



# KSIS & More

## Data Calendar events

Beginning with this issue, the monthly KSIS & More Newsletter will include a regular section to provide information about upcoming data collections and use.

Districts may be familiar with most of the data collections for reports listed below; however, for awareness purposes,

the list also includes data pulled at the state level or previously collected from districts that is shared with other state agencies or provided for federal reporting. Please help ensure that data is verified and available prior to the Verify by Date.

Verify by Date	Report Name
May 30	Tentative Budgets
May 31	Certification for Transportation for Daily Trips
May 31	Certification for Transportation for Home Trips for Resident Pupils
Jun. 1	Gifted and Talented
Jun. 1	Health Reports
Jun. 1	Homeless Count with Living Status
Jun. 1	Immigrant
Jun. 1	Limited English Proficient (LEP)
Jun. 1	Migrant Count
Jun. 1	Title 1
Jun. 15	ACT: 11th Grade
Jun. 15	Gifted and Talented Summative Evaluation – Districts submit to KDE
Jun. 15	Technical Education Database System (TEDS) – End-of-Year
Jun. 16	Special Education (SPED) – Indicator 11 & 13 Spreadsheet
Jun. 17	At Risk
Jun. 30	Amended School Calendar
Jun. 30	Extended School Services (ESS) – Regular
Jun. 30	Homeless Children/Youth Count
Jun. 30	KY Educational Excellence Scholarship (KEES) – districts submit to KEES

## Make your goal to have accurate teacher/student data links for 2016-17

As schools begin scheduling courses for 2016-17, KDE encourages KSIS administrators to be proactive by establishing protocols and procedures to make accurate teacher/student data links. All personnel responsible for scheduling classes should follow the guidance available on the [Teacher Student Data Links](#) and the [KSIS Data Standards](#) webpages. Accurate teacher assignments, student rosters, and state course codes are needed to identify the content students learn from their teachers. This data is critical for calculating teacher and principal effectiveness (student growth percentiles) and School Report Card Equity tab information (turnover, and overall effectiveness and growth).

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# Training resources

KDE conducted KSIS end-of-year training April 20 and 21 for 327 registered district participants representing 129 school districts. Training resources are available on the [KSIS Training webpage](#). To receive EILA credit, be sure to register for the training (Registration will remain open until May 20.) and complete the post-training survey. The survey is required to verify participation and to get district input on training needs. Certificates will be processed and delivered by May 21.

## *The Ky. High School Feedback reports provide valuable information to increase student achievement and better prepare students for success*

Two reports released April 7 from the Kentucky Center for Education and Workforce Statistics (KCEWS) include feedback on recent graduates from Kentucky's public high schools and their transition to college and success in the first year.

The reports include the Kentucky High School Feedback Report on College Going and the Kentucky High School Feedback Report on College Success.

The Kentucky High School Feedback reports were produced utilizing data from the Kentucky Longitudinal Data System, which includes data from the Kentucky Department of Education, Kentucky Council on Postsecondary Education, and the Kentucky Higher Education Assistance

Authority.

The report on college enrollment reveals the number and percentage of Kentucky public high school students who graduated in 2014 and enrolled in some form of higher education, and compares that data to results from 2013.

The report is based on college enrollment data, not surveys of students.

The report also includes the proportion from each school that went to college and the types of schools they are attending, ACT scores, and information by gender, race and family income.

To read the report in its entirety, please visit <http://kcews.ky.gov>.

### Verify data for SEEK At Risk ADM before June 17

KDE will pull 2015-16 SEEK At Risk ADM data on June 17. Districts should begin data validation by generating the SEEK At Risk ADM report available in Infinite Campus under KY State Reporting>KDE Reports>SEEK At Risk ADM.

In early May, each director of pupil personnel (DPP) will receive an email containing a link to preliminary SEEK At Risk ADM numbers and a request to review his/her district's data. In early June, KDE will send another email with final SEEK At Risk numbers and instructions for verifying the data.

For more information, contact Samantha Engstrom of the Division of District Support by [email](#) or telephone at (502) 564-5279, ext. 4434.

### SAAR report is due June 30

On or before June 30, each Kentucky school superintendent must submit the Superintendent's Annual Attendance Report (SAAR) to the commissioner of education. The report provides a summary of the district's aggregate attendance data for the entire school year and is used as a basis to determine funding.

The SAAR Report is used to calculate the school district's enrollment, membership, average daily membership (AMD), percent of attendance, home and hospital average daily attendance (ADA), and adjusted average daily attendance (AADA). This information is also used for research and verification of data for each district.

Districts are strongly encouraged to verify and submit their report prior to the due date. This will allow time for the KDE Division of District Support to assist districts through the submission process if needed. Submit the SAAR report through the [KDE web page application](#).

For detailed information about the process, visit the [KDE SAAR webpage](#) or refer to the 2015-16 end-of-year presentation on SAAR Submission published on the [KSIS Training page](#). For assistance, contact Ronda Devine by [email](#) or telephone at (502)564-5279, extension 4444.

### 2015-16 Student Voice – Teacher Results report

After June 30, KDE will archive Infinite Campus SY 2015-16 student voice survey responses; therefore, the Student Voice - Teacher Results report will no longer provide question level response information for the year. If your district wants this information for future reference, run the report and maintain a secure copy. See the [Student Voice – Teacher Results Quick Reference Card](#) for more information about the report. Please help ensure principals are aware of this.

Archiving the Infinite Campus data will not affect student voice survey information in CIITS Educator Development Suite (EDS).

### 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."



# *eTranscript*

Please share this information with guidance counselors and staff who define or set-up courses.

## **Prepare now for final eTranscripts**

First, make sure all potential graduates are registered at [www.parchment.com](http://www.parchment.com). If you distributed registration codes to students this year, double check the registration status of those students in the Students section. If you did not utilize registration codes, an announcement to potential graduates such as the following is an effective way to get the point across to them.

*“If you need a final transcript sent to a college or university, you must request the transcript through [www.parchment.com](http://www.parchment.com).”*

Second, sign in to your Parchment administrator account at least once per day to ensure you are keeping up with the incoming requests. If a senior makes a request and you know it is a final transcript request, feel free to place it on hold for the next grading period.

Many school counselors have found that taking all seniors to the computer lab to submit their final transcript request during the last weeks of school worked great.

Be sure to use the Parchment resources available to you including the [Student Toolkit](#) to help get students registered and the [Administrator Toolkit](#) for additional suggestions and communication tips. Parchment also provides recorded webinars and short “brown bag” sessions, available [here](#).

## **Check course information before posting to transcript**

To ensure students receive the additional quality point for Advanced Placement (AP), Dual Credit (DC) and International Baccalaureate (IB) courses when calculating the GPA for KEES scholarships, staff must select the appropriate Difficulty Level on course masters, course records and transcript entries. The course's Difficulty Level will be used when posting grades to transcripts. If a transcript entry is manually created, the Difficulty Level must be selected.

Many courses do not have Difficulty Level selected or have an incorrect Difficulty Level selected, which could result in a reduction of KEES scholarship money for over 20,000 students. KDE created several ad hoc filters for checking the Difficulty Level of AP, IB, and DC courses and published the filters in the State Published folder in Infinite Campus. Before posting transcripts, run the filters below and correct district course records to ensure proper credit is given to students enrolled in these courses.

Path: Ad Hoc Reporting > Data Export > State Published >

- student AP Course Code with No Difficulty Level (Advanced Placement courses setup)
- student AP Difficulty No AP Course Code (Advanced Placement courses setup)
- curriculum Dual Credit Courses (To verify Dual Credit course setup)
- curriculum Course – “Teaching Method” by setting (Compare to School Report Card)
- curriculum State Course Codes (To verify that appropriate course codes are assigned)
- Detailed descriptions of all State Published ad hoc filters are available [here](#).



# 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 webcast

The next CIITS webcast will be Thursday, May 5 at 10:30 a.m. ET. Topics to be discussed include:

- Job category setup
- Kentucky technical school (KTS) user setup in Infinite Campus
- Locating students after the end of the school year
- New 17.1 release features
- Preview of 18.0 release features

## Job categories for completion of Summary of Evidence

To complete the Summary of Evidence in the Educator Development Suite (EDS) in CIITS, certified staff must receive the proper job category assignment to access the corresponding EDS windows. Educators must be set up correctly in Infinite Campus to receive a job category.

KDE has developed two custom reports in Infinite Campus for districts to use to ensure data is correct and certified staff are aligned to a job category for the 2015-16 school year. The following reports can be found in Infinite Campus District Edition under Index, KY State Reporting, KDE Reports.

- The CIITS Job Category Report will list persons who are set up correctly and their respective job category based on the Type/Alternate value(s) and (if set) the Evaluation Override on their active District Assign-

ment records. Refer to the [Job Category Setup for Certified Staff QRC](#) for information on setting up certified staff.

- The CIITS Job Category Exception Report will list any person not aligned to a job category due to improper setup of the Type/Alternate Type value(s) on the person's active District Assignment record. This report will also display any users who have different Type/Alternate Type values between schools where the Evaluation Override needs to be set. Refer to the [Correcting CIITS Job Category Exceptions QRC](#) for information on each exception and corrective action.

For assistance on job categories and proper Infinite Campus setup for certified staff, please contact Michael Spence by [email](#).

### 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  
Jessica (Jessi) Carlton  
Raymond Carter  
Matt Coffey  
James (Jim) Denton  
Shale Detwiler  
Maritta Horne*

*Becky Jenkins  
Ericka Jenkins  
Candy Johnson  
Lisa Keeter  
Lyndsey Robinson  
Mandy Schramm  
Michael Spence*