

Enrollment Census Instructions

School Year

2010-11

v006; Last revised on: February 14, 2011

This document provides an illustrative overview of the Enrollment Census data collection process.

For questions, please submit a ticket to the Help Desk at <https://support.ride.ri.gov>.

<https://www.eride.ri.gov/doc/10-11EnrollCensusInstructions.pdf>

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Creation of the District Calendar

About

RIDE uses the district's school calendar to compute and validate student enrollment, daily attendance/absence, total student membership, attendance, and program FTEs.

Instructions for creation of the district calendar

1. Log into eRIDE (<https://www.eride.ri.gov/>)
2. Select the Enrollment Census
3. Choose the current school year and click Start
4. Click on School Calendar on your district page:

[Auto Fill](#) | [Report Data](#) | [Export All Data](#) | [School Profile](#) | [School Calendar](#)

5. To initiate the calendar, fill in the first day and last day of instructional days and click Set:

Initiate School Year

Please supply the first and last day of the school year.

First Day of School (eg. 9/2/2008)

Last Day of School (eg. 6/20/2009)

6. Review the school holidays and other non-instructional days. If school is closed, click on the date to make a change, make sure that 'School Day' is not checked, enter a reason in the textbox, and click Update when finished:

Edit School Calendar Date

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

Monday, January 10, 2011

☐ **School Day**

School is **Closed**

7. Confirm the number of instructional days (cannot be less than 180).

Note: RIDE applies the 230-day State calendar to validate outplacements. Districts need to flag year-round students in their enrollment census submissions in the 'schooldays' field with a value of 230.

Instructions for updating the last day of school

1. Log into eRIDE (<https://www.eride.ri.gov/>)
2. Select the Enrollment Census
3. Choose the current school year and click Start
4. Click on School Calendar on your district page
5. Click on Change Last Day of School

[Change Last School Day](#) | School Year: 8/31/2010 - 6/17/2011

6. Update the Last Date and click Save

Adjust Last School Day Date

Start Date

Last Date

Enrollment Census School Profile Page

About

Districts are to update the information for each school at the beginning of each census year at the same time as the district calendar before any data can be submitted for the school year. On this page the user can limit grades offered by each school, excluding special out-of-grade placements. Information on grades offered will be used to validate student enrollment, therefore, information reported on this form must be accurate and timely. In order to complete this form, the district must make/verify updates and sign off on the data electronically.

Instructions

1. Log into eRIDE (<https://www.eride.ri.gov/>)
2. Select the Enrollment Census
3. Make sure the current school year is selected and click Start
4. Click on School Profile:

[Auto Fill](#) | [Report Data](#) | [Export All Data](#) | [School Profile](#)

5. This page allows you to view and update the grade configuration and grades that are available at each school. Check to see that the information is correct:

[Initiate School Profile](#)

	School Code	School Name	Grade Config	gpk	gpf	gkg	gkf	g01	g02	g03	g04	g05	g06	g07	g08	g09	g10	g11	g12
Edit	07103	Oak Lawn School	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	07110	Waterman School	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Once the information has been reviewed, click on Edit for the school that needs to be updated:

	School Code
Edit	07103

7. Make the changes you wish to make and then click Update:

	School Code	School Name	Grade Config	gpk	gpf	gkg	gkf	g01	g02	g03	g04	g05	g06	g07	g08	g09	g10	g11	g12
Update Cancel	07103	Oak Lawn School	MH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- a. When a box is checked, it specifies that the grade is taught in that particular school.
 - i. Kindergarten references:

gpk = Pre-K ½ day	gkg = KG ½ Day
gpf = Pre-K Full Day	gkf = KG Full Day

- b. Only one value from the Grade Config dropdown is allowed, the list includes six values:

E – elementary	EMH – elementary, middle, and high	MH – middle and high
EM – elementary and middle	M – middle	H – high

8. Verify that the information you have changed appears correctly:

[Initiate School Profile](#)
[Row Successfully Updated!](#)

9. Review all of the data on this page, if correct place a check in the checkbox stating “I have reviewed this district profile information and it currently represents the school/grade configuration of my district.”:

☐ I have reviewed this district profile information and it currently represents the school/grade configuration of my district. [Sign off](#)

10. Once the checkbox is checked, the Sign off button will enable, click this button to finish the school profile submission process:

☒ I have reviewed this district profile information and it currently represents the school/grade configuration of my district. [Sign off](#)

11. Once signed off, the Sign off button will disable. The date/time the data was signed off and the userid of the person that signed off will appear. If this data needs updating, you must contact the Helpdesk for assistance.

☒ I have reviewed this district profile information and it currently represents the school/grade configuration of my district. [Sign off](#)
Signed off on 9/8/2010 9:26:26 AM by drap35

About Enrollment Census Reporting

The most current record layouts and sample Excel documents are posted online with the Census application or at <https://www.eride.ri.gov/doc/enrollCensus08.asp>. Frequently asked questions are located at: <https://www.eride.ri.gov/doc/enrollCensusFAQS.pdf>.

This reporting applies to all districts and schools servicing publicly enrolled students, including Charter schools, state operated schools and outplacement programs. See the following special instructions for reporting students enrolled in Charter schools, State operated schools, Career and Technical Centers and in outplacement programs.

Districts have the opportunity to upload an incremental file (submit only changed/new enrollment records), or a complete year to date file. You may submit separately by schools, by grades, or by enrollment types. Leave the fields completely blank for post submission auto-fill; blanks for other fields will be defaulted to values noted in the record layout. Upon each data upload, resolve duplicate enrollments and demographic differences.

Districts only need to sign off (review, print, sign, fax/mail or scan/email) aggregated enrollment reports.

Preparing and Submitting Student Records for the Enrollment Census

Instructions

1. To successfully upload and submit the data, we ask you to prepare the individual student records for the current year with Microsoft Excel 97 or later on a Windows-based desktop PC
2. In naming the Excel document and spreadsheet, do not leave any spaces in the file name, do not use special characters like those above number keys on your keyboard
3. Use separate files instead of separate 'sheets' for different types of data submissions
4. The first row of your Excel spreadsheet document should always contain the field names that match the field names in the record layout, the ordering of the field names can be different
5. Always verify the total number of records submitted against what you have in your Excel documents; until you see a date/time under submit/date, your submission is not complete
6. Deleting the uploaded files will also delete the records you submitted or signed off, you only want to delete the uploaded files that are incorrect, outdated, or no longer needed
7. The number of records you are trying to submit also affects a successful submission; split the records into multiple files and perform multiple uploads/submissions if necessary
8. To avoid manual column formatting of large number of records, follow the these simple steps:
 - a. Save the Excel document into a tab-delimited text file, click OK, Yes
 - b. Close file
 - c. File/Open the newly created text file, Import Wizard appears
 - d. Set 'Start Import at Row=2', click on Next
 - e. Click on Next again
 - f. Set all fields into TEXT, click on Finish
 - g. Insert or copy the field names from the sample Excel document into the first row, rename the sheets
 - h. File/Save the new document as an Excel document with a different file name. Acceptable file names are: 'Enroll_Dec10.xls', 'enrollDec10.xls', but 'Enroll Dec 10.xls' is NOT acceptable! Do not zip the Excel file
9. If your data submission does not go through, check for formatting errors, fix the errors and try again
10. We find that formatting the field columns within Excel does not guarantee the correct formatting, we therefore suggest that you follow step 8 if you run into issues
11. All DATE fields should be in this format: 12/02/10 or 12/02/2010

Pre Submission Menu and Upload

Instructions

Presubmission Menu and Upload

Submission Type

☐ Enrollment ☐ Program Core

☐ Addresses & Res. Community ☐ Teacher Course Student

☐ Attendance ☐ Discipline

☐ Summer Withdrawals

Processing Type

☐ Complete Year-To-Date

☐ Incremental Updates

Please select a submission type from one of the checkboxes on the left. Also, please indicate whether this submission is a Complete Year-to-Date upload (which will replace all current-year data) or an Incremental Update (which will allow you to upload changes to your current enrollment data).

Upload a file by clicking on Browse. Then Click on the Upload button.

No file chosen

1. Submission Type – check the box for the file you are submitting:
 - a. Enrollment – Note: once you upload an incremental enrollment file make sure to ‘Check Duplicates’ and ‘Update Enrollment Records with Current’
 - b. Program Core
 - c. Addresses & Res. Community
 - d. Teacher Course Student
 - e. Attendance
 - f. Discipline
 - g. Summer Withdrawals
2. Processing Type – select one:
 - a. Complete Year-To-Date
 - b. Incremental Updates
3. Browse for the file, and click Upload.

Note: Instructions and sample Excel spreadsheets for these files can be found at: <https://www.eride.ri.gov/doc/enrollCensus08.asp>.

Check Demographics – Right or Wrong SASID

About

Having the right SASID # for a student is critical to link the student records across disparate systems and to maintain the longitudinal information from a student or instructional perspective. Often times, an incorrect SASID is assigned to a student when the SASID is entered in your local systems or bubbled on a test booklet.

Instructions

The current Enrollment Census highlights cases where some SASIDs might have been incorrectly assigned to students. Simply click on 'Check Demographics' in your district menu to view a listing of all submitted enrollment records where the students' name, gender, and DOB are different from the SASID system.

[Check Duplicates](#) | [Check Demographics](#)

Hints:

- On this listing, if a student's name matched but the DOB was completely mismatched, you should be almost certain that you had the **wrong** SASID.
- If the student's name matched but the DOB matched only on the Year (Y), there is 95% chance that you had the **wrong** SASID. If only matched on the Day (D), there is an 86% chance that you had the **wrong** SASID.
- Cases where students' name and DOB were mismatched, you should be almost certain that you had the **wrong** SASID.
- If however the student's name matched and the DOB matched on MD, YD, or YM, chances are almost certain that you had the **right** SASID.
- Minor differences in students' names ONLY (e.g., Mike, Michael) should not trigger a review of the assigned SASID.

When you have the wrong SASID, you need to request for a new SASID or obtain the right SASID from the State's SASID application.

Check Duplicates – Resolving Duplicate Enrollments

About

Duplicate or overlapping enrollments occur when one or more districts failed to terminate an open enrollment for a student who had already moved to another district/school. Enrollment can also overlap within the same district. Overlapping enrollments, if left unresolved at the time when records are extracted for reporting and State test purposes, will be resolved and/or removed by RIDE at its discretion.

Instructions

Once you upload an incremental enrollment file, it is imperative that you go click Check Duplicates to see if you now have duplicates with your own district. If this is the case, click on: Update Enrollment Records with Current.

Check Duplicates | Check Demographics

Email Notifications | **Update Enrollment Records with Current** | Export Grid

Districts should use the Email Notification tools to notify corresponding districts about the outstanding duplicates when they have done their due diligence. They should also notify RIDE of non-responding districts after repeated attempts of contact.

Post Submission Update Menu; Auto Fill

About

Once your district's enrollment data has been uploaded you have the option to auto fill data from other areas (the Student ID system, IEP census, LEP census, or Program File). The following data comes from the Student ID system: Student Name, Home Language, Race/Ethnicity (old guidelines), Gender, Date of Birth, and Immigrant. IEP & Service Only data comes from the IEP Census. LEP & Monitoring data comes from the LEP Census. Title I and Homeless data comes from the Program File (https://www.eride.ri.gov/CCDIItemValues.asp?itemTblName=program_code). If you choose to use the auto fill option, the data gets updated on your next submission. If you would like your data to get updated each night, please let us know so we can set that for you in the database.

Instructions

1. Auto Fill

- a. Click on Auto Fill from the Enrollment Census menu:

Check Demographics | **Auto Fill** | Report Data

- b. Place a checkmark next any of the fields you would like to auto fill and then click Auto Fill:

Instructions

Please select the fields that you would like the system to auto fill and click the update button.

<input type="checkbox"/> Student Name	<input type="checkbox"/> LEP & Monitoring
<input type="checkbox"/> Address	<input type="checkbox"/> SEC 504
<input type="checkbox"/> Home Language	<input type="checkbox"/> Immigrant
<input type="checkbox"/> Race/Ethnicity	<input type="checkbox"/> Migrant
<input type="checkbox"/> Gender	<input type="checkbox"/> Lunch
<input type="checkbox"/> Resident District	<input type="checkbox"/> Title I
<input type="checkbox"/> IEP & Service Only	<input type="checkbox"/> Homeless
<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Voc ED

Auto Fill

Reporting Students That Are Not Regularly Enrolled in Your District

Instructions

Students enrolled in outplacement programs (for sending district)

1. This includes all students who receive instruction in core academic subjects (ELA and MATH) and/or program services (e.g., IEP) in a non-regular-public school facility (e.g., private and independent schools, career and technical centers) AND the district is financially responsible for the instruction and/or services
2. Sending district is responsible for the reporting; no separate reporting from receiving education institution
3. Exclude the home-schooled, home-bound/hospitalized students and students sent to State Operated Schools or Statewide Charter schools
4. The DISTCODE will be the reporting district code
5. The SCHCODE will be '##190' where '##' is the reporting district code
6. The DISTCODE_RES will be the resident district community code (see “Resident District Community Codes (DISTCODE_RES)”))
7. The SCHCODE_OUT will be the school code where a student currently receives instruction and/or services
8. Enrollment Type will be ‘O’ for tuitioned outplacement

Non-resident students enrolled in regular public schools (for receiving district/LEA)

1. This includes all students who are enrolled in a regular public school of another district/LEA; this procedure does not apply to students enrolled in outplacement programs (see instructions above)
2. Typically found in: Charter schools, North Kingstown (servicing Jamestown), Portsmouth, Middletown, Newport (servicing Little Compton) and all regional districts; however, this can occur in any district
3. Because the receiving district/LEA is responsible for reporting, no separate reporting is needed from the sending district
4. The DISTCODE will be the reporting district code
5. The SCHCODE will be the school of attendance
6. The DISTCODE_RES will be the sending/resident district community code (see “Resident District Community Codes (DISTCODE_RES)”))
7. The SCHCODE_OUT will be blank because it is not applicable
8. Enrollment Type will be ‘R’ for regular public enrollment

Students who are home-schooled

1. Districts report the aggregate # of home-schooled students in a separate reporting (ES-F501). Some districts may choose to test home-schooled students when requested by families, if so, include these students in their State enrollment reporting for the purposes of SASID assignment and generating test labels
2. The DISTCODE will be the reporting district code
3. The SCHCODE will be '##190' where '##' is the reporting district code
4. The DISTCODE_RES will be the resident district community code (see “Resident District Community Codes (DISTCODE_RES)”))
5. The SCHCODE_OUT will be ‘##900’
6. Enrollment Type will be ‘H’ for home schooled

Students who are homebound/hospitalized/ home instructed

1. This includes all students who receive home instruction in core academic subjects (ELA and MATH) and/or program services (e.g., IEP) AND the district is financially responsible for the instruction and/or services
2. The DISTCODE will be the reporting district code
3. The SCHCODE will be '##190' where '##' is the reporting district code
4. The DISTCODE_RES will be the resident district community code (see “Resident District Community Codes (DISTCODE_RES)”))
5. The SCHCODE_OUT will be ‘##999’ for homebound or hospitalized and ‘##997’ for home instruction
6. Enrollment Type will be ‘O’ for outplacement

Students who are placed out-of-state (for sending district)

1. This includes all students who receive instruction in core academic subjects (ELA and MATH) and/or program services (e.g., IEP) from out-of-state AND the district is financially responsible for the instruction and/or services
2. Sending district is responsible for the reporting; no separate reporting from receiving education institution
3. The DISTCODE will be the reporting district code
4. The SCHCODE will be '###190' where '###' is the reporting district code
5. The DISTCODE_RES will be the resident district community code (see "Resident District Community Codes (DISTCODE_RES)")
6. The SCHCODE_OUT will be '###998'
7. Enrollment Type will be 'O' for tuitioned outplacement

Students enrolled in Career and Technical Centers (CTC)

1. This includes all students who are enrolled in one of the following career and technical centers:
 - a. 06123 – Career & Technical Center at Coventry HS
 - b. 07132 – Cranston Area Career & Technical Center
 - c. 10130 – East Providence Area & Career Technical Center
 - d. 21117 – Newport Area Career & Technical Center
 - e. 35140 – Warwick Area Career & Technical Center
 - f. 39127 – Woonsocket Area Career & Technical Center
 - g. 98102 – Chariho Area Career & Technical Center
2. These CTC-bound students should be reported in the high school they are enrolled in for core instruction (ela/math); often times, the CTC is housed in a high school in another district (e.g., some Burrillville resident students may be tuitioned out to Woonsocket Area CTC housed inside the Woonsocket High School)
3. The DISTCODE will be the reporting district code (in the current example will be 39 – Woonsocket)
4. The SCHCODE will be the high school they are attending for core instruction (e.g., 39123 for Woonsocket HS)
5. The DISTCODE_RES will be the sending/resident district code (see "Resident District Community Codes (DISTCODE_RES)")
6. The SCHCODE_OUT will be blank because it is not applicable
7. The CTECHCTR will be the CTC code they are attending for CT Services (e.g., 39127 for Woonsocket Area CTC)

Some hypothetical enrollment situations

1. Mike lives in Little Compton (18), he is tuitioned out and attends Rogers in Newport (21) for ELA and Math
 - a. Little Compton does not need to report Mike because he is tuitioned-out for enrollment in a regular public school in another district
 - b. For Newport, Mike is a non-resident student, he will be coded as: distCode=21, his schCode=21111, his schCode_out will be blank, his distCode_res=LC
2. Susan is a IEP student, lives in Providence (28), but attends the School for the Deaf (50 with a school code of 28702). Providence does not pay for her education
 - a. For Providence, Susan lives in district, but because the district is not financially responsible for her education, she will not be included in the enrollment report
 - b. For School for the Deaf, Susan will be reported as: distCode=50; schcode=28702; schCode_out will be blank; distCode_res=PV; her IEP status will be 'Y'
3. Mary is also a IEP student, lives and receives ELA and Math education in East Providence (10, schcode is 10111), but is also tuitioned out to an independent site in Providence with a school code of 28376 for IEP services
 - a. For East Providence, Mary will be coded as: distCode=10, schcode=10111, schCode_out will be 28376, distCode_res=EP; her IEP status will be 'Y'
 - b. For Providence, because Providence is not paying for the IEP services, Providence does not report Mary in the enrollment
4. Joe lives in Middletown (19), receives ELA and Math education in Middletown High (19111), and attends Newport Career and Tech Center for Voc Ed (21117)
 - a. For Middletown, Joe will be reported as: distCode=19; schcode=19111; schCode_out will be blank; distCode_res=MI; ctechCtr=21117
5. John lives in South Kingstown (32), but goes to Kingston Hill Academy (52, schCode=32601)
 - a. For Kingston Hill, John will be reported as: distCode=52; schCode=32601; distCode_res=SK; schCode_out will be blank
 - b. John will not be reported in South Kingstown's enrollment, but will be credited back to SK for State Aid purposes

The Enrollment Census Student Listing Page Visual Warnings

About

There are several visual warnings that you will see on the Student Listing page in the Enrollment Census: ADA, ADM, and DOB to Grade check. You can view these warnings within the student list, or you can view only warnings by clicking on the Show Warnings Only link. If you wish to see all records again, this can be achieved by clicking Show All Records. Please note that if you have submitted an enrollment file, Show Warnings Only will not display a list of students, as this data gets recalculated over night.

Search

Clear

Show Warnings Only

Show All Records

Instructions

Aggregate days of attendance (ADA)

ADA discrepancy of 10 or more – if the submitted ADA and the state calculated ADA differ by 10 or more, you will see a pink row with a maroon bolded ADA value. If you mouse over this value, information about this will appear. For example, “Warning: The ADA supplied and the ADA calculated differ by 26.”

School	SASID	LASID	Student Name	Sex	DOB	Grade	Race	St Res	h Out	tech	l type	enroll_date	exit_date	t Type	ADM	ADA	Next School	IEP	ec 504	title 1	LEP	un ch	ingr ant	me les s	oc Ed
07113				M		10	E	CR			R	08/26/2008		00	180	150		Y	N	N	N	N	N	N	N
07113				F		11	E	CR			R	08/26/2008		Warning: The ADA supplied and the ADA calculated differ by 26.											
07113				M		11	E	CR			R	08/26/2008													

ADA discrepancy of less than 10 – if the submitted ADA and the state calculated ADA differ by less than 10, you will see a yellow row with a pink bolded ADA value. If you mouse over this value, information about this will appear. For example, “Warning: The ADA supplied and the ADA calculated differ by 6.”

School	SASID	LASID	Student Name	Sex	DOB	Grade	Race	St Res	h Out	tech	l type	enroll_date	exit_date	t Type	ADM	ADA	Next School	IEP	ec 504	title 1	LEP	un ch	ingr ant	me les s	oc Ed
07113				M		10	E	CR			R	08/26/2008		00	180	170		Y	N	N	N	N	N	N	N
07113				F		11	E	CR			R	08/26/2008		Warning: The ADA supplied and the ADA calculated differ by 6.											
07113				M		11	E	CR			R	08/26/2008													

Aggregate days of membership (ADM)

ADM discrepancy of 10 or more – if the submitted ADM and the state calculated ADM differ by 10 or more, you will see a pink row with a maroon bolded ADM value. If you mouse over this value, information about this will appear. For example, “Warning: The ADM supplied and the ADM calculated differ by 20.”

School	SASID	LASID	Student Name	Sex	DOB	Grade	Race	St Res	h Out	tech	l type	enroll_date	exit_date	t Type	ADM
07113				M		10	E	CR			R	08/26/2008		00	160
07113				F		11	E								
07113				M		11	E								

Warning: The ADM supplied and the ADM calculated differ by 20.

ADM discrepancy of less than 10 – if the submitted ADM and the state calculated ADM differ by less than 10, you will see a yellow row with a pink bolded ADM value. If you mouse over this value, information about this will appear. For example, “Warning: The ADM supplied and the ADM calculated differ by 5.”

School	SASID	LASID	Student Name	Sex	DOB	Grade	Race	St Res	h Out	tech	l type	enroll_date	exit_date	t Type	ADM
07113				M		10	E	CR			R	08/26/2008		00	175
07113				F		11	E								
07113				M		11	E								

Warning: The ADM supplied and the ADM calculated differ by 5.

Date of birth (DOB) to grade check

The DOB to grade check has a *three or more year difference* from what was expected, you will see a pink row with maroon bolded DOB, Grade, and Enroll_Date values. If you mouse over this value, information about this will appear. For example, “Warning: 3 year expected age-to-grade difference.”

School	SASID	LASID	Student Name	Sex	DOB	Grade	Race	Dist Res	Sch Out	enroll type	enroll_date	exit_date	Exit Type	ADM	ADA	Next School	IEP
07113				M		09	E	CR		R	08/26/2008	11/24/2008	22	67	28		Y

Warning: 3 year expected age-to-grade difference.

If the DOB to grade check has a *difference of less than three years*, you will see a yellow row with pink bolded DOB, Grade, and Enroll_Date values. If you mouse over this value, information about this will appear. For example, “Warning: 2 year expected age-to-grade difference.”

School	SASID	LASID	Student Name	Sex	DOB	Grade	Race	Dist Res	Sch Out	enroll type	enroll_date	exit_date	Exit Type	ADM	ADA	Next School	IEP
07113				M		12	D	CR		R	08/26/2008	03/06/2009	01	109	72		Y

Warning: 2 year expected age-to-grade difference

Signoff Reports – October Deadline

1. Snapshot

- a. Click on Report Data from the Enrollment Census menu:

[Auto Fill](#) | [Report Data](#) | [Export All Data](#)

- b. Place a checkmark next to the Snapshot Report item, enter the date you wish to run this report as of, and then click Update Report:

☐ Submission Report

☐ Total Attendance - State Calculated

☐ Total Membership - District Calculated

☒ **Snapshot Report**

☐ Graduates Report

☐ Truancy Report

☐ Dropouts Report

☐ Suspensions Report - Total

☐ Retention Report

☐ Suspensions Report - Unique

☐ Student Mobility

☐ Title I Report

☐ Total Attendance - District Calculated

☐ EIS Report

☐ Absence Excused

☐ ADM - State Calculated

☐ Absence Un-excused

☐ ADA - State Calculated

☐ Total Membership - State Calculated

☐ Summer Withdrawals

☐ PLP Report

As of date Parameter:

- c. Select Snapshot Report from the Report Types dropdown list:

Report Types: Submission Report

Submission Report

Total Membership - District Calculated

Snapshot Report

- d. Click on Report:

- e. Review this report, print it, have it signed, and fax/email it to RIDE.

2. Submission

- a. Select Submission Report from the Report Types dropdown list:

Report Types: **Submission Report***

- b. Click on Report:

- c. Review this report, print it, have it signed, and fax/email it to RIDE.

Signoff Reports – November Deadline

1. At Home Instructed (ES-F501) - This is the number of at-home instructed students and is used for state reporting. Please visit: https://www.eride.ri.gov/doc/athome_doc.asp for more information.



- a. Once logged into eRIDE, click on this icon: **At Home Instructed**
- b. Click 'click here to start report':

[click here to start report](#)

Grade	Male	Female
-------	------	--------

- c. Enter the number of male and female students for each grade and then click Submit:

Grade	Male		Female	
	2008-09	2009-10	2008-09	2009-10
Pre-Kindergarten		100		120
Kindergarten		158		167
Grade 1		123		125
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				

[Submit](#) [Cancel](#)

- d. You have the ability to update the report if necessary:

[update report](#) || [sign off/lock report](#)

Grade	Male	Female
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- e. If everything is correct, click sign off/lock report:

[update report](#) || [sign off/lock report](#)

Grade	Male	Female
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- f. Review this report, print it, have it signed, and fax/email it to RIDE.

2. June Graduating Class (ES-F015) - This is the number of twelfth grades who are expected to graduate next June and is used for state reporting. Please visit: https://www.eride.ri.gov/doc/juneGradClass_doc.asp for more information.



a. Once logged into eRIDE, click on this icon: **June Graduating Class**

b. Click 'click here to start report':

	2008-09	2009-10
The October 12th Grade Membership in the Graduating Class is:		

[click here to start report](#)

c. Enter the number of students in the graduating class and then click Submit:

	2008-09	2009-10
The October 12th Grade Membership in the Graduating Class is:		<input type="text" value="123"/>

[Submit](#) [Cancel](#)

d. You have the ability to update the report if necessary:

	2008-09	2009-10
The October 12th Grade Membership in the Graduating Class is:		123

[update report](#) | [sign off/lock report](#)

e. If everything is correct, click sign off/lock report:

	2008-09	2009-10
The October 12th Grade Membership in the Graduating Class is:		123

[update report](#) | [sign off/lock report](#)

f. Review this report, print it, have it signed, and fax/email it to RIDE.

3. Non-Certified Staff (ES-F045) - This is the annual collection of non-certified personnel by assignment categories employed by the school district expressed in full-time equivalents. This report is used for both state and federal reporting. Please visit: <https://www.eride.ri.gov/doc/non-certified%20staff%20report.pdf> for more information.



Non-Certified Staff

- a. Once logged into eRIDE, click on this icon:
- b. Click 'click here to start report':

Position	Code	F.T.E.	
		2008-09	2009-10

[click here to start report](#)

- c. Enter the number of non certified staff positions and then click Submit:

Position	Code	F.T.E.	
		2008-09	2009-10
I. Instructional Staff Position			
Teacher Assistant	10		<input type="text" value="1"/>
II. Support Services Staff Position			
Library/Media Support Staff	20		<input type="text" value="2"/>
LEA Administrators	30		<input type="text" value="3"/>
LEA Administrative Support Staff	40		<input type="text" value="4"/>
School Administrative Support Staff	50		<input type="text" value="5"/>
Student Support Services Staff	60		<input type="text" value="6"/>
All Other Support Services Staff	70		<input type="text" value="7"/>
III. Total F.T.E.			

- d. You have the ability to update the report if necessary:

Position	Code	F.T.E.	
		2008-09	2009-10

[update report](#) || [sign off/lock report](#)

- e. If everything is correct, click sign off/lock report:

Position	Code	F.T.E.	
		2008-09	2009-10

[update report](#) || [sign off/lock report](#)

- f. Review this report, print it, have it signed, and fax/email it to RIDE.

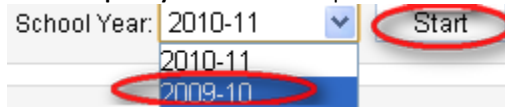
Signoff Reports – December Deadline

Instructions

While reviewing the dropouts report and graduates report, you may find that you need to correct the exit_types for students who are currently considered dropouts since their exit status was unknown at the end of the last school year. In order to correct the exit_type for the prior year, you will need to place these students in a summer withdrawal file with the updated exit_type; (transfer, graduated, etc...) so the student(s) will not be considered dropouts. Please note that this dropout report is not the cohort report.

1. Dropouts

- Log into eRIDE (<https://www.eride.ri.gov/>)
- Select the Enrollment Census
- Select the **prior year** from the dropdown list and click Start:



School Year: 2010-11
2010-11
2009-10
Start

- Select the Dropouts Report and wait for the list of schools to load:



Report Types: Dropouts Report

- Click on Report for the district:

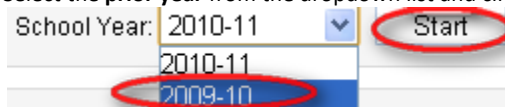


Summary
Report

- Review this report, print it, have it signed, and fax/email it to RIDE.

2. Graduates

- Log into eRIDE (<https://www.eride.ri.gov/>)
- Select the Enrollment Census
- Select the **prior year** from the dropdown list and click Start:



School Year: 2010-11
2010-11
2009-10
Start

- Select the Graduates Report and wait for the list of schools to load:



Report Types: Graduates Report

- Click on Report for the district:

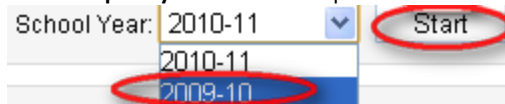


Summary
Report

- Review this report, print it, have it signed, and fax/email it to RIDE.

3. Retentions

- a. Log into eRIDE (<https://www.eride.ri.gov/>)
- b. Select the Enrollment Census
- c. Select the **prior year** from the dropdown list and click Start:



- d. Select the Retention Report and wait for the list of schools to load:



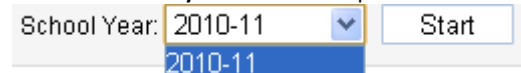
- e. Click on Report for the district:



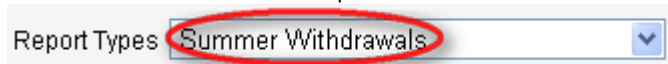
- f. Review this report, print it, have it signed, and fax/email it to RIDE.

4. Summer Withdrawals

- a. Log into eRIDE (<https://www.eride.ri.gov/>)
- b. Select the Enrollment Census
- c. Select the **current year** from the dropdown list and click Start:



- d. Select the Summer Withdrawal Report and wait for the list of schools to load:



Signoff Report – January Deadline

1. Cohort Exit Data Review module

- Log into eRIDE (<https://www.eride.ri.gov/>)
- Select the Cohort Exit Data Review module
- Select the cohort year you wish to view:
Cohort 2004 || 2005 || 2006 || 2007

d. Click Update Student Counts:

General Instructions

Cohort 2004 || 2005 || 2006 || 2007

Download File to Excel

Update Student Counts

- Click on the total number of students to see a student listing; you can make updates to any of the necessary student on the following page:

School/District Code	School/District Name	Total	Date Last Updated	Date Signed Off
		235		

- Once all updates have been made, click signoff:

Date Signed Off
signoff

- For general instructions, click here: <https://www.eride.ri.gov/exitsupdate/instructions.asp>

Signoff Report – February Deadline

Personal Literacy Plan is due in February. This data will be uploaded through the program core file, codes 1510, 1520, 1521. Instructions on this report can be found here:

http://www.ride.ri.gov/Instruction/DOCS/documents/Directions_for_Completing_the_Personal_Literacy_Plan_PLP_Upload-10_26_2010.pdf

1. Select the PLP Report from the Report Types dropdown list:



2. Click on Report:



3. Review this report, print it, have it signed, and fax/email it to RIDE.

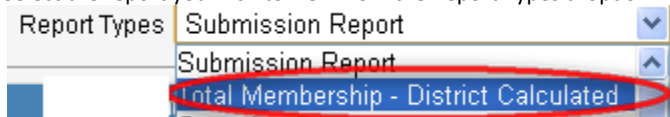
Signoff Reports – End of Year (EOY) Deadline (July)

Instructions

1. The following reports are due at the end of the school year:
 - a. ADA – State Calculated
 - b. ADM – State Calculated
 - c. EIS
 - d. Graduates
 - e. Title I
 - f. Truancy
 - g. Suspensions – Total
 - h. Total Attendance – District Calculated
 - i. Total Attendance – State Calculated
 - j. Total Membership – District Calculated
 - k. Total Membership – State Calculated
2. Before signing off on these reports, please make sure that:
 - a. You have resolved all of the remaining duplicates and demographic errors
 - b. You have used the auto-fill functions to sync the students' program eligibility status if that was already planned
 - c. You have used the baseline numbers and previous years' reports for consistency checks
 - d. You have reviewed the reports with business managers, program and district administrators

3. Once the step above has been completed, follow these simple instructions:

- a. Select the report you wish to view from the Report Types dropdown list:



- b. Click on Report:



- c. Review this report, print it, have it signed, and fax/email it to RIDE.

References

Enrollment Census Reports

Code	Name	Description	Signoff Due
12	Snapshot Report	Total enrolled by any given school day (e.g., 10/1/2010)	October
10	Submission Report	Total enrollment records submitted to-date	October
14	Dropouts Report	Students terminated or exited schools with unknown reasons	December
13	Graduates Report	Students graduated with regular diploma or other credentials	December
15	Retention Report	Students retained in school	December
29	Summer Withdrawals	Students Exited in Summer whose exit_type from the prior year needed to be updated	December
30	Personal Literacy Plan (PLP)	Students reading below grade level	February
27	ADM - State Calculated	Average Daily Membership - State Calculated	March
18	Absence Excused	Aggregate days of excused absences	EOY
19	Absence Un-excused	Aggregate days of unexcused absences	EOY
28	ADA - State Calculated	Average Daily Attendance - State Calculated	EOY
26	EIS Report	Students received Early Intervening Services	EOY
16	Student Mobility	Students enrolled and exited during the school year	EOY
23	Suspensions Report - Total	Total suspended	EOY
24	Suspensions Report - Unique	Total suspended - unique students	EOY
25	Title I Report	Students participated in Title I	EOY
17	Total Attendance - District Calculated	Aggregate days of attendance - District Calculated	EOY
21	Total Attendance - State Calculated	State calculated aggregate days of attendance	EOY
11	Total Membership - District Calculated	Aggregate days of membership - District Calculated	EOY
20	Total Membership - State Calculated	State calculated aggregate days of membership	EOY
22	Truancy Report	Students with 10 more unexcused absences	EOY

Note: EOY = end of year; reporting typically begins in July

Reporting Categories by Grade

Name	Values that you will see
Total Count	Total enrollment records submitted to-date
Enrollment Type	Enrolled in Regular Public School, Enrolled in Outplacement Program, Home Schooled, Privately Enrolled/IEP Service Only, Temporary State Custody Waiting for Adjudication, Summer Withdrawal [#]
Resident Community	Resident community
Gender	Female, Male
Race/Ethnicity	Asian, Black, Hispanic, Native American, Pacific Islander, Multi-racial, White
Lunch	Free, None, Reduced
IEP	No, Service Only, Yes
SEC504	No, Yes
LEP	No, Yes, Monitor Year 1, Monitor Year 2
Immigrant	No, Yes
Title I	No, Yes
Homeless	No, Yes

[#] - see attached "Enrollment Reporting by Fiscal and Non-Fiscal Accountability"

Resident District Community Codes (DISTCODE_RES)

Code	Name	Code	Name	Code	Name	Code	Name
BA	Barrington	EX	Exeter	NE	Newport	SC	Scituate
BR	Bristol	FO	Foster	NH	New Shoreham	SF	Smithfield
BU	Burrillville	GL	Gloicester	NK	North Kingstown	SK	South Kingstown
CF	Central Falls	HK	Hopkinton	NP	North Providence	TV	Tiverton
CH	Charlestown	JA	Jamestown	NS	North Smithfield	WE	Westerly
CO	Coventry	JO	Johnston	OS	Out of State Municipality	WG	West Greenwich
CR	Cranston	LC	Little Compton	PA	Pawtucket	WK	Warwick
CU	Cumberland	LN	Lincoln	PO	Portsmouth	WO	Woonsocket
EG	East Greenwich	MI	Middletown	PV	Providence	WR	Warren
EP	East Providence	NA	Narragansett	RM	Richmond	WW	West Warwick

LEA and School Codes for State Operated Schools and Charter Schools

LEA Code	School Code	School Name
58	39601	Beacon Charter School
54	26602	Blackstone Academy Charter School
40	17701	Davies
67	07702	DCYF
47	08601	Democracy Prep Blackstone Valley Elementary School
47	08602	Democracy Prep Blackstone Valley Middle School
48	28601	Highlander Charter School
53	26601	International Charter School
52	32601	Kingston Hill Academy
60	28703	MET Career & Technical Center
51	28602	Paul Cuffee Charter School
50	28702	Rhode Island School for the Deaf
46	04602	Segue Institute for Learning
55	23601	The Compass Charter School
62	97601	The Greene School
59	04601	The Learning Community
61	28606	Trinity Academy for the Performing Arts

Websites

NCES Guide to Collecting and Using Attendance Data

- <http://nces.ed.gov/pubs2009/2009804.pdf>

Race and Ethnicity Guidelines

- <http://www.ride.ri.gov/ride/RaceAndEthnicityDataCollection.aspx>
- <http://www.ed.gov/policy/rschstat/guid/raceethnicity/questions.html>
- <http://nces.ed.gov/pubs2008/2008802.pdf>

Updating Student Exits

- <http://nces.ed.gov/pubs2006/2006804.pdf>