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KSIS contacts

Submitted by DeDe Conner

Are the right people receiving Kentucky student information system (KSIS) information in your district? Take time to reflect on staff changes in your district and the flow of information. If you are the KSIS point of contact, are you sharing information on Infinite Campus releases, outages, and new functionality with your schools and districts? Is there another person in your district that should be doing this? Is that person on the KSIS distribution list? You can work with your local Web app administrator point of contact (WAAPOC) to add KSIS points of contact through People Role Manager. Alternate points of contact at the district level don't appear in the on-line [School Directory](#) but are added to the distribution list. Contact Becky Jenkins by [email](#) if you have questions about the KSIS distribution list and what or how information is being shared.

School Report Card – public release

Submitted by Dede Conner

Public release of the 2018-2019 School Report Card (SRC) is scheduled for October 1. The SRC suite includes the [SRC landing page](#), [Proficiency Dashboard](#) and [datasets](#). Much of the data comes from Infinite Campus so we do appreciate all the local help verifying quality assurance before public release.

New features of the 2018-2019 SRC include:

- A new accountability dashboard that includes all 2018-2019 measures. After selecting View Accountability Data from the main landing page, users of the SRC will see horizontal bar charts for each of the accountability measures comparing school, district and state data as applicable. From this new page, users will be able to drill into detailed tables similar to the views experienced in the 2017-2018 SRC.
- A new Dual Credit tab was added in the Educational Opportunity/Advanced Coursework section. It includes two new tables. The first table lists all dual credit courses offered by the school/district organized by subject with student enrollment counts, student completed counts and students that have a qualifying grade. The second table breaks down the demographic information for all students enrolled in a dual credit course.
- A Career and Technical Education (CTE) Snapshot was added to the landing page, replacing the top five CTE pathways previously displayed.

Questions about the new SRC can be directed to the appropriate data point-of-contact as listed on the [Quality Assurance Worksheet](#) and more general questions can be directed to [KDE Data Services](#).

Attendance codes for influenza-like symptoms

Submitted by Jessica Carlton

The Cabinet for Health and Family Services (CHFS) is expecting a high number of flu cases this year and has asked the Division of District Support to provide weekly aggregate counts of flu-related absences during the 2019-2020 school year. The four attendance codes below are outlined in the [Pupil Attendance Manual](#) and should be used in the event of student absences due to influenza-like illness. Please contact Ronda Devine via [email](#) or at (502) 564-5279 ext. 4444 with questions regarding attendance codes.

- ILID – Influenza-like illness excused doctor note
- ILIE – Influenza-like illness excused
- ILIP – Influenza-like illness excused parent note
- ILIU – Influenza-like illness unexcused

Growth Factor submission time is almost here

Submitted by Brad Kennedy

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 report is mandatory for each district to complete. The report helps 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 [KDE Growth Factor Reports webpage](#) following the provided steps.

If you have any questions, contact Brad Kennedy by [email](#) or telephone at (502) 564-5279 ext. 4417.

Household Income Form data entry for Campus FRAM due Oct. 1

Submitted by Laura Loman

Schools and districts participating in Community Eligibility Provision (CEP) must enter information from Household Income Forms (HIF) into the Infinite Campus FRAM module before Oct. 1. This data is used for federal reporting and eRate calculations. If you have any questions, contact Laura Loman by [email](#) or telephone at (502) 564-5279 ext. 4485.

Intent for Early Graduation deadline – Oct. 1

Submitted by Damien Sweeney

All students planning to complete the early graduation pathway must complete the [Intent for Early Graduation \(IEG\) form](#) and be flagged in Infinite Campus prior to the Oct. 1 deadline. The [Early Graduation Data Standard](#) provides instruction for assigning the IEG flag. For more information on the early graduation pathway, see the [Early Graduation webpage](#).

QA Courses report provides variety of checks on course setup

Submitted by Caryn Davidson and Scott U'Sellis

Are you familiar with the *QA Courses report*? The report was created to help users independently identify errors in course setup. The report can provide a list of all active dual credit or advanced courses (AP, IB, CAI) or only the courses with setup concerns. The report identifies specific errors within a course setup and provides recommendations for remediation. A [quick reference guide](#) is available to assist users with the report generation and analysis process. Users must be granted access by the local KSIS administrator. The pathway for the report is: KY State Reporting/KDE Reports/QA Courses.

KDE recommends districts utilize this report to check the setup of their dual credit and advanced coursework courses to ensure data accuracy before data monitoring begins later this fall.

Questions about correct course setup can be directed to the [Course Codes mailbox](#).

New and improved Infinite Campus University core product webinars

Submitted by Becky Jenkins

Beginning this fall, Infinite Campus University (ICU) core product webinars will be pre-recorded and broken down into shorter segments to make it easier to access desired learning content. Free for all Kentucky Infinite Campus users, the pre-recorded webinar sessions will be released biweekly on Tuesdays and Thursdays starting Sept. 17. Pre-recorded webinars can be accessed or re-visited for up to one year from release date.

To view the upcoming release schedule of topics and to ask questions after viewing a recorded webinar, learners can navigate to the Campus Community forums page entitled [ICU Core Product Webinar Q&A](#). Subscribe to the [ICU Core Product Webinar Release Schedule](#) thread to stay in the loop on upcoming webinars.

Enter staff EPSB ID numbers in Infinite Campus

Submitted by Becky Jenkins

The Education Professional Standards Board (EPSB) identification number for teachers, principals and other certified staff should be entered in Infinite Campus on the Credentials tab in the License Number field, path: Census/People/Credentials. If unknown, authorized users can find a staff member's EPSB ID on the [EPSB's web portal](#) using the secure Kentucky Educator Certification Inquiry lookup.

The EPSB ID number is required in the MUNIS upload file and used for teacher data-matching for state and federal reporting. The *MUNIS EPSB Upload report* located under KY State Reporting/KDE Reports includes a validation report that can be generated to identify staff members missing EPSB ID numbers on the Credential tab. The report's [quick reference card](#) provides guidance for generating the validation report and upload file. See Section F of the [Census – Teacher Information Data Standard](#) for data entry guidelines for the Credentials tab.

New digital learning publication

Submitted by DeDe Conner

The National Forum for Education Statistics released [The Forum Guide to Personalized Learning Data](#) that was designed to assist education agencies as they consider whether and how to use personalized learning. The guide provides an overview of personalized learning and describes best practices used by education agencies to collect data for personalized learning, to use those data to meet goals, and to support the relationships, resources, and systems needed for the effective use of data in personalized learning. Because personalized learning is still a developing prospect in many locations, the concepts and examples provided are intended to help facilitate idea sharing and discussion.

The Forum creates training tools to help state and local education agencies work through the complexities of data collection and use. Visit the [National Center for Education Statistics \(NCES\) webpage](#) for more information about NCES Forum tools. Please help raise awareness of these resources by sharing this information locally.

Keep State Edition in sync with your district data

Submitted by Becky Jenkins

Why should districts care about data syncing to State Edition? State Edition being out of sync with district data can result in:

- the inability to find a student in the student locator,
- a records transfer request not being delivered to the last district where a student was enrolled,
- missing or inaccurate data in the Student Data Review and Roster (SDRR) application,
- missing or inaccurate data in reports that pull from State Edition, or
- a KDE staff member reviewing incomplete or inaccurate data when providing district support or auditing records.

Two Infinite Campus reports can assist district system administrators in monitoring and troubleshooting out of sync person identity and enrollment records.

- [State Person Identity Verification report](#) (path: Census/Reports) allows a district to compare its local student and staff person/identity records to those existing in State Edition.
- [State Enrollment Verification report](#) (path: Student Information/Reports) allows a district to compare its local student enrollment data to that existing in State Edition.

Each report includes a summary and detailed list of records missing from state, missing from district and those with different field values. If a large number of person or enrollments records are missing at state, a [manual sync](#) of those data elements can be completed for the entire district. The [Selective Sync tool](#) should be used to sync individual person and student enrollment records. The tool is found under System Administration/Data Utilities/Resync State Data and requires tool rights for access and use. A selective sync requires the person ID or enrollment ID of the individual or student to request the sync. These ID numbers are displayed on the two reports. If either of these syncing methods fail to correct the missing or inaccurate data, a Campus support case should be opened for assistance in resolving the issue.

Data visualization – Infinite Campus system admin guidelines

Submitted by Kim Walters Steimle

Three common questions regarding the Infinite Campus data visualization workbooks are: (1) who should have access? (2) how is access assigned? (3) where do users log in to the workbooks?

KDE suggests limiting user access to district and school administrators due to limited licensing and the amount of sensitive student level data available. An Infinite Campus system administrator assigns access to users by adding them to the Tableau Viz – Building and Dist user group. In addition to membership in the group, a user must have their school district email address in the primary email address field in Infinite Campus. New users should expect to have access to visualizations the day after assignment to the user group. An automated process inserts a Tableau Visualizations link at the top of the Infinite Campus Index that will be visible to the user when the access is granted.

If a user is having trouble accessing the visualization workbooks or seeing the correct data, check the following:

- User is a member of the Tableau Viz – Building and Dist user group.
- User's school district email is recorded in primary email address field in Infinite Campus Census module.
- User is entering full email address as their username. If a user recently changed districts, they must sign in with their new district email address.
- User has the appropriate calendar rights in Infinite Campus; data is visible in the workbooks based on the user's calendar rights. A user who is still experiencing access issues after these things have been verified should try clearing the Internet browser's cache or use a different Internet browser.

Refer to the [KSIS Data Visualization webpage](#) for in-depth user guides, additional troubleshooting tips and training videos.

National Cybersecurity Awareness Month

Held every October by the Department of Homeland Security, National Cybersecurity Awareness Month (NCSAM) is a collaborative effort to raise awareness about the importance of cybersecurity. KDE wants to take this opportunity ensure Kentucky schools and districts have the resources they need to make sure students and staff are safer and more secure online both at home and in school.

The 2019 NCSAM effort emphasizes personal accountability and the importance of taking proactive steps to enhance cybersecurity. This year’s overarching message – Own IT. Secure IT. Protect IT. – will focus on key areas including citizen privacy, consumer devices and ecommerce security.

[Learn more about the National Cybersecurity Awareness Month here.](#)

[Visit KDE’s Data Privacy and Security webpage for education specific guidance and resources.](#)

Training updates

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

Date	Event	Location
9/26	Infinite Campus fall User Group meeting	9600 Old Six Mile Lane, Louisville
10/1	Infinite Campus fall User Group meeting	14375 Lions Lane, Ashland
10/2	Infinite Campus fall User Group meeting	1156 Hindman Bypass, Hindman
10/3	Infinite Campus fall User Group meeting	250 Richmond Street, Mt. Vernon
10/4	Infinite Campus fall User Group meeting	2168 Frankfort Road, Georgetown
10/14-18	Mastering Campus I	2168 Frankfort Road, Georgetown
12/12-13	Infinite Campus Interchange 2019	Downtown Marriott, Louisville
1/08	2019-2020 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 Email Contact
10/01	Diversity Data - Fall Pull	Scott Smith
10/01	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	Chay Ritter
10/15	Kentucky Stats (KYSTATS) – annual longitudinal data	DeDe Conner
10/30	English Learners (EL) - Test Book Orders and Labels	Chris Williams
10/31	E-Rate	Scott Kane
11/01	Growth Factor	Brad Kennedy
11/01	Local Educator Assignment Data (LEAD) Fall	Crystal Hord
11/01	Retention	Windy Newton
11/01	Dropout	David Curd
11/15	Audited - Annual Financial Report and balance sheet	Chay Ritter
11/15	Technical Education Database System (TEDS) (First Semester)	Claude Christian

School Data Services team

David Couch, associate commissioner; DeDe Conner, director; Linda Burton, assistant director
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Kentucky Department of Education

Contact: Division of School Data Services
 300 Sower Blvd., Frankfort, KY 40601 | (502) 564-2020
 Send questions and comments to the [Data Services mailbox](#).

