

# *eSchoolPlus+*

## **SMS Required Fields for State Reporting** 2023-24



Updated: August 11, 2023

**Arkansas Public School Computer Network**

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**SMS Required Fields for State Reporting  
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## District

### District Configuration

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

Field	Reporting Cycle	Notes	Cognos Reports
State Equivalency Code	1,2,3,4,5,6,7,8,9	7-digit district LEA	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN SIS District Verification

**Menu Access:** Administration > General Setup > District > District > Contact Information

Field	Reporting Cycle	Notes	Cognos Reports
Mailing Address	1,2,3,4,5,6,7,8,9	Street, City, State, Zip Code	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN SIS District Verification
Phone Number	1,2,3,4,5,6,7,8,9	District Phone Number	

### District Demographics

**Menu Access:** Administration > General Setup > District > District > Other District Information > District Demographics

Field	Reporting Cycle	Notes	Cognos Reports
Fax Number	1,2,3,4,5,6,7,8,9	(XXX)XXX-XXX	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN SIS District Verification
Educational Coop	1,2,3,4,5,6,7,8,9		
School Choice	1,2	School Choice flag should be checked if the district is School Choice. Check the RESIDENT CODE field on the Residency Program in Demographics if you have school choice students. ACT 1227 School Choice Act of 2013. Commissioner's Memo: COM-22-069 Dated: 11/1/2021	
State Rank Type	7,9	Enter code STATE in this field. Graduate's Class Rank is pulled in cycle 9. Cycle 7 pulls 9-12 GPAs based on the rank entered in this field.	
Private School	6	Check if there is a private school within the district's boundaries. If checked there must be a private school record in SIS.	

Insurance Carrier	3	This is who issued the policy on the district buses. Mike Simmons (ADE) is the bus contact person. Table Verified. 1 – School Self Insurance 2 – School Board Association 3 – Other	
Mark Type	7	Enter code SEM in this field. Mark Type field determines the grade type pulled for the semester grade.	

## Building

### Building Configuration

SETUP FOR ALL BUILDINGS.

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

Field	Reporting Cycle	Notes	Cognos Reports
Building Type	1,2,3,4,5,6,7,8,9	Buildings with 'INACT' in this field will not pull into state reporting	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> <input checked="" type="checkbox"/> APSCN SIS Building Verification
School Address	1,2,3,4,5,6,7,8,9	Mailing Address Street, City, State, Zip Code	
School Phone Number	1,2,3,4,5,6,7,8,9	Phone	
Fax Number	1,2,3,4,5,6,7,8,9	School Fax	

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

Field	Reporting Cycle	Notes	Cognos Reports
State Equivalency Code:	1,2,3,4,5,6,7,8,9	School LEA 7 Digit Number	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> <input checked="" type="checkbox"/> APSCN SIS Building Verification

## School Demographics

**Menu Access:** Administration > Registration Setup > Building Definition > Other Building Information > School Demographics

**NOTE:** You must check each building within your district. If two buildings share the same LEA, the configuration **MUST** match.

All changes should be made to building configurations prior to Cycle 1.

Field	Reporting Cycle	Notes	Cognos Reports
Facility Type/Site Use Code	1,2,3,4,5,6,7,8,9	Table verified codes are: 1=Kindergarten/Pre School 2=Primary or Upper Elem 3=Middle School 4=Jr High 5=Sr High 6=K-12 Comprehensive School 7=Other	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN SIS Building Verification
Instructional Periods	1,2,3,4,5,6,7,8,9	Instructional Periods per day should be indicated for Secondary Schools only. Elementary Instructional Periods should be zero.	
Service Learning Course	4	A check indicates if the school had a service-learning project/course <u>last year</u> . Service Learning – A project guided by a school staff member that engages students in addressing a need within their school or community. The activities must be curriculum integrated and must include four components: Planning with student; Demonstration or performance of the activity; Reflection of the activity; Recognition of students	
Character Ed Program	4	A check indicates if the building has a school-wide-character education program. Character Ed program lends itself to helping curb violence in the school or improve self-esteem throughout the entire school for the current year.	
Federal Program Status	1,2,3,4,5,6,7,8,9	SW – School-wide: A school that has been approved by the ADE to provide Title I services on a school wide rather than target-assisted basis. A school must have at least 40% of their students identified as low income. TA – Target Assisted: A school that provides Title I services to identify students eligible for the services. NA – Not Applicable.	
Minutes Per Day	7	Number of instructional minutes in a school day. This field is used when calculating ALE Funding.	

School Start Time (Military)	1,2,3,4,5,6,7,8,9	Time that the school day starts in military time (Format: 0800). Used in the My School Info application.
School End Time (Military)	1,2,3,4,5,6,7,8,9	Time that the school day ends in military time (Format: 1515), Used in the My School Info application.
No Cost Breakfast Program	1,2,3,4,5,6,7,8,9	Does this school have a breakfast program at NO cost to the students? This is a Y/N field.
No Cost Lunch Program	1,2,3,4,5,6,7,8,9	Does this school have a lunch program at NO cost to the students? This is a Y/N field.
Academic Programs	1,2,3,4,5,6,7,8,9	List the school's academic programs for the students. This is a Free Text field.
Other Enrichment Programs	1,2,3,4,5,6,7,8,9	List the school's enrichment programs for the students. This is a Free Text field.
Grade 05 Act 641	1,2,3,4,5,6,7,8,9	Indicates if grade 05 is following an elementary model or a middle school model.
Grade 06 Act 641	1,2,3,4,5,6,7,8,9	Indicates if grade 06 is following an elementary model or a middle school model.

## School Type Indicator

**Menu Access: Administration > Registration Setup > Building Definition > Other Building Information > School Type Indicator**

Field	Reporting Cycle	Notes	Cognos Reports
Magnet School	1,2,3,4,5,6,7,8,9	Check if LEA is a Magnet School	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN SIS Building Verification
AdvancEd/NCA	1,2,3,4,5,6,7,8,9	Check if LEA is AdvancEd/NCA accredited. This field is formally known as North Central Association.	
Alternative School	1,2,3,4,5,6,7,8,9	Check if LEA is an alternative school. Leave unchecked if LEA merely has an alternative program.	
Service Learning Project	4	A check indicates that your school <u>currently</u> has a service learning project/course.	
Block School	1,2,3,4,5,6,7,8,9	Check if the building is using any form of block scheduling. Such as: 4x4, AB, etc. This does not include blocks and blockettes.	
4 Day School	1,2,3,4,5,6,7,8,9	Check if LEA is a 4 day School	
Night School	1,2,3,4,5,6,7,8,9	Check if LEA is a Night School	
Year Round School	1,2,3,4,5,6,7,8,9	Check if LEA is a Year Round School.	



# Calendars

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

**Note: The calendar for each building will be submitted in Cycles 1-7.**

## Procedure

1. Choose Building.
2. Click on the calendar.
  - Verify the first and last day of school.
  - Verify the number of total membership days for the year.
  - Calendar Days
    - Set First Day of School (verify that it matches the day of the week in the field: **First Day of Cycle**). Ex: 08/15/2022 = M (Monday)
    - **DO NOT Skip** days of the week when creating the calendar.
    - Include Holidays and mark them as non-membership days.
    - To designate a day as a non-membership day, click month view, click the date update the following fields for each date.
      - **Day Type** – Indicate the reason a calendar date is not included in membership.
      - **Day Information:**
        - **Membership Day** – Remove the check from this check box.
        - **Attendance Day** – Remove the check from this check box.
        - **Include in Totals** – Remove the check from this check box.
      - **Instructional Time** – Number of instructional minutes for the membership day.

**Note:** Five (5) extra days should be built into the calendar as non-membership days using the Day Type of “XDY”. **Memo Num: FIN-09-088 Date Created: 06/04/2009.** Nine (9) special event days where a district can be exempt from the Arkansas Nutrition Standards can be added to the calendar by using the Day Type of “9DY”. **Memo Num: CNU-16-044 Date Created: 06/17/2016.** Also, if using an Alternative Method of Instruction that has been approved by the Commissioner of Education (up to 10 days), enter the Day Type of “AMI”. This should only be entered if the Alternative Method of Instruction was used that day.

According to **Arkansas Code 6-18-213** districts must request a waiver from the ADE to submit an attendance quarter less than 40 days or more than 50 days.

## Cognos Reports

*Team Content > Student Management System > Demographics > State Reporting:*

- ✓ APSCN Calendar Day Type Report
- ✓ APSCN Calendar Verification
- ✓ APSCN Extended/Shortened Day Report

## Staff Information

### Menu Access: Scheduling > Courses > Resources > Staff

- **Out-of-District Teachers** should be entered in Staff Information and attached to courses.
- **Digital Learning Teachers:** Contact the facility supplying the teacher for the teacher’s name, SSN, copy of teaching certificate, etc. If the SSN cannot be obtained, contact APSCN for a generic SSN for the teacher. The Digital Learning Teacher should be used instead of the room monitor. An exception to this would be if the course is also being taught for concurrent credit from an institution of higher ed. If this is the case, you could use the concurrent teacher code.
- Teachers from a Digital Learning facility will need a generic Social Security Number assigned.
- Certified Job Codes that do not require a student count are listed in the Job Code Management System. Individuals with a certified Job Code do not have to be in Staff Information if the position does not require a student count, unless using SmartData Dashboards, Course Approval System, or they are a Principal or Assistant Principal.
- **Concurrent Credit Teachers:** Code that can be used for person teaching courses taken at a college or university. This is a generic teacher. Add a Teacher Name of CONCURRENT CREDIT with an SSN of 999999999. If the course is taught by Virtual Arkansas, the real teacher must be entered.
- Inactivate teachers from Staff > Building Information panel who are no longer teaching in the district. Teachers who do not have a record in FMS will display in the Out-of-District report.
- Contracted Special Education staff should have an inactive status so that their information is only collected in cycle 4 for state reporting.
- **Apprentice Teachers:**
  - 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.

Field	Reporting Cycle	Notes	Cognos Reports
Name	2,6,7	Name of teacher: last name, first name or initial	
Social Security Number	2,6,7	Must match SSN in FMS.	<i>Team Content &gt; Student Management System &gt; Demographic &gt; State Reporting Information:</i> ✓ APSCN Active Teachers NOT in Master Schedule ✓ APSCN Digital Learning Staff Report ✓ APSCN District Staff SSN Verification ✓ APSCN Staff SSN Verification by Building

Staff State ID	2,6,7	State generated number assigned to teachers for TRIAND.	
Birth Date	Not in SIS	The staff member's birth date. Used for the Course Approval Site (CAS) and must be entered for Digital Learning teachers to receive a State ID from Triand.	
Email	2,6,7	The email on staff assigned as a Primary and Secondary Staff on courses in the Master Schedule.	

**Menu Access: Scheduling > Courses > Resources > Staff > District Defined > Staff Misc**

Field	Reporting Cycle	Notes	Cognos Reports
Case ID	2,6,7	This field should be used to enter the Case ID Number for Virtual Arkansas teachers. The Case ID Number can be found on the Arkansas Educator Licensure System (AELS) website or by contacting Virtual Arkansas. This is a 10-character field.	<i>Team Content &gt; Student Management System &gt; District and Building Information:</i> ✓ APSCN Digital Learning Staff Report
Admin-Total Years Experience	2,6	For superintendents, principals, and assistant principals, enter the total number of years as an administrator - both in state and out of state. If the Administrator has not completed a full year, enter zero (0).	<i>Team Content &gt; Student Management System &gt; District and Building Information:</i> ✓ APSCN Admin Experience Report
Admin-Out of State Experience	2,6	For superintendents, principals, and assistant principals, enter the total number of years as an out of state administrator. If the Administrator has not completed a full year, enter zero (0).	
Admin-In District Experience	2,6	For superintendents, principals, and assistant principals, enter the total number of years as an administrator in the current district. If the Administrator has not completed a full year, enter zero (0).	
Admin-In State Out of District	2,6	For superintendents, principals, and assistant principals, enter the total number of years as an administrator in Arkansas but outside of the current district. If the Administrator has not completed a full year, enter zero (0).	

## Demographics

### Registration

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

Field	Reporting Cycle	Notes	Cognos Reports
First, Middle, Last Name	2,3,4,5,6,7,9	Student's legal name should be entered.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting Information:</i> ✓ APSCN SIS Student Data Verification
Current Year Status	2,3,4,5,6,7	Current year PK students should be marked as "Active". This field should only be marked "Pre-Reg" for students pre-registered for the upcoming year to exclude them from ADM counts.	
Home Language	2,3,4,5,6,7	This field should contain the primary language spoken in the home.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Missing SIS Items ✓ APSCN Students With Home Language Other Than English
Gender	2,3,4,5,6,7,9		<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting Information:</i> ✓ APSCN SIS Student Data Verification
Birth Date	2,3,4,5,6,7,9		<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting Information:</i> ✓ APSCN SIS Student Data Verification
County of Residence	Not SIS	Special BMI Pull when applicable. Table Verified.	
Alternate District	2,3,4,5,6,7	Field must be populated with the student's resident district. <b>For open enrollment charter schools, School for the Blind, and School for the Deaf only!</b>	

## Personal

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

Field	Reporting Cycle	Notes	Cognos Reports
Residency	2,3,4,5,6,7	See the 'Programs' section of this document.	
Social Security Number	1,2,3,4,5,6,7,9	Field should contain the student's SSN or the state-assigned 900 series number. If a 900 series number is used, this number stays with the student as long as they are in school even if they move to another district. If the SSN is changed, it should be documented on SSN Correction Screen.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Missing SIS Items
State Reporting ID	2,3,4,5,6,7,9	State generated number assigned to students from TRIAND.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Missing SIS Items
Hispanic/Latino Ethnicity	2,3,4,5,6,7,9	First of a two-part question of the general racial or ethnic heritage with which the individual most identifies. Hispanic/Latino – Yes/No Commissioner's Memo: FIN-09-040 Dated:01-09-09	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Missing SIS Items
Race	2,3,4,5,6,7,9	Second of the two-part question of the general racial or ethnic heritage with which the individual most identifies. The Race(s) of the student. To enter multiple races, click the More...button. Commissioner's Memo: FIN-09-040 Dated:01-09-09	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Missing SIS Items ✓ APSCN Student Data Accuracy by Grade Report
Migrant	2,3,4,5,6,7	Status should be checked for Migrant Students. Contact the ADE Migrant Education Program office for a list of students.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Migrant Student List
Immigrant	2,3,4,5,6,7	A check indicates that the student is an immigrant who (1) is between the ages of 3 and 21 (2) was not born in any state (3) Has not attended one or more schools in any one or more states for more than three full academic years (if the student meets criteria 1 & 2 but has been enrolled more than 3 years, they are NOT considered an immigrant).	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Immigrant Student List
Citizen Status	2,3,4,5,6,7	A student enrolled in an Arkansas school district that has been selected to participate in an exchange visitor program sponsored by an international student exchange visitor placement organization; and enters the state of Arkansas with a nonimmigrant visa.	
Meal Status	2,3,4,5,6,7	See the 'Programs' section of this document.	

Homeless Status	2,3,4,5,6,7	<p>Table Verified:  D=Doubled Up                      S=Shelter  HM=Hotel/Motel                      U=Unsheltered  NA= Not applicable</p> <p>Should indicate if the student is homeless by the Federal definition. An individual who lacks a fixed, regular, and adequate nighttime residence. In general children and youth living in hotels, motels, camping grounds, cars, parks, abandon buildings, substandard housing, sharing housing of other persons due to loss of housing or economic hardship, transitional shelters, abandon in hospitals, awaiting foster care placement, migratory children living in circumstances as described and other inadequate regular sleeping accommodations are considered homeless. Students should remain identified as homeless for the school year, but the type of homeless code can be updated. Remember to mark homeless students as receiving Title 1 services on the SIS/MISC Items Screen.</p>	<p><i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i>  ✓ APSCN Homeless List</p> <p><i>Team Content &gt; Student Management System &gt; Demographics &gt; Demographic Download Files:</i>  ✓ APSCN CNU Certification File</p>
504 Plan	2,3,4,5,6,7	<p>Check if the student is eligible under Section 504 of the Rehabilitation Act of 1973. Do NOT include special education students.</p>	<p><i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i>  ✓ APSCN 504 Student List</p>
ESL	2,3,4,5,6,7	<p>Checked if the student home language survey has any language other than English selected. The student is an individual whose native language is a language other than English or who comes from an environment where a language other than English had a significant impact on the individual's level of English language proficiency and is not considered proficient yet in English as measured by an approved English language proficiency assessment. All students with ESL checked are considered "Language Minority Students" for state and federal reporting purposes.</p>	<p><i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i>  ✓ APSCN ESL/Language Minority Student List</p>

## Academic

### Menu Access: Registration > Entry & Reports > Student Demographic > Academic

- **Curriculum Code:** “AE – ALE Traditional” or “AH – ALE Hybrid” must be used for students in an Alternative Learning Environment.
- **ALE Students:** Students that are sent to an ALE program in another district with a tuition agreement should be coded resident “W” and the receiving district should be resident “D”. These should be coded properly for funding.
- ALE student’s curriculum code should be changed to AE the first day in ALE. Students must be enrolled in ALE for 20 consecutive days to receive funding. ALE entry/withdrawal information is collected in Cycles 3, 5, 6 and 7.

Field	Reporting Cycle	Notes	Cognos Reports
Diploma Type	9	Used to capture diplomas earned through Alternate Pathway or Regular Pathway and to distinguish these from students who graduated based on nearing a certificate (IEP or local diploma).	
Curriculum	3,5,6,7	See the ‘Programs’ section of this document.	
Graduation Year	9	The year entered here is used to identify graduates in cycle 9.	
Graduation Date	9	The date the student successfully completes the prescribed program of study for graduation as determined by the school district.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Missing Graduation Date on Current Seniors


## Contacts

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

Field	Reporting Cycle	Notes	Cognos Reports
First, Middle, Last Name	2,3,4,5,6,7	The Priority 1 Guardian’s name.	
Relationship	2,3,4,5,6,7	Only Spouse, Orphan or Foster Parent status pulls to SIS from this field.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Foster Child Student List APSCN Missing SIS Items
Email	2,3,4,5,6,7	Priority 1 and 2 guardian email addresses are collected for ADE and DESE sponsored studies and surveys. The email addresses will not be shared with any outside vendors or external agencies.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Email/Cell Phone Verification for Guardian 1 & 2
Phone	2,3,4,5,6,7	Priority 1 and 2 guardian cell phone numbers pull into SIS.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Email/Cell Phone Verification for Guardian 1 & 2

## Addresses

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

- The Mailing Address should contain the student's mailing address and the Physical Address should contain the physical or 911 address. If Mailing and Physical Address are different click on the  (additional options) icon and select the "Different Physical Address" option to display the Physical Address area for entry.
- Mailing and Physical Addresses are both pulled if Mailing Address differs from the Physical Address.
- See Commissioner's Memo: FIN-09-037 Dated: 12/17/2008.

Field	Reporting Cycle	Notes	Cognos Reports
Apartment	2,3,4,5,6,7		<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Missing SIS Items ✓ APSCN Physical Address/Mailing Address Comparison Report
House Number	2,3,4,5,6,7		
Street	2,3,4,5,6,7		
City	2,3,4,5,6,7		
State	2,3,4,5,6,7		
Zip Code	2,3,4,5,6,7		

## AR Seal of Biliteracy

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

The Arkansas Seal of Biliteracy recognizes Arkansas high school students who have attained proficiency in two or more languages. The data reported here is to indicate which students have obtained the Seal of Biliteracy including the additional language(s) and date achieved. Data is entered once the seal is granted by the Arkansas Seal of Biliteracy Committee via an application process.

Each student record may contain up to 4 languages along with the date of that achievement.

Field	Reporting Cycle	Notes	Cognos Reports
Biliteracy Language	2,3,4,5,6,7	Refers to the first language, in addition to English, the student has demonstrated proficiency and earned the Seal of Biliteracy.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Biliteracy Report
Language Achievement Date	2,3,4,5,6,7	The date the Seal of Biliteracy earned for indicated language.	



## SIS/Misc Items

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

Field	Reporting Cycle	Notes	Cognos Reports
Transported	3,5,6,7	See the 'Programs' section of this document.	
Travel Code	3,5,6,7	Table Verified: Type of Transportation students use to go to and from school. B – Bus D – Drives Self G – Parent/Guardian (includes walkers, child-care vans, and any other mode of transportation not covered by B, D, or P) P – District Paid Transportation Commissioner's memo: COM-07-106 Dated 05/09/2007	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Missing SIS Items ✓ APSCN Travel Code Counts
Consolidated LEA	2,3,4,5,6,7	Indicates the district LEA where the student attended prior to being consolidated or annexed beginning with the year 2004. Consolidated LEA should be identified for 5 years from consolidation.	
Preschool	2,3,4,5,6,7	Indicates the Preschool program for students who are currently in a Preschool Program or current KF students who participated in one of the following Pre-School full-time 4-year-old programs: A full-time program should meet 9 months at least 20 hours per week. This is tracked through grade 04. A = Ark Better Chance      NA = Not Applicable C=21 <sup>st</sup> Century Community Learning      O = Other Center EC = Early Childhood      P = Private Preschool H = Headstart              PS = Public School Preschool	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Pre-School List ✓ APSCN SIS Preschool Counts

21 <sup>st</sup> CCLC Program	2,3,4,5,6,7	21 <sup>st</sup> Century Community Learning Center programs are out of school programs funded by the US Department of Education. A check indicates the student is participating in any of the following programs which is covered under this guidance: Before School – (Scheduled academic/tutoring period prior to the beginning of the regular school day) After School – (Scheduled academic/tutoring period following dismissal of the regular school day) Summer – (Scheduled academic/tutoring time following or prior to the academic school year) Weekend – (Scheduled academic/tutoring/enrichment time on Saturday or Sunday).	
Gifted/Talented	2,3,4,5,6,7	See the 'Programs' section of this document.	
Smartcore Waiver	2,7	All students' grades 07-12 will participate in the Smart Core curriculum unless the parent or guardian waives the student's right to participate. A check indicates the guardian waives the student's right to participate in Smart Core.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Smart Core Waiver List
ADM Part-Time Percentage	3,5,6,7	Partial ADM for a part-time student. Any student who does not attend school full-time is required to have a part-time percentage. Leave the field blank unless the percentage is less than 1.0. DIR-00-016	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Residency Report
Facility Name	3,5,6,7	Use if Resident Code = T. Resident sent to non-public school with a tuition agreement. (Note: does not apply to Special Ed students.)	
Twin	2,3,4,5,6,7	Check if student is one of two or more offspring produced by the same pregnancy.	
Title I Eligible	2	Checked if student is eligible to receive Title I services. Migrant and Homeless Students are eligible.	
Title III Eligible	2,3,4,5,6,7	Checked to indicate that the student is eligible for or participating in Title III Services. Title III eligible students are those Language Minority Students enrolled in a district which qualifies for Title III funding.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Title III School LMS Error Report
Displaced District	2,3,4,5,6,7	The name of the district that the evacuee student attended prior to coming into the state. Limit of 20 characters. Do not remove previous year information.	
State of Displaced District	2,3,4,5,6,7	The state in which the Displaced District is located. Table Verified. Do not remove previous year information.	

ACT 514 Military Dependent	2,3,4,5,6,7	Check if student resides in the house of a person who is on active duty or serving in the reserve component of a branch of the United States armed forces, such as the Army, Air Force, Marines, Navy, National Guard, Coast Guard or Space Force.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Military Dependent Report
ACT 514 Military Branch	2,3,4,5,6,7	If ACT 514 Military Dependent is checked, indicate the branch of service that the guardian is enlisted with, such as the Army, Air Force, Marines, Navy, National Guard, Coast Guard or Space Force.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Military Dependent Report
Unaccompanied Youth	2,3,4,5,6,7	Youth in homeless situations who are not in the physical custody of a parent or guardian. If Unaccompanied Youth is checked, the Homeless field on the Personal screen should have a value other than NA.	
SBHC	2,3,4,5,6,7	Check to indicate the necessary paperwork to enroll the student to receive medical services provided through the school-based health center has been completed.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN SBHC Student List With Student Program Information ✓ APSCN School Based Health Center List
AAA Activity	7	Check if student is in current year grade 12 and participated in and completed one or more AAA Activities during the current school year. Commissioner's Memo: RT-18-019 Dated: 2/07/2018.	
CPR Training	2,3,4,5,6,7	Check to indicate that the student in grade 9-12 has participated in hands-on CPR training.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN CPR Training Report
Alternate Pathway	2,3,4,5,6,7	Starting in 2019-20, indicates if a student with a significant cognitive disability in grades 9-12 is participating in the alternate pathway to graduation. Commissioner's Memo: LS-19-069 Dated: 2/27/2019	
Single Parent	2,3,4,5,6,7	Indicate a student in secondary education in grades 7-12 who is unmarried or legally separated from a spouse, who has a minor child or children for whom the student has either custody or joint custody, or who is pregnant. Students must be 19 or younger.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Single Parent Student List
ACT 330 SEAL	NOT SIS	Pursuant to ACT 330, the SEAL designation should be entered 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.	
Internet Access	2,3,4,5,6,7	Indicates whether the student can access the internet in their primary place of residence. If 'N', the Internet Access Barrier field should be entered.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Digital Equity Counts

Internet Access Barrier	2,3,4,5,6,7	Indicates the barrier to the student not having internet access at their primary place of residence. Only entered if Internet Access is 'N'.	<ul style="list-style-type: none"> <li>✓ APSCN Digital Equity Data Error Report</li> </ul> <i>Team Content &gt; Student Management System &gt; Demographics &gt; General Demographic Reports:</i> <ul style="list-style-type: none"> <li>✓ APSCN Digital Equity Survey for Students With Missing Responses</li> </ul>
Internet Type	2,3,4,5,6,7	The primary type of internet service used in the student's primary place of residence.	
Internet Performance	2,3,4,5,6,7	Indicates whether the student can complete the full range of learning activities, including video streaming and assignment upload, without interruptions caused by poor internet performance in their primary place of residence.	
Device Access Source	2,3,4,5,6,7	Used to indicate who is providing the device used to access lessons online.	
Shared Device	2,3,4,5,6,7	Indicates whether the primary learning device is shared or not shared with another individual.	
Learning Device	2,3,4,5,6,7	The type of device the student uses most often to complete learning activities away from school.	
Device Serial Number	Not SIS	Used to store the serial number of the primary learning device.	
Student Instructional Option	2,3,4,5,6,7	<p>Status of the instructional setting chosen by the student.</p> <ul style="list-style-type: none"> <li>1 – Onsite/Traditional Learning: Student attends full-time (100%) on-campus/on-site instruction during the typical school week.</li> <li>2 – Virtual/Remote Learning: Student attends full-time (100%) off-site/remote utilizing technology resources for instruction.</li> <li>3 – Hybrid/Blended Learning: Student attends a combination of on-site and remote learning utilizing technology and blended learning resources (for students that do not fit option 1 or 2).</li> <li>4 – NA (No Show/No Activity): Used to identify potential 'no-show' students as districts continue to attempt to locate students.</li> </ul>	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> <ul style="list-style-type: none"> <li>✓ APSCN Student Instructional Option by Grade</li> <li>✓ APSCN Student Instructional Option by Homeroom</li> </ul> <i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> <ul style="list-style-type: none"> <li>✓ APSCN Class Counts by Instructional Option.</li> </ul>

## ELL

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

Field	Reporting Cycle	Notes	Cognos Reports
ELL Entry/Exit	2,3,4,5,6,7	See the 'Programs' section of this document.	
ESL/ELL Waived Date	2,3,4,5,6,7	The date an English Learner student's parent/guardian signed the form waiving English Learner services for the student.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> <input checked="" type="checkbox"/> APSCN ESL/LMS Waived From Services
ESL/ELL Monitored	2,3,4,5,6,7	A student who was exited from ESOL/ESL program and whose academic progress is being monitored for four years in the regular education classroom as required by Federal law. M1 – Monitored Year 1      M4 – Monitored Year 4 M2 – Monitored Year 2      MC – Monitoring Complete M3 – Monitored Year 3	
ELD Program Type	2,3,4,5,6,7	Indicates the primary type of English Language Development (ELD) service being provided to an English Learner.	
Core Content Access	2,3,4,5,6,7	Indicates the primary method by which the school provides meaningful access to the full curriculum to an English Learner.	
Recently Arrived EL	2,3,4,5,6,7	This is to identify Recently Arrived English Learner students. Determine the cumulative number of months the student has attended in US school as of Monday of the last week of the Grade 3-10 state content assessment window and indicate the correct RAEL status. This is updated each year.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> <input checked="" type="checkbox"/> APSCN Recently Arrived English Learners

## SSN Correction

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

SSN Corrections tracks changes to the student's Social Security Number. Do not make more than one SSN change for a student per cycle. Enter the incorrect SSN in the SSN CHANGE field and the date you made the change in the CHANGE DATE field. Verify with the SIS Coordinator which cycle to enter the SSN change.

Field	Reporting Cycle	Notes	Cognos Reports
SSN Change in Cycle	1,2,3,4,5,6,7	Field should contain the previous social security number. (Format 999999999)	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN SSN Correction Report
Change Date in Cycle	1,2,3,4,5,6,7	Field should contain the date the social security number was changed. Change date must be a valid membership day for the student within the cycle of entry. (Format: MM/DD/YYYY)	

## Entry/Withdrawal

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

**NOTE: EXTREMELY IMPORTANT that this screen be kept up to date! ADM Funding is based on information from this screen.**

- **Retention Report:** The system looks for students in grades KF-08, who have had the same grade level in two consecutive school years. The Report is in **cycle 3**. Programming excludes students dropped with SNS withdrawal code.
- **Drop-Out Report in SIS:** The system looks for students' grades 7 -12 with withdrawal codes of 015, 040, 050, 060, 070, 080, 090, 100, 110, 120, 130, 150, or NOS in **cycle 3**.
- **No-Shows:** If a records request is received after a student is dropped as a no-show, the drop code should be updated to reflect the correct withdrawal code.
- **Early graduates** should have a drop code of 140. Graduation Date is pulled from the Graduation Date field on the Academic Screen.
- **Early Childhood:** Only students exiting an Early Childhood program should use a withdrawal code of 200.

Field	Reporting Cycle	Notes	Cognos Reports
Building	2,3,4,5,6,7		<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Daily Enrollment counts ✓ APSCN Drop Out Report ✓ APSCN Retention Report  <i>Team Content &gt; Student Management System &gt; Demographics &gt; General Demographic Reports:</i> ✓ APSCN Current Date Enrollment by Instructional Option ✓ APSCN District Enrollment Changes ✓ APSCN Enrollment Report by Building ✓ APSCN Student Withdrawal Counts ✓ APSCN Student Withdrawal Report ✓ APSCN Student Withdrawal Report by Last Number of Days
Grade	2,3,4,5,6,7		
Entry Code	2,3,4,5,6,7	No more than one entry code of R per year. No student should have an "AW" for the first entry code of the year.	
Entry Date	2,3,4,5,6,7		
Withdrawal Code	2,3,4,5,6,7	See notes above.	
Withdrawal Date	2,3,4,5,6,7	Withdrawal date is not included in ADM and is not considered an attendance date.	

## Programs

There are several program tracked fields but only four required programs (Curriculum, Meal Status, Residency, and Transported). Missing or incorrect programs causes SIS counts to be inaccurate.

### ELL Entry/Exit

**Menu Access: Registration > Entry & Reports > Student Demographics > Programs > ARELL-ELL Entry/Exit**

Field	Reporting Cycle	Notes	Cognos Reports
ELL Entry/Exit	2,3,4,5,6,7	The entry date is the date the student entered a U.S. school for the first time, regardless of if the entry was in Arkansas or another state. ELL designation indicates that the student has a language background other than English, and his or her proficiency in English is such that the probability of the student's academic success in an English-only classroom is below that of native English language student. This is indicated by checking the "value" box next to the ELL Entry Date in the ELL Program Screen. The exit date is the date the student met criteria for Fluent English Proficient status and was exited from the English Learner program; no longer receives services.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> <ul style="list-style-type: none"> <li>✓ APSCN ELL Exit Report</li> <li>✓ APSCN ELL List for Selected Date</li> <li>✓ APSCN Invalid ELL Program Withdrawal Report</li> <li>✓ APSCN Language Minority Student Error Report</li> </ul>

## Curriculum

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

Field	Reporting Cycle	Notes	Cognos Reports
Curriculum	3,5,6,7	Maintain Curriculum program with a start and end date for curriculum code changes. This field is required for ALE funding.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> <ul style="list-style-type: none"> <li>✓ APSCN ALE Student FTE</li> <li>✓ APSCN ALE Student List</li> <li>✓ APSCN Current ALE Student List</li> <li>✓ APSCN Invalid Program Dates</li> <li>✓ APSCN Students With Missing Required Programs</li> </ul> <i>Team Content &gt; Student Management System &gt; Demographics &gt; Programs:</i> <ul style="list-style-type: none"> <li>✓ APSCN Inactive Students With Open Programs</li> <li>✓ APSCN Program Enrollment Report</li> </ul>



## Meal Status

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

Field	Reporting Cycle	Notes	Cognos Reports
Meal Status	2,3,4,5,6,7	<p>Meal Status must be assigned.            Valid entries are 01, 02, 03, &amp; 04. Meal Status will be tracked by the Start and End dates. Child Nutrition compares the numbers between what is reported from Food Services and what is submitted in Cycle 2 for October 1. If October 1 is on a weekend, it is pulled as of the next weekday day. Printing a list of students by Meal Status as of Oct 1 may be helpful for later review. See Commissioner's Memo: CNU-22-029 Dated: 06/20/2022.</p>	<p><i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i></p> <ul style="list-style-type: none"> <li>✓ APSCN Building Meal Status List</li> <li>✓ APSCN Current Meal Status List by Building/Meal Status/Grade</li> <li>✓ APSCN District Meal Status Counts</li> <li>✓ APSCN Invalid Program Dates</li> <li>✓ APSCN Meal Status by Guardian Contacts</li> <li>✓ APSCN Meal Status Count by Building</li> <li>✓ APSCN Meal Status Missing Report</li> <li>✓ APSCN Meal Status Report for Current Date</li> <li>✓ APSCN Meal Status Report for Selected Date</li> <li>✓ APSCN Students With Missing Required Programs</li> </ul> <p><i>Team Content &gt; Student Management System &gt; Demographics &gt; Programs:</i></p> <ul style="list-style-type: none"> <li>✓ APSCN Direct Certified Student List</li> <li>✓ APSCN Direct Certified Students From State Load</li> <li>✓ APSCN Inactive Students With Open Programs</li> <li>✓ APSCN Meal Checklist by Grade</li> <li>✓ APSCN Meal Checklist by Homeroom</li> <li>✓ APSCN District Meal Status List for Selected Date</li> <li>✓ APSCN Meal Status List by Grade</li> <li>✓ APSCN Program Enrollment Report</li> </ul>

## Gifted/Talented

Menu Access: Registration > Entry & Reports > Student Demographics > Programs > ARG-T-Gifted/Talented

Field	Reporting Cycle	Notes	Cognos Reports
Gifted/Talented	2,3,4,5,6,7	A checked value box indicates students identified as gifted and talented. This field is program tracked by entering a start date and value.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN G/T List ✓ APSCN G/T List for Selected Date

## Residency

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

- **Resident code 'X'** is only used for students who are in residential facility if the district is passing federal money to the facility.
- **Resident code 'XX'** is only used for students who is in a Juvenile Detention Center within the district's boundaries.
- **Resident code '00'** of Act 189 of 2023 is when a child whose parent/legal guardian relocates their student to a nonresident school district is allowed to complete all remaining school years at the school district in which the student is enrolled at the time of the relocation, regardless of the residency status of the child; however, the parent/legal guardian is responsible for transportation to and from school.
- **Resident code '1'** of Act 1469 of 2013 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.
- **Resident code '2'** of Act 1469 of 2013 is used when a Home-schooled student is participating in the resident school's sports program and is also enrolled in a credit-earning course.
- **Resident code '4'** of Act 173 of 2017 is used when a Home-schooled or Private school student is enrolled in the resident school's academic course(s).
- **Resident code '5'** is used when a Home-schooled or Private school student is enrolled in an academic virtual environment course(s) ONLY at the resident district (Commissioner's Memo: COM-19-021 Dated: 08/22/2018).
- **Resident code '9'** should be used to identify students who have been expelled but are receiving services from the school, i.e., virtual courses.

Field	Reporting Cycle	Notes	Cognos Reports
Residency	2,3,4,5,6,7	Resident Codes – Table Verified. For a change in residency, enter an end date for the “old” residency code. Then enter a start date and value for the “new” or current residency code. Some Residency codes require a Send/Receive District LEA entry, and some require a Send/Receive Building LEA entry. Refer to SIS Code Conversion Chart for details.	<i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i> ✓ APSCN Current Residency Student List ✓ APSCN Home/Private School Resident Code List for Selected Date ✓ APSCN Residency Report

Send/Receive District LEA	2,3,4,5,6,7	Required field for resident codes are B, C, D, M, P, W, or Z.	<ul style="list-style-type: none"> <li>✓ APSCN Residency Program Records Missing Send/Receive LEA</li> <li>✓ APSCN School Choice List for Selected Date</li> <li>✓ APSCN Students With Missing Required Programs</li> <li>✓ APSCN Students With Program Date Discrepancies Affecting ADM Calculations</li> </ul>
Send/Receive Building LEA	2,3,4,5,6,7	Indicates the 7-digit LEA number for the school from which the student transferred. LEA is required for Resident Code equals Y.	<p><i>Team Content &gt; Student Management System &gt; Demographics &gt; General Demographic Reports:</i></p> <ul style="list-style-type: none"> <li>✓ APSCN Current Residency Student List</li> </ul> <p><i>Team Content &gt; Student Management System &gt; Demographics &gt; Programs:</i></p> <ul style="list-style-type: none"> <li>✓ APSCN Inactive Students With Open Programs</li> <li>✓ APSCN Program Enrollment Report</li> <li>✓ APSCN Student List by Resident Code for Selected Date</li> </ul>

**Transported**

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

Field	Reporting Cycle	Notes	Cognos Reports
Transported	3,5,6,7	T=Transported; N=Non Transported Indicates that a student is eligible to ride a bus to/from school. A transported student is one who lives 2 or more miles from school. Add start and end date.	<p><i>Team Content &gt; Student Management System &gt; Demographics &gt; State Reporting:</i></p> <ul style="list-style-type: none"> <li>✓ APSCN Students With Missing Required Programs</li> <li>✓ APSCN Students With Program Date Discrepancies Affecting ADM Calculations</li> </ul> <p><i>Team Content &gt; Student Management System &gt; Demographics &gt; Programs:</i></p> <ul style="list-style-type: none"> <li>✓ APSCN Inactive Students With Open Programs</li> <li>✓ APSCN Program Enrollment Report</li> </ul>

# Attendance

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

**Prerequisite:** Administration > Attendance Setup > Setup > Attendance Intervals. Verify that Begin Span and End Span are correct for the intervals Q1, Q2, Q3, and Q4.

Day Totals and Interval Calculations must be run prior to attendance cycles.

**Note:** Attendance quarters pull in cycles 3, 5, 6, and 7 and must be between 40-50 days in a quarter.

## Procedure

### 1. Attendance Day Totals Calculation

**Menu:** Attendance > All > Utilities > Day Totals Calculation

- Building(s) (Select buildings from the field's drop-down list or click \* (asterisk) to select all buildings, then remove any that do not apply.)
- View Types (Select \* for All.)
- Run Option (Select **For Entire Year**.)
- Do not set a filter.
- Click the **Run** icon to start the process.
- Access the Tasks/Reports drop down or page to verify the calculation was completed.

### 2. Interval Totals Calculation

**Menu:** Attendance > All > Utilities > Interval Totals Calculation

Verify default building.

- View Types (Select \* for All.)
- Run Option (Select **For all Intervals for the Entire Year**)
- Do not set a filter.
- Click the **Run** icon to start the process.
- Access the Tasks/Reports page to verify that the calculation was completed.

#### Cognos Reports

*Team Content > Student Management System > Demographics > State Reporting:*

- ✓ APSCN SIS Building Verification

*Team Content > Student Management System > Attendance > Day View Attendance:*

- ✓ APSCN ADA/ADM Report
- ✓ APSCN ADA/ADM Report by Student Instructional Option
- ✓ APSCN Attendance Rate Report by Student Instructional Option
- ✓ APSCN Attendance Rate Summary Comparison
- ✓ APSCN Attendance View Setup
- ✓ APSCN Daily Attendance Rate Summary by Grade

## Discipline

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

All Corporal Punishment actions will be pulled and appear on the Corporal Punishment report under the incident category of Insubordination, Disorderly Conduct or Other.

- State defined discipline codes along with discipline codes that are **cross-walked** to state codes and **paired with a state code** will be pulled.
- Incident infraction codes 01-99 are reserved for state use.
- Action codes 01-99 are reserved for state use.

Field	Reporting Cycle	Notes	Cognos Reports
Building	7	The building number of the student at the time of the incident is pulled.	<i>Team Content &gt; Student Management System &gt; Discipline:</i> ✓ APSCN ALE Student Discipline Listing ✓ APSCN Discipline Incident/Action Totals ✓ APSCN Discipline List for Student Groups ✓ APSCN Discipline Records With Police Action ✓ APSCN State Reporting Error Check on Discipline Records Report ✓ APSCN SPED Student Discipline Listing ✓ APSCN Students WITHOUT Discipline Incidents
Incident ID Number	7	The number assigned to the infraction.	
Incident Code	7	Must be state code or cross-walked or paired with Corporal punishment.	
Action Code	7	Table Verified.	
Incident Date	7	All incidents must have an Incident Date and must be a valid membership date for that student.	
Duration: Actual or Scheduled	7	Used in accordance with Action of 01, 02, 03, 04, 11, 12, 13, 14, 15, 16, 17, 18, 19. Field MUST have a numeric value only. Duration of action in days only, i.e., one week should be entered as 5 or half-day as .50.	
Reported to Police	7	Checked if incident is being reported to Law Enforcement/Police.	
Date Reported	7	Enter date incident was reported to Law Enforcement/Police.	
Police Department	7	Enter Police Department to which the incident was reported.	
Police Action	7	Used to indicate that the police were involved in an incident. Only the code AR – Arrest is pulled for state reporting. See Commissioner’s Memo: COM-18-070 Dated: 03/19/2018	

## Incident/Offense Codes

This is a state and district defined table in eSchoolPlus. Incident codes 1-99 are reserved for use by the state and should not be changed.

See the SIS Conversion Chart to see how eSchoolPlus codes convert to SIS codes.

Code	Description
01	<b>Drugs</b> – Excluding alcohol and tobacco, (illegal drug possession, sale, use/under the influence): Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g. Demerol, morphine, marijuana, LSD, opioid, etc...), narcotic substance, or inhalant. This includes taking someone else’s prescription medications. Use of any substance against school policy.
02	<b>Alcohol</b> – (liquor law violations – possession, use sale): Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.
03	<b>Tobacco/e-Cigarettes/Vaping Devices</b> – (Cigarettes or other forms of tobacco) – (Cigarettes or other forms of tobacco) – The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation by any student. This shall include e-cigarettes or personal vaporizers.
04	<b>Attendance Policy Violation</b> – Any absence of part of a day, or all of a day, or for more than one day from school which the school attendance officer, principal, parent, or guardian is not aware for the purpose of defeating the intent of compulsory education.
05	<b>Physical Attack/Harm on Student</b> – Examples include striking that causes bleeding, broken nose; kicking. Consider age and developmentally appropriate behavior before using this category. This category may be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Includes an attack with a weapon in this category.
06	<b>Physical Attack/Harm on Staff</b> – Examples include striking that causes bleeding, broken nose; kicking. Consider age and developmentally appropriate behavior before using this category. This category may be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Include an attack with a weapon in this category.
07	<b>Knife</b> – Includes instruments or objects used such as a sharp object (e.g., knife, razor blade, ice pick, Chinese star).
	<b>HANDGUNS, RIFLES, AND SHOTGUNS</b> – Possession of an instrument or object defined as a firearm and used to inflict harm on other persons. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; and any firearm muffler or firearm silencer.
08	<b>Handgun</b> – A firearm (revolver or pistol) designed to be held and fired with one hand.
09	<b>Rifle</b> – A shoulder weapon.
10	<b>Shotgun</b> – A smoothbore shoulder weapon used for firing shots at short range.
11	<b>Weapon</b> – Inclusive of items that can be used to cause harm that are not directly covered. (e.g., chain, nunchakus, billy club, electrical weapon or device (stun gun), or substance used as a weapon (e.g., mace, tear gas) or any other similar object.)
12	<b>Gangs</b> – A “gang” shall be defined as individuals with a common interest, bond or activity whose purpose includes the commission of illegal acts, and who refer to themselves by a group name or designation.
13	<b>Vandalism</b> – The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.
14	<b>Insubordination</b> – Willful failure or refusal to recognize or submit to the authority of a superior.
15	<b>Disorderly Conduct</b> – (significantly disrupts all or portions of the campus activities, school sponsored events or school bus transportation) – Disruptive behavior that poses a serious threat to the learning environment, health, safety or welfare of others.

16	<b>Explosives</b> – Incendiary, or poison gas; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, i.e., Bomb; Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one-quarter ounce, Mine, or Similar device.
17	<b>Other</b> – This option ONLY encompasses infractions not listed. This category is designated for discipline violations that are <b>non-violent</b> or do NOT fit in any of the categories as defined elsewhere in the coding chart. (Examples include: horse play, profanity, cheating, gambling, plagiarism, pornography, nonviolent disruptive behavior, dress code, no homework, chewing gum, excessive talking, and other general classroom management or school ground violations.)
18	<b>Bullying</b> – Intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, or physical act that causes or creates actual or reasonably foreseeable physical harm, interference with a student's education or employee's role in education, substantial disruption in the operation of the school, and/or a hostile educational environment.
19	<b>Fighting</b> – Violent incidents with or without injury (physical altercation, pushing, shoving); fighting (mutual altercation)
20	<b>Cellphone/Electronic Device</b> – Use of electronic devices that violate school policy.
21	<b>Cyberbullying</b> – Any form of communication or posting content by electronic act that is sent with the purpose to harass, intimidate, humiliate, defame, incite violence to or threaten a student, public school employee, or person with whom the other student or public school employee is associated.
22	<b>Harassment</b> – A pattern of unwelcome verbal or physical conduct relating to another person that causes substantial interference with the other's performance in the school environment.
23	<b>Sexual Behavior</b> – Mutual sexual acts including sexual intercourse, fondling, nudity, etc...
24	<b>Stealing/Theft</b> – To take another's property (student's or school) without the verbal or written permission of owner and with no intent to return it.
25	<b>Terroristic Threats</b> – Are threats to kill or to cause serious physical injury to another person.
26	<b>Sexual Harassment</b> – Is when a student engages repetitively in behavior that involves unwelcome sexual advances, unwelcome touching that is sexual in nature, unwelcome requests for sexual favors from or offers sexual favors to another student such that the conduct has the purpose or effect of interfering with the other's performance in the school environment.
27	<b>Technology Use Violation</b> – Violations that are against district/school appropriate use policies for technology and the internet.

# Scheduling

## Master Schedule

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

- The first 5 digits of the Course Code Number are pulled to indicate the Course Code. The Course Code and Course Section are combined and pulled as the section number in the SIS Class record. A course code listing can be found at <http://adedata.arkansas.gov/ccms> according to Commissioner’s Memo: LS-12-021.
- **ALE courses MUST be in the Master Schedule** with the course minutes indicated, the Alternative Environment flag checked, and the ALE Type selected on the Course SIS Data screen. This means all ALE students MUST have a schedule. All ALE courses and student schedules will be pulled in Cycle 7.
- **Concurrent Credit Courses** are courses taken through a college or university for both college and high school credit. A district employed teacher can be the teacher of record in the Master Schedule OR the generic “Concurrent Credit” teacher. On the Course SIS data screen, the fields **College Credit** and **Institution Issuing Credit** must be indicated in order to report that the course is taken for concurrent credit.
- **Elementary** must be scheduled.
- **Course Minutes** is required for ALE courses and recess (minutes per day) and elementary PE, Music and Art (minutes per week) and should be indicated on the Course SIS Data screen.

Field	Reporting Cycle	Notes	Cognos Reports
Course Code	1,2,5,6,7	Must be state-defined course code number	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN ALE SIS Reporting Errors ✓ APSCN ALE Student FTE ✓ APSCN Class Counts by Instructional Option ✓ APSCN Class Counts For All Year ✓ APSCN Deleted Course Codes in the Master Schedule ✓ APSCN Digital Learning Course Report ✓ APSCN State Report MS Check <i>Team Content &gt; Student Management System &gt; Scheduling &gt; Student Schedules</i> ✓ APSCN Dropped Course Verification for Mark Reporting
Course Section	2,6,7		
Description	1,2,5,6,7		



Marking Periods	1,2,5,6,7	Determines if a course is Active or Inactive at time of pull.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN State Report MS Check <i>Team Content &gt; Student Management System &gt; Scheduling &gt; Student Schedules</i> ✓ APSCN Dropped Course Verification for Mark Reporting <i>Team Content &gt; Student Management System &gt; Scheduling &gt; Master Schedule:</i> ✓ APSCN Overloaded Sections
Primary Staff	1,2,5,6,7	Teacher 0-STAFF will cause errors for courses pulled into SIS	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN Daily Teacher Totals All Year ✓ APSCN Digital Learning Course Report ✓ APSCN Staff Assignments ✓ APSCN State Report MS Check ✓ APSCN Teacher Totals by Day <i>Team Content &gt; Student Management System &gt; Scheduling &gt; Master Schedule:</i> ✓ APSCN Teacher Totals All Year
Secondary Staff	1,2,5,6,7	Teacher assigned to teach the same course as the Primary Staff. This could be a SPED teacher assigned to monitor SPED students.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN Master Schedule Secondary Staff Report ✓ APSCN Staff Assignments
Credit	1,2,5,6,7		<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN State Report MS Check

## Course SIS Data

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

Field	Reporting Cycle	Notes	Cognos Reports
Exclude from Cycle	1,2,5,6,7	Use code 000000 for course section not to be pulled for SIS.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN State Report MS Check

Licensure Exception	1,2,5,6,7	Indicates the reason that 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.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN Licensure Exception Report ✓ APSCN State Report MS Check
Pre-AP/AP Training Exp Date	1,2,5,6,7	Advanced Placement Summer Institute or other approved training expiration date (five years from when the training was obtained) or expiration date as indicated on the additional training plan (three years from when the plan is initially filed). This is required for all course codes that are Pre-AP or AP classes	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN AP/Pre-AP Course Training Expiration Date Report
AAA Certification	1,2,5,6,7	Indicates the athletic class teacher is not certified but is acceptable because the school district has the Arkansas Activities Association documentation which allows the teacher to be assigned to the class.	<i>Team Content &gt; Student Management System &gt; Demographic &gt; State Reporting Information:</i> ✓ APSCN Senior AAA Activity List
Vocational LEA	1,2,5,6,7	The LEA of the Vocational or secondary Career Center where the vocational course is being taken. Table Verified.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN State Report MS Check
Digital Learning Course	1,2,5,6,7	Indicates that course is taught as a digital learning course.	
Digital Learning Type	1,2,5,6,7	Indicates the type of digital learning provider organization supplying the instruction. Table Verified. CN – Content Only; FL – Full Service; HG – Home Grown; NO – No	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN Digital Learning Course Report ✓ APSCN State Report MS Check
Digital Learning Provider	1,2,5,6,7	Indicates the organization providing for the digital learning course. Table Verified. Digital Learning Providers should be set to NA if Digital Learning Type is set to HG or NO. If Digital Learning Type is CN, the Digital Learning Provider is <b>not</b> NA. If Digital Learning Type is set to FL then the organization providing the instruction should be indicated.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN Digital Learning Course Report ✓ APSCN State Report MS Check
Digital Delivery	1,2,5,6,7	Indicates the type of technology used from the following codes: CV – Compressed/Interactive Video WB – Web Based NA – Not Applicable Digital Delivery should be set to NA if Digital Learning Type is set to NO. If the Digital Learning Type is not NO then the technology used for instruction should be indicated.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN Digital Learning Course Report ✓ APSCN State Report MS Check
Special Ed	1,2,5,6,7	If course is taught in a Special Ed environment offered exclusively to Special Ed students, this field should be checked.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN State Report MS Check

SPED Overage Flag	1,2,5,6,7	A check indicates that a Special Education class has more students than the standards allow but is acceptable because there is a teacher aid assigned to the class.	
Transition Vendor	1,2,5,6,7	Indicated which transition vendor is providing employment training and services to high school special education or 504 students participating in the specific transition courses.	
Alternative Environment	1,2,5,6,7	If a course is taught in alternative setting this field should be checked. All students in an ALE program must be scheduled into courses with a check in this field and have a curriculum code of AE or AH.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN State Report MS Check
ALE Type	1,2,5,6,7	If alternative environment course, use this field to indicate if the course is either traditional or hybrid.	
Coding Block 7/8	1,2,5,6,7	Indicates the Computer Science Coding Block for Grades 7 or 8 curriculum is taught as part of this course.	
Personal Finance	1,2,5,6,7	Indicates the Personal Finance curriculum is taught as part of this course. This is a requirement for students in grades 10-12. Commissioner's Memo: LS-18-049 Dated: 12/15/2017	
College Credit	1,2,5,6,7	Field works in conjunction with the Institution field and should be checked if the course is offered to the students for concurrent credit.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN State Report MS Check
Institution Issuing Credit	1,2,5,6,7	Enter the Institution code of the College if the course is a concurrent credit course. Must have an entry if College Credit is checked, otherwise leave field blank. Table Verified.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN State Report MS Check
Kindergarten Overage Flag	1,2,5,6,7	A check indicates that a Kindergarten class has more students than the standards allow but is acceptable because there is a teacher aide assigned to the class.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN State Report MS Check
Regular Ed Self Contained	1,2,5,6,7	Indicates 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.	
Course Minutes	1,2,5,6,7	Used for Recess, ALE Courses and Elementary Art, Music, and PE. Courses Minutes for ALE courses and recess should be in terms of minutes per day. Commissioner's Memo: LS-16-028 Dated: 10/28/2015. Course Minutes for Elementary Art, Music, and PE courses should be in terms of minutes per week.	<i>Team Content &gt; Student Management System &gt; Scheduling &gt; State Reporting Information:</i> ✓ APSCN ALE Schedules With Minutes ✓ APSCN State Report MS Check

## Report Cards

### Report Card Summary

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

Grades from the semester mark slot of the report card detail record for high school courses for grades 05 – 12 will pull in cycle 7.

Field	Reporting Cycle	Notes	Cognos Reports
Description	7	Pulls from description in the Master Schedule	
Course-Section	7		
SEM Mark Type	7	Grade pulled is determined by the SEM Mark Type.	<i>Team Content &gt; Student Management System &gt; Mark Reporting &gt; Report Cards:</i> ✓ APSCN List of Selected Marks
Earned	7	Pulls the credit the student earned for the course.	

**Note:** The mark type pulled is determined by the value set in the District Setup. Administration > General Setup > District > District > Other District Information > District Demographics, Mark Type. A method to find missing marks is the Student Mark Summary Report using eSchool Path: Mark Reporting > Entry & Reports > Report Card Reports. See eSchool Mark Reporting Training Guide for detailed instructions.

## Transcripts

### GPA Summary

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

Field	Reporting Cycle	Notes	Cognos Reports
Rank out of	9	Pulls for Graduates only. The pull uses the STATE GPA Type setup.	<i>Team Content &gt; Student Management System &gt; Mark Reporting &gt; Transcripts:</i> ✓ APSCN Cumulative GPA/Rank Report ✓ APSCN Graduate Report ✓ APSCN High School GPA Summary Screen Verification
Cumulative GPA	7	Pulls from Mark Type selected in District Demographics Setup. Cycle 7 will pull all active students for the current school year in grades 09-12 and all early graduates with a drop code of 140. If no rank screen exists for these students, a GPA of 0.0000 will pull.	<i>Team Content &gt; Student Management System &gt; Mark Reporting &gt; Transcripts:</i> ✓ APSCN Course Credit Discrepancies ✓ APSCN Cumulative GPA/Rank Report ✓ APSCN High School GPA Summary Screen Verification

**NOTE:** GPA Summary screens must exist, and report card calculations run in order to calculate the GPA.

## Medical

### Dyslexia

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

Field	Reporting Cycles	Notes	Cognos Reports
Receives Dyslexia Intervention	7	A Check indicates that the student is receiving dyslexia intervention services.	<i>Team Content &gt; Student Management System &gt; Medical &gt; State Reporting Information:</i> <ul style="list-style-type: none"> <li>✓ APSCN Dyslexia Evaluation List</li> <li>✓ APSCN Dyslexia Evaluation List by Homeroom</li> <li>✓ APSCN Dyslexia Evaluation List by Student Group</li> </ul> <i>Team Content &gt; Student Management System &gt; Demographics &gt; Year End / Beginning of School Reports</i> <ul style="list-style-type: none"> <li>✓ APSCN Dyslexia Student List</li> </ul>

### Growth (BMI)

**Menu Access:** Medical > All > Office > Growth

Field	Reporting Cycles	Notes	Cognos Reports
Age	7	Age of the student.	<i>Team Content &gt; Student Management System &gt; Medical &gt; Screenings &gt; Growth:</i> <ul style="list-style-type: none"> <li>✓ APSCN BMI Screening Error Report</li> <li>✓ APSCN BMI Screening Student List</li> <li>✓ APSCN BMI Screening Summary</li> <li>✓ APSCN BMI Student Count</li> <li>✓ APSCN Incomplete Growth Screening Records</li> </ul>
Location	7	Where the exam was conducted (this replaces the previously used Station form).	
Height	7	Measurement in decimal format.	
Weight	7	Measurement in decimal format.	
BMI	7	The Body Mass Index for the student.	
BMI Status	7	The BMI status of the student. HW – Healthy Weight OB – Obese OW – Overweight UW – Underweight	
Exam Date	7	The date of the exam	

Reason Not Tested	7	Two letter code to indicate the reason for “Unable to Assess”. AB – Absent                      PD – Physically Disabled CR – Child Refused            HT – 2 <sup>nd</sup> Height Measure not within 1 inch PR – Parent Refused          WT – Weight Exceeded Scale PT – Pregnant                    OT – Other	
Referral Code	7	Referred to whom because of failed BMI screening. G – Guardian NA – Not applicable	

## Hearing

**Menu Access: Medical > All > Office > Hearing**

<b>Arkansas State Reporting Guidelines</b>		
<ul style="list-style-type: none"> <li>▪ To meet Arkansas guidelines, if a student fails any portion of the screening a valid state referral and follow-up <b>MUST</b> be entered.</li> <li>▪ To meet Arkansas guidelines, if a referral is entered, a follow-up value must be entered.</li> <li>▪ Hearing data pulls in State Reporting Cycle 7/June.</li> </ul>		
Valid Referral Codes	Valid Follow-up Codes for Referral of S:	Valid Follow-up Codes for Referral P or U:
<b>P</b> – Physician <b>S</b> – School Nurse <b>U</b> – Audiologist	<b>I</b> – In Process <b>T</b> – Re-Screened <b>X</b> – Left District	<b>I</b> – In Process <b>J</b> – Treatment <b>N</b> – Normal Exam <b>R</b> – Refused Referral <b>X</b> – Left District
The following Referral codes are used for students who are <b>NOT</b> screened. No Follow-up value is required on these codes: <b>UN</b> – Unable to Perform Screening (SPED/Acute Disability) <b>VS</b> – Virtual Student Not Screened <b>PR</b> – Written Parent Refusal		

Field	Reporting Cycles	Notes	Cognos Reports
Date	7	(Screening Date) Date of Hearing Screening.	<i>Team Content &gt; Student Management System &gt; Medical &gt; State Reporting Information:</i> ✓ APSCN Hearing Screening Error Report
Right Ear	7	(Right Ear) Hearing results for the right ear. P = Passed      F = Failed	

Left Ear	7	(Left Ear) Hearing results for the left ear. P = Passed F = Failed	<i>Team Content &gt; Student Management System &gt; Medical &gt; Screenings &gt; Hearing:</i> ✓ APSCN Students with Hearing Screening Failure by Grade ✓ APSCN Students with Hearing Screening Failure by Homeroom Teacher ✓ APSCN Students With NO Hearing Screening Data
Referral	7	(Referral) Referred to a healthcare professional because of failed screening. P = Physician S= School Nurse U= Audiologist NA = Not Applicable G = Guardian is NOT a valid code for Hearing	
Follow-up	7	Click referral to enter a Follow-up. The follow-up referral. R = Refuse Referral X = Left District T = Re-Screening I = In Process N = Normal Exam NA=Not Applicable J = Treatment	

## Immunization

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

**Notes:** Pulls all student immunizations for state reporting.

Field	Reporting Cycles	Notes	Cognos Reports
Vaccination	3	(Immunization Code) Type of immunization administered: DTaP Measles TDaP Mumps HepA Polio HepB Rubella HPV Varicella MCV4 Men B	<i>Team Content &gt; Student Management System &gt; Medical &gt; State Reporting Information:</i> ✓ APSCN Immunization Error Report ✓ APSCN Insufficient Number of Series Doses ✓ APSCN Missing Immunizations
Exemption	3	(Immunization Exemption Code) Type of exemption a student may have excused the student from immunizations: M = Medical P = Philosophical R = Religious N = Not Applicable	<i>Team Content &gt; Student Management System &gt; Medical &gt; Immunizations:</i> ✓ APSCN Immunization List for Inactive Students/Graduates ✓ APSCN Students With No Immunizations
Dates	3	(Immunization Code Date) The Date this immunization was given.	

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

Field	Reporting Cycles	Notes	Cognos Reports
Had Disease	3	Checked if the student had the disease, rather than a shot. When checked, the student's status is set to display the district-defined code to indicate the student has had the disease.	<i>Team Content &gt; Student Management System &gt; Medical &gt; State Reporting Information:</i> ✓ APSCN Immunization Error Report ✓ APSCN Students with Exemptions or History of Disease

**Scoliosis**

**Menu Access: Medical > All > Office > Scoliosis**

Arkansas State Reporting Guidelines		
<ul style="list-style-type: none"> <li>To meet Arkansas guidelines, if a student fails any portion of the screening a valid state referral and follow-up MUST be entered.</li> <li>To meet Arkansas guidelines, if a referral is entered, a follow-up value must be entered.</li> <li>Scoliosis data pulls in State Reporting Cycle 7/June.</li> </ul>		
Valid Referral Codes	Valid Follow-up Codes for Referral of S:	Valid Follow-up Codes for Referral O or P:
<b>O</b> – Orthopedic Physician <b>P</b> – Family Physician <b>S</b> – School Nurse	<b>I</b> – In Process <b>T</b> – Re-Screened <b>X</b> – Left District	<b>I</b> – In Process <b>J</b> – Treatment <b>N</b> – Normal Exam <b>R</b> – Refused Referral <b>X</b> – Left District
The following Referral codes are used for students who are <b>NOT</b> screened. No Follow-up value is required on these codes: <b>UN</b> – Unable to Perform Screening (SPED/Acute Disability) <b>VS</b> – Virtual Student Not Screened <b>PR</b> – Written Parent Refusal		

Field	Reporting Cycles	Notes	Cognos Reports
Date	7	(Screening Date) Date of Scoliosis Screening.	<i>Team Content &gt; Student Management System &gt; Medical &gt; State Reporting Information:</i> ✓ APSCN Scoliosis Screening Error Report
Status	7	The result of the exam. P = Passed      F = Failed	



Referral	7	(Referral) Referred to a healthcare professional because of failed screening. P = Physician      S= School Nurse G= Guardian      O = Orthopedic NA= Not Applicable	Team Content > Student Management System > Medical > Screenings > Scoliosis: ✓ APSCN Students NOT Screened for Scoliosis
Follow-up	7	(Follow-up) Click Referral to enter a Follow-up. The follow-up of the screening or referral. R = Refuse Referral      X = Left District T = Re-Screening      I = In Process N = Normal Exam J = Treatment	

## Vision

**Menu Access: Medical > All > Office > Vision**

**\*\*The fields in parenthesis ( ) on the document below, are the fields in the SIS table.**

<b>Arkansas State Reporting Guidelines</b>		
<ul style="list-style-type: none"> <li>▪ To meet Arkansas guidelines, if a student fails any portion of the screening a valid state referral and follow-up <b>MUST</b> be entered.</li> <li>▪ To meet Arkansas guidelines, if a referral is entered, a follow-up value must be entered.</li> <li>▪ Location field is used to indicate if an Auto Refractor was used in the screening. Value = Y</li> <li>▪ Vision data pulls in State Reporting Cycle 7/June.</li> </ul>		
<b>Valid Referral Codes</b>	<b>Valid Follow-up Codes for Referral of S:</b>	<b>Valid Follow-up Codes for Referral P or E:</b>
<b>E</b> – Eye Doctor <b>P</b> – Physician <b>S</b> – School Nurse  <b>G</b> – Guardian can <b>ONLY</b> be used when Colorblind is the only failure	<b>I</b> – In Process <b>T</b> – Re-Screened <b>X</b> – Left District	<b>A</b> – Abex No Lens (Abnormal Exam No Lens Prescribed) <b>I</b> – In Process <b>J</b> – Treatment <b>L</b> – Lens Prescribed <b>N</b> – Normal Exam <b>R</b> – Refused Referral <b>X</b> – Left District
The following Referral codes are used for students who are <b>NOT</b> screened. No Follow-up value is required on these codes: <b>UN</b> – Unable to Perform Screening (SPED/Acute Disability) <b>VS</b> – Virtual Student Not Screened <b>PR</b> – Written Parent Refusal		

Field	Reporting Cycles	Notes	Cognos Reports
Date	7	(Screening Date) Date of Vision Screening.	<i>Team Content &gt; Student Management System &gt; Medical &gt; State Reporting Information:</i> ✓ APSCN Vision Screening Error Report  <i>Team Content &gt; Student Management System &gt; Medical &gt; Screenings &gt; Vision:</i> ✓ APSCN Students With NO Vision Screening Data ✓ APSCN Students With Vision Screening Failure by Grade ✓ APSCN Students With Vision Screening Failure by Homeroom
Location (Auto Refractor)	7	Value of 'Y' in the Location field will indicate an Auto Refractor was used. All other values, including NULL, will pull into SIS as 'No'.	
External Exam	7	Any obvious anomaly of the eyes. P = Passed F = Failed	
Vision 20	7	Distance visual acuity screening using a Snellen Eye Chart at twenty feet (20'). P = Passed F = Failed	
Plus 2.0 test 20'	7	(Plus 2 Lens) A plus lens visual acuity screening test using a Snellen Eye Chart at twenty feet (20') or an age of developmentally appropriate chart at ten feet (10'). P = Passed F = Failed	
LAT MB (far)	7	(Lateral MB Far) The Lateral muscle balance at far. P = Passed F = Failed	
VERT MB (far)	7	(Vertical MB) Vertical muscle balance far only. P = Passed F = Failed	
Fusion (Far)	7	(Fusion Far) The binocularity of vision at far. P = Passed F = Failed	
LAT MB (near)	7	(Lateral MB) The lateral muscle balance at near. P = Passed F = Failed	
Fusion (near)	7	(Fusion) The binocularity of vision near. P = Passed F = Failed	
Color	7	(Color) The lack of perceptual sensitivity to certain colors. P = Passed F = Failed	
Referrals	7	Referred back to nurse for re-screening or to an eye care professional due to failed screening: Y/N P = Family Physician S = School Nurse E = Eye Doctor NA = Not Applicable G = Guardian is only valid for Color Blindness	
Follow-Up	7	Follow-up of the referral. R = Refuse Referral A = Abex No Lens T = Re-Screening X = Left District L = Lens Prescribed I = In Process N = Normal Exam NA = Not Applicable J = Treatment	

## Notes

- It is important that attendance be kept up to date for each quarterly attendance cycle. Quarterly attendance cycles are 3, 5, 6, and 7.
- According to Arkansas Code 6-18-213 districts must request a waiver from the ADE to submit an attendance quarter less than 40 days or more than 50 days.
- All elementary and secondary ALE students must have schedules.
- A curriculum change should be noted immediately when a student enters or leaves the ALE program.
- Please see the ALE Coding document posted on the APSCN web site for important information regarding ALE funding.
- Resident codes NOT included in the ADM calculation in SIS are 1, X, XX, D, L, O, and P. If these are being used, please verify the data is correct.
- Headcount Statistics (Registration > Entry & Reports > Reports or Attendance > All > Reports) does include all Resident Codes, so the counts might be different from your SIS Enrollment reports because Oct 1 counts are resident students only.
- SIS Enrollment counts are as of Oct 1.
- SIS Meal Status counts are based on the Value of the Meal Status program for October 1.
- The counts on the SIS Student Status Report indicate active students as of the time of the pull.
- Students pulled into SIS are all students for the current school year (active and inactive).
- Please see the Date Rule for Entry document posted on the APSCN web site for important information regarding drop date and end dates for Entry/Withdrawal, Scheduling, and Programs.
- Not having the four required programs (Curriculum, Meal Status, Residency, and Transported) causes SIS counts to be inaccurate.

### Cycle Submission Due Dates

<u>Cycle 1</u>	<u>Cycle 2</u>	<u>Cycle 3</u>	<u>Cycle 4</u>	<u>Cycle 5</u>	<u>Cycle 6</u>	<u>Cycle 7</u>	<u>Cycle 8</u>	<u>Cycle 9</u>
Sept 30	Oct 15	Nov 15	Dec 15	Feb 15	Apr 15	Jun 15	Jul 31	Aug 31