

April 2012

Student Data Newsletter

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Data Entry Deadline: June 8, 2012

The 2011/12 school year is quickly coming to an end. This means it is time for you to concentrate your efforts on making sure your district's data is ready for the end of the year processing. With the **June 8th** data entry deadline quickly approaching, this issue of the Student Information System Newsletter is solely dedicated to the data entry and updates needed in the Infinite Campus system so that your end of the year District and School Report Cards can be assembled in a timely and accurate manner.

Please review **ALL** hints below for a successful completion of the 2011/12 school year.

1. Check your calendars

A. School Days

I. You will want to check your school's calendars for accuracy. Make sure that the school days, instructional days, and attendance boxes are checked when they pertain to that school day. If the last day of school is May 25th, all days remaining on the calendar should be reported as "non-school days". This is important for the accurate calculation of the attendance rate. [System Administration>Calendar>Calendar Days](#) (You can print the calendar from this screen for easier verification)

REMINDER:

It is the responsibility of each school district to ensure that all data is properly entered by the due date established.

Your District and School Report Cards are calculated based upon the information that you have entered (or have failed to enter) into the Infinite Campus system by June 8, 2012. Absolutely no changes will be allowed to any school district data after June 8, 2012. Report Cards will be available the last part of July.

2. Overlaps, Transfers and Exiting Students

A. Overlaps - Throughout the year the Department of Education has sent out overlaps reports and they will be doing this again before the final data entry submission. These overlaps need to be resolved by **June 8th**. We encourage you to run your own overlap report within Infinite Campus. You can find that report under [Student Information>Reports>Enrollment Overlap](#).

B. Dual Enrollments - When a student is dually enrolled, they can only have one primary enrollment. The second or lesser enrollment must be **partial**. This is coded in the Service Type field under General Enrollment.

C. Transfers - When a student transfers from your district to another district, be sure to update your student data in a timely manner. Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule listed below.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 15 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

Transfer students enrolled equal to or greater than 15 days will be counted as a drop for the serving school. If the student has been in the newly enrolled school less than 15 days, the drop would count at the state level only.

D. Drops - If the student returns any time after the 15 school days, the student must still be dropped then re-enrolled. Create a new enrollment and use the day he returns as the status start date.

3. Correcting student enrollments

A. Enrollment Status Report

I. A nice report to check your past and present enrollments is the “Enrollment Status Report” located under [Student Information>Reports>Enrollment Status Report](#). You can select the various types of exit codes to report on in this report.

B. Check Start and End Dates on Enrollment Records – These dates are used to determine if a student has been enrolled for a “Full Academic Year” (FAY). Those students enrolled from October 1 until April 20 will be considered enrolled for a full academic year.

I. Check students that were enrolled during the year but have left your district before the end of the 2011/12 school year. Make sure they have an exit date and an appropriate exit code within their enrollment. (See list on page 6-7) **Also, all students that will be continuing on to the 2012/13 school year will need to have an end date and an end status of “student continues”.** To make corrections to an enrollment, go to [Search>Student>look for the student in question](#). Click on the enrollment tab for the student and edit the appropriate fields.

C. Check Start and End Dates on Special Education Enrollment Records

I. For students that left the district and had a special education record at the time of their enrollment – you will want to be sure that the special education record has also been ended appropriately along with the enrollment record. (See list on page 6-7) ****Please note that the code numbers differ between the regular enrollment and the special education enrollment****

D. Enrollment Status

I. You will want to check the *percent enrolled, grade level, resident and attending districts, and enrollment status* for any students that may be contracted, have dual enrollments, open enrolled or tuition paid by other. When a student is dually enrolled, they can only have one primary enrollment. The second enrollment must be partial. ****Please note that when a resident district and a serving district are different, an enrollment status must be selected for that student. ** Please note the change in the status of “S” it is no longer an option. If you still have students that are coded with an “S”, please check the student’s records to determine who has placed them in your facility and update the enrollment status field appropriately.**

E. Home Schooled Students

I. Be sure that all Home School students have an enrollment record within your Home School calendar. All Home School attendance centers must be coded with a **99** listed in the number field box on the calendar tab. The previous steps are necessary in order to properly exclude these students from your AYP results.

4. County of Residence

A. You will need to check the county of residence of all students for accuracy. This data is forwarded to each county and the Office of School and Public Lands for their allocations each year.

5. Attendance Rate (Days Absent)

A. Remember it is very unlikely that a school has an attendance rate of 100%! Also, a student may not have total days absent exceeding their enrollment days or have negative attendance.

B. You can get to this field using the following path: [Search>Student>look for the student in question](#). Go to the “enrollment tab” for the student, click on the current enrollment and scroll down to the Absent Days field for the student.

I. This is a calculated field. In order for this field to be calculated correctly as of the end of the year, you need to trigger a resynch of the AttendanceSDMinute.

1. To do this you will need to go to [System Administration>Data Utilities>Resynch State Data](#) -- check the AttendanceSDMinute, CustomStudent, and Enrollment boxes --then choose “Send Resynch” at the bottom of the screen.

II. You will want to verify this field is accurate for the student. You can get to that field using this path: [Search>Student>look for the student in question](#). Go to the “enrollment tab” for the student, click on the current enrollment and scroll down to the Absent Days field for that student.

6. LEP

A. The LEP tab has been moved from Student Information>Enrollment Tab>State Reporting Fields to Student Information>Program Participation>LEP.

7. FRAM

A. Meal Status

I. The meal status for a student is set within FRAM (Index>FRAM>Eligibility). You will want to verify the information for each student. ****Students who were eligible for free or reduced lunch at any point during the school year will make up the economically disadvantaged subgroup. ****

II. You can create an Ad hoc filter to pull a list of all students that have a meal status other than 'standard'. The "MealStatus" field is located in [Food Service>Eligibility>Eligibility](#). You can filter that list by selecting "posElig.eligibility", "Value of" F,R and that will return only those students with F or R for a meal status.

8. Title I

A. Verify that the correct students have been identified with Title selections. ****Please note that you should only use Title I codes on the enrollment if a school is Targeted Assisted Title I.****

Title I Status Codes:

- Title I Science
- Title I Math
- Title I Reading
- Title I Social Science
- Title I Vocational
- Title I Health/Dental/Eye Care
- Title I Supporting Guidance/Advocacy

9. Foreign Exchange Students

A. Please remember to code foreign exchange students, these students are not required to test. You can get to that field using this path: [Search>Student>look for the student in question](#). Go to the "enrollment tab" for the student, [click on the current enrollment and scroll down to the State Reporting Area](#) – "Citizenship" is a drop down and you can then select "Foreign exchange student" from that field. If they are not coded properly, the school will take a hit on their participation rate.

10. Rolling forward students for next year

A. It is good to have your students that have exited during the 2011/12 school year or students that are NOT returning for the 2012/13 school year ended before doing this process.

I. Students that will be retained -- You may want to go into the student's enrollment record and make the necessary adjustments before rolling your students forward. [Search>Student>look for the student in question](#). Go to the "enrollment tab" for the student, [click on the current](#)

enrollment, within the Future Enrollment, select “Next Calendar” from the drop down and “Next Grade” from the drop down to roll the student into the next calendar and same grade level. Another method you may choose to do is to roll your students forward and simply edit the grade level of the 2012/13 enrollment record for those students after the roll forward process is completed. Either of these methods will work.

B. You will use the “Enrollment Roll Forward” function located in [System Administration>Student>Enrollment Roll Forward](#). Once you have selected the appropriate fields for this function, you can “Run Test” to identify if the roll forward is accurate. Once you feel that your results are accurate, you can “Run” the function to roll forward students returning next year.

C. *This process must be done BEFORE mass ending enrollments for your students. Once you have ended the student’s enrollments, you will not be able to roll them into the next year’s calendar.*

11. Graduation Tab The Graduation tab provides districts with the ability to track graduation information used for state and federal reporting. This tab also allow districts the ability to define when students first entered the ninth grade and their expected graduation date.

A Cohort End Year is a “group” a student belongs to. All students are currently expected to graduate within four years of entering the ninth grade for the first time. When entering a first time student into the ninth grade, the Grad Tab should automatically populate the Date First Entered the 9th grade and the NCLB Cohort End Year.

12. Ending enrollments for Seniors A graduate is defined as any student who has attained sufficient credits to receive a regular high school diploma. If they meet this criteria they should be coded with an exit code of *“04: student graduated” and an end date should read the last day of school, not their graduation date.* Graduation rate for state and federal reporting is based on this data– please make sure all students are reported correctly. If the student did not receive a signed diploma he/she must NOT be reported as a graduate.

A. Ending enrollments for Seniors that are *NOT* Graduating

I. For senior students that are *NOT* graduating during the 2011/12 school year, you will want to edit their enrollment record before mass ending or graduating the remainder of senior enrollments. You can get to that field using this path: [Search>Student>look for the student in question](#). You can then put in an end date and exit code for the student that is not graduating. The exit code most commonly used is *“11:student continues”* until the plan for the student has been determined. You can always change this at a later date.

B. Ending enrollments for Seniors who are in Special Education and *NOT* Graduating

I. Seniors who are Special Education students that will continue to receive special education services until the age of 21 are *NOT* graduates. They should be coded as **“11:Student Continues”** in their regular enrollment record and coded as **”12:Student continues”** in their special education record.

C. Early Graduates

I. Seniors who graduated earlier in the school year (i.e. December) should be given an end date as of the day they graduated, not the last day of school. You can get to that field using this path: [Search>Student>look for the student in question, click on their 2011/12 enrollment record. You can then put in an end date and exit code \(04:student graduated\)](#)

D. Summer Graduates

I. Summer graduates will need to have their graduation end date and end status entered on the enrollment tab as soon as possible after receiving their diploma. You also will need to enter the appropriate date, diploma type and diploma period on the Graduation Tab. If you have a student who graduates after the June 8th deadline for updating your data you will need to file an appeal within the established appeal window to have these summer graduates included in your final results.

E. 8th Grade Students

I. **DO NOT** code 8th grade students as graduates.

F. Mass ending Senior Enrollments

I. Mass ending senior enrollments (graduated seniors) can be done using the “End Enrollment Batch”. To end enrollments for seniors that are graduates, go to [System Administration>Student>End Enrollment Batch> select the calendar>put in end date](#) (This should be the last day of the term otherwise it will look like a drop)>[select end status \(04: student graduated\)> put in diploma date>select diploma type>select diploma period>select grades \(12\) and hit the “Run” button](#). This will assign the selection to all remaining seniors that have not already had an ended enrollment record. **** Please remember that ALL grading and end of the year reports need to be completed before this process is done. ****

13. Ending enrollments for the remaining students

A. Mass ending enrollments can be done using the “End Enrollment Batch”. Please remember that **ALL** grading and end of the year reports need to be completed before this process is done. To end enrollments for students that will be returning in the next year, go to [System Administration>Student>End Enrollment Batch> select the calendar>put in end date>select end status \(11:student continues\)> select grades \(maybe do one grade level at a time\) and hit the “Run” button](#). This will assign the selections to all remaining students that have not already had an ended enrollment record.

14. Exit/Withdrawal Codes-- To ensure accuracy and comparability of our exiting data, please review the codes below. If a student has exited your school, be sure to give them a status end date and assign the appropriate exit code. If you have any questions regarding the definition of any of the below types please contact our office.

The circumstances under which the student exited from membership in an educational institution based on the following codes:

- 01 Expelled, didn't return to any school
- 02 Student discontinued education – dropout* (see below definition of a dropout). Students leaving school to pursue a GED must be reported as drops.
- 03 Student transferred to another accredited school or district in the state (student data file must

include a request for transcript)

- 04 Student graduated (student has attained the credits needed to obtain a regular diploma)
- 05 Student died
- 06 Student transferred to an institution (correctional facilities, mental hospitals, etc)
- 07 Student reached maximum age for receipt of special ed services (21)
- 08 Student transferred out of state (student data file must include a request for transcript)
- 09 Colony student who completed grade 8 (student has been excused from public school attendance, SDCL 13-27-1.1)
- 10 Student retained
- 11 Student continues
- 12 Persistently Dangerous Transfer
- 13 School Improvement Transfer
- 14 Home School Transfer
- 15 Suspended
- 16 Home School Completer
- 17 Discontinued Education – completed GED
- 18 Discontinued Education – exceeds compulsory age

Special Education Exit Code

- 01 Not receiving SE services
- 02 Student Graduated (student has attained the credits needed to obtain a regular diploma)
- 04 Reached the maximum age
- 05 Died
- 06 Moved, known to be continuing
- 07 Moved, not known to be continuing
- 08 Dropped out
- 09 Refused services
- 10 ISFP done before max age/PT C
- 11 Change in IEP
- 12 Student continues

****A dropout is defined as a student that:**

- 1) Was enrolled in school at some time during the school year;
 - 2) Was not enrolled on the last day of school;
 - 3) Has not graduated from high school or completed a state approved program;
 - 4) Does not meet any of the following exclusionary conditions:
 - Transfer to another accredited educational program
 - Temporary absence due to suspension or illness
 - Excused from public school attendance (SDCL 13-27-3)
- Death

Students who transfer into your district and then drops: If a student transfers to you school district and is enrolled equal to or greater than 15 days and then drops, the student will be counted as a drop for the serving school. If the student has been in the newly enrolled school less than 15 days, the drop would count at the state level only.

15. Data Health Checks The Data Health Check Pre-AYP Audits are queries that can help assist districts with validating their data. The Path to the Data Health Checks is: [System Administration>Data Utilities>Data Health Check](#). To run the queries, simply click on the blue link and a list of students that meet specified criteria will be displayed. These Data Health Checks can be a great help you in validating your data.

One of the queries is labeled “*Students who Transferred and Have No Additional Enrollments*”, this query only looks for a subsequent enrollment within your district. It does not look for subsequent enrollments statewide.

District Contact Information

Please check your Superintendent information within the Infinite Campus system and make any necessary changes. The information is in the [System Administration>Resources>District Information](#). Within that area there are fields that hold the name and address for the Superintendent of the district.

School Names and Grade Levels

Please check that all school names and grade levels for the 2012/13 school year that are in Infinite Campus matches what your District Superintendent has submitted to Jennifer Rattling Leaf for the Educational Directory.

A message from the SD Board of Regents

A new state law – which took effect on July 1, 2008 – requires college students to furnish evidence of immunity to measles, mumps, and rubella. Those who neglect this obligation are administratively withdrawn immediately following a 45-day grace period. As a regental system, we have worked to conscientiously uphold the law. Of course, enforcement of immunization compliance is nothing new to the K-12 school system! I am confident that you are extremely well versed in the ups and downs of tracking incoming students and collecting necessary data. No question about it – it is a rigorous process that requires precision and perseverance.

But here is the good news: starting this semester, immunization information will print on your students’ high school transcripts! Our ready access to this all-important information will streamline the collegiate admissions process - and that will assure less hassle for students, parents...and you! The University Immunization Coordinators won’t be calling your schools on a case-by-case basis with urgent requests for vaccination records. Alternately stated: with this new transcript format, everyone wins! Hurrah! However, there is one potential glitch in this rosy scenario: immunization data will print only if it has been entered into the Infinite Campus Information System. For that reason, we are asking for your help. If your school system has not already entered this information, could you please make the appropriate arrangements? If yes, that will be wonderful – in fact, this effort will be greatly appreciated. Understandably, ‘square one’ is a daunting place to find yourself. To ease the burden, we offer this suggestion: each year, enter immunization information for the junior and kindergarten classes (plus students who are new to your system). When the kindergarteners become juniors, your school system will be caught up; from that point forward, your annual data entry will involve only the kindergarten class (and newcomers).

THANK YOU for helping us to help your graduating seniors/our incoming freshmen!

Respectfully,

Trudy Zalud , Trudy.Zalud@sdbor.edu

Administrative Coordinator – Policy and Operations,

South Dakota Board of Regents

Things to watch for:

- The Department of Education's Office of Data Management will be offering three webinars to assist districts with specific end-of-year student data items. The Schedule is as follows:
 - April 23, 2012, 1:00 – 3:00 p.m. (CT)
 - April 24, 2012, 9:00 – 11:00 a.m. (CT)
 - April 26, 2012, 9:00 – 11:00 a.m. (CT)
- Superintendents will be mailed the End-of-Year Student Data check list and sign off sheet.
- The annual State, District and School Report Cards will have a new look and feel as the Department of Education is working with a new vendor (OtisEd/SRG). We are in the process of developing a training plan for those in the districts/schools who are responsible for the analysis of the Report Card data. We plan to do this training via webex. More information will be coming soon.