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**KSIS Infinite Campus end-of-year training***Submitted by Holly Tracy*

On April 21, KDE will provide Kentucky Student Information System (KSIS) Infinite Campus end-of-year training. The training will focus on information districts need for end of school year processes. Districts can participate via webcast on the [KDE Media Portal](#) at 8:30 a.m. (CT)/9:30 a.m. (ET). Visit the [KDE KSIS Training webpage](#) to register, and watch for the agenda that will be available soon on the same webpage.

**Review data for end of year reporting***Submitted by Jennifer Winburn*

Prepare now for end of year reporting by reviewing and verifying data to ensure correct data pulls for School Report Card (SRC) and other reporting. This issue of *KSIS Infinite Campus News* includes several articles regarding data quality and cleanup. Be proactive to lessening the burden of data reviews and data reloads during the school report card review period.

Many of the Infinite Campus extracts and reports used for state reporting identify potential data issues. KDE Quality assurance (QA) reports are also available to assist with data review and cleanup. The QA reports can be found under KY State Reporting/KDE Reports. The [State Reporting Quick Reference Guide](#) provides descriptions of each report and includes links to individual quick reference cards (QRC) for information on use of each report. In addition, the [School Report Card \(SRC\) QA Worksheet](#) includes resources to help ensure SRC data accuracy.

Reference the [KSIS Data Standards webpage](#) for data entry guidance for specific data elements and collections, and KDE contacts who can provide assistance.

**Data quality cleanup for Student Data Review and Roster (SDRR)***Submitted by Holly Tracy*

In April, the Office of Assessment and Accountability will pull roster data for Student Data Review and Roster (SDRR). To check for student enrollment records missing in State Edition, run the [State Enrollment Verification Report](#) (path: Student Information/Reports). When generating the report, be sure the Calendar Excluded checkbox is checked; excluded calendars such as private school or home school calendars do not synchronize to State Edition and will inflate counts if not excluded. To identify issues that might prevent syncing such as duplicate student and/or enrollment records, review enrollments missing at State Edition. After data issues are resolved, the system administrator must complete a manual sync of records to resolve missing enrollments.

Below are quick reference cards with details and contacts for reports to help with SDRR data quality cleanup:

- [QA SPED Report](#) (path: KY State Reporting/KDE Reports/QA SPED) identifies students with Individual Education Programs (IEPs) that have missing information or are unlocked. Work with your director of Special Education to help with resolving issues. *(Continued on page 2.)*

## Data quality cleanup for Student Data Review and Roster (SDRR) *(Continued from page 1.)*

- [QA English Learners Report](#) (path: KY State Reporting/KDE Reports/QA English Learners) finds errors that may be causing records to not synchronize. Work with your English Learner coordinator to help with resolving issues.
- [QA Free and Reduced Lunch Report](#) (path: KY State Reporting/KDE Reports/QA Free and Reduced Lunch) can be used to ensure all free and reduced lunch records are reporting correctly. Work with your Free/Reduced Application Management (FRAM) coordinator to help with resolving issues.
- [Data Health Check Report](#) (path: System Administration/Data Utilities/Data Health Check) shows areas where data should be cleaned to ensure accuracy and increase overall data quality. This report helps find common issues including:
  - [Students who have the same student number](#)
  - [Students who have the same state ID](#)
  - [Students who have the exact same name and birth date](#)

## Non-Traditional Instruction (NTI) data collection

*Submitted by Windy (Newton) Spalding*

Guidance for collection of Non-Traditional Instruction (NTI) during the 2022-2023 school year can be found in the [Non-Traditional Instruction Data Standard](#). Documentation required of NTI days will be collected on the NTI Data Collection tab. (Path: System Administration/District Information). User rights to this tab must be granted to the appropriate staff in the district responsible for NTI data entry.

Prior to the entry of 2022-2023 NTI data, please be aware of the following:

- The NTI Data Collection tab is populated with the 2021-2022 NTI days; these records must be deleted to allow entry of the 2022-2023 NTI days. To complete this task, navigate to the tab via System Administration/Resources/District Information/NTI Data Collection tab. Ensure 22: 2021-2022 School Year is selected and click the Delete All button. This is acceptable as KDE has previously extracted the 2021-2022 data.
- When entering data, ensure 23: 2022-2023 is selected from the School Year drop list.

Additional resources can be found on the [KDE Non-Traditional Instruction webpage](#). If you have additional questions or concerns, contact [Windy \(Newton\) Spalding by email](#).

## Title III English Learners and Immigrant data quality review

*Submitted by Margalee Conlee*

The Infinite Campus *English Learner* (EL) extract is used to determine the 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 Standards](#).

The following common data quality issues will cause errors and result in the student not appearing on the English Learner extract and therefore not included in the district's EL student count:

- 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 district within Kentucky 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. EL accommodations should not be end-dated each year.

*(Continued on page 3.)*

### Title III English Learners and Immigrant data quality review (Continued from page 2.)

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.

Data quality issues often arise when an 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 Standards](#).

To ensure the “Date Entered U.S. School” field is completed accurately, follow the [Immigrant Data Standards](#) and run the Infinite Campus [Title III Immigrant KDE Report](#).

Districts are advised to run periodic data quality checks to ensure reports are error-free. Infrequent data quality monitoring could result in critical errors remaining unaddressed and inaccurate reporting.

For the EL reporting timeline, reference Section G of the [English Learner Data Standards](#). For the Immigrant reporting timeline, reference Section C of the [Immigrant Data Standards](#).

If you have questions or concerns, contact [Windy \(Newton\) Spalding by email](#) or [Margalee Conlee by email](#).

### Student Thriving Index monitors student well-being

*Submitted by Heather Bushelman*

The [Student Thriving Index](#) is a tool in Infinite Campus used for the formative assessment of student social, emotional, academic, and physical well-being. Repeated participation in the Student Thriving Index allows schools and organizations to monitor student well-being.

The Student Thriving Index asks students about their interests, habits, feelings, and sense of belonging. School staff, district leaders, or organizational leaders can act on the results by identifying areas for improvement and sharing relevant resources to support students.

To access the Student Thriving Index survey within the Survey Designer, users must be assigned a Student Information System product security role.

If you have questions about the Student Thriving Index, [contact Heather Bushelman by email](#).

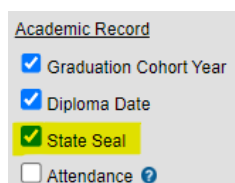
### State seals can now be included on eTranscripts

*Submitted by Sarah Robbins*

Districts need to update each high school’s KY Standard eTranscript report preferences to include state seals. Originally, KDE published two KY Standard eTranscript report preferences with guidance not to modify them; however, the new state seal option must to be added so electronic transcripts can include a [Seal of Biliteracy](#) or a [Seal of Arts Excellence](#) if use of state seals has been approved by the district. The state seal section will only display if a student has information entered for one or more state seals on their Graduation Tab; therefore, all districts can make this update. This is a new feature for eTranscripts; the state seal was already available for paper transcripts.

To display the seal on the *eTranscript KY Standard Final Report* and *eTranscript KY Standard in Progress Report*, the system administrator must check the box for State Seal in the Report Display Options for Academic Record. (For Classic View, the path is System Administration/Preferences/Reports – Search Terms: Report Setup).

Use the Reports Roll Forward Wizard to copy the updated report preferences to all high schools and years. (For Classic View, the path is System Administration/Preferences/Reports Roll Forward; Search Terms: Reports Roll Forward).



If your district school board has approved recognizing students as earning a state seal, complete the State Seal Information fields located on the Graduation Tab in the student’s record. For more information on adding a state seal to a student’s record, please see the [Graduation Data Standard](#). For more information on the state seals, see the guidelines for establishing a [Seal of Biliteracy](#) and a [Seal of Arts Excellence](#).

## Two new FERPA resources from PTAC

The U.S. Department of Education Student Privacy Policy Office’s Privacy Technical Assistance Center (PTAC) published two new guidance documents to help education agencies, parents and eligible students better understand and apply the Family Educational Rights and Privacy Act (FERPA).

[FAQ on Photos and Videos under FERPA](#) can be used to assist parents, students, and school officials in determining whether a photo or video may be considered an “education record” under FERPA. The document provides guidance on how schools and districts can meet their obligation to provide parents and eligible students with the opportunity to inspect and review those photos and videos that are determined to be education records.

[Eligible Student Guide to FERPA](#) provides information for parents regarding their children’s education records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an “eligible student,” and all rights under FERPA transfer from the parent to the student. A companion document providing general information on a [parent’s rights under FERPA is available here](#).

## Virtual webinar series on student privacy and data security

The U. S. Department of Education Privacy Technical Assistance Center will host a three-day virtual webinar series on student privacy and data security in April. This series will provide opportunities to learn more about FERPA, data security, data breach preparedness and response, transparency, and more.

Register for each day of the series below. All webinars are from 2-4 p.m. (ET)/1-3 (CT).

[April 12: FERPA 101 and FERPA 201](#)

[April 19: Data Security & Data Breach Response](#)

[April 26: Vetting EdTech and Transparency](#)

## Training updates

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

Date	Event	Location
March 27	Infinite Campus User Group	Western KY Education Center, 435 Outlet Avenue, Eddyville
March 28	Infinite Campus User Group	Green River Regional Education Cooperative, 230 Technology Way, Bowling Green
March 29	Infinite Campus User Group	Laurel County Center for Innovation, 1100 East 4 <sup>th</sup> Street, London
March 30	Infinite Campus User Group	Rowan County Board of Education, 551 Viking Drive, Morehead
March 31	Infinite Campus User Group	Boone Co. Schools Ralph Rush Professional Dev., 99 Center Drive, Florence
April 21	KSIS Infinite Campus end-of-yr.	KDE Media Portal
April 11	Mastering Campus Database I	Infinite Campus
May 16	Mastering Campus Database II	Infinite Campus

## Data calendar

The monthly calendar includes data pulled at state level and data previously collected from districts for sharing with state agencies or federal reporting. Please help ensure data is verified and available prior to the due date.

Due to KDE	Report	KDE Contact
05/30	Tentative Budgets	<a href="#">Karen Conway</a>
05/31	Certification for Transportation for Daily Trips	<a href="#">Krystal Smith</a>
05/31	Certification for Transportation for Home Trips for Resident Pupils	<a href="#">Krystal Smith</a>

## School Data Services team

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