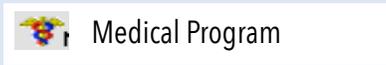


Health Condition Flag Clean-up Needed Immediately for CDC Grant Application

All school districts should immediately review their Infinite Campus student records and replace any medical program flags with the appropriate health condition flag. The Kentucky Department of Education and Department of Public Health are collaborating to apply for a grant offered by the Centers for Disease Control and Prevention (CDC) that requires accurate health condition data.

KDE adopted the Health Condition standard and instructed districts to convert all medical program flags to the new health condition flag by the end of the 2009-2010 school year. Several districts still have active student records with the original Infinite Campus medical program flag



rather than the health condition flag.



These records cause inaccurate counts for each school district on the annual Health Condition Summary report.

The correct flag must be assigned on the Conditions tab found under Student Information>Health. Complete the required data fields on the tab, check the Flag box and save the record to create the new flag. Once the user assigns the health condition flag to the student record, the user must delete the old medical program flag.

Additional information on assigning health conditions and flags to student records is available on [Campus Community](#). Please contact [Lori Davis](#) or [Karen Erwin](#) if you have any questions.



Calendar Wizard

School district staff should use the Infinite Campus Calendar Wizard when setting up calendars for the coming year. The Wizard makes setting up your new calendars much easier and trouble-free.

Path: System Administration>Calendar>Calendar Wizard

Users can select one of three modes:

1. **Create new blank calendars** will create a calendar with start and end dates, but the grade levels, terms, periods and days of the calendar will need to be manually defined.
2. **Create new calendars by rolling forward selected data** will create a calendar with user-defined start and end dates, but data elements associated with the source calendar may be selected to copy forward.
3. **Copy data into existing calendars** provides two additional options:
 - a) Data elements that were overlooked in the “rolling forward selected data” mode may be selected to copy forward.
 - b) One school calendar of instruction/non-instructional days may be synchronized to another school calendar.

More information on using the Calendar Wizard is available on [Campus Community](#). Please contact Lori Davis at lori.davis@education.ky.gov if you have any questions.

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Infinite Campus User Group Meetings

As the 2012-2013 school year is coming to a close, Infinite Campus has scheduled the last user group meetings for this school year. Agenda items include: Infinite Campus Update, KDE Update, Scheduling, Household Cleanup and Ad Hoc Reporting.

The locations and dates are provided below. Each meeting will start at 9 a.m. and end at 3 p.m. (local time). The same sessions are offered at each user group meeting. Here are the dates and places of the meetings. **To register, please e-mail Lisa Rhoton at lisa.rhoton@infinitecampus.com and let her know which one you will be attending.** EILA credit will be offered.

1. Monday, March 25
McCracken County Schools
435 Berger Road
Paducah, KY 42001
2. Tuesday, March 26
Hopkins County Board of Education
320 South Seminary St.
Madisonville, KY 42431
3. Wednesday, March 27
Barren County Trojan Academy
Media Room
505 Trojan Trail
Glasgow, KY 42141
4. Thursday, March 28
Bullitt County School Board Office
1040 Highway 44 East
Shepherdsville, KY 40165
5. Monday, April 22
Pulaski Co. Schools East Annex Conference Room
95 East Somerset Church Road
Somerset, KY 42503
(606) 679-1123
6. Tuesday, April 23
Breathitt County
Sebastian Middle School Library
244 LBJ Road
Jackson, KY 41339
7. Wednesday, April 24
Fleming County
Extension Office
1384 Elizaville Road
Flemingsburg, KY
(between McDonald's and Fleming County High School)
8. Thursday, April 25
Fayette County Public Schools Warehouse
Room 106
1126 Russell Cave Road
Lexington, KY 40505
Enter building under red awning (main entrance)

State-Published Transportation Code

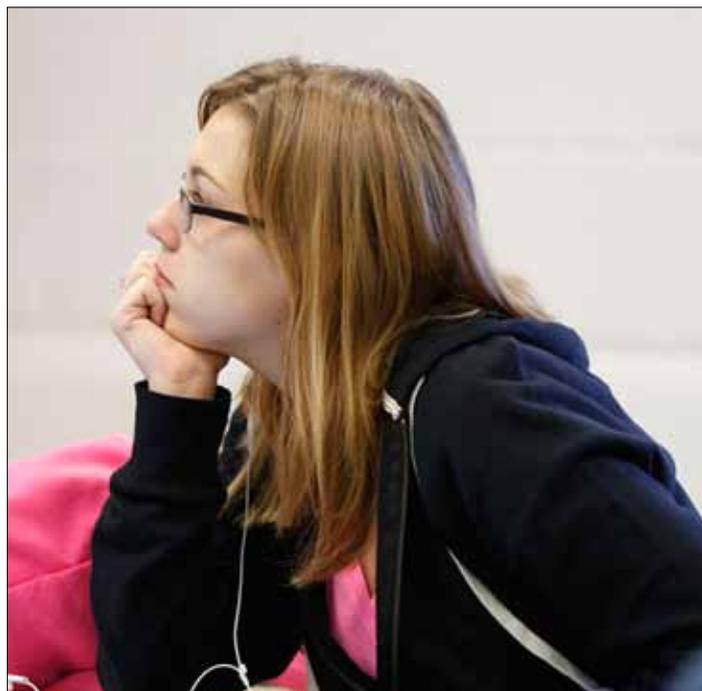
Ad Hoc Filter *NEW*

The purpose of the *Audit end-dated T-code record filter*, published on Feb. 19, 2013, is to help districts maintain accurate student-transportation records. This filter identifies students whose most recent transportation code record has been end-dated prior to the end-date of their enrollment record. For best results, use the new filter in conjunction with the existing state-published *Audit missing T-code and Audit overlapping T-codes* pass-through queries.

The *Audit end-dated T-code record* identifies and lists:

- actively enrolled students with end-dates on their most recent T-code record
- students whose most recent T-code record was end-dated prior to their date of withdrawal

System administrators should share this filter with district personnel as appropriate.



2012-13 Safe Schools Extract

April 10 is the target date for release of Infinite Campus version E.1310 into district production environments. This release will include significant enhancements to the Safe Schools Extract and will meet the requirements of [KRS 158.444](#). The changes are described below.

The extract is now separated into five sub-reports:

- SS1: Assault or Violence
- SS2: Possession of Guns or Deadly Weapons
- SS3: Possession/Use or Distribution of a Controlled Substance
- SS4: Bullying or Harassment
- SS5: Resolutions of Suspension, Expulsion or Corporal Punishment not reported in SS1-SS4

SS1-SS4 sub-reports will produce records on events that include the specified law/board violations regardless of resolution.

Resolutions of INSR (In-School Removal) will now generate records on the extract.

Training and documentation for the revised Safe Schools Extract will be available on the [Safe Schools website](#) by April 5, 2013. Please contact [Windy Newton](#) at (502) 564-2116 if you have any questions.

Scheduling to Link Teachers and their Student Academic Information

Teachers' access to student academic growth information is essential (see [March KSIS Newsletter, p. 4](#)). **In preparation for the 2013-14 school year, school-level Infinite Campus (IC) administrators need to accurately schedule students to courses/sections assigned to their teachers.** When the teacher student data links (TSDL) are correct, the teachers of record and the contributing professionals will be able to view their students' academic information in Infinite Campus and in CIITS.

The school level IC administrator needs to use the information found in the [KSIS Data Standards](#) under Teacher of Record. The Teacher of Record Data Standard contains essential manuals and videos to help you create strong TSDLs for the 2013-2014 course/section schedules in IC.

Please share this information with the building-level IC administrators.

Making Name Changes in Infinite Campus

District staff should make all student or staff name changes for Infinite Campus on the Identities tab under Census>People. This process will maintain the historical record and result in a successful search for the person by the old or new name. Do not make a name change directly on the Demographics tab because that method will overwrite the historical record of the previous name.

To change a student or staff name, create a new identity by clicking the New icon above the Identities Editor and filling in all pertinent information. Be sure to click Save to preserve the new record.

Do not change the effective date on old identity records dated prior to Aug. 20, 2010. Changing the effective date on these records will require an update to the current federal/state race and ethnicity codes.



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

David Couch, Associate Commissioner — DeDe Conner, Director — Linda Burton, Assistant Director

KSIS Team: Garnetta Barnette – Todd Haydon – Becky Jenkins – Candy Johnson – Lisa McKinney



ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed.

Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page [here](#) or by searching for “Kentucky Department of Education” on Facebook under “Government Organization.”



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.

New Tools Available – CIITS Educator Development Suite

CIITS Educator Development Suite (EDS) will be available April 1, 2013. The new EDS tab includes professional learning management tools to help districts efficiently manage all aspects of professional learning. These tools empower administrators with the data needed to drive decisions around professional learning resource allocation and effectiveness related to teaching, learning and student achievement. The EDS module also offers access to PD360 resources and a catalog of professional learning activities for all users.

The table below provides highlights of the new user roles. For more details, go to http://education.ky.gov/districts/tech/ciits/Documents/EDS_Permissions.pdf.

Institution-Level Authority	Role	Activities
District Superintendents	Leadership	Create PD, view PD profiles, run reports and recommend activities/resources
District	PD – CIITS Administrator	All PD tasks – create PD, view PD profiles, take PD session attendance, award session activity credits, review activity proposals and credit requests, recommend activities/resources, run reports, and delete activity/data
District	PD – CIITS Facilitator	Take attendance, award credits and run reports
District and School	All roles	Propose new activities/events
District and School	PD – CIITS Activity Reviewer	Review and approve proposed activities
District and School	PD – CIITS Create PD	Create PD – new resources and activities
District and School	Specialist	Recommend activities and resources, run reports

New CIITS Role

The new Educator Development Suite (EDS) roles are available in Infinite Campus for CIITS. These roles are needed for the 2013-14 school year; please do not use these roles at this time. Instructions on using these roles are coming soon in a webcast.