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 Kentucky Student Information System
 

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KSIS Infinite Campus News Volume 13, Issue 6 - June 2020

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## NEW Coronavirus Pandemic (P-EBT) Program – SSID number needed

*Submitted by DeDe Conner*

Families will need help from their schools if they don't already know their children's State Student Identification (SSID) numbers to apply for the new Coronavirus Pandemic (P-EBT) program. Please explore with your food service director the best approach for your schools and district to provide this assistance. The application period is expected to begin June 1 and end by June 30. Information on this program and options for helping communicate SSIDs are available in the [May 20 KSIS Notification](#). The [P-EBT webpage](#) includes additional information on this program.

## June 15 deadline for assigning G-Code end status

*Submitted by Josh Whitlow*

No later than June 15, districts should end-date 2019-20 enrollments of their graduates using the Enrollment End Batch process. Graduate data will be extracted from Infinite Campus on June 30 for Cohort Graduation Rates. (Path: System Administration/Student/Enrollment End Batch) The end status code will be different for graduates so they must be done before end-dating the enrollments of other students. The Enrollment End Batch process is used to end a student's enrollment for the selected calendar and grade level. Student enrollments needing less common end status codes should be manually entered one at a time. (Path: System Administration/Student/Enrollment End Batch)

The four G-Code end statuses are:

- G01: graduated in less than four years
- G02: graduated in four years
- G03: graduated in five years
- G04: graduated in six or more years

If a student graduates any time after starting his/her 4th year, the student should be given a G02 end status. Similarly, if a student graduates any time after starting his/her fifth/sixth year, the student should be given a G03/G04 end status. G01 is only used when a student graduates prior to starting his/her 4th year. Students completing the school year who do not receive a G-Code should have the appropriate end status assigned to their enrollment record:

- W28: Reached maximum age for services without earning a regular or alternative diploma
- CO1: Completed the school year

## Data cleanup

*Submitted by Brad Kennedy*

Districts should complete SAAR (Superintendents Annual Attendance Report) data clean up processes regardless of whether the district will submit 2019-2020 data. Even if the district has elected to use 2018-2019 SAAR data for this year, normal data clean up should be completed. Follow guidance in the [SAAR Submission Guide](#) to ensure all records are complete. Your efforts will help ensure that quality data is available for federal, state and School Report Card reporting.

If you are submitting the 2019-2020 SAAR, please have your data submitted by June 15. If you have questions regarding data clean up, contact [Brad Kennedy by email](#) or telephone at (502) 564-5279, ext. 4417.

## Tips for running the *KEES Report*

Submitted by Kim Walters

Providing accurate data to the Kentucky Higher Education Assistance Authority (KHEAA) is vital for students to be eligible for Kentucky Educational Excellence Scholarship (KEES) money. The submission for students who have completed their work is due by June 30. Records for students who complete their work after June 30 should be submitted to KHEAA in small batches until all eligible students have been submitted. On May 15, KHEAA provided [guidance on 2019-2020 KEES Reporting Procedures](#).

- After end of year processes have been completed, run Ad Hoc Reporting/Data Export/State Published/*student KEES – Spring Graduates w/Wrong Diploma Period*. Correct the diploma period for students returned in the results. The filter produces no results when the diploma period for all spring graduates is correct.
- Use the KEES Override on the Enrollment tab for applicable students. (This includes students that are considered incomplete.)
- When running the *KEES Report*, use the HTML format to produce readable output for review. The State Format is only needed when generating the file to load to KHEAA. The report contains sensitive, personally identifiable student data and must be securely handled.
- For the date range – if the district submitted a *Mid-Year Graduation Report*, set the start date to Jan. 15; otherwise, use the first day of the school year. The end date should be the last day of school.
- Run *KY State Reporting / KEES Report with Extract Type Data Error Report*. If possible, correct identified errors.
- Run *KY State Reporting / KEES Report with Extract Type Insufficient Enrollment*. Verify that those students have been enrolled in a Kentucky public school for less than 140 days. These students are not eligible for KEES.
- Run *KY State Reporting / KEES Report with Extract Type Spring Report*. Validate that the correct students are reported as ineligible.

For more details on running the *KEES report*, see the [Campus Community KEES article](#) and [KEES Reporting presentation](#).

Submit questions about the KEES upload process to Roxanne Lewis by [email](#) or telephone at (800) 928-8926.

## eTranscript - requirements for final student transcripts

Submitted by Kim Walters

Please share this information with your high school counselors and other staff who handle student transcripts. See the checklist below for items to consider as your school processes final transcripts at the end of the school year.

- Copy the prior year's codes for Difficulty Level and Diploma Type PESC Mapping in the code defining section (Path System Admin/Data Defining Tools/Code Defining)
- Post all graduation data before creating final transcripts. Colleges do not consider a transcript final unless it includes the student's graduation date and diploma type.
- Use eTranscript [Batch](#) with the *eTranscript KY Standard Final Report* to send final transcripts. – If an error occurs when submitting to Parchment, take the following steps:
  - Verify the correct CEEB number on the School record (Path: System Administration/Resources/School)
  - Test the electronic release setup (Path: System Administration/ Preferences/eTranscript/Electronic Release Setup)
  - If the test comes back successful but you get an error, open a high priority case with Infinite Campus outlining details of the issue. If a timely solution is not available, release the transcripts for graduates with Transcript/eTranscript.
- Remind students using their school email as their username that they need to update their account to their personal email address to maintain access to their Parchment account after graduation.
- Inform graduates that their subsidized transcript costs will end on July 31 and they become alumni on Aug. 1.

## **New report for the Gifted and Talented program**

*Submitted by Kathie Anderson*

To complete the 2020 GT Summative Evaluation due June 1, districts will need access to a new report created by the Gifted and Talented program. The QA GT Report is available under System/KY State Reporting/KDE Reports. The report replaced the GT Detail and Opportunity and Access reports.

Send questions about the Gifted and Talented program by email to [April Pieper](#) or [Kathie Anderson](#).

## **Meal status data validation and preparations for School Year 2020-2021**

*Submitted by Laura Loman*

To prepare for the end of the school year, districts should validate meal status data between Infinite Campus and their food service point-of-sale (POS) system. Slight differences may occur between the systems' free/reduced numbers; however, the percentages should closely match. Meal Status is a key component in many federal and state reports.

By July 1, districts\* should update the Infinite Campus Eligibility Import Wizard in FRAM to prepare for the new school year 2020-2021 and ensure the continued successful import of meal status from the food service POS system. The Eligibility Import Wizard will not change this year and the update process is straightforward. Failure of a district to make accurate, timely updates to the Eligibility Import Wizard mapping will result in corruption of prior school year data.

KDE recommends districts participating in the Community Eligibility Provision (CEP) program wait until late July to begin processing the Household Income Forms (HIF). HIFs can be collected prior to July 1 but should only be processed after the July direct certification data has been imported and the Income Eligibility Guidelines are updated in Infinite Campus for school year 2020-21. Additional information about the CEP program is available on the [USDA website](#). Guidance for FRAM coordinators is located on the [Community Eligibility Provision webpage](#). Refer to the [FRAM Coordinator Training and Materials](#) that includes documentation on the update process. If you have questions, contact Laura Loman by [email](#) or call (502) 564-5279.

\* Updating mapping is not applicable to districts that are fully participating in the Community Eligibility Provision or using Infinite Campus as their POS.

## **KSIS Point of Contact updates**

*Submitted by Becky Jenkins*

The primary and alternate district KSIS Point of Contact (POC) roles in the [KDE web application](#) determine membership in the KSIS POC email distribution list. Web Application Administrator Points of Contact (WAAPOCs) should keep these roles up to date to ensure timely receipt and distribution of KDE notifications to appropriate district staff. Check your district contact information on [Open House](#) to see if the KSIS Primary POC is correct and notify your WAAPOC if updates are needed.

For questions regarding the KSIS Point of Contact distribution list, contact Becky Jenkins by [email](#).

## **Campus Passport replacing Infinite Campus University**

*Submitted by Becky Jenkins*

On July 1, Infinite Campus will launch Campus Passport, which is a new training subscription replacing Infinite Campus University (ICU). Current subscriptions to ICU will automatically convert to Campus Passport with no action required by Campus customers. With Campus Passport, all Kentucky school districts will have access to core on-demand, role-specific learning plans for new and existing staff, and new release videos. Districts that previously purchased a premium ICU subscription will continue to receive enhanced benefits such as customized learning plans and discounted training opportunities. See the [Infinite Campus Passport webpage](#) for more information.

## Training Opportunities

Visit the [KDE KSIS Training webpage](#) for online registration and more information about upcoming training opportunities, and resources from prior training events.

- June 15-26 – Infinite Campus is offering an online Kentucky specific Mastering Campus class for \$99.
- July 15-26 – The KSIS Infinite Campus 2020-2021 beginning-of-year training is tentatively scheduled for online participation.

## 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
06/15	Superintendent’s Annual Attendance (SAAR) Report	<a href="#">Ronda Devine</a>
06/16	Graduation Codes	<a href="#">Rodney Bennett</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="#">Christina Benassi</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>
06/30	Immigrant	<a href="#">Windy Newton</a>
07/01	Title I School status and Title I Targeted Assistance Student Data	<a href="#">Windy Newton</a>
07/01	Tax Collection Reports	<a href="#">Chay Ritter</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>
08/15	Family Resource and Youth Service Centers (FRYSC)	<a href="#">Tonya Cookendorfer</a>

## School Data Services team

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

Ryan Adcock  
Tania Arnett  
Phil Bigard  
Pat Black  
Raymond Carter

Matt Coffey  
Shauna Dunham  
Becky Jenkins  
Ericka Jenkins  
Candy Johnson

Lisa Keeter  
Holly Tracy  
James Reed  
Troy Reynolds  
Michael Sivils

Michael Spence  
Kimberly Walters  
Sriharsha Vejella

## Kentucky Department of Education

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

