KSIS Infinite Campus NEWS

Kentucky Student Information System
KSIS Infinite Campus News Volume 18, Issue 4 – April 2025

Non-Traditional Instruction (NTI) Data Collection Entry due on April 1

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 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.

If you have additional questions or concerns, contact Windy Spalding by email or Steven Kissinger by email.

Data Quality Clean-up and Student Data Review and Roster (SDRR)

Submitted by Daniel Bradley

The Office of Assessment and Accountability will open Student Data Review and Roster (SDRR) system the week of April 21st. Now is the time to ensure quality of the data before the system opens.

To check for student enrollment records missing in State Edition, run the State Enrollment Verification Report (path: Student Information | Reports or Tool Search: State Enrollment Verification Report). When generating the report, be sure the Calendar Excluded selection box is checked; excluded calendars such as private school or home school calendars do not synchronize to State Edition and will inflate counts if not excluded. Review the enrollments missing at State Edition. After data issues are resolved, the system administrator must complete a manual sync of state data to resolve missing enrollments.

To identify issues that might prevent syncing such as duplicate students and issues with student demographic data, run the *Data Validation Report* for Data Validation Group: Student Rules (path: System Administration | Data Utilities | Data Validation Report or Tool Search: Data Validation Report). Use Data Health Check to Data Validations Checklist to ensure users who were users of the *Data Health Check Report* have proper access to the *Data Validations Report* to view the results of rules included in default validation groups. Districts that have issues with duplicates, blended records, pending SSIDs, syncing issues, and others will need to submit request in the SSID Issues Form to KDE to resolve these issues.

Below are quick reference cards with details and contacts for reports to help with SDRR data quality cleanup:

- *QA English Learners Report* finds errors that may be causing records to not synchronize. Work with your English Learner coordinator to help with resolving issues (Tool Search: QA English Learners).
- *QA Free and Reduced Lunch Report* can be used to ensure all free and reduced lunch records are reported correctly. Work with your Free/Reduced Application Management (FRAM) coordinator to help with resolving issues (Tool Search: QA Free and Reduced Lunch).
- *QA SPED Report* identifies students with Individual Education Programs (IEPs) that have missing information or are unlocked. Work with your director of Special Education to help with resolving issues (Tool Search: QA SPED).

Title III English Learner Data Quality Review

Submitted by Margalee Conlee

The Infinite Campus English Learner (EL) extract is used to determine the EL counts for every district. KDE generates this extract multiple times throughout the year for federal reporting requirements as well as determining Title III funding allocations. 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 appearing on the English Learner extract and therefore not be included in the district's EL student count:

- 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 (HLS) completed upon the student's initial enrollment in a Kentucky public school district. This information should not be changed if the student transfers to another district within Kentucky or when the student exits the EL program.
- EL Services – Students must have at least one active EL Service type to be considered an EL student for reporting purposes.
- EL Instructional Accommodations – Students must have at least one active EL instructional accommodation to be considered an EL student for reporting.

English Learner 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 (PSP). For students who exit the EL program status based on reaching attainment on the annual ACCESS assessment, the end date should be June 30 of the year in which the student reached attainment.

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.

There are two additional reports available for districts to ensure English Learner data is accurate. The reports are located via KY State Reporting | KDE Reports | QA English Learners or Tool Search: QA English Learners. The available options are on the reports landing page and are described below:

- Reach ACCESS Attainment Prior Error Report provides a list of students who are indicated as EL but reached attainment on a prior ACCESS assessment.
- No Prior ACCESS Attainment Error Report provides a list of students who are not indicated as EL but have not previously reached attainment on a prior ACCESS assessment. NOTE: This report will list students who have been determined as EL misidentified. The date for this field will be highlighted in orange and can be disregarded.

Districts are encouraged to generate these reports in addition to the English Learner extract error/warning report and conduct data quality checks to ensure reports are error-free. The English Learner Extract Report can be found in Infinite Campus via KY State Reporting. Users must be granted access to these reports by the district's Campus administrator.

For the EL reporting timeline, reference Section G of the English Learner Data Standard. For questions or concerns, contact Margalee Conlee by email.

Tableau Behavior Visualizations Updates

Submitted by Daniel Bradley

The Kentucky Department of Education introduced three new Tableau Behavior Visualizations in March. These are now available to district users and include:

- Annual Percentage of Students Referred: Displays the percentage of students with any behavior referral based on selected parameters.
- Event Analysis Percent: Provides event analysis of referrals per 100 students, categorized by location, day, month, and time, based on selected parameters.

- Resolution Analysis Percent: Offers resolution analysis of referrals per 100 students based on selected parameters.

In addition to the new visualizations, the update included a fix to the download format of *Data* option to output the correct numerator and denominator in all behavior views. The Tableau visualizations can be accessed through your district's Infinite Campus site (Tool Search: "Tableau"). For questions or assistance with Tableau or data visualizations, contact the KDE Data Services.

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date

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
04/17	KSIS Infinite Campus End-Of-Year Training	KSIS 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
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	Crystal Darnell	Ashley Krasneski
Fred Barton	Melissa Davis	James Reed
Phil Bigard	Shauna Dunham	Michael Sivils
Pat Black	Bradley Howard	Sriharsha Vejella
Robbin Bond	Candy Johnson	Anthony Walters
Daniel Bradley	Lisa Keeter	Carrie Winters

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