



# KSIS & More

## Final eTranscripts checklist

Please share this information with your high school counselors and staff who define or set-up courses.

Below is a checklist of items to consider as your school processes final transcripts at the end of the school year.

- ✓ Before posting to transcript, run the State Published ad hoc filters below to ensure Difficulty Levels are set up properly on your courses. Improper set up can result in reduction of a student's KEES scholarship money. Path: Ad Hoc Reporting > Data Export > State Published >
  - student AP Course Code with No Difficulty Level (Advanced Placement courses setup)
  - student AP Difficulty No AP Course Code (Advanced Placement courses setup)
  - curriculum Dual Credit Courses (To verify Dual Credit course setup)
- ✓ Make sure all potential graduates are registered at [www.parchment.com](http://www.parchment.com)
- ✓ Double check registration codes and the registration status of your students
- ✓ If you do not utilize registration codes, send an announcement to remind students they must request to send their final transcript to a college or university via [www.parchment.com](http://www.parchment.com)
- ✓ Check your Parchment administration account often to ensure you are keeping up with incoming requests
- ✓ Consider taking all seniors to the computer lab during the last weeks of school to submit their final transcript request

## SAAR due by June 30

All Kentucky school superintendents must submit the Superintendent's Annual Attendance Report (SAAR) to the commissioner of education on or before June 30 of each year. The report generates a summary of the district's aggregate attendance data for the entire school year and is the basis to determine funding. The SAAR provides data for calculating the school district's enrollment, membership, average daily membership (ADM), percent of attendance, home and hospital average daily attendance (ADA), and adjusted average daily attendance (AADA). Research and district data verification also utilize SAAR data.

Districts are strongly encouraged to verify and submit their report prior to the due date. This will allow time for KDE's Division of District Support to assist districts through the submission process if needed. Submit the SAAR through the [KDE web page application](#).

For detailed information about the process, visit the KDE [SAAR webpage](#) or refer to the 2016-17 end-of-year presentation on SAAR submission published on the [KSIS Training page](#). For assistance, contact Ronda Devine by [email](#) or telephone at (502)564-5279, extension 4444.

## Ensuring accuracy of state course codes for 2017-18

KDE deprecated many state course codes for SY 2017-18. To identify state codes that need to be updated, run the Missing or Invalid State Codes report found under KY State Reporting > KDE Reports for your 2017-18 courses. Refer to [Deprecated Course Codes and What to Use Instead](#) and other documentation on the [Kentucky Uniform Academic Course Codes webpage](#) to select the appropriate state code for courses.

Please contact Kiley Whitaker by [email](#) for CTE questions and Caryn Davidson by [email](#) for other course code questions.

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# Cloud migration

Twelve districts with on-premise Campus servers successfully migrated to the Infinite Campus private cloud during the first week of April, bringing the total number of districts that have migrated to 137. If your district is one of the 41 that have not yet migrated, please ensure that your KSIS/IC point of contact, CIO/DTC, and food service lead thoroughly review the information in 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 any questions.

Server hardware will be decommissioned following the migration of districts with on-premise Campus servers. Key things to note:

- Production URL re-directs will be in place for a minimum of 90 days post-migration.
- 90 days post-migration or later, Campus will start the decommissioning process with a secure wiping of the data from the drives on the server.
- At the completion of all district migrations, Campus subcontractors will remove all Infinite Campus hardware from district KEN racks.

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).

## Verify data for SEEK At Risk ADM before June 16

KDE will pull 2016-17 SEEK At Risk average daily membership (ADM) data on June 16. Districts should begin data validation by generating the SEEK At Risk ADM report available in Infinite Campus under KY State Reporting>KDE Reports>SEEK At Risk ADM. In early May, each director of pupil personnel (DPP) will receive an email containing a link to preliminary SEEK At Risk ADM numbers and a request to review his/her district's data.

In early June, KDE will send a second email with final SEEK At Risk numbers and instructions for verifying the data.

For more information, contact Samantha Engstrom of the Division of District Support by [email](#) or telephone at (502) 564-5279, ext. 4434.

## 2016-17 Student voice results

After June 30, KDE will archive Infinite Campus SY 2016-17 teacher student voice survey responses. Once archived, the Student Voice - Teacher Results report will no longer provide information for the year. For future reference,

generate the report and maintain a secure copy per district guidance.

Archiving the Infinite Campus data does not affect student voice results in the Educator Development Suite.

## Complete G-Code End Batch Process by June 16

KDE is requesting that all districts end-date the 2016-17 enrollments of their graduates using the Enrollment End Batch process found under System Administration>Student no later than June 16. The Student Tracking Branch will monitor the process of end-dating the enrollments. In preparation for Kentucky's 2017 College and Career Readiness Report, data for 2016-17 high school graduates will be extracted from Infinite Campus on June 30.

Please remember that the end status code will be different for graduates so they should be done before end-dating the enrollments of other students. The Enrollment End Batch process is used to end a student's enrollment for the selected calendar and grade level. Student enrollments needing less common end status codes should be manually entered one at a time. (Path: System Administration | Student | Enrollment End Batch)

The four G-Code end statuses are:

- G01: graduated in less than four years
- G02: graduated in four years
- G03: graduated in five years
- G04: graduated in six or more years

Students completing the school year who do not receive a G-Code should have the appropriate end status assigned to their enrollment record:

- W28: reached maximum age for services without earning a regular or alternative diploma
- CO1: completed the school year

Grade 14 students withdrawn mid-year with a W30 end status are also reported on the College and Career Readiness Report.

- W30: a pupil with an IEP enrolled in Grade 14 who has previously received an alternative high school diploma, re-enrolled, and withdrew in the middle of the reporting school year

Please direct your questions to Samantha Engstrom, Division of District Support, by [email](#) or telephone at (502) 320-3329

## 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 date to KDE.

Due to KDE	Report	KDE Contact
5/1	Gifted and Talented	<a href="mailto:kathie.anderson@education.ky.gov">kathie.anderson@education.ky.gov</a>
5/1	Gifted and Talented Summative Evaluation	<a href="mailto:kathie.anderson@education.ky.gov">kathie.anderson@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>
6/1	Health Reports	<a href="mailto:angela.mcdonald@education.ky.gov">angela.mcdonald@education.ky.gov</a>
6/1	Immigrant	<a href="mailto:gary.martin@education.ky.gov">gary.martin@education.ky.gov</a>
6/1	Limited English Proficient (LEP)	<a href="mailto:gary.martin@education.ky.gov">gary.martin@education.ky.gov</a>
6/15	Technical Education Database System (TEDS) (End of Year)	<a href="mailto:kiley.whitaker@education.ky.gov">kiley.whitaker@education.ky.gov</a>
6/15	Special Education (SPED) - Indicator 11 & 13 Spreadsheet	<a href="mailto:amy.patterson@education.ky.gov">amy.patterson@education.ky.gov</a>
6/30	Amended School Calendar	<a href="mailto:cheri.meadows@education.ky.gov">cheri.meadows@education.ky.gov</a>
6/30	Extended School Services (ESS) (Regular)	<a href="mailto:april.pieper@education.ky.gov">april.pieper@education.ky.gov</a>
6/30	Kentucky Education Excellence Scholarship (KEES) (Regular Graduates)	<a href="mailto:raymond.carter@education.ky.gov">raymond.carter@education.ky.gov</a>
6/30	Original School Calendar	<a href="mailto:cheri.meadows@education.ky.gov">cheri.meadows@education.ky.gov</a>
6/30	School Safety Report, including Special Education Behavior Reporting	<a href="mailto:windy.newton@education.ky.gov">windy.newton@education.ky.gov</a>
6/30	School Report Card- Data Files	<a href="mailto:kelly.whitlow@education.ky.gov">kelly.whitlow@education.ky.gov</a>
7/31	Graduation Codes	<a href="mailto:cheri.meadows@education.ky.gov">cheri.meadows@education.ky.gov</a>
7/1	WORKKEYS	<a href="mailto:kiley.whitaker@education.ky.gov">kiley.whitaker@education.ky.gov</a>
7/8	Certification of School Bus Mileage	<a href="mailto:chay.ritter@education.ky.gov">chay.ritter@education.ky.gov</a>
7/1	Tax Collection Reports	<a href="mailto:chay.ritter@education.ky.gov">chay.ritter@education.ky.gov</a>
7/17	Special Education (SPED) - Interim Alternative Educational Setting (IAES) Spreadsheet	<a href="mailto:amy.patterson@education.ky.gov">amy.patterson@education.ky.gov</a>
7/17	Special Education Exiting Data	<a href="mailto:amy.patterson@education.ky.gov">amy.patterson@education.ky.gov</a>
7/25	Annual Financial Report and Balance Sheet (Unaudited)	<a href="mailto:chay.ritter@education.ky.gov">chay.ritter@education.ky.gov</a>

**IMS News You Can Use** *starts on Page 4*



# 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.

## PBS LearningMedia expanded for Kentucky educators

Public Broadcasting Service (PBS) LearningMedia, the popular online learning resource made available in Kentucky through Kentucky Educational Television (KET) in partnership with the Kentucky Department of Education (KDE), has recently expanded to provide more quality content to Kentucky educators.

The enhanced content includes more than 6,000 full episodes of popular PBS series such as *Liberty's Kids*, *Cyberchase*, *Nature*, *Nova*, and documentaries from Ken Burns. These expanded resources are available through Kentucky's Instructional Management System (IMS) for public school teachers.

Beyond this enhanced content, everyone – public and private school educators, students and parents – can take

advantage of the more than 100,000 free multimedia-learning resources available in PBS Learning Media.

KET and KDE's partnership with Discovery Education will end this summer. After June 30, you will no longer have access to the streaming service and all downloaded materials will need to be erased or deleted from storage devices.

The decision was based on the continually increasing usage of PBS LearningMedia and the decrease in usage of Discovery Education; PBS LearningMedia presents a more sustainable and scalable model for Kentucky.

To assist with the transition, KET is providing a [resource crosswalk](#). More information about PBS LearningMedia is available on the [KET Enclycomedia webpage](#) or you can [contact your regional KET education consultant](#)

### **Office of Education Technology Division of School Data Services**

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