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**Preschool spring enrollment count***Submitted by Andrea Bartholomew*

The Kentucky Department of Education will collect data for the preschool spring enrollment count on March 16. Districts will have until close of business on March 13 to finalize all preschool-related data for the enrollment count. Please be sure all enrollments and records on the Preschool tab are completed and accurate in time for the data collection. Additionally, Individual Education Programs (IEPs) for preschoolers with disabilities must be completed and locked.

Use the *QA Preschool* report in conjunction with the *Preschool Enrollment Count* report to verify preschool data. Based on the options selected on the Campus toolbar, the *QA Preschool* report may be generated for an individual school or an entire district and will provide an aggregated count or display individual details about each preschooler.

When running a report for the entire district:

- select the Aggregate Report checkbox to generate one report with district totals or
- select the Individual Aggregates checkbox to generate one report with totals for all schools in the district with each school having its own set of pages within the report.
- If the total counts seem off, troubleshoot by selecting the Detail Report checkbox to generate a student-level detail report.

Early and frequent data validation will help avoid issues and ensure quality data when it is time for official enrollment counts.

**Identifying teachers in Infinite Campus***Submitted by Crystal Hord*

To ensure proper identification and reporting of teachers in Infinite Campus, verify the following under Census/People:

- The Type on the District Assignments tab is 01: Teacher.
- The Education Professional Standards Board (EPSB) identification number is entered in the License field on the Credentials tab, path: Census/People/Credentials. Select Credential Type of LC: Licensure/Certification

Under Scheduling/Courses/Sections

- Enter the primary and all additional teacher names on the Staff History tab for all sections containing at least one student on the roster. This should accurately reflect the name of the person(s) teaching the course.

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 license numbers on the Credential tab. The report's [quick reference card](#) provides guidance for generating the validation report and upload file. For data entry guidelines, See Section F of the [Census – Teacher Information](#) data standard for data entry guidelines for the Credentials tab and the [Teacher of Record](#) data standard for the Staff History tab.

**Joint guidance on the application of FERPA and HIPPA to student health records**

On Dec. 31, 2019 [new guidance](#) was issued by the U.S. Department of Health and Human Services and the U.S. Department of Education that provides updates and clarifications as to when and how the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the Family Educational Rights and Privacy Act (FERPA) apply in complex situations such as emergency situations, school-employed health care providers, disclosures of “treatment records,” disclosures to parents and the National Instance Criminal Background Check System (NCIS), and more.

## Importance of data quality

Submitted by Candy Johnson

In February, KDE will submit the following 2019-2020 data collections to the U.S. Department of Education (USED): School Support and Improvement, ESSA Status, Membership, and Free and Reduced-Price Lunch.

Please use the data quality reports in Infinite Campus under KY State Reporting to ensure reporting of consistent and accurate data. The USED initiative is to collect, analyze, and promote the use of high-quality, pre-kindergarten through grade 12 data.

If you would like more information about data that will be submitted and the reporting time frame, please go to the [EdFacts Community site](#) and select the Data Submission Organizer tab.

## Data calendar

The monthly data calendar includes data pulled at the state level and data 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
2/1	Transition Data	<a href="#">Kiley Whitaker</a>
2/20	Growth Factor (January)	<a href="#">Ronda Devine</a>
2/28	Local Educator Assignment Data (LEAD) Spring	<a href="#">Crystal Hord</a>
3/13	Preschool Enrollment Count (Spring)	<a href="#">Andrea Bartholomew</a>
3/1	SEEK Final Calculation per Budget Language	<a href="#">Chay Ritter</a>
3/1	Diversity Data-Spring Pull	<a href="#">Scott Smith</a>
3/1	TEDS (Second Semester/Trimester)	<a href="#">Claude Christian</a>

## Training

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

Date	Event	Location
	<b>Infinite Campus spring user group meetings</b>	<b>Various</b>
3/17	Marshall County Board Office	86 High School Road, Benton
3/18	Owensboro Public Schools	450 Griffith Avenue, Owensboro
3/19	Barren County Innovation Zone	475 Trojan Trail, Glasgow
3/20	Hardin County Early College and Career Center	200 University Drive, Elizabethtown
3/24	Laurel County School District	718 N. MainStreet, London
3/25	Morgan County Board of Education	155 University Drive, West Liberty
3/26	Scott County Board of Education, conf. Room C	2168 Frankfort Road, Georgetown
3/27	Oldham County Administrative Annex, Rooms B & C	1900 Button Lane, LaGrange
<b>4/6-10</b>	<b>Mastering the Fundamentals of Campus</b>	<b>Fayette Co. Schools Bd. Office, 701 E. Main St., Lexington</b>
<b>4/23</b>	<b>KSIS Infinite Campus End-of-Year Training</b>	<b>KDE Media Portal and 300 Sower, Frankfort</b>

## School Data Services team

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

Ryan Adcock  
Bobby Amback  
Tania Arnett  
Phil Bigard  
Pat Black

Raymond Carter  
Matt Coffey  
Shauna Dunham  
Becky Jenkins  
Ericka Jenkins

Candy Johnson  
Lisa Keeter  
Holly Kell  
James Reed  
Troy Reynolds

Michael Sivils  
Michael Spence  
Kimberly Steimle  
Sriharsha Vejella

## Kentucky Department of Education

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

