

In this issue

[Assessment data – How to avoid errors due to punctuation](#)
[Campus Analytics Premiere – free Ky. Specific training for all districts on effective use](#)
[Campus Learning – new scores release setting and more](#)
[Data Calendar](#)
[Early Graduation amendments](#)
[Enrollment Cleanup Wizard enhancements](#)
[Free- and reduced- meal data due Oct. 1](#)
[Growth Factor Report requirements and training](#)

[Infinite Camp User Group schedule announced](#)
[KEES eligibility updates](#)
[KSIS contact updates needed](#)
[LEAD – setup Campus new design](#)
[School counselor and school-based mental health service provider use of time updates](#)
[SSID issues submission form](#)
[Student privacy updates and resources](#)
[Training updates](#)

Infinite Campus User Group dates and locations announced*Submitted by Lisa DeGaris*

Infinite Campus has set dates and locations for fall regional training. The training will include Infinite Campus and KDE updates along with other timely topics. We encourage those who plan to attend to hold the date for the session that works best. Lisa DeGaris will soon send additional details on this upcoming training opportunity. The dates and locations for the fall regional trainings are as follows:

| | | |
|---|---------------------------------------|--------------------------------|
| Sept 19 – Frankfort (KDE) | Sept 27 – Bowling Green (GRECC) | Sept 29 – Rowan Co. Bd. of Ed. |
| Sept 26 – Eddyville (Western Ky. Conference Center) | Sept 28 – Laurel Co. (Laurel Co. CTE) | |

KSIS point of contact updates*Submitted by Jennifer Winburn*

The primary and alternate district KSIS point of contact (POC) roles in the [KDE web application](#) determine membership in the KSIS POC email distribution list. District Web Application Administrator points of contact (WAAPOCs) should keep the roles up to date to ensure timely receipt and distribution of KDE notifications to district staff. Check your district contact information on [Open House](#) to see if the KSIS Primary POC is correct. Notify your WAAPOC if updates are needed. For questions regarding the KSIS POC distribution list, contact [KDE Data Services by email](#).

Oct. 1 deadline for free- and reduced-meal data*Submitted by Samantha Engstrom*

Before Oct. 1, districts must input all free- and reduced-meal data (including Household Income Form (HIF) National School Lunch Program, and direct data entry and direct certification uploads) into the Infinite Campus FRAM module. Districts must meet the Oct. 1 deadline to ensure maximum counts for free- and reduced-meal status for the district school year 2022-2023, and accurate eRate and federal reporting.

If there is a clear disclaimer to indicate that the purpose of submitting the form is not to grant free- or reduced-meal benefits, the electronic HIF option in Infinite Campus can be used for full Community Eligibility Provision (CEP) districts to process HIFs. At this time, partial CEP districts are unable to use this option due to the requirement that the USDA Free Reduced Lunch Applications and HIFs must be kept separately.

For partial CEP districts, a fillable HIF is available as an option that allows households to complete and sign the form electronically and to maintain social distancing, parents have an option to send the form back to school via email.

Data from the fillable form must be entered into the FRAM module in Infinite Campus. Print and retain the HIFs in a secure location for 10 years. A sample of the fillable form was sent to the directors of pupil personnel.

If you have questions or to request a copy of the fillable HIF, contact [Samantha Engstrom by email](#) or telephone at (502) 564-5279, ext. 4434.

New submission form for SSID issues

Submitted by Samantha Engstrom

A new Google [SSID Issues Form](#) has been created for submitting SSID issues. Districts that have issues with duplicates, blended records, pending SSIDs, syncing issues and others will need to submit this form. A Google account is not required to use the form. The form requires the contact's name and email, district name, issue type and at least one SSID. There is an option at the bottom of the form to send a copy of the submission to the submitter's email.

If you have questions, contact [Samantha Engstrom by email](#) or telephone at (502) 564-5279, ext. 4434.

Growth Factor

Submitted by Laura Loman

All districts must submit the *Growth Factor Report* through the new *Superintendent Annual Attendance Report* (SAAR) Application by the end of the second month of school, but no later than Nov. 1. The 2022-2023 *Growth Factor Report* will not generate additional funding for the district, but the report must be completed. The 2022-2023 school year submission will be used as the baseline for next year's *Growth Factor Report*. Funding for Growth Factor can be expected in the 2023-2024 school year.

There will be an in-depth training on the new SAAR Application during the Kentucky Department of Pupil Personnel (KDPP) conference to be held Sept. 21-23 at the Marriot Griffin Gate in Lexington. See the [SAAR Application User Guide](#) for detailed guidance on submitting the *Growth Factor Report* and the link to the SAAR Application.

If you have questions about the *Growth Factor Report*, please reach out to [Laura Loman by email](#).

Preparing for redesigned LEAD

Submitted by Scott Tremoulis and Caryn Davidson

Districts can start now, reviewing that data in Infinite Campus is setup correctly before data is loaded in the new Kentucky Educator Certification System (KECS) for Local Education Assignment Data (LEAD) reporting. Dates for 2022-23 LEAD have not yet been released. The KDE will upload Infinite Campus data weekly for LEAD including course data, staff data and special education caseload data. The KECS LEAD process will analyze situations automatically that required manual clears in the past. KECS will include LEAD dashboards and reports to provide insights into staff assignments and student populations per school.

- Staff will be matched to their credentials using the EPSB ID numbers instead of social security numbers. See the [Census, Staff Information Data Standard](#) for detailed information.
 - Ensure all EPSB certified staff have the correct EPSB ID as the License Number on their active District Employment record. To verify, run the [Munis EPSB Upload Validation Report](#) and filter to Type 01, 02, 03, or 06. Certified staff without an EPSB ID will be included in out-of-field counts until IDs are available.
 - Ensure that all staff have the appropriate type on all active district assignment records. Type 01, 02, 03, and 06 should only be used for EPSB certified staff.
 - Ensure that all speech therapists are type 05 on their active district assignments records. Only those certified by EPSB need an EPSB ID as their license number.
- General education courses will not be checked for student populations so only the primary teacher will be included in the LEAD data.
 - It is no longer necessary to assign additional staff to sections to cover populations for LEAD.
 - Courses taught by a vacant position and college professor should have a placeholder person assigned as the primary teacher. See the [Census, Staff Information Data Standard](#) for the EPSB IDs to use for placeholder staff including vacancies and college professors.
 - Special education resource classroom teachers and the case manager's certification(s) will be verified for the disabilities of their students.
 - Ensure that all special education students have an active case manager assigned. See the [Infinite Campus Team Members guidance](#) for details on assigning case managers and run the [Caseload Summary Report](#) to review the active case managers.
 - Gifted and Talented and English Learner populations will be reported as school level counts of students and staff holding the required certifications. (Continued on page 3.)

Preparing for redesigned LEAD *(Continued from page 2.)*

- Proper assignment of the course state code is critical for verification of teacher certification for a course.
 - Ensure that all active courses have a state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in in the [Searchable State Course Codes Database](#). Run the [QA Courses Setup Concerns Report](#), filter on State Code Check and uncheck (Blanks).
 - Ensure that courses setup for tracking groups of students for activities, clubs, sports, testing groups, etc. use the new state code 909995: Roster Only Non-Instructional.
 - Ensure that each section of courses using these state codes designates the specific Core Content being taught.

| | |
|---|---|
| <ul style="list-style-type: none"> ▪ 165698: World Languages Technical Language ▪ 230168: IB Theory of Knowledge ▪ 230170: AP Seminar ▪ 230171: AP Research | <ul style="list-style-type: none"> ▪ 499901: Foundations of Energy Ind ▪ 499910: Industrial Education Co-op ▪ 499915: Industrial Education Internship ▪ 909999: School Defined Course |
|---|---|
 - Ensure these placeholder state codes are only used on placeholder courses (no grades or transcript entries should be recorded).

| | |
|---|---|
| <ul style="list-style-type: none"> ▪ 800500: Residential STEM Academy ▪ 909995: Roster Only Non-Instructional | <ul style="list-style-type: none"> ▪ 950001: Dual Credit Placeholder ▪ 960001: Digital Learning Placeholder |
|---|---|
- Special classroom types will be processed by type.
 - Ensure that all alternative program sections have Special Type = 02: Alternative.
 - Ensure that all special education resource sections have Special Type = 05: Special Education.
 - If a speech therapy course is used, ensure that all sections Special Type = 06: Speech Therapy and that the state code is 901020: Speech Therapy.
- Students will only report as special education if the IEP is locked and specifies primary disability, status, and least restrictive environment (setting). Run the [QA SPED Error Report](#) to identify issues and work with the DoSE to resolve them.
- LEAD is no longer using the Section Population ID field, so it does not need to be populated.

Please direct any course code related questions to the [KDE Course Codes Mailbox](#) and all other LEAD questions to [Scott Tremoulis by email](#).

Campus Learning release scores and progress monitoring improvements

Submitted by Crystal Darnell

Teachers are now able to schedule the release of scores to students and parents with a new option in Campus that allows teachers to score assignments over time and make all the scores available at the same time on a selected date. The default setting is to release scores on save, making them available immediately. However, using the score release setting on individual assignments, teachers can select a date and time for scores to be released that is appropriate for each circumstance. Release dates can be managed anywhere the teacher can view assignment details. In tools such as the Grade Book or Progress Monitor, the view can be filtered to calculate In-Progress grades based on all graded assignments or only those scores that have been released.

Improvements also have been made to the Progress Monitor. Assignments are now displayed with alignment to grading tasks as well as standards. Other Campus Learning updates include:

- Added eye icon hides all other students for easy conference view.
- Upgraded student search allows the teacher to page through individual students in search results.
- Moved the Unscored, Missing and Submission filters to a unified filter menu where teachers also can create their own custom filters.
- Added Access to the Multi-Post tool to post grades directly from the Progress Monitor.
- Added Score button opens a Grade Book side panel simplifying scoring of multiple assignments.

Enhancement to the Enrollment Cleanup Wizard

Submitted by Josh Whitlow

The Sept. 14 Campus.2231 release will include an enhancement to the [Enrollment Cleanup Wizard](#). During the normal process of preparing calendars and schedules for the next school year, the first day of the new school year is often not decided or may be moved for unforeseen circumstances. The Enrollment Cleanup Wizard now gives the option to update the start dates of enrollment records. The wizard will also update other start dates tied to the enrollment start date in future calendars like transportation dates, 9th grade entry dates and roster start dates.

If you have questions about using the Enrollment Cleanup Wizard, please contact [Josh Whitlow by email](#).

Punctuation in Assessments

Submitted by Holly Tracy

As a reminder, when recording assessment information in an assessment vendor system, please pay special attention to the data entry of the student's name. Failure to match what is in Infinite Campus, such as unaccepted punctuation in student names, can create data quality issues and result in assessment scores that can't be matched to student records in Infinite Campus. Please see below for tips to avoid some common data entry errors.

- Do not reverse the first and last names. Names should be entered with First Name first followed by Last Name.
- Do not include suffixes such as Jr. as part of the last name.
- Enter a space between multiple part names such as Wilson Downing or Bobbie Jo.
- Enter the student's name as it appears in Infinite Campus (not their nickname).

If you have questions about recording assessment data, please send an email to [KDE DAC Info](#).

Early Graduation Program updated guidance

Submitted by Heather Bushelman

The Local Superintendents Advisory Council (LSAC) approved amendments to early graduation. To review the amendments and additional information, please refer to the Kentucky Teacher article, [LSAC approves proposed amendments to early high school graduation requirements](#). The [Early Graduation Program webpage](#) has been updated to reflect the most recent legislative changes and the Minimum Graduation Requirements FAQ's Document includes the changes and support for districts who may have questions.

If you have a question about the Early Graduation Program, please contact [Heather Bushelman](#) by email.

School counselor and school-based mental health service provider use of time updates

Submitted by Heather Bushelman

Senate Bill 102, KRS 158.4416 has been updated regarding what information superintendents shall report annually by Nov. 1. The information includes school counselors, with the additions of any school-based mental health 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](#).

KEES eligibility updates

Submitted by Crystal Darnell

As the new school year begins, counselors should generate the *KEES Eligibility Report* to identify students who based solely on their schedule may not qualify to receive the Kentucky Educational Excellence Scholarship (KEES). The Infinite Campus report path is KY State Reporting/KDE Reports/KEES Eligibility.

The *KEES Eligibility Report* lists all students and their number of course credits/units scheduled per year. One of the requirements for KEES eligibility is to attempt to earn at least five credits during the academic year unless the student qualifies as a mid-year graduate in which case the minimum is three credits.

Due to infrequent usage, the KEES Eligibility Report Schedule and Letter type will be deprecated in Sept. To check attached credits, districts can instead use the *Course Credit Report (Continue on page 5.)*

KEES eligibility updates *(Continued from page 4.)*

There are some limits on how many credits can be used for work-based learning courses. The only work-based learning courses that are allowed to be credited for more than one credit per course code are the Career Pathway Co-Op's. All other work-based learning courses including internships are capped at one credit per course code. The *KEES Eligibility Report* has been updated to reflect these changes for the 2022-2023 school year. Districts do not need to change their credits if they are set up for more than one credit for district credits. The *KEES Eligibility Report* will adjust for work-based learning courses reflecting what the [KEES regulation](#) will allow.

The *KEES Data Error Report* also should periodically be generated to identify issues affecting student eligibility for the KEES scholarship. The report path is KY State Reporting/KEES Report/Extract Type: Data Error Report. By running the *KEES Data Error Report* now, you will have time throughout the year to correct missing student addresses and social security numbers, and to validate names on the list marked as not eligible on the Enrollment tab.

For more detailed information about KEES reporting, review the [KEES Reporting PowerPoint presentation](#).

Student privacy updates and resources

Highlights from the U.S. Department of Education's Student Privacy Policy Office monthly newsletter

Annual notices – FERPA and PPRA require local education agencies to provide annual notification to parents and eligible students of applicable rights and policies under the laws. [The Student Privacy Policy Offices has provided model forms and notifications that are available here](#). Be sure you know and understand what is included in your school's notifications.

Click on any of the upcoming free virtual training events below to register.

- [National Student Privacy and Data Security Webinar \(Aug. 31\)](#) – This is the final webinar of a series provided by the U.S. Department of Education Privacy Technical Assistance Center (PTAC) that will provide information about FERPA, transparency, data security, vetting educational technology, data breach preparedness and response, and more.
- [K-12 Data Security & Cybersecurity Summit \(Sept. 7, 14 and 21\)](#) – The virtual event is hosted by SPPO and PTAC and will provide best practices for tackling ransomware, incident response planning, data security threats and more.
- Visit the [U.S. Department of Education Protecting Student Privacy webpage](#) for more resources, training offerings and services.

Sept. 20 free training on Campus Analytics

Submitted by DeDe Conner

The Campus Analytics Premium Suite is now available to ALL Kentucky districts (through a statewide purchase by the KDE). Empower your district and learn to effectively utilize Infinite Campus tools for more accurate analysis, reporting and prediction of students at risk.

On Sept. 20, Infinite Campus will provide free training on Campus Analytics. [Register for this free Infinite Campus Training created for Kentucky districts](#). Participants have an option to choose from two webinar times - 9 a.m. (CT)/10 a.m. (ET) and 1 p.m. (CT)/2 p.m. (ET).

Training topics will include:

- Early Warning – identify students at risk of not persisting to graduation.
- Data Health Check – detect costly data entry errors to save your district time and money.
- Data Validation – ensure your data is clean and accurate.
- Data Access Tracker – audit and review information about all users who viewed one or more students' (or users') data.
- Data Visualization – quickly review student data and drill into an individual student's data when necessary.
- Premium Survey Options – see community surveys, translations, additional question types including file upload, emotion ratings, image picker, ranking, html, and sortable lists. *(Continued on page 6.)*

Sept. 20 free training on Campus Analytics *(Continued from page 5.)*

- Teacher Engagement Check-ins – create an engagement check-in to gauge a student’s well-being and engagement in class; questions relate to overall well-being, feelings about specific assignments/curriculum, etc.
- Character Lab’s Student Thriving Index – explore this tool for the formative assessment of student social, emotional, academic, and physical well-being.

If you have questions about Campus Analytics, please contact [DeDe Conner by email](#).

Training updates

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

| Date | Event | Location |
|----------|---|-----------------------|
| Sept. 7 | Parchment eTranscript training | Online |
| Various | Infinite Campus User Group regional trainings – See page 1 of for dates/ locations. | Various |
| 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 |
|------------|---|---------------------------------|
| 09/30 | Support Education Excellence in Kentucky (SEEK) Tentative Calculation | Krystal Smith |
| 09/30 | Working Budgets | Krystal Smith |
| 09/30 | Extended School Services (ESS) | Gerald Brashear |
| 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 |

School Data Services Team

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

Ryan Adcock
Tania Arnett
Phil Bigard
Pat Black
Robbin Bond
Crystal Darnell

Shauna Dunham
Tessa Harris
Candy Johnson
Lisa Keeter
Kathy Kurtz
James Reed

Michael Sivils
Michael Spence
Tia Spence-Gigger
Holly Tracy
Sriharsha Vejella
Jennifer Winburn

Office of Education Technology – School Data Services Division
Have a question or comment? Send it to the [KDE Data Services Mailbox](#).

