

EOY Checklist

- Safe School (V&V)**
- Mobility**
- Truancy**
- Graduation**
- Career Tech/Dual Credit/Grades**
- Title 1**
- Special Education**
- Exiting Staff**
- Completed Mentorship**
- Summer Graduates**

Safe School (V&V)

- **TEMPLATES**
 - Student Infraction
 - Student Infraction Response

- **Key Fields**
 - District Code
 - School Year Date
 - Student ID
 - Infraction Date
 - Infraction Code
 - Event Identifier

- **Business Rules**
 - Each specific discipline infraction should only be reported once per student.
 - One response should be submitted per incident per student
 - If multiple students are involved in a discipline infraction, include one record per student
 - The Event Identifier field is used to “link” the Student Infraction Response record to the Student Infraction record.

- **Reports**
 - **STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Disciplinary Reports**
 - EOY Student Infraction and Response Detail
 - EOY EXCEPTION – Student Infraction and Response

Mobility

- **TEMPLATES**

- School Enrollment

- **Key Fields**

- District Code
- Student ID
- Enrollment/Activity Date
- Enrollment Code
- Resident Status Code
- Enroll Change Code

- **Business Rules**

- One record per district/location/school year/ enrollment date/student/mobility transaction
- One STUDENT record and one SCHOOL ENROLLMENT record for each student who attended school for at least one day. SCHOOL ENROLLMENT not required for Pre-K not in special education.
- Report SY2011 No Shows and/or students who were pre-enrolled but did not return.

- **Reports**

STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Mobility and Truancy

- 2010-2011 Mobility Report
- EOY EXCEPTION - Mobility Report
- EXCEPTION- NO SHOWS

Truancy

- **TEMPLATES**
 - Student Daily Attendance

- **Key Fields**
 - District Code
 - Student ID
 - Attendance Date
 - Attendance Code Long

- **Business Rules**
 - Use to report unexcused absences only
 - One record per district/location/school year/Student/ unexcused absence date

- **Reports**
 - **STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Mobility and Truancy**
 - Habitual Truant Students

Graduation

- **TEMPLATES**

- Student
- Student Snapshot
- School Enrollment
- Special Education Events

- **Key Fields**

- Graduation Status
- Diploma Type
- Repeating Last Year
- Existing Withdrawal Code

- **Business Rules**

- Make sure all graduates (EOY, winter) are submitted.
- All graduates must have a Diploma Type= 1 and Graduation Status Code =1 or 2

- **Reports**

STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Graduation Reports

- EOY Graduation Validation Report

Career Tech/Dual Credit/Grades

- **TEMPLATES**

- Student/Student Snapshot
- Student Grades
- Student Course Enrollment
- Course
- Course Instructor

- **Key Fields**

- Special Population Fields
- Special Program Code

- **Business Rules**

- Concurrent enrollment is if a student is taking a class outside of their primary location and they are not receiving any credit for this class within their primary location.
- Dual credit is a subset of concurrent enrollment.

- **Reports**

- **STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Student Grades**

- Classes By District, School, Course, Student with Grade and Teacher
- Classes Without Student Grades
- Student Grade Template Exceptions

- **STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Template Verification Reports > Student**

- Student Grades Template Summary
- Student Grades Template Verification

Title 1

- **TEMPLATES**
 - Programs Fact
 - Title I (Targeted) Programs
 - Staff Compensation
 - School Enrollment

- **Key Fields**
 - Program Code
 - Enroll Change Code

- **Business Rules**
 - Enter T1A in Programs Fact Program Code field for all students enrolled in Schoolwide Schools and for Title I Students receiving services in Targeted Schools
 - Enter Targeted Students in the Title I Programs Template and identify the services they are receiving
 - Continue to enter FTEs paid by Title I Part A funds
 - If a student has transferred because they are exercising NCLB School Choice (Sec 1116) option enter SC in School Enrollment Enroll Change Code

- **Reports**
STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Title 1 Reports
 - Title IA Exception Detail Report
 - Title IA Exception Summary Report

Special Education

- Special Ed Profile Report
- Indicator 1 – SPED Graduates
- Students with a Continuing or Transition IEP
- Indicator 4 – SPED Disciplinary Removals
- Indicator 7 – Early Childhood Outcomes
- Indicator 11 – Parental Consent and Initial Evaluation
- Indicator 12 – Early Childhood Transition Part C to B
- Indicator 13 – Post Secondary Measurable Goals
- Special Education Exiting Events

Indicator #1 - Graduation - Special Ed

- **TEMPLATES**

- Student
- Special Education Snapshot
- Special Education Events

- **Key Fields**

- Student>Diploma Type Code, Field #91
- Student>Graduation Status Code, Field #65
- Student>Post Graduate Activity, Field #66
- Special Education Snapshot>Expected Diploma Type Code, Field #21
- Special Education Events>Event Type Code, Field #5
- Special Education Events>Event Reason Code (Exit Reason)

- **Business Rules**

- Submit Graduates (Students who graduated on a standard, career or ability option).
- Expected Diploma Type Code (Graduation Option)
- Diploma type code = 1 and
- Graduated status code = 1, 2 or 3 (use 3 for summer school graduates only).
- Repeating Last Year = N
- Event Type Code = 1
- Reason Code = 9, 10 or 11* **Note: IEP team shall not change the graduation option from the current program of study.**
- Do not submit SUMMER graduates at EOY. They are collected in a separate collection.
- Does not include high school completers.

- **Reports**

STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Graduation Reports

- EOY Graduation Validation Report

STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Special Education

- EXCEPTION – Change in Graduation Options

Students with a Conditional Certificate of Transition (C/T IEP)

- **TEMPLATES**

- Student
- Special Education Snapshot

- **Key Fields**

- Student>Diploma Type Code, Field #91
- Student>Graduation Status Code, Field #65
- Student>Expected Graduation Year (for transition IEPs only)
- Special Education Snapshot>Expected Diploma Type Code, Field #21
- Special Education Snapshot>Transition IEP Status Code, Field #45

- **Business Rules**

- Submit students with a conditional certificate of transition.
- Student>Diploma type code = 2 and Student>Graduation status code is <BLANK>.
- Student>Expected Graduation Year (format mmyy) is required
- Special Education Snapshot>Expected Diploma Type Code = 3, 4 or 5
- Special Education Snapshot>Transition IEP Status Code = C or T
 - **Continuing** - Applies to special education students who have completed **four years** of high school and have **not** yet graduated. They are in school and must have a current IEP which contains prior written notice that the student will receive a conditional certificate of transition. The conditional certificate of transition entitles a student who has attended four or more years of high school to continue to receive special education services until the diploma is obtained.
 - **Transition** - Applies to special education students who are no longer in the high school setting, but continue to receive special education services in order to obtain a diploma.
- Must be pre-enrolled each school year until exited.

- **Reports**

STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Special Education

- EXCEPTION – Students with Continuing and Transition IEP
- SPED – Students with Continuing or Transition IEP Validation

Indicator #4 - Special Education Disciplinary Removals

- **TEMPLATES**

- Student Infraction
- Student Infraction Response

- **Key Fields**

- Student Infraction>Infraction Code, Field #7
- Student Infraction>Event Identifier, Field #14
- Student Infraction>Weapon Type, field #19
- Student Infraction>Drug Related Indicator, field #29
- Student Infraction>Serious Bodily Injury Indicator, Field #33
- Student Infraction Response>Response Code, Field #7
- Student Infraction Response>Event Identifier, Field #11
- Student Infraction Response>Response Duration, Field #13

- **Business Rules**

- Submit students who have been removed for at least half a day (duration >= .50)
- Response Code 4 - Expulsion–No educational services is not allowed for students with IEPs).
- Indicate if incident involved (use or possession) dangerous weapons, drug or serious bodily injury.
 - *Dangerous Weapon* – A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does NOT include a pocket knife with a blade of less than 2½ inches in length (18 U.S.C. § 930(g)(2)).
 - *Drug Offenses* – The use, possession, sale, or solicitation of drugs as identified in 21 U.S.C. § 812(c). These offenses do NOT include use, possession, sale, or solicitation of alcohol or tobacco.
 - *Serious Bodily Injury* – A bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(h)(3))
- Only use response code 8 “Other/Unknown” if student remains in their current educational setting and no placement changes have been made through the IEP. Setting and level of service remains the same.

- **Reports**

STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports >Disciplinary Reports

- Two Reports are available for validation (use special ed filter)
- EOY Student Infraction and Response Detail
- EOY EXCEPTION – Student Infraction and Response

Indicator #7 – Early Childhood Outcomes

- **TEMPLATES**
 - Assessment Fact

- **Key Fields**
 - Test Description, Field #2
 - Item Description Code, Field #4 (see appendix D.3)
 - Standard Achieved Code, Field #17 (see appendix D.4)

- **Business Rules**
 - When determining the student's entry assessment category, utilize the Childhood Outcomes Summary Form (COSF)
 - Administer ENTRY assessment within 30 days of program start date
 - Administer PROGRESS assessment six months after ENTRY
 - When determining the student's entry assessment category, utilize the Childhood Outcomes Summary Form (COSF)
 - Use Staff Assignment code 95 for students identified as Speech Only. Speech Only students now require all three assessment categories.

- **Reports**
 - **STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Special Education**
 - SPP 7 - Early Childhood Outcomes Summary Report

Indicator #11 – Parental Consent / 60 Day Timeline

- **TEMPLATES**
 - Special Education Events

- **Key Fields**
 - Event Type Codes 30, 31 and 32/33, Field #5 (appendix D.15)
 - Non-Compliance Reason, Field #20 (appendix D.10.A)

- **Business Rules**
 - Report only INITIAL EVALUATIONS
 - Special Ed Referral Code = C,F or blank
 - If the student was referred for an initial evaluation and does not have the initial evaluation completed within 60 days and the district did not follow the law, select noncompliance code 2 - LEA missed deadline.
 - If the student was referred for an initial evaluation and does not have the initial evaluation completed within 60 days and the district followed the law, select noncompliance code 1, 6-19.

- **Reports**
 - STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Special Education
 - SPP11 - Child Find 60-day Timeline

Indicator #12 – Early Childhood Transition

- **TEMPLATES**
 - Student
 - Special Education Events

- **Key Fields**
 - Event Type Codes 30, 31, 20, 21,/24, 22, 23, Field #5 (appendix D.15)
 - Non-Compliance Reason, Field #20 (appendix D.10.A)

- **Business Rules**
 - Report all referrals from a Part C Early Childhood provider
 - Special Ed Status Code= N; Special Ed Referral Code = C; Grade Level = PK
 - Report students who were determined to be either eligible or ineligible for IDEA Part B services.

- **Reports**
 - **STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Special Education**
 - SPP12 Early Childhood Part C to B Transition Summary Report

Indicator #13 – Post Secondary Measurable Goals

- **TEMPLATES**
 - Special Education Events

- **Key Fields**
 - Event Type Codes 40-54, Field #5

- **Business Rules**
 - Required for students ages 16 and older

- **Reports**
 - STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Special Education**
 - SPP13 Post-Secondary Measurable Goals Summary Report

Students Exiting Special Education

- **TEMPLATES**
 - Special Education Events
 - Programs Qualification

- **Key Fields**
 - Special Education Events>Event Type Code 1, Field #5
 - Special Education Events>Event Reason Code, Field #7
 - Programs Qualification>Programs Code, Field #5

- **Business Rules**
 - Students ages 14-21 who exited special education
 - With the exception of students who returned to regular education the special education status code = Y, indicating the status at time of exit.
 - Exit Reason Code 8 - Dropout (*Includes dropouts, runaways, GED recipients (in New Mexico students are required to drop out of the secondary educational program in order to pursue the GED certificate), expulsions, status unknown, students who moved and are not known to be continuing in another educational program, and other exiters from special education not found in other exit reason codes*).
 - If, upon exit (a student 16 and older and service level B,C or D) is in need of the following services: Mental Health, Vocational Rehabilitation, Developmental Disabilities, Independent Living and Postsecondary Educational services.

- **Reports**
 - STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Special Education**
 - EOY EXCEPTION – Missing Special Education Exiting Events

Exited Teacher

- **TEMPLATES**

- Staff

- **Key Fields**

- Termination Code
- Exit Date

- **Business Rules**

- Exited teachers for the 2010-11 school year will be those with an Exit Date >3/1/2010 and <=3/1/2011. Also to be considered an exited teacher, the following are verified:
 - 1) A Termination Code is present
 - 2) They've been reported as a prior teacher within the past two 120th days, meaning with a TEACHING staff assignment code
 - 3) They are no longer reported as teaching on the 120th day 3/1/2011 snapshot date.
- Exited teachers may be submitted at anytime throughout the year in the STAFF template. By the EOY, all teachers that left by 3/1/2011 should have been submitted.
- Exited Teachers are tracked annually and are used to calculate the percentage of teachers that left (and reasons for leaving).
- If a teacher retires and returns the following year as a Substitute Teacher, please report this teacher with an exit date and reason RETIRED, because different rules apply to substitute teachers in terms of Exited Teachers.

- **Reports**

STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > STAFF > Teachers > Exited Teachers

- Exited Teacher Exception
 - Some exceptions cannot be cleared, such as those that require prior snapshot date data submissions.
- Exited Teacher Verified
 - Lists people that qualified as an Exited Teacher within the past year, which includes those that retired at the end of the 2009-10 school year. Their Exited Teacher rate applies to the 2010-11 school year, which would be the first school year they were not teaching.

Completed Mentorship

- **TEMPLATES**
 - Staff Development Fact

- **Key Fields**
 - Activity Code
 - Activity Start Date
 - Staff ID

- **Business Rules**
 - Activity Code = HQMS
 - Activity Start Date = 2011-06-01 (represents the EOY Snapshot date and not the date Mentorship was received or completed)
 - Staff ID = Staff ID of people reported at 40th day as Receiving Mentorship that completed 1 year of mentorship this year.
 - Of those Beginning Teachers reported on the 40th day as RECEIVING mentorship, districts/charters will also report at EOY these same people that COMPLETED 1 year of Mentoring.
 - Purpose: PED would like to know what percentage of beginning teachers being mentored this year completed.

- **Reports**
 - STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > STAFF > Staff Development > Completed Mentorship**
 - Completed Mentorship for Beginning Teachers
 - Beginning Teachers Receiving Mentorship on 40th Day-Exception
 - People on this report did not qualify for mentorship on the 40th day, and therefore will be omitted from the above “Completed Mentorship for Beginning Teachers” report.

 - STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > STAFF > Template Verification Reports > Staff**
 - Staff Development Template Verification
 - Run with EOY (6/1/2011) snapshot date to see the Staff ID’s of those reported as completing mentorship.

Summer Graduates

Due to the varied schedules for summer school sessions, we have not set collection window for this submission. Please notify the STARS Helpdesk when your summer school has ended and you will be opened to submit the data.

- **TEMPLATES**

- Student
- Special Education Events (if necessary)
- School Enrollment (Optional)

- **Key Fields**

- Student>Diploma Type Code, Field #91
- Student>Graduation Status Code, Field #65
- Student>Post Graduate Activity, Field #66
- Special Education Events>Event Type Code, Field #5
- Special Education Events>Event Reason Code (Exit Reason)

- **Business Rules**

- Make sure all summer graduates are submitted.
- All graduates must Graduation Status Code = 3