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Data Utilities SFTP Legacy (being deprecated)

Submitted by Lisa Keeter

Districts must change the delivery mode on all import/export jobs using SFTP Legacy (Being Deprecated) before Sept. 11. Campus will deprecate the SFTP Legacy protocol for [Data Extract Utility](#), [FRAM Scheduled Imports](#), and [Data Import Wizard](#) with the Campus release planned for Sept. 11. There are currently 162 districts with one or more data extract jobs using the SFTP Legacy delivery mode.

In July 2023, an updated SFTP delivery mode was added to support modern [key exchange](#) algorithms which changes on the SFTP server to which an import/extract is communicating. A KSIS Notification was sent on July 8 with [instructions for districts using Mosaic](#) on switching to a new job using an SFTP key to increase security.

Most jobs can likely be changed to Delivery Mode SFTP and continue using the password without any server changes. After making the change, select the **Test Connection** button to check the connection to the entered server by attempting to write a 1-byte file to the location setup. When it is successful, a pop-up displays indicating the connection is good; if it is not successful, it provides the reason the connection failed. If needed, submit a case to Campus Support with the failure reason.

Does this also impact the Infinite Campus [Google Drive integration](#)? No, the Infinite Campus Google Drive integration is not affected, only the [Google Classroom sync](#).

Postsecondary Readiness Report

Submitted by Holly Tracy

School and district personnel should take the opportunity to use the [Postsecondary Readiness Report](#) to review district and school Postsecondary readiness progress and data entry accuracy. The report includes academic and career readiness indicators for all students; however, the report does not calculate points for accountability. The Office of Assessment and Accountability has a process they follow to consider all factors, some of which are not addressed in this report.

Academic readiness indicators include ACT, KYOTE, SAT, academic dual credit, and TAR. Career readiness indicators include industry certification, end-of-program assessment, CTE dual credit, apprenticeship, and work-based learning. The report will show if a student has or has not met the benchmark in the reported postsecondary readiness indicators. Districts and schools can utilize the report to track students who are on their way to being postsecondary ready and who already are. Please refer to the [Postsecondary Readiness Report Quick Reference Card](#) for postsecondary requirements and suggested use.

KSIS data standards reviewed and updated

Submitted by Crystal Darnell

Standardized data entry is a key factor to ensure accurate data reporting. Please visit the [KSIS Data Standards webpage](#) to find the recently reviewed and updated standards for SY 2024-2025. Updates include new data entry requirements, new resources and new contact information. Use the document revision date published on screen and the document history to ensure all staff are referencing the most recent standards.

User security and cleanup – maintaining employee records in Infinite Campus

Submitted by Crystal Darnell

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 employee 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 assignments, his/her former district assignment should be end dated and a new district assignment should be created.

An easy way to guarantee employees Infinite Campus access is disabled when their district employment ends is using the **Automatically Disable Accounts After Staff Member is No Longer Employed by the District** option in [Account Security Preferences](#).

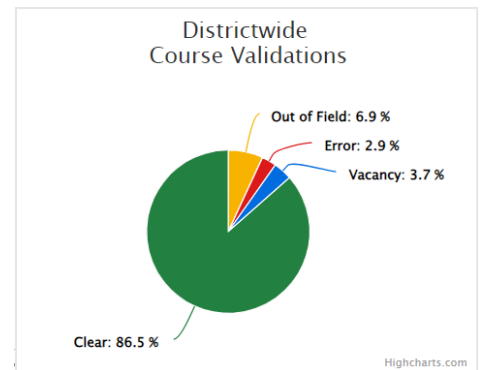
LEAD: Validating Courses

Submitted by Tessa Harris

The [LEAD \(Local Educator Assignment Data\) Manual](#) for Validating Courses has been updated. To access the LEAD system, log in to the [Kentucky Educator Credentialing System \(KECS\)](#). If you have the appropriate role, you’ll find LEAD conveniently located in the top menu bar. Simply select “LEAD” from the menu to view your Course Validation Results.

Validation Results Explained:

- **Green** (Green): Clear (The primary teacher certification covers the content, grade level, and disability for student populations assigned to the course.)
- **Yellow** (Yellow): Out of Field (The primary teacher certification doesn’t align with the content, grade level, or disability for student populations assigned to the course.)
- **Blue** (Blue): Vacancy (The district/school does not currently have a fully certified educator to assign to the primary teacher role; watch for postings on the Kentucky Educator Placement Service, KEPS.)
- **Red** (Red): Error (Data quality issues that require correction in Infinite Campus)



For questions or further assistance, reach out to our dedicated LEAD Support Team via email at

leadteam@education.ky.gov

Missing children process

Submitted by Windy Spalding

A missing student’s educational records in Infinite Campus will be automatically flagged when the Kentucky State Police notifies the Kentucky Department of Education (KDE). It is imperative that principals ensure all appropriate school and district personnel are aware of the situation and that they comply with the stipulations of the statutes. They must immediately report to local law enforcement or the Kentucky State Police if any of the following occurs: 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 is 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 members of the *Missing Child User Group* with calendar rights to the school(s) of the missing student. Schools and districts can reference the [Missing Child Process and Procedures](#) document to prepare and maintain. Additional information and resources can be found on [KDE's Missing Children website](#).

Questions regarding the missing child process can be directed to [Windy Spalding](#), Data Manager.

KECSAC Records

Submitted by Windy Spalding

KECSAC is an acronym for the Kentucky Educational Collaboration of State Agency Children. Infinite Campus processes a nightly script that enters an end date on a student's KECSAC tab when the student's enrollment ends. Therefore, with the end of the 2023-2024 school year and all enrollments ending as a C01: Close of Year, the student KECSAC records were end dated as well. Facilities will need to review student records and create new KECSAC records for the start of the 2024-2025 school year, if applicable. Reference the [KECSAC Data Standards](#) for additional resources and information.

Questions regarding KECSAC data collection can be directed to [Windy Spalding](#), Data Manager.

Infinite Campus preparations for Common Kindergarten Entry Screener (K Screen)

Submitted by Lisa Jett

The Common Kindergarten Entry Screener (K Screen) relies on a crucial process that involves the integration of Infinite Campus and the Brigance Online Management System (OMS). A data exchange process pulls course information from Infinite Campus and imports it into the Brigance OMS on a weekly basis. This process ensures that district, school, course, kindergarten homeroom teacher, and student information is automatically set up in the Brigance OMS.

Setting up classes:

To facilitate the setup of the Brigance OMS, schools are advised to schedule homerooms in Infinite Campus by July 1. Each kindergarten homeroom should use the State Code 703001: Elementary Homeroom, have a primary teacher assigned, and have at least one student scheduled. This will ensure the homeroom is included in the data extract. It's important that each homeroom is associated with a teacher whose district email address is entered into Infinite Campus. Any changes to teacher names, which are reflected in their email addresses, should be updated in Infinite Campus promptly.

Avoiding common pitfalls:

Duplicate student records: When enrolling students, always use Student Locator to search for existing student records. This will prevent the creation of duplicate records when a student had a previous enrollment in Kentucky. Every year, numerous duplicate records are created that can keep students from integrating into 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's 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 [2024-2025 K Screen Implementation Guide](#) for additional information on the Infinite Campus setup. Visit the [Common Kindergarten Entry Screener webpage](#) for additional training and resources. After the statewide data reporting process is complete, KDE will import the core assessment, self-help and social-emotional data for each student entered in the Brigance OMS into Infinite Campus.

For questions regarding kindergarten screening, contact [Lisa Jett](#) by email.

Verification of district/school demographic data and staff

Submitted by Jessi Carlton

Updates to district and school demographic data, and current staff, should be made before the start of the 2024-2025 school year. The current data can be viewed on the KDE [Open House website](#). If changes are needed to:

- District demographics – email [Rodney Bennett](#).
- School demographics – have the district WAAPOC update via the [District and School Collection Repository \(DASCR\)](#).
- District or school staff – have the district WAAPOC update via People Role Manager. This application is available on the [KDE Web Account](#).

For questions, contact [Rodney Bennett](#) or [Jessi Carlton](#).

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 year but did not show up for the current school year. These 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](#), located on the [KSIS Data Standards webpage](#) in the Other Procedural Documentation section.

Districts should review and obtain a list of all ‘no show’ students in the district. To run the [No Show Report](#) in Infinite Campus, please use the Tool Search: No Show Report

For questions regarding no show enrollments, please contact [Josh Whitlow](#).

Enter student names without 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 students’ records and check for names with punctuation. Correct the records by creating a new student identity record, eliminating the punctuation and record 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.

For questions regarding entering student names, please contact [Josh Whitlow](#).

Model notices and forms available to assist with FERPA and the Protection of Pupil Rights Amendment

Submitted by DeDe Conner

Summer break is the perfect time to ensure your district is meeting the requirements and responsibilities of the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). Districts should review their directory information notice each year to ensure it aligns to the district’s current definition and use of directory information.

To assist educational agencies and institutions in complying with FERPA and the PPRA, the U.S. Department of Education Student Privacy Policy Office’s Privacy Technical Assistance Center (PTAC) offers the following downloadable model forms and notices.

Notices to local and state education agencies regarding responsibilities under FERPA and PPRA:

- [Cover letter to the Department’s annual notices to SEAs and LEAs](#)
- [Notice to Chief State School Officers](#)

- [Notice to Superintendents](#)

Model Forms:

- [FERPA Model Notification of Rights for Elementary & Secondary Schools](#)
- [FERPA Model Directory Information Notice \(En español\)](#)
- [PPRA Model General Notice of Rights](#)
- [PPRA Model Notice & Consent Opt-Out for Specific Activities](#)
- [Model Form for Disclosure to Parents of Dependent Students](#)
- [Model Form for Disclosure to Parents of Dependent Students and Consent Form for Disclosure to Parents](#)

If you have a student privacy question to which you can't find an answer on the Student Privacy website, contact the [Student Privacy Help Desk](#) via email or telephone (855) 249-3072.

Reading Improvement Plan Form now available in Infinite Campus

Submitted by Caryn Davidson

Per the Read to Succeed Act amendments to [KRS 158.305](#), beginning in the 2023-2024 school year, if a student's rate of progress toward proficiency in reading needs accelerated interventions as demonstrated by the results of an approved universal screener and reading diagnostic assessment, the local school district shall provide intensive instructional services, progress monitoring measures and supports through grade four via a Reading Improvement Plan.

To assist districts in effectively developing and implementing Reading Improvement Plans, the Kentucky Department of Education has developed a template as an example that incorporates the requirements of 158.305. This template is now available as the Reading Improvement Plan form in Infinite Campus.

The form may be added to a student record which allows multiple users to access the same form, allows schools to share the form with parents/guardians through the Parent Portal, and allows the form to travel with a student should they transfer within or to another district. Please see the [Guidance Document for Adding a Reading Improvement Plan to a Student Record in Infinite Campus](#) for instructions.

New FERPA tool simplifies monitoring of student directory information opt-out choices

Submitted by Lisa Keeter

Infinite Campus has created a new FERPA Program tool to provide a place to track parent/guardian decisions regarding opting out of sharing their student's directory information. The tool will be available in the July 24 release and will help to comply with Family Educational Rights and Privacy Act (FERPA) requirements.

This tool allows for adding district-defined elements. Fields in the FERPA table are available for use in ad hoc queries. Use the [Federal/State Program Updater](#) tool to import records to the FERPA tool. Tool Rights must be granted. See [FERPA](#) for more information.

Changes to Google Workspace licensing models

Submitted by Campus Announcements

Google has made changes to its Google Workspace licensing models that will potentially impact the Google Classroom sync in July. Please [contact your Google representative](#) for information about how their changes will impact your district.

Campus Learning Suite will continue to provide Google Drive integration and OneRoster integration with third-party LMSs as well as provide additional tools like enhanced curriculum, Curriculum Library, enhanced Quizzes, online Submissions, Discussions, and more. With Campus Learning Suite, you can connect to an external LMS, use the tools within Campus Learning Suite, or both – whatever meets the unique needs of your district, teachers, and students.

Does my district use the Google Classroom sync? If your district uses Google Classroom sync, you will see a connection set up on the **Digital Learning Applications Configurations** screen (a.k.a. **Learning Interoperability** in the Classic Look). If your district uses the sync, you will see an app called "Google Classroom" with the Google Classroom logo on this screen. Within that app, your district will have a OneRoster connection set up.

Does my district use Google Workspace for Education Fundamentals license? You can confirm whether your district uses the Google Workspace for Education Fundamentals license by [reaching out to Google](#).

Kathy Lindell, KSIS system consultant, retires after 30 years of service



After working to support education for 30 years, Kathy Lindell announced her retirement effective Aug. 1. Kathy began her career at the district level supporting Madison, Pulaski and Woodford Counties. In 2021, Kathy transitioned to providing statewide support as a member of the Kentucky Student Information System (KSIS) team in the Kentucky Department of Education (KDE). Kathy has been an integral part of the team, supporting districts, promoting data quality in data reporting and providing analytical support for system development. Her teammates describe her as hard-working, helpful, positive and always amusing.

Kathy says, “I’ve worked in education most of my life and mainly in technology. But I’ve also covered classrooms, worked with home/hospital students, covered truancy court, and refurbished an old school bus to go to less than fortunate neighborhoods to deliver meals to kids during the summer. It’s been an adventure with every district and now finishing with KDE. I’ve worked hard to obtain this goal, but more excited about what life adventures lay ahead. Thanks to everyone who has supported me and the great friendships I’ve made in the past 30 years!”

We want to take this opportunity to thank Kathy for her devoted service and to wish her and her husband, Larry, all the best as they begin their next big adventure in Cape Coral, Florida.

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Ad Hoc	Underage Kindergarteners 2024-2025	This filter should be used to verify that underage kindergarten students are correctly set up in Infinite Campus. Check birthdates to ensure data entry was correct. If a student has been approved for a waiver, the underage waiver checkbox should be checked on the enrollment. Students who have YES in the waiver column on the report will generate ADA on the Growth Factor and SAAR.	6/28/2024
Data Standards	2024-2025 updates	See KSIS data standards reviewed and updated for more information.	7/1/2024

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	Title	Training Provider	Location
July 18	KSIS Infinite Campus Beginning of Year	KDE	KDE Media Portal
July 31	Cyber Summer School: Top Tips for Teachers	US Dept. of Ed. PTAC	Online
Aug. 14	FERPA 101 and Data Security Best Practices	US Dept. of Ed. PTAC	Online
Aug. 21	FERPA 201 and Transparency	US Dept. of Ed. PTAC	Online
Aug. 28	Incident Response and Vetting Educational Technology	US Dept. of Ed. PTAC	Online
Dec. 5-6	Infinite Campus WinterChange	Infinite Campus	Omni Louisville Hotel

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
July 18	Tax Collection Reports	Krystal Smith
July 31	Certification of School Bus Mileage	Ann Culbertson
Aug. 14	Annual Financial Report and Balance Sheet (Unaudited)	Karen Conway
Aug. 21	Career Readiness (WBL)	Holly Tracy

School Data Services Team

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Office of Education Technology Division of School Data Services

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

