Finalizing End of the Year Data in Infinite Campus

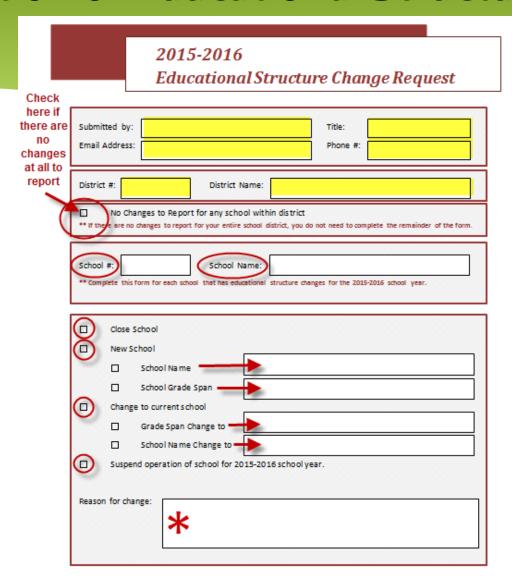## Spring 2015

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 <u>very</u> 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.
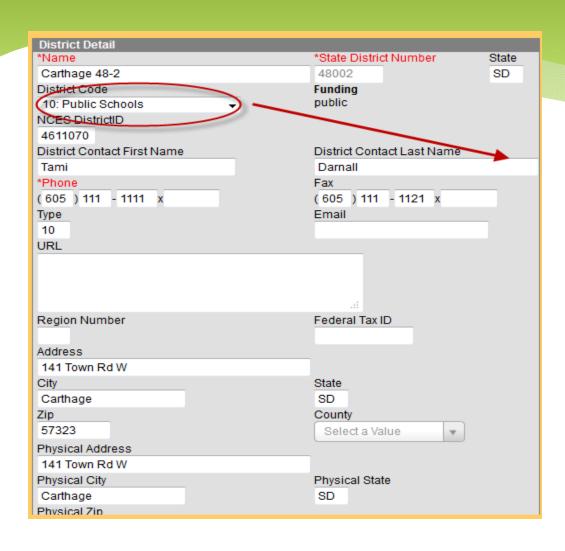
Updates that will be made during this time:

* 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

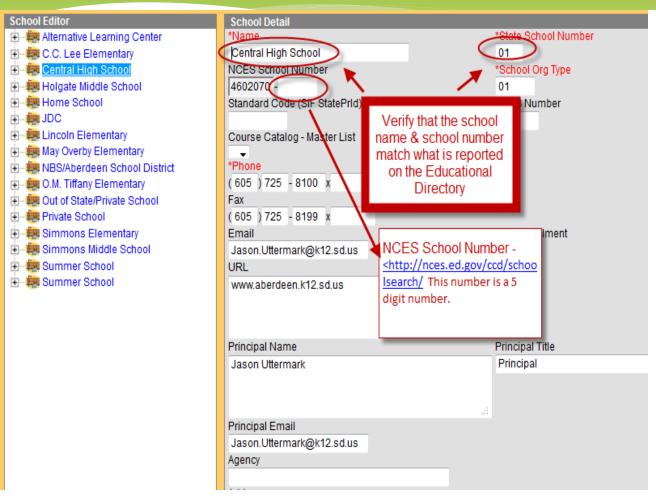## System Administration>Resources>District Information

District Contacts

System Administration>Resources>District Information
Special Education Contact

Special Ed Information

SPED Contact First Name

Linda

SPED Contact Last Name

Turner

SPED Phone

(605) 111 - 1122 x

SPED Fax

(605) 111 - 1121 x

SPED Address

141Town Rd W

SPED City

Carthage

SPED State

SD

SPED Zip

57323

SPED County

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

Verify that the school name & school number match what is reported on the Educational Directory

NCES School Number - <http://nces.ed.gov/ccd/schoolsearch/ This number is a 5 digit number.

Specific School Information

Aberdeen Alternative - 12
C C Lee Elem - 05
Central HS - 01
Holgate MS - 02
JDC - 88
Lincoln Elem - 08
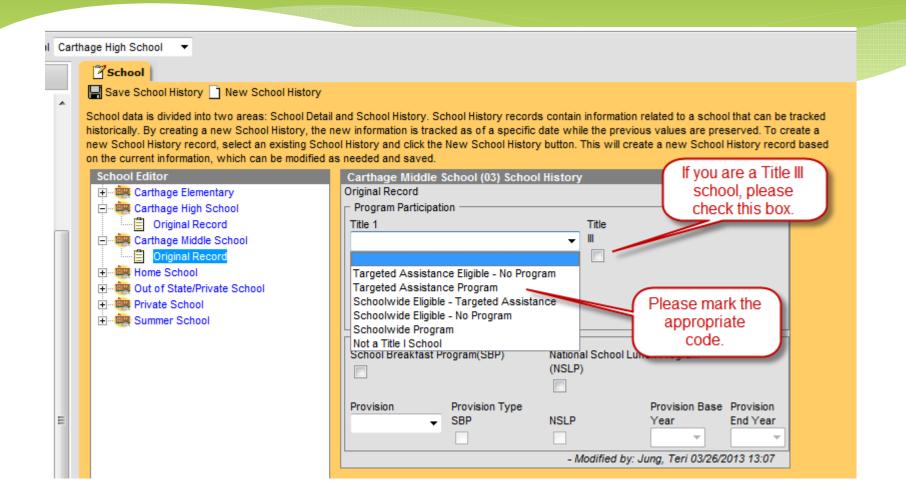May Overby Elem - 09
New Beginnings - 89
O M Tiffany Elem - 11
Simmons Elem - 10
Simmons MS - 03

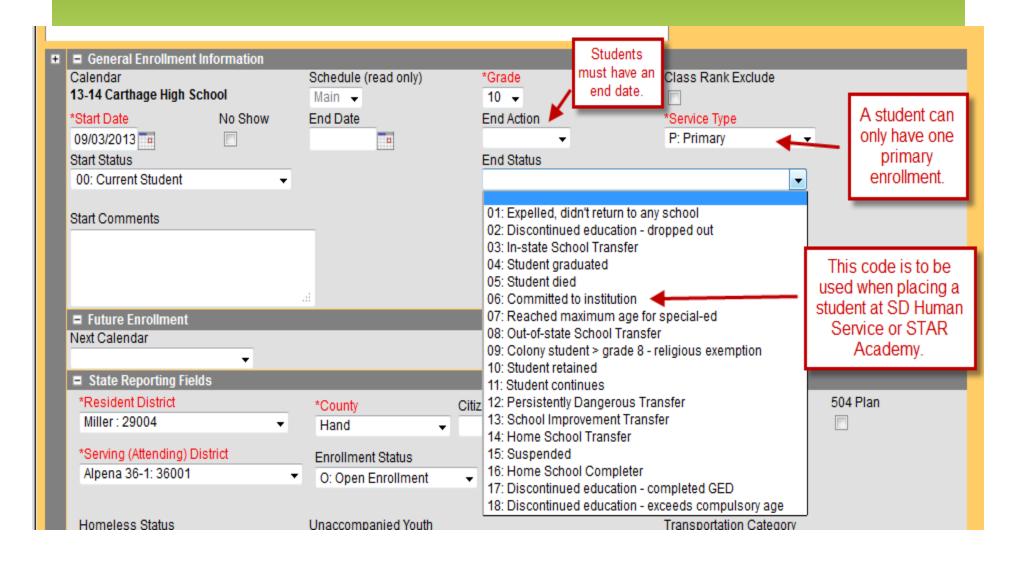# Title I Coding
System Administration>Resources>School

Calendars
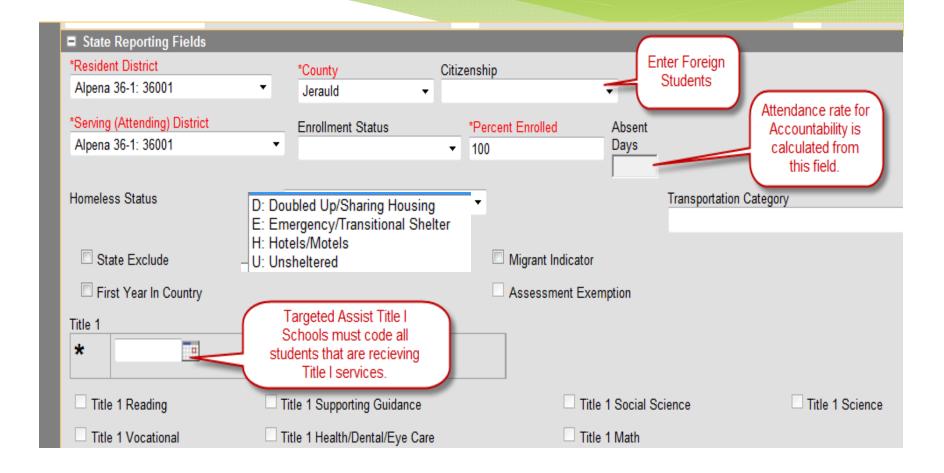
* Double check all school calendars for accuracy.

* 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

State Reporting Fields

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 receives 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
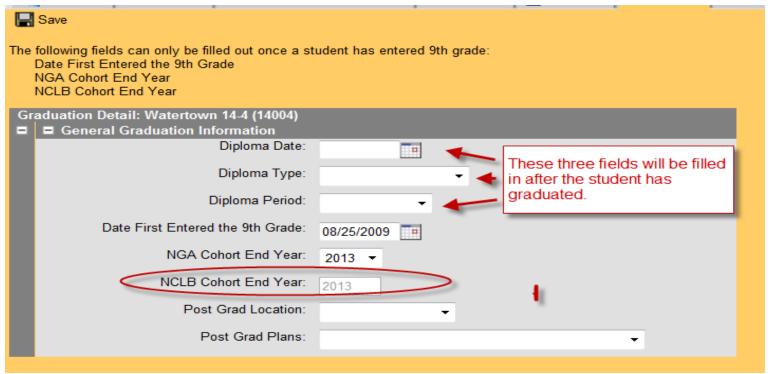 * Migrants
  * Title I Target Assist
  * Homeless

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.
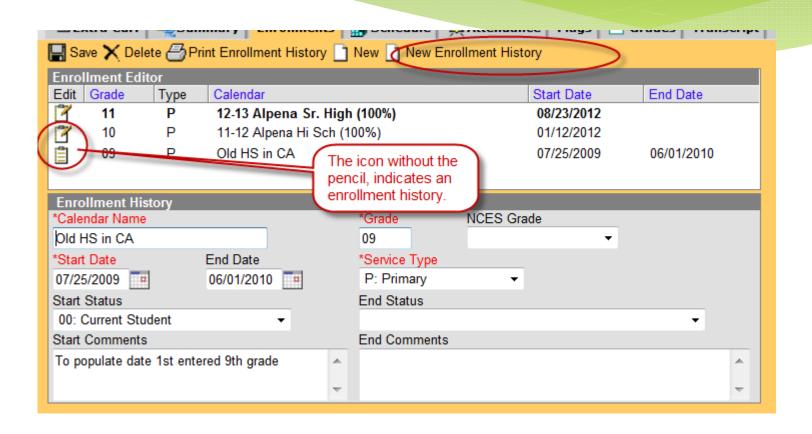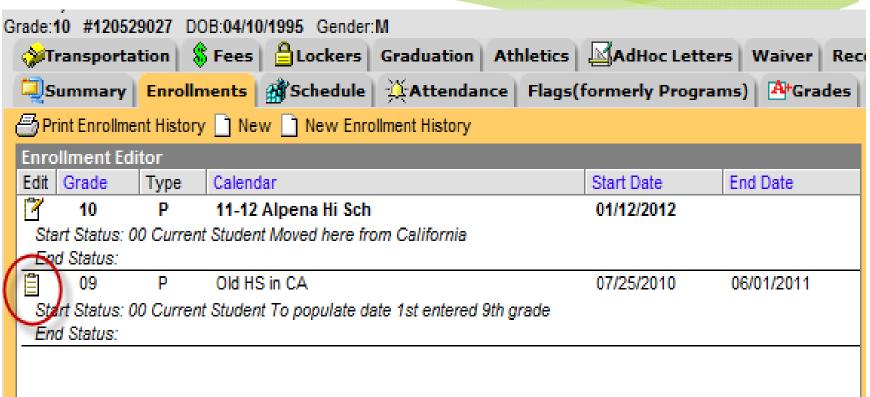
Date First Entered 9th Grade

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 <u>Enrollment History</u>.

How to Enter an Enrollment History

Enrollment History

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

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.
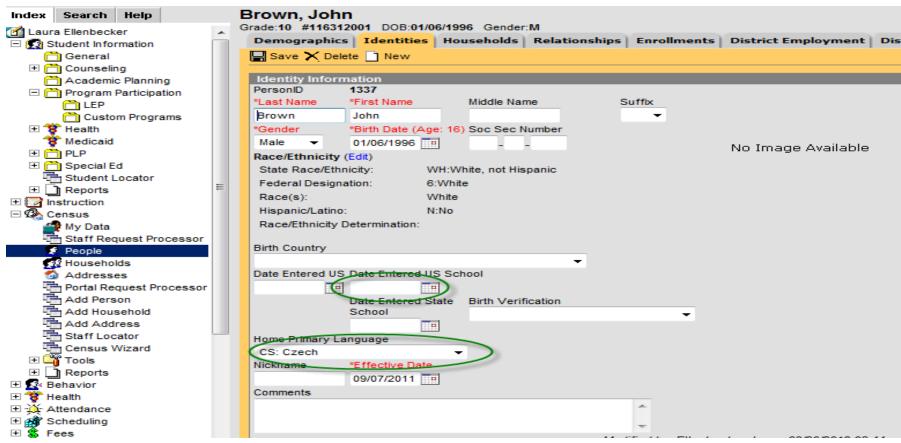* System Administration>Data Utilities>Resync State Data

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.
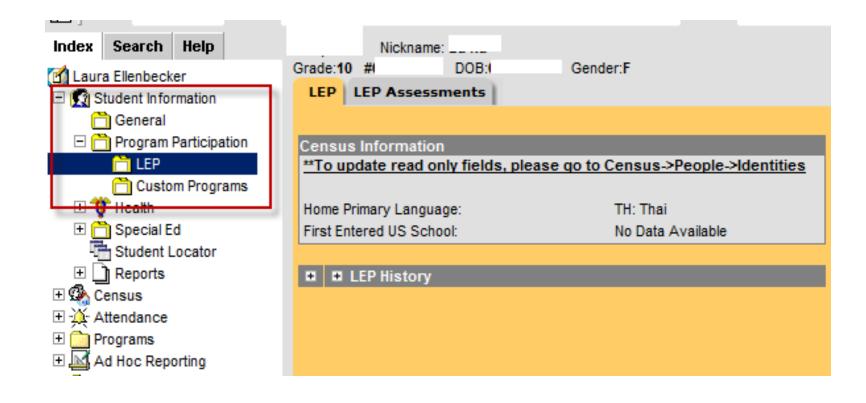
LEP/ELL

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.
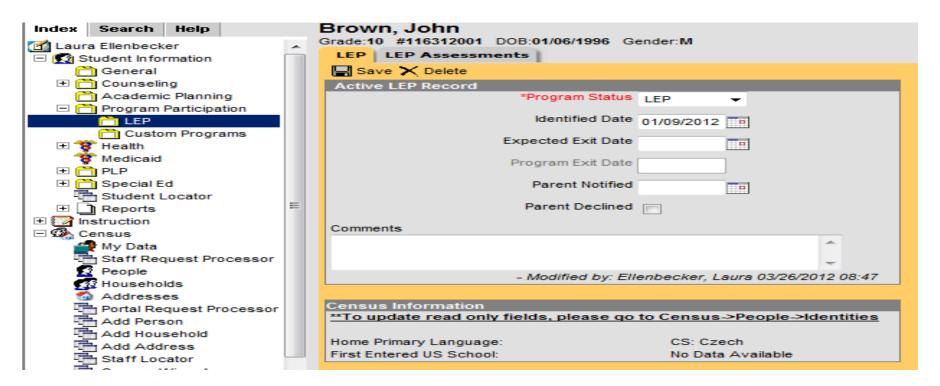
LEP Information

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

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.

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
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- 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