



# KSIS & More



Front row: Lisa Keeter, Maritta Horne, Matt Coffey, Candy Johnson, Raymond Carter, Becky Jenkins, Ryan Adcock, DeDe Connor. Second row: Ericka Jenkins, Phil Bigard, Jessie Carlton, Lyndsey Robinson, Jim Denton, Shale Detwiler, Michael Spence, Mandy Schramm, Linda Burton.

## Preschool fall enrollment count 2015

By close of business (COB) on Friday, Dec. 4, district preschool coordinators must complete a survey verifying accuracy of their count of children eligible for state-funded preschool. Prior to the Dec. 4 deadline, districts must make any necessary changes in Infinite Campus to provide correct preschool data. The preschool fall enrollment count includes children in the at-risk and special education categories.

On Dec. 7, the KDE will use Infinite Campus district edition to generate a count of state-funded preschool children who were enrolled as of Dec. 1. This count is used to determine funding.

More details will be shared with the preschool coordinators. For more information, contact your KDE preschool consultant [annie.rooney-french@education.ky.gov](mailto:annie.rooney-french@education.ky.gov) or [andrena.cox@education.ky.gov](mailto:andrena.cox@education.ky.gov), or call (502) 564-7056.

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# Teacher Student Voice administration changes

Changes to Teacher Student Voice survey implementation procedures for the 2015-16 school year will require coordination among administrators, building coordinators, and student voice points-of-contact (POC). Districts will determine and schedule survey administration windows from Jan. 4 through March 4. During this period, districts may schedule one or multiple, non-overlapping windows in short increments of time, i.e., three- to five-day segments. Points to keep in mind when selecting each school's survey start date:

- Check the school's calendar to avoid scheduling surveys following extended breaks. To be eligible to respond, a student must have at least one instructional day with the teacher within the 15 calendar days prior to the survey start date.
- Avoid starting a teacher's survey at the beginning of a new term if their student rosters have just changed because students must have been scheduled with the teacher for at least 15 instructional days within the last 90 calendar days.

## Two reporting periods

1. The first reporting period will be Jan. 4 through Feb. 5 (Surveys must be ended by Feb. 5.) with results available approximately three weeks thereafter.
2. The second reporting period will be Feb. 6 through March 4 (Surveys must be ended by March 4.) with results available approximately three weeks thereafter.

## Preparing for the survey

1. Each district KSIS administrator will need to communicate with the Student Voice POC who will be sharing the

survey schedules/plan with the district.

2. In partnership with the POC and/or building coordinator, KSIS administrators must configure survey windows (including automated assignment) or ensure that appropriate personnel have system access to complete that configuration. Staff assignments must be in place prior to survey generation and students must have an active account within Campus Portal. The Other Professionals student voice surveys will not be administered within Infinite Campus.
3. The Student Voice POC is responsible for ensuring that employees with Infinite Campus administration rights and database connectivity access have signed the [Ethics/Confidentiality Agreement](#).

## Student Identifiers

Students will retain anonymous status when taking the Student Voice survey and their response will be anonymously recorded in Infinite Campus.

## Paper/Pencil surveys

Based on the timeline established in the Certified Evaluation Plan, districts not utilizing Infinite Campus for survey application are permitted to use paper and pencil methods and may schedule surveys through March 4, based on the timeline established in the Certified Evaluation Plan (CEP).

For more information, refer to the [2015 Student Voice Implementation Guide](#). For more information on other professionals, paper and pencil procedures or if you have questions, contact Joyce Richards by [email](#) or telephone at 502-564-1479, ext. 4532.

# Teacher Median Student Growth Percentile is now in Educator Development Suite

Teacher Median Student Growth Percentile (MSGP) scores have been finalized and are now available in Educator Development Suite (EDS). MSGP is calculated for classroom teachers and contributing professionals in grades four through eight in reading and/or math, and is used as a source of evidence for summative evaluations.

One- and three-year scores are calculated based on the following:

- State course codes are used to identify applicable reading

and math courses.

- Teachers must have 10 or more aligned students with growth scores.
- Students aligned to a teacher must have been in an applicable course with the teacher for 100 days.
- To receive a three-year score, a teacher must have a one-year score for each of the three years in the calculation.

To learn more, visit the [Median Student Growth Percentile](#) webpage.

## *Flu-like illness attendance codes*

As requested by the CDC, school districts should be tracking flu-like illness using the following attendance codes to assist with tracking commu-

nicable diseases. As always, if there is a major outbreak at a school, contact the local Department for Public Health that serves your school district.

ILIE – Excused  
ILID – Doctor Note  
ILIP – Parent Note  
ILIU – Unexcused

## **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."



# Two new Day Event types in Infinite Campus can be added to a calendar

## Non-Traditional Instructional Days

[HB 211](#) made all 173 Kentucky school districts eligible to apply to conduct non-traditional student attendance days. For more information on how to apply, please visit the [KDE website](#).

Student Attendance and T-Codes – Normal attendance on these days would not be represented on the attendance reports, including the SAAR. KDE will make an adjustment when the SAAR is processed. No attendance will be reflected and the prior year average daily attendance (ADA) will be added in as aggregate days present in T-Code NT for each day claimed on the SAAR.

Calendar Setup – Setup will need to be completed for each of the non-traditional instructional days. Extreme care should be taken when selecting the correct date. Setup for a non-traditional instructional day must be completed on the Days tab for each schedule structure for this type of calendar event. (Path: System Administration>Calendar>Calendar>Days)

Within the Day Detail box, the School Day and Instruction check boxes should remain checked, and the Attendance check box should be unchecked. The Day Events type should be set to N: Non-traditional Instruction.

The screenshot shows two parts of a software interface. The top part is titled "Day Detail" and contains the following fields: Date (09/11/2015), Day # (27), Period Schedule (Regular), School Day (checked), Instruction (checked), and Attendance (unchecked). Below these are input fields for Start Time, End Time, and Duration (0). A note states "The duration field will be calculated automatically". There is also a Comments field. The bottom part is titled "Day Events" and shows a dropdown menu set to "N: Non-traditional Instruction" with a duration of 0 minutes. An "Add DayEvent" button is at the bottom.

## Health & Safety Low Attendance days

The new Z: Health & Safety Low Attn calendar code is used exactly like the existing L: Low Attn Weather Day. A Z-day can be used when a day's attendance is lower than last year's average annual daily attendance (AADA) and the cause for the low attendance is a health or safety concern, such as flu or threat of violence. The school district does not need to request KDE approval for a Z-day; it should be used just like the L-day. ([702 KAR 7:125, Section 10](#)) A district may have up to ten Z-days per year, in addition to the ten L-days allowed each year.

Calendar Setup – Setup for a Health & Safety Low Attendance day needs to be completed on the Days tab for only one calendar at the end of the year. (Path: System Administration>Calendar>Calendar>Days)

Within the Day Detail box, each of the three check boxes (School Day, Instruction, and Attendance) should remain checked. The Day Events type should be set to Z: Health and Safety Low Attn.

The screenshot shows two parts of a software interface. The top part is titled "Day Detail" and contains the following fields: Date (09/10/2015), Day # (26), Period Schedule (Regular), School Day (checked), Instruction (checked), and Attendance (checked). Below these are input fields for Start Time, End Time, and Duration (0). A note states "The duration field will be calculated automatically". There is also a Comments field. The bottom part is titled "Day Events" and shows a dropdown menu set to "Z: Health and Safety Low Attn" with a duration of 0 minutes. An "Add DayEvent" button is at the bottom.

If you have questions about Calendar and monthly reports, contact your district's assigned field staff consultant:

Scott Rose at (606) 776-0798  
Ruth Wilkes at (859) 583-3417  
Sheila Harned at (270) 705-9158

SAAR questions should be routed to Ronda Devine at 502-564-5279, ext. 4444.

# Effective data governance includes a plan for data destruction

Data destruction is the process of removing information in a way that makes it unreadable (for paper records) or irretrievable (for digital records).

Once data is no longer needed, the destruction of the data becomes a critical, and often required, component of an effective data governance program. As a best practice, the U.S. Department of Education Privacy Technical Assistance Center (PTAC) encourages education entities to create formal, documented processes for data destruction. Please consider the following general best practices for data destruction:

- When drafting written agreements with third parties, include provisions for destruction of all personally identifiable information and require written verification of destruction. (See KDE's [MOU template for data sharing](#) for an example.)
- Manage destruction of non-electronic records in a similar fashion to the electronic data. Commonly used methods include crosscut shredders, pulverizers, and incinerators.
- When destroying electronic data, use appropriate data deletion methods to ensure the data cannot be recovered. Avoid using file deletion, disk formatting,

and “one way” encryption to dispose of sensitive data—these methods are not effective because they leave most of the data intact and vulnerable to being retrieved by a determined person with the right tools.

- Destroy CDs, DVDs, and any magneto-optical disks by pulverizing, crosscut shredding, or burning.
- Address in a timely manner sanitization of storage media such as laptops, computers, servers, copiers/printers that might have failed and need to be replaced under warranty or service contract. Many data breaches result from storage media containing sensitive information being returned to the manufacturer for service or replacement.

For an overview of various methods for disposing of electronic data, and how these methods relate to legal requirements and established best practices for protecting student information, see [Best Practices for Data Destruction](#) provided by the Privacy Technical Assistance Center (PTAC) | U.S. Department of Education.

The Kentucky Department for Libraries and Archives also provides helpful information. Click [here](#) for the Public School District Retention Schedule and [here](#) for Destruction of Public Records: A Procedural Guide.

## 2015-16 KSIS mid-year training

On Tuesday, January 12, the KDE will conduct a mid-year Kentucky Student Information System - Infinite Campus and Continuous Instructional Improvement Technology System training. Training will be provided in the State Board Room, Capital Plaza Tower #125 and

broadcast live via the KDE Media Portal.

More information including the agenda and online registration will soon be published on the [KSIS Training webpage](#). EILA credit will be awarded to eligible participants.

### **Office of Knowledge, Information and Data Services (KIDS) Division of Enterprise Data**

*David Couch, Associate Commissioner; DeDe Conner, Director; Linda Burton, Assistant Director*

*Ryan Adcock*

*Phil Bigard*

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*Lisa Keeter*

*Lyndsey Robinson*

*Mandy Schramm*

*Michael Spence*

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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.

## CIITS monthly webcast

In the October webcast, Brian Spellman from Kentucky Educational Television (KET) discussed the Public Broadcasting System (PBS) resources available in CIITS.

The Nov. 30 one-hour webcast is scheduled to begin at 10:30 a.m. (ET) and will include guests from the Literacy Design Collaborative (LDC) and Mathematics Design Collaborative (MDC).

For more information, including CIITS webcast presentations and recorded sessions, visit the [CIITS Training webpage](#).

## Mathematics Design Collaborative Formative Assessment Lessons available in CIITS

State approved Mathematics Design Collaborative (MDC) Formative Assessment Lessons (FAL) have been loaded to CIITS as Lesson Plans. MDC information is now on the CIITS homepage with access to KDE's MDC webpage and the Shell Center for Mathematical Education.

For more information on accessing MDC FALs, use the Quick Reference Card (QRC) located [here](#).

## Race to the Top no-cost extension available upon district's written request

The U.S. Department of Education provided notification that KDE is approved to allow Race to the Top Phase 3 participating districts to make no-cost extension requests to extend until June 30, 2016 the period of time allowed to spend carry-forward Race to the Top funds (Grant #4521).

**This is not an automatic extension.** Districts wishing to extend the time they have to spend their funds must submit a written amendment request to KDE. Each local district wishing a no-cost extension should submit a revised Scope of Work (SOW) indicating which existing projects in the SOW require an extension of time to complete. Additional information can be found below:

Kentucky's approach to no-cost extensions for participating LEAs will be as follows:

- Participating LEAs with funds remaining after the close of Year 4 of the grant will be provided an opportunity to submit an amendment request through the Kentucky Department of Education to carry

these funds into an extended project period to end June 30, 2016. **Amendments will be due by Dec. 18, 2015.** This amendment request will be made through submission of an amended Race to the Top Scope of Work.

- The criteria for approval of the amendment requests will include a programmatic review for alignment to the Scope of Work, and a fiscal review to ensure that planned expenditures are allowable costs and budgeted accordingly.
- Unexpended funds of participating LEAs that do not submit an amendment request for carry forward by Dec. 18 will be re-distributed according to the original allocation formula to supplement the budgets of participating LEAs with approved no-cost extension amendment requests.

If you have any questions, please contact David Cook by [email](#) or telephone at 502-564-4201, or you may contact Thelma Hawkins by [email](#) or telephone at 502-564-1979.

## CIITS Production upgraded to 17.0

On Oct. 30, the CIITS production site was upgraded with Release 17.0 that included the following updates:

- Instructional Management System (IMS)-Item/Assessment Creation Redesign User Experience
- IMS-Select Standards feature
- IMS- Checklist item type
- IMS-Item Analysis - Trait breakdown
- Educator Development Suite (EDS)-Accessing Previous Years Student Growth Goals (SGG)
- EDS-Individual Search & Dashboard
- EDS-Professional Growth Plan (PGP) Status screens
- EDS-PGP Approval Buttons moved
- EDS-No Numbers for Observation Summary