KSIS Infinite Campus NEWS

Kentucky Student Information System

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Non-Traditional Instruction (NTI) data collection

Submitted by Windy Spalding

Guidance for the collection of Non-Traditional Instruction (NTI) data during the 2023-2024 school year can be found in the Non-Traditional Instruction Data Standard. Each year by April 1, NTI data is collected at the district level from Infinite Campus. KDE then extracts the data for the required review and approval of the KDE commissioner.

The NTI Data Collection tab is located via System Administration/District Information. User rights to this tab must be granted to the appropriate district staff who are responsible for NTI. The data collected includes the NTI day used, reason for usage, and student and teacher participation rates.

Additional resources can be found on KDE's Non-Traditional Instruction webpage. If you have additional questions or concerns, contact Windy Spalding by email or Steven Kissinger by email.

Review and edit transportation codes

Submitted by Josh Whitlow

The Division of District Support recommends that districts review the accuracy of student transportation codes (T codes) at least twice a year. Due to enrollment changes over winter break, January is an opportune time to update T codes.

All students should have a transportation form and an active T code in Infinite Campus. T5-Special Transport designations must be included in the student's individual education plan (IEP). Any student without a T code will be considered as an NT – Not Transported. These students will not generate transportation average daily attendance used for funding. Additional guidance on T codes can be found in the Transportation Data Standard. For questions regarding transportation codes, contact Josh Whitlow by email or by telephone at (502) 564-5279, ext. 4450.

Kentucky Infinite Campus Interchange

Thank you for attending KY Interchange 2023 and making it one of the best Interchanges yet! Over 600 district staff participated in the two-day opportunity to network and learn with peers from across the state.

Please make plans and mark your calendar now to attend the Kentucky Interchange 2024 which is scheduled for Dec. 5-6.

2024 Infinite Campus release schedule

Submitted by Lisa Keeter

The 2024 Infinite Campus release schedule is available on the KSIS Home webpage. All updates are scheduled to occur on the second Wed. of the month with one exception. To reduce the impact on school districts at the start of the school year, the Aug. update will occur on July 24.

Duplicate student records cleanup

Submitted by Samantha Engstrom

Each month, districts should run the Duplicate Students Search Report to identify duplicate student records in Infinite Campus. Use the Combine Person Tool to combine verified duplicate records. Tool rights to the Combine Person Tool should be restricted to a select few in the district and extreme care should be taken when using the tool. The *Duplicate Students Search Report* can be found under Student Information/Reports/Duplicate Students Search. The Combine Person Tool is available under System Administration/Data Utilities/Combine Person.

Use the new Google SSID Issues Form to submit SSID issues such as duplicate SSIDs, blended records, pending SSIDs, or syncing issues. A Google account is not required to use the form. The form requires the contact's name, email address, 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 form to the submitter's email. If you have questions about duplicate records, contact Samantha Engstrom by email.

Student privacy and data security national winter webinar series

Submitted by Alesha Kaman

The Student Privacy Policy Office (SPPO), through its Privacy Technical Assistance Center (PTAC), is offering a three-day virtual webinar series on student privacy and data security. The webinar series will provide opportunities to learn more about the Family Educational Rights and Privacy Act (FERPA), transparency, data security, incident preparedness and response, and more. Register for each day of the series below. All sessions are from 2-4 p.m. (ET).

Jan. 17 – FERPA 101 and Data Security Best Practices

Jan. 24 – FERPA 201 and Transparency Best Practices

Jan. 31 – Incident Response and Vetting Educational Technology

KDE KSIS online resources

Submitted by Alesha Kaman

The Kentucky Student Information System (KSIS) website is a great resource for districts and administrators to stay informed of system enhancements and updates that meet local needs and changing federal, state, and local requirements. The page offers information to answer many questions regarding Infinite Campus tools and best practices, and provides a path to other web pages focused on specific topics and resource collections including:

- Civil Rights Data Collection (CRDC) Information – The CRDC is a local education agency (LEA) data collection. Each district is responsible for reporting and the quality of its data. The KDE assists by prepopulating available data to help minimize the burden on districts.
- KSIS Alerts and Notifications – KSIS notifications and alerts inform districts of relevant information including news, known issues, upcoming outages or releases, and advisories regarding critical elements that affect functionality and use of the system.
- KSIS Data Standards – Data standards help school districts with data standardization, data quality and data clean-up in KSIS/Infinite Campus.
- KSIS District Contacts – The KSIS points of contact are school district personnel who serve as liaisons with KDE for the student information system.
- KSIS Other Information – Additional reference information, such as beginning- and end-of-year checklists, listing of state reports, state published ad hoc reports, and much more are provided to document processes and to enhance KSIS users' knowledge.
- KSIS Training – KDE and Infinite Campus provide in-depth training on the use of Infinite Campus. In addition to the training opportunities posted on KDE's KSIS Training webpage, visit the Infinite Campus training portal at Campus Community and Campus Passport (An Infinite Campus user account is required.) for more Kentucky-specific training opportunities.
- KSIS-KHEAA – The Kentucky Higher Education Assistance Authority (KHEAA) administers student financial aid programs including the Kentucky Educational Excellence *Scholarship *

KDE KSIS online resources *(Continued from page 2.)*

- (KEES) and Kentucky Dual Credit Scholarship (DCS) programs. High schools must report student eligibility data from Infinite Campus to KHEAA.
- KSIS-KTS Data Exchange – The Kentucky Tech System (KTS) data exchange is a secure, streamlined paperless system that minimizes dual data entry for the transfer of student enrollments and course grades between the student's high school and technical center.

Infinite Campus's new look shortcut for KDE reports

Submitted by William Chaudoin

When using KDE reports in New Look on either State or District Edition of Infinite Campus, run only one report at a time. If users wish to re-run the report that they are currently using, there are two methods to refresh the report. The first is to return to the index, select a different report, and then return to the original report the user was using. A second method, which is considerably faster and easier, is to toggle the School Year and School selection box, then click the Save button again. It will refresh the Generate button, allowing for the report to be run again with the same or new parameters.

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Ad hoc report	CRDC Data Science	This report lists students in Data Science on October 1 for the Civil Rights Data Collection.	11/30
Ad hoc report	G&T with End Dated Categories	Gifted Students with categories that are end dated. End dates are expected on Primary Talent Pool records, so they are not included in the report.	12/1
Ad hoc report	Youth One Year Out (YOYO) Contact Information	The Individuals with Disabilities Education Act (IDEA) requires each state to develop a state performance plan/annual performance report (SPP/APR) that evaluates the state's efforts to implement the requirements and purposes of the IDEA and describes how the state will improve its implementation. This report will be used to complete the Youth One Year Out (YOYO) survey conducted by the Kentucky Post School Outcome (KyPSO) Center to fulfill requirements for Indicator 14: Post-School Outcomes for students with disabilities.	12/1

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. Visit the KSIS Other Information webpage for a full listing of published ad hoc reports and other documents to help with data quality.

The Forum Guide to Data Quality

Submitted by DeDe Conner

The Forum Guide to Data Quality was developed by the National Forum on Education Statistics to provide best practices learned from districts and states for maintaining quality data. The publication is helpful for staff at the school, district, state, and federal levels, who are responsible for any aspect of collecting, reporting, analyzing, or using education data.

Training updates

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

Date	Event	Location
	Ky. Specific Infinite Campus Mid-Year Training - Cancelled	The mid-year training that was previously scheduled for Jan. 24 has been cancelled.
Various	Infinite Campus Mastering the Campus Database	Virtual

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
1/15	Kentucky Educational Excellence Scholarship (KEES) (Mid-year Graduates)	Crystal Darnell
2/01	Transition Data	Holly Tracy
2/20	Growth Factor (January)	Laura Loman
2/28	Local Educator Assignment Data (LEAD) Spring	Tessa Harris

KDE Data Services Team

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

Ryan Adcock	William Chaudoin	Kathy Lindell
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