DOE – Data Management Office
State Reporting User Groups

September 2013

Resources

- DOE website - http://doe.sd.gov/
- Student Data Collections Desk Guide - http://doe.sd.gov/ofm/documents/SIMSdeskGd.pdf
- Found in the Documents section of the page
- Student Data Newsletters - http://doe.sd.gov/ofm/documents/0813_SIMn.pdf
- - Found in the Documents section of the page
- Infinite Campus' Campus Community
- https://community.infinitecampus.com/home

Infinite Campus Advisory Board

District Reps	DOE Reps	BIT Reps	IC Reps
Deb Fredrickson (Watertown) – Chairperson	Judy Merriman	Jeff Slocum	Scott Sinclair
Bev Drain (Spearfish)	Teri Jung	Jamie Fry	
Martin Sieverding (Menno)	Jennifer Rattling Leaf		
Denise Cavigielli (Sioux Falls)	Tom Morth		
Chris Martian (Rapid City)	Randy Hanson		
Brenda Boyd (NE Ed Coop)	Linda Turner		
Nancy Spoolman (Douglas)			
Chad Eisenbraun (Kadoka)			

State Staff ID Numbers

- Again, in 13-14 school year, we will continue working on the clean up of multiple state staff ID numbers. In working with Infinite Campus, we have set a preference so when you enter a new teacher with the Staff Locator, you will be able to hover over the teachers name and identify that you have the correct teacher by the previous district that they were in. If you are finding a staff member with more than one ID, please contact me and I will merge them.

Why is it important to keep your student data updated in Infinite Campus?

- Fall Enrollment/State Aid-last Friday in September
- Special Ed Child Count – December 1
- Federal Reporting through EdFacts, Consolidated State Performance Report (CSPR)
- Pre-ID labels for Smarter Balance, ACCESS Test, Dstep A
- Student List for Write to Learn, NAEP, etc.
- SD MyLife data is pulled every week
- Legislative Requests – Jan/Feb
- General data requests throughout the year
- Accountability
- LEP and Immigrant data are used for calculating Title III funding

Review your District & School Contacts

- On Infinite Campus the pathway is
  System Administration>Resources>District Information
  If updates are needed, please make them.

- School Directory on the DOE Website
  http://doe.sd.gov/ofm/edudir.asp
  If updates are needed, please contact Jennifer Rattling
  Leaf at 605-773-4703.

Calendars

- Must have calendar for <u>EVERY</u> attendance center in your district including Home School and Pre-School

- All school calendars were due the last Friday in August according to 24:17:03:08.

    24:17:03:08. Requirement to submit calendar data. All school calendars are due by the last Friday in August. The minimum data reporting requirements for a school calendar are as follows:
    - Start date of school year;
    - End date of school year;
    - Grade levels;
    - School terms in quarters, semesters, or trimesters; and
    - Periods
    - Complete a Day Reset

- You can find additional information on how to create/modify a calendar on the Campus Community at https://community.infinitecampus.com/kb/display/DOC/Calendar+Wizard

Calendars

Grade Level Tab

Days Tab

Index>System Administration>Calendar>Days

In-Service Prior to School

Recording In-Service when Attendance is Taken

13-14 Carthage High School

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

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

October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

 Event on this Day

Day Detail

Date: 10/04/2013   Day #: 33
Period Schedule: High School

School Day	Instruction	Attendance
☑	☑	☑

Start Time	End Time	Duration
		0

Comments

In-Service from 1:00 to 5:00 - Early dismissal
Instructional time = 250
In-Service Time = 180

Students dismissed at 1:00. Student instructional minutes is 250, In-Service minutes are 180.

Day Events

Type		Duration	Inst. Minutes
X IS: In Service	▼	0	430

Add DayEvent

Enter the total minutes for In-Service and the student inustructional minutes for that day.

5.5 hours of In-Service can count as instructional minutes.

Recording of PTC's Minutes when Attendance is taken

Student Enrollments

- For accurate State Aid and Fall Enrollment Counts, districts must enter enrollment records for **ALL** students including Home School students and Preschool students.

- **PK Students** – are those not yet enrolled in Kindergarten but who are enrolled in a preschool program. Students must be at least 3 years of age prior to September 1st to be considered a preschool student. Districts must enter PK as the grade in the grade level field.

- **EC Students** – are those not enrolled in Preschool or Kindergarten but who are only receiving Special Education services from your district. Districts must enter EC as the grade in the grade level field.

NOTE Districts are required to take attendance for all preschool (PK) students. This is needed in order to calculate accurate Impact Aid funding. Attendance is not required for students receiving Special Education Services ONLY (EC).

Enrolling a Student

Index>Student Information>Student Locator

- Student is transferring to your district from another SD district - student should appear when doing a student locator search.
- If you are unable to find the student call DOE Data Management at 605-773-3248 for assistance.

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.

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

*Race Ethnicity: HI: Hispanic

Birth Country

Date Entered US Date Entered US School

Birth Verification

Nickname
Sarah

Comments

Enrollment Tab

Much of the data DOE needs in order to complete its state and federal reporting comes from the Enrollment Tab.

Enrollment Tab

Citizenship

Foreign Exchange Student

Immigrant Student – "The term 'immigrant children and youth' means individuals who:

- are age 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years."

Please contact Shannon Malone at 773-4698 in the Title III Office if you have any questions on whether a student is considered an immigrant.

Enrollment Status

B: Placed and Paid by Tribal
  - Used by BIE schools.

C: Contracting Student
  - Use if your district contracts students to an out-of-state educational program or your district receives students from a contracting district.

E: Placed and Paid by DSS
  - Use when the student is placed by the Department of Social Services.
  - If the student is a Foster Child placed with a family in your school district this Enrollment Status code **SHOULD NOT** be used. A Foster Child should be coded as any other resident student in your school district.

G: Whole Grade Sharing
  - Refer to SDCL 13-15-31 (All school districts shall adopt the contract or agreement no later than February 1st of the school year proceeding the school year for which the agreement will take affect).

J: Placed and Paid by Corrections
  - Use when the student is placed by the Department of Corrections (Most of these students will be at STAR Academy).

Enrollment Status

M: Parentally Placed in Private
- Use when the student is attending a private school.

O: Open Enrollment
- Use when a student lives in one South Dakota school district but chooses to attend another South Dakota school district.*
- Use for "cross-border" enrollments with North Dakota and Minnesota. **

P: Tuition Paid by District
- Use when the resident district is paying for the student's placement in another school district/facility.
- Use for an Iowa student enrolling in South Dakota.**

T: Tuition Paid by Other
- Use for students attending the School for the Deaf.
- Use for a South Dakota student enrolling in Iowa. **
- Use when no other code is appropriate.

W: Tuition Waived
- This code is used for students attending the School for the Blind.

A Change in Address for an Open Enrolled Student

If at any time during the school year, a student who is Open Enrolled has a change of address which results in a change in their resident district, the previous enrollment record must be ended and a new enrollment record established to correctly identify the student's current resident school district and correct county of residency. Having this information correct is important for proper payment of State and County Apportionment funding (both are based on the resident district and/or county rather than serving district).

SDCL 13-28-43 Open Enrollment

Open Enrollment may only take place prior to the last Friday in September during the 1st semester of any school year, and prior to the last Friday in January during the 2nd semester of any school year. If a school district approves an application for such a transfer after the deadline in the 1st semester, the transfer will occur at the start of the 2nd semester. The same applies for an application that is approved after the deadline in January, that transfer will occur at the start of the following school year.

Cross Border Enrollment Agreements

The South Dakota Department of Education has negotiated enrollment agreements with three bordering states: North Dakota, Minnesota and Iowa. Copies of these agreements can be found on the DOE website: http://doe.sd.gov/ofm/openenrl/crossborder/index.asp.

- Agreement with North Dakota and Minnesota are "Open Enrollment" type programs and allow students to choose cross border attendance.

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

Cross Border Enrollment Agreements

- Agreement with Iowa is not an "Open Enrollment" type program. This agreement sets a standard and uniform amount of tuition to be paid for each student that may be placed out of district/state by their resident district.

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

Overlapping Enrollments

Overlapping enrollments are permissible for up to 90 consecutive <u>school days</u> according to South Dakota Administrative rule 24:17:03:05 if the student is dually enrolled at any of the entities included in the table on the next slide.

24:17:03:05. Exception to non duplicative dates requirement. Any residentially placed student reported as attending a short-term group care education program may be reported as attending another attendance center for the same period of time, not to exceed 90 consecutive school days. After attending for more than 90 consecutive school days, the student must be dropped on the ninety-first day from the count of the attendance center at which the student was enrolled prior to being enrolled in the short-term group care education program.

Overlapping Enrollments Allowed

Short Term Group Care Facilities

1. Keystone Treatment Center – Canton – 41001
2. Chief Gall Alternative – Adolescent Treatment Center – Aberdeen – 06901
3. Our Home Rediscovery – Huron – 02002
4. Volunteers of America – Shelter Care – Sioux Falls – 49005
5. Volunteers of America – Adolescent Treatment – Sioux Falls – 49005
6. Volunteers of America – New Start – Sioux Falls - 49005

JDC's (Juvenile Detention Centers)

1. Aberdeen JDC – 06001
2. Huron JDC – 02002
3. Pierre JDC – 32002
4. Rapid City JDC – 51004
5. Sioux Falls JDC – 49005
6. Walworth County (Selby) JDC – 62005
7. Wanbli Wiconi Tipi (Todd County) JDC - 66001

Overlapping Enrollments

Resident District – is to keep the student enrolled at 100% with the Service Type field marked as P: Primary. The resident district needs to track how long the student is placed at the Short Term Group Care or JDC facility and must drop the student at the resident district on the 91st consecutive school day if the student is still attending the Short Term Group Care or JDC facility.
Attending District – will create an enrollment record showing their district as both the Resident and the Serving/Attending district for the period in which the student is attending the Short Term Group Care or JDC facility. The Percent Enrolled field should be marked as 100% and the Service Type field should be marked as P: Primary.

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

Enrollment Tab

Requesting Records

- Once a student is enrolled, a Records Transfer Request form will display. Enter any comments and click Submit Request. A notice will be sent to the student's previous district.

- One of the important reasons for using the Records Transfer is that once the records are released to the requesting district, the date the student first entered the 9th grade will populate on the Grad Tab.

Graduation Tab

Grade:09   #112204133   DOB:06/19/1996   Gender:M

| Summary | Enrollments | Programs | Assessment | Behavior | Graduation | Re |

Save

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

Enrollment Data: Alpena 36-1 (36001)
Graduation Detail: Alpena 36-1 (36001)
General Graduation Information

Diploma Date:
Diploma Type:
Diploma Period:
Date First Entered the 9th Grade: 08/24/2011
NGA Cohort End Year: 2015
NCLB Cohort End Year: 2015
Post Grad Location:
Post Grad Plans:

Date First Entered 9th Grade

- A student's 1st point of entry into the 9th grade.
- If a student started 9th grade outside your district, but in a district in SD that has records-transfer capability, the date should come over when the records transfer process is complete.
- If a student started 9th grade outside the state, in a BIE school or a private school, you will need to create a 9th grade Enrollment History.
- If you are unsure of the 1st point of entry into the 9th grade, please call us. If the student was in SD we will be able to get that date for you.

State Enrollment Verification Report

- Student Information>Reports>State Enrollment Verification Report
  - This report will give you:
- Enrollment data existing at the district level, but not at the state level
- Enrollment data existing at the state level, but not at the district level
- Enrollment data existing at both the district and state levels, but contain inconsistencies or mismatched information.
- If you are noticing several enrollments missing at the state level, please generate a re-sync of your data.
- System Administration>Data Utilities> Resync State Data

****System Administration>Data Interchange>Verification
    (to view all verification reports)

State Aid Fall Enrollment

- Students must be enrolled on Friday, September 27th (students exiting or failing to return to school by this date and students enrolling after this date will not be included),
- Student's enrollment for any percent of day will be included in this count (data is reported to the nearest hundredth decimal place),
- Enrollment in home school is not included,
- Students assigned out of district but for whom the district pays a tuition cost are included,
- Out of state students (except for open enrolled students from ND and MN) are excluded from this count,
- Open enrolled students are included in the count for the school or district in which they are enrolled and served, and
- Count is applicable to public school districts only

Fall Enrollment Census Count

- Students must be enrolled on Friday, September 27[th,]
- Enrollments in home school are excluded,
- Students must be enrolled greater than 49% to be included,
- Open enrolled students are counted in the school in which they are enrolled and served,
- Out of state students enrolled in SD school are included in this count,
- Students are counted in the school in which they are enrolled,
- This count is reported in terms of whole numbers (no decimals)
- This count is applicable to all schools in the state (public, private, BIE)

FRAM

Free & Reduced Price Lunch

Index>FRAM>Eligibility

Free/Reduced Meal status is now housed within FRAM
on Infinite Campus.

FRAM
Free & Reduced Price Lunch
Index>FRAM>Eligibility

The Meal Status for all students needs to be entered by October 31st.

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

- **Manually Entered Eligibilities** – New eligibility records can be created manually on the Eligibility tool. This method is most often used when a district does not use the FRAM (Application Wizard)
- **Updated/Imported Eligibilities** – Existing student eligibilities can be imported to the Eligibility tool through use of the Eligibility Import Wizard. The Eligibility Import Wizard may have been used to upload direct certification files received from the state.
- **Auto-Populated Eligibilities** – When a FRAM application is processed through the (Application Wizard), the resulting eligibility will be directly populated from the wizard to the Eligibility tool. These records will display as read-only information that cannot be modified or deleted.

Additional information on how to enter your Free/Reduced Price Lunch information into Infinite Campus can be found on the Campus Community.

LEP/ELL

- LEP information in Infinite Campus is found under Index>Student Information>Program Participation>LEP

LEP/ELL

- **Home Primary Language** and **Date Entered US School fields** are populated on the student's **Identities tab**.

LEP/ELL

- You must first complete the **Home Primary Language** before entering the LEP information on the LEP tab.

- Only the Home Primary Language field is required in order to create an LEP record. The **Date Entered US School** is used to determine if an LEP student is First Year in Country. You do not need to complete the other fields, like Birth Country, for example.

LEP/ELL

2. On the LEP Tab, select a **Program Status**.   This value indicates the student's current LEP status.
    *   **LEP** - Student is currently receiving LEP services.
    *   **Exited LEP** - Student has exited the LEP program.
    *   **Pending** - Student has been identified as possibly needing LEP services by the school but no formal LEP determination has been conducted.
    *   **Not LEP** - The student is not eligible/does not require an LEP program.

LEP/ELL

- ELL students who took the ACCESS test last year and tested Proficient will be updated to "Exited LEP".

- To "Exit LEP", the student must have had a Composite score of 4.8 <u>AND</u> Reading and Writing scores of 4.0.

- If there are any students that you think were proficient but were not updated, please contact me at teri.jung@state.sd.us

LEP/ELL

Black Hills On Line Learning

- This is a K-12 on-line learning opportunity for students who in the past were traditionally Home Schooled.

- For enrollment/state-aid purposes, these students are enrolled in your general education calendars.

- A student must be enrolled on the last Friday of September for the school district to receive State Aid for the student.

- These students will be included in all Accountability determinations for the school and district that they are enrolled in.

On-Line Learning con't.
Entering these student into Campus

1. Students participating in this on-line program must have an enrollment record in Infinite Campus in the general education calendar in the school that the student will be attached to. These students <u>ARE NOT</u> included in any Home School calendar.

2. The student will be coded as 100% enrolled.

3. This will be considered the student's Primary enrollment.

4. These students MUST be tested. You will need to work with Jan Martin, SD Assessment Coordinator, to ensure all testing requirements are met.

5. Attendance is required however these students are to be entered with the absent/exempt attendance code.

Black Hills On-Line Learning
How to identify a on-line learning student?

Combine Person Tool

Index>System Adm>Data Utilities>Combine Person

Combine Person con't.
Selecting the base person

Completing the merge

Special Education Child Count

Child Count

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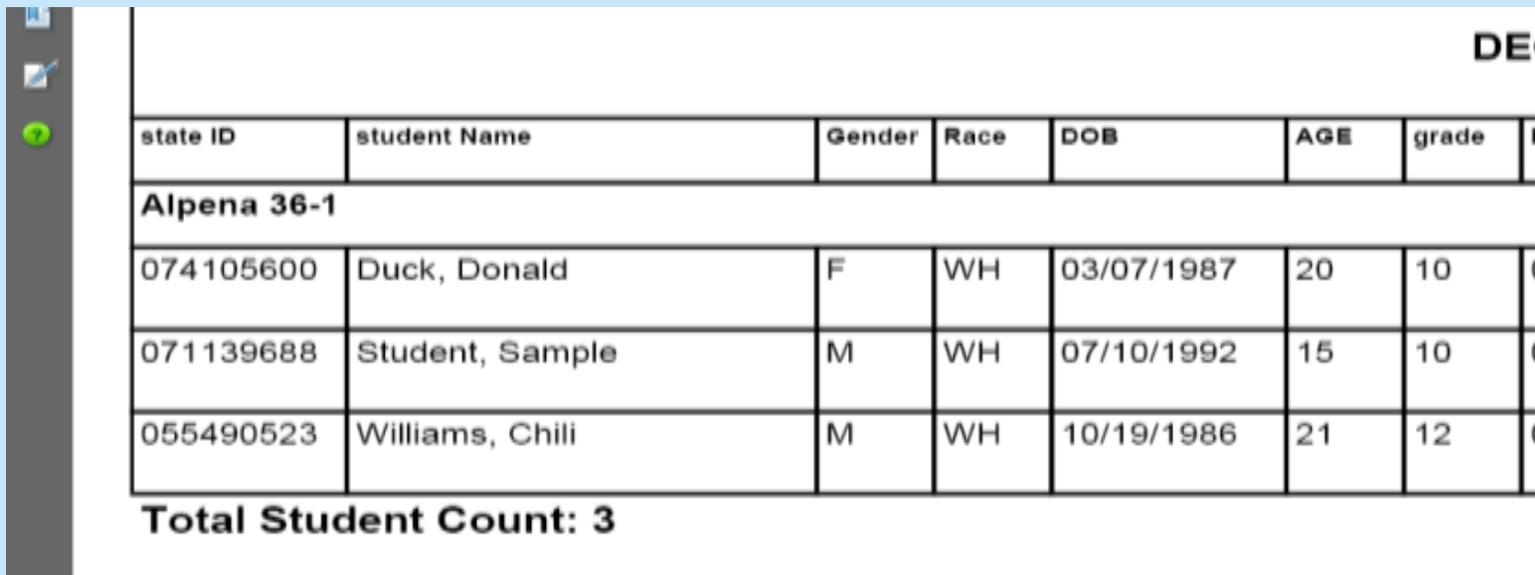
Child Count

- The Department of Education will send a Child Count report to each school district on or around the 2nd week of December. Once the district has verified that all of the student information on the Child Count report is correct, the DOE will send a Child Count signoff sheet that **must** be signed and returned to the DOE by the middle of January (ARSD 24:05:17:09).

Demographic Information

- The first few columns contain demographic information. It's important to verify this information because it is used for various reports.

DE

state ID	student Name	Gender	Race	DOB	AGE	grade	
Alpena 36-1							
074105600	Duck, Donald	F	WH	03/07/1987	20	10	
071139688	Student, Sample	M	WH	07/10/1992	15	10	
055490523	Williams, Chili	M	WH	10/19/1986	21	12	

Total Student Count: 3

Specific Special Ed Information

- The next columns contain the special education information for each student. These are the fields that are used to determine the Special Education State Aid for your District.

DECEMBER CHILD COUNT

DECEMBER 1, 2007

Race	DOB	AGE	grade	Flagged	setting	OT	PT	PS	CS	SW	AS	RS	HS	SP	TS	AT	Other	OR	Status	Dis.	School
WH	03/07/1987	20	10	0	0120				0.25					0.5	Y				A	530	Alpena Hi Sch
WH	07/10/1992	15	10	0	0100														A	510	Alpena Hi Sch
WH	10/19/1986	21	12	0	0100									1	Y	Y			A	550	Alpena Hi Sch

Component Levels for Special Ed State Aid

Funding amounts are defined in codified law 13-37-35.1

Level for disability funding calculation	Disability
Level 1	Specific Learning Disabled, Speech/Language Impairment, Other Health Impaired, and Developmentally Delayed
Level 2	Emotional Disturbance, and Cognitive Disability
Level 3	Deaf/Blind, Hearing Impairments, Orthopedic Impairments, Visually Impaired, Deafness, and Traumatic Brain Injury
Level 4	Autism
Level 5	Multiple Disabilities (must include 2 or more level 2 or 3 disabilities, not including Deaf/Blind)

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

- Make sure the student has an active special ed record on December 1st. Sometimes if there is a change in IEP, the old record gets ended but a new record does not get put in.
- The special ed fields may not have rolled over from the previous year. You will need to re-enter the information into this year's enrollment record.

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

- Any student under the age of 3 or over the age of 21 will not be on the report.

  - Birth date errors are common. If you need to change the birth date, you will need to go into the **Demographics** tab to make the change.

- If the student is an out of district placement but they are not on your report, you will need to check with the facility or district they are attending to make sure they are entered into Infinite Campus correctly.

What is the "Flagged" Column?

- If there is a "1" in this column on your report, that means there is a problem with the setting code in the next column of the Child Count report. The setting code is the Special Ed Category in the enrollment record.

Child Count (cont.)

Child Count

On the Enrollment Tab , the following Special Ed Fields must be completed.

Child Count

<u>Out of District Placements for Students with Disabilities</u>

- If a student with disabilities is placed out of their home district, the district in which they are actually placed and attending must enter an enrollment record for the student into Infinite Campus.

- If your district is paying for the placement of a student with disabilities in another district, the Enrollment Status field should be <u>P: Tuition Paid by District</u> or <u>C: Contracting Student</u> in order for the student to be included in the resident district's Child Count.

- If the student attends your district 25% of the time and Children's Care 75%, the student will show up twice on your Child Count. If this is a true reflection of their enrollment, call and we'll manually remove one record from your Child Count.

Child Count

Child Count (cont.)

The resident district can also have an enrollment record in Infinite Campus in order to track the student but the Percent Enrolled field should be updated to 0 (zero) as shown below.

Child Count Report in Infinite Campus

Child Count Report in Infinite Campus

- Notice the Effective Date, this report will list students that are marked Special Ed as of 9/6/2013.

09/07/2012 09:26:01 AM
Page 1 of 3

9/6/2013

State ID	Student Name	Gender	Race	DOB	Age	Grade	Flagged	Category	OT	PT	PS	CS	SW	AS	RS	HS	SP	TS	AT	Other	OR	Prog	Dis.	School #

Alpena 36-1 (Alpena Elem)

State ID	Student Name	Gender	Race	DOB	Age	Grade	Flagged	Category	OT	PT	PS	CS	SW	AS	RS	HS	SP	TS	AT	Other	OR	Prog	Dis.	School #
083458231	sample2, student	M	TR	01/12/2002	10	05	0	0140												F		530	02	

Multiple Disability: 565,535

Child Count Signoff Sheet

December 2011 Child Count Totals by Category and Disability

Alpena 36-1

Placement Code	500	505	510	515	525	530	535	540	545	550	555	560	565	570	
Placement Category	Deaf Blind	Emot. Dist.	Cog. Dis.	Hearing Imp.	Spec. Learn	Multi Dis.	Orth. Impair.	Visual Loss	Deaf	Speech Lang.	Other Health	Autism	Traum Brain Inj.	Dev. Delay	Total
0100 – General Class with Modifications 80-100%	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
0110 – Resource Room 40-79%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0120 – Self-Contained Classroom 0-39%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0130 – Separate Day School	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0140 – Residential Facility	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
0150 – Home/Hospital	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0310 – EC 10 hrs +, services in EC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0315 – EC 10 hrs +, services in other location	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
0325 – EC less than 10 hrs, services in EC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0330 – EC less than 10 hrs, services in other location	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0335 – Separate Class	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0345 – Separate School	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0355 – Residential Facility	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0365 – Home	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0375 – Service Provider Location	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	2	0	0	0	1	0	0	0	0	3

The numbers include out of district placements. Any corrections to the data MUST be made at the individual student level in Infinite Campus and a new report will need to be run.

_____ I declare and affirm that the child count report by our district as of December 1, 2011 is accurate and correct according to federal and state regulations and as referred to in ARSD, Chapter 24:05:17.

Child Count Contact

- Randy Hanson
- Randy.Hanson@state.sd.us
- 773-4727

How to Pull Dstep Parent Reports From Infinite Campus

- Parent Reports are under Index>SD State Reporting>CRT Dakota Step or CRT Dakota Step A
- Under Select Calendars choose either "list by school" or "list by year"
- Choose the school that you want to run reports for and click Generate Report

Parent Reports in Infinite Campus