

Kentucky Student Information System

KSIS Infinite Campus News Volume 12, Issue 11 – December 2019

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Warmest wishes for happy holidays from the School Data Services team!

Pictured from left are team members Raymond Carter, Janice Harris, Lisa Keeter, Kim Steimle, Tania Arnett, Matt Coffey, Michael Sivils, Linda Burton, Pat Black, Becky Jenkins, James Reed, Ericka Jenkins, Ryan Adcock, Michael Spence, DeDe Conner, Candy Johnson; not pictured are Phil Bigard and Sriharsha Vejella.

Infinite Campus Interchange@Kentucky 2019

Submitted by Becky Jenkins

The annual Infinite Campus Interchange@Kentucky 2019 will take place Dec. 12-13 at the Marriott Louisville Downtown hotel. School and district staff are encouraged to take advantage of this training opportunity. Go to the [KSIS Training](#) page for event details including the training agenda, session descriptions, EILA information, registration and hotel information.

We need your feedback

KDE is seeking participants who are interested in providing feedback on the Kentucky School Report Card to continue to develop and improve its usability and value. If you are interested in participating in user experience interview, use [this link](#) to schedule a one-hour virtual meeting directly with BrightBytes. Feedback can also be submitted through the [“Provide Feedback”](#) at the bottom of the School Report Card organizational landing page.

Attention Nurses: Medication administration training materials updated to include midazolam and Baqsimi

Submitted by Angela McDonald

KDE has updated the new medication administration training program for unlicensed school personnel to include the drugs midazolam and Baqsimi. Both medications recently became FDA approved (midazolam for seizures in children age 12 and above, and Baqsimi for hypoglycemia resulting in unconsciousness). Districts that requested the training program released in the spring received an updated training manual via email. The training manual and PowerPoint presentation slides are posted on [KDE's medication administration training program webpage](#). If your district has already added information to the training program to include these two new medications, you may continue to use that training material. For questions, contact Angela McDonald by [email](#) or telephone at (502) 564-5279.

Attendance codes for tracking influenza-like illnesses in school

Submitted by Angela McDonald

KDE's Division of District Support and the Ky. Department of Public Health (KDPH) are partners to track the number of students with flu-like illnesses and their number of absences in the school setting. To allow KDE to provide aggregate counts of flu absences throughout the year, school staff should code applicable absences with one of the following codes when notice is received that the child's absence is due to flu-like symptoms:

- ILE – Influenza-Like Excused
- ILD – Influenza-Like Doctor Note
- ILP – Influenza-Like Parent Note
- ILU – Influenza-Like Unexcused

Additional documentation on these and other attendance codes is available in the [Pupil Attendance Manual](#). Questions regarding use of the influenza codes should be directed to Angela McDonald by [email](#) or telephone at (502) 564-5279; questions regarding how to create the codes should be directed to Josh Whitlow by [email](#) or telephone at (502) 564-5279.

Deadlines for the IDEA Dec. 1 Child Count and Fall Preschool Enrollment Count reports coming soon

Submitted by Amy Patterson

Ensure that all relevant data has been checked for accuracy prior to the reporting deadlines for the annual *IDEA Dec. 1 Child Count* and *Fall Preschool Enrollment Count* reports.

By close of business on Friday, Dec. 13, all Individual Education Program (IEP) and Private School Service Plan (PSP) data must be finalized for the 2019-2020 *IDEA Dec. 1 Child Count Report*. Friday Nov. 29 will be the effective date this year because Dec. 1 is on a Sunday.

To be included in this report, a student must have:

- an active enrollment on Nov. 29 with a valid IEP which overlaps Nov. 29,
- a locked KY Evaluation/Eligibility Determination document with a Date of Eligibility Determination no later than Nov. 29, 2019, and
- a locked IEP that contains values for
 - Special Ed Setting,
 - Special Ed Status, and
 - Primary Disability within the IEP's Enrollment Status editor. (Continued on page 3.)

Deadlines for the IDEA Dec. 1 Child Count and Fall Preschool Enrollment Count reports coming soon *(Continued from page 2.)*

By Friday, Dec. 13, all data on the Enrollment and Preschool tabs, and in the Special Education module when applicable should be reviewed and final for the *Fall Preschool Enrollment Count Report*. Preschoolers must have been actively enrolled on Dec. 1 and must have a record on the Preschool tab to be included in this report.

Please note, both the *IDEA Dec. 1 Child Count* and *Fall Preschool Enrollment Count* reports will exclude No Show enrollments but will include enrollments marked as State Exclude.

Do not unlock or edit data related to the *IDEA Dec. 1 Child Count* or *Fall Preschool Enrollment Count* reports between close of business on Friday, Dec. 13 and Monday morning, Dec. 16. Changes made during this timeframe may affect the accuracy of these reports.

Contact Amy Patterson by [email](#) for any questions regarding special education, or Andrea Bartholomew by [email](#) for any questions regarding preschool.

Protected identity information fields

Submitted by Josh Whitlow

Protected identity information fields on the Identities tab in Infinite Campus should only be used when necessary to track a name or gender that differs from a student's birth certificate or other legal document. The protected identity name fields should be used if a student's health or safety would be in jeopardy because his/her legal name is visible in Infinite Campus. These fields should be used for transgender students who want to be identified with a name and gender that has not yet been officially changed on the student's birth certificate or other legal document. Unless changed by court order, the legal name typically remains the same as recorded on the birth certificate. The student's preferred name and gender should be entered in the required name and gender fields and the name and gender from the birth certificate or other legal document should be entered in the legal name and gender fields. Do not enter nicknames in the protected identity information or in the required name fields.

It is acceptable to use a preferred name for school documents including the diploma. Best practice would suggest that other district processes should follow identity protection if the protected identity fields are being used in Infinite Campus. For example, if a student's legal name is in the protected identity information, documents using the legal name should not be uploaded into the Summary Tab where all users can view the documents. See the [Enrollment Data Standard](#) for additional information.

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 duplicate student records that occur across two (or more) districts, contact Samantha Engstrom by [email](#) or telephone at (502) 564-5279.

Assessment scores in Infinite Campus

Submitted by Tania Arnett

The Kentucky Department of Education publishes student assessment data in Infinite Campus as the data becomes available. For questions or concerns about an assessment score, forward a summary including any documentation from the testing vendor to the [KDE Data Services mailbox](#).

Data visualization updates

Submitted by Kim Walters Steimle

Based on district user feedback, changes were made to the Attendance and Behavior dashboards in KDE’s data visualization tables.

- A date range filter was added to all dashboards to allow users to select a timeframe for viewing data. This may help when trying to gauge impact of behavior initiatives, see data specific to testing windows, attendance months, etc.
- A student ID filter was added to all dashboards allowing users to utilize the entire dashboard for a single student to create an individualized data visualization table.
- A sliding scale named FTE Target was added to the FTE Attendance dashboard. Use the scale to highlight not just chronically absent students but also those getting close to being chronically absent.
- A static table on the top of the FTE Attendance dashboard allows users to compare their school’s attendance data to state totals.
- A student’s behavior event at one school in the district will no longer be included in another school’s event totals.

Review these changes and continue to provide feedback on the visualizations. New users should visit the [KDE Data Visualization website](#) for information on accessing the system and how it could be helpful for your district. If you have questions about data visualization, contact Kim Steimle by [email](#).

Training opportunities

➤ **Parchment/eTranscript offers new online training**

Submitted by Kim Steimle

Kentucky’s eTranscript provider announced the release of [Parchment Learn](#). Parchment Learn provides learning paths for K12 Send and K12 Send API. Additional learning paths are in development. Each learning path guides new members/system administrators through an intuitive, simple, and self-paced training process incorporating videos, quick reference guides and quizzes.

Parchment understands that some members may prefer to participate in a [live webinar](#) and will continue to offer monthly live training sessions.

Please contact [Parchment Support](#) if you have questions about their training offerings.

➤ **Infinite Campus/KSIS training opportunities**

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

Date	Event	Location
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 Contact
12/01	Preschool Enrollment Count (Fall)	Andrea Bartholomew
12/01	Support Education Excellence in Kentucky (SEEK) Forecast Calculation for Upcoming Year	Chay Ritter
12/06	English Learners (EL) - Roster	Chris Williams
12/15	Exceptional Child Count by Disability	Amy Patterson
12/15	Exceptional Child Personnel data	Amy Patterson
01/15	Kentucky Educational Excellence Scholarship (KEES) (Mid-year Graduates)	Kim Steimle

School Data Services team

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Send questions and comments to the [Data Services mailbox](#).

