

Student Data Newsletter

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Data Entry Deadline Is June 13, 2014

The 2013-14 Accountability Report Cards will again be produced and made available to districts via the SD-STARS system. The data you enter into Infinite Campus (or fail to enter into Infinite Campus) is the data that is used to make Accountability determinations for you school and district. It is imperative that your data in Infinite Campus is correct.

With this in mind, the June 13, 2014 deadline for data entry will be here soon. This issue of the Student Information Systems Newsletter is solely dedicated to the data entry and updates needed for timely and accurate assembly of your Accountability results.

The data collected from the State and District Editions of Infinite Campus will be used to determine Accountability results for Public Schools. Please review [ALL](#) hints below for successful close out of the 13-14 school year.

To ensure that the enrollments for your school are accurate and coded correctly, we have provided some easy steps to use during your data validation time. ****It is important to read this handout completely before you begin to edit or end any enrollments. Please keep in mind that the following steps should be followed after ALL grading and end of the year reports have been completed.****

Check your calendars

School Days

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)

Overlaps, Transfers and Exiting Students

Overlaps - throughout the year, the Department of Education has sent out overlaps reports and we will be doing this again before the final data entry submission. These overlaps need to be resolved by June 13th. We encourage you to run your own overlap report within Infinite Campus. You can find that report under Student Information>Reports>Enrollment Overlap

Dual Enrollments - When a student is dually enrolled, they can only have one primary enrollment. The second or lesser enrollment must be partial. You can find this field under "Service Type" on the general enrollment tab.

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.

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 the student returns as the status start date.

Correcting student enrollments

Enrollment Status Report

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.

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 18 are considered for a full academic year. Please Note: There is a change in Special Education for students to meet "Full Academic Year" (FAY). We will use October 1- April 18, 2014, which is the last day of the testing window for the Dakota Step test.

Check students that were enrolled during the year, but have left your district before the end of the 2013-14 school year. Make sure they have an exit date and an appropriate exit code within their enrollment. (See list on page 5-6) **In addition, all students that will be continuing on to the 2014-15 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.

Check Start and End Dates on Special Education Enrollment Records

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 all special education records have been ended appropriately along with the enrollment record. (See list on page 7-8) ****Please note that the code numbers differ between the regular enrollment and the special education enrollment****

For students that have a special education record and will be continuing to receive services in the 2014-15 school year, **an end date and an exit code of 12: student continues** must be entered for the student. We believe this will help with the roll forward process.

Enrollment Status

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, one record must be the primary record with the second record being the partial enrollment. ****Please note that when a resident district and a serving district are different, an enrollment status is required for the student.****

Home Schooled Students

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 exclude these students from your Accountability results.

County of Residence

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.

Homeless

All Homeless data needs to be entered into Infinite Campus. Once a student receives a homeless status, the student will be considered homeless for the rest of the school year. Please check with your district’s liaison on who should be marked as homeless.

The state has published an ad-hoc report that you are able to run. The path to this report is: [Ad-hoc Reporting>Filter Designer>State Published>Student Homeless](#). Please run this report to verify all students with a Homeless status.

Attendance Rate (Days Absent)

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

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.](#)

This is a calculated field. In order for this field to be populated, you will need to trigger a resync of the AttendanceSDMinute.

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.](#)

LEP

The LEP tab has been moved from [Student Information>Enrollment Tab>State Reporting Fields](#) to [Student Information>Program Participation>LEP](#).

The state has published an ad-hoc report that you are able to run. The path to this report is: [Ad-hoc Reporting>Filter Designer>State Published>Student LEP](#). Please run this report to verify all students with an LEP status.

FRAM

Meal Status

The meal status for a student is set within the FRAM module. You will want to verify the information on the FRAM tab 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 for Accountability purposes.****

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 the list by selecting “posElig.eligibilityValue” F or R. This will return only those students with F or R for a meal status.

The state has also published an ad hoc report that you can run to see what students have an F or R status. To run this report go to [Ad-hoc Reporting>Filter Designer>State Published>Student FRAM](#).

Title I

Verify that the correct students have been identified with Title I selections. ****Please note: Target Assist Programs --- you are responsible for coding all students that are receiving services**** If you are a School wide program, those students have been coded by Infinite Campus.

Title I Status Codes:

- Title I Math
- Title I Reading

There is a State Published report under [Ad hoc Reporting> Filter Designer>State Published Reports> TA Title I Students](#).

Foreign Exchange Students

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. Scroll down to the State Reporting Area – “Citizenship” is a drop down and you can then select “Foreign exchange student” from the drop down box. If your foreign exchange students are not coded properly, the school will take a hit on their participation rate in the Accountability calculations.

The state has published an ad-hoc report that you are able to run. The path to this report is: [Ad-hoc Reporting>Filter Designer>State Published>Student Citizenship/Foreign Exchange/Immigrant](#). Please run this report to verify all students with a Foreign Exchange status are coded correctly.

Rolling forward students for next year

If you have students that have exited during the 2013-14 school year or students that are **NOT** returning for the 2014-15 school year, please end date them prior to this process.

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 2013-14 enrollment record for those students after the roll forward process is completed. Either of these methods will work.

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 correct, you can “Run” the function to roll forward students returning next year.

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.

Graduation Tab

The Graduation tab provides districts with the ability to track graduation information used within state reporting, accountability determinations and the Public School Accountability Report Card. This tab tracks each student’s point of entry into the ninth grade and their expected graduation date.

A Cohort End Year is a membership year that the student belongs to. Each student is 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 Cohort End Year.

Ending enrollments for Seniors

A graduate is defined as any student who has attained sufficient credits to receive a regular high school diploma. If student meets these 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 Accountability purposes 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.

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

For senior students that are NOT graduating during the 13-14 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 the exit date and exit code at a later date.

Ending enrollments for Seniors who are in Special Education

Seniors who are Special Education students and who **ARE** graduating need to have **an exit code of “04: student graduated” and the end date entered in the General Enrollment area of the enrollment record.** You must also update the Special Ed Fields of the enrollment record with the proper end date and end code. **The proper Special Ed exit code for a student who is graduating is “02 – Graduated (high school diploma)”** ****Please note that the exit codes differ between the General Education portion of the enrollment record and the Special Ed portion of the enrollment record and that both areas MUST BE updated appropriately.****

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. If a student receives a **signed diploma**, that student is no longer eligible to receive services in the coming year.

Early Graduates

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 2013-14 enrollment record](#). You can then put in an end date and exit code (04: student graduated).

Summer Graduates

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 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 13 deadline for updating your data, you will need to file an appeal within the established pre-appeal/appeal window to have these summer graduates included in your final Accountability results.**

Students Receiving a GED

If you have a student that has received a GED within the past school year, please verify that their end status is coded with **17: discontinued education – completed the GED**.

If you have a student that is attempting to take the GED, but has not completed the program as of yet, those students will be counted as a drop and need to be coded with exit code **02: discontinued education – dropped out**.

8th Grade Students

DO NOT code 8th grade students as graduates.

Mass ending Senior Enrollments

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 (last day of school in the school year) 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 prior to this process. ****

Ending enrollments for the remaining students

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.

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:

General Enrollment Exit 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 a dropout.

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 Codes

- 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

****Please note that the exit codes differ between the General Education portion of the enrollment record and the Special Ed portion of the enrollment record and both areas MUST BE updated appropriately for Special Education students.****

****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

District Contact Information

Please check your Superintendent information within the Campus system and make any necessary changes. The information is in the [System Administration>Resources>District Information](#).

School Names and Grade Levels

Please check that all school names and grade levels for the 14-15 school year that are in Infinite Campus matches what your District Superintendent has submitted to Jennifer Rattling Leaf for the Educational Directory. Also, make sure that your grade level names match the state codes. For example:

Name – K1 = (Jr. Kindergarten_ -- State Grade Level Code is K1

Name – KG = (Kindergarten) State Grade Level Code is KG

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

Your Accountability determinations will be calculated based upon the information that you have entered (or have failed to enter) into the Infinite Campus system by June 13, 2014. **Absolutely no changes will be allowed to any school district data after June 13, 2014. Preliminary Accountability results will be available mid-July.**

Your district's Accountability team should be present and available to review this data. If issues are noted, the district can work with the DOE's Data Management team during the established pre-appeal window to make corrections.

Checklist for End of the Year Processes

Below is a checklist of items to verify within Infinite Campus at the end of the year.

Student Information - Enrollments

___ Verify that your district/school calendars have the correct calendar "Type" selected on the calendar tab.

___ All students that attended your school district (even for a short time) have an accurate enrollment record in Infinite Campus.

___ All high school students NCLB Cohort End Year have been verified to ensure that it is accurately reflecting the correct graduation cohort year on the Graduation tab in Infinite Campus.

___ All foreign exchange students have been identified by marking the Citizenship field on the Enrollment record.

___ All LEP (Limited English Proficiency) and 1st Year in Country" students have been properly identified and entered into Infinite Campus.

___ All students receiving Free or Reduced Priced Lunch have been properly identified and entered on the FRAM Eligibility tab in Infinite Campus. For Accountability purposes, if a student is marked as Free or Reduced Lunch at any point within the school year, they become a member of the Economically Disadvantaged subgroup.

___ All Homeless data needs to be verified in Infinite Campus. Once a student is identified with a homeless status, that student is considered homeless for the rest of the school year. Check with your districts liaisons on what students should have a Homeless status.

___ If your school operates a Targeted Assist Title I Program you are responsible for coding students who are receiving Title I Math or Reading services.

___ Verify that all Migrant students have been identified. If you find a student that should have a Migrant status and they do not, please contact the Migrant office and they will make sure that record is corrected.

Student Data newsletter

___ All Resident District, Serving (Attending) District, and County of Residence have been properly identified and entered on the enrollment records. This data is forwarded to each County within the State of South Dakota and to the Office of School and Public Lands for funding purposes for your school district.

___ All calendars, including your Home School calendars have been rolled forward. Make sure that grade level names on the grade level tabs match the State Grade Level Code.

___ Verify enrollments for the next school year have been added, with special attention given to students who may not have been included in the original enrollment roll over.

___ All high school graduates for the 2013-14 school year have their End Date and End Status fields properly updated on the Enrollment tab. Remember: you need to enter the last day of your school year, NOT the date of graduation ceremony in the End Date field and the End Status should be coded with an 04: Student Graduated. If a student does not graduate and will be returning, you will use the code of 11: student continues.

___ All 2013-14 high school graduates have the Diploma Date, Diploma Type and Diploma Period updated on the Graduation tab.

___ All students have been properly ended for the year by completing the End Date and End Status fields on the enrollment tab.

___ All students who have a Special Education record within Infinite Campus will need to be properly updated with an End Status. If a student will be continuing, you will use the End Status of 12: student Continues. Remember: If you code a student with disabilities as a graduate, the student is no longer eligible to receive services in the following school year.

___ Verify that the absent days box on the general enrollment tab has been populated for each student. If you are not seeing the “absent days” box populated, you will need to do a re-sync of state data. The path is: [System Administration>Data Utilities>Re-sync State Data](#).

There are several ad-hoc reports that the state has built and pushed down to the districts. Please take the time to run these. The path to follow is: [Index>Ad Hoc Reporting>Filter Designer>State Published](#).