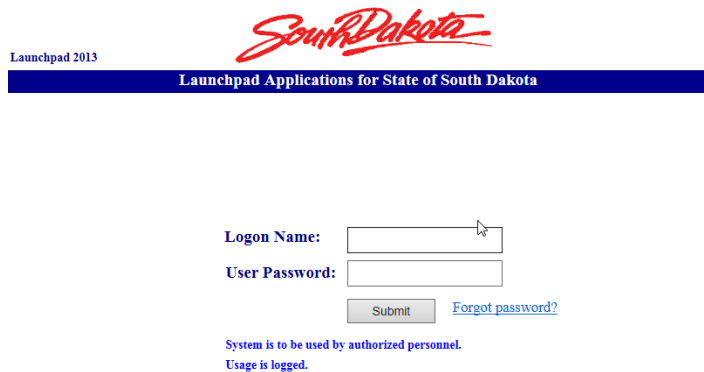


Indicator 14 – Appendix A

1. Login to Launch pad - <https://apps.sd.gov/DP42LaunchPad/Logon.aspx> - Chrome now works with this app – NO TEXT OVER TEXT



If you are a new sped director and do not know the login information, contact.

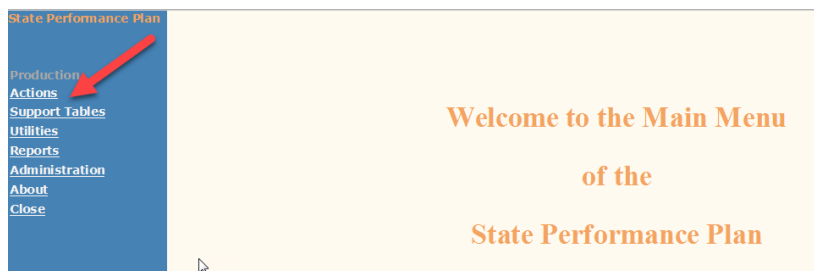
Lori.Kwasniewski@state.sd.us

If you forgot your password, please try the [Forgot password](#) link. If that does not work, contact

Lori.Kwasniewski@state.sd.us to reset it.

2. Select DE54SPP – yours may look a little different as these screen shots are the state edition which has access to the entire state.

3. Select Actions



4. Select Post School Status Indicator 14. Then Appendix A



5. If you want to see which students are in the system, click on the **Search** button (No data will be in until August unless districts enter all the data. In August, student demographic data will be uploaded)

Search Criteria


Last Name:



First Name:

SIMS#:

District #:

District Name:

School Year: 

Search Results

6. In this screen shot you can see it indicates **No Students to Encode** which means no students have been uploaded yet. The district would have to click the **Add New** button and enter student information. Make sure you have the most current school year selected.

Search Criteria


Last Name:


First Name:



SIMS#:

District #:

District Name:

School Year: 



No students to encode:  

Search Results

7. When entering the student data in the spring, make sure to include **all** the demographic data. **Then Save**. Once the save button has been engaged, the other 3 sections will become available: Part 2 and Parent/Guardian Contact Info is required. Best Friend Contact Info is optional. Make sure to **save** again.

Demographics

Note: Teacher will complete this prior to student's exit from High School and send information to a secured website. Include the student's name whether they graduated from high school with a diploma, certificate of completion, aged out.

1. First Name
2. Middle Name
3. Last Name
4. SIMS#
5. Address
- Address 2
- City/State/Zip (St)
6. Date of Birth MM/DD/YYYY
7. Telephone # XXX-XXX-XXXX
8. Cell # XXX-XXX-XXXX
9. E-mail
10. Resident District
11. Resident School
12. Exit Status
 - ☐ 01-Regular Diploma
 - ☐ 02-Aged Out
 - ☐ 03-Certificate of Completion
 - ☐ 05-Dropped Out
 - ☐ 07-Moved, not known to be continuing
- Note: Students meeting graduation requirements via the IEP should be marked "diploma." Students exiting without diploma at a*
13. Gender
 - ☐ 01-Male
 - ☐ 02-Female
14. Race/Ethnicity
 - ☐ 01-Asian
 - ☐ 02-Black/African American
 - ☐ 03-Hispanic/Latino American
 - ☐ 04-American Indian/Native Alaskan
 - ☐ 05-Native Hawaiian/Pacific Islander
 - ☐ 06-White
 - ☐ 07-Two or More Races
 - ☐ 08-Not Disclosed

Part 2
Parent/Guardian Contact Info
Best Friend Contact Info

8. In the Part 2 section, complete each question. Don't forget to hit the **save** button.

Part 2

15. Primary Disability (Refer to list below and select the disability status code)

- ☐ 01-Emotional/Behavioral disability
- ☐ 02-Orthopedic impairment
- ☐ 03-Health impairment
- ☐ 04-Specific learning disability
- ☐ 05-Cognitive Disability
- ☐ 06-Multiple disabilities
- ☐ 07-Deafness
- ☐ 08-Hearing impairment
- ☐ 09-Visual impairment
- ☐ 10-Deaf-Blindness
- ☐ 11-Communication disorder
- ☐ 12-Autism
- ☐ 13-Traumatic brain injury

Note: From the Transition Plan in the final IEP, please obtain answers to the following questions.

16. Anticipated Post School outcome(s) (check all that apply)

- ☐ 01-University/4 year college
- ☐ 02-Community/2 year college
- ☐ 03-Vocational/technical college
- ☐ 04-Employment
- ☐ 05-Supported employment
- ☐ 06-Military
- ☐ 07-Supported living
- ☐ 08-Independent living
- ☐ 09-Left Blank
- ☐ 10-Not applicable
- ☐ 11-Other
- ☐ 12-Competitive Integrated Employment

17. Which of the following linkages with adult services were recommended for the student at time of exiting (check all that apply)

- ☐ 01-Division of Vocational Rehabilitation
- ☐ 02-Division of Developmental Disabilities
- ☐ 03-Office of Disability Services (college, technical institutes)
- ☐ 04-WorkStudy
- ☐ 05-Mental health
- ☐ 06-Left Blank
- ☐ 07-Not Applicable
- ☐ 08-Other

18. Student's Least Restrictive Environment Setting

- ☐ 01-General Education with modification
- ☐ 02-Resource Room
- ☐ 03-Self-Contained
- ☐ 04-Day Program
- ☐ 05-Residential
- ☐ 06-Home/Hospital

19. Was the student identified as an English Language Learner (ELL) during the student's last year of school?

- ☐ (1) Yes
- ☐ (2) No
- ☐ (3) Don't know

20. During high school, did this student participate in any of the following?

- ☐ Project Skills
- ☐ Youth Leadership Forum
- ☐ Catch The Wave
- ☐ Self-advocacy Training
- ☐ Let's Talk Work
- ☐ Project Search
- ☐ Other

21. In the last year of high school, does/did the student work in any of the following (check each option that applies)

- ☐ (a) Volunteer
- ☐ (b) Work experience/work study
- ☐ (c) Competitive employment
- ☐ (d) Don't know



9. Parent/Guardian Contact Info section, fill out at least the first family member information as complete as possible. This may be needed to contact the student if their information has

changed. The second family member name and Best Friend Contact Info are optional. Again, don't forget to hit **save**.

[Parent/Guardian Contact Info](#)

Family Member Name

Address

SD

Home Phone XXX-XXX-XXXX

Cell Phone XXX-XXX-XXXX

E-mail

Family Member Name

Address

SD

Home Phone XXX-XXX-XXXX

Cell Phone XXX-XXX-XXXX

E-mail

[Best Friend Contact Info](#)

Best Friends Name

Address

SD

Home Phone XXX-XXX-XXXX

Cell Phone XXX-XXX-XXXX

E-mail

10. If you wait until August, make sure to have the current year and click on the **Search** button, a list of your students will appear. Click on the **paper icon** in front of the student's name to see their information.

Search Criteria Tuesday, June 8, 2021

Last Name:

First Name:

SIMS#:

District #:

District Name:

School Year:

Search Results

	Last Name	First Name	School Year	School Name	School District
	Schiltz	Beth	2021		

11. There will be 4 active links. Click on each link.



12. Make sure the demographic information is correct. If you make changes, be sure to hit the **save** button.

Demographics

Note: Teacher will complete this prior to student's exit from High School and send information to a secured website. Include the student's name whether they graduated from high school with a diploma, certificate of completion, aged out, dropped out or exited in an other way.

1. First Name
2. Middle Name
3. Last Name
4. SIMS#
5. Address
- Address 2
- City/State/Zip
6. Date of Birth MM/DD/YYYY
7. Telephone # XXX-XXX-XXXX
8. Cell # XXX-XXX-XXXX
9. E-mail
10. Resident District
11. Resident School
12. Exit Status
 - ☒ 01-Regular Diploma
 - ☐ 02-Aged Out
 - ☐ 03-Certificate of Completion
 - ☐ 05-Dropped Out
 - ☐ 07-Moved, not known to be continuing

Note: Students meeting graduation requirements via the IEP should be marked "diploma." Students exiting without diploma at age 21 should be marked "aged out."

13. Gender
 - ☐ 01-Male
 - ☒ 02-Female
14. Race/Ethnicity
 - ☐ 01-Asian
 - ☐ 02-Black/African American
 - ☐ 03-Hispanic/Latino American
 - ☐ 04-American Indian/Native Alaskan
 - ☐ 05-Native Hawaiian/Pacific Islander
 - ☒ 06-White
 - ☐ 07-Two or More Races
 - ☐ 08-Not Disclosed

13. **Then click on Part 2 and the Parent/Guardian Contact information to complete those sections.**

Notice that there are only four questions in Part 2 that need information added, but also check

the other questions to ensure the information is correct. The Best Friend contact information is optional. Don't forget to hit the **save** button.

Part 2

15. Primary Disability (Refer to list below and select the disability status code)

- ☐ 01-Emotional/Behavioral disability
- ☐ 02-Orthopedic impairment
- ☐ 03-Health impairment
- ☒ 04-Specific learning disability
- ☐ 05-Cognitive Disability
- ☐ 06-Multiple disabilities
- ☐ 07-Deafness
- ☐ 08-Hearing impairment
- ☐ 09-Visual impairment
- ☐ 10-Deaf-Blindness
- ☐ 11-Communication disorder
- ☐ 12-Autism
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Note: From the Transition Plan in the final IEP, please obtain answers to the following questions.

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- ☐ 05-Supported employment
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- ☐ 07-Supported living
- ☐ 08-Independent living
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17. Which of the following linkages with adult services were recommended for the student at time of exiting (check all that apply)

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- ☐ 04-WorkStudy
- ☐ 05-Mental health
- ☐ 06-Left Blank
- ☐ 07-Not Applicable
- ☐ 08-Other

18. Student's Least Restrictive Environment Setting

- ☒ 01-General Education with modification
- ☐ 02-Resource Room
- ☐ 03-Self-Contained
- ☐ 04-Day Program
- ☐ 05-Residential
- ☐ 06-Home/Hospital

19. Was the student identified as an English Language Learner (ELL) during the student's last year of school?

- ☐ (1) Yes
- ☒ (2) No
- ☐ (3) Don't know

20. During high school, did this student participate in any of the following?

- ☐ Project Skills
- ☐ Youth Leadership Forum
- ☐ Catch The Wave
- ☐ Self-advocacy Training
- ☐ Let's Talk Work
- ☐ Project Search
- ☐ Other

21. In the last year of high school, does/did the student work in any of the following (check each option that applies):

- ☐ (a) Volunteer
- ☐ (b) Work experience/work study
- ☐ (c) Competitive employment
- ☐ (d) Don't know

Save

Part 2: questions 16, 17, 20, and 21 are from the student IEP

NOTE: If student has returned to school, transferred to another district OR is listed twice, contact Lori.Kwasniewski@state.sd.us. File will need to be removed by State staff

After district student information has been checked for accuracy, Part 2 questions answered and contact information is complete, run “District Incomplete Appendix A Data report.

On the left-hand side of page, select Reports



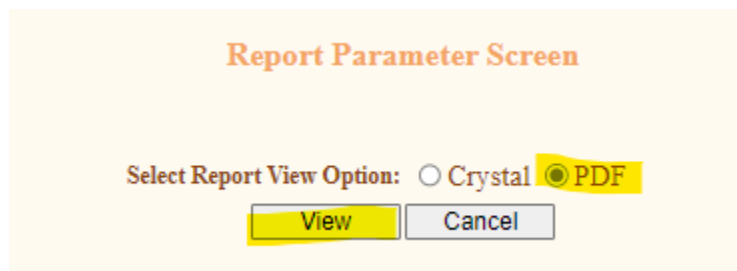
From the report Menu select School District



From the School District report menu, choose

DE54SPP Report Menu - [apps.sd.gov]		
Report		
SchoolDistricts		
View	Name	Description
	District Report	Will return all data for a district
	District Short Report	Returns a list of students encoded for the district
	District's Incomplete Appendix A Data	District's students with incomplete data.
	Individual Report by District	Returns all the data for all the students in a district

Select **PDF** for report parameter screen, then **View**

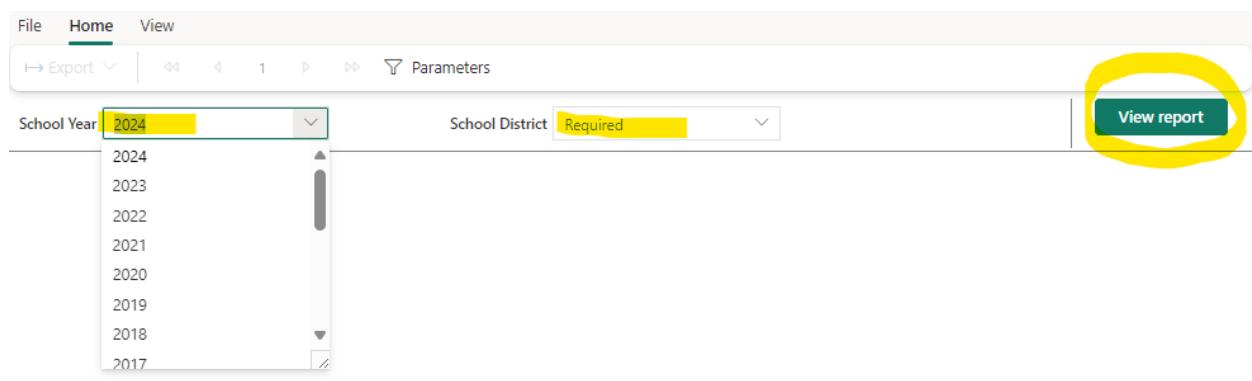


Report Parameter Screen

Select Report View Option: ☐ Crystal ☒ **PDF**

View Cancel

Select school year end, your district and click **View Report**



File Home View

Export << 1 >> Parameters

School Year **2024** School District Required **View report**

2024
2023
2022
2021
2020
2019
2018
2017

If there are students with incomplete data, student SIMS number and Name will be listed. Return to the Main Menu and select Action, Appendix A and repeat the process for each student file on the incomplete data list. Be sure to SAVE.