Infinite Campus
Kentucky Student Information System (KSIS)
2018-19 Spring Update

Kentucky Department of Education

Office of Education Technology

March/April 2019

Infinite Campus/KSIS Update 2019

- Assessment Update
- Behavior - New Preferences
- Civil Rights Data Collection
- Data Quality – EOY Report Validation
- Data Visualization
- DASCR
- Early Graduates
- Early Warning
- EoY Training/Resources
- English Learners & Immigrant Updates and EOY Timeline
- Homeless Data Collection & Reporting
- KTS Data Exchange
- Nurse Data Collection

- People Role Manager
- Portal Access/Usage
- Preschool Attendance 2019-20
- SAAR
- School Report Card
- Searchable State Course Codes Database
- SEEK At Risk Data Verification
- State Exclude/Excluded Calendar Reminders
- User Access/Stale Accounts
- Virtual/Performance Based Set-up

Assessment Update

- SAT, ACT and KYOTE data published in the 2018-19 school year

  - SAT scores were published in February 2019 with August, October, November and December SAT test dates.

  - KYOTE scores have been entered and published in February 2019. The dates of the test are from August 2018 through February 2019.

  - ACT National scores were published in February and contain all ACT National test dates up through December 2018. February scores will be published in April.

- Reminder: ACT is only published to districts that have requested either the Junior or National assessments.

- If you believe you are missing some scores in your district, notify Raymond Carter at Raymond.Carter@education.ky.gov

Behavior – New Preference Settings

▶ **Require participant before behavior incident can be set to complete**

- No (default setting) - behavior incidents can be set to complete without a participant being assigned
- Yes - a participant is needed to mark the incident complete

▶ **Require participant before behavior referral can be submitted**

- No (default setting) - referrals without a participant being assigned can be submitted
- Yes - a participant is needed to submit the referral

2017-18 Civil Rights Data Collection

▶ **To Complete the CRDC: Final Steps**

- Enter all required data. Once this is achieved, your district and school level data is 100% submitted, complete verification prior to certifying data.

- Districts/Schools are responsible for validating data. KDE has updated the CRDC State Published Ad Hocs, in Infinite Campus, to help districts validate the information for the CRDC.

- Resolve errors prior to certification. Warnings require no action and certification can occur if your submission contains warnings.

- Superintendents or their designee should certify your submission by Wednesday, April 24, 2019. You can download a certification form once certification is successful.

▶ **Question or Concerns:**

- Candy Johnson at 502-564-2020 x2471 Candy.Johnson@education.ky.gov

- KDE CRDC webpage

- Partner Support at 855-255-6901 crdc@aemcorp.com

Data Quality – EOY Report Validation

▸ **KY State Reporting/KDE Reports**

▸ **QA reports can be used to review data throughout the year and clean up errors prior to end-of-year reporting**

▸ **QA SPED report recently updated to include an error report that identifies missing or invalid data. The error report can also help identify issues impacting data in SDRR.**

▸ **Reminder: The QA and other detail reports added by KDE for data validation contain both PII and sensitive data. Use caution when granting access or sharing data from these reports. Consider removing columns of sensitive data if not needed when sharing.**

QA Demographics

QA English Learners

QA Foster

QA Free and Reduced Lunch

QA Homeless

QA Migrant

QA Military Connected

QA Preschool

QA SPED

QA Student Counts

Data Visualization

▸ The Infinite Campus data visualization tool is available for school and district administrators to make key Infinite Campus data much easier to use.

▸ The tool provides the powerful ability to filter data to specific subgroups, counts or other views.

▸ Data is displayed in an alternate format to improve overall usability of data, and charts and graphs versus traditional spreadsheet.

▸ Tableau visualizations currently focus on three areas – demographics, attendance and behavior.

▸ The tool is available to Infinite Campus users assigned to the Tableau Viz - Building and District user group.

▸ The KSIS Data Visualization webpage provides resources to introduce and support use of the data visualization tool.

Data Visualization Training

Training videos for the Infinite Campus Data Analysis Portal are available within the [Campus Community Data Visualization forum](#). Infinite Campus login credentials are required to access the videos.

KDE Tableau – Demographics video

- navigation within the demographics visualizations
- overview of five demographic data views
- view counts of student populations disaggregated by user selected demographics

KDE Behavior Analysis video

- navigation within the behavior visualizations
- overview of the nine behavior data views
- view counts of behavior events and resolutions aligned to student demographic data

KDE Tableau - KY Attendance video

- navigation within the attendance visualizations
- overview of the four data views
- view and align Chronic Absent/full time equivalent (FTE) student attendance and traditional attendance rates with demographic data

District and School Collection Repository (DASCR)

▸ **DASCR used to add new schools, update school information and close schools**

▸ District WAAPOCs can update or set up user permissions to access DASCR through Web Application login

▸ Annual verification each spring

▸ KDE Contact – Rodney Bennett at (502) 564-5279

Early Graduates - District Administrators

▶ It is critical that school counselors be granted tool rights to the Intent for Early Graduation report under KY State Reporting>KDE Reports.

▶ This report allows counselors to keep track of students in the program and monitor their assessment progress.

▶ The report displays students that are flagged as intent for early graduation (**IEG**) participants. The assessment results returned will be the highest scale scores reported for ACT and EOC.

▶ The report is used to produce a list of students participating in the IEG program from Infinite Campus State Edition, which is provided to KHEAA. All active IEG students need to appear on the report before the fall deadline.

▶ More information can be found on the Intent for Early Graduation **Quick Reference Card.**

▶ Detailed instructions are on the **KDE Early Graduation** webpage

Early Warning

- A powerful tool to identify & monitor students who are off track (Grades 6-12)
- Explore how attendance, behavior, academic, and stability data are impacting each students risk of dropping out or not successfully transitioning to the next grade level
- Powerful, robust, interactive and visual tool can be used to:
  - Intervene as early as possible
  - Create shared caseloads among staff to support and monitor students
  - Determine appropriate supports and interventions for each student
  - Inform conversations with students, staff, parents, court agents and others forums
  - Support positive reinforcement for students who are on track
  - Provide data for reflection, reports, writing grants, etc.
- New recorded webinar: The Early Warning Tool
- Pathway: Student Information / Counseling / Early Warning
- Provide feedback to Campus developers via the Feedback button

Early Warning Tool Rights

▸ Encourage usage for all key role groups in schools and districts

- Directors of Pupil Personnel (DPPs)
- District dropout prevention personnel
- Principals
- Counselors
- Special education administrators
- Family Resource Youth Service Center Coordinators (FRYSC)
- Lead grade level teachers
- Behavior/academic coaches

▸ Separate tool rights for Attendance, Behavior, Curriculum and Stability details

▸ Pathway: Student Information / Counseling / Early Warning

▸ Visit Early Warning and Persistence to Graduation Data Tools webpage

▸ Contact: Judi.Vanderhaar@education.ky.gov

End of Year Training and Resources

▸ Training dates - April 24-25, 9:30 a.m. ET / 8:30 a.m. CT

- Register on the [KSIS Training](#) page
- Agenda coming soon! Presentations will be posted prior to training dates.

▸ Resources

- [State Reporting Deadlines, Submission Processes and Contacts](#)
- [State Reporting Quick Reference Guide](#)
- [State Published Ad Hocs Filters](#)
- [KY End of Year Checklist](#)

English Learners & Immigrant Updates

- **English Learner Data Standards** were updated on 2/11/2019; share with appropriate school level staff
  - Revised guidance on EL Exiting students (i.e., entry of Program Exit Date and Exit Status will be an end of year process as opposed to start of the next academic year process)

- **Immigrant Data Standards** were updated on 2/11/2019; share with appropriate school level staff
  - Addition to standard of Home Primary Language (this is required for federal reporting)

- State published ad-hoc *student Immigrant Count* has been updated to include only students meeting the definition of being enrolled in a US school 3 years or less

- Revised reporting timeline available in data standards and on KDE's English Learners and Immigrant **website**.

- KDE Program Contacts: **Erin Sudduth** and **Jessica Sanderson**

English Learners & Immigrant End of Year Reporting Timeline

▶ May 1 - District Data Verification for English Learner and Immigrant opens

▶ May 31 – All English Learner and Immigrant data should be updated and complete in Infinite Campus

▶ June 30 - District Data Verification for English Learner and Immigrant closes

▶ After State Testing – June 30 – Enter Program Status and Program End Date for students who have exited EL during the academic year

▶ July 1 - KDE extracts English Learner and Immigrant from Infinite Campus State Edition for end of year reporting

Homeless Data Collection & Reporting

▶ 2018-19 [Homeless Data Standards](): this document provides an overview of the data entry process of students identified as a homeless child or youth. This data is federally and state required for all districts.

▶ QA Homeless report

- Produces aggregated Homeless data and the supporting student level detail for quality assurance review

- The detailed report highlights elements to identify data quality issues:

  ✓ FRAM record is not reporting as Free

  ✓ Enrollments missing homeless data elements

  ✓ Subsequent enrollment(s) do not match the first enrollment's homeless data elements (Homeless, Living Status, Unaccompanied Youth)

- KDE recommends that schools and districts generate this report on a regular basis throughout the year to assist in accurate end of year federal and state reporting

KTS Data Exchange

▸ **End-of-Year Reminders:**

- Keep an open line of communication
- Any grade sync issues:
  - ✓ Communicate with your team!
  - ✓ Check for KTS Error Messages (Process Alert area)
  - ✓ Reference the Grade Sync Troubleshooting Guide document on the KTS Data Exchange webpage
- Posting to Transcripts
- 2019-2020 Scheduling is in progress
  - ✓ KTS Course Setup Guide for High Schools
  - ✓ KTS Course Setup Guide for Technical Schools
- KTS Data Exchange YouTube Channel
  - ✓ Training videos for New high school schedulers
  - ✓ Training videos for New high school attendance clerks

Please share this info with these staff members in your district!

18

Identification of Nurses

▸ Beginning in 2018-19, district-level data will be reported for nurses

▸ Collect data on both district hired nurses and nurses provided by other health service providers

▸ Collection mechanism for nurses provided by other health service providers recently created by Infinite Campus

▸ Custom report currently being developed for districts to use in checking the data in IC

▸ Counts and nurse/student ratios will be posted to Open House

District-hired Nurses

▸ **District-hired nurses are to be tracked in IC on the District Assignments tab**

▸ **Type – 07:Other**

▸ **Alternate Type –**

  LPN: Licensed Practical

  Nurse OR

  RN: Registered Nurse/

  Advanced Practice RN

Contract Nurses – Provided by Other Health Service Providers

▶ **The District Health Service Providers tab tracks contract health service providers in each district by school year based on contract start and end dates.**

- Contracted service providers can be more than one school year in duration.
- The service providers tracked in this tab will not have District Employment Records.

▶ **Campus Path: System Administration> Resources>District Information>District Health Service Providers**

People Role Manager

▸ People Role Manager populates district contact information on Open House

▸ District contacts can be updated by the Web Apps Admin Point of Contact (WAAPOC) or a designated point of contact

▸ Current WAAPOCs and District Contacts can be found on the Open House site under KY Schools & Districts

▸ All email distribution lists will be pulled from People Role Manager – ex. DPPs, KSIS POCs, FRAM POCs and Counselors
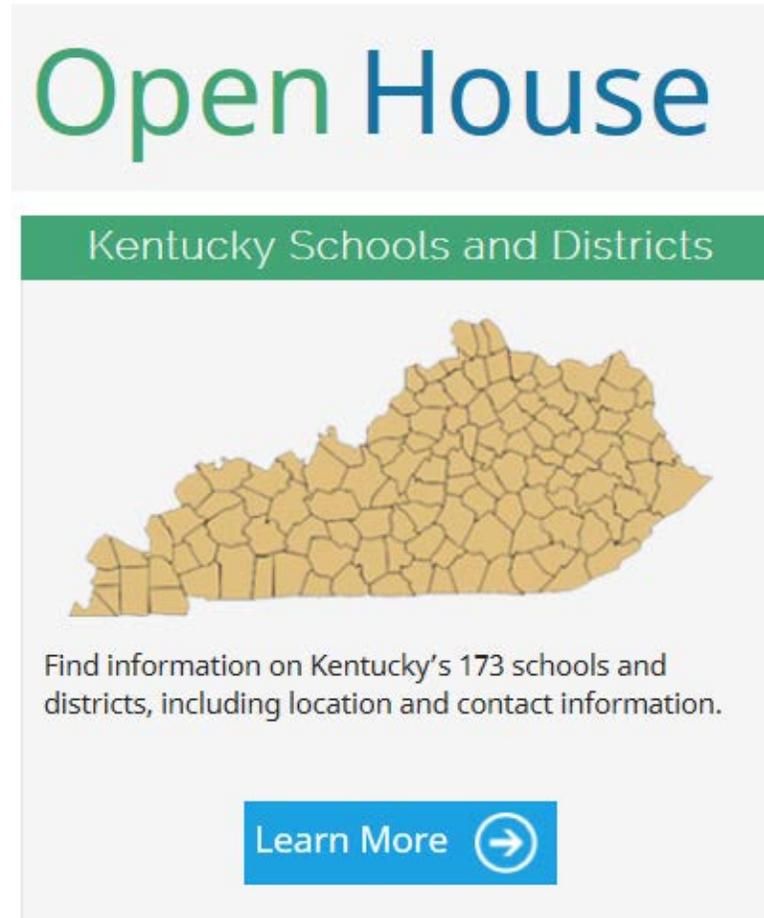
Open House
Kentucky Schools and Districts

Find information on Kentucky's 173 schools and districts, including location and contact information.

Learn More

Portal Access/Usage

▶ Are you promoting it? Does your district track portal usage by students and parents?

▶ Early Warning tool uses data on student/parent portal access in determining grad scores; parent involvement increases student success

▶ Monthly KSIS (Infinite Campus) Usage Report posted on KSIS Other Information page. District-level report of portal usage by students, parents and teachers.

KSIS (Infinite Campus) Usage Report
For the period: February 1 to February 28, 2019

State-Wide and by Distrct	Total Students	% With Portal Account	% Logged In	Avg # Logins	Total Guardians	% With Portal Account	% Logged In	Avg # Logins	Total Teachers	% With IC Access	% Logged In	Avg # Logins
State-Wide	714,149	85.09%	33.91%	11.2	738,115	30.64%	29.25%	10.9	50,644	64.86%	141.18%	36.1
Adair County	2,655	100.00%	13.71%	6.8	2,899	15.76%	29.76%	9.1	313	59.42%	98.92%	48.4
Allen County	3,077	99.90%	17.66%	6.1	3,133	14.49%	32.60%	10.6	206	89.32%	107.61%	33.0

▶ Looking for feedback to update this report or create a new report more useful for districts

- Breakdown by school?

- Is teacher usage helpful? Keep or remove?

- Email feedback to Becky Jenkins

23

2019-20 Preschool Attendance

▸ Infinite Campus (IC) is the authoritative source for all student data, including attendance records. Every school district is required to use IC for recording attendance; this will now include preschool programs.

▸ 704 KAR 3:410(5)(4): Daily attendance records shall be maintained and submitted through the district's standard attendance reports or an approved, verifiable alternative method.

▸ Starting with the 2019-20 school year, the KDE will no longer approve alternative methods for recording attendance.

2019-20 Preschool Attendance

▶ **For calendar setup questions, please refer to the Office of Finance and Operations School Calendars web page or contact your field representative:**

- School Calendars

- Sheila Harned: 270-705-9158 (Western KY)

- Ruth Wilkes: 859-583-3417 (Central KY)

- Scott Rose: 606-776-0798 (Eastern KY)

▶ **Preschool-specific questions should be directed to the Office of Special Education and Early Learning:**

- Andrea Bartholomew: 502-564-4970, ext. 4722

SAAR – Be Prepared!

▶ **Now is the time to be cleaning up data for SAAR**

- Does record 2 minus record 3 equal record 5?

  ☑ R2 Enrollment / Reenrollment (Annual report, enrollments count)
  ☑ R3 Withdrawals (Annual report, withdrawals count)
  ☑ R5 Ethnic Count (Active students on the end date of 10th school Month)

- Do you have any overlapping enrollments on the state overlap report?

- If truancy attendance does not match funding attendance on ADA/ADM report, do you know why?

- Are your virtual and/or performance-based courses set up correctly?

▶ **KDE Contact – Brad Kennedy at (502)564-5279**

SAAR Checklist

▶ Below is a data checklist helpful in preparing for the SAAR – be sure to check in this order:

- State Enrollment Overlap
- Ethnicity (Enrollment + Reenrollment) – Withdrawals = Ethnic Count
- Missing Enrollment End Status
- Kindergarten Full-Day/Half-Day Indicator
- Funding Gap Audit Report
- Period Schedule Gaps (Include Passing Time)
- Overlapping T-Codes/Missing T-Codes
- Non-Resident Students
- Non-Contract Students
- Overage/Underage (use Record 9 of SAAR)
- Suspension/Expulsion
- Partial Day Students
- Home Hospital Students

School Report Card

▶ Next release May 2019 includes 2017-18 Financial data.

▶ Not too early to start quality assurance work for 2018-19 SRC.

- Run QA reports to validate data quality.
  - ✓ Demographics, English Learners, Foster, Free and Reduced Lunch, Homeless, Migrant, Military Connected, Preschool, SPED, Student Counts
  - ✓ Look at data before end of year when easier to make changes.

School Report Card

▸ **2018-19 Reporting Schedule (tentative)**

- July 15 - SRC opens for safe school data validation

- August 1 – SRC opens for data entry of collection items and validation of other non-assessment/accountability data

- August 30 – collector/validation window closes

- Mid-September – validation of assessment and accountability data

- End of September – public card goes live

Searchable State Course Code Database

▸ The Kentucky Department of Education is proud to announce the release of a newly developed Searchable State Course Code Database (SSCCD). The database replaces the previously published State Course Code List and is currently populated with course codes for the 2019-20 school year.

▸ A short tutorial video and quick reference card are available to help introduce users to the features available in the SSCCD. The Course Codes Frequently Asked Questions document has also been updated for 2019-20.

▸ Please contact coursecodes@education.ky.gov with any questions.

SEEK At Risk Data Verification

▶ **Early May, districts receive a comparison report that compares SEEK At Risk ADM to the previous year**

▶ **Work with Samantha Engstrom in District Support to correct errors**

- (502) 564-5279

▶ **Final email sent June 14th to verify data**

▶ **After verification, KDE will pull data on July 1**

▶ **Early review of data is recommended**

- KY State Reporting > KDE Reports > SEEK at Risk ADM

State Exclude/Excluded Calendars Reminders

▸ Students with enrollments marked state exclude or scheduled into excluded calendars are not included in most state and federal reporting.

▸ New reporting requirements for accountability make it crucial that these two indicators be used accurately.

State Exclude/Excluded Calendars Reminders

▸ **State exclude**
- Intended to prevent particular students such as private school students from being included in ADA calculation and other state reports for funding calculation and accountability
- Should <u>not</u> be marked for preschool students' primary enrollments

▸ **Excluded calendars**
- Used to store data for programs which are not state reported (private school students, home schools, adult classes/programs, etc.)
- Preschool students in Response To Intervention (RTI) only, who do not receive regular preschool classroom services, may be enrolled into a separate, excluded calendar with a service type of "N: Special Ed Services" until eligibility is established
- Remember to use Grade 20 for adult classes and schedule into an excluded calendar so they aren't included in state/federal reporting extracts
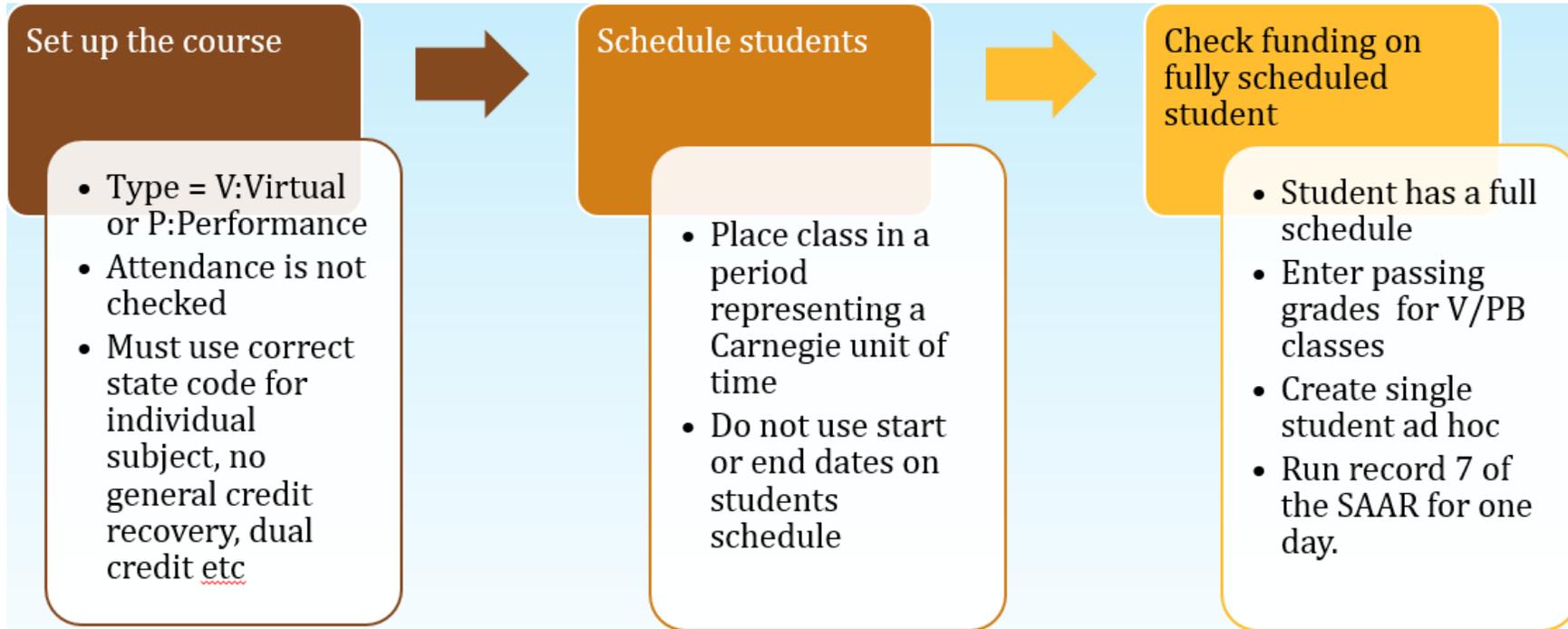
User Access/Stale Accounts

▶ Ad hoc filter, Active User Account Access/Usage, published in December to assist with account review and cleanup

▶ New custom report will be available soon that incorporates feedback received from districts

- One row per active user account with most recent employment date
- Additional column indicating whether the user is assigned to any user groups

▶ Stale accounts can create a security risk. Make sure a process is in place to end-date employment records and disable user accounts when staff leave district.

▶ Remind users to protect password and have a process in place to force password resets periodically.

Virtual/Performance Based Set-Up

Set up the course
- Type = V:Virtual or P:Performance
- Attendance is not checked
- Must use correct state code for individual subject, no general credit recovery, dual credit etc

Schedule students
- Place class in a period representing a Carnegie unit of time
- Do not use start or end dates on students schedule

Check funding on fully scheduled student
- Student has a full schedule
- Enter passing grades for V/PB classes
- Create single student ad hoc
- Run record 7 of the SAAR for one day.

For detailed information see Virtual Performance-Based Course Set-Up and Attendance Verification

KDE Contact: Josh Whitlow (502)564-5279 ext. 4450

Other Items:

- **IC Employment Verification Report**
- **Move to Program Participation (2019-20)**
  - Homeless
  - Migrant

Questions?????