

# **Finalizing End of the Year Data in Infinite Campus**

**Spring 2014**

# Resources

- \* DOE website - <http://doe.sd.gov/>
- \* Student Data Collections Desk Guide -  
<http://doe.sd.gov/ofm/documents/SIMSdeskGd.pdf> -  
Found in the Documents section of the page
- \* Student Data Newsletters  
[http://doe.sd.gov/ofm/documents/1113\\_SIM2.pdf](http://doe.sd.gov/ofm/documents/1113_SIM2.pdf) -  
Found in the Documents section of the page
- \* School Directory
- \* <http://doe.sd.gov/ofm/edudir.aspx>

# Infinite Campus Advisory Board

District Reps	DOE Reps	Bit Reps	IC Reps
Deb Fredrickson Watertown Chairperson	Judy Merriman	Jeff Slocum	Scott Sinclair
Bev Draine Spearfish	Teri Jung	Jamie Frey	
Martin Sieverding Menno	Tom Morth		
Denise Cavigielli Sioux Falls	Jennifer Rattling Leaf		
Chris Martian Rapid City	Randy Hanson		
Brenda Boyd NE ED Co-op	Linda Turner		
Chad Eisenbraun Kadoka Area	Wendy Jarvis		
Robin Montgomery Belle Fourche			

# District Contacts

System Administration > Resources > District Information

**District Detail**

<b>*Name</b> Carthage 48-2	<b>*State District Number</b> 48002	State SD
<b>District Code</b> 10: Public Schools	<b>Funding</b> public	
<b>NCES DistrictID</b> 4611070	<b>District Contact First Name</b> Tami	<b>District Contact Last Name</b> Darnall
<b>*Phone</b> ( 605 ) 111 - 1111 x	<b>Fax</b> ( 605 ) 111 - 1121 x	<b>Email</b>
<b>Type</b> 10	<b>URL</b>	
<b>Region Number</b>	<b>Federal Tax ID</b>	
<b>Address</b> 141 Town Rd W	<b>City</b> Carthage	<b>State</b> SD
<b>Zip</b> 57323	<b>County</b> Select a Value	
<b>Physical Address</b> 141 Town Rd W	<b>Physical City</b> Carthage	<b>Physical State</b> SD
<b>Physical Zip</b>		

**District Code**

10: Public Schools

10: Public Schools

20: Non-Public Schools

30: BIA Schools

40: Coops

50: Correctional Facilities

60: State Special Populations

70: Community Based Providers

80: Special Populations

90: Alternative

# District Contacts

System Administration > Resources > District Information  
Special Education Contact

Special Ed Information	
SPED Contact First Name	SPED Contact Last Name
Linda	Turner
SPED Phone	SPED Fax
( 605 ) 111 - 1122 x	( 605 ) 111 - 1121 x
SPED Address	
141Town Rd W	
SPED City	SPED State
Carthage	SD
SPED Zip	SPED County
57323	

# School Contacts

System Administration > Resources >

**School Editor**

- Alternative Learning Center
- C.C. Lee Elementary
- Central High School
- Holgate Middle School
- Home School
- JDC
- Lincoln Elementary
- May Overby Elementary
- NBS/Aberdeen School District
- O.M. Tiffany Elementary
- Out of State/Private School
- Private School
- Simmons Elementary
- Simmons Middle School
- Summer School
- Summer School

**School Detail**

\*Name: Central High School

\*State School Number: 01

NCES School Number: 4602070 -

\*School Org Type: 01

Standard Code (SIF StatePrId):

Course Catalog - Master List:

\*Phone: ( 605 ) 725 - 8100 x

Fax: ( 605 ) 725 - 8199 x

Email: Jason.Uttermark@k12.sd.us

URL: www.aberdeen.k12.sd.us

Principal Name: Jason Uttermark

Principal Title: Principal

Principal Email: Jason.Uttermark@k12.sd.us

Agency:

Verify that the school name & school number match what is reported on the Educational Directory

NCES School Number - <http://nces.ed.gov/ccd/schoolsearch/> This number is a 5 digit number.

## Specific School Information

- Aberdeen Alternative - 12
- C.C. Lee Elem - 05
- Central HS - 01
- Holgate MS - 02
- JDC - 88
- Lincoln Elem - 08
- May Overby Elem - 09
- New Beginnings - 89
- O M Tiffany Elem - 11
- Simmons Elem - 10
- Simmons MS - 03

# Title I Coding

System Administration>Resources>School

Carthage High School

**School**

Save School History | New School History

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

**School Editor**

- Carthage Elementary
- Carthage High School
- Carthage Middle School
- Home School
- Out of State/Private School
- Private School
- Summer School

**Carthage Middle School (03) School History**

Original Record

Program Participation

Title 1  Title III

Targeted Assistance Eligible - No Program

Targeted Assistance Program

Schoolwide Eligible - Targeted Assistance

Schoolwide Eligible - No Program

Schoolwide Program

Not a Title I School

School Breakfast Program(SBP)  National School Lunch Program (NSLP)

Provision  Provision Type SBP  NSLP  Provision Base Year  Provision End Year

- Modified by: Jung, Teri 03/26/2013 13:07

If you are a Title III school, please check this box.

Please mark the appropriate code.

# Calendars



- \* Double check all school calendars for accuracy.
- \* Double check that all snow days have been entered correctly. SDCL 13-26-2
- \* Information within your calendar is used to calculate your attendance rate for Accountability 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.

# State Reporting Fields

**General Enrollment Information**

Calendar: 13-14 Carthage High School

Schedule (read only): Main

\*Start Date: 09/03/2013

No Show:

End Date:

\*Grade: 10

Class Rank Exclude:

End Action:

\*Service Type: P: Primary

Start Status: 00: Current Student

End Status:

Start Comments:

**Future Enrollment**

Next Calendar:

**State Reporting Fields**

\*Resident District: Miller : 29004

\*County: Hand

Citiz:

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

Enrollment Status: O: Open Enrollment

Homeless Status:

Unaccompanied Youth:

Transportation Category:

504 Plan:

01: Expelled, didn't return to any school  
02: Discontinued education - dropped out  
03: In-state School Transfer  
04: Student graduated  
05: Student died  
06: Committed to institution  
07: Reached maximum age for special-ed  
08: Out-of-state School Transfer  
09: Colony student > grade 8 - religious exemption  
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

Students must have an end date.

A student can only have one primary enrollment.

This code is to be used when placing a student at SD Human Service or STAR Academy.

# State Reporting Fields

**State Reporting Fields**

**\*Resident District**  
Alpena 36-1: 36001

**\*County**  
Jerauld

**Citizenship**  
Enter Foreign Students

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

**Enrollment Status**

**\*Percent Enrolled**  
100

**Absent Days**  
Attendance rate for Accountability is calculated from this field.

**Homeless Status**  
D: Doubled Up/Sharing Housing  
E: Emergency/Transitional Shelter  
H: Hotels/Motels  
U: Unsheltered

State Exclude

First Year In Country

Migrant Indicator

Assessment Exemption

**Title 1**  
\* Targeted Assist Title I Schools must code all students that are receiving Title I services.

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

**Transportation Category**

# Special Ed. Students that will Continue.

- \* Can a student who has graduated with a signed diploma continue to receive special education services?
- \* **No. Graduation with a signed regular HS diploma ends the student's eligibility for Special Education.**
- \* Can a student, who has met the course requirements for the LEA, still receives special education services until age 21?
- \* **Yes. Student who have earned the HS credits to receive a diploma but has not received their signed diploma are eligible for special education services until they are 21.**
- \* Things to be aware of: When using the end batch tool with seniors, make sure that you are not coding students that will continue to receive special education services with an end status of: "student graduated".

# 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 overlaps. Any unresolved overlaps still existing on the 2<sup>nd</sup> 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.

# 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 Accountability purposes.
  - For all enrollments (including Students with Disabilities) 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 (4-18-2014). If the student has left your district, make sure you update the exit date and enter an appropriate exit code for the student.

# Important Data Elements to Check

- \* Verify that you have properly coded 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;
    - If a student has left to pursue their GED, they are coded as a drop until they have completed it.
    - 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

- \* 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 and immigrants. These students are not required to take the D-Step/Smarter Balance test and do not count in your graduation calculation.

# 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
  - \* Migrants
  - \* Title I Target Assist
  - \* Homeless

# Cohort Validations

System Information>Reports

- Student Information>Reports>Graduation Cohort Validations.
- This report lists graduation & cohort records that are not complete or do not match enrollment records.
- Users can choose which validation types to include on the report. Examples: Inconsistent Enrollment/Graduation Dates, Inconsistent Enrollment/Graduation Cohorts, Incomplete Cohort Data.

# 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.

 Save

The following fields can only be filled out once a student has entered 9th grade:  
Date First Entered the 9th Grade  
NGA Cohort End Year  
NCLB Cohort End Year

Graduation Detail: Watertown 14-4 (14004)

General Graduation Information

Diploma Date:  

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/25/2009 

NGA Cohort End Year: 2013

NCLB Cohort End Year: 2013

Post Grad Location:

Post Grad Plans:

**These three fields will be filled in after the student has graduated.**

# Date First Entered 9<sup>th</sup> Grade

How is this field populated?

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

# How to Enter an Enrollment History

Save Delete Print Enrollment History New **New Enrollment History**

### Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	11	P	12-13 Alpena Sr. High (100%)	08/23/2012	
	10	P	11-12 Alpena Hi Sch (100%)	01/12/2012	
	09	P	Old HS in CA	07/25/2009	06/01/2010

The icon without the pencil, indicates an enrollment history.

### Enrollment History

*Calendar Name	Old HS in CA	*Grade	09	NCES Grade	
*Start Date	07/25/2009	End Date	06/01/2010	*Service Type	P: Primary
Start Status	00: Current Student	End Status		End Comments	
Start Comments	To populate date 1st entered 9th grade				

# Enrollment History

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

Grade:10 #120529027 DOB:04/10/1995 Gender:M

Transportation Fees Lockers Graduation Athletics AdHoc Letters Waiver Records

Summary  **Enrollments** Schedule Attendance Flags(formerly Programs) A+Grades

Print Enrollment History New New Enrollment History

**Enrollment Editor**

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	11-12 Alpena Hi Sch	01/12/2012	
<i>Start Status: 00 Current Student Moved here from California</i>					
<i>End Status:</i>					
	09	P	Old HS in CA	07/25/2010	06/01/2011
<i>Start Status: 00 Current Student To populate date 1st entered 9th grade</i>					
<i>End Status:</i>					

# Verification Summary

System Administration>Data Interchange>Verification

- \* This summary tool provides information on data inconsistencies in the following areas
  1. Enrollment Records
  2. Graduation Records
  3. LEP Records
  4. Person/Identify Records
- \* 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

# Checking Student Graduate Data

- \* 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.
  - 8<sup>th</sup> grade graduates - Do not use (04 – Student graduated) for 8<sup>th</sup> grader graduates. These students should be marked as (11: Student continues or 09: Colony student completed 8<sup>th</sup> grade) whichever is appropriate for the student's situation.
  - Students that are on an IEP - If they will be receiving services the following school year, those students can't be coded as a graduate. They will need to be coded as “student continues”.

# 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 1<sup>st</sup> Year in Country students are properly identified within Infinite Campus.

# 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.

**Index** **Search** **Help**

Laura Ellenbecker

- Student Information
  - General
  - Counseling
  - Academic Planning
- Program Participation
  - LEP
  - Custom Programs
- Health
  - Medicaid
- PLP
- Special Ed
- Student Locator
- Reports
- Instruction
- Census
  - My Data
  - Staff Request Processor
  - People**
  - Households
  - Addresses
  - Portal Request Processor
  - Add Person
  - Add Household
  - Add Address
  - Staff Locator
  - Census Wizard
- Tools
- Reports
- Behavior
- Health
- Attendance
- Scheduling
- Fees

**Brown, John**

Grade:10 #116312001 DOB:01/06/1996 Gender:M

**Demographics** **Identities** Households Relationships Enrollments District Employment Dis

Save Delete New

### Identity Information

PersonID 1337

\*Last Name Brown \*First Name John Middle Name Suffix

\*Gender Male \*Birth Date (Age: 16) 01/06/1996 Soc Sec Number

No Image Available

### Race/Ethnicity (Edit)

State Race/Ethnicity: WH:White, not Hispanic

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination:

Birth Country

Date Entered US Date Entered US School

Date Entered State School Birth Verification

Home Primary Language

CS: Czech

Nickname \*Effective Date 09/07/2011

Comments

# LEP Information

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

The screenshot displays a software interface with a navigation menu on the left and a main content area on the right. The navigation menu includes the following items:

- Index
- Search
- Help
- Laura Ellenbecker
- Student Information
  - General
  - Program Participation
    - LEP**
    - Custom Programs
  - Health
  - Special Ed
  - Student Locator
  - Reports
- Census
- Attendance
- Programs
- Ad Hoc Reporting

The main content area shows the following information:

Nickname: \_\_\_\_\_  
Grade: 10 # \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: F

**LEP** | LEP Assessments

**Census Information**  
**\*\*To update read only fields, please go to Census->People->Identities**

Home Primary Language:	TH: Thai
First Entered US School:	No Data Available

++ LEP History

# LEP/ELL

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.

The screenshot displays a software interface for student information. On the left is a navigation tree with categories like 'Student Information', 'Counseling', 'Academic Planning', 'Program Participation', 'LEP', 'Health', 'Medicaid', 'PLP', 'Special Ed', 'Student Locator', 'Reports', 'Instruction', 'Census', 'My Data', 'Staff Request Processor', 'People', 'Households', 'Addresses', 'Portal Request Processor', 'Add Person', 'Add Household', 'Add Address', and 'Staff Locator'. The 'LEP' folder is selected. The main area shows the student's name 'Brown, John', grade '10', ID '#116312001', DOB '01/06/1996', and gender 'M'. Below this is the 'LEP' tab with 'LEP Assessments' sub-tab. It includes 'Save' and 'Delete' buttons. The 'Active LEP Record' section contains a dropdown for '\*Program Status' set to 'LEP', and fields for 'Identified Date' (01/09/2012), 'Expected Exit Date', 'Program Exit Date', 'Parent Notified', and 'Parent Declined'. A 'Comments' text area is below. A modification timestamp reads '- Modified by: Ellenbecker, Laura 03/26/2012 08:47'. The 'Census Information' section at the bottom has a note: '\*\*To update read only fields, please go to Census->People->Identities'. It lists 'Home Primary Language: CS: Czech' and 'First Entered US School: No Data Available'.

# LEP/ELL

- \* Ell Students who took the ACCESS test last year & tested Proficient were updated to “Exited LEP”.
- \* To “Exit LEP”, the student must have had a Composite score of 4.7, a Reading of 4.5, & a Writing of 4.1.
- \* If there are any students that you think were proficient but were not updated, please contact me at [teri.jung@state.sd.us](mailto:teri.jung@state.sd.us)

# Accountability

- \* All classifications from the 12-13 Accountability will remain the same for 13-14.
- \* No Achievement data for Reading and Math, except for the Colony Schools that are taking D-Step.
- \* CRT Reports will be available to run in IC for anyone who is taking the D-Step and the D-Step Alt.
- \* There will be no “feed back” reports for parents for the Smarter Balance.
- \* There will be a calculation done for Attendance Rate, Participation Rate, Graduation, and Completer Rate.

# DOE Contacts

- \* **Data Management –**
- \* [Judy.Merriman@state.sd.us](mailto:Judy.Merriman@state.sd.us)
- \* [Teri.Jung@state.sd.us](mailto:Teri.Jung@state.sd.us)
- \* [Jennifer.RattlingLeaf@state.sd.us](mailto:Jennifer.RattlingLeaf@state.sd.us)
- \* [Tom.Morth@state.sd.us](mailto:Tom.Morth@state.sd.us)
- \* [Randy.Hanson@state.sd.us](mailto:Randy.Hanson@state.sd.us)
- \* **Assessment and Accountability**
- \* [Abby.Javurek-Humig@state.sd.us](mailto:Abby.Javurek-Humig@state.sd.us)
- \* [Jan.Martin@state.sd.us](mailto:Jan.Martin@state.sd.us)
- \* **Title I –**
- \* [Shannon.Malone@state.sd.us](mailto:Shannon.Malone@state.sd.us)
- \* **LEP/ELL –**
- \* [Yutzil.Rodriguez@state.sd.us](mailto:Yutzil.Rodriguez@state.sd.us)
- \* **Special Education –**
- \* [Linda.Turner@state.sd.us](mailto:Linda.Turner@state.sd.us)