

eSchoolPlus+

SMS Required Fields for State Reporting

2016-17



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Arkansas Public School Computer Network

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**SMS Required Fields for State Reporting
Table of Contents**

District	5
District Configuration	5
District Demographics	5
Building	6
Building Configuration	6
School Demographics	7
School Type Indicator	8
Calendars	9
Staff Information	10
Demographics	11
Registration	11
Personal	12
Academic	14
Contacts	15
Addresses	15
SIS/Misc Items	16
Programs	18
ELL	19
SSN Correction	20
Entry/Withdrawal	21
Attendance	22
Discipline	23
Scheduling	26
Master Schedule	26
Course SIS Data	27
Report Cards	29
Report Card Summary	29
Transcripts	29
GPA Summary	29
Medical	30
Dyslexia	30
Hearing	30
Immunization	31
Scoliosis	32
Vision	33
Notes	35

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District

District Configuration

Menu Access: Administration > System Setup > District > District > Click on District Name > Preferences Tab

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

Menu Access: Administration > System Setup > District > District > Click on District Name > Contact Information Tab

Field	Reporting Cycle	Notes	Cognos Reports
Mailing Address	1,2,3,4,5,6,7,8,9	Street, City, State, Zip Code	<i>Public Folders > Student Management System > Demographics > 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 > System Setup > District > District Data Entry > District Demographics > Click on District Name

Field	Reporting Cycle	Notes	Cognos Reports
Fax Number	1,2,3,4,5,6,7,8,9	(XXX)XXX-XXX	<i>Public Folders > Student Management System > Demographics > 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.	
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 GPA's based on the rank entered in this field.	
Private School	6	Check if there is a private school in 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 > System Setup > Building > Building > Choose Building > Main Tab

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 in to state reporting	<i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ 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 > System Setup > Building > Building > Choose Building > Preferences Tab

Field	Reporting Cycle	Notes	Cognos Reports
State Equivalency Code:	1,2,3,4,5,6,7,8,9	School LEA 7 Digit Number	<i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN SIS Building Verification

School Demographics

Menu Access: Administration > System Setup > Building > Building Data Entry > 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>Public Folders > Student Management System > Demographics > 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 last year. 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.	

School Type Indicator

Menu Access: Administration > System Setup > Building > Building Data Entry > 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>Public Folders > Student Management System > Demographics > 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 currently 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: Registration Center > Setup > Calendars

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: **Cycle of the First Day**). Ex: 08/19/2013 = 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.

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**. Also, 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**.

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

Public Folders > Student Management System > Demographics > State Reporting:

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

Staff Information

Menu Access: Registration Center > Staff Information > Choose Teacher > General Information tab

- **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 the StudentGPS dashboards.
- **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 a SSN of 999999999.
- Inactivate teachers from Staff Information > Building Information tab who are no longer teaching in the district. Teachers who do not have a record in FMS will print on the Out-of-District report.

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>Public Folders > Student Management System > Demographic > State Reporting Information:</i> ✓ 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.	

Menu Access: Registration Center > Staff Information > Choose Teacher > District-Defined tab > Screen 100 – 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 Digital Learning teachers who have an Arkansas teacher license. The Case ID Number can be found on the Arkansas Educator Licensure System (AELS) website. This is a 10 character field.	

Demographics

Registration

Menu Access: Student Center > 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>Public Folders > Student Management System > Demographics > 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>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Missing SIS Items ✓ APSCN Students With Home Language Other Than English
Gender	2,3,4,5,6,7,9		<i>Public Folders > Student Management System > Demographics > State Reporting Information:</i> ✓ APSCN SIS Student Data Verification
Birth Date	2,3,4,5,6,7,9		<i>Public Folders > Student Management System > Demographics > 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. <u>For open enrollment charter schools only!</u>	

Personal

Menu Access: Student Center > Demographic > Personal

Field	Reporting Cycle	Notes	Cognos Reports
Hispanic/Latino Ethnicity	2,3,4,5,6,7,9	<p>First of a two part question of the general racial or ethnic heritage with which the individual most identifies.</p> <ul style="list-style-type: none"> ✓ Hispanic/Latino – Yes/No <p>Commissioner’s Memo: FIN-09-040 Dated:01-09-09</p>	<p><i>Public Folders > Student Management System > Demographics > State Reporting:</i></p> <ul style="list-style-type: none"> ✓ APSCN Missing SIS Items
Race	2,3,4,5,6,7,9	<p>Second of the two part question of the general racial or ethnic heritage with which the individual most identifies.</p> <ul style="list-style-type: none"> ✓ The Race(s) of the student. To enter multiple races click the More...button. <p>Commissioner’s Memo: FIN-09-040 Dated:01-09-09</p>	<p><i>Public Folders > Student Management System > Demographics > State Reporting:</i></p> <ul style="list-style-type: none"> ✓ APSCN Missing SIS Items ✓ APSCN Student Data Accuracy by Grade Report
Meal Status	2	<p>Meal Status must be assigned. Valid entries are 01, 02, 03, & 4. 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. Printing a list of students by Meal Status as of Oct 1 may be helpful for later review. See Commissioner’s Memo: FIN-15-022 Dated: 08/27/2014.</p>	<p><i>Public Folders > Student Management System > Demographics > State Reporting:</i></p> <ul style="list-style-type: none"> ✓ APSCN District Meal Status Counts ✓ APSCN Meal Status by Guardian Contacts ✓ APSCN Meal Status Count by Building ✓ APSCN Meal Status Missing Report ✓ APSCN Meal Status Report for Current Date ✓ APSCN Meal Status Report for Selected Date ✓ APSCN Students With Missing Required Programs <p><i>Public Folders > Student Management System > Demographics > Programs:</i></p> <ul style="list-style-type: none"> ✓ APSCN Direct Certified Student List ✓ APSCN Direct Certified Students From State Load ✓ APSCN Inactive Students With Open Programs ✓ APSCN Meal Checklist by Grade ✓ APSCN Meal Checklist by Homeroom ✓ APSCN Meal Status List by Grade ✓ APSCN Program Enrollment Report

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.</p> <p>Students should remain identified as homeless for 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>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Homeless List</p> <p><i>Public Folders > Student Management System > Demographics > Demographic Download Files:</i> ✓ APSCN CNU Certification File</p>
504 Plan	2,3,4,5,6,7	<p>Check if student is eligible under Section 504 of the Rehabilitation Act of 1973. Do NOT include special education students.</p>	<p><i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN 504 Student List</p>
ESL	Not SIS	<p>Checked if the student home language survey has any language other than English selected. All student with ESL checked are considered "Language Minority Students" for state and federal reporting purposes. This field is used for Arkansas Testing/Assessment ID labels.</p>	
Migrant	2,3,4,5,6,7	<p>Status should be checked for Migrant Students. Contact Stan Young for a list of students.</p>	<p><i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Migrant Student List</p>
Immigrant	2,3,4,5,6,7	<p>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).</p>	<p><i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Immigrant Student List</p>
Social Security Number	1,2,3,4,5,6,7,9	<p>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.</p>	<p><i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Missing SIS Items</p>

State Reporting ID	2,3,4,5,6,7,9	State generated number assigned to students for TRIAND tracking.	<i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Missing SIS Items
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Academic

Menu Access: Student Center > Demographic > Academic

- **Curriculum Code:** AE 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. Student 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	Not SIS	Pursuant to ACT 330, the SEAL designation will appear in the ‘Completion Status’ section of Triand. There will also be a ‘Yes’ on the students’ transcripts indicating that they have a cumulative GPA of 2.75 or higher.	
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>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN ALE SIS Reporting Errors ✓ APSCN ALE Student List ✓ APSCN Current ALE Student List ✓ APSCN Students With Missing Programs <i>Public Folders > Student Management System > Demographics > Programs:</i> ✓ APSCN Inactive Students With Open Programs ✓ APSCN Program Enrollment Report
Graduation Year	9	The year entered here is used to identify graduates in cycle 9.	
Graduation Date	9	The date the student receives formal recognition for the successful completion of a prescribed program of studies.	<i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Missing Graduation Date on Current Seniors

Contacts

Menu Access: Student Center > Demographic > Contacts > Select Guardian Name

Field	Reporting Cycle	Notes	Cognos Reports
Relationship	2,3,4,5,6,7	Only Spouse, Orphan or Foster Child status pulls to SIS from this field.	<i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Foster Child Student List ✓ APSCN Missing SIS Items

Addresses

Menu Access: Student Center > Demographic > Addresses > Mailing Address Tab and Physical Address tab

- The Mailing Address tab should contain the student's mailing address and the Physical Address tab should contain the physical or 911 address. If Mailing and Physical Address are the same, the "Same as mailing address" check box can be checked on the Physical Address tab.
- Mailing and Physical Addresses are both pulled if Mailing Address differs from the Physical Address.
- See Commissioner's Memo: FIN-04-037 Dated: 12/17/2008

Field	Reporting Cycle	Notes	Cognos Reports
Apartment	2,3,4,5,6,7		<i>Public Folders > Student Management System > Demographics > 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		

21 st CCLC Program	2,3,4,5,6,7	21 st 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	A value of “Y” indicates students identified as gifted and talented. This field is program tracked by entering a start date and value.	<i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN G/T List ✓ APSCN G/T List for Selected Date
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. √ = Indicates guardian waives the student’s right to participate in Smart Core.	<i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Smart Core Waiver List
ADM Part-Time Percentage	3,5,6,7	Partial ADM for part-time student. Residency code 2 – Resident Home School with ADM will require a part-time percentage. Leave field blank unless percentage is less than 1.0. DIR 00-016	<i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Residency Report
Supplemental Services	7	A check is required for academic services provided outside of the regular school day by an approved supplemental service provider for eligible students in a school designated in Year 2, Year 3, or Year 4 of School Improvement by No Child Left Behind.	
Supplemental Provider	7	Supplemental Education Services (SES) Provider – Table Verified. Check the SIS link on the APSCN Webpage for a list of providers.	
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.)	
Title I	2	Checked if student is eligible to receive Title 1 services. Homeless Students are eligible.	
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, or Coast Guard.	<i>Public Folders > Student Management System > Demographics > 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, or Coast Guard.	<i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Military Dependent Report
Twin	2,3,4,5,6,7	Check if student is one of two or more offspring produced by the same pregnancy.	
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 if student is in a School-Based Health Clinic	<i>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN School Based Health Center List

Programs

Not having the four required programs (Curriculum, Meal Status, Residency, and Transported) causes SIS counts to be inaccurate.

Menu Access: Student Center > Demographic > 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 '1'** 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'** 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.

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>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Current Residency Student List ✓ APSCN Residency Report ✓ APSCN School Choice List for Selected Date

Send/Receive District LEA	2,3,4,5,6,7	Required field for resident codes are A, B, C, D, I, J, M, P, W, or Z. The resident code S requires either a Send LEA or a Servicing Provider in School Age Data.	<ul style="list-style-type: none"> ✓ APSCN Students With Missing Required Programs
Send/Receive Building LEA	2	Indicates the 7 digit LEA number for the school from which the student transferred because of school improvement. LEA is required for Resident Code equals F, G or Y.	<i>Public Folders > Student Management System > Demographics > Programs:</i> <ul style="list-style-type: none"> ✓ APSCN Inactive Students With Open Programs ✓ APSCN Program Enrollment Report ✓ APSCN School Choice (A,B) List for Selected Date ✓ APSCN Student List by Resident Code for Selected Date

ELL

Menu Access: Student Center > Demographic > ELL

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 if the entry was in Arkansas or another state. ELL designation indicates that the student was screened and it was determined that they are an English Learner and in need of additional support in learning English. 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 LEP program; no longer receives services.	<i>Public Folders > Student Management System > Demographics > State Reporting:</i> <ul style="list-style-type: none"> ✓ APSCN ELL/LEP Student List ✓ APSCN ELL Students Waived From Services ✓ APSCN English Language Learner Program Student List
ESL/ELL Waived Date	2,3,4,5,6,7	The date a LEP/ELL student’s parent signed the form waiving ESL services for the student.	
ESL/ELL Monitored	2,3,4,5,6,7	A student who was exited from ESL services and whose academic progress is being monitored for two years in the regular education classroom as required by Federal law. M1 – Monitored Year 1 M2 – Monitored Year 2	

SSN Correction

Menu Access: Student Center > Demographic > 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)	
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: Student Center > Demographic > Entry/Withdrawal > Choose school year

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 has the same grade level in two consecutive school years. The Report is in **cycle 3**.
- **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>Public Folders > Student Management System > Demographics > State Reporting:</i> ✓ APSCN Drop Out Report ✓ APSCN Retention Report <i>Public Folders > Student Management System > Demographics > General Demographic Reports:</i> ✓ APSCN Student Withdrawal Report ✓ APSCN Student Withdrawal Report by Last Number of Days
Grade	2,3,4,5,6,7,9		
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.	

Attendance

Menu Access: Attendance Center > Calculations

Prerequisite: Attendance Center > Setup > 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. Select **Attendance Center > Calculations > Day Totals Calculation**.
2. Run **Day Totals Calculation** for **All** buildings.
 - The **State** view must be calculated for state reporting purposes.
 - Select **For Entire Year** for the **Run Calculation** option.
3. Click **Run** to start the calculation process.
4. Once Day Totals Calculation has completed, select **Attendance Center > Calculations > Interval Calculation**.
5. Run **Interval Calculation** for **All** buildings.
 - The **State** view must be calculated for state reporting purposes.
 - Select **For all Intervals for the Entire Year** for the **Run Calculation** option.
6. Click **Run** to start the calculation process.

Cognos Reports

Public Folders > Student Management System > Demographics > State Reporting:

- ✓ APSCN SIS Building Verification

Discipline

Menu Access: Student Center > Discipline > Incident List

- All Corporal Punishment actions will pull 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>Public Folders > Student Management System > Discipline:</i> ✓ APSCN State Reporting Error Check on Discipline Records Report ✓ 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	Click on Action Code for more information. 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.	

Incident/Offense Codes

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

See the SIS Conversion Chart to see how Student Plus codes convert to SIS codes.

Code	Description
01	Drugs- 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,), narcotic substance, or inhalant.
02	Alcohol- (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	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 person under the age of 18.
04	Truancy- 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 or guardian is not aware of and also means intermittent carried on for the purpose of defeating the intent of compulsory education.
05	Student Assault- Battery (physical attack/harm): Examples include striking that causes bleeding, broken nose; kicking while a student is down. Consider age and developmentally appropriate behavior before using this category. This category should 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. (This offense may be referred to by law enforcement as aggravated assault.)
06	Staff Assault- An attempt to cause purposely, knowingly, or recklessly bodily injury to staff; or negligently causing bodily injury to staff with a deadly weapon.
07	Knife- These weapons include the instrument or object used such as a sharp object (e.g., razor blade, ice pick, Chinese star).
	HANDGUNS, RIFLES, AND SHOTGUNS – 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	Handgun- A firearm (revolver or pistol) designed to be held and fired with one hand.
09	Rifle- A shoulder weapon.
10	Shotgun- A smoothbore shoulder weapon used for firing shots at short range.
11	Club- (chain, nunchakus, billy club, electrical weapon or device (stun gun)), or substance used as a weapon (e.g., mace, tear gas).
12	Gangs- 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	Vandalism- 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	Insubordination- willful failure or refusal to recognize or submit to the authority of a superior.
15	Disorderly Conduct- (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	Explosives- 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	Other- This involves those items not listed elsewhere.
18	Bullying- Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation. Also included here is Cyber Bullying: Intentional and repeated harm inflicted through the use of computers, cell phones, and other electronic devices.
19	Fighting- Violent incidents without injury (physical altercation, minor (pushing, shoving); fighting (mutual altercation); school threat (threat of destruction or harm); threat/intimidation (causing fear of harm), harassment nonsexual (physical, verbal, or psychological) and harassment, sexual (unwelcome sexual conduct).
20	Cellphone/Electronic Device- Using electronic devices against school policy.

21	Cyberbullying- According to A.C.A. 5-71-217, Cyberbullying is electronic communication of information of a person's choosing between or among points specified by the person without change in the form or content of the information as sent and received and electronic means of text, visual, written or oral communication of any kind made through the use of a computer online service, internet service, telephone or any other means of electronic communications, including with limitation to local bulletin board service, an internet chat room, electronic mail, social networking site or an online messaging service.
22	Harassment/Sexual Harassment- behavior which appears to be disturbing or threatening and upsets and is characteristically repetitive. Sexual harassment refers to persistent and unwanted sexual advances that interferes with a student's ability to learn, study or participate in school activities.
23	Public Display of Affection- are acts of physical intimacy or affection in the view of others e.g. kissing, holding hands, sexual acts that's not conducive to concentration or learning.
24	Stealing/Theft- to take another's property, e.g. student's or school, without the verbal or written permission of owner and no return it.
25	Terroristic Threats- threats to commit any crime of violence against another person with the intent to terrorize.

Scheduling

Master Schedule

Menu Access: Scheduling Center > Master Schedule > Master Schedule

- The first 5 digits of the Course Code Number are pulled to indicate the Course Code. 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 and the Alternative Environment flag checked 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. The course listed should be the course the student is replacing, Example: If the student is taking Comp I at the college and replacing it with English 12, then English 12 should be the course entered into the Master Schedule. These courses can have the generic “Concurrent Credit” teacher as the teacher of record in the master schedule. On the Course SIS data screen, 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 (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	2,6,7	Has to be state-defined course code number	<i>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN Digital Learning Course Report ✓ APSCN State Report MS Check <i>Public Folder > Student Management System > Scheduling > Student Schedules</i> ✓ APSCN Dropped Course Verification for Mark Reporting
Course Section	2,6,7		
Description	2,6,7		
Primary Staff	2,6,7	Teacher 0-STAFF will cause errors for courses pulled into SIS	<i>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN Digital Learning Course Report ✓ APSCN State Report MS Check <i>Public Folders > Student Management System > Scheduling > Master Schedule:</i> ✓ APSCN Teacher Totals All Year

Marking Periods	2,6,7	Determines if a course is Active or Inactive at time of pull.	<i>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN State Report MS Check <i>Public Folder > Student Management System > Scheduling > Student Schedules</i> ✓ APSCN Dropped Course Verification for Mark Reporting
Credit	2,6,7		<i>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN State Report MS Check

Course SIS Data

Menu Access: Scheduling Center > Master Schedule > Course SIS Data

Field	Reporting Cycle	Notes	Cognos Reports
Exclude from Cycle	2,6,7	Use code 000000 for course section not to be pulled for SIS.	<i>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN State Report MS Check
Licensure Exception	2,6,7	This data is entered at the master schedule level for each course. Licensure Exception 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>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN Licensure Exception Report ✓ APSCN State Report MS Check
Vocational LEA	2,6,7	The LEA of the Vocational or secondary Career Center where the vocational course is being taken. Table Verified.	<i>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN State Report MS Check
Digital Learning Type	2,6,7	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>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN Digital Learning Course Report ✓ APSCN State Report MS Check
Digital Learning Provider	2,6,7	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 Provide is not NA. If Digital Learning Type is set to FL then the organization providing the instruction should be indicated.	<i>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN Digital Learning Course Report ✓ APSCN State Report MS Check

Digital Delivery	2,6,7	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>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN Digital Learning Course Report ✓ APSCN State Report MS Check
Special Ed	2,6,7	If course is taught in a Special Ed environment offered exclusively to Special Ed students this field should be checked.	<i>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN State Report MS Check
Alternative Environment	2,6,7	If 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.	<i>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN State Report MS Check
Coding Block 7/8	2,6,7	Indicates the Computer Science Coding Block for Grades 7 or 8 curriculum is taught as part of this course.	
College Credit	2,6,7	Field works in conjunction with the Institution field and should be checked if the course is offered to the students for concurrent credit.	<i>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN State Report MS Check
Institution Issuing Credit	2,6,7	Enter the Institution code of the College if course is a concurrent credit course. Must have an entry if College Credit is checked, otherwise leave field blank. Table Verified.	<i>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN State Report MS Check
Kindergarten Overage Flag	2,6,7	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>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN State Report MS Check
Course Minutes	2,6,7	Used for ALE Courses and Elementary Art, Music, and PE. Courses Minutes for ALE courses 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>Public Folders > Student Management System > Scheduling > State Reporting Information:</i> ✓ APSCN ALE Schedules With Minutes ✓ APSCN State Report MS Check

Report Cards

Report Card Summary

Menu Access: Student Center > Mark Reporting > Report Card Summary

Grades from the semester mark slot of the report card detail record for grades 09 – 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.	
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 > System Setup > District > District Data Entry > District Demographics, Mark Type. A method to find missing marks is the Student Mark Summary Report using eSchool Path: Mark Reporting Center > Reports > Report Cards. See eSchool Mark Reporting Training Guide for detailed instructions.

Transcripts

GPA Summary

Menu Access: Student Center > Mark Reporting > 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>Public Folders > Student Management System > Mark Reporting > Transcripts:</i> <ul style="list-style-type: none"> ✓ APSCN Cumulative GPA/Rank Report ✓ APSCN Graduate Report
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>Public Folders > Student Management System > Mark Reporting > Transcripts:</i> <ul style="list-style-type: none"> ✓ APSCN Cumulative GPA/Rank Report

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

Medical

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

Dyslexia

Menu Access: Student Center > Medical > Dyslexia

Field	Reporting Cycles	Notes	Cognos Reports
Receives Dyslexia Intervention	7	A Check indicates that the student is receiving dyslexia intervention services.	<i>Public Folders > Student Management System > Medical > State Reporting Information:</i> ✓ APSCN Dyslexia Evaluation List

Hearing

Menu Access: Student Center > Medical > Hearing

Arkansas State Reporting Guidelines		
<ul style="list-style-type: none"> ▪ If a student fails any portion of the screening a valid state referral and follow-up MUST be entered. ▪ To meet Arkansas guidelines if a referral is entered, a follow-up value must be entered. 		
Valid Referral Codes	Valid Follow-up Codes for Referral of S :	Valid Follow-up Codes for Referral P or U:
P – Family Physician S – School Nurse U – Audiologist	I – In Process T – Re-Screened X – Left District	R – Refused Referral N – Normal Exam J – Treatment X – Left District I – In Process

Field	Reporting Cycles	Notes	Cognos Reports
Date	7	(Screening Date) Date of Hearing Screening.	<i>Public Folders > Student Management System > Medical > 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>Public Folders > Student Management System > Medical > Screenings > Hearing:</i> ✓ 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: Student Center > Medical > 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	<i>Public Folders > Student Management System > Medical > 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 excusing the student from immunizations: M = Medical P = Philosophical R = Religious N = Not Applicable	
Dates	3	(Immunization Code Date) The Date this immunization was given.	

Menu Access: Student Center > Medical > Immunizations > click on Vaccination link

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>Public Folders > Student Management System > Medical > State Reporting Information:</i> <ul style="list-style-type: none"> ✓ APSCN Immunization Error Report ✓ APSCN Students with Exemptions or History of Disease

Scoliosis

Menu Access: Student Center > Medical > Scoliosis

Arkansas State Reporting Guidelines		
<ul style="list-style-type: none"> ▪ If a student fails any portion of the screening a valid state referral and follow-up MUST be entered. ▪ To meet Arkansas guidelines if a referral is entered, a follow-up value must be entered. 		
Valid Referral Codes	Valid Follow-up Codes for Referral of S :	Valid Follow-up Codes for Referral O or P:
O – Orthopedic Physician P – Family Physician S – School Nurse	I – In Process T – Re-Screened X – Left District	R – Refused Referral N – Normal Exam J – Treatment X – Left District I – In Process

Field	Reporting Cycles	Notes	Cognos Reports
Date	7	(Screening Date) Date of Scoliosis Screening.	<i>Public Folders > Student Management System > Medical > State Reporting Information:</i> <ul style="list-style-type: none"> ✓ 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	

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	
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Vision

Menu Access: Student Center > Medical > Vision

Arkansas State Reporting Guidelines		
<ul style="list-style-type: none"> If a student fails any portion of the screening a valid state referral and follow-up MUST be entered. To meet Arkansas guidelines if a referral is entered, a follow-up value must be entered. 		
Valid Referral Codes	Valid Follow-up Codes for Referral of S :	Valid Follow-up Codes for Referral P or E:
P – Family Physician E – Eye Doctor S – School Nurse G – Guardian can ONLY be used when Colorblind is the only failure	I – In Process T – Re-Screened X – Left District	R – Refused Referral L – Lens Prescribed N – Normal Exam J – Treatment A – Abex No Lens (Abnormal Exam No Lens Prescribed) X – Left District I – In Process

Field	Reporting Cycles	Notes	Cognos Reports
Date	3,6	(Screening Date) Date of Vision Screening.	<i>Public Folders > Student Management System > Medical > State Reporting Information:</i> ✓ APSCN Vision Screening Error Report <i>Public Folders > Student Management System > Medical > Screenings > Hearing:</i>
External Exam	3,6	Any obvious anomaly of the eyes. P = Passed F = Failed	
Vision 20	3,6	Distance visual acuity screening using a Snellen Eye Chart at twenty feet (20'). P = Passed F = Failed	

Plus 2.0 test 20'	3,6	(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	✓ APSCN Students With NO Hearing Screening Data
LAT MB (far)	3,6	(Lateral MB Far) The Lateral muscle balance at far. P = Passed F = Failed	
VERT MB (far)	3,6	(Vertical MB) Vertical muscle balance far only. P = Passed F = Failed	
Fusion (Far)	3,6	(Fusion Far) The binocularity of vision at far. P = Passed F = Failed	
LAT MB (near)	3,6	(Lateral MB) The lateral muscle balance at near. P = Passed F = Failed	
Fusion (near)	3,6	(Fusion) The binocularity of vision near. P = Passed F = Failed	
Color	3,6	(Color) The lack of perceptual sensitivity to certain colors. P = Passed F = Failed	
Referrals	3,6	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	3,6	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 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, D, L, O, P. If these are being used please verify the data is correct.
- Headcount Statistics (Registration Center > Reports or Attendance Center > 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.
- SIS Student Status Report counts indicates 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 16	Dec 15	Feb 15	Apr 15	Jun 15	Aug 01	Aug 31