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FYI - E.1246 Release

Infinite Campus has notified KDE that E.1246 will be a controlled release. This could impact the production release. Additional information will be shared as it becomes available.



NEW ASSESSMENT SCORES AVAILABLE

The Kentucky Department of Education (KDE) has imported the ACT national scores into Infinite Campus State Edition. These scores have been added to the ACT template where state scores had previously been loaded. Districts have the option of requesting that ACT scores be pushed down to District Edition. Please send an e-mail to kdedatarequest@education.ky.gov if you want ACT scores to be pushed down to the district. Please note that state and national scores are pushed out in the same template and cannot be pushed down separately.

KDE also will be importing and publishing the 2011-12 college/career readiness (CCR), end-of-course (EOC), student growth percentile (SGP) and K-PREP assessment scores to all districts. These scores will be loaded to State Edition in November and then pushed to all districts.

When these assessment scores are published to your district, they will not be defined to display in the transcripts or parent portal. If you want the scores to be displayed on the transcripts and/or the parent portal, you will need to select the appropriate check boxes for them to be displayed.

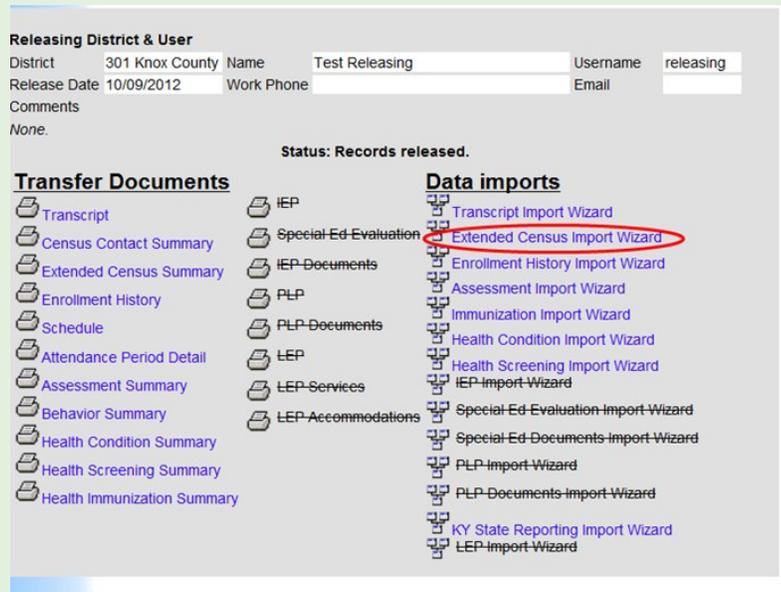
Districts are encouraged to request their error files and resolve matching conflicts so data within Campus is complete and representative of all students within the district and school.

TRANSFERRING LEP STUDENT RECORDS

When transferring the student records of an LEP student, in addition to using the LEP Import Wizard, users must run the Extended Census Import Wizard in order to pull over “First Entered US School,” “Home Language” and other key demographic information.

On the Import screen, under Data Imports, click on Extended Census Import Wizard.

NOTE: The user has the ability to choose between the value from the receiving district and the imported value from the original district.



BE READY ... PRESCHOOL CHILD ENROLLMENT COUNT ... DECEMBER 1

The Fall Child Enrollment Count for preschool children will count 3- and 4-year-old children eligible for state funding who are enrolled on December 1. The count will be pulled on December 17. Districts will be asked to verify if their numbers are correct and will have until January 11 to correct their data.

The children in the state-funded preschool program are eligible to be counted if they are 3- and 4-year-olds with an identified and locked IEP and 4-year-olds who are income-eligible or whose families meet the federal income rate of up to 150 percent of poverty. Other children who are counted, but who are not eligible for state-funds, are 3- and 4-year-olds whose income is 151 percent of poverty or above and Head Start children who are transported by the school district.

The preschool grades are 97, 98 and 99. Three-year-olds may be either a 97 or a 98 depending on how old they are on October 1. All children whose fourth birthday is on or before October 1 should be in Grade 99. The preschool tab is to be filled out for children who are in the preschool classroom (Enrollment Type P or S). If children are receiving special education services only (enrollment Type N), they are counted in the IDEA count, but not in the state-funded preschool child enrollment count.

If a child came into the preschool and attended the KSI/RTI intervention and was not income-eligible, he/she would be enrolled in the KSI class. If that child is eligible for special education services, the child would be end-dated using the code W01, then re-enrolled using the R01 code. The enrollment date should match the first date of the IEP plan. If a child is not eligible for preschool and is not entering the program as an over-income child (through tuition or district funds), then his/her ending code would be C01.

The district preschool Fall Enrollment Count will only give you numbers of children in each category. If you care to see names for children in each of the categories, look for the preschool ad hocs. For more information, please contact Annie Rooney French at annie.rooney-french@education.ky.gov.

E-RATE DATA PULL SCHEDULED

In mid-November, KDE will be pulling free and reduced-price meal data from Infinite Campus (IC) for the purpose of determining discount levels for the federal E-rate program. The data pulled will include daily data for the month of October. The month's data will be sorted to determine the date in October that will maximize the E-rate discount available for each district. This data will then be shared back with each district for validation and certification. If discrepancies exist between state-pulled IC data and data captured at the local level, we will be asking that districts make corrections to the data housed in IC. KDE will re-pull that district's data once the discrepancy has been corrected.

Districts will have the opportunity to add new school construction, non-instructional facilities, juvenile justice centers and other facilities that may not be captured in IC. Districts electing to utilize alternate discount methods will have the opportunity to utilize the appropriate data they gather through those alternate processes. Additionally, districts and/or schools participating in the Community Eligibility Option (CEO) of the National School Lunch Program, unless electing to utilize an alternate discount calculation method, have been instructed by USAC and the FCC to utilize discount data from the year prior to their participation in the CEO. Additional information will be shared as the discount data process moves forward. Questions regarding discount data, and E-rate in general, can be directed to Scott Kane in the Office of KIDS by phone at (502) 564-2020, ext. 214 or via e-mail at scott.kane@education.ky.gov.

UPCOMING FEDERAL REPORTING ... DATA QUALITY IS A MUST

EDFacts is a U. S. Department of Education initiative to put performance data at the center of policy, management and budget decisions for all K-12 educational programs. For more information on what data is being requested and sent to the U.S. Department of Education, go to www.ed.gov/edfacts. You can also find out information on state trends, Consolidated State Performance Reports (CSPR) Documentation and the EDFacts submission file specification and due dates.

Please look at the SY 2011-2012 File due dates. In December, KDE will be submitting the 2011-12 data on Public School Choice, Title III Teacher, Teacher Quality in Elementary and Secondary Classes, Accountability, Academic Achievements, Homeless, Migrant, LEP Students Served and much more.

Viewing this information will give you a heads up on the data that is being sent to the U.S. Department of Education, and as always, Data Quality is a must. Complete, accurate and reliable data are essential for effective decision-making.

NEW CUSTOM REPORTS FOR P20 DATA VALIDATION

NEW

New P20 Validation Reports are now available for use. FRYSC, gifted and talented, and preschool validation reports each include pre-aggregated metrics, as well as the detailed data from which the metrics were derived. Upon release, a cautionary e-mail was sent out advising districts and schools to temporarily avoid the use of these reports until testing could be completed. At this time, these reports and all other KDE custom reports are available and can be located in the KY State Reporting → KDE Reports folder.

The validation reports are not meant to supplant or replace any existing reporting methods. Their output will include a “wider net” of selection to ensure all data are present and a second set of selection criteria is applied by the P20 System for refinement. These validation reports are to serve as an indicator that schools and districts are entering all the needed data into Infinite Campus to support the P20 System necessary for retrieval.

The data pulls used to feed Kentucky’s P20 System will be completed the final week of November. That data will involve the 2011-12 academic year. The P20 Validation Reports can be used to validate data before extracts are created and provided to P20 for state reporting.

Note: Due to the complexity of the Kentucky State Reports, Infinite Campus advises that these reports should not be run during peak processing periods. It’s recommended that these reports be run at the end of the day or scheduled to run on the weekends. Running the more complex reports on a transactional database can create issues as tables are locked and unlocked. The Persistence to Graduation report is an example of one of the more complex reports. Issues with system reliability have recently been linked to this report and are being evaluated.

NEW — Behavior Webcast

The Division of Student Success has recorded a WebEx presentation, **2012-13 IC Behavior Data Standards Training**, and it has been posted on the [KDE Safe Schools webpage](#). The presentation will cover how to use the Behavior Management Tool and review updates and changes to the 2012-13 data collection for Safe Schools. It is strongly recommended that all district- and school-level staff responsible for entering discipline data in IC and those responsible for verifying the annual Safe Schools extract review this WebEx recording. For additional questions, please contact [Windy Newton](#) or [Libby Taylor](#) at (502) 564-4772.

DATA QUALITY - BE AWARE ... BE PREPARED!

Attendance — Check-In/Check-Out

KDE field staff members are finding numerous issues regarding Check-in/Check-out records when conducting attendance reviews. Districts should run the State Published ad hoc named Audit Check in/Check out to compare the data in Infinite Campus to the physical sign-in/sign-out record maintained in the school’s office. Reminder: the Check-in/out date will need to be adjusted in the value field of the ad hoc to compare a specific day’s records.

2011-12 School Report Card

If you haven’t already, please get familiar with the new School Report Card. The 2011-12 data is consistent with federal and state Report Card requirements; however, its expected that this will become a primary source of data and will be expanded beyond just federal and state requirements. Additional data collections will be added, and you can expect greater functionality for comparing data in future years. We welcome your feedback and suggestions at kdedatarequest@education.ky.gov.

DATA STANDARDS: COMBINED DOCUMENT

The 2012-13 Infinite Campus Data Standards are now available in one combined document. This provides an alternative way to view the standards and makes it easier to produce a printed copy. The document can be found on the KDE Data Standards webpage [here](#).

NEW KDE WEBSITE

On October 18, KDE launched a redesigned website to connect parents, educators, lawmakers and the public with the agency’s vast compilation of data and information.

The new website includes an audience and user-centric redesign of the Kentucky Student Information System (KSIS) and the Continuous Instructional Improvement Technology System (CIITS) webpages. These pages now reflect a consolidation of information that allows for ease of navigation for instructors, researchers, administrators and support personnel.

The new KSIS webpages can be found at <http://education.ky.gov/districts/tech/sis/Pages/default.aspx>, and the new CIITS webpages are located at <http://education.ky.gov/districts/tech/ciits/Pages/Continuous-Instructional-Improvement-Technology-System.aspx>. It is our continued goal to provide the most effective accessibility and usage of student-, district- and state-level data. The KSIS and CIITS webpage redesigns reflect this intent.

UPCOMING INFINITE CAMPUS TRAINING

Infinite Campus Interchange

This is an annual conference for all Kentucky Campus users. Training covers a variety of topics led by Infinite Campus and district users.

Where: Louisville Marriott Downtown

When: Dec 3-4, 2012

Cost: \$229

Register here: <http://www.infinitecampus.com/campaigns/interchange - kentucky/>

Scheduling

An Infinite Campus training class is available for those who want to understand the entire scheduling process in Infinite Campus. The step-by-step class will not only cover the "how" but also the "why." It is designed to give master schedulers all of the necessary tools needed to complete a master schedule from start to finish -- from scheduling theory, calendar(s), period schedules/rotations to building, loading and cleaning up a master schedule. Where: Oldham County Arts Center, 7105 Floyd'sburg Rd., Crestwood. When: Feb 19-21, 2013. Cost: \$500. Register here: icu.infinitecampus.com and choose the course CCR4400 – Master Scheduling.

Mastering the Fundamentals

Opportunity to attend 4.5-day, in-depth course designed to understand the Campus Application from student to staff to system administration and maintenance. This course covers the functionality of the Campus SIS giving unique examples of different usability and setup options.

Where: Capital Plaza Tower, 500 Mero St., Frankfort

When: Feb 11-15, 2013

Cost: \$750

Register here: icu.infinitecampus.com and choose the course code CCR4100 – Mastering the Fundamentals of Campus – Regional.

DATA CLEAN-UP EFFORTS

FREE & REDUCED APPLICATION MODULE (FRAM)

Clean-up efforts for 2011-12 and 2012-13 Free and Reduced-Price Meal Count data should be completed prior to November 22. Some outstanding issues regarding start/end dates remain, and we ask that all districts continue to review and validate their student eligibility records to ensure proper identification for reporting and funding calculations. Districts with known issues have been contacted individually. It's important that FRAM data are accurate at this time to ensure that School Report Card, eRate, At-Risk and other data reporting are correct.

LIMITED ENGLISH PROFICIENCY (LEP)

The clean-up time period for the 2011-12 LEP data has ended. The final day to cleanup the prior years data was Monday, October 15.

At this point, prior year LEP records cannot be changed.

Thank you to all the districts that participated in this initiative to ensure clean data.



Wishing you a very happy and joyous holiday season!

Office of Knowledge, Information and Data Services (KIDS) — Division of Enterprise Data

David Couch, Associate Commissioner

DeDe Conner, Director

KSIS Team: Garnetta Barnette - Todd Haydon - Becky Jenkins - Candy Johnson - Lisa McKinney - James Reed - Leigh Ann Welch

CIITS News

you can use!

November/December 2012

A supplement to the KSIS and More newsletter devoted to CIITS data issues. CIITS data come from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is being used and the critical need for accuracy.

COMING SOON

Assessment Scores to be loaded to CIITS in December 2012:

- ◇ National ACT Scores for 2009-10, 2010-11, 2011-12
- ◇ K-PREP
- ◇ End-of-Course
- ◇ College and Career Readiness
- ◇ Growth Percentile

REMINDER

Professional learning resources are now even easier to access by clicking on the icon on the left side of the CIITS home-page. You no longer must complete a separate log-in to access PD 360 or Common Core 360 materials.



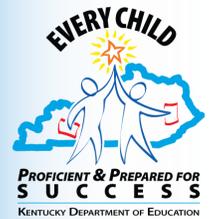
ISSUE ESCALATION

CIITS issues?

- (1) Verify data is correct in Infinite Campus.
- (2) Contact CIITS Help Desk: (855) 435-7459 or ciitshelp@schoolnet.com.
- (3) If not resolved, contact the KETS Service Desk: ketshelp@education.ky.gov.



Continuous Instructional Improvement Technology System



CIITS HELP...

Roles & Permissions

Is there still confusion in your district on setting up roles in Campus to get the permissions needed in CIITS? If so, there are new resources available.

- ◇ A revised Roles and Permissions Training document has been posted to the KDE website at the bottom of the CIITS Log-in Support page [here](#).

My Account

The new feature "My Account" allows users with multiple assignments to toggle between the assignments in order to view their account data in multiple institutions. Once you have logged on to CIITS, look for "My Account" beside "Sign Out" at the top right corner of the screen



A recorded webcast covering both of these topics will be available in early December.

CIITS USAGE REPORT - It is important for every educator in Kentucky to continue to use CIITS more and more. To measure the effectiveness and use of CIITS, we have developed a usage report that displays usage each month from users within your district and schools. The report can be viewed on the web at <http://education.ky.gov/districts/tech/ciits/Pages/CIITS-Metrics-and-Reports.aspx>.

CIITS 14.2 RELEASED IN OCTOBER

New features released in 14.2

- Instructional Management
- Curriculum Manager — Users can create, assemble, edit and manage instructional resources.
- Performance Based Assessments — Create, edit, delete and search for single dimensional rubrics; ability to associate a rubric to an open response item and use the item on an assessment; ability to score using a rubric.
- Item Analysis — Score type for an assessment is reflected in the top section of the Item Analysis Report.
- Turning Technology Clickers — support for polling and self-paced assessments.

Teachers may now share Common Classroom Assessment with their peers

In order to share a test within a school, the test should be created as a Common Classroom Assessment. Common Classroom tests cannot be scheduled or assigned to a section until the test is copied by the teacher and saved as a My Classroom assessment.

After your test is built, a teacher must "Make Public" in order for your peers to view your test. Then, other teachers may save the test to their Classroom Assessments and schedule the test for their students.