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Infinite Campus Interchange 2023 – Dec. 14-15

[Registration](#) is open for the 2023 Infinite Campus Kentucky Interchange that will take place Dec. 14-15 at the Omni Louisville Hotel. Interchange offers a day and a half of informative training, collaboration, and networking. See the [KSIS Training webpage](#) for details.

Growth Factor submission

Submitted by Laura Loman

The window is now open to submit the *Growth Factor Report* via the SAAR application. The mandatory report is due to KDE ten days after the last day of the second school month and no later than Nov. 1 of each school year. The report helps identify districts with growth to determine additional funding. The application and guidance document can be found on the [Growth Factor Report webpage](#). For questions about Growth Factor submission or access to the SAAR application, contact [Laura Loman by email](#) or telephone at (502) 564-5279, ext. 4485.

December 1 Child Count Report

Submitted by Amy Patterson

To assist with the preparation of the *December 1 Child Count Report*, the Office of Special Education and Early Learning has created a short [Beginning of the Year Child Count Video](#) that provides step-by-step directions for completing the report. Additional information is also listed below. For more information regarding December 1 Child Count data, contact [Amy Patterson by email](#).

IDEA December 1 Child Count Report - Due this year on Dec. 8, the first Friday following Dec. 1

- District personnel should review data in the IDEA Dec. 1 Count Extract in Infinite Campus to ensure all enrolled students with individual education plans (IEPs) appear on the report with accurate demographic data. Pathway: KY State Reporting/IDEA Dec. 1 Count Extract.
- On Friday, Dec. 8, after 4 p.m. (ET), district personnel should not make any changes affecting the *IDEA December 1 Child Count Report*.
- KDE will run the official *IDEA December 1 Child Count Report* between 4 p.m. on Friday, Dec. 8 and 8 a.m. (ET) on Monday, Dec. 11. The following additional steps will also be taken on Dec. 11:
 - KDE will publish the data in the official Infinite Campus report found under KY State Reporting/KDE Reports/IDEA Dec.1 Federal Submission Validation.
 - Directors of Special Education (DoSEs) will be asked to review the data in the *IDEA Dec. 1 Federal Submission Validation Report* for accuracy and completeness. District personnel should email the [Special Education data manager](#) within the Office of Special Education and Early Learning if there are any concerns.
 - KDE will send an email with a survey link to all DoSEs to verify that data in the *IDEA December 1 Federal Submission Validation Report* is accurate.

2022 Kentucky School Report Card

Submitted by DeDe Conner

The 2022-2023 Kentucky School Report Card is scheduled to be released under embargo to districts at 8 a.m. E.T. and to the media at 1 p.m. ET on Oct. 30. The embargo will end just before public release at 10 p.m. ET on Oct. 31. We want to take this opportunity to thank the many local and state personnel who helped to ensure the card contains quality data to best represent Kentucky's schools and districts. Please feel free to provide feedback about the card via the [Kentucky School Report Card Feedback survey](#) or send it [via email to KDE Data Services](#).

FRYSC access rights recommendations

Submitted by Melissa Newton

To ensure Family Resource Youth Services Centers (FRYSC) information is correctly entered into Infinite Campus, FRYSC coordinators must have the appropriate tool rights for access. Please refer to the [FRYSC Administrator Guidebook](#) for the recommended access rights for all FRYSC coordinators. For more information, contact [Melissa Newton by email](#).

Assessment data entry issues

Submitted by William Chaudoin

When recording assessment information in an assessment vendor system, take steps to ensure the accuracy of the information entered. Data quality issues arise when unacceptable punctuation or information contrary to what is displayed in Infinite Campus is included and may result in assessment scores that cannot be correctly matched to student records. Below are tips to avoid some common data entry errors:

- 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 multi-part names such as Mark Howard.
- Enter the student's name as it appears in Infinite Campus (not their nickname).

For more information, contact [KDE DAC Info](#).

Assessment reports and data visualizations

Submitted by William Chaudoin

The Kentucky Department of Education (KDE) has compiled several [data visualization dashboards](#). All dashboards include filters for student groups, grade levels, and demographics for currently enrolled students.

Current dashboards that are available include:

- State Assessment Summary – bar charts displaying district, school, and grade level detail.
- State Assessments by Students – bar charts displaying individual student scores by subject with benchmark indicators reflected.
- ACT College Readiness Analysis – ACT results with bar charts displaying district and school outcomes ([Council on Postsecondary Education \(CPE\) Kentucky Academic Readiness Decision Band](#) is used as a measure.)
- ACT College Readiness by Student – individual level detail on ACT scores reflecting CPE benchmark measure.
- Kentucky Summative Assessment (KSA) Demographic Analysis – a bubble chart that will allow comparison of scores against two demographic filters as well as up to two school years.
- KSA Summary Comparison – color-coded bar graphs showing several years of KSA summary data side-by-side.

KSA Multi-Year Student Profile – is coming soon and will allow schools to see progress of a selected student for multiple years in all subjects on one page.

There are also assessment-based KDE reports available on Infinite Campus.

- [Benchmark Report](#) includes all students with a primary enrollment in the selected school year and their associated assessment scores by subject area and grade level.
- [Alternate Assessment Tracking Report](#) generates a list of students eligible to take alternative assessments along with their primary disability and Individualized Education Plan (IEP) start and end dates. (*Cont. on 3.*)

Assessment reports and data visualizations *(Continued from page 2.)*

- [Assessment Results KSA](#) provides assessment details by student or aggregated for the school year selected for Kentucky Summative Assessment (KSA) and Alternate Kentucky Summative Assessment (Alt-KSA). The detailed report includes percentile, score, demographic, and result for each subject. The aggregate report includes total enrollments, number tested, and average score by student group along with count and percent by proficiency level.

Users must be granted access by the KSIS administrator before they can access these reports. Before sharing the information with others, please remove sensitive indicators such as the student group details.

Data privacy and security resources for schools and districts

Education agencies, districts, and schools are prime targets for cyberattacks. To help you protect students’ and other confidential data that you maintain, the department encourages everyone to follow four steps to improve cybersecurity:

1. Turn on multifactor authentication. ([Identity Authentication Best Practices](#), [Authentication \(Single and Multifactor\)](#))
2. Update your software. ([Data Security Checklist](#), [Malicious Software Data Breach Scenario Training Kit](#))
3. Think before you click. ([Don't Take the Bait Flyer](#), [Malware Flyer](#))
4. Use strong passwords. ([Data Security and Management Training Best Practice Considerations](#))

For resources to help you fortify your systems, better protect your data, and reduce the risk of cyberattack, please visit the [KDE Data Privacy and Security for Schools and Districts webpage](#) and the [U.S Department of Education Cybersecurity Resources page](#).

KSIS ad hoc reports and documentation

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. The KSIS team works with program areas to create and publish ad hoc reports along with other documentation to help with data quality. A listing of all published ad hoc reports and other documents can be found on the [KSIS Other Information](#) webpage. There were no updates to the data standards or ad hoc reports this month.

Dropout data is due Nov. 1

Submitted by David Curd

Dropout data for School Year 2022-2023 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. Send questions and requests for more information about dropout data via email to [KDE Assessments](#).

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 due date.

Due to KDE	Report	KDE Email Contact
11/01	Local Educator Assignment Data (LEAD)	Tessa Harris
11/01	Retention	Windy Spalding
11/01	Growth Factor	Laura Loman
11/01	Dropout	David Curd
11/15	Audited - Annual Financial Report and balance sheet	Marshall Smith
11/15	Technical Education Database System (TEDS) (First Semester)	Claude Christian
12/01	Preschool Enrollment Count (Fall)	Taysha Oglesby
12/11	Exceptional Child Count by Disability	Amy Patterson
12/15	KECSAC Membership Report	Windy Spalding and Sherri Clusky

Training updates

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

Date	Event	Location
Dec. 14-15	Infinite Campus Kentucky Interchange	Omni Hotel, Louisville
Jan. 24	KSIS Infinite Campus Kentucky-specific mid-year training	KDE Media Portal

School Data Services Team

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

Ryan Adcock

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Kathy Lindell

James Reed

Michael Sivils

Max Sparkman

Sriharsha Vejella

Madalyn White



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Office of Education Technology Division of School Data Services

Please send any questions or comments to [KDE Data Services](#).