# KSIS

**Infinite Campus**

# NEWS

Kentucky Student Information System

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## Intent for Early Graduation Program Deadline is Oct. 15

*Submitted by Caryn Davidson*

Students interested in completing the Early Graduation Program (EGP) must submit the EGP Intent Form within the first thirty (30) instructional days of the 2023-2024 academic year. The student must be flagged in Infinite Campus by **Oct. 15**. More information can be found in the EGP FAQ.

The Early Graduation Data Standard provides instructions for assigning the flag. For more information and updated guidance, please see the Early Graduation Program (EGP) webpage.

## Check LEAD Data

*Submitted by Tessa Harris*

Before diving into Local Educator Assignment Data (LEAD) errors in the Kentucky Educator Credentialing System (KECS), make sure to address the issues listed in the KECS LEAD Extract Issues Report contained within the KECS LEAD Extract on Infinite Campus. This step ensures a smoother review process for your KECS data. To check for vacancies, errors, or out-of-field statuses, log in to the Kentucky Educator Credentialing System (KECS) and select "LEAD" from the top menu to view Course Validation Results.

For help refer to the LEAD Manual which has been updated and contains additional information about Validating Courses. Remember to use unique placeholders for each vacancy or college professor (e.g., Vacancy01, Vacancy02, etc., up to 20 per school). For more information about placeholders, consult the Census, Staff Information data standard. Note that modifications in Infinite Campus will be reflected in KECS LEAD the following day.

For questions regarding LEAD, contact the LEAD Support Team by email.

## Title III (English Learners and Immigrant) Data Quality Review

*Submitted by Windy Spalding*

The Infinite Campus English Learner Extract is used to determine the English Learners (EL) counts for every district. The Kentucky Department of Education (KDE) runs this extract multiple times throughout the year for federal reporting requirements as well as determining Title III allocation amounts. Information and step-by-step instructions regarding the creation and maintenance of EL student records can be found in the English Learner Data Standard. The following common data quality issues will cause errors and result in the student not reporting on the English Learner extract and therefore not included in the district's EL student count:

1. *Home Primary Language* – Students whose home primary language is left blank or listed as English will not be included in the extract. The home primary language is based on the information provided on the Home Language Survey completed upon the student's *initial* enrollment in a Kentucky public school. This information should not be changed if the student transfers to another district within Kentucky or when the student exits the EL program.

2. *EL Services* – Students must have at least one *active* EL Service type to be considered an EL student for reporting purposes. EL services should not be end-dated each year.

3. *EL Instructional Accommodations* – Students must have at least one *active* EL Instructional Accommodation to be considered an EL student for reporting purposes. EL accommodations should not be end-dated each year.

EL services and accommodations should only be end-dated if the student exits EL program status, or the student no longer needs the service or accommodation based on an update to the student's EL Program Services Plan. For students who exit EL program status based on reaching attainment on the annual ACCESS assessment, the end date should be 6/30 of the year in which the student reached attainment.

The English Learner Extract should be generated, and errors produced addressed in preparation for the October 1 federal reporting requirement and to prepare for ACCESS 2024 testing rosters.

The *QA English Learners – Reach ACCESS Attainment Error Report* and *No Prior Access Attainment Error Report* can also be reviewed to ensure all students qualifying for EL services are included. This will assist in preparation of ACCESS 2025 rosters. Reference the reports' Quick Reference Card for details on this report options.

Data quality issues often arise when an EL student transfers between districts. The Student Records Transfer process is summarized in Section F of the English Learner Data Standard and expanded guidance is available in the Student Records Transfer Data Standard.

KDE extracts immigrant student data from Infinite Campus multiple times a year to determine Title III Immigrant subgrant eligibility as well as for end-of-year reporting requirements. The Immigrant Data Standard and the Title III Immigrant Infinite Campus Report should be used to ensure the "Date Entered U.S. School" field is completed accurately.

Districts are advised to run periodic data quality checks to ensure reports are error-free. Infrequent data quality monitoring could result in critical errors remaining unaddressed and inaccurate reporting.

Reference Section G of the English Learner Data Standard for the EL Reporting Timeline and Section C of the Immigrant Data Standard for the Immigrant Reporting Timeline.

If you have additional questions or concerns, contact Windy Spalding by email or Margalee Conlee by email.

# Growth Factor Submission Time is Almost Here

*Submitted by Laura Loman*

The Growth Factor report is due to KDE ten days after the last day of the second month of school, but not later than Nov. 1 of each school year. The report is mandatory for each district to complete. The report helps identify districts with growth to determine additional funding. KDE will send official notices to each district.

The Growth Factor report includes aggregate day's attendance and absence, race and gender counts, adjustments for less than full-time attendance (partial day), non-resident/non-contract students, and overage and underage students for the first two months of school.

Districts should submit the Growth Factor report via the Submit Growth Factor Report hyperlink available on the KDE Growth Factor Reports webpage following the provided steps. If you have any questions, contact Laura Loman by email.

# Attendance Codes for Influenza-like Symptoms

*Submitted by Josh Whitlow*

The Cabinet for Health and Family Services (CHFS) is expecting a high number of flu cases this year and has asked the Division of District Support to provide weekly aggregate counts of flu-related absences during the 2024-2025 school year. The four attendance codes below are outlined in the Pupil Attendance Manual and should be used in the event of student absences due to influenza-like illness. If you have any questions regarding attendance codes, please contact Josh Whitlow by email .

- ILID – Influenza-like illness excused doctor note
- ILIE – Influenza-like illness excused
- ILIP – Influenza-like illness excused parent note

- ILIU – Influenza-like illness unexcused

## Check Course Setup Now for Next Year's School Report Card
*Submitted by Caryn Davidson*

Several reports are available to ensure proper course set up. Proper course set up is important for many reasons including properly awarding student scholarship money for advanced coursework, School Report Card and other reporting purposes. Checking accuracy now will ensure errors are fixed before the 2024-2025 School Report Card data is populated in the fall of 2025. Some errors cannot be fixed once the school year closes.

The QA Courses Report should be run during the current school year to ensure proper course set up for all courses. Users must be granted access by local KSIS administrators to be able to see this report. Running the QA Courses Report is especially important to correct any errors on advanced coursework courses which could affect student scholarships, and reporting of advanced coursework and exams on transcripts and next year's School Report Card.

The Advanced Coursework and Exams Report can be run to check data pulled for the Advanced Coursework section of the 2023-2024 School Report Card though course completers, test takers and qualifying scores will not show until the completion of the school year and upon receipt of final test scores. All course information on transcripts should match the course set up in Infinite Campus. Data needs to be in accurate order for advanced coursework and exams information to be pulled correctly for School Report Card, transcript and KEES reporting.

The School Profile Courses Report provides information on courses that populate the School Profile section of School Report Card. Running the course setup now can help identify potential errors while they can be fixed and ensure correct population of course information on the 2024-2025 School Profile Report which will be populated in the Fall of 2025.

Please send any questions about proper course setup to the KDE Standards mailbox.

## Campus Learning and Online Registration Licenses for 2024-2025
*Submitted by Lisa Keeter*

KDE was approved to use Elementary and Secondary School Emergency Relief Fund extension funds to cover Campus Learning and Online Registration (OLR) license costs for all districts for the 2024-2025 school year. Please share this news with your finance staff. Districts should plan to allocate funds for these license costs in their future budgets. Please contact Lisa DeGaris by email to obtain a quote for these and other premium products as needed.

## Recording of September Trainings Available
*Submitted by Lisa Keeter*

The session recordings from our recent trainings have been posted and can be accessed along with other on-demand courses in the Campus Passport Catalog.
- KSIS Cross-Site Enrollment Training Recording
- KSIS Roster Editing Using Requests & Rosters and Section Student Detail Training Recording

For first-time access to Campus Community, a CampusID setup is required. Please see directions for accessing Campus Passport on-demand courses.

We are currently organizing our next event and have received highly positive feedback from participants. We encourage you to complete the post-training survey sent to registered participants to offer suggestions for future training.

## Insights Training Available
*Submitted by Lisa Keeter*

Campus has released KY: Insights Tool, a series of short videos available on Campus Passport. Insights offers schools the opportunity to view their data in real-time through data-driven dashboards. These preformatted views help schools quickly utilize data to create action plans for specific students or groups of students. Initially, many of the reports are aligned with student scores in the Early Warning System, but the defaults can be personalized to include all students in the school, align with caseloads, or meet other needs.

The training series includes:

- **Insights: Introduction** – A quick overview of the tool.
- **Insights: Attendance** – Visualizations useful for attendance tracking.
- **Insights: Student Services** – Visualizations beneficial for student service providers.
- **Insights: Administrator** – Visualizations tailored for administrators.
- **Insights: Configuration** – Guidance on personalizing the Insights Dashboard and customizing visualizations for future use.

Please share this training with users and potential users. Insights can be used by a variety of staff members, as access is based on calendar rights and tool rights to specific visualizations.

## KSIS Ad Hoc Reports and Documentation Updates

| Type | Name | Description | Date |
|------|------|-------------|------|
| **Ad hoc report** | N/D Child Count | Age and enrollment dates updated for current year collection. | 8/28/2024 |
| **Data standard** | Graduation | Updated data steward. | 8/7/2024 |
| **Data standard** | Health | Updated AED reporting dates. | 8/23/2024 |
| **Data standard** | Special Education: KY Evaluation/Eligibility Determination | Updated related ad hoc filters and reports. Updated KY Evaluation/Eligibility Determination instructions. | 8/19/2024 |
| **Data standard** | Technical Education Database System (TEDS) | Updated data steward. | 8/8/2024 |
| **Guidance** | KECS LEAD User Guide | Updated for 2024-2025 reporting. | 9/3/2024 |
| **Guidance** | Migrant Procedural Document | Updated for 2024-2025 reporting. | 8/20/2024 |

The KDE Data Governance Committee provides KSIS data standards to document requirements for data entry in Infinite Campus, Kentucky's student information system. 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.

## Training updates

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

| Date | Event | Location |
|------|-------|----------|
| **Dec. 5-6** | Infinite Campus WinterChange | Louisville Omni |

## 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 before the due date.

| Due to KDE | Report | KDE Contact |
|------------|--------|-------------|
| **10/01** | Professional Staff Data (PSDs) and Classified Staff Data (CSDs) | Krystal Smith |
| **10/15** | TEDS Attend Hours Due | Claude Christian |
| **10/31** | E-Rate | Scott Kane |
| **10/31** | Special Education Exiting Data | Amy Patterson |
| **11/01** | Tracking of Portable Automated External Defibrillators (AED) | Tonia Hickman |
| **11/01** | Dropout | David Curd |
| **11/01** | Growth Factor | Ronda Devine |
| **11/01** | Local Educator Assignment Data (LEAD) Fall | Tessa Harris |
| **11/01** | Retentions | Windy Spalding |
| **11/15** | Audited - Annual Financial Report and balance sheet | Marshall Smith |

| 11/25 - 12/16 | Kentucky Stats (KYSTATS) – KSIS longitudinal data | Phil Bigard |
|---|---|---|
| 11/15 | Technical Education Database System (TEDS) (First Semester) | Claude Christian |

## School Data Services Team

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

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|---|---|---|
| Ryan Adcock | Crystal Darnell | Ashley Krasneski |
| Margaret Alfonso | Shauna Dunham | James Reed |
| Tania Arnett | Matthew Evans | Michael Sivils |
| Fred Barton | Brad Howard | Sriharsha Vejella |
| Phil Bigard | Candy Johnson | Madalyn White |
| Pat Black | Lisa Keeter | Carrie Winters |
| Robbin Bond | | |

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