

Summary of Changes to the Perkins Data Collection System

School Year 2017-18

SD STARS/Infinite Campus – District Edition Data

- **System Update:** For districts that use Infinite Campus – District Edition (IC-DE), data will be imported into SD STARS, which will then be imported into the Perkins Data Collection system. Data that is being imported from Infinite Campus via SD STARS includes course grades (percent score) and course credit earned for courses posted to the student’s transcript.
 - **Data still required for IC-DE district entry into Perkins Data System includes:**
 - Placement
 - Industry Certifications
 - Virtual School classes
 - Middle School courses (if not transcribed)
 - Single Parent Status (required for federal reporting)
- **Former Method:** Districts using Infinite Campus – District edition had to enter student data into the Infinite Campus system and enter data a second time into the Perkins Data Collection System.
 - **Schools that do not use Infinite Campus – District Edition will still use the former method of data entry.**

Enrollment Lists

- **System Update:** Enrollment lists for all schools will be imported into the Perkins Data Collection system nightly. If a student transfers during the reporting period, the student’s record will update the following night after their record has been updated.
- **Former Method:** The Fall Enrollment list was used in prior years. While the Fall Enrollment is a documented list of students, the list did not reflect student transfers that occurred during the school year which created reporting challenges for both the district the student left and the district the student transferred to.

Placement Data

- **System Update:** Federal reporting requires that placement be reported for students exiting secondary education. Placement data can now be entered for students who are in grades other than 12th by using the Individual Enrollment action. This is helpful when a student graduates as an 11th grader or drops out of school. The majority of placement data is for 12th grade students which should

be completed using the Placement Entry action or the Placement Upload (see below for more information).

- **Former Method:** Due to prior program limitations, placement data could only be entered for 12th grade students.

Placement Upload

- **System Update:** The system will now allow placement to be uploaded separately from course data. A separate Excel spreadsheet set up per the formatting requirements can be found on the Perkins Web Portal page under the Perkins Data Collection Forms.
- **Former Method:** Schools that performed course uploads were not able to upload placement if a student did not take a course during the reporting period. In addition, the course upload contained several data fields that often came from two different documents. The data had to be matched by combining an export from Infinite Campus and a table containing student placement data.

Course Enrollment Upload Update

- **System Update:** Several changes were made:
 - The Enrollment Upload action has been renamed as the Course Enrollment Upload action.
 - Career Cluster column was eliminated. Many courses count towards more than one cluster. When the upload runs, the system will match the course to all clusters that the district has. When viewing the course in an individual's record, the first alphabetical cluster will show but it has been matched to all clusters in which the course is part of.
 - Term column was added so that data can be uploaded by semesters. The term could be designated by S1, S2, 1, 2, Q1, Q3, Fall, Spring, F, S, etc. The key is that the semesters terms have a designation so that the system does not see as a duplicate record.
- **Former Method:**
 - Action was formerly called Enrollment Upload.
 - The Career Cluster number had to be designated which caused data upload errors if courses did not match the cluster number used.
 - Semester data had to be combined for credits and the grades averaged, which caused a lot of extra work.

Kicked Back Courses Report

- **System Update:** New report that lists course records by student that did not import into the Perkins Data Collection system from SD STARS.
- **Former Method:** The data import from SD STARS did not exist.