



# KSIS & More

## New eTranscript batch functionality

Districts and schools should not attempt to setup or use the new eTranscript batch functionality delivered in Campus.1733 until KDE provides data standards and guidance. eTranscript batch allows each school to define what is included on the eTranscript and supports multiple config-

urations similar to printed transcripts. Parchment is in the process of applying the Kentucky format to the batch release functionality. Once complete, guidance will be available on the [KDE eTranscript webpage](#). If you have questions about eTranscript, contact Jessi Carlton by [email](#).

### Training

- Nov. 14 – Free Kentucky-specific attendance course offered by Infinite Campus University (ICU) will introduce the Attendance Tools including Daily Attendance, Classroom Monitor, Attendance Wizard, Attendance Group and the Attendance tab/Attendance Profile in Student Information. Available state-specific ad hoc reports will be presented. All Infinite Campus users have access to the course through ICU and the login is available via Campus Community. If you have questions about registration, contact Jessi Carlton by [email](#).
- Nov. 27 – Dec. 1 – Mastering Campus I  
Shelby County School District, Shelbyville  
cost is \$750  
register through [Infinite Campus University](#)
- Dec. 7-8 – 2017 Interchange@Kentucky – Celebrating 10 years  
Marriott Louisville Downtown  
\$239 per person  
for details go to the [KSIS Training webpage](#)  
register online through [Infinite Campus](#)
- Jan. 10 – mid-year KSIS training – details and registration link will be on the KSIS Training webpage by early December  
For details on these and other training opportunities, visit the [KDE KSIS Training webpage](#)

## Missing child and releasing records

District staff should check for a Missing Child flag before releasing any student records. The Missing Child flag is not visible when using a Process Alert message to release student records. The flag, if active, can be seen on the student's record via Student Information > General.

[KRS 158.032](#) requires that Kentucky schools shall not forward records for a child who has been reported missing

but instead report this request to local law enforcement or Kentucky State Police (KSP). If you receive a records request for a missing child, contact Paige Craig, KSP, by [e-mail](#) and/or Shayla Overturf, KSP, by [e-mail](#). Do not release records until KSP sends a cancellation notice for the student.

For Infinite Campus questions regarding missing persons, contact Victoria Fields by [email](#) or Windy Newton by [email](#).

*In  
This  
Issue*

**Page 1**

New eTranscript batch functionality  
Training  
Missing child and releasing records

**Page 2**

Growth factor report due  
EDfactors Data Links  
Transition to postsecondary data due  
MSGP in Campus  
Student voice administration

**Page 3**

KTS data exchange scheduling  
Homeless living status records transfer

**Page 4**

2016-17 assessment data available  
Duplicate student records cleanup

**Page 5**

Data Calendar list

**Page 6**

IMS News You Can Use  
MSGP in EDS  
2016-17 summative assessment data in IMS  
Staff Directory

# Growth Factor submission due no later than Nov. 1

The mandatory Growth Factor Report is due from each district 10 days after the last day of the second month of school, but no later than Nov. 1 of each school year. Submit the report via KDE's [Growth Factor submission site](#) following the steps outlined on the webpage. If you have any questions about the Growth Factor submission, contact Ronda Devine by [email](#) or telephone at (502) 564-5279 ext. 4444.

## EDFacts Data Links

The U.S. Department of Education has created a new [EdFacts Data Links webpage](#) that offers information helpful to data stewards and other education data users. The webpage identifies frequently requested websites that include data

originally submitted by states through EDFacts and other ED data resources. For a better understanding of EDFacts and other education data, bookmark the page and revisit it periodically as it will be updated as needed.

## Transition to postsecondary data due by Dec. 1

By Dec. 1, enter transition to postsecondary data for 2017 graduates in Infinite Campus on the Graduation tab. Transition to postsecondary data was formerly known as transition to adult life data. The [Transition Guidelines document](#) provides guidance on entering and validating transition data. If you have questions about transition to postsecondary data, contact Kiley Whitaker by [email](#) or telephone at (502) 564-4286.

## Median student growth percentiles available

2016-17 median student growth percentiles (MSGPs) are available in Infinite Campus. Districts should follow the local Certified Evaluation Plan (CEP) that contains information related to the role and application of MSGP in the district's local personnel evaluation system.

This is the final year of MSGP calculation by KDE.

MSGP ratings and the data used to calculate a teacher's rating can be viewed in Infinite Campus using the [Median Student Growth Percentile – Summary](#) and [Median Student Growth Percentile – Detail](#) reports.

PATH: KY State Reporting > KDE Reports > Median Student Growth Percentile – Summary

PATH: KY State Reporting > KDE

Reports > Median Student Growth Percentile – Detail

Contact Christine Meisberger by [email](#) or telephone at (502) 564-1479, ext. 4510 for more information about MSGP. Contact Margalee Conlee by [email](#) or telephone at (502) 564-2020, ext. 2470 for technical assistance with MSGP reporting.

## *Student voice administration in Infinite Campus*

Each district's approved Certified Evaluation Plan (CEP) for SY 2017-18 contains important information related to the use of student perception surveys in evaluating certified personnel.

The window to administer the Student Voice survey in Infinite Campus is Sept. 1, 2017 to March 2, 2018.

When administering the survey, consider outlining the steps in advance. Below is a sample timeline for a December survey using Infinite Campus.

- First week of November (four to six weeks before surveys begins):
  - share pertinent details with staff and parents
    - send notification and opt-out waiver to parents
    - review and sign ethics/confidentiality forms
    - ensure teachers and students understand survey processes
- Mid-November (two to four weeks before surveys begin):
  - verify and test student accounts
  - assign survey types to educators [manually](#) or using [automatic educator assignment](#)
  - [schedule the survey window](#)
- One or two weeks before surveys begin, verify educator assignments using the [Student Voice Projected Counts report](#).

For more information, refer to the [Student Voice Infinite Campus Implementation Guide](#) and the [Student Surveys webpage](#).

For questions regarding Student Voice, contact Zack Marinelli by [email](#) or telephone at (502) 564-1479, ext. 4007. For technical assistance, contact Margalee Conlee by [email](#) or telephone at (502) 564-2020, ext. 2470.

# KTS data exchange 2018-19 scheduling team sessions

Kentucky technical school (KTS) data exchange scheduling teams are encouraged to attend a team-based session to plan and discuss best practices for SY 2017-18 scheduling. The Office of Career and Technical Education (OCTE) requires all technical school principals to attend their team session. Sessions are scheduled to allow time for technical school principals to prepare the unique scheduling setup necessary for KTS courses before high school scheduling begins in January. EILA credit will be awarded for participation.

Scheduling teams should include the area technology center or career and technical center principal, along with the centers' respective feeder high school schedulers (i.e. counselors, registrars and principals), and possibly the district director of pupil personnel and Infinite Campus administrator or KSIS point of contact.

Technical school principals should register via [online survey](#) for one of the sessions listed below.

## **In-person sessions**

300 Sower Blvd, Frankfort  
Tuesday, Nov. 14  
9 a.m. – 12 noon ET  
300 Sower Blvd, Frankfort  
Tuesday, Nov. 14  
1 – 4 p.m. ET

## **Online Skype for Business sessions**

Wednesday, Nov. 15  
9 a.m. – 12 noon ET  
Wednesday, Nov. 15  
1 – 4 p.m. ET

CTC teams should register for one of the CTC sessions tailored for locally-operated centers and their schedulers participating in the KTS data exchange.

## **CTC specific Skype for Business sessions**

Tuesday, Nov. 21  
9 – 10:30 a.m. ET  
Tuesday, Nov. 21  
2 – 3:30 p.m. ET

## Homeless living status via student records transfer

Homeless living status options were updated in Infinite Campus to match federal reporting options for the 2017-18 school year. Run the state published ad-hoc filter, *Homeless with inactive living status selected*, for all schools in your district to identify 2017-18 enrollments with an inactive living status. Enrollment staff should work with the district homeless coordinator to select the correct homeless indicators for these enrollments.

Data analysis shows over 800 student enrollments in the state database with an inactive living status. KDE believes

the inactive living status are a result of student records transfers from 2016-17 enrollments.

Moving forward, please make all district homeless coordinators and those staff in schools who are responsible for student records transfers aware that if a living status option that ends with \*\* is showing in the transfer enrollment, the record should be updated with the correct living status before importing the records. For questions regarding this issue, contact Cathy Lazarin by [email](#) or Windy Newton by [email](#)

**KSIS & More** *Continues on Page 4*

# 2016-17 assessment data available

The following 2016-17 assessment data is available in Infinite Campus to all districts.

Advanced Placement (AP)	ACT (published to districts that requested junior or national assessments)
Kentucky Online Testing (KYOTE)	K-PREP
Alternate Kentucky Performance Rating for Educational Progress (K-PREP)	Growth
Alt-Growth	End of Course (EOC)
College and Career Readiness (CCR)	Stanford-10
ACCESS for ELLs	Alternate ACCESS for ELLs

Pending updates, the following 2016-17 assessment data will be published and available in Campus.

Armed Services Vocational Aptitude Battery (ASVAB)	Kentucky Occupational Skills Standards Assessment (KOSSA)
Industry Certification	National Career Readiness Certificate (NCRC, formerly WorkKeys)

If you have questions about the availability of assessment data in Campus, contact Raymond Carter by [email](#).

## Duplicate student records cleanup

Each month, districts should run the Duplicate Students Search report (Path: Student Information > Reports > Duplicate Students Search) to clean up any duplicate student records in their system. Any true duplicate that is found should be combined using the Combine Person tool (Path: System Administration > Data Utilities > Combine Person).

The rights to the Combine Person tool should be restricted to a select few in the district and extreme care should be taken when using this tool.

If you identify duplicates that occur across two (or more) districts, contact Samantha Engstrom via [email](#) or telephone at (502) 564-5279.

**KSIS & More** *Continues on Page 5*

# 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 KDE due date.

Due to KDE	Report	KDE Contact
11/1	Dropout	<a href="mailto:david.curd@education.ky.gov">david.curd@education.ky.gov</a>
11/1	Growth Factor	<a href="mailto:ronda.devine@education.ky.gov">ronda.devine@education.ky.gov</a>
11/1	Local Educator Assignment Data (LEAD) Fall	<a href="mailto:cghord@ky.gov">cghord@ky.gov</a>
11/6	Limited English Proficient (LEP) - Test Book Orders	<a href="mailto:chris.williams@education.ky.gov">chris.williams@education.ky.gov</a>
11/6	Limited English Proficient (LEP) - Roster & Labels	<a href="mailto:chris.williams@education.ky.gov">chris.williams@education.ky.gov</a>
11/15	Audited - Annual Financial Report and balance sheet	<a href="mailto:steve.lyles@education.ky.gov">steve.lyles@education.ky.gov</a>
11/15	Technical Education Database System (TEDS) (First Semester)	<a href="mailto:claudio.christian@education.ky.gov">claudio.christian@education.ky.gov</a>
11/15	Retentions	<a href="mailto:windy.newton@education.ky.gov">windy.newton@education.ky.gov</a>
12/1	Attendance	<a href="mailto:cheri.meadows@education.ky.gov">cheri.meadows@education.ky.gov</a>
12/1	Preschool Enrollment Count (Fall)	<a href="mailto:annie.rooney-french@education.ky.gov">annie.rooney-french@education.ky.gov</a>
12/1	Support Education Excellence in Kentucky (SEEK) Forecast Calculation for Upcoming Year	<a href="mailto:chay.ritter@education.ky.gov">chay.ritter@education.ky.gov</a>
12/15	Exceptional Child Count by Disability	<a href="mailto:amy.patterson@education.ky.gov">amy.patterson@education.ky.gov</a>
12/15	Exceptional Child Personnel data	<a href="mailto:amy.patterson@education.ky.gov">amy.patterson@education.ky.gov</a>
12/15	Individuals with Disabilities Education Act (IDEA) - B Child Count	<a href="mailto:amy.patterson@education.ky.gov">amy.patterson@education.ky.gov</a>

**IMS News You Can Use** *starts on Page 6*



# IMS News You Can Use

November 2017

Instructional Management System (IMS) News, a supplement to the KSIS & More newsletter, is focused on IMS & Educator Development Suite (EDS) data quality. IMS & EDS 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.

## Median student growth percentiles

Single year median student growth percentiles (MSGPs) are now in the Educator Development Suite (EDS) and may be viewed at the school level by staff with a Leadership or Teacher role. For instructions, see the following quick reference cards.

- [MSGP as a Teacher in a school](#)
- [MSGP as Leadership for a district](#)
- [MSGP as Leadership for a school](#)

Three-year and the new two-year MSGP calculations can be viewed using the [Median Student Growth Percentile – Summary](#) and [Median Student Growth Percentile – Detail](#) reports in Infinite Campus.

## 2016-17 summative assessment data

The following 2016-17 summative assessment data is now available in the Instructional Management System (IMS) – Student Growth, K-PREP, End-of-Course (EOC), College & Career Ready (CCR) and Stanford 10. To access this data, go to the School & District Data tab and click on Pre-Formatted Reports. For more information on creating pre-formatted reports, see the [Creating Pre-formatted Reports Quick Reference Card](#)

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

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