Coding Tip of the Month, September 2015

Preschool vs. Early Childhood Expenditure Coding

Student Data Collection Desk Guide: (see below excerpt)

http://doe.sd.gov/ofm/sims.aspx

STUDENT ENROLLMENTS

In order to process accurate payments and get accurate Fall Enrollment counts, it is absolutely necessary that districts enter **ALL** student enrollments including Home Schooled, Sped Out of District, Early Childhood and Preschool students into Infinite Campus in a timely manner. Students not yet enrolled in Kindergarten but who may be enrolled in a preschool program must be entered into Infinite Campus using the PK as the grade level in the grade level field. Students must be at least 3 years of age prior to September 1st to be considered a preschool student. Students who are not enrolled in Preschool or Kindergarten but who may be receiving only Special Education services through your school district must be entered into Infinite Campus using the EC as the grade in the grade level field.

School districts are required to take attendance for all preschool (PK) students. Attendance is not required

for those young students receiving only Special Education services (EC). Attendance for preschool students is required for ALL school districts for the proper payment of Impact Aid funding.

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

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

Description	Revenue Account (Fees Only)	Expenditure Function
Preschool Programs	1314 - Preschool Tuition	1140 - Preschool Instruction

Special Education Community College Coding

Students on IEP's that have <u>not</u> graduated or received a diploma that are continuing to receive services as per their IEP may be eligible to take classes at Transitional Programs and take Community College classes.

Coding is the same as any Day Program or Residential Program placement.

Tuition (Instructional) Expenditures:

22 1223 000 373 -- for a Day Program placement (student resides at home)

22 1224 000 373 -- for a Residential placement (student resides on campus)

Residential Expenditures:

22 275X 000 391 – The specific function 2751-2763 would be determined by the student's primary disability identified on their IEP.

NOTE: Student's enrolled in programs for which DOE does not receive student information through Infinite Campus should have an enrollment record similar to an out of state enrollment. Questions on appropriate reporting in Campus (for both the SAFE and December CC student counts) can be directed to Teri Jung or Susan Woodmansey.