

# **DOE – Data Management State Reporting User Groups**

**SEPTEMBER 2024**

# Review District & School Contact Information

- **The Verification of Educational Directory WAS DUE September 1st!**
- Find your school district on the DOE website at <https://doe.sd.gov/ofm/edudir.aspx>. Review the district information.
- Review the school information for each school. (The schools in your district will be found at the left of the district name).
- Please make sure the person who actually does the work is the person that is listed as the contact.
- If anything needs to be updated now, or throughout the school year, contact Angie at [Angie.bren@state.sd.us](mailto:Angie.bren@state.sd.us).

# Educational Structure

- If your district is thinking of making changes to its Educational Structure for the 2025/2026 school year, these changes must be reported to the DOE during the Educational Structure Data Collection between **March 1 – 31<sup>st</sup>, 2025.**
- **These changes include:**
  - **Opening new or closing schools** - Codified Law 13-23-1, School board's power to establish and discontinue--Time for action closing school. The school board shall have the power to establish and discontinue attendance centers by resolution of the board. An action to close an operating school shall be taken by December first prior to the closure. However, if an emergency exists, the board may close the school after notice to the patrons. (Requires a copy of board minutes noting new or closing of a school.)
  - **Grade Span changes**
  - **Changing the name of a school**

# Definitions

**EC – Early Childhood** - Students not yet enrolled in Kindergarten but who are receiving ONLY Special Education services from the school district should be entered into the Student Information System using the “EC” as the grade level in the grade level field. You may enroll an EC student on their 3rd birthday.

- **Attendance is not required for EC students.**
- **\*NOTE\*\*** Kids that are receiving services through Birth to 3 and Headstart, now have a state ID number.

**Pre-School Student** – per 24:17:01:07 – For the purpose of data collection, a preschool student is defined as a child who is at least three years of age on or before September 1st, is not enrolled in Kindergarten, and is receiving educational services (ABC’s & 123’s) from a public school district for a minimum of 128 hours.

- **Attendance is required for Pre-School students.**

# Definitions (cont.)

**Jr. Kindergarten Student** – a student enrolled in a Jr. Kindergarten program would be considered the same as a Kindergarten student for data collection purposes. The student must be at least 5 years old by September 1st to be counted for State Aid funding purposes.

- Attendance is required for Jr. Kindergarten students.

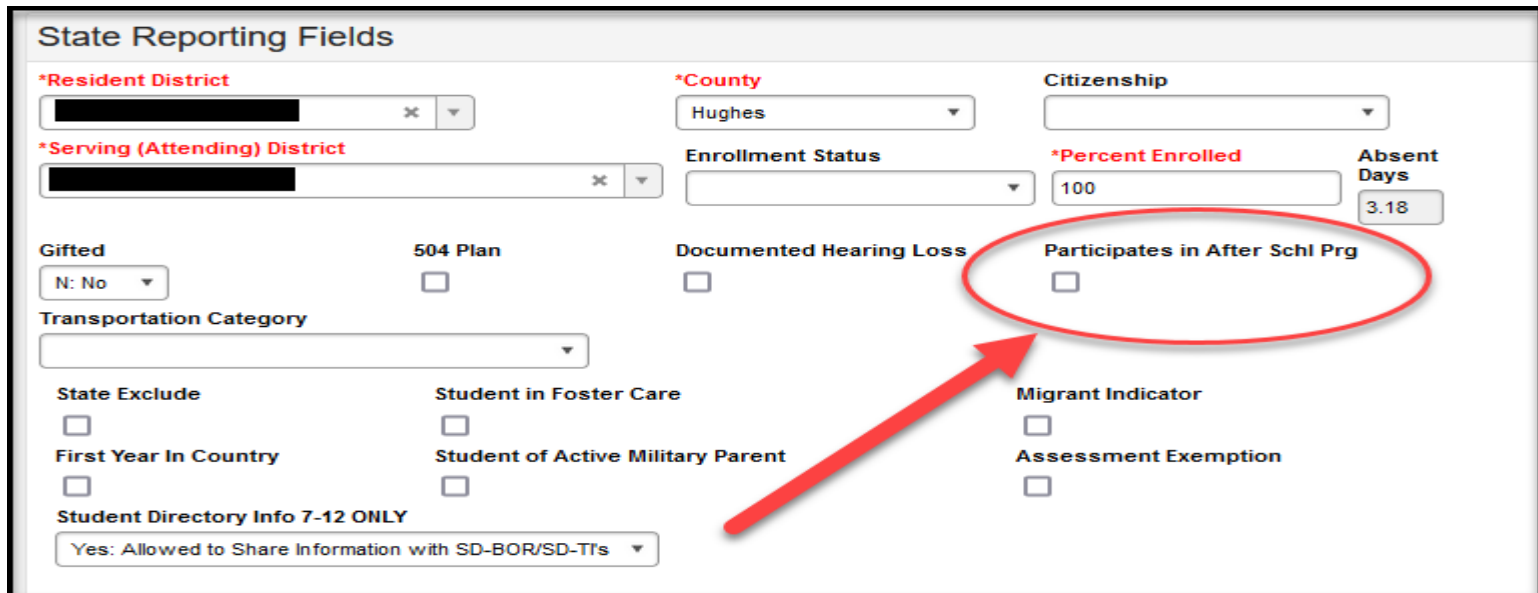
**Kindergarten Student** – a student enrolled in Kindergarten must be at least 5 years old by September 1<sup>st</sup>.

- Attendance is required for Kindergarten students.

# After-School

## Tracking student participation in After-School programs.

Students who participate in After-School programs offered and funded by the school district need to be flagged by the district by marking the After-School checkbox on the student's Enrollment Tab.



The screenshot shows a web form titled "State Reporting Fields". The form contains several sections of input fields:

- \*Resident District**: A dropdown menu with a redacted value.
- \*County**: A dropdown menu with "Hughes" selected.
- Citizenship**: A dropdown menu.
- \*Serving (Attending) District**: A dropdown menu with a redacted value.
- Enrollment Status**: A dropdown menu.
- \*Percent Enrolled**: A text input field with "100" entered.
- Absent Days**: A text input field with "3.18" entered.
- Gifted**: A dropdown menu with "N: No" selected.
- 504 Plan**: A checkbox.
- Documented Hearing Loss**: A checkbox.
- Participates in After Schl Prg**: A checkbox, which is circled in red and pointed to by a red arrow.
- Transportation Category**: A dropdown menu.
- State Exclude**: A checkbox.
- Student in Foster Care**: A checkbox.
- Migrant Indicator**: A checkbox.
- First Year In Country**: A checkbox.
- Student of Active Military Parent**: A checkbox.
- Assessment Exemption**: A checkbox.
- Student Directory Info 7-12 ONLY**: A dropdown menu with "Yes: Allowed to Share Information with SD-BOR/SD-TI's" selected.

# After School Programs Definitions

**After-School Program definition** – Programs that provide academic enrichment opportunities during non-school hours that serve children and youth of all ages. After-School programs help students meet state and local content standards in core academic subjects, such as reading and math; offer students a board array of services such as social emotional supports or family programs.

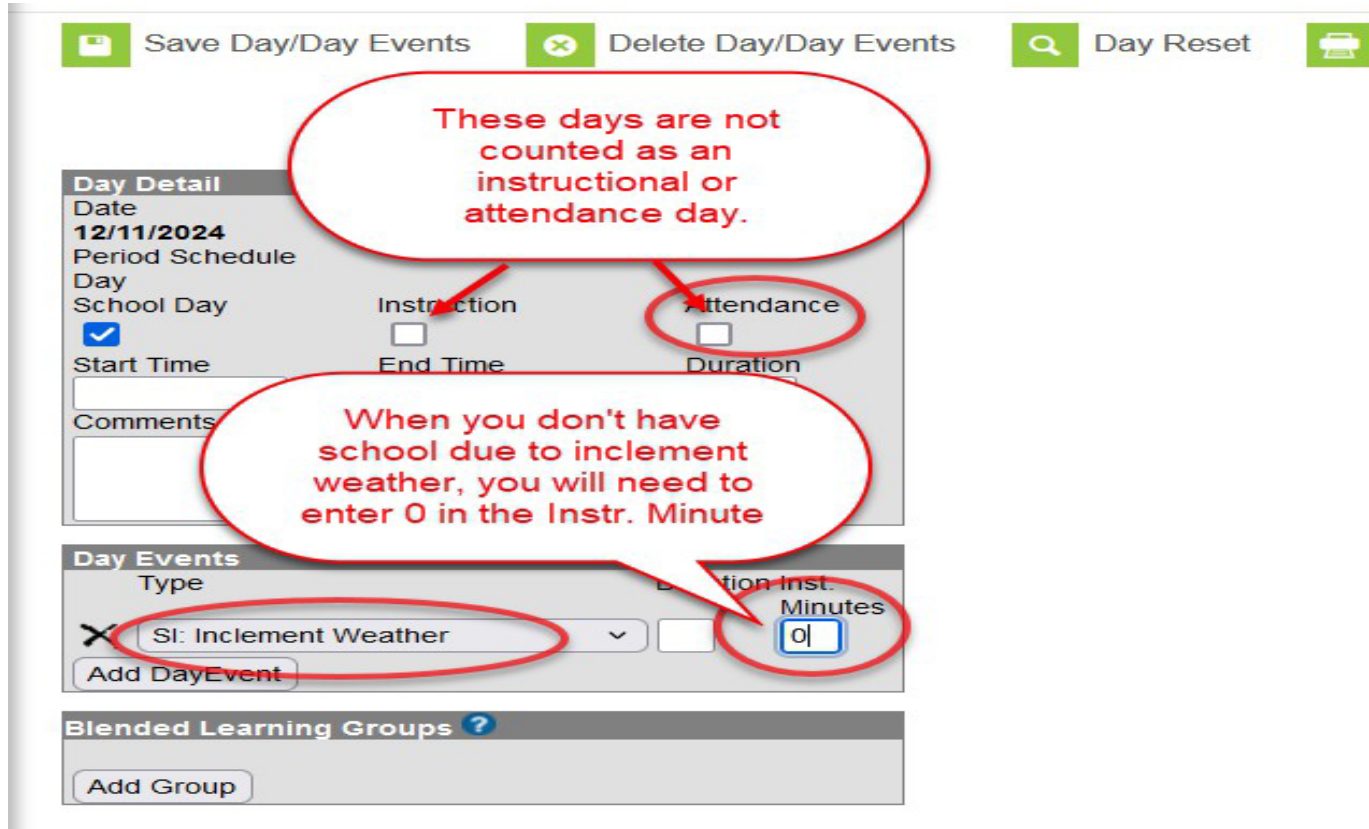
**Tutoring definition** –Tutoring is a short additional block of time, both within and outside of the regular school day, intended to complement specific classroom instruction to support gaps in student mastery of previously instructed learning objectives. Tutoring programs can be operated as teacher-to-teacher or peer-to-peer tutoring. Material covered is based on the individual student’s needs focusing on helping the student succeed in areas where the student is struggling.

# Calendars

- **ALL** calendars were due the last Friday in August.
- Summer school calendars are due by the last **Friday in April**.
- Make sure that your instructional minutes from the period tab are entered correctly on the calendar tab.
- Verify that your terms and periods are entered correctly.
- A Day Reset must be done before you edit any calendar days. This includes all calendars for your district.



# Counting Instructional Minutes



Save Day/Day Events Delete Day/Day Events Day Reset

**Day Detail**  
Date  
12/11/2024  
Period Schedule  
Day  
School Day  Instruction  Attendance   
Start Time End Time Duration  
Comments

**Day Events**  
Type Duration Inst. Minutes  
SI: Inclement Weather 0  
Add DayEvent

**Blended Learning Groups**  
Add Group

These days are not counted as an instructional or attendance day.

When you don't have school due to inclement weather, you will need to enter 0 in the Instr. Minute

Note: If start school late or dismiss early due to inclement weather, you are allowed to count that as a full instructional day. If you dismiss early for an activity, you will need to adjust your instructional minutes.

# Counting Instructional Minutes

▼ Event on this Day

**Day Detail**

Date: 10/21/2021 Day #: 44

Period Schedule

Day

School Day

Start Time

End Time

Instruction

Attendance

Duration: 0

Comments

Student Instructional Minutes 270  
 Parent Teacher Conferences 180  
 Total Instructional Minutes for the day 450

The day is counted as an Instructional and Attendance Day.

The Duration box is not used to calculate any minutes.

The 270 is the minutes that the students received instruction on this day.

**Day Events**

Type	Duration	Inst. Minutes
AD: Abbreviated Day	270	270
PT: Parent-Teacher Conference	180	180

Add DayEvent

This is the correct way to count instructional minutes that is allowed for Parent Teacher Conf. They have entered the 180 minutes in the Duration and Instructional minutes box.

These two entries in the Instructional Minute box will both be calculated into the total number of minutes for this day.

Parent Teacher Conferences - you are allowed to count 11 hours (660 min.)  
 In-Service – you are allowed to count 5.5 hours (330 min.)

# Required Minutes

- Pre-School Student – minimum of 128 hours (7,608 minutes)
- KG/K1 Student – minimum of 437.5 hours (26,250 minutes)
- Grades 1-5 – 875 hours (52,500 minutes)
- Grades 6-12 – 962.5 hours (57,750 minutes)
- To check the total of instructional minutes for your schools, follow this path: System Adm>Calendar>Calendar>Days>Print

## 18-19 Rockport Colony Elem

[Calendar](#)   [Grade Levels](#)   [Schedule Structure](#)   [Terms](#)   [Periods](#)   [Days](#)

[🔍 Day Reset](#)   [🖨️ Print](#)   [➕ Multi Day Event](#)

### September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

▼ Event on this Day

# Deleting a Calendar

Year **21-22** | District **Alpena 36-1 (36001)** | School **Alpena Hi Sch** | Calendar **21-22 Alpena Hi Sch 1**  
24-25 Alpena Hi Sch 1 (36001)

**Calendar Information** ★  
 Save | **Mark for Deletion**

**Calendar Info**

Calendar ID <b>36528</b>	Parent Calendar ID <b>34558</b>	School 01 Alpena Hi Sch (schoolID:141)
*Name 24-25 Alpena Hi Sch 1	Number [ ]	Sequence [ ]
*Start Date 08/19/2024	*End Date 05/16/2025	Summer School <input type="checkbox"/>
Student Day (instructional minutes)	Teacher Day (minutes)	Exclude <input type="checkbox"/>
Whole Day Absence (minutes)	Half Day Absence (minutes)	School Choice <input type="checkbox"/>
Type I: Instructional	Title 3 <input type="checkbox"/>	4 Day School Week <input type="checkbox"/>
Virtual <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>	
Require Student Assignment <input type="checkbox"/>		
Ignore Master Push <input type="checkbox"/>		
Comments rolling 03/25/2024 09:01 AM		

Select the calendar to delete. Mark that calendar for deletion

[Scheduling & Courses](#) > [Calendar Setup](#) > [Calendar Information](#)  
 Related Tools ▾

- [School Year Setup](#)
- [Calendar Wizard](#)
- [Calendar Information](#)**
- [Schedule Structure Setup](#)
- [Grade Level Setup](#)
- [Term Setup](#)
- [Period Setup](#)
- [Day Setup](#)
- [Copy Section Placements](#)
- [Delete Calendar Wizard](#)

Unmark for Deletion

**Calendar marked for deletion by Jung, Teri on 08/13/2024 01:53 PM. Reason: Created in Error.**

**Calendar Info**

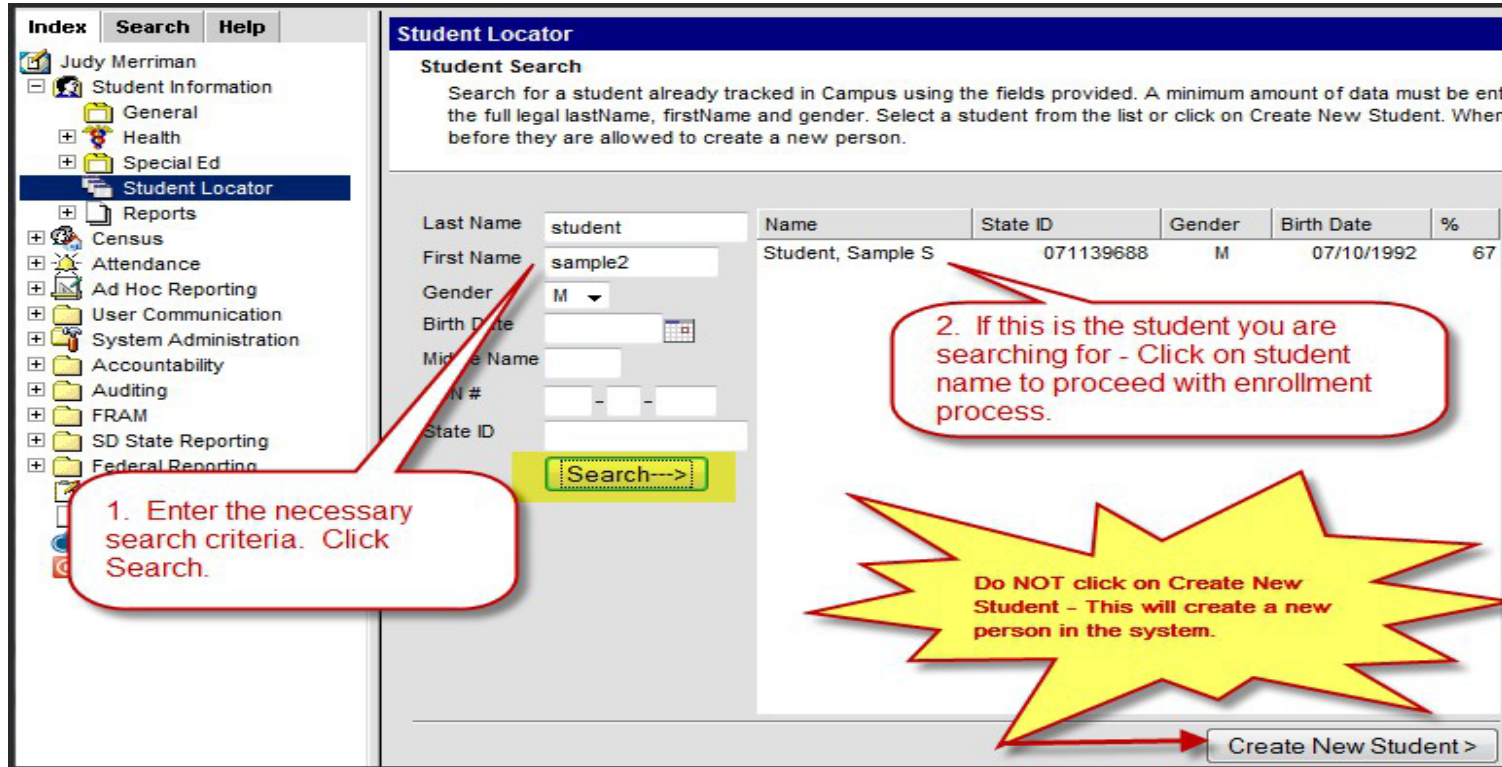
Calendar ID <b>36528</b>	Parent Calendar ID <b>34558</b>	School 01 Alpena Hi Sch (schoolID:141)
*Name 24-25 Alpena Hi Sch 1	Number [ ]	Sequence [ ]
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Student Day (instructional minutes)	Teacher Day (minutes)	Exclude <input type="checkbox"/>
Whole Day Absence (minutes)	Half Day Absence (minutes)	School Choice <input type="checkbox"/>
Type I: Instructional	Title 3 <input type="checkbox"/>	4 Day School Week <input type="checkbox"/>
Virtual <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>	
Require Student Assignment <input type="checkbox"/>		
Ignore Master Push <input type="checkbox"/>		
Comments rolling 03/25/2024 09:01 AM		

Step 2. Click on Delete Calendar Wizard and follow the steps to delete the calendar.

- [School Year Setup](#)
- [Calendar Wizard](#)
- [Calendar Information](#)**
- [Schedule Structure Setup](#)
- [Grade Level Setup](#)
- [Term Setup](#)
- [Period Setup](#)
- [Day Setup](#)
- [Copy Section Placements](#)
- [Delete Calendar Wizard](#)**

# Enrolling a Student

Index>Student Information>Student Locator




The screenshot shows the 'Student Locator' interface. On the left is a navigation menu with 'Student Locator' selected. The main area has a search form with fields for Last Name (student), First Name (sample2), Gender (M), Birth Date, Middle Name, SSN #, and State ID. A 'Search-->' button is below the form. To the right is a table with one row of results. A red callout box points to the search form with the instruction: '1. Enter the necessary search criteria. Click Search.' Another red callout box points to the first column of the table with the instruction: '2. If this is the student you are searching for - Click on student name to proceed with enrollment process.' A yellow starburst callout points to the 'Create New Student >' button with the instruction: 'Do NOT click on Create New Student - This will create a new person in the system.'

Name	State ID	Gender	Birth Date	%
Student, Sample S	071139688	M	07/10/1992	67


**\*\*NOTE\*\*** Kids that are receiving services through Birth to 3 and Headstart, now have a state ID number.

# Student Names

- When entering student names, do not use commas. If a student goes by a nickname, put it in the nickname field. If there is a hyphenated name, you can use a hyphen (Merriman-Koch) or you can just use a space.
- Jr and Sr should be entered in the Suffix box.



## Demographics ★

Class, History  DOB: 12/25/2007

Save

Delete


Person Summary Report

Demographics Data

**PersonID** 011059

<b>*Last Name</b>	<b>*First Name</b>	Middle Name	<b>Suffix</b>
<input type="text" value="Class"/>	<input type="text" value="History"/>	<input type="text"/>	<input type="text" value=""/>




**\*Gender**  
F: Female

**\*Birth Date (Age: 16)**   **Soc Sec Number**

**Race/Ethnicity (Edit)**

State Race/Ethnicity:	WH:White, not Hispanic
Federal Designation:	6:White
Race(s):	White
Hispanic/Latino:	N:No
Race/Ethnicity Determination:	

**Birth Country**

<b>Date Entered US</b>	<b>Date Entered US School</b>
<input type="text" value="08/23/2023"/> 	<input type="text"/> 
<b>Date Entered State School</b>	<b>Birth Verification</b>
<input type="text"/> 	<input type="text" value=""/>

**Home Primary Language**

**Nickname**

Always use the name that is on the Birth Certificate

[Contact Log](#)

[Contacts](#)

**Demographics**

[Enrollments](#)


[ID History](#)

[Identities](#)

[Military Connections](#)

[Programs](#)

# Enrollment Tab



**Enrollments** ★

Class, History ⓘ Grade: 12 DOB: 12/25/2007

**Save** **Delete** **New** **Print Enrollment History**

Primary - Enrollment greater than 50%  
 Partial - Enrollment less than 50%  
 N - Special Ed Services

**Calendar** 24-25 Alpena Hi Sch 1

**Schedule (read only)** Main ▾

**\*Start Date** 08/19/2024 📅

**End Date** 📅

**State Start Status** 00: Current Student ▾

**Start Comments**

**CRDC School of Accountability**

**Future Enrollment**

**Next Calendar** ▾

**State Reporting Fields**

**\*Resident District** Alpena 36-1: 36001 ✕ ▾

**\*County** Jerauld

**\*Serving (Attending) District** Alpena 36-1: 36001 ✕ ▾

**Enrollment Status** ▾

**Gifted** N: No ▾

**504 Plan**

**Documented Hearing**

**\*Grade** 12 ▾

**Class Rank**

**External LMS Exclude**

**End Action** ▾

**\*Service Type** P: Primary ▾

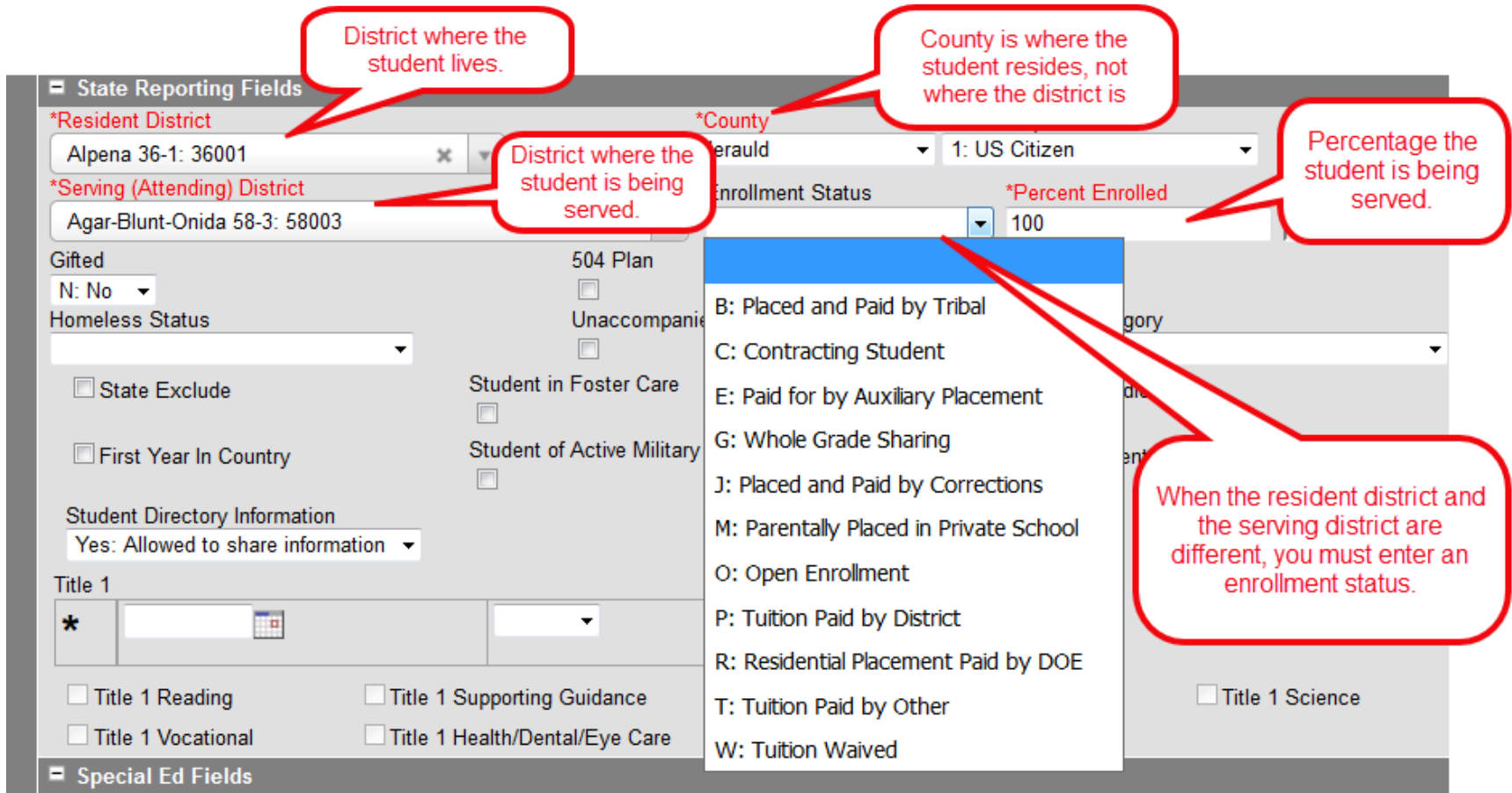
**State End Status**

- 01: Expelled, didn't return to any school
- 02: Discontinued education - dropped out
- 03: In-state School Transfer
- 04: Student graduated
- 05: Student died
- 06: Committed to institution
- 07: Reached maximum age for special-ed
- 08: Out-of-state School Transfer
- 09: Colony student > grade 8 - religious exemption
- 10: Student retained
- 11: Student continues
- 12: Persistently Dangerous Transfer
- 13: School Improvement Transfer
- 14: Home School Transfer
- 15: Suspended
- 16: Home School Completer
- 17: Discontinued education - completed GED
- 18: Discontinued education - exceeds compulsory age
- 19: Continues/Completed IEP team mod/course reqs
- 20: Discontinued/Completed IEP team mod/course reqs
- 21: Aged Out/Completed IEP team mod/course reqs

*Rolled From Enrollment ID: 21762*

**Next Grade** ▾

# Enrollment Status



The screenshot shows a form titled "State Reporting Fields" with several sections:

- \*Resident District:** A dropdown menu showing "Alpena 36-1: 36001". A callout points to this field with the text: "District where the student lives."
- \*Serving (Attending) District:** A dropdown menu showing "Agar-Blunt-Onida 58-3: 58003". A callout points to this field with the text: "District where the student is being served."
- \*County:** A dropdown menu showing "Spearhead". A callout points to this field with the text: "County is where the student resides, not where the district is".
- \*Citizenship:** A dropdown menu showing "1: US Citizen".
- \*Enrollment Status:** A dropdown menu with a list of options:
  - B: Placed and Paid by Tribal
  - C: Contracting Student
  - E: Paid for by Auxiliary Placement
  - G: Whole Grade Sharing
  - J: Placed and Paid by Corrections
  - M: Parentally Placed in Private School
  - O: Open Enrollment
  - P: Tuition Paid by District
  - R: Residential Placement Paid by DOE
  - T: Tuition Paid by Other
  - W: Tuition Waived
 A callout points to this dropdown with the text: "When the resident district and the serving district are different, you must enter an enrollment status."
- \*Percent Enrolled:** A text field showing "100". A callout points to this field with the text: "Percentage the student is being served."

Other fields include "Gifted" (N: No), "Homeless Status", "504 Plan", "Unaccompanied", "Student in Foster Care", "Student of Active Military", "State Exclude", "First Year In Country", "Student Directory Information" (Yes: Allowed to share information), "Title 1" (with checkboxes for Reading, Supporting Guidance, Vocational, Health/Dental/Eye Care), and "Title 1 Science".



# Enrollment Status

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

- Used primary by BIE schools
- In few cases, public schools could use the code if the student is attending a residential treatment program operated by public school districts but paid for by the tribe.

## **C: Contracting Student**

- Use if your district contracts students to another school district (in-state or out-of-state) since the student(s) cannot be served in district because a school does not exist (Example: Big Stone School District does not have a high school) or use if your district receives students from a contracting district.

## **E: Paid for by DSS Auxiliary Placement**

- Use when the student is placed by the Department of Social Services. Resident district for students with E code must be either Custody of the State (90090) or DSS Aux Placement (68302).
- 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 effect. The Department of Education must approve the agreement for whole grade sharing. The only districts currently approved to use this Enrollment Status is Burke and South Central.

# Enrollment Status

## **J: Placed and Paid by Corrections**

- Use when the student is placed by the Department of Corrections. Resident district for students with J code must be either Custody of State (90090) or Department of Corrections (49321).

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

- Use when the student is attending a private school paid for by the parents.

## **O: Open Enrollment**

- Use 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.
- If the student changes address during the school year that results in a change in their resident district, then the previous enrollment must be ended, and a new enrollment entered with the updated resident district and the correct county of residency. In addition, Open Enrollment does not apply to students who are homeless and remain in the school of origin after moving to a different district.
- PK students CANNOT be coded as Open Enrolled.

## **P: Tuition Paid by District**

- Use when the resident district is paying for the student’s placement in another school district/facility.
- Use for an Iowa student enrolling in South Dakota.

# Enrollment Status

## **R: Residential Placement Paid by DOE**

- Use for students placed in one of the below facilities that DSS and DOE has agreed that DOE is paying the tuition for their placement. Psychiatric Residential Treatment Facility (PRTF)
  - Plankinton – Aurora Plains Academy (Intensive PRTF)
  - Huron – Our Home ASAP (PRTF)
  - Mitchell – Abbott House (PRTF)
  - Parkston – Our Home (PRTF)
  - Spearfish – Spearfish Academy at Canyon Hills (Elementary and High School) (PRTF)
  - Sioux Falls – Summit Oaks Residential (PRTF)
  - Rapid City – Wellfully (PRTF)

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

- Use for students attending the School for the Deaf in Harrisburg & Brandon Valley
- Use for a South Dakota student enrolling in Iowa. (this pertains to Alcester-Hudson & Elk Point-Jefferson only)
- If the student’s tuition is being paid by an outside entity, such as a foundation or a program.
- PK non-resident students attending a public school and tuition is charged. “T: Tuition Paid
- by Other” is needed as PK students cannot have the enrollment status of “O: Open Enrollment”.

## **W: Tuition Waived**

- This code is used for students attending the School for the Blind.
- PK non-resident students attending a public school and no tuition is charged. “W: Tuition Waived” is needed as PK students cannot have the enrollment status of “O: Open Enrollment”.

# Overlapping Enrollments

Overlapping enrollments are permissible for up to 90 consecutive school days according to SD Adm. Rule 24:17:03:05 in one of the following 11 facilities.

## **Short Term Group Care Facilities**

1. Avera Adolescent Addiction Care Program: Sioux Falls – 49005
2. Avera Behavioral Health Program: Sioux Falls – 49005
3. ARISE Shelter Care: Sioux Falls – 49005
4. Our Home Rediscovery: Huron – 02002
5. Wellfully Behavioral Health Unit & Addiction Recovery Unit: Rapid City – 51004

## **JDC's (Juvenile Detention Centers)**

1. Aberdeen JDC – 06001
2. Huron JDC – 02002
3. Pierre JDC – 32002
4. Rapid City JDC – 51004
5. Sioux Falls JDC – 49005
6. Wanbli Wiconi Tipi (Todd County) JDC - 66001

# Overlapping Enrollments

- **Resident District** – They are allowed to keep an enrollment at 100% with the Service Type field marked as P: Primary. The resident district needs to track how long the student is placed at the Short-Term Group Care or JDC facility and must drop the student on the 91<sup>st</sup> consecutive school day if the student is still at the facility. Remember, if you have an enrollment for a student while they are in one of the allowable facilities, you must count the student absent.
- **Attending District** - Will create an enrollment record showing their district as both the Resident and the Serving district for the period in which the student is attending the Short-Term Group Care or JDC facility. The Percent Enrolled field should be marked as 100% and the Service Type field should be marked as P: Primary.

\*\*\*This will allow for State Aid to be paid to both the Resident and the Attending District if the student is dually enrolled in both districts on the last Friday in September.

# Cross Border Agreements

**\*\*Only students whose resident district is a “Contiguous/Bordering” school district (i.e.: touching the state line boundary) are eligible for these “Cross Border-Open Enrollment” arrangements.**

## **MN/ND Student Open Enrolling into SD:**

Resident District - 99085 or 99086

Serving District - South Dakota District

Enrollment Status - O: Open Enrolled

## **SD Student Open Enrolling in MN or ND:**

Resident District - SD District

Serving District – 99085 or 99086

Enrollment Status - O: Open Enrolled

## **IA Student Enrolling in SD:**

Resident District - 99087

Serving District – SD District

Enrollment Status – P: Tuition Paid by District

## **SD Student Enrolling in IA**

Resident District - Elk Point-Jefferson or Alcester-Hudson

Serving District - 99087

Enrollment Status – T: Tuition Paid by Other

## **SD Enrolling in IA (all other students):**

Resident District - SD District

Serving District: IA 99087

Enrollment Status: P: Tuition Paid by District

# Citizenship

Save Delete Print Enrollment History New

**State Reporting Fields**

\*Resident District  
Alpena 36-1: 36001

\*County  
Jerauld

Citizenship  
1: US Citizen  
2: Foreign Exchange Student  
3: Immigrant

Gifted  
N: No

\*Serving (Attending) District  
Alpena 36-1: 36001

Enrollment Status

Absent Days

Homeless Status

Unaccompanied Youth

Transportation

Code all Foreign Exchange Students and Immigrant

**Immigrant Students**– The term ‘immigrant children and youth’ means individuals who:

- are age 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 three full academic years.
- If the student is born outside the US, please populate the “Birth Country”, “Date Entered US”, “Date Entered State School” on the Demographics tab.
- If you have an Immigrant student who has been in the country for more than 3 years without gaining US citizenship, you will continue to mark these students as immigrants, but they will not be included in your Title III funding.
- Contact: Shari Lord 605-280-4011

# Student in Foster Care

### State Reporting Fields

*Resident District Armour 21-1: 21001 x ▾		*County Douglas ▾	Citizenship ▾
*Serving (Attending) District Armour 21-1: 21001 x ▾		Enrollment Status ▾	*Percent Enrolled 100
Absent Days <input type="text"/>			
Gifted N: No ▾	504 Plan <input type="checkbox"/>	Documented Hearing Loss <input type="checkbox"/>	Participates in After Schl Prg <input type="checkbox"/>
Transportation Category ▾			
State Exclude <input type="checkbox"/>	<b>Student in Foster Care</b> <input type="checkbox"/>	Migrant Indicator <input type="checkbox"/>	
First Year In Country <input type="checkbox"/>	Student of Active Military Parent <input type="checkbox"/>	Assessment Exemption <input type="checkbox"/>	
Student Directory Info 7-12 ONLY Yes: Allowed to Share Information with SD-BOR/SD-TI's ▾			

Districts can't flag the foster students. The DOE obtains a file from the Department of Social Services and works with Infinite Campus to flag each Foster Care student on a biannual basis.

**Remember.....When you have a student marked as a Foster Care student, you need to make sure they are marked as receiving FREE lunch on the FRAM tab.**







# Migrant Students

### State Reporting Fields

<b>*Resident District</b>		<b>*County</b>	<b>Citizenship</b>	
Tea Area 41-5: 41005		Lincoln		
<b>*Serving (Attending) District</b>		<b>Enrollment Status</b>	<b>*Percent Enrolled</b>	<b>Absent Days</b>
Tea Area 41-5: 41005			100	0.14
<b>Gifted</b>	<b>504 Plan</b>	<b>Documented Hearing Loss</b>	<b>Participates in After Schl Prg</b>	
N: No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Transportation Category</b>				
<b>State Exclude</b>	<b>Student in Foster Care</b>	<b>Migrant Indicator</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>First Year In Country</b>	<b>Student of Active Military Parent</b>	<b>Assessment Exemption</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The DOE Migrant office provides a file twice a year, once in the Fall and another in the Spring that identifies all migrant students. Once these files are received, they are submitted to Infinite Campus to flag all students identified as a migrant. **Remember....When you have a student marked as a migrant student, you need to make sure they are marked as receiving FREE lunch on the FRAM tab.**

# Homeless Students

 New
  Save
  Delete
  Print Summary Report

Program Status	Primary Night Time Residence	Unaccompanied Youth	Homeless Served	Start Date	End Date	Created By
	Doubled Up/Sharing Housing	No		09/06/2022	06/30/2023	Alpena 36-1,

**If the student has been identified as homeless by the Homeless Liaison, the appropriate Primary Night Time Residence must be identified.**

**A student to qualify as an "Unaccompanied Youth" the student must lack a fixed regular and adequate nighttime residence and not be in physical custody of a parent or guardian.**

\*Start Date: 09/06/2022  
 End Date: 06/30/2023  
 Program Status: [Dropdown]  
 Primary Night Time Residence: [Dropdown: D: Doubled Up/Sharing Housing, E: Emergency/Transitional Shelter, H: Hotels/Motels, U: Unsheltered]  
 Unaccompanied Youth: [Dropdown: No: No]  
 Modified By: Jung, Teri 12/01/2022 03:21 PM

If a student has been determined Homeless by your district's Homeless Liaison, you will need to enter the Homeless record for each student. **Remember: When you have a student marked as a Homeless student, you need to make sure they are marked as receiving FREE lunch on the FRAM tab.**

# 1<sup>st</sup> Year in Country

State Reporting Fields

<b>*Resident District</b>	<b>*County</b>	<b>Citizenship</b>	
Alpena 36-1: 36001	Jerauld		
<b>*Serving (Attending) District</b>	<b>Enrollment Status</b>	<b>*Percent Enrolled</b>	<b>Absent Days</b>
Alpena 36-1: 36001		100	<input type="checkbox"/>
<b>Gifted</b>	<b>504 Plan</b>	<b>Documented Hearing Loss</b>	<b>Participates in After Schl Prg</b>
N: No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transportation Category</b>			
<b>State Exclude</b>	<b>Migrant Indicator</b>		<b>Assessment Exemption</b>
<input type="checkbox"/>			
<input type="checkbox"/> <b>First Year In Country</b>			

If a student arrives and enters a U.S. school between May 2, 2024 and May 1 2025, they are considered First Year in Country.

# Student of Active Military Parent

### State Reporting Fields

<b>*Resident District</b>		<b>*County</b>	<b>Citizenship</b>	
Tea Area 41-5: 41005		Lincoln		
<b>*Serving (Attending) District</b>		<b>Enrollment Status</b>	<b>*Percent Enrolled</b>	<b>Absent Days</b>
Tea Area 41-5: 41005			100	0.14
<b>Gifted</b>	<b>504 Plan</b>	<b>Documented Hearing Loss</b>	<b>Participates in After Schl Prg</b>	
N: No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Transportation Category</b>				
<b>State Exclude</b>	<b>Student in Foster Care</b>	<b>Migrant Indicator</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>First Year In Country</b>	<b>Student of Active Military Parent</b>	<b>Assessment Exemption</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

It is the responsibility of the school district to collect this information from the family. The definition of an “Active-Duty Military Parent” includes a parent who is a member of the Armed Forces on active duty. “Armed Forces” means the Army, Navy, Air Force, Marine Corps, and Coast Guard. This also includes full-time members of the National Guard Reserve. Students whose parent(s) are in the National Guard and who have been ACTIVATED and DEPLOYED are to be considered a Student of Active Military Parent.

# Student with Hearing Loss

State Reporting Fields

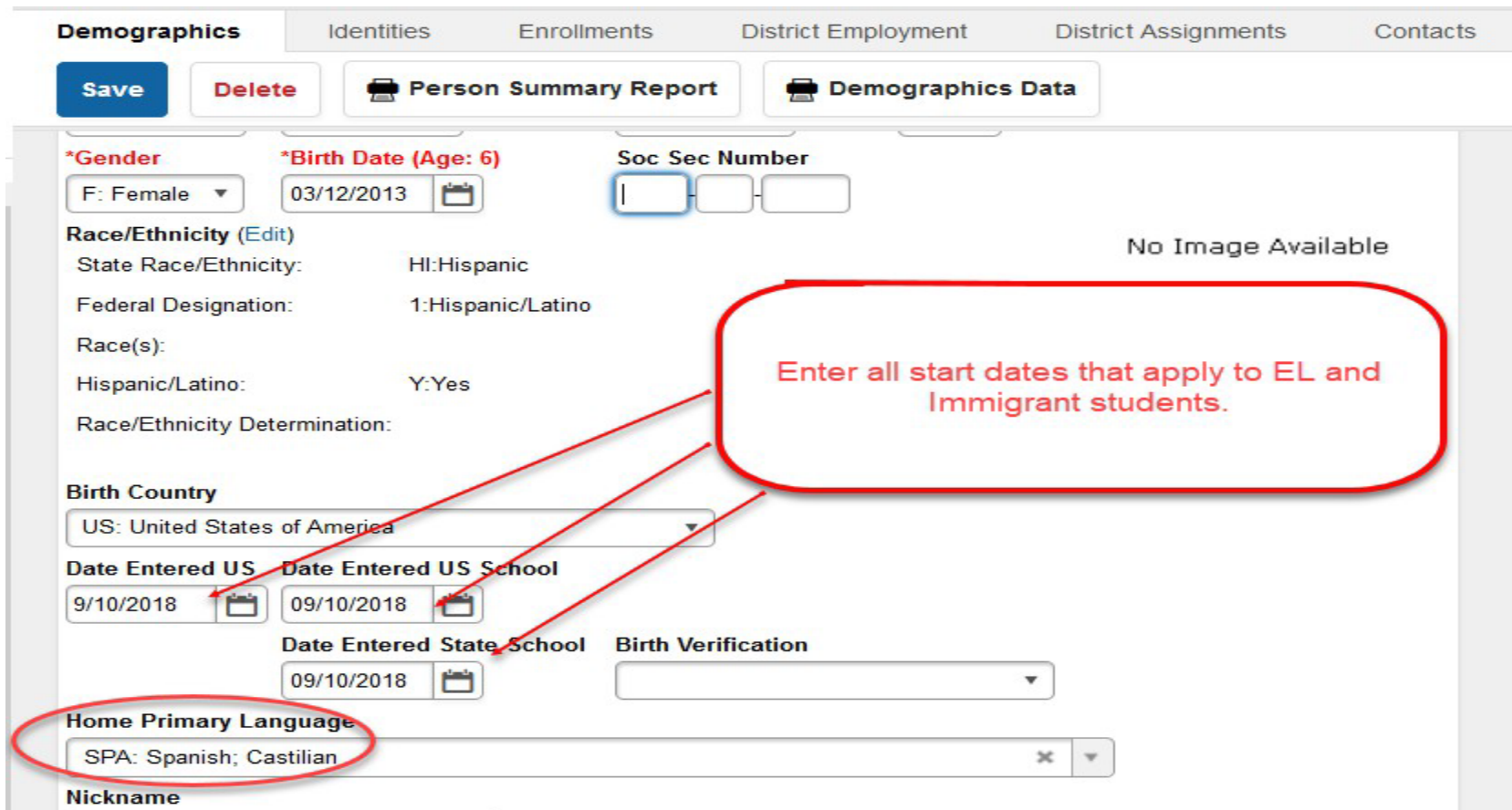
<b>*Resident District</b> Tea Area 41-5: 41005	<b>*County</b> Lincoln	<b>Citizenship</b> 	
<b>*Serving (Attending) District</b> Tea Area 41-5: 41005	<b>Enrollment Status</b> 	<b>*Percent Enrolled</b> 100	<b>Absent Days</b> 0.14
<b>Gifted</b> N: No	<b>504 Plan</b> <input type="checkbox"/>	<b>Documented Hearing Loss</b> <input type="checkbox"/>	<b>Participates in After Schl Prg</b> <input type="checkbox"/>
<b>Transportation Category</b> 			

It is the district's responsibility to identify and report any students with hearing loss. It does not require testing. If a student has a documented hearing loss of 35 db or more regardless of whether they have an IEP or 504 plan, then you will need to check the box. There is a Hearing Loss report located under SD State Reporting.

Hearing Loss questions: Contact Wendy Trujillo at 605-773-8195 or [Wendy.Trujillo@state.sd.us](mailto:Wendy.Trujillo@state.sd.us).

# EL

**Home Primary Language** and **Date Entered US School** fields are populated on the student's **Demographics** tab. This must be completed prior to entering EL information on the EL tab.



**Demographics** | Identities | Enrollments | District Employment | District Assignments | Contacts

**Save** | **Delete** | **Person Summary Report** | **Demographics Data**

**\*Gender**: F: Female  
**\*Birth Date (Age: 6)**: 03/12/2013  
**Soc Sec Number**: [ ] [ ] [ ]

**Race/Ethnicity (Edit)**  
State Race/Ethnicity: HI:Hispanic  
Federal Designation: 1:Hispanic/Latino  
Race(s):  
Hispanic/Latino: Y:Yes  
Race/Ethnicity Determination: No Image Available

**Birth Country**: US: United States of America

**Date Entered US**: 9/10/2018  
**Date Entered US School**: 09/10/2018  
**Date Entered State School**: 09/10/2018  
**Birth Verification**: [ ]

**Home Primary Language**: SPA: Spanish; Castilian

**Nickname**: [ ]

**Enter all start dates that apply to EL and Immigrant students.**

# EL

Save Delete

Active EL Record		Census Information	
*Program Status	EL	<b>**To update read only fields, please go to Census-&gt;People-&gt;Identities</b>	
Identified Date	09/07/2019	ABK: Abkhazian	No Data Available
Expected Exit Date			No Data Available
Date Determined Misidentified			
Program Exit Date			
Exit Reason			
First Year Monitoring:			
Second Year Monitoring:			
Third Year Monitoring:			
Fourth Year Monitoring:			
Parent Notified			
Parent Declined	<input type="checkbox"/>		
Parent Declined Date			




Enter the Program Status

Enter the date that the student was identified.

DOE will submit a file to Campus with a list of students who have tested proficient. Campus will enter the exit date.

For any students that are misidentified, you will need to contact Shari Lord at 605-280-4011 or [Shari.lord@state.sd.us](mailto:Shari.lord@state.sd.us)


# EL Services


 New  Save  Delete


EL Services	Start Date	End Date
Service Type		
CESL: Content Based ESL	08/20/2024	

If there is a change in an EL Service, you will end date the first service type and add in the new service. Also, you are allowed to have more than one service type.

**EL Services Detail**

\*Start Date  
08/20/2024 

End Date  
 

\*Service Type  
CESL: Content Based ESL 

Parent Refused Services  
Date Refused:

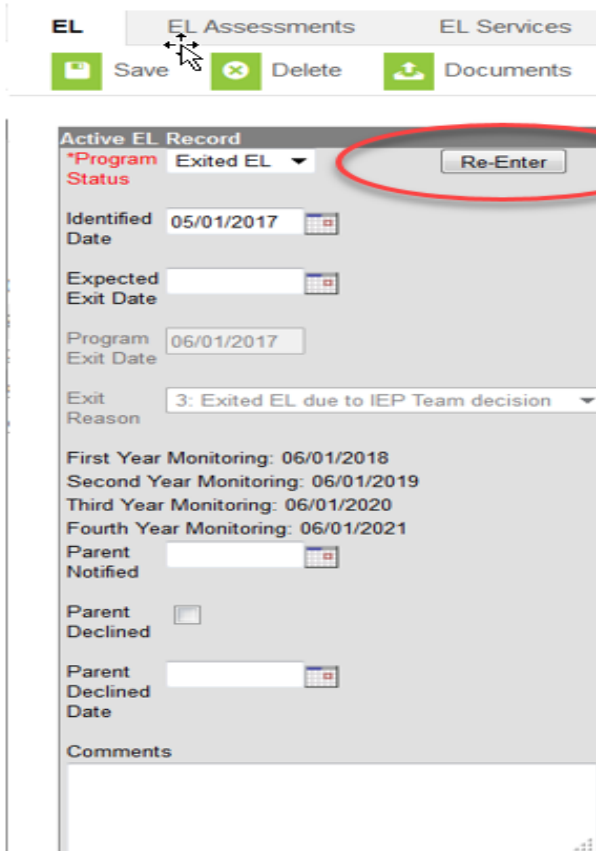
Comments

-Modified by: Jung, Teri 08/28/2024 11:18 AM



# EL/Re-enter

Student Information>Program Participation>English Learner (EL)



The screenshot shows the 'Active EL Record' form. At the top, there are tabs for 'EL', 'EL Assessments', and 'EL Services'. Below these are buttons for 'Save', 'Delete', and 'Documents'. The main form area is titled 'Active EL Record' and includes a dropdown menu for 'Program Status' set to 'Exited EL'. A red circle highlights the 'Re-Enter' button next to this dropdown. Below the dropdown are fields for 'Identified Date' (05/01/2017), 'Expected Exit Date', 'Program Exit Date' (06/01/2017), and 'Exit Reason' (3: Exited EL due to IEP Team decision). There are also monitoring dates for the first, second, third, and fourth years, as well as fields for 'Parent Notified', 'Parent Declined', and 'Parent Declined Date'. A 'Comments' section is at the bottom.

If a school district determines that a student is still struggling due to a language barrier, the school may re-enter the student into the EL program.

The school must administer the screener test for those students prior to re-entering them.

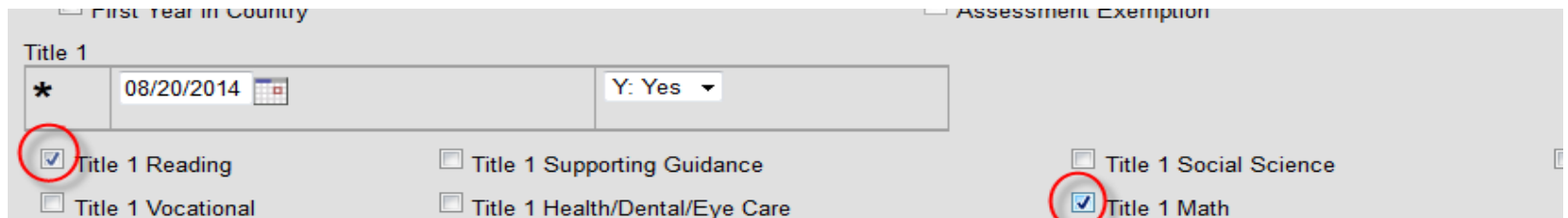
1. Exited EL - Reached Proficiency
2. Exited EL due to EL Misidentification
3. Exited EL due to IEP Team decision

English Learners document at <https://doe.sd.gov/title/el.aspx>

# Title I

- **Title I** - If your school is a School-Wide Title I program you do not need to update the Title I fields in Infinite Campus. The DOE will provide the list of School-Wide Title I programs to Infinite Campus, and they will flag each student as receiving Title I services.

If your school is a Targeted Assisted Title I program, it is your responsibility to update the below fields on the Enrollment Tab for each of the students in your school who are receiving Title I services.



The screenshot shows a form for Title I services. At the top, there are two tabs: "First Year in Country" and "Assessment Exemption". Below the tabs, there is a "Title 1" section. It contains a date field with a calendar icon, a dropdown menu set to "Y: Yes", and a grid of checkboxes for various Title I services. The checkboxes for "Title 1 Reading" and "Title 1 Math" are checked and circled in red. The other checkboxes are unchecked.

Service	Status
Title 1 Reading	Checked
Title 1 Supporting Guidance	Unchecked
Title 1 Social Science	Unchecked
Title 1 Vocational	Unchecked
Title 1 Health/Dental/Eye Care	Unchecked
Title 1 Math	Checked

If your school is a Targeted Assisted Title I school you will need to update these fields and indicate the Title I services that the student is receiving.

If you are a School-wide Title I Program, DOE will submit a file to Campus and they will flag all students. This file will be submitted one time during the year, and that will take place in the spring.

# FRAM

Schools are responsible for updating eligibility on the students FRAM tab with their lunch eligibility status by **October 1<sup>st</sup>**.

Eligibility							Eligibility Detail	
SCHOOL YEAR	START DATE	END DATE	ELIGIBILITY TYPE	ELIGIBILITY	CERTIFIED TYPE	STATE CODE		
24-25	9/5/24	10/5/25	Meal	Reduced	Income	R		
23-24	12/18/23	5/31/24	Meal	Free	Income	F		

All fields with a RED star are required.

**Eligibility Detail**

School Year \*

Start Date \*

End Date \*

Eligibility Type \*

Source \*  Non-Direct  Direct

Eligibility \*

Certified Type \*

State Eligibility Code  
R: Reduced

Eligibility for Free/Reduced Priced Lunch are entered through one of the following methods:

- **Manually Entered Eligibilities** – New eligibility records can be created manually on the Eligibility tool. This method is most often used when a district does not use the FRAM (Application Wizard).
- **Updated/Imported Eligibilities** – Existing student eligibilities can be imported to the Eligibility tool through use of the Eligibility Import Wizard. The Eligibility Import Wizard may have been used to upload direct certification information received through the iMATCH process.
- **Auto-Populated Eligibilities** – When a FRAM application is processed through the (Application Wizard), the resulting eligibility will be directly populated from the wizard to the Eligibility tool. These records will display as read-only information and cannot be modified or deleted.


# Requesting Records for a Transfer Student

- Once a student is enrolled, a Records Transfer Request form will display. Enter any comments and click Submit Request. A notice will be sent to the student's previous district.
- Once the records are released to you, be sure that you use the Data Import Wizard for data that pertains to the student. This could include EL data, transcripts, assessment, etc.
- One of the most important reasons for using the Records Transfer is that once the records are released to the requesting district, the date the student first entered the 9<sup>th</sup> grade will populate on the Grad Tab.



# Date First Entered 9<sup>th</sup> Grade

- This is the first point of entry into 9<sup>th</sup> grade.
- If a student started 9<sup>th</sup> grade outside your district but in a district in SD that has records-transfer capability, the date should come over when the records transfer process is complete.
- If a student started 9<sup>th</sup> grade outside the state, in a BIE school or a private school, **you need to create a 9<sup>th</sup> grade Enrollment History.**
- Once a student has entered the 9<sup>th</sup> grade and the cohort year is populated, that cohort year does not change, even if the student is retained in a grade in high school. All students are expected to graduate in 4 years.

# Creating an Enrollment History

Save Delete New  Print Enrollment History **New Enrollment History**

### Enrollment History

*Calendar Name	MN Transfer	*Grade	9	NCES Grade	<input type="text"/>	
*Start Date	8/15/2023 	End Date	<input type="text"/> 	*Service Type	P: Primary <input type="text"/>	
Start Status	<input type="text"/>				End Status	<input type="text"/>
State Start Status	<input type="text"/>					
Start Comments	<input type="text"/>					

Creating an enrollment history will populated the students co-hort year.

# State Aid Fall Enrollment

- Students must be enrolled on Friday, **September 27<sup>th</sup>** (students exiting or failing to return to school by this date and students enrolling after this date will not be included),
- Student's enrollment for any percent of day will be included in this count (data is reported to the nearest hundredth decimal place),
- Students enrolled in Alternative Instruction/Home School are not included,
- Students assigned out of district but for whom the district pays a tuition costs are included,
- If you are a four-day school week, the student must be enrolled on the **Thursday** prior to the last Friday in September,
- Out of state students (except for open enrolled students from ND and MN) are excluded from this count,
- Open enrolled students are included in the count for the district or school in which they are enrolled and served, and
- Count is applicable to public school districts only

# Fall Enrollment Census Count

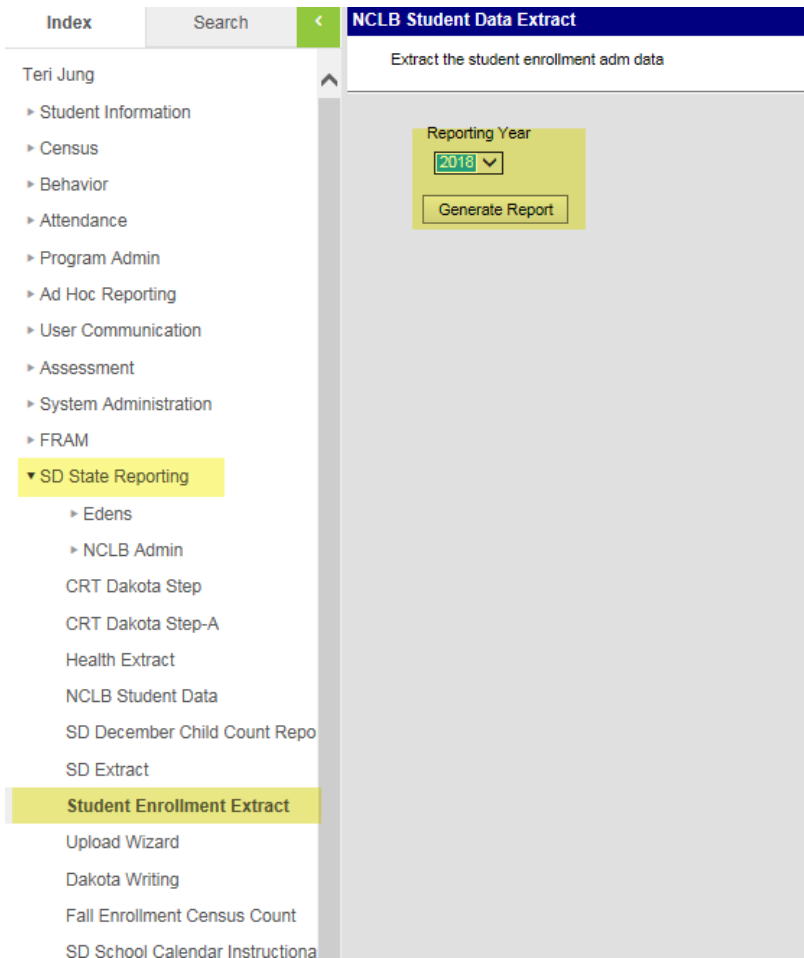
- Students must be enrolled on Friday, **September 27<sup>th</sup>**,
- Students must be enrolled greater than 49% to be included,
- Open enrolled students are counted in the school in which they are enrolled and served,
- Out of state students enrolled in SD schools are included in this count,
- Students are counted in the school in which they are enrolled,
- This count is applicable to all schools in the state (public, private, BIE)



# Verification/Ad-Hoc Reports

- Ad-Hoc Reports
  - Filter Designer
  - State Published – with any state publish ad-hoc, you can copy and change any of the parameters.
- SD State Reporting
  - Documented Hearing Loss
  - Graduation Data Extract
  - SD State Reporting>Student Enrollment Extract
  - SD December Child Count Report

# Student Extract Report



The screenshot shows a web application interface for generating a report. At the top, there is a navigation bar with 'Index', 'Search', and a breadcrumb trail for 'NCLB Student Data Extract'. Below the navigation bar, the user's name 'Teri Jung' is displayed. A left-hand navigation menu lists various categories, with 'SD State Reporting' expanded to show 'Student Enrollment Extract' as the selected item. The main content area is titled 'Extract the student enrollment adm data' and contains a form with a 'Reporting Year' dropdown menu set to '2018' and a 'Generate Report' button.

- With this report, you can filter by school, grade, percent enrolled, resident & serving district.
- This report will help you validate your enrollments, prior to the last Friday in September.

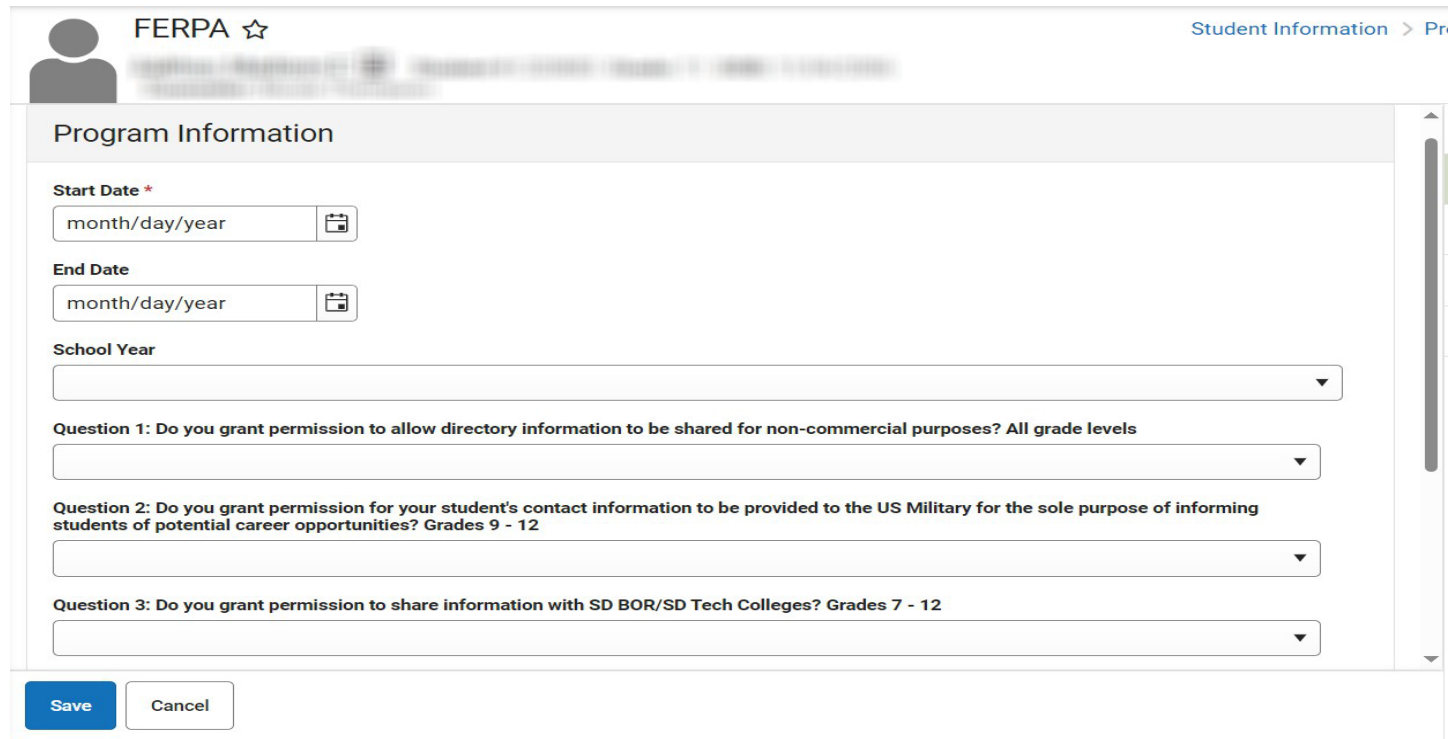
# What's New for 2024-25 School Year?

## Student Directory

- **FERPA Program Screen**
- Beginning with the 2024/25 school year, information regarding whether the district can share student directory information, that is protected by FERPA, is being collected via the FERPA Program Screen in Infinite Campus. Districts are required to obtain parental consent on student directory information on an annual basis. The FERPA Program Screen collects the following information:
  - Question 1: Do you grant permission to allow directory information to be shared for non-commercial purposes? All grade levels. **Currently, South Dakota DOE is not utilizing this information for any purpose. Therefore, district are not required to enter data into this field.**
  - Question 2: Do you grant permission for your student's contact information to be provided to the US Military for the sole purpose of informing students of potential career opportunities? **Required for grades 9 – 12 in compliance with ESSA/Title 10 (10 U.S.C. 503).**
  - Question 3: Do you grant permission to share information with SD BOR/SD Tech Colleges? **Required for grades 7 – 12 in compliance with SDCL 13-28-50.**

# FERPA Programs

- Student Information->Program Participation->FERPA  
FERPA Programs allows schools to create records indicating permission for information to be shared with US Military or SD BOR. These are created per year.



The screenshot shows a web application interface for creating a FERPA program. At the top left, there is a user profile icon and the text "FERPA ☆". At the top right, there is a breadcrumb trail: "Student Information > Pr". The main content area is titled "Program Information" and contains the following fields:

- Start Date \***: A text input field with the placeholder "month/day/year" and a calendar icon.
- End Date**: A text input field with the placeholder "month/day/year" and a calendar icon.
- School Year**: A dropdown menu.
- Question 1: Do you grant permission to allow directory information to be shared for non-commercial purposes? All grade levels**: A dropdown menu.
- Question 2: Do you grant permission for your student's contact information to be provided to the US Military for the sole purpose of informing students of potential career opportunities? Grades 9 - 12**: A dropdown menu.
- Question 3: Do you grant permission to share information with SD BOR/SD Tech Colleges? Grades 7 - 12**: A dropdown menu.

At the bottom of the form, there are two buttons: "Save" (in a blue box) and "Cancel" (in a white box with a grey border).

# Federal/State Program Update Wizard

## Federal/State Program Update Wizard ☆

### Federal/State Program Updater

The Federal/State Program Updater allows federal or state program participation data to be added or edited using an import file. Federal or state program participation data records can also be added, edited, or deleted using an Ad hoc filter. For programs that allow an Owner to be specified, edit, delete, and overlapping record logic will be limited to records owned by this District or State Edition.

Select Federal Program:

FERPA ▼

Select Mode:

Import File:

Add/Edit Participation

Ad Hoc Filter:

Add Participation

Delete Participation

Edit Participation

Next

## Federal/State Program Update Wizard ☆

### Federal/State Program Updater

The Federal/State Program Updater allows federal or state program participation data to be added or edited using an import file. Federal or state program participation data records can also be added, edited, or deleted using an Ad hoc filter. For programs that allow an Owner to be specified, edit, delete, and overlapping record logic will be limited to records owned by this District or State Edition.

Select Federal Program:

FERPA ▼

Select Mode:

Import File:

Add/Edit Participation

Ad Hoc Filter:


Add Participation

Delete Participation

Edit Participation

Next

# FERPA



FERPA ☆

*[Blurred Name]*

[Student Information](#) > f

Program Information

**Start Date \***

**End Date**

**School Year**

**Question 1: Do you grant permission to allow directory information to be shared for non-commercial purposes? All grade levels**

**Question 2: Do you grant permission for your student's contact information to be provided to the US Military for the sole purpose of informing students of potential career opportunities? Grades 9 - 12**

**Question 3: Do you grant permission to share information with SD BOR/SD Tech Colleges? Grades 7 - 12**

**Comments**

Maximum 255 characters



FERPA ☆

*[Blurred Name]*

[Student Information](#) > [Program Participation](#) > FERPA

Related Tools ▾

**School Year**

Start Date: 08/22/2024

End Date: 06/30/2025

School Year: 2025

Question 1:

Question 2: Yes, I give my permission for my student's information to be shared with the US Military.

Question 3: No, I do not give my permission for my student's info to be shared with colleges and universities.

Created By: Sioux Falls 49-5-49005; 07/11/2024

Early Learning

FERPA

Foster Care

Homeless

Section 504

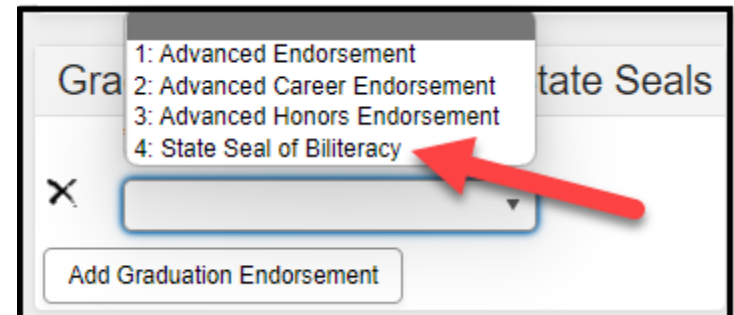
# State Seal of Biliteracy

To recognize South Dakota's growing diverse population of students and highlight the importance of mastering multiple languages, the SD DOE has developed the SD State Seal of Biliteracy. While participation in this program is completely VOLUNTARY, DOE will provide a specific seal to schools that request them for their students' diplomas. Additional information regarding eligibility requirements is available at: <https://doe.sd.gov/biliteracy/>.

Districts who are participating are required to update the Graduation Endorsements/State Seal field for each student who qualifies to received it.

## BOR Transcript

There's been an update to the SD BOR Transcript, at their request, to reflect the student's legal name and gender NOT the student's preferred name and gender.



# Reminders

- Districts are to progress students through all high school grade levels (9, 10, 11 and 12). The progression from one grade level to the next doesn't always need to coincide with the start/end of the academic school year but rather should occur as the high school credits are earned. The enrollment records of all students graduating from high school with the 04: Student Graduated code, should be in the 12<sup>th</sup> grade, even if the student is graduating in less than 4 years. Remember, students need to be progressed through **all grade levels.**
- Cyber and Virtual school, you must take attendance, and your calendars must be set up.
- If you are providing services for a student from a private school, you will need to make sure that you have an enrollment for them.
- Employees who have left your district, make sure that you have disabled, and end dated their employment.



# Important Dates

- **September 27<sup>th</sup>** – State Aid Fall Enrollment Count Date
- **October 1<sup>st</sup>** – Deadline to have all Free/Reduced Lunch data entered in Infinite Campus
- **October 16<sup>th</sup>** – All enrollments final
- **December 1<sup>st</sup>** – Child Count

# Special Education And Child Count

# December Child Count

- 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 1<sup>st</sup> of each year.



# Child Count – School 97

Students with disabilities who are placed out of district.

- Public School Districts will enter an enrollment record for students who are placed out of district for special ed purposes.
  - Students enrolled in school number 97 and the
  - Name of school is “Sped/Out of District Placement”
  - Will have a percent enrolled of 1%
  - Service Type should be N: Special Ed Services
- Housing these student in this school will allow school districts to run the SD Child Count report out of Infinite Campus.
  - Help to include all students for whom a district is financially responsible
  - Will be on the Child Count
- The “Out of District Placement” facility will still hold an enrollment record for the student and the student will be enrolled 100%.
  - Causes an overlap, however the department will exclude school number 97 when running the overlap reports

# Requirements for school 97

**School “97”** was designed when a district pays for an out of district placement for **special education** (not because a student is designated as needing special education services)

- Must have a calendar for school 97
- Must have grade levels entered
- Must have a term set up. This term can be a year long term
- Must have a period scheduled enter. This period can be set up as one period.
- Must do a “Days Reset”, but you do not have to edit the days.

# Sped Out of District

**sample2, student**  
 #083458231 DOB: 02/23/2001 Gender: M

Summary **Enrollments** Flags Assessment Behavior Graduation Records Transfer

Save Delete Print Enrollment History New

**General Enrollment Information**

Calendar: 17-18 Sped Out of District Pla  
 Schedule (read only): Main  
 \*Grade: 10  
 Class Rank Exclude:   
 External LMS Exclude:   
 \*Start Date: 08/23/2017 No Show:   
 End Date:   
 End Action:   
 \*Service Type: N: Special Ed Services  
 End Status:   
 Start Status: 00: Current Student  
 End Status:   
 Start Comments:   
 End Comments:

**Future Enrollment**

Next Calendar:   
 Next Schedule Structure:   
 Next Grade:

**State Reporting Fields**

\*Resident District: Alpena 36-1: 36001  
 \*County: Jerauld  
 Citizenship: 1: US Citizen  
 \*Serving (Attending) District: Lifescape: 49317  
 Enrollment Status: P: Tuition Paid by District  
 \*Percent Enrolled: 1  
 Absent Days:   
 Gifted: N: No

District where the student resides

District where the student is being served.

If your district is paying the tuition for the student's placement.

- Service type
- N – Special Ed Services- For out of district placement

# Enrollment in Sped/Out of District Placement

**General Enrollment Information**

\*Calendar: 17-18 Sped Out of District Pla

\*Start Date: 8/23/2017

\*Schedule: Main

\*Grade: 02

Class Rank Exclude:

External LMS Exclude:

\*Service Type: P: Primary

Start Status: 00: Current Student

Start Comments: [Text Area]

End Comments: [Text Area]

---

**Future Enrollment**

Next Calendar: [Dropdown]

Next Schedule Structure: [Dropdown]

Next Grade: [Dropdown]

---

**State Reporting Fields**

\*Resident District: Alpena 36-1: 36001

\*County: Jerauld

Citizenship: 1: US Citizen

\*Serving (Attending) District: SD Human Services Center: 63304

Enrollment Status: P: Tuition Paid by District

\*Percent Enrolled: 1

Gifted: N: No

504 Plan:

Accompanied Youth:

Homeless Status: [Dropdown]

Transportation Category: [Dropdown]

Students placed at SD Human Services Center and the SD School for the Blind will also be entered in to this school. If the district has some financial responsibility for transportation. This will allow those student to be pulled in on the Child Count.

Resident District of the student

Where the student is being served

If the district has any financial responsibility for transportation.

# Special Ed Programs

Instruction Program Type (This is tied to funding so work with sped director and/or business manager)

- A. Mild to Moderate Disabilities
- B. Severe Disabilities
- C. Speech Only
- D. Early Childhood (ages 3-5 except 5-year olds in Junior Kindergarten and Kindergarten)
- E. Day Program
- F. Residential Program
- G. Homebound Program

## Special Ed Fields

Effective Date	Special Ed Program
09/09/2020	E: Day Program
	A: Mild to Moderate Disabilities
	B: Severe Disabilities
	C: Speech Only
	D: Early Childhood
	E: Day Program
	F: Residential Program
	G: Homebound Program



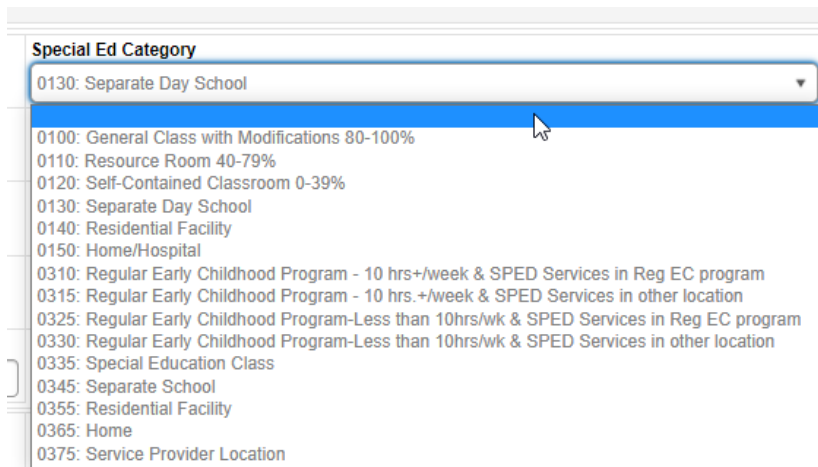
# Special Education Placement Category

## School Age 6-21 and 5-year olds enrolled in Junior Kindergarten and Kindergarten

- **0100** – General Classroom w/Modifications 80-100%
- **0110** – Resource Room 40-79%
- **0120** – Self Contained Classroom 0-39%
- **0130** – Separate Day School
- **0140** – Residential Facility
- **0150** – Home/Hospital Program

## Preschool Age 3-5 (Except 5-year olds in Junior Kindergarten and Kindergarten-use 0100 Codes)

- **0310** – EC 10 hours +, services in Reg EC
- **0315** – EC 10 hours +, services in other location
- **0325** – EC less than 10 hours, services in Reg EC
- **0330** – EC less than 10 hours, services in other location
- **0335** – Special Education Class
- **0345** – Separate School
- **0355** – Residential Facility
- **0365** - Home
- **0375** – Service Provider Location



A screenshot of a web-based dropdown menu titled "Special Ed Category". The menu is open, showing a list of options. The option "0130: Separate Day School" is currently selected and highlighted in blue. A mouse cursor is pointing at the blue bar. Below the selected option, the following list of categories is visible:

- 0100: General Class with Modifications 80-100%
- 0110: Resource Room 40-79%
- 0120: Self-Contained Classroom 0-39%
- 0130: Separate Day School
- 0140: Residential Facility
- 0150: Home/Hospital
- 0310: Regular Early Childhood Program - 10 hrs+/week & SPED Services in Reg EC program
- 0315: Regular Early Childhood Program - 10 hrs.+/week & SPED Services in other location
- 0325: Regular Early Childhood Program-Less than 10hrs/wk & SPED Services in Reg EC program
- 0330: Regular Early Childhood Program-Less than 10hrs/wk & SPED Services in other location
- 0335: Special Education Class
- 0345: Separate School
- 0355: Residential Facility
- 0365: Home
- 0375: Service Provider Location

**Work with Special Ed staff – they will refer to this as the LRE (Least Restrictive environment)**

# Autism Disability

Special Ed Fields

Modified By: Turner, Linda - 08/05/2019 09:30:00 -0500

<b>Effective Date</b> 08/19/2019	<b>Special Ed Program</b> B: Severe Disabilities	<b>Special Ed Category</b> 0120: Self-Contained Classroom 0-39%
	<b>Primary Disability</b> 530: Multiple Disabilities	<b>Multiple Disability 1</b> 560: Autism Spectrum Disorder
	<b>Multiple Disability 2</b> 505: Emotional Disturbance	<b>Multiple Disability 3</b> 
	<b>Multiple Disability 4</b> 	
<b>End Date</b>	<b>Exit Code</b>	

If a student's disability is Autism, you must enter the severity level.

**ASD Severity Behaviors Level**

- 2: Requiring substantial support
- 1: Requiring support
- 2: Requiring substantial support
- 3: Requiring very substantial support

**ASD Severity Communication Level**

- 1: Requiring support
- 1: Requiring support
- 2: Requiring substantial support
- 3: Requiring very substantial support

# Related Services

- ASD (Autism Spectrum Disability) Severity Behavior/Communication Levels
  - If student has Autism as a disability these must be marked
- Therapy Hours
  - Weekly hours
- Transportation/Assistive Technology
  - If in IEP, must be recorded here as yes otherwise can be left blank

ASD Severity Behaviors Level

Physical Therapy Hours

Occupational Therapy Hours

Psychological Therapy Hours

Social Work Service Hours

Transportation

ASD Severity Communication Level

Recreational Therapy Hours

Speech/Language Therapy Hours

Orientation Mobility Hours

Other Service Hours

Assistive Technology

# Special Ed Fields

- Effective date
- End Date
- Creating new record
- **Do not change 1<sup>st</sup> record if change is being made mid-year**
- Only need to change if there is a change in
  - Special Ed Program (funding)
  - Special Ed Category – placement
  - Disability Category

Special Ed Fields		
<b>Effective Date</b> 09/09/2020	<b>Special Ed Program</b> E: Day Program	<b>Special Ed Cate</b> 0130: Separate
	<b>Primary Disability</b> 530: Multiple Disabilities	<b>Multiple Disabili</b> 540: Vision Loss
	<b>Multiple Disability 2</b> 510: Cognitive Disability	<b>Multiple Disabili</b> 550: Speech/La
	<b>Multiple Disability 4</b> 	<b>Multiple Disabili</b> 
<b>End Date</b> 10/29/2020	<b>Exit Code</b> 11: Change in IEP	
<b>Effective Date</b> 10/30/2020	<b>Special Ed Program</b> E: Day Program	<b>Special Ed Cate</b> 0130: Separate
	<b>Primary Disability</b> 530: Multiple Disabilities	<b>Multiple Disabili</b> 540: Vision Loss
	<b>Multiple Disability 2</b> 510: Cognitive Disability	<b>Multiple Disabili</b> 550: Speech/La
	<b>Multiple Disability 4</b> 	<b>Multiple Disabili</b> 
<b>End Date</b> 05/18/2021	<b>Exit Code</b> 11: Change in IEP	
<b>Effective Date</b> 05/19/2021	<b>Special Ed Program</b> E: Day Program	<b>Special Ed Cate</b> 0130: Separate
	<b>Primary Disability</b> 530: Multiple Disabilities	<b>Multiple Disabili</b> 565: Traumatic t
	<b>Multiple Disability 2</b> 540: Vision Loss	<b>Multiple Disabili</b> 
	<b>Multiple Disability 4</b> 	<b>Multiple Disabili</b> 
<b>End Date</b> 	<b>Exit Code</b> 	
* <b>Effective Date</b>	<b>Special Ed Program</b>	<b>Special Ed Cate</b>

## Correct way of making changes in the Special Ed Fields

Work with your special education staff

GPA  
0.0000

Special Ed Fields

Effective Date	Special Ed Program	Special Ed Category
12/21/2023	A: Mild to Moderate Disabilities	0100: General Class with Modifications 80-100%
	Primary Disability	Multiple Disability 1
	550: Speech/Language	
	Multiple Disability 2	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5
End Date	Exit Code	
* Effective Date	Special Ed Program	Special Ed Category
04/08/2024		
	Primary Disability	Multiple Disability 1
	Multiple Disability 2	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5
End Date	Exit Code	

- Shows the current Sped Category – don't change
- Show the current disability – don't change
- Put the date for last day as this disability
- Put in the correct exit/end code

### THEN

- Put in the date new disability category services will start
- Enter new (if changed) Special Ed program
- Enter new (if changed) special ed category
- Enter new (if changed) disability Category

# Special Ed Fields Confusion?

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
02	P	Alpena 36-1 23-24 Alpena Elem (100%)	08/24/2023	
01	P	Alpena 36-1 22-23 Alpena Elem (100%)	07/01/2022	
KG	P	Alpena 36-1 21-22 Alpena Elem 1 (100%)	09/06/2021	05/21/2022

GPA: 0.00

Special Ed Fields

Effective Date	Special Ed Program	Special Ed Category
07/01/2022	A: Mild to Moderate Disabilities	0100: General Class with Modifications 80-10
Primary Disability: 550: Speech/Language Multiple Disability 2: Multiple Disability 3: Multiple Disability 4: Multiple Disability 5:		
End Date	Exit Code	

\* Effective Date Special Ed Program Special Ed Category

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
02	P	Alpena 36-1 23-24 Alpena Elem (100%)	08/24/2023	
01	P	Alpena 36-1 22-23 Alpena Elem (100%)	07/01/2022	
KG	P	Alpena 36-1 21-22 Alpena Elem 1 (100%)	09/06/2021	05/21/2022

GPA: 0.0000

Special Ed Fields

* Effective Date	Special Ed Program	Special Ed Category
04/08/2024		
Primary Disability: Multiple Disability 2: Multiple Disability 4: Multiple Disability 5:		
End Date	Exit Code	

A&D Severity-Behaviors Level: A&D Severity-Communication Level:

## Two possible issues/solutions

- Student is still on an IEP and needs information added to 2<sup>nd</sup> grade
- Student is no longer in need of service and should have an end date for when services were ended
  - Might be in 1<sup>st</sup> grade
  - Might be at the beginning of 2<sup>nd</sup> grade

# IEP Program Exit Reasons

1. Not receiving SE Services
2. Graduated (high school diploma)
3. Continues/Completed IEP Team mod/course reqs
4. Reached the maximum age (21)
5. Died
6. Moved, known to be continuing
7. Moved, not known to be continuing
8. Dropped out
9. Refused services
10. Completed IFSP prior to reaching max age/PtC (3)
11. Change in IEP
12. Student continues
13. Discontinued/completed IEP team mod/course reqs
14. Aged Out/ Completed IEP team mod/course reqs
15. Revocation of Consent

**Student Desk Guide pages 114-115**

## Most Common end code errors

### 1 – Not receiving SE services

- student no longer eligible for special education services (student has been re-evaluated and is no longer eligible for services)

### 9 – Refused services

- Students in alternative instruction/home school or colony student who completed 8<sup>th</sup> grade/religious exemption (can't be because the student won't come)

### 11 – Change in IEP

- change in Special Ed Program, Special Ed Category (LRE), and/or Disability category

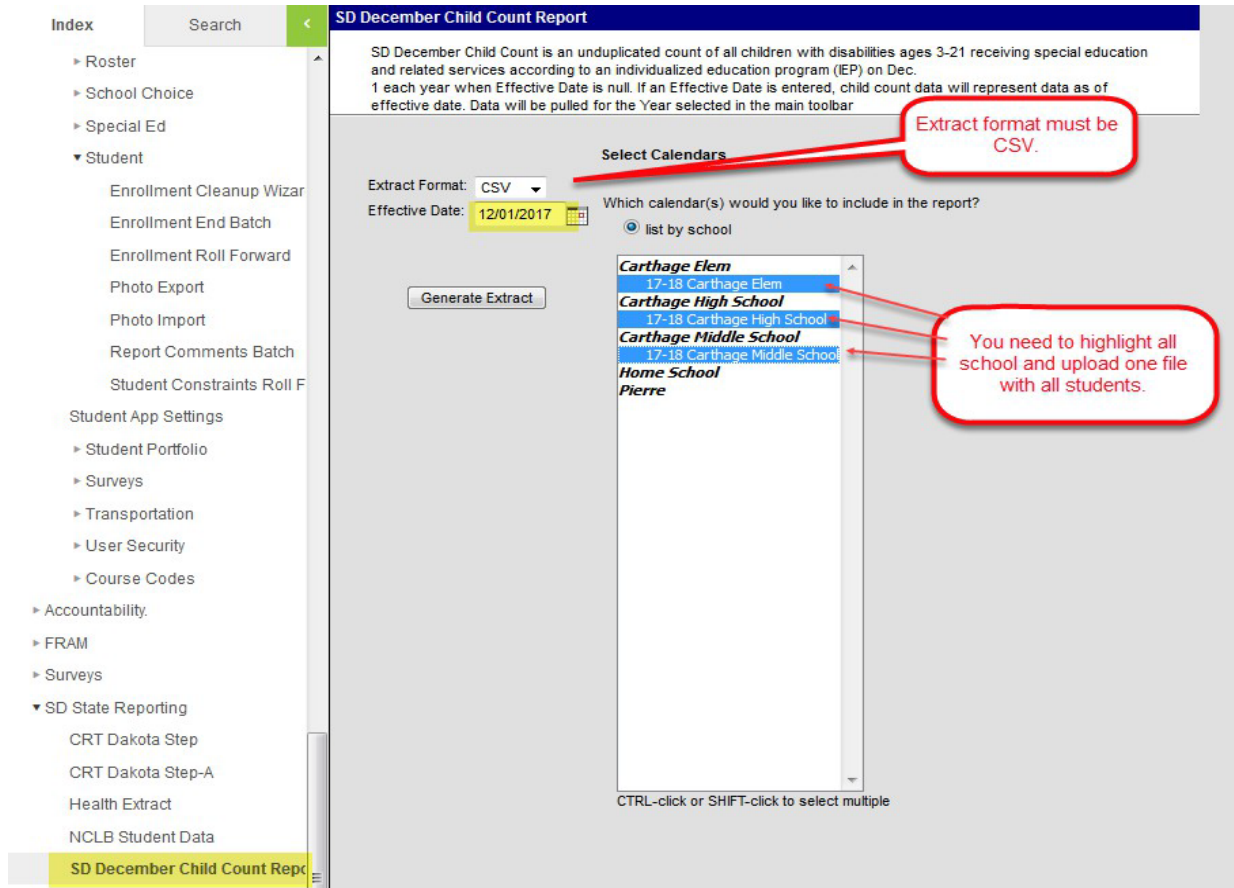
### 15 – Revocation of Consent

- Eligible for special ed services, however guardian signed revocation of consent for services

NOTE: Found on pages 114-115 of Student Desk Guide; with the crosswalk between gen ed end codes and sped end codes on pages 117-118



# Child Count Report in Infinite Campus



**SD December Child Count Report**

SD December Child Count 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 Dec. 1 each year when Effective Date is null. If an Effective Date is entered, child count data will represent data as of effective date. Data will be pulled for the Year selected in the main toolbar

**Select Calendars**

Extract Format: **CSV**

Effective Date: **12/01/2017**

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

list by school

- Carthage Elem**
- 17-18 Carthage Elem
- Carthage High School**
- 17-18 Carthage High School
- Carthage Middle School**
- 17-18 Carthage Middle School
- Home School
- Pierre

**Generate Extract**

CTRL-click or SHIFT-click to select multiple

**Extract format must be CSV.**

**You need to highlight all school and upload one file with all students.**

# Child Count Report

Verify that all demographic information is correct on your report. If you have a student who is placed out of district, they should show up under the Sped Out of District School.

A	B	C	D	E	F	G	H	I
District_N	School_Name	State_ID	Student_Name	Gender	State_Rac	Birthdate	Age	Grade
Alpena 36	Alpena Elem	143180695	Leaf, Brandit	M	WH	07/31/2005	9	2
Alpena 36	Sped Out of District	83458231	sample2, student	M	TR	01/12/2002	12	7

You will notice that your student that is being served outside your district is appearing on this report.

# What is the “Flagged” Column?

If there is a “1” in this column on your report, that means there is a problem with the Special Ed Category in the next column on the Child Count report.

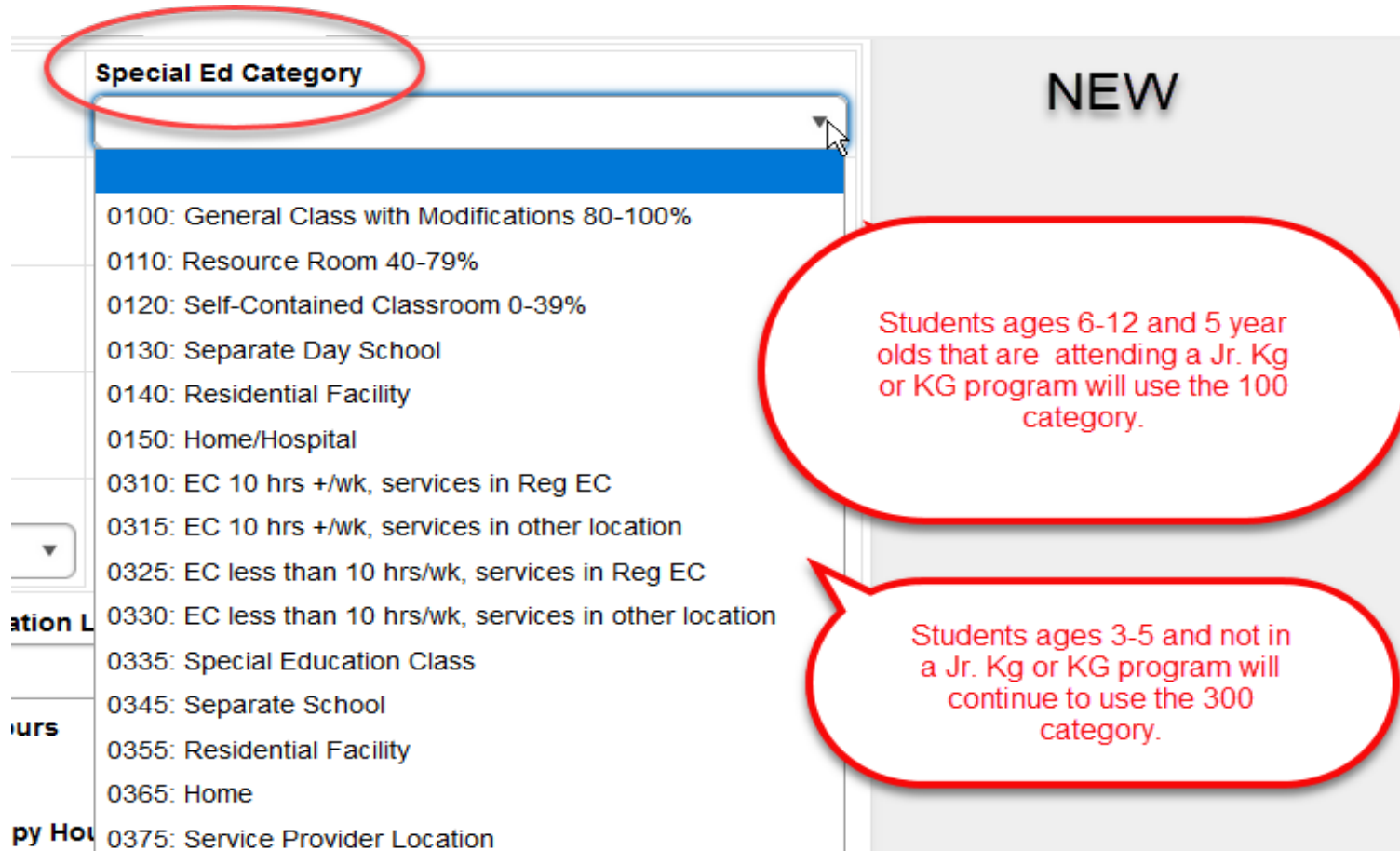
	Flagged	Special_Ed_Category	Occupatio	Physical_1	Psycholog	Counselin	Social_V	Audiologi	Recreatio	School_H	Speech_L	Transport
2	1	310										
7	0	140										



# Student doesn't show up on your child count report

- Make sure the student has an active special ed record on December 1<sup>st</sup>.
  - Sometimes if there is a change in IEP, the old record gets ended but a new record does not get put in.
- The special ed fields may not have rolled over from the previous year.
  - You will need to re-enter the information into this year's enrollment record.
- Make sure that your student is entered in Infinite Campus.
  - Student may have an enrollment in the Sped Out of District Placement School.
- KG/Jr.KG students that are 5 years old and, on an IEP, will now use the 100 categories instead of 300 categories.
  - All other 5-year-old students will continue to use the 300 categories.
- Any student under the age of 3 or over the age of 21 will not be on the report.
  - Birth date errors are common.
  - If you need to change the birth date, you will need to go into the **Identities** tabs to make the change.

# Child Count (con't)



**Special Ed Category**

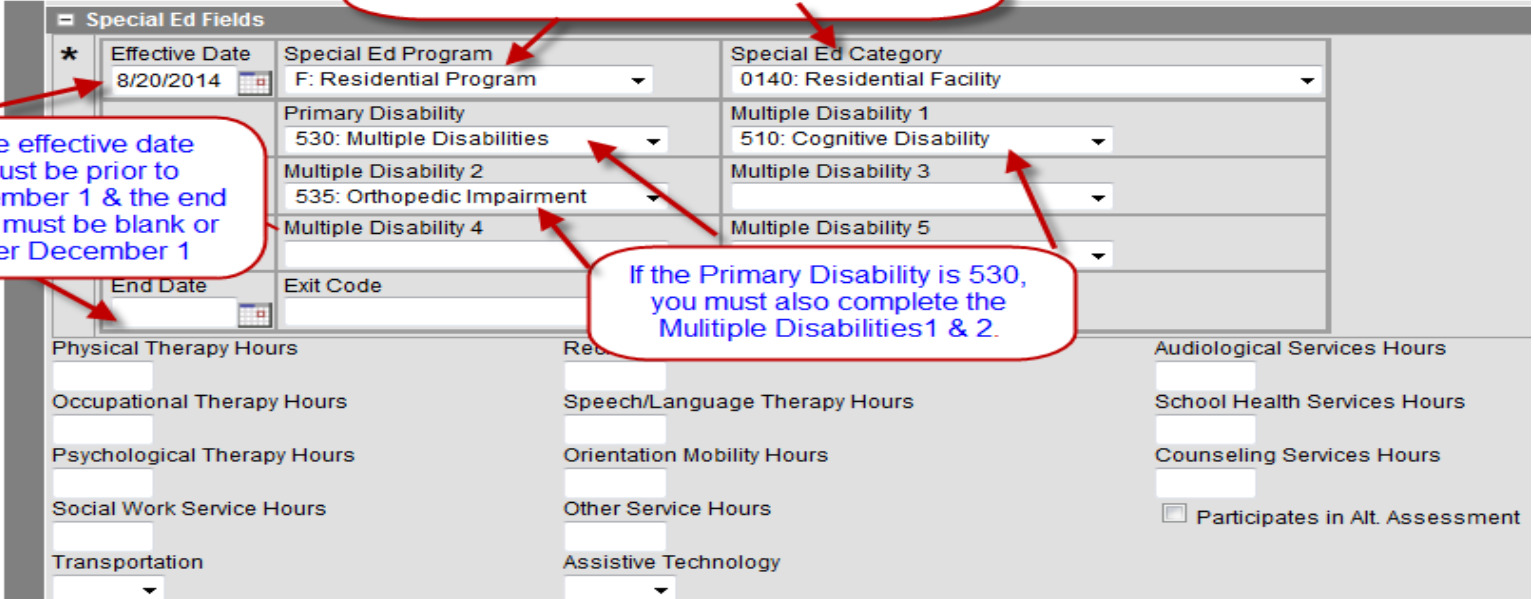
- 0100: General Class with Modifications 80-100%
- 0110: Resource Room 40-79%
- 0120: Self-Contained Classroom 0-39%
- 0130: Separate Day School
- 0140: Residential Facility
- 0150: Home/Hospital
- 0310: EC 10 hrs +/wk, services in Reg EC
- 0315: EC 10 hrs +/wk, services in other location
- 0325: EC less than 10 hrs/wk, services in Reg EC
- 0330: EC less than 10 hrs/wk, services in other location
- 0335: Special Education Class
- 0345: Separate School
- 0355: Residential Facility
- 0365: Home
- 0375: Service Provider Location

**NEW**

Students ages 6-12 and 5 year olds that are attending a Jr. Kg or KG program will use the 100 category.

Students ages 3-5 and not in a Jr. Kg or KG program will continue to use the 300 category.

## The following Special Ed fields must be populated.



**Special Ed Fields**

\* Effective Date: 8/20/2014  
 Special Ed Program: F: Residential Program  
 Special Ed Category: 0140: Residential Facility  
 Primary Disability: 530: Multiple Disabilities  
 Multiple Disability 1: 510: Cognitive Disability  
 Multiple Disability 2: 535: Orthopedic Impairment  
 Multiple Disability 3: [Blank]  
 Multiple Disability 4: [Blank]  
 Multiple Disability 5: [Blank]  
 End Date: [Blank]  
 Exit Code: [Blank]

Physical Therapy Hours: [Blank]  
 Occupational Therapy Hours: [Blank]  
 Psychological Therapy Hours: [Blank]  
 Social Work Service Hours: [Blank]  
 Transportation: [Blank]

Rec... [Blank]  
 Speech/Language Therapy Hours: [Blank]  
 Orientation Mobility Hours: [Blank]  
 Other Service Hours: [Blank]  
 Assistive Technology: [Blank]

Audiological Services Hours: [Blank]  
 School Health Services Hours: [Blank]  
 Counseling Services Hours: [Blank]  
 Participates in Alt. Assessment

**Callout 1:** Special Ed Program, Special Ed Category & Primary Disability must be filled in  
**Callout 2:** The effective date must be prior to December 1 & the end date must be blank or after December 1  
**Callout 3:** If the Primary Disability is 530, you must also complete the Multiple Disabilities 1 & 2.

If the student's IEP includes therapy services, report the number of hours per week for each service. (If services are provided on a monthly basis, it is necessary for Campus reporting purposes only, divide by 4 to calculate hours per week.) Assistive Technology and Transportation do not require the number of hours but are simply check boxes. (There may be more than one.) You should always code speech hours regardless of whether Speech is primary disability or related service.

# Resources

- **SD DOE Website**  
[doe.sd.gov](https://doe.sd.gov)
- **Student Data Collections Desk Guide**  
<https://doe.sd.gov/ofm/documents/DeskGuide-0824.pdf>
- **Child Count**  
<https://doe.sd.gov/ofm/data-childcount.aspx>
- **Fall Newsletter**  
<https://doe.sd.gov/ofm/documents/SIMS-0824.pdf>
- **English Learners in South Dakota**  
<https://doe.sd.gov/title/el.aspx>
- **SDInfiniteCampus Listserv sign up and to discontinue**  
<https://www.k12.sd.us/MailingList/SDInfiniteCampus>
- **Free Access to On-demand Courses**  
[Campus Community - Campus Passport](#)

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T H A N K  
Y O U