I. Preschool attendance reporting requirements for SY 2019-20

1. Our Head Start/Preschool Center is still going to use Child Plus and take attendance with that program. Can that attendance report be printed and attendance be put in IC the following day for our preschool students?
   (A) Yes

2. This question is about students who are flagged in IC as a missing child. If they are still missing at the end of the year, do we withdraw them as a W24 before we do the SAAR?
   (A) From the **Missing Children Frequently Asked Questions** posted on KDE’s Safe Schools website:
   Should a missing child’s enrollment be ended at the school in Infinite Campus?
   When a district receives a Missing Children Notification, a district should not automatically withdraw the student as a W24 or any other withdrawal code. The missing persons can be used as a trigger to begin monitoring the student records and for flagging the student records. Districts should use the same procedure they do with any other child before using a W24, such as, so many days of absences, etc.

3. For districts that have both an AM and PM preschool group, should we actually have two schedule structures to accurately reflect the time of day in which the students attend, since both are only half day?
   (A) Instead of separate schedule structures, add periods for AM and PM. (Don't forget a period for KSI if needed.)

4. Our preschool students had attendance taken this year. Is it possible to use a different code for Fridays rather than add an additional calendar?
   (A) Yes, a preschool specific exempt code can be created.

5. We take Preschool Attendance Now. What will I need to do since our Preschool has a different start and end date than our Grade K-12 Students?
   (A) It shouldn't matter but you can set up a separate calendar for preschool if that helps simplify starting in 2019-20.

6. We have both AM and PM 1/2 day Preschool/Head Start, as well as FULL DAY students. How do we set up schedule structures, schedules, etc. to accurately record attendance?
   (A) Instead of multiple schedule structures, create separate periods for AM, PM, and Full Day. (KSI also if needed.)

7. To clarify, our preschool students already have schedules and attendance was taken this year. Is it necessary to add an additional calendar for preschool?
   (A) No, if it's working for you can continue doing as you have in the past.

8. If preschoolers do not attend on Fridays would an allowable option be to create a new attendance code and have that code status = absent and the excuse = exempt? Then on Fridays code the preschoolers with that exempt attendance code?
   (A) Yes

9. Preschool and Attendance letters: Can IC alleviate preschool students being queued for truancy letters instead of manually taking them out of the print queue?
   (A) You can edit your letter settings to not include your preschool classes. One district reported that they had a special letter for preschool attendance that focuses more on the importance of not missing school and not focus on truancy. That is a way to continue to use the IC letter functionality.
10. If you have it already setup in your calendar, do you have to redo it for a different schedule structure?
   (A) No, not if the schedule you've set up works for preschool tracking. Yes
11. Don't we have to fill the Friday's in also for Teacher Equivalency in order for the teachers to have their days in?
   (A) If you use IC to track, you can create an exempt attendance code to help with this tracking.
12. So, if we add an attendance code for Friday, we won’t have to have a separate schedule for preschool?
   (A) Yes, that is correct.
13. Would Jennifer Winburn mind taking screen shots of her calendar/schedule/periods setup to share out with us?
   (A) Please send her an email and she can send to you directly s
14. What kind of attendance Code would you add for Fridays?
   (A) Please send her an email and she can send to you directly.

II. Safe Schools Report and Behavior Data Updates
1. Has the "Behavior Attendance Audit Report" been fixed now? It was reporting errors for students, whose behavior/attendance data was actually correct?
   (A) No, the Behavior Attendance Audit Report currently does not align with KY attendance and behavior; KDE advises districts to not rely on this report but to instead utilize the Safe Schools report errors/warnings to find discrepancies.
   There will be a new report released this summer to provide Behavior Attendance discrepancies. The report will have a new name; KDE will send notification when the new report is available.
2. Can IC put in functionality for restraints and seclusions that when you enter that type of response you can't save until you enter that type of resolution and vice versa?
   (A) No, this enhancement cannot be made to the behavior management tool because of timing of the data entry and the possibility that different users may enter the data. KDE advises districts utilize the Safe Schools report warnings in regards to R/S Resolution and Responses and the KDE report named Restraint and Seclusion Error Report. Both will provide districts with the discrepancies that need to be resolved.
3. In relation to INSR codes, the KSIS data standards for behavior don't always line up with KSIS data standards for attendance regarding placement of students in alternative programs. How do we address this?
   (A) The behavior data standards and reporting do not mandate a tie of an INSR resolution to attendance. If a student is withdrawn from the school in which the incident occurs and goes to an alternative program off-site, attendance will no longer be taken at the school in which the incident occurred.
4. Safe Schools - we have an ER04 (behavior event outside of calendar. Vaping incident of team members while on trip to Bluegrass State Games that occurred prior to start of school. What do we need to do regarding this error?
   (A) These events occur prior to the first day of school (outside school calendar); therefore, the only way to resolve the error is to enter the incident date and event date as of the first day of school. KDE advises to also document in the comments of behavior event the actual date and location the event occurred.

III. Login Integration with Active Directory
1. When we have a long-term sub, we usually create a second account under the teacher's person. Will we no longer be able to do this?
(A) You can still do that, as long as you indicate that the second account uses the Campus database rather than the SAML or LDAP login.

2. If I already have LDAP setup, is it suggested that I move to SAML?
   (A) Yes.

3. If we were to use SAML, would this enable SSO to the extent that IC would automatically log in using the SAML token after a user logs into Windows?
   (A) Not based solely on login to Windows, but if the SAML-integrated user is logged into Office365 or GSuite in a browser and uses the same browser to navigate to IC, the user should not have to re-enter username and password.

IV. SAAR Submission Process
1. When a Contract student moves into district, do we remove the Resident District from the Enrollments tab or does it need to remain for historical record o?
   (A) The historical record is retained in the previous district. The new district should remove if not relevant to the student’s enrollment in that district.

2. If the child is a contract student in your district and they move into your district, what do you do?
   (A) If the student moves into your district (lives in your district) and attends your school, but had previously lived and attended school in another district then remove the resident district on the enrollment. If they were on contract to attend another district and moved enrollments back to your district school, remove the contract flag. For questions about a specific situation other than this, contact District Support at 502-564-3930 or email Ronda Devine or Brad Kennedy.

3. We have a Non-Contract student from Jellico TN, resident District doesn't have what we need to select. Do we leave it blank?
   (A) This would be a non-resident, non-contract student and you will not receive funding for this student. You can leave it blank because the student will be marked as non-contract and will not generate funding.

4. When a student begins the year with us as a Contract student and then moves into our district, do we delete the Resident District from the Enr tab?
   (A) To accurately show what has occurred, the student should be given a new enrollment. Just deleting the Resident District will lose the historical record that the student was a Contract student. The funding will remain the same - but the district may need the record for counting contract students.

V. End-of-Year Reporting and Data Clean Up
1. District has District provided Nurses, but also has contracted nurses who perform certain health services a couple days a week. Do these contracted nurses need to be reported in IC?
   (A) Yes, if districts are paying contract nurses, they should be entered.

2. Do APRN's who see sick children and charge parents for services get included as contracted services. The district does not pay them anything?
   (A) No, if the district is not paying for these services they would not be entered.

VI. End-of-year processes and reporting
1. Do all V/PB courses HAVE to be placed in a V/PB period after the end of the day, or could V/PB courses be placed during the regular school day when they occur off campus at a community or technical college?
   (A) This is a district choice. We created the placeholder state codes because some schools were coming up short on SAAR funding calculation if the V/PB course
was scheduled during a period that had less minutes than needed. See the Virtual and Performance Training Document.

2. These supplemental time-filler slides have valuable information. Are those published anywhere?
   (A) Yes, they are on the KSIS Training page.

3. If we have entered T codes for the 19/20 school year new students, will that affect the T code overlap report?
   (A) No, it is year specific so that shouldn't create an issue.
   (A) It will show up on the overlap report. I had them in and because of the confusion to the clerks I went back and deleted the 19-20 T codes

4. Show us again where the Kentucky End of Year Checklist is.
   (A) It is available in Campus Community, KY End of Year Checklist and the direct link is in the presentation slides.

5. I’m having difficulty finding the Quick Reference Card.
   (A) Quick Reference Card. Alphabetically list, see A_ or QA_ to find ones she is reviewing today.

VII. Data Visualization
1. Not a question: Tableau requires deleting browser history, it will then allow authentication.
   (A) Thanks, good to point that out. That is one of our troubleshooting tips.

VIII. Miscellaneous/Supplemental Slide Questions
1. What does the "Customizing Campus" training include?
   (A) Details can be found on the Customizing Infinite Campus Workshop page.

2. New to admin functions of Infinite Campus here. When it says that KDE has updated ACT scores, does that mean that they are now published to the student's IC accounts or is there a full report of batch scores available?
   (A) Unless the district has opted out (national scores), - KDE pushes out all ACT scores to districts - you will find in the assessment area in the students record. February ACT scores were published yesterday.

3. Will these sessions be available to watch later?
   (A) Yes, the video is available on the KDE media portal. Links will be shared with those that have registered and you can also find by searching the KDE media portal for KSIS Training.