



# APSCN eSchoolPlus Student Fields for Cycle Reporting

School Year 2023-2024



DIVISION OF ELEMENTARY  
& SECONDARY EDUCATION



# Resources

[www.apscn.org](http://www.apscn.org) > SIS

## **ADE Statewide Information System**

Statewide Information System (ADE Data Center)

Location for Web Submissions, SIS Handbooks, and Cycle Submission Forms

Statewide Information Systems (SIS Login)

## **Information and Forms**

ADE Service Directory

ALE Coding

Course Code Management System

Defibrillator Data Collection Form

Job Codes Management System

SIS Code Conversion Chart

SMS Required Fields

SMS Required Fields for Cycle Reporting Presentation

State Reporting Advanced Searches



# Resources

## ADE Statewide Information System

### Statewide Information System (ADE Data Center)

- SIS Handbook 2023-2024
  - Digital or PDF version
- Cycle Documents
  - Cycle Status Dashboard
  - Certification of Data Accuracy
  - Statement of Assurances
  - Cycle Instructions
- SIS Resources
  - Various instructions for SIS coordinators, such as Resubmission Guide, Bus Upload, etc.

# Resources


## Information and Forms



### Links to helpful web pages:

- ADE Service Directory Information
  - Search online by Topic or Contact
- Course Code Management System (CCMS) site
- Job Code Management System (JCMS) site

### Documentation:

- ALE Coding
- SIS Code Conversion Chart
- SMS Required Fields 
- SMS Required Fields for Cycle Reporting Presentation
- State Reporting Advanced Searches

# Cycle Submission Due Dates

- **Cycle 1 – Sept 30**
- **Cycle 2 – Oct 15**
- **Cycle 3 – Nov 15**
- **Cycle 4 – Dec 15**
- **Cycle 5 – Feb 15**
- **Cycle 6 – Apr 15**
- **Cycle 7 – Jun 15**
- **Cycle 8 – Jul 31**
- **Cycle 9 – Aug 31**



# Data Quality



Why Data accuracy is significant:

- The data submitted feeds into other systems, such as, EES, My School Info, LEA Insights, etc.
- Data entry affects school funding, school letter grades, and if schools are identified for levels of support.



# District

Pulls in Cycles 1 – 9

**Menu Access:** Administration > General Setup > District > District > Preferences > Other

Other	
List Maximum*	<input type="text" value="250"/>
Rank Exclusion Class Size Rule	<input checked="" type="checkbox"/>
State Equivalency Code	<input type="text"/>



# District

Pulls in Cycles 1 - 9

**Menu Access:** Administration > General Setup > District > District > (click link for District name) Contact Information

▲ Contact Information	
Superintendent	<input type="text" value="Dr. Dennis Wohlf"/>
Street Address	<input type="text" value="225 MarketPlace"/>
	<input type="text"/>
City	<input type="text" value="Little Rock"/>
State*	<input type="text" value="AR - Arkansas"/> x ▼
Zip	<input type="text" value="18018"/>
Phone	<input type="text" value="(610) 555-9856"/>
District Email Address	<input type="text"/>
Aggregate Number	<input type="text"/>

Enter the Mailing Address





# District

**Menu Access:** Administration > General Setup > District > District District Defined > District Demographics

**▲ District Demographics Fields**

Fax Number*	<input type="text" value="(501)"/>
Educational Coop*	<input type="text" value="0 - Not Applicable"/>
<del>DO NOT USE (Previously M to M)</del>	<input type="checkbox"/> <i>*No longer pulls</i>
School Choice	<input checked="" type="checkbox"/>
State Rank Type*	<input type="text" value="STATE"/>
Private School	<input type="checkbox"/>
Insurance Carrier	<input type="text"/>
Mark Type	<input type="text" value="SEM"/>

The fields on this page pull in various cycles.



# GPA Summary

GPA Type pulled is determined by the District Configuration's STATE Rank Type field.

**Menu Access:** Mark Reporting > Entry & Reports > Student > GPA Summary

▲ GPA Summary 📄 🔍

▲ 4.0 Non-weighted ⊕ ⊖


School Year	Term	Building	Grade	Current GPA	Current Rank	Cumulative GPA	Cumulative Rank	
2021	1	16	09	4.0000	1 out of 1	4.0000	1 out of 1	<input type="checkbox"/>
2021	2	16	09	3.8571	1 out of 1	3.9286	1 out of 1	<input type="checkbox"/>

▲ STATE ⊕ ⊖

School Year	Term	Building	Grade	Current GPA	Current Rank	Cumulative GPA	Cumulative Rank	
2021	1	16	09	4.0000	1 out of 1	4.0000	1 out of 1	<input type="checkbox"/>
2021	2	16	09	3.8571	1 out of 1	3.9286	1 out of 1	<input type="checkbox"/>

▲ Yearly ⊕ ⊖

School Year	Building	Grade	Current GPA	Current Rank	Cumulative GPA	Cumulative Rank	
2021	16	09	3.9286	1 out of 1	3.9286	1 out of 1	<input type="checkbox"/>





# Building

Pulls in Cycles 1 – 9

**Menu Access:** Administration > Registration Setup > Building > Building Definition > Main

Main	
Building Type	HS - High School
Principal	Dr. Pat Morrison
Street Address	1 Main Street
City	Little Rock
County	
State	AR - Arkansas
Zip	72201
Phone	(610) 555-5555
Fax	(505) 777-7777

Enter the Mailing Address



# Building

Pulls in Cycles 1 - 9

**Menu Access:** Administration > Registration Setup > Building > Building Definition > Preferences

**Preferences**

Default Calendar	R - 2022-2023 School Year
Default Zip Code	72201
State Equivalency Code	Bld LEA
Grade List	<ul style="list-style-type: none"><li>PK - Pre-Kindergarten</li><li>01 - First Grade</li><li>02 - Second Grade</li><li>03 - Third Grade</li></ul>
PESC Code	

# School Demographics



**Menu Access:** Administration > Registration Setup > Building District Defined > School Demographics

School Demographics Upper Area

Building: 16 - Building 16

**School Demographics Fields**

Facility Type/Site Use Code*	1 - KINDERGARTEN/PRE-SCHOOL
Instructional Periods*	0
Service Learning Course	<input type="checkbox"/>
Character Ed Program	<input type="checkbox"/>
Federal Program Status*	NA
Minutes Per Day*	0
Grade Level	
School Start Time (Military)	0000
School End Time (Military)	0000
No Cost Breakfast Program	<input type="checkbox"/>
No Cost Lunch Program	<input type="checkbox"/>

# School Demographics cont'd



**Menu Access:** Administration > Registration Setup > Building District Defined > School Demographics

School Demographics



**Lower Area**

Building: 16 - Building 16

School Demographics Fields

Academic Programs

Other Enrichment Programs

Grade 05 Act 641

3 - Not Applicable

Grade 06 Act 641

3 - Not Applicable

# School Type Indicator

**Menu Access:** Administration >  
Registration Setup >  
Building District Defined >  
School Type Indicator

*Service Learning Project pulls in cycle 4 only. All other marked fields pull in cycles 1-9.*

## ▲ School Type Indicator

Building: 16 - Building 16

### ▲ School Type Indicator Fields

Break The Mold	<input type="checkbox"/>
Restructuring	<input type="checkbox"/>
Magnet School	<input type="checkbox"/>
AdvancEd/NCA	<input type="checkbox"/>
Incentive School	<input type="checkbox"/>
Diamond School	<input type="checkbox"/>
Alternative School	<input type="checkbox"/>
Interdistrict School	<input type="checkbox"/>
Leadership Academy	<input type="checkbox"/>
Service Learning Project	<input type="checkbox"/>
Multicult Read/Think	<input type="checkbox"/>
M-Lev Carnegie Grant	<input type="checkbox"/>
Block School	<input type="checkbox"/>
<del>M to M School</del> *No longer pulls	<input type="checkbox"/>
4-Day School	<input type="checkbox"/>
Night School	<input type="checkbox"/>
Year-Round School	<input type="checkbox"/>

# Calendar



## Pulls in Cycles 1 – 7

- Calendars should be accurate for Cycle 1 submission.
- Attendance quarter days should be accurate for the calendar type selected by the district unless a waiver is approved.
  - Commissioner’s Memo COM-22-079, dated 2/1/2021
  - Quarter days examples –
    - Traditional calendar requires between 40 and 50 days.
    - 4 Day calendar requires between 32 and 40 days.
  - Arkansas Code 6-18-213 states districts must request a waiver if the quarter days are outside the acceptable range. If a waiver is used, enter the Day Type code of ‘WAV’ on the approved dates.
  - Quarter dates pull from Attendance Intervals.



# Calendar



**Menu Access:** Administration > Registration Setup  
> Calendars > Calendar

Calendar

Definition

Building\* 16 - Building 16    Calendar\* R    Description\* 2021-2022 School Calendar

Dates

First Day of School\* 08/17/2021

Last Day of School\* 06/30/2022

Days Calendar Meets

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Values

Default Membership Value\* 1.000

Days in Cycle\* 5

First Day of Cycle\* Tuesday

State Equivalency Code

Number of Calendar Days 318

Number of Membership Days 204

Set as Default Calendar

# Calendar Day Detail



Select the View Detail Icon  and click on a date.

**Calendar Day**

09/05/2022 Holiday/Non-membership Day

Cycle Flag\* I - Include day in cycle

Cycle Code M - Monday

Day Type HOL - Holiday

Alternate Cycle

Day Information

Membership Day  
Value 0

Attendance Day

Include in Totals

Week Number\* 1

Instructional Time

Totals Information

Day Number	67
Membership Day Number	0
Day of Week	Monday

**Calendar Day**

10/31/2022 9DY / Membership Day

Cycle Flag\* I - Include day in cycle

Cycle Code M - Monday

Day Type 9DY - Act 1220 Exempt  
Event Days

Alternate Cycle

Day Information

Membership Day  
Value 1

Attendance Day

Include in Totals

Week Number\* 1

Instructional Time 360 **NEW Last Year**

Totals Information

Day Number	123
Membership Day Number	85
Day of Week	Monday

- All 3 checkboxes must match.
- Value should be 1.





# Calendar Day Detail

**Calendar Day**

08/22/2022

Cycle Flag\* I - Include day in cycle

Cycle Code M - Monday

Day Type

Alternate Cycle

Day Information

- Membership Day  
Value 1
- Attendance Day
- Include in Totals

Week Number\* 1

**Instructional Time** 360

**Totals Information**

Day Number	53
Membership Day Number	36
Day of Week	Monday

**Menu Path:** Administration > Registration Setup > Calendars > Calendar > Month View

## New Last Year

- *Instructional Time* must be entered for all membership days in each active building's calendar.

**Note:** While this can be manually entered, there is an upload procedure to make the entry of this data an easier process. Please contact your APSCN Field Analyst for details.



# Guidance for Calendar Day Types

## **XDY – Act 1469 Ext Day**

- *Five (5) extra days should be built into the calendar as non-membership days.*
- *Commissioner's Memo FIN-09-088 dated 6/4/09*
- *Marking Period Setup Reminder: Any date with a Day Type of "XDY" must fall within the date range of one of the marking periods.*

## **9DY – Act 1220 Exempt Event Days**

- *A school can serve food and/or beverage outside of the Nutrition Standards for up to nine (9) Special Event Days.*
- *Commissioner's Memo CNU-19-024 dated 12/3/2018*
- *Marked as a membership day.*

## **AMI – Act 862 Alternate Method of Instruction.**

- *Act 862 of 2017*
- *Commissioner's Memo COM-22-144 and COM-22-137*



# Staff Information - District

Pulls in Cycles 2, 6, & 7

**Menu Access:** Administration > Registration Setup > Building > Staff OR Scheduling > Courses > Resources > Staff

## Staff District Information



### Staff Information

Staff ID*	T1666MM	Title	3 - Mr
First Name*	Malachi	Birth/Maiden Name	
Middle Name		Social Security Number	160-00-0066
Last Name*	Moore	State Staff ID	

### General Information

Gender  Female  Male

Birthdate

Hispanic/Latino Ethnicity  Yes  No  Unanswered

Race

Order*	Race	
1	P - Hawaii/Pacific Islander	<input type="checkbox"/>

Federal Code 5 - Native Hawaiian or Other Pacific Islander

Email

Login ID

### Building Information

Building	Teacher	Counselor	Advisor	Status	Prim. Building	
16 - Building 16	✓		✓	Active		<input type="checkbox"/>

### Class List

**Email is required if staff is assigned as a Primary or Secondary Staff on Master Schedule sections except for Concurrent Credit staff.**



# Staff Changes

Do NOT Recycle Staff Records



- Staff should not be changed to a different person
- Staff should not have the same Generic SSN
- Apart from having a true name change, such as getting married, the Staff Information panel should remain as is.

Staff Information	
<b>Staff ID*</b> T0243FC	<b>Title</b> <input type="text"/>
<b>First Name*</b> Faye	<b>Birth/Maiden Name</b> <input type="text"/>
<b>Middle Name</b> <input type="text"/>	<b>Social Security Number</b> 999-99-9999
<b>Last Name*</b> Cook	<b>State Staff ID</b> 1234567890

This is seen most frequently with Out of Districts teachers.



# Staff Information – District-Defined

**Menu Access:** Administration > Registration Setup > Building > Staff > District-Defined OR Scheduling > Courses > Resources > Staff > District – Defined > Staff Misc

▲ **District-Defined**

Staff Misc ←

Special Education Employee

Save, Delete, Back icons

▲ **Staff Misc**

Staff: T0166MM - Moore, Malachi

▲ **Staff Misc Fields**

Case ID Number

Admin-Total Years Experience	<input type="text"/>
Admin-Out of State Experience	<input type="text"/>
Admin-In District Experience	<input type="text"/>
Admin-In State Out of District	<input type="text"/>

*Cycles 2 & 6*



# Apprentice Teachers

Pulls in Cycles 2, 6, & 7

## **New School Year 2023-2024**

- Entered in Staff Information as any other teacher.
- If the apprentice is NOT the teacher of record, enter the apprentice as the secondary teacher for the course(s) through which the apprentice is receiving on the job training. The primary teacher of these courses should be the Lead/Master designated teacher serving as the journeyman for the apprentice.
- If the apprentice IS the teacher of record under an Aspiring Teacher Permit, enter the apprentice as the primary teacher of record for the course(s) taught OR enter the Lead/Master designated teacher serving as the journeyman as the secondary teacher for the course(s) taught by the apprentice.



# Making Staff Inactive

## Staff Information – Building



### Staff Building Information



#### Staff Identification

Staff ID	T1666MM	Staff Name	Malachi Moore
Building	16 - Building 16	Display Name*	<input type="text" value="Mr. Moore"/>

#### General Information

Initials	<input type="text" value="MM"/>	<b>Active</b> <input checked="" type="checkbox"/>	<b>Uncheck Active to inactivate teacher.</b>
Phone Number	<input type="text" value="(610) 555-5555"/> <input type="text" value="118"/>	Staff Type	
House/Team	<input type="text"/>	Staff Availability	<input checked="" type="checkbox"/> Regular Year
Department	<input type="text"/>		<input type="checkbox"/>
Primary Homeroom	<input type="text" value="118 - 118"/>	<b>Remove values from these fields when inactivating a teacher.</b>	<input checked="" type="checkbox"/>
Secondary Homeroom	<input type="text"/>		<input type="checkbox"/>
Room	<input type="text" value="118 - 118"/>		<input type="text" value="0"/>
Group Code	<input type="text"/>		<input type="text" value="0"/>



# Making Staff Inactive

## Staff District Information

Staff District Information

General Information

Gender  Female  Male

Birthdate

Hispanic/Latino Ethnicity  Yes  No  Unanswered

Race

Order*	Race	
1	P - Hawaii/Pi <input type="text"/>	<input type="checkbox"/>

Federal Code 5 - Hawaii/Pi

Email

Login ID

Substitute Login ID

Last Substitute Date

**Remove these values when inactivating a teacher that has left the district.**

# Student Demographics - Registration



**Menu Access:** Registration > Entry & Reports > Student Demographic > Registration

Registration



Student	Building	Other Enrollment
<b>First Name*</b> Andrew	<b>Building*</b> 16 - Building 16	<b>County of Residence</b> [Dropdown]
<b>Middle Name</b> [Empty]	<b>Calendar</b> R - 2019 - 2020 School Year	<b>District of Residence</b> 1 - Sungard Training District x [Dropdown]
<b>Last Name*</b> Bradley	<b>Current Year Status</b> A - Active [Dropdown]	<b>Alternate District</b> [Dropdown]
<b>Generation</b> [Dropdown]	<b>Counselor</b> T1677MP - Proud, Make-Me x [Dropdown]	<b>Attending District</b> [Dropdown]
<b>Nickname</b> [Empty]	<b>Primary Homeroom</b> 114 - 114 x [Dropdown]	<b>Alternate Building</b> [Dropdown]
<b>Home Language*</b> EN - English [Dropdown]	<b>Secondary Homeroom</b> [Dropdown]	<b>Alt Accountability Building</b> [Dropdown]
<b>Native Language</b> [Dropdown]	<b>House/Team</b> [Dropdown]	<b>District Enrollment Date</b> [Date Picker]
<b>Gender*</b> <input type="radio"/> Female <input checked="" type="radio"/> Male	<b>Family/Census Number</b> [Empty]	<b>State Enrollment Date</b> [Date Picker]
<b>Birthdate*</b> 09/01/2001 [Date Picker] Age 18:09		<b>US Enrollment Date</b> [Date Picker]

# Student Demographics – Personal



**Menu Access:** Registration > Entry & Reports > Student Demographic > Personal > General

Enter Residency data from the Programs menu and not from this link.




General	
Residency	R - Resident/District
City of Birth	<input type="text"/>
State of Birth	<input type="text"/>
Country of Birth	<input type="text"/>
Social Security Number	999-99-9999
Mother's Maiden Name	<input type="text"/>
Building Transferred From	<input type="text"/>
State Reporting ID	<input type="text"/>
Previous ID	<input type="text"/>





# Demographics – Duplicate Search on New Students

**Menu Access:** Registration > Entry & Reports > Student > Add Student

On the Duplicate Student Search page, enter only enough information to locate the student. This will help prevent a student from being entered multiple times. In this case, a ‘broad’ search is better than a narrow search.

Duplicate Student Search 

Search Criteria 

Last Name	<input type="text" value="brad"/>	Sounds Like <input type="checkbox"/>	Birth Date	<input type="text"/>	
First Name	<input type="text" value="an"/>	Sounds Like <input type="checkbox"/>	Gender	<input checked="" type="radio"/> Any <input type="radio"/> Female <input type="radio"/> Male	
Middle Name	<input type="text"/>	Sounds Like <input type="checkbox"/>			



# Student Demographics – Personal

## Menu Access:

Registration > Entry & Reports > Student Demographic > Personal > Federal

**Federal**

Hispanic/Latino  Yes  No  Unanswered

Ethnicity

Race\*

Order*	Race*	
1	B - Black	<input type="checkbox"/>
		<input type="checkbox"/>

Federal Code 4 Black or African American

ELL Years

Migrant

Migrant ID

Immigrant

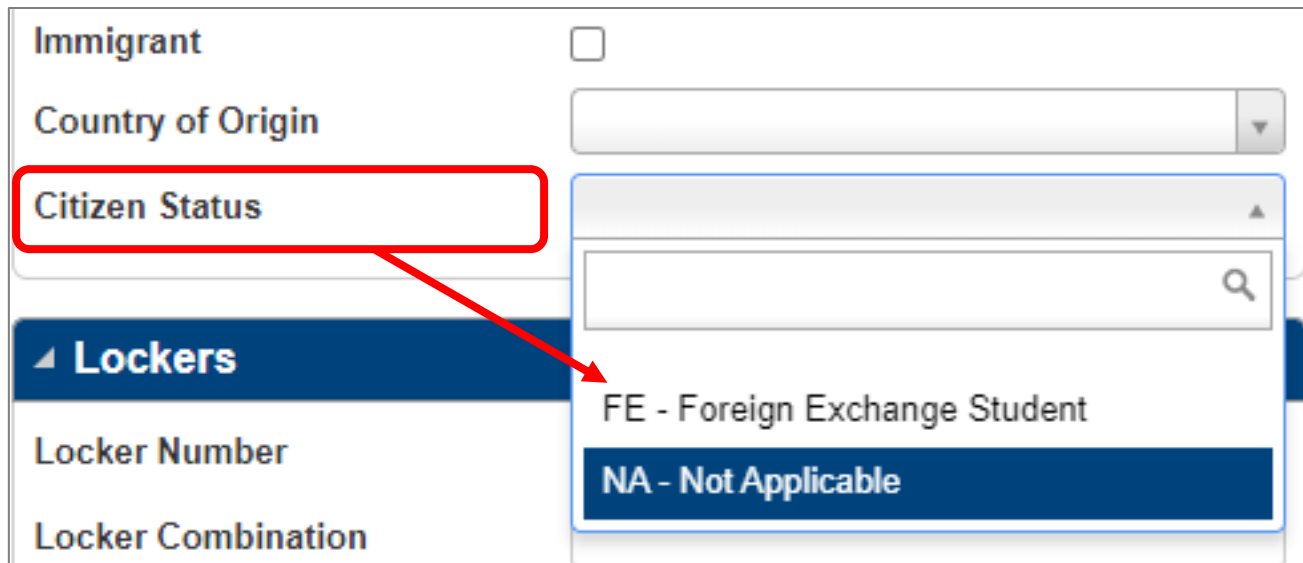
Country of Origin

Citizen Status **New Value 2023-2024**

# Personal – Citizen Status

Pulls in Cycles 2 - 7

- **Citizen Status** will be used to identify Foreign Exchange students starting in the 2024 school year.

A screenshot of a web form. The 'Citizen Status' field is highlighted with a red box, and a red arrow points to the dropdown menu. The dropdown menu is open, showing two options: 'FE - Foreign Exchange Student' and 'NA - Not Applicable', with 'NA - Not Applicable' selected and highlighted in a dark blue bar. Other fields visible include 'Immigrant' with a checkbox, 'Country of Origin' with a dropdown, and 'Lockers' with a sub-section containing 'Locker Number' and 'Locker Combination'.



# Student Demographics – Personal

Pulls in Cycles 2 – 7

## Menu Access:

Registration > Entry  
& Reports >  
Student  
Demographic >  
Personal >  
Educational Factors

Educational Factors	
Classification	<input type="text"/>
Meal Status	03 - 03
Academically Disadvantaged	<input type="text"/>
Homeless	<input type="text"/>
504 Plan	<input type="checkbox"/>
ESL	<input type="checkbox"/>
At Risk	<input type="checkbox"/>
At Risk Calculation Ovr	<input type="checkbox"/>
IEP	<input type="checkbox"/>
IEP Status	<input type="text"/>





# Student Demographics – Academic

**Menu Access:** Registration > Entry & Reports > Student Demographic > Academic > General Academic & Graduation

▲ Academic

▲ General Academic		▲ Graduation	
Diploma Type	New Values 2023-2024	Graduation Year	2020 - 2019-20
Advisor		Requirement Group	MS - Smart Core
Disciplinarian		Supplemental Requirement Groups	
Promotion	<input checked="" type="checkbox"/>	Graduation Date	
VoTec	<input type="checkbox"/>	Expected Graduation Plan	
Curriculum	RG - Regular Student	Actual Graduation Plan	
Scheduling Priority	50		



# New Diploma Types 2023-2024

## Pulls in Cycle 9

- Starting in the 2024 school year, the **Diploma Type** field will be used to indicate the diplomas earned through Alternate Pathway or Regular Pathway and to distinguish these from students who graduated based on earning a certificate (IEP or local diploma).
- This field, prior to the 2024 school year, was used to indicate the SEAL designation on seniors that have a cumulative GPA of 2.75 or higher (ACT 330).
- The SEAL value should NOT be changed on graduates from 2023 or earlier years.

The screenshot shows a software interface with a dark blue header labeled 'General Academic'. Below the header is a list of fields: 'Diploma Type', 'Advisor', 'Disciplinarian', 'Promotion', 'VoTec', 'Curriculum', and 'Scheduling Priority'. The 'Diploma Type' field is highlighted with a red rectangular box. A red arrow points from this box to a dropdown menu that is open, showing four options: 'AL - Alternate Diploma' (highlighted in dark blue), 'C - Certificate', 'NA - Not Applicable', and 'RG - Regular Diploma'. Below the dropdown menu is a text input field containing the number '50'.



# Student Demographics – Diploma Types

**AL-Alternate Diploma** – The student with disabilities exited an educational program through receipt of an alternate pathway high school diploma. Alternate pathway high school diploma means the high school diploma awarded is based on alternate achievement standards. Students with IEPs identified as having a significant cognitive disability, participated in the alternate assessment in high school and is flagged in eSchool as an alternate pathway student. The minimum state requirement of 22 credits can be based on the State’s regular standards or the State’s alternate academic achievement standards as allowed under section 1111(b)(1)(E) of the ESEA.

**RG-Regular Diploma** – The student exited an educational program through receipt of a regular high school diploma. Regular pathway high school diploma means if a student has earned the state minimum of 22 credits or the districts graduation requirement. This designation does not include certificates or GED.

**C-Certificate** – The student with disabilities exited an educational program and received a certificate of completion or some similar document. This includes students with disabilities who are graduating off their IEPs, received a high school diploma, but did not meet the requirements to receive a diploma as a regular pathway graduate or alternate pathway graduate.

**NA-Not Applicable**

# Student Demographics – Contacts



Pulls in Cycles 2 - 7

**Menu Access:** Registration > Entry & Reports > Student Demographic > Contacts

Name		Student/Contact Relationship	
Contact Type*	G - Guardian	Contact Relationship	
Title		Relationship	M - Mother x
First Name*	Jane	Living With	<input checked="" type="checkbox"/>
Middle Name		Legal Guardian	<input type="checkbox"/>
Last Name*	Doe	Custodial Guardian	<input type="checkbox"/>
Generation		Access	
		Notes	
		HAC Access <input type="checkbox"/>	

# Contacts

## Pulls in Cycles 2 - 7

- Priority 1 and 2 Guardians
- Cell Phone
  - If Cell phone types do not exist, the H – Primary Contact/Home phone type will pull.

Phone					
Phone Priority	Phone type*	Phone Number*	Ext.	Listing Status*	
	C - Cell	(501) 580-4887		L - Listed	<input type="checkbox"/>
	H - Primary Contact/Hom	(501) 580-4887		L - Listed	<input type="checkbox"/>
				L - Listed	<input type="checkbox"/>

**New/Changed 2023-2024 - Parent email is not required.**

# Student Demographics – Addresses



Pulls in Cycles 2 - 7

**Menu Access:** Registration > Entry & Reports > Student Demographic > Addresses

**Addresses**

**Mailing Address**

Apt  Complex

Number  PO Box 1620

BETHLEHEM  PA  18015

Development  Delivery Point

**Physical Address**

Apt  Complex

1620  Central

BETHLEHEM  PA  18015

Development  Delivery Point

39



# AR Seal of Biliteracy

Pulls in Cycles 2 - 7

**Menu Access:** Registration > Entry & Reports > Student District Defined > AR Seal of Biliteracy

## AR Seal of Biliteracy



New entry: Click the Save icon to create the screen for this student. ✕

### AR Seal of Biliteracy Fields

Biliteracy Language 1	<input type="text"/>	▼	Achievement Date 1	<input type="text"/>	
Biliteracy Language 2	<input type="text"/>	▼	Achievement Date 2	<input type="text"/>	
Biliteracy Language 3	<input type="text"/>	▼	Achievement Date 3	<input type="text"/>	
Biliteracy Language 4	<input type="text"/>	▼	Achievement Date 4	<input type="text"/>	

# Student District Defined – SIS/Misc Items



**Menu Access:** Registration > Entry & Reports > Student District Defined > SIS/Misc Items

▲ SIS/Misc Items Fields (Partial screen shown)

Transported	T - T	Travel Code*	B - Bus
Consolidated School's LEA		Preschool*	A - ARK BETTER CHANCE (ABC)
21st CCLC Program	<input type="checkbox"/>	Gifted/Talented	Yes
Smartcore Waiver	<input type="checkbox"/>	ADM Part-Time Percentage	
Supp. Services (Do Not Use)	<input type="checkbox"/> *No longer pulls	Supp. Provider (Do Not Use)	*No longer pulls
Facility Name		Twin	<input type="checkbox"/>
Title I Eligible	<input type="checkbox"/>	Title III Eligible	<input type="checkbox"/>
Displaced District		State of Displaced District	
ACT 514 Military Dependent	<input type="checkbox"/>	ACT 514 Military Branch	
Unaccompanied Youth	<input type="checkbox"/>	SBHC	<input type="checkbox"/>
AAA Activity	<input type="checkbox"/>	CPR Training	<input type="checkbox"/>
Alternate Pathway	<input type="checkbox"/>	Single Parent	<input type="checkbox"/>
ACT 330 SEAL	<input type="checkbox"/>		

**Not SIS/New 2023-2024**





# Student District Defined – ACT 330 SEAL

## Not SIS

- The new **ACT 330 SEAL** field, starting in school year 2024, should be checked on seniors that have a cumulative GPA of 2.75 or higher. This indication will cause a 'Y' to display for the Core field under the 'Completion Status' section of Triand which indicates the student met the criteria.
- Again, this is only to be used starting in the 2024 school year and will not be used on prior year graduates.



# Student District Defined – SIS/Misc Items

Digital Equity Elements

Pulls in Cycles 2 - 7

Internet Access	<input checked="" type="checkbox"/>	Internet Access Barrier	<input type="text"/>
Internet Type	<input type="text"/>	Internet Performance	<input type="text"/>
Device Access Source	<input type="text"/>	Shared Device	<input type="text"/>
Learning Device	<input type="text"/>	Device Serial Number	<b>For District Use/Not SIS</b>
Student Instructional Option	<input type="text"/>		

**Digital Equity – Memo RT-22-002, Dated 8/24/2021**

**Student Instructional Option – Memo LS-20-089, Dated 3/2/2020**



# Digital Equity Elements

**Cognos Menu:** *Team Content > Student Management System > Demographics > General Demographic Reports*

- Cognos report, *APSCN Digital Equity Survey*, can be given to parents to retrieve data.
- The Cognos Enrollment and Verification Forms for students contains Digital Equity Survey information.

# Student District Defined – ELL



## Pulls in Cycles 2 – 7

**Menu Access:** Registration > Entry & Reports > Student District Defined > ELL

▲ ELL 📄 🗑️ 🔍 🕒

▲ ELL Fields

ELL Entry/Exit	Not Assigned	ESL/ELL Waived Date	<input type="text"/>
ESL/ELL Monitored	<input type="text"/>	ELD Program Type	<input type="text"/>
Core Content Access	<input type="text"/>	Recently Arrived EL	<input type="text"/>

For detailed guidance regarding ELL contact ESOL unit or search English Learners (EL) in the ADE Service Directory.



# Student District Defined – SSN Correction

Pulls in Cycles 1 - 7

**Menu Access:** Registration > Entry & Reports > Student District Defined > SSN Correction

SSN Correction

SSN Correction Fields



SSN Change in Cycle 1	<input type="text"/>	Change Date in Cycle 1	<input type="text"/>	
SSN Change in Cycle 2	<input type="text"/>	Change Date in Cycle 2	<input type="text"/>	
SSN Change in Cycle 3	<input type="text"/>	Change Date in Cycle 3	<input type="text"/>	
SSN Change in Cycle 4	<input type="text"/>	Change Date in Cycle 4	<input type="text"/>	
SSN Change in Cycle 5	<input type="text"/>	Change Date in Cycle 5	<input type="text"/>	
SSN Change in Cycle 6	<input type="text"/>	Change Date in Cycle 6	<input type="text"/>	
SSN Change in Cycle 7	<input type="text"/>	Change Date in Cycle 7	<input type="text"/>	
SSN Change Cycle 8(DO NOT USE)	<input type="text"/>	Change Date Cycle8(DO NOT USE)	<input type="text"/>	
SSN Change Cycle 9(DO NOT USE)	<input type="text"/>	Change Date Cycle9(DO NOT USE)	<input type="text"/>	




# Student Demographics – Entry/Withdrawal

Pulls in Cycles 2 - 7

**Menu Access:** Registration > Entry & Reports > Student Demographics > Entry/Withdrawal

Entry/Withdrawal  

Regular School Year 

School Year ↕	Building	Calendar	Grade	Entry		Withdrawal	
				Code	Date	Code	Date
2023	16 - Building 16	R	12	R - First Enroll/Year	07/01/2022		
2022	16 - Building 16	R	11	R - First Enroll/Year	07/01/2021	YER - Year-End Rollover	06/30/2022
2021	16 - Building 16	R	10	R - First Enroll/Year	07/01/2020	YER - Year-End Rollover	06/30/2021
2020	16 - Building 16	R	09	R - First Enroll/Year	07/01/2019	YER - Year-End Rollover	06/30/2020

No funding for the withdrawal date. See *Date Rules for Entry* document.



# Entry/Withdrawal – Date Rules for Entry

- **Entry Date** is the first day the student is enrolled in the building. Funding begins on this date!
- **Withdrawal Date** is the first membership day after the student's last day in the building. The student is **NOT** considered to be enrolled in the building on the withdrawal date; therefore, this date will **NOT** be included when calculating the student's Average Daily Membership for state reporting.

**Incorrect coding can cause loss of \$\$ADM Funding\$\$**



# Entry/Withdrawal – Entry Code Usage

- **R - First Enroll/Year**
  - Used for the first enrollment in an Arkansas public school for the year
- **AW - Enroll Same School / Year**
  - Used when a student has returned OR if a new vector is added, such as, a grade change, where the student has an additional vector added but has not withdrawn from the district.
- Use additional Entry Codes as applicable. Examples:
  - **C** – From Ark Public School
  - **D** – Transfer **Within** District
  - **HS** – From Home School
  - **P** – From Private School
  - **R1** – *Re-Entry from Expulsion with Services*
  - **RC** – *From Residential Center*
  - **S** – *From Out of State*





# Entry/Withdrawal Details

Entry/Withdrawal Details

**Enrollment**

School Year\*  
2019-20

**Building\***  
16 - Building 16

Calendar\*  
R - 2019 - 2020 School Year

**Grade\***  
12 - Twelfth Grade

Entry Type\*  
C - Current Year

**Entry Code\***  
R - First Enroll/Year

Entry Date\*  
08/13/2019

**Withdrawal**

**Withdrawal Code**  
[Dropdown]

**Withdrawal Date**  
[Calendar]

**Schedule**

- Drop Schedule
- Preserve Schedule for Re-Entry
- Keep Schedule Active

**Comments**

Comments  
[Text Area]



# Entry/Withdrawal - Withdrawal Codes

Select the most appropriate withdrawal code for the student's scenario. Refer to the SIS Code Conversion Chart for a complete list of Withdrawal Codes.

- **NOS** – No Shows is to be used when a student completed the prior semester, but did not show up for the current semester, and it is not known where the student has gone. If you later discover where the student went, update to the appropriate withdrawal code.
- **SNS** – Use for a student that did NOT attend the prior year, was preregistered, but did not attend the current year.

Check the *SMS Required Fields for State Reporting* document for specifics on various Entry/Withdrawal coding.



# Entry/Withdrawal – Withdrawal Codes

## Change Last Year 2022-2023

- Added Withdrawal Codes
  - 017 – Enrolled in an AR Charter School  
**Note:** Converts to 22 in state reporting
  - 018 – KF Wavier  
**Note:** Converts to 23 in state reporting
- Changes with Withdrawal Code
  - 016 – Student Transferred Within District now collected for State Reporting  
**Note:** Converts to 21 in state reporting



# Entry/Withdrawal

## Withdrawal Code and Withdrawal Date

- The Retention (Grades KF-08) and Dropout (Grades 7-12) data pulls in cycle 3 (due November 15).
  - Dropout counts are determined by the withdrawal code used. (015, 040, 050, 060, 070, 080, 090, 100, 110, 120, 130, 150, or NOS)
- Early Graduates should have a withdrawal code of 140 and should have a status of Inactive.



# Duplicate Enrollment

**Students are not to be simultaneously enrolled full-time in more than one district.**

- Commissioner's memos are published during the timeframes for Duplicate Enrollment ADM Audit.
- Duplicate enrollment errors must be corrected in eSchool.
- Duplicate Enrollment Audit Portal (DEAP) must be updated with a response for duplicate enrolled students.
- Duplicate enrollment errors affecting a prior quarter Average Daily Membership (ADM) count will require one or more cycles to be resubmitted.



## AR Code Ann. 6-20-2303 (A)

- **Average Daily Membership** - *the total number of days of school attended plus the total number of days absent by students in kindergarten through grade twelve (K-12) during the first three (3) quarters of each school year divided by the number of school days actually taught in the school district during that period of time rounded up to the nearest hundredth.*

## AR Code Ann. 6-20-2303 (D)

- *(i) Except for those circumstances otherwise allowed by law or rule, any student who is absent from daily attendance for more than ten (10) consecutive school days shall be dropped from the attendance records of the school, school district, or open-enrollment public charter school.*
- *(ii) Any student who fails to attend school by the tenth regular school day of the semester shall be retroactively dropped from the **first day of the school semester.***



# Student Demographics – Programs

**Menu Access:** Registration > Entry & Reports > Student Demographic > Programs

## Programs List



### Student's Enrolled Programs

Program	Status
ARCUR - Curriculum	Active
ARGT - Gifted/Talented	Active
ARRS - Residency	Active
ARSES - Meal Status	Active
ARTRN - Transported	Active

### Other Programs

Program
AR_EC - Early Childhood Program
AR_EI - Coordinated Early Intervening Services Program
AR_SA - School Age Program
ARELL - ELL Entry/Exit

Each active student should have these four required programs: Curriculum, Meal Status, Residency, and Transported. Missing or incorrect programs causes SIS counts to be inaccurate.

# Student Demographics – Programs ELL



Pulls in Cycles 2 – 7

**Menu Access:** Registration > Entry & Reports > Student Demographic > Programs > ARELL – ELL Entry/Exit

Actions	Program	Value	Start Date	End Date	
	ELL Entry/Exit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Save Cancel

ELL

ELL Fields

ELL Entry/Exit	Not Assigned	ESL/ELL Waived Date	<input type="text"/>
ESL/ELL Monitored	<input type="text"/>	ELD Program Type	<input type="text"/>
Core Content Access	<input type="text"/>	Recently Arrived EL	<input type="text"/>





# Student Demographics – Programs Curriculum

Pulls in Cycles 3,5,6 & 7

**Menu Access:** Registration > Entry & Reports > Student Demographic > Programs > ARCUR - Curriculum

The screenshot displays the 'Programs Curriculum' interface. On the left is a sidebar menu with 'Academic' and 'General Academic' sections. The 'General Academic' section is expanded, showing options like 'Diploma Type', 'Advisor', 'Disciplinarian', 'Promotion', 'VoTec', 'Curriculum', and 'Scheduling Priority'. The 'Curriculum' option is selected and highlighted with a red box, and a red arrow points from it to the main table. The main table, titled 'Programs', has columns for 'Actions', 'Program', 'Value', 'Start Date', 'End Date', and a trash icon. The first row is highlighted in yellow and circled in red, showing 'Curriculum' as the program, 'RG - Regular Student' as the value, and '07/01/2019' as the start date. Below the table are 'Save' and 'Cancel' buttons.

Actions	Program	Value	Start Date	End Date	
+	Curriculum	RG - Regular Student	07/01/2019		
		RG - Regular Student	07/02/2018	06/28/2019	
		RG - Regular Student	07/03/2017	06/29/2018	
		RG - Regular Student	07/01/2016	06/30/2017	
		RG - Regular Student	07/01/2015	06/30/2016	
		RG - Regular Student	07/21/2014	06/05/2015	

**Valid Curriculum Codes:**  
RG – Regular  
AE – ALE Traditional  
AH – ALE Hybrid



# Student Demographics – Programs

Note if the student is changing curriculum value but did NOT leave the district, the End Date and the new Start Date match.

Programs Example

Curriculum

Actions	Program	Value	Start Date	End Date	
+	Curriculum	AE - Alternative Education x	09/07/2020		<input type="checkbox"/>
		RG - Regular Student x	07/01/2020	09/07/2020	<input type="checkbox"/>
		RG - Regular Student x	07/01/2019	06/30/2020	<input type="checkbox"/>
		RG - Regular Student x	07/02/2018	06/28/2019	<input type="checkbox"/>
		RG - Regular Student x	07/03/2017	06/29/2018	<input type="checkbox"/>
		RG - Regular Student x	07/01/2016	06/30/2017	<input type="checkbox"/>



# Student Demographics – Programs Meal Status

Pulls in Cycle 2 - 7

**Menu Access:** Registration > Entry & Reports > Student Demographic > Programs > ARSES - Meal Status

**Educational Factors**

Classification

**Meal Status** **03 - 03**

Academically Disadvantaged

Homeless

504 Plan

ESL

At Risk

At Risk Calculation Ovr

IEP

Actions	Program	Value	Start Date	End Date	
+	Meal Status	03 - 03	07/01/2022		<input type="checkbox"/>
		03 - 03	07/01/2021	06/30/2022	<input type="checkbox"/>
		03 - 03	07/01/2020	06/30/2021	<input type="checkbox"/>
		03 - 03	07/01/2019	06/30/2020	<input type="checkbox"/>
		03 - 03	07/02/2018	06/28/2019	<input type="checkbox"/>
		03 - 03	07/03/2017	06/29/2018	<input type="checkbox"/>

Save Cancel

# Student Demographics – Programs Gifted/Talented



Pulls in Cycles 2 - 7

**Menu Access:** Registration > Entry & Reports > Student Demographic > Programs > ARGV – Gifted/Talented

The screenshot displays a software interface with two main sections. The top section, titled 'Programs', contains a table with the following data:

Actions	Program	Value	Start Date	End Date	
	Gifted/Talented	Y - Y	08/18/2014		

The bottom section, titled 'SIS/Misc Items Fields', contains several input fields:

Transported	T - T	Travel Code*	B - Bus
Consolidated School's LEA		Preschool*	NA - NOT APPLICABLE
21st CCLC Program	<input type="checkbox"/>	Gifted/Talented	Yes
Smartcore Waiver	<input type="checkbox"/>	ADM Part-Time Percentage	
Supplemental Services	<input type="checkbox"/>	Supplemental Provider	
Facility Name		Title I	<input type="checkbox"/>

A red box highlights the 'Gifted/Talented' field in the 'SIS/Misc Items Fields' section, and a red arrow points from this box to the 'Y - Y' value in the 'Programs' table.



# Student Demographics – Programs Gifted/Talented

GT Coordinators or a designated person should have securities to access eSchool so they can review their students in the GT program.



# Student Demographics – Programs Residency

Pulls in Cycles 2 - 7

**Menu Access:** Registration > Entry & Reports > Student Demographic > Programs > ARRS - Residency

Programs

Residency

Actions	Program	Value	Start Date	End Date	
+	Residency	R - Resident/District x	01/14/2015		<input type="checkbox"/>
	Send/Receive District LEA				<input type="checkbox"/>
	Send/Receive Building LEA				<input type="checkbox"/>



# New Residency Code

## New School Year 2023-2024

### Resident Code '00 – Non-Resident, Act 189'

*SECTION 1. Arkansas Code § 6-18-203, concerning a student's attendance in a school district other than his or her school district of residence, is amended to add an additional subsection to read as follows:*

*(f)(1) A child whose parent or legal guardian relocates him or her to a nonresident school district may complete all remaining school years at the school district in which he or she is enrolled at the time of the relocation, regardless of the residency status of the child.*

*(2) However, a school district in which a student is enrolled at the time of the relocation and where he or she will complete his or her remaining school years shall not be required to provide transportation for the student to and from his or her original school district if the child's new residency status is outside the boundaries of his or her original school district.*

# Residency Code Guidelines



## Residency Codes (ACT 1469)

- “1 – Resident Home School No ADM” is used when a Home-schooled student is participating in the resident school’s sports program and is not enrolled in a credit-bearing course.
- “2 – Resident Home School with ADM” is used when a Home-schooled student is participating in the resident school’s sports program and is also enrolled in any credit-earning course.

## Residency Codes (Homeschooled/Private School)

- “4 – Resident Home/Private with ADM” according to Act 173 is used when a Home-schooled or Private school student is enrolled in the resident school’s academic course(s). COM-18-009 Dated 8/14/2017
- “5 - Resident Home/Private School Virtual Environment” is used when a Home-schooled or Private school student is enrolled in an academic virtual environment course(s) ONLY at the resident district. COM-19-021 Dated 08/22/2018





# Residency Code Guidelines (cont'd)

- “9 – Resident Expelled with Services” is used for students who have been expelled but will continue to receive services through a virtual program.
  - Expelled with Services has specific guidelines. For details, see the document, *Coding for Student Expelled with Services*, located on [apscn.org](http://apscn.org) > SMS > 20.4 Training Documentation.
- “XX – Resident X JDC” is used for students who are in a Juvenile Detention Center within the district’s boundaries.
- *Resident codes of 1, D, O, L, P, X, XX are NOT included in ADM funding.*

# Student Demographics – Programs Transported



Pulls in Cycles 3, 5, 6 & 7

**Menu Access:** Registration > Entry & Reports > Student Demographic > Programs > ARTRN - Transported

The screenshot displays two sections of a software interface. The top section, titled 'SIS/Misc Items Fields', contains a form with various input fields. A red box highlights the 'Transported' field, which has the value 'T - T'. A red arrow points from this field to the 'Programs' section below. The 'Programs' section features a table with a red box around the first row, which contains the following data:

Actions	Program	Value	Start Date	End Date	
+	Transported	T - T	08/20/2012		<input type="checkbox"/>



# Programs – Sum it up!

- Programs not coded correctly can have adverse affects on ADM counts in SIS.
- Close Programs when the student withdraws with the exception of ELL and GT. *See Date Rules for Entry* document.
- Reopen applicable Programs when the student re-enrolls.
- Run Cognos Reports to check for errors:
  - APSCN Students With Missing Required Programs
  - APSCN Inactive Students With Open Programs
  - APSCN Students With Program Date Discrepancies Affecting ADM Calculations
  - Many others...



# Attendance

**Attendance is reported in the following cycles....**

- Cycle 3 (1<sup>st</sup> Qtr.)      Due November 15
- Cycle 5 (2<sup>nd</sup> Qtr.)      Due February 15
- Cycle 6 (3<sup>rd</sup> Qtr.)      Due April 15
- Cycle 7 (4<sup>th</sup> Qtr.)      Due June 15



# Attendance

Per Commissioner's Memo COM-20-128, DESE has amended the definition of an "absence" to reflect remote, off site, and virtual learning. This definition replaces the previous definition set forth in COM-18-093 for state reporting purposes.

A student is absent if the student is not:

1. present for onsite instruction provided by the district,
2. participating in a planned district-approved activity,  
or
3. engaged in scheduled instruction at an off-site location, including remote learning.

*Review eSchool STATE attendance view setups for each building to ensure appropriate absence codes are included. Contact your APSCN Field Support for assistance.*



# Attendance

**Menu Access:** Attendance > All > Utilities > Day Totals Calculation and Interval Totals Calculation

- Calculations for Day Totals and Interval Totals must be run prior to attendance cycles which are in cycles 3, 5, 6, and 7.
- Day Totals Calculation must be completed before running Interval Calculations.
- Attendance quarter days should be accurate for the calendar type selected by the district unless a waiver is approved. Commissioner's Memo COM-22-079, dated 2/1/2021 has further information.

Refer to the ***Attendance Checklist*** on the APSCN website and follow those steps.



# Interventions (Discipline)

## Pulls in Cycle 7

- When adding an Incident be careful to select the appropriate building for the Offender.
- All Incidents must have an Offender added with the Action taken.
- All Actions of Suspension and Expulsion (codes 01- 04 and 11-19) must have the number of days suspended or expelled entered in the duration fields.



# Interventions – Incident Detail

**Menu Access:** Interventions > All > Office > Incident Detail

## Incident

### Definition

Incident ID	1058
Building*	16 - Building 16
Type*	14 - Insubordination <span>x</span> <span>v</span>
Date*	07/08/2021 <span>📅</span>
Category	<span>v</span>
Time	<span>🕒</span>
Timeframe	<span>v</span>

### Description

Reported By*	Staff <span>v</span>
	T1645BH Herda, Brian <span>🔍</span>
Reported To	A - Assistant Principal <span>x</span> <span>v</span>
Location	C - Classroom <span>x</span> <span>v</span>
Gang Related	<input type="checkbox"/>
Description	<div style="border: 1px solid #ccc; height: 100px;"></div>

## Long Description

### Offenders +

- Adams, Thomas (Student ID: 16041) 🗑️ 📄 👤





# Interventions - Actions

**Menu Access:** Interventions > All > Office > Incident Detail > Offender Actions panel

**Offenders**

Adams, Thomas (Student ID: 16041)

**Offense Information**

Is Student: Yes

Offense\*: 14 - Insubordination

Category: [Empty]

Drug: [Empty]

Weapon: [Empty]

**Action Duration Totals**

Action Group	Total Duration
ISS	0 DAYS
SUSP	3 DAYS
EXPELLED	0 DAYS
D-HALL	0 DAYS

**Offense Actions**

Action Code	Actual Duration	Scheduled Duration	Scheduled Start Date	Scheduled End Date	
02 - Out-of-School Suspension (not to exceed 10 days)	3	3	07/08/2021	07/12/2021	<input type="checkbox"/>
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	<input type="checkbox"/>

**Incident Notes**

**Police**



# Interventions – Police Involved

**Menu Access:** Interventions > All > Office > Incident Detail > Full mode > Police panel

## ▲ Police

Reported To Police	<input type="checkbox"/>
Police Department	<input type="text"/>
Officer Name	<input type="text"/>
Date Reported	<input type="text"/>
Complaint Number	<input type="text"/>
Badge Number	<input type="text"/>



# Interventions – Police Involved

**Menu Access:** Interventions > All > Office > Incident Detail > Offender Detail > Notified panel

## Police Action Values:

**AR** – Arrest (*Only this value pulls/Cycle 7*)

**CI** – Citation Issued

**NA** – No Action

**WN** – Warning

Notified	
Guardian Notified	<input checked="" type="checkbox"/>
Notify Date	08/22/2022
How Notified	P - Phone
Referred To	A - Assistant Principal
Police Action	
Responsible Administrator	<input type="text"/>



# Interventions/Discipline

## Sum it up!

- Run the Cognos Report, *APSCN State Reporting Error Check on Discipline Records Report*, to check for errors.
- Use the *Behavior Entry & Maintenance* document for correction instructions.
- Access both of the above early and often to check for errors in entry. By cycle 7, the staff responsible for discipline entry may be off contract.

# Scheduling – Master Schedule



Pulls in Cycles 2, 6 & 7

**Menu Access:** Scheduling > Courses > Course Sections > Master Schedule

**Course**

Building\* 16 - Building 16    Course\* 109    Section\* 1

**Course-Section Information**

**General Information**

Description\* English 1 x

Department LAE - Language Arts - English x

Fee\* 0.00

VoTec

Block Type\* N - Regular Course

Study Hall

**Scheduling Information**

Gender Restriction\* B - Both

Grade Restriction

x 09 - Ninth Grade    x 10 - Tenth Grade

x 11 - Eleventh Grade    x 12 - Twelfth Grade \*

Lock

House Team

Maximum Seats\* 10

Duration Type M - Marking Period

Classified Students

Maximum   Number  Percent

**Mark Reporting Information**

Grad Requirement Credit Rule O - Fill subject area credit in order

Average ID

Course Credit Basis

NCES Code

Gradebook Category Type

**Teacher Qualifications**

Qualifications  \*

# Scheduling – Master Schedule (Cont'd)



▲ Session Information

▲ Session 1

▲ General Information	▲ Scheduling Information	▲ Staff and Room Information
Description* English 1	Periods* 1 - 1	Primary Staff* T1666MM - Mr. Moore
Used Seats 10	Marking Periods M1 M2 M3 M4	Secondary Staff
Classification Weight 0.000	Cycles M T W R F	Room* 118 - 118

▲ Mark Reporting and Attendance Information

Marks Are T - Retained for transcripts	Credit* 1.0000	Take Attendance <input checked="" type="checkbox"/>
Building Types HS - High School	Mark Types x EXM - Semester Exam x MP - Marking Period x SEM - Semester Grade	Include Passing Time <input type="checkbox"/>
Course Level 1 - Non-Weighted		



# Scheduling – Master Schedule

- Verify that the correct course code numbers are being used by checking the Course Code Management System (<http://adedata.arkansas.gov/ccms>) for the **MOST** **CURRENT** codes.
- Commissioner’s Memo LS-23-048, Dated 2/6/2023, has a link to a spreadsheet of course code changes.
- Use Concurrent Credit teacher for concurrent credit classes taught by college instructor.
- Use the real teacher information for courses taught by Virtual Arkansas.

# Scheduling – Course SIS Data

Pulls in Cycles 2, 6 & 7

**Menu Access:** Scheduling > Courses > Courses Sections > Course SIS Data



Course SIS Data Fields	
Exclude From Cycle	<input type="text"/>
DO NOT USE (Previously HQT)	6 - Not Applicable
Licensure Exception	NA - Not Applicable
Pre-AP/AP Training Exp Date	<input type="text"/>
AAA Certification	<input type="checkbox"/>
Vocational LEA	<input type="text"/>
Digital Learning Course	<input type="checkbox"/>
Digital Learning Type	NO - No
Digital Learning Provider*	NA - Not Applicable
Digital Delivery	NA - Not Applicable

Special Ed	<input type="checkbox"/>
SPED Overage Flag	<input type="checkbox"/>
Transition Vendor	<input type="text"/>
Alternative Environment	<input type="checkbox"/>
ALE Type <b>New 2022-2023</b>	<input type="text"/>
Coding Block 7/8	<input type="checkbox"/>
Personal Finance	<input type="checkbox"/>
College Credit	<input type="checkbox"/>
Institution Issuing Credit	<input type="text"/>
Kindergarten Overage Flag	<input type="checkbox"/>
Regular Ed Self Contained	<input type="checkbox"/>
Course Minutes	0





# Scheduling – Course SIS Data

- **Exclude from Cycle** – Use ‘000000’ to indicate that a course-section should **NOT** be pulled for cycle reporting.
- **Licensure Exception** – Indicates the reason a teacher is assigned to a course that he/she is not licensed to teach. An unlicensed teacher in a core academic area must meet AQT. If the teacher is fully licensed to teach the course, enter NA – Not Applicable.



# Scheduling – Course SIS Data

- **Pre-AP/AP Training Exp Date** - The field will indicate the training expiration date as provided by APSI (Advanced Placement Summer Institute) or ATP (Additional Training Plan). AP training is valid for five years from when the teacher attends the training. ATP's are valid for up to three years from the school year when they are initially filed. **Note:** This is required for all course codes that are Pre-AP or AP classes.
- **AAA Certification** – Indicates that the athletic course teacher is certified through AAA to teach the course.
- **Vocational LEA** – Used to indicate the Vocational or Secondary Center where the course is taken.



# Scheduling – Course SIS Data

- **Digital Learning Course** - Indicates that course is taught as a digital learning course.
- **Digital Learning Type** - Indicates the digital learning service type provided.
  - Note: The Digital learning teacher should be reported, not the room monitor/facilitator.
- **Digital Learning Provider** - Indicates the organization providing the digital learning instruction.
- **Digital Delivery** - Indicates the type of technology used in the digital learning instruction.

If the Digital Learning teacher is from an out of state provider, the district is required to obtain the name and birthdate. Contact the APSCN Help Desk for the generic SSN to be used on these teachers.

*Commissioner's Memo: COM-21-073, dated 1/21/2021*



# Scheduling – Course SIS Data

- **Special Ed** – Used to indicate that the course-section is taught in a Special Education environment offered exclusively to Special Ed students.
- **SPED Overage Flag** - A flag indicating a SPED class has more students than the standards allow but are acceptable because there is a teacher aide assigned to the class.
- **Transition Vendor** - This field will be used to indicate which transition vendor is providing employment training and services to high school special education or 504 students that are scheduled into specific transition courses.



# Scheduling – Course SIS Data

- **Alternative Environment** - All ALE courses must have this field checked.
  - All elementary and secondary students in an ALE program must have designated ALE courses scheduled.
  - All ALE courses should indicate the **MINUTES PER DAY** the course meets on the Course SIS Data Screen.
- **ALE Type** must be indicated as either T – Traditional or H – Hybrid.



# ALE Master Schedule Search

An Advanced Search in the Master Schedule with the *List Field Selection* set, can be very helpful. This search was for Master Schedule > Description > Contains > “ALE”. If there are students assigned to the class, the course should NOT be set to Exclude and should have the relative ALE fields set.

Description	Exclude From Cycle	Alternative Environment	ALE Type	Course Minutes	Used Seats
ALE English	0000 - Not in Oct 1	Yes	T - Traditional	47	4
ALE Language Arts 6	0000 - Not in Oct 1	Yes	T - Traditional	47	2
ALE Science 6	000000 - Not in Oct 1	Yes	T - Traditional	47	2
ALE Social Studies 6	000000 - Not in Oct 1	Yes	T - Traditional	47	2
ALE Math 6	0000 - Not in Oct 1	Yes	T - Traditional	47	2
ALE Language Arts 7	000000 - Not in Oct 1	Yes	T - Traditional	50	0
ALE Science 7		Yes	T - Traditional	50	0
ALE Social Studies 7		No		0	5
Math 7		Yes		50	2
ALE Physical Education 7		Yes		50	2



# Scheduling – ALE FTE Calculation

**(ALE Minutes Per Day ÷ Minutes in School Day)  
Multiplied by  
(ALE Days ÷ Total Days in Year) = ALE FTE**

## Example

$$(360 \div 360) \times (45 \div 178) = .26 \text{ ALE FTE}$$
$$1.0 \times .26 = .26$$

If a component of the ALE funding items is missing or incorrect, the ALE FTE will not be correct.

**Note: For Hybrid ALE, the ALE FTE is divided in half.**



# Scheduling – Course SIS Data

- **Coding Block 7/8** - Check the Coding Block 7/8 box to indicate the Computer Science Coding Block for grades 7 or 8 curriculum is taught as part of this course section.
- **Personal Finance** – Check if the course includes the personal finance standards required in Act 480 of 2017.
- **College Credit** – Indicates the course is receiving both high school and college credit.
- **Institution Issuing Credit** – Select the name of the institution issuing the college credit.

**Note:** College Credit and Institution Issuing Credit work in conjunction with each other.





# Scheduling – Course SIS Data

- **Kindergarten Overage Flag** – Used to indicate that this KF course-section has more students than allowed but is acceptable due to having a teacher's aide.
- **Regular Ed Self Contained** - Check to indicate that this course is a part of the regular elementary education core courses taught by a teacher who has the same group of students for the majority of the day.



# Scheduling – Course SIS Data

**Course Minutes** - Required for all ALE courses and all Elementary Art, Music, PE and Recess courses.

- All ALE and Recess courses should be in terms of minutes per day.
- All Elementary Art, Music and PE courses should be in terms of minutes per week.



# Mark Reporting – Report Cards

## Pulls in Cycle 7

**Menu Access:** Mark Reporting > Entry & Reports > Student > Report Card Summary

Mark Reporting Detail

Save Options

GPA  Credit Totals  Mark Averages  Honor Rolls

Course Information

School Year: 2018 Department: LAE - Language Arts - English  
Building: 16 - Building 16 Level: 1  
Course-Section: 110 - 1 Teacher: Moore, Malachi  
Description: English 2 Marking Periods: M1 M2 M3 M4  
Status: A - Active

Credits

Credit Type	Credit	Ovr	Ovr Reason
Attempted	1	<input type="checkbox"/>	
Earned	0	<input type="checkbox"/>	

Earned Credit

Marks/Credits/Comments/Absences

	M1	M2	M3	M4
Marks				
EXM		100 x	Ovr <input checked="" type="checkbox"/>	
MP	100 x	100 x	Ovr <input checked="" type="checkbox"/>	Ovr <input type="checkbox"/>
SEM		100 x	Ovr <input checked="" type="checkbox"/>	Ovr <input type="checkbox"/>
Credits				
Attempted		0.5000	Ovr <input type="checkbox"/>	0.5000 Ovr <input type="checkbox"/>
Earned		0.0000	Ovr <input type="checkbox"/>	0.0000 Ovr <input type="checkbox"/>

Semester Grade

# Mark Reporting



Menu Access: Mark Reporting > Entry & Reports > Student > GPA Summary

▲ GPA Detail + 📄 🔍 ⏪ ⏩

▲ GPAType: STATE - STATE

School Year*	2017 - 2016-17	Grade*	09 - Ninth Grade
Building*	16 - Building 16	Needs Recalculation	<input type="checkbox"/> If checked, GPA record should be recalculated.
Term	1	Override Calculation	<input type="checkbox"/> If checked calculation will not update GPA fields. Rank calculation will still update record.

▲ GPA Information

▲ Current		▲ Cumulative	
GPA	4.0000	GPA	4.0000
Quality Points	14.0000	Quality Points	14.0000
Add-On Points	0.0000	Add-On Points	0.0000
Attempted Credit	3.5000	Attempted Credit	3.5000
Calculated	6/10/2017 11:56:55 PM	Calculated	6/10/2017 11:56:55 PM

▲ Rank Information

▲ Current		▲ Cumulative	
Rank out of 6	1	Current Rank	1
Percentile	1	Percentile	1
Rank Based on GPA of	4.0000	Rank Based on GPA of	4.0000
Calculated	6/11/2017 12:08:36 AM	Calculated	6/11/2017 12:08:36 AM



# Medical – Dyslexia

Pulls in Cycle 7

**Menu Access:** Medical > All > Student District Defined > Dyslexia

▲ Dyslexia 📄 🗑️ 🔍 🕒

▲ Dyslexia Fields

Receives Dyslexia Intervention

Cognos Report, APSCN Dyslexia Evaluation List, under *Team Content > Student Management System > Medical > State Reporting Information* should be used to check for accurate students.



# Medical

**Menu Access:** Medical > All > Student > Immunizations

- **Immunizations** for students pulls in **Cycle 3**

**Menu Access:** Medical > All > Student > Exams

- **Vision Screening** information pulls in **Cycle 7**
- **Hearing Screening** information pulls in **Cycle 7**
- **Scoliosis Screening** information pulls in **Cycle 7**
- **Growth/BMI** information pulls in **Cycle 7**

**Change for 2023-2024 is the AN Reading will not pull in State Reporting with the Growth/BMI data.**



# Medical Hearing, Scoliosis, and Vision Referral Codes - Students Not Screened

## ***VS – Virtual Student Not Screened***

- Referral code of 'VS' is used for all virtual students who do not receive a screening, regardless of the reason (i.e., parent refuses).

## ***PR- Written Parent Refusal***

- Referral code of 'PR' is used for students who have a parent written statement of refusal.

## ***UN – Unable to Perform Screening (SPED/Acute Disability)***

- Referral code of 'UN' is used to indicate that a screening could not be performed on the student due to special ed or an acute disability.

*When a student is not screened due to one of the above reasons, leave screening fields blank, go to “Referral”, select the above appropriate code with the date, and save for the student.*



# Medical

- **Arkansas has specific rules for entry on Medical screenings. The following resources should be accessed for details on Medical entry:**
  - ***Commissioner’s Memo LS-21-015, dated 9/16/2020***
  - **SMS Required Fields for State Reporting**
  - **eSchool Medical Training Guide**
- Cognos Medical Error reports are excellent for finding data that will cause SIS errors. Error reports can be found under *Team content > Student Management System > Medical > State Reporting Information.*



# Data Quality



Why Data accuracy is significant:

- The data submitted feeds into other systems, such as, EES, My School Info, LEA Insights, etc.
- Data entry affects school funding, school letter grades, and if schools are identified for levels of support.

# BE ON THE LOOKOUT!!!

We are currently developing vignettes about the importance of cycle data.



# QUESTIONS?



**Thank you for attending!!**