

**In this issue**

- [College Going/eTranscripts – Do students have the information they need?](#)
- [Data Calendar](#)
- [Kentucky K-12 Digital Readiness infographic](#)
- [KSIS data standards](#)
- [KSIS Infinite Campus 2022-2023 mid-year training – Feb. 7](#)
- [School Data Services Team](#)
- [State Edition – Keep it synchronized with district data](#)
- [Searchable State Course Code Database SY Toggle Button](#)
- [Training updates](#)

**KSIS Infinite Campus 2022-2023 mid-year training is Feb. 7**

*Submitted by Holly Tracy*

KSIS Infinite Campus mid-year training will take place on Feb. 7 beginning at 9:30 a.m. (ET) /8:30 a.m. (CT) via live webcast on the [KDE Media Portal](#). For the agenda and registration links, visit the [KSIS Training webpage](#). Those interested in training can participate in one or more sessions of interest. Start times will be consistent with the agenda to make it easier to join individual sessions. The training will be recorded, and EILA credit is available to those who register and attend all or part of this training.

The training will include two sessions to give an overview of the new Insights module and Data Analytics Portal. The tools provide school and district leaders new ways to easily explore data for the purpose of improving student outcomes for individuals and groups of students.

The Insights module (available in the Feb. release) provides a way to easily explore data used in the Early Warning System; the system includes assessment, attendance, classroom performance and stability data. The Data Analytics Portal includes dashboards for ACT College Readiness and KPREP-KSA assessments. For more information on the new tools, refer to the [Infinite Campus Data Analysis Portal User Guide](#) and [Insights](#).

**Kentucky's K-12 Digital Readiness infographic**

*Submitted by Marty Park*

Key results of the state's digital readiness reports are represented in the newly updated and published [Kentucky K-12 Digital Readiness infographic](#). Please feel free to use this as a resource in presentations to show the ways in which technology is both supporting and forming the education landscape within the state. The infographic is available as a printable document, in Spanish and as a text only accessible format.

**State Edition – keep it synchronized with your district data**

*Submitted by Jennifer Winburn*

It's vitally important to ensure your district's data is synchronized with State Edition. If State Edition and district data are not in sync, it will result in issues and undesired results such as:

- the inability to find a student in the Student Locator,
- a records transfer request not being delivered to the last district where a student enrolled,
- missing or inaccurate data in the Student Data Review and Roster (SDRR) application,
- missing or inaccurate data in reports that pull from State Edition, or
- a KDE staff member reviewing incomplete or inaccurate data when providing district support or auditing records.

Two Infinite Campus reports can be used to assist district system administrators in monitoring and troubleshooting out of sync person identity and enrollment records. Each report includes a summary and detailed list of records missing from State Edition, missing from district database, and those with different field values.

- [State Person Identity Verification Report](#) (path: Census | Reports) allows a district to compare its local student and staff person/identity records to records in State Edition. *(Continued on page 2.)*

## State Edition – keep it synchronized with your district data (Continued from page 1.)

- [State Enrollment Verification Report](#) (path: Student Information | Reports) allows a district to compare its local student enrollment data to data in State Edition.

If a large number of person or enrollment records are missing in State Edition, a [manual sync](#) of those data elements can be completed for the entire district.

The [Selective Sync](#) tool should be used to sync individual person and student enrollment records. The Selective Sync tool is found under System Administration/Data Utilities/Resync State Data. A selective sync of a person record requires the person ID of the individual. A selective sync of a student enrollment record requires the enrollment ID. The ID numbers are displayed on the two reports.

If either of these syncing methods fails to correct the missing or inaccurate data, a Campus support case should be opened to resolve the issue.

## College Going/eTranscripts – Do students have the information they need?

*Submitted by Sarah Robbins and Crystal Darnell*

According to national trend data, students are not applying to as many colleges and universities as they did in previous years. While this could be due to many reasons, not knowing how to take the next step or how to order a transcript should not be one of them. Counselors and records clerks should consider the following questions.

- Is there a plan in place for communicating with students and families throughout the student's senior year? Campus messenger can be used to communicate through the portal, email and through text messages.
- How do students know how to request their transcript? Is the customized Parchment link available on the district and high school's website?
- Are school social media sites being used to promote college going and transcripts?
- Does the communication method need to be adjusted for when students are learning remotely?
- Do students know that they must request a final transcript after grades have posted and graduation status is updated? Is there a plan for releasing transcripts over the summer to avoid delays?
- Is it clear how alumni should request a transcript on the school's website, will they be able to order their transcript online?
- Is there good information on the website that can be referenced and included as a hyperlink in messaging?

Help to ensure your high schools can answer these questions and that there is there a good plan in place. It's never too late to consider ways to improve. More information about eTranscripts and Parchment can be found on the [KDE eTranscripts webpage](#).

## KSIS data standards

*Submitted by Jennifer Winburn*

It is important that the KSIS data standards are used by and shared among everyone responsible for entering information into Infinite Campus. The data collected in the system is used by KDE and education leaders at all levels to meet reporting requirements, for decision making, funding allocations, and is shared as longitudinal data between systems. Specific data elements must be collected in a standard and consistent manner to ensure the information is accurate and complete.

Data standardization is the process of making all data of the same type or classification conform to an established procedure, to ensure consistency and comparability across different databases. KDE publishes data standards to provide guidance to help school districts with data entry and data quality in Infinite Campus.

The standards are available to view or download on the [KDE KSIS Data Standards webpage](#). The standards are updated as new data elements are added or changed and each standard has a revised date. If you need additional assistance entering or understanding any data element or set of elements, feel free to contact the data steward whose contact information will be included in the standard.

# Searchable State Course Code Database School Year Toggle

Submitted by Caryn Davidson

Course codes beginning with school year (SY) 2020-2021 are published in the [Searchable State Course Code Database](#) within the Kentucky Educator Credentialing System (KECS). The default year is set to the 2022-2023 school year (SY). Ensure the Year Toggle is set to the appropriate SY to meet your need. For example:

- To search for course codes for next school year, select SY 2023-2024.
- To validate course codes used in the 2021-2022 Civil Rights Data Collection (CRDC), select SY 2021-2022.

If you have questions about the Searchable Course Code Database, send an email to [KDE Course Codes](#).

## Training updates

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

Date	Event	Location
Feb. 7	Ky. Specific Infinite Campus mid-year training	KDE Media Portal
Feb. 28 – March 2	<a href="#">Infinite Campus - System Administrator &amp; End User Training</a>	Bullitt County Area Technology Center
Various – Click each offering for dates	Infinite Campus one-day virtual trainings <ul style="list-style-type: none"> <li>• <a href="#">Mastering the Campus Database I</a></li> <li>• <a href="#">Mastering the Campus Database II</a></li> </ul>	Online at Campus Passport

## 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
02/01	Transition Data	<a href="#">Scott U'Sellis</a>
02/28	Local Educator Assignment Data (LEAD) Spring	<a href="#">Crystal Hord</a>
03/01	Support Education Excellence in Kentucky (SEEK) Final Calculation per Budget Language	<a href="#">Krystal Smith</a>
03/01	Diversity Data-Spring Pull	<a href="#">Brandon Harrod</a>
03/06	Preschool Enrollment Count (Spring)	<a href="#">Taysha Oglesby</a>
03/31	Technical Education Database System (TEDS) (Second Semester/Trimester)	<a href="#">Claude Christian</a>

## 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  
 Jeanne Devers

Danielle Dowell  
 Shauna Dunham  
 Matthew Evans  
 Tessa Harris  
 Candy Johnson  
 Lisa Keeter  
 Kathy Kurtz

James Reed  
 Sarah Robbins  
 Michael Sivils  
 Max Sparkman  
 Holly Tracy  
 Sriharsha Vejella  
 Jennifer Winburn

**Kentucky Department of Education**

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

Office of Education Technology – School Data Services Division

