

## FY23 Period S Retention Reporting Checklist

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### Change Log

Date	Section Number/Name	Change Description
6/17/22		Document revised for FY23

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## Period S Retention

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

### **Record Types to Include** – FN

All City, Local, Exempted Village, and Community districts are required to report the Retained Status element for **third grade students** who have the following parameters:

1. Any grade 3 student enrolled at the end of the 21/22 school year who was retained. In 21/22, the FN Attributes EMIS Grade Next Year should be updated to equal their grade level in that school year.
2. Any grade 3 students who **may have withdrawn** from your district on or after the last day of school and prior to July 1.

**Note:** The withdrawn students referenced in Item 2. above are not automatically included in the transfer files to the Data Collector. If your district has students in 21/22 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.)

3. All grade 3 students who were retained at the end of the 21/22 school year, and update the Retention Status to the correct value in the 22/23 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 This includes students withdrawn on or after 7/1 and before the first day of school.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 22/23, but who were not in your district on the last day of school in FY22, 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.

### **ODE EMIS Change 20-195**

- Subset of 3<sup>rd</sup> graders to be reported
- Grades K-2 and 4-12 not required to be reported; this data will be derived based on the FD grade level from one year to the next
- For the current year Retention Reporting, StudentInformation will continue to include all grade levels in the transfer file; ODE will exclude the records which aren't required

# Task 1 – Update the Retained Status Field

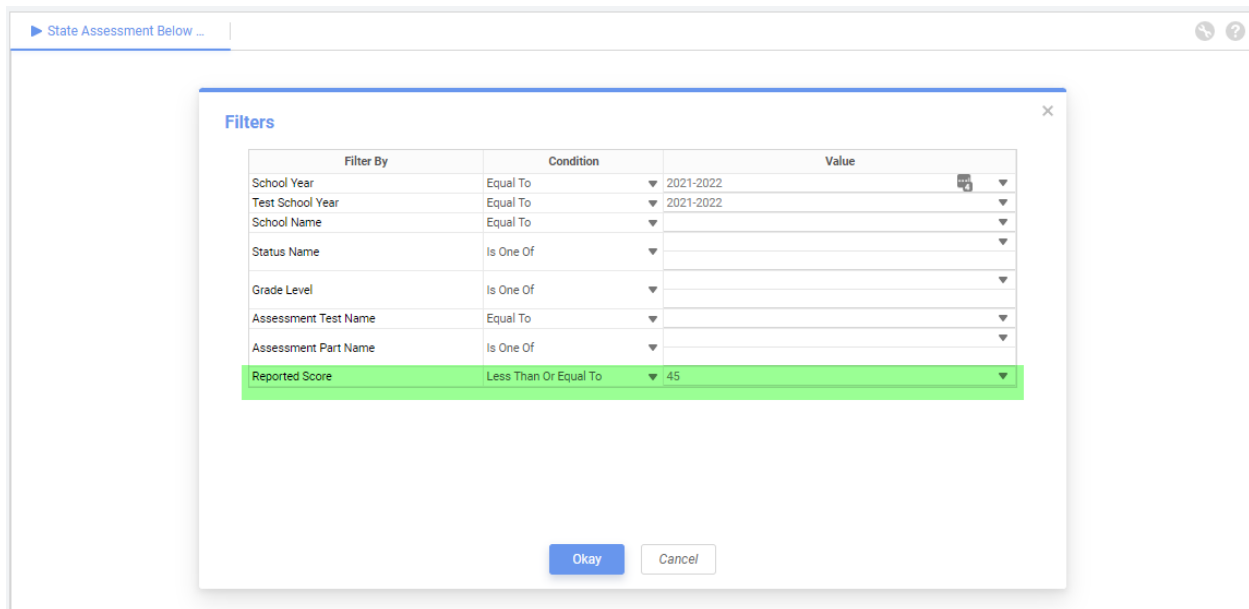
**NOTE:** Prior to making updates to the FN Attributes tab as noted below, determine whether Fall Initialization has been run for your district or if it still needs to be run. (Not all districts choose to have Fall Initialization run.) If the retention updates are made

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.

In FY23, navigate to the FN-Attributes tab of the Student Profile for any third grade 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 FY22 as Grade 3 with a Next Generation Assessment Grade 3 Reading SubScore (promotion score) below 46 must have a retained reason of A, D-N 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 (also see paragraph at top of next page).



When selecting the values in the filters to use in the State Assessment Below Reported Score Report, be sure to select the 3<sup>rd</sup> grade students, the Assessment Test Name of Next Generation Assessment and the Assessment Part Name of Grade 3 Reading Promotion. The Reported Score should be less than or equal to 45, as those are the scores that would not have passed the required score of 46.

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	EL	Migrant Status	Immigrant Status	Preschool Poverty
🔒	7/1/2021		**	03	**	N	*	None	N	N	N	N

Show Current Year Only

**Save** **Cancel** **New Student Attributes**

Last Modified: 08/12/2021 3:21 PM by User: mckillip.nancy

Effective Start Date: 7/1/2021

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: 08/12/2021 3:30 PM by User: mckillip.nancy

**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 <sup>rd</sup> grade students promoted to 4 <sup>th</sup> grade who received the required promotion score on any administration of the state 3 <sup>rd</sup> 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.

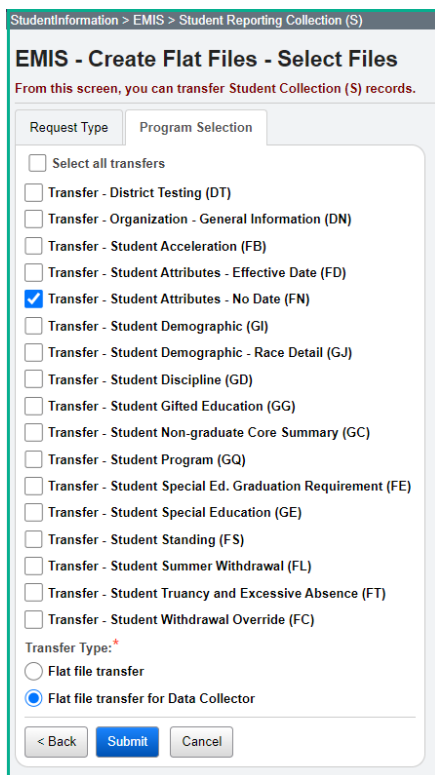
M	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained due to adequate performance on the TGRG Alternative Assessment – STAR Reading before the start of the next school year.
N	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained due to adequate performance on the TGRG Alternative Assessment – iReady 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.

If you have no students from 21/22 that were withdrawn as indicated in the ‘Note’ below, then proceed as follows:

Navigate to StudentInformation > EMIS > Student Reporting Collection (S) menu and select just the ‘Student Attributes – No Date (FN)’ records to be transferred to the Data Collector. All FN fields will be included in the transfer file sent to the Data Collector, but any fields not required for this collection will be ignored.



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 Non-graduate Core Summary (GC)
- 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 Truancy and Excessive Absence (FT)
- Transfer - Student Withdrawal Override (FC)

Transfer Type:<sup>\*</sup>

- Flat file transfer
- Flat file transfer for Data Collector

< Back    Submit    Cancel

Proceed with Task 3.

**Note:** Students enrolled through the end of the 21/22 school year will appear on an ODE Missing List until reported.

**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 21/22, but withdrew on or before June 30, your district is responsible for reporting the retained status of that student in the FY23S Retention Collection. If your district has students who meet this criteria, you will need to utilize the Flat File Editor (FFE) to report all



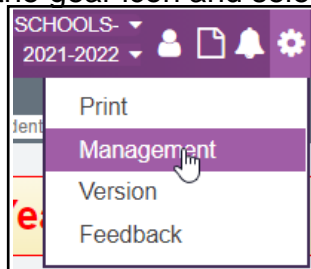
students in the Period S Retention Reporting window. Proceed with the steps below.

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 21/22 but on or before June 30, you will need to use the Flat File Editor (FFE) to report all students in the FY23 Retention collection. The following steps can be taken to append their records to the file so that these withdrawn students, as well as the FY23 students, are properly reported.

1. In 22/23, navigate to StudentInformation > EMIS > Student Reporting Collection

(S), and select  Transfer - Student Attributes - No Date (FN) ,  Flat file transfer ,  .

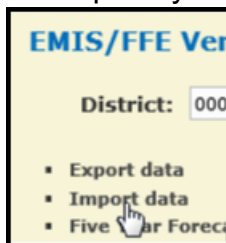
2. Click the gear icon and select Management.



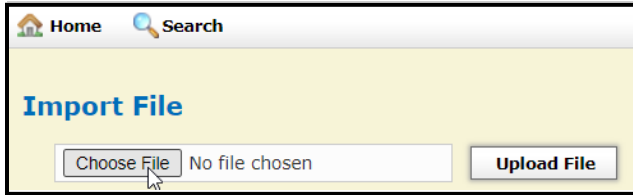
3. When the Job Status is Complete, click on the Job Name to open the file.

Job Name	Job Description	Job Status
<a href="#">DASL EMIS EXTRACT</a>	>StudentCollectionTransferFN	Complete

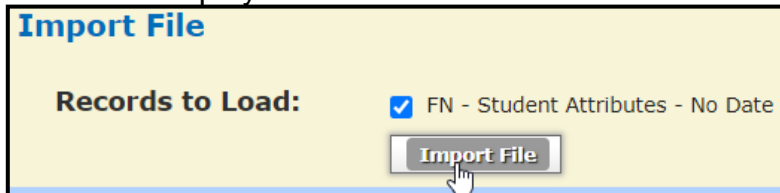
4. Save the file on your computer with a name that is recognizable to you. Be sure to save it with the **.txt** file extension.
5. Once the file has been saved, navigate to the file and right click on the file name. Select 'Rename' and change the file extension from **.txt** to **.seq**.
6. At this point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



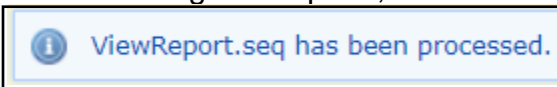
7. From the Import Screen, click 'Choose File' to find the **.seq** file you saved and then click 'Upload File'.



8. It will then display 'Records to Load' with FN file checked, click 'Import File'.



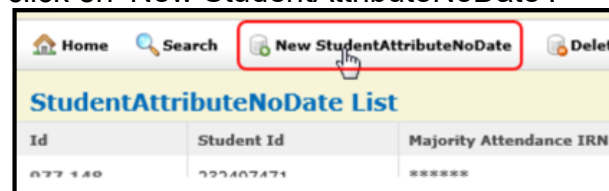
9. Once Loading is complete, a confirmation message will display.



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



11. At this point you will see the 'StudentAttributeNoDate' list of 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 21/22, 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 [default is asterisk (\*)]. All fields highlighted in red must be completed for the record to save. However, other than the Student ID and the Retained Status, those other fields can be completed with asterisks (for not applicable) to save the record since they are not used in the Retention collection.



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



14. Continue manually adding all required FN records for withdrawn students. Once all students have been added, select 'Export Data'.

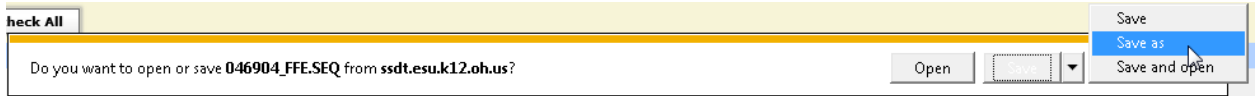


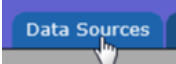
15. On the Export Options screen, update the Fiscal Year to 2023 and the Data Set to 'S-Student'.

16. All file types for any of the 'S' collections are checked by default, so at the bottom of this screen, click  and then check just FN: 

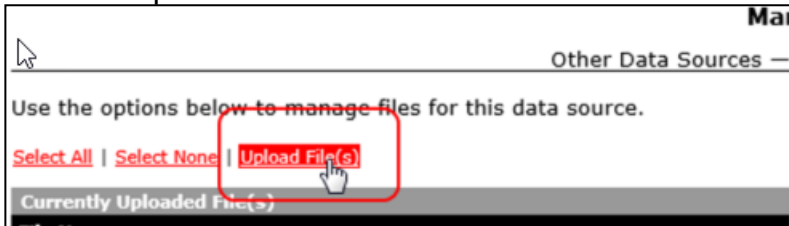
17. At the bottom of this screen, click .

18. Save this file on your computer (FFE file names will default to '[your IRN]\_FFE' but you can name it something more descriptive for it to display in the Data Collector).

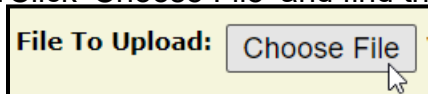


19. This file then needs to be uploaded into the Data Collector under the  tab.

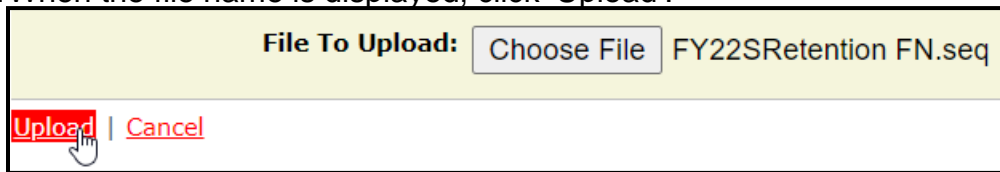
20. Click on 'Upload Files'.



21. Click 'Choose File' and find the FN file that you just saved on your computer.



22. When the file name is displayed, click 'Upload'.



23. Proceed to Task 3.


## Task 3 – Run the Collection

Before starting a collection, make sure the most recent version of the manifest is available.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Check 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 Validations.
6. Return to StudentInformation to make corrections and updates resolving any 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 Reports. Review the Level 2 Reports for errors, 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.