

**In this issue**

- [Beginning of year Ky. specific training resources](#)
- [Campus Analytics Suite](#)
- [Data Calendar](#)
- [Data entry for student names – no punctuation](#)
- [FERPA 101 and 201 videos and slides available](#)
- [KSIS Data Standards updated](#)
- [No Show procedures](#)
- [Missing children process](#)
- [Parchment eTranscript administrators' training](#)
- [Passwords exposed in a data breach](#)
- [School Report Card – Prepare now!](#)
- [School Data Services team](#)
- [Training updates](#)

## No Show procedures

*Submitted by Josh Whitlow*

An enrollment status of No Show indicates a student was enrolled in a district at the end of the prior year but did not show up for the current school year. These records are used for federal reporting and to determine whether a student is considered a drop-out for the state. The records also are used by the district to track the student's last known address. Districts should review guidelines regarding No Show enrollments in the [2021-22 Pupil Attendance Manual](#) or the [No Shows User Guide](#) on the [KSIS Data Standards webpage](#) in the Other Procedural Documentation section. The 2022-23 Pupil Attendance Manual will be available soon.

Districts should review and obtain a list of all No-Show students in the district. To pull the [No Show Report](#) in Infinite Campus please follow this path: Student Information/Reports/No Show Report.

For questions regarding no show enrollments, contact [Josh Whitlow by email](#) or telephone at (502) 564-5279, ext. 4450.

## Avoiding passwords that have been exposed in a data breach

*Submitted by Lisa Keeter*

On June 9 Infinite Campus activated a [security preference](#) that notifies users if their password has been disclosed in a data breach. Notification of a breached password DOES NOT mean your Infinite Campus account has been breached. It means your password matches a password found in a global database of breached passwords from third-party systems who have had a data breach. For example, Campus will send a notification to anyone using the password Spring2021 because it has been exposed in a data breach. The notification message suggests changing the password and ends with "For more information see [www.haveibeenpwned.com/](http://www.haveibeenpwned.com/)." The site defaults to checking for exposed email address or phone number. Since the notification is about password exposure, chose [Passwords](#) from the website navigation bar to see how many times the password has been exposed. NOTE: Campus cannot check Single Sign On (SSO) passwords.

KDE has published an ad hoc filter report, State Published | *Password Exposed in Data Breach*, to assist with reviewing user accounts that have been notified of a pwned password but have not changed their password. The validation process for a pwned password will occur when a Campus the user logs into Infinite Campus. If the password has been exposed in a data breach, the database reflects this until the password is changed. KDE recommends requiring these users to change their password.

## KSIS data standards reviewed and updated

Standardized data entry is a key factor to ensure accurate data reporting. Please visit the [KSIS Data Standards webpage](#) to find the recently reviewed and updated standards for SY 2022-2023. Updates include new data entry requirements, new resources and new contact information. Use the document revision date published on screen and the document history to ensure all staff are referencing the most recent standards.

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## Enter student names without punctuation

*Submitted by Josh Whitlow*

Punctuation that appears on birth certificates and other legal documents should not be entered in Infinite Campus. When entering a student's First, Middle or Last Name, do not include hyphens, dashes or apostrophes. When enrolling students with a dual last name containing a hyphen or dash, enter a space between the two names. For example, Jones-Smith should be entered as Jones Smith. For additional guidance, reference the [Enrollment Data Standard](#).

Please review currently enrolled students' records and check for names with punctuation. Correct the records by creating a new student identity record, eliminating the punctuation and record the appropriate effective date. Please do not overwrite the student's current identity. This will result in loss of historical data and information will not match district and state database records.

## Plan now to be School Report Card ready

*Submitted by Holly Tracy*

It is time to start planning for the 2022 School Report Card (SRC). The annual card is a federal and state requirement, but it should also be looked at as an opportunity to showcase the achievements of your schools. A ["Prepare Now" message](#) was sent to superintendents, district assessment coordinators and SRC contacts on July 11, all communications and resources are available on the [School Report Card Resources webpage](#).

Please help to ensure your local SRC contacts have the tool rights they need to access the reports in Infinite Campus that are used to verify data. The [Quality Assurance \(QA\) Worksheet](#) lists data reported in the School Report Card along with QA tools available to use for verification.

The School Safety review period opens July 18, the full SRC timeline is available on the [School Report Card Resources webpage](#). Upcoming due dates include:

- July 29, School Safety collection data should be approved. Safe Schools administrators can use the [Infinite Campus Safe Schools – Aggregate Report guidance document](#) to help with validation.
- Sept. 16, SRC collection data should be entered; this data populates the SRC and is used for the School Profile Report. [A full list of collector items](#) is available on the [SRC resource webpage](#).

[SRC Secure User Access Instructions](#) provide details on how to set up access to the SRC. WAAPOCs were provided this information on July 12.

## Missing children process

*Submitted by Windy Newton*

When the Kentucky State Police notify the Kentucky Department of Education (KDE) that a student is missing, the student's educational records in Infinite Campus are automatically flagged. It is imperative that principals ensure all appropriate school and district personnel are aware of the situation and that they comply with the stipulations of the statutes. School and district personnel must immediately report to local law enforcement or the Kentucky State Police if any of the following occurs:

- someone in the school knows of the student's whereabouts;
- the identified student is currently present at the school; or
- an individual or a school requests the student's records.

A student records transfer request cannot be processed if the student is actively missing and staff should not manually alter the flag in Infinite Campus. Infinite Campus will automatically end-date the flag when KDE receives notification from Kentucky State Police that a missing student is located.

Schools must ensure that principals' email addresses are kept current in Infinite Campus to ensure Missing Children Notifications from KDE are directed to the appropriate personnel. Additionally, a process alert will be sent to all members of the *Missing Child User Group* with calendar rights to the school(s) of the missing student. Schools and districts can reference the [Missing Child Process and Procedures document](#) to prepare and maintain.

If you have questions or concerns about the process and procedure for missing children, contact [Windy Newton by email](#).

## Campus Analytics Suite

Submitted by Holly Tracy

In June, the Campus Analytics Suite became available to all Kentucky districts. Previously, Kentucky’s access was limited to the Early Warning System and Data Health Check with the other features being premium product offerings. The Kentucky Department of Education is partnering with Infinite Campus to introduce new analytic tools for districts that will be available in the Campus Analytics Suite this fall.

The full suite of Campus Analytics offers districts a fully integrated set of tools that helps maximize use and quality of your data. Please ensure the appropriate individuals have tool rights to access. The suite includes the following tools:

- The Data Health Check tool detects costly data entry errors to save your district time and money.
- The Early Warning tool helps identify students at risk of not persisting to graduation.
- Data Visualization offers reports to quickly review student data and drill down into individual students when necessary.
- Data Validation tool is used to ensure your data is clean and accurate.
- The [Data Access Tracker Report](#) provides the ability to audit and review information about users access, when they viewed this data and what tools they used to view this data. The report can be found under System Administration/Data Access Tracker/Data Access Tracker Report.
- Campus Analytics also provides premium survey options including:
  - Community surveys that can be accessed via URL or QR code, eliminating the need for third party survey software
  - Survey Translation with over 40 supported languages
  - Additional question types including file upload, emotion ratings, image picker, ranking, html and sortable lists

With a Campus ID, you can [click here to register for an online Campus Analytics Suite demonstration](#) and select one of the two dates and times offered - Aug. 16, 10 a.m. (CT)/11 a.m. (ET) or Sept. 8, 1 p.m. (CT) 2 p.m. (ET)

## Parchment eTranscript trainings for administrators

Submitted by Kim Walters

Parchment is accepting registration for the following summer live webinars. Participation in the webinars is highly recommended for new staff handling transcript orders. [Click here to register for a live webinar.](#)

K12 & High School Administrators Training – Parchment District Records Services

- |                                 |                                 |
|---------------------------------|---------------------------------|
| Thursday, Jul. 21, 2 p.m. (ET)  | Wednesday, Aug. 24, 1 p.m. (ET) |
| Wednesday, Aug. 10, 1 p.m. (ET) | Wednesday, Sep. 07, 1 p.m. (ET) |
| Thursday, Aug. 18, 2 p.m. (ET)  |                                 |

Parchment also has a wide variety of On-Demand training webinars. These are available to watch anytime. [Click here to access Parchment on-demand videos](#) and select one of the titles shown below.

- Back to School Webinar for K12 – Fall 2020
- Understanding Notifications and Emails
- Understanding Student Experience

If you want a quick refresher course or need a more direct on-demand path for a specific lesson, checkout the [Quick Bytes and Parchment Learn series](#). The Parchment Learn Series offers several videos that break up content you would see in a live webinar so you can watch on your own timeframe.

## Training updates

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

Date	Event	Location
July 27	Parchment eTranscript training (All sessions include the same content)	Online
Jan. 12 (Tentative)	KY Specific KSIS/Infinite Campus mid-year training	KDE Media Portal

## 2022-2023 Ky. specific beginning of year KSIS/Infinite Campus training

If you missed the July 12 Kentucky-specific beginning of year KSIS/Infinite Campus training or if you want to review any of the sessions, you can view the videos on the [KDE Media Portal July Archive tab](#). The slides are available by sending a request to [KDE Data Services](#).

## Family Educational Rights and Privacy Act (FERPA) Student Privacy Training: FERPA 101 and FERPA 201 videos and slides

The videos and slides from the FERPA 101 and 201 training sessions are available for reference and use in local training and professional development plans for the upcoming school year. Please use the videos to promote student data privacy best practices within your district.

To access the resources, log in to [Infinite Campus Community](#). In the Campus Passport Training Center, you will see a posting for KDE: FERPA Presentations. For instructions on how to access Campus Community, refer to the [Campus Community Guide](#).

The training included two sessions: FERPA 101, the basics, and FERPA 201, real-life scenarios involving student data. The student privacy training was provided through a partnership with the U.S. Department of Education Student Privacy Office. If you have questions about accessibility to the training resources, please [email School Data Services](#).

(Kentucky Department of Education (KDE) staff may view the videos on the internal KDE Data Governance SharePoint website.)

## Data calendar

The monthly data calendar includes data pulled at the state level and data previously 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
07/01	Tax Collection Reports	<a href="#">Krystal Smith</a>
07/08	Certification of School Bus Mileage	<a href="#">Krystal Smith</a>
07/25	Annual Financial Report and Balance Sheet (Unaudited)	<a href="#">Karen Conway</a>
07/31	Special Education Exiting Data	<a href="#">Amy Patterson</a>
07/31	Graduation Codes	<a href="#">Rodney Bennett</a>
08/15	Family Resource and Youth Service Centers (FRYSC)	<a href="#">Melissa Newton</a>

## 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  
Crystal Darnell

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Candy Johnson  
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Kathy Kurtz  
James Reed  
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Michael Spence  
Holly Tracy  
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Kimberly Walters  
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