



KSIS & More

Second annual Parchment Connect: Kentucky

On Oct. 12, Eastern Kentucky University will host the second annual [Parchment Connect: Kentucky](#). This is a great opportunity for school and district staff to meet with their postsecondary counterparts such as admissions directors, registrars, deans and others to learn best practices and about new things on the horizon. There is no charge to attend and lunch will be provided.

Session topics and conference highlights include:

- panel discussion with local high schools, postsec-

ondary admissions officers and registrars

- product and network updates from the Parchment



Product team

- emerging trends in academic credentials
- best practices breakout session
- Q&A with the Parchment Product and

Member Development teams

- Network with colleagues from other secondary and postsecondary member institutions

To register online, visit www.parchment.com and search for Kentucky Connect, or click [here](#).

Fall user group meetings

The Kentucky Student Information System (KSIS) user groups will meet Oct. 3-6 in eastern Kentucky and Oct. 24-27 in western Kentucky. Each meeting will be from 9 a.m. to 3 p.m. (local time). District contacts will receive an email from Lisa Rhoton with specific locations and agenda details.

New MUNIS EPSB upload process

Please share this information with your district's MUNIS contacts.

The MUNIS EPSB Upload report is now available in Infinite Campus district edition. This report creates a file used by the MUNIS upload process to populate a staff member's EPSB license number from Campus into his/her State ID field on the MUNIS Employee Master record. Maintaining EPSB license numbers in Infinite Campus and uploading the data to MUNIS reduces duplicate data entry in both systems. MUNIS Professional Staff Data (PSD) and Classified Staff Data (CSD) files now include EPSB license numbers allowing KDE to move towards minimizing the use of staff Social Security Numbers. Districts cannot submit a PSD file with blank license numbers.

Generating the MUNIS EPSB upload file
 PATH: KY State Reporting > KDE Reports > MUNIS

EPSB Upload

- use the Validation Report option to review staff information and identify missing or incorrect data*
- make any necessary corrections to staff records in Infinite Campus
- generate the MUNIS Upload file

*To be included in the upload file, staff members must have an active employment record and an EPSB license number entered on the Credentials tab in Infinite Campus.

The [MUNIS EPSB Upload Quick Reference Card](#) provides additional information on the report. For assistance with this report, contact Shale Detwiler by [email](#) or telephone at 502-564-2020 ext. 2279. For guidance on loading the EPSB file to MUNIS, see PSD and CSD Reporting on the [MUNIS Support and Guides webpage](#). For assistance with MUNIS, contact the KDE MUNIS help desk by [email](#).

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Student Voice Surveys may be administered in Infinite Campus between Sept. 1 and March 2

Two student voice windows have been set for the 2017-18 school year. The fall window is Sept. 1 through Dec. 22, and the spring window is Dec. 23 through March 2.

Results for surveys administered in Infinite Campus will be loaded into Educator Development Suite (EDS) approximately three weeks after a reporting period ends. The survey

end date determines the reporting period. One result per teacher per district will be loaded for each reporting period.

View survey results in Infinite Campus using the [Student Voice – Teacher Results](#) report. This report provides results immediately after the survey ends. PATH: KY State Reporting > KDE Reports > Student

Voice – Teacher Results

Additional information on Infinite Campus survey implementation is available on the [Student Voice web page](#). For more information, contact Zack Marinelli by [email](#) or telephone at 502-564-1479, ext. 4007. For Student Voice technical assistance, contact Margalee Conlee by [email](#) or telephone at 502-564-2020, ext. 2470.

Data standards updated

KDE staff are reviewing and updating data standards documents with changes for the 2017-18 school year. Recently updated standards available on the [KSIS Data Standards webpage](#).

- Alternative Education Programs/ILPA
- Alternative Education Programs/KECSAC
- Behavior
- Course
- Dual Credit Course
- Early Learning Prior Settings

- Gifted and Talented
- Homeless
- Immigrant
- Special Education
- Title I

Periodically check the [KSIS Data Standards webpage](#) to make sure your district is adhering to the most up-to-date standards for data entry. Note the revision date beside each document title.

Beginning of year considerations for students with an IEP

Following proper enrollment data entry processes for students with Individual Education Programs (IEPs) early in the school year can prevent reporting issues later.

No-shows

If a student is a no-show on the first day of school, the student's Start Status must be marked No Show on the Enrollment tab and the enrollment end-dated on the same date. Complete the following information within the Special Ed Fields section of the Enrollment tab for students with an IEP:

- Set the Special Ed Exit Status to the appropriate description of why the student has not returned to the district.
- Enter the Special Ed Exit Date as the first day of school.
- If the student shows up the next day or any day thereafter, the district must create a new enrollment record for the student. Be sure to clear the Special Ed Exit Status and Special Ed Exit Date from the new enrollment.

Re-enrollments

If a student withdraws from a district and later re-enrolls, the district must remove the Special Ed Exit Status and Special Ed Exit Date from the new enrollment. Clearing the Special Ed Exit data will eliminate errors when the student graduates or exits for another reason and prevent the appearance of students on the Special Ed Exit Report with exit dates and statuses from prior years.

Please contact Amy Patterson by [email](#) with any questions.

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Ensuring course codes data quality for 2017-18

To ensure course data is accurate, please review the following reminders. Course data provides valuable information about student course enrollment and data from 2017-18 will help set a baseline for the new accountability system. ensure all courses meet the 2017-18 [Course and Dual Credit](#) data standards

- ensure the correct state course code is assigned to each course
 - identify the best state code using all information in documentation found on the [Kentucky Uniform Academic Course Code webpage](#) (revised July 2017)
 - update any course still using deprecated course codes to an active course code
 - see the [Course Data Standard](#) for reports and ad hoc filters to identify errors
 - compare the local course name to the state course code name and update as needed
 - leave state code blank for non-instructional courses scheduled during non-instructional periods
 - use code 909999 as a last resort when no other matching course code can be found
 - each section must specify the content being taught
 - use of 909999 will be monitored in 2018-19
- ensure instructional courses are scheduled during instructional periods (virtual and performance-based courses may be during non-instructional periods)
- ensure Advanced Placement (AP), Cambridge Advance International (CAI), Dual Credit (DC) and International Baccalaureate (IB) courses are set up correctly
 - verify the difficulty level has been correctly selected
 - use corresponding AP, IB or DC state code when available
 - follow the [Dual Credit Data Standard](#) to ensure correct course setup for Dual Credit Scholarship
 - authorize all AP courses with [College Board](#)
- ensure a primary teacher has been assigned to every course
 - verify the primary teacher is certified to teach the course content
- ensure a certified teacher is taking attendance with students present if Attendance is selected for the course
 - if this is not occurring, the course should be performance-based
- ensure Teaching Method and Instructional Setting match what is really occurring
 - Instructional Setting can be overridden at section level if other course settings are the same
- ensure high school courses comply with KHEAA requirements for Kentucky Educational Excellence Scholarship (KEES)
 - Standard four point unweighted grading scale
 - GPA Weight = Possible Credits
 - pass/fail courses have GPA Weight 0
- consider deleting inactive courses to prevent them from rolling forward to future years

Infinite Campus preparations for kindergarten screening (Brigrance)

A data exchange process between Infinite Campus and the Brigrance Online Management System (OMS) reduces the amount of manual entry of kindergarten screening data. Districts, schools, classes and kindergarten homeroom teachers are set up in the Brigrance OMS from an IC data import.

Core assessment, self-help, and social-emotional data for each student entered into the Brigrance OMS are imported into Infinite Campus after the statewide data reporting process is complete.

Avoiding these common pitfalls when enrolling students will help ensure accurate data exchange between Infinite Campus and Brigrance:

- Duplicate student records keep students from integrating into the Brigrance OMS and slow the process for

state reporting of readiness scores. When enrolling students, always use Student Locator in Campus to search for existing student records. Path: Student Information > Student Locator. Using Student Locator prevents the creation of duplicate records if a student had a previous enrollment in Kentucky. Refer to the [Enrollment Data Standard](#) for additional details.

- Suffix in Last Name field – If a student has a suffix in his name, such as Jr., enter it in the Suffix field in Infinite Campus and not the Last Name field.
- Incorrect date of birth – Ensure birth dates are entered correctly. Often the child's birth month and day are entered with the current year instead of the birth year.

For questions regarding Infinite Campus preparations for kindergarten screening, contact Lorrie Devers by [email](#).

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
July-Oct.	Kindergarten Readiness	lorrie.devers@education.ky.gov
9/15	Advanced Placement (AP) Information	raymond.carter@education.ky.gov
9/30	Extended School Services (ESS) Summer	april.pieper@education.ky.gov
9/30	Support Education Excellence in Kentucky (SEEK) Tentative Calculation	chay.ritter@education.ky.gov
9/30	Working Budgets	chay.ritter@education.ky.gov
10/1	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	chay.ritter@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
Sept.-Oct.	Mathematics Achievement Fund	april.pieper@education.ky.gov
Sept.-Oct.	Read to Achieve	april.pieper@education.ky.gov
11/1	Growth Factor	ronda.devine@education.ky.gov
11/1	Local Educator Assignment Data (LEAD) Fall	cghord@ky.gov
11/1	Retentions	windy.newton@education.ky.gov
11/15	Audited - Annual Financial Report and Balance Sheet	latonya.bell@education.ky.gov
11/15	English Learner (EL) - Roster & Labels	chris.williams@education.ky.gov
11/15	English Learner (EL) - Test Book Orders	chris.williams@education.ky.gov
11/15	Technical Education Database System (TEDS) (First Semester)	claude.christian@education.ky.gov



IMS News You Can Use

September 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.

IMS/EDS Suite rollover to SY 2017-18

The Instructional Management System (IMS) and Educator Development Suite (EDS), along with the training site, rolled over to the 2017-18 school year.

EDS changes

- 2017-18 sources of evidence windows are now available.
- When the data for student voice and median student growth percentile (MSGP) are available, the windows will be created.

IMS changes

- Discovery Education resources are no longer available.
- ACT Quality Core resources and standards are no longer available.
- Send to Gradebook Test Category option is no longer available.
- SAS Curriculum Pathways will now require parent consent for students under the age of 18 to access their first SAS resource.
- When the data for Standardized Assessments are available, the key performance indicators (KPI) will be updated.

Assessment data loaded to IMS

The following 2016-17 assessment data was loaded to the IMS:

- Kentucky Online Testing (KYOTE)
- Armed Services Vocational Aptitude Battery (ASVAB)
- Industry Certification (IC)
- ACT National
- Advanced Placement (AP)
- Kentucky Occupational Skills Standards Assessment (KOSSA)
- ACT Junior
- ACT National Career Readiness Certification (NCRC)
- Discovery Education

To access data for these assessments within the IMS, roll your cursor over the School & District Data tab and click on Pre-formatted reports, choose SY 2016-17, the assessment data you wish to view and then choose which students you would like to see – currently enrolled (for this year's students) or total enrollment for 2016-17 (for last year's students).

Interim assessment data authorization – district action is required

All districts who wish to have their interim assessment data displayed in the IMS must submit 2017-18 Data Authorization forms for MAP and/or STAR. The forms must be complete and signed by the district chief academic officer (CAO) or superintendent for each assessment that pertains to the district. Districts may have more than one assessment for which they want to send an authorization. The KDE

Teacher roster verification

Primary teachers can verify accuracy of their student rosters using the Instructional Management System (IMS). Ensuring rosters are accurate helps ensure correct alignment of teachers to students for the Professional Growth and Effectiveness System (PGES) purposes such as student voice and median student growth percentile (MSGP). For assistance with this process, use the Verify Your Roster Quick Reference Card.

Forgot your CIITS username or password?

If you do not remember your username or password for the IMS or EDS, please use the Forgot Your CIITS Username or Password: [Click here](#) link on the login page. Do not use the First Time Logging In to CIITS: [Click here](#) link, which is only for first time users.

requests each district to submit the forms to kdeciitsmailbox@education.ky.gov

Downloadable interim assessment data authorization forms are available from the following links:

- [NWEA MAP Data Authorization](#)
- [Renaissance Learning Data Authorization](#)

Principals should review job category assignments for evaluation purposes

Kentucky Student Information System (KSIS) and Continuous Instructional Improvement Technology System (CIITS) contacts should review the CIITS Job Category report and CIITS Job Category Exception report, available in Infinite Campus, with school principals to ensure job categories are properly aligned for SY 2017-18. The reports are located in Campus under Index, KY State Reporting, and KDE Reports. See below for a description of each report and links to quick reference cards (QRCs) for more information.

CIITS Job Category report lists persons who are set up correctly and their respective job category based on the Type/Alternate value(s) and (if set) the Evaluation Override on their active District Assignment records. Districts may use this report to verify staff alignment to the correct job category. Refer to the [Job Category Setup for Certified Staff QRC](#) for information on setting up certified staff.

CIITS Job Category Exception report lists persons not aligned to a job category due to improper setup of the Type/Alternate Type value(s) on the person's active District Assignment records. This report will also display persons who have different Type/Alternate Type values between schools where the Evaluation Override needs to be set. Refer to the [Correcting CIITS Job Category Exceptions QRC](#) for information on each exception and corrective action.

Submit questions or requests for assistance with job category setup to kdeciitsmailbox@education.ky.gov

Districts should verify and update their contacts

Verify your district's CIITS point of contact information through the [District and School Directory](#).

If changes are needed, your district Web application administrator point-of-contact (WAAPOC) or their designee

can update local contacts through the People Role Manager application.

Find your WAAPOC and other district and school contacts in the [District and School Directory](#).

Office of Education Technology Division of School Data Services

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