

NEWS YOU CAN USE!

From the Division of Data Policy Management and Research
Kentucky Department of Education



March 2005

➤ STIState Cleanup:



Important "Clean-Up" of STI

Prior to the start of the 2003-2004 school year, you were notified that KDE was standardizing data elements in STI in preparation for the rollout of STIState. Three of those data elements were **grade level, student names and addresses**. With the summer release of STI products the standards for these elements will be enforced through system checks in the software.

- Grade Level will become a drop-down menu with only valid grades listed. KDE approved grade levels are 95, 96, 97, 98, 99, 0-12, and 14. You are asked to remove any invalid grades and use alternative methods to distinguish "special populations". If not corrected prior to rollover, invalid grade levels will print on an error report, and the student's record will default to the highest grade contained in that school.
- Student names can no longer begin with/contain punctuation or special characters, which hinder the search capability of the state enrollment. There are still many student names in the state database that contain periods, commas, quotes, etc. At rollover, all invalid characters will be "stripped" from the name fields.
- The "Physical Street Address" will no longer accept post office boxes, if you need assistance "swapping" Address 1 and Address 2, contact the STI Help Desk at 1-877-844-0884.

This is a "heads up" to "clean-up" these items prior to the summer release. A copy of the data standards can be found on our website at:

<http://www.education.ky.gov/KDE/Administrative+Resources/Data+and+Research/Data+Standardization/default.htm>. Any questions regarding the data standards should be addressed to Windy Newton wnewton@kde.state.ky.us or (502) 564-5279.

➤ STI Student Identifier and State Enrollment

STI State Enrollment will be piloted in nine districts across the state over the next 3 months. After review of the software, it was determined that a longer period of piloting is necessary to ensure that all scenarios are thoroughly tested before STI State Enrollment is implemented across the state.

As soon as this piloting is complete, a unique state student identifier will be assigned to all students. Your district is receiving STI State Validation Reports that identify errors in fields used to uniquely identify students, such as matching SSN's and invalid characters in the student name. In addition to these checks, validations will be added over the next few weeks to check other fields that need to conform to the state data standards. We will be adding new checks periodically over the next months, spacing them out so that your clerks will not be overwhelmed.

The new checks will include:

- Mailing address 1 (Street): No punctuation, no city or state name in this field.
- City: No numeric or strange characters and must be at least 2 characters long.
- State: Valid state abbreviation.
- Zip: Must be all numeric without any strange characters. Must be at least 5 digits long.
- Phone number: must be all numbers, with the exception of one dash.
- Physical Address 1 (location): Cannot be a PO Box, no punctuation and does not contain a city or state name.
- SES: Must be equal to 4103 (Free Lunch Eligible), 4104 (Reduced Lunch Eligible) or 4198 (Paid Lunch).

If you have any questions regarding the STI State Validation reports, please contact Debbie Weber (dweber@kde.state.ky.us) or Tina Logan (tlogan@kde.state.ky.us) at (502) 564-5279.

➤ State Birth Certificate Codes

We have found a website where you can get state birth certificate codes! The website is http://www.birthfamily.com/state_bc_codes.html. The birth certificate number that needs to be entered into STI for all students consist of the following: the state birth certificate code (example 116 for Kentucky) the student's birth year (example 98) and the last 5 digits are the file number.

➤ STI End of Year Reporting

The school year will come to a close before you know it, so here's a little reminder of all the state reports required to be created in STIDistrict and submitted to KDE at the end of the school year. The following reports will be created from STIDistrict and submitted to KDE:

Due Date	Report	Program Area Contact(s)
May 1	LEP Survey	Rina Gratz, Latricia Bronger 502-564-2106
May 26	Gifted and Talented End of Year Report	Greg Finkbonner, Latricia Bronger 502-564-2106
June 30	SAAR, School Calendar	Yvette Perry, Sharon Trivette 502-564-3846
June 30	Safe Schools	Libby Taylor 502-564-3678
June 30	ESS Regular Year	Rosemary Lay 502-564-7056 Monica Simpson 502-564-4772
June 30	KEES	Michelle Sutherland 502-564-5279
July 15	FRYSC Export	Michael Denney 502-564-4986
Aug 15	ESS Summer Report	Rosemary Lay 502-564-7056 Monica Simpson 502-564-4772

Listed above are report contacts that can address any questions of a programmatic nature. They will also be sending out reminders to their district coordinators regarding the reporting requirements. These reports can be run at any time during the school year. In fact, running them now can give the schools more time to clean up any errors before staff leave for summer break.

➤ STIHealth Update

Modifications to STIHealth have been sent to STI! We expect to have a lot of new features in the 8.0 release of STIHealth, including a more comprehensive Shot Compliance Report, Missing Expiration Reports, and Medical and Religious Exempt Reports. The quick entry edit screen will be replaced with a new Add/Edit Student Desktop, similar to that of STIOffice. This screen will include lookup features, filtering options and a cycle feature. The immunization screen will be updated to include a cycle feature for shot types, a history of shots previously given and much more. Look for this new release in the summer of 2005.

➤ STI End of Year Trainings

It's that time of year again, time to make sure all those "I"s are dotted and "T"s are crossed before the school year comes to an end. STI and KDE will again provide end of year training for school and district staff at no cost.

Based upon your feedback and recommendations, the training will be broken out into sessions this year. There will be three meeting rooms with concurrent sessions each geared to a specific product or topic.

1. STIOffice 8:00 - 3:00
2. STISETS 8:00 - 11:30 and STIHealth 12:30 - 4:00
3. STI Technical Services 8:00 - 11:30 and STIDistrict 12:30 - 4:00

There are five regional locations with your choice of attending **one** of two days held at each site.

- April 11,12 Lake Barkley State Park
- April 14,15 Holiday Inn North – Newtown Pike, Lexington
- April 20,21 Jenny Wiley State Park
- April 25,26 Dale Hollow State Park
- May 2,3 General Butler State Park

All meetings are local time. For more information and registration visit STI's website at www.sti-k12.com. Hurry, space is limited!

➤ Location Number Request

If you need a location number for a new school, be sure to follow the guidelines listed in the Location for Number Request. You may access the document from the following link or by visiting www.education.ky.gov, then selecting Testing and Reporting from the left hand column, Data and Research, Data Requests, and finally Location Number Request.

<http://www.education.ky.gov/KDE/Administrative+Resources/Data+and+Research/Data+Requests/Location+Number+Request.htm>



Staff Scoop: Debbie Weber



Debbie began working with the Department of Education, Division of Data Policy Management and Research, on July 1, 2002. Before joining the Department of Education, Debbie worked for the Jim Beam Brands Company, a local distillery, in the Human Resources Department. Debbie is the People Manager Coordinator (a KDE internal application), is responsible for assigning location numbers for new schools and is currently assisting the districts in getting student demographic errors cleaned up in STI. Debbie enjoys spending time with her friends and family, including her three children, ages 13, 4, and 8 months.

✂ Tech Tip:

Add a Screen Shot to an Office Document

Have you ever tried to write detailed instructions for performing a particular task on the computer and wished you could have included a picture of the computer screen you were writing about? You can!

Here's how:

1. If you are working with multiple windows, click the one you want to make an image of so that it is the active window.
2. Press ALT+PRINT SCREEN to copy an image of the current window.
3. To paste the image into a document, click the Edit menu in that document, and then click Paste.

You can also take a screen shot of your entire screen by pressing PRINT SCREEN.

Spring is in the Air!

This and future issues of *NEWS YOU CAN USE!* may be found on the KDE web site. Just go to the Division of Data Policy Management and Research web page at <http://www.kentuckyschools.net/KDE/Administrative+Resources/Data+and+Research/default.htm> and click on "Newsletters".

Please let us hear from you! Suggestions for newsletter topics may be forwarded to Karen Wirth kwirth@kde.state.ky.us

