

In this issue

- [BRIGANCE Kindergarten Screen set up needed before school starts](#)
- [Challenge Academy enrollments for SY 2023-2024](#)
- [Data Calendar](#)
- [Data entry for student names –Do not add punctuation!](#)
- [District employee records](#)
- [Gifted student service plan \(GSSP\) support](#)
- [KSIS ad hoc reports and documentation updates](#)
- [KSIS data standards updated](#)
- [KSIS Infinite Campus beginning-of-year training](#)
- [Missing child process](#)
- [No-show procedures](#)
- [Parchment eTranscript training](#)
- [School Report Card – Plan now to be ready](#)
- [School Data Services Team](#)
- [Student data privacy and data security summer webinars](#)
- [Training updates](#)
- [Transition data collection](#)

2023-2024 KSIS Infinite Campus state-specific beginning-of-year training – July 20

On July 20, KDE will host Kentucky-specific Infinite Campus Kentucky Student Information System (KSIS) beginning-of-year training. Participants may join the live stream event via the KDE Media Portal starting at 9:30 a.m. ET/8:30 CT. Refer to the [training agenda](#) for the sessions that will be offered, and participants are welcome to participate in all sessions or only those that pertain to their role. Please help promote the training within your district. [Registration](#) is required for EILA credit. Register by July 19 to receive the slide deck before the training begins.

Challenge Academy enrollments for SY 2023-2024

Submitted by Windy Spalding

Per [HB 244](#), starting with the 2023-2024 school year the Appalachian Challenge Academy and Bluegrass Challenge Academy must be classified as A5: alternative education programs under district number 880, Residential Youth At-Risk programs. The appropriate withdrawal status for a student enrolling in either academy is W22: A pupil who has transferred to another public Kentucky school district and for whom a request for student records has been received or enrollment has been substantiated.

To ensure that a student transferring to one of the academies is not reported as a dropout for his/her home district, staff administering the Residential Youth At-Risk Programs must submit a request for records from the student's home district. The home district must follow the procedure of ensuring receipt of a records transfer request.

Section N of the [Pupil Attendance Manual](#), and the [Enrollment Data Standards](#) will be updated to provide this instruction.

Appalachian Challenge Academy and Bluegrass Challenge Academy are federally funded and under the authority of the Kentucky Department of Military Affairs. For Challenge Academy enrollment questions, please contact [Windy Spalding by email](#).

KSIS data standards updated for the new school year

Standardized data entry is a key factor to ensure accurate data reporting. Please visit the [KSIS Data Standards webpage](#) for the recently updated standards for SY 2023-2024. Updates include new data entry requirements, resources, and contact information. Use the document revision date shown on the webpage and the document history to ensure all staff are referencing the current updated standards.

2023 graduates can order free eTranscripts through Aug. 30

Please ensure that the 2023 graduates are aware they can order their electronic transcripts through Parchment at no cost through Aug. 30. After that date, there will be a fee associated with transcripts.

Missing child process

Submitted by Windy Spalding

When the Kentucky State Police notify the Kentucky Department of Education (KDE) that a child is missing, the child’s educational records in Infinite Campus will be automatically flagged. Principals must ensure all appropriate school and district personnel are aware of the situation and comply with the statute’s stipulations.

District or school staff must immediately report to local law enforcement or the Kentucky State Police if any of the following occur:

- Someone in the school knows of the student’s whereabouts;
- The identified student is currently present at the school; or
- An individual or a school requests the student’s records.

A student records transfer request cannot be processed if the student is actively missing, and staff should not manually alter the flag in Infinite Campus. Infinite Campus will automatically end-date the flag when KDE receives notification from Kentucky State Police that a missing student has been located.

Schools must ensure that the principal email address is kept current in Infinite Campus to ensure Missing Children Notifications from KDE are directed to the appropriate personnel. Additionally, a process alert will be sent to all Missing Child User Group members with calendar rights to the school(s) of the missing student.

Schools and districts can reference the [Missing Child Process and Procedures](#) to prepare and maintain readiness. For questions regarding the missing child process, please contact [Windy Spalding by email](#).

Transition data collection

Submitted by Holly Tracy

By July 1, all graduation records for cohort 2022 graduates should be complete in Infinite Campus, specifically the students' Transition Status. Schools and districts are only required to collect transition data on graduates that cannot be collected by the Kentucky Center for Statistics (KYSTATS). This includes all graduates who:

- Plan to enroll in college outside of Kentucky,
- Plan to enter military/community/Peace Corps service,
- Plan to enroll in a proprietary technical school,
- Are continuing high school education (Grade 14 students), or
- Students from the cohort that are deceased.

Path: Student Information/General/Graduation tab/Transition Status

The screenshot shows the 'Graduation' tab in Infinite Campus. At the top, there are navigation tabs: 'Contact Log', 'Graduation' (selected), 'Standards', 'Athletics', 'Ad Hoc Letters', and 'Waiver'. Below these is a blue 'Save' button. The main form area contains a 'Post Grad Location' dropdown menu and a 'Transition Status' dropdown menu. The 'Transition Status' dropdown is open, showing a list of options: 1: College in KY, 2: College out of KY, 3: Technical School, 4: Military Service/Community Service/Peace Corps, 5: Employment, 6: Work-school combination, 7: Unknown, 8: Deceased, and 9: Continuing HS Education. Below the dropdowns is a section titled 'State Seal Information' with a table containing columns for 'State Seal', 'Date Earned', and 'Type'.

The KDE is collecting transition status from Infinite Campus which will be validated by KYSTATS for 2022-2023 School Report Card reporting. To ensure accurate reporting for districts and students, please verify the Transition Status is complete on the student's Graduation tab in Infinite Campus.

For more information and further assistance, please [contact Holly Tracy by email](#).

Plan now to be School Report Card ready

Submitted by DeDe Conner

It is time to start planning for the 2023 School Report Card (SRC). The annual card is a federal and state requirement, but it should also be looked at as an opportunity to showcase the achievements of your schools. On June 26, A [“Plan Now” message](#) was sent to superintendents in the Monday Message. To see this message and all SRC communications and resources, visit the [School Report Card Resources webpage](#).

Please help to ensure your local SRC contacts have the tool rights they need to access the reports in Infinite Campus that are used to verify data. The [Quality Assurance \(QA\) Worksheet](#) lists data reported in the School Report Card along with QA tools available to use for verification; many of the tools are in Infinite Campus.

The School Safety review period opens July 17, and the full SRC timeline is available on the [School Report Card Resources webpage](#). Upcoming due dates include:

- July 17 – School Safety data review period and collector tools open. [A full list of collector items](#) is available on the [SRC Resources webpage](#).
- July 31 – School Safety data should be approved. Safe Schools administrators should use the [Infinite Campus Safe Schools – Aggregate Report guidance document to help with validation](#).
- Aug. 3 – the non-accountability data review/approval period opens.
- Sept. 29 – SRC approval and collection period closes.
- Oct. 1 – the *School Profile Report* must be signed and available in the local board office.

The [SRC Secure User Access Instructions](#) were sent to WAAPOCS on June 28 showing details on how to set up access to the SRC.

District employee records in Infinite Campus

Submitted by Jennifer Winburn

Upon an employee’s separation from the district, the district administrator or designee must end date the employee’s district employment records and district assignment records in Infinite Campus. By end-dating the district employment record first, a prompt will then allow you to end-date all district assignment records as well. The employee’s Infinite Campus user account should also be disabled. Generate the [Active User Account Access/Usage Report](#) to assist with reviewing all active user accounts.

If an employee is changing to a new school or new role, the district assignments should be end-dated, and a new assignment created.

Classic View: Census/People/District Employment; Census/People/District Assignment.

Search Terms: District Employment; District Assignment.

No Show procedures

Submitted by Josh Whitlow

An enrollment status of No Show indicates a student was enrolled in a district at the end of the prior school year but did not show up for the first instructional day of the current school year. No-show enrollment records are used to determine whether a student is considered a drop-out for the state and is also used for federal reporting. These records are also used by the district to track the student’s last known address.

Districts should review guidelines regarding no-show enrollments in the [Pupil Attendance Manual](#) or the [Procedures for No Show Students](#).

Districts should review and obtain a list of all no-show students in the district. The *No Show Report* in Infinite Campus lists students with a No Show enrollment record. Classic and New Look View: Student Information/Reports/No Show Report. New Look Search Term: No Show.

For questions regarding no-show enrollments, contact [Josh Whitlow by email](#) or by telephone at (502) 564-5279, ext. 4450.

When entering student names, do not include punctuation

Submitted by Josh Whitlow

Punctuation that appears on birth certificates and other legal documents should not be entered in Infinite Campus. When entering a student's First, Middle, or Last Name, do not include hyphens, dashes, or apostrophes. When enrolling students with a dual last name containing a hyphen or dash, enter a space between the two names. For example, Jones-Smith should be entered as Jones Smith. For additional guidance, reference the [Enrollment Data Standard](#).

Please review currently enrolled student records and check for names with punctuation. Correct the records by creating a new student identity record, eliminating punctuation, and recording the appropriate effective date. Please do not overwrite the student's current identity. This will result in loss of historical data and information will not match district and state database records.

Gifted student service plan (GSSP) support

Submitted by Kathie Anderson

Kathie Anderson will provide support on how to use the new gifted student service plan by offering Office Hours sessions hosted in Microsoft Teams. The Office Hours sessions will be used to answer questions that Gifted and Talented (GT) staff may have about the services on the GSSP and how to change or update the GSSP.

Office Hours will be open on Tuesdays from 11 a.m. to 12:00 p.m., and on Wednesdays from 2:30 to 3:30 p.m. ET from June 21 through Aug. 30. To join GT Office hours, please use the [Microsoft Teams link: GSSP Support](#). If another time is needed, please contact [Kathie Anderson by email](#).

Set up BRIGANCE online management system for the common kindergarten entry screen

Submitted by Lisa Jett

A data exchange process is in place to pull class and student information from Infinite Campus and import it into the BRIGANCE Online Management System (OMS). Districts, schools, classes, and kindergarten homeroom teachers will automatically be set up in the BRIGANCE OMS. Core assessment, self-help, and social-emotional data for each student entered in the BRIGANCE OMS will be merged into Infinite Campus after the statewide data reporting process is complete.

To set up the BRIGANCE OMS, schools should schedule homerooms in Infinite Campus at least two weeks before the first day of school. Each kindergarten homeroom must use State Code 703001: Elementary Homeroom, have a primary teacher assigned, and have one student in state grade 00 scheduled.

Each homeroom must be associated with a teacher whose district email address is entered into Infinite Campus. Be sure that teacher name changes, which are reflected in their email addresses, have been updated in Infinite Campus. The teacher's email address determines students' class assignments in the BRIGANCE OMS.

Avoid these common pitfalls.

- Duplicate student records – When enrolling students, always use Student Locator to search for existing student records. Student Locator is in Infinite Campus under Student Information | Student Locator. Using Student Locator prevents the creation of duplicate records when a student had a previous enrollment. Every year, numerous duplicate records are created that can keep students from integrating into the BRIGANCE OMS and slow the process for state reporting of readiness scores. Refer to the [Enrollment Data Standard](#) for additional details.
- Suffix in Last Name field – If a student name includes a suffix such as Jr., make sure it is entered in the Infinite Campus Suffix box and not in the Last Name box.
- Incorrect date of birth – Ensure birth dates are correctly entered. Often the child's birth month and day are entered with the current year instead of the birth year.

See Appendix M of the [2023-2024 K Screen Implementation Guide](#) for additional information on the Infinite Campus setup. For questions regarding kindergarten screening, contact [Lisa Jett by email](#).

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Data Standards Updated	All Data Standards	All data standards have been updated for the upcoming 2023-2024 school year.	7/1/2023
State Published Ad hoc - New	Audit State Exclude – All Enrollment Record Types	This report provides a list of students that have been marked state exclude on enrollment record for the selected school year and school.	6/23/2023
State Published Ad hoc - New	Audit State Exclude – All Enrollment Record Types	This report provides a list of students that have been marked state exclude on primary enrollment record for the selected school year and school.	6/23/2023
State Published Ad hoc - New	Career Readiness with an unexpected date	This report will provide a list of students with a Career Readiness record with an unexpected start date or end date. Please modify the dates on these records to the appropriate year.	6/21/2023

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. The KSIS team also 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](#) web page.

Parchment eTranscript training

Submitted by Sarah Robbins

Parchment is offering live and recorded training to help new staff as well as those who need a refresher with the eTranscript process.

New staff who will process transcripts are encouraged to participate in the Parchment K12 & High School Administrators Training – Parchment District Records Services. Visit the [Parchment website](#) to register for the time most convenient for your schedule. The live stream training event will be offered at 2 p.m. ET on July 19, and again at 1 p.m. ET, on July 26.

For a refresher course or a more direct on-demand path for a specific lesson, check out the [Quick Bytes and Parchment Learn series](#). The Parchment Learn Series offers several videos that break up content you would see in a live webinar so you can watch on your timeframe.

Register for the student privacy and data security summer webinar series

Submitted by DeDe Conner

The Student Privacy Policy Office (SPPO), through its Privacy Technical Assistance Center (PTAC), will host a three-day virtual webinar series on student privacy and data security in August. The webinar series will provide opportunities to learn more about the Family Educational Rights and Privacy Act (FERPA), data security, data breach preparedness and response, transparency, and more.

Register for each day of the series below. All sessions are from 2-4 p.m. (ET)/1-3 p.m. (CT).

- [Aug. 16 – FERPA 101 and FERPA 201](#), covers the basics of FERPA, including scenarios faced by schools and districts.
- [Aug. 23 – Data Security and Data Breach Incident Response](#) provides training on current data security best practices for education data systems and leads participants through a simulated data breach.
- [Aug. 30 – Vetting Educational Technology and Transparency](#) explores the importance of and how online educational technology can be assessed for privacy protections and general FERPA compliance, followed by highlights from PTAC's research on study transparency.

Training updates

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

Date	Event	Location
7/20	KSIS Infinite Campus state-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 before the due date.

Due to KDE	Report	KDE Contact
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

School Data Services Team

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

Ryan Adcock

Tania Arnett

Phil Bigard

Pat Black

Robbin Bond

Crystal Darnell

Shauna Dunham

Matthew Evans

Tessa Harris

Candy Johnson

Lisa Keeter

Kathy Lindell

James Reed

Sarah Robbins

Michael Sivils

Max Sparkman

Sriharsha Vejella

Madalyn White

Jennifer Winburn

Kentucky Department of Education

Office of Education Technology Division of School Data Services

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

