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# Interchange Session Descriptions

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We are glad you could join us for the 2014 Interchange@Kentucky! Review these descriptions along with the event schedule before carefully selecting the sessions you will attend. Seating for all sessions is on a first-come, first-served basis. Unless noted, sessions last 60 minutes, have repeated offerings and are led by Infinite Campus staff.

## GENERAL SESSIONS

### Keynote Address

Day 1

**Session Type:** Keynote Address  
**Audience:** All  
**User Level:** All  
**Presented By:** Charlie Kratsch

Charlie Kratsch, CEO and Founder of Infinite Campus, will open this year's Interchange with a keynote address. Charlie promises to keep it short, exciting, and worth your time. Grab a quick breakfast nosh and take a seat. We hope to see you there!

**Note: This session is 30 minutes long and offered only once.**

### Social

Day 1

**Session Type:** Social  
**Audience:** All  
**User Level:** All  
**Presented By:** Infinite Campus

Please join us for appetizers and drinks beginning immediately after the final session on Monday evening. Enjoy some time to wind down from the busy day. Take some time to mingle with colleagues, Infinite Campus staff and others.

**Note: This session is offered only once.**

### Tips and Tricks

Day 1

**Session Type:** Overview  
**Audience:** SIS Coordinators, Daily Users  
**User Level:** Beginner  
**Presented By:** Jay Elmquist, Infinite Campus Training Staff

This session will share day-to-day tips on using Infinite Campus. Other users will share tricks they found helpful to make using Campus easier. Feel free to bring your favorite tips and tricks to share with the group.

**Note: The session is offered only once.**

# Interchange Session Descriptions

## GENERAL SESSIONS

### New Features and What's Next

Days 1 & 2

**Session Type:** Overview  
**Audience:** All  
**User Level:** All  
**Presented By:** Jay Elmquist, Infinite Campus Training Staff

In this session we will look at some of the new features that have been added to Infinite Campus in recent releases. We will also look at what's coming in the future. Attendees will learn where to look in the Campus Community to find what's coming in a release.

**Note:** *This session is offered three times.*

### Campus Survey

Days 1 & 2

**Session Type:** Overview  
**Audience:** System Administrators, Counselors, Teachers  
**User Level:** All  
**Presented By:** Stephen Hallman, Infinite Campus Training Staff

This session will cover ways in which the Campus Survey tool can be used. Participants will learn how to create, deploy and analyze survey results.

**Note:** *This session is offered twice.*

### Premium Products: Using Campus to Communicate

Day 1

**Session Type:** Overview  
**Audience:** Principals, Office Staff, System Admin, DPP  
**User Level:** All  
**Presented By:** Paula Soucheray, Infinite Campus Sales

See why communication tools are more efficient when they work seamlessly with your Campus database. Learn how contact information is updated in real-time for all stakeholders. Participants will:

- Explore the simplicity of using Campus Messenger with Voice
- Learn four ways to send messages
- Review the census data and its impact on how messages are sent
- See the newest changes to the messenger tools

**Note:** *This session is offered only once.*

### Premium Products: Campus Online Registration

Day 1

**Session Type:** Overview  
**Audience:** System Admin, DPP, Office Staff (Registrars)  
**User Level:** All  
**Presented By:** Paula Soucheray, Infinite Campus Sales

Save staff time and simplify new and existing student registration processes. Using the Campus Portal, parents can update/enter demographic, allergy, health, emergency contacts and more. Participants will learn how Online Registration saves paper, postage and time, while eliminating duplicate data entry for multiple children in a household. Review new functionality recently added to OLR.

**Note:** *This session is offered only once.*

# Interchange Session Descriptions

## GENERAL SESSIONS

### Premium Products: Campus Food Service and Online Payments

Day 2

**Session Type:** Overview  
**Audience:** System Admin, DPP, Food Service Staff  
**User Level:** All  
**Presented By:** Paula Soucheray, Infinite Campus Sales

No matter how your schools handle lunchroom and other food operations, we have flexible options for inputting and reviewing food service transactions. See how Food Service works with your student information system to expedite meal tracking, while increasing school-to-home communication. Participants will:

- Explore the simplicity of using Campus Food Service
- See the benefit of working with data in real-time
- Learn how to eliminate end-of-year processing
- Receive an update of the latest additions to Food Service tools

*Note: This session is offered only once.*

### Kentucky Tech System (KTS) Data Exchange Project

Days 1 & 2

**Session Type:** Overview  
**Audience:** All  
**User Level:** All  
**Presented By:** Mike Mock, Infinite Campus Client Executive

During the 2014-15 school year, home high schools and technical centers are piloting the automated transfer of student data. Student demographics, enrollment information and grades are syncing nightly between schools to relieve manual processes. Home high schools can run real-time attendance reports that reflect attendance entered by the technical schools. This session will review the defined process and demonstrate the initial setup required for implementation. With a successful pilot, all Kentucky districts will utilize the functionality for the 2015-16 school year.

*Note: This session is offered twice.*

### Ad Hoc Reporting: The Basics/Data Viewer

Days 1 & 2

**Session Type:** Hands-on  
**Audience:** System Administrators, Office Staff  
**User Level:** Beginner  
**Presented By:** Aaron Mills, Infinite Campus Training Staff

See how Infinite Campus has many tools to allow users to create custom lists and reports for a variety of different uses. Attendees will learn how to get started with the Ad Hoc Reporting tool. Participants will see an overview of the following:

- Filter Designer
- Data Export
- Report Designer

*Note: This session is offered twice. 30 seats w/laptops are available per session; 20 BYOL seats are available per session; first-come, first served.*

# Interchange Session Descriptions

## GENERAL SESSIONS

### Ad Hoc Reporting: Advanced Features

Days 1 & 2

**Session Type:** Hands-on  
**Audience:** System Administrators, Office Staff  
**User Level:** Intermediate  
**Presented By:** Aaron Mills, Infinite Campus Training Staff

The Ad Hoc tools in Infinite Campus allow experienced users to do much more than just create simple reports. This session will show attendees how to use some of the newer and more advanced features of the Ad Hoc Reporting tools, including mathematical functions, grouping and report customization. Participants will:

- Learn how to use the Ad Hoc functions
- Explore aggregating and grouping tools
- See the new In Progress Grades Calculation

**Note: This session is offered twice. 30 seats w/laptops are available per session; 20 BYOL seats are available per session; first-come; first served.**

### Fillable Form Creation

Days 1 & 2

**Session Type:** Hands-on  
**Audience:** Advanced System Admin  
**User Level:** Intermediate/Advanced  
**Presented By:** Marc Baker, Infinite Campus Training Staff

Fillable documents or FDF's are Adobe Acrobat documents that can be created and stored inside of Infinite Campus. This session will focus on taking existing documents and modifying them for use inside the tool. We will also discuss available reserved fields to pull automatically from the database into the forms.

**Note: This session is offered twice. Day 1 session - 30 seats w/laptops are available; 20 BYOL seats are available; Day 2 session - 30 seats w/laptops are available per session; first-come; first served.**

### Campus Data Analysis

Day 1

**Session Type:** Hands-on  
**Audience:** Office Staff, Administrators  
**User Level:** Intermediate  
**Presented By:** Aaron Mills, Infinite Campus Training Staff

Campus Data Analysis allows users to look at large data sets easily with a variety of visualizations including the ability to look at data longitudinally. Participants will:

- Learn to create pivot tables to analyze student data
- Create data visualizations from student data
- Export data and visualizations for use in other applications

**Note: This session is only offered once. 30 seats w/laptops are available per session; 20 BYOL seats are available per session; first-come; first served.**

# Interchange Session Descriptions

## GENERAL SESSIONS

### Advanced Excel Functions with Infinite Campus Data

Days 1 & 2

**Session Type:** Hands-on  
**Audience:** All  
**User Level:** Intermediate  
**Presented By:** Amy Mueller, Jefferson County Public Schools, Kentucky

With Infinite Campus Ad Hoc Reporting you can export lots of data. But, sometimes you need the data in a separate spreadsheet or different format than a PDF document. This session will teach participants how to:

- Prepare Ad Hoc data to be more functional in Excel
- Analyze data with pivot tables
- Combine data from multiple spreadsheets with formulas like Vlookup

**Note: This session is led by a district user of Infinite Campus and is offered twice. 30 seats are available per session; first-come; first served.**

### Campus Community

Day 1

**Session Type:** Hands-on  
**Audience:** All  
**User Level:** All  
**Presented By:** Sunny Collins, Kenton County School District, Kentucky

The Campus Community provides all Campus users with single sign-on access from Infinite Campus to:

- Knowledge Base – Online product information, updated with each release
- Campus Forums – Connect with other Campus users
- Video Library – Watch videos and use simulations to expand your Infinite Campus skills
- Customer Events Calendar – Learn about upcoming events and user group sessions
- Surveys – Share your opinions and feedback
- Campus News – Find out more about Infinite Campus, customers and industry information

Bring your district's Infinite Campus URL (web address) to access your own unique Campus Community account.

**Note: This session is led by a district user of Infinite Campus. This session is offered only once. 30 seats are available per session; first-come; first served.**

# Interchange Session Descriptions

## SYSTEM ADMINISTRATION

### MYAP-Multi-year Academic Planner

Days 1 & 2

**Session Type:** Overview  
**Audience:** Counselors, Administration  
**User Level:** Intermediate, Master  
**Presented By:** Jay Elmquist, Infinite Campus Training Staff

This session will provide a demonstration of the Multi-year Academic Planner. The Multi-year Academic Planner replaces the current Academic Planning tools. Demonstration will include:

- An enhanced academic program
- Course plan administration and reporting
- Progress reporting
- Cross school/year course requests

**Note:** *This session is offered twice.*

### Data Integrity Tool

Days 1 & 2

**Session Type:** Overview  
**Audience:** DPP, SIS Coordinators, State Reporters  
**User Level:** Master  
**Presented By:** Jay Elmquist, Infinite Campus Training Staff

This session will deal with a new toolset for Infinite Campus District and State Editions. We will demonstrate the clean-up process which can happen anytime in the District or State Edition with comparison made between the two databases. The Verification process used to snapshot State and Federal Reporting data at a State Edition level and sending that snapshot to districts for verification will also be shown.

**Note:** *This session is offered twice.*

### Fees District Perspective

Days 1 & 2

**Session Type:** Overview  
**Audience:** System Administrators  
**User Level:** Beginner  
**Presented By:** Diana McGhee, Ft. Thomas Independent Schools, Kentucky

Fort Thomas Independent Schools began allowing parents to pay school fees online during the 2013-14 school year. Come learn how to set up course fees and prepare for online fee payments. We will also look at fee reporting, mass assigning fees and other topics connected to the Fee module.

**Note:** *This session is led by a district user of Infinite Campus and is being offered twice.*

# Interchange Session Descriptions

## SYSTEM ADMINISTRATION

### Alternative Scheduling with Effective Results

Day 1

**Session Type:** Overview  
**Audience:** Principals, Schedule Builders, Counselors, Teachers  
**User Level:** All  
**Presented By:** Eric Osborne, Clark County School District, Kentucky

Utilize the power of Infinite Campus to create a dynamic, next generation learning environment in your school. Don't let the old schedule structure hold your students back from the innovation that you want to provide. Combine strategies from design thinking and the flexibility of Infinite Campus to achieve innovation solutions that 21<sup>st</sup> century students need and deserve. Hear about one school's journey.

**Note: This session is offered only once. 30 seats are available per session; first-come; first served.**

### Truancy Tracking

Days 1 & 2

**Session Type:** Overview  
**Audience:** Student Services Staff  
**User Level:** All  
**Presented By:** Sunny Collins, Kenton County School District, Kentucky

This session explains the processes your district can use to track truant behaviors and legal processes taken to keep your data on truancy issues current. Additionally, truancy prevention programs will be discussed and shared. Participants will:

- Learn how to use Infinite Campus to maintain truancy data as it changes
- Have the opportunity network and share challenges and success stories of truancy prevention with colleagues

**Note: This session is led by a district user of Infinite Campus and is offered twice.**

### Civil Rights Data Collection (CRDC)

Day 1

**Session Type:** Overview  
**Audience:** Administration and Office Staff  
**User Level:** All  
**Presented By:** Lynn Botula-Griffith, Kentucky Department of Education

This session will review the state assistance provided for meeting the CRDC reporting requirements for the 2013-14 school year.

**Note: This session is being led by the Kentucky Department of Education and offered only once.**

# Interchange Session Descriptions

## SYSTEM ADMINISTRATION

### Staff Census Management

Day 1

**Session Type:** Overview  
**Audience:** System Admin, Census Staff  
**User Level:** All  
**Presented By:** Jennifer Winburn, Clark County School District, Kentucky

Staff management is just as important as student entry. This session will address the staff locator, entering staff data on district assignment and district employment. It will also cover student voice surveys for teacher grade level, EPSB credential license placement, staff user accounts and CIITS rights management.

**Note:** *This session is led by a district user of Infinite Campus and offered only once.*

### Student Voice Survey Setup

Day 1

**Session Type:** Overview  
**Audience:** Administration, Office Staff  
**User Level:** All  
**Presented By:** Jennifer Winburn, Clark County School District & Jeffrey Coles, Kentucky Department of Education

Tips and tricks to implement student voice survey for new PGES guidelines. This session will provide training on the process of managing student voice survey at all grade levels, including creating student portal account, password verification and more.

**Note:** *This session is led by a district user of Infinite Campus and the Kentucky Department of Education. It is offered only once.*

### Recommended Access Rights for SPED, LEP and GT

Day 1

**Session Type:** Overview  
**Audience:** Administration, Office Staff  
**User Level:** All  
**Presented By:** Ginger Meade, Kathie Anderson and Gary Martin, Kentucky Department of Education

This session will explain who needs Infinite Campus access, the type of access and why. At the end of the session there will be time for questions.

**Note:** *This session is led by the Kentucky Department of Education and offered only once.*

### Campus Email Messenger Setup and Use

Days 1 & 2

**Session Type:** Hands-on  
**Audience:** System Admin  
**User Level:** Intermediate/Advanced  
**Presented By:** Aaron Mills, Infinite Campus Training Staff

The Infinite Campus Messenger provides the ability to communicate with students, parents, and staff via email and the Process Inbox tool. This session will focus on the basic technical setup and the user functionality.

**Note:** *This session is offered twice. 30 seats w/laptops are available per session; 20 BYOL seats are available per session; first-come; first served.*

# Interchange Session Descriptions

## SYSTEM ADMINISTRATION

### Simplifying the Calendar for 2015-2016

Day 1

**Session Type:** Overview  
**Audience:** Administration, Office Staff  
**User Level:** All  
**Presented By:** Garnetta Barnette, Kentucky Department of Education

This session covers reducing the number of structures in a calendar, why would you want to reduce the number of structures, steps how to do it and when might you not want to do it.

**Note:** *This session is being led by the Kentucky Department of Education and is only being offered once.*

### Scheduling for the SAAR

Days 1 & 2

**Session Type:** Overview  
**Audience:** Administration, Office Staff  
**User Level:** All  
**Presented By:** Garnetta Barnette, Kentucky Department of Education

This session covers partial day and partial week students; students in virtual, performance based, or dual credit college courses; primary and secondary enrollments, and students attending a school that does not offer their grade.

**Note:** *This session is being led by the Kentucky Department of Education and is offered twice.*

### Schedule Wizard for Middle and High School

Day 1

**Session Type:** Hands-on  
**Audience:** System Admin  
**User Level:** Intermediate/Advanced  
**Presented By:** Marc Baker, Infinite Campus Training Staff

The Campus Schedule Wizard provides the ability for master-schedulers at a school or district level to plan necessary course and staff needs, build a schedule of courses around planned information, and load students into those courses based on requested course information. In this session we will focus on the Staff and Course planner, as well as the Builder tools available to aid schedulers in the creation and placement of course sections.

**Note:** *This session is offered twice. 30 seats are available per session; first-come; first served.*

### Schedule Wizard for Elementary

Days 1 & 2

**Session Type:** Hands-on  
**Audience:** System Admin  
**User Level:** Intermediate/Advanced  
**Presented By:** Marc Baker, Infinite Campus Training Staff

The Campus Schedule Wizard provides the ability for master-schedulers at a school or district level to plan necessary course and staff needs, build a schedule of courses around planned information, and load students into those courses based on requested course information. In this session we will focus on using the Schedule Wizard to quickly load students into balanced homerooms and instructional courses.

**Note:** *This session is offered twice. 30 seats are available per session; first-come; first served.*

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# Interchange Session Descriptions

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## TEACHING AND INSTRUCTION

### Campus Instruction

Days 1 & 2

**Session Type:** Overview  
**Audience:** Teachers, Curriculum Director  
**User Level:** All  
**Presented By:** Stephen Hallman, Infinite Campus Training Staff

Participants in this session will learn how Campus Instruction is designed to make teacher's lives easier, including new, fully-integrated Response to Intervention (RTI) plans, intervention delivery data entry and progress monitoring. A preview of upcoming curriculum management functionality will also be provided.

**Note:** *This session is offered twice.*

# Interchange Session Descriptions

## STUDENT SERVICES

### Meetings Management

Days 1 & 2

**Session Type:** Overview  
**Audience:** Counselors, Teachers, Administrators  
**User Level:** All  
**Presented By:** Stephen Hallman, Infinite Campus Training Staff

Participants in this session will learn how to schedule meetings for students, staff and others. With this tool, counselors can schedule and modify meetings, view their calendar and send meeting notifications.

**Note:** *This session is offered twice.*

### Census Cleanup & Selective Sync Tool

Day 1

**Session Type:** Overview  
**Audience:** Registrars, Secretaries, Administrators, Infinite Campus Administrators  
**User Level:** Intermediate/Advanced  
**Presented By:** Stephen Hallman, Infinite Campus Training Staff

Participants in this session will learn three processes related to census data:

1. The Selective Sync tool provides users with the ability to manually sync person/identity and enrollment records for a specific set of users. This tool provides an easy way to correct data discrepancies found between state and district databases.
2. The Combine Person tool allows users to search for and combine two people and their corresponding data records. Duplicate data is deleted, similar data is merged and unique data is kept.
3. Household management involves the creation of households and maintenance of data within the household including name changes, address changes and relationship changes.

**Note:** *This session is offered twice.*

### Campus Health

Days 1 & 2

**Session Type:** Overview  
**Audience:** Nurses, Health Assistants, Clerical  
**User Level:** Intermediate  
**Presented By:** Paula Rust, Kenton County School District

Attendees in this session will learn how to best utilize and enter health information into Infinite Campus. We will discuss:

- Utilization of Ad Hoc letters
- The importance of flagging health conditions
- Utilizing immunizations
- Screenings
- Health office visit notes (what to do with them)
- Using the documents tab for health documents

**Note:** *This session is offered twice.*

# Interchange Session Descriptions

## STUDENT SERVICES

### Special Education

Days 1 & 2

**Session Type:** Overview  
**Audience:** SIS and Technology Coordinators; Directors of Pupil Personnel  
**User Level:** Intermediate  
**Presented By:** Amie Tooley and Terri Wehmeyer, Paducah Independent School District, Kentucky

The purpose of the Special Education Data Standards document is to give Kentucky schools and districts a set of guidelines for entering data into the student information system, but sometimes screen shots do not provide enough explanation of the data elements required for reporting.

At the end of this session, staff will:

- Understand the purpose of Special Ed data entry and reports
- Understand how to correctly enter Special Ed data

**Note:** This session is led by a district user of Infinite Campus and is offered twice.

### Getting Creative with Activity Eligibility

Day 2

**Session Type:** Overview  
**Audience:** System Administrators, Principals  
**User Level:** All  
**Presented By:** Jennifer Winburn, Clark County School District, Kentucky

This session will provide you with the steps to follow large and small group progress to ensure all students are on the path to success. In this session participants will:

- Gain the understanding of using Activity Eligibility
- Manipulate the report to identify students for interventions
- Give teachers access to send home progress reports
- Allow access for special education facilitators to keep watch on their students

**Note:** This session is led by a district user of Infinite Campus and is offered only once.

### Records Transfer

Day 1

**Session Type:** Overview  
**Audience:** Student Services Staff, System Administration, Registrars, Attendance Staff, District Administrators  
**User Level:** All  
**Presented By:** Valerie Helm, Mccracken County School District, Kentucky

Records Transfer in Infinite Campus is a vital component of data management for schools and districts, but there are sometimes unknowns as to how the process works. This session will provide information on how Records Transfer works including automatic vs. manual requests and types of documents available (Transfer Documents vs. Data Imports). It will also discuss how to manually request data, the importance of releasing requests, managing the Process Inbox, as well as the significance of importing data due to its impact on state reporting. In addition, review the National Records exchange and the KY specific records import.

**Note:** This session is led by a district user of Infinite Campus and is offered only once.

# Interchange Session Descriptions

## STUDENT SERVICES

### 2014 Tracking Interventions

Day 2

**Session Type:** Overview  
**Audience:** Student Services Staff  
**User Level:** All  
**Presented By:** April Pieper, Kentucky Department of Education

This session will provide training on using the Intervention tab and its required elements for reporting.

*Note: This session is being led by the Kentucky Department of Education and is offered twice.*

### Tracking Attendance Interventions in Infinite Campus

Days 1 & 2

**Session Type:** Overview  
**Audience:** Student Services Staff  
**User Level:** All  
**Presented By:** Jennifer Spencer, Breathitt County School District, Kentucky

Processes used to track attendance interventions in Infinite Campus using a custom tab will be outlined for attendance clerks, principals, and district staff. This will allow for all appropriate staff to document all school-level and district-level attendance interventions in one location and compile that into an Ad Hoc report that is printable and can be used as a record for court proceedings.

*Note: This session is being led by the Kentucky Department of Education and is offered twice.*

### Free and Reduced Application Management (FRAM)

Day 1

**Session Type:** Overview  
**Audience:** Food Service Directors, DPPs, FRAM Coordinators  
**User Level:** Intermediate  
**Presented By:** Brad Blunt, Kentucky Department of Education

This session covers the POS import process, direct certification import, helpful reports and Ad Hocs.

*Note: This session is being led by the Kentucky Department of Education and is offered twice.*

### Support Lab

Days 1 & 2

**Session Type:** Lab  
**Audience:** All  
**User Level:** All  
**Presented By:** Infinite Campus, KDE, Kentucky Infinite Campus User Board

Due to popular demand, the support lab area is back this year! Bring your questions for our support team. There will be a variety of departments represented in this area during conference hours.

Representatives include:

- KDE representative
- Campus Support Advisors
- Campus Client Executives
- Kentucky Infinite Campus User Board Member

*Note: The Support Lab is open all day, both days.*

# Interchange Session Descriptions

## REPORTING

### Custom Reporting & SQL Custom

Day 2

**Session Type:** Overview  
**Audience:** Technical Staff  
**User Level:** Intermediate  
**Presented By:** Daphne Jenkins and Jill Tuttle, Fayette County Public Schools, Kentucky

This session is geared for technical certified staff with backend access. We will focus on custom reporting with visual studio. It will include:

- Assessment
- Behavior
- Attendance
- Enrollment
- User Security

**Note:** *This session is led by a district user of Infinite Campus and is offered only once.*

### Behavior

Days 1 & 2

**Session Type:** Overview  
**Audience:** Behavior Administrators  
**User Level:** All  
**Presented By:** Windy Newton, Kentucky Department of Education

This session will provide guidance on using Behavior Response to document occurrences of restraint or seclusions and Safe Schools data collection.

**Note:** *This session is led by the Kentucky Department of Education and is offered twice.*

### Attendance Best Practices and Audit Prep

Days 1 & 2

**Session Type:** Overview  
**Audience:** Attendance Clerks, DPPs  
**User Level:** All  
**Presented By:** Jill Tuttle, Fayette County Public Schools, Kentucky

Kentucky attendance can be complicated and attendance audits can be daunting, but they don't have to be. In this session you will:

- Gain a basic understanding of Kentucky attendance
- See how simple tools can aid in your day-to-day procedures for attendance
- Learn some simple Ad Hoc queries that can help identify incorrect data
- Understand what an attendance audit is and how to be fully prepared when you are audited

**Note:** *This session is led by a district user of Infinite Campus and is offered twice.*

# Interchange Session Descriptions

## REPORTING

### Alternative Education Programs/ILPA

Days 1 & 2

**Session Type:** Overview  
**Audience:** Student Services Staff  
**User Level:** All  
**Presented By:** Sherri Clusky and Michael Hefling, Kentucky Department of Education

This session will focus on how to effectively use ILPA, troubleshooting tips and lessons learned. We would like to include some district users who can share their experiences with ILPA.

*Note: This session is led by the Kentucky Department of Education and is offered twice.*

### Adjustment Cohort Graduation

Day 1

**Session Type:** Overview  
**Audience:** Student Services Staff  
**User Level:** All  
**Presented By:** Tina Logan and David Curd, Kentucky Department of Education

This session will review the adjusted cohort graduation student listings in SDRR, importance of correct data in Infinite Campus and the four-five-six year cohort graduation rate.

*Note: This session is being led by the Kentucky Department of Education. This session is offered only once.*

### Preschool

Day 1

**Session Type:** Overview  
**Audience:** Student Services Staff  
**User Level:** All  
**Presented By:** Annie Rooney French, Kentucky Department of Education

This session will focus on the process accurately entering preschool data to ensure that funding is received for all eligible children. New age requirements for preschool grade levels beginning in the 2014-15 school year.

*Note: This session is being led by the Kentucky Department of Education. This session is offered only once.*

### What Does your Course Information Say About Your Schools

Days 1 & 2

**Session Type:** Overview  
**Audience:** Student Services Staff  
**User Level:** All  
**Presented By:** Cindy Godsey and Amy Patterson, Kentucky Department of Education

Does your course data accurately reflect your school's instructional environment? EPSB and KDE staff will provide guidance to district and school scheduling staff about the requirements for State Course Code selection, Teaching Method, and Instructional Setting. These data elements are critical to several state reports, including the School Report Card and LEAD reporting. Participants will see how to create new courses using several different scenarios as well as how to use a variety of reports to clean up courses already in existence.

*Note: This session is being led by the Kentucky Department of Education. This session is offered twice.*