



# KSIS & More

## Guidance for missing children notifications

It is imperative that principals who receive missing children notifications from KDE comply with [KRS 156.495](#) and [KRS 158.032](#) by [flagging](#) the student's educational records in Infinite Campus to ensure all appropriate school and district personnel are aware of the situation. If your school is not the student's last known school of enrollment, please contact [Victoria Fields](#) immediately to ensure notification of the correct school/principal.

The school or district shall **immediately report** to local law enforcement or the Kentucky State Police if any of the following occurs:

- ▶ Someone in the school or district knows of the student's whereabouts;
- ▶ The identified student is currently present at the school; or
- ▶ An individual or another school requests the student's records.

The Family Educational Rights and Privacy Act (FERPA) is not intended to be an obstacle in addressing emergencies and protecting the safety of students. Missing children and runaways should be considered as an emergency, and school officials should contact law enforcement **immediately** if any of the three above situations occur. For more guidance on FERPA and the disclosure of student information in an emergency or disaster, click [here](#).

When principals receive a Notification of Cancellation, they should end date the IC Missing Child flag in the student's record.

Ninety-four districts have created the standard Missing Child program flag. Each district needs to define this flag for use by principals in flagging student records in Campus.

The [KDE Missing Children website](#) has instructions for creating and using this flag along with additional resources and guidance.

Please see important contacts for missing children listed below.

Kentucky State Police:

Tracy D. Hall

[Tracyd.hall@ky.gov](mailto:Tracyd.hall@ky.gov)

(502) 564-1020

Shayla Overturf

[Shayla.overturf@ky.gov](mailto:Shayla.overturf@ky.gov)

(502) 564-1020

KDE:

Victoria Fields

[Victoria.fields@education.ky.gov](mailto:Victoria.fields@education.ky.gov)

(502) 564-4772, ext. 4015

Windy Newton

[Windy.newton@education.ky.gov](mailto:Windy.newton@education.ky.gov)

(502) 564-5130, ext. 4063

## Training opportunities

- ▶ Infinite Campus Kentucky Offerings – register via Infinite Campus University (ICU)
  - March 13-17 – Mastering the Fundamentals of Campus, CCR-4100, KDE, 300 Sower Boulevard, Frankfort, \$750.00
  - April 20-21 – SQL Reporting Services, SY3196, 1621 Southtown Blvd., Owensboro, \$450.00
- ▶ Spring KSIS user group meetings – see the KSIS Training webpage for locations, registration and details
  - March 21-24 – eastern locations
  - March 28-31 – western locations
- ▶ KSIS 2016-17 end-of-year training – see the KSIS Training webpage for registration and details
  - April 27-28 – KDE Media Portal and KDE State Board Room, Frankfort

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# Cloud migration

With cloud migration, most districts will need to make changes to their Infinite Campus-related data extracts and imports. Preparing for these changes can take several days, so it is important to review the processes well in advance of the scheduled migration date.

- ▶ Review the Data Extract Utility Set Up to see extracts that are currently in use – System Administration > Data Utilities > Data Extract Utility
- ▶ Review FRAM Scheduled Imports to identify current food service-related imports – FRAM > Eligibility Import Wizard > Scheduled Imports
- ▶ Check the IC Cloud Migration

District Readiness Guide on the [KSIS Cloud Migration webpage](#) or contact Campus Support to determine what changes will be necessary.

The new Data Extract Utility Client provides an automated data extract tool to transfer data via a flat file from Infinite Campus servers to district servers, from which data can be uploaded into third party software. The Client provides districts with the flexibility to change their data extracts without requiring coordination with Campus or KDE, does not require any additional software, and will not be affected by the eventual retirement of the secure VPN connection between Campus and Kentucky.

Review the description of the Pull Delivery Mode in the [Data Extract Utility documentation](#) in Campus Community for more information.

The Campus mobile app will receive important updates by the end of March.

A notification will be sent to app users that an update is available. Once the app is updated, users will need to reselect their district from within the app.

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@infinitecampus.com](mailto:lisa.rhoton@infinitecampus.com).

## Thank you for responding to our survey!

Thanks to the KSIS, IMS (CIITS), and Data points-of-contact for providing feedback on a survey of what we did well and could have done better in 2016, and goals you would like to see achieved in 2017. Your input is very helpful as we analyze our work and set priorities.

Communication, training, and helpfulness again were the most frequently mentioned well-done items followed by IMS (CIITS) and Infinite Campus product improvements. In regard to communication, you asked us to better coordinate and ensure the right people get the message.

Top goals for 2017 included suggestions for product functionality improvements in Infinite Campus, more reports and templates, and a single sign-on. The CIITS goals included continued refinement of the user experience, single sign on, and enhanced search for teacher resources.

Your feedback was clear that communication and training are top priorities in 2017. We appreciate the kind remarks and the suggestions for how we can improve services offered to districts. Although we send an annual survey, please feel free to reach out at any time to share feedback and suggestions. Send your suggestions to DeDe Conner, chief data officer, by [email](#).

## Student voice

### Administration in Infinite Campus ends March 1

The Infinite Campus student voice administration period for the 2016-17 school year will end on March 1. After the administration period ends, automatic educator assignment and survey generation will not run.

The Student Voice Survey – Progress Monitoring custom report will help with auditing the status of student voice completion. [See the Student Voice – Progress Monitoring Quick Reference Card for a description of the report.](#)

For more information about how to administer student voice, contact Zack Marinelli by [email](#) or telephone at (502) 564-1479, ext. 4007. For technical assistance, contact Shale Detwiler by [email](#) or telephone at (502) 564-2020, ext. 2279.

### Viewing results in Educator Development Suite and Campus

Results for student voice surveys that ended between Sept. 1 and Dec. 23 are available in the Educator Development (EDS) Fall 2016 Results window. Results for surveys ending between Dec. 24 and March 1 will be available in the EDS Spring 2017 Results window by mid-March. For instructions to view student voice results in EDS, refer to the [Leadership: Viewing Student Voice Results Quick Reference Card](#).

For instructions to view student voice results in Campus, refer to [Infinite Campus: Student Voice – Teacher Results Quick Reference Card](#).

# 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
3/1	Preschool Enrollment Count (Spring)	<a href="mailto:annie.rooney-french@education.ky.gov">annie.rooney-french@education.ky.gov</a>
3/1	Support Education Excellence in Kentucky (SEEK) Final Calculation per Budget Language	<a href="mailto:chay.ritter@education.ky.gov">chay.ritter@education.ky.gov</a>
3/31	Technical Education Database System (TEDS) (Second Semester/ Trimester)	<a href="mailto:kiley.whitaker@education.ky.gov">kiley.whitaker@education.ky.gov</a>
4/1	Educational Enhancement Opportunity (EHO) Data	<a href="mailto:cheri.meadows@education.ky.gov">cheri.meadows@education.ky.gov</a>
5/30	Tentative Budgets	<a href="mailto:chay.ritter@education.ky.gov">chay.ritter@education.ky.gov</a>
5/31	Certification for Transportation for Daily Trips	<a href="mailto:chay.ritter@education.ky.gov">chay.ritter@education.ky.gov</a>
5/31	Certification for Transportation for Home Trips for Resident Pupils	<a href="mailto:chay.ritter@education.ky.gov">chay.ritter@education.ky.gov</a>

## Office of Education Technology Division of School Data Services

David Couch, Associate Commissioner

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Candy Johnson  
Lisa Keeter  
Lyndsey Robinson  
Mandy Schramm  
Michael Spence



# 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.

## February IMS webcast

For links to the recorded February IMS webcast and related materials, visit the [CIITS Training page](#). The session covered the following topics:

- ▶ GradeCam;
- ▶ STAR K-Prep Indicator;
- ▶ MAP data;
- ▶ Update Report Bank;
- ▶ Kentucky Educational Television (KET) – Public Broadcasting Service (PBS) Learning Media (LM) Resources with Brian Spellman (For more information, see the article [New KET - PBS LM Resources in the IMS](#));
- ▶ TestNav 8; and
- ▶ IMS resources.

### New KET - PBS LM Resources in the IMS

The Instructional Management System now includes 10,000 additional premium resources from Kentucky Educational Television (KET) – Public Broadcasting Service (PBS) Learning Media (LM) with a focus on Early Childhood, STEM, Social Studies and Spanish Language.

## Star K-PREP Indicator in the IMS

Renaissance Learning now has a K-PREP indicator for Star Reading and Math grades 3 through 8 in the Instructional Management System (IMS). This indicator has been added to the Star Reading and Mathematics Analysis reports in the IMS Report Bank. For a screen shot of these reports and others located in the IMS Report Bank see the [IMS Report Bank Samples document](#). To locate the reports scroll over the School & District Data tab and click on Report Bank, click on the plus sign next to Star Reports and click on either \*Star Mathematics Analysis or \*Star Reading Analysis to run a report.

## Learn about the IMS at KySTE

The March 8-10 KySTE annual spring conference in Louisville includes four sessions on the Instructional Management System (IMS). See session times and descriptions. To register for KySTE, click [here](#).

Wednesday, March 8 – Taking Data to the Next Level in IMS

Learn about the three IMS modules – School & District Data, Classrooms and Assessment Admin.

- ▶ 10:30 a.m. - School & District Data module  
Leadership, specialist, analyst and teachers all have access to a variety of reports within the IMS. See reports available in the school and district report banks. Learn how to run pre-formatted reports and how to create custom aggregate and analysis spreadsheet reports. Also, learn how leadership can publish reports to the district bank, school bank or to teachers via the Classrooms module.
- ▶ 12:30 p.m. – Classroom module  
Teachers and students have access to Student Workspace, an online portfolio, where students can upload work and teachers can manage and organize work via the IMS. Through the Classrooms module,

teachers can search and find instructional materials, create lesson plans and manage student groups. Learn how teachers can access reports through Student Performance and Leadership can access the Curriculum Manager via the Classrooms module.

- ▶ 1:30 p.m. – Assessment Admin module  
See the different types of assessments teachers can create. Learn how teachers create, co-author and find assessments and assessment items, print student usernames and passwords, monitor assessments via the dashboard, launch an assessment within GradeCam and view assessment results. Also, see a quick overview of the new TestNav 8!
- ▶ Friday March 10 - Data Dashboards and Tools in IMS  
Learn how districts, schools and teachers use dashboards and tools to analyze and interpret data to improve instruction and student performance. Learn how Key Performance Indicators (KPIs) in the system provide critical data elements to help inform the strategic school and district comprehensive improvement plans. See reports available in the school and district report banks.