

Finalizing End of the Year Data in Infinite Campus

Spring 2024

Educational Structure

- All school changes for the 2024-2025 school year were due into DOE on April 1st. This includes name changes, grade span changes, and schools that will be closing.
- School Districts who did submit changes, will receive official approval/denial by the end of April from the DOE.

Creating a Calendar for a New School

- If a request for a new school was approved - DOE will submit a ticket to Campus.
- Campus will then create the new school. You will be notified once this has been done.
- District will need to create a new calendar for that new school before the school will show up in the school dropdown list.
 - Pathway in New Look: Scheduling & Courses>Calendar Setup>Calendar Wizard
- Closed schools - Please pay close attention so you do not select a closed school to roll forward.

Educational Structure and Infinite Campus MUST match!

The Educational Structure grade span MUST match the grades that students are enrolled in, in Infinite Campus!

- When they do not match, it causes issues with:
 - SD ELA, Math, Science, and Science Alt Assessments – students will not show up correctly in the TIDE system
 - SD ELA and Math Alternate Assessments (MSAA)
 - ACCESS and ACCESS
 - Enrollments/Membership Counts
 - State Aid
 - Special Education
 - Federal Reporting

Verification of Educational Directory

Each district will be contacted in July to update their directory information for the 2024-2025 school year. The information that is entered here is displayed on our website and is also used to communicate with the administrators in your district.



- School Board Contacts
- School Website
- Mailing/Physical addresses for Districts/Schools
- Contact information for school personnel

Verification of Educational Directory

- If the correct contacts are not provided to the DOE, you may miss out on important communications!
- **Please make sure the people who are actually doing the work are the people who are listed on our website.**

<https://doe.sd.gov/ofm/edudir.aspx>

South Dakota Educational Directory

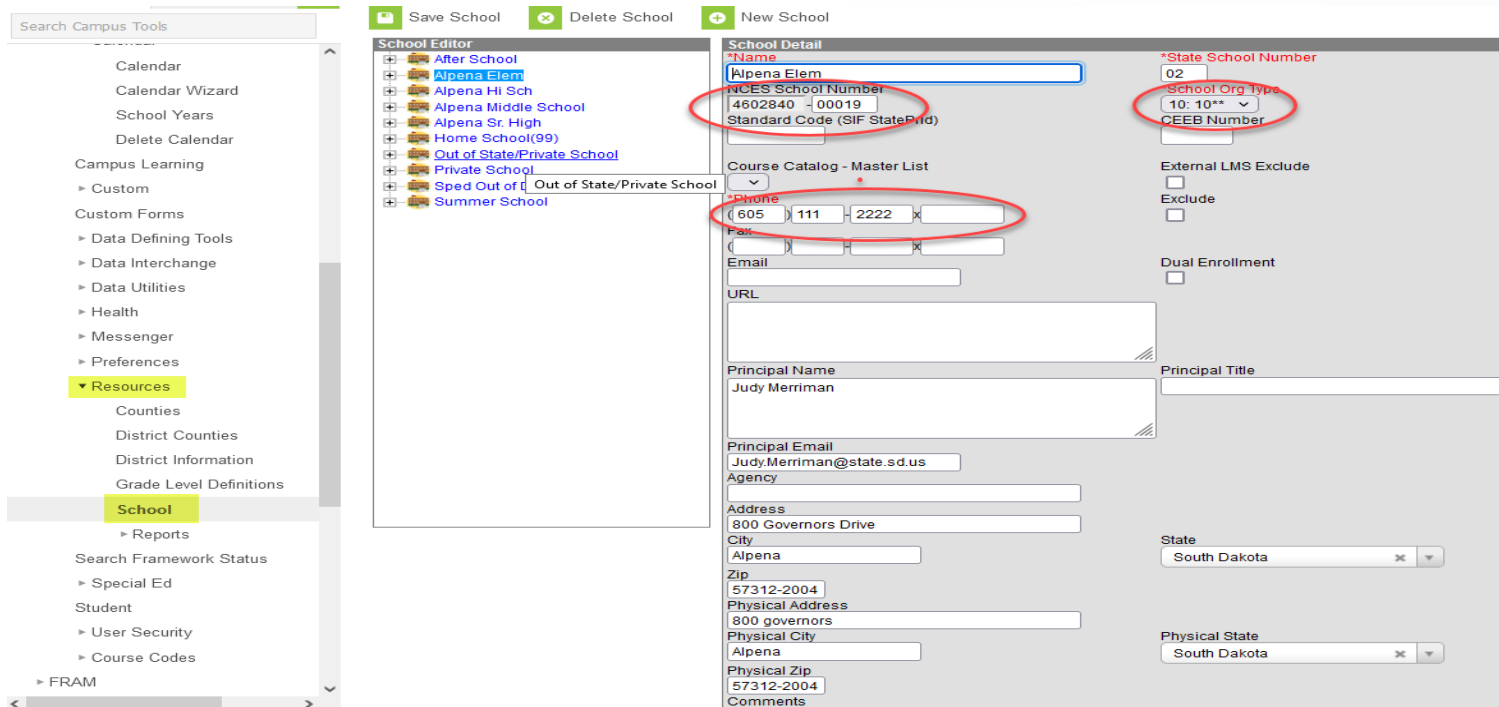
+ Accredited Schools
+ Approved Programs
+ Documents



South Dakota Educational Directory

- Accredited Schools
ARSD 24:43:02
Public School Districts
• Aberdeen 06-1
• Agar-Blunt-Onida 58-3
• Alcester-Hudson 61-1
• Andes Central 11-1
• Arlington 38-1
• Armour 21-1
• Avon 04-1

NCES Numbers



The screenshot displays the 'School Editor' interface. On the left is a navigation menu with 'School' selected. The main area is split into two panes: 'School Editor' and 'School Detail'.

School Editor Pane: Lists various school types including 'Alpena Elem', 'Alpena Hi Sch', 'Alpena Middle School', 'Alpena Sr. High', 'Home School(99)', 'Out of State/Private School', 'Private School', 'Sped Out of [Out of State/Private School', and 'Summer School'.

School Detail Pane: Shows the configuration for 'Alpena Elem'. Red circles highlight the following fields:

- Name:** Alpena Elem
- NCES School Number:** 14602840 - 00019
- Standard Code (SIF StatePId):** (empty)
- State School Number:** 02
- School Org Type:** 10: 10**
- CEEB Number:** (empty)
- Phone:** (605) 111 2222

Other visible fields include: Course Catalog - Master List, External LMS Exclude, Exclude, Dual Enrollment, Principal Name (Judy Merriman), Principal Title, Principal Email (Judy.Merriman@state.sd.us), Agency, Address (800 Governors Drive), City (Alpena), State (South Dakota), Zip (57312-2004), Physical Address (800 governors), Physical City (Alpena), Physical State (South Dakota), Physical Zip (57312-2004), and Comments.

Please check each one of your schools to see if the NCES numbers have been entered. If the School Org Type number is not populated, you will need to contact DOE and we will have that number inserted.

Summer School 2023-2024

Deadline is April 30th

- **Summer School Definition** – Programs that provide academic learning or enrichment opportunities for any length of time between the conclusion of this school and the beginning of the next school year. Summer school programs help students meet state and local content standards in core academic subjects, such as language arts, math, science, etc.: offer student a broad array of enrichment activities that can supplement grade-level academic programs; and offer other educational services such as social emotional learning supports.
- **Summer School** -- This is a school (#69) and not a calendar under your existing schools.
- **Grade Levels** -- Will included all grade levels that you are serving.
- **Attendance** – attendance must be taken on all students attending summer school.
- **Percent Enrolled** -- All enrollment will be at 100% and the Service Type will be P: Primary.
- **Dual Credit** -- courses taken over the summer ARE NOT to be considered Summer School and you will not enter them into Campus.

ESY (Extended School Year)

Summer School

- Purpose:
 - to collect data on summer school being provided to meet ESSER federal reporting requirements
- Summer School Program Definition -
 - Programs that provide academic learning or enrichment opportunities for any length of time between the conclusion of a school year and the beginning of the next sequential school year serving students. Summer school programs help students meet state and local content standards in core academic subjects, such as English language arts, math, science, etc.; offer students a broad array of enrichment activities that can supplement grade-level academic programs; and offer other educational services such as social emotional learning supports.

ESY (Extended School Year)

- ESY Services:
 - An individual entitlement for students with an IEP who have experienced a documented regression of skills during a break from instruction, who are in critical state of learning, or who, due to the nature or severity of their disability, require services beyond the normal school year.
 - ESY services are provided outside the course of the normal school year and are designed for an individual student to maintain a skill in one or more goal areas of concern at no cost to the family.

See Extended School Year –

<https://doe.sd.gov/sped/IEP.aspx>

MAY THE STUDENT'S ESY SERVICES BE PROVIDED IN A SCHOOL'S OPTIONAL SUMMER SCHOOL PROGRAM?

- The summer school setting could offer unique and appropriate opportunities for a student to enhance generalization of skills in a setting very similar to that of the regular school year, as well as provide frequent practice for maintenance of skills.
- However, ESY services must be tailored to the unique needs of the student and cannot be based solely on availability of services during the summer.

Reporting Requirements

Summer School

- For the purposes of federal reporting for ESSER, all students receiving summer school services need to be enrolled in the district's Summer School and entered in the Summer School Calendar.

ESY

- There is no state or federal reporting requirement for ESY
- If the district wants to keep a roster of students receiving ESY services in Campus, an ESY calendar should be added in the Summer School.

2024-2025 Calendars

Create a calendar for EVERY attendance center in your district, including:

- **Preschools (PK)** are 3 to 5 year old's that are receiving a preschool curriculum (learning ABC's & 123's).
- **Early Childhood (EC)** are 3 to 5 year old's that are not receiving a preschool curriculum but are coming in for SPED related services (physical therapy, speech therapy, etc.).
- **Private Schools**
- **SPED/Out of District Placement**
- **Summer School**
- **Out of State/Private** – If you have students that are a resident of your district, but are attending school in ND or MN, you must have an open enrollment form from the district they are attending on file in your district, and you will need to enter them in this school to track them.

2024-2025 Calendar Requirements

All Calendars are due in Infinite Campus by the last Friday in August, according to 24:17:03:08 (except the Summer School Calendar).

- Start date of school year
- End date of school year
- Instructional minutes

22-23 Alpena Hi Sch

Calendar
Grade Levels
Schedule Structure
Terms
Periods
Days

Save
 Mark for Deletion

Calendar Info

<p>Calendar ID 32982</p> <p>*Name 22-23 Alpena Hi Sch</p> <p>Start Date 08/17/2022</p> <p>Student Day (instructional minutes) 374</p> <p>Whole Day Absence (minutes) <input type="text"/></p> <p>Type I: Instructional</p> <p>Virtual <input type="checkbox"/></p> <p>Require Student Assignment <input type="checkbox"/></p> <p>Ignore M... Push</p>	<p>School 01 Alpena Hi Sch (schoolID:141)</p> <p>Number <input type="text"/></p> <p>End Date 05/18/2023</p> <p>Teacher Day (minutes) <input type="text"/></p> <p>Half Day Absence (minutes) <input type="text"/></p> <p>Title 3 <input checked="" type="checkbox"/></p> <p>External LMS... <input type="checkbox"/></p>	<p>Sequence <input type="text"/></p> <p>Summer School <input type="checkbox"/></p> <p>Exclude <input type="checkbox"/></p> <p>School Choice <input type="checkbox"/></p> <p>4 Day School Week <input type="checkbox"/></p>
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If this is a virtual school, you will check the box.

Select the calendar type

Check if you are a Title II school.

If your district is a 4-day school week, check this box.

2024-2025 Calendar Requirements

Grade Levels

21-22 Alpena Elem.

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

+ New | Save | Delete

Grade Level Editor	
Name	Seq
HST	1
EC	2
PK	3
K1	4
KG	5
01	6
02	7
03	8
04	9
05	10
06	11

Grade Level Detail

Name (locked)
K1

*Sequence Number
4

*State Grade Level Code
K1: Junior Kindergarten

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice

Kindergarten Schedule

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exclude from Enrollment

Use the State Grade Level Names

Make sure that your grade levels are in sequence order.




The name field should match a State Grade Level Code. Pay attention to your Jr. KG naming, it should be named K1, not Jr.KG.

2024-2025 Calendar Requirements

Quarters/Semesters/Trimesters

23-24 Alpena Hi Sch

Calendar Grade Levels Schedule Structure **Terms** Periods Days C

 Save Term Schedule/Terms
  New Term Schedule/Terms
  Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name
Quarters

Term Schedule Detail

*Name Primary
Quarters

Term Detail

	*Name	*Sequence	*Start Date	*End Date
X	Q1	1	8/23/2023	10/22/2023
X	Q2	2	10/23/2023	12/21/2023
X	Q3	3	1/3/2024	3/8/2024
X	Q4	4	3/11/2024	5/16/2024

Add Term

Wizard

Enter your terms for the 23-24 school

2024-2025 Calendar Requirements Periods

23-24 Alpena Hi Sch

Calendar Grade Levels Schedule Structure Terms **Periods** Days Copy Section Placements

 Save Period Schedules
  New Period Schedule
  Delete Period Sched/Periods
  Copy Period Sched/Periods

03	03
04	04
Lunch	Lunch
05	05
06	06
07	07

These are your calculated instructional minutes per day. Enter number on your calendar tab.

PeriodSchedule Info				
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Day	1	<input type="checkbox"/>	374	390

Period Info							
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive	
X 01	1	08:05 AM	08:57 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 02	2	09:00 AM	09:52 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 03	3	09:55 AM	10:47 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 04	4	10:50 AM	11:45 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X Lunch	5	11:46 AM	12:14 PM	29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X 05	6	12:15 PM	01:08 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 06	7	01:11 PM	02:04 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 07	8	02:08 PM	03:05 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	

Add Period

2024-2025 Calendar Requirements

23-24 Alpena Hi Sch

Calendar Grade Levels Schedule Structure Terms Periods **Days** Copy Section Placements

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

August 2023

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

You must do a "Day Reset" prior to editing your calendar days.

A Day Reset must be done on all calendars!

Day Detail

Date
08/23/2023

Period Schedule
Day
School Day

Instruction Attendance

Start Time End Time Duration

Day #
1

If this doesn't read Day 1, you have not done a Day Reset.

Day Events

Type	Duration	Inst. Minutes
<input type="button" value="Add DayEvent"/>		

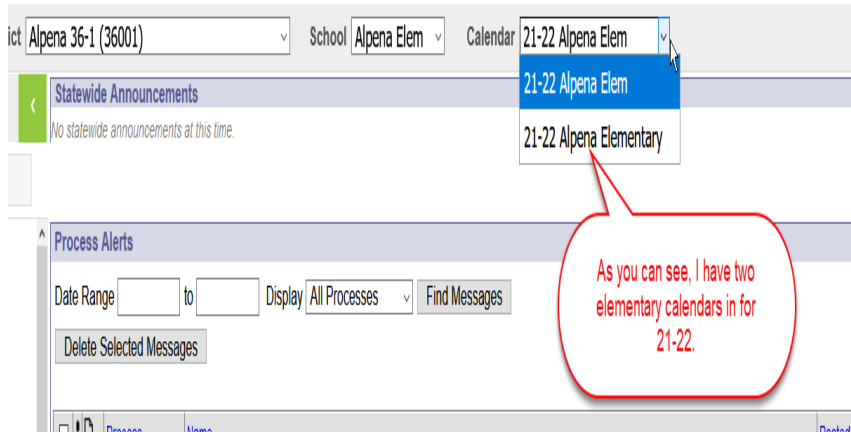
Blended Learning Groups

If a "Day Reset" is not done, your numbered calendar days will not start over for the new school year.

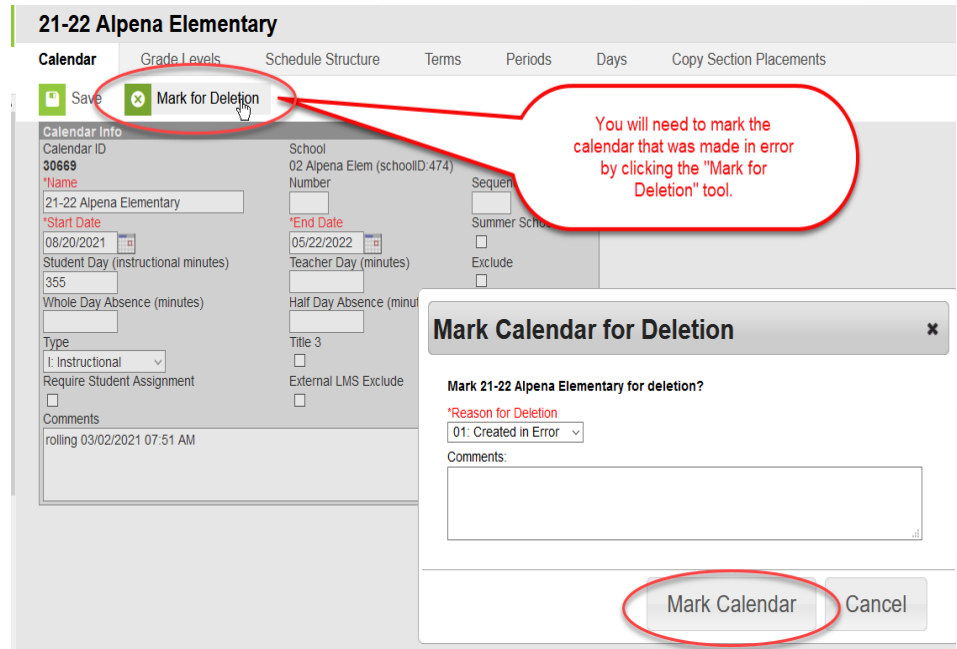
Deleting a Calendar

Select the calendar that you want deleted.

Pathway in New Look: Scheduling & Courses>Calendar Setup>Delete Calendar Wizard

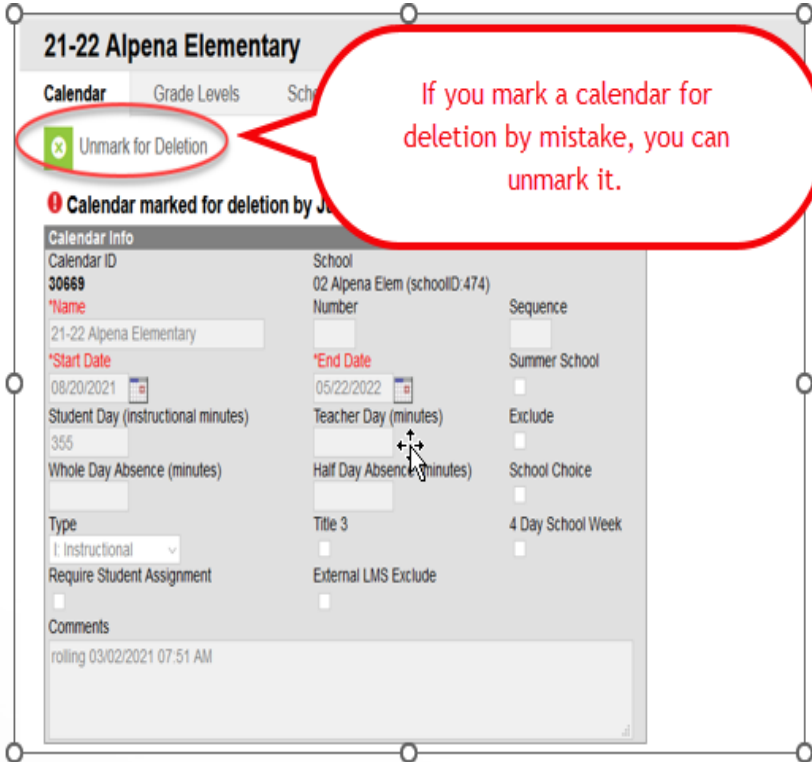


A screenshot of a web application interface showing a dropdown menu for selecting a calendar. The dropdown is open, showing three options: "21-22 Alpina Elem", "21-22 Alpina Elem", and "21-22 Alpina Elementary". The first two options are highlighted in blue. A red callout bubble points to the dropdown menu with the text: "As you can see, I have two elementary calendars in for 21-22."



A screenshot of the "21-22 Alpina Elementary" calendar setup page. The "Calendar" tab is selected, and the "Mark for Deletion" button is circled in red. A red callout bubble points to this button with the text: "You will need to mark the calendar that was made in error by clicking the 'Mark for Deletion' tool." Below the main page, a "Mark Calendar for Deletion" dialog box is open, showing the "Mark 21-22 Alpina Elementary for deletion?" screen. The "Reason for Deletion" dropdown is set to "01: Created in Error". The "Mark Calendar" button is circled in red.

Deleting a Calendar



21-22 Alpena Elementary

Calendar Grade Levels Sch

Unmark for Deletion

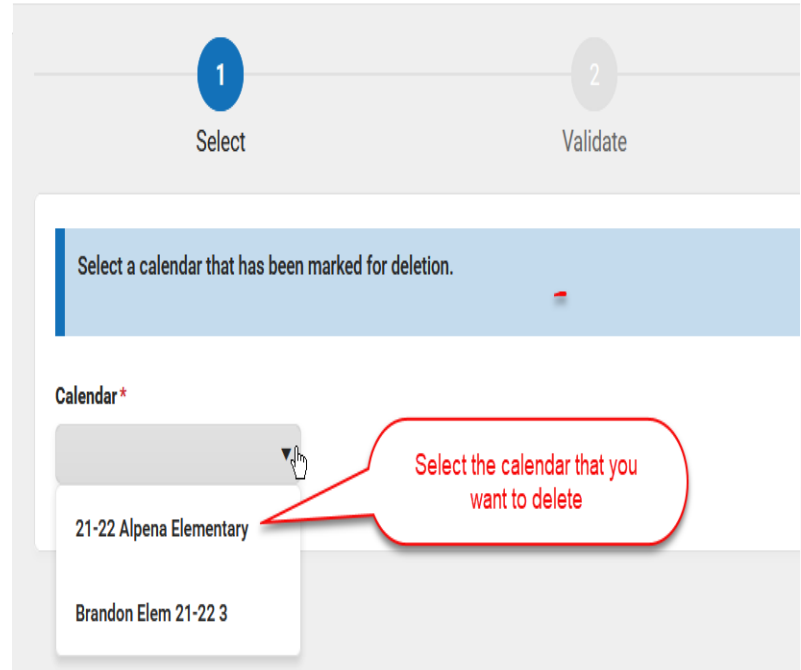
Calendar marked for deletion by J

Calendar Info

Calendar ID	School	
30669	02 Alpena Elem (schoolID:474)	
*Name	Number	Sequence
21-22 Alpena Elementary		
*Start Date	*End Date	Summer School
08/20/2021	05/22/2022	<input type="checkbox"/>
Student Day (instructional minutes)	Teacher Day (minutes)	Exclude
355		<input type="checkbox"/>
Whole Day Absence (minutes)	Half Day Absence (minutes)	School Choice
		<input type="checkbox"/>
Type	Title 3	4 Day School Week
I: Instructional	<input type="checkbox"/>	<input type="checkbox"/>
Require Student Assignment	External LMS Exclude	
<input type="checkbox"/>	<input type="checkbox"/>	
Comments		
rolling 03/02/2021 07:51 AM		

If you mark a calendar for deletion by mistake, you can unmark it.

Delete Calendar



1 Select 2 Validate

Select a calendar that has been marked for deletion.

Calendar*

- 21-22 Alpena Elementary
- Brandon Elem 21-22 3

Select the calendar that you want to delete

Deleting a Calendar

Delete Calendar

Select Validate Preview

All associated data must be removed from the calendar prior to deletion.

Data Validation

DATA ITEM	STATUS
Assignment Scores	✓
Attendance	✓
Course Requests	✓
Fee Assignments	✓

Previous Next

Delete Calendar

Select Validate Preview

21-22 Alpena Elementary is ready for deletion. You can delete the calendar now or schedule a date and time for deletion using the selector below.

! This process may significantly impact system performance. It is recommended that calendars be deleted during off-peak hours (Saturdays, etc.). It is recommended that you print a copy of this preview for your records.

21-22 Alpena Elementary includes:

- 1 Schedule Structure
- 1 Term Schedule
- 4 Terms
- 8 Periods

This is telling you what elements will be deleted.

Schedule Calendar Delete

Now
 Schedule

03/02/2021 @ 08:22 AM

Previous Print Delete

Deleting a Calendar

Delete Calendar

Select Validate Preview Results

21-22 Alpena Elementary is ready for deletion. You can delete the calendar now or schedule a date and time for deletion using the selector below.

! This process may significantly impact system performance. It is recommended that calendars be deleted during off-peak hours (Saturdays, etc.).

It is recommended that you print a copy of the calendar before deleting it.

21-22 Alpena Elementary includes:

- 1 Schedule Structure
- 1 Term Schedule
- 4 Terms
- 8 Periods

Schedule Calendar Delete

Confirm Delete Calendar

Warning: You are about to delete this calendar. This action cannot be undone. Once the deletion process is started, it cannot be stopped. Courses, enrollments and other data will be affected by this action. Do you wish to proceed?

Cancel Delete

Finalizing 2023-2024 Data

Deadline is June 14th

Calendars

- Check all school calendars for accuracy.
- Check that all snow days have been entered. SDCL 13-26-2 Make sure that you have met the required instructional minutes for the 2023-24 school year.
 - KG - Not less than 437.5 hours = 26,250 minutes
 - Grades 1-5 - 875 hours = 52,500 minutes
 - Grades 6-12 – 962.5 hours = 57,750
- Make sure that the school days, instructional days and attendance boxes are checked appropriately.
- If calendars are not accurate, it will impact your school's attendance rate.
- It can also impact your funding for State/County Apportionment.

Reminder: Student instructional packets can be provided to students but **CANNOT** count as fulfilling instructional hours in the school calendar.

Enrollments

Campus, Infinite
Grade: 01 #208321792 DOB: 10/28/2013 Gender: M

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

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

General Enrollment Information

Calendar: 21-22 Alpena Elem. Schedule (read only): Main

*Start Date: 08/10/2020 **End Date**

End Action: 01 *Service Type: P: Primary

State Start Status: 00: Current Student State End Status:

Final LMS Exclude:

The end date for graduating seniors should be the last day of school, not the day they graduate.

A student can only have one primary enrollment, unless they are dually enrolled in one of the 12 facilities.

All student must have an end date. This includes PK and EC students.

Full Academic Year (FAY): October 1st – May 1st

End Status

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

Save | Delete | New | Print Enrollment History

State Start Status
00: Current Student

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

State End Status

- 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
- 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

Please enter the correct end status.

Next Grade: —
Absent Days: —

Graduates

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

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

08/10/2020 | [Calendar] | [Calendar] | [Dropdown] | P: Primary

State Start Status
00: Current Student

Start Comments
[Text Area]

CRDC School of Accountability
[Dropdown]

Future Enrollment
Next Calendar [Dropdown] | Next [Dropdown]

State Reporting Fields
*Resident District: Alpena 36-1: 36001
*Serving (Attending) District: Alpena 36-1: 36001

State End Status
[Dropdown Menu]
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

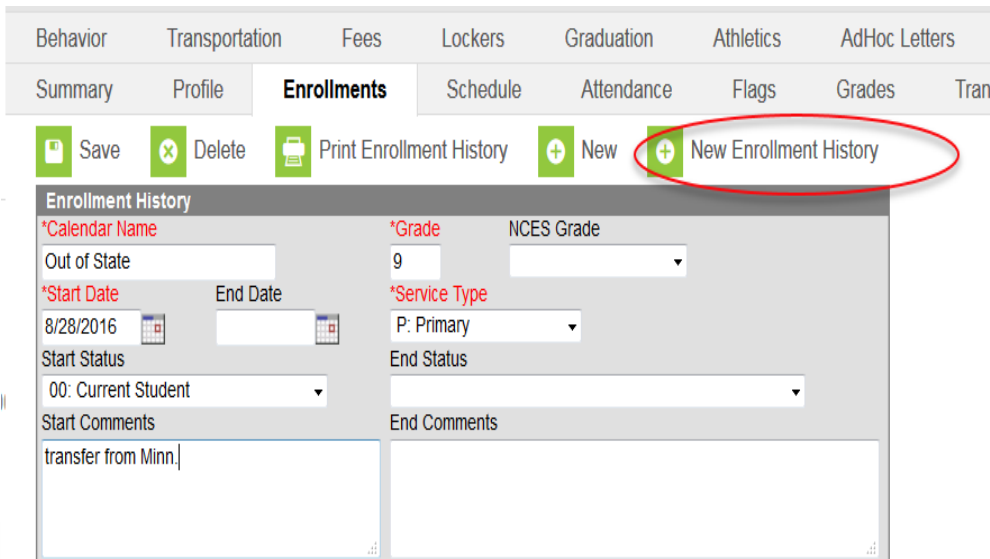
04: should only be used when a student has received a regular HS diploma.

Absent Days

- All graduates who have received a regular HS diploma should have an end status of 04: Student graduated.
- Kindergarten students, 8th grade students, Alternative Instruction-Home School students, Foreign Exchange students are not considered graduates. **PLEASE**, do not mark them as graduates.

Date First Entered 9th Grade

Creating an Enrollment History



Behavior Transportation Fees Lockers Graduation Athletics AdHoc Letters

Summary Profile **Enrollments** Schedule Attendance Flags Grades Tran

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

Enrollment History

*Calendar Name Out of State

*Grade 9 NCES Grade

*Start Date 8/28/2016 End Date

*Service Type P: Primary

Start Status 00: Current Student

Start Comments transfer from Minn.

End Status

End Comments

- The date is populated with the student's first point of entry into the 9th grade.
- If a student started 9th grade outside of your district but was enrolled in a South Dakota district that has records-transfer capability, the date should populate when the records transfer process is complete.
- If a student started 9th grade outside of the state, in a BIE school, in a private school, or in Brandon Valley or Rapid City, you need to create a 9th grade Enrollment History.

Please take the time to
create the enrollment
history!

Graduation Data

State Graduation Record

Earliest Grade 9 Enrollment Information

Grade 9 Date 08/25/2017	NCLB Cohort Year 2021	District Number 99099	District Name Out Of State
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Modified Date: 03/02/2021

Graduation Detail: Alpena 36-1 (36001)

General Graduation Information

Diploma Date: ←

Diploma Type: ↓ ←

Diploma Period: ↓ ←

Date First Entered the 9th Grade: **User Modified**

NGA Cohort End Year: ↓ **User Modified**

NCLB Cohort End Year: ←

Post Grad Location: ↓

Post Grad Plans: ↓

These 3 fields must be populated for a student who received a regular HS diploma.

- Verify that each high school graduate has their Diploma Date, Diploma Type and Diploma Period updated. You can use the actual diploma date on this screen, or you can use the last day of school.
- Verify that the NCLB Cohort End Year is accurately reflecting the student's correct graduation cohort year.

Advanced Endorsement

Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.

Summary Enrollments Flags Assessment Behavior **Graduation** Reco

Save Edit State Graduation Record Publish State Graduation Records

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



State Graduation Record —

Earliest Grade 9 Enrollment Information Modified Date: 12/01/2016

Grade 9 Date 08/14/2014	NCLB Cohort Year 2018	District Number 66001	District Name Todd County 66-1
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Graduation Detail: Agar-Blunt-Onida 58-3 (58003) —

General Graduation Information —

Diploma Date: 
 Diploma Type:
 Diploma Period:
 Date First Entered the 9th Grade: 08/25/2014 
 NGA Cohort End Year: 2018
 NCLB Cohort End Year: 2018
 Post Grad Location:
 Post Grad Plans:

St

- 1: Advanced Endorsement
- 2: Advanced Career Endorsement
- 3: Advanced Honors Endorsement

X

Advanced Career Endorsement

Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.

Summary Enrollments Flags Assessment Behavior **Graduation** Records

Save Edit State Graduation Record Publish State Graduation Records

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


State Graduation Record —

Earliest Grade 9 Enrollment Information Modified Date: 12/01/2016

Grade 9 Date	NCLB Cohort Year	District Number	District Name
08/14/2014	2018	66001	Todd County 66-1


Graduation Detail: Agar-Blunt-Onida 58-3 (58003) —

General Graduation Information —

Diploma Date: 

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/25/2014 

NGA Cohort End Year: 2018

NCLB Cohort End Year: 2018

Post Grad Location:

Post Grad Plans:

St:

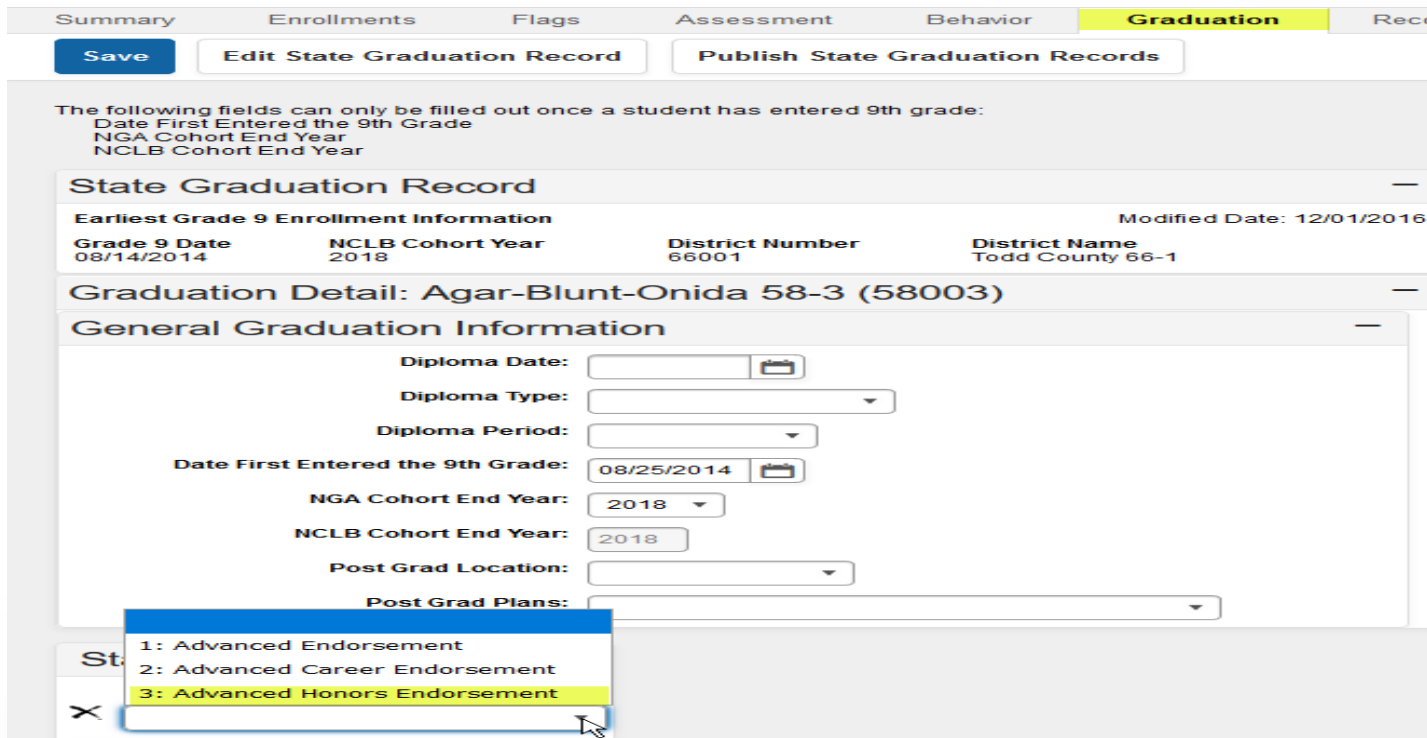
- 1: Advanced Endorsement
- 2: **Advanced Career Endorsement**
- 3: Advanced Honors Endorsement

X

Advanced Honors Endorsement

Indicates a student has pursued advance rigorous, academic coursework consistent with 13:55:31 (High school course requirement for the Opportunity Scholarship eligibility).

All high school coursework completed with a “C” or higher



Summary Enrollments Flags Assessment Behavior **Graduation** Records

[Save](#) [Edit State Graduation Record](#) [Publish State Graduation Records](#)

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

State Graduation Record

Earliest Grade 9 Enrollment Information Modified Date: 12/01/2016

Grade 9 Date 08/14/2014	NCLB Cohort Year 2018	District Number 66001	District Name Todd County 66-1
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Graduation Detail: Agar-Blunt-Onida 58-3 (58003)

General Graduation Information

Diploma Date:

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/25/2014

NGA Cohort End Year: 2018

NCLB Cohort End Year: 2018

Post Grad Location:

Post Grad Plans:

- 1: Advanced Endorsement
- 2: Advanced Career Endorsement
- 3: Advanced Honors Endorsement**

You can find the requirements for each endorsement in the Student Data Desk Guide on pages 85-88. If you have questions on the endorsements, please contact Tracia Rentsch at 605-220-6612.


Adding Endorsements

Summary Enrollments Flags Assessment Behavior Contact Log **Graduation**

Save **Edit State Graduation Record** **Publish State Graduation Records**


Graduation Detail: Britton-Hecla 45-4 (45004)

General Graduation Information

Diploma Date: 05/22/2022 

Diploma Type: 1: Regular Diploma ▾

Diploma Period: SP: Spring ▾

Date First Entered the 9th Grade: 08/21/2018 

NGA Cohort End Year: 2022 ▾

NCLB Cohort End Year: 2022

Post Grad Location: IS: In-State ▾

Post Grad Plans: CC: Community College ▾

Graduation Endorsements

***Endorsements**

X 3: Advanced Honors Endorsement ▾

X 2: Advanced Career Endorsement ▾

You will enter the endorsement on the Graduation tab. A student may have one or more endorsements or they may not have any.

Verifying Endorsements

- SD State Reporting
- Graduation Data Extract

Extract Options

Start Date:

End Date:

Grade Selector:

CTRL-click and SHIFT-click for multiple

Extract Format:

Select Calendars

Which calendar(s) would you like to include?

list by school

Alpena Elem
22-23 Alpena Elem

Alpena Hi Sch
22-23 Alpena Hi Sch
22-23 Home School Activities
Home School Activities i

Alpena Middle School
Home School(99)
Private School
Sped Out of District Placement
Summer School

End Date	Co-hort Year	9th grade entry type	diplomaT	diplomaPe riod	stateSeal
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		2
05/12/2022	2022	08/23/2018	1 SP		2
05/12/2022	2022	08/23/2018	1 SP		2
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2021	08/23/2017	1 SP		
05/12/2022	2022	08/23/2018	1 SP		1
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		2

BOR Transcript

Page 2 of 2

Official Transcript for [REDACTED]

ACT Composite	20	07/18/2020
ACT English	17	07/18/2020
ACT Math	20	07/18/2020
ACT Reading	19	07/18/2020
ACT Science	23	07/18/2020
ACT Composite	22	10/17/2020
ACT English	17	10/17/2020
ACT Math	28	10/17/2020
ACT Reading	21	10/17/2020
ACT Science	23	10/17/2020

Graduation Endorsements

Advanced Endorsement
Advanced Career Endorsement
Advanced Honors Endorsement

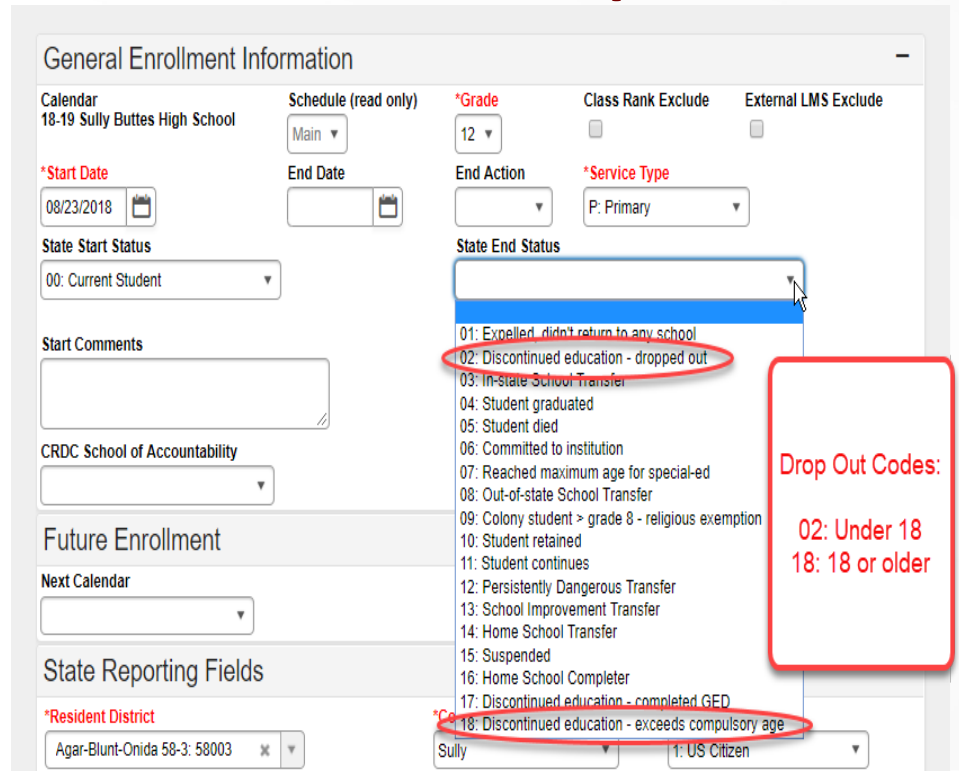


Endorsement will appear at the bottom of the page.

Discontinued Education/Dropout

A dropout is defined as a student that:

- Was enrolled in a school at some point 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 conditions:
 - Transfers to another accredited school
 - Has a temporary absence due to suspension or illness
 - Is excused from a public attendance center (Alternative Instruction/Home School)
 - Death



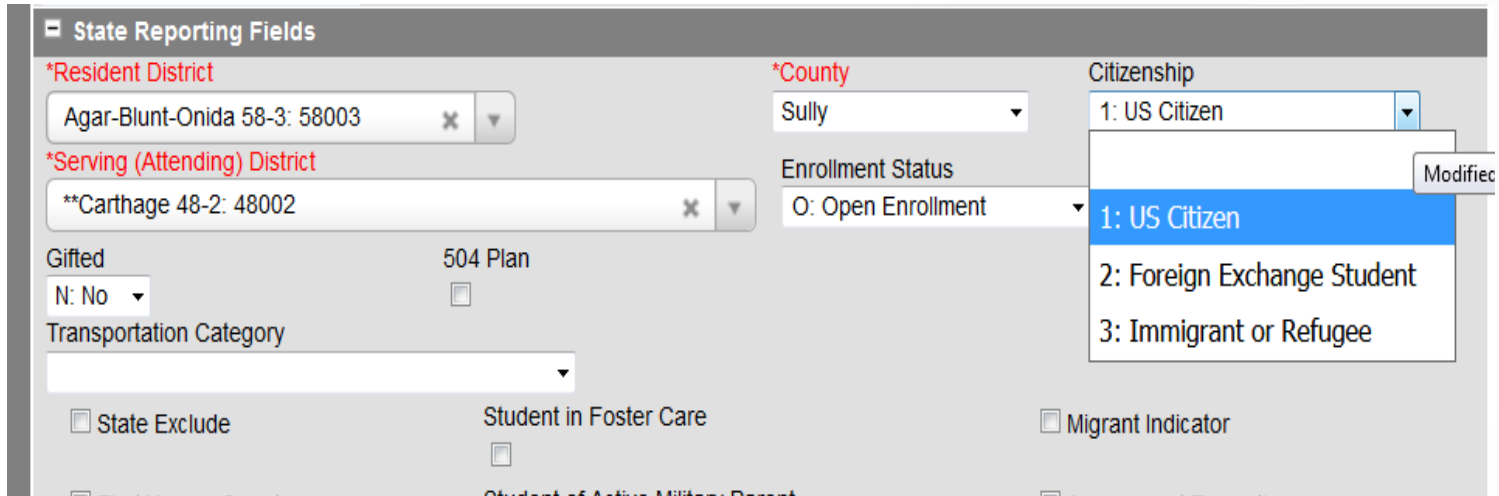
General Enrollment Information
 Calendar: 18-19 Sully Buttes High School
 Schedule (read only): Main
 *Grade: 12
 Class Rank Exclude:
 External LMS Exclude:
 *Start Date: 08/23/2018
 End Date:
 End Action:
 *Service Type: P. Primary
 State Start Status: 00: Current Student
 State End Status:
 01: Expelled - 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
 *Resident District: Agar-Blunt-Onida 58-3: 58003
 *Citizenship: Sully
 1: US Citizen

Drop Out Codes:
02: Under 18
18: 18 or older

REMINDER:

If a student left to pursue their GED, they are considered a dropout until the GED has been completed.

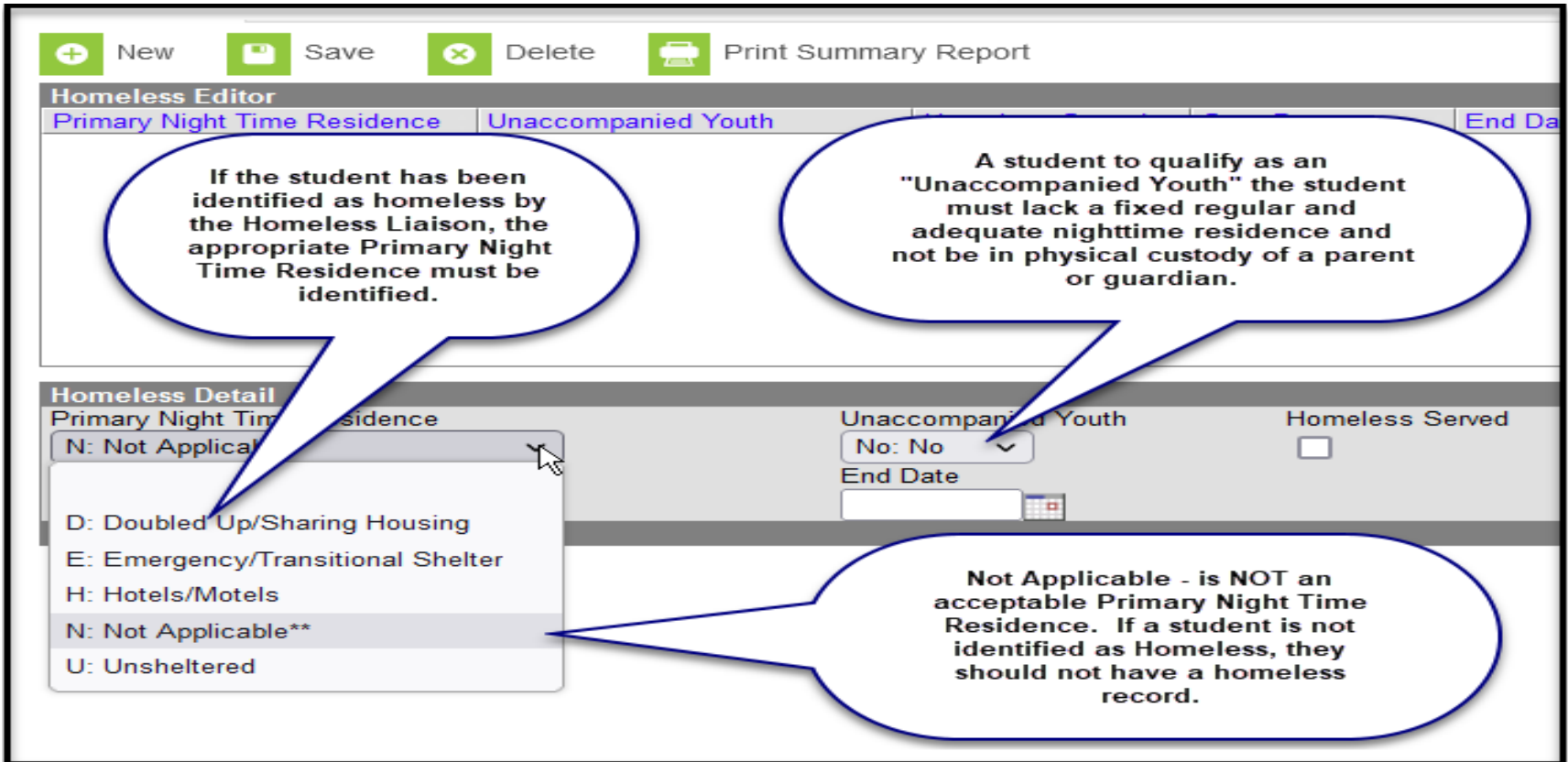
Citizenship



The screenshot shows a web-based form titled "State Reporting Fields". It contains several input fields and checkboxes. The "Citizenship" dropdown menu is open, showing three options: "1: US Citizen", "2: Foreign Exchange Student", and "3: Immigrant or Refugee". The "1: US Citizen" option is currently selected. Other fields include "Resident District" (Agar-Blunt-Onida 58-3: 58003), "Serving (Attending) District" (**Carthage 48-2: 48002), "County" (Sully), "Enrollment Status" (O: Open Enrollment), "Gifted" (N: No), "504 Plan" (checkbox), "Transportation Category" (dropdown), "State Exclude" (checkbox), "Student in Foster Care" (checkbox), "Migrant Indicator" (checkbox), and "Student of Active Military Parent" (checkbox).

Verify that the Citizenship field is properly coded for your foreign exchange students and immigrants. Foreign Exchange students are not required to test, and they are not included in the graduation/completer rate.

Homeless



The screenshot shows the 'Homeless Editor' software interface. At the top, there are buttons for 'New', 'Save', 'Delete', and 'Print Summary Report'. Below these are tabs for 'Primary Night Time Residence' and 'Unaccompanied Youth'. The 'Homeless Detail' section is visible, showing a dropdown menu for 'Primary Night Time Residence' with options: 'N: Not Applicable', 'D: Doubled Up/Sharing Housing', 'E: Emergency/Transitional Shelter', 'H: Hotels/Motels', 'N: Not Applicable**', and 'U: Unsheltered'. The 'Unaccompanied Youth' section has a dropdown for 'No: No' and an 'End Date' field. The 'Homeless Served' section has a checkbox.

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

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.

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.

Foster/Military

State Reporting Fields

*Resident District: Pierre 32-2: 32002

*County: Hughes

Citizenship: []

*Serving (Attending) District: Pierre 32-2: 32002

Enrollment Status: []

*Percent Enrolled: 100

Gifted: N: No []

504 Plan: []

Transportation Category: []

State Exclude

Student in Foster Care

Migrant Indicator

First Year In Country

Student of Active Military Parent

Assessment Exempt

Student Directory Information: Yes: Allowed to share information []

DOE will receive a file from DSS with all foster students. We will submit that file to Campus and they will flag these students.

State Reporting Fields

*Resident District: Douglas 51-1: 51001

*County: Meade

Citizenship: []

*Serving (Attending) District: Douglas 51-1: 51001

Enrollment Status: []

*Percent Enrolled: 100

Gifted: N: No []

504 Plan: []

Transportation Category: []

State Exclude

Student in Foster Care

Migrant Indicator

First Year In Country

Student of Active Military Parent

Assessment Exempt

Student Directory Information: Yes: Allowed to share information []

Districts are responsible for flagging these students. "Active Duty Military Parent" includes a parent who is a member of the Armed Forces on active duty and the National Guard who have been activated/deployed.

Children of active-duty military who are transferring, or pending transfer, to a military institution in SD meets the residency requirement for free school privileges in the district where the military parent/guardian resides or will reside. Students of active-duty military can be enrolled prior to being served in the district. With this enrollment, the student will be enrolled at 0% until they are present in the district. You will then create a new enrollment at the correct percentage. Any new Military student that will be moving to the state, will be allowed to enroll in the SD Center for Virtual Education until they arrive in the state.

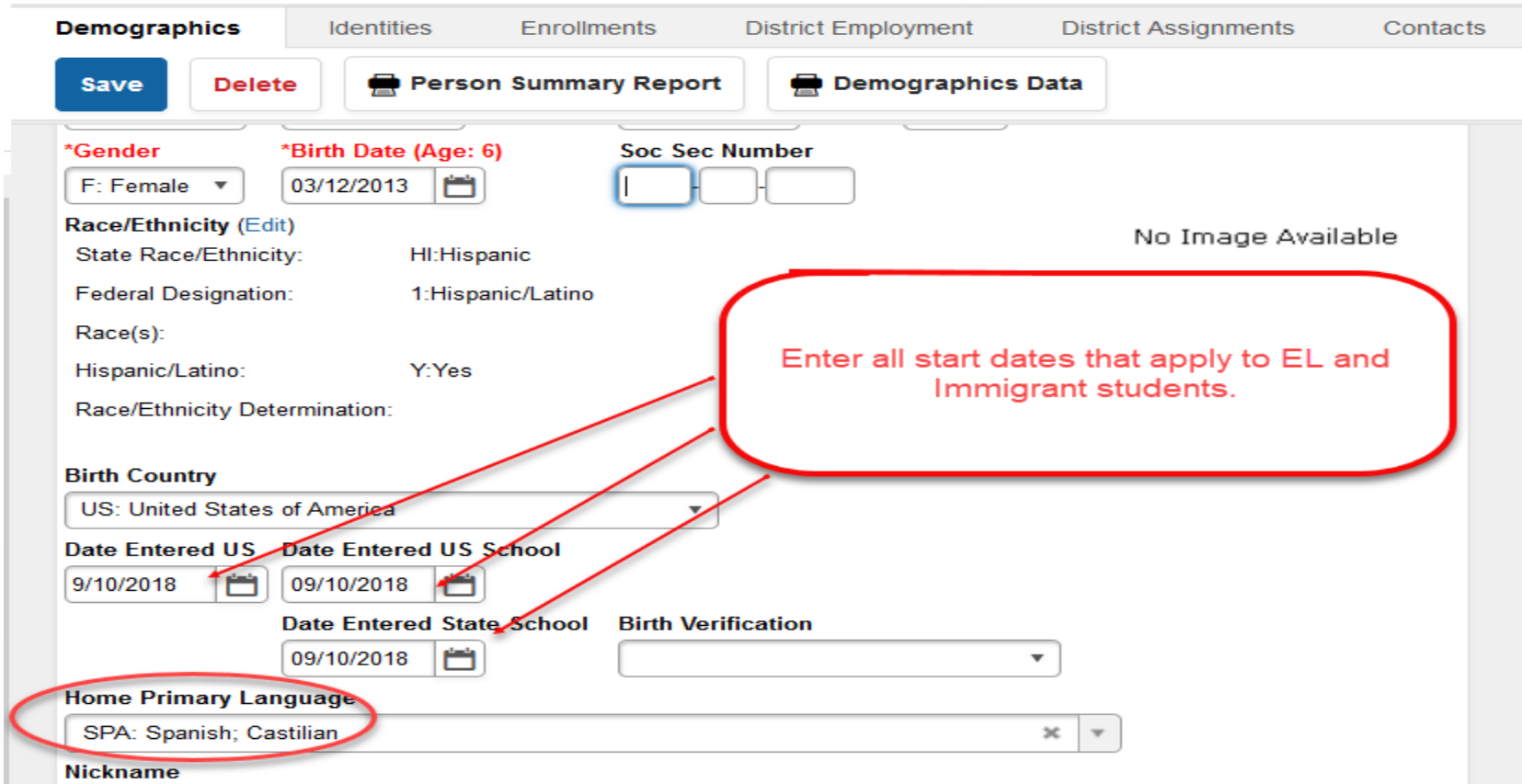
Title I – Migrant

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-TI's ▾			
Title 1 * 9/5/2020 <input type="checkbox"/> Y: Yes ▾			
Title 1 Reading <input checked="" type="checkbox"/>	Title 1 Supporting Guidance <input type="checkbox"/>	Title 1 Social Science <input type="checkbox"/>	Title 1 Science <input type="checkbox"/>
Title 1 Vocational <input type="checkbox"/>	Title 1 Health/Dental/Eye Care <input type="checkbox"/>	Title 1 Math <input checked="" type="checkbox"/>	

- If you are a Title I Targeted Assistance School, you must code all students that are receiving Title I services. This includes PK students.
 - If you are a Title I School Wide School, your students will be flagged for you.
- Infinite Campus will be flagging the School Wide programs and any new Migrant students later this spring.**

English Learners (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.



The screenshot shows the 'Demographics' tab of a student record system. The form includes fields for Gender (F: Female), Birth Date (03/12/2013), and Soc Sec Number. Under Race/Ethnicity, it shows State Race/Ethnicity (HI:Hispanic), Federal Designation (1:Hispanic/Latino), Race(s), Hispanic/Latino (Y:Yes), and Race/Ethnicity Determination. Birth Country is set to US: United States of America. Date Entered US is 9/10/2018, and Date Entered US School is 09/10/2018. Date Entered State School is also 09/10/2018. Birth Verification is empty. Home Primary Language is set to SPA: Spanish; Castilian. A red callout box points to the Date Entered US and Date Entered US School fields with the text: 'Enter all start dates that apply to EL and Immigrant students.' The Home Primary Language field is also circled in red.

Demographics	Identities	Enrollments	District Employment	District Assignments	Contacts
Save	Delete	Person Summary Report	Demographics Data		
*Gender	*Birth Date (Age: 6)	Soc Sec Number			
F: Female	03/12/2013				
Race/Ethnicity (Edit)		No Image Available			
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	Date Entered US School				
9/10/2018	09/10/2018				
Date Entered State School		Birth Verification			
09/10/2018					
Home Primary Language					
SPA: Spanish; Castilian					
Nickname					

EL Services

Search Campus Tools

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

EL EL Assessments **EL Services** EL Accommodations

+ New Save Delete

Service Type	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

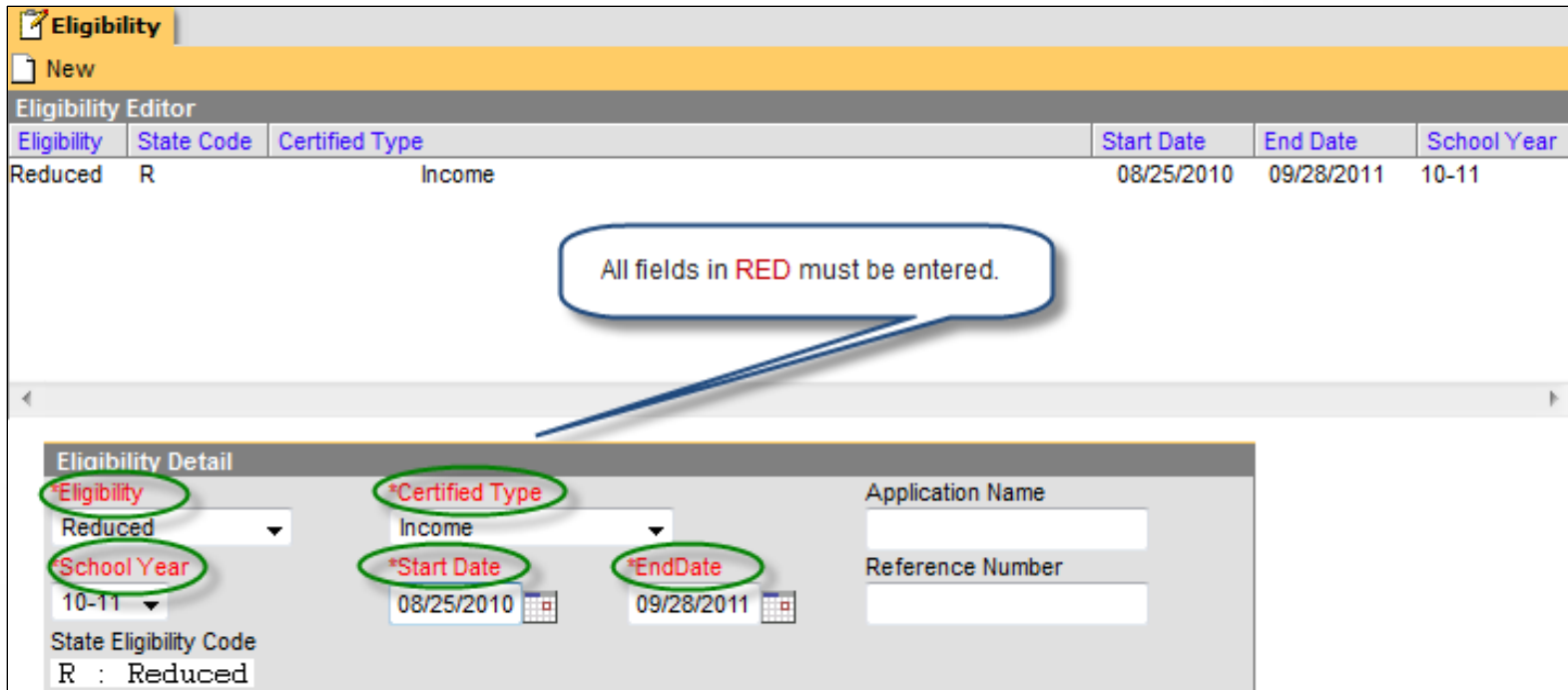
If there is a change in an EL Service, you will end date the first service type and add in the new service. Also, you are allowed to have more than one service type

School districts have the responsibility to provide English language development services to all identified English learner students. You will now be required to enter what services are being provided on the EL Services tab.

If you select "Other," please indicate in the comments section of type of EL services that are being provided.

FRAM

- All FRAM data should be entered into Campus by now. Remember, all foster, migrant, and homeless students are eligible for free meals.



The screenshot shows the 'Eligibility Editor' interface. At the top, there is a 'New' button and a tab for 'Eligibility'. Below this is a table with columns: Eligibility, State Code, Certified Type, Start Date, End Date, and School Year. The data row shows: Reduced, R, Income, 08/25/2010, 09/28/2011, 10-11. A callout box points to the table with the text: 'All fields in RED must be entered.' Below the table is the 'Eligibility Detail' section, which contains several fields with red asterisks indicating they are required: *Eligibility (dropdown menu), *Certified Type (dropdown menu), *Start Date (calendar icon), and *EndDate (calendar icon). Other fields include Application Name, Reference Number, and State Eligibility Code (R : Reduced).

Eligibility	State Code	Certified Type	Start Date	End Date	School Year
Reduced	R	Income	08/25/2010	09/28/2011	10-11

Eligibility Detail

*Eligibility: Reduced
*Certified Type: Income
*Start Date: 08/25/2010
*EndDate: 09/28/2011

Application Name:
Reference Number:
State Eligibility Code: R : Reduced

Re-sync State Data

Pathway in New Look: System Settings>Data Interchange Administration>Resync State Data - Batch

Index
Search
<

Batch Resync
Selective Sync

Search Campus Tools

- ▶ Assessment
- ▼ System Administration
 - ▶ Auditing
 - ▶ Batch Queue
 - ▶ Calendar
- Campus Learning
- ▶ Custom
- Custom Forms
- ▶ Data Defining Tools
- ▶ Data Interchange
- ▼ Data Utilities
 - Data Warehouse Settings
 - Combine Person
 - Split Student
 - Resync State Data**
 - Student Records Transfer
 - Deactivated Elements Impact Re
 - Ad Hoc Runtime Security Report
 - Element Replacement
 - Synchronization Field Settings
 - Languages/Translations
- ▶ Health
- ▶ Messenger
- ▶ Preferences
- ▶ Resources
- ▶ Special Ed
- Student
 - ▶ User Security
 - ▶ Course Codes
- ▶ FRAM

<input type="checkbox"/> DIS Objects	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/> <input type="checkbox"/> District	01/15/2020 01:27:31	Processed: 1 Errors: 0	●
<input checked="" type="checkbox"/> <input type="checkbox"/> School	01/15/2020 01:27:32	Processed: 7 Errors: 0	●
<input checked="" type="checkbox"/> <input type="checkbox"/> Calendar	01/15/2020 01:27:34	Processed: 11 Errors: 0	●
<input type="checkbox"/> CourseSection			
<input checked="" type="checkbox"/> <input type="checkbox"/> ScheduleStructure	01/15/2020 01:27:34	Processed: 11 Errors: 0	●
<input checked="" type="checkbox"/> TermSchedule			
<input checked="" type="checkbox"/> <input type="checkbox"/> PeriodSchedule			
<input type="checkbox"/> Day			
<input checked="" type="checkbox"/> <input type="checkbox"/> StructureGradeLevel	01/15/2020 01:27:35	Processed: 11 Errors: 0	●
<input checked="" type="checkbox"/> <input type="checkbox"/> PersonIdentity	01/15/2020 01:27:37	Processed: 651 Errors: 1	●
<input type="checkbox"/> Behavior			
<input type="checkbox"/> BehaviorResolutionType			
<input type="checkbox"/> BehaviorResponseType			
<input type="checkbox"/> BehaviorType			
<input type="checkbox"/> CensusContactSummary			
<input type="checkbox"/> ContactLog			
<input type="checkbox"/> EarlyLearning			
<input type="checkbox"/> Employment			
<input type="checkbox"/> EmploymentAssignment			
<input type="checkbox"/> EmploymentBackground			
<input type="checkbox"/> EmploymentCredential			
<input type="checkbox"/> English Learners (EL)			
<input type="checkbox"/> ELAccommodation			
<input type="checkbox"/> ELService			
<input checked="" type="checkbox"/> <input type="checkbox"/> Enrollment	01/15/2020 01:27:39	Processed: 471 Errors: 0	●
<input checked="" type="checkbox"/> AttendanceSDMinute	01/14/2020 20:37:27	Processed: 471 Errors: 0	●
<input checked="" type="checkbox"/> CustomStudent	01/15/2020 01:27:40	Processed: 471 Errors: 0	●
<input type="checkbox"/> Evaluation			
<input checked="" type="checkbox"/> Graduation			

Validation

Pathway in New Look: Student Information>Reports>Graduation Cohort Validation Report

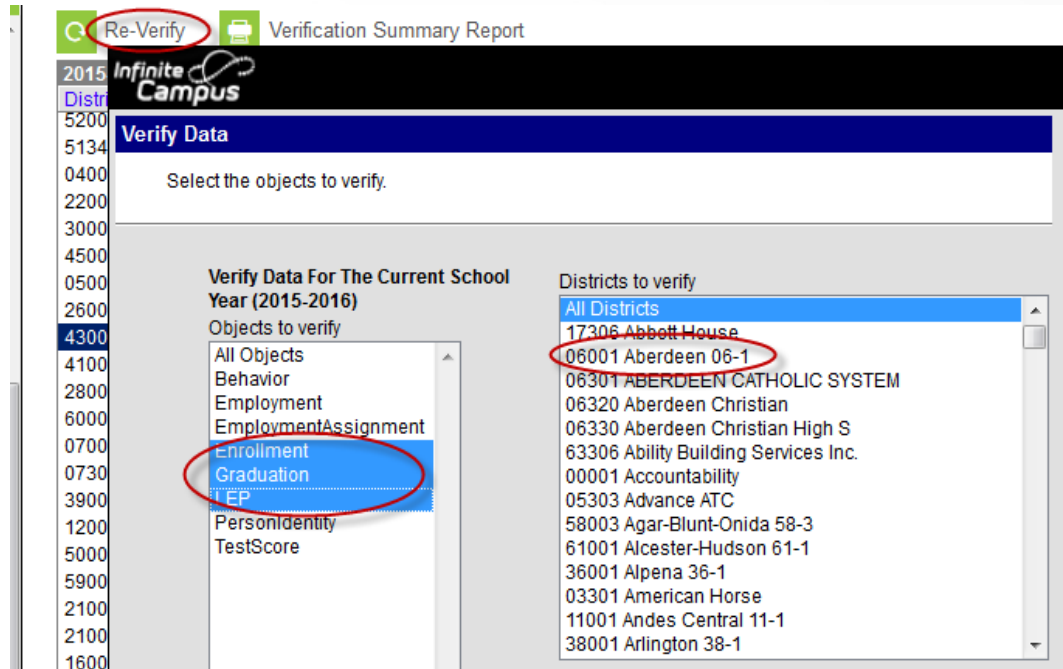
Validation Types Choose one or more validation(s) to include on the report	Report Elements Choose the data elements to include on the report
<input checked="" type="checkbox"/> Inconsistent Enrollment/Graduation Data	<input type="checkbox"/> District Number
<input type="checkbox"/> Incomplete Graduation Data	<input type="checkbox"/> District Name
<input type="checkbox"/> Diploma Date	<input type="checkbox"/> School Number
<input type="checkbox"/> Diploma Type	<input type="checkbox"/> School Name
<input type="checkbox"/> Diploma Period	<input checked="" type="checkbox"/> School StateID
<input type="checkbox"/> Post Grad Location	<input checked="" type="checkbox"/> Student Last Name
<input type="checkbox"/> Post Grad Plans	<input checked="" type="checkbox"/> Student First Name
<input type="checkbox"/> Inconsistent Enrollment/Cohort Data	<input type="checkbox"/> Grade
<input type="checkbox"/> Incomplete Cohort Data	
<input type="checkbox"/> Cohort Field Determination	
<input type="checkbox"/> System Populated Auto	
<input type="checkbox"/> User Populated	
	Which calendar(s) would you like to include in the report?
	<input type="radio"/> active year <input type="radio"/> list by school <input checked="" type="radio"/> list by year

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

Verification

Pathway in New Look: System Settings>Data Interchange Administration>Verification Summary

- This summary tool provides information on data that has inconsistencies:
 - Enrollment Records
 - Graduation Records
 - EL Records



Re-Verify Verification Summary Report

2015 Infinite Campus
Distri

5200
5134
0400
2200
3000
4500
0500
2600
4300
4100
2800
6000
0700
0730
3900
1200
5000
5900
2100
2100
1600

Verify Data

Select the objects to verify.

Verify Data For The Current School Year (2015-2016)

Objects to verify

- All Objects
- Behavior
- Employment
- EmploymentAssignment
- Enrollment
- Graduation
- EP
- PersonIdentity
- TestScore

Districts to verify

- All Districts
- 17306 Abbott House
- 06001 Aberdeen 06-1
- 06301 ABERDEEN CATHOLIC SYSTEM
- 06320 Aberdeen Christian
- 06330 Aberdeen Christian High S
- 63306 Ability Building Services Inc.
- 00001 Accountability
- 05303 Advance ATC
- 58003 Agar-Blunt-Onida 58-3
- 61001 Alcester-Hudson 61-1
- 36001 Alpena 36-1
- 03301 American Horse
- 11001 Andes Central 11-1
- 38001 Arlington 38-1

If you are noticing several enrollments missing at the state level, please generate a re-sync of your data.

Verification

Verification Results for 06001 Aberdeen 06-1

Object	Accuracy Legend	Timestamp	Total Records			Total Errors	Missing		Differences
			Distinct	At District	At State		At State	At District	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
E [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Enrollment	100.00%	01/13/2016 02:40:37	5107	5107	5107	0	0	0	
Graduation	99.02%	01/12/2016 08:07:48	1430	1429	1430	14	0	13	
LEP	100.00%	01/12/2016 08:07:58	189	189	189	0	0	0	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

You can click on any of the Timestamps and see what your errors are.

Seniors who need to take the SBAC Test

There is now a report built into Campus to find the seniors who still need to take the SBAC. Pathway in New Look: Student Information>Reports>Test Results Report

Year District School

Index Search

Search Campus Tools

- Plan Adult
- Process Compliance
- Service Detail
- Service Provider Detail
- Service Provider Summary
- Service Summary
- Graduation Cohort Validation
- Test Accommodations (SD)
- Graduation Rate
- Test Results**
 - » Census
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 - » Attendance
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 - ▼ System Administration
 - » Auditing
 - » Batch Queue
 - ▼ Calendar
 - Calendar
 - Calendar Wizard
 - School Years
 - Delete Calendar
 - Campus Learning
 - » Custom
 - Custom Forms
 - » Data Defining Tools
 - » Data Interchange

Which students would you like to include in the report?

Grade

- 09
- 10
- 11
- 12**

 Ad Hoc Filter

Enrollment Effective Date

Which tests would you like to include in the report?

State Test

- OH: Ohio
- OK: Oklahoma
- OR: Oregon
- PA: Pennsylvania
- RI: Rhode Island
- SC: South Carolina
- SD: South Dakota**
- TN: Tennessee

 National Test
 District Test

Test Score Date Range: From to

Include all tests - Taken and Not Taken
 Include only tests that students have taken
 Include only tests that students have not taken

Display Options

Best Test Score Only
 Display Code
 Include tests' detail information
 Add a page break between students
 Alternate row shading

Sort Options:

Primary Sort Grade Student Name Student Number
 Secondary Sort Test Name Test End Year Sequence

Report Format

Reports to run to verify your data

- Pathway in New Look: Reporting>SD State Reporting>Student Enrollment Extract
 - End Dates – Every student should have an end date. This includes PK and EC students
 - Absent Days – Attendance for PK students is required
 - Resident/Serving District-should have an enrollment status if they are different
 - EL students
- Pathway in New Look: Reporting>SD State Reporting>Homeless Extract
 - Primary Nighttime Resident
 - Unaccompanied Youth
 - Homeless Served – this can be a yes or no
- Pathway in New Look: Reporting>SD State Reporting>Graduation Data. This is the report you will use to validate your Graduation Endorsements.
 - Diploma Type
 - Diploma Period
 - Graduation Date
 - State Seal-Endorsements

Ad Hoc Reports

Pathway in New Look: Reporting>Ad Hoc Reporting>Filter Designer>State Published

The State has designed several Ad Hoc reports to verify data.

Reports include:

- Homeless
- Migrant
- Citizenship/Foreign Exchange
- EL Students
- 1st Year in Country
- Foster
- FRAM
- Grad Tab Blank Co-hort
- Grad Data w/Differences/state/dist.
- Grads end date/Diploma date
- Military
- Race/Ethnicity
- Target Assist Title I
- Unaccompanied Youth

<https://kb.infinitecampus.com/help/student-filter-fields-for-ad-hoc-reporting>

Special Education

Requirements for School 97

School “97” was designed when a district pays for an out of district placement for **special education**

- 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 District where the student resides

*Serving (Attending) District: Lifescape: 49317 District where the student is being served.

*County: Jerauld Citizenship: 1: US Citizen

Enrollment Status: P: Tuition Paid by District *Percent Enrolled: 1 Absent Days:

If your district is paying the tuition for the student's placement.

- Service type
- N – Special Ed Services- For out of district placement

Sped out of District Placement

If student placed in the following are considered part of the out of district placement:

- SD Human Services
- School for the Blind
- Other out of district placement (not limited to)
 - JDC
 - Children’s Home Society
 - Etc...

Special Ed Programs

Instruction Program Type (This is tied to funding so work with sped director and/or business manager)

- A. Mild to Moderate Disabilities
- B. Severe Disabilities
- C. Speech Only
- D. Early Childhood (ages 3-5 except 5-year olds in Junior Kindergarten and Kindergarten)
- E. Day Program
- F. Residential Program
- G. Homebound Program

Special Ed Fields

Effective Date	Special Ed Program
09/09/2020	E: Day Program
	A: Mild to Moderate Disabilities
	B: Severe Disabilities
	C: Speech Only
	D: Early Childhood
	E: Day Program
	F: Residential Program
	G: Homebound Program
End Date	Exit Code

Special Education Placement Category

School Age 6-21 and 5-year olds enrolled in Junior Kindergarten and Kindergarten

- **0100** – General Classroom w/Modifications 80-100%
- **0110** – Resource Room 40-79%
- **0120** – Self Contained Classroom 0-39%
- **0130** – Separate Day School
- **0140** – Residential Facility
- **0150** – Home/Hospital Program

Preschool Age 3-5 (Except 5-year olds in Junior Kindergarten and Kindergarten-use 0100 Codes)

- **0310** – EC 10 hours +, services in Reg EC
- **0315** – EC 10 hours +, services in other location
- **0325** – EC less than 10 hours, services in Reg EC
- **0330** – EC less than 10 hours, services in other location
- **0335** – Special Education Class
- **0345** – Separate School
- **0355** – Residential Facility
- **0365** - Home
- **0375** – Service Provider Location

Special Ed Category

0130: Separate Day School

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: Regular Early Childhood Program - 10 hrs+/week & SPED Services in Reg EC program

0315: Regular Early Childhood Program - 10 hrs./week & SPED Services in other location

0325: Regular Early Childhood Program-Less than 10hrs/wk & SPED Services in Reg EC program

0330: Regular Early Childhood Program-Less than 10hrs/wk & SPED Services in other location

0335: Special Education Class

0345: Separate School

0355: Residential Facility

0365: Home

0375: Service Provider Location

Work with Special Ed staff – they will refer to this as the **LRE (Least Restrictive environment)**

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

ASD Severity Communication Level

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

Psychological Therapy Hours

Orientation Mobility Hours

Related Services

- ASD (Autism Spectrum Disability) Severity Behavior/Communication Levels
 - If student has Autism as a disability these must be marked
- Therapy Hours
 - Weekly hours
- Transportation/Assistive Technology
 - If in IEP, must be recorded here as yes otherwise can be left blank

ASD Severity Behaviors Level

Physical Therapy Hours

Occupational Therapy Hours

Psychological Therapy Hours

Social Work Service Hours

Transportation

ASD Severity Communication Level

Recreational Therapy Hours

Speech/Language Therapy Hours

Orientation Mobility Hours

Other Service Hours

Assistive Technology

Special Ed Fields

- Effective date
- End Date
- Creating new record
- **Do not change 1st record if change has been made mid-year**
- Only need to change if there is a change in
 - Special Ed Program (funding)
 - Special Ed Category – placement
 - Disability Category

Special Ed Fields		
Effective Date 09/09/2020	Special Ed Program E: Day Program	Special Ed Cate 0130: Separate
	Primary Disability 530: Multiple Disabilities	Multiple Disabili 540: Vision Loss
	Multiple Disability 2 510: Cognitive Disability	Multiple Disabili 550: Speech/La
	Multiple Disability 4 	Multiple Disabili
End Date 10/29/2020	Exit Code 11: Change in IEP	
Effective Date 10/30/2020	Special Ed Program E: Day Program	Special Ed Cate 0130: Separate
	Primary Disability 530: Multiple Disabilities	Multiple Disabili 540: Vision Loss
	Multiple Disability 2 510: Cognitive Disability	Multiple Disabili 550: Speech/La
	Multiple Disability 4 	Multiple Disabili
End Date 05/18/2021	Exit Code 11: Change in IEP	
Effective Date 05/19/2021	Special Ed Program E: Day Program	Special Ed Cate 0130: Separate
	Primary Disability 530: Multiple Disabilities	Multiple Disabili 565: Traumatic t
	Multiple Disability 2 540: Vision Loss	Multiple Disabili
	Multiple Disability 4 	Multiple Disabili
End Date 	Exit Code 	
* Effective Date	Special Ed Program	Special Ed Cate

Correct way of making changes in the Special Ed Fields

Work with your special education staff

GPA
0.0000

Special Ed Fields

Effective Date	Special Ed Program	Special Ed Category
12/21/2023	A: Mild to Moderate Disabilities	0100: General Class with Modifications 80-100%
Primary Disability	Multiple Disability 1	
550: Speech/Language		
Multiple Disability 2	Multiple Disability 3	
Multiple Disability 4	Multiple Disability 5	
End Date	Exit Code	
* Effective Date	Special Ed Program	Special Ed Category
04/08/2024		
Primary Disability	Multiple Disability 1	
Multiple Disability 2	Multiple Disability 3	
Multiple Disability 4	Multiple Disability 5	
End Date	Exit Code	

- Shows the current Sped Category – don't change
- Show the current disability – don't change
- Put the date for last day as this disability
- Put in the correct exit/end code
- Put in the day the new disability category services were implemented
- Enter Special Ed program
- Enter the new special ed category
- Enter the new disability Category

Special Ed Fields Confusion?

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
02	P	Alpena 36-1 23-24 Alpena Elem (100%)	08/24/2023	
01	P	Alpena 36-1 22-23 Alpena Elem (100%)	07/01/2022	
KG	P	Alpena 36-1 21-22 Alpena Elem 1 (100%)	09/06/2021	05/21/2022

GPA: 0.00

Special Ed Fields

Effective Date	Special Ed Program	Special Ed Category
07/01/2022	A: Mild to Moderate Disabilities	0100: General Classes with Modifications 80-10
	Primary Disability: 550: Speech/Language	
	Multiple Disability 2	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5
End Date	Exit Code	

* Effective Date Special Ed Program Special Ed Category

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
02	P	Alpena 36-1 23-24 Alpena Elem (100%)	08/24/2023	
01	P	Alpena 36-1 22-23 Alpena Elem (100%)	07/01/2022	
KG	P	Alpena 36-1 21-22 Alpena Elem 1 (100%)	09/06/2021	05/21/2022

GPA: 0.0000

Special Ed Fields

* Effective Date	Special Ed Program	Special Ed Category
04/08/2024		
	Primary Disability	
	Multiple Disability 2	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5
End Date	Exit Code	

* ASD Severity-Behaviors Level ASD Severity-Communication Level

Two possible issues/solutions

- Student is still on an IEP and needs information added to 2nd grade
- Student is no longer in need of service and should have an end date for when services were ended
 - Might be in 1st grade
 - Might be at the beginning of 2nd grade

Most Common end code errors

1 – Not receiving SE services

- student no longer eligible for special education services

9 – Refused services

- Students in alternative instruction/home school or colony student who completed 8th grade/religious exemption

11 – Change in IEP

- change in Special Ed Program, Special Ed Category (LRE), and/or Disability category

15 – Revocation of Consent

- Eligible for special ed services, however guardian signed revocation of consent for services

NOTE: Found on pages 110-111 of Student Desk Guide

Early Childhood

- When you create your early childhood calendars make sure they are being pulled into your child count report.
- You can find the child count report
 - Under SD state reporting, it is called SD December Child Count Report.
 - Can be run any time during to year to check Special Ed student information
- SD State Reporting
 - SD December Child Count Report
 - Student Enrollment Extract
 - Documented Hearing Loss Extract

High School IEP Program Exit Coding

- Make sure to work with special ed director when determining
 - If student has received a regular high school diploma **or**
 - Will be returning to receive more special ed service **and**
 - What code should be used
- Several codes available to record what is happening with student

Students on IEP

Can a student on an IEP who has graduated with a signed regular diploma continue to receive special education services?

No. Graduating with a signed regular HS diploma ends the student's eligibility for Special Education.

Can a student who has completed modified coursework according to an IEP and received a signed district approved diploma/certificate continue to receive special education services?

Yes. A district approved diploma/certificate based on modified coursework is not considered to be a regular SD diploma, as they did not meet the same requirements as their peers.

Can a student who has earned enough HS credits to meet the LEA graduation requirements still receive special education services until age 21?

Yes. A student is eligible to receive special education services until the age of 21, if the student has taken the coursework necessary to earn a regular diploma or if coursework for a regular diploma was completed but the IEP team determines there are still transition needs the student can continue until the signed regular HS diploma is issued.

NOTE: When using the end batch tool with seniors, make sure that you **ARE NOT coding students** that will continue to receive special education services with an end status of "student graduated".

Ending Enrollments for Special Education

- 1st. Will the student graduate with a regular high school diploma which will end special education eligibility
- Graduate with a regular high school diploma
 - Met the same state course and content requirements
 - With or without provided accommodations using general education curriculum

Graduation Exit Coding (met the regular diploma requirements)	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	04: Graduated	2: Graduated (high school diploma)

Gradating with a signed diploma – two places in Campus need updated

1. **General Enrollment End Status to 04: Student graduated.**
2. **Special Education Exit Code** under the Special Education area of the enrollment tab- use exit code of **2: Graduated (high school diploma).**

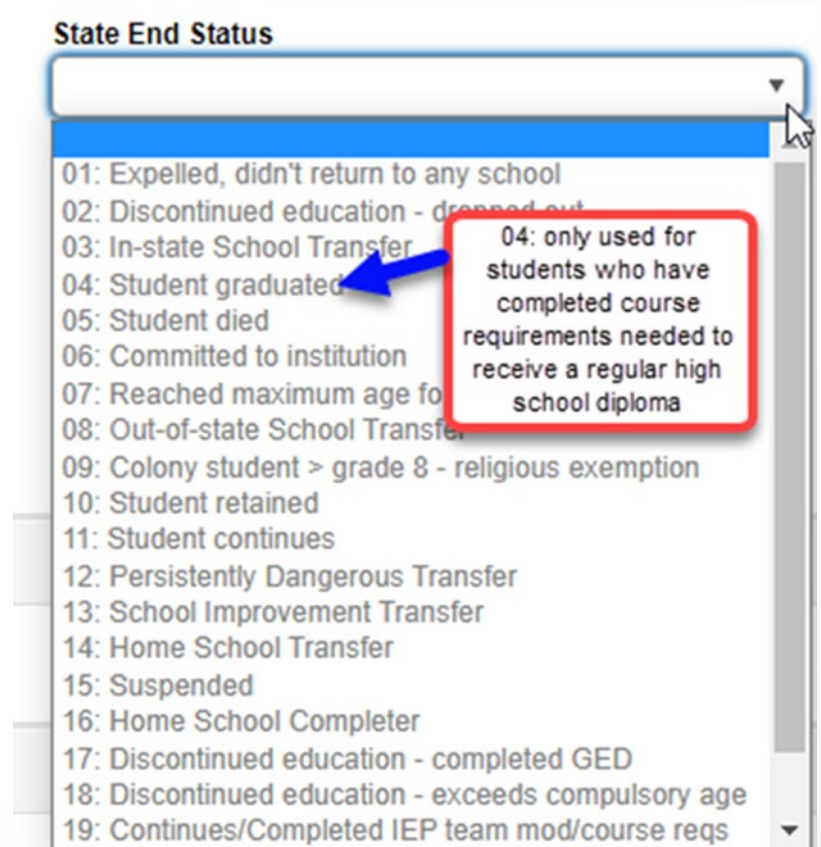
****Please note that the exit codes differ between the General Education portion of the enrollment record and the Special Ed portion of the enrollment record and that both areas MUST BE updated appropriately.****

Special Education Graduates

State End Status

- Work with Special Ed Director and/or special ed staff when ending students on IEPs
- Remember - Graduates are those that have completed the same course work as their peers and have received a regular signed diploma

State End Status



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
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
19: Continues/Completed IEP team mod/course reqs

04: only used for students who have completed course requirements needed to receive a regular high school diploma

Special Ed Fields Exit Code for Graduates

	Multiple Disability 2	Multiple
	<input type="text"/>	<input type="text"/>
	Multiple Disability 4	Multiple
	<input type="text"/>	<input type="text"/>
End Date	Exit Code	
<input type="text"/>	<input type="text"/>	
Effective Date		Special
03/15/2023		<input type="text"/>
		Multiple
		<input type="text"/>
		Multiple
		<input type="text"/>
End Date		Multiple
<input type="text"/>		<input type="text"/>

- 1: Not receiving SE services
- 2: Graduated (high school diploma)
- 03: Continues/Completed IEP team mod/course reqs
- 4: Reached the maximum age
- 5: Died
- 6: Moved, known to be continuing
- 7: Moved, not known to be continuing
- 8: Dropped out
- 9: Refused services
- 10: ISFP done before max age/Pt C
- 11: Change in IEP
- 12: Student Continues
- 13: Discontinued/Completed IEP team mod/course reqs
- 14: Aged Out/Completed IEP team mod/course reqs
- 15: Revocation of consent

2nd Met IEP team modified requirements but not graduation requirements – will be returning

- Did not meet the same requirements as peers (example, not taking Algebra 1)
- IEP team made course modification (doesn't meet the same standard as peers)
- Courses were aligned to Core Content Connectors
- Modified curriculum/content standards
- Will return to school in the fall and receive special ed services until age 21

May update enrollment record (**won't pull forward Special Ed information**)

- General enrollment information in Infinite Campus
 - 11: Student Continues or
 - 19: Continues/completed IEP team mod course reqs
- Special Ed Fields end status
 - Leave blank
 - 03: Continues\completed IEP team mod/course reqs


OR



Don't put in any end status – Special Ed information will then pull forward


Student continues Code	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	11: Student Continues	


Exit Coding (did not meet the regular diploma requirements but did meet IEP modified requirements)	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	19: Continues – Completed IEP team modified course requirements	03: Continues – Completed IEP team modified course requirements


Special Education Exit Codes


Save Delete New  Print Enrollment History


08/19/2019  B: Severe Disabilities 0120: Self-Contained Classroom 0-39% 


Primary Disability
 530: Multiple Disabilities 


Multiple Disability 2
 505: Emotional Disturbance 


Multiple Disability 4



Multiple Disability 1
 560: Autism Spectrum Disorder 

Multiple Disability 3



Multiple Disability 5


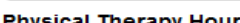
End Date
 1/15/2019 


Exit Code



* **Effective Date**
 01/15/2020 

1: Not receiving SE services
 2: Graduated (high school diploma)
 03: Continues/Completed IEP team mod/course reqs
 4: Reached the maximum age
 5: Died
 6: Moved, known to be continuing
 7: Moved, not known to be continuing
 8: Dropped out
 9: Refused services
 10: ISFP done before max age/Pt C
 11: Change in IEP
 12: Student Continues
 13: Discontinued/Completed IEP team mod/course reqs
 14: Aged Out/Completed IEP team mod/course reqs
 15: Revocation of consent

ASD Severity Behavior


Physical Therapy Hours


Level


Audiological Services Hours


2: is used when a student meets the state course and content requirements.

3: is used when they do not meet the same requirements as their peers

Special Ed Cont.

3rd. Students who turn 21 during the fiscal year ([Aged Out – according to special definition](#))

- Did not receive a regular diploma
 - Did not meet IEP goal
 - General enrollment end code
 - 07: Reached maximum age for special-ed
 - Special ed End code
 - 4: Reached the maximum age
 - Met IEP goals
 - General enrollment end code
 - 21 Aged Out/Completed IEP team mod/course reqs
 - Special Ed end code
 - 14: Aged out: Completed IEP Team mod/course reqs

This is different than compulsory age of 18 when a student can leave school

	General Enrollment Exit Codes	Special Ed Fields Exit Codes
Age Out Exit Code	07: Reached maximum age for special education (21)	4: Reached the Maximum Age (did not meet IEP modified requirements)
	21: Aged Out – Completed IEP team modified course requirements	14: Aged Out: Completed IEP Team Mod/Course Requirements

Aged Out (Work with Special Ed Director)

*Grade: 02

Class Rank Exclude:

External LMS Exclude:

End Action: P: Promote

*Service Type: P: Primary

State End Status

- 11: Student continues
- 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
- 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

Next Grade:

*Percent Enrolled: 100

Absent Days:

07: is used when student has aged out at age 21

18: compulsory age is 18 so is not age out when used with special

21: is used when student has completed IEP coursework, did not receive a regular diploma but reached

Multiple Disability 4:

Multiple Disability 5:

End Date:

Exit Code:

Effective Date: 03/07/2022

- 1: Not receiving SE services
- 2: Graduated (high school diploma)
- 3: Continues/Completed IEP team mod/course reqs
- 4: Reached the maximum age**
- 5: Died
- 6: Moved, known to be continuing
- 7: Moved, not known to be continuing
- 8: Dropped out
- 9: Refused services
- 10: ISFP done before max age/PT C
- 11: Change in IEP
- 12: Student Continues
- 13: Discontinued/Completed IEP team mod/course reqs
- 14: Aged Out/Completed IEP team mod/course reqs
- 15: Revocation of consent

Multiple Disability 3:

Multiple Disability 2:

Severity Behaviors Level:

ASD Severity Communication Level:

4: is used when student has reached 21 and not completed IEP course requirements

14: is used when student has reached 21 and has completed IEP modified course requirements

4th - Beginning of school year - student does not return

- Create an enrollment record for student
 - If completed IEP team modified course requirement
 - General Enrollment End Code
 - » 20: Discontinued/Completed IEP team mod/course reqs
 - Special Ed End Code
 - » 13: Discontinued/Completed IEP team mod/course reqs
 - If did not complete modified course requirements
 - General Enrollment end code
 - » 02: Discontinued education –dropped out
 - Special Ed End code
 - » 8: Dropped out

	General Enrollment Exit Codes	Special Ed Fields Exit Codes
Exit Code (did not return in fall)	20: Discontinued education – Completed IEP team modified course requirements	13: Discontinued education – Completed IEP team modified course requirements
	02: Discontinued education – dropout	8: Dropped out or 7: Moved not known to be continuing

Do not go back to the previous year and put as dropout as they have completed that school year.

Special Ed Code for Discontinued Education/Dropout

	530: Multiple Disabilities	565: Traumatic Brain Injury
	Multiple Disability 2	Multiple Disability 3
	540: Vision Loss	
	Multiple Disability 4	Multiple Disability 5
End Date	Exit Code	
	<ul style="list-style-type: none"> 1: Not receiving SE services 2: Graduated (high school diploma) 03: Continues/Completed IEP team mod/course reqs 4: Reached the maximum age 5: Died 6: Moved, known to be continuing 7: Moved, not known to be continuing 8: Dropped out 9: Refused services 10: ISFP done before max age/Pt C 11: Change in IEP 12: Student Continues 13: Discontinued/Completed IEP team mod/course reqs 14: Aged Out/Completed IEP team mod/course reqs 15: Revocation of consent 	Special Ed Category
* Effective Date		
03/07/2022		
		Multiple Disability 3
		Multiple Disability 4
End Date		

8: is used when student has left school

13: Discontinued/Completed IEP team modified course requirements and is not coming back to school

03 – Continues – Completed IEP Team Modified Course Requirements-

- requirements differed to those required for all students These students
- may participate in graduation ceremonies, but the students are
- not considered graduates for the reporting purposes and are
- still eligible to receive services.

13 – Discontinued Education- Completed IEP Team Modified Course Requirements –

- coded 03-Continues – Completed IEP team modified course requirements at the end of a school year
- didn't continue their education during the next school year
- used to end the record that rolled forward

14 – Aged Out – Completed IEP team modified course requirements – These students

- completed IEP team modified course requirements through the end of the fiscal year in when they turned 21.

15 – Revocation of consent –

- parent/guardian/or adult student signs a revocation of consent document that they are revoking consent for services.
- used to end the special ed record and the students are not longer considered a student with a disability.

If you have questions, work with special ed staff who can contact your district's [Sped regional rep.](#)

Crosswalk

- Between general ed end codes and special ed end codes
- Found in Student Data Collection Desk Guide
 - Starting on page 113
- Special Ed exit code definitions
 - Starting on page 110

General Enrollments to SPED Enrollment Crosswalk of Exit Codes	
General Enrollment Field	Special Education Field
01 Expelled – (District is obligated to provide FAPE for students with disabilities. Student may have an end date in the regular school calendar, but then should be entered into calendar #97).	District is obligated to provide FAPE; no exit code is needed.
02 Discontinued education - dropout	08- Dropped out <i>or</i> 07 - Moved not known to be continuing (counts as a dropout for graduation and dropout rates)
03 In-state school transfer	06- Moved known to be continuing
04 Student graduated, must receive a regular high school diploma (<i>Not a GED or certificate of completion</i>)	02 - Graduated, must receive a regular high school diploma (<i>Not a GED or certificate of completion</i>)
05 Student died	05- Died
06 Committed to Institution	06 - Moved known to be continuing
07 Reached maximum age for special education (21)	04 - Reached maximum age
08 Out-of-state school transfer	06 - Moved known to be continuing
09 Colony student completed > grade 8 – religious exemption	09 - Refused services
10 Student retained	Do not end the special ed record or it will not roll forward.
11 Student continues	12 – Student continues (<i>Do not use this code on all records in the special ed enrollment at the end of the year. The Special Ed roll over wizard will only roll forward records that do not have an end date and exit reason in the special ed enrollment field.</i>)
12 Persistently Dangerous Transfer	06 - Moved known to be continuing <i>or</i> 11 - Change to IEP (if the transfer was due to an IEP team decision)
13 School Improvement Transfer	06 - Moved known to be continuing
14 Alternative Instruction/Home school Transfer	09 - Refused services (<i>Use this code if student is still eligible but not currently attending public school.</i>) <i>or</i> 12 - Student continues (<i>Use this code if the school will still be providing special education services.</i>)
15 Suspended (District is obligated to provide FAPE for students with disabilities. Student may have an end date in the regular school calendar, but then should be entered into calendar #97).	District is obligated to provide FAPE; no exit code is needed.

HS Exit Coding in Campus/Crosswalk

General Enrollments to Special Ed Enrollment Crosswalk of Exit Codes	
04: Graduated, must receive a regular high school diploma (Not GED or certificate of completion)	2-Graduated, must receive a regular high school diploma (Not GED or certificate of completion)
07: Reached maximum age for special education (21)	4-Reached maximum age
17: Discontinued Education – completed GED	9-Refused services. (use this code if student is still eligible but not currently attending public school)
18: Discontinued Education – exceed compulsory age (18)	9-Refused services. (use this code if student is still eligible but not currently attending public school)
19: Continues – Completed IEP team modified course requirements for high school	03-Continues – Completed IEP Team Modified course requirements for high school
20: Discontinued Education – Completed IEP team modified course requirements for high school	13-Discontinued education – Completed IEP team modified course requirement for high school
21: Aged Out – Completed IEP team modified course requirements for high school	14-Aged Out – Completed IEP team modified course requirements for high school

Accountability Report Card

○ Important Dates

- May 6: Districts receive End of Year Sign Off Documents
- June 21: District Sign Offs are due
- August 21: Private Report Card Release
- August 22 – September 5: Appeals Window
- October 17: Public Report Card Release

○ Accurate data is vital!

- Don't rely on the appeals window.
- Once the appeals window closes, the data are final. There will be no changes accepted.
- We will not be accepting appeals related to attendance.

Year End Data

- **Resource:**
**Student Data Collections
Desk Guide**
 - **Linked at the end of the
presentation**
 - **Accountability starts on page
94**

Student Data Collections Desk Guide

Office of Data Management

Year End Data – General Enrollment

- If you have been diligent about keeping your student data current throughout the school year, the end of the year data collection will not be overwhelming for your school district.

The screenshot shows the 'General Enrollment Information' form. Several fields are circled in red: 'Start Date' (08/19/2019), 'End Date' (05/22/2020), 'Grade' (12), 'End Action', 'Service Type' (P: Primary), and 'State End Status' (04: Student graduated). A yellow callout box on the right states: 'All fields with a RED circle should be reviewed for accuracy for all students. These fields are specifically used in the Accountability process.'

General Enrollment Information

Calendar: [Redacted] Schedule (read only): Main

Start Date: 08/19/2019 End Date: 05/22/2020

State Start Status: 00: Current Student

Grade: 12 Class Rank Exclude: [] External LMS Exclude: []

End Action: [] Service Type: P: Primary

State End Status: 04: Student graduated

Start Comments: [] End Comments: []

CRDC School of Accountability: []

Future Enrollment

Next Calendar: [] Next Schedule Structure: [] Next Grade: []

Year End Data – General Enrollment

State Reporting Fields

*Resident District
Pierre 32-2: 32002

*Serving (Attending) District
Stanley County 57-1: 57001

Gifted
N: No

Transportation Category

State Exclude

First Year In Country

Student Directory Info 7-12 ONLY
Yes: Allowed to Share Information with SD-BOR/SD-TTs

County
Hughes

Citizenship
1: US Citizen

Enrollment Status
B: Placed and Paid by Tribal

Percent Enrolled
100

Absent Days
1.58

This field is auto populated after you have completed a resync of your data.

Migrant Indicator

Student in Foster Care

Student of Active Military

If your school is a

Note: A yellow box explains that if Resident and Serving districts do not match, the correct enrollment status and financial responsibility must be indicated.

Student Directory Info 7-12 ONLY

Yes: Allowed to Share Information with SD-BOR/SD-TTs

W: Tuition Waived

Title 1
*

Title 1 Reading

Title 1 Supporting Guidance

Title 1 Social Science

Title 1 Vocational

Title 1 Health/Dental/Eye Care

Title 1 Math

GPA
1.9800

If your school is a SCHOOL WIDE TITLE I school the date field will be updated by Infinite Campus. If your school is a TARGETED ASSISTED TITLE I school, you are responsible for updating these fields along with the Title Services the student is receiving.

Year End Data – EL

- **Census → People**
 - Date Entered US and Date Entered US School

Birth Country			
AD: Andorra x ▼			
Date Entered US	Date Entered US School		
05/15/2022 📅	08/22/2022 📅		
	Date Entered State School	Birth Verification	
	08/22/2022 📅		▼
Home Primary Language			
AAR: Afar x ▼			

Year End Data – Special Education

Special Ed Fields

Effective Date	Special Ed Program	Special Ed Category
08/19/2019	A: Mild to Moderate Disabilities	0100: General Class with Modifications 80-100%
	Primary Disability	Multiple Disability 1
	S25: Specific Learning Disability	
	Multiple Disability 2	Multiple Disability 2
	Multiple Disability 4	Multiple Disability 4
End Date	Exit Code	

* Effective Date Special Ed Program Special Ed Category

	Multiple Disability 1	
	Multiple Disability 3	
	Participates in Alt. Assessment	<input type="checkbox"/>

If your student is receiving Special Education services, all fields with a **RED Circle** must be reviewed for accuracy.

If the Special Education student **IS** graduating, you must update both of these fields. The correct exit code in this situation would be:
2: Graduated (high school diploma)

This box should only be checked if the student participated in the Alternative Assessment available for those students who are **severely disabled**. This is not to be checked for those students who participate in the regular assessment with accommodations.

Year End Data - Graduation

- The student's graduation cohort year is determined by the student's 1st point of entry into 9th grade. Students are expected to graduate within 4 years.
- The graduation cohort year on the GRAD TAB cannot be changed just because a student is not going to meet the 4-year expectation.

General Graduation Information

Diploma Date: 05/20/2019

Diploma Type: 1: Regular Diploma

Diploma Period: SP: Spring

Date First Entered the 9th Grade: 08/19/2015

NGA Cohort End Year: 2019

NCLB Cohort End Year: 2019

Post Grad Location: IS: In-State

Post Grad Plans: 4U: Four Year Public

Graduation Endorsements

*Endorsements

X 1: Advanced Endorsement

X 2: Advanced Career Endorsement

X 3: Advanced Honors Endorsement

Add Graduation Endorsement

Required fields are circled

Effective with the 2020/2021 school year, districts are required to indicate the Graduation Endorsements earned by each student on the student's GRADUATION Tab in Infinite Campus. This information will then be transferred and reflected on the student's Board of Regents transcript.

School Performance Index (SPI) Indicators

- **Resource:**
Accountability Technical Manual
 - **Linked at the end of the presentation**
 - **SPI overview on pg 7**
 - **Review each indicator in detail starting on pg 36**

South Dakota Department of Education
Accountability and School Performance Index
Technical Manual

2022-23 School Year

School Performance Index Indicators

○ Elementary and Middle School

- ELA Achievement
- Math Achievement
- ELA Growth
- Math Growth
- Attendance
- English Language Proficiency

○ High School

- ELA Achievement
- Math Achievement
- Science Achievement
- Four-Year Cohort Graduation
- High School Completion
- College and Career Readiness
- English Language Proficiency

Elementary and Middle School SPI Distribution

Indicator		Maximum Points Possible	
Academic Indicators	Student Performance	Mathematics	20
		English Language Arts	20
		Total	40
	Student Progress	English Language Arts	10
		Mathematics	10
		English Language Arts – Lowest Quartile	10
		Mathematics – Lowest Quartile	10
		Total	40
	English Learners Progress		10
	School Quality		10
Total		100	

High School SPI Distribution

High School SPI Points Distribution:

Indicator		Maximum Points Available	
Academic Indicators	Student Achievement	Math	15 20
		English Language Arts	15 20
		<u>Science*</u>	<u>10</u>
		Total	40
	Four-Year Cohort Graduation		12.5
College and Career Readiness		25	
English Language Proficiency		10	
High School Completion		12.5	
Total		100	

* For Federal purposes, in alignment with ESEA, science will be included as School Quality or Student Success indicator.

Resources

- Report Card Tech Manual
 - <https://doe.sd.gov/reportcard/documents/0823-Manual.pdf>
- Navigating the Report Card (video)
 - Enroll here: <https://sded.sd.gov/browse/division-of-learning-and-instruction/office-of-assessment-and-accountability/courses/navigating-the-report-card>
 - Access modules: <https://sded.instructure.com/courses/59/modules>
 - *You need to enroll first. Once you enroll, you can access the modules on the second link.*
 - *Focus on Modules 1 & 2*
- Contact Us
 - DOE.Accountability@state.sd.us

Coming this Summer to IC

- Updated Homeless Report – will indicate who is coded as being homeless in your district.
- Military Recruitment Opt-Out: This will be a checkbox and the default will be checked, only change the students when parents say do not share the student's information with the military.
- Updates to the SD BOR Transcript regarding student's legal name and gender NOT their preferred name and gender: Previously, the transcript for a student showed their preferred name rather than legal name. BOR is requiring the legal name.
- State Seal of biliteracy to be added to GRAD tab and will appear on BOR transcript: Not a mandatory field, but districts can add if a students meets the criteria for bi-literacy.
- New to Infinite Campus training set for August 5th in Mitchell and August 6th in Pierre. There will be limited seats at the Pierre training due to internet constraints. More to come.

Resources

DOE website

<https://doe.sd.gov>

Student Data Desk Guide

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

Student Data Newsletters

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

School Directory

<https://doe.sd.gov/ofm/edudir.aspx>

Common Course Numbering System

<https://doe.sd.gov/contentstandards/commoncourse.aspx>

Campus Community

<https://community.infinitecampus.com/news/>

SDInfiniteCampus Listserv

- Be sure to sign up for the SDInfiniteCampus Listserv.
 - Go to <https://www.k12.sd.us>
 - Click on Mailing Lists
 - Scroll down and click on SD Infinite Campus link and follow directions to sign up.

FREE Infinite Campus Training

- The South Dakota Department of Education provides access to Infinite Campus trainings **FREE** of charge to all South Dakota public school district employees. **ALL STAFF** in South Dakota public school districts can join live training sessions, watch recorded webinars, and access a series of on-demand trainings, to ensure they have the foundational knowledge of how to use the Infinite Campus system. To access these courses, staff will need to create an account within the Infinite Campus Community and log into Campus Passport.
- **Training Events** – Check Campus Passport for specific dates/times.
- **August 2024: “Let’s Get it Started”**. Get the year started off right. Learn about the skills needed to complete day-to-day tasks in Infinite Campus.
- **November 2024: Infinite Campus Discovery Week**. Join thousands of other school and district staff for the largest training offerings of the year.
- **January 2025: Semi-annual training on release highlights over the past six months.**
- **May 2025: “Putting a Bow on It”**. Wrap up the school year right with tips and tricks for completing end-of-year tasks with ease and expertise.

FREE Infinite Campus Training

- **On-Demand Courses** – All employees in South Dakota public school districts have access to a shared course catalog of the on-demand Campus Passport courses.

Academic Planner	FRAM (Free/Reduced Appl. Mgmt.)	Scheduling: Part 4
Ad Hoc Reporting	Grading (Traditional Grading)	Scheduling: Elementary
Attendance	Grading (Standards Based Grading)	Student Information Tabs
Behavior	Health	Transcripts
Campus Instruction	Messenger	User Security
Campus Learning	Scheduling: Part 1	Walk-in Scheduler
Census	Scheduling Part 2	
Fees	Scheduling Part 3	

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THANK
YOU