

Non-Public School Districts Student Data

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Data Entry Deadline is June 9, 2016

With the end of the 2016-17 school years fast approaching, this newsletter is solely intended for Non-Public School Districts, to give you some guidance on how to end your school year in Infinite Campus. Also included in this document are the instructions on how to roll your calendars forward for the 2017-18 school years. Please roll your calendars prior to dismissing for the summer.

To ensure that the enrollments for your school are accurate and coded correctly, we have provided some easy steps to use during your data validation time. ****It is important to read this newsletter completely before you begin to edit or end your enrollments. ****

Check your calendars

School Days

You will want to check your school's calendars for accuracy. Make sure that the school days, instructional days, and attendance boxes are checked when they pertain to that school day. If the last day of school is May 25th, all days remaining on the calendar should be reported as "non-school days". Make sure that all snow days are recorded properly. If you were not in session due to inclement weather, you would mark that as a non-instructional day and a non-attendance day. The Accreditation Office in their desk audits and their on-site visits minutes verifies the calendar instructional minutes. [System Administration > Calendar > Calendar Days](#). You can print the calendar from this screen for easier verification.

Overlaps, Transfers and Exiting Students

Overlaps

Throughout the year, the Department of Education has sent out overlap reports and we will be doing this again before the final data entry submission. These overlaps need to be resolved by **June 9th**. We encourage you to run your own overlap report within Infinite Campus. You can find this report under [Student Information>Reports>Enrollment Overlap](#).

The only exception to this rule is when a student is dually enrolled between their resident school district and one of the 13 Short-term Group Care facilities or JDC's allowed by SD Administrative Rule 24:17:03:05. In this case, the student's "Service Type" field is to be marked as **primary** on BOTH enrollments.

Dual Enrollments

When a student is dually enrolled, they can only have one primary enrollment. The second or lesser enrollment must be **partial**. You can find this field under "Service Type" on the general enrollment tab.

Transfers

When a student transfers from your district to another district, be sure to update your student data in a timely manner. Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the student, refer to the administrative rule listed below.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 15 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

Drops

If the student returns any time after the 15 school days, you will still drop the student and then re-enroll them. Create a new enrollment and use the day the student returns as the status start date.

Correcting student enrollments

Enrollment Status Report

A nice report to check your past and present enrollments is the "Enrollment Status Report" located under [Student Information>Reports>Enrollment Status Report](#). With this report, you can verify your enrollments for the year.

Which students would you like to include in the report?

Grade Ad Hoc Filter

Grade: All Students, OK, EA, EC, EE

Enrollment Add Date: From [] To []

Enrollment Drop Date: From [] To []

Display Options: Start Date End Date

How would you like the report sorted?

Alpha Grade Student Number

Which calendar(s) would you like to include in the report?

active year list by school list by year

14-15: 14-15 Alpena Elem, 14-15 Alpena Hi Sch, 14-15 Alpena Jr High, 14-15 Out District Placement, 14-15 Sped Out of District Pla

CTRL-click or SHIFT-click to select multiple

Which enrollment status would you like to include in the report?

Start Status: All, 00: Current Student, 01: In District Transfer, 02: Re-Enrolled During School Year, 03: In State Transfer, 04: Out-Of-State Transfer

End Status: All, 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

Print in HTML format

End Dates on Enrollment Records

Make sure you check all the students that enrolled during the year, but have left your district before the end of the 2016-17 school year. These students need to have an exit date and an appropriate exit code reflected on their enrollment. The list of exit codes is provided later in this newsletter. **In addition, all students that will be continuing on to the 2017-18 school year will need to have an end date and an end status of 11: Student continues.** To make corrections to an enrollment, go to [Search>Student>look for the student in question](#). Click on the enrollment tab for the student and edit the appropriate fields.

Check Start and End Dates on Special Education Enrollment Records

For students that left the district and had a special education record at the time of their enrollment, you will want to be sure that the special education record was ended with the appropriate end status. The list of exit codes is provided later in this newsletter. ****Please note that the codes differ between the regular enrollment and the special education enrollment****

Enrollment Status

You will want to check the *percent enrolled, grade level, resident and attending districts, and enrollment status* for all students. This is especially important for students that are contracted, have dual enrollments, are parentally placed or another party is paying the tuition. When a student is dually enrolled, there can be only one **primary** enrollment. The second or lesser enrollment must be **partial**. You can find this field under “Service Type” on the general enrollment tab. ****Please note that when the Resident District and the Serving District are not the same, an Enrollment Status is required for the student****

County of Residence

You will need to check the county of residence of all students for accuracy. This data is important as it is forwarded to each county and the Office of School and Public Lands for their allocations to the school district each year. If this information is not correct, the public district that the student resides in may not be receiving the proper funding.

Attendance (Days Absent)

Remember it is very unlikely that a school has an attendance rate of 100%! In addition, a student may not have total days absent exceeding their enrollment days or have negative attendance.

You can get to this field using the following path: [Search>Student>look for the student in question>go to the “enrollment tab” for the student, click on the current enrollment and scroll down to the Absent Days field for the student](#). This is a calculated field. In order for this field to be populated, you will need to trigger a resynch of the AttendanceSDMinute. **To do this you will need to go to System Administration>Data Utilities>Resynch State Data. Check the AttendanceSDMinute, CustomStudent, and Enrollment boxes then choose “Send Resynch” at the bottom of the screen.**

English Learner (EL)

The EL (previously referred to as LEP- Limited English Proficiency) tab has been moved from Student Information>Enrollment Tab>State Reporting Fields to [Student Information>Program Participation>LEP](#). The state has published an ad-hoc report that you are able to run. The path to this report is: [Ad-hoc Reporting>Filter Designer>State Published>Student LEP](#). Please run this report to verify all students with an EL status.

FRAM

The meal status for a student is set within the FRAM module in Infinite Campus. You will want to verify the information on the FRAM tab for each student.

You can create an Ad hoc filter to pull a list of all students that have a meal status other than 'standard'. The "Meal Status" field is located in [Food Service>Eligibility>Eligibility](#). You can filter the list by selecting "posElig.eligibilityValue" F or R. This will return only those students with F or R for a meal status.

The state has also published an ad hoc report that you can run to see what students have an F or R status. To run this report go to [Ad-hoc Reporting>Filter Designer>State Published>Student FRAM](#).

Foreign Exchange Students

Please remember to properly code your foreign exchange students by updating the Citizenship field in Infinite Campus. You can get to this field using this path: [Search>Student>look for the student in question. Go to the "enrollment tab" for the student, click on the current enrollment. Scroll down to the State Reporting Area](#). The Citizenship field is a drop down field and you can then select "Foreign exchange student" from the drop down box. Foreign exchange students are not required to take the state assessments.

The state has published an ad-hoc report that you are able to run. The path to this report is: [Ad-hoc Reporting>Filter Designer>State Published>Student Citizenship/Foreign Exchange/Immigrant](#). Please run this report to verify all students with a Foreign Exchange status are coded correctly.

Rolling forward students for next year

If you have students that have exited during the 2016-17 school year or students that are **NOT** returning for the 2017-18 school year, please end date with the proper date.

Retained Students

If you know a student will be retained for the 16-17 school year, please enter that when end dating their enrollment record. We ask that you do this prior to Infinite Campus rolling your students forward for the next school year. If you have a student that is retained after the students are rolled forward, you can always make the correction on the student's enrollment record for the new school year.

Graduation Tab

The Graduation tab provides districts with the ability to track graduation information used within Infinite Campus. This tab tracks each student's first point of entry into the ninth grade and his or her expected graduation date.

A "Cohort End Year" is a membership year that the student belongs too. Each student is expected to graduate within four years of entering the ninth grade for the first time. When entering a first time student into the ninth grade, the Grad Tab should automatically populate the Date First Entered the 9th grade and the Cohort End Year.

If you have a student that has transferred into your school from out of state, you will need to manually enter the first point of entry in to 9th grade on the graduation tab. If you know the year, but not the exact date, you can use any date in August. This will populate the Grad Tab with the first point of entry into 9th grade.

Ending enrollments for Seniors

A graduate is defined as any student who has attained sufficient credits to receive a regular high school diploma. If the student has met the criteria, they should have an exit code of **04: Student graduated and the end date should read the last day of school, not their graduation date.**

Ending enrollments for Seniors that are **NOT** Graduating

For senior students that are **NOT** graduating during the 2016-17 school year, you will want to edit their enrollment record with the appropriate exit code. If the student is going to return to school in the fall, you will use exit code **11: Student continues**. You can always change the exit date and exit code later if the student does not return.

Early Graduates

Seniors who graduated earlier in the school year (i.e. December) should be given an end date as of the day they graduated, not the last day of school. You can get to that field using this path: [Search>Student>look for the student in question, click on their 2016-17 enrollment record. You can then put in an end date and exit code 04: Student graduated.](#)

Students Receiving a GED

If you have a student that received a GED within the past school year, please verify that their end status is coded with **17: Discontinued education – completed GED**.

If you have a student that is under age 18 who is attempting the GED, but has not completed the program yet, the student will be counted as a drop and needs to be coded with exit code **02: Discontinued education – dropped out**. If you have a student who is over age 18 who is attempting the GED, the student will be counted as a drop and needs to be coded with exit code **18: Discontinued education – exceeds compulsory age**.

8th Grade Students

DO NOT code 8th grade students as graduates. Their enrollment records need to be ended with the code of **11: Student continues**.

Ending enrollments for the remaining students

Mass ending enrollments can't be done in the State Edition of Infinite Campus. We ask that you end date all students and give them the proper exit code. We ask that you end date all enrollments prior to the roll forward process.

Exit/Withdrawal Codes

To ensure accuracy and comparability of our exiting data, please review the codes below. If a student has exited your school, be sure to give them a status end date and assign the appropriate exit code. If you have any questions regarding the definition of any of the below types, please contact our office.

The circumstances under which the student exited from membership in an educational institution based on the following codes:

General Enrollment Exit Codes

- 01 Expelled, didn't return to any school
- 02 Discontinued education – dropped out (see below definition of a dropout). **Students leaving school to pursue a GED must be reported as a dropout.**
- 03 In-state School Transfer - Student transferred to another accredited school or district in the state (student data file must include a request for transcript)
- 04 Student graduated - Student has attained the credits needed to obtain a regular diploma
- 05 Student died
- 06 Committed to institution - Student transferred to an institution (correctional facilities, mental hospitals, etc)
- 07 Reached maximum age for special-ed (age 21)
- 08 Out-of-State School Transfer - Student transferred out of state (student data file must include a request for transcript)
- 09 Colony student > grade 8 – religious exemption (student has been excused from public school attendance, SDCL 13-27-1.1)
- 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

Special Education Exit Codes

- 1 Not receiving SE services
- 2 Graduated (high school diploma) Student has attained the credits needed to obtain a regular diploma.
- 03 Graduated (IEP team modified diploma)
- 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

****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 both areas MUST BE updated appropriately for Special Education students.****

A dropout is defined as a student that:

- 1) Was enrolled in school at some time during the school year;
- 2) Was not enrolled on the last day of school;
- 3) Has not graduated from high school or completed a state approved program;
- 4) Does not meet any of the following exclusionary conditions:
 - Transfer to another accredited educational program
 - Temporary absence due to suspension or illness
 - Excused from public school attendance (SDCL 13-27-3)
 - Death

District Contact Information

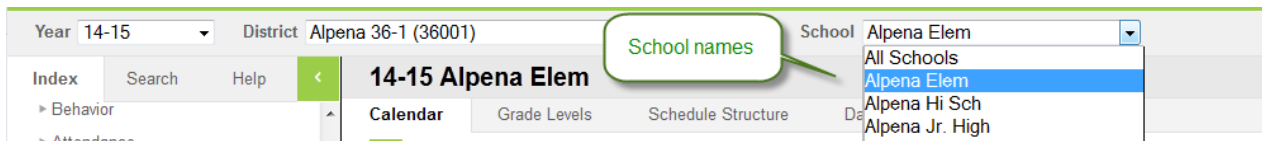
Please check your Superintendent information within the Campus system and make any necessary changes. The information is in the [System Administration>Resources>District Information](#).

School Names and Grade Levels

Please check that all school names and grade levels for the 2016-17 school year that are in Infinite Campus matches what your District Superintendent has submitted to Jennifer Rattling Leaf for the Educational Directory. Also, make sure that your grade level names match the state codes. For example:

- Name – PK = (Pre School) State Grade Level Code is PK
- Name – K1 = (Jr. Kindergarten) State Grade Level Code is K1
- Name – KG = (Kindergarten) State Grade Level Code is KG

School Names



Grade Levels

The screenshot shows the 'Grade Levels' editor for '14-15 Alpena Elem'. On the left is a navigation pane with 'System Administration' > 'Calendar' selected. The main area has a 'Grade Level Editor' table and a 'Grade Level Detail' form.

| Name | Seq |
|------|-----|
| PK | 3 |
| KG | 4 |
| 01 | 5 |
| 02 | 6 |
| 03 | 7 |
| 04 | 8 |
| 05 | 9 |
| 06 | 10 |

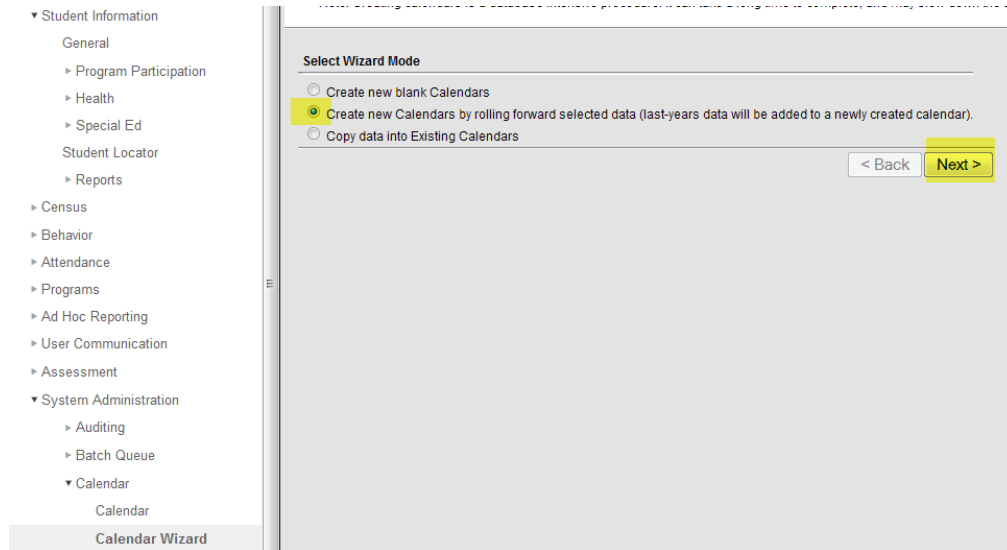
The 'Grade Level Detail' form shows the following fields:

- Name (locked): PK
- *Sequence Number: 3
- *State Grade Level Code: PK: Pre-Kindergarten
- Standard Day
- Maximum Membership Days (<= instructional days)
- Whole Day Absence (minutes)
- Half Day Absence (minutes)
- Maximum Approved School Choice Applications: 0
- Kindergarten Code
- Exclude from cumulative GPA/Rank calculations:
- Exclude from state reporting:
- Exempt from Assignment:
- Standard Code (SIF code)

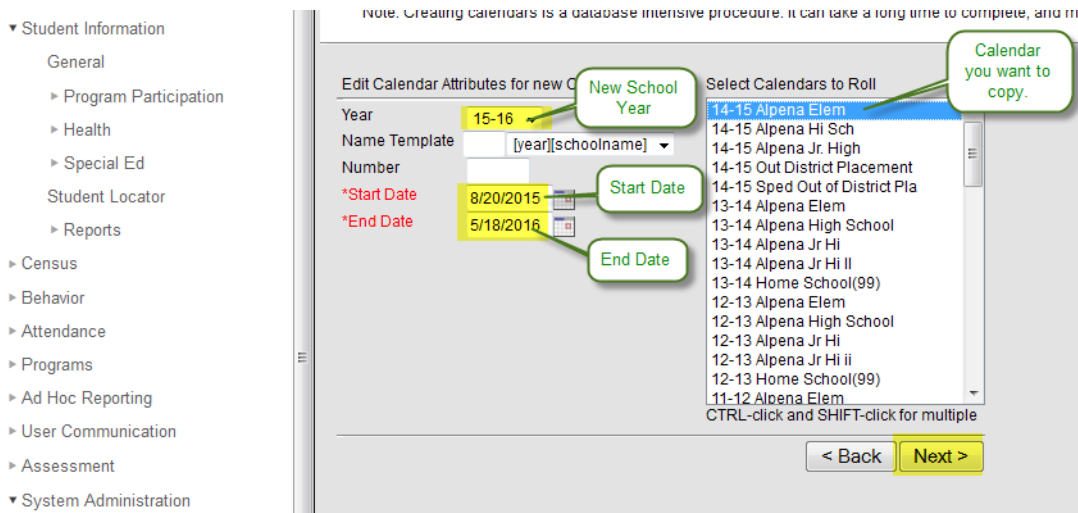
A callout box with an arrow pointing to the 'PK' row in the table contains the text: "Name: PK needs to match the State Grade Level Code".

Calendar Roll Forward for State Edition Users

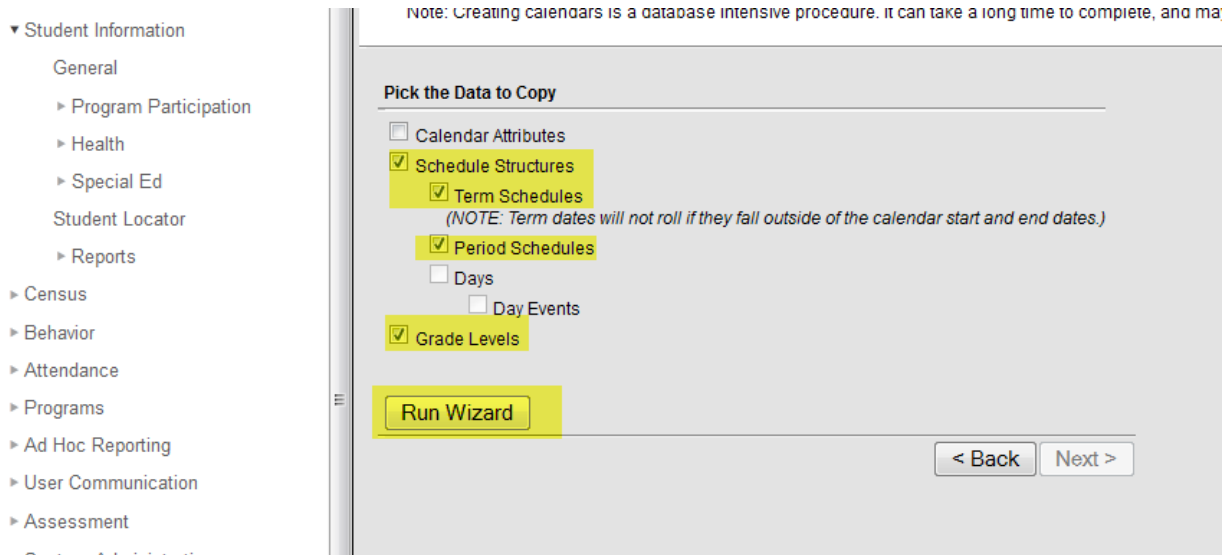
1. System Administration>Calendar>Calendar Wizard
2. Select the second mode on the list – Create new Calendars by rolling forward selected date (last-years date will be added to a newly created calendar)
3. Choose Next



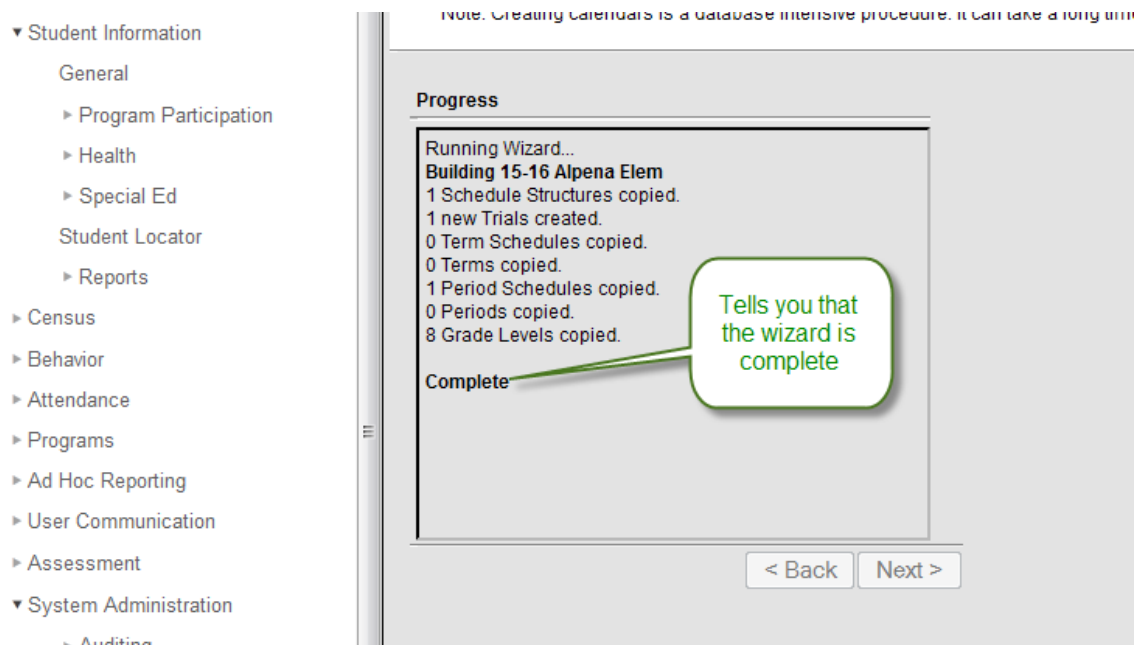
4. Select the upcoming school year that you would like to create in the Year drop down.
5. It will automatically default the name of the calendar you choose to roll so leave Name Template and Number fields Blank.
6. Enter the Start Date and End Date for your Calendar.
7. Choose the current year calendar on the right that you would like to roll. Example: If this is the 16-17 school year and you are creating calendars for the 17-18 school years, you would select the 17-18 year of the calendar you are rolling.



8. Put a check mark in the following boxes, Schedule Structures, Term Schedules, Period Schedules, and Grade Levels and click on Run Wizard.



9. A screen should appear that tells you when the wizard is complete.



10. You should now verify that the information came over correctly by refreshing your screen and choosing the new year, school and a calendar on the tool bar at the top of the window, then navigate to the [System Administration>Calendar>Calendar](#). If you are not seeing the new school year, please call Teri at 773-8197 and she will update your user rights for the upcoming school year.

11. You will now need to fill in the school day minutes in the Student Day Instructional Minute box. This is the data field where the total instructional minutes for the school year will be pulled from. If the district is running a 4 day school week, please check the box. The other fields are optional.

Year **15-16** District **Alpena 36-1 (36001)** School **Alpena Elem**

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15-16 Alpena Elem

Calendar Grade Levels Schedule Structure Days

Save

Calendar Info

Calendar ID 20697 School 02 Alpena Elem (schoolID:474)

*Name 15-16 Alpena Elem Number

*Start Date 08/20/2015 *End Date 05/18/2016 Summer School

Student Day (minutes) 375 Teacher Day (minutes) Exclude

Whole Day Day Absence (minutes) School Choice

Type 4 Day School Week

Require Student Assignment

Comments rolling 03/03/2015 10:11 AM

Make sure that the new calendar year appears in the drop down box.

Enter the instructional minutes for a day. This is where the calculation for total instructional minutes is pulled from.

12. You will need to make sure that your grade levels are mapped correctly. Click on the Grade Levels tab. If you have changed grade spans within your calendar or added a grade, you will need to click on new and create that grade level. Please verify that the Name of your grade level matches the State Grade Level code.

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15-16 Alpena Elem

Calendar Grade Levels Schedule Structure Days

+ New Save Delete

| Grade Level Editor | |
|--------------------|-----|
| Name | Seq |
| PK | 3 |
| KG | 4 |
| 01 | 5 |
| 02 | 6 |
| 03 | 7 |
| 04 | 8 |
| 05 | 9 |
| 06 | 10 |

Grade Level Detail

Name (locked) 03

*Sequence Number 7

*State Grade Level Code 03: Third Grade

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications 0

Kindergarten Code

Verify that the grade levels properly rolled and that the sequence is correct.

13. Now you will need to reset the school days.
 - a. Click on the Days tab
 - b. Choose Day Reset at the top of the screen

Year 15-16 District Alpena 36-1 (36001) School Alpena Elem

Index Search Help < **15-16 Alpena Elem**

Calendar Grade Levels Schedule Structure **Days**

Day Reset Print Multi Day Event

<< **August 2015** >>

| 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

Click on the Days Reset to reset the days for the new school year. You must complete this process before your instructional days will populate.

14. The start and end date should default to the calendar start and end date. Choose create Days.

Year 15-16 District Alpena 36-1 (36001) School Alpena Elem

Index Search Help < **Auto Create Calendar Days**

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date 08/20/2015

*End Date 05/18/2016

Duration 0

Fill Missing Days Only

Mon Tue Wed Thu Fri Sat Sun

Create Days

15. You are now ready to fill in the Day Events on your calendar.
 - a. Click on a day that you would like to add an event
 - b. The School Day, Instruction and Attendance boxes are pre populated. If this is a holiday and there is no school, you will need to remove the checkmarks from these boxes.
 - c. In the dropdown under the Day Events you can choose the type of day. If this is an In Service or Parent Teacher Conference Day or a day that will need the number of minutes altered, put the number of Instructional minutes for the day in the Instructional Minutes box. When there are minutes in the Instructional Minute box under the Day Event, the minutes entered will override the regular instructional minutes for that day. You do not have to enter the number of instructional minutes in the duration box.

15-16 Alpena Elem

Calendar Grade Levels Schedule Structure **Days**

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

<< **August 2015** >>

| 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: 08/20/2015 Day #: 1

Period Schedule

Day

School Day Instruction Attendance

Start Time End Time Duration

 0

Comments

Day Events

Type Duration Inst. Minutes

✕ IS: In Service 330

Add DayEvent

16. Once you have created one calendar and filled in the calendar days and events you can copy the Calendar Day Events to other calendars that you have rolled over to the new school year. The process of copying the day events will not work if the calendars are not created first.

Year 15-16 District Alpena 36-1 (36001) School Alpena Elem

Index Search Help **Calendar Wizard**

Teri Jung

▼ Student Information

- General
 - ▶ Program Participation
 - ▶ Health
 - ▶ Special Ed
- Student Locator
 - ▶ Reports

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar.
 Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the

Select Wizard Mode

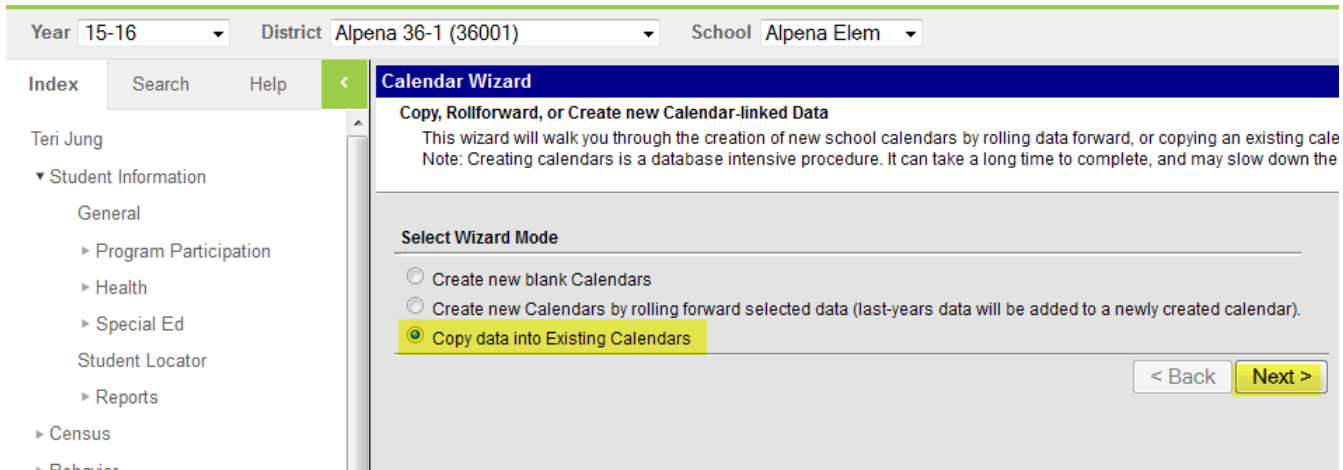
Create new blank Calendars

Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).

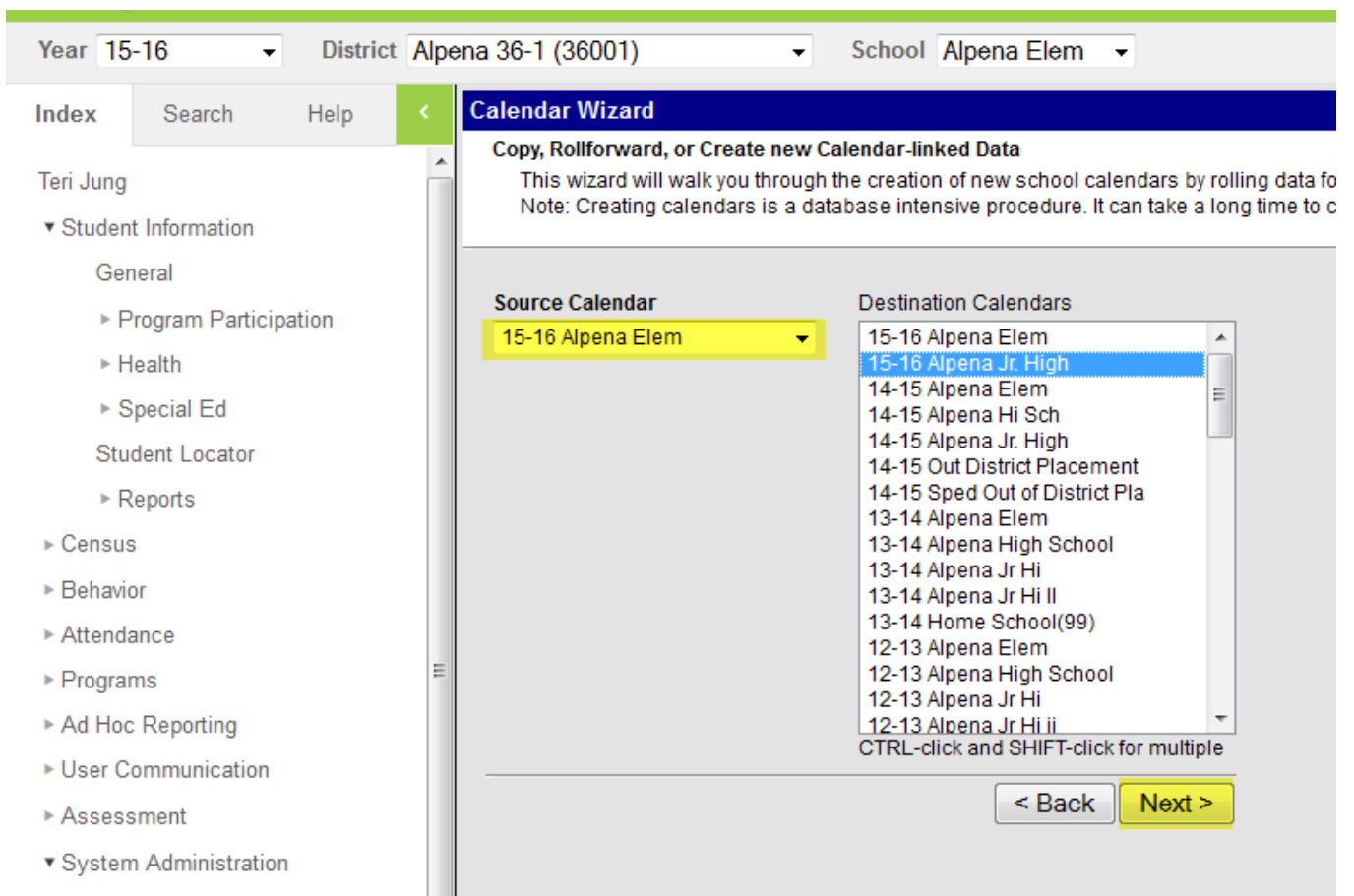
Copy data into Existing Calendars

< Back Next >

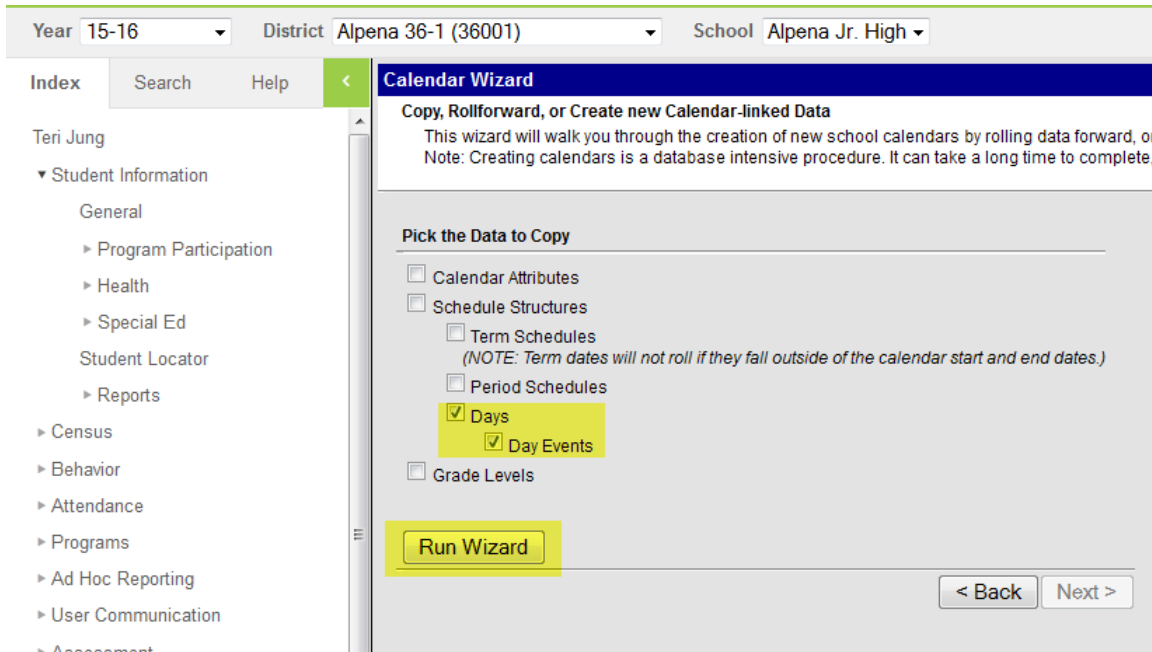
17. Choose the second option. Choose next.



18. In the Source Calendar drop down choose the calendar that you have setup the Day Events. In the Destination Calendars choose the Calendar(s) that you want to copy the Day Events to and choose next.



19. Select Days and Day Events and choose Run Wizard.



20. You will then receive a message when the wizard is complete.

