
 Kentucky Student Information System

KSIS Infinite Campus News Volume 13, Issue 7 - Summer 2020

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Feature article - Student records transfer tips

Submitted by Jennifer Winburn, Clark County Public Schools

Student Records Transfer is one of my favorite tools in Infinite Campus! However, it does take a little time and effort to make sure all requests are sent and received as students move in and out of the district. I have been importing and releasing all records for Clark County for the last six or seven years. Now, my district is not that big; but the records transfer process really does not take that much time out of my day. Here are a few things that help me to ensure that my student records are intact.

When importing the records for a student, I start at the bottom of the transfer record with KY State Reporting Import Wizard and work my way to the top. That might seem backward, but this helps determine whether a student has special education records that should have been released with the records transfer. If I see a student has an active special ed status but the IEP and the other special education imports are marked through, I stop processing the transfer. I then call or email the other district to request that they lock those documents and release the records again to ensure all documents are ready to import at the same time.

Record requests that tend to fall through the cracks are those for students that frequently move in and out of the district. This is worrisome. Unfortunately, you are not prompted to send a record transfer after you create the new enrollment. To ensure we keep the enrollment history and transcripts up to date, I run the *Enrollment Status Report* weekly and verify that all records transfers have been sent. Another great report to help track student record requests is the *W22 Withdrawn Students report*. This report will let you know if a student might have a current enrollment in another Kentucky school district, but you have not received a request. Then I reach out to that district and have them send me a request.

Lastly, student record transfers need to be done daily if possible. The flow of data will be more congruent if they are processed in a timely manner. Also, don't forget that new regulations require foster student records transfer requests to be processed on the day they are received.

Report paths:

Enrollment Status Report – Student Information/Reports/Enrollment Status

W22 Withdrawn Students – Ky State Reporting/KDE Reports/W22 Withdrawn Students

Share your best practices for data quality or use - We want to thank Jennifer for taking time to share her tips on transferring student records! We also want to invite others to share best practices. We will be happy to highlight your ideas and work, and it will give your peers an opportunity to replicate the activity in their areas. Please contact Becky Jenkins by [email](#) or telephone at (502) 564-2020 ext. 2475.

Data standards updated

Submitted by Becky Jenkins

Accurate data reporting begins with accurate, standardized data entry. Staff responsible for data entry in Infinite Campus should stay up-to-date on guidance set forth in the [KSIS data standards](#). Many data standard documents were recently updated in preparation for SY 2020-2021. Updates include new data entry requirements, new resources or new contact information. See the document revision date and history to ensure staff are adhering to the most recent standards for data entry.

Data cleanup before scope year change to SY 2020-2021

Submitted by Becky Jenkins

Final data cleanup for the 2019-2020 school year should be complete prior to the scope year change to SY 2020-2021 to help ensure accurate reporting of district data. The change will occur with the release of Campus.2032, tentatively scheduled for August 5.

The scope year determines the school year for which district Infinite Campus data routinely synchronizes in real time to the state edition. District system administrators should create SY 2020-2021 prior to the scope year change. Instructions to add a school year are available on Campus Community.

With the scope year change, the following will occur:

- 2020-2021 becomes the scope year (real time data syncing)
- 2019-2020 becomes the Minus 1 year (limited manual syncing)
- 2021-2022 becomes the Plus 1 year (limited manual syncing)
- 2018-2019 becomes no longer available for any data synchronizing

Manual synchronization of limited data elements is also available in the Minus 1 (previous year) and Plus 1 (next school year). See Campus Community for guidance on available sync objects for each of these years.

Transportation Code roll forward

Submitted by Josh Whitlow

The Transportation Roll Forward Wizard creates a new transportation record for students in the next school year. Students with a transportation record in a future calendar are not rolled forward again, therefore duplicate records will not be created. State funding provides an annual additional allocation for pupil transportation. This allocation is calculated based on how often a student rides the bus and uses the transportation code (T code) assigned to each student in Infinite Campus.

The process for rolling T codes forward to the new year can be done quickly and en masse using the Transportation Roll Forward tool under System Administration/Transportation/Transportation Roll Forward. T codes can change throughout the year if the student's transportation circumstance change and should be updated on the student's Transportation tab. Attendance auditors recommend checking T codes at least twice each school year. If you have questions, contact Josh Whitlow by [email](#) or telephone at (502) 564-5279 ext. 4450, or Ronda Devine by [email](#) or telephone at (502) 564-5279 ext. 4444.

Enrollment reminders

Submitted by Josh Whitlow

Districts must close out School Year 2019-2020 by adding an appropriate end date and end status to all 2019-2020 student enrollments. The process can be done quickly and in masse using the Enrollment End Batch tool available under System Administration/Student/Enrollment End Batch. Ensure graduation dates are posted and graduation codes are set before running final transcripts or generating the KEES extract. In preparation for the start of School Year 2020-21, districts should review guidelines regarding "no show" enrollments in the [Pupil Attendance Manual](#) or the [User Guide: No Shows](#) located on the [KSIS Data Standards webpage](#) in the Other Procedural Documentation section. If you have questions, contact Josh Whitlow by [email](#) or telephone at (502) 564-5279, ext. 4450.

Generate eTranscripts for graduating seniors before August 1

Submitted by Kim Walters

Counselors should generate eTranscripts for all graduating seniors by the end of July. On Aug. 1, graduates will be deemed alumni and charges will apply for transcript requests. Refer to the [June KSIS Infinite Campus News](#) for reminders on eTranscript Batch functionality and PESC mapping that must be completed for diploma type and difficulty levels.

In-District Removal State Resolution Code

Submitted by Windy Newton

Beginning with the 2020-2021 school year, a new state behavior resolution code, In-District Removal (INDR), should be assigned when applicable. An In-District removal is defined as a removal from the student's regular school to an off-site alternative program or another school for disciplinary purposes with the student continuing to receive educational and IEP services and supports. Students must remain under direct supervision of district personnel. Reference Section A of the [Behavior Data Standards](#).

Prior to the beginning of school, districts should review their local resolution codes to determine if an existing resolution meets the definition of the new state resolution code of INDR.

- If an existing local resolution meets the definition, it should be end dated as of 6/30/2020 and a new resolution created and mapped to the In-District Removal state code.
- If your district does not have an existing local resolution code for off-site alternative placement and will need to add one, a new resolution will need to be created and mapped to In-District Removal state code.

Reference the [In-District Removal Resolution Code Set-up](#) document for instructions on end dating existing resolution codes and creating new codes mapped to the state code of In-District Removal.

Questions should be directed by email to [Windy Newton](#) or [Doug Roberts](#).

Data collection changes to Transition Status on the Graduation Tab

Submitted by Scott U'Sellis

KRS 158.6453 requires that schools enter transition data for each graduating student by Feb. 1 of the year following graduation (i.e. – Feb. 1, 2021 for cohort 2020 graduates). Enter the data into the Transition Status field found on the Graduation tab of Infinite Campus. There is a new plan to work with KYStats to collect data on certain graduates moving forward (beginning with cohort 2020). KYStats can collect this data through postsecondary enrollment files and unemployment insurance (UI) quarterly data. As a result, KYStats will be able to collect data on the following graduates:

- Those that enroll in college in Kentucky (College in KY option in Infinite Campus)
- Those that enter directly into the workforce (Employment option in Infinite Campus)
- A combination thereof (Work-school combination option in Infinite Campus)

This new plan was shared with District Assessment Coordinators (DACs) and/or district transition contacts in April 2020. At the school level, personnel will only be required to populate the Transition Status field for those graduates that fall into one of the categories that KYStats is unable to collect. KYStats will not be able to collect data on the following graduates:

- Those that plan to enroll in college outside of Kentucky (College out of KY option in Infinite Campus)
- Those that plan to enter military/community/Peace Corps service (Military Service/Community Service/Peace Corps option in Infinite Campus)
- Those that plan to enroll in a proprietary technical school (Technical School option in Infinite Campus)
- Those that are continuing high school education (Grade 14 students) (the Continuing HS Education option in Infinite Campus)
- Those students from the cohort that are deceased (Deceased option in Infinite Campus)

This will require schools to identify graduates that fall into those niche categories (the five categories that cannot be collected by KYStats) before students leave high school. It is suggested that schools develop a simple survey during the spring semester of the cohort's senior year to determine each graduate's immediate plan after high school and the best way to contact them after graduation. The student survey will be a bit of work but will significantly lessen the amount of work on the back end for school personnel as the vast majority of students statewide enroll in college in Kentucky, enter directly into the workforce or a combination thereof.

The Person Role Manager system includes a new Transition to Adult Life Contact role. If your district or school has not yet assigned a contact for this role, the Web Apps Admin Point of Contact (WAAPOC) should do so as soon as possible. All future communications regarding transition will be sent primarily to this contact list.

If you have questions regarding the new data collection plan or for further information, contact [Scott U'Sellis](#), [OCTEST Data Manager](#), by email.

Changes to the Technical Education Database System (TEDS) tab

Submitted by Scott U'Sellis

The Technical Education Database System (TEDS) tab is populated by district staff when a student enrolls in a valid course within a Career and Technical Education (CTE) pathway. This data from Infinite Campus is then imported into the TEDS. A few existing fields currently found in the TEDS tab are no longer required. As a result, the following fields will be hidden beginning with the Campus.2032 update tentatively scheduled for August 5:

- Federal ID checkbox (no longer required per new federal Perkins V legislation)
- Industry Certificate (data collected directly in TEDS)
- Credential Earned (data no longer used)
- Termination Status (the Office of Career and Technical Education and Student Transition (OCTEST) has automated this process – termination status no longer needs to be updated for students by school-level personnel)

If you have questions regarding these changes or for further information, contact [Scott U'Sellis, OCTEST Data Manager](#), by email.

Civil Rights Data Collection (CRDC) announcements

Submitted by Candy Johnson

The Office of Civil Rights (OCR) announced a 30-day comment period in the [Federal Register](#) for Civil Rights Data Collection (CRDC) proposed changes. The comment period ends August 6. OCR provided a list of “directed questions” ([Attachment A-5](#)) for targeted feedback. For more detailed information, see the [Federal Register attachments](#). Districts are encouraged to review and comment as appropriate.

U.S. Department of Education (ED) has decided to shift the 2019–2020 CRDC to the 2020–2021 school year. Therefore, all comments received for the 2019–2020 CRDC, and ED’s responses to those comments, will now apply to the 2020–2021 CRDC. The CRDC will continue as a biennial collection, and therefore, for example, the next collections following the 2020–2021, will comprise of the 2022–2023 and 2024–2025 school years.

Get updated information on the [CRDC website](#) or on the [KDE CRDC webpage](#). If you have questions, contact Candy Johnson by [email](#).

Enter staff EPSB ID numbers in Infinite Campus

Submitted by Crystal Hord

The Education Professional Standards Board (EPSB) identification number for teachers, principals and other certified staff should be entered in Infinite Campus on the Credentials tab in the License Number field, path: Census/People/Credentials. If unknown, authorized users can find a staff member’s EPSB ID on the EPSB's web portal using the secure Kentucky Educator Certification Inquiry lookup. The EPSB ID number is required in the MUNIS upload file and used for teacher data-matching for state and federal reporting.

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 ID numbers on the Credential tab. See Section F of the [Census – Teacher Information Data Standard](#) for data entry guidelines for the Credentials tab

Districts must maintain employee records in Infinite Campus

Submitted by Becky Jenkins

Upon an employee’s separation from the district, the district administrator should end date all the employee’s district employment records and district assignment records in Infinite Campus. Paths: Census/People/District Employment; Census/People/District Assignments. The administrator should also disable the Infinite Campus user account and tool rights. Generate the [Active User Account Access/Usage report](#) to assist with reviewing all active user accounts.

If an employee is changing assignments, his/her former district assignment should be end dated and a new district assignment should be created.

Kentucky Academic Standards in Infinite Campus

Submitted by Caryn Davidson

Infinite Campus will be automating the import of the *Kentucky Academic Standards (KAS) for Reading & Writing, Mathematics, Science, Social Studies and Computer Science* to all districts by the end of July. This process will create a new rubric called “Blank Rubric” and assign it to each set of imported standards. Districts will be able to assign a different rubric in the Standards Bank or rename “Blank Rubric” and define the scores as desired.

Districts can import the *KAS* before the automated import if desired. See [Import Kentucky Academic Standards into Infinite Campus](#) for detailed instructions. The Infinite Campus automated import will not change existing standards bank items. However, any *KAS* content area not imported by the district will be added.

Machine readable *KAS* should be regarded as an interactive digital companion that can provide direct support for teachers who wish to utilize features in Infinite Campus such as standards-based grading, progress monitoring and lesson planning. These features can be utilized by aligning the *KAS* to the appropriate courses. To design high-quality, standards-aligned instruction, educators should continue to use the *KAS* documents available on the [Kentucky Academic Standards webpage](#).

The Kentucky Department of Education (KDE) partnership with IMS Global makes the official machine-readable version of the *KAS* available for import into Infinite Campus and other compatible products. KDE has plans to make all *KAS* available soon. [IMS Global](#) is a national consortium of educational institutions, education technology suppliers (digital tools, content, applications, etc.) and government organizations who help lead interoperability standards development and implementation.

Infinite Campus Knowledge Base offers the [Grading Setup - Study Guide](#) to learn about standards based grading and report cards.

Please [email the Standards team](#) if you have any questions.

Infinite Campus annual renewals due Aug. 15

This is a friendly reminder that district payments for annual renewals for Infinite Campus are due Aug. 15. The invoices went out to districts in April; however, if your accounts payable department did not receive the invoice, you may request a duplicate by sending an email to kdedatarequest@education.ky.gov.

Training

Infinite Campus – On-Line Registration (OLR) KY specific Processing Applications Q&A sessions

- Monday, July 20, 9-11 am
- Wednesday July 22, 9-11am
- Links shared in [June 6, KSIS Notification](#) and also available on [KSIS Training webpage](#).

Infinite Campus – KY specific Campus Learning training sessions

- Beginning Aug. 3, Infinite Campus will provide Campus Learning training sessions specialized by topic. There is no registration, and the sessions are free and open to all districts. [Click here for a listing of topics, descriptions, schedule and links to join the sessions.](#)

Forum Guide to Data Governance

Submitted by DeDe Conner

The National Forum on Education Statistics released a new resource that highlights the multiple ways that data governance programs can benefit education agencies. The [Forum Guide to Data Governance](#) addresses topics including management, collection, use, and communication of education data; policies to handle the complex and necessary protection of data; and the continuous monitoring and decision making needed in the regularly shifting data landscape. The guide also features case studies from state and local education agencies that have implemented effective data governance programs.

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
7/25	Annual Financial Report and Balance Sheet (Unaudited)	Chay Ritter
8/15	Family Resources and youth Service Centers (FRYSC)	Tonya Cookendorfer
9/15	Advanced Coursework (AP, IB, CAI, Dual Credit) Information	Scott U'Sellis
9/30	Support Education Excellence in Kentucky (SEEK) Tentative Calculation	Chay Ritter
9/30	Working Budgets	Chay Ritter
9/30	Extended School Services (ESS)	April Pieper

School Data Services team

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

