



# KSIS & More

## New quality assurance reports

KDE is introducing new quality assurance reports for districts in Infinite Campus. The reports will allow for two types of reporting -- student detail and aggregate. The reports were specifically built to help with School Report Card data validation; however, additional data elements were added to help local program leads ensure data quality throughout the year.

The pathway to access reports in Infinite Campus is KY State Reporting/KDE Reports/. To view reports, a KSIS administrator must enable access.

Each of the accountability reports, begin with an "A" so they will continue to be at the top in one grouping. The first available report is A\_Gifted and Talented; it is a data validation tool for the Opportunity and Access, Equitable Access proportionally of student group access to gifted and talented services. The purpose of this report is to produce aggregated gifted and talented data broken down by student group. It allows for comparison to proportion of student group to total enrollment. This report returns data based on the latest enrollment for each student who has at least one gifted record. The rubric and point values included are subject to change; however, the report can be used to view and get a head start on validating overall gifted and talented data.

There is also a series quality assurance reports with titles beginning with "QA" and grouped. There will be an individual report for each of the student groups used in disaggregating accountability data. This data is considered foundational data for reporting and the quality of this data is very important. Four reports are available and others soon will become available. Details of each of the reports below are available in the Quick Referenced Card (QRC) that are hyperlinked below.

[QA Demographics](#)

[QA English Learners](#)

[QA Free and Reduced Lunch](#)

[QA SPED](#)

KDE hopes you find the reports helpful and welcomes feedback to ensure reporting meets the needs of schools and districts. Feedback can be directed the [School Data Services Division mailbox](#)

## Final eTranscripts checklist

Please share this information with your high school counselors and other staff who define or set-up courses.

Below is a checklist of items to consider as your school processes final transcripts at the end of the school year.

- Before posting to transcript, run the State Published ad hoc filters below to ensure Difficulty Levels are set properly on courses. Improper set up can result in reduction of a student's KEES scholarship money.  
Path: Ad Hoc Reporting/Data Export/State Published/
  - o student AP Course Code with No Difficulty Level (Advanced Placement courses setup)
  - o curriculum Dual Credit Courses (To verify Dual Credit course setup)
- Use the new batch process for easier release of transcripts. See the [April KSIS & More newsletter](#) for more details. Path: Grading & Standards/Reports/eTranscript Batch
- Verify students' registration codes and registration status
- If you do not utilize registration codes, send a notification to remind students they must request to send their final transcript to a college or university via [www.parchment.com](http://www.parchment.com).
- Frequently check your Parchment administration account for new incoming requests
- Consider taking all seniors to the computer lab during the last weeks of school to submit their final transcript request

The [Parchment Final Transcript video](#) covers topics including uploading, the student ordering experience, processing orders and more. The video is also available on the [KDE eTranscript webpage](#).

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## Infinite Campus invoices

Infinite Campus began sending invoices to districts on April 4. Each year, Campus bills early to provide districts the flexibility to pay with current fiscal year funds or to wait until after July 1 and pay with new year funds. Payments are due no later than Aug. 15, 2018.

If your accounts payable department did not receive the invoice, you may request a duplicate by sending an email to [kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov).

## SAAR due by June 30

All Kentucky school superintendents must submit the Superintendent's Annual Attendance Report (SAAR) to the commissioner of education on or before June 30. The report summarizes the district's aggregate attendance data for the entire school year and is the basis to determine funding. The SAAR provides data for calculating the school district's enrollment, membership, average daily membership (ADM), percent of attendance, home and hospital average daily attendance (ADA), and adjusted average daily attendance (AADA). Research and district data verification also utilize SAAR data.

Districts are strongly encouraged to verify and submit their report prior to the due date. This will allow time for KDE's Division of District Support to assist districts with the submission process if needed. Submit the SAAR through the [KDE web page application](#).

For detailed information about the process, visit the KDE [SAAR webpage](#) or refer to the 2017-2018 end-of-year SAAR submission presentation available on the [KSIS Training page](#). For assistance, contact Ronda Devine by [email](#) or telephone at (502)564-5279, extension 4444.

## School year 2017-2018 Student Voice results

After June 30, KDE will archive school year 2017-2018 Infinite Campus teacher student voice survey responses. Once archived, the Student Voice - Teacher Results report will no longer provide information for the year. For future reference, generate and maintain a secure copy of the report per district guidance. Student voice results will no longer be available in the Educator Development Suite.

## Principals and teachers should print or save evaluation data in EDS by June 30

Effective July 1, all tools and data in Educator Development Suite (EDS) will be unavailable.

For guidance to help with this process, teachers, principals and district administrators may reference [Quick Reference Cards](#) that provide detailed instructions. Please be aware that data must be individually printed for each educator; functionality is not available to batch print or save the data for multiple educators.

If you have questions or need support, contact Cathy White by [email](#).

## Title I reporting for school year 2017-2018

Below are reminders to help with school year 2017-2018 Title I reporting:

- Title I status must be updated in Infinite Campus to match the Title I Status submitted on the district 2018 Consolidated Application in the Grant Management Application & Planning (GMAP). For guidance, refer to [Title I Data Standards](#), Section 25A.
- Targeted Assistance Program (TAS) staff must complete a record on the Title I Services tab for each student receiving Title I services during the current school year. For guidance, refer to [Title I Data Standards](#), Section 25B.
- 2017-18 Title I Status will populate on the [School Report Card](#).
- On July 1, school year 2017-2018 Title I data will be extracted from Infinite Campus reporting warehouse for state and federal reporting purposes.

If you have questions or concerns, contact Cathy Lazarin by [email](#).

## Training

For more information and registration links for the following training opportunities, please go to the [KSIS Training webpage](#).

- KSIS end-of-year training resources are available for reference
- July 9-13 – Mastering Campus I, Elizabethtown

# Complete G-Code End Batch process by June 15

Districts should end-date the 2017-18 enrollments of their graduates using the Enrollment End Batch process no later than June 15. Graduate data will be extracted from Infinite Campus on June 29 for Kentucky's 2018 College and Career Readiness Report. (Path: System Administration/Student/Enrollment End Batch)

The end status code will be different for graduates so they must be done before end-dating the enrollments of other students. The Enrollment End Batch process is used to end a student's enrollment for the selected calendar and grade level. Student enrollments needing less common end status codes should be manually entered one at a time. (Path: System Administration/Student/Enrollment End Batch)

The four G-Code end statuses are:

- G01: graduated in less than four years
- G02: graduated in four years
- G03: graduated in five years
- G04: graduated in six or more years

If a student graduates any time after starting his/her 4th year, the student should be given a G02 end status. Simi-

larly, if a student graduates any time after starting his/her fifth/sixth year, the student should be given a G03/G04 end status. G01 is only used when a student graduates prior to starting his/her 4th year.

Students completing the school year who do not receive a G-Code should have the appropriate end status assigned to their enrollment record:

- W28: reached maximum age for services without earning a regular or alternative diploma
- CO1: completed the school year

Grade 14 students withdrawn mid-year with a W30 end status are also reported on the College and Career Readiness Report.

W30: a pupil with an IEP enrolled in Grade 14 who has previously received an alternative high school diploma, re-enrolled, and withdrew in the middle of the reporting school year

If you have questions, contact Rodney Bennett, Division of District Support, by [email](#) or telephone at (502) 320-3329.

## Verify data for SEEK At Risk ADM before June 15

KDE will pull school year 2017-2018 SEEK At Risk average daily membership (ADM) data on June 15. Districts should begin data validation by generating the SEEK At Risk ADM report available in Infinite Campus under KY State Reporting/KDE Reports/SEEK At Risk ADM.

In mid-May, each director of pupil personnel (DPP) will receive an email containing a link to preliminary SEEK At Risk ADM numbers and a request to review his/her district's data.

In early June, KDE will send a second email with final SEEK At Risk numbers and instructions for verifying the data.

For more information, contact Samantha Engstrom of the Division of District Support by [email](#) or telephone at (502) 564-5279, ext. 4434.

# 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 KDE due date.

Due to KDE	Report	KDE Contact
6/1	Health Reports	<a href="mailto:angela.mcdonald@education.ky.gov">angela.mcdonald@education.ky.gov</a>
6/1	Limited English Proficient (LEP)	<a href="mailto:gary.martin@education.ky.gov">gary.martin@education.ky.gov</a>
6/15	Technical Education Database System (TEDS) (End of Year)	<a href="mailto:kiley.whitaker@education.ky.gov">kiley.whitaker@education.ky.gov</a>
6/15	Special Education (SPED) - Indicator 11 & 13 Spreadsheet	<a href="mailto:amy.patterson@education.ky.gov">amy.patterson@education.ky.gov</a>
6/30	Amended School Calendar	<a href="mailto:cheri.meadows@education.ky.gov">cheri.meadows@education.ky.gov</a>
6/30	Extended School Services (ESS) (Regular)	<a href="mailto:april.pieper@education.ky.gov">april.pieper@education.ky.gov</a>
6/30	Kentucky Education Excellence Scholarship (KEES) (Regular Graduates)	<a href="mailto:raymond.carter@education.ky.gov">raymond.carter@education.ky.gov</a>
6/30	Original School Calendar	<a href="mailto:cheri.meadows@education.ky.gov">cheri.meadows@education.ky.gov</a>
6/30	School Safety Report, including Special Education Behavior Reporting	<a href="mailto:windy.newton@education.ky.gov">windy.newton@education.ky.gov</a>
6/30	Homeless, Living Status and Unaccompanied Youth Data	<a href="mailto:cathy.lazarin@education.ky.gov">cathy.lazarin@education.ky.gov</a>
6/30	Title I School status and Title I Targeted Assistance Student Data	<a href="mailto:cathy.lazarin@education.ky.gov">cathy.lazarin@education.ky.gov</a>
6/30	School Report Card- Data Files	<a href="mailto:kelly.whitlow@education.ky.gov">kelly.whitlow@education.ky.gov</a>
7/31	Graduation Codes	<a href="mailto:rodney.bennett@education.ky.gov">rodney.bennett@education.ky.gov</a>
7/1	WORKKEYS	<a href="mailto:kiley.whitaker@education.ky.gov">kiley.whitaker@education.ky.gov</a>
7/8	Certification of School Bus Mileage	<a href="mailto:chay.ritter@education.ky.gov">chay.ritter@education.ky.gov</a>
7/1	Tax Collection Reports	<a href="mailto:chay.ritter@education.ky.gov">chay.ritter@education.ky.gov</a>
7/16	Special Education Exiting Data	<a href="mailto:amy.patterson@education.ky.gov">amy.patterson@education.ky.gov</a>
7/25	Annual Financial Report and Balance Sheet (Unaudited)	<a href="mailto:chay.ritter@education.ky.gov">chay.ritter@education.ky.gov</a>
8/15	ACT: Graduates (last taken not highest score)	<a href="mailto:raymond.carter@education.ky.gov">raymond.carter@education.ky.gov</a>
8/15	Family Resource and Youth Service Centers (FRY-SC)	<a href="mailto:tonya.cookendorfer@ky.gov">tonya.cookendorfer@ky.gov</a>
8/15	Kentucky Online Testing (KYOTE)	<a href="mailto:raymond.carter@education.ky.gov">raymond.carter@education.ky.gov</a>

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