KSIS NEWS

January Growth Factor

Submitted by Laura Loman

The January Growth Factor reporting will resume for the 2023-2024 school year and must be submitted to KDE five days after the last day of the school month chosen with the most attendance days in Jan. of the current school year. Still, no later than Feb. 20. The report includes the following information for the school month chosen with the most attendance days in Jan. of the current school year: aggregate days attendance and absence; race and gender count; home and hospital; adjustments for less than full-time attendance (partial day); nonresident/non-contract students; and overage and underage students. All information is reported by school, grade level, and transportation code.

The *January Growth Factor Report* should be submitted via the SAAR application. Please review the steps in the Submission Guide to ensure all data cleanup is complete. To determine if your district's enrollment increased enough to qualify for the *January Growth Factor*, see page 29 in the submission guide.

If you have questions about Growth Factor reporting, contact Laura Loman by email or telephone at (502) 564-5279 ext. 4485.

KSIS data standards

Submitted by Kathy Lindell

The KSIS data standards should be used by and shared among everyone responsible for entering information into Infinite Campus. The data collected in the system is used by KDE and education leaders at all levels to meet reporting requirements, for decision-making, and funding allocations, and is shared as longitudinal data between systems. Specific data elements must be collected in a standard and consistent manner to ensure the information is accurate and complete.

Data standardization is the process of making all data of the same type or classification conform to an established procedure, to ensure consistency and comparability across different databases. KDE publishes data standards to provide guidance to school districts with data entry and improve data quality in Infinite Campus.

The standards are available to view or download on the KDE KSIS Data Standards webpage. The standards are updated as new data elements are added or changed and each standard has a revised date. If you need additional assistance entering or understanding any data element or set of elements, contact the data steward whose contact information is included in the standard.

Civil Rights Data Collection 2021-2022

Submitted by Candy Johnson

Each local education agency (LEA) must submit and certify its data by the Feb. 26 closing date. All Civil Rights Data errors must be fixed before certification. The timeline and helpful resources can be found on the KDE CRDC webpage and the CRDC Resource Center webpage.

If you have not started validating, submitting missing data, and fixing errors, please do not wait. There are a lot more reporting errors this year due to skipped logic. Some warnings have been updated to errors in this collection to ensure LEAs are reviewing the indicator, guiding questions, and the answers in skipped fields.

Do students in your district have the information they need for college going/eTranscripts?

Submitted by Crystal Darnell

According to national trend data, students are not applying to as many colleges and universities as they did in previous years. Please ensure that your students know how to take the next step for college and how to order a transcript so these are not among the reasons for the downward trend. Counselors and records clerks should consider the following questions.

- Is there a plan in place for communicating with students and families throughout the students' senior year? If not, Campus Messenger can be used to communicate through the portal and email. See Council on Postsecondary Education (CPE) Campus Messenger Documentation for scripted messages that can be sent to students meeting or exceeding minimum admission requirements.
- Are students and families being reminded to submit their FAFSA? The 2024-25 FAFSA window opened Dec. 2023 and included changes for the upcoming year. FAFSA completion by High School and Public School District is available.
- Are students familiar with the transcript request process? The customized Parchment link should be available on district and high school sites. See Parchment's Implementation Steps for custom order link setup instructions and a video tutorial.
- Are school social media sites being used to promote college going and transcripts?
- Do students know that they must request a final transcript after grades have been posted and graduation status is updated? Develop a plan for releasing transcripts over the summer to avoid delays.
- Is it clear how alumni should request a transcript on the school's website, will they be able to order their transcript online?
- Is there good information on the website that can be referenced and included as a hyperlink in messaging?

Act now to ensure that your district can answer these questions and has a good plan in place to promote college-going best practices. More information about eTranscripts and Parchment can be found on the KDE eTranscripts webpage.

Data Privacy Week

Submitted by DeDe Conner

To celebrate Data Privacy Week 2024, the Student Privacy Policy Office's Privacy Technical Assistance Center (PTAC) will host a special Data Privacy Week webinar, Privacy is Everyone's Business, on Jan. 23, 2024, at 3:00 PM Eastern Time. In this one-hour webinar, speakers from the U.S. Department of Education will discuss privacy requirements and reinforce best practices for schools and districts, ranging from legal basics to cybersecurity considerations to employee privacy concerns. You are invited to join the event by registering here.

In addition to celebrating Data Privacy Week, the Student Privacy Policy Office, through PTAC, has kicked off the new year with a three-day virtual webinar series on student privacy and data security. This webinar series provides the education community with opportunities to learn more about the Family Educational Rights and Privacy Act (FERPA), data security, data breach preparedness and response, transparency, and more. Although session 1 took place last week, each session is independent of the others., You are welcome to join for day two and/or day three. Register at the links below.

FERPA 201 and Transparency, Jan. 24, 2-4 p.m. ET dives into scenarios faced by schools and districts and highlights PTAC's research on transparency.

Incident Response and Vetting Educational Technology, Jan. 31, 2-4 p.m. ET leads participants through a simulated data breach and explores how to assess online educational technology for privacy protections and general FERPA compliance.

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Data Standard	Alternative Programs – ILPA	Updated data steward	01/02/2024
Data Standard	Alternative Programs – KECSAC	Updated data steward	01/02/2024
Ad hoc report	LRC 8th and 12th Directory	Report to produce a list of 8th- and 12th-grade students for submission to the Legislative Research Commission.	01/22/2024

Use the data standards to correctly enter data 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. Use ad hoc reports and 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
2/27-29	Infinite Campus System Administrator & End User Training	Oldham County Arvin Center – Room A
3/15-17	KySTE24 Conference	KY International Convention Center, Louisville KY
4/22	KSIS Infinite Campus Kentucky-Specific End-of-Year Training	Microsoft Teams

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 due date.

Due to KDE	Report	KDE Contact
02/01	Transition Data	Holly Tracy
02/20	Growth Factor (January)	Laura Loman
02/28	Local Educator Assignment Data (LEAD) Spring	Tessa Harris
03/01	Support Education Excellence in Kentucky (SEEK) Final Calculation per Budget Language	Krystal Smith
03/01	Support Education Excellence in Kentucky (SEEK) Trend Data Submission site opens for the upcoming year's Forecast calculation	Krystal Smith
03/06	Preschool Enrollment Count (Spring)	Taysha Oglesby
03/31	Technical Education Database System (TEDS) (Second Semester/Trimester)	Claude Christian

School Data Services Team

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

Ryan Adcock	Crystal Darnell	Kathy Lindell
Margaret Alfonso	Shauna Dunham	Nora Oliver
Tania Arnett	Matthew Evans	James Reed
Phil Bigard	Candy Johnson	Michael Sivils
Pat Black	Alesha Kaman	Sriharsha Vejella
Robbin Bond	Lisa Keeter	Madalyn White

Office of Education Technology Division of School Data Services
Send any questions or comments to KDE Data Services.

Kentucky Department of **EDUCATION**