

# Infinite Campus: QA Preschool Quick Reference Card

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**Custom Report: Preschool Quality Assurance** – The purpose of this report is to allow *school and district personnel* to generate a report to verify preschool counts.

**Selection Criteria:** Use the Campus toolbar to select the school/academic/calendar year you would like to use for the report. If you are looking for multiple schools or calendars, choose “Select All”. Selecting “All Years” will not work. Choose Detail Report or Aggregate Report. Select the Individual Aggregates checkbox for aggregates by school. If not selected, the aggregate will be district-wide.

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**Pathway:** KY State Reporting > KDE Reports > QA Preschool

*NOTE: Users must be granted access by local KSIS administrator before they will see this report.*

**Report Sample:** The Detail report will generate in Excel format. Each row provides data for a single student. The fields provided are: Academic Year, District Number, District Name, School Number, School Name, SSID, Last Name, First Name, MI, Birth Date, Age as of August 1<sup>st</sup>, Grade Level, Grade Description\*, Enrollment Start Date, Preschool Start Date, Gender, Race Ethnicity, IEP Start Date, IEP End Date, IEP End Date, IEP Status, Primary Disability, Disabled State Fund, Head Start, State Funded at Risk, Head Start Enhanced, Over Income Preschool, Other\*, Home Language\*, Enrollment Type, and Report Run Date.

\*Field-Level Definitions:

- Grade Description: provides detailed description of the reported State Grade Level (e.g., 99 = preschool 4 yr).
- Other: is a funding source different than one of the default choices as specified by the district (e.g., Preschool Partnership Grant).
- Grade Level: provides detailed description of the reported State Grade Level (i.e., 99 = preschool 4 yr).

- **Preschool Start Date:** is reported as the day the student starts their preschool classes. This is different from their enrollment date. This is different from their enrollment start date.
- **Home Language:** is defined as the student’s primary language. This could determine if a student is receiving English Language services. A list of the Infinite Campus Home Languages can be found [here](#).

Academic Year	District Number	District Name	School Number	School Name	SSID	Last Name	First Name	MI	Birth Date	Age as of August 1st	Grade Level	Grade Description	Enrollment Start Date	Preschool Start Date	Gender
2022	001	Test County	001	Test Preschool	111111111	Student1	Test	A	8/1/2017	4	99	preschool 4yr	8/16/2021	8/16/2021	F
2022	001	Test County	001	Test Preschool	222222222	Student4	Test	D	8/1/2017	4	99	preschool 4yr	8/16/2021	8/16/2021	M
2022	001	Test County	001	Test Preschool	333333333	Student5	Test	E	8/1/2018	3	98	preschool 3yr	1/10/2022	1/10/2022	F
2022	001	Test County	001	Test Preschool	444444444	Student6	Test	F	8/1/2017	4	99	preschool 3yr	8/16/2021	8/16/2021	M

  

Race Ethnicity	IEP Start Date	IEP End Date	IEP Status	Primary Disability	Disabled State Fund	Head Start	State Funded at Risk	Head Start Enhanced	Over Income Preschool	Other	Home Language	Enrollment Type	Report Run Date
White	1/1/2020		A	Developmenta	1	0	0	0	0			P	8/5/2021
White	1/1/2020		A	Speech or	1	0	0	0	0			P	8/5/2021
White	1/1/2020				0	0	0	0	0	RTI		P	8/5/2021
White	11/17/2020	10/1/2021	A	Developmenta	1	0	0	0	0			P	8/5/2021

The Aggregate Report will generate in PDF format. The report will group student count by grade level into demographic group and disability category. It will also group student count by preschool type and demographic group into age category. The fields provided are: Student count by grade level and demographic group, student count by grade level and disability category, and student count by preschool type and demographic group.

**Student count by grade level and demographic group**

*Primary enrollments only*

Grade Level		Total	Gender		Race/Ethnicity					Percent to Total Preschool
			Female	Male	African American	Asian	Hispanic	Two or More Races	White	
Preschool	97	8	1	7	0	0	0	0	8	4.12%
	98	23	7	16	2	0	0	0	21	11.86%
	99	163	68	95	10	1	21	13	118	84.02%
Total		194	76	118	12	1	21	13	147	
% of total			39.18%	60.82%	6.19%	0.52%	10.82%	6.70%	75.77%	

**Student count by grade level and disability category:**

*Primary enrollments only*

Grade Level		Total	Disability			Percent to Total with Disability
			Speech Language	Mild/Moderate Disability	Severe	
Preschool	97	8	4	3	1	8.42%
	98	23	7	15	1	24.21%
	99	64	21	33	10	67.37%
Total		95	32	51	12	
% of total			33.68%	53.68%	12.63%	

**Student count by preschool type and demographic group**

Two Year Old Participants	Total	Female	Male	White	Percent to Total Preschool
State funded with disabilities	8	1	7	8	4.12%
Head Start	0	0	0	0	0.00%
State Funded at Risk	0	0	0	0	0.00%
Head Start Enhanced	0	0	0	0	0.00%
Over Income Preschool	0	0	0	0	0.00%

Three Year Old Participants	Total	Female	Male	African American	White	Percent to Total Preschool
State funded with disabilities	23	7	16	2	21	11.86%
Head Start	0	0	0	0	0	0.00%
State Funded at Risk	0	0	0	0	0	0.00%
Head Start Enhanced	0	0	0	0	0	0.00%
Over Income Preschool	0	0	0	0	0	0.00%

Four Year Old Participants	Total	Female	Male	African American	Asian	Hispanic	Two or More Races	White	Percent to Total Preschool
State funded with disabilities	61	19	42	1	1	3	3	53	31.44%
Head Start	0	0	0	0	0	0	0	0	0.00%
State Funded at Risk	101	48	53	9	0	18	10	64	52.06%
Head Start Enhanced	0	0	0	0	0	0	0	0	0.00%
Over Income Preschool	0	0	0	0	0	0	0	0	0.00%

**Report Sample:** The Error report will generate in Excel format. Each row provides data for a single student. The Error Report will assist districts with verifying preschool data is up to date for federal and state reporting. The fields provided are: Error/Warning Message, Academic Year, District Number, District Name, School Number, School Name, SSID, Last Name, First Name, MI, Date of Birth, Age (as of August 1), Grade Level, IEP Start Date, IEP End Date, Locked IEP, Primary Disability, Status, Least Restrictive Environment, Enrollment Start Date, Enrollment End Date, Enrollment End Status, Enrollment Type, State Exclude, Preschool Service Record, Duplicated Preschool Service Records, State Funded With Disabilities, Head Start, At Risk, State Funded Over, Income, Headstart Enhanced, Other , Other Text, and Report Run Date.

- Below is a list of current errors and warnings used to highlight potential data quality issues.
  - Primary Disability is blank
  - Special Ed Status is blank
  - Special Ed Setting is blank
  - IEP is unlocked
  - Student is not in the correct grade level
  - State Excluded Preschool Records (preschool records should not be marked state exclude)
  - Preschool Service Record is missing (Warning: Highlighted in Orange)
  - Duplicate Preschool Records
  - State Funded with Disabilities IEP is Null
  - No Income Level checked for Grade 99 student with disabilities
  - Age Restriction not valid selection "State Funded at Risk"
  - Start Date is prior to Enrollment
  - Age Restriction not valid selection "Over Income Preschool"
  - Age Restriction not valid selection "Head Start Enhanced"
  - State Funded with Disabilities or State Funded At Risk is not checked for Grade 99

Error/Warning Message	Academic Year	District Number	District Name	School Number	School Name	SSID	Last Name	First Name	MI	Date Of Birth	Age (as of August 1)	Grade Level
Primary Disability is blank	20212022	001	Test County	001	Test Preschool	111111111	Student1	Test	A	8/1/2017	4	99
Special Ed Status is blank	20212022	001	Test County	001	Test Preschool	222222222	Student2	Test	B	8/1/2017	4	99
Special Ed Setting is blank	20212022	001	Test County	001	Test Preschool	333333333	Student3	Test	C	8/1/2017	4	99
IEP is unlocked	20212022	001	Test County	001	Test Preschool	444444444	Student4	Test	D	8/1/2017	4	99
State Excluded Preschool Records	20212022	001	Test County	001	Test Preschool	666666666	Student6	Test	F	8/1/2017	4	99
Warning: Preschool Service Record is missing	20212022	001	Test County	001	Test Preschool	777777777	Student7	Test	G	8/1/2017	4	99

IEP Start Date	IEP End Date	Locked IEP	Primary Disability	Status	Least Restrictive Environment	Enrollment Start Date	Enrollment End Date	Enrollment End Status	Enrollment Type	State Exclude
1/1/2020		Y		A - Active	6A - (K-14) >80% of day in general ed programs	8/15/2021			P	N
1/1/2020		Y	Severe		6A - (K-14) >80% of day in general ed programs	8/15/2021			P	N
1/1/2020		Y	Severe	A - Active		8/15/2021			P	N
1/1/2020		N	Severe	A - Active	6A - (K-14) >80% of day in general ed programs	8/15/2021			P	N
11/17/2020	10/1/2021	Y	Severe	A - Active	6A - (K-14) >80% of day in general ed programs	8/15/2021			P	Y
10/2/2020	10/1/2021	Y	Severe	A - Active	6A - (K-14) >80% of day in general ed programs	8/15/2021			P	N

Preschool Service Record	Duplicated Preschool Service Records	Preschool Services Start Date	State Funded With Disabilities	Head Start	At Risk	State Funded Over Income	Headstart Enhanced	Other	Other Text	Report Run Date
Y		N	N	N	N	N	N	N	RTI	8/5/2021
Y		N	N	N	N	N	N	N		8/5/2021
Y		N	N	N	N	N	N	N	KSI	8/5/2021
Y		N	N	N	N	N	N	N		8/5/2021
Y		N	N	N	N	N	N	N		8/5/2021
N		N	N	N	N	N	N	N		8/5/2021

**Suggested report uses:**

Detail report

- Review preschool counts to ensure accuracy.
- Review student detail to ensure accuracy of gender, race/ethnicity and grade level. School/district reporting will be disaggregated by grade, gender and race/ethnicity.
- Share aggregated pdf with district/school leadership for awareness and additional quality assurance.
- Resolve errors identified in the error report to maximize quality of data.
- If a student is missing or not reporting correctly, run the Error Report to see a description of items needing correction.

Aggregate Report:

- Share aggregated PDF with school and district leadership for awareness and additional quality assurance.

Error Report

- Items highlighted in yellow indicate an error that should be reviewed. Resolve errors to ensure preschool records are accurate. Items highlighted in orange indicate a warning and should be reviewed but it may not need a correction.
- Only one error will show per student. Fixing an error might result in additional errors showing on student.
- Verify IEPs have a primary disability, status, and least restrictive environment (setting).
- Ensure the IEP is locked.

- IEPs with start and end dates which overlap another locked IEP should be avoided.
- If the student has an active IEP, check the student's latest enrollment record to ensure the Special Ed Exit Status and Special Ed Exit Date fields are empty.
- Verify students are reporting the correct disability status and grade for their ages.