



Alternative Education Programs Update

704 KAR 19:002 requires students placed in alternative programs to receive an Individual Learning Plan Addendum (ILPA) for transitional planning. Infinite Campus responded to the requirement with development of an ILPA module as part of its core product. The new module is in final stages of testing. KDE will perform user-acceptance testing on the product in December and January. Pending results of KDE testing, the ILPA Module will be available within district production sites no later than in February.

For the remainder of the 2013-14 school year, a voluntary group of alternative programs will pilot the new module. This time also allows KDE to develop extensive training and documentation of the new module for release in summer 2014. Full implementation of the new module will be required of all alternative programs beginning with the 2014-15 school year.

Please contact [Sherri Clusky](#) or [Tom Edgett](#) at (502) 564-4772 for additional information.

January Growth Factor Report due by Feb. 20 for those filing it

According to [KRS 157.360 \(16\)](#), submission of the January Growth Factor report is optional. If a district chooses to submit the report, data is due to KDE five days after the end of the school month that has more attendance days in January of the current school year, but no later than Feb. 20. Typically, this is either school month five or six.

The January Growth Factor report includes the following information for

the chosen school-month:

- aggregate days attendance and absence
- race and gender count
- home and hospital
- adjustments for less than full-time students (partial day)
- nonresident/non-contract students
- overage and underage students

Submit your optional January Growth Factor report via the KDE website by following the steps provided

on the Web [page](#) for checking and uploading your file.

KDE will not process a district's January Growth Factor report until all of the district's multiple-day enrollment overlaps during the reporting period are resolved. KDE will return January Growth Factor reports for each district to review.

If you have questions, contact [Steve Young](#) in the Office of Administration and Support at (502) 564-5279, ext. 4423.

Kentucky Individual Learning Plan (ILP) – Missing Parent Contacts

Parents want to be an integral part of their child's education, but they do not always know how to get involved. Districts should take steps to ensure that parents are able to log in and view their student's Individual Learning Plan (ILP).

ILP parent logins and reviews are receiving increased prioritization, so please ensure that household relationships are properly assigned in Infinite Campus. The system's automated process uses the following items to match and make the assignment.

Parent contacts are imported from Infinite Campus

(IC) and assigned to students in the ILP.

1. Household location – where today falls within the Household start and end dates. Path: Census>People>Households
 - a. The primary address has a start date and no end date
2. Primary Household – when there is an active related pair. This means that the parent and student are connected on the Relationships tab. Path: Census>People>Relationships
 - a. The related parent has Guardian and Mailing checked on the Relationship tab.

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Mid-Year Infinite Campus Training Available Live and on Lync

You are invited to participate in the KDE Infinite Campus mid-year training. KDE will conduct the meeting in the KDE State Board Room on Wednesday Jan. 8, 2014, and you are welcome to attend in person or via Lync Online Meeting Space. On-site seating is limited to the first 30 who register and select the option to attend in person. Training will include an update on topics relevant to mid-year activities and offer individual sessions on the following: Detailed Preschool Summary Reports; Behavior and Restraint and Seclusion; Records Transfer and Records Import; Infinite Campus Integration to CIITS; and Teaching Method and Instructional Setting.

Please visit the [KSIS Training Web page](#) to register. Please see general information about this opportunity to ensure a positive learning experience.

- The agenda and PowerPoint presentations will be available prior to the event on the KSIS Training Web page. You will be notified when the resources are posted.
- EILA Credit – You must complete the online training

evaluation, provided to you through Survey Monkey after the training session, to receive EILA credit. Please complete the online registration form so we will have your name and contact information to verify participation. The online registration form will allow you to register up to 12 other staff in your district. If you need to register more than 12, please contact [Linda Burton](#) at (502) 564-2020.

- Q&A – Each presenter will respond to audience questions at the end of his/her presentation. Due to time limitations, it may not be possible to cover all questions during the session; however, a Q&A will be posted following the event. You also may submit any questions to KSIS Service Manager [Becky Jenkins](#) prior to the training.
- Recorded sessions will be posted on the KSIS Training Web page for later reference.
- Please take advantage of one of the practice sessions that KDE will offer to check your online connectivity and equipment for joining via Lync.

Dates of Assessment Subtests Required for Release of eTranscripts

KSIS administrators must enter subtest dates in Infinite Campus for all assessments that post to eTranscripts. The image below shows an example of an assessment (ACT) that includes a composite and subtests: English, mathematics, reading and science. The composite and each subtest have an associated date entered.

Failure to enter the required assessment data, including date, will prevent the release of students' eTranscripts from Infinite Campus. Please verify that district-entered assessment results are complete. (State-published assessment results include the subtests and corresponding dates and are not affected.)



ACT Composite	Date	Scale Score
ACT Composite	03/01/2013	23
ACT English	03/01/2013	24
ACT Mathematics	03/01/2013	24
ACT Reading	03/01/2013	21
ACT Science	03/01/2013	24

If your district has incomplete assessment records, help is available.

Upon district request, Campus Support will populate the dates for subtest assessments.

To request assistance from Campus Support, submit a data services support case with a reference to "Populate Assessment Dates for Children Records" in the subject field. There is no charge for this one-time service by IC.

Please share this information with guidance counselors in your high schools.

If you have any questions about completing assessment records for posting to eTranscripts, contact [Lisa Keeter](#) at (502) 564-2020, ext. 2462.

Marking 'State Reported' is a Critical Step to Accurate State Education Data

Please refer to the [Grades Data Standard](#) (Updated Oct. 9, 2013) for information on setting up grading tasks and applying them to courses. Grading tasks must be set up and applied to courses according to the standard. This is required for accurate reporting and identifying grades to be loaded to CIITS.

This is a critical step in the grade-reporting process and requires your attention and action. For example, the Persistence to Graduation Tool (PtGT) uses grades that

are marked State Reported to identify students who may be off track to achieve the next grade level or graduate on time.

Failure to follow the Grades Data Standard will result in incomplete, inaccurate and inconsistent education data for important local and state purposes.

If you have any questions, please contact [Joe McCowan](#) with the Office of Next-Generation Learners at (502) 564-9850.

January 2014



**Continuous
Instructional
Improvement
Technology
System**

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.

Happy New Year 2014 from the CIITS Team



Left to right: Sri Srineni, Tara Rodriguez, Melissa Ferrell, Steve Roark, Christine Boatwright, Nick Gustin, Amy King, Martin Herbener, Caleb Nugent, Marty Thomas, Rodney Matejek, Pam Powers, DeDe Conner, Cathy White, Linda Burton, Janice Harris and Maritta Horne.

Discovery Education Assessment Results Available

The Discovery Education (DE) interim assessment results are available in CIITS. To view the DE interim assessment results, go to School & District Data > Pre-Formatted Reports > Standardized Assessment Performance, or click on the Standardized Assessment tab on the Student Profile.

The DE interim assessment results are loaded every three months for districts that have a fully executed MOU on file with the vendor. The MOU form is available [here](#). Submit completed MOU forms to maritta.horne@education.ky.gov.

CIITS Password Reset Dec. 21

To enforce stronger security measures, the KDE CIITS administrator will reset all CIITS user passwords Dec. 21. Your CIITS password should contain a lowercase letter (a, b, c); an uppercase letter (A, B, C); and at least one number (1, 2, 3). One way to create a strong password is by using a passphrase that is easy for you to remember, randomly capitalize various letters and turn some letters into numbers. As an example, take the phrase "CIITS Is Great" and change it to "CiitsIsGreat." Next, turn some letters into numbers, such as "C11tsIsGr3at." This is only an example; please do not use this as your password.

New Key Performance Indicators Available for State Summative Assessments in CIITS

New key performance indicators (KPIs) are available for the Kentucky Performance Rating for Educational Progress (K-PREP) assessment. Staff assigned a Leadership, Specialist or Analyst role may view the assessment data using the new standardized assessment KPI or the pre-formatted report feature. Teachers may view the assessment data by choosing a section and then clicking on Standardized Assessments or the pre-formatted report feature.

To view the assessment data using the KPI, go to School & District Data > KPI Dashboard. To view the assessment data using a pre-formatted report, go to School & District Data >

Pre-Formatted Reports > Standardized Assessment Performance. Teachers also may choose one of their sections in the My Classrooms part of the CIITS homepage and then click the Standardized Tests tab. Alternatively, teachers may select the Standardized Assessment tab on the Student Profile to view standardized assessment results.

The 2012-2013 standardized assessment results for K-PREP, Alternate K-PREP, Student Growth Percentile for Reading and Math, End of Course, College and Career Readiness, ACCESS for ELLs, and Stanford 10 assessment results are available in CIITS.

Upcoming CIITS Focus Group Meetings

KDE has scheduled two CIITS focus group meetings for January. Each interactive, three-hour session will offer product knowledge and provide an opportunity to share opinions and generate ideas among CIITS users. KDE and Pearson staff will be there to answer product questions and share program information. Any school or district staff are welcome to attend.

The first session will be Jan. 7 at the Christian County Board of Education (Hopkinsville), and the second session will be Jan. 21 at the Kentucky Educational Development Corporation (KEDC) in Ashland.

Interested individuals may click [here](#) to register for one of these sessions through the EDS module within CIITS.

Student Growth Percentile Reports Now Available to Review from CIITS

Teachers now have access to their Student Growth Percentile Reports in CIITS. Teachers can use this report to analyze their previous year's sections of students from 2011-2012, 2012-2013 and the present sections of 2013-2014. They may use this data to inform Self-Reflection, Professional Growth Planning and, of course, Student Growth Goal Setting. Click [here](#) to view a video containing more details.

In addition, a Student Growth Percentile Report presentation that will take the user step-by-step and will show how to access the report is available [here](#). KDE will be working with teachers, schools and districts to support using these reports in the coming months.

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."

*Office of Knowledge, Information and Data Services (KIDS) – Division of Enterprise Data
David Couch, Associate Commissioner – DeDe Conner, Director – Linda Burton, Assistant Director
Regina Barrett – Lynn Botula-Griffith – Raymond Carter – Tanya Fluke – Nick Gustin – Maritta Horne
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