



KSIS & More

Update Infinite Campus users to a supported browser before June 1

Please note the following changes in browser support to be effective June 1. While most tools will continue to function, every effort should be made to update Infinite Campus users to a supported browser as some tools may not function in older browsers. For additional information, see the [Supported Platforms](#) documentation in Campus Community.

Notable upcoming changes to platform support are summarized in the following table.

| Item | Details | Effective Date |
|----------------------|--|----------------|
| Safari 6.x | Safari 6.x will no longer be supported. | June 2016 |
| Internet Explorer 9 | IE 9 and 10 will no longer be supported. This is in response to Microsoft's announcement of no longer supporting these browsers as of January 12th, 2016. See this article for more information: https://support.microsoft.com/en-us/lifecycle/#p/Microsoft-Internet-Explorer | June 2016 |
| Internet Explorer 10 | | |
| Microsoft Edge | Support for Microsoft Edge is forthcoming. | TBD |

Reminders for successfully closing out SY 2015-16

Enrollment roll forward

- The Enrollment Roll Forward tool will roll forward currently enrolled students into the school they will attend next school year.
- If students were rolled forward prior to the end of school to build schedules, the 2016-17 enrollments should be updated by running the Enrollment Roll Forward tool again to roll forward any students who enrolled since the previous roll forward.
- Run the Enrollment Cleanup Wizard to remove 2016-17 enrollments for any students who withdrew prior to the end of school.
- Districts may submit a support ticket requesting Infinite Campus to run the Ky. Enrollment Update Script to update state reporting and special education fields on the Student Enrollment tab. For ease of identification,

the subject line of the ticket should be "KY Enrollment Update Script." This is not mandatory; however, if the district opts to have the script run, submit the request by July 15. Do not change Active Year until after Infinite Campus runs the script.

Enrollment reminders

- Update any primary enrollments that have an E98 temporary start status to the correct status.
- Generate the Enrollment Overlap report and correct all overlapping primary enrollments of more than one day. There should be no overlapping enrollments within a district.
- After posting all grades and rolling enrollments forward, enter the enrollment end date and status for any student who was active on the last day of school.
- Before entering students' end date, generate and

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| | Update Infinite Campus users to a supported browser before June 1 Closing out SY 2015-16 | Transition to adult life data G-Code data extraction – end-date enrollments of graduates by June 17 Standard process for final transcripts 2016-17 State Course Codes | June 1 health data pull District action required to update Infinite Campus POS terminals before Aug. 1 End-of-year resources Updated SAAR information Meal status data validation and preparations for SY 2016-17 | Setup for eighth grade students in CTE courses Preparing ATCs for SY 2016-17 Beginning-of-year training | Data Calendar list | CIITS Student Profile tool 2016-17 roll over Assessment data and reports KSIS end-of-year training | IMS webcast Milestones training site Staff |

securely save all locally run reports that pull only active students.

- Generate the Student Health Immunization report before you enter the enrollment end date. (Most state reports are not impacted by entering the student enrollment end date; however, the Student Health Immunization report will exclude any student with an enrollment end date.)

Active year

- Change the Active Year as soon as there is a need for users to access the 2016-17 schedules and data. Active Year controls the data visible on the parent portal and the enrollment highlighted on the enrollment screen.
- You may want to limit access to the parent portal until schedules are completed. To limit access to the parent portal, follow this path — System Administration | Portal | Preferences and uncheck anything that should not display over the summer.

Contact Becky Jenkins, Division of Enterprise Data by [email](#) if you have any questions.

Transition to adult life data requirements

Districts are encouraged (not required) to give the [Annual Senior Transition Survey](#) to 2015-16 senior students. The survey collects students' plans for the future and, more importantly, collects their contact information. A copy of the Annual Senior Transition survey can be found on the KDE [website](#).

At the beginning of the 2016-17 school year, school/district contacts must enter the transition status of 2015-16 graduates on the Graduation tab in Infinite Campus.

For further guidance, please refer to the [Transition Guidelines](#) that include directions for running the Transition Status report and the Validation report. If you have any questions, contact Kiley Whitaker by [email](#).

G-Code data extraction – end-date enrollments of graduates by June 17

KDE requests all districts to end-date the 2015-16 enrollments of their graduates no later than June 17, using the Enrollment End Batch process found under System Administration>Student. Please remember that end status codes for graduates are different, therefore graduates should be end-dated before other students.

Data for 2015-16 high school graduates will be extracted from Infinite Campus on June 30 in preparation for Kentucky's 2016 College and Career Readiness Report.

The enrollment end-dating process will be monitored by the Student Tracking Branch. For additional information, please see the [EOY Graduate Code documentation](#) or contact Samantha Engstrom by [email](#).

Follow the standard process for final transcripts

Final transcripts must specify the diploma type and diploma date. Only send a student's transcript to the university or school requested by the student.

Schools should send final transcripts through Parchment, Kentucky's standard eTranscript provider. Kentucky's post-secondary schools have created workflows and electronic processes around the standard format. Failure to utilize the standard process can cause delays in processing student applications. Each year, KDE receives complaints from universities regarding schools that are sending high school transcripts en masse or even individually in paper format. Please remind counselors to follow the standard process.

Direct questions regarding use of the Parchment system to Angelica Surra via email at asurra@parchment.com.

State course codes for 2016-17

KDE published the 2016-17 course documentation to the [Kentucky Uniform Academic Course Code webpage](#). The course code changes were loaded to Infinite Campus in February.

The majority of changes occurred in Career and Technical courses. Use the [listing of changes](#) to identify courses that may require state code changes for next year.

When assigning a state course code, refer to the State Course List documents that provide detailed descriptions, content areas, grade levels, credits and populations for each state code.

The document containing all courses with teacher certification areas is available [here](#). Since this document is very lengthy, additional documents are available for each content area and

without the certification codes on the [webpage](#).

Additionally, a quick reference Excel spreadsheet of all active and inactive state course codes and their names is available [here](#).

Contact Caryn Davidson by [email](#) for questions about academic courses and contact Kiley Whitaker by [email](#) for questions about career and technical courses.

Review and update student health data by June 1

Districts have until June 1 to review and update student health data in Infinite Campus in preparation for 2015-16 year-end data extraction by KDE. Student health data includes immunization certificate information, and student health conditions, exams and screenings.

For accurate data reporting, the June 1 deadline also applies to districts' conversion of remaining ICD-9 health condition codes to ICD-10 health condition codes.

Find instructions for entering required health information on the [School Health Services Infinite Campus Information webpage](#).

District action required to update Infinite Campus POS terminals before Aug. 1

Please plan to have information technology (IT) resources available this summer to update the Infinite Campus point-of-sale (POS) terminal software. A mandatory update is planned that requires district IT administrators to manually install and configure the Campus POS and Java software on each terminal. The update may be applied any time after the Infinite Campus Release .1621, scheduled to be deployed to Kentucky districts on June 8, but must be installed no later than the start of the 2016-17 school year.

The update will improve security on Infinite Campus POS terminals and remove restrictions on how terminals are updated and maintained. Without this update, POS terminals will not be able to communicate with Campus.

For more information, please see the [Release Notification: Point of Sale Security Update .1621](#) If you have questions, please contact Lisa Rhoton at lisa.rhoton@infinitecampus.com.

End-of-year resources

Check out KSIS webpages for valuable resources as you prepare for state reporting and closing of the 2015-16 school year.

- [KSIS Data Standards](#) – data entry guidelines to help ensure accurate reporting of student data
- [KSIS Training](#) – videos and presentation materials from SY 2015-16 end-of-year training sessions
- [KSIS Other Information](#)

State reporting deadlines, submission processes and contacts

State Reporting Quick Reference Guide

State published ad hoc filters

[End-of-year checklist](#)^{New}

Updated SAAR information

KDE provides information and documentation on the [Superintendent's Annual Attendance Report \(SAAR\) webpage](#) to assist with submission of the SAAR. Recently updated items on the website include:

[SAAR 2016 AADA Calculator](#)

[SAAR 5 year Trend Report](#)

[SAAR 2016 Submission Guide](#)

For SAAR questions, contact Ronda Devine at 502-564-5279, ext. 4444 or by [email](#).

Meal status data validation and preparations for SY 2016-17

In preparation for the end of year, districts should validate meal status data between Infinite Campus and their food service point-of-sale (POS) system. Slight differences may occur between the two systems' free/reduced numbers but the percentages should closely match. Meal status is a key component in many federal and state reports.

By July 1, in preparation for the new SY 2016-17 and to ensure the continued successful import of meal status from the food service POS, districts* should update the Infinite Campus Eligibility Import Wizard in FRAM. The Infinite Campus Eligibility Import Wizard will not change this year and the update process is straightforward. Failure of a district to timely or correctly update the Eligibility Import Wizard mapping will result in corruption of their prior school year data.

Click [here](#) for a presentation with accompanying notes on data validation and the update process, which is listed as "IC/POS Data Synchronization" in the 2015-16 end-of-year training resources.

If you have questions about validating meal status data or updating the Eligibility Import Wizard, contact Brad Blunt by [email](#).

*Updating the mapping is not applicable to districts that are fully participating in the Community Eligibility Provision or using Infinite Campus as their POS.

Best practice setup suggestions for eighth grade students in CTE courses

Technical schools should not manually enter eighth grade student data into the Infinite Campus or TEDS databases. Student enrollment data for TEDS must come from the Infinite Campus upload. Below are best practice setup suggestions for eighth grade students participating in Career and Technical Education (CTE) courses:

1. Roster eighth grade students into courses using the Kentucky technical school (KTS) data exchange process. Refer to the [KTS Course Setup Guide](#) and the [KTS Grading Task Setup](#) documents on the [KTS Data Exchange webpage](#). Districts have two options to link the students to the CTE courses and populate a secondary enrollment record in the technical school's Infinite Campus database:
 - a. Pull KTS data exchange courses into the middle school via Infinite Campus then refer to the [KTS Course Setup Guide](#) to add the students to CTE courses.
 - b. Add eighth grade students to the high school Infinite Campus database with a secondary enrollment record then use the [KTS Course Setup Guide](#) to add the students to CTE courses.
2. Students setup properly through the exchange process are able to have records created for them on the TEDS tab in Infinite Campus, which will allow their records to be exported into the TEDS database.

Technical schools that service students coming from a private or home school situation, regardless of grade, should contact Tanya Fluke by [email](#) for specific Infinite Campus setup guidance for those students.

Additional information is available in the How-To video section of the [KTS Data Exchange webpage](#). For questions regarding TEDS, contact Claude Christian by [email](#) and submit questions about the KTS data exchange to KDE via ktssupport@education.ky.gov or contact Tanya Fluke by [email](#).

Preparing Area Technology Centers for the 2016-17 school year

Information on setup for the new school year and KTS data exchange process is available on the [KTS Data Exchange webpage](#). Topics include:

- [KTS Course Setup Guide](#) – useful for high schools and technical schools when setting up courses for the current or upcoming school year
- How-To Video Section – to assist with various setup processes
- Suggested ad-hoc queries – for both high schools and technical schools to assist with filtering student data for reporting and attendance purposes
- Campus Instruction trainings – to assist technical school teachers with setting up gradebooks in the technical school databases
- [Grade Sync Troubleshooting Guide](#) – for high schools and technical schools experiencing issues with synchronizing grades
- Training – training announcements, information and links to videos and documentation

KSIS training

2016-17 beginning-of-year training is planned for July 20-21. The on-line registration form, agenda and slide presentations will be published on the [KSIS Training webpage](#).

Data Calendar list

For awareness purposes, the monthly Data Calendar list includes data pulled at the state level and data previously collected from districts for sharing with other state agencies or federal reporting. Please help ensure that data is verified and available prior to the Due to KDE date.

| Due to KDE | Report/Data Collection Name | KDE Contact |
|------------|--|--|
| 6/1 | Health Reports | Angela.McDonald@education.ky.gov |
| 6/1 | Immigrant | Gary.Martin@education.ky.gov |
| 6/1 | Limited English Proficient (LEP) | Gary.Martin@education.ky.gov |
| 6/6 | Gifted and Talented | Leann.Pickerill@education.ky.gov |
| 6/6 | Gifted and Talented Summative Evaluation - Districts Submit to KDE | Leann.Pickerill@education.ky.gov |
| 6/15 | ACT: 11th Grade | John.Wickizer@education.ky.gov |
| 6/15 | Technical Education Database System (TEDS) (End of Year) | Kiley.Whitaker@education.ky.gov |
| 6/16 | Special Education (SPED) - Indicator 11 & 13 Spreadsheet | Amy.Patterson@education.ky.gov |
| 6/17 | Graduation Codes | Samantha.Engstrom@education.ky.gov |
| 6/17 | SEEK At Risk | Samantha.Engstrom@education.ky.gov |
| 6/30 | Amended School Calendar | Cheri.Meadows@education.ky.gov |
| 6/30 | Extended School Services (ESS) (Regular) | April.Pieper@education.ky.gov |
| 6/30 | Homeless Children/Youth Count with Living Status | Helen.Jones@education.ky.gov |
| 6/30 | Kentucky Educational Excellence Scholarship (KEES) - Districts submit to KEES | Raymond.Carter@education.ky.gov |
| 6/30 | Migrant Count | Christina.Benassi@education.ky.gov |
| 6/30 | Original School Calendar | Cheri.Meadows@education.ky.gov |
| 6/30 | Safe Schools | Windy.Newton@education.ky.gov |
| 6/30 | Superintendent's Annual Attendance (SAAR) Report | Rhonda.Devine@education.ky.gov |
| 6/30 | Title 1 | Cathy.Lazarin@education.ky.gov |
| 7/1 | Armed Services Vocational Aptitude Battery (ASVAB) | Kiley.Whitaker@education.ky.gov |
| 7/1 | Career/Technical Certifications | Kiley.Whitaker@education.ky.gov |
| 7/1 | Kentucky Occupational Skills Standards Assessment (KOSSA) | Kiley.Whitaker@education.ky.gov |
| 7/1 | School Report Card - Accountability (Accountability Performance, Annual Measurable Objective (AMO), Accountability Components, Learners-NxGL, Achievement, GAP, Growth, CCR, Graduation Rate, Program Review Accountability) | John.Wickizer@education.ky.gov |
| 7/1 | School Report Card - Assessment (K-PREP, K-PREP End-of-Course, ACT, PLAN, EXPLORER, NRT, K-Screen Composite, K-Screen Domain, K-Screen Self-Help Social, Advance Placement, NAEP) | John.Wickizer@education.ky.gov |
| 7/1 | School Report Card - Career & Technical Education | Kiley.Whitaker@education.ky.gov |
| 7/1 | School Report Card - Delivery (Proficiency/Gap, CRR, Graduation Rate, KSCREEN) | Bart.Liguori@education.ky.gov |
| 7/1 | School Report Card - Finance (financial summary, revenues and expenditures data, SEEK, tax data, salaries data) | Paige.Patterson@education.ky.gov |
| 7/1 | School Report Card - Learning Environment (Students ADA, Spending, Students Membership, Students by Lunch Status, Students by grade, race and gender, Success Rate, Students by Transition to Adult life after graduation, Teachers by gender and race, Teachers Average student -to-teacher-ration, Teachers Professional Qualifications, Teachers teaching methods, Technology, community, Safety, Safety-school safety precautions, Programs-English Language Learners, Programs-Gifted and Talented, Programs-Migrant, Programs-SPED, Career pathways) | DeDe.Conner@education.ky.gov |
| 7/1 | School Report Card - Profile (Summary data, District board members, school board council members) | Rodney.Bennett@education.ky.gov |
| 7/1 | School Report Card - Program Review (Arts and humanities, Practical Living and Carrier Studies, Writing, KG through 3rd grade, World Language) | Joseph.McCowan@education.ky.gov |
| 7/1 | WORKKEYS | Kiley.Whitaker@education.ky.gov |
| 7/8 | Certification of School Bus Mileage | Chay.Ritter@education.ky.gov |
| 7/25 | Annual Financial Report and Balance Sheet (Unaudited) | Chay.Ritter@education.ky.gov |
| 7/25 | Tax Collection Reports | Chay.Ritter@education.ky.gov |
| 7/31 | Expulsions - (All students with and without disabilities) | Amy.Patterson@education.ky.gov |
| 7/31 | Special Education (SPED) - Interim Alternative Educational Setting (IAES) Spreadsheet | Amy.Patterson@education.ky.gov |
| 7/31 | Special Education (SPED) Discipline (removals and expulsions) | Amy.Patterson@education.ky.gov |
| 7/31 | Special Education Exiting Data | Amy.Patterson@education.ky.gov |



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.

Student information in CIITS

Teachers, do you want to view student information in one place? Use the CIITS Student Profile. Learn how to use this convenient tool by watching this [video](#).

2016-17 roll over & viewing future students for upcoming sections

The CIITS production site will be rolled over to the 2016-17 school year in mid-July. After the roll over, teachers will be able to view students for their upcoming sections following steps outlined in the Quick Reference Card (QRC) located [here](#).

CIITS assessment data and reports

The following assessment data is now available in CIITS:

- 2015-16 COMPASS as of March 31
- 2015-16 KYOTE as of April 14
- 2015-16 ACT National (December/February test administrations) as of May 14

The following reports in the corresponding categories have been updated or created in the CIITS Report Bank:

- College and Career Ready Reports (created for 2015/16 assessment data)
 - Compass Report
 - KYOTE Report
- DEA Reports (updated through Nov. 2015)
 - DEA-CCRC (Math, Reading & English II)
 - DEA-CRDA (College Readiness)
 - DEA-KYRC (Science & Social Studies)
 - DEA-USRC (Biology)
- MAP Reports (updated through Spring 2016)
 - MAP Language Analysis
 - MAP Mathematics Analysis
 - MAP Reading Analysis
 - MAP Reading by Race Reporting Category
 - MAP Results By Subject, Grade & School
- STAR Reports (updated through May 2016)
 - STAR Early Literacy by Race Reporting Category
 - STAR Mathematics Analysis
 - STAR Reading Analysis
 - STAR Reading by Race Reporting Category

For more information on these reports, see the CIITS Report Bank Samples document located [here](#) then click on the name of any category or report to jump to that section within the document.

KSIS end-of-year training

The following CIITS topics were covered at the Kentucky Student Information System (KSIS) end-of-year training in April.

- CIITS Job Categories – correct setup for evaluation and completion of Summary of Evidence
- KTS User Setup – unique setup for those who are not teachers and principals at ATC schools
- Viewing Future Students after End of School Year – using Student Performance in the Classrooms Module

For more information regarding these topics, view the PowerPoint presentation located [here](#) or the video located [here](#).

Milestones training site available to teachers

Pearson is providing Kentucky teachers with access to their Milestones Training site at no additional cost. Teachers may register for any of the following 2016 sessions. Sessions are scheduled from 1:30 – 3:00 p.m. (ET). Click [here](#) to register.

June 9 – Summer Considerations

July 7 – All about KPIs, Summer Considerations and v18

Aug. 4 – Getting Ready for School and Enhancing the Report Bank

Sept. 9 – Preparing to Administer Benchmark Assessments

Oct. 13 – Classroom-level Reporting

Nov. 18 – Best Practices

Dec. 8 – Advanced Reporting

***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

Maritta Horne

Phil Bigard

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