

# Student Data Newsletter

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If there has been a change  
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## STUDENT DATA Q & A

### Fall Enrollment Deadline: October 15, 2016

#### The students are back – are you ready to report student data for the 2016-2017 school year?

The Beginning of the Year Verification establishes calendar and enrollments for the 2016/2017 school year. Schools are required to enroll all students in Infinite Campus who attend at least one day of school or who receive Special Education services from the district.

#### NEW STATE AID ENROLLMENT REPORT

- We have a new enrollment report that will help you verify your fall enrollment. The report is located under SD State Reporting and it is named "Student Enrollment Extract". With this report, you will be able to filter/sort by school, calendar, grade level, gender, LEP, percent enrolled, resident district, and serving district. Please, run this report to verify all student enrollments for the 16-17 school year prior to the last Friday in September.
- Rights will need to be assigned to any individual that you feel will need to run this report.

#### Resources are available through Infinite Campus and Department of Education:

How to create a Calendar in Infinite Campus

<https://content.infinitecampus.com/sis/1625/documentation/calendar-tab/>

Student Data Collections Desk Guide - <http://doe.sd.gov/ofm/documents/DataGd-16.pdf>

## New Reporting Elements

### Students in Foster Care & Students of Active Military Parent

In preparation for the future reporting requirements brought about by the passage of the Every Student Succeeds Act (ESSA), we have added two new fields to the State Reporting Fields section in Infinite Campus.

Districts are now required to identify a student if they are in Foster Care or if they are a student of an Active Duty Military Parent. The definition of an “Active Duty Military Parent” DOES **NOT** include a student of a National Guard member (Or Reserves). If these situations are applicable to a particular student(s), identify the student by placing a check in the appropriate check box.

## CALENDARS

1. Is there a required date for all calendars to be entered into Infinite Campus? (See: 24:17:03:08)  
**Yes**, all calendars must be entered by the last Friday in August.
2. What data needs to be entered on the Calendar for District Edition Users?  
Calendars should include a Start and End date, grade levels, school terms, periods, days (make sure you do a Day Reset before completing your day entries). You will also need to make sure that there is a Calendar Number, the correct grade levels for the school (which includes marking the Kindergarten code) instructional minutes, and the calendar type. Also, if your district is a four-day school week, please check the 4-day check box on the calendar tab. Please make sure that a day reset has been done prior to entering data in your calendars.
3. Is a Home School calendar (#99) required?  
**Yes**. All districts must set up a Home School calendar (school number 99) regardless if you have Home School students or not. The required elements for a Home School calendar are: a start and end date, grade levels, schedule structure and days (you will need to do a day reset).
4. Is a Private School calendar (#98) required?  
**No**. A Private School calendar can be used for a couple of different situations: (a) to track students that attend a private school but come into your district to receive special services for a percentage of time, (b) to track students that are attending out of state, and (c) to track students that are contracted.
5. Are you required to have an Out of State –Private Calendar (#91)?  
**No**. This calendar would only apply to school districts bordering another state to track resident students that are attending private schools in another state. The reporting of these students will allow the Department of Education to include these students in the count for State and County Apportionment.
6. Is it necessary to have a Sped out of District calendar (#97)?  
If you placed a student in an outside facility and you are paying for the placement of the student, then **Yes**, you must have a Sped out of District calendar. This calendar is a holding calendar for students that a district is responsible for, but the student is receiving services outside of your district.

## Existing Students

### 1. How do I properly exit students who transfer over the summer?

Students who transfer over the summer need their 2016-2017 enrollments deleted and the 2015-2016 End Status updated to reflect the transfer. If the end status is not updated with the appropriate code, a student could count against you when the Graduation Rate is calculated. **DO NOT** use the **“NO SHOW”** box, as this causes issues with the first point of entry into the 9th grade.

### 2. How do I record Summer Graduates?

Summer graduates are recorded like regular graduates – go back to their 15-16 enrollment and change the End Status to 04: Student Graduated, and enter Diploma Date, Diploma Type and Diploma Period on the Grad Tab.

### 3. What is considered a Summer Dropout?

A summer dropout is a student who fails to enroll within 15 days of the start of school and who you have not received a request for records. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For a student that dropped out, you will have an enrollment with the start and the end date both being the first day of school.

Transfer students enrolled equal to or greater than 15 days will be counted as a drop for the serving school. If the student has been in the newly enrolled school less than 15 days, the drop will count at the state level only.

### 4. What is the Administrative Rule for Dropping of Student? (24:17:03:06)

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.

## Student Enrollments

<https://content.infinitecampus.com/sis/1625/documentation/student-locator/>

### 1. How do I get a State ID number for a new student?

You will obtain a student’s state ID number by using the Student Locator, whether it is a new student or a transfer student. If a student is transferring to your district from another SD district, the student should appear when you do a student locator search. A student who has an existing State ID may not show as a match in the Student Locator for a variety of reasons:

- The student’s first name may be Michael, but his nickname is Mike and Mike is how he is entered in to Campus.
- Another common error is a transposed First/Last Name or Gender. Try a variety of options before creating a new State ID.
- If you know a student has an existing State ID, but you are unable to find the ID using the Student Locator, please call the Data Management Staff at 773-3426.

### 2. Which Service Type do I choose?

The Service Type of **“Primary”** is used when a student attends greater than 50% (ex. 51%) at your School.

A **“Partial”** Service Type is used when a student is in attendance less than 50% (ex. 49%) at your School.

The **“N: Special Ed Services”** is reserved for students whose primary enrollment is a private school but who are eligible for special education services from the public school district in which the private school is located, whether they are receiving those services or not. All students who are eligible for special education should have an enrollment record in the public school in which the private school is located, with a code of N and the percentage of enrollment reflecting 0%, if no services are provided or the percentage calculated based on the percentage enrolled. The student can be enrolled in a private school calendar with the code of “N: Special Ed Services”. By doing this, the district is not obligating itself to provide FAPE (Free and Appropriate Public Education). The information is used solely for creating an unduplicated child count and providing ADM for the time services are provided. This will also enable the district to have access to state wide assessment results.

### 3. What are the correct Start Status codes for Students?

The start status should accurately reflect the prior enrollment status of the student.

- 00: Current
- 01: In District Transfer
- 02: Re-Enrolled During School Year
- 03: In-State Transfer
- 04: Out of State Transfer

### 4. What are Resident and Serving (attending) Districts?

A resident district is the district that the student lives in. A resident district can only be a public school district.

A serving (attending) district is the district that the student is receiving educational instruction from.

When a resident and serving district are different, you must enter an enrollment status for that student. Note: students that are coded incorrectly could affect your funding not only for State Aid but also for allocations such as State and County Apportionment.

#### **B: Placed and Paid by Tribal**

- Used by BIE schools.

#### **C: Contracting Student**

Used 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**

Used 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**

Used when the student is placed by the Department of Corrections.

#### **M: Parentally Placed in Private**

Used when the student is attending a private school.

#### **O: Open Enrollment**

Used 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**

Used when the resident district is paying for the student’s placement in another school district/facility.

Used for an Iowa student enrolling in South Dakota.\*\*

#### **T: Tuition Paid by Other**

Used for a South Dakota student enrolling in Iowa. \*\* (This only pertains to Alcester-Hudson and Elk Point-Jefferson)

Used to code School for the Deaf students that are attending Brandon Valley and Harrisburg.\*\*

#### **W: Tuition Waived**

This code is used for students attending the School for the Blind.

## 5. What is Cross Border Enrollment Agreement?

The SD Dept. of Education has negotiated enrollment agreements with three bordering states: North Dakota, Minnesota and Iowa.

- The agreement with both North Dakota and Minnesota are “open enrollment” type programs and allow student to choose cross border attendance. Students are counted for funding purposes in the state in which they are enrolled. Only students whose resident district is a “bordering” school district are eligible for these two programs.
- Our 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 his or her resident district. This agreement does not allow students to move freely between South Dakota and Iowa – the permission of the resident school district is required and tuition will be paid by the resident district to the attending district.

## 6. What Enrollment Status to Used for the Cross the Border Agreements?

- When a MN or ND student is attending a SD school, you would use the O: Open Enrolled. With the resident district being the appropriate “out of state number”. The Attending District would be where the student is being served.
- When a SD student is attending a MN or ND school, you would again use the O: Open Enrollment, with the resident district being the home district of the student and the attending district would be the appropriate “out of state number”.
- When a student from IA enrolls in a SD school, the resident district would be 99087. The attending district would be where the student is being served. The enrollment status of P: Tuition Paid by District would be used.
- When a SD student enrolls in an IA district, the resident district would be where the student’s resident district is, and the attending district would be “Out of State IA” 99087. The enrollment status for this is T: Tuition Paid by Other. (This pertains strictly to Alcester-Hudson & Elk Point-Jefferson)
- When a SD student enrolls in an IA district, the resident district would be where the student’s resident district is and the attending district would be “Out of State IA” 99087. The enrollment status for this is “P” Tuition Paid by District.

## 7. Does the County of Resident play an important part of funding?

**Yes.** The county that is entered is the county that the student resides in, not the county where the district is located. You will need to verify the county of all students for accuracy. This data is vital for the proper payment of State and County Apportionment.

## 8. What is the Citizenship box used for?

The citizenship is not a required field, but if you are serving any Foreign Exchange students or have any immigrant students you will want to fill in this box.

The term “Immigrant” means individuals who:

- Are aged 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 3 full academic years.

“Three full academic years: = cumulative. A student can only be considered an immigrant for three full academic years for the Title III funding purposes. If a student has attended for longer than three full academic years but is still not considered a US Citizen, continue to identify the student in Infinite Campus as an Immigrant but know that the student won’t get counted in the Immigrant count for the Title III Immigrant grant.

## 9. What is Percent Enrolled?

Percent enrolled is the percentage a student is enrolled in school. To be considered a full-time student or 100 percent enrolled, a student must be carrying a full course load. The term full course load means any student who is enrolled in at least five courses or is scheduled for a full school day. The term full school day, means the amount time in the day between the start and end of classes during an average school day. If any student is enrolled in less than five classes or does not attend school for the full school day, the student shall be reported based on the percentage of classes taken or the portion of the full school day that the student is in school.

## 10. How is Homeless Identified?

A student is identified by the Homeless Liaison in your district. Once the student is identified, the appropriate housing situation needs to be identified. If a student has been identified as homeless within a given school year, this designation SHOULD NOT be changed during the school year, even if the student is no longer homeless.

## 11. What is Unaccompanied Youth?

This is a student who lacks a fixed, regular, and adequate nighttime residence, and is not in physical custody of a parent or guardian.

12. When to use the 504 Plan checkbox?

The 504 Plan checkbox should be used to indicate any student who has an active 504 Plan. The state will primarily use this field for state assessment, accountability and federal reporting.

13. Should Districts be using the “Records Transfer Request”?

**Yes.** We highly encourage all districts that are capable of using this function to do so. This will help eliminate unnecessary data entry and ensure all student data is properly transferred from one district to another.

Another reason to use the Records Transfer Request is once the records are released to the requesting district, the date the student first entered the 9th grade will populate on the Grad Tab.

This helps to keep the data up-to-date so the correct GRAD Rates can be calculated.

14. What is the Criteria for State Aid Fall Enrollment?

- Student must be enrolled and receiving instructions on the last Friday of September.
- Student count is based on percent of day enrollment.
- Enrollment in home school is not included.
- Students assigned out of district – for whom the district pays a tuition cost – are included.
- The enrollment start date is when the student is admitted to the district; however, to be reported as 100% enrolled and included in the state aid fall enrollment, the student must have received instruction by the district on the last Friday of September. If the student is admitted but has not attended or participated in any classes, the student must have an enrollment for that day at 0%.
- Out of state students (except for open enrolled students from ND & 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.
- Count is applicable to public school districts only.

15. What is School Census Fall Enrollment?

- Students must be enrolled on the last Friday of September.
- Enrollments in home school are excluded.
- Student 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 schools are included in this count.
- Students are counted in the school in which they are enrolled (students placed out of district will be counted at the facility in which they are being served).
- Count is reported in terms of whole numbers (no decimals).
- Count is reported for all accredited and approved education programs.

16. Are Preschool Enrollments Required? (See: 24:17:01:07)

**Yes.** In order to get an accurate Fall Enrollment count, it is absolutely necessary that districts enter **ALL Preschool students** into Infinite Campus. Students not yet enrolled in Kindergarten, but are enrolled in a preschool program should be entered into Infinite Campus using the “PK” as the grade level. Students not yet enrolled in Kindergarten but who are not receiving PK services but are receiving SPED services through your school should be entered in Infinite Campus using “EC” as the grade level. In addition, **attendance must be taken for all Preschool students.**

17. When can a student be dually enrolled or have an overlapping enrollment?

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 91st 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.

18. What facilities will the state allow an overlap with?

- Short Term Group Care Facilities
  - Keystone Treatment Center – Canton – 41001
  - Chief Gall Alternative – Adolescent Treatment Center – Aberdeen – 06901
  - Our Home Rediscovery – Huron – 02002
  - Volunteers of American – Shelter Care – Sioux Falls – 49005
  - Volunteers of American – Adolescent Treatment – Sioux Falls – 49005
  - Volunteers of American – New Start – Sioux Falls – 49005

- JDC's (Juvenile Detention Centers)
  - Aberdeen JDC – 06001
  - Huron JDC – 02002
  - Pierre JDC – 32002
  - Rapid City JDC – 51004
  - Sioux Falls JDC – 49005
  - Walworth County (Selby) JDC – 62005
  - Wanbli Wiconi Tipi (Todd County) JDC - 66001

19. Where is LEP and ELL located (Limited English Proficient or Early Language Learner)

The LEP information is located on its own tab under: Index>Student Information>Program Participation. Prior to creating an LEP Record, you must first go to the Identities tab and populate the Home Primary Language. Only the Home Primary Language field is required in order to create a LEP record.

20. Is FRAM/Meal Status Required?

- **Yes.** You will find the FRAM module under: Index>FRAM>Eligibility
- Once a student is identified as receiving free or reduced meals for any given school, the designation will not change for that year.
- All free and reduced students need to be identified and entered in to Infinite Campus by October 31, 2016.

21. What State Reporting Fields Transfer with the student when a student moves from District to District?

Below are the fields from the State Reporting section of the student's enrollment that transfer/do not transfer in certain scenarios. Each field is listed below and it is stated whether the field does or does not transfer in each of the four transfer scenarios outline below.

- Homeless Status – status

- Same year, same district: TRANSFER
- Same year, different district: TRANSFER
- Different year, same district: DO NOT TRANSFER
- Different year, different district: DO NOT TRANSFER

- Migrant Indicator – checkbox

- Same year, same district: TRANSFER
- Same year, different district: DO NOT TRANSFER
- Different year, same district: DO NOT TRANSFER
- Different year, different district: DO NOT TRANSFER

- First Year in Country – checkbox

- Same year, same district: TRANSFER
- Same year, different district: TRANSFER
- Different year, same district: DO NOT TRANSFER
- Different year, different district: : DO NOT TRANSFER

- Student in Foster Care – checkbox

- Same year, same district: TRANSFER
- Same year, different district: TRANSFER
- Different year, same district: DO NOT TRANSFER
- Different year, different district: DO NOT TRANSFER

- Student of Active Military Parent – checkbox

- Same year, same district: TRANSFER
- Same year, different district: TRANSFER
- Different year, same district: DO NOT TRANSFER
- Different year, different district: DO NOT TRANSFER

- LEP – Current: Date, Status & Primary Language
  - Same year, same district: TRANSFER
  - Same year, different district: : TRANSFER
  - Different year, same district: TRANSFER
  - Different year, different district: TRANSFER
  
- Meal Status – Current: Date & Status
  - Same year, same district: TRANSFER
  - Same year, different district: TRANSFER
  - Different year, same district: DO NOT TRANSFER
  - Different year, different district: DO NOT TRANSFER
  
- Title I – Current: Date, Yes/No, All Title 1 checkboxes
  - Same year, same district: DO NOT TRANSFER
  - Same year, different district: DO NOT TRANSFER
  - Different year, same district: DO NOT TRANSFER
  - Different year, different district: DO NOT TRANSFER
  
- Unaccompanied Youth - checkbox
  - Same year, same district: TRANSFER
  - Same year, different district: TRANSFER
  - Different year, same district: DO NOT TRANSFER
  - Different year, different district: DO NOT TRANSFER
  
- Gifted Status:
  - Same year, same district: TRANSFER
  - Same year, different district: TRANSFER
  - Different year, same district: TRANSFER
  - Different year, different district: TRANSFER
  
- 504 Plan - checkbox
  - Same year, same district: TRANSFER
  - Same year, different district: TRANSFER
  - Different year, same district: TRANSFER
  - Different year, different district: : TRANSFER
  
- Citizenship Status
  - Same year, same district: TRANSFER
  - Same year, different district: TRANSFER
  - Different year, same district: DO NOT TRANSFER
  - Different year, different district: DO NOT TRANSFER

22. Are the Special Education Fields Rolled Forward for the 16-17 School Year?

**Yes,** all Special Education data was rolled forward. You will need to verify that all information is correct and that all data rolled correctly. If you find issues, please contact Teri Jung at 773-8197 or [teri.jung@state.sd.us](mailto:teri.jung@state.sd.us).

23. What is Child Count?

It is an 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.

## CHECKLIST FOR BEGINNING THE SCHOOL YEAR

### System Administration

- Verify user rights to the new school calendars and the appropriate tool rights have been assigned to staff members.
- Verify the school information (addresses, principals, etc.) are accurate and updated for the new school year.
- Verify that you have activated the new school year.

### Calendar

- Verify that the current school calendars are active and that staff members have access to the correct calendar.
- Verify that the calendar start dates and end dates for your terms are correct.
- Verify that the period minutes on the period tab match the instructional minutes that you entered on the calendar tab. When the instructional minutes for the school year are calculated, it is pulled from the instructional minutes on the calendar tab.
- Verify that a “day reset” has been done on each of your calendars. This includes Home School, Private, Sped Out of District, etc.
- Verify that all in-service days, holidays, shortened days, parent teacher conferences, etc. have been marked in each calendar. Also, verify that any adjustments made to school days have an event entered and the appropriate minutes entered in the instructional box under “Day Event”. Print off your calendars and make sure that you have scheduled enough required instructional minutes.

### Census

- Verify that the students have an enrollment record for the current school year that begins on the first day of school
- Verify that the enrollment records for the past school year have an end date and an end status. Students who have transferred over the summer should have their enrollment for the new school. The start and end date should be the first day of school. Also, if they transferred out of your district, please change the end status on the prior enrollment.
- Verify all school/district defined and state information has rolled forward correctly
- Verify that all Special Education records have rolled correctly.
- Verify that the resident and serving districts are correct in the enrollment record, along with the counties.
- Verify that all Foreign Exchange students are marked accordingly. Remember to update all FRAM eligibility in the FRAM Module. The deadline for having this information entered is October 31, 2016.
- There are several ad-hoc reports that the State has pushed down to the districts. Run these reports to help you verify your data.

## Infinite Campus and DOE Trainings

We are pleased to announce that we will be holding our 3rd New to Infinite Campus Training class on August 10th from 8 AM – 5 PM (CT) at the Ramkota (Gallery B) in Pierre. If you have any new (or fairly new) personnel who will be responsible for data entry into Infinite Campus, this is your opportunity to have them receive free training on the system. The “New to Infinite Campus Training” will be conducted by members from the Infinite Campus Advisory Group, Deb Frederickson – Watertown, Martin Sieverding – Menno, Denise Cavigielli – Sioux Falls, and Theresa Crawford – Brookings.

The Department of Education, along with Infinite Campus, will be holding our annual State Reporting/Infinite Campus User Group Training the week of September 12th. The fall training schedule is as follows:

September 13th, 2016 Mitchell Technical Institute – Mitchell 8:00 – 5:00  
September 14th, 2016 Lake Area Vo-Tech – Watertown 8:00 – 5:00  
September 15th, 2016 Visitors Center – Pierre 8:00 – 5:00  
September 16th, 2016 University Center – Rapid City 8:00 – 5:00