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New Transportation 2.0 Module Released by Infinite Campus

Submitted by Ronda Devine

The July 23 release of Infinite Campus includes a new [transportation tool](#). The tool allows districts to enter detailed information regarding daily bus routes and bus numbers. Currently, the Kentucky Department of Education (KDE) **is not recommending the use of Transportation 2.0**. If a district chooses to enable Transportation 2.0, Infinite Campus **cannot** revert to the old tool. Each tool works independently of the other, with data stored in different tables within the database. The Transportation Roll Forward Wizard does not work with Transportation 2.0. If enabled, the district will need to manually create T-Codes for each student for the active year. If a district enables Transportation 2.0, that decision is irreversible.

Additionally, active state published transportation ad hoc reports will not work with the new tool. Keep in mind that transportation codes directly impact SAAR data and SEEK funding. **District Support is asking that no one enables the new transportation tool.**

Once KDE testing is completed, districts will be notified that the new tool can be enabled if desired. For questions about transportation tools, contact [Ronda Devine by email](#).

New Instructional Setting and Teaching Method for Off-Site Work-Based Learning Courses

Submitted by Caryn Davidson

Beginning with the 2025-26 school year, districts are expected to use the teaching method 21: Work-Based Learning and the instructional setting 21: Offsite Workplace for courses where a student leaves campus to participate in work-based learning. The options were added during the 2024-25 school year for optional use to give schools a way to better reflect what is happening in work-based learning courses within Infinite Campus. The [Course Data Standard](#) is available to guide all course set up options. For more information contact the [Course Codes mailbox](#).

FRAM/Direct Certification Import Reminders

Submitted by Samantha Engstrom

For Direct Certification (DC) imports on or after July 1 into Infinite Campus, remember to update the school year to 2025-26 in your DC import mapping(s). If the school year is not updated, the DC import for July could corrupt your data and the previous year's data may be lost. Tool search: Eligibility Import Wizard.

If the Point of Sale (POS) data sync was stopped over the summer, reactivate the POS data sync by removing the double asterisk, clicking Save and testing the connection on the Data Import Detail.

For districts participating in the Community Eligibility Provision (CEP), Household Income Forms (HIF) can be collected prior to school starting. It is best practice for HIF data to be entered within 30 days of collection. KDE recommends districts wait until AFTER the first direct certification upload in July to enter 2025-26 HIF data. A sample HIF form can be found on the [KDE CEP website](#). HIFs should be entered before October 1 to ensure your district receives the maximum eRate and FRYSC funding.

If you have questions about DC, POS, CEP or HIF forms, contact [Samantha Engstrom by email](#) or by phone at (502) 564-5279.

Verification of School and District Data for School Report Card

Submitted by Rodney Bennett

KDE is asking all districts to verify their 2024-25 school profile information is correct in preparation for the School Report Card. Please take a moment to review and verify the District and School Directory data for your district. This data is displayed on [Open House](#) and lists location addresses, phone numbers, grades offered at schools, and important employee roles for the districts and schools.

In addition, please note that the Open House online school directory uses the [DASCR system](#) demographic information and updates as KDE approves district changes. Changes made to the system by district WAAPOCs or others, will not impact the 2024-25 School Report Card information previously published.

It is important to keep this data up to date, because it is used not only to populate Open House, but also for Federal Reporting and School Report Card.

If you need assistance making changes, please reach out to [Rodney Bennett by email](#) or [Ronda Devine by email](#).

Additional Notes:

- *Contact information and/or role changes are not updated through DASCR.* For role changes (i.e., superintendents, principals, etc.) please contact your [district WAAPOC](#). Roles are updated through a separate web application – People Role Manager or Web Security Application.
- *District data is not verified through the DASCR process;* For changes to district data or questions, contact [Rodney Bennett by email](#).

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 dropout 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 [No Show Report](#).

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

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](#). Districts are encouraged to review currently enrolled students' records and check for names with punctuation. Records can be corrected by creating a new student identity, eliminating the punctuation, and entering the appropriate effective date.

Users should 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 by email](#).

Missing Child 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's 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 Program Consultant [Blake Konny by email](#), or Data Manager [Windy Spalding by email](#).

Tracking Moral Instruction Providers and Attendance

Submitted by Jessica Carlton and Caryn Davidson

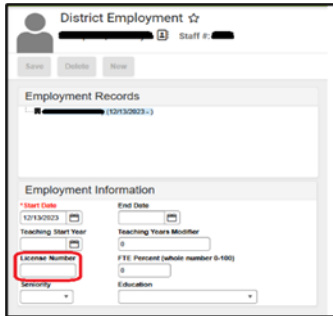
[Senate Bill 19](#) (2025) amended KRS 158.200 so that districts may grant students up to one hour a week (including travel time) of off-campus moral instruction time and receive funding for that hour. Approval or denial of Instructional Providers and associated attendance will be collected in Infinite Campus.

Moral Instruction Providers must be approved by the local school board and entered into Infinite Campus. The new law requires quarterly reporting; to minimize the burden on districts, the data will be collected in Infinite Campus and can be entered as Moral Instructional Providers apply and are approved or denied. Specific details will be provided soon. If you have questions regarding the Moral Instructional Providers, please contact [Caryn Davidson by email](#). Attendance must be tracked for these absences. To have consistent, accurate, comparable data across all districts, a new exempt attendance code has been created and pushed down to all districts. Please use the new Absent/Exempt Moral Instruction attendance code when tracking these students. If you have questions regarding the Exempt Moral Instruction code, please reach out to [Josh Whitlow by email](#).

Staffing in Infinite Campus and KECS

Submitted by Tessa Harris

For assistance with Staffing in Infinite Campus refer to the [Census \(Staff Information\) Data Standard](#). This guide provides step by step instructions on how to properly set up New Staff, Vacancy Placeholders, College Professor Placeholders, District Employment, District Assignments, as well as how to modify Staff Demographics and Identities.



Common errors to look out for include:

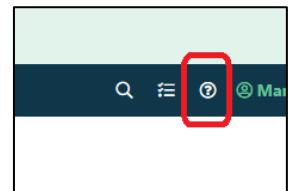
Do NOT include leading or trailing spaces when entering an Educator's License Number in the District Employment.

Ensure that an Educator's License Number exactly matches their EPSB ID found on [Kentucky Educator Credentialing System \(KECS\)](#)

To search for an EPSB ID on KECS click on the magnifying glass in the top right corner. Write the educator's name into the Search box and select Search. Once you locate the person, click on their name to view their profile and find their EPSB ID under

their name on the top left of the page.

For assistance with Staffing in KECS login to [Kentucky Educator Credentialing System \(KECS\)](#) and download the [Staff Management - District Guide](#). This guide is located in the help section found by clicking on the question mark on the top right corner of the page and under the District Guides section. This guide provides step by step instructions on how to properly set up New Staff, Edit Existing Staff, and Delete Staff on KECS.



For questions regarding LEAD, contact the [LEAD Support Team by email](#).

User Access to Protected NSLP Data (Economically Disadvantaged)

Submitted by Jessi Carlton

This is a reminder that many reports within Infinite Campus and dashboard views in Tableau include protected data, including the Economically Disadvantaged student group.

KDE recommends that the district review report requirements in Infinite Campus and Tableau Visualizations in Tableau that allow drill down to student-level data and include Economically Disadvantaged. Users with this access should be annually reviewed to ensure that those users with access 'need to know' this sensitive data.

Step 1: Annually determine if each disclosure is required.

The LEA may disclose, without parental consent, children's eligibility status only to persons determined to be "directly connected" with the administration or enforcement of a Federal education program, State education program, State health program, or a means-tested nutrition program, as well as to persons directly connected with the Comptroller General Office or law enforcement for an authorized activity [7 CFR 245.6(f)(3)].

Step 2: Determine if there is a 'need to know' for each potential access of the data.

For instance, while federal education programs are authorized, not all persons administering an education program in the school district need to access information (e.g., teachers, principals, or guidance counselors). State and local agencies must ensure that persons receiving a child's free and reduced-price eligibility information have a legitimate need to know.

The [NSLP Eligibility Manual](#) and the FNS Disclosure Requirements for [Child Nutrition website](#) provide additional details and citations. The district's NSLP Administrative Review audit will include confirmation that the district meets disclosure requirements.

Please note that this message only pertains to reports and data analysis tools. These reports and tools may **not** be used for local education programs or local health related programs as parental consent is required for sharing of data for each student.

Questions regarding disclosure should be directed to Food Service Directors, who may contact their KDE NSLP consultants for assistance.

Infinite Campus Tool Rights

Districts can generate Tool Rights reports to ensure staff with this access have a ‘need to know’ and proper documentation to access this restricted data. This tool is available through IC User Management | User Groups | Tool Rights. Reporting is an expanded field; KDE Reports expansion will include Tableau Visualizations and a list of all KDE reports. In addition, many state reports include this data element, therefore, expansion of KY State Reporting should be reviewed as well.

KSIS Ad hoc Reports and Documentation Updates

Type	Name	Description	Date
Data Standards	Data Standards	Data Standards updated and reviewed for 2025-26 School Year	7/1
Ad Hoc	Dual Credit Indicator on Roster	Sunsetting the filter because the indicator on the roster was removed last fall.	7/11
Ad Hoc	Dual Credit Indicator on Section Student Detail	New Ad Hoc created the new Section Student Detail for Dual Credit	7/11

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.

Training updates

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

Date	Event	Location
07/17	KY Specific Beginning-of-Year Training	Microsoft Teams
09/23-25	System Admin & End User Training	Franklin County Schools
12/4-5	Interchange	Omni Hotel, Louisville

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.

Due to KDE	Report	KDE Contact
07/01	Tax Collection Reports	Sheila Miller
07/08	Certification of School Bus Mileage	Ann Culbertson
07/25	Annual Financial Report and Balance Sheet (Unaudited)	Karen Conway
07/31	Career Readiness (WBL)	Amy Tracy
07/31	Graduation Codes	Rodney Bennett

School Data Services Team

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

Ryan Adcock
Fred Barton
Phil Bigard
Pat Black
Robbin Bond
Daniel Bradley

Crystal Darnell
Melissa Davis
Shauna Dunham
Bradley Howard
Candy Johnson
Lisa Keeter

James Reed
Michael Sivils
Sriharsha Vejella
Anthony Walters

Office of Education Technology Division of School Data Services

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

