

MID-WEEK ANNOUNCEMENTS 5/13/2020

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Complete information related to COVID-19 is updated regularly [here](#).
See COVID-19 Impact on Schools FAQ.

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NEW: Membership and Course Completion Report

In December of 2020, the Indiana Department of Education is required (IC 20-19-3-22) to provide a new public report regarding the relationship between students counted for Average Daily Membership in Fall and Spring of the 2019-2020 school year (and each year thereafter) compared with the students for whom courses are reported on the Course Completion Collection for the same year. Accurate and timely reporting of all data for the “C” collections is critical to the development of this new report. To support schools in the submission of this data to the IDOE, a short training was developed. The training and the accompanying slides are available at the following link: <https://www.doe.in.gov/it/data-trainings>. Training also accessible on the [Data Reporting](#) page by selecting the Data Trainings tile.

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NEW: DOE-AL (Alternative Education) - opening delayed until
Friday, 5/15/2020

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NEW: Report Attendance and Certified Calendar AFTER Last Day of School

From the Office of Accountability: Please do not certify the calendar in DOE Online nor submit Attendance data until after your last day of school. The concept of calendar certification is to certify that the calendar shown in DOE Online accurately reflects instructional days for the school, and as such should not occur until after the last day of instruction. Likewise, accurate

attendance data cannot be submitted until after attendance is taken on the last day of instruction.

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Reminder: 2020 Graduate Reporting

Given the flexibility from graduation requirements announced last month, the Application Center will not be checking the Graduation Qualifying Exam status of students in the 2020 or prior cohorts. Therefore, students in the 2020 or prior cohorts should only be submitted with one of the non-waiver diploma types. If the student completed a graduation pathway, that data can be provided, but it is not necessary. Please keep in mind that the data validations that were implemented last year regarding CTE Concentrators and Industry Certifications are still in place. To reiterate, students in the 2020 or earlier cohort can be submitted with a non-waiver diploma without graduation pathways, regardless of Graduation Qualifying Exam Status.

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NOW OPEN: 2019-2020 Corporation/School Profile Amendment Submission Process

Please read this [memo](#) regarding the school and corporation amendment process for the 2020-2021 school year. Please email the Office of School Accountability with any questions.

Utilizing Data Reporting Templates

We have provided as a convenience, Excel Templates for most data reports that are required. Note that in order to utilize these templates, the user must first download the Excel document to their local computer. After that task is completed, data may be added to the spreadsheet to prepare for data transfer. **DO NOT OPEN AND SAVE THE TEMPLATE AS A GOOGLESHEET. ALWAYS DOWNLOAD THE EXCEL FILE TO YOUR LOCAL WORKSTATION.**

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Data Exchange System Implementation

IDOE will begin implementation of the Data Exchange System in the upcoming 2020-2021 school year. IDOE will collect the Non-Certified Employees (NE), Attendance (AT), and Calendar (CL) information via Data Exchange next year. Please read the attached [memo \(link is external\)](#) for more information. IDOE is actively working with interested Student Information System (SIS) Vendors to become Indiana Ed-Fi Certified. A list of SIS Vendors and where they are in the IDOE process is located on the [Data Exchange Website](#) in the Data Exchange for Schools section. Questions can be directed to dataexchange@doe.in.gov.

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LINK Portal: An Update

IDOE has updated the Security Access tool within the LINK Portal with new features, which allow the Data Security Coordinators at each organization to set staff types (roles) for the [LINK portal](#). We are asking all educational organizations' security coordinators to update the Key Contact staff types for their organizations. Collecting, obtaining and maintaining these critical business contacts, now known as "Key Contacts" is important in IDOE's effort to streamline communication processes. More information on the LINK Portal as well as instructions for setting the Key Contact staff types are located on the [Unified Access Website](#). Questions can be directed to link@doe.in.gov.

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End-of-Year Reporting News

FAQ for Graduation Flexibility can be found [here](#).

Updated and Expanded Flexibility for Graduation

The Flexibility from Indiana Graduation Requirements in Response to COVID-19 guidance document applies to the spring/summer 2020 graduation cohort **and to students in prior cohorts who were on track to graduate in the spring/summer of 2020 pursuant to said guidance. This expands the flexibility to include fifth-year seniors and adult education students.** Please contact **Robin Leclaire** with questions.

DOE Online Calendars - be sure to update school calendars as soon as your corporation has determined how to finish out the school year. See **Calendars/End of Year** section in FAQ copied below for guidance in completing calendars.

Are you Actively Working on Graduate Data?

INTERS Report Available

If Graduate (GR) Postsecondary-Ready Competencies codes 05 (State and Industry recognized Credential or Certification) or 07 (Career-Technical Educator Concentrator) are reported, all courses taken to satisfy reporting these codes must have been reported to INTERS. Find the INTERS report in the Application Center > Data Verification>Reports>Graduate>INTERS reported.

Cleaning up Cohort Reports

Utilize resources found in the [Moodle School Accountability & Accreditation Community](#). Among other valuable helps in this community, find the "Unknowns in the cohort" pdf. This document will address this situation. Joining the Accountability and Accreditation Community requires the enrollment key "AccountabilityCommunity".

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Reporting Guidance for "Early" Graduates

Students should not be exited on RT/EM with code 34 (Early Graduate) unless they have met ALL graduation requirements, including passing the Graduation Qualifying Exams, or meeting a Graduation Pathway.

Students who have completed their credit requirements only and are no longer enrolled and attending are not considered early graduates. These students would be considered dropouts since they are no longer attending classes and have not completed all their graduation requirements. These students should be exited on RT/EM with an appropriate dropout exit code until they have completed their Graduation Qualifying Exams (GQE) or Graduation Pathway. Upon completion of the GQE or Pathway the exit code may then be updated to code 34 (Early Graduate).

Students no longer enrolled and attending but still need to be available in TIDE for ISTEP+ Grade 10 re-test must be provided to the department. Please contact the Office of Student Assessments at inassessments@doe.in.gov for assistance in providing the required information needed.

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REPORTS CURRENTLY OPEN

DOE IR 2020 (IREAD3 Exemption) - closes 6/30/2020 4:00 pm EDT

DOE-ES 2020 (Discipline) - closes 6/19/2020 4:00 pm EDT

DOE-CE 2020 Period 2 (Certified Employee) - closes 6/30/2020 4:00 pm EDT

DOE-CP 2020 Period 2 (Certified Position) - closes 6/30/2020 4:00 pm EDT

DOE-CC 2020 Period 2 (Course Completion) - closes 6/30/2020 4:00 pm EDT

DOE-AT 2020 (Attendance) - closes 6/30/2020 4:00 pm EDT

DOE-EV 2020 (Special Education Evaluation) - closes 7/17/2020 4:00 pm EDT

DOE-HB 2020 (Homebound Hospitalized) - closes 6/30/2020 4:00 pm EDT

DOE-AD 2020 (Additional Information) - closes 6/30/2020 4:00 pm EDT

DOE-LE 2020 (Federal Flexibility) - closes 6/30/2020 4:00 pm EDT

DOE-TR 2020 (Special Education Termination) - closes 10/5/2020 4:00 pm EDT

DOE-GR 2020 (Graduate) - closes 10/5/2020 4:00 pm EDT

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Report Opening Soon

DOE-AL 2020 (Alternative Education) - opens 5/15/2020

DOE-TI 2020 (Title I) - opens 7/6/2020

DOE-DT 2020 (Dual Credit) - opens 7/6/2020

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Help US Help YOU

Data Reporting Support Ticket: To contact STN support HelpDesk, click the following link to create a work order. Please provide correct email address and phone number in the work order.

<https://help.doe.in.gov>

Data Reporting Support is also available by phone at 317.232.0808