



COLUMBUS CITY SCHOOLS

DEPARTMENT OF ACCOUNTABILITY & OTHER
SUPPORT SERVICES

2018 – 2019 OFFICE ACADEMY



WELCOME

Housekeeping Items

- Question Sheets
- Dashboard
- Break
- Guest Speakers
- Sandbox Site

AGENDA

- 3GRG
- Attendance
- Behavior
- Census
- Certify
- HQT
- Infinite Campus Dashboard
- Infinite Campus Support
- Knowledge Assessments
- Records
- Scheduling

STUDENT DATA COMPLIANCE SPECIALISTS

- **Amber Eddy**
- **Angela James**
- **Anne Dale**
- **Brandi Meyers**
- **Cheryl Sturms**
- **Debby Descheneau**
- **Laura Parkinson**
- **LeTreeese Jones**
- **Lourdes Castillo**
- **Maritta Komula**
- **Nicole Beyer**
- **Quiana Brickerson**

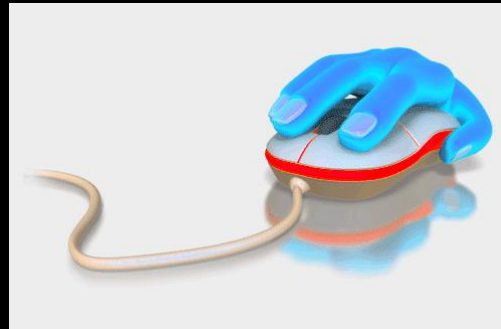
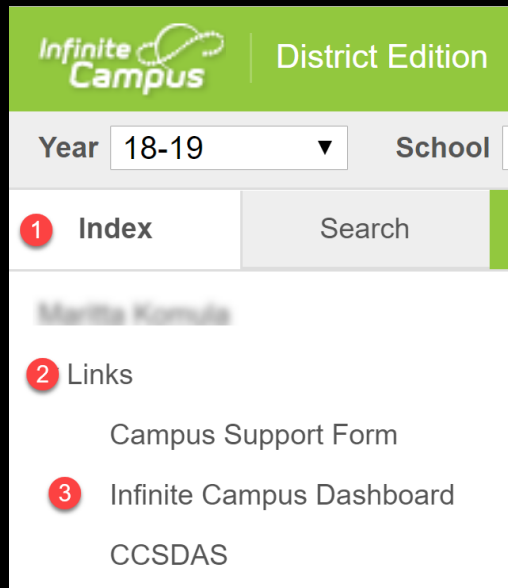


Assignments, biographies and contact information can be found on the Dashboard

INFINITE CAMPUS DASHBOARD

The Infinite Campus Dashboard is our knowledge base designed to empower our users with all the information they need to ensure data integrity.

INFINITE CAMPUS DASHBOARD



Once in Infinite Campus click on:

1. Index
2. Links
3. Infinite Campus Dashboard

Send documentation suggestions to the SDCS team by searching for: **SDS**

INFINITE CAMPUS DASHBOARD

The screenshot displays the Infinite Campus Dashboard for Columbus City Schools. The interface is divided into a left-hand navigation sidebar and a main content area.

Navigation Sidebar:

- Overview (1)
- Blog
- Space settings
- SPACE SHORTCUTS
 - How-to articles
- PAGES (2)
 - What's New
 - 3GRG Overview
 - Ad Hoc Reports
 - Add a Flag to Student
 - Attendance 18-19
 - Behavior Basics 2018-2019
 - Calendars & Planners
 - Campus Support
 - Campus Updates
 - Census Updates
 - Certify
 - Class Registration
 - Counselor Training
 - District Contacts
 - EMIS
 - English-Language Learner
 - Enrollment
 - Fees
 - Grades
 - Grade Level
 - Graduation
 - How-to articles
 - HQT
 - I Know I Can

Main Content Area:

- Infinite Campus Dashboard** header with Columbus City Schools logo and a play button.
- Search bar: "Search Infinite Campus Dashboard" with a search icon and a notification badge (3).
- What's NEW?** section.
- Blog Posts (4)**
 - 2017-2018 School Year Read-Only created by Rachel Kelly
 - Year End Processing (YEP) Important Dates 2018 created by Jason Vance
 - Credit Flex name change created by Jason Vance
 - Year-End Processing - Important Dates created by Jason Vance
 - OhioMeansJobs - Readiness Seal created by Jason Vance
 - Infinite Campus End of School Year Update created by Rachel Kelly
 - ECOT Records Requests created by Rachel Kelly
 - 3GRG Student Retentions created by Rachel Kelly
 - Campus Portal Username and Passwords created by Rachel Kelly
 - Links -Transportation Info Fixed created by Rachel Kelly
- Recently Updated Pages (5)**
 - Student Success Plan
 - about 4 hours ago • updated by Jason Vance • view change
 - Public School Works (PSW)
 - about 5 hours ago • updated by Jared Carr • view change
 - Calendars & Planners
 - Jul 13, 2018 • updated by Debby Descheneau • view change
 - 2018-2019 School Year
 - Jul 13, 2018 • updated by Debby Descheneau • view change
 - 2017-2018 School Year
 - Jul 13, 2018 • updated by Debby Descheneau • view change
 - HB410 - Attendance Truancy Letters
 - Jul 13, 2018 • updated by Brandi Meyers • view change
 - 3GRG Overview
 - Jul 13, 2018 • updated by LeTeesse Jones • view change
 - Intent to Suspend from School Bus
 - Jul 12, 2018 • updated by Amber Eddy • view change

INFINITE CAMPUS SUPPORT

I need my tool rights,
did I put in an I.C.
support ticket?

Meeting at
1pm

The nurse is
not here today

Mr. Vance did not
turn in his
attendance

I need to call
Bobby's parents

Mary needs her
meds

With all things that need done in a
day... you need the **MOST** efficient
method to get a response to your
Infinite Campus Support ticket.



INFINITE CAMPUS SUPPORT

Infinite Campus | District Edition

Year 18-19 School

1 Index Search

Search Campus Tools

2 Links

3 Campus Support Form

Infinite Campus Dashboard

CCSDAS

1. Index
2. Links
3. Infinite Campus Dashboard

SUPPORT

Click the button to submit a new support request

Welcome to Columbus City Schools Service Desk
Our support hours are from 6:30am to 5:00pm

You can also contact the Service Desk by phone at 614-365-8425

Home Kingswood IT Services How to Use IT Self Service Quick Search

I NEED HELP WITH:

- Service Desk Request**
 - [Administrative Computer](#)
 - [Instructional Computer](#)
 - [Login Information](#)
 - [Mobile Device](#)
 - [Network Drop/Cabling](#)
 - [Phone](#)
 - [Printing](#)
 - [Software](#)
- Network Access Request**
- Infinite Campus**

QUICK LOOK:

- [My Open Incidents:](#) 1
- [My Recently Closed:](#) 41

ANNOUNCEMENTS

Discussion ...	Title ↑	Comment
408		
409		
410		
413		

KNOWLEDGE ASSESSMENTS

The screenshot shows the PublicSchoolWORKS Columbus City Schools website. At the top left is the logo for PublicSchoolWORKS Columbus City Schools. Below the logo are links for 'Portal' and 'Staff Training'. The main section is titled 'Available Courses' and includes a dropdown menu for 'Select a catalog:' set to 'All Catalogs'. A link 'Click here' is provided for printing course descriptions. Below this is a language key: 'Language (Lang) Key: E = English, F = French, S = Spanish'. A 'Menu' section is visible with options: 'Your Course List', 'Your Transcript', 'Your Login Info', and 'Available Courses' (which is highlighted with a yellow circle). To the right of the menu is a table with columns 'Cat. No.', 'Cr. No.', and 'Course'. The first row shows 'M-008', 'M-180', and 'A Cas'. At the bottom of the screenshot, a search bar is shown with the text 'Infinite Campus' entered and a red arrow pointing to the search button.

- Every secretary **must** take the **Scheduling and Attendance** assessments.
- Complete each assessment with an 80% or above proficiency every year to retain Infinite Campus tool rights.

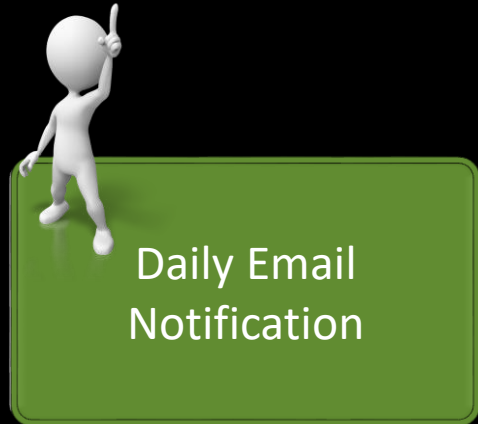
Access

- Go to www.ccsch.us
- Click on the Staff page
- Open the PublicSchoolWORKS site
- Log in using the on-screen instructions
- Choose Available Courses
- Use the Search field to narrow your results

CERTIFY

Certify allows Columbus City Schools to automatically monitor, measure and report on data quality while identifying areas of potential risk.

CERTIFY



Daily Email
Notification



Scorecard



Results Table



Email does not include
student information.

Click to view the scorecard.



Log into your scorecard.

Click on an individual rule
to open the results table.




Individual student violations are
listed on the Results Table.

Severity level one should be worked
on first followed by two and so on.

CERTIFY EMAIL NOTIFICATION

Certify Validation Results - District-Wide Schools / Departments

 Certify <DoNotReply@columbus.k12.oh.us>
Today, 2:56 AM
Student Data Specialists ✕

Dear Student Data Specialist

Your Certify "District-Wide Schools / Departments" Scorecard contains one or more violations. Please click [here](#) to view the scorecard and detailed results.

Data Certification Scorecard

Scorecard Summary		Data Certification Score	Severity Level Summary		
Observation(s) Run On:	07/18/2018 01:25 am	91	Severity Level	Severity Description	Number of Violations
Run For:	Student Data Specialist		1	Critical	0
			2	Urgent	399
			3	Moderate	3,651
			4	Low	0
			5	Notification/Review	205,314

Severity	Rule	Number of Violations	Percentage of Records
2	BEH 110-0010 - If a behavior code is selected that should populate an attendance code, there must be a matching attendance code on the attendance record.	395	0.31%
	BEH 110-0100 - If Resolution Code is Hearing, there MUST be a Hearing Date.	4	0.00%
3	ATT 130-0031 - Absence status should not remain unknown more than 5 days.	3,619	79.59%

Log in is the same as your active directory log in.

User Name: [Forgot Your User Name?](#)

Password: [Forgot Your Password?](#)

Welcome to Certify

CERTIFY SCORECARD

Certify

- Home
- Reporting
- Tools
- Help
- Logout

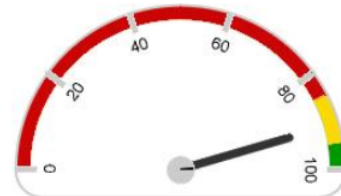
User: ddescheneau Project: Columbus CS Rule Library

Data Certification Scorecard

Scorecard Summary

• Observation Run(s): Roll-up of 118 runs ranging from 7/18/2018 1:30:28 AM to 7/18/2018 1:59:22 AM

Data Certification Score = 91



Severity Level Summary

Severity Level	Severity Description	Number of Violations
1	Critical	0
2	Urgent	399
3	Moderate	3,651
4	Low	0
5	Notification/Review	205,314
TOTAL:		209,364

Group By: and then by: [View Scorecard](#) [Download Scorecard](#)

Severity	Rule	Number of Violations	Percentage of Records
2	BEH 110-0010 - If a behavior code is selected that should populate an attendance code, there must be a matching attendance code on the attendance record.	395	0.28
	BEH 110-0100 - If Resolution Code is Hearing, there MUST be a Hearing Date.	4	<0.01
3	ATT 130-0031 - Absence status should not remain unknown more than 5 days.	3619	0.04
	ATT 130-0060 - No comments entered when any attendance code other than Absence Unknown or Absent Unexcused.	17	<0.01
	BEH 110-0020 - If Behavior Resolution is a hearing, there must be a second resolution within 3 days of Hearing Date.	15	0.01
5	ATT 130-0050 - Students with 9 days or more equivalent Parent Authorized Absent Minutes must have PA Limit Reached.	88	0.15
	ATT 130-0070 - NOTIFICATION - Attendance modification date is changed after 30 days.	204585	2.16
	ATT 130-0080 - Students with Behavior-Related Attendance Codes must have corresponding Behavior Resolution ID.	636	<0.01
	GRAD 180-0001 - Missing or Invalid Graduation Data.	3	0.02
	GRAD 180-0002 - Missing or Invalid Graduation Data (Grade 23).	1	<0.01
	GRAD 180-0004 - 9th Grade Entry Date must be populated.	1	<0.01

CERTIFY RESULTS TABLE

Data Certification Results

Rule: BEH 110-0100 - If Resolution Code is Hearing, there MUST be a Hearing Date.

Summary: 4 rows failed (0.00%) out of 142,319 total.

[More Info...](#)

[Download Result Table](#)

Select column(s) below and then:

[Run Frequency Distribution](#)

School_ID	School_Name	School_Year	Student_ID	First_Name	Last_Name	Incident_ID	Incident_Date	Resolution_ID	Resolution_Name	Resolution_Start_Date	Resolution_End_Date	Hearing_Date	Grade_Level_Code
034587	Siebert Elementary School	2018				1161142	2018-03-05	1307822	PBIS-Hearing (student removal)	3/5/2018 12:00:00 AM	3/6/2018 3:00:00 PM	[NULL]	05
068239	Fort Hayes Arts & Academic High School	2018				1140993	2018-01-10	1307426	PBIS-Hearing (non-removal)	[NULL]	[NULL]	[NULL]	09
068239	Fort Hayes Arts & Academic High School	2018				1141790	2018-01-12	1365900	PBIS-Hearing (non-removal)	[NULL]	[NULL]	[NULL]	09
068239	Fort Hayes Arts & Academic High School	2018				1189037	2018-05-15	1352635	PBIS-Hearing (non-removal)	[NULL]	[NULL]	[NULL]	09

Displaying rows 1 through 4 of 4.

Jump to row: Number rows per page: [Update](#)

[Download Result Table](#)

CERTIFY KNOWLEDGE BASE

- Quick answers to commonly asked questions
- Latest news and updates
- Prescription pages

ATT 130-0050 - Students with 9 days or more equivalent Parent Authorized Absent Minutes must have PA Limit Reached.



Rachel Kelly

Last modified Apr 26, 2018

[Certify Home](#) | [Certify Help](#) | [More Prescription Pages](#)

Rule Description

This is a severity level 5 - Notification rule used to identify when a student has reached the limit of 9 Parent Authorized absences.

Severity Level: **5 - NOTIFICATION / REVIEW**

How to resolve and prevent violations

- Review the Data Validation Results table in Certify. Determine who needs a PA Limit Flag.
- Review the instructions for adding 9 Parent Authorized Absences Flag on the Infinite Campus Dashboard.


Related articles

- [ATT 130-0060 - No comments entered when any attendance code other than Absence Unknown or Absent Unexcused.](#)
- [ATT 130-0050 - Students with 9 days or more equivalent Parent Authorized Absent Minutes must have PA Limit Reached.](#)
- [ATT 130-0032 - Tardy status should not remain unknown after 5 days](#)
- [ATT 130-0031 - Absence status should not remain unknown more than 5 days.](#)

CENSUS

- Verify that the student is NOT already in a household
- Verify there are no existing households that should include the student
- Verify the appropriate guardian box has been selected

HOUSEHOLDS  **in Infinite Campus must contain:**

1. People 
2. Addresses 
3. Relationships to Student 

CENSUS

When a parent updates an address, emergency contact, telephone, etc., the information is updated in real-time for all students tied to that parent and that household.

The document tab is not automatically updated.

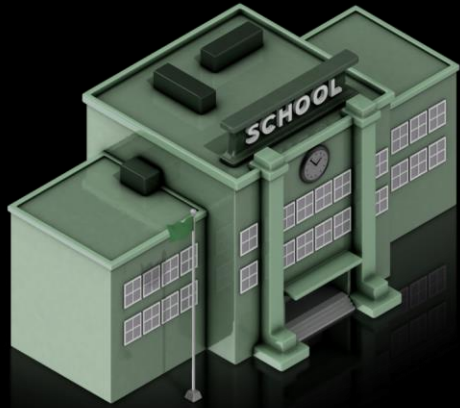
It is suggested schools communicate with one another to ensure documentation is uploaded for all students.



Do not change census information prior to receiving supporting documentation

CENSUS

Who does what?



- Change of address without a school change
- Emergency contact
- Phone number



CENTRAL ENROLLMENT



- Name
- Gender
- Date of birth
- Race/Ethnicity
- Custody Change
- Household address with a school change
- Residency affidavit
- Verification of address if moving schools

SCHEDULING

Every student with an active enrollment at your building must have a full schedule.

	Term Q1 (08/23/17-10/20/17)	Term Q2 (10/23/17-01/19/18)	Term Q3 (01/22/18-03/23/18)	Term Q4 (03/26/18-05/31/18)
H1	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
H2	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
H3	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
L1	N99000-41 LUNCH	N99000-41 LUNCH	N99000-41 LUNCH	N99000-41 LUNCH
L2	N99000-41 LUNCH	N99000-41 LUNCH	N99000-41 LUNCH	N99000-41 LUNCH
H4	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
H5	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
H6	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
H7	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
LA	420000-41 LANGUAGE ARTS 4	420000-41 LANGUAGE ARTS 4	420000-41 LANGUAGE ARTS 4	420000-41 LANGUAGE ARTS 4
SS	430000-41 SOCIAL STUDIES 4	430000-41 SOCIAL STUDIES 4	430000-41 SOCIAL STUDIES 4	430000-41 SOCIAL STUDIES 4
MA	402000-41 MATHEMATICS 4	402000-41 MATHEMATICS 4	402000-41 MATHEMATICS 4	402000-41 MATHEMATICS 4
SC	410000-41 SCIENCE 4	410000-41 SCIENCE 4	410000-41 SCIENCE 4	410000-41 SCIENCE 4
RE	421500-41 READING 4	421500-41 READING 4	421500-41 READING 4	421500-41 READING 4
MU	460000-41 MUSIC 4	460000-41 MUSIC 4	460000-41 MUSIC 4	460000-41 MUSIC 4
AR	465000-41 ART 4	465000-41 ART 4	465000-41 ART 4	465000-41 ART 4
PE	450010-41 PHYSICAL EDUCATION 4	450010-41 PHYSICAL EDUCATION 4	450010-41 PHYSICAL EDUCATION 4	450010-41 PHYSICAL EDUCATION 4
HE	450000-41 HEALTH 4	450000-41 HEALTH 4	450000-41 HEALTH 4	450000-41 HEALTH 4
CH	000000-3 N/A CH/IM Blocker	000000-3 N/A CH/IM Blocker	000000-3 N/A CH/IM Blocker	000000-3 N/A CH/IM Blocker
IM	N000WS-41 WORK AND SOCIAL BEHAVIOR	N000WS-41 WORK AND SOCIAL BEHAVIOR	N000WS-41 WORK AND SOCIAL BEHAVIOR	N000WS-41 WORK AND SOCIAL BEHAVIOR
WS	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)
IN	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)



	Term Q1 (08/23/17-10/20/17)	Term Q2 (10/23/17-01/19/18)	Term Q3 (01/22/18-03/23/18)	Term Q4 (03/26/18-05/31/18)
H1	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
H2	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
H3	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
H4	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
L1	N99000-41 LUNCH	N99000-41 LUNCH	N99000-41 LUNCH	N99000-41 LUNCH
L2	N99000-41 LUNCH	N99000-41 LUNCH	N99000-41 LUNCH	N99000-41 LUNCH
L3	N99000-41 LUNCH	N99000-41 LUNCH	N99000-41 LUNCH	N99000-41 LUNCH
H5	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
H6	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
H7	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE	N00030-41 ELEMENTARY ATTENDANCE
LA	420000-41 LANGUAGE ARTS 4	420000-41 LANGUAGE ARTS 4	420000-41 LANGUAGE ARTS 4	420000-41 LANGUAGE ARTS 4
SS	430000-41 SOCIAL STUDIES 4	430000-41 SOCIAL STUDIES 4	430000-41 SOCIAL STUDIES 4	430000-41 SOCIAL STUDIES 4
MA	402000-41 MATHEMATICS 4	402000-41 MATHEMATICS 4	402000-41 MATHEMATICS 4	402000-41 MATHEMATICS 4
SC	410000-41 SCIENCE 4	410000-41 SCIENCE 4	410000-41 SCIENCE 4	410000-41 SCIENCE 4
RE	421500-41 READING 4	421500-41 READING 4	421500-41 READING 4	421500-41 READING 4
MU	460000-41 MUSIC 4	460000-41 MUSIC 4	460000-41 MUSIC 4	460000-41 MUSIC 4
AR	465000-41 ART 4	465000-41 ART 4	465000-41 ART 4	465000-41 ART 4
PE	450010-41 PHYSICAL EDUCATION 4	450010-41 PHYSICAL EDUCATION 4	450010-41 PHYSICAL EDUCATION 4	450010-41 PHYSICAL EDUCATION 4
HE	450000-41 HEALTH 4	450000-41 HEALTH 4	450000-41 HEALTH 4	450000-41 HEALTH 4
CH	000000-3 N/A CH/IM Blocker	000000-3 N/A CH/IM Blocker	000000-3 N/A CH/IM Blocker	000000-3 N/A CH/IM Blocker
IM	N000WS-41 WORK AND SOCIAL BEHAVIOR	N000WS-41 WORK AND SOCIAL BEHAVIOR	N000WS-41 WORK AND SOCIAL BEHAVIOR	N000WS-41 WORK AND SOCIAL BEHAVIOR
WS	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)
IN	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)	N000KS-41 INTERIM REPORT (K-5)



SCHEDULING

Why can't I see my roster?

Every course on a student's schedule **must** have a Primary Teacher assigned.



002000-1 MATHEMATICS K
Teacher: Masters, Michelle L

Grading By Student | Roster Setup | Roster Batch Edit

Section | **Staff History** | Roster | Attendance | Grading By Task

+ New Primary Teacher | + New Teacher | + New Section Staff

Staff History

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment
Primary Teacher					
Mas					

Staff History Detail
Primary Teacher

Name: Locke, Matthew D | District Assignment: [dropdown] | Role: [dropdown]

Assignment

Start Date: [calendar] | End Date: [calendar]

Access to Section Dates

Unrestricted | Start Date: [calendar] | End Date: [calendar]

Date Range

Comments

- Modified by: Richardson, Charles 05/18/2018 15:10
- Created by: Richardson, Charles 05/18/2018 15:10

002000-1 MATHEMATICS K
Teacher: Masters, Michelle L

Grading By Student | Roster Setup | Roster Batch Edit

Section | Staff History | Roster | Attendance | Grading By Task

Save | Delete

Section Editor

SectionID: 791842

*Section Number: 1 | Teacher Display Name: Masters, Michelle L

Max Students: 60 | Lunch Count: [checkbox] | Milk Count: [checkbox] | Adult Count: [checkbox]

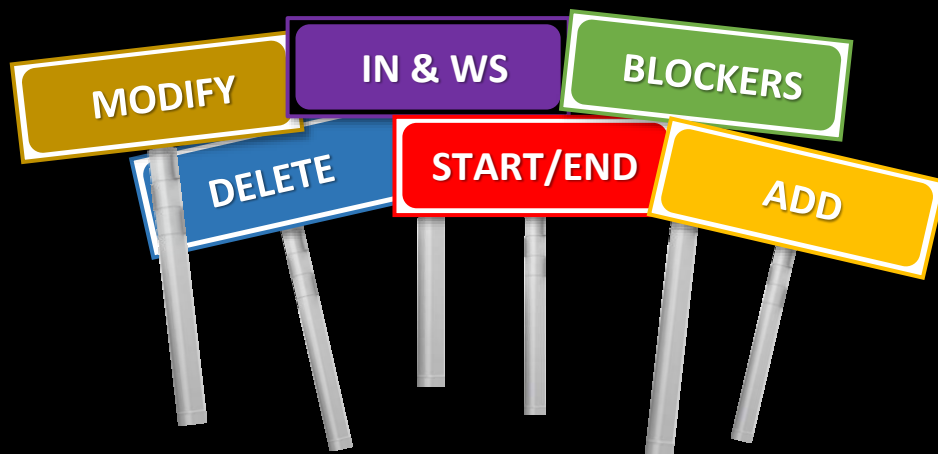
This is just a label.

SCHEDULING



Walk-In Scheduler operates on cause and effect.

Every scheduling action will have a reaction. Let's talk about them!



- **Add:** Start date must = enrollment date.
- **Delete:** Delete rights will be turned off the day before school starts.
- **Blockers:** Blockers are used to block all or part of a student's schedule.
- **Modify:** End a course = add a course. New courses must start the next day.
- **Start/End:** Start and end dates cannot be the same.
- **IN & WS (ES only):** Interim & Work/Social must include Unified Arts teachers.

SCHEDULING

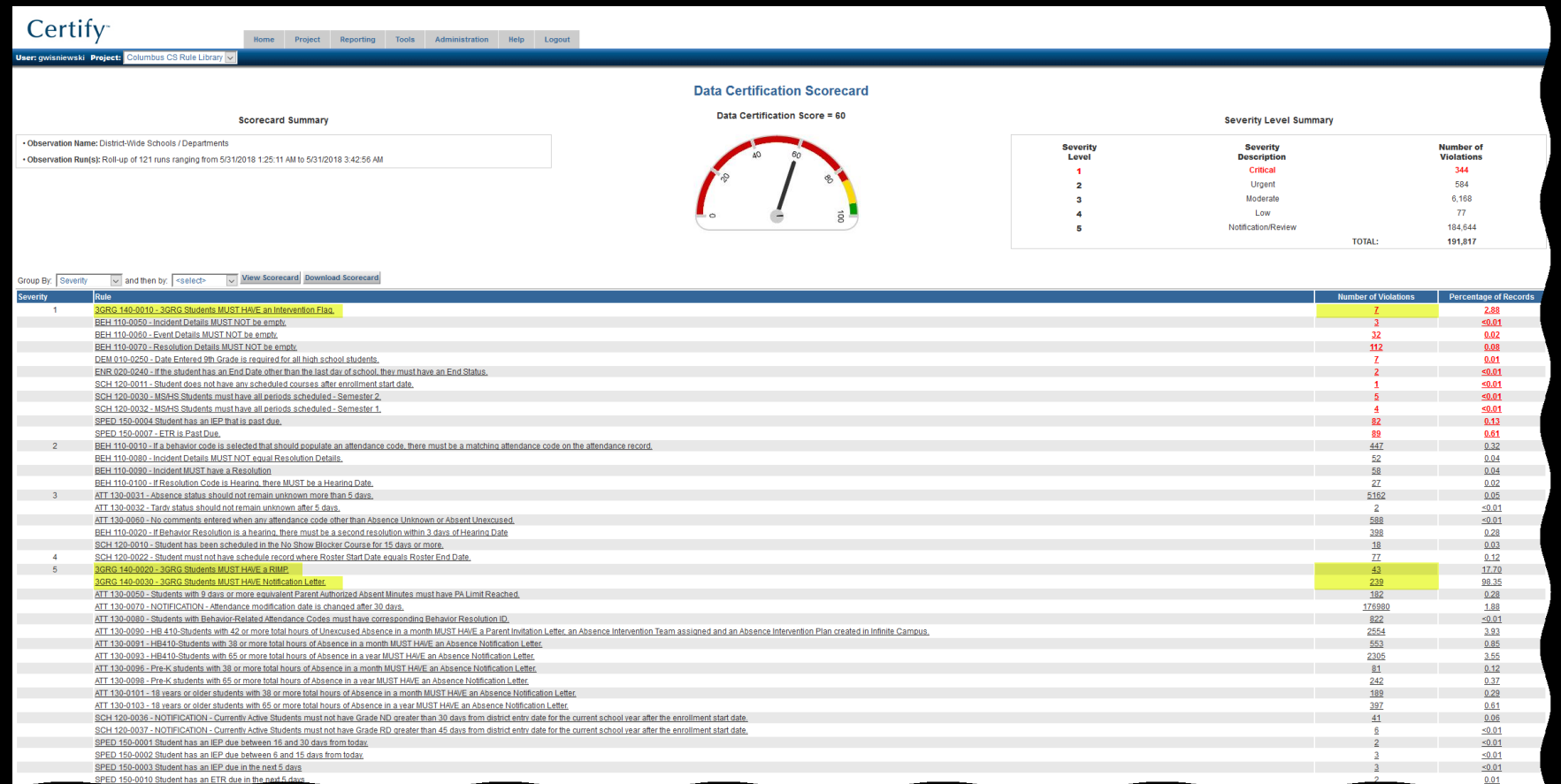
90 Minute Early Release (ER90)

- Each school will have a 90 minute early release seven times throughout the year.
- Campus Support has prepared all of the school calendars to recognize these early release dates.
- When running the Student Gap Scheduler make sure you uncheck the ER90 column header

Schedule <input checked="" type="checkbox"/>								
	Term Schedule Quarters <input checked="" type="checkbox"/>							
	Term Q1 <input checked="" type="checkbox"/> 07/25/2018 - 10/02/2018		Term Q2 <input checked="" type="checkbox"/> 10/03/2018 - 01/15/2019		Term Q3 <input checked="" type="checkbox"/> 01/16/2019 - 03/22/2019		Term Q4 <input checked="" type="checkbox"/> 03/23/2019 - 06/05/2019	
	Main <input checked="" type="checkbox"/>	ER90 <input type="checkbox"/>	Main <input checked="" type="checkbox"/>	ER90 <input type="checkbox"/>	Main <input checked="" type="checkbox"/>	ER90 <input type="checkbox"/>	Main <input checked="" type="checkbox"/>	ER90 <input type="checkbox"/>
Period H1 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Period H2 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3GRG

- Notification Letter
- RIMP
- Intervention Flag



HQT

There are no current changes to HQT that have been passed into law for the 2018/2019 Academic Year. That being said the language below which would effectively replace HQT as we know it has passed General Assembly and could potentially be signed into law by the Governor.

Sec. 3319.074.

(A) As used in this section:

- (1) "Core subject area" means reading and English language arts, mathematics, science, social studies, foreign language, and fine arts.
- (2) "Properly certified or licensed teacher" means a classroom teacher who has successfully completed all requirements for certification or licensure under this chapter applicable to the subject areas and grade levels in which the teacher provides instruction and the students to whom the teacher provides the instruction.
- (3) "Properly certified paraprofessional" means a paraprofessional who holds an educational aide permit issued under section 3319.088 of the Revised Code and satisfies at least one of the following conditions:
 - (a) Has a designation of "ESEA qualified" on the educational aide permit;
 - (b) Has successfully completed at least two years of coursework at an accredited institution of higher education;
 - (c) Holds an associate degree or higher from an accredited institution of higher education;
 - (d) Meets a rigorous standard of quality as demonstrated by attainment of a qualifying score on an academic assessment specified by the department of education.

(B) Beginning July 1, 2019, no city, exempted village, local, joint vocational, or cooperative education school district shall do either of the following:

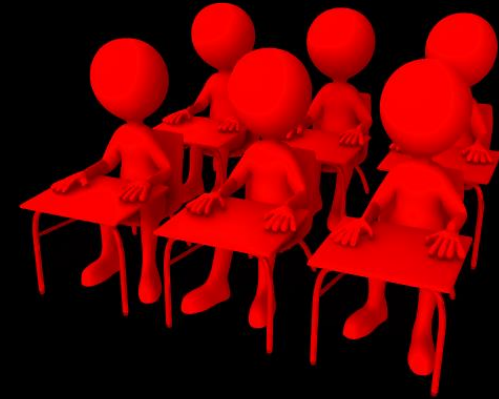
- (1) Employ any classroom teacher to provide instruction in a core subject area to any student, unless such teacher is a properly certified or licensed teacher;
- (2) Employ any paraprofessional to provide academic support in a core subject area to any student, unless such paraprofessional is a properly certified paraprofessional.

(C) At the start of each school year, each school district shall notify the parent or guardian of each student enrolled in the district that the parent or guardian may request information on the professional qualifications of each classroom teacher who provides instruction to the student. The district shall provide the information on each applicable teacher in a timely manner to any parent or guardian who requests it. Such information shall include at least the following:

- (1) Whether the teacher has satisfied all requirements for certification or licensure under this chapter applicable to the subject areas and grade levels in which

ATTENDANCE

- IC generated registers/rosters only.
- Teachers must take electronic attendance.
- Use the classroom monitor early.
- Set up system to communicate with teachers regarding missing attendance.
- Use the No Show, Unable To Locate and Located Not Attending blockers to track attendance.
- Batch Mode Comments are mandatory.
- Comments are mandatory for all periods with an excuse code in accordance with the certify rule.



ATTENDANCE



Board approved excuses shall
be accepted for
student absence:

- Personal illness
- Illness or death in the immediate household
- Family emergencies – **needs Principal approval form**
- Religious holiday
- Medical or dental appointment
- College visit

Parent Authorized Excused

- Parent Authorized Absence = full day absence
- Parent Authorized Late Arrival = arrives late
- Parent Authorized Early Leave = leaves early



ATTENDANCE

Attendance Notes:

- In order for an absence to be considered for an excusable reason written notification from a parent or guardian is required.
- The following information must be on all absence/tardy/early departure notes:
 - Student name (First and Last name)
 - Date of note
 - Date(s) of and reason for absence/tardy/early dismissal
 - Parent/Guardian name and signature
- If more than one student is listed on the note, the note should be copied so that a copy of the note can be placed in each individual student's Attendance Folder.
- Notes regarding absences should be presented within seven days of returning to school. Any notes received after seven days will require principal approval before coding the absence.
- Family emergencies must be submitted to the principal for review and coding determination.

ATTENDANCE

Class Excused (CLS) - Exempt Code

- Reasons for use vary
 - Late bus
 - Field trip
 - With the nurse, etc.
- Required documentation
 - **Must** be in writing either electronic or paper (**Class Excuse Form**) & **must** contain:
 - Student name
 - Attendance date
 - To and from time
 - Reason
 - Appropriate Staff signature



ATTENDANCE

Early Leave & Late Arrival Logs

- District approved early leave/late arrival logs only
- One day per log
- Current date at the top of every page
- Time in or out indicated on every line
- File in daily folder
- Your SDCS will provide an electronic copy of all logs and forms prepopulated with your schools information.

Daily Attendance Folders

- Student Late Arrival Log for the day
- Student Release Log for the day
- Route Lists of Late Buses for the day
- Field trip Attendance (if applicable)
- Paper Rosters that are entered for the day.
- All Attendance Reports for the day (Daily Caller Report and Summary Report)
- Email communications specific to an add/change/delete of student attendance



ATTENDANCE: HB 410

To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

Strategies outlined to reduce barriers are:

- Notification of student absence to the parent or guardian
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy, if applicable

ATTENDANCE: HB 410

Letters, Teams & Plans

- Notification Letters
 - 38 or more hours in a month
 - 65 or more hours in a year
 - Certify will identify students who have reached these thresholds
- Parent Invitation/Meeting Letters
 - 42 or more hours in a month
 - 72 or more hours in a year
 - Certify will identify students who have reached these thresholds
- Absence Intervention Teams
 - A district or school representative
 - Additional district or school representative that knows the student
 - The child's parent/guardian/custodian and *may* include a school psychologist, counselor, social worker or public agency representative
- Absence Intervention Plans
 - Plans must be entered on the student's PLP log
 - Only Administration, Social Workers and Counselors have access to enter intervention plans

ATTENDANCE: HB 410

- The Primary responsibility of the Office Professional is to generate the notification and parent invitation letters.
- This should only be completed within Infinite Campus.
- If generated correctly they will be automatically documented in Infinite Campus.
 - **DO NOT Generate Letters for all students. ONLY generate letters for students indicated in Certify or through the HB410 Infinite Campus Report.**
- The Office Professional can help monitor Certify and inform the building leader regard progress and HB410 related errors.

ATTENDANCE

Generating The Letters

Index Search Attendance Letter Wizard

Debby Descheneau

- Links
- Student Information
- HQT
- Census
- Behavior
- Health
- Attendance
 - Attendance Letters
 - Attendance Wizard
 - Classroom Monitor
 - Daily Attendance
 - Reports
 - ADM and ADA Detail
 - Attendance Reason
 - Consecutive Absence
 - Day Count
 - Dialer Extract
 - Funding Report
 - Home & Hospital Attendance

Select the students that may receive a printed attendance letter. By default, students that have already received this letter will be unchecked, and a new letter will not be printed unless the checkbox next to their name is checked.

Click Print Letters to access options for sorting and posting information to the PLP Contact Log.

Students who have only a non-Primary service type enrollment in this calendar have an asterisk next to their grade level. Students whose enrollment or calendar end date has passed appear in red.

Hide printed students

<input checked="" type="checkbox"/> 1	Name 2	Grade	Qualified 3	Printed 4	Logged Contact 5	Reset 6
<input checked="" type="checkbox"/>	[Redacted]	05	02/13/2018			
<input checked="" type="checkbox"/>	[Redacted]	PS	03/01/2018			
<input type="checkbox"/>	[Redacted]	03	07/26/2017			X
<input type="checkbox"/>	[Redacted]	05	07/26/2017			X
<input type="checkbox"/>	[Redacted]	04	07/26/2017			X
<input type="checkbox"/>	[Redacted]	03	07/26/2017			X
<input type="checkbox"/>	[Redacted]	03	07/26/2017			X
<input type="checkbox"/>	[Redacted]	05	07/26/2017			X
<input type="checkbox"/>	[Redacted]	02	07/26/2017			X
<input type="checkbox"/>	[Redacted]	05	07/26/2017			X
<input type="checkbox"/>	[Redacted]	02	07/26/2017	10/11/2017	10/11/2017	X
<input type="checkbox"/>	[Redacted]	03	07/26/2017	01/24/2018	01/24/2018	X

Sort printed letters by: Student Name

Contacted by*: Descheneau, Debby

Update PLP Contact Log: 8 Yes

Close Print

Back Preview 7 Print Letters

ATTENDANCE

Generating The Letters

The screenshot shows the 'Attendance Letter Wizard' interface. On the left, a navigation menu lists 'Attendance Letters' under the 'Attendance' category. The main content area contains instructions: 'Select the students that may receive a printed attendance letter. By default, students that have already received a printed attendance letter will be excluded. Click Print Letters to access options for sorting and posting information to the PLP Contact Log. Students who have only a non-Primary service type enrollment in this calendar have an asterisk next to their name.' Below the text is a table with a column of checkboxes. A blue circle highlights one of these checkboxes. A large green thumbs-up icon is overlaid on the table, indicating a positive selection.

The screenshot shows the 'Attendance Letter Wizard' interface. On the left, a navigation menu lists 'Attendance Letters' under the 'Attendance' category. The main content area contains instructions: 'Select the students that may receive a printed attendance letter. By default, students that have already received a printed attendance letter will be excluded. Click Print Letters to access options for sorting and posting information to the PLP Contact Log. Students who have only a non-Primary service type enrollment in this calendar have an asterisk next to their name.' Below the text is a table with a column of checkboxes. A blue circle highlights one of these checkboxes, which is checked. A large red thumbs-down icon is overlaid on the table, indicating a negative selection.

PLP CONTACT LOG

- Any contact that you have with a parent can be documented on the PLP Contact Log.
- These contacts could then potentially be used to help complete an Unable to Locate documentation for code 74 withdrawal.
- Modeling the use of the contact log for staff will help document communication attempts and provide a better picture when researching potential errors.

BEHAVIOR

Behavior Referral vs. Behavior Management

- The behavior referral tool in Infinite Campus allows staff to submit behavior incidents electronically.
- The behavior management tool allows authorized users to create, modify or delete behavior resolutions in response to a behavior referral.



BEHAVIOR

Infinite Campus District Edition

Year 18-19 School Woodward Park Middle School

Index Search < Behavior Referral

Save Draft Submit Delete New

Title	Date/Time	Location	Context
-------	-----------	----------	---------

Incident Detail Information
This section stores information specific to the incident and will be shared on all participants behavior tab.

*Alignment Discipline *Date of Incident 07/25/2018 *Time of Incident 02:02 PM

*Notify (CTRL-click or SHIFT-click to select multiple)
Agnes, Diane Bell, Charlotte Jackson, Kevin Jones, Jeffrey

Behavior Managers

Details

Events and Participants
This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

Add Event/Participant Add Behavior Response

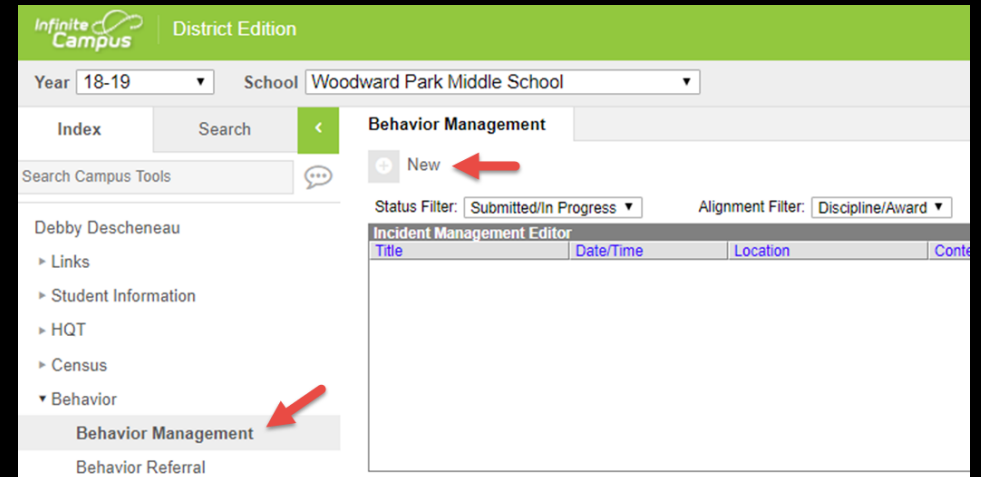
Behavior Referral

- The electronic behavior referral process will be replacing the office referral form (190's)
- Staff with Infinite Campus access can enter a Behavior Referral.
- The only time a secretary will enter a behavior referral is if they are the person reporting the actual incident. This would be entered through the electronic behavior referral process.
- A new feature in the behavior referral is to select the appropriate behavior manager(s).
- Paper 190's and bus write ups will be entered by your building Administrator.
- A behavior referral entry video has been created and can be found on the Dashboard.

BEHAVIOR

Behavior Management

- Behavior Managers are staff with Infinite Campus behavior management tool rights.
- Behavior Managers must take and pass the Behavior Management Knowledge Assessment.
- Only Behavior Managers can respond to an electronically submitted behavior referral.
- Secretaries will not have tool rights to respond to an electronically submitted behavior referral.
- If a Behavior Manager is not listed in the drop down a Campus Support Ticket must be created to have them added.



BEHAVIOR

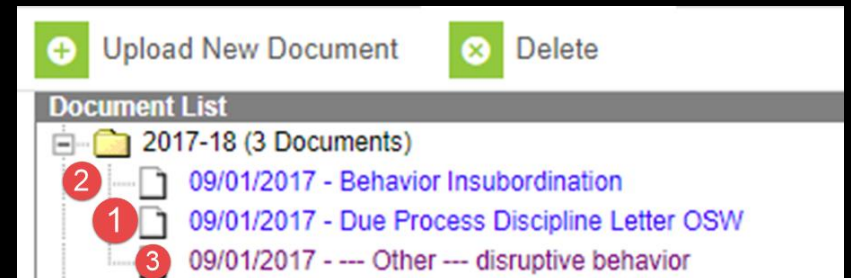
Behavior Letters

- Any information entered in the details box will appear on the behavior letter.
- Your Principal will inform you when a behavior letter needs generated.
- When generating letters you may need to use the date range vs. effective date.
- Behavior letters that remove a student from the educational setting **must** be uploaded with principal signature.
 - The due process and suspension letter can be uploaded as one document.
- The “date upload” field should be the incident date
- Letters must be uploaded in this order:
 - 1st letter type = DPDL: Due Process Discipline Letter
 - 2nd letter type = BEH: Behavior
 - 3rd letter type = OTH: --Other—

Tip:

Letters will not print if the following is missing:

- No household
- No primary address
- No guardian



TRANSPORTATION

- Starting for the 2018/2019 SY parent/guardian of students attending a Charter/Non-public school are submitting their request for transportation using Infinite Campus.
- Students that are granted transportation will receive a secondary enrollment to their respective charter school so that their information can be fed to the routing software.
- If you notice one of your students has a primary enrollment to your school and a secondary enrollment to a Charter/Non-public school please proceed in one of the follow ways:
 - If the student is attending, contact the parent to clarify their intentions.
 - If the student is not attending, contact the Charter or Non-public school and ask them to submit a withdrawal request if the student is attending their school.

- New to 2018/2019 we are working with IC and VersaTrans to have student route information available in IC.

Student has an IEP CO Closest Public Access Health Condition

Gender: M

Lockers Graduation Documents Student Miscellaneous Athletics Ad-Hoc Letters Waiver Records Transfer Truancy Gifted Report Comments

Div of Reg Behavior Dates and Times Admin Contact Log Career Center GPAs Person Documents Roll Forward Rules Yearly Cumulative GPA ACE ACE GP

Project Connect Project Connect Services School Choice Lunch Status ACE Contact Log PreK Contact Log Special Education Class Locations CCP Summe

Summary Profile Enrollments Schedule Attendance Flags Grades Transcript Credit Summary Assessment Behavior **Transportation**

New Save

Transportation Detail

Calendar: 18-19 Beatty Park ES

*Start Date: 08/23/2018 End Date: []

In Bus: [] Out Bus: []

In Time: [] Out Time: []

In Bus Stop: [] Out Bus Stop: []

See Details Below: [] See Details Below: []

Late Bus: [] Miles Transported: []

Parking Detail

Make: [] Model: []

Color: [] Plate Number: []

Parking Permit: []

District Defined Elements

A.M. Route	P.M. Route
553	553
A.M. Time	P.M. Time
8:06 AM	4:05 PM
A.M. Pickup Location	P.M. Drop Off Location
1526 Republic Ave	1526 Republic Ave

WITHDRAWALS

Withdrawal Basics

- To ensure proper class sizes for incoming student placement, secretaries should process all withdrawals as soon as they are received.
- All withdrawals will be processed using the CCSDAS
- The Summer Withdrawal End Date is 7/1/18
- All supporting documentation must be uploaded **directly to the CCSDAS**
 - Do not upload any supporting documentation to the documents tab. This is done by Central Enrollment during their final approval process.

WITHDRAWALS

A Summer Withdrawal Example:

CCS start date = 8/23/18

New school start date = 9/4/18

Scenario 1: Records request was received over the summer indicating the student is enrolled at a new school effective 9/4/18. CCS will withdraw effective 7/1/18.

Scenario 2: Records request was received over the summer indicating the student is enrolled at a new school effective 9/6/18. CCS will withdraw effective 9/5/18 and attendance must be recorded 8/23/18 – 9/5/18.

WITHDRAWALS

A Mid-Year Withdrawal Example:

CCS start date = 8/23/18

New school start date = 8/15/18

Scenario 1: Records request was received on October 8, 2018 indicating the student is enrolled at a new school effective 9/19/18. The student has not attended CCS all year. The student would be withdrawn effective 9/18/18 and attendance must be recorded 8/23/18 – 9/18/18.

Scenario 2: Over the summer the student enrolled new to the district. They have an enrollment start date of 8/23/18. We receive a records request on 9/14/18 indicating the student is enrolled at a new school effective 9/4/18. CCS will withdraw effective 8/23/18 using withdraw code 81. Attendance must be recorded starting the first day of enrollment. In this case, the withdrawal will properly delete the absences.

WITHDRAWALS

Withdrawal Documentation

Records Request:

- A records request must be on file in order to initiate a withdrawal. The records request must include:
 - Student's name
 - New school name/location
 - Students enrollment date at new school
 - New district's first day of school

Unable To Locate Form (UTL):

- To withdrawal a student as UTL all five interventions must be documented as complete and the form signed by the administrator. All five interventions must also be logged on the student's PLP.

Student Withdrawal Form:

- An 18 year old may self withdraw as long as they have signed the form and their birth certificate is on file.
- Any verbal notification of withdrawal must be recorded on the form and all fields completed.

PARENT PORTAL ANNUAL UPDATE

New this year CCS is beginning to collect household, parent and emergency contact information through the Online Registration tool (OLR) in the form of an annual update.

- For 2018/2019 both paper forms and online completion is allowed.
- Online annual update allows parents/guardians to verify and or update such items as: phone numbers, addresses, military connections, emergency contacts, emergency medical authorization information, Acceptable User Policy Acknowledgement, Media Release and other forms that are collected annual.
- Parents will need a parent portal account to access the Annual Update.
- The more parents completing online the less data that has to be entered manually by the office professional.

PASSWORD / USER ACCESS SECURITY

- Password security is critical
- Do not share your password with anyone else
- Do not allow anyone else to utilize a computer you are logged into
- When you leave your workstation lock your computer
- Do not permit anyone else to share their password with you
- Do not utilize anyone else's password to complete work
- Do not store your password in a location that another individual may find
- Report any attempt of sharing or coercion to share passwords to your SDCS or an Accountability Leader



KEEP YOUR PASSWORD SAFE...

USE A COMBINATION OF GOOD PRACTICES:

- ▶ Choose a good one that you can remember.
- ▶ Change it occasionally.
- ▶ Keep it private.

 PLEASE DON'T SHARE YOUR CCS USERNAME & PASSWORD