

English Learners in South Dakota:



English Learner Data Elements in Infinite Campus

Updated July 2025

#### Shari Lord

Title III English Language Acquisition Coordinator

shari.lord@state.sd.us

605-280-4011

https://doe.sd.gov/title/el.aspx

**English Learner (EL) Data Elements in Infinite Campus**

This manual is designed to serve as a reference and to be used in conjunction with the SD DOE Title III webpage, EL Assessment webpage, and the Identification and Screening Manual. This manual provides specific information regarding the important EL data elements in Infinite Campus.

**Table of Contents**

[Creating EL Records 3](#_bookmark0)

How do I create an EL record? 3

Program Status 4

EL Services……………………………………………………………………………………………………………………………………………..7

Exited EL 8

Re-Entry 9

[First year in country 10](#_bookmark1)

Immigrant Children and Youth… 13

Requesting Record 14

Definitions 16

[Contact Information 17](#_bookmark2)

#### **Creating EL records**

|  |  |
| --- | --- |
| **Creating an EL record: Demographics Tab** | |
| Infinite Campus Path: | Census > People > Demographics |
| Ensure the **Home Primary Language** and **Date Entered U.S. School** fields are  populated on the student’s **Demographics** tab.  **Home Primary Language:** To be identified as EL the “Home Primary Language”  field must be selected as a language other than English. Visit [EL languages](https://doe.sd.gov/title/documents/ELA_langs.pdf) for a list of language codes.  **What is a Home Primary language defined as?**  A home primary language is a language other than English that is spoken in the home.  **Where is this information obtained from?**  This information is obtained from the [Home Language Survey](http://doe.sd.gov/title/documents/home-language-survey.pdf).  Graphical user interface, application  AI-generated content may be incorrect. | |

|  |  |
| --- | --- |
| **Creating an EL record: Program Status** | |
| Infinite Campus Path: | Student Information > Program Participation > EL |
| Diagram  AI-generated content may be incorrect.   1. Select the current Program Status based on the student’s WIDA Screener for KG or   WIDA Screener scores. This value indicates the student’s current EL status.   1. If the student has taken the initial screener assessment (for example, the WIDA Screener for KG or WIDA Screener) and was deemed eligible for EL services, enter the **Identified Date**.   **What is the identified date?**  The **identified date** is the date that the student was deemed eligible for EL services.  **What is the expected exit date?**  The **expected exit date** is the date the student is expected to exit the EL program. Remember that EL students are expected to reach English language proficiency within five to seven years of instruction in the EL program.   1. If the student is deemed eligible for EL services through the WIDA Screener for KG or WIDA Screener, enter the **Parent Notified** date. | |

**What is the Parent Notified date?**

The Parent Notified date is the date the student’s parents/guardians were notified of screener results and whether the student is deemed eligible for services or not. A parent notification letter must be shared with parents within the **first 30 calendar days** of the beginning of the school year or **within two weeks** of enrolment during the school year.

You can find a sample notification letter [here](https://doe.sd.gov/title/el.aspx).

1. Parents have the right to deny services; however, if identified as an EL student, the student will need to participate in the ACCESS for ELLs 2.0. If the parents declined services, mark the **Parent Declined** checkbox. This is an annual requirement.
2. **Enter WIDA Screener for KG or WIDA Screener scores in Comments section. Also,**

**enter any comments about the student’s EL record.**

|  |  |
| --- | --- |
| **Creating an EL record: Program Status** | |
| Infinite Campus Path: | Student Information > Program Participation > EL |
| **EL- English Learner**  Infinite Campus Information | |
| **What is the definition of an English learner?**  [EL definition](http://doe.sd.gov/title/documents/EL-definations.pdf)  Select EL as the option if the student is deemed eligible for EL services as a result of the WIDA Screener for KG, WIDA Alternate Screener or WIDA Screener Online.  **What is South Dakota’s identification criterion?**  The South Dakota Identification Criteria can be found [here](https://doe.sd.gov/title/el.aspx). | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Creating an EL Services Record** | | | Infinite Campus Path: | Student Information > Program Participation > English Learner |  Who enters the EL Services? School districts have the responsibility to provide English language development services to all identified English learner students. It is a requirement to enter what services are being provided on the EL Service Types tab.  If you select “Other” please indicate in the comments section of type of EL services that are being provided. |
| Graphical user interface  AI-generated content may be incorrect. |

|  |  |
| --- | --- |
| **EL Record: Exited EL** | |
| Infinite Campus Path: | SD DOE inputs Exit Records |
| **Exited EL**  Program Status: Exited EL Identified Date: 08/23/2010 Expected Exit Date: Program Exit Date: 06/30/2016 Exit Reasons: First Year Monitoring: 06/30/2017 Second Year Monitoring: 06/30/2019 Third Year Monitoring: 06/30/2019 Fourth Year Monitoring: 06/30/2020  **What is the definition of an Exited EL student?**  Exited EL student refers to students who have met South Dakota’s exit criteria  on the ACCESS for ELLs 2.0 English language proficiency assessment.  **What is South Dakota’s exit criterion?**   * To exit a student from EL status, the student must obtain an Overall Proficiency Level of **5.0** or **higher** on the ACCESS for ELLs 2.0 Assessment **or** * obtain an Overall Proficiency Level of **4.0** on ACCESS for ELLs 2.0 or higher AND either a **3.0** or **4.0** on ELA SD State Assessment.   **Who inputs the exit date for the student?**  SD DOE submits a file to Infinite Campus with a list of students who are deemed proficient on the ACCESS for ELLs 2.0 English language proficiency assessment. Infinite Campus will exit all students from the EL program and will populate an Exit Date. | |

##### What is the First, Second, Third, and Fourth year monitoring?

The Exited date record will calculate:

**First Year Monitoring**- A read-only field calculated exactly one year from

##### Program Exit Date

**Second Year Monitoring**- A read-only field calculated as exactly two years from the **Program Exit Date**.

**Third Year Monitoring**- A read-only field calculated as exactly three years from the **Program Exit Date**.

**Fourth Year Monitoring**- A read-only field calculated as exactly four years from the **Program Exit Date**.

##### How long are LEAs required to monitor Exited EL students?

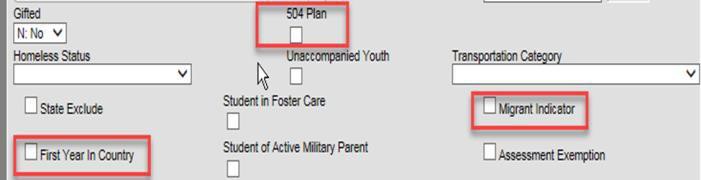
LEAs are required to monitor Exited EL students for **two consecutive years** after the student has tested proficient on the ACCESS for ELLs 2.0 assessment. LEAs are responsible for evaluating the progress made by children in meeting challenging State academic content and student academic achievement standards for each of the two years after the student is no longer receiving EL services.

##### If we are only required to monitor Exited students for two years, why does it populate for four years?

Under ESSA, LEAs are required to report on the achievement of Exited EL students for four

|  |  |
| --- | --- |
| **Creating an EL Record: Re-Entry** | |
| Infinite Campus Path: | Student Information > Program Participation > EL |
| **EL Re-Entry**    Graphical user interface, application  AI-generated content may be incorrect.  **The Following screen will display when clicking the Re-Enter button**:  Graphical user interface, application  AI-generated content may be incorrect.  After clicking OK, the following screen will appear. You will need to complete the required fields to re-enter the student back into the EL program.  EL RE-ENTRY  **Why is an EL student re-entered into the EL program?**  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 students 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.  **The LEA has monitored the student and there is enough evidence that the student is still struggling due to language, what should the LEA do?**  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 WIDA Screener assessment again. | |

|  |  |
| --- | --- |
| **Creating First Year in Country Record** | |
| Infinite Campus Path: | Index > Census > People |
| Infinite Campus Information  The first year in country box can be found by clicking on the student’s enrollment and going to State Reporting Fields  **What is First Year in Country (FYIC) criteria?**   1. must be an identified EL student 2. have been enrolled in a school in one of the 50 states in the United States or the   District of Columbia for less than 12 months   1. Must participate in ACCESS for ELL 2.0 English language proficiency assessment   if enrolled during the testing window   1. For students arriving **after** the ACCESS for ELLs 2.0 testing window, the WIDA Screener   must be administered to provide evidence for SD ELA assessment exemption | |



**If the student meets the above criteria, then…**

The student is exempted from participating in the ELA portion of the SD state assessment; however, the student is **required** to participate in Math and Science. Scores are not included in accountability.

**What do we need to indicate in Infinite Campus if the student meets the First Year in Country criteria?**

The LEA will need to include the **Date Entered U.S.**, **Date Entered U.S. school**, and **First Year in Country** check box.

**Does a student need to be an EL student?**

Yes, the student needs to be an EL student.

**Do students from Puerto Rico get this first-year exemption?**

Yes, if the student is from Puerto Rico and is an identified EL student and has not attended a

U.S. school for more than 12 months.

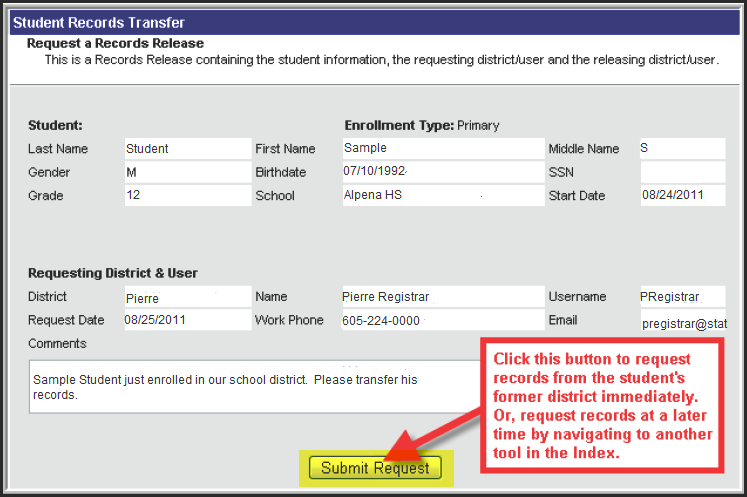
**Qualifying Dates for ELA Exemption for School Year 2025-2026**

May 2, 2025 – May 1, 2026

|  |  |
| --- | --- |
| **Creating an Immigrant Children and Youth Record** | |
| Infinite Campus Path: | Student Enrollment > State Reporting Fields |
| Infinite Campus Information  Infinite Campus Information  **What is the definition of an Immigrant Children and Youth student?**  [Immigrant Children and Youth](http://doe.sd.gov/title/documents/DefImmigr.pdf)  **What do we need to indicate in Infinite Campus if the student meets the Immigrant Children and Youth definition?**  The LEA will need to include the **Date Entered U.S.**, **Date Entered U.S. school**, and select  **Immigrant** under State reporting fields.  **Why do we collect this information?**  This information is collected because there is a Title III-Immigrant Children and Youth Grant that LEAs can qualify for if they have a significant impact of Immigrant Children and Youth students.  *Please note that the term “immigrant” as used in Title III is not related to an*  *individual’s legal status in the United States*. | |

##### Requesting Records

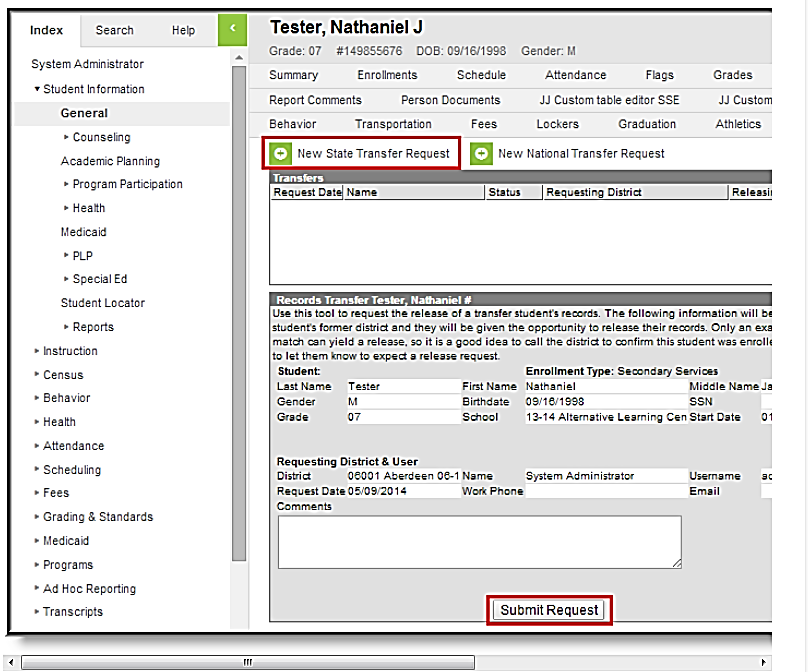
To eliminate unnecessary data entry and to ensure all student data is properly transferred from one district to another, it is vital that districts use the Records Transfer process within Infinite Campus. A records transfer may be requested any time after the transfer student has been enrolled in the new district. Immediately after the student’s new enrollment is saved; the records transfer page will display.



Clicking the Submit Request button will initiate a request for the student’s records. After a request is made, the Process Inbox and the student Records Transfer tab of the requesting district will both display a “Waiting” status until the former district responds with the records. During this time, the new district will have no indication of which district the student previously attended. **As a courtesy to your fellow districts, please respond to all requests for transfer within 5 business days AND be sure to End Date the student record before you release the record to the requesting district.**

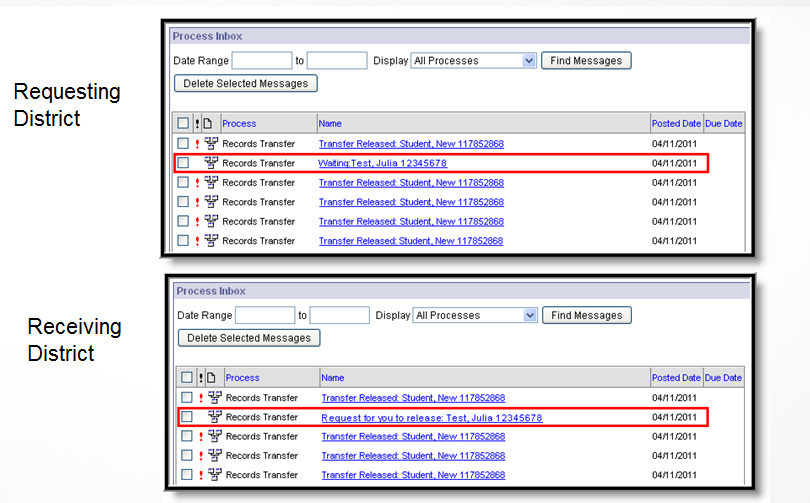
### **Requesting Records Through the Records Transfer Tab**

The transfer can be performed at the time of enrollment or at a later date. Requesting a transfer at a later date may be done by navigating to the student’s Records Transfer tab, selecting the **New State Transfer Request** icon (if applicable) and selecting the **Submit Request** button.

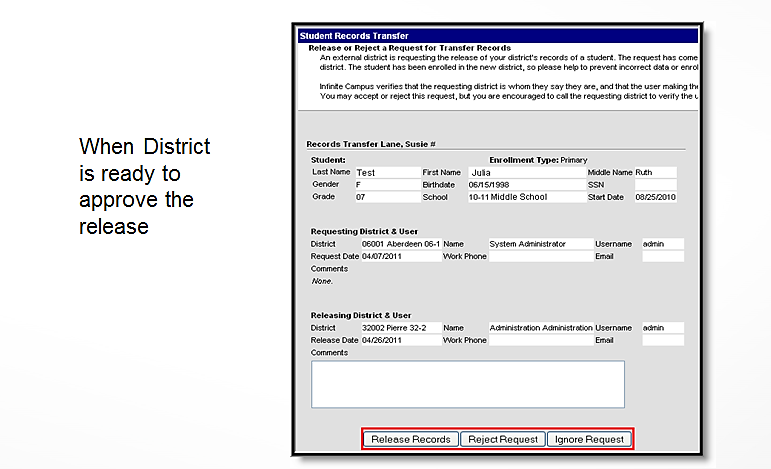


After a request is made, the Process Inbox and the student Records Transfer tab of the requesting district will both display a “Waiting” status until the former district responds with the records. During this time, the new district will have no indication of which district the student previously attended.

### Completing the Process



### Completing the Process (cont.)



A released records transfer message will contain two methods of receiving the transferred student records.

It is the **responsibility** of the **new** district to complete the records transfer by importing and/or entering the relevant data. The Data Imports method directly writes the former district's data to the new district database using Data Import Wizards.

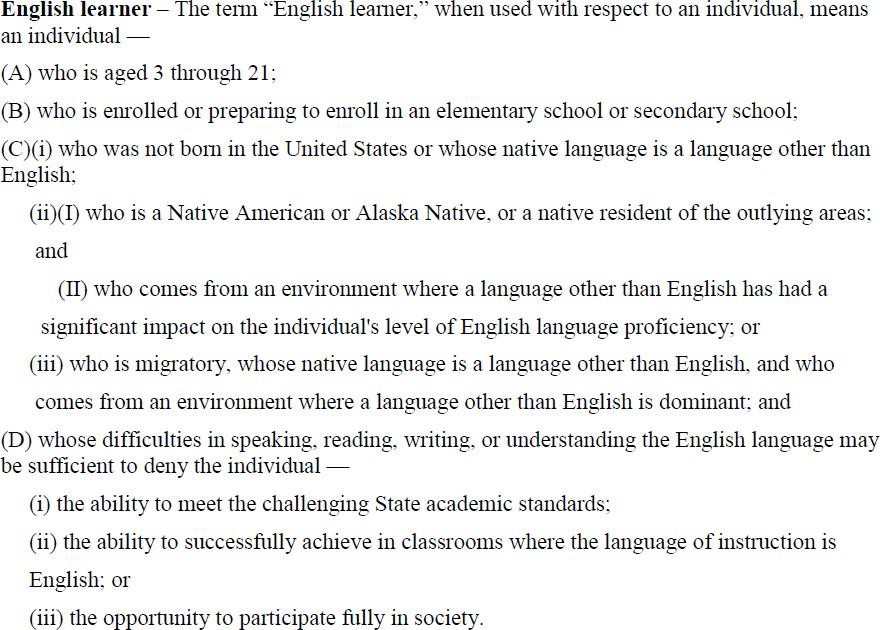
To execute a data import, click the **hyperlinked blue text**. An Import Wizard will open.

Text

AI-generated content may be incorrect.

# Definitions

## English Learner



Immigrant Children and Youth

**Definition of Immigrant Children and Youth**

**The term ‘Immigrant children and youth’ means individuals who-**

“(A) are aged 3 through 21;

“(B) were not born in any State; and

“(C) have not been attending one or more schools any one of more States for more than 3 full academic years.

“Three full academic years” = cumulative

## First Year in Country

1. must be an identified EL student
2. has not attended schools in the United States **(not including Puerto Rico)** for less than 12months
3. Must participate in ACCESS for ELL 2.0 English language proficiency assessment if enrolled during the testing window
4. If the student arrives after the ACCESS for ELLs 2.0 testing window, then the student must participate in the WIDA Screener assessment

# Resources

|  |  |
| --- | --- |
| **SD DOE Title III page** | <http://doe.sd.gov/title/el.aspx> |
| **SD DOE Infinite Campus- Student**  **Information Management System** | <http://doe.sd.gov/ofm/sims.aspx> |

# Contact Information

### Shari Lord

Title III English Language Acquisition Coordinator [Shari.Lord@state.sd.us](mailto:Shari.Lord@state.sd.us)

605-280-4011

### Teri Jung

Management Analyst [Teri.Jung@state.sd.us](mailto:Teri.Jung@state.sd.us)

605-773-8197