



# KSIS & More



The School Data Services Division wants to thank all school and district staff working to provide an excellent education for Kentucky's students. We look forward to the new year and to continuing to support your efforts by managing the major enterprise data systems, improving data quality and promoting data use.

Serving you from our new home in the 300 Building, we send best wishes for a happy holiday season and productive New Year 2017!

(Front row, left to right) Linda Burton, Maritta Horne, Lisa Keeter, Ryan Adcock, Michael Spence and Ericka Jenkins; (back row) Candy Johnson, Shale Detwiler, Lyndsey Robinson, DeDe Conner, Jessi Carlton, Becky Jenkins, Raymond Carter, Matt Coffey, Mandy Schramm and Phil Bigard.

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# Student Voice first reporting period ends soon

The first Student Voice reporting period within Infinite Campus closes on Dec. 23. In mid-January, results for surveys that end between Sept. 1 and Dec. 23 will be loaded in the Educator Development Suite (EDS).

Schools may continue to administer the Student Voice survey in Infinite Campus until March 1. Results for surveys ending after Dec. 23 will be loaded into EDS in mid-March.

Immediately following the close of a scheduled window, survey results are also available in the [Student Voice – Teacher Results Infinite Campus report](#).

For more information about Student Voice administration, contact Joyce Richards by [email](#) or phone at (502) 564-1479, ext. 4532. For technical assistance, contact Shale Detwiler by [email](#) or phone at (502) 564-2020, ext. 2279.

## Upcoming training

- Dec. 8-9 – Kentucky Interchange 2016, Marriott Louisville Downtown hotel, 280 W. Jefferson Street – For details, see the [2016 Interchange Kentucky Sessions at a Glance](#) and [2016 Interchange Kentucky Session Descriptions](#). For more information, contact Lisa Rhoton at [lisa.rhoton@infinitecampus.com](mailto:lisa.rhoton@infinitecampus.com).
- Jan. 12 – KDE mid-year 2016-17 KSIS training – For more details and registration, go to the [KSIS Training webpage](#).

## Student privacy and security

The Privacy Technical Assistance Center (PTAC) produced two new videos that districts can use to help increase awareness among all staff of data privacy and security best practices. Each video is only about three minutes long. Please share the videos with all staff.

- [Email and Student Privacy](#) provides technical and common sense advice to help keep student information safe.
- [School Volunteers and FERPA](#) – explains responsibilities as a volunteer for protecting student privacy.

Visit [ptac.ed.gov](http://ptac.ed.gov) for more information and resources.

Remember, even a combination of seemingly non-identifiable information could allow someone in the student community to identify the student.

## Area technology center Infinite Campus Portal accounts

Schools should take actions to help make students and parents aware of their area technology center (ATC) portal accounts. In addition to student and parent home high school portal accounts, Infinite Campus provides separate ATC portal accounts for students who attend an ATC and for their parents. Gradebook details for technical courses are only visible from the ATC student and parent portals.

ATC teachers, principals or clerical staff should make students aware of the separate portals and provide the students with portal login information.

Additionally, the ATC staff should provide portal login information to parents of ATC students. To protect privacy, it's a best practice for parents to present a photo identification to obtain access to their parent portal account. For parents' first-time login instructions, click [here](#).

The Infinite Campus Portal URLs are provided on the [KTS Data Exchange webpage](#). Direct questions regarding ATC Infinite Campus Portal accounts to [ktssupport@education.ky.gov](mailto:ktssupport@education.ky.gov).

### ***Attention ATC principals and teachers – ATC faculty can view summative assessment data in the IMS***

Principals and teachers at the area technical centers (ATC) cannot view summative assessment data in Infinite Campus (IC) because student assessment data is connected to students at the home high school level. The summative assessment data can be viewed in the Instructional Management System (IMS). For more information, see the article Assessment data in the IMS located in the CIITS section on page 5 of this newsletter.

## Format change to technical school course numbers used in the KTS data exchange

Please inform school counselors that effective Nov. 21, current year technical school course numbers used for the KTS data exchange will be in a new format. The format change was necessary for implementation of additional functionality.

The course number will remain 13 digits but the technical center IDs will change. Click [here](#) for the new list of technical center IDs and for a detailed explanation of all upcoming changes, click [here](#).

## Student enrollments and identity changes

Follow guidelines in the [Enrollment Data Standard](#) to ensure students are enrolled correctly and to avoid creating duplicate student records. Districts are required to use the Student Locator to enroll all students, including preschool and kindergarten students. Duplicate records are often created when a user fails to search the Student Locator for existing records prior to creating a new enrollment.

Legal name changes or other updates to a student's identity must be recorded by creating a new student identity record with an appropriate effective date. Take great care to NOT overwrite the current identity, which will result in loss of historical data and create a mismatch between district and state databases.

# How to avoid student records transfer issues

Brief student enrollments, such as placements in alternative programs or treatment facilities, often result in incomplete student record availability for subsequent enrollments when student records transfers are not requested and fully processed. To ensure the student's full academic record is available for electronic records transfer, receiving schools and facilities must complete all available import wizards, including the KY State Reporting, Transcript and Assessment import wizards. A thorough and timely student records transfer is necessary to ensure the receiving school obtains all needed infor-

mation to provide required services for a student upon enrollment.

Student records are sometimes incomplete after an enrollment at a treatment facility school. All personnel responsible for processing student records should follow the [Student Records Transfer data standard](#) published on the KSIS Data Standards webpage. If your school regularly releases students to a facility outside your district or receives students transferring from one of these facilities, please reach out to the facility to provide and encourage use of the Student Records Transfer data standard.

## *Preparing for the IDEA Dec. 1 Child Count*

Ensure data quality for IDEA Dec. 1 Child Count reporting with these helpful tips.

1. If students are missing from the IDEA Dec. 1 Child Count report or the disability is not pulling correctly, consider following the steps in this work-around:
  - a. Unlock the student's KY Evaluation/Eligibility Determination.
  - b. Verify that the Date of Eligibility Determination and Primary Disability fields are completed on the Eligibility Determination editor.
  - c. Save the Eligibility Determination editor.
  - d. Lock the KY Evaluation/Eligibility Determination.
  - e. Unlock the student's IEP.
  - f. Go to the Enrollment Status editor.
  - g. Click the button labeled, "Get Disability from Evaluation."
  - h. Save the Enrollment Status editor.
  - i. Lock the IEP.
2. Instances have been reported where special education students are missing from the Error Warning page for the Dec. 1 Child Count if the student has two or more critical errors.
  - a. For example, if a student has two critical errors,
    - i. Critical Error: The following records have a Reevaluation Due Date on or before Nov. 30 of this year; and
    - ii. Critical Error: The following records have an IEP End Date on or before Nov. 30 of this year.The student will not show up on the Error Warning page. There is no work-around for this issue at this time. Please be aware of these errors and the potential affect for the Error Warning page data.

For more information, please refer to the Nov. 3 [Child Count webinar](#) conducted by KDE to review the IDEA Dec. 1 Child Count reporting process.

If you experience problems or have questions, contact Amy Patterson by [email](#). As always, be careful to only include the student's state student identification number (SSID). Sharing only SSID information will help to locate the specific student information and protect the student's privacy during the support process.

## Preschool fall enrollment count

Districts have until close of business on Dec. 9 to finalize preschool data for the Fall Enrollment Count. The count includes "at risk" 4-year-olds (up to 160 percent of poverty), and 3- and 4-year-olds with disabilities (students with an active and locked IEP). These students must be actively enrolled in grades 99, 98, or 97 on or before Dec. 1.

On Dec. 12, the KDE will generate the enrollment count from Infinite Campus using close of business Dec. 9 data. Funding for the following school year will be determined using the average of the fall and spring enrollment counts.

To verify data accuracy, generate and review the Pre-school Enrollment Count report in Infinite Campus (Path: KY State Reporting > Preschool Enrollment Count).

The summary report type displays the total number of students by category for each school, while the detail report type displays student-level data for each enrollment.

When reviewing the detail report, verify the following are true:

- no student displays "0" in all columns,
- all eligible students are included, and
- students who are "at risk" and have a disability only, display a "1" in the disability column.

If you have questions about the Preschool Enrollment Count report, contact Annie Rooney French by [email](#) or telephone at (502) 564-7056, ext. 4736.

# Infinite Campus cloud migration

The Nov. 8 release of Campus.1641.6 upgraded all districts to the Premium Data Extract Utility to provide districts more flexibility and control over data extracts. More information about the [Premium Data Extract Utility](#) is available in Campus Community.

By Dec. 8, Campus will make available a desktop client that works in conjunction with the Premium Data Extract Utility that will allow a new method of data extraction from Campus to a district computer. In short, this client will be a secure method for generating data extracts to any number of computers determined by the district. While it requires some upfront configuration, it will allow the district more control of its data extracts. Initial use of this client is optional; however, the current SMB method that sends files directly to Windows file servers will be phased out by 2018.

KDE encourages district participants to attend one of two identical sessions on the new Premium Data Extract Utility at the Dec. 8-9 Interchange @ Kentucky conference in Louisville. For more information on the options for extracts, see the recently updated [FAQ](#) on the KDE KSIS Cloud Migration [web-](#)

[page](#).

Important reminders as we approach the December migration window:

- develop a communication plan to provide students, parents and staff the new Infinite Campus URL
- complete tasks outlined in the [Readiness Guide](#)
- use your Campus support case with subject “Move to Campus Cloud” to ask questions regarding migration or provide information to Infinite Campus
- Infinite Campus will be down from 4 p.m. ET, Dec. 23 through COB Thursday, Dec. 29 for Frankfort-hosted districts and for State Edition
- All districts will be affected and will be unable to enroll students during the Dec. 23 – 29 window.
- Student Locator, student records transfer process and some reports that use State Edition data will be unavailable during the Dec. 23-29 window.

For more information about the Infinite Campus private cloud, check the [KDE KSIS Cloud Migration webpage](#) or contact Lisa Rhoton, Campus client executive, by email at [lisa.rhoton@infinitecampus.com](mailto:lisa.rhoton@infinitecampus.com).



## Restraint and Seclusion Custom tab will become read only

On Nov. 30, the Infinite Campus state-published Restraint and Seclusion custom tab will become read only in all districts. There are 83 restraint and seclusion records for SY 2016-17 on the custom tab. Schools with 2016-17 data recorded on the this tab should follow the [Behavior Data Standards](#), Section 2E (Documentation of Restraint or Seclusion) to enter the data in the Behavior Response section of the Behavior Management Tool.

KDE created the tab for data collection only during the 2013-14 school year. Beginning with the 2014-15 school year, Infinite Campus added Behavior Response functionality to document the use of restraint and seclusion in the Behavior module and KDE advised schools to discontinue use of the custom tab.

If you have questions or concerns, contact [Robert Meacham](#) or [Windy Newton](#).

### **Office of Education Technology Division of School Data Services**

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# 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.

## Assessment data in the IMS

The Instructional Management System (IMS) contains assessment data loaded from Infinite Campus (IC) as well as STAR, MAP and DEA. [Districts using STAR, MAP or DEA must complete the annual District Data Authorization form (available [here](#)) and send it to [kdeciitsmailbox@education.ky.gov](mailto:kdeciitsmailbox@education.ky.gov).] For a complete list of assessments available in the IMS, see [Assessment Data Loads and Updates](#).

Assessment data in the IMS is attached to each student record; therefore, anyone with the permissions to view that student in the IMS will have access to all of the student's assessment data in one location. This data can be easily used to compliment or replace other processes schools and districts use to monitor student data.

IMS users have multiple options for viewing assessment data.

To view students individually, use the Student Profile. For more information on viewing a student's profile, see the [CIITS: Student Profile video](#) or [Schoolnet: Viewing and](#)

### [Printing Student Profiles quick reference card \(QRC\)](#).

- To view all student data for a specific assessment, use the School & District Data module to run a pre-formatted report or create a custom report. For more information on how to run pre-formatted reports see the [Schoolnet: Creating Pre-formatted Reports QRC](#), or visit the [CIITS Google Training Site](#) for more resources on the School & District Data module.
- To generate reports at the click of a button, go to the Report Bank available from the School & District Data tab. For report samples, click [here](#). Submit suggestions or requests for new reports to [kdeciitsmailbox@education.ky.gov](mailto:kdeciitsmailbox@education.ky.gov).

To receive updates regarding data and reports available in the IMS, contact your WAAPOC and request to be added as a school or district CIITS primary or secondary point of contact (POC). Click [here](#) for a listing of WAAPOCs by school district.

## Usability study to be completed prior to deployment of 18.0

Pearson is conducting a usability study among 20 Kentucky educators for Schoolnet's 18.0 release of the Instructional Management System (IMS) and Educator Development Suite (EDS) products. The purpose of the study is to determine if the IMS and EDS modules work as expected prior to deploying the software to all users. By mid-December, when the study results are acceptable, the 18.0 release will be applied to the CIITS system. In December, a formal announcement will be made with details of the release that is expected by mid-month.

## IMS training

Reach out to your regional co-op for information on IMS Training opportunities. The following co-ops have been trained on the Instructional Management System (IMS):

- Kentucky Educational Development Corporation (KEDC)
- Southeast/South-Central Educational Cooperative (SESC)
- Green River Regional Educational Cooperative (GRREC)
- Northern Kentucky Cooperative for Educational Services (NKCES)

## 2016-17 Assessment data and reports available in the IMS

The following 2016-17 Assessment data and Reports are now available in the IMS:

- Brigance Kindergarten Screener
- KYOTE

### Key Performance Indicators

All SY 2016-17 Key Performance Indicators (KPI) have been updated to reflect the 2015-16 summative assessment data. KPIs are available on the IMS School & District Data tab.

# Median Student Growth Percentiles

Single year Median Student Growth Percentiles (MSGPs) are now in the Educator Development Suite (EDS) and may be viewed at the school level by staff with leadership or teacher roles. For instructions, see the following quick reference cards:

- [MSGP as a teacher in a school](#)
- [MSGP as leadership for a district](#)
- [MSGP as leadership for a school](#)

Three-year and the new two-year MSGP calculations can be viewed using the [Median Student Growth Percentile – Summary](#) and [Median Student Growth-percentile-Detail](#) reports in Infinite Campus.