KSIS & More

Effective July 1, Educator Development Suite (EDS) will no longer be available

Effective July 1, tools and data in Educator Development Suite (EDS) will be unavailable. For detailed instructions to save or print data for your school or district, see the Quick Reference Cards. If you have questions or need support, contact Cathy White by email.

Career Cruising Individual Learning Plan (ILP) tool

Effective June 30, 2018, districts and schools will not have access to the statewide Career Cruising ILP online tool or accounts when KDE's contract with Career Cruising ends. Contract termination comes after feedback from districts and schools regarding the need and desire for more flexibility in developing advising and career planning programs in each district and school that meet individual student needs. Since 2006, Career Cruising provided an electronic college and career readiness advising tool for Kentucky schools to utilize with students in grades six through twelve.

Districts and schools will now have the opportunity to develop their own comprehensive advising programs (individual learning plans) by determining the methods which may include tools such as vendor products for advising, developing a program independent of a tool, and incorporating other programs in their design (e.g. Operation Preparation, Close the Deal).

In keeping with current graduation requirements, as stated in 704 KAR 3:305, all students are required to complete the 2017-2018 ILP. Districts may opt to contract with Career Cruising/Xello to continue the current tool, contract with another vendor, or use no vendor at all. KDE will soon provide more information to assist in school and district planning.

Prior to the June 30 sunset of the ILP, schools and/or districts should consider the following preparatory activities:

- Generate and save school and/or district reports to archive data on current students
- If transitional data is housed in the ILP for students with individual education plans (IEPs), print the applicable data to maintain access to the data after June 30
- Inform current students that their storage space and saved contents will not be accessible after June 30

If you have questions about the ILP tool, contact Jennifer Pusateri by email, Jarrod Slone by email, or April Pieper by email, or contact any of them by phone at (502) 564-4970.

eTranscript reminders for submitting final student transcripts

- Post all graduation data before creating final transcripts – Colleges do not consider a transcript final unless it includes the student's graduation date and diploma type.
- Use eTranscript Batch with "eTranscript KY Standard Final" report to send final transcripts – If an error occurs when submitting to Parchment, take the following steps:
  - o Verify the correct CEEB number on the School record (Path: System Administration/Resources/School)
  - o Test the electronic release setup (Path: System Administration/Preferences/eTranscript/Electronic Release Setup)
  - o If the test comes back successful but you get an error, open a high priority case with Infinite Campus outlining details of the issue. If a timely solution is not available, release the transcripts for graduates with Transcript/eTranscript.

Remind graduates that their subsidized transcript costs will end on July 31 and they become alumni on Aug. 1.

Tips for running the KEES report and changes in how co-op courses are counted

- Run the KEES Data Error report and correct identified errors
- Use the KEES Override on the Enrollment tab for appropriate students
- Run the KEES – Spring Graduates w/Wrong Diploma Period ad hoc filter and correct the diploma period for students returned in the results – The filter produces no results when the diploma period for all spring graduates is correct.
- Select the date range for the report. The beginning date can be the first day of the school year or January 15.

For more details on running the KEES report, see the [2018 end of year training presentation.](#)

Effective for School Year 2018-19, each cooperative education course approved by the Office of Career and Technical Education (CTE) will count toward the annual KEES curriculum requirement.

Prior to this change, cooperative education coursework could only be counted as one of five courses toward the KEES curriculum regardless of the number of co-op courses or credits a student completed. Course number 901005, Experience-based work will continue to be limited to one credit.

Please be mindful of these changes when assisting students with scheduling their coursework for next year. The below chart provides examples to illustrate the change.

	Current Expiring after 2017-2018	*NEW* Effective 2018-2019
Student enrolled in 3 credits of **CTE-approved co-op** coursework	Counts as 1 course for KEES curriculum	Counts as 3 courses for KEES curriculum
Student enrolled in 3 credits of **non-CTE co-op** coursework	Counts as 1 course for KEES curriculum	Counts as 1 course for KEES curriculum

Visit [KHEAA's website](#) for more information about the KEES program. Submit questions about the KEES report by [email](#) or telephone at (800) 928-8926, ext. 67401

Meal status data validation and preparations for School Year 2018-19

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

By July 1, districts* should update the Infinite Campus Eligibility Import Wizard in FRAM to prepare for the new School Year 2018-19 and ensure the continued successful import of meal status from the food service POS. The Eligibility Import Wizard will not change this year and the update process is straightforward. Failure of a district to make accurate, timely updates to the Eligibility Import Wizard mapping will result in corruption of prior school year data.

Please note, KDE recommends waiting until late July to begin processing the HIF forms. HIF forms can be collected prior to July 1, but should only be processed <u>after</u> the July direct certification data has been imported and the Income Eligibility Guidelines are updated in Infinite Campus for School Year 2018-19.

Refer to the [Data Synchronization: POS and IC presentation](#) that incudes notes on data validation and the update process. Guidance for FRAM coordinators is located on the [Community Eligibility Provision webpage](#).

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

End of year resources

The KSIS webpages listed below contain resource materials to help with state reporting and School Year 2017-18 close out processes.

- [KSIS Data Standards](#) – data entry guidelines to ensure accurate reporting
- [KSIS Training](#) – videos and presentation materials from SY 2017-18 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

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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 automatically be set up in the Brigance OMS. Core assessment, self-help and social-emotional data for each student entered into the Brigance OMS will be merged into Infinite Campus after the statewide data reporting process is complete.

Setting up classes

To correctly set up the Brigance OMS, districts and schools must schedule homerooms in Infinite Campus. Each kindergarten homeroom must contain at least one grade 00 student within the roster and be assigned one of the following state course codes:

- 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 Infinite Campus to search for existing student records. Student Locator is located 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 name includes a suffix such as Jr., make sure it is entered in the Suffix box in Infinite Campus and not in 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 Lorrie Devers by [email](mailto:).

Keep your school's kindergarten code up to date in Infinite Campus

Update the kindergarten code at any time a school's kindergarten program changes. The Kindergarten Code indicates whether a school offers full day and/or half-day kindergarten and is located at System Administration/Calendar/Calendar/Grade Levels. A user with required tool rights must select '00' in the Grade Level Editor and choose the appropriate Kindergarten Code from the drop list.

Full-day/half-day kindergarten will be reported in the School Report Card for 2018. It is important that data in Infinite Campus be correct.

Training

See the KSIS Training page for more information about upcoming training opportunities.
- July 9-13 – Mastering Fundamentals of Campus, Elizabethtown, $750
- July 19-20 – 2018-19 beginning of year KSIS training, KDE Media Portal and Frankfort
- July 23-26 – Mastering Fundamentals of Campus II, Lexington, $750

Additional quality assurance reports

In the [May KSIS & More newsletter](), KDE introduced a series of accountability and quality assurance reports in Infinite Campus. Additional reports in the series are now available under KY State Reporting/KDE Reports. See details of the new reports by opening the Quick Reference Cards (QRC) that are listed below.

- [A_Advanced Coursework]()
- [A_Behavior]()
- [QA Foster]()
- [QA Homeless]()
- [QA Migrant]()
- [QA Military Connected]()
- [QA Preschool]()

KDE welcomes user feedback directed to the [School Data Services Division mailbox]().

Reminders for successfully closing out School Year 2017-18

Enrollment Roll Forward
- Use the Enrollment Roll Forward tool to roll forward any currently enrolled students into the school they will attend next year
- Update 2018-19 enrollments created by an enrollment roll forward prior to the end of school to build schedules by running the Enrollment Roll Forward tool again – This process rolls forward any student who enrolled since the previous roll forward.
- Run the Enrollment Cleanup Wizard to remove 2018-19 enrollments for any student 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, districts opting to have the script run should request it by July 15. DO NOT change Active year until Campus runs the script.

Enrollment Reminders
- Post all grades and roll forward enrollments prior to ending student enrollments
- Update enrollments with an E98 temporary start status with the correct status
- Correct all overlapping primary enrollments of more than one day
- Generate and securely save necessary local reports that pull only actively enrolled students before entering enrollment end dates
- Student enrollment end dates have no impact to most state reports; however, the Student Health Immunization report will exclude any student with an enrollment end date. Generate and securely save a copy of this report before you enter the enrollment end date.
- Enter an enrollment end date and status for all students actively enrolled on the last day of school

Active Year
- Active Year controls the data visible on the parent portal and the enrollment that is highlighted on the enrollment screen.
- Change the active year as soon as there is a need for portal users to have access to the 2017-18 schedules and data
- You may want to limit access to 2018-19 data on the parent portal until student schedules are complete. To limit access on the parent portal, follow path System Administration/Portal/Preferences and uncheck anything that should not be displayed over the summer.

Contact Becky Jenkins by [email] if you have any questions

Persistence to Graduation Summit

The 2018 Persistence to Graduation Summit will be held June 28-29 at the Lexington Convention Center. The summit will feature peer-led interactive breakout sessions, keynotes by Joe Hendershott (founder and president of Hope 4 The Wounded, LLC) and Christian Moore (founder of Why Try), and networking opportunities to deepen your knowledge of dropout prevention and re-engagement strategies. Summit topics will include alternative education, early warning tools and interventions, school climate and culture, and community partnerships. Joe Hendershott will also be facilitating pre-conference sessions that you can register for at the same time you register for the summit.

Registration for the summit will be free on a first come, first serve basis. Register [online] using the discount code 2018PTG to attend at no charge. A block of rooms has been reserved for summit participants at the Hyatt Regency Lexington for a rate of $143 plus tax per night. Book a room [online] or call Marie Murray at (859) 519-4134.

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.

KDE Due Date	Report	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
6/15	Technical Education Database System (TEDS) (End of Year)	kiley.whitaker@education.ky.gov
6/15	Special Education (SPED) - Indicator 11 & 13 Spreadsheet	amy.patterson@education.ky.gov
6/30	Amended School Calendar	jessica.carlton@education.ky.gov
6/30	Extended School Services (ESS) (Regular)	april.pieper@education.ky.gov
6/30	Kentucky Education Excellence Scholarship (KEES) (Regular Graduates)	raymond.carter@education.ky.gov
6/30	Original School Calendar	jessica.carlton@education.ky.gov
6/30	School Safety Report, including Special Education Behavior Reporting	windy.newton@education.ky.gov
7/1	WORKKEYS	kiley.whitaker@education.ky.gov
7/1	Tax Collection Reports	chay.ritter@education.ky.gov
7/8	Certification of School Bus Mileage	chay.ritter@education.ky.gov
7/17	Special Education Exiting Data	amy.patterson@education.ky.gov
7/17	Special Education (SPED) - Interim Alternative Educational Setting (IAES) Spreadsheet	amy.patterson@education.ky.gov
7/25	Annual Financial Report and Balance Sheet (Unaudited)	chay.ritter@education.ky.gov
7/31	Graduation Codes	rodney.bennett@education.ky.gov
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)	raymond.carter@education.ky.gov