

2019-2020

Infinite Campus Special Education Reporting Manual



Kentucky Department of Education
Office of Special Education and Early Learning
(502) 564-4970

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Questions

- Infinite Campus documentation and standards can be found on [KDE's website](#).

End of Year Reports Due

Due Date to KDE:

Aug. 1, 2020

All End of Year Special Education Reports should be submitted **via the [Secure File Transfer web application](#)**. You must be listed as the director of special education in Person Role Manager.

- ###Indicator11_13 Spreadsheet where ### is your district number

June 30, 2020

The behavior reports will be pulled out of the Safe Schools data. It must be finalized by June 30 and will be pulled during the first week of July. Please verify that you have reviewed this data at <https://www.surveymonkey.com/r/2020SafeSchoolsSPED>.

July 31, 2020

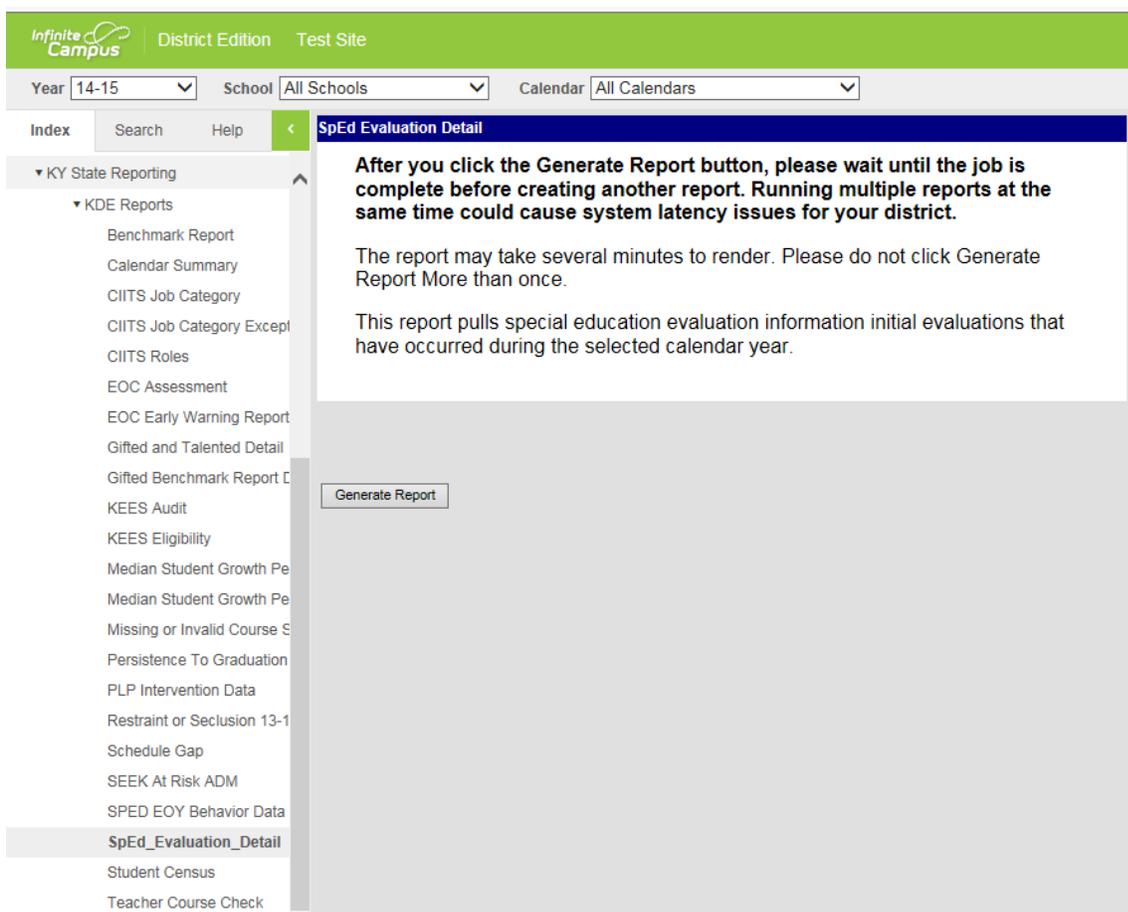
The Special Ed Exiting Data will be pulled from Infinite Campus at the state level. Please verify that you have reviewed this data at <https://www.surveymonkey.com/r/2020ExitingSPED>.

Indicator 11 and 13 Spreadsheet

The Compliance Indicator Data Report (also known as the Indicator 11 and 13 Spreadsheet) must be submitted to KDE via the Secure File Upload option no later than midnight on Aug. 1 of the current school year.

To create the Indicator 11 report in Infinite Campus:

- 1) Go to KY State Reporting;
- 2) Click on KDE Reports;
- 3) Click SpEd_Evaluation_Detail;
- 4) Click Generate Report. Note: If you do not see the report, ask your district IC coordinator for access to run the report.



The screenshot shows the Infinite Campus interface for generating a report. At the top, there is a green header with the Infinite Campus logo and the text "District Edition Test Site". Below the header, there are three dropdown menus: "Year" set to "14-15", "School" set to "All Schools", and "Calendar" set to "All Calendars". A navigation bar includes "Index", "Search", "Help", and a back arrow. The main content area is titled "SpEd Evaluation Detail" and contains a warning message: "After you click the Generate Report button, please wait until the job is complete before creating another report. Running multiple reports at the same time could cause system latency issues for your district." Below this message, it states: "The report may take several minutes to render. Please do not click Generate Report More than once." and "This report pulls special education evaluation information initial evaluations that have occurred during the selected calendar year." A "Generate Report" button is visible at the bottom of the main content area. On the left side, there is a sidebar menu with "KY State Reporting" expanded, showing a list of reports including "KDE Reports", "Benchmark Report", "Calendar Summary", "CIITS Job Category", "CIITS Job Category Except", "CIITS Roles", "EOC Assessment", "EOC Early Warning Report", "Gifted and Talented Detail", "Gifted Benchmark Report D", "KEES Audit", "KEES Eligibility", "Median Student Growth Pe", "Median Student Growth Pe", "Missing or Invalid Course S", "Persistence To Graduation", "PLP Intervention Data", "Restraint or Seclusion 13-1", "Schedule Gap", "SEEK At Risk ADM", "SPED EOY Behavior Data", "SpEd_Evaluation_Detail" (which is highlighted), "Student Census", and "Teacher Course Check".

Once the report has been completed, randomly select 10% of the students (no less than 10 and no more than 50) on the report to list on the Indicator 11 spreadsheet. The method of randomization may be chosen by the district. Some suggestions include choosing every third student on the report or going to <https://www.random.org/> to select random numbers.

***Note:** Be sure all schools are represented in the random selection.

***Note:** If students appear to be missing from the report, it is most likely because the **Date of Consent for Initial Evaluation** has not been filled out.

The screenshot shows a form titled "Consent Header Editor". It contains several fields: "*ARC Date" with a date picker set to 05/12/2020; "*Evaluation Type" with a dropdown menu set to "Initial Evaluation"; "Date of Consent for Initial Evaluation" (highlighted with a red box) with an empty date picker; "Date of Consent for Reevaluation" with an empty date picker; "Date of Revocation of Consent for Evaluation" with an empty date picker; and "Reason for Revocation of Consent for Evaluation:" with a text area.

***Note:** OSEEL will be verifying district information through “spot checks” on Infinite Campus. If information regarding the 60-day timeline is not correct on the report, the district must correct the error in IC and rerun the report prior to submitting to OSEEL.

For Indicator 13, run the IDEA Dec. 1 Count Extract in KY State Reporting and set the date for the day you are running it. Then filter it for all students ages 16 and older.

The screenshot shows a form titled "Extract Options". It contains several fields: "Effective Date" with a date picker set to 05/14/2020 (highlighted with a yellow box); "Include Students with Critical Errors" with an unchecked checkbox; "Extract Type" with a dropdown menu set to "Student Count"; "Format" with a dropdown menu set to "State Format (CSV)"; "Select Students" with a radio button selected for "Grade" and a list box showing "All Students" (selected) and grades 00 through 08; and "Ad Hoc Filter" with an empty text box. At the bottom, there are two buttons: "Generate Extract" and "Submit to Batch".

Special Education Exiting Report

To be included on the special education exiting report, a student must:

- 1) Be 14 years of age as of Dec. 1 of the reporting year;
- 2) Have a special education status of active or active/referred on either the first school day of the reporting year OR the last school day of the previous year and anticipated to return (no show);
- 3) Have a special education status other than Active/Active Referred on the last school day of the reporting year OR graduate with an Active/Active Referred status.

***Note:** A “no show” is a student who was enrolled on the last school day of the previous year and was anticipated to return for the current school year but was not enrolled on the first day. A no-show student should appear on the exiting report if the student fails to return for the reporting year.

****Note:** A student who graduates from high school also should appear on the exiting report, even if the student has an Active status on the day of graduation.

Data Entry

PATH: Student Information > General > Enrollments Tab > Special Education Section

- ❖ **Special Ed Status** on first day of instruction must be A: Active or AR: Active/Referred and at time of exiting changed to I: Inactive.
- ❖ **Special Ed Exit Status:** Select the reason the student is no longer receiving special education and related services.
 - 01: Transfer to Regular Ed
 - 02: Graduated with a Diploma
 - 03: Alternative High School Diploma
 - 04: Maximum Age
 - 05: Deceased
 - 06: Moved, Known to Continue
 - 07: Dropped Out
- ❖ **Special Ed Exit Date:** Enter the date the student withdrew from the district, was released from special education or graduated. *If the student exits by withdrawing from the district, this date should match the end status date on the Enrollment section.*

Special Ed Fields

Special Ed Status
I: Inactive

Primary Disability
01: Emotional Behavior Disability

Secondary Disability
:

Setting
6C:(age 6-21) <40% of the day general ed programs

Full Funding

Date Eligible but Refused

Special Ed Exit Status
01: Transferred to Regular Education

Special Ed Exit Date
1/15/2012

No-Show Students

Students who were enrolled in the district on the last day of school of the previous year but do not enroll on the first day of school of the current year are considered no-show students. The DPP in the district will be responsible for location of these students.

General Enrollment Information:

- Start Date = First day of school
- Start Status = NS: No Show (When record is saved, No Show checkbox is activated)
- End Date = First Day of School
- End Status = Appropriate End Status (Found on [Page 7 of the Enrollment data standards](#))

The screenshot shows the 'General Enrollment Information' form. It includes fields for Calendar (11-12 Knox County Learning Aca), Schedule (MAIN), Grade (12), Class Rank Exclude (checkbox), Start Date (08/03/2011), No Show (checkbox checked), End Date (8/3/2011), End Action, Service Type (P: Primary), Start Status (NS: No Show), and End Status (W24: Moved, whereabouts unknown).

Special Ed Fields:

- Special Ed Status = I: Inactive
- Special Ed Exit Status = 07: Dropped Out OR 06: Moved, Known to Continue
- Special Ed Exit Date = First day of school

The screenshot shows the 'Special Ed Fields' form. It includes fields for Special Ed Status (I: Inactive), Full Funding (checkbox), Primary Disability (07: Emotional Behavior Disability), Secondary Disability, Setting (6C: (age 6-21) <40% of the day general ed programs), Date Eligible but Refused, Special Ed Exit Status (07: Dropped Out), and Special Ed Exit Date (8/3/2011).

***NOTE:** The student's IEP should remain active and locked in the event the student returns to school or another district.

****NOTE:** If the student returns, the Special Ed Status will need to be changed to Active and the Special Ed Exit Status and Date removed.

Graduates

A student who graduates will have a withdrawal in regular education as of the last day of school and a corresponding end status of the appropriate Graduate Code.

General Enrollment Information:

- End Date = Last day of school
- End Status = Appropriate Graduation Code

General Enrollment Information			
Calendar	Schedule (read only)	*Grade	Class Rank Exclude
11-12 Knox County Learning Aca	MAIN	12	<input type="checkbox"/>
*Start Date	No Show	End Date	*Service Type
08/03/2011	<input type="checkbox"/>	5/25/2012	P: Primary
*Start Status		End Action	End Status
E01: First enrollment of the year			G02: Graduated in four (4) years

Special Ed Fields:

- Special Ed Status = I: Inactive
- Special Ed Exit Status = 02: Graduated with a Diploma OR 03: Alternative High School Diploma
- Special Ed Exit Date = Last day of school

***NOTE: Do NOT** end date the IEP.

Special Ed Fields		
Special Ed Status	I: Inactive	
Primary Disability	10: Specific Learning Disability	
Setting	6A: (age 6-21) >80% of day in general ed programs	
Date Eligible but Refused	Special Ed Exit Status	Special Ed Exit Date
	03: Alternative High School Diploma	06/04/2015
PartC ID		

Report Extract

PATH: KY State Reporting > Special Ed Exit Report

- ❖ Extract should include ALL Schools

11-12

11-12 CENTRAL ELEMENTARY SCH
11-12 DEWITT ELEMENTARY SCHOO
11-12 Flat Lick Elementary Sch
11-12 G R Hampton Elementary S
11-12 GIRDLER ELEMENTARY SCHC
11-12 Jesse D Lay Elementary S
11-12 KNOX APPALACHIAN SCHOO
11-12 Knox Central High School
11-12 Knox County Learning Aca
11-12 Knox County Middle Schoo
11-12 LYNN CAMP ELEM
11-12 LYNN CAMP HIGH

To include all schools, select first school in list, hold shift key and select last school in the list.

- ❖ Extract options
 - Effective Date = 6/30/2019
 - Format = State Format {CSV}
- ❖ Generate Extract

Warning Report {errors must be corrected for students to appear on the Extract}

- ❖ **WA01:** the following record(s) contain an Exit Status but not an Exit Date **OR** contains an Exit Date but not an Exit Status.

districtNumber	SchoolNumber	SSID	LastName	FirstName	Grade	SpedExitStatus	spedExitDate
301	150	0000001383	PENNINGTON	DEVAN	12		2011-04-30 00:00:00.0

- ❖ **Resolution:**
 - Select appropriate Exit Status **and/or**
 - Enter Exit Date

- ❖ **WA02:** The following record(s) contain a Special Education Status of Active or Active/Referred AND an appropriate End Status but do not contain a corresponding Special Education Exit Status or Exit Date.

districtNumber	SchoolNumber	SSID	LastName	FirstName	Grade	SpedExitStatus	spedExitDate
301	022	0000026420	SOWDERS	JAMES	10		

- Resolution:**
 - Special Education status should be I: Inactive;
 - Select appropriate Exit Status; **and**
 - Enter Exit Date.

Once all errors are resolved, click the Click Here button to generate final extract.

There are errors and/or warnings in the extract (See below). [Click Here](#) to generate the final extract.

Data Cleanup

Once the report has been generated, please review the file for the following errors:

- **Duplicate students:** The only enrollment that should appear is the Primary enrollment for a student.
- **Disability codes:** The only valid disability codes should be 1–15 (no 3), but there should also be no Developmentally Delayed students as these are students who are 14 years old or older.
- **Date of birth (DOB):** Please be sure the student’s DOB is valid and the students are between the ages of 14 and 21, inclusive.
- **Race codes:** The only valid race codes are 1–7.
- **Age:** Student ages should be 14–21.
- **Gender:** M or F.
- **LEP:** LEP, NLEP or blank.
- **Blanks:** No cells should be blank except for the End Date and End Status columns (and only if the student transferred to regular education).
- **Matching Statuses:** Special Ed Exit Status should match End Status. Special Ed Exit Date should match End Date, unless the student transferred to regular education.

Please verify that you have reviewed this data at <https://www.surveymonkey.com/r/2020ExitingSPED>.

Entering the Status of a Child who Receives an Alternative High School Diploma in Infinite Campus

For students who receive the **Alternative High School Diploma**, it is necessary that, on the Enrollments tab, the students' Start Status, End Status, End Date, Special Ed Exit Status and Special Ed Exit Date be filled out accurately so these students are reported correctly on the Special Ed Exit Report.

[Path: Student Information > General > Enrollments](#)

- In the General Enrollment Information, the End Status should be set as C01: Close of Year when a student completes the requirement for an Alternative High School Diploma at the end of the current school year, if the student intends to return the following school year.
- When the student exits for the final time, select the following Special Ed Exit Status:
 - **03: Alternative High School Diploma** if the student earned an Alternative High School Diploma, or
 - **04: Maximum Age** if the student did NOT earn an Alternative High School Diploma.
- Continue to create a New Enrollment each subsequent year until the school year after the student turns 21 OR until the child fails to re-enroll.
- If a student exits and returns later, a new enrollment must be created. Each end status after the G code will be a C01. See [enrollment data standards](#) for more information.
- If the student does not show up on the first day of school, he or she may be exited as a no-show. If this happens, change the last C01 end status to a G code. Enter the diploma date and diploma type on the graduation tab. This diploma date should be within the date range of that academic year. See the [graduation data standards](#) for more information.

If a student returns to school as a Grade 14 after completing requirements for an Alternative High School Diploma, use the following settings:

- **Special Ed Status** remains A: Active until the student ages out of the program (21 years of age or longer if district's policy allows) or does not return to school.
- **Special Ed Exit Status** remains (or changed back to) blank until the student does not return to school. Once the student does not return to school, this status will become 03: Alternative High School Diploma.
- **Special Ed Exit Date** will be the last day the student attended.

Note:

- In the **General Enrollment Information**, the **End Status** should be set as C01: Close of Year when a student receives an Alternative High School Diploma at the end of the current school year, IF the student intends to return the following school year.
- Continue to create a **New Enrollment** each subsequent year until the school year after the student turns 21 OR until the child fails to re-enroll.
- If a student exits and returns at a later date, a new enrollment must be created. Each end status after the G code will be a C01. See the [enrollment data standards](#) for more information.
- If the student does not show up on the first day of school, he may be exited as a no-show. If this happens, change the **last C01** end status to a G code. Enter the diploma date and diploma type on the graduation tab. This diploma date should be within the date range of that academic year. See the [graduation data standards](#) for more information.

Discipline for Special Education

To be included in the special education behavior reports, a student must have a behavior event with a **state resolution** that includes one of the following codes:

- **SSP1:** Expulsion, with services
- **SSP2:** Expulsion, without services
- **SSP3:** Out of School Suspension
- **INSR:** In School Removal
- **IAES1, [IAES:](#)** Unilateral Removal by School Personnel-SPED use only
- **IAES2, [IAES:](#)** Removal by Hearing Officer-SPED use only

Data Entry

The data entry instructions are located in the [Behavior Data Standards](#).

If you have questions about data entry for discipline please contact Windy Newton at (502) 564-5130, ext. 4063 or windy.newton@education.ky.gov.

Behavior Report

- The behavior data will be pulled from the Safe Schools Report.
- To **run the Safe Schools report** in Infinite Campus, complete the following steps:
 - Go to KY State Reporting > Safe Schools.
 - Be sure you have the current school year selected and the date range is set for July 1 to June 30 of the current school year.
 - Select all schools on the right. You can select all by clicking the first school, holding down the Shift key, then clicking the last school.
 - If you are running the report only for students with IEPs, select Active Special Ed at Time of Incident.
 - Click Run Extract.
 - See the screenshot on the next page for an example.

Infinite Campus | District Edition | KY Staging Test Site

Year: 19-20 | School: All Schools | Calendar: All Calendars

Index | Search | **Safe Schools Report**

The Safe Schools Report outputs as CSV (Comma Separated Value) file. The report contains behavioral information on students collected from schools and districts in Kentucky.

Enter dates to find incident which occurred during a date range, leaving the date range blank will find all incidents which occurred during the date range of the selected calendar(s).

Extract Options

Extract Type: Detail
 Format: State Format(CSV)
 Date Range: 07/01/2019 -- 06/30/2020

Select Calendars

Which calendar(s) would you like to include in the report?
 active year
 list by school
 list by year

Report Selection All Reports

- SS1: Assault or Violence
- SS2: Possession of Guns or Other Deadly Weapons
- SS3A: Possession/Use or Distribution of Drugs
- SS3B: Possession/Use or Distribution of Alcohol
- SS3C: Possession/Use or Distribution of Tobacco Products
- SS4: Bullying or Harassment
- SS5: State Resolutions not reported in SS1 - SS4

Select Students

Grade: All Students (dropdown: 00, 01, 02, 03, 04, 05, 06, 07, 08)
 Ad Hoc Filter (dropdown)

Active Special Ed at Time of Incident

19-20 (dropdown menu): Adams School 2020 A, Buchanan Elem School 2020 A, Buchanan Elem School 2020 B, Fillmore School 2020 A, Fillmore School 2020 B, Fillmore School 2020 C, Fillmore School 2020 D, Grant School 2020 A, Harrison Elem School 2020 A, Harrison Elem School 2020 B, Jackson Elem School 2020 A, Jefferson School 2020 A, Johnson School 2020 A, Monroe School 2020 A, Polk High School 2020 A, Taylor Elem School 2020 A, Taylor Elem School 2020 B, Tyler Elem School 2020 A, Tyler Elem School 2020 B, Van Buren Elem School 2020 A, Van Buren Elem School 2020 B

CTRL-click or SHIFT-click to select multiple

The selection of Run Extract will produce a validation report to identify potential data issues. Submit to Batch will bypass the validation report.

Run Extract | **Submit to Batch**

- After you click the Run Extract button, you will get an Error/Warning report that looks similar to the graphic below. This will show you errors that must be fixed and warnings that should be fixed if possible. You may find out more information on this report at KDE's [Safe Schools Data Collection and Reporting](#) page.

There are errors and/or warnings in the extract (See below) [Click Here](#) to generate the Safe Schools Extract.

To view the errors and/or warnings in a CSV format click [Export to CSV](#)

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

ER01: The following students have state resolutions without a start/end date and/or time. These behavior events will not pull on the report. (Number of Records: 0)

ER02: The following students have a state resolution and the event does not have a state event code. These behavior events will not pull on the report. (Number of Records: 0)

[ER03: The following events do not have a participant selected. These behavior events will not pull on the report.](#)(Number of Records:2)

ER04: The following students have a resolution for a behavior event that occurred outside of the selected calendar(s) enrollment(s). These events will not pull on the report. (Number of Records: 0)

ER05: Suspension Attendance exists outside of an SSP3 Resolution. These events will not pull on the report. (Number of Records: 0)

WA01: An Out of School Suspension Resolution (SSP3) exists outside of a Suspension Attendance event. These events will pull on the report. (Number of Records: 0)

WA02: The following students have a behavior resolution of SSP7: Restraint or SSP8: Seclusion without a corresponding Behavior Response of Restraint or Seclusion. These behavior events will pull on the report. (Number of Records: 0)

WA03: Student behavior resolution start date is not within a district enrollment. These events will pull on the report. (Number of Records: 0)

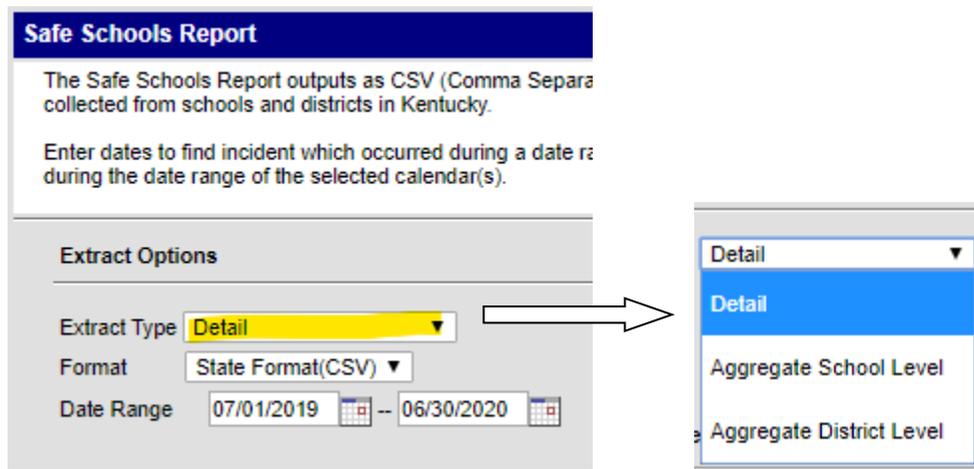
WA05: The following students have a behavior response of Restraint or Seclusion without a corresponding State Resolution of SSP7: Restraint or SSP8: Seclusion. These behavior events will pull on the report. (Number of Records: 0)

ER03: The following events do not have a participant selected. These behavior events will not pull on the report. (Number of Records:2)

school	title	incidentDate	submittedBy	status	eventID	eventType
Jackson Elem School	Threatening Staff	10/18/2019		CM	33673	Threatening Staff
Polk High School	Insubordination	09/27/2019		CM	33581	Threatening Staff

- Once you have cleaned up the errors, click the Click Here button (highlighted in red above) to obtain your safe schools data.
- To help in validating your data, you may review [instructions](#) provided by KDE to help filter your Excel spreadsheet.
 - Go to the far right and find the column called Resolution Length. This is the column that tells you how long a specific resolution (removal, restraint, etc.) lasted. This number is the resolution length to the hundredth of a day. Review your data for reasonableness.
 - Look for any long removals and be sure they are correct.
 - Look for any restraints lasting more than 0.10 day. Are they correct?
 - Look for any duplicate or overlapping entries for students.

- In addition to the Safe Schools Detail report, you can also select an Extract Type of Aggregate School Level or Aggregate District level to provide total counts by school or district.



- You also may use the Tableau Data Visualizations if you have access to them. You can find more information on KDE's [KSIS Data Visualization](#) page.
- Data must be completed and verified by June 30.
- The director of special education will sign off on the verification of the data at <https://www.surveymonkey.com/r/2020SafeSchoolsSPED>.

***NOTE:** When running the Safe Schools Report, the special education students will only be identified as special education IF they have an active, locked IEP on the date the behavior incident took place.