

From: [Jenkins, Becky - Division of Enterprise Data](#)
To: [All State KSIS Contacts](#)
Subject: KSIS Notification: Important Reminder concerning the Summative Evaluation
Date: Wednesday, June 01, 2016 3:38:54 PM
Attachments: [image001.png](#)
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IMPORTANT REMINDER – Ensure Infinite Campus Setup Is Correct for Summative Evaluation Entry

Deadline for entering summative evaluations in the CIITS/Educator

Development tab is June 15th: Certified employees must have the correct job category/type in Infinite Campus to be able to enter summative evaluations. Don't wait until the last minute, help ensure that setup is correct. Encourage evaluators to verify they can log in and have access to the summative evaluation tool now. Updates to job categories must be made in Infinite Campus no later than June 10th to be reflective on the 14th in time to enter by the June 15th deadline. KDE cannot change job categories outside the weekly refresh.

You may also refer to the [Job Category Setup for Certified Staff QRC](#) for information on setting up certified staff.

IC 'Type' value and corresponding CIITS job category	
IC Type	CIITS Job Category
01 – Teacher	Teacher
02 – Administrator	School Administrator
03 – Counselor	Guidance Counselor
05 – Speech Therapist	Therapeutic Specialist
06 – Librarian	Library Media Specialist
07 / REH: Rehabilitation Counselor	Guidance Counselor
07 / SOW: Social Worker	Guidance Counselor
07 / PSY: Psychologist	Psychologist
07 / OCC: Occupational Therapist	Therapeutic Specialist
07 / PHT: Physical Therapist	Therapeutic Specialist
07 / REC: Recreation Therapist	Therapeutic Specialist
07 / SPT: Speech Therapist	Therapeutic Specialist
07 / ISC: Instructional Specialist/Coach	Instructional Specialist / Coach
Principal (identified by email)	Principal

Please, contact michael.spence@education.ky.gov for any questions or concerns regarding job category setup.

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