

**KSIS Infinite Campus (2022-2023) Kentucky-Specific End-of-Year Training
Question and Answer Transcript
April 21, 2023**

Alternative Education Programs

1. Can schools have different template banks for an ILPA or is this a district-level template bank?
The template banks for an ILPA can be set-up at the district level or at the program level, based on the IC toolbar selections.
2. Resources
[2021-22 Safe Schools Annual Statistical Report](#)
[Interim Alternative Educational Setting Definitions and Guidance on Data Entry in Infinite Campus](#)
[Expulsion Guidance including Carryover Expulsions Infinite Campus](#)
3. Would a building's PBIS team be good for ILPA team?
Yes, this is a good idea, but should be documented in the program policies upon district approval of their participation.
4. If the high school has alternative placement (in school suspension), is this considered alternative school?
For long-term placed (greater than 10 school days) in school suspension they are considered on-site alternative education programs. Short-term suspensions do not require the change to course sections with a Special Type = 02: Alternative Classrooms.
5. At one time we were advised to keep documents (signed handbook form etc.) in the ILPA and use ILPA contact log for items that did not fit into the other categories. Should we stop that process?
This is not a KDE mandate; therefore, would be a local district decision. Any documentation that will contribute to the student's success is recommended to be documented.
6. How do you indicate an on-site alternative classroom in Infinite Campus?
Course | Section | Special Type = 02: Alternative Classroom
7. What was the KAR number for Alternative education programs?
[704 KAR 19:002](#)
8. Does the ARC have to make that 45 day placement?
Yes, reference: [Interim Alternative Educational Setting Definitions and Guidance on Data Entry in Infinite Campus](#)
9. For an A1 program onsite would it be good to create a BLG to identify the students?
Onsite programs are tracked based on course sections of Special Type = 02: Alternative Classroom. Blended Learning Group usage would be a local district decision to track attendance or tracking of alternative education program students.

Safe Schools Reporting

10. Onsite programs are tracked based on course sections of Special Type = 02: Alternative Classroom. Blended Learning Group usage would be a local district decision to track attendance or tracking of alternative education program students.

This will be a warning not an error and can be disregarded.

11. For an expulsion that carries over to the next school year, does their need to be a behavior referral in both school years? Or just the original incident?

The original incident should be entered into the school and calendar in which the incident occurred. The resolution can extend into the next school year.

Foster Care Best Practices

12. Transportation is a huge problem. What is the process when the prior district refuses to provide transportation.

All districts are required to submit an assurance to provide transportation for this student group. If there are specific issues, please contact Sharma Aitken at KDE.

13. Who does the foster care records go to in the district?

A foster care record is created in district sites based on the weekly file received from Cabinet for Health and Family Services. The record is created via Student Information | Program Participation | Foster Care. Districts should regularly generate the QA Foster Care report available via KY State Reporting | KDE Reports to review for newly enrolled foster care students enrolled in the schools in your district.

14. Are Foster Care students marked as homeless?

Designation of foster care does not indicate homelessness. If the student is homeless prior to placement in foster care, then they would remain homeless for the remainder of the academic school year.

15. Who monitors compliance by the Cabinet?

This is the responsibility of the Cabinet for Health and Family Services. Districts can locate the case manager name and contact detail in the student's foster care record in Program Participation.

16. Too often the Cabinet Worker doesn't understand ESSA. You ask for the Best Interest Determination Paperwork and they are clueless. Private Agencies, like Benchmark, etc.. don't understand the requirements.

KDE will be working to create a FAQ on Best Interest Determination and Transportation to distribute to schools/districts and CHFS. For specific, questions or concerns, please contact Sharma Aitken at KDE.

17. If a student in foster care has an IEP. Should the case worker be a part of the ARC?

If the parent or assigned guardian agrees to have the case worker as part of ARC it is acceptable.

Superintendent Annual Attendance Report (SAAR)

18. Do we include our Preschool in the SAAR?

No. Preschool students are excluded during the SAAR process.

19. When I started in this position, I was told our district attendance needed to be 94% or above daily or we took a loss of funding for the day. How do we know if that is still our percentage number for daily attendance??

Any time a student is not in attendance then funding is lost. The threshold for when to cancel school due to high absences is a district decision and can vary based on many factors. Each district must determine their individual threshold.

20. How can we use the doctor signature date for the home hospital start date when instruction does not start until the committee approves the paperwork and homebound teacher at a later date?

The form has recently been updated to include a date when the doctor indicates HH instruction should start. With the previous form, many districts were approving the HH instruction, but were not able to service the student and generate funding until the doctor returned the forms with a signature. This allows the district to start services and generate funding before the actual date of signature by the doctor. It is important to note, that if the doctor never signs, the district will not receive HH funding for services that may have been provided.

21. I've got some schedule gaps for kids, but there doesn't seem to be a way to fix it. Everytime I change the dates to fix the schedule, IC says there is a gap. Who can I talk to about this?

Please reach out to Laura so she can look at your specific situation. Not all gaps must be "cleared". Some gaps are valid because of the type of student.

22. Do we have non-resident contracts? I thought those had been eliminated.

Non-resident contracts have been eliminated. All districts now have non-resident policies. However, the system still must identify out of state students as non-resident/non-contract students, so funding is not generated. The identifier still uses the non-contract terminology.

23. If we have a residential facility in our district and all these students are listed as HH. Can we only list them as HH if they are admitted for more than 5 days?

Unfortunately, that is correct. The statute that outlines HH instruction specifically says the student must be out of school for more than 5 days before HH instruction can be funded. The Division of District Support is looking to see what can be done to adjust this in the future when a student is in a facility.

24. Once our Growth Factor is submitted from the year. Can we update our attendance if we discover that a student's attendance was marked incorrectly, or do we need to keep it exactly like our reported Growth Factor?

If you find an error, you can update to make a correction so the correct data will be pulled on the SAAR and correctly funded. Please note, changes to a previous month's attendance may mean reports will need to be corrected and resigned.

25. If a foreign exchange student has an enrollment for the upcoming year and they are not coming back to us, is it ok to delete that future enrollment or do we "No Show"?

Yes, you can delete the future enrollment for a foreign exchange student.

Work Based Learning Report

26. If a student's job is not related to a career pathway, does that count for Career Readiness?

Per SB 25, it is a cooperative or internship that is aligned with a credential or associate degree.

27. So we still would have to have a contract with the company, monitor the hours, etc..for these exceptional options?

The criteria has not been determined yet. The school should follow the WBL manual for experiences they are involved in regardless of a course or non-course code.

28. Will more information be sent out on the career readiness work based learning tool??

Yes, after the KBE has approved the process.

29. Can you give us an example of a likely exceptional cooperative or internship?

A student that is enrolled in or has completed coursework relevant to their job outside of school hours. The school must show evidence of involvement in the student's learning experience that will help to make the student more successful in their work experience Transcripts.

30. Can we have a "Work Ethics" State Seal added?

It is technically possible, just need someone from KDE to sponsor and request.

New Enrollment Cleanup Wizard

31. Can you use the "Delete" function with the Enrollment Cleanup Wizard for only students who have left and not bother the students who haven't met requirements yet?

Yes, the enrollment cleanup wizard will look for students that have an end date in the current school year but have a future enrollment.

32. Is there a power point page showing examples of the cleanup wizard information?

Here is the Community link to the Knowledge Base article Jamison mentioned:

[Enrollment cleanup wizard.](#)

Video on Campus Community also available: [Enrollment cleanup wizard video](#)

33. I don't see All students in the student filter.

The presentation included sample filters that Campus had set up in the training site. Districts will create their own filters through ad hocs.

34. Is there a recommendation for when enrollment cleanup wizard should be used? Can it be run more than once?

You want to run the enrollment cleanup wizard prior to end dating your current enrollments. The enrollment cleanup wizard can be ran multiple time. Rule of thumb run both the enrollment cleanup wizard - Delete Enrollment and Update Enrollment for enrollment attributes.

35. Will this update the special ed fields so that we no longer have to put in a special ticket?

Yes, this tool will update the special education data information on the enrollment tab.

End of Year Checklist

36. I have the KDE Submission Guide printed. Is a Notification sent out when this is updated?

Thank you for this suggestion. An announcement will be added to the KSIS Newsletter.

37. I saw that we no longer use extra year in primary. Do we mark a student in grades K-3 staying back as retained?

The Extra Year in Primary report identifies students who have taken longer than five (5) years to advance from kindergarten to fourth grade. This report is based on primary enrollments. Students who are repeating a primary grade do NOT need to be marked as retained.

38. What does not yet met requirements mean exactly? Does that mean we have gone in and put Retained on the current enrollment and it will change their grade level for the next year's enrollment?

Students that have not met the credit requirements for their current grade level.

39. Where is the Extra Year in Primary report located at in Infinite Campus?

**The path for the new Extra Year in Primary report is [KY State Reporting | KDE Report | QA Extra Year in Primary](#).
[QA Extra Year in Primary Quick Reference Card \(ky.gov\)](#)**

40. Do you still have to wait to end date students with C01 status until after SAAR has been submitted and approved?

The end date and CO1 end status can be add prior to submitting the SAAR report.

41. Why won't the enrollment roll forward tool allow us to roll over as a Partial Student in the Summer Calendar?

The enrollment roll forward tool functionality does not allow to mark the enrollment type as partial. A case will need to be submitted to Infinite Campus requesting this enhancement.

KDE Updates

42. Can the summer calendar be created before the current year calendar ends??

Yes, you can create a summer school calendar prior to the end of the current school year.