DATA MANAGEMENT FALL NEWSLETTER

south dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

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Fall Enrollment Count Date September 27, 2025

FREE Infinite Campus Training

The South Dakota Department of Education provides access to Infinite Campus trainings **FREE** of charge to all South Dakota public school district employees. **ALL STAFF** in South Dakota public school districts can join live training sessions, watch recorded webinars, and access a series of on-demand trainings, to ensure they have the foundational knowledge of how to use the Infinite Campus system. To access these courses, staff will need to create an account within the Infinite Campus Community and log into Campus Passport.

Training Events - Check Campus Passport for specific dates/times.

August 2025: "Let's Get it Started" - Get the year started off right. Learn about the skills needed to complete day-to-day tasks in Infinite Campus.

November 2025: Infinite Campus Discovery Week - Join thousands of other school and district staff for the largest training offerings of the year.

May 2026: "Putting a Bow on It - Wrap up the school year right with tips and tricks for completing end-of-year tasks with ease and expertise.

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

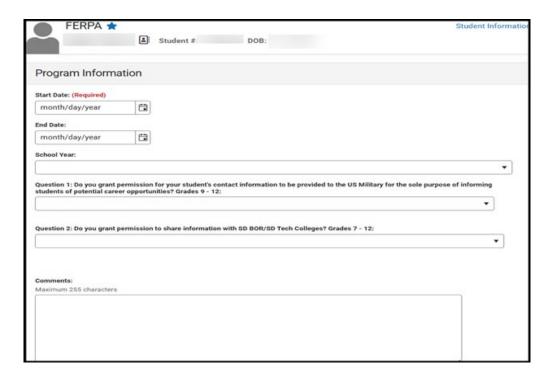|			
Academic Planner	Census (Staff Employment)	Lockers	Ad Hoc Reporting
Contact Log	Messenger (End User)	Assessments	Counseling
Messenger Setup	Attendance (End User)	Course Setup	Online Registration Prime
Attendance Setup	Cross-Site Enrollment	Online Registration Stnd	Basic Navigation
Custom Forms	Portal Display Options	Behavior (End User)	Custom Tools
Records Transfer	Behavior Setup	Elem. Scheduling	Responsive Scheduling
Calendar Administration	English Learners	Resync State Data	Campus Data Suite
Fees	Resp. to Intervention	Campus Inst. Standards Based Grading	
Flags	Spec. Education (End User)	Campus Inst. Traditional	Grading
Food Service	Spec. Education Setup	Campus Learning Setup	Free/Reduced App.
Mng. Based Transportation	Student Information	Campus Learning Teacher	Grading Setup Stnd-
	Transcripts	Campus Payments	Grading Setup Traditional
Census (End User)	Campus Workflow	Health (End User)	User Security
	Health Setup	Virtual Scheduling	

Fall User Groups

September 16th – Lake Area Tech Room 512

September 17th – Mitchell Tech Amphitheater I

September 18th – Pierre MacKay Building Commons

September 19th – Rapid City – University Center Rooms 112

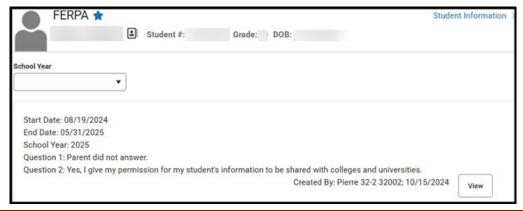# What's New for 2025-26 School Year?

FERPA Program Screen

Information regarding whether the district can share student directory information, that is protected by FERPA, is collected via the FERPA program screen in Infinite Campus. Districts are required to obtain parental consent on student directory information on an annual basis. This information is normally collected during the start of year enrollment process. The FERPA program screen collects the following information:

Question 1: Do you grant permission for your student's contact information to be provided to the US Military for the sole purpose of informing students of potential career opportunities? Required for grades 9 – 12 in compliance with ESSA/Title 10 (10 U.S.C. 503).

Question 3: Do you grant permission to share information with SD BOR/SD Tech Colleges? Required for grades 7 – 12 in compliance with SDCL 13-28-50.
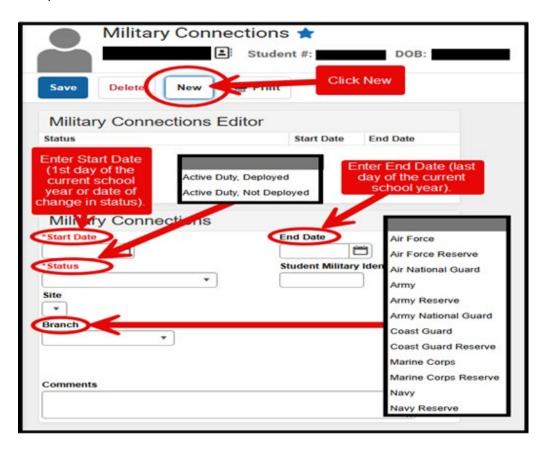

Example of Completed FERPA

Students with Parent Serving in the Armed Forces

School districts are required to collect whether a student has a parent serving in the Armed Forces on an annual basis. This information is normally collected during the start of year enrollment process. Effective with the 2025/26 school year, districts will record this information on the Military Connections screen in Infinite Campus.

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.

Educational Directory

All changes to the Educational Directory are due by September 1st. 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 Angie at angie.bren@state.sd.us.

INFINITE CAMPUS 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 user rights have been disabled for all staff not returning to your school district for the upcoming school year.
- ❑ 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 will pull from the instructional minutes on the calendar tab.
- ❑ Verify that a "day reset" has been done on each of your calendars. This includes, Private, Sped Out of District, Pre-School, and Early Childhood, 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 for each grade level according to SDCL 13-26-1

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.
- ❑ Verify that all Foster, Migrant and Homeless students are marked as receiving FREE lunch.
- ❑ You can 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.
- ❑ There are verification reports that you can also run. The pathway is: Index>System Administration> Data Interchange>Verification.

Question/Answers

Calendars

Q. Is there a required date for all calendars to be entered into Infinite Campus? (See: 24:17:03:08)

A. Yes, all calendars must be entered by the last Friday in August. This includes PK, Sped Out of District, Private, Out of State, Early Childhood, etc. Districts must adhere to their approved Educational Structures when entering calendars.

    Student enrollments are required for both Pre-School and Summer School and districts are also required to take attendance.

Q. What data needs to be entered in the calendars?

A. 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

Q. Is a calendar for Alternative Instruction required?

A. If Alternative Instruction (Home School) students are enrolled in any classes at the school or receiving Sped Services, districts **MUST** record that student in the general ed calendar in Campus at the percentage that they are taking educational services.

    If Alternative Instruction students are involved in any activities/fine arts/other activities at the school, district **MAY** record that student in Infinite Campus. If you choose to do this, you will create a new calendar and name it "Home School Activities" and enrollment the student in that calendar will be at 0%.

    If Alternative Instruction students are not involved with the district at all, districts **CAN NOT** record that student in Infinite Campus.

Q. Is a Private School calendar (#98) required?

A. Yes & No. A Private School calendar can be used for a couple of different situations: (a) to track school age students that attend a private school but come into your district to receive services for a percentage of time, (b) to track students that are attending out of state, and (c) to track students that are contracted. If you have a private school student coming in for services, then you will need to have a private school calendar. The private school is not to be used for Early Childhood (EC) students. They must be enrolled in the school that they are receiving the services from.

Q. Are you required to have an Out of State – Private Calendar (#91)?

A. Yes. School districts bordering ND or MN that have resident students attending a ND/MN public school as part of the interstate open enrollment program need to make sure you have the proper open enrollment forms/documentation on file and have properly enrolled the students in Infinite Campus using this Out of State school number 91. The reporting of these students will allow the Department of Education to include these students in the count for State and County Apportionment.

Q. Is it necessary to have a Sped out of District calendar (#97)?

A. 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

Q. How do I properly exit students who transfer over the summer?

A. Students who transfer over the summer need their 2025-26 enrollments deleted and the 2024-25 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.

Q. How do I record Summer Graduates?

A. Summer graduates are recorded like regular graduates – go back to their 2024-25 enrollment and change the End Status to 04: Student Graduated, and enter Diploma Date, Diploma Type, Diploma Period, Endorsements/State Seal on the Grad Tab.

Q. What is considered a Summer Dropout?

A. 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.

Q. What is the Administrative Rule for Dropping of Student? (24:17:03:06)

A. 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

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

A. You will obtain a student's state ID number by using the Student Locator (https://kb.infinitecampus.com/help/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 Infinite 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 Office at 773-8197.
   • 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 into the student's record.

Q. Can a grade level be added during the school year?

A. 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 April 1st. Any changes will have to wait until the following school year.

Q. Are Head Start students enrolled in Infinite Campus?

A. Yes. Head Start students are entered into Infinite Campus. The public-school district will not enroll Head Start students into the system. The enrollment of Head Start students into Infinite Campus is completed by the Head Start personnel.

Q. Which Service Type do I choose?
A. • The Service Type of **"Primary"** is used when a student attends greater than 50% (ex. 51%) at your school. A student can't be enrolled in two different facilities at a percentage of 50/50. One must be 51% and the other 49%.
   • 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 who are placed at an outside facility that the district is responsible for the placement of the student.

Q. What are the correct Start Status codes for students?
A. 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

Q. What are Resident and Serving (attending) Districts?
A. • 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 services 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 and Child Count.

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

Q. What is the Citizenship box used for?
A. 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.

Q. Are Cyber and Virtual School Required to take Attendance?
A. Yes. Attendance is required for all students who are enrolled in a Cyber or Virtual Attendance Center and it must be recorded in the Infinite Campus system.

Q. What is Percent Enrolled?
A. Percent enrolled is the percentage of time 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 of 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.

Q. What is Homeless and where is it located?

A. 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. A homeless student is eligible to receive free and reduced meals.

The Homeless report under SD State Reporting has been updated to reflect all homeless students that are in your district for the current school year.

Q. What is Unaccompanied Youth?

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

Q. What is a 504?

A. 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.

Q. Foster Care checkbox

A. 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 will retain that status for the entire school year even if their living arrangements change during the school year.   This field is locked down to districts. A foster child is also eligible for FREE meals.

Q. Can you enroll active-duty military students prior to their arrival?

A. Yes. Children of active-duty military who are transferred, or pending transfer, to a military institution in SD meet the residency requirement for free school privileges in the district where the military parent/guardian resides or will reside.

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

A. Yes. We highly encourage all districts that can use this functionality 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.

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Q. What are the criteria for State Aid Fall Enrollment?

A. • Student must be enrolled and receiving instructions on the last Friday of September.
- Student count is based on percent of day enrollment.
- 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.

Q. What are the criteria for <u>School Census Fall Enrollment</u>?
A. • Students must be enrolled on the last Friday of September.
   • 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.

Q. Are Preschool Enrollments Required? (See: 24:17:01:07)
A. 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**.

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

Q. What facilities will the state allow an overlap with?
A.   Short Term Group Care Facilities include:
      • ARISE Shelter Care – Sioux Falls – 49005
      • Avera Adolescent Addiction Care Program – Sioux Falls -- 49005
      • Avera Behavioral Health Program – Sioux Falls – 49005
      • Our Home Rediscovery – Huron – 02002
      • Wellfully Addiction Recovery Unit & Behavior Health Unit -- Rapid City – 51004

     JDC's (Juvenile Detention Centers)
      • Aberdeen JDC – 06001
      • Huron JDC – 02002
      • Pierre JDC – 32002
      • Rapid City JDC – 51004
      • Sioux Falls JDC – 49005
      • Wanbli Wiconi Tipi (Todd County) JDC – 66001

Q. Can a student be dually enrolled in South Dakota Human Services Center?
A. No. A student can't be dually enrolled at the 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 only placed there for a couple of days.

Q. How to create an EL record?
A. 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 to create an EL record. Once that is established, you will move to the English Leaners screen to create the record.
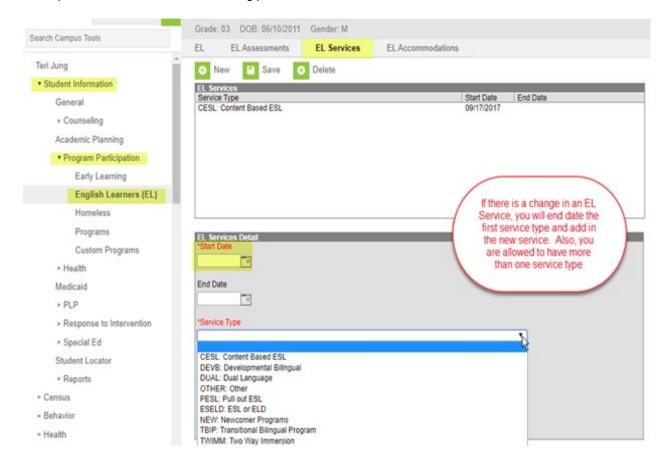
Q. What is EL Re-Entry?

A. 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.

Q. Are the EL Services now required?

A. Yes. All school districts have the responsibility to provide English language development services to all identified English learner students. You are required to enter what services are being provided to the student on the EL Services tab.

Q. Is FRAM/Meal Status Required?

A. Yes. Once a student is identified as receiving free or reduced meals for any given school, the designation will not change for that school year.

NOTE: Free and Reduced data must be entered into the FRAM tab in Infinite Campus for ALL students by October 1st. This includes students attending CEP/Provisional schools.

Q. Are the Special Education fields rolled forward for the 2025-26 School Year?

A. Infinite Campus no longer rolls the special ed data forward. If you are using the Special Ed module within Infinite Campus, that data should have rolled forward when we migrated to the Infinite Campus Cloud.

Q. What is Child Count?
A. 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.

Q. Do districts have to identify and report any student with hearing loss?
A. Yes. Districts have the responsibility to identify and report any students with hearing loss. There is a check box on the enrollment record under state reporting. There is also a report named "Documented Hearing Loss" located under SD State Reporting. This applies to students who are birth to age 21.

Q. Do State Course Codes need to be entered into Infinite Campus?
A. 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: https://doe.sd.gov/contentstandards/commoncourse.aspx. Open the Documents section and click on All Codes No Descriptions.

Q. Do high school students need to progress through all grade levels prior to graduation?
A. Yes. Districts are to progress students through all high school grade levels (9, 10, 11 and 12). The progression from one grade level to the next doesn't always need to coincide with the start/end of the academic school year but rather should occur as the high school credits are earned.   The enrollment records of all students graduating from high school with the 04: Student Graduated code, should be in the 12th grade, even if the student is graduating in less than 4 years.

Resources

There are many valuable resources available through Infinite Campus and Department of Education. Please see the following links for additional information: https://community.infinitecampus.com/news/ and https://doe.sd.gov/ofm/sims.aspx.