



Finalizing End of the Year Data in Infinite Campus

Spring 2023

Verification of Educational Structure

At the beginning of March, the Educational Structure was finalized for the 2023-2024 school year.

Changes reported:

- 
- New Schools
 - Closed Schools
 - School Name Changes
 - Grade Span Changes

Creating a Calendar for a New School

- If a request for a new school was approved - DOE submitted the ticket to Campus.
- Campus will then create the new school. You will be notified once this has been done.
- District will need to create a new calendar for that new school before the school will show up in the school dropdown list.
 - Pathway: System Administration>Calendar>Calendar Wizard
 - Make sure that you select the new school under “select school”.
- Closed schools - Please pay close attention so you do not select a closed school to roll forward.

Educational Structure and Infinite Campus MUST match!

The Educational Structure grade span MUST match the grades that students are enrolled in, in Infinite Campus!

- When they do not match, it causes issues with:
 - SD ELA, Math, Science, and Science Alt Assessments – students will not show up correctly in the TIDE system
 - SD ELA and Math Alternate Assessments (MSAA)
 - ACCESS and ACCESS Alt – this is the only test that Pre-ID files are pulled.
 - Enrollments/Membership Counts
 - State Aid
 - Special Education
 - Federal Reporting

Verification of Educational Directory

Each district will be contacted in July to update their directory information for the 2023-2024 school year. The information that is entered here is displayed on our website and is also used to communicate with the administrators in your district.



- School Board Contacts
- School Website
- Mailing/Physical addresses for Districts/Schools
- Contact information for school personnel

Verification of Educational Directory

- If the correct contacts are not provided to the DOE, you may miss out on important communications!
- **Please make sure the people who are actually doing the work are the people who are listed on our website.**

<https://doe.sd.gov/ofm/edudir.aspx>

South Dakota Educational Directory

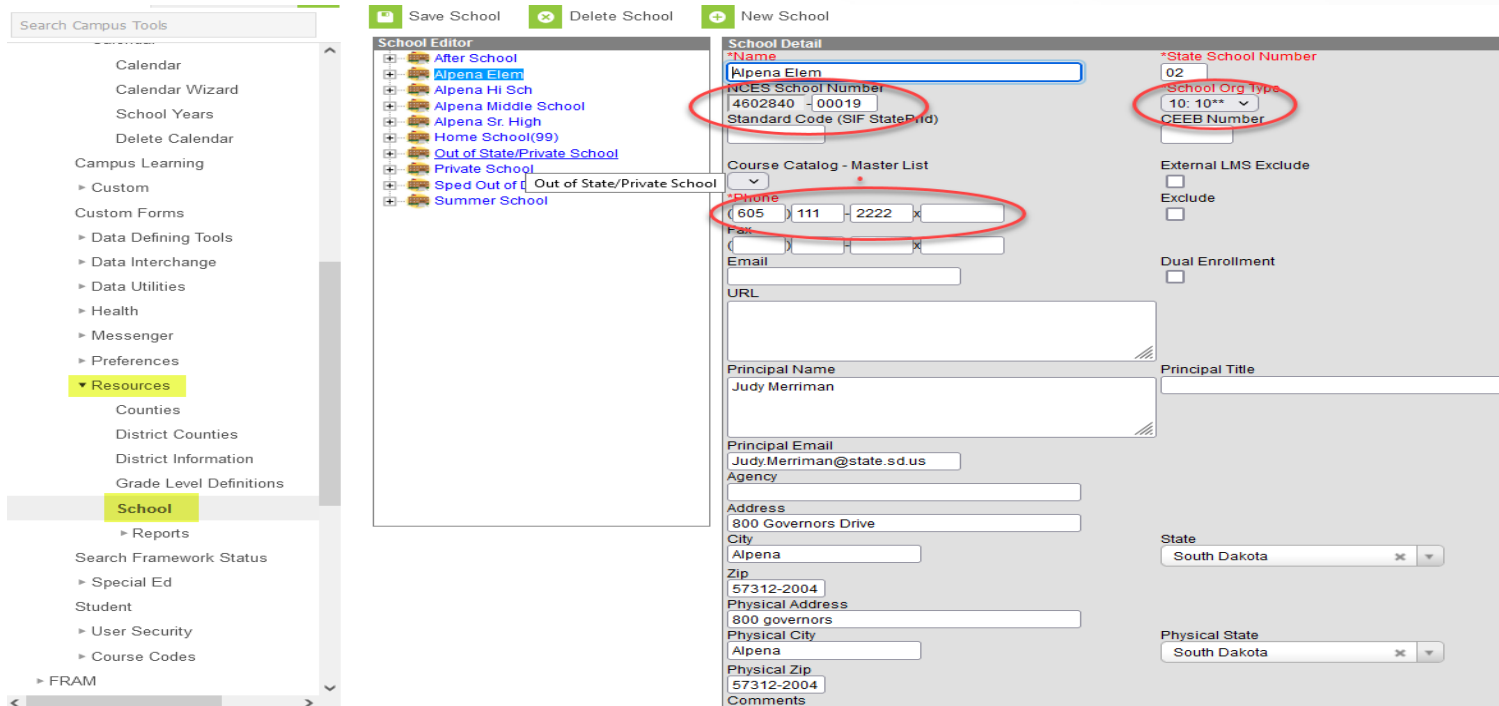
+	Accredited Schools
+	Approved Programs
+	Documents



South Dakota Educational Directory

-	Accredited Schools
ARSD 24:43:02	
Public School Districts	
<ul style="list-style-type: none">• Aberdeen 06-1• Agar-Blunt-Onida 58-3• Alcester-Hudson 61-1• Andes Central 11-1• Arlington 38-1• Armour 21-1• Avon 04-1	

NCES Numbers



The screenshot shows the 'School Editor' interface. On the left is a sidebar with a search bar and a menu. The 'School' menu item is highlighted. The main area is divided into two panes: 'School Editor' and 'School Detail'.

School Editor Pane:

- Buttons: Save School, Delete School, New School
- Tree view:
 - After School
 - Alpena Elem (selected)
 - Alpena Hi Sch
 - Alpena Middle School
 - Alpena Sr. High
 - Home School(99)
 - Out of State/Private School
 - Private School
 - Sped Out of State/Private School
 - Summer School

School Detail Pane:

- Name:** Alpena Elem
- NCES School Number:** 4602840 - 00019
- Standard Code (SIF StatePrid):**
- State School Number:** 02
- School Org Type:** 10: 10**
- CEEB Number:**
- Course Catalog - Master List:** (dropdown)
- Phone:** (605) 111 2222
- Principal Name:** Judy Merriman
- Principal Email:** Judy.Merriman@state.sd.us
- Agency:**
- Address:** 800 Governors Drive
- City:** Alpena
- Zip:** 57312-2004
- Physical Address:** 800 governors
- Physical City:** Alpena
- Physical Zip:** 57312-2004
- Comments:**
- External LMS Exclude:** ☐
- Exclude:** ☐
- Dual Enrollment:** ☐
- State:** South Dakota
- Physical State:** South Dakota

Please check each one of your schools to see if the NCES numbers have been entered. If the School Org Type number is not populated, you will need to contact DOE and we will have that number inserted.

Summer School 2022-2023

Deadline is April 28th

- **Summer School Definition** – Programs that provide academic learning or enrichment opportunities for any length of time between the conclusion of this school and the beginning of the next school year. Summer school programs help students meet state and local content standards in core academic subjects, such as language arts, math, science, etc.: offer student a broad array of enrichment activities that can supplement grade=level academic programs; and offer other educational services such as social emotional learning supports.
- **Summer School** -- This is a school (#69) and not a calendar under your existing schools.
- **Grade Levels** -- Will included all grade levels that you are serving.
- **Attendance** – attendance must be taken on all students attending summer school.
- **Percent Enrolled** -- All enrollment will be at 100% and the Service Type will be P: Primary.
- **Dual Credit** -- courses taken over the summer ARE NOT to be considered Summer School and you will not enter them into Campus.

Creating the Summer School

Year **21-22** School **Carthage Middle School**

Index Search **Calendar Wizard**

Search Campus Tools

Teri Jung
Employee Self Service
Student Information
Census
Behavior
Health
Attendance
Scheduling
School Store
Activity Registration
Fees
Grading & Standards
Medicaid
Program Admin
Ad Hoc Reporting
User Communication
Assessment
System Administration
Attendance
Auditing
Batch Queue
Calendar
Calendar Wizard

Select Wizard Mode

☒ Create new blank Calendars
☐ Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).
☐ Copy data into Existing Calendars

< Back Next >

Create a new blank calendar

Year **21-22** School **Carthage Middle School**

Index Search **Calendar Wizard**

Search Campus Tools

Teri Jung
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Grading & Standards
Medicaid
Program Admin
Ad Hoc Reporting
User Communication
Assessment
System Administration
Attendance
Auditing
Batch Queue
Calendar
Calendar Wizard

Edit Calendar Attributes for new Calendars

Year **21-22**
 Name Template **[year][schoolname]**
 Number
 *Start Date **6/2/2021**
 *End Date **7/29/21**

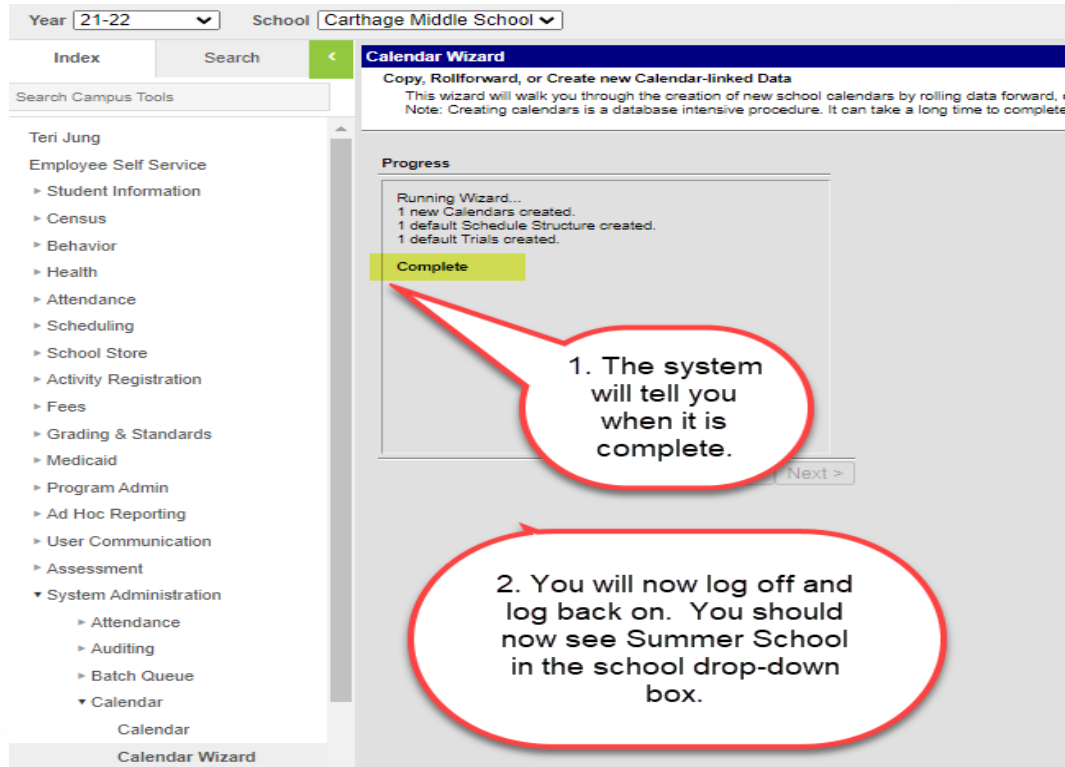
Run Wizard

Select Schools

Carthage Elem
 Carthage High School
 Carthage Middle School
 Home School
 Pierre
 Private School
 Summer School

1. Add the start/end dates for summer school.
 2. Select Summer School
 3. You will then click on Run Wizard.

School Set Up



Year **21-22** School **Carthage Middle School**

Index Search **Calendar Wizard**

Search Campus Tools

Teri Jung
Employee Self Service
▶ Student Information
▶ Census
▶ Behavior
▶ Health
▶ Attendance
▶ Scheduling
▶ School Store
▶ Activity Registration
▶ Fees
▶ Grading & Standards
▶ Medicaid
▶ Program Admin
▶ Ad Hoc Reporting
▶ User Communication
▶ Assessment
▼ System Administration
 ▶ Attendance
 ▶ Auditing
 ▶ Batch Queue
 ▼ Calendar
 Calendar
 Calendar Wizard

Calendar Wizard
Copy, Rollforward, or Create new Calendar-linked Data
This wizard will walk you through the creation of new school calendars by rolling data forward.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete.

Progress

Running Wizard...
1 new Calendars created.
1 default Schedule Structure created.
1 default Trials created.

Complete

Next >

1. The system will tell you when it is complete.

2. You will now log off and log back on. You should now see Summer School in the school drop-down box.

You will now proceed with setting up your calendar.

ESY (Extended School Year)

Summer School

- Purpose:
 - to collect data on summer school being provided to meet ESSER federal reporting requirements
- Summer School Program Definition -
 - Programs that provide academic learning or enrichment opportunities for any length of time between the conclusion of a school year and the beginning of the next sequential school year serving students. Summer school programs help students meet state and local content standards in core academic subjects, such as English language arts, math, science, etc.; offer students a broad array of enrichment activities that can supplement grade-level academic programs; and offer other educational services such as social emotional learning supports.

ESY (Extended School Year)

- ESY Services:
 - An individual entitlement for students with an IEP who have experienced a documented regression of skills during a break from instruction, who are in critical state of learning, or who, due to the nature or severity of their disability, require services beyond the normal school year.
 - ESY services are provided outside the course of the normal school year and are designed for an individual student to maintain a skill in one or more goal areas of concern at no cost to the family.

See Extended School Year –

<https://doe.sd.gov/sped/IEP.aspx>



MAY THE STUDENT'S ESY SERVICES BE PROVIDED IN A SCHOOL'S OPTIONAL SUMMER SCHOOL PROGRAM?

- The summer school setting could offer unique and appropriate opportunities for a student to enhance generalization of skills in a setting very similar to that of the regular school year, as well as provide frequent practice for maintenance of skills.
- However, ESY services must be tailored to the unique needs of the student and cannot be based solely on availability of services during the summer.

Reporting Requirements

Summer School

- For the purposes of federal reporting for ESSER, all students receiving summer school services need to be enrolled in the district's Summer School and entered in the Summer School Calendar.

ESY

- There is no state or federal reporting requirement for ESY
- If the district wants to keep a roster of students receiving ESY services in Campus, an ESY calendar should be added in the Summer School.



2023-2024 Calendars

Create a calendar for EVERY attendance center in your district, including:

- **Preschools** (PK) are 3 to 5 year old's that are receiving a preschool curriculum (learning ABC's & 123's).
- **Early Childhood** (EC) are 3 to 5 year old's that are not receiving a preschool curriculum but are coming in for SPED related services (physical therapy, speech therapy, etc.).
- **Private Schools**
- **SPED/Out of District Placement**
- **After School**
- **Summer School**
- **Out of State/Private** – If you have students that are a resident of your district, but are attending school in ND or MN, you must have an open enrollment form from the district they are attending on file in your district and you will need to enter them in this school to track them.



2023-2024 Calendar Requirements

All Calendars are due in Infinite Campus by the last Friday in **August**, according to 24:17:03:08 (except the Summer School Calendar).

- Start date of school year
- End date of school year
- Instructional minutes

22-23 Alpena Hi Sch

Calendar Grade Levels Schedule Structure Terms Periods Days

 Save  Mark for Deletion

Calendar Info

Calendar ID 32982	School 01 Alpena Hi Sch (schoolID:141)	Sequence <input type="text"/>
*Name 22-23 Alpena Hi Sch	Number <input type="text"/>	Summer School <input type="checkbox"/>
Start Date 08/17/2022	End Date 05/18/2023	Exclude <input type="checkbox"/>
Student Day (instructional minutes) 374	Teacher Day (minutes) <input type="text"/>	School Choice <input type="checkbox"/>
Whole Day Absence (minutes) <input type="text"/>	Half Day Absence (minutes) <input type="text"/>	4 Day School Week <input type="checkbox"/>
Type I: Instructional	Title 3 <input checked="" type="checkbox"/>	
Virtual <input type="checkbox"/>	External LMS <input type="checkbox"/>	
Require Student Assignment <input type="checkbox"/>		
Ignore M... Push		

If this is a virtual school, you will check the box.

Select the calendar type

Check if you are a Title II school.

If your district is a 4-day school week, check this box.

2023-2024 Calendar Requirements

Grade Levels

21-22 Alpena Elem.

Calendar
 Grade Levels
 Schedule Structure
 Terms
 Periods
 Days

+ New
 Save
 Delete

Grade Level Editor	
Name	Seq
HST	1
EC	2
PK	3
K1	4
KG	5
01	6
02	7
03	8
04	9
05	10
06	11

Grade Level Detail

Name (locked)
 K1

*Sequence Number
 4

*State Grade Level Code
 K1: Junior Kindergarten

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice
 0

Kindergarten Schedule

☐ Exclude from cumulative GPA/Rank calculations

☐ Exclude from state reporting

☐ Exclude from Enrollment

Use the State Grade Level Names

Make sure that your grade levels are in sequence order.




The name field should match a State Grade Level Code. Pay attention to your Jr. KG naming, it should be named K1, not Jr.KG.

2023-2024 Calendar Requirements

Quarters/Semesters/Trimesters

23-24 Alpena Hi Sch

Calendar
Grade Levels
Schedule Structure
Terms
Periods
Days
C

 Save Term Schedule/Terms
 New Term Schedule/Terms
 Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name
Quarters

Term Schedule Detail

Name
Primary

Quarters
☒

Term Detail

	*Name	*Sequence	*Start Date	*End Date
✕	Q1	1	8/23/2023	10/22/2023
✕	Q2	2	10/23/2023	12/21/2023
✕	Q3	3	1/3/2024	3/8/2024
✕	Q4	4	3/11/2024	5/16/2024

Add Term

Enter your terms for the 23-24 school

2023-2024 Calendar Requirements Periods

23-24 Alpena Hi Sch

Calendar Grade Levels Schedule Structure Terms **Periods** Days Copy Section Placements

 Save Period Schedules  New Period Schedule  Delete Period Sched/Periods  Copy Period Sched/Periods

03	03
04	04
Lunch	Lunch
05	05
06	06
07	07

These are your calculated instructional minutes per day. Enter number on your calendar tab.

PeriodSchedule Info				
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Day	1	<input type="checkbox"/>	374	390

Period Info							
	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X	01	1	08:05 AM	08:57 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	02	2	09:00 AM	09:52 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	03	3	09:55 AM	10:47 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	04	4	10:50 AM	11:45 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	Lunch	5	11:46 AM	12:14 PM	29	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	05	6	12:15 PM	01:08 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	06	7	01:11 PM	02:04 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	07	8	02:08 PM	03:05 PM	0	<input type="checkbox"/>	<input type="checkbox"/>

Add Period

2023-2024 Calendar Requirements

23-24 Alpena Hi Sch

Calendar Grade Levels Schedule Structure Terms Periods **Days** Copy Section Placements

Save Day/Day Events Delete Day/Day Events **Day Reset** Print Multi Day Event

August 2023

		Tue	Wed	Thu	Fri
		01	02	03	04
06	07	08	09	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

Event on this Day

You must do a "Day Reset" prior to editing your calendar days.

A Day Reset must be done on all calendars!

Day Detail

Date **08/23/2023**

Period Schedule

Day

School Day ☒

Instruction ☒

Attendance ☒

Start Time

End Time

Duration

Day # **1**

If this doesn't read Day 1, you have not done a Day Reset.

Day Events

Type	Duration	Inst. Minutes
Add DayEvent		

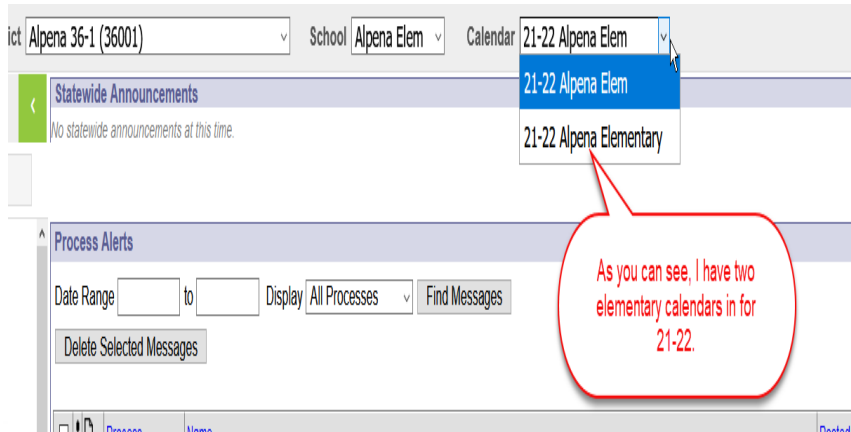
Blended Learning Groups ?

Add Group

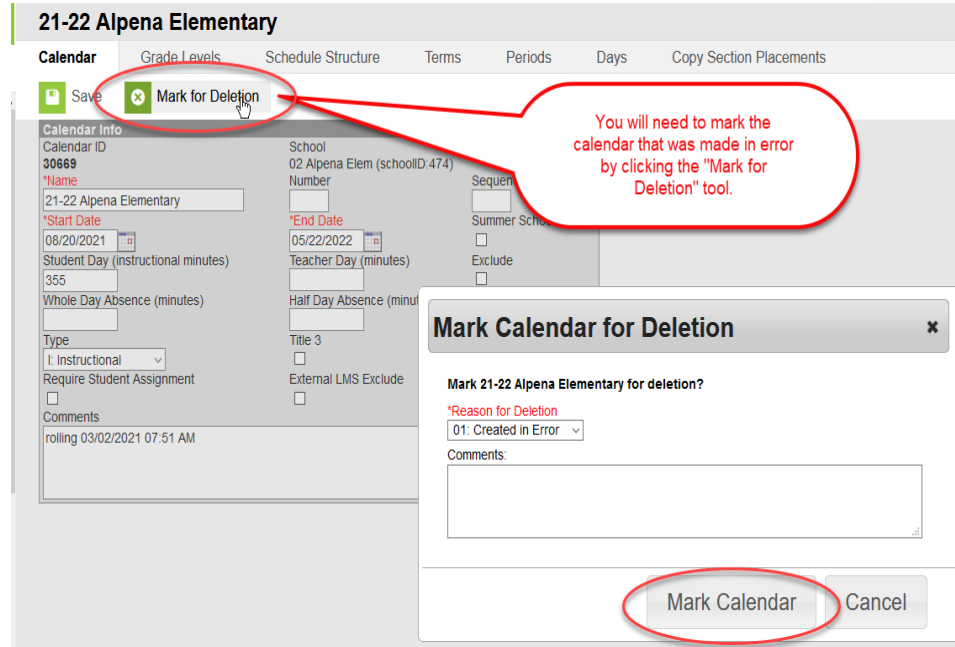
If a "Day Reset" is not done, your numbered calendar days will not start over for the new school year.

Deleting a Calendar

Select the calendar that you want deleted.
System Administration>Calendar>Calendar



The screenshot shows the 'Calendar' dropdown menu with three options: '21-22 Alpena Elem', '21-22 Alpena Elem', and '21-22 Alpena Elementary'. A red speech bubble points to the last option, stating: "As you can see, I have two elementary calendars in for 21-22."



The screenshot shows the '21-22 Alpena Elementary' calendar details page. The 'Mark for Deletion' button is highlighted with a red circle. A red speech bubble points to this button, stating: "You will need to mark the calendar that was made in error by clicking the 'Mark for Deletion' tool."

Mark Calendar for Deletion

Mark 21-22 Alpena Elementary for deletion?

*Reason for Deletion
01: Created in Error

Comments:


Mark Calendar Cancel

Deleting a Calendar

- System Administration>Calendar> Delete Calendars

21-22 Alpena Elementary

Calendar Grade Levels Schedule

 Unmark for Deletion

Calendar marked for deletion by J...

Calendar Info

Calendar ID 30669	School 02 Alpena Elem (schoolID:474)	Sequence Number
*Name 21-22 Alpena Elementary	*End Date 05/22/2022	Summer School <input type="checkbox"/>
*Start Date 08/20/2021	Teacher Day (minutes)	Exclude <input type="checkbox"/>
Student Day (instructional minutes) 355	Half Day Absence (minutes)	School Choice <input type="checkbox"/>
Whole Day Absence (minutes)	Title 3 <input type="checkbox"/>	4 Day School Week <input type="checkbox"/>
Type Instructional	External LMS Exclude <input type="checkbox"/>	
Require Student Assignment <input type="checkbox"/>		
Comments rolling 03/02/2021 07:51 AM		

If you mark a calendar for deletion by mistake, you can unmark it.

Delete Calendar

1 Select **2** Validate

Select a calendar that has been marked for deletion.

Calendar*

21-22 Alpena Elementary

Brandon Elem 21-22 3

Select the calendar that you want to delete

Deleting a Calendar

Delete Calendar

✓
Select

✓
Validate

3
Preview

All associated data must be removed from the calendar prior to deletion.

Data Validation	
DATA ITEM	STATUS
Assignment Scores	✓
Attendance	✓
Course Requests	✓
Fee Assignments	✓

Previous **Next**

Delete Calendar

✓
Select

✓
Validate

✓
Preview

21-22 Alpena Elementary is ready for deletion. You can delete the calendar now or schedule a date and time for deletion using the selector below.

! This process may significantly impact system performance. It is recommended that calendars be deleted during off-peak hours (Saturdays, etc.).

It is recommended that you print a copy of this preview for your records.

21-22 Alpena Elementary includes:

- 1 Schedule Structure
- 1 Term Schedule
- 4 Terms
- 8 Periods

This is telling you what elements will be deleted.

Schedule Calendar Delete

☒ Now
 ☐ Schedule

03/02/2021 @ 08:22 AM

Previous Print **Delete**

Deleting a Calendar

Delete Calendar

Select Validate Preview Results

21-22 Alpena Elementary is ready for deletion. You can delete the calendar now or schedule a date and time for deletion using the selector below.

! This process may significantly impact system performance. It is recommended that calendars be deleted during off-peak hours (Saturdays, etc.).

It is recommended that you print a copy of the calendar before deleting it.

21-22 Alpena Elementary includes:

- 1 Schedule Structure
- 1 Term Schedule
- 4 Terms
- 8 Periods

Schedule Calendar Delete

Confirm Delete Calendar

Warning: You are about to delete this calendar. This action cannot be undone. Once the deletion process is started, it cannot be stopped. Courses, enrollments and other data will be affected by this action. Do you wish to proceed?

Cancel Delete



Finalizing 2022-2023 Data

Deadline is June 9th



Calendars

- Check all school calendars for accuracy.
- Check that all snow days have been entered. SDCL 13-26-2 Make sure that you have met the required instructional minutes for the 2022-23 school year.
 - KG - Not less than 437.5 hours = 26,250 minutes
 - Grades 1-5 - 875 hours = 52,500 minutes
 - Grades 6-12 – 962.5 hours = 57,750
- Make sure that the school days, instructional days and attendance boxes are checked appropriately.
- If calendars are not accurate, it will impact your school's attendance rate.
- It can also impact your funding for State/County Apportionment.

Reminder: Student instructional packets can be provided to students but **CANNOT** count as fulfilling instructional hours in the school calendar.

End Status

Summary **Enrollments** Flags Assessment Behavior Graduation Records Transfer Forms

Save **Delete** **New** **Print Enrollment History**

State Start Status
00: Current Student

Start Comments

CRDC School of Accountability

Future Enrollment
Next Calendar

State Reporting Fields
***Resident District**
Alpena 36-1: 36001
***Serving (Attending) District**
Alpena 36-1: 36001

State End Status

- 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
- 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
- 19: Continues/Completed IEP team mod/course reqs
- 20: Discontinued/Completed IEP team mod/course reqs
- 21: Aged Out/Completed IEP team mod/course reqs





Please enter the correct end status.


Next Grade

Absent Days

Graduates

Summary **Enrollments** Flags Assessment Behavior Graduation Records Transfer Forms


08/10/2020    P: Primary 


State Start Status
 00: Current Student 


Start Comments

CRDC School of Accountability

Future Enrollment
Next Calendar

State Reporting Fields
***Resident District**
 Alpena 36-1: 36001 

***Serving (Attending) District**
 Alpena 36-1: 36001 

State End Status


- 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
- 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

04: should only be used when a student has received a regular HS diploma.

Next Grade

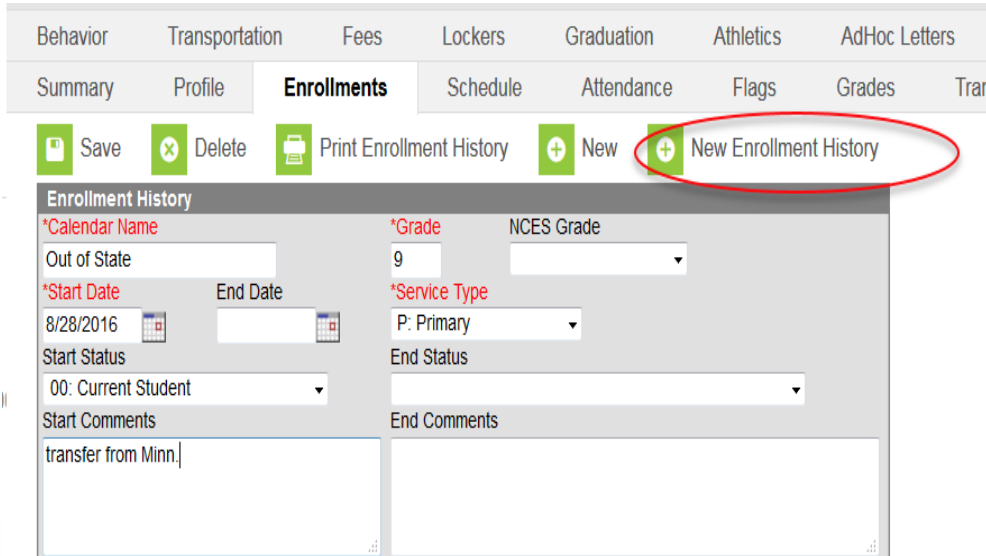
Absent Days

- All graduates who have received a regular HS diploma should have an end status of 04: Student graduated.
- Kindergarten students, 8th grade students, Alternative Instruction-Home School students, Foreign Exchange students are not considered graduates. **PLEASE**, do not mark them as graduates.

Date First Entered 9th Grade

Creating an Enrollment History

- The date is populated with the student's first point of entry into the 9th grade.
- If a student started 9th grade outside of your district but was enrolled in a South Dakota district that has records-transfer capability, the date should populate when the records transfer process is complete.
- If a student started 9th grade outside of the state, in a BIE school, in a private school, or in Brandon Valley or Rapid City, you need to create a 9th grade Enrollment History.



Behavior Transportation Fees Lockers Graduation Athletics AdHoc Letters

Summary Profile **Enrollments** Schedule Attendance Flags Grades Tran

Save Delete Print Enrollment History New **New Enrollment History**

Enrollment History

*Calendar Name Out of State

*Start Date 8/28/2016 End Date

Start Status 00: Current Student

Start Comments transfer from Minn.

*Grade NCES Grade 9

*Service Type P: Primary

End Status

End Comments

Please take the time to
create the enrollment
history!

Graduation Data



State Graduation Record



Earliest Grade 9 Enrollment Information Modified Date: 03/02/2021



Grade 9 Date 08/25/2017	NCLB Cohort Year 2021	District Number 99099	District Name Out Of State
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Graduation Detail: Alpena 36-1 (36001)


General Graduation Information

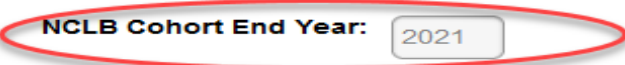
Diploma Date:  


Diploma Type:  


Diploma Period:  

Date First Entered the 9th Grade: 08/25/2017  **User Modified**

NGA Cohort End Year: 2021  **User Modified**

NCLB Cohort End Year: 2021 

Post Grad Location: 

Post Grad Plans: 

These 3 fields must be populated for a student who received a regular HS diploma.




- Verify that each high school graduate has their Diploma Date, Diploma Type and Diploma Period updated. You can use the actual diploma date on this screen, or you can use the last day of school.
- Verify that the NCLB Cohort End Year is accurately reflecting the student's correct graduation cohort year.



8th Graders taking a HS Course





























8th graders should only have one enrollment record. This should be a primary enrollment in the middle school/junior high as an 8th grader.

****No 9th grade enrollment exist.

Enrollment Editor					
Edit	Grade	Type	Calendar	Start Date	End Date
	08	P	Fillmore Middle School 10-11	07/07/2010	
<i>Start Status: 00 Last year, public school, same district</i>					
<i>End Status:</i>					
	07	P	09-10 Fillmore Middle School	08/12/2009	06/04/2010
<i>Start Status: 00 Last year, public school, same district</i>					
<i>End Status: 01 Change in grade level</i>					
	06	P	08-09 Fillmore Middle School	09/02/2008	06/01/2009
<i>Start Status: 00 Last year, public school, same district</i>					
<i>End Status: 01 Change in grade level</i>					

8th Graders

Student's schedule should include all courses taken at the middle school and/or any courses taken at the high school.

	Term Q1 (09/09/10-10/01/10)	Term Q2 (10/02/10-10/31/10)	Term Q3 (11/01/10-11/30/10)	Term Q4 (12/01/10-06/01/11)
1	8000-1 8th Grade Math Conway, Carol 	8000-1 8th Grade Math Conway, Carol 	8000-1 8th Grade Math Conway, Carol 	8000-1 8th Grade Math Conway, Carol 
2	8001-1 8th Grade Reading Bell, Caroline 	8001-1 8th Grade Reading Bell, Caroline 	8001-1 8th Grade Reading Bell, Caroline 	8001-1 8th Grade Reading Bell, Caroline 
3	8002-1 8th Grade Writing Letchford, Carol 	8002-1 8th Grade Writing Letchford, Carol 	8002-1 8th Grade Writing Letchford, Carol 	8002-1 8th Grade Writing Letchford, Carol 
4	8003-1 8th Grade Science Alderson, Chris 	8003-1 8th Grade Science Alderson, Chris 	8003-1 8th Grade Science Alderson, Chris 	8003-1 8th Grade Science Alderson, Chris 
5	9009-1 HS Algebra Ellis, Celia 	9009-1 HS Algebra Ellis, Celia 	9009-1 HS Algebra Ellis, Celia 	9009-1 HS Algebra Ellis, Celia 
6	8004-1 8th Grade Social Studies Beck, Kelvin 	8004-1 8th Grade Social Studies Beck, Kelvin 	8004-1 8th Grade Social Studies Beck, Kelvin 	8004-1 8th Grade Social Studies Beck, Kelvin 
7	8005-1 8th Grade Art Trollope, Carol 	8005-1 8th Grade Art Trollope, Carol 	8005-1 8th Grade Art Trollope, Carol 	8005-1 8th Grade Art Trollope, Carol 

HS Teacher is teaching the Course

- *If a HS teacher is teaching the course at the middle school/jr. high.*
- Follow these steps to replicate this type of scheduling:
 1. Create the HS course at the middle school
 - a. Same course number
 - b. Same course name
 - c. Same state code
 - d. Make sure the transcript box is checked
 - e. Make sure the GPA weight box is populated if the course should count towards GPA
 2. Create a section of this course with the high school teacher as the primary teacher (teacher of record)
 - a. High school teacher will need a district assignment at the middle school (make sure the teacher box is checked for this assignment)
 - b. High school teacher will need to choose the middle school from the toolbar to grade the student/students and to take attendance
 3. Schedule all pertinent students into this section
 4. Make sure the grading task associated with this course has the following:
 - a. Same score group that is being used at the high school
 - b. Same credit amount as the high school
 - c. Same credit type as the high school (If the HS credit group is not currently available for selection in the middle school, it can be made available by checking the box in Grading and Standards>School Standards>Credit Groups)

MS/JH Teacher is Teaching the Course

- *If a MS/JH teacher is teaching the course at the middle school/jr. high.*
- Follow these steps to replicate this type of scheduling:
 1. Create the HS course at the middle school
 - a. Same course number
 - b. Same course name
 - c. Same state code
 - d. Make sure the transcript box is checked
 - e. Make sure the GPA weight box is populated if the course should count towards GPA
 2. Create a section of this course with the middle school teacher as the primary teacher (teacher of record)
 - a. Middle school teacher will need a district assignment at the middle school (make sure the teacher box is checked for this assignment)
 - b. Middle school teacher will need to choose the middle school from the toolbar to grade the student/students and to take attendance
 3. Schedule all pertinent students into this section
 4. Make sure the grading task associated with this course has the following:
 - a. Same score group that is being used at the high school
 - b. Same credit amount as the high school
 - c. Same credit type as the high school (If the HS credit group is not currently available for selection in the middle school, it can be made available by checking the box in Grading and Standards>School Standards>Credit Groups)

Entering the Grade Level

You will need to add the grade level of 8 to your HS calendar, but you **WILL NOT** add an enrollment in the HS. When adding the grade level to the HS calendar, you will also need to check the two boxes in the screen shot below.

23-24 Alpena Hi Sch

Calendar

Grade Levels

Schedule Structure

Terms

Periods

Days

Copy Section Placements

+ New

Save

✕ Delete

Grade Level Editor

Name	Seq
08	12
09	13
10	14
11	15
12	16

Grade Level Detail

Name (locked)

08

*Sequence Number

12

*State Grade Level Code

08: Eighth Grade

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

0

Kindergarten Schedule

Exclude from cumulative GPA/Rank calculations

☐

Exclude from state reporting

☒

Exclude from Enrollment

☒

You must check the two boxes to exclude from state reporting and exclude the enrollments.

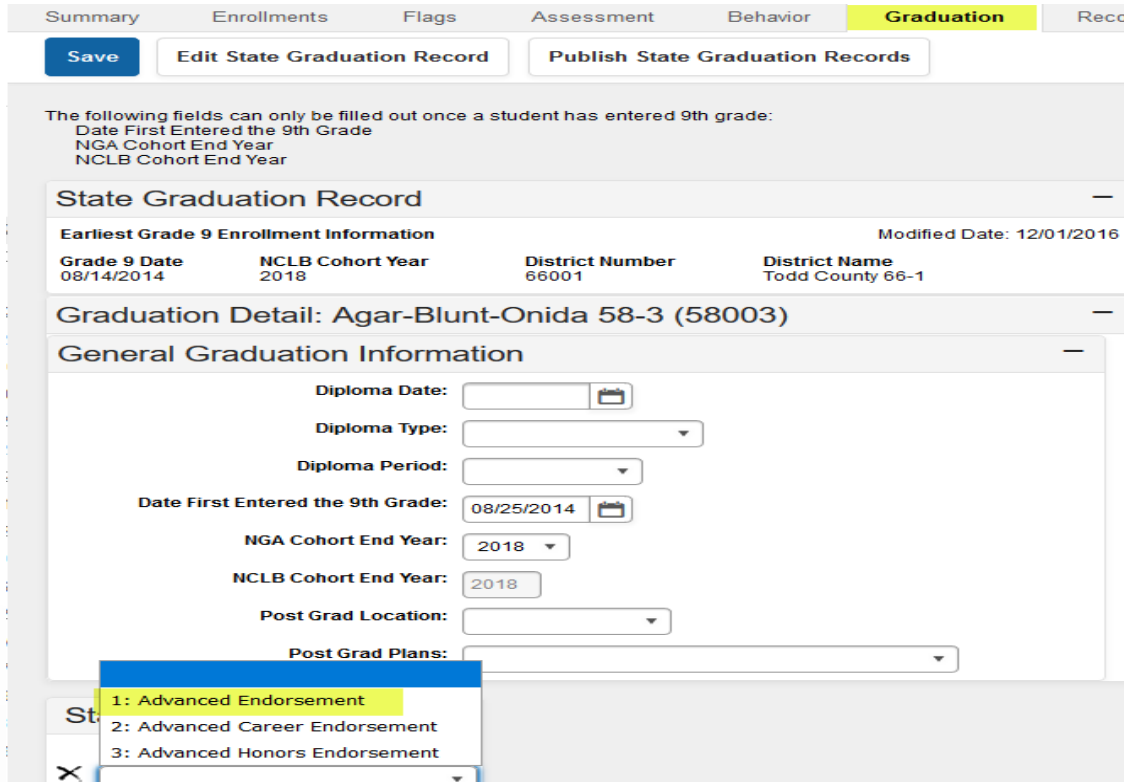
Course Appearing on Transcript

- **When the student enters high school, the school's name in the upper left-hand corner will update to the high school when the transcript report is run for the high school calendar and an 8th grade level exists in the Calendar with the **"Exclude from State Reporting"** and **"Exclude from Enrollment"** boxes selected (see screenshot above). The transcript record will identify that the student took this course during his/her 8th grade year, but credits will count toward high school graduation requirements. **

Fillmore Middle School Transcript				Bakos, Jacob	
Tel: (767)777-7777 Fax: (767)767-7997 610 James Burgess Rd, Suwanee, MN 45666				Student Number: 045460091 Grade: 08 Generated on 04/11/2011 02:12:08 PM Page 1 of 1	
Enrollment History				Transcript Statistics	
Start	End	Grade	School	Cumulative GPA (Weighted)	3.6650
09/02/2008	06/01/2009	06	Fillmore Middle School	Class Rank	1 of 1
08/12/2009	06/04/2010	07	Fillmore Middle School	Percentile	0.00%
07/07/2010		08	Fillmore Middle School		
Courses Taken 2010-2011 Grade 08 from 0105 Fillmore Middle School				Student #: 045460091 Current Grade: 08 Birthdate: Gender: M	
Course	Mark	Weight	Credit		
9009 HS Algebra	B+	1.000	0.500		
9009 HS Algebra	A	1.000	0.500		
Total Credits: 1.000					
Credit Summary					
<u>High School</u>	<u>Attempted</u>	<u>Earned</u>			
Mathematics	1.000	1.000			
Total	1.000	1.000			

Advanced Endorsement

Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.



Summary Enrollments Flags Assessment Behavior **Graduation** Reco

Save **Edit State Graduation Record** **Publish State Graduation Records**

The following fields can only be filled out once a student has entered 9th grade:
Date First Entered the 9th Grade
NGA Cohort End Year
NCLB Cohort End Year


State Graduation Record

Earliest Grade 9 Enrollment Information Modified Date: 12/01/2016

Grade 9 Date 08/14/2014	NCLB Cohort Year 2018	District Number 66001	District Name Todd County 66-1
-----------------------------------	---------------------------------	---------------------------------	--


Graduation Detail: Agar-Blunt-Onida 58-3 (58003)

General Graduation Information

Diploma Date: 

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/25/2014 

NGA Cohort End Year: 2018

NCLB Cohort End Year: 2018

Post Grad Location:

Post Grad Plans:

St

- 1: Advanced Endorsement
- 2: Advanced Career Endorsement
- 3: Advanced Honors Endorsement

Advanced Career Endorsement

Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.

Summary Enrollments Flags Assessment Behavior **Graduation** Records

Save Edit State Graduation Record Publish State Graduation Records

The following fields can only be filled out once a student has entered 9th grade:
Date First Entered the 9th Grade
NGA Cohort End Year
NCLB Cohort End Year


State Graduation Record

Earliest Grade 9 Enrollment Information Modified Date: 12/01/2016

Grade 9 Date 08/14/2014	NCLB Cohort Year 2018	District Number 66001	District Name Todd County 66-1
----------------------------	--------------------------	--------------------------	-----------------------------------


Graduation Detail: Agar-Blunt-Onida 58-3 (58003)

General Graduation Information

Diploma Date: 

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/25/2014 

NGA Cohort End Year: 2018

NCLB Cohort End Year: 2018

Post Grad Location:

Post Grad Plans:

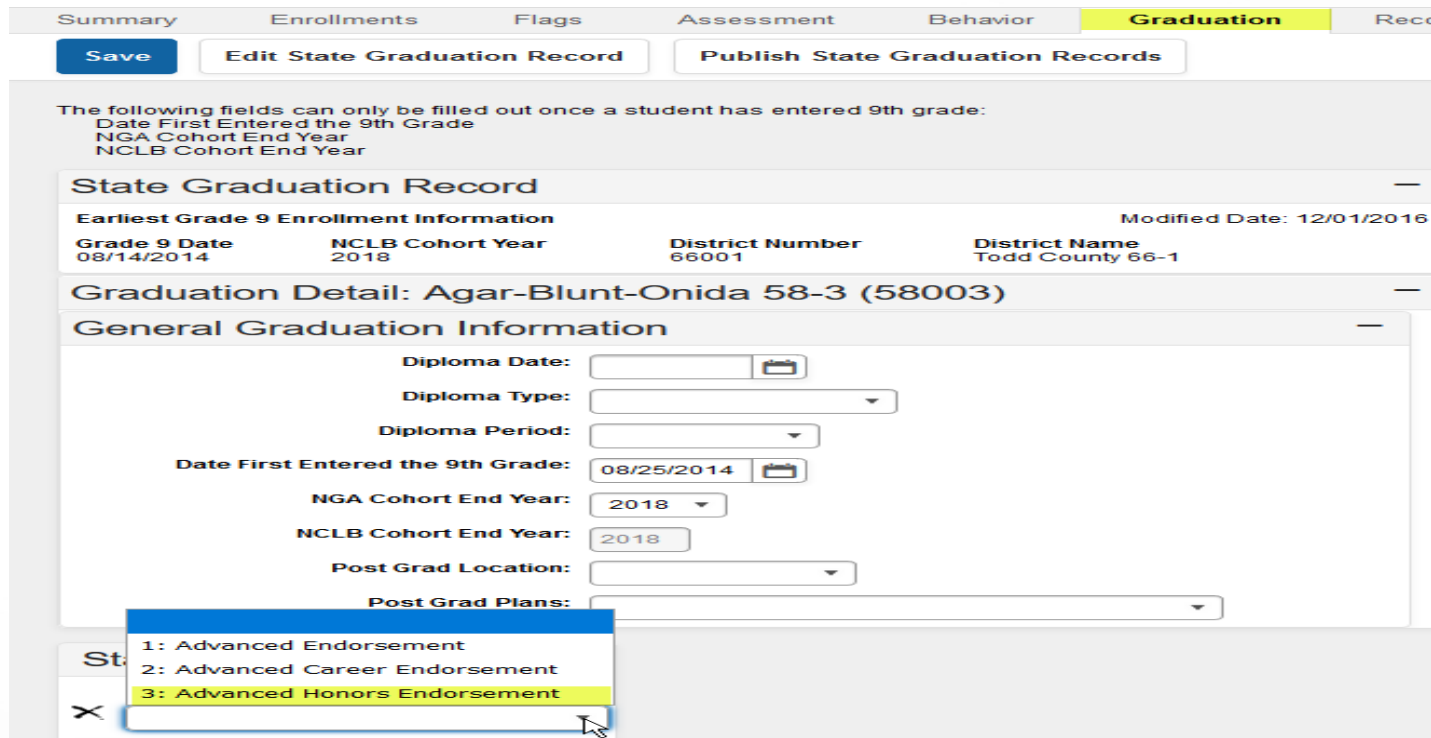
St:

1: Advanced Endorsement
2: **Advanced Career Endorsement**
3: Advanced Honors Endorsement

Advanced Honors Endorsement

Indicates a student has pursued advance rigorous, academic coursework consistent with 13:55:31 (High school course requirement for the Opportunity Scholarship eligibility).

All high school coursework completed with a “C” or higher



Summary Enrollments Flags Assessment Behavior **Graduation** Records

Save **Edit State Graduation Record** **Publish State Graduation Records**

The following fields can only be filled out once a student has entered 9th grade:
Date First Entered the 9th Grade
NGA Cohort End Year
NCLB Cohort End Year


State Graduation Record

Earliest Grade 9 Enrollment Information Modified Date: 12/01/2016

Grade 9 Date 08/14/2014	NCLB Cohort Year 2018	District Number 66001	District Name Todd County 66-1
----------------------------	--------------------------	--------------------------	-----------------------------------


Graduation Detail: Agar-Blunt-Onida 58-3 (58003)

General Graduation Information

Diploma Date: 

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: 08/25/2014 

NGA Cohort End Year: 2018

NCLB Cohort End Year: 2018

Post Grad Location:

Post Grad Plans:

- 1: Advanced Endorsement
- 2: Advanced Career Endorsement
- 3: Advanced Honors Endorsement**

You can find the requirements for each endorsement in the Student Data Desk guide on pages 78-81. If you have questions on the endorsement, please contact Tracia Rentsch at 605-220-6612.

Adding Endorsements

Summary

Enrollments

Flags

Assessment

Behavior

Contact Log

Graduation

Save

Edit State Graduation Record

Publish State Graduation Records

Graduation Detail: Britton-Hecla 45-4 (45004)

General Graduation Information

Diploma Date:

05/22/2022

Diploma Type:

1: Regular Diploma

Diploma Period:

SP: Spring

Date First Entered the 9th Grade:

08/21/2018

NGA Cohort End Year:

2022

NCLB Cohort End Year:

2022

Post Grad Location:

IS: In-State

Post Grad Plans:

CC: Community College

Graduation Endorsements

*Endorsements

X

3: Advanced Honors Endorsement

X

2: Advanced Career Endorsement

You will enter the endorsement on the Graduation tab. A student may have one or more endorsements or they may not have any.

Verifying Endorsements

- SD State Reporting
- Graduation Data Extract

Extract Options

Start Date:

End Date:

Grade Selector:

CTRL-click and SHIFT-click for multiple

Extract Format:

Select Calendars

Which calendar(s) would you like to include?

☒ list by school

- Alpena Elem**
 - 22-23 Alpena Elem
- Alpena Hi Sch**
 - 22-23 Alpena Hi Sch**
 - 22-23 Home School Activities
 - Home School Activities i
- Alpena Middle School**
- Home School(99)**
- Private School**
- Sped Out of District Placement**
- Summer School**

End Date	Co-hort Year	9th grade entry type	diplomaT	diplomaPe	stateSeal
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		2
05/12/2022	2022	08/23/2018	1 SP		2
05/12/2022	2022	08/23/2018	1 SP		2
05/12/2022	2022	08/23/2018	1 SP		2
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		
05/12/2022	2021	08/23/2017	1 SP		
05/12/2022	2022	08/23/2018	1 SP		1
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		3
05/12/2022	2022	08/23/2018	1 SP		2

BOR Transcript

Page 2 of 2

Official Transcript for [REDACTED]

ACT Composite	20	07/18/2020
ACT English	17	07/18/2020
ACT Math	20	07/18/2020
ACT Reading	19	07/18/2020
ACT Science	23	07/18/2020
ACT Composite	22	10/17/2020
ACT English	17	10/17/2020
ACT Math	28	10/17/2020
ACT Reading	21	10/17/2020
ACT Science	23	10/17/2020

Graduation Endorsements

Advanced Endorsement

Advanced Career Endorsement

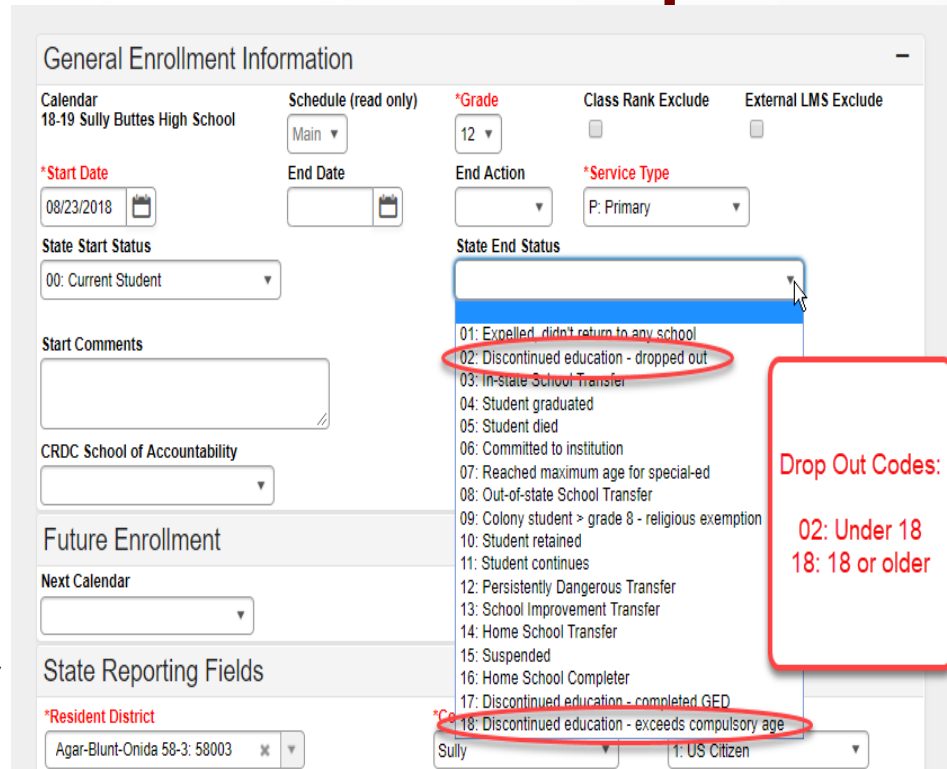
Advanced Honors Endorsement

Endorsement will appear at the bottom of the page.

Discontinued Education/Dropout

A dropout is defined as a student that:

- Was enrolled in a school at some point during the school year
- Was not enrolled on the last day of school
- Has not graduated from high school or completed a state approved program
- Does not meet any of the following conditions:
 - Transfers to another accredited school
 - Has a temporary absence due to suspension or illness
 - Is excused from a public attendance center (Alternative Instruction/Home School)
 - Death



General Enrollment Information

Calendar: 18-19 Sully Buttes High School | Schedule (read only): Main | *Grade: 12 | Class Rank Exclude: ☐ | External LMS Exclude: ☐

*Start Date: 08/23/2018 | End Date: | End Action: | *Service Type: P: Primary

State Start Status: 00: Current Student

State End Status:

- 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
- 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

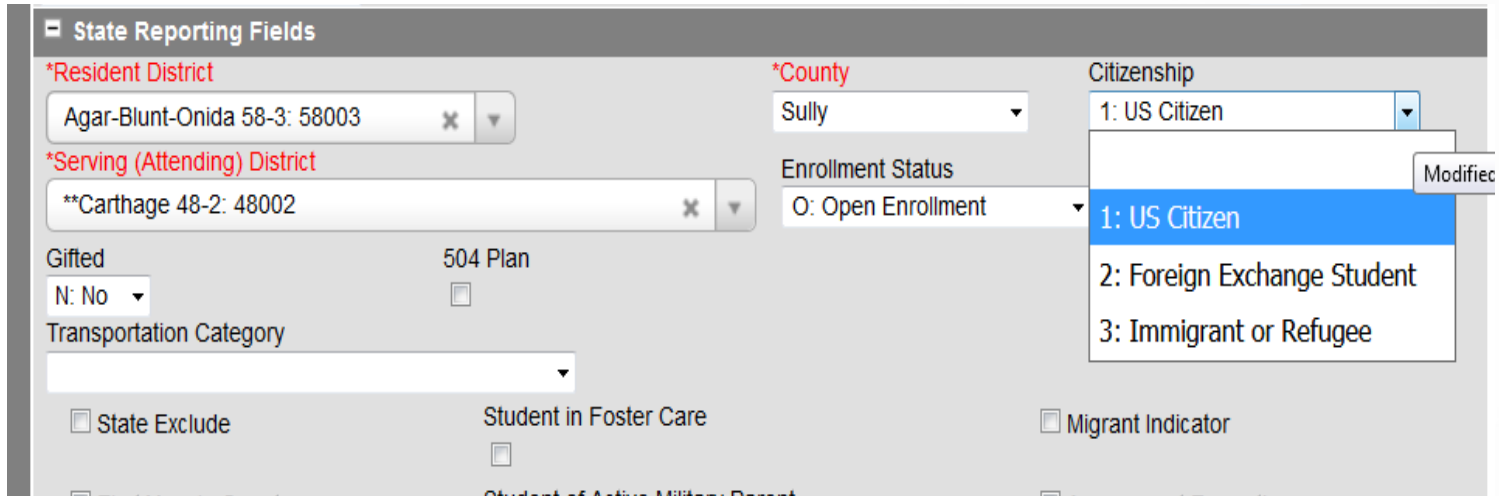
CRDC School of Accountability: | Future Enrollment: | Next Calendar: | State Reporting Fields: | *Resident District: Agar-Blunt-Onida 58-3: 58003 | *Citizenship: Sully | 1: US Citizen

Drop Out Codes:
02: Under 18
18: 18 or older

REMINDER:

If a student left to pursue their GED, they are considered a dropout until the GED has been completed.

Citizenship



The screenshot shows a web form titled "State Reporting Fields". It contains several input fields and checkboxes. The "Citizenship" dropdown menu is open, showing three options: "1: US Citizen", "2: Foreign Exchange Student", and "3: Immigrant or Refugee". The "1: US Citizen" option is highlighted in blue. Other fields include "Resident District" (Agar-Blunt-Onida 58-3: 58003), "Serving (Attending) District" (**Carthage 48-2: 48002), "County" (Sully), "Enrollment Status" (O: Open Enrollment), "Gifted" (N: No), "504 Plan" (checkbox), "Transportation Category" (dropdown), "State Exclude" (checkbox), "Student in Foster Care" (checkbox), "Migrant Indicator" (checkbox), and "Student of Active Military Parent" (checkbox).

Field	Value
*Resident District	Agar-Blunt-Onida 58-3: 58003
*Serving (Attending) District	**Carthage 48-2: 48002
*County	Sully
Enrollment Status	O: Open Enrollment
Citizenship	1: US Citizen
Gifted	N: No
504 Plan	<input type="checkbox"/>
Transportation Category	
State Exclude	<input type="checkbox"/>
Student in Foster Care	<input type="checkbox"/>
Migrant Indicator	<input type="checkbox"/>
Student of Active Military Parent	<input type="checkbox"/>

Verify that the Citizenship field is properly coded for your foreign exchange students and immigrants. Foreign Exchange students are not required to test, and they are not included in the graduation/completer rate.

Foster/Military

State Reporting Fields

*Resident District: Pierre 32-2: 32002 *County: Hughes Citizenship:
 *Serving (Attending) District: Pierre 32-2: 32002 Enrollment Status: *Percent Enrolled: 100
 Gifted: N: No 504 Plan:
 Transportation Category:
☐ State Exclude ☒ Student in Foster Care ☐ Migrant Indicator
☐ First Year In Country ☐ Student of Active Military Parent ☐ Assessment Exempt
 Student Directory Information: Yes: Allowed to share information

DOE will receive a file from DSS with all foster students. We will submit that file to Campus and they will flag these students.

State Reporting Fields

*Resident District: Douglas 51-1: 51001 *County: Meade Citizenship:
 *Serving (Attending) District: Douglas 51-1: 51001 Enrollment Status: *Percent Enrolled: 100
 Gifted: N: No 504 Plan:
 Transportation Category:
☐ State Exclude ☐ Student in Foster Care ☐ Migrant Indicator
☐ First Year In Country ☒ Student of Active Military Parent ☐ Assessment Exempt
 Student Directory Information: Yes: Allowed to share information

Districts are responsible for flagging these students. "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.

Children of active-duty military who are transferring, or pending transfer, to a military institution in SD meets the residency requirement for free school privileges in the district where the military parent/guardian resides or will reside. Students of active-duty military can be enrolled prior to being served in the district. With this enrollment, the student will be enrolled at 0% until they are present in the district. You will then create a new enrollment at the correct percentage. Any new Military student that will be moving to the state, will be allowed to enroll in the SD Center for Virtual Education until they arrive in the state.


Title I – Migrant

State Exclude <input type="checkbox"/>	Student in Foster Care <input type="checkbox"/>	Migrant Indicator <input type="checkbox"/>
First Year In Country <input type="checkbox"/>	Student of Active Military Parent <input type="checkbox"/>	Assessment Exemption <input type="checkbox"/>

Student Directory Info 7-12 ONLY

Yes: Allowed to Share Information with SD-BOR/SD-TI's ▼

Title 1

* 9/5/2020  Y: Yes ▼

Title 1 Reading <input checked="" type="checkbox"/>	Title 1 Supporting Guidance <input type="checkbox"/>	Title 1 Social Science <input type="checkbox"/>	Title 1 Science <input type="checkbox"/>
Title 1 Vocational <input type="checkbox"/>	Title 1 Health/Dental/Eye Care <input type="checkbox"/>	Title 1 Math <input checked="" type="checkbox"/>	

- If you are a Title I Targeted Assistance School, you must code all students that are receiving Title I services. This includes PK students.
- If you are a Title I School Wide School, your students will be flagged for you.

Infinite Campus will be flagging the School Wide programs and any new Migrant students later this spring.

EL Services

Search Campus Tools

Teri Jung

▼ Student Information

General

► Counseling

Academic Planning

▼ Program Participation

Early Learning

English Learners (EL)

Homeless

Programs

Custom Programs

► Health

Medicaid

► PLP

► Response to Intervention

► Special Ed

Student Locator

► Reports

► Census

► Behavior

► Health

Grade: 03 DOB: 06/10/2011 Gender: M

EL EL Assessments **EL Services** EL Accommodations

+

 New

Save

✕

 Delete

EL Services		
Service Type	Start Date	End Date
CESL: Content Based ESL	09/17/2017	

EL Services Detail

*Start Date

End Date

*Service Type

CESL: Content Based ESL

DEVB: Developmental Bilingual

DUAL: Dual Language

OTHER: Other

PESL: Pull out ESL

ESEL: ESL or ELD

NEW: Newcomer Programs

TBIP: Transitional Bilingual Program

TWIMM: Two Way Immersion

If there is a change in an EL Service, you will end date the first service type and add in the new service. Also, you are allowed to have more than one service type

School districts have the responsibility to provide English language development services to all identified English learner students. You will now be required to enter what services are being provided on the EL Services tab.

If you select "Other," please indicate in the comments section of type of EL services that are being provided.

Re-sync State Data

Index>System Administration>Data Utilities>Resync State Data

Index
Search
<

Batch Resync
Selective Sync

Search Campus Tools

> Assessment
▼ System Administration
 > Auditing
 > Batch Queue
 > Calendar
Campus Learning
 > Custom
Custom Forms
 > Data Defining Tools
 > Data Interchange
▼ Data Utilities
 Data Warehouse Settings
 Combine Person
 Split Student
Resync State Data
 Student Records Transfer
 Deactivated Elements Impact Re
 Ad Hoc Runtime Security Report
 Element Replacement
 Synchronization Field Settings
 Languages/Translations
> Health
> Messenger
> Preferences
> Resources
> Special Ed
Student
 > User Security
 > Course Codes
> FRAM

<input type="checkbox"/> DIS Objects	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/> <input type="checkbox"/> District	01/15/2020 01:27:31	Processed: 1 Errors: 0	
<input checked="" type="checkbox"/> <input type="checkbox"/> School	01/15/2020 01:27:32	Processed: 7 Errors: 0	
<input checked="" type="checkbox"/> <input type="checkbox"/> Calendar	01/15/2020 01:27:34	Processed: 11 Errors: 0	
<input type="checkbox"/> CourseSection			
<input checked="" type="checkbox"/> <input type="checkbox"/> ScheduleStructure	01/15/2020 01:27:34	Processed: 11 Errors: 0	
<input checked="" type="checkbox"/> TermSchedule			
<input checked="" type="checkbox"/> <input type="checkbox"/> PeriodSchedule			
<input type="checkbox"/> Day			
<input checked="" type="checkbox"/> <input type="checkbox"/> StructureGradeLevel	01/15/2020 01:27:35	Processed: 11 Errors: 0	
<input checked="" type="checkbox"/> <input type="checkbox"/> PersonIdentity	01/15/2020 01:27:37	Processed: 651 Errors: 1	
<input type="checkbox"/> Behavior			
<input type="checkbox"/> BehaviorResolutionType			
<input type="checkbox"/> BehaviorResponseType			
<input type="checkbox"/> BehaviorType			
<input type="checkbox"/> CensusContactSummary			
<input type="checkbox"/> ContactLog			
<input type="checkbox"/> EarlyLearning			
<input type="checkbox"/> Employment			
<input type="checkbox"/> EmploymentAssignment			
<input type="checkbox"/> EmploymentBackground			
<input type="checkbox"/> EmploymentCredential			
<input type="checkbox"/> English Learners (EL)			
<input type="checkbox"/> ELAccommodation			
<input type="checkbox"/> ELService			
<input checked="" type="checkbox"/> <input type="checkbox"/> Enrollment	01/15/2020 01:27:39	Processed: 471 Errors: 0	
<input checked="" type="checkbox"/> AttendanceSDMinute	01/14/2020 20:37:27	Processed: 471 Errors: 0	
<input checked="" type="checkbox"/> CustomStudent	01/15/2020 01:27:40	Processed: 471 Errors: 0	
<input type="checkbox"/> Evaluation			
<input checked="" type="checkbox"/> Graduation			

Validation

Student Information>Reports>Graduation Cohort Validations

Validation Types Choose one or more validation(s) to include on the report	Report Elements Choose the data elements to include on the report
<input checked="" type="checkbox"/> Inconsistent Enrollment/Graduation Data	<input type="checkbox"/> District Number
<input type="checkbox"/> Incomplete Graduation Data	<input type="checkbox"/> District Name
<input type="checkbox"/> Diploma Date	<input type="checkbox"/> School Number
<input type="checkbox"/> Diploma Type	<input type="checkbox"/> School Name
<input type="checkbox"/> Diploma Period	<input checked="" type="checkbox"/> School StateID
<input type="checkbox"/> Post Grad Location	<input checked="" type="checkbox"/> Student Last Name
<input type="checkbox"/> Post Grad Plans	<input checked="" type="checkbox"/> Student First Name
<input type="checkbox"/> Inconsistent Enrollment/Cohort Data	<input type="checkbox"/> Grade
<input type="checkbox"/> Incomplete Cohort Data	
<input type="checkbox"/> Cohort Field Determination	
<input type="checkbox"/> System Populated Auto	
<input type="checkbox"/> User Populated	

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

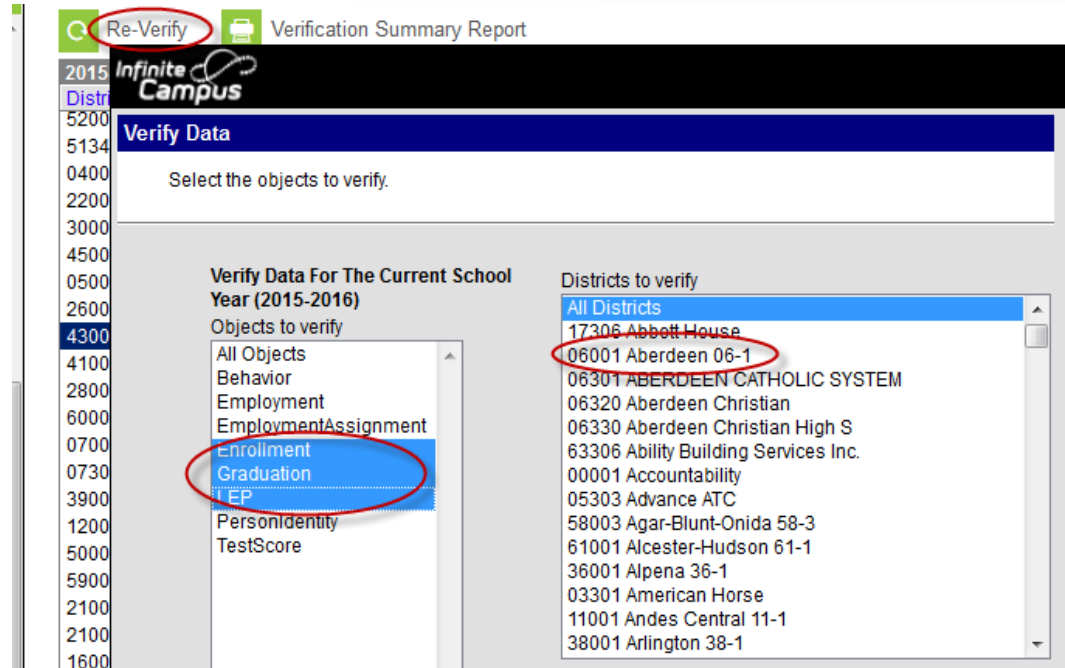
☐ active year ☐ list by school ☒ list by year

- This report lists graduation & cohort records that are not complete or do not match enrollment records.
- User can choose which validation types to include on the report. Examples: Inconsistent Enrollment/Graduation Dates, Inconsistent Enrollment/Graduation Cohorts, Incomplete Cohort Data.

Verification

System Administration>Data Interchange>Verification

- This summary tool provides information on data that has inconsistencies:
 - Enrollment Records
 - Graduation Records
 - EL Records



Re-Verify Verification Summary Report

2015 Infinite Campus
Distr

Verify Data

Select the objects to verify.

Verify Data For The Current School Year (2015-2016)

Objects to verify

- All Objects
- Behavior
- Employment
- EmploymentAssignment
- Enrollment**
- Graduation
- LEP
- Person/Identity
- TestScore

Districts to verify

- All Districts
- 17306 Abbott House**
- 06001 Aberdeen 06-1**
- 06301 ABERDEEN CATHOLIC SYSTEM
- 06320 Aberdeen Christian
- 06330 Aberdeen Christian High S
- 63306 Ability Building Services Inc.
- 00001 Accountability
- 05303 Advance ATC
- 58003 Agar-Blunt-Onida 58-3
- 61001 Alcester-Hudson 61-1
- 36001 Alpena 36-1
- 03301 American Horse
- 11001 Andes Central 11-1
- 38001 Arlington 38-1

If you are noticing several enrollments missing at the state level, please generate a re-sync of your data.

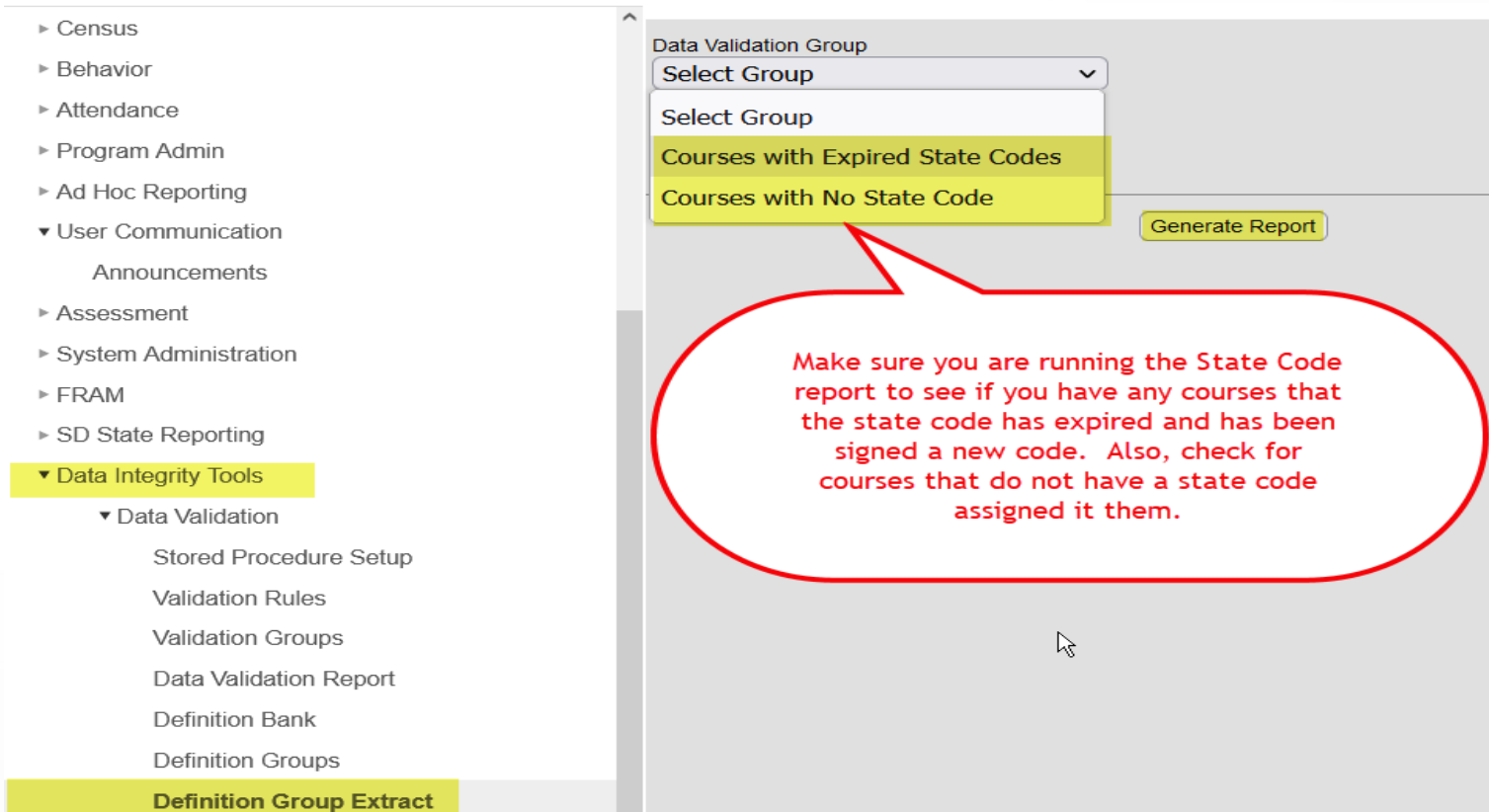


Verification

Verification Results for 06001 Aberdeen 06-1									
Object	Accuracy Legend	Timestamp	Total Records			Total Errors	Missing		Differences
			Distinct	At District	At State		At State	At District	
Enrollment	100.00%	01/13/2016 02:40:37	5107	5107	5107	0	0	0	0
Graduation	99.02%	01/12/2016 08:07:48	1430	1429	1430	14	0	1	13
LEP	100.00%	01/12/2016 08:07:58	189	189	189	0	0	0	0

You can click on any of the Timestamps and see what your errors are.

Verifying the Course Codes



► Census

► Behavior

► Attendance

► Program Admin

► Ad Hoc Reporting

▼ User Communication

Announcements

► Assessment

► System Administration

► FRAM

► SD State Reporting

▼ Data Integrity Tools

▼ Data Validation

Stored Procedure Setup

Validation Rules

Validation Groups

Data Validation Report

Definition Bank

Definition Groups

Definition Group Extract

Data Validation Group

Select Group

Select Group

Courses with Expired State Codes

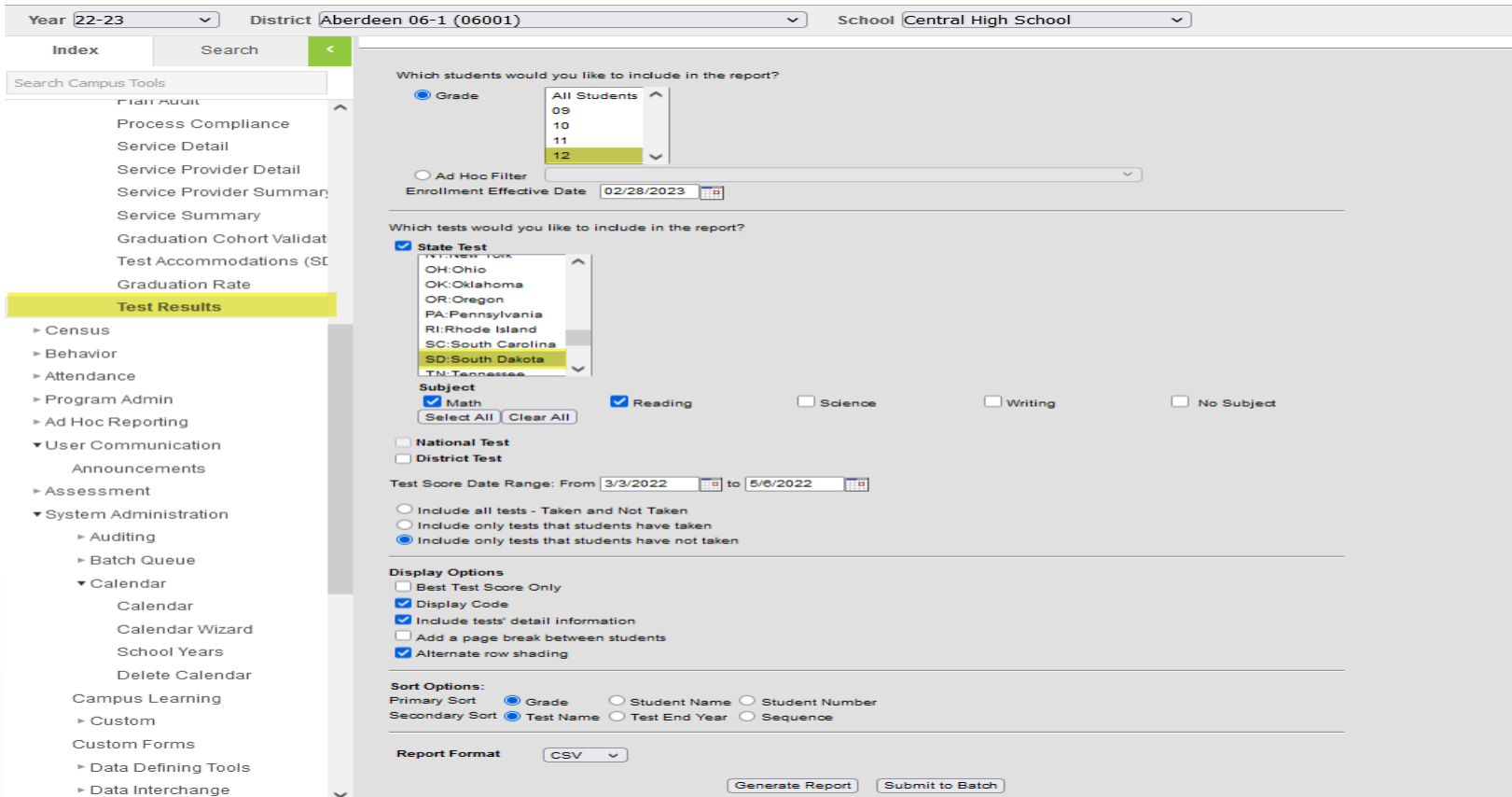
Courses with No State Code

Generate Report

Make sure you are running the State Code report to see if you have any courses that the state code has expired and has been signed a new code. Also, check for courses that do not have a state code assigned it them.

Seniors who need to take the SBAC Test

There is now a report built into Campus to find the seniors who still need to take the SBAC. Student Information>Reports



The screenshot shows the 'Search Campus Tools' menu on the left with 'Test Results' highlighted. The main area is the 'Generate Report' form for the 'Aberdeen 06-1 (06001)' district and 'Central High School'.

Form Fields:

- Year:** 22-23
- District:** Aberdeen 06-1 (06001)
- School:** Central High School
- Search Campus Tools:** Index, Search, <
- Which students would you like to include in the report?**
 - ☒ **Grade**: All Students, 09, 10, 11, **12**
 - ☐ **Ad Hoc Filter**: Enrollment Effective Date: 02/28/2023
- Which tests would you like to include in the report?**
 - ☒ **State Test**: OH: Ohio, OK: Oklahoma, OR: Oregon, PA: Pennsylvania, RI: Rhode Island, SC: South Carolina, **SD: South Dakota**, TN: Tennessee
 - Subject**: ☒ Math, ☒ Reading, ☐ Science, ☐ Writing, ☐ No Subject
 - ☐ **National Test**
 - ☐ **District Test**
 - Test Score Date Range:** From 3/3/2022 to 5/6/2022
 - ☐ Include all tests - Taken and Not Taken
 - ☐ Include only tests that students have taken
 - ☒ Include only tests that students have not taken
- Display Options**
 - ☐ Best Test Score Only
 - ☒ Display Code
 - ☒ Include tests' detail information
 - ☐ Add a page break between students
 - ☒ Alternate row shading
- Sort Options:**
 - Primary Sort:** ☒ Grade, ☐ Student Name, ☐ Student Number
 - Secondary Sort:** ☒ Test Name, ☐ Test End Year, ☐ Sequence
- Report Format:** CSV
- Buttons:** Generate Report, Submit to Batch

Helpful Hints in Closing out Your School Year

- SD State Reporting>Student Enrollment Extract:
 - End Dates – Every student should have an end date. This includes PK,EC, & After School
 - Absent Days – Attendance for PK students is required
 - Resident/Serving District-should have an enrollment status if they are different
 - EL students

SD State Reporting>Homeless Extract

- Primary Nighttime Resident
- Unaccompanied Youth
- Homeless Served – this can be a yes or no

SD State Reporting>Graduation Endorsements

- Diploma Type
- Diploma Period
- Graduation Date
- State Seal-Endorsements

Ad Hoc Reports

Ad Hoc Reporting>Filter Designer>State Published

The State has designed several Ad Hoc reports to verify data.
Reports include:

- EL Students
- Citizenship
- FRAM
- Military
- Title I Target Assist
- 504
- Race/Ethnicity
- Grad Tab Blank Co-hort
- Grad Data w/differences/state/dist.
- Graduation Endorsements

<https://kb.infinitecampus.com/help/student-filter-fields-for-ad-hoc-reporting>



Special Education



Requirements for School 97

School “97” was designed when a district pays for an out of district placement for special ed

- Must have a calendar for school 97
- Must have grade levels entered
- Must have a term set up. This term can be a year long term
- Must have a period scheduled enter. This period can be set up as one period.
- Must do a “Days Reset”, but you do not have to edit the days.

Sped Out of District

sample2, student
 #083458231 DOB: 02/23/2001 Gender: M

Summary **Enrollments** Flags Assessment Behavior Graduation Records Transfer

Save Delete Print Enrollment History New

General Enrollment Information

Calendar: **17-18 Sped Out of District Pla** Schedule (read only): Main *Grade: 10 Class Rank Exclude: ☐ External LMS Exclude: ☐

*Start Date: 08/23/2017 No Show: ☐ End Date: End Action: *Service Type: N: Special Ed Services End Status:

Start Status: 00: Current Student Start Comments: End Comments:

Future Enrollment

Next Calendar: Next Schedule Structure: Next Grade:

State Reporting Fields

*Resident District: Alpena 36-1: 36001 District where the student resides

*Serving (Attending) District: Lifescape: 49317 District where the student is being served.

*County: Jerauld Citizenship: 1: US Citizen

Enrollment Status: P: Tuition Paid by District *Percent Enrolled: 1 Absent Days:

Gifted: N: No

If your district is paying the tuition for the student's placement.

- Service type
- N – Special Ed Services- For out of district placement

Sped out of District Placement

If student placed in the following are considered part of the out of district placement:

- SD Human Services
- School for the Blind
- Other out of district placement (not limited to)
 - JDC
 - Children's Home Society
 - Etc...

Special Ed Programs

Instruction Program Type (This is tied to funding so work with sped director and/or business manager)

- A. Mild to Moderate Disabilities
- B. Severe Disabilities
- C. Speech Only
- D. Early Childhood (ages 3-5 except 5-year olds in Junior Kindergarten and Kindergarten)
- E. Day Program
- F. Residential Program
- G. Homebound Program

Special Ed Fields	
Effective Date	Special Ed Program
09/09/2020	E: Day Program ▼
	A: Mild to Moderate Disabilities B: Severe Disabilities C: Speech Only D: Early Childhood E: Day Program F: Residential Program G: Homebound Program ▼
End Date	Exit Code

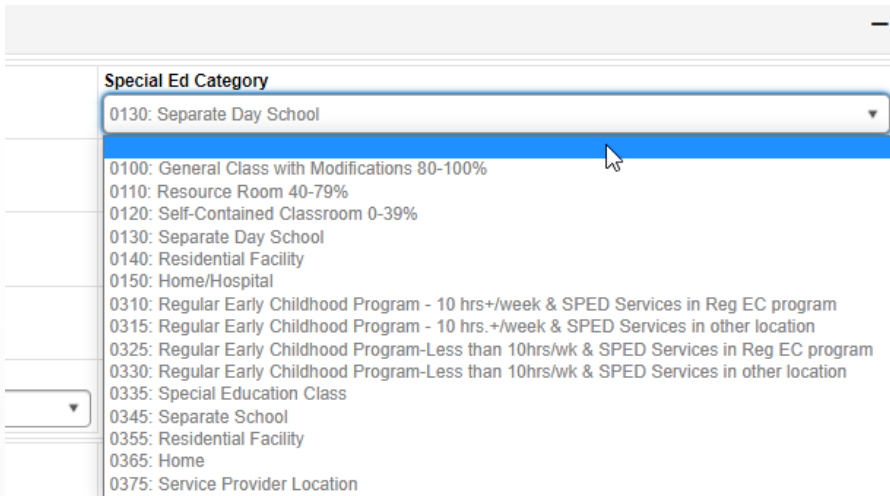
Special Education Placement Category

School Age 6-21 and 5-year olds enrolled in Junior Kindergarten and Kindergarten

- **0100** – General Classroom w/Modifications 80-100%
- **0110** – Resource Room 40-79%
- **0120** – Self Contained Classroom 0-39%
- **0130** – Separate Day School
- **0140** – Residential Facility
- **0150** – Home/Hospital Program

Preschool Age 3-5 (Except 5-year olds in Junior Kindergarten and Kindergarten- use 0100 Codes)

- **0310** – EC 10 hours +, services in Reg EC
- **0315** – EC 10 hours +, services in other location
- **0325** – EC less than 10 hours, services in Reg EC
- **0330** – EC less than 10 hours, services in other location
- **0335** – Special Education Class
- **0345** – Separate School
- **0355** – Residential Facility
- **0365** - Home
- **0375** – Service Provider Location



Special Ed Category

0130: Separate Day School

0100: General Class with Modifications 80-100%

0110: Resource Room 40-79%

0120: Self-Contained Classroom 0-39%

0130: Separate Day School

0140: Residential Facility

0150: Home/Hospital

0310: Regular Early Childhood Program - 10 hrs+/week & SPED Services in Reg EC program

0315: Regular Early Childhood Program - 10 hrs./week & SPED Services in other location

0325: Regular Early Childhood Program-Less than 10hrs/wk & SPED Services in Reg EC program

0330: Regular Early Childhood Program-Less than 10hrs/wk & SPED Services in other location

0335: Special Education Class

0345: Separate School

0355: Residential Facility

0365: Home

0375: Service Provider Location

Autism Disability

Special Ed Fields

Modified By: Turner, Linda - 08/05/2019 09:30:00 -0500

Effective Date

08/19/2019



Special Ed Program

B: Severe Disabilities

Primary Disability

530: Multiple Disabilities

Multiple Disability 2

505: Emotional Disturbance

Multiple Disability 4

End Date



Exit Code

Special Ed Category

0120: Self-Contained Classroom 0-39%

Multiple Disability 1

560: Autism Spectrum Disorder

Multiple Disability 3

If a student's disability is Autism, you must enter the severity level.

ASD Severity Behaviors Level

2: Requiring substantial support

1: Requiring support

2: Requiring substantial support

3: Requiring very substantial support

Psychological Therapy Hours

ASD Severity Communication Level

1: Requiring support

1: Requiring support

2: Requiring substantial support

3: Requiring very substantial support

Orientation Mobility Hours

Modified By:

Related Services

- ASD (Autism Spectrum Disability) Severity Behavior/Communication Levels
 - If student has Autism as a disability these must be marked
- Therapy Hours
 - Weekly hours
- Transportation/Assistive Technology
 - If in IEP, must be recorded here as yes otherwise can be left blank

ASD Severity Behaviors Level
<input type="text"/>
Physical Therapy Hours
<input type="text" value="1"/>
Occupational Therapy Hours
<input type="text" value="1.5"/>
Psychological Therapy Hours
<input type="text"/>
Social Work Service Hours
<input type="text"/>
Transportation
<input type="text" value="Y: Yes"/>

ASD Severity Communication Level
<input type="text"/>
Recreational Therapy Hours
<input type="text"/>
Speech/Language Therapy Hours
<input type="text" value="1"/>
Orientation Mobility Hours
<input type="text" value="1.5"/>
Other Service Hours
<input type="text"/>
Assistive Technology
<input type="text" value="Y: Yes"/>

Special Ed Fields

- Effective date
- End Date
- Creating new record
- Do not change 1st record if change has been made mid-year
- Only need to change if there is a change in
 - Special Ed Program (funding)
 - Special Ed Category – placement
 - Disability Category

Special Ed Fields

Effective Date 09/09/2020	Special Ed Program E: Day Program	Special Ed Category 0130: Separate
	Primary Disability 530: Multiple Disabilities	Multiple Disability 1 540: Vision Loss
	Multiple Disability 2 510: Cognitive Disability	Multiple Disability 3 550: Speech/La
	Multiple Disability 4 	Multiple Disability 5
End Date 10/29/2020	Exit Code 11: Change in IEP	
Effective Date 10/30/2020	Special Ed Program E: Day Program	Special Ed Category 0130: Separate
	Primary Disability 530: Multiple Disabilities	Multiple Disability 1 540: Vision Loss
	Multiple Disability 2 510: Cognitive Disability	Multiple Disability 3 550: Speech/La
	Multiple Disability 4 	Multiple Disability 5
End Date 05/18/2021	Exit Code 11: Change in IEP	
Effective Date 05/19/2021	Special Ed Program E: Day Program	Special Ed Category 0130: Separate
	Primary Disability 530: Multiple Disabilities	Multiple Disability 1 565: Traumatic I
	Multiple Disability 2 540: Vision Loss	Multiple Disability 3
	Multiple Disability 4 	Multiple Disability 5
End Date 	Exit Code 	
* Effective Date	Special Ed Program	Special Ed Category

Early Childhood

- When you create your early childhood calendars make sure they are being pulled into your child count report.
- You can find the child count report
- Under SD state reporting, it is called SD December Child Count Report.
 - SD State Reporting
 - SD December Child Count Report
 - Student Enrollment Extract
 - Documented Hearing Loss Extract

High School IEP Program Exit Coding

- Make sure to work with special ed director when determining
 - If student has received a regular high school diploma or
 - Will be returning to receive more special ed service and
 - What code should be used
- Several codes available to record what is happening with student

Students on IEP

Can a student on an IEP who has graduated with a signed regular diploma continue to receive special education services?

No. Graduating with a signed regular HS diploma ends the student's eligibility for Special Education.

Can a student who has completed modified coursework according to an IEP and received a signed district approved diploma/certificate continue to receive special education services?

Yes. A district approved diploma/certificate based on modified coursework is not considered to be a regular SD diploma, as they did not meet the same requirements as their peers.

Can a student who has earned enough HS credits to meet the LEA graduation requirements still receive special education services until age 21?

Yes. A student is eligible to receive special education services until the age of 21, if the student has not taken the coursework necessary to earn a regular diploma or if coursework for a regular diploma was completed but the IEP team determines there are still transition needs the student can continue until the signed regular HS diploma is issued.

When using the end batch tool with seniors,
make sure that you ARE NOT coding students that will continue to receive
special education services with an end status of: "student graduated".

Ending Enrollments for Special Education

- 1st. Determine if the student is a graduate with a regular high school diploma and will end school eligibility.
- Graduate with a regular high school diploma
 - Met the same state course and content requirements
 - With or without provided accommodations using general education curriculum

Graduation Exit Coding (met the regular diploma requirements)	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	04: Graduated	2: Graduated (high school diploma)

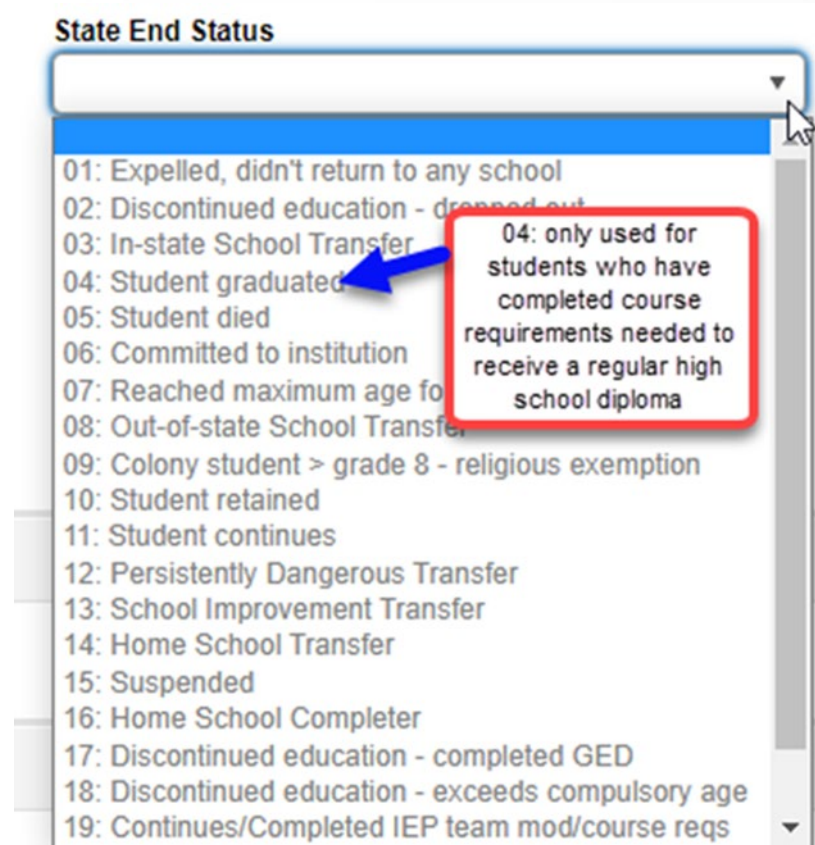
Seniors who are Special Education students, and who **ARE** graduating with a regular diploma need to have their enrollment record updated in two different places. In the General Enrollment Information area of Infinite Campus, you will update the **End Status to 04: Student graduated**. You need also 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.****

If a student received a **signed regular diploma**, the student is no longer eligible to receive services and the school district is not eligible to receive State Aid for the student in the coming year.

Special Education Graduates

- Work with Special Ed Director and/or special ed staff when ending students on IEPs
- Remember - Graduates are those that have completed the same course work as their peers and have received a regular signed diploma

State End Status



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
08: Out-of-state School Transfer
09: Colony student > grade 8 - religious exemption
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
19: Continues/Completed IEP team mod/course reqs

04: only used for students who have completed course requirements needed to receive a regular high school diploma

Special Ed Fields Exit Code for Graduates

	Multiple Disability 2		Multiple
	<input type="text"/>		<input type="text"/>
	Multiple Disability 4		Multiple
	<input type="text"/>		<input type="text"/>
End Date	Exit Code		
<input type="text"/>	<input type="text"/>		
Effective Date	<ul style="list-style-type: none"> 1: Not receiving SE services 2: Graduated (high school diploma) 03: Continues/Completed IEP team mod/course reqs 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: Change in IEP 12: Student Continues 13: Discontinued/Completed IEP team mod/course reqs 14: Aged Out/Completed IEP team mod/course reqs 15: Revocation of consent 		
03/15/2023			Special
			<input type="text"/>
			Multiple
			<input type="text"/>
			Multiple
			<input type="text"/>
			Multiple
			<input type="text"/>
End Date			
<input type="text"/>			

Special Ed. Con't.

2nd Student met IEP team modified requirements but not graduation requirements

- Did not meet the same requirements as peers (example, not taking Algebra 1)
- IEP team made course modification (doesn't meet the same standard as peers)
- Courses were aligned to Core Content Connectors
- Modified curriculum/content standards
- Will return to school in the fall and receive special ed services until age 21

If yes, then enrollment record only needs to be update in

General enrollment information in Infinite Campus

11: Student Continues

Special Ed Fields end status

Should remain blank (will be pulled forward)

Student continues Code	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	11: Student Continues	

OR districts can choose to use these codes, however the record will **NOT be pulled forward**

General enrollment information


19: Continues/completed IEP team mod course reqs




Special Ed Fields end information


03: Continues/completed IEP team mod/course reqs


Exit Coding (did not meet the regular diploma requirements but did meet IEP modified requirements)	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	19: Continues – Completed IEP team modified course requirements	03: Continues – Completed IEP team modified course requirements


Special Education Exit Codes


Save Delete New  Print Enrollment History


08/19/2019  B: Severe Disabilities  0120: Self-Contained Classroom 0-39% 


Primary Disability
530: Multiple Disabilities 


Multiple Disability 2
505: Emotional Disturbance 


Multiple Disability 4


Multiple Disability 1
560: Autism Spectrum Disorder 

Multiple Disability 3



Multiple Disability 5


End Date
1/15/2019 


*** Effective Date**
01/15/2020 

Exit Code

- 1: Not receiving SE services
- 2: Graduated (high school diploma)
- 03: Continues/Completed IEP team mod/course reqs
- 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: Change in IEP
- 12: Student Continues
- 13: Discontinued/Completed IEP team mod/course reqs
- 14: Aged Out/Completed IEP team mod/course reqs
- 15: Revocation of consent

ASD Severity Behavior


Physical Therapy Hours

Level


Audiological Services Hours

2: is used when a student meets the state course and content requirements.

3: is used when they do not meet the same requirements as their peers

Special Ed Con't.

3rd. Students who turn 21 during the fiscal year

- did not receive a regular diploma
 - Did not meet IEP goal
 - General enrollment end code
 - 07: Reached maximum age for special-ed
 - Special ed End code
 - 4: Reached the maximum age
 - Met IEP goals
 - General enrollment end code
 - 21 Aged Out/Completed IEP team mod/course reqs
 - Special Ed end code
 - 14: Aged out: Completed IEP Team mod/course reqs

	General Enrollment Exit Codes	Special Ed Fields Exit Codes
Age Out Exit Code	07: Reached maximum age for special education (21)	4: Reached the Maximum Age (did not meet IEP modified requirements)
	21: Aged Out – Completed IEP team modified course requirements	14: Aged Out: Completed IEP Team Mod/Course Requirements

Aged Out (Work with Special Ed Director)

***Grade**
02 ▼

Class Rank Exclude
☐

External LMS Exclude
☐

End Action
P: Promote ▼

***Service Type**
P: Primary ▼

State End Status

- 11: Student continues
- 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
- 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
- 19: Continues/Completed IEP team mod/course reqs
- 20: Discontinued/Completed IEP team mod/course reqs
- 21: Aged Out/Completed IEP team mod/course reqs

Next Grade

***Percent Enrolled**
100

Absent Days

us
ad ▼

07: is used when student has aged out at age 21

18: compulsory age is 18 so is not age out when used with special

21: is used when student has completed IEP coursework, did not receive a regular diploma but reached

Multiple Disability 4
▼

Multiple Disability 5
▼

End Date
03/07/2022

Exit Code

- 1: Not receiving SE services
- 2: Graduated (high school diploma)
- 03: Continues/Completed IEP team m
- 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: Change in IEP
- 12: Student Continues
- 13: Discontinued/Completed IEP team mod/course reqs
- 14: Aged Out/Completed IEP team mod/course reqs
- 15: Revocation of consent

Effective Date
03/07/2022

Multiple Disability 3
▼

Multi
▼

Severity Behaviors Level

ASD Severity Communication Level

4: is used when student has reached 21 and not completed IEP course requirements

14: is used when student has reached 21 and has completed IEP modified course requirements

Special Ed Con't

- 4th** - At the beginning of the following year, if the student does not return,
- the enrollment needs to be amended to reflect discontinued or dropout.
 - If completed IEP team modified course requirement
 - General Enrollment End Code
 - 20: Discontinued/Completed IEP team mod/course reqs
 - Special Ed End Code
 - 13: Discontinued/Completed IEP team mod/course reqs
 - If did not complete modified course requirements
 - General Enrollment end code
 - 02: Discontinued education –dropped out
 - Special Ed End code

Exit Code (did not return in fall)	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	20: Discontinued education – Completed IEP team modified course requirements	13: Discontinued education – Completed IEP team modified course requirements
	02: Discontinued education – dropout	8: Dropped out or 7: Moved not known to be continuing

Special Ed Code for Discontinued Education/Dropout

530: Multiple Disabilities		565: Traumatic Brain Injury	
Multiple Disability 2		Multiple Disability 3	
540: Vision Loss			
Multiple Disability 4		Multiple Disability 5	
End Date	Exit Code		
	<div> <div>1: Not receiving SE services</div> <div>2: Graduated (high school diploma)</div> <div>03: Continues/Completed IEP team mod/course reqs</div> <div>4: Reached the maximum age</div> <div>5: Died</div> <div>6: Moved, known to be continuing</div> <div>7: Moved, not known to be continuing</div> <div>8: Dropped out</div> <div>9: Refused services</div> <div>10: ISFP done before max age/Pt C</div> <div>11: Change in IEP</div> <div>12: Student Continues</div> <div>13: Discontinued/Completed IEP team mod/course reqs</div> <div>14: Aged Out/Completed IEP team mod/course reqs</div> <div>15: Revocation of consent</div> </div>		
* Effective Date	Special Ed Category		
03/07/2022			
End Date			
ASD Severity Behaviors Level		ASD Severity Communication Level	

8: is used when student has left school

13: Discontinued/Completed IEP team modified course requirements and is not coming back to school

IEP Program Exit Coding

03 – Continues – Completed IEP Team Modified Course Requirements- **Students with disabilities whose requirements differed to those required for all students. These students may participate in graduation ceremonies, but the students are not considered graduates for the reporting purposes and are still eligible to receive services.**

13 – Discontinued Education- Completed IEP Team Modified Course Requirements - **These students would be coded 03-Continues – Completed IEP team modified course requirements at the end of a school year but then dropped out and didn't continue their education during the next school year without completing the regular graduation requirements. This code should be used to end the record that rolled forward.**

14 – Aged Out – Completed IEP team modified course requirements – **These students completed IEP team modified course requirements through the end of the fiscal year in which they turned 21.**

15 – Revocation of consent – **These students would have been eligible for special education until the point when the parent/guardian/or adult student signs off that they are revoking consent for services. This code is used to end the special ed record and the students are not longer considered a student with a disability.**

If you have questions, please contact your [Sped regional rep.](#)

Crosswalk

- Between general ed end codes and special ed end codes
- Found in Student Data Collection Desk Guide
 - Starting on page 106
- Special Ed exit code definitions
 - Starting on page 103

General Enrollments to SPED Enrollment Crosswalk of Exit Codes	
General Enrollment Field	Special Education Field
01 Expelled – (District is obligated to provide FAPE for students with disabilities. Student may have an end date in the regular school calendar, but then should be entered into calendar #97).	District is obligated to provide FAPE; no exit code is needed.
02 Discontinued education - dropout	08- Dropped out <i>or</i> 07 - Moved not known to be continuing (counts as a dropout for graduation and dropout rates)
03 In-state school transfer	06- Moved known to be continuing
04 Student graduated, must receive a regular high school diploma (<i>Not a GED or certificate of completion</i>)	02 - Graduated, must receive a regular high school diploma (<i>Not a GED or certificate of completion</i>)
05 Student died	05- Died
06 Committed to Institution	06 - Moved known to be continuing
07 Reached maximum age for special education (21)	04 - Reached maximum age
08 Out-of-state school transfer	06 - Moved known to be continuing
09 Colony student completed > grade 8 – religious exemption	09 - Refused services
10 Student retained	Do not end the special ed record or it will not roll forward.
11 Student continues	12 – Student continues (<i>Do not use this code on all records in the special ed enrollment at the end of the year. The Special Ed roll over wizard will only roll forward records that do not have an end date and exit reason in the special ed enrollment field.</i>)
12 Persistently Dangerous Transfer	06 - Moved known to be continuing <i>or</i> 11 - Change to IEP (if the transfer was due to an IEP team decision)
13 School Improvement Transfer	06 - Moved known to be continuing
14 Alternative Instruction/Home school Transfer	09 - Refused services (<i>Use this code if student is still eligible but not currently attending public school.</i>) <i>or</i> 12- Student continues (<i>Use this code if the school will still be providing special education services.</i>)
15 Suspended (District is obligated to provide FAPE for students with disabilities. Student may have an end date in the regular school calendar, but then should be entered into calendar #97).	District is obligated to provide FAPE; no exit code is needed.

HS Exit Coding in Campus/Crosswalk

General Enrollments to Special Ed Enrollment Crosswalk of Exit Codes	
04: Graduated, must receive a regular high school diploma (Not GED or certificate of completion)	2-Graduated, must receive a regular high school diploma (Not GED or certificate of completion)
07: Reached maximum age for special education (21)	4-Reached maximum age
17: Discontinued Education – completed GED	9-Refused services. (use this code if student is still eligible but not currently attending public school)
18: Discontinued Education – exceed compulsory age (18)	9-Refused services. (use this code if student is still eligible but not currently attending public school)
19: Continues – Completed IEP team modified course requirements for high school	03-Continues – Completed IEP Team Modified course requirements for high school
20: Discontinued Education – Completed IEP team modified course requirements for high school	13-Discontinued education – Completed IEP team modified course requirement for high school
21: Aged Out – Completed IEP team modified course requirements for high school	14-Aged Out – Completed IEP team modified course requirements for high school

Resources

DOE website

<https://doe.sd.gov>

Student Data Desk Guide

<https://doe.sd.gov/ofm/documents/DataGuide-22a.pdf>

Student Data Newsletters

<https://doe.sd.gov/ofm/sims.aspx>

School Directory

<https://doe.sd.gov/ofm/edudir.aspx>

Common Course Numbering System

<https://doe.sd.gov/contentstandards/commoncourse.aspx>

Campus Community

<https://community.infinitecampus.com/news/>

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