

FY18 Period S Retention Reporting Checklist

Change Log

Date	Section Number/Name	Change Description
8/11/17	Task 1 – Update the Retained Status Field	Updated screenshot of AdHoc Report - State Assessment Below Reported Score Report
6/28/17	Task 1 – Update the Retained Status Field	Added information about effects of Fall Initialization
6/28/17	Task 1 – Update the Retained Status Field	Added AdHoc Report – State Assessment Below Reported Score Report
5/30/17		Document revised for FY18

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Period S Retention

Reporting Window – Approximately July through August, depending on dates provided when manifest opens

Record Types to Include – FN

All City, Local, Exempted Village, Community and JVSD districts are required to report the Retained Status element for any student enrolled in FY18 including students withdrawn on or after 7/1 and before the first day of school.

Task 1 – Update the Retained Status Field

NOTE: Prior to making updates to the FN Attributes tab as noted below, determine whether or not Fall Initialization has been run for your district or if it still needs to be run. (Not all districts choose to have Fall Initialization run.) If the retention updates are made

prior to Fall Initialization being run, the Exclude FN Records from Fall Initialization Updates will need to be checked so that the values aren't updated during Fall Initialization. If the box is not checked and the updates are made prior to Fall Initialization, the Retained Status will update to '*' and the EMIS Grade Next Year will revert to the value on the previous school year's FN Attributes tab during the Fall Initialization process. The Retention reporting period is typically a short window, so it is best to make these updates as soon as possible.

Navigate to the FN-Attributes tab of the Student Profile for any student who should be reported with a Retained Status other than

* - Student was not retained at the end of the previous school year and update the value to the option that best describes the student's retention status as of the first day of the current school year. For students not retained on the first day of school, but after a period of time the student moves back to the prior grade level, the retention status would not be updated.

Any student reported in FY17 as Grade 3 with a Next Generation Assessment Grade 3 Reading SubScore (promotion score) below 44 must have a retained reason of A-M or option 5. To assist in locating this subset of Grade 3 students, the AdHoc report **State Assessment Below Reported Score** (located in the Ad Hoc EMIS Folder), can be used. Note: See the Summary section at the bottom to see the selections made for the various filters.

+ 🕑	X State Assessment Below R ×	* Ad Hoc Reports			
earch report names × ۞					
My Reports Pending Reports > Assessment		Select filter fields to include on repo	ort	Report Filters	
> Attendance				Filter By	
Discipline		StudentEMISAssessment	~	© StudentEMISAssessment.School/Year	~ ~ ×
Eligibility		DistBldg		© StudentEMISAssessment.TestSchoolYear	~
EMIS		Year	^	© StudentEMISAssessment.SchoolName	~ ~ X
CTE Concentrator Detail		Accommodations		© StudentEMISAssessment.StatusName	~ ~ ×
EMIS Admission Calendar Comparison		AlternateAssessment		© StudentEMISAssessment.GradeLevel	~ ~ ×
EMIS Attendance Hours Summary		AssessmentPartCode		C StudentEMISAssessmentAssessmentTestName	~ ~ X
EMIS FD Detail EMIS FN Attributes Detail		AssessmentPartEMISCode		StudentEMISAssessment.AssessmentPartName StudentEMISAssessment.ReportedScore	~ ~ × ×
EMIS FN Graduate Detail EMIS FS Standing Attendance Detail MOA Summary Mon-Report To EMIS Period G Core Summary Preschool Student Coding		AssessmentPartTypeMask AssessmentSubPartCode AssessmentSubPartName AssessmentSubPartScore AssessmentTestEMISCode			
STAT Detail State Assessment Below Reported Sc		AssessmentTestGradeLevel AssessmentTestName		Less Than Or Equal To 👻 43	v
State Assessment Report		Attempts		AND With Next Filter 🛩	
Sub-Calendar Hours Analysis		<	>	Group With Next Filter	
Third Grade Testing Diagnostic Detail Admin		+ Add			
> Admin Fees		SUMMARY			
Marks			(ear = '20	16-2017 And StudentEMISAssessment. TestSchoolYear = 2016-2017 And StudentEMISAssessment. SchoolName = Batavia Elementary And StudentEMISAs	sesament StatusName Is Between 'BLSD active resident
Medical		student' And 'Student @ Wasserm	ian' And S	StudentEMISAssessment.GradeLevel = '03' And (StudentEMISAssessment.AssessmentTestName = 'Next Generation Assessment' And StudentEMISAssessment	ant.AssessmentPartName = 'Grade 3 Reading Promotion'
Scheduling		And StudentEMISAssessment Rep	portedSco	ore <= '43)	
School				🗸 OK 🗙 Cancel	

Depending on the value selected for Retained Status, the Student's State Equivalent Grade (FD Attributes) and EMIS Grade Next Year (FN Attributes) may also need to be updated.

General Additional C	ustom Private	FS-Standing	FS-Attendance	FD-Attributes	FN-Attributes	FN-Graduate	Transportatio
Course Coursel						5	
Save Cancel	3 AM by liver: be	taemith					
EMIS Grade Next Year: 04 - Fourth Grade							
			ear does not change ge the District Grade		Vext Year.		
					_		
Retained Status:	* - Student was no	t retained at the end	d of the previous scho	ool year	~		
Oct Childcount IEP Outcome	**** - No Change f	rom latest IEP repor	ted to ODE		\sim		
CTE Program Area:			~	Fiscal Year	Began 9th:		
CTE Program of Concentrati	on: ** - Student is n	ot a concentrator in a	any CTE Program	✓ Tech Prep	Completer: N 🗸		
					·	-	
Majority Of Attendance IRN:	l	*****		~			
	Accountability IRN:			~			
Accountability IRN:	l	*****					
Accountability IRN: Attending Building IRN Next	Year:		ediate Elementary S	~			
-	l		ediate Elementary S	~			
Attending Building IRN Next	chool Date:	145292 - Hill Interm		~ Q			
Attending Building IRN Next Admission to Current High S	chool Date:	145292 - Hill Interno 8/20/2015					
Attending Building IRN Next Admission to Current High S Attending District IRN Last C	chool Date: [ctober: [145292 - Hill Interm 8/20/2015 ******					
Attending Building IRN Next Admission to Current High S Attending District IRN Last C	chool Date: [ctober: [i ng Guarante de: [** - Not Req	145292 - Hill Interm 8/20/2015 ****** [• C					
Attending Building IRN Next Admission to Current High S Attending District IRN Last C Third Grade Read Math Diagnostic Result Co	chool Date: [ctober: [ing Guarante de: ** - Not Req Code: AO - Assess	145292 - Hill Intermo 8/20/2015 					

Retained Status Valid Options

*	Student was not retained at the end of the previous school year. Includes all 3 rd grade students promoted to 4 th grade who received the required promotion score on any administration of the state 3 rd grade reading assessment before the start of the next school year.
1	Student was retained at end of the previous school year for reasons other than the Third Grade Reading Guarantee and is still retained.
2	Student was retained at the end of the previous school year for reasons other than the Third Grade Reading Guarantee, but advanced because of successful completion of summer school.
3	Student was retained at the end of the previous school year for reasons other than the Third Grade Reading Guarantee, but advanced at parent request.
4	Student was retained at the end of the previous school year for reasons other than the Third Grade Reading Guarantee, but advanced for a reason other than completion of summer school or parents' request.
5	Student demonstrated adequate performance on the TGRG Alternative Assessment for Promotion to grade 4, but was retained for reasons other than the Third Grade Reading Guarantee.
A	Student was retained at the end of the previous school year due to the Third Grade Reading Guarantee and is still retained.
D	Student did not meet the reading requirement in the Third Grade Reading

	Guarantee, but was not retained because student met the ELL exemption.
E	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained because student met the IEP exemption.
F	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was exempt from retention because student received intensive reading remediation for two years and was previously retained in any K-3 grade(s).
G	Student with significant cognitive disabilities is exempt from the Third Grade Reading Guarantee and not retained.
Н	Student retained at the end of the previous school year due to the Third Grade Reading Guarantee is not enrolled this school year.
J	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained due to adequate performance on the Alternative Assessment – Iowa before the start of the next school year.
К	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained due to adequate performance on the Alternative Assessment – NWEA-Map before the start of the next school year.
L	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained due to adequate performance on the Alternative Assessment – Terra Nova before the start of the next school year.
М	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained due to adequate performance on the TGRG Alternative Assessment – STAR before the start of the next school year.

Task 2 – Period S Retention Transfer

Once you have completed the data updates, transfer your data to the Data Collector. All FN fields will be included in the extract sent to ODE, and they will ignore any fields not required for this transfer.

Navigate to the Student Reporting Collection (S) menu and transfer the Student Attributes – No Date (FN) records.

StudentInformation > EMIS > Student Reporting Collection (S)				
EMIS - Create Flat Files - Select Files From this screen, you can transfer Student Collection (S) records.				
Request Type Program Selection				
Select all transfers				
Transfer - District Testing (DT)				
Transfer - Organization - General Information (DN)				
Transfer - Student Acceleration (FB)				
Transfer - Student Attributes - Effective Date (FD)				
✓ Transfer - Student Attributes - No Date (FN)				
Transfer - Student Demographic (GI)				
Transfer - Student Demographic - Race Detail (GJ)				
Transfer - Student Discipline (GD)				
Transfer - Student Gifted Education (GG)				
Transfer - Student Program (GQ)				
Transfer - Student Special Ed. Graduation Requirement (FE)				
Transfer - Student Special Education (GE)				
Transfer - Student Standing (FS)				
Transfer - Student Summer Withdrawal (FL)				
Transfer - Student Withdrawal Override (FC)				
Transfer Type:*				
Flat file transfer				
Flat file transfer for Data Collector				
< Back Submit Cancel				

Task 3 – Run the Collection

Before starting a collection, make sure the most recent version of the manifest has been downloaded.

- 1. While logged into the Data Collector, click on the Collection Requests
- 2. Begin the collection.
- 3. Mark the Data Sources section.



- 4. Once the collection has been completed, proceed to the Prepare step.
- 5. Once the Prepare has completed, review the Level 1 Validation errors.
- 6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
- 7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
- 8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
- 9. Once the collection has been processed by ODE, you should receive Level 2 Report errors. Review the Level 2 Report errors and make corrections in StudentInformation and repeat the process if needed.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete, rerun your collection.

tab.