# KSIS & More

## Upcoming training opportunities and resources

For details on upcoming trainings and resources from prior training, please visit the KSIS Training webpage.

- April 27-28 – 2016-17 annual end-of-year training
  Training will begin each day at 9:30 a.m. ET. Sessions will be delivered in the State Board Room and will be broadcast through the KDE Media Portal. To register, click here. The agenda will be published during the first week of April.
- April 20-21 – Infinite Campus Kentucky SQL Reporting Services, 1621 Southtown Blvd., Owensboro. The cost is $450.00.
- Annual spring 2016-17 User Group meeting resources
  KDE slide presentations used in the meetings are available on the KSIS Training webpage.

## 2015-16 Civil Right Data Collection (CRDC)

The CRDC closes on April 26. Districts must enter remaining data and validate their submittal by that date.

If you have questions regarding this mandatory data collection, contact the CRDC Partner Support Center (PSC). The CRDC PSC provides technical assistance to school districts on behalf of the U.S. Department of Education. The PSC is available for questions between 9 a.m. and 5 p.m. ET. When contacting the PSC, please have your seven-digit LEA identifier readily available.

CRDC Partner Support Center
Telephone: 855-255-6901
Fax: 888-329-3336
E-mail: crdc@aemcorp.com
CRDC Resource Center: https://crdc.grads360.org

## Student voice

The Infinite Campus student voice administration period for the 2016-17 school year ended on March 1.

Schools still needing to conduct surveys for teachers or other professionals should use other modes of implementation consistent with their district Certified Evaluation Plan.

Results for surveys that ended between Dec. 24 and March 1 have been loaded into the Educator Development System (EDS) and are available in the Spring 2017 Results window.

For information about how to access student voice results in EDS, see the Viewing Student Voice quick reference cards for Teachers and Leadership. Additionally, results are available in Infinite Campus through the Student Voice – Teacher Results report.

For more information on how to administer a student voice survey by other modes, visit the Student Voice Survey webpage or contact Zack Marinelli by email or telephone at (502) 564-1479, ext. 4007.

For technical assistance, contact Shale Detwiler by email or telephone at (502) 564-2020, ext. 2279

# Cloud migration

Fourteen districts will migrate to the Infinite Campus private cloud between April 3 and May 4. The remainder of districts will migrate during the June/July timeframe. Districts migrating this summer should consult the [IC Cloud Migration District Readiness Guide](#) on the [KDE KSIS Cloud Migration webpage](#). An eight-week pre-migration checklist is included in the readiness guide which outlines essential actions to begin taking now in preparation for the migration. Please use your district's Campus Community support case (Subject: Move to Campus Cloud) for any questions.

Districts that use the SMB method for data extractions are encouraged to begin using the Data Extract Utility Client. This client will grant the district more control of its data extracts. The SMB method that sends files directly to Windows file servers will be phased out during 2018. Please see [Data Extract Utility (Custom Development) documentation](#) for the client located on Campus Community for more information.

Infinite Campus has a mobile app update planned for the latter part of March; users will see the update in the App store.

Following the update, users should only need to refresh the data within the app to see current information. If users experience any issues, ask them to uninstall and then reinstall the app.

For more information about the Infinite Campus private cloud, visit the [KDE KSIS Cloud migration webpage](#) or contact Lisa Rhoton, Campus client executive, by email at [lisa.rhoton@infinitecampus.com](mailto:lisa.rhoton@infinitecampus.com).

# Special education behavior and school safety reporting 2016-17

For the 2016-17 school year, districts will use the Safe Schools Report within Infinite Campus (IC) to review and validate behavior data for students in special education and will no longer need to submit special education behavior (removal and expulsion) spreadsheets to the KDE.

The timeline and tasks for this reporting are as follows:
- March 6-20 - Districts should ensure that appropriate special education staff, including the director of special education (DoSE), have rights to access KY State Reporting > Safe Schools Report.
- April 12 - Campus will enhance the Safe Schools Report in Campus.1713 by adding:
  - an option to run the report for special education students only;
  - an English Learner "Yes" or "No" column;
  - a Primary Disability code and description;
  - descriptions to the codes; and
  - two warnings to the error report -
    - Warning 2: Restraint or Seclusion Resolution without a Corresponding Behavior Response
    - Warning 5: Restraint or Seclusion Response without a Corresponding Behavior Resolution
- May 1 - June 30 - Districts and schools will verify safe schools data.
- June 30 - Superintendent and DoSE submit verification of survey accuracy
  - [Superintendent Safe Schools Validation Survey](#)
  - [Director of Special Education Safe Schools Validation Survey](#)
  - Districts submit Interim Alternative Educational Setting (IAES) spreadsheet through the DoSE Secure File Upload site.
- July 3 – KDE extracts data from the Safe Schools report from the Infinite Campus reporting warehouse.

The [Behavior Data Standards](#) provide information for data entry inquiries. The DoSE and safe schools coordinator should work together on the reporting validation and verification. For more information, click [here](#). If you have questions regarding behavior data entry and reporting, contact Windy Newton by [email](#) or telephone at (502) 564-5130, ext. 4063. If you have questions regarding special education data entry, contact Amy Patterson by [email](#) or telephone at (502) 564-4970, ext. 4513.

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# Kentucky attribute standardization

   Beginning with the May 10 Campus.1717 release, Infinite Campus will put into effect one identical set of attributes and data dictionaries called the Campus Attribute Standard across all Kentucky databases. The goal is to eliminate any negative effect incorrect values may have on local database items, data quality and reporting, and overall product functionality. The attribute standard will be applied with each Campus release to correct inconsistencies with existing values. Each Infinite Campus database includes attributes and data dictionaries to define and control data entry and management.

   Areas identified for action include:
- District Assignment tab (Census>People>District Assignments)
    o Alternate Type employment assignment code PHT Speech Therapist to be set inactive (Type=07: Other>Alternate Type). Employment Type 05: Speech Therapist is the appropriate code for designating a speech therapist. (Existing records with 07: Other-PHT designation will remain in the database and not affected by database updates. The designation will not be available for new records.)
    o Evaluation Override – invalid codes currently existing in three districts to be set inactive. The only valid code is 01: Yes.
- Gifted & Talented tab (Student Information>General>Gifted & Talented>Gifted Category=02: General Intellectual Ability>Intellectual Ability Test drop list) - Nine districts have different codes for the ten available test options in the drop list. (Options will remain the same, but codes will be standard across all databases.)
- Addition of missing attributes (various product locations) – missing fields or drop list options added to match the standard

   The Campus Attribute Comparison report (System Administration>Custom>Reports>Campus Attribute Comparison Report) provides system administrators an analysis of the changes that will occur when the Campus Attribute standard is applied.

   Please refer to Campus Community for more detailed information about the Campus Attribute Comparison report, how the Campus Attribute Standard will affect you and what you can do to prepare. Submit questions or concerns about the standard to Infinite Campus through the support process.

## *SDRR – special education data tips*

   If special education data are not properly displayed within Student Data Review and Rosters (SDRR), please verify the affected student's most recent locked Individual Education Program (IEP) displays the following data:
- primary disability;*
- special ed status;
- special ed setting; and
- alternate assessment eligibility and communication status, if applicable.

   Make any necessary changes to the Enrollment Status and Alternate Assessment Participation Guidelines editors within the IEP; this will require unlocking the IEP. Once all changes are complete, be sure to save the affected editors and lock the IEP again.

   For additional information regarding the IEP, refer to the KY IEP and Private School Service Plan data standards.
- Primary Disability is a read-only field within the IEP and is populated from the Eligibility Determination editor within the most recent locked KY Evaluation/Eligibility Determination document. See the KY Evaluation/Eligibility Determination data standards for more information.

   If you need additional assistance, contact Matt Coffey by email or Raymond Carter by email.

**Data Calendar list**

For awareness purposes, the monthly Data Calendar list includes data pulled at the state level and data previously collected from districts for sharing with other state agencies or federal reporting. Please help ensure that data is verified and available prior to the due to KDE date.

| Due to KDE | Report | KDE Contact |
|---|---|---|
| 4/1 | Educational Enhancement Opportunity (EHO) Data | Cheri.Meadows@education.ky.gov |
| 5/30 | Tentative Budgets | Chay.Ritter@education.ky.gov |
| 5/31 | Certification for Transportation for Daily Trips | Chay.Ritter@education.ky.gov |
| 5/31 | Certification for Transportation for Home Trips for Resident Pupils | Chay.Ritter@education.ky.gov |
| 6/1 | Health Reports | Angela.McDonald@education.ky.gov |
| 6/1 | Immigrant | Gary.Martin@education.ky.gov |
| 6/1 | Limited English proficient (LEP) | Gary.Marting@education.ky.gov |
| 6/6 | Gifted and Talented | kathie.anderson@education.ky.gov |
| 6/6 | Gifted and Talented Summative Evaluation | kathie.anderson@education.ky.gov |
| 6/15 | ACT: 11th Grade | John.Wickizer@education.ky.gov |
| 6/15 | Technical Education Database System (TEDS) (End of Year) | Kiley.whitaker@education.ky.gov |
| 6/16 | Special Education (SPED) - Indicator 11 & 13 Spreadsheet | Amy.Patterson@education.ky.gov |
| 6/17 | Graduation Codes | David.Curd@education.ky.gov |
| 6/30 | Amended School Calendar | Cheri.Meadows@education.ky.gov |
| 6/30 | Extended School Services (ESS) (Regular) | April.Pieper@education.ky.gov |
| 6/30 | Kentucky Education Excellence Scholarship (KEES) (Regular Graduates) | Raymond.Carter@education.ky.gov |
| 6/30 | Original School Calendar | Cheri.Meadows@education.ky.gov |
| 6/30 | School Safety Annual Report | Windy.Newton@education.ky.gov |

# IMS News You Can Use

Instructional Management System (IMS) News, a supplement to the KSIS & More newsletter, is focused on IMS & Educator Development (ED) data quality. IMS & ED 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.

# CIITSBits

CIITSBits is a weekly informational page produced by the Kentucky Educational Development Corporation (KEDC) that provides training and updates to inform users on the use of IMS and EDS.

Recent CIITSBits' articles include:
CIITSBITS#108 – What's This New Icon on My CIITS Page?
CIITSBITS#107 – What's New with SAS Curriculum Pathways?
CIITSBITS#106 – New and Improved: One-Page Lesson Plan Design

## Summary of Evidence in EDS

To complete the Summary of Evidence in the EDS, certified staff must receive the proper job category assignment. Educators must be set up correctly in Infinite Campus to receive a job category. For more information, refer to the Jan. 2017 CIITS Newsletter.

For assistance on job categories and Infinite Campus setup for certified staff, contact Michael Spence by email.

## Student voice spring survey results available in EDS

Spring student voice survey results completed using Infinite Campus are available in the Educator Development Suite (EDS). For more information, see the Student voice updates article on page one of this newsletter.

### 2016-17 ACT National assessment results available

2016-17 ACT National assessment results are available in the Instructional Management System