



KSIS End of Year Training

April 29, 2014
8:30 a.m. (CT) / 9:30 a.m. (ET)



Welcome and Housekeeping

Becky Jenkins
KIDS, Division of Enterprise Data

EILA Credit / Lync Assistance

- ▶ **EILA Eligible Training**
 - Registered participants are eligible for EILA credit. Online training evaluation survey must be completed for credit to be awarded.
 - If participating in a group setting, email a sign-in list to Linda Burton.
- ▶ **Lync Assistance**
 - If you need assistance with your Lync connection, audio or visual settings, contact the KETS Service Desk:
 - (502) 564-2002 (local)
 - (866) 538-7435 (toll free)
 - Email: ketshelp@education.ky.gov
 - **Important:** Meeting link should be opened using Internet Explorer, not Chrome or Firefox.



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Questions and Information

- ▶ **Have a question for the presenter?** Post it in the Lync chat window and it will be answered during the Question and Answer period at the end of the session.
- ▶ **Have a technical issue?** Contact the KETS Service Desk.
 - (502) 564-2002 (local)
 - (866) 538-7435 (toll free)
 - Email: ketshelp@education.ky.gov
- ▶ Presentations from today's End of Year Training
 - Available online: <http://education.ky.gov/districts/tech/sis/Pages/KSIS-Training.aspx>



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KSIS End of Year Training: Agenda

Start	End	Session	Presenter
9:30	9:35	Welcome and Housekeeping	Becky Jenkins KIDS, Division of Enterprise Data
9:35	10:05	Safe Schools End of Year Process	Windy Newton ONGSD, Division of Student Success
10:05	10:20	Teaching Method and Instructional Setting	Amy Fatterson ONGL, Division of Learning Services
10:20	10:50	Homeless Education	Mary Marshall ONGL, Division of Consolidated Plans and Audits Cathy Lazarin ONGL, Division of Audit and Compliance
10:50	11:05	<i>Break</i>	
11:05	11:25	Accessing Student Voice Results in CIITS/EDS	Jeff Coles ONGL, Division of Next Generation Professionals
11:25	11:55	CIITS	Maritta Horne KIDS, Division of Enterprise Data
11:55	1:00	<i>Lunch Break</i>	
1:00	1:45	Adjusted Cohort Graduation Rate Student Listing in SDRR and change to nonacademic collection	Tina Logan OAA, Division of Assessment Design and Implementation
1:45	2:05	2013-14 Graduation Codes	Samantha Engstrom OAS, Division of District Support
2:05	2:15	Wrap-Up	Becky Jenkins

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Safe Schools End of Year Process

Windy L. Newton, Systems Consultant IT
Office of Next Generation Schools and Districts
Division of Student Success

2013-14 End of Year Timeline

- ▶ May 14th – E.1414 release to districts will include updates to Safe Schools Validation Report
- ▶ May 15th – District verification window opens
- ▶ June 30th – District verification window closes
- ▶ June 30th – Superintendent verification due to KDE
- ▶ July 1st – KDE will extract data from IC data warehouse
- ▶ July 15th (tentative) – District and school level data will be available for viewing in the 13-14 School Report Card Data Collection tool
- ▶ July 31st – School Report Card verification of behavior data ends (two weeks after availability in SRC)

Windy Newton



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Requirements for Safe Schools

- ▶ Any behavior resolution mapped to a state code of the following:
 - SSP1: Expelled, receiving services
 - SSP2: Expelled, not receiving services
 - SSP3: Out of School Suspension
 - INSR: In-School Removal
 - SSP7: Restraint
 - SSP8: Seclusion

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Requirements for Safe Schools, continued

- ▶ Incidents involving law or board violations related to the following will produce a record **regardless** of resolution:
 - Assault or Violence
 - Guns or other weapons
 - Controlled substances (including alcohol or tobacco)
 - Bullying or Harassment

A list of the select law and board violations can be found in the 2013-14 Safe Schools Data Standards on KDE's [KSIS Data Standards website](#).

Windy Newton



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E.1414 Updates to Safe Schools

- ▶ Students who have the role of Offender or Participant in the qualifying behavior incident are now reported.
- ▶ Students who are marked State Exclude via their enrollment, calendar, or grade level will not be included in the report.
- ▶ The Resolution Length in School Days element has been added to the extract. This element will report a value calculated by looking at the resolution start and end dates and comparing this to the school days in the calendar.
- ▶ Sub-report SS5 has been renamed "SS5: State Resolutions not reported in SS1 - SS4".
- ▶ The Validation Report will be available in CSV format by selecting a new Export to CSV button available.

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Reporting Path

▶ KY State Reporting | Safe Schools

Extract Options

Format: State Format(CSV) Extract Options:
Date Range: should remain as default

Date Range: 07/01/2013 - 06/30/2014

Report Selection All Reports

SS1: Assault or Violence

SS2: Possession of Guns or Other Deadly Weapons

SS3: Possession/Use or Distribution of a Controlled Substance

SS4: Bullying or Harassment

SS5: State Resolutions not reported in SS1 - SS4

Sub-Reports:
Allows user to section out the categories of reporting

School and Grade Criteria:
Ensure all grades and schools are included in the verification process

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Validation Checks



- ▶ Errors - Indicate problematic data that will NOT pull on the report
- ▶ Warnings - Indicate problematic data that WILL pull on the report

All errors and warnings should be resolved during the district verification process.

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Export Validations to .CSV

- ▶ With E.1414 release, the error/warnings can be exported to .CSV to allow filtering of data to provide to schools for clean-up

To view the errors and/or warnings in a csv format click



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Error 1: Resolutions Missing End Dates and/or Times

- ▶ This error will be appear anytime a student has a state resolution without a resolution end date and or time.

To resolve this error, open event resolution; enter end date and/or time and save record

NOTE: There has been a validation put in place on the data entry screen that should prevent this error.

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Error 2: State Resolutions missing a law or board violation selection

- ▶ This error will be appear anytime a student has a state resolution without a law or board violation selected on the event.

To resolve this error, open behavior event select the appropriate law or board violation

NOTE: There has been a validation put in place on the data entry screen that should prevent this error.

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Error 3: Event without a participant

- ▶ This error will appear anytime an event with a Safe Schools qualifying event or resolution is saved without a participant selected.

To resolve this error, find the referenced behavior incident and add the participant to the event or resolution. If the event was created in error, then the event should be deleted.



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Error 4: State resolution with a Behavior Incident outside of enrollment

- ▶ This error will appear when a behavior incident date is outside the student's enrollment.

Release E.1414 updates the logic to only produce the error if the incident date is outside ANY of the student's current year enrollments in the district.



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Warning 1: Suspension/ Attendance Dates and/or Times are Inconsistent

- ▶ This warning will appear for students who received a state resolution of SSP3 and the start/end date/times of the behavior resolution are not consistent with the check-in/out date/time within the student's attendance.



The Suspension/Attendance Linkage report will assist in data clean-up of this warning.



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Warning 3: Behavior resolution outside of enrollment

- ▶ This warning will appear for students who have a resolution start or end date outside of any enrollment in the district

Release E.1414 updates the logic to only produce the error if the incident date is outside ANY of the student's current year enrollments in the district.

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Warning 4: Overlapping State Resolutions

- ▶ This warning will appear anytime a student has two or more state resolution records which overlap any span of date or time

Release E.1414 updates the logic to compare only current year behavior resolutions

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What is this data used for?

- ▶ Publically reported via Open House | School Report Card
- ▶ Per KRS 158.444, KDE must provide the data to the following agencies:
 - Kentucky Center for School Safety
 - Office of Education Accountability
 - Education Assessment & Accountability Review Subcommittee
- ▶ Data is reported annually to the U.S. Department of Education

Windy Newton



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Questions



- ▶ Questions regarding the Safe Schools Extract, contact Windy Newton at 502-564-4772 or email windy.newton@education.ky.gov
- ▶ Refer to the [2013-14 Behavior Data Standards](#) on the KSIS Data Standards website.



Windy Newton 22



**Teaching Method
& Instructional
Setting**

Amy Patterson
Office of Next Generation Learners (ONGL),
Division of Learning Services



Amy Patterson 24

Purposes

Collection of data

- School Report Card
- LEAD report
- CCR Delivery plan
- Dual credit
- Credit recovery
- NAF Academy
- Virtual courses



Amy Patterson 24

School Report Card

Teaching Method (Courses offered)	Instructional Setting				
	Site				
	Onsite Classroom	Offsite CTE	Offsite College	Home/Hospital	Online
Credit Recovery - Digital Learning Provider	172		3		915
Credit Recovery - Direct Instruction	2				5
Digital Learning Provider	499		3	120	5,410
Direct Instruction	83,924	4,028	1,128	64	740
District Provided Self Study	120		3		290
Dual Credit - College Offered	36	2	537		265
Dual Credit - District Offered	71				75
NAF Academy Course	27				
NAF Academy Dual Credit - District Offered	1				
Third Party Contract	218	430	246		190
Transitional Course - KDE Curriculum	2				

Teaching Method

Amy Patterson 25

Teaching Method

Add Course

Save Delete

Course Information

Number: 1231231 Name: AP Language Standards-based: Active:

State Code: 230166 Department:

Schedule Load Priority: Max Students: Terms: Schedules/Periods: Sections to Build:

GPA Weight: 1 Bonus Points: Transcript: Required:

Type:

Difficulty Level: Activity:

AP: Advanced Placement: Home room: Allow student requests: Allow teacher requests/recommendations: Repeatable: Attendance: Unit Attendance:

Teaching Method:

Instructional Setting:

Comments:

Amy Patterson 26

Teaching Method Descriptions

Teaching Method: Choose from the drop down menu the appropriate teaching method for this course section

- ▶ **1: Direct Instruction (default setting)** – traditional course taught by a teacher employed by the district.
- ▶ **02: 3rd Party Contract** – course taught by a 3rd party contractor **other than virtual, dual credit, or National Academy Foundation (NAF)** (e.g., auto mechanic, golf instructor, Head Start provider).
- ▶ **10: Digital Learning Provider** – virtual course that uses a digital platform **other than credit recovery** (e.g., JCPS eSchool, KET, BAVEL).

Amy Patterson 27

Teaching Method Descriptions

- ▶ **11: Dual Credit – District Offered** – dual credit course taught by a teacher employed by the district, and students **are not enrolled in the NAF Academy**.
- ▶ **12: Dual Credit – College Offered** – dual credit course taught by a teacher employed by a postsecondary institution, and students **are not enrolled in the NAF Academy**.



Teaching Method Descriptions

- ▶ **13: Credit Recovery – Direct Instruction** – course taught by a teacher employed by the district that allows students to earn credit for a course they previously failed.
- ▶ **14: Credit Recovery – Digital Learning Provider** – computer-based course that allows students to earn credit for a course they previously failed (e.g., PLATO, APEX, Odyssey, NOVEL/STARS).
- ▶ **15: Transitional Course – KDE Curriculum** – course that uses the transitional curriculum framework sponsored by KDE (found at <http://education.ky.gov/educational/int/hscf/Pages/default.aspx>).



Teaching Method Descriptions

- ▶ **16: NAF Academy Course** – National Academy Foundation (NAF) curriculum course (see <http://naf.org/>) that is **not dual credit**.
- ▶ **17: NAF Academy Dual Credit – District Offered** – dual credit course taught by a teacher employed by the district, and students **are enrolled in the NAF Academy**.
- ▶ **18: NAF Academy Dual Credit – College Offered** – dual credit course taught by a teacher employed by a postsecondary institution, and students **are enrolled in the NAF Academy**.
- ▶ **19: District Provided Self Study** – independent self-study course.



Instructional Setting

The screenshot shows a web-based form for adding a course. The 'Instructional Setting' dropdown menu is open, showing '01: Onsite Classroom' as the selected option. Other options include '02: Offsite Vocational', '03: Offsite College', '04: Home/Hospital', and '05: Online'. The form includes various fields for course information, scheduling, and activity.

Amy Patterson 31

Instructional Setting Descriptions

Instructional Setting: Choose from the drop down menu the appropriate instructional setting for this course section

- ▶ **01: Onsite Classroom** – course taught primarily in the school building.
- ▶ **02: Offsite Vocational** – course taught at a vocational school away from the school building.
- ▶ **03: Offsite College** – course taught at a postsecondary institution.
- ▶ **04: Home/Hospital** –course taught in a home/hospital setting.
- ▶ **05: Online** – course taught online and instruction is neither provided by the school nor for credit recovery.

Amy Patterson 32

Scenarios

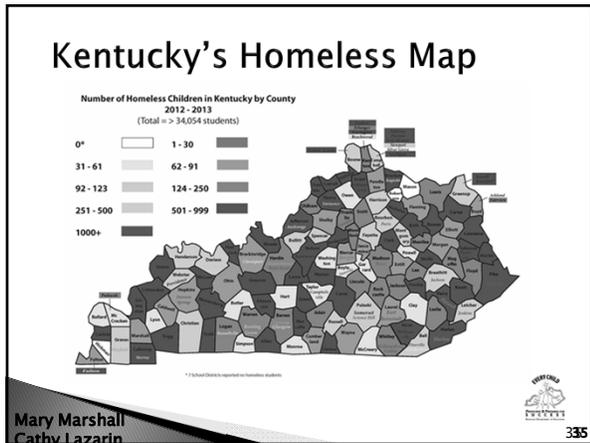
- ▶ Plato or other computer-based credit-recovery
 - **Teaching Method** – 14: Credit Recovery – Digital Learning Provider
 - **Instructional Setting** – 01: Onsite Classroom
- ▶ Students taking dual credit course at the high school from a college employed instructor
 - **Teaching Method** – 12: Dual Credit – College Offered
 - **Instructional Setting** – 01: Onsite Classroom

Amy Patterson 33



Homeless Education

Mary Marshall, Title I/ Homeless Program Consultant
Cathy Lazarin, Resource Management Analyst
Division of Consolidated Plans & Audits
Office of Next Generation Schools & Districts



Title X, Part C McKinney-Vento Homeless Education Program

- The Stewart B. McKinney-Vento Homeless Assistance Act is a competitive grant awarded for three years. All districts are eligible to apply. We currently have 17 programs receiving funds. Many districts have homeless students and do not receive McKinney-Vento funds. Those districts can use Title I funds or any other resources available to serve those students. The main focus of this program is education and assisting students to become proficient and beyond.

Mary Marshall
Cathy Lazarin

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13-14 Homeless Data Entry



- › Why have standards???
- › What is the data used for???
- › Data Quality Issues from 12-13
- › How to ensure better Data

Mary Marshall
Cathy Lazard



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Data Entry in Infinite Campus

Mary Marshall
Cathy Lazard



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Important reminders

- › Once a student is identified as homeless, the student's homeless indicator and living status should remain selected in the student's record for the remainder of the academic year, regardless if his/her status changes.
- › If a student transfers school to school in the same district within the same academic year, the homeless indicator and living status must be manually entered in the new enrollment.
- › If a student transfers district to district, the person importing the student records should run the KY State Reporting Import Wizard which will populate the homeless indicator and living status from the losing districts database to the receiving districts database.

Mary Marshall
Cathy Lazard



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Data Verification



- ▶ Cleaning up the Data
- ▶ Increase Data Quality
- ▶ Ad-hoc reports available in IC
 - ▶ *student Homeless marked w/o living status marked*
 - ▶ *student Homeless students w/o homeless marked*
- ▶ Run the above verification reports to ensure no errors in data are found within your district

Mary Marshall
Cathy Lizarin



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End of Year Reporting for Homeless Data



- *student Homeless Count End of Year Reporting*

- ▶ By June 30th of the current school year, run the *student Homeless Count End of Year Reporting* report to keep is record of student's reported homeless with a living status in your district for the current year. This report will give you students in your district that have the homeless indicator selected and a living status selected; this is reported to the federal government annually.
- ▶ **The 2013-14 Homeless data will be pulled at KDE on July 1st.**

Mary Marshall
Cathy Lizarin



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Q & A



Mary Marshall
Cathy Lizarin



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Accessing Student Voice Results in CIITS/EDS

Jeffrey Coles,
Education Administration Program Consultant
Office Of Next Generation Learners
Division of Next Generation Professionals

Important Dates

Results in CIITS/EDS

- ▶ Survey Window March 19 – April 2
 - Currently in CIITS/EDS
- ▶ Survey Window April 11 – April 25
 - May 12 in CIITS/EDS


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Results in CIITS/EDS



Welcome back
 Your last visit was yesterday. Your role is Administrator.

CIITS SUGGESTION BOX
 Submit suggestions for needs by the Kentucky Department of Education for future CIITS enhancements.

Tools & Reports
 Search performance data and more...
 CIITS Reports
 Student Growth Goal

Admin & Setup
 Admin Control
 Create Admins
 Create Resources
 Manage Settings

The Continuous Instructional Improvement Technology System (CIITS)

Welcome to CIITS - a powerful instructional tool that combines Kentucky academic standards, aligned instructional resources, assessments, student data, and professional development into a single integrated resource for improving teaching and learning in Kentucky. We hope you will find CIITS useful as you implement 21st Century Learning in your classroom, school and district.

If you continue to experience an issue with your information consultant, please click the following link: <http://dysupport.com/PIIS/Feedback.aspx> to report the Observer/Observer name, A Schoolid.



District Student Perception Results

School & District Data | Classrooms | Assessment Admin | Educator Development

2013-2014 Student Voice
Mar. 19, 2014 - Apr. 2, 2014

5 schools | Average Overall Score: 61.0%

School	Overall Score	Engage	Nurture	Support	Discipline	Trust	Understand	Transparency
County Elementary	57.7%	12.0%	69.0%	65.0%	69.0%	60.0%	50.0%	80.0%
County High School	55.9%	46.0%	53.0%	62.0%	64.0%	57.0%	53.0%	56.0%
County Middle	62.7%	67.0%	77.0%	71.0%	69.0%	66.0%	66.0%	76.0%

Jeffrey Coles

School Student Perception Results

2013-2014 Student Voice
Mar. 19, 2014 - Apr. 2, 2014

1 educator | Average Overall Score: 61.7%

Measure	Overall Score	Engage	Nurture	Support	Discipline	Trust	Understand	Transparency
Elementary	46.4%	44.0%	42.0%	61.0%	32.0%	34.0%	32.0%	54.0%
Middle	62.0%	37.0%	62.0%	60.0%	34.0%	37.0%	39.0%	50.0%
High School	61.2%	50.0%	43.0%	70.0%	54.0%	60.0%	63.0%	71.0%
Elementary	61.4%	60.0%	54.0%	70.0%	40.0%	54.0%	60.0%	70.0%
Middle	61.4%	70.0%	54.0%	60.0%	40.0%	51.0%	60.0%	60.0%

Jeffrey Coles

Teacher Student Perception Results

2013 - 2014 Student Voice Results for [Redacted]

2013-2014 Student Voice - Mar. 1, 2014 | Average Overall Score: 78%

Measure	Positive Responses	No. Student Responses
Engage	78%	25
Nurture	84%	25
Support	88%	25
Discipline	42%	25
Trust	81%	25
Understand	85%	25
Transparency	89%	25

Jeffrey Coles

Suggested Professional Learning

2013 - 2014 Student Voice Results for **Jeffrey Coles**

2013-2014 Student Voice - Apr. 1, 2014 Average Overall Score: 89%

Measure	Positive Responses	No. Student Responses
Engage	47%	110
Nurture	71%	110
Support	78%	110
DISCIPLINE		110
Trust		110
Understand		110
Transparent		110

This measure is aligned to the following:

- Establishing an Environment for Learning (Search FID)
- Providing and Supporting (Search FID)
- Establishing a Culture for Learning (Search FID)
- Managing Classroom Procedures (Search FID)
- Managing Student Behavior (Search FID)

Jeffrey Coles

Questions?

Contact:

Jeffrey Coles, Education Administration
Program Consultant

Jeffrey.coles@education.ky.gov

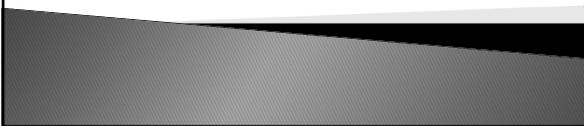
Phone: 502-564-1479 ext. 4536

Jeffrey Coles



CIITS

Maritta Horne
KIDS, Division of Enterprise Data



Locating Multiple Students

Define Student Set

Student Set: 4,028 Students
 Save Student Set
 You have selected all students in all years.
 No filters have been defined.

Filter(s) Created
 Filter 1
 No filter defined

Create Filter 1
 Demographic Data

1. Narrow your set by student demographic criteria.

Gender Male Female

Ethnicity Hispanic/Latino NOT Hispanic/Latino

Race Select All Unselect All
 Hispanic/Latino American Indian or Alaska Native Asian
 Black or African American Native Hawaiian or other Pacific Islander White

Maritta Horne 61

Locating Multiple Students

Define Student Set

Student Set: 2,504 Students ← Notice how the student set has changed
 Save Student Set
 Filter 1: Demographic Data
 Gender: Male

Filter(s) Created
 Filter 1
 Type: Demographic Data
 edit - remove

Create Filter 2
 -- Select Filter Type --

Finished defining?
 With this student set I would like to...
 Build Custom Report
 Continue to Analysis Spreadsheet
 Run with Saved Report

Maritta Horne 62

Locating Multiple Students

Define Student Set

Student Set: 2,504 Students
 Save Student Set
 Filter 1: Demographic Data
 Gender: Male

Filter(s) Created
 Filter 1
 Type: Demographic Data
 edit - remove

Create Filter 2
 Enrollment

1. Select where and in which grade students are enrolled.

School Type: Middle School
 School: Anderson County Middle Sch
 Grade: 05

2. Enter the enrollment timeframe.

School Enrollment: Current Enrollment Total Enrollment
 All students enrolled in: -- Any School Year --

Enrollment Range
 Start date: 05/10/2013
 End date: 05/10/2013
 Students who were enrolled at any point during this range.

Select Enrollment Range.
 Enter the Start and End Dates

Maritta Horne 63

Locating Multiple Students

Define Student Set

Student Set: 140 Students

Click the hyperlink to see the students names

Filter 1: Demographic Data
 Gender: Male

Filter 2: Enrollment
 School Type: Middle School
 School: Anderson County Middle School
 Grade Level: 06
 School Enrollment: AS102213

Filter(s) Created
 Filter 1
 Type: Demographic Data
 edit - remove

Filter 2
 Type: Enrollment
 edit - remove

Create Filter 3
 -- Select Filter Type --

Finished defining?
 With this student set I would like to...
 Build Custom Report
 Continue to Analysis Spreadsheet
 Run with Saved Report

Go

Clear All Filters

Maritta Horne

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Locating Multiple Students

View Students

Student Set: 140 Students

Filter 1: Demographic Data
 Gender: Male

Filter 2: Enrollment
 School Type: Middle School
 School: Anderson County Middle School
 Grade Level: 06
 School Enrollment: AS102213

Note: Only students you have permission to view are displayed.

Student 1 - 50 of 140

ADKINS, RICHARD
 ADULAR, JONATHAN
 ANDERSON, CHARLIE
 BABER, DYLAN
 BAKER, SEBASTIAN
 BARNES, LUIS
 BEST, CARLOS
 BISHOP, IGNACIO
 BLACKFORD, ANTHONY
 BLYTHE, CODY

Create a report with this Student Set
 Select a report below.

Recommended My Reports Advanced

All Categories

Reports 1 - 4 of 4 (last all)

MAP Goal Area Results - Elementary
 KPrep
 MAP
 First Grade MAP Percentiles

View all 4 Recommended Reports

Maritta Horne

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Locating Multiple Students

Student Profile: RICHARD D ADKINS

Anderson County Middle School, Grade 06
 Student ID: 867347226

Student Overview Standardized Tests Enrollment & Academic Record Classroom Tests

Personal Information

Guardian or Parent: RASHAWN ADKINS, GINA ADKINS
 Address: 1 Main St, Big City, Ky 40214
 Telephone: (956)974-1320
 Date of Birth: 4/29/2001
 Gender: Male
 Ethnicity: NOT Hispanic/Latino
 Race: White
 Race Reporting Category: White

Current Enrollment

School: Anderson County Middle School
 Grade: 06
 Homeroom: NA
 Enrollment Dates: 08/15 - Present
 Days Enrolled: 170
 Absences: 4.5
 Tardy: 5

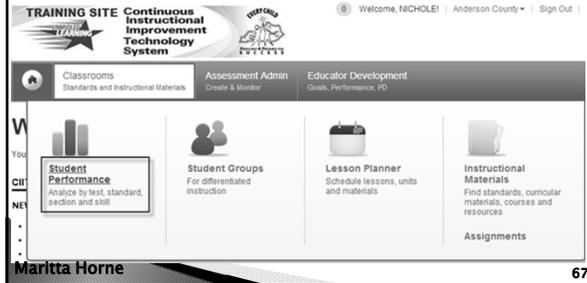
Taking Classes at: Anderson County Middle School

Maritta Horne

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Finding a Previous Year's Section Report for Teachers

Step 1: Hover over the Classrooms module and select "Student Performance"

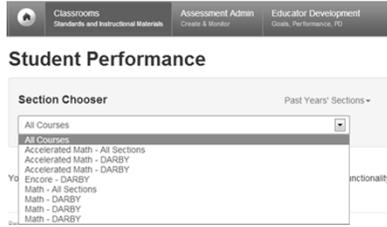


Maritta Horne

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Finding a Previous Year's Section Report for Teachers

Step 2: Identify the set of students to view Student Growth Percentile data. You can view data by class section, or you can view data for all of your currently enrolled students.



Maritta Horne

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Adjusted Cohort Graduation Rate Student Listing in SDRR and change to nonacademic collection

Tina Logan, DBA IT
Office of Assessment and Implementation
Division of Assessment Design & Implementation

AGENDA

- ▶ Adjusted Cohort Graduation Rate Information
- ▶ Cohort Student Listing in SDR
- ▶ Changes for Nonacademic Report

Tina Logan



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Adjusted Cohort Graduation Rate and Student Listing (SDRR)

Where can you find more information regarding the cohort graduation rate?

- ▶ KDE web page
 - Search for Graduation Rate Data
 - Description on main page
 - Link to School Report Card (where data is displayed)
 - Cohort Graduation Rate Formulas
 - Cohort Graduation Rate Defined

Tina Logan



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9TH GRADE COHORT DATA

▶ It is important to have the date first entered the 9th grade populated for students who were freshmen in 2010–2011 through students entered grade 12 for the 2013–2014 school year. If a student enrolls from nonpublic or out of state with no prior Kentucky public school enrollment in grades 9, please enter the date they would have been a first time 9th grader in the previous state enrollment. The cohort year data will be used for calculation of the 2014 Cohort graduation rate.

- **Date First Entered the 9th Grade:** Enter the date the student first enrolled in 9th grade, regardless of location or if repeating 9th grade. If student repeats 9th grade, the initial date should not change. If the student skips 9th grade, this would be set to the first day the student is enrolled in 10th grade.
- **NGA Cohort End Year:** This field will be auto-populated based upon the date entered into the Date First Entered the 9th Grade. This field is part of the IC core product and is not required by Kentucky.
- **NCLB Cohort End Year:** This field will be auto-populated based upon the date entered into the Date First Entered the 9th Grade. This field is used in the calculation of the Adjusted Graduation Cohort Rate.
- **Remind enrollment clerks that this should be entered for any nonpublic or out of state enrollments with no prior grade 9 enrollment in a Kentucky public school.**

Tina Logan



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9TH Grade Cohort Data on Graduation Tab

Tina Logan



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Graduation Cohort Validations Report

- 1 • Instructions on Infinite Campus Community, Knowledge Base, Graduation Cohort Validations Report
- 2 • Report Location: Student Information|Reports|Graduation Cohort Validations

Tina Logan



Graduation Cohort Validations

Tina Logan



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Exporting to Excel or PDF

- ▶ **IMPORTANT NOTE:** The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.



Tina Logan



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SDRR Cohort Assistance

- ▶ For questions regarding password or access, contact local district WAAPOC.
- ▶ For Cohort specific questions, contact Tina Logan at tina.logan@education.ky.gov or David Curd (david.curd@education.ky.gov) via e-mail or phone at 502-564-9853 extension 4740 for Tina or 4744 for David.

Tina Logan



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Nonacademic Report Changes

- ▶ Changes for Nonacademic Report
 - Dropout and Retention portion of the Nonacademic report moved to separate reports under KY State Reporting in district and state editions.
 - The functionality to run the transition to adult life report remains in the Nonacademic report in both district and state editions.

Tina Logan



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Nonacademic Report Changes

- Dropout Data
 - The functionality to run the dropout portion of the current report remains the same and will be moved to a report directly under KY State Reporting. There are no changes for the dropout portion of the report and the data will be pulled from the IC State Edition on November 1 of each year. Districts are responsible for running the Dropout report and making all corrections in IC prior to November 1.
- Retention Report
 - The functionality to run the retention portion of the current report will be moved to a new report under the KY Reporting Menu. The Office of Administration and Support will be owners of this report and data.
- Transition to Adult Life Report
 - The functionality to run the transition to adult life portion of the Nonacademic report will remain; however, this data will be pulled to the extent possible from KCEWS (P20). The Office of Career and Technical Education will be responsible for this collection.

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Graduation Tab Changes

- Remove NCLB Status from all documentation and data standards.
- Infinite campus will remove NCLB Status from Graduation tab.
- Remove Diploma Period from all documentation and data standards.
- Infinite campus will remove or gray out this option in both district and state editions.
- Infinite campus will remove or gray out NGA Cohort End Year in both district and state editions.
- Infinite campus will remove or gray out Post Graduation location in both district and state editions.



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Contact Information

- Adjusted Cohort Graduation Rate, SDRR Cohort Data Review and Dropout Report Contact
Tina Logan or David Curd
tina.logan@education.ky.gov or david.curd@education.ky.gov
502-564-9853 (extension 4740 for Tina and 4744 for David)
- Attendance Codes or Retention Report
Division of District Support, Attendance Branch
Cheri Meadows
cheri.meadows@education.ky.gov
502-564-5279
- Transition to Adult Life Report
Career and Technical Education Office, Division of Technical Schools and Federal Programs
Kiley Whitaker
502-564-3472 x 4217
- SDRR password or access, contact local district WAAPOC.

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Questions?



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**2013-2014
Graduation
Codes**

Samantha Engstrom, Resource Management Analyst
Office of Administration Support
Division of District Support

Data Extraction Process

- ▶ G codes will be extracted from IC on **June 30**
- ▶ All districts end date 2013-2014 enrollments of their graduates using the **Enrollment End Batch** process no later than **June 17**
- ▶ Enrollment End Batch can be found under System Administration>Student in Infinite Campus
- ▶ End status codes will be different for your graduating seniors so they should be done before end dating your other students



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End Status Codes for Seniors

- › G01: A student who graduated in less than four (4) years
- › G02: Graduated in four (4) years
- › G03: Graduated in five (5) years
- › G04: Graduated in six (6) years
- › W28: A student who has reached the maximum age for service, but received no diploma.
- › CO1: A pupil who completes the school year in the most current enrollment

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G Code Guidelines

- › Enter specialty G codes (**students other than G02**) and then use enrollment end batch for the rest of the graduate records
- › If End Status field is blank and you run the batch enrollment, it will **fill every empty** field with the batch enrollment code
- › Once the field has been filled, **you will have to manually change it if it is incorrect.**

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Graduation Tab

Behavior Transportation Fees Lockers **Graduation** Athletics AdHoc Letts

Save

The following fields can only be filled out once a student has entered 9th grade:
 Date First Entered the 9th Grade
 NGA Cohort End Year
 NCLB Cohort End Year

Enrollment Data: Knox County (301)
 Graduation Detail: Knox County (301)
 General Graduation Information

Diploma Date: 05/02/2014

Diploma Type: 3: General Diploma

Diploma Period:

Date First Entered the 9th Grade: 08/03/2011

NGA Cohort End Year: 2014

NCLB Cohort End Year: 2014

Post Grad Location:

Transition Status:

State Reporting Graduation Fields
 NCLB Status:

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Reminder email

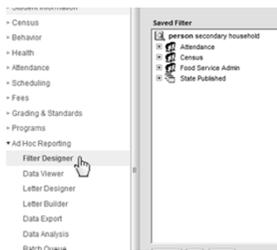
- ▶ Districts will receive an email in June from Cheri Meadows
 - Reminder about the date when the G-codes must be in IC
 - Reminder to confirm that your district has completed G code entry.
- ▶ Procedures for G Codes and CO1 Codes Documentation

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State Published Ad Hocs



Ad Hoc Reporting>Filter Designer>State Published

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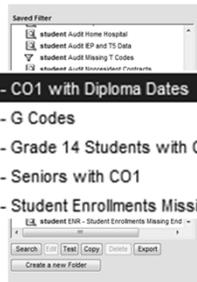


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State Published Ad Hocs

All ad hocs relating to G codes begin with ENR

- student ENR - CO1 with Diploma Dates**
- student ENR - G Codes**
- student ENR - Grade 14 Students with CO1 Enc**
- student ENR - Seniors with CO1**
- student ENR - Student Enrollments Missing End**



Ad Hoc Reporting>Filter Designer>State Published

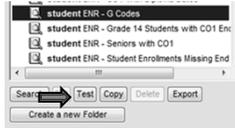
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ENR – G Codes

- ▶ These ad hocs do not need any changes to be run
- ▶ Click test to run a selected ad hoc
 - Be sure you are in the right year and have all schools selected



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ENR – G Codes

- ▶ Make sure the total number equals your number of graduates
- ▶ Email KDE to verify that your district has completed

ENR - G Codes Total Records:192

All Records

School Name	SSID	Grade	Enrollment End Date	Enrollment End Status	Diploma Date
Knox Central High School	5335	12	05/23/2013	G02	05/23/2013
Knox Central High School	5366	12	05/23/2013	G02	05/23/2013
Knox Central High School	24898	12	05/23/2013	G02	05/23/2013
Knox Central High School	4664	12	04/23/2013	G02	05/23/2013

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ENR – G Codes

- ▶ Things to keep in mind when reviewing your data:
 - Are the expected numbers there for you students?
 - Are all of your students end dated?
 - Do all students have diploma dates?

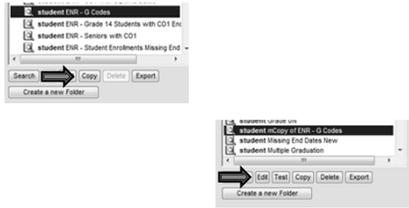
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ENR - G Codes

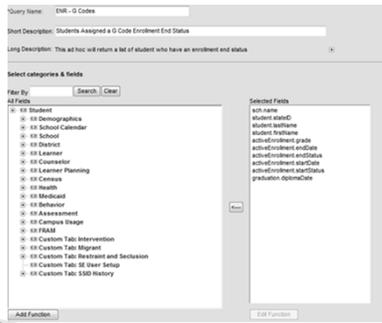
› Editing the State Published ad hocs



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ENR - G Codes



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ENR - G Codes



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ENR - G Codes

Short Description: Students Assigned a G Code Enrollment End Status
 Long Description: This ad hoc will return a list of student who have an enrollment end status

Filter the data		
ID #Field	Operator	Value
X 1 sch.name		
X 2 student.stateID		
X 3 student.lastName		
X 4 student.firstName		
X 5 activeEnrollment.grade		
X 6 activeEnrollment.endDate		
X 7 activeEnrollment.endStatus	IN	G01, G02, G03, G04
X 8 activeEnrollment.startDate		
X 9 activeEnrollment.startStatus		
X 10 graduation.diplomaDate	IS NULL	

[Add]

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ENR CO1 with Diploma Dates

- ▶ This ad hoc will pull students that have a CO1 code and a diploma date. Students that are pulled with this ad hoc need to be reviewed.

First Name	Grade	Enrollment End Status	Enrollment End Action	Diploma Date
DARYL	12	CO1	R	11/11/2011
RUSTY	12	CO1	R	05/15/2012
DEVIN	12	CO1	R	10/03/2011

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ENR Student Enrollments Missing End Dates

- ▶ This ad hoc pulls any student missing an end date. Any student that comes up on this ad hoc needs to be reviewed.
- ▶ This ad hoc pulls all grades but can be edited

First Name	Grade	Enrollment End Date	Enrollment End Status
APRIL	11		
SHONNA	11		
CHARLES	09		

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ENR Seniors with CO1s

- ▶ This ad hoc will pull any student with an end status of CO1. This could indicate a few things:
 1. This is an error
 2. Retained or returning senior
 3. FMD student that has not received a Certificate or has not aged out & when they age out they should receive a W28 code
 4. Foreign exchange student
 5. Placeholder for potential summer graduate
 6. Any other identified specialty returning reenrolled current year senior (contact KDE if you are unsure)

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ENR Grade 14 with CO1 End Status

Query Name: Copy of ENR - Grade 14 Students with CO1 En

Short Description: Grade 14 Students with CO1 End Status

Long Description: This ad hoc returns a list of students in grade 14 students with an end sta

Filter the data		
ID #/field	Operator	Value
X 1	dat.name	
X 2	sch.name	
X 3	student.stateID	
X 4	student.lastName	
X 5	student.firstName	
X 6	activeEnrollment.grade	
X 7	activeEnrollment.endDate	
X 8	activeEnrollment.endStatus	IN CO1
X 9	student.grade	14
X 10	graduation.diplomaDate	IS NULL

[Add]

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General Grade 14 Information

- ▶ Can be CO1 or G03/G04 depending on the policy of the individual district
- ▶ If the district chooses to provide the g code in the 12th grade year the grade 14 year must have the CO1 end status
- ▶ Grade 14s are not considered dropouts or retentions

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Summer Graduates

- ▶ These students will need to be marked as CO1s and retentions when districts batch end status their graduates
- ▶ Students have until July 31st to finish their course work and be counted as a 2013-2014 graduate

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Contacts

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Wrap Up

Becky Jenkins
KIDS, Division of Enterprise Data
