# Survey Results

- ▶ Each survey window for each school is considered unique
- ▶ Survey results for surveys with different start/end dates will not be combined
- ▶ One survey result per educator loaded to CIITS/EDS per reporting period
  - Educators who participate in more than one survey will have the survey with the most responses loaded
- ▶ Results available in Teacher Results report



# Common Pitfalls

- ▶ **No Surveys will generate if**
  - **SV Window Start Date before IC administration period**
  - **SV Window End Date after IC administration period**
  - **SV Window Start Date is during an active survey**



# Common Pitfalls

- ▶ **SV Auto-Assignment will occur AFTER survey generation if**
  - **SV Auto-Assignment Date same as SV Window Start Date**
- ▶ **Surveys will generate immediately after Automatic Assignment runs if**
  - **SV Auto-Assignment Date day before SV Window Start Date**



# Remember

- ▶ **Changing SV Window End Date does not change surveys**
- ▶ **Check Process Alerts for SV Survey messages**
  - **Message will be created when automatic assignment runs and surveys are generated**



# Dates to Remember



## ▶ Infinite Campus Survey Administration

- September 1, 2016-March 1, 2017

## ▶ Result Reporting in CIITS

- January 2017 for surveys ending
  - ✓ September 1, 2016 – December 23, 2016
- March 2017 for surveys ending
  - ✓ December 24, 2016 – March 1, 2017

# Student Voice Web Page

- ▶ KDE Home page > Teachers/Leaders > Professional Growth and Effectiveness System > Teacher Professional Growth and Effectiveness System > Sources of Evidence and Student Growth > Student Voice Survey

<http://education.ky.gov/teachers/PGES/TPGES/Pages/TPGES-Student-Voice-Survey-Page.aspx>



# Contacts

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PGES Consultant  
Teacher & Leader Effectiveness Branch  
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Joyce.Richards@education.ky.gov





# Introduction to Preschool in Infinite Campus

Begins at 11:20 a.m. (ET)

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

# Enrolling Preschool Children in IC

Annie Rooney French Ph.D., Preschool Consultant  
Office of Teaching & Learning  
Division of Program Standards



# Preschool in Infinite Campus



## Agenda

- ▶ Directions for enrolling preschool children
- ▶ Special instructions for children in First Steps and Head Start
- ▶ Preschool enrollment counts

# Grade 97, 98, 99



- ▶ **A child in:**
  - **Grade 97 turns 3 after August 1<sup>st</sup> The child was 2 years old on Aug. 1<sup>st</sup>**
  - **Grade 98 was 3 years old on or before August 1<sup>st</sup>**
  - **Grade 99 has 4<sup>th</sup> birthday on or before August 1<sup>st</sup>**
- ▶ **If an at risk child comes to your district and the child turns 4 after August 1<sup>st</sup>, that child would be eligible for preschool next year.**

# Preschool Eligibility

- ▶ If a child arrives who is eligible for the preschool program (with a disability or at-risk) during the school year, the district is required to accept the child
- ▶ State funded preschool programs may not have a waiting list
- ▶ Districts may accept over income or other children at their discretion if space is available



# Grade 99 At-Risk



- ▶ Eligibility is up to 160% of the Federal Poverty Level
- ▶ Calculate the child's grade by how old they are on August 1<sup>st</sup>

## Preschool Type

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

# Eligibility for Preschool and K

- ▶ **Note: The eligibility for kindergarten remains October 1<sup>st</sup> until the 2017-18 school year**
- ▶ **5-year-old children with birthdays between August 1 and October 1 could be eligible for either preschool or kindergarten**
- ▶ **KDE will support at-risk funding for only one year of preschool (grade 99)**



# Grade 99 with disabilities who were Grade 98 the previous year

- ▶ Enroll the child at the beginning of the school year
- ▶ Check “Disabled State Fund”
- ▶ The other boxes should be checked
  - For Grade 99 - State-Funded at-risk or
  - For Grade 99 - Over Income
  - Head Start enhanced - if applicable



# A Child in Grade 99



A 4-year-old with disabilities  
who was over income

## Preschool Type

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

A 4-year-old with disabilities  
who was income eligible

## Preschool Type

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

# Grade 99 in KSI/RTI

- ▶ The child failed the screening but is not at-risk
- ▶ Enroll the child in the preschool program (with parents permission) using enrollment Service Type “P”.
- ▶ If interventions are provided outside of school, the child would be enrolled as enrollment Service Type “N” (no preschool classroom services).



# Grade 99 in KSI/RTI

- ▶ No preschool tab is necessary during interventions until the child is determined eligible for special education.
- ▶ When the child has an active and locked IEP, add a preschool tab, use the original enrollment date. There is no need to end date the original enrollment unless transitioning from enrollment Service Type “N” to type “P”.
- ▶ Children should have one preschool tab.



# Note KSI/RTI status in Enrollment Tab in Start Comments



\*Start Status

E01: First enrollment of the year

Start Comments

**KSI/RTI**

# Grade 99 in KSI/RTI

- ▶ If the child does not qualify for special education services, and the child will not enter into the preschool program, you may end at the child's enrollment using the C01 code
- ▶ Another option based on district policy is to enroll the child in the regular preschool program as an "over-income" or "other" preschool type. No preschool funding will be provided.



# Students successful in KSI, not eligible for special education, stayed in program.



## Preschool Type

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

or

## Preschool Type

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

× Other

# Over income or Other?



- ▶ **Do not click on both Over income and Other. Please choose one or the other.**
- ▶ **For example if a child is over income and the preschool is provided by Title I funds, just click on Other and write in Title I.**

# Grade 99, 98 and 97 with disability



These are children whose IEP is created during the current school year and the child is served in the preschool classroom

- ▶ Enrollment Service Type “P” Primary
- ▶ The preschool tab should have “Disabled State Fund” checked

## Preschool Type

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

# Grade 99, 98 and 97 with disability

## Enrollment Type “N” special education only

- ▶ This is a child who is receiving special education services only, no preschool classroom services. He/she is brought to the school for intervention, or a district person goes to a home or other setting to provide services.
- ▶ Do not fill out the preschool tab for children in Enrollment Type N



# Grade 99, 98 and 97 with disability

- ▶ If “home” is checked, the child will only count for IDEA (Part B) funding, not preschool state funds
- ▶ Head Start and contracted site children with disabilities should be entered into the IC system.
- ▶ If the Head Start facility is not in the IC system, use the elementary school where the child will attend for primary.



# “Other” children served in grades 99, 98 and 97 (no disabilities)

- ▶ Possible enrollees include: over income children, English Learners, universal preschool (all 4s), tuition, Title I, etc.
- ▶ Fill out the preschool tab and check Over Income or Other.
- ▶ They will show up in the preschool count but they are not counted for funding purposes.





# Head Start served in a school district building

- ▶ A Head Start child may receive preschool services in the school building. A child may also be receiving services such as lunch, transportation and interventions.
- ▶ Mark the preschool type as “Head Start”. Do not mark other items such as “at-risk” status or “other.” No need to fill out the Family Component or home visit dates.



# Head Start (continued)

- ▶ Children with the Head Start box checked will not show up in the IC detail extract.
- ▶ It is possible to pull the names of these students through an ad hoc.

## Preschool Type

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other



# Head Start Settings

- ▶ If the blended Head Start/Preschool setting is the public school, click on 01: Public School in the preschool tab:

\*Setting

01: Public School



- ▶ If the blended program is at the Head Start site, click on 03: Head Start:

\*Setting

03: Head Start



# Head Start Enhanced

- ▶ Includes preschool children who are state-funded and who are also receiving “enhanced” Head Start funds. These children are receiving Head Start services in addition to preschool services.
- ▶ Choose the state-funded eligibility criteria such as State Funded At Risk and/or Disabled State-Funded. Also click on Head Start Enhanced.



# Head Start Enhanced

All Head Start enhanced children should have a state funded income level checked.



## Preschool Type

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

or

## Preschool Type

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

# Head Start Enhanced

- ▶ A child may not be both Head Start and Head Start Enhanced
- ▶ Head Start grantees have a limited number of Head Start enhanced slots available
- ▶ Head Start enhanced children may not be included in the Head Start Full Utilization number of at-risk 4 year olds



# First Steps

- ▶ Enroll First Steps children as Enrollment Service Type “N” Special Education Services in order to provide interventions during the time of determining eligibility.
- ▶ Do not fill out the preschool tab until he/she is determined eligible for special education services
- ▶ \*Do not click on “State Exclude”





# Additional Data Collected

**For 2016-17**

# Fill out the Family Components



## Family Component

- Home Visit
- Received Parent Education
- Need Adult Education
- Enrolled in Adult Ed/Literacy
- Need Social Services
- Received Social Services
- Volunteered in the Classroom
- Other Child in Preschool

Home Visit 1

08/17/2015



Home Visit 2

04/14/2016



Assessment Modality

2: Publisher's online



# Home Language

- ▶ Districts are required to ask about the home language of all incoming students.
- ▶ This language information is recorded in IC
- ▶ If this is not filled out, the system defaults to English which may cause problems when English Learners advance to kindergarten.



# Home Language



- ▼ Census
  - My Data
  - Staff Request Processor
- People
- Households
- Addresses
- Portal Request Processor
- Add Person
- Add Household
- Add Address
- Staff Locator
- Census Wizard
  - Program Participation
  - Tools
  - Reports
- Behavior
- Health
- Attendance
- Scheduling
- Fees
- Grading & Standards
- Medicaid

Demographics | Identities | Households | Relationships | Enrollments | District Employment | Distri

Save | Delete | Person Summary Report | Demographics Data

### Person Information

PersonID: 7496

*Last Name	*First Name	Middle Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Gender	*Birth Date	Soc Sec Number	
<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	

Race/Ethnicity (Edit) No Image Available

State Race/Ethnicity: 6:White  
Federal Designation: 6:White  
Race(s): White  
Hispanic/Latino: N:No  
Race/Ethnicity Determination: 01:Parent Identified

Birth Country:

Date Entered US	Date Entered US School	Birth Certificate
<input type="text"/>	<input type="text"/>	<input type="text"/>
Original KY School Entry		
<input type="text"/>		

Home Primary Language:  ←

Native American Language:

Nickname:

Comments:

Upload Picture

- Modified by: Administrator, System 05/16/2016 09:25



# Preschool Enrollment Counts

**Developing a smooth process to navigate IC and pull enrollment counts**

# Pulling the Enrollment Counts

- ▶ Funding is based on an average of two preschool counts: Fall (Dec. 1) and Spring (March 1).
- ▶ Make sure that all the eligible preschool children are actively enrolled on or before each of these dates.
- ▶ Ensure that all IEPs are active and locked.
- ▶ All children counted must have a preschool tab.



# Start with the Detailed Report

- ▶ The detail report will give you the names of children who are enrolled.
- ▶ The Preschool Enrollment Count extract also has other information such as a enrollment dates, IEP start dates, disability, and at-risk status as well as over income and other categories.
- ▶ The list is alphabetical by school.



# Look at the detail report



**Infinite Campus**

Year

▼ KY State Reporting

▼ KDE Reports

Preschool Enrollment Count

**Extract Options**

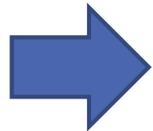
Report Type  Summary  Detail

---

Select One  ▼

Effective Date

Format  ▼



# Enrollment Count

- ▶ The count is in a CSV format and may be saved as a Excel sheet.
- ▶ Please ensure confidentiality when working with the detailed report as it contains Personally Identifiable Information (PII).





# Detail Enrollment Count



- ▶ When you pull the detail count, you may expand the headings to see the information:

Y4atRisk	Y2WDisabilitySL	Y3WDisabilitySL	Y4WDisabilitySL	Total SL
----------	-----------------	-----------------	-----------------	----------

- ▶ For each child, look to see that there are “1s” in the appropriate column.

Y2WDisabilityMM	
D	1



	Y2WDisa bilitySL	Y3WDisa bilitySL	Y4WDisa bilitySL	Total SL	Y2WDisa bilityMM D	Y3WDisa bilityMM D	Y4WDisa bilityMM D	Total MMD
	0	0	0	0	0	1	0	0
	0	0	0	1	1	0	0	0
	0	0	1	0	1	0	0	0
	1	0	0	0	0	0	0	0
	0	0	0	0	0	1	0	1
	0	0	0	0	0	0	0	1
	0	0	0	1	1	0	0	0
	0	1	0	0	1	0	0	0
	1	0	0	0	0	0	0	0
	0	0	0	1	1	0	0	0
	1	0	0	0	0	0	0	0

# Calculations in Detailed Report

- ▶ Use the Sum button to calculate totals at the bottom of each column.
- ▶ Check across the columns to see if any children are listed with “0s” all the way across.



Σ AutoSum



# Troubleshooting Tips

- ▶ When you are working on your Enrollment Counts, you may experience an issue that will adversely affect the number of students pulling on your district “Detail” and “Summary” reports.
- ▶ When these issues arise, here are a few tricks to help you begin the troubleshooting process.
- ▶ If there is an issue you are unable to fix, please do not hesitate to contact Annie Rooney-French for further assistance.



# Help!

## The total number of students in my Summary report does not match my documentation

- ▶ You will want to make sure that IC's records and your district documentation reflect the same number of students in each category eligible for state preschool funds.
- ▶ You can run a "Detail" report and check each student. For students who are not pulling, check their Enrollment, Preschool, and Special Education tabs. IC uses these tabs to populate the data in the "Detail" spreadsheet.



# Help!

I have students with IEPs who are showing “0”s across all columns in the “Detail” report.

- ▶ In the Preschool Tab- check to ensure they are coded correctly in the Preschool Type (Disabled State Funded).
- ▶ For students who receive special education, make sure their IEP is locked and active.





If there is information missing from the IEP (Primary Disability, Setting, or Status) IC cannot pull the necessary information for the appropriate columns.



## Individual Education Program (IEP)

Special Ed Status: Active	Special Ed Setting: (age 3-5)>=10 hrs/wk & Most Spec Ed within EC Prgm
Primary Disability: Developmental Delay	



If the student has “Disabled State Fund” checked in their Preschool tab but does not have any documents in the special education tab, the student will not pull correctly.

These fields must be populated for a child to be counted:

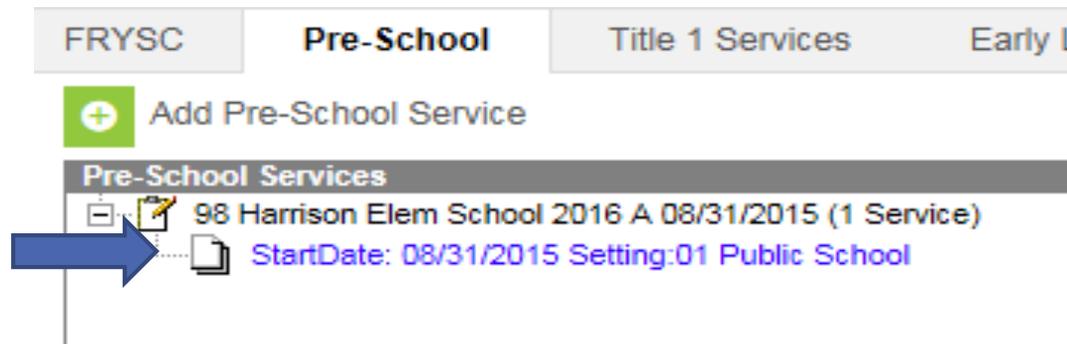
<b>Special Ed Fields</b>	
Special Ed Status	Full Funding
A: Active <input type="checkbox"/>	<input type="checkbox"/>
Primary Disability	
15: Developmental Delay <input type="checkbox"/>	
Setting	
3A1: (age 3-5)>=10 hrs/wk & Most Spec Ed within EC Prgm <input type="checkbox"/>	



# Help!

I have students who are not pulling when I run a “Detail” or “Summary” report.

- ▶ Look at their Grade and age. Is it coded correctly according to the previous age information (August 1<sup>st</sup> benchmark)?
- ▶ Click on the plus sign, then click on the blue [StartDate](#) link. Look to see if the student’s Preschool Type is coded properly and that their setting is correct.



**Preschool Type**

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

# Oops! Make sure there is only 1 service listed



Pre-School Services

- 99 15-16 EARLY LEARNING VILLAGE 08/26/2015 (2 Services)
  - StartDate: 08/26/2015 Setting:01 Public School
  - StartDate: 08/26/2015 Setting:01 Public School

One of the preschool tabs will need to be deleted.

# Contact

- ▶ For additional information, please contact the School Readiness Branch 502-564-7056:

**Annie Rooney French x4736**

**[annie.rooney-french@education.ky.gov](mailto:annie.rooney-french@education.ky.gov)**



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

Begins at 1:15 p.m. (ET)

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



# 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	<a href="#">Get the report</a>
07/05/2016 11:23:06 PM	Transcript	sdavis9	Completed	07/05/2016 11:27:02 PM	07/05/2016 11:27:13 PM	<a href="#">Get the report</a>

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.



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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><b>Data Review</b> Status: <b>CLOSED</b></p> <p><a href="#">Student Listing</a> <a href="#">Change Listing</a> <a href="#">Transfers Listing</a> <a href="#">Download</a></p> <p><a href="#">Go to Data Review</a></p>	<p><b>Rosters</b> Status: <b>OPEN</b></p> <p><a href="#">Student Listing</a> <a href="#">Change Listing</a> <a href="#">Transfers Listing</a> <a href="#">Download</a></p> <p><a href="#">Go to Rosters</a></p>	<p><b>Cohort</b> Status: <b>OPEN</b></p> <p><a href="#">Student Listing</a> <a href="#">Change Listing</a> <a href="#">Download</a></p> <p><a href="#">Go to Cohort</a></p>	<p><b>Access</b> Status: <b>OPEN</b></p> <p><a href="#">Student Listing</a> <a href="#">Change Listing</a> <a href="#">Transfers Listing</a> <a href="#">Download</a></p> <p><a href="#">Go to Access</a></p>	<p><b>CCR Scores</b> Status: <b>OPEN</b></p> <p><a href="#">Student Listing</a> <a href="#">Change Listing</a> <a href="#">Download</a></p> <p><a href="#">Go to CCR</a></p>
<p><b>Dropout</b> Status: <b>OPEN</b></p> <p><a href="#">Student Listing</a> <a href="#">Change Listing</a> <a href="#">Download</a></p> <p><a href="#">Go to Dropout</a></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"/> <b>Verify each student is a dropout (W12, W23, W24, W25 or W28).</b> 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><a href="#">Dropout Student Listing</a>            * <a href="#">Dropout</a></p> <p><a href="#">Dropout Change Listing</a></p> <p><a href="#">Download - Dropout</a></p>	<p style="text-align: right;"> Total : <u>165</u></p> <p style="text-align: right;"> New : <u>0</u></p> <p style="text-align: right;"> Updated - Need Info : <u>0</u></p> <p style="text-align: right;"> Denied : <u>42</u></p> <p style="text-align: right;"> Closed : <u>2</u></p> <p style="text-align: right;"> Approved : <u>121</u></p> <p style="text-align: right;"> Pending OAA Approval : <u>0</u></p> <p style="text-align: right;">[All Tests] ▾</p>
<p><input type="checkbox"/> <b>Verify demographics (Race/Ethnicity, Lunch, IEP, LEP).</b> 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"/> <b>Verify accountable school.</b> 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"/> <b>Review Dropout Change Listing in SDRR, noting any Denied or Updated changes for possible further action.</b></p>		
<p><input type="checkbox"/> <b>Update any student changes that are marked as Updated by OAA staff, to provide the information requested.</b></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 1<sup>st</sup> and October 31<sup>st</sup> through the IC State Dropout Report. Preliminary Dropout Data will be pulled after the November 1<sup>st</sup> 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](mailto:tina.logan@education.ky.gov),  
(502) 564-9853 ext. 4740 or via Lync

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



ANY  
QUESTIONS  
?





# Early Warning System

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

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



# Early Warning System

Donna Deal and Windy Newton  
Office of Continuous Improvement and Support

# Early Warning

“The ideal early warning system would identify all future dropouts and would raise no false alarms – every student identified as ‘at risk’ would fail to complete high school without intervention. The system would do so whether or not the population it was predicting was composed of 5% or 50% future dropouts.”

Jared E. Knowles, PhD  
Research Analyst  
Wisconsin Department of Public Instruction



# Introduction

- ▶ New data mining tool named Early Warning created using statistical modeling, measuring a student's dropout risk
- ▶ Multiple years of data from IC used to make determination
- ▶ First iteration will be grades 09-12; lower grades incorporated in a later release
- ▶ Currently in Closed Beta in Jefferson County Public Schools, Paducah Independent and Warren County Staging sites only
- ▶ Available to all Kentucky districts in Campus.1629 scheduled to install on August 3



# Early Warning Percentile

- ▶ The percentile summarizes the student's risk for dropping out of school in relation to other student's in the same school.
- ▶ For example, if the displayed percentile is 90, that indicates the student is considered to have a higher risk of drop out than 90% of students at the same school.
- ▶ Counselors, principals and other staff engaged in dropout prevention can be granted access to the Early Warning Tool.
- ▶ The Percentile field will be displayed on the Graduation tab as read only.



# Graduation Tab | Percentile field



State Graduation Record

Modified Date: 05/11/2013

Earliest Grade 9 Enrollment Information

Grade 9 Date	NCLB Cohort Year	District Number	District Name
08/09/2012	2016	555	Trigg County

Enrollment Data: Infinite Campus (555)

Graduation Detail: Infinite Campus (555)

General Graduation Information

Early Warning Percentile: 97 ?

Diploma Date:

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/09/2012

NGA Cohort End Year: 2016

NCLB Cohort End Year: 2016

Post Grad Location:

Early Warning Percentile: 97 ?

Diploma Date:

Diploma Type:

# Early Warning Tool

- ▶ **PATH: Student Information | Counseling | Early Warning**
- ▶ **This gives a list of all students in the high school with their Early Warning Percentile**
- ▶ **The fields can be sorted**





# Early Warning Tool Screenshot

PATH: Student Information | Counseling | Early Warning

## Early Warning

Early Warning summarizes a student's risk factors for dropping out of school in relation to the other students in the same school. For example, an Early Warning score of 90 indicates that a student is considered to have a higher risk of dropout than 90% of students at the same school.

There are several reasons why a student might not have Early Warning information available. These include, but aren't limited to: a student may not have a 9th grade Enrollment Record; they could be a new student; or not enough information about that student is available.

PERCENTILE	FIRST NAME	LAST NAME	GENDER	GRADE	ENROLLMENT START DATE	NGA COHORT END YEAR
Not available	[REDACTED]	[REDACTED]	M	10	08/11/2015	2018
99	[REDACTED]	[REDACTED]	M	10	08/11/2015	2017
99	[REDACTED]	[REDACTED]	M	11	08/11/2015	2017
99	[REDACTED]	[REDACTED]	M	11	08/11/2015	2017



# Early Warning Tool

- ▶ Only includes currently enrolled students
- ▶ Graduates are not shown
- ▶ Reasons that Percentile may be Not Available
  - Student may not have a 9<sup>th</sup> grade enrollment
  - Student could be new to the school
  - Student may not have enough information available in the system to make a determination



# Student Dashboard

- ▶ Produced by clicking on the student's name from the Early Warning view
- ▶ Can navigate to next and previous student



## Student Details

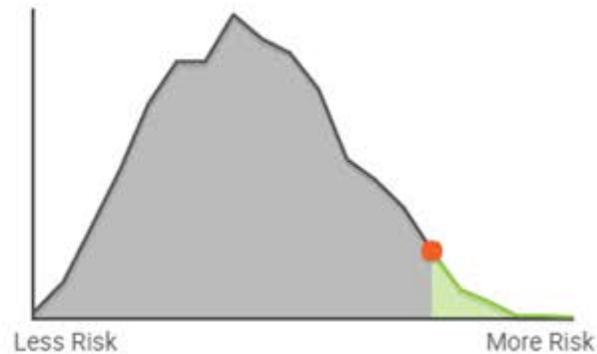


Student ID: #493

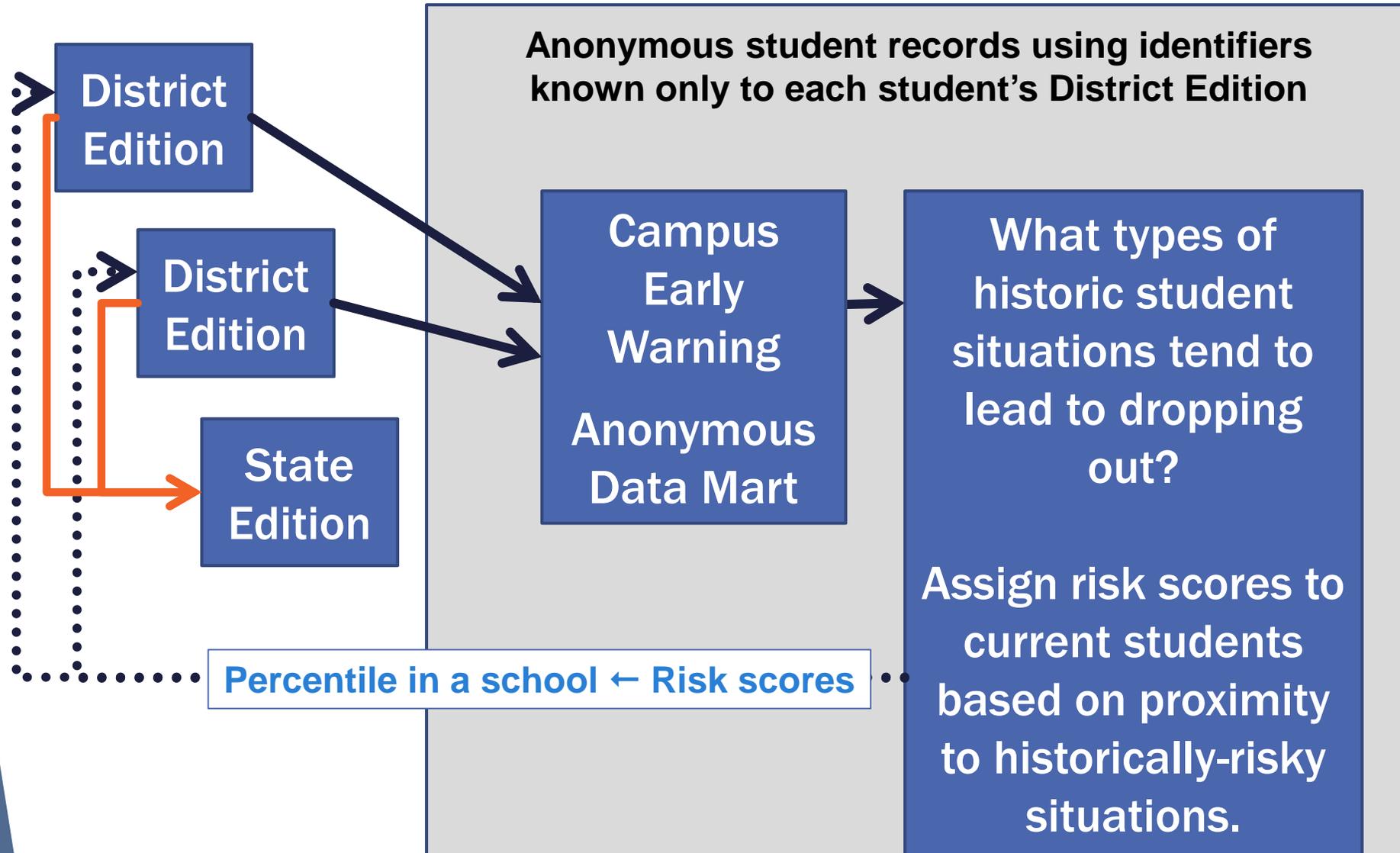
Counselor: NA

GENDER:	Female	BIRTHDATE:	12/26/1997
GRADE:	12	NICKNAME:	NA
STUDENT NUMBER:	493	ENROLLMENT:	Madison High School 2016 A
ENROLLMENT START DATE:	07/01/2015	NGA COHORT END YEAR:	2016

## Persistence To Graduation Risk



# Campus Early Warning



# System Administration Process

- ▶ **PATH: System Administration | Counseling | Early Warning Percentile**
- ▶ **Click Update Percentiles button if Last Retrieval is prior to Last Calculated**

The screenshot shows a web application interface for 'Early Warning Percentile'. On the left is a navigation menu with 'System Administration' expanded to show options like Attendance, Auditing, Batch Queue, Calendar, Census, and Counseling. The 'Early Warning Percentile' option is selected. The main content area has a title bar 'Early Warning Percentile' and a description: 'This tool retrieves the latest early warning percentile information for all currently enrolled students in the district.' Below this, it displays 'Last Retrieval: June 30, 2016 3:49 PM' and 'Last Calculated: June 30, 2016 10:24 AM'. A button labeled 'Update Percentiles' is visible, and a message below it says 'Update successful'.

- ▶ **Required to update the Early Warning Percentiles with current data**





# Planned for Future Release

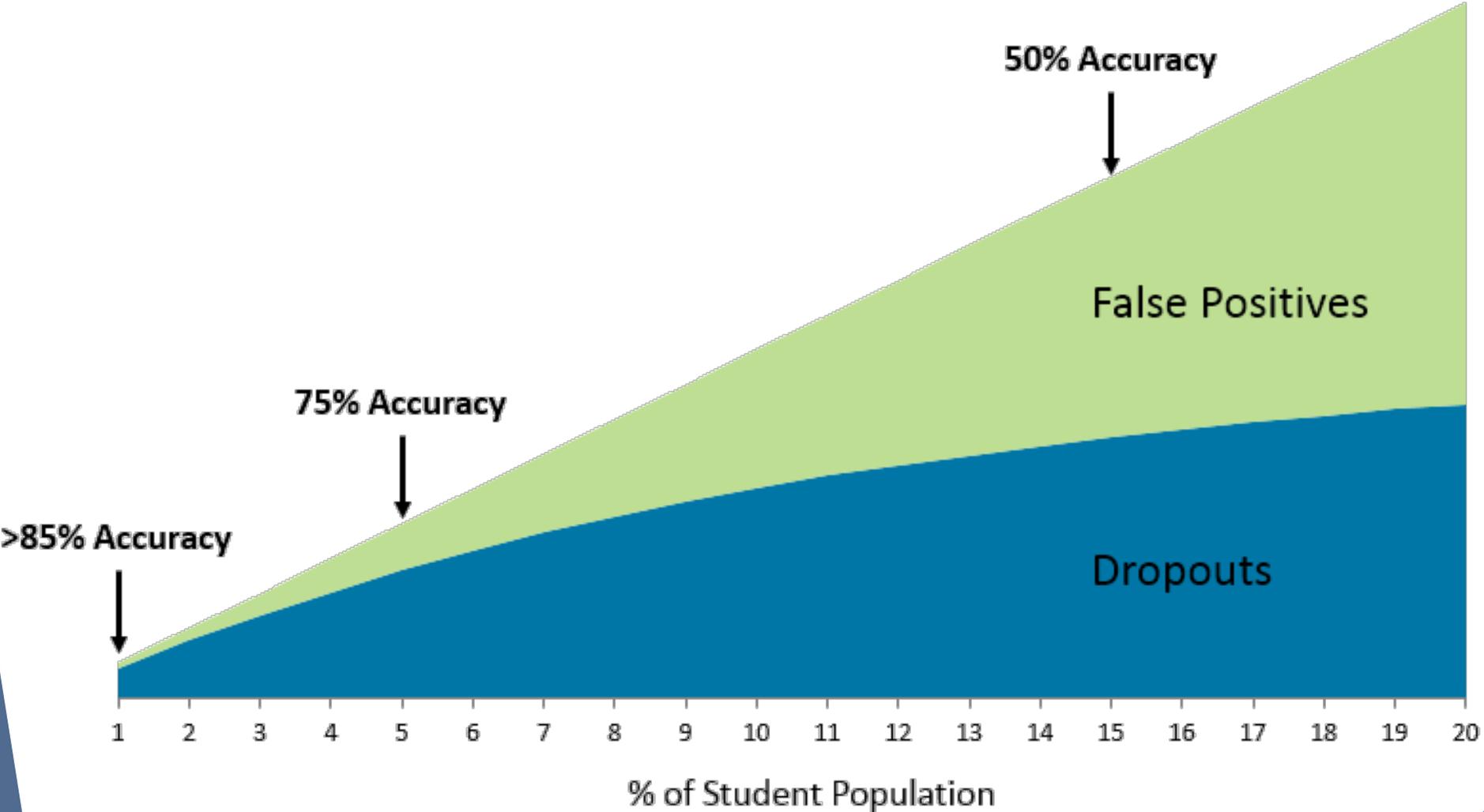
- ▶ Percentile to be added to ad-hoc filter
- ▶ New widgets for dashboard



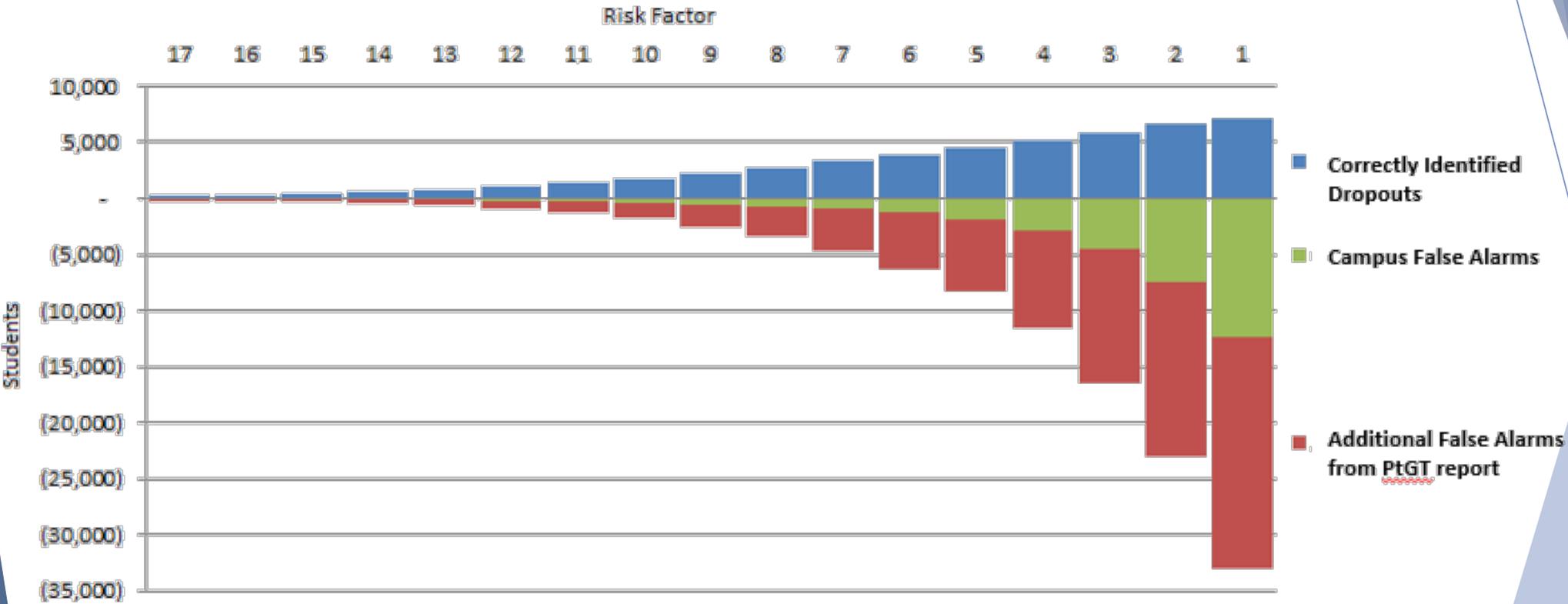
Student Performance	
FACTOR	QUINTILE (POSITIVE TO NEGATIVE)
Grades	
Attendance	



# Early Warning Predictive Performance



# Comparing predictive performance



# Persistence to Graduation Report

The previously used PtGT Report is still available under KY State Reporting. Districts are free to still utilize this reporting to identify students at risk. Please be aware the risk values on this report and the percentiles in the new tool are calculated differently. Many of the same students may appear on both reports but the risk value and the percentiles will not be comparable. The next few slides will provide a brief overview of the PtGT Report.



# Differences between Persistence to Graduation report and Early Warning

- ▶ The new system maximizes historic predictive accuracy
- ▶ The new system learns from much more data, to identify more risk factors
- ▶ The new system improves over time
- ▶ Risk profiles differ per district, school, grade level, and more



# Overview of Persistence to Graduation report (PtGT)

Path: KY State Reporting | KDE Reports | Persistence to Graduation

- ▶ PtGT assigns every student a risk value score based on selected research-based indicators
- ▶ Two output options: PDF and CSV
  - PDF version only uses current year data
  - CSV version uses current and prior year data
    - ✓ Only run outside of school hours to avoid system performance issues





<b>Indicators Used to Calculate Risk Value Scores</b>	<b>Risk Point Value</b>	<b>Current Year</b>	<b>Prior Year</b>
<b>Demographics</b>			
LEP	1	✓	
2 years older than expected for grade level	1	✓	
<b>Attendance</b>			
5-10% C/R time missed	1	✓	✓
>10% C/R time missed	2	✓	✓
<b>Behavior</b>			
1-4 INSR events (In-school Removal)	1	✓	✓
5+ INSR events (In-school Removal)	2	✓	✓
1-4 SSP3 events (Suspensions)	1	✓	
5+ SSP3 events (Suspensions)	2	✓	
<b>Performance</b>			
>10-15% Failing Term Grades	1	✓	✓
>15-25% Failing Term Grades	2	✓	✓
>25-35% Failing Term Grades	3	✓	✓
>35-45% Failing Term Grades	4	✓	✓
>45-55% Failing Term Grades	5	✓	✓
>55% Failing Term Grades	6	✓	✓

# Persistence to Graduation PDF report



- ▶ Risk Value from year to date data only
  - Behavior, Attendance, Performance and Total
- ▶ Generate throughout the year

Kentucky Persistence to Graduation Report

School No	School Name	StateID	First Name	Last Name	Grade	Risk Value All Behavior YTD (Suspensions + INSR)	Risk Value Attendance YTD (Current Year)	Risk Value Performance YTD (Current Year Grades)	Total Risk Value (Include all indicators for prior/current years)
█	█	█	█	█	9th Grade	0			8
█	█	█	█	█	9th Grade	0			8

# Persistence to Graduation CSV report

- ▶ Recommended for beginning and end of school year
- ▶ 9 columns align with research-based indicators to calculate the Risk Value Score
- ▶ 13 additional data columns assist in data/root cause analysis



# Persistence to Graduation CSV report



	A	B	C	D	E	F	G	H
1	Title	School_No	School_Name	StateID	First_Name	Last_Name	Gender	Enrolled_Grade
2	PtGT	School_No	School_Name	StateID	First_Name	Last_Name	M	9th Grade
3	PtGT	School_No	School_Name	StateID	First_Name	Last_Name	M	9th Grade
4	PtGT							
5	PtGT							
6	PtGT	Risk_Value	Current_Year_Absent_Days_Percentage	Prior_Year_Absent_Days_Percentage	Age_Equivalent	Age	Homeless	LEP
7	PtGT	2	10		12.38 Y		15 N	N
8	PtGT	3	9		6.26 Y		14 N	N
9	PtGT	4	9					
10	PtGT	5	7					

	P	O	R	S
1	Current_Year_Suspension_Count	Current_Year_INSR_Count	Prior_Year_INSR_Total	IEP
2	0	0		8 N
3	0	0		8 Y
4				

	T	U	V
1	Prior_Years_Failing_Grades_Count	Prior_Years_Passing_Grades_Count	Prior_Years_Failing_Percentage
2		3	1
3		3	1
4			

	W	X	Y
1	Current_Year_Failing_Count	Current_Year_Passing_Count	Current_Year_Failing_Percentage
2			
3			
4			
5			
6			
7			
8			
9			

# Persistence to Graduation report (PtGT) and Early Warning can be used by:

- ▶ Directors of Pupil Personnel (DPPs)
- ▶ District dropout prevention personnel
- ▶ Principals
- ▶ Counselors
- ▶ Special education administrators
- ▶ FRYSC
- ▶ Teachers



# How can I use this information?

- ▶ For data analysis and root cause analysis
- ▶ To determine appropriate supports and interventions for students who may be off-track for graduation
- ▶ To provide targeted interventions for at-risk students
- ▶ To utilize available resources at community, district, state, and national levels



# Questions

- ▶ For programmatic related questions regarding either tool, contact Donna Deal at [donna.deal@education.ky.gov](mailto:donna.deal@education.ky.gov).
- ▶ For technical related questions regarding either tool, contact Windy Newton at [windy.newton@education.ky.gov](mailto:windy.newton@education.ky.gov).





# Special Education Data and Reporting in IC

Begins at 3:00 p.m. (ET)

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

# Special Education Data and Reporting in Infinite Campus (IC)

Joe McCowan and Amy Patterson  
Division of Learning Services  
Kentucky Department of Education



# Agenda

- **Upcoming Training Opportunities**
- **The System Redesign Process**
- **Data Standards**
- **Training Resources**
- **Reporting**



# SEAGIC Members

Regina Brown, Letcher County

Kim Chevalier, Walton Verona Ind.

Kathy Epperson, Pulaski County

Julie Mays, Rowan County

Charlotte McCoy, Knox County

Jane Paynter, Boyle County

Reed Payne, Jefferson County

Todd Russell, Spencer County

Jason Simpson, Washington County

Wayne Sizemore, Breathitt County

Tammy Williams, Mayfield Ind.

Kristin Froedge, Elizabethtown Ind.

Donna Schulte, Fort Thomas Ind.



# Special Education Training

- ▶ July 25, 2016 (9:00 am – 12:00 pm) Ashland KEDC and Conference Center
- ▶ July 26, 2016 (9:00 am – 12:00 pm) Corbin Center
- ▶ July 27, 2016 (9:00 am – 12:00 pm) General Butler State Park
- ▶ July 28, 2016 (9:00 am – 12:00 pm) WKEC Conference Center

To register for these trainings, please go to <https://www.surveymonkey.com/r/spedBOY2016>

In addition to these live trainings, KDE will be offering virtual trainings in August to help train teachers and other staff.



# The System Redesign Process

- ▶ KDE facilitated work sessions with SEAGIC to review and develop new system requirements.
- ▶ The Office of KIDS, Division of Enterprise Data coordinated technical follow up with Infinite Campus.
- ▶ Infinite Campus Support: Katie Groth and Michael Mock followed up with staff for design, development and staging support for all requirements.
- ▶ Communication from IC flows back through the Office of KIDS, Division of Enterprise Data (Matt Coffey and Becky Jenkins were involved throughout the entire process).
- ▶ Division of Learning Services program staff assisted with program clarification issues and all requirements were reviewed for final approval by the Division of Learning Services Director, Gretta Hylton.



# Two week testing Session

- ▶ 3 on-site testing sessions face-to-face (beginning, middle and end)
- ▶ Daily Skype sessions
- ▶ Follow up testing by SEAGIC members at home locations in development testing and staging sites
- ▶ Issues log, test scenarios and a formal ticketing process were critical to the overall redesign process
- ▶ Consistent collaboration, communication and commitment to meeting deadlines were improvements overall



# New System Document Design

- ▶ The new redesigned system is built in a way to support better document management and the new document structure makes it easier to coordinate with the special education requirements process overall.
- ▶ The KY Conference Summary has been redesigned as a stand-alone document. This document is intended for use in all ARC meetings, in conjunction with other applicable documents.



# Documents

- ▶ **KY Referral**
- ▶ **KY Consent**
- ▶ **KY Evaluation/Eligibility Determination**
- ▶ **KY Conference Summary**
- ▶ **KY IEP**
- ▶ **Private School Service Plan**



# KY Referral

- ▶ Referral Header
- ▶ Student Demographics
- ▶ Parent/Guardian Demographics
- ▶ Summary of Interventions
- ▶ Summary of Interventions Data
- ▶ Major Areas of Concern
- ▶ School Information
- ▶ Physical Functioning and Summary of Support
- ▶ Documentation of Student Progress



# KY Consent

- ▶ Consent Header
- ▶ Student Demographics
- ▶ Consent to Evaluate/Reevaluate
- ▶ Parental Consent



# KY Evaluation/Eligibility Determination

- ▶ Evaluation Header
- ▶ Student Demographics
- ▶ Multi-Disciplinary Report
- ▶ RR-Review of Existing Data
- ▶ RR-Review of Records
- ▶ RR-Review of Current Performance
- ▶ Eligibility Form
- ▶ Eligibility Determination



# KY Conference Summary

- ▶ ARC Header
- ▶ Student Demographics
- ▶ Basis for ARC Decisions and Parent Input
- ▶ Disciplinary Review
- ▶ IEP Developed/Reviewed/Revised
- ▶ Placement Options and Decisions
- ▶ Notice of Graduation or Aging Out
- ▶ Medicaid
- ▶ Other Factors
- ▶ Initial Eval/Reevaluation Plan
- ▶ Admissions and Release Committee Members
- ▶ Summary Notes



# KY IEP

- ▶ Education Plan
- ▶ Student Demographics
- ▶ Enrollment Status
- ▶ Present Levels
- ▶ Transition Services Needs (14)
- ▶ Transition Services (16)
- ▶ Course of Study
- ▶ Transfer of Rights
- ▶ Special Factors
- ▶ Goals and Objectives
- ▶ Reporting Progress
- ▶ Supplementary Aides and Services
- ▶ Accommodations of State/Classroom Assessments

Alt. Assessment Part. Guidelines  
Supports and Modifications  
Least Restrictive Environment  
Special Ed Services  
Related Services  
Extended School Year



# Private School Service Plan

- ▶ Service Plan
- ▶ Student Demographics
- ▶ Parent/Guardian Demographics
- ▶ Enrollment Status
- ▶ Proposed Action
- ▶ Goals and Objectives
- ▶ Services
- ▶ Team Meeting



# Training Resources

- ▶ IC Work Flow Documents
- ▶ Frequently Asked Questions
- ▶ Scenarios



# Reporting

- ▶ Progress Report
- ▶ Summary Report
- ▶ State Reports
- ▶ IC Published Reports
- ▶ Ad-hoc Reports



**If you have suggestions for system improvement, please contact your SEAGIC member.**

**If you have suggested edits to the data standards or training resources please contact:**

**[joseph.mccowan@education.ky.gov](mailto:joseph.mccowan@education.ky.gov)**

**[amy.patterson@education.ky.gov](mailto:amy.patterson@education.ky.gov)**



# Wrap-up

# Thank you!

Ask questions through GoSoapBox

<http://app.gosoapbox.com>

Access Code: KDEData







**Use this slide only for layouts that would otherwise obscure the KDE logo**