



*Kentucky Department of*

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# 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)

# KTS Data Exchange Attendance Sync Setup & Preparation

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# KTS Attendance Essentials

- ✓ Technical school teachers *must* post period attendance
- ✓ Technical school clerks *must* maintain check in/check out records
- ✓ Technical school clerks *must* check the Classroom Monitor to verify teachers have posted attendance
- ✓ Technical school clerks *should* reconcile daily attendance\*
- ✓ High school attendance clerks *must* review technical school attendance data & enter correct attendance into their district IC database
- ✓ Technical school clerks & high school attendance clerks *should* keep a continuous open line of communication

\* If the feeder high school participates in the unknown attendance sync, the technical school must wait until the next school day to reconcile previous school day attendance.





# Technical School

»» Attendance Responsibilities

# Technical School Clerk Responsibilities



## ▶ Technical school clerks *must*

- Update their IC database with any attendance corrections
- Maintain check in/check out records, and share those with the high school attendance clerk
- Check the Classroom Monitor continuously throughout the day to ensure teachers have posted attendance
- Run and review the KTS Attendance report daily
- Communicate and work with their high school attendance clerks to ensure the entry of accurate attendance data in the high school IC databases

## ▶ Technical school clerks *should*

- Reconcile attendance\* in the technical school IC database to:
  - ✓ Maintain data integrity
  - ✓ Ensure KTS Attendance report accuracy
  - ✓ Assist teachers with makeup work decisions
- Refer to the [Attendance for Technical School Clerks](#) documentation, which outlines the various ways to maintain and reconcile attendance in Infinite Campus

\* If the feeder high school participates in the unknown attendance sync, the technical school must wait until the next school day to reconcile previous school day attendance.



# High School

»» Attendance Responsibilities

# High School Attendance Clerk Responsibilities

## ▶ High school attendance clerks *must*

- **Communicate with the technical school clerk** to ensure the entry of accurate attendance data in the high school IC databases
- **Supply the technical school clerk with lists of students** who are held at the high school due to special functions or events (i.e. testing, counseling, or assemblies) or attendance events not yet entered into Infinite Campus (i.e. suspensions, field trips, or home hospital)
- **Run and review the KTS Attendance report** (*KY State Reporting > Edit Reports > KTS Attendance*), and use this report as a *guide* for manual attendance entry in the high school IC database



# High School Attendance Clerk Responsibilities

- ▶ Compare the KTS Attendance report (*KY State Reporting > Edit Reports > KTS Attendance*) to the Daily Attendance (*Attendance > Daily Attendance*) You may want to make an ad hoc filter to pull only KTS students to make comparison easier

**Daily Attendance**

Summary Report    Caller Report

**Daily Attendance**  
 Date: 03/16/2016    Unknown   Excused   Unexcused   Exempt    Note: For additional section detail hover over a period in the grid below.  
 Day: Wednesday - Period Schedule: S1  
 Ad Hoc Filter: KTS students

Student	Number	Grade	1	2	3	4	5	6	7	ACTIVITY	V/PB
<a href="#">Details</a> Astudent, 1	1	12	P	P	P	P	P	P			
<a href="#">Details</a> Astudent, 7	7	12	HH	HH	HH	HH	HH	HH			
<a href="#">Details</a> Astudent, 9	9	12	TU	TU							

[A guide to creating this ad-hoc can be found here](#)



# High School Attendance Clerk Responsibilities

- ▶ If a student is not on the daily attendance report but is on the KTS attendance report:
  - Work with technical school clerk to determine if the student is actually there
    - ✓ If the student *is* there, attendance should be corrected at the technical school
    - ✓ If the student *is not* there, enter an unexcused check out at the high school until the student's whereabouts can be determined





# Helpful Ad-hoc Query

- **Student Feeder School Ad-hoc Query**  
(For Technical Schools)
- **Technical Student Ad-hoc Query** (For High Schools)

# Student Feeder School Ad-Hoc Query For Technical Schools

- ▶ Go to the KTS Data Exchange [webpage](#).
- ▶ Locate & open the [Student Feeder School Ad-Hoc Query](#), under the *User Resources* heading on the right side of the screen
- ▶ Open the document and follow the directions to create the ad-hoc query in your personal Infinite Campus user account for future use
- ▶ Suggested uses:
  - Rosters
  - Attendance Wizard
  - Reports



# Technical Student Ad-Hoc Query For High Schools

- ▶ Go to the KTS Data Exchange [webpage](#)
- ▶ Locate & open the [Technical Student Ad Hoc Query](#), under the *User Resources* heading on the right side of the screen
- ▶ Open the document and follow the directions to create the ad-hoc query in your personal Infinite Campus user account for future use
- ▶ Suggested uses:
  - Rosters
  - Attendance Wizard
  - Reports





# KTS Attendance Reports

»» Real-time Reports Specifically for KTS Attendance

# KTS Attendance Report



▼ KY State Reporting

▼ Edit Reports

KTS Attendance

KTS Attendance By School

**Pathway:** KY State Reporting > Edit Reports > KTS Attendance

The KTS Attendance report will:

- ▶ Allow users at the **technical school** (ATCs & CTCs) to view student's attendance in their home district, where all feeder schools are on the same report.
- ▶ Allow users at the **high school** to view student's attendance for all technical students, includes students from all servicing high schools within the district.

### Technical School Attendance

Technical School Attendance Report

Please choose a small date range. Please do not click Generate Report more than once.

I am a Home District  
 I am a Technical School

Select Home District

- Boyle County
- Breckinridge County
- Campbellsville Independent
- Carroll County
- Casey County
- Cloverport Independent

Start Date: 05/11/2015

End Date: 05/11/2015

Sort:

- By school, then student name
- By school, then grade, then student name
- By student name

Generate Report

# KTS Attendance by School Report



▼ KY State Reporting

▼ Edit Reports

KTS Attendance

KTS Attendance By School

**Pathway:** KY State Reporting > Edit Reports > KTS Attendance by School

The KTS Attendance report will:

- ▶ Allow users at the *technical school* (ATCs & CTCs) to view student's attendance in their home district, which is filtered by school, if the district has more than one participating school.
- ▶ Allow users at the *high school* to view student's attendance for technical students, filtered by high school, and omits students attending from other high schools within the district.

**Technical School Attendance by School**

Technical School Attendance Report

Please choose a small date range. Please do not click Generate Report more than once.

I am a Home District  
 I am a Technical School

Select Home District and School

Bell County - 031040 - Bell County High School  
Middlesboro Independent - 426080 - Middlesboro High School  
Pineville Independent - 493030 - Pineville Independent School

Start Date

End Date

Sort:  By student name  
 By grade, then student name



# KTS Unknown Attendance Sync

»» Optional Feature



# KTS Unknown Attendance Sync

- ▶ Unknown attendance from the technical school will sync to the high school during the overnight sync
  - Previous days' teacher attendance from the technical school will show **yellow** (unknown) on the Daily Attendance Report, Student Attendance tab, & Parent Portal after the overnight sync
    - ✓ Will not overwrite attendance that is currently at high school
    - ✓ The Classroom Monitor will not reflect that technical schools have taken previous day attendance (i.e. turn course from **pink** to **green**)



# KTS Unknown Attendance Sync



- ▶ Will be available SY 2016-17
- ▶ This is an *optional* feature that is controlled at the district level by the district Infinite Campus administrator.
- ▶ *System Administration > Resources > School > Select High School > Synchronize Tech Center Attendance checkbox*

Synchronize Tech Center Attendance



- ▶ Checking the box will turn the feature *on*. Unchecking turns the feature *off*
- ▶ The check box must be checked for *each* high school in the district that wishes to participate

# Questions?



# Support



## ▶ Technical School Attendance Questions:

- Tanya Fluke, Office of Career & Technical Education [ktssupport@education.ky.gov](mailto:ktssupport@education.ky.gov) & [Tanya.Fluke@education.ky.gov](mailto:Tanya.Fluke@education.ky.gov)

## ▶ High School Attendance Questions:

- Garnetta Barnette, Office of Administration & Support [Garnetta.Barnette@education.ky.gov](mailto:Garnetta.Barnette@education.ky.gov)