

# Non-Public School Districts Student Data

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If there has been a change  
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## Data Entry Deadline is June 8, 2018

**With the end of the 2017-18 school years fast approaching, this newsletter is solely intended for Non-Public School Districts, to give you some guidance on how to end your school year in Infinite Campus. Also included in this document are the instructions on how to roll your calendars forward for the 2018-2019 school years. Please roll your calendars prior to dismissing for the summer.**

To ensure that the enrollments for your school are accurate and coded correctly, we have provided some easy steps to use during your data validation time. **\*\*It is important to read this newsletter completely before you begin to edit or end your enrollments. \*\***

### Check your calendars

#### School Days

You will want to check your school's calendars for accuracy. Make sure that the school days, instructional days, and attendance boxes are checked when they pertain to that school day. If the last day of school is May 25th, all days remaining on the calendar should be reported as "non-school days". Make sure that all snow days are recorded properly. If you were not in session due to inclement weather, you would mark that as a non-instructional day and a non-attendance day. The Accreditation Office in their desk audits and their on-site visits minutes verifies the calendar instructional minutes. [System Administration> Calendar>Calendar Days](#). You can print the calendar from this screen for easier verification.

## Overlaps, Transfers and Exiting Students

### Overlaps

Throughout the year, the Department of Education has sent out overlap reports and we will be doing this again before the final data entry submission. These overlaps need to be resolved by **June 8th**. We encourage you to run your own overlap report within Infinite Campus. You can find this report under [Student Information>Reports>Enrollment Overlap](#).

The only exception to this rule is when a student is dually enrolled between their resident school district and one of the 12 Short-term Group Care facilities or JDC's allowed by SD Administrative Rule 24:17:03:05. In this case, the student's "Service Type" field is to be marked as primary on BOTH enrollments.

### Dual Enrollments

When a student is dually enrolled, they can only have one primary enrollment. The second or lesser enrollment must be **partial**. You can find this field under "Service Type" on the general enrollment tab.

### 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 student, refer to the administrative rule listed below.

**24:17:03:06: Student count for state aid purposes.** No student who has an unexcused absence of 15 consecutive school days may be included in the count of the attendance center for state aid purposes, retroactive to the last day the student attended school or had an excused absence. An excused absence, for purposes of this section, includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days. Nothing in this section supersedes the student due process requirements referenced in SDCL chapter 13-32, article 24:07, or other applicable law.

### Drops

If the student returns any time after the 15 school days, you will still drop the student and then re-enroll them. Create a new enrollment and use the day the student returns as the status start date.

## 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](#). With this report, you can verify your enrollments for the year.

Which students would you like to include in the report?

Grade  Ad Hoc Filter

Grade: All Students (dropdown menu with options: OK, EA, EC, EE)

Enrollment Add Date: From [ ] To [ ]

Enrollment Drop Date: From [ ] To [ ]

Display Options:  Start Date  End Date

How would you like the report sorted?

Alpha  Grade  Student Number

Which calendar(s) would you like to include in the report?

active year  list by school  list by year

14-15 (dropdown menu with options: 14-15 Alpena Elem, 14-15 Alpena Hl Sch, 14-15 Alpena Jr. High, 14-15 Out District Placement, 14-15 Sped Out of District Pla)

Which enrollment status would you like to include in the report?

Start Status: All (dropdown menu with options: 00:Current Student, 01:In District Transfer, 02:Re-Enrolled During School Year, 03:In State Transfer, 04:Out-Of-State Transfer)

End Status: All (dropdown menu with options: 01:Expelled, didn't return to any school, 02:Discontinued education - dropped out, 03:In-state School Transfer, 04:Student graduated, 05:Student died, 06:Committed to institution, 07:Reached maximum age for special-ed, 08:Out-of-state School Transfer, 09:Colony student > grade 8 - religious exemption)

Print in HTML format

## End Dates on Enrollment Records

Make sure you check all the students that enrolled during the year, but have left your district before the end of the 2017-2018 school years. These students need to have an exit date and an appropriate exit code reflected on their enrollment. The list of exit codes is provided later in this newsletter. **In addition, all students that will be continuing on to the 2018-19 school year will need to have an end date and an end status of 11: 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.

## Enrollment Status

You will want to check the *percent enrolled, grade level, resident and attending districts, and enrollment status*. This is especially important for students that are contracted, have dual enrollments, are parentally placed or another party is paying the tuition. When a student is dually enrolled, one record must be the primary (P: Primary) record with the second record being recorded as a partial enrollment (S: Partial). The only exception to this rule is when a student is dually enrolled between their resident school district and one of the 23 Short-term Group Care facilities or JDC's allowed by SD Administrative Rule 24:17:03:05. In this case, the student's "Service Type" field is to be marked as **primary** on BOTH enrollments. **\*\*Please note that when the Resident District and the Serving District are not the same, an Enrollment Status is required for the student\*\***

## County of Residence

You will need to check the county of residence of all students for accuracy. This data is important as it is forwarded to each county and the Office of School and Public Lands for their allocations to the school district each year. If this information is not correct, the public district that the student resides in, may not be receiving the proper funding.

## English Learner (EL)

The EL (previously referred to as LEP- Limited English Proficiency) tab has been moved from Student Information>Enrollment Tab>State Reporting Fields to [Student Information>Program Participation>LEP](#). The state has published an ad-hoc report that you are able to run. The path to this report is: [Ad-hoc Reporting>Filter Designer>State Published>Student LEP](#). Please run this report to verify all students with an EL status.

## Foreign Exchange Students

Please remember to properly code your foreign exchange students by updating the Citizenship field in Infinite Campus. You can get to this 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. Scroll down to the State Reporting Area](#). The Citizenship field is a drop down field and you can then select "Foreign exchange student" from the drop down box. Foreign exchange students are not required to take the state assessments.

The state has published an ad-hoc report that you are able to run. The path to this report is: [Ad-hoc Reporting>Filter Designer>State Published>Student Citizenship/Foreign Exchange/Immigrant](#). Please run this report to verify all students with a Foreign Exchange status are coded correctly.

## Rolling forward students for next year

If you have students that have exited during the 2017-2018 school year or students that are **NOT** returning for the 2018-2019 school year, please end date with the proper date. For students that are going to be continuing on in your district for the 2018-2019 school year, please give them an end date and an end status of 11: student continues. Infinite Campus will roll all students with an end status of 11: student continues this summer.

### Exit/Withdrawal Codes

To ensure accuracy and comparability of our existing 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:

#### General Enrollment Exit Codes

- 01 Expelled, didn't return to any school
- 02 Discontinued education – dropped out (see below definition of a dropout). **Students leaving school to pursue a GED must be reported as a dropout.**
- 03 In-state School Transfer - 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 Committed to institution - Student transferred to an institution (correctional facilities, mental hospitals, etc)
- 07 Reached maximum age for special-ed (age 21)
- 08 Out-of-State School Transfer - Student transferred out of state (student data file must include a request for transcript)
- 09 Colony student > grade 8 – religious exemption (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
- 16 Home School Completer
- 17 Discontinued Education – completed GED
- 18 Discontinued Education – exceeds compulsory age

### Retained Students

If you have a student that will be retained for the 2018-2019 school year please enter that when end dating their enrollment record. We ask that you do this prior to Infinite Campus rolling your students forward for the next school year. If you have a student that is retained after the students are rolled forward, you can always make the correction on the student's enrollment record for the new school year.

### Graduation Tab

The Graduation tab provides districts with the ability to track graduation information used within Infinite Campus. This tab tracks each student's first point of entry into the ninth grade and his or her expected graduation date.

A "Cohort End Year" is a membership year that the student belongs to. Each student is expected to graduate within four years of entering the ninth grade for the first time. When entering a first time student into the ninth grade, the Grad Tab should automatically populate the Date First Entered the 9th grade and the Cohort End Year.

If you have a student that has transferred into your school from out of state, you will need to manually enter the first point of entry in to 9th grade on the graduation tab. If you know the year, but not the exact date, you can use any date in August. This will populate the Grad Tab with the first point of entry into 9th grade.

## Ending enrollments for Seniors

A graduate is defined as any student who has attained sufficient credits to receive a regular high school diploma. If the student has met the criteria, they should have an exit code of **04: Student graduated and the end date should read the last day of school, not their graduation date.**

### Ending enrollments for Seniors that are **NOT** Graduating

For senior students that are **NOT** graduating during the 2017-18 school year, you will want to edit their enrollment record with the appropriate exit code. If the student is going to return to school in the fall, you will use exit code **11: Student continues**. You can always change the exit date and exit code later if the student does not return.

### 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 2016-17 enrollment record. You can then put in an end date and exit code 04: Student graduated.](#)

### Students Receiving a GED

If you have a student that received a GED within the past school year, please verify that their end status is coded with **17: Discontinued education – completed GED**.

If you have a student that is under age 18 who is attempting the GED, but has not completed the program yet, the student will be counted as a drop and needs to be coded with exit code **02: Discontinued education – dropped out**. If you have a student who is over age 18 who is attempting the GED, the student will be counted as a drop and needs to be coded with exit code **18: Discontinued education – exceeds compulsory age**.

### 8th Grade Students

**DO NOT code 8th grade students as graduates.** Their enrollment records need to be ended with the code of **11: Student continues**.

## 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](#).

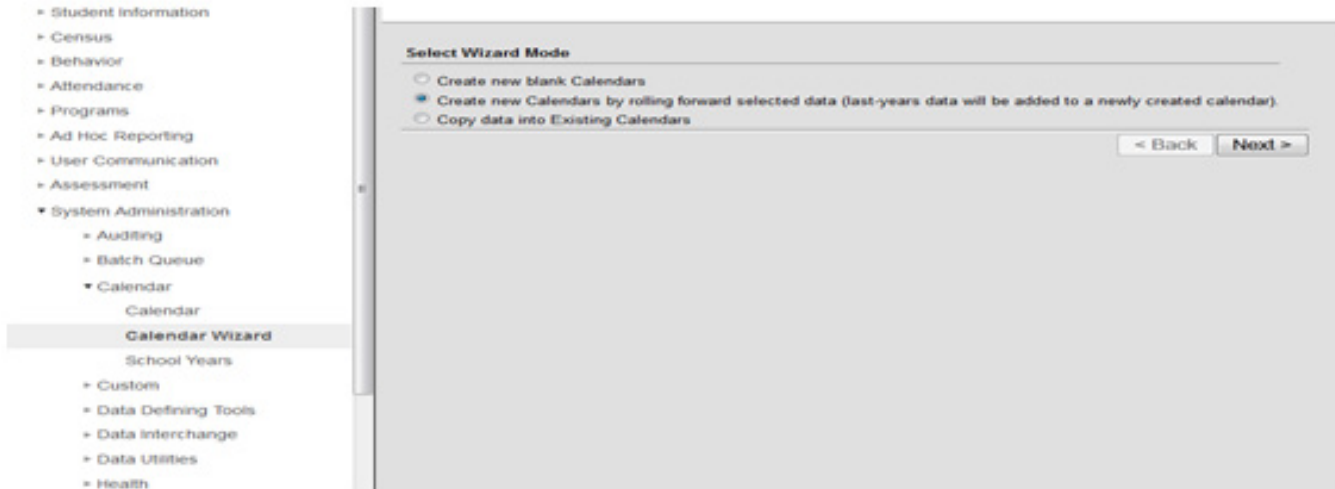
## School Names and Grade Levels

Please check that all school names and grade levels for the 2017-18 school year that are in Infinite Campus matches what your District Superintendent has submitted to Jennifer Rattling Leaf for the Educational Directory. Also, make sure that your grade level names match the state codes. For example:

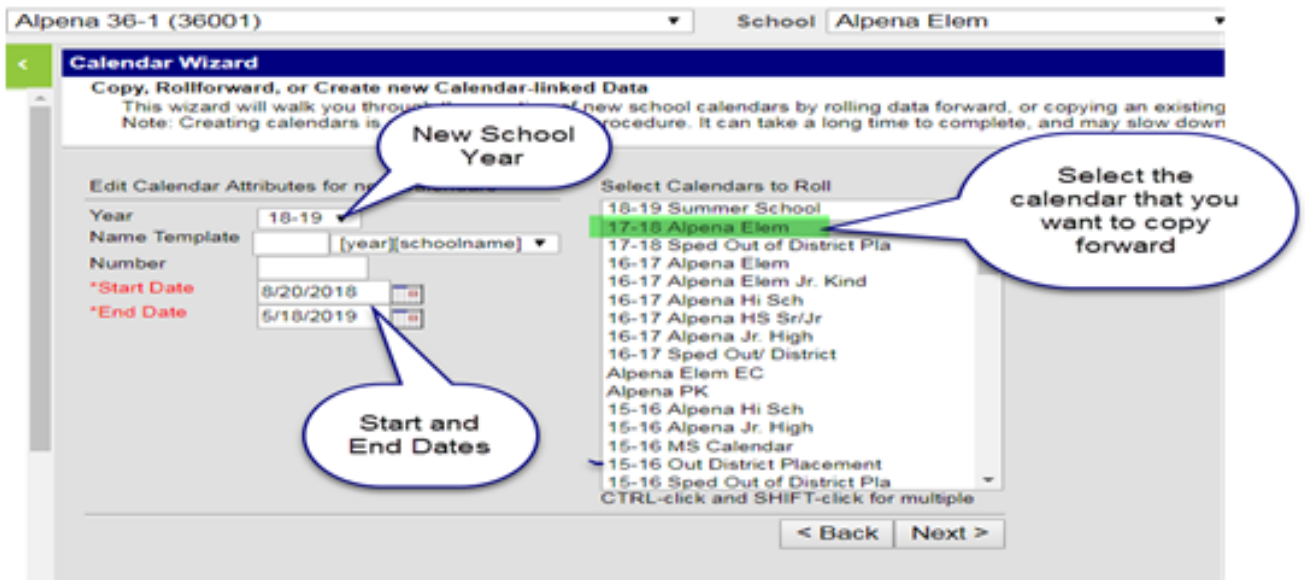
- Name – PK = (Pre School) State Grade Level Code is PK
- Name – K1 = (Jr. Kindergarten) State Grade Level Code is K1
- Name – KG = (Kindergarten) State Grade Level Code is KG

## Calendar Roll Forward for State Edition Users

1. System Administration>Calendar>Calendar Wizard
2. Select the second mode on the list – Create new Calendars by rolling forward selected date (last-years date will be added to a newly created calendar)



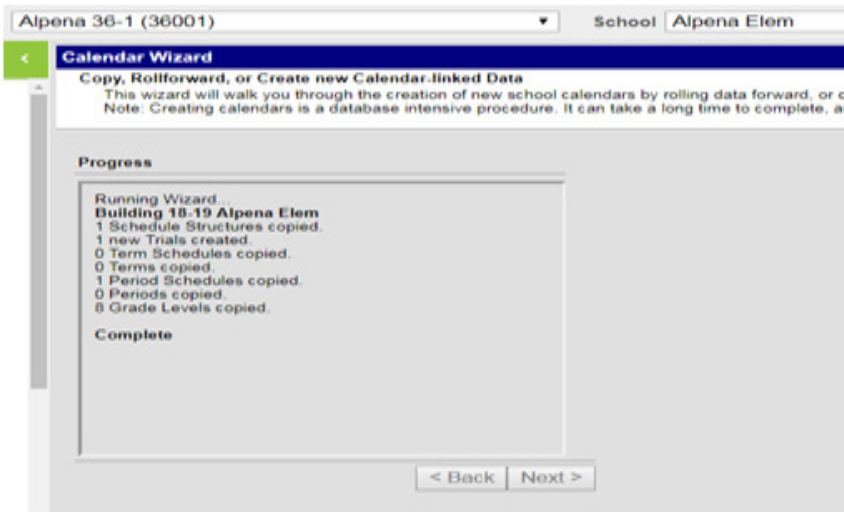
3. Select the upcoming school year that you would like to create in the Year drop down.
4. It will automatically default the name of the calendar you choose to roll so leave Name Template and Number fields Blank.
5. Enter the Start Date and End Date for your Calendar.
6. Choose the current year calendar on the right that you would like to roll. Example: If this is the 18-19 school year and you are creating calendars for the 17-18 school years, you would select the 17-18 year of the calendar you are rolling.



7. Check the boxes for Schedule Structures, Term Schedules, Period Schedules, and Grade Levels boxes and choose Run Wizard.

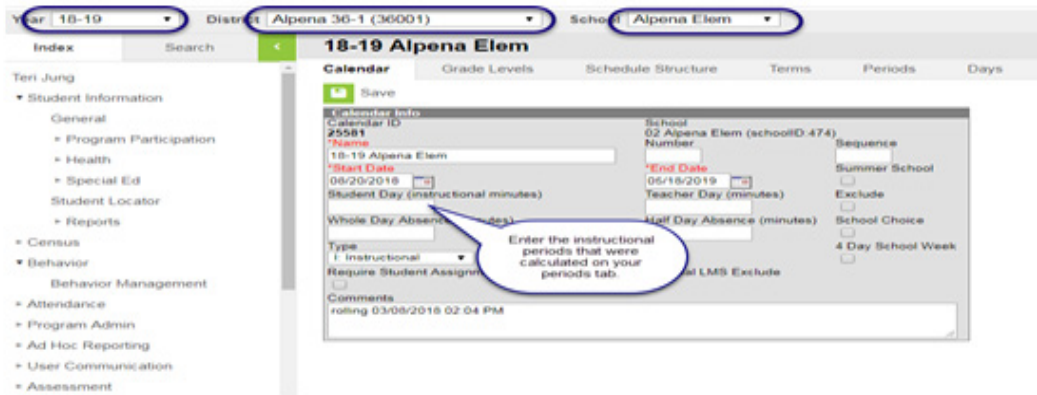


8. A screen should appear that tells you when the wizard is complete.



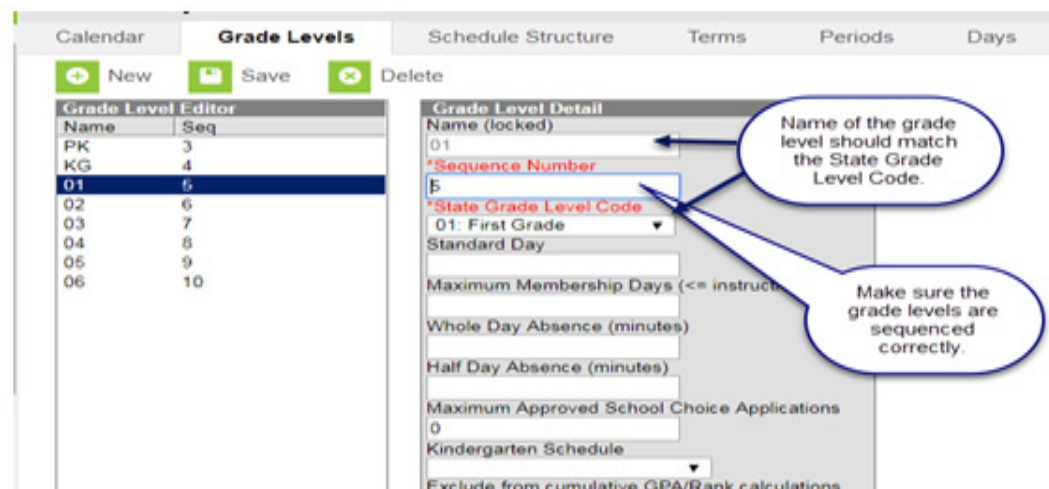
9. You should now verify that the information came over correctly by refreshing your screen and choosing the new year, school and a calendar on the tool bar at the top of the window. Navigate to the System Administration>Calendar>Calendar. If you are not seeing the new school year, please call me and I will update your user rights for the upcoming school year.

You will now need to fill in the school day minutes in the Student Day box. This is the data field where the total instructional minutes for the school year will pull from. If the district is running a 4 day school week, please check the box. The other fields are optional.



10. You will need to make sure that your grade levels are mapped.

Click on the Grade Levels tab. If you have changed grade spans within your calendar or added a grade, you will need to click on new and create that grade level. If your grade levels have stayed the same as the previous year you will not have to do anything.



11. You will now enter your terms/quarters for the school year.

Name	Sequence	Start Date	End Date
X Q1	1	8/20/2018	10/20/2018
X Q2	2	10/23/2018	12/21/2018
X Q3	3	1/3/2019	3/16/2019
X Q4	4	3/19/2019	5/18/2019

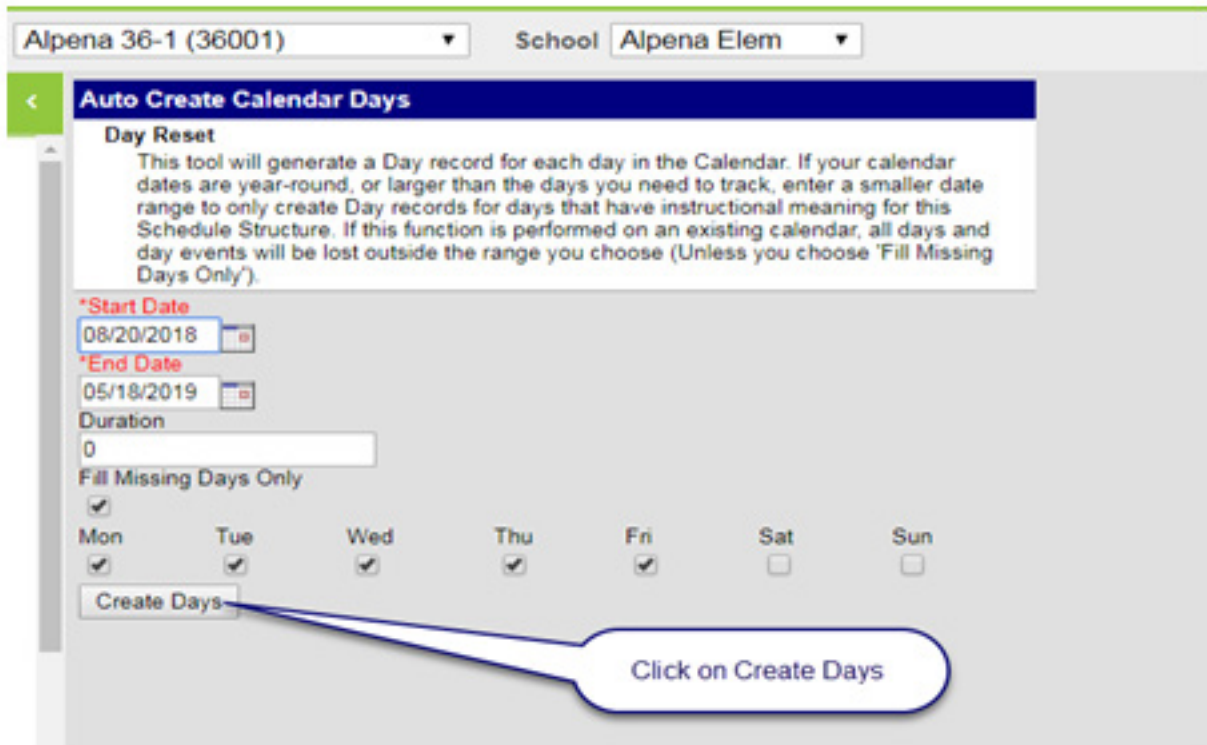
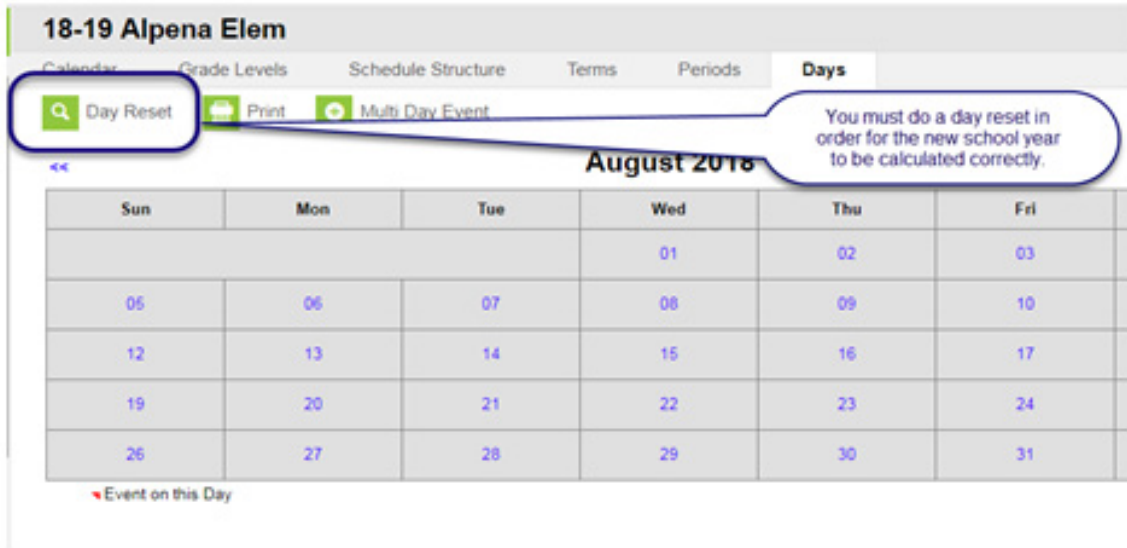
12. Enter your period set up.

Name	Sequence	Exception/Special Day	Instructional Minutes	School Day
Day	1	<input type="checkbox"/>	370	385

Name	Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 1	1	08:05 AM	08:57 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2	2	09:00 AM	09:52 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3	3	09:55 AM	10:47 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 4	4	10:50 AM	11:45 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
Lunch	5	11:46 AM	12:14 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 6	6	12:15 PM	01:06 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 7	7	01:11 PM	02:04 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 8	8	02:07 PM	03:00 PM	0	<input type="checkbox"/>	<input type="checkbox"/>

13. Reset your days and following the instructions to create your days



14. You are now ready to fill in the Day Events on your calendar.

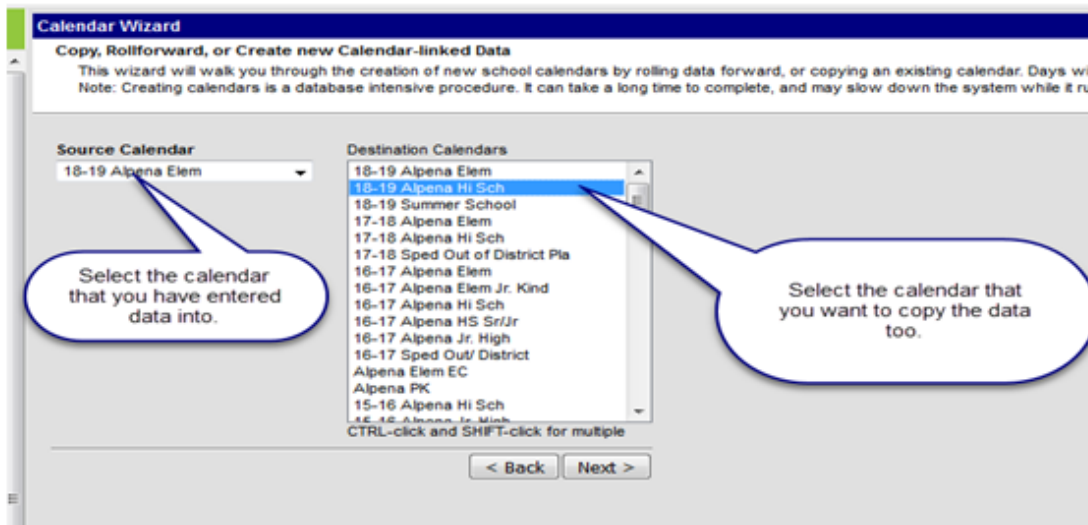
- a. Click on a day that you would like to add an event
- b. By default School Day, Instruction, and Attendance boxes are populated.

If this is a holiday and there is no school, you will need to remove the checks from these boxes.

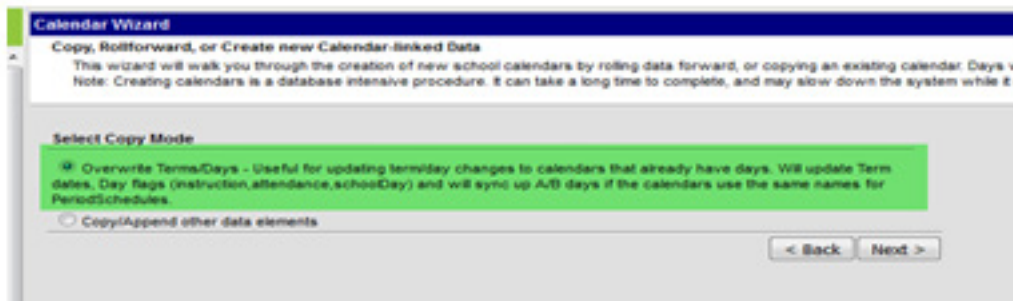
- c. In the dropdown under the Day Events you can choose the type of day. If this is an In Service or Parent Teacher Conference Day or a day that will need the number of minutes altered, put the number of Instructional minutes for the day in the Instructional Minutes box. These minutes will then be used for the minutes in the day instead of the number in Student Day minutes on the calendar tab.



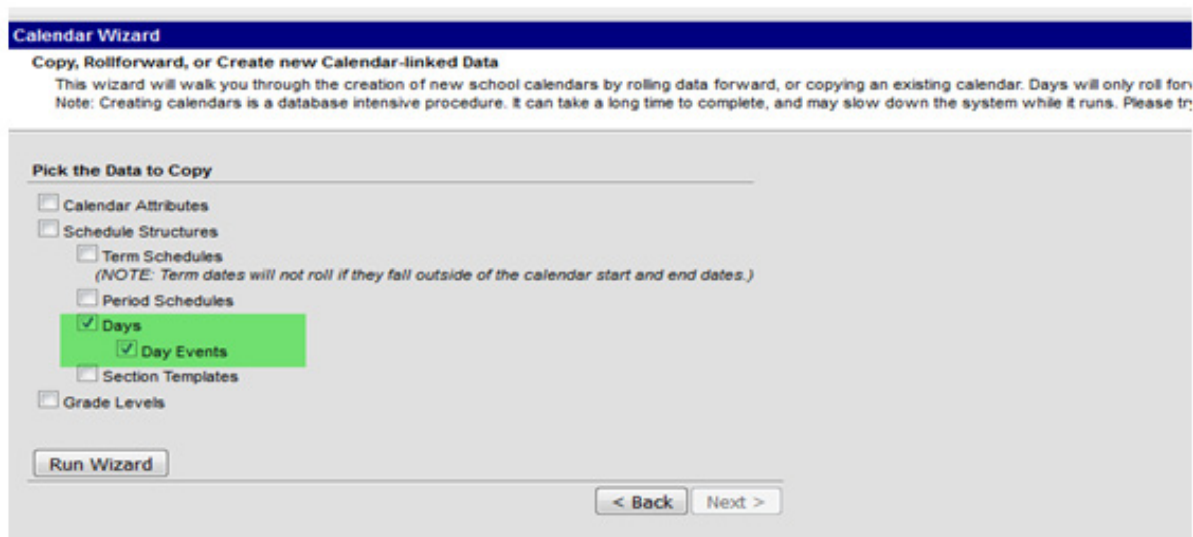
16. In the Source Calendar drop down choose the calendar that you have setup the Day Events. In the Destination Calendars choose the Calendar(s) that you want to copy the Day Events to and choose next.



17. Select the Overwrite Terms/Days to copy day events in to another calendar.



18. Check the boxes for "Days" and "Day Event".



19. The wizard will tell you when it is complete.

