Kentucky Beginning-of-Year Checklist

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July 2024

Kentucky Department of EDUCATION

The Kentucky Beginning-of-Year checklist provides information on certain activities that need to be performed within Infinite Campus at the beginning of the school year. Performing these steps aids in opening the current school year.

See the Infinite Campus Beginning-of-Year Checklist for additional guidance. The Scheduling Center provides a percentage of completion and a list of tasks that still need to be completed, reminders of what else needs to occur, and allows quick access to those tools to make additional updates.

General Reference Documents: KDE State Report Submission, Kentucky State Reporting Quick Reference Guide, KSIS Other Information and State Published Ad Hoc Filter Filters.

Student Enrollments

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Ensure all enrollments are set for the first day of school. If the first day of school changed after students were rolled forward. • Run the Enrollment Cleanup Wizard to set the start date to the first instructional day.	Enrollment Cleanup Wizard		
	Students not in attendance on the first day of school must be marked as a No Show. • No Show Report • User Guide – No Show • Craft/Gatton Academy students should retain an active enrollment.	No Show Report		
	Generate the State Enrollment Overlap Report to correct all overlapping primary enrollments of more than one day within the state.	State Enrollment Overlap Report		
	Generate the Enrollment Status Report to identify any primary enrollments with an E98 start status and update to the correct status.	State Enrollment Report		

Calendar

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Change the Active Year to the new year, see School Year Setup for more info. • Editing of FRYSC records is restricted to the active year so confirm that prior year records are complete before changing.	School Year Setup		
	Ensure Term Dates are correctly set for each school calendar.	Term Setup		
	School period start and end times are set to the master schedule. Reminder: there should not be any breaks in time. • System Administration Data Standard • Period Setup	Period Setup		
	Ensure School Months are set.	School Months	Calendar Edits Report	
	Verify state grade level codes match the grade level name and sequence. • System Administration Data Standard • Grade Levels	Grade Level Definitions		
	Assign Blended Learning Groups for students that are participating in a full-time virtual program.	New Blended Learning Groups		
	Assign the Blended Learning Groups to the days tab.	Adjust Blended Learning Groups		

Attendance

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Ensure Attendance Codes have been rolled forward. (Unused codes can be deleted at this time to ensure they are not used in the new year)	Attendance Code		
	Verify attendance codes are correctly mapped to state attendance codes. • Pupil Attendance Manual	Attendance Code		

Courses

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Verify all Courses have proper Grading Task, Standards and Grade Cal Options assigned. • Grades Data Standard	Course Information		
	Verify all courses have the appropriate credit type, number of credits and the GPA weight. KHEAA requires the number of credits and GPA weight should match. • Grading Tasks (Courses)	Grading Tasks	Course Credit	
	Verify all courses have the correct state course codes. • Course Data Standard	Courses	QA Courses	
	Review course types for performance and virtual. • Virtual and Performance-Based Course Set-Up and Attendance Verification	Courses	QA Courses State Published Ad Hoc Filter • Audit Performance Based Courses	
	Ensure course difficulty level is set for all AP/CAI/IB/Dual Credit courses. • Dual Credit Data Standard	Courses	QA Courses	
	Mark the correct teaching method and instructional setting on each course.	Courses	QA Courses	
	Ensure the attendance check box is marked for courses where attendance will be marked.	Courses	QA Courses	
	Transcript box is marked for all courses that will have a grade and credit posted to the transcript.	Courses	QA Courses	
	Check student schedules to ensure students are eligible for KEES according to their scheduled courses. Students must attempt at least 5 credits for the year in order to be eligible for KEES.	KEES Eligibility	KEES Eligibility	

Kindergarten Brigance/Prior Settings

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Kindergarten homeroom state course codes must be 703001. • Input 2 weeks prior to the start of your district's school year • Implementation Guide 2024-25 • Course Information	Course Information		
	Each Section of the kindergarten homeroom must be assigned to a teacher • Input 2 weeks prior to the start of your district's school year	Section Information		
	Verify all Kindergarten teachers email 1 is set to their district email • Input 2 weeks prior to the start of your district's school year • Demographics	Demographics		
	Place at least one student in each Kindergarten homeroom section • Input 2 weeks prior to the start of your district's school year • Roster Setup	Roster Setup		
	Kindergarten Prior Setting Entry • Prior Setting information must be input by October 15 • Data Standard Early Learning Prior Settings • Early Learning/Prior Settings	Early Learning/Prior Settings	State Published Ad Hoc Filter • Early Learning Prior Settings	

District/School Information

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Verify that the Superintendent Information is correctly listed. • District Information	District Information		

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Principal information is listed with the correct person and email address has been entered. • School Information • Missing Child Process and Procedure	School Information		
	Update/Verify Staff on Person Role Manager. • KDE Web Application		Open House Directory to see district and school contacts populated in WSA/People Role Manager	Web Apps Admin Point of Contact (WAAPOC)
	Annual School Data Verification in District and School Collection Repository (DASCR) by August 30 • School Change Requests webpage			DASCR Point of Contact

Behavior

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Verify State Resolution Codes are mapped correctly. • Behavior Data Standards section A • Resolution Types	Resolution Types		District Safe Schools Administrator
	Ensure behavior administrators have been marked correctly in the District Assignments tool.	District Assignments		

Staff Information and Records

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Using Staff Locator add new Teachers and other employees. • Census, Staff Information Data Standard • Census Data Standard	Staff Locator Wizard	IC Employment Verification	
	Create District Assignment records.	District Assignments		

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Ensure staff email address has been populated. • Demographics	Demographics		
	All certified staff have a KECS license number entered on District Employment. • District Employment Articles	District Employment	MUNIS EPSB Upload	

User Rights

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Create Teacher/Staff accounts • Add User Account	Add User Account	KY State Reporting | KDE Reports | Active User Account Access	
	Update calendar tool rights for all school calendar groups. • Current Year • Previous Calendars	User Group Calendar Rights		
	Review tool rights for anyone changing roles in the district and update accordingly			

Point of Sale (POS) Import

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Statewide Mosaic POS users have completed setup for the 24-25 school year via documentation from KDE's School and Community Nutrition. Please reach out to your District's Food Service Director if you have questions about Mosaic beginning of year procedures. If the district uses a different POS, please follow the next four steps.			
	Change the year in the IC data import mapping. • Eligibility Import Wizard	Eligibility Import Wizard		
	Turn the import back on between your POS and IC when ready to begin importing new year data	Eligibility Import Wizard		
	Enable the data extract • Data Extract Utility	Data Extract Utility		
	Direct Certification • Import the July direct certification prior to entering Household Income Form (HIF).			

Other/Miscellaneous

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Fees Wizard	Fees Wizard		
	Grading Window	Grading Window		
	Update Portal Preferences as needed. • Display Options	Display Options	Display Options Report	
	TEDS Information • Secondary Schools Timeline/Checklist • Step by step directions • TEDS Infinite Campus Instructions • Attend (Term) Hours Calculator	TEDS		

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	• Recommended TEDS Reports for Data Validation			
	Reports Roll Forward	Reports Roll Forward Wizard		
	Transportation Codes Roll Forward	Transportation Roll Forward Wizard	State Published Ad Hoc Filter • Audit Missing T Codes – District • Audit Overlapping T Codes - District	
	Gifted and Talented • Generate QA Gifted and Talented Report to ensure correct list of GT students.	QA Gifted and Talented	QA Gifted and Talented	

Beginning of Year Report Submission

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Dual Credit Scholarship (DCS) • Dual Credit Scholarship Instructions • Dual Credit KDE website • Dual Credit Course Data Standard • Directions for Setting Up DCS Courses • Instructions to run DCS report • Dual Credit Counseling Video Submitted to KHEAA by September 15	Dual Credit Scholarship	KY State Reporting | KDE Reports | QA Courses	
	Dropout • Dropout Report • Dropout Data webpage Data pulled by KDE on November 1	Dropout Report		
	English Learner on October 1 • English Learner Data Standard Data pulled by KDE on November 1	English Learner Extract	KY State Reporting | KDE Reports | QA English Learners	District Title III Coordinator
	ERate Submitted by Technology on November 1		Eligibility Report	Technology Department

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Growth Factor • SAAR Application User Guide • SAAR Definitions • SAAR Application KDE User Guide for submission • Growth Factor Submitted by November 1	Growth Factor	State Enrollment Overlap Missing Enrollment End Status ADM/ADA Report TSchedule Gap Report Overage/Underage Report IFunding Gap Audit State Published Ad Hoc Filter • Audit Overlapping TCodes • Audit Missing TCodes • Audit Non-Resident - Contract • Audit Partial Day • Audit Home Hospital	
	Immigrant on October 1 • Immigrant Data Standard Data pulled by KDE on November 1	Title III Immigrant Report	KY State Reporting | KDE Reports | Title III Immigrant	District Title III Coordinator
	LEAD • Kentucky Educator Certification System (KECS) Correct errors through KECS by November 1		KY State Reporting | KDE Reports | MUNIS EPSB Upload	
	Retention • Retention Reporting • Retention Report Data pulled by KDE on November 1	Retention Report	Validation Extract Type	Varies by District
	TEDS • TEDS Report • Step by step directions • Login to TEDS and import the two files following How to Complete a TEDS Data Import. • Secondary Schools Timeline/Checklist Import directly into TEDS database November 15 (Term 1)	TEDS Report	How to troubleshoot TEDS errors document Recommended Reports for Data Validation	

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	December 1 Child Count Submitted the Monday after Dec 1.	IDEA Dec 1 Count Extract	QA SPED IDEA Dec 1 Federal Submission Validation IDEA Dec 1 Count Extract	
	Preschool Count Submitted the Monday after Dec 1 • Preschool Enrollment Count	Preschool Enrollment Count	Validation Report QA Preschool | Error Report	