KSIS Infinite Campus NEWS

Kentucky Student Information System

KSIS Infinite Campus News Volume 15, Issue 9 – October 2022

Intent for Early Graduation deadline is Oct. 1

Submitted by Heather Bushelman

All students planning to complete the Early Graduation Program must complete the Intent for Early Graduation (IEG) form and be flagged in Infinite Campus prior to the Oct. 1 deadline. The Early Graduation Data Standard provides instructions for assigning the IEG flag. For more information and updated guidance, please see the September 2022 Edition of Infinite Campus KSIS News.

New Communicable Disease tab

Submitted by Angie McDonald

The new Communicable Disease Tab allows school nurses to document reportable communicable diseases in the school. The school nurse should notify the local health department or other medical providers regarding students with certain communicable diseases. Having this documentation in the student information system will allow school nurses to easily track all reported illnesses. It is not mandatory that this tab be used if the district has another policy or protocol for documenting reported communicable diseases.

To access the new Communicable Disease tab, user access must be granted by the district KSIS administrator. Path: Student Information/Communicable Disease

A guidance document for the Communicable Disease tab is available on the KDE Student Health Data webpage. Direct questions regarding the Communicable Disease tab to Angie McDonald via email or telephone at (502) 564-5279, ext. 4430 or Tonia Hickman via email or telephone at (502) 564-5279, ext. 4062.

Attendance codes for influenza-like symptoms

Submitted by Josh Whitlow

The Cabinet for Health and Family Services (CHFS) is expecting a high number of influenza cases this year and has asked the Division of District Support to provide weekly aggregate counts of influenza-related absences during the 2022-2023 school year. The four attendance codes below are outlined in the Pupil Attendance Manual and should be used in the event of student absences due to influenza-like illness.

- ILID – Influenza-like illness excused doctor note
- ILIE – Influenza-like illness excused
- ILIP – Influenza-like illness excused parent note
- ILIU – Influenza-like illness unexcused

Please contact Josh Whitlow via email or telephone at (502) 564-5279, ext. 4450 with questions regarding attendance codes.

Use of Time Survey for School Counselors and School-Based Mental Health Service Providers due Nov. 1

Submitted by Heather Bushelman

Senate Bill 102, KRS 158.4416 was recently updated regarding what information superintendents shall annually report. It includes school counselors, with the additions of any school-based mental health *(Continued on page 2.)*

Use of Time Survey for School Counselors and School-Based Mental Health Service Providers due Nov. 1
(Cont. from page 1.)
providers. The form and other information may be found in the [Use of Time Survey for School Counselors and School-Based Mental Health Providers guidance](#).

Last year 33 districts missed the Nov. 1 deadline. This year, the Office of Teaching and Learning would like to increase the number of districts that submit this information based on the legislation above.

Growth Factor submission time is almost here

Submitted by Laura Loman

The *Growth Factor Report* is due to KDE ten days after the last day of the second school month and no later than Nov. 1 of each school year. The report is mandatory for each district to complete and helps identify districts with growth to determine additional funding. KDE will send official notice to each district.

Growth Factor will not generate any funding for the 2022-2023 school year and will serve as a baseline to resume funding for the 2023-2024 school year.

The report includes:

- Aggregate day's attendance and absence
- Race and gender counts
- Adjustments for less than full-time attendance (partial day)
- Non-resident/non-contract students
- Overage and underage students for the first two months of school

Districts should submit the *Growth Factor Report* by clicking the *Submit Growth Factor Report* hyperlink on the [KDE Growth Factor Reports webpage](#). For additional information on the new SAAR application, refer to the [2022-23 Growth Factor Guidance Manual](#). Directors of pupil personnel (DPP's) will be notified of an online training for the new SAAR system. The training will be held on Monday Sept. 26 at 2 pm (ET). If you have any questions, contact [Laura Loman by email](#) or telephone at (502) 564-5279, ext. 4485.

New assessment data visualization dashboards coming soon

Submitted by Kim Walters

KDE is working with Computer Information Concepts (CIC) to add new assessment data visualizations to dashboards currently available (demographic, attendance, behavior and equity). Visualizations will include Kentucky Performance Rating for Educational Progress (KPREP) and Kentucky Summative Assessments (KSA) will be added when that data is available this fall. The American College Test (ACT) scores will be available in a separate dashboard. Initially, one year of KPREP and three years of ACT scores will be available. All dashboards will include filters for student group, grade level and demographics. The visualizations will show currently enrolled students. The data visualizations will be introduced in two phases.

Phase one will be available by the end of Sept. and includes:

- State Assessment Summary – bar charts displaying district, school and grade level detail
- State Assessments by Students – bar charts displaying individual student scores by subject with benchmark indicators reflected
- ACT College Readiness Analysis – ACT results with bar charts displaying district and school outcomes ([CPE Kentucky Academic Readiness Decision Band](#) is used as a measure.)
- ACT College Readiness by Student – individual level detail on ACT scores reflecting CPE benchmark measure

Phase two will be available by the end of Oct. and includes:

- KSA Demographic Analysis – a bubble chart that will allow comparison of scores against two demographic filters as well as up to two school years
- KSA Summary Comparison – color coded bar graphs showing several years of KSA summary data side-by-side
- KSA Multi-Year Student Profile – allows schools to assess the progress of one student for multiple years in all subjects on one page with color coded bar graphs

Title III – English Learners and Immigrant data quality review

Submitted by Windy Newton

Districts are advised to monitor data quality frequently by running periodic data quality checks to ensure reports are error-free. The Infinite Campus *English Learner* extract is used to determine the English Learner (EL) counts for every district. KDE runs this extract multiple times throughout the year for federal reporting requirements as well as determining Title III allocation amounts.

Information and step-by-step instructions regarding the creation and maintenance of EL student records are in the English Learner Data Standard. For EL and Immigrant program reporting timelines, reference Section G of the English Learner Data Standard and Section C of the Immigrant Data Standard.

Data quality issues cause errors that result in students not appearing on the *English Learner* extract and exclusion from the districts' EL student counts. Below are some tips to avoid common errors.

- Home Primary Language – Students whose home primary language is left blank or listed as English will not be included in the extract. The home primary language is based on the information provided on the Home Language Survey (HLS) completed upon the student's initial enrollment in a Kentucky public school district. This information should not be changed if the student transfers to another Kentucky district or when the student exits the EL program.
- EL Services – Students must have at least one active EL Service type to be considered an EL student for reporting purposes. EL services should not be end-dated each year.
- EL Instructional Accommodations – Students must have at least one active EL Instructional Accommodation to be considered an EL student for reporting purposes. EL accommodations should not be end-dated each year.
- End date – EL services and accommodations should only be end-dated if the student exits EL program status, or the student no longer needs the service or accommodation based on an update to the student's EL Program Services Plan (PSP). For students who exit EL program status based on reaching attainment on the annual ACCESS assessment, the end date should be June 30 of the year in which the student reached attainment.
- EL student transfers between districts - The Student Records Transfer process is summarized in Section F of the English Learner Data Standards and expanded guidance is available in the Student Records Transfer Data Standard.
- Date Entered U.S. School field – The Immigrant Data Standard and the IC *Title III Immigrant KDE Report* should be used to ensure the Date Entered U.S. School field is accurately completed.

If you have questions or concerns regarding Title III English learners and immigrant data, contact Windy Newton by email or Margalee Conlee by email.

KSA and PSR assessments in Infinite Campus

Submitted by Holly Tracy

In October, Kentucky Summative Assessments (KSA) and Postsecondary Readiness (PSR) test scores will be available in Infinite Campus. Scores for KSA, KSA-Alternate, PSR and PSR-Alternate in Infinite Campus will appear in new templates separate from historical Kentucky Performance Rating for Education Progress (KPREP) scores. A new Postsecondary Readiness template will also be added. KDE reports in Infinite Campus will also be updated to reflect KSA and Postsecondary Readiness.

Custom Assessment Report scheduled to be sunset

Submitted by Holly Tracy

The KDE Custom Assessment Report in Infinite Campus will be no longer be available after the October release. Districts should instead use the Adv Courses and Exams Report.

If your district relies on the *Custom Assessment Report* and its removal will negatively impact your reporting needs, please contact KDE Data Services by email.

Training updates

For more information and registration links for the following training events as well as resources from prior events, please visit the KSIS Training webpage.

Date	Event	Location
Sept. 26	Infinite Campus User Group	Eddyville (Western Ky. Conference Center)
Sept. 27	Infinite Campus User Group	Bowling Green (GRECC)
Sept. 28	Infinite Campus User Group	Laurel Co. (Laurel Co. CTE)
Sept. 29	Infinite Campus User Group	Rowan Co. Bd. of Ed.
Dec. 1-2	2022 Infinite Campus Interchange	Omni Louisville Hotel
Jan. 12	Ky. Specific Infinite Campus mid-year training	KDE Media Portal

Data calendar

The monthly data calendar 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 data is verified and available prior to the due date.

Due to KDE	Report	KDE Email Contact
10/01	Diversity Data - Fall Pull	Tessa Harris
10/01	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	Krystal Smith
10/15	Kentucky Stats (KYSTATS) – annual longitudinal data	DeDe Conner
10/31	E-Rate	Scott Kane
11/01	Local Educator Assignment Data (LEAD) Fall	Crystal Hord
11/01	Retention	Windy Newton
11/01	Dropout	David Curd
11/15	Audited - Annual Financial Report and balance sheet	Krystal Smith
11/15	Technical Education Database System (TEDS) (First Semester)	Claude Christian

School Data Services team

David Couch, associate commissioner; DeDe Conner, director; Linda Burton, assistant director

Ryan Adcock	Shauna Dunham	Michael Spence
Tania Arnett	Tessa Harris	Tia Spence-Gigger
Phil Bigard	Candy Johnson	Holly Tracy
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Robbin Bond	Kathy Kurtz	Jennifer Winburn
Crystal Darnell	James Reed	
Jeanne Devers	Michael Sivils	

Office of Education Technology Division of School Data Services
Have a question or comment? Send it to the KDE Data Services Mailbox.