

**EASIER**

Spring 2010

Missing Students / Non-graduating Seniors /  
Students Expected to be Reported in Fall 2010

Welcome to the Spring 2010 Web Training Session on missing students, non graduating seniors, and students we expect to see in your fall file.

The logo for EASIER, featuring the word "EASIER" in a bold, blue, sans-serif font. The letters are slightly shadowed, giving it a 3D appearance. The logo is positioned in the top left corner of a white rectangular box with a thin black border.

## General Information

April 19 – May 12 EASIER testing window is available

May 17 – EASIER opens for final submissions

June 21 – Deadline for certifying Spring EASIER

Before I begin I would like to remind you of the dates for the spring submission. The EASIER site will open for test files beginning April 19<sup>th</sup>. The test site will close on May 12<sup>th</sup>. At this point in time, all files will be deleted. The official EASIER spring collection will be from May 17<sup>th</sup> – June 21<sup>st</sup>. Test files may still be submitted at this time. Remember the official file may not be extracted until after the last day of school. This year it is vital that all districts adhere to the timeline. EASIER data will be populating the Foster Care Claim form and this cannot be completed until all districts have certified Spring EASIER. The deadline for certifying the Foster Care Claim is August 1<sup>st</sup>.

## Missing Students

Students who were considered active in your district's Fall 2009 EASIER file but are not represented in your district's Spring 2010 EASIER file. This includes students who were Interim Placed, Expelled, or exited as Ill.

Your district will **not** be able to certify with missing students.

Let's start with missing students. By missing students I mean students who were considered active in your district's Fall EASIER file, but are not represented in your district's Spring EASIER file. This includes students who were interim placed, expelled, or exited as ill. A district will not be allowed to certify the Spring EASIER file if it has students on the missing actives list.

Spring 2010

## EASIER CERTIFICATION Spring 2010

**If your Spring 2010 data is correct, click the checkbox under "Accept Warnings".**  
**To modify file data, click the Edit link in the file list at the bottom of this page.**  
**To abandon a file, click the Abandon link and submit a new file.**

Summary Information						
Reports	Detail	Spring 2010	Description	Spring 2009	Fall 2009	Accept Warnings
<a href="#">BEDS Enrollment</a>		232	Active Students and Graduates with Entry Codes of 1,2,3,4,5,10,11,16,17,19		761	
<a href="#">Interim Placement</a>		1	Students with Exit Code = 27			3
<a href="#">ALL Students</a>		256	ALL Students			791
<a href="#">Dropouts</a>		2	Students with Exit Code of 4, and 6 Grades 7-12		1	
<a href="#">Attendance Rate</a>		97.15%	All Students by Attendance Data		96.58%	
<a href="#">Students with Days Unexcused</a>	Detail	22	Days Unexcused is Greater than Zero		75	
<a href="#">Student Option Transfer</a>		2	BEDS Enrollment, Student Option Transfer is 1, 2, 3, or 4			
<a href="#">Check for Missing/Duplicate Students</a>			Students reported as Active in Fall09 but not included in Spring file and Duplicate Students			
<a href="#">Building Summary</a>			Building Summary			
<a href="#">Foster Care Claim</a>			Foster Care Claim			
2010 Certified Enrollment Reports						
<a href="#">PSEO Classes for Certified Enrollment</a>	Detail	0	Course type =2, Seq term=2 for CPI Dual Enrolled and Non Public 9-12 Students		N/A	N/A

The report [Check for Missing/Duplicate Students](#) on the EASIER certification page will provide you with a list if your district has missing students.

On the certification page you will find a list of missing active students. Click on the *Check for Missing / Duplicate Students* report.

## Missing Students

### Student is in SIS but was not extracted –

- ▣ Create and upload file of missing student OR
- ▣ Create and upload an entire new file with all students

### ▣ Student is no longer in SIS –

- ▣ Recreate student in SIS and send student in a file

### ▣ Student should never have been sent in Fall 2009 as active-

- ▣ Call an EASIER consultant

If the missing student or students are in your SIS but were just not extracted, you may create an extract with just those students and upload it. Or, if you prefer, you may create an entirely new extract with those students included. If you have several other items to correct it might be just as easy to do everything at once. If the students have been deleted from the SIS, you will need to recreate them in your SIS and then send an extract containing the students. Again, these students must be accounted for before your district will be allowed to certify. There is the possibility that the student should never have been sent as active in the Fall 2009 file. If this is the case you will need to call one of the EASIER consultants. This will also result in needing to file an auditor's adjustment because this student was counted on your Certified Enrollment.

# Students Expected in Fall 2010

- New report on EASIER certification page
  - ▣ *Students Expected in Fall 2010*

Spring 2010

**EASIER CERTIFICATION Spring 2010**

Reports	Detail	Spring 2010	Description	Spring 2009	Fall 2009	Accept Warnings
<a href="#">BEDS Enrollment</a>		232	Active Students and Graduates with Entry Codes of 1,2,3,4,5,10,11,15,17,19		761	
<a href="#">Interim Placement</a>		1	Students with Exit Code = 27		3	
<a href="#">ALL Students</a>		256	ALL Students		791	
<a href="#">Dropouts</a>		2	Students with Exit Code of 4 and 6 Grades 7-12		1	
<a href="#">Attendance Rate</a>	<a href="#">Detail</a>	87.15%	All Students by Attendance Data	96.38%		
<a href="#">Students with Days Unenrolled</a>		22	Days Unenrolled is Greater than Zero	75		
<a href="#">Student Option Transfer</a>		2	BEDS Enrollment_Student Option Transfer is 1,2,3,or 4			
<a href="#">Check for Missing/Duplicate Students</a>			Students reported as Active in Fall09 but not included in Spring file and Duplicate Students			
<a href="#">Building Summary</a>			Building Summary			
<a href="#">Foster Care Claim</a>			Foster Care Claim			
<b>2010 Certified Enrollment Reports</b>						
<a href="#">PSEO Classes for Certified Enrollment</a>	<a href="#">Detail</a>	0	Course type =2, Seq term=2 for CPI Dual Enrolled and Non Public 9-12 Students	N/A	N/A	
<a href="#">Students Expected in Fall 2010</a>	<a href="#">Detail</a>		Students Expected in Fall 2010			
<b>Indicators/Services</b>						
<a href="#">At Risk</a>	<a href="#">Detail</a>	62	At Risk of 1 or 2			

A new report on the Certification page this spring is *Students Expected in Fall 2010* report. These are students that at this point in time we would expect to see included in your district's Fall 2010 EASIER file.

## Non-graduating Seniors

- Seniors with Graduation Status = 'N'
  - Legitimate reasons why a student may be on the list
    - Student is short credits to graduate
    - Student will be going to a 5<sup>th</sup> year senior program at a community college in the fall
  - If one of these students earns his/her diploma over the summer, use the Graduate Verification Application in August to mark the student as a graduate and **do not** send student in Fall 2010 EASIER file.
  - Otherwise, we expect to see all non-graduating seniors in the Fall EASIER file.

The first table shows Seniors with Graduation Status = 'N'. These would include senior students who still need to complete a course over the summer/next fall or who will be going on for a 5<sup>th</sup> year at a community college to fulfill IEP requirements. These students should not be marked as graduated in your spring file. If a student earns his or her diploma over the summer, you should use the Graduate Verification Application in August to mark him or her as graduated and then you will not send the student in your fall file. Otherwise, we will expect these students to be in your district's Fall 2010 file.

## Non-graduating Seniors

- Senior is listed as Graduation Status = 'N' but should be graduated.
  - ▣ Roll back file and edit Graduation Status, Diploma Type, Post Graduation Plans, and Post Graduation Location
  
- ▣ If student is inactive (ex: interim placed), re-enroll student before editing graduation information
  - An inactive student cannot be graduated – except for exit code '8' Graduated.

However, if a student showing on this list but really should be a graduate, you will need to edit his/her graduation information. Roll back the file and edit the graduation information for the student: Graduation Status, Diploma Type, Post Graduation Plans, and Post Graduation Location. If the student is inactive in your SIS, say the student was interim placed to a community college program but graduated with you this spring, this student will need to be re-enrolled before the student can be graduated. Exited students cannot be graduates. The one exception is exit code '8' Graduated which is used for early graduates.

## In-Active students reported as Expelled, Ill or Interim Placed

- 9-11 grade students with exit codes of '5' Expelled, '29' Expulsion Continuing from Prior Year, '9' Illness, or '27' Interim Placement
  - ▣ These students are expected to be in your Fall 2010 file.
  - ▣ Print off list for reference this fall.
  - ▣ If student moved to another district, re-enroll student and then exit with proper exit information.

The second table shows In-Active students reported as Expelled, Ill or Interim Placed. These are 9-11 grade students who have an exit code of either '27' Interim Placed, '5' Expelled, '29' Expulsion continuing from prior year, or '9' Illness. We will expect to see these students in your Fall 2010 file. If these students are not in your fall file, you will not be able to certify. So, I would suggest printing off this list and keeping it as a reference for this fall. If one of these students is no longer a part of your district, you will need to re-enroll the student and then exit the student using the proper exit code. For example, an interim placed student moved out of the district. You will re-enroll the student and exit the student using exit code '1' Transferred and then the correct destination information.

## Graduate Verification Application

- Available in mid/late August
- Each district with a high school must verify graduates
- Able to graduate a student who completed requirements over the summer
- Able to un-graduate a student who was mismarked in Spring EASIER file
- **IMPORTANT:** Any student who is marked as a graduate in this application will not be allowed in Fall 2010 EASIER/Certified Enrollment.

I referenced the Graduate Verification Application. This application will be available in late August. Each district with a high school must verify their graduates that were sent this spring. It is also the time to graduate a student who was not marked as a graduate this spring but completed graduation requirements over the summer. If a student was accidentally marked as a graduate this spring and the mistake was not caught, the Graduate Verification Application can also be used to un-graduate a student. Any student who is marked as a graduate will not be allowed to be sent in Fall 2010 for Certified Enrollment.

## Students Who Quit Coming

- ❑ Do NOT keep students as actively enrolled
- ❑ Exit with code '4' Dropout
  - ❑ PK-6 may exit as transfer to unknown
- ❑ If student returns, re-enroll student

Another area of concern is those students who just quit coming to school. Do not keep these students hanging on as actively enrolled hoping that they may return. Instead, if the student is in grades 7-12, exit the student as a dropout. If the student is in a grade PK-6 you may exit the student as a transfer to unknown. If the student returns, you may re-enroll the student and the dropout will not be counted. This will show the true enrollment history of the student and the student will have correct attendance associated with him or her.

## Questions

Contact an EASIER consultant

Thank You