KSIS Infinite Campus NEWS

Kentucky Student Information System

KSIS Infinite Campus News Volume 19, Issue 3 – March 2026

In this issue

- Annual CPE Directory Request
- Check Course Setup Now for Next Year's SRC
- Data Calendar
- Ensuring Accuracy: LEAD Data
- Final Transcripts Webinars
- January Growth Factor, SEEK at Risk and SAAR
- KSIS Ad Hoc Reports and Documentation Updates
- NEW Early Literacy Diagnostic Reports in Campus
- Non-Course Code WBL Deadline Reminder
- Online Registration and Campus Learning Renewals
- School Data Services Team
- Spring Preschool Enrollment Count
- Title I Data Collection and Reporting for 2025-2026
- Training Updates

Spring Preschool Enrollment Count

Submitted by Taysha Oglesby

All information for the preschool enrollment count should be completed, active, and locked by 5 p.m. local time on February 27. This includes information located on the Enrollment and Pre-school tabs, as well as special education documents. Only children with active enrollments on or before March 1 will be included in the spring enrollment count. KDE will pull data from the Infinite Campus reporting warehouse on March 2. The QA Preschool Report can be used to verify preschool counts ahead of the count date. Preschool coordinators will be sent a data verification survey that must be completed by March 3.

For questions regarding the Spring Preschool Enrollment Count, contact Taysha Oglesby by email.

Annual CPE Directory Request

Submitted by Amanda Ellis (CPE)

The Kentucky Council on Postsecondary Education (CPE), in partnership with Kentucky's public colleges and universities, is requesting directory-level information for 10th and 11th grade students to expand college access and support across the Commonwealth.

The requested data (name, address, email, phone number, date of birth, and grade level) will allow institutions to directly share information about college options, affordability, FAFSA completion, scholarships, campus visits, and application opportunities.

This request aligns with the Family Educational Rights and Privacy Act (FERPA), which permits the release of designated directory information. Please remove any data not defined as "directory" in the district's annual FERPA notice, leave the column placement but delete the actual data before sharing. Also, remove any students that have opted out of FERPA directory data sharing.

Districts are asked to submit **the Infinite Campus Ad-hoc report (CPE–College Directory Information v2) by March 20** to cpestudentdirectory@ky.gov. Data will be securely uploaded into CPE's Kentucky Postsecondary Education Data System (KPEDS) and shared with public institutions to better support students' postsecondary planning and decision-making.

For questions, please contact Amanda Ellis, Senior Vice President of Student Access and Success, at amanda.ellis@ky.gov.

Final Transcripts Webinars

Submitted by Daniel Bradley

KDE encourages counselors, registrars, and other staff assisting with student transcripts to join the Kentucky Final Transcripts End-of-Year Training, with two opportunities to attend scheduled for Thursday, March 19 at 10:00 a.m. ET and Tuesday, April 21 at 10:00 a.m. ET.

Kentucky universities continue to bring up issues caused by incomplete or untimely electronic transcripts. These issues are easily avoidable. Help make sure your students aren't impacted! Parchment, Infinite Campus, and KDE representatives will be available; training will include a review of the transcript process, appropriate settings, and an opportunity to ask questions.

Participants should register in advance; online links to join the training will be shared after registration. Live participation is encouraged but the training will be recorded and available in the KDE Media Portal. EILA credit will be available. NOTE: Registration is required for EILA credit.

Online Registration and Campus Learning for 2026-2027

Submitted by DeDe Conner

KDE funding is no longer available to subsidize Online Registration or Campus Learning going forward. Although KDE submitted an Additional Budget Request (ABR) to extend this subsidy, that funding is currently absent from all proposed state budgets. We remain hopeful that this ABR will be considered and your voice continues to be important; however, with the current uncertainty, districts are encouraged to begin discussions now to assess whether these tools will continue to be used and can be sustained with local funding.

Districts that want to retain Campus Learning and/or Online Registration should submit a support ticket to request a Campus quote and discuss local funding options as part of the 2026-2027 budget planning process. Please remember that Campus Learning is required for the Google export of grades to Infinite Campus to work.

Districts that do not plan to retain Campus Learning and/or Online Registration should notify Infinite Campus through a support case by April 15 so that the cost is not reflected on the annual invoice for the district. There is a 30-day cancellation clause that requires the district to advise no later than 30 days prior to July 1 to avoid annual costs for 2026-2027.

Infinite Campus will delay billing districts until May 1 for 2026-2027 to provide time for funding decisions to be finalized and invoices accurately reflect district preferences. Any additions or removal of contracted items should be communicated to Infinite Campus through a support case as soon as possible. May 1 invoices will reflect details as known on April 15. Infinite Campus continues to invoice early to allow districts flexibility to use current year or next year's funding. Infinite Campus payments are due no later than Aug. 15.

Title I Data Collection and Reporting for 2025-2026

Submitted by Margalee Conlee

Title I status in Infinite Campus must be updated to match the Title I status submitted on the district Consolidated Application in the Grant Management Application and Planning (GMAP) system. Reference the Title I Data Standards, Section A for guidance to verify and update school Title I status in Infinite Campus. At the end of school year, 2025-2026 Title I data will be extracted from the Infinite Campus reporting warehouse for state and federal reporting and funding purposes. Each school's Title I status is published on the School Report Card in the school overview section.

In addition, schools designated as a Title I Targeted Assistance Program (TAS) must complete a record on the student Title I Services tab for each student receiving Title I services during the current school year. Very few districts in the state have a Title I TAS designation. Reference the Title I Data Standards, Section B for guidance to complete student records for Title I services.

For additional information or questions, contact Margalee Conlee by email.

Non-Course Code Work-Based Learning (WBL) Deadline Reminder

Submitted by Amy Tracy

Districts wishing to submit applications for the Non-Course Code (WBL) KBE Approval accountability process must do so by May 1, 2026 for applicants to be considered for the current school year. Ensure that all required documentation is provided to avoid any delays or denials by the review committee.

Use the checklist provided to verify that all necessary components are included. This includes student identification, employer information, type of work-based learning, alignment with credential or associate degree

programs, employer verification of 300+ hours of WBL experience, state course codes, justification of school support, required signatures, and any supporting documentation.

Once the request is submitted using the Non-Course Cooperative (Co-op) or Internship Approval Request SharePoint site, your student will be assigned a Record ID. Please record this ID for future correspondence regarding the approval request.

For additional information on cooperative education and internships for state accountability pursuant to KRS 158.6455, please reference the FAQ Co-op Internship for State Accountability document.

Check Course Setup Now for Next Year's School Report Card

Submitted by Caryn Davidson

Several reports are available to ensure proper course setup. Proper course setup is important for many reasons including properly awarding student scholarship money for advanced coursework, School Report Card and other reporting purposes. Users must be granted access by local KSIS administrators to be able to see these reports.

The QA Courses Report should be run during the current school year to ensure proper course set up for all courses. Running the QA Courses Report is especially important to correct any errors on advanced coursework courses which could affect student scholarships, and reporting of advanced coursework and exams on next year's School Report Card.

The Advanced Coursework and Exams Report can be run to check data that will be pulled for the Advanced Coursework section of the 2025-2026 School Report Card though course completers, test takers and qualifying scores will not show until the completion of the school year and upon receipt of final test scores. All course information on transcripts should match the course set up in Infinite Campus. Data needs to be accurate in order for advanced coursework and exams information to be pulled correctly for School Report Card, transcript and KEES reporting.

The School Profile Courses Report provides information on courses that populate the School Profile section of School Report Card. Running the School Profile Courses Report for the 2025-2026 school year now can help identify potential errors while they can be fixed and ensure correct population of course information on the 2025-2026 School Profile Report.

Submit questions about correct course setup to CourseCodes@education.ky.gov by email.

January Growth Factor, SEEK at Risk and SAAR

Submitted by Laura Loman

The January Growth Factor was not collected this year. The next data collections are SEEK at Risk and the Superintendents' Annual Attendance Report (SAAR).

Districts will be able to review SEEK At Risk data starting in May, but submission should not be verified in the SAAR system until after the last day of school in the district.

Districts must submit the SAAR for school year 2025- 2026 using the SAAR application by June 30. Data cleanup should be done monthly and again 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 about the SAAR, please contact Laura Loman by email.

For questions about SEEK At Risk, please contact Samantha Engstrom by email.

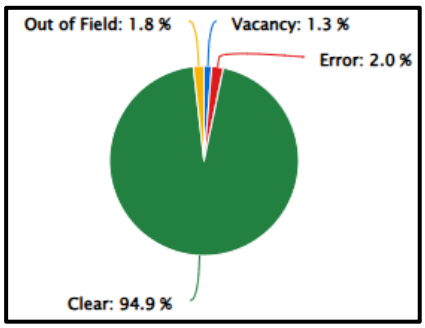
Ensuring Accuracy: The Goal of Your LEAD Data

Submitted by Tessa Harris

Remember to review your LEAD data regularly throughout the year to ensure teacher and course alignment. Log into the Kentucky Educator Credentialing System (KECS) and if you have the correct permissions, you will find LEAD in the top menu. Click on it to review your validation results.

There you will find a pie chart with 4 possible values: Clear, Vacancy, Error, and Out of Field.

Understanding Your Data



A main goal of LEAD is for schools and districts to provide accurate data. To achieve this, both Errors and Out-of-Field designations should be actively worked toward resolution.

- **Errors:** These must be corrected to ensure the integrity of the report.
- **Out-of-Field:** For most Out-of-Field messages, it means there is a teacher assigned to a course who does not possess all the necessary permissions to teach the specific content, grade level, or student population. Out-of-field errors should be verified for accuracy; however, teachers that are out-of-field should be reflected when applicable. While we recognize staffing challenges, we encourage districts to reach out to KDE for information regarding certifications for teachers who are Out-of-field.

For support with certifications contact kdelicensure@education.ky.gov.

Vacancy Reporting

Vacancies are not considered errors. If you have vacancies in your school, please ensure this is reflected in LEAD by using the correct vacancy placeholders. Refer to the Census (Staff Information) Data Standard for information on how to set up these placeholders. Accurate reporting of vacancies is essential, as it helps us identify where needs exist across Kentucky. Reporting these accurately ensures our data is a helpful tool for state-level reporting and resource allocation.

Accurate reporting is essential for LEAD reporting to reflect the reality of your staffing. Resolving Errors, confirming accuracy of Out-of-Field messages and ensuring all vacancies are reported correctly helps to ensure that reporting is a true reflection.

If you have any questions, please reach out to the LEAD Support team by email.

NEW Early Literacy Diagnostic Reports in Campus

Submitted by Tania Arnett

The Early Literacy Diagnostic reports allow users to review data for KDE Early Literacy Diagnostics. These reports include early literacy assessment data for school, district and state level educators and Read to Achieve (RTA) grant administrators. The reports will help monitor uploading formative assessment data for RTA schools, which is a requirement of the RTA grant and are available for any school or district choosing to voluntarily upload formative assessment data to the state level KDE Early Literacy test structures. NOTE: Users must be granted access by local KSIS administrator before they see these reports.

For questions contact Tania Arnett by email, Office of Teaching and Learning. For RTA schools/districts, contact Danielle Ward by email, Office of Teaching and Learning.

ACT Score Uploading and Removal

Submitted by Daniel Bradley

As a reminder to districts, ACT assessment scores are no longer available for KDE to publish to school districts. The ACT contract ended on June 30, 2025, when the state's required college entrance exam changed to the SAT. For more details, see *ACT Scores and Transcripts* in KSIS Infinite Campus News - February 2026.

For ACT JR and ACT National scores that need to be removed from student records in Infinite Campus, contact the KDE Data Request Inbox via email. Include the .pdf of the ACT Letter and the national testing period to have the assessment record removed.

KSIS ad hoc reports and documentation updates

Type	Name	Description	Date
Data Standard	Dual Credit Courses	Updated GPA Weight in Section A	02/02/26
Data Standard	Course	Clarified description of GPA Weight and AP under Difficulty Level heading	02/02/26
QRC	Preschool Child Outcome Summary	Updated contact information	02/18/26

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
03/19	Parchment Final Transcript Webinar	Online
4/14-15, 17	Infinite Campus Spring User Groups	Locations TBD, 4/17 will be virtual
4/16	KSIS Infinite Campus End-of-Year Training	Microsoft Teams Online Meeting

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
3/1	Preschool Enrollment Count (Spring)	Taysha Oglesby
3/1	Support Education Excellence in Kentucky (SEEK) Final Calculation per Budget Language	Sheila Miller
3/1	Support Education Excellence in Kentucky (SEEK) Trend Data Submission site opens for the upcoming year's Forecast calculation	Sheila Miller
3/31	Technical Education Database System (TEDS) (Second Semester/Trimester)	Claude Christian
5/30	Tentative Budgets	Karen Conway
5/31	KSB/KSD Certification for Transportation for Daily Trips	Ann Culbertson
5/31	KSB/KSD Certification for Transportation for Home Trips for Resident Pupils	Ann Culbertson

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
Marissa Hancock
Bradley Howard
Lisa Keeter
Linda Newhouse
James Reed
Ameya Tangellamudi
Kort Thompson
Sriharsha Vejella
Anthony Walters

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

Kentucky Department of EDUCATION