KSIS — Infinite Campus — NEWS

Kentucky Student Information System

KSIS Infinite Campus News Volume 11, Issue 10 – November 2018

Infinite Campus KY Interchange – Dec. 11-12

Submitted by: Becky Jenkins

Registration is open for the 2018 Infinite Campus KY Interchange that will take place Dec. 11-12 at the Downtown Louisville Marriott. The Interchange offers two days of informative training, collaboration and networking. Go to the KSIS Training webpage for details.

The first import of KDE RTA and MAF assessment scores will occur Oct. 30

Submitted by: Erin Chavez

Beginning this year, Read to Achieve (RTA) and Mathematics Achievement Fund (MAF) grant schools will collect student level assessment data in Infinite Campus. The collections will occur on Oct. 30, Jan. 30 and May 30. If your district has a school(s) with one or both of the KDE grants, the RTA teacher or the mathematics intervention teacher (MIT) will send a CSV file with student assessment scores to the district assessment coordinator (DAC) or Infinite Campus coordinator to import into the Assessment tab. The RTAs and MITs received detailed information on how to create the CSV file and the step-by-step directions for adding the scores manually or by batch import. The information and directions are available here.

Growth Factor submission due no later than Nov. 1

Submitted by Ronda Devine

The mandatory Growth Factor Report is due from each district no later than Nov. 1. Submit the report via KDE's Growth Factor submission site following the steps outlined on the Growth Factor Reports webpage. For more information, see the Oct. 2018 KSIS Infinite Campus News.

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

Have you seen me? The role of educators in locating missing children

Submitted by: Victoria Fields

Kentucky schools, in collaboration with the Kentucky State Police (KSP) and the Kentucky Department of Education (KDE), play an integral role in facilitating the return of missing children to their homes. These agencies have been working with Infinite Campus to automate the process so school officials are no longer required to manually create a Missing Child flag in Infinite Campus when a student is reported as missing.

When a child is reported missing, a law enforcement officer enters a report into the National Crime Information Center Database (NCIC). A new update allows Infinite Campus

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to interface with the NCIC database to automatically generate a missing child flag on student records. The system then emails a computer-generated notification to the principal of the child's school and sends an Infinite Campus Process Alert to the members of the Missing Child Group who have calendar rights for the student's enrollment. A KDE representative reviews an error log that identifies students who could not be matched with an Infinite Campus record and manually corrects the record.

For this process to be successful, two tasks need to be completed and kept up to date in Infinite Campus. First, the principal's name and email must be entered correctly. Second, appropriate users must be assigned to the Missing Children user group.

Two laws, KRS 156.495 and KRS 158.032, specify what KDE and Kentucky schools MUST do when a child is reported as missing. Principals, in particular, play a critical role in this process. The email sent to the principal details required action.

Is your district in compliance with the laws? When a principal receives a notification of a missing child, she/he should:

- IMMEDIATELY contact Paige Craig or Shayla Overturf or call (502) 564-1020 with any information regarding the student's whereabouts if any of the following occurs:
    o someone in the school or district knows of the student's whereabouts;
    o the identified student is currently present at the school or in the district; or
    o an individual or another school requests the student's records.
- IMMEDIATELY contact Victoria Fields if your school is not the student's last known school of enrollment to ensure that the correct school/principal can be notified.

When the student is located, the flag will automatically be removed from the student's record.

If a student is reported missing and subsequently reported found before midnight, the system will only generate a Missing Children Notification of Cancellation to the school. The initial Missing Children Notification will not be sent. The system will automatically create a missing child flag with a start date and end date with the dates reported by NCIC.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records; however, FERPA is not intended to be an obstacle in addressing emergencies and protecting the safety of students. Missing children and runaways should be considered emergencies and school officials should contact law enforcement immediately if any of the above situations occur.

Additional resources and guidance are available on KDE's Missing Children webpage. Protecting children is a team effort with schools being on the front line and able to provide the most useful information needed to locate the missing.

2018 Fall Preschool Enrollment Count

Submitted by: Andrea Bartholomew

By the Dec. 7 close of business, all information for preschool enrollments should be completed including information located on the General Enrollment and Preschool tabs, as well as the Special Education tab. All information should be correct and, for children with disabilities, the current Individual Education Plans (IEPs) must be completed and locked. The enrollment data pull will take place Dec. 10 and only children with active enrollments on or before Dec. 1 will be included in enrollment counts. *(continues on page 3)*

2018 Fall Preschool Enrollment Count *(continued from page 2)*

Do not unlock or edit data related to the Fall Preschool Enrollment Count report between close of business, Dec. 7 and Monday morning, Dec. 10. Changes made during this timeframe may affect your enrollment count.

There is no need for districts to send individual enrollment counts to the KDE. The count will be pulled from District Edition of Infinite Campus. Preschool coordinators must complete the verification of the count on the Preschool Fall Enrollment Count Verification survey that will be distributed via Survey Monkey to coordinators.

If you have questions regarding the Fall Preschool Enrollment Count, contact Andrea Bartholomew by email or by telephone at (502) 564-7056, ext. 4722.

Duplicate student records cleanup

Submitted by: Samantha Engstrom

Each month, districts should run the *Duplicate Students Search* report to identify duplicate student records in their system. Verified duplicate records should be combined using the Combine Person tool. Access rights to the Combine Person tool should be restricted to a select few in the district and extreme care should be taken when using the tool.

The *Duplicate Students Search* report and Combine Person tool are available at the following paths:

- Student Information / Reports / Duplicate Students Search
- System Administration / Data Utilities / Combine Person

If you identify duplicates that occur across two (or more) districts, contact Samantha Engstrom by email or telephone at (502) 564-5279.

Student voice administration in Infinite Campus

Submitted by: Jocelyne A. Waddle

The window to administer the Student Voice survey in Infinite Campus is open and the survey can be administered anytime during the school year. When administering the survey, consider outlining the steps in advance. Below is a sample timeline for administering a survey in Infinite Campus.

- First week of November (four to six weeks before the surveys begin):
    - o   share pertinent details with staff and parents
    - o   send notification and opt-out waiver to parents
    - o   review and sign ethics/confidentiality forms
    - o   ensure teachers and students understand survey processes
- Mid-November (two to four weeks before surveys begin):
    - o   verify and test student accounts
    - o   assign survey types to educators manually or using automatic educator assignment
    - o   schedule the survey window
- One or two weeks before surveys begin, verify educator assignments using the Student Voice Survey - Projected Counts report.
- View survey results in Infinite Campus using the *Student Voice – Teacher Results* report. This report provides results immediately after the survey ends.
  PATH: KY State Reporting/ KDE Reports/ Student Voice – Teacher Results *(continues on page 4)*

Student voice administration in Infinite Campus *(continued from page 3)*

For more information, refer to the *Student Voice Infinite Campus Implementation Guide* and the Student Surveys webpage. For questions regarding Student Voice, contact Jocelyne A. Waddle by email or telephone at (502) 564-1479, ext. 4540. For technical assistance, contact Margalee Conlee by email or telephone at (502) 564-2020, ext. 2470.

Training updates

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

Date	Event	Location
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
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

Staff directory

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

Ryan Adcock	Becky Jenkins	James Reed
Phil Bigard	Ericka Jenkins	Mandy Schramm
Pat Black	Candy Johnson	Michael Sivils
Matt Coffey	Jack King	Michael Spence
Margalee Conlee	Lisa Keeter	
Raymond Carter	Barb Maas	

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.