KSIS & More

Prepare now for your 2015-16 school report card

Districts should now be reviewing and cleaning data for their 2015-16 school report card. Finding and correcting issues now will make data verification a smoother process. Click here for a list of reports and ad hoc filters that can be used to validate school and district data for school report cards.

On July 12, KDE will open the School Report Card Secure site Learning Environment and Finance tabs for district and school data entry and verification. Watch your email for details and guidance.

NEW Dual Credit Scholarship Program

On June 28, Gov. Matt Bevin signed Executive Order 2016-378 authorizing the new Kentucky Dual Credit Scholarship Program. Click here for a webinar, led by Education and Workforce Development Cabinet Secretary Hal Heiner, detailing implementation of the new program.

The scholarship program will require annual reporting to KHEAA and may necessitate changes to dual credit courses already set up in Infinite Campus. All dual credit courses should be set up in Infinite Campus with the appropriate state course code and dual credit difficulty level indicated to ensure these are recognized as dual credit in standardized data pulls.

In addition to the current course set up, the postsecondary school the student will be attending and associated credits must be reported by the end of August. KDE will define options to help districts with this reporting. Please make sure counselors are aware of this new scholarship and the potential need for additional updates to the course for fall reporting. More information will be shared on the data collection and reporting requirements as it becomes available and in the beginning of year training scheduled for July 20-21.

Assigning Infinite Campus tool rights for school nurses

Prior to the beginning of the school year, ensure school nurses are assigned appropriate tool rights in Infinite Campus. The correct assignment of tool rights is necessary for accurate student health data entry and reporting. The recommended Infinite Campus access for school nurses includes the following areas:

- System administration>Health (all health options)
- Student Health tabs
- Ad hoc reporting (all rights)
- State published health ad hoc filters
- Ability to search by student name as well as state ID numbers

Contact Angie McDonald by email or Samantha Engstrom by email for more information regarding correct assignment of tool rights for nurses.

Enrollment reminders

- To close out the 2015-16 school year, districts must enter an end date and end status for all 2015-16 student enrollments. This process can be done quickly and en masse by using the Enrollment End Batch tool available under System Administration >Student > Enrollment End Batch.
- In preparation for the start of the 2016-17 school year, review guidelines regarding "no show" enrollments in the Pupil Attendance Manual or the User Guide: No Shows located in the Other Procedural Documentation section on the KSIS Data Standards webpage.

Infinite Campus preparations for kindergarten screening (Brigance)

A data exchange process is in place to pull class and student information from Infinite Campus and import it into the Brigance Online Management System (OMS). Districts, schools, classes and kindergarten homeroom teachers will be automatically set up in the Brigance OMS. Core assessment, self-help, and social-emotional data for each student entered into the Brigance OMS are merged into Infinite Campus after the statewide data reporting process is complete.

Setting up classes

For correct set up of the Brigance OMS, districts and schools must schedule the homerooms in Infinite Campus. Each kindergarten homeroom must contain at least one grade 00 student within the roster and be coded as one of the following:

- **703001** Elementary Homeroom
- **701010** Primary Self-Contained
- **600117** Self-Contained Emotional/Behavioral Disability (EBD) –Life Skills
- **600101** Self-Contained Functional/Mental Disability (FMD)

The homeroom also must be associated with a teacher whose district email address is entered into Infinite Campus. Be sure that teacher name changes, which are reflected in their email addresses, have been updated in Infinite Campus. The teacher's email address determines how students are assigned to the correct class in the Brigance OMS.

Avoiding common pitfalls

- Duplicate student records – When enrolling students, always use Student Locator in IC to search for existing student records. Student Locator can be found under Student Information > Student Locator. Using Student Locator prevents creation of duplicate records when a student had a previous enrollment. Every year, numerous duplicate records are created which can keep students from integrating into the Brigance OMS and slow the process for state reporting of readiness scores. Refer to the Enrollment Data Standard for additional details.
- Suffix in Last Name field – If a student has a suffix in his name, such as Jr., make sure it is entered in the suffix box in Infinite Campus and not the last name box.
- Incorrect date of birth – Ensure birth dates are entered correctly. Often the child's birth month and day are entered with the current year instead of the birth year.

For questions regarding Infinite Campus preparations for kindergarten screening, contact Melody Cooper by email.

KTS data exchange tips for high schools & technical schools

Review these tips to make the start of the school year go more smoothly for those participating in the Kentucky technical school (KTS) data exchange.

Tips for high schools

- Obtain a copy of the technical school master schedule to assist with scheduling at the high school.
- Follow course creation processes specified for the KTS data exchange as these processes are different from those used for regular scheduling.
- Communicate and work with the technical schools when there are questions.

Tips for technical schools

- Supply your high school schedulers with the technical school's master schedule as soon as possible.
- Communicate and work with the high schools during the scheduling process.
- Check student rosters frequently for missing students and contact the high school immediately to resolve an issue.
- Refer to the KTS Grade Calc Options Setup document to ensure courses are completely setup and ready before technical school teachers setup their gradebooks.
- Ensure technical school teachers have been properly trained in Campus Instruction for proper gradebook setup and assignment creation.

Tips for both types of schools

- Ensure proper course setup prior to the start of the school year.
- Refer to the KTS Course Setup Guide for proper course setup.
- Refer to the KTS Grading Task Setup for proper grading task setup.
- Check the Process Alert area of your Infinite Campus homepage often for KTS Data Exchange messages.

New reference guides for getting student names right

Getting a student's name right is the first step in welcoming him or her to school. Getting a name correct in Infinite Campus can help avoid duplicate student records. A new set of reference guides from Regional Educational Laboratory (REL) Northwest can help.

The Getting It Right guides provide districts with guidance for consistently entering students' names. The printer-friendly guides include easy-to-follow tips and guidelines for registering students with non-English home languages. For each home language, the guides provide information on the typical number of given names or family names, the order of the names and where the names might fit into common database fields. In addition to facilitating accurate data entry, these guides can help front office staff and registrars greet and address parents and other family members in a culturally responsive and respectful way.

Click here to download and print the reference guides.

Update FRAM data import mappings to SY 2016-17

All districts need to update their food service data import mappings for the new school year in Infinite Campus at FRAM>Eligibility Import Wizard. Starting on July 1, the import mapping should be set to SY 16-17 for the entire school year. The user will need to either upload a file or click Continue to save the changes.

*Browse and select import file.

Browse...   Upload & Continue

File already exists on the server

D:\CampusDocumentStore\batchReports\batchQueue\staging_scramble\36643\2016-05-12-14-38-23\SCNDC_HISTORY_DCEXTEND_2015_JUL_BBLUNT_SCRAMBLED.csv   Continue

Districts that import meal eligibility data from a food service POS must restart the data synchronization process in Infinite Campus after their POS system rolls over for the new school year. If your district is new to participation in the Community Eligibility Provision (CEP) or has become a full CEP district for SY 16-17, please ensure the district properly configures its POS data import.

For more information, visit the KSIS training website and view the recorded webinar and PowerPoint presentation titled IC /POS Data Synchronization. Please contact Brad Blunt by email with questions.

Scope year change planned for Aug. 3

The scope year change to 2016-17 is scheduled for Aug. 3 with the deployment of Campus.1629. District staff must create the 2017-18 school year prior to the change of scope year. Instructions to add a school year are available on Campus Community.

With the scope year change
- 2016-17 becomes the scope year (real time data syncing)
- 2015-16 becomes the Minus 1 year (limited manual syncing)
- 2017-18 becomes the Plus 1 year (limited manual syncing)
- 2014-15 becomes no longer available for any data synchronizing

Scope year is updated annually to the current school year and determines the school year for which district data routinely synchronizes in real time to the state edition of Infinite Campus. Manual synchronization of limited data elements is also available in the Minus 1 (previous year) and Plus 1 (next school year). See Campus Community for guidance on available sync objects for each of these years.

MSGP preparation

Median Student Growth Percentiles (MSGP) will be calculated in late summer. Verify 2015-16 data now to double check and verify 2016-17 data to ensure accurate setup. Accomplishing accurate MSGPs requires the coordinated effort of district and school administrators working as a team. Click here for guidance to ensure use of correct course codes and development of a protocol for annual validation of the course codes in Infinite Campus.

Upcoming KSIS training opportunities

KDE has scheduled the 2015-16 KSIS beginning-of-year training for July 20-21. District staff may choose to participate on site in the KDE State Board room or via the KDE Media Portal. Eligible participants may receive EILA credit. The sessions will be recorded for reference. For details and registration information, please go to the KSIS Training webpage.

Review and be familiar with your school's "Directory Information"

School officials should review and be familiar with what their school has identified as directory information. Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. Directory information may not be the same for every school. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information,"; provided parents or eligible students the right to restrict the disclosure of such information; and informed parents and students the period of time within which they must notify the school in writing that they do not want any or all of the information designated as "directory information." 34 CFR § 99.3 and 34 CFR § 99.37.

For more information, see the PTAC publication Protecting Student Privacy While Using Online Educational Services.

Special Education module improvements

In mid-July, the redesigned improvements for the Special Education module will be available in Infinite Campus. The improvements are the result of several months of collaboration with the Special Education Advisory Group for Infinite Campus (SEAGIC) and Infinite Campus developers. The redesign includes updates to bring special education documents into better alignment with the referral, evaluation, and Individual Education Program (IEP) processes.

Based upon feedback from the district directors of Special Education (DOSEs), KDE will offer the following live training opportunities this summer to allow DOSEs time to train district staff on use of the updated documents. To register for the trainings, click here.

Date	Time	Location
July 13 (after KY CASE)	1:00 p.m. – 4:00 p.m., ET	Embassy Suites Hotel 1801 Newtown Pike Lexington, KY 40511
July 25	9:00 a.m. – 12:00 p.m., ET	Ashland KEDC and Conference Center 904 Rose Road Ashland, KY 41102
July 26	9:00 a.m. – 12:00 p.m., ET	Corbin Center 222 Corbin Center Drive Corbin, KY 40701
July 27	9:00 a.m. – 12:00 p.m., ET	General Butler State Park 1608 KY-227 Carrollton, KY 41008
July 28	9:00 a.m. – 12:00 p.m., CT	WKEC Conference Center 435 Outlet Avenue Eddyville, Kentucky 42038

In addition to the live trainings, the KDE will offer virtual trainings in August to help train teachers and other staff. For any questions, please contact Joe McCowan by email or Amy Patterson by email.

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
8/15	ACT: Graduates (last taken not highest score)	Raymond.Carter@education.ky.gov
8/15	Family Resource and Youth Service Centers (FRYSC)	Tonya.Cookendorfer@ky.gov
8/15	Kentucky Online Testing (KYOTE)	John.Wickizer@education.ky.gov
8/30	COMPASS	John.Wickizer@education.ky.gov
9/1	Quality Core (End of Course)	Jennifer.Stafford@education.ky.gov
9/15	Advanced Placement (AP) Information (test data)	Raymond.Carter@education.ky.gov
9/15	Kentucky Performance Rating for Educational Progress (KPREP)	John.Wickizer@education.ky.gov
9/30	Extended School Services (ESS) (Summer)	April.Pieper@education.ky.gov
9/30	Support Education Excellence in Kentucky (SEEK) Tentative Calculation	Chay.Ritter@education.ky.gov
9/30	Working Budgets	Chay.Ritter@education.ky.gov
10/1	Diversity Data - Fall Pull	ScottA.Smith@ky.gov
10/1	Free and Reduced Lunch	Timothy.Cooper@education.ky.gov
10/1	Local Educator Assignment Data (LEAD) Report (received by EPSB)	cghord@ky.gov
10/1	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	Chay.Ritter@education.ky.gov
10/15	Kentucky Center for Education and Workforce Statistics (KCEWS)	DeDe.Conner@education.ky.gov

IMS News You Can Use

Instructional Management System (IMS) News, a supplement to the KSIS & More newsletter, is focused on IMS & Educator Development (ED) data quality. IMS & ED 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.

Roll over to 2016-17 school year and viewing future students

In mid-July, the Instructional Management System (IMS) and Educator Development production site will roll over to the 2016-17 school year. Students will not be able to view their schedules in IMS. This feature will be turned off following the roll over.

Following the roll over, teachers will be able to view their future students for scheduled sections, if they are setup properly in Infinite Campus. Navigate to Student Performance in the Classrooms module, select the future course/section from the Section Chooser drop down list, select either the Student List or Student Analysis tab; if no students are displayed, click on the "All Students" button to display students. For details, refer to the Quick Reference Card (QRC) for Viewing Future Students.

Instructional Management System (IMS) Roles report in Infinite Campus

All individuals who have a district employment assignment and a valid kyschools.us email address entered in Infinite Campus automatically receive a user account. Upon an employee's separation from the district, districts should end date all of the employee's district employment record(s) and district assignment record(s) in Infinite Campus. Click path: Census > People > District Employment; Census > People > District Assignments.

Failure to end date all of the employee's district assignments will result in the individual's account remaining active. If the employee is changing assignments, his/her former district assignment should be end dated and new district assignment should be set up by following the same click path above.

Districts may use the CIITS Roles report in Infinite Campus to see custom role assignments for their district and school staff, the institution in which the permissions are assigned, and the assignment start date. The path to run the report is KY State Reporting > KDE Reports > CIITS Roles.

Educator Development (ED) job categories

Data in Infinite Campus will be used to align certified staff who will be evaluated to a job category. The Type/Alt Type field in Infinite Campus will be used to determine a person's job category in Educator Development (ED).

Type/Alt Type is located on the District Assignments tab in IC. Type/Alt Type should never be left blank. Type/Alt Type must be the same on all active assignment records within a school but may be different between schools. Never delete an assignment record; end date the assignment instead.

For more information regarding job category setup for Certified Staff, see the Quick Reference Card (QRC) for Job Category Setup for Certified Staff.

For principals, in addition to giving the principal a Type of 02: Administrator, enter the principal's email address on the School Resource page in Campus.

The click path is Index > System Administration > Resources > School, enter principal's email in the Principal Email field.

For more information on Campus setup to receive the correct access, please consult the document, Assigning CIITS Roles and Permissions.

The Kentucky Department of Education (KDE) developed two custom reports in Infinite Campus for districts use to ensure data is correct and that each certified staff is aligned to a job category. The reports can be found in Infinite Campus District Edition under Index, KY State Reporting, KDE Reports.

- The CIITS Job Category report will display persons who are set up correctly and their respective job category based on the Type/Alternate value(s) and (if set) the Evaluation Override on their active District Assignment records. Refer to the Job Category Setup for Certified Staff QRC for information on setting up certified staff.

- The CIITS Job Category Exception report will display any person not aligned to a job category due to improper setup of the Type/Alternate Type value(s) on the person's active District Assignment records. This report will also display users who have different Type/Alternate Type values between schools where the Evaluation Override needs to be set. Refer to the Correcting CIITS Job Category Exceptions QRC for information on each exception and corrective action.

Past students & Report Bank video

Teachers needing to access student data when school is out can use the Instructional Management System (IMS) Classrooms and School & District Data modules. Learn how to use these convenient tools by watching the Past Students & Report Bank video.

KTS setup for high school staff in an ATC

Assigning Infinite Campus user access in an area technology center (ATC) to a high school staff member who is not an employee of the ATC requires unique setup to maintain CIITS access in their home high school.

- Create person record (not staff) for the high school staff member in the ATC Infinite Campus database
- Leave Email field on Demographics tab blank or enter email in Secondary Email field.
- Leave District Employment tab blank.
- Leave District Assignments tab blank.
- Create user account for the person and assign appropriate tool rights.

For details, refer to the Quick Reference Card (QRC) for KTS Setup for IC Access Only.