

Student Information Management System (SIMS)/ Dakota Digital Network (DDN)

1. Will information entered on the online IEP roll into the Special Education enrollment tab?

The online IEP will pull the most current information from the student enrollment information into the IEP, including grade, parent/guardian information, school attending, current LRE and disability. If any of this information is incorrect or changed on the current IEP, the district data manager would need to be notified to update the enrollment information. The IEP tab does not update the student enrollment information.

2. Is the five day waiver for the permission to evaluate still on the Campus form? Why not? (provided previous answer was “no”).

No, the five day notice requirement does not apply in situations where “written consent is required”. For example, the district received written consent from the parents to conduct an initial evaluation. The evaluation can be initiated immediately after the district received the written consent.

3. Is the IEP cover page in the TA Guide the same as the Campus cover sheet?

The required content is the same on the online IEP as the print IEP; however the information in the child count box is different. When the state collects cover pages to verify information, the only required piece needed from the child count box is disability category and that does print on the first page of the online IEP now.

4. Is the SIM's number a 4 digit number?

The SIMS's number is a 9 digit number that often begins with a 0. When working in applications outside of DDN, such as Excel spreadsheets, the beginning 0 is sometimes dropped, in which case it would appear as an 8 digit number.

5. On Infinite Campus, it does not have a spot for person responsible for working with the child. Should you write it in?

The person responsible is indicated in the services editor. When the service is selected, such as Speech, the person responsible is indicated by selecting the appropriate person from the drop down menus in Service Provider and Service Position and checking the box to print in IEP. If there are no names or positions in those fields they need to be entered at the district level by someone with administrative rights.

6. Does the eligibility date change at the student's IEP annual review?

The eligibility date on the IEP should reflect the date the student was determined eligible for special education either at the initial placement or the most recent three year re-evaluation. This date is used to calculate the 3 year re-evaluation date.

The effective date in the student enrollment tab for special education is different than eligibility date. It reflects the date the student first becomes eligible to receive special education services, the date a transfer student begins receiving special education services, the date a change in category or disability takes effect, or the first day of school for a continuing student upon creating a new calendar year.