KSIS — Infinite Campus — NEWS

Kentucky Student Information System

KSIS Infinite Campus News Volume 17, Issue 6 – June 2024

Reminders for successfully closing out the 2023-24 school year

Submitted by Josh Whitlow

As the 2023-24 school year comes to an end, please review the Enrollment and Active Year information below for successfully closing out the year.

Enrollment Roll Forward

- Use the Enrollment Roll Forward tool to roll forward any currently enrolled students into the school they will attend next year.
- Update 2024-25 enrollments created by an enrollment roll forward prior to the end of school to build schedules by running the Enrollment Roll Forward tool again – This process rolls forward any student who enrolled since the previous roll forward.
  - Tool Search: Enrollment Roll Forward
- Run the Enrollment Cleanup Wizard to remove the 2024-25 enrollments for any student who withdrew prior to the end of the school year.
  - Tool Search: Enrollment Cleanup Wizard

Enrollment Reminders

- Post all grades and transcripts then roll forward enrollments prior to ending student enrollments.
- Update enrollments with an E98 temporary start status with the correct status.
  - Tool Search: Enrollment Status
- Correct all overlapping primary enrollments of more than one day.
  - Tool Search: State Enrollment Overlap
- Generate and securely save necessary local reports that pull only actively enrolled students before entering enrollment end dates.
- Student enrollment end dates have no impact to most state reports; however, the Student Health Immunization Report will exclude any student with an enrollment end date. District option, generate and securely save a copy of this report before you enter the enrollment end date.
- Enter an enrollment end date and status for all students actively enrolled on the last day of school.
  - Tool Search: Enrollment End Batch

Active Year

- Active Year controls the data visible and the enrollment that is highlighted on the enrollment screen.
  - Tool Search: School Year Setup
- You may want to limit access to 2024-25 data on the parent portal until student schedules are complete.
  - Tool Search: Portal Display Options

For more information on Kentucky – End-of-Year Checklist, contact Josh Whitlow by email or by telephone at (502)564-5279 ext. 4450.

June 15 deadline for assigning G-Code end status

Submitted by Rodney Bennett and Josh Whitlow

No later than June 15, districts should end-date 2023-24 enrollments of their graduates using the Enrollment End Batch process. Graduate data will be extracted from Infinite Campus on June 28 for Cohort Graduation Rates. (Tool Search: 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.

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 their 4th year, the student should be given a G02 end status. Similarly, if a student graduates any time after starting their fifth or sixth year, the student should be given the appropriate G03 or G04 end status. **This includes student(s) that selected SB128(2021) Supplemental School Year Program (SSYP).** 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,
- C01: Completed the school year.

Ensure graduation dates are posted and graduation codes are set before running final transcripts or generating the KEES Extract. State Published Ad Hoc is available to verify seniors who participated in the SSYP program have the correct status.

In preparation for the start of the 2024-25 school year, 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.

For additional questions about G-Codes, contact Rodney Bennet by email or by telephone at (502)564-5279 ext. 4449. For questions regarding no show enrollments or other end of year enrollment processes, contact Josh Whitlow by email or telephone at (502)564-5279 ext. 4450.

Questions regarding G-Codes for SYYP students are addressed in the SB128 Guidance for Schools and Districts.

SAAR data cleanup for submission due by June 30

Submitted by Laura Loman

Before June 30, districts must submit the Superintendents' Annual Attendance Report (SAAR) for school year 2023-24 using the SAAR application. All data cleanup should be completed prior to submitting the SAAR. SAAR can be submitted prior to Amended Calendar approval but KDE will not be able to verify your SAAR until your amended calendar is approved. Information on reports that can be used to help with data cleanup can be found in the SAAR submission guide.

For additional questions about SAAR data or submission, contact Laura Loman by email or by telephone at (502)564-5279 ext. 4485.

Enrollment reminders

Submitted by Josh Whitlow

Districts must close out School Year 2023-24 by adding an appropriate end date and end status to all 2023-24 student enrollments. The process can be done quickly and en masse using the Enrollment End Batch tool. 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 2024-25, 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.

For further question, contact Josh Whitlow by email or by telephone at (502)564-5279 ext. 4450.

Transportation code roll forward reminders

Submitted by Josh Whitlow

The [Transportation Roll Forward Wizard](#) creates a new transportation record in the next school year for students. 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 the Kentucky Student Information System (KSIS). The process can be done quickly and en masse using Tool Search: Transportation Roll Forward, in Infinite Campus. T codes can change throughout the year if the student's transportation circumstances change during the school year. It is recommended by attendance auditors that T codes should be checked at least twice a year.

For questions about transportation codes, contact [Josh Whitlow by email](#) or by telephone at (502)564-5279 ext. 4450.

Original and Amended calendar submission

Submitted by Josh Whitlow

2024-25 Original Calendars may be submitted via the KDE web app. Access the calendar applications through the login screen on the KDE [School Calendar Submission](#) portal. After successful login, the link "Kentucky School Calendar" is available among the list of applications. Follow the link to upload the file. Guidance can be found in the [Calendar Setup Guidance Manual.](#)

- Traditional calendars must have a minimum of 170 instructional days and 1,062 hours of instruction.
- Variable instructional calendars must have a minimum of 1,062 hours of instruction but do not have to meet the 170-day requirement.
    - Enter date – on or after August 26, 2024.
    - Use G: Planning days to get calendars to 185 contract days for teachers.

2023-24 Amended Calendars may be submitted after the conclusion of the school year and after Wednesday, May 15 via the same KDE web app. Guidance can be found in the [Amending Calendar Guidance Manual](#).

- Traditional Calendars must have a minimum of 170 instructional days and 1,062 hours of instruction.
- Variable Instructional Calendars must have a minimum of 1,062 hours of instruction, but do not meet the 170-day requirement.
    - Teacher contract days are equivalent to 170 days for contract purposes and should be entered as E: Teacher Equivalency on the days tab.
    - Classified staff contract days/hours must still be met.

Documentation is available at [KDE Website School Calendar Guidance and Submission Process](#) on how to prepare and submit Original and Amended calendars. Contact your [district WAAPOC](#) for help getting access to the app.

For additional information, contact [Josh Whitlow by email](#) or by telephone at (502)564-5279 ext. 4450.

Graduation Program data clean-up

Submitted by Michelle Sircy

Per the [Early Graduation Data Standard,](#) it is time to clean up Intent for Early Graduation (IEG) flags in Infinite Campus. Run the *[Intent for Early Graduation Report](#)* (Tool Search: Intent for Early Graduation) to identify students that were marked with the IEG flag in the fall. Any students that did not graduate early should have the End Date field updated and should have an exit reason entered in the Participation Details field. Any students that did graduate early should have the End Status field on the enrollment tab updated with code G01.

For additional questions, contact [Michelle Sircy by email](#).

Alternative Education Program designation updates for SY 2024-25

Submitted by Windy Spalding

The Alternative Education Program (AEP) regulation [704 KAR 19:002](#) was updated last year to define off-site and on-site programs. KDE asks that each district review all programs in the district to determine alternative education program designations and make appropriate updates prior to the start of the 2024-25 school year. If request changes are needed, they can be submitted through KDE's Web Application - [DASCR](#). Reference KDE's School Change Requests [website](#) for additional information on DASCR submissions.

An off-site program is "an alternative education program located in a separate and dedicated program facility not located within an existing A1 school". Off-site alternative education programs must request a School/Location code by submitting a *New School Request* through DASCR to be tracked correctly in Infinite Campus. Off-site programs are A5 (district-operated) or A6 (KECSAC-funded program serving state agency children). AEPs that serve both A5 and A6 students are considered blended programs and must have a state classification of A6 for reporting services—reference section A of the [Alternative Education Program Data Standards](#) to indicate school type and designation within Infinite Campus. Districts may use their discretion when determining the program classification if a program is a separate building but still located on the same campus as the A1.

An on-site program is "an alternative education program located within an existing A1 school." To be appropriately tracked in Infinite Campus, on-site AEPs will need to utilize the course sections for the content classes received in the AEP within Infinite Campus, indicating **Special Type** selection of *02: Alternative Classroom*. This procedure may be used for students taking only one or two courses within the on-site AEP as well—reference section B of the [Alternative Education Program Data Standards](#).

Programs located in an existing A1 school serving different grade levels can choose to designate the program as an off-site or an on-site program.

In addition, the KAR defines "long-term placement" as a placement in an alternative education program for greater than ten (10) school days. The definition allows the program twenty (20) school days to complete the *Individual Learning Plan Addendum (ILPA)* for those students meeting the definition of long-term placement. Reference Section D of the [Alternative Education Program Data Standards](#).

For additional information, reference the [Guidance for Alternative Education Program per 704 KAR 19:002](#) document posted along with additional resources on KDE's Alternative Education Programs [website](#). Contact [Windy Spalding by email](#) or [Leticia Porter by email](#) with questions.

Special Education Exit Report to be deprecated

Submitted by Amy Patterson

The Office of Special Education and Early Learning is required to report data annually on students ages 14-21 who have exited special education. In the past, the [Special Education Exit Report](#) in KY State Reporting was used to pull that information. This report, along with the [Accommodations report](#), will be deprecated this summer. Districts should instead use the [SPED Exit Detail report](#) published by the Kentucky Department of Education earlier this year. Directors of Special Education will review this data at the end of their district's school year. Local KSIS administrators will need to update Tool Rights to ensure that users have the necessary and appropriate access to the alternative reports. For questions, contact [Amy Patterson by email](#).

Transcript resources

Submitted by DeDe Conner

The Kentucky Department of Education eTranscript webpage has been updated to include additional resources for students and alumni looking for their transcripts. If you receive questions and requests for more than just high school transcripts, the links to other transcript resources may also be helpful for sharing or to update your website.

Parchment continues to be the standard for Kentucky public high school transcripts; however, alumni take different paths and often struggle to know where to find their transcripts. We hope this information proves helpful and welcome any input you would like to provide.

Data available that can help students

Submitted by KYStats

Online tools provide access to data points high schoolers need to make college and career decisions.

A recent national student poll – led by the Kentucky Student Voice Team – found that 80% of high school students across the U.S. agree that they would feel more confident about college and career decisions if they had better access to data. Students are looking for answers to questions such as:

- What programs meet my needs?
- Where can I meet my goals without unnecessary debt?
- Should I go to a four-year college, or will an apprenticeship better fit my needs?
- What outcomes can I expect?

The Kentucky Center for Statistics (KYSTATS) provides valuable information to students of the Commonwealth with its online, publicly available student-facing tools to help address these questions:

- Kentucky Students' Right to Know: This interactive report was designed to help prospective students make more informed decisions about their futures and ensure that they are adequately aware of career paths, employment outcomes, and the cost of college.
- Career Explorer: This online tool allows students to self-assess their knowledge, skills and abilities, find careers that match their profiles, and learn where they can get the education needed to obtain credentials and degrees that will lead to sustainable employment.
- High School Feedback Report: This report allows users to explore data that show student outcomes for each high school, including graduation rates, FAFSA completion, postsecondary success over time, and wages.
- Career and Tech Ed Feedback Report: This dashboard examines high school Career and Technical Education (CTE) trends in Kentucky and its association with employment and postsecondary outcomes later in life. The report also details training locations and future demand for employment.
- Postsecondary Education Feedback Report: This interactive report allows users to explore outcomes for students by Kentucky's postsecondary institutions, major, credential type, and demographic.
- Life Outcomes for High School Experiences: This online dashboard explores the relationship of high school experiences and 2022 educational and wage outcomes for 2015 high school graduates.
- Kentucky Apprenticeship Report: This dashboard summarizes data used in the Registered Apprenticeship Partners Information Database System and provides wage information about Kentuckians who participated in Registered Apprenticeships.

Learn more about KYSTATS and the Kentucky Longitudinal Data System at kystats.ky.gov.

Training updates

For more information and registration links for the following training events, go to the KSIS Training webpage.

Date	Event	Location
07/18	KSIS Infinite Campus Kentucky-Specific Beginning-of-Year Training	KDE Media Portal

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
06/01	Gifted and Talented State Assessed Areas for the School Report Card Validation	Kathie Anderson
06/01	Gifted and Talented Summative Evaluation	Kathie Anderson
06/01	Health Reports	Angie McDonald
06/01	Nurse Counts	Angie McDonald
06/01	Validation of Gifted and Talented Records	Kathie Anderson
06/15	Technical Education Database System (TEDS) (End of Year)	Claude Christian
06/19	Graduation Codes	Rodney Bennett
06/28	At Risk - only Free students (ADM)	Samantha Engstrom
06/28	English Learners (EL) and Immigrant	Margalee Conlee
06/28	Homeless, Living Status and Unaccompanied Youth Data	Margalee Conlee
06/28	School Report Card - Data Files	Dede Conner
06/28	School Safety Report, including Special Education Behavior Reporting	Windy Spalding and Amy Patterson (Special Education)
06/28	Special Education (SPED) - Indicator 11 & 13 Spreadsheet	Amy Patterson
06/28	Superintendent's Annual Attendance (SAAR) Report	Laura Loman
06/28	Title I School Status and Title I Targeted Assistance Student Data	Margalee Conlee
06/28	Migrant Count (Regular Year)	Margalee Conlee
06/30	Kentucky Educational Excellence Scholarship (KEES) (Regular Graduates)	Crystal Darnell
06/30	Original School Calendar	Josh Whitlow
06/30	Amended School Calendar	Josh Whitlow
07/01	Tax Collection Reports	Krystal Smith
07/08	Certification of School Bus Mileage	Ann Culbertson
07/25	Annual Financial Report and Balance Sheet (Unaudited)	Karen Conway

School Data Services Team

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

Ryan Adcock	Crystal Darnell	Kathy Lindell
Margaret Alfonso	Shauna Dunham	Nora Oliver
Tania Arnett	Matthew Evans	James Reed
Fred Barton	Candy Johnson	Michael Sivils
Phil Bigard	Alesha Kaman	Sriharsha Vejella
Pat Black	Lisa Keeter	Madalyn White
Robbin Bond	Ashley Krasneski	

Office of Education Technology Division of School Data Services
Send any questions or comments to KDE Data Services.