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New KY Health Office Visit report

The new KY Health Office Visit report allows schools and districts to view aggregate totals of student health office visits, as well as the number of doses of stock Epinephrine and stock Narcan administered by the school/district. The report, located in Infinite Campus under KY State Reporting>KDE Reports, produces an Excel file that allows the user to filter records by discharge types.

All health office visits should include a discharge type. Districts are encouraged to use the Health-HOV Missing Discharge ad hoc filter in conjunction with the new KY Health Office Visit report to ensure accurate data entry and reporting. Run the state published Health-HOV Missing Discharge ad hoc filter to identify student health office visits missing a discharge. The ad hoc filter is available in the State Published folder under Ad Hoc Reporting > Filter Designer.

For additional information about the KY Health Office Visit report, reference the KY Health Office Visit Quick Reference Card.

Training opportunities

- Fall User Group Meetings – The agenda, specific dates and locations, and registration information are available on the KDE KSIS Training webpage.
  - o Oct. 3-6 in eastern Kentucky locations
  - o Oct. 24-27 in western Kentucky locations
- Oct. 12 – Parchment Connect: 2017 Kentucky Member Conference, Eastern Kentucky University, Carl Perkins Conference Center, Richmond – Register and get more details about the event at Parchment Connect.
- Dec. 7-8 – Infinite Campus Interchange Kentucky, Louisville – Registration details and session information will be available soon.
- Jan. 9-10 – KSIS mid-year training – More details will be provided in coming months.

Parchment eTranscript

Please share this information with high school counselors and staff who work with transcripts.

High school counselors and district staff who work with transcripts are invited to attend the second annual 2017 Parchment Connect event on Oct. 12 at Eastern Kentucky University's Carl Perkins Conference Center. This free event is the perfect opportunity for secondary and postsecondary Parchment members to share and learn best practices, discuss emerging trends in academic credentials, and network with members of the Parchment team. Participants will be able to provide feedback that may influence future system enhancements.

Many of the past changes and enhancements are a direct result of Kentucky users' input.

The Parchment team and representatives from Infinite Campus and KDE will be on hand to answer questions. Online registration and more details are available at Parchment Connect

Campus Learning LMS – free trial service

Campus Instruction is included in the core District Edition license at no additional charge and provides more than 20 administrative features teachers use, including the new Control Center, Attendance, Grade Book and Professional Development.

In the 1733 release, Infinite Campus packaged some of these existing and new features into a premium option for Campus Instruction, called Campus Learning that is available as a free trial service for SY 2017-18.

Campus Learning, a learning management system (LMS), connects teachers to new, powerful tools for digital learning. Beginning in 2018, the new LMS will transition to a premium service at an additional cost.

Review Campus Instruction + Campus Learning for a side-by-side full comparison of functionality between Campus Instruction vs. Campus Learning to determine if your school or district is using features that will transition to the premium service in 2018.

Below is a partial listing of functionality available in Campus Learning.
- Planner
- Curriculum Library
- Assignment Detail editor LMS options
- Quick Assessments
- Google Drive integration
- OneRoster grading services
- LTI integration for districts who have purchased Naiku (available separately)
- Discussion scoring (coming in 2017-18)
- Microsoft Office 365 integration (coming in 2017-18)

Below is a listing of functionality available in Campus Instruction prior to the 1733 release that is now only available as a premium service with Campus Learning.
- Planner and Curriculum Library
- Assignment Detail editor areas labelled For Students and For Teachers including
  - WYSIWYG editor
  - Student Submissions
  - Google Drive integration
  - Campus Digital Repository integration

Campus Learning was created to offer districts and teachers an affordable LMS while giving districts full access to instructional data they have come to expect from Campus. Campus is offering all teachers a free trial of Campus Learning for the 2017-18 school year so they can experience the Campus LMS and provide feedback. Teachers can start their free trial by selecting "What Is Campus Learning?" in the Campus Instruction outline and confirming their email address. If the district chooses not to purchase Campus Learning starting in the 2018-19 school year, teachers will have an opportunity to purchase an individual license for Campus Learning starting July 1, 2018.

For a list of Campus Learning FAQs, visit Campus Community. A Campus ID and login is required. Additional information and pricing will be provided in the fall KSIS User Group meetings and for those not attending, contact Lisa Rhoton, Kentucky's Infinite Campus client executive by email

Household income data entry for Campus FRAM

Before Oct. 1, schools and districts participating in Community Eligibility Provision (CEP) must enter information from Household Income Forms (HIF) into the Infinite Campus FRAM module. This data is used for federal reporting and eRate calculations.

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Growth Factor submission due by Nov. 1

The Growth Factor report is due ten 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. KDE will provide official notice of additional funding due to growth to each district.

Kentucky school districts receive funding based on Growth Factor data and report submission is mandatory. According to provision KRS 157.360 (8), "Program funding shall be increased when the average daily attendance in any district for the first two months of the current school year is greater than the average daily attendance of the first two months of the previous school year."

The percent of growth is multiplied by the previous school year's end of year ADA to determine the additional ADA funding a district will receive.

The Growth Factor report includes aggregate days' attendance and absence, race and gender counts, adjustments for less than full-time attendance (partial day), non-resident/non-contract students, and over-age and under-age students for the first two months of school.

Contact Ronda Devine via email, or call (502) 564-5279 ext. 4444, if you have any questions.

Household records maintenance

Accurate creation and maintenance of household records is foundational to student data quality. The beginning of the school year brings many changes to student enrollment and household information making it crucial to review this data for accuracy.

Campus Community provides several Student Pass-Through Queries to help with the cleanup of household data related issues. The queries are located under Student Queries for Census.

- Students without Guardians
- Students with Multiple Guardians
- Students without a Current Household
- Students in a Household by Themselves
- Students in Households with a Combined Total of More than Five
- Students in a Household with no Address
- Student not in any Household with a Mailing Address – Includes Secondary Addresses
- Students not in any Household with a Mailing Address - Excludes Secondary Household and Secondary Addresses
- Students with More Than One Primary Mailing Address
- Students who do not have at least one parent/guardian with a portal account

Creating these pass-through queries in Infinite Campus is as simple as copying and pasting the text from the sample query provided on Campus Community into the appropriate pass-through query boxes. PATH: Ad hoc Reporting > Filter Designer > Pass-through SQL Query

If you have any questions, contact Samantha Engstrom by email or call (502) 564-5279.

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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
July-Oct.	Kindergarten Readiness	lorrie.devers@education.ky.gov
Sept.-Oct.	Mathematics Achievement Fund	april.pieper@education.ky.gov
Sept.-Oct.	Read to Achieve	april.pieper@education.ky.gov
10/1	Free and Reduced Lunch	timothy.cooper@education.ky.gov
10/1	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	chay.ritter@education.ky.gov
10/1	Quality Core (End of Course)	john.wickizer@education.ky.gov
10/1	Kentucky Performance Rating for Education Progress (KPREP)	john.wickizer@education.ky.gov
10/15	Kentucky Center for Educational Workforce Statistics (KCEWS)	dede.conner@education.ky.gov
11/1	Dropout	david.curd@education.ky.gov
11/1	Growth Factor	ronda.devine@education.ky.gov
11/1	Local Educator Assignment Data (LEAD) Fall	cghord@ky.gov / Scott Smith
11/1	Retentions	windy.newton@education.ky.gov
11/15	Audited - Annual Financial Report and balance sheet	latonya.bell@education.ky.gov
11/15	Limited English Proficient (LEP) - Roster & Labels	chris.williams@education.ky.gov
11/15	Limited English Proficient (LEP) - Test Book Orders	chris.williams@education.ky.gov
11/15	Technical Education Database System (TEDS) (First Semester)	claude.christian@education.ky.gov
12/1	Attendance	cheri.meadows@education.ky.gov
12/1	Preschool Enrollment Count (Fall)	annie.rooney-french@education.ky.gov
12/1	Support Education Excellence in Kentucky (SEEK) Forecast Calculation for Upcoming Year	chay.ritter@education.ky.gov
12/15	Exceptional Child Count by Disability	amy.patterson@education.ky.gov
12/15	Exceptional Child Personnel data	amy.patterson@education.ky.gov
12/15	Individuals with Disabilities Education Act (IDEA)- B Child Count	amy.patterson@education.ky.gov

IMS News You Can Use

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.

Instructional Management System Roles report in Infinite Campus

All individuals who have a district employment assignment and a valid kyschools.us email address entered in Infinite Campus automatically receive a user account. Upon an employee's separation from the district, districts should end date all of the employee's district employment record(s) and district assignment record(s) in Infinite Campus. Click path: Census > People > District Employment; Census > People > District Assignments.

Failure to end date all of the employee's district assignments will result in the individual's account remaining active. If the employee is changing assignments, his/her former district assignment should be end dated and new district assignment should be set up by following the same click path above.

Districts may use the CIITS Roles report in Infinite Campus to see custom role assignments for their district and school staff, the institution in which the permissions are assigned, and the assignment start date.

The path to run the report is KY State Reporting > KDE Reports > CIITS Roles.

Educator Development Suite job categories

Data in Infinite Campus will be used to align certified staff who will be evaluated to a job category. The Type/Alt Type field in Infinite Campus will be used to determine a person's job category in the Educator Development Suite (EDS). Type/Alt Type is located on the Infinite Campus District Assignments tab. Type/Alt Type should never be left blank. Type/Alt Type must be the same on all active assignment records within a school but may be different between schools. Never delete an assignment record; end date the assignment instead.

For more information regarding job category setup for certified staff, see the Job Category Setup for Certified Staff Quick Reference Card.

For principals, in addition to giving the principal a Type of 02: Administrator, enter the principal's email address on the School Resource page in Campus. The click path is Index > System Administration > Resources > School. Enter principal's email in the Principal Email field.

For more information on Campus setup pertaining to correct access, refer to the Assigning CIITS Roles and Permissions training document

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