

800 Governors Drive
Pierre, SD 57501-2294

T 605.773.3134
F 605.773.6139
www.doe.sd.gov

State Aid Fall Enrollment

Student data is collected from all accredited or approved educational programs within the State of South Dakota. Each school district submits student level data at least 3 times during the school year. A state aid fall enrollment count is generated and verified by each school district. This same state aid fall enrollment is included for special education aid funding and sparsity funding.

Schools submit required student data to DOE in one of three ways:

1. Ninety-nine percent of public school districts use student database software provided by the State of South Dakota to public school districts – Infinite Campus. The Department of Education contracts with a vendor, Infinite Campus, to provide and train school staff on the use of a student level reporting software that allows for specified data fields to be accessed by state staff through a State Edition of Infinite Campus. This arrangement allows for data to be directly encoded to the district edition by the school staff and then those specified data fields are continuously “synched” to the state edition and accessible by Department of Education staff. Student data items to be made available to State Education staff are identified on the following web site:
<http://doe.sd.gov/ofm/sims/index.asp>
2. Non-public schools – may directly enter data to the State Edition. There is only one public school district that uses the direct entry of student data to the State Edition (Yankton School District).
3. Selected public and BIE schools (using another Infinite Campus program NASIS) – upload data files to the State Edition. Public school districts using the upload option to submit student data are: Brandon Valley and Rapid City Area School Districts.

Based on the programming designed by staff with DOE’s Office of State Aid & School Finance, a printed district report was created by Campus staff to generate a count of students on a specified date (changeable parameters are provided within the program). The summary report is based on the student data reflected in the State Edition at the time the report is run – real time data. An updated report is available as soon as corrections are entered by the district or DOE staff. This printout is available to DOE staff using a report provided by BIT using Microsoft Visual Studios.

DISTRICT VERIFICATION

1. Each district is provided a summary report with a count of students (to nearest hundredth) by attendance center. Also included on this summary report is a list of out of district assignments by name and serving school.
2. Each district is also given a confirmation report that restates the total count for the district and requests a signoff by a school administrator.
3. Both of these forms are kept on file by Office of State Aid & School Finance.

STEPS TAKEN BY DOE STAFF TO ENSURE ACCURATE COUNT:

A file extract from the state edition of Campus has been developed that allows DOE staff to pull a complete enrollment data file for all students for an identified school year. This file has enhanced their ability to *review the data file for incomplete or incorrect data items*. As the ARSD timelines allow DOE staff will begin the process to review the Student Information Management System (SIMS) program and this enrollment file for the following:

1. Ensure all calendars have been entered correctly – this will be done in late August (ARSD 24:17:03:08).
2. Check all student data for the following:
 - a. DOB are entered and reasonable for student's reported grade level
 - b. % of day enrollment is reasonable by reviewing all enrollments for students, the % of enrollment may not exceed 100% for each student
 - c. Enrollment status is appropriate based on resident & serving districts reported
 - d. Students are not associated with closed schools or districts
 - e. Districts involved in reorganizations are correctly identified in SIMS
3. Districts have resolved all identified overlaps and duplicates of student enrollments.
4. Schools receiving public school assignments (Lifescape, SE Behavioral, etc.) have been provided a list of student enrollments for their review and approval.
5. To assist in their reconciliation districts may request a list of students included in the fall count report.
6. Student data newsletter – emphasizing important data elements, reporting timelines and how to review data for accuracy. This newsletter is posted to the DOE web site, emailed to SIMS contacts and posted to the DDN listserve.
7. Double check printed state aid fall enrollment reports prior to mailing – find student enrollment errors prior to mailing the initial report.
8. To shorten the timeline between generation of each new report and verification by district - use email when possible.
9. Annual verified counts are compared to the prior year(s) to identify unexpected variances in the student counts. If there is not an apparent explanation for the unexpected increase/decrease in the enrollment – the district is contacted to again verify that the count is appropriate.
10. DOE has implemented a new policy that requires another review of the fall enrollment count at the end of the school year, after districts have finalized their enrollment data for Adequate Yearly Progress purposes. DOE archives a complete list of students on or about November 1st for this reconciliation purpose.
11. Two additional processes have now been implemented to audit the fall student counts used for funding purposes: 1) the Office of Accreditation staff are now provided with a complete list of all student enrollments that they spot check when on-site for their school accreditation reviews and 2) when the school districts have finalized their student enrollment data at the end of the school year the Office of State Aid and School Finance staff rerun the fall state aid enrollment reports and review for reductions to the count that was verified in the fall. Updates to the fall count are made when the change cannot be documented as data entry errors by school staff.

Statutes applicable to fall enrollment count:

SDCL § 13-13-10.1(2A)

(2A) "Fall enrollment," is calculated as follows:

- (a) Determine the number of kindergarten through twelfth grade students enrolled in all schools operated by the school district on the last Friday of September of the current school year;
- (b) Subtract the number of students for whom the district receives tuition except for:
 - (i) Nonresident students who are in the care and custody of a state agency and are attending a public school district;
 - (ii) Students who are being provided an education pursuant to § 13-28-11; and
 - (iii) Students for whom tuition is being paid pursuant to § 13-28-42.1; and
- (c) Add the number of students for whom the district pays tuition.

When computing state aid to education for a school district pursuant to § 13-13-73, the secretary of the Department of Education shall use the school district's fall enrollment;

SDCL § 13-28-1.1.

Enrolled student defined. As used in this title, a student is enrolled if:

- (1) The student is less than twenty-one years of age on the first day of July or the student is twenty-one years of age or older and is admitted to the school district pursuant to § 13-28-8; and
- (2) The student has not completed an approved program or graduated from high school; and
- (3) The student's parent or guardian resides within the school district, or in the case of an emancipated minor or an adult admitted to the district pursuant to § 13-28-8, the student resides within the district or the student has been properly assigned to the district or has been approved to attend school in the district under the terms of the enrollment options program established in § 13-28-40; and
- (4) The student is not simultaneously enrolled in any other school district and has not been excused from school attendance under the terms of § 13-27-1.1 or 13-27-2.

SDCL § 13-28-34.

Rebates and refunds to induce attendance at school as misdemeanor. A school district board, administrator, or school employee may not give or promise to give, either directly or indirectly, any rebate or refund of any transportation or any other thing of value as an inducement for attending school in a district. Any person violating the provisions of this section is guilty of a Class 2 misdemeanor.

ARSD applicable to reporting of student enrollment data:

24:17:03:09. Student enrollment dates. Enrollment start date of a student is determined on the day, month, and year on which a student is admitted to a school or educational institution to include preschool. An enrollment end date is the day, month, and year of a student's last attendance in the school. The end date for graduating students shall be the last calendar day of the school unless the student graduates early, in which case the student is counted on the last required day of attendance.

24:17:01:06. Reporting percent of day enrollment. For the purposes of reporting day enrollment, a full-time student or 100 percent enrolled student is any student who is carrying a full course

load. The term, full course load, means any student who is enrolled in at least five courses or is scheduled for a full school day. The term, full school day, means the amount of time in the day between the start and end of classes during an average school day. If any student is enrolled in less than five classes or does not attend school for the full school day, the student shall be reported based on the percentage of classes taken or the portion of the full school day that the student is in school.

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