

## Infinite Campus Beginning Of Year State Reporting Checklist-2018-2019

- Assessment Fact**
  - August Regents/RCT Scores – Assessment Tab
  - Add New Regents Tests – Algebra II CC – Jan (01306)  
Algebra II CC – Aug (08306)
  
- Assessment Accommodation Mod Fact**
  - August RCT - Assessment Tab – Testing Modification Fields
  
- Attendance Codes**
  - ISS/OSS – (New for 13-14) Reporting-System Admin/Attendance/Attendance Codes
    - Campus looking into a lookup relationship to the local ISS and OSS coding.
  
- Course**
  - Update state course codes – Scheduling/Course/State Code (Science Labs & Common Core ELA & Algebra - New codes 13-14)
  
- Location Marking Period**
  - Enter Summer School Term Information into Level 0
  
- Programs Fact**
  - Update any programs/FLAGS as required. Check 0198 poverty code for end dates – 2012-13 school year
  - Update Summer School Programs
  
- Staff Student Course**
  - Course – Update State Course Codes as needed
  - Staff History – Verify Teachers of record – primary teacher – Run staff history report – Scheduling/Reports/Staff History Report
  - Teacher Assignments – Update new teachers, ad hoc teachers missing local and/or state staff ID in demographics
  
- Student Class Grade Detail**
  - Summer School – Credit Recovery Grades-Student/Transcript/course/edit/credit recovery checkbox
  
- Student Daily Attendance**
  - Courses checked for attendance – course/attendance checkbox

**Student Entry/Exit**

- Enrollment – Location Override (out of district providers)*
- Grade Level Override – NYSAA students*
- August Graduate – End Status 799*
- Rename exit code descriptions 085 & 629*

**Student Lite**

- Enrollment Tab - Verify enrollment location override field. Preschool to Kindergarten grade level change, students who may have moved from an out of district placement to a district school building enrollment or a change in the service provider location for out of district students.*
- Demographic Tab - Ad hoc for any missing ethnicity, race code & Hispanic indicator.*
- Graduation Tab - Graduation information for August graduates. Post Grad, diploma type
  - *New and removed Graduation Credentials 2013-14 (Data Elements DDC materials)**
- Enrollment Tab – End status for graduation*
- Sys Admin/Resources/School/Feeder School/Beds Code - Backmapping set up if your district elementary schools meet the grade level criteria. (If school contains no grade 3 or above)*
- Immigrant indicator check box*
- LEP student data – date entered us; years in US Schools (Date entered US Schools – demographic tab.)*
- District code of Residence – cross contract students, etc. Enrollment tab, resident district dropdown.*
- Homeless, neglected/delinquent & homeless primary nighttime residence*