



# **Finalizing End of the Year Data in Infinite Campus Spring 2025**

# Educational Structure

- All school changes for the 2025-26 school year are due into DOE on April 1<sup>st</sup>. This includes name changes, grade span changes, and schools that will be closing.
- School Districts who have submitted changes, will receive official approval/denial by the end of April from the DOE.



# Creating a Calendar for a New School

- If a request for a new school is approved - DOE will submit a ticket to Campus and you will then see the new school in your system.
- A calendar for that new school will need to be created before the school will show up in the dropdown list.
- Closed schools - Please pay close attention so you do not select a closed school to roll forward.

# Educational Structure and Infinite Campus MUST match!

The Educational Structure grade span MUST match the grades that students are enrolled in, in Infinite Campus!

- When they do not match, it causes issues with:
  - SD ELA, Math, Science, and Science Alt Assessments – students will not show up correctly in the TIDE system
  - SD ELA and Math Alternate Assessments (MSAA)
  - ACCESS and ACCESS Alt
  - Enrollments/Membership Counts
  - State Aid
  - Special Education
  - Federal Reporting

# Verification of Educational Directory

Each district will be contacted in July to update their directory information for the 2025-26 school year. The information that is entered here is displayed on our website and is also used to communicate with the administrators in your district.



- School Board Contacts
- School Website
- Mailing/Physical addresses for Districts/Schools
- Contact information for school personnel

# Verification of Educational Directory

- If the correct contacts are not provided to the DOE, your district staff may miss out on important communications!
- **Please make sure the people who are actually doing the work are the people who are listed on our website.**

<https://doe.sd.gov/ofm/edudir.aspx>

## South Dakota Educational Directory

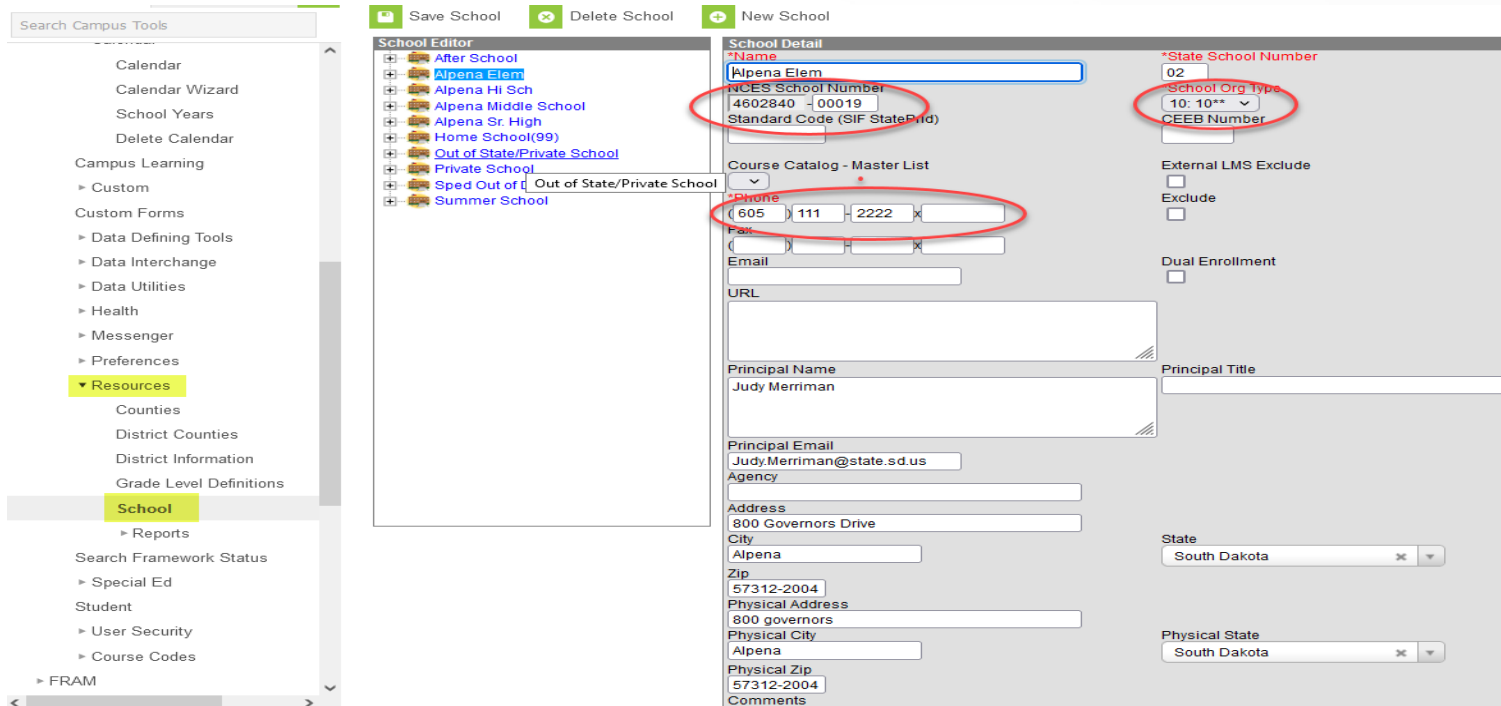
+	Accredited Schools
+	Approved Programs
+	Documents



## South Dakota Educational Directory

-	<a href="#">Accredited Schools</a>
ARSD 24:43:02	
Public School Districts	
<ul style="list-style-type: none"><li>• Aberdeen 06-1</li><li>• Agar-Blunt-Onida 58-3</li><li>• Alcester-Hudson 61-1</li><li>• Andes Central 11-1</li><li>• Arlington 38-1</li><li>• Armour 21-1</li><li>• Avon 04-1</li></ul>	

# NCES Numbers



The screenshot displays the 'School Editor' interface. On the left is a sidebar with a search bar and a tree view containing categories like 'Calendar', 'Campus Learning', 'Custom Forms', 'Data Defining Tools', 'Data Interchange', 'Data Utilities', 'Health', 'Messenger', 'Preferences', 'Resources', 'School', and 'Reports'. The 'School' category is selected. The main area is titled 'School Editor' and includes buttons for 'Save School', 'Delete School', and 'New School'. Below these is a list of schools, with 'Alpena Elem' selected. To the right is the 'School Detail' form. Red circles highlight three specific fields: the 'NCES School Number' (4602840), the 'School Org Type' (10: 10\*\*), and the 'Phone' field (505 111 2222). Other fields in the form include 'Name', 'Standard Code (SIF StatePrid)', 'Course Catalog - Master List', 'Principal Name', 'Principal Email', 'Address', 'City', 'Zip', 'Physical Address', 'Physical City', 'Physical Zip', 'Comments', 'State School Number', 'CEE B Number', 'External LMS Exclude', 'Exclude', 'Dual Enrollment', 'State', and 'Physical State'.

Please check each one of your schools to see if the NCES numbers have been entered. If the School Org Type number is not populated, you will need to contact DOE and we will have that number inserted.

# 2025-2026 Calendars

Create a calendar for EVERY attendance center in your district, including:

- **Preschools (PK)** are 3 to 5 year old's that are receiving a preschool curriculum (learning ABC's & 123's).
- **Early Childhood (EC)** are 3 to 5 year old's that are not receiving a preschool curriculum but are coming in for SPED related services (physical therapy, speech therapy, etc.).
- **Private Schools**
- **SPED/Out of District Placement**
- **Virtual Schools**
- **Out of State/Private** – If you have students that are a resident of your district, but are attending school in ND or MN, you must have an open enrollment form from the district they are attending on file in your district, and you will need to enter them in this school to track them.





# New process for Virtual Schools

- Virtual Schools are no longer stand-alone schools.
- Enrollments for Virtual school students will be housed in a calendar under the appropriate general ed school.
- Districts are to name virtual calendars as follows: Calendar Name = Name of School Virtual (Example = Alpena Elem Virtual)

# 2025-2026 Calendar Requirements

**All Calendars are due** in Infinite Campus by the last Friday in **August**, according to 24:17:03:08 (**except the Summer School Calendar**).

### Calendar Information ★

Scheduling & Courses > Calendar Setup > Calendar Information

Related Tools ▾

Save Mark for Deletion

#### Calendar Info

Calendar ID 38043	Parent Calendar ID 37841	School 01 Alpena Hi Sch (schoolID:141)
*Name 25-26 Alpena Hi Sch	Number	Sequence
*Start Date 08/21/2025	*End Date 05/15/2026	Summer School <input type="checkbox"/>
Student Day (instructional minutes) 374	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 checked="" type="checkbox"/>	4 Day School Week <input type="checkbox"/>
Virtual <input type="checkbox"/>	Require Student Assignment <input type="checkbox"/>	Ignore Me <input type="checkbox"/>
Comments rolling 01/2		

Select a calendar type.

Check if this is a virtual calendar.

Check if you are a Title III school.

If your district is a 4-day week, check the box.

Start date for the school year

End date for the school year

Instructional minutes

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

# 2025-2026 Calendar Requirements

## Grade Levels




25-26 Alpena Elem (36001)    

Scheduling & Courses > Calendar Setup > Grade Level Setup

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

### Grade Level Setup ★

 New  Save  Delete

Grade Level Editor	
Name	Seq
PK	2
K1	3
KG	4
01	5
02	6
03	7
04	8
05	9

**Grade Level Detail**

Name (locked)  
K1

\*Sequence Number  
3

\*State Grade Level Code  
K1: Junior Kindergarten ▾

Standard Day  
[ ]

Maximum Membership  
[ ]

Whole Day Absence (min)  
[ ]

Half Day Absence (minutes)  
[ ]

Maximum Approved School Choice Applications  
0

Kindergarten Schedule  
[ ] ▾





Use the State Grade Level Code.

Grade levels should be in sequence order.

The name field should match the state grade level code. Jr. KG should be named K1.

# 2025-2026 Calendar Requirements

## Quarters/Semesters/Trimesters




25-26 Alpena Hi Sch (36001)    

Scheduling & Courses > Calendar Setup > Term Setup

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

### Term Setup ★

 Save Term Schedule/Terms
  New Term Schedule/Terms
  Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Quarters

Term Schedule Detail

\*Name Primary

Quarters ☒

Term Detail





	*Name	*Sequence	*Start Date	*End Date
X	Q1	1	08/22/2025	09/23/2025
X	Q2	2	09/24/2025	12/21/2025
X	Q3	3	01/05/2026	03/09/2026
X	Q4	4	03/10/2026	05/15/2026

Add Term

Enter your quarters, semesters, or trimesters for your school, whichever you are using.

# 2025-2026 Calendar Requirements

## Periods




25-26 Alpena Hi Sch (36001)    

School Year and School Schedules > Calendar Setup > Period Setup

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

### Period Setup ★

Save Period Schedules  New Period Schedule  Delete Period Sched/Periods 

Day	
01	01
02	02
03	03
04	04
Lunch	Lunch
05	05
06	06
07	07





These are your calculated instructional minutes per day. Enter this number on your calendar tab.

Period Schedule Info				
*Name	*Sequence	Exception/ Special Day	Instructional Minutes	School Day
Day	1	<input type="checkbox"/>	374	390

Period Info							
*Name	*Sequence	Start Time	End Time	Lunch Time	Non- Instructional	Responsive	
X 01	1	08:05 AM	08:57 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 02	2	09:00 AM	09:52 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 03	3	09:55 AM	10:47 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 04	4	10:50 AM	11:45 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X Lunch	5	11:46 AM	12:14 PM	29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X 05	6	12:15 PM	01:08 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 06	7	01:11 PM	02:04 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 07	8	02:08 PM	03:05 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	

Add Period

# 2025-2026 Calendar Requirements

25-26 Alpena Hi Sch (36001)    




Scheduling & Courses > Calendar Setup > Day Setup

Related Tools ▾

- School Year Setup
- Calendar Wizard
- Calendar Information
- Schedule Structure Setup
- Grade Level Setup
- Term Setup
- Period Setup
- Day Setup**

A Day Reset must be done on all calendars, including EC and PK.

**Day Setup** ★

 Day Reset  Print  Multi Day Event

Your first step is to do a "Day Reset"

August 2025

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
31						

**Day Detail**

Date: 08/21/2025  
Period Schedule  
Day School Day ☒

Start Time:  End Time: ☒ Instruction: ☒ Attendance: ☐  
Duration:  Day #: 1

Comments:

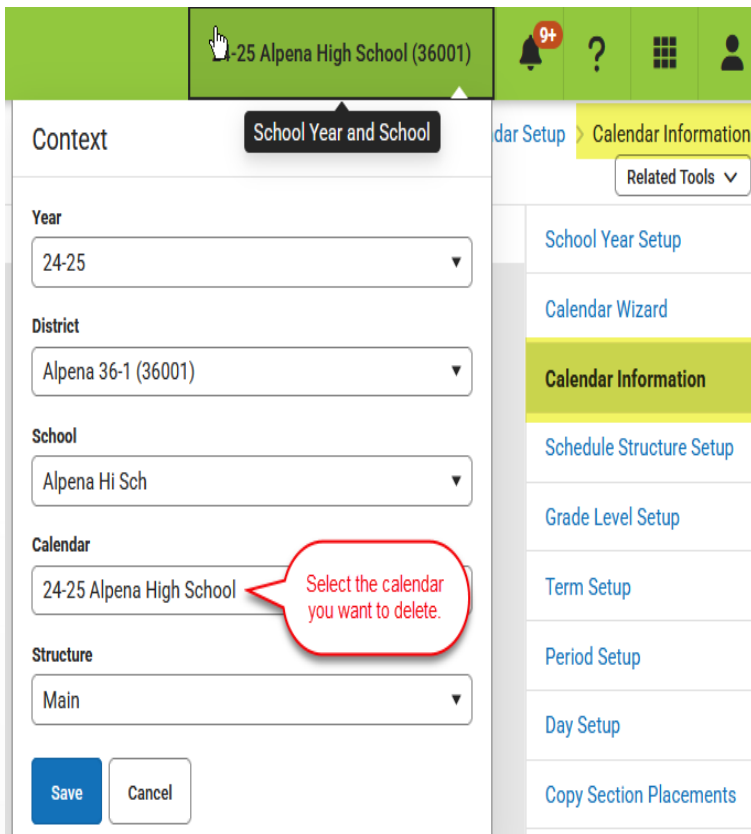
**Day Events**

Type: ☒ IS: In Service  Duration:  Inst. Minutes: 320

Add DayEvent

If this doesn't read Day 1, you have not done a "Day Reset".

# Deleting a Calendar



**Context** **School Year and School**

Year  
24-25

District  
Alpena 36-1 (36001)

School  
Alpena Hi Sch

Calendar  
24-25 Alpena High School Select the calendar you want to delete.

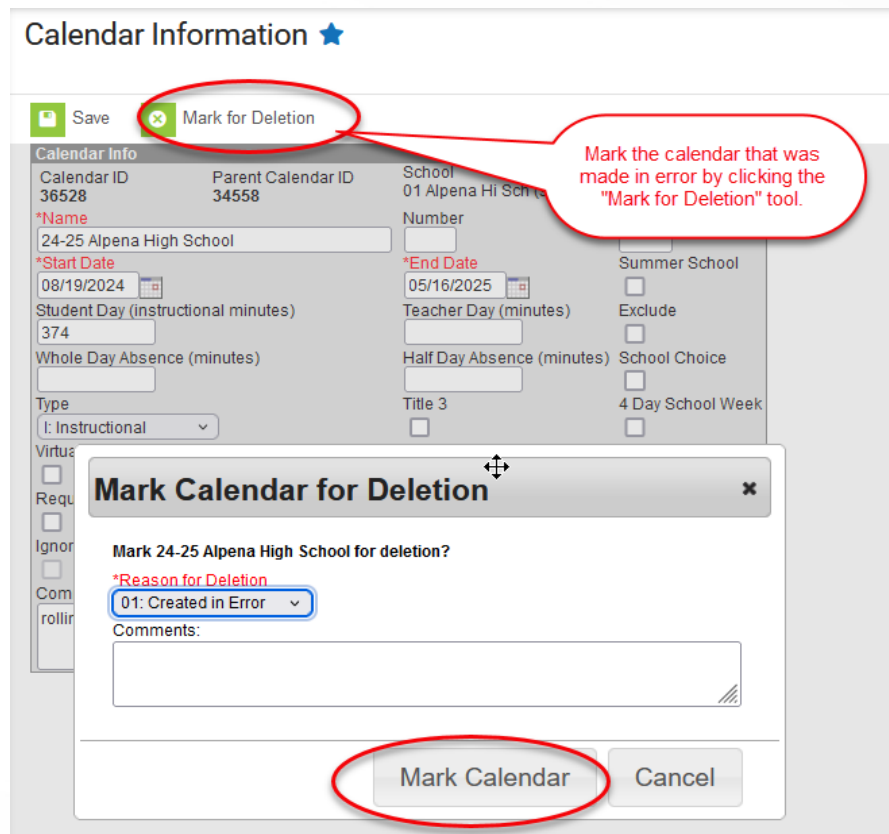
Structure  
Main

**Save** **Cancel**

**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



**Calendar Information** ★

**Save** **Mark for Deletion**

**Calendar Info**

Calendar ID 36528	Parent Calendar ID 34558	School 01 Alpena Hi Sch
*Name 24-25 Alpena High School	Number 	Summer School <input type="checkbox"/>
*Start Date 08/19/2024	*End Date 05/16/2025	Exclude <input type="checkbox"/>
Student Day (instructional minutes) 374	Teacher Day (minutes) 	School Choice <input type="checkbox"/>
Whole Day Absence (minutes) 	Half Day Absence (minutes) 	4 Day School Week <input type="checkbox"/>
Type Instructional	Title 3 <input type="checkbox"/>	

**Mark Calendar for Deletion**

Mark 24-25 Alpena High School for deletion?

\*Reason for Deletion  
01: Created in Error

Comments:

**Mark Calendar** **Cancel**

Mark the calendar that was made in error by clicking the "Mark for Deletion" tool.



# Deleting a Calendar

**Calendar Information**

☒ Unmark for Deletion

! Calendar marked for deletion by Jung, Teri on 01/23/2025 09:23 AM. Reason: Create

Calendar Info			
Calendar ID 38043	Parent Calendar ID 37841	School 01 Alpena Hi Sch (schoolID:141)	
*Name 25-26 Alpena Hi Sch	Number 	Sequence 	
*Start Date 08/21/2025	*End Date 05/15/2026	Summer School <input type="checkbox"/>	
Student Day (instructional minutes) 374	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 checked="" type="checkbox"/>	4 Day School Week <input type="checkbox"/>	
Virtual <input type="checkbox"/>	Require Student Assignment <input type="checkbox"/>	Ignore Master Push <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>
Comments rolling 01/21/2025 01:08 PM			

If for some reason, you mark the wrong calendar to delete, you can unmark here.

## Delete Calendar Wizard ★

### Delete Calendar

1

Select

Select a calendar that has been marked for deletion.

#### Calendar \*

20-21 R. C. Christian Hi Sch 2

Home School Activities i

23-24 Alpena Elem 1

25-26 Alpena Hi Sch

Montessori School of  
Aberdeen (Delete Failed)

Select the calendar  
you want to delete.



# Deleting a Calendar

## Delete Calendar



Select



Validate



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

## Delete Calendar Wizard ★

### Delete Calendar



Select



Validate



Preview

25-26 Alpena Hi Sch is ready for deletion. You can delete the calendar now or schedule a date and time for deletion using the selector below.

! This process may significantly impact system performance. It is recommended that calendars be deleted during off-peak hours (Saturdays, etc.).

It is recommended that you print a copy of this preview for your records.

### 25-26 Alpena Hi Sch includes:

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

These are the elements that will be deleted.

### Schedule Calendar Delete

☒ Now

☐ Schedule

01/23/2025



@

10:05 AM

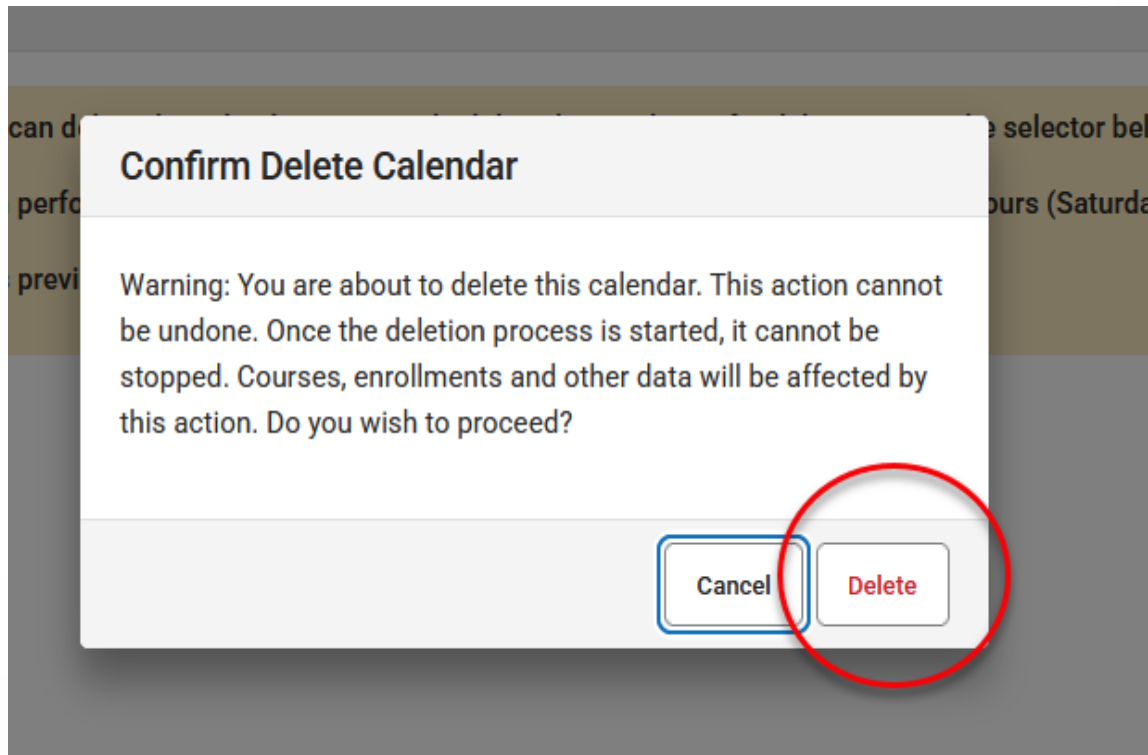


Previous

Print

Delete

# Deleting a Calendar



You are confirming the deletion of this calendar.



# Out of State School

- Students who are open enrolled to a district that is out of state (ND, MN) you must have an enrollment record in your Out of State/Private school (91).



# Finalizing 2024-2025 Data

**Deadline is June 13th**



# Calendars

- Check all school calendars for accuracy.
- Check that all snow days have been entered. SDCL 13-26-2 Make sure that you have met the required instructional minutes for the 2024-25 school year.
  - KG - Not less than 437.5 hours = 26,250 minutes
  - Grades 1-5 - 875 hours = 52,500 minutes
  - Grades 6-12 – 962.5 hours = 57,750
- Make sure that the school days, instructional days and attendance boxes are checked appropriately.
- If calendars are not accurate, it will impact your school's attendance rate.
- It can also impact your funding for State/County Apportionment.

Reminder: Student instructional packets can be provided to students but **CANNOT** count as fulfilling instructional hours in the school calendar.

# Enrollments

Student Information > General > Enrollments

Related Tools ▾

Assessment

Behavior

Contact Log


Enrollments


Save Delete New Print Enrollment History

Enrollment ID 23053480

Calendar  
24-25 Alpena High School

Schedule (read only)  
Main ▾

\*Start Date  
08/19/2024 

End Date  
5/16/2025 

\*Grade  
10 ▾

End Action  
▾

Class Rank Exclude  
☐

\*Service Type  
P: Primary ▾

State Start Status  
00: Current Student ▾

State End Status  
▾

Start Comments

End Comments

CRDC School of Accountability  
▾

The end date for graduating seniors should be the last day of school, regardless if they were released earlier.

A student can only have one primary enrollment, unless they are dually enrolled in one of the 11 facilities.

All student must have an end date. This includes PK and EC students.

Full Academic Year (FAY): October 1<sup>st</sup> – May 1<sup>st</sup>

# End Status

Save

Delete

New

Print Enrollment History

Enrollment ID 23053480

Calendar

24-25 Alpena High School

\*Start Date

08/19/2024

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

\*Serving (Attending) District

Alpena 36-1: 36001

Gifted

N: No

504 Plan

Transportation Category

Schedule (read only)

Main

End Date

5/16/2025

\*Grade

10

End Action

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 Rank Exclude

\*Service Type

P: Primary

External LMS Exclude

Rolled From Enrollment

Next Grade

If the student will be returning for the new school year, you will use 11: Student Continues.

# Graduates

Save Delete New Print Enrollment History

Enrollment ID 23053480  
Calendar 24-25 Alpena High School

**\*Start Date**  
08/19/2024

**State Start Status**  
00: Current Student

**Start Comments**

**CRDC School of Accountability**

**Schedule (read only)**  
Main  
End Date 5/16/2025

**\*Grade**  
10  
End Action  
**State End Status**

**Class Rank Exclude**  
☐

**\*Service Type**  
P: Primary

**External LMS Exclude**  
☐

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

**04: should only be used when a student has received a signed regular HS diploma.**

**Future Enrollment**  
Next Calendar

**State Reporting Fields**  
**\*Resident District**  
Alpena 36-1: 36001  
**\*Serving (Attending) District**  
Alpena 36-1: 36001  
**\*County**  
Jerauld  
**Enrollment Status**  
**Gifted**  
N: No  
**504 Plan**  
☐  
**Transportation Category**  
**Documented Homeless**  
☐  
**Next Grade**

- All graduates who have received a regular HS diploma should have an end status of 04: Student graduated.
- Kindergarten, 8<sup>th</sup> graders, Alternative Instruction-Home School, Foreign Exchange students are not considered graduates. PLEASE, do not mark them as graduates.



# Graduation Data

Student Information > General > Graduation

Related Tools ▾

- Assessment
- Behavior
- Contact Log
- Enrollments
- Flags
- Forms
- Graduation**

Save Edit State Graduation Record Publish State Graduation Records

The following fields can only be filled out once a student has entered 9th grade:  
Date First Entered the 9th Grade  
NGA Cohort End Year  
NCLB Cohort End Year

**State Graduation Record**

Earliest Grade 9 Enrollment Information Modified Date: 01/23/2025

Grade 9 Date 08/23/2023 NCLB Cohort Year 2027 District Number 36001 District Name Alpena 36-1


Enrollment Data: Alpena 36-1 (36001)


Calendar: 23-24 Alpena Hi Sch

\*Grade 09 \*Service Type P: Primary  
\*Start Date 08/23/2023 End Date 05/16/2024  
\*State Start Status 00: Current Student State End Status 11: Student continues

Graduation Detail: Alpena 36-1 (36001)

General Graduation Information

Diploma Date:   Diploma Type:  Diploma Period:

Date First Entered the 9th Grade 08/23/2023  NGA Cohort End Year 2027

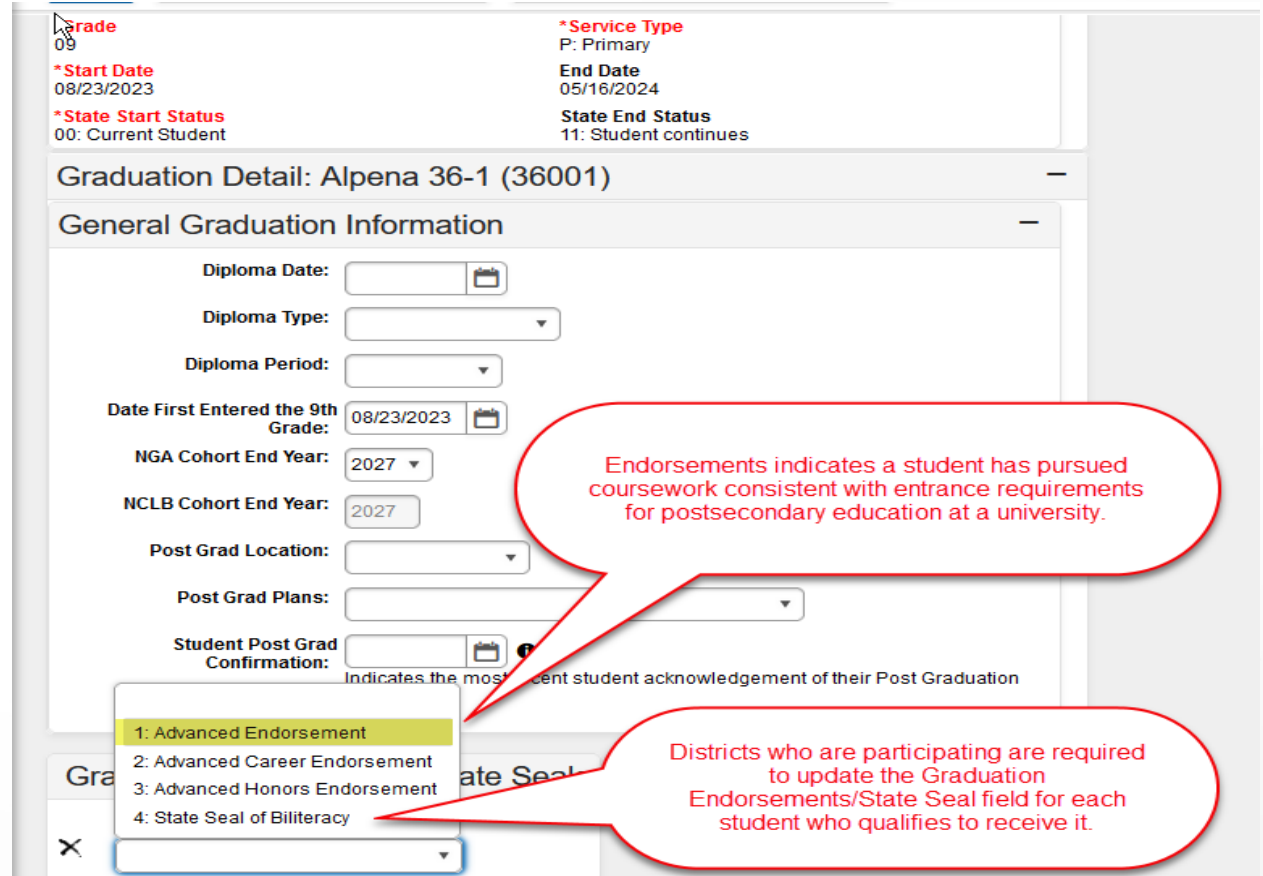
These 3 fields must be populated for a student who received a regular HS diploma.

- Verify that each high school graduate has their Diploma Date, Diploma Type and Diploma Period updated. You can use the actual diploma date on this screen, or you can use the last day of school.
- Verify that the NCLB Cohort End Year is accurately reflecting the student's correct graduation cohort year.

# Endorsements

Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.

A student may have one or more endorsements, or they may not have any.



**Grade**  
09

**\*Start Date**  
08/23/2023

**\*End Date**  
05/16/2024

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

**\*Service Type**  
P: Primary

**End Date**  
05/16/2024

**State End Status**  
11: Student continues

**Graduation Detail: Alpena 36-1 (36001)**

**General Graduation Information**

Diploma Date:

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/23/2023

NGA Cohort End Year: 2027

NCLB Cohort End Year: 2027

Post Grad Location:

Post Grad Plans:

Student Post Grad Confirmation:

Indicates the most recent student acknowledgement of their Post Graduation

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

Endorsements indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.

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

# Verifying Endorsements

[Reporting](#) > [SD State Reporting](#) > [Graduation Data](#)

## Graduation Data ★

### Graduation Data Extract

This report will collect information on graduation data.

#### Extract Options

Start Date

End Date

Grade Selector

09  
10  
11  
12

CTRL-click and SHIFT-click for multiple

Extract Format:

#### Select Calendars

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

☒ list by school

#### Alpena Elem

24-25 Alpena Elem

24-25 Alpena Elem 1

#### Alpena Hi Sch

24-25 Alpena High School

24-25 Alpena HS

#### Alpena MS

24-25 Alpena Middle School

#### Home School(99)

#### Out of State/Private School

#### Private School

#### Sped Out of District Placement

#### Summer School

Graduation Cohort	Percent Enrolled	9th Grade Entry	Diploma Type	Diploma Period	State Seal	Graduation Date
2024	100	08/19/2020	1 SP	1, 2		05/18/2024
2024	100	08/19/2020	1 SP	1, 2		05/18/2024
2024	100	08/19/2020	1 SP	1, 2		05/18/2024
2024	100	08/19/2020	1 SP	1, 2		05/18/2024
2024	100	08/19/2020	1 SP	1, 2		05/18/2024
2024	100	08/19/2020	1 SP		1	05/18/2024
2024	100	08/19/2020	1 SP		1, 2, 3	05/18/2024
2024	100	08/19/2020	1 SP		1	05/18/2024
2024	100	08/19/2020	1 SP	1, 2		05/18/2024
2024	100	08/19/2020	1 SP		1, 2, 3	05/18/2024
2024	100	08/19/2020	1 SP		1	05/18/2024

# 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

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Official Transcript for [REDACTED]

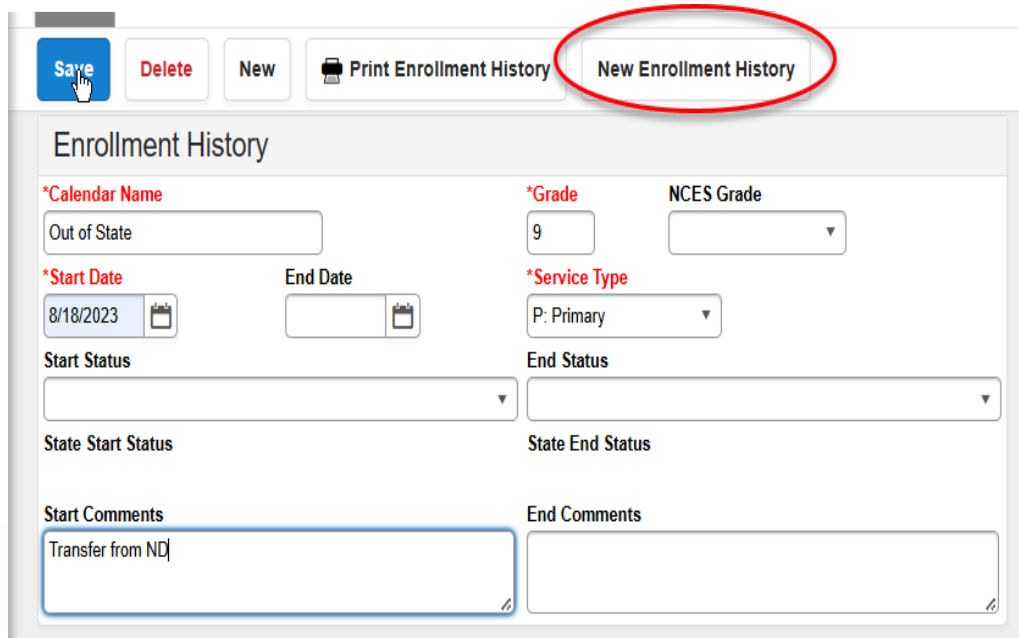
ACT Composite	20	07/18/2020
ACT English	17	07/18/2020
ACT Math	20	07/18/2020
ACT Reading	19	07/18/2020
ACT Science	23	07/18/2020
ACT Composite	22	10/17/2020
ACT English	17	10/17/2020
ACT Math	26	10/17/2020
ACT Reading	21	10/17/2020
ACT Science	23	10/17/2020

## Graduation Endorsements

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

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

## Creating an Enrollment History



The screenshot shows a web interface for creating an enrollment history. At the top, there are buttons: 'Save', 'Delete', 'New', 'Print Enrollment History', and 'New Enrollment History'. The 'New Enrollment History' button is circled in red. Below the buttons is the 'Enrollment History' form. The form has two columns. The left column contains: '\*Calendar Name' (text box with 'Out of State'), '\*Start Date' (calendar icon with '8/18/2023'), 'Start Status' (dropdown menu), 'State Start Status' (text box), and 'Start Comments' (text box with 'Transfer from ND'). The right column contains: '\*Grade' (text box with '9'), 'NCES Grade' (dropdown menu), '\*Service Type' (dropdown menu with 'P: Primary'), 'End Status' (dropdown menu), 'State End Status' (text box), and 'End Comments' (text box).

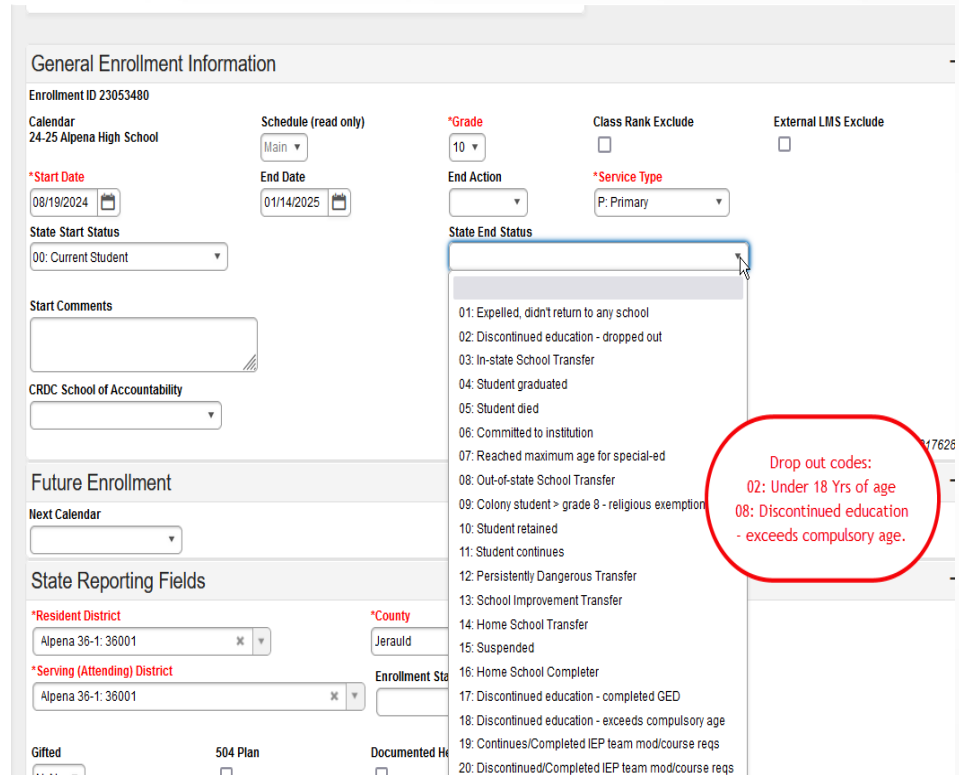
- The date is populated with the student's first point of entry into the 9<sup>th</sup> grade.
- If a student started 9<sup>th</sup> grade outside of your district but was enrolled in a South Dakota district that has records-transfer capability, the date should populate when the records transfer process is complete.
- If a student started 9<sup>th</sup> grade outside of the state, in a BIE school, in a private school, or in Brandon Valley or Rapid City, you need to create a 9<sup>th</sup> grade Enrollment History.

Please take the time to  
create the enrollment  
history!

# Discontinued Education/Dropout

A dropout is defined as a student that:

- Was enrolled in a school at some point during the school year
- Was not enrolled on the last day of school
- Has not graduated from high school or completed a state approved program
- Does not meet any of the following conditions:
  - Transfers to another accredited school
  - Has a temporary absence due to suspension or illness
  - Is excused from a public attendance center (Alternative Instruction/Home School)
  - Death



General Enrollment Information

Enrollment ID 23053480

Calendar 24-25 Alpena High School

Schedule (read only) Main

\*Grade 10

Class Rank Exclude ☐

External LMS Exclude ☐

\*Start Date 08/19/2024

End Date 01/14/2025

End Action

\*Service Type P: Primary

State Start Status 00: Current Student

State End Status

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 Sta

Gifted ☐

504 Plan ☐

Documented Hk ☐

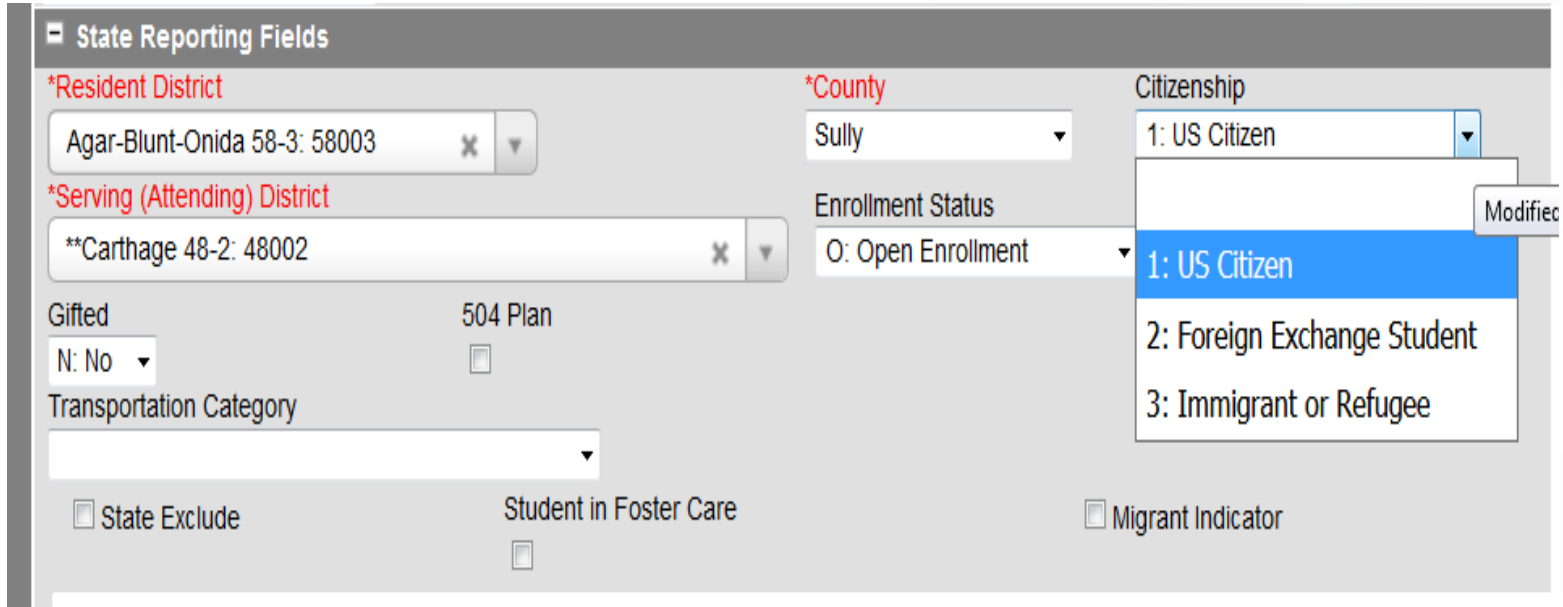
Drop out codes:  
02: Under 18 Yrs of age  
08: Discontinued education - exceeds compulsory age.

## REMINDER:

If a student left to pursue their GED, they are considered a dropout until the GED has been completed.



# Citizenship



The screenshot shows a web form titled "State Reporting Fields". It contains several input fields and checkboxes. The "Citizenship" dropdown menu is open, showing three options: "1: US Citizen", "2: Foreign Exchange Student", and "3: Immigrant or Refugee". The "1: US Citizen" option is highlighted in blue. A "Modified" tooltip is visible next to the dropdown.

**State Reporting Fields**

**\*Resident District**  
Agar-Blunt-Onida 58-3: 58003

**\*Serving (Attending) District**  
\*\*Carthage 48-2: 48002

**\*County**  
Sully

**Enrollment Status**  
O: Open Enrollment

**Citizenship**  
1: US Citizen  
2: Foreign Exchange Student  
3: Immigrant or Refugee

**Gifted**  
N: No

**504 Plan**  
☐

**Transportation Category**

☐ State Exclude

☐ Student in Foster Care

☐ Migrant Indicator

Verify that the Citizenship field is properly coded for your foreign exchange students and immigrants. Foreign Exchange students are not required to test, and they are not included in the graduation/completer rate.



# Foster/Migrant

10.05

Gifted  
N: No ▾

504 Plan ☐

Documented Hearing Loss ☐

Participates in After Schl Prg ☒

Transportation Category  
▾

State Exclude ☐

First Year In Country ☐

Student in Foster Care ☐

Student of Active Military Parent ☐

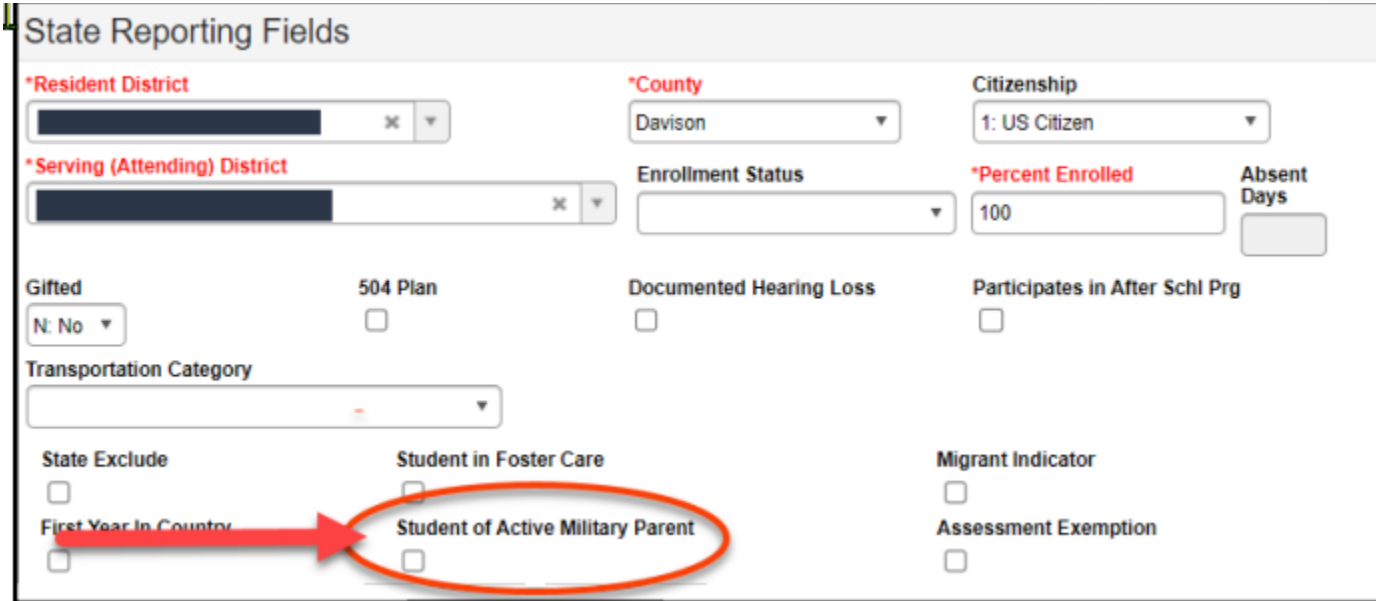
Migrant Indicator ☐

Assessment Exemption ☐

Title 1  
\*

Foster and Migrant students were flagged by Infinite Campus. We will submit another file to Campus to flag any new students in May/June.

# Student of Active Military Parent



The screenshot shows a web form titled "State Reporting Fields". It contains several input fields and checkboxes. A red circle highlights the checkbox for "Student of Active Military Parent", and a red arrow points to it from the left. Other fields include:

- \*Resident District (dropdown menu)
- \*County (dropdown menu, currently set to "Davison")
- Citizenship (dropdown menu, currently set to "1: US Citizen")
- \*Serving (Attending) District (dropdown menu)
- Enrollment Status (dropdown menu)
- \*Percent Enrolled (text input, currently set to "100")
- Absent Days (text input)
- Gifted (dropdown menu, currently set to "N: No")
- 504 Plan (checkbox)
- Documented Hearing Loss (checkbox)
- Participates in After Schl Prg (checkbox)
- Transportation Category (dropdown menu)
- State Exclude (checkbox)
- Student in Foster Care (checkbox)
- Migrant Indicator (checkbox)
- First Year in Country (checkbox)
- Assessment Exemption (checkbox)

It is the responsibility of the school district to collect this information. For 2024/25 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. **THIS IS CHANGING IN 2025/26.**

# Homeless

Student Information > Program Participation > Homeless

Related Tools ▾





Early Learning

FERPA

Foster Care

**Homeless**

Section 504

 New  Save  Delete  Print Summary Report

**Homeless Editor**

Primary Night Time Residence	Unaccompanied Youth	Homeless Served	Start Date	End Date	Created By
<p><b>Homeless Detail</b></p> <p>*Start Date: 10/14/2024</p> <p>End Date: <input type="text"/></p> <p>Primary Night Time Residence: <b>D: Doubled Up/ Sharing Housing</b></p> <p>Unaccompanied Youth: No: No</p> <p>D: Doubled Up/ Sharing Housing E: Emergency/Transitional Shelter H: Hotels/Motels N: Not Applicable** U: Unsheltered</p>					

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.

Not Applicable - is NOT an acceptable Primary Night Time Residence. If a student is not identified as Homeless, they should not have a homeless record.

# Title I Reading/Math

Transportation Category

State Exclude ☐

First Year In Country ☐

Student in Foster Care ☐

Student of Active Military Parent ☐

Migrant Indicator ☐

Assessment Exemption ☐

Title 1  
\* 09/09/2024  Y: Yes

Title 1 Reading ☒

Title 1 Vocational ☐

GPA  
0.0000

Title 1 Supporting Guidance ☐

Title 1 Health/Dental/Eye Care ☐

Title 1 Social Science ☐

Title 1 Math ☒

Title 1 Science ☐

- If you are a Title I Targeted Assist School, you must code all students that are receiving Title I services. This includes PK students.
- If you are a Title I School Wide School, your students will be flagged for you.

# English Learners (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.

Census > People > Demographics


Related Tools ▾



- Contact Log
- Contacts
- Demographics**
- Enrollments
- ID History
- Identities
- Military Connections
- Programs


**\*Gender**  
M: Male ▾


**\*Birth Date (Age: 1)** Soc Sec Number  
10/28/2013   

**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**  
AL: Albania 

**Date Entered US** **Date Entered US School**  
01/11/2017  01/16/2017 

**Date Entered State School** **Birth Verification**  
01/16/2017  5: Parent Statement ▾

**Home Primary Language**  
ALB: Albanian 

**Nickname**

No Image Available

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

# EL Services

Search Campus Tools

Teri Jung

▼ Student Information

General

► Counseling

Academic Planning

▼ Program Participation

Early Learning

English Learners (EL)

Homeless

Programs

Custom Programs

► Health

Medicaid

► PLP

► Response to Intervention

► Special Ed

Student Locator

► Reports

► Census

► Behavior

► Health

Grade: 03    DOB: 06/10/2011    Gender: M

EL    EL Assessments    **EL Services**    EL Accommodations

+

 New    

✓

 Save    

✕

 Delete

EL Services		
Service Type	Start Date	End Date
CESL: Content Based ESL	09/17/2017	

EL Services Detail

\*Start Date

End Date

\*Service Type

CESL: Content Based ESL

DEVB: Developmental Bilingual

DUAL: Dual Language

OTHER: Other

PESL: Pull out ESL

ESEL: ESL or ELD

NEW: Newcomer Programs

TBIP: Transitional Bilingual Program

TWIMM: Two Way Immersion

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

School districts have the responsibility to provide English language development services to all identified English learner students. You will now be required to enter what services are being provided on the EL Services tab.

If you select "Other," please indicate in the comments section of type of EL services that are being provided.

# FRAM

FRAM > Application Processing > Eligibility

All FRAM data should be entered into Campus by now. Remember, all foster, migrant, and homeless students are eligible for free meals.

## Eligibility Detail

School Year (Required)

24-25

Start Date (Required)

09/03/2024

Eligibility Type (Required)

Meal

Source \*

☒ Non-Direct

☐ Direct

All fields in RED must be entered.

End Date (Required)

month/day/year

Eligibility (Required)

Free

Certified Type (Required)

Income

Eligibility Detail



# State Course Codes

- Districts **MUST** make sure their local high school courses are mapped to the appropriate State Course Codes in Infinite Campus. This information is used for Accountability purposes on the Report Cards and for prepopulating additional systems with course information, such as the Perkins system.
- Master State Code list can be found at:  
<https://doe.sd.gov/contentstandards/commoncourse.aspx>



# Course Codes

Scheduling & Courses > Courses > Course Information

Related Tools ▾

- Add Course
- Copy Course
- Course Information**
- Course Assessments
- Course Categories
- Course Fees
- Course Grade Calc Options
- Course Grading Tasks
- Course Rules

Course Information ☆

01001S2 English Language Arts I

Save Delete Push To Sections

**Course Information**

CourseID 421

\*Number 01001S2 \*Name English Language Arts I

Standards-based ☐ Active ☒ External LMS Exclude ☐

Course-Only Curriculum ☐

Subject Type

Department

\*State Code 01001

Schedule Load Priority  Max Students

GPA Weight 1

Type

Responsive ☐

Activity

Homeroom ☐ Allow student requests ☐ Allow teacher requests/recommendations ☐ Hide Standards On Portal ☐ Repeatable ☐ Attendance ☒ Positive Attendance ☐

Online Learning ☐

Terms 2 Schedules 1 Periods 1 Sections to Build 0 Preferred Room Type

Section Template Group

Transcript ☒ Required ☒

**Must enter a state course code.**

**“88888”** is to be used to identify regular high school courses not aligned to one of our state course codes.

**“99999”** is to be used for Dual Credit Courses from a Private College or University such as (Mount Marty or DWU) or from an out of state College/University. This is also to be used to signify concurrent college credit course being taught by a teacher within your district.

# Dual Credit Courses

Essential to use the right coding.

The list of current Dual Credit Courses offered is on the DOE website at:

<https://doe.sd.gov/contentstandards/commoncourse.aspx>

For all South Dakota BOR/TE Dual Credit Courses, the State Code is a “alpha code” such as AB-110 and AB-111. (letters-dash-numbers)

<u>Dual Credit Course Code</u>	<u>Dual Credit Course Title for Infinite Campus</u>
AB-110	AB-110 Introduction to Auto Body Repair (DC)
AB-111	AB-111 Auto Body Welding (DC)
AB-112	AB-112 Auto Body Lab (DC)
AB-120	AB-120 Stationary Panel Frame Unibody (DC)

# Elem/Middle School Course Codes

Course Information ☆  
52039 Math

Save Delete Push To Sections

**Course Information**

CourseID 475  
\*Number  
52039

This can be your school number for the course.

Standards-based ☐ Active ☒ External LMS Exclude ☐  
Course-Only Curriculum ☐

Subject Type  
Department

State Code  
Bypass

This must read Bypass.

Schedule Load Priority

Max Stud. 20

Terms 4 Schedules 1 Periods 1 Sections to Build 0 Preferred Room Type

Section Template Group

GPA Weight 0  
Type  
Responsive ☐

Bonus Points ☐ Advisory ☐ Transcript ☐ Required ☐

Activity

“**Bypass**” is to be used to save a K-8 course in Infinite Campus. DOE only requires the common course number process of high school courses. HOWEVER, the Infinite Campus system will not allow the district to save a K-8 course without a state course code. To accommodate this, the state code of “Bypass” was created. **This code is to be used for K-8 courses ONLY!!!**

# Verifying Course Codes

Reporting > Data Validation > Data Validation Report

Data Validation Report ☆

Reporting

Instructions

The Data Validation Report returns results from the Data Validation Group selected. The Summary section includes the number of occurrences for each Data Validation Rule; if a Baseline Rule is used its Total population will be returned along with the Rate of the primary Rule compared against the Baseline Rule.

Report Options

Data Validation Group \*

State Owned

Courses with Expired State Codes

Courses with No State Code

System Owned

Format Type

☒ HTML

☐ CSV

MM/DD/YYYY

MM/DD/YYYY

You can run both of these reports to validate your courses.

# Re-sync State Data

System Settings > Data Interchange Administration > Resync State Data - Batch

<input type="checkbox"/>	DIS Objects	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> District	01/30/2025 00:55:46	Processed: 1 Errors: 0	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> School	01/30/2025 00:55:48	Processed: 13 Errors: 0	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Calendar	01/30/2025 00:55:48	Processed: 8 Errors: 0	
<input checked="" type="checkbox"/>	CourseSection	08/20/2024 14:27:44	Processed: 248 Errors: 0	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ScheduleStructure	01/30/2025 00:55:49	Processed: 8 Errors: 0	
<input type="checkbox"/>	TermSchedule	08/20/2024 14:27:44	Processed: 8 Errors: 0	
<input type="checkbox"/>	<input type="checkbox"/> PeriodSchedule	08/20/2024 14:27:44	Processed: 8 Errors: 0	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> StructureGradeLevel	01/30/2025 00:55:51	Processed: 8 Errors: 0	
<input type="checkbox"/>	<input type="checkbox"/> PersonIdentity	01/30/2025 00:55:54	Processed: 848 Errors: 0	
<input type="checkbox"/>	ALPSS	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	AtRisk	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	CalculatedAbsenteeValues	08/20/2024 14:27:44	Processed: 431 Errors: 0	
<input type="checkbox"/>	CareerReadiness	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	CensusContactSummary	08/20/2024 14:27:44	Processed: 889 Errors: 0	
<input type="checkbox"/>	ContactLog	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	DigitalEquity	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	DistrictResidency			
<input type="checkbox"/>	DualLanguageImmersion	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	EarlyLearning	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	EarlyWarningScoreDaily	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	EarlyWarningScoreMonthly	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	EarlyWarningScoreYearly	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	Employment	08/20/2024 14:27:44	Processed: 360 Errors: 0	
<input type="checkbox"/>	<input type="checkbox"/> EmploymentAssignment	08/20/2024 14:27:44	Processed: 746 Errors: 0	
<input type="checkbox"/>	EmploymentBackground	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	EmploymentCredential	08/20/2024 14:27:44	Processed: 38 Errors: 0	
<input checked="" type="checkbox"/>	FERPA	08/20/2024 14:27:44	Processed: 0 Errors: 0	

Calculated Absentee Values

<input checked="" type="checkbox"/>	English Learners (EL)	08/20/2024 14:27:44	Processed: 125 Errors: 0	
<input checked="" type="checkbox"/>	ELAccommodation	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	ELService	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	Meeting	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	PregnantAndParenting	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	SchoolYearGPA	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	StudentMilitaryConnectionsSummary			
<input checked="" type="checkbox"/>	Title1	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	CrisisEvent			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Enrollment	01/30/2025 00:55:59	Processed: 468 Errors: 0	
<input checked="" type="checkbox"/>	AttendanceSDMinute	01/29/2025 20:01:50	Processed: 468 Errors: 0	
<input checked="" type="checkbox"/>	CustomStudent	01/30/2025 00:55:59	Processed: 468 Errors: 0	
<input type="checkbox"/>	Evaluation	08/20/2024 14:27:44	Processed: 22 Errors: 0	
<input checked="" type="checkbox"/>	Graduation	08/20/2024 14:27:44	Processed: 109 Errors: 0	
<input type="checkbox"/>	<input type="checkbox"/> Roster	08/20/2024 14:27:44	Processed: 5477 Errors: 303	
<input type="checkbox"/>	<input type="checkbox"/> TeamMember	08/20/2024 14:27:44	Processed: 366 Errors: 61	
<input type="checkbox"/>	Form	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	FosterCare	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	FundedProgram	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Homeless	08/20/2024 14:27:44	Processed: 1 Errors: 0	
<input type="checkbox"/>	MedicaidInsurance	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Migrant	08/20/2024 14:27:44	Processed: 0 Errors: 0	



# Validation

Student Information > Reports > Graduation Cohort Validation Report

## Graduation Cohort Validation Report ★

### Graduation Cohort Validations

This report lists graduation and cohort records that are not complete or do not match enrollment records.

#### Validation Types

Choose one or more validation(s) to include on the report

- ☐ Inconsistent Enrollment/Graduation Data
- ☒ Incomplete Graduation Data
  - ☒ Diploma Date
  - ☒ Diploma Type
  - ☒ Diploma Period
  - ☐ Post Grad Location
  - ☐ Post Grad Plans
- ☐ Inconsistent Enrollment/Cohort Data
- ☒ Incomplete Cohort Data
- ☐ Cohort Field Determination
  - ☐ System Populated Auto
  - ☐ User Populated
  - ☐ Conversion

#### Report Elements

Choose the data elements to include on the report

- ☐ District Number
- ☐ District Name
- ☐ School Number
- ☐ School Name
- ☐ School StateID
- ☒ Student Last Name
- ☒ Student First Name
- ☐ Student Middle Initial
- ☒ Grade

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

- ☒ active year ☐ list by school ☐ list by year

24-25

24-25 Out of State/Private Sch  
24-25 Sped Out of District Pla

You can select a number of elements to run on this report to validate your graduation data.

CTRL-click or SHIFT-click to select multiple



# Verification

System Settings > Data Interchange Administration > Verification Summary

Related Tools ▼


- Error Log
- Resync State Data - Batch
- Resync State Data - Selective Sync
- Student Records Transfer
- Synchronization Field Settings
- Verification Settings
- Verification Summary**

If you are seeing inconsistencies, please do a state re-sync. If that does resolve the issue, please contact us.

 Re-Verify
  Verification Summary Report

2024-2025 DIS Verification Results

Verification Results for 61001 Alcester-Hudson 61-1


 Verify Data

Select the objects to verify.

Verify Data For The Current School Year (2024-2025)

Objects to verify

- All Objects
- Employment
- EmploymentAssignment
- English Learners**
- Enrollment
- Graduation
- PersonIdentity
- TestScore

Districts to verify

- All Districts
- 06001 Aberdeen 06-1**
- 06301 ABERDEEN CATHOLIC SYSTEM
- 63306 Ability Building Services Inc.
- 05303 Advance ATC
- 58003 Agar-Blunt-Onida 58-3
- 61001 Alcester-Hudson 61-1
- 36001 Alpena 36-1
- 06335 Alpine Academy, LLC
- 03301 American Horse
- 11001 Andes Central 11-1
- 38001 Arlington 38-1
- 21001 Armour 21-1
- 06309 Aspire, Inc.
- 04001 Avon 04-1



# Verification

Verification Results for 06001 Aberdeen 06-1									
Object	Accuracy <a href="#">Legend</a>	Timestamp	Total Records			Total Errors	Missing		Differences
			Distinct	At District	At State		At State	At District	
English Learners	100.00%	01/30/2025 10:48:28	441	441	441	0	0	0	0
Enrollment	100.00%	01/30/2025 10:47:27	4800	4800	4800	0	0	0	0
Graduation	77.20%	01/30/2025 10:47:58	526	1510	1526	348	0	16	332

You can click on any of the timestamps and see what your errors are.

# Reports to run to verify your data

- Student Enrollment Extract
  - End Dates – Every student should have an end date. This includes PK and EC students
  - Absent Days – Attendance for PK students is required
  - Resident/Serving District-should have an enrollment status if they are different
  - EL students
- Homeless Extract
  - Primary Nighttime Resident
  - Unaccompanied Youth
  - Homeless Served – this can be a yes or no
- Graduation Data. This is the report you will use to validate your Graduation Endorsements.
  - Diploma Type
  - Diploma Period
  - Graduation Date
  - State Seal-Endorsements

# Ad Hoc Reports

Reporting > Ad Hoc Reporting > Filter Designer

The State has designed several Ad Hoc reports to assist districts in verifying your data.

Reports include:

- Homeless
- Migrant
- Citizenship/Foreign Exchange
- EL Students
- 1<sup>st</sup> Year in Country
- Foster
- FRAM
- Grad Tab Blank Co-hort
- Grad Data w/Differences/state/dist.
- Grads end date/Diploma date
- Military
- Race/Ethnicity
- Target Assist Title I
- Unaccompanied Youth

<https://kb.infinitecampus.com/help/student-filter-fields-for-ad-hoc-reporting>




# Special Education

# Requirements for School 97

**School “97”** was designed when a district pays for an out of district placement for **special education**

- 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 Placement

 **Student Information > General > Enrollments**

**General Enrollment Information**

Enrollment ID 23097141

**Calendar**  
24-25 Sped Out of District Pla

**\*Start Date**  
08/20/2024

**State Start Status**  
00: Current Student

**Start Comments**

**CRDC School of Accountability**

**Schedule (read only)**  
Main

**End Date**

**\*Grade**  
11

**End Action**

**State End Status**

**End Comments**

**Class Rank Exclude**

**\*Service Type**  
N: Special Ed Services

**External LMS Exclude**

Student enrolled in the Sped Out of District should have a Service Type of N: Special Ed Services.

**Future Enrollment**

**Next Calendar**

**Next Schedule Structure**

**Next Grade**

**State Reporting**

**\*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**

District where the student resides.

Tuition being paid by the district.

Where the student is being served.

# Sped out of District Placement

If student placed in the following are considered part of the out of district placement:

- SD Human Services
- School for the Blind
- Other out of district placement (not limited to)
  - JDC
  - Children's Home Society
  - Etc...



# 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
End Date	Exit Code

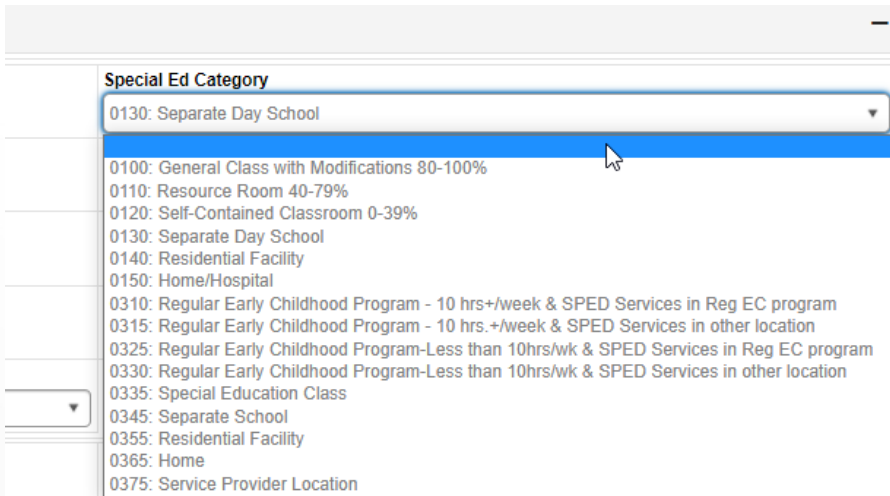
# Special Education Placement Category

## 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



The screenshot shows a web form with a dropdown menu titled "Special Ed Category". The menu is open, displaying a list of codes and descriptions. The code "0130: Separate Day School" is currently selected and highlighted in blue. A mouse cursor is pointing at the dropdown arrow. Below the selected item, the following options are 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

Effective Date

08/19/2019



Special Ed Program

B: Severe Disabilities

Primary Disability

530: Multiple Disabilities

Multiple Disability 2

505: Emotional Disturbance

Multiple Disability 4

Special Ed Category

0120: Self-Contained Classroom 0-39%

Multiple Disability 1

560: Autism Spectrum Disorder

Multiple Disability 3

End Date



Exit Code

ASD Severity Behaviors Level

2: Requiring substantial support

1: Requiring support

2: Requiring substantial support

3: Requiring very substantial support

Psychological Therapy Hours

ASD Severity Communication Level

1: Requiring support

1: Requiring support

2: Requiring substantial support

3: Requiring very substantial support

Orientation Mobility Hours

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

Modified By:

# 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
<input type="text"/>
Physical Therapy Hours
<input type="text" value="1"/>
Occupational Therapy Hours
<input type="text" value="1.5"/>
Psychological Therapy Hours
<input type="text"/>
Social Work Service Hours
<input type="text"/>
Transportation
<input type="text" value="Y: Yes"/>

ASD Severity Communication Level
<input type="text"/>
Recreational Therapy Hours
<input type="text"/>
Speech/Language Therapy Hours
<input type="text" value="1"/>
Orientation Mobility Hours
<input type="text" value="1.5"/>
Other Service Hours
<input type="text"/>
Assistive Technology
<input type="text" value="Y: Yes"/>

# Related Services

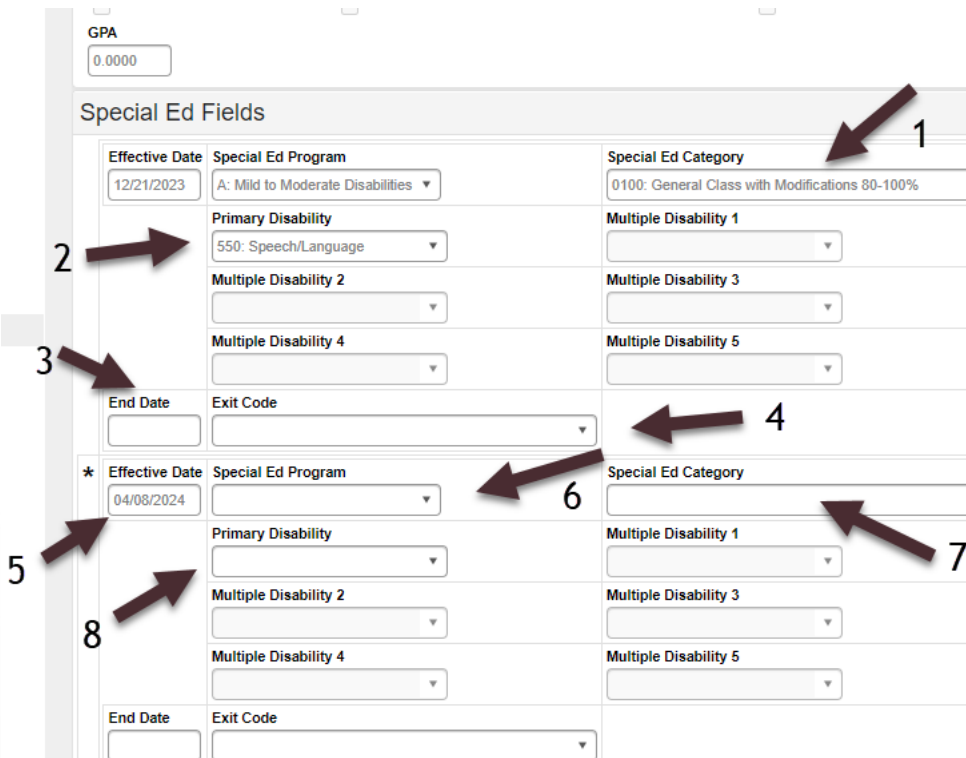
- Real life error examples
- Some of cases it is an exception

Audiological service Hours	Recreational Therapy Hours	School Health Service Hours	Speech Language Therapy	Other Service Hours	Orientation Mobility Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				999	
			0.2	113	
		0.5	0.4	35	
			1.3	34	

# Changing Sped Fields

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

Work with your special education staff



The screenshot shows the 'Special Ed Fields' form with two sections. The top section is for the current record, and the bottom section is for a new record (marked with an asterisk). Arrows numbered 1 through 8 point to specific fields:

- 1: Points to the 'Special Ed Category' dropdown in the top section.
- 2: Points to the 'Primary Disability' dropdown in the top section.
- 3: Points to the 'Effective Date' text box in the top section.
- 4: Points to the 'Exit Code' dropdown in the top section.
- 5: Points to the 'Effective Date' text box in the bottom section.
- 6: Points to the 'Special Ed Program' dropdown in the bottom section.
- 7: Points to the 'Multiple Disability 1' dropdown in the bottom section.
- 8: Points to the 'Primary Disability' dropdown in the bottom section.

1. Shows the current Sped Category – don't change
2. Show the current disability – don't change
3. Put the date for last day as this disability
4. Put in the correct exit/end code
5. Put in the day the new disability category services were implemented
6. Enter Special Ed program
7. Enter the new special ed category
8. Enter the new disability Category

# Special Ed Fields

- Effective date
- End Date
- Creating new record
- **Do not change 1<sup>st</sup> record if change has been 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 Category</b> 0130: Separate
	<b>Primary Disability</b> 530: Multiple Disabilities	<b>Multiple Disability 1</b> 540: Vision Loss
	<b>Multiple Disability 2</b> 510: Cognitive Disability	<b>Multiple Disability 3</b> 550: Speech/Language
	<b>Multiple Disability 4</b> 	<b>Multiple Disability 5</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 Category</b> 0130: Separate
	<b>Primary Disability</b> 530: Multiple Disabilities	<b>Multiple Disability 1</b> 540: Vision Loss
	<b>Multiple Disability 2</b> 510: Cognitive Disability	<b>Multiple Disability 3</b> 550: Speech/Language
	<b>Multiple Disability 4</b> 	<b>Multiple Disability 5</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 Category</b> 0130: Separate
	<b>Primary Disability</b> 530: Multiple Disabilities	<b>Multiple Disability 1</b> 565: Traumatic Brain Injury
	<b>Multiple Disability 2</b> 540: Vision Loss	<b>Multiple Disability 3</b> 
	<b>Multiple Disability 4</b> 	<b>Multiple Disability 5</b> 
<b>End Date</b> 	<b>Exit Code</b> 	
<b>* Effective Date</b>	<b>Special Ed Program</b>	<b>Special Ed Category</b>



# 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 4:		
End Date	Exit Code	

\* Effective Date Special Ed Program Special Ed Category

1st grade

1st grade - on an IEP

no end date

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:		
End Date	Exit Code	

ASD Severity-Behaviors Level: ASD Severity-Communication Level:

2nd grade

2nd grade - no IEP info

No end date

## 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

# Special Ed End Codes

## Most Common end code errors

### 1 – Not receiving SE services

- student no longer eligible for special education services

### 9 – Refused services

- Students in alternative instruction/home school or colony  
student who completed 8<sup>th</sup> grade/religious exemption

### 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

# Early Childhood

- When you create your early childhood calendars make sure they are being pulled into your child count report.
- You can find the child count report
  - Under SD state reporting, it is called SD December Child Count Report.
  - Can be run any time during the year to check Special Ed student information
- SD State Reporting
  - SD December Child Count Report
  - Student Enrollment Extract
  - Documented Hearing Loss Extract



# Private School

- Use School 98 – Private
- Pull into a separate report for child count
- Separate link to upload student in private schools receiving special ed services into child count

# High School IEP Program Exit Coding

- Make sure to work with special ed director when determining
  - If student has received a regular high school diploma **or**
  - Will be returning to receive more special ed service **and**
  - What code should be used
- Several codes available to record what is happening with student

# Students on IEP

Can a student on an IEP who has graduated with a signed regular diploma continue to receive special education services?

**No.** Graduating with a signed regular HS diploma ends the student's eligibility for Special Education.

Can a student who has completed modified coursework according to an IEP and received a signed certificate continue to receive special education services?

**Yes.** A certificate based on modified coursework is not considered to be a regular SD diploma, as they did not meet the same requirements as their peers.

Can a student who has earned enough HS credits to meet the LEA graduation requirements still receive special education services until age 21?

**Yes.** A student is eligible to receive special education services until the age of 21 as long as they haven't received a signed diploma.

**NOTE:** When using the end batch tool with seniors, make sure that you **ARE NOT coding students** that will continue to receive special education services with an end status of "student graduated".

# How does that look in Campus

## General Enrollment Information

- End Date
- End Status

## Special Ed Fields

- End Date
- Exit Code

Must match

Work with your  
special ed staff

### General Enrollment Information

Enrollment ID 335

Calendar  
23-24 Carthage High School

Schedule (read only)  
Main

\*Grade  
12

Class Rank Exclude  
☐

External LMS Exclude  
☐

\*Start Date  
08/18/2023

No Show  
☐

End Date  
05/17/2024

End Action

\*Service Type  
P: Primary

Start Status  
00: Current Student

End Status  
04: Student graduated

Start Comments

End Comments

CRDC School of Accountability

### Special Ed Fields

Effective Date 08/18/2023	Special Ed Program A: Mild to Moderate Disabilities	Special Ed Category 0100: General Class with Modifications 80-
	Primary Disability 525: Specific Learning Disability	Multiple Disability 1 
	Multiple Disability 2 	Multiple Disability 3 
	Multiple Disability 4 	Multiple Disability 5 
End Date 05/17/2024	Exit Code 2: Graduated (high school diploma)	



# Ending Enrollments for Special Education

**1<sup>st</sup>.** Will the student graduate with a regular high school diploma which will end special education eligibility

- Graduate with a regular high school diploma
  - Met the same state course and content requirements
  - With or without provided accommodations using general education curriculum

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

Gradating with a signed diploma – two places in Campus need updated

- 1. General Enrollment End Status to 04: Student graduated.**
- 2. Special Education Exit Code** under the Special Education area of the enrollment tab- use exit code of **2: Graduated (high school diploma)**.

**\*\*Please note that the exit codes differ between the General Education portion of the enrollment record and the Special Ed portion of the enrollment record and that both areas MUST BE updated appropriately.\*\***

# Coding Special Ed Graduates

- Work with Special Ed Director and/or special ed staff when ending students on an IEPs
- Remember – Graduates are those that have the same course work as their peers and have received a regular signed diploma.

State Exit Codes

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  
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

04: only used for students who have completed course requirements needed to receive a regular high school diploma

Multiple Disability 2

Multiple Disability 4

Exit Code

1: Not receiving SE services  
2: Graduated (high school diploma)  
03: Continues/Completed IEP team mod/course reqs  
4: Reached the maximum age  
5: Died  
6: Moved, known to be continuing  
7: Moved, not known to be continuing  
8: Dropped out  
9: Refused services  
10: ISFP done before max age/Pt C  
11: 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

# Special Ed. Cont.

**2<sup>nd</sup>** Met IEP team modified requirements but not graduation requirements – will be returning

- Did not meet the same requirements as peers (example, not taking Algebra 1)
- IEP team made course modification (doesn't meet the same standard as peers)
- Courses were aligned to Core Content Connectors
- Modified curriculum/content standards
- Will return to school in the fall and receive special ed services until age 21

May update enrollment record (**won't pull forward Special Ed information**)

- General enrollment information in Infinite Campus
  - 11: Student Continues or
  - 19: Continues/completed IEP team mod course reqs
- Special Ed Fields end status
  - Leave blank
  - 03: Continues\completed IEP team mod/course reqs

Student continues Code	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	11: Student Continues	

Exit Coding (did not meet the regular diploma requirements but did meet IEP modified requirements)	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	19: Continues – Completed IEP team modified course requirements	03: Continues – Completed IEP team modified course requirements

**OR**

**Don't put in any end status – Special Ed information will then pull forward**

# Special Education Exit Codes

	525: Specific Learning Disability	
	Multiple Disability 2	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5
End Date	Exit Code	
05/17/2024	2: Graduated (high school diploma)	
Effective Date		Special Ed Category
03/05/2025		
	1: Not receiving SE services	Multiple Disability 1
	2: Graduated (high school diploma)	
	03: Continues/Completed IEP team mod/course reqs	Multiple Disability 3
	4: Reached the maximum age	
	5: Died	Multiple Disability 5
	6: Moved, known to be continuing	
	7: Moved, not known to be continuing	
End Date	8: Dropped out	
	9: Refused services	
Severity Behaviors	10: ISFP done before max age/Pt C	Communication Level
	11: Change in IEP	
Physical Therapy Hours	12: Student Continues	Therapy Hours
	13: Discontinued/Completed IEP team mod/course reqs	
Occupational Therapy Hours	14: Aged Out/Completed IEP team mod/course reqs	Age Therapy Hours
	15: Revocation of consent	
Behavioral Therapy Hours		Orientation Mobility Hours

# Special Ed Exit Codes Cont.

## 3<sup>rd</sup>. Students who turn 21 during the fiscal year ([Aged Out – according to special definition](#))

- Did not receive a regular diploma
  - Did not meet IEP goal
    - General enrollment end code
      - 07: Reached maximum age for special-ed
    - Special ed End code
      - 4: Reached the maximum age
  - **Met IEP goals**
    - General enrollment end code
      - 21 Aged Out/Completed IEP team mod/course reqs
    - Special Ed end code
      - 14: Aged out: Completed IEP Team mod/course reqs

This is different than compulsory age of 18 when a student can leave school.

Age Out Exit Code	General Enrollment Exit Codes	
	07: Reached maximum age for special education (21)	4: Reached the Maximum Age (did not meet IEP modified requirements)
	21: Aged Out – Completed IEP team modified course requirements	14: Aged Out: Completed IEP Team Mod/Course Requirements



# Aged Out (Work with Special Ed Director)

**\*Grade**  
02 ▼

**Class Rank Exclude**  
☐

**External LMS Exclude**  
☐

**End Action**  
P: Promote ▼

**\*Service Type**  
P: Primary ▼

**State End Status**

- 11: Student continues
- 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

**Next Grade**

**\*Percent Enrolled**  
100

**Absent Days**

**us**  
ad ▼

07: is used when student has aged out at age 21

18: compulsory age is 18 so is not age out when used with special

21: is used when student has completed IEP coursework, did not receive a regular diploma but reached

**Multiple Disability 4**  
▼

**Multiple Disability 5**  
▼

**End Date**  
▼

**Exit Code**  
▼

**Effective Date**  
03/07/2022

- 1: Not receiving SE services
- 2: Graduated (high school diploma)
- 03: Continues/Completed IEP team mod/course reqs
- 4: Reached the maximum age
- 5: Died
- 6: Moved, known to be continuing
- 7: Moved, not known to be continuing
- 8: Dropped out
- 9: Refused services
- 10: ISFP done before max age/PT C
- 11: 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

**Multiple Disability 3**  
▼

**Multi**  
▼

**End Date**  
▼

**Severity Behaviors Level**  
▼

**ASD Severity Communication Level**  
▼

4: is used when student has reached 21 and not completed IEP course requirements

14: is used when student has reached 21 and has completed IEP modified course requirements

# Special Ed Cont

## 4<sup>th</sup> - Beginning of school year - student does not return

- Create an enrollment record for student
  - If completed IEP team modified course requirement
    - General Enrollment End Code
      - » 20: Discontinued/Completed IEP team mod/course reqs
    - Special Ed End Code
      - » 13: Discontinued/Completed IEP team mod/course reqs
  - If did not complete modified course requirements
    - General Enrollment end code
      - » 02: Discontinued education –dropped out
    - Special Ed End code
      - » 8: Dropped out

Do not go back to the previous year and put as dropout as they have completed that school year.

Exit Code (did not return in fall)	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	20: Discontinued education – Completed IEP team modified course requirements	13: Discontinued education – Completed IEP team modified course requirements
	02: Discontinued education – dropout	8: Dropped out or 7: Moved not known to be continuing



# Special Ed Code for Discontinued Education/Dropout

530: Multiple Disabilities		565: Traumatic Brain Injury	
Multiple Disability 2		Multiple Disability 3	
540: Vision Loss			
Multiple Disability 4		Multiple Disability 5	
End Date	Exit Code		
	<div> <div>1: Not receiving SE services</div> <div>2: Graduated (high school diploma)</div> <div>03: Continues/Completed IEP team mod/course reqs</div> <div>4: Reached the maximum age</div> <div>5: Died</div> <div>6: Moved, known to be continuing</div> <div>7: Moved, not known to be continuing</div> <div>8: Dropped out</div> <div>9: Refused services</div> <div>10: ISFP done before max age/Pt C</div> <div>11: Change in IEP</div> <div>12: Student Continues</div> <div>13: Discontinued/Completed IEP team mod/course reqs</div> <div>14: Aged Out/Completed IEP team mod/course reqs</div> <div>15: Revocation of consent</div> </div>		
* Effective Date	Special Ed Category		
03/07/2022			
	Multiple Disability 3		
	Multiple Disability 4		
End Date			

8: is used when student has left school

13: Discontinued/Completed IEP team modified course requirements and is not coming back to school



# IEP Program Exit Coding

01 – Not receiving SE services: if a student is no longer eligible for special ed services

03 – Continues – Completed IEP Team Modified Course Requirements-

- requirements differed to those required for all students These students
- may participate in graduation ceremonies, but the students are
- not considered graduates for the reporting purposes and are
- still eligible to receive services.

13 – Discontinued Education- Completed IEP Team Modified Course Requirements –

- coded 03-Continues – Completed IEP team modified course requirements at the end of a school year
- didn't continue their education during the next school year
- used to end the record that rolled forward

14 – Aged Out – Completed IEP team modified course requirements – These students

- completed IEP team modified course requirements through the end of the fiscal year in when they turned 21.

15 – Revocation of consent –

- parent/guardian/or adult student signs a revocation of consent document that they are revoking consent for services.
- used to end the special ed record and the students are not longer considered a student with a disability.

If you have questions, work with special ed staff who can contact your district's [Sped regional rep.](#)

# Crosswalk

- Between general ed end codes and special ed end codes
- Found in Student Data Collection Desk Guide
  - Starting on page 117
- Special Ed exit code definitions
  - Starting on page 114

General Enrollments to SPED Enrollment Crosswalk of Exit Codes	
General Enrollment Field	Special Education Field
<b>01</b> Expelled – (District is obligated to provide FAPE for students with disabilities. Student may have an end date in the regular school calendar, but then should be entered into calendar #97).	District is obligated to provide FAPE; no exit code is needed.
<b>02</b> Discontinued education - dropout	<b>08-</b> Dropped out <i>or</i> <b>07</b> - Moved not known to be continuing (counts as a dropout for graduation and dropout rates)
<b>03</b> In-state school transfer	<b>06-</b> Moved known to be continuing
<b>04</b> Student graduated, must receive a regular high school diploma ( <i>Not a GED or certificate of completion</i> )	<b>02</b> - Graduated, must receive a regular high school diploma ( <i>Not a GED or certificate of completion</i> )
<b>05</b> Student died	<b>05-</b> Died
<b>06</b> Committed to Institution	<b>06</b> - Moved known to be continuing
<b>07</b> Reached maximum age for special education (21)	<b>04</b> - Reached maximum age
<b>08</b> Out-of-state school transfer	<b>06</b> - Moved known to be continuing
<b>09</b> Colony student completed > grade 8 – religious exemption	<b>09</b> - Refused services
<b>10</b> Student retained	<b>Do not end the special ed record or it will not roll forward.</b>
<b>11</b> Student continues	<b>12</b> – Student continues ( <i>Do not use this code on all records in the special ed enrollment at the end of the year. The Special Ed roll over wizard will only roll forward records that do not have an end date and exit reason in the special ed enrollment field.</i> )
<b>12</b> Persistently Dangerous Transfer	<b>06</b> - Moved known to be continuing <i>or</i> <b>11</b> - Change to IEP (if the transfer was due to an IEP team decision)
<b>13</b> School Improvement Transfer	<b>06</b> - Moved known to be continuing
<b>14</b> Alternative Instruction/Home school Transfer	<b>09</b> - Refused services ( <i>Use this code if student is still eligible but not currently attending public school.</i> ) <i>or</i> <b>12-</b> Student continues ( <i>Use this code if the school will still be providing special education services.</i> )
<b>15</b> Suspended (District is obligated to provide FAPE for students with disabilities. Student may have an end date in the regular school calendar, but then should be entered into calendar #97).	District is obligated to provide FAPE; no exit code is needed.

# HS Exit Coding in Campus/Crosswalk

General Enrollments to Special Ed Enrollment Crosswalk of Exit Codes	
04: Graduated, must receive a regular high school diploma (Not GED or certificate of completion)	2-Graduated, must receive a regular high school diploma (Not GED or certificate of completion)
07: Reached maximum age for special education (21)	4-Reached maximum age
17: Discontinued Education – completed GED	9-Refused services. (use this code if student is still eligible but not currently attending public school)
18: Discontinued Education – exceed compulsory age (18)	8-Dropped Out
19: Continues – Completed IEP team modified course requirements for high school	03-Continues – Completed IEP Team Modified course requirements for high school
20: Discontinued Education – Completed IEP team modified course requirements for high school	13-Discontinued education – Completed IEP team modified course requirement for high school
21: Aged Out – Completed IEP team modified course requirements for high school	14-Aged Out – Completed IEP team modified course requirements for high school

# Accountability Report Card

- **Important Dates**

- May 5: Districts receive End of Year Sign Off Documents
- June 15: District Sign Offs are due
- August 27: Private Report Card Release
- August 28 – September 12: Appeals Window
- October 24: Public Report Card Release

- **Accurate data is vital!**

- Don't rely on the appeals window.
- Once the appeals window closes, the data are final. There will be no changes accepted.
- We will not be accepting appeals related to attendance.



# End of Year

- **Resource:**  
**Student Data Collections**  
**Desk Guide**
  - **Linked at the end of the presentation**
  - **Accountability starts on page 98**

## Student Data Collections Desk Guide

Office of Data Management

# General Enrollments

- If you have been diligent about keeping your student data current throughout the school year, the end of the year data collection will not be overwhelming for your school district.

General Enrollment Information

Calendar

Schedule (read only)

Grade

Class Rank Exclude

External LMS Exclude

Start Date

End Date

End Action

Service Type

State Start Status

State End Status

Start Comments

End Comments

CRDC School of Accountability

Future Enrollment

Next Calendar

Next Schedule Structure

Next Grade

All fields with a **RED** circle should be reviewed for accuracy for all students. These fields are specifically used in the Accountability process.



# General Enrollment Cont.

**State Reporting Fields**

**\*Resident District**  
Pierre 32-2: 32002

**\*Serving (Attending) District**  
Stanley County 57-1: 57001

**County**  
Hughes

**Citizenship**  
1: US Citizen

**Enrollment Status**  
B: Placed and Paid by Tribal

**Percent Enrolled**  
100

**Absent Days**  
1.58

**Gifted**  
N: No

**Transportation Category**

**State Exclude**  
☐

**First Year In Country**  
☐

**Student in Foster Care**  
☐

**Student of Active Military**  
☐

**Migrant Indicator**  
☐

**ment Exemption**  
☐

**Tuition Paid by Other**  
W: Tuition Waived

**Student Directory Info 7-12 ONLY**  
Yes: Allowed to Share Information with SD-BOR/SD-TTs

**If your school is a**

**If the Resident and Serving (Attending) districts do not match, you must indicate the correct enrollment status for the student. This indicates who is financially responsible for the student.**

**This field is auto populated after you have completed a resync of your data.**

**Student Directory Info 7-12 ONLY**

Yes: Allowed to Share Information with SD-BOR/SD-TTs

**Tuition Paid by Other**  
W: Tuition Waived

**Title 1**  
\*

**Title 1 Reading**

**Title 1 Supporting Guidance**

**Title 1 Social Science**

**Title 1 Vocational**

**Title 1 Health/Dental/Eye Care**

**Title 1 Math**

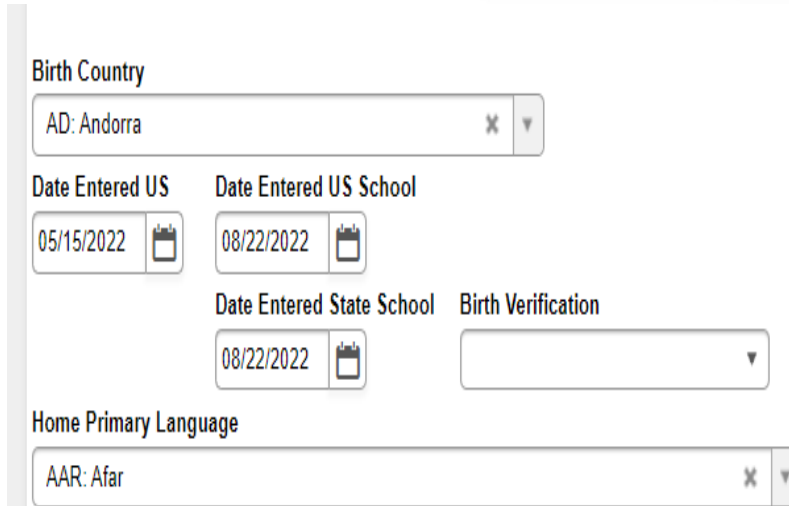
**GPA**  
1.9800

**If your school is a SCHOOL WIDE TITLE I school the date field will be updated by Infinite Campus. If your school is a TARGETED ASSISTED TITLE I school, you are responsible for updating these fields along with the Title Services the student is receiving.**



Reminder - Campus flags all foster and migrant students. Districts do not have the functionality to flag them.



# Identifying EL students

- **Census → People**
  - Date Entered US and Date Entered US School



Birth Country  
AD: Andorra X ▼

Date Entered US 05/15/2022  Date Entered US School 08/22/2022 

Date Entered State School 08/22/2022  Birth Verification 

Home Primary Language  
AAR: Afar X ▼

# Special Education Students

**Special Ed Fields**

<b>Effective Date</b> 08/19/2019	<b>Special Ed Program</b> A: Mild to Moderate Disabilities	<b>Special Ed Category</b> 0100: General Class with Modifications 80-100%
	<b>Primary Disability</b> 525: Specific Learning Disability	<b>Multiple Disability 1</b>
	<b>Multiple Disability 2</b>	<b>Multiple Disability 3</b>
	<b>Multiple Disability 4</b>	<b>Multiple Disability 5</b>
<b>End Date</b>	<b>Exit Code</b>	

★ **Effective Date**   **Special Ed Program**   **Special Ed Category**

If the Special Education student IS graduating, you must update both of these fields. The correct exit code in this situation would be: 2: Graduated (high school diploma)

This box should only be checked if the student participated in the Alternative Assessment available for those students who are **severely disabled**. This is not to be checked for those students who participate in the regular assessment with accommodations.


**Participates in Alt. Assessment**

If your student is receiving Special Education services, all fields with a **RED Circle** must be reviewed for accuracy.

# Graduation Tab

- The student's graduation cohort year is determined by the student's 1st point of entry into 9th grade. Students are expected to graduate within 4 years.
- The graduation cohort year on the GRAD TAB cannot be changed just because a student is not going to meet the 4-year expectation.

### General Graduation Information

Diploma Date: 05/20/2019   
Diploma Type: 1: Regular Diploma ▾  
Diploma Period: SP: Spring ▾  
Date First Entered the 9th Grade: 08/19/2015  
NGA Cohort End Year: 2019 ▾  
NCLB Cohort End Year: 2019  
Post Grad Location: IS: In-State ▾  
Post Grad Plans: 4U: Four Year Public ▾

**Required fields are circled**

### Graduation Endorsements

**\*Endorsements**

X 1: Advanced Endorsement ▾  
X 2: Advanced Career Endorsement ▾  
X 3: Advanced Honors Endorsement ▾  
Add Graduation Endorsement

Effective with the 2020/2021 school year, districts are required to indicate the Graduation Endorsements earned by each student on the student's GRADUATION Tab in Infinite Campus. This information will then be transferred and reflected on the student's Board of Regents transcript.

# School Performance Index Indicators

- **Resource:**  
**Accountability Technical Manual**
  - **Linked at the end of the presentation**
  - **SPI overview on pg 8**
  - **Review each indicator in detail starting on pg 37**

**South Dakota Department of Education**  
**Accountability and School Performance Index**  
**Technical Manual**  
  
**2024-25 School Year**



# School Performance Index Indicators

- **Elementary and Middle School**

- ELA Achievement
- Math Achievement
- ELA Growth
- Math Growth
- Attendance
- English Language Proficiency

- **High School**

- ELA Achievement
- Math Achievement
- Science Achievement
- Four-Year Cohort Graduation
- High School Completion
- College and Career Readiness
- English Language Proficiency

# Elementary and Middle School SPI Distribution

Indicator		Maximum Points Possible	
Academic Indicators	Student Performance	Mathematics	20
		English Language Arts	20
		<b>Total</b>	<b>40</b>
	Student Progress	English Language Arts	10
		Mathematics	10
		English Language Arts – Lowest Quartile	10
		Mathematics – Lowest Quartile	10
		<b>Total</b>	<b>40</b>
	English Learners Progress		<b>10</b>
School Quality			<b>10</b>
<b>Total</b>			<b>100</b>



# High School SPI Distribution

## High School SPI Points Distribution:

Indicator		Maximum Points Available	
Academic Indicators	Student Achievement	Math	<del>15</del> 20
		English Language Arts	<del>15</del> 20
		<u>Science*</u>	<u>10</u>
		<b>Total</b>	<b>40</b>
	Four-Year Cohort Graduation		12.5
	College and Career Readiness		25
	English Language Proficiency		10
	High School Completion		12.5
	<b>Total</b>		<b>100</b>

\* For Federal purposes, in alignment with ESEA, science will be included as School Quality or Student Success indicator.

# Resources

- Report Card Tech Manual
  - <https://doe.sd.gov/reportcard/>
- Navigating the Report Card (video)
  - Enroll here: <https://sded.sd.gov/browse/division-of-learning-and-instruction/office-of-assessment-and-accountability/courses/navigating-the-report-card>
  - Access modules: <https://sded.instructure.com/courses/59/modules>
    - *You need to enroll first. Once you enroll, you can access the modules on the second link.*
    - *Focus on Modules 1 & 2*
- Contact Us
  - [DOE.Accountability@state.sd.us](mailto:DOE.Accountability@state.sd.us)



# Recent Change

- FERPA Programs Tab – Previous Question 1 was removed from the Infinite Campus system effective with the Dec 2024 update. –The remaining two questions are required as noted.

## Coming for 2025/26

- Removal of the Active Military checkbox from the Enrollment tab. Effective with the 2025/26 school year, all military connected students will need to have the information on the Military Connections tab completed.

# FERPA Programs

Student Information > Program Participation > FERPA

Related Tools ▾

Early Learning

**FERPA**

Foster Care

Homeless

Section 504

View

## Program Information

Start Date: **(Required)**

08/14/2024



End Date:

month/day/year



School Year:

24-25



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:

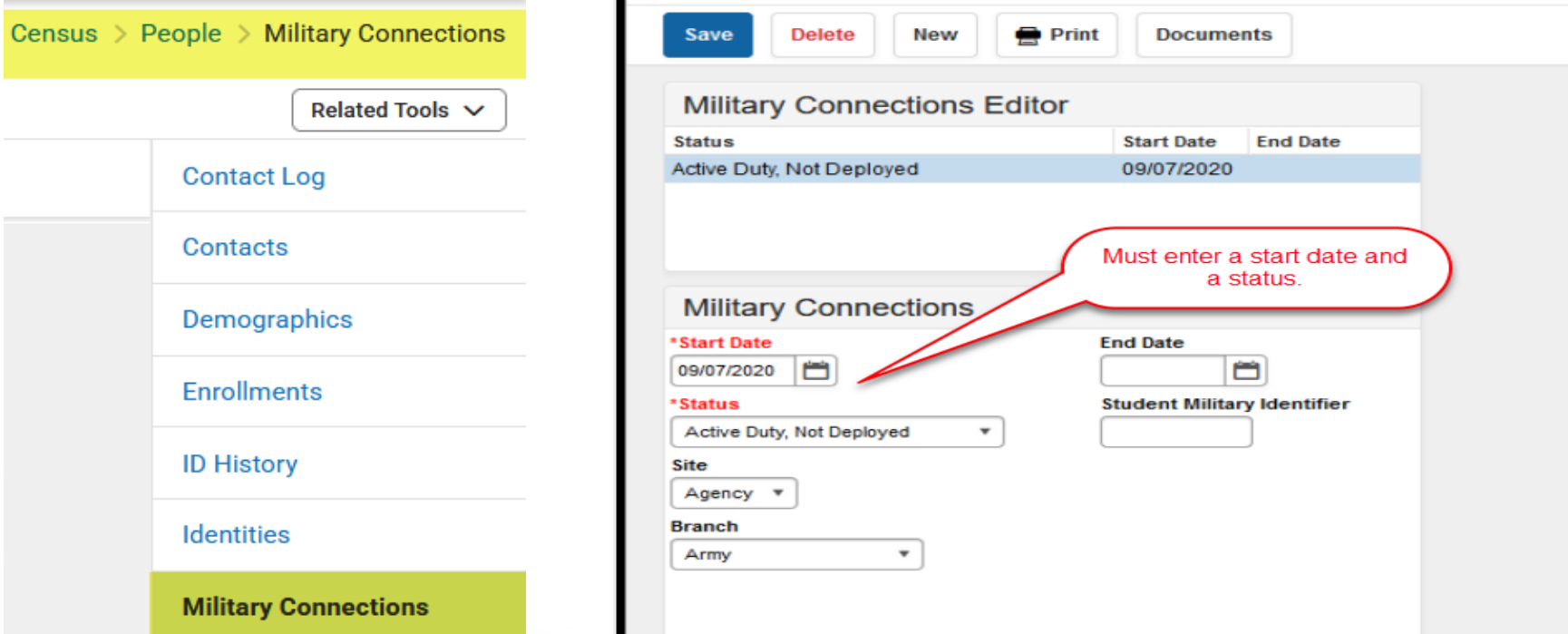
YES: Yes, I give my permission for my student's information to be shared with the US Military.

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

YES: Yes, I give my permission for my student's information to be shared with colleges and universities.

# Military Connections

Effective with the 2025/26 school year, the check box for Active Military will be removed from the Enrollment tab and districts will be required to report military connected students on the Military Connections Tab.



The screenshot displays the 'Military Connections' tool interface. On the left is a sidebar with a yellow header 'Census > People > Military Connections' and a 'Related Tools' dropdown. The sidebar menu includes 'Contact Log', 'Contacts', 'Demographics', 'Enrollments', 'ID History', 'Identities', and 'Military Connections' (highlighted in green). The main area is titled 'Military Connections Editor' and contains a table with columns 'Status', 'Start Date', and 'End Date'. The table has one row: 'Active Duty, Not Deployed' with 'Start Date' '09/07/2020'. Below the table is the 'Military Connections' form with fields for '\*Start Date' (09/07/2020), '\*Status' (Active Duty, Not Deployed), 'End Date', 'Student Military Identifier', 'Site' (Agency), and 'Branch' (Army). A red callout bubble points to the 'Start Date' field with the text 'Must enter a start date and a status.'.

Census > People > Military Connections


Related Tools ▾

- Contact Log
- Contacts
- Demographics
- Enrollments
- ID History
- Identities
- Military Connections**


**Military Connections Editor**

Status	Start Date	End Date
Active Duty, Not Deployed	09/07/2020	

**Military Connections**

\*Start Date: 09/07/2020 

\*Status: Active Duty, Not Deployed ▾

End Date: 

Student Military Identifier:

Site: Agency ▾

Branch: Army ▾

Must enter a start date and a status.

The Military Connection tool tracks data for those in a student's household who are military personnel.

# FREE Infinite Campus Training

- The South Dakota Department of Education provides access to Infinite Campus trainings **FREE** of charge to all South Dakota public school district employees. **ALL STAFF** in South Dakota public school districts can join live training sessions, watch recorded webinars, and access a series of on-demand trainings, to ensure they have the foundational knowledge of how to use the Infinite Campus system. To access these courses, staff will need to create an account within the Infinite Campus Community and log into Campus Passport.
- **Training Events** – Check Campus Passport for specific dates/times.
- **August 2025: “Let’s Get it Started”**. Get the year started off right. Learn about the skills needed to complete day-to-day tasks in Infinite Campus.
- **November 2025: Infinite Campus Discovery Week**. Join thousands of other school and district staff for the largest training offerings of the year.
- **January 2026: Semi-annual training on release highlights over the past six months.**
- **May 2026: “Putting a Bow on It”**. Wrap up the school year right with tips and tricks for completing end-of-year tasks with ease and expertise.

# FREE Infinite Campus Training

- **On-Demand Courses** – All employees in South Dakota public school districts have access to a shared course catalog of the on-demand Campus Passport courses.

Academic Planner	FRAM (Free/Reduced Appl. Mgmt.)	Scheduling: Part 4
Ad Hoc Reporting	Grading (Traditional Grading)	Scheduling: Elementary
Attendance	Grading (Standards Based Grading)	Student Information Tabs
Behavior	Health	Transcripts
Campus Instruction	Messenger	User Security
Campus Learning	Scheduling: Part 1	Walk-in Scheduler
Census	Scheduling Part 2	
Fees	Scheduling Part 3	





# New to Infinite Campus Training

- New to Infinite Campus training set for August 4th and 5<sup>th</sup> in Pierre and Mitchell. More to come.

# SDInfiniteCampus Listserv

- Be sure to sign up for the SDInfiniteCampus Listserv.
  - Go to <https://www.k12.sd.us>
  - Click on Mailing Lists
  - Scroll down and click on SD Infinite Campus link and follow directions to sign up.

# Resources

DOE website

[SD Department of Education](#)

Student Data Desk Guide

[Student Data Collections Desk Guide](#)

Student Data Newsletters

[Student Information Management System , SD Department of Education](#)

School Directory

[SD Educational Directory, SD Department of Education](#)

Common Course Numbering System

[Common Course Numbering System](#)

Campus Community

[News - Campus Community](#)



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THANK  
YOU