

**In this issue**

- [Data Calendar](#)
- [Data Visualization aggregated only link available now](#)
- [Free- and reduced-cost meal data deadline – Oct. 1](#)
- [Growth Factor](#)
- [Infinite Campus User Group Fall schedule/registration](#)
- [KEES eligibility report identifies schedule issues](#)
- [Kentucky Academic Standards for Science revised](#)
- [KSIS point of contact updates](#)
- [KSIS published ad hoc reports and documentation updates](#)
- [Message Center for Teachers updated](#)
- [Missing Assessment Scores](#)
- [Parchment graduation verifications](#)
- [School Data Services Team](#)
- [Training updates](#)

**Missing assessment scores***Submitted by Tania Arnett*

KDE is working with Infinite Campus to resolve issues with the delivery of assessment scores to districts. Currently, some scores that were previously loaded and pushed down to district databases are not locally available. Several assessment scores (i.e., ACT Jr.) have failed to be delivered. KDE is using a workaround to republish the scores that is slower than the normal process. We appreciate your patience as KDE works to get the assessment scores successfully pushed down to districts.

In the meantime, assessment scores are available on KDE reports that pull assessment details from Infinite Campus State Edition. An example is the [Benchmark Report](#). The [KDE Reporting Quick Reference Guide](#) provides details on other KDE-published reports. Reports that include assessment details from State Edition can be used to see assessment results until the scores are available on the district's Infinite Campus site.

A KSIS Notification will be sent out when the assessment score push-down process has been completed for the 2022-2023 assessment data. If you have questions or concerns, contact [KDE Data Services by email](#).

**Register now for KSIS Infinite Campus 2023 fall user group training***Submitted by Crystal Darnell*

Infinite Campus and KDE will review the latest release highlights and Kentucky-specific updates in the KSIS Infinite Campus 2023 fall user group training events. The user group sessions give teachers, attendance clerks, system administrators, counselors and administrators an opportunity to collaborate, network and discuss common Infinite Campus topics.

Participation in the training is free and lunch will be provided at no cost. All sessions begin at 9 a.m. local time and end at 3. Training site addresses are available on the [Kentucky User Groups – Fall 2023 registration page](#). Those planning to attend should register now for one of the sessions below.

- Sept. 25 – Paducah County Board of Education
- Sept. 26 – Bowling Green Independent
- Sept. 27 – Laurel County Center for Innovation
- Sept. 28 – Rowan County Board of Education
- Sept. 29 – Oldham County Annex Building

If you have questions regarding KSIS Infinite Campus fall user group training, contact [Lisa DeGaris by email](#).

**KSIS point of contact updates***Submitted by Kathy Lindell*

To ensure timely receipt and distribution of KDE notifications to district staff, each district Web application administrator point of contact (WAAPOC) should keep the KSIS primary and alternate district point of contact (POC) roles up to date in the KDE web application.

You can check your district's assignment for KSIS Primary POC on [Open House](#); notify your WAAPOC if updates are needed. If you have questions regarding the KSIS POC distribution list, contact [KDE Data Services](#).

## Data Visualization aggregated-only link available now

Submitted by Sarah Robbins

The Student Equity Dashboard has been moved from the Tableau visualization link to a new aggregated-only link under Tableau visualization on the Infinite Campus Index tab. The new link limits access to aggregated visualizations that do not include student-level detail.

Users who had access to the dashboard in the prior location will need to be added to the new Tableau Aggregated-Only Infinite Campus security group for access to the equity dashboards in the new location. Users who need access only to the equity dashboards should have rights removed from the previous Tableau visualization link. The new link can be shared with district staff who need access to aggregated-only data.

For more information, reference the [Infinite Campus Data Analysis Portal User Guide](#).

## Parchment graduation verifications

Submitted by Sarah Robbins

Parchment made significant updates to how users can process graduation verifications, eliminating the need to manually upload transcripts or form letters. The process has been simplified to allow users to enter the graduate's information and click Submit. For a quick tutorial, see the [Graduation Verifications](#) video.

As a reminder, Parchment eTranscripts are free for 2023 graduating seniors only through August 30. Please ensure that student transcripts are processed timely by Aug. 30 to avoid fees.

## Revised digital Kentucky Academic Standards for Science now available

Submitted by Caryn Davidson

The revised *Kentucky Academic Standards (KAS) for Science (2022)* has been published to all schools in Infinite Campus. Schools wanting to utilize the *KAS for Science (2022)* in Infinite Campus standards-based grading and/or progress monitoring will need to use the Standards Wizard to select the new set of standards in the settings menu and align standards to courses. The previous digital KAS for Science will be archived by Sept. 5.

The KAS in Infinite Campus is an interactive digital companion that offers direct support for teachers who wish to use Infinite Campus features such as standards-based grading, progress monitoring, and lesson planning. To design high-quality and standards-aligned instruction, educators should continue to use [the Kentucky Academic Standards and resources](#). Additionally, for digital efficiencies, using the KAS in Infinite Campus will establish the framework to include future course-by-course code alignment with connected academic standards through Kentucky's statewide student information system.

For more information, see additional Campus Community resources listed below:

- Viewing and creating [Score Groups and Rubrics](#)
- Creating and managing groups and standards in the [Standards Bank](#)
- Steps to [Set up Standards Based Grading](#)
- Align standards to courses or course masters en masse using [Standards Alignment Wizard](#)
- Understanding [Tool Rights \(Grading & Standards\)](#)

## Growth Factor

Submitted by Laura Loman

By the end of the second month of school, but no later than Nov. 1, all districts must submit the *Growth Factor Report* through the Superintendent Annual Attendance Report (SAAR) application. The 2022-2023 *Growth Factor Report* did not generate additional funding and served as a baseline; however, the 2023-2024 *Growth Factor Report* will generate funding.

The Sept. 20-22 [Kentucky Department of Pupil Personnel \(KDPP\) conference](#) at the Hyatt Regency Downtown Lexington will include training on the SAAR application and cover the details of the reports.

See the [SAAR Application User Guide](#) for detailed guidance on submitting the *Growth Factor Report* and the link to the SAAR Application. If you have questions about the *Growth Factor Report*, contact [Laura Loman by email](#).

## Updates to Message Center for teachers

*Submitted by Crystal Darnell*

The Infinite Campus [Missing Assignment Messages](#) and [Grade Messages](#) have been updated to allow teachers to send messages to both students and guardians. Step 2 of the message creation process gives teachers options to choose the recipients by selecting Messenger Contacts and/or Student.

The [Sent Message Log](#) was updated to indicate whether students were included in the message and which recipient types were selected. The [Recipient Log](#) will also reflect the changes in the Grades and Missing Assignment messages.

## Run the KEES Eligibility Report now to identify schedule issues

*Submitted by Crystal Darnell*

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

The *KEES Eligibility Report* lists all students and their number of course credits/units scheduled per year. One of the requirements for KEES eligibility is to attempt to earn at least five credits during the academic year unless the student qualifies as a mid-year graduate in which case the minimum is three credits.

There are limits on how many credits that can be used for work-based learning courses. The only work-based learning courses that are allowed more than one credit per course code are the Career Pathway Cooperative Education courses. All other experienced-based work courses, including internships, are capped at one credit per course code.

The *KEES Data Error Report* also should periodically be generated 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 *KEES Data Error Report* now, districts will have time throughout the year to correct missing student addresses and social security numbers, and to validate names on the list marked as not eligible on the Enrollment tab.

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

## Oct. 1 deadline for free- and reduced-cost meal data

*Submitted by Samantha Engstrom*

Before Oct. 1, districts must input all free- and reduced-cost-meal data (including the Household Income Form (HIF) National School Lunch Program, and direct data entry and direct certification uploads) into the Infinite Campus FRAM module. Districts must meet the Oct. 1 deadline to ensure maximum counts for free- and reduced-cost-meal status for the district school year 2023-2024, and accurate eRate and federal reporting.

If there is a clear disclaimer to indicate that the purpose of submitting the form is not to grant free- or reduced-cost meal benefits, the electronic HIF option in Infinite Campus can be used for full Community Eligibility Provision (CEP) districts to process HIF. 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 separately.

For partial CEP districts, a fillable HIF is available as an option that allows households to complete and sign the form electronically. Parents have the option to send the form back to the school via email. Data from the fillable form must be entered into 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 need to request a copy of the fillable HIF, contact [Samantha Engstrom by email](#) or telephone at (502) 564-5279, ext. 4434.

## Training updates

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

| Date        | Event  | Location  |
|-------------|--|---|
| 8/30        | Vetting Educational Technology and Transparency        | <a href="#">Register here to receive details and a link to join online.</a> |
| 9/7         | Parchment eTranscript K-12 Back to School Success      | Parchment Webinar   |
| 9/25 – 9/29 | Infinite Campus User Group regional one-day training   | <a href="#">Register here for agenda and locations</a>                      |
| 1/24        | 2023-2024 KSIS Infinite Campus (Ky. Specific) mid-year | KDE Media Portal  |

## KSIS published ad hoc reports and documentation updates

| Type                         | Name  | Description  | Date      |
|------------------------------|---|--|-----------|
| Data Standard                | <a href="#">Health</a>  | Added Section G – Tracking of Portable Automated External Defibrillators (AED)   | 8/4/2023  |
| Data Standard                | <a href="#">Special Ed Preschool</a>  | Removed the "Exception" section.   | 7/28/2023 |
| Guidance                     | <a href="#">Attendance Tracking for Full-Time Virtual Students</a>  | Updated guidance on how to track attendance for full-time virtual students for the 2023-24 school year.  | 7/28/2023 |
| Guidance                     | <a href="#">Infinite Campus for Craft and Gatton Residential Academies - Course Setup, Grading and Attendance</a> | Updated the contacts for KDE and Craft Academy.  | 7/18/2023 |
| State Published Ad hoc - New | ENR – First Enrollment in District Grades 1-12  | The purpose of this report is to generate a list of students, 1st through 12th grade who are new to the district.  | 7/25/2023 |
| State Published Ad hoc - New | ENR – First Enrollment in School Grades 1-12  | The purpose of this report is to generate a list of students, 1st through 12th grade, who are new to the school based and the school selected in the tool bar. | 7/25/2023 |

The KDE Data Governance Committee provides KSIS data standards to document requirements for data entry in Infinite Campus, Kentucky’s student information system (KSIS). Visit the [KSIS Data Standards webpage](#) for the complete list of standards along with other procedural documentation and contact information for specific data elements and data collections. The KSIS team also works with program areas to create and publish ad hoc reports along with other documentation to help with data quality. A listing of all published ad hoc reports and other documents can be found on the [KSIS Other Information](#) web page.

### 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                     |
|------------|---|---------------------------------|
| 09/30      | Support Education Excellence in Kentucky (SEEK) Tentative Calculation | <a href="#">Krystal Smith</a>   |
| 09/30      | Working Budgets   | <a href="#">Krystal Smith</a>   |
| 09/30      | Extended School Services (ESS)  | <a href="#">Gerald Brashear</a> |
| 10/01      | Diversity Data - Fall Pull  | <a href="#">Tessa Harris</a>    |
| 10/01      | Professional Staff Data (PSDs) and Classified Staff Data (CSDs)       | <a href="#">Krystal Smith</a>   |
| 10/15      | Kentucky Stats (KYSTATS) – annual longitudinal data                   | <a href="#">DeDe Conner</a>     |
| 10/31      | E-Rate  | <a href="#">Scott Kane</a>      |

### School Data Services Team

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

Ryan Adcock  
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Please send any questions or comments about information in *KSIS Infinite Campus News* to [KDE Data Services](#).