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To: [All State KSIS Contacts](#)
Cc: [Garrick Ratliff \(grrat1iff@moreheadstate.edu\)](mailto:grrat1iff@moreheadstate.edu)
Subject: KSIS Notification: Behavior Set Up Known Issue
Date: Friday, September 09, 2016 2:44:03 PM
Attachments: [image004.png](#)
Importance: High

KSIS Contact:

The information below was sent to district Safe Schools Coordinators this afternoon.

From: Newton, Windy - Office of Continuous Improvement and Support
Sent: Friday, September 09, 2016 2:32 PM
Subject: Behavior Set Up Known Issue
Importance: High

If your district uses Infinite Campus **Behavior Referral** functionality, please verify the Available in Referral setting for existing behavior events. Use of the referral functionality and specific behavior events to make available are district decisions.

On Tuesday, KDE sent a notification that drug and weapon related event types must be updated to include the appropriate classification. In reviewing data with districts over the last few days, KDE has discovered that when a Classification is selected on a Behavior Event Type, the system automatically unchecks the *Available in Referral* checkbox. Consequently, several districts have unknowingly removed the updated event types from their referrals when adding the drug, weapon or harassment classifications. If an event type should be available in referral, recheck Available in Referral before saving. Existing event types may need to be updated to make them available for behavior referrals.

The screenshot shows a web form titled "Behavior Event Type Detail". The form has several sections: "School" (set to "District Wide"), "Code" (set to "ALC"), "Alignment" (set to "Discipline"), and "Category" (set to a dropdown). The main section contains fields for "*Name" (ALCOHOL CONSUMPTION), "Demerits" (0), "*Start Date" (08/20/2002), "End Date" (empty), "*State Event Code (Mapping)" (Law Violation), and "*Classification" (Drug). The "Available in Referral" checkbox is circled in red and is currently unchecked.

Please take a few minutes to ensure all your behavior event types are set up properly with the correct state event code mapping, classification and available in referral indication (if applicable) via Behavior | Admin | Event Types. Also be sure to select All Schools in the toolbar at the top of your IC environment. Please let me know if you have any questions or concerns. Thank you!

Windy L. Newton
Office Data Manager



Office of Continuous Improvement & Support

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PLEASE NOTE: Starting August 22 through September 30, the Kentucky Department of Education will be relocating to a new building in Frankfort. Staff phone numbers will not change, but due to the move, there may be a slight delay in responding to your phone call or email.

If you plan on attending a KDE meeting or wish to visit a staff member during this 6-week time period, please confirm ahead of time at which building you will be meeting.

The address of the new building is [300 Sower Blvd.](#), Frankfort, KY 40601. Mail sent to the 500 Mero Street address will be delivered to the new building daily during the transition period.

Thank you for your patience during this time. We hope to be better able to serve you from our new location.

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