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**Kentucky Parchment Connect – Nov. 3***Submitted by Crystal Darnell*

High school counselors and other staff supporting administration of the Kentucky eTranscript system are encouraged to attend the free Nov. 3 Parchment Connect event. The event will take place at the University of Louisville Swain Student Activities Center, 2100 S. Floyd Street. It will provide an opportunity to connect with peers, postsecondary admissions officers and registrars, and other members of the education community to learn best practices and explore emerging trends in education and credentialing. Parchment is Kentucky's standard for high school electronic transcripts. Registration will open at 8:30 AM in the West Foyer of the Swain Student Activities Center.

Parchment will provide free parking and lunch. EILA credit will be available for district staff participating in this event. Please help to ensure that staff involved in the student transcript process are aware of this opportunity.

[Register now to reserve a seat at Parchment Connect Kentucky](#). Program topics will include:

- Panel discussion with local high schools, higher ed admissions offices, and registrars
- Supporting the learner journey/product overviews
- Q&A with Parchment Product and Member Development teams
- Networking and a provided lunch with colleagues from other area secondary and postsecondary institutions

Kentucky Parchment Connect is open to all members of the education community. More details are available by clicking the registration link above.

**Infinite Campus Interchange 2022 – Dec. 1-2***Submitted by Jennifer Winburn*

[Registration](#) is open for the 2022 Infinite Campus Kentucky Interchange that will take place Dec. 1-2 at the Omni Louisville Hotel. The Interchange offers a day and a half of informative training, collaboration and networking. See the [KSIS Training webpage](#) for details.

**2021 Kentucky School Report Card – *Thank you for your work!****Submitted by DeDe Conner*

The 2021-2022 Kentucky School Report card was publicly released Oct. 18. The success of the card is a result of many local and state personnel. We want to take this opportunity to thank everyone for ensuring timelines were met and that the card contains quality data to best represent Kentucky's schools and districts. Please feel free to provide any [feedback on the card in the SRC](#) or you may direct your email comments or suggestions to the [KDE Data Services mailbox](#).

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## Growth Factor submission

*Submitted by Laura Loman*

No later than Nov. 1, the mandatory *Growth Factor Report* is due from each district. The Growth Factor window is now open to submit the report via the new SAAR application. The application and guidance document can be found on the [Growth Factor Report webpage](#). If you have questions about Growth Factor submission or need access to the SAAR application, contact [Laura Loman by email](#) or telephone at (502) 564-5279, ext. 4485.

## Dropout data is due Nov. 1

*Submitted by David Curd*

This is a reminder to districts that dropout data is due by Nov. 1. Dropout data is extracted from Infinite Campus each year and is lagged by one year, so the prior school year is what will be reported. Schools are accountable for students for the full school year, including summer school. If you have questions or concerns about dropout data, please contact the [KDE Assessments mailbox](#).

## Sunsetting KDE reports

*Submitted by Holly Tracy*

After the Infinite Campus Nov. release, the KDE [EOC Early Warning](#), LEP Benchmark and Novice Reduction reports will no longer be available. Data in the reports is outdated and will therefore be sunset.

If your district has questions or concerns with the removal of the reports, please contact [KDE Data Services by email](#).

## Get ready for college

*Submitted by DeDe Conner*

It's time to start encouraging seniors to complete the Federal Application for Financial Student Aid (FAFSA) and explore postsecondary opportunities. The Council on Postsecondary Education (CPE), Kentucky public universities and the Department of Education are encouraging districts to help promote college-going by reaching out to students and families directly through Infinite Campus messaging services.

Districts and schools are a trusted source of information. Messages can be sent through the Campus Portal and email with standard messaging; texting is available if the district has purchased Campus Messenger. A scripted message is included in the [messaging instructions](#). The message promotes a [Get Ready for College webpage](#) with links to all Kentucky public universities' application sites. The new CPE webpage makes it easier for students to get started with applications for the schools of their choice. The purpose of using the easy and convenient messaging in Infinite Campus is to encourage students to take the next step on their educational journey by applying early to one or more schools, and to complete the FAFSA to fully explore financial aid options and maximize awards available.

Messaging will specifically target seniors and juniors who were designated as early graduates based on cumulative GPA at the end of the last school year. Messages can be sent to two groups: students with a GPA of 2.5 or higher, which meets minimum requirements for all Kentucky universities, and students with a GPA below 2.5 that qualify for Kentucky Community and Technical College System enrollment and may qualify for other public universities.

It is easy to get started using [detailed instructions](#). The [KDE Data Services team](#) is available to help if there are questions.

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## Foster Care and Student Records Transfer Report

*Submitted by Windy Newton*

Districts are encouraged to periodically generate the [Student Record Transfer Report](#) to monitor compliance with the legislative expectations stated in [KRS 199.802](#) (as amended by [House Bill 312 \(2020\)](#)) that created specific time requirements for requesting and releasing records for students in foster care. Records must immediately be requested by the new school and released by the prior school on the working day the request is received. The purpose of the report is to assist district personnel in monitoring records transfer requests for students enrolling in or withdrawing from other Kentucky school districts during the school year.

Districts are encouraged to generate and monitor the report locally for the current school year. It is important to keep in mind the timeframes to request records transfer as well as the time it takes to release records. The report can be generated for all schools, or a single school within the district. A foster indicator is included in the report output to assist in monitoring compliance. Suggested use includes:

- Generating the detail and/or aggregate report to identify enrollments with no records requests initiated
- Identify withdrawals with records requested that have not been released
- Identify withdrawals for which a records request has not been made and follow-up is needed
- Monitor timeliness of records transfer requests/releases to identify potential need for additional training or guidance

Ensuring students are enrolled and records are requested and transferred in a timely manner helps to ensure that students in foster care are on the path to success and receiving all appropriate services in their new school as quickly as possible. The *Student Records Transfer Report* is available and located under Kentucky State Reporting/KDE reports in Infinite Campus.

Please note, this is not an error report for data cleanup. Records transfer data cannot be changed, but the information provided can promote improved processes. If student records have not been requested from the student's new school, appropriate district staff are encouraged to use the student locator to identify where the student is enrolled and contact the school to determine why records have not yet been requested. System administrators should assign tool rights to school district staff who process or manage records transfer.

Reference the [Foster Care Data Standards](#) for details on importing foster care student data. Reference the [Student Records Transfer Data Standard](#) for details on the student records transfer process. If you have questions about foster care and records transfer, contact [Sharma Aitken by email](#) or [Margalee Conlee by email](#).

## Update Civil Rights Data Collection (CRDC) contacts in Person Role Manager

*Submitted by Candy Johnson*

It's important for districts to update Civil Rights Data Collection (CRDC) contacts each year. These individuals will receive communications from the Kentucky Department of Education's Division of School Data Services regarding updates, reporting timelines and questions.

To add or update the CRDC school or district contacts, please contact your district Web Apps Admin Point of Contact (WAAPOC). WAAPOCs are listed in the [District and School Directory](#). WAAPOCs can update CRDC contacts in the People Role Manager system.

## New training – Campus Learning on-demand courses

Submitted by Jennifer Winburn

Two new courses have been added to the on-demand course list for Campus Learning Suite on Campus Passport. You must have a Campus Passport account to access the new training videos.

- [Campus Learning \(Setup\)](#) – This course is designed for district or school staff responsible for setting up tools within Campus Learning so the tools can be utilized by teachers.
- [Campus Learning \(Teachers\)](#) – This course is designed for teachers to learn how to use the tools within Campus Learning.

## Training updates

For more information and registration links for the following training events, go to the [KSIS Training webpage](#).

Date	Event	Location
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 Contact
11/01	Retention	<a href="#">Windy Newton</a>
11/01	Dropout	<a href="#">David Curd</a>
11/15	Audited - Annual Financial Report and balance sheet	<a href="#">Krystal Smith</a>
11/15	Technical Education Database System (TEDS) (First Semester)	<a href="#">Claude Christian</a>
12/1	Preschool Enrollment Count (Fall)	<a href="#">Taysha Oglesby</a>
12/1	Exceptional Child Count by Disability	<a href="#">Amy Patterson</a>
12/15	KECSAC Membership Report	<a href="#">Windy Newton</a> and <a href="#">Sherri Clusky</a>

## School Data Services team

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

Ryan Adcock  
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Michael Spence  
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Holly Tracy  
Sriharsha Vejella  
Jennifer Winburn



## Office of Education Technology Division of School Data Services

Have a question or comment? Send it to the [KDE Data Services mailbox](#).