KSIS NEWS

Infinite Campus

Kentucky Student Information System
KSIS Infinite Campus News Volume 16, Issue 5 – May 2023

Homeless end of year data verification

Submitted by Zachary Stumbo and Margalee Conlee

In preparation of end of year reporting for the 2022-2023 school year, please review the homeless student data in Infinite Campus. By June 30, liaisons should have worked with school level staff to review and correct the homeless student data in Infinite Campus. On July 1, KDE will extract homeless data from Infinite Campus (no data submission required). The data will be used for state and federal reporting by the Kentucky Department of Education (KDE).

Within Infinite Campus, liaisons should generate the *Quality Assurance (QA) Homeless Report* (Detail Version) via KY State Reporting/KDE Reports and review records for accuracy. To help verify that the data is accurate, use the state published homeless ad-hoc filters – *Homeless record missing for transfer students* and *Homeless record prior year but not selected year*. Districts should review the data to ensure all students served as homeless during the school year are included in the *QA Homeless report* and to verify that all students identified as homeless are marked to receive free lunch.

Reference the Homeless Data Standard for report description, uses and data entry instructions. Additional helpful resources include: Homeless Children and Youth Data Collection and Reporting website and the Pupil Attendance Manual – Residency and Homeless sections.

For program related questions contact , Zachary Stumbo; for data collection and reporting questions contact Margalee Conlee by email.

SAAR data cleanup for submission due by June 30

Submitted by Laura Loman

Before June 30, districts must submit the *Superintendents' Annual Attendance Report* (SAAR) for school year 2022-2023 using the new SAAR application. All data cleanup should be completed prior to submitting the SAAR. Information on reports that can be used to help with data cleanup can be found on the SAAR webpage. You may also reference the KSIS end-of-year SAAR Cleanup and Submission training session video.

If you have questions about SAAR data or submission, please contact Laura Loman via email or by telephone at (502) 564-5279 ext. 4485.

SEEK At Risk - data review and verification

Submitted by Samantha Engstrom

In May, each district will receive an email containing a link to the *Support Education Excellence in Kentucky (SEEK) At Risk Average Daily Membership (ADM) Report* and a request to review their data. In June, districts will receive a final email with SEEK At Risk ADM numbers and instructions to verify the data. On June 30, KDE will pull the verified data.

Contact Samantha Engstrom via email or telephone at (502) 564-5279 for more information.

Safe Schools end of year reporting due by June 30

Submitted by Windy (Newton) Spalding

By June 30, superintendents must complete a survey to verify accuracy of data from the *Safe Schools Report*. On July 5, KDE will extract the data, as of June 30, from the Infinite Campus Reporting Warehouse. The Safe Schools Report can be found via KY State Reporting. User access may need to be granted by the district KSIS administrator.

The timeline and tasks for reporting are as follows:

- May 15 – Safe schools data verification window opens.
  - Generate the *Safe Schools Report* (extract type: Detail) to resolve all errors and review any warnings produced.
  - Generate the *Safe Schools Report* (extract type: Aggregate) to view the data in an aggregate format.
- June 30 – Safe schools data verification window will close.
- June 30 – Superintendent (or designee) and director of Special Education verification of accuracy is required through the following surveys:
  - [Superintendent or Designee Validation Survey](#)
  - [Director of Special Education Validation Survey](#)
- July 5 – KDE will extract data for the *Safe Schools Report* from the Infinite Campus Reporting Warehouse.
- July 17 – District and school staff will review Aggregate Safe Schools data via the School Report Card secure site.
- July 31 – District and school review of Safe Schools data must be complete and approved.

The [Behavior Data Standard](#) provides information for data entry inquiries. For questions regarding behavior data entry and reporting, please contact [Windy Newton via email](#) or telephone at (502) 564-5130, ext. 4063 or [Blake Konny via email](#) or telephone at (502) 564-4772, ext. 4019. For questions regarding behavior data entry and reporting of special education students, please contact [Amy Patterson via email](#) or telephone at (502) 564-4970 ext. 4513.

Special Education Exit Detail Report

Submitted by Amy Patterson

Infinite Campus.2311 released a new *Special Education Report* to help districts verify exit status details. The report is to produce a student level detail of students, ages 14 to 21, who show in Infinite Campus as exited from Special Education Services. Districts can utilize this report to help with data quality review and verification for federal reporting. *The Special Education (SPED) Exit Detail Report* compares the Special Education exit data on the enrollment record to the KDE calculated exit status and date. The report is pulled from a table that is refreshed weekly for the active year and has historical data for up to two prior years.

The report pathway is KY State Reporting/KDE Reports/SPED Exit Detail Report; districts using the new look in Campus will need to map the report for users to access.

School Profile Courses Report

Submitted by Caryn Davidson

The *School Profile Courses Report* provides information on courses that populate the School Profile section of the School Report Card. Run the [School Profile Courses Report](#) (KY State Reporting/KDE Reports/School Profile Courses) now for 2022-2023 to identify potential errors. Please review and correct errors to ensure accurate population of course information on the *2022-2023 School Profile Report*. If you have questions, [contact KDE Standards](#).

Final eTranscripts checklist and webinars

Submitted by Sarah Robbins

Please share this information with high school counselors and other staff who define or setup courses.

Below is a checklist to consider as your school processes final transcripts:

- G-codes and diploma dates must be posted prior to releasing final transcripts. Colleges and universities do not consider transcripts final without graduation status and date.
- Before posting to transcript, run the [QA Courses](#) report to ensure Difficulty Levels are properly set on courses. Improper setup can result in a reduction of a student's KEES scholarship money.
- Frequently check your Parchment administration account for new incoming requests. Use Parchment option to automate request processing during summer months.

Final eTranscripts checklist and webinars *(Continued from page 2.)*

- Verify students' registration codes and registration status. If you do not utilize registration codes, send a notification to remind students they must request to send their final transcript to a college or university via their Parchment user account.
- August 30 is the last date that graduating seniors receive free electronic transcripts. After this date, graduating seniors are considered alumni at Parchment and fees will apply.
- Remind seniors to change their emails in Parchment before the school year ends since they will not have access to their school email after graduation.

Below is a list of helpful videos Parchment has provided on the [Parchment Learner Help Center](#) webpage:

- [Parchment Learn-Self Paced](#) – Self paced training site on how to use Parchment. Users must provide email, first and last name to access the training site.
- [Live Training Webinars](#) – K12 webinar training on how to use Parchment.
- [K12 Admins](#) – Helpful videos on How to upload transcripts, send and resend registration codes, and how to upload a roster to Parchment.
- [K12 Learners](#) – Helpful video for the students on how to create an account, register with a registration code, order a transcript, and how to add and edit student's email.

ACT Benchmark data visualization

Submitted by Sarah Robbins

The new ACT Benchmark Tableau data visualization is now available. This dashboard shows a comparison of all subject scores, participation, and demographic information for the past three years. The bar graphs indicate college ready and not college ready. Dropdown options allow the user to filter to show All Tests (National and State Administered) or just State Administered ACT scores, and to filter by demographic characteristics. Data can be exported into a CSV file.

Please share this information with the appropriate district staff. For assistance with accessing the system, contact your district KSIS administrator. For questions about the data, calculations, or charts, contact [KDE Data Services](#).

KEES reporting tips

Submitted by Crystal Darnell

Providing accurate data to Kentucky Higher Education Assistance Authority (KHEAA) is vital for students' eligibility for Kentucky Educational Excellence Scholarship (KEES) money. The submission for students who have completed their work is due by June 30. Records for students who complete their work after June 30 should be submitted to KHEAA in small batches until all eligible students have been submitted.

After end of year processes have been completed, perform the following actions:

- Run Ad Hoc Reporting/Data Export/State Published/*student KEES – Spring Graduates w/Wrong Diploma Period*. Correct the diploma period for students returned in the results. The filter produces no results when the diploma period for all spring graduates is correct.
- Use the KEES Override on the Enrollment tab for applicable students. This includes students who are considered incomplete.
- When running the *KEES Report*, use the HTML format to produce readable output for review. The State Format is only needed when generating the file to load to KHEAA. The report contains sensitive, personally identifiable student data and must be securely handled.
- For the date range – if the district submitted a *Mid-Year Graduation Report*, set the start date to Jan. 15; otherwise, use the first day of the school year. The end date should be the last day of school.
- Run *KY State Reporting/KEES Report with Extract Type Data Error Report*. If possible, correct identified errors.
- Run *KY State Reporting/KEES Report with Extract Type Insufficient Enrollment*. Verify that the students have been enrolled in a Kentucky public school for less than 140 days. Students in the report are not eligible for KEES.
- Run *KY State Reporting/KEES Report with Extract Type Spring Report.* Validate that the students are correctly reported as ineligible.
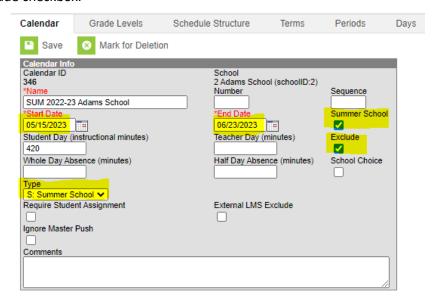
For more details on running the *KEES Report*, see the [Campus Community KEES article](#) and [KEES Reporting presentation](#). Submit questions about the KEES upload process to [Roxanne Lewis by email](#) or telephone at (800) 928-8926.

Summer school calendars

Submitted by Josh Whitlow

Summer school calendar setup in Infinite Campus is not required; however, KDE strongly recommends consistency in setting up summer school calendars. KDE can respond to legislative questions regarding districts' offerings of summer school if calendars are consistently named; otherwise, questions must be referred to the district for response. To setup a summer school calendar:

- Begin the calendar name with SUM.
- Set type to summer school.
- Check the Summer School check box.
- Check the Exclude checkbox.

For documentation with more details, refer to the KDE Website Summer School Setup Guide. If you have questions regarding calendar setup, reach out to Josh Whitlow via email or telephone at (502) 564-5279, ext. 4450.

Help school families save on home internet bills with the Affordable Connectivity Program (ACP)

Submitted by Jennifer Winburn

As you provide end-of-year reminders, please help to promote the Affordable Connectivity Program (ACP) that targets assistance directly to families. Visit the KDE ACP webpage for more information and instructions for using Campus Messenger to help schools efficiently get eligibility letters into the hands of families.

On May 5 at 10 a.m. ET/9 a.m. CT, KDE will provide a 30-minute training to help districts set up ACP communication through Campus Messenger. Register for the Campus Messenger ACP Communication training to receive the Teams link to participate.

There is little debate that students having access to the internet beyond the school campus is vital for continuation of learning in today's environment and the ACP can help ease the financial strain. Qualifying households can save up to $30/month on new or existing internet service and receive a one-time discount up to $100 for the purchase of a tablet, laptop or desktop computer.

Over 80% of Kentucky households with a student enrolled in public schools qualify for the monthly ACP discount on their home internet service but less than 40% of those eligible have enrolled. All families with students receiving free- or reduced-price lunch are automatically eligible, and all students attending a Community Eligibility Provision (CEP) school, regardless of income, are automatically eligible.

Your families and communities can benefit from the Affordable Connectivity Program but only if they know about the program and have verification of eligibility. Thanks for your help with outreach and to make eligibility verification an easy and efficient process.

KSIS data standards updates

The KSIS data standards updates table is a new monthly feature in *KSIS Infinite Campus News*. Check the table each month to see new and/or revised KSIS data standards. This month, the table initially lists standards updated in Jan.-April of 2023, and beginning with the June publication, the table will list updates made since the previous newsletter publication.

Standard	Revision Description	Rev. Date
Health	Titer Immune added to the immunization section.	4/10/2023
Behavior	Expulsion guidance added to resource section.	4/11/2023
Alternative Education Programs – ILPA	State classifications definitions for A5 & A6 schools added.	4/4/2023

The KDE Data Governance Committee provides KSIS data standards to document requirements for data entry in Infinite Campus, Kentucky's student information system (KSIS). Visit the KSIS Data Standards webpage for the complete list of standards along with other procedural documentation and contact information for specific data elements and data collections.

Training updates

For more information and registration links for the following training events, go to the KSIS Training webpage.

Date	Event	Location
5/5	Campus Messenger Setup for Affordable Connectivity Program	Teams on-line training
07/20	KSIS Kentucky-specific beginning-of-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	Contact
06/01	Health Reports	Angie McDonald
06/01	Nurse Counts	Angie McDonald
06/01	Gifted and Talented State Assessed Areas for the School Report Card Validation	Kathie Anderson
06/01	Validation of Gifted and Talented Records	Kathie Anderson
06/01	Gifted and Talented Summative Evaluation	Kathie Anderson
06/15	Technical Education Database System (TEDS) (End of Year)	Claude Christian
06/30	English Learners (EL) and Immigrant	Margalee Conlee
06/30	Special Education (SPED) - Indicator 11 & 13 Spreadsheet	Amy Patterson
06/30	Kentucky Education Excellence Scholarship (KEES) (Regular Graduates)	Crystal Darnell
06/30	Safe Schools, including Special Education Behavior	Windy Newton, Amy Patterson
06/30	Homeless, Living Status and Unaccompanied Youth Data	Margalee Conlee
06/30	Superintendent's Annual Attendance (SAAR) Report	Laura Loman
06/30	School Report Card- Data Files	Dede Conner
06/30	Original School Calendar	Josh Whitlow
06/30	Amended School Calendar	Josh Whitlow
06/30	Title I School Status and Title I Targeted Assistance Student Data	Margalee Conlee
07/01	Tax Collection Reports	Krystal Smith
07/08	Certification of School Bus Mileage	Ann Culbertson
07/31	Special Education Exiting Data	Amy Patterson
07/25	Annual Financial Report and Balance Sheet (Unaudited)	Karen Conway
07/31	Graduation Codes	Rodney Bennett
08/15	Family Resource and Youth Service Centers (FRYSC)	Tonya Cookendorfer

Best practices guidance regarding privacy of student health records

The U.S. Department of Education Privacy Technical Assistance Center (PTAC) has released two new guidance documents on the privacy of student health records.

- [Family Educational Rights and Privacy Act: Guidance for School Officials on Student Health Records provides school](#) officials with general information about the Family Educational Rights and Privacy Act (FERPA), with a particular focus on student health records maintained by educational agencies and institutions and by third parties acting on their behalf. The document is available here.
- [Know Your Rights: FERPA Protections for Student Health Records](#) is a one-page document that provides a brief overview of parents' and eligible students' rights under FERPA, with a particular focus on student health records. The document is a high-level summary of the document above, and is available here.

Infinite Campus annual renewal notices

Each year, Infinite Campus provides the annual notices/invoices in April to offer districts flexibility in scheduling the payment to use current fiscal year funds or to wait and use the new fiscal year funds. Payments are due no later than August 15. Contact Infinite Campus if you have questions about your invoice. If you are unable to locate your district's invoice, send a request for a copy to [KDE Data Services](#).

School Data Services team

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

Ryan Adcock	Crystal Darnell	Candy Johnson	Michael Sivils
Tania Arnett	Danielle Dowell	Lisa Keeter	Max Sparkman
Phil Bigard	Shauna Dunham	Kathy Kurtz	Sriharsha Vejella
Pat Black	Matthew Evans	James Reed	Jennifer Winburn
Robbin Bond	Tessa Harris	Sarah Robbins	

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Office of Education Technology Division of School Data Services

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