

SIMS

Newsletter

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If there has been a
change in your school's
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please contact
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with the updates.

Data Entry Deadline is June 11, 2010

With that fact in mind and the June 11 deadline for data entry quickly approaching, this issue of the Student Information Systems newsletter is solely dedicated to the data entry and collection guidelines.

The data collected from the State and District Editions of Infinite Campus will be used to determine AYP calculations for NCLB report cards. Please review ALL hints below for a successful completion of the 09-10 school year.

To ensure that the enrollments for your school are accurate and coded correctly for your data collection we have provided some easy steps to use during your validation time for the South Dakota Department of Education. **It is important to read this handout completely before you begin to edit or end any enrollments. Please keep in mind that the following steps should be followed after ALL grading and end of the year reports have been completed.**

It is the responsibility of each school district to ensure that all data is properly entered by the due dates established.

Your AYP determinations will be calculated based upon the information that you have entered (or have failed to enter) into the Infinite Campus system by June 11th, 2010. Absolutely no changes will be allowed to any school district data after June 11, 2010. Preliminary AYP will be available the last part of July, please review this information and file an appeal by the first part of August if it is incorrect.

1. Check your calendars

School Days

You will want to check your school's calendars – instructional days – for accuracy. If the last day of school is May 25th, all days remaining on the calendar should be reported as “non-school days”. This is important for the accurate calculation of the attendance rate and/or the ADM for state aid purposes.

[System Administration>Calendar>Calendar Days](#).

(You can print the calendar from this screen for easier verification)

4 Day School Week

If your school district is using a 4-day school week, please check the 4-day check box on the calendar for each school that this would apply to. ****DO NOT CHECK** the 4-day check box if you have a preschool, kindergarten or rural school identified as having a 4-day school week.

For clarification, please contact Teri Jung. [System Administration>Calendar](#).

2. Overlaps, Transfers and Exiting Students

Overlaps - Throughout the year the Department of Education has sent out overlaps reports and they will be doing this again before the final data entry submission. These overlaps need to be resolved by **June 11th**. Any unresolved overlaps will be resolved by Department of Education.

Dual Enrollments - When a student is dually enrolled, they can only have one primary enrollment. The second, or lesser enrollment must be partial. This is coded in the Service Type field under General Enrollment.

Transfers - When a student transfers from your district to another district, be sure to update your student data in a timely manner. Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule listed below.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 20 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

Drops - If the student returns anytime after the 20 school days, the student must still be dropped then re-enrolled. Create a new enrollment and use the day he returns as the status start date.

3. Correcting student enrollments

Enrollment Status Report

A nice report to check your past and present enrollments is the “Enrollment Status Report” located under [Student Information>Reports>Enrollment Status Report](#). You can select the various types of exit codes to report on in this report.

Check Start and End Dates on Enrollment Records – These dates are used to determine if a child has been enrolled for a “Full Academic Year” (FAY). Those students enrolled from October 1 until April 23 will be considered enrolled for a full academic year.

Check students that were enrolled during the year but have left your district before the end of the 09-10 school year. Make sure they have an exit date and an appropriate exit code within their enrollment. (See list on page 7-8) **Also, all students that will be continuing on to the 10-11 school year will need to have an end date and an end status of “student continues”.** To make corrections to an enrollment, go to [Search>Student>look for the student in question](#). [Click on the enrollment tab for the student and edit the appropriate fields.](#)

Check Start and End Dates on Special Education Enrollment Records

For students that left the district and had a special education record at the time of their enrollment – you will want to be sure that the special education record has also been ended appropriately along with the enrollment record. (See list on page 7-8) ****Please note that the code numbers differ between the regular enrollment and the special education enrollment****

Students who Did Not enroll for the 09-10 School Year, but have an 09-10 enrollment

For students in grades KG-6 that did not attend at all within the 09-10 school year but have an enrollment record, their enrollment record will need to be deleted or removed. To delete that enrollment record – [go to Search>student> look for the student in question. Click on the enrollment tab for that student>click on the enrollment record in question \(09-10\) and choose “delete”](#). It will ask you if you are sure you want to delete this record. Please be accurate when doing this – the data for the student can not be recovered if this step is done in error.

For students in grades 7-12 that failed to return for the 09-10 school year and you did not receive a request for transcript prior to October 1st, you will code them as a dropout. If you did receive a request for transcript then you will delete their enrollment record for the 09-10 school years.

Enrollment Status

You will want to check the percent enrolled, grade level, resident and attending districts, and enrollment status for any students that may be contracted, have dual enrollments, open enrolled or tuition paid by other. When a student is dually enrolled, they can only have one primary enrollment. The second enrollment must be partial. ****Please note that when a resident district and a serving district are different, an enrollment status must be selected for that student.**** Please note the changes in the enrollment statuses. The enrollment status of “S” is no longer an option. If you still have students that are coded with an “S”, please check the student’s records to determine who has placed them in your facility.

Home Schooled Students

Be sure that all students excused from public school attendance (home school - SDCL 13-27-3) are included and assigned to attendance center 99 or within your home school calendar.

4. County of Residence

You will need to check the county of residence of all students for accuracy. This data is forwarded to each county and the Office of School and Public Lands for their allocations each year.

5. Attendance Rate (Days Absent)

Remember it is very unlikely that a school has an attendance rate of 100%! Also, a student may not have total days absent exceeding their enrollment days or have negative attendance.

You can get to this field using the following path: [Search>Student>look for the student in question](#). Go to the “enrollment tab” for the student, click on the current enrollment and scroll down to the Absent Days field for the student.

This 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.

You will want to verify this field is accurate for the student. You can get to that field using this path: [Search>Student>look for the student in question](#). Go to the “enrollment tab” for the student, click on the current enrollment and scroll down to the Absent Days field for that student. Another way to verify this would be to run the ADM and ADA Detail report under [Index>Attendance>Reports>ADM and ADA Detail](#).

6. Status Elements

Meal Status

The meal status for a student is set within the enrollment tab. You can get to this field using the following path: [Search>Student>look for the student in question](#). Go to the “enrollment tab” for the student, click on the current enrollment and scroll down to the Meal Status field for that student. You will want to verify this field is accurate for the student. ****Please note that we had several schools that neglected to report their lunch status for students last year – this will be reviewed and your school will be contacted if no students are reported as either free or reduced lunch eligible. Students who were eligible for free or reduced lunch at any point during the school year will make up the economically disadvantaged subgroup.****

You can create an Ad hoc filter to pull a list of all students that have a meal status other than ‘standard’. The “MealStatus” field is located in [Learner>Active Enrollment>Custom Enrollment>MealStatus](#). You can filter that list by selecting “mealStatus = F,R” and that will return only those students with F or R for a meal status.

B. Title I

Verify that the correct students have been identified with Title selections. ****Please note that you should only use Title I codes on the enrollment if a school is Targeted Assisted Title I.****

Foreign Exchange Students –

Please remember to code foreign exchange students, these students are not required to test. You can get to that field using this path: [Search>Student>look for the student in question](#). Go to the “enrollment tab” for the student, click on the current enrollment and scroll down to the State Reporting Area – “Citizenship” is a drop down and you can then select “Foreign exchange student” from that field. If they are not coded properly, the school will take a hit on their participation rate for NCLB.

7. Rolling forward students for next year

It is good to have your students that have exited during the 09-10 school year or students that are NOT returning for the 10-11 school year ended before doing this process.

Students that will be retained -- You may want to go into the student’s enrollment record and make the necessary adjustments before rolling your students forward. [Search>Student>look for the student in question](#). Go to the “enrollment tab” for the student, click on the current enrollment, within the Future Enrollment, select “Next Calendar” from the drop down and “Next Grade” from the drop down to roll the student into the next calendar and same grade level. Another method you may choose to do is to roll your students forward and simply edit the grade level of the 10-11 enrollment record for those students after the roll forward process is completed. Either of these methods will work.

You will use the “Enrollment Roll Forward” function located in [System Administration>Student>Enrollment Roll Forward](#). Once you have selected the appropriate fields for this function, you can “Run Test” to identify if the roll forward is accurate. Once you feel that your results will be accurate, you can “Run” the function to roll forward students returning next year.

This process must be done BEFORE mass ending enrollments for your students. Once the remainder of your students have ended enrollments, they are no longer able to roll into the next calendar.

8. Ending enrollments for Seniors

A graduate is defined as any student who has attained sufficient credits to receive a regular high school diploma. If they meet this criteria they should be coded with an exit code of “**04:student graduated**” and an end date should read the last day of school, not their graduation date. Graduation rate for NCLB purposes is based on this data– please make sure all students are reported correctly. If the student did not receive a signed diploma he/she must NOT be reported as a graduate. Below are explanations of the different types of graduates that will assist you in deciding how they should be coded.

Ending enrollments for Seniors that are NOT Graduating

For senior students that are **NOT** graduating during the 09-10 school year, you will want to edit their enrollment record before mass ending or graduating the remainder of senior enrollments. You can get to that field using this path: [Search>Student>look for the student in question](#). You can then put in an end date and exit code for the student that is not graduating. The exit code most commonly used is “11:student continues” until the plan for the student has been determined. You can always change this at a later date.

Ending enrollments for Seniors who are in Special Education and NOT Graduating

Seniors who are Special Education students that will continue to receive special education services until the age of 21 are NOT graduates. They should be coded as “**11:Student Continues**” in their regular enrollment record and coded as “**12:Student continues**” in their special education record.

8th Grade Students

Please do **NOT** code 8th grade students as graduates.

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. You can get to that field using this path: [Search>Student>look for the student in question, click on their 09-10 enrollment record](#). You can then put in an end date and exit code (**04:student graduated**)

Summer Graduates

Summer graduates will need to have their graduation end date entered as soon as possible after receiving their diploma. If you have a student who graduates after the DOE has notified you that the 2009-2010 calendars have been locked, please contact Teri Jung (773-8197) to get the information updated properly.

To have 09-10 summer graduates included in your 09-10 Grad rate for ATP you will need to file an Appeal.

Mass ending Senior Enrollments

Mass ending senior enrollments (graduated seniors) can be done using the “End Enrollment Batch”. To end enrollments for seniors that are graduates, go to [System Administration>Student>End Enrollment Batch> select the calendar>put in end date](#) (This should be the last day of the term otherwise it will look like a drop)>[select end status \(04: student graduated\)> put in diploma date>select diploma type>select diploma period>select grades \(12\) and hit the “Run” button](#). This will assign the selection to all remaining seniors that have not already had an ended enrollment record. **** Please remember that ALL grading and end of the year reports need to be completed before this process is done. ****

9. Ending enrollments for the remaining students

Mass ending enrollments can be done using the “End Enrollment Batch”. Please remember that **ALL** grading and end of the year reports need to be completed before this process is done. To end enrollments for students that will be returning in the next year, go to [System Administration>Student>End Enrollment Batch> select the calendar>put in end date>select end status \(11:student continues\)> select grades](#) (maybe do one grade level at a time) and hit the “Run” button. This will assign the selections to all remaining students that have not already had an ended enrollment record.

10. Exit/Withdrawal Codes

To ensure accuracy and comparability of our exiting data, please review the codes below. If a student has exited your school, be sure to give them a status end date and assign the appropriate exit code. If you have any questions regarding the definition of any of the below types please contact our office.

The circumstances under which the student exited from membership in an educational institution based on the following codes:

- 01 Student was expelled
- 02 Student discontinued education – dropout* (see below definition of a dropout).
 - Students leaving school to pursue a GED must be reported as drops.
- 03 Student transferred to another accredited school or district in the state (student data file must include a request for transcript)
- 04 Student graduated (student has attained the credits needed to obtain a regular diploma)
- 05 Student died
- 06 Student transferred to an institution (correctional facilities, mental hospitals, etc)
- 07 Student reached maximum age for receipt of special ed services (21)
- 08 Student transferred out of state (student data file must include a request for transcript)
- 09 Colony student who completed grade 8 (student has been excused from public school attendance, SDCL 13-27-1.1)
- 10 Student retained
- 11 Student continues
- 12 Persistently Dangerous Transfer
- 13 School Improvement Transfer
- 14 Home School Transfer
- 15 Suspended

Special Education Exit Codes

- 01 Not receiving SE services
- 02 Student Graduated (student has attained the credits needed to obtain a regular diploma)
- 03 Received certificate of completion
- 04 Reached the maximum age
- 05 Died
- 06 Moved, known to be continuing
- 07 Moved, not known to be continuing
- 08 Dropped out
- 09 Refused services
- 10 ISFP done before max age/PI C
- 11 Change in IEP
- 12 Student continues

****A dropout is defined as a student that:**

- 1) Was enrolled in school at some time during the school year;

- 2) Was not enrolled on the last day of school;
- 3) Has not graduated from high school or completed a state approved program;
- 4) Does not meet any of the following exclusionary conditions:
 - Transfer to another accredited educational program
 - Temporary absence due to suspension or illness
 - Excused from public school attendance (SDCL 13-27-3)
 - Death

Students who transfer into your district and then drops:

If a student transfers to your school district and is enrolled equal to or greater than 20 days and then drops, the student will be counted as a drop for the serving school. If the student has been in the newly enrolled school less than 20 days, the drop would count at the state level only.

Title I Status Codes:

Reminder: Please use the Title I codes ONLY if your school is a Targeted Assisted Title I.

- Title I Science
- Title I Math
- Title I Reading
- Title I Social Science
- Title I Vocational
- Title I Health/Dental/Eye Care
- Title I Supporting Guidance/Advocacy

Helpful Hint:

We have found that at times data is not being saved, so to ensure that all data that has been entered or changed is saved, we ask that you click outside that box and then hit save.

District Contact Information

Please check your Superintendent information within the Campus system and make any necessary changes. The information is in the System Administration>Resources>District Information. Within that area there are fields to hold the name and address for the Superintendent of the district

ICU (Infinite Campus University):

Please check out the attached ICU (Infinite Campus University) Spring 2010 Catalog. These are the Web Ex Sessions that South Dakota districts can register and online. Go to the ICU catalog <http://icu.infinitecampus.com>

THE FINAL CHECK LIST:

May/June 2010

- Verify that you have all data properly entered for each student in Infinite Campus by June 11, 2010.
- Verify that that all status elements have been entered (Meal Status, Title I, LEP, First Year in Country, etc.
- Verify that you have entered all your graduates for the 2009-2010 school years by Remember – you need to enter the last day of your school year NOT the day of the graduation ceremony.
- Verify that all County of Residence, Resident and Attending School District and Membership Days have been properly identified. This data is also forwarded to each County and the Office of School & Public Lands for funding purposes.

PROPOSED AMENDMENTS AND ADDITIONS TO ADMIN RULES

CHAPTER 24:17:01 - DEFINITION OF TERMS

Section

24:17:01:01	Definitions.
24:17:01:02	Exclusions for revenue received from opting out of the property tax limitations.
24:17:01:03	Exclusions for revenue received from gifts, contributions, grants, and donations.
24:17:01:04	Exclusions for revenue received from the consolidation incentive.
24:17:01:05	Short-term group care education program.
24:17:01:06	Reporting percent of day enrollment.
24:17:01:07	Definition of preschool for data collection purposes.

24:17:01:01. Definitions. Terms used in this article mean:

- (1) "Department," the Department of Education and Cultural Affairs;
- (2) "General fund equity," the excess of the assets of a school district's general fund over its liabilities;
- (3) "General fund exclusions," as the term is defined in SDCL 13-13-10.1. In addition, the term includes the sum of the exclusions in §§ 24:17:01:02 to 24:17:01:04, inclusive, plus exclusions approved pursuant to §§ 24:17:02:02 to 24:17:02:04, inclusive.
- (4) "General fund reserves," a school district's allowable general fund balance reserves for the purposes of calculating foundation state aid, including the following: reserved for inventory, reserved for unemployment, and reserved for judgments;
- (5) "General fund transfers," the sum of all operating and residual equity transfers from a school district's general fund to other allowable funds operated by the district;
- (6) "Oversight Board," the Excess General Fund Oversight Board;
- (7) "Period," An indication of the number of times during a school day that the attendance status is reported for a student;
- (8) "Secretary," the secretary of the Department of Education and Cultural Affairs;
- (9) "Student record form," a report containing detailed information on each student in a format prescribed by the secretary.

Source: 28 SDR 19, effective August 19, 2001.

General Authority: SDCL 13-13-37.4.

Law Implemented: SDCL 13-3-51, 13-13-10.1.

Cross-Reference: Excess General Fund Oversight Board, SDCL 13-13-76.

24:17:01:07 Definition of preschool for data collection purposes. For the purpose of data collection, a preschool student shall be defined as a child who is three (3) through (5) years of age on or before September 1st and is not enrolled in kindergarten who is receiving educational services from a public school district. The primary purpose of the preschool program is to provide an age appropriate educational experience as prescribed by the local school board to include a minimum of 128 hours. A full-time preschool student will be one that is enrolled in a program that operates at least 448 hours per year. Students enrolled in programs operated for a lesser time shall be prorated as a percentage of 448 hours. All public school districts operating a preschool program shall report student data for the preschool students.

CHAPTER 24:17:03 - STUDENT RECORDS

Section

24:17:03:01	Requirement to submit student record form.
24:17:03:02	Student record form due dates.
24:17:03:03	Extension of deadlines.
24:17:03:04	Department review of student records.
24:17:03:05	Exception to nonduplicative dates requirement.
24:17:03:06	Mandatory dropping of students.
24:17:03:07	Average daily membership weight of students attending short-term group care education program.
24:17:03:08	Requirement to submit calendar data.
24:17:03:09	Student enrollment dates

24:17:03:02. Student data submission record form due dates. The due dates for submission of the fall student data through the student information system is 15 days following the last Friday of September record form during the school year are October 15, December 15, and March 15 of each school year. State aid fall enrollment count is final on the last business day of October and no additional students may be added after this date but may be removed if found to be reported in error. The December child count data is due 10 days following December 1 of each school year. School districts with an average daily membership of greater than five thousand in the previous fiscal year have an additional seven days to submit the student record form. If a due date falls on a weekend or state holiday, the due date is the next business day following the scheduled due date.

The final student record forms for each school year shall be submitted no later than the second Friday in June of each school year.

Source: 28 SDR 19, effective August 19, 2001; 29 SDR 111, effective February 12, 2003; 35 SDR 253, effective May 11, 2009.

General Authority: SDCL 13-13-37.4.

Law Implemented: SDCL 13-3-51, 13-13-1.2, 13-13-37.4.

Cross-Reference: Average daily membership, SDCL 13-13-10.1.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 20 15 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

Source: 28 SDR 19, effective August 19, 2001.

General Authority: SDCL 13-13-37.4.

Law Implemented: SDCL 13-3-51, 13-13-10.1, 13-13-37.4.

24:17:03:08 Requirement to submit calendar data. All school calendars are due by the last Friday in August. The minimum data reporting requirements for a school calendar are as follows:

- (1) Start date of school year;
- (2) End date of school year;
- (3) Grade levels;
- (4) School terms in quarters, semesters, or trimesters; and
- (5) Periods.

24:17:03:09 Student enrollment dates. Enrollment start date of a student is determined on the day, month and year on which a student is admitted to a school or educational institution to include preschool. An enrollment end date is the day, month, and year of a student's last attendance in a school. Graduating students shall be counted on the last calendar day of the school year unless the student graduates early and is then counted on the last required day of attendance.