

Placement Data Entry

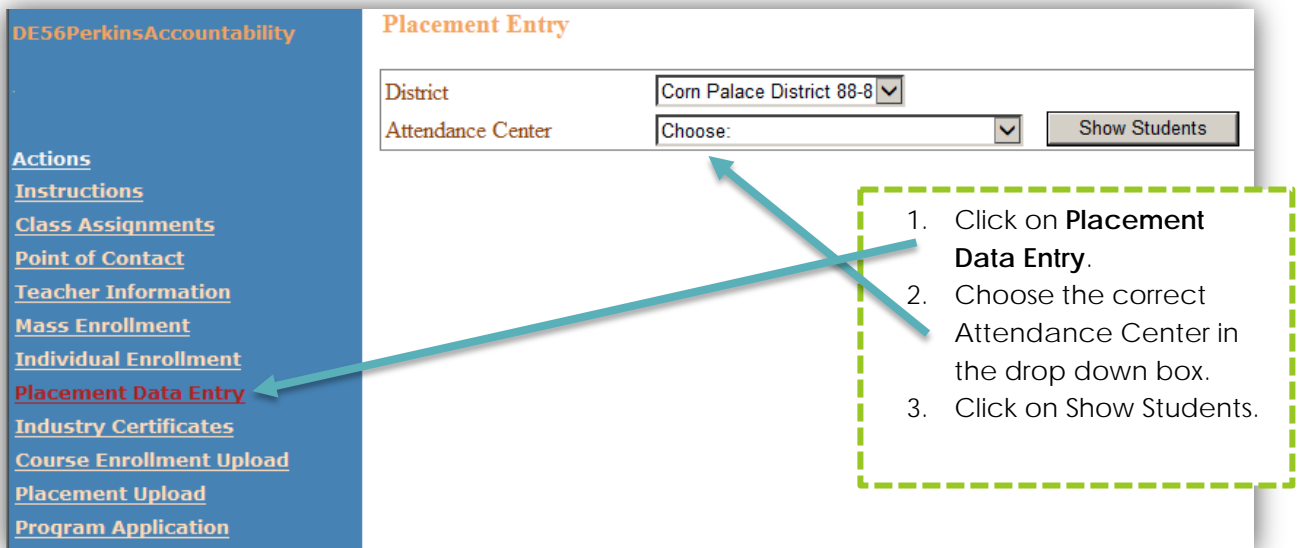
The Placement Data Entry application was created with the purpose to be able to enter placement data for 12th graders, who make up the greatest proportion of exiting secondary students, in a more efficient way. One of the biggest data errors is missing placement data for students. Using this application the placement data can be easily entered for 12th grade students without having to sort through students from all other grades.

IMPORTANT:

The placement accountability measure is calculated for students who have EXITED secondary education. While the Placement Data Entry tool allows the ability to enter data via a list of 12th graders, the district must enter placement data for students exiting from other grade levels via Individual Enrollment or Placement Upload tools.

Placement Data Entry

After logging into the Perkins Data Collection system at <http://doe.sd.gov/octe/data>, enter student data via Placement Data Entry tool by following these directions:



DE56PerkinsAccountability

Placement Entry

District: Corn Palace District 88-8

Attendance Center: Choose: Show Students

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1. Click on **Placement Data Entry**.
2. Choose the correct Attendance Center in the drop down box.
3. Click on Show Students.

**** Student data contained in screenshot are fictitious****

Placement Entry

District:

Attendance Center:

SIMS	Last Name	First Name	Middle Name	Placement
032688575	Adams	Evelyn	K	<input type="text"/>
064880488	Adams	Trevor	L	<input type="text"/>
032435776	Alex	Damon	J	<input type="text"/>
031576244	Alexander	Braelyn	D	<input type="text"/>
025894371	Allen	Madelyn	H	<input type="text"/>
034709002	Allen	Timothy	O	advanced training entering 4 year postsecondary entering Employment entering less than 4 year postsecondary entering Military Unknown/Unspecified
033764105	Anderson	Eli	V	<input type="text"/>
061130172	Argueta	Joseph	H	<input type="text"/>
062531069	Barkema	Mahpiya	W	<input type="text"/>
036183870	Barnes	Tonya	D	<input type="text"/>
026482060	Barnett	Paris	H	<input type="text"/>
010949649	Barrows	Lane	E	<input type="text"/>
008102516	Barnes	Madelyn	B	<input type="text"/>
	and		F	<input type="text"/>
	Madelynn		Z	<input type="text"/>
	iton		S	<input type="text"/>
	elle		B	<input type="text"/>
	ry		J	<input type="text"/>
	stian		O	<input type="text"/>
	ra		N	<input type="text"/>
			Q	<input type="text"/>

- A list of all 12th grade students will now show for the attendance center selected.
- Click the dropdown arrow next to each student's name and select their placement type from the menu.
- When you have finished entering student placement, click on the Save Changes at the bottom of the screen. This button will always be at the bottom of your screen so you do not need to scroll to the bottom of the list to find it.
- If you need to enter placement for students at a different attendance center, select the attendance center from the drop down menu and then click Show Students to refresh the list.

NOTE: Be very careful to always click save periodically so that you do not lose any data that you have entered. In addition, please click the save button before scrolling on the page as it could result in changes to the student's data that you just entered. Scrolling can cause the menu option selected to change.

PERIODICALLY CLICK SAVE.