Civil Rights Data Collection (CRDC)

Submitted by Candy Johnson

The 2023-2024 Civil Rights Data Collection (CRDC) will open on Dec. 9 for all local education agencies (LEAs). LEAs will have the standard (minimum of) 75 calendar days and must submit their data and certify by the March 7 closing date. All errors must be fixed prior to certification. KDE is assisting by prepopulating most but not all data elements. Please see the KY CRDC Reporting Matrix for details.

Each LEA is responsible for the quality of their data. State ad-hoc reports in Infinite Campus can be used to help validate much of the CRDC data. The user should select the CRDC reporting year in the Campus Toolbar when generating the reports. See the full list of state-published ad hoc filters and descriptions here: CRDC ad hoc filters are included on this list and labeled accordingly. Users must be granted access by the local KSIS administrator before they see this report.

The timeline and helpful resources can be found on the KY CRDC webpage and the CRDC Resource Center webpage.

January Growth Factor Report

Submitted by Laura Loman

The *January Growth Factor Report* is due to KDE five days after the last day of the school month chosen with the most attendance days in January of the current school year, but not later than Feb. 20. The **January Growth Factor is subject to available funds** under the program to Support Education Excellence in Kentucky (SEEK). The January Growth Factor is **optional** and not a required submission. Please review steps in the SAAR Training Document to ensure all cleanup is complete and ready for the submission.

The January Growth Factor Report should be submitted via the SAAR application. The report includes the information listed below for the school month chosen with the most attendance days in January of the current school year. The information is reported by school, grade level, and transportation code.

- aggregate days attendance and absence
- race and gender count
- home and hospital
- adjustments for less than full-time attendance (Partial Day)
- nonresident/non-contract students
- overage and underage students

For questions about the January Growth Factor Report, contact Laura Loman by email.

Review OneRoster 1.2 Connections for Include Legal Name

Submitted by Lisa Keeter

A district recently sought assistance due to students' legal names being visible in third-party systems connected to Infinite Campus. Upon investigation, we found that OneRoster 1.2 connections include a new Connection Configuration option, **Include Legal Name**, which is enabled by default. When this option is marked, the legal names of students and teachers from the Protected Identity Information section of Identity records are accessible via the OneRoster API.

If your district has established OneRoster 1.2 connections, it is crucial to review and adjust the configuration to ensure **Include Legal Name** setting aligns with the district's privacy preferences. For detailed instructions, refer to the Campus Knowledgebase article on Configuring OneRoster Connections.

Case Manager Error Reporting

Submitted by Tessa Harris

When correcting errors on the Kentucky Educator Credentialing LEAD Extract Issues Report for *Warning 15: The following students do not have a Special Education Case Manager Assigned,* note that some districts are experiencing an issue with incorrect errors. Errors are also appearing on KECS Case Load Validation Results for Out of Field issues.

If a district has case manager errors, run the Infinite Campus QA SPED: Error Report and work with the Director of Special Education to correct the errors.

The KECS team is working to resolve this reporting error. In the meantime, once all errors on the QA SPED: Error Report are corrected, then caseload errors appearing on the KECS LEAD Extract: Issue Report and for KECS Case Load Validation Results for Out of Field issues can be ignored.

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

Recorded Training Available

Submitted by Lisa Keeter

Campus Passport has recordings of these virtual training courses offered in Sept. and Oct.

- KSIS Cross-Site Enrollment Training Recording
- KSIS Roster Editing Using Requests & Rosters Training Recording
- KSIS Insights with Chronic Absenteeism Focus Recording

Java SE 17 Upgrade

Submitted by Lisa DeGaris, Infinite Campus

Infinite Campus is currently working on upgrading the Java version used in our product to Java SE 17. We intend to complete development by the end of 2024, and these changes will be implemented during the summer of 2025.

Ahead of the Java upgrade next summer, customers are encouraged to start looking at customized tooling built and running on Java to ensure it is compatible with Java SE 17. These may be district-created tools or those created by a third-party vendor. Once Infinite Campus has a package built with the changes to Java SE 17, users can request a testing environment to test custom tools if needed.

## Updates Needed for KECS Profile

Submitted by Tessa Harris

A significant number of errors have been identified in the teacher demographic data on the [Kentucky Educator Credentialing System (KECS)](#) website. To ensure the highest quality data is maintained, share this important message with your staff.

Personal Information: Staff members are asked to log into [KECS](#), view the profile screen, and review any personal information. If errors are found with date of birth, email addresses or name spellings select EDIT at the top of the page to update this important information. Names must be updated in the case of a name change and preferred name or nicknames should be added if applicable. Staff are encouraged to add an additional email address, if possible, as school email addresses can often change. Once changes have been made select SAVE at the bottom.

Address and Phone Numbers: Scroll down on the profile page to review the listed address(es) and phone number(s). Addresses and phone numbers should be kept up-to-date in the event of a move or change.

Note that having a current address and phone number on file is essential for filing an application.

For questions regarding KECS, contact the [KECS Support Team by email](#).
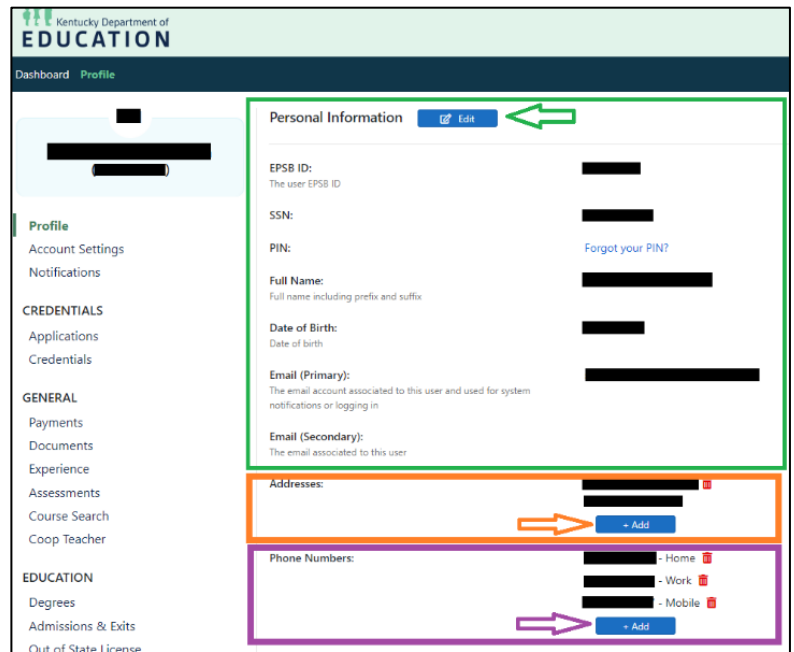
Consider Moving to the New Look

Submitted by Lisa DeGaris, Infinite Campus

Coming with the Campus.2531 release, planned for production in September 2025, the new look of Infinite Campus will permanently replace Classic Campus. [Learn more](#).

Now is a great time to get your documentation updated and start moving over to the new look.

The new Infinite Campus experience contains all the same tools as the classic view and provides several improvements. Improvements include:

- A simplified navigation structure
- Responsive UI design
- A user-created menu of favorite tools
- Quick access to recently used tools
- Intuitive-related tools toolbar
- Navigable breadcrumbs
- Robust in-tool person search
- A unified search menu for quickly searching a multitude of data
- A useful person information card Article –normal text.

Campus Digital Repository Change

Submitted by Lisa DeGaris, Infinite Campus

Infinite Campus is moving the Campus Digital Repository (CDR) from an on-premises to an off-premises hosting solution. With the Campus.2531 release, planned for production in September 2025, the CDR off-premises repository will be the sole option for CDR storage and the current on-premises solution will be deprecated.

Districts that first enabled CDR prior to the Campus.2411 release (April 2024) will need to change their CDR hosting option and accept the new terms found on the Digital Repository Preferences page. Failure to change repositories before taking the Campus.2531 release will interrupt access to CDR features and uploaded files. CDR will remain inactive until the new terms are accepted.

Districts who participated in the off-premises pilot or first enabled CDR while on Campus.2411 or greater, no action is required - the new off-premises repository are already being utilized. If the district does not see the promotion to switch CDR options on the CDR preference page, then no further action is required.

Foster Care and Student Records Transfer Report

Submitted by Margalee Conlee

Districts are encouraged to periodically generate the [Student Record Transfer Report](#) to monitor compliance with [KRS 199.802 legislative expectations](#) (as amended by [House Bill 312](#) (2020), which created specific time requirements for requesting and releasing records for students in foster care. Records must immediately be requested by the new school and released by the prior school on the working day the request is received. District personnel can use this report to monitor student records transfer requests for students enrolling in or withdrawing from other Kentucky school districts during the school year.

It is important to keep in mind the timeframes to request records transfer, as well as the time it takes to release records. The report can be generated for all schools or a single school within the district. A foster indicator is included in the report output to help monitor compliance. Suggested uses include:

• Generate a detailed and/or aggregate report to identify enrollments with no records requests initiated.
• Identify withdrawals with records requested that have not been released.
• Identify withdrawals for which a records request has not been made and follow-up is needed.
• Monitor timeliness of records transfer requests/releases to identify potential need for more training or guidance.

Ensuring students are enrolled and records are requested and transferred promptly helps to ensure that students in foster care are on the path to success and receive all appropriate services in their new school as quickly as possible. The report is not intended for data cleanup, as the records transfer data cannot be changed; however, the information in the report can help to identify issues to improve processes.

If student records have not been requested from the student's new school, district staff are encouraged to use the student locator to find where the student is enrolled and contact the school to determine why records have not yet been requested. System administrators should assign tool rights to the school district staff responsible for records transfer or management of that work.

For details on importing foster care student data, reference the [Foster Care Data Standard](#). For instructions on the student record transfer process, reference the [Student Records Transfer Data Standard.](#)

For questions regarding the Foster Care and Students Record Transfer Report, contact [Sharma Aitken](#) by email or [Margalee Conlee](#) by email.

Course Codes View Now Available in the Searchable State Course Codes Database within KECS for the 2025-2026 School Year

Submitted by Caryn Davidson

The Searchable State Course Codes Database (SSCCD) within the Kentucky Educator Certification System (KECS) is now available with an updated view for the 2025-2026 school year. The Course Codes Frequently Asked Questions document has been revised for 2025-2026 and remains an excellent resource to help new and returning course codes contacts familiarize themselves with proper course code usage.

There are several changes to both CTE and academic courses. For CTE, the program areas of Engineering, Transportation, and Business and Marketing have had inactive courses removed due to their misalignment with current state-approved pathways. New courses in Law and Public Safety, Health Science, and JROTC have been added to support active pathways and align with industry needs within their program areas. Two new AP courses were added: AP CK Cyber: Security and AP CK Cyber: Networking.

For academic courses, changes were made to courses for English Learners based on district feedback, and changes were made to world languages courses based on feedback from the Kentucky World Languages Association. Additionally, clarifications around which courses can serve as required credits towards minimum high school graduation requirements were made. Several visual and performing arts courses were updated to better aligned to the revised *Kentucky Academic Standards for Visual and Performing Arts*. Several other minor changes were made across content areas to better align to intended course purposes.

Please note that 303091 Integrated Science I, 303092 Integrated Science II and 303093 Integrated Science III will be deprecated beginning in the 2026-2027 school year. Schools are advised to prepare for this change now.

The name and description of state course code 909995 was updated to reflect its appropriate usage for teaching planning periods.

For a detailed list of course code changes, please see the Course Code Changes spreadsheet. A Deprecated Course Codes and What to Use Instead spreadsheet is also available to help schools replace deprecated course codes. Both sheets include historical changes from the 2016-2017 school year to the present.

For questions or more information, contact coursecodes@education.ky.gov by email.

Minimum HS Graduation Report to be Deprecated

Submitted by Michelle Sircy

Effective January 8, 2025, the Minimum HS Graduation Report in Infinite Campus will be discontinued with Infinite Campus release 2451. Due to the diverse and personalized paths students may take to meet high school graduation requirements, this tool is limited in accurately determining student progress. Consequently, it cannot fully and accurately verify the completion of state and local graduation requirements necessary for awarding a high school diploma in accordance with 704 KAR 3:305. For questions regarding the EGP, contact Comprehensive School Counseling Coordinator, Michelle Sircy by email by email.

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Ad Hoc	CRDC	All Civil Rights Data Collection (CRDC) Ad Hocs have been updated to the 2023-2024 school year. Course codes have been updated as needed for this collection.	10/29/2024
Ad Hoc	Years for N/D Child Count	Birthdate window was changed from 10/01/2007 to 10/01/2006	10/31/2024
Data Standard	Census, Staff Information	Addition of clarifying language in Section B: License Number	11/14/2024
User Guide	LEAD User Guide	-Removal of reference to the Lead Data Report as it has been sunset	11/20/2024

Type	Name	Description	Date
		-Addition of clarifying language for Invalid EPSB ID provided Error	

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	2024 Infinite Campus WinterChange Training	Omni Hotel, Louisville
Jan. 28	2024-2025 KSIS Infinite Campus (Ky. Specific) mid-year	Online

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
12/9	Preschool Enrollment Count (Fall)	Taysha Oglesby
12/9	Exceptional Child Count by Disability	Amy Patterson
12/15	KECSAC Membership Report	Windy Spalding
01/15	Kentucky Educational Excellence Scholarship (KEES) (Mid-year Graduates)	Daniel Bradley

School Data Services Team

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

Ryan Adcock	Daniel Bradley	Ashley Krasneski
Megan Alfonso	Crystal Darnell	James Reed
Tania Arnett	Shauna Dunham	Michael Sivils
Fred Barton	Matthew Evans	Sriharsha Vejella
Phil Bigard	Bradley Howard	Madalyn White
Pat Black	Candy Johnson	Carrie Withers
Robbin Bond	Lisa Keeter	

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

Kentucky Department of EDUCATION