

FY19 Period S Retention Reporting Checklist

Change Log

Date	Section Number/Name	Change Description
8/8/18	Task 2 – Period S Retention Transfer	Updated to include steps for utilizing the FFE
8/8/18	Period S Retention	Updated the description of students to be included for reporting
6/26/18		Document revised for FY19

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Period S Retention

Reporting Window – Approximately July through August, depending on dates provided by ODE as to when Collection Request opens

Record Types to Include – FN

All City, Local, Exempted Village, Community and JVSD districts are required to report the Retained Status element for the following students:

1. Any student enrolled at the end of the 17/18 school year with a Retained Status element other than ‘*’ at the end of the school year. This includes students who **may have withdrawn** from your district on or after the last day of school and prior to July 1.

Note: The withdrawn students referenced in Item 1. above are not automatically included in the transfer files to the Data Collector. If your district has students in 17/18 who met this criteria, be sure to follow the steps in Task 2 to include all students in the transfer file to the Data Collector. (The FFE will need to be utilized.)

2. All students enrolled in 18/19. Pay particular attention to those who were retained at the end of the 17/18 school year, and any needed updates to their retention reason in the 18/19 school year. This includes students withdrawn on or after 7/1 and before the first day of school. Students newly enrolled to your district in 18/19, but who were not in your district on the last day of school in FY18, are included in the transfer file. Once loaded to the data collector those students will be placed into the Excluded records preview file in the Data Collector.

Task 1 – Update the Retained Status Field

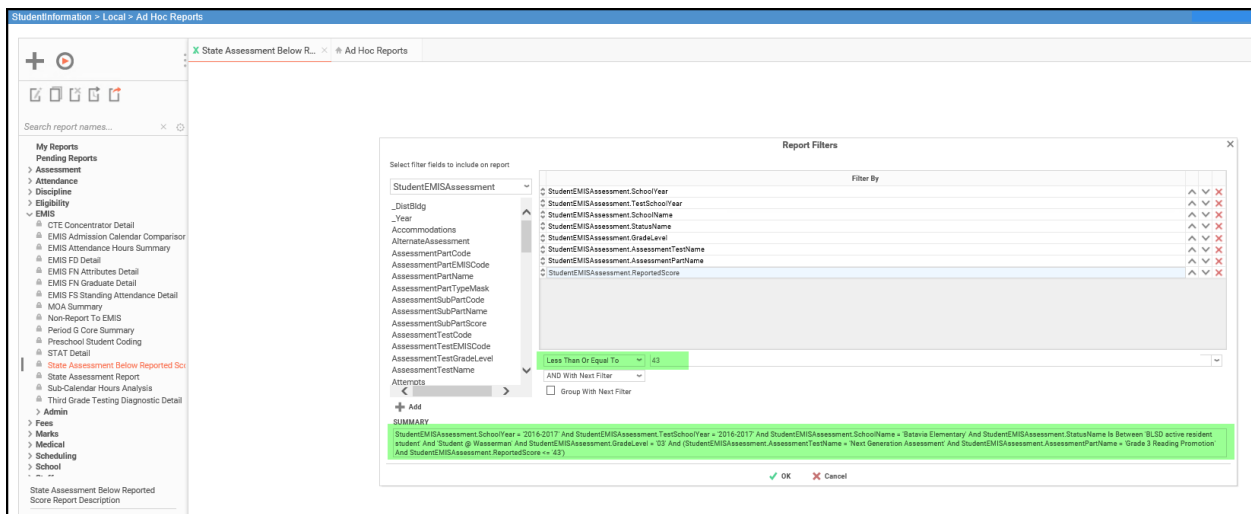
NOTE: Prior to making updates to the FN Attributes tab as noted below, determine whether Fall Initialization has been run for your district or if it still needs to be run. (Not all districts choose to have Fall Initialization run.) If the retention updates are made

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

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 FY18 as Grade 3 with a Next Generation Assessment Grade 3 Reading SubScore (promotion score) below 44 must have a retained reason of A, D-M or 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.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantagemnt	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
	7/1/2017		**	03	10	N	1	Free	N	N	N	N

Show Current Year Only

Save Cancel New Student Attributes

Last Modified: 10/8/2017 3:53 PM by User

Effective Start Date: 7/1/2017

District Withdraw Date:

Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant

State Equivalent Grade: 03 - Third Grade

Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 04/20/2018 8:31 AM by User:

EMIS Grade Next Year: 04 - Fourth Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: * - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: **** - No Change from latest IEP reported to ODE

Military Student: * - Not Applicable (Not a Military Student)

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.
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 Reading 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.

If you have no students from 17/18 that were withdrawn as indicated below, then proceed as follows:

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

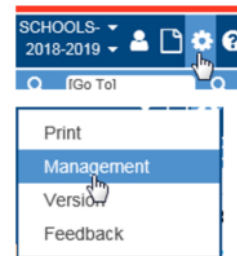
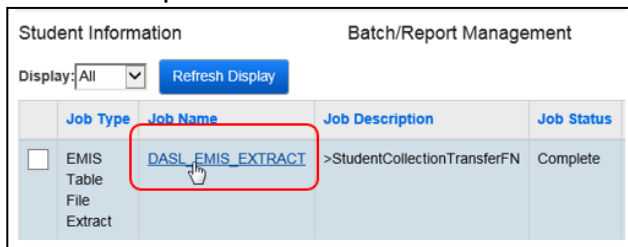
< Back | Submit | Cancel

Proceed with Task 3.

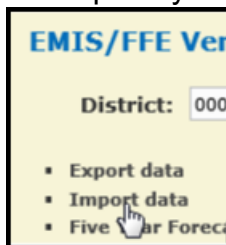
Note: If a student who was retained at the end of the school year, was enrolled at your district through the end of the school year in 17/18, but withdrew on or before June 30, your district is responsible for reporting the retained status of that student in the FY19S Retention Collection. If your district has students who meet this criteria, you will need to utilize the Flat File Editor (FFE) to report all students in the Period S Retention Reporting window. Proceed with the steps below.

The Data Collector permits only one file source, so if you have students that were withdrawn on or after the last day of school in 17/18 but on or before June 30, you will need to use the Flat File Editor (FFE) to report all students in the FY19 Retention Period. The following steps can be taken to append your files so that these students as well as the FY19 students are properly reported.

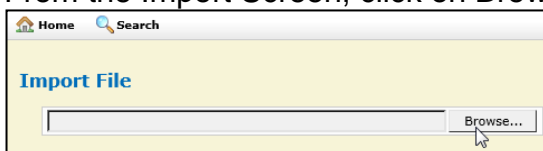
1. In 18/19, navigate to StudentInformation > EMIS > Student Reporting Collection (S) and create a Flat file transfer for the Transfer - Student Attributes - No Date (FN).
2. After clicking submit, navigate to the Management page and once the Job Status is Complete, click on the Job Name to open the file.



3. Save the file on your computer with a name that is recognizable to you. Be sure to save it with the .txt file extension.
4. Once the file has been saved, navigate to the file and right click on the file name. Select 'Rename' and change the file extension from .txt to .seq.
5. At this point you are ready to login to the FFE and select 'Import data'.



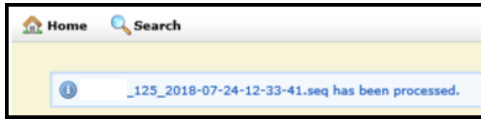
6. From the Import Screen, click on Browse to find the file you saved earlier.



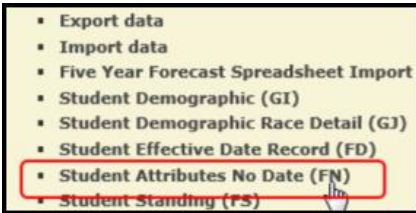
7. Once you've selected your file, the Upload File radio button will appear, and needs to be selected.

8. It will then display the file you selected under Records to Load. the box next to the file to be loaded, and click .

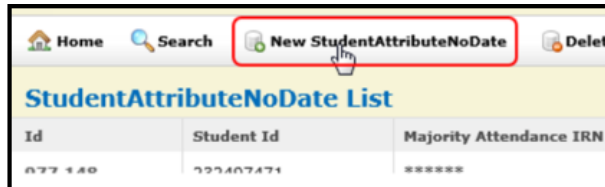
9. A message will be received indicating the file has been loaded when complete.



10. Return to the Home screen and click on the FN file.



11. At this point you will see the New StudentAttributeNoDate records that you just uploaded from the StudentInformation transfer file. To add the FN records for the students withdrawn on or after the last day of school but prior to July 1 in 17/18, click on 'New StudentAttributeNoDate'.



12. Then a 'Create StudentAttributeNoDate' box will open. The Student ID value is the student's EMIS ID. It is imperative that the Retained Status field has the correct value. All values highlighted in red must be completed for the record to save. However, other than the Student ID and the Retained Status, those fields can be completed with asterisks (for not applicable) to save the record.

See screenshot next page

13. Click 'Create' to save that student FN record.





14. Continue manually adding all required FN records for withdrawn students. Once

all students have been added, select Export Data.



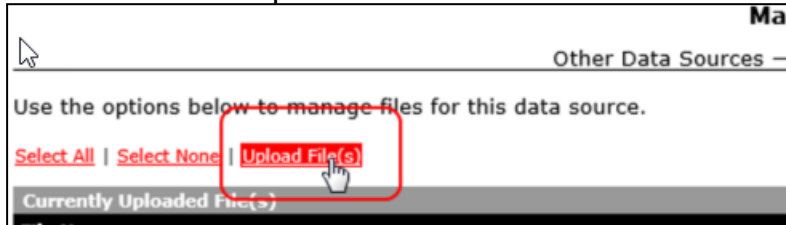
15. On the Export Options screen, update the Fiscal Year to 2019 and the Data Set to 'S-Student'.

16. In the FFE, all file types for any of the 'S' collections are checked by default, so at the bottom of this screen, click  and then check the 

- 17. At the bottom of this screen, click
- 18. Save this file on your computer.



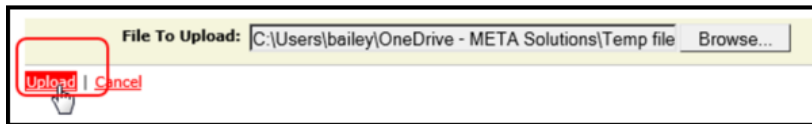
- 19. This file then needs to be uploaded into the Data Collector under the tab. Click on the Upload Files.



- 20. Browse for the file you just created that has all the FN Attribute records in it.



- 21. Upload the file.



- 22. Proceed to Task 3.

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
<input checked="" type="checkbox"/> BA-Files	<input checked="" type="checkbox"/> 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.