

Kentucky Beginning-of-Year Checklist

July 2023



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.

General Reference Documents: [KDE State Report Submission](#), [Kentucky State Reporting Quick Reference Guide](#), [KSIS Other Information](#) and [State Published Ad Hoc Filters](#).

Student Enrollments

Done	Task	Infinite Campus Path	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. <ul style="list-style-type: none"> Run the Enrollment Cleanup Wizard to set the start date to the first instructional day. 	System Administration Student Enrollment Cleanup Wizard		
	Students not in attendance on the first day of school must be marked as a No Show. <ul style="list-style-type: none"> User Guide – No Show Craft/Gatton Academy students should retain an active enrollment. 	Student Information Reports No Show		
	Generate the State Enrollment Overlap report to correct all overlapping primary enrollments of more than one day within the state.	Student Information Reports State Enrollment Overlap		
	Generate the Enrollment Status report to identify any primary enrollments with an E98 start status and update to the correct status.	Student Information Reports Enrollment Status		

Calendar

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Verify Active Year is set to 2023-2024. <ul style="list-style-type: none"> Editing of FRYSC records is restricted to the active year so 	System Administration Calendar School Years		

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	confirm that prior year records are complete before changing.			
	Ensure Term Dates are correctly set for each school calendar.	System Administration Calendar Calendar Terms		
	School period start and end times are set to the master schedule. Reminder: there should not be any breaks in time. <ul style="list-style-type: none"> • System Administration Data Standard 	System Administration Calendar Calendar Periods		
	Ensure School Months are set.	System Administration Calendar School Months	KY State Reporting Edit Reports Calendar Edits Report	
	Verify state grade level codes match the grade level name and sequence. <ul style="list-style-type: none"> • System Administration Data Standard 	System Administration Calendar Grade Levels		
	Assign Blended Learning Group for students that are participating in a virtual program.	Scheduling Blended Learning New Blended Learning Group		
	Assign the Blended Learning Group to the days tab.	Scheduling Blended Learning Adjust Blended Learning Adjust Group Day Assignment		

Attendance

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Ensure attendance codes have been rolled forward.	System Administration Attendance Codes		
	Verify attendance codes are correctly mapped to state attendance codes. <ul style="list-style-type: none"> • Pupil Attendance Manual 	System Administration Attendance Codes		

Courses

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Verify all courses have proper Grading Task, Standards and Grade Cal Options assigned. <ul style="list-style-type: none"> Grades Data Standard 	Scheduling Courses		
	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.	Scheduling Courses Grading Task	Grading & Standards Reports Course Credit	
	Verify all courses have the correct state course codes. <ul style="list-style-type: none"> Course Data Standard 	Scheduling Courses	KY State Reporting KDE Reports QA Courses	
	Review course types for performance and virtual. <ul style="list-style-type: none"> Virtual and Performance-Based Course Set-Up and Attendance Verification 	Scheduling Courses	KY State Reporting KDE Reports QA Courses State Published Ad Hoc - Audit Performance Based Courses	
	Ensure course difficulty level is set for all AP/CAI/IB/Dual Credit courses. <ul style="list-style-type: none"> Dual Credit Data Standard 	Scheduling Courses	KY State Reporting KDE Reports QA Courses	
	Mark the correct teaching method and instructional setting on each course.	Scheduling Courses	KY State Reporting KDE Reports QA Courses	
	Ensure the attendance check box is marked for courses where attendance will be marked.	Scheduling Courses	KY State Reporting KDE Reports QA Courses	
	Transcript box is marked for all courses that will have a grade and credit posted to the transcript.	Scheduling Courses	KY State Reporting KDE Reports 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.		KY State Reporting KDE Reports KEES Eligibility	

Kindergarten Brigance/Prior Settings

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Kindergarten homeroom state course codes must be 703001. <ul style="list-style-type: none"> Input 2 weeks prior to the start of your district's school year Implementation Guide 2022-23 	Scheduling Courses		
	Each section of the Kindergarten homeroom must be assigned to a teacher <ul style="list-style-type: none"> Input 2 weeks prior to the start of your district's school year 	Scheduling Courses Section		
	Verify all Kindergarten teachers email 1 is set to their district email <ul style="list-style-type: none"> Input 2 weeks prior to the start of your district's school year 	Census People Demographic		
	Place at least one student in each Kindergarten homeroom section <ul style="list-style-type: none"> Input 2 weeks prior to the start of your district's school year 	Scheduling Courses Section Roster Setup		
	Kindergarten Prior Setting Entry <ul style="list-style-type: none"> Prior Setting information must be input by October 15 Data Standard Early Learning Prior Settings 	Student General Early Learning Prior Setting	State Published Ad Hoc -Early Learning Prior Settings	

District/School Information

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Verify that the Superintendent Information is correctly listed.	System Administration Resources District Information		
	Principal information is listed with the correct person and email address has been entered. <ul style="list-style-type: none"> Missing Child Process and Procedure 	System Administration Resources School		

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Update/Verify Staff on Person Roll Manager. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> School Change Requests webpage 			DASCR Point of Contact

Behavior

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Verify State Resolution Codes are mapped correctly. <ul style="list-style-type: none"> Behavior Data Standards section A 	Behavior Admin Resolution Types		
	Ensure behavior admins have been marked correctly on district assignments tab.	Census People District Assignment		

Staff Information and Records

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Using Staff Locator add new Teachers and other employees. <ul style="list-style-type: none"> Census, Staff Information Data Standard Census Data Standard 	Census Staff Locator	KY State Reporting KDE Reports IC Employment Verification	
	Create District Assignment Records. <ul style="list-style-type: none"> District Assignments 	Census People District Assignment		
	Ensure staff email address has been populated.	Census People Demographics		
	All certified staff have a KECS license number entered on District Employment. <ul style="list-style-type: none"> District Employment 	Census People District Employment License Number	KY State Reporting KDE Reports MUNIS EPSB Upload	

User Rights

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Create Teacher/Staff accounts	System Administration User Security Add User Account	KY State Reporting KDE Reports Active User Account Access	
	Update calendar tool rights for all school calendar groups. <ul style="list-style-type: none"> • Current Year • Previous Calendars 	System Administration User Security User Groups		
	Review tool rights for anyone changing roles in the district and update accordingly			

Point of Sale (POS) Import

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Change the year in the IC data import mapping	FRAM Eligibility Import Wizard New Year Mapping		
	Turn the import back on between your POS and IC when ready to begin importing new year data	FRAM Eligibility Import Wizard New Year Mapping		
	Enable the data extract	System Administration Data Utilities Data Extract Utility		
	Direct Certification <ul style="list-style-type: none"> • Import the July direct certification prior to entering Household Income Form (HIF). 			

Other/Miscellaneous

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Fees	Fees Fees Wizard		
	Grading Windows	Grading & Standards Grading Window		

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Portal Preferences	System Administration Portal Preferences	System Administration Portal Reports Display Options Report	
	TEDS Information <ul style="list-style-type: none"> • Secondary Schools Timeline/Checklist • Step by step directions • TEDS Infinite Campus Instructions • Attend (Term) Hours Calculator • Recommended TEDS Reports for Data Validation 	Student Information General TEDS		
	Reports Roll Forward	System Administration Preferences Reports		
	Transportation Codes Roll Forward	System Administration Transportation Transportation Roll forward	State Published Ad Hoc <ul style="list-style-type: none"> • Audit Missing T Codes – District • Audit Overlapping T Codes - District 	

Beginning of Year Report Submission

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	FRYSC <ul style="list-style-type: none"> • Administrators Guidebook • Training Due June 30 for 2022-23 school year <ul style="list-style-type: none"> • Records must be finalized and input before changing active year to the next school year 	KY State Reporting FRYSC State Report		

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Dual Credit Scholarship (DCS) <ul style="list-style-type: none"> • 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	KY State Reporting KDE Reports Dual Credit Scholarship	KY State Reporting KDE Reports QA Courses	
	Dropout <ul style="list-style-type: none"> • Dropout Data webpage Data pulled by KDE on November 1	KY State Reporting Dropout Report		
	English Learner on October 1 <ul style="list-style-type: none"> • English Learner Data Standard Data pulled by KDE on November 1	KY State Reporting English Learner Extract	KY State Reporting KDE Reports QA English Learners	
	ERate Submitted by Technology on November 1		FRAM Reports Eligibility	Technology Department

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	<p>Growth Factor</p> <ul style="list-style-type: none"> • SAAR Application User Guide • SAAR Definitions • SAAR Application KDE User Guide for submission • SAAR Application Work Flow Graphic <p>Submitted by November 1</p>	<p>KY State Reporting Growth Factor</p>	<p>Student Information Reports State Enrollment Overlap</p> <p>Student Information Reports Missing Enrollment End Status</p> <p>Attendance Reports ADM/ADA Report</p> <p>Attendance Reports Behavior Attendance Audit</p> <p>KY State Reporting Edit Reports Schedule Gap Report</p> <p>KY State Reporting Edit Reports Overage/Underage Report</p> <p>KY State Reporting Edit Reports Expulsion Attendance Report</p> <p>KY State Reporting KDE Reports Funding Gap Audit</p> <p>State Published Ad Hoc</p> <ul style="list-style-type: none"> • Audit Overlapping TCodes • Audit Missing TCodes • Audit Non-Resident - Contract • Audit Partial Day • Audit Home Hospital 	

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Immigrant on October 1 <ul style="list-style-type: none"> Immigrant Data Standard Data pulled by KDE on November 1	KY State Reporting KDE Reports Title III Immigrant Report	KY State Reporting KDE Reports Title III Immigrant	
	LEAD <ul style="list-style-type: none"> Kentucky Educator Certification System (KECS) Submitted through KECD by November 1		KY State Reporting KDE Reports MUNIS EPSB Upload	
	Retention <ul style="list-style-type: none"> Retention Reporting Data pulled by KDE on November 1	KY State Reporting Retention Report Retention Extract Type	KY State Reporting Retention Report Validation Extract Type	
	TEDS <ul style="list-style-type: none"> Step by step directions Secondary Schools Timeline/Checklist Import directly into TEDS database November 15 (Term 1)	KY State Reporting TEDS Report Login to TEDS and import the two files. How to Complete a TEDS Data Import	How to troubleshoot TEDS errors document Recommended Reports for Data Validation	
	December 1 Child Count Submitted the Monday after Dec 1.	KY State Reporting IDEA Dec 1 Count Extract	KY State Reporting KDE Reports QA SPED KY State Reporting KDE Reports IDEA Dec 1 Federal Submission Validation KY State Reporting IDEA Dec 1 Count Extract	
	Preschool Count Submitted the Monday after Dec 1	KY State Reporting Preschool Enrollment Count	KY State Reporting Preschool Enrollment Validation Report KY State Reporting KDE Reports QA Preschool Error Report	