DOE – Data Management Office State Reporting User Groups

September 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	
Martin Sieverding (Menno)	Teri Jung		
Denise Cavigielli (Sioux Falls)	Tom Morth		
Chris Martian (Rapid City)	Linda Turner (SPED)		
Brenda Boyd (NE Ed Coop)			
Nancy Spoolman (Douglas)			

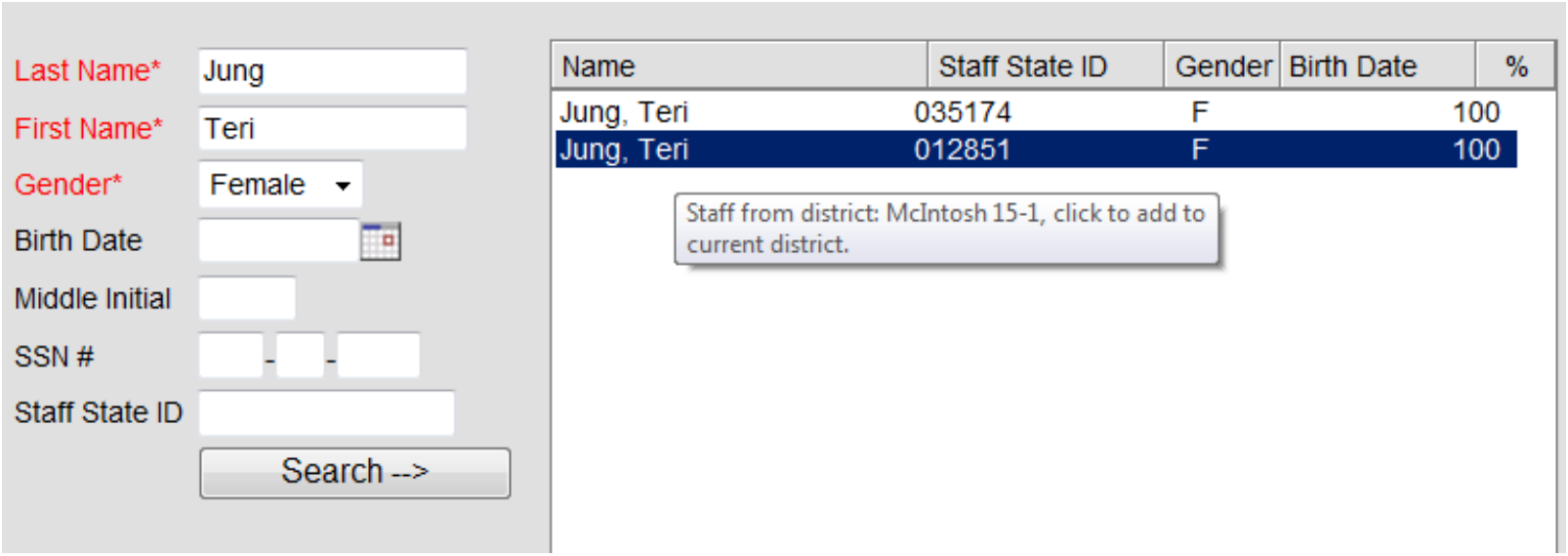
Certified Staff – Email Addresses & Birthdates

* As the SDDOE moves forward with their Statewide Longitudinal Data System (SLDS), and making a link for certified staff between different systems, it is important to address all relevant security concerns as they arise. In order to help maintain FERPA compliance the DOE is requesting that all public school districts populate the "email" field and birthdates for all certified staff members in Infinite Campus. To clarify, the Dept. would like to have the highest possible match rate to ensure that 1) we are identifying the right teacher for the right school and 2) teachers are seeing the children they serve in the classroom.
* To enter the email addresses and birthdates, you will enter that information on the Demographics tab.

State Staff ID Numbers

* With the start of the 12-13 school year, we will start cleaning up the multiple state staff ID numbers. By the end of the school year, we would like to have one state staff ID assigned to each certified teacher in South Dakota. In working with Infinite Campus, we have set a preference so when you enter a new teacher with the Staff Locator, you will be able to hover over the teachers name and identify that you have the correct teacher by the previous district that they were in.

Staff Locator



Why is it important to keep your student data updated in Infinite Campus?

* Fall Enrollment/State Aid-end of September
* Special Ed Child Count – December 1
* Federal Reporting through EdFacts, Consolidated State Performance Report (CSPR)
* Pre-ID labels for DStep, ACCESS Test, Dstep A
* Student Lists for Write to Learn, NAEP, etc.
* SD MyLife data is pulled every week
* Legislative Requests – Jan/Feb
* General data requests throughout the year
* PSAS – Public School Accountability System
* LEP and Immigrant data are used for calculating Title III funding

Review your District & School Contacts

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

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

Calendars

- Must have calendar for EVERY attendance center in your district including Home School and Pre-School
- All school calendars are due by the last Friday in August according to 24:17:03:08.

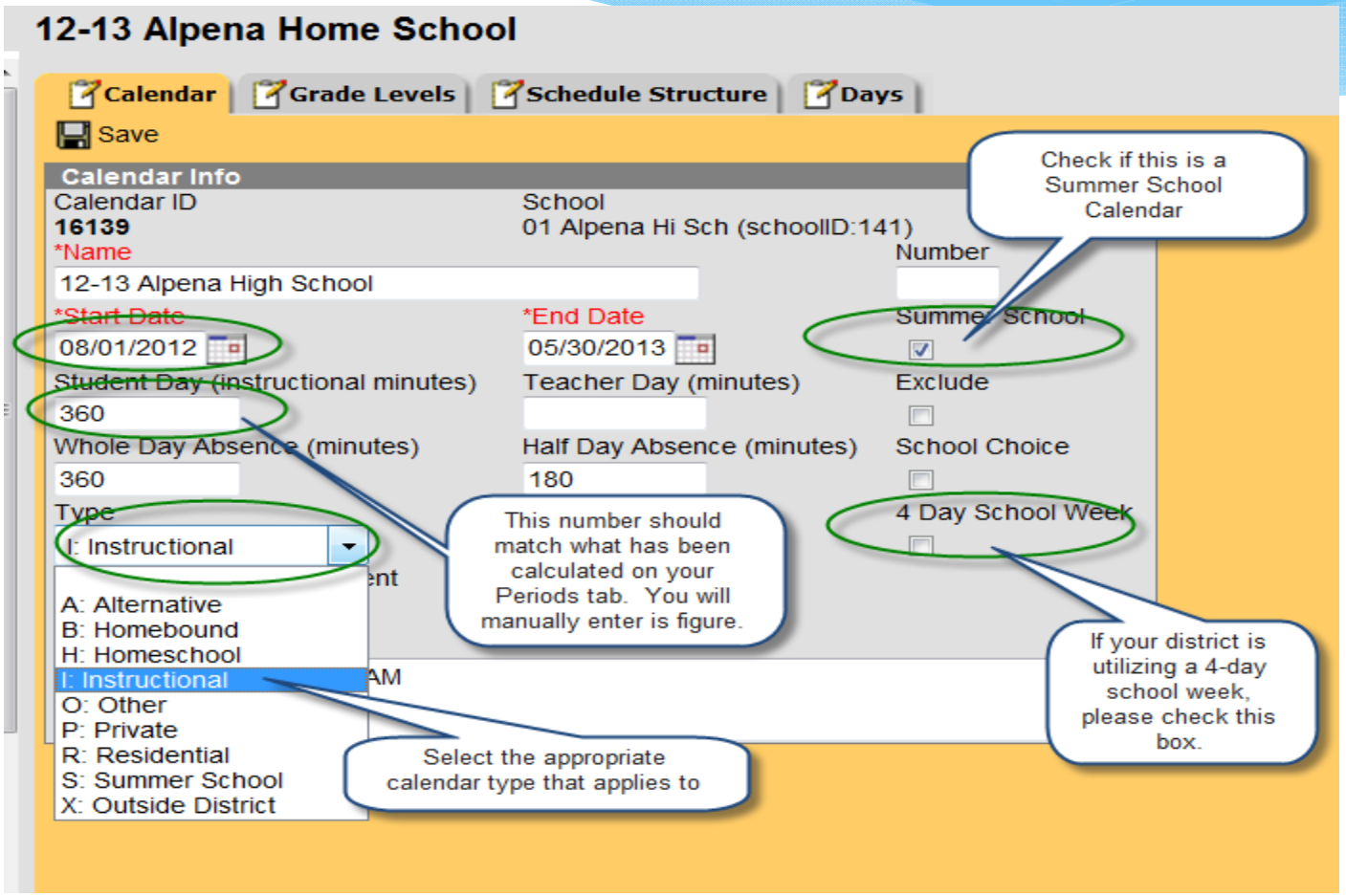
24:17:03:08. Requirement to submit calendar data. All school calendars are due by the last Friday in August. The minimum data reporting requirements for a school calendar are as follows:

- Start date of school year;
- End date of school year;
- Grade levels;
- School terms in quarters, semesters, or trimesters; and
- Periods
- Complete a Day Reset

- You can find additional information on how to create/modify a calendar on the Campus Community at https://community.infinitecampus.com/kb/display/DOC/Calendar+Wizard

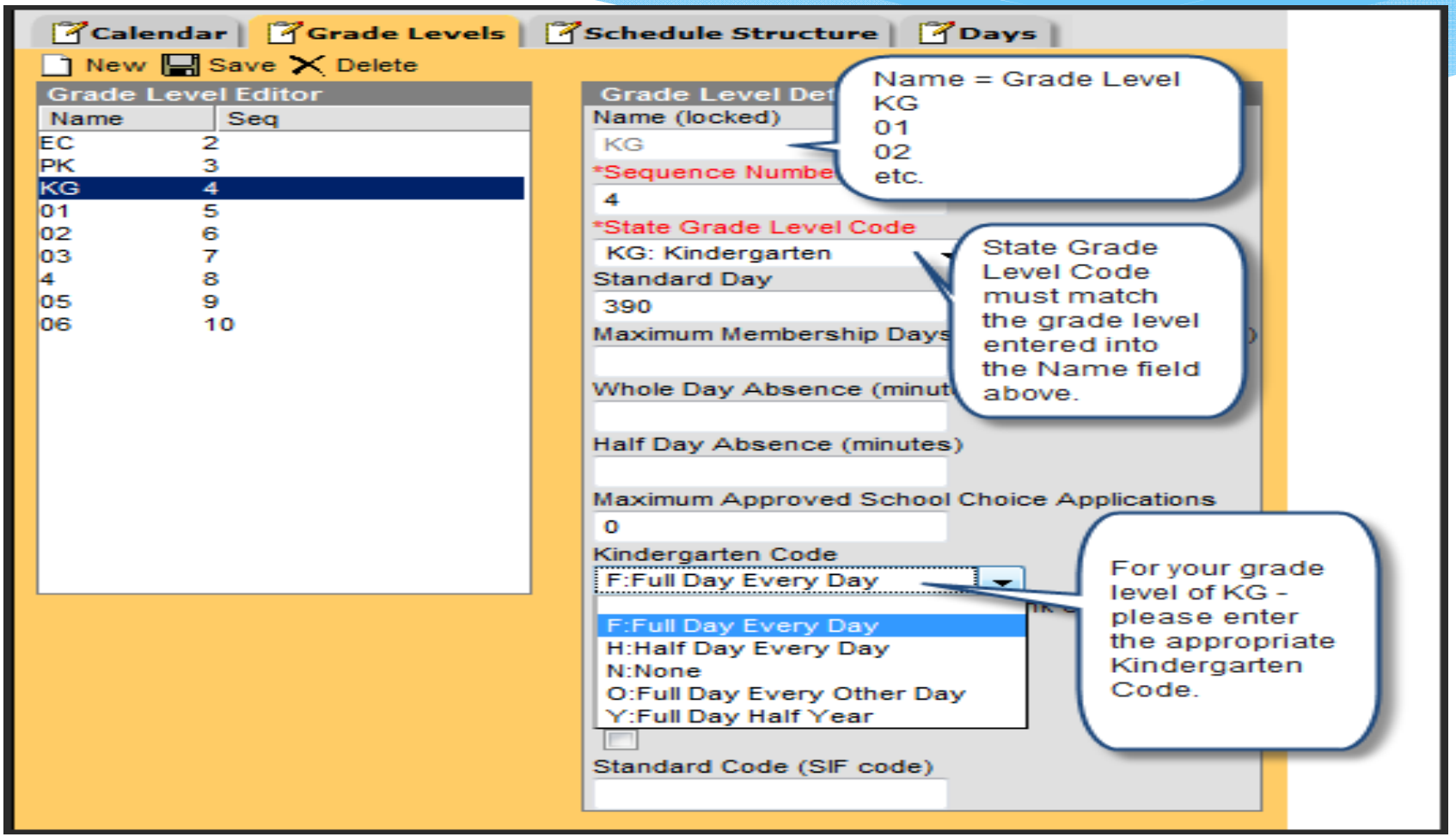
Calendars

Index>System Administration>Calendar>Calendar



Grade Level Tab

Index>System Administration>Calendar>Grade Level



Days Tab

Index>System Administration>Calendar>Days

Calendar | Grade Levels | Schedule Structure | Terms | Periods | Days | Overrides

Save Day/Day Events | Delete Day/Day Events | Day Reset | Print | Multi Day Event

<< **May 2013** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Event on this Day

Day Detail

Date: **05/22/2013**

Day #: **179**

Period Schedule: 1

School Day ☑ Instruction ☑ Attendance ☑

Start Time: | End Time: Duration: 0

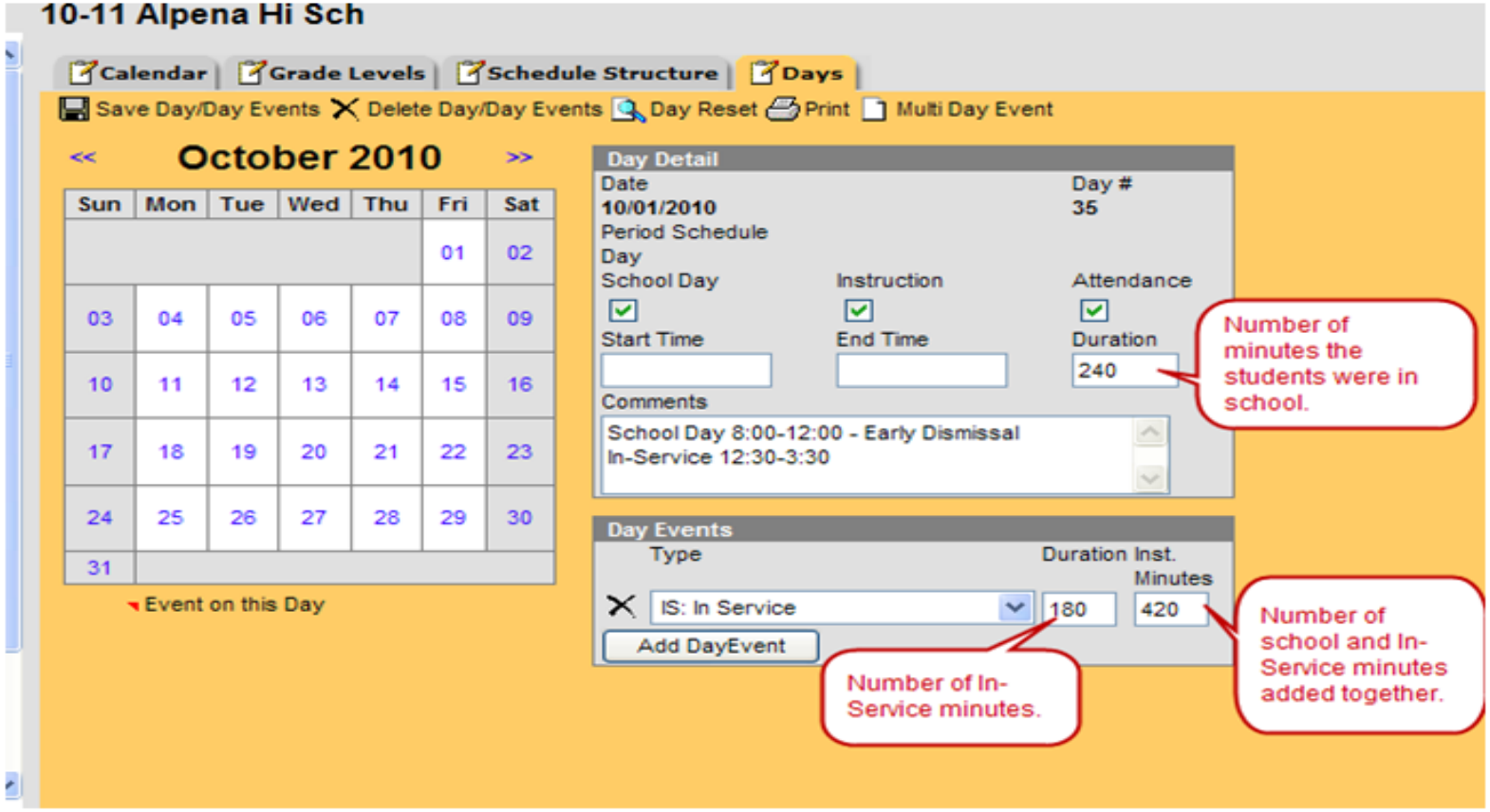
Comments: Last day of school

Day Events

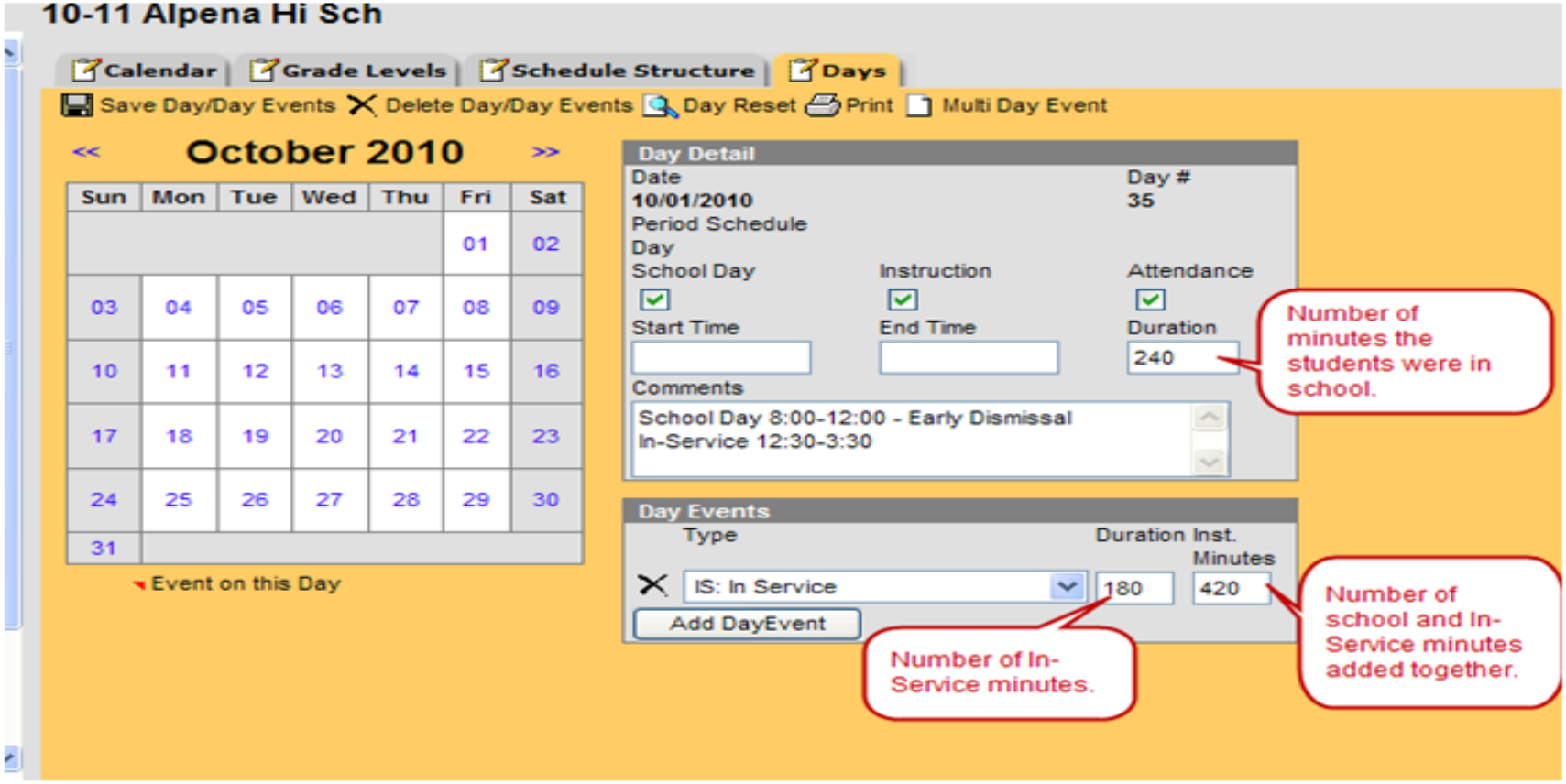
Type	Duration	Inst. Minutes
AD: Abbreviated Day	0	250

Add DayEvent

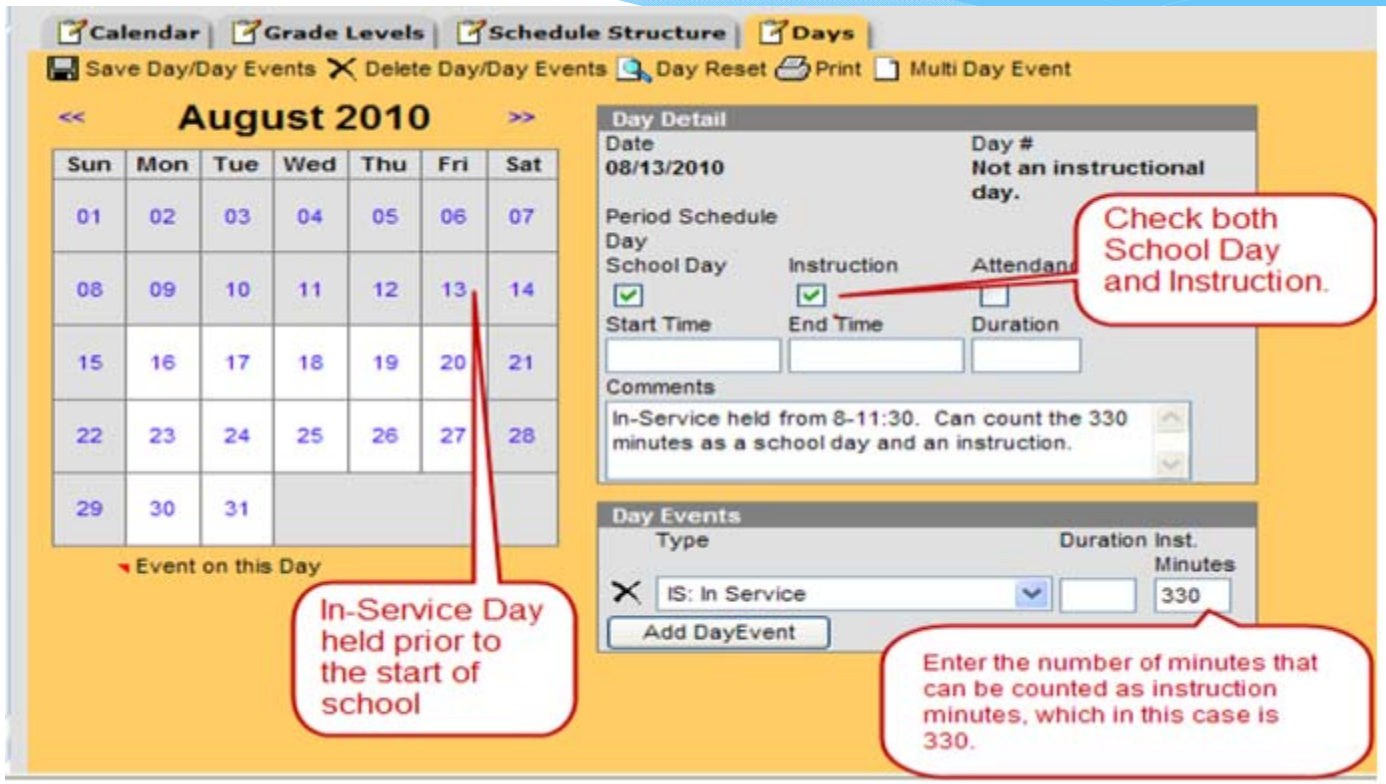
Recording of PTC's Minutes when Attendance is taken



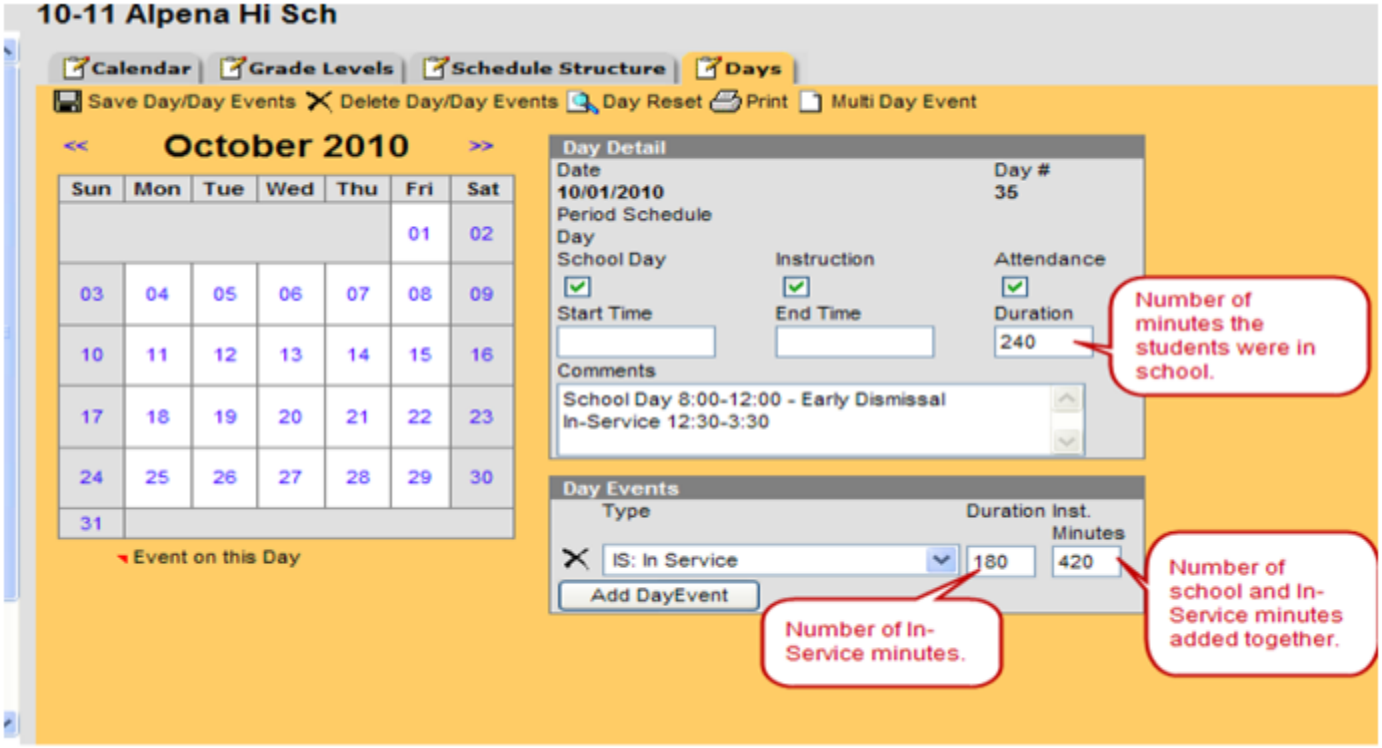
Recording PTC's Minutes on a Comp Day



In-Service Prior to School



Recording In-Service when Attendance is Taken



Student Enrollments

- For accurate State Aid and Fall Enrollment Counts, districts must enter enrollment records for **ALL** students including Home School students and Preschool students.

- **PK Students** – are those not yet enrolled in Kindergarten but who are enrolled in a preschool program. Students must be at least 3 years of age prior to September 1st to be considered a preschool student. Districts must enter PK as the grade in the grade level field.

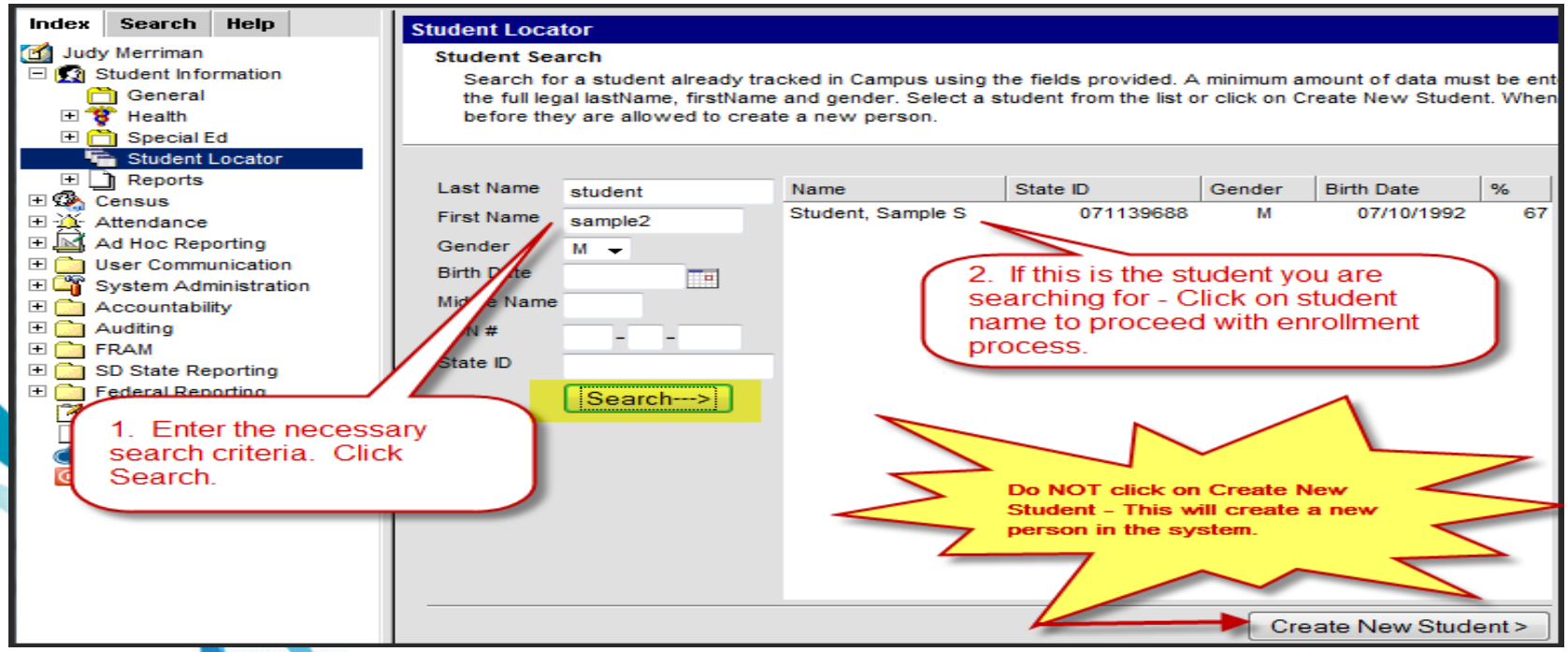
- **EC Students** – are those not enrolled in Preschool or Kindergarten but who are only receiving Special Education services from your district. Districts must enter EC as the grade in the grade level field.

NOTE Districts are required to take attendance for all preschool (PK) students. This is needed in order to calculate accurate Impact Aid funding. Attendance is not required for students receiving Special Education Services ONLY (EC).

Enrolling a Student

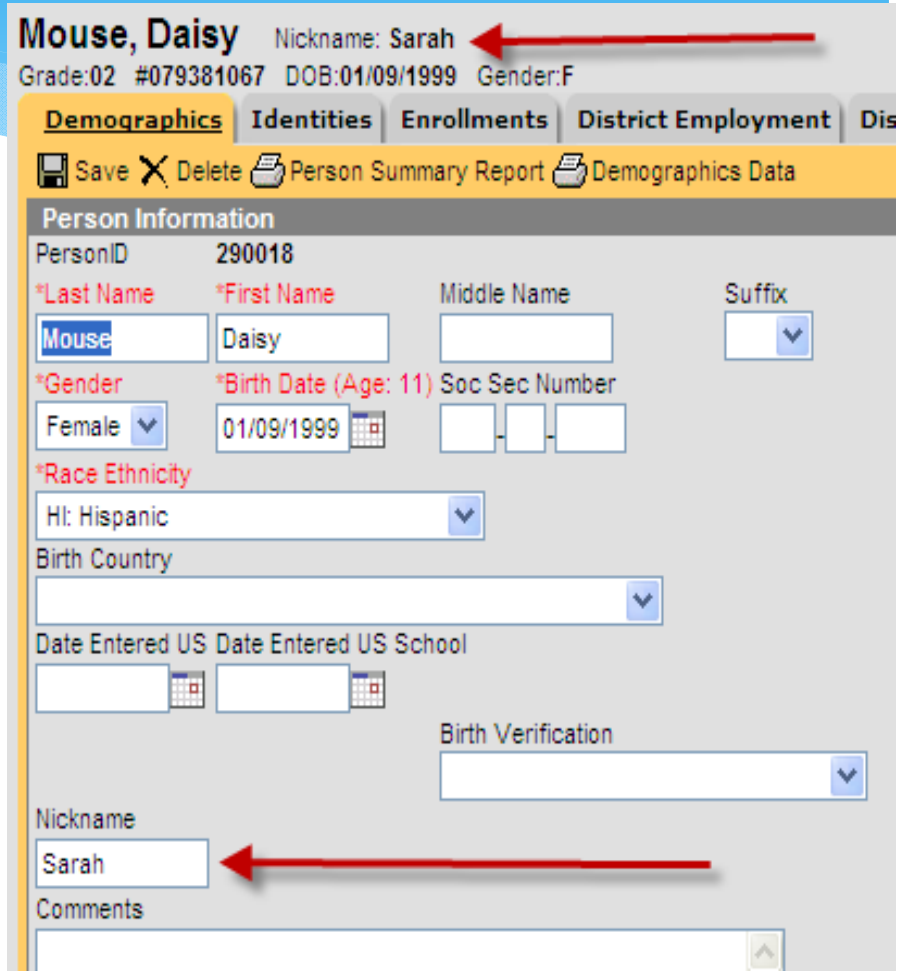
Index>Student Information>Student Locator

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



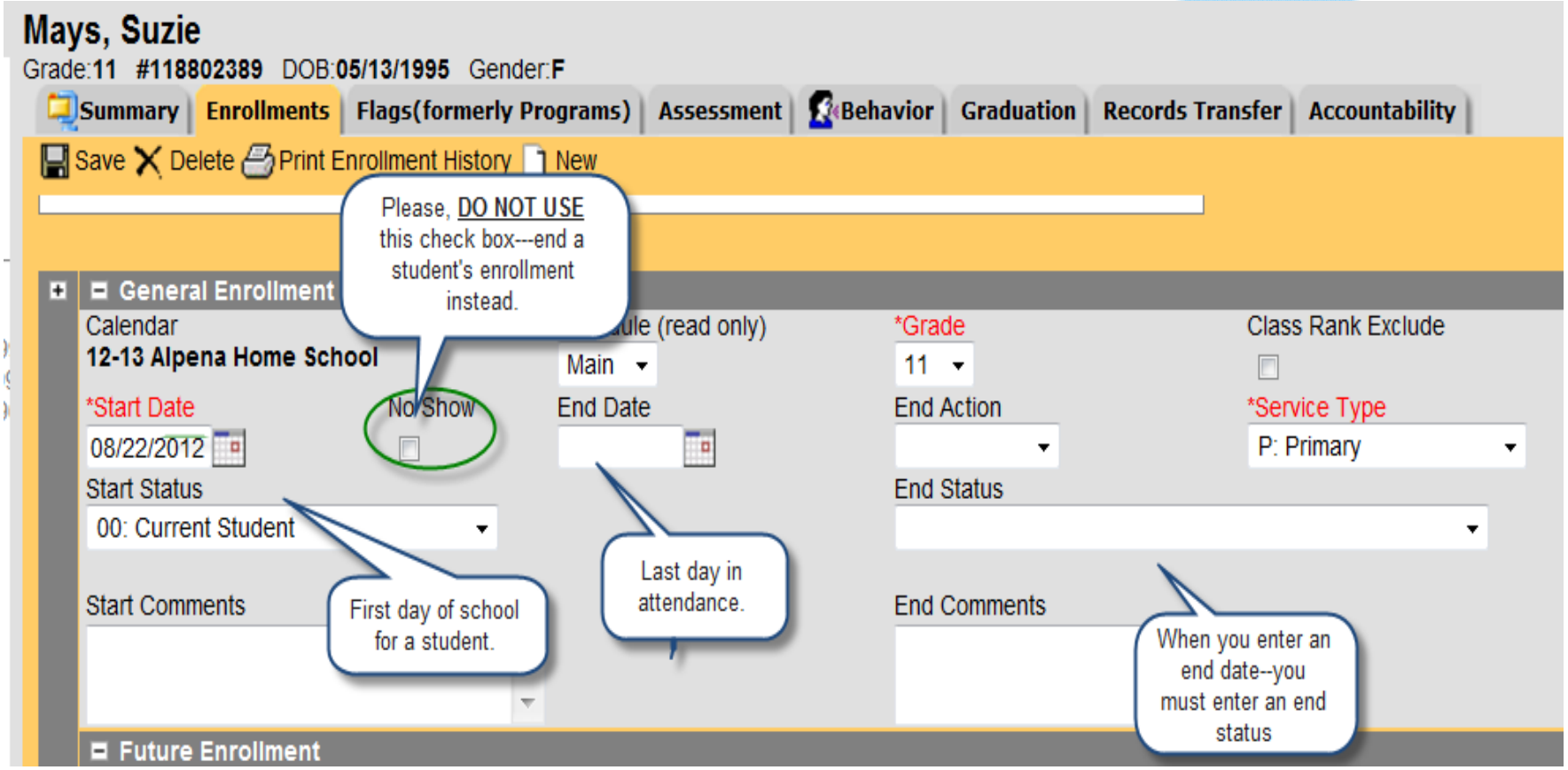
Student Names

* When entering student names, do not use parentheses, commas or periods. Do not put in Smith, Jr. or Thomas (Tom). If a student goes by another name, put it in the nickname field.

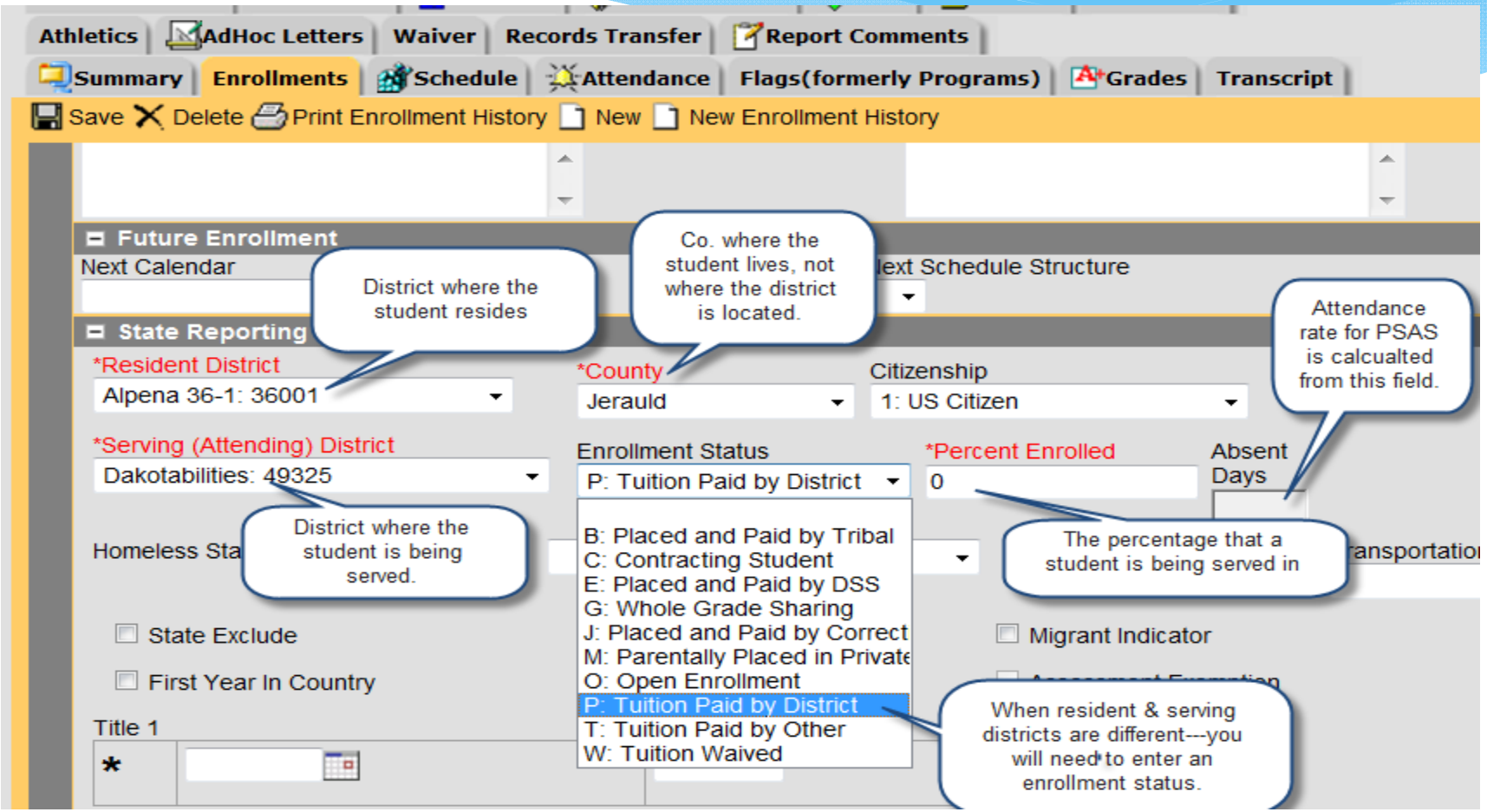


Enrollment Tab

Much of the data DOE needs in order to complete its state and federal reporting comes from the Enrollment Tab.



Enrollment Tab



Citizenship

Immigrant Student – "The term 'immigrant children and youth' 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."

Please contact Shannon Malone at 773-4698 in the Title III Office if you have any questions on whether a student is considered an immigrant.

Enrollment Status

B: Placed and Paid by Tribal Used by BIE schools.

C: Contracting Student

- Use if your district contracts students to an out-of-state educational program or your district receives students from a contracting district.

E: Placed and Paid by DSS

- Use when the student is placed by the Department of Social Services.
- If the student is a Foster Child placed with a family in your school district this Enrollment Status code **SHOULD NOT** be used. A Foster Child should be coded as any other resident student in your school district.

G: Whole Grade Sharing

- Refer to SDCL 13-15-31 (All school districts shall adopt the contract or agreement no later than February 1st of the school year proceeding the school year for which the agreement will take affect).

J: Placed and Paid by Corrections

- Use when the student is placed by the Department of Corrections (Most of these students will be at STAR Academy).

Enrollment Status

M: Parentally Placed in Private

- Use when the student is attending a private school.

O: Open Enrollment

- Use when a student lives in one South Dakota school district but chooses to attend another South Dakota school district.*
- Use for "cross-border" enrollments with North Dakota and Minnesota. **

P: Tuition Paid by District

- Use when the resident district is paying for the student's placement in another school district/facility.
- Use for an Iowa student enrolling in South Dakota.**

T: Tuition Paid by Other

- Use for students attending the School for the Deaf.
- Use for a South Dakota student enrolling in Iowa. **
- Use when no other code is appropriate.

W: Tuition Waived

- This code is used for students attending the School for the Blind.

A Change in Address for an Open Enrolled Student

If at any time during the school year, a student who is Open Enrolled has a change of address which results in a change in their resident district, the previous enrollment record must be ended and a new enrollment record established to correctly identify the student's current resident school district and correct county of residency. Having this information correct is important for proper payment of State and County Apportionment funding (both are based on the resident district and/or county rather than serving district).

SDCL 13-28-43 Open Enrollment

Open Enrollment may only take place prior to the last Friday in September during the 1st semester of any school year, and prior to the last Friday in January during the 2nd semester of any school year. If a school district approves an application for such a transfer after the deadline in the 1st semester, the transfer will occur at the start of the 2nd semester. The same applies for an application that is approved after the deadline in January, that transfer will occur at the start of the following school year.

Cross Border Enrollment Agreements

The South Dakota Department of Education has negotiated enrollment agreements with three bordering states: North Dakota, Minnesota and Iowa. Copies of these agreements can be found on the DOE website: http://doe.sd.gov/ofm/openenrl/crossborder/index.asp.

- Agreement with North Dakota and Minnesota are "Open Enrollment" type programs and allow students to choose cross border attendance.

MN or ND student enrolling in SD		SD student enrolling in MN or ND	
Resident district	99086	Resident district	25003
Attending district	25003	Attending district	99085 or 99086
Enrollment status	"O" open enrolled	Enrollment status	"O" open enrolled
% of day enrollment	100%	% of day enrollment	100%

Cross Border Enrollment Agreements

- Agreement with Iowa is not an "Open Enrollment" type program. This agreement sets 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.

IA student enrolling in SD		SD student enrolling in IA	
Resident district	99087	Resident district	61001
Attending district	61001	Attending district	99087
Enrollment status	"P" tuition paid by district	Enrollment status	"T" tuition paid by other
% of day enrollment	100%	% of day enrollment	100%

Overlapping Enrollments

Overlapping enrollments are permissible for up to 90 consecutive date according to South Dakota Administrative rule 24:17:03:05 if the student is dually enrolled at any of the entities included in the table on the next slide.

24:17:03:05. Exception to non duplicative dates requirement. 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 ninety-first 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 program.

Overlapping Enrollments Allowed

Short Term Group Care Facilities

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

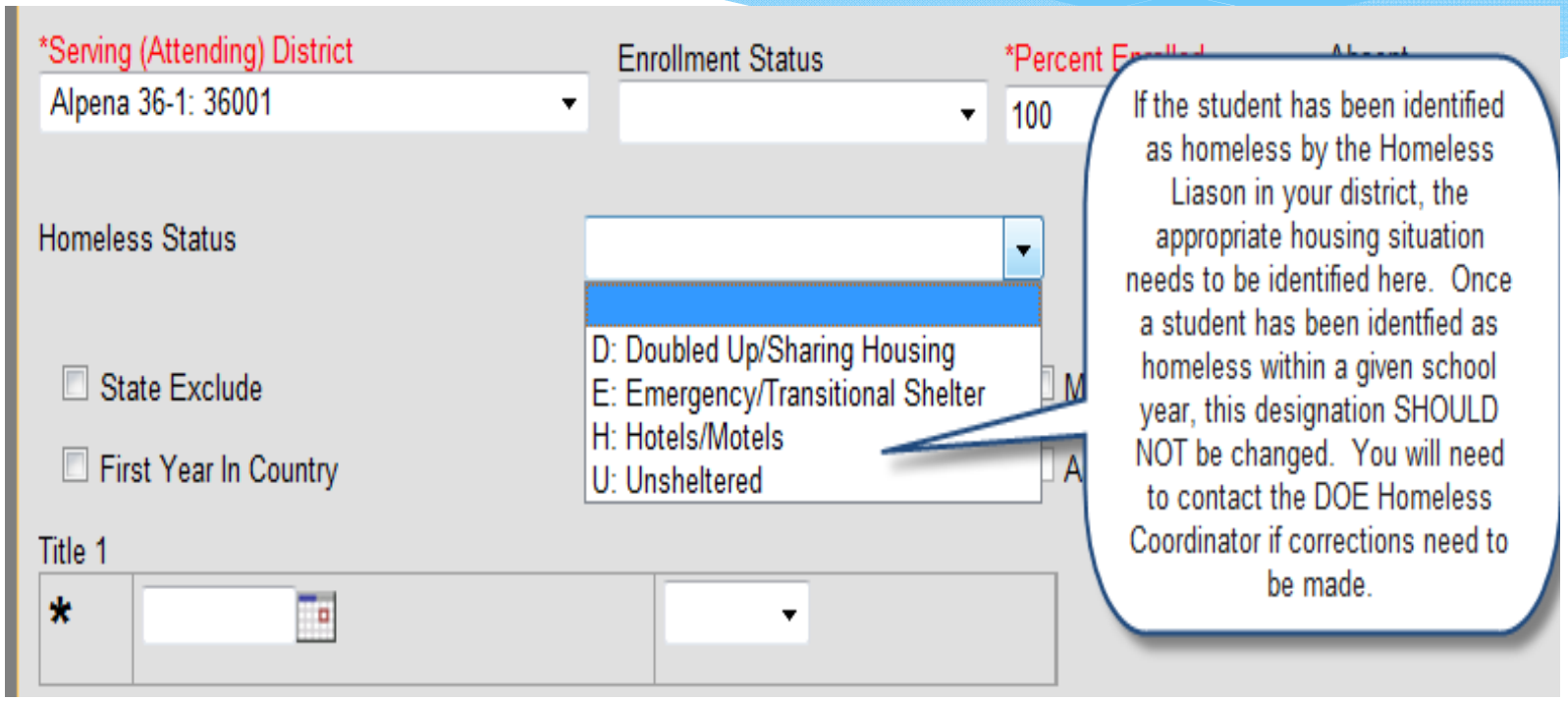
Overlapping Enrollments

Resident District – is to keep the student enrolled at 100% with the Service Type field marked as P: Primary. The resident district needs to track how long the student is placed at the Short Term Group Care or JDC facility and must drop the student at the resident district on the 91st consecutive school day if the student is still attending the Short Term Group Care or JDC facility.

Attending District – will create an enrollment record showing their district as both the Resident and the Serving/Attending district for the period in which the student is attending the Short Term Group Care or JDC facility. The Percent Enrolled field should be marked as 100% and the Service Type field should be marked as P: Primary.

- This will allow for State Aid to be paid to both the Resident and the Attending District if the student is dually enrolled in both districts on the last Friday in September.

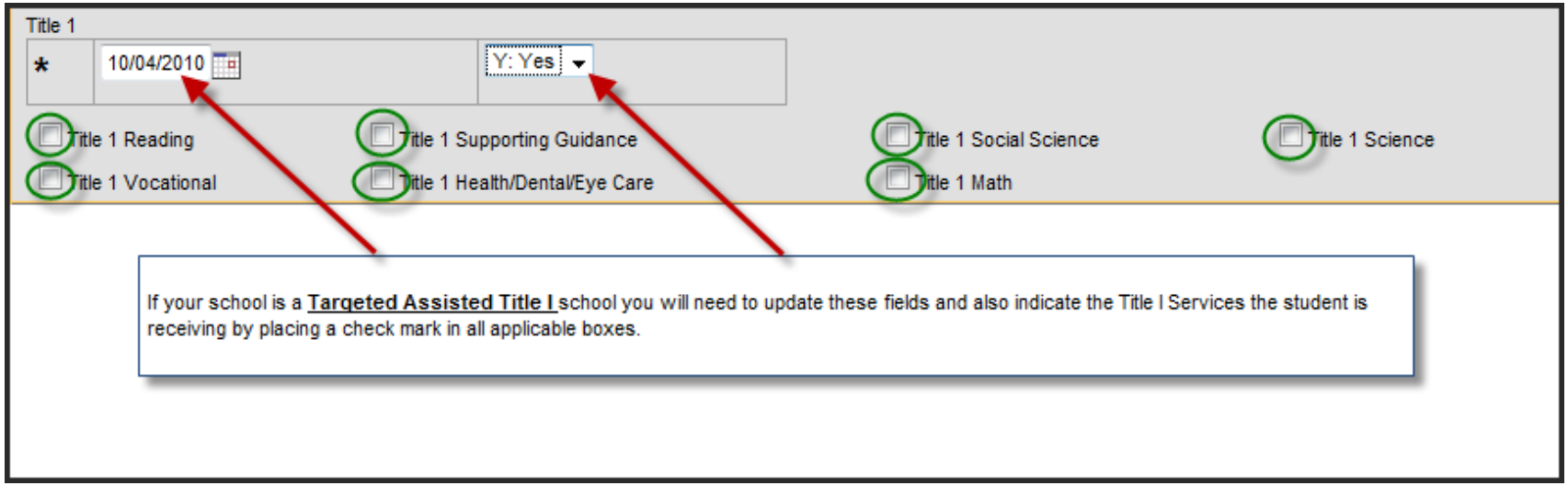
Enrollment Tab



Enrollment Tab

Title I - If your school is a School-Wide Title I school you do not need to update the Title I fields in Infinite Campus. The DOE will provide the list of School-Wide Title I schools to Infinite Campus and they will flag each student as receiving Title I services.

If your school is a Targeted Assisted Title I school, it is your responsibility to update the below fields on the Enrollment Tab for each of the students in your school who are receiving Title I services.



Requesting Records

* Once a student is enrolled, a Records Transfer Request form will display. Enter any comments and click Submit Request. A notice will be sent to the student's previous district.
* One of the important reasons for using the Records Transfer is that once the records are released to the requesting district, the date the student first entered the 9th grade will populate on the Grad Tab.

Graduation Tab

Grade:09 #112204133 DOB:06/19/1996 Gender:M

Summary | Enrollments | Programs | Assessment | Behavior | Graduation | Re

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

Enrollment Data: Alpena 36-1 (36001)

Graduation Detail: Alpena 36-1 (36001)

General Graduation Information

Diploma Date:	
Diploma Type:	
Diploma Period:	
Date First Entered the 9th Grade:	08/24/2011
NGA Cohort End Year:	2015
NCLB Cohort End Year:	2015
Post Grad Location:	
Post Grad Plans:	

Date First Entered 9th Grade

* 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 Enrollment History.

State Enrollment Verification Report

- System Administration>General>Reports>State Enrollment Verification Report
- 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

State Aid Fall Enrollment

- Students must be enrolled on Friday, September 28th (students exiting or failing to return to school by this date and student enrolling after this date will not be included),
- Student's enrollment for any percent of day will be included in this count (data is reported to the nearest hundredth decimal place),
- Enrollment in home school is not included,
- Students assigned out of district but for whom the district pays a tuition cost are included,
- Out of state students (except for open enrolled students from ND and 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, and
- Count is applicable to public school districts only

Fall Enrollment Census Count

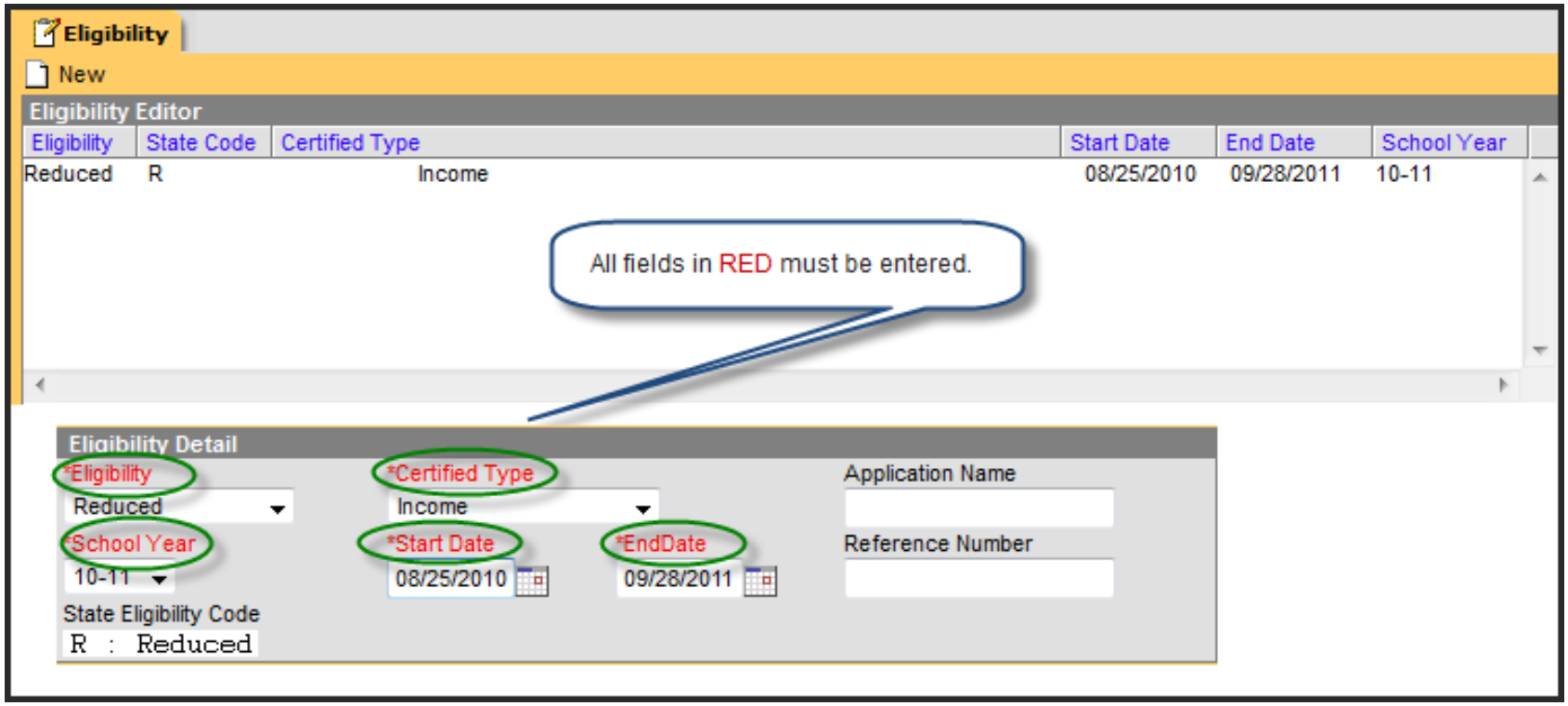
- Students must be enrolled on Friday, September 28th,
- Enrollments in home school are excluded,
- Students must be enrolled greater than 49% to be included,
- Open enrolled students are counted in the school in which they are enrolled and served,
- Out of state students enrolled in SD school are included in this count,
- Students are counted in the school in which they are enrolled,
- This count is reported in terms of whole numbers (no decimals)
- This count is applicable to all schools in the state (public, private, BIE)

FRAM

Free & Reduced Price Lunch

Index>FRAM>Eligibility

- Free/Reduced Meal status is now housed within FRAM on Infinite Campus.



FRAM
Free & Reduced Price Lunch
Index>FRAM>Eligibility

The Meal Status for all students needs to be entered by October 31st.

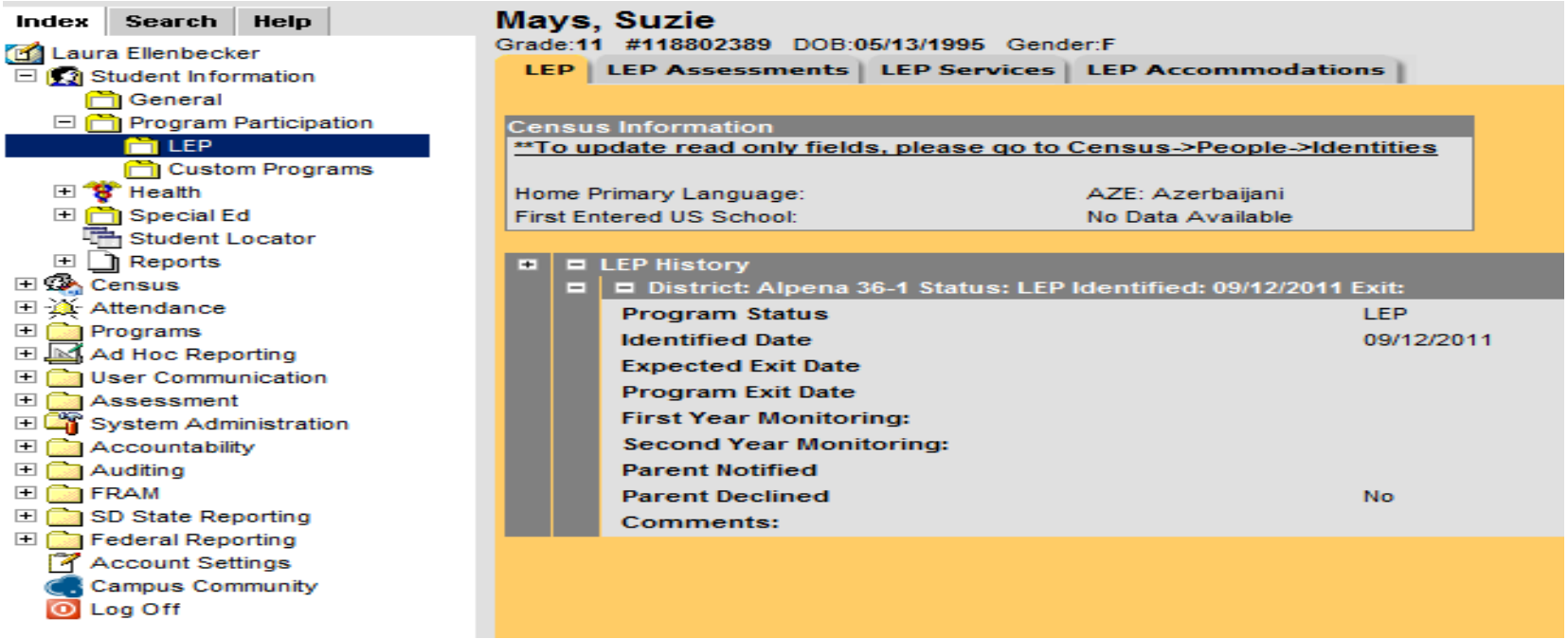
Eligibility for Free/Reduced Price Lunch are entered through one of the following methods:

- **Manually Entered Eligibilities** – New eligibility records can be created manually on the Eligibility tool. This method is most often used when a district does not use the FRAM (Application Wizard)
- **Updated/Imported Eligibilities –** Existing student eligibilities can be imported to the Eligibility tool through use of the Eligibility Import Wizard. The Eligibility Import Wizard may have been used to upload direct certification files received from the state.
- **Auto-Populated Eligibilities –** When a FRAM application is processed through the (Application Wizard), the resulting eligibility will be directly populated from the wizard to the Eligibility tool. These records will display as read-only information that cannot be modified or deleted.

Additional information on how to enter your Free/Reduced Price Lunch information into Infinite Campus can be found on the Campus Community.

LEP/ELL

* LEP information in Infinite Campus is now found under Index>Student Information>Program Participation>LEP



LEP/ELL

* **Home Primary Language** and **Date Entered US School fields** are populated on the student's **Identities tab.**

Index | Search | Help

- Laura Ellenbecker
- Student Information
- Census
  - My Data
  - Staff Request Processor
  - People
  - Staff Locator
  - Tools
- Attendance
- Programs
- Ad Hoc Reporting
- User Communication
- Assessment
- System Administration
- Accountability
- Auditing
- FRAM
- SD State Reporting
- Federal Reporting
- Account Settings
- Campus Community
- Log Off

Mays, Suzie

Grade:11 #118802389 DOB:05/13/1995 Gender:F

Demographics | Identities | Enrollments | District Employment | District Assignments | Contacts | Credenti

Save | New

Identities Editor

Identity	Current	Effective Date	Birth Date	District
Mays , Suzie	X	08/22/2011	05/13/1995	Alpena 36-1

Identity Information

PersonID 368190

*Last Name: Mays
*First Name: Suzie
Middle Name:
Suffix:

*Gender: Female
*Birth Date (Age: 17): 05/13/1995
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: 01:Parent Identified

Birth Country:

Date Entered US:
Date Entered US School:
Date Entered State School:
Birth Verification:

Home Primary Language: AZE: Azerbaijani

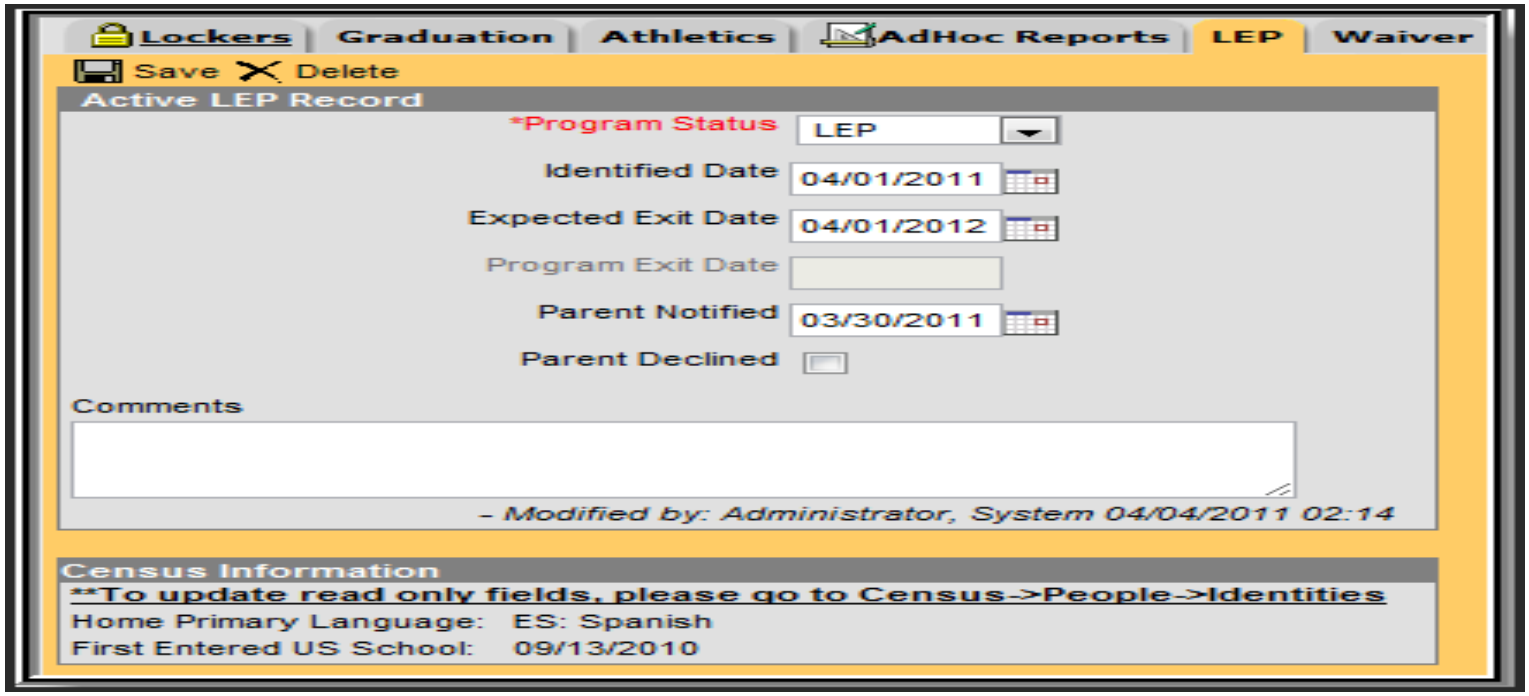
Nickname:
*Effective Date: 08/22/2011

LEP/ELL

* You must first complete the **Home Primary Language** before entering the LEP information on the LEP tab.
* Only the Home Primary Language field is required in order to create an LEP record. The **Date Entered US School** is used to determine if an LEP student is First Year in Country. You do not need to complete the other fields like Birth Country.

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.

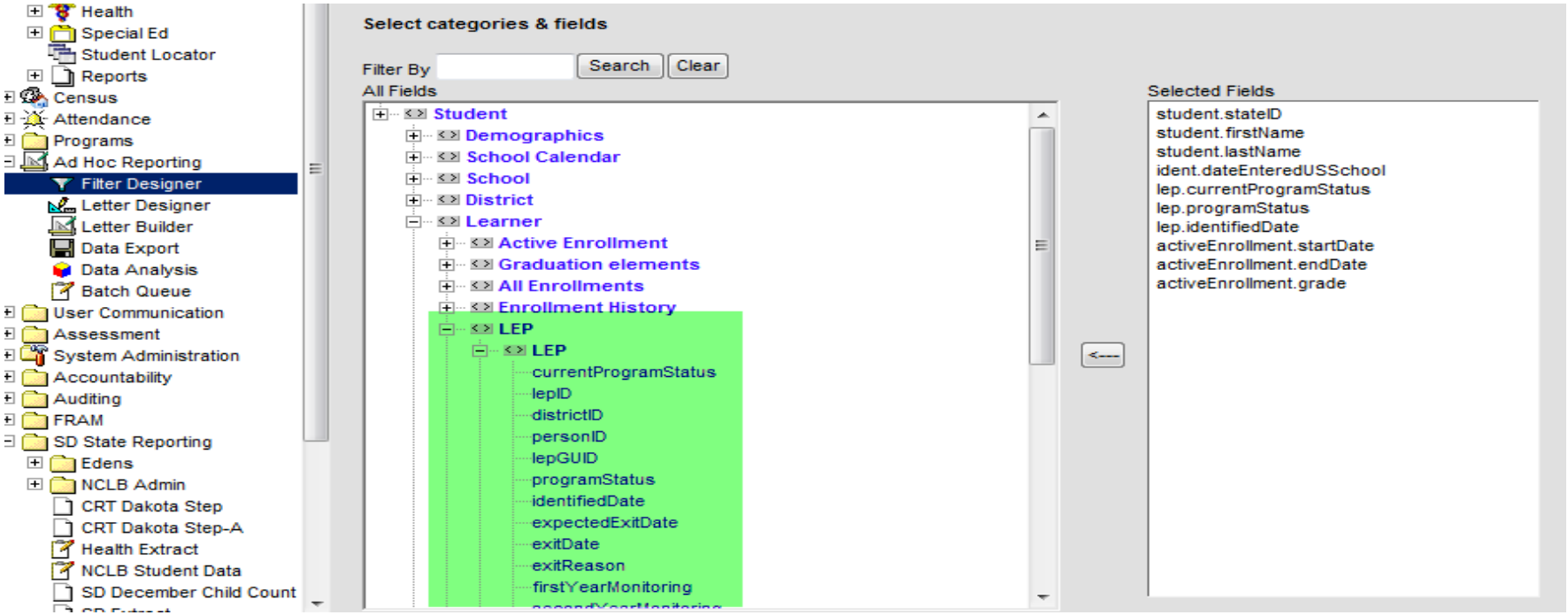


LEP/ELL

* ELL students who took the ACCESS test last year and tested Proficient were recently updated to “Exited LEP”.
* To “Exit LEP”, the student must have had a Composite score of 4.8 AND Reading and Writing scores of 4.0.
* If there are any students that you think were proficient but were not updated, please contact me.

LEP/ELL and Ad Hoc

* To pull an adhoc report of your ELL students, use the fields under Learner>LEP
* Home Primary Language is under Demographics



Special Education Child Count

Child Count

* 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.

Child Count

* The Department of Education will send a Child Count report to each school district on or around the 2nd week of December. Once the district has verified that all of the student information on the Child Count report is correct, the DOE will send a Child Count signoff sheet that **must** be signed and returned to the DOE by the middle of January (ARSD 24:05:17:09).

Demographic Information

* The first few columns contain demographic information. It's important to verify this information because it is used for various reports, including disproportionality.

DE

state ID	student Name	Gender	Race	DOB	AGE	grade
Alpena 36-1						
074105600	Duck, Donald	F	WH	03/07/1987	20	10
071139688	Student, Sample	M	WH	07/10/1992	15	10
055490523	Williams, Chili	M	WH	10/19/1986	21	12

Total Student Count: 3

Specific Special Ed Information

* The next columns contain the special education information for each student. These are the fields that are used to determine the Special Education State Aid for your District.

DECEMBER CHILD COUNT

DECEMBER 1, 2007

Race	DOB	AGE	grade	Flagged	setting	OT	PT	PS	CS	SW	AS	RS	HS	SP	TS	AT	Other	OR	Status	Dis.	School
WH	03/07/1987	20	10	0	0120				0.25					0.5	Y				A	530	Alpena Hi Sch
WH	07/10/1992	15	10	0	0100														A	510	Alpena Hi Sch
WH	10/19/1986	21	12	0	0100									1	Y	Y			A	550	Alpena Hi Sch

Component Levels for Special Ed State Aid

Funding amounts are defined in codified law 13-37-35.1

Level for disability funding calculation	Disability
Level 1	Specific Learning Disabled, Speech/Language Impairment, Other Health Impaired, and Developmentally Delayed
Level 2	Emotional Disturbance, and Cognitive Disability
Level 3	Deaf/Blind, Hearing Impairments, Orthopedic Impairments, Visually Impaired, Deafness, and Traumatic Brain Injury
Level 4	Autism
Level 5	Multiple Disabilities (must include 2 or more level 2 or 3 disabilities, not including Deaf/Blind)

Things to check if a student doesn't show up on your child count report

* Make sure the student has an active special ed record on December 1st. Sometimes if there is a change in IEP, the old record gets ended but a new record does not get put in.
* The special ed fields may not have rolled over from the previous year. You will need to re-enter the information into this year's enrollment record.

Things to check if a student doesn't show up on your report

* Any student under the age of 3 or over the age of 21 will not be on the report.
  * Birth date errors are common. If you need to change the birth date, you will need to go into the **Identities or Demographics** tabs to make the change.

* If the student is an out of district placement but they are not on your report, you will need to check with the facility or district they are attending to make sure they are entered into Infinite Campus correctly.

What is the "Flagged" Column?

* If there is a "1" in this column on your report, that means there is a problem with the setting code in the next column of the Child Count report. The setting code is the Special Ed Category in the enrollment record.

DECEMBER CHILD

DECEMBER 1, 20(

tate ID	tudent Name	Gender	Race	DOB	AGE	grade	Flagged	etting
Alpena 36-1								
074105600	Duck, Donald	F	AH	03/07/1987	20	10	1	0315
071139688	Student, Sample	M	AH	07/10/1992	15	10	[illegible]	0100
055490523	Williams, Chili	M	AH	10/19/1986	21	12	0	

Total Student Count: 3

Problem!!

Child Count (cont.)

Special Ed Category

0100: General Class with Modifications 80-100%
0110: Resource Room 40-79%
0120: Self-Contained Classroom 0-39%
0130: Separate Day School
0140: Residential Facility
0150: Home/Hospital
0310: EC 10 hrs +, services in EC
0315: EC 10 hrs +, services in other location
0325: EC less than 10 hrs, services in EC
0330: EC less than 10 hrs, services in other location
0335: Separate Class
0345: Separate School
0355: Residential Facility
0365: Home
0375: Service Provider Location

If the student is ages 6-21 years old you must use the 0100 categories.

If the student is ages 3-5 years old you must use the 0300 categories, <u>even if the student is in Kindergarten.</u>

Child Count

On the Enrollment Tab , the following Special Ed Fields must be completed.

The Special Ed Program, Special Ed Category and Primary Disability fields must be completed.

The Effective Date must be prior to December 1 and the end date must be blank or after December 1.

If the Primary Disability is 530: Multiple Disabilities, you must also complete the Multiple Disability 1 and Multiple Disability 2 fields.

Special Ed Fields

Effective Date	Special Ed Program	Special Ed Category
09/11/2009	F: Residential Program	0140: Residential Facility
	Primary Disability: 530: Multiple Disabilities	Multiple Disability 1: 510: Cognitive Disability
	Multiple Disability 2: 535: Orthopedic Impairment	Multiple Disability 3:
	Multiple Disability 4:	Multiple Disability 5:
End Date	Exit Code	

* Effective Date	Special Ed Program	Special Ed Category
03/11/2010		
	Primary Disability	Multiple Disability 1
	Multiple Disability 2	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5
End Date	Exit Code	

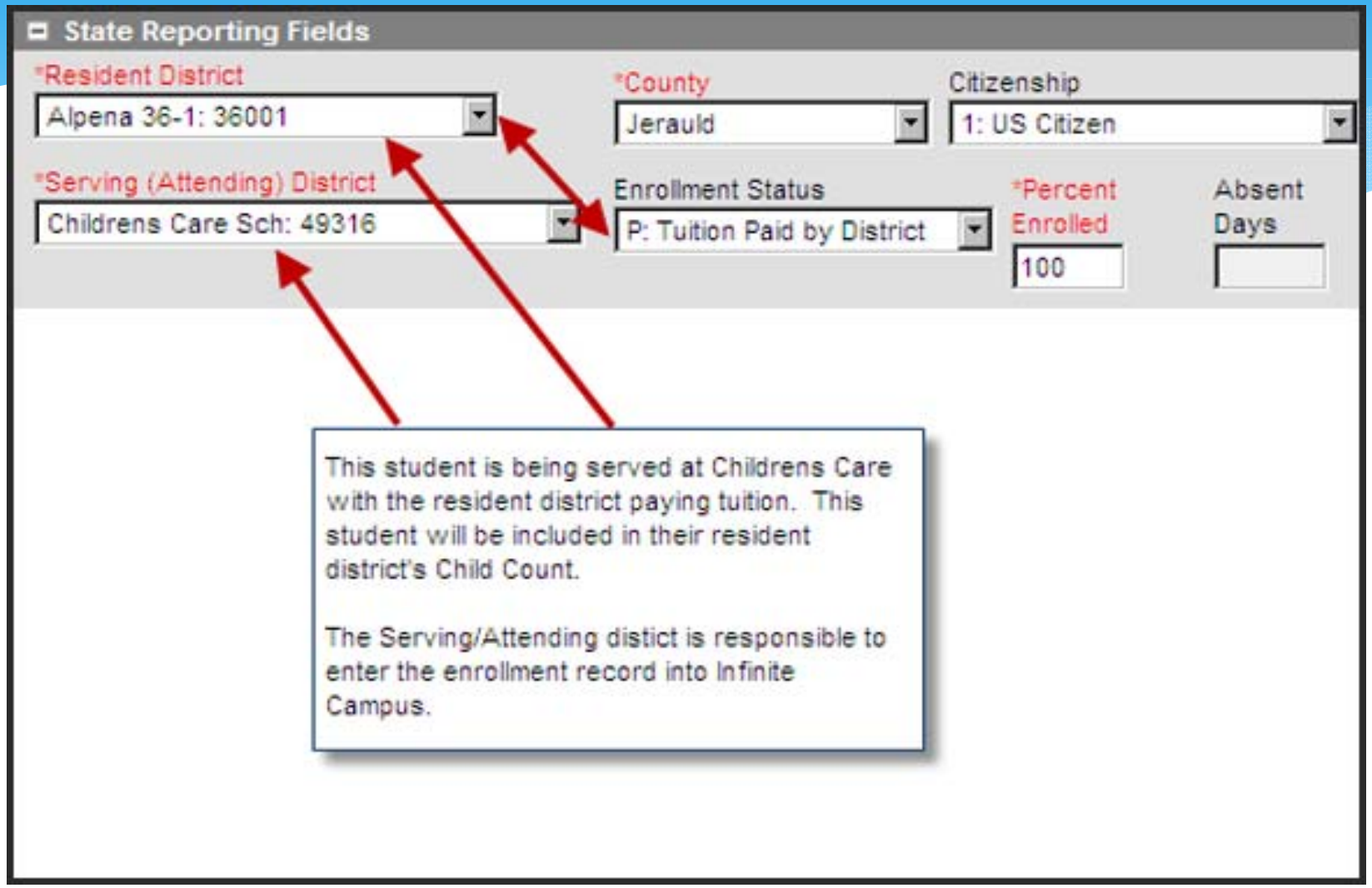
Physical Therapy Hours	Recreational Therapy Hours	Audiological Services Hours
Occupational Therapy Hours	Speech/Language Therapy Hours	School Health Services Hours
Psychological Therapy Hours	Orientation Mobility Hours	Counseling Services Hours
Social Work Service Hours	Other Service Hours	☐ Significant Cognitive Disabilities
Transportation	Assistive Technology	

Child Count

Out of District Placements for Students with Disabilities

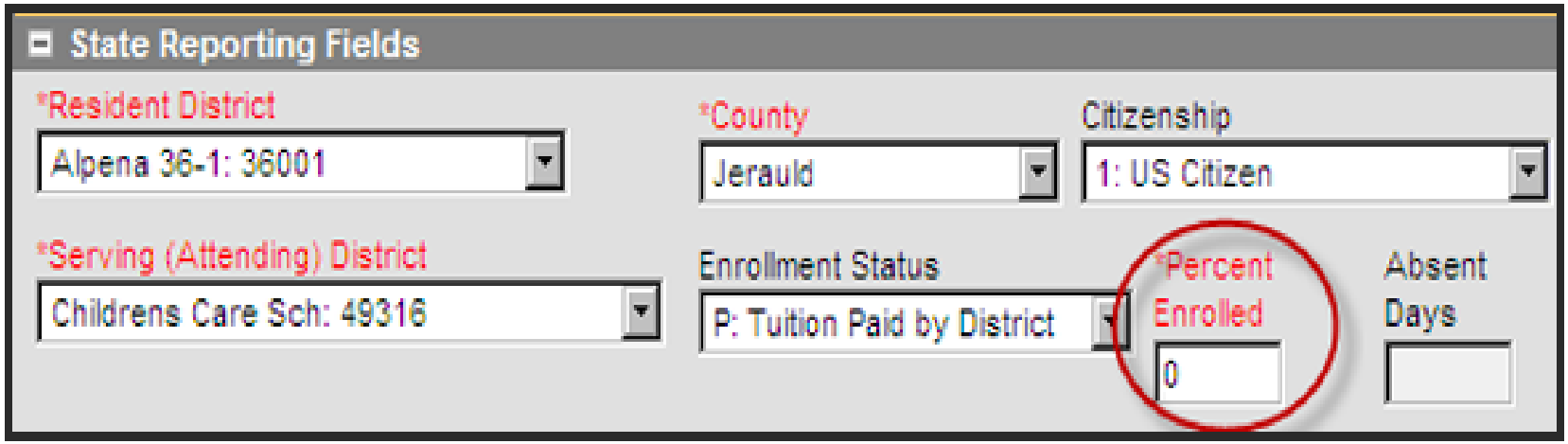
* If a student with disabilities is placed out of their home district, the district in which they are actually placed and attending must enter an enrollment record for the student into Infinite Campus.
* If your district is paying for the placement of a student with disabilities in another district, the Enrollment Status field should be P: Tuition Paid by District or C: Contracting Student in order for the student to be included in the resident district's Child Count.
* If the student attends your district 25% of the time and Children's Care 75%, the student will show up twice on your Child Count. If this is a true reflection of their enrollment, call and we'll manually remove one record from your Child Count.

Child Count

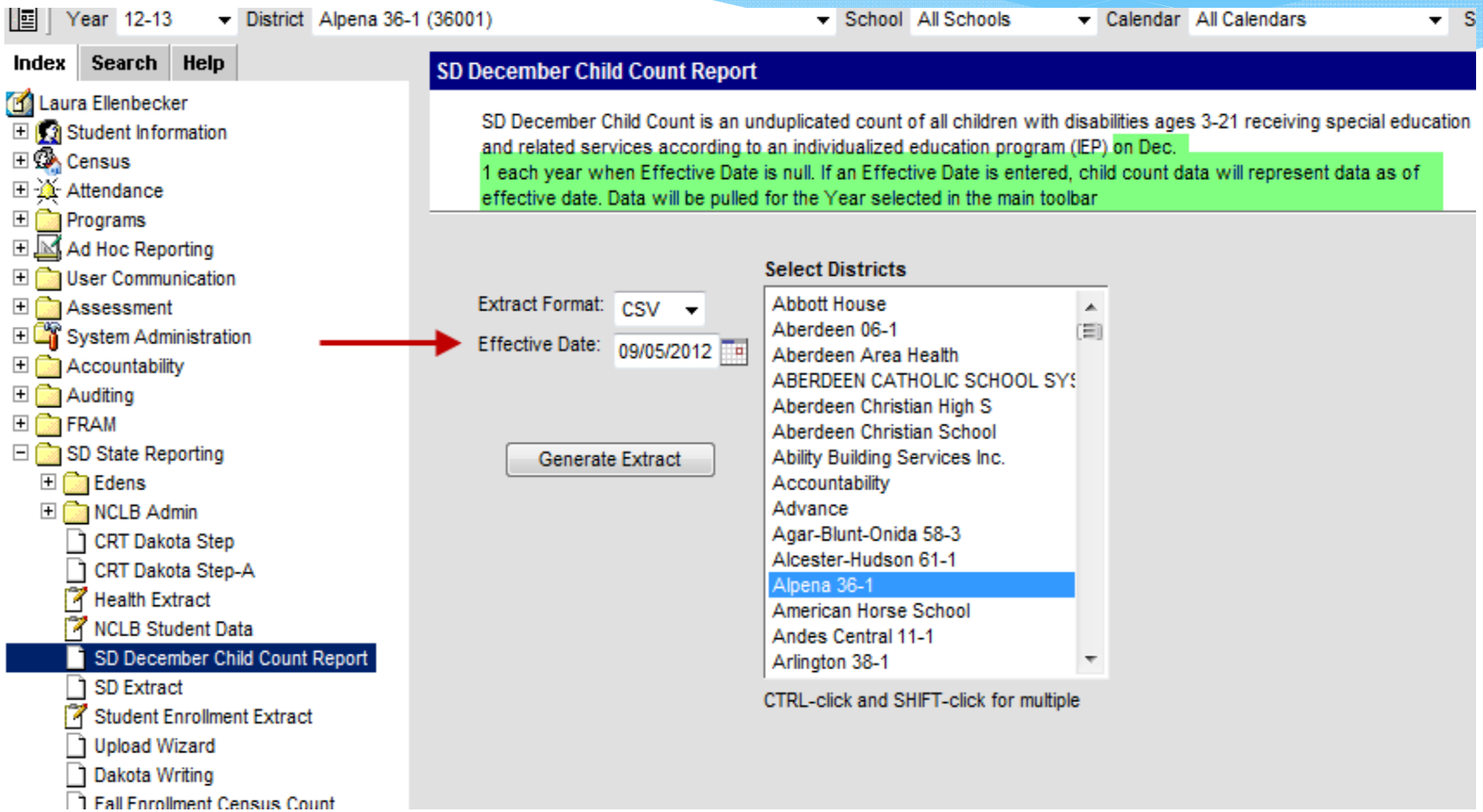

State Reporting Fields
*Resident District
Alpena 36-1: 36001
*County
Jerauld
Citizenship
1: US Citizen
*Serving (Attending) District
Childrens Care Sch: 49316
Enrollment Status
P: Tuition Paid by District
*Percent Enrolled
100
Absent Days
This student is being served at Childrens Care with the resident district paying tuition. This student will be included in their resident district's Child Count.
The Serving/Attending distict is responsible to enter the enrollment record into Infinite Campus.

Child Count (cont.)

The resident district can also have an enrollment record in Infinite Campus in order to track the student but the Percent Enrolled field should be updated to 0 (zero) as shown below.



Child Count Report in Infinite Campus



Child Count Report in Infinite Campus

* Notice the Effective Date, this report will list students that are marked Special Ed as of 9/5/12.

09/07/2012 09:26:01 AM
Page 1 of 3

CHILD COUNT
09/05/2012

State ID	Student Name	Gender	Race	DOB	Age	Grade	Flagged	Category	OT	PT	PS	CS	SW	AS	RS	HS	SP	TS	AT	Other	OR	Prog	Dis.	School #

Alpena 36-1 (Alpena Elem)

083458231	sample2, student	M	TR	01/12/2002	10	05	0	0140														F	530	02
Multiple Disability: 565,535																								

Child Count Signoff Sheet

December 2011 Child Count Totals by Category and Disability

Alpena 36-1

Placement Code	500	505	510	515	525	530	535	540	545	550	555	560	565	570	
Placement Category	Deaf Blind	Emot. Dist.	Cog. Dis.	Hearing Imp.	Spec. Learn	Multi Dis.	Orth. Impair.	Visual Loss	Deaf	Speech Lang.	Other Health	Autism	Traum Brain Inj.	Dev. Delay	**Total**
0100 - General Class with Modifications 80-100%	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
0110 - Resource Room 40-79%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0120 - Self-Contained Classroom 0-39%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0130 - Separate Day School	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0140 - Residential Facility	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
0150 - Home/Hospital	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0310 - EC 10 hrs +, services in EC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0315 - EC 10 hrs +, services in other location	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
0325 - EC less than 10 hrs, services in EC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0330 - EC less than 10 hrs, services in other location	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0335 - Separate Class	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0345 - Separate School	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0355 - Residential Facility	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0365 - Home	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0375 - Service Provider Location	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**3**

The numbers include out of district placements. Any corrections to the data MUST be made at the individual student level in Infinite Campus and a new report will need to be run. Please contact Laura Ellenbecker at 605-773-4727 or Laura.Ellenbecker@state.sd.us if you have any changes or questions.

____ I declare and affirm that the child count report by our district as of December 1, 2011 is accurate and correct according to federal and state regulations and as referred to in ARSD, Chapter 24:05:17.

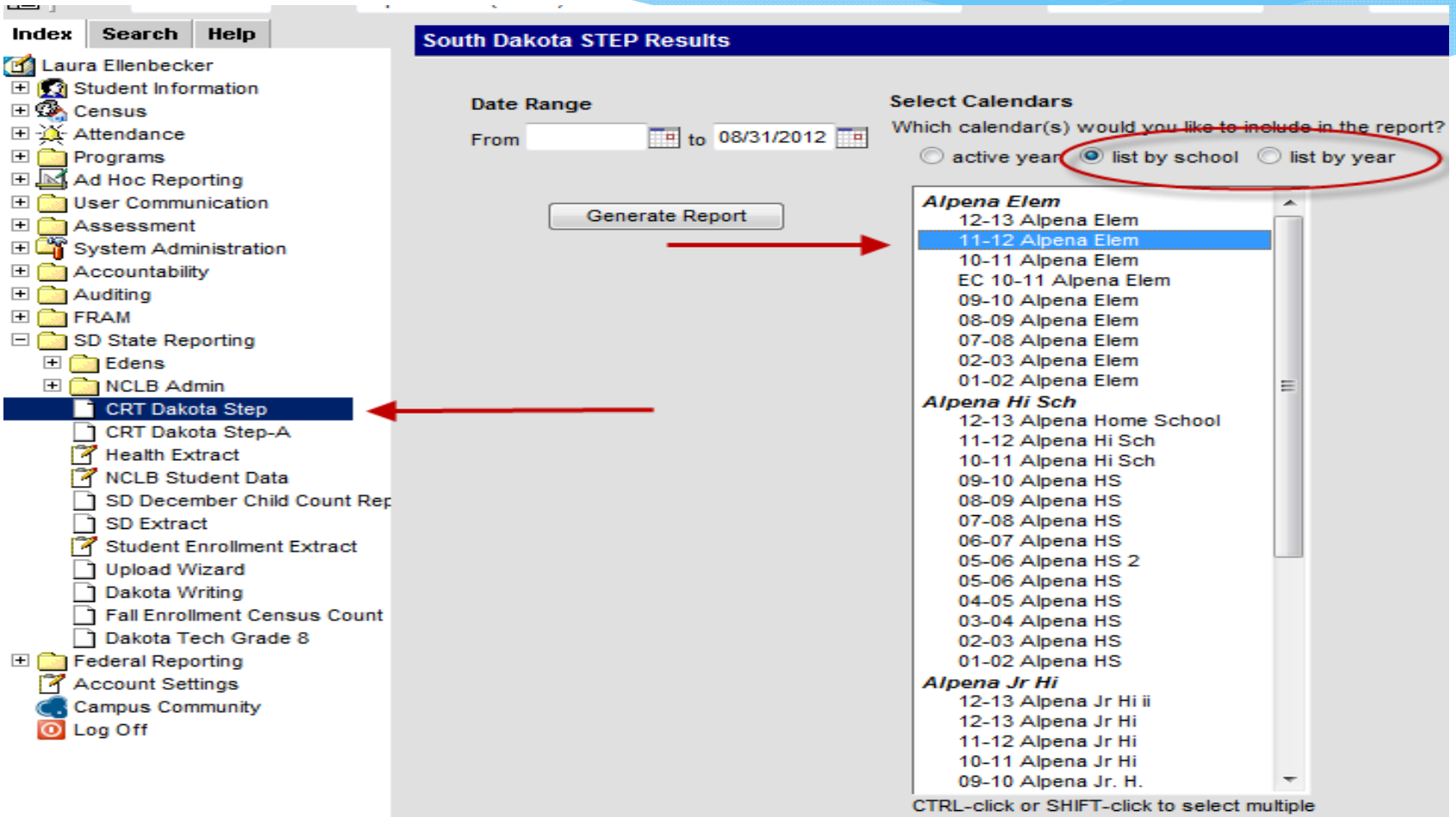
_____ _____

School Superintendent/CEO/Special Education Director Signature Date Signed

How to Pull Dstep Parent Reports From Infinite Campus

* Parent Reports are under Index>SD State Reporting>CRT Dakota Step or CRT Dakota Step A
* Under Select Calendars choose either “list by school” or “list by year”
* Choose the school that you want to run reports for and click Generate Report

Parent Reports in Infinite Campus



Pre-ID Label Student Data

* Pre-ID Label information will be pulled from Infinite Campus on the following dates:
* ACCESS – November 26th
* D-Step Alt – December 3rd
* **D-Step – January 15th**

Please try to have all of your student's updated in Infinite Campus prior to these dates

Other Student Data Files

* A Student Data File for SD MyLife is pulled every Wednesday. If a student is entered into Infinite Campus by Wed. morning they should have access to SD MyLife on Thursday.