

MID-WEEK ANNOUNCEMENTS 6/17/2020

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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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Update: DOE-ES (Discipline) Closes Fri., 6/19/20

As of this morning 37 corporations still have one or more schools that have submitted zero (0) ES (Discipline) data. This report closes in two (2) business days. Bullying data is submitted in this report. Have you submitted any bullying data? Did you verify that all bullying data reported is accurate? Have you completed the **Restraint/Seclusion** form? Please give attention to these questions and thank you in advance for completing Discipline reporting in a timely manner.

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NEW: CC Records Required for Nall Students Enrolled

There seems to be some confusion regarding reporting students that are homebound, SE students that have severe disabilities or transferred to another corporation for better accommodation. All students that are enrolled in a corporation are to be provided academic instruction. All students reported on Membership would also be expected to have Course Completion records. It is therefore necessary that the local school corporation provide these students with scheduling that contains state approved subject codes for each area of instruction (Math, EngLng, Sci, etc.).

STN Application Center End of Year

The Application Center will not be available for data submission from July

1, 2020 through July 5, 2020. The App Center will reopen for reporting Monday, July 6, 2020. Real Time and Enrollment Mobility data for the 2021 school year may be submitted for the 2020-2021 reporting year beginning on July 6, 2020.

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Real Time and Enrollment Mobility

End of Year Reporting

All students that were in attendance or expected to be in attendance on the last day of school for the 2019-2020 school year should be reported with a final RT or EM enrollment record that includes the exit date of the last day of school and exit code 50.

For students that will not be returning for the 2020-2021 school year, report a single day record for the 2020-2021 school year using any date after 7/1/2020 but before your first day of the new school year as the entry and exit date. Report the appropriate exit code for the student. **Note:** The Application Center will not allow reporting for the 2020-2021 school year until Monday, July 6, 2020.

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Reports Closing 6/30/2020

Just a reminder that the following reports all close Friday, 6/30/20. RT (Real Time), STN (Student Test Number), SPN (School Personnel Number, AL (Alternative Education), CE (Certified Employee), CP (Certified Position), CC (Course Completion), AT (Attendance), HB (Homebound), AD (Additional Information) and LE (Federal Flexibility).

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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 are 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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2020 Graduate Reporting

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

Given the flexibility from graduation requirements, 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.**

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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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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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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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