NEW TO INFINITE CAMPUS TRAINING
AUGUST 9TH, 2022
9:00 AM TO 5:00 PM
INFINITE CAMPUS ADVISORY BOARD

- Deb Fredrickson  Watertown School District
- Denise Cavigielli  Sioux Falls School District
- Martin Sieverding  Menno School District
- Courtney Van Zee  Miller School District
- Tracey Christensen  Mitchell School District
- Scott Sinclair – Client Relationship Manager – Infinite Campus
STEP 1: CREATE SCHOOL YEAR
STEP 2: CREATE NEW SCHOOL CALENDAR

- Check previous Calendar
- Use to create new calendar
USE WIZARD TO ROLL CALENDAR

Calendar Wizard

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 schedule names in the new calendar.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow
GIVE YOURSELF RIGHTS!
CALENDAR SET-UP

- Check each heading for content
- Make sure all grade levels needed are present
- Schedule Structure: Main (need something)
- Set your terms (we call our terms, some quarters, some trimesters) Need dates from administration for this. The more dates and times you have ahead of time, the BETTER it is!
# Terms in Calendar

### 14-15 Watertown High School

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Grade Levels</th>
<th>Schedule Structure</th>
<th>Terms</th>
<th>Periods</th>
<th>Days</th>
<th>Overrides</th>
</tr>
</thead>
</table>

#### Term Schedule/Terms Editor

**Name**

**Terms**

#### Term Schedule Detail

<table>
<thead>
<tr>
<th>*Name</th>
<th>Primary</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Term Detail

<table>
<thead>
<tr>
<th>Name</th>
<th>Sequence</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>1</td>
<td>08/20/2014</td>
<td>10/22/2014</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>10/23/2014</td>
<td>01/08/2015</td>
</tr>
<tr>
<td>X</td>
<td>3</td>
<td>01/09/2015</td>
<td>03/13/2015</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>03/16/2015</td>
<td>05/20/2015</td>
</tr>
<tr>
<td>Add Term</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Periods in Calendar

## 10-16 Campus High School

### Period Schedule/Periods Editor

<table>
<thead>
<tr>
<th>Name</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

### Period Schedule Info

<table>
<thead>
<tr>
<th>Name</th>
<th>Sequence</th>
<th>Instructional Minutes</th>
<th>School Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>335</td>
<td>390</td>
</tr>
</tbody>
</table>

### Period Info

<table>
<thead>
<tr>
<th>Name</th>
<th>Sequence</th>
<th>Start Time</th>
<th>End Time</th>
<th>Lunch Time</th>
<th>Non-Instructional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>07:15 AM</td>
<td>07:55 AM</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>08:00 AM</td>
<td>08:55 AM</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>09:00 AM</td>
<td>09:55 AM</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>10:00 AM</td>
<td>10:55 AM</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>11:00 AM</td>
<td>12:30 AM</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>12:35 PM</td>
<td>01:30 PM</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>01:35 PM</td>
<td>02:30 PM</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>02:35 PM</td>
<td>03:40 PM</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
DAY RESET

- Once you have terms and periods, you need to do a Day Reset.
- Do not be concerned about the warning—it needs to be done!
- Here is where you should set the calendar to the actual start day, first day of school.
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
05/26/2016

Duration
0

Fill Missing Days Only
✓

Mon
✓

Tue
✓

Wed
✓

Thu
✓

Fri
✓

Sat

Sun

Create Days
There is no limit to the number of times you can roll students
Make sure as students leave, you end their enrollments (do not delete)
After all enrollments are done (usually summer), clean up enrollments with enrollment cleanup wizard (system admin/student)
COURSE/SECTION SET UP

- Make sure all courses needed are present
- Do a search, course section in pull-down
COURSE SETTINGS

Course

CourseID: 22835

*Number: 120081

*Name: Algebra I

Subject Type

State Code

Department: Mathematics

Schedule Load Priority

Max Students: 30

GPA Weight: 1

Type: E: Elective

Activity

Home: Y

Allow student requests

Allow teacher requests/recommendations

Repeattable

Attendance

Online Learning

Required

Transcript

Sections to Build

Terms: 2

Schedules: 1

Periods: 1

Sections to Build: 6

Standards-based

Active

Description

Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.
COURSE SETTINGS

- Set from left to right on the heading
- Sections: check to see right number of sections, correct teacher
- Grading tasks: Make sure these are set—teachers will be lost without them (be especially careful of changes or additions)
- **Grading tasks (choose default score group for teachers)** This is one area I see a lot of errors in. Cannot mix grading scales in a course!
COURSE SET UP

- Standards: depends on school
  - Can use built in standards
  - Can write your own (Watertown has as “I can statement”)
  - Leave grading/posting open all term or just at end?
  - Lots of work to do on back side to get set up
COURSE SET UP CONT.

- Composite Grading: Admin set or teacher?
  - Works either way, but help staff set up if their choice so they understand what they want Vs. what they say
- Course rules are for scheduling—may or may not have them
- Fees: if you use them, add them here
Click on a section name
Notice the setting—check marks for terms very important

Options: Lunch count, display name (will show in portal and on report cards), room number, skinny sequence, new—online over-ride, max number students
SECTION SET UP

- Staff history—use for new instructor or to add more (inclusion, team teaching, student teachers, Multi-district, etc)
- Grading by task and grading by student—can help staff here with posting if need be
- Roster—shows who is in the course
- Roster Set-up tab (use until school starts)
- Roster Copy can be your best friend
Why have user groups?
- Giving calendar rights
- Helpful in scheduling
- This can save you TIME!
- Use the groups to build Ad Hoc reports for staff
  - Always make yourself a copy and save it to your account
- Edit and view rights
- Membership summary
GROUPS

- Never remove people from Campus
  - Only remove their rights
- Are you a Campus Administrator?
  - Add yourself to the groups
  - Refresh your rights after each update
**USER SECURITY**

- **User Groups**
  - User groups can be used to consistently assign rights across the district.
  - Under System Administration, User Security, User Groups, select **Create a New User Group**
  - On the **Tool Rights** tab, select the appropriate user tools

- **Calendar Rights**
  - Calendar rights determine the schools and years a user or group of users can see. These should be assigned to a group that does not have tool rights.
  - Assign the appropriate calendar year and school on the **Calendar Rights** tab. The modify checkbox determines read or inquiry only rights for the specified calendar.

- **User Accounts**
  - User accounts can only be created after a person record has been created. Each user should be assigned to the appropriate tool groups and calendar groups.
What is an Ad Hoc?
AD HOC (SIMPLE)

- Simple Query that allows you to pull information out of Campus
- Robust or as simple as you need
- Save to your account or save to groups
- Understanding the data base
  - Easier said than done, patience and experimentation
AD HOC

- Samples Watertown Uses:
  - nurses
  - Beginning year picture lists for vendors
  - Ethnicity
  - Lists for elementary admin assistants (school reach, perfect attendance, etc)
  - Student list for ICU Database
  - Attendance desk for school reach calls
  - ETC, too many to mention
\[20 = (v) \sin (35) + \frac{1}{v} \left( 0.5 (-1.8) \right) + \frac{1}{2} \left( -1.8 \right)^2\]

\[v^2 = (\sin (35)^2) + (15.9^2)\]
CENSUS

- Create Household
- Use Census Wizard
- People
- Address/Contact Information
- Relationships
- Creating New Identity
- Former Student as Staff or Parent
- Staff Employment/Assignment Records
CREATE HOUSEHOLD

- Census >> Add Household
- Always do a Household Search
- Avoid creating a duplicate
- Then click “New Household”
CREATE HOUSEHOLD

- Household name and Phone number
- Naming Convention
- Click Save
CREATE HOUSEHOLD

- Household created
- No members
- No addresses
ADD AN ADDRESS TO HOUSEHOLD

- Click on Address tab
- Search for address – then Create New
- Add pertinent information
<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Office Box</td>
<td>Indicates the address is not a physical location but a mailing location.</td>
</tr>
<tr>
<td>Number</td>
<td>House Number of the address, or Box number if the address is a P.O. Box address. In the address 7750 South Barstow Street NE, My Town MN 55555, 7750 is the number. Only enter the number of the address.</td>
</tr>
<tr>
<td>Prefix</td>
<td>Direction of the street in the address. In the address 7750 South Barstow Street NE, My Town MN 55555, South is the prefix.</td>
</tr>
<tr>
<td>Street</td>
<td>Name of the street. In the address 7750 South Barstow Street NE, My Town MN 55555, Barstow is the street name. Enter only the name of the street.</td>
</tr>
<tr>
<td>Tag</td>
<td>Label of the entered street - Avenue, Street, Blvd., etc. In the address 7750 South Barstow Street NE, My Town MN 55555, Street is the tag. Enter only the tag in this field.</td>
</tr>
<tr>
<td>Direction</td>
<td>Direction indicating the placement of the street within the city limits. In the address 7750 South Barstow Street NE, My Town MN 55555, NE is the direction. Enter only the direction in this field.</td>
</tr>
<tr>
<td>Apt</td>
<td>Apartment number if this address is for an apartment building location. In the address 7750 South Barstow Street NE, Apt. 101 My Town MN 55555, 101 is the Apartment number.</td>
</tr>
<tr>
<td>City</td>
<td>Postal city for the address.</td>
</tr>
<tr>
<td>State</td>
<td>Two-digit state code for the address.</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Postal zip code (plus 4 if available).</td>
</tr>
<tr>
<td>County</td>
<td>County in which the address is located.</td>
</tr>
</tbody>
</table>
ADD AN ADDRESS TO HOUSEHOLD

- Add a Start Date on the next screen and click Save
ADD MEMBERS TO HOUSEHOLD

- Click on Members tab
ADD MEMBERS TO HOUSEHOLD

- Click Members tab
- Then click Find New Member

Note: Always search before creating a new person
ADD MEMBERS TO HOUSEHOLD

- Do a search – only last name is required
- Click on person to add or Create New Person
ADD MEMBERS TO HOUSEHOLD

- If adding existing person
- Add start date and other information
- Click Save
ADD MEMBERS TO HOUSEHOLD

- If Create New Person
- Add required and other information
- Click Save
ADD MEMBERS TO HOUSEHOLD

- Still must add start date
- Click Save
- Need to set up relationships
- Census>>Person do a search
- Click on Relationship tab
- Check boxes for communication
RELATIONSHIP SHORTCUT

- See step 3 in Census Wizard
ADD PERSON TO A SECONDARY HOUSEHOLD

- Census>>People  do a search
- Click on Households tab
- Click New Household Membership
- New Window – Search for household or Create New
- Be sure to mark as Secondary or it will replace the Primary
- Set Relationships
The next section explains adding items to the Census prior to creating a Household. You can then use the Census Wizard to create the Household and add the Address and People to that Household.
ADD PERSON TO CENSUS

- Census>>Add Person
- Always search BEFORE you create new
ADD PERSON TO CENSUS

- Add required and other information
- Click Save
ADD PERSON TO CENSUS

- Repeat as needed
- For students and future students
  - Add Birthday during process
  - Does not connect with Household yet
ADDING AN ADDRESS

Census>>Add Address

- Notice: We do a search first
- If no results, click New Address
ADDING AN ADDRESS

Note: Check box if number is PO Box

Fill in information and click Save
<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Office Box</td>
<td>Indicates the address is not a physical location but a mailing location.</td>
</tr>
</tbody>
</table>
| Number        | House Number of the address, or Box number if the address is a P.O. Box address.  
In the address 7750 South Barstow Street NE, My Town MN 55555, 7750 is the number. Only enter the number of the address. |
| Prefix        | Direction of the street in the address.  
In the address 7750 South Barstow Street NE, MyTown MN 55555, South is the prefix. |
| Street        | Name of the street.  
In the address 7750 South Barstow Street NE, My Town MN 55555, Barstow is the street name. Enter only the name of the street. |
| Tag           | Label of the entered street - Avenue, Street, Blvd., etc.  
In the address 7750 South Barstow Street NE, My Town MN 55555, Street is the tag. Enter only the tag in this field. |
| Direction     | Direction indicating the placement of the street within the city limits.  
In the address 7750 South Barstow Street NE, MyTown MN 55555, NE is the direction. Enter only the direction in this field. |
| Apt           | Apartment number if this address is for an apartment building location.  
In the address 7750 South Barstow Street NE, Apt. 101 My Town MN 55555, 101 is the Apartment number. |
| City          | Postal city for the address.                                             |
| State         | Two-digit state code for the address.                                    |
| Zip Code      | Postal zip code (plus 4 if available).                                   |
| County        | County in which the address is located.                                  |
ADDRESS NOTES

- Do not delete Addresses
- End date instead to preserve historical data
- Mark additional addresses as Secondary
  - If you do not, it will end date primary address
  - Necessary if household has 2 or more residences
  - Necessary if household has PO Box and street
- Mark Private if address should not be given to 3rd party mailing lists
## Census Wizard

- Census>>Census Wizard

### Census Wizard

**Step 1 - Assemble New or Select Household**

- This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, people, or addresses.
- To edit a household, simply click on the Household name in the search results.
- To assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street, you can create and link in a new address in.
This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, people or addresses. To Edit a household, simply click on the Household name in the search results.

- To Assemble a new household, select people and/or addresses in the search results.
- If you enter a first and last name, you can create and link a new person into the household. If you enter a house number and street, you can create and link a new address into the household.
CENSUS WIZARD

- Search by Person, Address, or Household
- To create new household, you must add people to the census first
- If unsure about household name, search that first
CENSUS WIZARD

- Search for person
- People listed on the left
- Click any to include in new household
- Clear Name and Search for Address
- Click to add to New Household
- Click Continue – Step 2
CENSUS WIZARD

- Add Household Name/Phone Number
- Add Start Date for Address and All Members
- Mark Address for Private, Secondary, and Mailing as appropriate
- Click Save & Continue – Step 3
- Set Relationships, Start Date, Guardian, Mailing, Portal, etc.

Note: Guardian, Mailing, Portal, and Messenger are NOT Sibling to Sibling

Click Save & Done
WHAT ABOUT THOSE BOXES?

- Guardian – authority to make decisions on behalf of the student
- Mailing – receive addressed reports to his/her attention
- Portal – access to portal information of person being viewed
- Messenger – considered a messenger contact for person
- Private – contact information will not be printed in reports
Census >> People do a search
- Click Relationships tab
- Click New Non-Household Relationship link
- Search by last name or Create New
- Set up Relationships, Start Date, check boxes
- Examples Grandparents, Babysitter
FOREIGN EXCHANGE STUDENT

- Census >> Person or Student Information >> General
- Enrollment tab
- State Reporting Fields
- Citizenship drop-down menu
NEW IDENTITY

- Never delete an identity unless it is completely wrong, and NOTHING is attached to it
- Census>>People Identities tab
- Marriage, adoption (changed last name)
FORMER STUDENT NOW STAFF OR PARENT

- Find the student's state ID number and copy and paste that into the Comments Section on the Demographics tab. This way you will have it for your records.
- Go to their census page and take out the Student number and save. If the State ID number is grayed out, you will need to submit a ticket to Support so they can update on the backend.
- Go to their enrollment record to see when their end date was for graduation and make that the end date as a member to their parent's household.
- Go to the relationships tab and uncheck all parent/guardian information to the former student and their guardians.
- Delete any dr. or emg contact relationships from when the former parent was a student and no longer needed.
- You can keep the history of the parent household and the relationship history of parents/grandparents/siblings.
- If the former student has a new name, go to the Identities Tab and click on New and type in the new name and comment as to why.
- Make a new household for this former student and their new child and setup like any other household.
STAFF – EMPLOYMENT/ASSIGNMENT

- Census>>People
- District Employment Tab – Start Date
- District Assignment Tab – School, Start Date, and Title for each assignment (high school, middle school, elementary school)
CAMPUS COMMUNITY

- [https://kb.infinitecampus.com/help](https://kb.infinitecampus.com/help)

- To find information on any part of the Campus Tools section
ENROLLING STUDENTS

- First time enrollment
- Using the Student Locator
- Creating New Student
- Enrollment Roll Forward
- Enrollment End Batch
- Enrollment Cleanup Wizard
- New Enrollment History
- Foreign Exchange Students
FIRST TIME ENROLLMENTS

- Potential student is under a Household in the Census
- Click on student name
- Click on Enrollment tab
- Click on New

This student has not been assigned a stateID. Would you like to be directed to the student locator to search for/assign this student an ID?
STUDENT LOCATOR

- Student Information >> Student Locator
STUDENT LOCATOR

- Provide first and last name and gender
  - Avoid nicknames
- If you know State ID use that.
- Mouse-over each result to see last enrollment
- Match birth dates
- Be sure of identity – avoid duplications
- If match use – if not Create New Student
CREATE NEW STUDENT

- Student Number – locally generated   State ID – state assigned
- At minimum include all information marked red
CREATE NEW STUDENT

- Include all necessary information
- When complete click SAVE at the top
ENROLLMENT ROLL FORWARD

- Do this during prep for new year
- Create new calendars before you roll
- Roll multiple Grades of students
- Roll from one calendar to another
  - Middle School to High school
- Can do multiple times
  - Repeat if new students enroll
System Administration>>Students>>Enrollment Roll Forward
Enrollment Roll Forward

A district should have rolled their calendars using the Calendar Wizard before using this tool. This tool is safe to run repeatedly. If a student has already been promoted into the next calendar, it will not roll them again. It is assumed that each student should be rolled only once. Where the student is rolled is determined on the logic described below. Run this in test mode to preview which students will roll forward and where they will roll.

1.) The new enrollment start date will be the first instructional day in the calendar unless a date is specified.

2.) Only students without an End Date on their enrollment in the source calendar/grade will roll into a new calendar/grade unless the option to roll students whose end dates match the last day of the last term is selected. With that option, if an enrollment end date matches the last day of the term in any term schedule, the student will roll. It is always best to roll your students before ending their enrollments. Dropped students will not roll.

3.) If the destination calendar has multiple schedule structures with the same grades, the destination will have to be selected manually.

4.) Any students that have Future Enrollment information in their enrollment will be rolled directly into the calendar and grade specified. Use this to retain or demote students. These students will be excluded from any of the following logic.
5.) Sequence numbers must be assigned to all grade levels in all calendars. A student will be promoted to the next number in the sequence: Grade 09 with a sequence of 9 will be promoted to Grade 10 with a sequence of 10. Grade Levels with sequence 0 will be ignored. Students are assumed promoted unless flagged as retained or demoted on their enrollment. The tool will increment the grade sequence and look for next year's calendar in the same school.

6.) If a student needs to be promoted to a new building and the student's address contains a School Boundary mapping, the new building will be selected from the mapping information.

7.) If the student does not meet any of the conditions above, they will not automatically roll forward without a destination calendar, structure, and grade selected. These include 0 sequenced grades and building promotion where multiple schools provide the promotion grade. These students should be rolled independently of a district-wide roll.
I do a separate roll for students changing calendars.

Check and double check to make sure you are sending the correct students to the correct school

Be sure you do your final roll BEFORE you end date students!
ENROLLMENT END BATCH

- Done at end of school year
- After all other actions (grades, attendance)
- Will NOT change already populated data
- Process graduating students separately
- End date for seniors is last day of school calendar NOT their last day
- Diploma date can be last day or graduation day
**ENROLLMENT END BATCH**

- System Administration >> Student >> Enrollment End Batch

<table>
<thead>
<tr>
<th>Select Calendars</th>
<th>Select Fields to Fill</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-14 Campus Elem: 1-5</td>
<td>End Date</td>
</tr>
<tr>
<td>13-14 Campus Elem: KG</td>
<td>End Status</td>
</tr>
<tr>
<td>13-14 Campus Middle School</td>
<td>End Action</td>
</tr>
<tr>
<td>13-14 Campus High School</td>
<td>Graduation</td>
</tr>
<tr>
<td>13-14 Campus K-6</td>
<td>Diploma Date</td>
</tr>
<tr>
<td>13-14 Alternative Learning Cen</td>
<td>Diploma Type</td>
</tr>
<tr>
<td>13-14 Campus University</td>
<td>Diploma Period</td>
</tr>
<tr>
<td>12-13 Campus Middle School</td>
<td>Post Grad Location</td>
</tr>
<tr>
<td>12-13 Campus High School</td>
<td>Post Grad Plans</td>
</tr>
<tr>
<td>12-13 Campus K-6</td>
<td></td>
</tr>
<tr>
<td>12-13 Campus University</td>
<td></td>
</tr>
<tr>
<td>12-13 Day Rotation</td>
<td></td>
</tr>
<tr>
<td>12-13 Multiple Terms</td>
<td></td>
</tr>
<tr>
<td>12-13 Modified Block</td>
<td></td>
</tr>
<tr>
<td>CTRL-click and SHIFT-click for multiple</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Grades</th>
<th>Select Ad Hoc Student Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>KG PK</td>
</tr>
</tbody>
</table>
ENROLLMENT END BATCH

- All Students – End Date, End Status, End Action
- Graduates – Diploma Date, Diploma Type, Diploma Period
- Can change individual students under their Enrollment tab
ENROLLMENT CLEANUP WIZARD

- Will remove next year’s enrollments created with the Enrollment Roll Forward tool
- If previous enrollment was ended prior to last day of school OR
- If student fails to meet Student Assignment requirements for next year’s enrollment
System Administration >> Student >> Enrollment Cleanup Wizard
NEW ENROLLMENT HISTORY

- Under Student Enrollment Tab
- Manually insert enrollment records from other schools
- Such as 9th Grade
  - Must have to trigger the NCLB Cohort End Year
  - Check with previous school for verification of date
## NEW ENROLLMENT HISTORY

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Fees</th>
<th>Lockers</th>
<th>Graduation</th>
<th>Athletics</th>
<th>Ad-Hoc Letters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>Enrollments</td>
<td>Schedule</td>
<td>Attendance</td>
<td>Flags</td>
<td>Grades</td>
</tr>
</tbody>
</table>

### Enrollment Editor

<table>
<thead>
<tr>
<th>Edit</th>
<th>Grade</th>
<th>Type</th>
<th>Calendar (Schedule Name)</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>P</td>
<td>13-14 Campus Middle School (100%)</td>
<td>09/03/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>P</td>
<td>12-13 Campus Middle School (100%)</td>
<td>09/04/2012</td>
<td>06/30/2013</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>P</td>
<td>11-12 *Campus Middle School (100%)</td>
<td>07/01/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>P</td>
<td>10-11 *Arthur Elem (1-5) (100%)</td>
<td>07/07/2010</td>
<td>12/20/2010</td>
<td></td>
</tr>
</tbody>
</table>

### Enrollment History

- **Calendar Name**: *P* (Primary)  
- **Grade**: NCES Grade

**Start Date**:  
- **Start Status**: Current Student
  - **Start Comments**:

**End Date**:  
- **End Status**:
  - **End Comments**
NEW ENROLLMENT HISTORY

- Calendar Name = Previous School Name
- Grade and Start Date, End Date if appropriate
STUDENT TRANSFERS

- Initiating a student records transfer
- The process Inbox
- Student Records Transfer
- Completing the process
STUDENT TRANSFERS

- Student Information >> General >> Records Transfer Tab
- Click “New State Transfer Request”
- Information sent directly to previous school
- Must be exact student match
- Contact school as a courtesy
- Everything you wanted to know about records transfers:
  - https://kb.infinitecampus.com/help/student-records-transfer/
When District is ready to approve the release
COMPLETING THE PROCESS

You may print documents or run the import wizards.
STUDENT RECORDS TRANSFER

- System Administration >> Data Utilities >> Student Records Transfer
- Find all transfers in and out

<table>
<thead>
<tr>
<th>Transfers</th>
<th>Request Date</th>
<th>Name</th>
<th>Status</th>
<th>Requesting District</th>
<th>Releasing District</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/14/2003</td>
<td>Knutson, Cole</td>
<td>released</td>
<td></td>
<td>Tea Area School District 41-5</td>
<td>Menno 33-2</td>
</tr>
<tr>
<td>08/04/2003</td>
<td>Funk, William</td>
<td>request</td>
<td></td>
<td>Scotland 04-3</td>
<td>Menno 33-2</td>
</tr>
<tr>
<td>08/04/2003</td>
<td>Christian, Ray</td>
<td>released</td>
<td></td>
<td>Freeman 33-1</td>
<td>Menno 33-2</td>
</tr>
<tr>
<td>08/14/2014</td>
<td>Schumacher, Ashley</td>
<td>released</td>
<td></td>
<td>Menno 33-2</td>
<td>Freeman 33-1</td>
</tr>
</tbody>
</table>
STUDENT ROSTER SETUP

- Schedule Wizard available for use
  - https://kb.infinitecampus.com/help/schedule-wizard

**Roster**

- Roster Setup
- Walk-In Scheduler
- Moving students’ mid-year
ROSTER COPY

- Scheduling>>Roster Copy
  - Copy from one year to another or one calendar to another
ROSTER SETUP

- Scheduling >> Courses >> Section >> Roster Setup
- Add students and/or Copy Sections within a year or calendar
ROSTER SETUP

- Scheduling>>Courses>>Section>>Roster Batch Edit
  - Cannot add students
  - Can End Date, mark to Repeat or mark No Credit
WALK-IN SCHEDULER

- Student>>Counseling>>General>>Schedule Tab
WALK-IN SCHEDULER

- Mid-Term adjustments
- Add start or end date
- Once completed use Messenger to send information to affected teachers

https://kb.infinitecampus.com/help/walk-in-scheduler
MOVING STUDENTS MID-YEAR - PROCESS

- **DO NOT DELETE**
  - Loss of data (grades, attendance, etc.)
  - Add student to new section using Roster Setup
  - Use Walk-In Scheduler to apply Start/End date
    - End previous on today’s date
    - Start new on tomorrow’s date
  - Newly enrolled appear Green for a time
  - Dropped appear Red
ATTENDANCE

- Admin Setup
- Daily Attendance – Teacher
- Daily Attendance – Office
- Finalizing Attendance
- Attendance Letters
- Attendance Messenger
- System Administration >> Attendance >> Attendance Codes
  - Add more attendance codes
ADMIN SETUP

- System Administration >> Attendance >> Excuse Code Copier
- Copy attendance codes to multiple calendars
ADMIN SETUP - CLASSES

- Scheduling>>Courses>>Course Tab
  - Check box for Attendance

![Image of course setup interface]
SIDE NOTE - LUNCH

- Scheduling>>Courses>> course section
  - Checkbox for Lunch and/or Milk count
ATTENDANCE - OFFICE

- Steps
- Check attendance via Daily Attendance
- Print Call Sheet
- Process student attendance
- Save

https://kb.infinitecampus.com/help
ATTENDANCE - OFFICE

- Attendance>>Daily Attendance

![Daily Attendance Screenshot]
Daily attendance displays the student's name (last name, first name, middle name), student ID, and grade level of enrollment.

Attendance Summary Section:
- Change attendance date
- Display the current day and period schedule
- Ad hoc filter option allows selection of a set of students
- Color-coded attendance excuses

Periods of the school day, based on the assigned period schedule in the school calendar.

Selecting an excuse displays specifics about that attendance entry. Details also appear in a hover box.

Hovering over a student's name displays the student's homeroom teacher if the course is marked as a homeroom course.

If the student is actively enrolled in multiple homerooms, both homeroom teachers display.

When selecting Details, the Person Summary Report displays, listing the student's relationships and households.

Hovering over a blank cell displays the teacher's name and course for that period.
- Click any Attendance mark for a particular student
- You can add Attendance Code, Present Minutes and Comments
- Fill Down

**ATTENDANCE INFORMATION**

Date: 10/27/2014

<table>
<thead>
<tr>
<th>Period Code</th>
<th>Status</th>
<th>Excuse</th>
<th>Present Minutes</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Absent</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Absent</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Absent</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

--- Cannot record attendance. Student is not scheduled or course doesn’t take attendance.
Add Attendance prior to an event

Student Information>>General>>Attendance Tab
- Attendance>>Attendance Wizard
- Search for students, choose one or many
- Enter attendance for day or period specific
- Batch – for a specific period of time
- Choose one and additional instructions appear at bottom
ATTENDANCE LETTERS

- Attendance>>Attendance Letter Wizard
- Walks through the process

Type – Period Marks or Course Marks allow you to eliminate course sections
Type – Whole/Half Day Absences, Exact Day Absences, and Single Day Count do not
Attendance Type – Attendance Code (AE – Absent Excused, DR – Doctor)
Attendance Type – StatusExcuse differentiates Excused and Unexcused
Attendance Letter Wizard example

Can weight each type of status
To determine a total Qualification Criteria for Letter
ATTENDANCE LETTER

- Attendance Letter Wizard –
- Format Letter

Note the additional information included in the letter by default.

Note – The “Organized To” so, you can save for others to use.
ATTENDANCE LETTER

- Printing letters
- Attendance>>Attendance Letter
  - Choose letter template
  - Click Preview and Print
  - Shown a list of students affected
  - Print
ATTENDANCE MESSENGER

- Attendance>>
- Attendance Messenger

1. Choose Grade, Status (Absent/Tardy, Excuse (Excused/Unexcused, and Minimum Periods
2. Apply Ad Hoc Filter if appropriate
3. Add Date
4. Language Preference
5. Inbox and/or Email
6. Create message
7. Save template
ATTENDANCE MESSENGER

- Set Deliver Date and Time
- Preview/Send
- Attendance>>Attendance Messenger Scheduler
- Based on Template created in Attendance Messenger
- Choose specific calendar affected (EL, MS, HS)
- Run Daily, Weekly, Monthly,

![Image of Attendance Messenger Scheduler interface]
Denise Cavigielli
** Locker Maintenance **

- Lockers, locker locations and combinations can be update or added under System Administration->Lockers->Locker Resources

** Locker Batch End Wizard **

- Use the Locker Batch End Wizard located under System Administration->Lockers->Locker Batch End Wizard to end locker assignments for last year’s students. Note the Locker Effective Date should be a date when students would still be assigned to lockers (typically the last day of school).
LOCKER MAINTENANCE

Combination Rotation
- Rotate the combination number sequence using the Combination Rotation Wizard located under System Administration->Lockers

Locker Schedule Wizard
- Use the Locker Schedule Wizard located under System Administration->Lockers to assign students to lockers.
PARENT PORTAL ACCOUNTS

- Use the tools in the Batch and Import Wizards located under System Administration-> User Security to create parent/guardian accounts or create a message to send to parents to create their own account.
Portal Preferences

- Portal preferences allow districts to choose what features are available to parents in the portal view. Preference setup is located under System Administration-> Portal->Preferences. The preferences are specific to each school.
Report Preferences

- Report preferences allow districts to configure schedule, report card and transcript reports. Preference setup is located under System Administration-> Preferences->Reports.
- Reports can be rolled forward each year using the Report Roll Forward tool.
PREFERENCES CONT.

Photo File Export

- Use the Photo Export option under System Administration->Student to create a student file for photography company use.

Photo File Export

- Use the Photo Import option located under System Administration->Photo Import to load student photos from photography companies.
Eligibility

- Free/reduced eligibility is located under FRAM->Eligibility

Reports

- Eligibility reports and Lunch Count reports are located under FRAM->Reports. If teachers update the lunch counts in their tools, a report can be run for the total lunches requested for the day.
Use the Campus Instruction Control Center to quickly take attendance or score assignments for sections.

- Clicking on the student icon will allow you to quickly take attendance for students.

- Clicking on the tablet icon will allow you to navigate to assignments that need to be scored.
Creating Categories

- Click on the Settings chevron (expansion arrows) directly to the right of the Control Center.
- Click on Categories.
- Click on the Add button.
- Type a descriptive name for the new category in the Name field (example: Assessments).
- Enter a weight for this group in the Weight field (optional). If you do not weight your groups, leave it at 0. No decimal or percentage is needed.
- Enter the order in which the category should appear in the Sequence field. (Optional) This number will determine the order in which the groups and assignments appear on reports.
- Select the checkboxes to activate the following choices (Optional)
  - **Exclude this category from calculation**: This means the assignments in this group will not count for the overall grade. This may be an option if you want to enter student’s assignments or daily work but you do not want to calculate the assignments in the student's overall grade.
  - **Drop lowest score**: This will automatically exclude the lowest score (by percentage). As you enter scores, the lowest score will be dropped. **Important**: If using this option, it must be checked at the beginning of the term; the calculation begins on the date the box is checked.
- Select the Section(s) in which to place the category.
- Click Save.
Setting Grade Calc Options

- Grade Calc Options determine how the student's in-progress grade or proficiency estimate is calculated. Calc options are different for grading tasks and standards.

- Select Composite to set weights on each grading task to calculate the overall grade. For example, quarter 1 and quarter 2 each weighted at 50% to arrive at a semester grade. This should be used only for grading tasks, not standards.

- Select Rollup to calculate a grade for a parent standard based on the scores for child standards. This option is used for standard based grading.

- Select the Type of grade the student will receive. In-Progress Grade is typically used for grading tasks. Proficiency Estimate (Rubrics) is used for standard based grading.

- If grade Type is In-Progress, select an appropriate Grading Scale. Then chose any optional setting.
  - **Weight Categories** – this weights the values entered for the category in the calculation.
  - **Use Scores’s % Value** – this calculates the grade based on the percentage of points earned rather than the raw point value.
  - **Limit Assignments to Last** - Limits all In Progress and Proficiency Estimate calculations to the most recent scores of a specified number of assignments.
  - **Cumulative Grading Starting** - Calculates In Progress and Proficiency Estimates across multiple terms in the school year, beginning with the selected term.
Setting Grade Calc Options Cont.

- If grade Type is Proficiency Estimate, select an appropriate Method.
  - **Power Law** - The Power Law calculation approximates a student's proficiency by taking their scores and determining a trend line through a linear regression to the model $y = mx^b$.
  - **Highest Score** - Highest Score reports the student's estimated proficiency as the highest score entered.
  - **Mode** - Mode reports the student's estimated proficiency as the most frequently occurring score amongst scores. Enter a value in “Limit Assignments to Last” to specify how many scores to calculate the mode from.
  - **Most Recent** - Most Recent reports the student's estimated proficiency as the score from their most recently graded assignment.
  - **Mean** - Mean reports the student's estimated proficiency as the average score amongst scores. Calculations are based on the Mean % Value entered on the rubric.
  - **Decaying Average** - Decaying Average reports the student's estimated proficiency as the average score amongst scores by giving recent scores more weight than older scores. Calculations are based on the Mean % Value entered on the rubric.
  - **Limit Assignments to Last** - Limits all In Progress and Proficiency Estimate calculations to the most recent scores of a specified number of assignments.
  - **Cumulative Grading Starting** - Calculates In Progress and Proficiency Estimates across multiple terms in the school year, beginning with the selected term.

Chose any optional setting using the checkboxes to activate the following choices (Optional)

- **Limit Assignments to Last**: This limits the grade calculation to the most recent x number of assignments.
- **Cumulative Grading Starting**: Calculates the proficiency estimate across multiple terms in the school year, beginning with the selected term.
Click on the +Add button located in the top menu bar of Campus Instruction under Gradebook.

In the **Assignment Name** field, enter a descriptive name for the assignment (50 characters or less).
In the **Abbreviation** field, type an abbreviation for the assignment (5 characters or less).

Under **Section**, choose the section this assignment should be associated with. Additional sections can be added using the Add/Remove button below the section listed.

Choose the appropriate category to align the assignment to under the **Category** drop-menu.

Choose the **Standard/Grading Task** that applies to this assignment. Additional tasks or standards can be added using the Add button below.
MISSING ASSIGNMENT
Assignment scoring can be accessed through the Control Center, Gradebook or the Assignment Overview.

Enter scores for an assignment in the appropriate column, based on the scoring options selected for that assignment, such as points or rubrics. Use the Arrow, Tab and Enter keys to navigate among the score cells.

**Flag Assignments**
- Assignments can be flagged as Turned In (T), Missing (M), Late (L), Incomplete (I), Cheated (Ch), Exempt (X) or Dropped (D).
- Enter a comment to attach to the score in the **Comment** box (optional). Comments can be up to 255 characters in length. If you enter a comment on a score, a red indicator displays in the top right corner of the score grid. Hovering over the score displays the comment.

**Fill Options:** Use the fill options for an assignment to save time entering scores or proficiency levels. Click the **Fill Scores/Comments** link. This will open the Fill Scores/Comments window.
- Indicate whether you want to fill **Scores**, **Comments** or both using the checkboxes. Enter the score and/or comment to add. Then select which students should be given the score and/or comment.
- Click **Fill** to fill scores and/or comments.
POSTING GRADES IN GRADE BOOK

- Open the **Grade Book** and select the desired section (course) from the **Section** drop down box.

- To post grades, review the In Progress portion of the Grade Totals. Click the orange **Post** button to open the post grades window.

- The Post Grades window shows the source and destination of the grades you are posting. The current **Term** and **Task** appear in the **from** (source) section. If the **to** (destination) is different, select the destination **Term** and **Task** from the dropdown lists. You can only select a task as the destination if the **grading window** is **open** for the **grading task** or **standard**. The grading window does not need to be open for the source term and task to post grades. Change the destination term and task if you want to post the grades to another task, such as a Progress Report task that is used to report grades but doesn’t have any assignments.

- Click **OK** to copy grades from the In Progress columns to the Posted section, if the In Progress grade is a valid option in the **score group**. If you posted grades from one task another, the destination task opens.

- Review the **Posted** grades and make modifications as desired, such as a grade that could round up to the next letter grade. Options in the grade dropdown list are based on the **score group** aligned to the **grading task**, rather than the grading scale which determined the In Progress grade.

- Enter any comment in the **Report Card Comments** column or click the **CC** (canned comments) link to open the comments window. Canned Comments are only available if you enable them in **Grade Book > Settings**.

- To give comments to all students or students who do not have any comments, click **Fill**, enter your comments as described above, select who should receive these comments (**All** or **Empty**), and click **Fill**.

- Finally, **Save** the Grade Book to post grades.
POSTING BY TASK OR STUDENT

- **Posting by Task**
  - Open the Post Grades tool.
  - Select the Section and Term from the dropdown lists at the top to populate the Task and Student dropdown lists with available options.
  - When posting by task, select a Task from the dropdown list. If you see a Student dropdown list instead, click Post by Standard/Grading Task and then select a task. All students in the selected section are listed.
  - Enter a Percent (if you're grading a task) and select a Grade from the score group or rubric aligned to the task or standard.
  - Enter any Comments for the report card using the text box or by clicking Add to access the canned comments window.
  - Click Save when finished to post grades.

- **Posting by Student**
  - Open the Post Grades tool and select the Section and Term from the dropdown lists at the top to populate the Task and Student dropdown lists with available options.
  - When posting by student, select a Student from the dropdown list. If you see a Task dropdown list instead, click Post by Student and then select a student. All standards and tasks assigned to that section appear.
  - Enter a Percent (if you're grading a task) and select a Grade from the score group or rubric aligned to the task or standard for each standard or task.
  - Enter any Comments for the report card using the text box or by clicking Add to access the canned comments window.
  - Click Save when finished to post grades.
Teachers can use the Message Center to send class messages, missing assignment messages and failing grade messages to their class.

To create a message, select **NEW** within the Message Center. Follow the prompts within to create a message to either parents/guardians or students.
The Grading Window scheduling tool is located under Grading & Standards>Grading Window. You can schedule the start and end dates and times for each task or standard using the Schedule button.
GRADE BOOK USAGE

The Grade Book Usage Report is designed to track how well teachers are maintaining grade book data. The collection time will depend on the date range and number of teachers or courses selected. Note: The total number of scores anticipated on an assignment is the number of available grades less the number of grades which are not marked as Exempt in the grade book.

Assignment Due Date Range

*Start Date
*End Date

*Percent Scored is less than or equal to

100%

Use 100 for all assignments due in the range. This will indicate the percent of students scored is less than or equal to the grade.

Exclude grade books that have no assignments

Teachers

ANDERSON-MJOUN, STACY
ASMUSSEN, LAURA
BLUM, SAMANTHA L
BOLSTAD, BRIANNE M
CASEY, RIKKI M
COMPTON, CHETE LYNN
DEUTSCH, NICOLE M
FLATTON, JENNIFER
FOUST, YVONNE D
Freese, Kerrie Lynn
Gilbertson, DeDe

OR

Course

Sort By
Number
Name

All Courses
J10 AM Attendance
J20 PM Attendance
J21 Art
J22 Music
J23 Physical Education

TRANSCRIPT BATCH
Create a Score Group or Rubric

- Create a scoring rubric under Grading & Standards->Score Groups & Rubrics

- Next, add Standards to the Standards Bank under Grading & Standards->Standards Bank

- When doing so, consider how you would like the standards grouped on the report card. Use groups to keep the standards for courses together. Select the appropriate scoring rubric for each group.
STANDARD BASED GRADING CONT.

- Add standards by placing them under the appropriate Standards Bank Location (Parent Group/Standard).

- After the groups and standards have been added to Standards Bank, allow those standards to be used in the appropriate school under System Administration->Resources->Resources on the School Standards tab.
Now, add the standards to each course either directly under the course number in the school or through the course master record. Be sure to select the terms that each standard will apply to.

Lastly, open the standards for grading under Grading & Standards->Grading Window by selecting the Standards option, rather than Grading Tasks.
GUEST ACCESS TO GRADE BOOK TOOL RIGHTS

- Guest access to a section's grade book allows administrators and others to assist teachers, review and enter grades and scores, and troubleshoot issues. Access to grade books is determined by tool and calendar rights.
Users must have the guest access tool right to access the Guest Grade Book in Course->Sections. This right is found in Scheduling->Courses->Section->Guest Grade Book. This right includes modifying the Grade Calc Options, Composite Grades, and Categories, all found in the Grade Book settings menu.

Users may have rights to one or both tools grade book can be accessed from. Rights can be granted to these tools without giving Grade Book access.

- Scheduling->Courses->Sections
- Census->People –Schedules
ACCESSING GRADE BOOKS AS GUEST

There are two ways to access a section’s grade book as a guest, through the teachers Schedule tab or the Sections tab of the Courses tabset. Only users with the Guest Access tool right can see these links.

By Section

PATH: Scheduling > Courses > Section > Grade Book

Users with rights can also access a section’s grade book from the list of a course’s sections. Click the blue Grade Book link to launch that section’s grade book in another window.
GUEST ACCESS TO THE GRADEBOOK

By Teacher

**PATH:** Census > People > Schedule

Use the Schedule tab to access a grade book for a specific teacher. Click the blue Grade Book link to launch that section's grade book in another window.
UPDATING BEHAVIOR

- Use the Behavior tab for a particular student to update an individual’s behavior records.
- Click on the specific behavior incident to view the incident details.
- Use the Incident ID link to update the detail.
Behavior Management

- Create a new behavior incident by starting under Behavior Management

- Complete all items relevant to the incident

- Next, Add the Event and Participants using the Add Event/Participant button.
Add participants under the Participant Detail using the Search options.

Lastly, add the Resolutions for each participant. Resolutions can be added to multiple participants at the same time.
Designate a Behavior Resolution with a Sub-Type of Detention under Behavior->Admin->Resolution Types

As students are assigned Detention in the behavior module, the time assigned is added to the tracker under Behavior->Detention Tracker. Detention served can be recorded by either selecting the student and entering the start and end time the student(s) served.
MISSING ASSIGNMENT MESSENGER

- Use the Missing Assignment Messenger (System Administration->Messenger->Missing Assignment Scheduler to schedule an email message to parents and students for assignments marked as missing.

- Assignments must be marked as missing in the teacher grade books in order for messages to be sent.
ALTERNATIVE INSTRUCTION

1. If the Alternative Instruction/Home School student is enrolled in any classes at the school or receiving Sped Services, districts **MUST** record that student in the general ed calendar in Campus at the percentage that they are receiving educational services.

2. If the Alternative Instruction/Home School student is involved in any activities sanctioned/sponsored by the SD High School Activities Association (SDHSAA) at the school, districts **MUST** record that student in Infinite Campus. You will need to create a new calendar and name it “Home School Activities” and the enrollment percentage for the student in that calendar will be at 0%. This is required so that districts receive the additional State Aid funding allowed for Alternative Instruction/Home School students participating in SDHSAA activities.

3. If Alternative Instruction/Home School Students are not involved with the district at all, districts **CAN NOT** record that student in Infinite Campus.

<table>
<thead>
<tr>
<th>SERVICES PROVIDED BY THE DISTRICT</th>
<th>Educational Services</th>
<th>SPED Services</th>
<th>Athletics</th>
<th>Fine Arts</th>
<th>Other Activities</th>
<th>No Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>District may enter a student record in Infinite Campus</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Optional</td>
<td>Optional</td>
<td>No</td>
</tr>
</tbody>
</table>
New deadline – October 1st

As you know, the federal government has ended the waiver programs that have allowed districts to feed all students for free for the last 2 years due to Covid.

Effective with the 2022/23 school year, districts are again required to take applications for Free/Reduced Price Lunch.

Districts are required to update each student’s FRAM tab with their lunch eligibility status by October 1st.

- This includes CEP (Community Eligibility Provision districts/schools)
- See the Student Data Collections Desk Guide for instructions (page 82-85).
• Pre-School Programs – All school that offer a Pre-School Program, **MUST** enter a Pre-school calendar. You will be required to take attendance on all students and your calendar must be entered according to your school's grade spans. This calendar is due into Infinite Campus by the **last Friday in August**.

• Summer School - All schools that offer a Summer School Program, **MUST** enter a Summer School calendar. You will be required to take attendance on all students and your calendar must be entered according to your school's grade spans. This calendar is due into Infinite Campus by the **last Friday in April**.
■ **NEW for 2022/23** - In order to simplify the tracking of students who are participating in After School Programs offered by the district, a checkbox will be added to the State Reporting Fields of Infinite Campus. This checkbox replaces the need for the district to add these students to an After School calendar and to take attendance. If you have students participating in your After School Program, the district is responsible for making sure the checkbox as shown below is marked appropriately.

■ We anticipate the new After School checkbox to be available in the system sometime in September. We will need to take an update in order to get this new functionality into the system.
AFTER SCHOOL CHECKBOX
REMINDERS

- Verification of the Educational Directory will close on September 1st. If you have questions, please contact Angie Bren at 773-2263 or at Angie.Bren@state.sd.us.
- Always use the student locator to enroll a student. If you are unsure of the student that you pulled up, please contact us and we can investigate it.
- Double check the birthdates on your PK and KG students to make sure that they are old enough to attend.
- A student can only have one primary enrollment, unless they are attending one of the 11 facilities that a dual enrollment is allowed.
- Students who do not return and you did not receive a request for transfer—-you will need to code that student as a drop out for the 22-23 school year. You will have a start date and an end date as the first day of school.
- Districts are not allowed to add a grade level during the school year.
- School calendars are due in by the last Friday of August.
- State Aid – is the last Friday in September.
2022 FALL USER GROUPS

- SEPTEMBER 20TH – Lake Area Technical College  Watertown
- SEPTEMBER 21st – Mitchell Technical College  Mitchell
- SEPTEMBER 22nd – AmericInn Ft. Pierre
- SEPTEMBER 23rd – University Center  Rapid City