



# KSIS & More

## PLP Intervention Data report now available

KDE has created the PLP Intervention Data report that exports intervention records to a spreadsheet for monitoring and reporting. Each field will display the code and description so the output matches what displays on the screen. Additionally, the vendor material codes will display a text description when a valid code is used. By default, the report pulls all intervention records for students enrolled in the school selected in the Campus toolbar. However, you can use the parameters to select records for a range of start dates, an intervention type, an intervention content area, a grade level or any combination you desire.

Sample of PLP Intervention Data report (portion of the 65 columns of data)

District Number	District Name	School Number	School Name	SSID	Last Name	First Name	Grade	Content	Content Other	Start Date	End Date	Type	State Tier	Results	Results Other	Materials 1	Materials Code 1
301	A County	071	A SCHOOL	8629631470	ASTUDENT	ONE	06	1 Reading		09/04/2014		5 Other	2 Tier 2			1 Teacher Developed Intervention Lessons	
301	A County	071	A SCHOOL	8629631470	ASTUDENT	ONE	06	4 Math		10/20/2014		5 Other	3 Tier 3			1 Teacher Developed Intervention Lessons	
301	A County	071	A SCHOOL	8629631470	ASTUDENT	ONE	06	4 Math		09/04/2014	10/10/2014	5 Other	2 Tier 2	2	Exited to another intervention	5 Vendor Program	3999
301	A County	071	A SCHOOL	9999999999	ASTUDENT	TYOJ	02	1 Reading		10/20/2014		2 ESS	2 Tier 2			5 Vendor Program	2201 CARS STARS
301	A County	071	A SCHOOL	7589321466	ASTUDENT	FIVE	04	1 Reading		12/02/2014		5 Other	2 Tier 2			1 Teacher Developed Intervention Lessons	
301	A County	071	A SCHOOL	7589321466	ASTUDENT	FIVE	04	4 Math		12/02/2014		2 ESS	3 Tier 3			5 Vendor Program	752937
301	A County	071	A SCHOOL	7589321466	ASTUDENT	FIVE	04	8 Other	Spanish	09/11/2014	10/02/2014	5 Other	2 Tier 2	4	Moved from school	Transferred 7 Other	0000

Persons who are entering intervention records should have access to the PLP Intervention Data report to monitor data quality. Schools should use the report's default parameters to pull all records to verify that the data accurately reflects the services provided to students before each quarterly KDE data check. Only make changes to the records if the data is incomplete or inaccurate. If an intervention record is blank and unneeded, establish a process in your district to delete it. Refer to Professional Learning Plans (PLP) Intervention data quality reminders in the [January 2015 KSIS & More newsletter](#) for common issues that KDE has identified. The next data check will be March 30, 2015.

School calendars do not control intervention records so if a student changes schools within your district both schools will be able to see the intervention data. When a student stops receiving services, leaves the school or the school year ends, please add an end date and student service results to each record.

The PLP Intervention Data report does include first name, last name and state ID number for each student, which is personally identifiable information (PII), so the files need to be stored securely and, unless encrypted or password protected, should not be sent via email.

For details on creating intervention records, see the [Intervention data standard](#) and the [Infinite Campus Intervention tab webpage](#).

## KCAS Challenge

Help spread the word...



Have you taken the Kentucky Core Academic Standards Challenge? Make your voice heard by logging on to [Kentucky.standards.org](http://Kentucky.standards.org) to provide feedback on specific English/language arts and mathematics standards as part of the Kentucky Department of Education's regular review of the standards taught in Kentucky classrooms. Challenge closes April 30.

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# Tips to help districts implement the spring student voice survey

- Manually assign survey types to teachers, with at least 10 students in grade three and above, who were not auto-assigned. KDE has written an ad hoc filter to help you identify Teacher Professional Growth and Effectiveness System (TPGES) participants who do not have a survey type selected. To produce a listing of teachers who do not have a survey type assigned:
- Path: Ad Hoc Reporting > State Published > person SV teachers without a survey selected
- Ensure all teachers know the district's plan for students to access Campus Portal.
- Complete the Infinite Campus teacher survey-type assignment verification process and prepare for unique teaching scenarios; for example, how to address the lack of survey respondents for special education teachers who may not have enough students on their rosters. For guidance on verifying the teacher survey-type assignment, please see the [Student Voice Technical How To-Administrator document](#).
- Communicate the Student Voice Survey administration process to students ahead of time to reduce unintended participation by students.

The spring Student Voice Survey window is March 4 - 25.

## New validation functionality in DASCAR tool

Districts have been asked to validate school information before the 2015 School Report Card (Profile Page only) opens publicly on April 1. There is a new validation link in the District and School Collection Repository (DASCR) for this purpose.

If school records are found to need updates, the DASCAR Web application tool also allows schools and districts to update school information online. This tool was introduced in 2014 and replaced the manual form previously used.

KDE continues to promote practices to improve the quality of school demographic data. To minimize data entry and associated errors, data is

preloaded with information already in the system. Users have four options:

- 1) Add a School, 2) Change a School, 3) Close a school, and 4) Validate.

Users choose the needed function and provide updated information. Roles must continue to be updated through the Person Role Manager Web application.

District or school staff who will be updating school data need to be set up by the district WAAPOC to access the DASCAR application. Staff who do not have a KDE Web apps user account, or have forgotten their username or password, should visit the [self-registration page](#) to register for an account or retrieve their username/

password. Once the staff member has registered to use KDE Web apps, the WAAPOC can locate the user in the KDE Web application and assign rights to the appropriate application(s).

Delegated staff will log on through the Web application tool labeled District and School Collection Repository. Link to the Web application login [here](#).

Contact your [district WAAPOC](#) with questions regarding access to the DASCAR tool. Contact [Rodney Bennett](#) with questions specific to school change requests at (502) 564-5279, ext. 4449 or via [e-mail](#). More information is available online [here](#).

## Upcoming training events

### Spring user group meetings

Please join KDE, Infinite Campus and your peers at the spring user group meetings. Take advantage of this regional opportunity for Infinite Campus training on Campus Instruction. An Infinite Campus trainer will participate in each session to go over the new tools available and how best to make the transition seamless. Remember java gradebook is no longer available after June 2015. There will be an update on other new features in Infinite Campus and KDE will be there to provide a general update. In response to requests, KDE will also discuss CIITS and PGES setup within Infinite Campus. There will be time for open discussion, questions and answers, and sharing of best practices between districts. There is no charge to participate in the user group meetings. Choose the date and location that works best. More information is available on the [KSIS Training webpage](#).

March 17 — Caldwell County	Caldwell County School Board Office 612 Washington Street, Princeton
March 18 — Warren County	Briarwood Elementary School 265 Lovers Lane, Bowling Green
March 19 — Taylor County	Taylor County Board of Education 1209 East Broadway, Campbellsville
March 20 — Meade County	Stuart Pepper Middle School 1085 Old Ekron Road, Brandenburg
March 24 — Knox County	Knox County Schools Annex Bldg. 200 Daniel Boone Drive, Barbourville
March 25 — Magoffin County	Magoffin County High School 201 Hornet Drive, Salyersville
March 26 — Fayette County	Fayette County Public Schools, Warehouse Room 106 1126 Russell Cave Road, Lexington
March 27 — Boone County	Ralph Rush Professional Development Center 99 Center Street, Florence (parking lot in rear of building)

*Upcoming training events  
continued on page 3*

## KDE End-of-Year KSIS and CIITS training

End-of-year training is tentatively scheduled for April 29-30. More information and the online registration will be available on the [KSIS Training webpage](#) by mid-March.

## Free ICU training for transition to Campus Instruction

The Instruction Module with Java Gradebook will be removed in July with the E.1525 Infinite Campus release to Kentucky school district production sites. To assist districts in the transition to Campus Instruction, Infinite Campus University (ICU) has scheduled free training in preparation for the 2015-16 school year. The course, IN 9010: Using the New Campus Instruction, is being offered multiple dates and times between May and early September. The course will cover the new and redesigned tools available to users, specifically:

- Accessing the Campus Instruction Application
- Setting and configuring preferences
- New seating chart tool
- New looks for Roster and Attendance
- New Grade Book overview and configuration
- New Planner Tool for curriculum management
- Available reports

Whether you have staff who are learning it for the first time, or want a refresher course for back-to-school, there are plenty of free options to help your staff get ready for Fall 2015! Register at <http://icu.infinitecampus.com/>.

**Keep in mind that the new Instruction Module is not supported by Internet Explorer (IE) 9; districts must be on IE 10 to use this module. Campus expects full support of IE 11 by summer 2015.**

## Preschool spring enrollment count reminder

KRS 157.3175 requires the Kentucky Preschool program to collect a count of all eligible children in the fall for students enrolled on Dec. 1 and again in the spring for students enrolled on March 1. Please see the [February 2015 KSIS & More newsletter](#) for more information.

## State Enrollment Verification report reminder

Student enrollments must synchronize correctly from districts to State Edition for the student locator to work properly when enrolling students and transferring records. Districts should generate the State Enrollment Verification report (PATH: Student Information>Reports>State Enrollment Verification Report) periodically to identify missing enrollment records or enrollments containing different values between district and state editions. The [October 2014](#) issue of KSIS & More includes an article outlining steps to correct differences identified by the verification report. Ensuring records are correct will minimize issues with assessment rosters, state counts and School Report Card data.

An enrollment verification summary report of current differences by district is included with the email distribution of the March 2015 newsletter.

## Funding Report reminder

The Funding Report (PATH: Attendance>Reports>Funding Report) does NOT use Kentucky attendance rules. Please do not use this report to track attendance for funding. Correct information can be found on the ADM and ADA Detail report in Funding mode. (PATH: Attendance>Reports>ADM and ADA Detail).

Many districts have hidden the Campus Funding Report by removing all access to it. District administrators can determine who has access to the report by using the advanced search option for users. The Tool Rights dropdown at the bottom of the selection page allows you to search for any user with access to a specific tool. To remove all access to the funding

report, check each group to which the person or persons returned by the search is a member. Removing tool rights to the report from identified groups will remove access for all users in that group. Repeat this process until only the system administrators have access to the report.

## CRDC postponed again

The U.S. Office of Civil Rights (OCR) has once again postponed the opening of the Civil Rights Data Collection (CRDC). CRDC will now open mid to late March. States were told to use the date Monday, March 23. KDE will begin populating local education agency (LEA) and school data at that time.

Districts can begin collecting the data that's only available locally. Fields that need to be populated locally are defined in the SY 2013-14 CRDC Element Layout in separate LEA and School tabs on the [KDE CRDC webpage](#).

Districts need to verify data loaded by KDE since they are ultimately responsible for the quality of the CRDC data.

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Tentative KY CRDC Schedule Update

March 23 — 25	Districts that want to opt out should go into the CRDC system and make their selection.
March 26 — 27	KDE will load data.
March 28 — April 10	Districts review data KDE has loaded in the CRDC on-line system.
April 11 — April 17	KDE will reload data if any issues are found. (Note: Districts can opt out after the initial load and before reload.)
April 20 —	Districts should begin entering data.
Mid to late June	CRDC is expected to close.

If you have questions about the CRDC, contact Jessi Carlton by [email](#).

## Looking for your school's NCES ID code?

KDE has posted the current year NCES\* ID codes in Open House on the School Districts webpage. You can select [Click here for NCES ID codes](#) to view 2014-15 codes. The \*National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education.

*Do you have comments or suggestions for the newsletter?  
Please contact [linda.burton@education.ky.gov](mailto:linda.burton@education.ky.gov).*

**KSIS & More**

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# CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

## 2013-14 Gifted & Talented (GT) & Limited English Proficiency (LEP) K-Prep reports available in CIITS Report Bank

School and district leadership can access new reports available in CIITS by going to the CIITS homepage and rolling their cursor over **School & District Data** module on the blue navigation bar and clicking on the **Report Bank**.

Under the **Gifted & Talented Reports (GT)** category you will find the following new reports:

- 2013-2014 GT K-Prep (Math)
- 2013-2014 GT K-Prep (Reading)
- 2013-2014 GT K-Prep EOC (Alg. II)
- 2013-2014 GT K-Prep EOC (Alg. II)

Under the **Limited English Proficiency Reports (LEP)** category you will find the following new reports:

- 2013-2014 LEP K-Prep (Math)
- 2013-2014 LEP K-Prep (Reading)
- 2013-2014 LEP K-Prep EOC (Alg. II)
- 2013-2014 LEP K-Prep EOC (Alg. II)

## 2013-14 GAP reports available in CIITS Report Bank to support school and district improvement plans

School and district leadership, along with staff members who have the Analyst and Specialist role, can access 2013-14 GAP reports in CIITS that support their school and district improvement plans. Available categories and reports are as follows:

- **GAP Diagnostic Reports (Elem & Middle Schools)** - There are supporting evidence for LEP, Race and Special Ed in the form of Student Growth, Summary & Detail reports.
- **GAP Diagnostic Reports (High Schools)** - There are supporting evidence for Algebra II – Mathematics, Algebra II and English II, English II – English, English II - Reading.

To access these reports in CIITS roll your cursor over the **School & District Data** tab on the blue navigation bar and click on **Report Bank**. Click on the plus sign next to the appropriate category to drill down to view the reports. For more detailed instructions, see the GAP Diagnostic Report Quick Reference Card located [here](#).

## Updated CIITS instructional materials submission process

The [CIITS Instructional Materials Submission](#) Process Guide has been revised and now includes reference to additional rubric recommendations beyond the current Open Education Resources (OER) review process reference. The overall model the Kentucky Department of Education (KDE) established to support the statewide submission process is still the same. However, KDE now recommends the use of the Educators Evaluating the Quality of Instructional Products (EQuIP) content specific rubrics and Literacy Design Collaborative (LDC) rubrics as appropriate. These additional rubrics offer closer alignment to specific content expectations and more options for educators to consider in which they may be more comfortable. KDE is also in the process of developing additional content specific rubrics for the content areas outside of these three rubric

expectations and reference to these will be added to the guide as available. Keep in mind the OER rubrics are still recommended for the content areas that do not yet have a content specific rubric. Material approvers should be using specific rubrics to ensure instructional materials meet high quality expectations prior to being included in CIITS.

CIITS also now supports the ability to not only create assessment items but the ability to share these items statewide (including co-authoring). As a result, a section has been added to the process guide related to the quality review process of assessment items. Again, the model established for submission is still the same (material approval from the classroom-school-district-state). However, KDE has provided guidance reviewers need to consider for quality review prior to submission at all levels. Material approvers

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## Instructional materials from page 5

at all levels should be using this guidance to ensure high quality assessment items are meeting expectations prior to being approved for inclusion in shared item banks within CIITS.

You can find the updated process on the [CIITS Instructional Resources](#) page under Classroom Module

Support Materials or access it by clicking the following link: [CIITS Instructional Materials Submission Process Guide](#). If you have additional questions related to the process guide, please send questions to the [kdeciitsmailbox@education.ky.gov](mailto:kdeciitsmailbox@education.ky.gov).

## Median Student Growth Percentile scores available in CIITS

The Median Student Growth Percentile (MSGP) scores are now available to leadership and teachers in CIITS.

Hyperlinks to resources are below:

- How teachers and leadership access scores in CIITS and how the scores are displayed were included in the February 2015 [KSIS newsletter](#)
- The [Median Student Growth Percentile](#) webpage includes more information.
- QRC: [Teachers viewing Median Student Growth Percentiles](#)
- QRC: [Principals viewing Median Student Growth Percentiles](#)
- QRC: [District Leadership viewing Median Student Growth Percentiles](#)

## CIITS monthly webcast

The Feb. 26 webcast will begin at 1:30 p.m. and end at 3:30 p.m. (EST).

The agenda will cover school and district report topics:

- Report Bank
- Pre-formatted reports
- Custom reports & analysis spreadsheets

## Summative Evaluation Tool

The Summary of Evidence Progress link is now available in the Educator Development tab within CIITS. Individuals who have rights to conduct observations in TPGES and OPGES or a site visit in PPGES have access to this tool to complete a summative evaluation. The evaluator will click on the Summary of Evidence Progress link and then choose the TPGES, OPGES or PPGES window to access the appropriate domains or standards for rating. The evaluator will enter a rating for each of the domains identified in the Framework for Teaching and an overall professional practice rating. A rating of low, expected or high is available for the local student growth contribution with the additional choice of NA for the state student growth contribution. An overall student growth rating can also be entered. (See local district CEP for decision rules.)

The tool also provides an area for the evaluator to enter the educator's overall performance category rating determined by the state decision rules. The state decision rules are available within the tool through a link to the Scoring Guide in the Actions menu. Superintendents and/or their designee will use this same process when evaluating principals. Ratings will be required for the six standards within Professional Practice and the same choices are present for Student Growth. The tool also provides an area to enter a principal's overall performance category rating.

Quick Reference cards, a video demonstration of the tool by Dr. Amanda Ellis and PowerPoint slides with screenshots are available on the EDS Professional Learning Resource page. Additional supporting documentation is provided on the [TPGES Summative Evaluation Process webpage](#).

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

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