KSIS & More

Link to download the new Data Extract Utility Client

Click here to download the new Data Extract Utility Client. The Data Extract Utility client allows data extracts to be saved to district workstations on a scheduled basis.

For more information, consult Setting Up the Data Extract Utility Client documentation (Campus login credentials needed) located on Campus Community. For information about the Data Extract Utility Client presented at the Infinite Campus @Kentucky Interchange, click here. Campus login credentials will be required to access the documentation and the recorded information.

Cloud migration

The first phase of the Infinite Campus/KSIS Cloud Migration is complete, with 121 districts and State Edition now residing in the cloud.

For districts migrating during spring or summer break, consult the readiness guide on the KSIS Cloud Migration webpage for considerations and tasks to complete prior to migration.

Civil Rights Data Collection update

The Federal Office of Civil Rights (OCR) anticipates the submission tool to open in late January or early February. OCR will confirm the opening date and provide notification. Schools and districts should start collecting the required data but should wait for Kentucky Department of Education (KDE) instructions before entering the data into the Civil Rights Data Collection (CRDC) system.

Once the CRDC system opens, KDE will load data and provide districts with a two-week period to validate the data. At the end of the validation period, KDE will reload the data with any necessary updates.

The file KDE loads to CRDC will overlay any previously loaded data. After the second KDE data load, districts will be free to enter data and KDE's assistance will be complete.

Schools and districts must enter those elements that KDE does not collect at the state level. For details on these data elements, see the workbook CRDC FFS Element Layout 2015-16 . The workbook includes two tabs: LEA Needs to Provide and School Needs to Provide.

Ad hoc reports to assist with data verification are available in the State Published folder in Campus. The reports pertain to course information for Algebra I, Algebra II, Geometry, Advanced Mathematics, Calculus, Biology, Chemistry, Physics, International Baccalaureate and AP courses. Verify program level information like LEP, Special Education and Gifted through the local coordinators who validated data previously reported to KDE.

The KDE CRDC Web page will be updated as new information becomes available. Address questions about the CRDC to KDE's CRDC point of contact Candy Johnson by email.

Data Calendar list

For awareness purposes, the monthly Data Calendar list 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 that data is verified and available prior to the Due to KDE date.

Due to KDE	Report	Contact
1/15	Kentucky Educational Excellence Scholarship (KEES) (Early Graduates)	raymond.carter@education.ky.gov
2/20	Growth Factor (January)	ronda.devine@education.ky.gov
2/28	Local Educator Assignment Data (LEAD) Spring	cghord@ky.gov
3/1	Preschool Enrollment Count (Spring)	annie.rooney-french@education.ky.gov
3/1	Support Education Excellence in Kentucky (SEEK) Final Calculation per Budget Language	chay.ritter@education.ky.gov
3/31	Technical Education Database System (TEDS) (Second Semester/Trimester)	kiley.whitaker@education.ky.gov

KSIS mid-year training

KDE will provide mid-year 2016-17 KSIS training on Jan. 12. The sessions will be broadcast live through the KDE Media Portal. Limited seating for the training will also be available in the KDE State Board Room in the 300 Building, 300 Sower Blvd., Frankfort. For the agenda and registration, go to the KSIS Training webpage. As soon as the presentation slides are complete, they will also be available on the KSIS Training webpage. EILA credit will be awarded for participation.

Course code changes for 2017-18

Many changes are being made to courses for school year 2017-18. When the changes are complete, KDE will provide updated academic course code lists and supporting documents on the Kentucky Uniform Academic Course Code webpage.

Contact Kiley Whitaker by email for CTE questions and Caryn Davidson by email for other course code questions.

Dual Credit Scholarship spring submission

Prior to Jan. 30, submit all full year dual credit courses for the Dual Credit Scholarship spring submission to KHEAA. Before submitting your data, be sure to mark dual credit courses using the difficulty level dropdown and verify that your data is correct.

For additional information and resources, go to the KSIS-KHEAA webpage. Send questions about scholarship requirements to Kiley Whitaker by email.

Accuracy of AP, dual credit and IB course setup affects student scholarship money

Please share this information with high school counselors and registrars.

Please verify that the correct difficulty level has been selected for AP, dual credit and IB courses. The Kentucky Higher Education Assistance Authority (KHEAA) uses transcript entries to determine which students are taking advanced level courses when calculating Kentucky Education Excellence Scholarship (KEES) awards. If the school has assigned a difficulty level to a course before running the Transcript Post tool, the resulting transcript entries will contain the difficulty level.

Several state published ad hoc filters can help identify courses that need to be fixed, i.e. "curriculum AP-Possible AP courses w/o other indicators" lists courses with AP in the local course title that do not have a difficulty level selected. Please click here for a full listing of filters.

If school personnel manually create transcript entries, remember to add difficulty level for AP, dual credit or IB courses. When a student changes districts, the counselor should edit the imported transcript entries to add difficulty level to AP, dual credit and IB courses.

Resources to help school volunteers learn about their responsibilities under FERPA

PTAC has released a new video to help school volunteers learn about their responsibilities to protect the privacy of student information and a corresponding brochure that schools can use to notify their volunteers of their legal responsibilities and get a signature to show that they understand. The video can be found at https://www.youtube.com/watch?v=HAU-aMqzxZE. The brochure can be found here.

2017 Infinite Campus release schedule

The 2017 Infinite Campus release schedule is available on the KSIS Home webpage. All updates are scheduled to occur on the second Wednesday of the month with the exceptions of August and December. The update for these months will occur on the first Wednesday of the month to reduce the impact on school districts during critical data entry periods.

Office of Education Technology
Division of School Data Services

David Couch, Associate Commissioner; DeDe Conner, Director; Linda Burton, Assistant Director

Ryan Adcock	*Becky Jenkins*
Phil Bigard	*Ericka Jenkins*
Jessica (Jessi) Carlton	*Candy Johnson*
Raymond Carter	*Lisa Keeter*
Matt Coffey	*Lyndsey Robinson*
Shale Detwiler	*Mandy Schramm*
Maritta Horne	*Michael Spence*

IMS News You Can Use *begins on Page 4*

IMS News You Can Use

January 2017

Instructional Management System (IMS) News, a supplement to the KSIS & More newsletter, is focused on IMS & Educator Development (ED) data quality. IMS & ED data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

CIITS upgraded to version 18.0

CIITS was upgraded to version 18.0 on Dec. 9 and includes the following enhancements and capabilities.• TestNav 8, the summative assessment engine, delivers assessments.

- TestNav supports a student's Personal Needs Profile (PNP) and delivers an online testing experience based on his/her accommodation needs.
- TestNav 8 Equation Editor provides an intuitive and easy-to-use equation editor.
- All textboxes that support formatted text utilize an updated rich text editor.

- KPI display can be filtered based on grade range at the user's default institution.
- A new single-page experience assists users to create instructional materials.
- Users can add custom content sections to the instructional materials they create and edit.
- Users can export instructional materials as Microsoft Word documents.
- When searching Item Central or building express tests, teachers can exclude items included in tests scheduled in the current year.

External resources in the IMS – KET custom tab renamed KET-PBS LM

There are almost 110,000 external resources available in the IMS from Kentucky Education Television (KET) Public Broadcasting Service (PBS) Learning Media. They are now located under the KET – PBS LM tab. To locate these resources scroll over Classrooms, click on Instructional Materials, click Search then click on the KET – PBS LM tab.

Updated data in the IMS

2015-16 Career and Technical Education (CTE) data including updated KOSSA, ASVAB, WorkKeys and Industry Certification are available in the IMS.

Job categories for completion of Summary of Evidence

To complete the Summary of Evidence in the Educator Development Suite (EDS), certified staff must receive the proper job category assignment. Educators must be set up correctly in Infinite Campus to receive a job category.

The following reports can be found in Infinite Campus District Edition under Index, KY State Reporting, KDE Reports and should be used by districts to ensure data is correct and certified staff are aligned to a job category for the 2016-17 school year.

- The CIITS Job Category Report will list persons who are set up correctly and their respective job category based on the Type/Alternate value(s) and (if set) the Evaluation Override on their active District Assignment records. Refer to the Job Category Setup for Cer-

tified Staff QRC for information on setting up certified staff.

- The CIITS Job Category Exception Report will list any person not aligned to a job category due to improper setup of the Type/Alternate Type value(s) on the person's active District Assignment record. This report will also display any users who have different Type/Alternate Type values between schools where the Evaluation Override needs to be set. Refer to the Correcting CIITS Job Category Exceptions QRC for information on each exception and corrective action.

For assistance on job categories and proper Infinite Campus setup for certified staff, please contact Michael Spence by email.