KSIS & More

KHEAA now an eTranscript receiver – KSIS POCs asked to inform counselors of change in process

The Kentucky Higher Education Assistance Authority (KHEAA) is now an eTranscript receiver and will request eTranscripts in lieu of paper transcripts when performing student-level audits. The switch to eTranscript will improve efficiencies for the KEES audit process.

KSIS points-of-contact should ensure school counselors are aware that receiver initiated requests from KHEAA will not have transcripts auto matched to them, even if the school has loaded all student transcripts into Parchment. The high school administrator will manually attach each transcript by releasing the batch of transcripts from Infinite Campus or clicking "add from credential library" on each order and searching for each student in the credential library.

KHEAA sent letters explaining the process to district superintendents in December and January.

Thanks for your feedback!

Thanks to the KSIS, CIITS, and Data points-of-contact for feedback on what we did well and could have done better in 2015, and what you would like to see going forward into 2016. We received over 200 responses.

Communication, training, and helpfulness were the most frequently mentioned items done well in 2015 followed by CIITS and Infinite Campus product improvements. What we could have done better had a very similar tone and provided good feedback for fine-tuning each of these areas.

Top goals for 2016 included suggestions for product functionality improvements in Infinite Campus for Calendars, IMS, School Lunch and Student Voice. The CIITS goals included refinement of caseload assignment, professional development functionality, reporting and overall user experience. The feedback was clear that communication and training need to continue to be priorities in 2016 as well as data quality and clarification of roles for data points-of-contact.

Your input is very helpful as we analyze our work. We appreciate the kind remarks and the suggestions for how we can improve services offered to districts.

Special Education changes

The February Infinite Campus 1601.3 release corrected several issues in the Special Education module. Updates affected the Ky. Evaluation, Ky. IEP, Ky. Conference Summary and Simple forms.

Detailed specifics were included in the Feb. 9 KSIS Notification. KDE anticipates additional changes to the Special Education data collection for 2016-17 and continues to work with Special Education partners for continuous improvement.

Kentucky's Special Education Advisory Group for Infinite Campus (SEAGIC) provides direction to KDE and Infinite Campus on overall system enhancements that can improve the user experience within the Special Education module.

KDE encourages districts to submit tickets to Infinite Campus to ensure awareness of any ongoing issues.

Special Education directors can share recommendations for improvements, fixes or enhancements with regional SEAGIC representatives and/or with KDE contacts joseph.mccowan@education.ky.gov or amy.patterson@education.ky.gov.

Verify school and district profile data for the School Report Card

The annual verification of school profile data must be completed by April 1 to ensure 2015-16 schools are accurate for federal and state level reporting.

School demographic and contact information are available on the School Report Card and Open House webpages. The information must be updated through the District and School Collection Repository (DASCR) and People Role Manager applications. Access the DASCR and People Role Manager applications through KDE Web Applications.

Instructions for verifying and updating school profile information are available here, including a list of helpful tips. You may also refer to the Feb. 9 KSIS Notification regarding DASCR validation. (Commissioner Pruitt also sent the information to district superintendents in his Feb. 9 Monday email.)

For district role changes (i.e., superintendents, principals, etc.), contact your district WAAPOC. Contact information and/or role changes are not updated through the DASCR.

For questions specific to school change requests, contact Rodney Bennett by email or telephone at 502-564-5279, ext. 4449.

School Title 1 Status and School Based Decision Member Council 2015-16 data will be loaded later. These fields cannot be updated through DASCR. For questions regarding these data, contact Windy Newton by email.

Key Dates
Feb. 9 – April 1 — Schools verify their school profile information via the DASCR.
April 4 — 2015-16 School Report Card "Profile" data is opened to the public.
Summer 2016 — Additional data is loaded into School Report Card secure site for district review
Fall 2016 — 2015-16 School Report Card is opened to the public.

Training updates

KYSTE - Infinite Campus will present four sessions at the 2016 KYSTE conference on Wednesday, March 9. The sessions will focus on the Learning Management System and Campus Instruction.

- Session One – Online assessment setup
- Session Two – Using online assessments as a teacher
- Session Three – Taking an online assessment as a student through the portal and grading of a completed assessment as a teacher
- Session Four – Campus Instruction overview and the new functionality of Campus Help

Infinite Campus will have a booth in the exhibitor area and encourages you to stop by. If you have any questions, please contact Lisa Rhoton by email.

Spring User Group meetings - All sessions are scheduled from 9:00 a.m. to 3:00 p.m (local time). The registration link, meeting agenda and slide presentations soon will be published on the KSIS Training webpage. Contact Lisa Rhoton, Infinite Campus client executive, by email if you have questions.

Week 1
- March 15 - Graves Co. Board of Education, 2290 KY-121, Mayfield
- March 16 - Muhlenberg Co. Board of Education, 510 W. Main Street, Powderly
- March 17 - Metcalfe Co. High School, 208 Randolph Street, Edmonton
- March 18 - Nelson Co. Board of Education, 288 Wildcat Lane, Bardstown

Week 2
- March 22 - Pulaski Co. Board of Education, 501 E. University Drive, Somerset
- March 23 - Knott Co. Board of Education, 1156 Hindman Bypass, Hindman
- March 24 - Bath Co. Board of Education, Annex Building, 405 W. Main Street, Owingsville
- March 25 - Scott Co. Board of Education, 2168 Frankfort Pike, Georgetown

Infinite Campus Mastering the Fundamentals of Campus II, April 25-29
Fayette County Public Schools, 701 E Main St, Lexington, KY, Room 305 Annex
Cost: $750.00

KSIS 2015-16 end-of-year training – KDE will provide training April 20 (contingent on need for additional training time) and April 21, with training beginning at 9:30 a.m. ET. More information will be provided soon.

ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page here or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."

Districts with Challenge Academy students

In Infinite Campus, a district may use the W21 withdrawal code in cases when the district determines the Challenge Academy program meets the educational needs of a compulsory aged student (16-17) and the parent/guardian desires to withdraw the student to attend the academy. Regulation defines the W21 code as a withdrawal to a non-public school. The district will not receive SEEK funding for the time the student attends the academy.

Districts should advise students and parents of the effects of a withdrawal to a non-certified program and provide counseling regarding the best option for each student including the timeframe for re-enrollment in the sending district.

Although this is technically a withdrawal to a "non-public" (and non-certified) school under the regulation, the Challenge Academies are operated by Military Affairs/KYARNG (state entities) that have committed to providing education services to compulsory aged students. If appropriate educational services cannot be provided for individual students, KYARNG officials committed to KDE to decline those students until the academy can provide the appropriate educational services.

The Challenge Academies still offer traditional programming for dropouts aged eighteen. "W25" is the standard code for dropouts aged eighteen.

If you have questions about the Challenge Academies, please contact:

Bluegrass Challenge Academy
Patrick Yewell, Director
Phone: 502-607-5901
Patrick.r.yewell@mail.mil

Appalachian Challenge Academy
Josh Coldiron, Director
Phone: 606-574-0303
Email: Joshua.m.coldiron.nfg@mail.mil
Brittany Blair, Deputy Director
Email: Brittany.blair3.nfg@mail.mil

New reports for KTS data exchange

KDE published two reports to assist those participating with the KTS data exchange. The KTS Attendance By School report and the KTS Transcript report are located in Infinite Campus under KY State Reporting > Edit Reports. Home high school users and users in districts with CTCs must request user rights from their Infinite Campus system administrator to see the reports in the Index.

The KTS Attendance By School report allows:
- technical school users to view student attendance in the student's home district. If the tech school has more than one participating school, you must filter the report by school.
  ° Select "I am a Technical School", and then select the home district and school you wish to view. Start and End dates default to today's date but can be modified. The report can be sorted by student name, or by grade and then student name.
- home high school users to view student attendance at the technical school.
  ° Select "I am a Home District", and then select Kentucky Tech System. The report automatically defaults to the high school in which the report is being ran. Start and End dates default to today's date but can be modified. The report can be sorted by student name, or by grade and then student name.

The KTS Transcript report allows technical school users to view student transcript information from the student's home district. Select the home district you wish to view. Students can be selected by grade, section or by single student. The report can be sorted by student name, school and grade.

Student voice administration in Infinite Campus ending soon

Student Voice administration in Infinite Campus for the 2015-16 school year will end March 4.

After March 4, automatic educator assignment and survey generation will not run.

Student Voice – Progress Monitoring and Student Voice – Teacher Results reports in Infinite Campus will remain available for use by schools and districts. Click the preceding report titles for details.

Results for surveys that ended between Jan. 4 and Feb. 5 have been loaded into CIITS and can be found in the "Winter I" window. Results for surveys ending between Feb. 6 and March 4 will be loaded into CIITS in March and will be found in the "Winter II" window. Information for how to access Student Voice Results in CIITS can be found in the Viewing Student Voice Results Quick Reference Cards for Teachers and Leadership.

For information on how to administer a student voice survey in Infinite Campus, visit the webpage or contact Joyce Richards by email or telephone at 502-564-1479, ext. 4532. For technical assistance, contact Shale Detwiler by email or telephone at 502-564-2020, ext. 2279.

March 2016

**Continuous
Instructional
Improvement
Technology
System**

Unbridled LEARNING

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 Report Bank survey results

The results from the CIITS Report Bank survey did not reveal any issues with the reports. It appears there are districts using every report; therefore, no reports will be deleted. There were a few requests for additional reports and we are gathering requirements to create reports to meet those needs.

Per a district's request, a STAR Reading Analysis report was created. All STAR reports now reflect scores through Feb. 2016.

For a sample of any report, please see the CIITS Report Bank Samples document located on the CIITS Google Training Site for School and District Data.

17.1 Release

On Friday evening, March 11, Pearson will upgrade the CIITS application to version 17.1. The release will include the following enhancements/capabilities:

- "Pattern Scoring" will be available for Task assessment items that use Multiple Choice, True/False, Gridded, Checklist, or Hot-Spot activities.
- Leadership and Assessment Manager roles will have new Test Restriction options to prevent unauthorized users from copying tests or questions on tests, from scoring assessment items, or from viewing Item Analysis reports.
- A new 5-star rating system for Instructional Materials will help identify high quality content for classroom instruction.
- A new layout of the Material Detail page for Instructional Materials will make it easier for users to read, edit, copy and assign.

In EDS, Leadership users will have the ability to revert completed observations and Summary of Evidence back to "in progress" status to allow editing. Leadership users will also be able to delete those sources.

The new release will include the following performance fixes:

- resolves slowness when creating pre-formatted and custom reports in the School and District Data module
- resolves slowness when running the District Observation Summary report in EDS

KySTE conference

The CIITS team will be presenting at the 2016 KySTE Conference, March 9-11, at the Galt House in Louisville. We will offer two sessions for each of the following:

What's New in CIITS - update and overview of CIITS (including EDS)
- new features in 17.0 & 17.1
- new data elements

Creating and Publishing reports to the School & District Bank
- reports available in the Report Bank
- reports available to Teachers
- running preformatted reports (standardized & benchmark)
- creating custom reports and analysis spreadsheets
- publishing reports to district, school or teachers