

KSIS Infinite Campus 2024-2025 Kentucky-Specific Beginning-of-Year Training
Question and Answer Transcript
July 18, 2024

Virtual/Performance-Based Course Setup

1. Our high school (not A8) has "credit recovery" classes using an online program. Students attend in-person. Would we use the ABV type instead of V?

If students are taking the courses for performance-based credit, Type P: Performance should be used and if necessary, the Digital Learning Placeholder can be used during the student schedule and courses can be set up outside of the instructional day if multiple courses are being completed. For more information, see [Guiding Principles for Using Course Code 950001 Dual Credit Placeholder document](#). If students are working on one course during a course period and daily attendance is being taken for each credit recovery course, no Type is needed. The course would be set up with a teaching method of 14: Credit Recovery – Digital Learning Provider and an instructional setting of 01: Onsite Classroom.

2. What is SAAR?

[Superintendent's Annual Attendance Report](#).

3. Do you use a "digital learning placeholder" course during the day if students are scheduled in a period to allow them to work on dual credit? If so, is the attendance box checked for that digital learning course?

It is preferable to use 950001 Dual Credit Placeholder for this situation. Attendance can be checked if a certified teacher is supervising the student and taking attendance each day during the period. For more information, see [Guiding Principles for Using Course Code 950001 Dual Credit Placeholder document](#).

4. To clarify, would a dual credit course being taught on a high school campus in which a full credit is awarded for less than 120 hours of seat time need to be performance based?

Local board policy should specify the requirements for awarding high school credit that does not meet the standards-based Carnegie unit credit of at least 120 hours of instructional time in one (1) subject. See the [Performance-Based Credit webpage](#) for more information. These courses would need to be set up as performance-based, KDE recommends that the course is set up outside the standard day with placeholder during the school day. For more information, see [Virtual and Performance-Based Course Set-Up and Attendance Verification Guidance Document](#).

5. What if your school is A8 and all virtual? Do you suggest adding the V/PB classes in each period or in a V/PB block?

Please reach out to Ben Maynard [by email](#). For more information, see [Guidance Document for Setting Up Online/Virtual and Attendance-Based Courses in Infinite Campus](#).

6. One of the bullet points on slide 12 said "Do not use start/end dates". Can you elaborate on this? Is there never an appropriate time for the use of roster start or end dates on a V/PB course?

Seat time is calculated first and then V/PB is then filled in in to fill the student's day of attendance. The only time you would enter a roster start/end date is if the student did not start school on the first day of school, ADA will only be granted from the first day of the enrollment.

7. For the Final grade on V/PB courses - What if it has CTE Final Grade as the grading task? I have those for the KTS Data Exchange and was told they need to say Final Grade.

SAAR will include both CTE Final Grade and Final Grade grading tasks that are posted to a course.

8. What if the dual credit class is online and students have a class period set aside to do the work? Would our virtual teacher take attendance?

This will be a district decision, if student(s) are with a certified teacher, the district can take seat time attendance. If not, district will need to keep track of the students' location outside of Infinite Campus for safety purposes.

9. We use trimesters. Should we use start/end dates on our 2nd Tri Vir/Per Dual Credit Courses so those students don't have the double the amount of attendance credit for 2nd Trimester. The first and second semester of college courses overlap in 2nd Tri.?

No, start/end dates should not be used. KDE SAAR application will not pay over one day of attendance. If the enrollment doesn't start until the 2nd Trimester of school, ADA will only be granted from the first day of enrollment, not for the "entire school year".

10. College professors deliver our dual credit courses while students sit in our classrooms. Is it permissible to put in a placeholder so teachers know who should be in the classroom while setting the course as performance-based?

- **100% yes, district can put them on roster for that teacher, keep in mind if student(s) complete course less than 120 hours then teacher(s) would be able to track attendance and course would need to be marked as non-attendance course. Courses that are be taken would need to be outside the school day and marked for V/PB as type. For more information, see [Virtual and Performance-Based Course Set-Up and Attendance Verification Guidance Document](#) and [Guiding Principles for Using Course Code 905001 Dual Credit Placeholder](#).**

11. Does the digital placeholder course include both credit recovery and initial credit online courses?

Yes, it does. The digital placeholder course is intended to be a placeholder during a student's schedule and the actual courses being taken should be rostered outside of the instructional day. Here is a link to the [Guiding Principles for Using Course Code 960001 Digital Placeholder](#).

12. How do we know if students are where they should be if we set up a performance-based course when completing online courses in the building?

This will be a district decision, if student(s) are with a certified teacher, the district can take seat time attendance. If not, district will need to keep track of the students' location outside of Infinite Campus for safety purposes.

13. If you do not put a start date on the Performance Based course and the student did not actually start the course until the 2nd week of school (or later) will they get the attendance for the entire school year even if they did not start the course?

Seat time is calculated first and V/PB is then filled in to fill the student's day of attendance.

If the enrollment doesn't start until the 2nd week of school, ADA will only be granted from the first day of enrollment, not the "entire school year."

14. What if a student only has one or a few virtual/performance classes, can we still add a t-code?

If student is transported to/from school by bus for in seat attendance, yes district can add t-code to student(s).

Course Setup

15. How do you handle attendance for Work Based Learning? Students are regular seat time students but leave campus for work. Should those have attendance marked or are they performance based?

If the student is leaving campus, those courses must be set up as performance-based.

16. Can the ABV only be used in A8 schools? Could this be used for a Virtual course in a computer lab at a school with a district teacher there to provide assistance as needed?

ABV courses are offsite online courses intended to be utilized in conjunction with the attendance tracking and funding model in 704 KAR 3:535. This Course Type is primarily used in A8 Full-Time enrolled online, virtual, and remote learning programs and schools with embedded full-time online/virtual academies where students are taught by a KY teacher certified in the content area. If a student is on-site at the school, using a digital content provider as the primary curriculum largely in a self-paced (asynchronous) format, it is recommended to use a Digital Learning Placeholder course if you wish to take attendance during this period and schedule the actual course the student is taking outside of the school day. Here is a link to the [Guiding Principles for Using Course Code 960001 Digital Learning Placeholder](#). The course would be setup outside of the instructional day as follows: Type – P: Performance, Teaching Method – 10: Digital Learning Provider, Instructional Setting – 01: Onsite Classroom. You could use the .

17. Gatton/Craft Academy - Do we have to put in schedules for these kids?

Yes, see the [Infinite Campus for Craft and Gatton Residential Academies - Course Setup, Grading and Attendance](#) for guidance.

18. Our high school (not A8) has a "credit recovery" classes offered by a digital learning provider. Students attend in-person. Would we use the ABV type instead on V?

You should use the Digital Learning Placeholder course if you wish to take attendance during this period and schedule the actual content specific course(s) the student is taking outside of the school day. The content specific courses maybe need to be performance-based if the 120 hour requirement for credit is not met. Here is a link to the [Guiding Principles for Using Course Code 960001 Digital Learning Placeholder](#) and [Virtual and Performance-Based Course Set-Up and Attendance Verification Guidance Document](#).

19. Is there a list of Kentucky college abbreviations to use for dual credit course set up??

The abbreviation for postsecondary institutions in the dual credit naming guidance is less important than the first nine characters. In cases where the abbreviation is not obvious, please do your best to create an identifiable abbreviation that fits within the name field.

20. PB courses are on our schedules when they take the course; if they are off campus during 1st thru 3rd periods we place the PB class they are taking during that time on their schedule. It is marked as PB and NO attendance; is this not correct?

KDE recommends that district places a placeholder during the school day and place the actual course(s) outside the school day in the V/PB period. This is to ensure district is getting maximum funding for students.

21. When you run the School Profile Report why are classes repeated multiple times?

The report includes details for each section of a course. Here is a link to the [QRC for the School Profile Courses Report](#).

22. Should courses taken at an off-campus ATC be marked PB??

ATC/CTC courses questions please reach out to [Holly Tracy](#) at KDE.

Student Tracking – Starting the year off right!

23. Will the trainings have a virtual option? The date that is closest to us is our second day of school. Definitely need my clerks in the office on that day.?

At this time Attendance Clerk training is only in person training, if KDE feels there is a need for a virtual option we will set it then.

Please consider the meetings being virtual. It would be very helpful to those schools who have started school or are about to start and will have other meetings to attend that day and the drive time is too long to attend the training.

24. Are Exempt Codes allowed to be used on the first day of school?

Only exempt code that would be allowed would be: SF - State Fair. All other exempt codes would not be allowed - student MUST be in seat before exempt code can be used.

25. School Attendance: What is the best way to ensure maximum attendance funding for students that check-in/out during the day?

On page 11, of the [Kentucky Department of Education, Pupil Attendance Manual for School Year 2023-2024](#), see the break down of whole day/half day/tardy. District will need to calculate based on standard day set by local board of education.

26. We are having an influx of K-12 student's that our SpEd department is asking us to enroll as "N" enrollments as they evaluate the student. When the student then transfers to Primary, it affects attendance reports. solution?

Please reach out to [Josh Whitlow](#) at KDE by email.

27. What if a student only has one or a few virtual/performance classes, can we still add a t-code?

If student is transported to/from school by bus for in seat attendance, yes district can add t-code to student(s).

28. Are we using the Home Hospital paperwork labeled with the year 2021 at the top?

[Application for Home/Hospital Instruction - June 2021](#).

Yes, June 2021 is the current application for Home/Hospital.

29. When a student is enrolling from another district and we find that the previous district had the incorrect birthdate what is the best way to get this corrected?

The best thing to do is to contact the previous district and have them fix their records. If this is not possible then go ahead and enroll the student with the correct DOB and then submit a ticket to the SSID Google form, mentioning which DOB is correct, and KDE can combine the record.

30. Could an email be sent to all DPP with the link and directions for the SSID google form? I think that would be very beneficial and we could pass along and save the email.

Yes, email will be sent out with SSID information to all DPP's and will be on KDE website.

31. Where is the SSID Issues Google Form?

The [SSID Issues Form](#) is available on the [KSIS Other Information webpage](#).

32. What is the report we need to run to look for Duplicate Students?

Student Information>Reports>Duplicate Student Search.

33. What is the difference in processing a HIF form using IC. There is an Eligibility and a Household Applications.

Both types (MEAL and SES) will generate funding, but if they school is processing HIFs, they should be entered as Educational Benefit Forms to accurately show that they are SES records and not using the USDA Meal Benefits path

34. Are full CEP districts required to fill out paper FRAM forms?

No, you can use OLR or IC.

35. Let me clarify, under FRAM there is FRAM > Eligibility or FRAM > Household Applications. Both do the same thing. Does it matter which one we use to input HIF Forms we are receiving from OLR?

36. Both types (MEAL and SES) will generate funding, but if they school is processing HIFs, they should be entered as Educational Benefit Forms to accurately show that they are SES records and not using the USDA Meal Benefits path.

37. Are we supposed to upload Direct Certification (DC) files monthly or is all of that done automatically now?

If your district uses the statewide Point of Sales (POS) (Heartland/Mosaic), DC uploads are automatic. KDE will be sending out instructions for this process on Monday. The automatic DC matching in Mosaic will resume on August 1, but KDE's Division of School and Community Nutrition will be assisting school districts to perform the import process manually if needed before that date. If your district uses another POS system, the DC uploads must still be done manually.

Alternative Education Programs (AEP) – ILPA Requirements

38. For an AEP - would an alternative virtual setting be considered off or onsite?

Most virtual programs are setup as an onsite program within the A1 school of the student served. However, this is a district-based decision.

39. Are districts using A5 for the KDEC homeschooling?

Homeschooling is not considered an AEP.

40. When you set up a template bank, does that limit what you can add? Can you modify slightly for some students?

Defining template banks does not limit how the textbox is used. Selecting a template option if desired populates the textbox, but then changes may be made.

English Learner and Immigrant Data Collection and Reporting

41. Data standards for Immigrant identification of enrollment start in the US for 3 years / after 3rd attendance year the immigrant status no longer applies. How is a homeschool enrollment within the US considered on this status?

Home school enrollments in the US would be considered in the 3 year qualification of immigrant status.

42. Do we complete the birth country with a different country for students born on military bases in a different country?

Birth Country is not a required data element for Immigrant data collection and reporting. Reference the [Immigrant Data Standards](#) for required data entry of this student group.

Student Vaping: Complying with House Bill 142

43. Will the vaping behavior resolution automatically be loaded or do we need to go out and find it and load it ourselves?

Districts must add the local resolution of *Nicotine Cessation Information Provided* via Behavior Administration | Resolution Types. The option is not preloaded and pushed down to district databases. Reference Section A of the [Behavior Data Standards](#) with instruction under the heading of House Bill 142.KDE Updates

44. Can you explain the new Cross-site enrollment?

Cross-Site Enrollment allows students to take a class at another school within the district (intradistrict) or another school within the state (interdistrict) that is not offered at their local school or their local school doesn't provide the services that the student needs in a certain way, or the course that is offered at their local school doesn't fit the student's schedule. The interdistrict option is not currently available in Kentucky. KDE has worked with Infinite Campus to offer training on Cross-Site Enrollment setup on Sept. 12. Visit the [KSIS Training Webpage](#) for details. See the [Campus Knowledgebase](#) for more information.

45. While working on elementary schedules this summer, I've noticed a red bar stating Section Roster Setup tab will be retired after Campus.2435 (August 2024) & to Use Requests and Rosters instead. Will training be available?

Kentucky plans to take Campus.2435 on Sept. 11. KDE has worked with Infinite Campus to offer training on Requests & Rosters on Sept. 5. Visit the [KSIS Training Webpage](#) for details.

46. When does the new look become permanent?

Infinite Campus plans to make the new look permanent in Summer 2025.

47. Will there be any training provided for the Cross-Site Enrollment update that is being released with tomorrow's Infinite Campus Update?

KDE has worked with Infinite Campus to offer training on Cross-Site Enrollment setup on Sept. 12. Visit the [KSIS Training Webpage](#) for details.

Ensuring Systematic Behavior Administration Data Entry for PBIS Teams

48. Would events considered minor be included in Safe Schools data?

The Safe Schools report does not utilize the event type category data element. Reference Section A of the [Behavior Data Standards](#) for Behavior Administration information.

Answer

49. Where can we find the PBIS guidelines for minor and major?

The guidance is linked in the Resources section of the [Behavior Data Standards](#) and in Section A under the heading of PBIS Resolution Set-up. The direct link is Behavior Set-up for PBIS [Tracking](#).

50. Can we add additional event types? I thought we could not make any changes to events, only resolutions.

Currently, the event code is not a filter option within the data visualization tools. We can add to the guidance to update the category to minor and major for Category within the event code set-up and in the future work with the vendor to add this as a filter option in the behavior dashboards of the Data Visualization tool.