March 2019

Student Data
Newsletter

Data Entry Deadline:
June 14, 2019

The 2018-19 Accountability Report Cards will again be produced and made available to districts via the SD-STARS system. The data you enter into Infinite Campus (or fail to enter into Infinite Campus) is the data that is used to make Accountability determinations for your school and district. It is imperative that your data in Infinite Campus is correct.

The June 14th deadline for data entry will be here soon. This issue of the Student Information Systems Newsletter is solely dedicated to the data entry and updates needed for timely and accurate assembly of your Accountability results.

The data collected from Infinite Campus will be used to determine Accountability results for Public Schools. Please review ALL hints below for a successful closeout of the 2018-19 school year.

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. Please keep in mind that the following steps should be followed after ALL grading and end of the year reports have been completed.**

Additional Accountability Reminders

Your district's Accountability team will need to be available to review the Accountability data and PRELIMINARY Accountability Report Card when it becomes available later this year. The department will notify superintendents of the tentative release date. If issues are noted, the district can work with DOE's Accountability office during the established appeal window to make corrections.

In May, your Superintendent will receive a checklist of items that must be completed and signed off on for your district's Accountability results to be accurately determined. Again, the data entry deadline is June 14, 2019.

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". With the number of snow days that some districts have missed this year, please make sure that you have edited all snow days, holidays, and non-school days. If you were not in session due to inclement weather, you **are not allowed** to count those days as instructional or attendance days. This is important for the accurate calculation of the attendance rate. System Administration>Calendar>Calendar Days. Click on the "print" icon.

Required instructional hours: SDCL 13-26-1

Grades 6-12 is 962.5 hours (57,750 minutes)
Grades 1-5 is 875 hours (52,500 minutes)
Kindergarten the minimum is 437.5 hours (26,250 minutes)

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 14th. We encourage you to run your own overlap report within Infinite Campus. You can find this report under Student Information>Reports>Enrollment Overlap.

Dual Enrollments

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

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.

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 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.

Check Start and End Dates on Enrollment Records
These dates are used to determine if a student has been enrolled for a Full Academic Year (FAY). Those students enrolled from October 1st until May 1st are considered as meeting FAY and will be included in the Accountability results for your school/district.

Make sure you check all students that were enrolled during the year but have left your district before the end of the 2018-19 school year. These students need to have an exit date and an appropriate exit code reflected on their enrollment. When you end date a student, you should use their last day of attendance as the end date. The list of exit codes is provided later in this newsletter. **In addition, all students that will be continuing to the 2019-20 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.

Check Start and End Dates on Special Education Enrollment Records
For students that left the district and had a special education record at the time of their enrollment, you will want to be sure that all special education records have been ended appropriately along with the enrollment record. The list of exit codes is provided later in this newsletter. **Please note that the codes differ between the regular enrollments and the special education enrollments**

Enrollment Status
You will want to check the *percent enrolled, grade level, service type, resident and attending districts, and enrollment status* for all students. This is especially important for students that are contracted, have dual enrollments, are open enrolled, or if your school district is receiving or paying tuition for the student.
The path to this report is: Ad-hoc Reporting>Filter Designer>State Published>Student Enrollments—State Reporting Fields.

Home School Students
Be sure that all traditional Home School students have an enrollment record within your Home School calendar. All Home School attendance centers must be coded as a 99 in the number field box on the calendar tab. This is necessary to exclude these students from your Accountability results.

If you have Home School students who are participating in the Black Hills On-Line Learning or DIAL programs, these students are treated like every other student in the district and should not be enrolled in the Home School calendar. These students must be properly "flagged" in Infinite Campus. See the Student Data Collections Desk Guide for instructions. For school districts agreeing to participate in these alternative education programs, the district is agreeing to be accountable for these students in all capacities just like every other student in their district. These students will be included in all Accountability determinations for the school and district that they are enrolled in.

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 your school district each year. If this information is not correct, your school district may not receive the proper funding that it is due.

Homeless
All students identified as homeless within your school district, must be identified as homeless in Infinite Campus. Once a student receives a homeless status, the student is considered homeless for the rest of the school year. Please check with your district's Homeless Liaison as to which students need to be marked as homeless.

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 Homeless. Please run this report to verify all students with a homeless status.

Attendance Rate (Days Absent)

Remember it is very unlikely that a school has an attendance rate of 100%! In addition, a student may not have total days absent exceeding their enrollment days or have negative attendance.

You can get to this field using the following path: Search>Student>look for the student in question>go to the "enrollment tab" for the student, click on the current enrollment and scroll down to the Absent Days field for the student. This is a calculated field. In order for this field to be populated, you will need to trigger a resync of the AttendanceSDMinute. To do this you will need to go to System Administration>Data Utilities>Resynch State Data. Check the AttendanceSDMinute, CustomStudent, and Enrollment boxes then choose "Send Resynch" at the bottom of the screen.

English Learner (EL) & 1st Year in Country

You will need to check to make sure all EL (previously referred to as LEP) and 1st Year in Country students have been identified and their data is entered in Infinite Campus. The state has published an ad-hoc report that you are able to run to verify all students with an EL status. The path to this report is: Ad-hoc Reporting>Filter Designer>State Published>Student EL.

Migrant

All migrant students must be entered in to Infinite Campus. The state will submit a ticket to Infinite Campus to have all migrant students flagged. We submitted a file to Infinite Campus last fall to flag the migrant students and we will submit another one in April to catch any new students who have been identified. Verify the enrollments by running the state published ad-hoc report. Ad-hoc Reporting>Filter Designer>State Published>Student Migrant List.

Military

Verify that all students of Active Military Parents have been flagged. An "Active Duty Military Parent" includes a parent who is a member of the Armed Forces on active duty and the National Guard who have been activated/deployed at any point and time during the 18-19 school year.

FRAM

The meal status for a student is set within the FRAM module in Infinite Campus. You will want to verify the information on the FRAM tab for each student. **Students who were eligible for free or reduced lunch at any point during the school year will make up the economically disadvantaged subgroup for Accountability purposes.**

You can create an Ad hoc filter to pull a list of all students that have a meal status other than 'standard'. The "Meal Status" field is located in Food Service>Eligibility>Eligibility. You can filter the list by selecting "posElig.eligibilityValue" F or R. This will only return those students with F or R for a meal status.

The state has also published an ad hoc report that you can run to see what students have an F or R status. To run this report go to Ad-hoc Reporting>Filter Designer>State Published>Student FRAM.

Provisional and Community Eligibility Provision (CEP) Schools

It is the responsibility of the school district to ensure that all students attending a Provisional or CEP School are properly marked as receiving free lunch according to the directions spelled out in the 2018-19. Student Data Collections Desk Guide: http://doe.sd.gov/ofm/documents/DataGd-18.pdf (pages 63-66).

Title I

All students in grades PK-12 receiving Title I services must be properly identified in Infinite Campus. For those schools operating Targeted Assistance programs, you will need to update the following fields in the Title I section of the enrollment tab for each student: Date (this is the date the student started receiving Title I services, select the dropdown of Yes and then flag the check box for Title I Math, Title I Reading or both. There is a State Published report under Ad hoc Reporting> Filter Designer>State Published Reports> TA Title I Students.

 **Please note: If you operate a School Wide program, all students will be flagged as receiving Title I services by Infinite Campus.

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 by 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. You need to select "Foreign exchange student" from the drop down box. Foreign exchange students are not required to take the state assessments. If your foreign exchange students are not coded properly, the school will take a hit on their participation rate in the Accountability calculations. Foreign Exchange students are also not included in the Graduation calculations.

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 that all students with a Foreign Exchange status are reported correctly.

Rolling forward sudents for next year

If you have students that have exited during the 2018-19 school year or students that are **NOT** returning for the 2019-20 school year, please end date them prior to this process.

Students that will be retained

You may want to go into the student's enrollment record and make the necessary adjustments before rolling your students forward. Search>Student>look for the student in question.   Go to the "enrollment tab" for the student, click on the current enrollment, within the Future Enrollment, select "Next Calendar" from the drop down and "Next Grade" from the drop down to roll the student into the next calendar and same grade level. You can also choose to roll your students forward, then simply edit the grade level of the 2019-20 enrollment record. Either of these methods will work.

You will use the "Enrollment Roll Forward" function located in System Administration>Student>Enrollment Roll Forward. Once you have selected the appropriate fields for this function, you can "Run Test" to identify if the roll forward is accurate. Once you feel that your results are correct, you can "Run" the function to roll forward students returning next year.

This process must be done <u>BEFORE</u> mass ending enrollments for your students. Once you have ended the student's enrollments, you will not be able to roll them into the next year's calendar.

Graduation Tab

The Graduation tab provides districts with the ability to track graduation information used within state reporting, accountability determinations and the Report Card. This tab tracks each student's 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 9th 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. The state has published an ad-hoc report that you are able to run to find students who do not have a cohort year established. The path to this report is: Ad-hoc Reporting>Filter Designer>State Published>Grad Tab Cohort Blank.

If you have a student that has transferred into your school from out of state or from one of the 3 school districts in SD who do not use Infinite Campus (Rapid City, Brandon Valley and Yankton), you will need to create a New Enrollment History. To do this, go to the Enrollment Tab, click "New Enrollment History". You will need to enter a Calendar Name (the naming convention is up to you), and the start date that the student first entered 9th grade. If you know the year, but not the exact date, you can use any date in August. Enter the grade level, and save the record. This will populate the Grad Tab with the first point of entry into 9th grade. This step is necessary in order to calculate the graduation rates.

Verify that all high school graduates for the current school year have his or her Diploma Date, Diploma Type and Diploma Period updated on the Graduation tab.

Students who received an IEP Modified Diploma should not have their Diploma Date, Diploma Type and Diploma Period updated on the Graduation tab, as an IEP Modified Diploma is not considered a regular South Dakota diploma.

Home School students do not need their graduation tab populated, unless they move into your general education enrollment. If this happens, you will need to enter the 1st point of entry in to 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.** The Graduation Rate for Accountability purposes is based on this data. Please make sure all students are reported correctly. If the student did not receive a signed diploma, he/she should **NOT** be reported as a graduate.

Ending enrollments for seniors that are **NOT** Graduating

For senior students that are **NOT** graduating during the 2018-19 school year, you will want to edit their enrollment record before mass ending or graduating the remainder of senior enrollments. You can get to that field using this path: Search>Student>look for the student in question. You can then put in an end date and exit code for the student that is not graduating. The exit code most commonly used is **11: Student continues** until the plan for the student has been determined. You can always change the exit date and exit code at a later date.

Ending enrollments for seniors who are in Special Education

First you will need to determine if the student is a graduate with a regular high school diploma or a graduate with an IEP modified diploma.
1. Graduate with a regular high school diploma:
a. Met the same state course and content requirement
b. Provided accommodations using general education curriculum
2. Graduated (IEP team modified diploma)
a. Did not meet the same requirement as peers
b. IEP team made course modification to state graduation requirements (documented in IEP) ARSD 24:05:27:12
c. Courses were aligned to Core Content Connectors
d. Modified curriculum/content standards.

Seniors who are Special Education students, and who **ARE** graduating need to have their enrollment record updated in two different places. In the General Enrollment Information area of Infinite Campus, you will update the **End Status to 04: Student graduated**. You need also need to update the **Exit Code** under the Special Education area of the enrollment tab. Here you will use **exit code of 2: Graduated (high school diploma)**. **Please note that the exit codes differ between the General Education portion of the enrollment record and the Special Ed portion of the enrollment record and that both areas MUST BE updated appropriately.****

Seniors who are Special Education students, and who ARE graduating with an IEP modified diploma, will need to have their general enrollment record ended with an **Exit Code of 11:** student continues (if the student plans on returning the following year). If the student does not return the following year, that student would be coded as a dropout. The reason for this is; if a student receives an IEP modified diploma, that student can still receive services until they are 21 years old, because the IEP modified diploma is not considered a regular diploma. You will also need to update the Exit Code under the Special Education area of the enrollment tab with the exit code of 03: Graduated (IEP team modified diploma).

Seniors who are Special Education students and who will continue to receive special education services until the age of 21, ARE NOT graduates. They should be coded as **11: Student continues** in their regular enrollment record. If a student receives a signed diploma, the student is no longer eligible to receive services and the school district is not eligible to receive State Aid for that student in the coming year.

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 2018-19 enrollment record. You can then put in an end date and exit code 04: Student graduated.

Summer Graduates

Summer graduates will need to have their graduation end date and end status entered on the enrollment tab **as soon as possible** after receiving their diploma. You will need to enter the end date, diploma type and diploma period on the Graduation Tab. If you have a student who graduates after the June 14th deadline for updating your data, you will need to file an appeal within the established pre-appeal window to have these summer graduates included in your final Accountability results.

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**. These students are included as a completer in the completer rate calculations for Accountability.

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

Mass ending Senior Enrollments

Mass ending senior enrollments (graduated seniors) can be done by using the "End Enrollment Batch". To end enrollments for seniors that are graduates, go to System Administration>Student>End Enrollment Batch> select the calendar>put in end date (last day of school in the school year) select end status 04: Student graduated>put in diploma date>select diploma type>select diploma period>select grade 12 and hit the "Run" button. This will assign the selection to all remaining seniors that have not already had their enrollment record ended. ** Please, remember that ALL grading and end of the year reports need to be completed prior to this process. **

Ending enrollments for the remaining students

Mass ending enrollments can be done using the "End Enrollment Batch". **Please remember that ALL grading and end of the year reports need to be completed before this process is done.** To end enrollments for students that will be returning in the next year, go to System Administration>Student>End Enrollment Batch> select the calendar>put in end date>select end status 11: Student continues>select grades (maybe do one grade level at a time) and hit the "Run" button. This will assign the selections to all remaining students that have not already had their enrollment record ended.

Exit/Withdrawal Codes

To ensure accuracy and comparability of our exiting 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 students are exited from membership in an educational institution are 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 Transfers —this is to be used only if a student transfers from a school that has been identified as a "Persistently Dangerous School". This code is not to be used to indicate a "dangerous student".
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

Special Education Exit Codes

1 Not receiving SE services
2 Graduated (high school diploma) Student has attained the credits needed to obtain a regular diploma.
03 Graduated (IEP team modified diploma)
4 Reached the maximum age
5 Died
6 Moved, known to be continuing
7 Moved, not known to be continuing
8 Dropped out
9 Refused services
10 ISFP done before max age/Pt C
11 Changes in IEP
12 Students Continues

Please note that the exit codes differ between the General Education portion of the enrollment record and the Special Ed portion of the enrollment record.

A dropout is defined as a student that:
1) Was enrolled in school at some time during the school year;
2) Was not enrolled on the last day of school;
3) Has not graduated from high school or completed a state approved program;
4) Does not meet any of the following exclusionary conditions:
- Transfer to another accredited educational program
- Temporary absence due to suspension or illness
- Excused from public school attendance (SDCL 13-27-3)
- Death

District Contact Information

Check your Superintendent information within the Campus system and make any necessary changes. The information is in System Administration>Resources>District Information.

School Names and Grade Levels

Please check Infinite Campus to make sure that all school names and grade levels for the 2019-20 school year matches what your Superintendent has submitted to Jennifer Rattling Leaf for the Educational Structure Data Collection. 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

Staff Members Leaving Your District

When a staff member is leaving your district, please end date their employment record, district assignment and disable their account in Infinite Campus.