
 Kentucky Student Information System

KSIS Infinite Campus News Volume 13, Issue 9 - September 2020

In this issue

- [Annual parents' notification requirements for schools and districts](#)
- [Blended Learning](#)
- [Campus Learning](#)
- [Campus Learning integration with Google Classroom](#)
- [Data calendar](#)
- [Data privacy – FERPA for rural schools' online seminar](#)
- [eTranscript back-to-school webinar](#)
- [Free- and reduced-meal Oct. 1 data pull and HIFs](#)
- [Intent for Early Graduation](#)
- [KEES eligibility](#)
- [Minimum high school graduation requirements and Implications of SB 158](#)
- [On-Line Registration](#)
- [School Data Services team](#)
- [School Report Card](#)
- [Training](#)

Blended Learning

Submitted by Becky Jenkins

Campus Blended Learning must be used by all districts in the 2020-2021 school year. The tools are designed to work with normal student scheduling processes and must be used by all districts to track participation of remote learning students (including NTI). Recorded webinars, instructional videos and guidance are available to help gain an understanding of these new tools:

- **KY-specific Blended Learning training session (Aug. 12)** – KSIS POCs and CIOs received a link to the recorded KY Blended Learning training and associated Q & A document. Links to both are available as a statewide announcement in Infinite Campus. You can also request a copy of the communication and links by sending an email to the [KDE Data Services mailbox](#). Questions from the training are categorized into five groups (1) Attendance Group (2) Blended Learning (BL) Setup (3) Other (4) Participation/ Attendance (5) Virtual Coursework.
- **Other Campus resources include:**
 - [Blended Learning Solutions](#) – two recorded webinars and six instructional videos to guide you through use of the tools
 - [Blended Learning – Summer/Fall 2020](#) – Campus Community guidance on each of the related tools

On-Line Registration

Submitted by Kim Walters

The majority of Kentucky districts have taken advantage of the opportunity to utilize On-Line Registration (OLR). This has proven to create efficiencies in the registration process, allow parents and staff to perform registration tasks remotely, and reduce the paperwork required. OLR is free for districts to use over the next two years.

Beginning in Sept. and continuing through Dec. 18, Infinite Campus will provide additional training assistance to districts for OLR setup and customization. The week of Sept. 8, a training specialist will reach out to system administrators with an offer to schedule sessions to complete additional customizations for OLR. Districts should communicate their intentions for customization to the trainer at that time and may choose to receive one-on-one support or may combine training with another district, or choose a regional approach. This support for customization is covered by the state Infinite Campus contract and offered to districts at no additional charge.

Districts that plan to implement OLR in the spring or for SY 2021-2022 registration should refer to the [KDE - OLR Implementation Material](#) to start their setup process and should put a ticket into Campus to ask for an appointment for additional training assistance.

If you have any questions about OLR, please contact [Kim Walters by email](#).

Campus Learning

Submitted by Lisa Keeter

Campus Learning is the Infinite Campus Learning Management System. Designed from the bottom-up for full, seamless integration with Infinite Campus; [Campus Learning](#) includes all the tools teachers and students need for digital learning. Campus Learning supports integrations to securely launch, share class rosters, and receive scores from third parties participating in the [Digital Learning Partner Program](#) including Teams for Education and Google Classroom.

KDE will use CARES funds to subsidize the cost for districts already using and those that want to begin using Campus Learning. In addition, districts will have an opportunity to take advantage of a half-day of district-specific training as part of this statewide initiative. Districts need to submit a Campus support case to activate Campus Learning, then use this case to schedule their training.

Available resources:

- [Creating and Managing Your Campus ID](#) for Campus Community and Campus Passport
- [Campus Learning - Startup Guide](#) overview for system administrators
- [Integration Google Drive with assignments in Campus](#)
- [Campus Learning Implementation Material](#) includes Introduction Video and Questions & Answers, KDE: Campus Learning Training Recording Links, and Campus Instruction/Learning Tips & Tricks (New)
- Campus Passport offers a self-paced [Campus Learning course](#)
- Campus Community has a [Campus Learning – Study Guide](#)
- Half-day of district-specific training after Sept. 8.

The Elementary and Secondary School Emergency Relief (ESSER) Fund was authorized by Section 18003 of the [Coronavirus Aid, Relief and Economic Security \(CARES\) Act](#) to provide emergency aid to states to combat the COVID-19 pandemic.

Integrate Google Classroom with Infinite Campus

Submitted by Lisa Keeter

On Aug. 11, Google made their [Classroom integration with Infinite Campus](#) available to all districts with Campus Learning. This integration allows teachers to synchronize assignments and scores they create and enter in Google Classroom back to the Infinite Campus Grade Book. No more double entry!

Campus Learning is free to districts choosing to use it for the next two years. Districts will need to submit a Campus support ticket to get Campus Learning turned on. When Campus Learning is active, the district administrators for Google for Education and Infinite Campus can work together to complete the setup.

The Infinite Campus administrator should follow the [OneRoster Connection Setup Guide](#) to add Google Classroom as a OneRoster 1.1 Connection. Next, the Google system administrator will follow [Connect Classroom to your SIS](#) to complete the set up in Google Classroom. Finally, teachers can link their classes to export grades; see Google's [Export grades to your SIS](#) for details.

Google is unique from other OneRoster Grading Services integrations in one way — Google does not fill up their system with roster-related data (classes, teachers, students) set up within Infinite Campus. Instead, they match student/teacher records in Infinite Campus against existing Google accounts (emails) within Google Classroom. For assignments/scores to synchronize, the value students and teachers have in Census/People/Email (not secondary Email) and the Google Classroom account (email) must match.

For synchronized assignments, the Google Classroom is the "source of truth." Modifying assignments or scores in your Campus Grade Book after syncing is not recommended as changes will be overwritten with the next synchronization. Instead, make changes in Google Classroom so the correct data syncs with Campus.

When synchronizing assignments and scores with Campus, the best practice is that all in-progress and posted grade calculations be performed in Campus instead of in Google Classroom. Campus is the district's system of record for grades, which are used in multiple ways throughout Campus, including report cards, transcripts, and GPA calculations.

Teachers must align assignments received from Google Classroom in their Campus Grade Book. This can be done individually using the Uncategorized Assignments list or aligned automatically to a single category and task using the Non-Campus Assignment Defaults tool in Grade Book Settings. See the [Uncategorized Assignments and Non-Campus Assignment Defaults](#) article for more information. Other important details about how the integration works are documented in [Considerations for Using Grade Book Sync](#).

KEES eligibility

Submitted by Kim Walters

As the new school year begins, counselors should generate the *KEES Eligibility* report to identify students who may not qualify to receive the Kentucky Educational Excellence Scholarship (KEES) based solely on their schedule. The Infinite Campus report path is KY State Reporting/KDE Reports/KEES Eligibility.

The report lists all students and their number of course credits/units scheduled per year. One of the requirements for KEES eligibility is to take at least five courses during the academic year unless the student qualifies as a mid-year graduate.

For any school year, courses with State Code 901005 (Experience-based Work) are capped at one course credit regardless of the number of credits taken. For a student taking three credits of Experience-based Work and four credits of other academic courses, the total number of the course credits calculated for KEES is five course credits.

The *KEES Data Error Report* should also be generated periodically to identify issues affecting student eligibility for the KEES scholarship. The report path is KY State Reporting/KEES Report/Extract Type: Data Error Report. By running the report now, you will have time throughout the year to correct missing student addresses and social security numbers, and to validate the names on the list that you have marked as not eligible on the Enrollment tab.

For more detailed information about KEES reporting, review the [KEES Reporting Power Point presentation](#).

Intent for Early Graduation

Submitted by Damien Sweeney

Prior to the Oct. 1 deadline, all students who plan to complete the early graduation pathway must complete the [Letter of Intent to apply for Early Graduation](#) and school staff must create an Early Graduation flag in Infinite Campus. For help setting the flag, refer to the [Early Graduation Data Standard](#).

It is necessary to be aware of and to understand the difference between completing the early graduation pathway and graduating early.

- Students completing the early graduation pathway pass their End-of-Course (EOC) assessments at the proficiency level and pass their ACT benchmarks.
- Students graduating early meet the minimum high school graduation requirements set by the state and local district and may graduate without meeting the aforementioned EOC and ACT requirements if there is a district board approved policy for this.

For more information about the differences between the early graduation pathway and graduating early, please review the [Early Graduation web page](#).

To check students' status and to find data entry errors, run the *Infinite Campus: Intent for Early Graduation report*. After all schedules have been created, counselors should generate and use this report to ensure students are correctly flagged in Infinite Campus. The report will highlight data entry in Infinite Campus that does not follow the standards for Intent for Early Graduation; correcting the errors now will prevent problems later in the year. The report path is KY State Reporting/KDE Reports/Intent for Early Graduation. Examples of issues the report will identify include:

- blanks for Eligibility End dates when the student is enrolled in grade 12
- assessment scores that do not meet the benchmarks
- missing assessments
- EOC requirement not met
- ACT scores below benchmark

Consult the [Infinite Campus: Intent for Early Graduation Quick Reference Card](#) for more details and use the [Early Graduation Standard](#) as a guide to correct errors.

If you have questions about Intent for Graduation, contact Damien Sweeney by [email](#).

Senate Bill 158 Implications for Minimum High School Graduation Requirements

Submitted by Micki Ray and Damien Sweeney

[704 KAR 3:305](#), Kentucky's new minimum high school graduation requirements, became effective on April 5, 2019. However, [Senate Bill 158](#) (2020) requires changes be made to state and local graduation requirements for students who entered high school in the 2019-2020 school year and thereafter.

See the "[Senate Bill 158 Implications for Minimum High School Graduation Requirements](#)" document for specific changes.

The [High School Graduation Requirements Tracking report](#) can help high schools monitor students' progress towards graduation. This report will soon be updated for student cohorts beyond 2022.

Process HIFs and prepare for the October 1 Free- and Reduced-Meal data pull

Submitted by Laura Loman

Before Oct. 1, enter all free- and reduced-meal data into the Infinite Campus FRAM module. Household Income Form (HIF) data entry, National School Lunch Program data entry and direct certification uploads should be completed before Oct. 1 to ensure maximum counts for free- and reduced-meal status for your district on the school year 2020-2021 eRate data. The data pulled at this time is also used for federal reporting.

The electronic HIF option in Infinite Campus can be used for full Community Eligibility Provision (CEP) districts to process HIFs, if there is a clear disclaimer to indicate that the purpose of submitting the form is not to grant free- or reduced-meal benefits. At this time, partial CEP districts are unable to use this option due to the requirement that the USDA Free Reduced Lunch applications and HIFs must be kept separate.

For partial CEP districts, a fillable HIF is available as an option that allows households to complete and sign the form electronically; parents may choose to send the form back to school via email as a way to maintain social distancing. Data from the fillable form must be entered in the FRAM module in Infinite Campus. Print and retain the HIFs in a secure location for 10 years. A sample of the fillable form was sent to the directors of pupil personnel.

If you have questions or to request a copy of the fillable HIF, contact Laura Loman by [email](#) or telephone at (502) 564-5279, ext. 4485.

School Report Card

Submitted by Troy Reynolds

Schools and districts continue to prepare for release of the 2019-2020 School Report Card. This includes (1) submission of data through the collection tool, (2) verification and validation of data, and (3) completion of the School Profile Report. KSIS points of contact should be prepared to help with these activities. Local KSIS points of contact may be asked to assist with verification of data since much of the data that requires verification comes from Infinite Campus.

The [School Report Card Resource webpage](#) includes communication and resources to assist districts. The [Quality Assurance Worksheet](#) document provides information, a list of KDE points of contact and tools to help with data validation. Please help to ensure the correct individuals in schools and districts have the appropriate user rights to the access these reports.

Annual parents' notifications – Are your notifications up-to-date and aligned to federal requirements?

Submitted by Linda Burton

As students return to class, review the language in your annual parents' notifications to ensure they reflect your schools' and district's current data practices, and meet federal requirements. Please share this information with administrators, faculty and staff.

The U.S. Department of Education created a number of model forms and notifications to help education agencies comply with regulations of the [Family Educational rights and Privacy Act \(FERPA\)](#) and the [Protection of Pupil Rights Amendment \(PPRA\)](#). *(Continued on page 5.)*

Annual parents' notifications – Are your notifications up-to-date and aligned to federal requirements?*(Continued from page 4.)*

- [FERPA Model Notification of Rights for Elementary & Secondary Schools](#) - includes notification of the right to inspect and review education records, the right to seek to amend those records, the right to consent to disclosure of personally identifiable information (PII), and the right to file a complaint with the USDE regarding an alleged FERPA violation.
- [FERPA Model Directory Information Notice \(En Español\)](#) – Use to notify parents and eligible students about the type of information from students' education records, designated by the school district as “directory information,” that schools may disclose without consent, unless advised to the contrary.
- [PPRA Model General Notice of Rights](#) – Use to notify parents of students' rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams.
- [PPRA Model Notice & Consent Opt-Out for Specific Activities](#) – use to notify parents and obtain consent or allow parents to opt their child out of participating in certain school activities under the PPRA.

Visit the [U.S. Department of Education \(USDE\) Protecting Student Privacy website](#) for official guidance, best practices and technical assistance to help staff and educators of public K-12 schools and school districts manage student information. Visit [KDE's Data Privacy for Schools and Districts webpage](#) for a curated collection of data privacy training videos and resources as well as links to related information.

Training

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

- Sept. 15 and Oct. 13, 11 a.m. (ET) – eTranscripts 2020 back to school webinar (See news article below.)
- Sept. 9, 12-4 p.m. (ET), Data privacy – FERPA for rural schools' webinar (See news article on page 6.)

eTranscripts 2020 back-to-school webinar*Submitted by Kim Walters*

Please share this information with your schools' counselors, registrars and other staff assisting with transcripts. Parchment will host a back-to-school webinar covering best practices for enabling students to order their transcripts. The webinar agenda includes:

- Tips for starting the new school year
- Best ways to communicate to students
- Additional back-to-school resources
- Parchment updates

To register, click your preferred date below. Both sessions will provide the same information.

- [Tuesday, Sept. 15, 11 a.m. \(ET\)](#)
- [Tuesday, Oct. 13, 11 a.m. \(ET\)](#)

Data privacy - FERPA for rural schools' online seminar offered by USDE's PTAC

The Privacy Technical Assistance Center (PTAC), established by the U.S. Department of Education (USDE) as a “one-stop” resource for education stakeholders, is offering school and district staff an opportunity to participate in a webinar focused on student privacy issues they face. Recognizing the obvious logistical challenges in attending PTAC events and the limited staff capacity to focus on privacy issues, this webinar is focused on student privacy issues faced by rural districts, with topics including FERPA basics, data security, and the particular complications found in reporting on small populations.

Event Information:

- Wednesday, Sept. 9, 12-4 p.m. (ET)
- [Registration link](#)
- Registration deadline is Thursday, Sept. 3

If you have any questions about this event, please contact the PTAC Technical Assistance Team by email or by telephone at (855) 249-3072.

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
09/15	Advanced Coursework (AP, IB, CAI, Dual Credit) Information	Scott U'Sellis
09/15	Kentucky Performance Rating for Educational Progress (KPREP)	John Wickizer
09/30	Support Education Excellence in Kentucky (SEEK) Tentative Calculation	Chay Ritter
09/30	Working Budgets	Chay Ritter
09/30	Extended School Services (ESS)	April Pieper
10/01	Diversity Data - Fall Pull	Scott Smith
10/01	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	Chay Ritter
10/15	Kentucky Stats (KYSTATS) – annual longitudinal data	DeDe Conner
10/31	e-Rate	Scott Kane

School Data Services team

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

Ryan Adcock
Tania Arnett
Phil Bigard
Pat Black
Robbin Bond

Raymond Carter
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

Contact: Division of School Data Services
300 Sower Blvd., Frankfort, KY 40601
(502) 564-2020 |

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

