



## 2014-15 usage requirements for custom Intervention tab

A new custom Intervention tab in Infinite Campus (IC) is designed to collect intervention data for students in kindergarten through grade 12. Schools can use this tab to track student-level interventions and the results of the interventions. The tab includes a combination of required and optional areas. KDE will produce an annual statewide report on interventions.

District system administrators will need to set tool rights that allow district assigned users to see the tab. *Path: Tool Rights > Student Information > PLP > General > Intervention*

Beginning in SY 2014-15, the following schools will be required to collect intervention data using the new IC custom intervention tab for specific students.

- *Third year Focus Schools – All novice students*
- *High Schools – All seniors who did not meet ACT benchmark(s) on their junior year assessment*
- *Read to Achievement (RtA) grant schools – All students served through grant funds*
- *Mathematics Achievement Fund (MAF) grant schools – All students served through grant funds*
- *All schools offering [Extended School Services](#) (ESS)– replaces ESS tab for all students*

Additionally, in SY 2014-15, schools will no longer be required to enter student intervention plans in the [Individual Learning Plan](#) (KY ILP).

Schools can use the new Intervention tab regardless of whether the intervention is being offered as a full course that students take or in a more flexible intervention scenario. Several issues have arisen with incorrect codes for transitional intervention courses for students who do not meet ACT benchmarks their senior year. Schools should be very careful in their course coding on the course record and Intervention tab. Please refer to the following chart for the intervention course codes that districts should use if the intervention is a full course.

KDE designed the new Intervention tab to reflect a variety of intervention systems and placed it into the existing Program Learning Plan (PLP) tab. Additional functionality is available that allows schools and districts to upload progress-monitoring documents and to use the contact log

Intervention Course Code	Course Name
*230195	College & Career Readiness English Language Arts
230196	EXPLORE ELA for College & Career Readiness
231290	Literacy Ready: Ready for reading in all disciplines
*231295	Reading for College Success
231296	EXPLORE Reading for College & Career Readiness
231299	Reading Intervention
270290	Mathematics Intervention (Grades 6-8)
270308	Algebra 1 Intervention
270309	Mathematics Intervention
270318	Algebra 2 Intervention
270406	Geometry Intervention
270710	Math Ready: Ready for College-Level Math
*270718	College & Career Readiness Mathematics
270719	High School Readiness Mathematics (EXPLORE)
703065	Elementary Reading Intervention
703066	Elementary Mathematics Intervention

\*Indicates transitional intervention courses for students who do not meet ACT benchmarks

for intervention team meetings; however, schools are not required to use these features.

For more information on the Intervention tab, please watch this [video](#) and review the Intervention [data standard](#). More information and links to additional training videos are available [here](#).

Kentucky statute and regulation outline the intervention requirements schools must have in place to meet proficiency and college and career readiness goals. [704 KAR 3:305](#) outlines requirements for transitional courses/interventions for all students who do not meet statewide college readiness benchmarks. [KRS 158.6459](#) outlines legislative requirements for Educational Planning and Assessment System (EPAS) related interventions. [KRS 158.305](#) and [703 KAR 3:095](#) define intervention requirements for grades K-3 and [KRS 158.6453](#) defines intervention requirements for grades 3-8.

If you have any questions about usage requirements for the Intervention tab, contact April Pieper by [email](#).

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## Advanced Placement (AP)

### courses setup

In order for a course to be fully recognized as AP and for students to receive the Kentucky Educational Excellence Scholarship (KEES) bonus for AP, districts must:

1. list the correct state course codes for these courses (see list [here](#)) and
2. select AP in the Difficulty Level dropdown box.

KDE published the ad hoc reports listed below to help districts validate their AP course setup. Path: Ad Hoc Report > State Published

1. **Student AP Class Rosters** lists all students enrolled in courses with an AP state code or Difficulty Level – AP: Advanced Placement selected. All available AP classes should appear. If a course is missing, check both the State Code and Difficulty Level.
2. **Student AP Difficulty No AP Course Code** shows courses with AP Difficulty Level selected but no state AP course code. District action is required to add the correct state course code.
3. **Student AP Course Code No Difficulty Level** lists courses that have AP course codes but the AP Difficulty Level has not been selected. District action is required to select AP Difficulty Level in the dropdown, which will identify the course as an eligibility factor for students to receive the KEES bonus available for AP courses.

*KDE has found several errors regarding AP course codes. If you run these ad hoc reports for an elementary school and courses appear, it is highly likely that the course code is incorrect. AP courses are typically found at the high school level.*

You will find more information and course code listings [here](#).

If you have any questions about AP courses, please contact Amy Patterson by [email](#) or call 502-564-4970 x 4513.

## Preschool entry-age change

Effective July 15, 2014, a new minimum age requirement for state-funded preschool students requires an August 1 birthday instead of October 1. [House Bill 235](#) required changes to the Kentucky State-Funded Preschool program.

According to the preschool regulation ([704 KAR 3:410 section 2](#)), districts may determine eligibility for up to four months prior to enrollment. If a district has already determined eligibility and pre-registered at-risk children with their 4<sup>th</sup> birthday on or before October 1, they will be allowed to continue in the program because their eligibility has already been determined and that determination is valid for the remainder of the school year. If these children are registered prior to July 15, they should be enrolled in IC as a four year old in Grade 99.

- Student must be four years old on or before August 1 to be enrolled in Grade 99
- A three year old whose 4<sup>th</sup> birthday falls between August 1 and October 1 must be enrolled in Grade 98
  - \*Exception: If the three-year-old student was pre-registered prior to July 15, this student is eligible to be enrolled in Grade 99 in the at-risk category (up to 150 percent of poverty).

Please click [here](#) for further guidance and clarification on:

- Preschool registration before and after July 15
- Possible impacts...Possible scenarios
- At-Risk – Rollover

KDE is updating the data standard to detail how preschool students should be identified and tracked in IC. Program specialists will review these changes in detail during the 2014-15 KSIS Beginning of Year (BOY) training this summer.

If you have any questions about Preschool, contact Bill Buchanan by [email](#), Annie Rooney French by [email](#) or call 502-564-7056.

## All high school counselors urged to use eTranscripts

There is still time to ensure every senior is registered for eTranscripts. Please encourage your seniors to submit their requests for final eTranscripts now.

Once teachers post final grades, school personnel can release all requested transcripts. All final transcripts should be generated by August 1 to meet university deadlines and avoid student transcript fees.

This is also a great time to make sure juniors are registered and ready for on-line transcripts they will request over the summer and into their senior year.

The Council on Postsecondary Education strongly urges high school personnel responsible for transcripts to use the Kentucky e-Transcript initiative as the preferred delivery

method of transcripts for application to Kentucky's public colleges and universities.

On June 26, between 10-12 a.m. ET, collaborating education agencies will hold an on-line listening forum for all schools participating in eTranscripts.

This will provide an opportunity for secondary and post-secondary schools to discuss any tweaking they would like to see as we move into our second year of eTranscripts.

We invite high schools to take advantage of this opportunity and submit their suggestions before or during this forum.

The nationally circulated *Government Technology* magazine published an interesting article on Kentucky's statewide use of eTranscripts. Click [here](#) to read the article.



## New Instructional Setting available for Blended Learning

To help identify blended learning courses, IC has added 06: Blended Learning as a choice for Instructional Setting on the Course and Section record. Use the new 06: Blended Learning Instructional Setting for School Year 2014-2015 course/sections.

Blended learning is an instructional setting consisting of both face-to-face instruction and online learning. Ideally, blended learning consists of 40-60 percent of the course being delivered online or digitally. There has to be that face-to-face component delivered by a highly qualified teacher. Ideally, a highly qualified teacher in the content area creates, reviews and/or endorses the digital/online content.

Last fall, IC added Instructional Setting to the section record. Now, with the option to select the appropriate instructional setting on the section record, it is no longer necessary to create multiple courses to reflect a variety of instructional settings. District staff can override the instructional setting inherited from the course by selecting the appropriate instructional setting on the Section record.

If you have any questions about instructional setting for blended learning courses, please contact Amy Patterson by [email](#) or call 502-564-4970 x 4513.

### *Important updates regarding end-of-year reporting*

Program area staff have updated the end-of-year reporting deadlines, submission processes and contacts table that was published in the May 2014 KSIS & More newsletter. Click [here](#) for the updated table.

## KTS Project Course Catalog added to District Edition databases

The Kentucky Technical School automation pilot project is underway for SY 2014-15. In preparation for the project, KDE added the *KTS Project Course Catalog* to all district edition databases for use by the participating schools that are now in the process of scheduling for the upcoming school year.

Districts not participating in the pilot project can see the KTS Project Course Catalog as an option but should ignore it at this time.

## 2014-15 uniform academic course code changes

KDE has made numerous changes to uniform academic course codes for school year 2014-15. These changes include adding 103 course codes, invalidating 129 course codes and changing titles on 160 course codes. A detailed listing of the changes is available [here](#).

It is important to utilize the codes correctly to meet federal and state reporting requirements. This [video](#) provides an overview. For additional information, visit the [Kentucky Uniform Academic Course Codes](#) webpage.

### **Mathematics course codes**

In an effort to streamline state course codes for the Algebra II end-of-course assessment, districts shall use one course code (270311) for all courses where students will complete the

Kentucky Core Academic Standard (KCAS) for high school mathematics. All other Algebra II state course codes are invalid. Students enrolled in course 270311 will be expected to take the Algebra II end of course assessment.

The school's math curriculum determines the course(s) covering Algebra II content and should not change from year to year.

All schools should give high school students access and opportunity to learn Algebra II content in order to meet minimum math graduation requirements and to prepare for the state math end-of-course assessment and state administration of the ACT.

In examining schools' math course codes and course titles, KDE staff has noticed inconsistencies with coding

and naming of courses.

Course names should be reflective of the content taught in the course.

The codes and names are used to monitor math courses taken by juniors and seniors, math course sequences taken each year of high school, number of students for EOC logistics and students meeting minimum math graduation requirements.

Districts should use the appropriate codes for math transition/intervention courses.

The course College Algebra and other dual credit math courses should be marked appropriately for instructional setting and teaching method.

If you have questions about mathematics course codes, please contact Robin Hill by [email](#).

### **Course code contact in People Manager**

District Course Code Contact is now available for role assignment in People Manager. Please work with appropriate staff to identify a district contact to receive course code information. KDE will notify individuals who are assigned this role when new information is issued such as course code updates, added or deleted courses, end of course information and which courses can be used to trigger end of course exams.

We request your ongoing assistance to keep contacts up to date using People Manager, KDE's single collection tool for contacts. To find out if your district has identified a course code contact, click [here](#).

If you have questions about the Course Code Contact role, contact Phillip Shepherd by [email](#) or phone at 502-564-2106.

For additional information about People Manager, please reference the [February 2014 KSIS newsletter](#).

## Civil Rights data collection (CRDC)

The Office of Civil Rights (OCR) has received Office of Management and Budgets (OMB) approval to conduct the 2013-14 CRDC. The CRDC will encompass data from every public school and school district in the country. It will include most of the data items collected by the 2011-12 CRDC and a small number of new data items. OMB has also approved an additional set of new data items that will be optional for the 2013-14 CRDC and be mandatory for the 2015-16 CRDC.

KDE's intention is to help the districts with collecting this information by populating as much of the data as possible. However, OCR has yet to produce a flat file specification. Without the documentation and confirmation from CRDC that a state-level solution will work, it is impossible for KDE to confirm what level of assistance can be provided.

This is a Local Education Agency (LEA) data collection. Please continue to monitor CRDC requirements. OCR sends communication about CRDC directly to superintendents; therefore, it is possible that districts will get information before KDE. KDE will share additional information as available.

## Meal Status: Data validation and preparations for SY 2014-15

To ensure accuracy, KDE requests districts to check their 2013-14 meal status counts between the food service Point of Sale (POS) system and IC to ensure accuracy. Slight differences may be acceptable; however, the free/reduced percentage should closely match between the POS and IC. Meal status is a key component for many state and federal reports generated from IC and data quality of this data element is of paramount importance.

As preparations are made for SY 2014-15, district personnel are reminded to create a new import mapping, using the IC Eligibility Import Wizard in FRAM, to ensure the continued successful import of meal status from your food service POS. No changes to the IC Eligibility Import Wizard are in store for this year. Thus, the process to update for SY 2014-15 is straightforward.

Performing the update in a timely manner is critical for districts. Failure to update the mapping timely or correctly will result in corruption of the prior school year data. (Updating the mapping is not applicable for districts that are fully participating in the Community Eligibility Provision or using IC as their POS.) A PowerPoint presentation with accompanying notes on performing the update is available on the Division of School and Community Nutrition's website [here](#).

If you have any questions about meal status data, contact Brad Blunt by [email](#).

## KDE will pull SEEK At Risk ADM data June 30

Information and tools to help districts with SEEK At Risk ADM data review and verification:

- [April 2014 KSIS & More newsletter article, page 1](#)
- IC path to run report - KY State Reporting > KDE Reports > SEEK at Risk ADM

If you have questions about the SEEK At Risk ADM data, contact Samantha Engstrom by [email](#) or telephone at (502) 564-5279.

## End-of-year tips and tools to help system administrators successfully close out SY 2013-14

### Enrollment roll forward

- The "Enrollment Roll Forward" tool will roll forward any currently enrolled students into the school they will attend next year.
- If students were rolled forward prior to the end of school to build schedules, the 2014-15 enrollments should be updated by running the "Enrollment Roll Forward" tool again to roll forward any students who enrolled since the previous roll forward.
- The "Enrollment Cleanup Wizard" will remove 2014-15 enrollments for any students who withdrew prior to the end of school.
- Districts may submit a support ticket requesting IC to run the Ky. Enrollment Update Script to update state reporting and special education fields on the Student Enrollment Tab. This is not mandatory but if the district opts to have the script run, it should be requested by July 15. Active year must not be changed until after the Ky. Enrollment Script is run.

### Enrollment end-date

- Enter the enrollment end-date for any student who was active on the last day of school after all grades are posted and enrollments are rolled forward.
- Reports generated locally, which pull only active students, should be generated and saved before the end-date is entered for the students.
- Most state reports are not impacted by entering the student enrollment end-date; however, the Student Health Immunization report will exclude any student with an enrollment end-date. This report should be generated and saved before you enter the enrollment end-date. All other state reports will generate if student enrollment end-dates are entered.

### Active Year

- Active Year controls the data visible on the parent portal and the enrollment that is highlighted on the enrollment screen.
- Change the active year as soon as there is a need for users to have access to the 2014-15 schedules and data.
- You may want to limit access to the parent portal until schedules are completed. To limit access to the parent portal, follow this path — System Administration | Portal | Preferences — and uncheck anything that should not display over the summer.

Please contact Becky Jenkins with the Division of Enterprise Data by [email](#) if you have any questions about these tips and tools.

# Training Opportunities and Updates

## Infinite Campus offers training in Kentucky

Mastering the Fundamentals of Campus is scheduled for July 7-11 at Highlands High School, Ft. Thomas. (There must be at least 10 paid registrations (\$750/each registrant) by Monday, June 16 or class will be cancelled.)

Fundamentals of Campus Database is scheduled for July 22-24 at the Capital Plaza Tower, 500 Mero Street, Frankfort. (There must be at least six paid registrations (\$900/each registrant) by Monday, July 7 or class will be cancelled.)

For more information on the IC offerings, please contact Lisa Rhoton by [email](#) or go to the [KSIS Training Web page](#).

## Hold the date for KDE beginning-of-year training

KDE is planning beginning of year training tentatively scheduled for July 23-24. District staff may choose to participate on site in the KDE State Board room or online via Lync. Watch the [KDE KSIS Training Web page](#) for more information.

## KSIS end-of-year training follow-up

More than 200 district staff participated in the KSIS and CIITS end of year training conducted April 29-30. KDE sent an electronic survey to all registered participants. Survey completion is required to receive EILA credit. If you did not receive the survey or if you have any questions about the EILA credit, contact Linda Burton by [email](#).



## Health audit ad hoc filters have been updated

Please replace any previously copied and shared Health ad hoc filters with new updated versions. KDE updated the Health Audit Ad Hoc filters based on feedback from health coordinators and a review of the regulations regarding out of state transfers.

The updated KY Student Health Screening report and the associated audit ad hoc filters now allow for a two-month extension from a student's enrollment date to obtain exams.

The filters below were pulling back invalid records from last school year. The filters have been corrected.

- Health Audit - Invalid Dental Record
- Health Audit - Invalid Hearing Record
- Health Audit - Invalid Vision Record

The updated filters listed below no longer pull students who have withdrawn, because those students are not counted on the KY Student Health Screening Report.

- HEALTH Audit Grade 00 with no Physical Exam
- HEALTH Audit Grade 00 with no Vision Exam
- HEALTH Audit Grade 06 w/no Physical Exam

The new ad hoc filter listed below pulls kindergarten students who do not have a valid dental screening or exam. All kindergarten students are required to have a dental exam or screening during the calendar year of their initial enrollment into grade 00.

- HEALTH Audit Grade 00 w/No Dental Record

## Reporting reminders

### Superintendent's Annual Attendance Report (SAAR) due June 30

Information and tools to help districts with SAAR submission:

- [Superintendent's Annual Attendance Report \(SAAR\) Documentation End of Year 2013-2014](#)
- [SAAR AADA 2014 calculator worksheet](#)
- [KDE SAAR submission page](#)
- [April 2014 KSIS & More newsletter article, page 2](#)

If you have questions about the SAAR, contact Steve Young by [email](#) or telephone at (502) 564-5279.

**KSIS & More**

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# 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.

## Advanced Placement data available

2013 Advanced Placement (AP) assessment data is now available in CIITS.

To view the assessment results, go to School & District Data > Pre-Formatted Reports > Standardized Assessment Performance, or click on the Standardized Assessment tab on the Student Profile.

## Clicker device manager software

The device manager software used for clickers must be downloaded via the links provided in the [CIITS Technical Guide](#) in order for the clickers to work correctly with CIITS. The links to download this software have also been added on the right side of the [CIITS Support Materials](#) page on the KDE website.

## Hosting site move

CIITS will be unavailable from June 20-23 while the site of hosted data services is moved to its new location.

Do you have comments or suggestions for the newsletter? Please contact [linda.burton@education.ky.gov](mailto:linda.burton@education.ky.gov).

## Year-end reminder: Employee separation and CIITS accounts

All individuals who have a district employment assignment and a valid kyschools.us email address entered in Infinite Campus automatically receive a CIITS user account.

Upon an employee's separation from the district, districts should end date all of the employee's district employment record(s) and district assignment record(s) in Infinite Campus. Click path: Census > People > District Employment; Census > People > District Assignments. Failure to end date all of the employee's district assignments will result in the individual's CIITS account remaining active.

Districts may use the "CIITS Roles" report in Infinite Campus to see custom CIITS roles assignments for their district and school staff, the institution in which the permissions are assigned, and the assignment start date.

The path to run the report is KY State Reporting > KDE Reports > CIITS Roles.

## New school year rollover

The CIITS school year rollover will take place during the week of June 23-27. During this time, normal data refresh cycles will not take place, as the system will be updated to contain data for SY 2014-15. Normal data refresh cycles will resume the week of June 30, 2014.

A New School Year Resource Guide, which includes helpful information regarding the rollover as well as finding prior year data, is available [here](#).

### 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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