KSIS Infinite Campus NEWS

Kentucky Student Information System

Intent for Early Graduation Program deadline is Oct. 15

Submitted by Caryn Davidson

Students interested in completing the Early Graduation Program (EGP) must submit the EGP Intent Form within the first thirty instructional days of the 2023-2024 academic year. The student must be flagged in Infinite Campus by Oct. 15. More information can be found in the EGP Frequently Asked Questions document.

The Early Graduation Data Standard provides instructions for assigning the flag. Please see the Early Graduation Program (EGP) webpage for more information and updated guidance.

Growth Factor submission time is almost here

Submitted by Laura Loman

The *Growth Factor Report* is due to KDE ten days after the last day of the second school month and no later than Nov. 1 of each school year. The report is mandatory for each district to complete and helps identify districts with growth to determine additional funding. KDE will send official notices to each district. Growth Factor from 2022-2023 school year did not generate funding and will serve as a baseline to resume funding for the 2023-2024 school year.

The *Growth Factor Report* includes:

- Aggregate days of attendance and absence
- Race and gender counts
- Adjustments for less than full-time attendance (partial day)
- Non-resident/non-contract students
- Overage and underage students for the first two months of school

Districts should submit the *Growth Factor Report* by clicking the Submission link Growth Factor hyperlink on the KDE Growth Factor Reports webpage. For additional information on the new SAAR application, refer to the Guidance Manual. If you have any questions, contact Laura Loman by email or telephone at (502) 564-5279, ext. 4485.

Title III (English Learners and Immigrant) data quality review

Submitted by Windy Spalding

The Infinite Campus *English Learner Extract* is used to determine the EL counts for every district. KDE runs this extract multiple times throughout the year for federal reporting requirements as well as determining Title III allocation amounts. Information and step-by-step instructions regarding the creation and maintenance of EL student records are in the English Learner Data Standard.

The following common data quality issues will cause errors and result in the student not appearing on the *English Learner* extract and therefore not being included in the district's EL student count:

- Home Primary Language – Students whose home primary language is left blank or listed as English will not be included in the extract. The home primary language is based on the information provided on the Home Language Survey (HLS) completed upon the student's initial enrollment in a Kentucky public school. This information should not be changed if the student transfers to another district within Kentucky or when the student exits the EL program.

Title III (English Learners and Immigrant) data quality review *(Continued from page 1.)*

- EL Services – Students must have at least one active EL Service type to be considered an EL student for reporting purposes. EL services should not be end-dated each year.
- EL Instructional Accommodations – Students must have at least one active EL Instructional Accommodation to be considered an EL student for reporting purposes. EL accommodations should not be end-dated each year.

EL services and accommodations should only be end-dated if the student exits EL program status, or the student no longer needs the service or accommodation based on an update to the student's EL Program Services Plan (PSP). For students who exit EL program status based on reaching attainment on the annual ACCESS assessment, the end date should be June 30 of the year in which the student reached attainment.

The *English Learner Extract* should be generated, and errors produced addressed in preparation for the October 1 federal reporting requirement and to prepare for ACCESS 2024 testing rosters.

Review the *QA English Learners – Reach ACCESS Attainment Error Report* and *No Prior Access Attainment Error Report* to ensure all students qualifying for EL services are included. This will assist in the preparation of ACCESS 2024 rosters. Reference the reports' Quick Reference Card for details on report options.

Data quality issues often arise when an EL student transfers between districts. The Student Records Transfer process is summarized in Section F of the English Learner Data Standards and expanded guidance is available in the Student Records Transfer Data Standards.

KDE extracts immigrant student data from Infinite Campus multiple times a year to determine Title III Immigrant subgrant eligibility as well as for end-of-year reporting requirements. The Immigrant Data Standards and the IC *Title III Immigrant* KDE *Report* should be used to ensure the Date Entered U.S. School field is completed accurately.

Districts are advised to periodically run data quality checks to ensure reports are error-free. Infrequent data quality monitoring could result in critical errors remaining unaddressed and inaccurate reporting.

Reference Section G of the English Learner Data Standards for the EL reporting timeline and Section C of the Immigrant Data Standards for the immigrant reporting timeline.

If you have questions or concerns regarding Title III English Learners and Immigrant data quality, contact Windy Spalding by email or Margalee Conlee by email.

Verify preschool enrollment count now

Submitted by Andrea Bartholomew

On Dec. 1 and March 1, preschool enrollment is calculated and averaged to determine programmatic funding allocations. It is important to provide staff with your enrollment information to ensure all eligible preschool students are counted.

The three most common enrollment errors are service type, state grade level, and start date on the preschool service tab. When a student is not pulling into the district's preschool enrollment count, it is recommended that you verify these three items first.

- The service type for eligible students enrolled in a preschool classroom setting is P: Primary.
- A preschool student's state grade level is determined by their age on Aug. 1. The state grade code is 97 for two-year-olds, 98 for three-year-olds, and 99 for four-year-olds.

Aug. 1 Student Age	State Grade Level
2 years old	97
3 years old	98
4 years old	99

- The start date on the preschool service tab is the first day a student received preschool services or attended class. The start date must be on or after the enrollment date.

For additional guidance, reference the Preschool Data Standard.

Check course setup now for next year's School Report Card

Submitted by Caryn Davidson

Several reports are available to ensure proper course set up. Proper course set up is important for many reasons including properly awarding student scholarship money for advanced coursework, School Report Card and other reporting purposes. Checking accuracy now will ensure errors are fixed before the 2023-2024 School Report Card data is populated in the fall of 2024. Some errors cannot be fixed once the school year closes.

The QA Courses Report should be run during the current school year to ensure proper course set up for all courses. Users must be granted access by local KSIS administrators to be able to see this report. Running the *QA Courses Report* is especially important to correct any errors on advanced coursework courses which could affect student scholarships and reporting of advanced coursework and exams on next year's School Report Card.

The Advanced Coursework and Exams Report should be run to check data pulled for the Advanced Coursework section of the 2023-2024 School Report Card though course completers, test takers and qualifying scores will not show until the completion of the school year and upon receipt of final test scores. All course information on transcripts should match the course set up in Infinite Campus. Data needs to be in accurate for advanced coursework and exams information to be correctly pulled for School Report Card, transcript and KEES reporting.

The School Profile Courses Report provides information on courses that populate the School Profile section of School Report Card. Running the course setup now can help identify potential errors while they can be fixed to ensure correct population of course information on the 2023-2024 School Profile Report, which will be populated in the Fall of 2024.

For questions regarding course setup, please contact the KDE Standards group.

Infinite Campus Interchange 2023 is Dec. 14-15

Submitted by Kathy Lindell

Registration is open for the 2023 Infinite Campus KY Interchange that will take place Dec. 14-15 at the Omni Hotel in Louisville. Interchange offers over 60 sessions of informative training, collaboration, and networking.

See the KSIS Training webpage for details.

Minimum requirements for graduation FAQ updated for the 2023-2024 academic year

Submitted by Damien Sweeney

The KDE updated the Minimum High School Graduation Requirements FAQ to reflect changes for the 2023-2024 academic year. The document can be accessed on the KDE's Minimum High School Graduation Requirements webpage.

For questions regarding high school graduation requirements, contact Damien Sweeney by email.

KSIS published ad hoc reports and documentation updates

Type	Name	Description	Date
State Published Ad hoc - Updated	N/D Child Count	The Neglected or Delinquent (N/D) Child Count ad hoc was updated for 2023-2024 school year to produce results for an annual child count of children in local institutions for neglected or delinquent children. The results will include all students ages 5-17 who were enrolled in the facility between October 1 and October 30.	9/7/2023

The KDE Data Governance Committee provides KSIS data standards to document requirements for data entry in Infinite Campus, Kentucky's student information system (KSIS). Visit the KSIS Data Standards webpage for the complete list of standards along with other procedural documentation and contact information for specific data elements and data collections. The KSIS team also works with program areas to create and publish ad hoc reports along with other documentation to help with data quality. A listing of all published ad hoc reports and other documents can be found on the KSIS Other Information web page.

Training updates

For more information and registration links for the following training events, go to the KSIS Training webpage.

Date	Event	Location
Sept. 25	KSIS Infinite Campus Fall User Group	Paducah Board of Education (completed)
Sept. 26	KSIS Infinite Campus Fall User Group	Bowling Green Independent
Sept. 27	KSIS Infinite Campus Fall User Group	Laurel County Center for Innovation
Sept. 28	KSIS Infinite Campus Fall User Group	Rowan County Board of Education
Sept. 29	KSIS Infinite Campus Fall User Group	Oldham County Annex Building
Dec. 14-15	2023 Infinite Campus Kentucky Interchange	Omni Louisville
Jan. 24	Infinite Campus Kentucky-Specific Mid-Year Training	KDE Media Portal

Data Calendar

The monthly data calendar includes data pulled at the state level and data previously collected from districts for sharing with other state agencies or federal reporting. Please help ensure data is verified and available prior to the due date.

Due to KDE	Report	KDE Email Contact
10/01	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	Krystal Smith
10/15	Kentucky Stats (KYSTATS) – annual longitudinal data	DeDe Conner
10/31	E-Rate	Scott Kane
11/01	Local Educator Assignment Data (LEAD) Fall	Crystal Hord
11/01	Retention	Windy Spalding
11/01	Growth Factor	Ronda Devine
11/01	Dropout	David Curd
11/15	Audited - Annual Financial Report and balance sheet	Chay Ritter
11/15	Technical Education Database System (TEDS) (First Semester)	Claude Christian

October is Cybersecurity Awareness month

In observance of Cybersecurity Awareness Month, the U.S. Department of Education's Student Privacy Policy Office is offering the National Student Data Security Summit, a webinar series developed for education leaders and technology professionals. The three sessions will cover best practices in data security and the implications of emerging technologies for data privacy and security, including a discussion among thought leaders on the future of data security in the education sector. Register at the links below. All sessions are from 2-4 p.m. ET.

- Oct. 4, 2-4 p.m. ET - Gramm-Leach-Bliley Act (GLBA Safeguards and the Family Educational Rights and Privacy Act (FERPA) Scenarios in a Digital World
- Oct. 11, 2-4. P.m. Cybersecurity Best Practices and Hacker-proofing Your School
- Oct. 18 – Defensible & Resilient K12 Digital Infrastructure and National Student Data Security Panel

School Data Services Team

David Couch, associate commissioner; DeDe Conner, director; Linda Burton, assistant director

Ryan Adcock	Shauna Dunham	Sarah Robbins
Tania Arnett	Matthew Evans	Michael Sivils
Phil Bigard	Candy Johnson	Max Sparkman
Pat Black	Alesha Kaman	Sriharsha Vejella
Robbin Bond	Lisa Keeter	Madalyn White
William Chaudoin	Kathy Lindell	
Crystal Darnell	James Reed	

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