



KSIS/Infinite Campus Spring Update

Agenda

- Communication
- Course Difficulty Level
- DASCR Changes
- eTranscript
- Health Services Update
- Homeless
- Infinite Campus Cloud Migration
- Kindergarten Screener
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- Median Student Growth Percentile
- New Calendar Day Events
- Preparing for SAAR
- School Report Card
- Student Voice Feedback
- Teacher of Record
- Title 1 Status
- Other

Communication

- *KSIS Notifications & Alerts*
- *KDE Notify App*
- *KSIS & More Newsletter*
 - *Good positive feedback from data survey, but also suggestions to improve for 2016. What would you like to see?*
 - *One suggestion is to just create one page newsletter with hyperlinks to stories – is anyone still printing the newsletter?*

With understanding/ appreciation of the importance of good communication, we want to present information that is concise, complete and clear and we want to encourage two way communication to better understand and support your needs.

KSIS Notifications & Alerts are delivered to you by email and to your mobile devices by the KDE Notify app. An archive is available on the KDE KSIS Alerts and Notifications webpage. *For discussion - Do you find that these notifications provide enough information? Presented in clear and concise manner? Suggestions or other comments?

*The monthly KSIS & More newsletter is distributed as a KSIS Notification, through the KDE Notify App, published on the KDE Newsstand and the KDE KSIS Newsletters webpage. *For discussion - Do you find that articles cover the topics that you need? Are they timely? Would you like to see more/less details in articles? Do you forward the newsletter to others in your district who may be interested in certain articles? *We have considered changing the format to display a brief introduction of the article with a hyperlink to more detailed information. This 1-page format may make it easier for readers to find articles pertaining to their role but may not be convenient for those who want to print it for their offline reading enjoyment ☺. Do you read the newsletter online or print? Does the current format work or would you like to see something different?

Course Difficulty Level

- *New Option added to Difficulty Level for Course & Transcript*
 - *AP for Advanced Placement curriculum based courses*
 - *DC for Dual Credit courses – receiving HS and college credit*
 - *IB for International Baccalaureate curriculum based courses*
- *State Course Code should match Difficulty Level indicated*
- *KEES scholarship money can be reduced if not done correctly*
- *Transcript entries with AP, DC or IB receive a 1 point GPA bump*
- *Data pulls have shown courses named AP or Dual Credit without the appropriate Difficulty Level*



Specific state course codes are defined for all Advanced Placement and International Baccalaureate curriculum courses.

Some dual credit state course codes were added last year.

KEES Extract is based on unweighted GPA so all schools must use the standard 4 point scale for unweighted GPA.

Each district must choose whether or not AP, DC and/or IB courses are weighted.

If the course has the correct Difficulty Level, it will be set on the transcript entry when you run the Transcript Post tool

(Path: System Administration > Student Portfolio > Transcript Post).

When transcript entries are manually created, you must select the correct Difficulty Level for the KEES Extract to calculate the student's GPA correctly.

State published ad-hoc reports can be used to validate.

Ad-hoc Filter Name/Purpose

student AP Course Code with No Difficulty Level

student AP Difficulty No AP Course Code

curriculum Dual Credit Courses curriculum State Course Codes

More information on: Difficulty Level and Teaching Method at

<http://education.ky.gov/districts/tech/sis/pages/ksis-data-standards.aspx>.

15-16 Courses With No Difficulty Level

- *KEES scholarship money could be reduced for over 20,000 students*
- *Dual credit indicators in Teaching Method or Instructional Setting*
 - *905 courses involving 13,195 students across 128 districts*
 - *33% of all courses with dual credit indicators*
- *Courses using AP state course code*
 - *285 courses involving 7,136 students across 74 districts*
- *Course name indicates AP but not using AP state course code*
 - *28 courses involving 769 students across 16 districts*
 - *If following AP curriculum, the state course code and Difficulty Level need to be updated*



Recent SY 15-16 data pulls showed missing course difficulty level

- Dual credit indicators in Teaching Method or Instructional Setting with NO Difficulty Level selected on 905 courses
- AP state course codes assigned to dual credit courses – only use is following AP curriculum
- Some courses such as Study Hall at Offsite College are not dual credit and the Instructional Setting needs to be changed

- Course using AP state course code with NO Difficulty Level selected on 285 courses
- Some courses such as Club are not Advanced Placement and the Difficulty Level needs to be changed

- Course name indicates AP but state course code not AP and NO Difficulty Level selected on 28 courses
- If following AP curriculum, the state course code and Difficulty Level need to be updated

District and School Collection Repository (DASCR)

- DASCR used to add new schools, update school information, and close schools.
- **WAAPOC** can update or set up user permissions to access through [Web Application](#) login.
- Annual verification – deadline to complete 4/1/16 – before School Report Card Profile page goes live for 2016.
- DASCR updates currently manually loaded in Infinite Campus
- **Problem:** Information must be manually changed in Infinite Campus to match
 - Results in extra work for district and KDE
 - Prone to data entry errors
 - Not always performed timely
- **Coming Soon:** Automated sync of data to Infinite Campus that will result in nightly updates to Infinite Campus. KDE will lock additional school fields in conjunction with this change.

Simple! Easy! Accurate!

If you don't know who your district WAAPOC is, you can find them in the on-line school directory – Open House (<http://openhouse.education.ky.gov/Directory>).



2015-16 reports updated monthly – please check with counselors if # of transcripts does not appear to be in line with what you would think.

KHEAA is now an eTranscript receiver and will request eTranscripts in lieu of paper transcripts when performing student-level audits. Note: receiver-initiated requests from KHEAA will not have transcripts auto-matched to them and HS admins will have to manually attach transcripts.

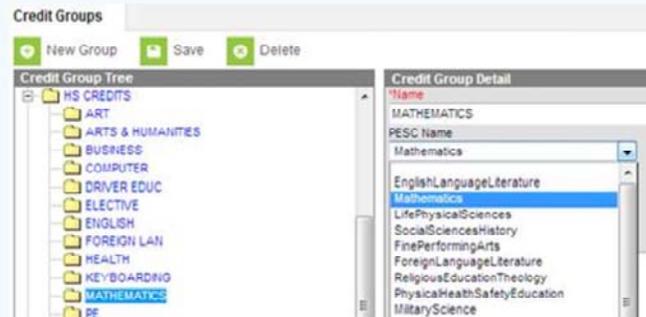
Reminder - Parchment is the state standard for transcripts.

Page on slide can be found at
<http://education.ky.gov/districts/tech/eTrans/Pages/default.aspx>

Change this year in how credit groups are set – encourage counselors to verify a few Parchment transcripts on-line to make sure courses reporting as expected.

eTranscript – Credit Groups

- Counselors need to be aware of 2/2/16 KSIS Notification
- Courses no longer default to the Miscellaneous Credit Group.
- Listing sent with 2/2 email has been updated
- Encourage counselors to verify look of transcripts periodically through Parchment.



2/2/16 -- Any Credit Group used for a course that should appear on a high school transcript (current or past) must have a PESC Name or the course will not appear on the student's eTranscript. Prior to the Campus.1549 release which went into production on January 13, courses assigned to a credit group with a blank PESC Name defaulted to "Miscellaneous" on the eTranscript. The update removed this default.

A listing of 53 districts with HS Credit groups not aligned to PESC Name can be found [here](#). Use this listing to quickly identify credit groups that need to be updated.

Note: If your district has missing PESC Names, high school counselors need to review any eTranscripts sent since 1/14/16 for missing courses and resend as needed when appropriate PESC names have been added.

To Map Credit Groups to PESC Names

Path: Grading & Standards > Credit Groups

Select one of the proper credit groups from the Credit Group Tree.

In the Credit Group Detail, select the PESC Name that best correlates to the Credit Group. Use Miscellaneous if no better match exists.

Be sure to click the Save button to update the record.

Go to the next credit and repeat the previous steps until all High School Credit Groups have been confirmed.

Health Services Update

- *ICD-10 code conversion scheduled for March 18. After conversion, all districts will be set to use ICD-10 codes.*
- *There may be a few conditions in each district that were not automatically converted and will need to be updated at the district level.*
- *Regional meetings will be held around the state in April to assist districts. Participants are asked to bring a laptop with access to their district IC site.*
- *KDE staff will assist participants in identifying health conditions not automatically converted to ICD-10 and updating them to the correct ICD-10 code. KDE staff will also assist participants in identifying other end of the year health data clean up that needs to be completed and provide assistance as needed.*

ICD codes are used to identify specific health conditions on a student's health record. This is on the Health Conditions tab.

Health Services Update – Meeting Dates and Locations

- ❖ April 18th – Bowling Green
- ❖ April 19th – Paducah
- ❖ April 21st – Lexington-Full
- ❖ April 26th – Ashland
- ❖ April 27th – Hazard
- ❖ April 28th – Fort Wright

- A registration email will be sent to district health coordinators and KSIS contacts
- Information from these meetings will be posted on the [School Health Services](#) site for those who cannot attend.
- For questions, please contact Angie McDonald at angela.mcdonald@education.ky.gov

Homeless & Missing Unaccompanied Youth Data

- 2015-16 School Report Card will include homeless data for the first time
- Unaccompanied Youth field was added last summer but many enrollments are missing this information
- To help you find issues, use State Published Ad Hoc Filters
 - *students Homeless students w/o unaccompanied youth* marked 
 - *students Homeless students w/o living status* marked
 - *students Homeless students w/o homeless* marked

2015-16 School Report Card will include homeless data for the first time. New reporting requirements for homeless in Every Student Succeeds Act (ESSA).

Infinite Campus has validation rules so the missing data may be from records created before the unaccompanied youth field was added.

Homeless End of Year Reporting

- By June 30, run the State Published ad hoc filter "student Homeless Count - End of Year (Rev. 2/29/16)" which lists students marked as homeless with a living status and an unaccompanied youth status
- This report will be the count of students in your district that will be used for all state and federal reporting purposes. Please verify its accuracy and make any changes necessary by June 30.
- 2015-16 Homeless data will be extracted by KDE on July 1.
- Keep the list to use in verifying the homeless status of these students within the first 30 days of school next year.
- Questions regarding IC data entry contact Cathy Lazarin; program related questions contact Helen Jones. Both can be reached at 502-564-3791.

It is important to run this ad hoc query and save the results for use in verifying the status of these students when the new school year begins.

Infinite Campus Cloud Migration – Current Work

- *Learning from other Campus Private Cloud customers*
 - *State and large district*
- *Happy with end-user experience testing in KY*
 - *Large and small districts*
 - *Both end-user tasks and data extract/manipulation*
 - *Hope to complete by mid-March*
 - *Still working on perfecting data extract/manipulation*
- *Campus drafting detailed migration proposal/design*

Infinite Campus Cloud Migration – majority of districts indicate cloud preference. Currently doing district performance testing.

Only one district has indicated that they do not want to move to the cloud.

Kindergarten Screener – Be Prepared!

Avoid Common Pitfalls:

- *When enrolling students, be sure to place suffixes, such as Jr., in the suffix field and not the last name field. Suffixes included in the last name field cause students not to load into the Brigance OMS.*
- *Ensure the child's date of birth is entered correctly.*

For questions regarding IC preparations for Kindergarten Screening, please contact Melody.Cooper@education.ky.gov.

KDE is finding a number of errors in Kindergarten data – date of birth is common mistake; also suffixes need to be correctly entered into Campus. Help promote these best practices with those adding new students to Campus.

IC Preparations for Kindergarten Screening

A data exchange process is in place where school, class and student data in IC is shared with the Brigance Online Management System (OMS).

In order for the Brigance OMS to create classes, the kindergarten homerooms, with teachers assigned, must be scheduled in IC no later than July 29. Note: at least one kindergarten student (grade '00') must be included in the roster for the homeroom class and teacher to be properly identified.

The Brigance OMS is tentatively scheduled go live during the week of August 8 and data from IC will likely be pulled during the week of August 1.

In order to cut down on the amount of manual work required by administrators/teachers in the Brigance OMS, it is crucial that kindergarten homerooms be scheduled in Campus with the appropriate teacher assigned. This portion of the scheduling must be completed no later than JULY 29. KDE will generate a file during the first week of August that will be provided to Brigance.

IC Preparations for Kindergarten Screening

Each kindergarten homeroom must be coded as one of the following:

- *703001 Elementary Homeroom*
- *701010 Primary Self-Contained*
- *600117 Self-Contained Emotional/Behavioral Disability (EBD) – Life Skills*
- *600101 Self-Contained Functional/Mental Disability (FMD)*

These are course codes which may potentially have grade '00' in the roster.

Kentucky Tech Systems (KTS) Data Exchange

- Full implementation for the 15-16 school year was an overall success due to hard work and ability to think outside the box by all!
- As we wrap up this school year, here are some things to keep in mind:
 - Keep an open line of communication
 - Any grade sync issues:
 - Communicate with your team!
 - Check for KTS Error Messages (Process Alert area)
 - Reference the [Proper Setup for Accurate Grade Sync](#) document on the [KTS Data Exchange webpage](#)
 - Posting to Transcripts
 - 16-17 Scheduling is in progress
 - KTS Support: ktssupport@education.ky.gov
- What's new for 16-17 school year?
 - Optional KTS Data Exchange unknown attendance sync

KDE Contact – Tanya Fluke

Open line of communication – Communication Plans were created during November/December Schedule Prep sessions. Refer to those Communication Plans in resolving issues related to the KTS Data Exchange. Teams, which consist of the technical school principal, high school schedulers and IC system administrators, should keep an open line of communication when it comes to any issues related to the KTS Data Exchange.

Grade Sync Issues – The first thing to do is ALWAYS communicate with your team. Chances are, the reason for the error can be found in the Process Alert area of the high school Infinite Campus homepage. All key parties should be able to view KTS messages. If none are viewable, contact the IC administrator and have them read the Data Exchange User Group Setup document on the KTS Data Exchange webpage.

Posting of Transcripts –

- High schools are responsible for ensuring KTS courses are set up properly to ensure a successful posting of transcripts. Proper setup should be the correct credit value entered into the Credit field and a Credit Type selected for the CTE Final Grade grading task. The CTE Numeric Score Group should have the GPA Value columns filled in. Ensure that a CTE Final Grade has successfully synced to the high school database for KTS students. You can check this by running a Grade Report (Grading & Standards > Reports > Grades Report) and selecting on the CTE Final Grade grading task for the last term. If all of these things have been verified and there are still issues with posting of transcripts for the KTS courses, high schools should submit an Infinite Campus support case, requesting IC's assistance.

- ATC Technical School transcripts will be posted by Tanya Fluke in early June. Tanya will notify the ATC Technical School principals prior to posting. Technical school transcripts are not official transcripts and should only be used to assist with pathway information purposes.

- KTS Support – All KTS Support requests should be issued through ktssupport@education.ky.gov. Be sure to include a description of the issue, screen shots (black out student names, DOB, SSN or other personally identifiable information) if available, and a few examples in the form of SSID numbers and/or course numbers. Please do not send any personally identifiable student information through email, as that is a direct violation of FERPA laws.

- Unknown Attendance Sync - Each high school will have the option of allowing unknown technical school attendance, from the previous day, to sync into their high school databases for processing. More detailed information will be shared during the KSIS End of Year training sessions and the 16-17 KSIS Beginning of Year training sessions.

Legislation

- *Federal Every Student Succeeds Act (ESSA)*
 - *New Collection – Foster, Military, Homeless*
- *Kentucky Senate Bill 1*
- *Kentucky Senate Bill 81 – Military Connected goes beyond just collecting Active Military. Approved by Senate, currently in House Education Committee for review.*

Waiting on new regulations associated with ESSA – negotiated rulemaking process just beginning. Requirements effective 2017-18.

Kentucky legislation – wait and see, will know more as bills progress through House and Senate.

Median Student Growth Percentile

For accurate reporting in 2016-17

- Conduct regular roster verifications
- Verify course codes with [Teacher Course Check](#) report in Infinite Campus
- Verify all teachers are correctly assigned to courses using the Staff History report
- Correct course codes
- Review and update now

All course codes attributed to MSGP will remain the same for 2016-17

Suggested activities at this time of year:

Review rosters to ensure the correct students are associated with courses included in MSGP
Review the Teacher Course Check report which show primary teachers. Teacher Course Check Quick Reference Card:

http://education.ky.gov/districts/tech/sis/Documents/IC_CustomRpt_TeacherCourseCheck.pdf

Review Section Staff History report for other educators associated with courses included in MSGP.

Path: Scheduling > Reports > Staff History Report

The guidance for correcting course codes is hyperlinked from the MSGP webpage :

<http://education.ky.gov/teachers/PGES/TPGES/Pages/TPGES-Student-Growth-Percentile-Medians.aspx>

FYI Timeline:

KPREP is released to districts for review

KPREP is reviewed by KDE and loaded into IC

MSGP is calculated after all KPREP scores are loaded into Infinite Campus

New Calendar Day Events

- *N: Non-Traditional Instruction*
 - *Never used on original calendars*
 - *Can only be used if the district has been approved for non-traditional days*
 - *Code must be entered on each calendar when a non-traditional day is used*
- *Z: Health and Safety Low Attendance*
 - *Never used on original calendars*
 - *Similar to Low Attn Weather Days*
 - *Used only if attendance is less than last year's AADA*
 - *Limited to 10 per school year*
 - *Documentation of the health/safety issue must be retained*
 - *Only entered on one calendar in the district*
 - *Will replace that day's attendance with last year's AADA when the SAAR is calculated at KDE*

*KDE Contact – Garnetta Barnette
502.564.5279*

- When marking a day NTI – the Instruction checkbox **MUST** be checked. You can choose to mark or not mark the Attendance checkbox. With this set up, an NTI day will count as a suspension day and a home hospital day. It will also count as a day in your 100 day assessment count.
- Currently an NTI day will inflate your attendance percentage on the ADA/ADM report. KDE is working with Campus to get this corrected.
- **THE SAAR AND KY CALENDAR REPORT WORK CORRECTLY.** Funding for NTI days will be based on last year's AADA.
- NTI must be marked on each calendar for the calendar report to work properly.
- **NO NEED TO WAIT TO ENTER NTI DATES**

SAAR – Be Prepared!

Now is the time to be cleaning up data for SAAR.

- Does record 2 minus record 3 equal record 5?

R2 Enrollment / Reenrollment (Annual report, enrollments count)
 R3 Withdrawals (Annual report, withdrawals count)
 R5 Ethnic Count (Active students on the end date of 10th school Month)

- Do you have any overlapping enrollments on the state overlap report?
- If truancy attendance does not match funding attendance on ADA/ADM report, do you know why?
- Are your virtual and/or performance based courses set up correctly?

KDE Contact – Ronda Devine
502.564.5279

- If R2 minus R3 is more than R5, you have end dates without withdrawal codes
- If R2 minus R3 is less than R5, you have students with no ethnicity selected.
- If you have overlapping primary enrollments in your district, you need to adjust the start or end dates of these enrollments.
- If you have overlapping primary enrollments greater than one day with another district, work with the other district to correct it.
- On the ADA/ADM report, if funding does not match truancy, the student has a schedule gap. Schedule gaps for a partial day student or a student who has some seat time classes and some V/PB classes are legitimate and do not require correction. Run the schedule gap report to make sure all gaps are legitimate and correct any that are not.
- To check how much attendance credit you are getting for V/PB, run record V of the SAAR in detail mode.

School Report Card

Annual verification of School profile data is to ensure schools are accurate for federal and state level reporting.

Timeline for 2015-16 School Report Card

February 9 – April 1: Schools verify their 2015-16 school profile information via the DASCR.

April 4: 2015-16 School Report Card “Profile” data is opened to the public.

Summer 2016: Additional data is loaded into School Report Card secure site for district review.

Fall 2016: 2015-16 School Report Card is opened to the public.

Instructions for verifying and updating school profile information, as well as a list of helpful tips, are available at <http://education.ky.gov/districts/data/Pages/School-Change-Requests.aspx>

For district role changes (i.e. superintendents, principals, etc.), contact your district WAAPOC. These changes and/or contact information changes are NOT updated through the DASCR.

For questions specific to school change requests, contact Rodney Bennett at rodney.bennett@education.ky.gov or via phone at 502-564-5279, ext. 4449.

School Report Card – Collecting Feedback

QUESTIONS:

- Do you use the School Report Cards?
- What sections of the School Report Cards do you use the most and for what purposes?
- What sections/functions of the School Report Cards do you find the most helpful/useful? Please provide specifics.
- What sections of the School Report Cards do you not use?
- What sections/functions would you like to see changed or improved, and how? Please provide specifics.
- How would you suggest soliciting parent feedback for ESSA changes to the School Report Card?

2016 School Report Card will be similar to what has been done in the past. Going forward expect to overhaul system and collecting feedback. Must meet federal and state requirements, but ESSA indicates need to get parent input. Please share feedback here or email DeDe Conner with suggestions for going forward.

Student Voice Feedback



Please give us your feedback!

www.surveymonkey.com/r/Student_Voice_Feedback_Survey

Ask participants to give feedback now.

Teacher of Record

Seek out scheduling help!

- Elementary self-contained and rotating class scheduling
- Courses must be during Instructional Time
- Contributing professional
- Additional teachers
- Primary teacher assignment

Data stewardship takes diligence

- Teacher of Record affects many initiatives
- Don't be led by LEAD
- IC schedule should reflect the reality in the school

Teachers are to be correctly connected to the students they teach through a course assigned to them in Infinite Campus.

<http://education.ky.gov/teachers/PGES/TPGES/Pages/Student-Teacher-Data-Links-for-Student-Growth-Percentiles.aspx>

Why we need to pay attention to scheduling:

Correctly scheduling students in courses: contributes to making informed instructional decisions; increases educator effectiveness; and supports the continuous improvement of teaching and learning.

Decisions and actions regarding scheduling can impact decisions surrounding Novice Reduction, Equitable Access to Effective Educators, Every Student Succeeds Act, and other critical initiatives.

Definitions:

A Teacher of Record in a Kentucky public school is a certified teacher who has been assigned the lead responsibility for the student's learning in a subject/course aligned to the Kentucky Academic Standards or Career and Technical Skill Standards Documents.

A Contributing Professional in a Kentucky public school is an individual who has been assigned the responsibility to provide additional services that support and increase a student's learning.

Title 1 Status – School Designation and Student Services for TAS Programs

- Title 1 Status in Infinite Campus should match the Title 1 Status submitted on the district 2015-16 Ranking Report.
- Reference the Title 1 Data Standards to update the school detail Title 1 Status
- Targeted Assistance Programs MUST complete a record on the student Title 1 Services tab for each student receiving Title 1 services during the current school year.
- Reference the Title 1 Data Standards to complete student records for Title 1 services in a TAS designated facility.
- Questions regarding IC data entry contact Cathy Lazarin; program related questions contact Jason Radford. Both can be reached at 502-564-3791.
- 2015-16 Title 1 data will be extracted by KDE on July 1.

Other Topics of Interest

- *End of Year Training scheduled for April 20 & 21*
 - *In-person or webcast*
 - *Topics currently include SAAR, Health Data, IC/POS Data Synchronization, SEEK/At Risk ADM, Original & Amended School Calendars, DASCR, KTS Attendance, Correct Course Settings and Transcript information for KEES funding*
 - *Other suggestions?*
- *End of Year Checklist – drafting combined list of activities*

Reminder that End of Year training is scheduled for the morning of April 20 and all day on the 21st (scheduling will be determined by final number of topics being presented). Sessions asked for in the Mid-Year survey included SAAR, FRAM, Interventions, Gifted/Talented, Calendar submission, end-of-year/beginning of year processes, Safe Schools, retentions, enrollment roll forward, summer graduates, and student growth percentile. We will try to get as many of these included as possible.

Also, per requests, we are working on a end-of-year checklist. If any of you have something like this you are already using, please share with Becky Jenkins. We would appreciate the opportunity to compare before finalizing.

