

Student Data Newsletter

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If there has been a change in your school's Infinite Campus Administrator, contact Jennifer Rattling Leaf at (605) 773-4703 or email Jennifer.Rattlingleaf@state.sd.us.

STUDENT DATA Q & A Fall Enrollment Deadline: October 15, 2018

The Verification of Educational Directory opened August 1 and is due September 1, 2018. It is very important that the directory information is correct as it provides us with a database that is used by all offices in the Department of Education (DOE) to communicate with the administrators in your district. This information also appears on the DOE website. If you have any questions, contact Jennifer at Jennifer.RattlingLeaf@state.sd.us.

Infinite Campus and DOE Trainings

The Department of Education, along with Infinite Campus, will be holding our annual State Reporting/Infinite Campus User Group Training the week of September 18th. The fall training schedule is as follows:

September 18, 2018	Mitchel – Mitchell Technical Institute 8:00 – 4:30
September 19, 2018	Watertown – Lake Area Vo-Tech 8:00 – 4:30
September 20, 2018	MacKay Building (State Library) Commons Area – Pierre 8:00 – 4:30
September 21, 2018	University Center – Rapid City 8:00 – 4:30

Resources are available through Infinite Campus and Department of Education:

<https://community.infinitecampus.com/knowledge-base/>
<http://doe.sd.gov/ofm/sims.aspx>

CALENDARS

1. Is there a required date for all calendars to be entered into Infinite Campus? (See: 24:17:03:08)
Yes, all calendars must be entered by the **last Friday in August**.
2. What data needs to be entered on the Calendar for District Edition Users?
Calendars should include a **Start and End date, grade levels, school terms, periods; days (make sure you do a Day Reset before completing your day entries)**. You will also need to make sure that there is a Calendar Number, the correct grade levels for the school (which includes marking the Kindergarten code) instructional minutes, and the calendar type. Also, if your district is a four-day school week, please check the 4-day check box on the calendar tab. Please make sure that a day reset has been done prior to entering data in your calendars.
3. Is a Home School calendar (#99) required?
Yes. All districts must set up a Home School calendar (school number 99) regardless if you have Home School students or not. The required elements for a Home School calendar are: a start and end date, grade levels, schedule structure and days (you will need to do a day reset).
4. Is a Private School calendar (#98) required?
No. A Private School calendar can be used for a couple of different situations: (a) to track students that attend a private school but come into your district to receive special services for a percentage of time, (b) to track students that are attending out of state, and (c) to track students that are contracted.
5. Are you required to have an Out of State –Private Calendar (#91)?
No. This calendar would only apply to school districts bordering another state to track resident students that are attending private schools in another state. The reporting of these students will allow the Department of Education to include these students in the count for State and County Apportionment.
6. Is it necessary to have a Sped out of District calendar (#97)?
If you place a student in an outside facility and you are paying for the placement of the student, then **yes**, you must have a Sped out of District calendar. This calendar is a holding calendar for students that a district is responsible for, but the student is receiving services outside of your district.

Existing Students

1. How do I properly exit students who transfer over the summer?
Students who transfer over the summer need their 2018-2019 enrollments deleted and the 2017-2018 End Status updated to reflect the transfer. If the end status is not updated with the appropriate code, a student could count against you when the Graduation Rate is calculated. **DO NOT use the “NO SHOW” box**, as this causes issues with the first point of entry into the 9th grade.
2. How do I record Summer Graduates?
Summer graduates are recorded like regular graduates – go back to their 17-18 enrollment and change the End Status to 04: Student Graduated, and enter Diploma Date, Diploma Type and Diploma Period on the Grad Tab.
3. What is considered a Summer Dropout?
A summer dropout is a student who fails to enroll within 15 days of the start of school and who you have not received a request for records. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For a student that dropped out, you will have an enrollment with the start and the end dates both being the first day of school.

Transfer students enrolled equal to or greater than 15 days will be counted as a drop for the serving school. If the student has been in the newly enrolled school less than 15 days, the drop will count at the state level only.
4. What is the Administrative Rule for Dropping of Student? (24:17:03:06)
No student who has an unexcused absence of 15 consecutive school days may be included in the count of the attendance center for state aid purposes, retroactive to the last day the student attended school or had an excused absence. An excused absence,

for purposes of this section, includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days. Nothing in this section supersedes the student due process requirements referenced in SDCL chapter 13-32, article 24:07, or other applicable law.

Student Enrollments

<https://content.infinitecampus.com/sis/1625/documentation/student-locator/>

1. How do I get a State ID number for a new student?

You will obtain a student's state ID number by using the Student Locator, whether it is a new student or a transfer student. If a student is transferring to your district from another SD district, the student should appear when you do a student locator search. A student who has an existing State ID may not show as a match in the Student Locator for a variety of reasons:

- The student's first name may be Michael, but his nickname is Mike and Mike is how he is entered in to Campus.
- Another common error is a transposed First/Last Name or Gender. Try a variety of options before creating a new State ID.
- If you know a student has an existing State ID, but you are unable to find the ID using the Student Locator, please call the Data Management Staff at 773-3426.
- When requesting records, pay attention to the records that are released to you. With the release process, it will inform you of what records are associated with that student. You will need to make sure that you import those records or print the documents so you can manually enter that information in to the student's record.

2. Can a new grade level be during the school year?

No. You **cannot** add a grade level during the school year. If you did not report the grade level change during Verification of Educational Structure, which took place the previous year and was finalized on March 1st, then you will not be able to make any changes.

3. Are Head Start students enrolled in Infinite Campus?

No. The public school district will not enroll Head Start students into the system.

4. Which Service Type do I choose?

The Service Type of "**Primary**" is used when a student attends greater than 50% (ex. 51%) at your School.

A "**Partial**" Service Type is used when a student is in attendance less than 50% (ex. 49%) at your School.

The "**N: Special Ed Services**" is reserved for students whose primary enrollment is a private school but who are eligible for special education services from the public school district in which the private school is located, whether they are receiving those services or not. All students who are eligible for special education should have an enrollment record in the public school in which the private school is located, with a code of N and the percentage of enrollment reflecting 0%, if no services are provided or the percentage calculated based on the percentage enrolled. The student can be enrolled in a private school calendar with the code of "N: Special Ed Services". By doing this, the district is not obligating itself to provide FAPE (Free and Appropriate Public Education). The information is used solely for creating an unduplicated child count and providing ADM for the time services are provided. This will also enable the district to have access to state wide assessment results.

5. What are the correct Start Status codes for Students?

The start status should accurately reflect the prior enrollment status of the student.

- 00: Current
- 01: In District Transfer
- 02: Re-Enrolled During School Year
- 03: In-State Transfer
- 04: Out of State Transfer

6. What are Resident and Serving (attending) Districts?

- A resident district is the district that the student lives in. A resident district can only be a public school district.
- A serving (attending) district is the district that the student is receiving educational instruction from.
- When a resident and serving district are different, you must enter an enrollment status for that student. Note: students that are coded incorrectly could affect your funding not only for State Aid but also for allocations such as State and County Apportionment.

7. Does the County of Residency play an important part of funding?

Yes. The county that is entered is the county that the student resides in, not the county where the district is located. You will need to verify the county of all students for accuracy. This data is vital for the proper payment of State and County Apportionment.

8. What is the Citizenship box used for?

The citizenship is not a required field, but if you are serving any Foreign Exchange students or have any immigrant students you will want to fill in this box.

The term "Immigrant" means individuals who:

- Are aged 3 through 21
- Students 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.

"Three full academic years" = cumulative. A student can only be considered an immigrant for three full academic years for the Title III funding purposes. If a student has attended for longer than three full academic years but is still not considered a US Citizen, continue to identify the student in Infinite Campus as an Immigrant but know that the student won't get counted in the Immigrant count for the Title III Immigrant grant.

9. What is Percent Enrolled?

Percent enrolled is the percentage a student is enrolled in school. To be considered a full-time student or 100 percent enrolled, a student must be carrying a full course load. The term full course load means any student who is enrolled in at least five courses or is scheduled for a full school day. The term full school day, means the amount time in the day between the start and end of classes during an average school day. If any student is enrolled in less than five classes or does not attend school for the full school day, the student shall be reported based on the percentage of classes taken or the portion of the full school day that the student is in school.

10. What is Homeless and where is it located?

A student is identified as Homeless by the Homeless Liaison in your district. Once the student is identified, the appropriate housing situation needs to be identified. If a student has been identified as homeless within a given school year, this designation SHOULD NOT be changed during the school year, even if the student is no longer homeless.

Homeless data is now located under Student Information>Program Participation>Homeless. You will also see the Homeless box on the enrollment tab, but it is locked and will be removed when the next update is taken.

11. What is Unaccompanied Youth?

This is a student who lacks a fixed, regular, and adequate nighttime residence, and is not in physical custody of a parent or guardian.

12. What is a 504?

To be eligible under 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Once a student is determined eligible they should have a written plan to document eligibility and services to be provided.

13. When to use the Foster Care checkbox?

The DOE will obtain a file from the Department of Social Services and will work with Infinite Campus to flag these students on a yearly basis. If a student is flagged as a Foster Care student, they are eligible to retain that status for the entire school year even if their living arrangements change during the school year.

14. What is Active Duty Military Parent?

It is the responsibility of the school district to collect this information from the family. The definition of an "Active Duty Military Parent" includes a parent who is a member of the Armed Forces on active duty. "Armed Forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard. This also includes full-time members of the National Guard Reserve. Students whose parent(s) are in the National Guard and who have been **ACTIVATED** and **DEPLOYED**, are to be considered a Student of Active Military Parent. This information can be collected at the beginning of the school year during the enrollment process however, district need to be aware that this can change throughout the school year. If there is an Activation and Deployment of a National Guard unit in your area, this may impact a number of the district's students and the impacted students need to be flagged accordingly. Once the student has been flagged, they are eligible to retain that status for the entire school year even if their parent returns home from deployment.

15. What is the Student Directory checkbox for?

During the yearly enrollment process, districts need to obtain updated information for each student on whether or not their parent authorizes the release of the student's directory information to outside entities. In order to assist the South Dakota Board of Regents and South Dakota Technical Institutes with the Proactive Admissions process and with district compliance with SDCL 13-28-50, the DOE has added the Student Directory Information box to Infinite Campus. The box will automatically default to Yes- Allowed to share information as it is felt that the majority of parents will not object to this sharing of information. **If you have a parent who has indicated that the school district is not allowed to disclose the student's information without their prior written consent, it is the SCHOOL DISTRICT's RESPONSIBILITY to change the designation in this box to NO: DO NOT share information.**

16. Should Districts be using the "Records Transfer Request"?

Yes. We highly encourage all districts that are capable of using this function to do so. This will help eliminate unnecessary data entry and ensure all student data is properly transferred from one district to another.

Another reason to use the Records Transfer Request is once the records are released to the requesting district, the date the student first entered the 9th grade will populate on the Grad Tab.

This helps to keep the data up-to-date so the correct GRAD Rates can be calculated.

17. What are the criteria for **State Aid Fall Enrollment**?

- Student must be enrolled and receiving instructions on the last Friday of September.
- Student count is based on percent of day enrollment.
- Enrollment in home school is not included.
- Students assigned out of district – for whom the district pays a tuition cost – are included.
- The enrollment start date is when the student is admitted to the district; however, to be reported as 100% enrolled and included in the state aid fall enrollment, the student must have received instruction by the district on the last Friday of September. If the student is admitted but has not attended or participated in any classes, the student must have an enrollment for that day at 0%.
- Out of state students (except for open enrolled students from ND & MN) are excluded from this count.
- Open enrolled students are included in the count for the school or district in which they are enrolled and served.
- Count is applicable to public school districts only.

18. What are the criteria for **School Census Fall Enrollment**?

- Students must be enrolled on the last Friday of September.
- Enrollments in home school are excluded.
- Student must be enrolled greater than 49% to be included.
- Open enrolled students are counted in the school in which they are enrolled and served.
- Out of state students enrolled in SD schools are included in this count.
- Students are counted in the school in which they are enrolled (students placed out of district will be counted at the facility in which they are being served).
- Count is reported in terms of whole numbers (no decimals).
- Count is reported for all accredited and approved education programs.

19. Are Preschool Enrollments Required? (See: 24:17:01:07)

Yes. In order to get an accurate Fall Enrollment count, it is absolutely necessary that districts enter **ALL Preschool students** into Infinite Campus, only if you have reported a PK program on the Educational Directory. Students not yet enrolled in Kindergarten, but are enrolled in a preschool program should be entered into Infinite Campus using the "PK" as the grade level. Students not yet enrolled in Kindergarten but who are not receiving PK services but are receiving SPED services through your school should be entered in Infinite Campus using "EC" as the grade level. In addition, **attendance must be taken for all Preschool students.**

20. When can a student be dually enrolled or have an overlapping enrollment?

Any residentially placed student reported as attending a short-term group care education program may be reported as attending another attendance center for the same period of time, not to exceed 90 consecutive school days. After attending for more than 90 consecutive school days, the student must be dropped on the 91st day from the count of the attendance center at which the student was enrolled prior to being enrolled in the short-term group care education.

21. What facilities will the state allow an overlap with?

Short Term Group Care Facilities

- Keystone Treatment Center – Canton – 41001
- Chief Gall Alternative – Adolescent Treatment Center – Aberdeen – 06901
- Our Home Rediscovery – Huron – 02002
- ARISE Shelter Care – Sioux Falls – 49005
- Volunteers of American – Adolescent Treatment – Sioux Falls – 49005

JDC's (Juvenile Detention Centers)

- Aberdeen JDC – 06001
- Huron JDC – 02002
- Pierre JDC – 32002
- Rapid City JDC – 51004
- Sioux Falls JDC – 49005
- Walworth County (Selby) JDC – 62005
- Wanbli Wiconi Tipi (Todd County) JDC – 66001

22. Can a student be dually enrolled in South Dakota Human Services Center?

No. A student can't be dually enrolled in SD Human Services Center. If you have a student that is placed as SDHSC, you must end their general education enrollment, even if the student is placed there for a couple of days.

23. Where is EL located?

The EL information is located on its own tab under: Index>Student Information>Program Participation. Prior to creating an EL Record, you must first go to the Identities tab and populate the Home Primary Language. Only the Home Primary Language field is required in order to create an EL record.

24. What is EL Re-Entry?

Exited EL students are to be monitored for two consecutive years after testing proficient in English. School districts are responsible for evaluating the progress made by children in meeting challenging State academic content and student academic achievement standards for each of the two years after the student is no longer receiving services. Items such as a teacher referral, a parent referral, test scores and mainstream classroom success might indicate a need to discuss the possibility that the student needs to be re-integrated into the EL program.

If the school district has determined that the student is still struggling due to a language barrier, then the school district may re-enter the student back into the EL program. The student would need to enter the program the same way they entered the very first time. The school district would need to administer the screener test again.

25. Is FRAM/Meal Status Required?

Yes. You will find the FRAM module under: Index>FRAM>Eligibility

Once a student is identified as receiving free or reduced meals for any given school, the designation will not change for that year. All free and reduced students need to be identified and entered in to Infinite Campus by October 31, 2018.

26. Are the Special Education Fields Rolled Forward for the 18-19 School Year?

Yes, all Special Education data was rolled forward. You will need to verify that all information is correct and that all data rolled correctly. If you find issues, please contact Teri Jung or Jennifer Rattling Leaf.

27. What is Child Count?

It is an unduplicated count of all children with disabilities ages 3-21 receiving special education and related services according to an Individualized Education Program (IEP) on December 1st of each year.

28. Do State Course Codes need to be entered in to Infinite Campus?

Yes. Districts are required to align all their high school courses to the appropriate State Course Codes. You can find the Master List of State Course Codes by following the link below.

<http://doe.sd.gov/octe/commoncourse.aspx> Click on All Codes No Descriptions

CHECKLIST FOR BEGINNING THE SCHOOL YEAR

System Administration

- Verify user rights to the new school calendars and the appropriate tool rights have been assigned to staff members.
- Verify the school information (addresses, principals, etc.) are accurate and updated for the new school year.
- Verify that you have activated the new school year.

Calendar

- Verify that the current school calendars are active and that staff members have access to the correct calendar.
- Verify that the calendar start dates and end dates for your terms are correct.
- Verify that the period minutes on the period tab match the instructional minutes that you entered on the calendar tab. When the instructional minutes for the school year are calculated, it is pulled from the instructional minutes on the calendar tab.
- Verify that a "day reset" has been done on each of your calendars. This includes Home School, Private, Sped Out of District, etc.
- Verify that all in-service days, holidays, shortened days, parent teacher conferences, etc. have been marked in each calendar. Also, verify that any adjustments made to school days have an event entered and the appropriate minutes entered in the instructional box under "Day Event". Print off your calendars and make sure that you have scheduled enough required instructional minutes.

Census

- Verify that the students have an enrollment record for the current school year that begins on the first day of school.
- Verify that the enrollment records for the past school year have an end date and an end status.
- Verify all school/district defined and state information has rolled forward correctly.
- Verify that all Special Education records have rolled correctly.
- Verify that the resident and serving districts are correct in the enrollment record, along with the counties.
- Verify that all Foreign Exchange students are marked accordingly.
- Remember to update all FRAM eligibility in the FRAM Module. The deadline for having this information entered is October 31, 2018.
- You have the ability to run the "Student Enrollment Extract" to help verify your fall enrollments. The report is located under SD State Report>Student Enrollment Extract.
- There are several ad-hoc reports that the State has pushed down to the districts. Run these reports to help you verify your data.