# Enrollment Census Instructions

Last revised on: October 8, 2015 Last reviewed on: October 14, 2015

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

For help, questions, or comments, please submit a ticket to the help desk at <u>https://support.ride.ri.gov</u>.

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# **School 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.

## Creation of the district calendar

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

Report Data | Export All | Grade Configuration | School Calendar

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

Initiate School Year	1	
Please supply the fi	rst and last day of	the school year.
First Day of School	08/25/	(mm/dd/yyyy)
Last Day of School	06/18/	(mm/dd/yyyy)
	Set	

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 Save when finished

x	Edit School	Calendar Date
---	-------------	---------------

<	Jan	uary			9	>	Friday, January 11,
Sun	Mon	Tue	Wed	Thu	Fri	Sat	The "School Day" checkbox toggles closed/open status of this date in the academic calendar. Click on the
80		1	2	3	4	5	"Save" button to update the database.
6	7	8	9	10	11	12	School Day
13	14	15	16	17	18	19	School Closed Save
20	21	22	23	24	25	26	Snow Day
27	28	29	30	31	T		(Places supply a description for this data)
			12				(Flease supply a description for this date)

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.

## Adjusting the start and end dates for the district

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

Report Data | Export All | Grade Configuration | School Calendar

- 5. Click on Adjust Start/End Dates Adjust Start/End Dates | Reset Calendar
- 6. Enter the new Start Date and/or End Date and click Save All

Calendar	Start Date	End Date	Select All	
District Master Calendar: (180 days)	8/26/	6/16/	Copy end date to selected V	Copy Save All

## Updating the first day of school for any or all schools

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

Report Data | Export All | Grade Configuration | School Calendar

- 5. Click on Adjust Start/End Dates Adjust Start/End Dates Reset Calendar
- 6. Enter a new start date Calendar

Calendar	Start Date	End Date	Select All		
District Master Calendar: (180 days)	8/26/	6/16/	Copy end date to selected V	Сору	Save All

7. Choose which schools to update or click Select All to change all schools

Calendar	Start Date	End Date	Select All	
District Master Calendar: (180 days)	8/26/	6/16/	Copy end date to selected V	Copy Save All
1 2	8/26/	6/16/	(120 days) Maw	
2. 2	8/26/	6/16/	(180 days) Vew	
3. 🖌	8/26/	6/16/	(180 days) View	

8. Change the dropdown to Copy start date to selected

Calendar	Start Date	End Date	Select All		
District Master Calendar: (180 days)	8/26/	6/16/	Copy end date to selected	Сору	Save All
			Convistant date to selected		

 Output
 Start Date
 End Date
 Select All

 District Master Calendar: (180 days)
 8/26/
 6/16/
 Copy start date to selected v
 Copy

10. Click Save All

Calendar	Start Date	End Date	Select All		
District Master Calendar: (180 days)	8/26/	6/16/	Copy start date to selected V	Сору	Save All

## Updating the last day of school for any or all schools

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

Report Data | Export All | Grade Configuration | School Calendar

- 5. Click on Adjust Start/End Dates Adjust Start/End Dates | Reset Calendar
- 6. Enter a new end date Calendar Start Date **End Date** Select All Save All District Master Calendar: (180 days) 8/26/ 6/16/ Copy start date to selected V Copy Choose which schools to update or click Select All to change all schools 7. Calendar Start Date End Date Select All 8/26/ 6/16/ Copy end date to selected V District Master Calendar: (180 days) Copy Save All 8/26/ 6/16/ (180 days) View 1 8/26/ 6/16/ (180 days) View 8. Use the default selection in the dropdown list: Copy end date to selected Calendar Start Date End Date Select All 6/16/ District Master Calendar: (180 days) 8/26/ Copy end date to selected Copy Save All 9. Click Copy Calendar Start Date End Date Select All 6/16/ District Master Calendar: (180 days) 8/26/ Copy end date to selected Copy Save All 10. Click Save All Calendar Select All Start Date End Date 8/26/ 6/16/ Copy end date to selected V District Master Calendar: (180 days) Save All Copy

#### Updating one school day for a single school

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

Report Data | Export All | Grade Configuration | School Calendar

5. Use the dropdown to select which school you want to update

(Master Calendar)

#### Administration ( 190)

6. 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 Save when finished. Make sure the school has at least 180 days or it will cause an error.

<		J	anuai	Ŋ		>	Friday, January 30,
Sun	un Mon Tue Wed Thu Fri					Sat	The "School Day" checkbox toggles closed/open status of this date in the academic calendar. Click on the
211		1.211		1	2	3	"Save" button to update the database.
4	5	6	7	8	9	10	School Day
11	12	13	14	15	16	17	School Closed Save
18	19	20	21	22	23	24	Pipe burst ×
25	26	27	28	29	30	31	(Please supply a description for this date)

# **Enrollment Census Grade Configuration Page**

#### About

Districts are required 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 (<u>https://www.eride.ri.gov/</u>)
- 2. Select the Enrollment Census
- 3. Make sure the current school year is selected and click Start
- 4. Click on Grade Configuration Grade Configuration School Calendar
- 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

School Code	School Name	Grade Confg	gpk	gpf	gkg	gkf	g01	g02	g03	g04	g05	g06	g07	g08	g09	g10	g11	g12
105		М										1	~	~				
108		н													8	1	~	
109		E	~	~	4	~	~	1	~	4	~							

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

	School Code	School Name	Grade Config	
Edit			E	

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			EV						V			•							
a. Only one value from the Grade Config dropdown is allowed, the list includes six values:																			

Uniy c	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 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"



10. Once the checkbox is checked, the Sign off button will enable, click this button to finish the grade configuration submission process

have reviewed this district profile information and it currently represents the school/grade configuration of my district.

11. Once signed off, the Sign off button will be disabled. 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: <a href="https://support.ride.ri.gov">https://support.ride.ri.gov</a>

Analytic provides the second s

gned off on 8/13/. 2:19:22 PM by

Sign off

# **About Enrollment Census Reporting**

The most current record layouts are located here: <u>https://www.eride.ri.gov/eRide40/DataDictionary</u>. Click on [Preformatted Record Layouts]. [View Data Calendar] [Search Data Calendar] [Preformatted Record Layouts]

The ones relevant to our collections start with K12 STUDENT –; choose the one you want and click Display File Layout; here you'll see the attendance selection

Entity:	K12 STUDENT -	ATTENDANCE V	•
	Display File La	ayout	

#### Once the data loads you can download a sample XLS or CSV document

E [Download S	ample XLS Template] 🖾 [Download Sample (	CSV Template			(Export Grid to XLS)
fieldIndex	fieldNameLong	fieldName	fieldType	fieldLength	required
401	State Assigned Student ID	SASID	INT	10	Y
402	Locally Assigned Student ID	LASID	TEXT	16	Y
403	State Assigned District Code	DISTCODE	TEXT	2	Y
404	State Assigned School Code	SCHCODE	TEXT	5	Y
405	Date of Attendance/Absence	ATTEND_DATE	DATE		Y
406	Type of Attendance/Absence	ATTEND_TYPE	TEXT	2	Y

Our data dictionary is located here: <u>https://www.eride.ri.gov/eRide40/DataDictionary</u>. Choose K12 STUDENT for the Domain Name and then click Search.

Domain Name:	K12 STUDENT	~
Entity Name:	All Entities	~
Data Event Name:	All Data Events	~
Program/Data Steward:	All Programs/Data Stewards	~
Element/Field Keyword:		
	Exclude Inactive Fields 🗹 Exclude System Fields	
	Search [Reset Search Criteria]	

A list of file specifications can be found here: <u>http://www.ride.ri.gov/InformationAccountability/RIDEDataResources/DataCollection.aspx</u>.

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, and scan/email) aggregated enrollment reports.

# Preparing and Submitting Student Records for the Enrollment Census

- 1. To successfully upload and submit the data, we ask you to prepare the individual student records for the current year with Microsoft Excel
- 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 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

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- 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\_September.xls', 'enrollSeptember.xls', but 'Enroll September.xls' is NOT acceptable. Do not zip the Excel file
- 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: 08/15/xxxx or 08/15/xxxx

# **Pre Submission Menu and Upload**

Presubmission Menu and Upload

Please select a submission type from one of the checkboxs 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).

Enrollment       Program Core       Attendance         Discipline       Summer Withdrawals       TCS: Course         TCS: Section       TCS: Student       TCS: Staff	Complete Year-To-Date
Discipline     Summer Withdrawals     TCS: Course       TCS: Section     TCS: Student     TCS: Staff	Incremental Updates
TCS: Section     TCS: Student     TCS: Staff	
Cerem Student Contact Grade Earned	
GPA Collection CTE: Programs CTE: Courses	
O CTE: Student in Programs         O CTE: Apprenticeship Programs         O CTE: Recognized Credentials Earned	
© CTE: Post Secondary Credit	
Upload a file by clicking on Browse. Then Click on the Upload button.	

- 1. Select the type of file that you are submitting manually
- 2. Choose which Processing Type
- 3. Browse for the file
- 4. Click Upload.

Alternatively, you can use the Automated Data Transfer (ADT) agent to schedule these submissions on a daily, weekly, monthly, or as needed basis. Please see the ADT instructions within the Automated Data Transfer module in eRIDE.

# **Types of Submissions**

#### Enrollment

Enrollment data includes information regarding student enrollment in a school including the district of residence, the start and end date of the enrollment period, the reason for ending the enrollment. Enrollment data is used frequently including federal reporting, funding formula calculations, student average daily membership (ADM), and NECAP rosters.

#### Attendance

Attendance data includes information for every school day for every student describing the student's attendance in a school. This collection collects days of attendance, days of absence, days of tardiness, and days of early dismissal.

#### Discipline

Discipline data includes in-school suspensions, out-of-school-suspensions, and removals to Interim Alternative Educational Settings (by school personnel or by a due process hearing officer).

#### **Student Contact**

Student Contact includes data regarding how to contact a student as well as primary and secondary contacts.

#### Summer Withdrawals

Summer Withdrawals allows districts to update the prior year's exit type data for students as well as the current year's summer withdrawals.

#### **Program Core**

Program data includes student level services provided by an LEA/School. Program data is used for many federal reporting requirements.

#### TCS - Four collections (TCS: Course, TCS: Section, TCS: Staff, TCS: Student)

Teacher Course Student (TCS) data includes courses offered, sections of the courses, staff assigned to teach courses and students enrolled in a course. The TCS data is used for many purposes including providing teachers with student-level access to data in the Instructional Management System (IMS) and determining teacher growth as required for an educator's evaluation.

The K12 SECTION-COURSE submission includes links between your LEA course code and the SCED course code.

#### Term

A term is a division of an academic year. A term may be divided into semesters, trimesters, quarters, etc. In this submission, LEAs must report for each school in the LEA, each term and the start date and end date of the term.

#### **Grade Earned**

Grade Earned data includes all grades earned by a student in a class for each term of the class. This is critical data, which will be a necessary component in our Early Warning System that has been developed within the Instructional Management System.

#### **GPA Collection**

A grade point average (GPA) is a calculated average of the letter grades earned in school following a 0 to 4.0 or 5.0 scale. Students receive a GPA based on the grades earned in all classes during each term offered in the district/school.

#### **CTE Programs**

This is a list of all RIDE approved or provisionally approved CTE programs of study.

#### **CTE Courses**

LEAs report courses which make up each of the CTE programs of study that were uploaded in the CTE Programs file.

#### **CTE Students in Programs**

This submission is only for students enrolled in the approved or provisionally approved CTE programs.

#### **CTE Apprenticeship Programs**

This submission is required for all students who participated in a RIDE approved or provisionally approved CTE program of study that has a current written agreement with a registered apprenticeship program.

#### **CTE Recognized Credentials Earned**

This submission is required for all students who participated in a RIDE approved or provisionally approved CTE program of study that offers an opportunity for students to earn one or more of the recognized credentials.

#### **CTE Post Secondary Credit**

This submission is applicable to all students who participated in a RIDE approved or provisionally approved CTE program that have agreements enabling students to earn post-secondary credit including: dual enrollment, concurrent enrollment, advanced placement (AP) and/or International Baccalaureate (IB) credit. The earned post-secondary credit does not have to relate to a specific course within the program.

#### **Dual Enrollment**

This submission allows LEAs to report to RIDE information regarding students who are concurrently or dually enrolled in your LEA as well as at a post-secondary institution.

# **Check Demographics - Right or Wrong SASID**

#### About

Having the right State Assigned Student ID (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.

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 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 Duplicates to see if you now have duplicates with your own district. If this is the case, click on: Update Enrollment Records with Current.



Districts should use the Email Notifications tool 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.

Email Notifications | Update Enrollment Records with Current | Export Grid

# **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 nonregular-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
- The DISTCODE\_RES will be the resident district community code (see <u>https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=MUNICIPALITY</u>)
- 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 <a href="https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=MUNICIPALITY">https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=MUNICIPALITY</a>)
- 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

- Districts report the aggregate # of home-schooled students in a separate reporting (ES-F501). Some districts may choose to test homeschooled 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

https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=MUNICIPALITY)

- 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 <a href="https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=MUNICIPALITY">https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=MUNICIPALITY</a>)
- 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 outof-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
- The DISTCODE\_RES will be the resident district community code (see <u>https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=MUNICIPALITY</u>)
- 6. The SCHCODE\_OUT will be the school code of where the student is placed
- 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
- 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 <a href="https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=MUNICIPALITY">https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=MUNICIPALITY</a>)
- 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)

#### Students who receive services

- 1. This includes all students who receive services during the school year
- 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 <a href="https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=MUNICIPALITY">https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=MUNICIPALITY</a>)
- 5. The SCHCODE\_OUT will be '##990' where '##' is the reporting district code
- 6. Enrollment Type will be 'S' for service only

#### 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
- 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

DOB to grade check is a visual warning that you will see on the Student Listing page in the Enrollment Census. 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 overnight.

Search	Clear	Show Warnings Only	Show All Records
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## Instructions

#### 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."



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	S e x	DOB	G r a d e	R a c e	D s t R e s	S c h O u t	C t e c h	e r o l l t y p e	enroll_date	exit_date
			·	М		09	War	ning	: 2 y	ear	exp	ected age-to-grad	e difference.

# **October Deadline - Reports Due**

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

Report Data Export All

b. Place a checkmark next to the Snapshot Report item

Snapshot Report

c. Enter the date you wish to run this report as of

As of date Parameter: 10/1/2014

d. Click Update Report



- e. Select Snapshot Report from the Report Types dropdown list: Report Types Snapshot Report
- f. Click on Report next to the district name

Summa	гу
Report	

g. Review this report, and also make sure duplicates and demographic differences are at zero. Print it, have it signed, scan it, and email it to <a href="mailto:erideInternal@ride.ri.gov">erideInternal@ride.ri.gov</a>

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

Report Types	Submission Report	
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b. Click on Report next to the district name



c. Review this report, and also make sure duplicates and demographic differences are at zero. Print it, have it signed, scan it, and email it to <a href="mailto:erideInternal@ride.ri.gov">erideInternal@ride.ri.gov</a>

# Winter Deadline - Reports Due

## 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.

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- 1. Dropouts
  - 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

School Year:	٣	Start

d. Select the Dropouts Report and wait for the list of schools to load

Report Types	Dropouts Report	
Report Types	Diopouls Report	

e. Click on Report next to the district name

Summa	гу
Report	

- f. Review this report, print it, have it signed, scan it, and email it to erideInternal@ride.ri.gov
- 2. Graduates
  - a. Log into eRIDE (<u>https://www.eride.ri.gov/</u>)
  - b. Select the Enrollment Census
  - c. Select the prior year from the dropdown list and click Start:



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

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e. Click on Report next to the district name



f. Review this report, print it, have it signed, scan it, and email it to erideInternal@ride.ri.gov

#### 3. Retentions

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

School Year:	•	Start

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

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e. Click on Report next to the district name

Summa	гу
Report	

f. Review this report, print it, have it signed, scan it, and email it to erideInternal@ride.ri.gov

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#### 4. Summer Withdrawals

- a. Log into eRIDE (<u>https://www.eride.ri.gov/</u>)
- b. Select the Enrollment Census
- c. Select the current year from the dropdown list and click Start
  - School Year: 🔹 Start
- d. Select the Summer Withdrawal Report and wait for the list of schools to load

Report Types Summer Withdrawals

e. Click on Report next to the district name



f. Review this report, print it, have it signed, scan it, and email it to <a href="mailto:eride.ri.gov">erideInternal@ride.ri.gov</a>

## Instructions

- 1. The following reports are due at the end of the school year:
  - a. Submission Report
  - b. Absence Unexcused
  - c. Absence Excused
  - d. Absenteeism
  - e. ADA State Calculated
  - f. ADM State Calculated
  - g. Early Dismissal
  - h. Student Mobility
  - i. Suspensions Total
  - j. Suspensions Unique
  - k. Tardy
  - I. Truancy
- 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:

Report Types	Submission Report	•
	Submission Report	*
<	Absence Excused	

b. Click on Report:



c. Review this report, print it, have it signed, scan it, and email it to erideInternal@ride.ri.gov

Automated Data Transfer (ADT) Agent

Instructions are located here: <u>http://www.eride.ri.gov/doc/ADT Instructions.pdf</u>