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## Intent for Early Graduation Program (EGP) Deadline is October 15

*Submitted by Michelle Sircy*

Any students interested in participating in the EGP must submit the [letter of intent form](#) to the principal within the first thirty days of the academic year in which the student intends to graduate. Students may submit the intent form at the beginning of grade 9, or as soon as the intent is known. The school or district must enter the enrolled EGP student in Infinite Campus prior to the Oct. 15 deadline. The [Early Graduation Program Data Standard](#) provides instructions for assigning the intent for early graduation (IEG) flag.

Any student who chooses to enroll in the EGP for the **2024-2025 academic year and beyond** must meet all state and local graduation requirements specified under [704 KAR 3:305](#), Section 5, **including the successful completion of a performance-based project, portfolio, or capstone**. The Kentucky Department of Education's [Early Graduation Program webpage](#) includes information to assist schools and districts in implementing the EGP performance-based project, portfolio, or capstone.

An EGP form will be available in Infinite Campus to help district's track student progress towards completion of the EGP requirements later this fall. A guidance document with detailed instructions for using the form is forthcoming.

For questions regarding the EGP, contact Comprehensive School Counseling Coordinator, [Michelle Sircy by email](#).

## September Training Available - Requests & Rosters and Cross-Site Enrollment

*Submitted by Lisa Keeter*

The Kentucky Department of Education has scheduled Infinite Campus trainers to offer three statewide virtual training sessions to meet requests made during the KSIS Beginning of Year training. On Sept. 5, a morning session will focus on the rosters portion of the [Requests & Rosters](#) tool and introduce the new [Section Student Detail](#) tool before the prior roster tools are deprecated with the Sept. 11 release.

Two unique [Cross-site Enrollments](#) sessions will be offered on Sept. 12. The morning session will focus on the steps needed to enable Cross-site Enrollments at the district level. The afternoon session will focus on creating offerings and scheduling students at the school level.

The three sessions will be recorded and made available on Campus Passport for all Kentucky Infinite Campus users. The [registration link](#) and [detailed session descriptions](#) were previously shared and also available on the [KSIS Training webpage](#). EILA credit will be available for registered participants.

## KECS LEAD Extract Replaces LEAD Data Report

*Submitted by LEAD Support Team*

The [KECS LEAD Extract](#) is the daily source for the [Kentucky Educator Credentialing System \(KECS\)](#) LEAD system. The [Issues Report](#) generates a list of issues that should be corrected in Infinite Campus before reviewing the KECS errors. The [LEAD Data Report](#) is no longer being updated and will be sunset with the Infinite Campus update planned for Sept. 11.

Please ensure that staff working with LEAD have tool rights to KECS LEAD Extract. For questions regarding LEAD, contact the [LEAD Support Team by email](#).

## High School Graduation Requirements Tracking Report to be Sunset

*Submitted by Michelle Sircy*

Effective January 8, 2025, the [HS Graduation Requirements Tracking report](#) in Infinite Campus will be sunset. Due to the diverse and personalized paths students may take to meet high school graduation requirements, this tool is limited in accurately determining student progress. Consequently, it cannot fully and accurately verify the completion of state and local graduation requirements necessary for awarding a high school diploma in accordance with [704 KAR 3:305](#).

For questions contact Comprehensive School Counseling Coordinator, [Michelle Sircy by email](#).

## New Option to Exclude SSN from Food Service Extract

*Submitted by Tim Cooper*

The Office of Education Technology has been reviewing the sharing of Social Security Number (SSN). As part of this review, Infinite Campus has deployed a new Food Service extract named `cdev.get_KY_FoodService` to all districts. An option was added to exclude students' SSNs from the data extract. For questions regarding the new option to exclude SSN, contact [Tim Cooper by email](#).

## Free and Reduced Cost Data Forms Due by October 1

*Submitted by Samantha Engstrom*

Districts must input all free and reduced cost meal data (including the Household Income Form (HIF), National School Lunch Program, direct data entry, and direct certification uploads) into the Infinite Campus [FRAM](#) module. Districts must meet the Oct. 1st deadline to ensure maximum counts for free and reduced cost meal status for the district school year 2024-2025, accurate eRate and federal reporting.

If there is a clear disclaimer to indicate that the purpose of submitting the form is not to grant free or reduced cost meal benefits, the electronic HIF option in Infinite Campus can be used for full Community Eligibility Provision (CEP) districts to process HIF. At this time, partial CEP districts are unable to use this option due to the requirement that the USDA Free Reduced Lunch Applications and HIFs must be kept separately.

For partial CEP districts, a fillable HIF is available as an option that allows households to complete and sign the form electronically. Guardians have the option to send the form back to the school via email. Data from the fillable form must be entered into the FRAM module in Infinite Campus. Print and retain the HIFs in a secure location for 10 years. A sample of the fillable form was sent to the directors of pupil personnel.

If you have questions or need to request a copy of the fillable HIF, contact [Samantha Engstrom by email](#).

## LEAD: Course Validations and Placeholders

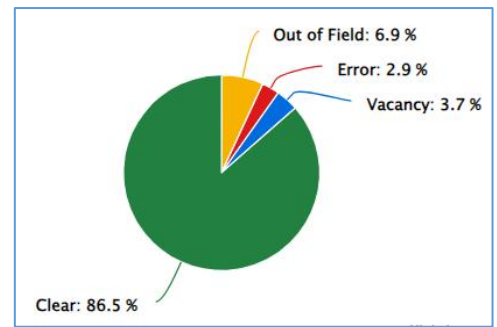
*Submitted by Tessa Harris*

ATTENTION: Local Educator Assignment Data (LEAD) validations are now being run daily. Corrections to courses in Infinite Campus will now be reflected in LEAD the following day.

### Course Validations

Please have a look at your Course Validation Results to see Vacancies and if any staff are showing as Error or Out of Field. 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.

- **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)



Refer to the [LEAD \(Local Educator Assignment Data\) Manual](#) for more information about Validating Courses.

EPSB ID	First Name	Last Name
271	Placeholder	College Professor
261	Placeholder	Vacancy01
262	Placeholder	Vacancy02
263	Placeholder	Vacancy03

**Vacancies and Dual Credit College Professor Placeholders:**

A unique placeholder should be used for each vacancy and/or college professor within a school. For example, if there are three staff vacancies in a school, three different vacancy placeholders need to be used: Vacancy01 Placeholder,

Vacancy02 Placeholder, and Vacancy03 Placeholder. Up to 20 vacancy placeholders can be used per school.

For guidance and more information about placeholders refer to the [Census, Staff Information](#) data standard or contact the [LEAD Support Team by email](#).

## New School Report Card Data Element – Extra Year in Primary and Corresponding Quality Assurance Report

*Submitted by Caryn Davidson*

Based on requirements in [KRS 158.301](#), the Kentucky Department of Education is adding an Extra Year in Primary measure to the 2023-2024 School Report Card this fall. The measure will apply to elementary schools only and will report the number of students in a school that have taken longer than five (5) years to advance from Kindergarten to Fourth Grade. The number of students is calculated based on primary student enrollment data within Infinite Campus.

A report is available that provides both aggregate and detail information so schools can verify the accuracy of data provided in the School Report Card during the fall data validation window. For more information including the report pathway, see the [Extra Year in Primary Quick Reference Card](#).

For questions regarding Extra Year in Primary on the School Report Card, contact [Caryn Davidson by email](#).

## Infinite Campus Fall User Groups

*Submitted by Crystal Darnell*

Infinite Campus and KDE will review the latest release highlights and Kentucky-specific updates in the KSIS Infinite Campus 2024 fall user group training events. The user group sessions give teachers, attendance clerks, system administrators, counselors and administrators an opportunity to collaborate, network and discuss common Infinite Campus topics.

Participation in the training is free and lunch will be provided at no cost. All sessions will begin at 9 a.m. and end at 3 p.m. local time. Infinite Campus Fall User Group Trainings registration and event details coming soon to the [KSIS training webpage](#).

- Sept. 23 - Rowan County Board of Education
- Sept. 24 - Oldham County Arvin Center
- Sept. 25 - Laurel County Garland Building
- Sept. 26 - Warren County Board of Education
- Sept. 27 - West Kentucky Educational Cooperative

If you have questions regarding KSIS Infinite Campus fall user group training, contact [Lisa DeGaris by email](#).

## Duplicate Student Records Cleanup

Submitted by *Samantha Engstrom*

Each month, districts should run the [Duplicate Students Search Report](#) to identify duplicate student records in Infinite Campus. Use the [Combine Person Tool](#) to combine verified duplicate persons that exist only in your district. Tool rights to the Combine Person Tool should be restricted to a select few in the district and extreme care should be taken when using the tool. To locate a tool in the new look, use Tool Search for the tool name.

Use the new [Google SSID Issues Form](#) to submit SSID issues such as duplicate SSIDs, blended records, pending SSIDs or syncing. A Google account is not required to use the form. The form requires the contact’s name, email, district name, issue type and at least one SSID. There is an option at the bottom of the form to send a copy of the submission form to the submitter’s email.

For questions regarding SSID issues, contact [Samantha Engstrom by email](#).

## KSIS Ad Hoc Reports and Documentation Updates

Type	Name	Description	Date
Data Standard	<a href="#">Census, Staff Information</a>	Updated information to clarify creating Vacancies and Dual Credit placeholders.	8/2/2024
Data Standard	<a href="#">Teacher of Record</a>	Updated information to clarify assigning Vacancies and Dual Credit placeholders and long-term substitutes.	8/2/2024
Data Standard	<a href="#">Student Records Transfer</a>	Clarified Overview section Items to Note on enrollments. Added guidance to Section C: Enrolment History Wizard on avoiding duplicate enrollments.	8/15/2024

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
<b>Aug. 28</b>	Incident Response and Vetting Educational Technology	Online
<b>Sept. 5</b>	KSIS Roster Editing Using Requests & Rosters	Zoom
<b>Sept. 12</b>	KSIS Cross-Site Enrollment Setup Training	Zoom
<b>Sept. 12</b>	KSIS Cross-Site Enrollment Creating Offerings & Scheduling Training	Zoom
<b>Sept. 23</b>	Infinite Campus Fall User Group Meeting	Rowan Co BOE
<b>Sept. 24</b>	Infinite Campus Fall User Group Meeting	Oldham Co Arvin Center
<b>Sept. 24-26</b>	Infinite Campus System Admin & End User Training	Spencer County BOE
<b>Sept. 25</b>	Infinite Campus Fall User Group Meeting	Laurel Co BOE Garland Bldg
<b>Sept. 26</b>	Infinite Campus Fall User Group Meeting	Warren Co BOE
<b>Sept. 27</b>	Infinite Campus Fall User Group Meeting	Lyon Co - WKEC

## 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
09/30	Extended School Services (ESS)	<a href="#">Gerald Brashear</a>
09/30	Support Education Excellence in Kentucky (SEEK) Tentative Calculation	<a href="#">Krystal Smith</a>
09/30	Working Budgets	<a href="#">Krystal Smith</a>
10/01	Professional Staff Data (PSDs) and Classified Staff Data (CSDs)	<a href="#">Krystal Smith</a>
10/31	E-Rate	<a href="#">Scott Kane</a>
10/31	Special Education Exiting Data	<a href="#">Amy Patterson</a>

### School Data Services Team

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

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#### Office of Education Technology Division of School Data Services

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

