south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Dec. 2012

Student Data Newsletter

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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.

With the Holiday's right around the corner, that means it is also time for the

Annual December Child Count

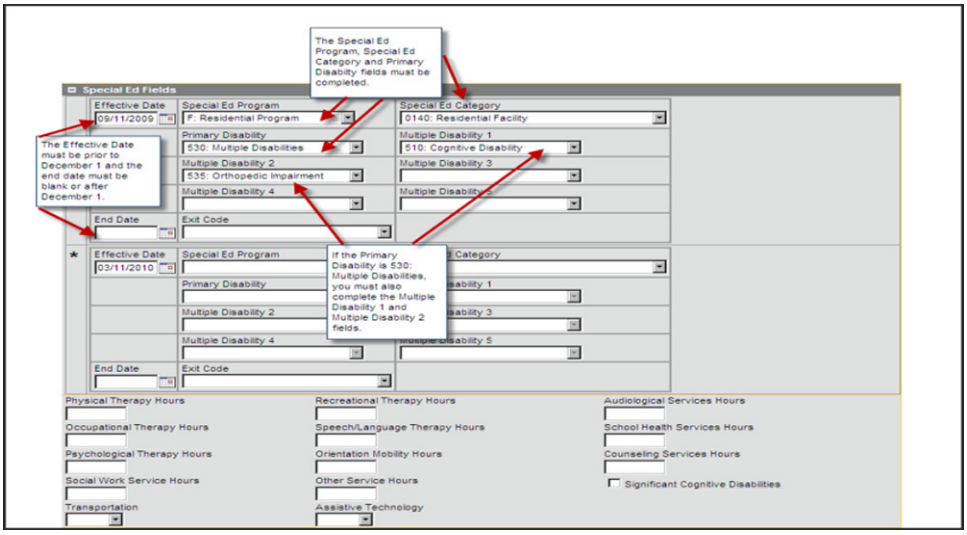
Dec. 1, 2012 falls on Saturday – Child count is a report of the number of children with disabilities receiving special education and related services according to an individualized education program or service plan in place on the count date. This means that not only would the student's IEP meeting need to be held on or before Friday, Nov. 30th, but the student would also have to receive services on or before the 30th in order to be included on child count. This is reflected by the Effective Date in the Special Education field on the Enrollment tab in Infinite Campus. The Effective Date should reflect the day the student begins receiving services not when a meeting took place. If the student is determined to be eligible on the 30th but does not start services until after December 1, the student should not be coded as a special education student in Infinite Campus until those services start nor should they be counted on child count.

Please ensure that all of your student data is up to date in Infinite Campus prior to December 7, 2012. On that date, the DOE Office of Data Management will begin extracting your data and preparing a preliminary Child Count report that will be sent to each school district. We ask that you review this report for accuracy and completeness. Any changes to the data must be done at the individual student level on Infinite Campus. Once all of your changes have been made, we will run a final report for you to verify and sign. We hope to have most reports signed off by December 21, 2012. Absolutely no corrections or additions will be allowed to the child count after January 15, 2013.

Preparing For the December Report

To prepare for the December count, the following steps should be completed:

1. **Add new Students – add any new students that enrolled before November 30.**
2. **If a student has exited your district, assign an End Date and End Status/Exit Code in both the regular enrollment record and in the Special Ed Fields within the enrollment record.**
3. **If a student has an IEP, complete/update the Special Ed Fields in the enrollment tab.**



Making Changes in an IEP

If you have a change in the IEP, you will have to complete the following steps to change the record:

1. Go into the Special Education Fields in the enrollment tab and enter an end date and exit code.
2. Save.
3. Enter new IEP information. Be sure the Effective Date of the new Special Ed record is at least one day after the End Date of the previous Special Ed record .
4. Save.

Special Education Students No Longer on an IEP

To end the special education records for a child no longer receiving services this year.

1. Go to Special Ed Fields in the enrollment tab
2. Enter an end date and Exit Code.
3. Save

Out of District Placements

A student placed out of district needs to be entered into Infinite Campus by the facility or district that they are attending. If your district is paying for the placement then the enrollment status should be P: Tuition Paid by District or C: Contracting Student. The student will then show on the Resident District's child count.

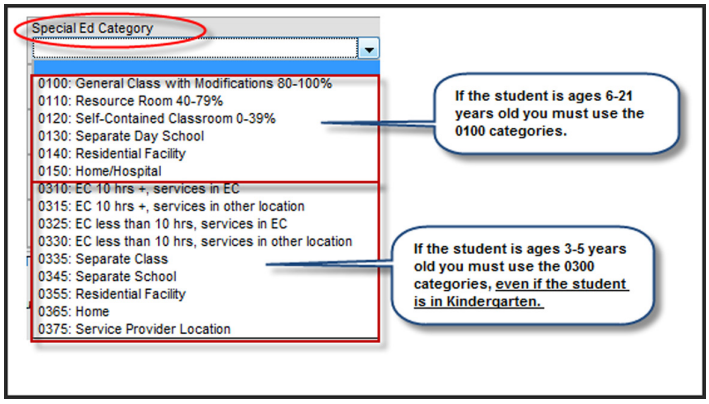
Special Education Services

Please note: special education services should be reported in hours per week. Some districts are still reporting in minutes. This is not correct. For example: A student receives 40 minutes of speech per week, he should have a .7 (40/60=.666 then round) not 40.

Common Child Count Reporting Errors

(Use of the Placement Categories)

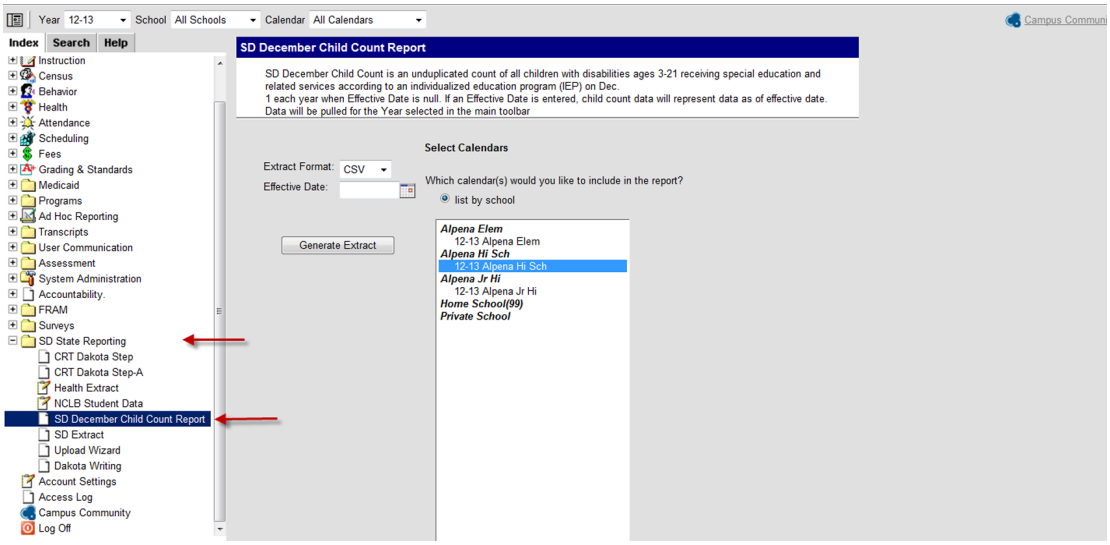
Students ages 3-5 must use the 0300 placement categories regardless of their grade. If you have a child who is in kindergarten and age 5 on December 1st, this child must have a placement category of 0310, 0315, 0325, 330, 0335, 0345, 0355, 0365 or 0375. For students age 6-21, you must use the 0100 placement categories.



Child Count Report in Infinite Campus

There is a built-in report within Infinite Campus that you can use to check whether all of your special education students are coded properly. This report is located at:
INDEX>SD STATE REPORTING>SD DECEMBER CHILD COUNT REPORT
You must be given the proper Tool Rights in order to see this report. Check with your district's Technology Coordinator if you are not seeing this option.

PLEASE NOTE: The report below is provided for your use in verifying that your special education information is entered correctly in Infinite Campus. You do not need to generate a report to send to the DOE, we will send an official report and signoff document to you on or after Dec. 7, 2012.



If you have any questions regarding Child Count or would like a preliminary Child Count Report, please contact Laura Ellenbecker with the Department of Education at (605) 773-4727 or laura.ellenbecker@state.sd.us

Overlaps, Transfers and Exiting Students

The state will be sending out another overlap report within a few weeks. You can run an overlap report within your district by using the Student Information>Reports>Enrollment Overlap. These overlaps need to be resolved as quickly as possible. We ask that you contact the district in which your overlap or duplicate enrollment is with and resolve it promptly.

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.

If the student returns anytime 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.

Overlaps are permissible for up to 90 consecutive days if the student is dually enrolled with any of the following:

Short Term Group Care

1. Keystone Treatment Center – Canton – 41001
2. Chief Gall Alternative – Adolescent Treatment Center – Aberdeen – 06901
3. Our Home Rediscovery – Huron – 02002
4. Volunteers of America – Shelter Care – Sioux Falls – 49005
5. Volunteers of America – Adolescent Treatment – Sioux Falls – 49005
6. Volunteers of America – New Start – Sioux Falls – 49005

JDC's (Juvenile Detention Centers)

1. Aberdeen JDC – 06001
2. Huron JDC – 02002
3. Pierre JDC – 32002
4. Rapid City JDC – 51004
5. Sioux Falls JDC – 49005
6. Walworth County (Selby) JDC – 62005
7. Wanbli Wiconi Tipi (Todd County) JDC - 66001

All other students must be counted as a drop once they have missed 15 consecutive days.

Service Type:

- **P: Primary** - This option is to be used when students are in attendance greater than 50%.
- **S: Partial** - This option is to be used when students are attending less than 50%.
- **N: Special Ed Services** - This option is to be used for students attending Private Schools who receive SPED services from a Public School District.
- **Students cannot be in enrolled 50% of the time at both attendance centers. Please go in and make the necessary corrections to any student that need to have a change in their service type.**

If you have a student who is showing up on the overlap report and the total percent equals 100 and the service type for one enrollment record is marked P (primary) and the other enrollment record is marked either S (partial) or N (special ed services), you do not have to make changes to that overlap.

Fall 2012 School Census Count

With the state aid fall enrollment numbers being finalized it now time to start on the school census (head count). This data will be used for statistical comparisons and trends. This count is also used for a number of federal reports and grant allocations. As always, this count and past year's fall census enrollment counts will be available on the following DOE web site: http://doe.sd.gov/ofm/fallenroll/index.asp

The criteria for inclusion in the school census fall enrollment are as follows:

- student must be enrolled on Friday, September 24th
- 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), and
- count is reported for all accredited and approved educational programs

Title I Data

With the start of the 12-13 school years, the Title I staff will be collecting all Title I data from Infinite Campus. All Target Assisted programs will need to mark all students that are receiving Title I services. You will record this information on the enrollment record. We ask that all data be entered by December 31.

Updating your Data

Data can be continually updated on Infinite Campus. You do not need to wait for verification from the office that the December count is complete. We would like schools to get in the habit of continually updating their data. By doing this we should be able to provide a better product and service. If data is constantly being updated, we should be able to "catch" programmatic errors sooner and chances are you will get a faster response to any questions you do have.