

August 2013

Student Data Newsletter

DOE Contact Information:

Judy Merriman,
Data Management,
Administrator
(605)773-4737
judy.merriman@state.sd.us

Teri Jung,
Student Data Analyst
(605)773-8197
teri.jung@state.sd.us

Jennifer Rattling Leaf,
Student Data Analyst
(605)773-4703
jennifer.rattlingleaf@state.sd.us

Tom Morth,
Management Analyst
(605)773-2539
tom.morth@state.sd.us

Randy Hansen,
Management Analyst
(605)773-4727
randy.hansen@state.sd.us

If there has been a change
in your school's Infinite Campus
Administrator, contact
Jennifer Rattling Leaf at
(605) 773-4703 or email
Jennifer.Rattlingleaf@state.sd.us.

STUDENT DATA Q & A Fall Enrollment Deadline: October 15, 2013

The students are back --- are you ready to report student data for the 2013-2014 school years.

The Beginning of the Year Verification establishes calendar and enrollments for the 2013-2014 school years. Schools are required to enroll all students in Infinite Campus who attend at least one day of school or who receive Special Education services from the district.

Resources that are available through Infinite Campus and Department of Education:
<https://community.infinitecampus.com/kb/display/DOC/Calendar+%28Calendar%29>
<http://doe.sd.gov/ofm/documents/SIMSdeskGd.pdf>

STATE TRAININGS

The Department of Education, along with Infinite Campus will be holding a State Reporting/Infinite Campus Training the week of Sept. 9-12. The training schedule is as follows:

Sept. 9	Lake Area Vo-Tech – Watertown	8 a.m. - 4 p.m.
Sept. 10	Southeast Technical Institute – Sioux Falls	8 a.m. - 4 p.m.
Sept. 11	Mathews Training Center, Joe Foss Building – Pierre	8 a.m. - 4 p.m.
Sept. 12	Western Dakota Vo-Tech – Rapid City	8 a.m. - 4 p.m.

CALENDARS

1. Is there a required date for all calendars to be entered into Infinite Campus?

(See: 24:17:03:08)

Yes, all calendars must be entered by the last Friday in August.

2. What data needs to be entered on the Calendar for District Edition Users?

Calendars should include a Start and End date, grade levels, school terms, periods, days. You will also need to make sure that there is a Calendar Number, the correct grade levels for the school, which includes marking the Kindergarten code, instructional minutes, and the calendar type. Also, if your district is a four day school week, please check the 4-day check box on the calendar tab.

3. Is a Home School calendar (#99) required?

Yes. All districts must set up a Home School calendar (school number 99) regardless if you have Home School students. The required elements for a Home School calendar are: a start and end date, grade levels, schedule structure and days (you will need to do a day reset).

4. Is a Private School calendar (#98) required?

No. A Private School calendar can be used for a couple of different situations; (a) to hold students that attend a private school but they come into your district to receive special services for a percentage of time, (b) to hold students that are attending out of state, (c) to hold students that are contracted.

5. Are you required to have an Out of State –Private Calendar (#91)?

This attendance would only apply to school districts bordering another state to report resident students that may be attending private schools in another state. The reporting of these students will allow the Department of Education to include these students in the count for State and County Apportionment.

Existing Students

6. How do I properly exit students who transfer over the summer?

Students who transfer over the summer need their 2013-14 enrollments deleted and the 2012-2013 End Status updated to reflect the transfer. If the end status is not updated with the appropriate code, a student could count against you when the Graduation Rate is calculated. Please do not use the “No Show” box, as this will cause overlap issues with other districts.

7. How do I record Summer Graduates?

Summer graduates are recorded like regular graduates – change the End Status to 04: Student Graduated, and enter Diploma Date, Diploma Type and Diploma Period on the Grad Tab.

8. What is considered a Summer Dropout?

A summer dropout is a student who fails to enroll by October 1, 2013 and you have not received a request for records. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report.

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.

9. What is the Administrative Rule for Dropping of Student? (24:17:03:06)

Any student who has an unexcused absence of 15 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.

Student Enrollments

<https://community.infinitecampus.com/kb/display/DOC/General>

10. How do I get a State ID number for a new student?

You will obtain a student's state ID number by using the Student Locator, whether it is a new student or a transfer student. If a student is transferring to your district from another SD district, the child should appear when you do a student locator search. A student who has an existing State ID may not show as a match in the Student Locator for a variety of reasons:

- The student's first name may be Michael, but his nickname is Mike and Mike is how he is entered in to Campus.
- Another common error is a transposed First/Last Name or Gender. Try a variety of options before creating a new State ID.
- If you know a student has an existing State ID, but you are unable to find the ID using the Student Locator, please call the Data Management Staff at (605) 773-3134.

11. Which Service Type do I choose?

The Service Type of "Primary" is used when a student is in attendance greater than 50% (ex. 51%) at your School.

A "Partial" Service Type is used when a student is in attendance less than 50% (ex. 49%) at your School.

The "N: Special Ed Services" is reserved for students whose primary enrollment is a private school but who are eligible for special education services from the public school district in which the private school is located, whether they are receiving those services or not. All students who are eligible for special education should have an enrollment record in the public school in which the private school is located, with a code of N and the percentage of enrollment reflecting 0%, if no services are provided or the percentage calculated

based on the percentage enrolled. The student can be enrolled in a private school calendar with the code of "N: Special Ed Services". By doing this the district is not obligating itself to provide FAPE (Free and Appropriate Public Education). The information is used solely for creating an unduplicated child count and providing ADM for time services are provided. This will also enable the district to have access to state wide assessment results.

12. What are the correct Start Status codes for Students?

The start status should accurately reflect the prior enrollment status of the student.

- 00: Current
- 01: In District Transfer
- 02: Re-Enrolled During School Year
- 03: In-State Transfer
- 04: Out of State Transfer

13. What are Resident and Serving (attending) Districts?

A resident district is the district that the student lives in.

A serving (attending) district is the district that the student is receiving educational instructions from.

When a resident and serving district are different you must enter an enrollment status for that student. Note: students that are coded incorrectly could impact your funding not only for State Aid but also for allocations such as State and County Apportionment.

The Enrollment Status are:

- B – Placed and Paid by Tribe
- C – Contacting Students
- E – Place and Paid by DSS
- G – Whole Grade Sharing
- J – Placed and Paid by Correction
- M – Parentally Placed in a Private School
- O – Open Enrollment
- P – Tuition Paid by District
- T – Tuition Paid by Other
- W – Tuition Waived

14. What is Cross Border Enrollment Agreement?

The SD Dept. of Education has negotiated enrollment agreements with three bordering states: North Dakota, Minnesota and Iowa.

- The agreement with both North Dakota and Minnesota are "open enrollment" type programs and allow student to choose cross **borderer** attendance. Students are counted for funding purposes in the state in which they are enrolled. Only students whose resident district is a "bordering" school district are eligible for these two programs.
- Our agreement with Iowa is not an "open enrollment" type program. This agreement set a

standard and uniform amount of tuition to be paid for each student that may be placed out of district/ state by their resident district. This agreement does not allow students to move freely between South Dakota and Iowa – the permission of the resident school district is required and tuition will be paid by the resident district to the attending district.

- What Enrollment Status to Use for the Cross the Border Agreements;
 - When a MN or ND student is attending a SD school, you would use the “O” open enrollment. With the resident district being the appropriate “out of state number”. The Attending district would be where the student is being served.
 - When a SD student is attending a MN or ND school, you would again use the “O” open enrollment. With the resident district being the home district of the student and the attending district would be the appropriate “out of state number”.
 - When a student from IA enrolls in a SD school, the resident district would be “99087, attending district would be where the student is being service with the enrollment status of “P” tuition paid by district.
 - When a SD student enrolls in an IA district, the resident district would be where the student’s resident district is and the attending district would be “Out of State IA” 99087. The enrollment status for this is “T” tuition paid by other.

15. Does the County of Resident play an important part of funding?

Yes. The county that is entered is the county that the student resides in, not the county where the district is located. You will need to verify the county of all students for accuracy. This data is vital for the proper payment of State and County Apportionment.

16. What is the Citizenship box for?

The citizenship is not a required field, but if you are serving any Foreign Exchange students or have any immigrant students you will want to fill in this box.

The term “Immigrant” means individuals who:

- are aged 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more states for more than three full academic years

17. What is Percent Enrolled?

Percent enrolled is the percentage a student is enrolled in school. To be considered a full-time student or 100 percent enrolled is a student must be carrying a full course load. The term full course load means any student who is enrolled in at least five courses or is scheduled for a full school day. The term full school day, means the amount time in the day between the start and end of classes during an average school day. If any student is enrolled in less than five classes or does not attend school for the full school day, the student shall be reported based on the percentage of classes taken or the portion of the full school day that the student is in school.

18. How is Homeless Identified?

A student is identified by the Homeless Liaison in your district. Once the student is identified, the appropriate housing situation needs to be identified. If a student has been identified as homeless within a given school year, this designation SHOULD NOT be changed.

19. When to use the 504 Plan checkbox?

The 504 Plan checkbox should be used to indicate any student who has an active 504 Plan. The state will primarily use this field for state assessment, accountability and federal reporting.

20. Should the Title I Fields in Infinite Campus be marked?

Yes. The Title I office will be collecting Title I data from Infinite Campus. All students that are receiving Title I Services should be coded accordingly. If you are a School Wide Program, Infinite Campus will flag all students. It is important to remember that Title I does not roll over from year to year, so the data will need to be entered every year.

21. Should Districts be using to use the “Records Transfer Request”?

Yes. We highly encourage all districts that are capable of using this function to do so. This will help eliminate unnecessary data entry and to ensure all student data is properly transferred from one district to another.

Another reason to use the Records Transfer Request is: once the records are released to the requesting district, the date the student first entered the 9th grade will populate on the Grad Tab.

This helps to keep the data up-to-date so the correct GRAD Rates can be calculated.

22. What is the Criteria for State Aid Fall Enrollment?

- student must be enrolled and receiving instructions on the last Friday of September,
- student’s count is based on percent of day enrollment,
- enrollment in home school is not included,
- students assigned out of district – for whom the district pays a tuition cost – are included,
- the enrollment start date is when the student is admitted to the district; however, to be reported as 100% enrolled and included in the state aid fall enrollment, the student must have been provided instruction by the district on the last Friday of September. If the student is admitted but has yet to attend or participate in any classes, the student must have an enrollment for that day at 0%.
- out of state students (except for open enrolled students from ND & MN) are excluded from this count,
- open enrolled students are included in the count for the school or district in which they are enrolled and served,
- count is applicable to public school districts only,

23. What is School Census Fall Enrollment?

- students must be enrolled on the last Friday of September,
- enrollments in home school are excluded,
- student must be enrolled greater than 49% to be included,
- open enrolled students are counted in the school in which they are enrolled and served,
- out of state students enrolled in SD schools are included in this count,
- students are counted in the school in which they are enrolled (students tuitioned out of district will not be counted back in the numbers for their resident district)
- count is reported in terms of whole numbers (no decimals)
- count is reported for all accredited and approved education programs

24. Are Preschool Enrollments Required? (See: 24:17:01:07)

Yes. In order to get an accurate Fall Enrollment count, it is absolutely necessary that districts enter ALL Preschool students in to Infinite Campus. Students not yet enrolled in Kindergarten, but are enrolled in a preschool program should be entered into Infinite Campus using the "PK" as the grade level. Students not yet enrolled in Kindergarten but who are not receiving PK services but are receiving SPED services through your school should be entered in Infinite Campus using "EC" as the grade level. In addition, attendance must be taken for all Preschool students.

25. When can a student be dually enrolled or have an overlapping enrollment?

Any residentially placed student reported as attending a short-term group care education program may be reported as attending another attendance center for the same period of time, not to exceed 90 consecutive school days. After attending for more than 90 consecutive school days, the student must be dropped on the 91st day from the count of the attendance center at which the student was enrolled prior to being enrolled in the short-term group care education.

26. What facilities will the state allow an overlap with?

Short Term Group Care Facilities

- Keystone Treatment Center – Canton – 41001
- Chief Gall Alternative – Adolescent Treatment Center – Aberdeen – 06901
- Our Home Rediscovery – Huron – 02002
- Volunteers of American – Shelter Care – Sioux Falls – 49005
- Volunteers of American – Adolescent Treatment – Sioux Falls – 49005
- Volunteers of American – New Start – Sioux Falls – 49005

JDC's (Juvenile Detention Centers)

- Aberdeen JDC – 06001
- Huron JDC – 02002
- Pierre JDC – 32002
- Rapid City JDC – 51004
- Sioux Falls JDC – 49005
- Walworth County (Selby) JDC – 62005
- Wanbli Wiconi Tipi (Todd County) JDC - 66001

27. Where do we record “First Year in Country” and Primary Language?

Both First Year in Country and Primary Language are now located on the Identities Tab. Any student that is new to the country and enrolls anytime between April 24, 2013 and April 25, 2014, must be coded as First Year in Country. You will need to enter the dates that the student first entered the US and the date that the student first entered a US School.

28. Where is LEP and ELL located (Limited English Proficient or Early Language Learner)

The LEP information is now located on its own tab under: Index>Student Information>Program Participation. Prior to creating an LEP Record, you must first go to the Identities tab and populate the Home Primary Language. Only the Home Primary Language field is required in order to create a LEP record.

29. Is FRAM/Meal Status Required?

Yes, all Public School Districts are required to enter free and reduced status for their students within Infinite Campus. You will find the FRAM module under: Index>FRAM>Eligibility

Once a student is identified as receiving free or reduced meal for any given school, that designation will not change for that year.

All free and reduced students need to be identified and entered in to Infinite Campus by **October 31, 2013**

30. What State Reporting Fields Transfer?

Below are the fields from the State Reporting section of the student’s enrollment that transfer/do not transfer in certain scenarios. Each field is listed below and it is stated whether the field should or should not transfer in each of the four transfer scenarios outline below.

Homeless Status – status

- Same year, same district: TRANSFER
- Same year, different district: TRANSFER
- Different year, same district: DO NOT TRANSFER
- Different year, different district: DO NOT TRANSFER

Migrant Indicator – checkbox

- Same year, same district: TRANSFER
- Same year, different district: DO NOT TRANSFER
- Different year, same district: DO NOT TRANSFER
- Different year, different district: DO NOT TRANSFER

First Year in Country – checkbox

- Same year, same district: TRANSFER
- Same year, different district: TRANSFER

- Different year, same district: DO NOT TRANSFER
- Different year, different district: : DO NOT TRANSFER

LEP – Current: Date, Status & Primary Language

- Same year, same district: TRANSFER
- Same year, different district: : TRANSFER
- Different year, same district: TRANSFER
- Different year, different district: TRANSFER

Meal Status – Current: Date & Status

- Same year, same district: TRANSFER
- Same year, different district: TRANSFER
- Different year, same district: DO NOT TRANSFER
- Different year, different district: DO NOT TRANSFER

Title I – Current: Date, Yes/No, All Title 1 checkboxes

- Same year, same district: DO NOT TRANSFER
- Same year, different district: DO NOT TRANSFER
- Different year, same district: DO NOT TRANSFER
- Different year, different district: DO NOT TRANSFER

Unaccompanied rolling:

- Same year, same district: TRANSFER
- Same year, different district: TRANSFER
- Different year, same district: DO NOT TRANSFER
- Different year, different district: DO NOT TRANSFER

Gifted rolling:

- Same year, same district: TRANSFER
- Same year, different district: TRANSFER
- Different year, same district: TRANSFER
- Different year, different district: TRANSFER

504 Box

- Same year, same district: TRANSFER
- Same year, different district: TRANSFER
- Different year, same district: TRANSFER
- Different year, different district: : TRANSFER

31. Are the Special Education Fields Rolled Forward for the 13-14 School Years?

Yes, all Special Education data was rolled forward. You will need to verify that all information is correct and that all data rolled correctly.

32. What is Child Count?

It is an unduplicated count of all children with disabilities ages 3-21 receiving special education and related services according to an individualized education program (IEP) on December 1st of each year.

33. How to Enter a Former Student as a Parent or Staff Member?

Find the students state ID number and copy and paste that into the Comments Section on the Demographics tab. This way you will have it for your records.

Go to their census page, take out the Local Student Number, and save. If the Local Student Number is grayed out, you will need to submit a ticket to Support so they can update it on the backend.

Go to their enrollment record to see when their end date was for graduation and make that the end date as a member to their parent's household.

Go to the relationships tab and uncheck all parent/guardian information to the former student and their guardians.

Delete any dr. or emergency contact relationships from when the former parent was a student and no longer needed.

You can keep the history of the parent household and the relationship history of parents/grandparents/siblings.

If the former student has a new name, go to the Identities Tab and click on New and type in the new name and comment as to why.

Make a new household for this former student and their new child and setup like any other household.