

Student Data Newsletter

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If there has been a change in your school's Infinite Campus Administrator, contact Angie Bren at (605) 773-2263 or email Angie.Bren@state.sd.us.

What's happening now? You guessed it, TESTING!!!



Are schools required to administer the statewide assessments to students?

Yes. State assessments are required this year. The windows for Science, Science-Alt, Math, and ELA all opened on **Monday, March 30th**. The windows for MSAA (Math-Alt and ELA-Alt) opened **Monday, March 9th**. South Dakota does not allow remote administration of the summative assessments. Students will need to test in person. Also, make sure students are properly marked in Infinite Campus. This includes students who need to take the Alternate Assessments and students who are English Learners. Please communicate any updates you make to Rebecca.Frerichs@state.sd.us so we can make the necessary changes to the students in the MSAA alternate assessment system. The State will provide important updates through the assessment weekly newsletter during the testing window. Please email Matthew.Gill@state.sd.us if you or anyone you know needs to be added to the mailing list.

Data Entry Deadline is June 12, 2026

The 2025-26 Accountability Report Cards will again be produced and made available to districts via the SD-STARS system. The data you enter in Infinite Campus (or fail to enter in Infinite Campus) is the data that is used to make Accountability determinations for your school and district. It is imperative that your data in Infinite Campus is correct. Please review ALL hints below for a successful closeout of the 2025-26 school year.



**** It is important to read this newsletter completely before you begin to edit or end your enrollments. Please keep in mind that the following steps should be taken after ALL grading and the end of the year reports have been completed. ****

Check your calendars

School Days

You will want to check all 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". Be sure that every calendar that your district has in Infinite Campus has the correct calendar "Type" selected and that all calendars have been adjusted to account for snow days, Christmas vacation, in-service days, and parent/teacher conferences as non-instructional days. If you were not in session due to inclement weather, you are not allowed to count those days as instructional or attendance days unless a "virtual snow day" was called. For the day to count as an instructional day, distance learning must be available and required for all students. In these circumstances, student instructional packets are not considered as instructional hours. For example, some schools provide packets to elementary students, but these packets do not satisfy the requirements associated with instructional hours. This is important for the accurate calculation of the attendance rate. To check your instructional minutes for the year, follow this path; [System Administration> Calendar>Calendar Days](#). Click on the "print" icon and at the bottom of the page you will find the number of instructional minutes.

Required instructional hours: SDCL 13-26-1

Grades 6-12 is 962.5 hours (57,750 minutes)

Grades 1-5 is 875 hours (52,500 minutes)

Kindergarten the minimum is 437.5 hours (26,250 minutes)

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 must be resolved by [June 12th](#). We encourage you to run your own overlap report within Infinite Campus. You can find this report under [Student Information>Reports>Enrollment Overlap](#).

Dual Enrollments

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.

The only exception to this rule is when a student is dually enrolled between their resident school district and one of the 11 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. The list of these short-term Group Care facilities and JDC's can be found in the Student Data Collections Desk at: <https://doe.sd.gov/ofm/documents/DeskGuide-25.pdf>.

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 and you do not receive a request for transcripts for the student, refer to the administrative rule listed below.

24:17:03:06: **Student count for state aid purposes.** No student who has an unexcused absence of 15 consecutive school days may be included in the count of the attendance center for state aid purposes, retroactive to the last day the student attended school or had an excused absence. An excused absence, for purposes of this section, 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 [SD State Reporting>Student Enrollment Extract](#). With this report you can quickly check the Student's Name, DOB, Grade, Gender, Resident District, Serving District, Percent Enrolled, Absent Days, etc.

Check Start and End Dates on Enrollment Records

These dates are used to determine if a student has been enrolled for a **Full Academic Year (FAY)**. Those students enrolled from October 1st until May 1st are considered as meeting FAY and will be included in the Accountability results for your school/district.

Make sure you check all students that were enrolled during the year but have left your district before the end of the 2025-26 school year. These students need to have an exit date and an appropriate exit code reflected on their enrollment. When you end date a student, you should use their **last day of attendance** as the end date and not the date you received the request. The list of exit codes is provided later in this newsletter and can also be found in the Student Data Collections Desk Guide at: <https://doe.sd.gov/ofm/documents/DeskGuide-25.pdf>.

In addition, all students that will be continuing to the 2026-27 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 all special education records have been ended appropriately along with the enrollment record. The list of exit codes is provided later in this newsletter and can also be found in the Student Data Collections Desk Guide at: <https://doe.sd.gov/ofm/documents/DeskGuide-25.pdf>

**** Please note that the codes differ between the regular enrollments and the special education enrollments ****

Enrollment Status

You will want to check the *percent enrolled, grade level, service type, resident and attending districts, and enrollment status* for all students. This is especially important for students that are contracted, have dual enrollments, are open enrolled, or if your school district is receiving or paying tuition for the student. Again, to verify this data, it's best to run the Student Enrollment Extract located under SD State Reporting.

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 your school district each year. If this information is not correct, your school district may not receive the proper funding that it is due.

Homeless

All students identified as homeless within your school district, must be identified as homeless in Infinite Campus. The liaison will have a "begin" date or the date the student was identified. The date should be recorded in Infinite Campus. Likewise, should a student become permanently housed, that date should be entered as the "end" date. (The student continues to receive services until the end of the school year). For a student who remains homeless all school, no end date is needed. The SD DOE will work with Infinite Camps to end date all the Homeless students as of June 30th. If they are reported as Homeless, they also should be marked as receiving Free Lunch on the FRAM tab.

Student Data newsletter

To verify your Homeless data there is a Homeless report that is located under SD State Reporting called "Homeless Extract". This report will tell you if you have a student who was deemed Homeless in another public school district in the current school year prior to them enrolling in your district. You will need rights to run this report.

There is also a state published ad-hoc report that you can run will give you a list of students who are Homeless in your district. The path to this ad-hoc report is [Ad-hoc Reporting>Filter Designer>State Published>Student Homeless](#).

Attendance Rate (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 the attendance 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 resync 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) & 1st Year in Country

You will need to check to make sure all EL and 1st Year in Country students have been identified and their data is entered in Infinite Campus. If a student is 1st Year in Country, they need to be identified on the Demographics tab with the "Date Entered US", "Date Entered US School", and "Date Entered State School". You must also check the "First Year in Country" box on the enrollment tab. The state has published an ad-hoc report that you are able to run to verify all students with an EL status and the 1st Year in Country students. The path to this report is: [Ad-hoc Reporting>Filter Designer>State Published>Student EL and 1st Year in Country](#).

Migrant

Data Management will receive a file from the Title I Office with all migrant students. The state will submit a ticket to Infinite Campus to have all migrant students flagged. We submitted a file to Infinite Campus last Fall to flag the migrant students and we will submit another one in April to catch any new students who have been identified. If a student has been flagged as Migrant, they should also have a lunch status of Free on their FRAM tab. To see what students have been flagged as Migrant, you can run the state published ad-hoc report. [Ad-hoc Reporting>Filter Designer>State Published>Student Migrant List](#).

Foster Care

Data Management receives files from the Department of Social Services and then we work with Infinite Campus to have all students in Foster Care flagged. We have already submitted two files to Infinite Campus this school year and we will submit another one in June to catch any new students who have been identified. If a student is flagged as a student in Foster Care, they should also have a lunch status of "Free" on their FRAM tab. To see what students have been flagged as a student in Foster Care, you can run the state published ad-hoc report. [Ad-hoc Reporting>Filter Designer>State Published>Student Foster Care](#).

Military

At the beginning of the 2025-26 school year, Infinite Campus and South Dakota began implementing the core product solution associated with this data collection, the Military Connections Tab. Due to addition development needed to make the Military Connections Tab fully functional for all districts in South Dakota, SD DOE is returning to collecting this information using the checkbox on the Enrollment Tab for the foreseeable future. To ease the transition back to utilizing the checkbox on the Enrollment Tab, SD DOE has worked with Infinite Campus who will be automatically checking the student's checkbox if there is information already reported on the Military Connections Tab for the 2025-26 school year.

Beginning with the 2026-27 school year, it will be the district's responsibility to make sure all students of Active Military Parents have been flagged by placing a check mark in the **Student of Active Military Parent** check box field on the student's Enrollment Tab.

Districts can continue to use the Military Connections Tab if they wish but all data used for State/Federal reporting will come from the Enrollment Tab.

The definition of “Armed Forces” includes the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard. This also includes their respective reserve components (i.e., Army National Guard, Air National Guard, and Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves). Once the student has been identified as having a parent serving in the Armed Forces, they are to retain that status for the entire school year.

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. ****Students who were eligible for free or reduced lunch at any point during the school year will make up the economically disadvantaged subgroup for Accountability purposes.****

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 in [Food Service>Eligibility>Eligibility](#). You can filter the list by selecting “posElig.eligibilityValue” F or R. This will only return 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](#).

Provisional and Community Eligibility Provision (CEP) Schools

It is the responsibility of the school district to ensure that all students attending a Provisional or CEP School are properly marked as receiving free lunch. Please see the guidance found in the Student Data Collections Desk Guide at: <https://doe.sd.gov/ofm/documents/DeskGuide-25.pdf>

Title I

All students in grades PK-12 receiving Title I services must be properly identified in Infinite Campus. For those schools operating Targeted Assistance programs, you are responsible for updating the following fields in the Title I section of the Enrollment Tab for each student: Date (this is the date the student started receiving Title I services, select the dropdown of Yes and then flag the check box for Title I Math, Title I Reading or both. There is a State Published report under [Ad hoc Reporting> Filter Designer>State Published Reports> TA Title I Students](#).

****Please note: If you operate a School Wide program, all students will be flagged as receiving Title I services by Infinite Campus.**

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 by 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. You need to select “Foreign exchange student” from the drop down box. Foreign exchange students are not required to take the state assessments. If your foreign exchange students are not coded properly, the school will take a hit on their participation rate in the Accountability calculations. Foreign Exchange students are also not included in the Graduation calculations.

Foreign Exchange students typically are not graduates. In order to be marked as a graduate, the Foreign Exchange student MUST meet all SD High School Graduation requirements which is typically hard for them to do in the short time they are in our state. You may use the End Status code of **08: Out-of-State School Transfer** for these students. Foreign Exchange students are not included in the Graduation calculations.

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 that all students with a Foreign Exchange status are reported correctly.

Graduation Tab

The Graduation tab provides districts with the ability to track graduation information used within state reporting, accountability determinations and the Report Card. This tab tracks each student's 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 to. Each student is expected to graduate within four years of entering the 9th 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. The state has published an ad-hoc report that you are able to run to find students who do not have a cohort year established. The path to this report is: [Ad-hoc Reporting>Filter Designer>State Published>Grad Tab Cohort Blank](#).

It is also **required** that all public-school districts enter the graduation data on the grad tab when a student graduates. The data fields that are **REQUIRED** to be populated are, **Diploma Date**, **Diploma Type**, and **Diploma Period**.

General Graduation Information

Diploma Date:

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade:

NGA Cohort End Year:

NCLB Cohort End Year:

Post Grad Location:

Post Grad Plans:

These three fields must be populated for the student to count as a graduate.

To verify that all high school graduates have these fields populated, there is a report under the [SD State Reporting>"Graduation Data Extract"](#). You will need rights to run this report.

If you have a student that has transferred into your school from out of state, a BIE school, a private school or from one of the school districts in SD who do not use Infinite Campus (Rapid City and Brandon Valley), you will need to create a New Enrollment History. To do this, go to the Enrollment Tab, click "New Enrollment History". You will need to enter a Calendar Name (the naming convention is up to you), and the start date that the student first entered 9th grade. If you know the year, but not the exact date, you can use any date in August. Enter the grade level and save the record. This will populate the Grad Tab with the first point of entry into 9th grade.

The records transfer will also import the enrollment histories from the previous district if the district runs the import.

Students who received an IEP Modified Diploma should not have their Diploma Date, Diploma Type and Diploma Period updated on the Graduation tab, as an IEP Modified Diploma **IS NOT** considered a regular South Dakota diploma.

Graduation Endorsements

All endorsements earned must be listed on the high school transcript. There are three different endorsements a student can earn. The endorsements are:

1. Advanced Endorsement
2. Advanced Career Endorsement
3. Advanced Honors Endorsement
4. State Seal of Biliteracy

A student may receive one or more of the endorsements. You will need to manually populate the endorsements on the Grad Tab. For further information see the Student Data Desk Guide at: <https://doe.sd.gov/ofm/documents/DeskGuide-25.pdf>

To validate who has an Endorsement tied to their record, follow this path in Infinite Campus: [SD State Reporting>Graduation Data Extract](#). Once you have generated the extract, you will see the Endorsement listed under the heading of State Seal. You will see the number associated with each Endorsement.

1. Advanced Endorsement
2. Advanced Career Endorsement
3. Advanced Honors Endorsement

Ending enrollments for Seniors

A graduate is defined as any student who has attained enough 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.** The Graduation Rate for Accountability purposes is based on this data. Please make sure all students are reported correctly. If the student did not receive a signed diploma, he/she should **NOT** be reported as a graduate.

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

For senior students that are **NOT** graduating during the 2025-26 school year, you will want to edit their enrollment record before mass ending or graduating the remainder of your seniors. You can get to that field using this path: [Search>Student>look for the student in question](#). You can then put in an end date and exit code for the student that is not graduating. The exit code most used is **11: Student continues** until a plan for the student has been determined. You can always change the exit date and exit code later.

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 2025-26 enrollment record. You can then put in an end date and exit code 04: Student graduated.

Summer Graduates

Summer graduates will need to have their graduation end date and end status entered on the enrollment tab as soon as possible after receiving their diploma. You will need to enter the end date, diploma type and diploma period on the Graduation Tab along with any Graduation Endorsements they may have earned.

Kindergarten students and 8th grade Students

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

Ending enrollments for seniors who are in Special Education

First you will need to determine if the student is a graduate with a regular high school diploma or a graduate with an IEP modified diploma.

1. Graduate with a regular high school diploma:
 - a. Met the same state course and content requirement
 - b. With or without provided accommodations using general education curriculum
2. Use the following codes

Graduation Exit Coding (met the regular diploma requirements)	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	04: Graduated	2: Graduated (high school diploma)

- ****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 that both areas MUST BE updated appropriately. ****
- **Graduation tab** also needs to be updated.

If a student received a **signed regular diploma**, the student is no longer eligible to receive services and the school district is not eligible to receive State Aid for the student in the coming year.

Second, if the student **did not meet** the requirements for a regular diploma but met IEP team modified requirements, the district can issue a diploma or certificate, but the student's enrollment eligibility does not end.

1. Student met IEP team modified requirements
 - a. **Did not meet** the same graduation requirements as peers
 - b. IEP team made course modification to state graduation requirements (documented in IEP) ARSD 24:05:27:11
 - c. Courses were aligned to Core Content Connectors
 - d. Modified curriculum/content standards

Seniors who are Special Education students and have not met modified IEP requirements or received a regular signed diploma will continue to receive special education services until the age of 21.

Mass Ending Enrollments

Mass ending Senior Enrollments

Mass ending senior enrollments (graduated seniors) can be done by using the "End Enrollment Batch". To end enrollments for seniors that are graduates, go to [System Administration>Student>End Enrollment Batch](#)> [select the calendar](#)>[put in end date](#) (last day of school in the school year) [select end status](#) 04: Student graduated>[put in diploma date](#)>[select diploma type](#)>[select diploma period](#)>[select grade 12](#) and hit the "Run" button. This will assign the selection to all remaining seniors that have not already had their enrollment record ended.

**** Please, remember that ALL grading and end of the year reports need to be completed prior to this process. ****

Ending enrollments for the remaining students

Mass ending enrollments can be done using the "End Enrollment Batch". **Please remember that ALL grading and end of the year reports need to be completed before this process is done.** To end enrollments for students that will be returning in the next year, go to [System Administration>Student>End Enrollment Batch](#)> [select the calendar](#)>[put in end date](#)>[select end status](#) 11: Student continues>[select grades](#) (maybe do one grade level at a time) and hit the "Run" button. This will assign the selections to all remaining students that have not already had their enrollment record ended.

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 students are exited from membership in an educational institution are 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).
- 03** In-state School Transfer - Student transferred to another accredited school or district in the state (a district should receive a request for transcript and keep that request on file)
- 04** Student graduated - A student who has attained sufficient credits to receive a regular high school diploma. This end status code can only be used for students who are enrolled in the 12th grade.
- 05** Student died
- 06** Committed to institution - Student is being served at the SD Human Services Center or the State Penitentiary
- 07** Reached maximum age for special-ed (age 21)
- 08** Out-of-State School Transfer - Student transferred out of state (a district should receive a request for transcript and keep that request on file) This code should also be used to end a Foreign Exchange student's record.
- 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 Transfers —this is to be used only if a student transfers from a school that has been identified as a "Persistently Dangerous School". This code is not to be used to indicate a "dangerous student".
- 13** School Improvement Transfer
- 14** Home School Transfer – Student leaving public school and transferring to Alternative Instruction/Home School
- 15** Suspended – The exclusion of a pupil from a class or classes for not more than 90 days
- 16** Home School Completer – Student completes their Alternative
- 17** Discontinued Education – completed GED
- 18** Discontinued Education – exceeds compulsory age
- 19** Continues/Completed IEP team mod/course reqs.
- 20** Discontinues/Completed IEP team mod/course req.
- 21** Aged Out/Completed IEP team mod/course reqs.

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** Changes in IEP
- 12** Students Continues
- 13** Discontinued/Completed IEP team mod/course reqs.
- 14** Aged Out/Completed IEP team mod/course reqs.
- 15** Revocation of consent

****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.****

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

School Names and Grade Levels

Please check Infinite Campus to make sure that all school names and grade levels for the 2025-26 school year matches what your Superintendent submitted to Angie Bren for the Educational Structure Data Collection. 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**

Staff Members Leaving Your District

When a staff member is leaving your district, please end date their employment record, district assignment and disable their account in Infinite Campus.

Sign-Off Sheet

In May, your Superintendent will receive a checklist of items that must be completed and signed off on for your district's Accountability results to be accurately determined. **Again, the deadline to have your data finalized in Infinite Campus is June 12, 2026.**

