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 Kentucky Student Information System
 

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KSIS Infinite Campus News Volume 13, Issue 5 - May 2020

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**Final eTranscripts checklist and webinars**
*Submitted by Kim Walters*

Please share this information with high school counselors and other staff who define or set-up courses.

On April 29, Parchment will provide a Final Transcript Webinar for new counselors or for those who could use a refresher course. If interested, [register here for the session](#).

Below is a checklist of items to consider as your school processes final transcripts at the end of the school year.

- G-codes and diploma dates must be posted prior to releasing final transcripts. Colleges and universities do not consider transcripts final without graduation status and date.
- Before posting to transcript, run the State Published ad hoc filters below to ensure Difficulty Levels are set properly on courses. Improper set up can result in reduction of a student's KEES scholarship money. (Path: Ad Hoc Reporting/Data Export/State Published)
  - Student AP Course Code with No Difficulty Level (Advanced Placement courses setup)
  - Curriculum Dual Credit Courses (Use to verify Dual Credit course setup.)
- Use the batch process for easier release of transcripts. See the [eTranscript Data Standard](#) for details. (Path: Grading & Standards/Reports/eTranscript Batch)
- Verify students' registration codes and registration status. If you do not utilize registration codes, send a notification to remind students they must request to send their final transcript to a college or university via their Parchment user account.
- Frequently check your Parchment administration account for new incoming requests.
- The [Parchment Final Transcript video](#) covers topics including uploading, the student ordering experience, processing orders and more. The video is also available on the [KDE eTranscript webpage](#).
- July 31 is the last date that graduating seniors receive free electronic transcripts. Beginning August 1, they are considered alumni at Parchment and fees will apply.
- Remind seniors to change their emails in Parchment before the school year ends since they will not have access to their school email after graduation.

**Infinite Campus Invoices**
*Submitted by DeDe Conner*

Infinite Campus mailed annual renewal notices/invoices to district points of contact on April 17. Infinite Campus provides the invoices early each year to offer districts flexibility in scheduling the payment early to use current year funds or to wait and use the new fiscal year funds. Payments are due no later than August 15. Contact Infinite Campus if you have questions about your invoice. If you are unable to locate your district's invoice, send a request for a copy to the [School Data Services shared mailbox](#).

## **KHEAA offering KEES, dual credit guidance**

*Submitted by KHEAA*

The Kentucky Higher Education Assistance Authority (KHEAA) has received questions from administrators at the secondary and postsecondary levels regarding the impact grading policy changes could have on Kentucky Educational Excellence Scholarship (KEES) awards and the dual credit programs.

KHEAA provided content for the [Commissioner's April 6<sup>th</sup> Monday Message](#) that includes examples to demonstrate how KEES grade-point average (GPA) calculations may work.

### **KEES**

- Courses receiving pass-fail grades are excluded from the KEES GPA calculation.
- Only courses receiving regular letter grades (A, B, C, D, F) are used when calculating a KEES GPA.
- Should a school decide to utilize pass-fail grading for the spring term, it is possible to calculate the yearly KEES GPA using final grades (and corresponding credit earned) for the portion of the year that has concluded.
- All coursework completed during a year can count toward the KEES curriculum requirement regardless of the grading policy applied. KEES curriculum is defined as the student earning a minimum of five credits per year.
- KEES awards become final upon a student's graduation. Therefore, students who will be graduating this spring need to have coursework completed so their grades will be final when their KEES GPA is calculated and reported for the 2019-2020 year.
- KHEAA will allow KEES GPA recalculation for students in 9-11 if a pass-fail course is retaken next fall for a regular letter grade. School districts will be responsible for notifying KHEAA if they plan to offer retake options to students.

### **Dual credit coursework**

- Students enrolled in dual credit coursework receive weight in their KEES GPA calculations. It is KHEAA's understanding that all postsecondary institutions are issuing regular letter grades for dual credit as usual. They are not offering pass-fail options to dual credit students. Because the letter grade assigned by the postsecondary institution is the grade the high school uses, all dual credit students should have letter grades to include in their yearly KEES GPA calculation.
- Grades for dual credit courses are weighted for KEES purposes. This means a student earning a "B" in a dual credit class will receive 1.0 additional quality point, making the grade the equivalent of a 4.0 in the KEES calculation.

### **Notifying KHEAA of grading policy changes**

KHEAA is requesting schools and/or districts notify it as soon as possible, but no later than June 30 if:

- Pass-fail grades will be used for the spring semester (except for dual credit coursework that will receive letter grades); or
- Students will be allowed to retake courses next fall so their 2019-2020 grades can be replaced and their KEES GPA can be recalculated.

### **Dual Credit Scholarship and Work Ready Dual Credit Scholarships**

- Some districts have asked about impact to the Dual Credit and Work Ready Dual Credit (DC/WRDC) scholarship programs. From a grading perspective, there should be no impact as the institutions are issuing letter grades for dual credit coursework.
- The DC/WRDC scholarships pay the full tuition cost for DC/WRDC coursework. If a student fails or withdraws from a dual credit course, the institution is responsible for returning 50% of the scholarship to KHEAA. Students are held harmless, meaning the institution is not allowed to bill them when scholarship funds are returned. This is a normal procedure for dual credit programs and has not changed.

For questions or to discuss specific situations relative to your school, email [Becky Gilpatrick](#), KHEAA director of student aid, or call her at (502) 696-7394.

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## End-of-year resources

Submitted by Becky Jenkins

Click the links below for resources to assist with data validations, state reporting and end of year processes.

- [State Reporting Deadlines, Submission Processes and Contacts](#)
- [State Reporting Quick Reference Guide](#)
  - Provides descriptions of all state reports including QA (quality assurance) reports and other data validation reports that can be used to review and validate data prior to end-of-year reporting. Links to quick reference cards provide additional details for use of reports.
- [State Published Ad Hoc Filters](#)
- [Kentucky End of Year Checklist](#)

## Reminders for successfully closing out SY 2019-2020

Submitted by Becky Jenkins

### Enrollment Roll Forward

- Use the Enrollment Roll Forward tool to roll forward any currently enrolled students into the school they will attend next year.
- Update 2020-2021 enrollments created by an enrollment roll forward prior to the end of school to build schedules by running the Enrollment Roll Forward tool again. This process rolls forward any students who enrolled since the previous roll forward.
- Run the Enrollment Cleanup Wizard to remove 2020-2021 enrollments for any students who withdrew prior to the end of school.
- Districts may submit a support ticket requesting Infinite Campus to run the Ky. Enrollment Update Script to update state reporting and special education fields on the Student Enrollment Tab. For ease of identification, the subject line of the ticket should be “KY Enrollment Update Script”. This is not mandatory; however, districts opting to have the script run should request it by July 15. DO NOT change Active year until Campus runs the script.

### Enrollment Reminders

- Post all grades and roll forward enrollments prior to ending student enrollments.
- Update enrollments with an E98 temporary start status with the correct status.
- Correct all overlapping primary enrollments of more than one day.
- Generate and securely save any necessary local reports that pull only actively enrolled students before entering enrollment end dates.
- Student enrollment end dates have no impact to most state reports; however, the Student Health Immunization report will exclude any student with an enrollment end date. Generate and securely save a copy of this report before you enter the enrollment end date.
- Enter an enrollment end date and status for all students actively enrolled on the last day of school.

### COVID-19 Attendance Assignment/Task Scheduler

- When emergency NTI days have ended, go into the task scheduler and select Stop/Pause Execution on the COVID-19: Enable Attendance Assignments task.

### Active Year

- Active Year controls the data visible on the parent portal and the enrollment that is highlighted on the enrollment screen.
- Change the active year as soon as there is a need for portal users to have access to the 2020-2021 schedules and data.
- You may want to limit access to 2020-2021 data on the parent portal until student schedules are complete. To limit access on the parent portal, follow the path System Administration/Portal/Preferences and uncheck anything that should not display over the summer.

Contact Becky Jenkins by [email](#) if you have any questions.

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## New enrollment and records transfer requirements for foster care students

*Submitted by Becky Jenkins*

On March 27, Governor Beshear signed [House Bill 312](#) into law providing new requirements for the prompt enrollment and transfer of records for students in foster care enrolling in a new school or district.

Section 6 of the bill places the following requirements on a student's new and previous school when it is determined that changing a child's school of enrollment is in the best interest of the child:

- The new school shall **immediately** enroll the child, even if the child is unable to produce records required for enrollment, including but not limited to:
  - Academic records;
  - Medical records; and
  - Proof of residency
- The new school must **immediately** request the records from the child's previous school
- The previous school shall provide the new school all records within the student information system (Infinite Campus) regarding the child **by the end of the working day on the day of receipt of a request**. If a record provided to the new school is incomplete, the previous school shall provide the completed record **within three working days** of the original request.
- The previous school shall provide all remaining records regarding the child **within ten working days** of receipt of a request

Share this information with all district staff involved in the student enrollment and records transfer process. New and previous schools should follow [Enrollment](#) and [Student Records Transfer](#) data standards to ensure the student is enrolled promptly with complete and accurate records for educational placement and required services. Communication between schools is key to a successful transition between enrollments.

Review [House Bill 312](#) in its entirety for further information related to the enrollment of students in foster care and the sharing of information among schools, districts, the Cabinet for Health and Family Services and a child's caseworker.

## Original and amended calendar submission

*Submitted by Ronda Devine*

Due to the COVID-19 pandemic, the window for submission of original and amended calendars has been extended to Friday, July 31.

2020-2021 original calendars may be submitted via the KDE Web App. Access the calendar application by logging into the [KDE School Calendar Submission portal](#). Select the Kentucky School Calendar link from the available applications and follow instructions on the screen to upload the file. Guidance can be found in the [Calendar Setup Guide](#).

2019-2020 amended calendars may be submitted after the conclusion of the school year and *after* Friday, May 15 via the same KDE Web App.

Documentation for preparing and submitting original and amended calendars can be found in the [Calendar Setup Guide and Using the Calendar Wizard](#) and [Amending Calendar Guidebook](#). Contact your [district WAAPOC](#) (Web Application Access Point of Contact) if you need help getting access to the app. If you have any questions or need assistance, email [Josh Whitlow](#) or [Ronda Devine](#).

## 2019-2020 SAAR and SEEK At Risk submission

Submitted by Ronda Devine

Due to COVID-19, Kentucky school districts ceased in-person instruction in March of 2020. KDE will follow [Senate Bill 177](#) guidance and allow districts to use 2018-2019 or 2019-2020 Adjusted Average Daily Attendance (AADA) and 2018-2019 or 2019-2020 At Risk data for all districts when calculating 2019-2020 Support Education Excellence in Kentucky (SEEK) to be paid during the 2020-2021 school year. Each district must email Brad Kennedy by May 15 to indicate which year's data will be used. Additional information will be provided to Directors of Pupil Personnel and during the April 28, 2020 Superintendent's webcast.

If you have questions or need assistance with the Superintendents Annual Attendance Report (SAAR), send an email to [Brad Kennedy](#) and if you have questions or need assistance with the At Risk data, send an email to [Laura Loman](#), or [Ronda Devine](#).

## Training

District staff registration for the April 23 KSIS Infinite Campus training hit 375 and represented more than 83 percent of Kentucky's school districts. If you did not register for the training, you can still [request the presentation slides](#), [watch the training video](#) and see a transcript of the questions and answers from the session by visiting the [KSIS Training webpage](#) and selecting the appropriate link. A transcript of questions and answers from the training will be published on the [KSIS Training webpage](#) in the next few days. EILA certificates will be sent before May 23 to those meeting eligibility requirements.

The KSIS Infinite Campus 2020-2021 beginning-of-year training is tentatively scheduled for July 15-16.

## 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	Contact
06/01	Health Reports	<a href="#">Angela McDonald</a>
06/01	Nurse Counts	<a href="#">Angela McDonald</a>
06/15	Technical Education Database System (TEDS) (End of Year)	<a href="#">Kiley Whitaker</a>
06/30	English Learners (EL)	<a href="#">Windy Newton</a>
06/30	Special Education (SPED) - Indicator 11 & 13 Spreadsheet	<a href="#">Amy Patterson</a>
06/30	Migrant Count	<a href="#">Windy Newton</a>
06/30	Kentucky Education Excellence Scholarship (KEES) (Regular Graduates)	<a href="#">Kim Walters</a>
06/30	Safe Schools	<a href="#">Windy Newton</a>
06/30	School Safety Report, including Special Education Behavior Reporting	<a href="#">Windy Newton</a>
06/30	Homeless, Living Status and Unaccompanied Youth Data	<a href="#">Windy Newton</a>
05/15	Superintendent's Annual Attendance (SAAR) Report	<a href="#">Brad Kennedy</a>
07/01	Title I School status and Title I Targeted Assistance Student Data	<a href="#">Windy Newton</a>
06/30	School Report Card- Data Files	<a href="#">Kelly Whitlow</a>
07/01	Tax Collection Reports	<a href="#">Chay Ritter</a>
07/01	WORKKEYS	<a href="#">Kiley Whitaker</a>
07/08	Certification of School Bus Mileage	<a href="#">Chay Ritter</a>
07/15	Special Education Exiting Data	<a href="#">Amy Patterson</a>
07/25	Annual Financial Report and Balance Sheet (Unaudited)	<a href="#">Chay Ritter</a>
07/31	Original School Calendar	<a href="#">Ronda Devine</a>
07/31	Amended School Calendar	<a href="#">Ronda Devine</a>
07/31	Graduation Codes	<a href="#">Rodney Bennett</a>
08/15	Family Resource and Youth Service Centers (FRYSC)	<a href="#">Tonya Cookendorfer</a>

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## School Data Services team

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

Ryan Adcock  
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Raymond Carter  
Matt Coffey

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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](#)

