KSIS Infinite Campus NEWS

Homeless data verification for end of year 2023-24

Submitted by Margalee Conlee

To prepare for 2023-24 end of year reporting, please review the homeless student data in Infinite Campus. This data is used for federal reporting of the 2023-24 school year by the Kentucky Department of Education (KDE). The aggregate data will also be publicly reported on the School Report Card.

Within Campus, district and school homeless liaisons should generate the *QA Homeless Report (Detail Report)* to ensure that all students who have been served as homeless within the district are included in reporting. Districts also can use this report to ensure all students identified as homeless are marked to receive free lunch. Records with a lunch status of reduced or paid will be indicated with a highlighted cell. User access may need to be granted by the district KSIS administrator. The QA Homeless Quick Reference Card provides additional details for this report.

Additional state published ad-hoc reports are available to assist in data quality review of homeless data. *Homeless record missing for transfer students* and *Homeless record prior year but not selected year.*

All data should be complete and accurate by June 28. The data will be extracted by KDE on July 1. Reference the Homeless Data Standards for data entry instruction and reporting requirements.

Additional resources available are the Homeless Children and Youth Data Collection and Reporting webpage and the Pupil Attendance Manual, Residency and Homeless Sections.

For program related questions, contact Homeless State Coordinator Zach Stumbo by email. Data collection and reporting questions can be directed to Margalee Conlee by email.

Safe Schools end of year reporting 2023-24

Submitted by Windy Spalding

The superintendent and the director of Special Education must complete a survey verifying the accuracy of the data from the *Safe Schools Report* by June 28. KDE will extract the data from the Infinite Campus (IC) Reporting Warehouse on July 1. The *Safe Schools Report* can be found via KY State Reporting. User access may need to be granted by the district KSIS administrator.

The timeline and tasks for this reporting are as follows:

- May 1: Safe schools data verification window opens.
  - Generate the *Safe Schools report (extract type: Detail)*, resolve all errors and review any warnings produced.
  - Generate the *Safe Schools report (extract type: Aggregate District Level)* to view the data in an aggregate format.
- June 28: Safe Schools data verification window closes.

Safe Schools end of year reporting 2023-24 *(Continued from page 1.)*

- June 30: The superintendent (or designee) and director of Special Education verification of accuracy is required through the following surveys:
  - [Superintendent or Designee Validation Survey](#)
  - [Director of Special Education Validation Survey](#)
- July 1: KDE extracts data from the *Safe Schools Report* from IC Reporting Warehouse.

The [*Behavior Data Standards*](#) provide information for data entry inquiries.

For questions regarding behavior data entry and reporting, contact [Windy Spalding by email](#) or (502) 564-5130, ext. 4063, and/or [Blake Konny by email](#) or (502) 564-4772, ext. 4019. For questions regarding behavior data entry and reporting of special education students, contact [Amy Patterson by email](#) or (502) 564-4970 ext. 4513.

Immigrant data collection and end of year reporting 2023-24

Submitted by Margalee Conlee

The immigrant reporting deadline for the 2023-24 school year is June 28**.** KDE will extract the data on July 1 for state and federal reporting purposes. To ensure the immigrant data is accurate, follow the [Immigrant Data Standards](#) and generate the *Title III Immigrant Report* to address data quality issues with the *Date Entered US School* data element. Users must be granted access to this report by the district KSIS administrator.

Districts are advised to run periodic data quality checks to ensure reports are error-free. Errors with the *Date Entered US School* data element will be highlighted in yellow. Reference the [Infinite Campus: KDE Report | Title III Quick Reference Card](#) for report details. Infrequent data quality monitoring could result in critical errors remaining unaddressed and inaccurate reporting.

For the Immigrant reporting timeline, reference Section C of the [Immigrant Data Standards.](#)

For questions or concerns, contact [Windy Spalding by email](#) or [Margalee Conlee by email.](#)

SAAR data clean-up for submission due June 30

Submitted by Laura Loman

Before June 30, districts must submit the Superintendents' Annual Attendance Report (SAAR) for school year 2023-24 using the SAAR application. All data cleanup should be completed prior to submitting the SAAR. Information on reports that can be used to help with data cleanup can be found in the [SAAR Submission Guide](#).

For questions regarding SAAR data or submission, contact [Laura Loman via email](#) or by telephone at (502) 564-5279 ext. 4485.

KEES reporting tips

Submitted by Crystal Darnell

Providing accurate data to Kentucky Higher Education Assistance Authority (KHEAA) is vital for students' eligibility for Kentucky Educational Excellence Scholarship (KEES) money. The submission for students who have completed their work is due by June 30. Records for students who complete their work after June 30 should be submitted to KHEAA in small batches until all eligible students have been submitted.

After end of year processes have been completed, perform the following actions:

- Run Ad Hoc Reporting/Data Export/State Published/*student KEES – Spring Graduates w/Wrong Diploma Period*. Correct the diploma period for students returned in the results. The filter produces no results when the diploma period for all spring graduates is correct.
- Use the KEES Override on the Enrollment tab for applicable students. This includes students who are considered incomplete. *(Continued on page 3.)*

KEES reporting tips *(Continued from page 2.)*

- When running the *KEES Report*, use the HTML format to produce readable output for review. The State Format is only needed when generating the file to load to KHEAA. The report contains sensitive, personally identifiable student data and must be securely handled.
- For the date range, if the district submitted a *Mid-Year Graduation Report*, set the start date to Jan. 15; otherwise, use the first day of the school year. The end date should be the last day of school.
- Run *KY State Reporting/KEES Report with Extract Type Data Error Report*. If possible, correct identified errors.
- Run *KY State Reporting/KEES Report with Extract Type Insufficient Enrollment*. Manually check if the reported students were enrolled in another Kentucky school district for at least 140 days.
- Run *KY State Reporting/KEES Report with Extract Type Spring Report.* Validate that the students are correctly reported as ineligible.

For more details on running the *KEES Report*, see the Campus Community KEES article and KEES Reporting presentation. Submit questions about the KEES upload process to Roxanne Lewis by email or telephone at (800) 928-8926.

School Profile Courses Report

Submitted by Caryn Davidson

The *School Profile Courses Report* provides information on courses that populate the School Profile section of the School Report Card. Run the School Profile Courses Report now for 2023-24 to identify potential errors. Please review and correct errors to ensure an accurate population of course information on the 2023-24 *School Profile Report.* Consider fixing the errors on the 2024-25 calendar if you have already rolled courses over. For questions, contact KDE Standards by email.

Infinite Campus annual renewal notices

Submitted by DeDe Conner

Each year, Infinite Campus provides the annual notices/invoices in late April or early May to offer districts flexibility in scheduling the payment to use current fiscal year funds or to wait and use the new fiscal year funds. Invoices will be going out soon. Payments are due no later than August 15. Contact Infinite Campus for questions about your invoice. If you are unable to locate your district's invoice, send a request for a copy to KDE Data Services.

Summer school calendars
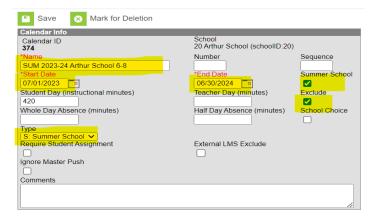
Submitted by Josh Whitlow

Summer school calendar setup in Infinite Campus is not required; however, KDE strongly recommends consistency in setting up summer school calendars. KDE can respond to legislative questions regarding districts' offerings of summer school if calendars are consistently named; otherwise, questions must be referred to the district for response.

To setup a summer school calendar:
- Begin the name with SUM.
- Set Type to summer school.
- Check the Summer School check box.
- Check the Exclude checkbox.

See the Summer School Setup Guide for more details. For questions regarding calendar setup, contact Josh Whitlow by email or (502) 564-5279, ext. 4450.

Ensuring accuracy: Home Hospital data review

Submitted by Josh Whitlow

As we approach the end of the academic year, it is crucial to verify the accuracy of Home Hospital data. This process ensures that students' attendance records are correctly recorded. To assist districts in this endeavor, the *Home Hospital Validation Report* offers two reporting options.

Home Hospital Student Detail Report:
- This report provides a comprehensive list of all students with a Home Hospital Attendance Group assigned during the selected school year and school.
- It verifies that students have been correctly assigned to their attendance group.
- Additionally, it includes attendance and transportation information.

Home Hospital Errors Report:
- This report addresses two scenarios:
  - Students with HH Attendance Events Outside the Group: Lists students who have Home Hospital (HH) attendance events outside of a Home Hospital Attendance Group.
  - Students Without a Home Hospital Attendance Group: Identifies students who have Home Hospital attendance events but are not assigned to a specific group.

For detailed instructions, refer to the Infinite Campus: Home Hospital Validation Quick Reference Card. If you have any questions regarding the *Home Hospital Validation Report*, reach out to Josh Whitlow by email or telephone at (502) 564-5279, ext. 4450.

New 2023-24 SEEK At Risk verification process

Submitted by Samantha Engstrom

The SEEK At Risk verification process has changed for the 2023-24 school year. This year the SAAR Application will be used to verify At Risk data. In mid-May KDE will begin uploading At Risk data to the SAAR application weekly. At Risk data must be verified before June 30. Once a number has been verified it cannot be changed.

Additional instruction on the new process was offered during the KSIS Infinite Campus End-of-Year training on April 23. Visit the KDE Media Portal Archive Tab for a link to the recorded session, and to request the presentation slides send an email request to KDE Data Services.

For additional information contact Samantha Engstrom by email or telephone at (502)564-5279, ext. 4434.

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Data Standard	Behavior Data Standard	Updated reporting timeline	3/26/2024
Data Standard	Career Readiness: Work-Based Learning	Updated screenshots, Program Status, Status, and Career Readiness Type in Section B	4/1/2024
Checklist	Kentucky End-of-Year checklist	Updated for 2023-24 processes	4/11/2024

The KDE Data Governance Committee provides KSIS data standards to document requirements for data entry in Infinite Campus, Kentucky's student information system. 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.

Training updates

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

Date	Event	Location
05/07 – 05/08/2024	*Yearly Event Series (YES) Training Premium Training Product* - Putting a Bow on it - tips and tricks for wrapping up the school year.	Registration
07/2024	KSIS Infinite Campus Kentucky-Specific Beginning-of-Year Training	Microsoft Teams

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. REMINDER: June 1 and June 30 are on the weekend this year. All data should be finalized by the preceding Friday at 5 p.m. local time to ensure the data is captured by the IC backup process.

Due to KDE	Report	KDE Contact
06/01	Gifted and Talented State Assessed Areas for the School Report Card Validation	Kathie Anderson
06/01	Gifted and Talented Summative Evaluation	Kathie Anderson
06/01	Health Reports	Angie McDonald
06/01	Nurse Counts	Angie McDonald
06/01	Validation of Gifted and Talented Records	Kathie Anderson
06/15	Technical Education Database System (TEDS) (End of Year)	Claude Christian
06/30	Amended School Calendar	Josh Whitlow
06/30	At Risk - only Free students (ADM)	Samantha Engstrom
06/30	English Learners (EL) and Immigrant	Margalee Conlee
06/30	Homeless, Living Status and Unaccompanied Youth Data	Margalee Conlee
06/30	Kentucky Educational Excellence Scholarship (KEES) (Regular Graduates)	Crystal Darnell
06/30	Migrant Count (Regular Year)	Margalee Conlee
06/30	Original School Calendar	Josh Whitlow
06/30	School Safety Report, including Special Education Behavior Reporting	Windy Spalding and Amy Patterson (Special Education)
06/30	Special Education (SPED) - Indicator 11 & 13 Spreadsheet	Amy Patterson
06/30	Superintendent's Annual Attendance (SAAR) Report	Laura Loman
06/30	Title I School Status and Title I Targeted Assistance Student Data	Margalee Conlee
07/01	Tax Collection Reports	Krystal Smith
07/08	Certification of School Bus Mileage	Ann Culbertson
07/25	Annual Financial Report and Balance Sheet (Unaudited)	Karen Conway
07/31	Graduation Codes	Rodney Bennett

School Data Services Team

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

Ryan Adcock	Crystal Darnell	Kathy Lindell
Margaret Alfonso	Shauna Dunham	Nora Oliver
Tania Arnett	Matthew Evans	James Reed
Fred Barton	Candy Johnson	Michael Sivils
Phil Bigard	Alesha Kaman	Sriharsha Vejella
Pat Black	Lisa Keeter	Madalyn White
Robbin Bond	Ashley Krasneski	

Office of Education Technology Division of School Data Services
Send any questions or comments to [KDE Data Services.](KDE Data Services)

Kentucky Department of
EDUCATION