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2018-2019 School Report Card

Submitted by: DeDe Conner

Schools and districts continue to prepare for release of the 2018-19 School Report Card. This includes (1) submission of data through the collection tool, (2) verification and validation of data and (3) completion of the School Profile Report. KSIS points of contact should be prepared to help with these activities. Local KSIS points of contact may be asked to assist with verification of data since much of the data that requires verification comes from Infinite Campus. The [SRC Quality Assurance Worksheet](#) can be used to assist, it contains Infinite Campus reports that can help with verifying data and KDE points of contact for questions.

Due dates for current activities are provided below.

- Aug. 30 – submission of data into the SRC Collection Tool
- Sept. 6 – verification and approval of non-assessment accountability data within the Data Approval Tool
- Oct. 1 - The School Profile Report must be printed, signed and available in the local district office.

Assessment and accountability data will be reviewed outside the SRC on Quality Assurance day the week of Sept. 9. Public release will be late September.

For continuing updates including guidance documentation, webinar videos, the 2019 timeline, and copies of communications, visit the [School Report Card Resource webpage](#).

Campus Student and Campus Parent portals

Submitted by: Becky Jenkins

Campus Student and Campus Parent Portals are valuable tools for keeping students on track and parents engaged in their child's educational process. Optimized for use on mobile devices and tablets, students and parents can stay connected throughout the day with real time notifications for assignments, grades, attendance information and other factors that can affect the student's academic success.

Get the new school year off to a good start by promoting use of portal accounts, and providing clear guidance on your district's website for account setup and use. The [Help Center for Campus Parent and Campus Student](#) offers tips you can share to help users with the following:

- set up and log in to their account
- reset their password
- set notifications and understand what triggers them
- work through potential errors they may encounter
- Teachers and administrators can track Student- and Parent Portal usage with reports in Infinite Campus.
- Within Campus Instruction, teachers can go to Reports/Portal Usage to review a list of their student and parent accounts with the date of users' last log in and login counts for a five-week period. (*Cont. page 2.*)

Campus Student and Campus Parent portal (Cont. from page 1.)

- Within the Infinite Campus application, administrators with tool rights to the *Portal Usage Report* (Path: System Administration/Portal/Reports) can review detail and summary reports of Student/Parent portal usage for their school.

The parent and student portals are promoted as part of the School Report Card suites, KDE can help promote the Campus Portals in statewide applications and communications but need local help to ensure parents know how to access. Usage statistics by district will continue to be posted monthly on the [KSIS Other Information webpage](#).

Single sign-on through SAML

Submitted by Chuck Austin

The statewide initiative to integrate Infinite Campus with either Microsoft's Office 365 (Azure Active Directory) or Google's G Suite for Education via the SAML protocol will begin in the fall of 2019 with a target date of Jan. 2020 and an expected statewide completion for all districts by June 30, 2020. The Office of Education Technology has collaborated with Infinite Campus, Microsoft, and Google on more efficient and secure methods of access. The expected outcomes of this initiative align with the larger strategies of global interoperability and cybersecurity enhancements in achieving more efficient ease of access via technologies such as single-sign-on (SSO) while improving stability of the underlying architecture as compared to the historical use of LDAP.

Over the next few weeks, the OET KETS field staff will communicate details of this initiative to local district education technology leaders (chief information officers, district technology coordinators, etc.).

If you have questions regarding implementation planning, contact Chuck Austin by [email](#).

Prepare for the October 1 free- and reduced-meal data pull

Submitted by: Laura Loman

Before Oct. 1, enter all free- and reduced-meal data into the Infinite Campus FRAM module. Household Income Form data entry, National School Lunch Program data entry and direct certification uploads should be completed before Oct. 1 to ensure maximum counts for free- and reduced-meal status for your district on the school year 2019-2020 eRate data. The data pulled at this time is also used for federal reporting. If you have questions, contact Laura Loman by [email](#) or telephone at (502) 564-5279, ext. 4485.

Follow the KSIS data standards to enter enrollment of students with an IEP

Submitted by: Matt Coffey

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. (*Continued on page 3.*)

Follow KSIS data standards for enrollment of students with an IEP *(Cont. from page 2.)*

- 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 presence of students on the Special Ed Exit Report with exit dates and statuses from prior years.

If you have questions, contact Amy Patterson by [email](#) and refer to the [Special Education Processes document](#).

KEES eligibility

Submitted by: Kim Walters Steimle

As the new school year begins, counselors should generate the *KEES Eligibility* report to identify students who may not qualify to receive the Kentucky Educational Excellence Scholarship (KEES) based solely on their schedule. The Infinite Campus report path is KY State Reporting/KDE Reports/KEES Eligibility.

The report lists all students and their number of course credits/units scheduled per year. One of the requirements for KEES eligibility is to take at least five courses during the academic year unless the student qualifies as a mid-year graduate.

For any school year, courses with State Code 901005 (Experience-based Work) are capped at one course credit, regardless of the number of credits taken. For a student taking three credits of Experience-based Work and four credits of other academic courses, the total number of the course credits calculated for KEES is five course credits.

The *KEES Data Error Report* should also be generated periodically to identify issues affecting student eligibility for the KEES scholarship. The report path is KY State Reporting/KEES Report/Extract Type: Data Error Report. This will give you time throughout the year to correct missing student addresses, social security numbers and validate the names on the list that you have marked as not eligible on the Enrollment tab.

For more detailed information about KEES reporting, review the 2018-2019 end-of-year [KEES Reporting Power Point presentation](#).

Infinite Campus preparations for kindergarten screening (Brigance)

Submitted by: Matt Coffey

A data exchange process between Infinite Campus and the Brigance Online Management System (OMS) reduces the 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:

- When enrolling students, always use Student Locator in Campus to search for existing student records. Path: Student Information/Student Locator. Duplicate student records keep students from integrating into the Brigance OMS and slow the process for state reporting of readiness scores. 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.
- 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. A common error occurs when staff enter the current year for the child’s date of birth instead of the birth year.

For questions regarding Campus preparations for kindergarten screening, contact Jennifer Larkins by [email](#).

Intent for Early Graduation

Submitted by: Damien Sweeney

Prior to the Oct. 1 deadline, all students who plan to complete the early graduation pathway must complete the [Letter of Intent to apply for Early Graduation](#) and school staff must create an Early Graduation flag in Infinite Campus. For help setting the flag, refer to the [Early Graduation Data Standard](#).

It is necessary to be aware of and to understand the difference between completing the early graduation pathway and graduating early.

- Students completing the early graduation pathway pass their End-of-Course (EOC) assessments at the proficiency level and pass their ACT benchmarks.
- Students graduating early meet the minimum high school graduation requirements set by the state and local district and may graduate without meeting the aforementioned EOC and ACT requirements if there is district board approved policy for this.

For more information about the differences between the early graduation pathway and graduating early, please review the [Early Graduation web page](#).

To check students' status and to find data entry errors, run the *Infinite Campus: Intent for Early Graduation report*. After all schedules have been created, counselors should generate and use this report to ensure students are correctly flagged in Infinite Campus. The report will highlight data entry in Infinite Campus that does not follow the standards for Intent for Early Graduation; correcting the errors now will prevent problems later in the year. The report path is KY State Reporting/KDE Reports/Intent for Early Graduation. Examples of issues the report will identify include:

- Blanks for Eligibility End dates when the student is enrolled in grade 12
- Assessment scores that do not meet the benchmarks
- Missing assessments
- EOC requirement not met
- ACT scores below benchmark

Consult the Quick Reference Card for [Infinite Campus: Intent for Early Graduation](#) for more details and use the [Early Graduation Standard](#) as a guide to correct errors.

If you have questions about Intent for Graduation, contact Damien Sweeney by [email](#).

Migrant student information available

Submitted by: Windy Newton

Regional Migrant program staff are beginning to create and publish migrant student records in Infinite Campus State Edition. District staff with appropriate tool rights will be able to view the data under Student Information/Program Participation/Migrant records but cannot edit or create. The following Migrant data elements are included:

- MIS2000 ID – identification number assigned to a student in the MIS2000 system
- Last Qualifying Arrival Date – student's last qualifying arrival date – This date may be outside the school calendar; a new record will be created each time a student has a qualifying move so overlapping records may exist.
- Eligibility Expiration Date – three years after the last qualifying arrival date

A system administrator must grant user access to the designated district/school staff. If you have questions or concerns, contact Christina Benassi by [email](#) or contact Sharma Aitken by [email](#).

Training updates

For more information and registration links for the following training events, go to the [KSIS Training webpage](#).

Date	Event	Location
8/29 9/11	Parchment: eTranscript 2019 beginning-of-year training	Online webinar (Both sessions will provide the same information. See Parchment article below for details.)
	Infinite Campus fall User Group meetings	Western Kentucky locations
9/23		612 Washington Street, Princeton
9/24		303 Lovers Lane, Bowling Green
9/25		1204 Greensburg Street, Columbia
9/26		9600 Old Six Mile Lane, Louisville
	Infinite Campus fall User Group meetings	Eastern Kentucky locations
10/1		14375 Lions Lane, Ashland
10/2		1156 Hindman Bypass, Hindman
10/3		250 Richmond Street, Mt. Vernon
10/4		2168 Frankfort Road, Georgetown
12/12-13	Infinite Campus Interchange 2019	Downtown Marriott, Louisville

Parchment: Kentucky eTranscript 2019 beginning-of-year training

Submitted by: Kim Walters Steimle

Please share this information with your schools' counselors, registrars and other staff assisting with transcripts. Parchment will host a back-to-school webinar covering best practices for enabling students to order their transcripts. The webinar agenda includes:

- Tips for starting the new school year
- Best ways to communicate to students
- Additional back-to-school resources
- Parchment updates

Click your preferred date below to register. Both sessions will provide the same information.

- [1 p.m. ET, Thursday, Aug. 29](#)
- [12 noon ET, Wednesday, Sept. 11](#)



Oct. 1 federal reporting

Submitted by: *Candy Johnson*

The U.S. Department of Education collects the following data each year as of Oct. 1 or the closest school day to Oct. 1. Please validate your data to ensure its accuracy.

- Directory data for state, district and school education agencies
- Grades offered
- Student membership counts disaggregated by grade, race/ethnicity and gender
- State- and district-level staff full-time equivalent (FTE) counts by professional category
- Teacher FTE counts
- Students eligible for free- and reduced-price meals
- English Learner (EL) child counts
- Common Core of Data (CCD) School (National School Lunch Program participation, Title I status, shared time and virtual school status)

Submit changes needed for the directory information or grades offered through the District and School Collection Repository (DASCR) application. For instructions, refer to the [DASCR User Guide](#). The district Web Apps administrator point-of-contact (WAAPOC) manages DASCR access. Direct questions about submission of directory changes to [Rodney Bennett](#). For help with access to DASCR, contact the KETS Service Desk by [email](#) or telephone at (866) 538-7435.

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
09/15	Advanced Coursework (AP, IB, CAI, Dual Credit) Information	scott.usellis@education.ky.gov
09/15	Kentucky Performance Rating for Educational Progress (KPREP)	John.wickizer@education.ky.gov
09/30	Support Education Excellence in Kentucky (SEEK) Tentative Calculation	Chay.Ritter@education.ky.gov
09/30	Working Budgets	Chay.Ritter@education.ky.gov
10/01	Diversity Data - Fall Pull	Scott.Smith@education.ky.gov
10/01	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	Chay.Ritter@education.ky.gov
10/15	Kentucky Stats (KYSTATS) – annual longitudinal data	Dede.Conner@education.ky.gov
10/31	e-Rate	Scott.Kane@education.ky.gov

School Data Services team

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Send questions and comments to the [SDS shared mailbox](#).

