

Finalizing End of the Year Data in Infinite Campus Spring 2026

Educational Structure

- All school changes for the 2026/27 school year were due into DOE on April 1. 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.

Verification of Educational Directory

Each district will be contacted in July to update their directory information for the 2026-27 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

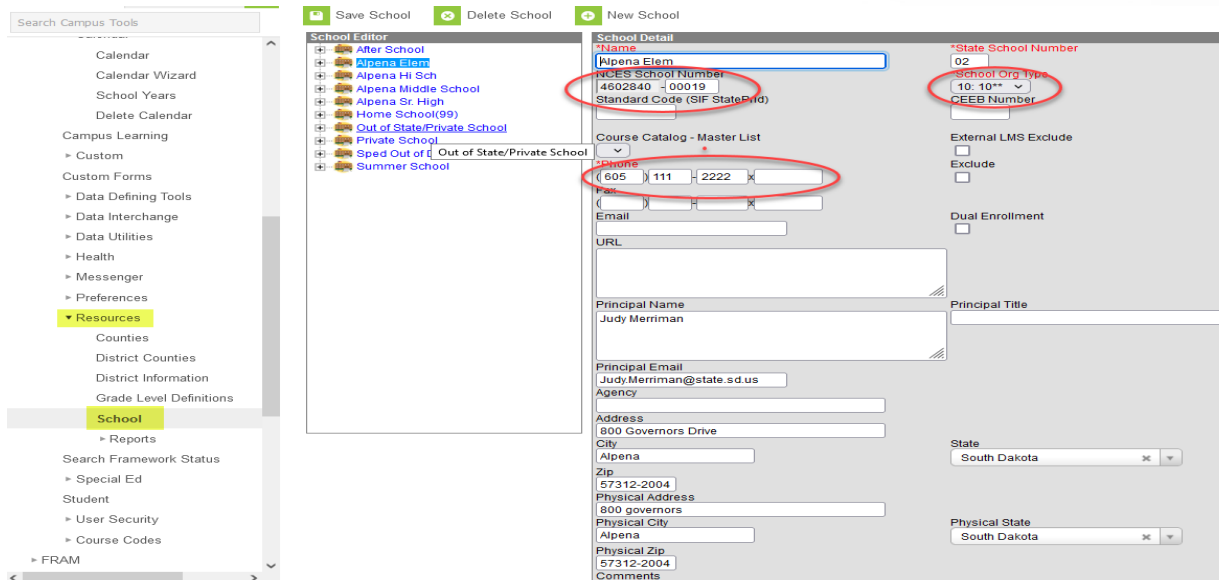
-	Accredited Schools
ARSD 24:43:02	
Public School Districts	
• Aberdeen 06-1	
• Agar-Blunt-Onida 58-3	
• Alcester-Hudson 61-1	
• Andes Central 11-1	
• Arlington 38-1	
• Armour 21-1	
• Avon 04-1	

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

NCES Numbers



Search Campus Tools

- Calendar
- Calendar Wizard
- School Years
- Delete Calendar
- Campus Learning
- Custom
- Custom Forms
- Data Defining Tools
- Data Interchange
- Data Utilities
- Health
- Messenger
- Preferences
- Resources
- Counties
- District Counties
- District Information
- Grade Level Definitions
- School
- Reports
- Search Framework Status
- Special Ed
- Student
- User Security
- Course Codes
- FRAM

Save School Delete School New School

School Editor

- After School
- Alpena Elem
- Alpena Hi Sch
- Alpena Middle School
- Alpena Sr. High
- Home School(99)
- Out of State/Private School
- Private School
- Sped Out of [Out of State/Private School
- Summer School

School Detail

*Name
Alpena Elem

NCES School Number
4802840 - 00019

Standard Code (SIF StatePrid)

Course Catalog - Master List

Districts
(605 | 111 | 2222)

Principal Name
Judy Merriman

Principal Email
Judy.Merriman@state.sd.us

Agency

Address
800 Governors Drive

City
Alpena

Zip
57312-2004

Physical Address
800 governors

Physical City
Alpena

Physical Zip
57312-2004

Comments

*State School Number
02

School Org Type
(10-10**)

CEEB Number

External LMS Exclude

Exclude

Dual Enrollment

State
South Dakota

Physical State
South Dakota

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.

2026-27 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 Calendar** This calendar is to hold school age children that are attending a private school, but you are providing the sped ed services. These calendar is not for EC students.
- **SPED/Out of District Placement** This calendar houses students that are placed out of you district that you are paying for the placement.
- **Virtual Calendars** You will need to create a calendar under the school that is providing a virtual education. **You must take attendance for these students. Also, courses must be entered on the transcript for students that are in high school.**
- **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.

2026-27 Calendar Requirements

All Calendars are due in Infinite Campus by the last Friday in **August**, according to 24:17:03:08

Calendar Information ★

Scheduling & Courses > Calendar Setup > Calendar Information

Related Tools ▾

Save Mark for Deletion

Calendar Info

Calendar ID	Parent Calendar ID	School	
38699	205	[REDACTED]	
*Name	Number	Sequence	
25-26			
*Start Date	*End Date	Summer School	
08/14/2025	05/14/2026	<input type="checkbox"/>	
Student Day (instructional minutes)	Teacher Day (minutes)	Exclude	
365		<input type="checkbox"/>	
Whole Day Absence (minutes)	Half Day Absence (minutes)	School Choice	
365		<input type="checkbox"/>	
Type	Title 3	4 Day School Week	
I: Instructional	<input type="checkbox"/>	<input type="checkbox"/>	
Virtual	Extended LMS Exclude		
<input type="checkbox"/>	<input type="checkbox"/>		
Require Student Assignment			
<input type="checkbox"/>			
Ignore Mas Push			
<input type="checkbox"/>			
Comments			
rolling 03/			

Start and end dates are required, along with the Instructions 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

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.

doe.sd.gov

2026-2027 Calendar Requirements

Grade Levels

25-26 Alpena Elem (36001) 9+ ? Grid User

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 L

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.

2026-27 Calendar Requirements

Quarters/Semesters/Trimesters

25-26 Alpena Hi Sch (36001) 9+ ? ☰ 👤

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.

2026-27 Calendar Requirements

Periods

25-26 Alpena Hi Sch (36001) 9+ ? ☰ 👤

School Year and School **ses** > 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	
✕ 01	1	08:05 AM	08:57 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
✕ 02	2	09:00 AM	09:52 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
✕ 03	3	09:55 AM	10:47 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
✕ 04	4	10:50 AM	11:45 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
✕ Lunch	5	11:46 AM	12:14 PM	29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
✕ 05	6	12:15 PM	01:08 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
✕ 06	7	01:11 PM	02:04 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
✕ 07	8	02:08 PM	03:05 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	

Add Period

2026-27 Calendar Requirements

25-26 Alpena Hi Sch (36001) 9+ ?  

Scheduling & Courses > Calendar Setup > Day Setup

Related Tools ▾

A Day Reset must be done on all calendars that you have in your system, EC, PK, Sped, etc.

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

Day Setup ★

🔍 Day Reset
🖨️ Print
⚙️ Multi Day Event

<<
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:

Instruction:
 Attendance:

Start Time:
 End Time:
 Duration:

Comments:

Day Events
 Type: IS: In Service
 Duration:
 Inst. Minutes:

Add DayEvent

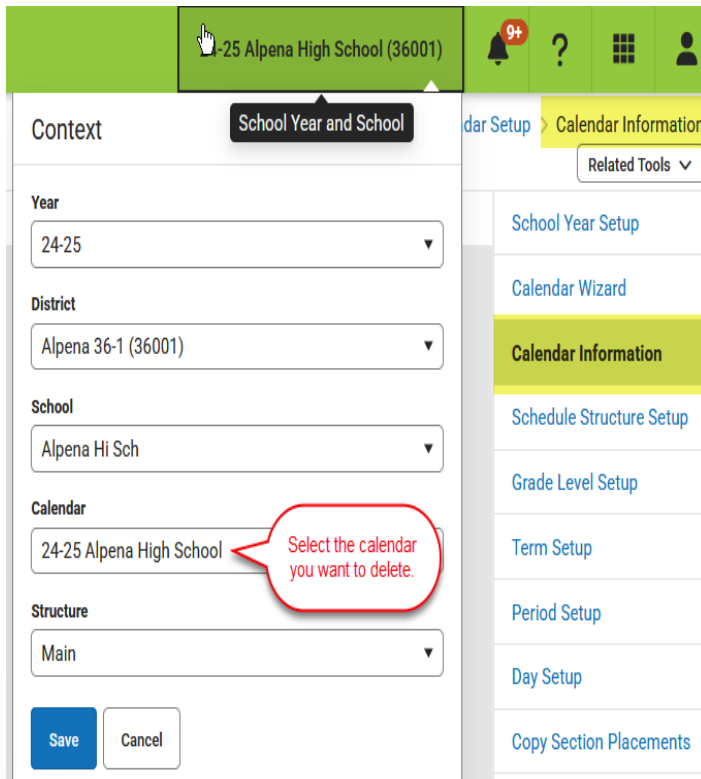
🔍 Day Reset

Your first step is to do a "Day Reset"

Day # 1

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

Deleting a Calendar



24-25 Alpena High School (36001)

Context

School Year and School

Calendar Setup > Calendar Information

Related Tools

Year

24-25

District

Alpena 36-1 (36001)

School

Alpena Hi Sch

Calendar

24-25 Alpena High School

Structure

Main

Save Cancel

School Year Setup

Calendar Wizard

Calendar Information

Schedule Structure Setup

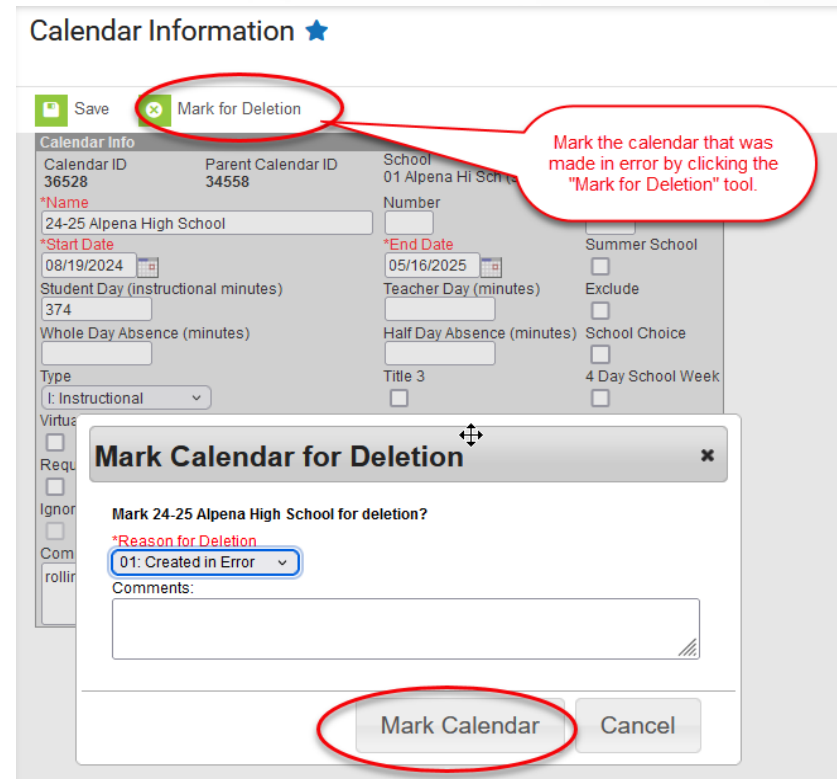
Grade Level Setup

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	I: Instructional	Title 3	<input type="checkbox"/>		

Virtual

Required

Ignore

Comments

rollin

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	Parent Calendar ID	School	
38043	37841	01 Alpena Hi Sch (schoolID:141)	
*Name	Number	Sequence	
25-26 Alpena Hi Sch			
*Start Date	*End Date	Summer School	
08/21/2025	05/15/2026	<input type="checkbox"/>	
Student Day (instructional minutes)	Teacher Day (minutes)	Exclude	
374		<input type="checkbox"/>	
Whole Day Absence (minutes)	Half Day Absence (minutes)	School Choice	
		<input type="checkbox"/>	
Type	Title 3	4 Day School Week	
Instructional	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Virtual			
<input type="checkbox"/>			
Require Student Assignment	External LMS Exclude		
<input type="checkbox"/>	<input type="checkbox"/>		
Ignore Master Push			
<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

3
Preview

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

Data Validation

DATA ITEM	STATUS
Assignment Scores	✓
Attendance	✓
Course Requests	✓
Fee Assignments	✓

Previous
Next

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

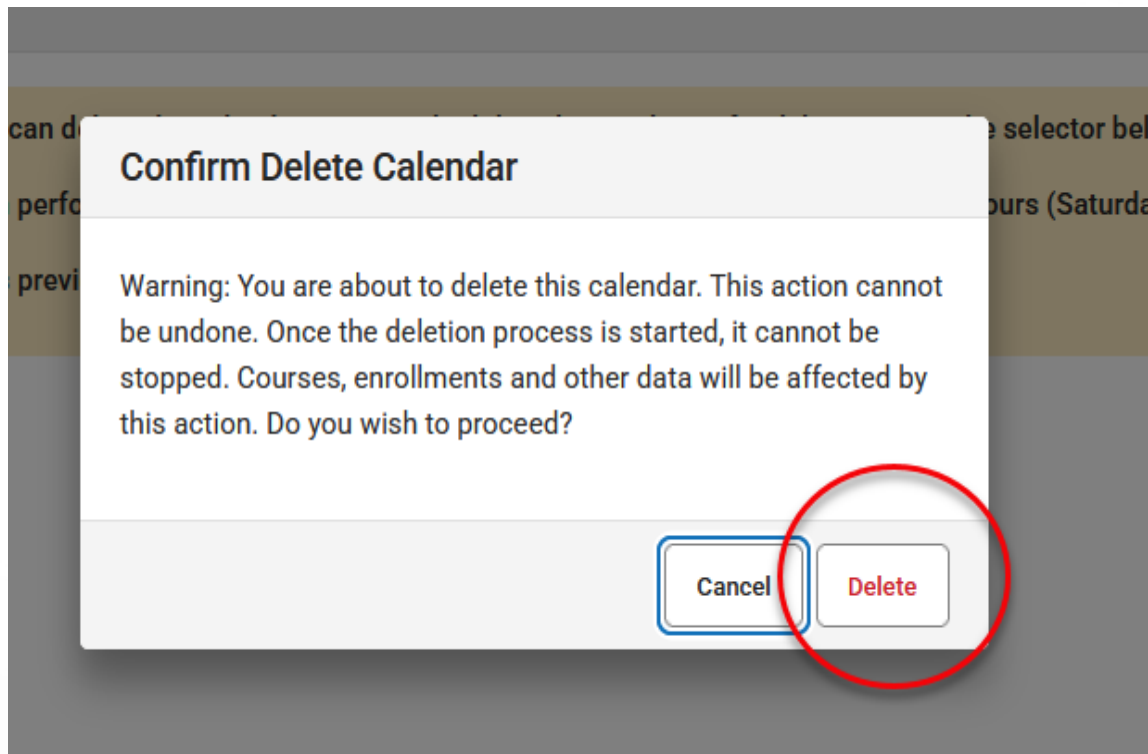
Now

Schedule

@

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) must have an enrollment record in your Out of State/Private school (91). You also must have an open enrollment form on record.

Finalizing 2025-2026 Data

Deadline is June 12

Enrollments

Student Information > General > Enrollments

Related Tools ▾

- Assessment
- Behavior
- Contact Log
- Enrollments**

General Enrollment Information

Enrollment ID 24722772

Calendar: 25-26 Alcester-Hudson Elementa

Schedule (read only): Main

*Grade: 05

Class Rank Exclude:

External LMS Exclude:

*Start Date: 08/14/2025

End Date: 5/14/2026

End Action: [Dropdown]

*Service Type: P: Primary

State Start Status: 00: Current Student

State End Status: [Dropdown]

Start Comments: [Text Area]

End Comments: [Text Area]

CRDC School of Accountability: [Dropdown]

Rolled From Enrollment ID: 11278

Every student must have an end date. The only exception is your students in the Sped Out of District.

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

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

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

Full Academic Year (FAY): Oct. 1 – May 1

End Status

Save Delete New Print Enrollment History

Main 05

Start Date: 8/14/2025 End Date: 5/14/2026

End Action: State End Status *Service Type: P: Primary

State Start Status: 0: Current Student

State End Status dropdown menu:

- 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 ex
- 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

Future Enrollment

Next Calendar

State Reporting Fields

Resident District: Big Stone City 25-1(Closed25-26): 25...

Serving (Attending) District: Black Hills Works(Closed25-26): 51305

504 Plan

Transportation Category

Enrollment ID: 11276

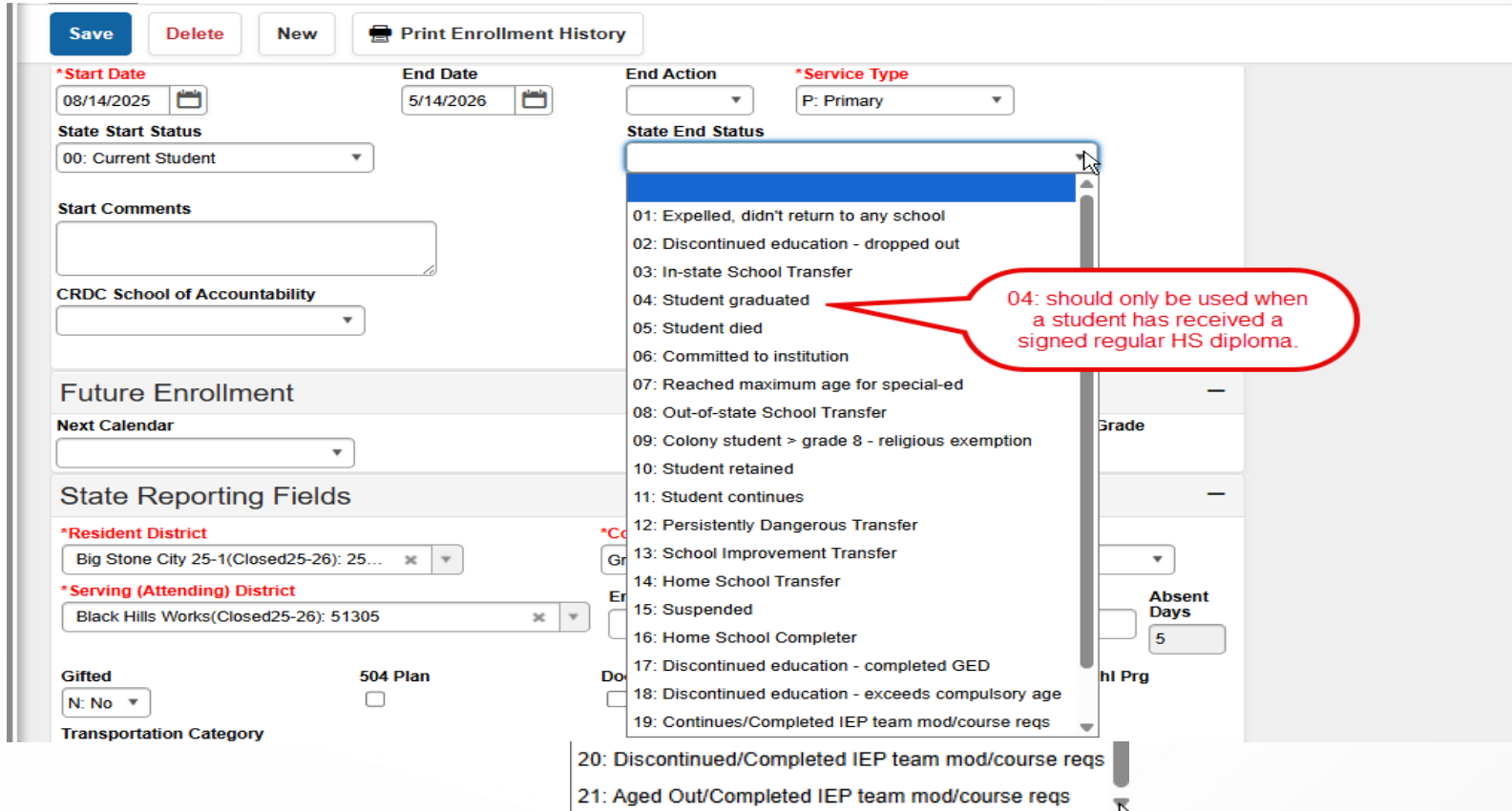
Grade

Absent Days: 5

hi Prg

If a student is returning for the new school year, you will use 11: Student continues.

Graduates



The screenshot shows a web form for student enrollment. At the top, there are buttons for 'Save', 'Delete', 'New', and 'Print Enrollment History'. The form includes fields for:

- *Start Date:** 08/14/2025
- End Date:** 5/14/2026
- End Action:** A dropdown menu is open, showing options from 01 to 21. Option 04, 'Student graduated', is highlighted by a red callout bubble with the text: '04: should only be used when a student has received a signed regular HS diploma.'
- *Service Type:** P: Primary
- State Start Status:** 00: Current Student
- Start Comments:** An empty text area.
- CRDC School of Accountability:** A dropdown menu.
- Future Enrollment:** A section with a 'Next Calendar' dropdown.
- State Reporting Fields:**
 - *Resident District:** Big Stone City 25-1(Closed25-26): 25...
 - *Serving (Attending) District:** Black Hills Works(Closed25-26): 51305
 - Gifted:** N: No
 - 504 Plan:** An unchecked checkbox.
 - Transportation Category:** A dropdown menu.

- Kindergarten, 8th graders, and Foreign Exchange students are not considered graduates. PLEASE, do not mark them as graduates. Also, an Alternative Instruction student who is taking a class or two is not considered a graduate.

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
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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

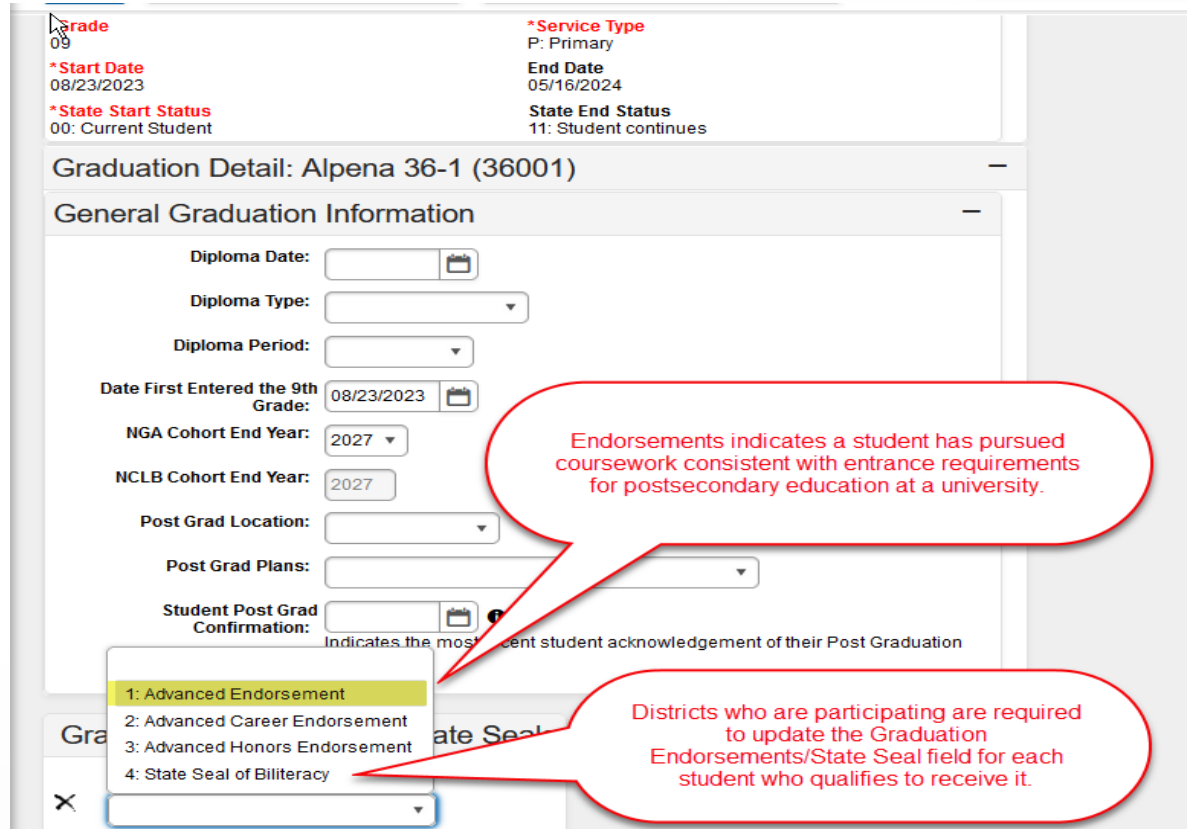
These 3 fields must be populated for a student who received a regular HS diploma.

- 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

***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:

CTRL-click and SHIFT-click for multiple

Extract Format:

Select Calendars

Which calendar(s) would you like to include in t

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
2026	100	08/23/2022	1	EA	1, 2	12/23/2025
2026	100	08/23/2022	1	EA	1, 2	12/23/2025
2026	100	08/23/2022	1	EA	1, 2	12/23/2025
2026	100	08/23/2022	1	EA	2	12/23/2025
2023	100	08/20/2019				
2026	100					
2026	100	08/23/2022	1	EA		12/23/2025
2026	100	08/23/2022	1	EA	1, 2	12/23/2025
2026	100	08/23/2022	1	EA	2	12/23/2025
2026	100	08/23/2022	1	EA	2	12/23/2025
2026	100	08/23/2022	1	EA	2	12/23/2025
2025	100	08/24/2021			1	
2026	100	08/23/2022	1	EA	1, 2	12/23/2025
2026	100	08/23/2022	1	EA		12/23/2025
2025	100	08/24/2021			1	
2025	100	11/24/2021	1	SU		08/07/2025
2026	100	08/23/2022	1	EA	1, 2	12/23/2025
2023	100	08/20/2019	1	EA		09/26/2025
2026	100	09/30/2022	1	EA	1	12/23/2025
2026	100	08/23/2022	1	EA	1	12/23/2025
2026	100	08/24/2022	1	EA	2	12/23/2025
2027	100	08/22/2023	1	EA		12/23/2025

BOR Transcript

FORM 100 (REV. 2024)

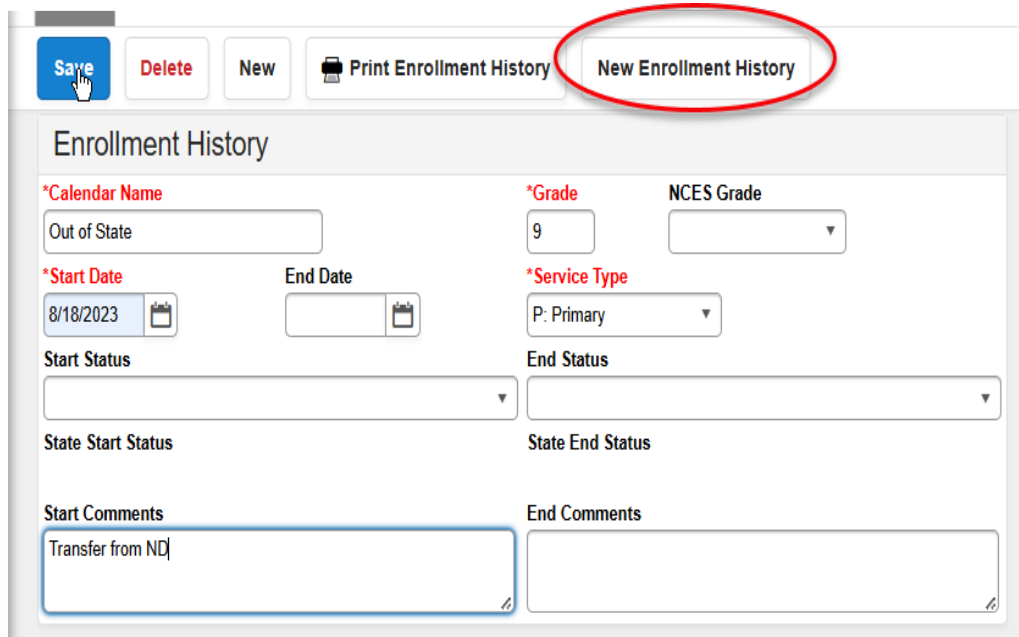
<u>Standard Tests</u>			
<u>Name</u>	<u>Score</u>	<u>Result/Level</u>	<u>Result Date</u>
ACT COMPOSITE	19		12/13/2025
ACT English	16		
ACT Math	19		
ACT Reading	21		
ACT Science	21		
2025 SD ELA Gr 11	2712	4	05/02/2025
2025 SD Math Gr 11	2661	3	05/02/2025

Graduation Endorsement/State Seals

Advanced Career Endorsement
Advanced Endorsement

Date First Entered 9th Grade

Creating an Enrollment History

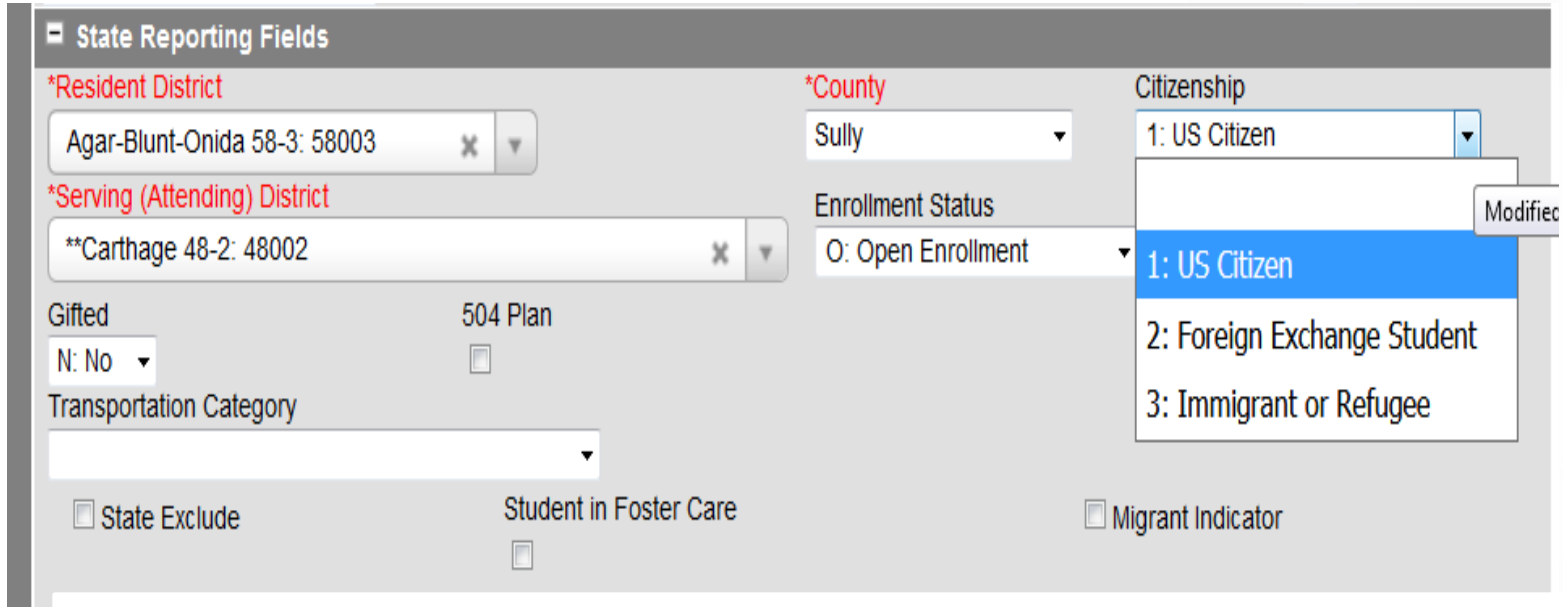


The screenshot shows a web interface for creating an enrollment history. At the top, there are buttons for 'Save', 'Delete', 'New', 'Print Enrollment History', and 'New Enrollment History'. The 'New Enrollment History' button is circled in red. Below the buttons is the 'Enrollment History' form. The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

- The date is populated with the student's first point of entry into the 9th grade.
- If a student started 9th 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 9th 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 9th grade Enrollment History.

Please take the time to
create the enrollment
history!

Citizenship



The screenshot shows a web form titled "State Reporting Fields". The form contains several fields and checkboxes:

- *Resident District:** Agar-Blunt-Onida 58-3: 58003
- *Serving (Attending) District:** **Carthage 48-2: 48002
- *County:** Sully
- Enrollment Status:** O: Open Enrollment
- Citizenship:** A dropdown menu is open, showing three options: "1: US Citizen" (highlighted in blue), "2: Foreign Exchange Student", and "3: Immigrant or Refugee".
- Gifted:** N: No
- 504 Plan:**
- Transportation Category:** (empty dropdown)
- 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 do not test, and they are not included in the graduation/completer rate.

Foster/Migrant

10.05

Gifted 504 Plan Documented Hearing Loss Participates in After Schl Prg

Gifted: N: No ▾

Transportation Category

State Exclude Student in Foster Care Migrant Indicator

First Year In Country Student of Active Military Parent 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.

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
------------------------------	---------------------	-----------------	------------	----------	------------

Homeless Detail

*Start Date: 10/14/2024

End Date:

Primary Night Time Residence: **D: Doubled Up/ Sharing Housing**

Unaccompanied Youth: No: No

D: Doubled Up/ Sharing Housing
 E: Emergency/Transitional Shelter
 H: Hotels/Motels
 N: Not Applicable**
 U: Unsheltered

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.

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

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

Title I Reading/Math

Transportation Category

State Exclude Student in Foster Care Migrant Indicator
First Year In Country Student of Active Military Parent Assessment Exemption

Title 1
* 09/09/2024 Y: Yes

Title 1 Reading Title 1 Supporting Guidance Title 1 Social Science Title 1 Science
Title 1 Vocational Title 1 Health/Dental/Eye Care Title 1 Math

GPA
0.0000

- 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.

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

All fields in **RED** must be entered.

School Year (Required)
24-25

Start Date (Required)
09/03/2024

End Date (Required)
month/day/year

Eligibility Type (Required)
Meal

Eligibility (Required)
Free

Source *
 Non-Direct
 Direct

Certified Type (Required)
Income

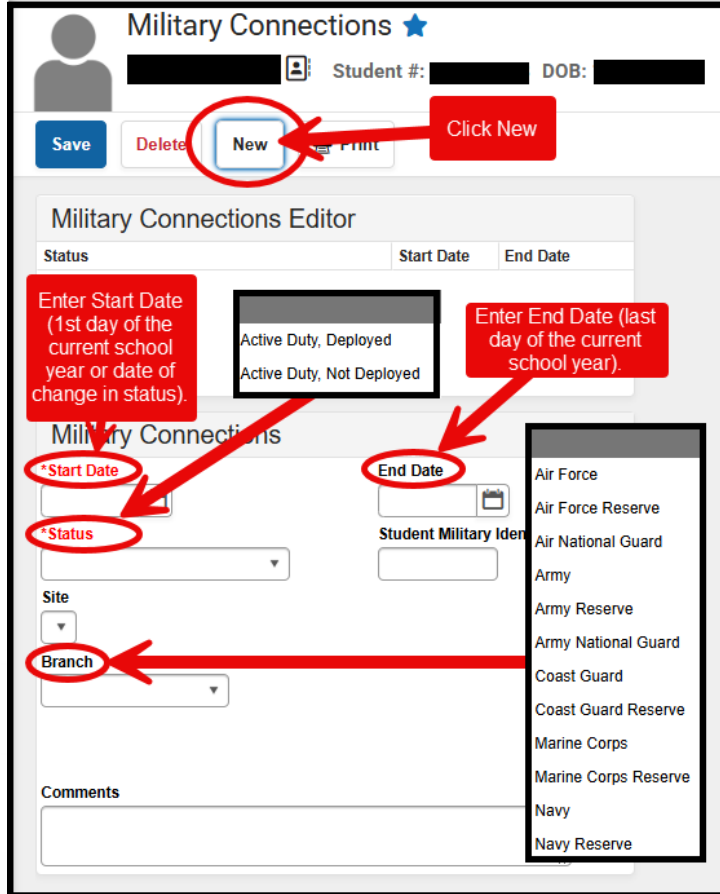
Eligibility Detail

Student of Active Military Parent

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

Student of Active Military Parent

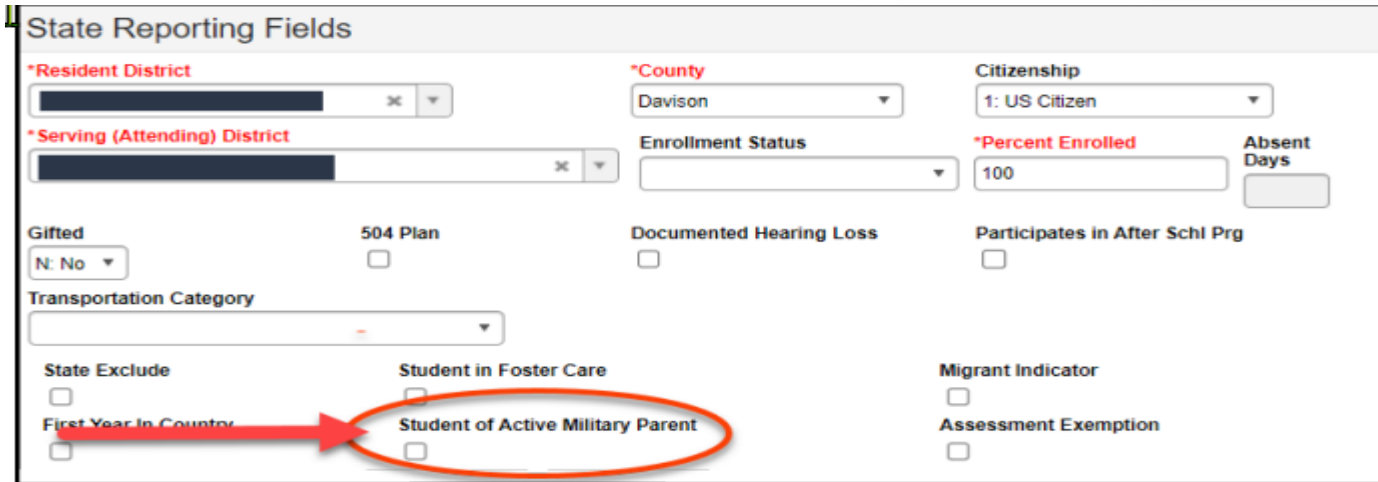
- *******Attention*******



Military Connections Editor
 Status Start Date End Date
 Active Duty, Deployed
 Active Duty, Not Deployed
 *Start Date
 *Status
 Site
 Branch
 Comments
 Student Military Ident
 Air Force
 Air Force Reserve
 Air National Guard
 Army
 Army Reserve
 Army National Guard
 Coast Guard
 Coast Guard Reserve
 Marine Corps
 Marine Corps Reserve
 Navy
 Navy Reserve

- At the beginning of the 2025-26 school year, Infinite Campus and South Dakota began implementing the core product solution associated with this data collection, the Military Connections Tab. Due to additional development needs to make the Military Connections Tab fully functional for all districts in South Dakota, SD DOE is returning to collecting this information using the checkbox on the Enrollment Tab for the foreseeable future.
- **Districts can continue to use the Military Connections Tab if they wish but all data used for State/Federal reporting will come from the Enrollment Tab.**

Student of Active Military Parent



The screenshot shows a form titled "State Reporting Fields" with various input fields and checkboxes. The "Student of Active Military Parent" checkbox is highlighted with a red oval, and a red arrow points to it from the left. Other visible fields include "Resident District", "County" (set to Davison), "Citizenship" (set to US Citizen), "Serving (Attending) District", "Enrollment Status", "Percent Enrolled" (set to 100), "Absent Days", "Gifted" (set to N: No), "504 Plan", "Documented Hearing Loss", "Participates in After Schl Prg", "Transportation Category", "State Exclude", "Student in Foster Care", "Migrant Indicator", "Assessment Exemption", and "First Year In Country".

The checkbox entitled “Student of Active Military Parent” has returned to the Enrollment Tab with the update (version.2603) that we took in March 2026. To ease the transition back to utilizing the checkbox on the Enrollment Tab, SD DOE has worked with Infinite Campus to automatically flag the student’s checkbox if there was information already reported on the Military Connections Tab for the 2025/26 school year. Going forward, it is the responsibility of the school district to flag these students on the Enrollment Tab, if applicable.

Please double check your data to ensure it is correct!

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:
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

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

Section Template Group

Transcript Required

Responsive Activity

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

Online Learning

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:

doe.sd.gov/contentstandards/commoncourse.aspx

For all South Dakota BOR/TI 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

Standards-based Active External LMS Exclude
Course-Only Curriculum

Subject Type
Department

State Code
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

Bonus Points Advisory Transcript Required

Responsive Activity

This can be your school number for the course.

This must read Bypass.

“**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 e

Format Type

HTML

CSV

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

English Learners



English Learners in South Dakota:



*English Learner Data Elements in
Infinite Campus*

- Help Guide for Infinite Campus on DOE Website under Title III
- doe.sd.gov/title/documents/EL-DataElements.docx

Student Transfers

1. **Receiving district** needs to submit a request of records to student's **previous district**
2. Records are released by **previous district**
3. Receiving district will receive a message in the **process box**

Student Records Transfer
Request a Records Release
 This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Student:		Enrollment Type: Primary	
Last Name	Student	First Name	Sample
Gender	M	Birthdate	07/10/1992
Grade	12	School	Alpena HS
Middle Name	S	SSN	
Start Date	08/24/2011		

Requesting District & User			
District	Pierre	Name	Pierre Registrar
Request Date	08/25/2011	Work Phone	605-224-0000
Username	PRegistrar	Email	pregistrar@stat

Comments
 Sample Student just enrolled in our school district. Please transfer his records.

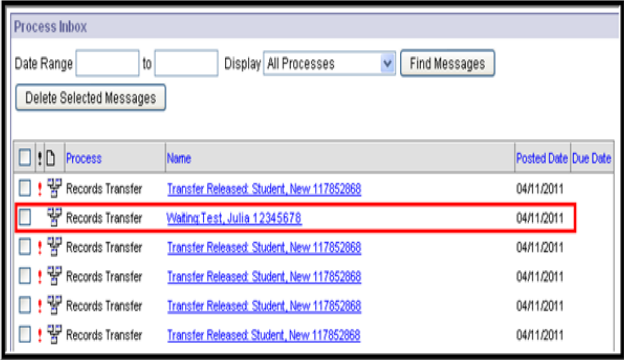
Click this button to request records from the student's former district immediately. Or, request records at a later time by navigating to another tool in the Index.

Submit Request

Completing the Process

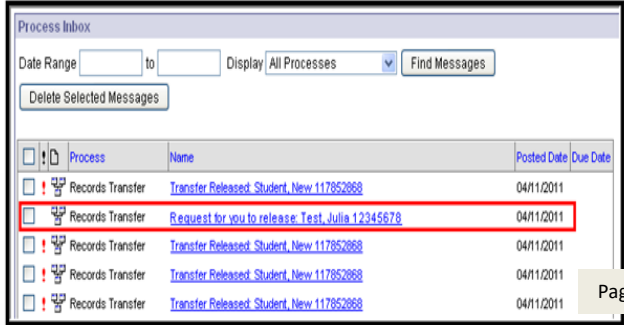
- After the request is made, the Process Inbox and the student Records Transfer tab of the requesting district will both display a “Waiting” status until the former district responds with the records

Requesting District



Process	Name	Posted Date	Due Date
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Waiting Test, Julia 12345678	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	

Receiving District

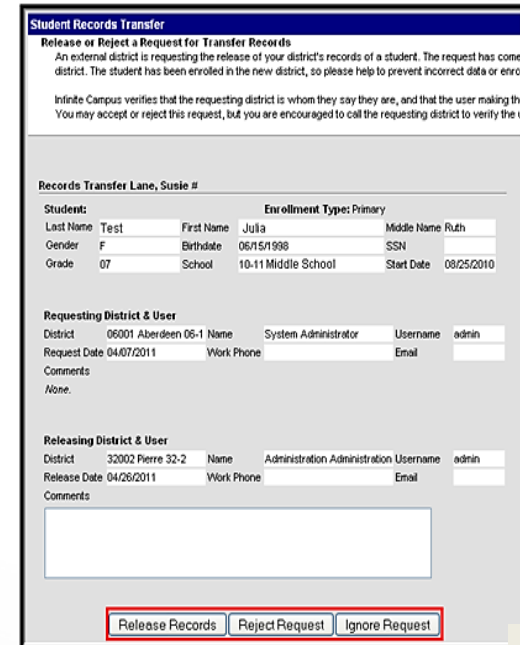


Process	Name	Posted Date	Due Date
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Request for you to release Test, Julia 12345678	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	
Records Transfer	Transfer Released Student, New 117852868	04/11/2011	

Completing the Process

- A released records transfer message will contain two methods of receiving the transferred student records
 - **Responsibility** of the **new** district to complete the records transfer by importing and/or entering the relevant data

When District is ready to approve the release



Student Records Transfer

Release or Reject a Request for Transfer Records
An external district is requesting the release of your district's records of a student. The request has come from district. The student has been enrolled in the new district, so please help to prevent incorrect data or enrollment errors.
Infinite Campus verifies that the requesting district is whom they say they are, and that the user making the request is a valid user. You may accept or reject this request, but you are encouraged to call the requesting district to verify the information.

Records Transfer Lane, Susie #

Student: Enrollment Type: Primary

Last Name	Test	First Name	Julia	Middle Name	Ruth
Gender	F	Birthdate	06/15/1998	SSN	
Grade	07	School	10-11 Middle School	Start Date	08/25/2010

Requesting District & User

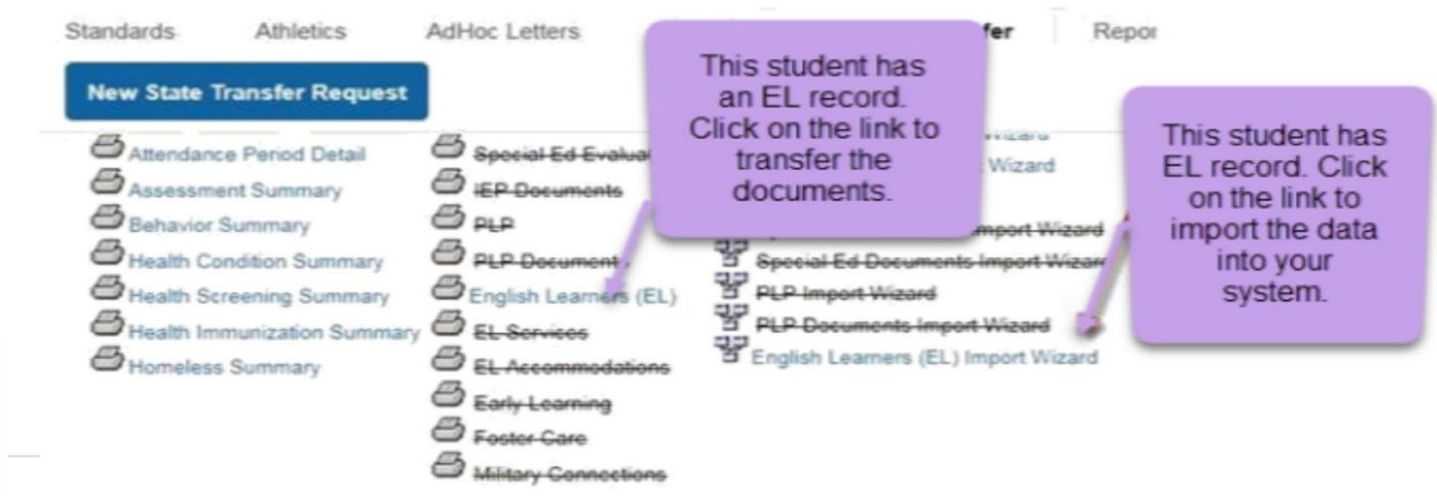
District	06001 Aberdeen 06-1	Name	System Administrator	Username	edrin
Request Date	04/07/2011	Work Phone		Email	
Comments	None.				

Releasing District & User

District	32002 Pierre 32-2	Name	Administration Administration	Username	edrin
Release Date	04/26/2011	Work Phone		Email	
Comments					

Student Transfers

It is the responsibility of the **Receiving District** to complete the transfer import



The screenshot shows a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu includes categories like Standards, Athletics, AdHoc Letters, and a highlighted 'New State Transfer Request' button. Below this button is a list of document types: Attendance Period Detail, Assessment Summary, Behavior Summary, Health Condition Summary, Health Screening Summary, Health Immunization Summary, Homeless Summary, Special-Ed-Evaluation, IEP-Documents, PLP, PLP-Document, English Learners (EL), EL-Services, EL-Accommodations, Early Learning, Foster Care, and Military-Connections. The main content area shows a list of 'Import Wizard' links for various document types: Special-Ed-Documents-Import-Wizard, PLP-Import-Wizard, PLP-Documents-Import-Wizard, and English Learners (EL) Import Wizard. Two purple callout boxes with arrows pointing to the 'English Learners (EL)' link and the 'English Learners (EL) Import Wizard' link provide instructions: 'This student has an EL record. Click on the link to transfer the documents.' and 'This student has EL record. Click on the link to import the data into your system.'

Home Primary Language

- **Home Primary Language** is the language that was identified on the Home Language survey

Infinite Campus Path:

Census > People > Demographics

Why is it important?

Data collection, Need to have this in place before creating EL record

The screenshot shows the 'Demographics Data' form in Infinite Campus. The form includes sections for 'Person Information' and 'Race/Ethnicity'. Key fields are highlighted with callouts:

- Date Entered US:** A callout bubble points to the 'Date Entered US' field, with the text 'Enter the date entered the United States'.
- Date Entered US School:** A callout bubble points to the 'Date Entered US School' field, with the text 'Enter date first entered US School'.
- Date Entered State School:** A callout bubble points to the 'Date Entered State School' field, with the text 'Enter date first entered US School'.
- Home Primary Language:** A callout bubble points to the 'Home Primary Language' dropdown menu, with the text 'Select the Home Primary Language'.

Other visible fields include: PersonID (85), Last Name (Quest), First Name (Hadji), Middle Name (J), Suffix, Gender (Male), Birth Date (01/08/1997), State Race/Ethnicity (WH: White, not Hispanic), Federal Designation (6: White), Race(s) (White), Hispanic/Latino (N: No), Race/Ethnicity Determination, Birth Country, and Birth Verification.

Create EL Record: Program Status

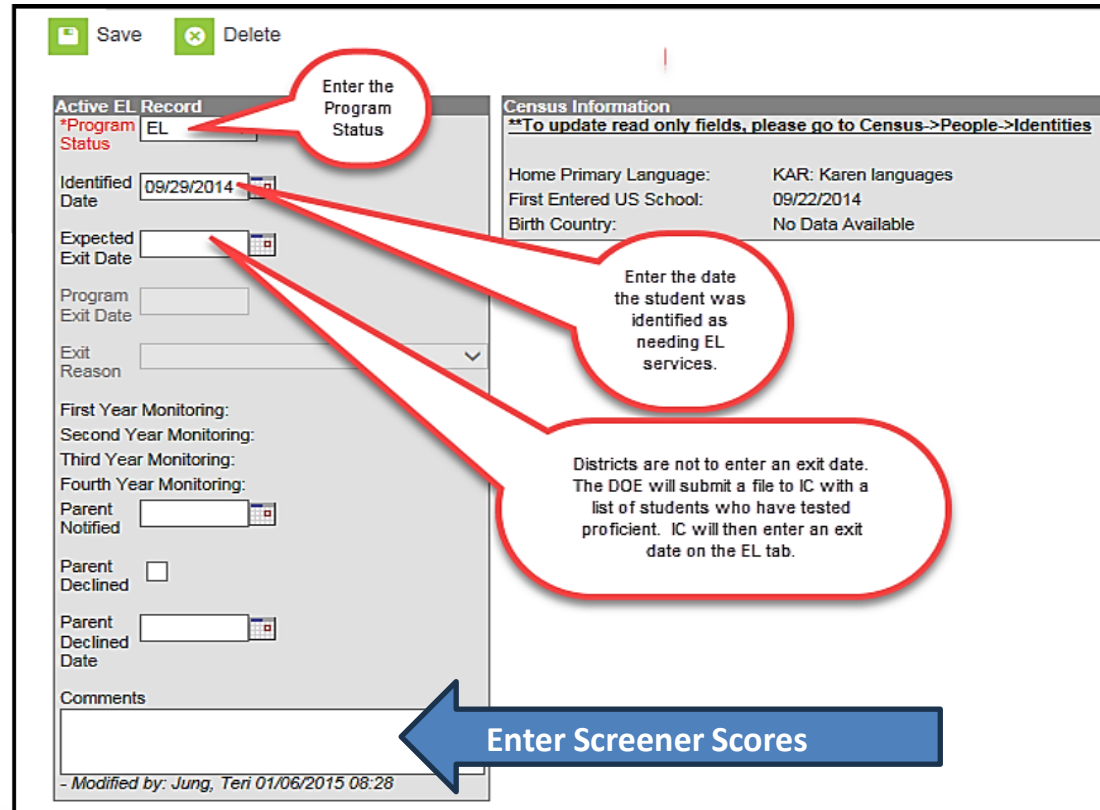
- **EL record** must be created as soon as student has been deemed **eligible** for EL services

Infinite Campus Path:

Student Information > Program Participation > English Learner

Why is it important?

Assessment orders and data reporting



Save Delete

Active EL Record

*Program Status: EL

Identified Date: 09/29/2014

Expected Exit Date: []

Program Exit Date: []

Exit Reason: []

First Year Monitoring: []

Second Year Monitoring: []

Third Year Monitoring: []

Fourth Year Monitoring: []

Parent Notified: []

Parent Declined:

Parent Declined Date: []

Comments: []

- Modified by: Jung, Teri 01/06/2015 08:28

Census Information

**To update read only fields, please go to Census->People->Identities

Home Primary Language: KAR: Karen languages

First Entered US School: 09/22/2014

Birth Country: No Data Available

Enter the Program Status

Enter the date the student was identified as needing EL services.

Districts are not to enter an exit date. The DOE will submit a file to IC with a list of students who have tested proficient. IC will then enter an exit date on the EL tab.

Enter Screener Scores

**EL record is only
created if student
qualifies for EL
services....**

Create EL Services Record

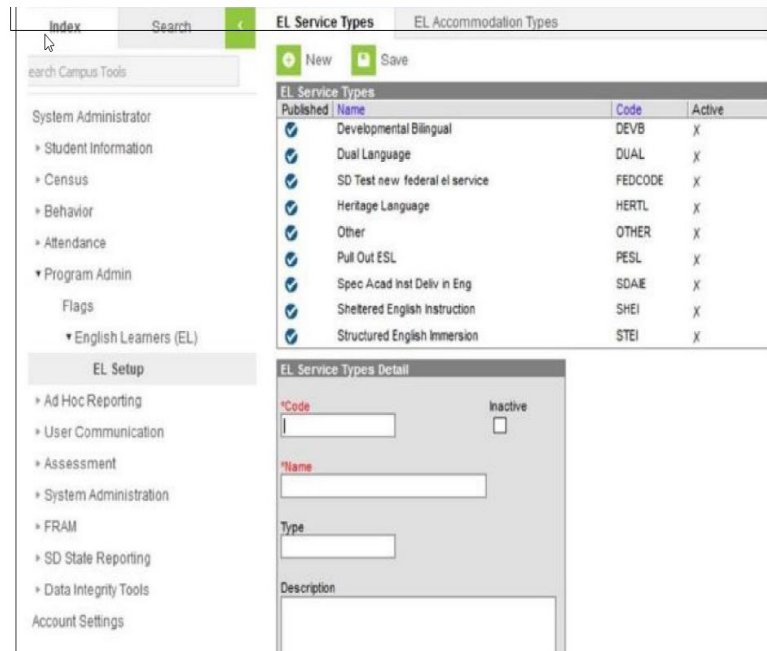
- **EL services record** describes the type of English learner service you are providing your EL student

Infinite Campus Path:

Student Information > Program Participation > English Learner > EL Services Type

Why is it important?

Data reporting and Monitoring purposes



The screenshot displays the 'EL Service Types' management page in Infinite Campus. On the left is a navigation menu with options like 'System Administrator', 'Student Information', 'Census', 'Behavior', 'Attendance', 'Program Admin', 'Flags', 'English Learners (EL)', 'EL Setup', 'Ad Hoc Reporting', 'User Communication', 'Assessment', 'System Administration', 'FRAM', 'SD State Reporting', 'Data Integrity Tools', and 'Account Settings'. The main area shows a table of existing service types and a 'New' form.



Published	Name	Code	Active
<input checked="" type="checkbox"/>	Developmental Bilingual	DEVB	X
<input checked="" type="checkbox"/>	Dual Language	DUAL	X
<input checked="" type="checkbox"/>	SD Test new federal el service	FEDCODE	X
<input checked="" type="checkbox"/>	Heritage Language	HERTL	X
<input checked="" type="checkbox"/>	Other	OTHER	X
<input checked="" type="checkbox"/>	Pull Out ESL	PESL	X
<input checked="" type="checkbox"/>	Spec Acad Inst Deliv in Eng	SDAIE	X
<input checked="" type="checkbox"/>	Sheltered English Instruction	SHEI	X
<input checked="" type="checkbox"/>	Structured English Immersion	STEI	X

The 'New' form includes fields for:

- *Code (with an 'Inactive' checkbox)
- *Name
- Type
- Description


EL Record


EL EL Assessments EL Services

 Save  Delete


Active EL Record


***Program Status** EL ▼


Identified Date 09/25/2012 


Expected Exit Date 10/05/2017 


Program Exit Date

First Year Monitoring: 


Second Year Monitoring: 

Third Year Monitoring: 

Fourth Year Monitoring: 

Parent Notified 10/05/2012 

Parent Declined

Parent Declined Date 

Interrupted Schooling

Comments

- ❖ Program exit
- ❖ First-Fourth Year

- ❖ Monitoring populated by SD DOE

English Learners Con't.

Program Status	Exited EL
Identified Date	08/23/2010
Expected Exit Date	
Program Exit Date	06/30/2016
Exit Reason:	
First Year Monitoring:	06/30/2017
Second Year Monitoring:	06/30/2018
Third Year Monitoring:	06/30/2019
Fourth Year Monitoring:	06/30/2020
Parent Notified	
Parent Declined	No
Comments:	

- ❖ Program Exit
- ❖ First-fourth Year
- ❖ Monitoring populated by SD DOE

First Year in Country Definition

- Must be an **identified English Learner** student
- Have been enrolled in a school in one of the 50 states in the United States or the District of Columbia
- Must **participate** in the SD ELP (ACCESS) assessment if enrolled during the assessment window
- If student arrived **after** the SD ELP (ACCESS) assessment window, the WIDA Screener must be administered to provide evidence for SD ACT English, Reading, and Writing and SD ELA assessment exemption
- Entered between **May 2, 2025 – May 1, 2026**

First Year in Continued

- Applies to students in **grades 3-8 and 11**
- **If they meet the definition of FYIC, students are:**
 - **Exempt** from current school year's **South Dakota English Language Arts and SD ACT English, Reading, and Writing assessment**
 - Students are **required** to participate in SD ACT Math and SD ACT Science and SD Math and *SD Science (grades 5,8, 11)*
 - Results for SD **ACT Math and SD ACT Science** and **SD Math and SD Science** are only used for **participation** purposes in the **first year**

First Year in Country

- **First year in country record** is created by identifying **Date Entered U.S. School** in Infinite Campus

Infinite Campus Path:

Index > Census > People

Why is it important?

ELA assessment exemption and accountability purposes



Quest, Hadji J BHOLL
 Grade: 11 #133419746 DOB: 01/08/1997 Gender: M

District Assignments School Choice Credentials Overrides Fees ID H

Demographics Identities Households Relationships Enrollments Dis

Save Delete Person Summary Report Demographics Data

Person Information
 PersonID: 85
 Last Name: Quest First Name: Hadji Middle Name: J Suffix:
 Gender: Male Birth Date (Age: 18): 01/08/1997 Soc Sec Number:
 Race/Ethnicity (Edit): State Race/Ethnicity: WH White, not Hispanic Federal Designation: 6 White Race(s): White Hispanic/Latino: No Image Available Race/Ethnicity Determination:
 Birth Country:
 Date Entered US: Date Entered US School:
 Date Entered State School: Birth Verification:
 Home Primary Language: SPA: Spanish; Castilian
 Nickname:

Enter the date entered the United States
 Birth Country
 Enter date first entered US School
 Select the Home Primary Language

First Year In Country

First year in country check box
 must also be marked on the
 Enrollment tab

Infinite Campus Path:

Student Information > General > Enrollments

Why is it important?

ELA assessment exemption and
 accountability purposes

State Reporting Fields

<p>*Resident District</p> <input type="text" value="Sioux Falls 49-5: 49005"/>	<p>*County</p> <input type="text" value="Minnehaha"/>	<p>Citizenship</p> <input type="text" value="3: Immigrant or Refugee"/>
<p>*Serving (Attending) District</p> <input type="text" value="Sioux Falls 49-5: 49005"/>	<p>Enrollment Status</p> <input type="text"/>	<p>*Percent Enrolled</p> <input type="text" value="100"/>
Absent Days		
<input type="text"/>		
<p>Gifted</p> <input type="text" value="N: No"/>	<p>504 Plan</p> <input type="checkbox"/>	<p>Documented Hearing Loss</p> <input type="checkbox"/>
Participates in After Schl Prg		
<input type="checkbox"/>		
Transportation Category		
<input type="text"/>		
<p>State Exclude</p> <input type="checkbox"/>	<p>Student in Foster Care</p> <input type="checkbox"/>	<p>Migrant Indicator</p> <input type="checkbox"/>
<p>First Year In Country</p> <input type="checkbox"/>	<p>Assessment Exemption</p> <input type="checkbox"/>	

Title 4

Immigrant Children and Youth Record

- Are aged 3 through 21;
- Were not born in any State; and
- Have not been attending one or more schools in any one or more States for more than 3 full academic years
- Immigrant students DO NOT have to be EL students to qualify
- Students from Puerto Rico **CAN NOT** be considered Immigrant

Immigrant Children and Youth

- **Date Entered U.S. School, Date Entered U.S., Birth Country** are data elements used to determine this definition

Infinite Campus Path:
Student Enrollment > State Reporting Fields

Why is it important?
This information is collected because there is a **Title III-Immigrant Children and Youth Grant** that LEAs can qualify for if they have a significant impact of Immigrant Children and Youth students

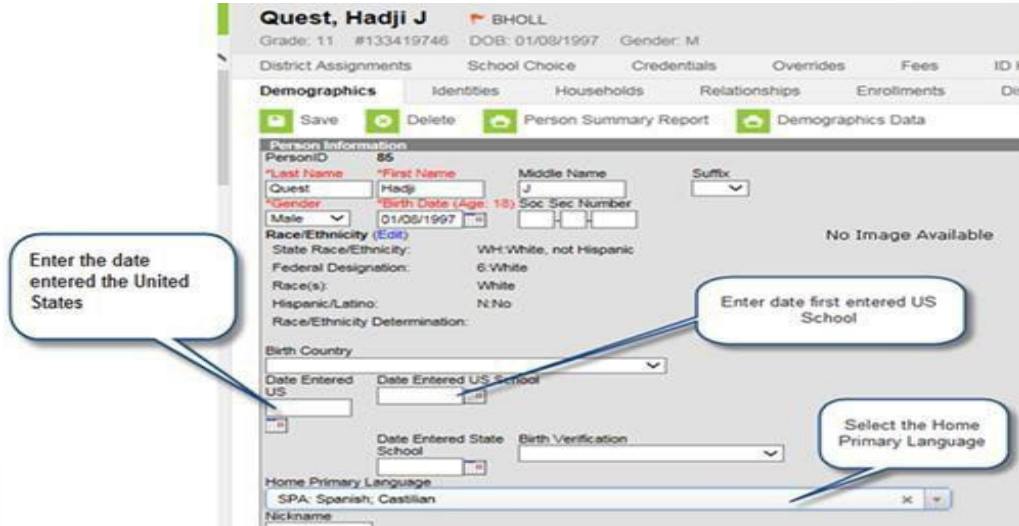


Save Delete Print Enrollment History New

State Reporting Fields

*Resident District: Alpena 36-1: 36001
 *County: Jerauld
 Citizenship: **1: US Citizen** (dropdown menu)
 Giftd: N: No
 *Serving (Attending) District: Alpena 36-1: 36001
 Enrollment Status: **2: Foreign Exchange Student** (dropdown menu)
 Absent Days:
 Homeless Status:
 Unaccompanied Youth:
 Transportation:

Code all Foreign Exchange Students and Immigrant



Quest, Hadji J BHOLL
 Grade: 11 #133419746 DOB: 01/09/1997 Gender: M

District Assignments School Choice Credentials Overrides Fees ID H

Demographics Identities Households Relationships Enrollments Dis

Save Delete Person Summary Report Demographics Data

Person Information

PersonID: 85
 *Last Name: Quest *First Name: Hadji Middle Name: J Suffix:
 *Gender: Male *Birth Date (Age: 18): 01/09/1997 SOC Sec Number:
 Race/Ethnicity (Edit): WH: White, not Hispanic
 State Race/Ethnicity: 6 White
 Federal Designation: White
 Race(s): N: No
 Hispanic/Latino: N: No
 Race/Ethnicity Determination: No Image Available

Birth Country:
 Date Entered US:
 Date Entered US School:
 Date Entered State School:
 Birth Verification:
 Home Primary Language: SPA: Spanish; Castilian
 Nickname:

Enter the date entered the United States

Enter date first entered US School

Select the Home Primary Language

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 type="checkbox"/> District	01/30/2025 00:55:46	Processed: 1 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> School	01/30/2025 00:55:48	Processed: 13 Errors: 0	
<input checked="" type="checkbox"/>	<input 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 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 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	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"/>	Title 1	08/20/2024 14:27:44	Processed: 0 Errors: 0	
<input type="checkbox"/>	CrisisEvent			
<input checked="" type="checkbox"/>	<input 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: 488 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

CTRL-click or SHIFT-click to select multiple

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



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 not 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 Legend	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 must be taken on PK and Virtual Calendar students.
 - 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
- 1st Year in Country
- Foster
- Grad Tab Blank Co-hort
- Military
- Race/Ethnicity
- Target Assist Title I
- Unaccompanied Youth
- FRAM

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

Accountability Report Card

- **Important Dates**

- May 4: Districts receive End of Year Sign Off Documents
- June 19: District Sign Offs are due
- Sept. 8 - Private Report Card Release
- Sept. 9 – September 23: Appeals Window
- Oct. 30: 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

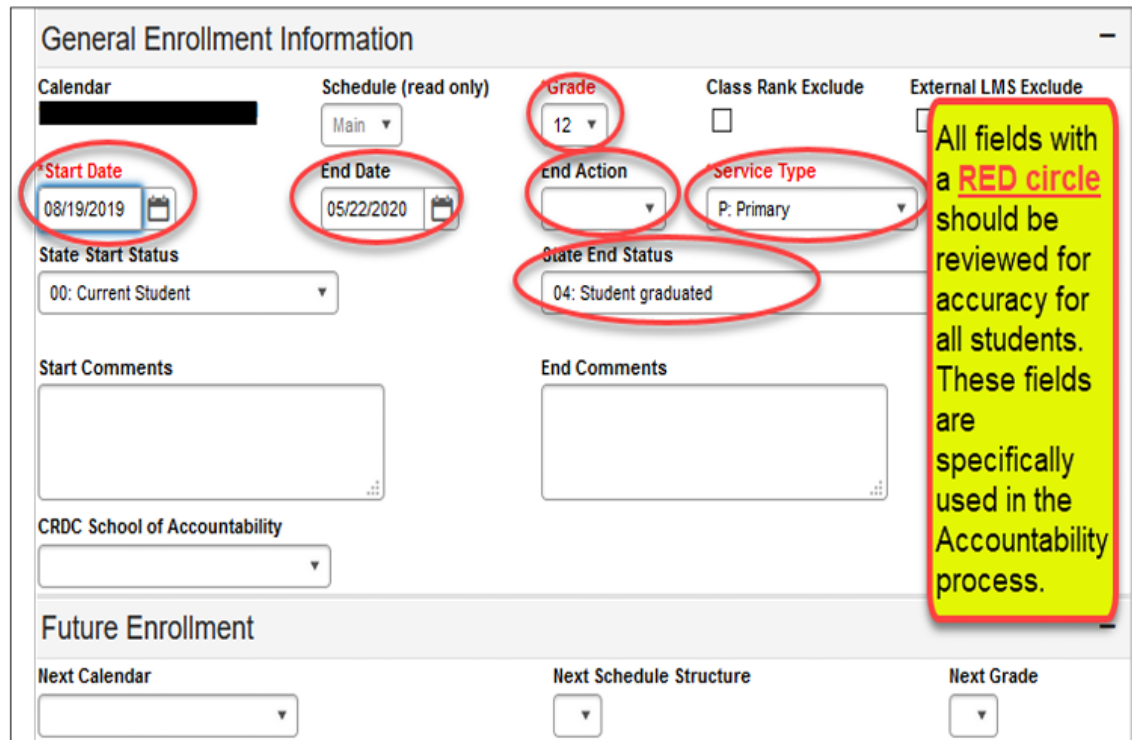
- **Resource:**
**Student Data Collections
Desk Guide**
 - **Linked at the end of the
presentation**
 - **Accountability starts on page 98**

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.



The screenshot shows the "General Enrollment Information" form. Several fields are circled in red: "Start Date" (08/19/2019), "End Date" (05/22/2020), "Grade" (12), "End Action", "Service Type" (P. Primary), and "State End Status" (04: Student graduated). A yellow callout box on the right contains the text: "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 Information

Calendar [redacted] Schedule (read only) Main Grade 12 Class Rank Exclude [checkbox] External LMS Exclude [checkbox]

Start Date 08/19/2019 End Date 05/22/2020 End Action [dropdown] Service Type P. Primary

State Start Status 00: Current Student State End Status 04: Student graduated

Start Comments [text area] End Comments [text area]

CRDC School of Accountability [dropdown]

Future Enrollment

Next Calendar [dropdown] Next Schedule Structure [dropdown] Next Grade [dropdown]

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:

Student in Foster Care:

Student of Active Military:

Migrant Indicator:

ment Exemption:

Student Directory Info 7-12 ONLY

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

If your school is a

Annotations: Red circles highlight fields. A yellow box explains that if Resident and Serving districts do not match, the correct enrollment status must be indicated. Another yellow box notes that Percent Enrolled is auto-populated after a data sync.

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:

Student in Foster Care:

Student of Active Military:

Migrant Indicator:

ment Exemption:

Student Directory Info 7-12 ONLY

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

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:

If your school is a SCHOOL WIDE TITLE I school, you are responsible for updating these fields along with

Annotations: Red circles highlight fields. A yellow box explains that if Resident and Serving districts do not match, the correct enrollment status must be indicated. Another yellow box notes that Percent Enrolled is auto-populated after a data sync. A third yellow box notes that Title 1 fields are updated by Infinite Campus for School Wide Title I schools.

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
 - Date Entered US School

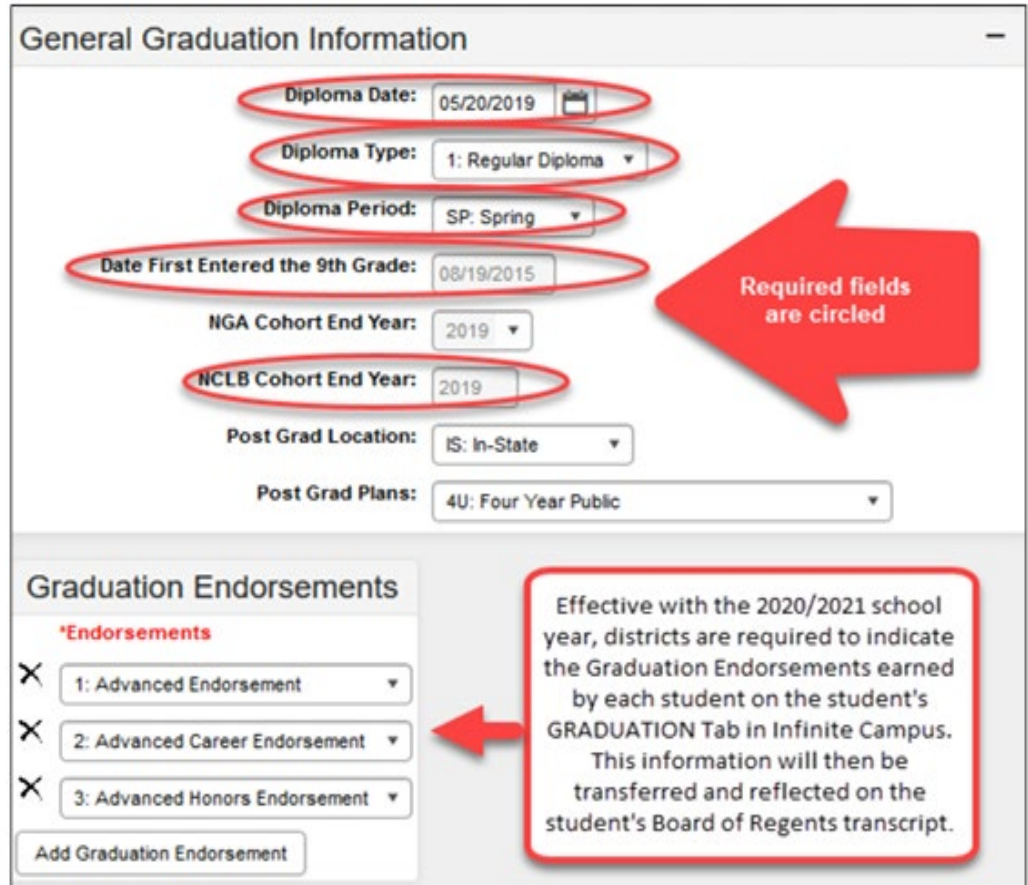
Birth Country	
AD: Andorra <input type="text"/>	
Date Entered US	Date Entered US School
05/15/2022 <input type="text"/>	08/22/2022 <input type="text"/>
Date Entered State School	Birth Verification
08/22/2022 <input type="text"/>	<input type="text"/>
Home Primary Language	
AAR: Afar <input type="text"/>	

Special Education Students

- 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
- The Alt. Assessment check box is not longer on the student enrollment tab. It is located on the new Special Ed Summary.

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

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
		Total	40
	Student Progress	English Language Arts	10
		Mathematics	10
		English Language Arts – Lowest Quartile	10
		Mathematics – Lowest Quartile	10
		Total	40
	English Learners Progress		10
	School Quality		10
Total		100	

High School SPI Distribution

High School SPI Points Distribution:

Indicator		Maximum Points Available	
Academic Indicators	Student Achievement	Math	<u>1520</u>
		English Language Arts	<u>1520</u>
		<u>Science*</u>	<u>10</u>
		Total	40
	Four-Year Cohort Graduation		12.5
College and Career Readiness		25	
English Language Proficiency		10	
High School Completion		12.5	
Total		100	

[* For Federal purposes, in alignment with ESEA, science will be included as School Quality or Student Success indicator.](#)

Special Education

Sped out of District Placement

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

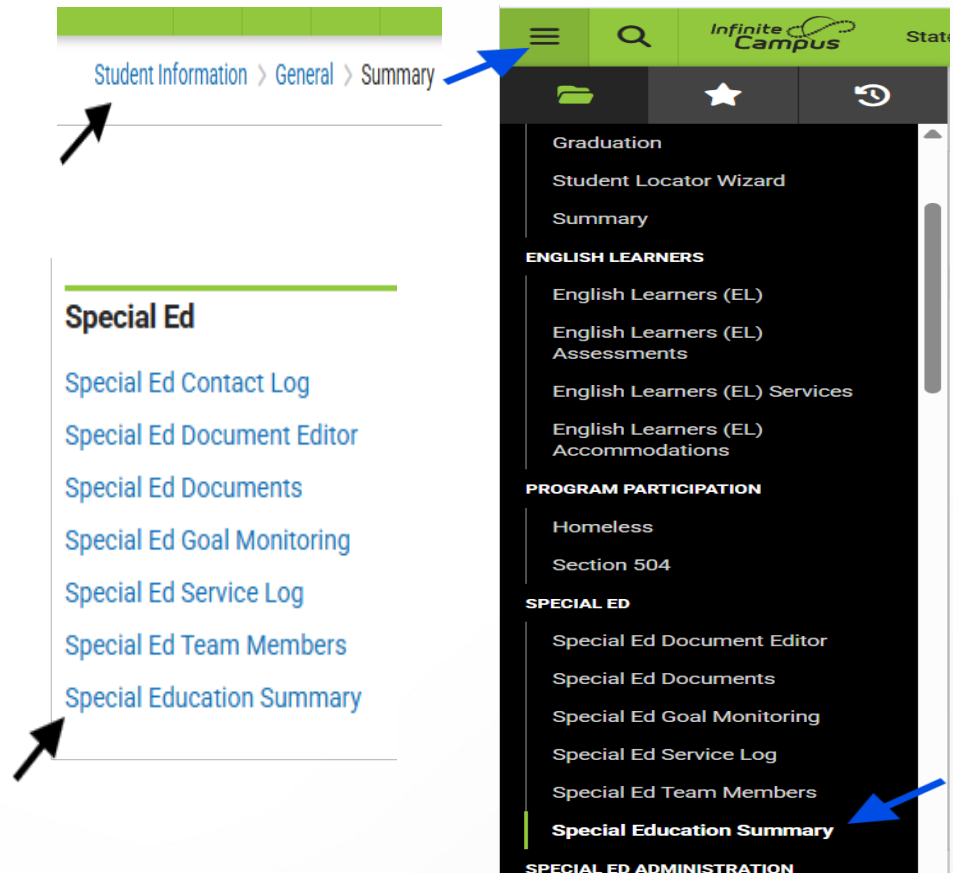
- SD Human Services
- School for the Blind
- Other out of district placement (not limited to)
 - JDC
 - Children’s Home Society
 - Etc...

Special Education Data

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

Special Education Summary

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



Summary Overview

Summary Overview

Plan Information +

Evaluation Information +

State Reporting and Data Entry ←


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


New →

- Click the New button
- Opens a new window

State Reporting

State Reporting and Data Entry

Effective Date: **(Required)**
month/day/year 

End Date:
month/day/year 

Special Ed Program:

Special Ed Category:

Primary Disability:

Multiple Disability 1:

Multiple Disability 2:

Multiple Disability 3:

Multiple Disability 4:

Multiple Disability 5:

Exit Code:

ASD Severity Communication Level:


ASD Severity Behaviors Level:

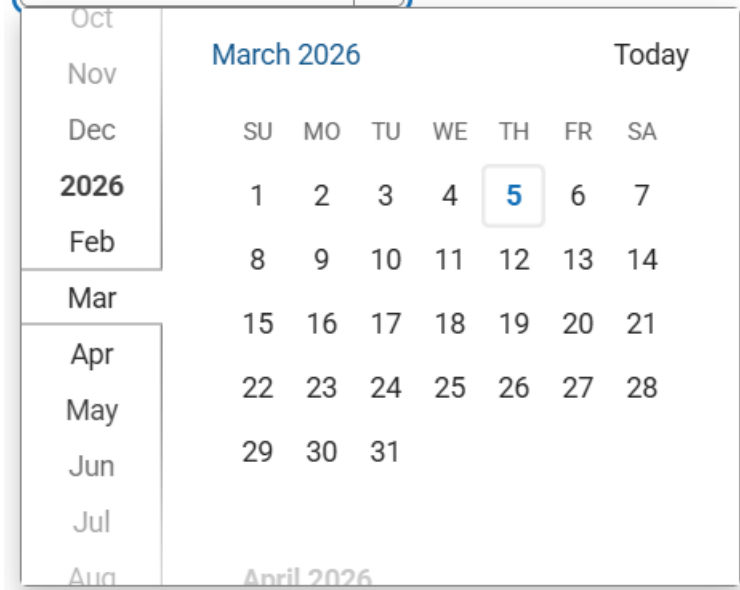
- ❖ Must enter effective Special Ed Programs
- ❖ Special Ed Category Primary Disability
- ❖ Primary Disability

Special Education Data

- Effective Date
 - This year could be first day of school
 - Moving forward will be date new IEP goes into effect (not date of IEP meeting)
 - Date the IEP goes into effect
 - **NOT the meeting date**

Effective Date: (Required)

month/day/year 



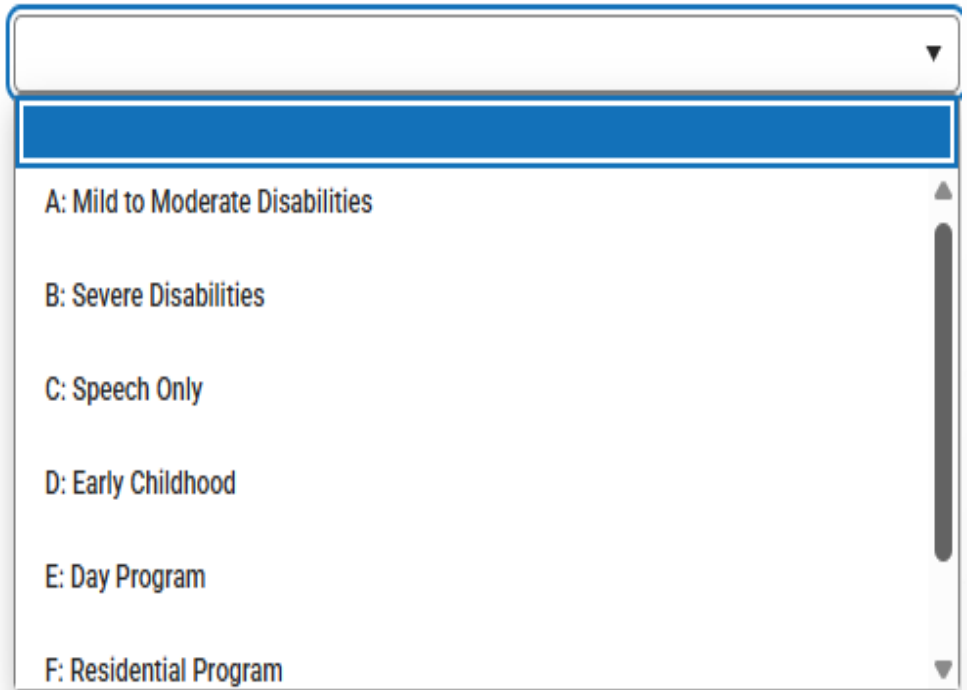
	SU	MO	TU	WE	TH	FR	SA
Oct							
Nov							
Dec							
2026							
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							

Special Ed Programs

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

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

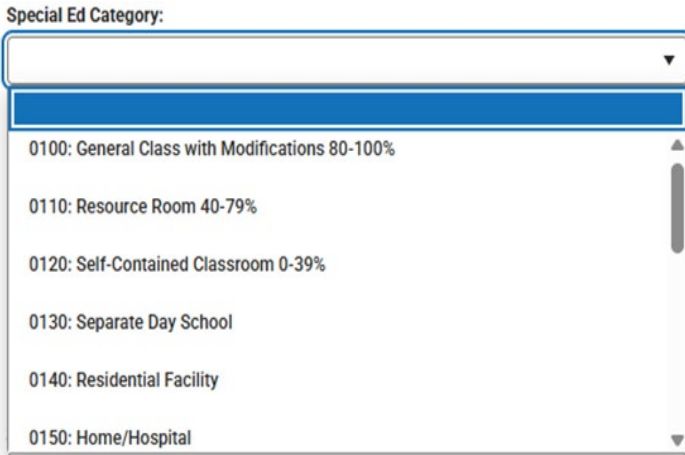
Special Ed Program:



A screenshot of a web form showing a dropdown menu for "Special Ed Program". The menu is open, displaying a list of options: "A: Mild to Moderate Disabilities", "B: Severe Disabilities", "C: Speech Only", "D: Early Childhood", "E: Day Program", and "F: Residential Program". The top of the dropdown is highlighted in blue. The menu has a scroll bar on the right side.

Special Ed Category

Special Ed 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

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

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

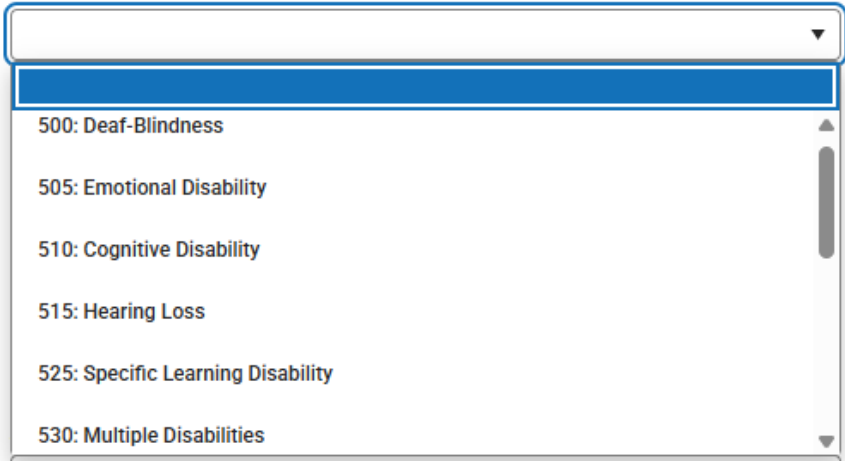
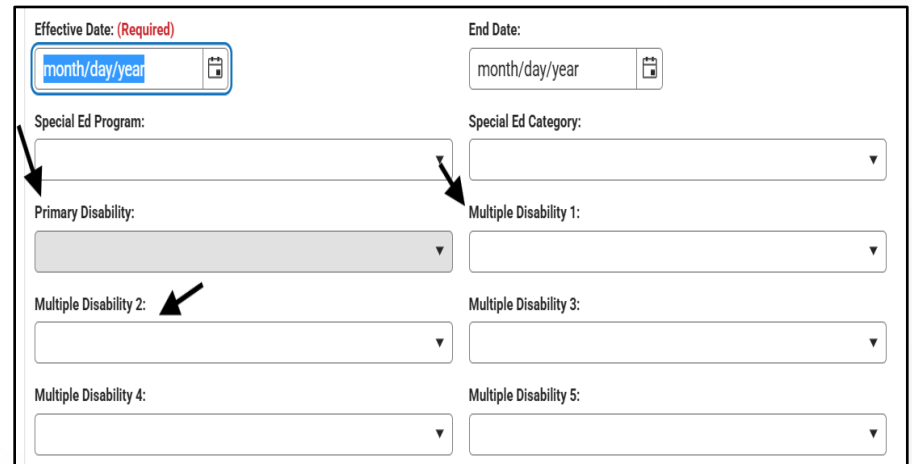
Primary Disability

- Disability Codes

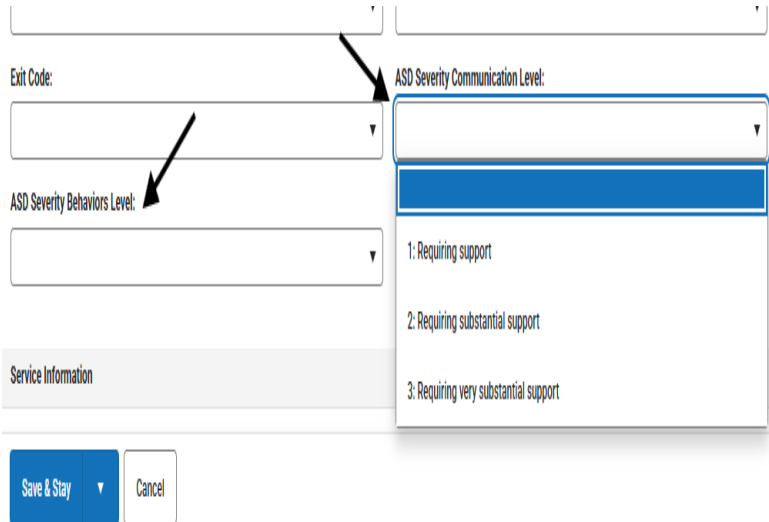
- 500 – Deaf-Blind
- 505 - Emotional Disability
- 510 – Cognitive Disability
- 515 – Hearing Loss
- 525 – Specific Learning Disability
- **530 – Multiple Disabilities**
- 535 – Orthopedic Impairments
- 540 – Vision Loss
- 545 – Deafness
- 550 – Speech-Language Impairment
- 555 – Other Health Impairment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

- If Multiple Disability is primary, must have multiple disability 1 and multiple disability 2 filled in (and others as needed)
- If Autism as primary or one of the multiple disabilities, must complete severity levels

Primary Disability:

Autism Disability

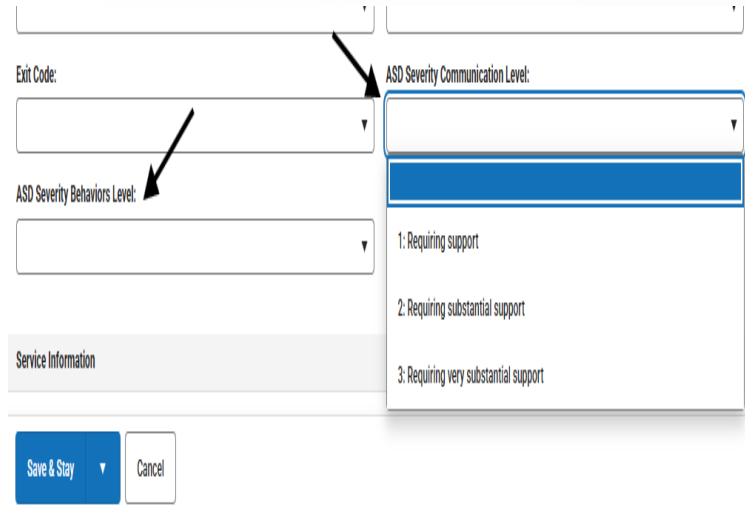


This screenshot shows a web form with several dropdown menus. Arrows point to the 'Exit Code' dropdown, the 'ASD Severity Behaviors Level' dropdown, and the 'ASD Severity Communication Level' dropdown. The 'ASD Severity Communication Level' dropdown is open, showing three options: '1: Requiring support', '2: Requiring substantial support', and '3: Requiring very substantial support'. Below the dropdowns is a 'Service Information' section and two buttons: 'Save & Stay' and 'Cancel'.

If Autism is one of the disabilities must address:

- ❖ ASD Severity Communication Level and
- ❖ ASD Severity Behaviors Level

Scroll down to find **Services Hours**



This screenshot shows the same web form as the previous one, but with the 'ASD Severity Behaviors Level' dropdown menu open. Arrows point to the 'Exit Code' dropdown, the 'ASD Severity Behaviors Level' dropdown, and the 'ASD Severity Communication Level' dropdown. The 'ASD Severity Behaviors Level' dropdown is open, showing three options: '1: Requiring support', '2: Requiring substantial support', and '3: Requiring very substantial support'. Below the dropdowns is a 'Service Information' section and two buttons: 'Save & Stay' and 'Cancel'.

If Autism is one of the disabilities must address:

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

Scroll down to find **Services Hours**

Related Services

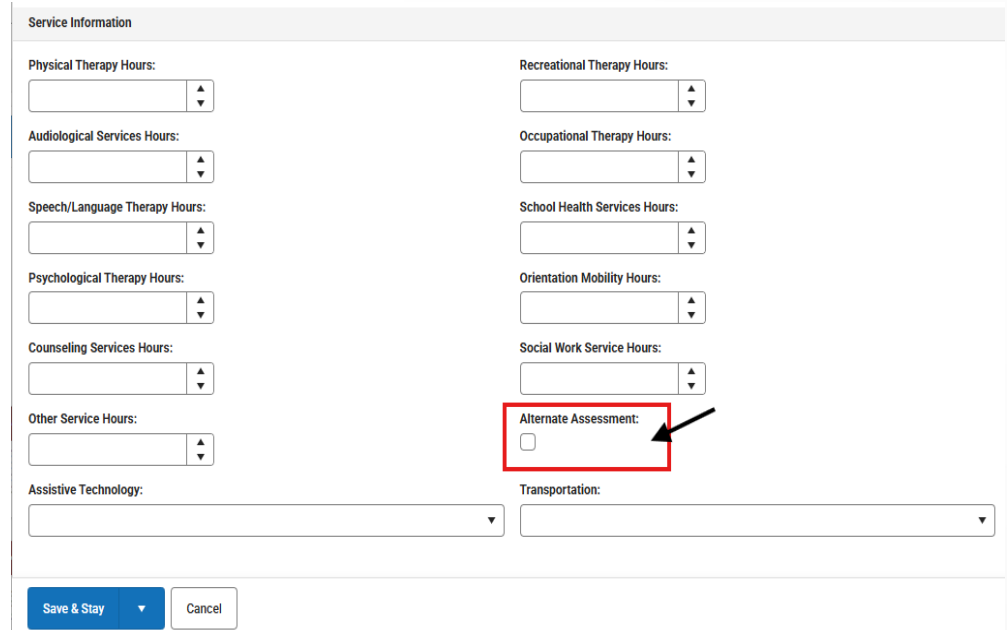
- ASD (Autism Spectrum Disability) Severity Behavior/Communication Levels
 - If student has Autism as a disability these must be marked
- Therapy Hours
 - **Weekly hours**
- Transportation/Assistive Technology
 - If in IEP, must be recorded here as yes otherwise can be left blank

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

Related Services

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

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



Service Information

Physical Therapy Hours:

Audiological Services Hours:

Speech/Language Therapy Hours:

Psychological Therapy Hours:

Counseling Services Hours:

Other Service Hours:

Assistive Technology:

Recreational Therapy Hours:

Occupational Therapy Hours:

School Health Services Hours:

Orientation Mobility Hours:

Social Work Service Hours:

Alternate Assessment:

Transportation:

Save & Stay Cancel

Alternate Assessment checkbox is no longer on the enrollment tab

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
				999	
			0.2	113	
		0.5	0.4	35	
			1.3	34	

Ending a Special Ed Record

End a Special Ed Record if:

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

First – select and end the current Special Ed Data Record

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

Lastly – click the **Save** button at the bottom

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

State Reporting and Data Entry

Effective Date: (Required)

End Date:

Special Ed Program:

Primary Disability:

Multiple Disability 4:

Multiple Disability 5:

ASD Severity Communication Level:

Recreational Therapy Hours:

Occupational Therapy Hours:

Exit Code:

9: Refused services

10: ISFP done before max age/Pt C

11: Change in IEP

12: Student Continues

13: Discontinued/Completed IEP team mod/course reqs

Save & Stay Cancel Delete

Multiple Disability 4:

Multiple Disability 5:

ASD Severity Communication Level:

Recreational Therapy Hours:

Occupational Therapy Hours:

Exit Code:

9: Refused services

10: ISFP done before max age/Pt C

11: Change in IEP

12: Student Continues

13: Discontinued/Completed IEP team mod/course reqs

Save & Stay Cancel Delete

IEP Program Exit Reason

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

- **Student Desk Guide pages 113-114**

Changes/Common Errors

Changing a Sped Record

- Only if you made a mistake when entering the information
- Otherwise
 - End the record
 - Create a new record
- A new record should be created at least after the annual IEP meeting

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 8th 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

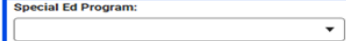
Ending/Creating a Record


- Create a new record
- select new and complete
 - effective date (must be different than the end date)
 - Special Ed Program
 - Special Ed Category
 - Primary Disability
- Lastly – click the Save button at the bottom
- Notice 2 records now appear (most current one is the first one)


State Reporting and Data Entry


Effective Date: **(Required)** 09/02/2025 


End Date: month/day/year 


Special Ed Program: 


Special Ed Category: 


Primary Disability: 


Multiple Disability 1: 

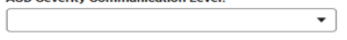
Multiple Disability 2: 


Multiple Disability 3: 


Multiple Disability 4: 


Multiple Disability 5: 

Exit Code: 


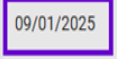
ASD Severity Communication Level: 

ASD Severity Behaviors Level: 

Save 

Save & Stay  Cancel

State Reporting and Data Entry

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

What would you do?

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

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".

Graduation End Codes: 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 when ending students on an IEP.

Remember – Graduates are those that have the same course work as their peers and have received a regular signed diploma.

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: [Dropdown]

*Service Type: P: Primary

Start Status: 00: Current Student

End Status: 04: Student graduated

Start Comments: [Text Area]

End Comments: [Text Area]

CRDC School of Accountability: [Dropdown]

Rolled From Enrollment

State Reporting and Data Entry

Effective Date: (Required) 08/20/2025

End Date: month/day/year

Special Ed Program: A: Mild to Moderate Disabilities

Special Ed Category: 0100: General Class with Modifications 80-100%

Primary Disability: 525: Specific Learning Disability

Multiple Disability 1: [Dropdown]

Multiple Disability 2: [Dropdown]

Multiple Disability 3: [Dropdown]

Multiple Disability 4: [Dropdown]

Multiple Disability 5: [Dropdown]

Exit Code: 2: Graduated (high school diploma)

ASD Severity Communication Level: [Dropdown]

ASD Severity Behaviors Level: [Dropdown]

Ending Enrollments for Special Education

- 1st.** 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 (both areas MUST BE updated appropriately.)****

Special Ed. Cont.

2nd 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	

Special Ed Exit Codes Cont.

3rd. 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.

	General Enrollment Exit Codes	
Age Out Exit Code	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

Special Ed Con't

- 4th** - 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.

	General Enrollment Exit Codes	Special Ed Fields Exit Codes
Exit Code (did not return in fall)	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

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

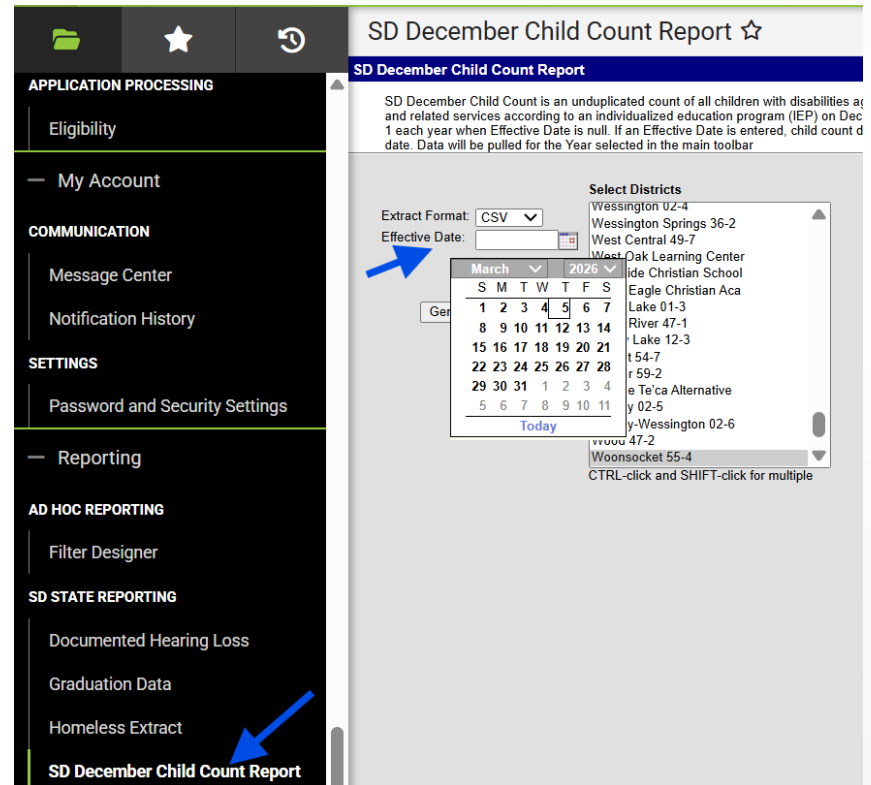
General Enrollments to SPED Enrollment Crosswalk of Exit Codes	
General Enrollment Field	Special Education Field
01 Expelled – (District is obligated to provide FAPE for students with disabilities. Student may have an end date in the regular school calendar, but then should be entered into calendar #97).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

SD Child Count Report

- Can be used for more than just extracting on December 1
- Can be used to verify student information



SD December Child Count Report ☆

SD December Child Count Report

SD December Child Count is an unduplicated count of all children with disabilities at and related services according to an individualized education program (IEP) on Dec 1 each year when Effective Date is null. If an Effective Date is entered, child count date. Data will be pulled for the Year selected in the main toolbar

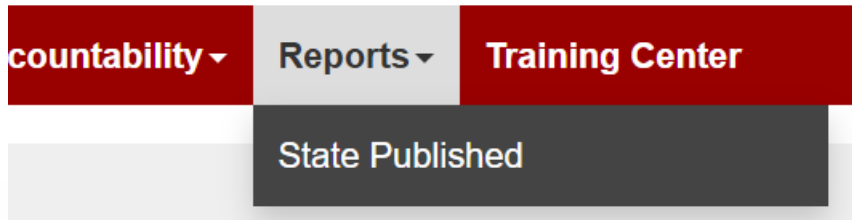
Extract Format:
Effective Date:

Select Districts

- Wessington 02-4
- Wessington Springs 36-2
- West Central 49-7
- West Oak Learning Center
- Eagle Christian School
- Eagle Christian Aca
- Lake 01-3
- River 47-1
- Lake 12-3
- t 54-7
- r 59-2
- e Te'ca Alternative
- y 02-5
- y-Wessington 02-6
- WOOD 47-2
- Woonsocket 55-4

CTRL-click and SHIFT-click for multiple

- Click on the computer icon
- Login to the system with state email
- Go to Report and select State Published
- Scroll down to the Special Education Reports and select the Special Education Exiter report



Statewide Longitudinal Data System

The Student Teacher Accountability Reporting System (SD-STARs) is a Statewide Longitudinal Data System (SLDS) that drives the educational initiatives to improve instruction and student performance. The goal for SD-STARs is to securely consolidate and link all educational data that currently resides within the SD DOE. In



Select image to log-into SD-STARs

Special Education Reports

- SP.003.01-A – Special Education Exiter 
- SP.004.00-A – SPED Accountability Student List
- SP.005.00-X – SPED Participation Rate

Special Education Exiter Report

- Several selection options
 - School year (2025-2026)
 - District (I think only yours will show up)
 - School (may want to select your schools that just have high school students)
 - Special Ed Exit Reason
 - Enrollment Exit Reason
 - Click View
- Then option to export (to an excel spreadsheet you can filter and see what matches and what doesn't)



SP.003.01-A – Special Education Exiter

School Year: 2025-2026 | District: [dropdown]

School: [dropdown] | Special Ed Exit Reason: [dropdown]

Enrollment Exit Reason: [dropdown]

View Report

1 of 1

Export icon (blue arrow pointing to it)

Resources

- Report Card Tech Manual
 - doe.sd.gov/reportcard/
- Navigating the Report Card (video)
 - [Enroll : sded.sd.gov/browse/division-of-learning-and-instruction/office-of-assessment-and-accountability/courses/navigating-the-report-card](https://sded.sd.gov/browse/division-of-learning-and-instruction/office-of-assessment-and-accountability/courses/navigating-the-report-card)
 - Access modules: 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

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 2026: “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 2026: Infinite Campus Discovery Week**. Join thousands of other school and district staff for the largest training offerings of the year.
- **May 2027: “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 Aug. 4 in Pierre.

SDInfiniteCampus Listserv

- Be sure to sign up for the SDInfiniteCampus Listserv.
 - Go to 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