



KSIS & More

Early Warning tool update

The Campus.1717 release added print/export functionality to the Early Warning list screen and a link to the Student Summary tab from the student detail screen. See the [Early Warning Tool GRAD Score Summary](#) for a description of data elements that make up the GRAD score and a visual of the Early Warning framework.

KDE, with input from an advisory team representing 12 districts, continues collaboration with Infinite Campus to enhance the Early Warning tool. Anyone interested in joining the district advisory team should contact Judi Vanderhaar by [e-mail](#). Adding information on the factors influencing the GRAD score is the next priority.

Since Early Warning functionality is currently limited to grades 9-12, middle and elementary schools should continue to use KY State Reporting > KDE Reports > Persistence to Graduation report to identify as early as possible those students potentially needing intervention. Review the slide deck from the presentation [Moving from Reaction to Prevention Early Warning & Persistence to Graduation Tools](#) for an overview of both tools, their limitations, and research on interventions for all students including students at risk of dropping out. Click [here](#) to subscribe to the Persistence to Graduation listserv and to receive the monthly e-newsletter.

2017 Persistence to Graduation summit

KDE will host the 2017 Persistence to Graduation Summit on June 14-15 at the Lexington Convention Center. A poverty simulation and debrief will be held the evening of June 14 followed by a networking event and reception. June 15 will include breakout sessions on topics including alternative education, chronic absenteeism, culture and climate, credit recovery, trauma-informed practices, universal design for learning, growth mindset, implicit bias, project-based learning, and community partnerships. Click [here](#) to register. If you have any questions about the summit, please contact Donna Deal by [e-mail](#). Click [here](#) to subscribe to the Persistence to Graduation listserv and to receive the monthly e-newsletter.

2017-18 Dual Credit Scholarship

[HB 206](#), enacted by the General Assembly this year, changes Dual Credit Scholarship administration moving forward into SY 2017-18. Therefore, data entry and reporting processes will differ from last year. Recent updates to the Dual Credit Data Standard capture these changes.

The Dual Credit report used to submit student information to KHEAA is also undergoing changes. District contacts will receive updated report directions when complete. The new requirements for the Dual Credit Scholarship include submission of a student's email and

home address in the file uploaded to KHEAA. Districts not currently collecting or entering these data elements in Infinite Campus should note this new requirement for the 2017-18 school year. In addition, the Roster Batch Edit tab of the Course Section now includes a new Dual Credit drop list. This allows student-level dual credit identification when the section roster includes both dual credit and non-dual credit students.

For directions and more information, please visit the [KSIS-KHEAA webpage](#).

In This Issue

Page 1	Page 2	Page 3	Page 4	Page 5	Page 6
Early Warning tool	Successfully closing out SY 2016-17	Meal status data	Running the Keys Report	<i>IMS News You Can Use</i>	Staff Directory
Persistence to Graduation summit	Title 1 end-of-year reminders	Kindergarten code	Data Calendar list	Service lead contact	
2017-18 Dual Credit Scholarship	eTranscript	End of year resources		Senate Bill 1 update	
	New Foster Care tab	Student health data		Past students & Report Bank video	
		Cloud migration		Summary of Evidence	
		Training		ACT National Assessment data	
		Transition to adult life		Roll over to 2017-18 and viewing future students	

Reminders for successfully closing out SY 2016-17

Enrollment Roll Forward

- Use the Enrollment Roll Forward tool to roll forward currently enrolled students to the school they will attend next year.
- If enrollments were rolled forward prior to the end of school to build schedules, the 2017-18 enrollments should be updated by running the Enrollment Roll Forward tool again to roll forward any students who enrolled after the previous roll forward.
- Run the Enrollment Cleanup Wizard to remove 2017-18 enrollments for any students who withdrew prior to the end of school.
- Districts may submit a support ticket requesting Infinite Campus to run the Kentucky Enrollment Update Script to update state reporting and special education fields on the Student Enrollment tab. For ease of identification, the subject line of the ticket should be “KY Enrollment Update Script.” This is not mandatory; however, if a district opts to have the script run, submit the request by July 15. Do not change Active year until after Infinite Campus Support runs the script.

Enrollment reminders

- Post all grades and roll forward enrollments prior to ending student enrollments.
- Update any primary enrollments with an E98 temporary start status to the correct status.
- Generate the Enrollment Overlap report and correct

all overlapping primary enrollments of more than one day. There should be no overlapping primary enrollments within a district.

- Before entering enrollment end dates, generate and securely save all locally run reports that pull only active students.
- Generate and securely save a copy of the Student Health Immunization report before entering enrollment end dates. (Student enrollment end dates have no impact to most state reports; however, the Student Health Immunization report will exclude any student with an enrollment end date.)
- Enter an enrollment end date and status for all students actively enrolled on the last day of school.

Active Year

- Change the active year as soon as there is a need for portal users to have access to the 2017-18 schedules and data. Active Year controls the data visible on the parent portal and the enrollment record highlighted on the enrollment screen.
- You may want to limit access to 2017-18 data on the parent portal until student schedules are complete. To limit access on the parent portal, follow this path — System Administration | Portal | Preferences — and uncheck anything that should not be displayed during the summer.

Contact Becky Jenkins, Division of School Data Services, by [email](#) if you have any questions.

2016-17 Title I end-of-year reporting reminders

Update and verify all Title I data in Infinite Campus by June 30. KDE will extract Title I data from the Infinite Campus Reporting Warehouse the week of July 3 for state and federal reporting.

Reminders for end-of-year reporting:

- Title I Status in Infinite Campus should match the Title I Status displayed on the 2016-17 [School Report Card](#). To update and verify the Title I Status, reference [Title I data standard](#), Section 25A.
- Title I Targeted Assistance programs must complete data on the Title I Services tab for all students who received Title I services during the current school year. Reference the [Title I data standard](#), Section 25B.

For questions regarding Title I data entry, contact Cathy Lazarin by [e-mail](#) or phone 502-564-3791, ext. 4006.

eTranscript

New enhancements are coming to the Parchment platform this summer. Read about the new features in this month's [Parchment newsletter](#).

Reminders: Final transcripts should not be generated until graduation dates have been posted. Colleges do not consider the transcript final unless it includes graduation date. Please remember that students become “alumni” on August 1 following graduation; transcripts are subsidized for students but that ends on July 31.

New Foster Care tab

The Campus.1717 release added a Foster Care tab to the Student Program Participation toolset, allowing districts to track students placed in foster care. ESSA requires districts

to begin tracking this information beginning in SY 2017-18. KDE will provide guidance and data standards for this data collection prior to the beginning of the school year.

Meal status data validation and preparations for SY 2017-18

In preparation for the end of year, districts should validate meal status data between Infinite Campus and their food service point-of-sale (POS). Slight differences may occur between the two systems' free/reduced numbers but the percentages should closely match. Meal status is a key component in many federal and state reports.

By July 1, districts* should update the IC Eligibility Import Wizard in FRAM to prepare for the new SY 2017-18 and ensure the continued successful import of meal status from the food service POS. The Eligibility Import Wizard will not change this year and the update process is straightforward. Failure of a district to make accurate, timely updates to the Eligibility Import Wizard mapping will result in corruption of prior school year data.

Click [here](#) for the 2016-17 end-of-year training presentation, Data Synchronization: POS and IC, with accompanying notes on data validation and the update process. If you have questions about validating meal status data or updating the Eligibility Import Wizard, contact Brad Blunt by [email](#).

*Updating mapping is not applicable to districts that are fully participating in the Community Eligibility Provision or using Infinite Campus as their POS.

Keep your school's Kindergarten code up to date in Infinite Campus

Update the Kindergarten code whenever a school's kindergarten program changes. The Kindergarten code indicates whether a school offers full or half-day kindergarten or both and is located at System Administration > Calendar > Calendar > Grade Levels. A user with required tool rights must select '00' in the Grade Level Editor and choose the appropriate Kindergarten Code from the drop list.

Review and update student health data by June 1

Districts have until June 1 to review and update student health data in Infinite Campus in preparation for 2016-17 year-end data extraction by KDE. Student health data includes immunization certificate information and student health conditions, exams and screenings. This year, KDE will also pull Health Office Visit data for districts using this feature. Find instructions for entering required health information on the [School Health Services Infinite Campus Information webpage](#).

Upcoming training opportunities

See the [KSIS Training](#) page for more information about upcoming training opportunities.

- June 6-8 – Fundamentals of Campus Database, Frankfort, \$900
- July 17-21 – Mastering the Fundamentals of Campus, Lawrenceburg, \$750
- July 19-20 – 2017-18 beginning-of-year KSIS training

Transition to adult life data requirements

Districts are encouraged although not required to give the [Annual Senior Transition Survey](#) to 2016-17 senior students. The survey collects a student's plans for the future and, more importantly, each student's contact information. The [KSIS Other Information](#) web page contains the link to the Annual Senior Transition survey.

If you have any questions about the Annual Senior Transition survey, contact Kiley Whitaker by [email](#)

End of year resources

Check out the KSIS webpages listed below for valuable resources to help with state reporting and closing of the 2016-17 school year.

- [KSIS Data Standards](#) – data entry guidelines to ensure accurate reporting of student data
- [KSIS Training](#) – videos and presentation materials from SY 2016-17 end-of-year training session.
- [KSIS Other Information](#)
 - State reporting deadlines, submission processes and contacts
 - State Reporting Quick Reference Guide
 - State published ad hoc filters
 - End-of-year checklist

Cloud migration

The Infinite Campus private cloud now hosts 138 Kentucky school districts. Migration of the 40 remaining districts is scheduled for June and July.

The KSIS/IC point of contact, CIO/DTC, and food service lead of districts awaiting migration should thoroughly review the [Kentucky IC Migration Readiness Guide](#) on the [KDE KSIS Cloud Migration webpage](#). Use your district's Campus Community support case (Subject: Move to Campus Cloud) to ask questions and provide requested information to Campus support.

For more information about the Infinite Campus private cloud, visit the [KDE KSIS Cloud Migration webpage](#) or contact Lisa Rhoton, Campus client executive, by email at lisa.rhoton@infinitcampus.com.

Tips for running the KEES report

- Run the KEES Data Error Report and correct identified errors.
- Run the KEES – Spring Graduates w/Wrong Diploma Period ad hoc filter and correct the diploma period for students returned in the results. The filter produces no results when the diploma period for all spring graduates is correct.
- **Selecting the Date Range of the report**
- The beginning date can be the first day of the school year or January 15.
- Set the end date one day prior to the year-end enrollment end date assigned to all students. If the graduates have an earlier end date than all other students, use the day before the graduates' enrollment end date.

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	KDE Contact
6/1	Health Reports	angela.mcdonald@education.ky.gov
6/1	Immigrant	gary.martin@education.ky.gov
6/1	Limited English Proficient (LEP)	gary.martin@education.ky.gov
6/15	Technical Education Database System (TEDS) (End of Year)	kiley.whitaker@education.ky.gov
6/15	Special Education (SPED) - Indicator 11 & 13 Spreadsheet	amy.patterson@education.ky.gov
6/30	Amended School Calendar	cheri.meadows@education.ky.gov
6/30	Extended School Services (ESS) (Regular)	april.pieper@education.ky.gov
6/30	Kentucky Education Excellence Scholarship (KEES) (Regular Graduates)	raymond.carter@education.ky.gov
6/30	Original School Calendar	cheri.meadows@education.ky.gov
6/30	School Safety Report, including Special Education Behavior Reporting	windy.newton@education.ky.gov
6/30	School Report Card- Data Files	kelly.whitlow@education.ky.gov
7/31	Graduation Codes	cheri.meadows@education.ky.gov
7/1	WorkKeys	kiley.whitaker@education.ky.gov
7/8	Certification of School Bus Mileage	chay.ritter@education.ky.gov
7/1	Tax Collection Reports	chay.ritter@education.ky.gov
7/17	Special Education (SPED) - Interim Alternative Educational Setting (IAES) Spreadsheet	amy.patterson@education.ky.gov
7/17	Special Education Exiting Data	amy.patterson@education.ky.gov
7/25	Annual Financial Report and Balance Sheet (Unaudited)	chay.ritter@education.ky.gov
8/15	ACT: Graduates (last taken not highest score)	raymond.carter@education.ky.gov
8/15	Family Resource and Youth Service Centers (FRYSC)	tonya.cookendorfer@ky.gov
8/15	Kentucky Online Testing (KYOTE)	raymond.carter@education.ky.gov

IMS News You Can Use *starts on Page 5*



IMS News You Can Use

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.

Instructional Management System (IMS) and Educator Development Suite (EDS) Service Lead

Please direct IMS and EDS inquiries to Lyndsey Robinson, by email at lyndsey.robinson@education.ky.gov. Lyndsey is assuming the service lead role following the retirement of Maritta Horne who served in this capacity since the systems' initial implementations. KDE is very grateful for Maritta's dedication and service to Kentucky's schools and districts.

Senate Bill 1 update for the EDS

The EDS section of CIITS will still be available for the 2017-18 school year. The KDE is engaged in a request for proposal (RFP) process seeking a replacement for EDS that will align with the "state framework for teaching," and provide an optional, no-cost system for district use. It is anticipated that the replacement for EDS will be available for the 2018-19 school year.

Summary of Evidence (SOE) in EDS

Principals of schools using EDS for SOE, needs to ensure she/he can login and see educators with the correct job category.

For SOE to be archived for future viewing, it must be in completed status by June 30.

For information on the correct setup and contact information, view the supplemental slides from the Kentucky Student Information System end-of-year training available on the [KDE KSIS Training](#) webpage.

Roll over to SY 2017-18 and viewing future students

In early July, the IMS and EDS production site will roll over (transition) from the 2016-17 calendar (including sections/enrollments) to the 2017-18 calendar year. KDE will provide communications that include the exact dates.

While users will be able to access the system during the roll over, they should be aware that during the transition, the student/section information will look and function differently

During the week of the roll over:

- users may create assessments, curriculum and lesson plans but should not schedule them because they are tied to the calendar/enrollments, and
- Users will not be able to access the new Educator Development windows until the transition is complete.

Following the rollover:

- students will not be able to view their schedules in IMS because the feature will be turned off, and
- if teachers, students and sections are setup properly in Infinite Campus, teachers will be able to view their future students for scheduled sections.

For details, refer to the Quick Reference Card (QRC) for [Viewing Future Students](#)

Past students & Report Bank video

Teachers needing to access student data when school is out can use the IMS Classrooms, and School & District Data modules. Learn how to use these convenient tools by watching the [Past Students & Report Bank video](#).

Updated ACT National Assessment data in the IMS

The 2016-17 ACT National Assessment Data has been updated in the IMS. To access this data roll your cursor over the School & District Data tab and click on Pre-Formatted Reports, choose the correct year and assessment, then run the report.

Submit any questions or concerns regarding data and reporting in the IMS by email to kdeciitsmailbox@education.ky.gov.

Office of Education Technology
Division of School Data Services

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

*Ryan Adcock
Jessica "Jessi" Carlton
Raymond Carter
Matt Coffey
Margalee Conlee
Shale Detwiler
Becky Jenkins*

*Ericka Jenkins
Candy Johnson
Lisa Keeter
Lyndsey Robinson
Mandy Schramm
Michael Spence
Kelly Whitlow*