### KDE Updates

1.  Are there plans in place for alternative testing cites if we don't have school next year? Such as at home testing online?
    **Good question, the Office of Assessment and Accountability will continue to update District Assessment Coordinators as options become available. We will share this inquiry with that team.**

2.  What date should we use for diploma date?
    **The Office of Assessment and Accountability confirmed that the last instructional day should be used for diploma date.**

3.  I am having issues with the Schedule Gap generating for the 3 High Schools in Kenton County. Are there any other districts having this issue?
    **Fayette County Public Schools indicated that they are also having issues. Support tickets should be entered with Infinite Campus so issues can be analyzed.**

4.  Where can we locate the information regarding the pros and cons of Pass/Fail grading? It was mentioned in the first session of today's meeting.
    **Infinite Campus University Changing to Pass/Fail Grading Considerations** *must be logged in to Infinite Campus University to access.*
    **KHEAA's message including information on Pass/Fail grading is available in the Commissioner's Monday Message from April 6, 2020**

5.  On Supplemental Slide 19- mentions IC Employment Verification Report... where is that found?
    **The Quick Reference Card provides details, Infinite Campus: IC Employment Verification Quick Reference Card .**

6.  For the P-EBT program, did you just say that all students will qualify if we are CEP district? This is not an income-based program?
    **Yes, all students in CEP schools qualify because they are receiving free meals at schools. There will be an application process for those families not already receiving health and family services benefits. State Student Identification (SSID) number is required for this application process and families will need help determining SSID #s.**

7.  What is the path in IC we can go through to see if parents can see student SSID in portal?
    **Go to Display Options. Path: System Administration > Portal > Preferences > Display Options**

### Data Cleanup for SAAR, Calendars and SEEK At Risk

8.  The slide says we many not submit a 2019-2020 SAAR, but Brad said that we can submit one? The superintendent's webinar last week said we will use 2018-2019 data for reporting.
    **This has changed there is now a choice.**

9. If a Non-Resident Non-Contract student moves into the district, do we remove the Resident District from the enrollments tab?
   **If moving into the district they are a resident. The district will need to create a new enrollment for the student. There is no funding for a nonresident/noncontract student, but the student will generate funding once he/she has moved into the district. The only way to correctly indicate the change since the Resident District is on the enrollment tab is to create a new enrollment.**

10. Who do we contact if all dates match up for behavior and resolution, but the student is on the Behavior Attendance Audit report?

    **The Behavior Attendance Audit is no longer supported. Districts should discontinue use of this report. The Safe Schools validation report (report Error 5 and Warning 1) should be used instead. Contact** Windy Newton **or** Victoria Fields **with questions.**

11. How will the Home/Hospital add-on be done this year??
    **If your district uses the 18-19 SAAR data, the district will receive the same HH add on that was received in 18-19. If you process the 19-20 SAAR, the HH will be calculated from 19-20 data.**

12. Can a Virtual/Performance Based course use the grading task of "Semester Grade" instead of a "Final Grade" Grading Task???
    **No, SAAR uses "Final Grade".**

13. What if the Semester Grade Grading Task was set up with the Final Grade check box checked? Does that work?
    **Reach out to Josh Whitlow, he will be able to look at it with you to make sure you are getting correct funding.**

14. If districts use the 7-hour NTI days, won't some calendars not have a 10th school month?
    **Calendars will still get to the 10th month when teacher days (to get to the 185 contract days) are added to the calendar.**

15. Regarding Amended Calendars - our district's last day is May 8. Just clarifying - the rest of the days for the 187 calendar days will need to be indicated as Teacher Equivalency days?
    **Yes, can code as E for teacher equivalency or G for planning.**

16. We have 42 NTI days and used teacher equivalency to finish out 185?
    **Yes, that is correct.**

17. Does the 420-minute NTI days affect the 185 Teacher Contract days as well?
    **No, it does not.**

18. Your 10th month may have dates if your teachers continue after the last day for students?
    **This is correct. Teacher Equivalency days added to the end of the calendar would be included in the 10th month.**

19. Your slide says we should have 170 instruction days with the 7-hour NTI days, we would only have 166 instruction days. How do you set up the 10 calendar months?
    **The 170-day requirement has been waived this year by SB177. You must hit the 1,062 hours, but you do not have to hit the 170 days. You can if you choose to, but if you don't hit 170 the calendar will be accepted.**

20. Can planning day be used instead of teacher equivalency?
    **Yes, can code as E for teacher equivalency or G for planning.**

21. If we have 1062 hours completed before 170 instructional days, does the amended calendar still have to show 170 days?
    **No. The 170-day requirement has been waived this year. Amended calendars must have 1,062 hours, but KDE will not be checking for 170 days.**

22. In what scenario might a district use the 19-20 SAAR data vs 18-19 data? Or should we wait until the superintendent webcast next week for more info on this topic?
    **The Superintendent's webcast will outline the reasons you would want to use 18-19 data and what districts will have to do if they want to process 19-20 data instead. It will be one of the main topics of the webcast.**

23. Regarding closing day, can we put closing day the day after the last day for students and teacher equivalency to finish out the days or does closing day have to be the very last day?
    **Yes, you can add "Closing Day" after the last day of students. KDE recommends that you add your closing day at the end of the school year. If calendars have.**

24. Can Memorial Day, May 25 be used as a planning or teacher equivalency day??
    **Yes, you can use Memorial Day as an E: Teacher Equivalency Day or G: Planning. Please make sure you still have your 4 Holidays scheduled in as well.**

25. Do all students at CEP schools qualify as free for KEES?
    **No, KEES is based on income eligibility and FRAM records.**

26. I thought FRAM data of FREE was entered for students that transferred from a CEP. Is this correct?
    **Students transferring from a CEP school to a non-CEP school have a 30-day carryover period in KY. They can receive a FREE status at the non-CEP school for 30 days. After that, they will need proper USDA documentation to remain a FREE status. If a student transfers from a CEP school to another CEP school, the new school will still want to collect and enter a HIF in order to record a proper FREE status in IC that is used for funding (At Risk, E-Rate).**

27. For KEES this means that a student transferring from a CEP to a non-CEP will be considered FREE in IC and even if they have never applied. Think middle (CEP) to high (non-CEP). We are running into this problem at FCPS. "They can receive a FREE status at the non-CEP school for 30 days." Is that in IC?

    **KHEAA and KDE are currently working on this issue and will make an announcement when a decision has been made.**

28. What needs to be done to make the NTI days not as a transported day in transportation?
    **Nothing. The system will do the calculation when the day is marked NTI.**

29. Our board approved the closing day as the day after the students are done, and then the Planning days after. Do I need my board to amend the calendar, or are we good as is?
    **Good as is, don't need to get board to amend calendar.**

**Preschool Enrollment, Attendance and Behavior Event Entry**

1. Don't you have to save space for your MV kids (Homeless Children)?
   **Yes, want to ensure homeless students can be served.**

2. For Preschool students if they just stop coming/ parent stops bringing can we use W17 code to withdraw?
   **Try to make contact with parent first but if that student won't be back, code can be used so that other students can be served.**

3. We used to use W17 for this purpose a number of years ago but were told not to use it anymore that it was only for kindergarten students. Has this changed?
   **Additional leeway is being provided to allow W17 to be used for preschool if that is the most appropriate withdrawal reason. Official definition of W17 is: An entry level student in the primary program, withdrawn during the first two (2) months enrolled due to immaturity or mutual agreement by the parent, guardian or other custodian and the school in accordance with 704 KAR 5:060.**

4. Can you elaborate on what is required? So, we don't have to report a tardy or early dismissal?
   **For state reporting requirements, only present/not present are being requested. Districts should review their processes and protocols for emergency type events where accurate attendance manifests are vital, making sure that they have the most up-to-date information on those. This may mean the district will need to add information into their attendance profiles or additional procedures.**

5. Can we use an exempt code similar to field trip for Friday attendance?
   **Yes, for preschool students that works. Want it to be as easy for districts as possible. IC reporting will reflect exempt as an attendance day but it's OK.**

6. KDE was telling us to set-up a separate calendar for Preschool but since we only need to report present not present, I don't see why?
   **Setting up a separate calendar for preschool was the direction we were given that would be easiest for districts. Please reach out to <u>Andrea Bartholomew</u> to discuss further.**

7. Several districts were under the impression that suspending a preschooler was illegal. Can you clarify??
   **Suspending a preschool is not illegal, but it is highly discouraged. If a behavior ever occurs that warrants the removal of the child from the educational setting, it must be documented in IC.**

**Successful K Screen Data Entry**
   **No questions**

**Safe Schools Update**

1. How far back did (school years) the resolution duration calculation go?
   **The data updated is based on the year selected in the toolbar when the Resolution Calculation Tool is ran. It only needs to be done for the 2019-20 School Year and forward.**

2. If we find resolutions whose duration is not calculated correctly who should we contact?
   **If after running the Resolution Calculation Tool, there are resolutions without a duration calculation, 1) check calendar day(s) to ensure the date entered is marked as a school day; 2) ensure the times entered encompass times in the daily schedule. If issues still exist, contact Windy Newton to assist.**

3. Is the Behavior Attendance Audit Report completely deprecated and no longer needed? We find that this report doesn't always give accurate data. What report is replacing the Behavior Attendance Report?
   **The Behavior Attendance Audit is no longer supported. Districts should discontinue use of this report. The Safe Schools validation report (report Error 5 and Warning 1) should be used to find and resolve suspension attendance linkage discrepancies. Contact Windy Newton or Victoria Fields with questions.**

4. How is the Restraint Tab useful?
   **No new data should be entered in this tab, may contain historical data. Districts should have discontinued active use of the Restraint and Seclusion custom tab after the 2013-14 school year. All restraint and seclusion data must be entered in the Behavior Management Tool. The tab should only remain available to a select few district staff as read only for historical purposes. Reference section E of the Behavior Data Standards for Behavior Response data entry.**

5. When the Safe Schools spreadsheet is generated, do school administrators need to make sure that any blank fields that appear in the spreadsheet are completed in IC?
   **Not necessarily, many fields may have an empty state if not applicable to the student or behavior record.**

6. I want to make sure I heard correctly; we should no longer run the Behavior Attendance Audit report to review behavior errors? (So, any errors on this report can be ignored as long as they are not showing up on the Safe Schools Data Verification.).
   **Correct, the Safe Schools validation report (report Error 5 and Warning 1) should be used to find and resolve suspension attendance linkage discrepancies.**

7. Does the Safe Schools Validation report fix the error in IC that was populating any time any of our schools were putting someone in ISS for part of the day? We were getting numerous errors on this.
   **The new Safe Schools validation report only looks at discrepancies between S: Suspended attendance code and SSP3: Out of School Suspension behavior resolutions. This is the only state mandated requirement of attendance and behavior linkage.**

8. Will INDR count toward 10 days for Special Education.
   **Yes, In-District Removal will be included in the 10 days toward manifestation determination. Please contact <u>Amy Patterson</u> with questions regarding behavior of special education students.**

**English Learner/Immigrant Data Collection and Reporting.**

Are we allowed to ask the 'Date First Entered US School' on the enrollment form and/or the Home Language Survey? Or is that considered a 'chilling effect'?
   **The *Date Entered US School* is appropriate on the enrollment form but not appropriate for the Home Language Survey.**

9. How do you determine if a student is an immigrant?
   **By using the information gathered on the enrollment form and from prior school data, if applicable. If they have not attended a US school for more than 3 full academic years, they meet the federal definition. Also reference the <u>Immigrant Data Standards</u> for a detailed definition of Immigrant.**

10. Immigrant is any student with less than 3 full academic years in US, using the Date Entered US School field, but what about if a student arrives in the middle of academic years, how do you count it?
    **Count academic months up until a full academic year is met. Once the student has reached 3 full academic years, they no longer meet the federal definition of Immigrant children and youth.**

11. Is it okay for your Home Language Survey to be included within your Enrollment Form?
    **No, it should be a separate document. Items on the enrollment form can't be asked in the home language survey. There is a <u>home language template</u> form KDE has provided; districts don't have to use but can be a guide.**
    **The recommended home language survey template can be found in the <u>English Learner Data Standards</u>.**

12. Since state testing is not happening this year, can we change EL status for students who exited with ACCESS 2020?
    **Yes, ACCESS 2020 scores can be used to qualify EL Program Status and Exit Date changes in IC.**

13. Can the Home Language Survey be included on your enrollment form?
    **No, they should be separate documents.**

14. When would schools be receiving ACCESS test scores?
    **From Chris Williams: The schools/districts will be getting ACCESS scores the last week of April in WIDA AMS. The data will be loaded into IC in the Fall.**

15. Does home language form need to be given in primary home language?
    **Yes, districts have a legal obligation to provide all documents and information to parents in a language they can understand. You can do this by providing written translation of the document or through oral interpretation.**

16. If we do Online Registration, can we include the home language survey?
    **Yes. The HLS can still be included in OLR if the district can ensure that the HLS is only administered upon initial enrollment and not year after year.**

17. Should you uncheck immigrant in the enrollment tab as soon as the three-year period is up. There is not really a start and end date for this.
    **Yes, the new Title III Immigrant custom report will help locate students whose *Date Entered US School* is greater than 3 years.**

18. When a student transfers out of state, will we need to end date student service on IC?
    **No, EL services or accommodations should NOT be end dated unless the student exits the EL program by obtaining English Language Proficiency.**

19. When you run the Ad Hoc and you run from one date to another date, it might not be exactly 3 calendar years for Immigrant Count if it is by academic year. So, you have to calculate on academic months, right?
    **The federal definition states 3 full academic years. Our interpretation after reviewing additional federal guidance would mean cumulative months that would add up to a full academic year. Districts should no longer run the ad-hocs, instead use the new KDE Report named Title III Immigrant, this will highlight records for students marked as immigrant whose *Date Entered US School* is greater than 3 years.**

20. The ACCESS scores are available starting tomorrow April 24th based on the e-mail from DRC?
    **From Chris Williams: The schools/districts will be getting ACCESS scores April 24th in WIDA AMS. Later in the year KDE will receive full file, review data and load to Campus.**

21. Shouldn't a home language survey be completed only once upon initial enrollment as that is information that was provided earlier this year? So, it wouldn't be included in OLR or as a part of annual enrollment.
    **Correct, the HLS should only be administered upon initial enrollment. The HLS should not be administered annually. The HLS can still be included in OLR if the district can ensure that the HLS is only administered upon initial enrollment and not year after year.**

22. We cannot currently give the WIDA Online Screener, due to COVID 19, but have received recent arrival students who will likely qualify as EL when we are able to give the assessment. How can these students be included in this year's EL counts?
    **Newly enrolled students should be given an HLS upon initial enrollment. If that HLS indicates a language other than English or if the student has evidence of prior EL program enrollment, then mark the student as EL in Infinite Campus. Parents must still be notified within 14 days of enrollment. We recommend conducting a parent interview by phone or video conferencing to confirm your interpretation of the HLS and inform the parents that because they listed a language other than English on the HLS that their child will take an English Language proficiency screener once regular schooling resumes. During the parent interview, discuss benefits of the EL program and their rights to opt their child out of EL services. If it is determined that the child would benefit from EL services then you will mark the child as EL in Infinite Campus, develop a temporary PSP and begin services remotely until permanent placement can be determined using a WIDA screener. If the parent declines EL services then mark the student as Not-EL, the student must still take an appropriate WIDA screener once regular schooling resumes. Additional guidance is forthcoming that will provide more detailed responses and actions to take during this time.**

23. We currently have the home language survey included in our OLR and it only needs to be answered upon first application and not on updates, is it ok to leave it there?
**It is okay to leave the HLS in OLR so long as it is not administered annually.**

24. Can you repeat where is the template for HLS?
**You can find the HLS template in the English Learner Data Standards.**

25. Can we change the EL status next week for Exited students?
**You may go ahead and change EL status for those students who obtained English Language Proficiency on the 2020 ACCESS test. You will need to ensure the service and accommodation end dates and program exit date is 6/30/2020.**