



# KSIS & More

## Verify courses for accurate MSGP reporting

KDE has updated the Teacher Course Check report to include new 2015-16 courses. The report is available in Infinite Campus and provides details on which courses will/will not be included in the calculation for median student growth percentile (MSGP). Make use of the report now for 2014-15 teachers and courses, and make any course code corrections before mid-October when the statewide MSGP will be generated. Use the same report to validate 2015-16 course alignments to state course codes and make any corrections necessary for next year's MSGP calculation.

The state course code is used to determine courses included in the MSGP calculation. The Teacher Course Check report provides the advantage of seeing both the local and state course codes to assist in verifying that teachers in grades three through eight who teach reading and math are properly aligned to the course codes included in the MSGP calculation.

Resources for more information:

PowerPoint slides - [Using the Teacher Course Check Report](#)

Quick Reference Card - [Teacher Course Check Custom Report](#)

MSGP courses - [MSGP course code list](#)

## Early Graduation reminders

- All early graduates must be flagged with the Intent for Early Graduation (IEG) program flag in Infinite Campus and the approved Intent form must be uploaded to the ILP by Oct. 1 of the academic year in which the student wishes to graduate.
- Students must meet the Council on Postsecondary Education (CPE) benchmark on the ACT. Other "readiness exams" such as Compass and KYOTE will not be accepted.
- Students must meet proficiency benchmarks on the four required end-of-course assessments – English II, Algebra II, Biology and U S History.
- All incoming early graduates will need to take the online Student Success Survey. (The survey link can be found on the Intent Form.)
- Guidance documentation is available on the [Early Graduation](#) webpage.

If you have questions about Early Graduation requirements, contact Kelly Clark via [email](#).

## National Cyber Security Awareness Month 2015

Everyone should look at cyber security as a shared responsibility and use trusted resources to stay safer online and to enhance data security plans. KDE has recently updated and published the Data Collection, Access and Use policy that includes guidance

and best practices to protect personal and confidential information. District administrators may find the policy useful as a model for local policy development. The policy is available to view or download on the [KDE Data Governance webpage](#).

For tips and resources you can use and share throughout the year, visit the Department of Homeland Security [Stop.Think.Connect. Toolkit](#). The site also includes webpages with resources specifically for students, and educators and parents.

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## Fall and Winter training opportunities

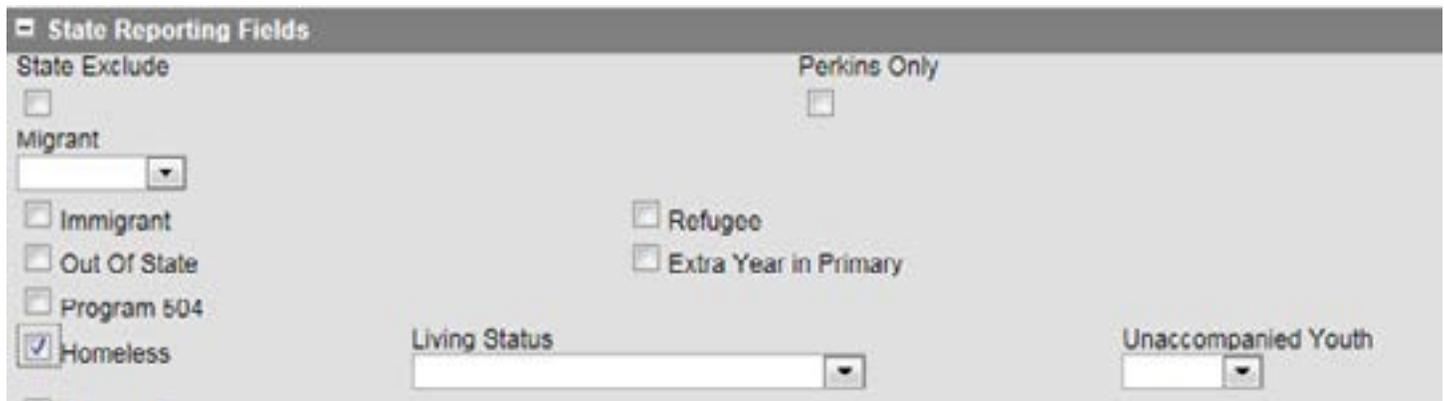
- Infinite Campus User Group meetings – weeks of Sep. 28 and Oct. 5  
Various sites throughout Kentucky
  - Fundamentals of Campus Database – Oct. 12-14  
Frankfort
    - Mastering the Fundamentals – Oct. 19-23  
Barren County
    - Mastering the Fundamentals II – Nov. 9-13  
Laurel County
  - 2015 Interchange@Kentucky – Nov. 19 & 20  
Marriott Louisville Downtown
    - KDE mid-year training – Jan. 12, 2016  
Capital Plaza Tower, Frankfort and KDE Media Portal
- For training event details, go to the [KSIS Training webpage](#).

## Changes to Homeless data requirements within Infinite Campus

The updated [2015-16 Homeless Data Standards](#) include new requirements for Infinite Campus data collection. Highlights of those requirements are detailed below.

### Unaccompanied Youth

An indicator for Unaccompanied Youth has been added to the Enrollment tab State Reporting section. Previously this was collected as an option in the Living Status drop down list; that option has now been removed from that list.



The screenshot shows the 'State Reporting Fields' section of the Infinite Campus interface. It includes several checkboxes: 'State Exclude', 'Perkins Only', 'Migrant', 'Immigrant', 'Out Of State', 'Program 504', and 'Homeless' (which is checked). There are also checkboxes for 'Refugee' and 'Extra Year in Primary'. Below these are two dropdown menus: 'Living Status' and 'Unaccompanied Youth'.

### Other notes on Unaccompanied Youth:

- The new field is a required field if Homeless indicator is selected.
- Data must be transferred district to district and school to school.
- If a previous year enrollment in which Homeless Indicator/ Unaccompanied Youth is reopened, the record must be updated to YES if Living Status selection is 09 and NO for all other Living Status selections.

### FRAM/Homeless students

- If a student transfers from district to district within the same academic year, the FRAM record does not transfer with the student record; therefore, the homeless coordinator should work with the school food service director to create a new FRAM record. (See [FRAM data standard](#).) Students deemed as homeless must have a corresponding FRAM record with eligibility marked Free Lunch Status.

For questions regarding the Homeless data collection contact [Helen Jones](#).

## KTS data exchange team training for 2016-17 schedule preparations

For most districts, high school scheduling for the new school year will begin in January, which means that technical school principals should soon prepare for the unique scheduling setup required for Kentucky Technical School (KTS) courses. Therefore,

OCTE encourages scheduling teams to attend a team training session to plan and discuss best scheduling preparation practices for SY 2016-17. The scheduling team should include the high school principal and/or counselor, Area Technology Center

(ATC) principal, and Career and Technical Center (CTC) principal.

It is the responsibility of the technical school principal to register the team for training. However, ATC & CTC principals should first reach out to the feeder high school schedulers to

coordinate and select a first, second, third and fourth choice for training date and time.

OCTE will assign teams on a first come-first serve basis and will confirm the date scheduled for your team. In the event a team member is unable to attend, OCTE may offer an opportunity for the missing team member to participate via Skype; however, the technical school principal must request this in advance. Sessions will not be recorded for later viewing. EILA credit will be offered at the request of the administrator in attendance.

To register, click [here](#).

Training sessions will take place at the Kentucky Department of Education, 20th Floor Training Room, 500 Mero Street, Frankfort.

OCTE is offering two sessions on each of the days listed below. Morning sessions will begin at 9:00 a.m. and end at 12:00 p.m. ET; afternoon sessions will begin at 1:00 p.m. and end at 4:00 p.m. ET.

- Tuesday, Nov. 10
- Thursday, Nov. 12
- Tuesday, Nov. 17
- Wednesday, Nov. 18
- Tuesday, Nov. 24
- Tuesday, Dec. 8
- Thursday, Dec. 10
- Tuesday, Dec. 15
- Thursday, Dec. 17

## Capturing Gifted and Talented identification

When students transfer between districts, it is important to capture Gifted and Talented (GT) data from the prior district. The process for moving the data is not difficult; the [Gifted and Talented Records Transfer data standard](#) provides details.

Please inform and/or remind staff involved in records transfer of the importance of these records. Gifted and Talented data does not automatically import. If the steps are not taken to move the data, some identified students will not receive services for a period of time. Re-identification results in lost time for the student and increased work for teachers, administrators and GT program coordinators. Also, duplicated identification results in the duplication of records and inaccurate data for both the district and the state.

Utilizing the Kentucky Transfer Wizard for ALL enrolling students ensures that records are not missed and services are continued for students.

Students in grades K-3 may have GT records for Primary Talent Pool (PTP). Students in grades 4-12 may have multiple GT records for a number of areas.

A recorded help session for end-dating PTP records and using the GT Transfer Wizard is available [here](#). If you have any questions regarding the transfer wizard, please contact [Leann Pickerill](#).

### **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*

*James "Jim" Denton*

*Phil Bigard*

*Maritta Horne*

*Jessica (Jessi) Carlton*

*Becky Jenkins*

*Raymond Carter*

*Lisa Keeter*

*Matt Coffey*

*Lyndsey Robinson*

*Mandy Schramm*

*Michael Spence*



# 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 monthly webcast highlights

**GradeCam & SAS Curriculum Pathways (Aug. 27)** – Annette Sapp from Daviess County discussed GradeCam and Lee Ellen Harmer from SAS Curriculum Pathways presented information about new features in CIITS. For the PowerPoint presentation, PDF version and recorded session of the full Webcast go to the [CIITS Training Page](#).

For specific information regarding GradeCam, go to the [CIITS Google](#)

[Training Site Assessment Page](#). The presentation and video are located at the top of the page next to GradeCam Integration with CIITS.

For specific information regarding **SAS Curriculum Pathways**, go to the [CIITS Google Training Site Classrooms Page](#). The presentation and video are located at the top of the page next to SAS Curriculum Pathways:

Resources Available in CIITS.

**Instructional Management System**

**and Education Development Suite of CIITS (Sep.23)** - Phil Shepherd from KDE discussed how the Visual and Performing Arts College and Career Pathways will use the Student Workspace in CIITS and Beth Peterson, also from KDE, discussed using CIITS for nontraditional instruction.

PowerPoint presentation, PDF version and recorded sessions are available on the [CIITS Training Page](#).

## CIITS Professional Learning Resources

*The CIITS Professional Learning Resources section of the CIITS homepage was updated to include the following:*

- *CIITS Professional Learning Resources* links to the New [CIITS Google Training Site](#) with an abundance of resources to help with CIITS.
- *CIITS self-guided training for teachers* links to a [CIITS Self-Guided Training for Teachers](#) document that helps teachers get acclimated with CIITS at their own pace.
- *KDE CIITS Website Resources* links to the [KDE CIITS Website](#) with access to alerts, notifications, forms, help, login support, metrics and reports, news, support materials, and training.

## New CIITS resources

*The CIITS Resources section of the CIITS homepage was updated to include:*

- *Visual and Performing Arts College and Career Ready Pathways*  
The CIITS Google Training site provides teachers and students with the detailed Program of Studies and guidelines for presenting the student's Capstone Assessment Portfolios via the Student Workspace in CIITS. To access these documents click [here](#).
- *ACT End-of-Course resources are now available in CIITS!*  
Resources include Syllabus, Course Outline, Course Objectives, Instructional Units Plan, Sample Assessments and more. To find the resources, use the following Quick Reference Card (QRC): [Locating ACT End-of-Course Resources](#).

## 2014-15 assessments in CIITS

The following 2014-15 assessments have been added to CIITS Production:

- ACCESS A, B, C, and K
- ACT Junior
- ACT National
- COMPASS ALG, ENG, and RDG