KSIS

Infinite Campus

NEWS

Kentucky Student Information System
KSIS Infinite Campus News Volume 11, Issue 8 – September 2018

Enrollment data entry for students with an IEP

Please continue promoting best practices for enrollment data entry. Following the data standards will help you avoid issues that can be time consuming to fix later in the year.

See tips below for students with Individual Education Programs (IEPs) who are no-shows or who re-enroll.

➢ No-shows – If a student is a no-show on the first day of school, the student's Start Status must be marked No Show on the Enrollment tab and the enrollment end-dated on the same date. Complete the following information within the Special Ed Fields section of the Enrollment tab for students with an IEP:

- Set the Special Ed Exit Status to the appropriate description of why the student has not returned to the district.
- Enter the Special Ed Exit Date as the first day of school.
- If the student shows up the next day or any day thereafter, the district must create a new enrollment record for the student. Be sure to clear the Special Ed Exit Status and Special Ed Exit Date from the new enrollment.

➢ Re-enrollments – If a student withdraws from a district and later re-enrolls, the district must remove the Special Ed Exit Status and Special Ed Exit Date from the new enrollment. Clearing the special education exit data will eliminate errors when the student graduates or exits for another reason and prevent the appearance of students on the Special Ed Exit Report with exit dates and statuses from prior years.

Please contact Amy Patterson by email with any questions. See the Special Education Processes document for additional information.

Infinite Campus preparations for kindergarten screening (Brigance)

A data exchange process between Infinite Campus and the Brigance Online Management System (OMS) reduces the amount of manual entry required for kindergarten screening data. Districts, schools, classes and kindergarten homeroom teachers are set up in the Brigance OMS from an Infinite Campus data import. Core assessment, self-help, and social-emotional data for each student entered into the Brigance OMS are imported into Infinite Campus after the statewide data reporting process is complete.

When enrolling students, avoid the common pitfalls listed below to help ensure accurate data exchange between Infinite Campus and Brigance:

- Duplicate student records keep students from integrating into the Brigance OMS and slow the process for state reporting of readiness scores. When enrolling students, always use Student Locator in Campus to search for existing student records. Path: Student Information /Student Locator. Using Student Locator prevents the creation of duplicate records if a student had a previous enrollment in Kentucky. Refer to the Enrollment Data Standard for additional details.

Infinite Campus preparations for kindergarten screening *(continued from page 1)*

- Suffix in Last Name field – If a student has a suffix in her/his name, such as Jr., enter it in the Suffix field in Infinite Campus not in the Last Name field.
- Incorrect date of birth – Ensure birth dates are correctly entered. Often the child's birth date is entered with the current year instead of the birth year.

For questions regarding Infinite Campus preparations for kindergarten screening, contact Lorrie Devers by email.

Pre-collection activities for the 2017-18 Civil Rights Data Collection (CRDC)

The federal CRDC pre-collection phase will begin in September. It is essential that each district provide/verify their district profile information, including contact personnel and school identification in the CRDC Advance Website (AWS) during the pre-collection phase. The Office of Civil Rights will send each superintendent a username and password to log in to AWS along with instructions and due dates. Superintendents may decide whom to delegate the responsibility for collecting the information. (The AWS is separate from the CRDC survey and is on a different website from where the data will be submitted.)

The Kentucky Department of Education will again assist districts with the CRDC data preparation and load. Visit the KDE CRDC webpage for steps to take now for the 2017-18 collection and to access the U.S. Department of Education Civil Rights Data Collection Resource Center.

Annual Parchment Connect: Kentucky eTranscript

On Oct. 11, Western Kentucky University will host the third annual Parchment Connect: Kentucky. This is a great opportunity for school and district staff responsible for transcripts to meet with their postsecondary counterparts such as admissions directors, registrars, deans and others to learn best practices and about new things on the horizon. There is no charge to attend and lunch will be provided.

Session topics and conference highlights include:

- panel discussion with local high schools, postsecondary admissions officers and registrars
- product and network updates from the Parchment Product team
- emerging trends in academic credentials
- best practices breakout session
- Q&A with the Parchment product and member development teams
- opportunity to network with colleagues from other secondary and postsecondary member institutions

For more information and online registration, visit the Parchment Connect 2018: Kentucky webpage.

Training updates

For more information and registration links for the following training events, go to the KSIS Training webpage.

Date	Event	Location
Sept. 17-27	Infinite Campus fall user group meetings	Various sites
Oct. 11	Parchment Connect 2018: Kentucky	Western Kentucky University
Dec. 11-12	Infinite Campus Interchange Kentucky	Louisville Downtown Marriott

Data Calendar

The monthly Data Calendar 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 data is verified and available prior to the due date.

Due to KDE	Report	KDE Contact
July-Oct.	Kindergarten Readiness	lorrie.devers@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
Sept.-Oct.	Mathematics Achievement Fund	april.pieper@education.ky.gov
Sept.-Oct.	Read to Achieve	april.pieper@education.ky.gov
10/1	Free and Reduced Lunch	timothy.cooper@education.ky.gov
10/1	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	chay.ritter@education.ky.gov
10/1	Kentucky Performance Rating for Education Progress (KPREP)	john.wickizer@education.ky.gov
10/15	KYStats – prior year longitudinal data	dede.conner@education.ky.gov

Kentucky Department of Education
Office of Education Technology Division of School Data Services
Have a question or comment? Send it to the SDS shared mailbox.

Staff directory

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