



# KSIS & More

## School Report Card...don't miss out - validate NOW!

KDE released the 2014 School Report Card this year for review via a new Web application that will allow management of access to cards during the validation and embargo periods.

Select roles were given access to the Profile, Learning Environment and Finance tabs when the card was opened at the end of July. This first validation period ends September 5, when the data in these tabs are considered final and closed to further changes.

The next review phase of the card will open in mid-September and include the Assessment, Accountability, Program Review and Delivery tabs. At that time, these tabs will be available for review and validation prior to public release

at the end of September. Only district assessment coordinators (DACs) and superintendents will be given access to these areas of the cards. It is important to ensure the DACs and superintendents are set up correctly in People Manager. School and district roles can be verified on-line through the School Directory [here](#).

It is important that the appropriate staff members are aware of this information and looking at the School Report Card now. KSIS points of contact can help by being part of the local School Report Card team and sharing information.

Questions regarding the card can be addressed to the applicable [data steward](#) or sent to the [kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov) mailbox.

## Register juniors and seniors for eTranscripts

The Kentucky eTranscript initiative is in full swing and it is time to gear up for a new school year. KDE recommends completing a few simple tasks to get you and your students off to a good start.

Encouraging juniors and seniors to register at [Parchment.com](#) at the beginning of the school year is the best way to get them to request transcripts electronically and be prepared for the upcoming transcript season. To help you get your students registered, Parchment has given schools the ability to distribute registration codes. Registration codes are a fast and efficient way for students to register at Parchment.com. The below steps and links will walk you through the process.

1. Uploading your roster will allow you to distribute registration codes. Upload your Student Roster from Campus into your Parchment account. Instructions on how to pull a roster from IC and uploading into Parchment can be found in Step 2 of [District Setup](#).
2. Once your roster is uploaded, you now can invite your juniors and seniors to register by distributing the registration codes via email or the print method. Instructions are also located in Step 2d of the [District Setup](#).

3. Attend a Kentucky eTranscript training scheduled on Wednesdays at 10:00 a.m. (Eastern). If you need a refresher, are new to Parchment, or have new staff on board be sure to register and attend! Click [here](#) to register.

Parchment's Back to School newsletter will be coming out soon with more steps to help you get ready for the school year. Keep an eye out for it in your email because there will be some back to school webinars that you can attend.

All of Parchment's webinars will also be listed and additional marketing can be found through Parchment's [Administrator Tool Kit](#).

### Beginning of year resources

- [BOY System Administration Checklist](#) on Campus Community
- User Guide for [No Show Enrollments](#)
- Updated [KDE Data Standards](#)

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## 2013-14 enrollments missing end date and/or status

More than 19,000 student enrollment records for 2013-14 have not been updated with an end date and/or an end status. This is a significant data quality issue that affects reporting and data extractions completed on behalf of school districts at KDE. The missing data has been identified in over 100 school districts. Please run the state published ad hoc, *ENR- Student Enrollments Missing End Date/Status*, to identify these enrollments and the correct end date and status assigned as quickly as possible.

## KSIS Training

### Beginning of year training wrap-up

KDE beginning of year training was conducted July 23 – 24 for over 300 registered participants. Presentation handouts, question and answer transcripts, and recordings are available for reference on the [KSIS Training Web page](#).

EILA certificates were issued to 118 district staff who confirmed participation through the post-training survey. If you participated in the training and did not receive the post-training survey, contact Linda Burton by [email](#).

### Fall KSIS User Group meetings

The fall 2014 user group meetings will feature training on Multiyear Academic Planner, Campus Instruction and Data Analysis. Each User Group meeting will start at 9:00 a.m. and end at 3:00 p.m. (local time).

The same sessions are offered at each meeting. There is no charge for participation. Five hours of EILA credit will be offered to participants.

To register, contact Lisa Rhoton by [email](#) and indicate the session you plan to attend.

### WEEK 1

- |                       |                                 |
|-----------------------|---------------------------------|
| 1. Tuesday, Sep. 16   | Dawson Springs Bd. of Education |
| 2. Wednesday, Sep. 17 | Grayson County                  |
| 3. Thursday, Sep. 18  | Taylor County Schools           |
| 4. Friday, Sep. 19    | Jefferson County Schools        |

### WEEK 2

- |                      |                                 |
|----------------------|---------------------------------|
| 1. Tuesday, Sep. 30  | Rockcastle County Schools       |
| 2. Wednesday, Oct. 1 | Breathitt County Schools        |
| 3. Thursday, Oct. 2  | Fleming County Extension Office |
| 4. Friday, Oct. 3    | Scott County                    |

For more information, see the [KSIS Training Web page](#).

### Mastering the Fundamentals of Campus II

Infinite Campus has scheduled Mastering the Fundamentals of Campus II class in Kentucky. This is the first time this specific class has been held in Kentucky. This is a four-day class, Oct. 20-23 offered at the Daviess County Learning Center in Owensboro. The cost is \$750. Additional information is available on the [KSIS Training Web page](#). To register, contact Lisa Rhoton by [email](#).

## Do you know who has all tool rights for your district?

With the start of a new school year, districts should look at the users in their system who are assigned all tool rights. District system administrators should designate only a limited number of users to have all tool rights and immediately revoke access of any person who is no longer employed with the district.

The screenshot below shows how to create an ad hoc filter for your district that will list users who have all tool rights.

Filter the data			
ID	Field	Operator	Value
1	individual.lastName		
2	individual.firstName		
3	usage.allModules	=	1
4	usage.expiresDate		
5	employment.districtStartDate		
6	employment.districtEndDate		

For assistance with tool rights, please contact Samantha Engstrom with Division of District Support by [email](#) or (502) 564-5279. You may review tool rights at the [Infinite Campus Community](#).

# Changes to school types in E.1434

Options for the state-owned *School Type* field on the *School* tab are changing in the E.1434 release to reflect federal school types and definitions. (Path: System Administration>Resources>School)

The conversion will be effective Sep. 10 with release of E.1434 to production sites. Refer to the chart below for more information.

New Code	School Type	Description	Current types to be converted to new code
1	Regular School	A public elementary / secondary school (that meets the definition of a school in section 2.4.5) that does NOT focus primarily on vocational, special or alternative education, although it may provide these programs in addition to a regular curriculum.	01 Elementary 02 Middle School 03 High School 07 Junior High School 08 Primary 09 Preschool 10 Combined 11 Middle/High School
2	Special Education School	A public elementary/secondary school (that meets the definition of a school in section 2.4.5) that focuses primarily on serving the needs of students with disabilities (IDEA).	12 Special
3	Vocational Education School	A school (that meets the definition of a school in section 2.4.5) that focuses primarily on providing secondary students with an occupationally relevant or career-related curriculum, including formal preparation for vocational, technical or professional occupations.	04 Vocational School 05 Area Technology Center 06 Career Technology Center
4	Alternative Education School	A public elementary/secondary school (that meets the definition of a school in section 2.4.5) that addresses the needs of students that typically cannot be met in a regular school program. The school provides non-traditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education, or vocational education.	13 Alternative

## ACT scores available upon district request

The KDE receives ACT junior and national scores each year and publishes those scores to district sites upon district request. Districts may use a new SurveyMonkey Web collector tool to request their ACT data by clicking [here](#). The tool provides options to request a) National scores (KDE\_Reported\_NATL); b) Junior scores (KY\_Official\_Jr); or c) both National and Junior scores.

The survey link was sent to each district assessment coordinator (DAC); however, other district personnel may complete the survey on behalf of the district. Each district should respond via the SurveyMonkey tool, even if scores are not being requested. The four-question survey can be completed in two minutes and it will remain open until the end of August.

If you have any questions, please contact Raymond Carter by [email](#).

## People Manager

### Course Code contact needed

Many districts have answered the call to add their Course Code contact in People Manager, KDE's single collection tool for contacts. Now, we request your ongoing assistance to keep those contacts up to date. To find out if your district has identified a course code contact, click [here](#).

For additional information about Course Code contact in People Manager, please reference the [June 2014 KSIS newsletter](#).

### Update contacts for online District & School Directory

KDE encourages districts and schools to work now with their WAAPOC to update district and school contacts for

the on-line SY 2014-15 [District and School Directory](#). The directory includes current superintendents and principals who should appear on the 2014 School Report card.

WAAPOCs are responsible for maintaining current district and school contacts using the [People Manager](#) Web application.

Please contact your WAAPOC now to update your district and school contact information. If you do not know who your district WAAPOC is, you can find that information in the on-line directory [here](#).

## Pupil attendance

Changes to [Kentucky Administrative Regulations](#), 702 KAR 7:125 Pupil Attendance, impact entry and withdrawal codes for SY 2014-15 and beyond. Code description changes are summarized below.

- W22 – Can only be used for a pupil who has transferred to another **Kentucky** public school district and for whom a request for student records has been received or enrollment has been substantiated
- R01 (Re-entry) and W01 (Withdrawal) - Updated to indicate that the current R and W code may be used for grade level changes in the middle of the school year, change in schedule structure, or enrollment service type

New codes:

- W29 - A pupil who has moved out of state or outside of the United States
- W30 - A pupil with an IEP enrolled in Grade 14 who has previously received a certificate of attainment (Alternative High School Diploma), reenrolled and withdrew prior to the end of the reporting school year

## Growth Factor report

The Growth Factor report is due to KDE within 10 days of the close of the second month of school. All information is reported by school, grade level and transportation code, and includes the following data for the first two months of the school year:

- aggregate days' attendance and absence
- race and gender counts
- nonresident/non-contract students
- overage and underage students
- home hospital attendance

Submit your Growth Factor report via the KDE website by following the steps provided [here](#) for checking and uploading your file.

Note: KDE will not process a Growth Factor report for a district until all enrollment overlaps of more than one day are corrected.

KDE will return a new Growth Factor report to the district for review and supply each district a T-code Attendance Comparison report so that the district can compare the first two months of the school's T-codes to the previous year's first two months of the school's T-codes by school and grade level.

T-codes are critical in determining transportation funding for the district. Please verify that all T-codes are correct before generating your district's Growth Factor report.

If you have questions, contact Steve Young, Office of Administration and Support, by [email](#) or (502) 564-5279.

## Using historical grades

CIITS can provide teachers with historical grades for their students over multiple years even across districts and schools. The Student Profile, Enrollment & Academic Record information can be particularly beneficial for transition years. Additionally, the Persistence to Graduation Tool can use current term grades and prior year final grades in risk calculations. In order to take full advantage of the Persistence to Graduation Tool and CIITS, districts must state report term and final grades for courses with traditional grades. Courses using standards-based grading are not reported by CIITS or included in the Persistence to Graduation Tool.

Grading tasks that are term grades and named "Final Grade" should be marked with the state-reported checkbox in the Grading by Task Detail. This grading task should not be a composite grading task. Different schools in your district may use different grading tasks for term grades requiring multiples to be marked State Reported. As long as only Final Grade and one other state reported grading task are used per course, the grades will be loaded into CIITS and used by the Persistence to Graduation Tool report. Please refer to the [Grades data standard](#) and [Grade Configuration for Various Terms](#) guidance for more detailed information.

Once the grading tasks are setup this way, school districts will begin to see and can use posted grade information in other state level systems to support learning. If you have questions or need additional information, please contact Joe McCowan by [email](#).



# 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.

## Edivation is the New PD 360 and is available for Kentucky Districts

KDE has made Edivation- the new PD 360 from School Improvement Network- available for Kentucky school districts. PD 360 has undergone a transformation and is now an even more powerful and personalized professional learning solution.

Edivation is the world's leading on-demand professional learning resource—with videos fully aligned to the Professional Growth and Effectiveness System (PGES).

After conducting an in-class observation, an administrator can easily recommend PGES-aligned videos to support the teacher's growth. Moreover, teachers can simply log in to CIITS to receive those recommendations and view the videos.

Edivation gives more of what you need to help students succeed. Edivation allows you to:

- Focus efforts and find what you need when you need it.
- Stay engaged in relevant professional learning while learning from master educators.
- With successful implementation, [increase student achievement across the board](#) in math and reading while decreasing dropout rates and discipline issues.

Edivation comes with all the same award-winning resources that made PD 360 effective, and offers:

- a completely new operating platform
- an intuitive, easy-to-use interface
- personalized content tools and recommendations
- implementation support
- mobile ready—anytime, anywhere, multi-platform access

With an improved user experience, Edivation provides the resources in fewer clicks and less time. Accessing Edivation is simple:

1. Go to CIITS ([ciits.kyschools.us](http://ciits.kyschools.us)).
2. Enter your username and password.
3. Scroll down to School Improvement Network and click the Edivation logo . *Note: If nothing happens when you click the logo, check your browser's pop-up blocker and disable it for the CIITS website. This will get you into Edivation.*
4. The first time you access Edivation, a tutorial will walk you through the new interface and features.

For assistance, please call the Kentucky Support Hotline at 855-597-4638 (855-KY-SINET).

### CIITS Webcast

The next CIITS Webcast will be August 28 at 2 p.m. (Eastern). Staff will answer questions, provide updated information and announce what's coming soon.

*Office of Knowledge, Information and Data Services (KIDS) – Division of Enterprise Data*  
 David Couch, Associate Commissioner – DeDe Conner, Director – Linda Burton, Assistant Director  
 Lynn Botula-Griffith – Raymond Carter – Tanya Fluke – Nick Gustin – Maritta Horne  
 Becky Jenkins – Franki Jenkins – Candy Johnson – Lisa Keeter – Lyndsey Robinson



#### 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."