

**DOE – Data Management  
Office  
State Reporting User Groups**

**September 2013**

# 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/o813\\_SIMn.pdf](http://doe.sd.gov/ofm/documents/o813_SIMn.pdf)
- - Found in the Documents section of the page
- Infinite Campus' Campus Community
- <https://community.infinitecampus.com/home>

# Infinite Campus Advisory Board

District Reps	DOE Reps	BIT Reps	IC Reps
Deb Fredrickson (Watertown) – Chairperson	Judy Merriman	Jeff Slocum	Scott Sinclair
Bev Drain (Spearfish)	Teri Jung	Jamie Fry	
Martin Sieverding (Menno)	Jennifer Rattling Leaf		
Denise Cavigielli (Sioux Falls)	Tom Morth		
Chris Martian (Rapid City)	Randy Hanson		
Brenda Boyd (NE Ed Coop)	Linda Turner		
Nancy Spoolman (Douglas)			
Chad Eisenbraun (Kadoka)			

# State Staff ID Numbers

- Again, in 13-14 school year, we will continue working on the clean up of multiple state staff ID numbers. In working with Infinite Campus, we have set a preference so when you enter a new teacher with the Staff Locator, you will be able to hover over the teachers name and identify that you have the correct teacher by the previous district that they were in. If you are finding a staff member with more than one ID, please contact me and I will merge them.

# Why is it important to keep your student data updated in Infinite Campus?

- Fall Enrollment/State Aid-last Friday in September
- Special Ed Child Count – December 1
- Federal Reporting through EdFacts, Consolidated State Performance Report (CSPR)
- Pre-ID labels for Smarter Balance, ACCESS Test, Dstep A
- Student List for Write to Learn, NAEP, etc.
- SD MyLife data is pulled every week
- Legislative Requests – Jan/Feb
- General data requests throughout the year
- Accountability
- LEP and Immigrant data are used for calculating Title III funding

# Review your District & School Contacts

- On Infinite Campus the pathway is System Administration>Resources>District Information  
If updates are needed, please make them.
- School Directory on the DOE Website  
<http://doe.sd.gov/ofm/edudir.asp>  
If updates are needed, please contact Jennifer Rattling Leaf at 605-773-4703.

# Calendars

- Must have calendar for EVERY attendance center in your district including Home School and Pre-School
- All school calendars were due the last Friday in August according to 24:17:03:08.

**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:

- Start date of school year;
  - End date of school year;
  - Grade levels;
  - School terms in quarters, semesters, or trimesters; and
  - Periods
  - Complete a Day Reset
- You can find additional information on how to create/modify a calendar on the Campus Community at <https://community.infinitecampus.com/kb/display/DOC/Calendar+Wizard>

# Calendars

12-13 Alpena Hi Sch

Calendar | Grade Levels | Schedule Structure | Terms | Periods | Days | Overrides

Save

**Calendar Info**

Calendar ID	School
157	01 Alpena Hi Sch (schoolID:15)

\*Name: 12-13 Alpena Hi Sch

Number:

\*Start Date: 08/23/2012

\*End Date: 05/25/2013

Student Day (instructional minutes): 387

Teacher Day (minutes):

Whole Day Absence (minutes): 387

Half Day Absence (minutes): 188

Type: I: Instructional

Summer School:

Exclude:

School Choice:

4 Day School Week:

A: Alternative  
B: Homebound  
H: Homeschool  
I: Instructional  
O: Other  
P: Private  
R: Residential  
S: Summer School  
X: Outside District

AM

This number should match what has been calculated on your Periods tab. You will need to manually enter this figure.

Select the appropriate calendar type that applies to each calendar.

Check if this is a Summer School Calendar

If your district is utilizing a 4-day school week, please check this box.

# Grade Level Tab

Calendar
  **Grade Levels**
 Schedule Structure
  Days

New
  Save
  Delete

Grade Level Editor	
Name	Seq
EC	2
PK	3
KG	4
01	5
02	6
03	7
04	8
05	9
06	10

**Grade Level Detail**

Name (locked)  
01

\*Sequence Number  
5

\*State Grade Level Code  
01: First Grade

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications  
0

Kindergarten Code  
F: Full Day Every Day

Link calculations

Name = Grade Level  
KG  
01  
02

State Grade Level Codes must match the grade level entered into the Name field above.

KG Code - please enter the appropriate code or whichever one fits your district.

# Days Tab

Index>System Administration>Calendar>Days

## 13-14 Carthage High School

Calendar Grade Levels Schedule Structure Terms Periods Days Overrides

Save Day/Day Events Delete Day/Day Events Day Reset Print Multi Day Event

<< **October 2013** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Event on this Day

**Day Detail**

Date: 10/11/2013 Day #: 38

Period Schedule: High School School Day

Instruction:

Attendance:

Start Time: End Time: Duration: 0

Comments: Early dismissal for Homecoming - 1:00

**Day Events**

Type	Duration	Inst. Minutes
ED: Early Dismissal	0	250

Add DayEvent

Make the adjustment in instructional minutes box for early dismissal.

# In-Service Prior to School

## 13-14 Carthage High School

Calendar Grade Levels Schedule Structure Terms Periods Days Overrides

Save Day/Day Events Delete Day/Day Events Day Reset Print Multi Day Event

<< August 2013 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Event

Counting the In-Service Day as a School Day and Instructional Day

**Day Detail**

Date: 08/21/2013 Day #: 1

Period Schedule: High School

School Day:  Instruction:  Attendance:

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Duration: 0

Comments: In Service Day

Check both School Day and Instruction

**Day Events**

Type	Duration	Inst. Minutes
IS: In Service		330

Add DayEvent

Enter the number of minutes that can be counted as instructional minutes.

# Recording In-Service when Attendance is Taken

13-14 Carthage High School

Calendar
  Grade Levels
  Schedule Structure
  Terms
  Periods
  Days
  Overrides

Save Day/Day Events
  Delete Day/Day Events
  Day Reset
  Print
  Multi Day Event

<< **October 2013** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

▼ Event on this Day

**Day Detail**

Date: 10/04/2013 Day #: 33

Period Schedule: High School School Day

Instruction
  Attendance

Start Time: End Time: Duration: 0

Comments: In-Service from 1:00 to 5:00 - Early dismissal|  
 Instructional time = 250  
 In-Service Time = 180

Students dismissed at 1:00. Student instructional minutes is 250, In-Service minutes are 180.

**Day Events**

Type	Duration	Inst. Minutes
IS: In Service	0	430

Add DayEvent

Enter the total minutes for In-Service and the student instructional minutes for that day.

5.5 hours of In-Service can count as instructional minutes.

# Recording of PTC's Minutes when Attendance is taken

**13-14 Carthage High School**

Calendar Grade Levels Schedule Structure Terms Periods Days Overrides

Save Day/Day Events Delete Day/Day Events Day Reset Print Multi Day Event

<< **October 2013** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

▼ Event on this Day

**Day Detail**

Date: 10/22/2013 Day #: 45

Period Schedule: High School School Day

Instruction:  Attendance:

Start Time: End Time: Duration: 0

Comments: School Day 8:00 - 2:00 = 310 minutes  
Parent Teacher Conferences 3:00 - 6:00 = 180 min.

**Day Events**

Type	Duration	Inst. Minutes
PT: Parent-Teacher Conference		490

Add DayEvent

**11 hours of PTC's can count as instructional minutes.**

Add the school day and the PTC's minutes together and enter that in the instructional minute box.

# Student Enrollments

- For accurate State Aid and Fall Enrollment Counts, districts must enter enrollment records for **ALL** students including Home School students and Preschool students.
- **PK Students** – are those not yet enrolled in Kindergarten but who are enrolled in a preschool program. Students must be at least 3 years of age prior to September 1<sup>st</sup> to be considered a preschool student. Districts must enter **PK** as the grade in the grade level field.
- **EC Students** – are those not enrolled in Preschool or Kindergarten but who are **only** receiving Special Education services from your district. Districts must enter EC as the grade in the grade level field.

**\*\*NOTE\*\*** Districts are required to take attendance for all preschool (PK) students. This is needed in order to calculate accurate Impact Aid funding. Attendance is not required for students receiving Special Education Services **ONLY** (EC).

# Enrolling a Student

Index>Student Information>Student Locator

- Student is transferring to your district from another SD district - student should appear when doing a student locator search.
- If you are unable to find the student call DOE Data Management at 605-773-3248 for assistance.

The screenshot shows the 'Student Locator' web application. On the left is a navigation menu with 'Student Locator' selected. The main area contains a search form and a results table. A red callout box points to the 'Search' button with the instruction: '1. Enter the necessary search criteria. Click Search.' Another red callout box points to the first row of the results table with the instruction: '2. If this is the student you are searching for - Click on student name to proceed with enrollment process.' A yellow starburst callout points to the 'Create New Student >' button with the instruction: 'Do NOT click on Create New Student - This will create a new person in the system.'

Name	State ID	Gender	Birth Date	%
Student, Sample S	071139688	M	07/10/1992	67

# Student Names

- When entering student names, do not use parentheses, commas or periods. Do not put in Smith, Jr. or Thomas (Tom). If a student goes by another name, put it in the nickname field.

**Mouse, Daisy** Nickname: Sarah ←

Grade:02 #079381067 DOB:01/09/1999 Gender:F

**Demographics** Identities Enrollments District Employment Dis

Save Delete Person Summary Report Demographics Data

**Person Information**

PersonID 290018

\*Last Name \*First Name Middle Name Suffix

Mouse Daisy

\*Gender \*Birth Date (Age: 11) Soc Sec Number

Female 01/09/1999

\*Race Ethnicity

HI: Hispanic

Birth Country

Date Entered US Date Entered US School

Birth Verification

Nickname

Sarah ←

Comments

# Enrollment Tab

Much of the data DOE needs in order to complete its state and federal reporting comes from the Enrollment Tab.

The screenshot shows the 'Enrollment Tab' for a student named 'sample2, student'. The student's information includes Grade: 06, ID: #083458231, DOB: 01/12/2002, and Gender: M. The interface includes tabs for Demographics, Identities, Enrollments (selected), District Enrollments, Credentials, Courses, and ID History. A toolbar contains Save, Delete, Print Enrollment History, and New buttons. The main form has several sections: 'Calendar' (13-14 Alpena Elem), 'Schedule' (Main, 06), 'Class Rank Exclude' (checkbox), and '\*Service Type' (dropdown menu with options: P: Primary, S: Partial, N: Special Ed Services). The '\*Start Date' is 07/01/2013, and the 'Start Status' is '00: Current Student'. There are also fields for 'End Date', 'End Action', 'End Status', and 'End Comments'. A 'Future Enrollment' section at the bottom includes 'Next Calendar', 'Next Schedule Structure', and 'Next Grade' dropdowns. Five callout boxes provide instructions: 1. Points to the 'No Show' checkbox: 'If a student did not return to your district for the new year, please delete their enrollment---**DO NOT USE** the No Show Box!'. 2. Points to the '\*Start Date' field: 'First day of school for a student.'. 3. Points to the 'End Date' field: 'Last day of attendance'. 4. Points to the '\*Service Type' dropdown: 'S: Partial - is used when a student is dually enrollment. N: Special Ed Services - is used when a private school student is receiving service in a public school district.'. 5. Points to the 'End Status' field: 'When you end date a student---you must enter an end status'.

# Enrollment Tab

Grade:09 #047209034 DOB:05/13/1999 Gender:M

Summary Enrollments Flags Assessment Behavior Graduation Records Transfer Accountability

Save Delete Print Enr

State Reporting Fields

\*Resident District  
Mount Vernon 17-3: 17003

\*County  
Davison

1: US Citizen

Gifted  
N: No

504 Plan

\*Serving (Attending) District  
Rapid City Area 51-4: 51004

Enrollment Status  
O: Open Enrollment

\*Percent Enrolled  
100

Absent Days  
0

Homeless Status

State Excluded

First Year In Country

Title 1

\*

Title 1 Reading

Title 1 Supporting Guidance

Title 1 Social Science

Title 1 Science

B: Placed and Paid by Tribal  
C: Contracting Student  
E: Placed and Paid by DSS  
G: Whole Grade Sharing  
J: Placed and Paid by Corrections  
M: Parentally Placed in Private School  
O: Open Enrollment  
P: Tuition Paid by District  
T: Tuition Paid by Other  
W: Tuition Waived

01: Student Not Transported

District where the students resides

County is where the student lives, or where the district is located.

District where the student is being served.

This field will be populated after performing a re-sync of state data.

Mark if the student is on a active 504 plan.

If the resident and serving district are different, you must enter an enrollment status.

# Citizenship

Foreign Exchange Student

Immigrant Student – “The term ‘immigrant children and youth’ means individuals who:

- are age 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years.”

Please contact Shannon Malone at 773-4698 in the Title III Office if you have any questions on whether a student is considered an immigrant.

# Enrollment Status

## **B: Placed and Paid by Tribal**

- Used by BIE schools.

## **C: Contracting Student**

- Use if your district contracts students to an out-of-state educational program or your district receives students from a contracting district.

## **E: Placed and Paid by DSS**

- Use when the student is placed by the Department of Social Services.
- If the student is a Foster Child placed with a family in your school district this Enrollment Status code **SHOULD NOT** be used. A Foster Child should be coded as any other resident student in your school district.

## **G: Whole Grade Sharing**

- Refer to SDCL 13-15-31 (All school districts shall adopt the contract or agreement no later than February 1<sup>st</sup> of the school year proceeding the school year for which the agreement will take affect).

## **J: Placed and Paid by Corrections**

- Use when the student is placed by the Department of Corrections (Most of these students will be at STAR Academy).

# Enrollment Status

## **M: Parentally Placed in Private**

- Use when the student is attending a private school.

## **O: Open Enrollment**

- Use when a student lives in one South Dakota school district but chooses to attend another South Dakota school district.\*
- Use for “cross-border” enrollments with North Dakota and Minnesota. \*\*

## **P: Tuition Paid by District**

- Use when the resident district is paying for the student’s placement in another school district/facility.
- Use for an Iowa student enrolling in South Dakota.\*\*

## **T: Tuition Paid by Other**

- Use for students attending the School for the Deaf.
- Use for a South Dakota student enrolling in Iowa. \*\*
- Use when no other code is appropriate.

## **W: Tuition Waived**

- This code is used for students attending the School for the Blind.

# A Change in Address for an Open Enrolled Student

If at any time during the school year, a student who is Open Enrolled has a change of address which results in a change in their resident district, the previous enrollment record must be ended and a new enrollment record established to correctly identify the student's current resident school district and correct county of residency. Having this information correct is important for proper payment of State and County Apportionment funding (both are based on the resident district and/or county rather than serving district).

# SDCL 13-28-43 Open Enrollment

Open Enrollment may only take place prior to the last Friday in September during the 1<sup>st</sup> semester of any school year, and prior to the last Friday in January during the 2<sup>nd</sup> semester of any school year. If a school district approves an application for such a transfer after the deadline in the 1<sup>st</sup> semester, the transfer will occur at the start of the 2<sup>nd</sup> semester. The same applies for an application that is approved after the deadline in January, that transfer will occur at the start of the following school year.

# Cross Border Enrollment Agreements

The South Dakota Department of Education has negotiated enrollment agreements with three bordering states: North Dakota, Minnesota and Iowa. Copies of these agreements can be found on the DOE website: <http://doe.sd.gov/ofm/openenrl/crossborder/index.asp>.

- Agreement with North Dakota and Minnesota are “Open Enrollment” type programs and allow students to choose cross border attendance.

MN or ND student enrolling in SD		SD student enrolling in MN or ND	
Resident district	99086	Resident district	25003
Attending district	25003	Attending district	99085 or 99086
Enrollment status enrolled	“O” open	Enrollment status enrolled	“O” open
% of day enrollment	100%	% of day enrollment	100%

# Cross Border Enrollment Agreements

- Agreement with Iowa is not an “Open Enrollment” type program. This agreement sets a standard and uniform amount of tuition to be paid for each student that may be placed out of district/state by their resident district.

IA student enrolling in SD		SD student enrolling in IA	
Resident district	99087	Resident district	61001
Attending district	61001	Attending district	99087
Enrollment status	“P” tuition paid by district	Enrollment status	“T” tuition paid by other
% of day enrollment	100%	% of day enrollment	100%

# Overlapping Enrollments

Overlapping enrollments are permissible for up to 90 consecutive school days according to South Dakota Administrative rule 24:17:03:05 if the student is dually enrolled at any of the entities included in the table on the next slide.

**24:17:03:05. Exception to non duplicative dates requirement.** 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 ninety-first 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 program.

# Overlapping Enrollments Allowed

## **Short Term Group Care Facilities**

1. Keystone Treatment Center – Canton – 41001
2. Chief Gall Alternative – Adolescent Treatment Center – Aberdeen – 06901
3. Our Home Rediscovery – Huron – 02002
4. Volunteers of America – Shelter Care – Sioux Falls – 49005
5. Volunteers of America – Adolescent Treatment – Sioux Falls – 49005
6. Volunteers of America – New Start – Sioux Falls - 49005

## **JDC's (Juvenile Detention Centers)**

1. Aberdeen JDC – 06001
2. Huron JDC – 02002
3. Pierre JDC – 32002
4. Rapid City JDC – 51004
5. Sioux Falls JDC – 49005
6. Walworth County (Selby) JDC – 62005
7. Wanbli Wiconi Tipi (Todd County) JDC - 66001

# Overlapping Enrollments

**Resident District** – is to keep the student enrolled at 100% with the Service Type field marked as P: Primary. The resident district needs to track how long the student is placed at the Short Term Group Care or JDC facility and must drop the student at the resident district on the 91<sup>st</sup> consecutive school day if the student is still attending the Short Term Group Care or JDC facility.

**Attending District** – will create an enrollment record showing their district as both the Resident and the Serving/Attending district for the period in which the student is attending the Short Term Group Care or JDC facility. The Percent Enrolled field should be marked as 100% and the Service Type field should be marked as P: Primary.

- This will allow for State Aid to be paid to both the Resident and the Attending District if the student is dually enrolled in both districts on the last Friday in September.

# Enrollment Tab

Save Delete Print Enrollment History New

Homeless Status

- State Exclude
- First Year In Country

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

Migran

If a student has been identified as homeless by the Liason in your district, the appropriate housing situation needs to be identified here. Once a student is identified as homeless within a given school year, this designation SHOULD NOT be changed during the current school year.

Title 1

\*

- Title 1 Reading
- Title 1 Supporting Guidance
- Title 1 Social Science
- Title 1 Science
- Title 1 Vocational
- Title 1 Health/Dental/Eye Care
- Title 1 Math

Special Ed Fields

If your school is a Targeted Assist Title I school, you will need to update these fields and also indicate the Title Service the student is receiving.

# Requesting Records

- Once a student is enrolled, a Records Transfer Request form will display. Enter any comments and click Submit Request. A notice will be sent to the student's previous district.
- One of the important reasons for using the Records Transfer is that once the records are released to the requesting district, the date the student first entered the 9<sup>th</sup> grade will populate on the Grad Tab.

# Graduation Tab

Grade:09 #112204133 DOB:06/19/1996 Gender:M

[Summary](#) [Enrollments](#) [Programs](#) [Assessment](#) [Behavior](#) **Graduation** [Rec](#)

 Save

The following fields can only be filled out once a student has entered 9th grade:  
Date First Entered the 9th Grade  
NGA Cohort End Year  
NCLB Cohort End Year

 **Enrollment Data: Alpena 36-1 (36001)**

 **Graduation Detail: Alpena 36-1 (36001)**

 **General Graduation Information**

Diploma Date:  

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/24/2011 

NGA Cohort End Year: 2015

NCLB Cohort End Year: 2015

Post Grad Location:

Post Grad Plans:

# Date First Entered 9<sup>th</sup> Grade

- A student's 1<sup>st</sup> point of entry into the 9<sup>th</sup> grade.
- If a student started 9<sup>th</sup> grade outside your district, but in a district in SD that has records-transfer capability, the date should come over when the records transfer process is complete.
- If a student started 9<sup>th</sup> grade outside the state, in a BIE school or a private school, you will need to create a 9<sup>th</sup> grade Enrollment History.
- If you are unsure of the 1<sup>st</sup> point of entry into the 9<sup>th</sup> grade, please call us. If the student was in SD we will be able to get that date for you.

# State Enrollment Verification Report

- Student Information>Reports>State Enrollment Verification Report
  - This report will give you:
- Enrollment data existing at the district level, but not at the state level
- Enrollment data existing at the state level, but not at the district level
- Enrollment data existing at both the district and state levels, but contain inconsistencies or mismatched information.
- 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
- \*\*\*\*System Administration>Data Interchange>Verification  
(to view all verification reports)

# State Aid Fall Enrollment

- Students must be enrolled on Friday, September 27<sup>th</sup> (students exiting or failing to return to school by this date and students enrolling after this date will not be included),
- Student's enrollment for any percent of day will be included in this count (data is reported to the nearest hundredth decimal place),
- Enrollment in home school is not included,
- Students assigned out of district but for whom the district pays a tuition cost are included,
- Out of state students (except for open enrolled students from ND and 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, and
- Count is applicable to public school districts only

# Fall Enrollment Census Count

- Students must be enrolled on Friday, September 27<sup>th</sup>,
- Enrollments in home school are excluded,
- Students 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 school are included in this count,
- Students are counted in the school in which they are enrolled,
- This count is reported in terms of whole numbers (no decimals)
- This count is applicable to all schools in the state (public, private, BIE)

# FRAM

## Free & Reduced Price Lunch

Index>FRAM>Eligibility

Free/Reduced Meal status is now housed within FRAM  
on Infinite Campus.

**Eligibility**

New

Eligibility Editor

Eligibility	State Code	Certified Type	Start Date	End Date	School Year
Reduced	R	Income	08/25/2010	09/28/2011	10-11

All fields in RED must be entered.

**Eligibility Detail**

\*Eligibility: Reduced

\*Certified Type: Income

\*School Year: 10-11

\*Start Date: 08/25/2010

\*EndDate: 09/28/2011

Application Name: \_\_\_\_\_

Reference Number: \_\_\_\_\_

State Eligibility Code  
R : Reduced

# FRAM

## Free & Reduced Price Lunch Index>FRAM>Eligibility

The Meal Status for all students needs to be entered by October 31<sup>st</sup>.

Eligibility for Free/Reduced Price Lunch are entered through one of the following methods:

- **Manually Entered Eligibilities** – New eligibility records can be created manually on the Eligibility tool. This method is most often used when a district does not use the FRAM (Application Wizard)
- **Updated/Imported Eligibilities** – Existing student eligibilities can be imported to the Eligibility tool through use of the Eligibility Import Wizard. The Eligibility Import Wizard may have been used to upload direct certification files received from the state.
- **Auto-Populated Eligibilities** – When a FRAM application is processed through the (Application Wizard), the resulting eligibility will be directly populated from the wizard to the Eligibility tool. These records will display as read-only information that cannot be modified or deleted.

Additional information on how to enter your Free/Reduced Price Lunch information into Infinite Campus can be found on the Campus Community.

# LEP/ELL

- LEP information in Infinite Campus is found under Index>Student Information>Program Participation>LEP

The screenshot shows the Infinite Campus navigation menu. The 'Index' tab is active. The menu is expanded to show 'Student Information' > 'Program Participation' > 'LEP'. Other visible items include Laura Ellenbecker, General, Custom Programs, Health, Special Ed, Student Locator, Reports, Census, Attendance, Programs, Ad Hoc Reporting, User Communication, Assessment, System Administration, Accountability, Auditing, FRAM, SD State Reporting, Federal Reporting, Account Settings, Campus Community, and Log Off.

**Mays, Suzie**  
Grade:11 #118802389 DOB:05/13/1995 Gender:F

**LEP** | LEP Assessments | LEP Services | LEP Accommodations

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

Home Primary Language:	AZE: Azerbaijani
First Entered US School:	No Data Available

**LEP History**

District: Alpena 36-1 Status: LEP Identified: 09/12/2011 Exit:	
Program Status	LEP
Identified Date	09/12/2011
Expected Exit Date	
Program Exit Date	
First Year Monitoring:	
Second Year Monitoring:	
Parent Notified	
Parent Declined	No
Comments:	

# LEP/ELL

- Home Primary Language and Date Entered US School fields are populated on the student's Identities tab.

Index Search Help

Laura Ellenbecker  
Student Information  
Census  
My Data  
Staff Request Processor  
People  
Staff Locator  
Tools  
Attendance  
Programs  
Ad Hoc Reporting  
User Communication  
Assessment  
System Administration  
Accountability  
Auditing  
FRAM  
SD State Reporting  
Federal Reporting  
Account Settings  
Campus Community  
Log Off

### Mays, Suzie

Grade:11 #118802389 DOB:05/13/1995 Gender:F

Demographics Identities Enrollments District Employment District Assignments Contacts Credentialing

Save New

Identity	Current	Effective Date	Birth Date	District
Mays, Suzie	X	08/22/2011	05/13/1995	Alpena 36-1

#### Identity Information

PersonID: 368190

\*Last Name: Mays \*First Name: Suzie Middle Name: Suffix:

\*Gender: Female \*Birth Date (Age: 17): 05/13/1995 Soc Sec Number:  -  -

Race/Ethnicity (Edit)

State Race/Ethnicity: WH:White, not Hispanic  
Federal Designation: 6:White  
Race(s): White  
Hispanic/Latino: N:No  
Race/Ethnicity Determination: 01:Parent Identified

Birth Country:

Date Entered US School:

Date Entered State School:  Birth Verification:

Home Primary Language: **AZE: Azerbaijani**

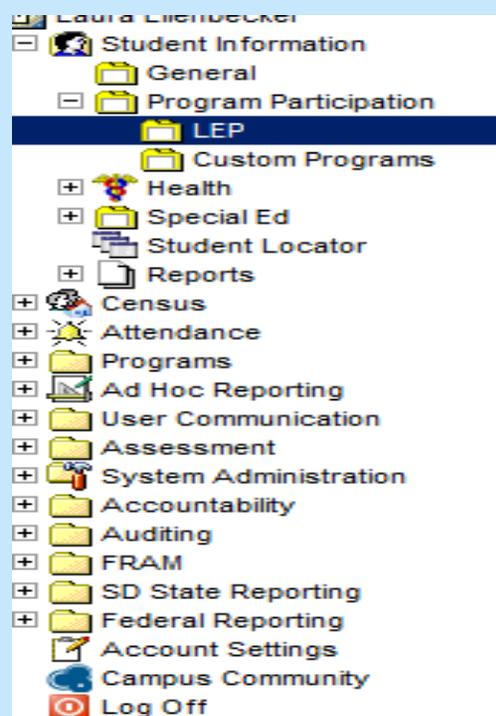
Nickname:  \*Effective Date: 08/22/2011

# LEP/ELL

- You must first complete the **Home Primary Language** before entering the LEP information on the LEP tab.
- Only the Home Primary Language field is required in order to create an LEP record. The **Date Entered US School** is used to determine if an LEP student is First Year in Country. You do not need to complete the other fields, like Birth Country, for example.

# LEP/ELL

2. 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.



A screenshot of the LEP record form. The form is titled 'LEP' and has tabs for 'LEP Assessments', 'LEP Services', and 'LEP Accommodations'. The form is for an 'Active LEP Record, District: Alpha 36-1'. The 'Program Status' is set to 'LEP'. The 'Identified Date' is '09/12/2011'. The 'Expected Exit Date' and 'Program Exit Date' are empty. The 'Parent Notified' and 'Parent Declined' checkboxes are also empty. The 'Comments' field is empty. The form is modified by 'Ellenbecker, Laura' on '09/07/2012 15:02'. Below the form is a 'Census Information' section with the following data:

Census Information	
<b>**To update read only fields, please go to Census-&gt;People-&gt;Identities</b>	
Home Primary Language:	AZE: Azerbaijani
First Entered US School:	No Data Available

# LEP/ELL

- ELL students who took the ACCESS test last year and tested Proficient will be updated to “Exited LEP”.
- To “Exit LEP”, the student must have had a Composite score of 4.8 AND Reading and Writing scores of 4.0.
- If there are any students that you think were proficient but were not updated, please contact me at [teri.jung@state.sd.us](mailto:teri.jung@state.sd.us)

# LEP/ELL

- Laura Ellenbecker
  - Student Information
    - General
    - Program Participation
      - LEP**
      - Custom Programs
    - Health
    - Special Ed
    - Student Locator
  - Reports
  - Census
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  - FRAM
  - SD State Reporting
  - Federal Reporting
  - Account Settings
  - Campus Community
  - Log Off

LEP | LEP Assessments | LEP Services | LEP Accommodations

Save X Delete

Active LEP Record, District: Alpena 36-1

\*Program Status Exited LEP Re-Enter

Identified Date 09/12/2011

Expected Exit Date

Program Exit Date 06/01/2012

First Year Monitoring: 06/01/2013  
Second Year Monitoring: 06/01/2014

Parent Notified

Parent Declined

Comments

- Modified by: Ellenbecker, Laura 09/07/2012 15:01

**Census Information**

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

Home Primary Language:	AZE: Azerbaijani
First Entered US School:	No Data Available

# Black Hills On Line Learning

- This is a K-12 on-line learning opportunity for students who in the past were traditionally Home Schooled.
- For enrollment/state-aid purposes, these students are enrolled in your general education calendars.
- A student must be enrolled on the last Friday of September for the school district to receive State Aid for the student.
- These students will be included in all Accountability determinations for the school and district that they are enrolled in.

# On-Line Learning con't.

## Entering these student into Campus

1. Students participating in this on-line program must have an enrollment record in Infinite Campus in the general education calendar in the school that the student will be attached to. These students ARE NOT included in any Home School calendar.
2. The student will be coded as 100% enrolled.
3. This will be considered the student's Primary enrollment.
4. These students **MUST** be tested. You will need to work with Jan Martin, SD Assessment Coordinator, to ensure all testing requirements are met.
5. Attendance is required however these students are to be entered with the absent/exempt attendance code.

# Black Hills On-Line Learning

## How to identify a on-line learning student?

**Flags**  
Save Delete New

Name	Code	Flag
BH On Line Learning	BHOL	
Contact		

**Program Detail**

\*Name: BH On Line Learning

Code: BHOL

Description: BH On Line Learning

Flagged:  State Reported:  Contact:  POS Display:

Flag Image: flag

Enter Medical Programs in Student Health Conditions

Districts that are participating in Black Hills On-Line Learning. This flag will help Districts and the State to identify these students.

# Combine Person Tool

Index>System Adm>Data Utilities>Combine Person

Last Name\*

First Name\*

Gender\*

Birth Date

Middle Name

SSN #

State ID

Name	Person ID	Local Staff #	Student State ID	Gender	Birth Date	%
<input type="text"/>	354543	undefined	<input type="text"/>	M	10/26/1998	66.66%
<input type="text"/>	296138	undefined	<input type="text"/>	M	10/26/1998	66.66%

Enter student's name and gender

## Combine Persons

**Person #1**

 Birthday **10/26/1998**  
Student State ID   
Grade **06**  
Local Student # **104662243**  
Local Staff #

District: ~~City Ranch For Boys~~

Click

**Person #2**

 Birthday **10/26/1998**  
Student State ID **089532105**  
Grade **08**  
Local Student # **089532105**  
Local Staff #

District: ~~Piute Indian Center~~

# Combine Person con't.

## Selecting the base person

Combine 2 Persons from 2 different districts

Base Person	Name	Birthdate	Student State ID	Grade	Local Student #	Local Staff #	District
<input type="radio"/> #1	[REDACTED]	10/26/1998	[REDACTED]	06	[REDACTED]		[REDACTED]
<input checked="" type="radio"/> #2	[REDACTED]	10/26/1998	[REDACTED]	08	[REDACTED]		[REDACTED]

*(The base person is the person who will be kept after merging.)*

Preview Merge >>

<< Switch Back to Search Option Page

Select Base Person that you want to keep. Double check birthdate, SSN number.

Module	Person #1	Person #2
<b>Identity</b>	<input type="checkbox"/> [REDACTED] Suffix Gender <i>M</i> Birth Date <i>10/26/1998</i> SSN	<input type="checkbox"/> [REDACTED]son Suffix Gender <i>M</i> Birth Date <i>10/26/1998</i> SSN
<b>Enrollment</b>	<input type="checkbox"/> [REDACTED]	<input checked="" type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED]
<b>Enrollment History</b>		
<b>Contact</b>		<input checked="" type="checkbox"/> [REDACTED]

# Completing the merge

**Warning** [X]

You are going to merge these 2 people. Please review the following information.

	#1 (Base Person)	#2 (Drop Person)
Name	[Redacted]	[Redacted]
Gender	M	M
Birth Date	05/02/2002	05/02/2002
Enrollments	10	2

**Warning: The Merging action cannot be undone.**  
Click "Agree to Merge" to merge data  
Click "Cancel" to re-visit data.

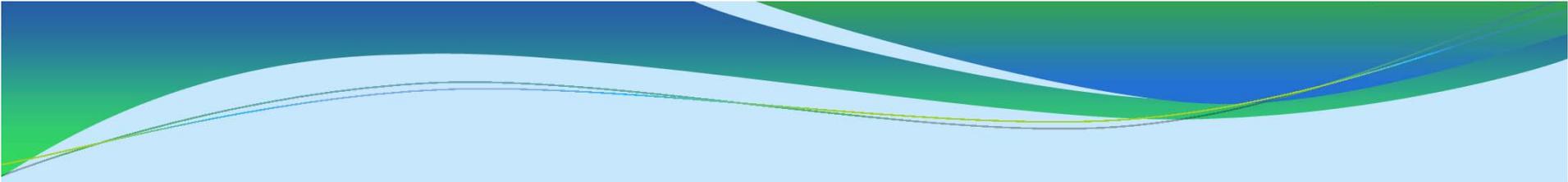
**Agree to Merge**      **Cancel**

Benedict, Jeremy A | 05/02/2002 | 082946719 | 01

**Success** [X]

✓ Merge complete! The following people combined:  
[Redacted] and  
[Redacted] became J [Redacted] 216345

**Ok**



# Special Education Child Count

# Child Count

- 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 1<sup>st</sup> of each year.



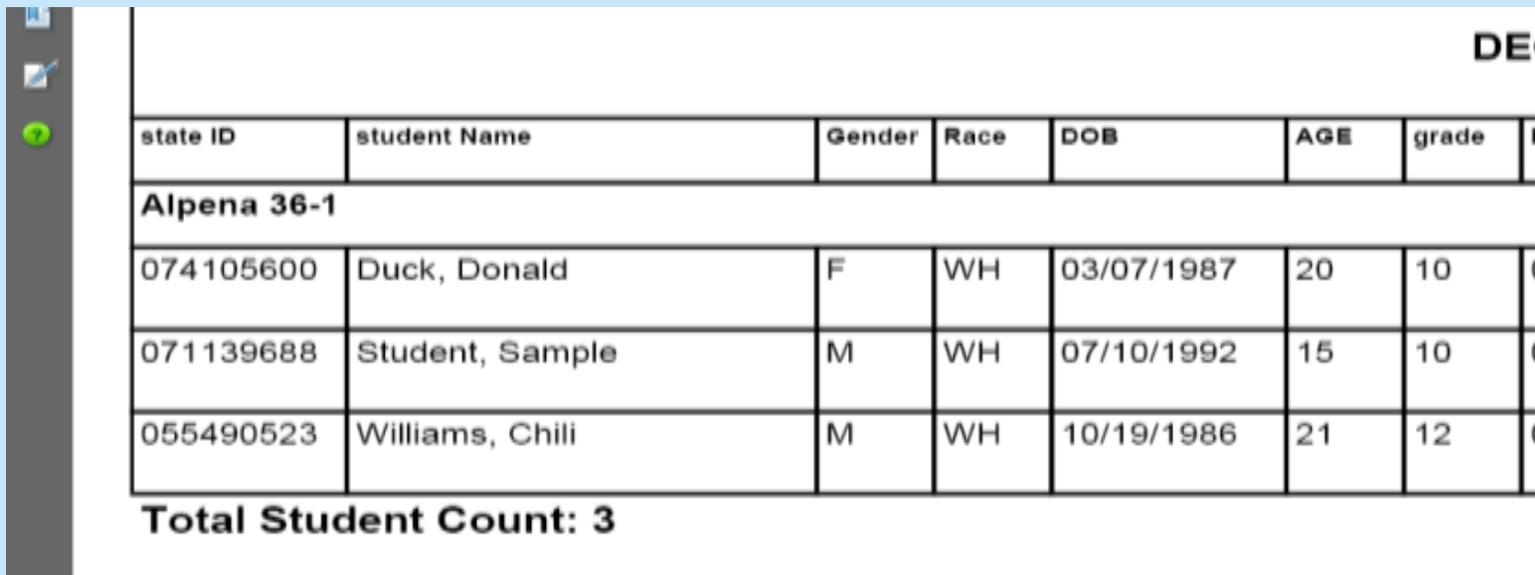
# Child Count

- The Department of Education will send a Child Count report to each school district on or around the 2<sup>nd</sup> week of December. Once the district has verified that all of the student information on the Child Count report is correct, the DOE will send a Child Count signoff sheet that **must** be signed and returned to the DOE by the middle of January (ARSD 24:05:17:09).



# Demographic Information

- The first few columns contain demographic information. It's important to verify this information because it is used for various reports.



The image shows a screenshot of a data table with a dark sidebar on the left containing icons for a document, a pencil, and a green circle. The table has a header row with the following columns: state ID, student Name, Gender, Race, DOB, AGE, grade, and a partially visible column labeled 'P'. Below the header, there is a section header 'Alpena 36-1' followed by three data rows. At the bottom of the table, there is a summary row: 'Total Student Count: 3'. The top right corner of the table area shows the text 'DE'.

state ID	student Name	Gender	Race	DOB	AGE	grade	P
<b>Alpena 36-1</b>							
074105600	Duck, Donald	F	WH	03/07/1987	20	10	C
071139688	Student, Sample	M	WH	07/10/1992	15	10	C
055490523	Williams, Chili	M	WH	10/19/1986	21	12	C
<b>Total Student Count: 3</b>							

# Specific Special Ed Information

- The next columns contain the special education information for each student. These are the fields that are used to determine the Special Education State Aid for your District.

DECEMBER CHILD COUNT																					
DECEMBER 1, 2007																					
Race	DOB	AGE	grade	Flagged	setting	OT	PT	PS	CS	SW	AS	RS	HS	SP	TS	AT	Other	OR	Status	Dis.	School
WH	03/07/1987	20	10	0	0120				0.25					0.5	Y				A	530	Alpena Hi Sch
WH	07/10/1992	15	10	0	0100														A	510	Alpena Hi Sch
WH	10/19/1986	21	12	0	0100									1	Y	Y			A	550	Alpena Hi Sch

# Component Levels for Special Ed State Aid

Funding amounts are defined in codified law 13-37-35.1

<b>Level for disability funding calculation</b>	<b>Disability</b>
<b>Level 1</b>	Specific Learning Disabled, Speech/Language Impairment, Other Health Impaired, and <u>Developmentally</u> Delayed
<b>Level 2</b>	Emotional Disturbance, and Cognitive Disability
<b>Level 3</b>	Deaf/Blind, Hearing Impairments, Orthopedic Impairments, Visually Impaired, Deafness, and Traumatic Brain Injury
<b>Level 4</b>	Autism
<b>Level 5</b>	Multiple Disabilities (must include 2 or more level 2 or 3 disabilities, not including Deaf/Blind)

## Things to check if a student doesn't show up on your child count report

- Make sure the student has an active special ed record on December 1<sup>st</sup>. Sometimes if there is a change in IEP, the old record gets ended but a new record does not get put in.
- The special ed fields may not have rolled over from the previous year. You will need to re-enter the information into this year's enrollment record.

# Things to check if a student doesn't show up on your report

- Any student under the age of 3 or over the age of 21 will not be on the report.
  - Birth date errors are common. If you need to change the birth date, you will need to go into the **Demographics** tab to make the change.
- If the student is an out of district placement but they are not on your report, you will need to check with the facility or district they are attending to make sure they are entered into Infinite Campus correctly.

# What is the “Flagged” Column?

- If there is a “1” in this column on your report, that means there is a problem with the setting code in the next column of the Child Count report. The setting code is the Special Ed Category in the enrollment record.

DECEMBER CHILD  
DECEMBER 1, 201

State ID	Student Name	Gender	Race	DOB	AGE	grade	Flagged	setting	C
<b>Alpena 36-1</b>									
074105600	Duck, Donald	F	WH	03/07/1987	20	10	1	0315	
071139688	Student, Sample	M	WH	07/10/1992	15	10	0	0100	
055490523	Williams, Chili	M	WH	10/19/1986	21	12	0		

Total Student Count: 3

**Problem!!**

# Child Count (cont.)

The image shows a screenshot of a software interface for selecting a 'Special Ed Category'. The dropdown menu is open, displaying a list of categories. A red oval highlights the 'Special Ed Category' label. A red box encloses the entire list of categories. Two callout boxes provide instructions: one for ages 6-21 pointing to the 0100-0150 range, and another for ages 3-5 pointing to the 0300-0375 range.

**Special Ed Category**

- 0100: General Class with Modifications 80-100%
- 0110: Resource Room 40-79%
- 0120: Self-Contained Classroom 0-39%
- 0130: Separate Day School
- 0140: Residential Facility
- 0150: Home/Hospital
- 0310: EC 10 hrs +, services in EC
- 0315: EC 10 hrs +, services in other location
- 0325: EC less than 10 hrs, services in EC
- 0330: EC less than 10 hrs, services in other location
- 0335: Separate Class
- 0345: Separate School
- 0355: Residential Facility
- 0365: Home
- 0375: Service Provider Location

**If the student is ages 6-21 years old you must use the 0100 categories.**

**If the student is ages 3-5 years old you must use the 0300 categories, even if the student is in Kindergarten.**

# Child Count

On the Enrollment Tab , the following Special Ed Fields must be completed.

The screenshot shows a 'Special Ed Fields' form with two main sections. The top section is for an existing record with an effective date of 09/11/2009. The bottom section is for a new record with an effective date of 03/11/2010. Red arrows point from callout boxes to specific fields.

**Callout 1:** The Special Ed Program, Special Ed Category and Primary Disability fields must be completed. (Points to Special Ed Program, Special Ed Category, and Primary Disability)

**Callout 2:** The Effective Date must be prior to December 1 and the end date must be blank or after December 1. (Points to Effective Date and End Date)

**Callout 3:** If the Primary Disability is 530: Multiple Disabilities, you must also complete the Multiple Disability 1 and Multiple Disability 2 fields. (Points to Primary Disability, Multiple Disability 1, and Multiple Disability 2)

Special Ed Fields		
Effective Date	Special Ed Program	Special Ed Category
09/11/2009	F: Residential Program	0140: Residential Facility
Primary Disability	Multiple Disability 1	
530: Multiple Disabilities	510: Cognitive Disability	
Multiple Disability 2	Multiple Disability 3	
535: Orthopedic Impairment		
Multiple Disability 4	Multiple Disability 5	
End Date	Exit Code	
★		
Effective Date	Special Ed Program	Special Ed Category
03/11/2010		
Primary Disability	Multiple Disability 1	
Multiple Disability 2	Multiple Disability 3	
Multiple Disability 4	Multiple Disability 5	
End Date	Exit Code	

Physical Therapy Hours	Recreational Therapy Hours	Audiological Services Hours
Occupational Therapy Hours	Speech/Language Therapy Hours	School Health Services Hours
Psychological Therapy Hours	Orientation Mobility Hours	Counseling Services Hours
Social Work Service Hours	Other Service Hours	<input type="checkbox"/> Significant Cognitive Disabilities
Transportation	Assistive Technology	

# Child Count

## **Out of District Placements for Students with Disabilities**

- If a student with disabilities is placed out of their home district, the district in which they are actually placed and attending must enter an enrollment record for the student into Infinite Campus.
- If your district is paying for the placement of a student with disabilities in another district, the Enrollment Status field should be P: Tuition Paid by District or C: Contracting Student in order for the student to be included in the resident district's Child Count.
- If the student attends your district 25% of the time and Children's Care 75%, the student will show up twice on your Child Count. If this is a true reflection of their enrollment, call and we'll manually remove one record from your Child Count.

# Child Count

State Reporting Fields			
<b>*Resident District</b>	<b>*County</b>	<b>Citizenship</b>	
Alpena 36-1: 36001	Jerauld	1: US Citizen	
<b>*Serving (Attending) District</b>	<b>Enrollment Status</b>	<b>*Percent Enrolled</b>	<b>Absent Days</b>
Childrens Care Sch: 49316	P: Tuition Paid by District	100	

This student is being served at Childrens Care with the resident district paying tuition. This student will be included in their resident district's Child Count.

The Serving/Attending district is responsible to enter the enrollment record into Infinite Campus.

# Child Count (cont.)

The resident district can also have an enrollment record in Infinite Campus in order to track the student but the Percent Enrolled field should be updated to 0 (zero) as shown below.

State Reporting Fields			
<b>*Resident District</b>	<b>*County</b>	<b>Citizenship</b>	
Alpena 36-1: 36001	Jerauld	1: US Citizen	
<b>*Serving (Attending) District</b>	<b>Enrollment Status</b>	<b>*Percent Enrolled</b>	<b>Absent Days</b>
Childrens Care Sch: 49316	P: Tuition Paid by District	0	

# Child Count Report in Infinite Campus

Year 12-13    District Alpena 36-1 (36001)    School All Schools    Calendar All Calendars    S

**Index**    Search    Help

- Laura Ellenbecker
- Student Information
- Census
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- SD State Reporting
  - Edens
  - NCLB Admin
    - CRT Dakota Step
    - CRT Dakota Step-A
    - Health Extract
    - NCLB Student Data
    - SD December Child Count Report**
    - SD Extract
    - Student Enrollment Extract
    - Upload Wizard
    - Dakota Writing
    - Fall Enrollment Census Count

### SD December Child Count Report

SD December Child Count 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 Dec. 1 each year when Effective Date is null. If an Effective Date is entered, child count data will represent data as of effective date. Data will be pulled for the Year selected in the main toolbar

Extract Format: CSV

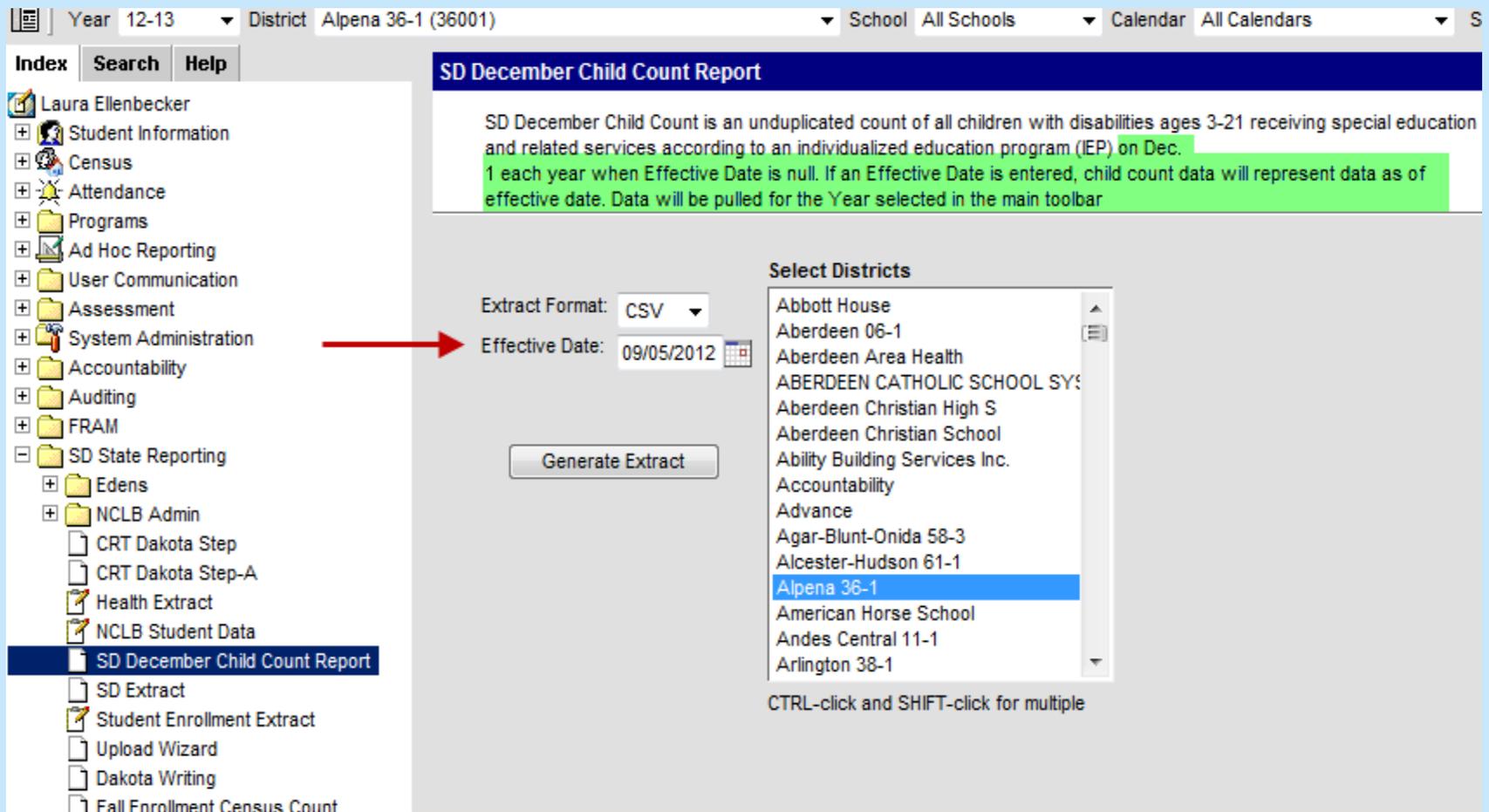
Effective Date: 09/05/2012

**Generate Extract**

#### Select Districts

- Abbott House
- Aberdeen 06-1
- Aberdeen Area Health
- ABERDEEN CATHOLIC SCHOOL SYS
- Aberdeen Christian High S
- Aberdeen Christian School
- Ability Building Services Inc.
- Accountability
- Advance
- Agar-Blunt-Onida 58-3
- Alcester-Hudson 61-1
- Alpena 36-1**
- American Horse School
- Andes Central 11-1
- Arlington 38-1

CTRL-click and SHIFT-click for multiple



# Child Count Report in Infinite Campus

- Notice the Effective Date, this report will list students that are marked Special Ed as of 9/6/2013.

09/07/2012 09:26:01 AM  
Page 1 of 3



State ID	Student Name	Gender	Race	DOB	Age	Grade	Flagged	Category	OT	PT	PS	CB	SW	AB	RS	HS	SP	TS	AT	Other	OR	Prog	Dis.	School #
----------	--------------	--------	------	-----	-----	-------	---------	----------	----	----	----	----	----	----	----	----	----	----	----	-------	----	------	------	----------

Alpena 38-1 ( Alpena Elem )

083458231	sample2, student	M	TR	01/12/2002	10	05	0	0140															F	530	02
-----------	------------------	---	----	------------	----	----	---	------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---	-----	----

Multiple Disability: 565,535

# Child Count Signoff Sheet

**December 2011 Child Count Totals by Category and Disability**

**Alpena 36-1**

Placement Code	500	505	510	515	525	530	535	540	545	550	555	560	565	570	Total
Placement Category	Deaf Blind	Emot. Dist.	Cog. Dis.	Hearing Imp.	Spec. Learn	Multi Dis.	Orth. Impair.	Visual Loss	Deaf	Speech Lang.	Other Health	Autism	Traum Brain Inj.	Dev. Delay	
0100 - General Class with Modifications 80-100%	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
0110 - Resource Room 40-79%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0120 - Self-Contained Classroom 0-39%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0130 - Separate Day School	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0140 - Residential Facility	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
0150 - Home/Hospital	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0310 - EC 10 hrs +, services in EC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0315 - EC 10 hrs +, services in other location	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
0325 - EC less than 10 hrs, services in EC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0330 - EC less than 10 hrs, services in other location	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0335 - Separate Class	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0345 - Separate School	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0355 - Residential Facility	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0365 - Home	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0375 - Service Provider Location	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

The numbers include out of district placements. Any corrections to the data **MUST** be made at the individual student level in Infinite Campus and a new report will need to be run.

\_\_\_\_\_ I declare and affirm that the child count report by our district as of December 1, 2011 is accurate and correct according to federal and state regulations and as referred to in ARSD, Chapter 24:05:17.

# Child Count Contact

- Randy Hanson
- [Randy.Hanson@state.sd.us](mailto:Randy.Hanson@state.sd.us)
- 773-4727

# How to Pull Dstep Parent Reports From Infinite Campus

- Parent Reports are under Index>SD State Reporting>CRT Dakota Step or CRT Dakota Step A
- Under Select Calendars choose either “list by school” or “list by year”
- Choose the school that you want to run reports for and click Generate Report

# Parent Reports in Infinite Campus

**Index Search Help**

Laura Ellenbecker

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  - NCLB Admin
  - CRT Dakota Step**
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  - SD December Child Count Rep
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  - Upload Wizard
  - Dakota Writing
  - Fall Enrollment Census Count
  - Dakota Tech Grade 8
- Federal Reporting
- Account Settings
- Campus Community
- Log Off

**South Dakota STEP Results**

Date Range  
From  to 08/31/2012

Generate Report

Select Calendars  
Which calendar(s) would you like to include in the report?  
 active year  list by school  list by year

**Alpena Elem**

- 12-13 Alpena Elem
- 11-12 Alpena Elem**
- 10-11 Alpena Elem
- EC 10-11 Alpena Elem
- 09-10 Alpena Elem
- 08-09 Alpena Elem
- 07-08 Alpena Elem
- 02-03 Alpena Elem
- 01-02 Alpena Elem

**Alpena Hi Sch**

- 12-13 Alpena Home School
- 11-12 Alpena Hi Sch
- 10-11 Alpena Hi Sch
- 09-10 Alpena HS
- 08-09 Alpena HS
- 07-08 Alpena HS
- 06-07 Alpena HS
- 05-06 Alpena HS 2
- 05-06 Alpena HS
- 04-05 Alpena HS
- 03-04 Alpena HS
- 02-03 Alpena HS
- 01-02 Alpena HS

**Alpena Jr Hi**

- 12-13 Alpena Jr Hi ii
- 12-13 Alpena Jr Hi
- 11-12 Alpena Jr Hi
- 10-11 Alpena Jr Hi
- 09-10 Alpena Jr. H.

CTRL-click or SHIFT-click to select multiple