Collections

Student Enrollment

For the *Student Enrollment* collection, school- and district-level staff will utilize the **Data Collection Dashboard [SCOL.201]** in WVEIS to review data errors and essential data as well as submit and certify the data collection.

Accessing the Application

Option 1:

1. Enter the menu number, **SCOL.201**, into the quick launch navigation bar.

Option 2:

1. From the Student Info page, click the SIS Administration menu.
2. Then click the School Navigation [SSCH.201] menu.
3. Navigate to the Data Summaries and Collections menu.
4. Click on the Data Collection Dashboard [SCOL.201] to launch the application.

Navigating the Data Collection Dashboard

Before going through the submission process, this section explains how to navigate the Data Collection Dashboard. The submission process begins in the next section, *Data Error Checks*.

School Select (Green) Bar

The Data Collection Dashboard will load based on the selections made in the green School Select bar for district-level users. For the purposes of the Data Collection Dashboard, users should be primarily focused on the District and School drop down menus. For School-level users, the Data Collection Dashboard will load automatically. For district-level users, use the toolbar to select district-level or which school's data you want to see.

Data Selection (Blue) Bar
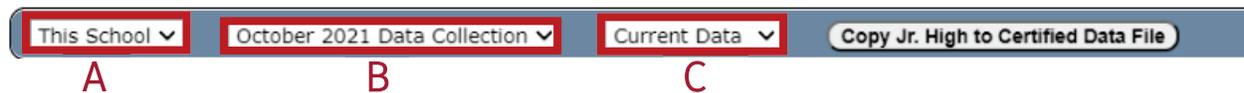
The data selection bar allows users to make choices regarding how they want to view the data in the collection. Certain options can only be made based on permission, which may restrict your access to them.

A. **School Selection**: Click the down arrow and choose the extent of the data you wish to work with. You may not have permissions to utilize some of these options.
   1. **This School:** View data for the school selected in the School Select (green) bar.
   2. **All Schools:** View data for all schools in the district selected in the School Select (green) bar.
   3. **All districts**: View data pertaining to all school districts.

B. **Data Collection**: Click the down arrow and select the collection you wish to work with.

C. **Current or Certified Data**: Collections requiring certification, including **October Certified Collection,** contain two separate data files. Click the down arrow and select the file you would need to view. If certification is not required, such as **Data Error Checks**, this field will be absent.

October Certified Collection SY2022-2023 Dashboard
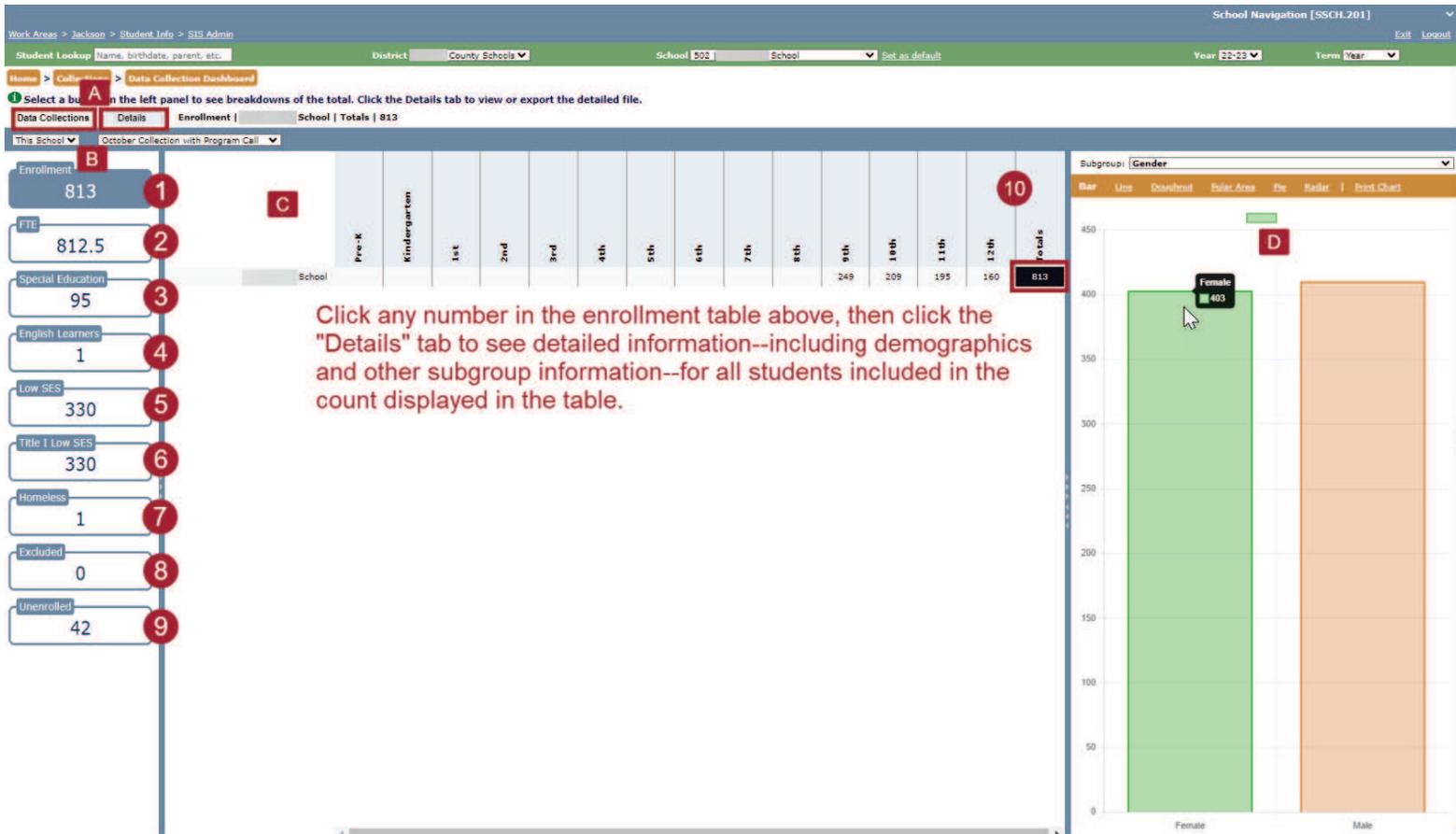
A. Data Collection Tab View
This tab shows relevant summary information overall and by categories (e.g., grade level, special education, English Learners) at the school or district-level, depending on selections.

B. Data View Frame
Select a specific bubble to alter the data displayed in the Data Matrix (C) & Chart Frames (D).
1. **Enrollment**: The total number of students enrolled in a school or district, also commonly referred to as headcount.
2. **FTE Sum**: The sum of the enrolled students' FTEs; used for State Aid calculations.
3. **Special Education**: The total number of children with disabilities.
4. **English Learners**: The total number of English Learner students.

5. **Low Socioeconomic Status (SES)**: The total number of students who meet the direct certification criteria for economically disadvantaged status.
6. **Title 1 Low SES**: The total number of students who meet the Title 1 criteria for economically disadvantaged.
7. **Homeless**: The total number of students who have been classified as homeless.
8. **Excluded**: The number of students who are being excluded from the Enrollment count and FTE calculation. An exclusion reason is provided in the Data Matrix and Details list, however a student may be excluded for multiple reasons.
9. **Unenrolled**: The number of students who have unenrolled during the current school year.

C. Data Matrix Frame
Additional breakdown of categories selected from the Data View Frame.
10. **Enrollment By Grade:** The number of students enrolled in specific grade level.

D. Chart Frame
Displays selected data broken down by subgroup. Options include:
o Select subgroup from the drop-down menu above the orange bar.
o Change the data visualization by clicking the links in the in the orange bar.
o Print the currently displayed chart by clicking "Print Chart".

Details Tab View

- The Details tab generates a list of all students in the specific bubble or cell selected on the Data Collections tab.
- To make it easy to identify any errors or anomalies in the data, each row contains all the information included in the collection about an individual student.
- The Details tab has a maximum row count of 2,500 rows. All records can be exported by clicking the "Download Spreadsheet" link in the right side of the blue data selection bar.

Instructions

Step 1. Data Error Checks

In the Data Selection (blue) bar, select **Data Edit Checks Oct 2022**. This will generate a count of all the errors and essential data that must be corrected and or completed PRIOR to a school submitting their data for certification. These data elements are considered critical the purposes of funding or accountability.

Click on the "Details" tab for a list of errors for school- and district-level staff to review and correct as appropriate that includes school, student id number, student name, grade, and error reason (EDITTITLE). A list of WVDE Edits can be found in Appendix C along with the recommended resolutions. A list of errors can be downloaded by clicking the "Download Spreadsheet" link on the right side of the blue data selection bar. Once a school has addressed **all** of their errors and essential data concerns, the school principal should proceed to the **October Certified Collection**.

Step 2. *School Data Submission*

Once a School Principal has reviewed their school's data, made any required changes to student records, and is ready to submit their data for district certification, they will do the following:
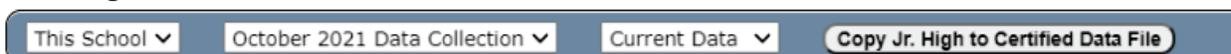
1. In the Data Selection (blue) Bar ensure **October Certified Collection SY2022-2023** is selected, and that the "Current Data" option is displayed.
2. Click the gray "Copy <<*School Name*>> to Certified Date File" button. You will see a confirmation message appear on the message bar above the Data Selection (blue) bar.
3. Select "Certified Data" to view the data that was just copied into the certified data file. This will allow you to verify your submission.
4. If you need to correct the data and update your submission, re-copy it to the certified data file by repeating steps 1-3.

Step 3. *District Superintendent Certification*

Once all schools in the district have submitted their data, the district superintendent, or his designee, will review and certify the data by following these steps:

1. In the Data Selection (blue) Bar, make the following selections:
   a. All Schools
   b. October Certified Collection SY2022-2023
   c. Certified Data
2. Check the certified data.
   a. If data corrections are needed, contact the appropriate school or district-level personnel to resolve data issues through the School Data Submission process.
3. Click the gray "Certify Collection for <<*District*>>" button on the blue data selection bar. A confirmation message will appear on the message bar above the Data Selection (blue) bar.
4. If necessary, the superintendent can remove the certification by clicking the "Decertify Collection" button and making any necessary changes before repeating steps 1-3.