

Kentucky Student Information System

KSIS Infinite Campus News Volume 13, Issue 4 - April 2020

In this issue

- [Campus COVID-19 student tracking solution](#)
- [Data calendar](#)
- [Data visualization dashboard](#)
- [Ky. Academic Standards for import in Campus](#)
- [Non-traditional instruction day reminders](#)
- [Tips for working at home](#)
- [Teacher data accuracy](#)
- [Training](#)

Campus COVID-19 student tracking solution

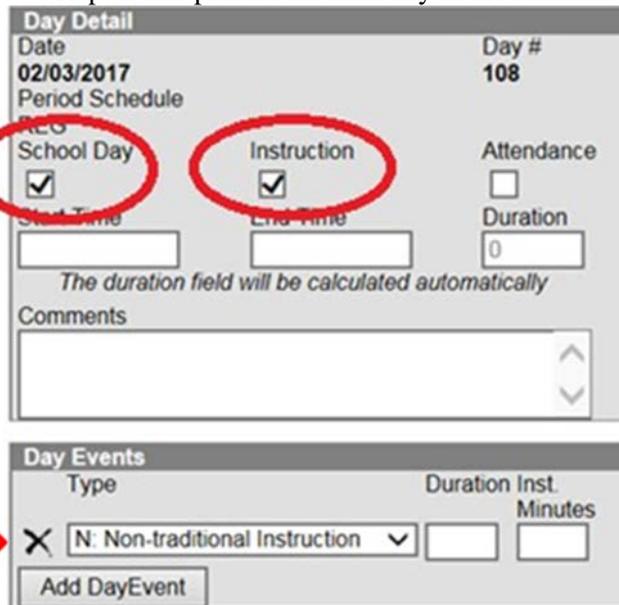
KDE and Infinite Campus will schedule a special Rx release on Campus.2008 to deploy the Campus COVID-19 student tracking solution as soon as it becomes available next week. A recorded webinar, *COVID-19: Options for Taking Attendance*, in Infinite Campus University (ICU) provides information about the proposed solution that will be made available for district use. Kentucky attendance will not be updated by the process that allows tracking of student participation in non-traditional instruction in the teacher's gradebook. Watch for more guidance as the solution is finalized and ready for release.

Non-traditional instruction day reminders

Submitted by Ronda Devine

Review the setup reminders and screenshot below to ensure NTI days are correctly identified. KDE recommends entering NTI days as they are scheduled but understands there may be a delay during the current situation.

- Infinite Campus Path: System Administration/Calendar/Calendar/Days tab
- Click the day in the calendar to be updated. School Day and Instruction should be checked. Attendance should not be checked.
- Click Add Day Event and select N: Non-traditional Instruction from the Type drop list.
- Repeat this process for each day in the calendar that should be indicated as a non-traditional school day.



Day Detail

Date: 02/03/2017 Day #: 108

Period Schedule

School Day Instruction Attendance

Start Time End Time Duration

The duration field will be calculated automatically

Comments

Day Events

Type	Duration	Inst. Minutes
X N: Non-traditional Instruction		

Add DayEvent

Non-traditional Instruction Days (NTI) can be used by districts that have received approval on a day when school facilities are closed due to a weather or health/safety related issue. NTI days are considered a school day with instruction.

For questions regarding NTI guidelines or approval, send an email to [Steve Kissinger](#) in the Office of Continuous Improvement and Support or call him at (502) 564-4201. Additional guidance can also be found on the KDE [Non-Traditional Instruction Day webpage](#). Guidance regarding the implementation of non-traditional instruction for students with Individual Education Programs has been provided by the Office of Special Education and Early Learning and can be found on the [OSEEL Communication and Resources webpage](#).

[COVID-19 Information and Resources for Schools and School Personnel](#)

[FERPA & COVID 19 Frequently Asked Questions](#)

[FERPA and Virtual Learning Related Resources](#)

Review data for end of year reporting

Submitted by Becky Jenkins

With the COVID-19 virus forcing students out of school buildings to receive non-traditional instruction, school and district staff may find some time to review and validate data in Infinite Campus prior to end-of-year reporting. Many of the Infinite Campus extracts and reports used for state reporting contain error reports that identify potential data issues.

Quality assurance (QA) reports created by KDE are also available to assist districts with data review and cleanup. The reports can be found under KY State Reporting with KDE's QA reports located under the sub-heading KDE Reports. The [State Reporting Quick Reference Guide](#) provides descriptions of each report available in Infinite Campus under KY State Reporting and includes links to individual quick reference cards for more information on use of each report.

Reference the [KSIS Data Standards](#) web page for data entry guidance for specific data elements and the KDE contact who can provide assistance.

Kentucky Academic Standards will be available for import into Infinite Campus

Submitted by Caryn Davidson

The Kentucky Department of Education (KDE) is partnering with IMS Global to provide a machine-readable version of the *Kentucky Academic Standards (KAS)*. Machine readable standards allow third-party applications to import the KAS from a state-level authoritative source into a variety of applications such as Infinite Campus, third-party curriculum packages or Learning Management Systems (LMS).

Infinite Campus added new tools to import the standards in the March 11 Campus.2008 release. KDE is working with Infinite Campus to refine the import functionality before making the KAS available for import. We anticipate these changes in the Campus.2016 release planned for May 13.

Machine readable KAS should be regarded as an interactive digital companion that can provide direct support for teachers who wish to utilize such features as standards-based grading in Infinite Campus. To design high-quality standards aligned instruction, educators should continue to use the KAS documents available on the [Kentucky Academic Standards website](#).

IMS Global is a national consortium of educational institutions, education technology suppliers (digital tools, content, applications, etc.) and government organizations. The consortium helps lead interoperability standards development and implementation.

Please send questions by email to the [Kentucky Academic Standards mailbox](#).

New Teacher Counts report helps ensure accurate teacher data in Campus

Submitted by Troy Reynolds

Teacher Counts is a new report designed to assist districts in verifying the correct assignment of teachers to course sections. The detail and aggregate versions of the report include primary teacher assignments regardless of employee type. Employee type as identified in Campus is included in the detail and aggregation. In addition, the detail report includes faculty identified as employee type "01: Teacher" with no course sections assigned or assigned as a non-primary teacher or section staff.

Accurate teacher data in Infinite Campus should include entry of the EPSB ID number for all certified staff in the License Number field on the Credentials tab. To assist in bringing records up-to-date, KDE recently provided missing EPSB ID numbers identified in districts across the state to Infinite Campus to load to district databases. Those numbers were populated to districts and synced to State Edition.

School/district staff responsible for maintaining EPSB ID numbers in Campus should generate the *MUNIS EPSB Upload Validation Report* to verify the accuracy of all certified staff numbers and update any that are missing or inaccurate. Districts should develop a process to ensure entry of the EPSB ID number in Infinite Campus each time a certified staff member is hired. Follow guidance in the [Census \(Teacher Information\) Data Standard](#).

Review the [Teacher Counts Quick Reference Card](#) and [MUNIS EPSB Upload Quick Reference Card](#) for guidance on generating the reports and suggested uses. The reports are found under KY State Reporting/KDE Reports.

New Data Visualization Dashboard – Count of Days Removed available in April

Submitted by Kim Walters

The new Count of Days Removed data visualization dashboard that will allow administrators to easily track the time students spent outside the classroom due to behavior resolutions should be in production by April. Reported time will be calculated down to the hundredth of the day and will match the *Safe Schools report*. By filtering the dashboard from all students to view only students with disabilities, special education directors and school administrators can monitor those students who may be approaching the 10-day threshold for classroom removal.

Submit any concerns or suggestions about the new dashboard to [Kim Walters](#) by email.

Training

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

Date	Event	Location
To be rescheduled	Infinite Campus spring user group meetings	Online – Information will be provided
4/23	KSIS Infinite Campus End-of-Year Training	KDE Media Portal or Teams Only

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
5/30	Gifted and Talented	Kathie Anderson
5/31	Certification for Transportation for Daily Trips	Chay Ritter
5/31	Certification for Transportation for Home Trips for Resident Pupils	Chay Ritter

Tips for working at home

With all public schools closed across our state due to the coronavirus outbreak, many school, district and state staff are working from home and juggling their work with homeschooling children. This means extra challenges to get it all done. Below are some tips we’ve gleaned from the experts along with a few of our own.

- Create a schedule and use it to guide your day as much as possible but know there will be exceptions and don’t fret when you stray from the schedule. Remember the schedule is only a guide to help you.
- Use your planner to keep a daily to-do list and check off the accomplishments.
- Setup up a comfortable workstation. Place your monitor directly in front of you at the proper height. Find a chair that encourages good posture and fits so that your feet are flat on the floor.
- Communicate. If you’re in a virtual meeting, it’s OK to let your coworkers know that you may have a kid walk into the room or that you may have to quickly leave the call but that you will be back. You may need more frequent but casual meetings. Pick up the phone; we need to talk sometimes.
- If you’re working with children at home, set boundaries. Now may be the time for some parent selected screen time to keep them happy and quiet and to give some peace. Get creative and let them make “do not disturb” or “stop” signs for when you shouldn’t be interrupted for anything less than if the house is on fire.
- Take breaks. Take a few minutes to walk around, say “hi” to kids, cuddle with a pet, walk, stretch or grab a snack. Use your online availability status to let coworkers and boss know you’ll “be right back” or another mutually acceptable method to let your boss and coworkers know you’ve stepped away for a few minutes.
- Remember, we’re all in this together and we will get through this together. Stay safe and stay healthy!

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 Walters
Sriharsha Vejella

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](#)
Office of Education Technology – School Data Services Division

