

DOE – Data Management State Reporting User Groups

SEPTEMBER 2025

Review District & School Contact Information

- **The annual verification of Educational Directory WAS DUE September 1st!**
- SD DOE has a new application for updating the Educational Directory. This application allows districts to make updates throughout the year with an annual verification at the beginning of each school year.
- Find your school district on the DOE website at <https://doe.sd.gov/ofm/edudir.aspx>. Review the district information.
- Review school(s) information. The school(s) in your district will be found at the left of the district name.
- Report changes to your district's Educational Directory Contact. This is the ONLY person that has permission to update the new Educational Directory application.
- Educational Directory application link - <https://doeapps.k12.sd.us/>. User Guide located - <https://doe.sd.gov/ofm/edudir.aspx> under the Documents section.
- For questions or permission changes to access the new application, contact Angie at Angie.bren@state.sd.us

Educational Structure

- If your district is thinking of making changes to its Educational Structure for the 2026/2027 school year, these changes must be reported to the DOE during the Educational Structure Data Collection between **March 1 – 31st, 2026.**
- **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.

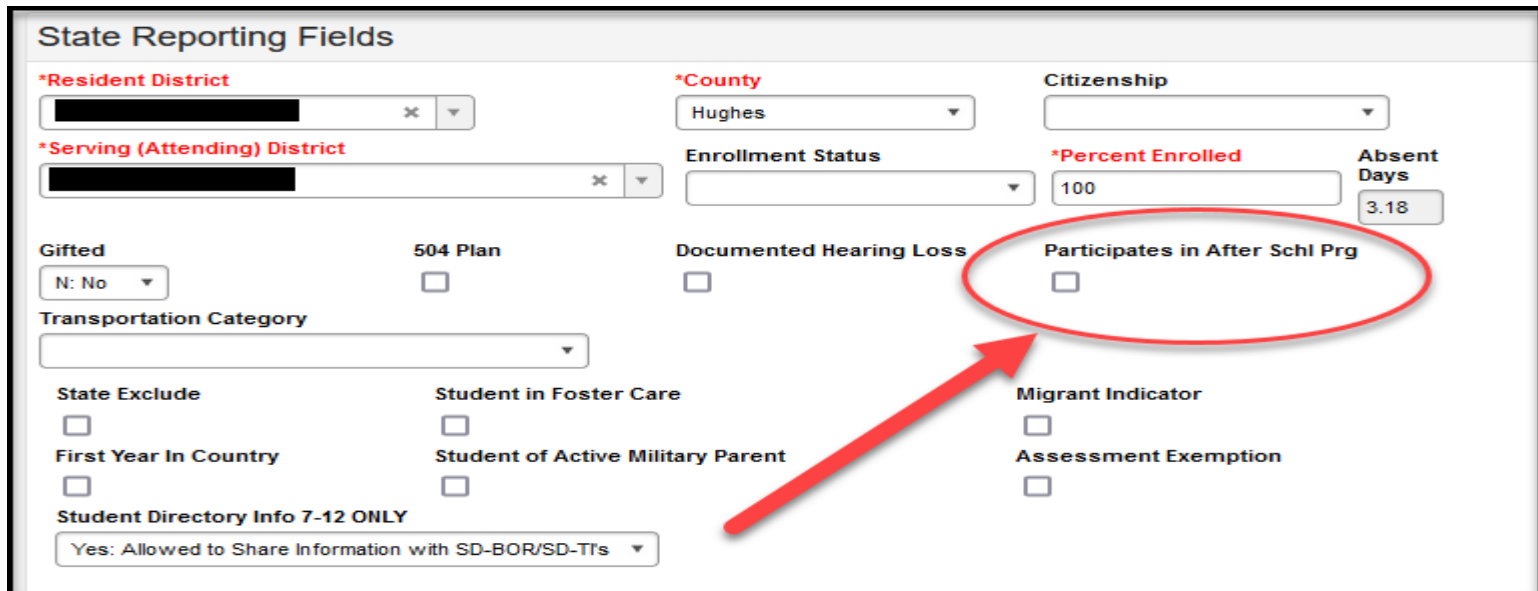
Kindergarten Student – a student enrolled in Kindergarten must be at least 5 years old by September 1st.

- 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". It contains various input fields and checkboxes for student data. A red circle highlights the checkbox labeled "Participates in After Schl Prg", and a red arrow points to it from the bottom left.

State Reporting Fields			
*Resident District [Dropdown menu]	*County Hughes [Dropdown menu]	Citizenship [Dropdown menu]	
*Serving (Attending) District [Dropdown menu]	Enrollment Status [Dropdown menu]	*Percent Enrolled 100 [Text input]	Absent Days 3.18 [Text input]
Gifted N: No [Dropdown menu]	504 Plan <input type="checkbox"/>	Documented Hearing Loss <input type="checkbox"/>	Participates in After Schl Prg <input type="checkbox"/>
Transportation Category [Dropdown menu]			
State Exclude <input type="checkbox"/>	Student in Foster Care <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-TT's [Dropdown menu]			

After School Programs

Definitions

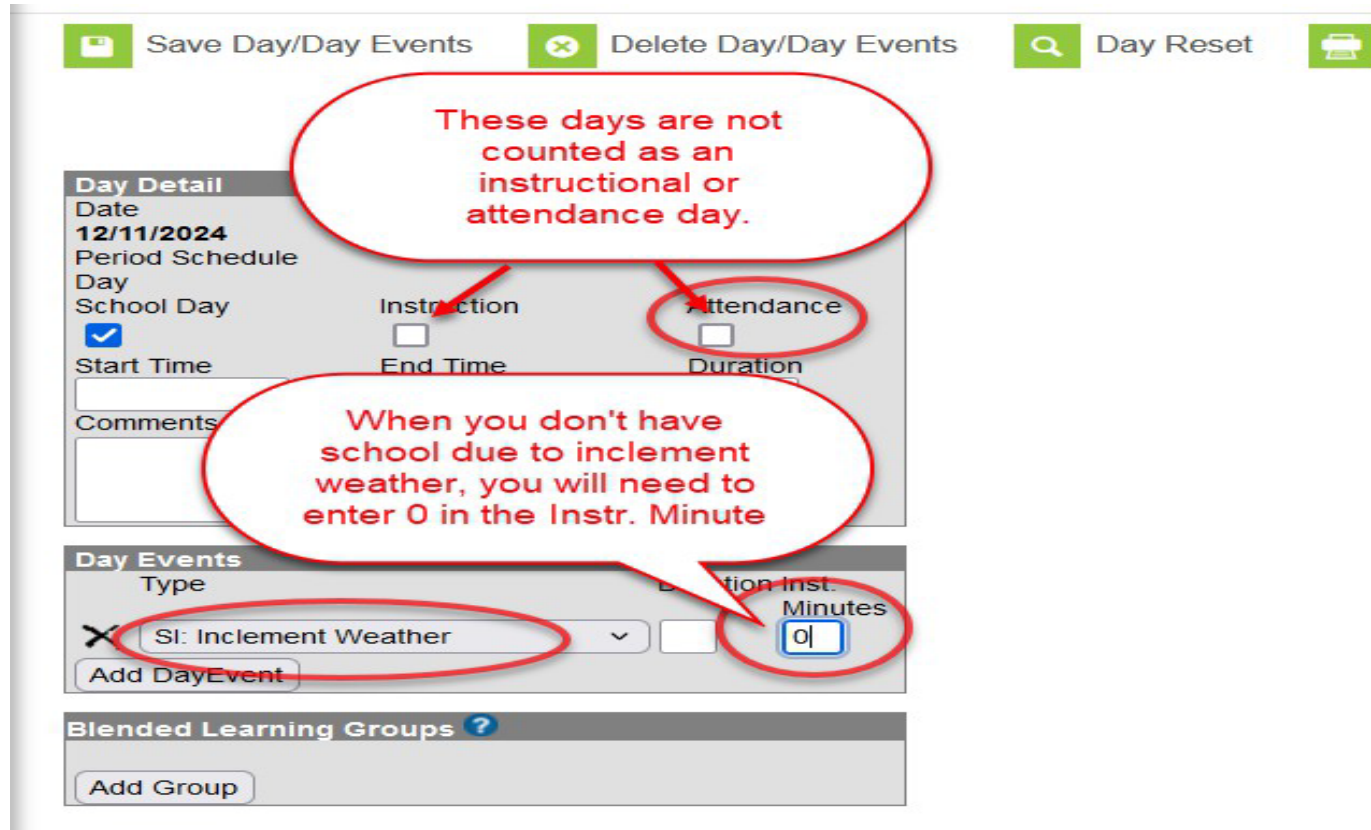
After-School Program definition – Programs that provide academic enrichment opportunities during non-school hours that serve children and youth of all ages. After-School programs help students meet state and local content standards in core academic subjects, such as reading and math; offer students a 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. Make sure that all vacation, holidays, early dismissal, etc are entered into your calendar.

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

SI: Inclement Weather

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 school starts late or dismisses 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 ☒

Instruction ☒ Attendance ☒

Start Time End Time Duration

0

Comments

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

Day Events

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

Add DayEvent

Blended Learning Groups

Add Group

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.

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**

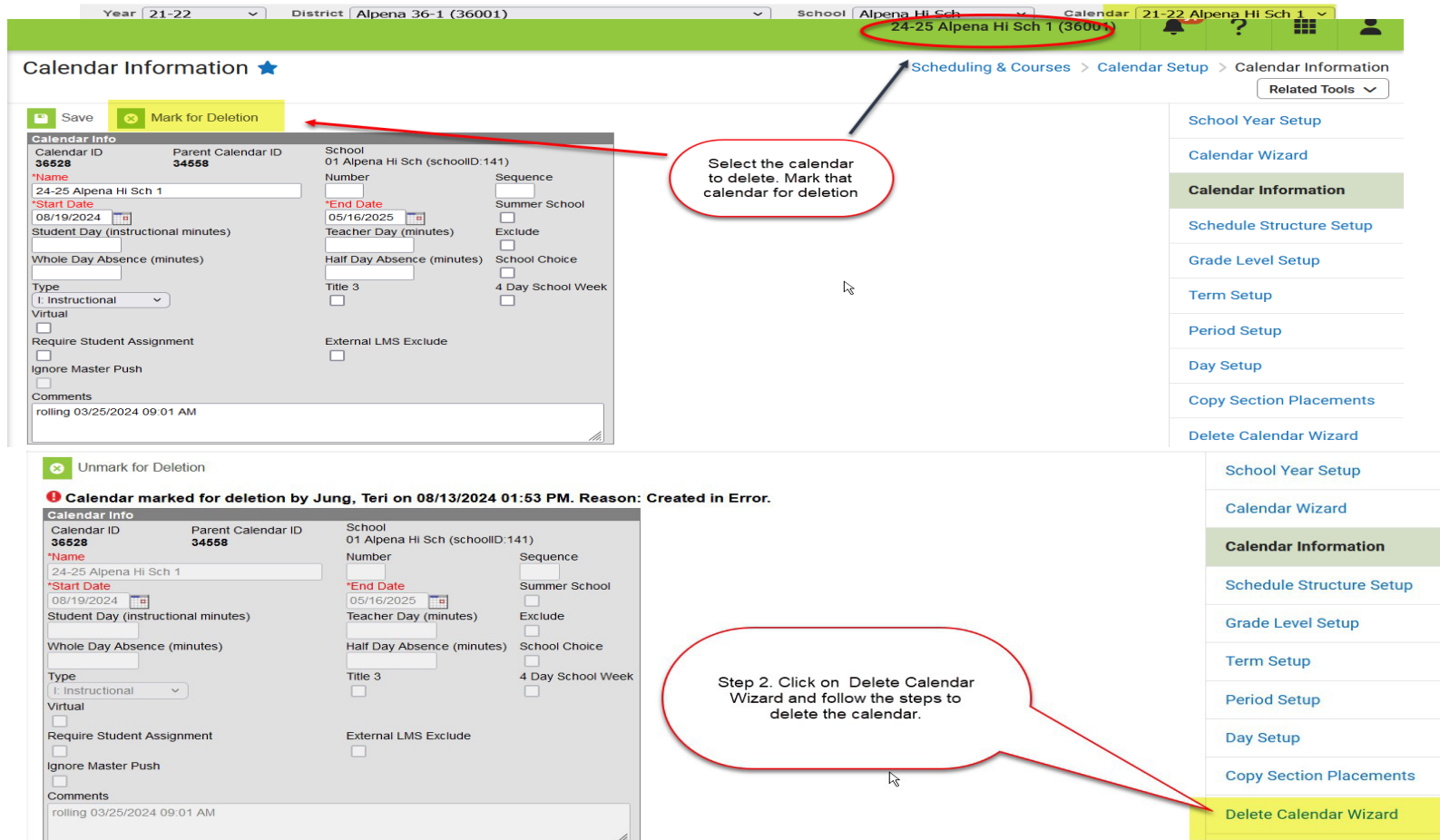
 Day Reset  **Print**  Multi Day Event

<< **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

Delete Calendar Wizard



Year: 21-22 District: Alpena 36-1 (36001) School: Alpena Hi Sch 1 Calendar: 21-22 Alpena Hi Sch 1

Calendar Information ★

Save Mark for Deletion

Calendar Info

Calendar ID: 36528 Parent Calendar ID: 34558 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:

Student Day (instructional minutes): Teacher Day (minutes): Exclude:

Whole Day Absence (minutes): Half Day Absence (minutes): School Choice:

Type: I: Instructional Title 3: 4 Day School Week:

Virtual: Require Student Assignment: External LMS Exclude:

Ignore Master Push:

Comments: rolling 03/25/2024 09:01 AM

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: 36528 Parent Calendar ID: 34558 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:

Student Day (instructional minutes): Teacher Day (minutes): Exclude:

Whole Day Absence (minutes): Half Day Absence (minutes): School Choice:

Type: I: Instructional Title 3: 4 Day School Week:

Virtual: Require Student Assignment: External LMS Exclude:

Ignore Master Push:

Comments: rolling 03/25/2024 09:01 AM

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

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

Delete Calendar Wizard

Delete Calendar

✓
Select

2
Validate

3
Preview

Select a calendar that has been marked for deletion.
23-24 Alpena Elem 1 was marked for deletion by Jung, Teri on 07/15/2024 11:23 am.
Reason: Created in Error

Calendar *

23-24 Alpena Elem 1


Select the calendar you want to delete.


Click Next

Next

Delete Calendar Wizard

Delete Calendar


Select






Validate

3

Preview

All associated data must be removed from the calendar prior to deletion.

Data Validation

DATA ITEM	STATUS
Assignment Scores	
Attendance	
Course Requests	
Fee Assignments	

Previous

Next

Click Next

Delete Calendar Wizard

✓
Select

✓
Validate

✓
Previous

23-24 Alpena Elem 1 is ready for deletion. You can delete the calendar now or schedule a date and time for deletion using the

! This process may significantly impact system performance. It is recommended that calendars be deleted during off-peak hours. It is recommended that you print a copy of this preview for your records.

23-24 Alpena Elem 1 includes:

- 1 Schedule Structure
- 1 Term Schedule
- 4 Terms
- 15 Periods

Schedule Calendar Delete

☒ Now

☐ Schedule

07/15/2024 @ 11:30 AM

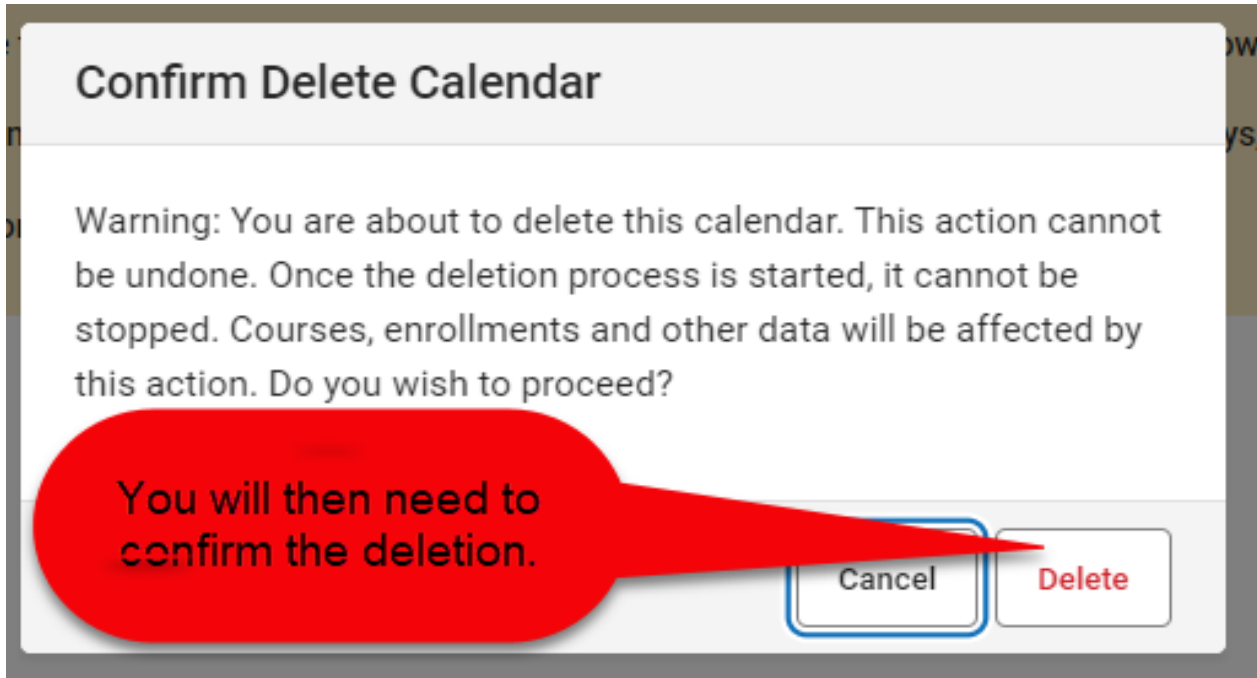
Previous Print Delete

This is telling you what will be deleted.

You can delete the calendar now, or you can schedule it for deletion at a later time.

Click Delete

Delete Calendar Wizard



Confirm Delete Calendar

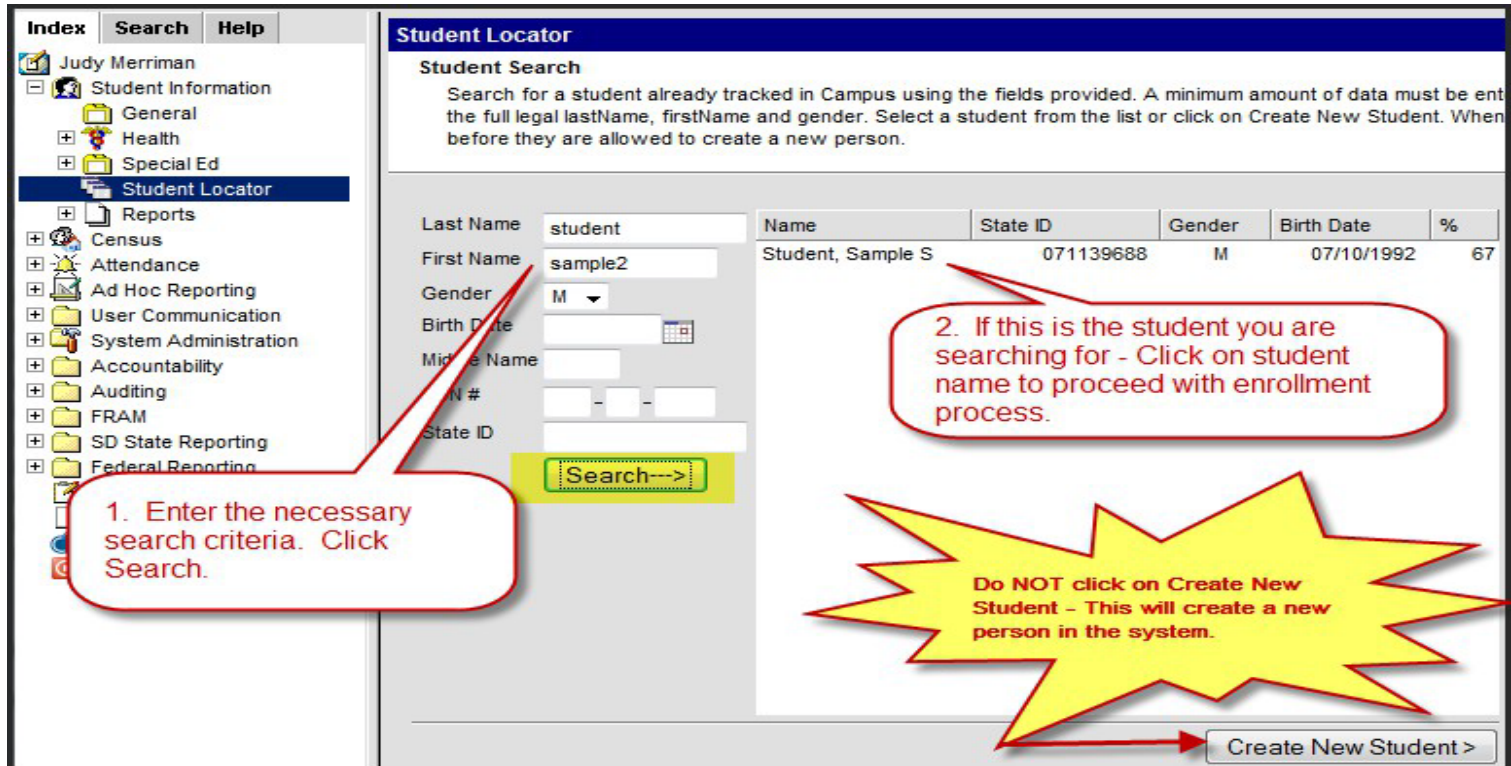
Warning: You are about to delete this calendar. This action cannot be undone. Once the deletion process is started, it cannot be stopped. Courses, enrollments and other data will be affected by this action. Do you wish to proceed?

You will then need to confirm the deletion.

Cancel Delete

Enrolling a Student

Index>Student Information>Student Locator



Index **Search** **Help**

- Judy Merriman
- Student Information
 - General
 - Health
 - Special Ed
 - Student Locator**
 - Reports
- Census
- Attendance
- Ad Hoc Reporting
- User Communication
- System Administration
- Accountability
- Auditing
- FRAM
- SD State Reporting
- Federal Reporting

Student Locator

Student Search

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered: the full legal lastName, firstName and gender. Select a student from the list or click on Create New Student. When before they are allowed to create a new person.

Last Name:
 First Name:
 Gender:
 Birth Date:
 Middle Name:
 SSN #:
 State ID:

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

1. Enter the necessary search criteria. Click Search.


2. If this is the student you are searching for - Click on student name to proceed with enrollment process.


Do NOT click on Create New Student - This will create a new person in the system.

****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

*Last Name

Class

*First Name

History

Middle Name


Suffix

▼

*Gender

F: Female ▼

*Birth Date (Age: 16)

12/25/2007 

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

Select a Value ▼

Date Entered US

08/23/2023 

Date Entered US School

Date Entered State School

Birth Verification

▼

Home Primary Language

Select a Value ▼

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

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

*Grade
12 ▾

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

Class Room
☐

External LMS Exclude
☐

Rolled From Enrollment ID: 21762

Next Grade

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
☐

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

Enrollment Status

State Reporting Fields

***Resident District**
Alpena 36-1: 36001

***Serving (Attending) District**
Agar-Blunt-Onida 58-3: 58003

***County**
Spearhead

Enrollment Status
1: US Citizen

***Percent Enrolled**
100

Gifted
N: No

Homeless Status

☐ State Exclude

☐ First Year In Country

Student Directory Information
Yes: Allowed to share information

Title 1

☐ Title 1 Reading

☐ Title 1 Supporting Guidance

☐ Title 1 Vocational

☐ Title 1 Health/Dental/Eye Care

Special Ed Fields

504 Plan

☐ Unaccompanied

☐ Student in Foster Care

☐ Student of Active Military

Enrollment Status Legend:

- 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

☐ Title 1 Science

District where the student lives.

County is where the student resides, not where the district is

District where the student is being served.

Percentage the student is being served.

When the resident district and the serving district are different, you must enter an enrollment status.

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.

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 91st 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.

Citizenship

 Save
  Delete
  Print Enrollment History
  New

State Reporting Fields

*Resident District
 Alpena 36-1: 36001

*County
 Jerauld

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

Enrollment Status

Homeless Status

Unaccompanied Youth

Citizenship

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

Gifted
 N: No

Absent Days

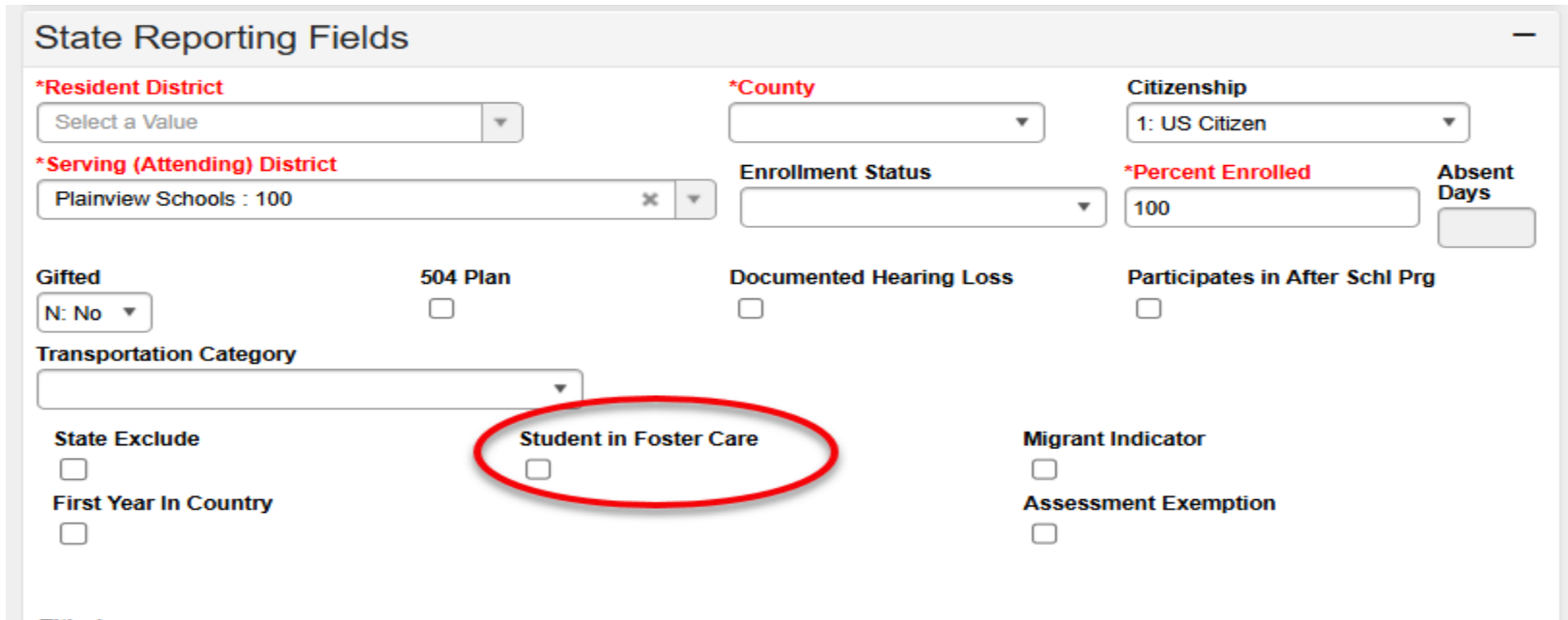
Transportation

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



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

- *Resident District**: A dropdown menu with "Select a Value".
- *County**: A dropdown menu.
- Citizenship**: A dropdown menu with "1: US Citizen".
- *Serving (Attending) District**: A dropdown menu with "Plainview Schools : 100".
- Enrollment Status**: A dropdown menu.
- *Percent Enrolled**: A text input field with "100".
- Absent Days**: A text input field.
- Gifted**: A dropdown menu with "N: No".
- 504 Plan**: A checkbox.
- Documented Hearing Loss**: A checkbox.
- Participates in After Schl Prg**: A checkbox.
- Transportation Category**: A dropdown menu.
- State Exclude**: A checkbox.
- First Year In Country**: A checkbox.
- Student in Foster Care**: A checkbox, which is circled in red.
- Migrant Indicator**: A checkbox.
- Assessment Exemption**: A checkbox.

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

*Resident District

Select a Value

*County

Citizenship

1: US Citizen

*Serving (Attending) District

Plainview Schools : 100

Enrollment Status

*Percent Enrolled

100

Absent Days

Gifted

N: No

504 Plan

Documented Hearing Loss

Participates in After Schl Prg

Transportation Category

State Exclude

Student in Foster Care





Migrant Indicator

First Year In Country

Assessment Exemption

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

Homeless Editor

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,

Homeless Editor

*Start Date: 09/06/2022

End Date: 06/30/2023

Program Status:

Primary Night Time Residence:

Unaccompanied Youth:

Modified By: Jung, Teri 12/01/2022 03:21 PM

Callout 1: If the student has been identified as homeless by the Homeless Liaison, the appropriate Primary Night Time Residence must be identified.

Callout 2: 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.

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.**

1st Year in Country

State Reporting Fields

*Resident District <input type="text" value="Select a Value"/>	*County <input type="text"/>	Citizenship <input type="text" value="1: US Citizen"/>
*Serving (Attending) District <input type="text" value="Plainview Schools : 100"/>	Enrollment Status <input type="text"/>	*Percent Enrolled <input type="text" value="100"/>
Gifted <input type="text" value="N: No"/>	504 Plan <input type="checkbox"/>	Documented Hearing Loss <input type="checkbox"/>
Transportation Category <input type="text"/>	Participates in After Schl Prg <input type="checkbox"/>	Absent Days <input type="text"/>
State Exclude <input type="checkbox"/>	Migrant Indicator <input type="checkbox"/>	Assessment Exemption <input type="checkbox"/>
First Year In Country <input type="checkbox"/>		

If a student arrives and enters a US school between May 2, 2025 and May 1, 2026, they are considered First Year in Country.

Student with Hearing Loss

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

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.

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:

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:

No Image Available

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

EL

 Save
  Delete

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

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

EL Services

+ New Save Delete

EL Services		
Service Type	Start Date	End Date
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

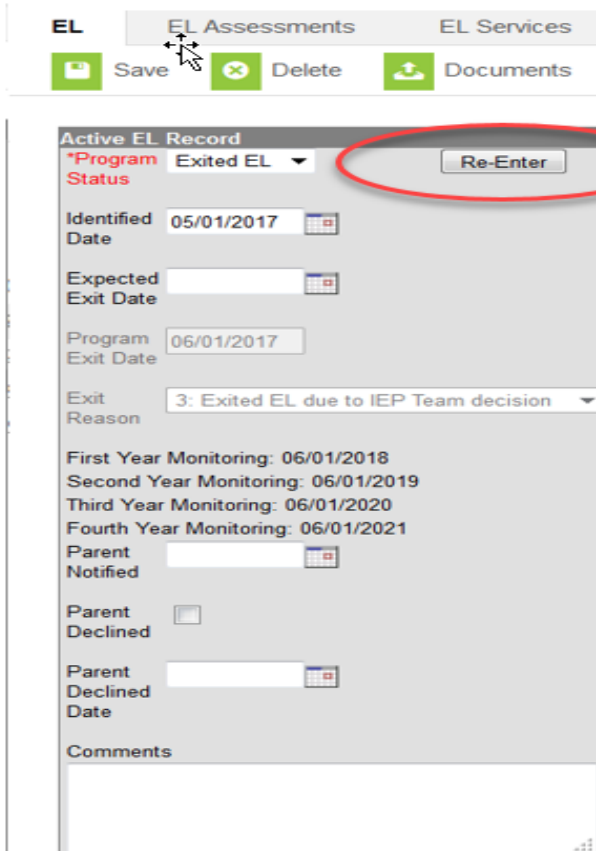
Date Refused:

Comments

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

EL/Re-enter

Student Information>Program Participation>English Learner (EL)



EL EL Assessments EL Services

Save Delete Documents

Active EL Record

*Program Status: Exited EL **Re-Enter**

Identified Date: 05/01/2017

Expected Exit Date:

Program Exit Date: 06/01/2017

Exit Reason: 3: Exited EL due to IEP Team decision

First Year Monitoring: 06/01/2018
Second Year Monitoring: 06/01/2019
Third Year Monitoring: 06/01/2020
Fourth Year Monitoring: 06/01/2021

Parent Notified: ☐

Parent Declined: ☐

Parent Declined Date:

Comments:

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.

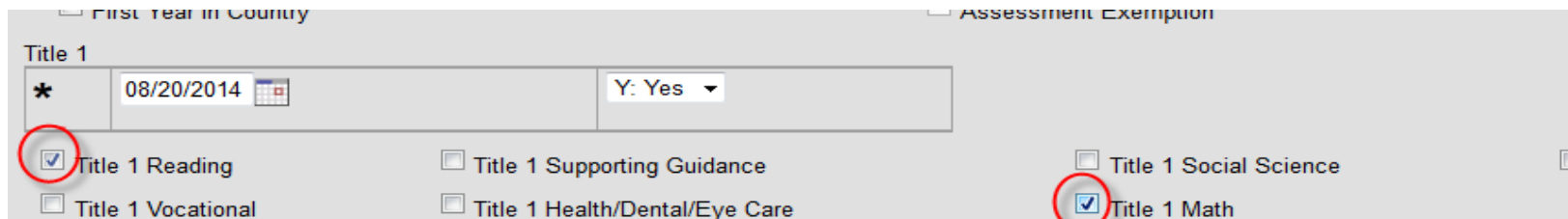
The school must administer the screener test for those students prior to re-entering them.

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 School-Wide** - 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.
- **Title I Targeted Assist** - If your school is a Targeted Assist 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.



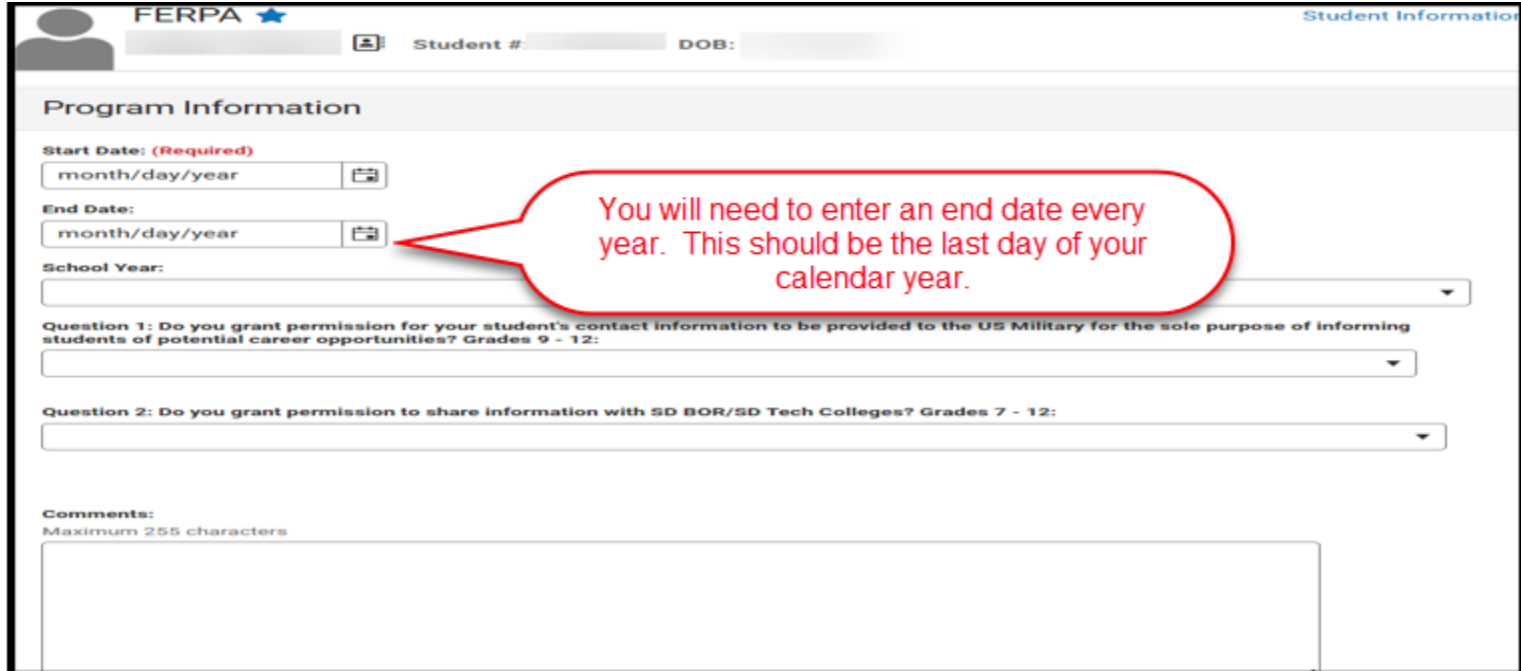
The screenshot shows a form titled "Title 1" with a date field set to "08/20/2014" and a dropdown menu set to "Y: Yes". Below these are several checkboxes for Title I services: "Title 1 Reading" (checked), "Title 1 Supporting Guidance" (unchecked), "Title 1 Social Science" (unchecked), "Title 1 Vocational" (unchecked), "Title 1 Health/Dental/Eye Care" (unchecked), and "Title 1 Math" (checked). Red circles highlight the checked boxes for "Title 1 Reading" and "Title 1 Math".

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.

FERPA

Districts are required to collect this information on an annual basis.



FERPA ★ Student Information

Student #: DOB:

Program Information

Start Date: (Required)
month/day/year

End Date:
month/day/year

School Year:


Question 1: 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 2: Do you grant permission to share information with SD BOR/SD Tech Colleges? Grades 7 - 12:

Comments:
Maximum 255 characters

Information regarding whether the district can share student directory information, that is protected by FERPA, is collected via the FERPA program screen in Campus. Districts are required to obtain parental consent on student directory information on an annual basis. This information is normally collected during the start of the school year.

FERPA Completed

 FERPA ★ Student Information

 Student #: Grade: DOB:

School Year

Start Date: 08/19/2024
End Date: 05/31/2025
School Year: 2025
Question 1: Parent did not answer.
Question 2: Yes, I give my permission for my student's information to be shared with colleges and universities.

Created By: Pierre 32-2 32002; 10/15/2024 View

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

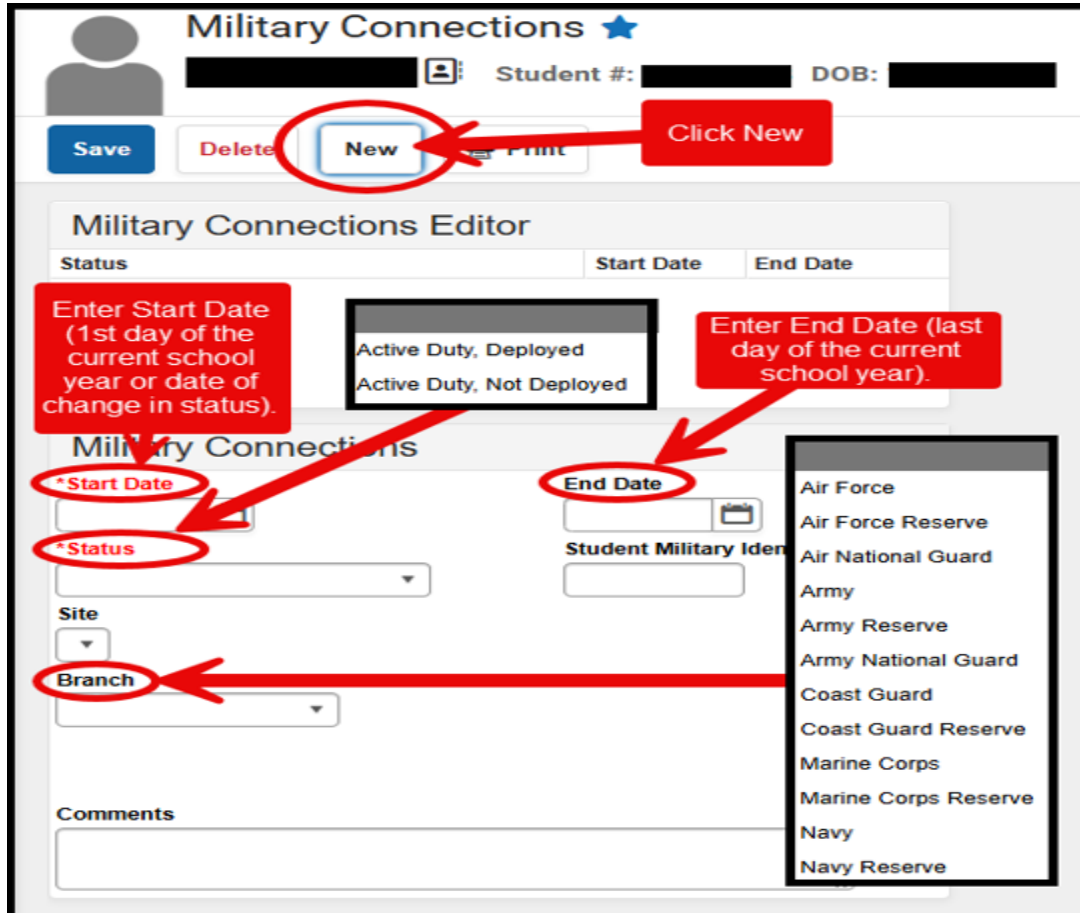
Ad Hoc Filter:
☒ Add Participation
☐ Delete Participation
☐ Edit Participation

Next

Students with a Parent Serving in the Armed Forces

- School districts are required to collect whether a student has a parent serving in the Armed Forces on an annual basis. This information is normally collected during the start of year enrollment process.
- The definition of “Armed Forces” includes the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard. This also includes their respective reserve components (i.e., Army National Guard, Air National Guard, and Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves). It **DOES NOT** include a parent who is a retiree, a veteran, or in the Retired Reserves. Once the student has been identified as having a parent serving in the Armed Forces, they are to retain that status for the entire school year.

Military Connections



Military Connections ★

Student #: [REDACTED] DOB: [REDACTED]

Buttons: Save, Delete, **New** (circled), Print

Click New (red box with arrow pointing to 'New' button)

Military Connections Editor

Status	Start Date	End Date
Active Duty, Deployed		
Active Duty, Not Deployed		

Enter Start Date (1st day of the current school year or date of change in status).

Enter End Date (last day of the current school year).

***Start Date** (circled)

***Status** (circled)

End Date (circled)

Branch (circled)

Student Military Identifier

Branch List:

- Air Force
- Air Force Reserve
- Air National Guard
- Army
- Army Reserve
- Army National Guard
- Coast Guard
- Coast Guard Reserve
- Marine Corps
- Marine Corps Reserve
- Navy
- Navy Reserve

Comments

FRAM

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

Eligibility

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 *
24-25

Start Date *
09/05/2024

End Date *
10/05/2025

Eligibility Type *
Meal

Eligibility *
Reduced

Source *
☒ Non-Direct
☐ Direct

Certified Type *
Income

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 9th grade will populate on the Grad Tab.

Date First Entered 9th Grade

- This is the first point of entry into 9th grade. This date does not change because a student is retained.
- If a student started 9th 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 9th grade in another state, in Rapid City or Brandon Valley, in a BIE school or a private school, **you need to create a 9th grade Enrollment History.**
- Once a student has entered the 9th 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

SaveDeleteNewPrint Enrollment HistoryNew Enrollment History

Enrollment History

*Calendar Name

MN Transfer

*Grade

9

NCES Grade

*Start Date

8/15/2023

End Date

*Service Type

P: Primary

Start Status

End Status

State Start Status

Start Comments

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

State Aid Fall Enrollment

- Students must be enrolled on **Friday, September 26th** (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.

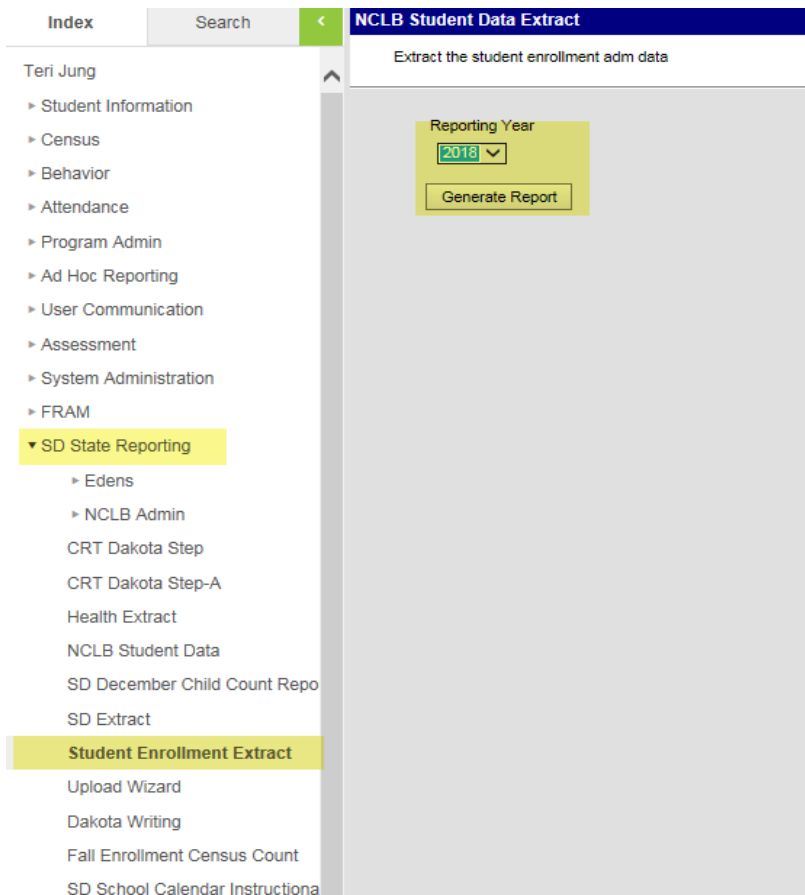
Fall Enrollment Census Count

- Students must be enrolled on **Friday, September 26th**,
- 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. On the left is a navigation menu with a search bar and a list of categories. The 'NCLB Student Data Extract' category is selected and highlighted in yellow. The main content area on the right has a title bar 'NCLB Student Data Extract' and a subtitle 'Extract the student enrollment adm data'. Below this, there is a 'Reporting Year' dropdown menu set to '2018' and a 'Generate Report' button.

Index Search < **NCLB Student Data Extract**

Teri Jung

Extract the student enrollment adm data

Reporting Year
2018
Generate Report

Index

- Student Information
- Census
- Behavior
- Attendance
- Program Admin
- Ad Hoc Reporting
- User Communication
- Assessment
- System Administration
- FRAM
- SD State Reporting**
 - Edens
 - NCLB Admin
 - CRT Dakota Step
 - CRT Dakota Step-A
 - Health Extract
 - NCLB Student Data
 - SD December Child Count Repo
 - SD Extract
 - Student Enrollment Extract**
 - Upload Wizard
 - Dakota Writing
 - Fall Enrollment Census Count
 - SD School Calendar Instructiona

- 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.

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 have an enrollment record in the 12th 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 schools are no longer a stand-alone schools. These are now calendars under the appropriate school. You are required to take attendance, and you must have a calendar set up.
- If you are providing services for a school age student from a private school, you will need to make sure that you have an enrollment for them in your private school.
- Employees who have left your district, make sure that you have disabled, and end dated their employment.

Important Dates

- **September 26th** – State Aid Fall Enrollment Count Date
- **October 1st** – Deadline to have all Free/Reduced Lunch data entered in Infinite Campus
- **October 15th** -- Final enrollment count
- **December 1st** – Child Count

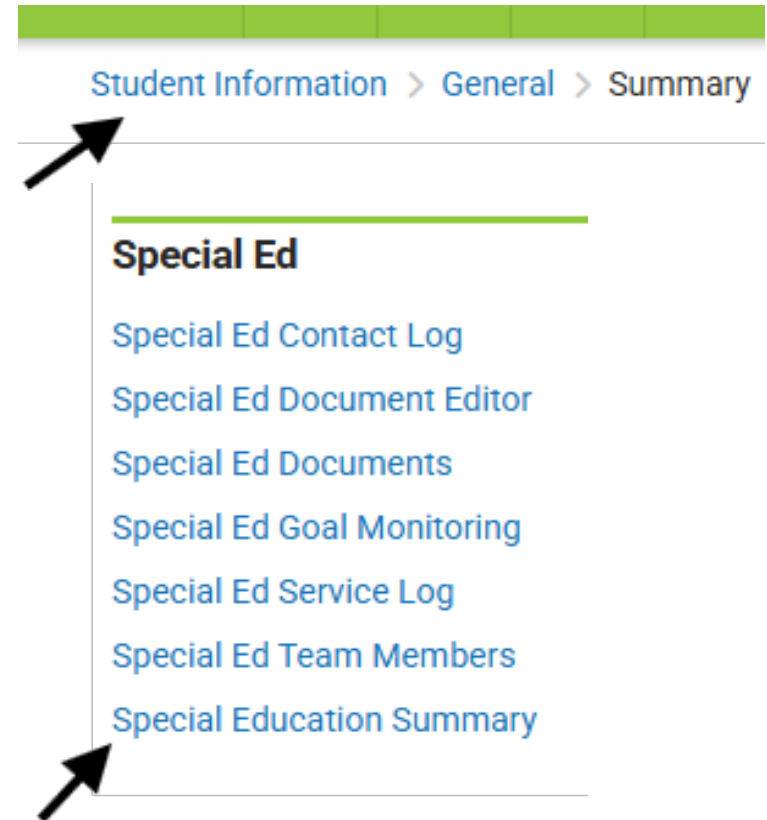
Special Education Data Entry And Child Count

Special Education Data

- No longer found on the enrollment tab (starting with the 2025-26 school year)
- Sped information from previous years is still available in that school year's enrollment record
- Special Education Data is now entered and collected in the Special Education Summary section
 - No longer linked to an enrollment record
- Who at the district level enters this data? Might be:
 - Special Ed director
 - Special Ed educator (teacher)
 - Special Ed administrative assistant

Special Education Summary

- Use the Special Education Summary section to collect data
- In the special education tab/section
- Go to the Student Information Section
- Look for Special Ed
- Should be last entry
 - If not there you will need to ask for permission from the District IC administrator




Summary Overview


Summary Overview

Plan Information +

Evaluation Information +


State Reporting and Data Entry 

Effective Date	End Date	Special Ed Program	Special Ed Category
No records have been created.			




New 

- Click the New button
- Opens a new window


State Reporting and Data Entry


 **Special Education Summary** ☆

[Student Information](#) > [Special Ed](#) >

 **Alain, Allen**  **Student #:** 109462 **Grade:** 03 **DOB:** 04/20/2016
 **HS Graduation**

State Reporting and Data Entry

Effective Date: (Required)
 

End Date:
 

Special Ed Program:

Special Ed Category:

Primary Disability:

Multiple Disability 1:

Multiple Disability 2:

Multiple Disability 3:

Multiple Disability 4:

Multiple Disability 5:

Exit Code:

ASD Severity Communication Level:

ASD Severity Behaviors Level:

Sped Data

- Effective Date
 - This year could be first day of school
 - Moving forward will be date new IEP goes into effect (not date of IEP meeting)
- Special Ed Program
 - Used for funding
 - Might not match Special Ed Category
- Special Ed Category
 - Least Restrictive Environment (LRE)
 - Should be on IEP
- Primary Disability
 - If Multiple will need to complete the multiple disability dropdowns as well
- Don't Forget to hit Save

Special Ed Program:

A: Mild to Moderate Disabilities

B: Severe Disabilities

C: Speech Only

D: Early Childhood

E: Day Program

F: Residential Program

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

Primary Disability:

500: Deaf-Blindness

505: Emotional Disability

510: Cognitive Disability

515: Hearing Loss

525: Specific Learning Disability

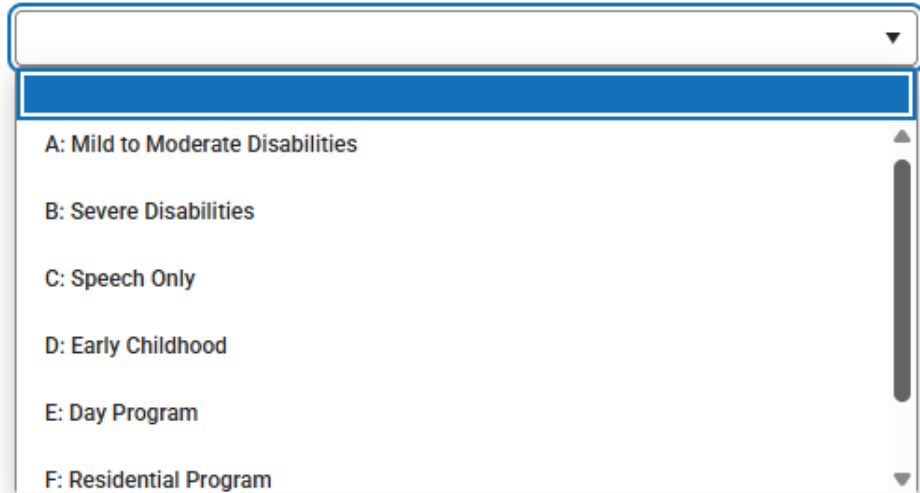
530: Multiple Disabilities

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 Program:



A screenshot of a web-based dropdown menu. The menu is titled "Special Ed Program:" and is currently open, showing a list of options. The options are labeled A through F: "A: Mild to Moderate Disabilities", "B: Severe Disabilities", "C: Speech Only", "D: Early Childhood", "E: Day Program", and "F: Residential Program". The first option, "A: Mild to Moderate Disabilities", is highlighted with a blue background. The menu has a scroll bar on the right side, indicating that there are more options than are currently visible.

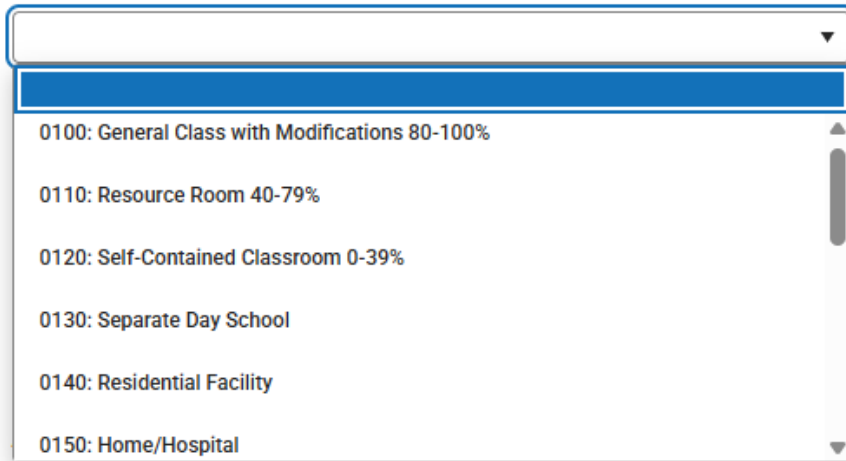
Special Ed Program
A: Mild to Moderate Disabilities
B: Severe Disabilities
C: Speech Only
D: Early Childhood
E: Day Program
F: Residential Program

Special Education Category (LRE – Least Restrictive Environment)

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

Special Ed Category:



A screenshot of a web form showing a dropdown menu for 'Special Ed Category'. The menu is open, displaying a list of options. The first option, '0100: General Class with Modifications 80-100%', is highlighted with a blue background. The other options are listed below it.

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

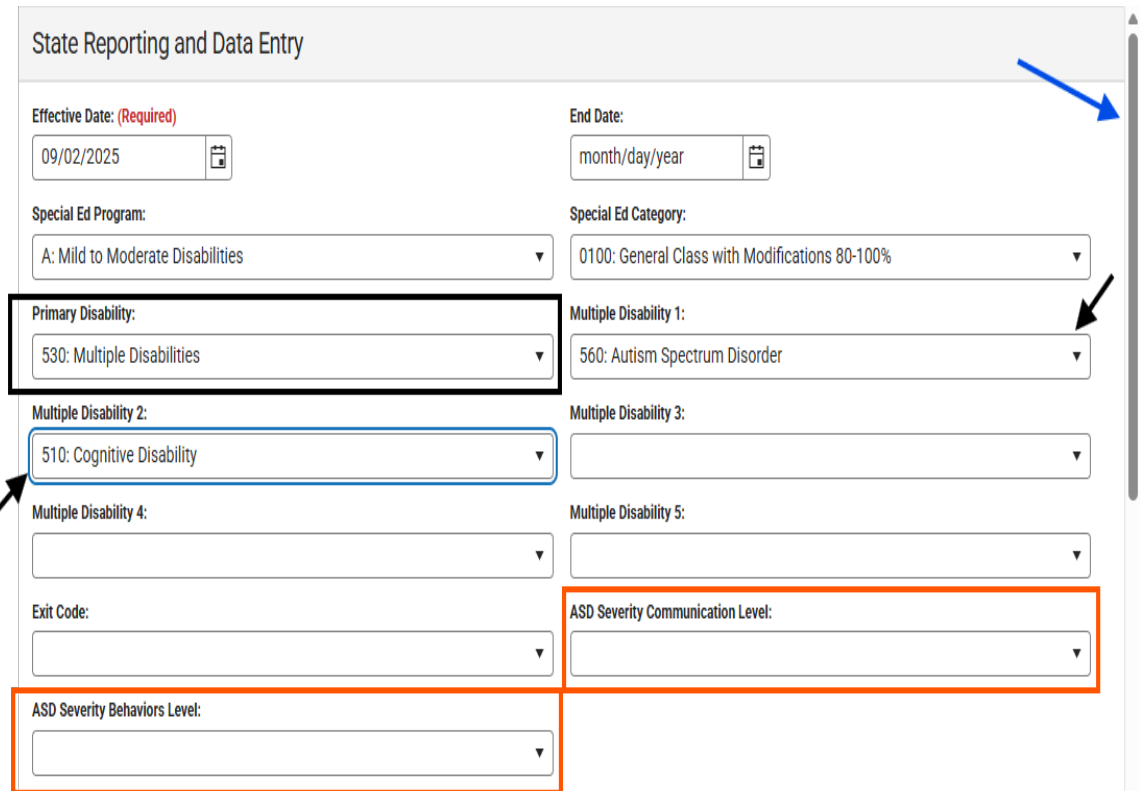
Preschool Age 3-5 (Except 5-year olds in Junior Kindergarten and Kindergarten-use 0100 Codes)

- 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

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

Primary Disability

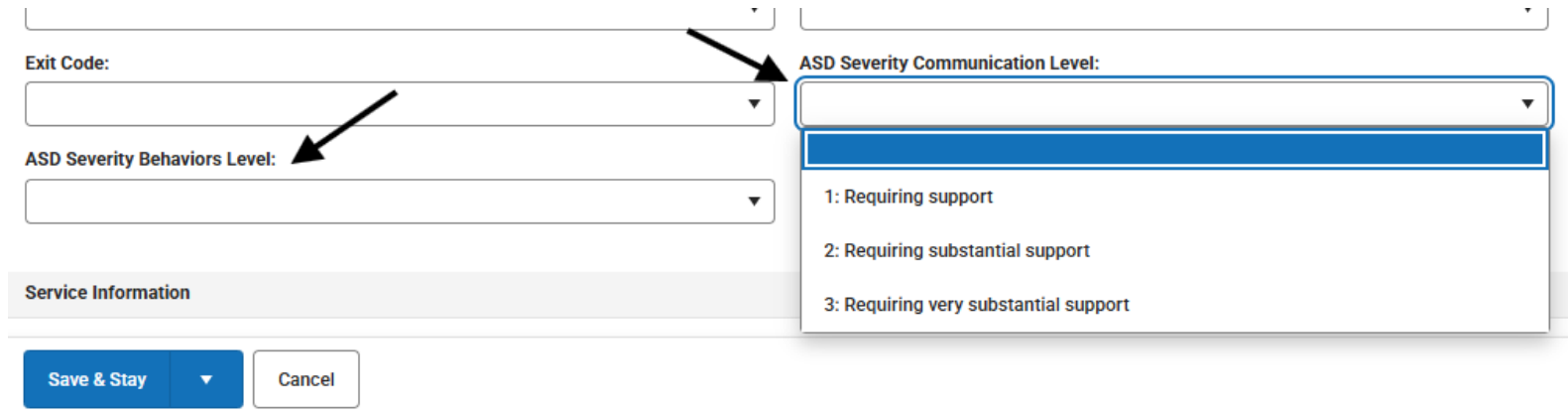
500 – Deaf-Blind
505 – Emotional Disability
510 – Cognitive Disability
515 – Hearing Loss
525 – Specific Learning Disability
530 – Multiple Disabilities
535 – Orthopedic Impairments
540 – Vision Loss
545 – Deafness
550 – Speech-Language
Impairment
555 – Other Health Impairment
560 – Autism
565 – Traumatic Brain Injury
570 – Developmentally Delayed



The screenshot shows a web form titled "State Reporting and Data Entry". It contains several fields for student data entry. Annotations include a blue arrow pointing to the "End Date" field, a black arrow pointing to the "Multiple Disability 1" field, and a black arrow pointing to the "Multiple Disability 2" field. Three orange boxes highlight the "Primary Disability" field (containing "530: Multiple Disabilities"), the "ASD Severity Behaviors Level" field, and the "ASD Severity Communication Level" field.

State Reporting and Data Entry	
Effective Date: <small>(Required)</small> 09/02/2025	End Date: month/day/year
Special Ed Program: A: Mild to Moderate Disabilities	Special Ed Category: 0100: General Class with Modifications 80-100%
Primary Disability: 530: Multiple Disabilities	Multiple Disability 1: 560: Autism Spectrum Disorder
Multiple Disability 2: 510: Cognitive Disability	Multiple Disability 3:
Multiple Disability 4:	Multiple Disability 5:
Exit Code:	ASD Severity Communication Level:
ASD Severity Behaviors Level:	

Autism Disability



The screenshot shows a web form for 'Autism Disability'. At the top, there are two empty dropdown menus. Below them, the 'Exit Code:' label is followed by a dropdown menu. To the right, the 'ASD Severity Communication Level:' label is followed by a dropdown menu that is open, showing three options: '1: Requiring support', '2: Requiring substantial support', and '3: Requiring very substantial support'. Below the 'Exit Code:' dropdown is the 'ASD Severity Behaviors Level:' label followed by another dropdown menu. A grey bar labeled 'Service Information' is below these fields. At the bottom left, there is a blue 'Save & Stay' button with a dropdown arrow, and a 'Cancel' button to its right. Three black arrows point to the 'Exit Code:', 'ASD Severity Behaviors Level:', and 'ASD Severity Communication Level:' dropdown menus.

Exit Code:

ASD Severity Communication Level:

ASD Severity Behaviors Level:

Service Information

Save & Stay ▼ Cancel

1: Requiring support

2: Requiring substantial support

3: Requiring very substantial support

If Autism is one of the disabilities must address:

- ASD Severity Communication Level and
- ASD Severity Behaviors Level
- Now linked to an IEP

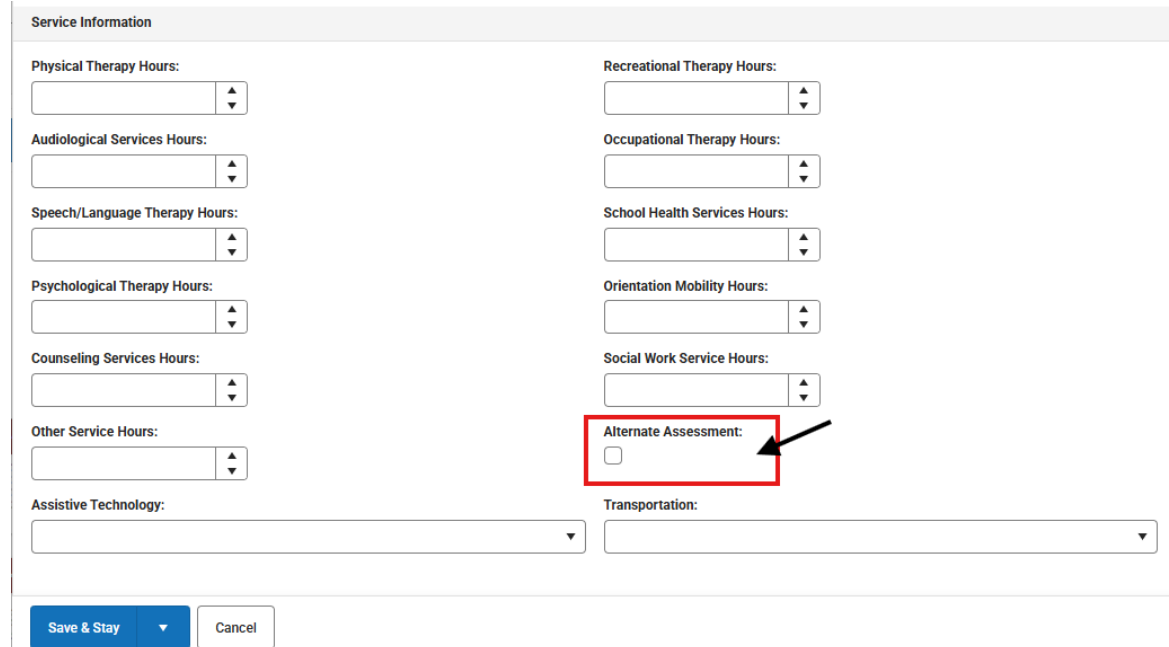
Scroll down to find **Services Hours**

Service Information (Related Services)

Service Hours are now linked to the IEP and not to an enrollment record

These are hours per week. (Can type in decimal numbers)

- Physical Therapy Hours
- Recreational Therapy Hours
- Audiological Services Hours
- Occupational Therapy Hours
- Speech/Language Therapy Hours
- School Health Services Hours
- Psychological Therapy Hours
- Orientation Mobility Hours
- Counseling Services Hours
- Social Work Services Hours
- Other Services Hours
- **Alternate Assessment - checkbox**
- Assistive Technology – dropdown
- Transportation - dropdown



The screenshot shows a web form titled "Service Information". It contains two columns of input fields. The left column includes: Physical Therapy Hours, Audiological Services Hours, Speech/Language Therapy Hours, Psychological Therapy Hours, Counseling Services Hours, Other Service Hours, Assistive Technology (dropdown), and a "Save & Stay" button. The right column includes: Recreational Therapy Hours, Occupational Therapy Hours, School Health Services Hours, Orientation Mobility Hours, Social Work Service Hours, Alternate Assessment (checkbox), and Transportation (dropdown). An arrow points to the "Alternate Assessment" checkbox, which is highlighted with a red box.

**Alternate Assessment checkbox
no longer on enrollment tab**

Ending a Special Ed Data Record

End a Special Ed Record if:

- A new IEP is developed
- Special Ed programs, Special Ed category or Primary Disability has changed

First – select and end the current Special Ed Data Record

- Put in the end date
- Select the correct Exit code

Lastly – click the Save button at the bottom

State Reporting and Data Entry

Effective Date	End Date	Special Ed Program	Special Ed Category
08/18/2025		Mild to Moderate Disabilities	General Class with Modifications 80-100%

State Reporting and Data Entry

Effective Date: (Required) 08/18/2025

End Date: 09/01/2025

Special Ed Program: A: Mild to Moderate Disabilities

Primary Disability: 525: Specific Learning Disability

Multiple Disability 4:

Multiple Disability 5:

ASD Severity Communication Level:

Recreational Therapy Hours:

Occupational Therapy Hours:

Exit Code:

9: Refused services

10: ISFP done before max age/Pt C

11: Change in IEP

12: Student Continues

13: Discontinued/Completed IEP team mod/course reqs

Save & Stay Cancel Delete

Multiple Disability 4:

Exit Code:

9: Refused services

10: ISFP done before max age/Pt C

11: Change in IEP

12: Student Continues

13: Discontinued/Completed IEP team mod/course reqs

Multiple Disability 5:

ASD Severity Communication Level:

Recreational Therapy Hours:

Occupational Therapy Hours:

Save & Stay Cancel Delete

IEP Program Exit Reason

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

Student Desk Guide pages 113-114

Special Ed End Codes

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 8th 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

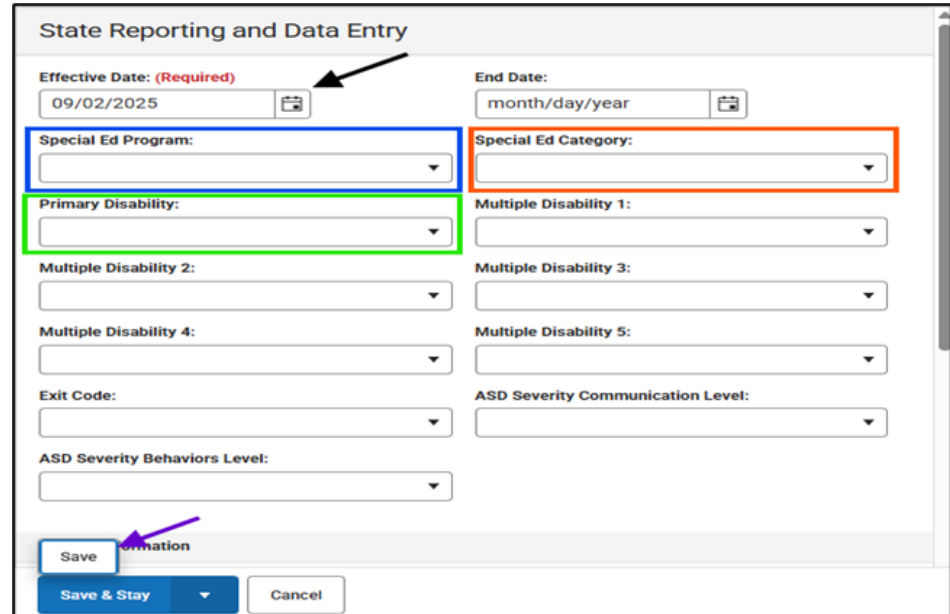
NOTE: Found on pages 113-114 of Student Desk Guide; with the crosswalk between gen ed end codes and sped end codes on pages 116-117

Create a new record


Create a new record


- select new and complete
 - effective date (must be different that the end date)
 - Special Ed Program
 - Special Ed Category
 - Primary Disability


Lastly – click the Save button at the bottom





State Reporting and Data Entry


Effective Date: (Required) 09/02/2025 


End Date: month/day/year 


Special Ed Program: 


Special Ed Category: 


Primary Disability: 


Multiple Disability 1: 


Multiple Disability 2: 


Multiple Disability 3: 


Multiple Disability 4: 


Multiple Disability 5: 

Exit Code: 



ASD Severity Communication Level: 

ASD Severity Behaviors Level: 

Save  Information

Save & Stay  Cancel

Notice 2 records now appear (most current one is the first one)

State Reporting and Data Entry			
Effective Date	End Date	Special Ed Program	Special Ed Category
09/02/2025 		Mild to Moderate Disabilities	Resource Room 40-79%
08/18/2025	09/01/2025 	Mild to Moderate Disabilities	General Class with Modifications 80-100%

What would you do?

- If there is an IEP meeting (not an annual meeting) and nothing changes?
- There is an IEP meeting and the LRE changes (time with peers not on an IEP)?
- There is an annual IEP and nothing has changed?
- What is the effective date?
- Is this the date of the IEP meeting?
- If you are not sure what to put?

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 1st 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
 End Date:
 End Action:
 *Service Type: N: Special Ed Services
 End Status:
 Start Status: 00: Current Student
 Start Comments:
 End Comments:

Future Enrollment

Next Calendar:
 Next Schedule Structure:
 Next Grade:

State Reporting Fields

*Resident District: Alpena 36-1: 36001
 *Serving (Attending) District: Lifescape: 49317
 *County: Jerauld
 Citizenship: 1: US Citizen
 Enrollment Status: P: Tuition Paid by District
 *Percent Enrolled: 1
 Absent Days:

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 No Show

Start Status: 00: Current Student

Start Comments

*Schedule: Main

End Date

*Grade: 02

End Action

Class Rank Exclude

External LMS Exclude

*Service Type: P: Primary

End Status

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: SD Human Services Center: 63304

Enrollment Status: P: Tuition Paid by District

*Percent Enrolled: 1

Absent Days

Gifted: N: No

504 Plan

Accompanied Youth

Homeless Status

Resident District of the student

Where the student is being served

If the district has any financial responsibility for transportation.

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.

Information pulled from the Special Education Summary

The following must be completed

- Effective date must be before Dec 1
 - If an end date must be blank or after Dec 1
- Special Ed Program
- Special Ed Category
- Primary Disability
 - If multiple disabilities (530), must have Multiple Disability 1 & 2 (more if needed)


State Reporting and Data Entry	
Effective Date: (Required) <input type="text" value="09/02/2025"/>	End Date: <input type="text" value="month/day/year"/>
Special Ed Program: <input type="text" value="A: Mild to Moderate Disabilities"/>	Special Ed Category: <input type="text" value="0110: Resource Room 40-79%"/>
Primary Disability: <input type="text" value="530: Multiple Disabilities"/>	Multiple Disability 1: <input type="text" value="510: Cognitive Disability"/>
Multiple Disability 2: <input type="text" value="535: Orthopedic Impairment"/>	Multiple Disability 3: <input type="text"/>
Multiple Disability 4: <input type="text"/>	Multiple Disability 5: <input type="text"/>
Exit Code: <input type="text"/>	ASD Severity Communication Level: <input type="text"/>



Special Education Therapy Hours

Therapy Service Hours – now linked to IEP record in **Special Education Summary**

- Must be hours per week
- can use arrows to select hours per week
- Will need to type in hours if partial hour is needed (If services are provided on a monthly basis, it is necessary for reporting purposes only, divide by 4 to calculate hours per week.)
- Should always code speech hours regardless of whether Speech is primary disability or related service.

Assistive Technology and Transportation do not require the number of hours but are simply use drop down to select Yes.


Special Education Summary ☆
 [Student Information](#) > [Special E](#)

Ahlers, Aden  Student #: 103770 Grade: 01 DOB: 08/03/2017
 HS Graduation

Service Information

Physical Therapy Hours:

1.500

Audiological Services Hours:

Speech/Language Therapy Hours:

0.340

Psychological Therapy Hours:

Counseling Services Hours:

Other Service Hours:

Assistive Technology:

Recreational Therapy Hours:

Occupational Therapy Hours:

2.000

School Health Services Hours:

Orientation Mobility Hours:

Social Work Service Hours:

Alternate Assessment:

☐

Transportation:

Modified By: Schiltz, Beth 09/02/2025 08:28 AM

Save & Stay

Cancel

Delete

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

Index

- Search
- Roster
- School Choice
- Special Ed
- Student
 - Enrollment Cleanup Wizard
 - Enrollment End Batch
 - Enrollment Roll Forward
 - Photo Export
 - Photo Import
 - Report Comments Batch
 - Student Constraints Roll Forward
 - Student App Settings
 - Student Portfolio
 - Surveys
 - Transportation
 - User Security
 - Course Codes
 - Accountability
 - FRAM
 - Surveys
 - SD State Reporting
 - CRT Dakota Step
 - CRT Dakota Step-A
 - Health Extract
 - NCLB Student Data
 - SD December Child Count Report**

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.

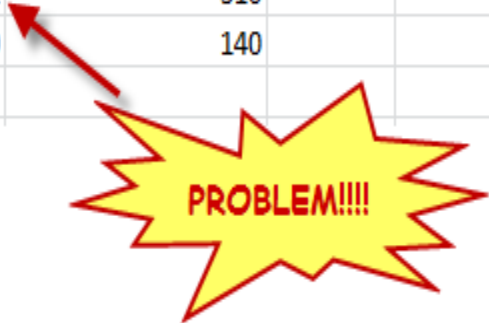
A	B	C	D	E	F	G	H	I
District_N	School_Name	State_ID	Student_Name	Gender	State_Rac	Birthdate	Age	Grade
Alpena 36	Alpena Elem	143180695	Leaf, Brandit	M	WH	07/31/2005	9	2
Alpena 36	Sped Out of District	83458231	sample2, student	M	TR	01/12/2002	12	7

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
1	310										
0	140										



Student doesn't show up on your child count report

- Make sure the student has an active special ed record on December 1st.
 - 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.

Resources

- **SD DOE Website**
doe.sd.gov
- **Student Data Collections Desk Guide**
- doe.sd.gov/ofm/sims.aspx
- **Child Count**
<https://doe.sd.gov/ofm/data-childcount.aspx>
- **Fall Newsletter**
<https://doe.sd.gov/ofm/sims.aspx>
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](#)

DOE Contacts

- **Data Management**
 - Judy.Merriman@state.sd.us
 - Teri.Jung@state.sd.us
 - Angie.Bren@state.sd.us
 - Christina.Booth@state.sd.us
 - Jantina.Nelson-Stastny@state.sd.us
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 - Wendy.Trujillo@state.sd.us
 - Beth.Schiltz@state.sd.us
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THANK
YOU