



## The Road to Infinite Campus

In the fall of 2019 Illuminate notified us that they would be discontinuing their ISI student information system at the end of the 2021 school year. Given the amount of work that it takes to move an SIS system, YPICS decided to stay with Illuminate for the 20-21 school year. We decided that we would start the formal exploration process for a new SIS system in the fall of 2020.

Since our SIS system impacts almost every YPICS staff member we wanted to gather staff feedback to make sure our new system meets everyone's needs. A short Google Form survey was sent to the staff in the fall of 2020. The form shared the background of why we are switching SIS systems, a series of must-have items that our new system needed, as well as a chance for staff to share what they wanted out of a new system. The survey also included a section where staff could opt in to participating in the selection process.

Our SIS selection group was made up of Executive Administrators, Site Administrators, Operations staff, SCC staff, and teaching staff. To make sure that we included staff feedback Ms. Contreras and Mr. Walter worked with Mr. Bradford to build an SIS evaluation checklist that was based off the results of the Google Form survey. The SIS selection group then participated in various demos and used the checklist to make sure that we selected a system that would work for everyone. After participating in the demos the SIS selection group voted to suggest that we move to Infinite Campus.

One of the reasons why we selected Infinite Campus is that in addition to its core features, the platform offers several premium products that will allow us to consolidate some of our systems into one platform. The table below is a list of the premium products that we purchased in addition to the core SIS system.

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| PREMIUM PRODUCT           | PURPOSE OF PRODUCT   |
|---------------------------|--|
| Campus Learning Suite     | The Campus Learning Suite will help give parents insight into what is happening in Google Classroom. The suite will allow teachers to send Google Classroom assignment information to the Infinite Campus student and parent portals.  |
| Campus Passport           | Campus Passport is Infinite Campus' online training platform. We are purchasing this so our staff has access to on demand professional development about Infinite Campus.  |
| Multi-language Tool       | This product is needed so we can translate documents into our student's home language.   |
| Online Registration Prime | Online Registration Prime will be replacing School Mint's online registration platform. We decided to switch to Infinite Campus' Online Registration Prime because School Mint and Infinite Campus do not have a data integration. By using Infinite Campus' registration portal our operations team will no longer have to manually enter student data. Since Infinite Campus does not support a lottery system, we will still use School Mint for our lottery process. |
| Messenger                 | Messenger will be replacing Remind. We decided to move to Infinite Campus' messenger because it offered more features (texting, calling, robocalls, and automations) and used the Infinite Campus student database. A challenge that we faced with Remind was that we had to manually roster the program. By moving to Messenger we will no longer have to manually roster because Messenger uses the information already in the Infinite Campus database.               |
| Data Change Tracker       | The data change tracker keeps a log of any changes made in Infinite Campus. The tracker also allows us to recover any data that is incorrectly modified or deleted.  |

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## Our Current Implementation

We are currently in the initial set up and data transfer process with Infinite Campus. The Executive Administrators have had several discovery meetings with their team to discuss how YPICS operates and what that will look like in the Infinite Campus platform. Mr. Duenas and Mr. Bradford are also participating in weekly status calls with the Infinite Campus implementation team. During these calls we discuss our current status, areas of need/concern, and next steps in the implementation process.

The two tables on the next few pages are our data migration and training plan. Our final data migration from Illuminate is scheduled for 6/22/21 - 6/24/21. We will be given access to our Infinite Campus URL on 6/28/21 and begin training our staff on 7/1/21. Illuminate has also extended our current agreement with them so we will have access to our data for a few more months. While we will not be using Illuminate as our SIS, they are giving us access to make sure that we are able to complete any end of year reports that we need to submit.

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## Illuminate To Infinite Campus Data Migration Plan

| DESCRIPTION OF EVENT   | ESTIMATED DATE OF COMPLETION |
|--|------------------------------|
| Ask Illuminate to create an SFTP transfer to Infinite Campus | 3/30/21                      |
| Data Migration Meeting with Infinite Campus                  | 4/13/21                      |
| Data Verification Meeting with Infinite Campus               | 4/16/21                      |
| <del>Trial 1 Data pulled from Illuminate</del>               | <del>5/17/21 - 5/19/21</del> |
| Trial 1 Conversion Completed                                 | 5/20/21                      |
| Trial 1 Data Review with Infinite Campus                     | 5/21/21                      |
| Last internal day to access Illuminate                       | 6/21/21                      |
| Production Data Pull from Illuminate                         | 6/22/21 - 6/24/21            |
| Managed Service creation of Production and Sandbox URLs      | 6/24/21                      |
| Production/<br>Sandbox URL Delivery                          | 6/28/21                      |
| Production Site Review                                       | 7/12/21                      |
| Last day to access Illuminate ISI                            | 9/30/21                      |

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## YPI Charter Schools Infinite Campus Training Calendar

| TRAINING NAME                          | DATE AND TIME OF TRAINING | WHO NEEDS TO ATTEND                             | TOPICS  | RELATED CAMPUS PASSPORT LESSONS |
|--|---------------------------|---|---|---------------------------------|
| Census / Household                     | 7/1/21<br>9am-12am        | Operations Staff                                | <ul style="list-style-type: none"> <li>• New student enrollments, creating Households</li> <li>• Independent Census workshop (after session with training available)</li> </ul>   | Census                          |
| Basic Navigation & Student Information | 7/13/21<br>9am - 11am     | 12 Month Admin and School Site Employees        | <ul style="list-style-type: none"> <li>• Searching in Infinite Campus</li> <li>• Overview of Student Module</li> <li>• Student Information and Census Reports</li> </ul>  | Student Information             |
| Staff/Census Modifications             | 7/14/21<br>9am - 11am     | EAs, Operations Staff and Zubia (Academic TBD?) | <ul style="list-style-type: none"> <li>• Add/Modify Staff</li> <li>• Census Modifications</li> <li>• Household Modifications</li> </ul>   | Census                          |
| Grading Setup Review Course/Section    | 7/14/21<br>12pm - 3pm     | EAs and Academic Team                           | <ul style="list-style-type: none"> <li>• Score Groups &amp; Rubrics</li> <li>• Course Information, Grading Calculation, Grading Tasks, Categories</li> <li>• Section Information</li> <li>• Scheduling Reports</li> </ul> | Grading                         |

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|                                   |                          |  |   |                  |
|-----------------------------------|--------------------------|--|---|------------------|
| Student Scheduling                | 7/15/21<br>9am - 12pm    | EAs, Operations,<br>Academic Team<br>and Max                               | <ul style="list-style-type: none"> <li>• Roster Setup</li> <li>• Roster Copy</li> <li>• Walk-in Scheduler</li> <li>• Scheduling Reports</li> </ul>  | Scheduling       |
| Attendance Module                 | 7/15/21<br>1pm - 4pm     | EAs and<br>Operations Staff  | <ul style="list-style-type: none"> <li>• Classroom Monitor</li> <li>• Daily Attendance</li> <li>• Attendance Wizard</li> <li>• Messenger/Scheduler</li> <li>• Attendance Letters</li> </ul> | Attendance       |
| Messenger w/Voice End User        | 7/16/21<br>9am - 11am    | Ops, EA,<br>Academic, SCC,<br>Parent<br>Coordinators                       | <ul style="list-style-type: none"> <li>• General Messenger</li> <li>• Staff Messenger</li> <li>• Attendance Messenger</li> <li>• Behavior Messenger</li> </ul>                              | Messenger        |
| Transcripts                       | 7/16/21<br>12pm - 1:30pm | Academic, Ops,<br>Max, Elida   | <ul style="list-style-type: none"> <li>• Input &amp; Modify Transcript Entries</li> </ul>   | Grading          |
| Reporting General Ad Hoc          | 7/16/21<br>2pm - 4pm     | Ops, EA,<br>Academic, SCC  | <ul style="list-style-type: none"> <li>• Custom Reporting for the SIS</li> </ul>  | Ad Hoc Reporting |
| Portal (Parent/ Student accounts) | 7/23/21<br>9am - 12:30pm | EAs, Operations<br>Staff, Parent<br>Coordinators,<br>Academic Team,<br>SCC | <ul style="list-style-type: none"> <li>• Portal Preferences</li> <li>• Batch &amp; Import Wizard tools</li> </ul>   |                  |

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|                                 |                           |                                   |   |  |
|---------------------------------|---------------------------|-----------------------------------|---|--|
| Teacher Coach                   | 8/3/21<br>9am - 12:30pm   | EAs, Teachers and Academic Team   | <ul style="list-style-type: none"> <li>• Campus Instruction Module</li> <li>• Campus Learning</li> <li>• Modules taught based on tool rights</li> </ul>                                     | <p>Campus Instruction</p> <p>Campus Learning</p> |
| Behavior Module                 | 8/3/21<br>1:30pm - 3:30pm | EAs and SCC Staff                 | <ul style="list-style-type: none"> <li>• Review Behavior Events and Behavior Resolutions</li> <li>• Behavior Referral</li> <li>• Behavior Management</li> <li>• Behavior Reports</li> </ul> | Behavior   |
| Health Admin Setup and End User | 8/4/21<br>1pm - 4pm       | Operations Staff                  | <ul style="list-style-type: none"> <li>• Managing student conditions, medications and health office visits</li> </ul>   | Health   |
| MLE Report Card Set Up          | 8/11/21<br>9am - 10:30am  | Bradford, Ruiz and Ops translator | <ul style="list-style-type: none"> <li>• Report Card Creation</li> <li>• Image Import</li> <li>• Translation Tools</li> </ul>   | N/A  |
| Campus Passport Introduction    | 9/20/21<br>9am - 10am     | DOI/COI and COO                   | <ul style="list-style-type: none"> <li>• Reviewing course reports, enrolling users, editing and amending courses</li> </ul>   | N/A  |

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