

DATE: September 11, 2008
TO: Superintendents, Directors, Data Managers
FROM: Edward A. Giroux, Director of Network and Information Systems
SUBJECT: Annual Fall & Winter Reports / Data Collections

As in the past, the Annual Fall & Winter Reports for School Year 2008-09 will be collected over the Web. These reports include:

- Fall Enrollment Report (SRM, Due 10/27/2008)
- Dropout Report (included in the Fall Enrollment Report, Due 10/27/2008)
- June 2009 Graduating Class Fall Membership (Due 11/17/2008)
- Non-Certified Personnel Report (Due 11/17/2008)
- At-Home Instructed Students Report for Regular Districts (Due 11/17/2008)
- Student Exit Data Verification (Due 12/15/2008)
- Winter Enrollment Report (Due 2/27/2009)

Public, State Operated and Charter school districts should complete all of the above listed reports.

You will submit the information for your district and schools through the RI Department of Education (RIDE)'s Information Services Portal Website (<http://www.eride.ri.gov/>). For the Fall Enrollment Report, you will use the SRM Website to submit the data (<https://dwsrm.ride.ri.gov:8443/srm/unprotected/welcome.do>). From the eRIDE Website home page, click on **State Reporting** on the left hand side, you will see a list of scheduled reports that are either open or closed for submission, as well as detailed instructions on how to submit each report.

This year, we are partnering with RINET to provide the general support for reporting (support@ride.ri.net, 295-9200). RIDE supports are:

- Help Desk - Mario Goncalves (Mario.goncalves@ride.ri.gov, 222-8968)
- eRIDE – Derick Ariyam (derick.ariyam@ride.ri.gov, 222-8974)
- Data Warehouse/SRM – Scott Gausland (scott.gausland@ride.ri.gov, 222-8960)
- Data Collections and Reporting – Kenneth Gu (ken.gu@ride.ri.gov, 222-8957)

You may start submitting the summer withdrawal data as part of the Fall Enrollment Report as early as September 15th through SRM. We expect rest of the relevant Web-based data entry forms to be ready in the first week of October. You will be informed by email. All completed Web-forms must be printed, signed and returned as instructed by the due dates.

Principal Uses of Fall Enrollment Data

- Annual State and Federal report of October 1st student membership and Dropouts by core demographics and program status
- Collected information is linked to State assessment results which are then disaggregated by NCLB categories and core academic subjects
- Calculation of student test participation rates by NCLB categories
- School Accountability Report Cards
- Access of student information through OLAP, DASH
- Annual Publications in Statistical Tables, Information Works, Kids Count, FRED, SchoolMatters.com
- Projections of public and Charter school enrollments
- October 1st membership and dropout statistics are among those most frequently requested

Major Deadlines for Fall Enrollment Data Reporting

- Submission deadline – October 27th, Monday
- Sign off deadline – November 11th, Tuesday

District data managers will be first notified for missing the deadlines. Superintendents and directors will be notified a week later if reports are still missing. All communications with the districts and schools will be documented.