

EPS April/October

Reports Needed within Infinite Campus State Edition

These reports are based on your enrollments as of October 1st and April 1st. During the time frame of October 1-15/April 1-15 all data changes made to Infinite Campus State Edition or within the District Edition are refreshed automatically to reflect said changes. From the 16th to the end of each of these months, if an enrollment is added/modified a request must be made for a manual refresh, to the help desk, to update the EPS report. This request must include any District(s) that is (are) affected, for instances tuition out or in students that affect another District must be mentioned on the refresh request. The reports you will need to review to ensure your EPS counts are accurate and your subsidy is complete are: **October EPS Errors; Attending Student Download** (Note-you will not need this report if you are a tuition only school you will instead use **Out of District placement**); **October EPS** and **October EPS Count Summary**.

The April/October EPS Errors Report: This report will list any Tier 1 errors (Invalid enrolments e.g. missing resident record). A Tier 1 error will result with the student not showing up on the EPS report. A Tier 2 (Process Validation e.g. student aged out) error for the attending school, this will result with student showing up on the EPS report with a note in the ‘note’ column. With each error, the student ID is listed directing you to the student record that needs to be addressed. Not all Tier 2 notes are errors some are informationally only. For a possible list of these notes see:

<http://www.maine.gov/education/forms/misteam/enrollment/epsinstruct.htm>

Attending Student Download: After turning on filters for all columns, Scroll over to column K, filter on blanks: all cells must be filled in column K “Race Ethnicity Code”. If blanks are present it could result in lost subsidy due to a missing identity or missing race/ethnicity code and will need to be addressed prior to certifying EPS. Now scroll over to column X click and filter on blanks. Then to Column Z and filter on enrollment type P. All records that are RED, in column X, could cause subsidy losses to your District if they are not completed. There are also other Federal reports that capture data from these cells such as economically disadvantaged so these cells must be filled. This is a near real time report and refreshes every thirty minutes to display student data to date.

Out of District Placements: Provides SAUID, StudentID, Name, Birthday, Gender, Attending SAU and Name, Grade, Start Date, End Status, SPED Status and Exit Date, Resident Town, Fiscal Responsibility and Code for those schools that are tuition only. All Districts may utilize this report to check on their tuition students. While knowing where students are tuitioned is important, it is crucial to ensure the data is accurate in this report due to the fact that many of our Federal reports are resident based. Therefore the data contained in this report, as with the others, must be accurate and are the responsibility of the resident district. It is the resident Districts

responsibility to contact the attending District to fix any errors found within this report. This is a near real time report and refreshes every thirty minutes to display student data to date.

EPS April/October Report: With filters turned on for all columns, Scroll to column N, “Fiscal Responsibility” filter on paid by other source and check column J-- “Attending SAU” to ensure it passes the ‘straight face test’ as making sense to be paid by other source. For instance if the student is attending a private school or a special purpose private school it would make sense; however if the student is attending a public school you may want to look into it; as ‘paid by other source’ means no subsidy is being received for this student by any District and may require a “Fiscal Responsibility” change. Then scroll over to column O, “Counts Attending” and down to the bottom of the page and click on the first open cell. Then click on “AutoSum” in tool bar and hit enter on your key board. This will total the “Counts Attending” Column for you. Now click the lower right hand corner of the cell, it is a square, across to column AA, “Counts 912” and all counts will be totaled for you. You can compare these totals with the totals from the count summary report mentioned next. Also, looking in the notes column for any out of the ordinary notes is important. This can be done by utilizing the filter. Click on the drop down for the filter in the notes column, and read through all notes. These notes are the same ones listed in the EPS errors report under the Tier 2 section. It is important to note that everything to the right of the subsidy column will only be counted for subsidy if there is a one in that column as well as in the subsidy column.

The April/October EPS Count Summary Report: This report is where you check on the counts for attending subsidy, Equivalent Instruction (these are your home school students), FRL, SPED, LEP State Ward, PK, K2, K8, K12 and 912 counts for accuracy with your records to ensure that all match with State records, only after looking into the above reports for errors or omissions. Comparing the totals mentioned above in the EPS April/October report and this report. This report must be signed by the Superintendent and faxed before the April 30th/October 31st **but after** April 15th/October 15th.

***Note the column under the Grand Totals column provides the totals from your last certified report for comparison purposes. (Both examples below were signed by the Superintendent and sent to us as their respective Certifications)**

Example 1: Within Reason

| | | | | | | | | | | | | | |
|--|----------------|----------------|-------------|--------------|-------------|----------------|---------------|---------------|--------------|---------------|----------------|----------------|---------------|
| Grand Totals | 2216.00 | 2138.00 | 1.25 | 94.00 | 0.00 | 1234.00 | 368.00 | 101.00 | 10.00 | 504.00 | 1470.00 | 2044.00 | 574.00 |
| October Totals (for Comparison Purposes) | 2267.00 | 2193.00 | 1.25 | 97.00 | 0.00 | 1309.00 | 384.00 | 92.00 | 13.00 | 519.00 | 1494.00 | 2096.00 | 602.00 |

Example 2: Questionable

| | | | | | | | | | | | | | |
|--|--------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|
| Grand Totals | 27.00 | 22.00 | 0.00 | 0.00 | 0.00 | 3.00 | 4.00 | 0.00 | 0.00 | 1.00 | 5.00 | 22.00 | 17.00 |
| October Totals (for Comparison Purposes) | 2328.00 | 2320.00 | 0.75 | 0.00 | 0.00 | 779.00 | 403.00 | 26.00 | 4.00 | 518.00 | 1576.00 | 2320.00 | 744.00 |