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

Table of Contents

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JVSD districts are required to report the Retained Status element for any student enrolled in FY18 including students withdrawn on or after 7/1 and before the first day of school.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.
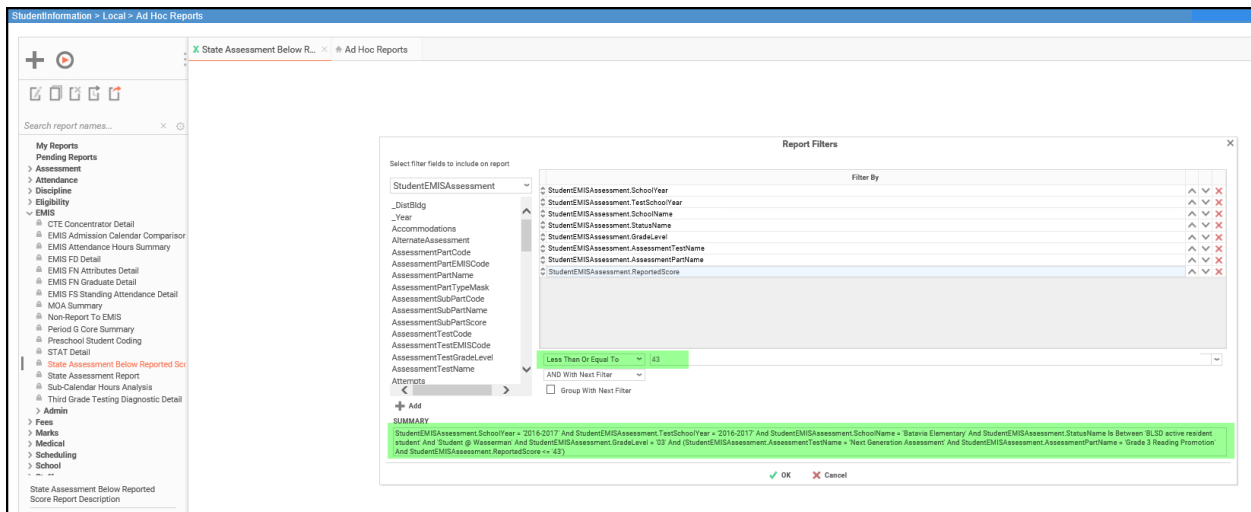
Depending on the value selected for Retained Status, the Student's State Equivalent Grade (FD Attributes) and EMIS Grade Next Year (FN Attributes) may also need to be updated.

Retained Status Valid Options

*	Student was not retained at the end of the previous school year. Includes all 3rd grade students promoted to 4th grade who received the required promotion score on any administration of the state 3rd 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.
H	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.
K	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.
M	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** tab.
2. Begin the collection.
3. Mark the Data Sources section.

☑ All Files data sources		
Data Sources	**Availability**	**Collection Status**
☑ BA-Files	✅ Ready	Not Started

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.

REMINDER! 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.