

**KSIS Infinite Campus 2025-2026 Kentucky-Specific Beginning-of-Year Training
Question and Answer Transcript
July, 17, 2025**

Student Tracking - Enrollment to Attendance

1. We were sent an email to register for attendance clerk trainings. The registration link does not allow you to select your location. Have I missed a different link??
[2025-26 School Year - KDE Attendance Clerk Training.](#)
2. I understand the law has changed with an A8 having to have the students also assigned to an A1 for accountability, but in the KAR (704 KAR 3:535) it states that students who are full-time virtual cannot be counted in attendance by using performance-based attendance. Is this correct?
Performance-based attendance may not be used for students in Kindergarten through Grade 4. Reach out to Ben Maynard and District Support if you are setting up virtual attendance for the first time.
3. Can you share the records retention time for attendance check in/check out paper logs?
This is the [Records Retention Schedule for public schools.](#)
4. If the Calendar is exempt, I.e. Ignite, do we still have to add the non-resident information for our P-Students?
Exempt calendars do not have to have non-resident information on the students.
5. I am not seeing the new attendance code (Moral Instruction Attendance code) that was to be pushed down by KDE in our CAMPUS sight. Has it been pushed down yet?
Attendance codes are calendar specific. Moral Instruction Attendance code was pushed to 25-26 calendars only.
6. If the student does not return after they have left for Moral Instruction, but the total time equals full funding, do we still need to check them back in?
If the day ends at the end of the one hour for Moral Instruction, the student does not need to be checked back in. If there is still instructional time left in the day (after the one hour of moral instruction) and the student doesn't return, the student should be checked back in and then given the proper absentee code.
7. Is CAMPUS pushing down this new attendance code or do we need to add it ourselves?
Attendance codes are calendar specific. Moral Instruction Attendance code were pushed to 25-26 calendars that existed at the end of June.
8. How often do you get an attendance audit?
Every 5 years
9. Do the CAMPUS online FRAM forms now have the option for parents to deny listing their incomes?
Unfortunately, no they do not.
10. Are T codes based on the distance from the school to the student's drop off location or the distance the student physically rides the bus?
T codes are not based on straight line distance – they are based on the distance of the bus route when the student must take to his/her drop off location.

11. Where would I find the instructions for completing the monthly FRAM Direct Certification upload?

[Direct Certification Web Download Tool Help Manual](#)

English Learner & Immigrant Student Data Collection & Reporting

12. The expected exit date is 5 years from the identified date, should that be the end of year date 6/30/20** or exactly 5 years from identified?

It is recommended to enter the date as 6/30/20## of the 5th year. However, this date does not affect EL reporting; so there is not a KDE requirement of which to use.

13. If they have exited and are in monitoring then they do not need anything listed as active because they have exited. Correct? We have had this come up multiple times. They do not need to be included the extract, right?

That is correct, the student will be considered EL Monitored so they will not be included in your EL data/reporting. The Program Status will updated to Exited EL; Program Exit Date 6/30/#### year reaching attainment. EL Services and Accommodations ended with same date. The monitoring years will auto populate.

14. When enrolling a new student and importing student records, we typically import the right column Data Imports. Are those additional EL documents under transfer docs something the EL team would import?

Reference screenshot in EL Data Standards, Section F, page 15.

15. Question Are foreign exchange students considered immigrants??

Yes, if the FE student meets the definition of Immigrant, they can be selected to be included in that student group.

16. If the home language is not listed and we choose other 1630, is there a way to add languages to the list?

Request for new languages must be sent to KDE to consider addition. The language must be an approved language for federal reporting.

17. Are foreign exchange students considered immigrants?

Yes, if the FE student meets the definition of Immigrant, they can be selected to be included in that student group.

Unlocking the Power of Infinite Campus Insights: A Beginner's Guide

18. Is it in the works to make Insights a tool that districts can use district-wide? Or will it always be school specific? Asking for the Attendance Dashboards?

This is an CAMPUS core functionality so it would be a vendor decision. KDE has shared the request to be able to use the tool at a district level.

19. Can you review some ways to pull and simplify reports for tardies?

If you need more assistance, please email us at christina.watford@education.ky.gov or lisa.henry@education.ky.gov and we can set up a technical consult.

20. I'm currently looking at the Absenteeism Tier in Insights. For one of our schools, I only see data for 33 students in 9th grade. I expect to see more than 100. What might be the error?

We have found that if a student has been end dated from their previous school (e.g. middle school) but has not yet enrolled in their next school, then the students will not show in Insights or Early Warning until they are enrolled for the next school year.

21. Is there a way to add multiple outcomes such as was suspended but also received literature?

Great question. We will answer this live during the Q&A section.

Foster Care Requirements and Related Reports

22. Does KDE collaborate with the DCBS state contact? The DCBS worker rarely knows what a BID form is or the process. It seems they cater to the Foster parent vs. what is best for the student are not following ESSA guidelines. How can things be improved?

Yes, KDE regularly collaborates with DCBS and KDE has relayed to DCBS the ESSA requirements for district enrollment. We have been told each time that they will work with case workers to make sure the importance.

23. We frequently have DCBS workers asking us about attendance/grades/behavior data. If they have access to this data in a different format. What is the name of that system? Where can we refer them? Do you know exactly all the data available to them using this system?

There is a database available to DCBS staff who work with Foster Care children. Foster Care Facts - Cabinet for Health and Family Services. TWIST is the correct name of the database.

Successful ILPAs in Alternative Education Programs

24. What Checkbox must be selected in the district assignment page in CAMPUS to appear in the drop-down list of team members for an ILPA? Must that District Assignment be in the same school as the student or could it be a "district office" district assignment??

The assignment must be with the school either as an Advisor or a Counselor.

25. Should the "end date" on the ILPA and the "end date" on the alternative placement behavior resolution be the same and then go back and change later. The reason for this question is students sometimes stay longer than anticipated in alternative school due to not fulfilling their goals or absences in alternative school.?

The end date in an ILPA is not connected to behavior resolution end date in the system. This can be a local district process that may be beneficial. The behavior resolution date should not be changed if the student stays in the AEP longer for non-disciplinary reasons.

Infinite Campus and CUES

No questions.

Infinite Campus - Course Setup

26. If a district uses Course Masters, is a Course Master required to be created for each Dual Credit course?

Yes, a course master can only be added once to a catalog so a unique course master is needed per unique course.

27. What if the course is part of one of the KCTCS courses? Should it be abbreviated for the specific campus? If so, just use the first letters? When putting it into Infinite. Ex: Southeast campus.

Use “KCTCS” and that will be sufficient

28. What is the anticipated date that AP class scores will be uploaded? All percentages are showing 0% as of today.

KDE recently received the Advanced Placement scores. We expect them to be loaded and published within the next few weeks.

The Kentucky Educator Credentialing System (KECS) and LEAD

No questions.

SSN Removal Tool

29. Does the medical staff not need the SSN to bill for services?

Please check in your district's needs. But we confirmed that the software used by most districts for Medicaid billing does not use SSN.

KDE Updates

30. I read somewhere that the classic look of Campus was going to no longer be an option in July. Is that still the case?

Yes, Classic View goes away with next week's release.

31. Will next week's CAMPUS update include the addition of a WYSIWYG editor for OLR? If not, when is that going to happen? Currently, our OLR from the "parent" side shows all HTML tags and no special formatting.

CAMPUS says KDE must accept the OLR update so, hopefully, it's in next week's update!