

# Student Data Newsletter

December child count data reporting is the focus of this newsletter. DOE will continue to use the new reporting process that we began last year. Each district will need to download a file of their child count data from Infinite Campus and upload this data file to the DOE web based program. Below is the link to access the program and all other information to have a successful child count data submission.

<http://www.doe.sd.gov/ofm/data-childcount.aspx>

#### New updates to child count in 2015:

- Several new reports to assist in reviewing data have been created, and
- For districts that are required to report private school students – this data collection has been added to the programming. See website for more information on how to report this data.

#### Data Submission Reminders:

- IEP students placed out of district must be reported in school #97. Enter the appropriate serving district, the percent of day enrollment = 1% and the enrollment status = “P- tuition paid by district”. Resident students served at either School for Blind and Visually Impaired or SD Human Services Center may be included here, please use the enrollment status of “P”. No tuition is paid by the resident district but there are costs to monitor the student’s IEP and provide transportation.
- If the district has any students placed OUT OF STATE – do not enter into school #97 but include their enrollment data in an appropriate school based on their age. Percent of day enrollment for a student out of state = 100%.
- Check out the supporting documents on the above website for instructions on how to download a child count data file from Infinite Campus. Do NOT create files for each school in the district to upload – click on all schools for which data is to be reported. Each new upload overwrites the last one.

#### Timelines for Child Count December 2015:

- Districts will have access to the program and may begin to upload files on Wednesday, December 2, 2015
- Deadline to upload and signoff on their December 2015 child count is Friday, January 15, 2016

**New and Need Help?** See website for scheduled training on data submission or you may contact Susan Woodmansey (773-4748) or Bobbi Leiferman (773-5407) for help to submit your child count data.



## Making Changes in an IEP

If you have a change in the IEP, you will have to complete the following steps to change the record:

1. Go into the Special Education Fields in the enrollment tab, enter an end date, and exit code.
2. Save.
3. Enter new IEP information. Be sure the Effective Date of the new Special Ed record is at least one day after the End Date of the previous Special Ed record.
4. Save.

## Special Education Students No Longer on an IEP

To end the special education records for a child no longer receiving services this year.

1. Go to Special Ed Fields in the enrollment tab
2. Enter an end date and Exit Code.
3. Save.

## Out of District Placements

A student with an IEP placed out of district needs to be entered into Infinite Campus both by the facility or district that they are attending **AND** the resident district in school #97. If your district is paying for the placement then the enrollment status should be **P: Tuition Paid by District** or **C: Contracting Student**. The student's special education data is reported by the resident district.

## Special Education Services

Please note: special education services should be reported in hours per week. Some districts are still reporting in minutes. This is not correct. For example: A student receives 40 minutes of speech per week, he should have a .7 (40/60=.666 then round) not 40.

## Common Child Count Reporting

(Use of the Placement Categories)

Students ages 3-5 must use the 0300 placement categories regardless of their grade. If you have a child who is in kindergarten and age 5 on December 1st, this child must have a placement category of 0310, 0315, 0325, 330, 0335, 0345, 0355, 0365 or 0375. For students age 6-21, you must use the 0100 placement categories.

The image shows a screenshot of a software interface with a dropdown menu titled "Special Ed Category". The menu is open, showing a list of placement categories. Two callout boxes provide instructions:

- 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: EC 10 hrs +, services in EC**
- 0315: EC 10 hrs +, services in other location**
- 0325: EC less than 10 hrs, services in EC**
- 0330: EC less than 10 hrs, services in other location**
- 0335: Separate Class**
- 0345: Separate School**
- 0355: Residential Facility**
- 0365: Home**
- 0375: Service Provider Location**

**Callout 1:** If the student is ages 6-21 years old you must use the 0100 categories.

**Callout 2:** If the student is ages 3-5 years old you must use the 0300 categories, even if the student is in Kindergarten.

## Overlaps, Transfers and Exiting Students

The state will be sending out another overlap report within a few weeks. You can run an overlap report within your district by using the Student Information>Reports>Enrollment Overlap. These overlaps need to be resolved as quickly as possible. We ask that you contact the district in which your overlap or duplicate enrollment is with and resolve it promptly.

When a student transfers from your district to another district, be sure to update your student data in a timely manner. Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule listed below.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 15 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

If the student returns after the 15 school days, the student must still be dropped then re-enrolled. Create a new enrollment and use the day he returns as the status start date.

*Overlaps are permissible for up to 90 consecutive days if the student is dually enrolled with any of the following:*

### Short Term Group Care

1. Keystone Treatment Center – Canton – 41001
2. Chief Gall Alternative – Adolescent Treatment Center – Aberdeen – 06901
3. Our Home Rediscovery – Huron – 02002
4. Volunteers of America – Shelter Care – Sioux Falls – 49005
5. Volunteers of America – Adolescent Treatment – Sioux Falls – 49005
6. Volunteers of America – New Start – Sioux Falls – 49005

### JDC's (Juvenile Detention Centers)

1. Aberdeen JDC – 06001
2. Huron JDC – 02002
3. Pierre JDC – 32002
4. Rapid City JDC – 51004
5. Sioux Falls JDC – 49005
6. Walworth County (Selby) JDC – 62005
7. Wanbli Wiconi Tipi (Todd County) JDC - 66001

**All other students must be counted as a dropout once they have missed 15 consecutive days.**

### Service Type:

- **P: Primary** - This option is to be used when students are in attendance greater than 50%.
- **S: Partial** - This option is to be used when students are attending less than 50%.
- **N: Special Ed Services** - This option is to be used for students attending Private Schools who receive SPED services from a Public School District.
- **Students cannot be in enrolled 50% of the time at both attendance centers. Please go in and make the necessary corrections to any student that need to have a change in their service type.**

If you have a student who is showing up on the overlap report and the total percent equals 100 **and** the service type for one enrollment record is marked P (primary) and the other enrollment record is marked either S (partial) or N (special ed services), you do not have to make changes to that overlap.

## **Title I Data**

All Title I services are required to be entered in Infinite Campus. All Target Assisted programs will need to mark all students that are receiving Title I services. Once a student is flagged as receiving Title I services, that student is considered to be Title I all year. You will record this information on the enrollment record. We ask that all data be entered into Infinite Camps by December 31.

## **\*\*\*\*\*Free and Reduced Eligibility\*\*\*\*\***

A friendly reminder that all free and reduced eligibility was due on October 30. If you have not entered this data, please do so ASAP. Follow this path to enter all free and reduced eligibility> Index>FRAM>Eligibility.

## **School Contact Personnel Changes**

If there has been a change in your school's Infinite Campus Administrator, please contact Jennifer Rattling Leaf at (605) 773-4703 or email her at [Jennifer.Rattlingleaf@state.sd.us](mailto:Jennifer.Rattlingleaf@state.sd.us) with the updates.

## **Contact Information**

Questions regarding special education services/IEP and coding, contact your Special Ed. Region representative or call 605-773-3678. You can find a listing of the Sped reps at the following link. <http://doe.sd.gov/oess/documents/SPEDregionalReps.pdf>

Questions on Child Count data reporting, contact Susan Woodmansey at 773-4748 or Bobbi Leiferman at 773-5407.

Questions on how to enter the data in to Infinite Campus, contact Teri Jung at 773-8197.