

Finalizing End of the Year Data in Infinite Campus

Spring 2015

Verification of Educational Structure

On March 17th, an email was sent to all Superintendents, Educational Directory Contacts, and Main Infinite Campus Contacts asking them to complete the Verification of Educational Structure.

This data collection is collected every Spring and is due April 15th.

Changes to report at this time include:

- * New Schools
- * Closed Schools
- * School Name Changes
- * Grade Span Changes

Verification of Educational Structure Form

2015-2016
Educational Structure Change Request

Check here if there are no changes at all to report

Submitted by: Title:
Email Address: Phone #:

District #: District Name:

☐ No Changes to Report for any school within district
** If there are no changes to report for your entire school district, you do not need to complete the remainder of the form.

School #: School Name:
** Complete this form for each school that has educational structure changes for the 2015-2016 school year.

☐ Close School
☐ New School
☐ School Name
☐ School Grade Span
☐ Change to current school
☐ Grade Span Change to
☐ School Name Change to
☐ Suspend operation of school for 2015-2016 school year.

Reason for change:

It is very important that the Educational Structure matches Infinite Campus exactly.

When they do not match, it causes trouble for:

- * Assessments
- * Pre-ID Labels
- * Enrollments/Membership
- * State Aid
- * Census
- * Special Education
- * Federal Reporting

Verification of Educational Directory

This data collection takes place every **Fall**.

Information that is collected here provides us with a database that is used by all offices in the DOE to communicate with the administrators in your district. It also appears on the DOE website, so it is critical that the most up-to-date information is listed. If changes need to be made throughout the year, contact Jennifer at jennifer.rattlingleaf@state.sd.us and she will update the information for you.

Updates that will be made during this time:

- * School Board Contacts
- * School Website
- * Mailing/Physical addresses for Districts/Schools
- * Contact information for
 - * Superintendents
 - * Business Officials
 - * Special Education Directors
 - * Personnel Record Form Contacts
 - * Technology Coordinators
 - * Curriculum Directors
 - * School Nursing Supervisors
 - * Assistant Superintendents
 - * Main Infinite Campus/Student Data Contacts
 - * Assessment Coordinators
 - * Educational Structure/Directory Contacts
 - * SD-Stars Account Managers
 - * Title I Contacts
 - * Lead Counselors
 - * McKinney-Vento Liaisons
 - * Safe, Drug and Gun Free Contacts
 - * Principals
 - * Assistant Principals

District Contacts

System Administration>Resources>District Information

District Detail	
*Name Carthage 48-2	*State District Number 48002
District Code 10: Public Schools	Funding public
NCES DistrictID 4611070	State SD
District Contact First Name Tami	District Contact Last Name Darnall
*Phone (605) 111 - 1111 x	Fax (605) 111 - 1121 x
Type 10	Email
URL 	
Region Number 	Federal Tax ID
Address 141 Town Rd W	
City Carthage	State SD
Zip 57323	County Select a Value
Physical Address 141 Town Rd W	
Physical City Carthage	Physical State SD
Physical Zip 	

District Code
10: Public Schools
10: Public Schools
20: Non-Public Schools
30: BIA Schools
40: Coops
50: Correctional Facilities
60: State Special Populations
70: Community Based Providers
80: Special Populations
90: Alternative

District Contacts

System Administration>Resources>District Information
Special Education Contact

Special Ed Information	
SPED Contact First Name	SPED Contact Last Name
Linda	Turner
SPED Phone	SPED Fax
(605) 111 - 1122 x	(605) 111 - 1121 x
SPED Address	
141Town Rd W	
SPED City	SPED State
Carthage	SD
SPED Zip	SPED County
57323	

School Contacts

System Administration>Resources>School

School Editor

- Alternative Learning Center
- C.C. Lee Elementary
- Central High School
- Holgate Middle School
- Home School
- JDC
- Lincoln Elementary
- May Overby Elementary
- NBS/Aberdeen School District
- O.M. Tiffany Elementary
- Out of State/Private School
- Private School
- Simmons Elementary
- Simmons Middle School
- Summer School
- Summer School

School Detail

*Name: Central High School

*State School Number: 01

NCES School Number: 4602070 -

*School Org Type: 01

Standard Code (SIF StatePrid):

Course Catalog - Master List:

*Phone: (605) 725 - 8100 x

Fax: (605) 725 - 8199 x

Email: Jason.Uttermark@k12.sd.us

URL: www.aberdeen.k12.sd.us

Principal Name: Jason Uttermark

Principal Title: Principal

Principal Email: Jason.Uttermark@k12.sd.us

Agency:

Specific School Information

Aberdeen Alternative - 12

C.C. Lee Elem - 05

Central HS - 01

Holgate MS - 02

JDC - 88

Lincoln Elem - 08

May Overby Elem - 09

New Beginnings - 89

O M Tiffany Elem - 11

Simmons Elem - 10

Simmons MS - 03

Title I Coding

System Administration>Resources>School

Carthage High School

School

Save School History New School History

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

School Editor

- Carthage Elementary
- Carthage High School
- Carthage Middle School
- Home School
- Out of State/Private School
- Private School
- Summer School

Carthage Middle School (03) School History

Original Record

Program Participation

Title 1

Title III

Targeted Assistance Eligible - No Program

Targeted Assistance Program

Schoolwide Eligible - Targeted Assistance

Schoolwide Eligible - No Program

Schoolwide Program

Not a Title I School

School Breakfast Program(SBP)

National School Lunch Program (NSLP)

Provision

Provision Type

Provision Base

Provision End Year

SBP

NSLP

- Modified by: Jung, Teri 03/26/2013 13:07

If you are a Title III school, please check this box.

Please mark the appropriate code.

Calendars



- * Double check all school calendars for accuracy.
- * Double check that all snow days have been entered correctly. SDCL 13-26-2
- * Information within your calendar is used to calculate your attendance rate for Accountability and is also used for the ADM (average daily membership) calculation.
- * Make sure that the school days, instructional days and attendance boxes are checked appropriately.

State Reporting Fields

General Enrollment Information

Calendar
13-14 Carthage High School

Schedule (read only)
Main

*Start Date
09/03/2013

No Show
☐

End Date

Start Status
00: Current Student

Start Comments

Future Enrollment

Next Calendar

State Reporting Fields

*Resident District
Miller : 29004

*County
Hand

Citiz

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

Enrollment Status
O: Open Enrollment

Homeless Status

Unaccompanied Youth

Transportation Category

*Grade
10

End Action

End Status

Class Rank Exclude
☐

*Service Type
P: Primary

Students must have an end date.

A student can only have one primary enrollment.

This code is to be used when placing a student at SD Human Service or STAR Academy.

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

504 Plan
☐

State Reporting Fields

State Reporting Fields

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

***County**
Jerauld

Citizenship
Enter Foreign Students

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

Enrollment Status
100

***Percent Enrolled**
100

Absent Days
Attendance rate for Accountability is calculated from this field.

Homeless Status
D: Doubled Up/Sharing Housing
E: Emergency/Transitional Shelter
H: Hotels/Motels
U: Unsheltered

☐ State Exclude

☐ First Year In Country

☐ Migrant Indicator

☐ Assessment Exemption

Transportation Category

Title 1
* Targeted Assist Title I Schools must code all students that are receiving Title I services.

☐ 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

Special Ed. Students that will Continue.

- * Can a student who has graduated with a signed diploma continue to receive special education services?
- * No. Graduation with a **signed regular HS diploma** ends the student's eligibility for Special Education.
- * Can a student, who has met the course requirements for the LEA, still receives special education services until age 21?
- * Yes. Student who have earned the HS credits to receive a diploma but has not received their **signed diploma** are eligible for special education services until they are 21.
- * Things to be aware of: 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".

Important Data Elements to Check

- * Verify that all students who have attended your school district (even for a short time) are entered into Infinite Campus.
 - ☐ Overlaps – Resolve all overlaps. Any unresolved overlaps still existing on the 2nd Friday in June will be resolved by DOE staff. We encourage you to run your own overlap report within Infinite Campus. You can find the report under Student Information>Reports>State Enrollment Overlap.
 - ☐ Dual Enrollments – When a student is dually enrolled, they can only have one primary enrollment. The second or lesser enrollment must be marked as “partial”. This is coded in the Service Type field on the General Enrollment tab.

Important Data Elements to Check

- * Verify that the student's start and end dates on their Enrollment Record are correct. These dates are used to determine if a student has been enrolled for a "Full Academic Year" (FAY) for Accountability purposes.
 - ☐ For all enrollments (including Students with Disabilities) to be included in FAY, the student must have been enrolled in your school district from October 1 through May 1st. If the student has left your district, make sure you update the exit date and enter an appropriate exit code for the student.

Important Data Elements to Check

- * Verify that you have properly coded any students who have dropped out of school during the school year as (02: Discontinued education – dropped out).
 - ☐ A dropout is defined as a student that:
 - Was enrolled in school at some time during the school year;
 - Was not enrolled on the last day of school;
 - Has not graduated from high school or completed a state approved program;
 - If a student has left to pursue their GED, they are coded as a drop until they have completed it.
 - Does not meet any of the following exclusionary conditions:
 - * Transfer to another accredited education program
 - * Temporary absence due to suspension or illness
 - * Excused from public school attendance (SDCL 13-27-3)
 - * Death

Important Data Elements to Check

- * Verify that you have entered the attendance for all students within Infinite Campus.
 - ☐ **The attendance field on the Enrollment tab is a calculated field. In order for this field to be calculated as of today's date, you need to trigger a resynch of the AttendanceSDMinute.**
 - To do this you will need to go to System Administration>Data Utilities>Resynch State Data – Check the AttendanceSDMinute, CustomStudent and Enrollment boxes then choose “Send Resynch” at the bottom of the screen.
- * Verify that the Citizenship field is properly coded for all of your foreign exchange students and immigrants. These students are not required to take the D-Step/Smarter Balance test and do not count in your graduation calculation.

Ad Hoc Reports

- * The State has designed several Ad Hoc reports for the Districts to use to verify data
- * Ad Hoc Reporting>Filter Designer> State Published
- * Reports include:
 - * LEP Students
 - * Foreign Exchange Students
 - * FRAM
 - * Grad Tab Blank Cohort
 - * Migrants
 - * Title I Target Assist
 - * Homeless


Cohort Validations

System Information>Reports

- Student Information>Reports>Graduation Cohort Validations.
- This report lists graduation & cohort records that are not complete or do not match enrollment records.
- Users can choose which validation types to include on the report. Examples: Inconsistent Enrollment/Graduation Dates, Inconsistent Enrollment/Graduation Cohorts, Incomplete Cohort Data.



Graduation Tab


- * Also verify that all high school graduates have the Diploma Date, Diploma Type and Diploma Period updated on the GRADUATION tab in Infinite Campus. You can use the actual diploma date on this screen or the last day of school.
- * Verify that the NCLB Cohort End Year for all high school students has been checked to ensure that it is accurately reflecting the correct graduation cohort year on the GRADUATION tab in Infinite Campus.

 Save

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


Graduation Detail: Watertown 14-4 (14004)

  General Graduation Information

Diploma Date: 

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/25/2009 

NGA Cohort End Year: 2013

NCLB Cohort End Year: 2013

Post Grad Location:

Post Grad Plans:

These three fields will be filled in after the student has graduated.

Date First Entered 9th Grade

How is this field populated?

- * 1st 9th grade enrollment in your district
- * If a student started 9th grade outside your district, but was enrolled in SD District that has records-transfer capability, the date should come over when the records transfer process is complete.
- * If a student started 9th grade outside the state or in a BIE school or a private school, you will need to create a 9th grade Enrollment History.

How to Enter an Enrollment History

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

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	11	P	12-13 Alpena Sr. High (100%)	08/23/2012	
	10	P	11-12 Alpena Hi Sch (100%)	01/12/2012	
	09	P	Old HS in CA	07/25/2009	06/01/2010

The icon without the pencil, indicates an enrollment history.

Enrollment History

*Calendar Name
Old HS in CA

*Grade
09

NCES Grade

*Start Date
07/25/2009

End Date
06/01/2010

Start Status
00: Current Student

*Service Type
P: Primary

End Status

Start Comments
To populate date 1st entered 9th grade

End Comments

Enrollment History

- * You'll notice that the Enrollment History record has a different icon than the Regular Enrollment record

Grade:10 #120529027 DOB:04/10/1995 Gender:M

Transportation Fees Lockers Graduation Athletics AdHoc Letters Waiver Records

Summary **Enrollments** Schedule Attendance Flags(formerly Programs) A+Grades

Print Enrollment History New New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	11-12 Alpena Hi Sch	01/12/2012	
Start Status: 00 Current Student Moved here from California					
End Status:					
	09	P	Old HS in CA	07/25/2010	06/01/2011
Start Status: 00 Current Student To populate date 1st entered 9th grade					
End Status:					

Verification Summary

System Administration>Data Interchange>Verification

- * This summary tool provides information on data inconsistencies in the following areas
 1. Enrollment Records
 2. Graduation Records
 3. LEP Records
 4. Person/Identify Records
- * If you are noticing several enrollments missing at the state level, please generate a re-sync of your data.
- * System Administration>Data Utilities>Resync State Data

Checking Student Graduate Data

- * At the end of the school year, verify that you have updated the end status to (04 – Student graduated) and have entered an end date for all of your graduates. Be sure to enter the last day of school NOT the day of the graduation ceremony.
 - ☐ Early graduates – Seniors who graduated earlier in the school year (i.e. December) should be given an end date as of the day they graduated, not the last day of school.
 - ☐ 8th grade graduates - Do not use (04 – Student graduated) for 8th grader graduates. These students should be marked as (11: Student continues or 09: Colony student completed 8th grade) whichever is appropriate for the student's situation.
 - ☐ Students that are on an IEP - If they will be receiving services the following school year, those students can't be coded as a graduate. They will need to be coded as “student continues”.

Important Data Elements to Check

- * Verify that all LEP/ELL students are properly identified within Infinite Campus.

- ☐ Only students who were identified as LEP using the state approved identification test should be coded as LEP.

- ☐ Verify that all 1st Year in Country students are properly identified within Infinite Campus.

LEP/ELL

The **Home Primary Language** and **Date Entered US School** fields are populated on the student's **Identities** tab. Only the Home Primary Language field is required in order to create a LEP record.

The screenshot displays a web-based student information system interface. On the left is a navigation menu with categories like 'Student Information', 'Program Participation', 'Health', 'PLP', 'Special Ed', 'Reports', 'Instruction', 'Census', 'My Data', 'Staff Request Processor', 'People', 'Households', 'Addresses', 'Portal Request Processor', 'Add Person', 'Add Household', 'Add Address', 'Staff Locator', 'Census Wizard', 'Tools', 'Reports', 'Behavior', 'Health', 'Attendance', 'Scheduling', and 'Fees'. The 'People' category is selected, showing a list of users including Laura Ellenbecker. The main content area is titled 'Brown, John' and shows his details: Grade: 10, #116312001, DOB: 01/06/1996, Gender: M. The 'Identities' tab is active, showing fields for Identity Information (PersonID: 1337, Last Name: Brown, First Name: John, Middle Name, Suffix), Demographics (*Gender: Male, *Birth Date: 01/06/1996, Soc Sec Number), Race/Ethnicity (State: WH:White, not Hispanic, Federal: 6:White, Race(s): White, Hispanic/Latino: N:No, Race/Ethnicity Determination), Birth Country, Date Entered US School (highlighted with a green circle), Date Entered State School, Birth Verification, Home Primary Language (CS: Czech, highlighted with a green circle), Nickname, *Effective Date (09/07/2011), and Comments. A 'No Image Available' message is present on the right side of the form.

Index **Search** **Help**

Laura Ellenbecker

- Student Information
 - General
 - Counseling
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- Program Participation
 - LEP
 - Custom Programs
- Health
 - Medicaid
- PLP
- Special Ed
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- Instruction
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- Households
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- Add Person
- Add Household
- Add Address
- Staff Locator
- Census Wizard
- Tools
- Reports
- Behavior
- Health
- Attendance
- Scheduling
- Fees

Brown, John
Grade: 10 #116312001 DOB: 01/06/1996 Gender: M

Demographics **Identities** **Households** **Relationships** **Enrollments** **District Employment** **Dis**

Save X Delete New

Identity Information
PersonID: 1337
*Last Name: Brown *First Name: John Middle Name: Suffix:
*Gender: Male *Birth Date (Age: 16): 01/06/1996 Soc Sec Number: No Image Available

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

Birth Country:
Date Entered US School: Date Entered US School
Date Entered State School: Birth Verification:

Home Primary Language: CS: Czech
Nickname: *Effective Date: 09/07/2011
Comments:

LEP Information

- * The LEP tab can now be found under Index>Student Information>Program Participation>LEP.

The screenshot displays a software interface with a navigation menu on the left and a main content area on the right. The navigation menu includes tabs for Index, Search, and Help. Under the Index tab, a tree view shows the following structure: Laura Ellenbecker (user), Student Information (expanded), General, Program Participation, LEP (highlighted with a red box), Custom Programs, Health, Special Ed, Student Locator, Reports, Census, Attendance, Programs, and Ad Hoc Reporting. The main content area shows the LEP tab selected for a student record. The student's information includes Nickname, Grade:10, #, DOB, and Gender:F. The LEP tab is active, showing a section for Census Information with a note: "**To update read only fields, please go to Census->People->Identities". Below this, there are fields for Home Primary Language (TH: Thai) and First Entered US School (No Data Available). At the bottom, there is a button labeled LEP History.

Index Search Help

Laura Ellenbecker

- Student Information
 - General
 - Program Participation
 - LEP**
 - Custom Programs
- Health
- Special Ed
- Student Locator
- Reports
- Census
- Attendance
- Programs
- Ad Hoc Reporting

Nickname:

Grade:10 # DOB: Gender:F

LEP LEP Assessments

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

Home Primary Language: TH: Thai
First Entered US School: No Data Available

+ + LEP History

LEP/ELL

On the LEP Tab, select a **Program Status**. This value indicates the student's current LEP status.

- **LEP** - Student is currently receiving LEP services.
- **Exited LEP** - Student has exited the LEP program.
- **Pending** - Student has been identified as possibly needing LEP services by the school but no formal LEP determination has been conducted.
- **Not LEP** - The student is not eligible/does not require an LEP program.

The screenshot displays a web-based student information system. On the left is a navigation menu with categories like 'Student Information', 'Program Participation', 'LEP', 'Health', 'PLP', 'Special Ed', 'Reports', 'Instruction', and 'Census'. The 'LEP' category is selected. The main content area shows the 'LEP' tab for a student named 'Brown, John'. At the top, student details are listed: 'Grade:10 #116312001 DOB:01/06/1996 Gender:M'. Below this, there are 'Save' and 'Delete' buttons. The 'Active LEP Record' section contains a dropdown for '*Program Status' set to 'LEP', and fields for 'Identified Date' (01/09/2012), 'Expected Exit Date', 'Program Exit Date', 'Parent Notified', and 'Parent Declined'. A 'Comments' text area is at the bottom of this section. A modification timestamp reads '- Modified by: Ellenbecker, Laura 03/26/2012 08:47'. Below the LEP section is the 'Census Information' section, which includes a note: '**To update read only fields, please go to Census->People->Identities'. It also shows 'Home Primary Language: CS: Czech' and 'First Entered US School: No Data Available'.

Brown, John
Grade:10 #116312001 DOB:01/06/1996 Gender:M

LEP LEP Assessments

Save X Delete

Active LEP Record

*Program Status LEP

Identified Date 01/09/2012

Expected Exit Date

Program Exit Date

Parent Notified

Parent Declined

Comments

- Modified by: Ellenbecker, Laura 03/26/2012 08:47

Census Information

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

Home Primary Language: CS: Czech

First Entered US School: No Data Available

LEP/ELL

- * Ell Students who took the ACCESS test last year & tested Proficient were updated to “Exited LEP”.
- * To “Exit LEP”, the student must have had a Composite score of 4.7, a Reading of 4.5, & a Writing of 4.1.
- * If there are any students that you think were proficient but were not updated, please contact me at teri.jung@state.sd.us

Accountability

- * All Accountability classifications will be new for 14-15.
- * There will be Achievement data for Smarter Balanced Reading and Math and D-Step/D-Step Alt. for Science (grades 5,8,11).
- * Individual student reports will be printed through the following vendors:
- * Smarter Balanced: SD Smarter Balanced portal.
- * D-Step/D-Step Alt: Questar Science Admin site and eMetric.

Resources

- * DOE website - <http://doe.sd.gov>
- * Student Data Collections Desk Guide -
<http://doe.sd.gov/ofm/documents/SIMSdeskGd.pdf>
Found in the Documents section of the page
- * Student Data Newsletters
http://doe.sd.gov/ofm/documents/1113_SIM2.pdf
Found in the Documents section of the page
- * School Directory
- * <http://doe.sd.gov/ofm/edudir.aspx>

DOE Contacts

- * **Data Management –**
- * Judy.Merriman@state.sd.us
- * Teri.Jung@state.sd.us
- * Jennifer.RattlingLeaf@state.sd.us
- * Tom.Morth@state.sd.us
- * Randy.Hanson@state.sd.us
- * **Assessment and Accountability**
- * Abby.Javurek-Humig@state.sd.us
- * Jan.Martin@state.sd.us
- * **Title I –**
- * Shannon.Malone@state.sd.us
- * **LEP/ELL –**
- * Yutzil.Rodriguez@state.sd.us
- * **Special Education –**
- * Linda.Turner@state.sd.us