



KSIS & More

Updated Data Standards

KDE publishes data standards to help school districts with the data standardization process and data quality in the enterprise systems. Many of the standards are being updated due to new or changed regulations and to encourage continuous improvement. Click [here](#) for a complete list of [KDE Data Standards](#). Please note that the last revision date is displayed for each data standard so system users can quickly identify new updates.

Data Security Resources

As the 2014-15 school year opens it's a good time to make sure practices are in place ensuring good data stewardship.

There are a number of excellent on-line resources listed below for districts to use.

- [U.S. Department of Education Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Model Notification of Rights for Elementary and Secondary Schools](#)

National Forum on Education Statistics online courses

- [The Forum Guide to Data Ethics](#)

[Online Course](#)

- [Improving Education Data](#)

Privacy Technical Assistance Center (PTAC)

- [FERPA Exceptions Summary](#)
- [Best Practices for Data Destruction](#)
- [Protecting Student Privacy While Using Online Education Services](#)
- [FERPA 101 - for Local Education Agencies](#)
- [FERPA 201 - Data Sharing under FERPA](#)
- [Data Breach Response Checklist](#)

Data Quality Campaign

- [A Stoplight for Student Data Use](#)



The Kentucky Department of Education (KDE) and the Office of Knowledge, Information and Data Services (KIDS) are using KDE Notify to communicate information about enterprise systems including Infinite Campus (IC) and the Continuous Instructional Improvement Technology System (CIITS) to district contacts.

This cloud-hosted solution allows system users to opt-in to receive notifications specific to their interests and job needs. These notifications will include alerts to network outages and interruptions of technology services, as well as information about new releases and more. The **KDE Notify** application is available for Windows, Android, and iOS devices and targets services including IC, CIITS, MUNIS, KEN network and KETS and has enhanced functionality, such as push notifications, to help keep you informed on your mobile device. Click [here](#) to subscribe to KDE Notify.

During a transition period, KDE will continue to provide CIITS and KSIS notifications and alerts to the district contacts using the traditional emails and distribution lists.

No show enrollment reminders

A “no show” enrollment occurs when a student who completed the prior year with a C01 end status is not present for the first attendance day of the current year in the school where enrollment is expected.

Do not delete enrollments for students in a “no show” situation. Instead of using the E01 entry status, use NS: No Show. The only acceptable scenario

for deleting the enrollment is when a student enrolls in a different school in the same district on the first attendance day. For guidelines regarding handling no show enrollments, go to the [Pupil Attendance Manual](#), and the [User Guide: No Shows](#) located in the section for Other Procedural Documentation on the Data Standards Web page.

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Scope year change planned for August 13

KDE has requested IC to change scope year on Aug. 13 to coincide with the E.1430 release. With this change,

- 2014-15 becomes the scope year (real time data syncing)
- 2013-14 becomes the Minus 1 year (limited manual syncing)
- 2015-16 becomes the Plus 1 year (limited manual syncing)
- 2012-13 will no longer be available for any data syncing

With School Report Card (SRC) validation due in coming weeks, it is important that any corrections needed in SY 2013-14 data be made prior to the scope year change, particularly if changes are needed to data that is outside of

the limited syncing capabilities of the Minus 1 year.

Remember the SRC Safety tab under the Learning Environment tab closes August 15; SRC Profile, remaining tabs under Learning Environment and Finance tabs close September 5.

Scope year determines the school year for which district data syncs in real time to the state edition. IC must configure scope year each year.

The scope year is typically set to the current school year. Limited data is also available for manual synchronizing in the Minus 1 (previous school year) and Plus 1 (next school year).

IC users can find a table of [available sync objects](#) in each of these years on Campus Community.

Enrollment batch end dating reminder

Before the new school year begins, districts must enter the end date and end status for their students. This process can be done quickly and easily by using the enrollment end batch tool, which can be found under System Administration > Enrollment End Batch.

If an error occurs during the enrollment end batch process, the user will need to manually correct the error. For example, if all students are marked as retained, you will have to correct each record individually.

PATH: System Administration > Student > Enrollment End Batch Follow these steps to complete the Enrollment End Batch process:

- 1) select calendar
- 2) select fields – end date, end status, end action
- 3) select grade(s)
- 4) select run

Summer graduates

Students have until July 31 to finish their course work to be counted as a 2013 -2014 graduate. When a student has met all criteria for graduation, district or school staff should change the student's end status from CO1 to the appropriate G code (G01, G02, G03 and G04). The student's last student day must be the same as the date for the entire graduating class and marked as their diploma day.

KSIS Training update

Approximately 200 district personnel participated in Beginning of Year (BoY) Training conducted July 23 – 24 by KDE. The slide presentations are available on the KDE KSIS Training Web page, and the recorded videos and question and answer transcripts will be available soon. Participants must complete the online training survey to receive EILA credit.

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."

Changing course names impacts Transcripts

KDE renamed many courses this year, especially in the Career and Technical Education area. After renaming a course, some districts have experienced issues with completed courses showing incorrectly as Work In Progress on eTranscripts and printed transcripts.

If you plan to rename courses or have already renamed courses, please submit a case to IC support requesting advice on the best way to proceed. IC has some workarounds based on specific situations that will help avoid issues. Be-

fore renaming courses, IC can disconnect your prior years' courses from your course catalog. If renaming has already occurred, IC can run a script to uncheck the Transcript box on prior year courses. Boone Co. has identified an enhancement request (IDEA-6646) that calls for Work in Progress to include only current year courses that would resolve the issue if implemented. Districts experiencing this issue should submit a case to Infinite Campus support and reference IDEA-6646.

Beginning of year checklist

A new school year is about to begin! Have you done everything necessary to kick off the new year in IC? Campus Community provides information to help schools and districts prepare for the first day of school. The [Beginning of School Year Process](#) documentation includes information on:

- system administration
- calendar
- census
- student information
- scheduling
- instruction
- fees
- grading and standards

Each topic contains a checklist of tasks with links to detailed documentation regarding the process.

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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.

Daily refresh cycle

Enhancements to the daily refresh cycle will create CIITS accounts on a daily basis for new staff entered in Infinite Campus (IC). Demographic and assignment data for both new and existing staff entered into IC by 4:30 p.m. (ET) Tue. – Fri. will be updated in CIITS by the following morning.

Previously, only existing staff demographic and assignment data was updated in CIITS within 48 hours from the time of the change made in IC.

New password requirements coming soon

Enhanced password security features including account lockout, password complexity, and other password configuration options will be coming soon. KDE will provide additional communication on the password requirements in mid to late August.

District assignment data will be used for job category determination

It is important to correctly identify the 'Type' value on all of a person's district assignment records in Infinite Campus. A person's job category in CIITS for the 2014-15 school year is determined by the 'Type' value on the person's IC district assignment record. The job category in CIITS used to identify "other professionals" affects the views that are available in the Professional Growth and Effectiveness System (PGES) for the following groups:

- library media specialists
- guidance counselors
- psychologists
- speech therapists
- instructional coaches

Individuals identified as a member of one of these other professionals groups must have the same 'Type' value on all of their active district assignments to have a job category in CIITS and to have appropriate tools available in PGES. Refer to the [Setting Up Other Professionals in Infinite Campus Quick Reference Card](#) for more information.

Release 16.0 highlights

Schoolnet released version 16.0 in the CIITS production environment on the evening of July 7. Highlights in this release are outlined below.

Instructional Management Suite (IMS)

- set American Sign Language for the assessment item question and response
- search for items, with permission to edit and share approved items in bulk with other Schoolnet user types
- capability to generate answer sheets and group alphabetically or by section
- mark state, district and region benchmark tests "Restrict Teacher Access" by assessment administrators (See Restrict Teacher Access.)
- set the Lexile type for a passage (See Passage Lexile.)

Education Development Suite (EDS)

- enhanced observation tool -- functionality to share specific pieces of evidence and align items to components of a domain, and add artifacts to observations to share at a later time
- peer observations -- capability for an individual acting as a peer observer to schedule observations and for the principal to track/monitor the peer observations within the school without viewing the actual observation details
- adapted Professional Growth plan
- adapted Caseload Manager
- addition of Principal Professional Growth and Effectiveness System (PPGES)

Usage Maps

Usage maps are now available on the CIITS website. For more information, see [CIITS Metrics and Reports](#)

Report bank

School and district leadership can access the following new reports at School & District Data → Report Bank.

- GAP Diagnostic Reports (School & District Improvement)
- GAP Detail Reports – Special Education (K-Prep and K-Prep EOC for math and reading)



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Restrict teacher access

State, district and region benchmark tests can now be marked "Restrict Teacher Access" by assessment administrators, preventing teachers or students from doing any of the following prior to the test start date:

- viewing test item content and associated resources

- printing test booklets and answer sheets (The section information and teacher name does not print on generated answer sheets or answer sheet cover pages.)
- access by students of a restricted online test, regardless of the test's student access settings

Passage Lexile

Schoolnet enhanced the QTI Import and Export to support the Lexile type and code. Users can search for and create passage Lexile values. Valid Lexile codes are between 0 and 1900.

Valid Lexile types include AD: Adult Directed, NC: Non-Conforming, HL: High-Low, IG: Illustrated Guide, GN: Graphic Novel, BR: Beginning Reading and NP: Non-Prose.