



Infinite Campus Updates

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Keep Your Data Updated

- If a student leaves your district, put in the end date & exit code
- When a new student enrolls in your district, enter them into Infinite Campus as soon as possible. When entering a new student, be sure to use the Student Locator to enroll the student so all previous South Dakota enrollment information will be retained in Infinite Campus for the student
- If a student advances from one grade to the next, make the changes as soon as possible, especially if they are in a tested grade.

Student Names

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

The screenshot shows a student information system interface for a student named Daisy Mouse. The interface includes a header with the student's name and nickname, and a main section with various fields for personal information. Two red arrows point to the 'Nickname' field and the 'Last Name' field.

Mouse, Daisy Nickname: Sarah
Grade:02 #079381067 DOB:01/09/1999 Gender:F

Demographics Identities Enrollments District Employment Dis

Save Delete Person Summary Report Demographics Data

Person Information

PersonID 290018

*Last Name *First Name Middle Name Suffix
Mouse Daisy

*Gender *Birth Date (Age: 11) Soc Sec Number
Female 01/09/1999

*Race Ethnicity
HI: Hispanic

Birth Country

Date Entered US Date Entered US School

Birth Verification

Nickname
Sarah

Comments



Why is Updating Information in Infinite Campus Important?

- The SD DOE uses your data throughout the year:
 - Career Cruising is pulled every week
 - Fall Enrollment/State Aid-September
 - Special Ed Child Count – December 1
 - Legislative Requests – Jan/Feb
 - Federal Reporting through EdFacts, CSPR, and general Data requests
 - Write To Learn and NAEP student lists
 - AYP at the end of the year



Important Dates to Remember

- Pre-ID Label information will be pulled from Infinite Campus on the following dates:
 - D-Step Alt – December 2nd
 - ACCESS – December 9th
 - D-Step – January 16th

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



How to Pull Parent Reports From Infinite Campus

- Parent Reports are under SD State Reporting > CRT Dakota Step or CRT Dakota Step A

LEP/ELL

Effective September 12, 2011 the LEP information which was previously located on the Enrollment Tab of Infinite Campus, will be moved to its own tab called the LEP Tab (Student Information>General>LEP).

The screenshot shows a web-based form for an "Active LEP Record". At the top, there is a navigation bar with tabs for "Lockers", "Graduation", "Athletics", "AdHoc Reports", "LEP", and "Waiver". Below the navigation bar are "Save" and "Delete" buttons. The form contains the following fields:

- *Program Status:** A dropdown menu set to "LEP".
- Identified Date:** A date field set to "04/01/2011".
- Expected Exit Date:** A date field set to "04/01/2012".
- Program Exit Date:** An empty date field.
- Parent Notified:** A date field set to "03/30/2011".
- Parent Declined:** An unchecked checkbox.

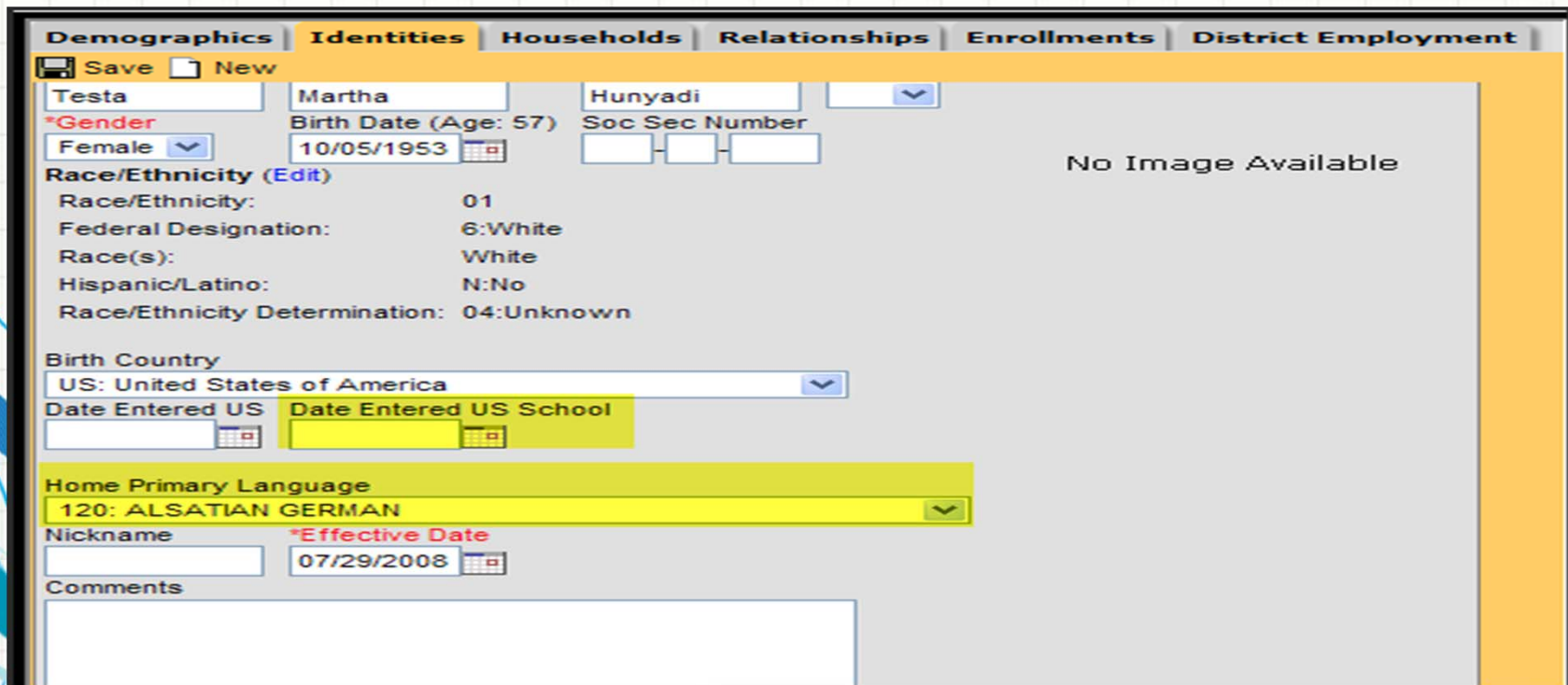
Below these fields is a "Comments" section with a large text area. At the bottom of the form, it says "- Modified by: Administrator, System 04/04/2011 02:14".

Below the main form is a section titled "Census Information" with the following text:

****To update read only fields, please go to Census->People->Identities**
Home Primary Language: ES: Spanish
First Entered US School: 09/13/2010

LEP/ELL (cont.)

The **Home Primary Language** and **Date Entered US School fields** are populated on the student's **Identities tab**. Only the Home Primary Language field is required in order to create a LEP record however, users are highly encouraged to also enter the date First Entered US School.



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

Save New

Testa Martha Hunyadi

*Gender: Female Birth Date (Age: 57): 10/05/1953 Soc Sec Number: []-[]-[]

Race/Ethnicity (Edit): 01
Federal Designation: 6:White
Race(s): White
Hispanic/Latino: N:No
Race/Ethnicity Determination: 04:Unknown

Birth Country: US: United States of America

Date Entered US: [] Date Entered US School: []

Home Primary Language: 120: ALSATIAN GERMAN

Nickname: [] *Effective Date: 07/29/2008

Comments: []

No Image Available



Infinite Campus User Trainings

- Watertown - Sept. 12
- Sioux Falls – Sept. 13
- Pierre – Sept. 14
- Rapid City – Sept. 16
- Register here:

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dHluOWpNb3VRWEIXcVhGeXI4UW5ob2c6MA>



Dept. of Education Contacts

- If you have further questions regarding Infinite Campus, please contact Laura Ellenbecker at 605-773-4727 or laura.ellenbecker@state.sd.us.