FINALIZING END OF THE YEAR DATA IN INFINITE CAMPUS

SPRING 2012

Resources

- DOE website - http://doe.sd.gov/
- Student Data Collections Desk Guide - http://doe.sd.gov/ofm/sims.asp - Found in the Documents section of the page
- Student Data Newsletters - http://doe.sd.gov/ofm/sims.asp - Found in the Documents section of the page
- Infinite Campus' Campus Community

Infinite Campus Advisory Board

District Reps	DOE Reps	BIT Reps	IC Reps
Deb Fredrickson (Watertown) – Chairperson	Judy Merriman	Jeff Slocum	Stephanie Sondrol
Bev Drain (Spearfish)	Laura Ellenbecker	Jamie Fry	Joe Rutledge
Martin Sieverding (Menno)	Teri Jung		
Denise Cavigielli (Sioux Falls)	Tom Morth		
Chris Martian (Rapid City)	Linda Turner		
Brenda Boyd (NE Ed Coop)			
Nancy Spoolman (Douglas)			

Review your District & School Contacts

- On Infinite Campus the pathway is
  System Administration>Resources>District Information
  If updates are needed, please make them.

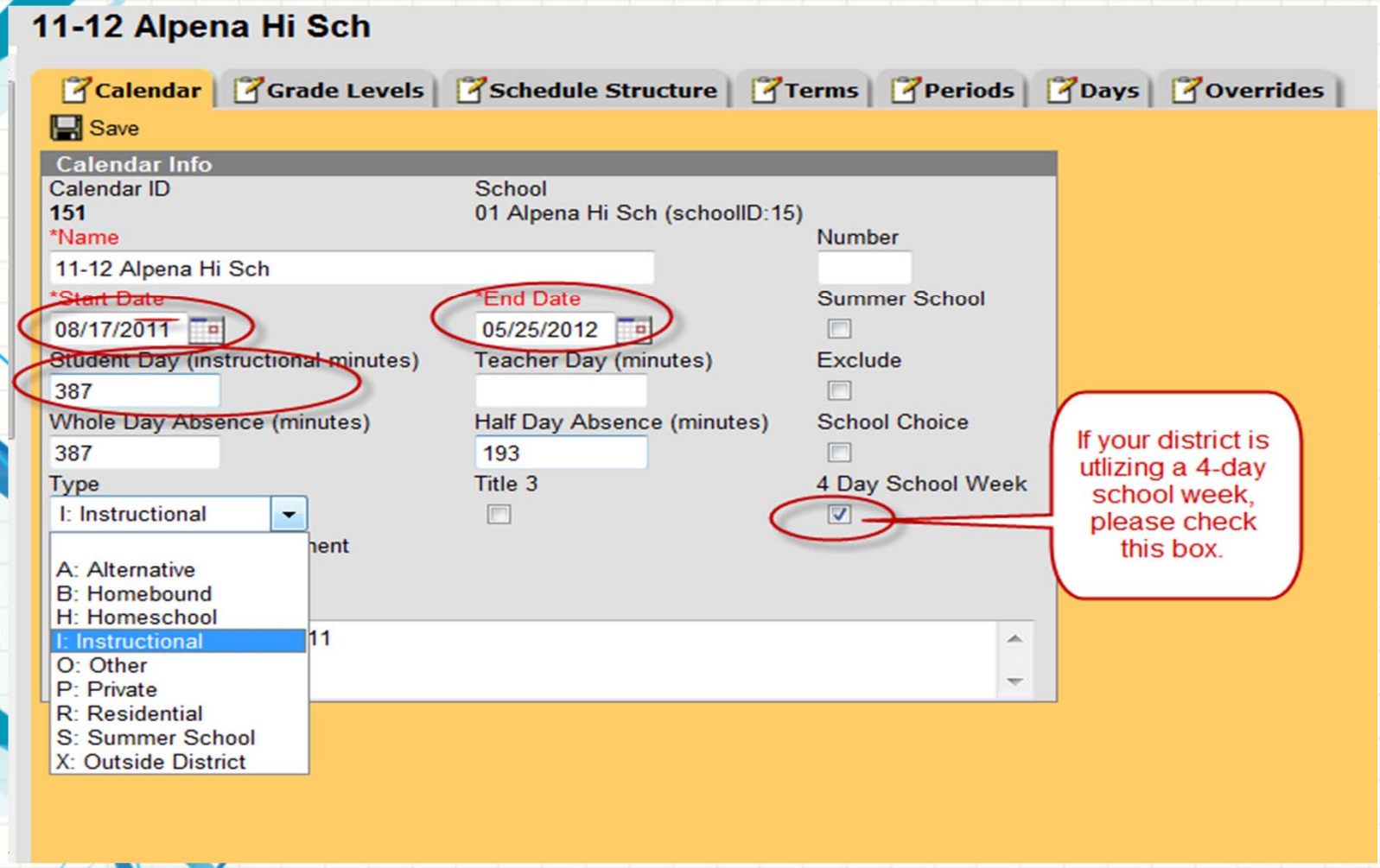
- DOE website
  http://doe.sd.gov/ofm/edudir.asp
  If updates are needed, please contact Jennifer Rattling Leaf at 605-773-4703.

Calendars

- Double check all school calendars for accuracy.
- Information within your calendar is used to calculate your attendance rate for AYP and is also used for the ADM (average daily membership) calculation.
- Make sure that the school days, instructional days and attendance boxes are checked appropriately.

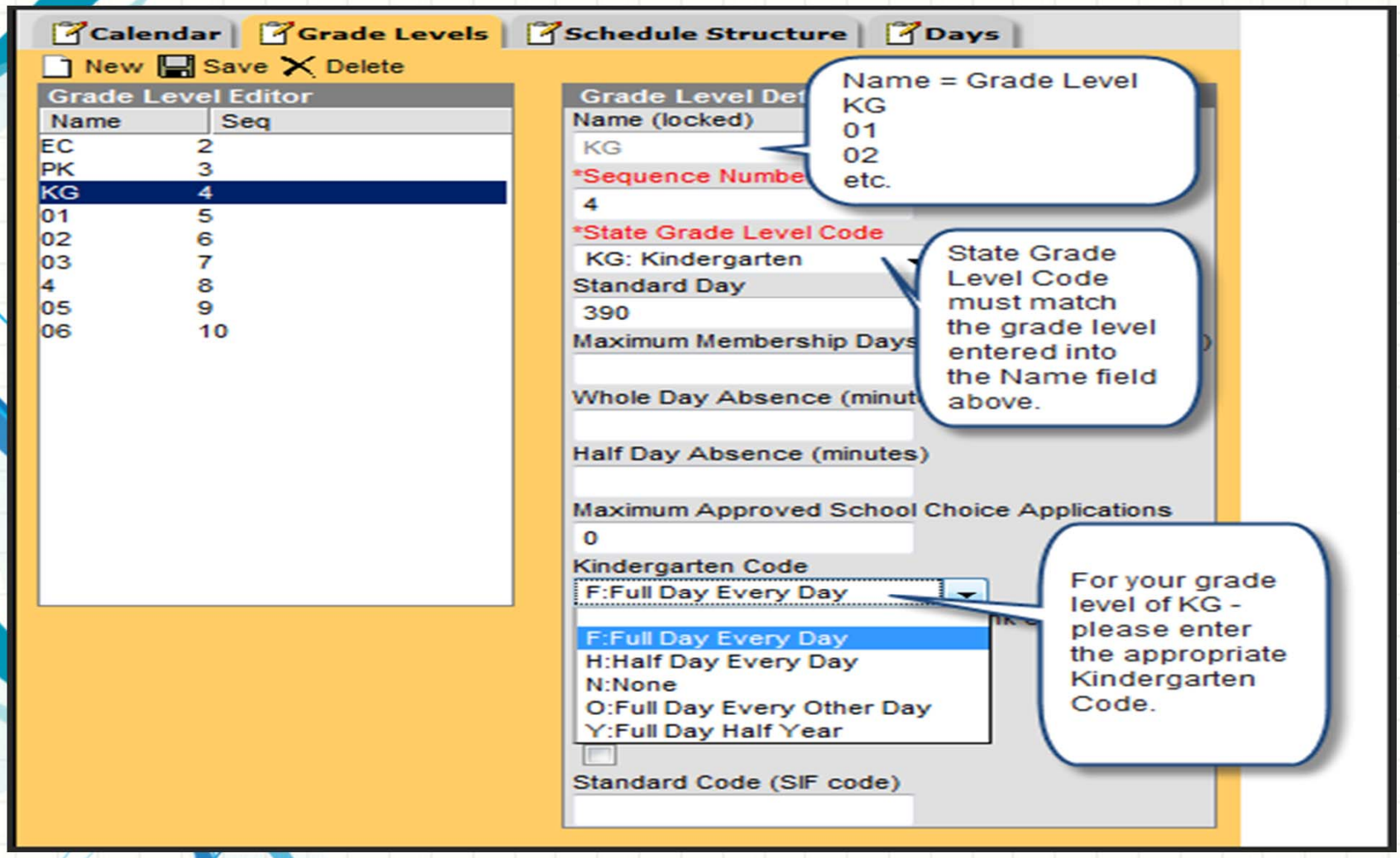
Calendars

Index>System Administration>Calendar>Calendar

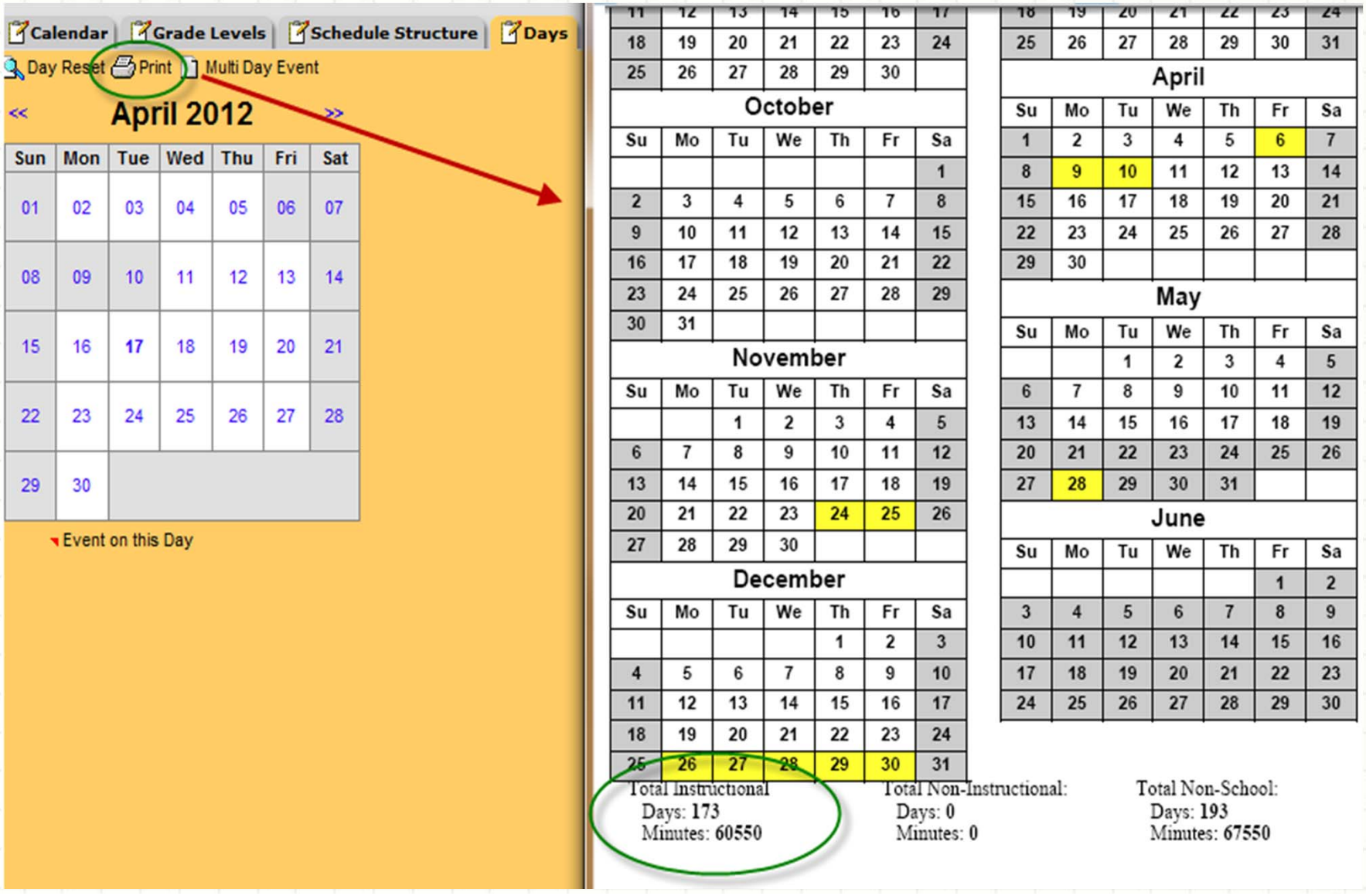


Grade Level Tab

Index>System Administration>Calendar>Grade Level



Calendar Minutes



Data Health Checks

System Administration>Data Utilities>Data Health Check

Symptom
Students Missing Cohort Years
No Match on Cohort Years
Students Missing StateID
Grade Level Changes Mid-Year
State Excluded Enrollments
Students without a proper gender
Students without a proper race/ethnicity
Enrollments without Endstatus
Enrollments without Percentage Enrolled
Excluded Calendars
Excluded Grade Levels
Calendar/Structures With No Absent Days
Grade Levels Without a State Grade Mapping
Students with Diploma without a Graduated End Status
Students with Diploma without 12th Grade Enrollment
Students with Multiple Graduation Diploma Records
Graduated Students with No Diploma
Graduated Students with a Diploma at Another District
Students who Graduated Out of Their Cohort Year
Students who Re-enrolled After A Dropped EndStatus
Students who Re-enrolled After A Graduated EndStatus
Students who Transferred and Have No Additional Enrollments
Calendars/Structures with No Economically Disadvantaged Students
Calendars/Structures with No LEP Students
Calendars/Structures with No Special Ed Students

This report is only looking for an additional enrollment within your district

Please go to the Campus Community for specific information on all of these queries. The Campus Community will provide details and logic about each query.

State Enrollment Verification Report

- System Administration>Data Interchange>Verification
- Enrollment data existing at the district level, but not at the state level
- Enrollment data existing at the state level, but not at the district level
- Enrollment data existing at both the district and state levels, but contain inconsistencies or mismatched information.
- If you are noticing several enrollments missing at the state level, please generate a re-sync of your data.
- System Administration>Data Utilities> Resync State Data

Ad Hoc Reports

- The State has designed several Ad Hoc reports for the Districts to use to verify data
- Ad Hoc Reporting>Filter Designer> State Published
- Reports include:
  - LEP Students
  - Foreign Exchange Students
  - FRAM
  - Grad Tab Blank Cohort
  - 2 or More Races

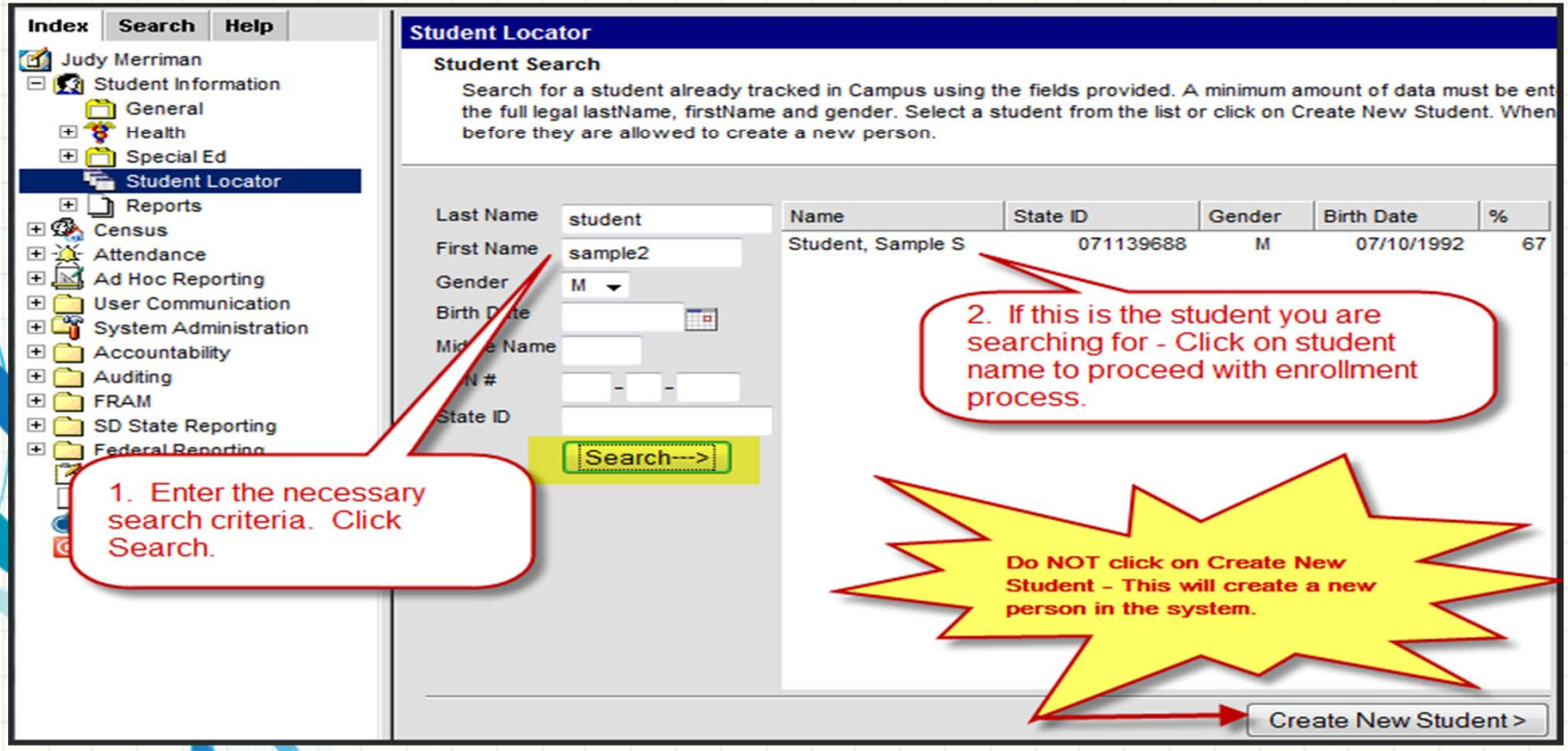
Important Data Elements to Check

- Verify that all students who have attended your school district (even for a short time) are entered into Infinite Campus.
  - ❑ Overlaps – Resolve all your overlaps. Any unresolved overlaps still existing on the 2nd Friday in June will be resolved by DOE staff. We encourage you to run your own overlap report within Infinite Campus. You can find the report under Student Information>Reports>State Enrollment Overlap.
  - ❑ Dual Enrollments – When a student is dually enrolled, they can only have one primary enrollment. The second or lesser enrollment must be marked as "partial". This is coded in the Service Type field on the General Enrollment tab.
  - ❑ Transfers – When a student transfers into your district, please use the Student Locator and the Student Records Transfer functionality within Infinite Campus to enroll the student. This will ensure that certain State Reporting Elements are updated for the student (such as the Graduation Tab)

Student Locator

Index>Student Information>Student Locator

- Student is transferring to your district from another SD district - student should appear when doing a student locator search.
- If you are still unable to find the student call DOE Data Management at 605-773-3248 for assistance.



Important Data Elements to Check

- Verify that the student's start and end dates on their Enrollment Record are correct. These dates are used to determine if a student has been enrolled for a "Full Academic Year" (FAY) for AYP purposes.
  - For all regular enrollments, to be included in FAY, the student must have been enrolled in your school district from October 1 through the last day of the testing window.
    - If the student has left your district, make sure you update the exit date and enter an appropriate exit code for the student.
  - FAY for the Students with Disabilities subgroup is from December 1st through the last day of the testing window.

Important Data Elements to Check

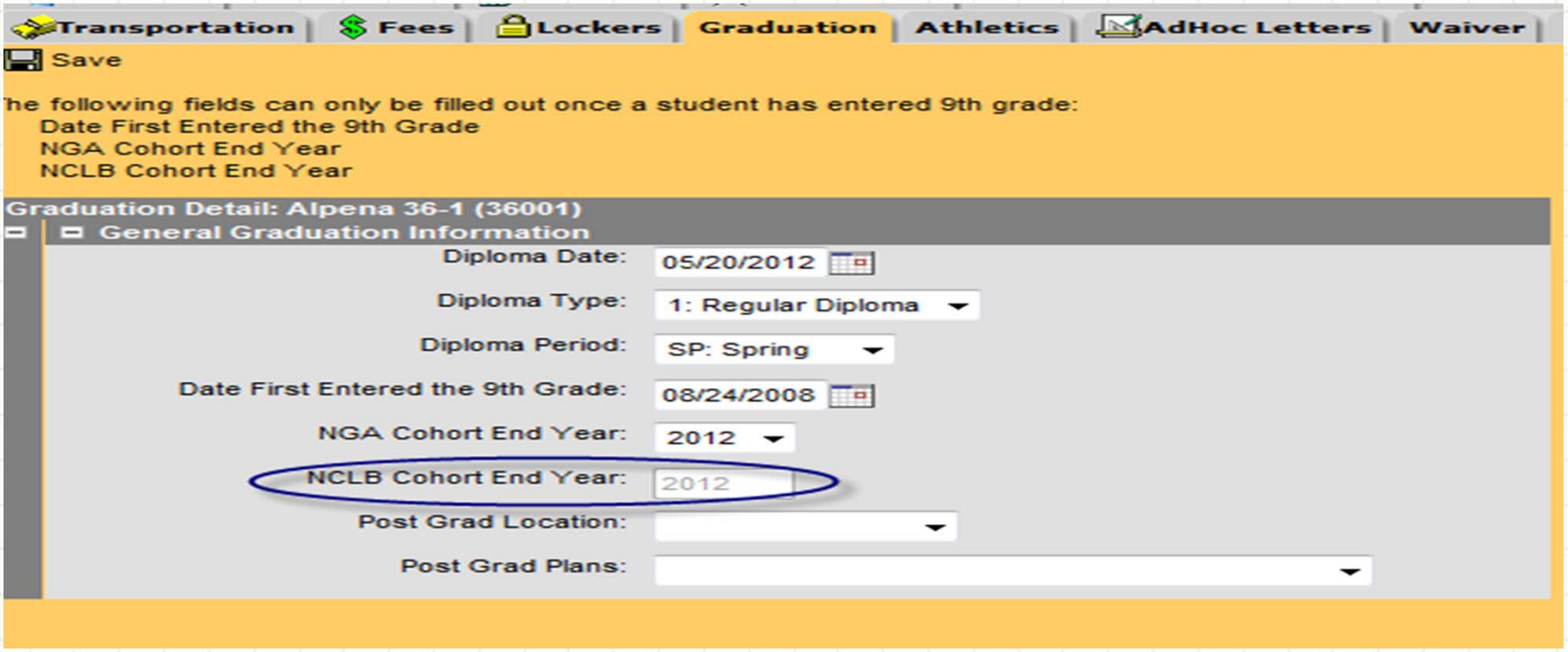
- Verify that you properly code any students who have dropped out of school during the school year as (02: Discontinued education – dropped out).
  - A dropout is defined as a student that:
    - Was enrolled in school at some time during the school year;
    - Was not enrolled on the last day of school;
    - Has not graduated from high school or completed a state approved program;
    - Does not meet any of the following exclusionary conditions:
      - Transfer to another accredited education program
      - Temporary absence due to suspension or illness
      - Excused from public school attendance (SDCL 13-27-3)
      - Death

Important Data Elements to Check

- At the end of the school year, verify that you have updated the end status to (04 – Student graduated) and have entered an end date for all of your graduates. Be sure to enter the last day of school NOT the day of the graduation ceremony.
  - 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.
  - 8th grade graduates - Do not use (04 – Student graduated) for 8th grader graduates. These students should be marked as (11: Student continues or 09: Colony student completed 8th grade) whichever is appropriate for your student situation.

Graduation Tab

- Also verify that all high school graduates have the Diploma Date, Diploma Type and Diploma Period updated on the GRADUATION tab in Infinite Campus. You can use the actual diploma date on this screen or the last day of school.
- Verify that the NCLB Cohort End Year for all high school students has been checked to ensure that it is accurately reflecting the correct graduation cohort year on the GRADUATION tab in Infinite Campus.

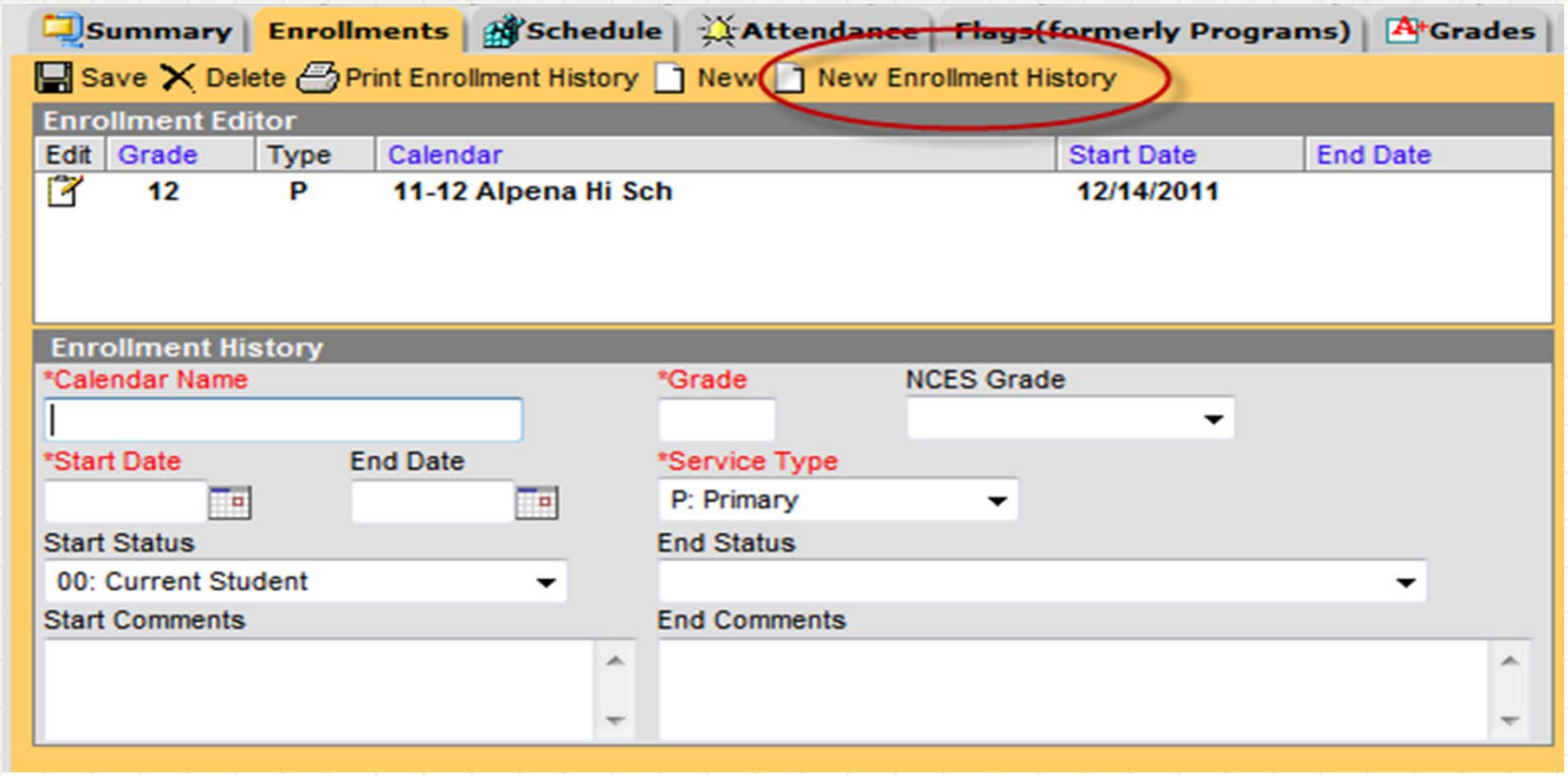


Date First Entered 9th Grade

How is this field populated?

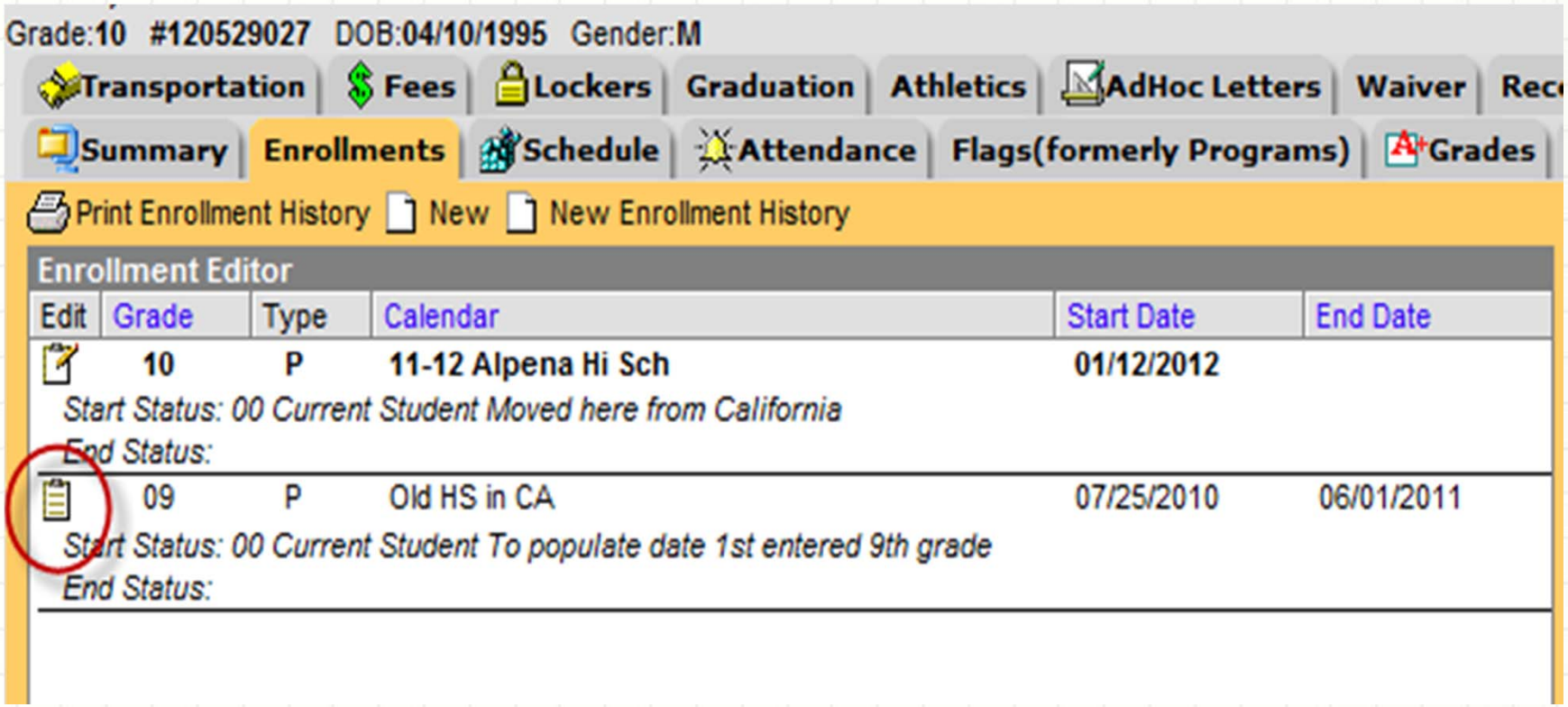
- 1st 9th grade enrollment in your district
- If a student started 9th grade outside your district but in a district in SD that has records-transfer capability, the date should come over when the records transfer process is complete.
- If a student started 9th grade outside the state, in a BIE school or a private school, you will need to create a 9th grade <u>Enrollment</u> <u>History.</u>

How to Enter an Enrollment History



Enrollment History

- You'll notice that the Enrollment History record has a different icon than the Regular Enrollment record



Important Data Elements to Check

- Verify that you have entered the attendance for all students within Infinite Campus.
  - The attendance field on the Enrollment tab is a calculated field. In order for this field to be calculated as of today's date, you need to trigger a resynch 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.
- Verify that the Citizenship field is properly coded for all of your foreign exchange students. These students are not required to take to the DStep test and do not count in your graduation calculation.

Citizenship and Attendance

Becker, Ellen

Grade:10 #129291698 DOB:12/20/1995 Gender:F

Transportation | Fees | Lockers | Graduation | Athletics | AdHoc Letters | Waiver | Records Transfer | Report Comments

Summary | Enrollments | Schedule | Attendance | Flags(formerly Programs) | Grades | Transcript | Credit Summary | Assessment | Behavio

Save | Delete | Print Enrollment History | New | New Enrollment History

*Resident District: Alpena 36-1: 36001

*County: Jerauld

Citizenship:

Enter Foreign Exchange students

*Serving (Attending) District: Alpena 36-1: 36001

Enrollment Status:

*Percent Enrolled: 100

Absent Days:

Attendance rate for NCLB/AYP is calculated from this field.

Homeless Status:

Transportation Category:

☐ State Exclude

☐ Migrant Indicator

☐ First Year In Country

☐ Assessment Exemption

Title 1

*

☐ Title 1 Reading

☐ Title 1 Supporting Guidance

☐ Title 1 Social Science

☐ Title 1 Science

☐ Title 1 Vocational

☐ Title 1 Health/Dental/Eye Care

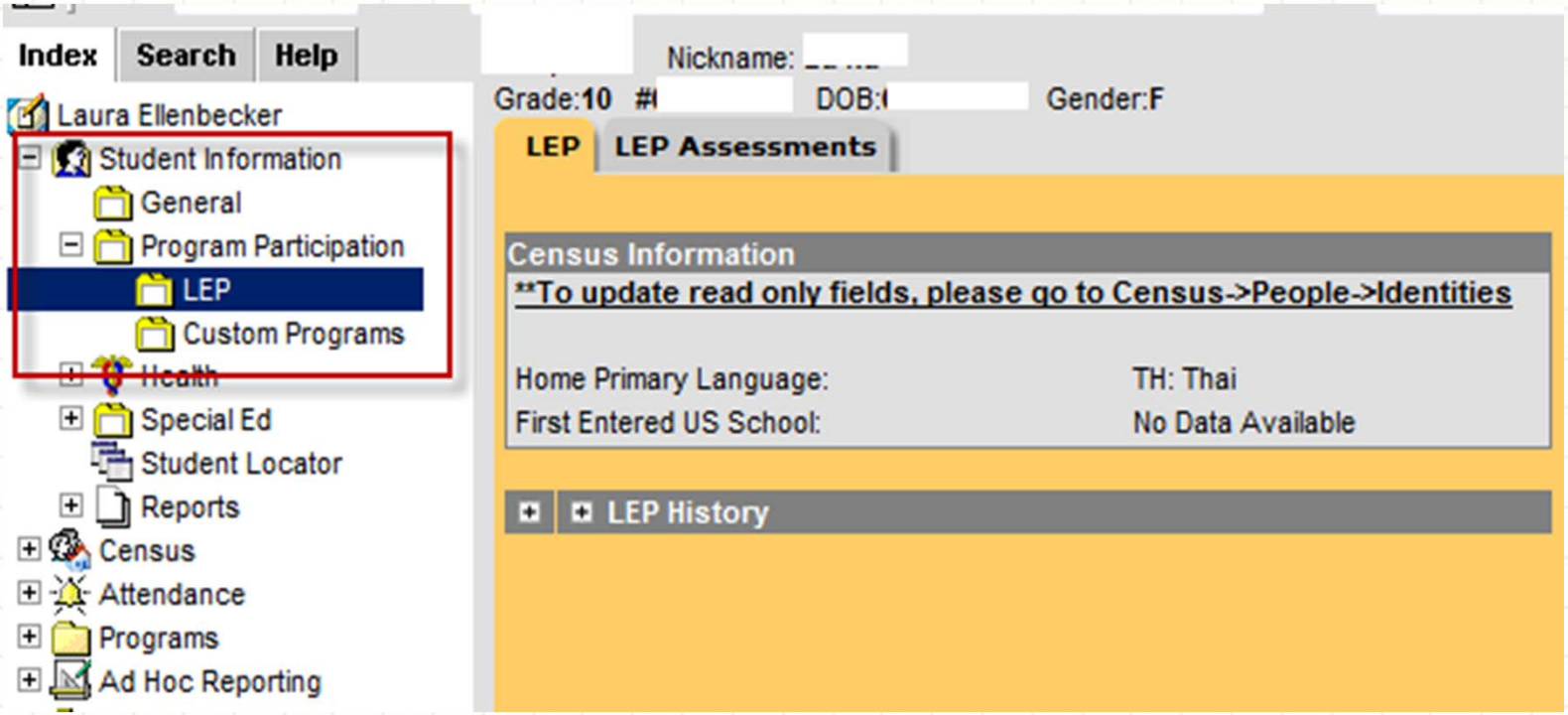
☐ Title 1 Math

Important Data Elements to Check

- Verify that all LEP/ELL students are properly identified within Infinite Campus.
  - ❑Only students who were identified as LEP using the state approved identification test should be coded as LEP.
  - ❑Verify that all 1st Year in Country students are properly identified within Infinite Campus.

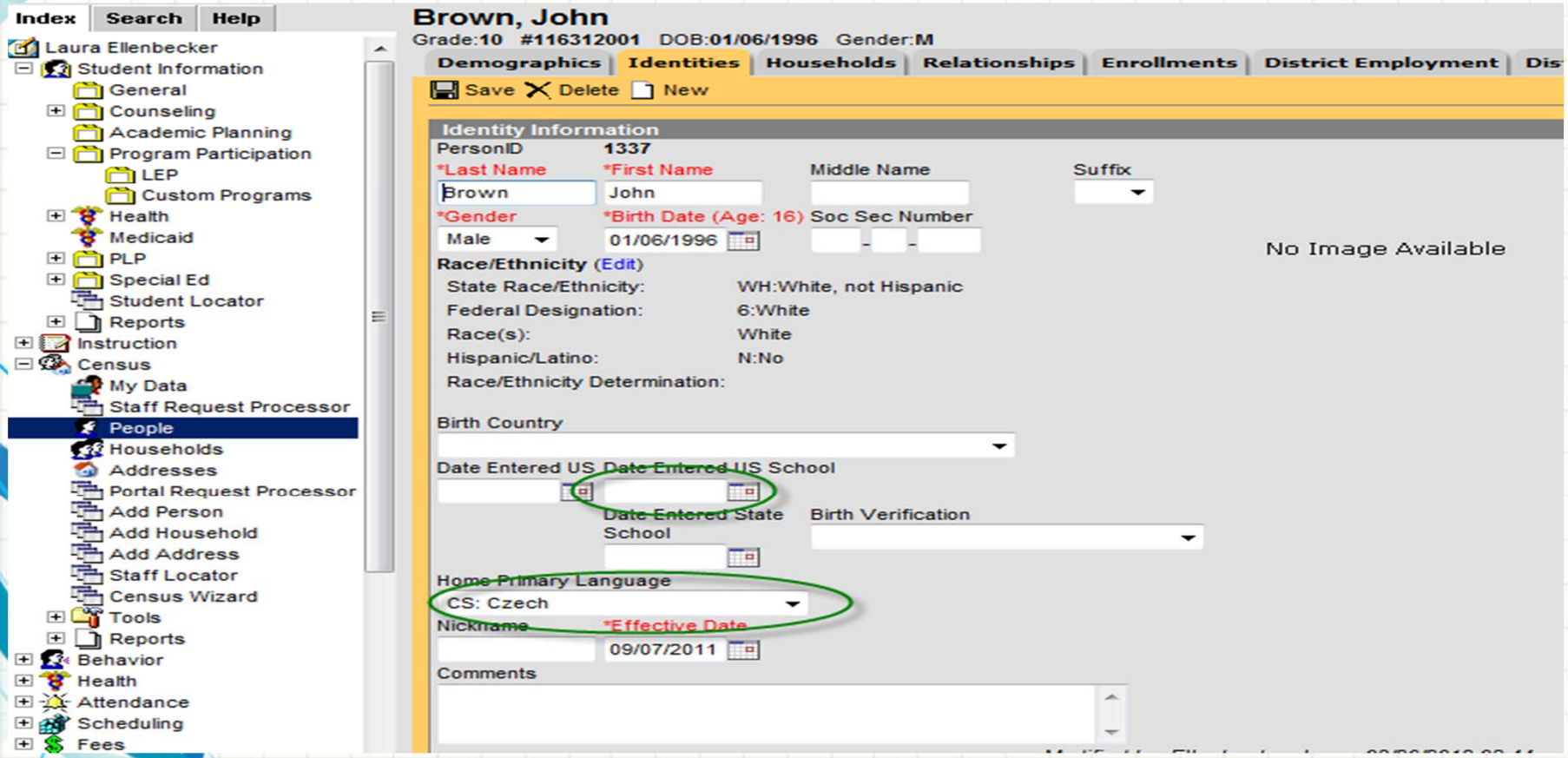
Where is the LEP Information??

- The LEP tab can now be found under Index>Student Information>Program Participation>LEP.



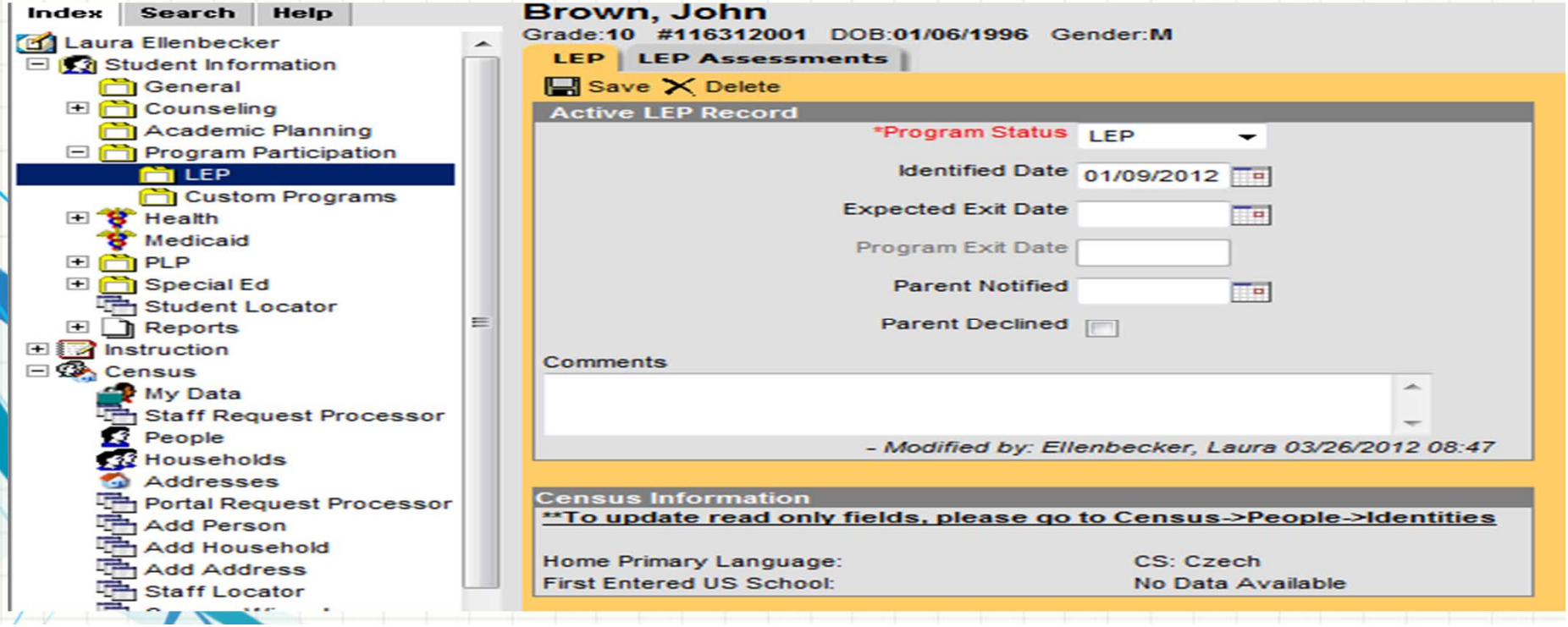
LEP/ELL

The **Home Primary Language** and **Date Entered US School fields** are populated on the student's **Identities tab**. Only the Home Primary Language field is required in order to create a LEP record.



LEP/ELL

2. On the LEP Tab, select a **Program Status**. This value indicates the student's current LEP status.
   - **LEP** - Student is currently receiving LEP services.
   - **Exited LEP** - Student has exited the LEP program.
   - **Pending** - Student has been identified as possibly needing LEP services by the school but no formal LEP determination has been conducted.
   - **Not LEP** - The student is not eligible/does not require an LEP program.



Immunizations

- Immunization records can now be printed on a H.S. transcript. The Board of Regents asked for this enhancement, as they regularly have to ask the districts for immunization records. This would help to bypass the situation where schools are asked to respond on a case-by-case basis.