KSIS Infinite Campus NEWS

Kentucky Student Information System

KSIS Infinite Campus News Volume 11, Issue 9 – October 2018

Household income data entry for Campus FRAM

Before Oct. 1, schools and districts participating in Community Eligibility Provision (CEP) must enter information from Household Income Forms (HIF) into the Infinite Campus FRAM module. This data is used for federal reporting and eRate calculations.

If you have any questions, contact Samantha Engstrom by email or by telephone at (502) 564-5279 ext. 4434.

Growth Factor report

Growth Factor submission time is almost here. The Growth Factor Report is due to KDE ten days after the last day of the second month of school, but not later than Nov. 1 of each school year. The Growth Factor report is mandatory for each district to complete. The purpose of the report is to help identify districts with growth to determine additional funding. KDE will send official notice to each district.

According to provision KRS 157.360 (8), "Program funding shall be increased when the average daily attendance in any district for the first two months of the current school year is greater than the average daily attendance of the first two months of the previous school year." The percent of growth is multiplied by the previous school year's end of year average daily attendance (ADA) to determine the additional ADA funding a district will receive.

The Growth Factor report includes aggregate day's attendance and absence, race and gender counts, adjustments for less than full-time attendance (partial day), non-resident/non-contract students, and overage and underage students for the first two months of school.

Districts should submit the Growth Factor report via the Submit Growth Factor Report hyperlink available on the Kentucky Department of Education Growth Factor Reports webpage following the provided steps.

If you have any questions, contact Ronda Devine by email or telephone at (502) 564-5279 ext. 4444

Be prepared to answer parents' questions about their child's data privacy and security

The Future of Privacy Forum (FPF) released a back-to-school resource for parents that describes seven important questions that parents should ask their child's school about student privacy. These questions may be helpful as you review policies and procedures in your school. Click the following document title for the FPF resource, "Parents: Raise Your Hand and Ask Schools How They Protect Student Data."

Stale user accounts could be security risk

One of the most critical, and yet affordable and easy, ways to increase and maintain security for any system is to keep the number of user accounts down to a minimum –in other words, get rid of all the old and moldy accounts that are no longer in use by a real person. These accounts are often called "dormant" or "stale" because, while they may be enabled, no one in the district has accessed them in long time, sometimes for years.

These stale accounts are VERY ATTRACTIVE to attackers. If an attacker obtains the (possibly easy to guess) passwords for these accounts, the accounts can be used to get access to other district resources without being noticed. Also, since the account is no longer being used by a real person, no one will report unusual activity. Based on KDE chief information security officer's (CISO) research, it is also likely that these accounts have passwords that do not expire, have no minimum character requirement, and have no lockout threshold – in other words, the perfect storm for being exploited.

In addition to the security benefits, keeping accounts tidy may also help make reporting more accurate (i.e. Do you have 50 users or just 35?) and reduce the time it takes to run some reports.

This obviously speaks to an issue WE ALL have, and that is keeping our accounts tidy. However, before you delete all your accounts, KDE's CISO recommends the following:

1. Discuss internally and with the system's vendor whether accounts need to be kept for auditing purposes or due to a system requirement.
2. Decide how long an unused account should remain open before turning "stale" so you do not have a mess after extended breaks like summer vacation or a maternity leave.
3. Decide what to do with a user's "stuff" that is in the system, such as email, reports, and other files after they have left district employment.
4. Think about how this needs to be communicated to your staff – via acceptable use policy (AUP) update. Everyone needs to know what will happen to his/her account.
5. Lastly, what systems in your district might have stale accounts – Munis? Infinite Campus? Active Directory? Cafeteria? There are probably more than you would think.

KDE will soon publish a new ad hoc filter in the State Published folder to assist districts in identifying stale Infinite Campus user accounts. A KSIS Notification will provide details regarding the filter and its use when published to districts.

Staff directory

David Couch, associate commissioner; DeDe Conner, director; Linda Burton, assistant director

Ryan Adcock	Ericka Jenkins
Phil Bigard	Candy Johnson
Matt Coffey	Jack King
Margalee Conlee	Lisa Keeter
Raymond Carter	Mandy Schramm
Becky Jenkins	Michael Spence

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.

Parchment eTranscript

Please share this information with high school counselors and staff who work with transcripts.

High school counselors and district staff who work with transcripts are invited to attend the third annual 2018 Parchment Connect event on Oct. 11 at Western Kentucky University's Downing Student Union (DSU). This free event is the perfect opportunity for secondary and postsecondary Parchment members to share and learn best practices, discuss emerging trends in academic credentials, and network with members of the Parchment team. Participants will be able to provide feedback that may influence future system enhancements. Many of the past changes and enhancements are a direct result of Kentucky users' input.

The Parchment team and representatives from Infinite Campus and KDE will be on hand to answer questions. Online registration and more details are available at Parchment Connect 2018: Kentucky.

Training updates

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

Date	Event	Location
Oct. 11	Parchment Connect 2018: Kentucky	Western Kentucky University
Dec. 11-12	Infinite Campus Interchange Kentucky	Louisville Downtown Marriott
Jan. 10	2018-19 KSIS mid-year training	300 Sower Building, Frankfort and online

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
Sept.-Oct.	Mathematics Achievement Fund	april.pieper@education.ky.gov
Sept.-Oct.	Read to Achieve	april.pieper@education.ky.gov
10/15	KYStats	dede.conner@education.ky.gov
11/15	English Proficient (EL) - Roster & Labels	chris.williams@education.ky.gov
11/15	English Proficient (EL) - Test Book Orders	chris.williams@education.ky.gov
11/15	Technical Education Database System (TEDS) (First Semester)	claude.christian@education.ky.gov
12/01	Preschool Enrollment Count (Fall)	andrea.bartholomew@education.ky.gov
12/01	Support Education Excellence in Kentucky (SEEK) Forecast Calculation for Upcoming Year	chay.ritter@education.ky.gov
12/15	Exceptional Child Count by Disability	amy.patterson@education.ky.gov
12/15	Exceptional Child Personnel data	amy.patterson@education.ky.gov
12/15	Individuals with Disabilities Education Act (IDEA)-B Child Count	amy.patterson@education.ky.gov
12/15	Special Education personnel data for teachers, para-professionals and related service providers	amy.patterson@education.ky.gov