



# KSIS & More

## Title I data collection and reporting

- 2015-16 Title I data will be extracted by KDE on July 1 and used for state and federal reporting purposes.
- The Title I status in Infinite Campus must match the Title I status submitted on the district's 2015-16 Ranking report. Reference the Title I Data Standards to update the school detail Title I status
- Targeted Assistance programs staff must complete a record on the student Title I Services tab for each student receiving Title I services during the current school year. Reference the Title I Data Standards to complete student records for services in a targeted assistance program designated facility.

The [2015-16 Title I Data Standards](#) are available on the [KSIS Data Standards website](#). If you have questions regarding Title I data entry, contact Cathy Lazarin by [email](#) or telephone at (502) 564-3791.

## Hands-on assistance for end-of-year health data clean-up

Infinite Campus converted student health condition records containing the most commonly used ICD-9 codes to ICD-10 codes on March 18. KDE's Health Services program will hold regional meetings in April to assist districts with remaining ICD health condition code conversion and end-of-year clean up. During the meetings, KDE staff will assist participants to identify and convert health conditions that were not automatically converted, and identify and assist with end-of-year health data clean up. Participants are encouraged to bring laptops to access their district's Infinite Campus site during the meeting. KDE sent registration emails to district health coordinators and KSIS contacts. Click [here](#) for registration forms. Please contact [Angie McDonald](#) with questions about clean up or registration.

Health services regional meeting dates:

April 18 – Bowling Green

April 19 – Paducah

April 21 – Lexington (registration full, no available seats)

April 26 – Ashland

April 27 – Hazard

April 28 – Fort Wright

## We need your feedback on Student Voice administration in Infinite Campus!

Please take the [2015-16 Student Voice Implementation Feedback Survey](#). It takes less than five minutes to complete the survey that is open to all district and school personnel who worked in Infinite Campus with Student Voice. The feedback will refine the guidance, resources and communications for next year.



*Infinite*  
**Campus**

*In  
This  
Issue*

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# Update on non-traditional days

The Campus.1605 release, which went into production on March 16, updated the Superintendents Annual Attendance Report (SAAR) to include a new Record N to track N (non-traditional instruction) days. To report correctly on the SAAR and Calendars reports, N days must have the School Day and Instructional checkboxes checked on the Day Detail editor (Path: System Administration>Calendar>Calendar>Days Tab).

The screenshot shows two windows. The top window is titled 'KDE School Day' and contains three columns: 'School Day' with a checked checkbox, 'Instruction' with a checked checkbox, and 'Attendance' with an unchecked checkbox. Below these are 'Start Time', 'End Time', and 'Duration' fields. The 'Duration' field contains '0'. A note below the fields states 'The duration field will be calculated automatically'. Below this is a 'Comments' text area. The bottom window is titled 'Day Events' and has a 'Type' dropdown menu set to 'N: Non-traditional Instruction'. There are also 'Duration Inst.' and 'Minutes' fields. An 'Add DayEvent' button is at the bottom.

When the Day Event is saved, a dialog box opens with an erroneous statement, "Attendance records on this day will

be deleted." Attendance will not be deleted.

An N day actually counts as a suspension day; suspension days do not need to be extended. An N day also will count for home hospital attendance. If the two one-hour sessions for home hospital instruction cannot be scheduled during a five school day period that includes any N days, the student must be marked absent for 2.5 days for each session missed.

Since attendance is not taken in the classroom on N days and the existing attendance is not deleted, all other students are counted present.

Therefore, the percent of attendance on the ADM and ADA Detail Report is artificially inflated during months with non-traditional instruction days. KDE is working with Infinite Campus to correct this report. A district's official percent of attendance will not include non-traditional instruction days. This will be correctly calculated on the district's SAAR Attendance Full ADA report and on the percent of attendance posted to the KDE website in the SAAR Summary Report.

If you have questions about the non-traditional days, contact Garnetta Barnette by [email](#).

## Homeless data collection and reporting

The [2015-16 Homeless Data Standards](#) are available on the [K SIS Data Standards website](#). Listed below are reminders regarding homeless data collection and reporting:

- Once a student is identified as homeless, the student's homeless indicator, living status and unaccompanied youth indication should remain selected in the student's record even if his/her status changes within the current academic school year.
- If a student transfers school to school in the same district within the same academic year, the homeless indicator, living status and unaccompanied youth indication 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 to populate the homeless indicator, living status and unaccompanied youth indication from the sending district's database to the receiving

district's database.

- Only students with all three homeless data elements (homeless, living status and unaccompanied youth) will be included in a district's count of homeless students for state and federal reporting purposes.

End-of-year processes for homeless data collection and reporting:

- Generate each of the three state published ad hoc filters designed to help identify missing homeless data that require attention.
  - ▶ student Homeless marked w/o living status marked
  - ▶ student Homeless students w/o homeless marked
  - ▶ student Homeless students w/o unaccompanied youth marked

By June 30 of the current school year, run the state published ad hoc filter student Homeless Count - End of Year (Rev. 2/29/16). This filter generates a list of homeless students with a Living Status and an Unaccompanied Youth indication in your district for

the current school year. This count will be used for all state and federal reporting purposes. Please verify its accuracy and make any changes necessary by June 30. Securely save a copy of this report for your district.

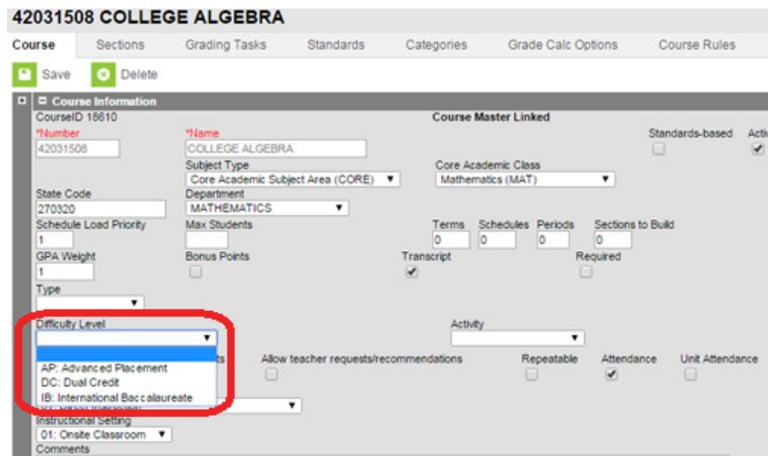
- On July 1, KDE will extract the 2015-16 Homeless data.
- Homeless data will be published in the [School Report Card](#) for the first time this school year.
- The homeless data does not roll over into the next school year. At the beginning of the school year, the homeless status of any students listed on the prior year's student Homeless Count - End of Year (Rev. 2/29/16) ad hoc filter should be evaluated. The data must be entered on those students who are still identified as homeless.

For questions regarding entry of homeless data into Infinite Campus, contact Cathy Lazarin by [email](#) and for program related questions contact Helen Jones by [email](#).

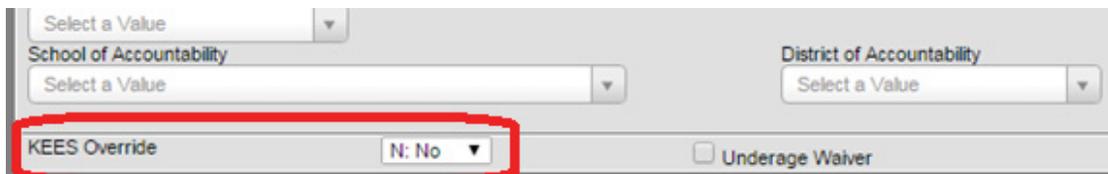
# Tips for accurate KEES reporting

Missing, incomplete or inaccurate data can lead to students' loss of Kentucky Educational Excellence Scholarship (KEES) money. Below are some things to remember as you prepare for this important end-of-year report.

- Set Difficulty Level on AP, Dual Credit or IB Courses. To ensure students get the 1-point bonus for taking these courses, the appropriate code must be selected in the Difficulty Level field on the Course tab.
- Use correct diploma periods for graduates. The diploma period is determined by specific date ranges during the academic year. If the wrong diploma period is selected on their Graduation tab, students may be erroneously omitted from the KEES report.
  - Early Graduate - For KEES purposes, Early Graduate is defined as a student who graduates mid-year and is reported by Jan.15. If a student graduates on or after Jan.15, he/she is not considered an early graduate by KEES definition. (Note: A student who has signed an Intent to Graduate Early may or may not have an Early Graduate diploma period. The diploma period is determined only by the date on which the student graduates.)
  - Spring Graduate – This diploma period includes all students graduating Jan. 15 through the end of the school year.



- Generate the Data Error Report (Path: KY State Reporting>KEES Report, Extract Type: Data Error Report) - This report returns a list of students missing their primary address and/or their SSN. It also includes students marked NO in the KEES Override field on the Enrollment tab. Correct or update student records as needed to ensure students will be eligible to receive KEES monies.



- Use the correct Extract Options when generating the report. For end-of-year reporting, only select the Spring Report. If the report is generated after the students' enrollments have been end-dated, you must set the end date on the report to one day prior to the date used for ending the students' enrollments. (Example: If the students' enrollments end date is 5/20/2016, make sure the end date on the range is 5/19/2016 or earlier.)

For questions on any of these issues, contact Raymond Carter by [email](#). For all other KEES questions, contact Sara Wooden by [email](#).

For detailed guidance on KEES reporting, click [Generate and Understand the KEES Report](#).

# Training opportunities and resources

## *Spring 2016 User Group resources*

Infinite Campus and KDE conducted the annual Spring 2016 User Group meetings in eight locations throughout the state during the latter half of March. For KDE's presentation slides, click [here](#). Participants are eligible for five hours of EILA credit. Contact Lisa Rhoton, Infinite Campus client executive, by [email](#) if you have questions about the User Group meetings.

## *KSIS 2015-16 end-of-year training*

KDE will provide the annual end-of-year training on April 20 and 21, beginning at 9:30 a.m. ET. The sessions will be delivered in the State Board Room and will be broadcast through the KDE Media Portal. To register, click [here](#). The tentative agenda is available on the [KSIS Training webpage](#).

## *Infinite Campus Kentucky offering*

Infinite Campus will provide Mastering the Fundamentals of Campus II April 25-29 at Fayette County Public Schools, Room 305 Annex, 701 E. Main St., Lexington. The cost is \$750.00.

For details on upcoming trainings and for resources from prior trainings, please visit the [KSIS Training webpage](#).

**CIITS News You Can Use** *starts on Page 5*



# 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.

## School and District Data tab available for teachers

All reports from the Report Bank have been published and are available to teachers. For information on the School & District Data tab, please see the [School & District Data Overview](#) document located on the CIITS Google Training Site for School and District Data.

There were a few requests for additional reports and analysts are gathering requirements to meet those needs. The STAR Reading Analysis report has already been created.

## KySTE conference

The CIITS team presented at the 2016 KySTE Conference, March 9-11, at the Galt House in Louisville. See below for highlights and resources from the sessions.

What's new in CIITS - update and overview of CIITS ([PowerPoint](#) | [PDF](#))

- new features in 17.0 and 17.1
- new data elements

Creating and publishing reports to the School & District Bank ([PowerPoint](#) | [PDF](#))

- reports available in the Report Bank
- reports available to Teachers
- running preformatted standardized and benchmark reports ([Quick Reference Card](#))
- creating custom reports and analysis spreadsheets ([Quick Reference Card](#))
- publishing reports to district, school or teachers ([Quick Reference Card](#))

## KSIS 2015-16 end-of-year training

The CIITS team will present the topics list below at the KSIS 2015-16 end-of-year training scheduled for April 20 and 21.

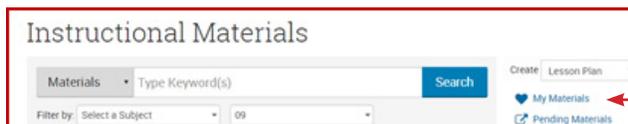
- Job categories
- Principal setup
- KTS user setup
- How to search for students in CIITS after the end of the school year

For details on the end-of-year training, please visit the [KSIS Training webpage](#).

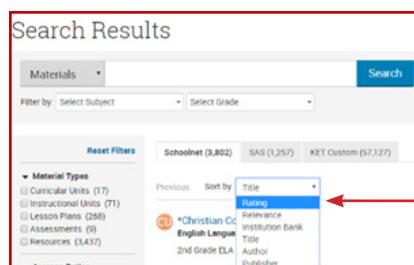
## CIITS 17.1 overview

The latest CIITS version 17.1 includes some helpful updates to help you search for, evaluate, and utilize Instructional Materials. Some of those updates include:

Name Change – The name of the location where materials you have viewed and saved for use has been changed from 'Go to My Materials' to 'My Materials'.



Searching by Rating – When searching, you can now delineate by rating; highly rated items are given priority over unrated or poorly-rated materials.

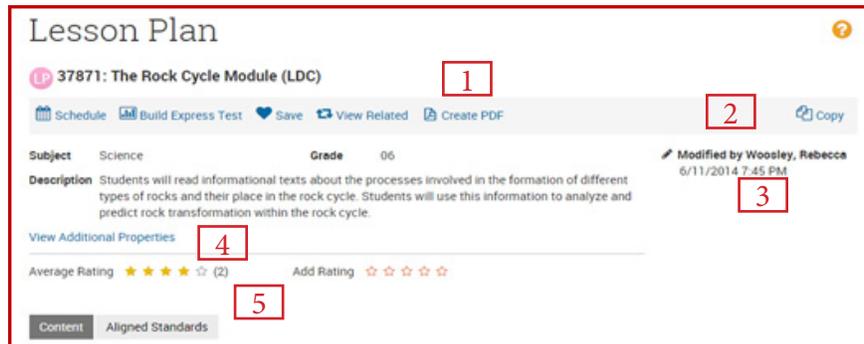


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## CIITS 17.1 overview

Look and Utilization – Displays have been changed to make it easier to view and explore, with improvements such as:

1. Basic actions (such as scheduling, saving, etc.) appear together in a horizontal bar.
2. Copy (and Edit) will always appear on the right.
3. Modifications are shown on the right.
4. A new rating system shows Average Rating and the number of ratings are listed. You can hover over that online rating to see the breakdown and you can also click on Add Rating to input your own evaluation.
5. Tabs appear only when applicable, and they enable easy access to Aligned Standards, Linked Material, Organizers, and Assignment History.



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

*David Couch, Associate Commissioner; DeDe Conner, Director; Linda Burton, Assistant Director*

*Ryan Adcock*

*Maritta Horne*

*Phil Bigard*

*Becky Jenkins*

*Jessica "Jessi" Carlton*

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*Candy Johnson*

*Matt Coffey*

*Lisa Keeter*

*James "Jim" Denton*

*Lyndsey Robinson*

*Shale Detwiler*

*Mandy Schramm*

*Michael Spence*