

MID-WEEK ANNOUNCEMENTS 6/3/2020

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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: EV (Initial Evaluation) Tool

For this year's DOE-EV (Initial Evaluation) submissions, a pre-verification tool will be available to preview timeline compliance reporting **and** to report circumstances for late evaluations to the Office of Special Education. This tool will be sent to special education directors via email the week of June 1 for distribution at the directors' discretion. For questions reach out to the Office of Special Education at specialeducation@doe.in.gov.

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NEW: EE (Educator Evaluation) Cancelled

The DOE-EE report has been removed from required reporting. Beginning with the current school year, 2019-2020, Educator Evaluation data will no longer be reported.

DO NOT CONFUSE THE DOE-EE REPORT WITH THE DOE-ER (Educator Evaluation. Rating) REPORT. ER DATA WILL CONTINUE TO BE REPORTED

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CC Known Issue: Reporting Elementary/Middle School Courses w/Completion Status = 4-Incomplete

It has come to our attention that Elementary school courses reported for Course Completion were failing on submission if Course Completion Status was reported as Incomplete, code 4 and HS Credits/Applied Units was

reported as 9.0. Please see the following guidance for this Elementary or Middle School circumstance.

The new Course Completion Status code 4=Incomplete is to be reported for courses students were **not able to complete due to COVID-19**. **When reporting Course Completion Status = 4 the HS Credits/Applied Units field must be reported with code 0.0 whether the course is a High School course or Elementary/Middle School course.**

For Elementary/Middle School courses that will be reported as Completion Status code 4=Incomplete, the CC file extracted from a local SIS or created using CC template will need to be manipulated to manually change Field #8-HS Credits/Applied Units from 9.0 to 0.0. (Please understand that this guidance to manipulate your data file is only suggested for this particular data need related to COVID-19 and should not be a common practice.)

All other Elementary/Middle School courses reported with Completion Status codes 1=Passing, 2=Failing Grade or 3=No grade awarded should report 9.0 in the HS Credits/Applied units field as usual.

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Recently Posted Layouts and Documents

DOE-ER Template v05.28.20 - new code 7 added for Field #4

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ER2020 Opened Early

ER2020 Education Evaluation Rating is open. The **ER2020 layout v04.20.20** has been posted to the Data Reporting Layouts grid. Review this document for detailed guidance.

A new code has been created for **Field # 4-Employee Evaluation Reason**. **New Code 7 = 2018-2019 Evaluation Rating Option** may be reported for staff receiving the same evaluation rating reported in the

2018-2019 school year.

Field #3- Employee Evaluation Rating: Report Code 0 = Not Applicable (not evaluated) if Field #4 is reported with New code 7 = 2018-2019 Evaluation Rating Option.

NOTE: The **ER Source File** is provided as a courtesy starting point for creating the ER data file. Be aware that **if you have not already reported CE 2020 period 2 data, any changes to staff will not be reflected on the source file.** It is suggested that CE data be completed for period 2 before accessing the ER Source File in order to download all employees for a rating submission. If the source file will be downloaded prior to reporting period 2 CE data, be sure to add additional staff that may have been hired during period 2.

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DOE-IR for Spring 2020 Gr 3 Student Cohort

The **DOE-IR will be temporarily turned off** to ensure no one submits a Good Cause Exemption related to the current Grade 3 cohort of students. Further policy guidance related to retest opportunities and matriculation of students will be communicated as it becomes available.

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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. The DOE-GR 2020 (v05.15.20) layout has been edited and posted to include this updated flexibility.

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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.

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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-AL 2020 (Alternative Education) - closes 6/30/2020 4:00 pm EDT

DOE-ER 2020 (Educator Evaluation) - closes 10/30/2020 4:00 pm EST

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-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