KSIS Infinite Campus NEWS

Kentucky Student Information System

KSIS Infinite Campus News Volume 12, Issue 3 – March 2019

Safe Schools – behavior data reporting change

Submitted by: Windy Newton

Last fall, Infinite Campus released a new version of KY State Reporting/Safe Schools for state-reported behavior data. All districts must use the new report for the 2018-19 school year and forward. The previous version of the report was renamed *Safe Schools – Historical* and should only be used for obtaining prior year data.

Users did not automatically receive access to the new version of the report. Infinite Campus system administrators should grant access to appropriate district and school level users for the new *Safe Schools* report and should limit access to the *Safe Schools – Historical* report by removing access as appropriate.

If you have any questions or concerns, contact Windy Newton by email.

2019-2020 course codes changes are available

Submitted by: Caryn Davidson

The course codes changes for 2019-20 are now available on the Kentucky Uniform Academic Course Codes webpage. An updated Deprecated Course Codes and What to Use Instead spreadsheet is also available for your convenience. If you have any questions about this year's changes, please send them to the course codes team.

Searchable database to replace course code lists

Submitted by: Caryn Davidson

A new searchable Course Codes database will soon replace the annually published State Course Code lists. As a result, there will be no updated lists for 2019-2020. Within the next few weeks, you will receive more information including launch date and training resources.

IMPORTANT – Ensure district data syncs to State Edition

Submitted by: Becky Jenkins

Keeping data in Infinite Campus State Edition in sync with data in district databases is critical for student locator and records transfer functionality, assessment and foster care data matching and publishing, accuracy within the Student Data Review and Rosters (SDRR) web application and other data reporting. *(continues on page 2)*

## Ensure district data syncs to State Edition *(continued from page 1)*

Use the State Enrollment Verification Report (PATH: Student Information/Reports/State Enrollment Verification Report) to identify enrollments that are in district but not in state, in state but not in district and those with different values in state and district editions.

Manually synchronize student records to State Edition using the Selective Sync tool in Infinite Campus (PATH: System Administration/Data Utilities/Resync State Data/Selective Sync tab). Synchronize the student's person ID found on the Demographic tab and the enrollment ID displayed on the State Enrollment Verification Report. Submit an Infinite Campus support case to report any enrollments that fail to synchronize using the Selective Sync tool.

Infinite Campus Special Education update

Submitted by: Amy Patterson

On Feb.13, Infinite Campus releases 1901 and 1905 brought a change in production to the functionality of double-clicking on a locked special education document. Previously, double-clicking a document would open a dialog box that allowed a user to unlock the document. With the update, double-clicking the document will only open the document in a PDF format. To unlock a document, a user with appropriate tool rights must single-click to select the document, and then click the Lock/Unlock button to open the document for editing.
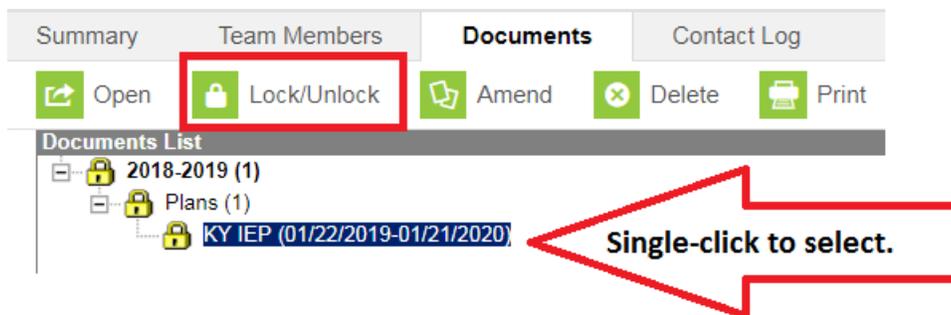
IEP auto end feature coming soon

Submitted by: Joseph McCowan

This spring, new auto end functionality will be available in Infinite Campus to help users manage the IEP process and avoid overlapping IEP dates. The new functionality will roll out as a disabled preference setting that district system administrators will have the ability to enable as they choose. When auto end functionality is enabled and a user creates and locks a new IEP, the system will automatically review files to ensure the newly locked IEP is the most current and does not overlap dates with older IEPs. It will automatically end date previously existing IEPs and save a copy for reference. This new functionality will help facilitate an appropriate IEP process and has potential to improve state/federal reporting.

System administrators may initially choose to enable the IEP auto end date functionality only in the district's sandbox site. This would allow special education staff time to train and become familiar with the new process before enabling it in their live production site for implementation the following school year. More details regarding the auto end date process will be shared as the release date approaches.

Special Education and Student Data Review and Rosters

Submitted by: Amy Patterson

It is time to begin preparing for end of year state testing. The Student Data Review and Rosters (SDRR) tool is designed to assist district personnel in reviewing the accuracy of student assessment information. When reviewing this data, students who should be receiving accommodations may not appear correctly. This can be caused by several different issues, such as:

- student's Individual Education Program (IEP) may be unlocked
- student's IEP may be missing one of the following:
    - disability
    - setting
    - status
- students who should be on the alternate assessment may not have the participation guidelines fully completed

If any of the above issues are identified, please contact your district special education staff. If the special education department has additional questions, please contact Amy Patterson by email or telephone at (502) 564-4970 x 4513.

English learners and immigrant data collection and reporting

Submitted by: Windy Newton

KDE has updated the data entry and reporting of English Learner and Immigrant student data in Infinite Campus. The following updates are based on federal and state reporting requirements and will improve the English Learner and Immigrant student data quality.

English Learner Data Standards

- updated contact information
- updated guidance on EL Exiting students (i.e., entry of Program Exit Date and Exit Status will be an end of year process as opposed to start of the next academic year process)
- updated hyperlinks
- updated screenshots and descriptions
- added reporting timeline
- added Student Records Transfer section

Immigrant Students Data Standards

- updated contact information
- added standard of Home Primary Language (this is required for federal reporting)
- updated hyperlinks, screenshots and descriptions
- added reporting timeline

The revised data standard documents are available on the KSIS Data Standards webpage. For additional information, please visit KDE's Title III – English Learner and Immigrant webpage.

For questions regarding English Learner or Immigrant data entry or reporting, please contact Erin Sudduth by email, Jessica Sanderson by email or Windy Newton by email.

Infinite Campus – data visualization tool available

Submitted by: Nick Easter

Please help promote the new Infinite Campus data visualization tool to your school and district administrators to make key Infinite Campus data much easier to use.

Seeing the data in an alternate format can improve overall usability of data, and charts and graphs versus traditional spreadsheets can made a big difference in making data actionable. The tool provides the powerful ability to filter data to specific subgroups, counts or other views. KDE and Infinite Campus partner Computer Information Concepts (CIC) collaborated to create Tableau visualizations with an initial focus on three areas – demographics, attendance, and behavior. The intent is to make data easier to use and view during the school year when there is time to take action. Use of the tool can help drive action to help an individual student or groups of students. The tool may also help improve data quality by surfacing issues earlier.

The tool is available to Infinite Campus users assigned to the Tableau Viz - Building and District user group. User access is an overnight process; a new user should expect to have access the day after assignment to the role. Due to limited licensing and the personally identifiable data available, KDE suggests limiting user access to school and district administrators.

The KSIS Data Visualization webpage provides resources to introduce and support use of the data visualization tool.

We thank those that provided feedback after the Director of Pupil Personnel (DPP) and Infinite Campus Interchange conferences for helping to refine the views. If you would like to volunteer to be a member of a Data Visualization Advisory Group being formed to help drive future work, contact Nick Easter by email.

Guidance on providing school and district report cards to parents

Submitted by: DeDe Conner

Kentucky's 2017-2018 School Report Card is final with the exception of Finance data that is scheduled for release in May. School report cards are intended to provide parents information on the performance of their child's school; promoting awareness of the school and district cards is required by KRS 158.6453 and 703 KAR 5:140. More specifically, KRS 158.6453 requires that: (1) The school report card shall be sent to the parents of the students of the district, and (2) information on electronic access to a summary of the results for the district shall be published in the newspaper with the largest circulation in the county.

School requirement

To meet the requirement that the school report card must be sent to parents, the unique URL to the school's report card may be shared with parents through electronic communication. Unless requested, the school report card does not have to be provided to parents in paper form. For parents who already communicate with the school in an electronic format, a URL of the school report card may be sent via e-mail, by using the Infinite Campus Parent Portal Notification Tool or other electronic communication methods. For those parents who do not communicate with the district via an electronic format, the school may provide a link to the URL of the school report card via paper. Attached is a template that may be used to inform parents of the availability of the school report card. Once printed, the page can be cut in half and mailed or sent home with students.

District requirement

The requirement that districts share information on electronic access also can be met by publishing the URL in the newspaper with the largest circulation in the county. If the local paper already has promoted the electronic access of your district's school report card, this requirement is complete. *(continues on page 5)*

Guidance on providing school and district report cards to parents (*continued from page 4)*

If the district has not communicated the district card, a second template is attached to assist with this communication.

To use either of these templates, update the school/district name and the URL links to the applicable school or district. Also, you should update any links to the school report card from your school and district websites using the same URL links.

Feedback on the School Report Card - With year one finished (except for Finance), KDE is already preparing for year two. BrightBytes is collecting feedback on the new School Report Card. The SRC Feedback Tool is being used to collect quick feedback and there are opportunities to volunteer to provide in-depth feedback either through in-person focus group sessions or moderated virtual interviews. Please help us continue to improve the new School Report Card by sharing these links with parents who may want to provide feedback.

Civil Rights Data Collection (CRDC) – Open for District Data Entry

The verification period for review of Kentucky Department of Education-loaded data is now over and schools and districts can begin entering the remaining CRDC data before final certification.

Districts and schools are required to **complete and certify their data before April 24**. As a reminder, CRDC is a local reporting requirement. KDE is able to assist, but each school and district is responsible for the quality of its own data

Visit the KDE CRDC webpage for information and helpful resources. The webpage provides a description of the updated CRDC State Published ad hoc filters available in Infinite Campus that school and district staff may use to validate information for the CRDC. The 2017-2018 CRDC Flat File Specifications document details items districts are required to enter into the CRDC collection system; see the LEA Provides tab and the SCH Provides tab.

Visit the CRDC Resource Center for instructional videos, collection templates, technical assistance documents and data tips to assist in the submission of data.

The CRDC Partner Support Data Center (PSC) is available to answer questions, help with usernames, update contacts and provide technical support between 9 a.m. and 5 p.m. ET. When contacting the PSC, have your seven-digit LEA identifier readily available. Contact the PSC by email or phone at (855) 255-6901.

U.S. Department of Education answers common FERPA questions involving school safety

Submitted by: Linda Burton

The U.S. Department of Education released a comprehensive set of frequently asked questions (FAQs) on schools' and districts' responsibilities under the Family Educational Rights and Privacy Act (FERPA) in the context of school safety.

The FAQ document, titled, School Resource Officers, School Law Enforcement Units and FERPA, consolidates previously issued guidance and technical assistance into a single resource to help raise schools' and districts' awareness of these provisions.

Training opportunities

For more information and registration links for the following training events, go to the KSIS Training webpage. An asterisk (*) indicates tentative dates.

Date	Event	Location
Mar. 26-Apr. 12	Spring Infinite Campus user group meetings	Various
Apr. 24-25*	KSIS Infinite Campus end-of-year training	KDE Media Portal and Frankfort
April 22-26*	Infinite Campus Custom Advanced Database Training	Frankfort

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
03/01	Preschool Enrollment Count (Spring)	andrea.bartholomew@education.ky.gov
03/01	SEEK Final Calculation per Budget Language	chay.ritter@education.ky.gov
03/01	Diversity Data-Spring Pull	scott.smith@education.ky.gov
03/01	TEDS (Second Semester/Trimester)	claude.christian@education.ky.gov
05/01	Gifted and Talented	kathie.anderson@education.ky.gov

Staff directory

David Couch, associate commissioner; DeDe Conner, director; Linda Burton, assistant director
Ryan Adcock, Phil Bigard, Pat Black, Raymond Carter, Matt Coffey, Margalee Conlee, Nick Easter, Becky Jenkins, Ericka Jenkins, Candy Johnson, Lisa Keeter, Barb Maas, James Reed, Mandy Schramm, Michael Sivils, 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