

From: Conner, Dede - KDE Division Director
Sent: Wednesday, September 30, 2020 1:25 PM
To: All State KSIS Contacts
Subject: KSIS Notification: 2036 Rx PLEASE READ - ACTION MAY BE NEEDED
Importance: High

IMPORTANT PLEASE READ ENTIRE DOCUMENT – ACTION MAY BE REQUIRED PRIOR TO 2036 RX

The 2036 Rx release is scheduled for Thursday, Oct. 1, at 7:00 p.m. (Central)/ 8:00 p.m. (Eastern). As part of this release update, Campus will run a script to help Kentucky districts with virtual attendance cleanup. Please read this information in its entirety, information applicable may vary based on local setup.

After 2036 RX release is run, Infinite Campus will run a script to remove virtual attendance that has posted to the student’s attendance tab via the virtual attendance posting tool. Infinite Campus will not remove any of the participation tracking from the teacher’s participation marks. Once removed, the next time the virtual attendance posting tool is run participation will be reloaded but will include the period ID which will help with reporting.

If your district is unsure of impact it is recommend to uncheck “Enable Virtual Attendance Posting”, before the update (5:00 P.M. Thursday, October 1, 2020).

The screenshot shows the 'Virtual Attendance Preferences' configuration page. It includes sections for 'Enable Virtual Attendance' and 'Posting Virtual Attendance'. Red lines and arrows point from specific settings to callout boxes. The 'Participation-Based Entry' section is highlighted with a bracket. The 'Posting Virtual Attendance' section has three callout boxes pointing to the 'Enable Virtual Attendance Posting' checkbox, the 'Posting Job Start Date' field, and the 'Attendance Posting Code' dropdown.

Participation Based-Entry must be marked, but all other options under this selection are the district’s discretion.

Enable Virtual Attendance Posting must be marked. Posting Job Start Date should be updated to the current day or later for the job to save. Frequency is at the district discretion. It is recommended to set the time to 11:59 PM.

Attendance Posting Start Date should be the first day of school/instruction.

Attendance Posting Code can be the state provided NCVP or a district created for “no participation”.

IMPORTANT NOTES:

- ❖ If your district has not yet turned on posting virtual attendance, then there is no virtual attendance posted and nothing to remove. Wait to enable virtual attendance posting until after the release and *be sure virtual participation records are posted by teachers since school began before enabling.*

- ❖ If your district is posting virtual attendance, and everything is working well (teachers are checking participation and posting is updating the student's attendance tab with the virtual attendance code), the only needed action is to verify the date is the first day of school (see screenshot). The next time virtual attendance posting is run, participation records will repost like they were previously.
 - Districts can choose to suspend (uncheck) Posting Virtual Attendance, if it would be beneficial to allow teachers time to double check participation reporting before attendance posting is run again.
- ❖ Districts who are manually updating student's attendance based on the lack of student participation should NOT use the same code used in the posting tool, an attendance code that is *not* marked "Use code in virtual attendance posting" should be used to maintain manually entered attendance.
 - **If your district has been using the same code, virtual attendance posting should be disabled. Please reach out to [Jessi Carlton](#) at KDE prior to reenabling.**
- ❖ **Posting to virtual attendance needs to be turned on by October 7th** for the new student participation report to work. This report will be available in the Campus.2040 release. The report includes total days scheduled and participated at a student and aggregated level.
- ❖ The Virtual Attendance Post Tool operates by:
 - Looking for virtual students on the specific day
 - Deleting any attendance not reconciled by the office, or that is the same code as the posting tool
 - Creating a check-in/check-out record aligned to the course period(s) using your virtual attendance posting code for any sections where participation is not marked
 - Removing previously posted non-participation attendance from the virtual posting tool when student participation is updated by the teacher for a previous day
- ❖ Parent portal attendance notifications should not be impacted as the database is updated for virtual attendance. Other attendance notification tools (third-party dialers) should not be impacted either unless the dialer includes historical notifications.

We hope this additional information is helpful prior to the RX. We know that many districts have been waiting on this release to fix data quality issues around virtual attendance reporting. This information is being shared to help with local considerations. If you do have questions reach out to KDE or Infinite Campus for assistance.

From: Conner, Dede - KDE Division Director
Sent: Tuesday, September 29, 2020 3:22 PM
To: All State KSIS Contacts
Subject: KSIS Notification: 2036.9 Rx schedule change

Please be advised that the 2036.9 Rx release tentatively scheduled for tonight has been delayed to Thursday, Oct. 1, at 7:00 p.m. (Central)/ 8:00 p.m. (Eastern). Infinite Campus will be temporarily unavailable during the update process. Please let me know if you have questions or concerns about the update schedule.

Details from Infinite Campus on 2036.9 RX, are provided below. Please reference the highlighted section regarding action needed at the district level after the release.

Kentucky - PeriodID Added Attendance Records Created via Virtual Attendance Posting (SIS-140839)

To accurately reflect student participation, the Virtual Attendance Post stored procedure has been updated to include the PeriodID associated with the Check Out/Check In record.

As part of the release, a one-time script will be executed to clear out all previously posted virtual attendance for Kentucky districts. The script will remove all attendance where the comment equals 'Virtual Participation Not Verified' as this comment was inserted for every attendance event created by Virtual Attendance Post Tool.

After updating to Campus 2036.9, the Virtual Attendance Post Tool must be updated to repopulate the removed attendance records and ensure PeriodID is included. The Attendance Posting Start Date should be backdated to the first instructional day of school.

Path: System Administration > Attendance > Virtual Attendance Preferences

NOTE: The screenshot below shows the "Allow student check in" and "Allow teacher override" options selected. These options do NOT have to be selected in KY.

Virtual Attendance Preferences ☆
Attendance Office > Settings > Virtual Attendance Preferences

Virtual Attendance Preferences

When "Enable Virtual Attendance" is selected, options for indicating participation and posting non-participation to the attendance table can be enabled. When "Disable Classroom Attendance" is selected, options for indicating participation and posting non-participation to the attendance table can be enabled. The "Posting Virtual Attendance" section determines the frequency with which non-participation is posted to the attendance table before setting up attendance posting. If Virtual Attendance is not enabled, regular Present/Absent/Tardy attendance will be used.

Enable Virtual Attendance

Disable Classroom Attendance ⓘ

Participation-Based Entry

Allow student attendance check in Allow Parent to enter student attendance check in

Check in once per day

08 : 00 AM ⓘ Start Time 04 : 59 PM ⓘ End Time

Check in once per course/section

Between the Period Start and End Times

Set Time

11 : 00 AM ⓘ Start Time 11 : 59 PM ⓘ End Time

Allow teacher to mark student participation for previous 1 ⓘ days.

Allow teacher to override participation after student has checked in.

Posting Virtual Attendance

Enable Virtual Attendance Posting

Update to save Posting Job Start Date ⓘ

Daily ⓘ Frequency

11 : 00 PM ⓘ Time

Enter First Instructional Day Attendance Posting Start Date ⓘ

AVP : No Virtual Participation ⓘ Attendance Posting Code

Save



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*In response to the COVID-19 crisis, our focus at the Kentucky Department of Education is three-fold – **Educate, Feed and Support**. We are committed to providing guidance and solutions that focus on educating and feeding our children and providing support to our districts. For more information about KDE's response to COVID-19, visit: <http://bit.ly/KDEcovid19>. Questions? You can call (502) 892-6968 or e-mail covid19@education.ky.gov. #TeamKDE #TeamKentucky*

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