KSIS & More

Create School Year 2018-19 before scope year change

District staff must create School Year 2018-19 prior to the change of scope year that will occur on Aug. 1 with deployment of Campus.1829.

Instructions to add a school year are available on Campus Community. With the scope year change, the following will occur:

- 2018-19 becomes the Scope year (real time data syncing)
- 2017-18 becomes the Minus 1 year (limited manual syncing)
- 2019-20 becomes the Plus 1 year (limited manual syncing)
- 2016-17 becomes no longer available for any data synchronizing

Scope year is updated annually to the current school year and determines the school year for the real time data synchronization to Infinite Campus state edition.

Manual synchronization of limited data elements is also available in the Minus 1 (previous school year) and Plus 1 (next school year).

See Campus Community for guidance on available sync objects for each of these years.

Enrollment reminders

Districts must close out School Year 2017-18 by adding an end date and end status to all 2017-18 student enrollments. The process can be done quickly and en masse using the Enrollment End Batch tool available under System Administration/Student/Enrollment End Batch. Ensure graduation dates are posted and graduation codes are set before running final transcripts or generating the KEES extract.

In preparation for the start of School Year 2018-19, districts should review guidelines regarding "no show" enrollments in the Pupil Attendance Manual or the User Guide: No Shows located on the KSIS Data Standards webpage in the Other Procedural Documentation section.

Districts must maintain employee records in Infinite Campus

Upon an employee's separation from the district, the district administrator should end date all of the employee's district employment records and district assignment records in Infinite Campus. Paths: Census/People/District Employment and Census/People/District Assignments. The administrator should also disable the Infinite Campus user account and tool rights.

If an employee is changing assignments, his/her former district assignment should be end dated and new district assignment should be created.

Training

Visit the KDE KSIS Training webpage for more information and online registration for the following training opportunities.

- July 9-13 – Mastering Fundamentals of Campus, Elizabethtown, cost $750
- July 19 – KSIS 2018-19 beginning-of-year, KDE Media Portal and State Board Room, Frankfort, no charge
- July 23-26 – Mastering Fundamentals of Campus II, Lexington, cost $750

Teacher Turnover report

Teacher turnover data has been loaded into Infinite Campus for the 2017-18 School Year. Run the Teacher Turnover Details report in Infinite Campus for the 2018 end-of-year to review a school's teacher turnover percentage. Path: KY State Reporting /KDE Reports/Teacher Turnover Details. Prior years' data are available for comparisons. The report runs from a static data table; therefore, making changes in Infinite Campus will not change the report output until KDE refreshes the table. In September, KDE will load the data to the School Report Card. The refresh only updates School Year 2017-18 data; prior school years will not be affected. Refer to the Teacher Turnover Details Report Quick Reference Card or Teacher Turnover Program Requirements Document for additional information.

2017-18

CRDC
Civil Rights Data Collection

The Federal Civil Rights Data Collection (CRDC) will begin in late fall for 2017-18 data. There will be changes from prior year data collections. It's time now to become familiar with the collection requirements and designate staff to start preparing for reporting.

For 2017-18, the CRDC will no longer collect data on high school equivalency course exam or Advanced Placement course exam results. Student chronic absenteeism data will be obtained through the EDFacts collection and no longer be collected by the CRDC.

The following data elements are new and optional for the 2017-18 CRDC:

- Number of computer science classes in grades 9-12.
- Number of computer science classes in grades 9-12 taught by teachers with a computer science certification.
- Number of students enrolled in computer science classes in grades 9-12 (disaggregated by race, sex, disability-Individuals with Disabilities Education Act (IDEA), English Learner (EL)).
- Number of students enrolled in Advanced Placement (AP) computer science in grades 9-12 (disaggregated by race, sex, disability-IDEA, EL).
- Whether the school is connected to the Internet through fiber-optic connection.
- Whether the school has Wi-Fi access in every classroom.
- Whether the school allows students to take home school-issued devices that can be used to access the Internet for student learning.
- Whether the school allows students to bring to school student-owned devices that can be used to access the Internet for student learning.
- Number of Wi-Fi enabled devices provided by the school to students for student learning use.

The following data elements were dropped for the 2017–18 CRDC:

- Number of students ages 16-19 who participated in LEA-operated high school equivalency exam preparation program, succeeded on test, and received high school equivalency credential (disaggregated by race, sex, disability-IDEA, EL).
- Number of students enrolled in one or more Advanced Placement (AP) courses who received a qualifying score on one or more AP exams. 3 v.1.0 –04/24/2018
- Number of students enrolled in one or more Advanced Placement (AP) courses who did not receive a qualifying score on any AP exams.
- Number of students absent 15 or more school days (disaggregated by race, sex, disability-IDEA, disability-504 only, EL)

The 2017-18 CRDC All Schools Form and LEA Form are now available on the CRDC Partner Resource Center website in the Preparation Resources tab under Pre-Collection Tools and the website will be updated as new information becomes available.

Contact the CRDC Partner Support Center (PSC) by email to request technical assistance. The CRDC PSC provides technical assistance to school districts on behalf of the U.S. Department of Education.

Infinite Campus annual renewals due Aug. 15

This is a friendly reminder that district payments for annual renewals for Infinite Campus are due Aug. 15. Infinite Campus sent the invoices to districts in April; however, if your accounts payable department did not receive the invoice, you may request a duplicate by sending an email to kdedatarequest@education.ky.gov.

Infinite Campus

Reminder – Annual notifications

This is a good time to review the language in your annual notifications to confirm they reflect your current schools' and district's data practices before distribution to parents. Annual notifications are required under the Federal Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). The U.S. Department of Education's Protecting Student Privacy website is a good source of information and provides specifics as detailed in the following.

- FERPA 20 U.S.C. § 1232g; 34 CFR Part 99 requires:
  - FERPA Notification - disclosure of the right to inspect and review education records, the right to seek to amend those records, the right to consent to disclosure of PII, and the right to file a complaint with the U.S. Department of Education regarding an alleged FERPA violation. Including: (1) The procedure for exercising the right to inspect and review education records and the procedure for requesting amendment of those records; (2) The criterion for determining who constitutes a "school official" and what constitutes a "legitimate educational interest". (Model Notification)
  - Directory Notification - Public notice to parents on any use of "directory information" including Types of PII designated as directory information and an explanation of the rights of parents to opt out. Including notification that student records are disclosed to other schools in which the student seeks or intend to enroll. (Model Notification)
- PPRA 20 U.S.C. § 1232h; 34 CFR Part 98 requires:
  - Notice to parents regarding certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams. (Model Notification) For more information on third party surveys, see the article in this issue titled Know the law and have a plan for third party surveys administered in schools.
- Optional but good practices include informing parents of the following:
  - What information is being collected about students;
  - Why information is being collected;
  - How information is being protected;
  - What information is shared with third parties;
  - Who parents should contact if they have questions about data practices

It is a good practice to share this same information with faculty and staff to ensure there is common understanding of best practices for data privacy.

The Protecting Privacy in Connected Learning Toolkit published by the Consortium for School Networking (CoSN) is another good resource to ensure understanding of the issues regarding student data privacy responsibilities and compliance.

Know the law and have a plan for third party surveys administered in schools

Schools must abide by the Protection of Pupil Rights Amendment (PPRA) when administering surveys that could be used for secondary commercial purposes. PPRA requires schools and districts to have a policy, created in consultation with parents, that establishes a parental right to inspect any survey created by a third party before the survey is administered.

If the survey asks about certain sensitive topics – such as family income, religion, political beliefs or anti-social behaviors, parents must be told about the survey and given the opportunity to opt their child out of taking it.

If a student survey is found to violate PPRA, it is the school (not the entity that created the survey) that faces liability. Schools and districts should ensure that all school staff know the legal restrictions for student surveys and should plan for how the school or individual teachers decide which surveys to administer, to whom the survey authors are releasing the data and for what purposes.

For more information, see the New Study on "the Marketplace for Student Data," provided by the Future of Privacy Forum.

The U.S. Department of Education also has recently released guidance on administration of third party surveys, reiterating that the PPRA requires consent from parents, not students.

KSIS & More

Resources to support evidence-based decision making

The Every Student Succeeds Act (ESSA) created opportunities to capitalize on provisions in the law and go beyond legal compliance to use data to ensure every child excels. See the following publications from the Data Quality Campaign (DQC) on using data and evidence to improve data use.

- Teacher Data Literacy: It's About Time offers recommendations to ensure teachers have the knowledge and supports to use data effectively and ethically.
- Roadmap to Safeguarding Student Data provides specific, practical recommendations for education agencies on protecting education data.

For more resources from DQC and their partners on using data and evidence to inform policymaking and improve student success, visit the DQC website

Civics Test ad hoc filter available for use

A new state published ad hoc filter, Civics Test Taker Results, provides a list of students with Civics test data saved on their Assessment tab in Infinite Campus. Information generated by the filter includes:

- District Name
- School Name
- SSID Number
- Student First Name
- Student Last Name
- Grade
- Test Date
- Test Result
- Test Comments

Results are sorted by grade level then by student name. An additional filter is being developed to provide districts with a list of students with no Civics test data.

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
7/15	Special Education Exiting Data	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	Family Resource and Youth Service Centers (FRYSC)	tonya.cookendorfer@ky.gov
8/15	Kentucky Online Testing (KYOTE)	raymond.carter@education.ky.gov

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