

DOE – Data Management State Reporting User Groups

SEPTEMBER 2023

Review District & School Contact Information

- **The Verification of Educational Directory WAS DUE September 1st!**
- Find your school district on the DOE website at <https://doe.sd.gov/ofm/edudir.aspx>. Review the district information.
- Review the school information for each school. (The schools in your district will be found at the left of the district name).
- Please make sure the person who actually does the work is the person that is listed as the contact.
- If anything needs to be updated now, or throughout the school year, contact Angie at Angie.bren@state.sd.us.

Educational Structure

- If your district is thinking of making changes to its Educational Structure for the 2024/2025 school year, these changes must be reported to the DOE during the Educational Structure Data Collection between **February 1, 2024, through March 1, 2024.**
- **These changes include:**
 - Opening new school
 - Closing a school
 - Grade Span changes
 - Changing the name of a school

Alternative Instruction (Home School) Enrollments

- Due to substantial changes made by the 2021 SD Legislature to SDCL 13-27, parents/guardians must submit their Alternative Instruction/Home School notification through the Alternative Instruction Notification/Home School online system.
- The district's Business Manager and Main Infinite Campus contact will be notified by an automatically generated email when a family chooses your district as their "Resident District".
- If a paper notification form is submitted to a school district, the district must complete the notification and provide the parent/guardian with a final copy as proof of notification. A copy of the notification must then be sent to the Department of Education (attn: Carol Uecker).
- If the department receives the initial notification, the department will complete the form and provide the parent/guardian a final copy as proof of notification and share a copy with the school district.

When notifications and/or forms are received, please cross-reference with Infinite Campus to make sure any enrollment in Infinite Campus reflects the current situation.

Enrollments for Alternative Instruction Students in Infinite Campus

ALTERNATIVE INSTRUCTION/HOME SCHOOL STUDENTS						
SERVICES PROVIDED BY THE DISTRICT	Educational Services	SPED Services	Athletics	Fine Arts	Other Activities	No Services
District may enter a student record in Infinite Campus	Required	Required	Optional	Optional	Optional	No

1. If an alternative instruction student is enrolled in any classes at the school or receiving Sped Services, districts **MUST** record that student in the general ed calendar in Campus at the percentage that they are taking educational services.
2. If an alternative instruction student is involved in any extra curricular activities/fine arts activities sanctioned by the SD High School Activities Association, districts **MAY** record that student in Infinite Campus. You will need to create a separate calendar and name it “**Home School Activities**” and the enrollment for the students in that calendar will be at 0%.
3. If you have alternative instruction students who live in your district, but they are not involved with the district (i.e., classes, SPED, activities) the district **IS NOT** to record that student in Infinite Campus.

Definitions

EC – Early Childhood - Students not yet enrolled in Kindergarten but who are receiving ONLY Special Education services from the school district should be entered into the Student Information System using the “EC” as the grade level in the grade level field. You may enroll an EC student on their 3rd birthday.

- **Attendance is not required for EC students.**
- ***NOTE**** Kids that are receiving services through Birth to 3 and Headstart, now have a state ID number.

PK - 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 (ABC’s & 123’s) from a public school district for a minimum of 128 hours.

- **Attendance is required for Pre-School students.**

Definitions (continued)

K1 - 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.

- Attendance is required for Jr. Kindergarten students.

KG - Kindergarten Student – a student enrolled in Kindergarten must be at least 5 years old by September 1st.

- Attendance is required for Kindergarten students.

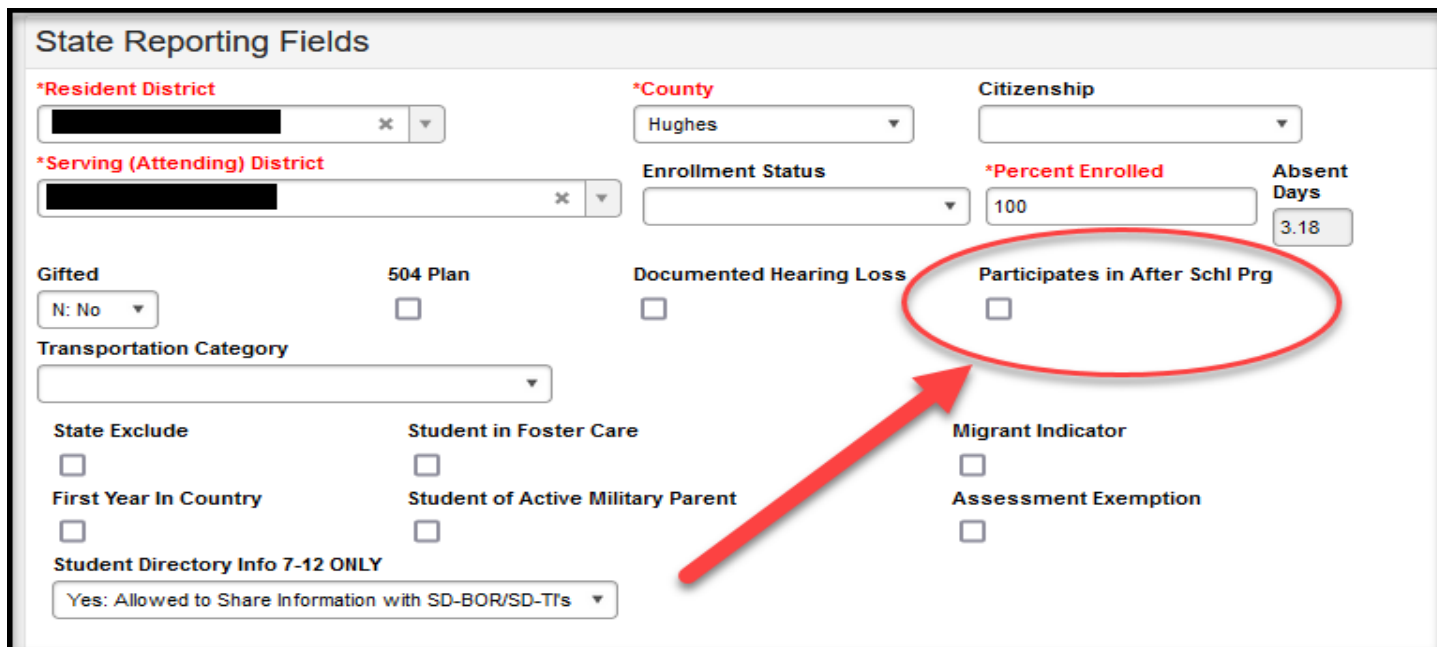
Pre-School Programs Reminders

- If your school district is operating a Pre-School program, then the district is required to enter an enrollment for all pre-school students in Infinite Campus and take **attendance**.
- If it is an outside entity that is operating the After-School or Pre-School program in your school buildings(s), the district is not required to track the enrollments or attendance in Infinite Campus.

After-School

Tracking student participation in After-School programs.

Students who participate in After-School programs offered and funded by the school district need to be flagged by the district by marking the After-School checkbox on the student's Enrollment Tab.



The screenshot shows a web form titled "State Reporting Fields" with various input fields and checkboxes. A red circle highlights the checkbox labeled "Participates in After Schl Prg", and a red arrow points to it from the bottom left.

State Reporting Fields			
*Resident District [Redacted] x ▾	*County Hughes ▾	Citizenship ▾	
*Serving (Attending) District [Redacted] x ▾	Enrollment Status ▾	*Percent Enrolled 100	Absent Days 3.18
Gifted N: No ▾	504 Plan <input type="checkbox"/>	Documented Hearing Loss <input type="checkbox"/>	Participates in After Schl Prg <input type="checkbox"/>
Transportation Category ▾			
State Exclude <input type="checkbox"/>	Student in Foster Care <input type="checkbox"/>	Migrant Indicator <input type="checkbox"/>	
First Year In Country <input type="checkbox"/>	Student of Active Military Parent <input type="checkbox"/>	Assessment Exemption <input type="checkbox"/>	
Student Directory Info 7-12 ONLY Yes: Allowed to Share Information with SD-BOR/SD-TTs ▾			

After School Programs Definitions

After-School Program definition – Programs that provide academic enrichment opportunities during non-school hours that serve children and youth of all ages. After-School programs help students meet state and local content standards in core academic subjects, such as reading and math; offer students a board array of services such as social emotional supports or family programs.

Tutoring definition –Tutoring is a short additional block of time, both within and outside of the regular school day, intended to complement specific classroom instruction to support gaps in student mastery of previously instructed learning objectives. Tutoring programs can be operated as teacher-to-teacher or peer-to-peer tutoring. Material covered is based on the individual student’s needs focusing on helping the student succeed in areas where the student is struggling.

Calendars

- **ALL** calendars were due the last Friday in August.
- Summer school calendars are due by the last **Friday in April**.
- Make sure that your instructional minutes from the period tab are entered correctly on the calendar tab.
- Verify that your terms and periods are entered correctly.
- A Day Reset must be done before you edit any calendar days. This includes all calendars for your district.

Counting Instructional Minutes

Search Campus Tools

- System Administrator
 - ▶ Student Information
 - ▶ Census
 - ▶ Behavior
 - ▶ Attendance
 - ▶ Program Admin
 - ▶ Ad Hoc Reporting
 - ▶ User Communication
 - ▶ Assessment
 - ▼ System Administration
 - ▶ Auditing
 - ▶ Batch Queue
 - ▼ Calendar
 - Calendar**
 - Calendar Wizard
 - School Years
 - Delete Calendar

Calendar
Grade Levels
Schedule Structure

Save Day/Day Events
 Delete Day/Day Events

Print Rotation
 Multi Day Event

Day Detail

Date: 11/25/2020 Day # 70

**Period Schedule*

Testing Rotation: Testing Rotation

School Day: Instruction Attendance

Start Time: End Time: Duration: 0

Comments:

Day Events

Type	Duration	Inst. Minutes
SI: Inclement Weather	0	0

Blended Learning Groups ?

This day is not counted as an Instructional or Attendance day.

The Duration box is not used to calculate any minutes.

There is no school on this day due to Inclement Weather. There is 0 entered for Instructional Minutes.

Counting Instructional Minutes

▼ Event on this Day

Day Detail

Date: 10/21/2021 Day #: 44

Period Schedule

Day

School Day

Instruction Attendance

Start Time: End Time: Duration:

Comments

Student Instructional Minutes 270
 Parent Teacher Conferences 180
 Total Instructional Minutes for the day 450

Day Events

Type	Duration	Inst. Minutes
✕ AD: Abbreviated Day	270	270
✕ PT: Parent-Teacher Conference	180	180

Add DayEvent

Blender Learning Groups ?

Add Group

The day is counted as an Instructional and Attendance Day.

The Duration box is not used to calculate any minutes.

The 270 is the minutes that the students received instruction on this day.

This is the correct way to count instructional minutes that is allowed for Parent Teacher Conf. They have entered the 180 minutes in the Duration and Instructional minutes box.

These two entries in the Instructional Minute box will both be calculated into the total number of minutes for this day.




Parent Teacher Conferences - you are allowed to count 11 hours (660 min.)
 In-Service – you are allowed to count 5.5 hours (330 min.)

Required Minutes

- Pre-School Student – minimum of 128 hours (7,608)
- KG/K1 Student – minimum of 437.5 hours (26,250)
- Grades 1-5 – 875 hours (52,500)
- Grades 6-12 – 962.5 hours (57,570 minutes)
- To check the total of instructional minutes for your schools, follow this path:
System Adm>Calendar>Calendar>Days>Print

18-19 Rockport Colony Elem

[Calendar](#) [Grade Levels](#) [Schedule Structure](#) [Terms](#) [Periods](#) **Days**

 Day Reset  **Print**  Multi Day Event

<< **September 2018** >>

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

▼ Event on this Day

Deleting a Calendar

Year: 21-22 | District: Alpena 36-1 (36001) | School: Alpena Hi Sch | Calendar: 21-22 Alpena Hi Sch 1

21-22 Alpena Hi Sch 1

Save | **Mark for Deletion**

Calendar Info

Calendar ID: 30894 | School: 01 Alpena Hi Sch (schoolID:141)

*Name: 1-22 Alpena Hi Sch 1 | Number: | Sequence: | Summer School:

*Start Date: 08/22/2021 | *End Date: 05/21/2022 | Exclude:

Student Day (instructional minutes): | Teacher Day (minutes): | School Choice:

Whole Day Absence (minutes): | Half Day Absence (minutes): | Title 3:

Type: I: Instructional | 4 Day School Week:

Virtual: | Require Student Assignment: | External LMS Exclude:

Comments: rolling 04/20/2021 10:53 AM

Unmark for Deletion

Calendar marked for deletion by Jung, Teri on 08/31/2021 09:19 AM. Reason: Created in Error.

Calendar Info

Calendar ID: 30894 | School: 01 Alpena Hi Sch (schoolID:141)

*Name: 1-22 Alpena Hi Sch 1 | Number: | Sequence: | Summer School:

*Start Date: 08/22/2021 | *End Date: 05/21/2022 | Exclude:

Student Day (instructional minutes): | Teacher Day (minutes): | School Choice:

Whole Day Absence (minutes): | Half Day Absence (minutes): | Title 3:

Type: I: Instructional | 4 Day School Week:

Virtual: | Require Student Assignment: | External LMS Exclude:

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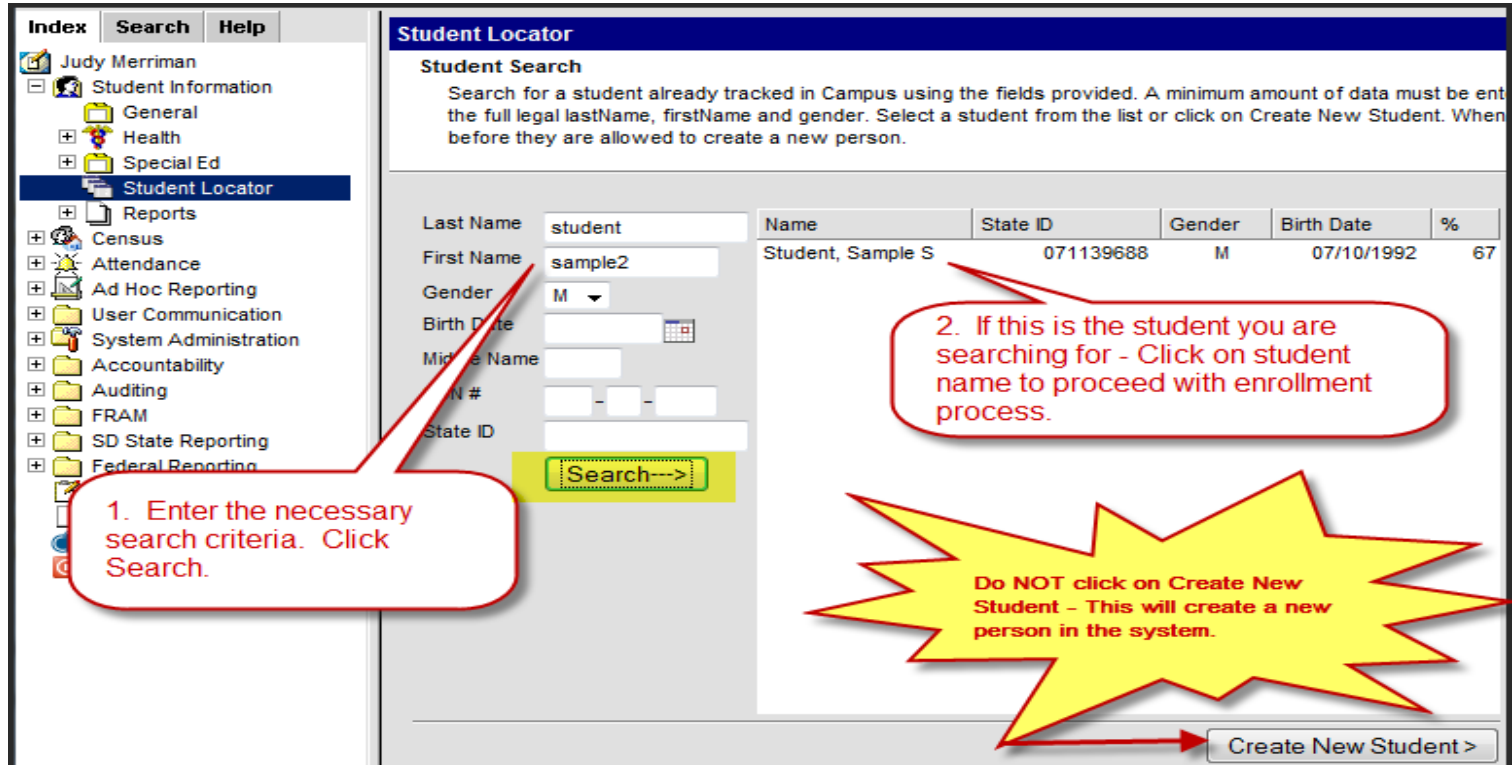
Calendar | Calendar Wizard | School Years | **Delete Calendar**

Select the calendar to delete. Mark that calendar for Deletion.,

Step 2. click on Delete Calendar and follow the steps to delete the calendars.

Enrolling a Student

Index>Student Information>Student Locator



The screenshot shows the 'Student Locator' web application. On the left is a navigation menu with 'Student Locator' selected. The main area has a 'Student Search' form with fields for Last Name (student), First Name (sample2), Gender (M), Birth Date, Middle Name, SSN #, and State ID. A 'Search-->' button is below the form. To the right is a table with one row of search results. A red callout box points to the 'Search' button with the instruction: '1. Enter the necessary search criteria. Click Search.' Another red callout box points to the student name in the table with the instruction: '2. If this is the student you are searching for - Click on student name to proceed with enrollment process.' A yellow starburst callout points to the 'Create New Student >' button with the instruction: 'Do NOT click on Create New Student - This will create a new person in the system.'

Name	State ID	Gender	Birth Date	%
Student, Sample S	071139688	M	07/10/1992	67

****NOTE**** Kids that are receiving services through Birth to 3 and Headstart, now have a state ID number.

Student Names

- When entering student names, do not use commas. If a student goes by a nickname, put it in the nickname field. If there is a hyphenated name, you can use a hyphen (Merriman-Koch) or you can just use a space.
- Jr and Sr should be entered in the Suffix box.
- Do not “space” after the first or last name as that is a character in Campus.

Robin, Christopher
 Grade: 08 DOB: 03/02/2005 Gender: M

School Choice Credentials Overrides Fees ID History Schedule Payments

Demographics Identities Households Relationships Enrollments District Employee

Person Information

PersonID: 142

*Last Name <input type="text" value="Robin"/>	*First Name <input type="text" value="Christopher"/>	Middle Name <input type="text"/>	Suffix <input type="text" value="Jr."/>	Upload Picture
*Gender <input type="text" value="M: Male"/>	Birth Date (Age: 14) <input type="text" value="03/02/2005"/>	Soc Sec Number <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>		

Race/Ethnicity (Edit) No Image Available

State Race/Ethnicity: WH:White, not Hispanic

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination:

Birth Country

Date Entered US

Date Entered US School

Date Entered State School

Birth Verification

Home Primary Language

Nickname

Always use the name that is on the Birth Certificate.

Enrollment Tab

Blaze, Simon
 Grade: 01 #183333844 DOB: 08/25/2013 Gender: M

Summary **Enrollments** Flags Assessment

Save Delete New Print Enrollment History

General Enrollment Information

Calendar: 19-20 Alpena Elem
 Schedule (read only): Main
 *Start Date: 07/01/2019
 End Date:
 State Start Status: 00: Current Student
 *Grade: 01
 End Action:
 State End Status:

Class Rank Exclude:
 *Service Type: P: Primary
 Final LMS Exclude:

Start Comments:

CRDC School of Accountability:

Future Enrollment

Next Calendar:

State Reporting Fields

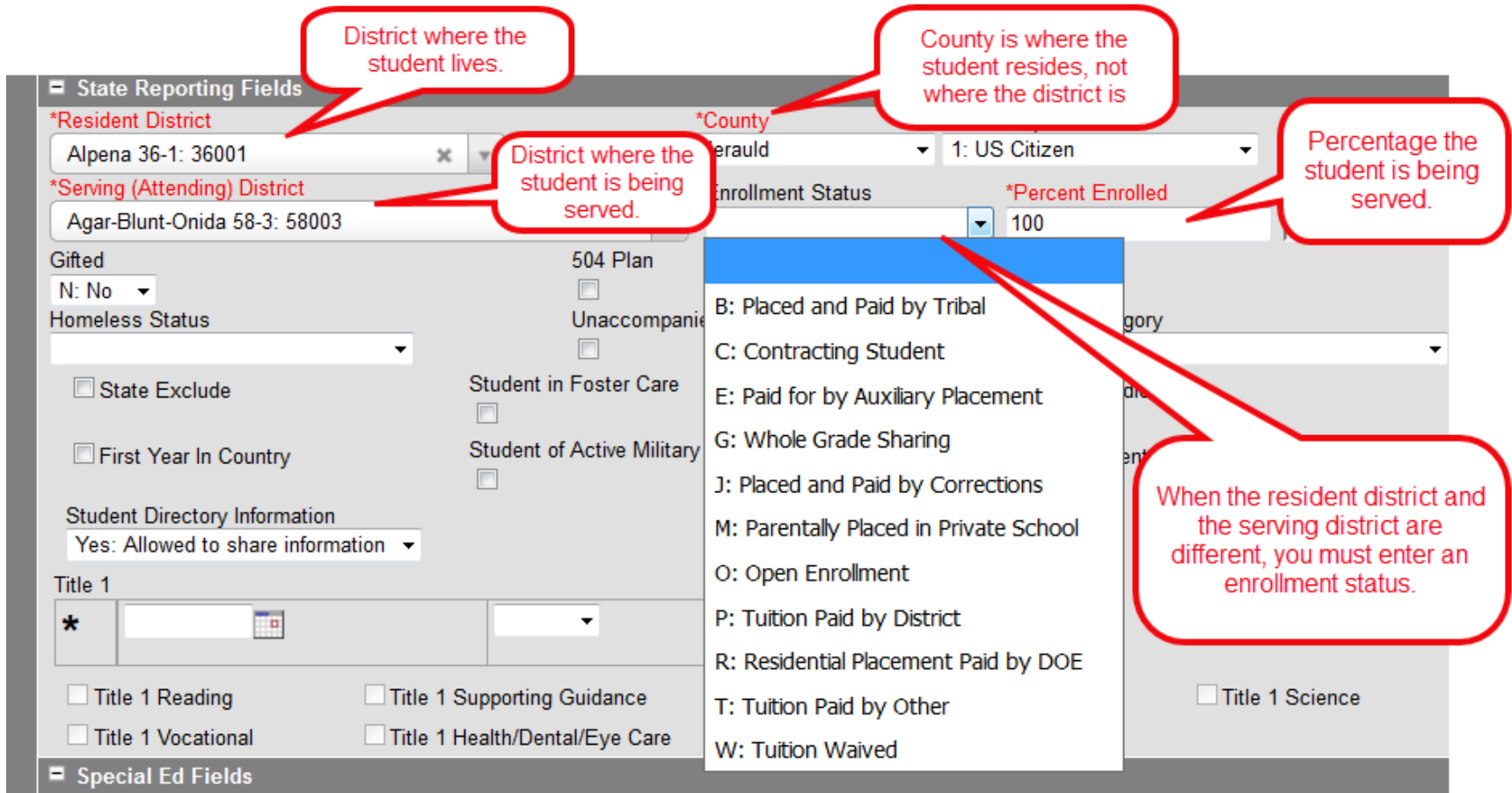
*Resident District: Alpena 36-1: 36001
 *Serving (Attending) District: Alpena 36-1: 36001
 Gifted: N: No
 504 Plan:

01: Expelled, didn't return to any school
 02: Discontinued education - dropped out
 03: In-state School Transfer
 04: Student graduated
 05: Student died
 06: Committed to institution
 07: Reached maximum age for special-ed
 08: Out-of-state School Transfer
 09: Colony student > grade 8 - religious exemption
 10: Student retained
 11: Student continues
 14: Home School Transfer
 15: Suspended
 16: Home School Completer
 17: Discontinued education - completed GED
 18: Discontinued education - exceeds compulsory age
 19: Continues/Completed IEP team mod/course reqs
 20: Discontinued/Completed IEP team mod/course reqs
 21: Aged Out/Completed IEP team mod/course reqs

When you end date a student, you must enter an end status

Primary - Enrollment greater than 50%
 Partial - Enrollment less than 50%
 N - Special Ed Services

Enrollment Status



The screenshot shows the 'State Reporting Fields' form with the following fields and callouts:

- *Resident District:** Alpena 36-1: 36001. Callout: "District where the student lives."
- *Serving (Attending) District:** Agar-Blunt-Onida 58-3: 58003. Callout: "District where the student is being served."
- *County:** DeRauld. Callout: "County is where the student resides, not where the district is"
- *Citizenship:** 1: US Citizen
- *Enrollment Status:** A dropdown menu is open, showing options: B: Placed and Paid by Tribal, C: Contracting Student, E: Paid for by Auxiliary Placement, G: Whole Grade Sharing, J: Placed and Paid by Corrections, M: Parentally Placed in Private School, O: Open Enrollment, P: Tuition Paid by District, R: Residential Placement Paid by DOE, T: Tuition Paid by Other, W: Tuition Waived. Callout: "When the resident district and the serving district are different, you must enter an enrollment status."
- *Percent Enrolled:** 100. Callout: "Percentage the student is being served."

Other fields visible include: Gifted (N: No), Homeless Status, 504 Plan, Unaccompanied, Student in Foster Care, Student of Active Military, State Exclude, First Year In Country, Student Directory Information (Yes: Allowed to share information), Title 1 (with checkboxes for Reading, Supporting Guidance, Vocational, Health/Dental/Eye Care, and Science).

Enrollment Status (continued)

B: Placed and Paid by Tribal

- Used primary by BIE schools
- In few cases, public schools could use the code if the student is attending a residential treatment program operated by public school districts but paid for by the tribe.

C: Contracting Student

- Use if your district contracts students to another school district (in-state or out-of-state) since the student(s) cannot be served in district because a school does not exist (Example: Big Stone School District does not have a high school) or use if your district receives students from a contracting district.

E: Paid for by DSS Auxiliary Placement

- Use when the student is placed by the Department of Social Services. Resident district for students with E code must be either Custody of the State (90090) or DSS Aux Placement (68302).
- 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 effect. The Department of Education must approve the agreement for whole grade sharing. The only districts currently approved to use this Enrollment Status is Burke and South Central.

Enrollment Status (continued 2)

J: Placed and Paid by Corrections

- Use when the student is placed by the Department of Corrections. Resident district for students with J code must be either Custody of State (90090) or Department of Corrections (49321).

M: Parentally Placed in Private

- Use when the student is attending a private school paid for by the parents.

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.
- If the student changes address during the school year that results in a change in their resident district, then the previous enrollment must be ended, and a new enrollment entered with the updated resident district and the correct county of residency. In addition, Open Enrollment does not apply to students who are homeless and remain in the school of origin after moving to a different district.
- PK students CANNOT be coded as Open Enrolled.

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.

Enrollment Status (con't)

R: Residential Placement Paid by DOE

- Use for students placed in one of the below facilities for whom DOE is paying the tuition for their placement. Psychiatric Residential Treatment Facility (PRTF)
 - Plankinton – Aurora Plains Academy (Intensive PRTF)
 - Huron – Our Home ASAP (PRTF)
 - Mitchell – Abbott House (PRTF)
 - Parkston – Our Home (PRTF)
 - Spearfish – Spearfish Academy at Canyon Hills (Elementary and High School) (PRTF)
 - Sioux Falls – Summit Oaks Residential (PRTF)
 - Rapid City – Wellfully (PRTF)

T: Tuition Paid by Other

- Use for students attending the School for the Deaf in Harrisburg & Brandon Valley
- Use for a South Dakota student enrolling in Iowa. (this pertains to Alcester-Hudson & Elk Point-Jefferson only)
- If the student's tuition is being paid by an outside entity, such as a foundation or a program.
- PK non-resident students attending a public school and tuition is charged. "T: Tuition Paid
- by Other" is needed as PK students cannot have the enrollment status of "O: Open Enrollment".

W: Tuition Waived

- This code is used for students attending the School for the Blind.
- PK non-resident students attending a public school and no tuition is charged. "W: Tuition Waived" is needed as PK students cannot have the enrollment status of "O: Open Enrollment".

Overlapping Enrollments

Overlapping enrollments are permissible for up to 90 consecutive school days according to SD Adm. Rule 24:17:03:05 in one of the following 11 facilities.

Short Term Group Care Facilities

1. Avera Adolescent Addiction Care Program: Sioux Falls – 49005
2. Avera Behavioral Health Program: Sioux Falls – 49005
3. ARISE Shelter Care: Sioux Falls – 49005
4. Our Home Rediscovery: Huron – 02002
5. Wellfully Behavioral Health Unit & Addiction Recovery Unit: Rapid City – 51004

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. Wanbli Wiconi Tipi (Todd County) JDC - 66001

Overlapping Enrollments (continued)

- **Resident District** – They are allowed to keep an enrollment 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 on the 91st consecutive school day if the student is still at the facility. Remember, if you have an enrollment for a student while they are in one of the allowable facilities, you must count the student absent.
- **Attending District** - Will create an enrollment record showing their district as both the Resident and the Serving district for the period in which the student is attending the Short-Term Group Care or JDC facility. The Percent Enrolled field should be marked as 100% and the Service Type field should be marked as P: Primary.

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

Cross Border Agreements

****Only students whose resident district is a “Contiguous/Bordering” school district (i.e.: touching the state line boundary) are eligible for these “Cross Border-Open Enrollment” arrangements.**

MN/ND Student Open Enrolling into SD:

Resident District - 99085 or 99086

Serving District - South Dakota District

Enrollment Status - O: Open Enrolled

SD Student Open Enrolling in MN or ND:

Resident District - SD District

Serving District – 99085 or 99086

Enrollment Status - O: Open Enrolled

IA Student Enrolling in SD:

Resident District - 99087

Serving District – SD District

Enrollment Status – P: Tuition Paid by District

SD Student Enrolling in IA

Resident District - Elk Point-Jefferson or Alcester-Hudson

Serving District - 99087

Enrollment Status – T: Tuition Paid by Other

SD Enrolling in IA (all other students):

Resident District - SD District

Serving District: IA 99087

Enrollment Status: P: Tuition Paid by District

Citizenship

Save Delete Print Enrollment History New

State Reporting Fields

*Resident District
Alpena 36-1: 36001

*County
Jerauld

Citizenship
1: US Citizen
2: Foreign Exchange Student
3: Immigrant

Gifted
N: No

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

Enrollment Status

Absent Days

Homeless Status

Unaccompanied Youth

Transportation

Code all Foreign Exchange Students and Immigrant

Immigrant Students– The term ‘immigrant children and youth’ means individuals who:

- are age 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years.
- If the student is born outside the US, please populate the “Date Entered US” on the Demographics tab. Also, enter the date the student entered a US School and a State School.
- If you have an Immigrant student who has been in the country for more than 3 years without gaining US citizenship, you will continue to mark these students as immigrants, but they will not be included in your Title III funding.
- Contact: Ashley Holm 605-773-4437

Student in Foster Care

State Reporting Fields

*Resident District		*County	Citizenship	
Armour 21-1: 21001 x ▾		Douglas ▾	▾	
*Serving (Attending) District		Enrollment Status	*Percent Enrolled	Absent Days
Armour 21-1: 21001 x ▾		▾	100	<input type="text"/>
Gifted	504 Plan	Documented Hearing Loss	Participates in After Schl Prg	
N: No ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation Category				
▾				
State Exclude	<input type="checkbox"/>	Student in Foster Care	<input type="checkbox"/>	Migrant Indicator
First Year In Country	<input type="checkbox"/>	Student of Active Military Parent	<input type="checkbox"/>	Assessment Exemption
Student Directory Info 7-12 ONLY	Yes: Allowed to Share Information with SD-BOR/SD-TI's ▾			

Districts do not need to worry about updating the Foster Care field. The DOE obtains a file from the Department of Social Services and works with Infinite Campus to flag each Foster Care student on a biannual basis. **Remember.....When you have a student marked as a Foster Care student, you need to make sure they are marked as receiving FREE lunch on the FRAM tab.**

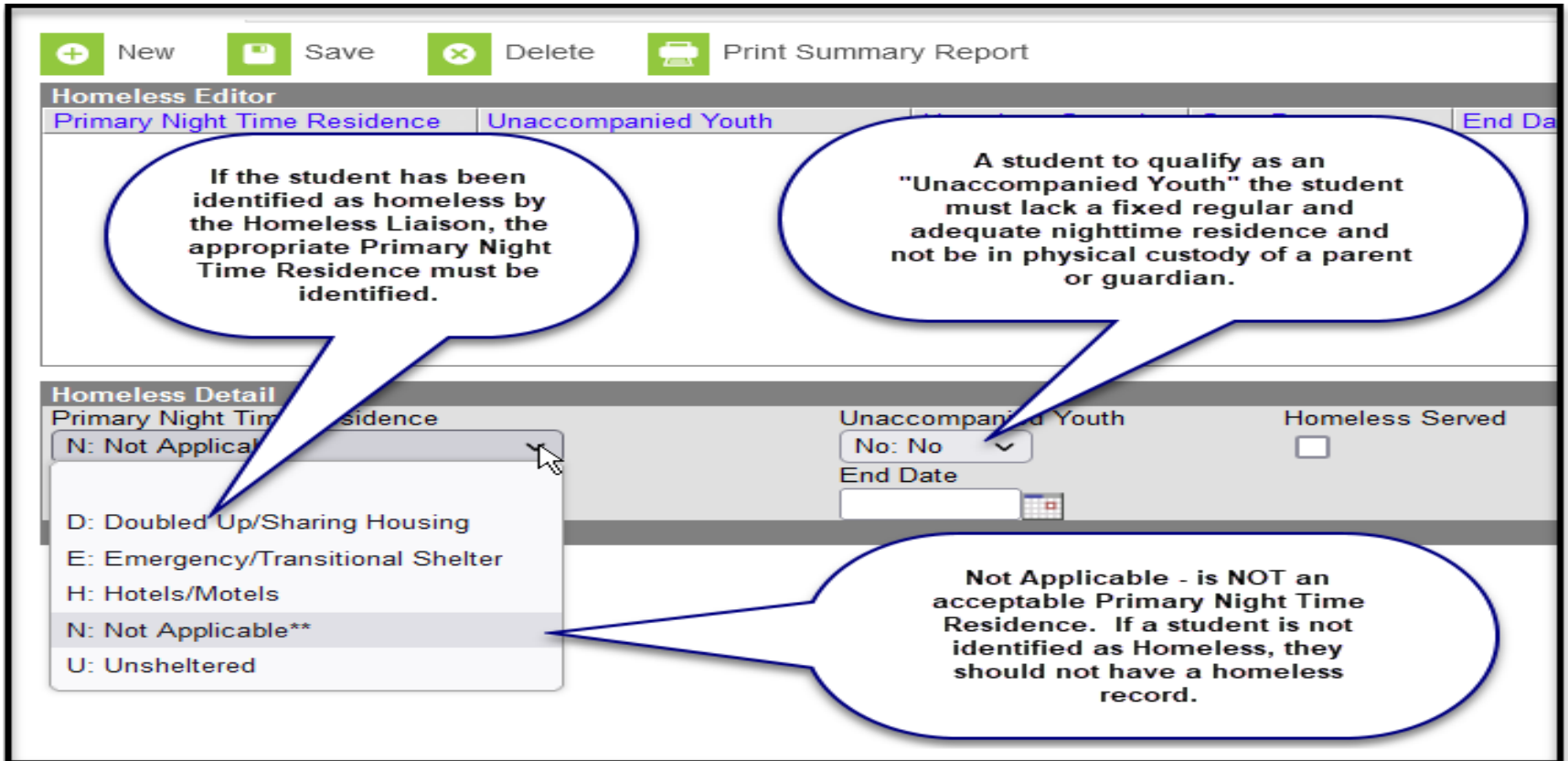
Migrant Students

State Reporting Fields

*Resident District		*County	Citizenship	
Tea Area 41-5: 41005		Lincoln		
*Serving (Attending) District		Enrollment Status	*Percent Enrolled	Absent Days
Tea Area 41-5: 41005			100	0.14
Gifted	504 Plan	Documented Hearing Loss	Participates in After Schl Prg	
N: No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation Category				
State Exclude	Student in Foster Care	Migrant Indicator		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First Year In Country	Student of Active Military Parent	Assessment Exemption		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The DOE Migrant office provides a file twice a year, once in the Fall and another in the Spring that identifies all migrant students. Once these files are received, they are submitted to Infinite Campus to flag all students identified as a migrant. **Remember...When you have a student marked as a migrant student, you need to make sure they are marked as receiving FREE lunch on the FRAM tab.**

Homeless Students



The screenshot shows the 'Homeless Editor' interface with the following elements:

- Toolbar:** New, Save, Delete, Print Summary Report.
- Homeless Editor:**
 - Primary Night Time Residence
 - Unaccompanied Youth
 - End Date
- Homeless Detail:**
 - Primary Night Time Residence: N: Not Applicable (dropdown menu is open)
 - Unaccompanied Youth: No: No (dropdown menu)
 - Homeless Served:
 - End Date:

Callout 1 (Primary Night Time Residence): If the student has been identified as homeless by the Homeless Liaison, the appropriate Primary Night Time Residence must be identified.

Callout 2 (Unaccompanied Youth): A student to qualify as an "Unaccompanied Youth" the student must lack a fixed regular and adequate nighttime residence and not be in physical custody of a parent or guardian.

Callout 3 (Primary Night Time Residence dropdown): Not Applicable - is NOT an acceptable Primary Night Time Residence. If a student is not identified as Homeless, they should not have a homeless record.

If a student has been determined Homeless by your district's Homeless Liaison, you will enter the Homeless record at: Index>Student Information>Program Participation>Homeless. **Remember: When you have a student marked as a Homeless student, you need to make sure they are marked as receiving FREE lunch on the FRAM tab.**

1st Year in Country

State Reporting Fields

*Resident District Tea Area 41-5: 41005	*County Lincoln	Citizenship 	
*Serving (Attending) District Tea Area 41-5: 41005	Enrollment Status 	*Percent Enrolled 100	Absent Days 0.14
Gifted N: No	504 Plan <input type="checkbox"/>	Documented Hearing Loss <input type="checkbox"/>	Participates in After Schl Prg <input type="checkbox"/>
Transportation Category 			
State Exclude <input type="checkbox"/>	Student in F <input type="checkbox"/>		
First Year In Country <input type="checkbox"/>	Student of Active Military Parent <input type="checkbox"/>	Assessment Exemption <input type="checkbox"/>	

If a student arrives and enters a U.S. school between May 2, 2023 and May 1, 2024, they are considered First Year in Country.

Student of Active Military Parent

State Reporting Fields

*Resident District		*County	Citizenship	
Tea Area 41-5: 41005		Lincoln		
*Serving (Attending) District		Enrollment Status	*Percent Enrolled	Absent Days
Tea Area 41-5: 41005			100	0.14
Gifted	504 Plan	Documented Hearing Loss	Participates in After Schl Prg	
N: No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation Category				
State Exclude	Student in Foster Care	Migrant Indicator		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First Year In Country	Student of Active Military Parent	Assessment Exemption		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

It is the responsibility of the school district to collect this information from the family. The definition of an “Active-Duty Military Parent” includes a parent who is a member of the Armed Forces on active duty. “Armed Forces” means the Army, Navy, Air Force, Marine Corps, and Coast Guard. This also includes full-time members of the National Guard Reserve. Students whose parent(s) are in the National Guard and who have been ACTIVATED and DEPLOYED are to be considered a Student of Active Military Parent.

Student with Hearing Loss

State Reporting Fields

*Resident District Tea Area 41-5: 41005	*County Lincoln	Citizenship 	
*Serving (Attending) District Tea Area 41-5: 41005	Enrollment Status 	*Percent Enrolled 100	Absent Days 0.14
Gifted N: No	504 Plan <input type="checkbox"/>	Documented Hearing Loss <input type="checkbox"/>	Participates in After Schl Prg <input type="checkbox"/>
Transportation Category 			

It is the district's responsibility to identify and report any students with hearing loss. It does not require testing. If a student has a documented hearing loss of 35 db or more regardless of whether they have an IEP or 504 plan, then you will need to check the box. There is a Hearing loss report located under SD State Reporting.

Hearing Loss questions: Contact Wendy Trujillo at 605-773-8195 or Wendy.Trujillo@state.sd.us.

Student Directory Box

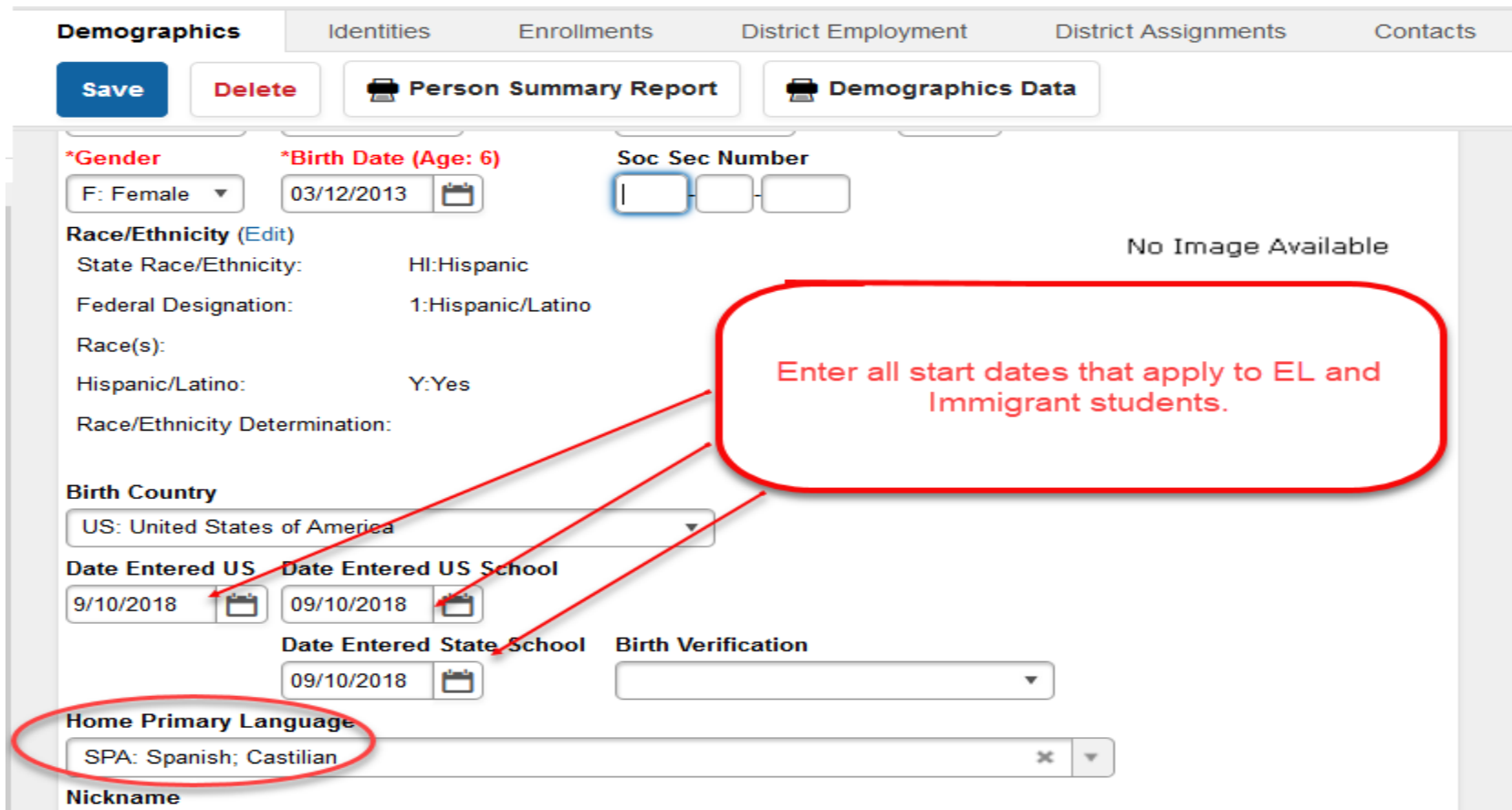
State Reporting Fields

*Resident District		*County	Citizenship	
Tea Area 41-5: 41005		Lincoln		
*Serving (Attending) District		Enrollment Status	*Percent Enrolled	Absent Days
Tea Area 41-5: 41005			100	0.14
Gifted	504 Plan	Documented Hearing Loss	Participates in After Schl Prg	
N: No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation Category				
State Exclude	Student in Foster Care		Migrant Indicator	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
First Year In Country	Student of Active Military Parent		Assessment Exemption	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Student Directory Info 7-12 ONLY				
Yes: Allowed to Share Information with SD-BOR/SD-TI's				

To assist the South Dakota Board of Regents and South Dakota Technical Colleges with the Proactive Admissions process and to assist districts with compliance to SDCL 13-28-50, the below Student Directory Information box was added to Infinite Campus. The box will automatically default to Yes- Allowed to share information as it is felt that most parents will not object to this sharing of information. IF you have a parent who has indicated that the school district is not allowed to disclose the student's information to the SD BOR or the SD TI's without their prior written consent, it is the SCHOOL DISTRICT's RESPONSIBILITY to change the designation in this box to NO: DO NOT share information with SD-BOR/SD-TI's.

EL

Home Primary Language and **Date Entered US School** fields are populated on the student's **Demographics** tab. This must be completed prior to entering EL information on the EL tab.



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

Save | **Delete** | **Person Summary Report** | **Demographics Data**

***Gender**: F: Female
***Birth Date (Age: 6)**: 03/12/2013
Soc Sec Number: [] [] []

Race/Ethnicity (Edit)
State Race/Ethnicity: HI:Hispanic
Federal Designation: 1:Hispanic/Latino
Race(s):
Hispanic/Latino: Y:Yes
Race/Ethnicity Determination:

Birth Country: US: United States of America

Date Entered US: 9/10/2018
Date Entered US School: 09/10/2018
Date Entered State School: 09/10/2018
Birth Verification: []

Home Primary Language: SPA: Spanish; Castilian

Nickname: []

No Image Available

Enter all start dates that apply to EL and Immigrant students.

EL

Example, Student

Grade: 05 DOB: 10/21/2009 Gender: F

EL EL Assessments EL Services EL Accommodations

 Save  Delete

Active EL Record	Census Information
*Program Status EL <input type="text"/>	**To go to Census->People->Identities
Identified Date: <input type="text" value="8/28/2019"/>	File Data Not Available
Expected Exit Date: <input type="text"/>	Birth Country: Data Available
Program Exit Date: <input type="text"/>	
Exit Reason: <input type="text"/>	
Parent Notified: <input type="text"/>	
Parent Declined: <input type="checkbox"/>	
Parent Declined Date: <input type="text"/>	
Comments: <input type="text"/>	

Enter the Program Status

Enter the date the student was identified.

DOE will submit a file to Campus with a list of students who have tested proficient. Campus will enter an exit date.

EL Services

Search Campus Tools

Teri Jung

- ▼ Student Information
 - General
 - ▶ Counseling
 - Academic Planning
- ▼ Program Participation
 - Early Learning
 - English Learners (EL)**
 - Homeless
 - Programs
 - Custom Programs
 - ▶ Health
- Medicaid
 - ▶ PLP
 - ▶ Response to Intervention
 - ▶ Special Ed
- Student Locator
 - ▶ Reports
- ▶ Census
- ▶ Behavior
- ▶ Health

Grade: 03 DOB: 06/10/2011 Gender: M

EL EL Assessments **EL Services** EL Accommodations

+ New
 📄 Save
 ✕ Delete

EL Service	Start Date	End Date
CESL: Content Based ESL	09/17/2017	

EL Services Detail

*Start Date

End Date

*Service Type

CESL: Content Based ESL

DEVB: Developmental Bilingual

DUAL: Dual Language

OTHER: Other

PESL: Pull out ESL

ESELD: ESL or ELD

NEW: Newcomer Programs

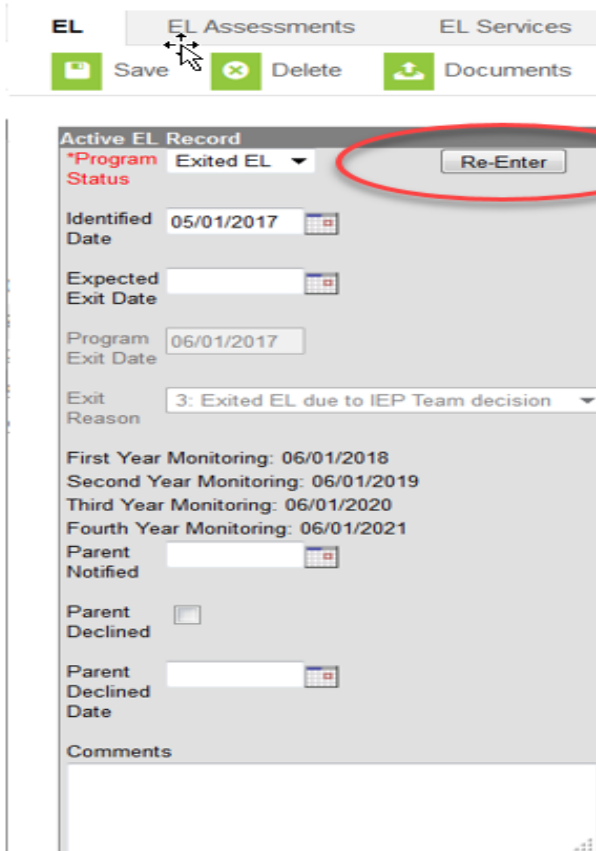
TBIP: Transitional Bilingual Program

TWIMM: Two Way Immersion

If there is a change in an EL Service, you will end date the first service type and add in the new service. Also, you are allowed to have more than one service type

EL/Re-enter

Student Information>Program Participation>English Learner (EL)



EL EL Assessments EL Services

Save Delete Documents

Active EL Record

*Program Status Exited EL **Re-Enter**

Identified Date 05/01/2017

Expected Exit Date

Program Exit Date 06/01/2017

Exit Reason 3: Exited EL due to IEP Team decision

First Year Monitoring: 06/01/2018
Second Year Monitoring: 06/01/2019
Third Year Monitoring: 06/01/2020
Fourth Year Monitoring: 06/01/2021

Parent Notified

Parent Declined

Parent Declined Date

Comments

If a school district determines that a student is still struggling due to a language barrier, the school may re-enter the student into the EL program.

The school must administer the screener test for those students prior to re-entering them.

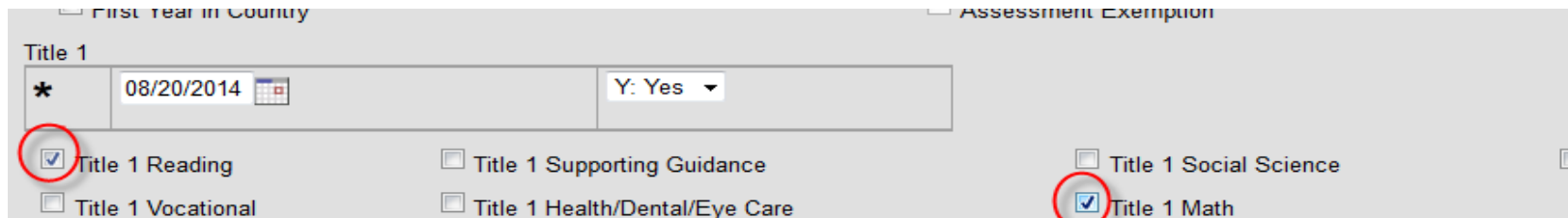
1. Exited EL - Reached Proficiency
2. Exited EL due to EL Misidentification
3. Exited EL due to IEP Team decision

English Learners document at <https://doe.sd.gov/title/el.aspx>

Title I

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

If your school is a Targeted Assisted Title I program, 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.



The screenshot shows a form for Title I services. At the top, there are two tabs: "First Year in Country" and "Assessment Exemption". Below the tabs, there is a "Title 1" section. It contains a date field with a calendar icon, a dropdown menu set to "Y: Yes", and a grid of checkboxes for various Title I services. The checkboxes for "Title 1 Reading" and "Title 1 Math" are checked and circled in red. The other checkboxes are unchecked.

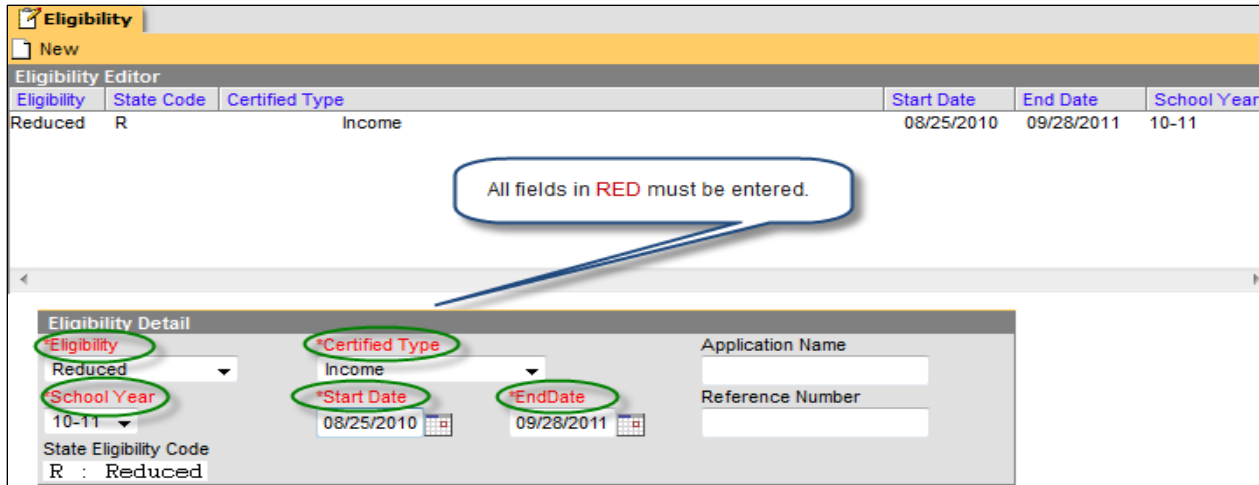
Service	Status
Title 1 Reading	Checked
Title 1 Supporting Guidance	Unchecked
Title 1 Social Science	Unchecked
Title 1 Vocational	Unchecked
Title 1 Health/Dental/Eye Care	Unchecked
Title 1 Math	Checked

If your school is a Targeted Assisted Title I school you will need to update these fields and indicate the Title I services that the student is receiving.

If you are a School-wide Title I Program, DOE will submit a file to Campus and they will flag all students. This file will be submitted one time during the year, and that will take place in the spring.

FRAM

Schools are responsible for updating eligibility on the students FRAM tab with their lunch eligibility status by **October 1st**.



The screenshot shows the 'Eligibility Editor' interface. At the top, there is a table with columns: Eligibility, State Code, Certified Type, Start Date, End Date, and School Year. A single record is shown with values: Reduced, R, Income, 08/25/2010, 09/28/2011, and 10-11. Below the table is an 'Eligibility Detail' form. Fields in the form are: Eligibility (Reduced), Certified Type (Income), School Year (10-11), Start Date (08/25/2010), and End Date (09/28/2011). Red asterisks are placed before 'Certified Type', 'Start Date', and 'End Date'. A callout box with a blue border and white background contains the text 'All fields in RED must be entered.' and points to these red 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 information received through the iMATCH process.
- **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 and cannot be modified or deleted.



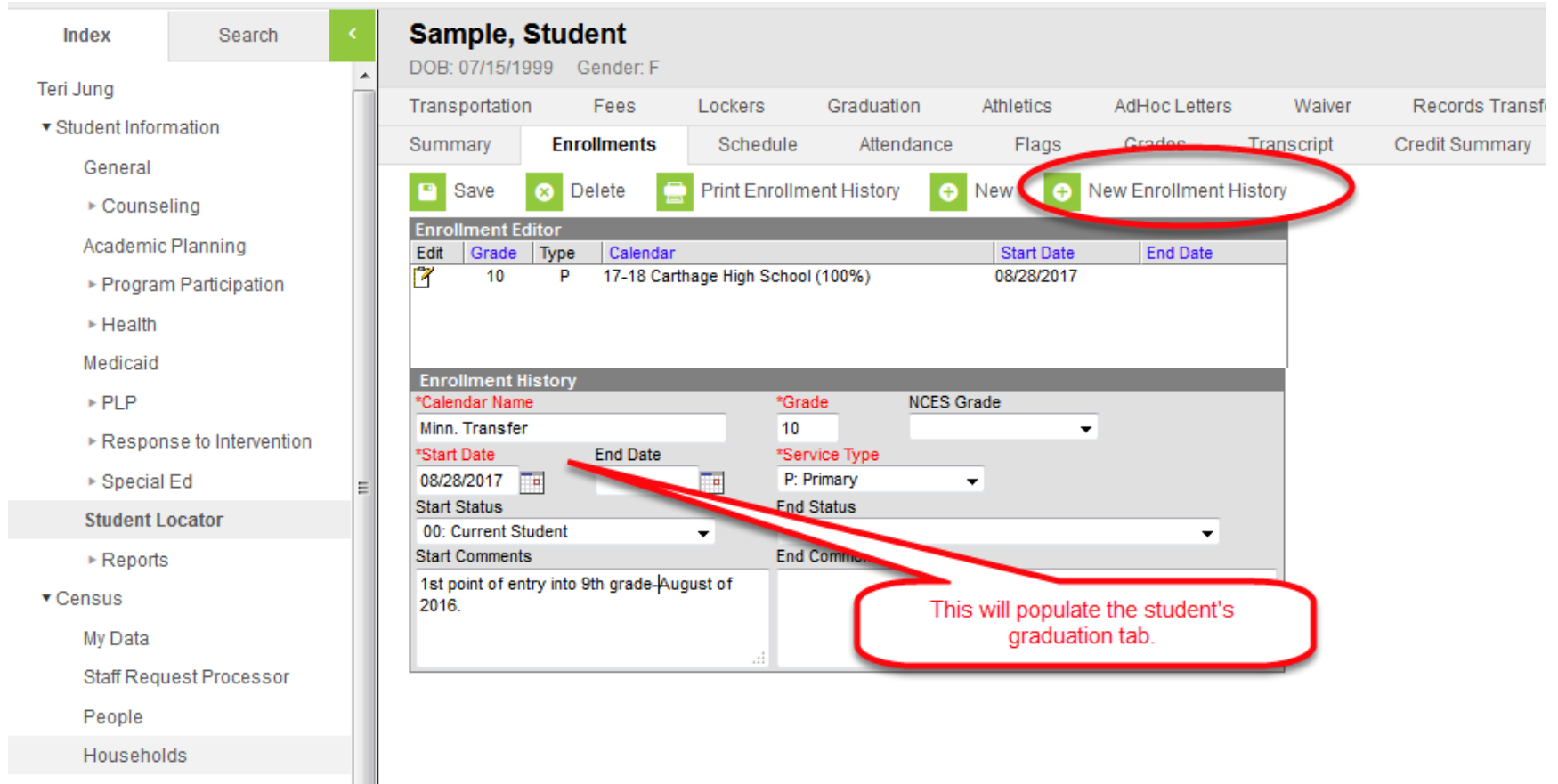
Requesting Records for a Transfer Student

- Once a student is enrolled, a Records Transfer Request form will display. Enter any comments and click Submit Request. A notice will be sent to the student's previous district.
- Once the records are released to you, be sure that you use the Data Import Wizard for data that pertains to the student. This could include EL data, transcripts, assessment, etc.
- One of the important reasons for using the Records Transfer is that once the records are released to the requesting district, the date the student first entered the 9th grade will populate on the Grad Tab.

Date First Entered 9th Grade

- This is the first point of entry into 9th grade.
- If a student started 9th grade outside your district but in a district in SD that has records-transfer capability, the date should come over when the records transfer process is complete.
- If a student started 9th grade outside the state, in a BIE school or a private school, **you need to create a 9th grade Enrollment History.**
- Once a student has entered the 9th grade and the cohort year is populated, that cohort year does not change, even if the student is retained in a grade in high school. All students are expected to graduate in 4 years.

Creating an Enrollment History



The screenshot displays a web-based interface for a student's information. On the left is a navigation menu with categories like 'Student Information', 'Student Locator', and 'Census'. The main area shows the student's profile for 'Sample, Student' (DOB: 07/15/1999, Gender: F). Below the profile are tabs for various services: Transportation, Fees, Lockers, Graduation, Athletics, AdHoc Letters, Waiver, Records Transf, Summary, Enrollments, Schedule, Attendance, Flags, Grades, Transcript, and Credit Summary. The 'Enrollments' tab is active, showing a table with one entry: Grade 10, Primary, 17-18 Carthage High School (100%), starting 08/28/2017. Below this is the 'Enrollment History' form, which is partially filled out. A red circle highlights the 'New Enrollment History' button. A red arrow points from this button to a text box that says 'This will populate the student's graduation tab.' The form fields include: *Calendar Name (Minn. Transfer), *Grade (10), NCES Grade (dropdown), *Start Date (08/28/2017), End Date (calendar icon), *Service Type (P: Primary), Start Status (00: Current Student), End Status (dropdown), Start Comments (1st point of entry into 9th grade August of 2016), and End Comments.

State Aid Fall Enrollment

- Students must be enrolled on Friday, **September 29th** (students exiting or failing to return to school by this date and students enrolling after this date will not be included),
- Student's enrollment for any percent of day will be included in this count (data is reported to the nearest hundredth decimal place),
- Students enrolled in Alternative Instruction/Home School are not included,
- Students assigned out of district but for whom the district pays a tuition costs are included,
- If you are a four-day school week, the student must be enrolled on the **Thursday** prior to the last Friday in September,
- Out of state students (except for open enrolled students from ND and MN) are excluded from this count,
- Open enrolled students are included in the count for the district or school in which they are enrolled and served, and
- Count is applicable to public school districts only

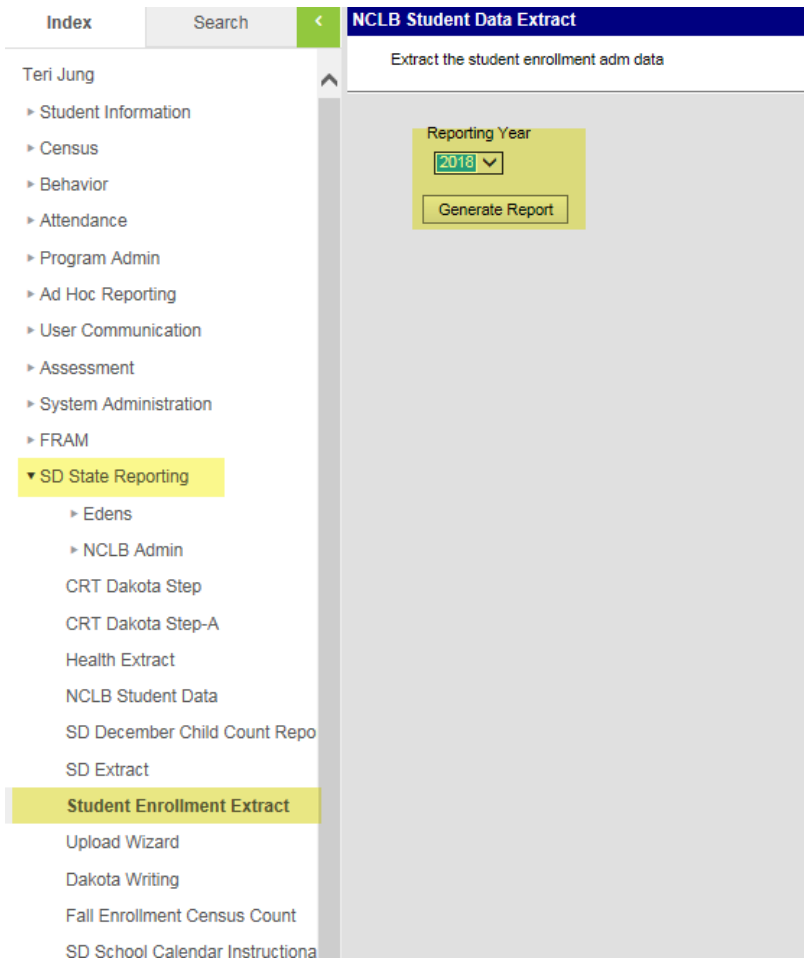
Fall Enrollment Census Count

- Students must be enrolled on Friday, **September 29th**,
- Students must be enrolled greater than 49% to be included,
- Open enrolled students are counted in the school in which they are enrolled and served,
- Out of state students enrolled in SD schools are included in this count,
- Students are counted in the school in which they are enrolled,
- This count is applicable to all schools in the state (public, private, BIE)

Verification/Ad-Hoc Reports

- Verification Report
 - Student Information>Reports>State Enrollment Verification Report
- Ad-Hoc Reports
 - Filter Designer
 - State Published
- SD State Reporting
 - Documented Hearing Loss
 - Graduation Data Extract
 - SD State Reporting>Student Enrollment Extract

Student Extract Report



The screenshot shows a web application interface for generating a report. At the top, there is a navigation bar with 'Index', 'Search', and a breadcrumb trail leading to 'NCLB Student Data Extract'. Below the navigation bar is a sidebar menu with various categories, including 'SD State Reporting' which is expanded to show 'Student Enrollment Extract' as the selected option. The main content area displays a form with a 'Reporting Year' dropdown menu set to '2018' and a 'Generate Report' button. The text 'Extract the student enrollment adm data' is visible above the form.

- With this report, you can filter by school, grade, percent enrolled, resident & serving district.
- This report will help you validate your enrollments, prior to the last Friday in September.

Reminders

- Districts are to progress students through all high school grade levels (9, 10, 11 and 12). The progression from one grade level to the next doesn't always need to coincide with the start/end of the academic school year but rather should occur as the high school credits are earned. The enrollment records of all students graduating from high school with the 04: Student Graduated code, should be in the 12th grade, even if the student is graduating in less than 4 years. Remember, students need to be progressed through **all grade levels.**
- **Cyber and Virtual school, you must take attendance.**
- If you are providing services for a student from a private school, you will need to make sure that you have an enrollment for them.
- Employees who have left your district, make sure that you have disabled, and end dated their employment.

Important Dates

- **September 29th** – State Aid Fall Enrollment Count Date
- **October 1st** – Deadline to have all Free/Reduced Lunch data entered in Infinite Campus
- **October 15th** – All enrollments final
- **December 1st** – Child Count

Special Education Child Count

Child Count

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



Child Count

Students with disabilities who are placed out of district.

- Public School Districts will enter an enrollment record for students who are placed out of district. Those students will be enrolled in school number 97 and the name is “Sped/Out of District Placement”. The students will have a percent enrolled of 1%. Note: the Service Type should be N: Special Ed Services
- Housing these student in this school will allow school districts to run the SD Child Count report out of Infinite Campus. This will include all students for whom they are financially responsible for and who should be on the Child Count.
- The “Out of District Placement” facility will still hold an enrollment record for the student and the student will be enrolled 100%. This will cause an overlap, but the department will exclude school number 97 when running the overlap reports.

Requirements for school 97

- Must have a calendar for school 97
- Must have grade levels entered
- Must have a term set up. This term can be a year long term
- Must have a period scheduled enter. This period can be set up as one period.
- Must do a “Days Reset”, but you do not have to edit the days.

Sped Out of District

sample2, student
 #083458231 DOB: 02/23/2001 Gender: M

Summary **Enrollments** Flags Assessment Behavior Graduation Records Transfer

Save
 Delete
 Print Enrollment History
 New

General Enrollment Information

Calendar: **17-18 Sped Out of District Pla**
 Schedule (read only): Main
 *Grade: 10
 Class Rank Exclude:
 External LMS Exclude:

*Start Date: 08/23/2017
 No Show:
 End Date:
 End Action:
 *Service Type: **N: Special Ed Services**

Start Status: 00: Current Student
 End Status:

Start Comments: End Comments:

Future Enrollment

Next Calendar:
 Next Schedule Structure:
 Next Grade:

State Reporting Fields

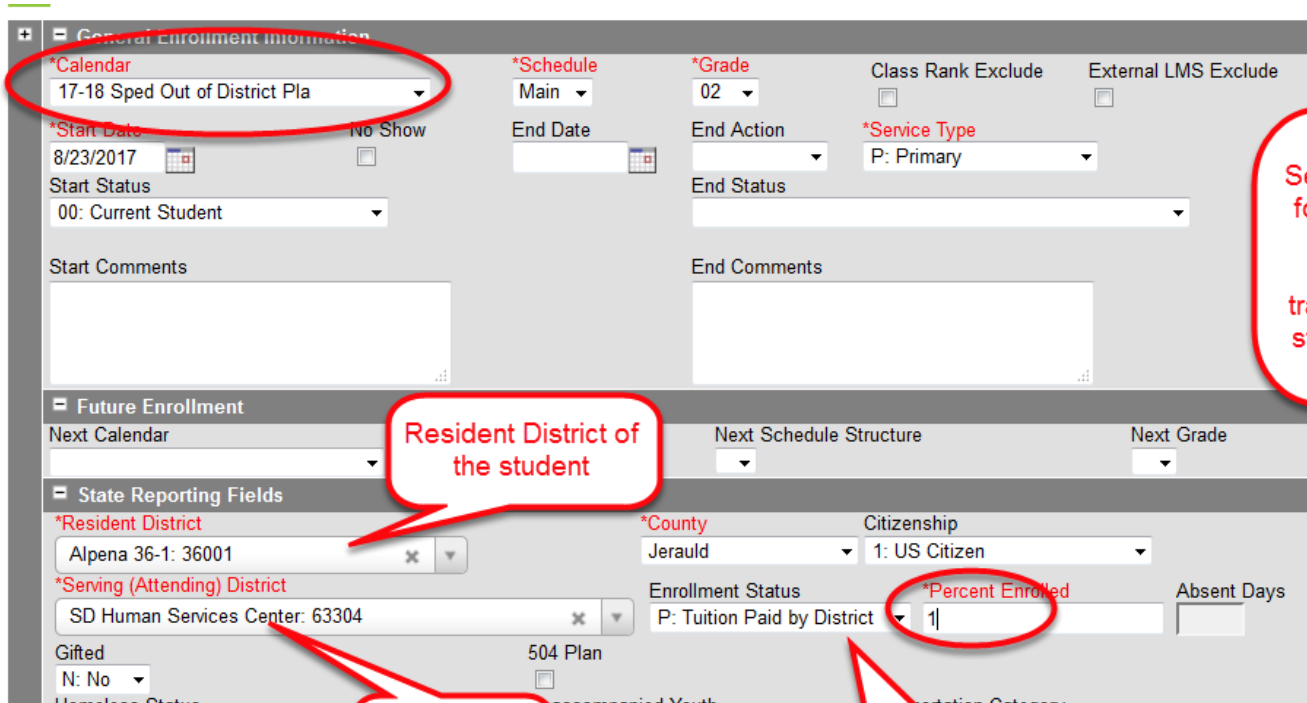
*Resident District: Alpena 36-1: 36001
 *County: Jerauld
 Citizenship: 1: US Citizen

*Serving (Attending) District: Lifescape: 49317
 Enrollment Status: P: Tuition Paid by District
 *Percent Enrolled: 1
 Absent Days:

Gifted: N: No

District where the student resides
 District where the student is being served.
 If your district is paying the tuition for the student's placement.

Enrollment in Sped/Out of District Placement



The screenshot shows a web-based enrollment system interface. The 'General Enrollment Information' section is highlighted with a red circle around the '*Calendar' dropdown, which is set to '17-18 Sped Out of District Pla'. Other fields in this section include '*Start Date' (8/23/2017), '*Schedule' (Main), '*Grade' (02), '*Service Type' (P: Primary), and 'Start Status' (00: Current Student). The 'Future Enrollment' section includes 'Next Calendar', 'Next Schedule Structure', and 'Next Grade'. The 'State Reporting Fields' section contains '*Resident District' (Alpena 36-1: 36001), '*County' (Jerauld), 'Citizenship' (1: US Citizen), '*Serving (Attending) District' (SD Human Services Center: 63304), 'Enrollment Status' (P: Tuition Paid by District), and '*Percent Enrolled' (1). A red circle highlights the '*Percent Enrolled' field.

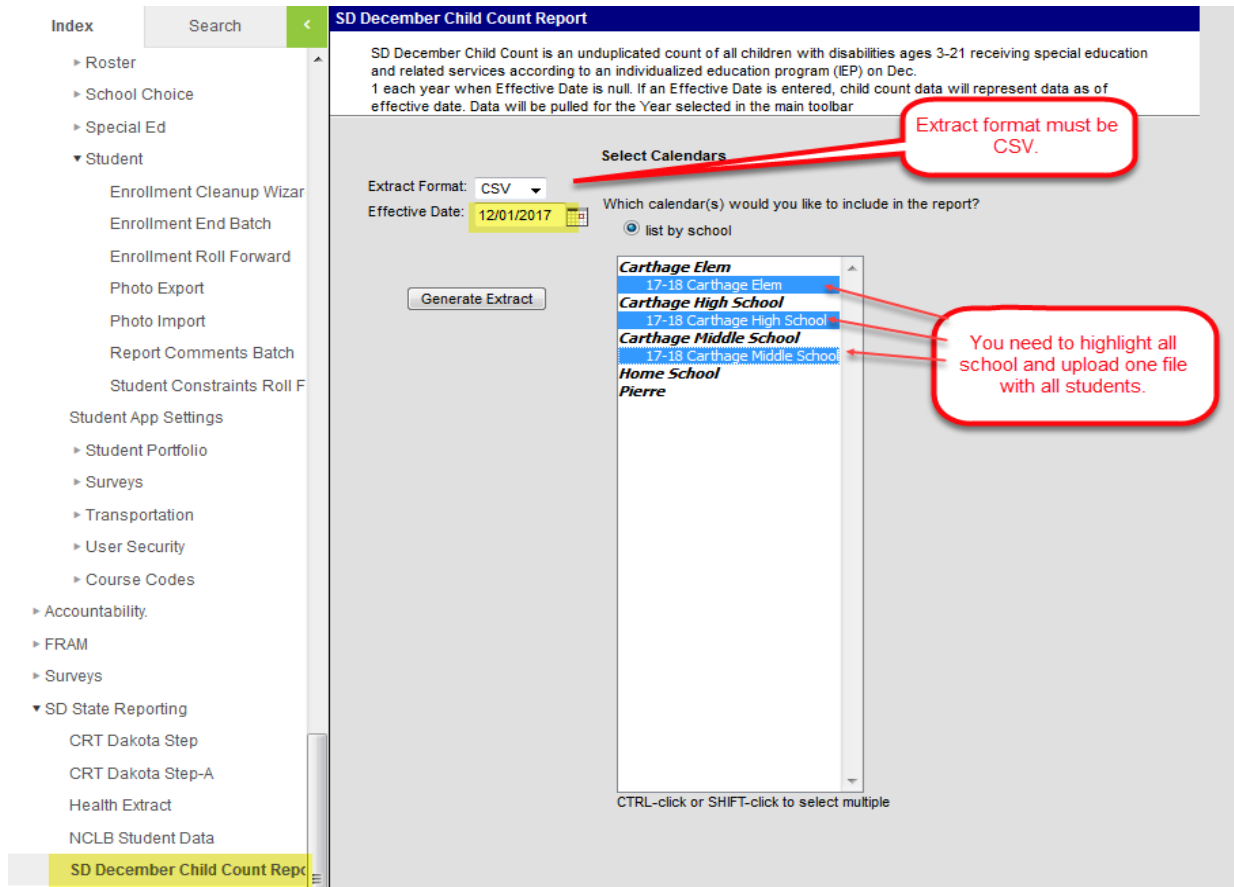
Students placed at SD Human Services Center and the SD School for the Blind will also be entered in to this school. If the district has some financial responsibility for transportation. This will allow those student to be pulled in on the Child Count.

Resident District of the student

Where the student is being served

If the district has any financial responsibility for transportation.

Child Count Report in Infinite Campus



SD December Child Count Report

SD December 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 Dec. 1 each year when Effective Date is null. If an Effective Date is entered, child count data will represent data as of effective date. Data will be pulled for the Year selected in the main toolbar

Select Calendars

Extract Format: **CSV**

Effective Date: 12/01/2017

Which calendar(s) would you like to include in the report?

list by school

- Carthage Elem
- 17-18 Carthage Elem
- Carthage High School
- 17-18 Carthage High School
- Carthage Middle School
- 17-18 Carthage Middle School
- Home School
- Pierre

Generate Extract

CTRL-click or SHIFT-click to select multiple

Extract format must be CSV.

You need to highlight all school and upload one file with all students.

Child Count Report

Verify that all demographic information is correct on your report. If you have a student who is placed out of district, they should show up under the Sped Out of District School.

A	B	C	D	E	F	G	H	I
District_N	School_Name	State_ID	Student_Name	Gender	State_Rac	Birthdate	Age	Grade
Alpena 36	Alpena Elem	143180695	Leaf, Brandit	M	WH	07/31/2005	9	2
Alpena 36	Sped Out of District	83458231	sample2, student	M	TR	01/12/2002	12	7

You will notice that your student that is being served outside your district is appearing on this report.

What is the “Flagged” Column?

If there is a “1” in this column on your report, that means there is a problem with the Special Ed Category in the next column on the Child Count report.

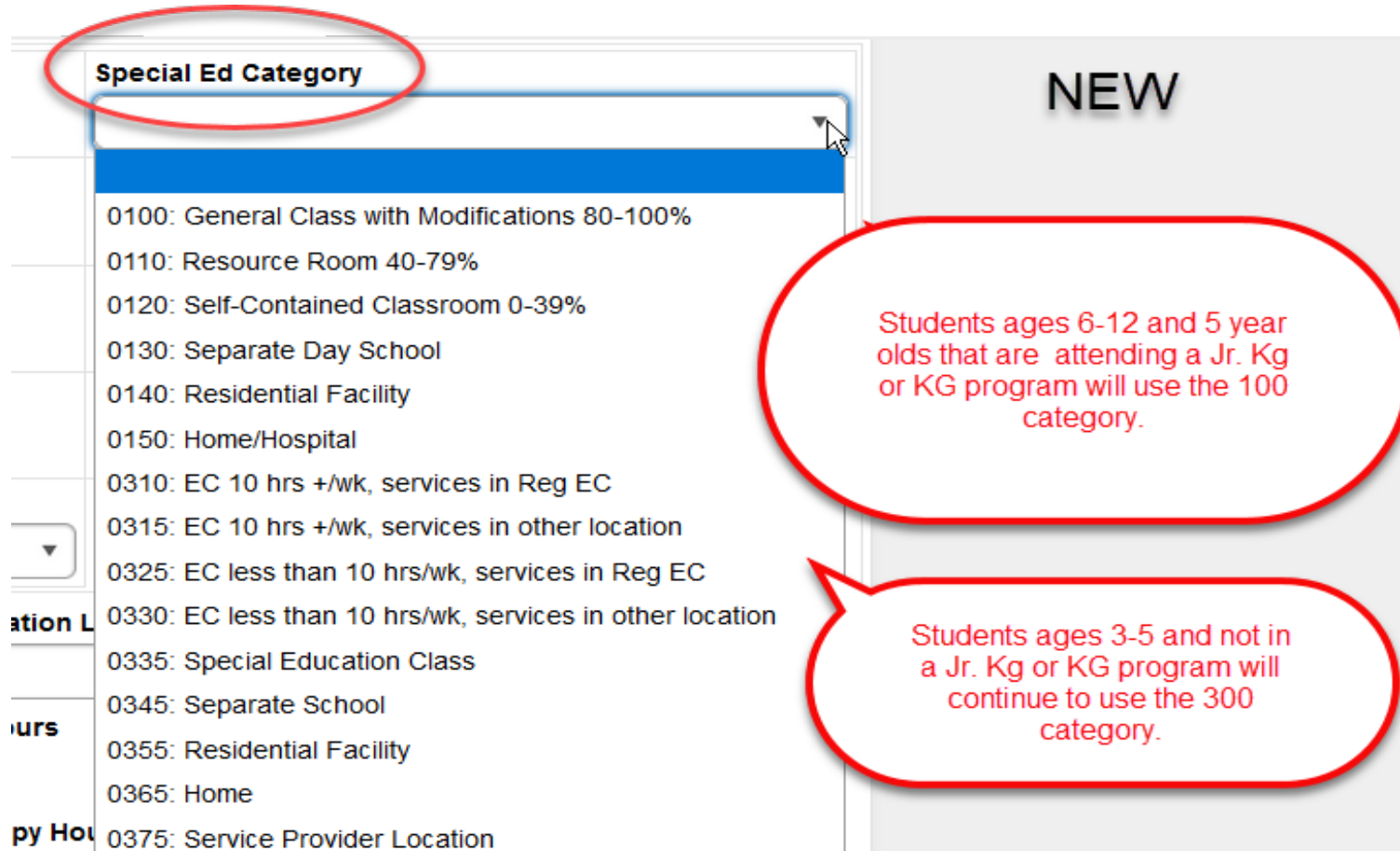
	Flagged	Special_Ed_Category	Occupatio	Physical_1	Psycholog	Counselin	Social_V	Audiologi	Recreatio	School_H	Speech_L	Transport
2	1	310										
7	0	140										



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

- Make sure the student has an active special ed record on December 1st. Sometimes if there is a change in IEP, the old record gets ended but a new record does not get put in.
- The special ed fields may not have rolled over from the previous year. You will need to re-enter the information into this year's enrollment record.
- Make sure that your student is entered in Infinite Campus, and you have an enrollment in the Sped Out of District Placement School.
- KG/Jr.KG students that are 5 years old and, on an IEP, will now use the 100 categories instead of 300 categories. All other 5-year-old students will continue to use the 300 categories.
- Any student under the age of 3 or over the age of 21 will not be on the report.
 - Birth date errors are common. If you need to change the birth date, you will need to go into the **Identities** tabs to make the change.

Child Count (con't)



Special Ed Category

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

NEW

Students ages 6-12 and 5 year olds that are attending a Jr. Kg or KG program will use the 100 category.

Students ages 3-5 and not in a Jr. Kg or KG program will continue to use the 300 category.

Child Count

The following Special Ed fields must be nonulated

Special Ed Program, Special Ed Category & Primary Disability must be filled in

The effective date must be prior to December 1 & the end date must be blank or after December 1

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

Special Ed Fields		
Effective Date	Special Ed Program	Special Ed Category
8/20/2014	F: Residential Program	0140: Residential Facility
	Primary Disability	Multiple Disability 1
	530: Multiple Disabilities	510: Cognitive Disability
	Multiple Disability 2	Multiple Disability 3
	535: Orthopedic Impairment	
	Multiple Disability 4	Multiple Disability 5
End Date	Exit Code	
Physical Therapy Hours	Re...	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	<input type="checkbox"/> Participates in Alt. Assessment
Transportation	Assistive Technology	

If the student's IEP includes **therapy** services, report the number of hours per week for each service. (If services are provided on a monthly basis, it is necessary for Campus reporting purposes only, divide by 4 to calculate hours per week.) Assistive Technology and Transportation do not require the number of hours but are simply check boxes. (There may be more than one.) You should always code speech hours regardless of whether Speech is primary disability or related service.

Autism Disability

Special Ed Fields

Modified By: Turner, Linda - 08/05/2019 09:30:00 -0500

Effective Date 08/19/2019	Special Ed Program B: Severe Disabilities	Special Ed Category 0120: Self-Contained Classroom 0-39%
	Primary Disability 530: Multiple Disabilities	Multiple Disability 1 560: Autism Spectrum Disorder
	Multiple Disability 2 505: Emotional Disturbance	Multiple Disability 3
	Multiple Disability 4	
End Date	Exit Code	

If a student's disability is Autism, you must enter the severity level.

ASD Severity Behaviors Level

- 2: Requiring substantial support
- 1: Requiring support
- 2: Requiring substantial support
- 3: Requiring very substantial support

Psychological Therapy Hours

ASD Severity Communication Level

- 1: Requiring support
- 1: Requiring support
- 2: Requiring substantial support
- 3: Requiring very substantial support

Orientation Mobility Hours

Resources –

DOE website

- <https://doe.sd.gov>

Student Data Collections Desk Guide

- <https://doe.sd.gov/ofm/documents/DeskGuide-23-24.pdf>

Data Newsletters

- <https://doe.sd.gov/ofm/sims.aspx>

Child Count

- <https://doe.sd.gov/ofm/data-childcount.aspx>

English Learners in South Dakota

- <https://doe.sd.gov/title/el.aspx>
- <https://doe.sd.gov/title/documents/22-IC-EL.pdf>

SDInfiniteCampus Listserv sign up and to discontinue

- <https://www.k12.sd.us/MailingList/SDInfiniteCampus>

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 - Christina.Booth@state.sd.us
- **Accountability**
 - Amy.Gabriel@state.sd.us
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