

**From:** Conner, Dede - KDE Division Director

**Sent:** Monday, July 8, 2024 11:50 AM

**To:** All State KSIS Contacts

**Subject:** KSIS Notification: Setup Enhanced Infinite Campus Student Extract (Action Required for Mosaic Districts)

KSIS Points of Contact:

FYI – the information below was provided to Food Service Directors earlier today. If your district uses Mosaic food service system; please reference the instructions attached regarding steps that need to be taken to ensure setup is completed. KSIS administrators will need to help with this setup.

THANKS for your assistance!

**From:** Cooper, Timothy - Division of School and Community Nutrition

**Sent:** Monday, July 8, 2024 8:45 AM

**Subject:** Action Required for Mosaic Districts: Setup Enhanced Infinite Campus Student Extract

Hello,

We are pleased to provide the following updates for the 2024-2025 automated student data transfer process from Infinite Campus to Mosaic in collaboration with both vendors and KDE that:

- Satisfy the new Infinite Campus SFTP key exchange requirements for securely transferring data by establishing a new SFTP server.
- Automate the inactivation of No-Show students from Mosaic to improve data accuracy, eliminate manual clean-ups, and streamline federal reporting data.
- Correct issues that some districts experienced with incorrect homeroom teacher assignments.
- Concatenate homeroom teacher names as 'Last Name, First Name' to automatically resolve any homeroom teacher last name duplications.

**ACTION REQUIRED:** Work with the district Infinite Campus system administrator to complete the attached instructions.

**IMPORTANT NOTE:** The students included in the data extract are based on the active year selected in Infinite Campus. It is preferable, but not required, that the 2024-2025 school year be marked as active prior to the food service Mosaic start-of-year appointment so that all students are activated in Mosaic at that time. Otherwise, students will remain inactive until the active year is changed in Infinite Campus.

(FYI: Updated instructions for the automated direct cert eligibility import setup will be provided at the end of the month.)

Please contact [Tim Cooper](#) and [Sheri McFarland](#) with any issues or questions.

**Tim Cooper**

Assistant Director

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## Connecting the UPDATED (2024-2025) Data Extract to Mosaic from Infinite Campus

Districts can follow the below steps to create the updated data extract to populate students' demographics, which now includes the automatic removal of No-Show students from Mosaic to improve data accuracy and streamline federal reporting and a concatenated homeroom teacher name to more easily find homerooms in Mosaic. Districts should also follow the below directions to automate the updated extract and to stop the previous extract. DO NOT change the information SQL/PRISM text box.

### **A. Stop Old Extract**

1. Path: System Administration | Data Utilities | Data Extract Utility  
Tool Search: Data Extract Utility
2. Click on Foodservice\_HouseholdID
3. Copy/note the *Username* and the *File Name* as you will need them for setting up the Updated Extract
4. Type 'Deprecated' in front of the Foodservice\_HouseholdID
5. In the Data Extract Schedule
  - a. Check the box – Stop Automated Extract
  - b. Frequency – Change to None
6. Click Save

### **B. Setup Updated Extract**

1. Path: System Settings | Data Utilities | Data Extract Utility  
Tool Search: Data Extract Utility
2. Locate the KY Food Service Extract in the list and click on it
3. Verify the following elements:
  - a. Delivery Mode – SFTP
  - b. File Name – District Name followed by KY (copied from step A3).
  - c. File Extension – CSV (.csv)
  - d. Column Delimiter – CSV
  - e. Append Date to Filename – No Date
  - f. Include header row – Box is checked
  - g. Include double quotes – Box is checked
  - h. Server Information – 35.211.106.215
  - i. Port – leave blank
  - j. Path – \
  - k. Error Notification – check box
  - l. User Group to Notify – select the user security group that should be notified if the extract fails
4. Select SFTP Key Exchange check box
5. Select Mosaic SFTP Key from the SFTP Key Exchange Configuration dropdown
6. Enter the Username (copied from step A3.) (Note: Password field should be blank)
7. Click Save
8. Return to the extract setup and click Test Connection to confirm success
9. Click Test Extract to confirm the file generates
10. Click Run Extract
11. Enter the Data Extract Schedule information:
  - a. Frequency – Select Daily
  - b. Start Date – Set the date to today's date
  - c. Start Time – Set to 1:00 AM local time (NOTE: Enter AM or the time may default to 1:00 PM).
12. Click Save

**Detail Information**

**Extract Instance Name**  
KY Food Service Extract

**File Name**  
FunCountyKY

**File Extension**  
CSV (csv)

**Delivery Mode**  
 SMB  
 SFTP Legacy (Being Deprecated)  
 SFTP  
 FTPS  
 PULL

**SFTP Key Exchange**  
  
 SFTP Key Exchange Configuration: Mosaic SFTP Key

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**Column Delimiter**  
CSV

**Character Set**  
US-ASCII

**Append Date to Filename:**  No Date  yyyyymmdd  yyyyymmddhhmmssSS

**Include header row?**  **Include double quotes?**

**Username**  
2100000

**Domain**  
[Empty]

**Server**  
[Empty]

**Password**  
[Empty]

**Port (Default SFTP=22)**  
[Empty]

**Path**  
[Empty]

**Error Notification**  **User Group to Notify** [Empty]

**Use Data Warehouse Connection**

**SQL**  
  Prism  AdHoc

**SQL/Prism**  
 -THIS IS A KY STATEWIDE EXTRACT. DO NOT MODIFY WITHOUT APPROVAL FROM KOE  
 EXEC cdev.get\_KY\_FoodService  
 -Command for active school year including SSN: EXEC cdev.get\_KY\_FoodService  
 -Command for a different school year where @Year is the end year: EXEC cdev.get\_KY\_FoodService @Year = 2025  
 -Command to omit SSN: EXEC cdev.get\_KY\_FoodService @includeSSN = false  
 -Command for a different year and omitting ssn: EXEC cdev.get\_KY\_FoodService @Year = 2025, @includeSSN = false

**Test Extract** **Test Connection** **Run Extract**

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**Data Extract Schedule**  
 Stop Automated Extract

**Frequency**  
Daily

**Start Date**  
[Empty]

**Start Time**  
01:00 AM