



Student Data Collections Desk Guide

Office of Data Management

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Purpose

The purpose of this desk guide is to assist school districts with the data entry required for timely and accurate State and Federal reporting. The Department of Education currently contracts with Infinite Campus for our Student Information Management System. This document will touch on the main data collection periods throughout the year which include:

- Fall Enrollment State Aid/Fall Enrollment Census Count
- Students with Disabilities December Child Count
- Accountability

Districts **MUST** strive to keep their student data accurate at all times. In addition to the above listed data collection periods, student data is also extracted throughout the school year to complete Federal reports such as the Consolidated State Performance Report and mandatory *EDFacts* reporting, to create Pre-ID labels for the Assessment tests, to compute Attendance/Graduation rates/Completer rates and Dropout identification, to populate other systems as Career Cruising and Perkins and to comply with requirements for the Federal Perkins Loan Teacher Cancellation program.

YOUR DATA IS IMPORTANT!



Definitions

Fall Enrollment State Aid– per § 13-13-10.1 - the number of kindergarten through twelfth grade students enrolled in all schools operated by the school district on the last Friday of September of the current school year minus the number of students for whom the district receives tuition, except nonresident students who are in the care and custody of a state agency and are attending a public school and students for whom tuition is being paid pursuant to § 13-28-42.1, plus the number of students for whom the district pays tuition. When computing state aid to education for a school district under the foundation program pursuant to § 13-13-73, the secretary of the Department of Education shall use either the school district's fall enrollment or the average of the school district's fall enrollment from the previous two years, whichever is higher.

Fall Enrollment Census Count – this is a head count of students enrolled in pre-school through twelfth grad in all schools operated by the school district on the last Friday of September of the current school year. The Fall Enrollment Census Count is used for statistical comparisons and trends. This count is also used for a number of federal reports and grant allocations.

Admission Date – the month, day and year on which a student is admitted to a school or an educational institution.

Exit/Withdrawal Date - the month, day and year of an individual's last attendance in school; for a graduating student it is the last day of the school year (even if the graduating class was dismissed early) unless the student is graduating early and then it would be the last day the student is required to attend.

Pre-School Student – per 24:17:01:07 – For the purpose of data collection, a preschool student is defined as a child who is at least three years of age on or before September 1st, is not enrolled in kindergarten, and is receiving educational services from a public school district for a minimum of 128 hours. A full-time preschool student is a student who is

enrolled in a program that operates at least 448 hours per year. For purposes of this data collection, students enrolled in programs operated for a lesser time shall be reported on a prorated basis as a percentage of 448 hours. All public school districts operating a preschool program shall report student data for preschool students. This definition is intended exclusively for data collection and should not be used for any other purpose.

Jr. Kindergarten Student – a student enrolled in a Jr. Kindergarten program would be considered the same as a Kindergarten student for data collection purposes. The student must be at least 5 years old by September 1st to be counted for State Aid funding purposes.

December Child Count – the unduplicated count of all children with disabilities ages 3-21 receiving special education and related services according to an individualized education program (IEP) or service plan on December 1st of each year.

South Dakota Codified Laws

SDCL 13-3-51. It shall be the duty of the secretary of the department of education to establish a uniform system for the gathering and reporting of educational data for the keeping of adequate educational and financial records for the evaluation of educational progress.

SDCL 13-15-31. Agreements for whole-grade sharing of students--Conditions. Notwithstanding the provisions of § 13-5-1, the school board of any school district may enter into an agreement or contract with one or more school boards of other school districts to provide for the whole-grade sharing of students among the participating school districts if:

- (1) The school district offers an instructional program within the boundaries of the school district; and
- (2) The school district meets the minimum fall enrollment requirements pursuant to § 13-6-97.

For purposes of §§ 13-15-30 to 13-15-32, inclusive, whole-grade sharing is a sharing arrangement for students among participating school districts that allows the resident students at any one or more grade levels within one school district to attend school in one or more of the other participating school districts. The whole-grade sharing may be one-way whereby a participating school district sends all of its students at one or more grade levels to attend school in one or more of the other participating school districts without receiving any students in return.

The whole-grade sharing may also be two-way whereby a school district sends all of its

students at one or more grade levels to attend school in one or more of the other participating school districts, and in return receives students at one or more grade levels from one or more of the other participating school districts.

SDCL 13-15-31. Approval and adoption of agreements for whole-grade sharing of students--Term--Termination--Requirements. Any agreement or contract entered into pursuant to § 13-15-30 shall be approved by the secretary of education and shall remain in effect for a period of at least three years. It shall provide for the sharing of governance among the participating school districts. The school board of each participating school district shall adopt the contract or agreement no later than February first of the school year preceding the school year for which the agreement will take effect. The contract or agreement may be terminated by any participating school district if that school district provides written notice to the other participating school districts at least eighteen months prior to the termination.

The contract or agreement shall adhere to the following provisions:

(1) Students at one grade level within a school district are only eligible to attend school in another participating school district if all the students at that particular grade level within the school district are sent to another participating school district. The school boards of the participating school districts shall determine which students and which facilities will be shared under the terms of the agreement;

(2) The participating school districts may negotiate the rate of tuition that will be charged for any student sent to attend school in another participating school district. However, the rate of tuition per year may not be less than the per student allocation as defined in § 13-13-10.1 for that school fiscal year;

(3) The fall enrollment as defined in § 13-13-10.1 for each participating school district shall include any students that the school district sends to another participating school district to attend school, and may not include any students that are sent to the school district to attend school from other participating school districts;

(4) For the purposes of determining adequate yearly progress under the state's accountability system established in § 13-3-62, and calculating the graduation rates, any student sent to another participating school district to attend school shall be counted in the receiving school district; and

(5) For the purposes of state aid for special education, the school residence of any student in need of special education or special education and related services who is sent to a participating school district to attend school remains with the sending school district. However, both the sending and the receiving school districts shall agree upon the student's individualized education program.

SDCL 13-26-1. School fiscal year--Local board to set length of school term, day and week--Minimum hours in school term. The school fiscal year shall begin July first and end June thirtieth. Each local school board shall set the number of days in a school term, the length of a school day, and the number of school days in a school week. The local school board or governing body shall establish the number of hours in the school term for kindergarten programs. The Board of Education shall promulgate rules pursuant to chapter 1-26 setting the minimum number of hours in the school term for grades one through three. The

number of hours in the school term for grades four through twelve may not be less than nine hundred sixty-two and one-half hours, exclusive of intermissions. An intermission is the time when pupils are at recess or lunch.

SDCL 13-26-4. Teacher-parent conferences counted as hours in session. A school may have teacher-parent conferences during the school year and not more than 16.5 hours may be counted as hours in session.

SDCL 13-26-4.1. In-service training. The school board may designate a maximum of 5.5 hours of the 16.5 session hours provided for in § 13-26-4 as in-service teacher training.

SDCL 13-28A-9. Student from resident school district not receiving state aid--Enrollment in bordering state without payment to state prohibited. Any student whose resident school district does not receive state aid to education under the provisions of chapter 13-13 or 13-37 may not open enroll in the district of a bordering state unless the student's resident school district pays the State of South Dakota an amount equal to the per student allocation as defined in chapter 13-13 or 13-37 for each student open enrolled to a bordering state.

SDCL 13-28-43. Transfers to a school district other than the resident school district under the provisions of § 13-28-40 to 13-28-47, inclusive, may only take place prior to the last Friday in September during the first semester of any school year, and prior to the last Friday in January during the second semester of any school year. If a first semester, the transfer will occur at the start of the second semester. If a school district approves an application for such a transfer after the deadline in the second semester, the transfer will occur at the start of the following school year.

South Dakota Administrative Rules

24:17:03:02. Student data submission. The due date for submission of the fall student data through the student information system is 15 days following the last Friday of September of each school year. State aid fall enrollment count is final on the last business day of October and no additional students may be added after this date but may be removed if found to be reported in error. The December child count data is due 10 days following December 1 of each school year. If a due date falls on a weekend or state holiday, the due date is the next business day following the scheduled due date. The final student record forms for each school year must be submitted no later than the second Friday in June of each school year.

24:05:17:09. Return of information. Local education agencies shall return information on counting eligible children to the Office of Data Collection. Each local school superintendent shall certify in writing that the information provided is an accurate and unduplicated count of children with disabilities receiving special education or special education and related services on December 1 of each school year. If December 1 falls on Saturday or Sunday, the count shall be taken on the first working day following the weekend.

24:17:01:06. Percent of Day Enrollment. For the purposes of reporting day enrollment, a full-time student or 100 percent enrolled student is any student who is 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 of 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.

24:17:01:07. Definition of preschool for data collection purposes. For the purpose of data collection, a preschool student is defined as a child who is at least three years of age on or before September 1st, is not enrolled in kindergarten, and is receiving educational services from a public school district for a minimum of 128 hours. A full-time preschool student is a student who is enrolled in a program that operates at least 448 hours per year. For purposes of this data collection, students enrolled in programs operated for a lesser time shall be reported on a prorated basis as a percentage of 448 hours. All public school districts operating a preschool program shall report student data for preschool students. This definition is intended exclusively for data collection and should not be used for any other purpose.

24:17:03:01. Requirement to submit student record form. Each accredited school district shall report, for each student attending school within the school district, detailed information on the student as requested by the secretary on the student record form.

24:17:03:03. Extension of deadlines. The secretary may extend any of the deadlines contained in this chapter. The extension may be on a case-by-case basis or a blanket extension for all school districts required to submit the forms. Blanket extensions shall be granted if the state's reporting format fails for a significant amount of time. Individual extensions may be granted upon written request signed by both the chief executive officer and board president of the school district if the district experiences unforeseeable extenuating circumstances.

24:17:03:04. Department review of student records. Department staff shall review all student record forms to verify the accuracy of the data reported. Except as provided in this chapter, no student may be reported as attending more than one attendance center for the same period of time.

24:17:03:05. Exception to nonduplicative 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.

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.

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:

- (1) Start date of school year;
- (2) End date of school year;
- (3) Grade levels;

(4) School terms in quarters, semesters, or trimesters; and

(5) Periods

(6) Complete a Day Reset

24:17:03:09. Student enrollment dates. Enrollment start date of a student is determined on the day, month, and year on which a student is admitted to a school or educational institution to include preschool. An enrollment end date is the day, month, and year of a student's last attendance in the school. The end date for graduating students shall be the last calendar day of the school year unless the student graduates early, in which case the student is counted on the last required day of attendance.

Section I - Fall Enrollment

Timeline

In accordance with 24:17:03:02 and 24:17:03:08 – Fall Enrollment student data must be reported in the Statewide Information Management System according to the below timelines:

Calendar Data: All school calendars for all attendance centers must be entered or uploaded into Infinite Campus by the last Friday in August. This includes a Home School calendar even if you do not have any Home Schooled students.

Fall Data: All student enrollments must be entered or uploaded into Infinite Campus no later than 15 business days following the last Friday of September.

State Aid Fall Enrollment Count: Is final on the last business day of October. No students may be added (to the State Aid Fall Enrollment) after this date but students may be removed if found to be reported in error.



Required Data Elements for Infinite Campus District Edition and State Edition Schools

Calendars

The first step in making sure your Fall Enrollment data is entered accurately is by creating a calendar for EVERY attendance center in your district. **All school calendars are due by the last Friday in August according to 24:17:03:08.** Additional information regarding how to create a new calendar or modify an existing calendar in Infinite Campus can be found on the Campus Community at the following link:

<https://community.infinitecampus.com/kb/display/DOC/Calendar+Wizard>

Please contact your district's Infinite Campus Tech Coordinator if you have any trouble accessing the information at the above link.

Please note: Both District Edition and State Edition users MUST roll forward their calendar information from school year to school year. State Edition users do not have the functionality to roll forward their students; therefore Infinite Campus will roll forward your students after you have completed the calendar roll forward function.

Important Calendar elements which MUST be entered include:

- A calendar must be entered for EVERY attendance center including Home School, Pre-School and Private School.
- Check your school calendar dates and your student day minutes. The path is: Index>System Administration>Calendar>Calendar. At a bare minimum, your calendar must include the following:

Calendar Tab

- Start date of the school year

- End date of the school year
- Student Day (instructional minutes) – It is important that this information is correct as your attendance for Accountability is determined by the information in this field.
- Whole Day Absence (minutes)
- Half Day Absence (minutes)
- Type
- Summer School – Only check if this is a Summer School calendar.
- 4 Day School Week – Only check this area of the calendar if the entire district is operating a 4 day school week.

The screenshot shows a software interface for creating a calendar. The main form is titled "Calendar Info" and includes the following fields and options:

- Calendar ID:** 12917
- *Name:** 10-11 Alpena Elem
- Start Date:** 08/23/2010
- End Date:** 05/16/2011
- Student Day (instructional minutes):** 410
- Teacher Day (minutes):** 480
- Whole Day Absence (minutes):** 410
- Half Day Absence (minutes):** 205
- Title 3:**
- Type:** A dropdown menu with options: A: Alternative, B: Homebound, H: Homeschool, I: Instructional (selected), O: Other, R: Residential, S: Summer School, X: Outside District.
- Require Student Assignment:**
- Comments:** rolling 04/07/2010 11:45 AM
- Number:**
- Summer School:**
- Exclude:**
- School Choice:**
- 4 Day School Week:**

Callouts provide additional instructions:

- "If this is a Summer School Calendar be sure to place a check in the Summer School checkbox." (points to the Summer School checkbox)
- "If your district is utilizing a 4-day school week, please make sure the checkbox is checked on each calendar that this applies to. DO NOT check the box if you have a preschool, kindergarten or rural school identified as having a 4-day school week." (points to the 4 Day School Week checkbox)
- "Make sure that the appropriate calendar type is selected for every calendar. If this is a Summer School calendar, be sure to place a check in the Summer School checkbox above." (points to the Type dropdown)

Grade Level Tab

Make sure that all grade levels that are being served within you facility are entered under the grade tab. A district must then map its entire local grade to the state grade levels. It is the districts responsibility to make sure that the grade levels are mapped accurately.

Calendar | **Grade Levels** | Schedule Structure | Days

New Save Delete

Grade Level Editor	
Name	Seq
EC	2
PK	3
KG	4
01	5
02	6
03	7
4	8
05	9
06	10

Grade Level Def

Name (locked) KG

*Sequence Number 01
02
etc.

4

*State Grade Level Code

KG: Kindergarten

Standard Day

390

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

0

Kindergarten Code

F:Full Day Every Day

F:Full Day Every Day
H:Half Day Every Day
N:None
O:Full Day Every Other Day
Y:Full Day Half Year

Standard Code (SIF code)

Name = Grade Level

State Grade Level Code must match the grade level entered into the Name field above.

For your grade level of KG - please enter the appropriate Kindergarten Code.

Terms Tab

(quarters, semesters, trimesters, etc.) Make sure that the start and end dates on your terms are correct.

Name	Sequence	Start Date	End Date
1	1	08/21/2009	10/23/2009
2	2	10/26/2009	12/27/2009
3	3	01/04/2010	03/05/2010
4	4	03/08/2010	05/19/2010

Periods Tab

Enter your period schedule for a day. When entering the period minutes you cannot overlap minutes. Also, you are not allowed to count lunch or recess minutes. Once you

have entered your period schedule, it will automatically calculate the instructional minutes for you.

The screenshot shows the 'Period Schedule/Periods Editor' interface. At the top, there are tabs for 'Calendar', 'Grade Levels', 'Schedule Structure', 'Terms', 'Periods', 'Days', and 'Overrides'. Below the tabs are buttons for 'Save Period Schedules', 'New Period Schedule', and 'Delete Period Sched/Periods'. The main area is divided into several sections:

- Period Schedule/Periods Editor:** Contains fields for 'Name' and 'Day'.
- Period Schedule Info:** A table with columns for '*Name', '*Sequence', 'Instructional Minutes', and 'School Day'. The 'Instructional Minutes' field is circled in red and has a callout box stating: "The Instructional Minutes on the Periods Tab **MUST** match the Student Day (instructional minutes) field on the Calendar Tab." The values shown are 1 for *Sequence, 410 for Instructional Minutes, and 410 for School Day.
- Period Info:** A table with columns for Name, Sequence, Start Time, End Time, Lunch Time, and Non-Instructional. It lists three periods: '01' (08:20 AM - 11:53 AM), 'Lunch' (11:54 AM - 12:18 PM), and '02' (12:19 PM - 03:36 PM). The 'Lunch' period has 'Lunch Time' set to 0 and 'Non-Instructional' checked. A callout box points to this row, stating: "Lunch time minutes must be excluded, if there is no instruction being received during this time." There is an 'Add Period' button below this table.
- Instructional Minutes Preference for 11-12 School Year:** Includes options to 'Exclude non-instructional periods', 'Exclude non-instructional minutes', and 'Exclude time gaps between periods'.
- School Day Preference for 11-12 School Year:** Includes options to 'Exclude non-instructional periods', 'Include non-instructional minutes', and 'Include time gaps between periods'.

If the Instructional Minutes are not calculating correctly you will need to check your preferences on System Administration>Calendar>School Years . The instructional minutes should read the same on the calendar tab as they do on the period tab.

Days Tab

This is where you will set your instructional and attendance days for the year. Using the **"Day Reset"** will reset the regular school days in your new calendar. Enter the start and end date and select the days that should be included in the reset (Monday, Tuesday, etc). Select "Create Days". You will

need to edit the start/end dates of the terms and any vacation days, etc. You can also set up day events such as Parent Teacher Conferences, In-Service Days, Holidays, etc. A “Day Reset” will need to be done for every calendar that you have in your District. If a “Day Reset” is not done, your numbered calendars days will not start over for the new year.

The screenshot shows a software interface for managing school days. At the top, there are navigation tabs: Calendar, Grade Levels, Schedule Structure, Terms, Periods, and Days. Below these are action buttons: Save Day/Day Events, Delete Day/Day Events, Day Reset, Print, and Multi Day Event. The main area is divided into two sections. On the left is a calendar for April 2010, showing days from 01 to 30. On the right is the 'Day Detail' panel for 04/01/2010 (Day # 141). This panel includes fields for Date, Period Schedule (1), School Day (checked), Instruction (checked), Attendance (checked), Start Time, End Time, and Duration. There is also a Comments field. Below the Day Detail panel is the 'Day Events' section, which has a table with columns for Type, Duration, and Inst. Minutes, and an 'Add DayEvent' button.

Student Enrollments

In order to process accurate payments and get accurate Fall Enrollment counts, it is

absolutely necessary that districts enter **ALL** student enrollments including Home Schooled students and Preschool students into Infinite Campus in a timely manner. Students not yet enrolled in Kindergarten but who may be enrolled in a preschool program must be entered into Infinite Campus using the **PK** as the grade level in the grade level field. Students must be at least 3 years of age prior to September 1st to be considered a preschool student. Students who are not enrolled in Preschool or Kindergarten but who may be receiving only Special Education services through your school district must be entered into Infinite Campus using the **EC** as the grade in the grade level field.

School districts are required to take attendance for all preschool (PK) students. Attendance is not required for those young students receiving only Special Education services (EC). Attendance for preschool students is required for ALL school districts for the proper payment of Impact Aid funding.

Step 1 - Enrolling a Student

To enroll a student you will go to Index>Student Information>Student Locator. Remember, if a student is transferring to your district from another SD district, the student should appear when you do a student locator search. If the student does not appear after the first search, try again using the “All People” search criteria. If you are still not able to locate the student, check and see if the student goes by a nickname or a different last name. If you still are unable to find the student in Infinite Campus and you know for certain that the child previously attended school in South Dakota, call DOE Data Management at 605-773-3248 for assistance.

The screenshot shows the 'Student Locator' interface. On the left is a navigation tree with 'Student Locator' selected. The main area has search fields for Last Name (student), First Name (sample2), Gender (M), Birth Date, Middle Name, SSN #, and State ID. A 'Search-->' button is highlighted. A table below shows search results for 'Student, Sample S' with State ID 071139688, Gender M, Birth Date 07/10/1992, and % 67. A 'Create New Student >' button is at the bottom right. Two callouts provide instructions: one pointing to the Search button and another pointing to the student name in the results table. A yellow starburst callout warns against clicking 'Create New Student'.

1. Enter the necessary search criteria. Click Search.

2. If this is the student you are searching for - Click on student name to proceed with enrollment process.

Do NOT click on Create New Student - This will create a new person in the system.

Identity Info

*Last Name: Sample *First Name: Student Middle Name: L Suffix:
 *Gender: Female *Birth Date: 9/2/2005 Soc Sec Number: NO ACCESS

Race/Ethnicity

*Is the individual Hispanic/Latino? N: No
 *Is the individual from one or more of these races? (check all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

*State Primary Race: WH: White, not Hispanic
 Race/Ethnicity Determination:
 Birth Country:
 Date Entered US:
 Date Entered US School:
 Date Entered State School:
 Birth Verification:
 Home Primary Language:
 Nickname:
 Comments:

Enter all applicable information into the Identity and Enrollment Detail editors. Then click Save.

These fields should only be completed if the student is eligible for LEP services.

Enrollment Detail

*Calendar: *Schedule: *Grade: Class Rank Exclude:
 *Start Date: No Show: End Date: End Action: *Service Type: P: Primary
 Start Status: 00: Current Student End Status:
 Start Comments: End Comments:

State Reporting Fields

*Resident District: Alpena 36-1: 36001 *County: Jerauld Citizenship:
 *Serving (Attending) District: Alpena 36-1: 36001 Enrollment Status: *Percent Enrolled: 100 Absent Days:
 Homeless Status: Transportation Category:
 State Exclude Migrant Indicator
 First Year In Country Assessment Exemption
 LEP Status: Primary Language:
 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

Enrollment Tab

Much of the information DOE needs to complete its state and federal reporting comes from data fields found on the Enrollment Tab. Below you will find screen shots of the Enrollment Tab along with the required data fields and possible entries highlighted.

The screenshot shows the 'Enrollment Editor' window with several callouts providing instructions:

- Grade:** Enter the appropriate Grade Level for the student. If this is a very young child attending preschool or receiving special education services through your school district you will need to use the following codes: PK - attending a traditional preschool program. EC - receiving special services.
- End Date:** Update at the end of year with the appropriate end action for the
- Service Type:** Indicate whether this is: P-Primary Enrollment, S-Partial Enrollment, N-Special Ed. Services. ONLY use the "N" status of Special Ed. Services when a student is attending a private school, but receiving SPED services through the public school district.
- End Status:** Use this end status when a student is attending SD Human Services, State Penitentiary or the SD State Treatment Center (STAR).
 - 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
- Start Date:** The enrollment start date is the first date that a student is receiving services.
- Start Status:** NO NOT USE
- End Date:** If the enrollment has ended, the last day of attendance needs to be entered.

The interface also shows fields for:

- General Enrollment Information:** Calendar (13-14 Alpena High School), Schedule (Main), Grade (12), End Action, End Status, Class Rank Exclud, Service Type (P: Primary), Next Grade.
- State Reporting Fields:** Resident District (Alpena 36-1: 36001), County (Jerauld), City, Serving (Attending) District (Alpena 36-1: 36001), Enrollment Status, Homeless Status, Transportation Category.

Enrollment % Changes during the School Year

During the course of the school year a student's enrollment percentage may change for a number of reasons. A student may add a class, drop a class, or their resident district may have changed, etc. In order for ADM to be calculated correctly, it is important to maintain a history of all enrollment records with the different enrollment percentages.

When a change occurs that impacts the percentage of time a student is enrolled, the original enrollment record must be ended (using 11 – student continues) as the end status and a new enrollment record created with the new enrollment percentage. In order to maintain the schedule and attendance information, it is important to create the new enrollment first before ending the old enrollment. The creation of the new enrollment record is required to maintain the history of the student's enrollment records through the

school year.

Enrollments for Jump Start Scholarship

For a student to be eligible for the Jump Start Scholarship, the student must graduate from high school in three academic years. Districts should progress the student through all grade levels (9, 10, 11 and 12) and the progressions should occur as the credits are earned. A student should not be exited from a high school with a 04: (student graduated) when their enrollment record shows that they are an 11th grader, as they must progress through all grade levels within three academic years.

Enrollment Tab (continued)

The screenshot shows a software interface for the Enrollment Tab. It includes several dropdown menus and checkboxes. Callouts provide the following information:

- Resident District of the Student:** Points to the 'Resident District' dropdown menu.
- County where student lives:** Points to the 'County' dropdown menu, noting that this information is forwarded to the Office of School & Public Lands for funding purposes.
- Citizenship:** Points to the 'Citizenship' dropdown menu, which has a list: 1: US Citizen, 2: Foreign Exchange Student, 3: Immigrant.
- Serving (Attending) District:** Points to the 'Serving (Attending) District' dropdown menu.
- Enrollment Status:** Points to the 'Enrollment Status' dropdown menu, which has a list: B: Placed and Paid by Tribal, C: Contracting Student, E: Placed and Paid by DSS, G: Whole Grade Sharing, **J: Placed and Paid by Correct**, M: Parentally Placed in Private, O: Open Enrollment, P: Tuition Paid by District, T: Tuition Paid by Other, W: Tuition Waived.
- Percent Enrolled:** Points to the 'Percent Enrolled' text box, which contains the value '100'. A callout explains: 'You MUST enter the % the student is enrolled in your school district. If the student is 100% enrolled in your school district, enter the digits 100. Do not use decimal points. If the student is dually enrolled in more than one school district, one of the enrollments must be greater than 50%'.

Enrollment Status - Definitions

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).

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 a South Dakota student enrolling in Iowa. **

W: Tuition Waived

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

***Open Enrollment**

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).

****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>.

Our agreements with both North Dakota and Minnesota are "open enrollment" type programs and allow students to choose cross border attendance. Once approved by the receiving school district, the eligible students are allowed to enroll in the neighboring state without the permission or any financial obligation of their resident district. Students are counted for funding purposes in the state in which they are enrolled. The reconciliation process of counting how many students come and go from each state is determined by the State Education agencies. Only students whose resident district is a "bordering" school district are eligible for this "cross border-open enrollment" arrangement. For student reporting purposes, please see the below examples:

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

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

*****Agreement with Iowa**

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 for students to move freely between South Dakota and Iowa – the permission of the resident school district is required and tuition (the amount of this tuition is based on our inter-state agreement) will be paid by the resident district to the attending district.

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

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

Overlapping Enrollments

Overlapping enrollments are permissible for up to 90 consecutive days according to South Dakota Administrative rule 24:17:03:05 if the student is dually enrolled at any of the following entities:

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**

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 S: Partial.

***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 (continued)

The screenshot shows the 'Future Enrollment' form with the following fields and callouts:

- Future Enrollment** (Section Header)
- Next Calendar** (Dropdown)
- Next Schedule Structure** (Dropdown)
- Next Grade** (Dropdown)
- State Reporting Fields** (Section Header)
- *Resident District**: Huron 02-2: 02002
- *County**: Beadle
- Citizenship**: 1: US Citizen
- *Serving (Attending) District**: Alpena 36-1: 36001
- Enrollment Status**: O: Open Enrollment
- *Percent Enrolled**: 100
- Homeless Status**: (Dropdown menu with options: D: Doubled Up/Sharing Housing, E: Emergency/Transitional Shelter, H: Hotels/Motels, U: Unsheltered)
- Callout 1**: "If this is the student's first year in the US - place a checkmark in this box" (points to the Homeless Status dropdown)
- Callout 2**: "If the student has been identified as homeless by the Homeless Liaison in your district, the appropriate housing situation needs to be identified here. Once a student has been identified as homeless within a given school year, this designation **SHOULD NOT** be changed. You will need to contact the DOE Homeless Coordinator if corrections need to be made." (points to the Homeless Status dropdown)
- Checkboxes**:
 - State Exclude
 - First Year In Country
 - Migrant Indicator
 - Assessment Exemption
- Title 1** (Section Header)
- Title 1** (Text input field)
- Title 1 Reading** (Checkbox)
- Title 1 Supporting Guidance** (Checkbox)
- Title 1 Social Science** (Checkbox)
- Title 1 Science** (Checkbox)
- Title 1 Vocational** (Checkbox)
- Title 1 Health/Dental/Eye Care** (Checkbox)
- Title 1 Math** (Checkbox)

Enrollment Tab (continued)

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.

When a student transfers from one district to another or from one school to another school within the district, the Title I status does not transfer. It is the responsibility of the receiving school to update these fields.

Verification Reports

There are a couple of different Verification Reports that are available for you to run. The first report is under > Student Information > General > Reports > State Enrollment Verification. You will be able to select enrollment fields that you can compare between the district and the state.

The other report is located under System Administration > Data Interchange > Verification. This report will show that accuracy for enrollments and person identity for your students. You can rerun this report as many times as you like to. It is a good report to run at least once a month to double check that all enrollments are syncing to the state.

Something to remember: A great time to run both of these verification reports would be prior to the State Aid Count (Oct. 15th), Child Count (Dec. 1st), and before the 2nd Friday of June.

FRAM (Free and Reduced Priced Lunch)

The Eligibility tool under FRAM (Index > FRAM > Eligibility) shows a student's eligibility for receiving free or reduced-price meal services. Eligibility records are updated when a household applies for benefits, generally at the start of a school year or during the school

year. When a household is approved for free or reduced meal benefits, student eligibilities are active for the current school year, plus an additional 30 days into the next school year.

The screenshot shows the 'Eligibility Editor' interface. At the top, there is a 'New' button and a table with columns: Eligibility, State Code, Certified Type, Start Date, End Date, and School Year. The table contains one record: Reduced, R, Income, 08/25/2010, 09/28/2011, 10-11. Below the table is an 'Eligibility Detail' form. Fields in the form are: Eligibility (Reduced), Certified Type (Income), Application Name, School Year (10-11), Start Date (08/25/2010), End Date (09/28/2011), Reference Number, and State Eligibility Code (R : Reduced). Red asterisks are placed above the Eligibility, Certified Type, Start Date, and End Date fields. A callout box with the text 'All fields in RED must be entered.' points to these asterisks.

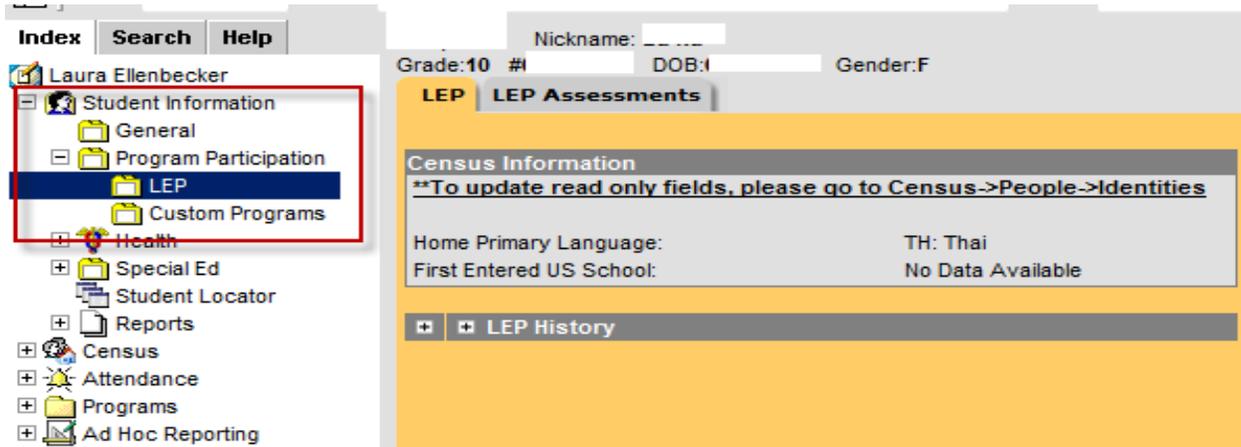
Eligibility for Free/Reduced Priced Lunch are entered through one of the following methods:

- **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 information into Infinite Campus can be found on the Campus Community.

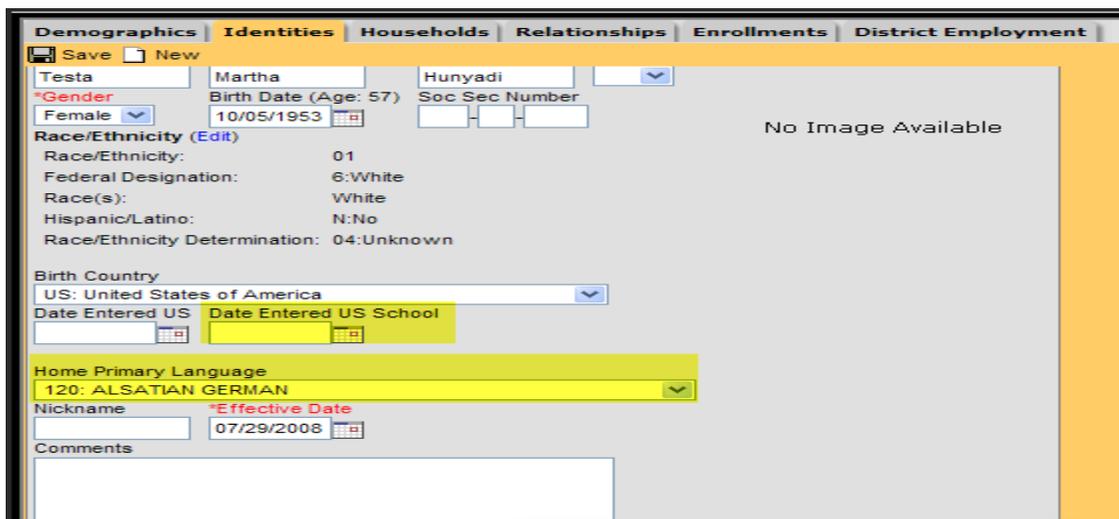
LEP (Limited English Proficient) aka ELL (Early Language Learner)

The LEP information is now located on its own tab under: Index>Student Information>Program Participation>LEP.



Creating an LEP Record

1. Ensure the **Home Primary Language** and **First 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 however, users are highly encouraged to also enter the date First Entered US School.



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.

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

LEP | LEP Assessments

Save X Delete

Active LEP Record

*Program Status: LEP

Identified Date: 01/09/2012

Expected Exit Date: []

Program Exit Date: []

Parent Notified: []

Parent Declined:

Comments: []

- Modified by: Ellenbecker, Laura 03/26/2012 08:47

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

Home Primary Language: CS: Czech
First Entered US School: No Data Available

3. If the student has taken an Initial Determination test (WAPT test) and was found eligible, enter the **Identified Date**. This date should reflect the date the student took the test and was identified as eligible for LEP services.
4. If the student is eligible and currently receiving LEP services, you can enter the **Expected Exit Date**. (This is not a required field) This is the date the student is expected to exit the LEP program.
5. If the student is exiting the LEP program and will no longer receive LEP related services, enter the **Program Exit Date**. The student will no longer be reported as LEP on state or district reports. Federal reporting continues to track LEP students for two years beyond the date entered in this field.
6. If the student took the Initial Determination test (WAPT test), enter the **Parent Notified** date. This is the date the letter was sent to the student's parent(s) indicating test results and if the student is eligible or not eligible for LEP services.
7. If the student's parent(s) were notified and refused LEP services, mark the **Parent Declined** checkbox.
8. Enter any **Comments** about the student's LEP record.
9. Select the **Save** button.

Records Transfer Process

In order to eliminate unnecessary data entry and to ensure all student data is properly

transferred from one district to another it is vital that districts use the Records Transfer process within Infinite Campus.

A records transfer request is prompted of the user immediately after the student is enrolled through the Student Locator tool but a request may be performed at any time. The State Edition database must have a record of the student's former enrollment and his/her stateID number to deliver a records transfer request. The pathway within Infinite Campus is as follows: Student Information>Student Locator (not directly accessible, part of process) The Student Locator process prompts the user to request a student's records after saving an enrollment.

Requesting Records Through the Student Locator

Student Records Transfer
Request a Records Release
This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Student: Enrollment Type: Primary

Last Name	Student	First Name	Sample	Middle Name	S
Gender	M	Birthdate	07/10/1992	SSN	
Grade	12	School	Alpena HS	Start Date	08/24/2011

Requesting District & User

District	Pierre	Name	Pierre Registrar	Username	PRegistrar
Request Date	08/25/2011	Work Phone	605-224-0000	Email	pregistrar@stat

Comments

Sample Student just enrolled in our school district. Please transfer his records.

Submit Request

Click this button to request records from the student's former district immediately. Or, request records at a later time by navigating to another tool in the Index.

Clicking the Submit Request button will initiate a request for the student's records. After a request is made, the Process Inbox and the student Records Transfer tab of the requesting district will both display a "Waiting" status until the former district responds with the records. During this time, the new district will have no indication of which district the student previously attended. As a courtesy to your fellow districts, please respond to all requests for transfer within 5 business days.

Requesting Records Through the Records Transfer Tab

A records transfer may be requested at any time after the student has been enrolled. The pathway within Infinite Campus is Student Information>General>Records Transfer Tab. On the Records Transfer tab of the student, select the New State Transfer Request icon and click the Submit Request button as shown below.

sample, student SE

Grade: 12 #08345823 DOB: 07/10/1992 Gender: M

Fees Lockers No Shows Graduation Athletics AdHoc Reports Waiver **Records Transfer**

New State Transfer Request

Request Date	Name	Status	Requesting District	Releasing District

Records Transfer Sample Student

Use this tool to request the release of a transfer student's records. The following information will be sent to the student's former district and they will be given the opportunity to release their records. Only an exact student match can yield a release, so it is a good idea to call the district to confirm this student was enrolled there and to let them know to expect a release request.

Student: Last Name: Student, First Name: Sample, Middle Name: S, Gender: M, Birthdate: 07/10/1992, Grade: 12, School: Alpena HS, Enrollment Type: Primary, Start Date: 08/24/2011

Requesting District & User: District: Pierre, Name: Pierre Registrar, Username: PRegistrar, Request Date: 08/25/2011, Work Phone: 605-224-0000, Email: pregistrar@

Comments: Sample Student just enrolled in our school district. Please transfer his records.

Submit Request

After a request is made, the Process Inbox and the student Records Transfer tab of the requesting district will both display a "Waiting" status until the former district responds with the records. During this time, the new district will have no indication of which district the student previously attended.

For additional information on the Records Transfer process, please see the documentation available within the Infinite Campus Community at https://community.infinitecampus.com/kb/download/attachments/3309949/TR_Student_RecordsTransfer_1109.pdf

Criteria for Fall Enrollment – State Aid

- Students must be enrolled on the last Friday in September. Students who exit or fail to return to school by this date and students enrolling after this date WILL NOT be included.
- Students enrolled for any percent of the day will be included. Only whole numbers are to be entered in the Percent Enrolled field.
- Enrollment in home school is not included in the Fall Enrollment – State Aid count.
- Students assigned out of district but for whom the district pays a tuition cost for are included.
- Out of state students (except for open enrolled students from ND and MN) are excluded from the Fall Enrollment – State Aid count.
- Open enrolled students are included in the count for the school or district in which they are enrolled and served.
- Fall Enrollment – State Aid count is applicable to public school districts only.
- Enrollment in Pre-School is not included in the Fall Enrollment State Aid count.

Criteria for Fall Enrollment – Census Count

- Students must be enrolled on the last Friday in September. Students who exit or fail to return to school by this date and students enrolling after this date WILL NOT be included.
- Students must be enrolled greater than 49% to be included in the Fall Enrollment – Census Count.
- Enrollment in home school is not included in the Fall Enrollment – Census Count.
- Open enrolled students are counted in the school in which they are enrolled and served.
- Out of state students enrolled in South Dakota schools are included in this count.
- Enrollment in Pre-School IS included in the Fall Enrollment Census Count.

Race/Ethnicity

Beginning with the 2010-2011 school year, the SD DOE was required to collect and report Race/Ethnicity data in accordance with new standards issued by the Office of Management and Budget in 1997.

Within Infinite Campus, Race/Ethnicity data is located on the student's Identities Tab located at Census>People>Identities as shown below.

sample2, student
Grade:02 #083458231 DOB:12/20/1997 Gender:M

Demographics **Identities** Enrollments Distr

Save New

Identities Editor

Identity	Current	Effective Date
sample2, student	X	07/09/2008

Identity Information

PersonID: 301680

*Last Name: sample2 *First Name: student Middle Name:

*Gender: Male *Birth Date (Age: 12): 12/20/1997 Soc Sec Number: - - -

Race/Ethnicity (Edit)

State Race/Ethnicity: WH:White, not Hispanic

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination:

To help districts manage this change in the most efficient manner, the previous Race/Ethnicity data was converted within the system to the new format. If the data in Infinite Campus does not match the information you have gathered from the household on your Enrollment Forms, you will need to edit the information within Infinite Campus. To get started, click on the Edit field which is circled in the diagram above.

The following 2 question format will appear as shown below. **BOTH QUESTIONS MUST BE ANSWERED.**

sample2, student
Grade:02 #083458231 DOB:12/20/1997 Gender:M

Demographics | **Identities** | Enrollments | District

Save New

Identity	Current	Effective Date	
sample2, student	X	07/09/2008	12/

Identity Information

PersonID: 301

*Last Name: sample2

*Gender: Male

Race/Ethnicity

*Is the individual Hispanic/Latino?
N: No

*Is the individual from one or more of these races? (check all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

*State Primary Race: WH: White, not Hispanic

Race/Ethnicity Determination: 01: Parent Identified

01: Parent Identified
02: Student Identified
03: Observer Determined
04: Unknown

Questions 1 & 2 MUST both be completed.

Question 1:
Y: Yes - Student **IS** Hispanic or Latino.
N: No - Student **IS NOT** Hispanic or Latino.

Question 2:
The student's race is entered here. If the student is multi-racial, check all that apply.

This field will auto populate based upon the data entered in Question 2.

Enter how the Race/Ethnicity Determination was made. If the parents/guardian of the student refuses to self-identify, it will be the school district's responsibility to use "Observer Identification".

Race/Ethnicity Designation for Home School Students

The Application for Public School Exemption Certificate form was recently updated to remove the race/ethnicity question due to the state having no legal authority to collect this information on Home School Students. The issue is that you are unable to save the enrollment record in Infinite Campus without having the above fields completed. The decision was made to instruct school districts to use their best guess on the race/ethnicity of the home school student in order to get the record to save. The DOE does not report the race/ethnicity of Home School students on any state or federal reports therefore the accuracy of this particular piece of data is not critical. If the student is dually enrolled in the public school district for any services/classes, then the student's correct race/ethnicity

must be reported on the student's Identities Tab.

Student Transfer Requirement

A process is in place on the South Dakota District Edition of Infinite Campus that transfers several State Reporting fields on the student's enrollment when an individual student transfers within South Dakota. We have defined the process as to which state reporting elements transfer/do not transfer in the below scenarios.

1. **Same Year, same district:** during the same school year, a student re-enrolls in a school or transfers to a different school that is part of the same district. (e.g. student in 12-13 school year at Aberdeen District drops out of Central HS and re-enrolls during the 12-13 at Central HS, or student in 12-13 school year at Aberdeen District C.C. Lee Elementary transfers to 12-13 school year at Aberdeen District Simmons Elementary)
2. **Same year, different district:** during the same school year a student transfers to a different district that is part of South Dakota schools on Infinite Campus. (e.g. student in 12-13 school year at Aberdeen District C.C. Lee Elementary transfers to 12-13 year at Pierre District Jefferson Elementary.
3. **Different year, same district:** during the next school year a student re-enrolls in a school or transfers to a different school that is part of the same district. (e.g. student in the 11-12 school year at Aberdeen district drops out of Central HS and re-enrolls during 12-13 at Central HS, or student in the 11-12 school year at Aberdeen District C.C. Lee Elementary transfers to 12-13 school year at Aberdeen District Simmons Elementary). Only data from the school year directly before the current year will transfer.
4. **Different year, different district:** during the next school year, a student transfers to a different district that is part of the SD schools on Infinite Campus. (e.g. student in the 11-12 school year at Aberdeen District C.C. Lee Elementary transfer to 12-13 school year at Pierre District Jefferson Elementary) Only data from the school year directly before the current year will transfer.

Below are the fields from the State Reporting section of the student's enrollment that transfer/do not transfer in certain scenarios. Each of fields are 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
- As of August of 2013

Former Students Who Are Now Parents or Staff Members

- 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 and 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 doctor 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.

Social Security Numbers

While it is not required, the Department of Education strongly encourages districts to report the student's Social Security Number within Infinite Campus. As one of the numerous reporting responsibilities brought about by the American Competes Act, States were required to build Longitudinal Data Systems which will allow for the examination and evaluation of student progress and outcomes over time, including students' preparation to meet the demands of postsecondary education and the 21st century workforce. This type of evaluation requires matching records from several different data systems. Matching the SSN across these systems is the easiest and most reliable method to accomplish this. We will be using the SSN for internal data matching and will not violate FERPA.

The SSN number is also used as matching criteria for the Medicaid Administrative Claiming process and getting reliable matches will ensure school districts get the maximum funding

allowed.

Within Infinite Campus, the Social Security field is located on the student's Identities Tab located at Census>People>Identities as shown below.

The screenshot shows the 'Identities Editor' for a student named 'claus, santa'. The 'Save' button is circled in red. A red arrow points from the 'Save' button to a callout box that says 'Enter the SSN and then hit SAVE.' The 'Identity Information' section shows fields for Last Name (claus), First Name (santa), Birth Date (12/25/2000), and Soc Sec Number.

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. Our suggestion for entering this information is to enter immunization for the incoming KG and also for the current seniors. You could then enter two grades a year until you are caught up. This would help to bypass the situation where schools are asked to respond on a case-by-case basis.

Required Data Elements for Upload School Districts

Calendars

Prior to uploading a file, a calendar for each attendance center including Home School for the current year and all required grade levels for that calendar must be setup within the SD State Edition user interface. If this is not done, an error message will be displayed when an upload is attempted.

Student Enrollments

Upload districts must utilize the most current File Interface Specifications when uploading their Fall Enrollment data into the State Edition. The file specs can be found on the DOE website at http://doe.sd.gov/ofm/documents/SIMS_SpecsforInfiniteCampus.pdf. Please see the previous guidance provided regarding unique enrollment situations

Section II – Students with Disabilities December Child Count

Child Count 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.

Timeline

In accordance with 24:17:03:02 – Students with Disabilities Child Count student data must be reported in the Statewide Information Management System according to the below timeline:

December Child Count Data: 10 business days following December 1st.

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).

Required Data Elements for Infinite Campus District Edition and State Edition Schools

Enrollments for Students with Disabilities

In addition to the previous data elements listed above in Section I, there are additional data elements which must be reported for Students with Disabilities in order for the Department of Education to accurately and timely compute your district's Special Education State Aid allocation and to complete other required state and federal reporting.

There is a very detailed User Guide available on the Department of Education's website that outlines all the requirements in entering Special Education data. This User Guide can be found at http://doe.sd.gov/ofm/documents/SIMS_SpedDataManual.pdf. Information for the December Child Count comes from the information that districts enter into Infinite Campus.

The Department of Education will send a Child Count Report to each district in December. Once you have verified that all of your student information is correct on the Child Count Report, you will be provided with a signoff sheet that must be signed and returned to the DOE by the middle of January (ARSD 24:05:17:09)

On the following screen shots, you will find the Special Ed Fields area of the Enrollment Tab

with the fields that must be completed highlighted.

Enrollment Tab – Special Ed Fields

The screenshot shows the 'Special Ed Fields' section of an enrollment form. It contains two main rows of data entry fields. The first row has an 'Effective Date' of 09/11/2009, 'Special Ed Program' set to 'F: Residential Program', and 'Special Ed Category' set to '0140: Residential Facility'. Below these are fields for 'Primary Disability' (530: Multiple Disabilities), 'Multiple Disability 1' (510: Cognitive Disability), 'Multiple Disability 2' (535: Orthopedic Impairment), and 'Multiple Disability 3'. The second row has an 'Effective Date' of 03/11/2010 and is marked with an asterisk. A callout box points to the 'Special Ed Program' field in the second row, stating: 'The Special Ed Program, Special Ed Category and Primary Disability fields must be completed.' Another callout points to the 'Effective Date' field in the first row, stating: 'The Effective Date must be prior to December 1 and the end date must be blank or after December 1.' A third callout points to the 'Primary Disability' field in the second row, stating: 'If the Primary Disability is 530: Multiple Disabilities, you must also complete the Multiple Disability 1 and Multiple Disability 2 fields.' Below the main form are various service hour fields: Physical Therapy Hours, Occupational Therapy Hours, Psychological Therapy Hours, Social Work Service Hours, Transportation, Recreational Therapy Hours, Speech/Language Therapy Hours, Orientation Mobility Hours, Other Service Hours, Assistive Technology, Audiological Services Hours, School Health Services Hours, and Counseling Services Hours. There is also a checkbox for 'Significant Cognitive Disabilities'.

Enrollment Tab – Special Ed Fields (continued)

The screenshot shows a dropdown menu for 'Special Ed Category'. The menu is open, showing a list of categories. A red box highlights the categories from 0310 to 0375. Two callout boxes provide instructions: 'If the student is ages 6-21 years old you must use the 0100 categories.' and 'If the student is ages 3-5 years old you must use the 0300 categories, even if the student is in Kindergarten.' The categories listed are: 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, and 0375: Service Provider Location.

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.

The screenshot shows the 'State Reporting Fields' form. The fields are: *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), and Absent Days. A callout box with a blue border and white background contains the following text: '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 district is responsible to enter the enrollment record into Infinite Campus.' Three red arrows point from the callout box to the Resident District, Serving (Attending) District, and Enrollment Status fields.

- 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 as shown below.

The screenshot shows the 'State Reporting Fields' form with the same fields as the previous image. The *Percent Enrolled field is circled in red and contains the value '0'.

Required Data Elements for Upload School Districts

Student Enrollments

Upload districts must utilize the most current File Interface Specifications when uploading their Students with Disabilities December Child Count data into the State Edition. The file specs can be found on the DOE website at

http://doe.sd.gov/ofm/documents/SIMS_SpecsforInfiniteCampus.pdf

Please see the previous guidance provided regarding Out of District Placements for Students with Disabilities.

Section III – Accountability – Year End Data

Timeline

Accountability - Year End Data: Final student data must be reported by the second Friday in June.

Required Data Elements for Infinite Campus District Edition and State Edition Schools

If you have been diligent about keeping your student data current throughout the school year, the end of the year data collection should not be overwhelming for your school district. To review the proper coding of important data fields within each student's enrollment record, be sure to review the Fall Enrollment and Child Count sections of this desk guide. Important end of the year items that must be reviewed and updated are highlighted on the following screen prints.

Calendars

You will want to double check all of your school calendars for accuracy. It is very important that all of your calendar types are appropriately coded. The information within each of the calendars is used to calculate your attendance rate for accountability purposes and it is also used in the ADM (average daily membership) calculation. Make sure that the school days, instructional days and attendance boxes are checked appropriately. Check your instructional days by going to System Administration>Calendar>Calendar Days. You can print the calendar from this screen for easier verification.

The image displays two screenshots of the Infinite Campus software interface, specifically the 'Calendar Days' section for '09-10 Alpena Elem'. Both screenshots show a calendar grid for May 2010 and a 'Day Detail' form.

Top Screenshot (Day # 202): The date is 05/25/2010. The 'Day Detail' form shows 'School Day' checked, 'Instruction' checked, and 'Attendance' checked. The 'Duration' field is set to 355. A callout box points to the date field with the text: "Check to make sure that all instructional days are coded correctly."

Bottom Screenshot (Day # Not an instructional day): The date is 05/26/2010. The 'Day Detail' form shows 'School Day' unchecked, 'Instruction' unchecked, and 'Attendance' unchecked. The 'Duration' field is set to 0. A callout box points to the date field with the text: "If the last day of school is May 25th, all remaining days should be reported as Non-Instructional days."

If your school district is operating a 4 day school week, you will need to make sure the 4-day check box is flagged with a check mark on the calendars for each school within your district.

DO NOT check the 4-day box if your school district is operating a 5 day school week but you have a preschool, kindergarten or rural school only attending school 4 days per week.

The Calendar Type field also needs to be set correctly for each of your calendars.

Student Enrollments

If your school is a **School Wide Title I** school the field to the left will be updated by Infinite Campus and you will not need to update any of the Title I fields listed below.
 If your school is a **Target Assisted Title I** school you will need to update the Title I Services the student is receiving.

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

Special Ed Fields
 * Effective Date: 08/27/2012
 Special Ed Program: [Red X]
 Special Ed Category: [Red X]
 Primary Disability: [Red X]
 Multiple Disability 1: [Red X]
 Multiple Disability 2: [Red X]
 Multiple Disability 3: [Red X]
 Multiple Disability 4: [Red X]
 Multiple Disability 5: [Red X]
 End Date: [Red X]
 Exit Code: [Red X]

All fields flagged with a RED "x" should be reviewed for accuracy and updated if the data element pertain to you particular

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

Important data elements to check include:

- Verify that all students who have attended your school district (even for a short time) are entered into Infinite Campus.
 - Overlaps – Throughout the year, the DOE sends out periodic Overlap Reports for districts to resolve. 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>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 from your district to another district, be sure to update your student data in a timely manner. **Please use the Student Records Transfer functionality within Infinite Campus to transfer the record to the receiving district.** 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 student, refer to the following administrative rule:
 - **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.

- Drops – If the student returns any time after the 15 school days, the student must still be dropped then re-enrolled. Create a new enrollment record and use the day he/she returns as the status start date.
- 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 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. This will also include Students with Disabilities. This is a change from previous years.
 - If the student has left your district, make sure you update the exit date and enter an appropriate exit code for the student.
 - If the student has a special education record, you need to make sure that the special education record has been ended along with their enrollment record. ****Please note that the code numbers differ between the regular enrollment and the special education enrollment.**
- 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 resync of the AttendanceSDMinute.
 - To do this you will need to go to System Administration>Data Utilities>Resync State Data – Check the AttendanceSDMinute, CustomStudent and Enrollment boxes then choose “Send Resync” at the bottom of the screen.
- Verify that you have the Citizenship field properly coded for all of your foreign exchange students. These students are not required to take to the DStep tests. If their citizenship field is not updated correctly, the school will take a hit on their participation rate for Accountability.
- Verify that all 1st Year in Country students are properly identified within Infinite Campus.
- Verify that all LEP (Limited English Proficiency) students are properly identified within Infinite Campus. These fields are located under Student Information>Program Participation> LEP in Infinite Campus.
 - Only students who were identified as LEP using the state approved identification test should be coded as LEP.

- Verify that all your Students with Disabilities are properly identified within Infinite Campus.
- Verify that all students who receive Free or Reduced Priced Lunch have been properly identified and entered on the FRAM Eligibility tab in Infinite Campus.
- Verify that the Resident District, Serving (Attending) District and County of Residence fields on the Enrollment tab in Infinite Campus for each student is correct. This information is forwarded to each County within the state of South Dakota and to the Office of School & Public Lands for funding purposes for your school district.
- Verify that you have properly entered end data for all students. You need to complete the End Date, the End Action and the End Status fields on Infinite Campus. If the student will return the following year, update the end status to (11: Student continues).
- 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.
- Verify that all high school graduates have had the Diploma Date, Diploma Type and Diploma Period updated on the GRADUATION tab in Infinite Campus.
- 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.

Graduation Detail: Pierre 32-2 (32002)

General Graduation Information

Diploma Date: 05/25/2011

Diploma Type: 01: Regular Diploma**

Diploma Period: SP: Spring

Date First Entered the 9th Grade: 08/28/2007

NGA Cohort End Year: 2011

NCLB Cohort End Year: 2011

Post Grad Location:

Post Grad Plans:

- 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 (SDCL13-27-3)
 - Death
 - Summer Dropouts – these are students who were not dropouts at the close of the previous school year but who failed to enroll by October 1. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade in 2012-2013 but who is not re-enrolled by October 1, 2013 is reported as a 2013-2014 dropout for the 11th grade. To manage this information in Infinite Campus, enroll the student with the normal start date for the school year and end the enrollment using the same date. This will cause the student to be enrolled for one day.

The screenshot shows the 'General Enrollment Information' form in Infinite Campus. The form includes fields for Calendar (09-10 Alpena Elem), Start Date (08/31/2009), End Date, Start Status (00: Current Student), and End Status. A dropdown menu for End Status is open, showing a list of codes from 01 to 16. Callouts provide instructions: 'Enter either D: Demote, P: Promote, R: Retain' for the End Action field; 'Enter the last day of school.' for the End Date field; and 'Be sure that the End Status for each student is updated appropriately. The most commonly used End Status' will be: 04: Student graduated, 10: Student retained, 11: Student continues' for the End Status dropdown.

- Verify that your district has run all Pre-Accountability audits using the Data Health Check tool within Infinite Campus and all errors have been resolved. To run the reports go to System Administration>Data Utilities>Data Health Check. Please find a comprehensive list of the Data Health Checks below:

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

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.

Required Data Elements for Upload School Districts

Student Enrollments

Upload districts must utilize the most current File Interface Specifications when uploading their end of the year student data into the State Edition. The file specs can be found on the DOE website at http://doe.sd.gov/ofm/documents/SIMS_SpecsforInfiniteCampus.pdf

Please see the previous guidance provided regarding important end of the year data reporting responsibilities. Upload districts are also required to utilize all the Accountability Ad-Hoc Queries built for your use and available within the State Edition of Infinite Campus. All errors must be resolved.

Section IV – Certified Staff

Staff Members within Infinite Campus

Staff E-mail Addresses and Birthdates

As the South Dakota Department of Education 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 SDDOE is requesting that all public school districts populate the “email” field, birthdates for all certified staff member in Infinite Campus. To clarify, the SDDOE would like to have the highest possible match rate to ensure that a) we are identifying the right teacher for the right school and b) teachers are seeing the children they serve in the classroom.

The SDDOE has submitted an enhancement to have the birthdate field become a requirement for all staff members. We do not know at this time when the enhancement will be made available in Infinite Campus. At this time we are asking you to start entering or correcting the birthdates for the staff members that are currently in your system.

Searching for a Staff Member

Index Search Help

Search for a:

Staff

Go

[Advanced Search >>](#)

Search Results: 8

- 12, Julie
- Carlson, Kimmie
- Ellenbecker, Laura
- Ginther, Rob
- Jung, Teri
- Merriman, Judy
- Turner, Linda
- turner, linda

When the profile appears, open the Demographics tab and you will enter the birthdate and the e-mail address. Please enter the appropriate (school) e-mail address.

Gender: F

District Assignments | School Choice | Credentials | Overrides | Fees | ID History

Demographics | Identities | Households | Relationships | Enrollments | District Employment

Save | Delete | Person Summary Report | Demographics Data

Person Information

PersonID: 1354

*Last Name: Merriman | *First Name: Judy | Middle Name: | Suffix: |

*Gender: Female | Birth Date: | Soc Sec Number: |

Race/Ethnicity (Edit):

State Race/Ethnicity: WH: White, not Hispanic

Federal Designation: 6: White

Race(s): White

Hispanic/Latino: No Data

Personal Contact Information

Other Phone: () - x Private

Cell Phone: () - x Private

Email: Private

Work Phone: () - x Private

Pager: () - x Private

Comments:

To help with linking teachers between Infinite Campus and the LDS system, it would be very helpful for SSN numbers to be entered into Infinite Campus.

State Staff ID Numbers

With the start of the 12-13 school year, we here at the SDDOE will start cleaning up the multiple state staff ID numbers. We would like to get to the point by the end of the year to have one state staff ID assigned to each certified teacher in South Dakota. In working with Infinite Campus we have set a preference within Infinite Campus, so when you enter a new teacher within the Staff Locator, you will be able to hover over the teachers name and identify that you have the correct teacher by previous district that they were in. It will give you the name of the district along with the year that they were there. The birthdate will also become another identifier once all the staff birthdates are entered correctly. **DDN**

Listserv

If you are not a member of the DDN Listserv, you can subscribe at:

<http://www.k12.sd.us/Web/SchoolWebs.htm>

K-12 Listvervs>DDNCampus>How do I subscribe to the DDNCampus listserv?

