O A S I S

On-Line Alaska School Information System

FALL 2014 OASIS

DATA HANDBOOK FOR

SCHOOLS AND DISTRICTS

Due Date: November 7, 2014

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Fall 2014 OASIS Handbook Updates

(All new changes will be highlighted in green)

New Data Elements

Changes to Existing Data Elements

Element 22—Target Cohort Graduation Year p. 11

Updated Errors or Warnings

Rule Error ID #31101—Birth Date and/or Gender Doesn't Match ASIS p. 40

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Instructions

1. Districts must submit a complete set of data elements defined in this data handbook for any student enrolled at any point during the 20 day count period.

   Submission of this file must be completed using the State Report Manager (SRM) web link: https://srm.eed.state.ak.us/srm. For further instructions on submitting through SRM, please see Appendix E. If not already assigned a user name and password, or to reset a password, contact Mindy Lobaugh at mindy.lobaugh@alaska.gov or (907) 465-2261, or Tim Workman at tim.workman@alaska.gov or (907) 465-8579. If unable to submit a file using SRM, or if access to the test environment needs to be requested, please contact Amanda Mosher at amanda.mosher@alaska.gov or (907) 465-8434 for assistance.

2. After the completed data file is submitted, you will immediately receive a validation summary report that lists errors that need to be corrected and warnings where verification is needed.

3. Make corrections in original file.

   a. For list of validation rules and error message details, please see Appendix F.

4. Re-submit corrections through SRM. Repeat steps 1-3 until data is free of errors.

5. Certify/verify data is accurate through SRM

   a. SRM allows submission in these formats:
      i. Tab delimited (.txt)
      ii. Comma delimited (.csv)
      iii. SIF format
   b. Successful submission requires utilization of exact field headers. A copy of this header is located in Appendix E. Additionally, an Excel file containing this header may be downloaded on the EED Web site at: http://education.alaska.gov/forms/home.cfm

Note 1: 4 AAC 07.060 (a) (7) states that the AK Student Identifier must appear in each electronic record containing student-level information that is reported to the department. Please see Appendix B to view specific regulation.

Note 2: If an exchange file is created using the Comma Separated Values (CSV) format and some data fields contain commas, the integrity of the exchange file will be compromised. A program uploading a CSV file interprets each comma as a field delimiter/break within each record and expects each record to contain the same number of commas. When a data field contains a comma, as in “Smith, Jr.” the import program considers that comma between “Smith” and “Jr.” as the demarcation of a new field. The solution is to strip-out all commas at the time the exchange file is created. An alternative is to use tabs instead of commas as field delimiters.

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Data Elements

Status	Field #	Element Name
Required	1	**Alaska Student Identification Number** Student's unique Alaska Student Identification Number. Example: 999999 **NOTE:** No student data will be accepted without a valid ID number. Leading zeros are no longer required
Optional	2	**District Student Identification Number** Unique student identifier the school district uses internally to identify individual students. **NOTE:** this number is not to be confused with the Alaska Student Identification Number.
Required	3	**Student Name – Last** Student's last name.
Required	4	**Student Name – First** Student's first name.
Optional	5	**Student Name – Middle** Student's middle name or initial. **NOTE:** For fields 3, 4, and 5 do not include a suffix such as Jr., Sr., II, III, etc. or commas. If you do, the Student ID System will not match and will result in an error message being generated in Edit Report.
Optional	6	**Name Suffix** An appendage, if any, used to denote student's generation in his family (e.g., Jr., Sr., II, III).
Required	7	**City/Town/Village** Name of the city, town, or village where the student lives.
Required	8	**Zip Code** Zip or postal code where the student lives, *excluding dashes or blank spaces*. Example: 99801
Required	9	**Birth Date** Student's date of birth. Format: MM/DD/YY or MM/DD/YYYY

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Status	Field #	Element Name
Required	10	**Gender** Code indicating the sex or gender of the student.

Code	Description
F	Female
M	Male

Status	Field #	Element Name
Required	11	**Race or Ethnicity** Racial or ethnic background of the student.

Code	Description
1	White (Caucasian)
2	African American
3	Hispanic
4	Asian
5	American Indian
6	Alaska Native
7	Two or more races
8	Native Hawaiian or Pacific Islander

Status	Field #	Element Name
Required	12	**School Identification Number** School code assigned by EED. The first two digits represent the district number while the last four digits represent the school number.

NOTE: No student can be reported in a grade that is not included in the official grade span for the school at which they are being reported. If you do report a student in a grade not served by the school at which they are reported, SRM will give you an error message and this error must be corrected before your file will be accepted.

There is one exception to this rule. If the student is only receiving SPED services through the public school system they can be reported in a grade that is outside the grade span for the school as long as they are designated as a SPED only student by entering a Y in field #24. See directions for this field for more information.

If a student is attending a school that does not actually serve their grade, the student should be coded to the school they would normally attend if the special circumstance placing them in the school did not exist. An example of this would be a middle school student who attends the elementary school due to the need of services that are only offered at the elementary school or due to an IEP team decision that the child will do better socially in the elementary school. Or if the student is in 7th grade and is receiving a 7th grade education, code him to the middle school that he would attend if the student did not require the special services offered in the elementary school.

If you have questions about how to code a specific student, please contact Amanda Mosher at EED at 907-465-8434. See Appendix A for school IDs.

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Status	Field #	Element Name
Required	13	**Student Grade Level**

Grade level of the student.

Code	Description
PK	Pre-Kindergarten
KG	Kindergarten
01	First grade
02	Second grade
03	Third grade
04	Fourth grade
05	Fifth grade
06	Sixth grade
07	Seventh grade
08	Eighth grade
09	Ninth grade
10	Tenth grade
11	Eleventh grade
12	Twelfth grade

NOTE: Non-SPED PK students should have the FTE set to zero as they are not eligible for funding.

Please see Field #12 for clarification on reporting a student's grade level with the correct school number.

Required 14 **FTE Enrollment Level (FTE Percent)**

Full-time or part-time enrollment status of the student expressed in full-time equivalent (FTE) percentage. The FTE reported is for the most recent 20-day Foundation Formula count period as specified by AS 14.17.600. The decimal must be included.

Example	
1.00	(full-time)
0.75	(3/4 time)
0.50	(1/2 time)
0.25	(1/4 time)
0.00	(PK not receiving SPED services)

Required 15 **Days in Membership During Student Count Period**

Total number of Days in Membership that the student was enrolled in the district during the most recent 20-day Foundation Formula count period as specified by AS 14.17.600 (in whole numbers).

The count period starts on Monday, September 29, 2014 and ends on Friday, October 24, 2014.

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Status	Field #	Element Name
Required	16	**Intensive Level of Funding (Special Education)** Indicates whether the student meets the criteria listed under **4 AAC 52.700** to be claimed for special education funding at the Intensive level on **October 24, 2014**. Code — Description Y — Student meets criteria for Intensive Funding N — Student does not meet criteria for Intensive Funding
Required	17	**October 1 Count** Was this student enrolled on October 1, 2014? Code — Description Y — Student **was** enrolled on October 1, 2014 N — Student **was not** enrolled on October 1, 2014
Required	18	**Disability** Used to identify all children with disabilities who are being served under the IDEA, Part B program. If you choose code 00, please do not include a code in field 19. Code — Description 00 — Not receiving Special Education services 02 — Cognitive Impairment 03 — Hearing Impaired – Includes Deaf 04 — Speech or Language Impairments 05 — Visual Impairments 06 — Emotional Disturbance 07 — Orthopedic Impairments 08 — Other Health Impairments 09 — Specific Learning Disabilities 10 — Deaf-Blindness 11 — Multiple Disabilities 12 — Autism 13 — Traumatic Brain Injury 14 — Developmentally Delayed
Conditional	19	**Special Education Environment** Code representing the environment where the student receives their special education services. Include this code for every child with disabilities that is being served under the IDEA, Part B program. **Codes 40 – 48 are for children ages 3-5 only. See Appendix D for detailed information. Note: Kindergarteners who are 5 on October 1 should use this code set.**

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Code	Description
40	Attends a general education early childhood program at least 10 hrs per week and receives the majority of hours of special education and related services in the general education early childhood program.
41	Attends a general education early childhood program at least 10 hrs per week and receives the majority of hours of special education and related services in some other location.
42	Attends a general education early childhood program less than 10 hrs per week and receives the majority of hours of special education and related services in the general education early childhood program.
43	Attends a general education early childhood program less than 10 hrs per week and receives the majority of hours of special education and related services in some other location.
44	Attends a special education program in a separate special education class (not in any general education early childhood program).
45	Attends a special education program in a separate school (not in any general education early childhood program).
46	Attends a special education program in a residential facility (not in any general education early childhood program).
47	Attends neither a general education early childhood program nor a special education program and receives the majority of hours of special education and related services at home.
48	Attends neither a general education early childhood program nor a special education program and receives the majority of hours of special education and related services at the service provider location or some other location not in any other category.

Codes 28 – 35 are for children ages 6-21 only. See Appendix D for detailed information. Note: Kindergarteners who are 6 on October 1 should use this code set.

Code	Description
28	Inside general education Class 80% or more of the day
29	Inside general education class 40% - 79% of the day
30	Inside general education class less than 40% of the day
31	Separate School Facility
32	Residential Facility

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Status	Field #	Element Name
		33 Homebound/Hospital 34 Served in a Correctional Facility 35 Parentally placed in Private School There are federal Q&A documents regarding SPED Environment that may be helpful at: http://www.ideadata.org/618DataCollection.asp.
Required	20	**October 1 Children With Disabilities Child Count** Was this child being served in your district under IDEA, Part B by October 1, 2014? If this child is being served in two or more schools in your district, indicate "Yes" in only the one school where they actually received services. Please note that this is a different count than the October 1, 2014 count in field 17 and is only used to calculate your Federal Child Count (unduplicated count of children being served under IDEA, Part B by October 1, 2014). A "No" in this field does not impact your district funding.
Required	21	**Limited English Proficient (LEP) Student** Indicates whether or not the student has been identified as a Limited English Proficient (LEP) student. Student with codes of L1 or LP will be considered "LEP = Yes" students for the current school year. Students with codes of M1 or M2 are *former* LEP students. Students who were coded as LT on Summer OASIS will be coded as M1 for the Fall OASIS. Students with a code of X are not considered LEP students. Code — Description L1 — First year of identification as an LEP student. Student meets definition of LEP and has scored at some point below the proficient level on a state-approved assessment of English language proficiency (either an identification assessment and/or the annual ELP assessment). LP — Student has been identified as LEP in a previous school year and has not yet scored proficient on the state-approved assessment of English language proficiency. M1 — First year of monitoring for former LEP student. The student should have had a code of LT at the end of the previous school year in the Summer OASIS data submission. M2 — Second year of monitoring for a former LEP student. Student should have had a code of M1 in the previous school year.

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Status	Field #	Element Name

X	Not identified or considered to be an LEP student. (Includes former LEP students that have completed two years in monitoring status.)

NOTE: The code **N** is no longer an option in any OASIS collection and won't be accepted by the SRM.

Conditional 22

Target Cohort Graduation Year (All High School Students)

This identifies the student's Target Cohort Graduation Year. The target year is determined by identifying when a student enters grade 9 for the first time, and then calculating the expected graduation date based on a normal four-year progression (e.g., if a student enters grade 9 for the first time during the 2014-2015 school year, the Target Cohort Graduation Year is 2018).

Code	Description
2018	First time grade 9 student in 2014-2015
2017	First time grade 9 student in 2013-2014
2016	First time grade 9 student in 2012-2013
2015	First time grade 9 student in 2011-2012
2014	First time grade 9 student in 2010-2011
2013	First time grade 9 student in 2009-2010
2012	First time grade 9 student in 2008-2009
2011	First time grade 9 student in 2007-2008

Required 23

Economically Disadvantaged (Low-Income)

This identifies students that are eligible during any portion of the reporting period for free or reduced-price school meals under the department's Alaska Income Eligibility Guidelines for Free and Reduced Meals program, adopted by reference in 4 AAC 06.802.

Code	Description
Y	Yes, this student is economically disadvantaged (low-income).
N	No, this student is not economically disadvantaged (low-income).

Required 24

SPED Student Only

Used to identify students who only receive special education services from the public school district.

Code	Description
Y	Student only receives special education services from the public school system. These are almost always private school students.
N	This student is enrolled in the public school system for more than just special education services. This will be all or most of your students.

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Status	Field #	Element Name
		Students who only receive SPED services through the public school system should be coded to the school where they receive those services and they should have a Y entered in this field. Examples of this would be a PK student who attends HeadStart and who comes to a public school only to receive SPED services. Another case would be an older student who attends a private school for all their classes but comes to a public school only to receive SPED services.
Optional	25	**Notes** Any comments or notes about the current student's record that would help clarify the data or student count.

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Record Layout

Field Name	Field #	Field Description	Type	Length	Status
AKSID	1	Alaska Student Identification Number	Number	10	Required
LocalID	2	District Student Identification Number	Number	15	Optional
LastName	3	Student Name - Last	Text	35	Required
FirstName	4	Student Name - First	Text	35	Required
MiddleName	5	Student Name - Middle (or Middle Initial)	Text	35	Required (if present)
Suffix	6	Name Suffix	Text	8	Optional
City	7	City/Town/Village	Text	30	Required
Zip	8	Zip Code	Number	5	Required
BirthDate	9	Birth date	Date	8/10	Required
Gender	10	Gender	Text	1	Required
Race	11	Race or Ethnicity	Number	1	Required
SchoolID	12	School Identification Number	Number	6	Required
Grade	13	Student Grade Level	Text	2	Required
FTE	14	Full-Time Equivalency percentage (FTE), full-time or part-time enrollment status of the student expressed in FTE percentage, decimal must be included.	Number	4	Required
Membership	15	Total # of Days in Membership that the student was enrolled in the district (most recent 20-day Foundation Formula count period) in whole numbers.	Number	2	Required
Intensive	16	Intensive level of funding (if student meets the criteria listed under 4 AAC 52.700)	Y/N	1	Required
Oct1Enrolled	17	October 1 count (was student enrolled on Oct 1?)	Y/N	1	Required
Disability	18	Identify all children with disabilities being served under IDEA, Part B program.	Number	2	Required

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Field Name	Field #	Field Description	Type	Length	Status
SPEDEnvironment	19	Special Education Environment: Code where child receives SPED services. Codes 40 – 48 are for children 3 – 5 aged only, see Appendix D for detailed information.	Number	2	Conditional
SPEDOct1	20	Was child served in your district under IDEA, Part B by October 1?	Y/N	2	Required
LEPStatus	21	LEP Status	Text	2	Required
TargetGrad	22	Target Cohort Graduation Year	Number	4	Conditional
EconDisadv	23	Economically Disadvantaged (Low Income)	Y/N	1	Required
SPEDstudentONLY	24	Special Education Student Only – Student only receives sped services.	Y/N	1	Required
Notes	25	Notes	Text	35	Optional

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Appendix A: District and School Numbers

District ID	District Name	School ID	School Name
3	Alaska Gateway Schools	38010	Alaska REACH Academy
3	Alaska Gateway Schools	30010	Dot Lake School
3	Alaska Gateway Schools	30020	Eagle Community School
3	Alaska Gateway Schools	30030	Mentasta Lake School
3	Alaska Gateway Schools	30050	Tanacross School
3	Alaska Gateway Schools	30070	Tetlin School
3	Alaska Gateway Schools	30060	Tok School
3	Alaska Gateway Schools	30040	Walter Northway School
4	Aleutian Region Schools	40080	Adak School
4	Aleutian Region Schools	40020	Yakov E. Netsvetov School
56	Aleutians East Borough Schools	560030	Akutan School
56	Aleutians East Borough Schools	560040	Cold Bay School
56	Aleutians East Borough Schools	560050	False Pass School
56	Aleutians East Borough Schools	560010	King Cove School
56	Aleutians East Borough Schools	560020	Sand Point School
5	Anchorage Schools	50010	Abbott Loop Elementary
5	Anchorage Schools	50020	Airport Heights Elementary
5	Anchorage Schools	59100	Alaska Native Cultural Charter School
5	Anchorage Schools	57010	Alaska State School for the Deaf & Hard of Hearing
5	Anchorage Schools	51000	Alpenglow Elementary
5	Anchorage Schools	59010	Aquarian Charter School
5	Anchorage Schools	50240	Aurora Elementary
5	Anchorage Schools	50980	Avail School
5	Anchorage Schools	50050	Bartlett High School
5	Anchorage Schools	50060	Baxter Elementary
5	Anchorage Schools	50800	Bayshore Elementary
5	Anchorage Schools	50820	Bear Valley Elementary
5	Anchorage Schools	57100	Benson Secondary/S.E.A.R.C.H.
5	Anchorage Schools	50070	Birchwood ABC Elementary
5	Anchorage Schools	50970	Bowman Elementary
5	Anchorage Schools	50080	Campbell Elementary
5	Anchorage Schools	50100	Central Middle School of Science
5	Anchorage Schools	50110	Chester Valley Elementary
5	Anchorage Schools	50120	Chinook Elementary
5	Anchorage Schools	50130	Chugach Optional Elementary
5	Anchorage Schools	50150	Chugiak Elementary
5	Anchorage Schools	50160	Chugiak High School
5	Anchorage Schools	50560	Clark Middle School

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District ID	District Name	School ID	School Name
5	Anchorage Schools	50170	College Gate Elementary
5	Anchorage Schools	50180	Creekside Park Elementary
5	Anchorage Schools	57190	Crossroads School
5	Anchorage Schools	50190	Denali Montessori Elementary
5	Anchorage Schools	50200	Dimond High School
5	Anchorage Schools	59080	Eagle Academy Charter School
5	Anchorage Schools	50210	Eagle River Elementary
5	Anchorage Schools	51130	Eagle River High School
5	Anchorage Schools	50220	East High School
5	Anchorage Schools	50300	Fairview Elementary
5	Anchorage Schools	56010	Family Partnership Charter School
5	Anchorage Schools	50880	Fire Lake Elementary
5	Anchorage Schools	59050	Frontier Charter School
5	Anchorage Schools	50360	Girdwood School
5	Anchorage Schools	50370	Gladys Wood Elementary
5	Anchorage Schools	51050	Goldenview Middle School
5	Anchorage Schools	50380	Government Hill Elementary
5	Anchorage Schools	50140	Gruening Middle School
5	Anchorage Schools	50870	Hanshew Middle School
5	Anchorage Schools	59060	Highland Tech High Charter School
5	Anchorage Schools	50400	Homestead Elementary
5	Anchorage Schools	50420	Huffman Elementary
5	Anchorage Schools	50430	Inlet View Elementary
5	Anchorage Schools	51010	Kasuun Elementary
5	Anchorage Schools	51020	Kincaid Elementary
5	Anchorage Schools	57110	King Career Center
5	Anchorage Schools	50030	Klatt Elementary
5	Anchorage Schools	51030	Lake Hood Elementary
5	Anchorage Schools	50450	Lake Otis Elementary
5	Anchorage Schools	57020	McLaughlin Secondary School
5	Anchorage Schools	50940	Mears Middle School
5	Anchorage Schools	51060	Mirror Lake Middle School
5	Anchorage Schools	50480	Mountain View Elementary
5	Anchorage Schools	50270	Mt. Spurr Elementary
5	Anchorage Schools	50490	Muldoon Elementary
5	Anchorage Schools	51150	Nicholas J. Begich Middle School
5	Anchorage Schools	50500	North Star Elementary
5	Anchorage Schools	50510	Northern Lights ABC K-8 School
5	Anchorage Schools	50520	Northwood ABC

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District ID	District Name	School ID	School Name
5	Anchorage Schools	50530	Nunaka Valley Elementary
5	Anchorage Schools	50540	O'Malley Elementary
5	Anchorage Schools	50550	Ocean View Elementary
5	Anchorage Schools	50250	Orion Elementary School
5	Anchorage Schools	50990	Polaris K-12 School
5	Anchorage Schools	50580	Ptarmigan Elementary
5	Anchorage Schools	50590	Rabbit Creek Elementary
5	Anchorage Schools	50810	Ravenwood Elementary
5	Anchorage Schools	59090	Rilke Schule Charter School
5	Anchorage Schools	50600	Rogers Park Elementary
5	Anchorage Schools	50610	Romig Middle School
5	Anchorage Schools	50620	Russian Jack Elementary
5	Anchorage Schools	57130	S.A.V.E. High School
5	Anchorage Schools	50640	Sand Lake Elementary
5	Anchorage Schools	50650	Scenic Park Elementary
5	Anchorage Schools	50660	Service High School
5	Anchorage Schools	51120	South Anchorage High School
5	Anchorage Schools	50890	Spring Hill Elementary
5	Anchorage Schools	50670	Steller Secondary School
5	Anchorage Schools	50680	Susitna Elementary
5	Anchorage Schools	50690	Taku Elementary
5	Anchorage Schools	57220	The New Path High School
5	Anchorage Schools	51110	Trailside Elementary
5	Anchorage Schools	50700	Tudor Elementary
5	Anchorage Schools	50710	Turnagain Elementary
5	Anchorage Schools	50340	Ursa Major Elementary
5	Anchorage Schools	50350	Ursa Minor Elementary
5	Anchorage Schools	50720	Wendler Middle School
5	Anchorage Schools	50730	West High School
5	Anchorage Schools	57140	Whaley School
5	Anchorage Schools	51040	William Tyson Elementary
5	Anchorage Schools	50750	Williwaw Elementary
5	Anchorage Schools	50760	Willow Crest Elementary
5	Anchorage Schools	59070	Winterberry School
5	Anchorage Schools	50770	Wonder Park Elementary
6	Annette Island Schools	60020	Charles R. Leask Sr. Middle School
6	Annette Island Schools	60040	Metlakatla High School
6	Annette Island Schools	60030	Richard Johnson Elementary
7	Bering Strait Schools	70040	Aniguiin School

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District ID	District Name	School ID	School Name
7	Bering Strait Schools	70080	Anthony A. Andrews School
7	Bering Strait Schools	70010	Brevig Mission School
7	Bering Strait Schools	70050	Diomede School
7	Bering Strait Schools	70180	Gambell School
7	Bering Strait Schools	70200	Hogarth Kingeekuk Sr. Memorial School
7	Bering Strait Schools	70130	James C. Isabell School
7	Bering Strait Schools	70070	Koyuk-Malimiut School
7	Bering Strait Schools	70060	Martin L. Olson School
7	Bering Strait Schools	70100	Shaktoolik School
7	Bering Strait Schools	70110	Shishmaref School
7	Bering Strait Schools	70120	Tukurngailnguq School
7	Bering Strait Schools	70260	Unalakleet School
7	Bering Strait Schools	70150	Wales School
7	Bering Strait Schools	70160	White Mountain School
8	Bristol Bay Borough Schools	88010	Bristol Bay Correspondence
8	Bristol Bay Borough Schools	80010	Bristol Bay Middle/High School
8	Bristol Bay Borough Schools	80020	Naknek Elementary
9	Chatham Schools	90010	Angoon School
9	Chatham Schools	98010	Chatham Correspondence
9	Chatham Schools	90030	Gustavus School
9	Chatham Schools	90090	Klukwan School
9	Chatham Schools	90050	Tenakee Springs School
10	Chugach Schools	100030	Chenega Bay School
10	Chugach Schools	108010	FOCUS Homeschool
10	Chugach Schools	100010	Tatitlek Community School
10	Chugach Schools	100020	Whittier Community School
11	Copper River Schools	110060	Glennallen Elementary
11	Copper River Schools	110070	Glennallen Jr/Sr High School
11	Copper River Schools	110100	Kenny Lake School
11	Copper River Schools	110110	Slana School
11	Copper River Schools	118010	Upstream Learning Correspondence
12	Cordova City Schools	120010	Cordova Jr/Sr High School
12	Cordova City Schools	128010	Cordova School District Innovative Learning
12	Cordova City Schools	120020	Mt. Eccles Elementary
13	Craig City Schools	136010	Craig Alternative High School
13	Craig City Schools	130020	Craig Elementary
13	Craig City Schools	130010	Craig High School
13	Craig City Schools	130030	Craig Middle School
13	Craig City Schools	138010	PACE Correspondence

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District ID	District Name	School ID	School Name
14	Delta-Greely Schools	140020	Delta Junction Elementary
14	Delta-Greely Schools	140030	Delta Junction Sr. High School
14	Delta-Greely Schools	148010	Delta/Greely Homeschool
14	Delta-Greely Schools	140040	Fort Greely School
14	Delta-Greely Schools	140090	Gerstle River School
14	Delta-Greely Schools	147010	New Horizons High School
2	Denali Borough Schools	20010	Anderson School
2	Denali Borough Schools	20030	Cantwell School
2	Denali Borough Schools	28010	Denali PEAK
2	Denali Borough Schools	20040	Tri-Valley School
15	Dillingham City Schools	158010	Dillingham Correspondence School
15	Dillingham City Schools	150010	Dillingham Elementary
15	Dillingham City Schools	150020	Dillingham Middle/High School
16	Fairbanks North Star Borough Schools	167010	Alternative Learning Systems
16	Fairbanks North Star Borough Schools	160080	Anderson Elementary
16	Fairbanks North Star Borough Schools	160380	Anne Wien Elementary
16	Fairbanks North Star Borough Schools	160360	Arctic Light Elementary
16	Fairbanks North Star Borough Schools	160170	Badger Road Elementary
16	Fairbanks North Star Borough Schools	160020	Barnette Magnet School
16	Fairbanks North Star Borough Schools	160090	Ben Eielson Jr/Sr High School
16	Fairbanks North Star Borough Schools	169010	Chinook Montessori Charter School
16	Fairbanks North Star Borough Schools	160400	Crawford Elementary
16	Fairbanks North Star Borough Schools	160050	Denali Elementary
16	Fairbanks North Star Borough Schools	169040	Effie Kokrine Charter School
16	Fairbanks North Star Borough Schools	168010	Fairbanks B.E.S.T.
16	Fairbanks North Star Borough Schools	167020	Fairbanks Youth Facility
16	Fairbanks North Star Borough Schools	160180	Hunter Elementary
16	Fairbanks North Star Borough Schools	167030	Hutchison High School
16	Fairbanks North Star Borough Schools	160200	Joy Elementary
16	Fairbanks North Star Borough Schools	160350	Ladd Elementary
16	Fairbanks North Star Borough Schools	160060	Lathrop High School
16	Fairbanks North Star Borough Schools	160230	Nordale Elementary
16	Fairbanks North Star Borough Schools	160240	North Pole Elementary
16	Fairbanks North Star Borough Schools	160130	North Pole High School
16	Fairbanks North Star Borough Schools	160250	North Pole Middle School
16	Fairbanks North Star Borough Schools	160010	Pearl Creek Elementary
16	Fairbanks North Star Borough Schools	160410	Randy Smith Middle School
16	Fairbanks North Star Borough Schools	160260	Ryan Middle School
16	Fairbanks North Star Borough Schools	160270	Salcha Elementary

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District ID	District Name	School ID	School Name
16	Fairbanks North Star Borough Schools	169030	Star of the North Secondary School
16	Fairbanks North Star Borough Schools	160220	Tanana Middle School
16	Fairbanks North Star Borough Schools	160340	Ticasuk Brown Elementary
16	Fairbanks North Star Borough Schools	160280	Two Rivers School
16	Fairbanks North Star Borough Schools	160290	University Park Elementary
16	Fairbanks North Star Borough Schools	169050	Watershed Charter School
16	Fairbanks North Star Borough Schools	160070	Weller Elementary
16	Fairbanks North Star Borough Schools	160210	West Valley High School
16	Fairbanks North Star Borough Schools	160300	Woodriver Elementary
17	Galena City Schools	179010	Galena Interior Learning Academy (GILA)
17	Galena City Schools	178010	Interior Distance Education of Alaska (IDEA)
17	Galena City Schools	170010	Sidney C. Huntington Elementary
17	Galena City Schools	170020	Sidney C. Huntington Jr/Sr High School
18	Haines Borough Schools	180010	Haines Elementary
18	Haines Borough Schools	180020	Haines High School
18	Haines Borough Schools	188010	Haines Home School
18	Haines Borough Schools	180040	Mosquito Lake Elementary
19	Hoonah City Schools	190010	Hoonah Elementary
19	Hoonah City Schools	190020	Hoonah Jr/Sr High School
20	Hydaburg City Schools	208010	Hydaburg Correspondence School
20	Hydaburg City Schools	200010	Hydaburg School
21	Iditarod Area Schools	210010	Blackwell School
21	Iditarod Area Schools	210120	David Louis Memorial School
21	Iditarod Area Schools	218010	Distance Learning/Corresp. Ctr.
21	Iditarod Area Schools	210030	Holy Cross School
21	Iditarod Area Schools	210090	Innoko River School
21	Iditarod Area Schools	210060	McGrath School
21	Iditarod Area Schools	210050	Takotna Community School
21	Iditarod Area Schools	210080	Top of the Kuskokwim School
22	Juneau Borough Schools	220010	Auke Bay Elementary
22	Juneau Borough Schools	220020	Dzantik'i Heeni Middle School
22	Juneau Borough Schools	220030	Floyd Dryden Middle School
22	Juneau Borough Schools	220040	Gastineau Elementary
22	Juneau Borough Schools	220050	Glacier Valley Elementary
22	Juneau Borough Schools	220060	Harborview Elementary
22	Juneau Borough Schools	228010	HomeBRIDGE
22	Juneau Borough Schools	227020	Johnson Youth Center
22	Juneau Borough Schools	229010	Juneau Community Charter School
22	Juneau Borough Schools	220070	Juneau-Douglas High School

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District ID	District Name	School ID	School Name
22	Juneau Borough Schools	220140	Mendenhall River Community School
22	Juneau Borough Schools	220100	Riverbend Elementary
22	Juneau Borough Schools	220150	Thunder Mountain High School
22	Juneau Borough Schools	227010	Yaakoosge Daakahidi Alt. H.S.
23	Kake City Schools	230010	Kake Elementary & High School
55	Kashunamiut Schools	550010	Chevak School
24	Kenai Peninsula Borough Schools	249010	Aurora Borealis Charter School
24	Kenai Peninsula Borough Schools	240020	Chapman School
24	Kenai Peninsula Borough Schools	247010	Connections
24	Kenai Peninsula Borough Schools	240040	Cooper Landing School
24	Kenai Peninsula Borough Schools	249030	Fireweed Academy
24	Kenai Peninsula Borough Schools	247020	Homer Flex School
24	Kenai Peninsula Borough Schools	240080	Homer High School
24	Kenai Peninsula Borough Schools	240320	Homer Middle School
24	Kenai Peninsula Borough Schools	240010	Hope School
24	Kenai Peninsula Borough Schools	240420	Kachemak Selo School
24	Kenai Peninsula Borough Schools	249050	Kaleidoscope School of Arts & Sciences
24	Kenai Peninsula Borough Schools	240140	Kalifornsky Beach Elementary
24	Kenai Peninsula Borough Schools	247030	Kenai Alternative High School
24	Kenai Peninsula Borough Schools	240090	Kenai Central High School
24	Kenai Peninsula Borough Schools	240110	Kenai Middle School
24	Kenai Peninsula Borough Schools	247050	Marathon School
24	Kenai Peninsula Borough Schools	240030	McNeil Canyon Elementary
24	Kenai Peninsula Borough Schools	240120	Moose Pass School
24	Kenai Peninsula Borough Schools	240370	Mt. View Elementary
24	Kenai Peninsula Borough Schools	240060	Nanwalek School
24	Kenai Peninsula Borough Schools	240390	Nikiski Middle/Senior High School
24	Kenai Peninsula Borough Schools	240350	Nikiski North Star Elementary
24	Kenai Peninsula Borough Schools	240130	Nikolaevsk School
24	Kenai Peninsula Borough Schools	240150	Ninilchik School
24	Kenai Peninsula Borough Schools	240050	Paul Banks Elementary
24	Kenai Peninsula Borough Schools	240180	Port Graham School
24	Kenai Peninsula Borough Schools	240070	Razdolna School
24	Kenai Peninsula Borough Schools	240310	Redoubt Elementary
24	Kenai Peninsula Borough Schools	247060	River City Academy
24	Kenai Peninsula Borough Schools	240200	Seward High School
24	Kenai Peninsula Borough Schools	240500	Seward Middle School
24	Kenai Peninsula Borough Schools	240220	Skyview Middle School
24	Kenai Peninsula Borough Schools	240210	Soldotna Elementary

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District ID	District Name	School ID	School Name
24	Kenai Peninsula Borough Schools	240300	Soldotna High School
24	Kenai Peninsula Borough Schools	249040	Soldotna Montessori Charter School
24	Kenai Peninsula Borough Schools	240230	Sterling Elementary
24	Kenai Peninsula Borough Schools	240250	Susan B English School
24	Kenai Peninsula Borough Schools	240280	Tebughna School
24	Kenai Peninsula Borough Schools	240270	Tustumena Elementary
24	Kenai Peninsula Borough Schools	240380	Voznesenka School
24	Kenai Peninsula Borough Schools	240490	West Homer Elementary
24	Kenai Peninsula Borough Schools	240190	William H. Seward Elementary School
25	Ketchikan Gateway Borough Schools	258010	Fast Track
25	Ketchikan Gateway Borough Schools	250050	Fawn Mountain Elementary
25	Ketchikan Gateway Borough Schools	250010	Houghtaling Elementary
25	Ketchikan Gateway Borough Schools	259010	Ketchikan Charter School
25	Ketchikan Gateway Borough Schools	250020	Ketchikan High School
25	Ketchikan Gateway Borough Schools	257050	Ketchikan Regional Youth Facility
25	Ketchikan Gateway Borough Schools	250100	Point Higgins School
25	Ketchikan Gateway Borough Schools	257010	Revilla Jr/Sr High School
25	Ketchikan Gateway Borough Schools	250040	Schoenbar Middle School
25	Ketchikan Gateway Borough Schools	259020	Tongass School of Arts and Sciences Charter School
27	Klawock City Schools	270010	Klawock City School
28	Kodiak Island Borough Schools	280010	Akhiok School
28	Kodiak Island Borough Schools	288010	AKTEACH
28	Kodiak Island Borough Schools	280020	Chiniak School
28	Kodiak Island Borough Schools	280030	East Elementary
28	Kodiak Island Borough Schools	280040	Karluk School
28	Kodiak Island Borough Schools	280050	Kodiak High School
28	Kodiak Island Borough Schools	280070	Kodiak Middle School
28	Kodiak Island Borough Schools	280080	Larsen Bay School
28	Kodiak Island Borough Schools	280090	Main Elementary
28	Kodiak Island Borough Schools	280180	North Star Elementary
28	Kodiak Island Borough Schools	280100	Old Harbor School
28	Kodiak Island Borough Schools	280110	Ouzinkie School
28	Kodiak Island Borough Schools	280060	Peterson Elementary
28	Kodiak Island Borough Schools	280120	Port Lions School
29	Kuspuk Schools	290011	Aniak Jr/Sr High School
29	Kuspuk Schools	290010	Auntie Mary Nicoli Elementary
29	Kuspuk Schools	290020	Crow Village Sam School
29	Kuspuk Schools	290090	George Morgan Sr. H.S.
29	Kuspuk Schools	290080	Gusty Michael School

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District ID	District Name	School ID	School Name
29	Kuspuk Schools	290070	Jack Egnaty Sr. School
29	Kuspuk Schools	290030	Johnnie John Sr. School
29	Kuspuk Schools	290040	Joseph S. & Olinga Gregory Elementary
29	Kuspuk Schools	290050	Zackar Levi Elementary
30	Lake and Peninsula Borough Schools	300020	Chignik Lagoon School
30	Lake and Peninsula Borough Schools	300030	Chignik Lake School
30	Lake and Peninsula Borough Schools	300040	Egegik School
30	Lake and Peninsula Borough Schools	300050	Igiugig School
30	Lake and Peninsula Borough Schools	300080	Kokhanok School
30	Lake and Peninsula Borough Schools	308010	Lakeview Home School
30	Lake and Peninsula Borough Schools	300220	Levelock School
30	Lake and Peninsula Borough Schools	300140	Meshik School
30	Lake and Peninsula Borough Schools	300090	Newhalen School
30	Lake and Peninsula Borough Schools	300100	Nondalton School
30	Lake and Peninsula Borough Schools	300120	Perryville School
30	Lake and Peninsula Borough Schools	300130	Pilot Point School
30	Lake and Peninsula Borough Schools	300110	Tanalian School
31	Lower Kuskokwim Schools	310240	Akiuk Memorial School
31	Lower Kuskokwim Schools	310110	Akula Elitnaurvik School
31	Lower Kuskokwim Schools	310210	Anna Tobeluk Memorial School
31	Lower Kuskokwim Schools	310230	Arviq School
31	Lower Kuskokwim Schools	310130	Ayagina'ar Elitnaurvik
31	Lower Kuskokwim Schools	319010	Ayaprun Elitnaurvik
31	Lower Kuskokwim Schools	310190	Ayaprun School
31	Lower Kuskokwim Schools	310070	Bethel Regional High School
31	Lower Kuskokwim Schools	317020	Bethel Youth Facility
31	Lower Kuskokwim Schools	310080	Chaputnguak School
31	Lower Kuskokwim Schools	310120	Chief Paul Memorial School
31	Lower Kuskokwim Schools	310090	Eek School
31	Lower Kuskokwim Schools	310060	Gladys Jung Elementary
31	Lower Kuskokwim Schools	310030	Joann A. Alexie Memorial School
31	Lower Kuskokwim Schools	310140	Ket'acik/Aapalluk Memorial School
31	Lower Kuskokwim Schools	310220	Kuinerrarmiut Elitnaurviat
31	Lower Kuskokwim Schools	317010	Kuskokwim Learning Academy
31	Lower Kuskokwim Schools	310150	Kwigillingok School
31	Lower Kuskokwim Schools	310200	Lewis Angapak Memorial School
31	Lower Kuskokwim Schools	310050	Mikelnguut Elitnaurviat
31	Lower Kuskokwim Schools	310040	Negtemiut Elitnaurviat School
31	Lower Kuskokwim Schools	310250	Nelson Island Area School

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District ID	District Name	School ID	School Name
31	Lower Kuskokwim Schools	310160	Nuniwarmiut School
31	Lower Kuskokwim Schools	310320	Paul T. Albert Memorial School
31	Lower Kuskokwim Schools	310280	Qugcuun Memorial School
31	Lower Kuskokwim Schools	310100	Rocky Mountain School
31	Lower Kuskokwim Schools	310170	William Miller Memorial School
31	Lower Kuskokwim Schools	310180	Z. John Williams Memorial School
32	Lower Yukon Schools	320010	Alakanuk School
32	Lower Yukon Schools	320040	Emmonak School
32	Lower Yukon Schools	320070	Hooper Bay School
32	Lower Yukon Schools	320090	Ignatius Beans School
32	Lower Yukon Schools	320080	Kotlik School
32	Lower Yukon Schools	320050	Marshall School
32	Lower Yukon Schools	320110	Pilot Station School
32	Lower Yukon Schools	320130	Russian Mission School
32	Lower Yukon Schools	320140	Scammon Bay School
32	Lower Yukon Schools	320150	Sheldon Point School
33	Mat-Su Borough Schools	339010	Academy Charter School
33	Mat-Su Borough Schools	337070	Alaska Middle College School
33	Mat-Su Borough Schools	337050	American Charter Academy
33	Mat-Su Borough Schools	330370	Beryozova School
33	Mat-Su Borough Schools	330380	Big Lake Elementary
33	Mat-Su Borough Schools	339050	Birchtree Charter School
33	Mat-Su Borough Schools	337010	Burchell High School
33	Mat-Su Borough Schools	330350	Butte Elementary
33	Mat-Su Borough Schools	330270	Colony High School
33	Mat-Su Borough Schools	330260	Colony Middle School
33	Mat-Su Borough Schools	330280	Cottonwood Creek Elementary
33	Mat-Su Borough Schools	330290	Finger Lake Elementary
33	Mat-Su Borough Schools	330530	Fred and Sara Machetanz Elementary School
33	Mat-Su Borough Schools	339040	Fronteras Charter School
33	Mat-Su Borough Schools	330030	Glacier View School
33	Mat-Su Borough Schools	330390	Goose Bay Elementary
33	Mat-Su Borough Schools	330250	Houston High School
33	Mat-Su Borough Schools	330450	Houston Middle School
33	Mat-Su Borough Schools	330040	Iditarod Elementary
33	Mat-Su Borough Schools	330500	John Shaw Elementary
33	Mat-Su Borough Schools	330510	Knik Elementary School
33	Mat-Su Borough Schools	330430	Larson Elementary
33	Mat-Su Borough Schools	330520	Mat-Su Career & Tech Ed High School

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District ID	District Name	School ID	School Name
33	Mat-Su Borough Schools	338010	Mat-Su Central School
33	Mat-Su Borough Schools	337060	Mat-Su Day School
33	Mat-Su Borough Schools	337030	Mat-Su Youth Facility
33	Mat-Su Borough Schools	330420	Meadow Lakes Elementary
33	Mat-Su Borough Schools	339020	Midnight Sun Family Learning Center
33	Mat-Su Borough Schools	330050	Palmer High School
33	Mat-Su Borough Schools	330020	Palmer Middle School
33	Mat-Su Borough Schools	330300	Pioneer Peak Elementary
33	Mat-Su Borough Schools	330060	Sherrod Elementary
33	Mat-Su Borough Schools	330190	Snowshoe Elementary
33	Mat-Su Borough Schools	330070	Susitna Valley High
33	Mat-Su Borough Schools	330360	Sutton Elementary
33	Mat-Su Borough Schools	330080	Swanson Elementary
33	Mat-Su Borough Schools	330340	Talkeetna Elementary
33	Mat-Su Borough Schools	330180	Tanaina Elementary
33	Mat-Su Borough Schools	330440	Teeland Middle School
33	Mat-Su Borough Schools	330330	Trapper Creek Elementary
33	Mat-Su Borough Schools	339030	Twindly Bridge Charter School
33	Mat-Su Borough Schools	337020	Valley Pathways
33	Mat-Su Borough Schools	330120	Wasilla High School
33	Mat-Su Borough Schools	330140	Wasilla Middle School
33	Mat-Su Borough Schools	330320	Willow Elementary
98	Mount Edgecumbe	980000	Mt. Edgecumbe High School
34	Nenana City Schools	348010	CyberLynx Correspondence Program
34	Nenana City Schools	340010	Nenana City School
35	Nome Public Schools	359010	Anvil City Science Academy
35	Nome Public Schools	358010	Extensions Correspondence
35	Nome Public Schools	350010	Nome Elementary
35	Nome Public Schools	357020	Nome Youth Facility
35	Nome Public Schools	350020	Nome-Beltz Jr/Sr High
36	North Slope Borough Schools	360100	Alak School
36	North Slope Borough Schools	360030	Barrow High School
36	North Slope Borough Schools	360120	Eben Hopson Middle School
36	North Slope Borough Schools	360020	Fred Ipalook Elementary
36	North Slope Borough Schools	360040	Harold Kaveolook School
36	North Slope Borough Schools	360070	Kali School
36	North Slope Borough Schools	367010	Kiita Learning Community
36	North Slope Borough Schools	360090	Meade River School
36	North Slope Borough Schools	360050	Nuiqsut Trapper School

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District ID	District Name	School ID	School Name
36	North Slope Borough Schools	360010	Nunamiut School
36	North Slope Borough Schools	360060	Tikigaq School
37	Northwest Arctic Borough Schools	370010	Ambler School
37	Northwest Arctic Borough Schools	370100	Aqqaluk High/Noorvik Elementary
37	Northwest Arctic Borough Schools	370020	Buckland School
37	Northwest Arctic Borough Schools	370210	Davis-Ramoth School
37	Northwest Arctic Borough Schools	370030	Deering School
37	Northwest Arctic Borough Schools	370080	June Nelson Elementary
37	Northwest Arctic Borough Schools	370040	Kiana School
37	Northwest Arctic Borough Schools	370070	Kobuk School
37	Northwest Arctic Borough Schools	370150	Kotzebue Middle/High School
37	Northwest Arctic Borough Schools	370060	McQueen School
37	Northwest Arctic Borough Schools	370090	Napaaqtugmiut School
37	Northwest Arctic Borough Schools	378020	NWABSD Home School
37	Northwest Arctic Borough Schools	370110	Shungnak School
38	Pelican City Schools	380010	Pelican School
39	Petersburg Borough Schools	390030	Mitkof Middle School
39	Petersburg Borough Schools	390020	Petersburg High School
39	Petersburg Borough Schools	390010	Rae C. Stedman Elementary
40	Pribilof Schools	400010	St George School
40	Pribilof Schools	400020	St Paul School
46	Saint Mary's Schools	460010	Saint Mary's School
42	Sitka Borough Schools	420010	Baranof Elementary
42	Sitka Borough Schools	420020	Blatchley Middle School
42	Sitka Borough Schools	420170	Keet Gooshi Heen Elementary
42	Sitka Borough Schools	427010	Pacific High School
42	Sitka Borough Schools	428010	Sitka Correspondence
42	Sitka Borough Schools	420130	Sitka High School
43	Skagway Schools	430010	Skagway School
44	Southeast Island Schools	440090	Barry Craig Stewart Kasaan School
44	Southeast Island Schools	440010	Edna Bay School
44	Southeast Island Schools	440250	Hollis School
44	Southeast Island Schools	440020	Howard Valentine Coffman Cove School
44	Southeast Island Schools	440270	Naukati School
44	Southeast Island Schools	440230	Port Alexander School
44	Southeast Island Schools	440320	Port Protection School
44	Southeast Island Schools	448010	SE Island Correspondence
44	Southeast Island Schools	440160	Thorne Bay School
44	Southeast Island Schools	440190	Whale Pass School

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District ID	District Name	School ID	School Name
45	Southwest Region Schools	450020	Aleknagik School
45	Southwest Region Schools	450080	Chief Ivan Blunka School
45	Southwest Region Schools	450050	Koliganek School
45	Southwest Region Schools	450070	Manokotak School
45	Southwest Region Schools	450110	Togiak School
45	Southwest Region Schools	450120	Twin Hills School
45	Southwest Region Schools	450040	William "Sonny" Nelson School
53	Tanana Schools	530010	Maudrey J. Sommer School
47	Unalaska City Schools	470010	Eagle's View Elementary School
47	Unalaska City Schools	470020	Unalaska Jr/Sr High School
48	Valdez City Schools	480040	George H. Gilson Middle School
48	Valdez City Schools	480050	Hermon Hutchens Elementary
48	Valdez City Schools	480030	Valdez High School
49	Wrangell City Schools	490010	Evergreen Elementary
49	Wrangell City Schools	490030	Stikine Middle School
49	Wrangell City Schools	490020	Wrangell High School
50	Yakutat City Schools	508010	Yakutat Home School
50	Yakutat City Schools	500010	Yakutat School
51	Yukon Flats Schools	510010	Arctic Village School
51	Yukon Flats Schools	510050	Circle School
51	Yukon Flats Schools	510140	Cruikshank School
51	Yukon Flats Schools	510070	Fort Yukon School
51	Yukon Flats Schools	510060	John Fredson School
51	Yukon Flats Schools	510100	Stevens Village School
51	Yukon Flats Schools	510040	Tsuk Taih School
51	Yukon Flats Schools	518010	Yukon Flats Distance Education Program
52	Yukon-Koyukuk Schools	520010	Allakaket School
52	Yukon-Koyukuk Schools	520090	Andrew K. Demoski School
52	Yukon-Koyukuk Schools	520060	Ella B. Vernetti School
52	Yukon-Koyukuk Schools	520070	Gladys Dart School
52	Yukon-Koyukuk Schools	520040	Jimmy Huntington School
52	Yukon-Koyukuk Schools	520030	Johnny Oldman School
52	Yukon-Koyukuk Schools	520050	Kaltag School
52	Yukon-Koyukuk Schools	520110	Merreline A Kangas School
52	Yukon-Koyukuk Schools	520080	Minto School
52	Yukon-Koyukuk Schools	528010	Raven Correspondence School
54	Yupiit Schools	540010	Akiachak School
54	Yupiit Schools	540030	Akiak School
54	Yupiit Schools	540040	Tuluksak School

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Appendix B: 4 AAC 07.060 Student Records

(a) Each district shall maintain for each student a cumulative record consisting, at a minimum, of the following:

(1) subjects student has taken;

(2) grades earned and an explanation of the grading system used;

(3) units of credit earned;

(4) attendance records;

(5) scores student has recorded on standard tests taken; and

(6) records of required immunizations and physical examinations and other health-related matters required by state law or district policy or bylaws; and

(7) beginning August 31, 2002, a unique 10-digit individual student identification number issued by the department; the student identification number must appear in each electronic record containing student-level information that is reported to the department; the student identification number must appear on each student examination booklet administered under 4 AAC 06.712, 4 AAC 06.730, 4 AAC 06.737, and 4 AAC 06.755.

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Appendix C: Race/Ethnicity Definitions and Guidance

Sources: **http://nces.ed.gov/ipeds/glossary/?charindex=R**

National Center for Education Statistics - U.S. Department of Education Office of Educational Research and Improvement

4AAC 06.830. Subgroups

4AAC 06.899. Definitions

Race / Ethnicity Definitions

Code	Description	Definition
1	Caucasian	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2	African American	A person having origins in any of the black racial groups of Africa.
3	Hispanic	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
4	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, For example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
5	American Indian	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students.
6	Alaska Native	A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors.
7	Two or more races (not Hispanic)	A student who primarily identifies their ethnic heritage with more than one subgroup.
8	Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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Race/Ethnicity Codes - EED Guidance

Beginning July 1, 2010, school districts nationwide will be required to collect, retain and report student level ethnicity data as prescribed by the US Department of education guidance published in the Federal Register October 19, 2007.

> *Educational institutions and other recipients will be required to collect racial and ethnic data using a two part question on the educational institutions' or other recipient's survey instrument. The first question would be whether their respondent is Hispanic/Latino. The second question would ask the respondent to select one or more races from the following racial groups*

The information listed below is to provide guidance to the districts.

Second public comment period closed 09/21/2006

USED guidance released in early June

1. Collecting data
    a. Two questions
        i. Are you Hispanic or Latino? Yes/No
        ii. Select races that you wish to identify with:
            1. African American
            2. American Indian/Alaska Native
            3. Asian
            4. Caucasian
            5. Native Hawaiian/Pacific Islander
    b. Individual can check all that apply – "self-identification"
    c. Encourage the opportunity to "re-identify" - change existing codes
    d. Retain the individual records for future enforcement purposes - OCR

2. Reporting Data
    a. Reporting Codes
        i. African American
        ii. American Indian/Alaska Native
        iii. Asian
        iv. Caucasian
        v. Hispanic
        vi. Native Hawaiian/Pacific Islander
        vii. Two or more races
    b. If Hispanic AND other race = Hispanic
        i. (*example: Caucasian + Hispanic = Hispanic*)
    c. Any other multiple identification, excluding Hispanic, coded as Two or more races (*example: African American + Asian = Two or more races*)
    d. If race/ethnicity is not chosen, "user identification" is employed – the person responsible for reporting chooses codes.
    e. Does not affect AYP subgroups as those are negotiated with USED in the state accountability plans.

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Appendix D: Environment (Placement) Codes for Special Education Students

Educational Environments of Children with Disabilities Ages 3-5

Use the following decision rules to determine the appropriate educational environment category (LRE) for reporting each 3 – 5 year old student with disabilities. Please note that the order of the categories does not reflect a continuum from least to most restrictive. Selection of the appropriate reporting category involves a multi-stage procedure, always starting with code 40 and working your way down to the first category in which the student fits.

First, identify the type of program the child attends, if any, and the number of hours per week in attendance. Then identify the setting in which the child receives the majority of their special education and related services.

The first factor to consider is whether the child is attending a general education Early Childhood Program, as defined below.

General Education Early Childhood Program - a program that includes a majority (at least 50 percent) of nondisabled children (i.e., children not on IEP's). This category may include, but is not limited to:

- Head Start
- kindergartens
- preschool classes offered to an eligible pre-kindergarten population by the public school system
- private kindergartens or preschools
- group child development center or child care

If the child is attending a general education Early Childhood Program, s/he is to be reported in codes 40-43 as directed below based on how many hours in attendance each week and where the child receives the majority of their hours of special education and related services.

40 - Attends a general education early childhood program at least 10 hrs per week and receives the majority of hours of special education and related services in the general education early childhood program.

41 - Attends a general education early childhood program at least 10 hrs per week and receives the majority of hours of special education and related services in some other location.

42 - Attends a general education early childhood program less than 10 hrs per week and receives the majority of hours of special education and related services in the general education early childhood program.

43 - Attends a general education early childhood program less than 10 hrs per week and receives the majority of hours of special education and related services in some other location.

If the child is NOT at all attending a general education Early Childhood Program as defined above, the child is to be reported in codes 44-48. Such children would be either 'Attending a Special Education Program OR 'Attending Neither a general education Early Childhood Education Program Nor a Special Education Program' of any kind, in which case the child would be receiving special education and related services either at Home or in a Service Provider Location or some Other Location.

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If the child attends a Special Education Program, as defined below, report in codes 44-46. Report the child in one of these codes (44-46), even if the child also receives special education services in the home or in the service provider location or some other location.

Special Education Program - a program that includes less than 50 percent nondisabled children (i.e., children not on IEP's). Special education programs include but are not limited to:

44 - Special education classrooms in:

- general education school buildings
- trailers or portables outside general education school buildings
- child care facilities
- hospital facilities on an outpatient basis
- other community-based settings

45 - Separate schools

46 - Residential facilities

If the child attends neither a general education Early Childhood Program nor a Special Education Program as defined above, the child is to be reported in codes 47-48, dependent upon whether the child receives special education and related services at home or in the service provider location or some other location, as respectively described below.

47 - Home - child attends neither a general education Early Childhood Program nor a Special Education Program and receives some or all of his/her special education and related services in the home. Report the child in this category, even if the child also receives special education and related services in a service provider location or some other location that is not in any other category.

48 - Service provider location or some other location not in any other category - child attends neither a general education Early Childhood Program nor a Special Education Program and does not receive any special education and related services in the home. For example, speech instruction provided in:

- private clinicians' offices
- clinicians' offices located in school buildings
- hospital facilities on an outpatient basis

Educational Environments of Children with Disabilities Ages 6-21

Remember, these codes are age based so if the child is 6-21 years old on October 1st, one of these codes must be used regardless of their grade level. If they are 3-5 years old on October 1st, please refer to the other set of environment codes listed above.

To calculate the percentage of time **inside** the general education classroom, divide the number of hours the youth spends inside the general education classroom by the *total number of hours in the school day* (including lunch, recess and study periods). The result is multiplied by 100. **Time spent outside the** general education **classroom receiving services unrelated to the youth's disability (e.g., time receiving LEP services) should be considered time inside the** general education **classroom.**

Note: For students attending Alaska public correspondence schools, home is considered the general education **classroom when calculating the percent of time in the** general education **classroom. Only time spent receiving services outside the home would be excluded from time inside the** general education **classroom.**

Educational time spent in age-appropriate community-based settings that include individuals with and without disabilities, such as college campuses or vocational sites, should be counted as time spent **inside the** general education **classroom**.

Code 28 Inside the general education class 80 percent or more of the day**.** Student was inside the general education classroom for 80 percent or more of the school day. (These are children who received special education and related services outside the general education classroom for less than 21 percent of the school day.) This may include children with disabilities placed in:

- general education class with special education/related services provided within general education classes;
- general education class with special education/related services provided outside general education classes; or
- general education class with special education services provided in resource rooms.

Code 29 Inside general education class no more than 79% of day and no less than 40% percent of the day**.** Student was inside the general education classroom between 40 and 79% of the day. (These are children who received special education and related services outside the general education classroom for at least 21 percent but no more than 60 percent of the school day.) Do not include children who are reported as receiving education programs in public or private separate school or residential facilities. This may include children placed in:

- resource rooms with special education/related services provided within the resource room; or
- resource rooms with part-time instruction in a general education class.

Code 30 Inside general education class less than 40 percent of the day. Student was inside the general education classroom less than 40 percent of the day. (These are children who received special education and related services outside the general education classroom for more than 60 percent of the school day.) Do not include children who are reported as receiving education programs in public or private separate school or residential facilities. This category may include children placed in:

- self-contained special classrooms with part-time instruction in a general education class; or
- self-contained special classrooms with full-time special education instruction on a general education school campus.

Code 31 Separate school. Student received education programs in **public or private** separate day school facilities. This includes children with disabilities receiving special education and related services**, at public expense,** for greater than 50 percent of the school day in **public or private** separate schools. This may include children placed in:

- **public and private** day schools for students with disabilities;
- **public and private** day schools for students with disabilities for a portion of the school day (greater than 50 percent) and in general education school buildings for the remainder of the school day; or
- **public and private** residential facilities if the student does not live at the facility.

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Code 32 Residential facility. Student received education programs and lived in **public or private** residential facilities during the school week. This includes children with disabilities receiving special education and related services**, at public expense,** for greater than 50 percent of the school day in **public or private** residential facilities. This may include children placed in:

- **public and private** residential schools for students with disabilities; or
- **public and private** residential schools for students with disabilities for a portion of the school day (greater than 50 percent) and in separate day schools or general education school buildings for the remainder of the school day.

Do not include students who received education programs at the facility, but do not live there.

Code 33 Homebound/Hospital. Student received education programs in homebound/hospital environment. Includes children with disabilities placed in and receiving special education and related services in:

- hospital programs, or
- homebound programs.

Do not include children with disabilities whose parents have opted to home-school them and who receive special education at the public expense.

Code 34 Correctional facilities. Student received special education in:

- short-term detention facilities (community-based or residential), or
- correctional facilities.

Code 35 Parentally Placed in Private Schools. Student has been enrolled by their parents or guardians in general education parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from a local educational agency or intermediate educational unit under a service plan. Include children whose parents chose to home-school them (but not through an Alaskan public correspondence school), but who receive special education and related services at the public expense. Do not include children who are placed in private schools by the LEA. Children being homeschooled through an Alaska public correspondence school should not be included in this code. They should be included in codes 28-30.

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Appendix E: State Report Manager (SRM) System Submission Process

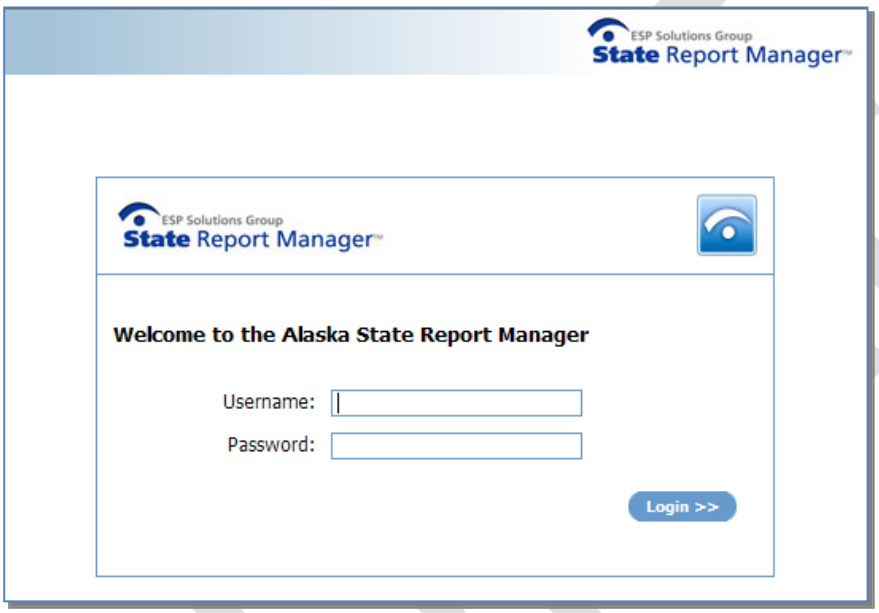
Submission of this file must be completed using the State Report Manager (SRM) web link: https://srm.eed.state.ak.us/srm.

1. If not already assigned a user name and password, or to reset a password, contact Mindy Lobaugh at mindy.lobaugh@alaska.gov or (907) 465-2261, or Tim Workman at tim.workman@alaska.gov or (907) 465-8579.

   Notes:

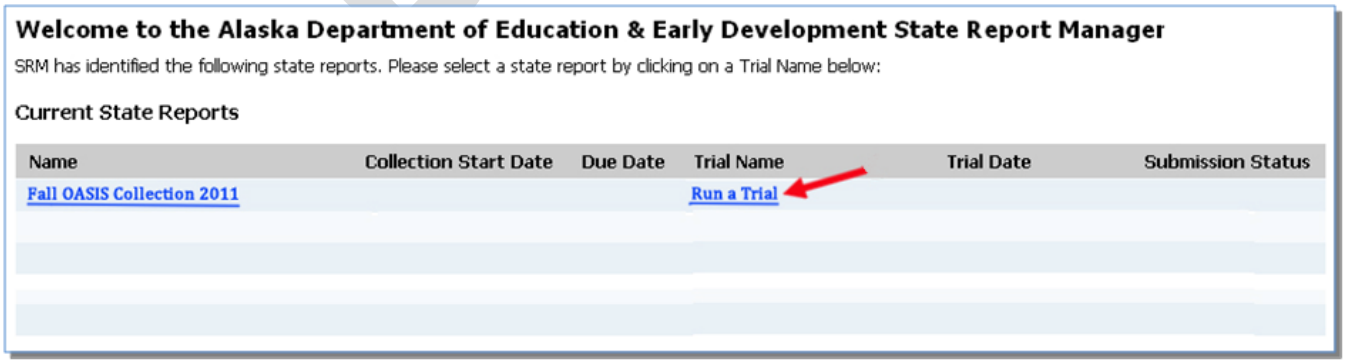
   - **Make sure your file is in a Tab-delimited (.TXT) or Comma-separated (.CSV) format.**
   - **Make sure to replace header in your file with SRM header.**

2. Type in your login information.



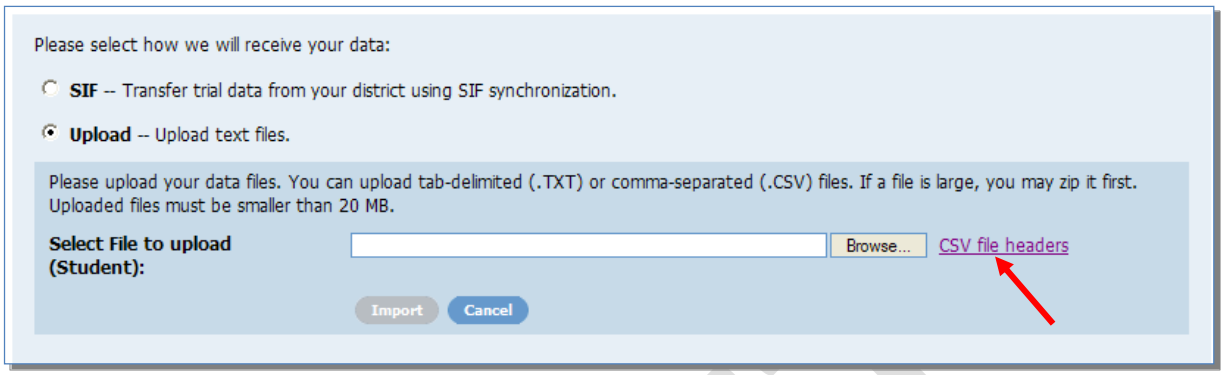
3. Click on "Run a Trial" link, next to the report name the district would like to submit.

   Note: The link below the "Trial Name" will have a different name if a file has already been submitted.

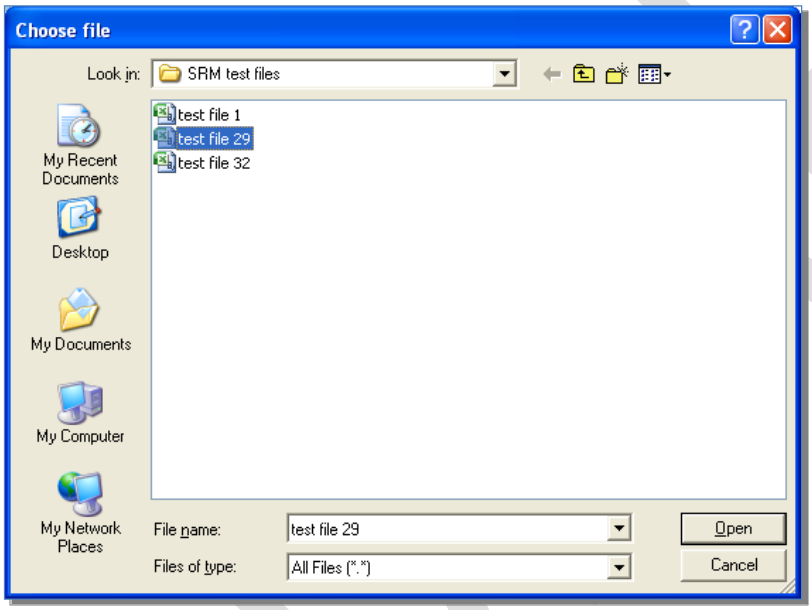


4. Click on “Browse…” to upload district file.

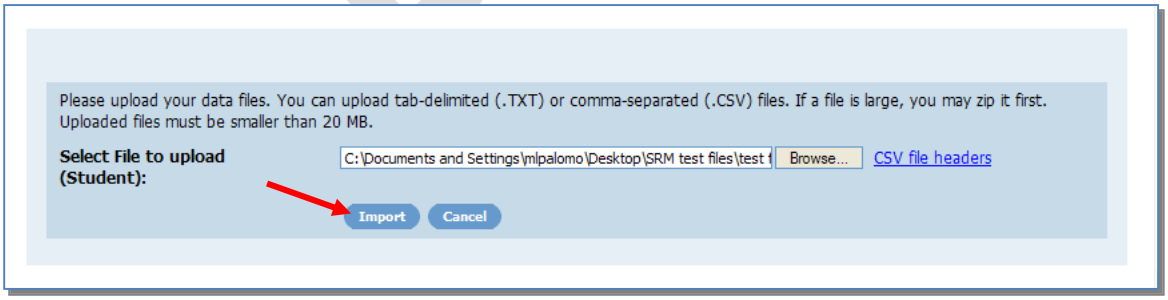
   Note: To download file headers click on “CSV file headers” link. **Headers must match exactly in order for system to properly check data.**



Find and select the file to upload then click “Open.”



5. Once the correct data file is selected, click on “Import.”

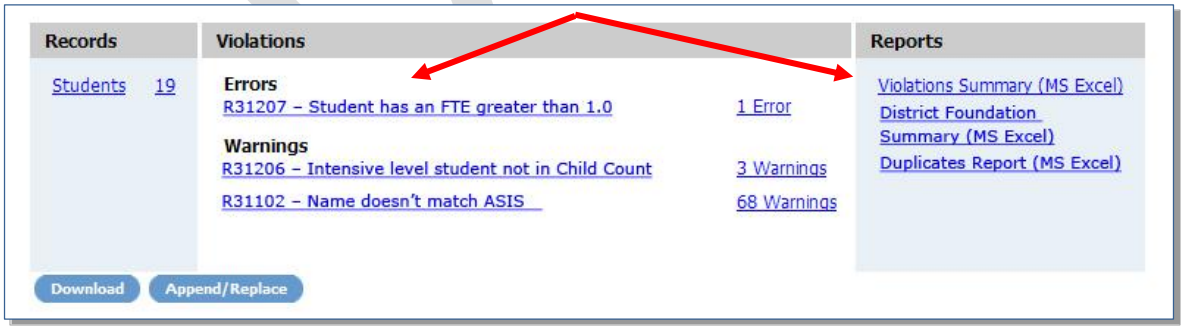


This is the next screen that will appear.

6. When the file upload and data checks are complete, a data summary will appear detailing the number of errors, warnings and total records submitted.

   The data is now ready for review and correction. Click on "Errors" link to view errors.

7. Click on "Violation Summary" link to view error report in excel. Please correct errors in the district's original file and re-submit file; or click on specific error(s) to view each error individually and in addition to correcting error(s) in the district's original file.



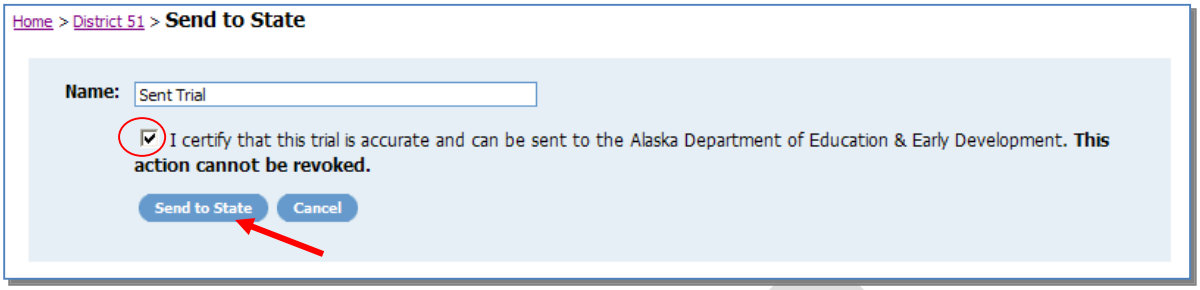
Additional Reports:

- **Violations Summary** (MS Excel) link provides the district with a summary of the errors or warning that occurred as a result of the data that was submitted. Data will not be certified until the errors have been addressed.
- **District Foundation Summary** (MS Excel) link provides the district with a summary of their average daily membership (ADM), by school and by K-6 and 7-12 grade levels, in addition to the number of intensives. *This is also the ADM report the district Superintendent signs and submits to the department.*
- **Duplicates Report** (MS Excel) link provides the district with a listing of possible duplicates with another district based on the data submitted. This report will not be available until all the files have been submitted in order to get a comprehensive listing. A student should not exceed one ADM when being counted statewide.

8. Once errors have been corrected in original file, resubmit file by clicking on "New Trial" button. Repeat steps 5-9 again until no more errors.

9. Once no more errors, click on "Send to State" (button will now be highlighted).

10. Check box to certify that data is accurate and click on “Send to State”.



The district’s file is now completed.

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Appendix F: State Report Manager (SRM) System Validation Rules

Rule ID	Severity	Rule	Detail Message
31000	Error	One or more required fields is missing	The record is missing the required field
31001	Error	Field exceeds its Maximum Length	The field exceeds its maximum allowable length.
31100	Error	Reported Alaska Student ID Number is Invalid	The reported Alaska student ID number could not be found in the ASIS ID system. No student has that ID.
31101	Error	Birth Date and/or Gender Doesn't Match ASIS	The birth date and/or the gender of the student does not match the student ID system.
31102	Warning	Name doesn't match ASIS	The first or last name of the student does not match the student ID system
31200	Warning	General education student age is outside 3-22	General education students must have an age greater than or equal to 3 and less than or equal to 22 as of Sept 1
31201	Warning	Age is outside expected range for Grade	The age of the student falls outside the expected bounds
31202	Error	Age is outside allowable range for Grade	Age is outside the allowable range for this grade level
31203	Warning	City/Town Village is invalid	The reported City or Town must be listed in the set of "Alaska Places"
31204	Error	Environment must be empty or 0 for non-disabled	The Special Education Environment must be empty or zero if the Disability Category field is "00"
31205	Error	Special Ed Student older than 22	Students with Disabilities (Disability Category codes 02-14) must have an age less than or equal to 22 as of July 1
31206	Warning	Intensive level Student not in Child Count	Student flagged as Intensive must be included in the Child Count
31207	Error	Student Weighted ADM greater than 1.0	Summing the number of days in membership divided by 20, multiplied by the FTE for each school attended exceeds 1.0 (Treatment facilities and lock-up are excluded from this calculation)
31208	Error	Race/Ethnicity code is invalid	The Race/Ethnicity code must come from the "Race or Ethnicity" option set
31209	Error	Grade level code is invalid	The grade level code is not in the "Grade Level" option set
31210	Error	Intensive level is not valid	"Is Intensive Level Student" must be "Y" or "N"
31211	Error	October 1 enrolled is not valid	"Is October 1 Enrolled" must be "Y" or "N"
31212	Error	Disability Category is invalid	The Disability Category code must be one of the options in the option set "Disability Category"
31213	Error	Child Count must be "Y" or "N"	"Is in Child Count" (Special Education October 1 Count) must be "Y" or "N"
31214	Error	Special Education Environment is invalid	The Special Education Environment must be in the option set "Special Education Environment"
31215	Error	LEP Status is invalid	The LEP Status code must be in the option set "LEP Status" see Element 21 for details
31216	Error	Gender is invalid	Gender must be "M" or "F"
31217	Error	FTE is invalid	The FTE must be one of "0.00","0.25","0.50","0.75","1.00"
31218	Error	School ID is invalid	The School ID cannot be found in the list of currently open and operating schools

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Rule ID	Severity	Rule	Detail Message
31220	Warning	Zip code is invalid	The Zip code must be a valid Alaska Zip code
31221	Error	Special Ed Environment cannot be empty if Disabled	Special Ed Environment cannot be empty or zero for students with disability codes “02” – “14”
31222	Error	Student in Child Count Must be Disabled	A student flagged as being in the Child Count must have a disability, i.e. the disability must be one of the codes 02 – 14, inclusive
31223	Error	Student October 1 FTE exceeds 1.0	FTE for a student within a single district is greater than 1.0. Within a district, the max FTE of a student is 1.0. Excludes treatment facilities and lockup.
31224	Error	DD Student age 9 or older	Developmentally Disabled student is age 9 or older as of October 1
31225	Error	5 year old SE student must have EC Environment	Special Ed student age 2-5 as of October 1 must have Early Childhood Environment. Early childhood special ed environments use codes 40 - 48
31226	Error	School Age SE student with EC environment	Special Ed student age 6-22 as of Oct 1st must have non-Early Childhood Environment. Special Ed Environments codes non early childhood are 28 to 35
31227	Warning	Special Ed Student age less than 3	A preschool Special Ed student (disability code 2 – 14) must be 3 by the end of the count period that ends October **24th.**
31228	Error	Economically Disadvantaged is invalid	Economically Disadvantaged must be “Y” or “N”
31229	Error	SPED Student Only is invalid	SPED Student Only must be “Y” or “N”
31300	Warning	City-Zip Combination is invalid	The zip code is not valid for the place
31301	Error	Grade not served by school	The grade level of the student must be within the grades served by the school if the student is not special ed.
31303	Error	User cannot submit data for this district	The logged in user can only submit data for their own district
31304	Warning	Early Enrolled Students	Student age 4 on Sept 1 who are not disabled are Early Entry and must meet the Early Entry requirements
31400	Warning	Invalid Name	The first, middle or last name can contain only alphabetic characters, period, apostrophe, space, or hyphen
31402	Error	Birth Date Format Invalid	Birth date format must be MM/DD/YYYY or MM/DD/YY
31403	Error	Days in Membership not integer between 0 and 20	Days in Membership can only contain numeric characters and be a whole number between 0 and 20, inclusive
31404	Error	Zip+4 contains invalid characters	If 9 digit zip provided, the last four digits can only contain the numeric digits 0-9
31405	Warning	Local Student ID invalid	Local Student ID can only contain the digits 0-9
31501	Warning	Open schools must have students enrolled	Open School does not have any students
31502	Warning	Served grade without students	Grade served by students does not have any students
31503	Error	No student reported for district	No students were reported for the district
31504	Warning	Student reported with different local student ID#	Student reported with the same ASIS ID but with different local student ID#
31701	Error	Intensive Student must be disabled	The student was flagged as “is Intensive” but does not have a disability code indicating they are a student with a disability (codes 2 – 14)

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Rule ID	Severity	Rule	Detail Message
31704	Error	Missing [Target Cohort Graduation Year]	If [Grade Level] >= 9 then [Target Cohort Graduation Year] is required
31705	Warning	general education PK student with FTE >0	general education (disability 00) PK students should have FTE = 0
31706	Warning	LEP Student status mismatch with Summer OASIS	Students LEP Status does not align with that reported in the prior Summer OASIS
31707	Warning	Target Grad year outside Expected range	Target Cohort Graduation Year is outside the Expected range
31708	Error	Target Grad year outside Allowed range	Target Cohort Graduation Year is outside the Allowed range
31709	Warning	Special Ed Student not in the Child Count	A student with a disability 2-14 is not flagged as in Child Count. This occurs if the student is not enrolled on the count date. This Warning provides a double check on these students
31996	Warning	No full-time students in School	No students were enrolled full-time for the full enrollment window
31997	Error	Student Reported as Graduated in Summer OASIS	This student was reported as graduated (Exit type {0}) in Summer OASIS.

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Appendix G: A Guide to Frequently Asked Questions

As Related to Foundation/Student Counts

How is a full-time equivalent defined for Elementary and Secondary?

Elementary

FTE	Description	Defined
1.00	(full-time)	4 contact hours or more in a day
0.75	(3/4 time)	3 hours or more, but less than 4 hours in a day
0.50	(1/2 time)	2 hours or more, but less than 3 hours in a day
0.25	(1/4 time)	Less than 2 hours per day

Secondary

FTE	Description	Defined
1.00	(full-time)	4 Courses (4 Units)
0.75	(3/4 time)	3 Courses (3 Units)
0.50	(1/2 time)	2 Courses (2 Units)
0.25	(1/4 time)	1 Course (1 Unit)

When are 3 and 4 year olds eligible to be counted for funding?

Students that are 3 or 4 years of age are not eligible to be counted for funding unless they are on active Individual Education Plan [IEP] and receiving special education [SPED] services. The PK SPED student would be counted based on the days those services are received and the number of hours served.

OR….

A district may enroll a 3 or 4 year old student who does not have an active IEP, provided they meet the regulation 4 AAC 09.015 (i), requirements which states the following steps must be followed:

- ✓ A policy must already be in place by the local school board that creates an assessment tool to determine the mental, physical, and emotional capacity of a child to perform satisfactorily in school.
- ✓ Documentation that the child was approved on an individual bases by the school board or a board appointed administrator. A board appointed administrator should have board minutes that show his/her appointment.

The district must also be aware that an early entered child must progress to the 1st grade in the subsequent school year. If the child does not progress then the district will not receive funding for that child in that year.

What is or causes a duplicate student?

Duplicate student(s) are the result of two districts reporting the same student which results in a full time equivalent [FTE] greater than 1.00 [4 AAC 09.015 (h)]. To resolve this both districts will be given a report listing those student(s) that duplicated and must in turn submit proof of the student in their district by sending in a copy of the enrollment form to the department.

Districts will be given up to 30 days to return the appropriate enrollment/documentation proving the claim on that student. However, the earlier the information is received the faster the department can complete the reconciliation and have an updated report back to all districts.

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What if both districts show the student enrolled and neither has received any form of withdrawal notice? How does the department resolve this?

Dates will be reviewed based on the enrollment forms submitted by the district for the duplicate student. The enrollment form with the most recent enrollment date typically resolves the situation. IF the department cannot determine the date of enrollment on the forms, then the next step is a request for attendance records to determine where the student is actually sitting.

If this is a duplicating correspondence issue and there is no date clarified on the enrollment form the district that provides clear date enrollment information will retain the count. However if this is a duplicate student who is enrolled statewide correspondence program but they are *also* enrolled fulltime at the local public school; then the *district of residence* will gain the FTE after providing proof of enrollment. [4 AAC 33.430]

When should an unexcused student be dropped from enrollment?

The Student Data Reporting Manual states: students with unexcused absences of more than ten consecutive days shall be exited on the day after the tenth day of the unexcused absence. For correspondence students, the exit date is the earlier of:

a) the date when notice is received from the parent or guardian that the student will no longer participate;
b) the date when the student enters and attends a general education school full-time; or,
c) 30 calendar days after which no contact is made or correspondence is received from the student, parent or guardian.

If a district has an In-Service day in the middle of those 10 consecutive days does the district need to restart that count before un-enrolling the student?

No, the day following the In-Service would be the next consecutive day counted. The *10 days of unexcused absence applies only to scheduled days of instruction excluding an in-service day.* The In-Service day does not interrupt the 10 consecutive days.
EXAMPLE: A student was unexcused for five days beginning on a Monday through Friday. The following Monday an In-Service day is scheduled so the following day, Tuesday, would become the 6th day of unexcused absences.

May a district add another student to their count after the deadline?

No, once the deadline has closed for the SRM/OASIS data submittal, there can be no further additions made to the data. The reasoning behind this is it would have a ripple effect on the data already being processed and the reports that had been previously created would now have to be thrown out in order to accommodate a new student in the database. This is also in compliance with regulation 4 AAC 09.015 (d).

A new student transferred into the district on Monday and enrolled, this just happens to be the first day of the count period. However they will not begin attending class/school until Wednesday. When can the district start counting them for foundation funding?

The district cannot begin counting the student until they are enrolled and attending class. Therefore in the above example that student would not count until Wednesday or the third day of the count period.

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What is the oldest age a student can be and still be eligible for funding?

A student who is under the age of 20 by September 1 and has not completed the 12th grade is eligible for funding.
OR….
If a student has an active IEP, then the district may serve that student provided they are under the age of 22 prior to July 1st. Should the special education student turn 22 on July 2nd they would still be eligible to go through the count and receive funding unlike a general education student.

How does a district count a private school student receiving SPED services from the district?

If the district is providing SPED services to a student who is attending school outside of the public school system in their district, then the count for that student would be based on the number of hours served in the day to determine the FTE, and the number of days they are actually served during the 20 day count period. So for example, if a private school student is receiving two hours of service twice a week, then they are .50 FTE and 8 days in membership.

Does a district report a student twice if they transfer between schools in their district during the count period?

Yes. In order to determine the funding for a district the student must be reported for the appropriate amount of days and FTE in their respective schools they are enrolled/attend. This is to ensure the correct school size adjustment when calculating state aid. (Per AS 14.17.600 and AS 14.17.450.) Remember a student may not exceed 20-days membership or 1.00 FTE.

What resources are available to district's should additional questions arise regarding the student count or funding?

Resources available to districts that support the above information are:

Alaska State Statutes
- Available on the web at http://www.eed.state.ak.us/pubnstats.html
- Foundation statutes are located under AS 14.17

Alaska Administrative Code [Regulations]
- Available on the web at http://www.eed.state.ak.us/pubnstats.html
- State Aid regulations are under Title 4 AAC 09

Student Data Reporting Manual
- Available on the web at http://www.eed.state.ak.us/pubnstats.html
- This manual helps to supplements existing laws and regulation

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Appendix H: Student Count Calendars 2014

October 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	September 29 *1st day of the Student Count.*	**30**	**October 1** One day count. (see data elements, field 17 & 20)	**2**	**3**	4
5	**6**	**7**	**8**	**9**	**10**	11
12	**13**	**14**	**15**	**16**	**17**	18
19	**20**	**21**	**22**	**23**	**24** ***Last day of Count!*** * Intensives Count Day. * Impact Aid survey date. *SRM Portal is accessible.	25
26	27	28	29	30	31	November 1

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November **DUE DATES** 2014						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
2	3	4 **'Paper' Projection due.** AS 14.17.500	5	6	**7** **Actual SRM report due.** AS 14.17.600	8

# of Days	ADM Value	# of Days	ADM Value	# of Days	ADM Value	# of Days	ADM Value
1	0.05	6	0.30	11	0.55	16	0.80
2	0.10	7	0.35	12	0.60	17	0.85
3	0.15	8	0.40	13	0.65	18	0.90
4	0.20	9	0.45	14	0.70	19	0.95
5	0.25	10	0.50	15	0.75	20	1.00

The above chart explains what the district's ADM value would be each day enrolled, if the student is attending full-time.

The PAPER summary for the FY2016 Projected ADM's will be available on October 15th. To access this form click the following link **http://www.eed.state.ak.us/forms/home.cfm**, then open the *Choose a Section* dropdown box and click the "Foundation" section.

Please scroll down and print off the appropriate page number, complete the form, and either email as a PDF to mindy.lobaugh@alaska.gov or fax to (907) 463-5279 on or before November 5, 2014.

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