

In this issue

- [CPE Requests for Directory Information](#)
- [CUES Project Update](#)
- [Data Calendar](#)
- [Infinite Campus Spring User Groups](#)
- [January Growth Factor Report](#)
- [KSIS Ad hoc Reports and Documentation Updates](#)
- [QA Courses Report Check on Course Setup](#)
- [Reading Intervention Extract Report to be Sunset](#)
- [Scheduling Series Training Update](#)
- [School Data Services Team](#)
- [Spring Preschool Enrollment Count](#)
- [Title I Data Collection Reporting for 24-25](#)
- [Training updates](#)
- [Winterchange Spotlight: KDE Data & Money Summary](#)

CPE Request for Directory Information*Submitted by Amanda Ellis*

In an effort to increase access and participation in higher education across the Commonwealth, the Kentucky Council on Postsecondary Education (CPE) and the public Kentucky institutions of higher education request district level assistance in obtaining high school directory-level information. A letter will be sent to superintendents on February 26.

CPE requests the information be provided by March 15. To help with this reporting, the Kentucky Department of Education (KDE) created a standard ad-hoc report “CPE-College Directory Information v2” that is available in Infinite Campus within the state published ad-hoc reports. **Districts should ensure that disclosure aligns to their local Family Educational Rights and Privacy Act directory definition and any opt-outs are removed from the report before submitting to cpstudentdirectory@ky.gov by email.**

For questions related to the Infinite Campus ad-hoc report, contact [KDE Data Services by email](#).

Title I Data Collection and Reporting for 2024-2025*Submitted by Margalee Conlee*

Title I status in Infinite Campus must be updated to match the Title I status submitted on the district Consolidated Application in the Grant Management Application and Planning (GMAP) system. Reference the [Title I Data Standards, Section A](#) for guidance to verify and update school Title I status in Infinite Campus. On July 1, the 2024-2025 Title I data will be extracted from the Infinite Campus reporting warehouse for state and federal reporting and funding purposes. The 2024-2025 Title I status will also be published on the [School Report Card Suite](#) in the school overview section.

In addition, schools designated as a Title I Targeted Assistance School (TAS) must complete a record on the student Title I Services tab for each student receiving Title I services during the current school year. Very few districts in the state have a Title I TAS designation. Reference the [Title I Data Standards, Section B](#) for guidance to complete student records for Title I services. For additional information or questions, contact [Margalee Conlee by email](#).

CUES Project Update*Submitted by Daniel Bradley*

The [OneRoster 1.2 Data Model for CUES](#) has been updated to reflect that a Campus user account is not required for students to be provisioned by CUES. The OneRoster 1.2 version includes students in the data without an Infinite Campus user account.

Districts are encouraged to begin their data normalization process to prepare for the rollout of the CUES Project, this includes verifying the quality of data for the upcoming integration. For more information and best practices on preparing and validating the data, view the [CUES Student Data Validation Recommendations](#).

The goals of this project are to establish a single secure identity for all users, automate identity creation and removal, deliver K12-centric features and functions, and enhance cybersecurity standards and protective measures. The [KETS CUES Resource Hub](#) is a resource to explain the project plan and architecture. Monthly updates are posted, along with the project timeline, milestones, and readiness activities. Visit the [District Readiness Activities webpage](#) for a full list of readiness activities and to view the CUES Data Normalization Webcast recording from January 9.

The KDE is encouraging district teams to work collaboratively and use the [Identity Automation & CUES Project: Questions/Comments/Suggestions](#) form as needed.

January Growth Factor Report

Submitted by Laura Loman

The *January Growth Factor Report* submission 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 the 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 Application User Guide](#) 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

The information is reported by school, grade level, and transportation code. For questions, contact [Laura Loman by email](#).

Spring Preschool Enrollment Count

Submitted by Taysha Oglesby

All information for the [preschool enrollment count](#) should be completed, active, and locked by 5 p.m. local time on February 28. This includes information located on the Enrollment and Pre-school tabs, as well as special education documents. Only children with active enrollments on or before March 1 will be included in the spring enrollment count. KDE will pull data from the weekend Infinite Campus backups on March 3. The [QA Preschool Report](#) can be used to verify preschool counts ahead of the count date. Preschool coordinators will be sent a data verification survey that must be completed by March 4.

For questions regarding the Spring Preschool Enrollment Count, contact [Taysha Oglesby by email](#).

QA Courses Report Checks on Course Setup

Submitted by Caryn Davidson

The [QA Courses Report](#) assists users in independently identifying errors in active courses that have at least one section scheduled. To review possible issues for all courses, choose the “Only Courses with Setup Concerns” option and “All” for course type. This report identifies specific errors within the course set up and provides recommendations for remediation. The Kentucky Department of Education (KDE) recommends districts utilize the report to resolve setup concerns from current year courses before posting grades to transcript. Fixing course setup before rolling courses forward will eliminate the same corrections from being needed in the following school year.

Users must be granted access by the local KSIS administrator to access the report. The report can be found using Tool Search: QA Courses. For more information regarding course setup, contact the [Course Codes team by email](#).

Winterchange Spotlight: KDE Data and Money Summary

Submitted by Ashley Krasneski

To ensure full attendance funding is being received for each student, please keep the following in mind:

- Day events must be correct on the calendars. Special day events generate funding based on the previous year's Average Daily Attendance (ADA). This includes Non-Traditional Instruction (NTI) days and weather-related low attendance days. Choosing these specific day events triggers the use of the previous year's cumulative ADA for funding calculations.
- For partial day enrollments, to receive full day funding the Full Funding checkbox must be checked. Eligibility is determined during the Admissions and Release Committee (ARC) meeting.
- Transportation code T1, used for a pupil who transported over one mile twice daily, provides the most funding. If the code is not entered into Campus, the system will revert to a Non-Transported Student (NT) code. Students transported for Area Technology Centers (ATC), field trips, sports, etc. do not count for transportation funding. The T5 code, transportation for a special needs student whose Individualized Plan (IEP) lists transportation as a related service, receives five times the amount of T1 funding. The T5 code can not be used if transportation is not written into the student's IEP. Students covered by 504 Plans are not eligible to be coded T5.
- Home Hospital receives additional funding to cover the cost of sending the teacher to the student; it is standard attendance for the student plus an add on. All Home Hospital students should have an NT transportation code.
- Students receiving attendance funding based on the successful completion of a performance-based course MUST have a passing grade posted to the Final Grade tab to generate funding. Posting the grade to the transcript will not generate funding in the system.

For further information, please refer to the [Pupil Attendance Manual](#).

Reading Intervention Extract Report to be Sunset

Submitted by Bradley Howard

The [Reading Intervention Extract](#) report is being considered for sunset this summer. The report has not been updated since 2011 and is considered obsolete.

Local KSIS administrators are asked to discuss with applicable district users. For questions or concerns with the removal of this report, contact [KDE Data Services by email](#).

Infinite Campus Spring User Groups

Submitted by Crystal Darnell

[Registration](#) is now open for Kentucky Spring 2025 User Groups. Sessions have been scheduled for late March in five locations across the state. This is a great opportunity for teachers, school office staff, curriculum directors, and system administrators to collaborate, share insights, and swap success stories.

Register and participate in the most convenient location to learn about the latest release highlights, Kentucky-specific updates, what is coming next and much more while networking with peers. There is no participation fee, and lunch is provided at no cost.

If you have questions regarding user group sessions, reach out to [Lisa DeGaris by email](#). Visit the [KDE KSIS training page](#) for more information.

Scheduling Series Training Update

Submitted by Lisa Keeter

The Kentucky Scheduling Series Statewide Training is now at its midpoint. [Registration](#) is currently open for Part 3 and Part 4, scheduled for March. Attendees of Part 1 or Part 2 must respond to the survey email from Linda Burton to receive Effective Instructional Leadership Act (EILA) credit. The [KY Scheduling Series Recordings](#) are available in Campus Passport.

For instructions on accessing additional On-Demand Training Content, click [here](#). Additional training resources may be available for districts that subscribe to Campus Passport or the Yearly Event Series.

KSIS Ad hoc Reports and Documentation Updates

| Type | Name | Description | Date |
|------------------|--|---|-----------|
| CUES Guidance | OneRoster 1.2 Data Models for CUES | Corrected the need for a user account to be included in the OneRoster 1.2 data models and corrected the roles identified. | 2/21/2025 |

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 |
|----------|---|--|
| 03/06 | Infinite Campus Scheduling Series – Part 3 | Campus Passport |
| 03/12-14 | KySTE Spring Conference | KY International Convention Center, Louisville |
| 03/21 | Infinite Campus Spring User Group | West KY Educational Cooperative, Eddyville |
| 03/24 | Infinite Campus Spring User Group | Warren Co Board of Education, Bowling Green |
| 03/25 | Infinite Campus Spring User Group | Madison Co Schools, Richmond |
| 03/26 | Infinite Campus Spring User Group | Rowan Co Board of Education, Morehead |
| 03/27 | Infinite Campus Scheduling Series – Part 4 | Campus Passport |
| 03/28 | Infinite Campus Spring User Group | Franklin Co Board of Education, Frankfort |
| 04/17 | KSIS Infinite Campus Kentucky-Specific End-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 |
|------------|---|----------------------------------|
| 03/01 | Preschool Enrollment Count (Spring) | Taysha Oglesby |
| 03/01 | Support Education Excellence in Kentucky (SEEK) Trend Data Submission site opens for the upcoming year’s Forecast calculation | Sarah Tandy |
| 03/01 | Support Education Excellence in Kentucky (SEEK) Final Calculation per Budget Language | Sarah Tandy |
| 03/31 | Technical Education Database System (TEDS) (Second Semester/Trimester) | Claude Christian |
| 05/30 | Tentative Budgets | Karen Conway |
| 05/31 | KSB/KSD Certification for Transportation for Daily Trips | Ann Culbertson |
| 05/31 | KSB/KSD Certification for Transportation for Home Trips for Resident Pupils | Ann Culbertson |

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
Anthony Walters
Carrie Winters

Office of Education Technology Division of School Data Services

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