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## Non-Traditional Instruction (NTI) Data Collection

*Submitted by Windy Spalding*

Guidance for collection of Non-Traditional Instruction during the 2024-2025 school year can be found in the [Non-Traditional Instruction Data Standard](#). The data will be collected from Infinite Campus at the district level. The NTI Data Collection tab is located via System Administration | District Information. User rights to this tab must be granted to the appropriate staff in the district responsible for NTI data collection. The data collected will include the NTI day used, reason for usage, student and teacher participation rates.

This data entry must be completed by April 1<sup>st</sup> annually. KDE will extract the data at that time to obtain the required review and approval of the Commissioner. Additional resources can be found on KDE's Non-Traditional Instruction [website](#). For additional questions or concerns, contact [Windy Spalding by email](#) or [Steven Kissinger by email](#).

## 2025 Infinite Campus Release Schedule

*Submitted by Lisa Keeter*

The [2025 Infinite Campus release schedule](#) is now available on the [KSIS Home webpage](#). Typically, releases occur on the second Wednesday of each month. However, in June, there will be an additional update to provide districts with more time to test and train with new features over the summer. To avoid disruptions at the start of the school year, no releases are planned for August. For additional questions or concerns, contact [Lisa Keeter by email](#).

## Review and Edit Transportation Codes

*Submitted by Josh Whitlow*

The Division of District Support recommends that districts review the accuracy of student transportation codes (T codes) at least twice a year. Due to enrollment changes over winter break, January presents an ideal opportunity to update T codes.

All students should have a transportation form and an active T code in Infinite Campus. T5-Special Transport designations must be included in the student's individual education plan (IEP). Any student without a T code will be considered as an NT – Not Transported. These students will not generate transportation average daily attendance used for funding. Additional guidance on T codes can be found in the [Transportation Data Standard](#). For questions regarding transportation codes, contact [Josh Whitlow by email](#).

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## KSIS Data Standards

*Submitted by Crystal Darnell*

The KSIS data standards should be used by and shared among everyone responsible for entering information into Infinite Campus. The data collected in the system is used by KDE and education leaders at all levels to meet reporting requirements, for decision-making, and funding allocations, and is shared as longitudinal data between systems. Specific data elements must be collected in a standard and consistent manner to ensure the information is accurate and complete.

Data standardization is the process of making all data of the same type or classification conform to an established procedure, to ensure consistency and comparability across different databases. KDE publishes data standards to provide guidance to school districts with data entry and improve data quality in Infinite Campus.

The standards are available to view or download on the [KDE KSIS Data Standards webpage](#). The standards are updated as new data elements are added or changed and each standard has a revised date. If you need additional assistance entering or understanding any data element or set of elements, contact the data steward whose contact information is included in the standard.

## Duplicate Student Records Cleanup

*Submitted by Samantha Engstrom*

Each month, districts should run the [Duplicate Students Search Report](#) to identify duplicate student records throughout the state in Infinite Campus. Use the [Combine Person Tool](#) to combine verified duplicate records. Tool rights to the Combine Person Tool should be restricted to a select few in the district and extreme care should be taken when using the tool. The *Duplicate Students Search Report* can be found using Tool Search: Students Search. The Combine Person Tool is available using Tool Search: Combine Person.

Use the new [Google SSID Issues Form](#) to submit Student State ID (SSID) issues such as duplicate SSIDs, blended records, pending SSIDs, or syncing issues. A Google account is not required to use the form. The form requires the contact's name, email address, district name, issue type, and at least one SSID. There is an option at the bottom of the form to send a copy of the submission form to the submitter's email. If you have questions about duplicate records, contact [Samantha Engstrom by email](#).

## Winterchange Spotlight: Filter Designer – Featured Functions for Finer Fields

*Submitted by Bradley Howard*

Ad Hoc filters created using the [Filter Designer](#) can quickly get you the information you need for your student reporting needs. By adding Functions to your ad hoc, your results can produce much more robust results formatted the way you want and ready to use. If you need information about Filter Designer or how to get started creating your own ad hoc filters, please view the Infinite Campus training on [Ad Hoc Reporting Basics](#). To view the presentations from the last Winterchange, please view the slides from [Ad Hoc Basics](#) and [Advanced Ad Hoc](#).

### Function Highlights

**Coalesce** – If you have multiple columns you are pulling data from but want to only use the values found in a particular order, Coalesce is the function you need. Coalesce will check for values starting at the top of the parameters list and return the first value found into that column. One commonly used example is having a report display a student's nickname, if there is one, or show the first name if there isn't.

**Add** – Quickly add values of different columns together. If your report needs a 'Total Hours' column, use the Add function and combine all recorded hours into one spot for easy reporting.

**Sum** – Quickly add the values of a single column. To calculate all credits earned by a student into one column, SUM the creditsEarned and all of the credit values will be summed up together.

**Record Count** – Returns the number of instances a record is found. To count the number of times behavior incidents appear, add a Record Count function on that behavior event. The resulting column will display how many times these events had occurred.

**Distinct Count** – Very similar to Record Count, however Distinct Count does not include duplicate counts of records. Whereas a Record Count by will return how many total times events had occurred, the Distinct Count will only count as 1 for each time an event had been reported.

## Scheduling Tools Training available

*Submitted by Lisa Keeter*

The Kentucky Department of Education (KDE) has received numerous requests for scheduling training. In response, KDE will offer a four-part series of virtual training led by Infinite Campus trainers beginning in February. There will be two duplicate sessions for each part to accommodate conflicts. There will be a break between parts to allow implementation time. More information and registration links will be added to the [KSIS Training webpage](#) once they are available.

For those who are ready to start now, hyperlinks to the on-demand resources are provided. These resources are available for free to all Kentucky users through Campus Passport. Please share these training resources with the appropriate staff to ensure everyone can benefit from these tools.

### Training Resources:

#### [Kentucky Requests & Rosters Training:](#)

- Requests & Rosters
- Section Student Detail

#### Virtual Scheduling Series:

##### [Part 1 Course Objectives:](#)

- Creating New Calendars
- Rolling Forward Calendars
- Updating Calendar Setup (Calendar Info, Grade Levels, Schedule Structures, Terms, Periods, Days)
- Creating/Updating Departments
- Rolling Forward Enrollments
- Enrollment Cleanup Wizard
- Rolling Forward Reports
- Rolling Forward Transportation
- Rolling Forward Student Constraints
- User Calendar Groups

##### [Part 2 Course Objectives:](#)

- Creating/Modifying Course Catalogs
- Creating/Modifying, Copying, and Pushing Course Masters
- Creating/Modifying and Copying Courses
- Creating/Modifying Course Rules
- Creating/Modifying Sections
- Understanding Scheduling Units
- Creating Course Requests via the Request Wizard or Walk In Scheduler
- Working with Course Requests entered by Teachers or Students via Course Registration
- Working with the Course Plan Administration Tool to Generate Course Requests
- Creating/Modifying Student Constraints
- Understanding and Using Scheduling Groups

##### [Part 3 Course Objectives:](#)

- Schedule Building Reports
- Trials
- Display Options
- Staff Planner
- Course Planner
- Building Settings
- Automatically Building Sections
- Manually Building Sections

##### [Part 4 Course Objectives:](#)

- Configure Load Settings
- Adjust Section Balance

- Load Sections
- Configure View Settings for Loading
- Understand Load Statistics
- Fill Student Schedule Gaps
- Add Students to Scheduling Groups/Teams
- Understand Load Reports

Additional training resources may be available if your district has subscribed to Campus Passport or the Yearly Event Series. For instructions on how to view the On-Demand Training Content, please click [here](#).

## Student Privacy and Data Security Winter National Webinar Series

The Student Privacy Policy Office (SPPO), through its Privacy Technical Assistance Center (PTAC), will host a three-day virtual webinar series on student privacy and data security in January 2025. The series will provide opportunities to learn more about FERPA, data security, data breach preparedness and response, transparency, and more.

Register separately for the online sessions by clicking the links below.

- [Jan. 15, 2-4 p.m. ET: FERPA 101 and Data Security Best Practices](#) covers the basics of FERPA and provides training on current data security best practices for education data systems.
- [Jan. 22, 2-4 p.m. ET: FERPA 201 and Transparency](#) dives into scenarios faced by schools and districts and highlights PTAC’s research on transparency.
- [Jan. 29, 2-4 p.m. ET: Incident Response and Vetting Educational Technology](#) leads participants through a simulated data breach and explores how to assess online educational technology for privacy protections and general FERPA compliance.

## KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Guidance	<a href="#">OneRoster 1.2 Data Models Used for CUES</a>	This document identifies student and teacher data elements that will be available to CUES through OneRoster.	12/19
Data Standards	<a href="#">Course Data Standard</a>	Updated the data standard for courses to new teaching method, 21: Work-Based Learning and new instructional setting, 21: Offsite Workplace.	12/11
Data Standards	<a href="#">Data Standard Dual Credit Course</a>	Updated Section A to include instructional setting information.	12/10

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.

## Training updates

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

Date	Event	Location
1/15	FERPA 101 and Data Security Best Practice	Online
1/22	FERPA 201 and Transparency	Online
1/29	Incident Response and Vetting Educational Technology	Online
2/6	KSIS Scheduling Series Part 1	Campus Passport
2/18 or 2/20	KSIS Scheduling Series Part 2	Campus Passport
3/6	KSIS Scheduling Series Part 3	Campus Passport
3/27	KSIS Scheduling Series Part 4	Campus Passport

## 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
1/15	Kentucky Educational Excellence Scholarship (KEES) (Mid-year Graduates)	<a href="#">Daniel Bradley</a>
2/01	TEDS: Transition Data	<a href="#">Amy Tracy</a>
2/01	CTE DEADLINE: Import IC TEDS Tab Data to TEDS –For EOP and TRACK test tickets	<a href="#">Amy Tracy</a> <a href="#">Claude Christian</a>
2/20	Growth Factor (January)	<a href="#">Laura Loman</a>
2/28	Local Educator Assignment Data (LEAD) Spring	<a href="#">Tessa Harris</a>

## Wishing You Health and Happiness During the New Year

The KDE School Data Services Team thanks you for your continued collaboration and sends our best wishes for the year ahead.



### School Data Services Team

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

Ryan Adcock  
Megan Alfonso  
Tania Arnett  
Fred Barton  
Phil Bigard  
Pat Black  
Robbin Bond

Daniel Bradley  
Crystal Darnell  
Shauna Dunham  
Matthew Evans  
Bradley Howard  
Candy Johnson  
Lisa Keeter

Ashley Krasneski  
James Reed  
Michael Sivils  
Sriharsha Vejella  
Madalyn White  
Carrie Winters

### Office of Education Technology Division of School Data Services

Send any questions or comments to [KDE Data Services](#).

